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**Contact Info**

- ✘ Margaret B. Rushing
  - ◆ Area Budget & Fiscal Officer
  
- ✘ 662 686 5348 (desk)
- ✘ 662 686 5373 (fax)
- ✘ [margaret.rushing@ars.usda.gov](mailto:margaret.rushing@ars.usda.gov)

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**ACRONMYMS**

- ✘ ARMS – ARS Resource Management System (Process)
- ✘ ARMP – Annual Resource Management Plan (main component)
- ✘ ARMPS – Annual Resource Management Plan System (software)

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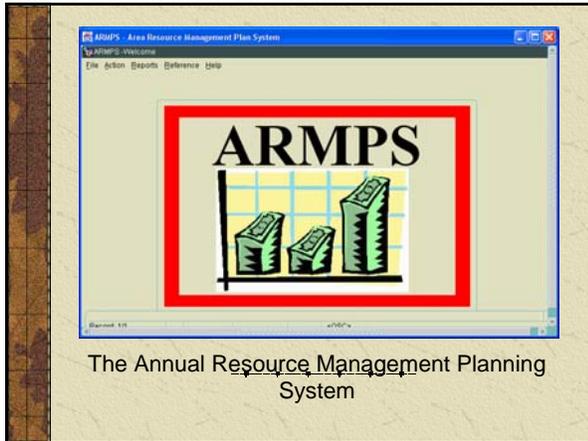
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## Basic System Functions



**How Sweet It Is!**

**System Functions**

- ✦ web-based
- ✦ drop-down menus
- ✦ user-friendly search
- ✦ automated functions
- ✦ no diskettes
- ✦ new versions installed from headquarters
- ✦ backups handled centrally
- ✦ centralized database with security

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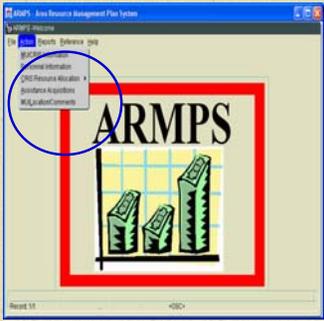
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## Main Menu



User clicks on the pull down action menu to enter one of the following functional areas:

- MU/CRIS Information
- Personnel Information
- CRIS Resource Allocation
- Assistance Acquisitions
- MU/Location Comments

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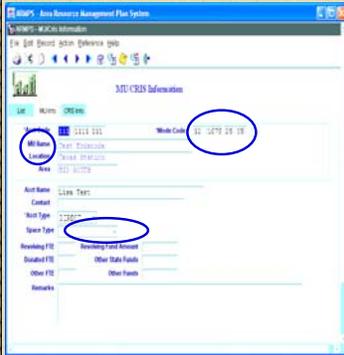
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## The 'Basics'



When entering data in ARMPS the following items are consistent throughout:

- \* = requires entry
- ? = search is available when selected
- ▼ = list of options/pull down menu

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## The 'Basics' (cont'd)

### Searching Tips

#### % (percent)

Used as a "wildcard" search. The % can be placed prior to the phrase (search criteria) or after.

Examples—If the user types:

**mil%**, the system retrieves all documents that contain mil, miller, and others where mil is a prefix;

**%and%**, the system retrieves all documents that contain Sandra, Andres, and others where and is in the word.

**%comp%anal**, when used like this, the % between the words works as an AND (&); the system retrieves all documents that contain comp and anal, in any order, within the field.

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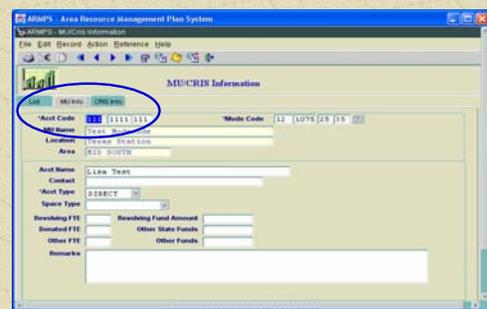
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## The 'Basics' (cont'd)

TABS: Allows user to navigate through different data screens within the selected function. The gray tabs are the active tabs and the green-blue the inactive.




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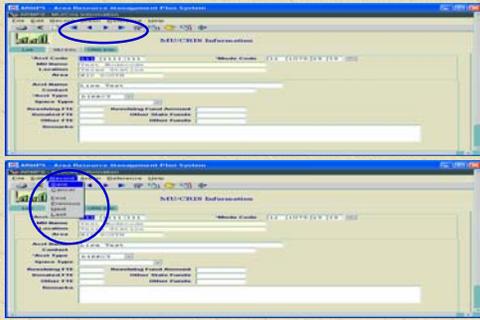
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## The 'Basics' (cont'd)

TOOL BAR: **First, Back, Next, & Last** buttons – Also located under Record; allows user to move between records with ease.



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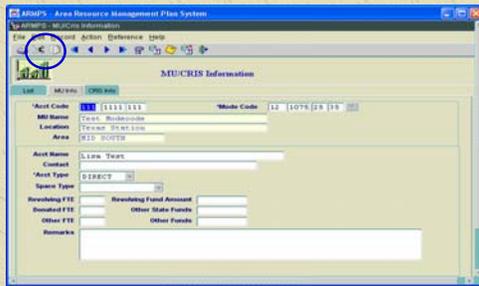
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## The 'Basics' (cont'd)

TOOL BAR: **Cut, Copy, and Paste** – Also located under Edit; these function like any Windows program.



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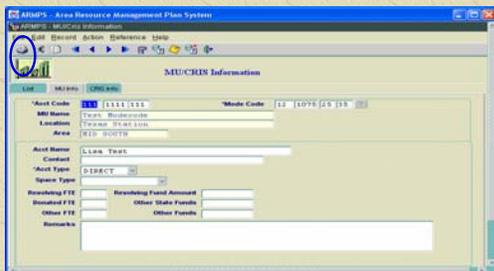
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## The 'Basics' (cont'd)

TOOL BAR: **Print** – Also located under File; this functions only as a print screen, not a document print.



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## The Basics (cont'd)



Fields where data can be entered are white. Shaded fields (pale yellow) have data displayed from other tables

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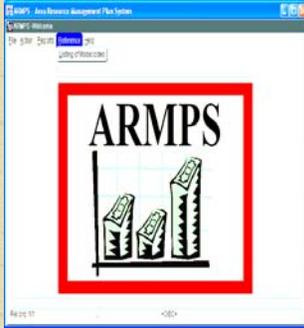
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## Available Options



Reference Tables:  
Allows user to access reference tables.

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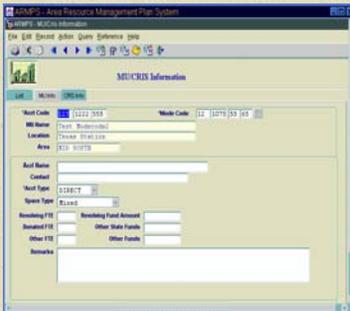
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## Available Options



Action: The MU/CRS and CRIS Resource Allocation screens will automatically provide a list of available records based on the user id. The other options will automatically take user to a 'query' (search) screen first. This allows the user to customize their search criteria.

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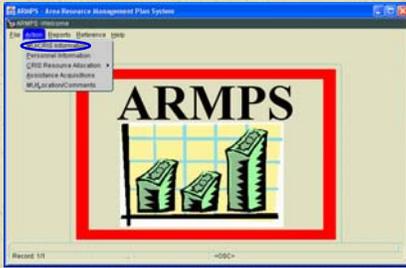
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## Entering Data into ARMPS

### Setting up the MU

Select Action/ MU CRIS Information



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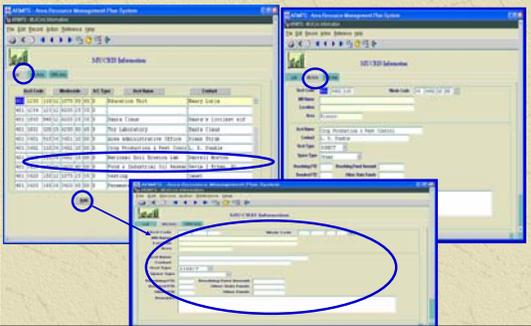
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### MU Setup (cont'd)

Either browse or use the query icon to find an account already entered, or select **Add** to enter data for a new MU. Only ABFO may delete MUs.



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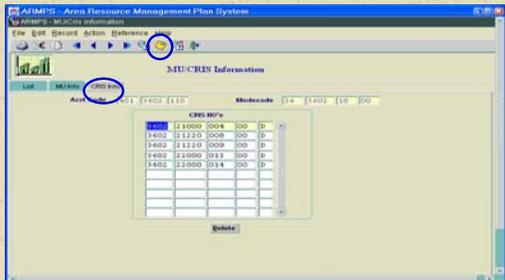
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### MU Setup (cont'd)

Tab to **CRIS Info** and add all of the projects for the unit. Click the **Save** icon to save the document. MU Setup complete.



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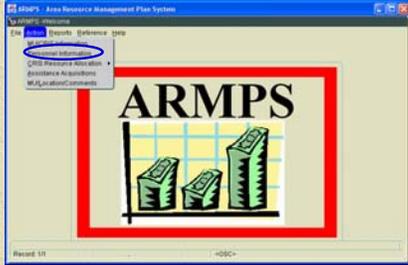
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## Personnel Data Entry

Select **Personnel Information** from drop-down menu




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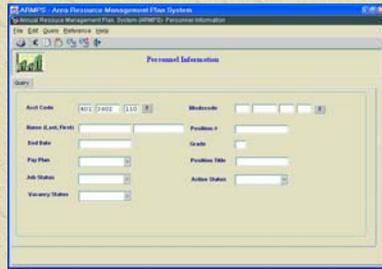
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## Personnel data entry (cont'd):

All sections bring up the query screen to input the initial accounting code. Once it is entered, hit **enter** to get to next screen.




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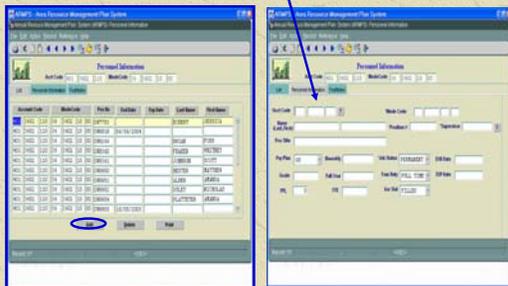
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## Personnel data entry (cont'd):

Again, either select an Accounting Code from the list, or select **Add** to bring up the next screen for data entry. Fill-in appropriate fields.




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## Personnel data entry(cont'd):

To select supervisor, click on the drop-down list, highlight the correct one, double-click on it and it will fill-in the field.




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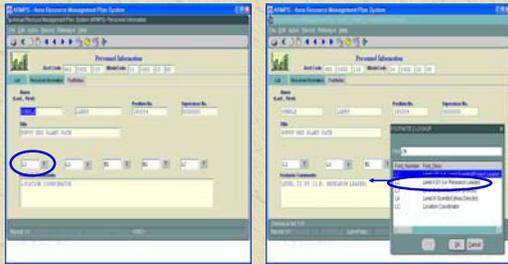
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## Personnel data entry(cont'd):

To add footnotes, users must tab to the footnotes screen from the Personnel Information screen after completing or editing the personnel data entry. To enter footnotes, click on the drop-down list by the footnote required. The list of footnotes will pop-up for selection. If "Z" footnotes, the list of "Z" footnotes will pop-up for data entry relevant to the employee selected.




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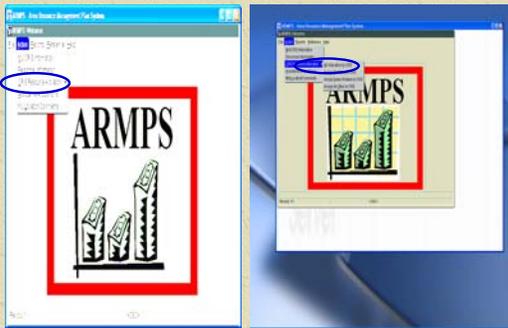
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## CRAS Data Entry:

Select **CRAS** from drop-down menu; select **MU Allocation** from sub-menu




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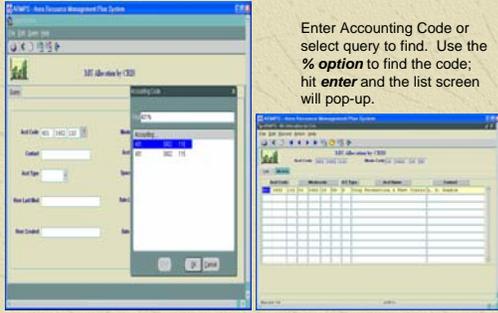
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## CRAS data entry (cont'd)



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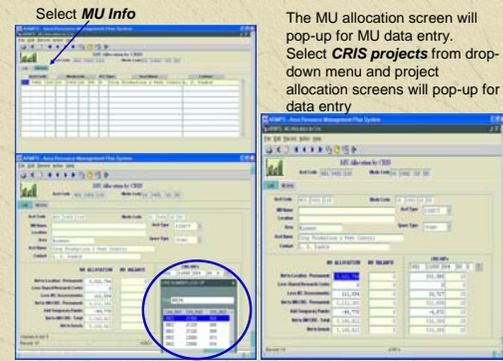
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## CRAS data entry (cont'd)



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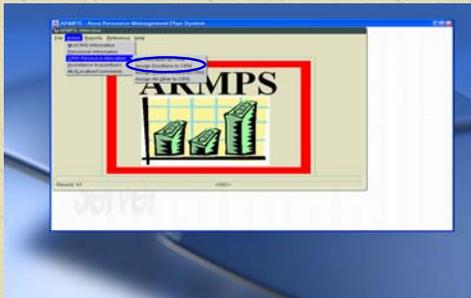
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## Position assignment

Select **Assign positions to CRIS** from sub-menu



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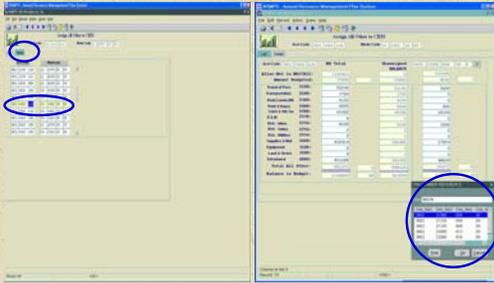
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## Assign All Other

Select/Highlight A/C from list; select **Details**; hit enter and the data entry screen will pop-up; select CRIS from drop-down menu; enter data



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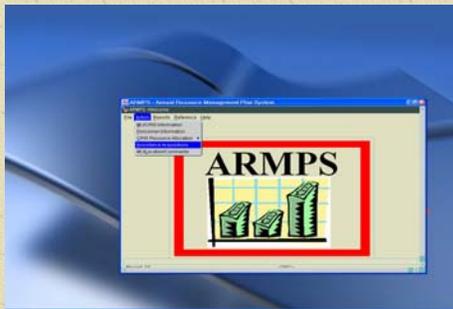
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## Entering Assistance & Acquisition Data

Select **Assistance & Acquisition** from Action drop-down menu



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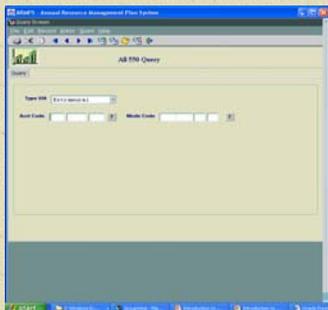
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## Assistance & Acquisition Screens



When entering the 550s, you will get a query screen first. You must first, choose the type of 550, then either press the enter key to execute the query or enter an accounting code and then press the enter key.

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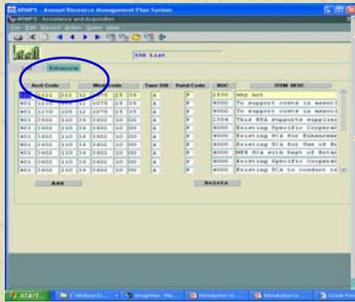
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## Assistance & Acquisition (cont'd)



You will then be shown a list screen.

For these screens, the detail table will indicate the type of 550.

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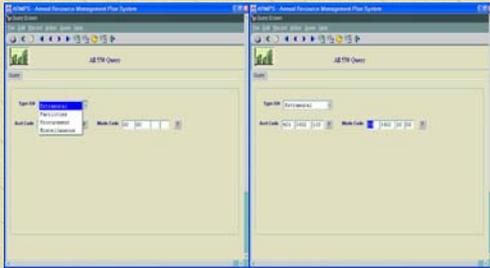
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## Assistance & Acquisition (cont'd)

Select the type of entry required from drop-down menu; enter A/C and Mode Code.




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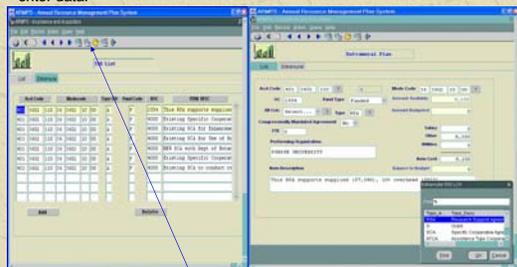
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## Assistance & Acquisition (cont'd)

Select/Highlight A/C from list; select the tab for the entry (Extramural, etc) and the data entry screen will pop-up; select CRIS from drop-down menu; enter data.



After completing, select the **Query** icon to go back to the type of action required

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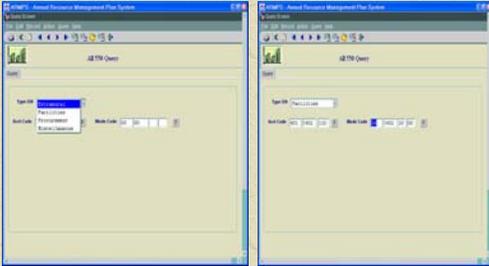
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## Assistance & Acquisition (cont'd)

Select/Highlight A/C from list; select the tab for the entry (Facilities, etc) and the data entry screen will pop-up; select Acct Code from drop-down menu; enter data.



The above process will be the same throughout A&A data entry.

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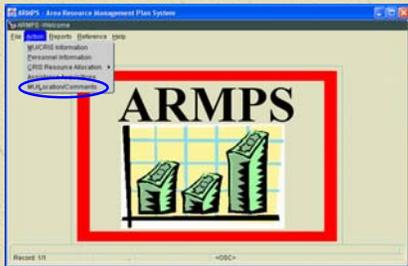
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## State of the MU/Location

•Select MU/Location Comments from Main Menu/Action



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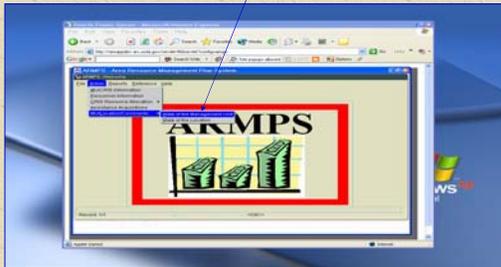
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## State of the MU (cont'd)

•Select State of the Management Unit



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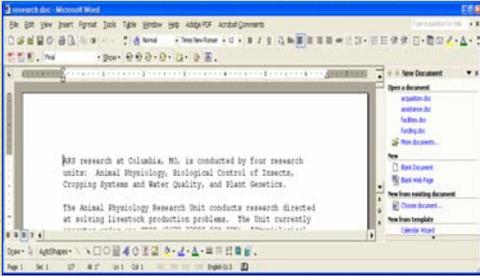
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## State of the MU (cont'd)

•Select the entry needed, highlight and copy the text,



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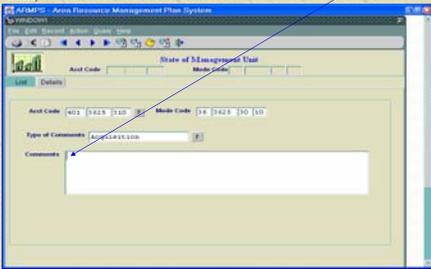
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## State of the MU (cont'd)

•Toggle back to ARMPIS; ensure the cursor is in the Comments field;



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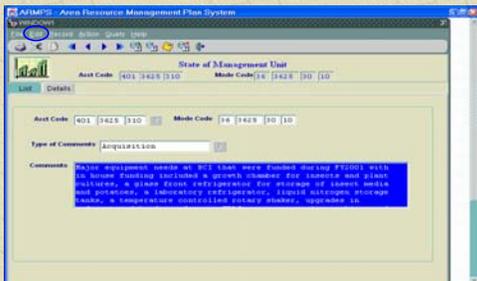
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## State of the MU (cont'd)

•select Edit/Paste and the data will be copied into the Comments field



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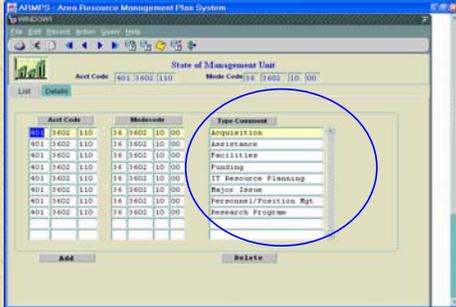
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## State of the MU (cont'd)

•When all sections have been added, your list should be complete



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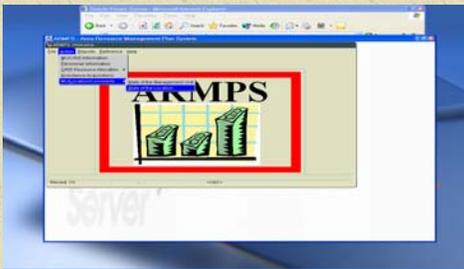
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## State of the Location

•Select *State of the Location* from the drop-down menu



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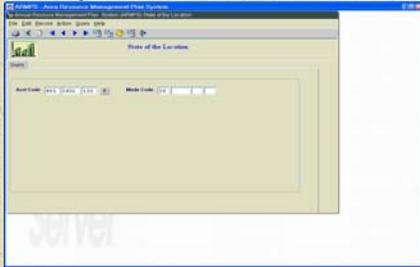
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## State of the Location (cont'd)

•Following the same process as for the SMU, enter the accounting code for which data will be entered



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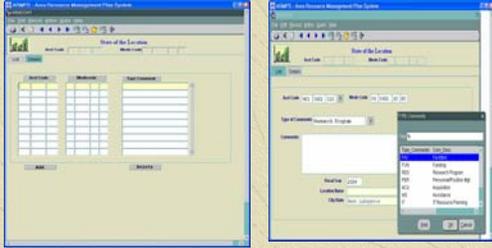
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## State of the Location (cont'd)

•Select *Add*; enter the code; select *Section* from the LOV




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## Generating Reports



To produce a report, you enter the parameters, then press **PRINT** button at the bottom of the form.

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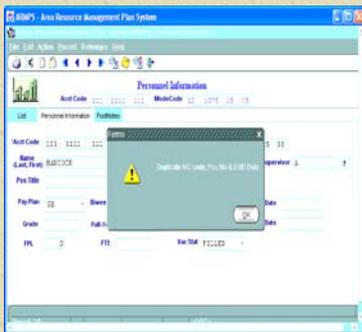
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## Error messages



Error messages will appear in boxes in the center of the screen. This will require the user to press ok to proceed.

3 levels of messages:

Stop messages (stop sign) will halt the application

Warning messages

Informational messages

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## Error messages (cont'd)



This is an informational message requiring the user to make a decision. This message will not halt the application.

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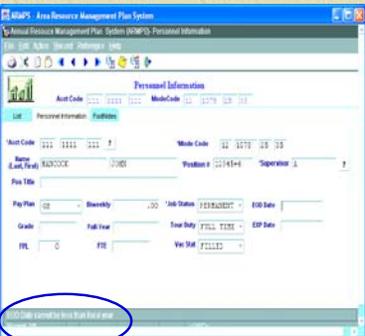
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## Error messages (cont'd)



ARMP5 also has information messages. These appear at the bottom of the screen to better explain the fields.

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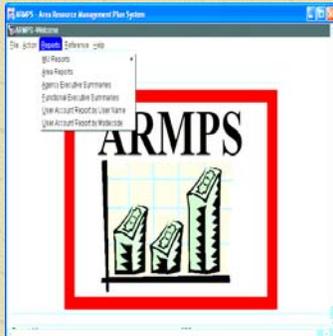
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## Report Options



**Reports:** Allow users to run reports. Like old ARMP5, there are 4 general categories of reports. Once these appear, pressing on one of the categories, will provide a list of the reports available under that category. These are the same reports available in old ARMP5.

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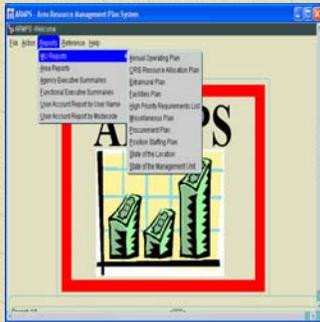
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## Report Options (cont'd)



Here expanding the MU Reports, gives a list of the reports available for the MU.

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## Printing the Reports



From the reports drop down, the user selects the desired report. The option form will be displayed.

Pressing the **PRINT** button will execute Adobe and generate the report. Pressing **CANCEL** will clear the form and return you to the main ARMP screen.

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## Annual Operating Plan

State of Resources	Per MS	State Year	Current Year	Estimate	Estimate - 2003-2007
Accounting System	1	2003	1,776,249	19.75	2,774,210
Accounting System	1	2004			2,697,210
Accounting System	1	2005			2,620,210
Accounting System	1	2006			2,543,210
Accounting System	1	2007			2,466,210
Accounting System	1	2008			2,389,210
Accounting System	1	2009			2,312,210
Accounting System	1	2010			2,235,210
Accounting System	1	2011			2,158,210
Accounting System	1	2012			2,081,210
Accounting System	1	2013			2,004,210
Accounting System	1	2014			1,927,210
Accounting System	1	2015			1,850,210
Accounting System	1	2016			1,773,210
Accounting System	1	2017			1,696,210
Accounting System	1	2018			1,619,210
Accounting System	1	2019			1,542,210
Accounting System	1	2020			1,465,210
Accounting System	1	2021			1,388,210
Accounting System	1	2022			1,311,210
Accounting System	1	2023			1,234,210
Accounting System	1	2024			1,157,210
Accounting System	1	2025			1,080,210
Accounting System	1	2026			1,003,210
Accounting System	1	2027			926,210
Accounting System	1	2028			849,210
Accounting System	1	2029			772,210
Accounting System	1	2030			695,210
Accounting System	1	2031			618,210
Accounting System	1	2032			541,210
Accounting System	1	2033			464,210
Accounting System	1	2034			387,210
Accounting System	1	2035			310,210
Accounting System	1	2036			233,210
Accounting System	1	2037			156,210
Accounting System	1	2038			79,210
Accounting System	1	2039			2,210
Accounting System	1	2040			0

All reports are generated as Adobe documents which may then be viewed and then printed.

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## Error reporting procedures

Do the following when problems or errors occur:

- Take a screen shot of the screen you are in when the problem occurs (ctrl & shift keys together then press print screen).
- Execute Word and paste the screen into a Word document. Put any additional helpful information into the document.
- Send e-mail to [ARIS@ARS.USDA.GOV](mailto:ARIS@ARS.USDA.GOV), Subject: ARMPS. This mail box is checked regularly.

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## Error reporting procedures (cont'd)

•You can also press the Help menu. It will give you the option to display the error.

•Pressing the display error will show you the error and the ARMPS screen where the error occurred. This information can also be cut and pasted into a Word document and emailed to [ARIS@ARS.USDA.GOV](mailto:ARIS@ARS.USDA.GOV)  
SUBJECT: ARMPS

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