



**RESOURCE AND PATIENT MANAGEMENT SYSTEM**

**ADMINISTRATIVE RESOURCE  
MANAGEMENT SYSTEM  
(ACR)**

**USER MANUAL  
Volume III**

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## **PREFACE**

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

## **SECURITY**

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

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## 1. INTRODUCTION

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

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

|                                              |                                               |
|----------------------------------------------|-----------------------------------------------|
| <b>DHR</b> Edit DHR Interface Data           | <b>EX</b> Export DHRs to Core                 |
| <b>DHRM</b> DHR Management                   | <b>RECV</b> Receive Odd Obligations from Core |
| <b>JV</b> Journal Voucher Obligated Document | <b>FD</b> Fund Distribution                   |
| <b>IMP</b> Import Odd Obligations            | <b>EA</b> Edit ARMS Message                   |
| <b>ZIRS</b> IRS 1099 Menu                    | <b>DD</b> Duplicate Document                  |
| <b>PV</b> Prime Vendor Data Import           | <b>RO</b> Re-Open Finalized Receiving Report  |

### 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 will provide 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. EDIT DHR INTERFACE DATA (DHR)

The Edit DHR Interface Data allows the user to modify data used for transmitting individual obligation or payment transaction information to the CORE accounting system. The Edit DHR Interface Data option is selected by typing DHR at the Select Administrative Resource Management System Option prompt on the User Menu

ARMS will display a summary of the current settings for the DHR interface (Figure 2-1). The lower portion of the screen shows an option for editing the summary data. If you want to edit this data, type "YES" at the "Edit this data?" prompt. If you do not want to edit the interface data, press the Return key or type "NO." This will return you to the User Menu.

```

                                DHR INTERFACE SUMMARY

DHR INTERFACE ACTIVATED...: YES
CREATE DHR FOR BPA CALL...: YES
CREATE DHR FOR FEDSTRIP...: YES
CREATE CREDIT CARD DHR...:
CREATE ALLOWANCE DHR.....: YES
CREATE ACCRUAL DHR.....:
CREATE ONLY TRAVEL DHR...: NO
TRAVEL PAID BY 1166.....: YES
AIRFARE ON OBLIGATION DHR: NO
AIRFARE ON PAYMENT DHR...: YES
REF. CODE FOR AIRFARE DHR: 618

Edit this data?

```

Figure 2-1: DHR Interface Summary

Figure 2-2 shows an example of the edit screen for modifying DHR interface data.

```

DHR INTER  ACTIVATE DHR INTERFACE: YES
CREATE DH  CREATE BPA CALL DHR...: YES
CREATE DH  CREATE FEDSTRIP DHR...: YES
CREATE CR  CREATE CREDIT CARD DHR:
CREATE AL  CREATE ALLOWANCE DHR...: YES
CREATE AC  CREATE ACCRUAL DHR.....:
CREATE ON  TRAVEL PAID BY PM/1166: YES
TRAVEL PA  TRAVEL DHR ONLY.....: NO
AIRFARE O  AIRFARE ON OBLIG DHR...: NO
AIRFARE O  AIRFARE ON PAYMT DHR...: YES
REF. CODE  AIRFARE REFRCNCE CODE...: 618
Edit this  PRINT ALL DHR'S.....: YES
           CREATE TM FEE OBL DHR..: YES
           CREATE TM FEE PMT DHR..: YES
           HOLD DHRS FOR NEW FY...

Exit      Save      Refresh

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

COMMAND:  Press <Pfl>H for help  Insert

```

Figure 2-2: DHR Interface Edit Screen

Notice that the edit fields in Figure 2-2 are labeled differently than the summary fields shown in Figure 2-1. There are also 4 additional edit fields. The following list contains a brief description of the DHR interface fields:

**Activate DHR Interface:** Indicate whether the automated DHR creation is active.

**Create BPA Call DHR:** Indicate if an Obligation DHR should be created automatically for a call against a BPA.

**Create FEDSTRIP DHR:** Indicate whether a DHR should be created when a FEDSTRIP order is approved

**Create Credit Card DHR:** Indicate if an Obligation DHR should be created when a credit card purchase is authorized.

**Create Allowance DHR:** Indicate if a DHR should be created when ARMS allowances and sub-allowances are created.

**Create Accrual DHR:** Indicate if an Accrual DHR should be created when a receiving report is completed.

**Travel DHR Only:** Indicate if only the travel vouchers should be exported. Enter "0" or "NO" if all DHRs should be exported.

**Travel Paid By PM/1166:** Indicate if travel vouchers are being paid via the 1166 payment system.

**Airfare On Oblig DHR:** Indicate if the airfare should be included in the Obligation DHR.

**Airfare On Payment DHR:** Indicate if the airfare should be included in the Payment DHR.

**Airfare Ref Code:** Indicates whether the appropriate reference code that will be used on the DHR created to obligate the airfare cost.

**Print All DHRs:** Indicate whether a hard copy of all DHRs should be printed.

**Create TM Fee OBL DHR:** Indicates whether an Obligation DHR should be created for the travel management fee.

**Create TM Fee Pmt DHR:** Indicate whether an Obligation DHR should be created for the travel management fee.

**Hold DHRs For New FY:** Indicate whether this field should suspend creation of DHRs for the fiscal year specified. This is useful for the end of FY and beginning of new FY processing.

After editing the interface data, save and exit the edit screen. If you have questions about the information required for any of the data fields, enter ?? at the field prompt in question to see a description of that particular field requirements.

### 3. DHR MANAGEMENT (DHRM)

The DHR Management option allows the user to recover accidentally deleted DHR files as provide reports for untransmitted DHR files. The DHR Management option is selected by typing DHRM at the “Select Administrative Resource Management System Option:” prompt on the User Menu

#### 3.1 RECOVER UNTRANSMITTED DHRS (REC)

The Recover Untransmitted DHRs option allows the user to loop through the DHR history file and find transactions for a specified date or IEN range that have not been transmitted to CORE. These transactions will be placed into an ARMS batch for transmission. It is recommended that all records be cleared from the ARMS-BLUE and ARMS-RED batches before running this option. The Recover Untransmitted DHRs option is selected by typing REC at the “Select DHR Management Option:” prompt (Figure 3-1).

```
Select DHR Management Option: REC  Recover Untransmitted DHRS

This option will loop through the DHR history file and find the
transactions for the specified date or IEN range which
have not been transmitted to CORE. These transactions will be
placed into an ARMS batch for transmission. It is recommended
that all records be cleared from the ARMS-BLUE and ARMS-RED
batches before running this option.

Select one of the following:

      1          BY DATE GENERATED
      2          BY IEN NUMBER

SORT BY: 1  BY DATE GENERATED

Start with DATE GENERATED:  080101  (AUG 01, 2001)
End with DATE GENERATED:   101001  (OCT 10, 2001)

No records found
```

Figure 3-1: Recover Untransmitted DHRs By Date Generated

ARMS presents two options for identifying a range of recovered untransmitted DHRs. You can identify the group by either date range or internal entry numbers (IENs). Let's begin with identifying by date range.

Enter the date range for recovering untransmitted DHRs. Remember to enter the dates using the standard date and time formats. This report should not be run for date ranges beginning before July 2000, as it may not be accurate for those earlier dates. The user entered a start date of August 1, 2001 in Figure 3-1. If you want to recover information ending with the last untransmitted DHR, press the Return key at the “End with DATE GENERATED:” prompt. To limit your list to a specific time period, enter an ending date. The user entered October 10, 2001 as

the end date in Figure 3-1. No untransmitted DHRS were found in the specified date range.

You also have the option of recovering untransmitted DHRs by entering a range of internal entry numbers (IENs). Enter the first IEN you want to start with and press the Return key. The user entered IEN number 1 in Figure 3-2.

```
Select DHR Management Option: rec  Recover Untransmitted DHRs

  This option will loop through the DHR history file and find the
  transactions for the specified date or IEN range which
  have not been transmitted to CORE. These transactions will be
  placed into an ARMS batch for transmission. It is recommended
  that all records be cleared from the ARMS-BLUE and ARMS-RED
  batches before running this option.

  Select one of the following:

      1          BY DATE GENERATED
      2          BY IEN NUMBER

SORT BY: 2  BY IEN NUMBER
Begin with IEN NUMBER: 1
End with IEN NUMBER: 1000

  No records found
```

Figure 3-2: Recover Untransmitted DHRs by IEN

Enter the IEN for the last record and press the Return key. The user entered IEN number 1000. No untransmitted DHRS were found in the specified IEN range.

### 3.2 PRINT UNTRANSMITTED DHR LIST (UNT)

The Print Untransmitted DHR List option allows the user to print a list of untransmitted DHRs sorted by date generated. The Print Untransmitted DHR List option is selected by typing UNT at the “Select DHR Management Option:” prompt (Figure 3-3).

```
DHR MANAGEMENT MENU

REC    Recover Untransmitted DHRs
UNT    Print Untransmitted DHR List

Select DHR Management Option: UNT  Print Untransmitted DHR List
* Previous selection: DATE GENERATED not null
START WITH DATE GENERATED: FIRST// 080100  (AUG 01, 2000)
GO TO DATE GENERATED: LAST// 093001  (SEP 30, 2001024:00:00)
DEVICE: Home    Right Margin: 80//
```

Figure 3-3: Print Untransmitted DHR List Option



Enter the date range for the untransmitted DHR list. This report should not be run for date ranges beginning before July 2000, as it may not be accurate for those earlier dates.

If you want to print all untransmitted DHRs beginning with the earliest DHR, press the Return key to accept the default response. The user entered August 1, 2000 in Figure 3-3. If you want to print information ending with the last untransmitted DHR, press the Return key at the "GO TO DATE GENERATED:" prompt. To limit your list to a specific time period, enter an ending date.

You are now ready to print your listing of untransmitted DHRs. Select the device to where you want to print your report and follow the standard steps for printing/viewing an ARMS report.

Figure 3-4 shows a sample of an untransmitted DHR list.

| UNTRANSMITTED DHR LIST       |          |            |       | OCT 3, 2001 08:24 | PAGE 1 |
|------------------------------|----------|------------|-------|-------------------|--------|
| IEN                          | EFF DATE | DOCUMENT   | TRNCD | AMOUNT            |        |
| -----                        |          |            |       |                   |        |
| DATE GENERATED: AUG 9, 2000  |          |            |       |                   |        |
| 1509                         | 08/09/00 | 2012500148 | 05013 | 60000             |        |
| DATE GENERATED: AUG 25, 2000 |          |            |       |                   |        |
| 1510                         | 08/25/00 | 1TG1250001 | 05013 | 30000             |        |
| 1511                         | 08/25/00 | 1076000100 | 05013 | 40000             |        |
| 1512                         | 08/25/00 | 1TG1250002 | 05013 | 30000             |        |
| 1513                         | 08/25/00 | 1076000200 | 05013 | 50000             |        |
| 1514                         | 08/25/00 | 1076000300 | 05013 | 80000             |        |
| 1515                         | 08/25/00 | 2012500149 | 05013 | 20000             |        |
| 1516                         | 08/25/00 | 2012500146 | 05013 | 200000            |        |
| 1517                         | 08/25/00 | 0076011000 | 05013 | 20000             |        |
| 1518                         | 08/25/00 | 0076011000 | 08114 | 20000             |        |
| 1519                         | 08/25/00 | 1076000200 | 08114 | 50000             |        |
| 1520                         | 08/25/00 | 0076011000 | 19214 | 20000             |        |
| 1521                         | 08/25/00 | 1076000200 | 19214 | 50000             |        |

Figure 3-4: Sample Untransmitted DHR List

#### 4. JOURNAL VOUCHER OBLIGATED DOCUMENT (JV)

The Journal Voucher Obligated Document option allows the user to track and edit journal vouchers and other forms for funds obligated on purchases. The Journal Voucher Obligated Document option is selected by entering JV at the User Menu.

When you select this option, you must first select a department account for the request to reside. ARMS will display a listing of departments with their ID numbers, names, CAN numbers, fiscal year for funds, and sub / sub-accounts (See Figure 4-1).

```
Select Administrative Resource Management System Option: JV  Journal Voucher Obligated Document

Select DEPARTMENT ACCOUNT
```

| ID NO.  | DEPARTMENT                 | CAN NO. | FY | SSA        |
|---------|----------------------------|---------|----|------------|
| (18) 33 | COMMUNITY HEALTH/DSD (005) | J658888 | 00 | CON SUPPRT |
| (18) 32 | COMMUNITY HEALTH/DSD (005) | J658888 | 00 | CON SUPPRT |
| (18) 31 | COMMUNITY HEALTH/DSD (005) | J658888 | 00 | CON SUPPRT |
| (18) 30 | ** NO DEPARTMENT LISTED ** | <UNDEF> | 00 | CON SUPPRT |
| (18) 29 | ** NO DEPARTMENT LISTED ** | <UNDEF> | 00 | CON SUPPRT |
| (18) 28 | ** NO DEPARTMENT LISTED ** | <UNDEF> | 00 | CON SUPPRT |
| (18) 27 | ** NO DEPARTMENT LISTED ** | <UNDEF> | 00 | CON SUPPRT |
| (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 |

List more DEPARTMENT ACCOUNTS? YES// █

Figure 4-1: Select Department Account

If you would like to see more department accounts, type Y at the “List more DEPARTMENT ACCOUNTS? YES//” prompt. If you see the account you need in this list, or have the information for the account, type N. If you enter any character or number other than Y or N, you will see the message displayed in Figure 4-3.

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

Enter either 'Y' or 'N'.

List more DEPARTMENT ACCOUNTS? YES//
```

Figure 4-2: List More Department Accounts?

When you respond with N or NO, ARMS will ask you what identifier you would like to use to select a department account. In the example shown in Figure 4-2, the user chose Option 1, by ID NO. Since that option is the default, you may select it by pressing the

Return key. At the ID NO: prompt, the user entered 25, the ID Number for ARMS Training.

```

(18) 29      ** NO DEPARTMENT LISTED **          <UNDEF> 00  CON SUPPRT
(18) 28      ** NO DEPARTMENT LISTED **          <UNDEF> 00  CON SUPPRT
(18) 27      ** NO DEPARTMENT LISTED **          <UNDEF> 00  CON SUPPRT
(22) 26      COMMUNITY HEALTH/OSD (005)          J658888 01  CON SUPPRT
(22) 25      ARMS TRAINING (069)                 J658888 01  CON SUPPRT
(21) 24      FMO/AAO (999)                       J658888 01  CON SUPPRT

      List more DEPARTMENT ACCOUNTS? YES// NO

      Select one of the following:

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

Select Account by: By ID NO.//

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

```

Figure 4-3: Select Department Account by ID No.

After you have selected a department account, you will see an account summary similar to the one displayed in Figure 4-4. The system will again ask you to confirm your selection. It will then ask if you are making a modification. If you answer YES, it will ask which account you wish to modify.

```

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

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

Is this a modification? NO// 

```

Figure 4-4: Account Summary

If you answer NO or only press the Return key, the system will present you with a list of requisitions (Figure 4-5).

```

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

Select REQUEST

ID NO.  REQUEST #      IDENTIFIER      ID NO.  REQUEST #      IDENTIFIER
-----  -
239 3 001-069-1-0040  pqr6      219 3001-069-1-0027  abc
238 3 001-069-1-0039  mno5      216 4001-069-1-0012001Syringes
235 4 001-069-1-0038  jkl4      202 1001T00042      DAW/0815/DENVER
234 4 001-069-1-0037  ghi3      198 4001-069-1-0025  Thermometers
232 4 001-069-1-0036  def2      192 5001-069-1-0021  rox
230 3 001-069-1-0034  abc      191 4001-069-1-0020  roll
224 001-069-1-0031  lunch      164 1TG0690008      DAW/0719/Basic
222 4 001-069-1-0030  jkl      141 1TG0690006      DAW/0705/Arms A
221 4 001-069-1-0029  ghi      130 1TG0690001      DAW/0705/ARMS A
220 4 001-069-1-0028  def      116 51H001001400      rox

List more REQUESTS? YES// NO

ID NO.: 239 001-069-1-0040  1076004200 pqr6  VA SUPPLY DEPOT

```

Figure 4-5: Select Obligated Purchase

Figure 4-5 shows a listing of requisitions to transfer to another department account. ARMS will display their ID numbers, request numbers, and identifiers.

If you would like to see more requests, type Y at the “List more REQUESTS? YES//” prompt. If you see the requisition you need in the current list or have the information for the account, type N.

Type the ID No. of your request and press the Return key. ARMS displays verification data for the requisition to be transferred to a different department account.

ARMS will display a list of department accounts where you can transfer the identified request (Figure 4-6). Perform the same steps as outlined at the beginning of this section to select a department account.

```

ID NO.: 239  001-069-1-0040      1076004200  pqr6      VA SUPPLY DEPOT

                Select DEPARTMENT ACCOUNT

      ID NO.  DEPARTMENT                                CAN NO.  FY  SSA
      -----
(18)  33      COMMUNITY HEALTH/DSD (005)                J658888  00  CON SUPPRT
(18)  32      COMMUNITY HEALTH/DSD (005)                J658888  00  CON SUPPRT
(18)  31      COMMUNITY HEALTH/DSD (005)                J658888  00  CON SUPPRT
(18)  30      ** NO DEPARTMENT LISTED **                 <UNDEF>  00  CON SUPPRT
(18)  29      ** NO DEPARTMENT LISTED **                 <UNDEF>  00  CON SUPPRT
(18)  28      ** NO DEPARTMENT LISTED **                 <UNDEF>  00  CON SUPPRT
(18)  27      ** NO DEPARTMENT LISTED **                 <UNDEF>  00  CON SUPPRT
(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

      List more DEPARTMENT ACCOUNTS? YES// NO

```

Figure 4-6: Select Department Account For Transfer

Figure 4-7 shows the user identifying a department account by ID No. In the example, the user chose to transfer the requisition to FMO/AAO (ID No. 24).

```

      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.: 24  125000      FMO/AAO      ORIGINAL  2001      01      J65
      8888      001

      001-069-1-0040 (pqr6) will be transferred to the
      FMO/AAO account.

```

Figure 4-7: Select Department Account by ID No.

Figure 4-8 shows verification and confirmation of the transfer process. Notice that a new document number has been assigned to the requisition.

```
001-069-1-0040 (pqr6) will be transferred to the
FM0/AA0 account.

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

...HMMM, THIS MAY TAKE A FEW MOMENTS...

-----
9. ACCOUNTING AND APPROPRIATION DATA | 10. REQUISITIONING OFFICE (804-728-2400)
-----|-----
9990001 2001-39165.08.01.01.078.01.35 | ARMS TRAINING
J658888 2671 101.00 | 11 BUSINESS CLASSIFICATION
OTHER STATE/LOCAL

001-069-1-0040 (pqr6) has been transferred to the
FM0/AA0 account (ID NO.: 24).
The new document number is 001-999-1-0002 (ID NO.: 239).

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

Figure 4-8: Verify Transfer To New Department Account

Press the Return key to transfer another requisition to a different account or type ^ (Shift 6) to return to the User Menu.

## 5. IRS 1099 MENU (ZIRS)

The IRS 1099 Menu option provides the user with a variety of menus to prepare and track vendor payment data for the IRS. The IRS 1099 Menu option is selected by typing ZIRS at the User Menu prompt. Figure 5-1 shows a sample of the menu options.

```
COPY  Print a Copy of 1099 Processing Instructions
EFIN  Edit Finance Location
CALC  Calculate Vendor YTD Paid
RPTS  1099 Reports Menu ...
ZERO  Vendor File Zero Balance Year-To-Date Field
INPT  Input YTD Paid Values
TRNS  Prepare Staging File for EXPORT Process
LIST  Print Staging File Vendor List
EDIT  Edit Staging File Entries
PRNT  1099 Print Menu ...
EXP   Create Export Files

Select IRS 1099 MENU Option: █
```

Figure 5-1: IRS 1099 Menu

### 5.1 PRINT A COPY OF 1099 PROCESSING INSTRUCTIONS (COPY)

The Print A Copy of 1099 Processing Instructions option allows the user to print instructions for processing an IRS Form 1099. The Print A Copy Of 1099 Processing Instructions option is selected by typing COPY at the Select IRS Menu Option prompt (Figure 5-2).

```
COPY  Print a Copy of 1099 Processing Instructions
EFIN  Edit Finance Location
CALC  Calculate Vendor YTD Paid
RPTS  1099 Reports Menu ...
ZERO  Vendor File Zero Balance Year-To-Date Field
INPT  Input YTD Paid Values
TRNS  Prepare Staging File for EXPORT Process
LIST  Print Staging File Vendor List
EDIT  Edit Staging File Entries
PRNT  1099 Print Menu ...
EXP   Create Export Files

Select IRS 1099 MENU Option: COPY  Print a Copy of 1099 Processing Instructions
Do you want to print a copy of the instructions? N// YES
DEVICE: HOME//
```

Figure 5-2: Print 1099 Instructions

After selecting this option, ARMS will ask you to verify (Yes or No) printing the instructions. If you want to print a copy of the 1099 processing instructions, type “Yes” at the prompt and press the Return key. If you do not want to print the instructions, just press the Return key (No is the default response).

After electing to print the 1099 Processing Instructions, you are ready to identify the device for printing the instructions. Follow the standard steps for printing/viewing an ARMS report.

## 5.2 EDIT FINANCE LOCATION (EFIN)

The Edit Finance Location allows the user to edit IRS Form 1099 payor data. The Edit Finance Location option is selected by typing EFIN at the “Select IRS Menu Option” prompt.

```
PRNT  1099 Print Menu ...
EXP   Create Export Files

Select IRS 1099 MENU Option: EFIN  Edit Finance Location

Select FINANCE LOCATION: Billings          40
NAME: BILLINGS//
NAME LINE 1: BILLINGS IHS A0//
NAME LINE 2:
STREET ADDRESS: P.O. BOX 2143//
CITY: BILLINGS//
STATE: MONTANA//
ZIP: 59103//
FEDERAL EIN: 234567890//
1099 NAME CONTROL: BILL//
T CONTROL CODE: 123456//
AMOUNT CODES: 67      //
PAYOR PHONE: 5052484100//
CONTACT NAME: ANNE E. FUGATT//
CONTACT PHONE: 5052484196//
```

Figure 5-3: Edit Finance Location Options

Begin by entering the Area finance location whose data you would like to edit. If you would like to see a list of Area finance locations, type ?? at the “Select FINANCE LOCATION:” prompt and press the Return key to see a list of Area locations.

Each field will be presented one at a time with the current data in each field serving as the default response. If the data field is correct, accept the default response by pressing the Return key. If you would like to edit a particular field, enter the updated information and press the Return key. Pressing the Return key will advance you to the next field.

Brief definitions of the different fields available for editing are included below.

**Name:** Enter the Area name or code.

**Name Line 1:** Enter the first line of the mailing address for the Area finance office.

**Name Line 2:** Enter the second line of the mailing address for the Area finance office (If applicable).



**Street Address:** Enter the mailing street address for the Area finance office.

**City:** Enter the City for the mailing address of the Area finance office.

**State:** Enter the State for the mailing address of the Area finance office.

**Zip:** Enter the zip code for the mailing address of the Area finance office.

**Federal EIN:** Enter the Federal entity identification number for the payor.

**1099 Name Control:** Enter the Area name assigned by the IRS.

**T Control Codes:** Enter Area-identifying control code assigned by the IRS.

**Amount Codes:** Enter the code denoting how payment was used (wages, contracts, grants, etc.)

**Payor Phone:** Enter the payor's telephone number.

**Contact Name:** Enter the name of a person who serves as the payor's point of contact.

**Contact Phone:** Enter the telephone number of the person serving as the payor's point of contact.

After completing the file update for the desired finance location, you will be prompted to edit another finance location. To edit another finance location, enter the desired Area finance location at the prompt. If you are finished editing finance locations, press the Return key at the "Enter a Finance Location:" prompt to return to the IRS 1099 Menu Options. Press the Return key twice to return to the User Menu.

### 5.3 CALCULATE VENDOR YTD PAID (CALC)

The Calculate Vendor YTD Paid option allows the user to total 1166 approvals for each vendor during a specified date range. The Calculate Vendor YTD Paid option is selected by typing CALC at the Select IRS Menu Option prompt.

```
Select IRS 1099 MENU Option: CALC  Calculate Vendor YTD Paid
Enter BEGINNING DATE: 010100 (JAN 01, 2000)
Enter ENDING DATE: 083101 (AUG 31, 2001)
DONE
Enter RETURN to continue or '^' to exit:
```

Figure 5-4: Calculate Vendor YTD Paid Options

Enter the desired date range for calculation. The user entered January 1, 2000 as the beginning date in Figure 5-4. The user entered August 31, 2001 as the ending date.

ARMS updates the Year To Date Paid fields for all vendors and displays a DONE message when complete. Press the Return key or type “^” and press the Return key to return to the IRS 1099 Menu.

## 5.4 1099 REPORTS MENU (RPTS)

The 1099 Reports Menu option allows the user access to a variety of reports pertaining to vendor 1099 data. The 1099 Reports Menu option is selected by typing RPTS at the Select IRS Menu Option prompt. Figure 5-5 shows an example of the 1099 Reports Menu.

```
PRNT 1099 Print Menu ...
EXP  Create Export Files

Select IRS 1099 MENU Option: RPTS 1099 Reports Menu

IRSY List Vendor Info by Export Date (1099 Y/N)
V109 List ARMS 1099 Vendors File Info
VLBL Print Vendor Labels
VLST List Vendors by Selected Parameters
```

Figure 5-5: 1099 Reports Menu

### 5.4.1 LIST VENDOR INFO BY EXPORT DATE (1099 Y/N) (IRSY)

The List Vendor Info by Export Date option produces a report containing vendor payments and totals for the export date range specified. The List Vendor Info by Export Date option is selected by typing IRSY at the “Select 1099 Reports Menu Option” prompt.

```
V109 List ARMS 1099 Vendors File Info
VLBL Print Vendor Labels
VLST List Vendors by Selected Parameters

Select 1099 Reports Menu Option: IRSY List Vendor Info by Export Date (1099 Y/N)
)
* Previous selection: VENDOR-EIN not null
START WITH VENDOR-EIN: FIRST//
* Previous selection: EXPORT DATE from 1/1/00 to 8/31/01
START WITH EXPORT DATE: FIRST// 010100 (JAN 01, 2000)
GO TO EXPORT DATE: LAST// 083101 (AUG 31, 2001)
* Previous selection: 1099 (Y/N) not null
START WITH 1099 (Y/N): FIRST//
DEVICE: Home Right Margin: 80//
```

Figure 5-6: List Vendor Info By Export Date Options

Enter the Vendor or Electronic Identification Number you want to begin your report with. To start at the beginning of the entire vendor list, press the Return key to accept the default response (FIRST//). The user selected the default option in Figure 5-6.

Enter the date range for vendor information. If you want to print all vendor info beginning with the first vendor, press the Return key to accept the default response. The user entered January 1, 2000 in Figure 5-6. Enter the ending date for the vendor information. If you want to print information for all vendors through the current date, press the Return key. To limit your information during a specific time period, enter an ending date. To accept the current date, press the Return key.

Finally, determine which 1099s you want to print. You can print those 1099s that have been filed by typing Y at the "START WITH 1099 (Y/N): FIRST//" prompt. If you want to print 1099s that are still pending, type N at the prompt. If you want to print all 1099s, pending and completed, press the Return key to accept the default response.

You are now ready to print your vendor information. Select the device to where you want to print your report and follow the standard steps for printing/viewing an ARMS report.

|                                                 |            |                    |         |                   |            |        |
|-------------------------------------------------|------------|--------------------|---------|-------------------|------------|--------|
| DEVICE: Home                                    |            | Right Margin: 80// |         |                   |            |        |
| 1166 AFP VENDORS INFO (1099 Y/N) BY EXPORT DATE |            |                    |         |                   |            |        |
|                                                 |            |                    |         | SEP 10,2001 09:09 |            | PAGE 1 |
| EXPORT DATE                                     | DOCUMENT#  | C.A.N.             | OBJCL   | DOL-AMT           | SCHED#     |        |
| VENDOR                                          |            |                    | EIN+5FX | YTD PAID          | Y/N        |        |
| -----                                           |            |                    |         |                   |            |        |
| MAR 12,2001                                     | 1234567890 | 3421161            | 1113    | 00000900.00       | M12345     |        |
| ADCON INC                                       |            |                    |         | 1870409626A1      |            | YES    |
|                                                 |            |                    |         | -----             |            |        |
| SUBTOTAL                                        |            |                    |         | 900               |            |        |
| AUG 10,2000                                     | 0076000400 | J658888            | 2654    | 00000400.00       | 533001     |        |
| FAKE VENDOR                                     |            |                    |         | 2999999999        | 400.00     | YES    |
| MAY 21,2001                                     | 1076001100 | J658888            | 266A    | 500.00            | 2001533006 |        |
| FAKE VENDOR                                     |            |                    |         | 2999999999        | 400.00     | YES    |
| MAY 21,2001                                     | 1076001200 | J658888            | 266A    | 500.00            | 2001533007 |        |
| FAKE VENDOR                                     |            |                    |         | 2999999999        | 400.00     | YES    |
| MAY 29,2001                                     | 0112510006 | J658888            | 233H    | 1000.00           | 2001533008 |        |
| FAKE VENDOR                                     |            |                    |         | 2999999999        | 400.00     | YES    |
| JUN 18,2001                                     | 4545454545 | J658888            | 2121    | 100.00            | 2001533013 |        |
| FAKE VENDOR                                     |            |                    |         | 2999999999        | 400.00     | YES    |

Figure 5-7: Print Options and Listing

#### 5.4.2 LIST ARMS 1099 VENDORS FILE INFO (V109)

The List ARMS 1099 Vendors File Info lists information from the ARMS 1099 Vendor file such as the amount code and YTD amount for each vendor. The List ARMS 1099 Vendors File Info is selected by typing V109 at the Select 1099 Reports Menu Option prompt.

```

VLBL  Print Vendor Labels
VLST  List Vendors by Selected Parameters

Select 1099 Reports Menu Option: V109  List ARMS 1099 Vendors File Info
* Previous selection: CALENDAR YEAR not null
START WITH CALENDAR YEAR: FIRST// 1999
GO TO CALENDAR YEAR: LAST// 2001
* Previous selection: VENDOR not null
START WITH VENDOR: FIRST//
DEVICE: Home    Right Margin: 80//

```

Figure 5-8: 1099 Vendors File Info Options

Enter the date range for vendor information. If you want to print information for all vendors, press the Return key to accept the default response. The user chose to start with calendar year 1999 in Figure 5-8. Enter the ending date for the vendor information. If you want to print information for all vendors through the current year, press the Return key. To limit your information during a specific time period, enter an ending year. The user chose to end with calendar year 2001.

Enter the Vendor you want to begin your report with. To start at the beginning of the entire vendor list, press the Return key to accept the default response (FIRST//). The user selected the default option in Figure 5-8.

You are now ready to print your vendor information. Select the device to where you want to print your report and follow the standard steps for printing/viewing an ARMS report.

```

DEVICE: Home    Right Margin: 80//

ARMS 1099 VENDOR LIST                               SEP 10,2001  10:22  PAGE 1
VENDOR                                AMT      YEAR      YTD-AMT
-----
ADCON INC                             1        2000        900.00
FAKE VENDOR                           2000      3499.10

```

Figure 5-9: Print Options and Listing

### 5.4.3 PRINT VENDOR LABELS (VLBL)

The Print Vendor Labels option prints vendor address labels. The Print Vendor Labels option is selected by typing VLBL at the Select 1099 Reports Menu Option prompt (Figure 5-10).

```
PRNT 1099 Print Menu ...
EXP  Create Export Files

Select IRS 1099 MENU Option: RPTS 1099 Reports Menu

IRSY List Vendor Info by Export Date (1099 Y/N)
V109 List ARMS 1099 Vendors File Info
VLBL Print Vendor Labels
VLST List Vendors by Selected Parameters

Select 1099 Reports Menu Option: VLBL Print Vendor Labels

Select one of the following:

      I      INDIVIDUAL VENDORS
      R      RANGE OF VENDORS

Enter response:
```

Figure 5-10: Print Vendor Labels Options

When printing vendor labels, determine if you want to print labels for individual vendors or a group of vendors. For individual vendors, type I at the “Enter response:” prompt and press the Return key. For a range of vendors, type R at the prompt and press the Return key.

### Individual Vendors

To print labels for individual vendors, enter the Vendor’s name at the “Select Vendor:” prompt and press the Return key. To see a list of vendors in the ARMS database, type ?? at the prompt and press the Return key.

After selecting a vendor, ARMS will display the EIN as well as mailing and billing addresses for the chosen vendor. ARMS will ask you to enter another vendor to print labels for. If you do not want to print labels for any other vendors, press the Return key at the “Select Another Vendor:” prompt.

```
      I      INDIVIDUAL VENDORS
      R      RANGE OF VENDORS

Enter response: INDIVIDUAL VENDORS
Select VENDOR: Adcon INC      EIN.....: 1870409626      SUFFIX: A1
                                MAIL TO.: 327 EAST 1200 SOUTH , OREM
                                REMIT TO: 327 EAST 1200 SOUTH , OREM
                                REMIT TO-CITY.: OREM

Select another VENDOR:

Select one of the following:

      M      MAILING ADDRESS
      B      BILLING ADDRESS

Use MAILING ADDRESS or BILLING ADDRESS: M// MAILING ADDRESS
```

Figure 5-11: Print Labels - Individual Vendors

Enter the type of address to print on the labels (Mailing or Billing). To print labels with the vendor's mailing address, type M and press the Return key at the "Use MAILING ADDRESS or BILLING ADDRESS: M//" prompt. To print labels with the vendor's billing address, type B and press the Return key at the prompt. The Mailing address is the default response.

```

Use MAILING ADDRESS or BILLING ADDRESS: M// MAILING ADDRESS

Select one of the following:

1      ONE VENDOR/ROW, 1 LBL/ROW
2      ONE VENDOR/ROW, 2 LBLS/ROW
3      ONE VENDOR/ROW, 3 LBLS/ROW
4      ONE VENDOR/ROW, 4 LBLS/ROW

Print Quantity: 1// 3 ONE VENDOR/ROW, 3 LBLS/ROW
How many ROWS (No matter how many labels per row): (1-999): 3
DEVICE: HOME//

ADCON INC          ADCON INC          ADCON INC
327 EAST 1200 SOUTH #9  327 EAST 1200 SOUTH #9  327 EAST 1200 S
OUTH #9
OREM, UT 84058      OREM, UT 84058      OREM, UT 84058

ADCON INC          ADCON INC          ADCON INC
327 EAST 1200 SOUTH #9  327 EAST 1200 SOUTH #9  327 EAST 1200 S
OUTH #9

```

Figure 5-12: Print Vendor Labels - Print Options

Select the number of labels to print on each row. Figure 5-12 shows four available formats for printing vendor labels. Type your selection at the Print Quantity: 1// prompt. Notice that option 1 (One vendor per row/ 1 label per row option) is the default response. The user chose option 3 (3 labels per row) in Figure 5-12.

Enter how many rows of labels you want to print. You can print from 1 to 999 rows of labels. The user chose 3 rows in Figure 5-12.

Select the device to where you want to print your vendor labels and follow the standard steps for printing/viewing an ARMS report.

### Range of Vendors

To print labels for a group of vendors, enter the vendor at the beginning of your range at the "Start With Vendor: First//" prompt and press the Return key. To start at the beginning of vendor database, choose the default response by pressing the Return key at the prompt. In the example shown in Figure 5-13, the user chose the default response.

To conclude your list of vendors range, enter the vendor you want to end your list with. Do this by typing the vendor's name at the "Go To Vendor:

Last//” and press the Return key. To have your range conclude at the end of the vendor database, choose the default response by pressing the Return key at the prompt. In the example shown in Figure 5-13, the user chose the default response.

```

VLBL  Print Vendor Labels
VLST  List Vendors by Selected Parameters

Select 1099 Reports Menu Option: VLBL  Print Vendor Labels

    Select one of the following:

        I      INDIVIDUAL VENDORS
        R      RANGE OF VENDORS

Enter response: RANGE OF VENDORS
Start with Vendor: FIRST//
Go to Vendor: LAST//

    Select one of the following:

        M      MAILING ADDRESS
        B      BILLING ADDRESS

Use MAILING ADDRESS or BILLING ADDRESS: M//
```

Figure 5-13: Print Labels - Range of Vendors

Enter the type of address to print on the labels (Mailing or Billing). To print labels with the vendor’s mailing address, type M and press the Return key at the “Use MAILING ADDRESS or BILLING ADDRESS: M//” prompt. To print labels with the vendor’s billing address, type B and press the Return key at the prompt. The Mailing address is the default response. The user chose the mailing address option in Figure 5-14.

```

Use MAILING ADDRESS or BILLING ADDRESS: M// MAILING ADDRESS

    Select one of the following:

        1      ONE VENDOR/ROW, 1 LBL/ROW
        2      ONE VENDOR/ROW, 2 LBL/ROW
        3      ONE VENDOR/ROW, 3 LBL/ROW
        4      ONE VENDOR/ROW, 4 LBL/ROW

Print Quantity: 1// 2 ONE VENDOR/ROW, 2 LBL/ROW
How many ROWS (No matter how many labels per row): (1-999): 25
DEVICE: HOME//
```

Figure 5-14: Print Labels - Print Options

Select the number of labels to print on each row. Figure 5-14 shows four available formats for printing vendor labels. Type your selection at the Print Quantity: 1// prompt. Notice that option 1 (One vendor per row/ 1 label per row option) is the default response. The user chose option 2 (2 labels per row) in Figure 5-14.

Enter how many rows of labels you want to print. You can print from 1 to 999 rows of labels. The user chose 25 rows in Figure 5-14. Select the device to where you want to print your vendor labels and follow the standard steps for printing/viewing an ARMS report.

#### 5.4.4 LIST VENDORS BY SELECTED PARAMETERS (VLST)

The List Vendors by Selected Parameters option prints ad hoc 1099 vendor report data sorted by specific parameters. The List Vendors by Selected Parameters option is selected by typing VLST at the Select 1099 Reports Menu Option prompt (Figure 5-15). There are five parameter options to choose from.

```

PRNT  1099 Print Menu ...
EXP   Create Export Files

Select IRS 1099 MENU Option: RPTS  1099 Reports Menu

IRSY  List Vendor Info by Export Date (1099 Y/N)
V109  List ARMS 1099 Vendors File Info
VLBL  Print Vendor Labels
VLST  List Vendors by Selected Parameters

Select 1099 Reports Menu Option: VLST  List Vendors by Selected Parameters

Select one of the following:

NAME      List Alphabetically by Name
EIN       List by EIN#
YTD       List by YTD PAID
YTD5      List by YTD PAID Within STATE
1099      List Vendors With '1099 Y/N' = 'Y'

SELECTION: NAME//

```

Figure 5-15: List Vendors By Selected Parameters Options

#### List Alphabetically By Name

The List Alphabetically By Name option allows printing a vendor listing in alphabetical order. This option is selected by typing NAME at the “Selection: NAME//” prompt. This is the default response for the List Vendors by Selected Parameters option.

```

1099      List Vendors With '1099 Y/N' = 'Y'

SELECTION: NAME// NAME  List Alphabetically by Name

Select one of the following:

M        Provide MAILING ADDRESS Only
B        Provide BILLING ADDRESS Only
R        Provide REMIT TO ADDRESS Only
A        Provide ALL ADDRESSES on Listing

SELECTION: M//

```

Figure 5-16: List Alphabetically by Name Options



The vendor listing can be printed out in four different formats. Figure 5-16 shows the four options for presenting an alphabetical list of vendors.

You can list the entire database of vendors or define a range of vendors to list. Select the device to where you want to print your vendor list and follow the standard steps for printing/viewing an ARMS report.

#### **List By EIN #**

The List EIN # option allows printing a vendor list according to Entity Identification Number (EIN) order. This option is selected by typing EIN at the Selection: NAME// prompt.

The vendor listing can be printed out in four different formats. Figure 5-16 shows the four options for presenting a list of vendors according to EIN.

You can list the entire database of vendors beginning with the first EIN or define a range of vendors to list (According to EIN and EIN suffix).

Select the device to where you want to print your vendor list and follow the standard steps for printing/viewing an ARMS report.

#### **List By YTD Paid**

The List By YTD Paid option will print a vendor listing in order of payment during the current fiscal year. This option is selected by typing YTD at the “Selection: NAME//” prompt.

The vendor listing can be printed out in four different formats. Figure 5-16 shows the four options for presenting a listing of vendors according to year to date payments.

You can list the entire database of vendors or define a range of vendors to list. Select the entire range of fiscal years the vendor has been in the database or specify a range of fiscal years. Choose the device where you want to print your vendor list and follow the standard steps for printing/viewing an ARMS report.

#### **List By YTD Paid Within STATE**

The List By YTD Paid Within State option will print a vendor listing in order of payment during the current fiscal year by State. This option is selected by typing YTDS at the “Selection: NAME//” prompt.

The vendor listing can be printed out in four different formats. Figure 5-16 shows the four options for presenting an alphabetical list of vendors.

You can list vendors in the database from all States or define vendors from a range of States. Select the entire range of fiscal years the vendor has been in the database or specify a range of fiscal years. Select the device to where you want to print your vendor list and follow the standard steps for printing/viewing an ARMS report.

#### **List Vendors With “1099Y/N = Y”**

The List Vendors With “1099 Y/N =Y” option allows users to see a listing of vendors and whether they were sent a 1099. This option is selected by typing 1099 at the “Selection: NAME//” prompt.

The vendor listing can be printed out in four different formats. Figure 5-16 shows the four options for presenting a list of vendors.

You can list all vendors in the database and their 1099 status, or define a specific list of vendors. You have three options.

- List of all vendors and their 1099 status by accepting the default response and pressing the Return key at the “START WITH 1099 (Y/N): FIRST//” prompt..
- List all vendors who did not receive a 1099 by entering No at the “START WITH 1099 (Y/N): FIRST//” prompt and pressing the Return key.
- List all vendors who received a 1099 by typing Yes at the “START WITH 1099 (Y/N): FIRST//” prompt and pressing the Return key.

Select the device to where you want to print your vendor list and follow the standard steps for printing/viewing an ARMS report.

## **5.5 PREPARE STAGING FILE ZERO BALANCE YTD FIELD (ZERO)**

The Prepare Staging File Zero Balance Year-To-Date (YTD) Field option allows the user to set the YTD field in all vendor files to zero. The Prepare Staging File Zero Balance Year-To-Date Field option is selected by typing ZERO at the Select IRS Menu Option prompt.

```
Select IRS 1099 MENU Option: ZERO  Vendor File Zero Balance Year-To-Date Field
Do you want to ZERO out the Year-To-Date field for all Vendors? NO// YES
DONE!
```

Figure 5-17: Zero YTD Field For Vendors

ARMS will ask you to verify this selection. Type Yes to zero out the fields. When you are finished, you will see the message DONE! to show completion of the task. If you do not want to zero out the YTD fields, accept the default response (No) by pressing the Return key. You will return to the 1099 options menu upon completion of this option.

## 5.6 INPUT YTD PAID VALUES (INPT)

The Input YTD Paid Values option allows the user to input YTD paid values and set the 1099 Y/N field in the master vendor file. The Input YTD Paid Values option is selected by typing INPT at the Select IRS Menu Option prompt.

```
Select IRS 1099 MENU Option: INPT  Input YTD Paid Values

Select VENDOR: ADCON INC          EIN.....: 1870409626   SUFFIX: A1
                                   MAIL TO.: 327 EAST 1200 SOUTH , OREM
                                   REMIT TO: 327 EAST 1200 SOUTH , OREM
                                   REMIT TO-CITY... OREM

1099 (Y/N): YES// YES  YES
YTD PAID: 250// 325

Select VENDOR:
```

Figure 5-18: Input YTD Paid Values Options

Enter the vendor for which you want to update its master file. If needed, type ?? at the “Select VENDOR:” prompt and press the Return key to see a list of vendors in the master file. The user selected Adcon Inc. as the vendor in Figure 5-18 and ARMS displayed the most current vendor information on file for Adcon Inc..

Enter Yes or No as to whether the selected vendor will receive a 1099. If this vendor will receive a 1099, except the default response (Yes) and press the Return key. If this vendor will not receive a 1099, type No at the “1099 (Y/N): YES//” prompt.

Enter the amount paid the vendor for the year-to-date. Notice in Figure 5-18 the default response is \$250. The default response represents the current amount paid. If that is correct, press the Return key. If that figure needs to be revised, enter the current dollar amount and press the Return key. The user updated the amount to \$325 in Figure 5-18.

To update another master vendor file, enter the vendor's name and press the Return key. If you are finished updating vendor files, press the Return key at the "Select VENDOR:" prompt to return to the 1099 options menu.

## 5.7 PREPARE STAGING FILE FOR EXPORT PROCESS (TRNS)

The Prepare Staging File For Export Process option allows the user to transfer YTD information from the master vendor file to the ARMS 1099 file for the export process. The Prepare Staging File For Export Process option is selected by typing TRNS at the Select IRS Menu Option prompt.

```
Select IRS 1099 MENU Option: TRNS  Prepare Staging File for EXPORT Process

This option transfers vendor information from the master Vendor file
to the ARMS 1099 Vendors file.  It will be used to control the exporting
to download files.  Only vendors with YTD PAID > 599.99 will be
transferred.

Select 1099 CALENDAR YEAR:  (0000-9999): 2000// 2001
Do you want to set all payment type codes to one code, then change selected en-
tries? Y// Yes  YES
Select PAYMENT TYPE CODE (1-9,A,B,C): 7// 3
```

Figure 5-19: Prepare Staging File For Export Process Options

Begin by entering the calendar year for which you want to prepare vendor information. Enter the year at the "Select 1099 CALENDAR YEAR:" prompt. The default response in Figure 5-19 is the year 2000. The user entered 2001 at the prompt.

Next, ARMS will ask if you want to change vendors' payment type codes to one specific code. The payment type code identifies the type of payment made to the vendor. Press the Return key at the "Select PAYMENT TYPE CODE:" prompt to accept the default response (Yes). If you do not want to change the vendor payment codes, type No at the prompt and press the Return key. If you select No, ARMS returns you to the IRS 1099 Menu.

After selecting Yes, ARMS will ask you to enter the payment type code to switch all vendors to. The default response in Figure 5-19 is 7 (Non-Employed Compensation). If that code is acceptable, just press the Return key. If you would like to select a different payment type code, enter it and press the Return key. In Figure 5-19, the user chose payment type code 3 (Other Income). ARMS will process the information and return you to the IRS 1099 Menu.

## 5.8 PRINT STAGING FILE VENDOR LIST (LIST)

The Print Staging File Vendor List option allows the user to print a list of vendors who will be sent an IRS Form 1099. The Print Staging File Vendor List is selected by typing LIST at the Select IRS Menu Option prompt.

```
Select IRS 1099 MENU Option: LIST  Print Staging File Vendor List

This report requires a 132 character printer! Use '@' in front of sort field to
suppress subheaders, i.e. SORT BY: @VENDOR
SORT BY: NUMBER// ??

Choose from:
.01          VENDOR
.02          PMT TYPE CODE
.03          IRS NAME
1           CALENDAR YEAR  (multiple)
2           COMPUTED NAME

TYPE '-' IN FRONT OF NUMERIC-VALUED FIELD TO SORT FROM HI TO LO
TYPE '+' IN FRONT OF FIELD NAME TO GET SUBTOTALS BY THAT FIELD,
'#' TO PAGE-FEED ON EACH FIELD VALUE, '!' TO GET RANKING NUMBER,
'@' TO SUPPRESS SUB-HEADER, ']' TO FORCE SAVING SORT TEMPLATE
TYPE ';TXT' AFTER FREE-TEXT FIELDS TO SORT NUMBERS AS TEXT
TYPE [TEMPLATE NAME] IN BRACKETS TO SORT BY PREVIOUS SEARCH RESULTS
```

Figure 5-20: Print Staging File Vendor List - Sort Options

There are a variety of ways to sort vendor listings:

- Vendor Number
- Vendor Name
- Payment Type Code
- IRS Name
- Calendar Year
- Computed Name

Vendor listings can employ multiple sort options. For example, a vendor listing could be sorted by payment type code and sorted again by vendor name. Figure 5-20 shows the sort options available. After tailoring your vendor list, you will have the option to save the sort as a template for future use.

You are now ready to print the vendor list. Select the device you want to print them and follow the standard steps for printing/viewing an ARMS report.

## 5.9 EDIT STAGING FILE ENTRIES (EDIT)

The Edit Staging File Entries option allows the user to edit entries in the ARMS 1099 vendor file. These entries are used to build the electronic file for transmittal to the IRS. The Edit Staging File Entries option is selected by typing EDIT at the Select IRS Menu Option prompt.

```
Select IRS 1099 MENU Option: EDIT  Edit Staging File Entries

Select VENDOR: ADCON INC          EIN.....: 1870409626   SUFFIX: A1
                                MAIL TO.: 327 EAST 1200 SOUTH , OREM
                                REMIT TO: 327 EAST 1200 SOUTH , OREM
                                REMIT TO-CITY...: OREM

                                ...OK? Yes//   (Yes)

VENDOR: ADCON INC//
PMT TYPE CODE: 7//
IRS NAME:
Select CALENDAR YEAR: 2001//
    CALENDAR YEAR: 2001//
    CYTD AMOUNT: 750//

Select VENDOR:
```

Figure 5-21: Edit Staging File Entries Options

Begin by entering the name of the vendor whose data you would like to edit. If you would like to see a list of vendors, type ?? at the “Select VENDOR:” prompt and press the Return key. After selecting the vendor, ARMS presents the vendor’s information and prompts you to verify your selection. If you have selected the correct vendor, press the Return key at the “OK? Yes//” prompt. If you have chosen the wrong vendor, type No at the prompt; ARMS will ask you to enter a new vendor name.

Each field will be presented one at a time with the current data in each field serving as the default response. If the data field is correct, accept the default response by pressing the Return key. If you would like to edit a particular field, enter the updated information and press the Return key. Pressing the Return key will advance you to the next field.

The following is a brief description of the vendor fields available to edit.

**Vendor:** Enter the vendor’s name.

**PMT Type Code:** Enter the code that identifies the type of payment.

**IRS Name:** Enter the vendor’s name as established by the IRS.

**Select Calendar Year:** Enter the calendar year for this particular vendor file. ARMS will ask you to verify the calendar year entry.

**CYTD Amount:** Enter the amount paid year to date for that particular vendor.

After completing the file update for the desired vendor, you will be prompted to edit another vendor. To edit another vendor, enter the vendor’s name. If you are finished editing vendors, press the Return key at the “Select VENDOR:” prompt

to return to the IRS 1099 Menu Options. Press the Return key twice to return to the User Menu.

## 5.10 1099 PRINT MENU (PRNT)

The 1099 Print Menu option allows the user access to a variety of options for printing IRS Form 1099s. The 1099 Print Menu option is selected by typing PRNT at the Select IRS Menu Option prompt.

### 5.10.1 PRINT TEST 1099S (TST)

The Print Test 1099s option allows the user to print the first nine vendor IRS Form 1099s for test purposes. The Print Test 1099s option is selected by typing TST at the Select 1099 Print Menu Option prompt.

```
Select IRS 1099 MENU Option: PRNT  1099 Print Menu

TST   Print Test 1099s
ALL   Print 1099s
ONE   Print One 1099
RNG   Print Range of Vendor 1099s

Select 1099 Print Menu Option: TST  Print Test 1099s
Select FINANCE LOCATION: Headquarters WEST          91
Select CALENDAR YEAR:  (0000-9999): 2000// 2001
DEVICE: HOME//
```

Figure 5-22: Print Test 1099s

After selecting this option, enter the finance location (payer) of the 1099s you want to print. To see a list of finance locations in the ARMS database, type ?? at the “Select FINANCE LOCATION:” prompt (Figure 5-22).

Enter the calendar year of the 1099s at the “Select CALENDAR YEAR:” prompt. If the calendar year you are searching for is the default response, just press the Return key. If you want to select a different calendar year, enter the new year at the prompt. In Figure 5-22, the default calendar year is 2000 and the user selected calendar year 2001.

You are now ready to print your 1099s. Select the device you want to print them and follow the standard steps for printing/viewing an ARMS report.

### 5.10.2 PRINT 1099S (ALL)

The Print 1099s option allows the user to print all IRS Form 1099 for a finance location. The Print 1099s option is selected by typing ALL at the Select 1099 Print Menu Option prompt.

```
TST   Print Test 1099s
ALL   Print 1099s
ONE   Print One 1099
RNG   Print Range of Vendor 1099s

Select 1099 Print Menu Option: ALL   Print 1099s
Select FINANCE LOCATION: BILLINGS      40
Select CALENDAR YEAR:  (0000-9999): 2000// 2001
DEVICE: HOME//
```

**Figure 5-23: Print All 1099s**

After selecting this option, enter the finance location (payer) of the 1099s you want to print. To see a list of finance locations in the ARMS database, type ?? at the “Select FINANCE LOCATION:” prompt. The user entered Billings as the finance location in Figure 5-23.

Enter the calendar year of the 1099s at the Select CALENDAR YEAR: prompt. If the calendar year you are searching for is the default response, just press the Return key. If you want to select a different calendar year, enter the new year at the prompt. In Figure 5-23, the default calendar year is 2000 and the user selected calendar year 2001.

You are now ready to print your 1099s. Select the device you want to print them and follow the standard steps for printing/viewing an ARMS report.

### 5.10.3 PRINT ONE 1099 (ONE)

This option allows the user to print a single vendor 1099. The user will be prompted for which vendor to print. This option is useful for printing corrected vendor 1099s. The Print One 1099 option is selected by typing ONE at the Select 1099 Print Menu Option prompt.

```
TST   Print Test 1099s
ALL   Print 1099s
ONE   Print One 1099
RNG   Print Range of Vendor 1099s

Select 1099 Print Menu Option: ONE   Print One 1099
Select FINANCE LOCATION: Headquarters WEST      91
Select CALENDAR YEAR:  (0000-9999): 2000// 2001
Select VENDOR: Adcon INC      EIN.....: 1870409626   SUFFIX: A1
                                MAIL TO.: 327 EAST 1200 SOUTH , OREM
                                REMIT TO: 327 EAST 1200 SOUTH , OREM
                                REMIT TO-CITY...: OREM

DEVICE: HOME//
```

**Figure 5-24: Print One 1099**

After selecting this option, enter the finance location (payer) of the 1099 you want to print. To see a list of finance locations in the ARMS



database, type ?? at the “Select FINANCE LOCATION:” prompt. The user entered Headquarters West as the finance location in Figure 5-24.

Enter the calendar year of the 1099 at the Select CALENDAR YEAR: prompt. If the calendar year you are searching for is the default response, just press the Return key. If you want to select a different calendar year, enter the new year at the prompt. In Figure 5-24, the default calendar year is 2000 and the user selected calendar year 2001.

Enter the vendor on the 1099 you want to print. To see a list of vendors in the ARMS database, type ?? at the “Select VENDOR:” prompt. The user entered Adcon Inc. as the vendor in Figure 5-24. ARMS immediately displays vendor information.

You are now ready to print your 1099. Select the device you want to print them to and follow the standard steps for printing/viewing an ARMS report.

#### 5.10.4 PRINT RANGE OF VENDOR 1099S (RNG)

The Print Range of Vendor 1099s option allows the user to print out IRS Form 1099s for a range of vendors. For example, the user could print out all Vendor names beginning with the letter A. The Print Range of Vendor 1099s option is selected by typing RNG at the Select 1099 Print Menu Option prompt.

```
TST   Print Test 1099s
ALL   Print 1099s
ONE   Print One 1099
RNG   Print Range of Vendor 1099s

Select 1099 Print Menu Option: RNG   Print Range of Vendor 1099s
Select FINANCE LOCATION: Billings    40
Select CALENDAR YEAR:  (0000-9999): 2000// 2001
Start with VENDOR: Adcon
End with VENDOR: Navajo
DEVICE: HOME//
```

Figure 5-25: Print Range of Vendor of 1099s

After selecting this option, enter the finance location (payer) of the 1099s you want to print. To see a list of finance locations in the ARMS database, type ?? at the “Select FINANCE LOCATION:” prompt. The user entered Billings as the finance location in Figure 5-25.

Enter the calendar year of the 1099s at the “Select CALENDAR YEAR:” prompt. If the calendar year you are searching for is the default response, just press the Return key. If you want to select a different calendar year, enter the new year at the prompt. In Figure 5-25, the default calendar year is 2000 and the user selected calendar year 2001.

Enter the first vendor on the 1099 you want to print. To see a list of vendors in the ARMS database, type ?? at the "Select VENDOR:" prompt. The user entered Adcon Inc. (Adcon) as the first vendor in Figure 5-25. Enter the last vendor on the 1099 you want to print. The user entered Navajo Division of Health (Navajo) as the last vendor in the range.

You are now ready to print your 1099s. Select the device you want to print them to and follow the standard steps for printing/viewing an ARMS report.

## 5.11 CREATE EXPORT FILES (EXP)

The Create Export Files option allows the user to take the data in the vendor file and place it into a UNIX file for export to the IRS. The Create Export Files option is selected by typing EXP at the Select IRS Menu Option prompt.

```
Select IRS 1099 MENU Option: EXP Create Export Files
Select ARMS 1099 PAYER NAME: BILLINGS 40

This generates files containing 1099 records. You must select a STATE or IRS
and a file will be generated for that selection. You may run this program
as many times as necessary until all STATE files needed are created.

Enter 2 character State Abbreviation or 'IRS': MT
Enter Calendar Year (eg 1998): (0000-9999): 2000//

Select one of the following:

      M      Mailing Address
      B      Billing Address
      R      Remit To Address

Which VENDOR File Address is to be used?: M// ailing Address
Working...

Records have been put into UNIX file /usr/spool/afsddata/acriirsMT.301262
DEVICE: HOME//
```

Figure 5-26: Create Export File Options

After selecting this option, ARMS request the 1099 payer name. To review a list of payers in the ARMS database, type ?? and press the Return key. In Figure 5-26, the user entered Billings (Billings Area) as the 1099 payer name.

ARMS next requests you to enter the vendor's state or IRS facility in which the payer has filed 1099s. In Figure 5-26, the user entered Montana as the state. Notice in the message shown you can run this option until files for all 50 states have been created.

Enter the calendar year for which you are requesting the 1099 information. In Figure 5-26, calendar year 2000 is the default response. If you are requesting information for calendar year 2000, just press the Return key at the "Enter

Calendar Year (e.g. 1998):” prompt. If you would like to create an export file for a different year, enter the desired year at the prompt and press the Return key.

Choose the vendor file address to use and enter it at the “Which VENDOR File Address is to be used?: M//” prompt. Figure 5-26 shows three address choices to choose from. Mailing address is the default response. ARMS will show the file where the records have been placed.

Select the device to where you want to print the vendor records and follow the standard steps for printing/viewing an ARMS report.

```
Records have been put into UNIX file /usr/spool/afsddata/acriirsMT.301262
DEVICE: HOME//

*****
                LISTING OF 1099 VENDORS FOR CY 2000                PAGE 1
      E. I. N.      V E N D O R   N A M E      A M O U N T
*****

NUMBER OF 'B' RECORDS GENERATED FOR MT = 0
TOTAL DOLLAR AMOUNT FOR MT =                0.00
```

**Figure 5-27: Export File Print Options and Results**

ARMS will print a summary report of the payments to vendors in the state of Montana. In the example shown in Figure 5-27, there were no payments made to vendors in Montana for calendar year 2000. After presenting that information, ARMS returns you to the IRS 1099 Menu to choose another option.

## 6. PRIME VENDOR DATA IMPORT (PV)

The Prime Vendor Data Import option allows the user to import and access prime vendor purchase order data from the prime vendor contract file. The Prime Vendor Data Import option is selected by entering PV from the User Menu.

```
Select Administrative Resource Management System Option: PV Prime Vendor Data I
mport

      Utility to Import Prime Vendor Purchase Order Data

IMPORT Prime Vendor Purchase Order Data? NO// YES

Name of file to import: AS1A.260// AS02.349
701048 00603388128      HYDROCODONE/APAP 5/500MG  QL
T      500TB Imported.
701048 00093029301      CARBIDOPA/LEVODOPA 25/100 $TV
R      100TB Imported.
701048 52268010001      GOLYTELY
      4LTRPD Imported.
701048 00054452725      LITHIUM CARBONATE 300MG $RX
N      100TB Imported.
701048 00168005430      NYSTATIN 100MU/GM $FG
R      30GMCR Imported.
701048 00074697801      ORETIC 25MG
      100TB Imported.
701048 00006023758      PRINIVIL 40MG
      100TB Imported.
```

Figure 6-1: Import Prime Vendor Purchase Order Data Options

After selecting the Prime Vendor Data Import option, ARMS will ask you to verify the import option (Figure 26). Type Yes to import the data at the “IMPORT Prime Vendor Purchase Order Data? NO//” prompt. If you do not want to import prime vendor data, choose the default response (No) to return to the User Menu.

Enter the name of the file to import. A previous file will be the default response. If you have a new import file to import enter the file at the “Name of file to import:” prompt. Figure 6-1 shows the default import file to be AS1A.260. The user entered a new file (AS02.349) and pressed the Return key.

After pressing the Return key ARMS displays a list of the vendor data being imported. Upon completion ARMS displays the message Import Complete (Figure 6-2). To import another prime vendor purchase order data file, press the Return key to continue. To return to the User Menu, type “^” and press the Return key.

```
IP01126 00168000680 TRIAMCINOLONE ACET 0.1% FG
R 80GMOT Imported.
IP01126 00173044100 ZANTAC 50MG/50ML PREMIX 50ML
24BG Imported.
IP01126 08290309604 BD SYR 10CC LUER LOCK 960
4 100'SSY Imported.
IP01126 08290309661 BD SYR 20CC LUER LOCK 30966
1 40'S Imported.
IP01126 08290309663 BD SYR 50/60CC LUER LOCK 966
3 30'S Imported.
IP01126 08290309602 BD SYR ONLY 1ML TBC 30966
2 100'S Imported.
IP01126 55390023701 DOXORUBICIN 50MG BD
F 25MLVL Imported.
IP01126 08290309650 BD LUER-LOK 30ML
40SY Imported.
PCC1092 60574411101 SYNAGIS 100MG
1VL Imported.

Import Complete.

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

Figure 6-2: Import Complete

## 7. EXPORT DHRs TO CORE (EX)

The Export DHRs To CORE option allows the user to transfer document history data record files to the Core data system using FTP protocol. The Export DHRs To CORE option is selected by typing EX at the “Select Administrative Resource Management System Option:” prompt on the User Menu.

```
TV      Complete Travel Voucher
ZIRS    IRS 1099 MENU ...

Select Administrative Resource Management System Option: EX  Export DHRs to CORE

      810    May 14 17:02  afsdhaba.01134
      486    Oct 24 2000  afsdhara.00298
      1134    Aug 09 15:28  afsdhara.01030
      486    Jun 27 15:08  afsdhara.01178

Select FILE for export: afsdhaba.01134
Processing file afsdhaba.01134, please wait ...
File Transmission Successful !!!

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

Figure 7-1: Export DHRs to Core Option Menu

After selecting this option, ARMS displays a list of files available for transfer to the CORE data system (Figure 7-1). Enter a file for transfer at the “Select FILE for export:” prompt and press the Return key. In Figure 7-1, the user chose file afsdhaba.01134. ARMS processes the file and displays the confirmation message showing successful file transmission.

```
Select FILE for export: afsdhaba.01134
Processing file afsdhaba.01134, please wait ...
File Transmission Successful !!!

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

      486    Oct 24 2000  afsdhara.00298
      1134    Aug 09 15:28  afsdhara.01030
      486    Jun 27 15:08  afsdhara.01178

Select FILE for export: 
```

Figure 7-2: Updated Files for Export

Figure 7-2 shows the list of exportable files has been updated. To exit and return to the User Menu, type “^” at the “Select FILE for export:” prompt and press the Return key.

## 8. RECEIVE ODD OBLIGATIONS FROM CORE (RECV)

The Receive ODD Obligations From Core option allows the user to transfer obligation and payment transaction data from CORE to the Area open document database. The Receive ODD Obligations From CORE option is selected by entering RECV from the User Menu.

The Receive ODD Obligations from CORE option is used to download or receive the open document data file from CORE. It is locked with security key ACRFZ ODD. Upon entering this option, you are prompted to select an accounting point containing the data you desire. Entering a question mark “?” at this prompt will display a list of accounting points. It is important that you choose only your Area's accounting point(s) as these files are very large and will take up considerable storage space on your system disk. After choosing the accounting point, a message will be displayed showing the default UNIX directory where the downloaded file will be placed. The default UNIX directory is stored in the ODD UNIX PATH field #301 of the FMS System Defaults parameters file. If this is OK, press the Return key to accept the default response (YES). If this is not OK, you will be prompted to enter a different UNIX directory. The full UNIX directory path must be entered and it must be a valid directory on your system. After you have answered all prompts, the software will begin the download process. This can take several minutes. After the download is completed, you will receive the message `File Receive Successful !!!!`. If you have attempted to download the file several times without success, please contact your ARMS Manager for assistance.

The downloaded filename will contain the accounting point number in the filename extension. Each time a file is downloaded for an accounting point, the previous file for that accounting point will be replaced with the new file.

Figure 8-1 shows an example of using the Receive ODD Obligations from CORE option.

```
Select Administrative Resource Management System Option: recv  Receive ODD Oblig
ations from CORE
Select ACCOUNTING POINT: 42          TUCSON
The ODD download file will be put into directory /usr/spool/afsddata/
Is this OK? YES//
Getting 'ofm.has.corodd.ap42' - saving as /usr/spool/afsddata/pccspc.042 ...
Please wait ... (note: this may take up to 10 minutes)
File Receive Successful !!!

Enter RETURN to continue:
```

Figure 8-1: Receive ODD Obligations From Core



## 9. IMPORT ODD OBLIGATIONS TO OPEN DOCUMENT DATABASE (IMP)

The Import ODD Obligations To Open Document Database option allows the user to load data contained in the CORE file to the Area's open document database. This is completed once the ODD open document file is transferred from CORE to an Area system (Using the RECV option). The Import ODD Obligations To Open Document Database option is selected by entering IMP from the User Menu.

```
Select Administrative Resource Management System Option: IMP  Import ODD Obligat
ions to Open Document Database
      IMPORT CORE OBLIGATIONS DOWNLOAD FILE

      This import process will completely replace all data
      currently stored in your local obligations document
      file with the current obligations data on file in the
      CORE Accounting System.  There should have been NO
      payment data entered into the ARMS PAYMENT system since
      the last DHR Data Entry splitout & transmission to CORE.
      Otherwise, that data must be re-entered after this
      import process is completed.  IT IS RECOMMENDED THAT
      YOU REQUEST YOUR ADP SITE MANAGER SAVE THE GLOBAL
      ^AFSLODOC BEFORE YOU CONTINUE WITH THIS PROCESS.

Do you want to continue? NO// Yes  YES
```

Figure 9-1: Import ODD Obligations to Open Document Database - Part 1

Option IMP Import ODD Obligations to Open Document Database is used to upload the data from the CORE open document file into the Area open document database. This option is locked with security key ACRFZ ODD. Using this option will delete all data in your open document database. It is recommended that you have your system administrator make a backup copy of the ^AFSLODOC global before proceeding. All payment data entry must be completed and a DHR data entry splitout and transmission to CORE should be accomplished prior to uploading the CORE open document data into the open document database.

```
Do you want to continue? NO// Yes  YES

ODD files available for import into Open Document database

      0          pccspc.0
      0          pccspc.040
      0          pccspc.042
      3          pccspc.053
      3          pccspc.057

Select FILE for import: pccspc.0
```

Figure 9-2: Import ODD Obligations to Open Document Database - Part 2

Once you have selected the Import option, a list of files available for import will be displayed and you will be prompted to select which CORE open document data file to upload into the Area open document database. The complete file name must be entered.

```
READY TO IMPORT SELECTED DOWNLOAD FILE.

Some Area Offices make obligations/payments for multiple accounting points.
I must CLEAR the local obligations database before importing the 1ST
Accounting Point download file ONLY.

***WARNING! ANSWERING "Y" TO THE NEXT QUESTION WILL CLEAR THE DATABASE.
IS THIS THE 1ST ACCOUNTING POINT (OF THIS DOWNLOAD) TO BE IMPORTED? (Y/N/^) N//Y
es

ENTER "Y" AGAIN TO BEGIN (Y/N) N//Y
```

Figure 9-3: Import ODD Obligations to Open Document Database - Part 3

The next prompt will ask if this is the first accounting point of this download to be imported. Answering YES to this question will delete or clear the existing database; the database must be cleared before importing the first file. Answer NO to this question if you are importing more than one file and this is not the first one. After answering all the prompts, the upload process will begin. This could take several minutes. An end time will be displayed when the upload is completed.

```
ENTER "Y" AGAIN TO BEGIN (Y/N) N//Y

LOADING RECORDS FOR A/P 0
WORKING 3

BEGINNING COMPILED RE-CROSSREFERENCING. PLEASE WAIT WHILE FILEMAN REINDEXES.
BEGIN: SEP 13, 2001@10:59:23
END: SEP 13, 2001@10:59:55
9:55
```

Figure 9-4: Import ODD Obligations to Open Document Database - Part 4

## 10. FUND DISTRIBUTION... (FD)

The Fund Distribution option provides access to submenus for distributing funds:

- Enter Appropriations
- Distribute Allotments
- Distribute Allowances
- Edit Department Account
- Distribute Local Accounts by Object Class
- Create NEXT fiscal year accounts
- Move Financial Accounts
- Close Department Accounts
- Distribution of Funds Hierarchical Structure

The Fund Distribution option is selected by typing FD at the Select Administrative Resource Management System Option prompt on the User Menu (Figure 10-1).

```
Select Administrative Resource Management System Option: FD Fund Distribution

      WARNING: RESTRICTED GOVERNMENT FINANCIAL DATA, UNAUTHORIZED
      ENTRY INTO THIS SYSTEM OR USE OF THIS DATA IS A FEDERAL CRIME
      *****
      ** ADMINISTRATIVE RESOURCE MANAGEMENT SYSTEM **
      *****

      VERSION 2.1T1
      ALBUQ AREA A/SA PROGRAM
      CURRENT USER: DAVID WHITE

      FUND DISTRIBUTION

APP  Enter Appropriations
ALT  Distribute Allotments
ALW  Distribute Allowances
SUB  Edit Department Account
DLA  Distribute Local Accounts by Object Class
NEW  Create NEXT Fiscal Year Accounts
MFA  Move Financial Accounts
CLS  Close Department Accounts
DFH  Distribution of Funds Hierarchical Structure
```

Figure 10-1: Fund Distribution Sub-Menus

### 10.1 ENTER APPROPRIATIONS (APP)

The Enter Appropriations option allows the user to access the Funds Distribution module for entering congressional appropriations in to the database. The Enter Appropriations option is selected by entering APP from the Select Fund Distribution Option prompt (Figure 10-2).

```

Select Fund Distribution Option: APP  Enter Appropriations

      Select ALLOTMENT

ID NO.  APPROPRIATN  O FY      ID NO.  APPROPRIATN  O FY
-----  - - - - -      - -      - - - - -      - -
25      756/70390      0 01      13      75X8889      98
24      7560390        01      12      75X8889      97
23      759/10140      00      11      75X0391
22      759/10140      99      10      75X8889
20      75X0391        99      9       75X8889
19      755/70390      0 00      8       7570390      97
18      9990001        0 99      7       7550390      95
17      9980001        0 98      6       7550390      95
15      7590390        99      5       7540390      94
14      7580390        98      4       7530390      93

List more ALLOTMENTS? YES// █

```

Figure 10-2: Select Allotment

Begin by selecting an allotment to enter the appropriation. ARMS will display a listing of allotments along with their ID number, appropriation number, and fiscal year. If you would like to see more allotments, type Y at the “List more ALLOTMENTS? YES//” prompt. If you see the allotment you need in this list or have the information for the account, type N or NO and press the Return key (Figure 10-2).

```

List more ALLOTMENTS? YES// NO

Select one of the following:

1      By ID NO.
2      Appropriation Number

Select Account by: By ID NO.//

ID NO.: 25  1000000      ORIGINAL      2001      756/70390
...OK? Yes//

```

Figure 10-3: Select Account

When you respond with N or NO, ARMS will ask you what identifier you would like to use to select an allotment. In the example shown in Figure 10-3, the user chose Option 1, by ID NO. Since Option 1 is the default response, you can select it by pressing the Return key at the “Select Account by: By ID NO.//” prompt. At the “ID NO:” prompt, the user entered 25. ARMS then displayed the current appropriation information for that particular allotment. ARMS will ask you to verify the information. If the information is correct, accept the default response by pressing the Return key at the OK? Yes// prompt. If this is not the information you want, type No and press the Return key at the prompt.

|    |           |      |    |         |    |
|----|-----------|------|----|---------|----|
| 25 | 756/70390 | 0 01 | 13 | 75X8889 | 98 |
| 24 | 7560390   | 01   | 12 | 75X8889 | 97 |

AMOUNT: 1000000

APPROPRIATION NO.: 756/70390

FISCAL YEAR: 2001

CREATE NEXT YEAR ACCOUNT: YES

Employees with APPROPRIATION Access

-----

+STARR,CERIDWEN

PIKE,MIKE L

JONES,ROBERT K

WHITE,DAVID

|        |    |
|--------|----|
| 5X0391 |    |
| 5X8889 |    |
| 5X8889 |    |
| 570390 | 97 |
| 550390 | 95 |
| 550390 | 95 |
| 540390 | 94 |
| 530390 | 93 |

Exit    Save    Refresh

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

COMMAND: EXIT                      Press <PF1>H for help    **Insert**

Figure 10-4: Appropriation Record

After verifying the appropriation information, ARMS displays data for that particular appropriation (Figure 10-4). You can go through and make any necessary updates to the fields of that appropriation.

After updates to the field for that particular appropriation have been completed Save and Exit that allotment record. ARMS returns you to the Select Allotment menu to modify additional appropriations or return to the User Menu.

## 10.2 DISTRIBUTE ALLOTMENTS (ALT)

The Distribute Allotments option allows the user to access the Funds Distribution module for distribution of appropriations in the form of allowances, usually from Headquarters to the Areas. The Distribute Allotments option is selected by entering ALT from the Select Fund Distribution Option prompt.

```

Select Fund Distribution Option: ALT  Distribute Allotments

      Select ALLOTMENT

ID NO.  APPROPRIATN  O FY      ID NO.  APPROPRIATN  O FY
-----  - - -      - - -      - - -      - - -
25      756/70390      0 01      13      75X8889      98
24      7560390        01      12      75X8889      97
23      759/10140      00      11      75X0391
22      759/10140      99      10      75X8889
20      75X0391        99      9       75X8889
19      755/70390      0 00      8       7570390      97
18      9990001        0 99      7       7550390      95
17      9980001        0 98      6       7550390      95
15      7590390        99      5       7540390      94
14      7580390        98      4       7530390      93

List more ALLOTMENTS? YES// █

```

Figure 10-5: Select Appropriation

Begin by selecting an appropriation. ARMS will display a listing of appropriations with their ID numbers, appropriation number, and fiscal year. If you would like to see more appropriations, type Y at the “List more ALLOTMENTS? YES//” prompt. If you see the appropriation you need in this list or have the information for the account, type N or NO and press the Return key (Figure 10-5).

```

List more ALLOTMENTS? YES// NO

Select one of the following:

1      By ID NO.
2      Appropriation Number

Select Account by: By ID NO.//
ID NO.: 24  1000000      2001      7560390
...OK? Yes// █

```

Figure 10-6: Select Appropriation by ID NO.

When you respond with N or NO, ARMS will ask you what identifier you would like to use to select an allotment. In the example shown in Figure 10-6, the user chose Option 1, by ID NO. Since Option 1 is the default response, you can select it by pressing the Return key at the “Select Account by: By ID NO.//” prompt. At the “ID NO:” prompt, the user entered 25. ARMS then displayed the current appropriation information for that particular allotment. ARMS will ask you to verify the information. If the information is correct, accept the default response by pressing the Return key at the OK? Yes// prompt. If this is not the information you want, type No and press the Return key at the prompt.

```

Selected ALLOTMENT      (Number 24)
ALLOWANCE: 1000000  DISTRBD: 10100  UNOSTRD: 989900
% UNCOMTD: 98%  % DSTBD: 1%  %FY RMG: 2%
COMMITTED: 0  OBLGATD: 0  SPENT: 0
UNCOMMTD: 1000000  UNOBLTD: 1000000  UNSPENT: 1000000
APPROP NO: 7560390

Select ALLOWANCE

ID NO. LOCATION          ALLOW SS 0 FY | ID NO. LOCATION          ALLOW SS 0 FY
-----|-----
58          XXXXX XX 0 01 | 57          XXXXX XX 0 01

Select one of the following:

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

Which one:

```

Figure 10-7: Appropriation Information

After verifying the appropriation information, ARMS displays in depth data for that particular appropriation (Figure 10-7). You can add or edit allowances within an appropriation. Figure 10-7 shows four options for modifying the appropriation data.

### 10.2.1 ADD NEW ACCOUNT

ARMS will provide the opportunity to create a new allowance under a specific appropriation. To add a new allowance, type 1 at the “Which one:” prompt as shown in Figure 10-8.

```

Which one: 1  ADD New Account

New ACCOUNT DOLLAR AMOUNT: 14000
Are you adding '14000' as a new FMS ALLOWANCE? No// YES

```

Figure 10-8: Add Allowance

After choosing to add a new allowance, ARMS will ask you to enter the dollar amount to load in to this particular allowance. In Figure 10-8, the user entered \$14,000 for the new allowance. ARMS replied by asking the user to verify this dollar amount as a new FMS allowance. If you do not want to create a new FMS allowance, just press the Return key at the prompt to accept the default response (No). If you are adding a new FMS allowance, type Yes and press the Return key at the prompt.

|                                                                           |                                    |                              |
|---------------------------------------------------------------------------|------------------------------------|------------------------------|
| APPROP NO:                                                                | AMOUNT: 14000                      |                              |
|                                                                           | ALLOWANCE IDENTIFIER: Jordyn       |                              |
|                                                                           | RECURRING/NON-RECURRING: RECURRING |                              |
| ID NO. LOC                                                                | ACCOUNTING POINT: 53               | OW SS 0 FY                   |
| -----                                                                     | ALLOWANCE: 29153                   | -- -- -- --                  |
| 62                                                                        | SUB-SUB-ACTIVITY: 16               | 53 56 0 01                   |
| 61                                                                        | CREATE NEXT FY ACCOUNT: YES        | XX XX 0 01                   |
| 60                                                                        | Employees with ALLOWANCE Access    | XX XX 0 01                   |
|                                                                           | -----                              |                              |
|                                                                           | WHITE, DAVID                       |                              |
| Selec                                                                     |                                    |                              |
|                                                                           | 3 DECREASE Existing Account        |                              |
|                                                                           | 4 EDIT Existing Account            |                              |
| Exit Save Refresh                                                         |                                    |                              |
| Enter a command or '^' followed by a caption to jump to a specific field. |                                    |                              |
| COMMAND:                                                                  |                                    | Press <PF1>H for help Insert |

Figure 10-9: Revise Allowance Record

After verifying this choice, ARMS displays an allowance record to update. Figure 10-9 shows a sample record with following fields.

- **Amount:** Enter the dollar amount to be placed in this allowance.
- **Allowance Identifier:** Enter a name that identifies the recipient of these funds.
- **Recurring/Non-Recurring:** Enter the appropriate code to designate whether this allowance will be a yearly occurrence.
- **Accounting Point:** Enter the appropriate accounting point for this allowance.
- **Allowance:** Enter the allowance number that is appropriate to these funds.
- **Sub-Sub Activity:** Enter the appropriate sub-sub activity for this allowance.
- **Create Next FY Account:** Enter Y or N. This field controls the creation of the next year's financial account. If YES is entered, a new account for the next fiscal year will be established regardless of any other conditions, such as the current year's funds being non-recurring. Likewise, if NO is entered, no new account will be created.



- **Employees With Allowance Access:** Enter the name(s) of the individual(s) who should have access to these funds.

If you have any questions concerning what to enter in the fields, type ?? at the field prompt and press the Return key to see an explanation of the field. Remember, underlined fields are mandatory. When you are finished, save and exit the record.

| ID NO.                                                                    | LOC   | AMOUNT: 14000                        | ALLOWANCE IDENTIFIER: Jordyn | OW                                                          | SS | O  | FY   |
|---------------------------------------------------------------------------|-------|--------------------------------------|------------------------------|-------------------------------------------------------------|----|----|------|
| 62                                                                        | ----  | Description/Purpose of the Allowance |                              |                                                             | -- | -- | --   |
| 61                                                                        |       | ARMS Support                         |                              |                                                             | 53 | 56 | 0 01 |
| 60                                                                        |       |                                      |                              |                                                             | XX | XX | 0 01 |
|                                                                           |       |                                      |                              |                                                             | XX | XX | 0 01 |
|                                                                           | Selec | Additional Comments                  |                              |                                                             |    |    |      |
|                                                                           | 4     |                                      |                              |                                                             |    |    |      |
| Exit    Save    Refresh                                                   |       |                                      |                              |                                                             |    |    |      |
| Enter a command or '^' followed by a caption to jump to a specific field. |       |                                      |                              |                                                             |    |    |      |
| COMMAND: <input type="text"/>                                             |       |                                      |                              | Press <PF1>H for help <input type="button" value="Insert"/> |    |    |      |

Figure 10-10: Allowance Description/Purpose

After saving and exiting the allowance record, you will be asked to describe how the funds loaded in this particular allowance will be used (Figure 10-11). When you are finished, save and exit the comments section.

```

ALLOWANCE: 1000000 DISTRBD: 71100 UNSTRD: 928900
% UNCOMTD: 92% % DSTBD: 7% %FY RMG: 2%
COMMITTED: 0 OBLGATD: 0 SPENT: 0
UNCOMMTD: 1000000 UNOBLTD: 1000000 UNSPENT: 1000000
APPROP NO: 7560390

Select ALLOWANCE

ID NO. LOCATION ALLOW SS O FY ID NO. LOCATION ALLOW SS O FY
-----
63 Jordyn 29153 16 0 01 59 Dave 29153 56 0 01
62 XXXXX XX 0 01 58 XXXXX XX 0 01
61 XXXXX XX 0 01 57 XXXXX XX 0 01
60 XXXXX XX 0 01

Select one of the following:

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

Which one: 

```

Figure 10-11: Updated Appropriation Distribution

The example in Figure 10-11 shows the appropriation with the new Jordyn allowance (ID NO. 63) added as a new distribution.

### 10.2.2 INCREASE EXISTING ACCOUNT

ARMS will provide the opportunity to increase an allowance under a specific appropriation. To increase an allowance, type 2 at the “Which one:” prompt (Figure 10-12).

```

Select ALLOWANCE

ID NO. LOCATION ALLOW SS O FY ID NO. LOCATION ALLOW SS O FY
-----
54 XXXXX XX 0 00 53 ARMS TRNG 58700 01 0 00

Select one of the following:

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

Which one: 2 INCREASE Existing Account

Amount of Increase/Decrease: 9000

ID NO. of Account to be Increased or Decreased: 53 500000 ARMS TRNG 0
ORIGINAL 2000 58700
...OK? Yes// 

```

Figure 10-12: Allowance Increase

Enter the amount of the increase at the “Amount of Increase/Decrease:” prompt and press the Return key. The user entered \$9000 in Figure 10-12.

Enter the ID NO. of the original allowance to be increased at the prompt and press the Return key. You cannot increase or decrease an allowance that is an increase or decrease action. For example, ID NO. 53 has O in the O column denoting this is an original allowance.

The user entered ID NO. 53 (ARMS TRNG) as the allowance to be increased. ARMS displays allowance data and asks the user to verify the selection. If this is the correct selection, accept the default response (Yes) by pressing the Return key at the “OK? Yes//” prompt.

|                                                                           |                                    |                       |
|---------------------------------------------------------------------------|------------------------------------|-----------------------|
| ID NO. LOC                                                                | AMOUNT: 9000                       | OW SS O FY            |
| -----                                                                     | ALLOWANCE IDENTIFIER: ARMS TRNG 1  | -----                 |
| 54                                                                        | RECURRING/NON-RECURRING: RECURRING | 00 01 0 00            |
|                                                                           | ACCOUNTING POINT: 65               |                       |
|                                                                           | ALLOWANCE: 58700                   |                       |
|                                                                           | SUB-SUB-ACTIVITY: 01               |                       |
| Sele                                                                      | CREATE NEXT FY ACCOUNT: N          |                       |
|                                                                           | Employees with ALLOWANCE Access    |                       |
|                                                                           | -----                              |                       |
|                                                                           | WHITE, DAVID                       |                       |
|                                                                           | STARR, CERIDWEN                    |                       |
| Which one:                                                                |                                    |                       |
| Amount of Increase/Decrease: 9000                                         |                                    |                       |
| Exit                                                                      | Save                               | Refresh               |
| Enter a command or '^' followed by a caption to jump to a specific field. |                                    |                       |
| COMMAND:                                                                  |                                    | Press <PF1>H for help |
|                                                                           |                                    | Insert                |

Figure 10-13: Revise Allowance Record

After verifying your selection, ARMS displays an allowance record to update. Notice the increase amount shown in the amount field is \$9000. The allowance identifier for the increase was changed to ARMS TRNG 1. Figure 10-13 shows a sample record.

If you have any questions concerning entries in the data fields, type ?? at the field prompt and press the Return key. To see an explanation of the fields refer back to Section 10.2.1. Remember, underlined fields are mandatory. When you are finished, save and exit the record.

|                                                                                        |                                                           |                                      |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------|
| ID NO. LOC<br>-----<br>54                                                              | AMOUNT: 9000<br>ALLOWANCE IDENTIFIER: ARMS TRNG 1         | OW SS O FY<br>-- -- --<br>00 01 0 00 |
| Select                                                                                 | Description/Purpose of the Allowance<br>ARMS TRNG Support |                                      |
|                                                                                        | Additional Comments                                       |                                      |
| Which one:                                                                             |                                                           |                                      |
| Amount of In                                                                           |                                                           |                                      |
| Exit    Save    Refresh                                                                |                                                           |                                      |
| Enter a command or '^' followed by a caption to jump to a specific field.              |                                                           |                                      |
| Save changes before leaving form (Y/N)? <b>YES</b> Press <PF1>H for help <b>Insert</b> |                                                           |                                      |

Figure 10-14: Allowance Purpose/Description

You will be asked to describe how the increased funds in this particular allowance will be used (Figure 10-14). The user in the example above stated that the funds would be used for ARMS training support. When finished, save and exit the comments section.

|                                |                           |                  |               |
|--------------------------------|---------------------------|------------------|---------------|
| Selected ALLOTMENT (Number 23) |                           |                  |               |
| ALLOWANCE: 1000000             | DISTRBD: 509001           | UNDSTRD: 490999  |               |
| % UNCOMTD: 49%                 | % DSTBD: 50%              | %FY RMG: 2%      |               |
| COMMITTED: 0                   | OBLGATD: 0                | SPENT: 0         |               |
| UNCOMMTD: 1000000              | UNOBLTD: 1000000          | UNSPENT: 1000000 |               |
| APPROP NO: 759/10140           |                           |                  |               |
| Select <b>ALLOWANCE</b>        |                           |                  |               |
| ID NO. LOCATION                | ALLOW SS O FY             | ID NO. LOCATION  | ALLOW SS O FY |
| -----                          | -----                     | -----            | -----         |
| 67 ARMS TRNG 1                 | 58700 01 I 00             | 53 ARMS TRNG     | 58700 01 0 00 |
| 54                             | XXXXX XX 0 00             |                  |               |
| Select one of the following:   |                           |                  |               |
| 1                              | ADD New Account           |                  |               |
| 2                              | INCREASE Existing Account |                  |               |
| 3                              | DECREASE Existing Account |                  |               |
| 4                              | EDIT Existing Account     |                  |               |
| Which one:                     |                           |                  |               |

Figure 10-15: Updated Appropriation Distribution

Figure 10-15 shows the appropriation with the new ARMS TRNG 1 allowance (ID NO. 67) added as a new distribution. Notice when you

increase an existing account, it actually creates a new account. You can identify this appropriation as an increase by looking in column O in Figure 10-15; the “I” indicates that this appropriation is an increase action.

### 10.2.3 DECREASE EXISTING ACCOUNT

ARMS will provide the opportunity to decrease an allowance under a specific appropriation. To decrease an allowance, type 3 at the “Which one:” prompt (Figure 10-16).

```

Select ALLOWANCE
ID NO. LOCATION ALLOW SS O FY | ID NO. LOCATION ALLOW SS O FY
-----|-----
67 ARMS TRNG 1 58700 01 I 00 | 53 ARMS TRNG 58700 01 0 00
54 XXXXX XX 0 00

Select one of the following:

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

Which one: 3 DECREASE Existing Account

Amount of Increase/Decrease: 1000

ID NO. of Account to be Increased or Decreased: 53 500000 ARMS TRNG 0
ORIGINAL 2000 58700
...OK? Yes// █

```

Figure 10-16: Allowance Increase

Enter the amount of the decrease at the “Amount of Increase/Decrease:” prompt and press the Return key. The user entered \$1000 in Figure 10-16.

Enter the ID NO. of the original allowance to be decreased at the prompt and press the Return key. You cannot increase or decrease an allowance that is an increase or decrease action. For example, you can not increase or decrease ID NO. 67 (Notice the I in the O column).

The user entered ID NO. 53 (ARMS TRNG) as the original allowance to be increased. ARMS displays allowance data and asks the user to verify the selection. If this is the correct selection, accept the default response (Yes) by pressing the Return key at the “OK? Yes//” prompt.

|                                                                           |                                      |                              |
|---------------------------------------------------------------------------|--------------------------------------|------------------------------|
| ID NO. LOC                                                                | AMOUNT: 1000                         | OW SS O FY                   |
| -----                                                                     | ALLOWANCE IDENTIFIER: ARMS TRNG 2    | -----                        |
| 67 ARM                                                                    | RECURRING/NON-RECURRING: NON-RECURNG | 00 01 0 00                   |
| 54                                                                        | ACCOUNTING POINT: 65                 |                              |
|                                                                           | ALLOWANCE: 58700                     |                              |
|                                                                           | SUB-SUB-ACTIVITY: 01                 |                              |
| Selec                                                                     | CREATE NEXT FY ACCOUNT: N            |                              |
|                                                                           | Employees with ALLOWANCE Access      |                              |
|                                                                           | -----                                |                              |
|                                                                           | WHITE,DAVID                          |                              |
|                                                                           | STARR,CERIDWEN                       |                              |
|                                                                           | -----                                |                              |
| Which one:                                                                |                                      |                              |
| Amount of Increase/Decrease: 1000                                         |                                      |                              |
| Exit Save Refresh                                                         |                                      |                              |
| Enter a command or '^' followed by a caption to jump to a specific field. |                                      |                              |
| COMMAND:                                                                  |                                      | Press <PF1>H for help Insert |

Figure 10-17: Revise Allowance Record

After verifying your selection, ARMS displays an allowance record to update. Notice the decrease amount shown in the amount field is \$1000. The allowance identifier for the increase was changed to ARMS TRNG 2. Figure 10-17 shows a sample record.

If you have any questions concerning entries in the data fields, type ?? at the field prompt and press the Return key. To see an explanation of the fields refer back to Section 10.2.1. Remember, underlined fields are mandatory. When finished, save and exit the record.

|                                                                           |                                      |                              |
|---------------------------------------------------------------------------|--------------------------------------|------------------------------|
| -----                                                                     | AMOUNT: 1000                         | -----                        |
| 67 ARM                                                                    | ALLOWANCE IDENTIFIER: ARMS TRNG 2    | 00 01 0 00                   |
| 54                                                                        |                                      |                              |
|                                                                           | Description/Purpose of the Allowance |                              |
| Selec                                                                     | Additional ARMS Support              |                              |
|                                                                           |                                      |                              |
| 19;1H                                                                     | Additional Comments                  |                              |
|                                                                           |                                      |                              |
| Exit Save Refresh                                                         |                                      |                              |
| Enter a command or '^' followed by a caption to jump to a specific field. |                                      |                              |
| COMMAND:                                                                  |                                      | Press <PF1>H for help Insert |

Figure 10-18: Allowance Purpose/Description

You will be asked to describe how the increased funds in this particular allowance will be used (Figure 10-18). The user states that the funds would be used for additional ARMS support. Save and exit the comments section when finished.

```

Selected ALLOTMENT (Number 23)
ALLOWANCE: 1000000 DISTRBD: 508001 UNDSRD: 491999
% UNCOMTD: 49% % DSTBD: 50% %FY RMG: 3%
COMMITTED: 0 OBLGATD: 0 SPENT: 0
UNCOMMTD: 1000000 UNOBLTD: 1000000 UNSPENT: 1000000
APPROP NO: 759/10140

Select ALLOWANCE

ID NO. LOCATION ALLOW SS O FY ID NO. LOCATION ALLOW SS O FY
-----
68 ARMS TRNG 2 58700 01 D 00 54 XXXXX XX 0 00
67 ARMS TRNG 1 58700 01 I 00 53 ARMS TRNG 58700 01 0 00

Select one of the following:

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

Which one:

```

Figure 10-19: Updated Appropriation Distribution

Figure 10-19 shows the appropriation with the new ARMS TRNG 2 allowance (ID NO. 68) added as a new distribution. Notice when you decrease an existing account, it actually creates a new account. You can identify this appropriation as a decrease by looking in column O in figure 10-19; the “D” indicates that this is a decrease action.

#### 10.2.4 EDIT EXISTING ACCOUNT

ARMS will provide the opportunity to edit an allowance for a specific appropriation. To edit an allowance, type 4 at the “Which one:” prompt (Figure 10-20).

```

Select ALLOWANCE
ID NO. LOCATION      ALLOW SS O FY | ID NO. LOCATION      ALLOW SS O FY
-----|-----
68  ARMS TRNG 2      58700 01 D 00 | 54  XXXXX XX 0 00
67  ARMS TRNG 1      58700 01 I 00 | 53  ARMS TRNG      58700 01 0 00

Select one of the following:

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

Which one: 4  EDIT Existing Account

ID NO.: 67  9000      ARMS TRNG 1      INCREASE      2000      58700
...OK? Yes//

```

Figure 10-20: Allowance Increase

Enter the ID NO. of the allowance to be edited at the prompt and press the Return key. The user entered ID NO. 67 (ARMS TRNG) as the allowance to be edited. ARMS displays allowance data and asks the user to verify the selection. If this is the correct selection, accept the default response (Yes) by pressing the Return key at the “OK? Yes//” prompt.

```

ID NO. LOC  AMOUNT: 1000      OW SS O FY
-----|-----
67  ARM  ALLOWANCE IDENTIFIER: ARMS TRNG 2      00 01 0 00
54  RECURRING/NON-RECURRING: NON-RECURNG
      ACCOUNTING POINT: 65
      ALLOWANCE: 58700
      SUB-SUB-ACTIVITY: 01
      CREATE NEXT FY ACCOUNT: N
      Select Employees with ALLOWANCE Access
      -----
      WHITE,DAVID
      STARR,CERIDWEN

Which one: _____

Amount of Increase/Decrease: 1000

Exit      Save      Refresh

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

COMMAND: _____      Press <PF1>H for help      Insert

```

Figure 10-21: Revise Allowance Record

After verifying your selection, ARMS displays an allowance record to edit. If no changes are necessary to a particular field, press the Return key to advance to the next field.



If you have any questions concerning entries in the data fields, type ?? at the field prompt and press the Return key. To see an explanation of the data fields refer back to Section 10.2.1. Remember, underlined fields are mandatory. When finished, save and exit the record.

```

-----
67      ARM      AMOUNT: 1000
54      ALLOWANCE IDENTIFIER: ARMS TRNG 2      -- -- --
                                                00 01 0 0

Select Description/Purpose of the Allowance
Additional ARMS Support

19;1H Additional Comments

Exit      Save      Refresh

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

COMMAND: Press <PF1>H for help      Insert

```

**Figure 10-22: Allowance Purpose/Description**

After making changes to the record, you can also edit the Description/Purpose and Additional Comments section (Figure 10-22). When you're finished editing this section, save and exit the record. Return to the proper allowance in the selected appropriation to review your changes.

### 10.3 DISTRIBUTE ALLOWANCES (ALW)

The Distribute Allowance option allows the user to access the Funds Distribution module for distribution of allowances (into sub-allowances), usually from Headquarters to the Areas. The Distribute Allowance option is selected by entering ALW from the Select Fund Distribution Option prompt.

Begin by selecting an allowance. ARMS will display a listing of allowances with their ID numbers, allowance number, and fiscal year. If you would like to see more allowances, type Y at the “List more ALLOWANCES? YES//” prompt. If you see the allowance you need in this list, or have the information for the account, type N or NO and press the Return key (Figure 10-23).

Select Fund Distribution Option: ALW Distribute Allowances

Select **ALLOWANCE**

| ID NO. | LOCATION    | ALLOW | SS | O | FY | ID NO. | LOCATION  | ALLOW | SS | O | FY |
|--------|-------------|-------|----|---|----|--------|-----------|-------|----|---|----|
| 68     | ARMS TRNG 2 | 58700 | 01 | 0 | 00 | 58     |           | XXXXX | XX | 0 | 01 |
| 67     | ARMS TRNG 1 | 58700 | 01 | 1 | 00 | 57     |           | XXXXX | XX | 0 | 01 |
| 66     | Jordyn 3    | 29153 | 16 | 0 | 01 | 56     | ANNE      | 99000 | 01 | 0 | 01 |
| 65     | Jordyn 2    | 29153 | 16 | 1 | 01 | 55     | ALY       | 99001 | 01 | 0 | 01 |
| 64     | Jordyn 1    | 29153 | 16 | 1 | 01 | 54     |           | XXXXX | XX | 0 | 00 |
| 63     | Jordyn      | 29153 | 16 | 0 | 01 | 53     | ARMS TRNG | 58700 | 01 | 0 | 00 |
| 62     |             | XXXXX | XX | 0 | 01 | 52     | TEST1     | 58700 | 01 | 0 | 99 |
| 61     |             | XXXXX | XX | 0 | 01 | 51     |           | XXXXX | XX | 0 | 99 |
| 60     |             | XXXXX | XX | 0 | 01 | 50     | ANNE      | 99000 | 01 | 0 | 00 |
| 59     | Dave        | 29153 | 56 | 0 | 01 | 49     | ALY       | 99001 | 01 | 0 | 00 |

List more ALLOWANCES? YES// NO

Figure 10-23: Select Allowance

When you respond with N or NO, ARMS will ask you what identifier you would like to use to select an allowance. In the example shown in Figure 10-24, the user chose Option 1, by ID NO. Since Option 1 is the default response, you can select it by pressing the Return key at the “Select Account by: By ID NO.//” prompt. At the “ID NO:” prompt, the user entered 53 (ARMS TRNG). ARMS then displayed summarized allowance information for that particular selection. ARMS will ask you to verify the information. If the information is correct, accept the default response (Yes) by pressing the Return key at the “OK? Yes//” prompt. If this is not the information you want, type No and press the Return key at the prompt.

List more ALLOWANCES? YES// NO

Select one of the following:

- 1 By ID NO.
- 2 Location Name
- 3 Allowance

Select Account by: By ID NO.//

ID NO.: 53 500000 ARMS TRNG ORIGINAL 2000 58700

...OK? Yes// (Yes)

Figure 10-24: Select Allowance by ID NO.

After selecting Allowance account 53, ARMS displays detailed financial information for that particular account, including information regarding previously created sub-allowances. Figure 10-25 shows one sub-allowance (ID NO. 228/Trng Support) created for this particular allowance.

```

Selected ALLOWANCE (Number 53) ARMS TRNG
ALLOWANCE: 508000 DISTRBD: 125000 UNDSRDO: 383000
% UNCOMTD: 75% % DSTBD: 24% %FY RMG: 2%
COMMITTED: 31386288 OBLGATO: 31245896 SPENT: 185941
UNCOMMTD: (30878288) UNOBLTD: (30737896) UNSPENT: 322059
APPROP NO: 759/10140 ALLOWNC: 58700 SUB-SUB: 01

Select SUB-ALLOWANCE

ID NO. LOCATION ALLOW SS O FY | ID NO. LOCATION ALLOW SS O FY
-----|-----
228 Trng Support 58700 01 0 00

Select one of the following:

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

Which one:

```

Figure 10-25: Allowance Information

There are four options for distributing funds within an allowance. You can add new sub-allowances, increase/decrease funds within existing sub-allowances, or edit the sub-allowance. For information on these options, refer to section 10.2.

After completing one of the four options, ARMS will ask you to verify that you want to create DHR for this action. Accept the default response (No) if you do not want to create a DHR for this action. This will return you to the Select Allowance menu. To create a DHR, type Yes and press the Return key.

After creating a DHR, ARMS advises you that a DHR will be created and forwarded to the Health Accounting System. ARMS will ask you to verify that you want to proceed with the action. If you want to proceed with the action, type Yes at the prompt and press the Return key. If you do not want to proceed, just press the Return key to return to the Select Allowance menu.

You will have to create sub-allowance(s) for an allowance that contains no sub-allowances. You will have a choice of (1) creating a single fund distribution or (2) a group distribution for the allowance. A single distribution creates a single sub-allowance for the allowance selected. A group distribution creates a sub allowance with a cluster of recipients of allowance funds.

Creating a single distribution is much like creating a new sub-allowance for an allowance. Group distributions are more complex. You can either choose a previously existing group distribution or create a new group distribution. If you choose a pre-existing distribution group, you will have to set up account data for each recipient in the group. If you are creating a new distribution group, this must be done through the Systems Setup options in the ARMS Manager menu.

## 10.4 EDIT DEPARTMENT ACCOUNT (SUB)

The Edit Department Account option provides the user access for distribution of sub-allowances to local department accounts. The Edit Department Account is selected by entering SUB from the Select Fund Distribution Option prompt.

Begin by selecting a sub-allowance. ARMS will display a listing of sub-allowances with their ID number, allowance number, and fiscal year. If you would like to see more sub-allowances, type Y at the “List more SUB-ALLOWANCES? YES//” prompt. If you see the sub-allowance you need in this list, or have the information for the account, type N or NO and press the Return key (Figure 10-26).

| Select SUB-ALLOWANCE |                 |       |    |   |    |        |                 |       |    |   |    |
|----------------------|-----------------|-------|----|---|----|--------|-----------------|-------|----|---|----|
| ID NO.               | LOCATION        | ALLOW | SS | O | FY | ID NO. | LOCATION        | ALLOW | SS | O | FY |
| 245                  | Trng Support    | 58700 | 01 | I | 00 | 235    | 87 OEH PROJECTS | 99000 | 01 | O | 01 |
| 244                  | Trng Support    | 58700 | 01 | I | 00 | 234    | 92 OEH PROJECT  | 99000 | 01 | O | 01 |
| 243                  | ARMS Operations | 58700 | 01 | O | 00 | 233    | MIKE            | 99001 | 01 | O | 01 |
| 242                  | DAW3            | 58700 | 01 | O | 00 | 232    | DOUG            | 99001 | 01 | O | 01 |
| 241                  | 50              | 29153 | 16 | O | 01 | 231    | 89 OEH PROJECTS | 99001 | 01 | O | 01 |
| 240                  | 50              | 29153 | 16 | O | 01 | 230    | 90 OEH PROJECTS | 99001 | 01 | O | 01 |
| 239                  | DAW 1           | 29153 | 16 | O | 01 | 229    |                 | 99001 | 01 | O | 00 |
| 238                  |                 | 58700 | 01 | O | 99 | 228    | Trng Support    | 58700 | 01 | O | 00 |
| 237                  | TRAVIS          | 99000 | 01 | O | 01 | 227    | TESTTHIS        | 58700 | 01 | O | 99 |
| 236                  | DAVE            | 99000 | 01 | O | 01 | 226    | FS OEH GEN ACCT | 39165 | 28 | O | 94 |

List more SUB-ALLOWANCES? YES// NO

Figure 10-26: Select Allowance

When you respond with N or NO, ARMS will ask to choose an identifier to select a sub-allowance. In the example shown in Figure 10-27, the user chose Option 1, by ID NO. Since Option 1 is the default response, you can select it by pressing the Return key at the “Select Account by: By ID NO.//” prompt. At the “ID NO:” prompt, the user entered 228 (Trng Support). ARMS then displayed summarized allowance information for that particular selection. ARMS will ask you to verify the information. If the information is correct, accept the default response (Yes) by pressing the Return key at the “OK? Yes//” prompt. If this is not the information you want, type No and press the Return key.

```

List more SUB-ALLOWANCES? YES// NO

Select one of the following:

1      By ID NO.
2      Location Name
3      Allowance

Select Account by: By ID NO.//

ID NO.: 228 125000      Trng Support      ORIGINAL      2000      58700      01
020
...OK? Yes// (Yes)

```

Figure 10-27: Select Sub-Allowance by ID NO.

After selecting account 228, ARMS displays detailed financial information for that particular sub-allowance (Figure 10-28), including information about previously created department accounts. Notice six department accounts were created for this particular allowance.

```

Selected SUB-ALLOWANCE (Number 228) Trng Support
ALLOWANCE: 127000 DISTRBD: 250000 UNDSRD: (123000)
% UNCOMTD: 0% % DSTBD: 196% %FY RMG: 2%
COMMITTED: 31386288 OBLGATD: 31245896 SPENT: 185941
UNCOMMTD: (31259288) UNOBLTD: (31118896) UNSPENT: (58941)
APPROP NO: 759/10140 ALLOWNC: 58700 SUB-SUB: 01

Select DEPARTMENT ACCOUNT

```

| ID NO.   | DEPARTMENT                    | CAN NO. | FY | SSA        |
|----------|-------------------------------|---------|----|------------|
| (228) 92 | FINANCE (114)                 | J658888 | 01 | FACMAN-IHS |
| (228) 91 | DIV SYSTEMS DEVELOPMENT (125) | J658888 | 01 | FACMAN-IHS |
| (228) 90 | ARMS (999)                    | J658888 | 01 | FACMAN-IHS |
| (228) 87 | FINANCE (114)                 | J658888 | 00 | FACMAN-IHS |
| (228) 86 | DIV SYSTEMS DEVELOPMENT (125) | J658888 | 00 | FACMAN-IHS |
| (228) 85 | ARMS (999)                    | J658888 | 00 | FACMAN-IHS |

Figure 10-28: Sub-Allowance Information

There are four options for distributing funds within a sub-allowance. You can add new department accounts, increase/decrease funds within existing department accounts, or edit the department accounts (Figure 10-29). For information on these options, refer to section 10.2.

```

Select DEPARTMENT ACCOUNT

ID NO.  DEPARTMENT                                CAN NO.  FY  SSA
-----  -
(228)  92    FINANCE (114)                        J658888  01  FACMAN-IHS
(228)  91    DIV SYSTEMS DEVELOPMENT (125)        J658888  01  FACMAN-IHS
(228)  90    ARMS (999)                          J658888  01  FACMAN-IHS
(228)  87    FINANCE (114)                        J658888  00  FACMAN-IHS
(228)  86    DIV SYSTEMS DEVELOPMENT (125)        J658888  00  FACMAN-IHS
(228)  85    ARMS (999)                          J658888  00  FACMAN-IHS

Select one of the following:

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

Which one: █

```

Figure 10-29: Establishing Department Accounts

After modifying the accounts within the sub-allowance, ARMS displays a list of available transactions for use within a particular department account. You have the option to add or remove transactions from a particular department account. Figure 10-30 shows a list of available transactions along with the ADD/REMOVE options.

```

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

You may ADD or REMOVE Transaction which can be accessed by this department.
(** indicates that department has access to this type of transaction.)

Select one of the following:

1      ADD Transaction Types
2      REMOVE Transaction Types

Enter response: █

```

Figure 10-30: Add/Remove Transactions

To revise the transaction list, type 1 to add a transaction, or type 2 to remove a transaction. In Figure 10-31, the user selected option 2, Remove Transaction Types. The user then removed transaction 23, REQ FOR TRAINING, from use

by this account. Notice the stars are missing to the left of number 23. This denotes the transaction is inactive (Figure 10-31).

```

Select one of the following:

      1      ADD Transaction Types
      2      REMOVE Transaction Types

Enter response: 2 REMOVE Transaction Types
Select TRANSACTIONS to be used by this account: (1-24): 23

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

```

Figure 10-31: Revised Transaction List

After processing a transaction, ARMS will ask if you want to add or delete another transaction. If you are finished revising the transaction list, press the Return key at the Enter Response: prompt. This will return you to the Select Sub-Allowance menu.

## 10.5 DISTRIBUTE LOCAL ACCOUNTS BY OBJECT CLASS (DLA)

The Distribute Local Accounts By Object Class option allows the user to distribute local funds from a local account by object class. The Distribute Local Accounts By Object Class option is selected by entering DLA from the Select Fund Distribution Option prompt.

Begin by selecting the department account in which you want to distribute funds by object class. ARMS will display a listing of department accounts with their ID number, allowance number, and fiscal year. If you would like to see more department accounts, type Y at the "List more DEPARTMENT ACCOUNTS? YES/" prompt. If you see the department account you need in this list, or have the information for the account, type N or NO and press the Return key (Figure 10-32).

```

Select Fund Distribution Option: DLA  Distribute Local Accounts by Object Class

      Select DEPARTMENT ACCOUNT

      ID NO.  DEPARTMENT                                CAN NO.  FY  O  SSA
      -----
(228) 105    DIV SYSTEMS DEVELOPMENT (125)             J658888  00  0  FACMAN-IHS
(237) 100    PROPERTY & SUPPLY (124)                  J658888  01  0  FACMAN-IHS
(237) 99     FINANCE (114)                             J658888  01  0  FACMAN-IHS
(236) 98     DIV SYSTEMS DEVELOPMENT (125)             J658888  01  0  FACMAN-IHS
(236) 97     DIV OF TELECOMMUNICATIONS (222)           J658888  01  0  FACMAN-IHS
(233) 96     ARMS TRAINING (069)                       J658888  01  0  FACMAN-IHS
(233) 95     ARMS (999)                                J658888  01  0  FACMAN-IHS
(232) 94     PERSONNEL (112)                           J658888  01  0  FACMAN-IHS
(232) 93     COMMUNITY HEALTH/DSD (005)                J658888  01  0  FACMAN-IHS
(228) 92     FINANCE (114)                             J658888  01  0  FACMAN-IHS

      List more DEPARTMENT ACCOUNTS? YES// NO

```

Figure 10-32: Select Department Account

ARMS will ask you to choose an identifier to select an allowance. In the example shown in Figure 10-33, the user chose Option 1, by ID NO. Since Option 1 is the default response, you can select it by pressing the Return key at the "Select Account by: By ID NO.//" prompt. At the "ID NO.:" prompt, the user entered department ID No. 96 (ARMS TRAINING). ARMS then displayed summarized allowance information for that particular account. ARMS will ask you to verify the information. If the information is correct, accept the default response (Yes) by pressing the Return key at the "OK? Yes//" prompt. If this is not the information you want, type No and press the Return key.

```

      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.: 96 125000      ARMS TRAINING      ORIGINAL 2001      01      J65
8888      020
      ...OK? Yes//      (Yes)

```

Figure 10-33: Select Department Account by ID NO.

After selecting Department Account 96, ARMS displays detailed financial information for that particular account. Notice in Figure 10-34 there have been no object class codes created for this particular department account. ARMS will provide the option to add or change object class distributions for department accounts.



```

Selected DEPARTMENT ACCOUNT (Number 96) ARMS TRAINING
ALLOWANCE: 125000 DISTRBD: 0 UNSTRD: 125000
% UNCOMTD: 100% % DSTBD: 0% %FY RMG: 2%
COMMITTED: 1990 OBLGATD: 0 SPENT: 0
UNCOMMTD: 123010 UNOBLTD: 125000 UNSPENT: 125000
APPROP NO: 756/70390 ALLOWNC: 99001 SUB-SUB: 01

  OBJT  Y-T-D
NO. CLSS DISTRIBTN PENDNG OBLGTED | OBJT  Y-T-D
-----|-----
-----|-----

Select one of the following:

      1      Add DISTRIBUTION
      2      Change DISTRIBUTION

Which one: 1 Add DISTRIBUTION

```

Figure 10-34: Department Account Information

To add an object class distribution, enter option 1 at the “Which one:” prompt shown in Figure 10-34. ARMS then asks you to designate an object class code for fund distribution. To see a list of available object class codes, type ?? at the “Which OBJECT CODE:” prompt and press the Return key. In Figure 10-35, the user entered object code 319A (Office Equipment). ARMS then asks you to verify your selection. If the Object Code is correct, type Yes at the “ADD a DISTRIBUTION...” prompt. If the Object Code is incorrect, type No and press the Return key. ARMS will ask you to enter a new object code.

```

Which one: 1 Add DISTRIBUTION

Which OBJECT CODE: 319A      OFFICE EQUIPMENT (NON-CAPITALIZED)

ADD a DISTRIBUTION for OBJECT CODE 319A ? YES

AMOUNT AVAILABLE....: 125000.00
NEW DISTRIBUTION....: 0// 10000

```

Figure 10-35: Add Object Class Code

ARMS next shows you the total dollar amount available for distribution within the department account (\$125,000 in Department Account 96). ARMS then asks you to enter the object class distribution amount at the “NEW DISTRIBUTION 0//” prompt and press the Return key. The user entered \$10,000 at the prompt.

```

AMOUNT AVAILABLE....: 125000.00
NEW DISTRIBUTION....: 0// 10000

      Selected DEPARTMENT ACCOUNT (Number 96) ARMS TRAINING
ALLOWANCE: 125000 DISTRBD: 0 UNSTRD: 125000
% UNCOMTD: 100% % DSTBD: 0% %FY RMG: 2%
COMMITTED: 1990 OBLGATD: 0 SPENT: 0
UNCOMMTD: 123010 UNOBLTD: 125000 UNSPENT: 125000
APPROP NO: 756/70390 ALLOWNC: 99001 SUB-SUB: 01

      OBJT Y-T-D
NO. CLSS DISTRIBTN PENDNG OBLGTED
-----
1 319A 10000 0 0

      Select one of the following:

          1 Add DISTRIBUTION
          2 Change DISTRIBUTION

Which one:

```

Figure 10-36: Revised Department Account

Figure 10-37 shows Department Account 96 now has \$10,000 distributed in object class 319A (Office Equipment).

```

      Selected DEPARTMENT ACCOUNT (Number 96) ARMS TRAINING
ALLOWANCE: 125000 DISTRBD: 0 UNSTRD: 125000
% UNCOMTD: 100% % DSTBD: 0% %FY RMG: 2%
COMMITTED: 1990 OBLGATD: 0 SPENT: 0
UNCOMMTD: 123010 UNOBLTD: 125000 UNSPENT: 125000
APPROP NO: 756/70390 ALLOWNC: 99001 SUB-SUB: 01

      OBJT Y-T-D
NO. CLSS DISTRIBTN PENDNG OBLGTED
-----
1 2190 10000 0 0
2 319A 10000 0 0

      Select one of the following:

          1 Add DISTRIBUTION
          2 Change DISTRIBUTION

Which one: 2 Change DISTRIBUTION
Which one: (1-2): 2

```

Figure 10-37: Department Account Information

In Figure 10-37 Department Account 96 was revised by adding Object Class 2190 (Other Travel) to the account with an amount of \$10,000 in distribution. Two Object Class distributions now exist in Department Account 96.

In addition to adding a distribution, you can also change the amount of a distribution. This is done by selecting option 2 (Change Distribution) at the

“Which one:” prompt and pressing the Return key. ARMS will then ask you to enter the number of the distribution you would like to change. In Figure 10-38 there are two distributions to choose from. The user selected distribution number 2 (319A) in Figure 10-38.

```

Which one: 2 Change DISTRIBUTION
Which one: (1-2): 2

CURRENT DISTRIBUTION FOR THIS OBJECT CODE FOR THIS DEPARTMENT ACCOUNT
-----
OBJT
CLSS DISTRIBUTION
-----
319A      10000

AMOUNT AVAILABLE....: 125000.00
NEW DISTRIBUTION....: 10000// 25000

```

Figure 10-38: Change A Distribution

ARMS once again shows the dollar amount available for distribution within the department account. ARMS will ask you to enter the new object class distribution amount at the “NEW DISTRIBUTION 10000//” prompt and press the Return key. The user changed the distribution amount to \$25,000 at the prompt.

```

AMOUNT AVAILABLE....: 125000.00
NEW DISTRIBUTION....: 10000// 25000

Selected DEPARTMENT ACCOUNT (Number 96) ARMS TRAINING
ALLOWANCE: 125000 DISTRBD: 0 UNSTRD: 125000
% UNCOMTD: 100% % DSTBD: 0% %FY RMG: 2%
COMMITTED: 1990 OBLGTD: 0 SPENT: 0
UNCOMMTD: 123010 UNOBLTD: 125000 UNSPENT: 125000
APPROP NO: 756/70390 ALLOWNC: 99001 SUB-SUB: 01

OBJT Y-T-D NO. CLSS DISTRIBTN PENDNG OBLGTED
-----
1 2190 10000 0 0
2 319A 25000 0 0

Select one of the following:

1 Add DISTRIBUTION
2 Change DISTRIBUTION

Which one:

```

Figure 10-39: Revised Department Account Information

Figure 10-39 now shows Department Account 96 with \$25,000 being distributed to object class 319A (Office Equipment).

## 10.6 CREATE NEXT FISCAL YEAR ACCOUNTS (NEW)

The Create Next Fiscal Year Accounts option allows the user access to a utility for distributing funds from an allowance to an office or sub-element in the form of a sub-allowance. The Create Next Fiscal Year Accounts option is selected by entering NEW from the Select Fund Distribution Option prompt.

```
Select Fund Distribution Option: NEW Create NEXT Fiscal Year Accounts

Select THIS FY appropriation account ID NO.: 24 1000000      2001      756
0390
      ...OK? Yes// (Yes)

Create NEXT FY Accounts for APPROPRIATION NO.: 7520390//
Fiscal Year for new Accounts: (1000-9999): 2002//

Create NEW Allowances, Sub-Allowances and Department Accounts
for APPROPRIATION 7520390 (FY 2002)
Based on accounts from Fiscal Year 2001

Is that correct? NO// YES
```

Figure 10-40: Select an Appropriation

ARMS will ask you to enter the ID number for an existing appropriation account to set up next fiscal year's accounts. Type ?? at the prompt and press the Return key to see a list of appropriations to choose from. After entering your selection, ARMS displays a summarized account of the appropriation and asks you to verify your selection. If this is the correct appropriation, press the Return key at the "OK? Yes//" prompt. If this is not the appropriation you want, type No and press the Return key at the prompt.

ARMS will ask if you want to create new fiscal year accounts under the chosen appropriation. If the desired appropriation is the default response, just press the Return key at the prompt. If it is not the correct appropriation, enter the desired appropriation and press the Return key. In Figure 10-40, the user accepted the default response (7520390) by pressing the Return key.

Enter the fiscal year for the new accounts. If the desired fiscal year is the default response, just press the Return key at the prompt. You can also enter the desired fiscal year at the prompt and press the Return key. In Figure 10-40, the user accepted the default year (2002) by pressing the Return key.

ARMS next asks if you want all allowances, sub-allowances, and department accounts that existed under the previous appropriation to be created under the new fiscal year appropriation. If you want to create all previous account information, type Yes at the "Is that correct? NO//" prompt. If you do not want to create sub-accounts for the appropriation, accept the default response (No) and press the Return key.

```
Select one of the following:

      P      PRINT Output
      B      BROWSE Output on Screen

Do you want to : PRINT// BROWSE Output on Screen
OUTPUT BROWSER      Sep 26, 2001 11:30:50      Page: 1 of 1

NEW SUB-ALLOWANCE 256 CREATED FOR SUB-ALLOWANCE: 72
NEW SUB-ALLOWANCE 257 CREATED FOR SUB-ALLOWANCE: 74
NEW SUB-ALLOWANCE 258 CREATED FOR SUB-ALLOWANCE: 73
NEW SUB-ALLOWANCE 259 CREATED FOR SUB-ALLOWANCE: 75
NEW SUB-ALLOWANCE 260 CREATED FOR SUB-ALLOWANCE: 239
```

Figure 10-41: Print Options

You are now ready to print the results of the new fiscal year account information. You have the option of printing the information to a device or browsing the information on your screen. Follow the standard steps for printing/viewing an ARMS report.

## 10.7 MOVE FINANCIAL ACCOUNTS (MFA)

The Move Financial Accounts option provides users a utility to move or delete financial accounts. The Move Financial Accounts option is selected by entering MFA from the Select Fund Distribution Option prompt. It is highly recommended you print out a Distribution of Funds Hierarchical Structure Report to verify existing accounts and allowances before moving or deleting financial accounts. See Section 10.9 for instructions on printing out this report.

After selecting the Move Financial Accounts option, you have two options: (1) Delete a Financial Account and (2) Move a Financial Account.

### 10.7.1 DELETE A FINANCIAL ACCOUNT

The Delete A Financial Account is selected by entering 1 and pressing the Return key at the “Which one:” prompt shown in Figure 10-42.

After choosing to delete an account, ARMS will ask you to enter the account level you wish to delete. You can delete department accounts, sub-allowances, allowances, or appropriations. In Figure 10-42, the user chose to delete a department account.

```
Select Fund Distribution Option: mfa  Move Financial Accounts

      Select one of the following:

          1      Delete a Financial Account(s)
          2      Move a Financial Account

Which one: 1  Delete a Financial Account(s)

      Select one of the following:

          1      Department Account(s)
          2      Sub-Allowance(s)
          3      Allowance(s)
          4      Appropriation(s)

Which Account Level: 1  Department Account(s)
```

**Figure 10-42: Delete A Financial Account**

Enter the ID number(s) of the account(s) to delete (Figure 10-43). You can return to the appropriate Funds Distribution option to see a list of existing department accounts, allowances, sub-allowances, or appropriations with their corresponding ID numbers.

```
Which Account Level: 1  Department Account(s)

Which ID NO(s):  (11-121): 121

You have chosen to delete
Department Account(s): 121,

Are you ABSOLUTELY CERTAIN this is what you want to do.? NO// Yes  YES

...SORRY, I'M WORKING AS FAST AS I CAN...
```

**Figure 10-43: Enter Account ID NO.**

After you have entered the account's ID number, ARMS will ask you to verify deletion of this account. To delete the account, type Yes at the "Are You ABSOLUTELY CERTAIN...NO//" prompt and press the Return key. If you do not want to delete the selected account, accept the default response by pressing the Return key. ARMS will return you to the Funds Distribution menu.

### 10.7.2 MOVE A FINANCIAL ACCOUNT

The Move A Financial Account option is selected by entering 2 and pressing the Return key at the "Which one:" prompt shown in Figure 10-44.

```
Select Fund Distribution Option: mfa Move Financial Accounts

Select one of the following:

      1      Delete a Financial Account(s)
      2      Move a Financial Account

Which one: 2 Move a Financial Account

Select one of the following:

      1      Department Account(s)
      2      Sub-Allowance(s)
      3      Allowance(s)

Which Account Level: 1 Department Account(s)
```

Figure 10-44: Move A Financial Account

After choosing to move an account, ARMS will ask you to enter the account level you wish to move. You can move department accounts, sub-allowances, or allowances. In Figure 10-44, the user chose to move a department account.

Enter the ID number(s) of the account(s) to move (Figure 10-45). You can return to the appropriate Funds Distribution option to see a list of existing department accounts, allowances, or sub-allowances.

```
Which Account Level: 1 Department Account(s)

Which ID NO(s): (11-120): 120

Select the Sub-Allowance to move selected Department Account(s) to:

Which Sub-Allowance: 258 10000      RPMS11      ORIGINAL      2002      29153
40      853
...OK? Yes// (Yes)

You have chosen to move
Department Account(s): 120,
to Sub-Allowance ID NO: 258

Are you ABSOLUTELY CERTAIN this is what you want to do.? NO// Yes YES

...EXCUSE ME, THIS MAY TAKE A FEW MOMENTS...
```

Figure 10-45: Enter Account ID NO.

After selecting the department account to move, ARMS will ask you to enter the ID NO. of the sub-allowance you want to move the department account into. After entering the sub-allowance, ARMS displays a summarized account of the sub-allowance and asks you to verify your selection. If this is the correct sub-allowance, press the Return key at the

“OK? Yes//” prompt. If this is not the sub-allowance you want, type No and press the Return key at the prompt.

ARMS displays the department account and sub-allowance you are moving the department account to. ARMS will ask you to verify the move. To move the account, type Yes at the “Are You ABSOLUTELY CERTAIN...NO//” prompt and press the Return key. If you do not want to move the selected account, accept the default response by pressing the Return key and ARMS will return you to the Funds Distribution menu.

## 10.8 CLOSE DEPARTMENT ACCOUNTS (CLS)

The Close Department Accounts option allows the ARMS systems manager to delete user access to department accounts for a selected fiscal year. The Close Department Accounts option is selected by entering CLS from the Select Fund Distribution Option prompt. You should not do this until you have created your next fiscal year accounts (Figure 10-46).

```
Select Fund Distribution Option: cls  Close Department Accounts

This utility will allow you to delete user access to DEPARTMENT ACCOUNTS
for a selected fiscal year.

You should NOT do this until you have created your next fiscal year accounts.
If you have completed this process, proceed with closing DEPARTMENT ACCOUNTS.

Fiscal Year: 1989

You may identify employees for whom access will NOT be deleted.
The employees selected below will NOT have their account access deleted.

      |=====|
EMPLOYEE.....: White, David  WHITE,DAVID      DAW      TECHNICAL
WRITER

DAVID WHITE will NOT be deleted from account access.

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

ANNE E FUGATT will NOT be deleted from account access.
```

Figure 10-46: Close Department Accounts

Enter the fiscal year for the department account(s) you want to delete user access and press the Return key. The user entered fiscal year 1989 in Figure 10-46.

You next have the option to designate employees who can continue to have access to specific accounts. Enter the employee's name at the “Employee:” prompt and press the Return key. ARMS displays a message saying the identified employee will have continued account access.

After entering the last employee, press the Return key at the “Employee:” prompt.



ARMS next asks if you want to close multi-year appropriations (Figure 10-47). If you do not want to close multi-year appropriations, accept the default response (No) at the prompt by pressing the Return key. If you do want to close multi-year appropriations type Yes at the prompt and press the Return key. ARMS will ask you to verify your selection one more time. Type Yes and press the Return key to proceed.

You have three options for closing department accounts. You can close all department accounts, specific accounts, or one specific account. Figure 10-47 shows an example of the three options.

To close all department accounts for a specific fiscal year, select Option 1 (All Department Accounts) and press the Return key. ARMS will ask you to verify this selection. Accept the default response (No) if you do not want to delete all account access. If you do want to delete account access, type Yes and press the Return key. When finished, ARMS returns you to the Fund Distribution menu.

```
Do you want CLOSE Multi-year and
'X' appropriation accounts? NO// Yes YES

Are you certain you want to CLOSE
Multi-year and 'X' appropriaition accounts.? NO// Yes YES

      Select one of the following:

          1      All Department Accounts
          2      Selected Department Accounts
          3      One selected account

Which one: 1 All Department Accounts

Are you CERTAIN you want to delete account access? NO// Yes YES
```

Figure 10-47: Close All Department Accounts?

Option 2 allows the user to close selected department accounts (Figure 10-48). After selecting this option, ARMS lists the department accounts one by one and asks if you want to delete the account. It shows every account within the fiscal year and offers the option to delete each one. If you do not want to delete the account, accept the default response (No) by pressing the Return key. If you do want to delete the account, type Yes and press the Return key. When finished, ARMS returns you to the Fund Distribution menu.

```

Select one of the following:

      1      All Department Accounts
      2      Selected Department Accounts
      3      One selected account

Which one: 2  Selected Department Accounts

-----
ID NO.  DEPARTMENT                                CAN
-----
  88      FINANCE                                J6588888

Delete access to account (ID NO. 88)? NO// Yes  YES

  88      FINANCE                                <USER ACCESS DELETED>.....

```

Figure 10-48: Close Selected Department Accounts

Finally, Option 3 allows you to delete a single department account. ARMS will ask you to enter the ID number of the account you want to delete access. Type ?? and press the Return key to see a list of department accounts to choose from. After entering the account ID NO. and pressing the Return key, ARMS displays summarized information and then asks you to verify your choice. If this is the correct account, accept the default response (Yes) and press the Return key. If this is the not the correct account, type No and press the Return key.

```

Select one of the following:

      1      All Department Accounts
      2      Selected Department Accounts
      3      One selected account

Which one: 3  One selected account

Account ID NO.: 97  125000      DIV OF TELECOMMUNICATIONS  ORIGINAL  2001      01
J658888      020
...OK? Yes//      (Yes)

Are you CERTAIN you want to delete account access? NO// YES

```

Figure 10-49: Close One Selected Account

After entering the correct department account, ARMS will ask you to verify deletion of this account. If you are sure you want to delete this account, type Yes at the prompt and press the Return key. If you do not want to delete this account, accept the default response (No) and press the Return key. ARMS returns you to the Fund Distribution menu.

## 10.9 DISTRIBUTION OF FUNDS HIERARCHICAL STRUCTURE (DFH)

The Distribution of Funds Hierarchical Structure option allows the user to print the Distribution of Funds Hierarchical Structure Report. The Distribution of

Funds Hierarchical Structure Report is selected by entering DFH from the Select Fund Distribution Option prompt.

Begin by entering the appropriation number for which you would like to see the funds distribution structure. This structure will show an appropriation's hierarchical distribution down to department accounts. In Figure 10-50, the user selected appropriation 756/70390. There were two options for that particular appropriation; one for FY 2001 and another for FY 2002. The user chose option 1. ARMS shows the appropriation funds (\$1,000,000) and fiscal year (2001) for the selected appropriation.

```
Select Fund Distribution Option: DFH  Distribution of Funds Hierarchical Structure
Select APPROPRIATION: 756/70390
  1      1000000      ORIGINAL      2001      756/70390
  2      1000000      ORIGINAL      2002      756/70390
CHOOSE 1-2: 1  1000000      ORIGINAL      2001      756/70390
Select Another APPROPRIATION:
DEVICE: HOME//
```

Figure 10-50: Distribution of Funds Structure Options

ARMS will ask you to enter another appropriation to view. If you do not want to view any others, just press the Return key. ARMS will ask you to select a device to print the report.

The user selected the default response (Home) to print the hierarchical structure to the screen (Figure 10-51).

```
DISTRIBUTION OF FUNDS HIERARCHICAL STRUCTURE      SEP 26,2001  13:34  PAGE 1
APPROPRIATION: 756/70390
```

|                |       |                      | FY   | NXT | AMOUNT     |
|----------------|-------|----------------------|------|-----|------------|
| APPROPRIATION: | (25)  | 756/70390            | 2001 | Y   | 1000000.00 |
| ALLOWANCE:     | (55)  | 99001                | 2001 | Y   | 500000.00  |
| SUBALLOW:      | (68)  | 68                   |      | Y   | 0.00       |
| SUBALLOW:      | (230) | 230                  | 2001 | Y   | 0.00       |
| SUBALLOW:      | (231) | 231                  | 2001 | Y   | 0.00       |
| SUBALLOW:      | (232) | 232                  | 2001 | Y   | 250000.00  |
| DEPT:          | (93)  | COMMUNITY HEALTH/DSO | 2001 | Y   | 125000.00  |
| DEPT:          | (94)  | PERSONNEL            | 2001 | Y   | 125000.00  |
| SUBALLOW:      | (233) | 233                  | 2001 | Y   | 250000.00  |
| DEPT:          | (95)  | ARMS                 | 2001 | Y   | 125000.00  |
| DEPT:          | (96)  | ARMS TRAINING        | 2001 | Y   | 125000.00  |
| ALLOWANCE:     | (56)  | 99000                | 2001 | Y   | 500000.00  |
| SUBALLOW:      | (69)  | 69                   |      | Y   | 0.00       |
| SUBALLOW:      | (234) | 234                  | 2001 | Y   | 0.00       |
| SUBALLOW:      | (235) | 235                  | 2001 | Y   | 0.00       |

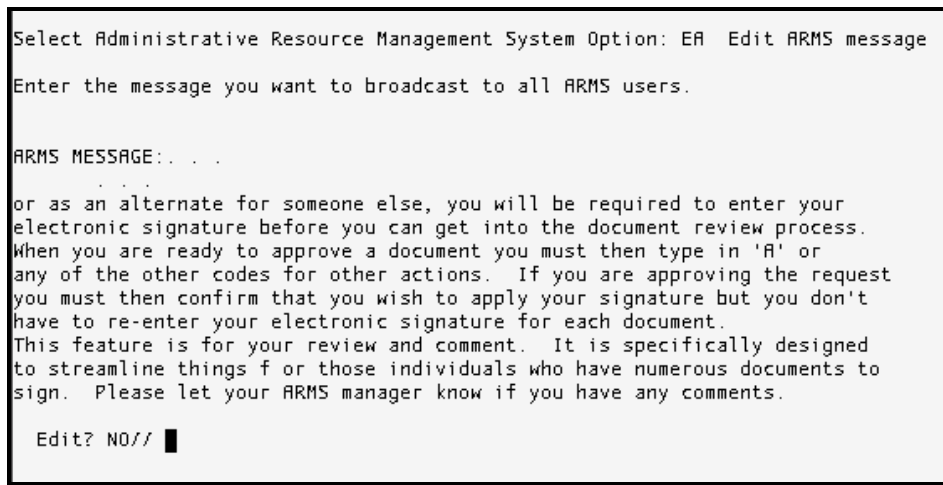
```
Enter RETURN to continue or '^' to exit: █
```

Figure 10-51: Distribution of Funds Structure

## 11. EDIT ARMS MESSAGE (EA)

The Edit ARMS Message option allows the user to modify messages being sent to all ARMS users. The Edit Arms Message option is selected by typing EA at the Select Administrative Resource Management System Option prompt on the User Menu.

After selecting the Edit ARMS Message option, ARMS displays the last ARMS message placed in the system. ARMS then asks if you want to edit the message. To edit the ARMS message, type Yes at the “Edit? NO//” prompt. If you do not want to edit the message, accept the default response (No) and press the Return key (Figure 11-1).



```
Select Administrative Resource Management System Option: EA  Edit ARMS message

Enter the message you want to broadcast to all ARMS users.

ARMS MESSAGE: . . .
. . .
or as an alternate for someone else, you will be required to enter your
electronic signature before you can get into the document review process.
When you are ready to approve a document you must then type in 'A' or
any of the other codes for other actions.  If you are approving the request
you must then confirm that you wish to apply your signature but you don't
have to re-enter your electronic signature for each document.
This feature is for your review and comment.  It is specifically designed
to streamline things f or those individuals who have numerous documents to
sign.  Please let your ARMS manager know if you have any comments.

Edit? NO// █
```

Figure 11-1: Edit ARMS Message Option

After selecting the edit option, ARMS presents a text edit screen for creating a new/updated ARMS message (Figure 11-2). For help with editing the message, press the F1 key followed by the H key to see a Help menu.

```
==[ WRAP ]==[ INSERT ]=====< ARMS MESSAGE >===== [ <PF1>H=Help ]====  
The document approval process in ARMS has recently been modified slightly.  
When you log into ARMS, if you have documents pending for your signature  
or as an alternate for someone else, you will be required to enter your  
electronic signature before you can get into the document review process.  
When you are ready to approve a document you must then type in 'A' or  
any of the other codes for other actions. If you are approving the request  
you must then confirm that you wish to apply your signature but you don't  
have to re-enter your electronic signature for each document.  
This feature is for your review and comment. It is specifically designed  
to streamline things f or those individuals who have numerous documents to  
sign. Please let your ARMS manager know if you have any comments.  
  
<=====T=====T=====T=====T=====T=====T=====T=====T=====T>=====T
```

Figure 11-2: ARMS Message Text Editor

When you finish editing your ARMS message, press the F1 key followed by the E key. Figure 11-3 shows the edited ARMS message.

```
==[ WRAP ]==[ INSERT ]=====< ARMS MESSAGE >===== [ <PF1>H=Help ]====  
The document approval process in ARMS has recently been modified slightly.  
When you log into ARMS, if you have documents pending for your signature  
or as an alternate for someone else, you will be required to enter your  
electronic signature before you can get into the document review process.  
When you are ready to approve a document you must then type in 'A' or  
any of the other codes for other actions. If you are approving the request  
you must then confirm that you wish to apply your signature but you don't  
have to re-enter your electronic signature for each document.  
This feature is for your review and comment. It is specifically designed  
to streamline things f or those individuals who have numerous documents to  
sign. Please let your ARMS manager know if you have any comments.  
  
This announcement is an update to the 1996 message. If you have any  
questions, please contact David White.  
  
<=====T=====T=====T=====T=====T=====T=====T=====T=====T>=====T
```

Figure 11-3: Revised ARMS Message

After exiting the text editor, enter the date you want this message to stop being displayed in ARMS. In Figure 11-4, the user entered Sep 30, 2001 as the last day to display this message.

```
<=====T=====T=====T=====T=====T=====T=====T=====T=====T=====T>=====T  
MESSAGE TERMINATION DATE: JUL 2,1996// Sep 30, 2001 (SEP 30, 2001)
```

Figure 11-4: ARMS Message Termination Date

## 12. DUPLICATE DOCUMENT (DD)

The Duplicate Document option allows the user to create a duplicate document of a previously created request. This option is useful when creating multiple documents containing similar information. The Duplicate Document option is selected by typing DD at the Select Administrative Resource Management System Option prompt on the User Menu

```
Select Administrative Resource Management System Option: DD  Duplicate Document

          DOCUMENT DUPLICATION UTILITY

Duplicate DOCUMENT NO.: 10300H2050016  55-222-92-0006  10300H2050016  FAR SUBS
SCRIPTION

      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.: 55  125000      ARMS      ORIGINAL  1998      01      J65
8888      020
      ...OK? Yes//      (Yes)
```

Figure 12-1: Select Document

Enter the document number of the document you want to duplicate. Enter ?? at the “Duplicate Document NO.?” prompt and press the Return key to see a list of documents to choose from. In Figure 12-1, the user entered document number 10300H2050016 at the “Duplicate Document NO.?” prompt.

ARMS will ask what identifier to use to select a document. In the example shown in Figure 12-1, the user chose Option 1, by ID NO. Since that option is the default, you can select it by pressing the Return key. At the “ID NO.?” prompt, the user entered 55, the ID Number for the FAR Subscription. An account summary follows. ARMS then asks you to verify your selection. If the document selected is correct, accept the default response (Yes) by pressing the Return key. If it is not correct, type No and press the Return key. ARMS will ask you to enter a new ID number.

```
Select Account by: By ID NO.//  
  
ID NO.: 55 125000      ARMS      ORIGINAL 1998      01      J65  
8888      020  
...OK? Yes//      (Yes)  
  
You have chosen to duplicate DOCUMENT NO.: 10300H2050016  
You have chosen to create the  
NEW DOCUMENT in DEPARTMENT ACCOUNT ID NO.: 55 ARMS  
FY: 1998 CAN: J658888  
  
Are you certain this information is correct  
and you want to proceed with this duplication? NO// YES  
  
Document Number 020-999-1-0036 (ID NO.: 2312) has been created.  
Please make note of this number for future reference.  
  
Press RETURN to continue or '^' to exit.
```

**Figure 12-2: Verify Document Duplication**

ARMS next asks you to verify the document information and to proceed with the duplication. To proceed with duplication, type Yes at the prompt and press the Return key. To abort the duplication process, accept the default response (No) by pressing the Return key.

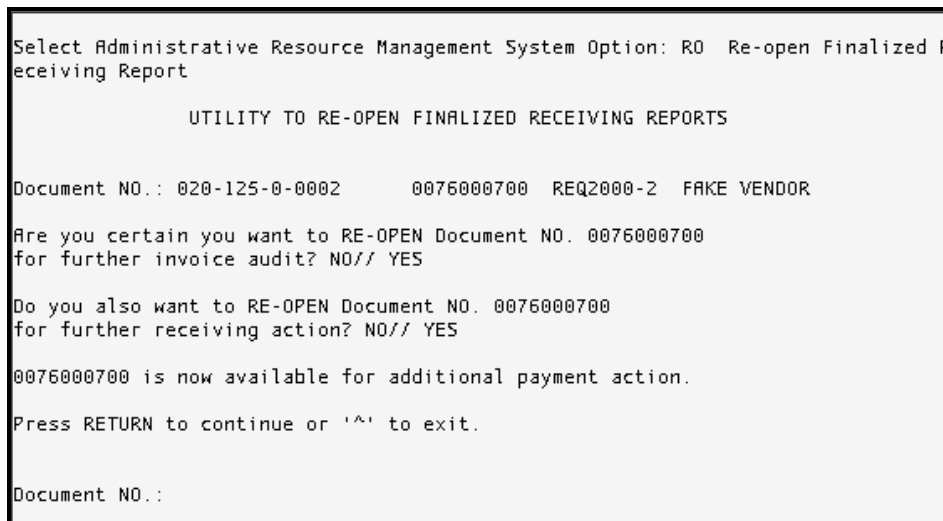
ARMS displays a message showing a document has been duplicated and provides a new document number as well as ID Number.

Press the Return key to continue and duplicate another document or type the ^ key and press the Return key to return to the User Menu.



### 13. RE-OPEN FINALIZED RECEIVING REPORT (RO)

The Re-open Finalized Receiving Report option allows the user to retrieve existing receiving reports for editing purposes. The Re-open Finalized Receiving Report option is selected by entering RO from the User Menu.

The screenshot shows a text-based interface for the 'UTILITY TO RE-OPEN FINALIZED RECEIVING REPORTS'. It displays a document number '020-125-0-0002' and a vendor 'FAKE VENDOR'. It asks for confirmation to re-open the document for invoice audit and receiving action, both of which are confirmed as 'YES'. A message states the document is now available for additional payment action. The screen prompts the user to press RETURN to continue or ^ to exit, and shows a prompt for the next document number.

```
Select Administrative Resource Management System Option: RO Re-open Finalized R
eceiving Report

          UTILITY TO RE-OPEN FINALIZED RECEIVING REPORTS

Document NO.: 020-125-0-0002      0076000700 REQ2000-2 FAKE VENDOR

Are you certain you want to RE-OPEN Document NO. 0076000700
for further invoice audit? NO// YES

Do you also want to RE-OPEN Document NO. 0076000700
for further receiving action? NO// YES

0076000700 is now available for additional payment action.

Press RETURN to continue or '^' to exit.

Document NO.:
```

Figure 13-1: Re-Open Finalized Receiving Report Options

Enter the document number for the receiving report you want to re-open. Enter ?? at the “Document NO.,” prompt and press the Return key to see a list of documents to choose from. The user entered document number 020-125-0-0002 at the “Document NO.,” prompt.

After entering the document number, ARMS will ask you to verify the document for further invoice audit. If ARMS is displaying the incorrect document, accept the default response (No) by pressing the Return key. ARMS will ask you to enter another document number. If this is the correct document, type Yes and press the Return key at the prompt.

ARMS then asks if you want to re-open the selected document for further receiving action. If you do not want to re-open the document for further receiving action accept the default response (No) by pressing the Return key. ARMS will open the document for invoice auditing only. If you want to perform additional receiving action, type Yes and press the Return key at the prompt.

ARMS displays a message that the chosen document is ready for additional payment action

To continue and re-open another receiving report, press the Return key. To return to the User Menu, type ^ and press the Return key.