

The US Army QMC&S,
The Army Center of Excellence, Subsistence
and The Directorate of Training
Presents:

AFMIS Training
For the Administration and Subsistence Specialist

Presented By:
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www.quartermaster.army.mil/aces





AFMIS
General AFMIS Administration

- General AFMIS Admin. Files
- Personnel
- Finance and Accounting
- Equipment Replacement
- Cook Status

When? As Needed / Quarterly




AFMIS General Administration - Tools

Management Tools

- ✓ Dining Facility File Inquiry
- ✓ Key Personnel Inquiry
- ✓ FAO Data Inquiry
- ✓ Cook Status Inquiry

The SFOS should review and ensure these Files are correct and up-to-date.



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AFMIS General Administration – Reports

- Management Reports
 - ✓ Daily Batch Report
 - File Updates
 - ✓ Equipment Summary Report
 - Authorized – On Hand – Over/Short
 - ✓ Equipment Inventory
 - Detailed Report
 - ✓ Cook Status Report
 - Personnel Records



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AFMIS General Administration - Process

- Administration Files Processing
 - ✓ Key Personnel Updates
 - ✓ FAO Updates
 - ✓ Equipment Replacement Processing
 - ✓ Cook Status Processing



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Key Personnel

```

DIED: 18 Mar 76          PERSONNEL DATA SUMMARY          #JK-808
ACT DATE: 1581NF

FOOD SERVICE OFFICERS          FOOD SERVICE COUNCILMGR
NAME: JAMES A. WYLLIS          NAME: BILLY GORD SORAM
GRADE: CTO                     GRADE: CTO
TITLE: AREA MANAGER           TITLE: PLANNING PROSISTY MGR

RESPONSIBLE COMMANDER
NAME: JAMES D. LEE
GRADE: CTO
TITLE: PROJECT MANAGER
  
```

Do you wish to print this screen? Enter Yes or No

Navigation

- DFO Command Menu
- HC Maintenance
- File Maintenance
- DF Personnel



FAO Data

```
DATE: 10 Mar 95          FINANCE AND ACCOUNTING BUD. INQUIRY          649-821
PAC CODE: 1210F          DISBURSING OFFICE BUD.
ACTIVITY NAME:  DEFENSE ACCOUNTING OFFICE          STATION SYMBOL: 3153
DISBURSING OFFICER NAME: ROBERT C. TUTTLE, JR.
NAME: 110
TITLE: 300
OFFICE OF ORIGINATOR: COMB OASD COMB OPERATED
PROGRAM CODE ALLOWED AT ENTRY FACILITY: 5500-00
AUTHORIZED CHANGE FUND: 0.00
NEXT AVAILABLE CHECKER NUMBER: 43

Do you wish to print this screen? Enter Y/N or N/A
```

Navigation

DFO Command Menu
HC Maintenance
File Maintenance
Disbursing Office Data



Equipment - Mechanical

```
DATE: 10 Mar 95          UPDATE EQUIPMENT INVENTORY          649-192
FOR DISPLAYING 12900
SERIAL NUMBER: 1234          MOD:
ITEM NAME: THE EYE & HIGH SPEED LAW BRAG SOLAR TORCHES, 500 CALIBRE CAPACITY,
( ITEM WAS FOUND ON CIA 50-300 OF PROF )(( NOT AUTHORIZED TO USE IN ARMY ))
MANUFACTURER:          MODEL NUMBER:
ACQUISITION YEAR:          LIFE EXPECTANCY:
ACQUISITION COST:          ENTERS SERVICE CODE:
NEW LOCATION:
COMPOSE:
```

Navigation

DFO Command Menu
Batch
Equipment Replacement
Electrical / Mechanical



Equipment - Other

```
DATE: 10 Mar 95          UPDATE EQUIPMENT INVENTORY          649-193
FOR DISPLAYING 32900
ITEM NAME          SIM          QUANTITY
SERIAL: TORQAR 31L FRAMP 3100000          987248          0
EED 300L 3100
BOTH DOUBLE ISLAND TORQAR STEEL FR
WRE UNWALLETED AND LISTED          094370          0
BOTH DOUBLE ISLAND BLACK TORQAR ST
EEL FRAMP ARE LIGHTER FRAMP          094370          0
CARPET JAREN CLASSIFIED AS EQUIPMENT-
IN-PLACE PER FACILITY LISTED          915570          0
F3 - scroll forward, F4 - scroll backward, Esc - home, Del - exit
```

Navigation

DFO Command Menu
Batch
Equipment Replacement
Equipment Other



Issue Frequency Schedule

```

DATE: 18 Mar 96          ISSUE FREQUENCY SCHEDULE          428-288
-----
COMMISSION SCHEDULE
ISSUE DATE          MEAL (COMMISSION) DATES
-----
28 Feb          02 Mar          03 Mar 04 Mar
03 Mar          04 Mar          05 Mar 06 Mar 07 Mar
05 Mar          07 Mar          08 Mar 09 Mar
07 Mar          09 Mar          10 Mar 11 Mar
09 Mar          11 Mar          12 Mar 13 Mar 14 Mar
12 Mar          14 Mar          15 Mar 16 Mar
-----
          03 - FREE FORMATS          04 - FREE BUNCH
    
```

Press ESC when finished

Navigation

- DFO Command Menu
- Menu Production
- Shop List Menu
- Regular Shopping List



Menu Planning Checklist

```

DATE: 18 Mar 1996          CHECKLIST INQUIRY          428-415
-----
Meal Date: 15/10/96(1996)      Meal: 000
-----
PRODUCTION SCHEDULE:
  by 03/06/96                  15 Mar 96
  Daily menu printed
  Production schedule printed
-----
WAITING SCHEDULE:
  by 03/06/96
  Cooker's menu printed
-----
KITCHEN REQUESTIONS:
  by 03/06/96
  Kitchen requisition printed
    
```

Press RETURN . . . to continue process.

Navigation

- DFO Command Menu
- Menu Production
- Meal Production Checklist



Current Account Status

```

DATE: 18 Mar 1996          BPO ACCOUNT STATUS          428-363
-----
ACCOUNT CODE: 132100
ACCOUNT NAME: L03 INQ 00
-----
CURRENT ACCOUNT STATUS
18 Mar 1996
13/30/93
-----
1. RECEIVING INVENTORY (Line 1 - Line 2)          $331.00.07
2. PAYABLES (Line 2)                               59.00
3. 0000 (Line 1 + Line 2)                          $331.00.07
-----
4. ISSUED INVENTORY (Line 3 - Line 4)             $2076.31
5. ACCOUNT SUPPLIES (Line 4 - Line 4)             $4424.25
6. 000000 (Line 4)                                59.00
-----
7. ISSUED STATUS (Line 5 - Line 6)                $4424.25
          00000000
    
```

Press RETURN To Display Fiscal Year Status

Navigation

- DFO Command Menu
- Inquiries
- Account Inquiry



Recipe Review - Instructions

```

DATE: 18 Mar 95          RECIPE INSTRUCTIONS          03W-514
Recipe Number: 01620    Recipe Name: 01620-01
PREPARATION TIME: 30 MIN PRIOR TO SERVING TIME
UNIT QUANTITY: 25 1000000
DEFINITE QUANTITIES: 25 SETS
TYPE OF UNIT:          SUITABLE FOR
LOCATION:               01 02A-1 LINE 06 FINISH 00F
SERVING INSTRUCTION: START WITH A SMALL AMOUNT. RESPONDER TO MESSAGE.
                    SEE FRAGMENTS FOR CERTAIN ITEMS TO BE USED IF NOT
                    ALL ITEMS. THIS IS WHO'S ONE MENU SHOULD NOT BE
                    CHANGED WITH A RELATED SUBSCRIPT, AS TO CORRECT
                    THE ORIGINAL SUBSCRIPT.
Press ESC . . . when you finish viewing this recipe.
    
```

Navigation

- DFO Command Menu
- Inquiries
- Recipes
- Recipe Extension

Recipe Review - SOP

```

DATE: 18 Mar 95          RECIPE EXTENSION INQUIRY          03W-513
Recipe Number: 01620    Recipe Name: 01620-01
Program: 00000          Portion Size: 0.02
Portion Category: 70    Portion Index: 2    Count: 10.00
Step:
Ingredient:             Quantity and Unit of Measure
OUTBACK CHEESE 5 LB          2.00
SHRIMP IMPERIAL FRIG 05      1.00
WILEY SAUCE 1/2 P5          96.00
POPCORN BUTTER 1/2 PT       76.00
ROMANOSE FRESH              25.00
FRUIT CEREAL 8LB           4.00
ICE CREAM VAN              8.00
MILKING BT                  1.00
CERAMIC ROLL OVEN, 18 00    4.00
TOMATOES FRESH              8.00
Press ESC . . . when you finish viewing this recipe.
    
```

Navigation

- DFO Command Menu
- Inquiries
- Recipes
- Recipe Extension

Menu Planning and Processing - Tools

Management Tools - Continued

- ✓ BOH Inventory Review
 - Sensitive Items
- ✓ PV Orders Review (Screen)
- ✓ Projected Account Status
 - Displays 8 Days Planned



BOH Inventory



PV Order Status



Projected Account Status

Click in Images to View Screens

Production Schedule Process



Shift Leader to Person Assigned Product
Vs.
Management to Shift Concerning Meal

Production Schedule Process



Typical Dining Facility - 15 to 20 Days Out
Create PS Completely – Portions (SOP = 1 / 0)
Fill in Times – Special Instructions
PRINT – Both Production Schedule and Kitchen Requisition
To Include: Dieter's Menu, Outside Menu, and Recipes

Production Schedule Process

Multiple Reports Printing
Build Database for Consumption Period
Print ALL Working Production Schedules by Day
No Kitchen Requisition is Printed



Shopping List - Working

```

DATE:  01 Mar 96          BIKING FACILITY OPERATIONS          #28-284
                        BOSTON SHOPPING LIST

-----
SHOPPING LIST ISSUE DATE:  01 Mar 96      SUBSTITUTION DATE:  02 Mar
-----
CONSUMPTION DATE:  05 Mar  16 Mar
-----
      MEAL COLLECTION/ISSUE MUST BE FORWARDED PRIOR TO CREATING A
      SHOPPING LIST.

Do you need to review consumption data mess? (Y or N)?
    
```

Navigation

- DFO Command Menu
- Menu Production
- Shop List Menu
- Regular Shopping List

Projected Account Status

```

DATE:  18 Mar 1996          PROJECEED ACCOUNT STATUS          #28-389
Projected period: (18 Mar 1996) - (17 Mar 1996) (P Inventory Factor)  028986.011

DATE      EXPEND      EXPEND      EARNINGS      EARNINGS      ACCOUNT STATUS
       TOGET      CUMULATIVE      TOGET      CUMULATIVE      POSITION
Cur Bal      02026985.181      [*****]      0 54628.881

1081 I  58.001  02026985.181 I  58.001 [*****]  0 54628.881
1021 I  58.001  02026985.181 I  58.001 [*****]  0 54628.881
1021 I  58.001  02026985.181 I  58.001 [*****]  0 54628.881
1011 I  58.001  02026985.181 I  58.001 [*****]  0 54628.881
144  I  58.001  02026985.181 I  58.001 [*****]  0 54628.881
121  I  0223.811  02027208.991 I  0226.981 [*****]  0 54628.881
138  I  58.001  02027208.991 I  58.001 [*****]  0 54628.881
137  I  58.001  02027208.991 I  58.001 [*****]  0 54628.881

Press ESC when finished.
    
```

Navigation

- DFO Command Menu
- Menu Production
- Shopping List Menu
- Projected Acct. Status

Projected Acct. Status - Breakdown

```

DATE:  18 Mar 1996          PROJECEED ACCOUNT STATUS          #28-389
Projected period: (18 Mar 1996) - (17 Mar 1996) (P Inventory Factor)  028986.011

DATE      EXPEND      EXPEND      EARNINGS      EARNINGS      ACCOUNT STATUS
       TOGET      CUMULATIVE      TOGET      CUMULATIVE      POSITION
Cur Bal      02026985.181      [*****]      0 54628.881

1081 I  58.001  02026985.181 I  58.001 [*****]  0 54628.881
1021 I  58.001  02026985.181 I  58.001 [*****]  0 54628.881
1021 I  58.001  02026985.181 I  58.001 [*****]  0 54628.881
1011 I  58.001  02026985.181 I  58.001 [*****]  0 54628.881
144  I  58.001  02026985.181 I  58.001 [*****]  0 54628.881
121  I  0223.811  02027208.991 I  0226.981 [*****]  0 54628.881
138  I  58.001  02027208.991 I  58.001 [*****]  0 54628.881
137  I  58.001  02027208.991 I  58.001 [*****]  0 54628.881

Press ESC when finished.
    
```

Expend Today

Portions on Production Schedule
Recipe Card / MIF / Unit Price
(Total Cost)

Earnings Today

Adjusted HC on Production
Schedule
BDFa for Meal
(Total Cost)

Use
These 2
Columns
Only



AFMIS

Subsistence Planning & Processing

- Management Checks
- Management Tools
- Subsistence Planning
- Subsistence Processing
- Subsistence Receipt



When? 2 to 4 Days Prior to Submission Date
Prior to "Finalizing" Production Schedules





Subsistence Planning & Process - Tools

- Management Tools
 - ✓ Inventory BOH
 - Increased Inventory
 - Stock Piling - Liability
 - ✓ Prime Vendor Orders Review
 - Orders Status
 - Increasing Inventory
 - Additional Orders
 - ✓ Projected Account Status
 - Numerous Changes



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Subsistence Planning & Process - Planning

- Subsistence Planning
 - ✓ Subsistence Checklist
 - ✓ Master Item File Review / Research
 - U/I - U/P
 - Description - Pack / Pack Qty
 - Best Price
 - ✓ PV Catalog
 - TISA MIF




Click in Images to View Screens

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Menu Planning and Processing - Controls

• **Menu / Subsistence Completion**

- ✓ Subsistence Items are Received
- ✓ Items are Checked
- ✓ Verified to Match Planned Meals
- ✓ Production Schedule Process Completed
 - Breakdown Adjusted Headcount – Main / Short Order
 - Set SOP Items to Current Policy
 - Enter Preparation Times
 - Complete Special Instruction
 - PRINT – Production Schedule and Kitchen Requisition



Menu Planning and Processing - Controls

• **Menu Management Controls – Cont.**

- ✓ Create Additional Production Schedules
 - Production Areas – Corrective Training – OJT Program
- ✓ Create and Print Dieter's Menu
- ✓ Print Outside Menus
- ✓ Print Supporting Recipes
 - Multiple Reports
 - Prints Selected Recipe
 - Recipes are Converted
 - Preparation Standards
 - Ingredient Control
 - Portion Control



AFMIS

Inventory Planning & Processing

- Management Checks
- Management Tools
- Inventory Procedures
- Inventory Processing

When? Non-Issue Days
Tuesday - Thursday





Inventory Planning and Processing - Guidelines

Management Checks

- ✓ Physical Counts
 - Ensure Items are "Physically Counted"
- ✓ Weekly All Items
 - Prior to Monthly
- ✓ BOH Inventory
 - DO NOT USE
- ✓ Cannot "Cancel" After "Finalize"
- ✓ Two Personnel
 - If Possible – FY Required
- ✓ Once "Started" - Complete

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Inventory Planning and Processing - Checks

Management Tools / Procedures

- ✓ Daily Batch Report
 - Issues to BOH
- ✓ Kitchen Requisitions
 - Processed
- ✓ Transfers
 - Processed

Daily Batch Kitchen Requisition Transfers

Click in Images to View Screens

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Daily Batch Process

Navigation

DFO Command Menu

Batch

(To Return)

Inventory Process

```

WEEKLY INVENTORY:  F  B  C  D  E  F  G
PRINT CHECK SHEETS
DATE:  04 Mar 95      WEEKLY INVENTORY MENU      Press F8 For Help      626-458

  F - PRINT CHECK SHEETS
  B - BATCH CHECKS
  C - BATCH RECOUNTS
  D - FINAL INVENTORY (PREVIOUS INVENTORY MUST BE COMPLETED)
  E - PRINT LAST WEEKLY INVENTORY REPORT
  F - RETURN TO WEEKLY INVENTORY MENU HOME
  G - EXIT FROM RPM PROCESSING
    
```

Follow the Steps

Most Missed Steps

Recount Sheets

Research Discrepancies

AFMIS

Headcount Planning & Processing

- Management Tools
- Management Reports
- Headcount Processing



When? Daily
POS - Download End of Every Meal

Headcount Planning and Process - Guidelines

Management Guidelines

- ✓ No Batch Process
 - Current Account Status
- ✓ Batch Process
 - Earnings and Expenditure Record
- ✓ Adjustments to Headcount
 - Prior to Account Closing
- ✓ Accuracy
- ✓ Unable to Download Headcount

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Headcount Planning and Processing - Tools

Management Tools

- ✓ Current Day / Cash Collected
 - Per Day Cumulative
- ✓ Monthly HC / Cash Collected
 - Start of Account to Current Date - Cumulative
 - Cash Verification



Current Day



Monthly HC

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Daily Headcount

```

DATE: 24 May 1976  QUARTERMASTER/HEADCOUNT/USER COLLECTED INQUIRY  61E-817
PIC CODE: 100100
PERL DATE: 15 Nov 1976

          HEADCOUNT          FOOD COST          QM1
          CIB  PS  PFB  QMR  QMB  QMT  QMS  QMC  QMD  QME
HEADCOUNT:
CIB:      1  0  0  0  0  0  0  0  0  0
PS:      0  0  0  0  0  0  0  0  0  0
PFB:      0  0  0  0  0  0  0  0  0  0
QMR:      0  0  0  0  0  0  0  0  0  0
QMB:      0  0  0  0  0  0  0  0  0  0
QMT:      0  0  0  0  0  0  0  0  0  0
QMS:      0  0  0  0  0  0  0  0  0  0
QMC:      0  0  0  0  0  0  0  0  0  0
QMD:      0  0  0  0  0  0  0  0  0  0
QME:      0  0  0  0  0  0  0  0  0  0
FOOD COST: 0.00
QM1: 24.00
          
```

To Exit the screen, press ESCAPE.
Press F3 to scroll backward; F4 to scroll forward.

Navigation

DFO Main Menu

Headcount Maintenance

File Inquiry

Monthly Headcount

```

DATE: 20 Nov 1976  MONTHLY HEADCOUNT/USER COLLECTED INQUIRY  60E-806
PIC CODE: 020000  CURRENT QMR ON HAND
FOOD COST: 176.25  QM1 PENDING: 18.50

          CURRENT HEADS          QMR COLLECTED
          TOTAL  CIB  PS  PFB  QMR  QMB  QMT  QMS  QMC  QMD  QME  TOTAL  PS  QMT  QMS  QMC  QMD  QME
HEADCOUNT: 4823  2010  1725  0  0  0  0  0  0  0  0  18.00  18.00  18.00  18.00
CIB:      4823  2010  1725  0  0  0  0  0  0  0  0  18.00  18.00  18.00  18.00  18.00  18.00
PS:      1725  0  0  0  0  0  0  0  0  0  0  18.00  18.00  18.00  18.00  18.00  18.00
PFB:      0  0  0  0  0  0  0  0  0  0  0  18.00  18.00  18.00  18.00  18.00  18.00
QMR:      0  0  0  0  0  0  0  0  0  0  0  18.00  18.00  18.00  18.00  18.00  18.00
QMB:      0  0  0  0  0  0  0  0  0  0  0  18.00  18.00  18.00  18.00  18.00  18.00
QMT:      0  0  0  0  0  0  0  0  0  0  0  18.00  18.00  18.00  18.00  18.00  18.00
QMS:      0  0  0  0  0  0  0  0  0  0  0  18.00  18.00  18.00  18.00  18.00  18.00
QMC:      0  0  0  0  0  0  0  0  0  0  0  18.00  18.00  18.00  18.00  18.00  18.00
QMD:      0  0  0  0  0  0  0  0  0  0  0  18.00  18.00  18.00  18.00  18.00  18.00
QME:      0  0  0  0  0  0  0  0  0  0  0  18.00  18.00  18.00  18.00  18.00  18.00
          
```

Do you wish to print this screen? Enter Yes or No

Navigation

DFO Main Menu

Headcount Maintenance

File Inquiry

Headcount Planning and Processing - Reports

Management Reports

- ✓ Daily HC Report
 - 3 Day Report
- ✓ Headcount by Meal
- ✓ Automated Headcount Report
- ✓ FY Cash / Serial Number Report



Reports Menu

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Headcount Reports Menu



Navigation

- DFO Main Menu
- Headcount Maintenance
- Reports

Headcount Planning and Processing - Processing

Headcount Processing

- ✓ Headcount / Cash Collected
 - Import - Adjustments
- ✓ Cash Collection
 - Cash Voucher
 - Closing Cash Voucher
- ✓ Reset Voucher Numbers





Headcount / Cash Cash Voucher Reset

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Headcount / Cash Collected

```

OPTIONS:  BUDGETING/CLASSIC  END SCREEN  NEXT PAGE  PRINT REPORT  RETURN
          RETURN TO THE TO SCREEN TO OTHER REPORTS/MENU FOR THIS PAGE
DATE:  24 MAR 1996  HEADCOUNT/CASH COLLECTED FILE MAINTENANCE  AUC-662
MSG DATES:  25 MAR 1996  MSG TYPE:  SM
ACTIVE ARMY  1  0  0  0
ACTIVE US AIR FORCE  0  1  0  0
ACTIVE US NAVY  0  0  0  0
ACTIVE US MARINE CORPS  0  0  0  0
ACTIVE US AIR FORCE  0  0  0  0
ACTIVE US ARMY  0  0  0  0
ACTIVE US NAVY  0  0  0  0
ACTIVE US AIR FORCE  0  0  0  0
ACTIVE US MARINE CORPS  0  0  0  0
TOTAL SER HEADCOUNT  1
CASH DEPTED  A SA CHRGD  PARROLL REDUCTION
STANDARD  1  1  0  0
RECOUNT  0  0  0  0
TOTAL HEADCOUNT  1
    
```

- Navigation
- DFO Main Menu
- Headcount Maintenance
- Files Maintenance

Headcount / Cash Collected

```

DATE:  02/28/1996  POC HEADCOUNT/CASH COLLECTED FILE MAINTENANCE  AUC-666
MSG DATES:  15 MAR 1996  MSG TYPE:  SM
MSG OVER/SHEET #PAGE#  00 00  TOTAL  PARR  OPERATING
CLASSIFICATION  HEADCOUNT  AMOUNT  COST  EXPENSE
-----
SM  1  0.00  0.00  0.00
P/O SBE  0  0.00  0.00  0.00
P/O DBS  0  0.00  0.00  0.00
CLASSIFICATION  HEADCOUNT  AMOUNT  SELECTED  ADJUSTED
CLASSIFICATION  HEADCOUNT  AMOUNT  HEADCOUNT  AMOUNT
-----
SM  1  0.00
P/O SBE  0  0.00
P/O DBS  0  0.00
CASH
PRESS ESCAPE WHEN DATA ENTRY IS COMPLETE
    
```

- Adjustments
- Headcount
- Cash Amounts

Headcount / Cash Collected

```

DATE:  03/28/1996  POC HEADCOUNT/CASH COLLECTED FILE MAINTENANCE  AUC-667
MSG DATES:  15 MAR 1996  MSG TYPE:  SM
MSG OVER/SHEET #PAGE#  00 00
CLASSIFICATION  HEADCOUNT  TOTAL  PARR  OPERATING
CLASSIFICATION  HEADCOUNT  AMOUNT  COST  EXPENSE
-----
SM  1  0.00  0.00  0.00
SM  0  0.00  0.00  0.00
P/O SBE  0  0.00  0.00  0.00
P/O DBS  0  0.00  0.00  0.00
TRANSACTION  ADJUSTMENT  SOURCE  TYPE  HEADCOUNT  AMOUNT
DATE
03/12/1996  0  40x3  DBS  1  50.00
    
```

- Adjustments
- Transactions
- Until Account is Closed



Cash Collection Voucher

```

CASH COLLECTION ENTER FORM          6/8-804
***** INCLUDES OVER TERM IN MONTHS NO: 03
DATE: 28 Mar 1996                   6/8-804
*****
DESCRIPTION                          PREPAGE      6/8/86
*****
28 Mar 1996  GARRISON                PWR COST      578.25
              000                    INSTL. ALLOT.  10.00
*****
ADJUSTMENT OF OVERAGE: 50.00 OR SHORTAGE < 50.00 >
*****
FILE OPERATIONS:                      PWR COST      50.00
              000                    INSTL. ALLOT.  50.00
*****
ADJUSTMENT OF OVERAGE: 50.00 OR SHORTAGE < 50.00 >
*****
PERIOD OF OVER TERM-IN: FROM 1 11 11 11 TO 1 11 11 11
TERM-IN INCREASED CHECKS
FORM NO.
    
```

Navigation
DFO Main Menu
Headcount Maintenance
Files Maintenance

Voucher Close-Out

```

DATE: 28 Mar 1996   OVER TERM IN FILE MAINTENANCE   6/8-803
*****
THE FOLLOWING INFORMATION IS ON FILE FOR THE PREVIOUSLY ENTRIES VOUCHER NUMBER:
*****
VOUCHER NUMBER = 40
PWR COST = 543.00
KPM INSTL. ALLOT. = 50.00
DATE GENERATED = 03 Mar 1996
*****
ENTER THE FOLLOWING INFORMATION:
*****
***** AND EXISTING VOUCHER NUMBERS:
DATE OF TERM-IN: 1 11 11 11
*****
PRESS <ESC> AFTER ALL DATA ARE BEEN ENTERED.
    
```

Close the Loop
Ensure Vouchers are
Closed-Out

Reset Numbers

```

DATE: 28 Mar 96                      6/8-803
*****
***** WARNING *****
*****
This menu selection is to be executed only at FISCAL year-end
after all bookkeeping work has been completed, verified and
submitted to the IRS for the old year completed, and before
any of check entries for the new FISCAL year are entered.
The process erases the serial numbers for your cash book-ings,
installations, transfers and maintenance term-logs. The FY End
Cash and Serial Number Reports is produced from this process.
It must be retained for 24 months.
*****
Press RETURN to continue process or press DEL to cancel.
    
```

Navigation
DFO Main Menu
Headcount Maintenance
Files Maintenance




AFMIS Summary

- General AFMIS Administration
- Menu Planning and Processing
- Subsistence Planning and Processing
- Inventory Planning and Processing
- Headcount Planning and Processing

Remember:
Correct Steps and Procedures = Efficient System







The US Army QMC&S,
The Army Center of Excellence, Subsistence
and The Directorate of Training
Presents:

AFMIS Training

For the Administration and Subsistence Specialist

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