



**RESOURCE AND PATIENT MANAGEMENT SYSTEM**

**ADMINISTRATIVE RESOURCE  
MANAGEMENT SYSTEM  
(ACR)**

**USER MANUAL  
Volume II**

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## **PREFACE**

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

## **SECURITY**

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

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# 1 INTRODUCTION

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

Due to the size of this User Manual, it is broken down into 5 volumes and one overview document. This is Volume II and contains the following ARMS menu items:

|                                                |                                         |
|------------------------------------------------|-----------------------------------------|
| <b>AR</b> Approve Requests                     | <b>PA</b> Assign PO to Purchasing Agent |
| <b>RA</b> Review Approved/Disapproved Requests | <b>PO</b> Add/ Edit Purchase Order      |
| <b>EV</b> Edit Vendor/ Contractor              | <b>AP</b> Edit Signed Purchase Order    |
| <b>SI</b> Edit Standard Items                  | <b>RR</b> Enter Receiving Reports       |
| <b>DI</b> Due In Report                        | <b>HO</b> Hotel Name and Phone          |
| <b>SF</b> Review Status of Funds               | <b>TE</b> Enter Training Evaluation     |

## 1.1 OVERVIEW

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

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

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

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

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

## **1.2 SECURITY AND USER IDENTIFICATION**

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

## 2 APPROVE REQUEST (AR)

The Approve Request option allows the user to approve, disapprove, return, or hold a request. The Approve Request option is selected by typing AR at the Select Administrative Resource Management System Option prompt on the User Menu. If you select the Approve Request option and do not have any requests pending, you will see the message, "There are no documents pending for you."

### 2.1 ENTER ELECTRONIC SIGNATURE

If you have document(s) pending your signature, you will be asked to enter your electronic signature for review (Figure 2-1).

```
You have documents which are pending for your signature.
Enter your electronic signature to review documents now.
Enter '^' to bypass document review.

Enter your electronic signature: █
```

Figure 2-1: Enter Electronic Signature

### 2.2 SELECT DOCUMENT

Select which document to review for approval. The example in Figure 2-2 shows two documents available for selection.

```
Select DOCUMENT to REVIEW for APPROVAL:

  NO.  DOCUMENT NO.  IDENTIFIER  |  NO.  DOCUMENT NO.  IDENTIFIER
-----|-----
  1    001-069-1-0018  Specimen Cups
  2    001-069-1-0019   Fruit

Enter a Sequence NO. (1 to 2)
or enter the DOCUMENT NUMBER: 2
```

Figure 2-2: Select Document for Approval

### 2.3 REVIEW DOCUMENT

You will have an opportunity to review the pending document. You will be presented with the three options shown in Figure 2-3:

```
Enter a Sequence NO. (1 to 2)
or enter the DOCUMENT NUMBER: 2

Select one of the following:

1      Review Document Summary
2      Review Entire Document
3      Skip Document Review
```

Figure 2-3: Review Document

After selecting the document review, ARMS will advise you if any additional information has been included for consideration as well as account summary information (see Figure 12-4). If you concur with the information shown on the screen, press the Return key.

```
NO CERTIFICATIONS APPENDED.

NO STATEMENTS APPENDED.

ACCOUNT SUMMARY YEAR-TO-DATE:
-----
ALLOWANCE: 125000
COMMITTED: 1661 OBLGATD: 1620
UNCOMMTD: 123340 UNOBLTD: 123380

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

Figure 2-4: Additional Documents for Review

## 2.4 ACT ON THE DOCUMENT

The final step is to act on the document. You can select from one of five options:

- Approve the document
- Disapprove the document
- Return the document for changes or clarification
- Hold on to the document
- Print or Display the document

Figure 2-5 shows an example of the action options available.

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

      Select one of the following:

      A      APPROVE
      D      DISAPPROVE
      R      RETURN FOR CHANGE/CLARIFICATION
      H      HOLD
      P      PRINT/DISPLAY DOCUMENT

APPROVAL:
```

**Figure 2-5: Act on the Document**

At the conclusion of your action, you will be given the option to act on another document or return to the user menu.

### 3 REVIEW APPROVED/DISAPPROVED REQUEST (RA)

The Review Approved/Disapproved Request option allows the user to review requests that have been approved or disapproved. The Review Approved/Disapproved Request option is selected by typing **RA** at the Select Administrative Resource Management System Option prompt on the User Menu.

#### 3.1 SELECT DEPARTMENT ACCOUNT

Once you've selected the Review Approved/Disapproved Request option, select the department account where the request resides (Figure 3-1).

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

List more DEPARTMENT ACCOUNTS? YES// n NO

Select one of the following:

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

Select Account by: By ID NO.// █

Figure 3-1: Select Department Account

If you don't see your department account on the first screen, select the default YES to list more accounts. If the correct account is shown, type No. Select the department account number:

- ID No.
- By Department Name
- By CAN NO.

Choose the default response by pressing the Return key to identify the account by ID NO. In the example shown in Figure 3-2, the user selected ID NO. 25 (ARMS Training). ARMS lists all approved and disapproved requests under the ARMS Training account.

```

Select one of the following:

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

Select Account by: By ID NO.//

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

      Select REQUEST

ID NO.  REQUEST #      IDENTIFIER      ID NO.  REQUEST #      IDENTIFIER
-----
159    5 001-069-1-0018  CANCELLED Speci      109    001-069-1-0011  CANCELLED
131    1TG0690002      CANCELLED DAW//      105    001-069-1-0008  LAB SVCS BPA
121    001-069-1-0014  CANCELLED Lab        104    001-069-1-0007  NURSING COVERAG
ID NO.: 

```

Figure 3-2: Select Department Account by ID NO.

### 3.2 SELECT REQUEST TO REVIEW

Locate the request you want to review and enter the ID NO. at the ID NO. Prompt. The user selected ID NO. 159 in the example shown in Figure 3-3.

```

      Select REQUEST

ID NO.  REQUEST #      IDENTIFIER      ID NO.  REQUEST #      IDENTIFIER
-----
159    5 001-069-1-0018  CANCELLED Speci      109    001-069-1-0011  CANCELLED
131    1TG0690002      CANCELLED DAW//      105    001-069-1-0008  LAB SVCS BPA
121    001-069-1-0014  CANCELLED Lab        104    001-069-1-0007  NURSING COVERAG
ID NO.: 159 001-069-1-0018      CANCELLED Specimen Cups ATTENTION MEDICAL

```

Figure 3-3: Select Request to Review

### 3.3 REVIEW REQUEST

After selecting the request to review, ARMS presents a number of screens for review. The following items can be reviewed:

- Initial request information
- Justification and vendor data
- Document requisition
- Account summary



- Status of the document

You will have the option to Continue (press the Return key) to see more information on the particular request or type “^” to exit at any time during the review. At the conclusion of the review you will return to select another Department account to conduct another review. If you choose to exit the review, you will return to the User Menu. At the conclusion of the review, you will have the option to review another document or return to the user menu.

## 4 EDIT VENDOR/CONTRACTOR (EV)

The Edit Vendor/Contractor option allows the user to perform two activities pertaining to vendor/contractor data:

- Add a new vendor/contractor
- Edit the data for an existing vendor/contractor.

The Edit Vendor/Contractor option is selected is selected by typing EV at the Select Administrative Resource Management System Option prompt on the User Menu.

### 4.1 ADD A NEW VENDOR/ CONTRACTOR

Once you have typed EV and pressed the Return key on the User Menu screen, the “Vendor:” prompt will appear.

```

                                ADD OR EDIT VENDOR DATA
                                |=====|
VENDOR.....: DEMO VENDOR
Are you adding 'DEMO VENDOR' as a new VENDOR (the 442ND)? Y (Yes)

Checking VENDOR NAME for matches.

Demo Vendor                2252547866A1
VENDOR NEW ARMS VENDOR      2999999999
VENDOR NEW SMALL PURCHASE VENDOR 1999999999A4
VENDOR NEW VENDOR           1999999999A3
VENDOR FAKE VENDOR          2999999999
VENDOR FOREIGN VENDOR       12727272721A
VENDOR MIKE VENDOR          1232323232A1
VENDOR RICK VENDOR          1657656543A1
VENDOR JIM VENDOR           1786654525A1
VENDOR JANE VENDOR          1232456789A2

Press <RETURN> to continue, '^' to exit

Do you still want to add this entry: NO//Y

VENDOR EIN NO.: █
```

Figure 4-1: Add a New Vendor/ Contractor Screen 1

Type the name or a portion of the name of the Vendor that you wish to edit and press the Return key. An “Are you adding 'Vendor Name' as a new VENDOR (the #TH)?” prompt will appear. Answer Y or N.

The ARMS program will present a list of potential matches from the existing Vendors, followed by a “Do you still want to add this entry:” prompt. Answer Y or N.

A “Vendor EIN No.:

the name and EIN of the other vendor and a “Do you still want to enter this EIN: NO//” prompt will appear (Figure 4-2).

If you do want to add the new vendor with the disputed EIN (usually if the new vendor is a different department/ suffix than the existing vendor), type Y and press the Return key. If you do not want to add the new vendor with the disputed EIN, press the Return key and enter the correct EIN at the new “Vendor EIN No.:

```
VENDOR EIN SUFFIX: A1

Checking VENDOR EIN including SUFFIX for matches.

No matches found.

VENDOR MAILING ADDRESS-CITY: ALBUQUERQUE
VENDOR REMIT TO ADDRESS-STREET: 1234 ANYWHERE ST
VENDOR REMIT TO ADDRESS-CITY: ALBUQUERQUE
VENDOR Select PREVIOUS EIN NO.:

Select one of the following:

1      ALL Vendor Data
2      Mailing Address
3      Billing Address
4      Remit To Address
5      1099 Payment Data
6      ARMS/CIS
7      SMALL PURCHASE INFORMATION Data

Edit which data:
```

Figure 4-2: Add a Vendor Data List Options

A “Vendor EIN Suffix:” prompt will appear. Enter the 2-digit/letter suffix (if desired) associated with the contact vendor department. At the address prompts, enter the address information for the vendor.

A “Vendor Select Previous EIN No.:

- If you want to edit **All of the Vendor’s Data**, type 1.
- If you only want to edit the **Mailing Address**, type 2.
- If you only want to edit the **Billing Address**, type 3.

- If you only want to edit the **Remit To Address**, type 4.
- If you only want to edit the **1099 Payment Data**, type 5.
- If you only want to edit the **ARMS/CIS**, type 6.
- If you only want to edit the **Small Purchases Information Data**, type 7.

```

Edit which data: 1  ALL Vendor Data

VENDOR.....: DEMO VENDOR//
EIN NO.....: 1555555555//
EIN SUFFIX.....: A1//
DUNN AND BRADSTREET.:
EFT ACCOUNT TYPE....: C  CHECKING
ROUTING TRANSIT NO...: 987654321
DEPOSITOR ACCOUNT #.:
SUB-ROUTING TRANST #:
SUB-DEPOSITOR ACCT #:
SEND 1099 (Y/N).....: y  YES

```

Figure 4-3: Add a Vendor—All Vendor Data Option Screen 1

Editing the General Vendor information involves 24 fields. Each field is briefly addressed in the list below.

**Vendor:** (Required) Enter the name of the new/edited vendor.

**EIN NO.:** (Required) Enter the EIN number of the new/ edited vendor.

**EIN Suffix:** Enter a 2-character EIN suffix.

**Dunn and Brad Street:** Enter the vendor's 9-digit DUNS number assigned by Dunn and Bradstreet.

**EFT Account Type:** Enter C (checking) or S (savings) to identify the type of account the vendor uses for electronic fund transfers.

**Routing Transit No.:** Enter the vendor's 9-digit bank routing number (for electronic fund transfers).

**Depositor Account:** Enter the vendor's bank account number (for electronic fund transfers).

**Sub-routing Transt #:** Enter the vendor's 9-digit bank transit number (for electronic fund transfers).

**Sub-Depositor Acct. #:** Enter the vendor's second depositor account number (for electronic funds transfer).

**Send 1099 (Y/N):** Enter Y or N to indicate whether or not the vendor requires a 1099.

```
SEND 1099 (Y/N).....: YES//
                        |=====|
TELECOMM. ADDRESS...:
                        |=====|
CITY (NUMERIC CODE)..:
GEOGRAPHICAL LOCATON:
LARGE/SMALL.....: LARGE//
SIZE OF BUSINESS...:
TYPE OF BUSINESS...:
ORGANIZATION/INDIVID: ORGANIZATION//
SMALL BUS. STATUS...: NO//
WOMEN OWNED SB.....: NO//
MINORITY NON-PROFIT.: NO//
LABOR SURPLUS AREA..: YES//
CONGRESSIONAL DIST..:
PARENT COMPANY.....: FAKE VENDOR//
SPIS TYPE OF BUSINSS: ???
  Choose from:
    A1      SMALL BUSINESS CONCERN
    A2      LARGE BUSINESS CONCERN
    A3      DOMESTIC OUTSIDE U.S./FOREIGN
    A4      OTHER ENTITY
```

Figure 4-4: Add a Vendor—All Vendor Data Option Screen 2

**Telecomm Address:** Enter the vendor's telecommunications address.

**City (Numeric Code):** Enter the numeric code for the vendor's city.

**Geographical Location:** Enter the geographical code for the vendor and press the Return key.

**Large/Small:** Enter SD (Small Disadvantaged), L (Large), S (Small), SW (Women owned Small), or O (Other) depending on the vendor's classification.

**Size of Business:** Enter the size of business code that best describes the vendor. ARMS can provide a list.

**Type of Business:** Enter the type of business code that best describes the vendor. ARMS can provide a list.

**Organization/ Individ:** Enter 1 if the vendor is an organization or 2 if the vendor is an individual.

**Small Bus. Status:** Enter Y if the vendor is classified as a small business or N if the vendor is not classified as a small business.

**Women Owned SB:** Enter the code that best describes the vendor. ARMS can provide a list.

**Minority/ Non-profit:** Enter 1 if the vendor is considered a minority/ non-profit business or 2 if the vendor is not considered a minority/ non-profit business.

**Labor Surplus Area:** Enter 1 if the vendor is located in a labor surplus area or 2 if the vendor is not.

**Congressional Dist.:** Enter the vendor's congressional district.

**Parent Company:** Enter the name or EIN of the vendor's parent company (if applicable). ARMS can provide a list.

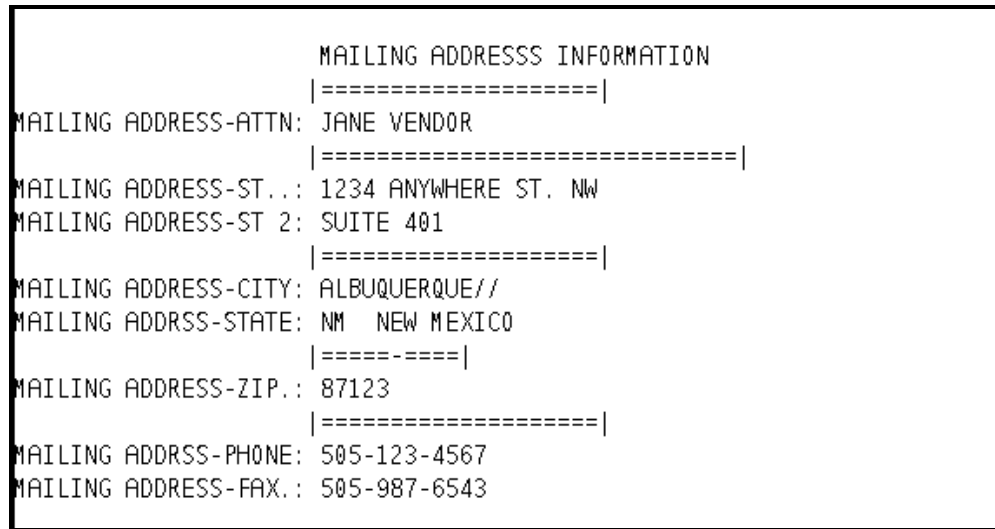
**SPIS Type of Business:** Enter the code that best describes the vendor's type of business. ARMS can provide a list.

**SPIS Type of Vendor:** Enter the code that best describes the vendor type. ARMS can provide a list.

The item that you selected at the Edit Which Data prompt will affect what screen options you have. If you selected the All Vendor Data option, the Mailing Address Information screen will appear. If you selected any of the other options, you will be returned to the Vendor Information Review screen and the "Edit Vendor Data" prompt will appear again.

**Mailing Address Information**

The Edit Mailing Address Information screen will walk you through adding/editing the Mailing Address Information for the vendor. Editing the mailing address information involves 8 fields. Each field is briefly addressed in the list below.



```

                                MAILING ADDRESSS INFORMATION
                                |=====|
MAILING ADDRESS-ATTN: JANE VENDOR
                                |=====|
MAILING ADDRESS-ST.: 1234 ANYWHERE ST. NW
MAILING ADDRESS-ST 2: SUITE 401
                                |=====|
MAILING ADDRESS-CITY: ALBUQUERQUE//
MAILING ADDRSS-STATE: NM  NEW MEXICO
                                |=====|
MAILING ADDRESS-ZIP.: 87123
                                |=====|
MAILING ADDRSS-PHONE: 505-123-4567
MAILING ADDRESS-FAX.: 505-987-6543

```

Figure 4-5: Add a Vendor—Mailing Address Information Option

**Mailing Address-Attn:** Enter the name of the person you work directly with within the Vendor's company/ organization.

**Mailing Address-ST:** Enter the first line of the vendor's mailing address.

**Mailing Address-ST 2:** Enter the remaining elements of the vendor's address.

**Mailing Address-City:** Enter the city of the vendor's mailing address.

**Mailing Address-State:** Enter the 2-letter code state code of the vendor's mailing address.

**Mailing Address-Zip:** Enter the zip code of the vendor's mailing address.

**Mailing Address-Phone:** Enter the telephone number associated with the vendor's mailing address.

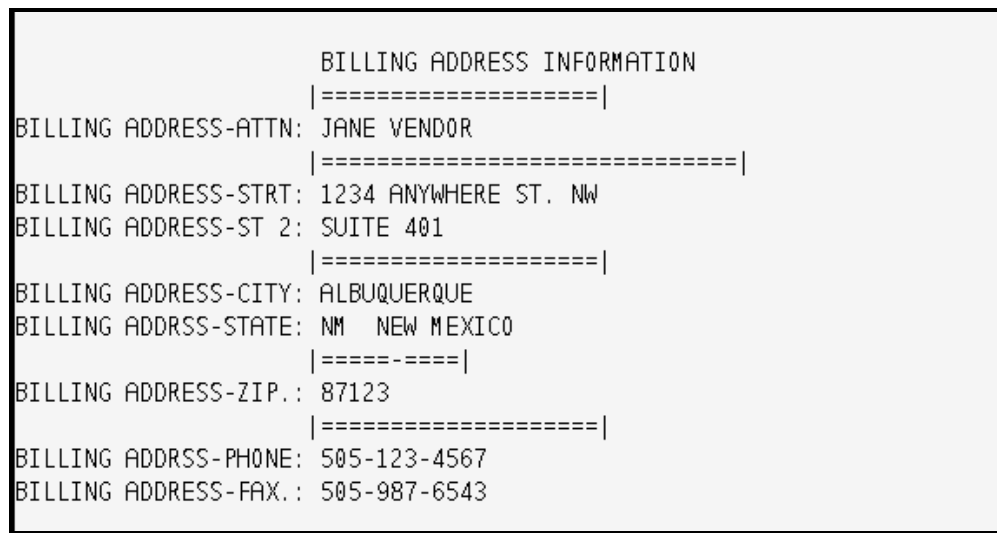
**Mailing Address-Fax:** Enter the fax number associated with the vendor's mailing address.

The item that you selected at the Edit Which Data prompt will affect what screen options you have. If you selected the All Vendor Data option, the Billing Address Information screen will appear next. If you selected any of the other options, you

will be returned to the Vendor Information Review screen and the “Edit Vendor Data” prompt will appear again.

### Billing Address Information

The Edit Billing Address Information screen will walk you through adding/editing the Billing Address Information for the vendor. Editing the billing address information involves 8 fields. Each field is briefly addressed in the list below.



```

                                BILLING ADDRESS INFORMATION
                                |=====|
BILLING ADDRESS-ATTN: JANE VENDOR
                                |=====|
BILLING ADDRESS-STRT: 1234 ANYWHERE ST. NW
BILLING ADDRESS-ST 2: SUITE 401
                                |=====|
BILLING ADDRESS-CITY: ALBUQUERQUE
BILLING ADDRSS-STATE: NM  NEW MEXICO
                                |=====|
BILLING ADDRESS-ZIP.: 87123
                                |=====|
BILLING ADDRSS-PHONE: 505-123-4567
BILLING ADDRESS-FAX.: 505-987-6543

```

Figure 4-6: Add a Vendor—Billing Address Information Option

**Billing Address-Attn:** Enter the name of the person you work directly with within the Vendor’s company/ organization.

**Billing Address-ST:** Enter the first line of the vendor’s billing address.

**Billing Address-ST 2:** Enter the remaining elements of the vendor’s billing address.

**Billing Address-City:** Enter the city of the vendor’s billing address.

**Billing Address-State:** Enter the 2-letter code state code of the vendor’s billing address.

**Billing Address-Zip:** Enter the zip code of the vendor’s billing address.

**Billing Address-Phone:** Enter the telephone number of the vendor’s billing address.



**Billing Address-Fax:** Enter the fax number of the vendor's billing address.

The item that you selected at the Edit Which Data prompt will affect what screen options you have. If you selected the All Vendor Data option, the Remit To Address Information screen will appear next. If you selected any of the other options, you will be returned to the Vendor Information Review screen and the "Edit Vendor Data" prompt will appear again.

### Remit To Address Information

The Remit To Address Information screen will walk you through editing the Remit To Address Information for the new vendor. Editing the Remit To Address Information involves 9 fields. Each field is briefly addressed in the list below.

```

                                REMIT TO ADDRESS INFORMATION
                                |=====|
REMIT TO ADDRESS-ATT: JANE VENDOR
                                |=====|
REMIT TO ADD-STREET.: 1234 ANYWHERE ST//
REMIT TO ADD-STRT 2.: SUITE 401
                                |=====|
REMIT TO ADDRSS-CITY: ALBUQUERQUE//
REMIT TO ADD-STATE..: NM  NEW MEXICO
                                |=====|
REMIT TO ADDRESS-ZIP: 87123
                                |=====|
REMIT TO ADD-PHONE..: 505-123-4567
REMIT TO ADDRESS-FAX: 505-987-6543
                                |=====|
ABBREVIATION.....: JV
Select OTHER NAMES/ABBREVIATIONS:
```

Figure 4-7: Add a Vendor—Remit To Address Information Option

**Remit To Address-Attn:** Enter the name of the person you work directly with within the Vendor's company/ organization.

**Remit To Address-ST:** Enter the first line of the vendor's Remit To address.

**Remit To Address-ST 2:** Enter the remaining elements of the vendor's Remit To address.

**Remit To Address-City:** Enter the city of the vendor's Remit To address.

**Remit To Address-State:** Enter the 2-letter code state code of the vendor's Remit To address.

**Remit To Address-Zip:** Enter the zip code of the vendor's Remit To address.

**Remit To Address-Phone:** Enter the telephone number of the vendor's Remit To address.

**Remit To Address-Fax:** Enter the fax number of the vendor's Remit To address.

**Abbreviations:** Enter a 2-character abbreviation for this vendor. If you do not wish to assign an abbreviation to the vendor, press the Return key.

**Select Other Names/Abbreviations:** Enter an additional name or abbreviation for the vendor. If a first name/abbreviation is entered, another "Select Other Names/Abbreviations" prompt will appear. Add another name or abbreviation for the vendor or exit by pressing the Return key without typing any text.

The Vendor information will appear in a review screen, followed by an "Edit Vendor Data?" prompt (Figure 4-8). The default for the "Edit Vendor Data?" prompt is No.

```

VENDOR DATA FOR: DEMO VENDOR
VENDOR: DEMO VENDOR          EIN NO: 155555555A1
                                DUNS...
ACCT... CHECKING  BANK #: 987654321
                                DEPOSITOR:
PARENT: FAKE VENDOR          C-DIST:
CITY #:          TELECOM #:    TYPE... ()
W-OWND: NO                LSA... YES
SBS... NO                SIZE...
V-CODE: ORGANIZATION      PROFIT:
N-PROF: NO                GEOLOC:
SMALL BUS: LARGE BUSINESS CONCE    WOMAN-OWNED SMALL BUSINESS

MAILING ADDRESS              BILLING ADDRESS              REMIT TO ADDRESS
-----
1234 ANYWHERE ST. NW        1234 ANYWHERE ST. NW        1234 ANYWHERE ST
SUITE 401                   SUITE 401                   SUITE 401
ALBUQUERQUE                ALBUQUERQUE                ALBUQUERQUE
NEW MEXICO 87123            NEW MEXICO 87123            NEW MEXICO 87123
JANE VENDOR                 JANE VENDOR                 JANE VENDOR
505-123-4567                505-123-4567                505-123-4567
FAX: 505-987-6543           505-987-6543                505-987-6543

Edit VENDOR DATA? NO//

```

Figure 4-8: Add a Vendor—Vendor Data Review Screen

If you have entered all the information that you wish to record regarding this new vendor and do not wish to edit the Vendor data, press the Return key at the Edit Vendor Data prompt and you will be returned to the Vendor prompt. If you wish

to edit the Vendor data, type Y and press the Return key. A list of data types will appear, followed by the “Edit which data:” prompt.

If you want to edit **All of the Vendor’s Data** again, type 1.

If you only want to edit the **Mailing Address** again, type 2.

If you only want to edit the **Billing Address** again, type 3.

If you only want to edit the **Remit To Address** again, type 4.

If you only want to edit the **1099 Payment Data** again, type 5. This option does not add or edit information in any new fields, but rather allows you to edit the vendor information pertinent only to 1099 payment.

If you only want to edit the **ARMS/CIS** again, type 6. This option does not add or edit information in any new fields, but rather allows you to edit the vendor information pertinent only to the ARMS/ CIS programs.

If you only want to edit the **Small Purchases Information Data** again, type 7. This option does not add or edit information in any new fields, but rather allows you to edit the vendor information pertinent only to small purchases.

## 4.2 EDIT AN EXISTING VENDOR/ CONTRACTOR

Once you have typed **EV** and pressed the Return key on the User Menu screen, the “Vendor:” prompt will appear.

Type the name or a portion of the name of the Vendor that you wish to edit and press the Return key. The Item information will appear in view mode, followed by an “Edit Vendor Data?” prompt (Figure 4-8). Type Y and press the Return key.

The Screens used for editing an existing vendor/ contractor are the same as the screens used for adding a new vendor/ contractor, except the edit screens are populated with the existing information for your reference. See section 4.1 for descriptions of specific data fields and edit options.

## 5 EDIT STANDARD ITEMS (SI)

The Edit Standard Items option allows the user to perform two activities on the Standard Item database:

- Add a new item to the Standard Item File
- Edit an existing Standard Item

The Edit Standard Items option is selected is selected by typing SI at the Select Administrative Resource Management System Option prompt on the User Menu.

### 5.1 ADD AN ITEM

Once you have typed **SI** and pressed the Return key on the User Menu screen, the “Standard Item:” prompt will appear.

```

                                ADD/EDIT STANDARD ITEMS
                                |=====|
STANDARD ITEM.....: ITEM 4
  ADD ITEM 4 AS A NEW ARMS STANDARD ITEM? YES
INDEX NUMBER.....: XXXXXX// 987654
                                |=====|
DESCRIPTION LINE 1..: ITEM 4// TEST DESCRIPTION
                                |=====|
DESCRIPTION LINE 2..: TEST DESC. LINE 2
                                |=====|
DESCRIPTION LINE 3..: TEST DESC. LINE 3
                                |=====|
DESCRIPTION LINE 4..:
                                |=====|
NOTES LINE 1.....: TEST NOTE
                                |=====|
NOTES LINE 2.....: TEST NOTE 2
                                |=====|
NOTES LINE 3.....:
                                |=====|
NATIONAL STOCK NUMBR:

```

Figure 5-1: Add a Standard Item Screen 1

Type the name of the item to be added and press the Return key. The “ADD (name) AS A NEW ARMS STANDARD ITEM?” prompt will appear. If you **do not** want to add the new standard item, type N to return to the “Standard Item” prompt. If you **do** want to add the new standard item, type Y.

Enter the index number you wish to associate with the item. This number should be in the 7-modulus format and should be between 2 and 6 characters (e.g., 987654).

Type a description for the new item (if desired) and press the Return key. The description must be less than 30 characters long. If your description is longer than 30 characters, you can continue on description lines 2 and 3 when prompted. When you have finished typing the description, press the Return key without entering any text at the next "Description Line #....." prompt.

Type a note for the new item (if desired). If your note is longer than 30 characters, you can continue on note lines 2 and 3 when prompted. When you have finished typing the note, press the Return key without entering any text at the next "Notes Line #....." prompt.

```
NATIONAL STOCK NUMBR: 9999-44-555-77777
      |=|
AREA UNIT OF ISSUE.: UN          UNIT
UNIT COST.....: 1.00
      |====|
OBJECT CLASS CODE...: 25BK      25BK      SUPPLIES AND MATERIALS
      |====|
FEDERAL GROUP CLASS.: 7510      OFFICE SUPPLIES
      |=|
CONT SUB SCHEDULE...: 0      NO
      |=|
MAT. SAFETY DS RQD...: N      NO
DATE ESTABLISHED....: T      (OCT 22, 2001)
Select SEE ALSO: PURPLE MARBLES
Are you adding 'PURPLE MARBLES' as a new SEE ALSO (the 1ST for this ARMS STAND
ARD ITEM)? Y      (Yes)
      |=====|
SEE ALSO.....: PURPLE MARBLES//
```

Figure 5-2: Add a Standard Item Screen 2

The program will walk you through 8 fields to fill in regarding the item in relation to the primary vendor and primary vendor contract. Each field is briefly covered below.

**National Stock Number:** (Optional) Enter the National Stock Number. Answer must be 16-17 characters in 'XXXX-XX-XXX-XXXXXX' format.

**Area Unit of Issue:** (Required) Enter the Area Unit of Issue. You can enter either the FMS unit of issue name, the full name, or select from an 83-entry list. The Area Unit of Issue is the unit that the item can be purchased in (e.g., unit, pound, gallon, etc.).

**Unit Cost:** (Required) Enter the cost per unit as a Dollar Amount between 0 and 99999999.99 with 2 Decimal Digits.

**Object Class Code:** (Required) Enter the Object/Sub-object Object Class, Group, Category, Report Group, Short Name, Numeric Collating. ARMS can provide a list.

**Federal Group Classification:** (Required) Enter the Federal Group Classification.

**Controlled Substance Schedule Code:** (Required) Enter the Code corresponding the items controlled substance status. ARMS can provide a list.

**National Safety Description Sheet:** (Required) Enter Y or N to indicate whether or not a National Safety Description Sheet is required for the item.

**Date Established:** (Required) Enter the date that the item was established.

```
|=====|
SEE ALSO.....: PURPLE MARBLES//
Select SEE ALSO:
Select AREA OFFICE: ALBUQUERQUE
   1  ALBUQUERQUE           20
   2  ALBUQUERQUE TRIBE/638      25
CHOOSE 1-2: 1
Are you adding 'ALBUQUERQUE' as a new AREA OFFICE (the 1ST for this ARMS STAND
ARD ITEM)? y (Yes)
|=====|
INDEX NUMBER.....: 987654
Select AREA OFFICE:

Select one of the following:

      G      GENERAL INFORMATION
      1      PRIMARY VENDOR

Which OPTION: █
```

Figure 5-3: Add a Standard Item Screen 3

**Select SEE ALSO:** Enter an alternate reference name (if desired). Type Y or N to indicate whether or not you are adding the alternate reference name as a See Also. Another “Select See Also:” prompt will appear. Repeat to add additional alternate reference names or press the Return key to finish adding alternate reference names.

**Select Area Office:** Enter the area office name. If the area office name you entered is unique, An “Are you adding ‘(area office name)’ as a new area office (the 1<sup>st</sup> for this ARMS Standard Item)?” prompt will appear. If the area office name is not unique, a “Choose 1-#:” prompt will appear. Type the number that corresponds to the area office you wish to add and press the Return key. An “Are you adding ‘(area office name)’ as a new area office (the 1<sup>st</sup> for this ARMS Standard Item)?” prompt will appear. Enter Y or N to indicate whether or not you wish to add the area office name as a new area office for the item.

If you typed N, a “Select Area Office” prompt will appear. If you typed Y and you entered a “See Also” item name, an “Index Number...” prompt will appear.

Enter the index number associated with the alternate reference name. Another “Select Area Office.” prompt will appear, allowing you to add additional area offices related to the item. Repeat until you have added all the Area Offices that you want to add.

Once you have added all of the associated Area Offices, press the Return key at the next “Select Area Office” prompt. A “Select one of the following.” message will appear, offering the user a choice between General Information and Primary Vendor. Beneath the category names a “Which Option.” prompt appears.

If you wish to edit the general information that you have just entered, enter “G”. If you wish to edit the vendor information, type “1” and press the Return key. If you are finished with the new standard item (you do not wish to make any additional changes to the general information and you do not wish to add/change a vendor associated with the item), type ^ to exit the new standard item.

### General Information

The General Information screen will walk you through the same fields you just added, prompting you with the existing text followed by two slashes (/). If you wish to keep the entry that is behind the two slashes, press the Return key without typing any new text. If you do want to change the entry that is behind the two slashes, type the new text after the slashes and press the Return key when you are finished. Continue accepting or changing the entered text. Once you press the Return key at the Select Area Office prompt, the Item Review screen will appear (Figure 5-5). For more specific information about a specific field, see the corresponding item in section 5.1.

### Primary Vendor

The Primary Vendor screen walks you through attaching one or more vendors/suppliers to the new standard item. Each field is briefly covered below.

```
Which OPTION: 1 PRIMARY VENDOR
VENDOR.....: JANE VENDOR      EIN.....: 1232456789    SUFFIX: A2
                                MAIL TO.: 1234 Anyplace Dr. NE, ALBUQUERQUE
                                REMIT TO: 1234 ANYPLACE DR. NE, ALBUQUERQUE
                                REMIT TO-CITY..: ALBUQUERQUE

CONTRACT NUMBER.....:
TERMS.....:
CONTRACT EXPIRES....: T+90 (JAN 20, 2002)
MANUFACTURER.....:
BIOEQUIVALENT RATING:
                                |=====|
NATIONAL DRUG CODE..: 99999-7777-44
                                |=====|
VENDOR ORDER NO....: 456456
PURCHASE UNIT/ISSUE.: un          UNIT
PURCHASE STAND. PACK: 12
PURCHASE UNIT COST..: 1.00
```

Figure 5-4: Add Standard Item Screen 4

**Vendor:** (Required) Enter the name of the primary vendor. If the vendor is already entered into ARMS, their EIN number and contact information will appear on the right side of the screen.

**Contract Number:** Enter the number of the vendor contract.

**Terms:** Enter the terms of the contract.

**Contract Expires:** Enter the date that the contract expires.

**Manufacturer:** Enter the ARMS Manufacturer name.

**Bioequivalent Rating:** Enter the bioequivalent rating for the item.

**National Drug Code:** Enter the national drug code for the item.

**Vendor Order Number:** Enter the order number that the vendor designates for the item.

**Purchase Unit/Issue:** (Required) Enter the Unit/ Issue associated with the item and vendor (e.g., unit, pound, gallon, etc.).

**Purchase Stand. Pack:** (Required) Enter the standard pack number associated with the item and vendor.

**Purchase Unit Cost:** (Required) Enter the price per unit (not per pack) when the primary vendor is used.

Once you have entered the Purchase Unit Cost, you have finished adding a vendor and the Item Review screen will appear (Figure 5-5).

| ITEM INFORMATION                           |                   |
|--------------------------------------------|-------------------|
| INDEX NUMBER:                              | 987654            |
| DESCRIPTION.:                              | asdf              |
| NOTES.....:                                | asdf              |
| NAT'L STOCK NO.:                           | 9999-88-777-66666 |
| UNIT COST.....:                            | 1.00              |
| UNIT OF ISSUE...:                          | UNIT              |
| OBJECT CODE.....:                          | 25BK              |
| GEN LEDGER ACCT.:                          |                   |
| FED GROUP CLASS:                           | 7510              |
| CNTRLD SUBSTANCE:                          | NO                |
| SAFETY DS RQD...:                          | NO                |
| DATE ESTABLISHED:                          | OCT 22,2001       |
| SEE ALSO:                                  |                   |
| Press RETURN to continue or '^' to exit. █ |                   |

Figure 5-5: Item Review Screen



If you are finished with this item, exit. If you wish to edit any of the information for the item, including add a secondary or tertiary vendor, press the Return key. The Vendor Information screen will appear (Figure 5-6).

| VENDOR INFORMATION        |                      |           |          |
|---------------------------|----------------------|-----------|----------|
|                           | PRIMARY              | SECONDARY | TERTIARY |
| VENDOR                    | JANE VENDOR          |           |          |
| STREET                    | 1234 Anyplace Dr. NE |           |          |
| CITY                      | ALBUQUERQUE          |           |          |
| STATE/ZIP                 | NM 87123             |           |          |
| PHONE                     | 505-123-4567         |           |          |
| EIN                       | 1232456789A2         |           |          |
| CONTRACT #                |                      |           |          |
| TERMS                     |                      |           |          |
| EXPIRES                   |                      |           |          |
| MANUFACTURE               |                      |           |          |
| NDC                       |                      |           |          |
| VEN PROD #                |                      |           |          |
| BIO RATING                |                      |           |          |
| FOB                       |                      |           |          |
| PURCH U/I                 | UNIT                 |           |          |
| PURCH U/C                 | 1.00                 |           |          |
| PURCH S/P                 | 12                   |           |          |
| Edit Item Data.....? NO// |                      |           |          |

Figure 5-6: Vendor Information Screen

If you are finished with the item, press the Return key at the Edit Item Data....? NO// prompt. If you wish to edit any of the item data, type Y. The General Information/ Primary Vendor menu and the Which Option prompt will appear below the vendor information summary.

To review/ change the general information, type “G” at the “Which Option:” prompt. If you wish to review/ change the primary vendor information, type “1” at the “Which Option:” prompt. If you wish to add a secondary vendor, press the Return key at the “Which Option:” prompt. A “Add a Secondary Vendor?” prompt will appear.

If you **do not** want to add a secondary vendor for the item, press the Return key. You have finished adding a new standard item to ARMS and will be returned to the Add/Edit Standard Items prompt. If you **do** want to add a secondary vendor for the item, type “Y” and press the Return key.

Enter the secondary vendor information in the vendor fields just as you did for the primary vendor. Once you enter the Purchase Unit Cost and press the Return key, an “Add a tertiary Vendor?” prompt will appear.

If you **do not** want to enter a tertiary vendor, press the Return key. You have finished adding a new standard item to ARMS and will be returned to the Add/Edit Standard Items prompt. If you **do** want to enter a tertiary vendor, type “Y” and press the Return key. Enter the tertiary vendor information in the vendor fields. Once you enter the Purchase Unit Cost and press the Return key, you have finished adding a new standard item to ARMS and will be returned to the Add/Edit Standard Items prompt. Press the Return key.

## 5.2 EDITING AN EXISTING ARMS STANDARD ITEM

Once you have typed **SI** and pressed the Return key on the User Menu screen, the “Standard Item:” prompt will appear.

Type the name or a portion of the name of the Standard Item that you wish to edit and press the Return key. The item information will appear in view mode (Figure 5-5). If the item displayed on your screen is not the item that you wish to edit, type ^ and enter a different item at the prompt. If the item displayed is the item that you wish to edit, press the Return key. The vendor information will appear in view mode (Figure 5-6) followed by the “Change Vendor priority?” Prompt (if more than one vendor is associated with the item).

If you **do not** wish to change the Vendor priority, press the Return key; the Edit Item Data..? prompt will appear. If you **do** want to change the Vendor priority, type Y and press the Return key. The Change Vendor Priority prompt will appear (Figure 5-7).

| VENDOR INFORMATION               |                      |                      |          |
|----------------------------------|----------------------|----------------------|----------|
|                                  | PRIMARY              | SECONDARY            | TERTIARY |
| VENDOR                           | JANE VENDOR          | DEMO VENDOR          |          |
| STREET                           | 1234 Anyplace Dr. NE | 1234 ANYWHERE ST. NW |          |
| CITY                             | ALBUQUERQUE          | ALBUQUERQUE          |          |
| STATE/ZIP                        | NM 87123             | NM 87123             |          |
| PHONE                            | 505-123-4567         | 505-123-4567         |          |
| EIN                              | 1232456789A2         | 1555555555A1         |          |
| CONTRACT #                       |                      |                      |          |
| TERMS                            |                      |                      |          |
| EXPIRES                          |                      |                      |          |
| MANUFACTURE                      |                      |                      |          |
| NDC                              |                      |                      |          |
| VEN PROD #                       |                      |                      |          |
| BIO RATING                       |                      |                      |          |
| FOB                              |                      |                      |          |
| PURCH U/I                        | UNIT                 | DOZEN                |          |
| PURCH U/C                        | 11.00                | 11.00                |          |
| PURCH S/P                        | 12                   | 12                   |          |
| Change Vendor priority? NO// YES |                      |                      |          |
| Edit Item Data.....? NO//        |                      |                      |          |

Figure 5-7: Change Vendor Priority Prompt

If only two vendors are associated with the item, typing Y at the Change Vendor Priority prompt will automatically switch the vendors' priorities. If three vendors are associated with the item, ARMS will prompt you to define the primary and secondary vendors manually. Once the Priorities have been changed, the "Edit Item Data....?" prompt will appear. If you **do not** want to edit the Item data, press the Return key and you will be returned to the "Standard Item" prompt. If you **do** want to edit the Item data, type Y and press the Return key. The General Information/ Vendor Information menu and the "Which Option:" prompt will appear.

If you wish to edit the **General Information** data (item description, notes, national stock number, etc.), enter G at the "Which Option" prompt. If you wish to edit the **Primary Vendor Information** (name, contract, unit price, standard package, etc.), enter 1. If you wish to edit the **Secondary Vendor Information** if applicable), enter 2. This option may not appear if a secondary vendor has not been entered. If you wish to edit the **Tertiary Vendor Information** if applicable), enter 3. This option may not appear if a tertiary vendor has not been entered.

The fields available for editing an item are identical to the fields used for adding a new item. These fields are covered in more detail in section 5.1.

If you wish to **add** a new secondary or tertiary vendor (depending on the number of vendors already assigned to the item), press the Return key at the first "Which Option" prompt. This option will not be available if the item already has 3 vendors assigned to it. Selecting this option under these circumstances will return you to the Standard Item prompt.

## 6 ASSIGN PO TO PURCHASING AGENT (PA)

The Assign PO to Purchasing Agent option allows the user to perform three activities:

- Assign a single PO
- List all pending POs
- Transfer unsigned POs to a new agent

The Assign PO to Purchasing Agent option is selected by typing PA at the Select Administrative Resource Management System Option prompt on the User Menu.

### 6.1 ASSIGN ONE DOCUMENT ONLY

To process and assign a single document (that you know the requisition number for) to a purchasing agent, use the Assign One Document Only option (1) from the Assign Purchase Order sub-menu.

Enter the requisition number at the Requisition/PO NO: prompt. The Accept/Send/Return Sub-menu will appear. From the sub menu, you can accept the requisition, send a message to requestor, or return the requisition for correction and resubmission.



```
PURCHASE ORDER LOOKUP UTILITY

Requisition/PO NO.: 001-069-1-0032      lunch      JANE VENDOR

Select one of the following:

1          Accept Requisition
2          Send Message to Requestor
3          Return Requisition for Resubmission

Enter response: Accept Requisition//
```

Figure 6-1: PO Selection Screen

**Accepting the Requisition**

To accept/process the requisition you have selected, select the Accept Requisition option (1) from the Accept/Send/Return sub-menu. ARMS will ask you a series of 5 questions regarding the requisition. Once you have entered a name at the PO Authorized By: prompt, you will be returned to the Assign PO to Purchasing Agent menu.

```

                                PURCHASE ORDER LOOKUP UTILITY

Requisition/PO NO.: 001-069-1-0032      Lunch      JANE VENDOR

      Select one of the following:

          1      Accept Requisition
          2      Send Message to Requestor
          3      Return Requisition for Resubmission

Enter response: Accept Requisition// 1  Accept Requisition

Print the Requisition now? NO//

Is this procurement within our purchasing authority? YES//

Assign to:
PURCHASING AGENT....: FUGATT,ANNE E//
PO COMPLETION DATE..: AUG 17,2001//
PO AUTHORIZED BY....: FUGATT,ANNE E//
```

**Figure 6-2: Accepting Requisition Screen**

### Sending Message to Requestor

To send a message to the requestor as you assign it to a Purchasing Agent, select the Send Message option (2) from the Accept/Send/Return sub-menu. ARMS will present a free text Comment and Reason for Change box for you to enter your message to the requestor.

Screen 1 of 3

Comments: ENTER YOUR COMMENTS HERE

Curs

Move

Move

Move

Move

Move

Move

Move

Move

Mode

Reason for change: >

Insert/Replace toggle <PF3>

Exit Save Refresh

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

COMMAND: S Press <PF1>H for help Insert

Figure 6-3: Sending a Message to the Requestor

Once you have entered your message, saved, and exited, ARMS will ask you a series of 5 questions regarding the requisition (Figure 6-4). Once you have entered a name at the PO Authorized By: prompt, you will be returned to the Assign PO to Purchasing Agent menu.

**Returning Requisition for Resubmission**

If you wish to return the Requisition to the Requestor for correction and Resubmission, select the Return to Requestor option (3) from the Accept/Send/Return sub-menu. ARMS will ask if you wish to return the document (doc number) to initiator. If you do not want to return the requisition to the requestor, type N. If you do want to return the requisition to the requestor, type Y. ARMS will present a free text Comment and Reason for Change box for you to enter your message.

The screenshot shows a terminal-style interface. At the top, there's a large rectangular box for input. Inside this box, the text 'Comments: ENTER YOUR COMMENTS HERE' is at the top, and 'Reason for change:' is below it. To the right of this box, the text 'NDOR' is visible. Below the input box, the text 'Return Document 001-069-1-0032 to initiator ? NO// YES' is displayed. At the bottom of the screen, there are three buttons: 'Exit', 'Save', and 'Refresh'. Below these buttons, a line of text reads 'Enter a command or '^' followed by a caption to jump to a specific field.' At the very bottom, there is a 'COMMAND:' label followed by a black rectangular input field, and to the right, the text 'Press <PF1>H for help' and an 'Insert' button.

Figure 6-4: Returning the Request to the Initiator

Once you have entered your message, saved, and exited, ARMS will display a confirmation message that states, “resubmitted for change/clarification.” Press the Return key to return to the Assign PO to Purchase Agent menu.

## 6.2 LIST ALL PENDING POS

From the List All Pending POs option, you can view a list of all POs that have not been processed and assign those POs to Purchase Agents from the list screen. If you wish to view/ assign a list of all pending POs, select the List All Pending POs option (2) from the Assign POs to Purchasing Agent menu. ARMS will ask you if you wish to display the Vendor names associated with the requests. Enter Y or N. ARMS will then ask you if you wish to display the requisition requests for only one purchasing agent. Enter Y or N. A list of Requisitions will appear on your screen (Figure 6-6).

Select REQUEST to ASSIGN TO PURCHASING AGENT

| NO. | REQUEST NO.                                                  | RQD BY/OBJ CD/\$       | NO. | REQUEST NO.                                     | RQD BY/OBJ CD/\$      |
|-----|--------------------------------------------------------------|------------------------|-----|-------------------------------------------------|-----------------------|
| 1   | 001-125-0-0008<br>A FUGATT 07/31<br>FAKE VENDOR              | 08/30/2000<br>2600 300 | 7   | 001-069-1-0032<br>A FUGATT 08/22<br>JANE VENDOR | 09/12/2001<br>2500 0  |
| 2   | 001-125-1-0002<br>A FUGATT 04/20<br>FAKE VENDOR              | 05/20/2001<br>2600 300 | 8   | *001-069-1-0034<br>A FUGATT 08/22<br>ADCON INC  | 09/13/2001<br>2600 38 |
| 3   | 001-005-1-0001<br>A FUGATT 06/20<br>STANDARD OFFICE SUPPLY   | 07/20/2001<br>2600 94  |     |                                                 |                       |
| 4   | 001-125-1-002900108/18/2001<br>A FUGATT 08/13<br>FAKE VENDOR | 2600 0                 |     |                                                 |                       |
| 5   | 001-125-1-002900708/18/2001<br>A FUGATT 08/13<br>FAKE VENDOR | 2500 0                 |     |                                                 |                       |
| 6   | 001-125-1-0032<br>A FUGATT 08/15<br>JIM VENDOR               | 09/12/2001<br>2600 0   |     |                                                 |                       |

Assign NO(S): (1-8): █

Figure 6-5: Pending PO List

If you do not wish to assign any of the POs to a new Purchasing Agent, press the Return key at the Assign NO(s): prompt. If you do want to assign one of the POs listed to a new Purchasing Agent, type the number of the PO at the Assign NO(s): prompt. In the example in Figure 6-7, the user has selected PO No. 1, requisition number 001-125-0-0008. Once you have selected a PO to assign, the Accept/Send/Return sub-menu will appear. Select the desired action. (These options are outlined in section 6.1).

Assign NO(S): (1-7): 1

Select one of the following:

|   |                                     |
|---|-------------------------------------|
| 1 | Accept Requisition                  |
| 2 | Send Message to Requestor           |
| 3 | Return Requisition for Resubmission |

Enter response: Accept Requisition//

Figure 6-6: Assigning a PO from the PO List

### 6.3 TRANSFER UNSIGNED POS TO NEW AGENT

If you wish to transfer all unsigned POs from one Agent to another, select the Transfer Unsigned PO's to new Agent option (3) from the Assign PO's to



Purchasing Agent menu. ARMS will ask you for the name of the purchasing agent you would like to transfer FROM. Enter the name in standard format and press the Return key. ARMS will then ask you for the name of the Purchasing Agent you would like to transfer TO. Enter the name in standard format. ARMS will then provide a summary of the POs you have asked to transfer and verify that you wish to finish the transfer. Once you have approved/disapproved the transfer, you will be returned to the Assign POs to Purchasing Agent menu.

```
Select one of the following:

      1      Assign ONE Document Only
      2      List ALL Pending PO's
      3      Transfer Unsigned PO's to new Agent

Enter response: 3 Transfer Unsigned PO's to new Agent

Transfer PO's FROM
Purchasing Agent: WHITE,DAVID      DAW      TECHNICAL WRITER      A
ALBUQUERQUE AREA A/SA PROGRAM      ACTIVE

Transfer PO's TO
Purchasing Agent: FUGATT,ANNE E      AEF      OIRM      COMPUTER SPECIALIST
ALBUQUERQUE ADMINISTRATION      ACTIVE

      All 0 unsigned PO's
      currently assigned to: WHITE,DAVID
      will be re-assigned to: FUGATT,ANNE E

Are you certain you want
to make this transfer? NO// YES
```

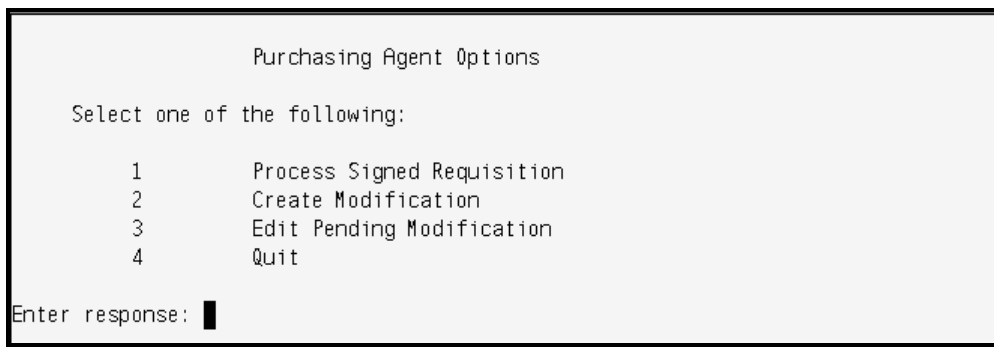
Figure 6-7: Assigning Unsigned POs to New Agent

## 7 ADD/EDIT PURCHASE ORDER (PO)

The Edit Purchase Order option allows the user to perform 3 major activities pertaining to purchase order data:

- Process Signed Requisition
- Create Modification
- Edit Pending Modification

To access these functions, the user must first select the Edit Purchase Order option from the ARMS menu. Select **PO** at the “Select ARMS Option” prompt on the User Menu screen. The Purchasing Agent Options menu will appear (Figure 7.1).



```
Purchasing Agent Options

Select one of the following:

1      Process Signed Requisition
2      Create Modification
3      Edit Pending Modification
4      Quit

Enter response: █
```

Figure 7-1: Purchase Agent Options List

### 7.1 PROCESS SIGNED REQUISITION

This option finishes the approval process for a purchase order. The Purchasing Officer will access the PO from this menu option **AFTER** all required signatures have been collected. After selecting the Process Signed Requisition option, the Process Signed Requisition screen will appear. **If you have no purchase orders pending your review**, your screen will contain the message, “NO PURCHASE ORDERS PENDING.” This will most likely happen if:

- You are not designated as the Purchasing Agent for your area
- The purchase orders in the system for your area are still pending signatures
- There are no purchase orders in the system for your area

First, check the status of pending requisitions using the RS option on the ARMS menu (section ##.0). If there are purchase orders for your area that have all required signatures, check with your site manager regarding your status as Purchasing Agent for the area. The Process Signed Requisition option is only available to a Purchasing Agent.

If you do have purchase orders pending your review, your screen will contain a list of the POs waiting for your review. In this example (Figure 7-2), there are six purchase order pending review.

Select PURCHASE ORDER:

| NO. | REQUEST NO.                 | RQD BY/OBJ CD/\$\$ | NO. | REQUEST NO. | RQD BY/OBJ CD/\$ |
|-----|-----------------------------|--------------------|-----|-------------|------------------|
| 1   | 001-125-1-0002              | 05/20/2001         |     |             |                  |
|     | 04/20                       | 2600               |     |             | 300              |
| 2   | 001-005-1-0001              | 07/20/2001         |     |             |                  |
|     | 06/20                       | 2600               |     |             | 94               |
| 3   | 001-125-1-002900108/18/2001 |                    |     |             |                  |
|     | 08/13                       | 2600               |     |             | 0                |
| 4   | 001-125-1-002900708/18/2001 |                    |     |             |                  |
|     | 08/13                       | 2500               |     |             | 0                |
| 5   | 001-125-1-0032              | 09/12/2001         |     |             |                  |
|     | 08/15                       | 2600               |     |             | 0                |
| 6   | *001-069-1-0034             | 09/13/2001         |     |             |                  |
|     | 08/22                       | 2600               |     |             | 38               |

Which one: (1-6): █

Figure 7-2: Process Signed Requisition Screen (with pending purchase orders)

If you do not wish to process a signed requisition at this time, press the Return key and you will be returned to the Purchasing Agent Options Menu. If you do wish to process one of the listed signed requisitions, type the number of the requisition and press the Return key. The Edit Data for Document NO. menu will appear (Figure 7-3). You will be presented with up to 17 options.

```

Edit data for Document NO.   (CC GREEN MARBLES)

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

Which one(s):  (1-17): █
```

Figure 7-3: Process Signed Requisition Menu screen

### 7.1.1 EDIT BASIC DATA

If you wish to edit the basic data associated with the signed requisition, select option 1 at the Edit Data for Document No. menu.

```

11  Add/Edit Vendor Data
12  Edit Procurement Status Report
13  Review Attachments
14  Shipping Instructions
15  Print Bidders List
16  Electronic Commerce
17  Small Purchase Checklist

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

Is this a Credit Card purchase? NO//

TYPE OF REQUEST.....: REQ FOR CREDIT CARD PURCHASE
// REQ FOR SUPPLIES      116      1
```

Figure 7-4: Process Signed Requisition Menu Option 1 Screen 1

The “Is this a Credit Card purchase?” prompt will appear. Type Y or N. The “Type of Request” prompt will appear. The requisition default will appear behind the slashes (/). Accept the default or enter the type of request.

The Edit Basic Data Screen will appear. Type the field number of the field you wish to edit and type the text you wish to add/ change. There are 22 fields available in this screen and each is briefly outlined below. Remember that underlined fields are required.

```

DATE OF ORDER.: ██████████ DELIVER ON/BEE.:
CONTRACT NO...: DISCOUNT TERMS.:
ISSUING OFFICE: ARMS SHIPPING POINT.:
SHIP TO.....: PROCUREMENT AND CONTRAC GROSS SHIP WGT.:
CONTRACTOR....: FAKE VENDOR SHIP VIA.....:
BUSINESS CLASS: MAIL INVOICE TO: FMO/AAO
REQUESTING OFF: ARMS TRAINING DRAFT PAYMENT..: NOT AUTHORIZED
TYPE OF ORDER.: CONTRACT OFFICER: FUGATT, ANNE E
F.O.B. POINT...: BPA AMOUNT.....:
INSPECT/ACCEPT: PROCUREMENT AND CONTRAC AUTHORITY.....:
GBL NUMBER....: CUSTOMER ACCT #:

```

---

```

COMMAND: Press <PF1>H for help Insert

```

**Figure 7-5: Process Signed Requisition Menu Option 1 Screen 2**

|                       |                                                                                                                          |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>Date of Order:</b> | Edit/ enter the date of this order.                                                                                      |
| <b>Contract #:</b>    | Edit/ enter the Contract Number if applicable.                                                                           |
| <b>Issue Off.:</b>    | Enter the name of the department that will act as the ISSUING OFFICE for this request.                                   |
| <b>Ship To:</b>       | Enter the name of the department where the items ordered should be SHIPPED TO.                                           |
| <b>Contractor:</b>    | Enter the first 2-3 letters of the CONTRACTOR's/ VENDOR's name, then press then select the correct vendor from the list. |
| <b>Bus. Class:</b>    | Enter the code that correctly identifies the BUSINESS CLASSIFICATION of the CONTRACTOR/VENDOR on this request.           |

|                          |                                                                                                                                                                     |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Req Office:</b>       | Enter the name of the REQUESTING OFFICE that is initiating this order.                                                                                              |
| <b>Type Order:</b>       | Enter the code that correctly identifies the TYPE OF ORDER for this request.                                                                                        |
| <b>Fob. Point:</b>       | Enter the FOB shipping point for this order.                                                                                                                        |
| <b>Inspt/Accp:</b>       | Enter the name of the department that will act as the PLACE OF INSPECTION/ ACCEPTANCE of the goods or services ordered via this request.                            |
| <b>Gbl No:</b>           | Enter the GBL NO. associated with this order.                                                                                                                       |
| <b>On/Before:</b>        | Edit/ enter the Requested Date of Delivery.                                                                                                                         |
| <b>Discount:</b>         | Describe the DISCOUNT TERMS applicable to this order.                                                                                                               |
| <b>Ship Point:</b>       | Describe the Shipping Point applicable to the order.                                                                                                                |
| <b>Grs Weight:</b>       | Enter the GROSS SHIPPING WEIGHT of item ordered if known.                                                                                                           |
| <b>Ship Via:</b>         | Describe what mode the items should be SHIPPED VIA.                                                                                                                 |
| <b>Invoice To:</b>       | Enter the name of the department to which the INVOICE should be mailed.                                                                                             |
| <b>Draft Pymt:</b>       | This field indicates whether or not a DRAFT PAYMENT has been authorized.                                                                                            |
| <b>Contract Officer:</b> | This field indicates the individual who is responsible for authorizing the purchase order. Enter the name of the appropriate procurement official.                  |
| <b>BPA Amount:</b>       | This field indicates whether or not this document is a BPA by allowing the purchasing agent to enter the total amount of money allocated for calls against the BPA. |
| <b>Authority:</b>        | Enter the code that indicates the Federal Statute or Authority that covers this procurement.                                                                        |
| <b>Cust Acct#:</b>       | Enter the Customer's account number.                                                                                                                                |

Once you have finished editing the basic information, press the Return key at the “Edit Which Field(s)?” prompt (if using line editor) or type EXIT to get out of the edit screen (if using ScreenMan).

```
Is this a FEDSTRIP or GSA SUPPLY CENTER order? NO//  
Is DRAFT PAYMENT authorized: NOT AUTHORIZED//  
RECEIVING OFFICIAL...: CORWIN,TRAVIS A// WHITE,DAVID          DAW          TECH  
NICAL WRITER  
  
Select one of the following:  
  
1          New Contract (Definitive or Indefinite Delivery)  
2          Contract Modification  
3          Small Purchase Action  
  
Which one: █
```

Figure 7-6: Process Signed Requisition Menu Option 1 Screen 3

Once you have exited the basic data screen, ARMS will ask you three standard questions: “Is this a FEDSTRIP or GSA SUPPLY CENTER order?,” “Is DRAFT PAYMENT authorized?,” and who is the “Receiving Official.” Type Y or N for the first two questions and either accept the default name or type in the name of a new receiving official for the third.

The Edit Basic Data option also allows you to add/edit the contract associated with the requisition without going out of the option to select the Enter Contract/Small Purchase Data menu option from the Process Signed Requisition menu. The Edit Contract Information sub-menu will appear after you have indicated who the receiving official will be for the current requisition. From this menu you can add or edit the contract information for the signed requisition. See the Contracting Information System User Guide for more information on this option.

If you do not wish to edit the contract information associated with the requisition, press the Return key at the “Which One?” prompt and you will be returned to the Process Signed Requisition menu. If you wish to continue processing the signed requisition, select another menu option from the Process Signed Requisition menu. If you are finished processing the signed requisition and wish to return to the PO menu, press the Return key at the “Which One(s)?” prompt.

### 7.1.2 ENTER CONTRACT/SMALL PURCHASE DATA

After you have typed 2 at the “Which One(s)?” prompt, the Enter Contract/ Small Purchase Data menu will appear (Figure 7-7). From this menu you can add or edit the contract information for the signed requisition. See the Contracting Information System User Guide for more information on this option.

```

Which one(s):  (1-17): 2

Select one of the following:

      1      New Contract (Definitive or Indefinite Delivery)
      2      Contract Modification
      3      Small Purchase Action

Which one:

```

Figure 7-7: Edit Contract/Small Purchase Data Option Screen 1

### 7.1.3 ADD/EDIT ITEMS

After you have typed 3 at the “Which One(s)?” prompt, the Requisition item review screen and add/edit items menu will appear. The Add/Edit sub-menu contains 7 options.

| ITM<br>NO.<br>(A) | SUPPLIES OR SERVICES<br>(B) | QUAN<br>ORD'D<br>(C) | UNIT<br>UI<br>(D) | PRICE<br>(E) | ITEM<br>TOTAL<br>(F) | QUANTITY<br>ACCEPTED<br>(G) |
|-------------------|-----------------------------|----------------------|-------------------|--------------|----------------------|-----------------------------|
| 1                 | GREEN MARBLES               | 3                    | BX                | 100.00       | 300.00               |                             |
|                   | THIS IS LINE 2              |                      |                   |              |                      |                             |
|                   | THIS IS LINE 3              |                      |                   |              |                      |                             |
|                   | THIS IS LINE 4              |                      |                   |              |                      |                             |
|                   | THIS IS LINE 5              |                      |                   |              |                      |                             |
| TOTAL             |                             |                      |                   |              | 300.00               |                             |

```

Select one of the following:

      1      Edit an item
      2      Add NEW or Standard item
      3      Delete an item
      4      View item ADDITIONAL DESCRIPTION
      5      Item Edit Completed
      6      Transfer an item
      OUT    Discontinue Processing PO

Option: 5//

```

Figure 7-8: Add/Edit Items Menu Option Screen



**Edit an Item**

After you have typed 1 at the “Option: 5//” prompt, the Edit an Item Menu screen will appear. If more than one item is requested on the PO, ARMS will prompt the user to select an item number from the PO item list before the Edit an Item Menu screen appears.

```
SUPPLY/SERVICE ITEM INFORMATION

CAN.....: J658888      OBJECT CODE...: 266A
QUANTITY REQ'D: 3      NATL STOCK NO.:
UNIT OF ISSUE.: BX      NATL DRUG CODE:
UNIT COST.....: 100    VENDOR ORDER #:

  DESCRIPTION: GREEN MARBLES
                THIS IS LINE 2
                THIS IS LINE 3
                THIS IS LINE 4
                THIS IS LINE 5

    SPECIAL REMARKS:

ADDITIONAL DESCRIPTION:

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

Figure 7-9: Edit an Item Menu Option Screen

Tab through and make any necessary changes to the requisition item's basic data. The fields are briefly outlined below.

**CAN:** Enter the CAN number for the item.

**QUANTITY REQ'D:** Enter the QUANTITY of this item that you wish to order on this request.

**UNIT OF ISSUE:** Enter the appropriate unit of issue.

**UNIT COST:** Enter the cost for each unit ordered.

**OBJECT CODE:** Enter the object code that is applicable to this item.

**NAT'L STOCK NUMBER:** Enter the officially assigned NATIONAL STOCK NUMBER for this item if known. This entry is mandatory if the requisition is for a FEDSTRIP or VA order.

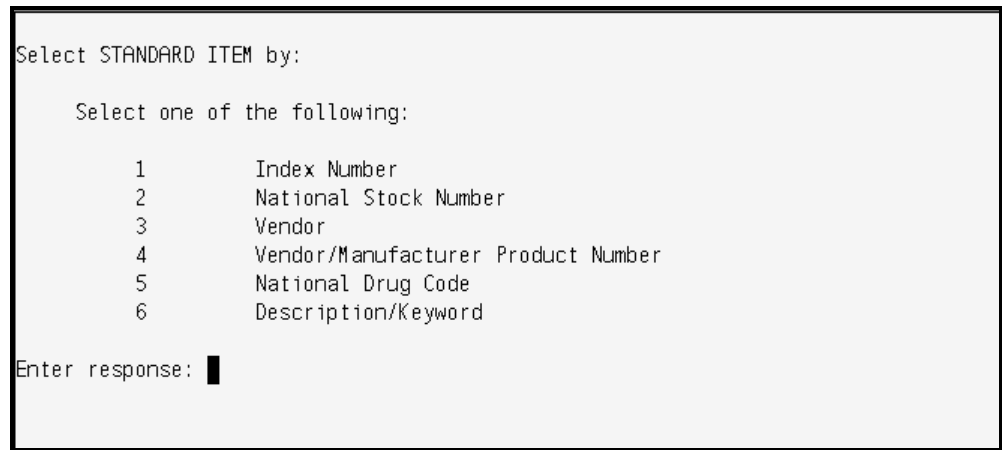
**NAT'L DRUG CODE:** Enter the national drug code for the item, if applicable.

**VENDOR ORDER NUMBER:** Enter the Vendor or part number for the item.

When you are finished, exit the screen. You will be returned to the PO item list.

### Add New or Standard Item Menu Option

After you have typed 2 at the "Option: 5/" prompt, the Add New or Standard Item Menu Option sub-menu will appear (Figure 7-10).



```
Select STANDARD ITEM by:

      Select one of the following:

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

Enter response: █
```

Figure 7-10: Add New or Standard Item Menu Option Screen

The Add New or Standard Item menu offers the user 6 ways to find an existing Standard Item to add to the PO or add a new item that has not been entered into the Standard Item list. To add an item to the PO, first select the criteria that you wish use to find the item. For the purpose of this manual, we will treat all of the criteria the same; the differences in process between them are insignificant.

After you have selected your criteria, enter the information related to the item you wish to add. If the item is already listed as a standard item, an overview of the item's information will appear on your screen, followed by the "Add it to this request?" prompt. If the item displayed is the item you wish to add, enter Y. If the item displayed is not the item you wish to add, enter N and repeat the process until you find the item you are looking for.

If the item you wish to add is not found, ARMS will note "No STANDARD ITEM found" and allow you to add the non-standard item to

the PO manually. At the “Inquire to STANDARD ITEM file again? NO//” prompt, type Y if you wish to run a different search for the item or type N if you wish to manually add the non-standard item to the PO.

After you answer “No” to searching the standard item file again, a blank new item screen will appear. Tab through and fill in the blanks (underlined items are required) and exit the screen when you are finished.

```
SUPPLY/SERVICE ITEM INFORMATION

CAN.....: J658888      OBJECT CODE...: 266A
QUANTITY REQ'D: 12      NATL STOCK NO.:
UNIT OF ISSUE.: DZ      NATL DRUG CODE:
UNIT COST.....: 1      VENDOR ORDER #:

DESCRIPTION: RAINBOW MARBLES

SPECIAL REMARKS:

ADDITIONAL DESCRIPTION:

Exit   Save   Refresh

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

COMMAND: S
```

Figure 7-11: Adding an Item to the PO-- Adding a New, Non-standard Item

An “Add another ITEM? NO//” prompt will appear. Enter Y or N to indicate whether or not you wish to add another item to the requisition.

### Delete an Item Menu Option

After you have typed 3 at the “Option: 5//” prompt, the Delete an Item Menu Option screen will appear (Figure 7-13).

```
Select one of the following:

      1      Edit an item
      2      Add NEW or Standard item
      3      Delete an item
      4      View item ADDITIONAL DESCRIPTION
      5      Item Edit Completed
      6      Transfer an item
      QUIT   Discontinue Processing PO

Option: 5// 3 Delete an item

Delete item(s) (1-4) ==> 3

Sure you want to delete item(s) 3 ? NO// y YES
```

**Figure 7-12: Delete an item Menu Option Screen**

Type the item number(s) of the item(s) you wish to delete at the “Delete items(s) (1-#) ==>” prompt. ARMS will then verify your entry.

If the item number(s) listed don’t correspond to item(s) that you wish to delete, type N and you will be returned to the PO item review screen. If the item number(s) listed correspond to the item(s) that you wish to delete, type Y and press the Return key. A short item review will appear, followed by the PO Add/Edit Item menu.

#### **View Item Additional Description Menu Option**

After you have typed 4 at the “Option: 5//” prompt, the View Item Additional Description Menu Option screen will appear (Figure 7-14).

At the “Item NO.” prompt, type the PO item number that you wish to view. If the item does not have an additional description associated with it, a “No Additional Description on file for this Item.” statement will appear and you will be returned to the Add/Edit Item Menu.

If the item has an additional description on file, the description will appear beneath the “Item NO.” prompt (Figure 7-14). Once you have finished reviewing the additional description, press the Return key to continue or the ^ to exit. If you choose to continue, you will be returned to the Add/Edit Item Menu. If you choose to exit, you will be returned to the ARMS menu.

```
-----
TOTAL      | 300.00 |
-----

Select one of the following:

1          Edit an item
2          Add NEW or Standard item
3          Delete an item
4          View item ADDITIONAL DESCRIPTION
5          Item Edit Completed
6          Transfer an item
OUT        Discontinue Processing PO

Option: 5// 4 View item ADDITIONAL DESCRIPTION

Item NO. ==> 1
      ADDITIONAL DESCRIPTION FOR ITEM NO. 1
ENTER YOUR ADDITIONAL DESCRIPTION IN THE ADDITIONAL DESCRIPTION FIELD ON
THE EDIT ITEM SCREEN. THIS IS A FREE TEXT FIELD THAT ALLOWS YOU TO ENTER
A DESCRIPTION THAT IS MORE THAN 30 CHARACTERS LONG AT ONE TIME.

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

**Figure 7-13: View Item's Additional Description Option**

### Exiting the Item Menu

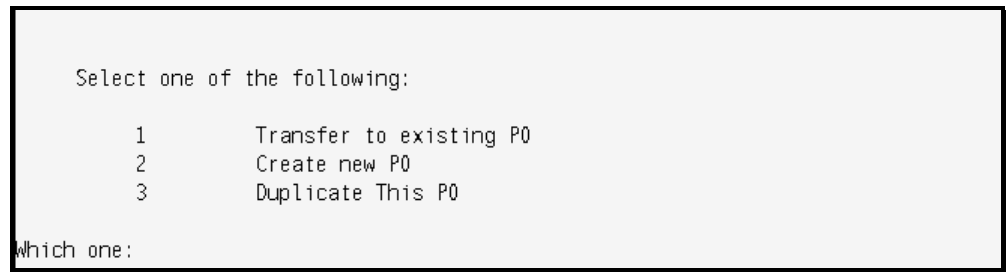
When you exit the item menu after adding a new or standard item to the requisition, an “Add ITEM No. # to the Standard item File? NO//” prompt will appear.

If you wish to add the item to the Standard Item File, type Y, press the Return key, and follow the onscreen instructions. This option is not the computer default.

If you do not wish to add the item to the Standard Item File, press the Return key. This is the default option and will return you to the Process Signed Requisition menu.

### Transfer an Item Menu Option

At the Transfer an Item menu, type the number that corresponds to the type of transfer you wish to complete. There are 3 options available on the Transfer an Item menu.



```

Select one of the following:

1      Transfer to existing PO
2      Create new PO
3      Duplicate This PO

Which one:

```

**Figure 7-14: Transfer an Item Menu Option Screen**

### **Transfer To An Existing PO**

To transfer the selected item to another existing PO, type 1 at the “Which One” prompt and follow the prompts.

### **Create a New PO**

To transfer the selected item to a new PO, type 2 at the “Which One” prompt and follow the prompts.

### **Duplicate This PO**

To duplicate the current PO item, type 3 at the “Which One” prompt and follow the prompts.

#### **7.1.4 SEND FOR APPROVAL**

Once you have typed 4 at the Process Signed Requisition Menu, the Send for approval menu option will appear. If a signed requisition is ready to be reviewed/ approved, it will appear on this screen.

| NO. | DOCUMENT NO.      | IDENTIFIER      | NO. | DOCUMENT NO. | IDENTIFIER |
|-----|-------------------|-----------------|-----|--------------|------------|
| 1   | 001-125-1-0005    | ORANGE MARBLES  |     |              |            |
| 2   | 001-125-1-0008    | LOTSA MARBLES   |     |              |            |
| 3   | 001-222-1-0001    | lab             |     |              |            |
| 4   | 001-069-1-0019    | Fruit           |     |              |            |
| 5   | 001-125-1-0009006 | BLUE MARBLES    |     |              |            |
| 6   | 001-125-1-0009008 | BLUE MARBLES    |     |              |            |
| 7   | 001-125-1-0029    | BLUE MARBLES    |     |              |            |
| 8   | 001-069-1-0041    | ASSORTED MARBLE |     |              |            |
| 9   | 001-125-1-0002    | CC GREEN MARBLE |     |              |            |

Enter a Sequence NO. (1 to 9)  
or enter the DOCUMENT NUMBER: 9

Select one of the following:

|   |                         |
|---|-------------------------|
| 1 | Review Document Summary |
| 2 | Review Entire Document  |
| 3 | Skip Document Review    |

Type of Review: Review Document Summary//

**Figure 7-15: Send for Approval Menu Option Screen 1**

An “Enter a Sequence No. or enter the Document Number” prompt will appear. Type the sequence number or the 11-digit document number for the document you wish to send for approval and press the Return key. A Type of review menu will appear followed by a “Type of Review:” prompt.

If you wish to review the document summary, type 1 and press the Return key. If you wish to review the entire document, type 2 and press the Return key. If you wish to skip the document review, type 3 and press the Return key.

After you have reviewed the document or document summary (or skipped the review), ARMS will walk through a check of statements, certifications, the small purchase checklist, and the financial data for the department the PO is requested from. The approval menu will appear, followed by the “Approval” prompt.

```
Review Small Purchase Summary? NO// YES

1 TYPE ACTION:  SMALL PURCHASE THAT      15 EIN.....:  2999999999
2 PO NUMBER...:                               16 EXTENT CMPD:  COMPETED ACTION
3 CONT OFFICE:  242                          17 PRF PROFRAM:  SMALL BUS-SMALL PURC
4 VENDOR.....:  FAKE VENDOR
5 ADDRESS.....:  888 Fake Ave., LaLa Land, NM  87122
10 AWARD DATE.:  OCT 23,2001                18 TYPE OF BUS:  SMALL BUSINESS
11 START DATE.:  OCT 23,2001                19 TYPE VENDOR:  WOMAN-OWNED BUSINESS
12 END DATE...:  OCT 23,2001                20 PROC METH...:  SMALL PURCHASE (FAR
13 DOLLAR AMNT:      300                    21 A&A SERV...:  NOT A&A SERVICE CONT
14 OBJECT CODE:  266A                      22 PURPOSE CDE:  5905
                                           23 BUYER INIT.:  AEF

Press RETURN to continue or '^' to exit.

NO CERTIFICATIONS APPENDED.

NO STATEMENTS APPENDED.

No SMALL PURCHASE CHECK LIST on file for this Document.

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

Figure 7-16: Send for Approval Menu Option Screen 2

If you wish to approve the request, type A. If you wish to disapprove the request, type D. If you wish to return the request to the initiator for change or clarification, type R. If you wish to hold the request, type H. If you wish to print/display the document again, type P.

If you chose to approve or disapprove the request, an “Apply my AUTHORIZED signature to APPROVE / DISAPPROVE document NO.: ###-###-#-####” prompt will appear. If you wish to continue with the option you selected, type Y and press the Return key. If you made a mistake or have changed your mind and do not wish to continue with the option you selected, type N and press the Return key. You will be returned to the Process Signed Requisition Menu screen. If you are finished processing the signed requisition and wish to return to the PO menu, press the Return key at the “Which One(s)?” menu option.

#### 7.1.5 PRINT DOCUMENT

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



```
Select one of the following:

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

Which print format: 1// 1  Print on blank paper

Select one of the following:

      P      PRINT Output
      B      BROWSE Output on Screen

Do you want to : PRINT//
```

**Figure 7-17: Print Document Menu Option Screen**

ARMS will next ask which device you wish to use. Follow the standard steps for printing/viewing an ARMS report.

#### **7.1.6 EDIT QUANTITY DISCOUNT**

Once you have typed 6 at the Process Signed Requisition Menu, the Edit Quantity Discount screen will appear (Figure 7-18).

```
Which one(s): (1-17): 6

      |===|
QUANTITY DISCOUNT %: 10
      |=====|
QUAN DISC THRESHOLD.: 200
QUANTITY DISC AMOUNT: 20.00
```

**Figure 7-18: Edit Quantity Discount Menu Option Screen**

Enter the Quantity Discount, the Quantity Discount Threshold, and the Quantity Discount Amount. Once you have entered the Discount amount you will be returned to the “Edit Data for Document No.” prompt.

#### **7.1.7 EDIT BOILERPLATE STATEMENT**

Once you have typed 7 at the Process Signed Requisition Menu, the Edit Boilerplate Statement Menu will appear (Figure 7-19). If there are no existing boilerplate statements associated with the requisition, ARMS will first ask “Add Boilerplate Statement?”

### Adding the First Boilerplate Statement

After you answer Y to the “Add Boiler Plate Statement?” prompt, ARMS will present a list of existing boilerplate statements for you to choose from.

```
16 Electronic Commerce
17 Small Purchase Checklist

Which one(s): (1-17): 7

NO STATEMENTS APPENDED.
Add Boiler Plate Statement? NO// y YES

Select BOILER PLATES Statements

1 AGENCY PROCUREMENT REQUEST
2 BPA AGREEMENT
3 TEST IF

Which One(s): (1-3): 1

You have added the AGENCY PROCUREMENT REQUEST statement to this document.
Do you want to edit the statement? NO//
```

Figure 7-19: Adding the First Boilerplate Statement Screen 1

After you have typed the number corresponding to the statement you wish to add to the requisition, ARMS will ask you if you wish to Edit the statement before appending it. Answer Y or N. If you choose yes, ARMS will open the statement in a full-text editing environment. When you are finished making your changes, exit from the full text editor and you will be returned to the add boilerplate statement option.

### Working With an Existing Boilerplate Statement

If a boilerplate statement has previously been added to the requisition, ARMS will first ask you if you wish to read the statement. Answer Y or N. If you choose yes, ARMS will display the statement on your screen, followed by a “Press Return to continue or ‘^’ to exit” prompt. If you wish to edit the statement or add another statement, press the Return key. ARMS will then present you with two options: Edit the Statement and Delete the Statement.

#### *Edit the Statement*

If you wish to edit the statement, select option 1. ARMS will display the statement on your screen again, followed by the prompt, “Edit?” Answer Y or N. If you choose yes, ARMS will open the statement in a full-text editing environment. When you are finished making your changes, exit from the full text editor and you will be returned to the add boilerplate statement option.

**Delete the Statement**

If you wish to delete the statement from the requisition, select option 2. ARMS will verify that you really intend to delete the statement, allowing you to answer Y or N. When the statement has been removed from the requisition, ARMS will display the message, "Statement No. # deleted" and prompt you to add a new boilerplate statement to the requisition. Answer Y or N.

**7.1.8 REVIEW DOCUMENT STATUS**

Once you have typed 8 at the Edit Data for Document No. menu, the Review Document Status screen will appear (Figure 7-20).

```
Which one(s):  (1-17): 8

(DOCUMENT PENDING CONTRACT/ORDER OFFICER SIGNATURE)
UNITED STATES OF AMERICA BY: ANNE E FUGATT
PENDING                                CONTRACT/ORDER OFFICER

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

Figure 7-20: Review Document Status Menu Option Screen

ARMS will list the status (i.e., Document Pending Contract/Order Officer Signature), the country, and the name of the assigned officer whose signature is needed (i.e., Anne E Fugatt). Press the Return key to return to the Edit Data for Document No. menu.

**7.1.9 RETURN REQUISITION FOR RESUBMISSION**

Once you have typed 9 at the Edit Data for Document No. menu, the Accept/Send/Return sub-menu will appear. From this sub menu, you can accept the requisition, send a message to requestor, or return the requisition for correction and resubmission. See section 6.1 for more details on using sub-menu.

**7.1.10 EDIT NARRATIVE/JUSTIFICATION**

Once you have typed 10 at the Edit Data for Document No. menu, the Edit Narrative/Justification screen will appear, if applicable. If the requisition has a narrative or justification associated with it, this option will allow you to edit it in a free-text editing environment. If no narrative or justification was created for the requisition, this option will allow you to edit the basic data for the requisition and return to the Edit Data for Document No. menu.

### 7.1.11 ADD/EDIT VENDOR DATA

Once you have typed 11 at the Edit Data for Document No. menu, the Add/Edit Vendor Data screen will appear (Figure 7-21). Enter the name of the Vendor you wish to add/edit at the "Vendor" prompt. ARMS will ask you if you wish to edit the Vendor data; answer Y or N.

```
VENDOR DATA FOR: JANE VENDOR

Edit VENDOR DATA? NO// YES

Select one of the following:

1      ALL Vendor Data
2      Mailing Address
3      Billing Address
4      Remit To Address
5      1099 Payment Data
6      ARMS/CIS
7      SMALL PURCHASE INFORMATION Data

Edit which data: █
```

Figure 7-21: Add/Edit Vendor Data Menu

This menu allows you to edit the Vendor data without exiting the Process Acquisition option. For more information on editing the Vendor data, see section 4 of this manual.

### 7.1.12 EDIT PROCUREMENT STATUS REPORT

Once you have typed 12 at the Edit Data for Document No. menu, the Edit Procurement Status Report screen will appear (Figure 7-22). If there is no procurement status report on file, the message "No existing text" will appear under the procurement status heading.

```
Which one(s): (1-17): 12

Describe below the current status of this document in procurement.

PROCUREMENT STATUS:
No existing text
Edit? NO// █
```

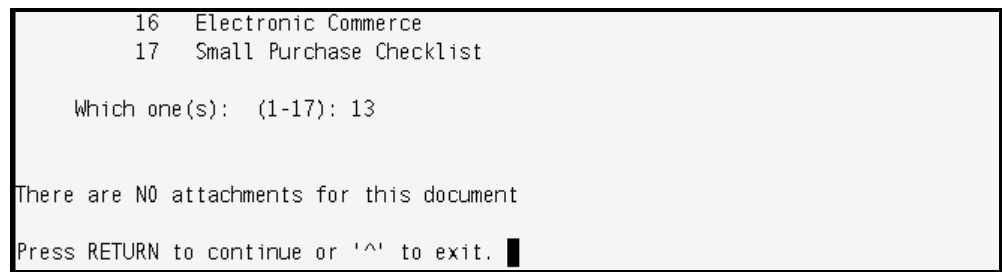
Figure 7-22: Edit Procurement Status Report Menu Option Screen

ARMS will follow the Procurement Status Report text with a "Edit?" prompt. Answer Y or N. If you choose yes, ARMS will open the report

in a full-text editing environment. When you are finished making your changes, exit from the full-text editor and you will be returned to the Edit Procurement Status Report option.

#### 7.1.13 REVIEW ATTACHMENTS

Once you have typed 13 at the Edit Data for Document No. menu, the Review Attachments screen will appear (Figure 7-23).



```
16  Electronic Commerce
17  Small Purchase Checklist

Which one(s): (1-17): 13

There are NO attachments for this document

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

Figure 7-23: Review Attachments Menu Option Screen

If no attachments were required with the requisition, ARMS will display the message, “There are NO attachments for this document.” If attachments were included when the requisition was created, they will be listed in lieu of this message, followed by the “Press RETURN to continue or ‘^’ to exit” prompt.

#### 7.1.14 SHIPPING INSTRUCTIONS

Once you have typed 14 at the Edit Data for Document No. menu, the Shipping Instructions screen will appear (Figure 7-24).

```
PROCUREMENT AND CONTRACTING
300 SAN MATEO, SE, SUITE 500
ALBUQUERQUE, NM NEW MEXICO
PHONE: 505-2626417
FAX #: 505-262-6228

Include Primary Ship To Location in Instructions? YES// y YES

1  PROCUREMENT AND CONTRACTING
   300 SAN MATEO, SE, SUITE 500
   ALBUQUERQUE, NM NEW MEXICO
   PHONE: 505-2626417
   FAX #: 505-262-6228

Select one of the following:

1      ADD a Shipping Location
2      EDIT a Shipping Location
3      DELETE a Shipping Location

Enter response: █
```

**Figure 7-24: Shipping Instructions Menu Option Screen**

ARMS will display the shipping information already on file for the requisition followed by the “Include Primary Ship To Location in Instructions?” prompt. Answer Y or N. A Shipping Instructions sub-menu will appear, allowing you to add, edit, or delete a shipping location. Once you are finished you will be returned to the Edit Data for Document No. menu.

#### **7.1.15 PRINT BIDDERS LIST**

This option allows you to print a list of bidders for the PO. Once you have typed 15 at the Edit Data for Document No. menu, the Print Bidders List screen will appear. If there are no bidders on the bidder’s list, ARMS will first ask you to add bidder’s to the list before presenting the Print Bidder’s List sub-menu (Figure 7-25).

```
Select one of the following:

      1      ADD Vendor to BIDDER'S List

Which one: 1  ADD Vendor to BIDDER'S List

Vendor/Contractor: jane vendor      EIN.....: 1232456789      SUFFIX: A2
                                      MAIL TO.: 1234 Anyplace Dr. NE, ALBUQUERQUE
                                      REMIT TO: 1234 ANYPLACE DR. NE, ALBUQUERQUE
                                      REMIT TO-CITY..: ALBUQUERQUE

Vendor/Contractor: demo vendor      EIN.....: 1555555555      SUFFIX: A1
                                      MAIL TO.: 1234 ANYWHERE ST. NW, ALBUQUERQUE
                                      REMIT TO: 1234 ANYWHERE ST, ALBUQUERQUE
                                      REMIT TO-CITY..: ALBUQUERQUE

Vendor/Contractor: fake vendor      EIN.....: 2999999999
                                      MAIL TO.: 888 Fake Ave., LaLa Land
                                      REMIT TO: 777 Wherever Blvd, Bozo
                                      REMIT TO-CITY..: Bozo

Vendor/Contractor: █
```

**Figure 7-25: Adding Bidders to the Bidder's List**

If the Bidder's list has already been established, ARMS will present you with a list of the bidders assigned to the PO and the Print Bidder's List sub-menu (Figure 7-26).

```
BIDDERS FOR REQUISITION NO.
-----
1  JANE VENDOR
2  DEMO VENDOR
3  FAKE VENDOR

Select one of the following:

      1      ADD Vendor to BIDDER'S List
      2      REMOVE Vendor from BIDDER'S List
      3      PRINT Request for Quote for each BIDDER

Which one: █
```

**Figure 7-26: Print Bidder's List Menu Option Screen 2**

### Add Vendor to Bidder's List

If you wish to add another vendor to the Bidder's list, select option 1 from the Print Bidder's List sub-menu. At the Vendor/Contractor prompt, type the name of the vendor you wish to add. ARMS will present the Vendor's EIN and addresses before adding the vendor to the list. When you are finished adding new vendors, press the Return key at the next Vendor/Contractor prompt without adding any text. You will be returned to the Print Bidder's List sub-menu.

#### **Remove Vendor from Bidder's List**

If you wish to remove a vendor from the Bidder's list, select option 2 from the Print Bidder's List sub-menu. At the "Remove Which Bidders" prompt, type the number that corresponds to the vendor you wish to remove. When ARMS is finished removing the vendor, you will be returned to the Print Bidder's List sub-menu.

#### **Print Request for Quote for each Bidder**

If you wish to print a request for a quote for each bidder listed on the Bidder's list, select option 3 from the Print Bidder's List sub-menu and follow the standard steps for printing/viewing an ARMS report.

### **7.1.16 ELECTRONIC COMMERCE**

This menu option is not currently active.

### **7.1.17 SMALL PURCHASE CHECKLIST**

If the Small Business Purchase checklist has already been filled out once, ARMS will prompt you with a print option instead. If you do not want to view the checklist answers already in the system, type ^ and press the Return key. The ARMS program will prompt you to walk through the checklist and make any necessary changes. If you do not wish to edit the checklist responses, type ^ and press the Return key at the "REQ RECD, LOGD, REVD: YES//" prompt to return to the PO menu.

If the checklist has never been filled out before (most common situation), the first prompt, "REQ RECD, LOGD, REVD:," will appear. Answer each prompt in the checklist; the fields are briefly outlined below.



```
Which one(s): (1-17): 17  
REQ RECD, LOGD, REVD: 1 YES  
WORK/SPECS COMPLETE.: Y YES  
REQUISITION FUNDED.: 1 YES  
APPROP USE OF PO....: 1 YES  
RATIFICATION.....: 2 N/A  
RAT PROPERLY PROCSD.: 2 N/A  
AWARD TO SMALL BUS.: 1 YES  
REASON NO SB AWARD.: 2 N/A  
ADP APPROVAL REQUIRD: 1 YES  
ADP APPROVAL OBTAIND: 1 YES  
ADEQUATE COMP OBTND.: 1 YES  
WHY NO COMPETITION.: 2 N/A  
DETERMINE FAIR PRICE: 2 N/A  
CBD SYNOPSIS ISSUED.: 0 NO  
BPR/IMPRESST/SF-44...: 0 NO  
EVIDENCE ORDER SPLIT: 1 YES  
TERMS AND CONDITIONS: 1 YES  
DRUG FREE WORKPLACE.: 1 YES  
AWARD DECISION DOC'D: 1 YES  
APPROPRIATE WARRANT.: 1 YES  
STANDARD TIME LIMITS: 1 YES
```

Figure 7-27: Small Purchase Checklist Menu Option Screen

**REQ RECD, LOGD, REVD:** indicate whether the requisition has been properly received, logged and reviewed and press the Return key.

**WORK/SPECS COMPLETE:** Indicate if the statement of work or specifications are complete and adequate and press the Return key.

**REQUISITION FUNDED:** Indicate if the requisition has been adequately funded and press the Return key.

**APPROP USE OF PO:** Indicate whether this is an appropriate use of a purchase order and press the Return key.

**RATIFICATION:** Indicate whether or not this action is a ratification of an unauthorized commitment and press the Return key.

**RAT PROPERLY PROCSD:** Indicate whether or not the ratification was properly processed and press the Return key.

**AWARD TO SMALL BUS:** Indicate if this action was awarded to a small business and press the Return key.

**REASON NO SB AWARD:** Indicate whether or not the file documents the reason this action was not awarded to a small business and press the Return key.

**ADP APPROVAL REQUIRED:** Indicate if ADP approval is required for this action and press the Return key.

**ADEQUATE COMP OBTND:** Indicate whether or not adequate competition was obtained for this action if applicable.

**WHY NO COMPETITION:** Indicate whether or not the file is annotated to explain absence of competition when there is only one source for an action over \$2,500.00. Press the Return key.

**DETERMINE FAIR PRICE:** Indicate if the file contains a determination of fair and reasonable price when only one response received for an action over \$2,500.00. Press the Return key.

**CBD SYNOPSIS ISSUED:** Indicate if a CBD synopsis was issued for purchases expected to exceed \$10,000 where competitive offers not expected. Press the Return key.

**BPR/IMPREST/SF-44:** Indicate if purchase made under BPR/IMPREST FUND/CHARGE CARD/SF-44/etc and press the Return key.

**EVIDENCE ORDER SPLIT:** Indicate whether there is evidence that the order was split to stay under the small purchase limitation. Press the Return key.

**TERMS AND CONDITIONS:** Indicate if the appropriate terms and conditions were included and press the Return key.

**DRUG FREE WORKPLACE:** Indicate if clause FAR 52.223-6, DRUG-FREE WORKPLACE, is included in the purchase order with an individual FAR 23.504(b). Press the Return key.

**AWARD DECISION DOC'D:** Indicate if the award decision was fully documented and properly made. Press the Return key.

**APPROPRIATE WARRANT:** Indicate if the contracting official holds the appropriate warrant for this action and press the Return key.

**STANDARD TIME LIMITS:** Indicate if the purchase order was processed within the standard time limits.

## 7.2 CREATE MODIFICATION

This option allows you to create a new modification request for an existing and approved Purchase Order. Select option 2 from the Purchasing Agent Menu to access this option.

```
Purchasing Agent Options

Select one of the following:

      1      Process Signed Requisition
      2      Create Modification
      3      Edit Pending Modification
      4      Quit

Enter response: 2  Create Modification

Document Modified: 001-125-1-0002 ??
Document Modified: GREEN MARBLES 001-125-1-0007    1076001900  GREEN MARBLES  F
AKE VENDOR

Are you certain this is the document you want to modify? N0// YES

Document Number 001-125-1-0007002 (ID N0.: 248) has been created.
Please make note of this number for future reference.

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

**Figure 7-28: Create A Modification Screen**

Once you have selected to create a modification, a “Document Modified” prompt will appear. Type the name (or the first part of the name) of the PO document you wish to modify. If more than one document matches your criteria, a list of matches will appear, followed by a “Choose 1-#” prompt. Type the number that corresponds to the document you wish to modify and press the Return key. The “Are you certain this is the document you want to modify” prompt will appear. Answer Y or N.

ARMS will create a new document number for your newly created modification and post it on the screen. A “Press Return to Continue or ^ to exit” prompt will appear. If you wish to continue with your modification, press the Return key. The Edit Date for Document # screen will appear (Figure 7-29).

```

Edit data for Document NO. 1076001900 (GREEN MARBLES)

***** NOTE *****
THIS IS MODIFICATION # 2 OF DOCUMENT # 1076001900

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

Which one(s): (1-12):
```

**Figure 7-29: Create a Modification Screen 2**

From this screen, you have 12 modification options.

### 7.2.1 MODIFY BASIC DATA

This option allows you to modify the basic data associated with the signed requisition. After you have typed 1 at the “Which one(s)” prompt, the Modify Basic data screen will appear (Figure 7-30).

```
DOCUMENT NO.: 001-125-1-0007002  REQ FOR SUPPLIES

TO.....: PROCUREMENT AND CONTR DELIVER TO....: ARMS TRAINING
REQUEST FOR....: PURCHASE IDENTIFIER....: GREEN MARBLES
REQUESTING ORG.: ARMS TRAINING DEPT PRIORITY.:
CUSTODIAL AREA.: 001 INITIATOR.....: FUGATT, ANNE E
DATE OF REQUEST: JUN 5, 2001 REQUEST TYPE..: REQ FOR SUPPLIES
DATE REQUIRED...: JUL 5, 2001 REQUESTED BY..: FUGATT, ANNE E
PRIORITY.....: ROUTINE RECOMMENDED BY: FUGATT, ANNE E
REFERENCE.....: MATHIS, DOUGLAS J APPROVED BY...: MATHIS, DOUGLAS J
TELEPHONE NO...: 804-728-2400 RECEIVING OFF.: CORWIN, TRAVIS A

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

**Figure 7-30: Modify Basic Data Screen**

Tab through and make any necessary changes to the requisition's contract data. When finished, exit the screen.

Once you have exited the screen, ARMS will walk you through three standard questions: “Is this a FEDSTRIP or GSA SUPPLY CENTER order?”, “Is DRAFT PAYMENT authorized:”, and “RECEIVING OFFICIAL...” Answer Y or N to the first two questions and either accept the default or type in the name of the new receiving official. Once you have answered the last question, you will be returned to the Create Modification Menu screen.

### 7.2.2 MODIFY REQUESTED VENDORS

This option allows you to change the vendor associated with the requisition. After you have typed 2 at the “Which one(s)” prompt, the Modify Vendor data screen will appear (Figure 7-31).

```
Which one(s): (1-12): 2

|=====|
VENDOR/CONTRACTOR...: FAKE VENDOR// DEMO VENDOR    EIN.....: 1555555555    SUP
FIX: A1

MAIL TO.: 1234 ANYWHERE ST. NW, ALBUQUERQUE
REMIT TO: 1234 ANYWHERE ST, ALBUQUERQUE
REMIT TO-CITY..: ALBUQUERQUE
```

Figure 7-31: Modify Requested Vendor Screen

The “Vendor/Contractor:” prompt will appear. Type the name of new the vendor you wish to use for this PO and press the Return key. The vendor’s ARMS data will appear beneath the vendor’s name and you will be returned to the Create Modification Menu screen.

### 7.2.3 EDIT NARRATIVE/ JUSTIFICATION

This option allows you to edit the Narrative, Justification, or Additional Remarks associated with the requisition. After you have typed 3 at the “Which one(s)” prompt, the Narrative/ Justification data screen will appear (Figure 7-32).

```
JUSTIFICATION: ENTER YOUR JUSTIFICATION HERE

BRIEF NARRATIVE: AND YOUR BRIEF NARRATIVE HERE, IF YOU WISH

ADDITIONAL REMARKS:

Exit      Save      Refresh

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

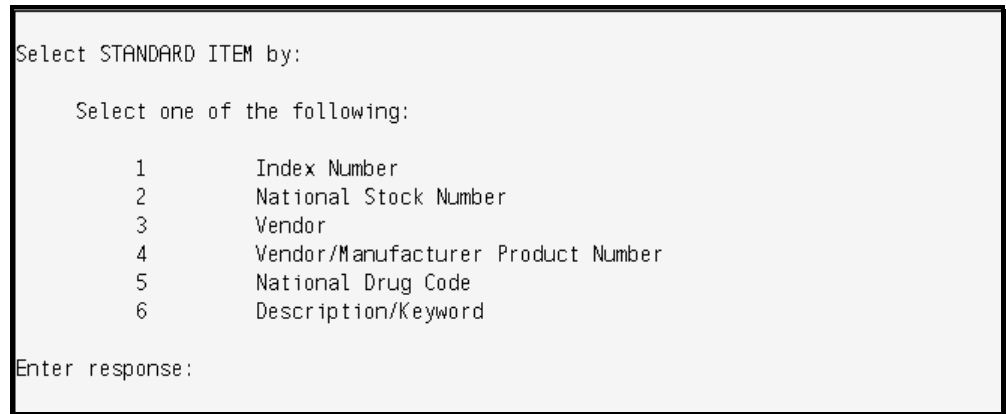
COMMAND:       Press <PF1>H for help      
```

Figure 7-32: Edit Narrative/ Justification Screen

Tab through and make any necessary changes to the justification, narrative, or additional remarks text. When you are finished, exit the screen and you will be returned to the Create Modification Menu screen.

#### 7.2.4 ADD/ EDIT ITEM

This option allows you to add or edit an item associated with the requisition. After you have typed 4 at the “Which one(s)” prompt, the Add/ Edit Item screen will appear (Figure 7-33).



```
Select STANDARD ITEM by:

  Select one of the following:

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

Enter response:
```

Figure 7-33: Add/Edit Item Screen

This screen includes a 6-option menu related to finding an item to add to the PO. Each option allows you to find an item based on different criteria but contains the same sub-menus and functions as all other options. Type the number corresponding to the criteria by which you wish to find a new item.

Type the name/ number of the item you wish to add. If the criteria you entered matches more than one item, ARMS will present a list of items followed by a “Choose 1-#” prompt. Type the number that corresponds to the desired item and press the Return key.

```

ITEM #...: 1          ORDER #...:          DOCUMNT #: 001-125-1-0007
NSN.....: 9999-88-777-66666
NDC.....:          VON.....:
VENDOR...: FAKE VENDOR          OBJ CLASS: 25BK
# ORDERED:          UNIT COST: 1.00      EST TOTAL: 0.00
UNIT ISSU: UN      # ACCEPDT:          TOTL PAID: 0.00

      DESCRIPTION
      -----
      TEST ITEM DESCRIPTION

      987654 ( ) ARE on file.

      Add it to this request? YES// Y

```

Figure 7-34: Adding an Item to the Modification Screen

A brief description of the item will appear, followed by the statement “[criteria] ([item description]) ARE on file” and the “Add it to this request?” prompt. Answer Y or N. A more detailed summary of the PO item(s) will appear, followed by the add/ edit item menu (7-34).

```

-----
ITM|          SUPPLIES OR SERVICES          |QUAN| |UNIT| |ITEM| |OBJ|
NO.|          (A)          |ORD'D| |UI| |PRICE| |TOTAL| |CODE|CAN NO.
(A)|          (B)          | (C) | (D)| | (E) | | (F) | |----|-----
-----
1 |NSN: 9999-88-777-66666          |    | |    | |    | |    |
  |TEST ITEM DESCRIPTION          |    |UN| | 1.00| | 0.00| |25BK|J658888
  |                                |    | |    | |    | |    |
  |The purchasing department is hereby authorized to exceed the
  |estimate shown hereon by 10 percent but not more than $ 20.00
  |without additional funding.    |    | |    | |    | |    |
-----
                                TOTAL | 0.00 |

Select one of the following:

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

Option: 5//

```

Figure 7-35: Add/Edit Item Menu

### Edit an Item Menu Option



After you have typed 1 at the “Option: 5//” prompt, the Edit an Item Menu screen will appear. If more than one item is requested on the PO, ARMS will prompt the user to select an item number from the PO item list before the Edit an Item Menu screen appears. Tab through and make any necessary changes to the requisition item’s basic data. For more information on the fields, see section 7.1.3 of this manual.

### **Add An Item Menu Option**

After you have typed 2 at the “Option:” prompt, the Add an Item Menu screen will appear. This screen includes a 6-option menu related to finding an item to add to the PO. Each option allows you to find an item based on different criteria but contains the same sub-menus and functions as all other options. Type the number corresponding to the criteria by which you wish to find a new item.

A prompt will appear requesting the number/ text that corresponds to the criteria option you selected. For example, if you chose to find a new item by index number, an “Index No.” prompt will appear on the screen.

Type the name/ number of the item you wish to add. If the criteria you entered matches more than one item, ARMS will present a list of items followed by a “Choose 1-#” prompt. Type the number that corresponds to the desired item and press the Return key.

A brief description of the item will appear, followed by the statement “[criteria] ([item description]) ARE on file” and the “Add it to this request?” prompt. Answer Y or N. You will be returned to the Add/ Edit Item Menu screen.

### **Delete An Item Menu Option**

After you have typed 3 at the “Option:” prompt, a “Delete Item(s)” prompt will appear. Type the item number(s) that you wish to delete from the purchase order and press the Return key. A “Sure you want to delete item(s) #?” prompt will appear. Answer Y or N. You will be returned to the purchase order item summary and Add/ Edit Item menu screen.

### **View Item Additional Description Menu Option**

After you have typed 4 at the “Option:” prompt, an “Item No.” prompt will appear. Type the number of the item that you wish to see the additional description of.

If the item does not have an additional description on file, the statement “No additional description on file for this Item” will appear and you will be returned to the Add/Edit item menu. If the item does have an additional description on file, it will appear below the item number that you typed in. Once you are finished reading the additional description, press the Return key or type ^ to return to the add/ edit item menu.

### 7.2.5 SEND FOR APPROVAL

After you have typed 5 at the “Option:” prompt, the Send for Approval menu screen will appear (Figure 7-36).

```
| APPROVAL FOR DOCUMENT: 1076001900 (001-125-1-0007002) |
| REQUEST INITIATOR...: ANNE E FUGATT PENDING |
| REQUESTOR.....: ANNE E FUGATT PENDING |
| RECOMMENDING APPROVA: ANNE E FUGATT PENDING |
| CERTIFY FUNDS AVAILA: TRAVIS A CORWIN PENDING |
| APPROVAL.....: DOUGLAS J MATHIS PENDING |

Sending this document for approval will delete any approvals currently listed.

Are you certain you want to send
this document for approval? NO// █
```

Figure 7-36: Send Modification for Approval

If the modification is complete and has not been previously submitted, the modification will be submitted for approval and you will be returned to the Create Modification menu screen.

### 7.2.6 PRINT DOCUMENT

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

### 7.2.7 EDIT QUANTITY DISCOUNT

After you have typed 7 at the “Option:” prompt, the Edit Quantity Discount screen will appear (Figure 7-37).

```
      |===|
QUANTITY DISCOUNT %: 10
      |=====|
QUAN DISC THRESHOLD.: 200
QUANTITY DISC AMOUNT: 20.00
```

Figure 7-37: Edit Quantity Discount Screen 1

If a Quantity discount was entered for this PO before, then the prompts will contain the existing values following the prompt name before two

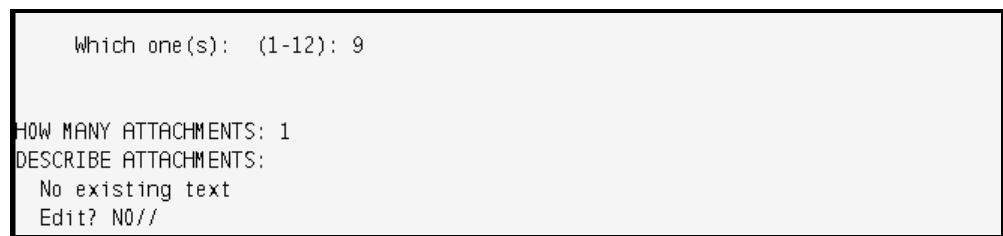
slashes (/). In this case, you have the option of keeping the existing value (by only pressing the Return key at the prompt) or replacing it by typing a new value at the prompt.

### 7.2.8 EDIT BOILER PLATE STATEMENT

Once you have typed 7 at the Process Signed Requisition Menu, the Edit Boilerplate Statement Menu will appear. This option allows you to add, edit, and/or delete boilerplate statements. If there are no existing boilerplate statements associated with the requisition, ARMS will first ask “Add Boilerplate Statement?” For more information on this option, see section 7.1.7.

### 7.2.9 SPECIFY NUMBER OF ATTACHMENTS

This option allows you to specify the number of “attachments” that are required for processing the requisition. After you have typed 9 at the “Option:” prompt, the Specify Number of Attachments screen will appear (Figure 7-38).



```
Which one(s): (1-12): 9

HOW MANY ATTACHMENTS: 1
DESCRIBE ATTACHMENTS:
  No existing text
  Edit? NO//
```

Figure 7-38: Specify Number of Attachments Screen

A “How many attachments:” prompt will appear. Type a whole number between 0 and 99 corresponding to the number of attachments you would like to associate with this PO. This field allows the user to indicate that external hard copy documents are required for the processing of this request and should be “attached” and included in any review of the document. Press the Return key.

The description text will appear below the “Describe Attachments” prompt and an “Edit?” prompt will appear. Answer Y or N.

### 7.2.10 REVIEW DOCUMENT STATUS

This option allows you to review the approval status of the current modification. After you have typed 10 at the “Option:” prompt, the Document Status screen will appear.

If the document is not ready for submission and has not been submitted yet, your screen will return to the Create Modification Menu screen. If the document is ready for submission but has not been submitted yet, a “This

Document Has Not Been Submitted For Approval” message will appear on your screen. If the document has been submitted but is pending signatures, a list of the people who still need to sign the requisition will appear on your screen. Press the Return key to return to the Create Modification Menu screen.

### 7.2.11 MODIFY SHIPPING INSTRUCTIONS

Once you have typed 14 at the Edit Data for Document No. menu, the Shipping Instructions screen will appear.

ARMS will display the shipping information already on file for the requisition followed by the “Include Primary Ship To Location in Instructions?” prompt. Answer Y or N. A Shipping Instructions sub-menu will appear, allowing you to add, edit, or delete a shipping location. Once you are finished you will be returned to the Edit Data for Document No. menu.

### 7.2.12 DELETE THIS REQUEST

This option allows you to delete the modification request you are currently working on. After you have typed 12 at the “Option:” prompt, the Delete Request screen will appear (7-39).

```
Which one(s): (1-12): 12

Are you certain you want to delete 001-125-1-0007004 (GREEN MARBLES)? N0// y Y
ES
...HMMM, I'M WORKING AS FAST AS I CAN...

001-125-1-0007004 (GREEN MARBLES) has been deleted.

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

Figure 7-39: Delete This Request Screen

The “Are you certain you want to delete [request number] ([request description])?” prompt will appear.

If you do not want to delete the request, type N and you will be returned to the Create Modification Menu screen. If you do want to delete the request, type Y. Once ARMS has deleted the modification request, it will state that “[request number] ([request description]) has been deleted.” Press the Return key to return to the Create Modification menu screen.

### 7.3 EDIT PENDING MODIFICATION

This option allows you to edit/ correct a modification that has already been created for an existing Purchase Order but has not been approved. This menu option is not intended for frequent use; it is only intended to correct errors made when creating a new PO modification.

Type 3 at the “Enter Response” prompt. A “Document Modified” prompt will appear (Figure 7-40). Type the name (or the first part of the name) of the PO document you wish to modify. If more than one document matches your criteria, a list of matches will appear, followed by a “Choose 1-#” prompt.

```
Purchasing Agent Options

Select one of the following:

1      Process Signed Requisition
2      Create Modification
3      Edit Pending Modification
4      Quit

Enter response: 3 Edit Pending Modification

Edit Which Modification: green
1  GREEN MARBLES  001-125-1-0007001  1076001900  GREEN MARBLES  FAKE VEN
DOR
2  GREEN MARBLES  001-125-1-0007002  1076001900  GREEN MARBLES  DEMO VEN
DOR
3  GREEN MARBLES  001-125-1-0007003  1076001900  GREEN MARBLES  FAKE VEN
DOR
CHOOSE 1-3: 2  001-125-1-0007002
```

Figure 7-40: Edit Pending Modification Screen-- Selecting a Modification to Edit

Type the number that corresponds to the document you wish to modify and press the Return key. The Edit Data for Document # screen will appear (Figure 7-41).

```
Edit data for Document NO. 001-125-1-0007002 (GREEN MARBLES)

***** NOTE *****
THIS IS MODIFICATION # 2 OF DOCUMENT # 1076001900

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

Which one(s): (1-12): █
```

**Figure 7-41: Edit Pending Modification Screen**

These options are the same as those detailed in section 7.2. The only difference is that in section 7.2, the user is creating a new modification. In this section, the user is modifying an existing PO modification.

For additional information on any of the options in this section, see the corresponding section in 7.2.

## 8 EDIT SIGNED PURCHASE ORDER (AP)

The Edit Signed Purchase Order option allows the user to perform twelve different activities on a signed purchase order:

- Edit basic data
- Enter contract/small purchase data
- Add/Edit items
- Send for approval
- Print document
- Edit quantity discount
- Edit boiler plate statement
- Review document status
- Return requisition for resubmission
- Edit narrative justification
- Add/edit Vendor data
- Edit procurement status report

These options are the same as those found in section 7.1. If you need additional information on any of these options, see the corresponding section in 7.1.

The Edit Signed Purchase Order option is selected by typing **AP** at the Select Administrative Resource Management System Option prompt on the User Menu.

## 9 ENTER RECEIVING REPORTS (RR)

The Enter Receiving Reports option allows the Receiving Agent to process receiving reports for items received through the supply system. This option allows three actions pertaining to the receipt of items:

- Add a receiving report
- Cancel an item
- Print a receiving report

The Enter Receiving Reports option is selected by typing RR at the Select Administrative Resource Management System Option prompt on the User Menu.

```
Select Administrative Resource Management System Option: RR Enter Receiving Rep
orts

                SELECT DOCUMENT FOR RECEIVING ACTION

Requisition/PO NO.: 1076004500 001-069-1-0035 1076004500 abc1 VA SUPPLY DE
POT
```

Figure 9-1: Select Document For Receiving Action

Enter the requisition or purchase order number for the item you want to generate a receiving report. If you are unsure of the number, type ?? at the "Requisition/PO NO.:" prompt and press the Return key to see a list of purchase order and requisition numbers. Keep in mind, you must be the Receiving Official for purchase orders you want to generate a receiving report. In the example shown in Figure 9-1, the user chose Purchase Order No. 1076004500.

```
SERVICES/SUPPLIES RECEIVED FOR
PURCHASE ORDER NO.: 1076004500
ORD- ACC-
ITM ORDER #/DESCRIPT ERED EPTED UNIT PRICE ORDERED ESTIMATED
-----
1 VON: 8920-00-851-6595
  NSN: 8920-00-851-6595
  RICE, PARBOILED, LONG GRAIN
                25          6.16      154.00      0.00
2 VON: 00411
  NSN: 8940-00-267-6905
  BABY FOOD CARROTS STRAINED
                25          7.60      190.00      0.00
3 JAM PRESERVE STRAWBERRY
                50          0.75       37.50      0.00
                TOTAL          381.50
```

Figure 9-2: Verify Purchase Order Information



Figure 9-2 shows verification information for the selected purchase order. There are three items listed under this particular purchase order. If the information is correct, you can select one of the three options shown in Figure 9-3.

```
Select one of the following:

1      Add Receiving Report
2      Cancel an Item
P      Print Receiving Report

Which one: 1  Add Receiving Report

DATE RECEIVED.....: 082301  (AUG 23, 2001)

Which PO Item(s):  (1-3): 1
```

**Figure 9-3: Add Receiving Report**

## 9.1 ADD RECEIVING REPORT

The first option is to create a receiving report for a purchase order. To do this, type 1 at the “Which one:” prompt and press the Return key. ARMS will ask you to enter the date the item was received. Remember to enter the date using one of the formats discussed in Section 2. Enter the item number for which you want to generate a receiving report. In Figure 9-2 there are three items listed under this purchase order. In Figure 9-3, the user typed 1 (Rice) at the “Which PO Item(s): (1-3):” prompt and pressed the Return key.

ARMS will next ask if the order received was a partial order or the entire order. If you only received part of the order, press the Return key since Partial Receipt is the default response. You can also type 1 and press the Return key at the “Enter response: Partial Receipt//” prompt. In Figure 9-4, the user selected the default response by pressing the Return key.

```
Select one of the following:

      1      Partial Receipt
      2      Total Receipt

Enter response: Partial Receipt//
...SORRY, LET ME PUT YOU ON 'HOLD' FOR A SECOND...

      INFORMATION FOR SELECTED
      SERVICE OR SUPPLY

ITEM #...:      1      ORDER #...: 8920-00-851-6595
NSN.....: 8920-00-851-6595      DOCUMNT #: 001-069-1-0035
VENDOR...: VA SUPPLY DEPOT      NDC.....:
# ORDERED:      25      UNIT COST:      6.16      VON.....: 8920-00-851-65
UNIT ISSU:      SA      # ACCEPTD:      EST TOTAL:      154.00
      TOTL PAID:      0.00

      DESCRIPTION
      -----
      RICE, PARBOILED, LONG GRAIN
      US GRADE NO. 1, 25 LB
```

Figure 9-4: Receiving Report - Partial Receipt

### 9.1.1 PARTIAL ORDER

After identifying the item, enter the partial amount received from the order. Notice in Figure 9-5 the default response is the amount for the full order.

Enter the number of units accepted of the number received. The default response will be the number received.

Enter the date the partial order was received.

Enter the expiration date of the items received (if the item has an expiration date).

ARMS will display an update of your items on order (Figure 9-5). Item number one now shows that 25 bags of rice were ordered and 5 were received and accepted.

```

NUMBER RECEIVED.....: 25// 5
NUMBER ACCEPTED.....: 5// 5
DATE RECEIVED.....: AUG 23,2001// (AUG 23, 2001)
EXPIRATION DATE.....:

```

| SERVICES/SUPPLIES RECEIVED FOR |                                                                               | PURCHASE ORDER NO.: 1076004500 |           |            |                |                |
|--------------------------------|-------------------------------------------------------------------------------|--------------------------------|-----------|------------|----------------|----------------|
| ITM                            | ORDER #/DESCRIPT                                                              | ORD-ERED                       | ACC-EPTED | UNIT PRICE | ORDERED AMOUNT | ESTIMATED COST |
| 1                              | VON: 8920-00-851-6595<br>NSN: 8920-00-851-6595<br>RICE, PARBOILED, LONG GRAIN | 25                             | 5         | 6.16       | 154.00         | 30.80          |
| 2                              | VON: 00411<br>NSN: 8940-00-267-6905<br>BABY FOOD CARROTS STRAINED             | 25                             |           | 7.60       | 190.00         | 0.00           |
| 3                              | JAM PRESERVE STRAWBERRY                                                       | 50                             |           | 0.75       | 37.50          | 0.00           |

Figure 9-5: Partial Order Update

As you can see in Figure 9-6, you return to the options menu to perform further actions on this particular purchase order. Notice that two additional options now appear in the menu: (3) Edit receiving report by item; and (4) Edit a receiving report by report. These options will be discussed later in this section.

```

Select one of the following:

1      Add Receiving Report
2      Cancel an Item
3      Edit Receiving Report by Item
4      Edit Receiving Report by Report
P      Print Receiving Report

Which one:

ADD'T INVOICE NO(s): 123
DATE INVOICE REC'D.: 082101 (AUG 21, 2001)
DATE OF INVOICE.....: 081901 (AUG 19, 2001)
RECEIVING REPORT REMARKS:
  No existing text
  Edit? NO//

```

Figure 9-6: Invoice and Comment Data

To continue processing the partial order, press the Return key. ARMS will ask you to enter any additional invoice information that may exist for this particular order.

If additional invoice numbers exists, enter the invoice number(s) for this particular order. The invoice number in Figure 9-6 is 123. Enter the date the additional invoice was received. In the example, the date the invoice

was received was Aug 21, 2001. ARMS will also ask you to enter the date on the invoice (Aug 19, 2001).

If you have any comments regarding the order, they can be entered in the Receiving Report Remarks section. Notice that you can read any remarks that have been previously entered. In the example in Figure 9-6, there is no existing text. If you would like to add comments or edit previously entered comments, type Yes at the "Edit? NO//?" prompt and press the Return key. If you do not want to add comments, press the Return key to continue.

```
Select one of the following:

1      Final Receiving Report
2      Partial Receiving Report
3      Discontinue Receiving Report

Enter response:
```

**Figure 9-7: Finishing the Partial Receiving Report**

The final step is to close out the receiving report. Three options are shown in Figure 9-7. You can close out a Final Receiving Report, a Partial Receiving Report, or Discontinue processing the Receiving Report. Choose Option 2, Partial Receiving Report, to finish processing a partial order.

```
Enter response: 2 Partial Receiving Report

Enter your electronic signature: VALID SIGNATURE ACCEPTED.

Enter Property Voucher Number MONTH: (1-12): 8// 8

Property Voucher Number 001-2001-08-XXXX (with correct sequence) will be assigned.

Is this correct? YES//

PROPERTY VOUCHER NO. 001-2001-08-8005 has been assigned to
RECEIVING REPORT NO. 1.

MESSAGE(S) SENT TO THE FOLLOWING REQUEST INITIATORS THAT THEIR REQUESTED
ITEMS WERE RECEIVED.

DAVID WHITE

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

**Figure 9-8: Closing Out the Partial Order**

After selecting option 2, enter your electronic signature to certify the Receiving Report. You will then be asked to enter the Property Voucher Number Month. The default response will be the current month. Press the

Return key to select the default month. In the example in Figure 9-8, the user entered the current month by typing 8 and pressing the Return key.

ARMS will ask you to verify the property voucher number assigned to the partial order. If it is correct, press the Return key at the “Is this correct? YES//” prompt (Default response). ARMS will then display the property voucher number assigned to the receiving report. If the property voucher number is not correct, type NO at the prompt and press the Return key. Press the Return key to continue.

```
Press RETURN to continue or '^' to exit.
Print copy of Receiving Report now? NO// Yes YES
There is 1 receiving report on file for PO 1076004500

Select one of the following:

P      PRINT Output
B      BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 9-9: Printing the Receiving Report

ARMS will ask if you want to print a copy of the receiving report (Figure 9-9). If you do not want to print, choose the default response (NO) by pressing the Return key. If you want to print the Receiving Report, type Yes and press the Return key. Follow the standard steps for printing/viewing an ARMS report.

When you are finished printing the form, press the Return key to return to process a receiving report for another purchase order. If you are finished printing documents, press the Return key to return to the Main User Menu.

### 9.1.2 TOTAL RECEIPT

To enter a Receiving Report for an item which you received the total number of units ordered, enter the requisition or purchase order number for the item you want to generate a receiving report. If you are unsure of the number, type ?? at the “Requisition/PO NO.:" prompt and press the Return key to see a list of purchase order and requisition numbers. In the example shown in Figure 9-10, the user chose Purchase Order No. 1076004600.

```

Select Administrative Resource Management System Option: RR  Enter Receiving Rep
orts

                                SELECT DOCUMENT FOR RECEIVING ACTION

Requisition/PO NO.: 1076004600  001-069-1-0036    1076004600  def2  SOUTHWEST DI
STRIBUTING CO

```

Figure 9-10: Select Document For Receiving Action

Figure 9-11 shows verification information for the selected purchase order. There are three items listed under this particular purchase order.

```

SERVICES/SUPPLIES RECEIVED FOR
PURCHASE ORDER NO.: 1076004600

```

| ITM   | ORDER #/DESCRIPT                                                       | ORD-<br>ERED | ACC-<br>EPTED | UNIT | PRICE | ORDERED<br>AMOUNT | ESTIMATED<br>COST |
|-------|------------------------------------------------------------------------|--------------|---------------|------|-------|-------------------|-------------------|
| 1     | FLOUR WHOLE WHEAT 5 LB                                                 |              |               |      |       |                   |                   |
|       |                                                                        | 100          |               |      | 0.99  | 99.00             | 0.00              |
| 2     | VON: 718122<br>NSN: 8940-00-982-3759<br>APRICOT HALVES DIETETIC CHOICE |              |               |      |       |                   |                   |
|       |                                                                        | 100          |               |      | 0.81  | 81.00             | 0.00              |
| 3     | VON: 17889-7<br>NSN: 8915-00-184-5605B<br>PUMPKIN CANNED NO. 10        |              |               |      |       |                   |                   |
|       |                                                                        | 100          |               |      | 0.72  | 72.00             | 0.00              |
| TOTAL |                                                                        |              |               |      |       | 252.00            |                   |

Figure 9-11: Verify Purchase Order Information

If the information is correct, select the Add Receiving Report option shown in Figure 9-12 by typing 1 at the “Which one:” prompt and pressing the Return key.

```

Select one of the following:

1      Add Receiving Report
2      Cancel an Item
P      Print Receiving Report

Which one: 1  Add Receiving Report

DATE RECEIVED.....: 082301  (AUG 23, 2001)

Which PO Items(s):  (1-3): 1

```

Figure 9-12: Add Receiving Report

ARMS will ask you to enter the date the item was received. Enter the item number for which you want to generate a receiving report. In Figure 9-11 there are three items listed under this purchase order. In Figure 9-12, the user typed 1 (Flour) at the “Which PO Item(s): (1-3):” prompt and pressed the Return key.

ARMS will ask if the order received was a partial order or the entire order. If you received the entire order, type 2 and press the Return key at the “Enter response: Partial Receipt//” prompt. In Figure 9-13, the user selected option 2 and pressed the Return key.

```
Select one of the following:
      1      Partial Receipt
      2      Total Receipt

Enter response: Partial Receipt// 2 Total Receipt

Are you certain that ALL quantities ordered were RECEIVED and ACCEPTED? NO// Yes
YES

DATE RECEIVED.....: AUG 23,2001// (AUG 23, 2001)
...EXCUSE ME, LET ME THINK ABOUT THAT A MOMENT...
EXPIRATION DATE.....:

SERVICES/SUPPLIES RECEIVED FOR
PURCHASE ORDER NO.: 1076004600

ORD- ACC- ORDERED ESTIMATED
ITM ORDER #/DESCRIPT ERED EPTED UNIT PRICE AMOUNT COST
-----
1 FLOUR WHOLE WHEAT 5 LB
100 100 0.99 99.00 99.00
2 VON: 718122
```

Figure 9-13: Receiving Report - Total Receipt

After selecting the Total Receipt option, ARMS will ask you to verify the entire quantity was received and accepted. If the entire quantity was received and accepted, type Yes at the verification prompt and press the Return key. If the entire quantity was not received and accepted, press the Return key (default response).

Enter the date the entire order was received. The current date is the default response.

Enter the expiration date of the items received (if applicable). If the item does not have an expiration date, press the Return key to continue.

The example in Figure 9-13 now shows 100 units of flour being ordered and accepted.

In Figure 9-14, the user was returned to the options menu to perform further actions on this particular purchase order. Notice two additional

options now appear in the menu: (3) Edit a receiving report by item; and (4) Edit a receiving report by receiving report. These options will be discussed later in this section.

```
Select one of the following:

      1      Add Receiving Report
      2      Cancel an Item
      3      Edit Receiving Report by Item
      4      Edit Receiving Report by Report
      P      Print Receiving Report

Which one:

ADD'T INVOICE NO(s) : 234
DATE INVOICE REC'D.. : 082101  (AUG 21, 2001)
DATE OF INVOICE..... : 081601  (AUG 16, 2001)
RECEIVING REPORT REMARKS:
  No existing text
  Edit? NO//
```

Figure 9-14: Invoice and Comment Data

To continue processing the order, press the Return key.

ARMS will ask you to enter any additional invoice numbers for this particular order and the date the invoice was received. In the example in Figure 9-14, the additional invoice number is 234 and the date the invoice was received was Aug 21, 2001. ARMS will also ask you to enter the date on the invoice (Aug 19, 2001).

If you have any comments regarding the order, they can be entered in the Receiving Report Remarks section. Notice that you can also read any remarks that have previously been entered. In the example in Figure 9-14, there is no existing text. If you would like to add comments or edit previously entered comments, type Yes at the "Edit? NO//?" prompt and press the Return key. If you do not want to add comments, press the Return key to continue.

```
Select one of the following:

      1      Final Receiving Report
      2      Partial Receiving Report
      3      Discontinue Receiving Report

Enter response:
```

Figure 9-15: Finalizing the Partial Receiving Report

The final step is to close out the receiving report. Three options are presented (Figure 9-15). You can close out a Final Receiving Report, a Partial Receiving Report, or Discontinue processing the Receiving Report.



Choose Option 1, Final Receiving Report, to close out processing an order.

```
Enter response: 1  Final Receiving Report
Enter your electronic signature:  VALID SIGNATURE ACCEPTED.
Enter Property Voucher Number MONTH:  (1-12): 8//
Property Voucher Number 001-2001-08-XXXX (with correct sequence) will be assigned.
Is this correct? YES//
PROPERTY VOUCHER NO. 001-2001-08-8006 has been assigned to
RECEIVING REPORT NO. 1
Final Receiving Report completed..
MESSAGE(S) SENT TO THE FOLLOWING REQUEST INITIATORS THAT THEIR REQUESTED
ITEMS WERE RECEIVED.

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

Figure 9-16: Closing Out the Final Order

After selecting option 1, enter your electronic signature to certify the Receiving Report. You will then be asked to enter the Property Voucher Number Month. Notice that the default response is the current month. Press the Return key to select the default month. In the example in Figure 9-16, the user entered the current month by pressing the Return key.

ARMS will then ask you to verify the property voucher number assigned to the order. If it is correct, press the Return key at the “Is this correct? YES//” prompt. ARMS will then display the property voucher number assigned to the receiving report. If the property voucher number is not correct, type NO at the prompt. Press the Return key to continue.

```
Press RETURN to continue or '^' to exit.
Print copy of Receiving Report now? NO// Yes  YES
There is 1 receiving report on file for PO 1076004600

      Select one of the following:

          P          PRINT Output
          B          BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 9-17: Printing the Receiving Report

ARMS will ask if you want to print a copy of the receiving report (Figure 9-17). If you do not want to print, choose the default response (NO) by pressing the Return key. If you want to print the Receiving Report, type Yes and press the Return key. Follow the standard steps for printing/viewing an ARMS report.

When you are finished printing the form, press the Return key to return to process a receiving report for another purchase order. If you are finished printing documents, press the Return key to return to the Main User Menu.

## 9.2 CANCEL AN ITEM

To cancel an item listed under a particular purchase order, enter the requisition or purchase order number for the item that you want to generate a receiving report for. If you are unsure of the number, type ?? at the "Requisition/PO NO.:" prompt and press the Return key to see a list of purchase order and requisition numbers. In the example shown in Figure 9-18, the user chose Purchase Order No. 1076004700.

```
Select Administrative Resource Management System Option: RR Enter Receiving Rep
orts

                                SELECT DOCUMENT FOR RECEIVING ACTION

Requisition/PO NO.: 1076004700 001-069-1-0037 1076004700 ghi3 NOBEL-SYSCO
INC.
```

Figure 9-18: Select Document For Receiving Action

Figure 9-19 shows verification information for the selected purchase order. There are two items listed under this particular purchase order.

| SERVICES/SUPPLIES RECEIVED FOR |                                                                       |          |           |            |                |                |
|--------------------------------|-----------------------------------------------------------------------|----------|-----------|------------|----------------|----------------|
| PURCHASE ORDER NO.: 1076004700 |                                                                       |          |           |            |                |                |
| ITM                            | ORDER #/DESCRIPT                                                      | ORD-ERED | ACC-EPTED | UNIT PRICE | ORDERED AMOUNT | ESTIMATED COST |
| 1                              | VON: 8915-00-255-0523<br>NSN: 8915-00-255-0523<br>JUICE TOMATO CANNED |          |           |            |                |                |
|                                |                                                                       | 100      |           | 1.19       | 119.00         | 0.00           |
| 2                              | BABY FOOD PEACHES STRAINED                                            |          |           |            |                |                |
|                                |                                                                       | 10       |           | 8.03       | 80.30          | 0.00           |
| TOTAL                          |                                                                       |          |           |            | 199.30         |                |

Figure 9-19: Verify Purchase Order Information

If the information is correct, select the Cancel an Item option shown in Figure 9-20 by typing 2 at the “Which one:” prompt and pressing the Return key. Note that you cannot cancel an item for which you have already received a partial order.

```

Select one of the following:

      1      Add Receiving Report
      2      Cancel an Item
      P      Print Receiving Report

Which one: 2 Cancel an Item

Create PO for cancelled items? NO//

Cancel which item(s): (1-2): █

```

Figure 9-20: Cancel an Item

ARMS will ask if you want to create a purchase order for the item to be cancelled (Figure 9-20). There may be a situation where you have to remove an item from an existing purchase order and place it under a separate purchase order. The default response is NO for this question. If you do not want to create a new purchase order for the item you are canceling, press the Return key (Default Response). If you do want to create a purchase order, type Yes at the “Create PO for cancelled items? NO//” prompt and press the Return key. A new requisition number will be generated and ready for processing.

Enter the number of the item to be cancelled. ARMS will then ask you to enter a reason for rejection or cancellation of the item (Figure 9-21). Enter the reason and press the “F1” key followed by the “E” key to exit the text area. Save your data and exit the area.

```

SERVICES/SUPPLIES RECEIVED FOR
PURCHASE ORDER NO.: 1076004700

```

| ITM | ORDER #/DESCRIPT                                                                     | ORD-ERED | ACC-EPTED | UNIT PRICE | ORDERED AMOUNT | ESTIMATED COST   |
|-----|--------------------------------------------------------------------------------------|----------|-----------|------------|----------------|------------------|
| 1   | VON: 8915-00-255-0523<br>NSN: 8915-00-255-0523<br>JUICE TOMATO CANNED                |          |           |            |                |                  |
| 2   | Enter the REASON for REJECTION/CANCELLATION of the item<br>-----<br>Dislike peaches! |          |           |            |                | 0.00<br><br>0.00 |

```

1      Add Receiving Report
2      Cancel an Item
P      Print Receiving Report

```

Figure 9-21: Reason For Rejection/Cancellation

ARMS will display an updated purchase order with item 2 (Peaches) removed from the order (Figure 9-22).

```

SERVICES/SUPPLIES RECEIVED FOR
PURCHASE ORDER NO.: 1076004700
ORD- ACC-
ITEM ORDER #/DESCRIPT ERED EPTED UNIT PRICE ORDERED ESTIMATED
-----
1 VON: 8915-00-255-0523
  NSN: 8915-00-255-0523
  JUICE TOMATO CANNED
                                100          1.19          119.00          0.00
                                -----
                                TOTAL          119.00

Select one of the following:

1      Add Receiving Report
2      Cancel an Item
P      Print Receiving Report

Which one: █

```

Figure 9-22: Revised Purchase Order

You will then have an option to process, cancel or print a receiving report for item 1 of this purchase order. If you don't want to select any of the options, press the Return key to select another purchase order for receiving action.

### 9.3 PRINT RECEIVING REPORT

To print a receiving report, enter the requisition or purchase order number for the purchase order you want to generate a receiving report. If you are unsure of the number, type ?? at the "Requisition/PO NO.:" prompt and press the Return key to see a list of purchase order and requisition numbers. In the example shown in Figure 9-23, the user chose Purchase Order No. 1076004500.

```

Select Administrative Resource Management System Option: RR Enter Receiving Rep
orts

                SELECT DOCUMENT FOR RECEIVING ACTION

Requisition/PO NO.: 1076004500 001-069-1-0035 1076004500 abc1 VA SUPPLY DE
POT

```

Figure 9-23: Select Document for Receiving Action

Figure 9-24 shows verification information for the selected purchase order. There are three items listed under this particular purchase order.

| SERVICES/SUPPLIES RECEIVED FOR |                                                                               |              |               |            |                   |                   |
|--------------------------------|-------------------------------------------------------------------------------|--------------|---------------|------------|-------------------|-------------------|
| PURCHASE ORDER NO.: 1076004500 |                                                                               |              |               |            |                   |                   |
| ITM                            | ORDER #/DESCRIPT                                                              | ORD-<br>ERED | ACC-<br>EPTED | UNIT PRICE | ORDERED<br>AMOUNT | ESTIMATED<br>COST |
| 1                              | VON: 8920-00-851-6595<br>NSN: 8920-00-851-6595<br>RICE, PARBOILED, LONG GRAIN | 25           | 5             | 6.16       | 154.00            | 30.80             |
| 2                              | VON: 00411<br>NSN: 8940-00-267-6905<br>BABY FOOD CARROTS STRAINED             | 25           |               | 7.60       | 190.00            | 0.00              |
| 3                              | JAM PRESERVE STRAWBERRY                                                       | 50           |               | 0.75       | 37.50             | 0.00              |
| TOTAL                          |                                                                               |              |               |            | 381.50            |                   |

Figure 9-24: Verify Purchase Order Information

If the information is correct, select the Print Receiving Report option shown in Figure 9-25 by typing P at the “Which one:” prompt and pressing the Return key.

```

Select one of the following:

1      Add Receiving Report
2      Cancel an Item
3      Edit Receiving Report by Item
4      Edit Receiving Report by Report
P      Print Receiving Report

Which one: Print Receiving Report

There is 1 receiving report on file for PO 1076004500

Select one of the following:

P      PRINT Output
B      BROWSE Output on Screen

Do you want to : PRINT//

```

Figure 9-25: Print Receiving Report Option

ARMS will ask if you want to print or browse the report. Follow the standard steps for printing/viewing an ARMS report.

When you are finished printing the form, ARMS will return you to the options menu for additional processing of the receiving report (Figure 9-2). Press the Return key.

```
1      Add Receiving Report
2      Cancel an Item
3      Edit Receiving Report by Item
4      Edit Receiving Report by Report
P      Print Receiving Report

Which one:

There is 1 receiving report on file for PO 1076004500

ADD'T INVOICE NO(s):: 123//
DATE INVOICE REC'D:: AUG 21,2001//
DATE OF INVOICE..... AUG 19,2001//
RECEIVING REPORT REMARKS:
  No existing text
  Edit? NO//

      Select one of the following:

1      Final Receiving Report
2      Partial Receiving Report
3      Discontinue Receiving Report

Enter response: █
```

Figure 9-26: Finalize the Receiving Report

ARMS will ask you to enter any additional invoice information that may exist for this particular order.

If additional invoice numbers exists, enter the invoice number(s) for this particular order. The invoice number in Figure 9-26 is 123. Enter the date the additional invoice was received. In the example, the date the invoice was received was Aug 21, 2001. ARMS will also ask you to enter the date on the invoice (Aug 19, 2001).

If you have any comments regarding the order, they can be entered in the Receiving Report Remarks section. Notice that you can read any remarks that have been previously entered. In the example in Figure 9-26, there is no existing text. If you would like to add comments or edit previously entered comments, type Yes at the “Edit? NO//” prompt and press the Return key. If you do not want to add comments, press the Return key to continue.

Three options (Final Receiving Report, a Partial Receiving Report, or Discontinue processing) to close out the receiving report are also shown in Figure 9-26. For more information on these options, see Section 7.1. If you do not want to perform any of these options, press the Return key to process a receiving report for another purchase order.

## 9.4 EDIT A RECEIVING REPORT BY PARTICULAR ITEM

This option (3) is available to make changes to items in a receiving report. It is possible to change amount received, date received, or expiration date in a previously created receiving report (Not Finalized).

```

Select one of the following:

      1      Add Receiving Report
      2      Cancel an Item
      3      Edit Receiving Report by Item
      4      Edit Receiving Report by Report
      P      Print Receiving Report

Which one: 3  Edit Receiving Report by Item

Which item(s): (1-3): 1

Receiving history for Item No. 1 PO No. 1076004500

NO.   Description                      Ordered Recv'd  Accepth Invc'd  Unit Cost
-----
1 (1) RICE, PARBOILED, LONG GRAIN      25           3           3           6.16

QUANTITY RECEIVED...: 3// 4
QUANTITY ACCEPTED...: 3// 4
DATE RECEIVED.....: AUG 23,2001//
EXPIRATION DATE.....

```

Figure 9-27: Edit Receiving Report by Item

After identifying the item in the purchase order to revise, ARMS will prompt you to make changes to the quantity received, quantity accepted, date received, and the expiration date. To make a change to one of these options, type in the change and press the Return key. If there are no changes for a particular field, accept the default response by pressing the Return key. In Figure 9-27, the user changes the quantity received and the quantity accepted to 4 units. The date received and the expiration date remained the same.

| SERVICES/SUPPLIES RECEIVED FOR |                                                                               |          |            |            |                |                |
|--------------------------------|-------------------------------------------------------------------------------|----------|------------|------------|----------------|----------------|
| PURCHASE ORDER NO.: 1076004500 |                                                                               |          |            |            |                |                |
| ITM                            | ORDER #/DESCRIPT                                                              | ORD-ERED | ACC-CEPTED | UNIT PRICE | ORDERED AMOUNT | ESTIMATED COST |
| 1                              | VON: 8920-00-851-6595<br>NSN: 8920-00-851-6595<br>RICE, PARBOILED, LONG GRAIN | 25       | 4          | 6.16       | 154.00         | 24.64          |
| 2                              | VON: 00411<br>NSN: 8940-00-267-6905<br>BABY FOOD CARROTS STRAINED             | 25       |            | 7.60       | 190.00         | 0.00           |
| 3                              | JAM PRESERVE STRAWBERRY                                                       | 50       |            | 0.75       | 37.50          | 0.00           |
| TOTAL                          |                                                                               |          |            |            | 381.50         |                |

Figure 9-28: Updated Receiving Report

Figure 9-28 now shows that Item 1 (Rice) has been revised to reflect 4 units of rice accepted.

```

                                TOTAL      -----
                                381.50

Select one of the following:

1      Add Receiving Report
2      Cancel an Item
3      Edit Receiving Report by Item
4      Edit Receiving Report by Report
P      Print Receiving Report

Which one:
```

Figure 9-29: Processing Revised Receiving Report

ARMS will then present options for any further processing of the particular purchase order. If you are finished processing, press the Return key at the “Which one:” prompt to finalize the current processing action (Figure 9-29).

```

P      Print Receiving Report

Which one:

There is 1 receiving report on file for PO 1076004500

ADD'T INVOICE NO(s) : 123//
DATE INVOICE REC'D : AUG 21,2001//
DATE OF INVOICE : AUG 19,2001//
RECEIVING REPORT REMARKS:
  No existing text
  Edit? NO//

Select one of the following:

1      Final Receiving Report
2      Partial Receiving Report
3      Discontinue Receiving Report

Enter response: █
```

Figure 9-30: Enter Additional Invoice Data

ARMS will ask you to enter any additional invoice information that may exist for this particular order (Figure 9-30).

If additional invoice numbers exist, enter the invoice number(s) for this particular order. The invoice number in Figure 9-30 is 123. Enter the date the additional invoice was received. In the example, the date the invoice was received was Aug 21, 2001. ARMS will also ask you to enter the date on the invoice (Aug 19, 2001).



If you have any comments regarding the order, they can be entered in the Receiving Report Remarks section. Notice that you can read any remarks that have been previously entered. In the example in Figure 9-30, there is no existing text. If you would like to add comments or edit previously entered comments, type Yes at the “Edit? NO//” prompt and press the Return key. If you do not want to add comments, press the Return key to continue.

Three options (Final Receiving Report, a Partial Receiving Report, or Discontinue processing) to close out the receiving report are also shown in Figure 9-30. For more information on these options, see Section 9.1. If you do not want to perform any of these options, press the Return key to process a receiving report for another purchase order.

## **9.5 EDIT A RECEIVING REPORT BY PARTICULAR REPORT**

It is possible to edit a particular receiving report. You have two options. You can add items to the receiving report or you can edit items on a particular receiving report.

### **9.5.1 ADD ADDITIONAL ITEMS TO RECEIVING REPORT**

Refer to Section 9.1 for adding items to a receiving report.

### **9.5.2 EDIT AN ITEM**

Refer to Section 9.4 for editing items in a receiving report.

## 10 DUE IN REPORT (DI)

The Due In Report option allows the user to review items ordered and their due dates in an individual or group mode. The Due In Report option is selected by typing DI at the Select Administrative Resource Management System Option prompt on the User Menu.

Enter the receiving location for which you would like to obtain a due in report. If you are unsure of the location, type ?? at the “Select Receiving Location:” prompt and press the Return key to see a list of receiving locations. In the example in Figure 10-1, the user chose 069, ARMS Training, as the receiving location.

```
Select Administrative Resource Management System Option: di Due in Report

Select Receiving Location: ??

Choose from:
  ADMIN SERVICES BRANCH, HQ WEST      113
  ARMS                                999
  ARMS TRAINING                        069
  OFFICE OF INFO RESOURCE MGT         025
  PROCUREMENT AND CONTRACTING         115

Select Receiving Location: 069 ARMS TRAINING      069

  Select one of the following:

      1      DUE NOW
      2      7 DAYS PAST DUE
      3      30 DAYS PAST DUE
      4      DUE BETWEEN DATES

Enter response: █
```

Figure 10-1: Due In Report Options

Figure 10-1 shows the four different due in reports available. You can specify reports due now, 7 days past due, 30 days past due, and reports due between specific dates. Figure 10-1 shows the options for the different reports available. Enter the corresponding number at the “Enter response:” prompt and press the Return key.

```
Select one of the following:

1      DUE NOW
2      7 DAYS PAST DUE
3      30 DAYS PAST DUE
4      DUE BETWEEN DATES

Enter response: 4 DUE BETWEEN DATES
Delivery Due On or After: 070101 (JUL 01, 2001)
Delivery Due On or Before: 080101 (AUG 01, 2001)

Select one of the following:

P      PRINT Output
B      BROWSE Output on Screen

Do you want to : PRINT//
```

**Figure 10-2: Due Between Dates for Due In Reports**

If you are select options 1-3, ARMS will immediately provide you with options for printing your report. If you select option 4 (Due Between Dates), ARMS will ask you to enter a beginning (Delivery Due On or After:) and ending (Delivery Due On or Before) date for your report. Figure 330 shows an example of this option.

The due in report is ready for printing. You can print the output to a printer or browse the report on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished printing/browsing the report, press the Return key to continue or type “^” and press the Return key. Either selection will return you to Main User Menu.

## 11 HOTEL NAME AND PHONE (HO)

The Hotel Name and Phone option allows the user to add and edit hotel information used with the travel order module. The Hotel Name and Phone option is selected by typing HO at the Select Administrative Resource Management System Option prompt on the User Menu.

### 11.1 IDENTIFY HOTEL

On the Edit Hotel/Phone Number screen, enter the name of the hotel you want to add or edit at the **Hotel:** prompt. If you want to edit a hotel that already exists in the ARMS database but do not know its name, type ?? at the **Hotel:** prompt to see the list of hotels that exist in the ARMS hotel database.



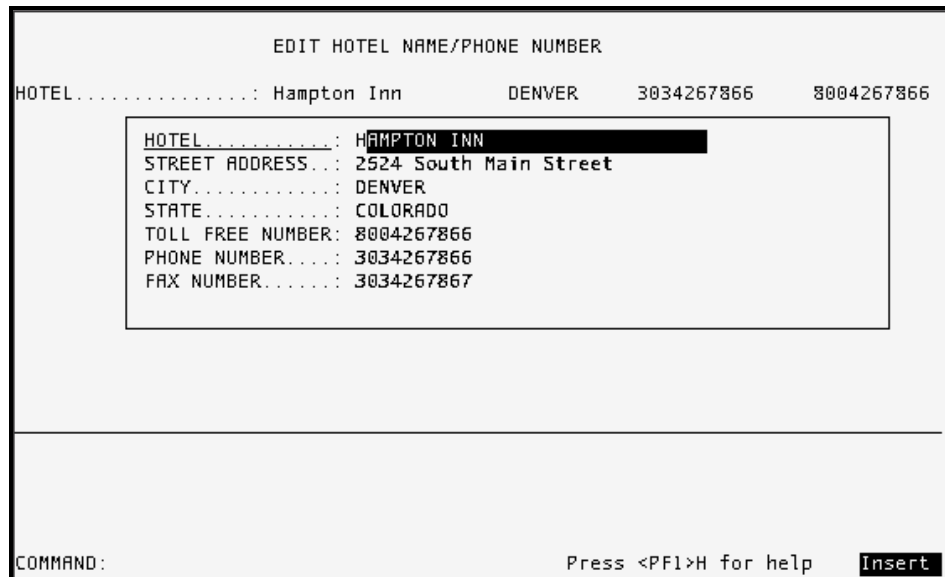
```
EDIT HOTEL NAME/PHONE NUMBER

HOTEL.....:
```

Figure 11-1: Enter Hotel Name

### 11.2 EDIT HOTEL INFORMATION

After choosing hotel information to edit, you will see the screen to make changes to the hotel data you chose (Figure 11-2). Remember that the Hotel field is a mandatory entry.



```
EDIT HOTEL NAME/PHONE NUMBER

HOTEL.....: Hampton Inn      DENVER      3034267866      8004267866

HOTEL.....: HAMPTON INN
STREET ADDRESS...: 2524 South Main Street
CITY.....: DENVER
STATE.....: COLORADO
TOLL FREE NUMBER: 8004267866
PHONE NUMBER....: 3034267866
FAX NUMBER.....: 3034267867

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

Figure 11-2: Edit Hotel Information

After editing the desired fields, save and exit the database.

### 11.3 ADD NEW HOTEL

To add a new hotel to the ARMS hotel database, enter the name of the hotel you wish to enter at the “HOTEL:” prompt. You will be prompted to confirm that it is a new ARMS hotel entry. Type Y for yes.

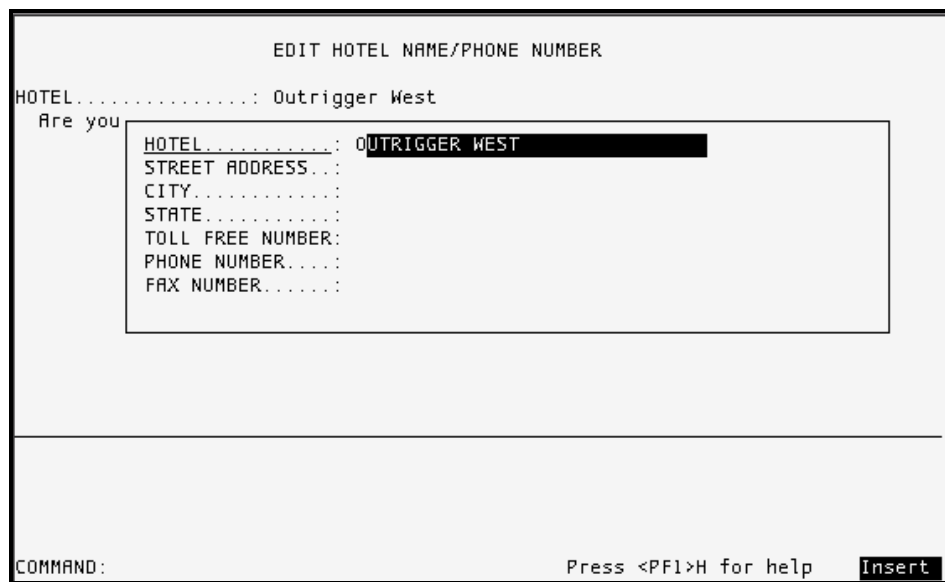


```
EDIT HOTEL NAME/PHONE NUMBER

HOTEL.....: Outrigger West
Are you adding 'OUTRIGGER WEST' as a new ARMS HOTEL (the 19TH)?
```

Figure 11-3: Add a New Hotel

After electing to add a new hotel, you will see a screen that allows you to enter information for the new hotel (Figure 11-4).



```
EDIT HOTEL NAME/PHONE NUMBER

HOTEL.....: Outrigger West
Are you
  HOTEL.....: OUTRIGGER WEST
  STREET ADDRESS...
  CITY.....
  STATE.....
  TOLL FREE NUMBER:
  PHONE NUMBER....
  FAX NUMBER.....

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

Figure 11-4: Hotel Database Information

After entering the desired hotel information, save and exit the database.

## 12 REVIEW STATUS OF FUNDS (SF)

The Review Status of Funds option allows the user to access the status of funds. You can access the status of funds by:

- Department account
- Common accounting number (CAN)
- Sub-allowance
- Allowance
- Location code
- Area office
- Funds distribution summaries

The Review Status of Funds option is selected by typing **SF** at the Select Administrative Resource Management System Option prompt on the User Menu.

### 12.1 DEPARTMENT ACCOUNT

The Department Account option allows the user to print a status of funds report by Department Account. The Department Account option is selected by typing 1 at the “Which Type of Report” prompt on the Select Status Report Menu.

#### 12.1.1 SELECT REPORT FORMAT

Once you select the Department Account option, you can choose from four different report formats:

- Summary
- Sub-object code summary
- Detailed report
- Summary and detailed report

#### 12.1.2 SUMMARY REPORT

The summary option allows the user to print a summary of status of funds for a department account. The Summary option is selected by entering 1 at the Which One prompt on the Report Menu.

```

      Status of Funds Report

      Select one of the following:

          1      Department Account
          2      Common Accounting Number
          3      Sub-Allowance
          4      Allowance
          5      Location Code
          6      Area Office
          7      Funds Distribution Summaries

      Which type of report: 1 Department Account

      Select one of the following:

          1      Summary
          2      Sub-Object Code Summary
          3      Detailed Report
          4      Summary and Detailed RReport

      Which one: █
  
```

Figure 12-1: Select Summary Report

ARMS will ask you which Department Account to print in a summary format. If you see the Department Account you are looking for, type NO at the “List more Department Accounts?” prompt. Otherwise press the Return key to see more Department Accounts.

```

      Select DEPARTMENT ACCOUNT

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

      List more DEPARTMENT ACCOUNTS? YES//
  
```

Figure 12-2: Select Department Account

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

- By ID NO.
- By Department name

- By CAN NO.

In the example shown in Figure 12-3, the user chose to identify the department account by ID NO. After the user chose ID NO. 25 (ARMS Training), ARMS displayed the title of the department account and other accounting information.

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

Select one of the following:

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

Select Account by: By ID NO.//

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

Figure 12-3: Select Department Account by ID NO.

The user is then asked if he/she would like to print the report by a specific CAN. The default response is NO (Figure 12-4).

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

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

Print report for a specific CAN? NO//

Select one of the following:

      P      PRINT Output
      B      BROWSE Output on Screen

Do you want to : PRINT// █
```

Figure 12-4: Print options

Your report is ready for printing. You can print the output to a printer or browse the report on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing the report, select the Quit option (default option). This will return you to Select Status Report sub-menu. If you are finished printing reports, press the Return key again and return to the Main User Menu.



### 12.1.3 SUB-OBJECT CODE SUMMARY

The Sub-Object Code Summary option allows the user to print a summary of status of funds for a sub-object code. The Sub-Object Code option is selected by entering 2 at the “Which One” prompt on the Report Menu.

```
Status of Funds Report

Select one of the following:

1      Department Account
2      Common Accounting Number
3      Sub-Allowance
4      Allowance
5      Location Code
6      Area Office
7      Funds Distribution Summaries

Which type of report: 1 Department Account

Select one of the following:

1      Summary
2      Sub-Object Code Summary
3      Detailed Report
4      Summary and Detailed RReport

Which one: █
```

Figure 12-5: Select Sub-Object Code Summary Report

After you have selected the Sub-Object Code Summary Report, ARMS will provide you with the option to select an object class group (Figure 12-6). If you do not select a specific object class group, ARMS will include all object class groups in the summary.

```
1      Summary
2      Sub-Object Code Summary
3      Detailed Report
4      Summary and Detailed RReport

Which one: 2 Sub-Object Code Summary

If you want to print the report for one OBJECT CLASS group,
select the group below. If no group is selected the report
will include all OBJECT CLASS groups.

Select one of the following:

1100   Personnel Costs
2100   Travel
2200   Transportation
2300   Rent
2400   Printing
2500   Services
2600   Supplies
3100   Equipment
3200   Land and Structures
4100   Grants

Which OBJECT CLASS Group:
```

Figure 12-6: Select Object Class Group

If an object class group is selected, ARMS will ask if you want a report for a specific sub-object code only. Press the Return key for the default response (NO) or type YES to print a report for a specific sub-object code.

```

2300    Rent
2400    Printing
2500    Services
2600    Supplies
3100    Equipment
3200    Land and Structures
4100    Grants

Which OBJECT CLASS Group: 2100 Travel

Report for one specific
Travel Sub-Object Code ONLY? NO//

```

Figure 12-7: Report for a Specific Sub-Object Code

If the default response (NO) is selected, ARMS will ask you which Department Account to print in a Sub-Object Code Summary format. If you see the Department Account you are looking for, type NO at the “List more Department Accounts?” prompt. Otherwise press the Return key to see more Department Accounts (Figure 12-8).

```

Select DEPARTMENT ACCOUNT

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

List more DEPARTMENT ACCOUNTS? YES//

```

Figure 12-8: Select Department Account

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

- By ID NO.
- By Department name

- By CAN NO.

In the example shown in Figure 12-9, the user chose to identify the department account by ID NO. After the user chose ID NO. 25 (ARMS Training), ARMS displayed the title of the department account along with other accounting information.

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

Select one of the following:

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

Select Account by: By ID NO.//

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

Figure 12-9: Select Department Account by ID NO.

The user is then asked if he/she would like to print the report by a specific CAN. The default response is NO (Figure 12-10).

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

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

Print report for a specific CAN? NO//

Select one of the following:

P      PRINT Output
B      BROWSE Output on Screen

Do you want to : PRINT// █
```

Figure 12-10: Print options

Your report is ready for printing. You can print the output to a printer or browse the report on your screen. Follow the standard steps for printing/viewing an ARMS report. .

When you are finished browsing the report, select the Quit option (default option). This will return you to Select Status Report sub-menu. If you are finished printing reports, press the Return key again to return to the Main User Menu.

#### 12.1.4 DETAILED REPORT

The Detailed Report option allows the user to print a detailed report of status of funds for a department account. The Detailed Report option is selected by entering 3 at the “Which One” prompt on the Report Menu as shown in Figure 12-11.

```

      Status of Funds Report

Select one of the following:

1      Department Account
2      Common Accounting Number
3      Sub-Allowance
4      Allowance
5      Location Code
6      Area Office
7      Funds Distribution Summaries

Which type of report: 1 Department Account

      Select one of the following:

1      Summary
2      Sub-Object Code Summary
3      Detailed Report
4      Summary and Detailed RReport

Which one: █
```

Figure 12-11: Select Detailed Report

After you have selected the detailed report option, ARMS will ask you if you want to print the detailed report by object code. Press the Return key for the default response (NO) or type YES to print a detailed report by object code.

If the default response (NO) is selected, ARMS will ask you which Department Account to print in a detailed report format. If you see the Department Account you are looking for, type NO at the “List more Department Accounts?” prompt. Otherwise, press the Return key to see more Department Accounts (Figure 12-12).

Select DEPARTMENT ACCOUNT

|      | ID NO. | DEPARTMENT                       | CAN NO. | FY | SSA        |
|------|--------|----------------------------------|---------|----|------------|
| (22) | 26     | COMMUNITY HEALTH/DSD (005)       | J658888 | 01 | CON SUPPRT |
| (22) | 25     | ARMS TRAINING (069)              | J658888 | 01 | CON SUPPRT |
| (21) | 24     | FM0/ARO (999)                    | J658888 | 01 | CON SUPPRT |
| (21) | 23     | FINANCE (114)                    | J658888 | 01 | CON SUPPRT |
| (20) | 22     | DIV OF TELECOMMUNICATIONS (222)  | J658888 | 01 | CON SUPPRT |
| (20) | 21     | DIV OF RESOURCE MANAGEMENT (021) | J658888 | 01 | CON SUPPRT |
| (19) | 20     | DHHS/IHS/OIRM (125)              | J658888 | 01 | CON SUPPRT |
| (19) | 19     | DIV SYSTEMS DEVELOPMENT (125)    | J658888 | 01 | CON SUPPRT |
| (18) | 18     | COMMUNITY HEALTH/DSD (005)       | J658888 | 00 | CON SUPPRT |
| (18) | 17     | ARMS TRAINING (069)              | J658888 | 00 | CON SUPPRT |

List more DEPARTMENT ACCOUNTS? YES//

Figure 12-12: Select Department Account

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

- By ID NO.
- By Department name
- By CAN NO.

In the example shown in Figure 12-13, the user chose to identify the department account by ID NO. After the user chose ID NO. 25 (ARMS Training), ARMS displayed the title of the department account and other accounting information.

List more DEPARTMENT ACCOUNTS? YES// NO

Select one of the following:

1 By ID NO.

2 By DEPARTMENT Name

3 By CAN NO.

Select Account by: By ID NO.//

ID NO.: 25 125000 ARMS TRAINING ORIGINAL 2001 01 J658888 001

Figure 12-13: Select Department Account by ID NO.

The user is then asked if he/she would like to print the report by a specific CAN. The default response is No (Figure 12-14).

```
Select Account by: By ID NO.//  
  
ID NO.: 25 125000      ARMS TRAINING      ORIGINAL 2001      01      J65  
8888      001  
  
Print report for a specific CAN? NO//  
  
      Select one of the following:  
  
      P      PRINT Output  
      B      BROWSE Output on Screen  
  
Do you want to : PRINT// █
```

**Figure 12-14: Print options**

Your report is ready for printing. You can print the output to a printer or browse the report on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing the report, select the Quit option (default option). This will return you to Select Status Report sub-menu. If you are finished printing reports, press the Return key again and return to the Main User Menu.

### 12.1.5 SUMMARY AND DETAILED REPORT

The Summary and Detailed Report option allows the user to print a versatile report of status of funds for a department account. The Summary and Detailed Report option is selected by entering 4 at the “Which One” prompt on the Report Menu as shown in Figure 12-15.

```
      Status of Funds Report  
  
      Select one of the following:  
  
      1      Department Account  
      2      Common Accounting Number  
      3      Sub-Allowance  
      4      Allowance  
      5      Location Code  
      6      Area Office  
      7      Funds Distribution Summaries  
  
Which type of report: 1 Department Account  
  
      Select one of the following:  
  
      1      Summary  
      2      Sub-Object Code Summary  
      3      Detailed Report  
      4      Summary and Detailed RReport  
  
Which one: █
```

**Figure 12-15: Select Detailed Report**

After you have selected the Summary and Detailed Report, ARMS will provide you with the option to select an object class group (Figure 12-16). If you do not select a specific object class group, ARMS will include all object class groups in the summary.

```
1      Summary
2      Sub-Object Code Summary
3      Detailed Report
4      Summary and Detailed RReport

Which one: 2  Sub-Object Code Summary

      If you want to print the report for one OBJECT CLASS group,
      select the group below.  If no group is selected the report
      will include all OBJECT CLASS groups.

      Select one of the following:

1100    Personnel Costs
2100    Travel
2200    Transportation
2300    Rent
2400    Printing
2500    Services
2600    Supplies
3100    Equipment
3200    Land and Structures
4100    Grants

Which OBJECT CLASS Group:
```

Figure 12-16: Select Object Class Group

If an object class group is selected, ARMS will ask if you want a report for a specific sub-object code only. Press the Return key for the default response (NO) or type YES to print a report for a specific sub-object code (Figure 12-17).

```
2300    Rent
2400    Printing
2500    Services
2600    Supplies
3100    Equipment
3200    Land and Structures
4100    Grants

Which OBJECT CLASS Group: 2100  Travel

Report for one specific
Travel Sub-Object Code ONLY? NO//
```

Figure 12-17: Report for a Specific Sub-Object Code

If the default response (NO) is selected, ARMS will ask you which Department Account to print in a Summary and Detailed Report format. If you see the Department Account you are looking for, type NO at the

“List more Department Accounts?” prompt. Otherwise press the Return key to see more Department Accounts (Figure 12-18).

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

Figure 12-18: Select Department Account

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

- By ID NO.
- By Department name
- By CAN NO.

In the example shown in Figure 12-19, the user chose to identify the department account by ID NO. After the user chose ID NO. 25 (ARMS Training), ARMS displayed the title of the department account along with other accounting information.

```

List more DEPARTMENT ACCOUNTS? YES// NO

Select one of the following:

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

Select Account by: By ID NO.//

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

```

Figure 12-19: Select Department Account by ID NO.



The user is then asked if he/she would like to print the report by a specific CAN. The default response is No (Figure 12-20).

```
Select Account by: By ID NO.//  
ID NO.: 25 125000      ARMS TRAINING      ORIGINAL 2001      01      J65  
8888      001  
  
Print report for a specific CAN? NO//  
  
Select one of the following:  
  
P      PRINT Output  
B      BROWSE Output on Screen  
  
Do you want to : PRINT//
```

Figure 12-20: Print options

Your report is ready for printing. You can print the output to a printer or browse the report on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing the report, select the Quit option (default option). This will return you to Select Status Report sub-menu. If you are finished printing reports, press the Return key again and return to the Main User Menu.

## 12.2 COMMON ACCOUNTING NUMBER

The Common Accounting Number option allows the user to print a status of funds report by Common Accounting Number. The Common Accounting Number option is selected by typing 2 at the “Which Type of Report” prompt on the Select Status Report Menu.

Once you select the Department Account option, you can choose from four different reports:

- Summary
- Sub-object code summary
- Detailed report
- Summary and detailed report

The process for printing/ viewing these status of finds reports is the same as the process described in section 12.1. For more information on printing a specific report, see the corresponding section in 12.1.

**12.2.1 SUMMARY REPORT**

The summary option allows the user to print a summary of status of funds for a Common Accounting Number. The Summary option is selected by entering 1 at the “Which One” prompt on the Report Menu. See section 12.1.1 for more information on printing summary reports.

**12.2.2 SUB-OBJECT CODE SUMMARY**

The Sub-Object Code Summary option allows the user to print a summary of status of funds for a Common Accounting Number by sub-object code. The Sub-Object Code Summary option is selected by entering 2 at the “Which One” prompt on the Report Menu. See section 12.1.2 for more information on printing sub-object code summary reports.

**12.2.3 DETAILED REPORT**

The Detailed Report option allows the user to print a detailed report of status of funds for a department account. The Detailed Report option is selected by entering 3 at the “Which One” prompt on the Report Menu. See section 12.1.3 for more information on printing detailed reports.

**12.2.4 SUMMARY AND DETAILED REPORT**

The Summary and Detailed Report option allows the user to print a summary and detailed report of status of funds for a Common Accounting Number by common accounting number. The Summary and Detailed Report option is selected by entering 4 at the “Which One” prompt on the Report Menu. See section 12.1.4 for more information on printing a summary and detail report.

**12.3 SUB-ALLOWANCE**

The Sub-Allowance option allows the user to print a status of funds report by Sub-Allowance code. The Sub-Allowance option is selected by typing 3 at the “Which Type of Report” prompt on the Select Status Report Menu.

Once you select the Department Account option, you can choose from four different reports:

- Summary
- Sub-object code summary
- Detailed report
- Summary and detailed report

The process for printing/ viewing these status of funds reports is the same as the process described in section 12.1. For more information on printing a specific report, see the corresponding section in 12.1.

### **12.3.1 SUMMARY REPORT**

The summary option allows the user to print a summary of status of funds for a sub-allowance code. The Summary option is selected by entering 1 at the “Which One” prompt on the Report Menu. See section 12.1.1 for more information on printing summary reports.

### **12.3.2 SUB-OBJECT CODE SUMMARY**

The Sub-Object Code Summary option allows the user to print a summary of status of funds for a for a sub-allowance code. The Sub-Object Code Summary option is selected by entering 2 at the “Which One” prompt on the Report Menu. See section 12.1.2 for more information on printing sub-object code summary reports.

### **12.3.3 DETAILED REPORT**

The Detailed Report option allows the user to print a detailed report of status of funds for a sub-allowance group. The Detailed Report option is selected by entering 3 at the “Which One” prompt on the Report Menu. See section 12.1.3 for more information on printing detailed reports.

### **12.3.4 SUMMARY AND DETAILED REPORT**

The Summary and Detailed Report option allows the user to print a summary and detailed report of status of funds for a sub-allowance group. The Summary and Detailed Report option is selected by entering 4 at the “Which One” prompt on the Report Menu. See section 12.1.4 for more information on printing a summary and detail report.

## **12.4 ALLOWANCE**

The Allowance option allows the user to print a status of funds report by Allowance code. The Allowance option is selected by typing 1 at the “Which Type of Report” prompt on the Select Status Report Menu.

Once you select the Department Account option, you can choose from four different reports:

- Summary
- Sub-object code summary
- Detailed report

- Summary and detailed report\

The process for printing/ viewing these status of funds reports is the same as the process described in section 12.1. For more information on printing a specific report, see the corresponding section in 12.1.

#### **12.4.1 SUMMARY**

The summary option allows the user to print a summary of status of funds for an allowance code. The Summary option is selected by entering 1 at the “Which One” prompt on the Report Menu. See section 12.1.1 for more information on printing summary reports.

#### **12.4.2 SUB-OBJECT CODE SUMMARY**

The Sub-Object Code Summary option allows the user to print a summary of status of funds for a for an allowance code. The Sub-Object Code Summary option is selected by entering 2 at the “Which One” prompt on the Report Menu. See section 12.1.2 for more information on printing sub-object code summary reports.

#### **12.4.3 DETAILED REPORT**

The Detailed Report option allows the user to print a detailed report of status of funds for an allowance group. The Detailed Report option is selected by entering 3 at the “Which One” prompt on the Report Menu. See section 12.1.3 for more information on printing detailed reports.

#### **12.4.4 SUMMARY AND DETAILED REPORT**

The Summary and Detailed Report option allows the user to print a summary and detailed report of status of funds for an allowance group. The Summary and Detailed Report option is selected by entering 4 at the “Which One” prompt on the Report Menu. See section 12.1.4 for more information on printing a summary and detail report.

### **12.5 LOCATION CODE**

The Location Code option allows the user to print a status of funds report by Location Code. The Location Code option is selected by typing 5 at the “Which Type of Report” prompt on the Select Status Report Menu.

Once you select the Department Account option, you can choose from four different reports:

- Summary
- Sub-object code summary

- Detailed report
- Summary and detailed report

The process for printing/ viewing these status of funds reports is the same as the process described in section 12.1. For more information on printing a specific report, see the corresponding section in 12.1.

#### **12.5.1 SUMMARY**

The summary option allows the user to print a summary of status of funds for a location code. The Summary option is selected by entering 1 at the “Which One” prompt on the Report Menu. See section 12.1.1 for more information on printing summary reports.

#### **12.5.2 SUB-OBJECT CODE SUMMARY**

The Sub-Object Code Summary option allows the user to print a summary of status of funds for a for a location code. The Sub-Object Code Summary option is selected by entering 2 at the “Which One” prompt on the Report Menu. See section 12.1.2 for more information on printing sub-object code summary reports.

#### **12.5.3 DETAILED REPORT**

The Detailed Report option allows the user to print a detailed report of status of funds for a location. The Detailed Report option is selected by entering 3 at the “Which One” prompt on the Report Menu. See section 12.1.3 for more information on printing detailed reports.

#### **12.5.4 SUMMARY AND DETAILED REPORT**

The Summary and Detailed Report option allows the user to print a summary and detailed report of status of funds for a location group. The Summary and Detailed Report option is selected by entering 4 at the “Which One” prompt on the Report Menu. See section 12.1.4 for more information on printing a summary and detail report.

### **12.6 AREA OFFICE**

The Area Office option allows the user to print a status of funds report by Area Office. The Area Office option is selected by typing 6 at the “Which Type of Report” prompt on the Select Status Report Menu.

Once you select the Department Account option, you can choose from four different reports:

- Summary

- Sub-object code summary
- Detailed report
- Summary and detailed report

The process for printing/ viewing these status of funds reports is the same as the process described in section 12.1. For more information on printing a specific report, see the corresponding section in 12.1.

#### **12.6.1 SUMMARY REPORT**

The summary option allows the user to print a summary of status of funds for an area office. The Summary option is selected by entering 1 at the “Which One” prompt on the Report Menu. See section 12.1.1 for more information on printing summary reports.

#### **12.6.2 SUB-OBJECT CODE SUMMARY**

The Sub-Object Code Summary option allows the user to print a summary of status of funds for a for an area office. The Sub-Object Code Summary option is selected by entering 2 at the “Which One” prompt on the Report Menu. See section 12.1.2 for more information on printing sub-object code summary reports.

#### **12.6.3 DETAILED REPORT**

The Detailed Report option allows the user to print a detailed report of status of funds for an Area Office. The Detailed Report option is selected by entering 3 at the “Which One” prompt on the Report Menu. See section 12.1.3 for more information on printing detailed reports.

#### **12.6.4 SUMMARY AND DETAILED REPORT**

The Summary and Detailed Report option allows the user to print a summary and detailed report of status of funds for an area office. The Summary and Detailed Report option is selected by entering 4 at the “Which One” prompt on the Report Menu. See section 12.1.4 for more information on printing a summary and detail report.

### **12.7 FUNDS DISTRIBUTION SUMMARIES**

The Funds Distribution Summaries option allows the user to print a summary of funds distributions. The Funds Distributions Summaries option is selected by typing 7 at the “Which Type of Report” prompt on the Select Status Report Menu (Figure 12-21).

```

      Status of Funds Report

Select one of the following:

      1      Department Account
      2      Common Accounting Number
      3      Sub-Allowance
      4      Allowance
      5      Location Code
      6      Area Office
      7      Funds Distribution Summaries

Which type of report: 7  Funds Distribution Summaries

Fiscal Year: (1000-9999): 2001// █

```

Figure 12-21: Entering Report and Fiscal Year

After selecting the Funds Distribution Summaries Report, ARMS will ask you to enter the fiscal year for your report (Figure 12-21).

You can summarize your report by location or sub-sub activity.

### 12.7.1 SUMMARIZE BY LOCATION

Funds distribution can be summarized by location. You have the option print a summary of all locations or identify selected locations.

```

Which type of report: 7  Funds Distribution Summaries

Fiscal Year: (1000-9999): 2001//

Select one of the following:

      1      Summarize by LOCATION
      2      Summarize by SUB-SUB-ACTIVITY

Which summary: 1  Summarize by LOCATION

Select one of the following:

      1      ALL Locations
      2      Selected Locations

ALL or Selected Locations: All Locations//  ALL Locations

```

Figure 12-22: Select Locations

#### All Locations

If you wish to print/view a Funds Distribution Summary from all locations select the default response by pressing the Return key (See Figure 12-22).

```
Select one of the following:

      1      ALL Locations
      2      Selected Locations

ALL or Selected Locations: All Locations//  ALL Locations

Select one of the following:

      P      PRINT Output
      B      BROWSE Output on Screen

Do you want to : PRINT//
```

**Figure 12-23: Print Options**

The Funds Distribution Summary is ready for printing. You can send the output to a printer or browse the report on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing the report, select the Quit option (default option). This will return you to Select Status Report sub-menu. If you are finished printing reports, press the Return key again and return to the Main User Menu.

### **Selected Locations**

If you want to print a Funds Distribution Summary for a specified location, select Option 2 (Selected Options) at the Which Summary prompt.

```
Select one of the following:

      1      Summarize by LOCATION
      2      Summarize by SUB-SUB-ACTIVITY

Which summary: 1 Summarize by LOCATION

Select one of the following:

      1      ALL Locations
      2      Selected Locations

ALL or Selected Locations: All Locations// 2 Selected Locations

Which LOCATION: █
```

**Figure 12-24: Summary for Selected Locations**

After you have entered the Selected Locations option, ARMS will ask you to enter the location for your Funds Distribution Summary. If you do not know the exact location, type in ?? at the which location prompt. ARMS will present you with an extensive list of locations to choose from.



After you have successfully entered the location, ARMS will prompt you to enter the next location from which you want a Funds Distribution Summary. Repeat the process in the preceding paragraph to enter an additional location to print a summary for. When you have finished entering the locations, press the Return key when asked to enter the Next Location. This will take to a series of options for printing your Funds Distribution Summary.

The Funds Distribution Summary is ready for printing. You can send the output to a printer or browse the report on your screen. Follow the standard steps for printing/viewing an ARMS report.

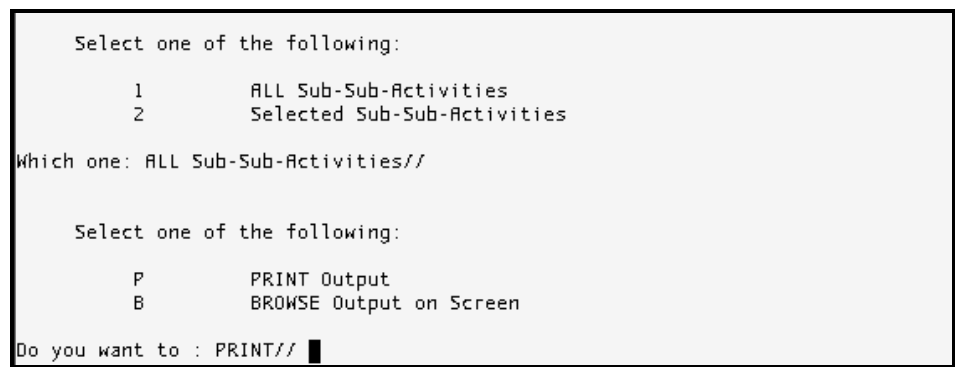
When you are finished browsing the report, select the Quit option (default option). This will return you to Select Status Report sub-menu. If you are finished printing reports, press the Return key again and return to the Main User Menu.

### 12.7.2 SUMMARIZE BY SUB-SUB ACTIVITY

Funds distribution can be summarized by sub-sub activity. You have the option print a summary of all sub-sub activities or identify selected sub-sub activities.

#### All Sub-Sub Activities

If you wish to print/view a Funds Distribution Summary from all sub-sub activities select the default response by pressing the Return key (Figure 12-25).



```

Select one of the following:

      1      ALL Sub-Sub-Activities
      2      Selected Sub-Sub-Activities

Which one: ALL Sub-Sub-Activities//

Select one of the following:

      P      PRINT Output
      B      BROWSE Output on Screen

Do you want to : PRINT// █

```

Figure 12-25: Print Options

The Funds Distribution Summary is ready for printing. You can send the output to a printer or browse the report on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing the report, select the Quit option (default option). This will return you to Select Status Report sub-menu. If you are finished printing reports, press the Return key again and return to the Main User Menu.

### Selected Sub-Sub Activities

If you want to print a Funds Distribution Summary for a specified sub-sub activity, select option 2 (Selected Options) at the Which Summary prompt as shown in Figure 12-26.

```

Select one of the following:
      1      Summarize by LOCATION
      2      Summarize by SUB-SUB-ACTIVITY
Which summary: 2 Summarize by SUB-SUB-ACTIVITY

Select one of the following:
      1      ALL Sub-Sub-Activities
      2      Selected Sub-Sub-Activities
Which one: ALL Sub-Sub-Activities// 2 Selected Sub-Sub-Activities
Which Sub-Sub-Activity: █
```

Figure 12-26: Summary for Selected Sub-Sub Activity

After you have entered the Selected Sub-Sub Activities option, ARMS will ask you to enter the sub-sub activity for your Funds Distribution Summary. If you do not know the exact sub-sub activity, type in ?? at the which sub-sub activity prompt. ARMS will present you with an extensive list of sub-sub activities to choose from.

After you have successfully entered the location, ARMS will prompt you to enter the next sub-sub activity from which you want a Funds Distribution Summary. Repeat the process in the preceding paragraph to enter additional sub-sub activities to print a summary for. When you have finished entering the sub-sub activities, press the Return key when asked to enter the Next sub-sub activity. This will take you to a series of options for printing a Funds Distribution Summary.

```
Select one of the following:

      1      ALL Sub-Sub-Activities
      2      Selected Sub-Sub-Activities

Which one: ALL Sub-Sub-Activities// 2 Selected Sub-Sub-Activities

Which Sub-Sub-Activity: 24          CHR/IHS          02.04.24
...OK? Yes// (Yes)

Which Sub-Sub-Activity: 25          IMMUNIZATION (ALASKA)/IHS          02.05.25
...OK? Yes// (Yes)

Next Sub-Sub-Activity:

      Select one of the following:

      P      PRINT Output
      B      BROWSE Output on Screen

Do you want to : PRINT//
```

**Figure 12-27: Print Options**

The Funds Distribution Summary is ready for printing. You can send the output to a printer or browse the report on your screen. Follow the standard steps for printing/viewing an ARMS report.

When you are finished browsing the report, select the Quit option (default option). This will return you to Select Status Report sub-menu. If you are finished printing reports, press the Return key again and return to the Main User Menu.

### 13 ENTER TRAINING EVALUATION (TE)

The Enter Training Evaluation option allows you to provide feedback regarding training you have attended. The training evaluation must be filled out upon completion of the training. A notice to complete a training evaluation for completed training will be displayed immediately after logging in to ARMS until the training evaluation has been completed (Figure 13-1).

```
Select OPTION NAME: acrmenu      Administrative Resource Management System

                NOTICE      NOTICE      NOTICE      NOTICE

The EVALUATION for TRAINING REQUEST 1TG0690001 must be completed IMMEDIATELY.

      COURSE TITLE: ARMS Administration
      FROM.....: JUL 5,2001
      TO.....: JUL 13,2001

      Select one of the following:

          1      Complete Training Evaluation
          2      Cancel Training Order

Which Action:
```

Figure 13-1: Training Evaluation Notification at ARMS log on

The Training Evaluation option is also selected by typing TE at the Select Administrative Resource Management System Option prompt on the User Menu. Figure 13-2 shows an example of the screen for accessing this option via the User Menu.

```
Select Administrative Resource Management System Option: te  Enter TRAINING EVALUATION

                SELECT THE TRAINING DOCUMENT

Select TRAINING DOCUMENT (350): 1tg0690004      DAW/0705/ARMS A

      Select one of the following:

          1      Complete Training Evaluation
          2      Cancel Training Order

Which Action:
```

Figure 13-2: Selecting the Training Evaluation Option From the User Menu

You will have two options with regard to a training evaluation: you can complete the training evaluation or cancel the T350 training order. To complete the training evaluation, type 1 and press the Return key at the “Which Action:” prompt.

```
TRAINING DOCUMENT.....: 1TG0690001
ATTENDEE.....: WHITE,DAVID

1. Degree to which objectives of the training were met.....:
2. Effectiveness of the coverage of the subject matter.....:
3. Degree of difficulty of the training.....:
4. Quality of the training materials.....:
5. Quality of the instruction.....:
6. Effectiveness of the overall administration.....:
7. Appropriateness of the length of the training.....:
8. Adequacy of the training facilities.....:
9. Application of the subject matter to your job.....:
10. Degree to which training improves job performance.....:
11. Degree to which training will meet career development goals.:
12. Level of recommendation for others to attend this training..:
Comments:

Enter the degree to which the objectives of the training were met.

    1 - indicates LOW fulfillment of objectives
        through
    5 - which indicates HIGH fulfillment of objectives.
                                Press <PF1>H for help  Insert
```

Figure 13-3: Sample Training Evaluation

When you complete the training evaluation, you will be presented with 12 questions regarding your training experience. You must respond to all 12 questions in order to satisfactorily complete the training evaluation. A sample training evaluation is shown in Figure 13-3 with rating scale for evaluation. To view the rating scale, type a ? at the response prompt of any of the questions and press the Return key.

```
4. Quality of the training materials.....: 4
5. Quality of the instruction.....: 5
6. Effectiveness of the overall administration.....: 4
7. Appropriateness of the length of the training.....: 3
8. Adequacy of the training facilities.....: 4
9. Application of the subject matter to your job.....: 3
10. Degree to which training improves job performance.....: 3
11. Degree to which training will meet career development goals.: 4
12. Level of recommendation for others to attend this training..: 4
Comments:

Press 'RETURN' to edit this word processing field.

Enter your electronic signature:  VALID SIGNATURE ACCEPTED.

                                SELECT THE TRAINING DOCUMENT

Select TRAINING DOCUMENT (350):
```

Figure 13-4: Completed Training Evaluation and Electronic Signature

Figure 13-4 shows a completed training evaluation. After completing the evaluation, enter your electronic signature and press the Return key. If you have more training

evaluations pending, ARMS will ask you to enter the document number for that particular training document. If you have no other pending evaluations, ARMS will return you to the User Menu.

You also have the option to cancel the training order altogether. To cancel the training order, type 2 at the “Which Action:” prompt and press the Return key. You will be asked to verify the order cancellation. Notice the default option is NO ( Figure 13-5). If you DO want to cancel the order, type YES at the prompt and press the Return key. You will see some financial information before receiving verification that the training order has been cancelled. If you decide you do not want to cancel the training order, press the Return key at the verification prompt.

```
Select TRAINING DOCUMENT (350): 1tg0690004      DAW/0705/ARMS A

      Select one of the following:

          1      Complete Training Evaluation
          2      Cancel Training Order

Which Action: 2  Cancel Training Order

Are you certain you want to cancel 1TG0690004  (DAW/0705/ARMS A)? NO// Yes  YES
...SORRY, LET ME PUT YOU ON 'HOLD' FOR A SECOND...
|----- SECTION C - FISCAL DATA -----|
| 9990001 2001-39165.08.01.01.078.01.35 |
|   J658888 259E      650.00           |
|-----|

1TG0690004  (DAW/0705/ARMS A)  has been cancelled.

URATION

                SELECT THE TRAINING DOCUMENT

Select TRAINING DOCUMENT (350):
```

Figure 13-5: Canceling a Training Order