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SECTION 10. BATCH PROCESSING FUNCTION

10.1 Batch Processing Function.

a. Use the Batch Processing Function to print daily batch reports and MIF price update reports, and process equipment replacement records. This function contains three subfunctions and two exit options:

- (1) Daily Batch Report (para 10.2).
- (2) Price Update Report (para 10.3).
- (3) Equipment Replacement (para 10.4).
- (4) Exit the Batch Menu and return to the AFMIS-DFO Main Menu or system login screen.

b. Select Option H from the AFMIS-DFO Command Menu (fig. 10.1-1) to review the subfunctions in Batch Processing.

```
AFMIS-DFO:  A B C D E F G H X
Batch processing

DATE:  18 Aug 95   DINING FACILITY OPERATIONS COMMAND MENU           AJK-003
-----Press F8 for Help-----

A - MEAL PRODUCTION PLANNING           F - HEADCOUNT MAINTENANCE
B - INVENTORY                          G - COOK STATUS
C - TRANSFERS                          H - BATCH
D - ROS / SOC                          X - SIGN OFF THE DFO
E - INQUIRIES                          SUBSYSTEM
```

Figure 10.1-1. Batch menu Selection (AJK-003).

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c. The Batch Menu (fig. 10.1-2) is displayed.

```
BATCH:  A B C R X
Daily batch report

DATE:  15 Aug 95          BATCH MENU          AJK-004
-----Press F8 for Help-----

          A - DAILY BATCH REPORT
          B - PRICE UPDATE REPORT
          C - EQUIPMENT REPLACEMENT MENU
          R - RETURN TO DFO COMMAND MENU
          X - EXIT FROM DFO PROCESSING
```

Figure 10.1-2. Batch Menu (AJK-004).

10.2 Daily Batch Report Subfunction. Use this subfunction to print the AFMIS Batch Update Register Report (PCN AJK-001). This report contains TISA transactions sent to your dining facility files. You can enter today's date or a date from the past 6 days to print your report.

10.2.1 Processing Restrictions. None.

10.2.2 Processing Materials. None.

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10.2.3 DFO Daily Batch Report Screen AJK-007. To print your daily batch report, select Option A from the Batch Menu. The DFO Daily Batch Report Screen (fig. 10.2-1) is displayed.

15 Aug 95	DFO DAILY BATCH REPORT	AJK-007
[]
PLEASE ENTER THE DATE OF THE DAILY REPORT YOU WISH TO PRINT YOU MAY GO BACK UP TO SIX(6) DAYS		
DATE OF REPORT [14 aug 95] dd mmm yy		

Figure 10.2-1. DFO Daily Batch Report Screen (AJK-007).

- a. Enter a report date, in dd mmm yy format and press [Enter]. The message: **Report finished, output going to printer** is displayed.
- b. The Batch Menu is displayed after the AFMIS Batch Update Register Report (PCN AJK-001) is sent to the printer.

OR

- c. When no data is found, a message is displayed: **NEGATIVE REPORT - NO REPORT GENERATED.** Then, the Batch Menu is redisplayed.
- d. Review the report for transaction errors. Report any errors to the SA.

10.2.4 Outputs. The AFMIS Batch Update Register Report (PCN AJK-001) is printed during this subfunction. See Appendix C for an example of this report.

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10.3 Price Update Report Subfunction. Use this subfunction to print the DFO Price Update Register Report (PCN AJK-003). This report contains the latest price changes for subsistence items on the Master Item File. TISA sends the price changes for the new month during the last week of the current month.

10.3.1 Processing Restrictions. None.

10.3.2 Processing Materials. None.

10.3.3 Price Update Report - Batch Menu. To print your report, select Option B from the Batch Menu (fig. 10.3-1).

```
BATCH:  A B C R X
Price update report

DATE:   15 Aug 95           BATCH MENU           AJK-004
-----Press F8 for Help-----

          A - DAILY BATCH REPORT
          B - PRICE UPDATE REPORT
          C - EQUIPMENT REPLACEMENT MENU
          R - RETURN TO DFO COMMAND MENU
          X - EXIT FROM DFO PROCESSING
```

Figure 10.3-1. Master Item File Price Update Report - Batch Menu..

a. The Batch Menu is redisplayed while the report information is being gathered. The cursor is positioned at the bottom of the screen. Then, the message: **REPORT FINISHED, OUTPUT GOING TO THE PRINTER** is displayed.

b. The cursor moves back to the menu option display at the top of the screen when the report is printed.

OR

c. When no data is found, a message is displayed: **NEGATIVE REPORT - NO REPORT PRINTED.** Then, the cursor moves back to the menu option display at the top of the screen.

d. Review the report for transaction errors. Report any errors to the SA.

10.3.4 Outputs. The DFO Price Update Register Report (PCN AJK-003) is printed during this subfunction. See Appendix C for an example of this report. You are not required to keep a file copy of this report.

10.4 Equipment Replacement Subfunction.

a. Use the Equipment Replacement Subfunction to add, update, delete, and print dining facility equipment records. You can compute replacement costs based on current cost, annual price increase percentages, and programmed replacement years. This subfunction contains three processes and two exit options:

- (1) Update Equipment Inventory (para 10.4.1).
- (2) Print Equipment Inventory Report (para 10.4.4).
- (3) Print Equipment Summary Report (para 10.4.5).

(4) Exit the Equipment Replacement Main Menu and return to the Batch Menu or system login screen.

b. To access the Equipment Replacement Main Menu from the AFMIS-DFO Main Menu, select the options in figure 10.4-1.

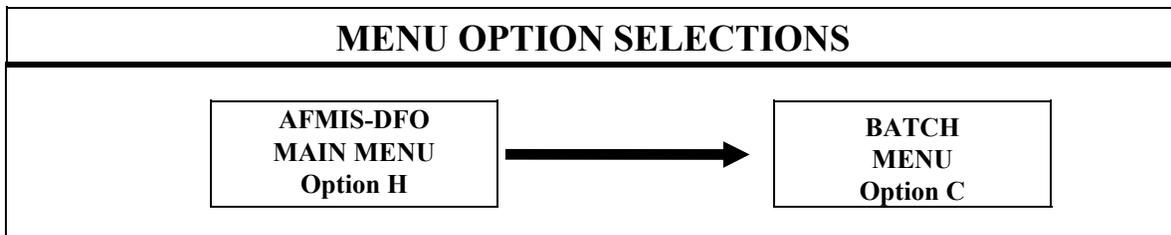


Figure 10.4-1. Equipment Replacement Main Menu Selection.

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c. The Equipment Replacement Main Menu (fig. 10.4-2) is displayed.

```
EQUIPMENT REPLACEMENT MAIN MENU:  A B C R
Update dining facility equipment inventory

DATE:  15 Aug 95      EQUIPMENT REPLACEMENT MAIN MENU      AJK-008
-----Press F8 for Help-----

          A - UPDATE EQUIPMENT INVENTORY
          B - PRINT EQUIPMENT INVENTORY REPORT
          C - PRINT EQUIPMENT SUMMARY REPORT
          R - RETURN TO THE BATCH MENU
```

Figure 10.4-2. Equipment Replacement Main Menu (AJK-008).

10.4.1 Update Equipment Inventory Subfunction.

a. Use this subfunction to add or update records to the Unit Equipment Replacement Plan. The records you enter are shared by the IFA Subsystem. The IFA uses this information to plan budget requirements and requisition new equipment. This subfunction contains two processes and two exit options.

- (1) Electrical or Mechanical Equipment (para 10.4.2).
- (2) Other Equipment (para 10.4.3).
- (3) Exit the Select Equipment Type Menu, and return to the Equipment Replacement Main Menu or system login screen.

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b. Select Option A from the Equipment Replacement Main Menu to review the processes in the Electrical or Mechanical Equipment Process.

c. The Select Equipment Type Menu (fig. 10.4-3) is displayed.

```
Select equipment type:  A B R X
Update inventory of mechanical or electrical equipment.

DATE:  15 Aug 95          SELECT EQUIPMENT TYPE
                               FOR BUILDING 6                      AJK-183

-----Press F8 for Help-----

          OPTION CODE RING MENU SELECTION OPTIONS
          A          ELECTRICAL OR MECHANICAL EQUIPMENT
          B          OTHER EQUIPMENT
          R          SELECT DINING FACILITY / INTERRUPT PROCESSING
          X          EXIT FROM IFA PROCESSING

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 10.4-3. Select Equipment Type Menu (AJK-183).

10.4.2 Electrical or Mechanical Equipment Process.

a. Use this process to add or update only the electrical or mechanical equipment for your dining facility. This process contains two subprocesses and two exit options.

(1) Add or Modify Equipment Records (para 10.4.2.1).

(2) Delete Equipment Records (para 10.4.2.5).

(3) Exit the Update Electrical or Mechanical Equipment Menu and return to the Select Equipment Type Menu or system login screen.

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b. To access the Update Electrical or Mechanical Equipment Menu, select Option A from the Select Equipment Type Menu.

c. The Update Electrical or Mechanical Equipment Menu (fig. 10.4-4) is displayed.

```
Update electrical or mechanical equipment: A B R X
Add or modify equipment records.

DATE: 15 Aug 95          UPDATE ELECTRICAL OR MECHANICAL EQUIPMENT
                          IN BUILDING 6                               AJK-195

-----Press F8 for Help-----

          OPTION CODE RING MENU SELECTION OPTIONS
          A          ADD OR MODIFY EQUIPMENT RECORDS
          B          DELETE EQUIPMENT RECORDS
          R          RETURN
          X          EXIT

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 10.4-4. Update Electrical or Mechanical Equipment Menu (AJK-195).

10.4.2.1 Add or Modify Equipment Records Subprocess. Use this subprocess to add or modify the equipment records for your dining facility.

10.4.2.2 Processing Restrictions. None.

10.4.2.3 Processing Materials. Use an updated equipment printout, DA Form 2062, or DA Form 3988-R to enter the equipment data.

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10.4.2.4 Update Equipment Inventory Screen AJK-192. To begin adding or modifying equipment records, select Option A from the Update Electrical or Mechanical Equipment Menu. The Update Equipment Inventory Screen AJK-192 (fig. 10.4-5) is displayed. The cursor is positioned in the SERIAL NUMBER field.

DATE: 15 Aug 95	UPDATE EQUIPMENT INVENTORY FOR BUILDING 6	AJK-192
SERIAL NUMBER: Ū	NSN:	
ITEM NAME:	LIN:	
MANUFACTURER:	MODEL NUMBER:	
ACQUISITION YEAR:	LIFE EXPECTANCY:	
ACQUISITION COST:	ENERGY SOURCE CODE:	
NEW LOCATION:		
REMARKS:		
Enter serial number from the equipment data plate (blank if none).		

Figure 10.4-5. Update Equipment Inventory Screen (AJK-192).

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10.4.2.4.1 Update Equipment Inventory Screen AJK-192 - ADD. To add an equipment record to your facility, complete the following steps: The cursor is positioned in the SERIAL NUMBER field.

DATE: 15 Aug 95	UPDATE EQUIPMENT INVENTORY FOR BUILDING 6	AJK-192
SERIAL NUMBER: 123456789012345	NSN: 7330-01-359-6658 LIN: J03590	
ITEM NAME: FRYER,DEEP FAT: ELECTRICALLY HEATED TABLE MOUNTED 20 LB CAPACITY		
MANUFACTURER: VULCAN, INC,	MODEL NUMBER: 123450055	
ACQUISITION YEAR: 1994	LIFE EXPECTANCY: 10	
ACQUISITION COST: \$1,325.22	ENERGY SOURCE CODE: A	
NEW LOCATION:		
REMARKS: (Next 2 lines are for any information regarding this equipment)		
Enter serial number from the equipment data plate (blank if none).		

Figure 10.4-6. Update Equipment Inventory Screen AJK-192 - ADD.

- a. Enter the equipment serial number (up to 15 characters) and press [Enter], the cursor moves to the NSN field.
- b. Enter the complete NSN and press [Enter], the line item number and item name are displayed. The cursor moves to the MANUFACTURER field.
- c. Enter the manufacturer's name (up to 20 characters) and press [Enter]. The cursor moves to the MODEL NUMBER field.
- d. Enter the model number (up to 10 characters) and press [Enter]. The cursor moves to the ACQUISITION YEAR field.
- e. Enter the four-digit acquisition year (i.e. 1991) and press [Enter]. The cursor moves to the LIFE EXPECTANCY field.

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f. Press [Enter] to accept the life expectancy displayed, or enter a new life expectancy and press [Enter]. The cursor moves to the ACQUISITION COST field.

g. Enter the acquisition cost of the equipment, and press [Enter]. The cursor moves to the ENERGY SOURCE CODE field.

h. Enter the energy source and press [Enter]. Or press F5 for the Energy Source pick list, see figure 10.4-7.

D	SELECT ENERGY SOURCE	
S		
I	CODE	ENERGY SOURCE
M	A	GAS
A	B	STEAM
A	C	110 V, SINGLE PHASE, 60 HZ
A	D	220 V, SINGLE PHASE, 60 HZ
N	E	110 V, TRIPLE PHASE, 60 HZ
	Arrow keys - scroll, Esc - select, F3 - forward, F4 - back, DEL - exit	
REMARKS:		
Enter energy source or press F5 to pick.		

Figure 10.4-7. Select Energy Source Code Overlay Screen.

(1) The cursor is located in the first energy code field.

(2) Use the ARROW Keys or FUNCTION Keys scroll forward and back to view and select the appropriate energy code.

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(3) Highlight the energy code for the piece of equipment.

(a) Press [Esc] to select the energy code.

OR

(b) Press [DEL] to return to the Update Inventory Screen AJK-192.

i. When the correct energy code is selected the code is displayed on Screen AJK-192, and the cursor moves to the NEW LOCATION field.

j. Enter the new location, only if the equipment will not be located in the assigned building.

OR

k. Press [Enter] and the cursor moves to the REMARKS field.

l. Enter your remarks (if applicable) and press [Enter]. If there are no remarks, press [Enter] twice. The message: **Equipment Inventory Updated. Press [RETURN] to continue.** is displayed.

m. Press [Enter] and the Updated Equipment Inventory Screen AJK-192 is redisplayed. You can add another piece of equipment.

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10.4.2.4.2 Update Equipment Inventory Screen AJK-192 - MODIFY. To modify an equipment record for your facility, complete the following steps:

DATE: 15 Aug 95	UPDATE EQUIPMENT INVENTORY FOR BUILDING 6	AJK-192
SERIAL NUMBER: 123456789012345	NSN: 7310-00-311-6043	LIN: C09640
ITEM NAME: COOKER STEAM: ELECTRIC/GAS/STEAM HEAT SGL/MUL COMP OPT CAP		
MANUFACTURER: VULCAN, INC,	MODEL NUMBER: 123450055	
ACQUISITION YEAR: 1994	LIFE EXPECTANCY: 10	
ACQUISITION COST: \$1,325.22	ENERGY SOURCE CODE: A	
NEW LOCATION:		
REMARKS: (Next 2 lines are for any information regarding this equipment)		
Enter serial number from the equipment data plate (blank if none).		

Figure 10.4-8. Update Equipment Inventory Screen (AJK-192) - MODIFY.

- a. Enter a valid serial number and press [Enter]. All data for that record is displayed, and the cursor is positioned in the NSN field.
- b. Change the NSN (if applicable) and press [Enter]. If you enter an invalid NSN, the message: **INVALID NATIONAL STOCK NUMBER. PLEASE RE-ENTER.** is displayed.

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- c. When you change the NSN, the line item number and item name are changed to match that piece of equipment. Then, the cursor moves to the MANUFACTURER field.
- d. Make any other changes by entering new data over the old, and press [Enter].
- e. When you finish your entries at any point on the screen, press [Esc]. The following message is displayed: **Equipment inventory updated. Press Return to continue.**
- f. Press [Enter] and the Update Equipment Inventory Screen AJK-192 is redisplayed.
- g. To interrupt processing, press [Delete]. An interrupt Ring Menu is displayed. See paragraph 10.4.2.6 for processing instructions.

10.4.2.5 Update Equipment Inventory Screen AJK-192 - DELETE. To begin deleting equipment records, select Option B from the Update Electrical or Mechanical Equipment Menu. The Update Equipment Inventory Screen AJK-192 (fig. 10.4-9) is displayed.

NOTE: You must use the equipment turn-in receipts you receive from the Directorate of Engineering and Housing (DEH), to delete your records.

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DATE: 15 Aug 95	UPDATE EQUIPMENT INVENTORY FOR BUILDING 6	AJK-192
SERIAL NUMBER: 123456789012345	NSN: 7310-00-311-6043 LIN: C09640	
ITEM NAME: COOKER STEAM: ELECTRIC/GAS/STEAM HEAT SGL/MUL COMP OPT CAP		
MANUFACTURER: VULCAN, INC,	MODEL NUMBER: 123450055	
ACQUISITION YEAR: 1994	LIFE EXPECTANCY: 10	
ACQUISITION COST: \$1,325.22	ENERGY SOURCE CODE: A	
NEW LOCATION:		
REMARKS: (Next 2 lines are for any information regarding this equipment)		
Confirm Deletion (Y/N)		

Figure 10.4-9. Update Equipment Inventory Screen (AJK-192) - DELETE.

- a. The cursor is positioned in the SERIAL NUMBER field.
- b. Enter the serial number you want to delete and press [Enter]. The message: **Confirm deletion (Y/N)** is displayed.
 - (1) Enter Y to confirm your deletion. The message: **Record has been deleted. Press Return to continue.** Press [Enter] and the Update Equipment Inventory Screen AJK-192 is redisplayed.

OR

- (2) Enter N to cancel your deletion. The files are NOT updated and the Update Equipment Inventory Screen AJK-192 is redisplayed. You can enter another serial number for deletion.

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10.4.2.6 Process Interrupt Ring Menu. This ring menu (fig. 10.4-10) is displayed when you interrupt in the Electrical or Mechanical Process. Use it to continue processing, start over, return to the Update Electrical or Mechanical Equipment Menu, or exit processing.

INTERRUPT MENU: A B R X Continue processing

Figure 10.4-10. Process Interrupt Ring Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Update Equipment Inventory Screen AJK-192 is redisplayed.
- c. Select R and the Update Electrical or Mechanical Equipment Menu AJK-195 is displayed.
- d. Select X and the system login screen is displayed.

10.4.2.7 Outputs. No reports are printed during this process. The records you choose are deleted from the file.

10.4.3 Other Equipment Process. Use this process to review and update all other dining facility equipment, other than mechanical or electrical.

10.4.3.1 Processing Restrictions. None.

10.4.3.2 Processing Materials. None.

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10.4.3.3 Update Equipment Inventory Screen AJK-193. To review other dining facility equipment other than mechanical or electrical, select Option B from the Select Equipment Type Menu. The Update Equipment Inventory Screen AJK-193 (fig. 10.4-11) is displayed.

UPDATE EQUIPMENT INVENTORY FOR BUILDING 6			AJK-193
DATE:	15 Aug 95		
ITEM NAME	LIN	BALANCE ON-HAND	
BANQUETTE: TUBULAR STL FRAM UPHOLSTE RED WALL TYPE	90734N	0	
BASKET TABLEWARE WASHING: SILVER 19 1 /2W X 19 1/2L X 8	B41003	0	
BIN INGREDIENT: MOBLE	B63701	5	
BOOTH DOUBLE ISLAND: TUBULAR STEEL FR AME UPHOLSTERED ART LEATHER	C09671	0	
F3 - scroll forward, F4 - scroll backward, Esc - save, Del - exit			

Figure 10.4-11. Update Equipment Inventory Screen (AJK-193).

a. The cursor is positioned in the BALANCE ON-HAND column of the first item.

(1) To change a quantity, enter new data over the old and press [Enter]. The cursor moves to the next item.

OR

(2) Press [Enter] with no entry and the cursor moves to the next item.

b. Use the [Enter] or down ARROW keys to scroll forward by line.

c. Use the [F3] key to page forward and [F4] to page back.

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d. When you finish your entries, press [Esc]. The following message is displayed:
Inventory updated. Press Return to continue.

e. Press [Enter] and the Select Equipment Type Menu AJK-183 is displayed.

f. To interrupt processing, press [Delete]. The Interrupt Ring Menu is displayed. See paragraph 10.4.3.4 for processing instructions.

10.4.3.4 Process Interrupt Ring Menu. This ring menu (fig. 10.4-12) is displayed when you interrupt the Other Equipment process. Use it to continue processing, start over, return to the Select Equipment Type Menu, or exit processing.

INTERRUPT MENU: A B R X Continue processing

Figure 10.4-12 Process Interrupt Ring Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Update Equipment Inventory Screen AJK-192 is redisplayed.
- c. Select R and the Select Equipment Type Menu AJK-183 is displayed.
- d. Select X and the system login screen is displayed.

10.4.4 Print Equipment Inventory Report Process. Use this process to print your dining facility Unit Equipment Inventory Report (PCN AJK-H41).

10.4.4.1 Processing Restrictions. None.

10.4.4.2 Processing Materials. None.

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10.4.4.3 Processing Actions. To print the Dining Facility Equipment Inventory Report, select Option B from the Equipment Replacement Main Menu AJK-008 (fig. 10.4-2).

- a. The following message is displayed: **ENTER NUMBER OF COPIES (1 - 5) REQUIRED, AND PRESS <ESC>:**
- b. Enter the number of copies you want and press [Esc] or [Enter]. Two messages are displayed: **Processing. Please Wait.** Then, **REPORT HAS BEEN PRINTED. PRESS RETURN TO CONTINUE.**
- c. Press [Enter] and the Equipment Replacement Main Menu is redisplayed.

10.4.4.4 Outputs. The Dining Facility Equipment Inventory Report (PCN AJK-H41) is printed during this process. See Appendix C for an example of this report.

10.4.5 Print Equipment Summary Report Process. Use this process to print your dining facility Equipment Summary Report (PCN AJK-H31).

10.4.5.1 Processing Restrictions. None.

10.4.5.2 Processing Materials. None.

10.4.5.3 Processing Actions. To print the Dining Facility Equipment Summary Report, select Option C from the Equipment Replacement Main Menu AJK-008 (fig. 10.4-2).

- a. The following message is displayed: **ENTER NUMBER OF COPIES (1 - 5) REQUIRED, AND PRESS <ESC>:**
- b. Enter the number of copies you want and press [Esc] or [Enter]. Two messages are displayed: **Processing. Please Wait.** Then, **REPORT HAS BEEN PRINTED. PRESS RETURN TO CONTINUE.**
- c. Press [Enter] and the Equipment Replacement Main Menu is redisplayed.

10.4.5.4 Outputs. The Dining Facility Equipment Summary Report (PCN AJK-H31) is printed during this process. See Appendix C for an example of this report.

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