



RESOURCE AND PATIENT MANAGEMENT SYSTEM

**ADMINISTRATIVE RESOURCE
MANAGEMENT SYSTEM
(ACR)**

**USER MANUAL
Volume IV**

**Version 2.1
November 2001**

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

PREFACE

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

SECURITY

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

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1. 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 IV and contains the following ARMS menu items:

PM Payment Management

1.1 OVERVIEW

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

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

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

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

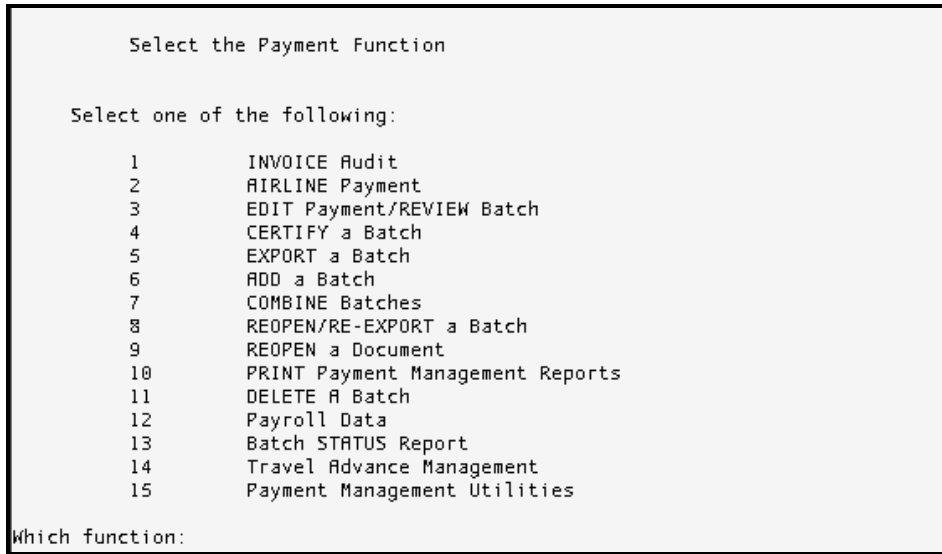
Please read this manual carefully. It provides systematic instructions regarding the processing of administrative documents.

1.2 SECURITY AND USER IDENTIFICATION

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

2. PAYMENT MANAGEMENT (PM)

The Payment Management option allows the user to process payments and export payment info to CORE and the U.S. Treasury. The Payment Management option is selected by entering PM from the User Menu. There are 15 payment function options (Figure 2-1).



```

Select the Payment Function

Select one of the following:

1      INVOICE Audit
2      AIRLINE Payment
3      EDIT Payment/REVIEW Batch
4      CERTIFY a Batch
5      EXPORT a Batch
6      ADD a Batch
7      COMBINE Batches
8      REOPEN/RE-EXPORT a Batch
9      REOPEN a Document
10     PRINT Payment Management Reports
11     DELETE A Batch
12     Payroll Data
13     Batch STATUS Report
14     Travel Advance Management
15     Payment Management Utilities

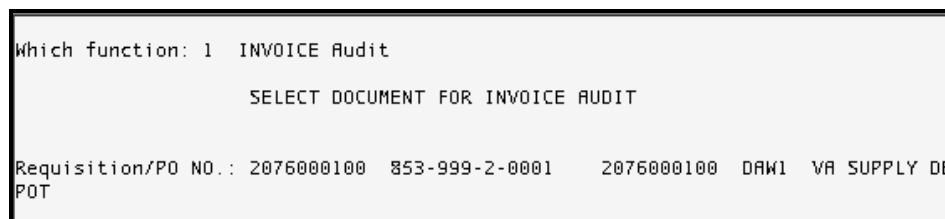
Which function:
```

Figure 2-1: Payment Function Options

2.1 INVOICE AUDIT

The Invoice Audit function allows the user to review requisitions and purchase order invoices for payment. The Invoice Audit function is selected by entering 1 at the “Which function:” prompt on the Select the Payment Function menu (Figure 2-1) and pressing the Return key.

Enter the number of the document you want to audit. Type ?? and press the Return key at the “Requisition/PO NO. :” prompt to see a list of document numbers. The user entered document number 2076000100 at the prompt and pressed the Return key. ARMS displays the document number, identifier, and vendor (Figure 2-2).



```

Which function: 1  INVOICE Audit

                SELECT DOCUMENT FOR INVOICE AUDIT

Requisition/PO NO.: 2076000100  853-999-2-0001  2076000100  DAW1  VA SUPPLY DE
POT
```

Figure 2-2: Select Document Number

ARMS displays the vendor data for the document selected (Figure 2-3). Check the data for accuracy before continuing. If the data is correct, accept the default response (Yes) by pressing the Return key at the “Is the PAYEE data correct? YES//” prompt.

VENDOR: VA SUPPLY DEPOT	EIN NO: 1898787678A1
PARENT:	C-DIST: 001
CITY #: 99999	TYPE..: (04) OTHER STATE/LOCAL
W-OWND: NO	LSA...: NO
SBS...: NO	SIZE...: \$1 MILLION OR LESS
V-CODE: ORGANIZATION	PROFIT: NO
N-PROF: NO	GEOLOC: ALBUQUERQUE
MAILING ADDRESS	REMIT TO ADDRESS

STREET: P.O. BOX 27	STREET: P.O. BOX 27
ST - 2:	ST - 2:
CITY...: HINES	CITY...: HINES
STATE..: ILLINOIS	STATE..: ILLINOIS
ZIP...: 60141	ZIP...: 60141
ATTN...:	ATTN...:
PHONE...:	PHONE...:
FAX...:	FAX...:
Are you ABSOLUTELY CERTAIN that ALL this VENDOR DATA is correct.	
You CANNOT change any VENDOR DATA after the payment has been recorded.	
Is the PAYEE data correct? YES//	

Figure 2-3: Vendor Requisition Data

ARMS displays the invoices for the document selected. In Figure 2-4, there are three invoices associated with the document number selected. ARMS provides three options for processing invoices assigned to this document: (1) Edit, (2) Add, or (3) Remove an invoice. If the invoices for the document number are complete, just press the Return key at the “Which one:” prompt to continue.

```

      INVOICES FOR DOCUMENT NO.: 2076000100

NO.  INVOICE NUMBER      DATE RECEIVED
---  -
1    10110101            OCT 11,2001
2    10190101            OCT 17,2001
3    10170101            OCT 12,2001

Select one of the following:

      1      EDIT Invoice
      2      ADD Invoice
      3      REMOVE Invoice

Which one:

Select ALL INVOICES to include in
PAID FOR/ACH ADDENDUM for this payment: 1-3

Select the INVOICE to use for
calculation of payment due dates: 1// 2

```

Figure 2-4: Select Invoices

Enter the identification number of the invoice(s) to be included in this payment. The user entered invoice identification numbers 1-3 in Figure 2-4.

Enter the invoice identification number to use for calculating the pay date. In the example shown in Figure 2-4, invoice 1 is the default response. The user entered invoice identification number 2 as the invoice for calculating the pay date.

ARMS displays the items ordered and assigned to the document number. In Figure 2-5, there are two items assigned to document number 2076000100.

PURCHASE ORDER NO.....: 2076000100 853-999-2-0001						
ITM	ORDER #/DESCRIPT	OBLIGATED	RECEIVED/ ACCEPTED	ALREADY PAID	THIS PMT	REMAINING TO BE PD
1	VON: 8920-00-851-6595 NSN: 8920-00-851-6595 UNIT PRICE: TOTAL..... RICE, PARBOILED, LONG GRAIN US GRADE NO. 1, 25 LB	20 6.16 123.20	20 6.16 123.20	0 6.16	0	20
2	VON: 00411 NSN: 8940-00-267-6905 UNIT PRICE: TOTAL..... BABY FOOD CARROTS STRAINED 4-1/2 OZ 24/CASE	15 7.60 114.00	15 7.60 114.00	0 7.60	0	15

Figure 2-5: Purchase Order Items

ARMS provides four invoice options for processing items. If no further invoice actions are required, press the Return key at the "Which one:" prompt shown in

Figure 2-6 to continue the Invoice Audit. The user pressed the Return key since there was no further invoice action required on the items.

```
Select one of the following:

1      Invoice ALL REMAINING QUANTITIES for ALL items
2      Invoice for SELECTED items only
3      RE-Set Number Invoiced
4      Display PURCHASE ORDER Items

Which one:

Select one of the following:

1      Final Invoice Audit (191/192-1-4)
2      Partial Invoice Audit (181/182-1-4)
3      Discontinue Invoice Audit

Enter response: 1  Final Invoice Audit (191/192-1-4)
```

Figure 2-6: Invoice Actions

ARMS next asks the user to identify the type of audit being performed: (1) Final or (2) Partial. To quit the invoice audit, enter 3 at the “Enter response:” prompt and press the Return key. In Figure 2-6, the user selected option 1 (Final Invoice Audit).

ARMS will display the final audit data. Invoice processing information is based on the invoice number chosen for calculating the pay date. ARMS calculates the payment due date as well as the date to make the payment. If the ARMS-calculated dates are correct, accept the default responses by pressing the Return key for both actions. If the Payment Due Date and/or the Make Payment On Date are different than the default responses, enter the correct dates and press the Return key. ARMS will display the vendor’s account type. This data resides in the vendor’s data file.

Select the type of payment from the four options shown in Figure 2-7. The user selected the payment type as ACH Non-Grouped (Option 2) by accepting the default response and pressing the Return key.

```
Enter response: 1 Final Invoice Audit (191/192-1-4)

Receiving Report done on: OCT 19,2001 015:49
Invoice received on.....: OCT 17,2001
To avoid penalties
Payment is due by.....: NOV 18,2001// (NOV 18, 2001)
Make payment on.....: NOV 9,2001// (NOV 09, 2001)

Payment will be scheduled 9 days before the payment is due

ACCOUNT TYPE: CHECKING
Bank routing and account data on file.

Select one of the following:

2      ACH Non-Grouped
3      Check-Grouped
4      NO-Check
5      Check-Not Grouped

Type of Payment: ACH Non-Grouped//
```

Figure 2-7: Final Invoice Audit Data

ARMS will display the payment due information (Figure 2-8).

```
Type of Payment: ACH Non-Grouped//

Amount of payment due.....: 237.20
Payment to be made.....: 237.20

Select one of the following:

1      Discount Taken
2      Discount Lost
3      Interest Penalty
4      No Discounts (Taken or Lost) No Penalties
5      Discount/Penalty Adjustments Complete

Which one: 4 No Discounts (Taken or Lost) No Penalties
```

Figure 2-8: Discount/Interest Penalty Actions

ARMS asks the user to enter any discount/interest penalty data regarding the invoices being processed for payment. The user selected No Discounts/No Penalties (Option 4) in Figure 2-8.

```
Payment Processing

Select one of the following:

1      Reset Payment Date
2      Edit Discounts/Penalties
3      Review Payment Summary
4      Change Vendor Remit to Address

Which one:

Amount of payment due..... 237.20
Payment to be made..... 237.20

Record this payment now? NO// Yes YES

Document NO. 2076000100 853-999-2-0001
Has been placed in Batch NO. B31301

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

Figure 2-9: Payment Processing

ARMS provides four options for final payment processing. If no other payment edits or changes are necessary, press the Return key at the “Which one:” prompt. In Figure 2-9, the user had no additional edits for the payment and pressed the Return key at the prompt.

ARMS asks if you are ready to record the payment and place it in a batch file. If all processing is completed, type Yes at the “Record this payment now? NO//” prompt and press the Return key. If you are not ready to record the payment, accept the default response by pressing the Return key.

2.2 AIRLINE PAYMENT

The Airline Payment function allows the user to process airline ticket payments to vendors providing air travel. The Airline Payment function is selected by entering 2 at the “Which function:” prompt on the Select the Payment Function menu and pressing the Return key.

```
Which function: 2  AIRLINE Payment

                TRAVEL ORDER/VOUCHER for Airline Payment

TRAVEL ORDER/VOUCHER: 0020T00058      REF/0217/DALLAS

PAYMENT AMOUNT.....: 300// 325
VENDOR NAME OR EIN..: FAKE VENDOR// Airborne Express      EIN.....: 1999999999
  SUFFIX: A8
                                MAIL TO.: 3101 WESTERN AVE, PO, SEATTLE
                                REMIT TO: 3101 WESTERN AVE, PO, SEATTLE
                                REMIT TO-CITY.: SEATTLE

INVOICE NUMBER.....: 10010101
PAYMENT TYPE.....: UNOBLIGATED PAYMENT (19013)// Obligated PMT (18114/19114)
1      OBLIGATED PMT (18114/19114)
```

Figure 2-10: Airline Payment – Vendor Options

Begin by entering the travel order or voucher number containing the airline bill in question. You can type ?? and press the Return key at the prompt to search a list of travel orders and vouchers to choose from. ARMS displays the traveler's initials, travel date, as well as travel destination.

Enter the actual cost of the airline ticket. ARMS displays the cost listed on the travel order or travel voucher. If the actual cost differs from the default response, enter the actual cost and press the Return key. The user entered \$325 at the "Payment Amount: 300//" prompt.

ARMS asks for the Vendor's Name or Entity Identification Number (EIN). Again, ARMS displays the vendor named on the travel order or travel voucher. If the default response differs from the actual vendor, enter the correct vendor information. The user entered Airborne Express as the vendor in Figure 2-10. After entering the vendor's information, ARMS displays the vendor's information residing in the vendor database.

Enter the invoice number shown on the vendor's billing statement.

Enter the payment type. To see a list of payment types, type ?? at the "Payment Type:" prompt and press the Return key. The user entered the payment as obligated in Figure 2-10.

Enter the payment as being final partial. The user accepted the default response (Final) in Figure 2-11.

```

Select one of the following:

      1      FINAL
      2      PARTIAL

FINAL/PARTIAL.....: FINAL//
To avoid penalties
Payment is due by.....: Oct 31, 2001  (OCT 31, 2001)
Make payment on.....: OCT 24,2001//  (OCT 24, 2001)

Payment will be scheduled 7 days before the payment is due

Document NO. 0020T00058
Has been placed in Batch NO. A29701

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

```

Figure 2-11: Airline Payment - Payment Options

Enter the payment due date from the billing statement. ARMS returns and asks you to enter a date to process the payment. If you don't enter a date, ARMS will schedule payment a predetermined number of days before the payment due date.

ARMS displays a message showing where the document has been placed. In Figure 2-11, ARMS shows Document Number 0020T00058 being placed in Batch Number A29701.

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

2.3 EDIT PAYMENT/ REVIEW BATCH

The Edit Payment/Review Batch function allows the user to modify and/or review payments and batch files. The Edit Payment/Review Batch function is selected by entering 3 at the "Which function:" prompt on the Select the Payment Function menu (Figure 2-1) and pressing the Return key.

After selecting this option, enter the batch number of the file you want to edit or review at the "Which BATCH:" prompt (Figure 2-12).

```

FISCAL YEAR: 2002

NO. BATCH  CREATED      DUE          | NO. BATCH  CREATED      DUE
-----
15 A27501  OCT 1,2001   OCT 2,2001
16 A28501  OCT 1,2001   OCT 12,2001
17 A29701  OCT 1,2001   OCT 24,2001
18 A32701  OCT 4,2001   NOV 23,2001
19 A35801  OCT 4,2001   DEC 24,2001
20 B35901  JUN 5,2001   DEC 25,2001
21 B36501  JUN 13,2001  DEC 31,2001

Which BATCH: █

```

Figure 2-12: Enter The Batch Number For Edit/Review

The user entered batch number B36501 in Figure 2-13. ARMS displays payments made under that particular batch file and displays the available processing options (Figure 2-13). The following sections provide an overview of the nine options.

```
BATCH NO.: B36501   TREASURY SCHEDULE NO.:  
  
NO. PAYEE      DOCUMENT  AMOUNT  | NO. PAYEE      DOCUMENT  AMOUNT  
-----  
1  FAKE VENDOR  1036017000  10500.00  
2  FAKE VENDOR  1036017000    264.77  
3  FAKE VENDOR  1036017000  10500.00  
4  FAKE VENDOR  1036017000  10500.00  
-----  
          BATCH TOTAL:  31764.77  
  
Select one of the following:  
  
1      Review ALL Payments  
2      Review SELECTED Payments  
3      ADD a Payment  
4      CLOSE the Batch  
5      DELETE a Payment  
6      TRANSFER a Payment  
7      CHANGE Payee Info  
8      PRINT Related Document  
N      EXIT Payment Review  
  
Which one: EXIT Payment Review//
```

Figure 2-13: Payment/Batch Options

2.3.1 REVIEW ALL PAYMENTS

The Review All Payments option allows the user to view all payments made within the batch file selected for review. The Review All Payments option is selected by entering 1 at the “Which One: EXIT Payment Review//” prompt and pressing the Return key (Figure 2-13).

After selecting the Review All Payments option, ARMS displays financial information for the first pay item within the selected batch file (Figure 2-14). You can edit or review the information. When finished, save and exit the item.

```

Which one: EXIT Payment Review// 1 Review ALL Payments
SEQ NO.: 0001      DOC REF: 103      CAN.: J658888
FY FUNDS: 1      DOC NO.: 1036017000  OBJ CODE: 266A
PAY TYPE: 1      OTH REF: 617      AMOUNT.: 00010500.00
REC TYPE: 2      OTH DOC: 1036017000  DIS-AMT.:
VENDOR.: FAKE VENDOR      AKA: FAKE VENDOR
ADDRESS.: 777 WHEREVER BLVD      EIN: 2999999999  SFX:
ADDRESS2: SUITE 9999999999
CITY.: BOZO      STATE: NM  ZIP: 899999
ATTN.: DUFUS
FED-CD: 1      TRN-CD.: 18214      PMT/COL DOC: B36501
PAY-CD: 2      OTH-T-CD.:      COST CTR.: 10
PIG-WK:      INT-SQ.:      LOC CODE.: 020
      INT-AMT.: 00000264.77  APPROPRIATN: 756/70390
      INT-DOC.:
PAID FOR.: SDFJASLE
ACH ADDENDUM:
RMR*IV*SDFJASLE*AI*10764.77*10500\REF*RB*5.1%*264.77 INT0176 DA\

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 2-14: Review Payment No. 1

After reviewing/editing the financial information, ARMS asks if you want to continue with the payment review/edit. To continue, accept the default response (Yes) and press the Return key. To quit, type No at the prompt and press the Return key.

If you continue the payment review/edit option, ARMS will continue to display information on pay items within that particular batch files.

```

PAID FOR.: SDFJASLE
ACH ADDENDUM:
RMR*IV*SDFJASLE*AI*10764.77*10500\REF*RB*5.1%*264.77 INT0176 DA\

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

Continue Payment Review/Edit? YES//

```

Figure 2-15: Continue Payment Review?

2.3.2 REVIEW SELECTED PAYMENTS

The Review Selected Payments option allows the user to view specific pay items within a particular batch file. The Review Selected Payments option is selected by entering 2 at the “Which One: EXIT Payment Review//” prompt and pressing the Return key (Figure 2-13).

```
Which one: EXIT Payment Review// 2 Review SELECTED Payments
Which PAYMENT(s): (1-4): 2
SEQ NO.: 0002 DOC REF: 103 CAN.: J658888
FY FUNDS: 1 DOC NO.: 1036017000 OBJ CODE: 266A
PAY TYPE: 1 OTH REF: 617 AMOUNT.: 00000264.77
REC TYPE: 2 OTH DOC: 1036017000 DIS-AMT.:
VENDOR.: FAKE VENDOR AKA: FAKE VENDOR
ADDRESS.: 777 WHEREVER BLVD EIN: 299999999 SFX:
ADDRESS2: SUITE 999999999
CITY.: BOZO STATE: NM ZIP: 899999
ATTN.: DUFUS
FED-CD: 1 TRN-CD.: 19917 PMT/COL DOC: B36501
PAY-CD: 2 OTH-T-CD: COST CTR.: 10
PIG-WK: INT-SQ.: LOC CODE.: 020
INT-AMT.: APPROPRIATN: 756/70390
INT-DOC.:
PAID FOR.: SDFJASLE
ACH ADDENDUM:
\
```

Figure 2-16: Payment No. 2

ARMS asks you which payment item to display. In Figure 2-13 there are four payments listed under batch file B36501. In Figure 2-16, the user selected payment number 2. ARMS displays financial information for that particular pay item. You can edit or review the information. Save and exit the item. ARMS returns you to the Batch Processing Selection Menu for further batch processing.

2.3.3 ADD A PAYMENT

The Add A Payment option allows the user to add a payment within a particular batch file. The Add A Payment option is selected by entering 3 at the “Which One: EXIT Payment Review//” prompt and pressing the Return key (Figure 2-17). In the example in Figure 2-17, the user elected to add a payment (Option 3) to batch number B36501.

```

BATCH NO.: B36501   TREASURY SCHEDULE NO.:

NO. PAYEE      DOCUMENT  AMOUNT  | NO. PAYEE      DOCUMENT  AMOUNT
-----|-----
1  AIRBORNE EXP 1036017000    250.00
2  FAKE VENDOR 1036017000   10500.00
3  FAKE VENDOR 1036017000    264.77
4  FAKE VENDOR 1036017000   10500.00
5  FAKE VENDOR 1036017000   10500.00
-----|-----
                        BATCH TOTAL: 32014.77

Select one of the following:

      1      Review ALL Payments
      2      Review SELECTED Payments
      3      ADD a Payment
      4      CLOSE the Batch
      5      DELETE a Payment
      6      TRANSFER a Payment
      7      CHANGE Payee Info
      8      PRINT Related Document
      N      EXIT Payment Review

Which one: EXIT Payment Review// 3  ADD a Payment

```

Figure 2-17: Add A Payment

Enter the open document number for the new payment. In this example, the user entered document number 1036017000 (Figure 2-18).

```

Which one: EXIT Payment Review// 3  ADD a Payment

                        Required Data for new Payment
DOCUMENT NUMBER..... 1036017000
VENDOR NAME OR EIN... LBJ  LBJ Technical Communications   EIN..... 2080901052
  SUFFIX: A1

                                MAIL TO.: PO Box 4219, Albuquerque
                                REMIT TO.: PO Box 4219, Albuquerque
                                REMIT TO-CITY... Albuquerque
COST CENTER..... 25          TRANSPORTATION SERVICES (NON-PATIENT)
FISCAL YEAR OF FUNDS: (1000-9999): 2002// 2001
APPROPRIATION..... 756/70390//
PAYMENT AMOUNT..... 375
PAYMENT TYPE..... OBLIGATED PMT// (18114/19114) 1          OBLIGATED PMT (18
114/19114)
RECEIVING DATE..... : TODAY// Oct 10, 2001 (OCT 10, 2001)

                        INVOICES FOR DOCUMENT NO.: 1036017000

NO.  INVOICE NUMBER      DATE RECEIVED
---  -
1    10150101            OCT 15,2001
2    10150102            OCT 15,2001
3    10150104            OCT 3,2001

```

Figure 2-18: Entering New Payment Data

Enter the vendor receiving the payment. ARMS will display the vendor data for the vendor selected. Type ?? at the "VENDOR NAME OR EIN:" prompt to see a list of vendors in the ARMS database. The user entered

LBJ Technical Communications in the example shown in Figure 2-18. Enter the fiscal year funds. In this example, the user selected fiscal year 2001.

Enter the Cost Center from which the funds will be drawn to pay the vendor. Type ?? at the "COST CENTER:" prompt to see a list of cost centers in the ARMS database. The user selected Cost Center 25 (Transportation Services) in Figure 2-18.

Enter the fiscal appropriation from where payment funds will be drawn from. The user accepted the default response (756/70390) in Figure 2-18.

Enter the amount to be paid to the vendor. In this example, the user entered \$375. Enter the type of payment (ARMS can supply a list). In this example, the user accepted the default response (Obligated Payment).

Enter the date the materials/services were received. The user entered October 10, 2001 as the date the materials/services were received.

In this example, ARMS presents three invoices residing under document number 1036017000 in Figure 2-18. ARMS provides three invoice options: (1) Edit, (2) Add, or (3) Remove and invoice. The user selected option 2, ADD Invoice, in Figure 2-19.

```
Select one of the following:

      1      EDIT Invoice
      2      ADD Invoice
      3      REMOVE Invoice

Which one: 2  ADD Invoice

Invoice Number: 10150108
INVOICE NUMBER.....: 10150108//
DATE OF INVOICE.....: Oct 3, 2001  (OCT 03, 2001)
DATE INVOICE RECEIVED: Oct 7, 2001  (OCT 07, 2001)

      INVOICES FOR DOCUMENT NO.: 1036017000

NO.  INVOICE NUMBER      DATE RECEIVED
---  -
1    10150101             OCT 15,2001
2    10150102             OCT 15,2001
3    10150104             OCT 3,2001
4    10150108             OCT 7,2001
```

Figure 2-19: Add An Invoice

Enter the new invoice number being added to the document number. In the example in Figure 2-19, the user entered invoice number 10150108.

Enter the date shown on the invoice. In this example, the user entered Oct 3, 2001. Enter the date the invoice was received. The user entered Oct 7, 2001 in Figure 2-19.

Notice Invoice Number 10150108 has now been added to the list of invoices (No. 4) under document number 1036017000. ARMS will provides three invoice processing options. If you are finished processing invoices, just press the Return key.

```
Select one of the following:

      1      EDIT Invoice
      2      ADD Invoice
      3      REMOVE Invoice

Which one:

Select ALL INVOICES to include in
PAID FOR/ACH ADDENDUM for this payment: 1-4

Select the INVOICE to use for
calculation of payment due dates: 1//
```

Figure 2-20: Process Another Invoice? Prompt

Enter the invoices to include in the payment. In this example, the user elected to include all invoices (1-4) under document number 1036017000.

Select the invoice you wish to use to calculate the payment due dates. ARMS uses the most recently received invoice to calculate the due date. ARMS displays the date the receiving report was processed as well as the receiving date of the most recent invoice. ARMS then calculates payment and payment due dates (Figure 2-21).

```
Select the INVOICE to use for
calculation of payment due dates: 1//

Receiving Report done on:  OCT 10,2001
Invoice received on.....:  OCT 15,2001
To avoid penalties
Payment is due by.....:  NOV 14,2001//  (NOV 14, 2001)
Make payment on.....:  NOV 7,2001//  (NOV 07, 2001)

Payment will be scheduled 7 days before the payment is due

Amount of payment due.....:  375.00
Payment to be made.....:  375.00
```

Figure 2-21: Payment Processing Calculations

If your payment and payment due dates are different than what ARMS displays, make the necessary date changes at the corresponding prompt.

```
Select one of the following:

1      Discount Taken
2      Discount Lost
3      Interest Penalty
4      No Discounts (Taken or Lost) No Penalties
5      Discount/Penalty Adjustments Complete

Which one: 4  No Discounts (Taken or Lost) No Penalties
```

Figure 2-22: Discount/Interest Penalty Information

If there were any discounts or interest penalties applied to your payment, select the appropriate discount/penalty option from the menu shown in Figure 2-22. In the example above, the user selected option 4, No Discounts No Penalties.

ARMS provides the opportunity to make final changes to the invoice added to the document. Figure 2-23 shows four payment processing options available to make changes to the payment data. If there are no additional changes to the added invoice, press the Return key at the “Which one:” prompt.

```
Payment Processing

Select one of the following:

1      Reset Payment Date
2      Edit Discounts/Penalties
3      Review Payment Summary
4      Change Vendor Remit to Address

Which one:

Select one of the following:

1      FINAL
2      PARTIAL

FINAL/PARTIAL.....: 1  FINAL
```

Figure 2-23: Payment Processing

Enter payment as being final or partial. The user entered the payment as being final on the invoice in Figure 2-24.

```

SEQ NO.: 0006      DOC REF: 103      CAN.....: J658888
FY FUNDS: 1      DOC NO.: 1036017000  OBJ CODE: 266A
PAY TYPE: 1      OTH REF: 617      AMOUNT.: 375.00
REC TYPE: 2      OTH DOC: 1036017000  DIS-AMT.:
VENDOR.: LBJ Technical Communications  AKA: LBJ TECHNICAL COMMUNICATIONS
ADDRESS.: PO BOX 4219      EIN: 2080901052A1 SFX: A1
ADDRESS2:
CITY.: ALBUQUERQUE      STATE: NM ZIP: 87132
ATTN.:
FED-CD: 1      TRN-CD.: 19214      PMT/COL DOC: B36501
PAY-CD: 1      OTH-T-CD:      COST CTR.: 25
PIG-WK:      INT-SQ.:      LOC CODE.: 005
      INT-AMT.:      APPROPRIATN: 756/70390
      INT-DOC.:

PAID FOR.:
ACH ADDENDUM:
REF*IV**10150101,10150102,10150104,10150108\

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 2-24: Added Invoice Payment

ARMS will display the added invoice record to the document. You have the option to review and make any changes as necessary. When you are finished making any changes, save and exit the record.

ARMS will ask if you would like to add another payment (Figure 2-25). Type Yes and press the Return key to add another payment. If you are finished adding payments to the batch file, accept the default response (No) by just pressing the Return key.

```

ADD another payment? NO//

BATCH NO.: B36501  TREASURY SCHEDULE NO.:

NO. PAYEE      DOCUMENT  AMOUNT      NO. PAYEE      DOCUMENT  AMOUNT
-----
1  AIRBORNE EXP 1036017000   250.00
2  FAKE VENDOR 1036017000  10500.00
3  FAKE VENDOR 1036017000   254.77
4  FAKE VENDOR 1036017000  10500.00
5  FAKE VENDOR 1036017000  10500.00
6  LBJ Technica 1036017000   375.00
-----
BATCH TOTAL: 32389.77

```

Figure 2-25: Add Another Payment? Prompt

ARMS will display the updated batch file showing the added payment (No. 6).

2.3.4 CLOSE A BATCH

The Close A Batch option allows the user to finalize a batch file in preparation for transmission to CORE. New payments cannot be added after the batch has been closed. After selecting the batch file number (N16401), the Close A Batch option is selected by entering 4 at the “Which One: EXIT Payment Review//” prompt and pressing the Return key (Figure 2-26).

```
BATCH NO.: N16401   TREASURY SCHEDULE NO.:  
  
NO. PAYEE      DOCUMENT  AMOUNT  | NO. PAYEE      DOCUMENT  AMOUNT  
-----  
1  FAKE VENDOR  1036017000   8925.00  
-----  
BATCH TOTAL:    8925.00  
  
Select one of the following:  
  
1      Review ALL Payments  
2      Review SELECTED Payments  
3      ADD a Payment  
4      CLOSE the Batch  
5      DELETE a Payment  
6      TRANSFER a Payment  
7      CHANGE Payee Info  
8      PRINT Related Document  
N      EXIT Payment Review  
  
Which one: EXIT Payment Review// 4  CLOSE the Batch  
  
Are you certain you want to CLOSE this batch? NO// YES
```

Figure 2-26: Closing A Batch File

After you have selected this option, ARMS asks you to verify closing the particular batch file. If you are sure you want to close the batch file, type Yes and press the Return key. If you do not want to close the batch file, accept the default response (No) by pressing the Return key.

ARMS will display a message showing the batch file has been closed (Figure 2-27).

```
Are you certain you want to CLOSE this batch? NO// YES  
  
N16401 has now been CLOSED.  
  
Press RETURN to continue or '^' to exit.
```

Figure 2-27: Batch File Closed Message

2.3.5 DELETE A PAYMENT

The Delete Payment option allows the user to remove a payment from a batch file. After selecting a batch file number (B36501 in Figure 2-28), ARMS displays the payments that exist within the particular batch file.

BATCH NO.: B36501			TREASURY SCHEDULE NO.:				
NO.	PAYEE	DOCUMENT	AMOUNT	NO.	PAYEE	DOCUMENT	AMOUNT
1	AIRBORNE EXP	1036017000	250.00				
2	FAKE VENDOR	1036017000	10500.00				
3	FAKE VENDOR	1036017000	264.77				
4	FAKE VENDOR	1036017000	10500.00				
5	FAKE VENDOR	1036017000	10500.00				
6	LBJ Technica	1036017000	375.00				
BATCH TOTAL:			32389.77				

Figure 2-28: Sample Batch File

The Delete A Payment option is selected from the Batch/Payment processing menu by entering 5 at the “Which One: EXIT Payment Review//” prompt and pressing the Return key (Figure 2-29).

```

Select one of the following:

1      Review ALL Payments
2      Review SELECTED Payments
3      ADD a Payment
4      CLOSE the Batch
5      DELETE a Payment
6      TRANSFER a Payment
7      CHANGE Payee Info
8      PRINT Related Document
N      EXIT Payment Review

Which one: EXIT Payment Review// 5  DELETE a Payment

DELETE Which PAYMENT(s):  (1-6): 4

Are you ABSOLUTELY CERTAIN you want to DELETE
payment(s) 4 from this batch? NO// Yes  YES

```

Figure 2-29: Delete A Payment Option

After selecting the Delete A Payment option, ARMS asks you to select a payment to delete. Batch file B36501 contains six payments (Figure 2-28). The user selected payment number 4 for deletion.

ARMS will ask you to verify deletion of the payment. Answer Y or N.

After you have deleted the payment, ARMS displays updated payment list minus the deleted payment (Figure 2-30).

BATCH NO.: B36501			TREASURY SCHEDULE NO.:				
NO.	PAYEE	DOCUMENT	AMOUNT	NO.	PAYEE	DOCUMENT	AMOUNT
1	AIRBORNE EXP	1036017000	250.00				
2	FAKE VENDOR	1036017000	10500.00				
3	FAKE VENDOR	1036017000	264.77				
4	FAKE VENDOR	1036017000	10500.00				
5	LBJ Technica	1036017000	375.00				
BATCH TOTAL:			21889.77				

Figure 2-30: Revised Batch File

2.3.6 TRANSFER A PAYMENT

The Transfer A Payment option allows the user to move a payment from one batch file to another. After you have selected a batch file number, ARMS will display the existing payments within the particular batch file (Figure 2-31).

BATCH NO.: B36501			TREASURY SCHEDULE NO.:				
NO.	PAYEE	DOCUMENT	AMOUNT	NO.	PAYEE	DOCUMENT	AMOUNT
1	AIRBORNE EXP	1036017000	250.00				
2	FAKE VENDOR	1036017000	10500.00				
3	FAKE VENDOR	1036017000	264.77				
4	LBJ Technica	1036017000	375.00				
BATCH TOTAL:			11389.77				
Select one of the following:							
1	Review ALL Payments						
2	Review SELECTED Payments						
3	ADD a Payment						
4	CLOSE the Batch						
5	DELETE a Payment						
6	TRANSFER a Payment						
7	CHANGE Payee Info						
8	PRINT Related Document						
N	EXIT Payment Review						
Which one: EXIT Payment Review// 6 TRANSFER a Payment							

Figure 2-31: Sample Batch File

The Transfer A Payment option is selected from the Batch/Payment processing menu by entering 6 at the “Which One: EXIT Payment Review//” prompt and pressing the Return key (Figure 2-32).

```

Which one: EXIT Payment Review// 6  TRANSFER a Payment

Fiscal Year of DESTINATION Batch.: 2002//
Batch Number of DESTINATION Batch: B35901

TRANSFER Which PAYMENT(s): (1-4): 1

Are you CERTAIN you want to TRANSFER
payment(s) 1 from this batch? NO// Yes  YES

BATCH NO.: B36501  TREASURY SCHEDULE NO.:

NO. PAYEE      DOCUMENT  AMOUNT  | NO. PAYEE      DOCUMENT  AMOUNT
-----|-----
1  FAKE VENDOR  1036017000  10500.00
2  FAKE VENDOR  1036017000    264.77
3  LBJ Technica  1036017000    375.00
-----|-----
                        BATCH TOTAL:  11139.77

```

Figure 2-32: Payment Transfer Options

After selecting this option, enter the fiscal year of the batch file you want to transfer the payment. In the example in Figure 2-32, the user accepted the default response fiscal year (2002).

Enter the batch number you want to transfer the payment to. In the example above, the user selected the destination batch number B35901.

Enter the payment you want to transfer to the new batch file. Notice four payments reside in batch file B36501 (Figure 2-32). In the example above, the user elected to transfer payment number one to batch file B35901.

ARMS asks you to verify your choice to transfer this payment to a new batch file. If you are certain you want to transfer this payment, type Yes at the prompt and press the Return key. If you do not want to transfer this payment, accept the default response (No) by just pressing the Return key.

After transferring the payment, ARMS displays batch file B36501 showing payment number 1 no longer existing in this batch file. ARMS returns you to the Batch/Payment processing menu for further processing of the batch file.

Change Payee Info

The Change Payee Info option allows the user to revise information pertaining to vendors/contractors. After you have selected a batch file number, ARMS will display the existing payments within that batch file (Figure 2-33).

The Change Payee Info option is selected from the Batch/Payment processing menu by entering 7 at the “Which One: EXIT Payment Review//” prompt and pressing the Return key (Figure 2-33).

```
BATCH NO.: B36501   TREASURY SCHEDULE NO.:  
  
NO. PAYEE      DOCUMENT  AMOUNT  | NO. PAYEE      DOCUMENT  AMOUNT  
-----  
1  ADCON INC   1036017000    264.77  
2  LBJ Technica 1036017000    375.00  
-----  
                BATCH TOTAL:    639.77  
  
Select one of the following:  
  
1      Review ALL Payments  
2      Review SELECTED Payments  
3      ADD a Payment  
4      CLOSE the Batch  
5      DELETE a Payment  
6      TRANSFER a Payment  
7      CHANGE Payee Info  
8      PRINT Related Document  
N      EXIT Payment Review  
  
Which one: EXIT Payment Review// 7  CHANGE Payee Info  
  
Which PAYMENT(s):  (1-2): 1
```

Figure 2-33: Sample Batch File

After selecting this option, enter the payment number of the payee data you want to revise. Figure 2-33 shows two payments in batch file number B36501. The user selected payment number 1. ARMS then displayed the vendor data for the payee in payment number 1 (Figure 2-34).

ARMS asks you to verify the vendor data for this payment number. If the data is correct, accept the default response by pressing the Return key. If there is vendor data that must be changed, type No and press the Return key. The user typed No at the “Is the PAYEE data correct? YES//” prompt in Figure 2-34.

VENDOR: ADCON INC		EIN NO: 1870409626A1
PARENT:		C-DIST:
CITY #:		TYPE... (A3) OTHER SMALL BUSINESS
W-OWND: NO		LSA...:
SBS...: YES		SIZE...: \$1 MILLION OR LESS
V-CODE:		PROFIT:
N-PROF:		GEOLOC: 22

MAILING ADDRESS		REMIT TO ADDRESS
STREET: 327 EAST 1200 SOUTH #9	STREET: 327 EAST 1200 SOUTH #9	
ST - 2:	ST - 2:	
CITY... OREM	CITY... Provo	
STATE... UTAH	STATE... UTAH	
ZIP... 84058	ZIP... 84058	
ATTN...:	ATTN...:	
PHONE...:	PHONE...:	
FAX...:	FAX...:	

Are you ABSOLUTELY CERTAIN that ALL this VENDOR DATA is correct.
You CANNOT change any VENDOR DATA after the payment has been recorded.

Is the PAYEE data correct? YES// NO

Figure 2-34: Vendor Data

ARMS provides the option to revise the Remit To Address for this file. The user changed the Remit To Address-City from Provo to Moab. Save your changes and exit the record. Notice the warning in Figure 2-35. If vendor data other than the Remit To Address information must be revised, contact the person who can make the appropriate changes to modify the data before recording the payment.

STREET: 327 EAST 1200 SOUTH #9	STREET: 327 EAST 1200 SOUTH #9
ST - 2:	ST - 2:
CITY... OREM	CITY... Provo
STATE...:	
ZIP...:	REMIT TO ADDRESS-STREET... 327 EAST 1200 SOUTH #9
ATTN...:	REMIT TO ADDRESS-STREET 2:
PHONE...:	REMIT TO ADDRESS-CITY... Moab
FAX...:	REMIT TO ADDRESS-STATE... UTAH
	REMIT TO ADDRESS-ZIP... 84058
Are you	REMIT TO ADDRESS-PHONE...:
You CAN	REMIT TO ADDRESS-FAX...:

Is the

WARNING: If any VENDOR DATA other than the REMIT TO ADDRESS information needs to be changed, consult with someone who has access to change ALL VENDOR DATA before you record this payment.

Exit Save Refresh

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

Save changes before leaving form (Y/N)? Y Press <PF1>H for help Insert

Figure 2-35: Remit To Address Updates

ARMS displays an updated payee record reflecting the change in city for the remit to address. If this information is correct, accept the default response by pressing the Return key. If the information is incorrect type No at the "Is the PAYEE data correct? YES//" prompt. The user typed Yes at the prompt and pressed the Return key.

VENDOR: ADCON INC	EIN NO: 1870409626A1
PARENT:	C-DIST:
CITY #:	TYPE... (A3) OTHER SMALL BUSINESS
W-OWND: NO	LSA...:
SBS...: YES	SIZE...: \$1 MILLION OR LESS
V-CODE:	PROFIT:
N-PROF:	GEOLOC: 22
MAILING ADDRESS	REMIT TO ADDRESS
-----	-----
STREET: 327 EAST 1200 SOUTH #9	STREET: 327 EAST 1200 SOUTH #9
ST - 2:	ST - 2:
CITY... OREM	CITY... Moab
STATE... UTAH	STATE... UTAH
ZIP... 84058	ZIP... 84058
ATTN...:	ATTN...:
PHONE...:	PHONE...:
FAX...:	FAX...:
Are you ABSOLUTELY CERTAIN that ALL this VENDOR DATA is correct. You CANNOT change any VENDOR DATA after the payment has been recorded.	
Is the PAYEE data correct? YES// YES	

Figure 2-36: Revised Payee Data Record

ARMS will display the revised payee address information (Figure 2-37).

```

Is the PAYEE data correct? YES// YES

ARMS PAYEE: ADCON INC                      EIN: 1870409626A1
            327 EAST 1200 SOUTH #9

            Moab, 84058

1166 PAYEE: ADCON INC                      EIN: 1870409626A1
            327 EAST 1200 SOUTH #9

            Moab, 84058

Payment Sequence NO. 0002
will now be updated with the new Payee information.

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

Figure 2-37: Revised Payment Addresses

Press the Return key to continue and process additional payments within the batch file or type ^ and press the Return key to return to the User Menu.

2.3.7 PRINT RELATED DOCUMENT

The Print Related Document option allows the user to print receiving reports and purchase orders for particular payments within a batch file. After selecting a batch file number (B36501 in Figure 2-38), ARMS displays the existing payments within the batch file.

```
BATCH NO.: B36501   TREASURY SCHEDULE NO.:  
  
NO. PAYEE          DOCUMENT  AMOUNT  | NO. PAYEE          DOCUMENT  AMOUNT  
-----|-----  
1  ADCON INC       1036017000    264.77  
2  LBJ Technica    1036017000    375.00  
-----|-----  
                        BATCH TOTAL:    639.77  
  
Select one of the following:  
  
1      Review ALL Payments  
2      Review SELECTED Payments  
3      ADD a Payment  
4      CLOSE the Batch  
5      DELETE a Payment  
6      TRANSFER a Payment  
7      CHANGE Payee Info  
8      PRINT Related Document  
N      EXIT Payment Review  
  
Which one: EXIT Payment Review// 8 PRINT Related Document  
Which PAYMENT(s): (1-2): 2
```

Figure 2-38: Sample Batch File

The Print Related Document option is selected from the Batch/Payment processing menu by entering 8 at the “Which One: EXIT Payment Review//” prompt and pressing the Return key (Figure 2-38).

After selecting this option, enter the payment number for the payee data you want to print. Figure 2-38 shows two payments in batch file number B36501. The user chose to print documents for payment number 2.

In Figure 2-39, ARMS shows three print options: (1) Purchase Order, (2) Receiving Report, and (3) Purchase Order and Receiving Report. The user chose option 3 in this example.


```
Which PAYMENT(s): (1-2): 2

Select one of the following:

      1      Purchase Order
      2      Receiving Report
      3      PO and Receiving Report

Which one: 3 PO and Receiving Report

Select one of the following:

      P      PRINT Output
      B      BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 2-39: Print Documents Options

You are now ready to print your document(s). Follow the standard steps for printing/viewing an ARMS report.

2.3.8 EXIT PAYMENT REVIEW

The Exit Payment Review option allows the user to return to the batch file selection menu choose another batch number. This is the default response and is selected by just pressing the Return key at the “Which one: EXIT Payment Review//” prompt (Figure 2-38).

2.4 CERTIFY A BATCH

The Certify A Batch function allows the user to modify and/or review payments as well as certify batch files ready for export. The Certify A Batch function is selected by entering 4 at the “Which function:” prompt on the Select the Payment Function menu (Figure 2-1) and pressing the Return key. The following sections provide an overview of the nine options available with this function.

2.4.1 REVIEW ALL PAYMENTS

The Review All Payments option allows the user to view all payments made within the batch file selected for review. For further instructions regarding this option, refer to section 2.3.1 (Review All Payments section in the Edit Payment/Review Batch chapter).

2.4.2 REVIEW SELECTED PAYMENTS

The Review Selected Payments option allows the user to view specific payments within a batch file. For further instructions regarding this option, refer to section 2.3.2 (Review Selected Payments section in the Edit Payment/Review Batch chapter).

2.4.3 ADD A PAYMENT

The Add A Payment option allows the user to add a payment within a particular batch file. For further instructions regarding this option, refer to section 2.3.3 (Add A Payment section in the Edit Payment/Review Batch chapter).

2.4.4 CERTIFY THE BATCH

The Certify The Batch option allows the financial officer to certify a batch file as being correct and complete and ready for export to CORE and the U.S. Treasury. After selecting a batch file number (A1101 in Figure 2-40), ARMS displays the existing payments within the batch file.

BATCH NO.: A11001 TREASURY SCHEDULE NO.:			
NO.	PAYEE	DOCUMENT	AMOUNT
1	FAKE VENDOR	1020T00084	200.00
2	FAKE VENDOR	1020T00085	200.00
3	FAKE VENDOR	1020T00087	200.00
4	FAKE VENDOR	1020T00088	200.00
5	FAKE VENDOR	1020T00089	200.00
BATCH TOTAL:			1000.00

Figure 2-40: Sample Batch File

The Certify The Batch option is selected from the Batch/Payment processing menu by entering 4 at the “Which One: EXIT Payment Review//” prompt and pressing the Return key (Figure 2-41).

```

Select one of the following:

1      Review ALL Payments
2      Review SELECTED Payments
3      ADD a Payment
4      CERTIFY the Batch
5      DELETE a Payment
6      TRANSFER a Payment
7      CHANGE Payee Info
8      PRINT Related Document
N      EXIT Payment Review

Which one: EXIT Payment Review// 4  CERTIFY the Batch

Are you certain you want to CERTIFY this batch? NO// Yes  YES

Enter your electronic signature:  VALID SIGNATURE ACCEPTED.

A11001 has now been CERTIFIED.

```

Figure 2-41: Batch Certification Options

After you have selected this option, ARMS asks you to verify certification of the batch file you selected. If you want to certify the batch, type Yes at

the prompt and press the Return key. If you do not want to certify the batch accept the default response (No) by only pressing the Return key.

Enter you electronic signature and press the Return key to complete batch certification. ARMS will display a message confirming the batch file has been certified (Figure 2-42).

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

Batch NO. B15901 contains the following payment(s) which you entered:

Payment 0002 to LBJ Technical Communications
Payment 0003 to AIRBORNE EXPRESS

You cannot certify a batch containing payment(s) you entered.
Either have someone else certify the batch or
transfer your payments to another batch.

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

Figure 2-42: Batch Certification Limitations

Press the Return key to continue and certify another batch or type ^ to exit to the User Menu.

Notice in Figure 2-42 that the person certifying the batch cannot enter payments within that batch. If you have entered payments within a particular batch you want to certify, either someone else must certify the batch, or you must transfer the payments you entered to another batch file.

2.4.5 DELETE A PAYMENT

The Delete Payment option allows the user to remove a payment from a batch file. For further instructions regarding this option, refer to section 2.3.5 (Delete A Payment section in the Edit Payment/Review Batch chapter).

2.4.6 TRANSFER A PAYMENT

The Transfer A Payment option allows the user to move a payment from one batch file to another. For further instructions regarding this option, refer to section 2.3.6 (Transfer A Payment section in the Edit Payment/Review Batch chapter).

2.4.7 CHANGE PAYEE INFO

The Change Payee Info option allows the user to revise information pertaining to vendors/contractors. For further instructions regarding this option, refer to section 2.3.7 (Change Payee Info section in the Edit Payment/Review Batch chapter).

2.4.8 PRINT RELATED DOCUMENT

The Print Related Document option allows the user to print receiving reports and purchase orders for particular payments within a batch file. For further instructions regarding this option, refer to section 2.3.6 (Print Related Document section in the Edit Payment/Review Batch chapter).

2.4.9 EXIT PAYMENT REVIEW

The Exit Payment Review option allows the user to return to the batch file selection menu choose another batch number. This is the default response and is selected by just pressing the Return key at the “Which one: EXIT Payment Review//” prompt (Figure 2-41).

2.5 EXPORT A BATCH

The Export A Batch function allows the user to transmit batch files to CORE and the U.S. Treasury. The Export A Batch function is selected by entering 5 at the “Which function:” prompt on the Select the Payment Function menu (Figure 2-1) and pressing the Return key.

After selecting this option, ARMS displays certified batch files ready for transmission to CORE (Figure 2-43).

```
Which function: 5  EXPORT a Batch

FISCAL YEAR: 2001

NO. BATCH   CREATED      DUE          | NO. BATCH   CREATED      DUE
-----
1  A11001    APR 17,2001  APR 20,2001  | -----
2  F07801    MAR 19,2001  MAR 19,2001  | -----

Please NOTE:  You can export ALL Batches by entering 'ALL' at the
prompt.  Otherwise, specify the the batch you want to export.

EXPORT Which BATCH: 2

BATCH NO.....: F07801
Which ACCOUNTING POINT: 53//          ALBUQUERQUE

The next SCHEDULE NUMBER will be 2001536096
Is this correct? NO// YES

Print Payment DHR's now? NO//
```

Figure 2-43: Export Batch File Options

You have the option of transmitting ALL certified batch files or you can specify a single file. In Figure 2-43, the user chose to export batch file number 2.

Enter the accounting point for your export. Your own finance site will be the default response. If this is the correct accounting point, just press the Return key.

If this is not the correct accounting point, enter the correct one and press the Return key.

ARMS asks you to verify the generated schedule number. Type Yes at the prompt and press the Return key.

ARMS asks if you want to print the data history records (DHRs). If you do not want to print the DHRs at this time, accept the default response (No) by pressing the Return key. If you do want to print the DHRs at this time, type Yes. In Figure 2-43, the user elected not to print the DHRs and accepted the default response.

After exporting the batch file, ARMS displays a status report regarding the batch export (Figure 2-44). Press the Return key to continue and see the batch file's appropriation summary, or type ^ and press the Return key to return to the User Menu.

```
Export of Batch NO F07801 in progress. Please stand by....

                          Batch STATUS Report
                          Report Date: OCT 17,2001

Fiscal Year.....: 2001
Batch Number.....: F07801
Treasury Schedule.: 2001536096
Schedule Format....: CHECKS-GROUPED
Payment Due.....: MAR 19,2001
Payment Open/Clsd.: CLOSED
Payment Certified.: OCT 2,2001
Payment Exported..: OCT 17,2001
ECS FileName.....: 001-1017
Number of Paymts..: 2
Tot amt of Paymts.:      650.00

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

Figure 2-44: Batch Status Report

ARMS displays a summarized report of the appropriation activity (Figure 2-45) regarding the batch file.

```
Appropriation Summary Batch NO. F07801 Schedule NO. 2001536095

      APPROPRIATION   AMOUNT
      -----
      759/10140             650.00
      -----
                        650.00

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

Figure 2-45: Appropriation Summary

Press the Return key to continue and export additional batch files or type ^ and press the Return key to return to the User Menu.

2.6 ADD A BATCH

The Add A Batch function allows the user to manually create batch files. This function can be used to process manual non-ARMS payments. The Add A Batch function is selected by entering 6 at the “Which function:” prompt on the Select Payment Function menu (Figure 2-1) and pressing the Return key.

Enter the fiscal year for the batch file. The default response is the current fiscal year. Just press the Return key to accept this response. If you must enter a fiscal year different from the default response, enter the fiscal year and press the Return key. The user accepted the default response (2002) in Figure 2-46.

```
Which function: 6  ADD a Batch
Fiscal Year....: (1000-9999): 2002//
Batch Number...: S10184
Batch Type.....: Vendor  VENDOR Payment
Type of Payment: Check-Not Grouped

      FISCAL YEAR.: 2002
      BATCH NUMBER: S10184
      BATCH TYPE...: Vendor Payment
      PAYMENT TYPE: Check-Not Grouped

Create NEW BATCH? NO// YES
```

Figure 2-46: Enter Batch Data

Enter a number for the new batch file. This number is free text and must be 6 characters in length. The user entered S10184 as the batch number in Figure 2-46.

Enter the treasury schedule number for this batch file and the type of batch file. The user in Figure 2-46 entered T200144 as the schedule number and Vendor Payment as the batch file type.

Enter the type of payment (i.e., ACH NON-Grouped, Check-Grouped, NO-Check, Check-Not Grouped). The user entered Check-Not Grouped as the type of payment in Figure 2-46. ARMS displays a summary of the data entered.

ARMS asks if you want to create the batch file. To continue, type Yes at the “Create New BATCH? No//” prompt. If you do not want to create the batch file accept the default response (No) by pressing the Return key.

```
01 BATCH NUMBER.....: S10184
02 EXPORT ON OR BEFORE.: DEC 31,2001
03 TREASURY SCHEDULE NO: T200144
05 SCHEDULE FORMAT.....: CHECKS NOT-GROU

Which function: 6  ADD a Batch

Fiscal Year....: (1000-9999): 2002//
Batch Number...: S10184
Batch Type....: Vendor  VENDOR Payment
Type of Payment: Check-Not Grouped

Exit      Save      Refresh

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

ADD a payment now? NO//
```

Figure 2-47: Update Export Data

ARMS presents a batch record to fill out. Begin by entering the date of the export. The user entered the export date as December 31, 2001.

Enter the treasury schedule number for the batch file. The user entered T200144 as the treasury schedule number. After entering the export date and treasury schedule number, save and exit the record.

ARMS will prompt if you would like to add a payment to this batch file. Type Yes at the “ADD a payment now? NO//” prompt and press the Return key to add a payment to the batch file. To add a payment at a later time, accept the default response (No) by pressing the Return key. For further instructions regarding adding a payment, refer to section 2.3.3 (Add A Payment section in the Edit Payment/Review Batch chapter). After the batch file has been added, ARMS returns to the Select Payment Function menu.

2.7 COMBINE BATCHES

The Combine Batches function allows the user to merge batch files. The Combine Batches function is selected by entering 7 at the “Which function:” prompt on the Select Payment Function menu (Figure 2-1) and pressing the Return key.

After selecting this option, ARMS displays batch files grouped by fiscal years. Figure 2-48 shows batch files for fiscal years 1999 and 2001.

Which function: 7 COMBINE Batches

FISCAL YEAR: 1999

NO.	BATCH	CREATED	DUE		NO.	BATCH	CREATED	DUE
1	589151	OCT 17,2001	DEC 31,2001	*				

FISCAL YEAR: 2001

NO.	BATCH	CREATED	DUE		NO.	BATCH	CREATED	DUE
2	B12701	MAY 7,2001	MAY 7,2001	*	12	E23401	AUG 22,2001	AUG 22,2001
3	B15601	JUN 5,2001	JUN 5,2001	*	13	G16401	JUN 13,2001	JUN 13,2001
4	B16401	JUN 13,2001	JUN 13,2001	*	14	010000	AUG 27,2001	AUG 30,2001
5	C15601	JUN 5,2001	JUN 5,2001	*	15	P89150	OCT 17,2001	DEC 31,2001
6	C16201	JUN 11,2001	JUN 11,2001					
7	C16301	JUN 12,2001	JUN 12,2001					
8	C16401	JUN 13,2001	JUN 13,2001					
9	E06701	MAR 8,2001	MAR 8,2001					
10	E17201	JUN 21,2001	JUN 21,2001					

Figure 2-48: Batch Files - 1999&2001

Begin by entering the number of the batch file you want to send the other batches to. Enter the batch file number at the “Enter the Number for the DESTINATION Batch: (1-23):” prompt. In Figure 2-49, the user entered batch file number 2 (B12701).

```

Enter the number for the DESTINATION Batch: (1-23): 2
Enter the number for First SOURCE Batch: (1-23): 3
Enter the number for Next SOURCE Batch: (1-23): 4
Enter the number for Next SOURCE Batch: (1-23):

You have selected BATCH B12701 as the DESTINATION batch.
You have selected the following SOURCE Batch(es)
to be moved to the DESTINATION Batch.

    1  B15601
    2  B16401

Are you ABSOLUTELY CERTAIN you want to combine
the(se) SOURCE batches into the DESTINATION Batch.? NO// YES
  
```

Figure 2-49: Combining Batch File Options

Enter the number of the batch file you want to move to the destination batch. Keep in mind you can only combine batch files of the same type (i.e., ACH-Non Grouped, DHR Only, Check-Grouped). Enter the batch file number at the Enter the “Number for SOURCE Batch: (1-23):” prompt. In Figure 2-49, the user entered batch file number 3 (B15601).

If you are merging additional batch files, enter the other batch file numbers at the “Enter the Number for Next SOURCE Batch: (1-23):” prompt. In Figure 2-49, the user entered batch file number 4 (B16401).

Continue to enter additional batch files at the “Enter the Number for Next SOURCE Batch: (1-23):” prompt. When you are finished merging batch files, just press the Return key at the prompt to continue. ARMS next displays the destination batch file as well as the batch files to be merged to the destination batch file.

ARMS will ask you to verify sending the identified batch files to the destination batch file. To complete the merge, type Yes at the prompt and press the Return key. To cancel the merge, accept the default response by pressing the Return key. After the merge has been completed, ARMS returns to the Select Payment Function menu.

2.8 REOPEN/ RE-EXPORT A BATCH

The Re-Open/Re-Export A Batch function allows you to re-open a previously exported batch file. You can also re-export the file. The Re-Open/Re-Export A Batch function is selected by entering 8 at the “Which function:” prompt on the Select Payment Function menu (Figure 2-1) and pressing the Return key.

Enter the fiscal year of the batch file you want to re-open. The current fiscal year is the default response. If the default response is not the correct fiscal year, enter the new fiscal year and press the Return key. The user entered fiscal year 2001 and pressed the Return key in Figure 2-50.

```
Which function: 8  REOPEN/RE-EXPORT a Batch
Which FISCAL YEAR: 2002// 2001
REOPEN Which Batch: B35701
Are you certain you want to RE-EXPORT
Batch NO: B35701 from Fiscal Year 2001? NO// YES
Do you need to RE-CREATE the DHR's? NO//
Batch NO: B35701 from Fiscal Year 2001
Can now be RE-EXPORT'ed.
REOPEN Which Batch:
```

Figure 2-50: Re-Open/Re-Export A Batch Options

Enter the batch file number for the file you want to re-open. Type ?? and press the Return key to see a list of batch files for the fiscal year you selected.

ARMS asks you to verify re-opening the batch file you identified. If it is the correct batch file, type Yes and press the Return key at the prompt. If it is not the correct batch file, accept the default response (No) by pressing the Return key.

ARMS next asks if you want to re-create the DHRs. If you must re-export the batch file to CORE, you will need to re-create the DHRs. Type Yes at the prompt and press the Return key. If you are only re-exporting to treasury, you do not need to re-create the DHRs. Accept the default response and press the Return key.

Enter a batch number to re-open another file or press the Return key to return to the Select Payment Function menu.

2.9 REOPEN A DOCUMENT

The Re-Open A Document function allows you to re-open a document that already has been closed and paid on. The Re-Open A Document function is selected by entering 9 at the “Which function:” prompt on the Select Payment Function menu (Figure 2-1).

```
Which function: 9  REOPEN a Document

          UTILITY TO RE-OPEN FINALIZED PAYMENT

Document NO.: 020-069-9-0001      9076005300  ADP3311  ACME MATERIALS

Are you certain you want to RE-OPEN Document NO. 9076005300
for further invoice audit? NO// Yes  YES

Do you also want to RE-OPEN Document NO. 9076005300
for further receiving action? NO// Yes  YES

9076005300 is now available for additional payment action.

Press RETURN to continue or '^' to exit.

Document NO.: █
```

Figure 2-51: Re-Open A Document Options

Enter the document number of the document you want to re-open. Type ?? and press the Return key to see a list of finalized documents. The user chose to re-open document number 020-069-9-0001.

ARMS asks you to verify re-opening the document identified for further invoice audit. If you want to re-open this document, type Yes and press the Return key. If you do not want to re-open the document, accept the default response (No) by pressing the Return key.

ARMS next asks if you want to re-open the document for further receiving actions. If you want to re-open this document, type Yes and press the Return key. If you do not want to re-open the document, accept the default response (No) by pressing the Return key.

ARMS displays a message showing the document has been re-opened and is ready for further payment action.

Press the Return key to continue and open another document, or type ^ and press the Return key to return to the Select Payment Function menu.

2.10 PRINT PAYMENT MANAGEMENT REPORTS

The Print Payment Management Reports function allows you to print fourteen different financial reports. The Print Payment Management Reports function is selected by entering 10 at the “Which function:” prompt on the Select Payment Function menu (Figure 2-1) and pressing the Return key.

Figure 2-52 shows the available Payment Management Report options. Type the number corresponding to the desired report at the “Which report:” prompt and press the Return key.

```
Which function: 10 PRINT Payment Management Reports

Select PAYMENT MANAGEMENT Report

Select one of the following:

1      Document Payment History
2      Print Payment DHR's
3      Invoices without Receiving Reports
4      Interest Penalty Report
5      Prompt Payment Report
6      List Batches exported on specified date
7      Invoice Workload Report
8      Electronic funds Transfer Profile
9      Vendor Payment Notification Letters
10     Treasury Schedule Comparison
11     Appropriation List
12     Batch Payment Listing
13     Review Payments for One Tech only
14     Create ECS Schedule Flat File

Which report:
```

Figure 2-52: Payment Management Reports

2.10.1 DOCUMENT PAYMENT HISTORY

This reports shows a history of payments made against item(s) within a particular document record. The Document History Report is selected by entering 1 at the “Which report:” prompt on the Payment Management Report menu (Figure 2-52) and pressing the Return key.

2.10.2 PRINT PAYMENT DHRS

This report shows a listing of payment data history records for specified batch files in a specified fiscal year. The Print Payment DHRS report is selected by entering 2 at the “Which report:” prompt on the Payment Management Report menu (Figure 2-52) and pressing the Return key.

2.10.3 INVOICES WITHOUT RECEIVING REPORTS

This report shows documents with invoices recorded, but no receiving report on file. The Invoices Without Receiving Reports option is selected by entering 3 at the “Which report:” prompt on the Payment Management Report menu (Figure 2-52) and pressing the Return key.

2.10.4 INTEREST PENALTY REPORT

This report shows penalty interest paid to vendors due to government late payments during a specified time period. The Interest Penalty Report is selected by entering 4 at the “Which report:” prompt on the Payment Management Report menu (Figure 2-52) and pressing the Return key.

2.10.5 PROMPT PAYMENT REPORT

This report provides statistical data regarding the timeliness of vendor and travel payments for fiscal quarters during a specified fiscal year. The Prompt Payment Report is selected by entering 5 at the “Which report:” prompt on the Payment Management Report menu (Figure 2-52) and pressing the Return key.

2.10.6 LIST BATCHES EXPORTED ON SPECIFIED DATE

This report shows batch files exported on a specific date within a specified range of dates. The List Batches Exported On Specified Date Report is selected by entering 6 at the “Which report:” prompt on the Payment Management Report menu (Figure 2-52) and pressing the Return key.

2.10.7 INVOICE WORKLOAD REPORT

This statistical report shows invoices processed by location or data entry personnel. Data is broken down by Vendor/Travel Payments as well as payments being paid/ pending. The Invoice Workload Report is selected by entering 7 at the “Which report:” prompt on the Payment Management Report menu (Figure 2-52) and pressing the Return key.

2.10.8 ELECTRONIC FUNDS TRANSFER PROFILE

This statistical report shows payments as being made via EFT or Non-EFT; it also shows the type of payment. The Electronic Funds Transfer Profile is selected by entering 8 at the “Which report:” prompt on the Payment Management Report menu (Figure 2-52) and pressing the Return key.

2.10.9 VENDOR PAYMENT NOTIFICATION LETTERS

This letter informs the vendor that their payment has been sent to Treasury for direct deposit to their checking account. It also specifies when the payment is scheduled for deposit. The Vendor Payment Notification Letter option is selected by entering 9 at the “Which report:” prompt on the Payment Management Report menu (Figure 2-52) and pressing the Return key.

2.10.10 TREASURY SCHEDULE COMPARISON

This report shows a listing of batch files that have been exported to Treasury. This list can be compared with the Treasury Confirmation Report provided by Treasury. The Treasury Schedule Comparison report is selected by entering 10 at the “Which report:” prompt on the Payment Management Report menu (Figure 2-52) and pressing the Return key.

2.10.11 APPROPRIATION LIST

This report shows distribution of appropriation funds within batch files. This report can be sorted by batch files containing payments charged against particular appropriation funds or by appropriations fund charges against a particular batch file. The Appropriation List report is selected by entering 11 at the “Which report:” prompt on the Payment Management Report menu (Figure 2-52) and pressing the Return key.

2.10.12 BATCH PAYMENT LISTING

This report lists all payments within a specified batch file. The Batch Payment Listing report is selected by entering 12 at the “Which report:” prompt on the Payment Management Report menu (Figure 2-52) and pressing the Return key.

2.10.13 REVIEW PAYMENTS FOR ONE TECH ONLY

This report displays payment records processed by a specified accounting technician. The Review Payments For One Tech Only report is selected by entering 13 at the “Which report:” prompt on the Payment Management Report menu (Figure 2-52) and pressing the Return key.

2.10.14 CREATE ECS SCHEDULE FLAT FILE

This option gathers all Treasury Schedules exported during a specified time range and place them in a UNIX comma delimited flat file that can be exported into an Access or Excel spreadsheet. The Create ECS Schedule Flat File option is selected by entering 14 at the “Which report:” prompt on the Payment Management Report menu (Figure 2-52) and pressing the Return key.

2.11 DELETE A BATCH

The Delete A Batch function allows the user to delete batch files. Keep in mind the batch file cannot be deleted if there are payments in the batch. The Delete A Batch function is selected by entering 11 at the “Which function:” prompt on the Select the Payment Function menu (Figure 2-1) and pressing the Return key.

Enter the fiscal year of the batch file you want to delete. The current fiscal year is the default response. If the default response is not the correct fiscal year, enter the new fiscal year and press the Return key. The user entered fiscal year 2001 and pressed the Return key in Figure 2-53.

```
Which function: 11  DELETE A Batch
Fiscal Year.....: 2002// 2001
Batch/Schedule to DELETE: E13101
Are you ABSOLUTELY CERTAIN
you want to DELETE Batch NO. E13101? NO// YES
Batch/Schedule to DELETE:
```

Figure 2-53: Delete A Batch File Options

Enter the batch file number for the file you want to delete. Type ?? and press the Return keys to see a list of batch files for the fiscal year you designated.

ARMS asks you to verify deletion of the batch file you identified. If it is the correct batch file, type Yes and press the Return key. If it is not the correct batch file, accept the default response (No) by pressing the Return key.

Enter another batch file to delete at the “Batch/Schedule to DELETE:” prompt. If you do not want to delete any more batch files, press the Return key to return to the Payment Function menu.

2.12 PAYROLL DATA

The Payroll Data function allows the user to edit employee payroll information for a particular pay period. The Payroll Data function is selected by entering 12 at the “Which function:” prompt on the Select the Payment Function menu.

Enter a payroll control number for this entry. The number must be 6 characters in length. For any changes to this payroll data entry, refer to the payroll control number. The user entered 109022 as the Payroll Control Number in Figure 2-54.

```

Which function: 12  Payroll Data

          PAYROLL DATA ENTRY UTILITY

Payroll Control NO.: 109022
Payroll Period.....: 26
GS Pay Period Ends.: Dec 31, 01  (DEC 31, 2001)
CO Pay Period Ends.: Dec 31, 01  (DEC 31, 2001)
Fiscal Year.....: (1000-9999): 2002//
Payroll CAN.....: J658888

```

Figure 2-54: Enter Payroll Data

Enter the pay period for the calendar year. There are 26 pay periods for each calendar year. In Figure 2-54, the user entered the payroll period as the 26th pay period of the year.

Enter the date the pay period ends for government service employees. Repeat this process for the date the pay period ends for contract service employees. The user entered the ending date for both pay periods as December 31, 2001.

Enter the fiscal year of the pay period. Remember, the fiscal year runs from October 1st through September 30th of the following year. The user accepted the default response fiscal year (2002) in Figure 2-54.

Enter the payroll common accounting number (CAN) to charge the employee's wages. In Figure 2-54, the user selected payroll CAN J658888.

ARMS displays the input payroll data as well as the four employees whose salaries are paid from the designated payroll CAN (Figure 2-55).

```

Payroll Control NO.: 109022
Payroll Period.....: 26
Pay Period Ends.....: DEC 31,2001   DEC 31,2001
Fiscal Year.....: 2002
Payroll CAN.....: J658888

NO.  SSN      EMPLOYEE      GROSS    OVERTIME    BASE NET    FRINGE
      PAY      HRS  PAY      HRS  EXPEND  BENEFITS
-----
1   345678901  WHITE,DAVID
2   898783478  STARR,CERIDWEN
3   898989898  STARR,MARSHA R
4   988787876  FUGATT,ANNE E

Select one of the following:

      1      EDIT Existing Payroll entry
      2      ADD New Payroll entry
      3      REMOVE Payroll entry

Which One: █

```

Figure 2-55: Employee Payroll Data

You now have the option of updating payroll data for the employees whose salary is paid from the chosen CAN. You can edit, add new data, or remove the payroll entry for the employee's listed (Figure 2-55).

In Figure 2-56, the user chose option 2, Add New Payroll Entry, for each of the employees.

```
Which One: 2  ADD New Payroll entry

Payroll Control NO.: 109022
Payroll Period..... 26
Pay Period Ends..... DEC 31,2001   DEC 31,2001
Fiscal Year..... 2002
Payroll CAN..... J658888

PAYROLL DATA FOR: WHITE,DAVID

GROSS PAY..... 1800
OVERTIME HOURS: 0
OVERTIME PAY... 0
BASE HOURS..... 80//
NET EXPEND..... 1650

File PAYROLL DATA? YES//
```

Figure 2-56: Update Employee Payroll Data

Begin by entering the employee's gross pay for the pay period. In Figure 2-56, the user entered \$1800 as the employee's gross pay.

Enter the number of overtime hours the employee worked during the pay period. In Figure 48, the user entered 0 hours of overtime worked during the pay period. Enter the amount of overtime pay earned as a result of the overtime hours worked. Since the employee in Figure 2-56 did not work any overtime, overtime pay is zero.

Enter the base hours the employee works during the pay period. The default response is 80 hours for the pay period. If the base hours worked during the pay period is different than the default response, enter the actual amount of base hours.

Enter the Net Expenditures for the pay period. The user entered \$1650 in Figure 2-56.

After entering this data, ARMS asks if you want to file this payroll data. To file the payroll data, accept the default response and press the Return key. If you do not want to file this data, type No and press the Return key. This process can be completed for each employee whose wages are charged to this particular CAN.

After adding new payroll data for the employees assigned to this particular CAN, ARMS again provides the option to edit or remove the employee's payroll data. If you are finished processing payroll data for this CAN, press the Return key at

the “Which One:” prompt shown in Figure 2-57. You can then enter a new payroll CAN to process additional pay data.

```

Payroll Control NO.: 109022
Payroll Period.....: 26
Pay Period Ends.....: DEC 31,2001   DEC 31,2001
Fiscal Year.....: 2002
Payroll CAN.....: J658888

NO.  SSN      EMPLOYEE      GROSS    OVERTIME    BASE NET    FRINGE
PAY   HRS   PAY           HRS   PAY           HRS   EXPEND    BENEFITS
-----
1  345678901  WHITE,DAVID      1800.00    0    0.00    80    1650.00  (150.00)
2  898783478  STARR,CERIDWEN   1900.00    2   150.00    80    1900.00    0.00
3  898989898  STARR,MARSHA R   1900.00    5   325.00    80    1950.00   50.00
4  988787876  FUGATT,ANNE E    2200.00    7   550.00    80    2175.00  (25.00)

Select one of the following:

      1      EDIT Existing Payroll entry
      2      ADD New Payroll entry
      3      REMOVE Payroll entry

Which One: █

```

Figure 2-57: Employee List - New Payroll Data

If you are finished processing payroll data, press the return key at the NEXT Payroll CAN: prompt to return to the Select Payment Function menu.

2.13 BATCH STATUS REPORT

The Batch Status Report function allows the user to view a host of information regarding a specified batch file. The Batch Status Report function is selected by entering 13 at the “Which function:” prompt on the Select the Payment Function menu.

Begin by entering the fiscal year of the batch file you desire at the Which FISCAL YEAR: 2002// prompt. If the default response is the fiscal year you want, just press the Return key. If the default response is not the fiscal year you want, enter the desired fiscal year and press the Return key. In Figure 2-58, the user entered fiscal year 2001.

```

Which function: 13  Batch STATUS Report

Select Fiscal Year and Batch number for the
Batch STATUS Report

Which FISCAL YEAR: 2002// 2001

Batch or Sched #: A11001

```

Figure 2-58: Batch Status Report Options

Enter the batch number and press the Return key. You can type ?? and press the Return key to see a list of batch files from the fiscal year you identified. In Figure 2-58, the user entered batch file number A11001. ARMS will produce a Batch Status (Figure 2-59) and Appropriation Summary report (Figure 2-60).

```
Batch STATUS Report
Report Date: OCT 4,2001

Fiscal Year.....: 2001
Batch Number.....: A11001
Treasury Schedule.:
Schedule Format....: ACH-GROUPED
Payment Due.....: APR 20,2001
Payment Open/Clsd.: CLOSED
Payment Certified.: Not yet certified
Payment Exported..: Not yet exported
Number of Paymts..: 5
Tot amt of Paymts.: 1,000.00

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

Figure 2-59: Batch Status Report

```
Appropriation Summary Batch NO. A11001

APPROPRIATION  AMOUNT
-----
759/10140      1,000.00
-----
1,000.00

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

Figure 2-60: Appropriation Summary

2.14 TRAVEL ADVANCE MANAGEMENT

The Travel Advance Management payment function allows the user to track, edit, and review travel advance payments of employees in the ARMS database. The Travel Advance Management function is selected by entering 14 at the “Which function:” prompt on the Select the Payment Function menu. There are five travel advance options to choose from (Figure 2-61).

```
Which function: 14 Travel Advance Management

      Select TRAVEL ADVANCE Function

Select one of the following:

      1      Print TA for One Travel Order
      2      Print TA History for Selected Employee
      3      Print TA Summary for Selected Time Period
      4      Edit Travel Advance
      5      Delete Travel Advance

Which function:
```

Figure 2-61: Travel Advance Options

2.14.1 PRINT TA FOR ONE TRAVEL ORDER

This option allows the user to view/print a travel advance for a single travel order. The Print TA for One Travel Order option is selected by entering 1 at the “Which function:” prompt (Figure 2-61).

2.14.2 PRINT TA HISTORY FOR SELECTED EMPLOYEE

This option allows the user to view/print a history of all travel advances for a specific employee. The Print TA History for Selected Employee option is selected by entering 2 at the “Which function:” prompt (Figure 2-61).

2.14.3 PRINT TA SUMMARY FOR SELECTED TIME PERIOD

This option allows the user to view/print a travel advance summary for a specified date range. The Print TA Summary for Selected Time Period option is selected by entering 3 at the “Which function:” prompt (Figure 2-61).

2.14.4 EDIT TRAVEL ADVANCE

This option allows the user to edit an existing travel advance. The Edit Travel Advance option is selected by entering 4 at the “Which function:” prompt (Figure 2-61).

After you have selected the Edit Travel Advance option, ARMS will prompt you for the number of the Travel Advance you wish to edit. Enter the number at the prompt; ARMS can provide a list (Figure 2-62).

```
Select TRAVEL ADVANCE Function

Select one of the following:

1      Print TA Summary for One Travel Order
2      Print TA History for Selected Employee
3      Print TA Summary for Selected Time Period
4      Edit Travel Advance
5      Delete Travel Advance
6      Print TA Form 1038 for One Travel Advance

Which function: 4 Edit Travel Advance

Select TRAVEL ORDER: 1001T00002
TRAVEL ADVANCE AMNT.: 340// 350
AMOUNT LIQUIDATED...: 340// 350

Select TRAVEL ORDER: █
```

Figure 2-62: Edit Travel Advance Function

ARMS will prompt you for the new travel advance amount and amount liquidated. Enter the new amounts at the prompts and you will be returned to the “Select Travel Order:” prompt. If you wish to continue editing travel advances, type the number of the next travel advance. If you are finished editing Travel Advances, press the Return key to return to the Travel Advance Management menu.

2.14.5 DELETE TRAVEL ADVANCE

This option allows the user to delete an existing travel advance. The Delete Travel Advance option is selected by entering 5 at the “Which function:” prompt (Figure 2-61).

After you have selected the Delete Travel Advance option, ARMS will prompt you for the number of the Travel Advance you wish to delete. Enter the number at the prompt; ARMS can provide a list (Figure 2-63).

```
Select TRAVEL ADVANCE Function

Select one of the following:

1      Print TA Summary for One Travel Order
2      Print TA History for Selected Employee
3      Print TA Summary for Selected Time Period
4      Edit Travel Advance
5      Delete Travel Advance
6      Print TA Form 1038 for One Travel Advance

Which function: 5 Delete Travel Advance

Select TRAVEL ORDER: 1001T00002

Are you certain you want to delete the
TRAVEL ADVANCE for TO 1001T00002? NO// YES
```

Figure 2-63: Delete Travel Advance Option

ARMS will verify whether or not you wish to delete the travel advance you associated with the travel order number you entered. Answer Y or N at the verification prompt and press the Return key. ARMS will return you to Travel Advance Management menu.

2.15 PAYMENT MANAGEMENT UTILITIES

This option allows the user to access the Payment Management Utilities in the ARMS program. The menu options on the Payment Management Utilities sub-menu are related to the ARMS program as a whole rather than to a specific order or request. There are 7 options on the Payment Management Utilities sub-menu (Figure 2-64).

```
Which function: 15  Payment Management Utilities

      Payment Management Utilities

Select one of the following:

      1      Enter Bank Information
      2      Enter/Edit Object Class Codes
      3      Add New Traveler
      4      Print Bank Information
      5      Late Payment Interest Rates
      6      Add/Edit Vendor
      7      Import Obligations from PCC/HAS

Which Utility:
```

Figure 2-64: Payment Management Utilities

2.15.1 ENTER BANK INFORMATION

The Enter Bank Information is a payment management utility that allows the user to access banking information for vendors and travelers. The Enter Bank Information utility is selected by entering 1 at the “Which utility:” prompt and pressing the Return key on the Payment Management Utility menu (Figure 2-64).

After choosing the Enter Bank Information utility, you have the option of accessing vendor or traveler banking information (Figure 2-65).

```
BANK INFORMATION is CONFIDENTIAL, PROTECTED information.
Illegal use or dissemination of this data is against Federal Law.

Select one of the following:

      1      Vendor Banking Information
      2      Traveler Banking Information

Which Banking Information: █
```

Figure 2-65: Enter Bank Information Utility Options

Vendor Banking Information

To access vendor banking information, enter 1 at the “Which Banking Information:” prompt (Figure 2-65).

Enter the name of the vendor for which you want to access banking information. Do this at the “Which VENDOR:” prompt. ARMS can provide a list. After you have entered a valid Vendor name, ARMS will display the EIN, vendor’s suffix, and mailing information for the vendor (Figure 2-66).

```
BANK INFORMATION is CONFIDENTIAL, PROTECTED information.
Illegal use or dissemination of this data is against Federal Law.

Which VENDOR: LBJ Technical Communications      EIN.....: 2080901052      SUFFIX:
A1
                                         MAIL TO.: PO Box 4219, Albuquerque
                                         REMIT TO: PO Box 4219, Albuquerque
                                         REMIT TO-CITY...: Albuquerque
```

Figure 2-66: Vendor Banking Information

You have the option to enter another vendor name to see additional banking information or press the Return key to return to the Enter Bank Information utility options.

Traveler Banking Information

To access a traveler's banking information, enter 2 and press the Return key at the "Which Banking Information:" prompt shown in Figure 2-65.

Enter the name of the traveler for which you want to access banking information. Do this at the "Which TRAVELER:" prompt. ARMS can provide a list. After you have entered a valid traveler's name, ARMS will display the traveler's name, initials, and duty title (Figure 2-67).

```
BANK INFORMATION is CONFIDENTIAL, PROTECTED information.
Illegal use or dissemination of this data is against Federal Law.

Which TRAVELER: Pike, Mike  PIKE,MIKE L      MLP      CONTRACT PROGRAMER
```

Figure 2-67: Traveler Banking Information

You have the option to enter another traveler's name to see additional banking information or press the Return key to return to the Enter Bank Information utility options.

2.15.2 ENTER/ EDIT OBJECT CLASS CODES

The Enter/Edit Object Class Codes option is a payment management utility that allows the user to modify information for a specific object class code. The Enter/Edit Object Class Code utility is selected by entering 2 at the "Which utility:" prompt and pressing the Return key on the Payment Management Utility menu (Figure 2-64).

Enter the object class code to be edited. Type ?? and press the Return key to see a list of object class codes to choose from (Figure 2-68).

```
EDIT OBJECT CLASS CODES

OBJECT CLASS CODE...: 236H          DATA TRANS EQUIP (NON-RECUR) DATA    DIRE
CT ISSUE

  OBJECT CLASS CODE.....: 236H
  DESCRIPTION.....: DATA TRANS EQUIP (NON-RECUR) DATA
  STOCK/DIRECT ISSUE.....: DIRECT ISSUE
  GENERAL LEDGER ACCOUNT:
  FUND PROJECTION CODE...: 3
  ACTIVE/INACTIVE.....: ACTIVE

Exit      Save      Refresh

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

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

Figure 2-68: Edit Object Class Code Data

After entering the code, ARMS displays the following information:

- Object Class Code
- Description
- Stock/Direct Issue
- General Ledger Account
- Fund Projection Account
- Active/Inactive

After the user has edited the data, ARMS will display an updated OCC file (Figure 2-69).

```
EDIT OBJECT CLASS CODES

OBJECT CLASS CODE.: 236H
DESCRIPTION.....: DATA TRANS EQUIP (NON-RECUR) DATA
FUND PROJ CODE....: 3
ACTIVE/INACTIVE...: ACTIVE

OBJECT CODE 236H is used by the following ARMS TRANSACTION TYPES:
NO.  TRANSACTION TYPE
---  -----
1    REQ FOR SUPPLIES
2    REQ FOR TELECOM EQUIPMENT

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

Figure 2-69: Object Class Code Data-Revised

ARMS will display the designated transaction types available with the identified Object Class Code (Figure 2-70). ARMS will provide the option to delete the listed transaction types from the object class code.

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

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

Figure 2-70: Add Transaction Codes

ARMS will also provide the option to add additional transactions types to the object class code. Enter the number of the transaction type you want to add and press the Return key. If you don't want to add any more transactions, just press the Return key to return and edit another object class code. Press the Return key again to return to the Payment Management Utility menu.

2.15.3 ADD NEW TRAVELERS

The Add New Travelers option is a payment management utility that allows the user to modify information for a specific traveler. The Add New Travelers utility is selected by entering 3 at the "Which utility:" prompt and pressing the Return key on the Payment Management Utility menu (Figure 2-64).

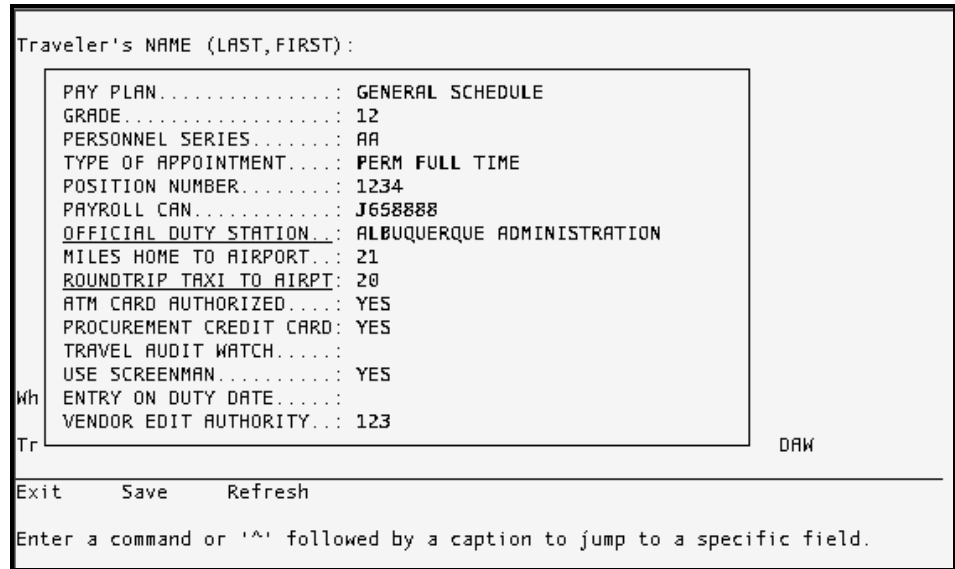
```
Which Utility: 3 Add New Traveler

Traveler's NAME (LAST, FIRST): White, David    WHITE, DAVID    DAW
TECHNICAL WRITER
...OK? Yes//
```

Figure 2-71: Select Traveler

Enter the traveler's name at the "Traveler's NAME (LAST, FIRST):" prompt. ARMS can provide a list. After the user has entered a valid traveler's name, ARMS will display the traveler's name, initials, and duty title. ARMS will then ask you to verify the selection. If you have selected the correct traveler, accept the default response (Yes) by pressing the

Return key at the “OK? Yes/” prompt. If this is not the correct traveler, type No at the prompt and ARMS will ask you to enter another traveler. The screen that allows you to add the information for the new traveler will appear (Figure 2-72).



```
Traveler's NAME (LAST, FIRST):  
  
PAY PLAN.....: GENERAL SCHEDULE  
GRADE.....: 12  
PERSONNEL SERIES.....: AA  
TYPE OF APPOINTMENT.....: PERM FULL TIME  
POSITION NUMBER.....: 1234  
PAYROLL CAN.....: J658888  
OFFICIAL DUTY STATION...: ALBUQUERQUE ADMINISTRATION  
MILES HOME TO AIRPORT...: 21  
ROUNDTrip TAXI TO AIRPT: 20  
ATM CARD AUTHORIZED.....: YES  
PROCUREMENT CREDIT CARD: YES  
TRAVEL AUDIT WATCH.....: YES  
USE SCREENMAN.....: YES  
Wh ENTRY ON DUTY DATE.....  
Tr VENDOR EDIT AUTHORITY...: 123  
  
Exit      Save      Refresh  
  
Enter a command or '^' followed by a caption to jump to a specific field.
```

Figure 2-72: Traveler's Data

A brief description of each of the entries for the user profile is presented below.

Pay Plan: Enter the appropriate pay plan of the user; i.e, Wage Grade, General Service, General Merit.

Grade: Enter the level of the user's pay plan

Personnel Series: Enter the user's personnel series number.

Type of Appointment: Enter the user's type of appointment, ie, permanent full time, permanent part-time.

Position Number: Enter the employees position number.

Payroll CAN: Enter the payroll CAN for this employee.

Official Duty Station: Enter the user's official duty station.

Miles Home To Airport: Enter the number of miles from the user's home to the airport.

Roundtrip Taxi to the Airport: Enter the usual roundtrip cost from the user's home to the airport.

ATM Card Authorized: Enter whether or not the user is authorized to hold a government travel credit card.

Procurement Credit Card: Enter whether or not the user is an authorized holder of a small purchase credit card.

Travel Audit Watch: Enter whether or not all travel vouchers for this traveler should be audited.

Use ScreenMan: Enter whether or not the traveler prefers to use the full screen editor or the line editor for ARMS editing.

Entry On Duty Date: Enter the date the user entered on duty with IHS.

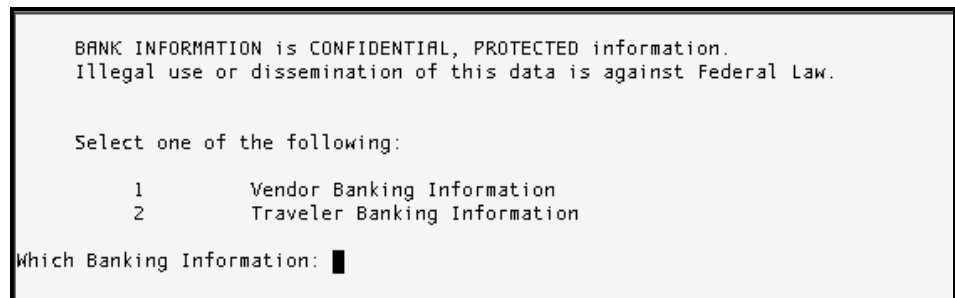
Vendor Edit Authority: Enter the employee's position number.

When you are finished entering the information about the new traveler, save and exit the file. Upon exiting, ARMS asks you to enter another traveler's name. Press the Return key again to return to the Payment Management Utilities menu.

2.15.4 PRINT BANK INFORMATION

The Print Bank Information option is a payment management utility that allows the user to print bank information on vendors and travelers. The Print Bank Information utility is selected by entering 4 at the "Which utility:" prompt and pressing the Return key on the Payment Management Utility menu (Figure 2-64).

There are two types of banking information available through this option: vendor and traveler (Figure 2-73).



```
BANK INFORMATION is CONFIDENTIAL, PROTECTED information.
Illegal use or dissemination of this data is against Federal Law.

Select one of the following:

      1      Vendor Banking Information
      2      Traveler Banking Information

Which Banking Information: █
```

Figure 2-73: Print Bank Information Options

Vendor Banking Information

To print a vendor's banking information, enter 1 and press the Return key at the "Which Banking Information:" prompt shown in Figure 2-73. There are two options: print information for all vendors or only for selected vendors.

```
Which Banking Information: 1 Vendor Banking Information

Select one of the following:

      1      Print for ALL Vendors
      2      Print for SELECTED Vendors

Which one: 1 Print for ALL Vendors

Select one of the following:

      P      PRINT Output
      B      BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 2-74: Print Banking Information For All Vendors

To print banking information for all vendors, type 1 at the "Which one:" prompt and follow the standard steps for printing/viewing an ARMS report.

```
Select one of the following:

      1      Print for ALL Vendors
      2      Print for SELECTED Vendors

Which one: 2 Print for SELECTED Vendors

Select VENDOR NAME: LBJ Technical Communications      EIN.....: 2080901052      SU
FFIX: A1

                                MAIL TO.: PO Box 4219, Albuquerque
                                REMIT TO: PO Box 4219, Albuquerque
                                REMIT TO-CITY.: Albuquerque

Select VENDOR NAME:

Select one of the following:

      P      PRINT Output
      B      BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 2-75: Print Banking Information For Selected Vendors

To print banking information for selected vendors only, enter the name of the vendor for whom you would like banking information. ARMS can provide a list. Once you have entered a valid vendor name, ARMS will

display the vendor's EIN, suffix, and mailing/billing addresses, followed by the "Select VENDOR NAME:" prompt again. For additional vendors, enter another vendor or press the Return key to proceed and print your information.

Once you have finished entered vendor names and have pressed the Return key, you are ready to print your banking information. Follow the standard steps for printing/viewing an ARMS report.

Traveler Banking Information

To print a traveler's banking information, enter 2 and press the Return key at the "Which Banking Information:" prompt shown in Figure 2-76.

```
Select one of the following:
    1      Vendor Banking Information
    2      Traveler Banking Information
Which Banking Information: 2  Traveler Banking Information

Select one of the following:
    1      Print for ALL Travelers
    2      Print for SELECTED Travelers
Which one: 1  Print for ALL Travelers

Select one of the following:
    P      PRINT Output
    B      BROWSE Output on Screen
Do you want to : PRINT//
```

Figure 2-76: Print Banking Information For All Vendors

To print banking information for all travelers, type 1 at the "Which one:" prompt. You are now ready to print your banking information. Follow the standard steps for printing/viewing an ARMS report.

To print banking information for only selected travelers, type 2 at the "Which one:" prompt (Figure 2-77).

```
Which Banking Information: 2 Traveler Banking Information

Select one of the following:

      1      Print for ALL Travelers
      2      Print for SELECTED Travelers

Which one: 2 Print for SELECTED Travelers
Select ARMS USER: Fugatt, Anne      FUGATT,ANNE E      AEF
Select ARMS USER:

Select one of the following:

      P      PRINT Output
      B      BROWSE Output on Screen

Do you want to : PRINT//
```

Figure 2-77: Print Banking Information For Selected Travelers

Enter the name of the traveler for whom you would like banking information. ARMS can provide a list. Once you have entered a valid traveler's name, ARMS will display the traveler's full name and initials.

Enter another traveler or press the Return key to proceed and print your information. You are now ready to print your banking information. Follow the standard steps for printing/viewing an ARMS report.

2.15.5 LATE PAYMENT INTEREST RATES

The Late Payment Interest Rates option is a payment management utility that allows the user to view and edit interest rates on late payments. The Late Payment Interest Rates utility is selected by entering 5 at the "Which utility:" prompt and pressing the Return key on the Payment Management Utility menu (Figure 2-64). Upon selecting this option, ARMS displays the current Late Payment Interest Rates. Figure 2-78 shows the three options for editing late payment interest rates.

```
Late Payment Interest Rates

NO.   Effective   Interest
-----
1     JAN 1,2002   5.2000
2     JAN 1,1998   5.0000

Select one of the following:

1      Edit Rate
2      ADD New Rate
3      REMOVE Rate

Which one: 1  Edit Rate

Edit which one: (1-2): 1

INT. RATE EFFECTIVE.: JAN 1,2002// Oct 1, 2001  (OCT 01, 2001)
LATE PAY. INT. RATE.: 5.2// 5.35
```

Figure 2-78: Edit Interest Rate

Edit Rate

The first option is to edit the date and/or interest rate for a currently listed rate. This option is selected by entering 1 at the “Which one:” prompt and pressing the Return key as shown in Figure 2-78. If more than one interest rate is listed, ARMS will ask you to choose an interest rate to edit. The user chose interest rate 1 in Figure 2-78.

Edit the interest rate’s effective date, if desired. The current effective date is the default response. If this date is the effective date you desire, press the Return key. If there is a new effective date for this interest rate, enter the date and press the Return key.

Edit the Late Payment Interest Rate, if desired. The current interest rate is the default response. If this interest rate is the rate you desire, press the Return key. If there is a new interest rate, enter the rate and press the Return key.

Add New Rate

The second option is to add a new interest rate. This option is selected by entering 2 at the “Which one:” prompt (Figure 2-79).

```
Select one of the following:

      1      Edit Rate
      2      ADD New Rate
      3      REMOVE Rate

Which one: 2  ADD New Rate

EFFECTIVE DATE: Dec 1, 2001  (DEC 01, 2001)
INTEREST RATE.: 5.38

      Late Payment Interest Rates

      Effective      Interest
      NO.   Date      Rate
      ---   -
      1     DEC 1,2001  5.380
      2     OCT 1,2001  5.350
      3     JAN 1,1998  5.000
```

Figure 2-79: Add New Interest Rate

Enter the new interest rate's effective date and press the Return key. Enter the new late payment interest rate and press the Return key. ARMS will display the new late payment interest rate along with the other listed rates.

Remove Rate

The third option is to remove an interest rate. This option is selected by entering 3 at the "Which one:" prompt (Figure 2-80).

```
      Late Payment Interest Rates

      Effective      Interest
      NO.   Date      Rate
      ---   -
      1     DEC 1,2001  5.380
      2     OCT 1,2001  5.350
      3     JAN 1,1998  5.000

      Select one of the following:

      1      Edit Rate
      2      ADD New Rate
      3      REMOVE Rate

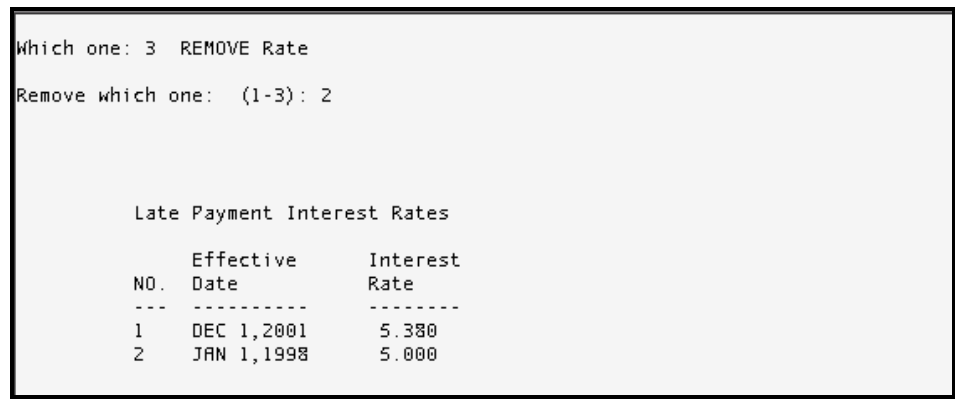
Which one: 3  REMOVE Rate

Remove which one: (1-3): 2
```

Figure 2-80: Remove Interest Rate

After selecting option 3, ARMS asks you to select an interest rate to be removed from the list of rates. In Figure 2-80, the user elected to remove interest rate number 2 (Oct 1,2001/5.350). ARMS will remove the specified interest rate and present an updated list of rates (Figure 2-81).

Note: ARMS will not ask you to verify the rate removal. If you remove the wrong rate, you will need to add it again through the Add Rate function.



```
Which one: 3 REMOVE Rate
Remove which one: (1-3): 2

Late Payment Interest Rates
```

NO.	Effective Date	Interest Rate
1	DEC 1,2001	5.380
2	JAN 1,1998	5.000

Figure 2-81: Interest Rate Removed

2.15.6 ADD/ EDIT VENDOR

The Add/Edit Vendor option is a payment management utility that allows the user to add and/or edit vendor data. The Add/Edit Vendor utility is selected by entering 6 at the “Which utility:” prompt and pressing the Return key on the Payment Management Utility menu (Figure 2-64).

For further instructions on the use of this utility, see the Edit Vendor/Contractor option in User Manual Volume II, section 4.

2.15.7 IMPORT OBLIGATIONS FROM PCC/HAS

This option has been replaced by the Receive ODD Obligations from CORE (RECV) option on the User Menu.