Preface

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

Security

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

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

Due to the size of this User Manual, it is broken down into five volumes and one overview document. This is Volume 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.
2.0 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]

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 207600100 at the prompt and pressed the Return key. ARMS displays the document number, identifier, and vendor (Figure 2-2).

![Figure 2-2: Select Document Number]

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 207600100 at the prompt and pressed the Return key. ARMS displays the document number, identifier, and vendor (Figure 2-2).
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.

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.

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.

![Figure 2-5: Purchase Order Items](image)

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.

![Figure 2-6: Invoice Actions](image)

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.

![Figure 2-7: Final Invoice Audit Data](image)

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

![Figure 2-8: Discount/Interest Penalty Actions](image)
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.

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// Yes YES” 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.
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.
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).
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 Number: B36501, Treasury Schedule Number:]

<table>
<thead>
<tr>
<th>NO.</th>
<th>PAYEE</th>
<th>DOCUMENT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FAKE VENDOR</td>
<td>1636917000</td>
<td>10590.00</td>
</tr>
<tr>
<td>2</td>
<td>FAKE VENDOR</td>
<td>1636917000</td>
<td>254.77</td>
</tr>
<tr>
<td>3</td>
<td>FAKE VENDOR</td>
<td>1636917000</td>
<td>16500.80</td>
</tr>
<tr>
<td>4</td>
<td>FAKE VENDOR</td>
<td>1636917000</td>
<td>16500.80</td>
</tr>
</tbody>
</table>

**Batch Total:** 31754.77

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

![Payment/Batch Options](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.
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 file.

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

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.

![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/RECEIPT 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 18, 2001
Invoice received on: OCT 15, 2001
To avoid penalties
Payment is due by: NOV 14, 2001
Rate payment on: NOV 14, 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.
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.

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

**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).

![Figure 2-26: Closing A Batch File](image)

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).

![Figure 2-27: Batch File Closed Message](image)

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.
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).

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).
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).

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).
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).
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.
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.

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.

Figure 2-35: Remit To Address Updates
ARMs will display the revised payee address information (Figure 2-37).

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.
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.
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 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.

![Sample Batch File](image)

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).

![Batch Certification Options](image)

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 your 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. B16981 contains the following payment(s) which you entered:

Payment 6002 to LBJ Technical Communications
Payment 6003 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 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).

![Figure 2-43: Export Batch File Options](image)

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.

![Figure 2-44: Batch Status Report](image)

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

![Figure 2-45: Appropriation Summary](image)
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.

![Figure 2-46: Enter Batch Data](image)

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.
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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.
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).

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

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.

![Figure 2-50: Re-Open/Re-Export A Batch Options](image)

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).

![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
```

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: 2001/2002
Batch/Schedule to DELETE: E13101
Are you ABSOLUTELY CERTAIN
you want to DELETE Batch NO. E13101? N0// 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.

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).
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.

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.

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.

![Figure 2-58: Batch Status Report Options](image)

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).

![Figure 2-59: Batch Status Report](image)

![Figure 2-60: Appropriation Summary](image)
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).

![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]

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 1838 for One Travel Advance

Which function: 5 Delete Travel Advance

Select TRAVEL ORDER: 1801TD00002

Are you certain you want to delete the
TRAVEL ADVANCE for TO 1801TD00002? 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).
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).

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).
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).

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).
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).

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.

<table>
<thead>
<tr>
<th>NO.</th>
<th>TRANSACTION TYPE</th>
<th>NO.</th>
<th>TRANSACTION TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>REQ FOR SUPPLIES</td>
<td>13</td>
<td>REQ FOR MGP COMPUTERS</td>
</tr>
<tr>
<td>2</td>
<td>PURCHASE ORDER</td>
<td>14</td>
<td>REQ FOR MGP SERVICE/REPAIR</td>
</tr>
<tr>
<td>3</td>
<td>REQ FOR EQUIPMENT</td>
<td>15</td>
<td>REQ FOR TELECOM EQUIPMENT</td>
</tr>
<tr>
<td>4</td>
<td>REQ FOR SERVICES</td>
<td>16</td>
<td>REQ FOR COPIERS</td>
</tr>
<tr>
<td>5</td>
<td>REQ FOR RENT/LEASE EQUIPMENT</td>
<td>17</td>
<td>REQ FOR FURNITURE (RESTRICTED)</td>
</tr>
<tr>
<td>6</td>
<td>REQ FOR RENT/LEASE SPACE</td>
<td>18</td>
<td>REQ FOR DELEGATE/PAY ACTION</td>
</tr>
<tr>
<td>7</td>
<td>REQ FOR EQUIP REPAIR/SERVICE</td>
<td>19</td>
<td>REQ FOR BILL AGAINST MGP</td>
</tr>
<tr>
<td>8</td>
<td>REQ FOR PRINTING</td>
<td>20</td>
<td>REQ FOR TIE UP DOCUMENT</td>
</tr>
<tr>
<td>9</td>
<td>REQ FOR MGP SOFTWARE &lt; $2,500</td>
<td>21</td>
<td>REQ FOR MGR</td>
</tr>
<tr>
<td>10</td>
<td>REQ FOR MGP SOFTWARE &gt; $2,500</td>
<td>22</td>
<td>REQ FOR TRAVEL</td>
</tr>
<tr>
<td>11</td>
<td>REQ FOR MGP EQUIPMENT &lt; $5,000</td>
<td>23</td>
<td>REQ FOR TRAINING</td>
</tr>
<tr>
<td>12</td>
<td>REQ FOR MGP EQUIPMENT &gt; $5,000</td>
<td>24</td>
<td>REQ FOR CREDIT CARD PURCHASE</td>
</tr>
</tbody>
</table>

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 transaction 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

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 Data](image)

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, i.e, 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.

![Figure 2-74: Print Banking Information For All Vendors](image)

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.

![Figure 2-75: Print Banking Information For Selected Vendors](image)

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]

<table>
<thead>
<tr>
<th>1</th>
<th>Vendor Banking Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Traveler Banking Information</td>
</tr>
</tbody>
</table>

Which Banking Information: 2 Traveler Banking Information

Select one of the following:

<table>
<thead>
<tr>
<th>1</th>
<th>Print for ALL Travelers</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Print for SELECTED Travelers</td>
</tr>
</tbody>
</table>

Which one: 1 Print for ALL Travelers

Select one of the following:

<table>
<thead>
<tr>
<th>P</th>
<th>PRINT Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>BRONZE Output on Screen</td>
</tr>
</tbody>
</table>

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).
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.
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).
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).
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.

![Figure 2-81: Interest Rate Removed](image)

### 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.