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SECTION 6A. TRANSFERS FUNCTION

6A.1 Transfers Function.

a. Use the Transfers Function to process dining facility to dining facility (DF to DF), turn-in to TISA, dining facility to unit (DF to Unit), and unit to dining facility (Unit to DF) transfers. DF to DF and turn-ins to TISA must be processed by TISA before your account is adjusted. Use the Inventory Adjustment process to finalize DF to Unit and Unit to DF transfers. This function contains four subfunctions and two exit options:

- (1) Dining Facility to Dining Facility (para 6A.2).
- (2) Turn-in to TISA (para 6A.3).
- (3) Dining Facility to Unit (para 6A.4).
- (4) Unit to Dining Facility (para 6A.5).
- (5) Exit the Transfers Menu and return to the AFMIS-DFO Main Menu or system login screen.

NOTE: For all the above Transfer Subfunctions, the system now generates a transfer control number for each type transfer. The number count automatically begins with 001 when the Fiscal Year Reset Process is completed.

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b. Select option C from the AFMIS-DFO Main Menu (fig. 6A.1-1) to review the subfunctions in Transfers.

```
AFMIS-DFO:  A B C D E F G X
Inventory

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 6A.1-1. Transfers Menu Selection.

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c. The Transfers Menu (fig. 6A.1-2) is displayed.

```
TRANSFERS : A B C D R X
DF to DF

DATE: 18 Aug 95          TRANSFERS MENU          AJK-424
-----Press F8 for Help-----

      A - DF TO DF
      B - TURN-IN TO TISA
      C - DF TO UNIT
      D - UNIT TO DF
      R - RETURN TO DFO COMMAND MENU
      X - EXIT FROM DFO PROCESSING
```

Figure 6A.1-2. Transfers Menu (AJK-424).

6A.2 Dining Facility to Dining Facility Transfer Subfunction.

a. Use the Dining Facility to Dining Facility Transfer Subfunction to create, update, print, and delete transfers for subsistence you send to other dining facilities. AR 30-1 gives you guidelines for using this type of transfer. This subfunction contains four processes and an exit option:

- (1) DF to DF Transfer - Create (para 6A.2.1).
- (2) DF to DF Transfer - Update (para 6A.2.2).
- (3) DF to DF Transfer - Print (para 6A.2.3).
- (4) DF to DF Transfer - Delete (para 6A.2.4).
- (5) Exit the DF to DF Transfers Menu and return to the Transfers Menu

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b. To access the DF to DF Transfer Menu from the AFMIS-DFO Main Menu, select the options in figure 6A.2-1.

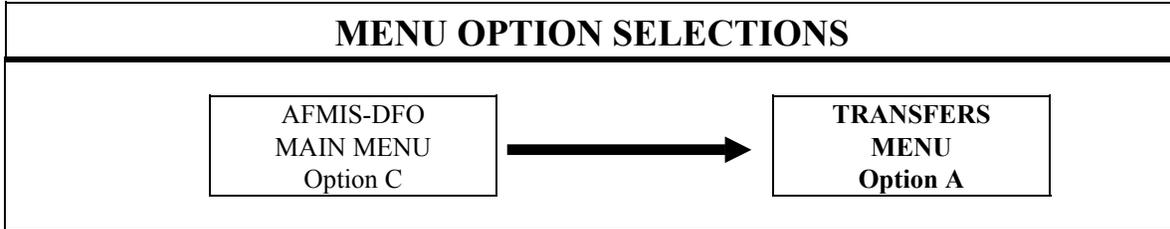


Figure 6A.2-1. DF to DF Transfer Menu Selection.

c. The DF to DF Transfer Menu (fig. 6A.2-2) is displayed.

```
DF TO DF TRANSFER: A B C D R
Create
DATE: 18 Aug 95          DF TO DF TRANSFERS MENU          AJK-437
-----Press F8 for Help-----

          A - CREATE
          B - UPDATE
          C - PRINT
          D - DELETE
          R - RETURN TO TRANSFERS MENU
```

Figure 6A.2-2. DF to DF Transfer Menu (AJK-437).

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6A.2.1 DF to DF Transfer - Create Process. Use this process to create a transfer for subsistence you send to another dining facility.

a. Based on a pending regulatory change in AR 30-1, you are no longer required to get approval from your food advisor before processing this type of transfer.

b. Send a copy of the report to TISA when you release the transfer for processing.

6A.2.1.1 Processing Restrictions. None.

6A.2.1.2 Processing Materials. For more information, use the following materials:

a. A list of transfer items.

b. Current Master Item File Report (PCN AJK-PZ1). See Master Item File Inquiry, paragraph 7.6, to print this report.

6A.2.1.3 Create Dining Facility to Dining Facility Transfer Screen AJK-465. To begin your transfer, select Option A from the DF to DF Transfer Menu. The Create Dining Facility to Dining Facility Transfer Screen (fig. 6A.2-3) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-465
ACT CODE: P3700	INVENTORY MANAGEMENT	
CREATE DINING FACILITY TO DINING FACILITY TRANSFER		
ENTER TRANSFER NUMBER: D002	TRANSFER DATE: 15 AUG 95	
ENTER THE ISSUE TO ACT CODE: 000117	(DD MMM YY)	
ENTER THE TIIN AND QUANTITY FOR ALL SUBSISTENCE ITEMS TO BE TRANSFERRED:		
	TIIN	QUANTITY
	-	
	-	
	-	
	-	
	-	
	-	
	-	
After QUANTITY, press RETURN to continue or ESC to complete input.		

Figure 6A.2-3. Create Dining Facility to Dining Facility Transfer Screen (AJK-465).

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a. The transfer number and transfer date are automatically displayed, and the cursor is positioned in the ENTER THE ISSUE TO ACT CODE field.

(1) Enter the activity code of the on-line or off-line dining facility receiving the transfer and press [ENTER]. The message: **Validating input. Please wait.** is displayed. Then, the cursor moves to the TIIN field.

(2) Enter a seven-position TIIN and press [ENTER]. The cursor moves to the QUANTITY field.

(3) Enter a quantity for the item and press [ENTER]. The cursor moves to the next line.

(4) Repeat steps (2) and (3) for every item on the list that you want to transfer.

**NOTE:** When you enter a quantity for the last item on the list and want to change a quantity for another item, press the [UP ARROW] key instead of [ENTER]. Move the cursor to the QUANTITY field you want to change and enter a new one over the old. You can also use the Update Process (para 6A.2.2) to adjust this transfer.

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(5) See figure 6A.2-4 for an example of transfer entries.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-465
ACT CODE: P3700	INVENTORY MANAGEMENT	
CREATE DINING FACILITY TO DINING FACILITY TRANSFER		
ENTER TRANSFER NUMBER: D002	TRANSFER DATE: 15 Aug 95	
ENTER THE ISSUE TO ACT CODE: P9300	(DD MMM YY)	
ENTER THE TIIN AND QUANTITY FOR ALL SUBSISTENCE ITEMS TO BE TRANSFERRED:		
TIIN	QUANTITY	
126-8804	40	
160-6156	25	
616-0078	15	
139-6707	5	
126-4062	49	
262-7274	20	
782-3765	2	
127-9303	û	
After QUANTITY, press ENTER to continue or ESC to complete input. Validating input. Please wait.		

Figure 6A.2-4. Create Dining Facility to Dining Facility Transfer Screen (example).

b. When you finish your entries, press [ESC]. A message is displayed: **Do you wish to add more data? (Y or N).**

(1) Enter Y to add more items to the transfer. The cursor moves back to the TIIN field.

OR

(2) Enter N to end processing and print the Dining Facility to Dining Facility Transfer Report (PCN AJK-466).

c. A series of messages is displayed: **Updating database. Please wait. Printing report. Please wait;** then, **Report has finished printing. Press ENTER to continue.**

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- d. Press [ENTER] and the DF to DF Transfer Menu is displayed.
- e. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 6A.2.1.4 for processing instructions.
- f. To exit this menu, select R. The Transfers Menu is displayed.

6A.2.1.4 Interrupt Ring Menu. Use this ring menu (fig. 6A.2-5) to continue processing or return to the Transfers Menu.

INTERRUPT MENU: <b>CONTINUE</b> RETURN Continue processing
---

Figure 6A.2-5. Interrupt Ring Menu.

6A.2.1.5 Outputs. The Dining Facility to Dining Facility Transfer Report (PCN AJK-466) is printed. Use this report to complete the DF to DF Transfer - Update process (para 6A.2.2). See Appendix C for an example of this report.

6A.2.2 DF to DF Transfer - Update Process. Use this process to review and adjust transfers you print in the DF to DF Transfer - Create process (para 6A.2.1). When you finish your review, you can send the transfer to TISA. However, you can't change a transfer after you release it to TISA. If any changes are needed, contact TISA before your transfer is processed.

6A.2.2.1 Processing Restrictions. Complete the DF to DF Transfer - Create process (para 6A.2.1) before you start this process. To print extra copies of your transfer before you release it to TISA, use the DF to DF Transfer - Print process (para 6A.2.3).



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(2) Enter the transfer date and press [ENTER].

b. A TIIN and quantity are displayed (fig. 6A.2-7) for each item you enter in the DF to DF Transfer - Create process (para 6A.2.1). Ten items can be displayed at a time.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-476
ACT CODE: P3700	INVENTORY MANAGEMENT	
REVIEW DINING FACILITY TO DINING FACILITY TRANSFER		
ENTER TRANSFER NUMBER: D002	TRANSFER DATE: 15 Aug 95	
	(DD MMM YY)	
ENTER THE TIIN AND QUANTITY FOR ALL SUBSISTENCE ITEMS TO BE TRANSFERRED:		
	TIIN	QUANTITY
	043-3198	35
	117-3358	30
	126-4062	49
	126-8804	40
	127-9303	12
	139-6707	5
	160-6156	25
	262-7274	20
	616-0078	15
	782-3765	2
After QUANTITY, press ENTER to continue or ESC to complete input.		

Figure 6A.2-7. Review Dining Facility to Dining Facility Transfer Screen (example).

c. You can review the transfer by using the following keys:

- (1) Use the ARROW keys to scroll forward or back to review the transfer by item.
- (2) To view more items, use the [F3] key to page forward and [F4] to page back.

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d. DF to DF Transfer Adjustments. You can adjust the transfer (fig. 6A.2-8) by following the steps listed below:

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-476
ACT CODE: P3700	INVENTORY MANAGEMENT	
REVIEW DINING FACILITY TO DINING FACILITY TRANSFER		
ENTER TRANSFER NUMBER: D002	TRANSFER DATE: 15 Aug 95	
	(DD MMM YY)	
ENTER THE TIIN AND QUANTITY FOR ALL SUBSISTENCE ITEMS TO BE TRANSFERRED:		
	TIIN	QUANTITY
	043-3198	48
	117-3358	35
	126-4062	49
	127-9303	12
	139-6707	5
	160-6156	25
	262-7274	20
	616-0078	15
	782-3765	2
	T51-6497	40
After QUANTITY, press ENTER to continue or ESC to complete input.		

Figure 6A.2-8.Review Dining Facility to Dining Facility Transfer Screen - Transfer Adjustments.

(1) The cursor is positioned in the TIIN field for the first item. Use the [ENTER] key to move the cursor to the QUANTITY field. You can use the ARROW keys to move up and down this field. To change a quantity, move the cursor to the QUANTITY field you want and enter the change.

**NOTE:** When you enter a quantity greater than the balance on hand, a message is displayed: **THE BOH FOR THE ENTERED ITEM IS ( ). PLEASE RE-ENTER.** The quantity you want to transfer must be less than or equal to the system BOH.

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(2) To add an item, press the [F1] key to open a space on the screen. Enter a TIIN from the Master Item File Report (PCN AJK-PZ1) and press [ENTER]. Enter a quantity and press [ENTER]. If you choose not to add the item, press [F2] to delete the space.

(3) To delete an item, move the cursor to the item and press [F2]. That item is deleted and the next one is displayed.

e. To add an item at the end of the transfer, move the cursor to the last item and press [ENTER]. A space is created to add another TIIN. Enter a TIIN and press [ENTER], then enter a quantity. To add other items, repeat this step.

f. When you finish adjusting your transfer, press [ESC]. Two messages are displayed: **Updating database. Please wait; then, Do you want to print this TRANSFER? (Y or N).**

(1) Enter Y to print the Dining Facility to Dining Facility Transfer Report (PCN AJK-466). A series of messages is displayed: **Printing report. Please wait. Report has finished printing;** then, **Press ENTER to continue.** Press [ENTER] to continue processing.

OR

(2) Enter N to continue without printing the report.

g. A message is displayed: **Is this TRANSFER ready for processing? (Y or N).**

(1) Enter Y to prepare the transfer for submission to TISA.

OR

(2) Enter N to end processing. Press [ENTER] and the DF to DF Transfer Menu is displayed. The transfer stays in your files until you release it to TISA.

h. If you select Y, a message is displayed: **Are you sure it is ready to be sent to TISA? (Y or N).**

(1) Enter Y to release this transfer to TISA for processing.

OR

(2) Enter N to end processing.

(3) Press [ENTER] and the DF to DF Transfer Menu is displayed.

i. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 6A.2.1.4 for processing instructions.

j. To exit this menu, select R. The Transfers Menu is displayed.

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6A.2.2.4 Outputs: The Dining Facility to Dining Facility Transfer Report (PCN AJK-466) is printed when you select Y in response to the print message. See appendix C for an example of this report.

6A.2.3 DF to DF Transfer - Print Process. Use this process to print extra copies of your transfer.

6A.2.3.1 Processing Restrictions. Complete the DF to DF Transfer - Create process (para 6A.2.1) before you start this process. After you release a transfer to TISA, you can't print it.

6A.2.3.2 Processing Materials. A copy of the Dining Facility to Dining Facility Transfer Report (PCN AJK-466) for the transfer you are printing.

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6A.2.3.3 Print Dining Facility to Dining Facility Transfer Screen AJK-483A. To print a transfer, select C from the DF to DF Transfer Menu. The Print Dining Facility to Dining Facility Transfer Screen (fig. 6A.2-9) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-483A
ACT CODE: P3700	INVENTORY MANAGEMENT	
PRINT DINING FACILITY TO DINING FACILITY TRANSFER		
ENTER TRANSFER NUMBER: D002	TRANSFER DATE: 15 Aug 95	
	(DD MMM YY)	
[		]
Validating input. Please wait.		

Figure 6A.2-9. Print Dining Facility to Dining Facility Transfer Screen (AJK-483A).

a. Use the Dining Facility to Dining Facility Transfer Report (PCN AJK-466) to complete the following entries:

(1) Enter the transfer number and press [ENTER]. The following message is displayed after each entry you make: **Validating input. Please wait.**

(2) Enter the transfer date and press [ENTER].

b. The message **Printing report. Please wait.** is displayed while information is gathered for the Dining Facility to Dining Facility Transfer Report (PCN AJK-466). After the report is printed, a message is displayed: **Report has finished printing. Press ENTER to continue.**

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- c. Press [ENTER] and the DF to DF Transfer Menu is displayed.
- d. To exit this menu, select R. The Transfers Menu is displayed.

6A.2.3.4 Outputs. The Dining Facility to Dining Facility Transfer Report (PCN AJK-466) is printed. Keep a file copy of this report. See Appendix C for an example of this report.

6A.2.4 DF to DF Transfer - Delete Process. Use this process to delete transfers you don't send to TISA.

6A.2.4.1 Processing Restrictions. Complete the DF to DF Transfer - Create process (para 6A.2.1) before you start this process. After you release a transfer to TISA, you can't delete it.

6A.2.4.2 Processing Materials. A copy of the Dining Facility to Dining Facility Transfer Report (PCN AJK-466) for the transfer you are deleting. See DF to DF Transfer - Print, paragraph 6A.2.3, to print this report.

6A.2.4.3 Delete Dining Facility to Dining Facility Transfer Screen AJK-482A. To delete a transfer, select Option D from the DF to DF Transfer Menu. The Delete Dining Facility to Dining Facility Transfer Screen (fig. 6A.2-10) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-482A
ACT CODE: 000117	INVENTORY MANAGEMENT	
DELETE DINING FACILITY TO DINING FACILITY TRANSFER		
ENTER TRANSFER NUMBER: D003	TRANSFER DATE: 17 Aug 95	
	(DD MMM YY)	
[		]
Are you sure you want to DELETE this TRANSFER ? (Y or N)		

Figure 6A.2-10. Delete Dining Facility to Dining Facility Transfer Screen (AJK-482A).

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- a. Use the DF to DF Transfer Report (PCN AJK-466) to complete the following entries:
    - (1) Enter the transfer number and press [ENTER]. The following message is displayed after each entry you make: **Validating input. Please wait.**
    - (2) Enter the transfer date and press [ENTER].
  - b. A message is displayed: **Are you sure you want to DELETE this TRANSFER? (Y or N).**
    - (1) Enter Y to delete the transfer.
- OR
- (2) Enter N to end processing without deleting the transfer.
- c. Press [ENTER] and the DF to DF Transfer Menu is displayed.
  - d. To exit this menu, select R. The Transfers Menu is displayed.

6A.2.4.4 Outputs. The Dining Facility to Dining Facility Transfer Report - Deleted (PCN AJK-466) is printed. The transfer number used in the Create Process can no longer be used after the transfer is deleted. Destroy these reports when you no longer need them. See Appendix C for an example of this report

## 6A.3 Turn-in to TISA Transfer Subfunction.

- a. Use the Turn-in to TISA Subfunction to create, update, print, and delete transfers for subsistence you turn in to TISA. AR 30-1 gives you guidelines for turning in excess subsistence. This subfunction contains four processes and an exit option:
  - (1) Turn-in to TISA Transfer - Create (para 6A.3.1).
  - (2) Turn-in to TISA Transfer - Update (para 6A.3.2).
  - (3) Turn-in to TISA Transfer - Print (para 6A.3.3).
  - (4) Turn-in to TISA Transfer - Delete (para 6A.3.4).
  - (5) Exit the Turn-in to TISA Menu and return to Transfers Menu.

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b. To access the Turn-in to TISA Menu from the AFMIS-DFO Main Menu, select the options in figure 6A.3-1.

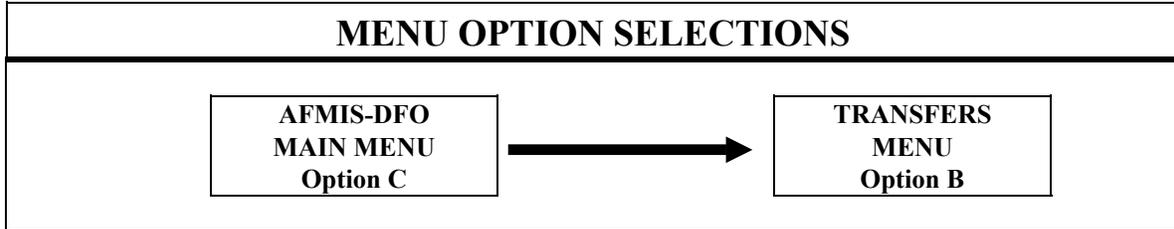


Figure 6A.3-1. Turn-in to TISA Transfer Menu Selection.

c. The Turn-in to TISA Menu (fig. 6A.3-2) is displayed.

```
TURN-IN TO TISA: A B C D R
Create
DATE: 18 Aug 95          TURN-IN TO TISA MENU          AJK-462
-----Press F8 for Help-----

          A - CREATE
          B - UPDATE
          C - PRINT
          D - DELETE
          R - RETURN TO TRANSFERS MENU
```

Figure 6A.3-2. Turn-in to TISA Menu (AJK-462).

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6A.3.1 Turn-in to TISA Transfer - Create Process. Use this process to create a transfer for subsistence you turn in to TISA. Take a copy of the Turn-in to TISA Report (PCN AJK-468) with you when you have the subsistence inspected by medical veterinary personnel. After the subsistence is inspected and approved for turn-in, you can release the transfer to TISA. TISA must have a copy of the transfer to credit your dining facility account and adjust your system inventory balances

6A.3.1.1 Processing Restrictions. Have the subsistence inspected before you send the transfer to TISA.

6A.3.1.2 Processing Materials. For more information, use the following materials:

- a. A list of transfer items.
- b. Current Master Item File Report (PCN AJK-PZ1). See Master Item File Inquiry, paragraph 7.6, to print this report.

6A.3.1.3 Create Turn-in to TISA Transfer Screen AJK-467. To begin your transfer, select A from the Turn-in to TISA Menu. The Create Turn-in to TISA Transfer Screen (fig. 6A.3-3) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-467
ACT CODE: P3700	INVENTORY MANAGEMENT	
CREATE TURN-IN TO TISA TRANSFER		
ENTER TRANSFER NUMBER: _____	ENTER THE TRANSFER DATE: _____	
ENTER TISA ACT CODE: _____	(DD MMM YY)	
ENTER THE TIIN AND QUANTITY FOR ALL SUBSISTENCE ITEMS FOR TURN-IN:		
	TIIN	QUANTITY
	-	
	-	
	-	
	-	
	-	
	-	
	-	
	-	
After QUANTITY, press ENTER to continue or ESC to complete input. Acceptable values are T001 through T999		

Figure 6A.3-3. Create Turn-in to TISA Transfer Screen (AJK-467).

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a. The transfer number is automatically displayed in the TRANSFER NUMBER field, and the cursor is positioned in the ENTER THE TRANSFER DATE field.

(1) Enter the transfer date and press [ENTER]. The message **Validating input. Please wait.** is displayed. Then, the cursor moves to the ENTER TISA ACT CODE field.

(2) Enter the TISA activity code and press [ENTER]. The cursor moves to the TIIN field.

(3) Enter a seven-position TIIN and press [ENTER]. The cursor moves to the QUANTITY FIELD.

(4) Enter a quantity for the item and press [ENTER]. The cursor moves to the next line.

(5) Repeat steps d and e for each item on the list that you want to turn in.

**NOTE:** When you enter a quantity for the last item on the list and want to change a quantity for another item, press the [UP ARROW] key instead of [ENTER]. Move the cursor to the QUANTITY field you want to change and enter a new one over the old. You can also use the Update Process (para 6A.3.2) to adjust this transfer.

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(6) See figure 6A.3-4 for an example of your turn-in entries.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-467
ACT CODE: P3700	INVENTORY MANAGEMENT	
CREATE TURN-IN TO TISA TRANSFER		
ENTER TRANSFER NUMBER: T003	ENTER THE TRANSFER DATE: 15 Aug 95	
ENTER THE ISSUE TO ACT CODE: W26QKQ	(DD MMM YY)	
ENTER THE TIIN AND QUANTITY FOR ALL SUBSISTENCE ITEMS FOR TURN-IN:		
TIIN	QUANTITY	
133-5903	12	
127-9303	12	
127-7262	6	
139-7426	5	
139-6707	20	
127-8272	26	
127-8835	6	
616-0078	3	
After QUANTITY, press ENTER to continue or ESC to complete input. Please enter a quantity.		

Figure 6A.3-4. Create Turn-in to TISA Screen (example).

b. When you finish your entries, press [ESC]. A message is displayed: **Do you wish to add more data? (Y or N).**

(1) Enter Y to add more items to the turn-in. The cursor moves back to the TIIN field.

OR

(2) Enter N to end processing and print the Turn-in to TISA Transfer Report (PCN AJK-468).

c. A series of messages is displayed: **Printing report. Please wait. Report has finished printing;** then, **Press ENTER to continue.**

d. Press [ENTER] and the Turn-in to TISA Menu is displayed.

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e. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 6A.3.1.4 for processing instructions.

f. To exit this menu, select R. The Transfers Menu is displayed.

6A.3.1.4 Interrupt Ring Menu. Use this ring menu (fig. 6A.3-5) to continue processing or return to the Transfers Menu.

INTERRUPT MENU:    CONTINUE    RETURN Continue Processing
--

Figure 6A.3-5. Interrupt Ring Menu.

6A.3.1.5 Outputs. The Turn-in to TISA Transfer Report (PCN AJK-468) is printed. Use this report to complete the Turn-in to TISA Transfer - Update process (para 6A.3.2). See appendix C for an example of this report.

6A.3.2 Turn-in to TISA Transfer - Update Process. Use this process to review and adjust transfers you create in the Turn-in to TISA Transfer - Create process (para 6A.3.1). You can send the transfer to TISA with or without reviewing it. However, you can't change a transfer after you release it to TISA. If any changes are needed, contact TISA before the transfer is processed.

6A.3.2.1 Processing Restrictions. Complete the Turn-in to TISA Transfer - Create process (para 6A.3.1) before you start this process. To print extra copies of your transfer before you release it to TISA, use the Turn-in to TISA Transfer - Print process (para 6A.3.4).



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a. Use the Turn-in to TISA Transfer Report (PCN AJK-468) to complete the following entries:

(1) Enter the transfer number and press [ENTER]. The following message is displayed after each entry you make: **Validating input. Please wait.**

(2) Enter the transfer date and press [ENTER].

b. A TIIN and quantity are displayed (fig. 6A.3-7) for each item you enter in the Turn-in to TISA Transfer - Create process (para 6A.3.1). Ten items can be displayed at a time.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-477
ACT CODE: P3700	INVENTORY MANAGEMENT	
	REVIEW TURN-IN TO TISA TRANSFER	
ENTER TRANSFER NUMBER: T003	ENTER THE TRANSFER DATE: 15 Aug 95	
	(DD MMM YY)	
	TIIN	QUANTITY
	043-3198	30
	127-7262	6
	127-8272	6
	127-8835	6
	127-9303	12
	133-5903	12
	139-6707	20
	139-7426	5
	616-0078	30
	-	

Figure 6A.3-7. Review Turn-in to TISA Transfer Screen (example).

c. You can review the transfer by using the following keys:

(1) Use the ARROW keys to scroll forward or back to review the transfer by item.

(2) To view more items, use the [F3] key to page forward and [F4] to page back.

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d. Turn-in to TISA Transfer Adjustments. You can adjust the transfer (fig. 6A.3-8) by following the steps listed below:

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-477
ACT CODE: P3700	INVENTORY MANAGEMENT	
REVIEW TURN-IN TO TISA TRANSFER		
ENTER TRANSFER NUMBER: T003	ENTER THE TRANSFER DATE: 15 Aug 95	
	(DD MMM YY)	
ENTER THE TIIN AND QUANTITY FOR ALL SUBSISTENCE ITEMS TO BE TRANSFERRED:		
TIIN	QUANTITY	
043-3198	60	
127-7262	12	
127-8272	12	
127-8835	Ū	
127-9303	12	
133-5903	12	
139-6707	20	
139-7426	5	
616-0078	30	
-		

Figure 6A.3-8. Review Turn-in to TISA Transfer Screen - Transfer Adjustments.

(1) The cursor is positioned in the TIIN field for the first item. Use the [ENTER] key to move the cursor to the QUANTITY field. You can use the ARROW keys to move up and down this field. To change a quantity, move the cursor to the QUANTITY field you want and enter the change.

**NOTE:** When you enter a quantity greater than the balance on hand, a message is displayed: **THE BOH FOR THE ENTERED ITEM IS ( ). PLEASE RE-ENTER.** The quantity you want to transfer must be less than or equal to the system BOH.

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(2) To add an item, press the [F1] key to open a space on the screen. Enter a TIIN from the Master Item File Report (PCN AJK-PZ1) and press [ENTER]. Enter a quantity and press [ENTER]. If you choose not to add the item, press [F2] to delete the space.

(3) To delete an item, move the cursor to the item and press [F2]. That item is deleted and the next one is displayed.

e. To add an item at the end of the transfer, move the cursor to the last item and press [ENTER]. A space is created to add another TIIN. Enter a TIIN and press [ENTER], then enter a quantity. To add other items, repeat this step.

f. When you finish adjusting your transfer, press [ESC]. Two messages are displayed: **Updating database. Please wait;** then, **Do you wish to print this TRANSFER? (Y or N).**

(1) Enter Y to print the Turn-in to TISA Transfer Report (PCN AJK-468). A series of messages is displayed: **Printing report. Please wait. Report has finished printing;** then, **Press ENTER to continue.** Press [ENTER] to continue processing.

OR

(2) Enter N to continue without printing the report.

g. A message is displayed: **Is this TRANSFER ready for processing? (Y or N).**

(1) Enter Y to prepare the transfer for submission to TISA.

OR

(2) Enter N to end processing. Press [ENTER] and the Transfers Turn-in to TISA Menu is displayed. The transfer stays in your files until you release it to TISA.

h. If you select Y, a message is displayed: **Are you sure it is ready to be sent to TISA? (Y or N).**

(1) Enter Y to release this transfer to TISA for processing.

OR

(2) Enter N to end processing.

(3) Press [ENTER] and the Turn-in to TISA Menu is displayed.

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i. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 6A.3.1.4 for processing instructions.

j. To exit this menu, select R. The Transfers Menu is displayed.

6A.3.2.4 Outputs. The Turn-in to TISA Transfer Report (PCN AJK-468) is printed when you select Y in response to the print message. See appendix C for an example of this report.

6A.3.3 Turn-in to TISA Transfer - Print Process. Use this process to print extra copies of your transfer.

6A.3.3.1 Processing Restrictions. Complete the Turn-in to TISA Transfer - Create Process (para 6A.3.1) before you start this process. After you release a transfer to TISA, you can't print it.

6A.3.3.2 Processing Materials. A copy of the Turn-in to TISA Transfer Report (PCN AJK-468) for the transfer you are printing.

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6A.3.3.3 Print Turn-in to TISA Transfer Screen AJK-483B. To print a transfer, select C from the Turn-in to TISA Menu. The Print Turn-in to TISA Transfer Screen (fig. 6A.3-9) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-483B
ACT CODE: P3700	INVENTORY MANAGEMENT	
PRINT TURN-IN TO TISA TRANSFER		
ENTER TRANSFER NUMBER: [T003]	ENTER THE TRANSFER DATE: [15 Aug 95]	
	(DD MMM YY)	
[		]
Validating input. Please wait.		

Figure 6A.3-9. Print Turn-in to TISA Transfer Screen (AJK-483B).

- a. Use the Turn-in to TISA Transfer Report (PCN AJK-468) to complete the following entries:
  - (1) Enter the transfer number and press [ENTER]. The following message is displayed after each entry you make: **Validating input. Please wait.**
  - (2) Enter the transfer date and press [ENTER].
- b. The message **Printing report. Please wait.** is displayed while information is gathered for the Turn-in to TISA Transfer Report (PCN AJK-468). After the report is printed, a message is displayed: **Report has finished printing. Press ENTER to continue.**
- c. Press [ENTER] and the Turn-in to TISA Menu is displayed.
- d. To exit this menu, select R. The Transfers Menu is displayed.

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6A.3.3.4 Outputs. The Turn-in to TISA Transfer Report (PCN AJK-468) is printed. Keep a file copy of this report. See appendix C for an example of this report.

6A.3.4 Turn-in to TISA Transfer - Delete Process. Use this process to delete transfers you don't send to TISA.

6A.3.4.1 Processing Restrictions. Complete the Turn-in to TISA Transfer - Create process (para. 6A.3.1) before you start this process. After you release a transfer to TISA, you can't delete it.

6A.3.4.2 Processing Materials. A copy of the Turn-in to TISA Transfer Report (PCN AJK-468) for the transfer you are deleting. See Turn-in to TISA Transfer - Print, paragraph 6A.3.3, to print this report.

6A.3.4.3 Delete Turn-in to TISA Transfer Screen AJK-482B. To delete a transfer, select D from the Turn-in to TISA Menu. The Delete Turn-in to TISA Transfer Screen (fig. 6A.3-10) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-482B
ACT CODE: P3700	INVENTORY MANAGEMENT	
	DELETE TURN-IN TO TISA TRANSFER	
ENTER TRANSFER NUMBER: [T003]	ENTER THE TRANSFER DATE: [17 Aug 95]	
	(DD MMM YY)	
[		]
Are you sure you want to DELETE this TRANSFER ? (Y or N)		

Figure 6A.3-10. Delete Turn-in to TISA Transfer Screen (AJK-482B).

a. Use the Turn-in to TISA Transfer Report (PCN AJK-468) to complete the following entries:

(1) Enter the transfer number and press [ENTER]. The following message is displayed after each entry you make: **Validating input. Please wait.**

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- (2) Enter the transfer date and press [ENTER].
- b. A message is displayed: **Are you sure you want to DELETE this TRANSFER? (Y or N).**
  - (1) Enter Y to delete the transfer.

OR

- (2) Enter N to end processing without deleting the transfer.
- c. Press [ENTER] and the Turn-in to TISA Menu is displayed.
- d. To exit this menu, select R. The Transfers Menu is displayed.

6A.3.4.4 Outputs. The Turn-In to TISA Transfer Report - DELETED (PCN AJK-468) is printed. The transfer number used in the Create Process can no longer be used after the transfer is deleted. Destroy these reports when you no longer need them. See Appendix C for an example of this report.

6A.4 Dining Facility to Unit Transfer Subfunction.

- a. Use the Dining Facility to Unit Transfer Subfunction to create, update, print, and delete transfers for subsistence you send to units. Use this type of transfer to record the issue of A-rations and B-rations, drawn from the AFMIS account, used to support unit training. This subfunction contains five processes and an exit option:
  - (1) DF to Unit Transfer - Create (para 6A.4.1).
  - (2) DF to Unit Transfer - Update (para 6A.4.2).
  - (3) DF to Unit Transfer - Print (para 6A.4.3).
  - (4) DF to Unit Transfer - Delete (para 6A.4.4).
  - (5) DF to Unit Inventory Adjustments (para 6A.4.5).
  - (6) Exit the DF to Unit Transfer Menu and return to the Transfers Menu.

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b. To access the DF to Unit Transfer Menu from the AFMIS-DFO Main Menu, select the options in figure 6A.4-1.

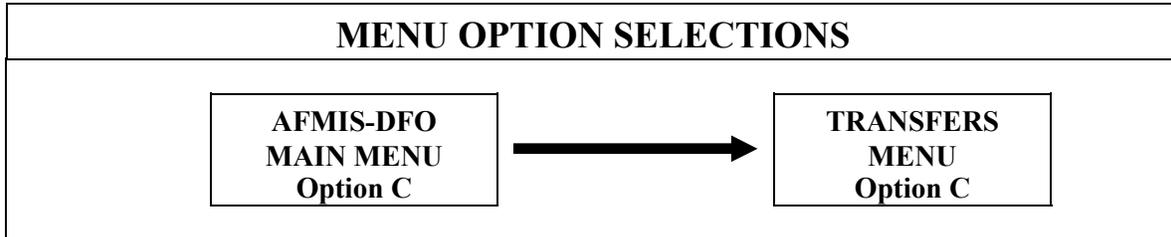


Figure 6A.4-1. DF to Unit Transfer Menu Selection.

c. The DF to Unit Transfer Menu (fig. 6A.4-2) is displayed.

```
DF TO UNIT TRANSFER: A B C D E R
Create
DATE: 18 Aug 95      DINING FACILITY TO UNIT TRANSFERS MENU      AJK-464
-----Press F8 for Help-----

          A - CREATE
          B - UPDATE
          C - PRINT
          D - DELETE
          E - ADJUST
          R - RETURN TO TRANSFERS MENU
```

Figure 6A.4-2. DF to Unit Transfer Menu (AJK-464).

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6A.4.1 DF to Unit Transfer - Create Process. Use this process to create a transfer for subsistence you send to a unit. The unit commander submits a memorandum requesting support for unit training. After the Dining Facility to Unit Transfer Report (PCN AJK-470) is signed by the individual receiving the subsistence, you can complete the Inventory Adjustment process (para 6A.4.5). The items you transfer are deducted from your system inventory.

6A.4.1.1 Processing Restrictions. Before you begin this process, prepare a list of items based on the memorandum you receive from the unit commander.

6A.4.1.2 Processing Materials. For more information, use the following materials:

- a. A list of transfer items.
- b. Current Master Item File Report (PCN AJK-PZ1). See Master Item File Inquiry, paragraph 7.6, to print this report.

6A.4.1.3 Create Dining Facility to Unit Transfer Screen AJK-469. To begin your transfer, select Option A from the DF to Unit Transfer Menu. The Create Dining Facility to Unit Transfer Screen (fig. 6A.4-3) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-469
ACT CODE: P3700	INVENTORY MANAGEMENT	
CREATE DINING FACILITY TO UNIT TRANSFER		
ENTER TRANSFER NUMBER: U010	ENTER THE TRANSFER DATE: _____	
ENTER RECEIVING UNIT ABBR (6 CHAR): _____	(DD MMM YY)	
ENTER THE TIIN AND QUANTITY FOR ALL SUBSISTENCE ITEMS TO BE TRANSFERRED:		
	TIIN	QUANTITY
	-	
	-	
	-	
	-	
	-	
	-	
	-	
	-	
After QUANTITY, press ENTER to continue or ESC to complete input. Acceptable values are U001 through U999		

Figure 6A.4-3. Create Dining Facility to Unit Transfer Screen (AJK-469).

- a. The transfer number is automatically displayed in the TRANSFER NUMBER field and the cursor is positioned in the ENTER THE TRANSFER DATE field.

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(1) Enter the transfer date and press [ENTER]. The cursor moves to the ENTER RECEIVING UNIT ABBR field.

(2) Enter the activity code of the unit receiving the transfer and press [ENTER]. The cursor moves to the TIIN field.

(3) Enter a seven-position TIIN and press [ENTER]. The cursor moves to the QUANTITY field.

(4) Enter a quantity for the item and press [ENTER]. The cursor moves to the next line.

(5) Repeat steps d and e for each item on the list you want transfer.

**NOTE:** When you enter a quantity for the last item on the list and want to change a quantity for another item, press the [UP ARROW] key instead of [ENTER]. Move the cursor to the QUANTITY field you want to change and enter a new one over the old. You can also use the Update Process (para 6A.4.2) to adjust this transfer.

(6) See figure 6A.4-4 for an example of transfer entries.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-469
ACT CODE: P3700	INVENTORY MANAGEMENT	
CREATE DINING FACILITY TO UNIT TRANSFER		
ENTER TRANSFER NUMBER: U010	ENTER THE TRANSFER DATE: 17 Aug 95	
ENTER RECEIVING UNIT ABBR (6 CHAR): A CO	(DD MMM YY)	
ENTER THE TIIN AND QUANTITY FOR ALL SUBSISTENCE ITEMS TO BE TRANSFERRED:		
TIIN	QUANTITY	
139-7426	2	
926-6016	6	
T53-5776	3	
T53-5780	2	
286-5372	1	
079-6944	1	
127-9789	1	
616-0081	4	
After QUANTITY, press ENTER to continue or ESC to complete input. Please enter a quantity.		

Figure 6A.4-4. Create Dining Facility to Unit Transfer Screen (example).

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b. When you finish your entries, press [ESC]. A message is displayed: **Do you want to add more data? (Y or N).**

(1) Enter Y to add more items to the transfer.

OR

(2) Enter N to end processing and print the Dining Facility to Unit Transfer Report (PCN AJK-470).

c. A series of messages is displayed: **Updating database. Please wait. Printing report. Please wait;** then, **Report has finished printing. Press ENTER to continue.**

d. Press [ENTER] and the DF to Unit Transfer Menu is displayed.

e. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 6A.4.1.4 for processing instructions.

f. To exit this menu, select R. The Transfers Menu is displayed.

6A.4.1.4 Interrupt Ring Menu. Use this ring menu (fig. 6A.4-5) to continue processing or Enter to the Transfers Menu.

INTERRUPT MENU:    CONTINUE    ENTER Continue Processing
---

Figure 6A.4-5. Interrupt Ring Menu.

6A.4.1.5 Outputs. The Dining Facility to Unit Transfer Report (PCN AJK-470) is printed. Use this report to complete the DF to Unit Transfer - Update process (para 6A.4.2). See appendix C for an example of this report.

6A.4.2 DF to Unit Transfer - Update Process. Use this process to review and adjust transfers you create in the DF to Unit Transfer - Create process (para 6A.4.1). After the transfer is complete and an individual from the unit signs for the subsistence, you can complete the Inventory Adjustment process (para 6A.4.5).

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6A.4.2.1 Processing Restrictions. Complete the DF to Unit Transfer - Create process (para 6A.4.1) before you start this process. To print extra copies of your transfer before you complete the Inventory Adjustment process, use the DF to Unit Transfer - Print process (para 6A.4.3).

6A.4.2.2 Processing Materials. For more information, use the following materials:

- a. A list of transfer items.
- b. Current Master Item File Report (PCN AJK-PZ1). See Master Item File Inquiry, paragraph 7.6, to print this report.
- c. A copy of the Dining Facility to Unit Transfer Report (PCN AJK-470) for the transfer you are updating. See DF to Unit Transfer - Print, paragraph 6A.4.3, to print this report.

6A.4.2.3 Review Dining Facility to Unit Transfer Screen AJK-478. To update your transfer, select B from the DF to Unit Transfer Menu. The Review Dining Facility to Unit Transfer Screen (fig. 6A.4-6) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-478
ACT CODE: P3700	INVENTORY MANAGEMENT	
REVIEW DINING FACILITY TO UNIT TRANSFER		
ENTER TRANSFER NUMBER: U010	ENTER THE TRANSFER DATE: 16 Aug 95	
	(DD MMM YY)	
	TIIN	QUANTITY
	-	
	-	
	-	
	-	
	-	
	-	
	-	
	-	
	-	
Validating input. Please wait.		

Figure 6A.4-6. Review Dining Facility to Unit Transfer Screen (AJK-478).



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d. DF to Unit Transfer Adjustments. You can adjust the transfer (fig. 6A.4-8) by following the steps listed below:

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-478
ACT CODE: P3700	INVENTORY MANAGEMENT	
REVIEW DINING FACILITY TO UNIT TRANSFER		
ENTER TRANSFER NUMBER: U010	ENTER THE TRANSFER DATE: 16 Aug 95	
	(DD MMM YY)	
TIIN	QUANTITY	
079-6944	2	
139-7426	5	
286-5372	9	
616-0081	7	
926-6016	6	
926-6196	24	
T53-5776	3	
T53-5780	û	
-		
-		
Please enter a quantity, or press <Enter>.		

Figure 6A.4-8. Review Dining Facility to Unit Transfer Screen - Transfer Adjustments.

(1) The cursor is positioned in the TIIN field for the first item. Use the [ENTER] key to move the cursor to the QUANTITY field. You can use the ARROW keys to move up and down this field. To change a quantity, move the cursor to the QUANTITY field you want and enter the change.

(2) To add an item, press the [F1] key to open a space on the screen. Enter a TIIN from the Master Item File Report (PCN AJK-PZ1) and press [ENTER]. Enter a quantity and press [ENTER]. If you choose not to add the item, press [F2] to delete the space.

(3) To delete an item, move the cursor to the item and press [F2]. That item is deleted and the next one is displayed.

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e. To add an item at the end of the transfer, move the cursor to the last item and press [ENTER]. A space is created to add another TIIN. Enter a TIIN and press [ENTER], then enter a quantity. To add other items, repeat this step.

f. When you finish adjusting your transfer, press [ESC]. Two messages are displayed: **Updating database. Please wait;** then, **Do you want to print this TRANSFER? (Y or N).**

(1) Enter Y to print the Dining Facility to Unit Transfer Report (PCN AJK-470). A series of messages is displayed: **Printing report. Please wait. Report has finished printing;** then, **Press ENTER to continue.**

OR

(2) Enter N to end processing without printing the report.

g. Press [ENTER] and the DF to Unit Transfer Menu is displayed.

h. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 6A4.1.4 for processing instructions.

i. To exit this menu, select R. The Transfers Menu is displayed.

6A.4.2.4 Outputs. The Dining Facility to Unit Transfer Report (PCN AJK-470) is printed when you select Y in response to the print message. See appendix C for an example of this report.

6A.4.3 DF to Unit Transfer - Print Process. Use this process to print extra copies of your transfer.

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6A.4.3.1 Processing Restrictions. Complete the DF to Unit Transfer - Create process (para 6A.4.1) before you start this process. After you complete an inventory adjustment for a transfer, you can't print it.

6A.4.3.2 Processing Materials. A copy of the Dining Facility to Unit Transfer Report (PCN AJK-470) for the transfer you are printing.

6A.4.3.3 Print Dining Facility to Unit Transfer Screen AJK-483C. To print a transfer, select C from the DF to Unit Transfer Menu. The Print Dining Facility to Unit Transfer Screen (fig. 6A.4-9) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-483C
ACT CODE: P3700	INVENTORY MANAGEMENT	
PRINT DINING FACILITY TO UNIT TRANSFER		
ENTER TRANSFER NUMBER: [U010]	ENTER THE TRANSFER DATE: [16 Aug 95]	
	(DD MMM YY)	
[		]
Printing report. Please wait.		

Figure 6A.4-9. Print Dining Facility to Unit Transfer Screen (AJK-483C).

a. Use the Dining Facility to Unit Transfer Report (PCN AJK-470) to complete the following entries:

(1) Enter the transfer number and press [ENTER]. The following message is displayed after each entry you make: **Validating input. Please wait.**

(2) Enter the transfer date and press [ENTER].

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b. The message **Printing report. Please wait.** is displayed while information is gathered for the Dining Facility to Unit Transfer Report (PCN AJK-470). After the report is printed, a message is displayed: **Report has finished printing. Press ENTER to continue.**

c. Press [ENTER] and the DF to Unit Transfer Menu is displayed.

d. To exit this menu, select R. The Transfers Menu is displayed.

6A.4.3.4 Outputs. The Dining Facility to Unit Transfer Report (PCN AJK-470) is printed. Keep a file copy of this report. See appendix C for an example of this report.

6A.4.4 DF to Unit Transfer - Delete Process. Use this process to delete transfers you don't send to a unit.

6A.4.4.1 Processing Restrictions. Complete the DF to Unit Transfer - Create process (para 6A.4.1) before you start this process. After you complete an inventory adjustment for a transfer, you can't delete it.

6A.4.4.2 Processing Materials. A copy of the Dining Facility to Unit Transfer Report (PCN AJK-470) for the transfer you are deleting. See DF to Unit Transfer - Print, paragraph 6A.4.3, to print this report.

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6A.4.4.3 Delete Dining Facility to Unit Transfer Screen AJK-482C. To delete a transfer, select D from the DF to Unit Transfer Menu. The Delete Dining Facility to Unit Transfer Screen (fig. 6A.4-10) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-482C
ACT CODE: P3700	INVENTORY MANAGEMENT	
DELETE DINING FACILITY TO UNIT TRANSFER		
ENTER TRANSFER NUMBER: [U010]	ENTER THE TRANSFER DATE: [16 Aug 95]	
	(DD MMM YY)	
[		]
Are you sure you want to DELETE this TRANSFER ? (Y or N)		

Figure 6A.4-10.Delete Dining Facility to Unit Transfer Screen (AJK-482C).

- a. Use the DF to Unit Transfer Report (PCN AJK-470) to complete the following entries:
  - (1) Enter the transfer number and press [ENTER]. The following message is displayed after each entry you make: **Validating input. Please wait.**
  - (2) Enter the transfer date and press [ENTER].
- b. A message is displayed: **Are you sure you want to DELETE this Transfer? (Y or N).**

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(1) Enter Y to delete the transfer.

OR

(2) Enter N to end processing without deleting the transfer.

c. Press [ENTER] and the DF to Unit Transfer Menu is displayed.

d. To exit this menu, select R. The Transfers Menu is displayed.

6A.4.4.4 Outputs. The Dining Facility to Unit Transfer Report - Deleted (PCN AJK-470) is printed. The transfer number used in the Create Process can no longer be used after the transfer number is deleted. Destroy these reports when you no longer need them. See Appendix C for an example of this report.

6A.4.5 DF to Unit Transfer - Inventory Adjustment Process. Use this process to adjust your inventory balances for subsistence items you transfer to a unit.

6A.4.5.1 Processing Restrictions. Before you start this process, the Dining Facility to Unit Transfer Report (PCN AJK-470) must be signed and the subsistence physically transferred to the receiving unit.

6A.4.5.2 Processing Materials. A copy of the Dining Facility to Unit Transfer Report (PCN AJK-470) for the transfer you are adjusting. See DF to Unit Transfer - Print, paragraph 6A.4.1, to print this report.

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6A.4.5.3 DF to Unit Transfer - Transfer Completions Screen AJK-473. To adjust the inventory balances for a transfer, select Option E from the DF to Unit Transfer Menu. The Transfer Completions Screen AJK-473 (fig. 6A.4-11) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-473
ACT CODE: P3700	INVENTORY MANAGEMENT	
	TRANSFER COMPLETIONS	
*****		
* THE PHYSICAL TRANSFER HAS TAKEN PLACE AND *		
* THE 3161 HARD COPY HAS BEEN SIGNED. *		
*****		
ENTER TRANSFER NUMBER: [U010]	ENTER THE TRANSFER DATE: [16 Aug 95]	
	(DD MMM YY)	
[		]
Updating database. Please wait.		

Figure 6A.4-11. DF to Unit Transfer - Transfer Completions Screen (AJK-473).

a. Use the Dining Facility to Unit Transfer Report (PCN AJK-470) to complete the following entries:

(1) Enter the transfer number and press [ENTER]. The following message is displayed after each entry you make: **Validating input. Please wait.**

(2) Enter the transfer date and press [ENTER].

b. A series of messages of displayed: **Updating database. Please wait. The adjustment has been completed;** then, **Press ENTER to continue.**

c. Press [ENTER] and the DF to Unit Transfer Menu is displayed.

d. To exit this menu, select R. The Transfers Menu is displayed.

6A.4.5.4 Outputs. The Dining Facility to Unit Transfer Report - Final (PCN AJK-470) is printed. The subsistence you transfer to a unit is subtracted from your inventory. Keep a file copy of this report. See Appendix C for an example of this report.

6A.5 Unit to Dining Facility Transfer Subfunction.

a. Use the Unit to Dining Facility Transfer Subfunction to create, update, print, and delete transfers for subsistence you receive from units. Use this type of transfer to record items turned in by units at the end of training exercises. Use the Inventory Adjustment process to update your system balances on hand. This subfunction contains five processes and an exit option:

- (1) Unit to DF Transfer - Create (para 6A.5.1).
- (2) Unit to DF Transfer - Update (para 6A.5.2).
- (3) Unit to DF Transfer - Print (para 6A.5.3).
- (4) Unit to DF Transfer - Delete (para 6A.5.4).
- (5) Unit to DF Inventory Adjustments (para 6A.5.5).
- (6) Exit the Unit to DF Transfer Menu and return to the Transfers Menu.

b. To access the Unit to DF Transfer Menu from the AFMIS-DFO Main Menu, select the options in figure 6A.5-1.

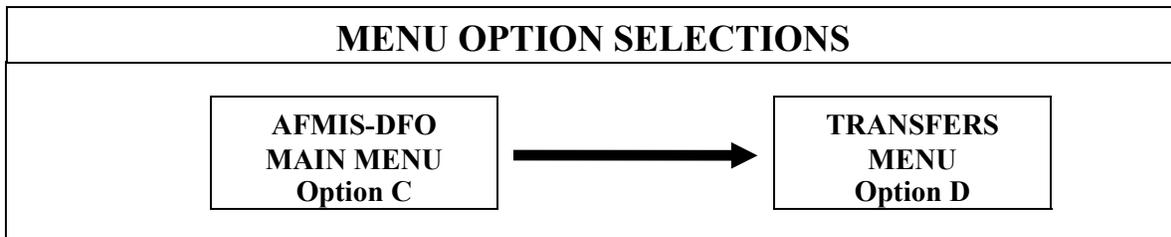


Figure 6A.5-1. Unit to DF Transfer Menu Selection.

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- c. The Unit to DF Transfer Menu (fig. 6A.5-2) is displayed.

```
UNIT TO DF TRANSFER: A B C D E R
Create

DATE: 18 Aug 95      UNIT TO DINING FACILITY TRANSFER MENU      AJK-466
-----Press F8 for Help-----

                A - CREATE
                B - UPDATE
                C - PRINT
                D - DELETE
                E - ADJUST
                R - RETURN TO TRANSFERS MENU
```

Figure 6A.5-2. Unit to DF Transfer Menu (AJK-466).

**6A.5.1 Unit to DF Transfer - Create Process.** Use this process to create a transfer for subsistence you receive from a unit. After the Unit to Dining Facility Transfer Report (PCN AJK-472) is signed, you can complete the Inventory Adjustment process (para 6A.5.5). The items you receive are added to your system inventory.

**6A.5.1.1 Processing Restrictions.** Before you start this process, prepare a list of the items you receive from the unit.

**6A.5.1.2 Processing Materials.** For more information, use the following materials:

- a. A list of items you receive.
- b. Current Master Item File Report (PCN AJK-PZ1). See Master Item File Inquiry, paragraph 7.6, to print this report.

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6A.5.1.3 Create Unit to Dining Facility Transfer Screen AJK-471. To begin your transfer, select Option A from the Unit to DF Transfer Menu. The Create Unit to Dining Facility Transfer Screen (fig. 6A.5-3) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-471
ACT CODE: P3700	INVENTORY MANAGEMENT	
CREATE UNIT TO DINING FACILITY TRANSFER		
ENTER TRANSFER NUMBER: U008	ENTER THE TRANSFER DATE: _____	
ENTER UNIT ABBR (6 CHAR): _____	(DD MMM YY)	
ENTER THE TIIN AND QUANTITY FOR ALL SUBSISTENCE ITEMS TO BE TRANSFERRED:		
	TIIN	QUANTITY
	-	
	-	
	-	
	-	
	-	
	-	
	-	
After QUANTITY, press ENTER to continue or ESC to complete input. Acceptable values are U001 through U999		

Figure 6A.5-3. Create Unit to Dining Facility Transfer Screen (AJK-471).

a. The transfer number is automatically displayed in the TRANSFER NUMBER field and the cursor is positioned in the ENTER THE TRANSFER DATE field.

(1) Enter the transfer date and press [ENTER]. The cursor moves to the ENTER UNIT ABBR field.

(2) Enter the activity code of the unit turning in the items and press [ENTER]. The cursor moves to the TIIN field.

(3) Enter a seven-position TIIN and press [ENTER]. The cursor moves to the QUANTITY field.

(4) Enter a quantity for the item and press [ENTER]. The cursor moves to the next line.

(5) Repeat steps d and e for each item on the list you want to transfer.

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(6) See figure 6A.5-4 for an example of transfer entries.

**NOTE:** When you enter a quantity for the last item on the list and want to change a quantity for another item, press the [UP ARROW] key instead of [ENTER]. Move the cursor to the QUANTITY field you want to change and enter a new one over the old. You can also use the Update Process (para 6A.5.2) to adjust this transfer.

```
DATE: 15 Aug 95          DINING FACILITY OPERATIONS          AJK-471
ACT CODE: P3700          INVENTORY MANAGEMENT
                        CREATE UNIT TO DINING FACILITY TRANSFER

ENTER TRANSFER NUMBER:  U008          ENTER THE TRANSFER DATE:  17 Aug 95
ENTER UNIT ABBR (6 CHAR):  A CO          (DD MMM YY)

ENTER THE TIIN AND QUANTITY FOR ALL SUBSISTENCE ITEMS TO BE TRANSFERRED:

                TIIN          QUANTITY
                435-4918          3
                616-0081          2
                127-8067          1
                286-5368          10
                079-6943          10
                079-3978          2
                060-7500          2
                059-4084          4

After QUANTITY, press ENTER to continue or ESC to complete input.
Please enter a quantity.
```

Figure 6A.5-4. Create Unit to Dining Facility Transfer Screen (example).

b. When you finish your entries, press [ESC]. A message is displayed: **Do you want to add more data? (Y or N).**

(1) Enter Y to add more items to the transfer. The cursor moves back to the TIIN field.

OR

(2) Enter N to end processing and print the Unit to Dining Facility Transfer Report (PCN AJK-472).

- c. A series of messages is displayed: **Updating database. Please wait. Printing report. Please wait;** then, **Report has finished printing. Press ENTER to continue.**
- d. Press [ENTER] and the Unit to DF Transfer Menu is displayed.
- e. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 6A.5.1.4 for processing instructions.
- f. To exit this menu, select R. The Transfers Menu is displayed.

6A.5.1.4 Interrupt Ring Menu. Use this ring menu (fig. 6A.5-5) to continue processing or return to the Transfers Menu.

INTERRUPT MENU:    CONTINUE    RETURN Continue Processing
--

Figure 6A.5-5. Interrupt Ring Menu.

6A.5.1.5 Outputs. The Unit to Dining Facility Transfer Report (PCN AJK-472) is printed. Use this report to complete the Unit to DF Transfer - Update process (para 6A.5.2). See appendix C for an example of this report.

6A.5.2 Unit to DF Transfer - Update Process. Use this process to review and adjust transfers you print in the Unit to DF Transfer - Create process (para 6A.5.1). After the transfer is complete and an individual from the dining facility signs for the subsistence, you can complete the Inventory Adjustment process (para 6A.5.5).

6A.5.2.1 Processing Restrictions. Complete the Unit to DF Transfer - Create process (para 6A.5.1) before you start this process. To print extra copies of your transfer before you complete the Inventory Adjustment process, use the Unit to DF Transfer - Print process (para 6A.5.3).

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6A.5.2.2 Processing Materials. For more information, use the following materials:

- a. A list of transfer items.
- b. Current Master Item File Report (PCN AJK-PZ1). See Master Item File Inquiry, paragraph 7.6, to print this report.
- c. A copy of the Unit to Dining Facility Transfer Report (PCN AJK-472) for the transfer you are updating. See Unit to DF Transfer - Print, paragraph 6A.5.3, to print this report.

6A.5.2.3 Review Unit to Dining Facility Transfer Screen AJK-479. To update your transfer, select B from the Unit to DF Transfer Menu. The Review Unit to Dining Facility Transfer Screen (fig. 6A.5-6) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-479
ACT CODE: P3700	INVENTORY MANAGEMENT	
REVIEW UNIT TO DINING FACILITY TRANSFER		
ENTER TRANSFER NUMBER: U008	ENTER THE TRANSFER DATE: 16 Aug 95	
	(DD MMM YY)	
	TIIN	QUANTITY
	-	
	-	
	-	
	-	
	-	
	-	
	-	
	-	
	-	
	-	
Validating input. Please wait.		

Figure 6A.5-6.Review Unit to Dining Facility Transfer Screen (AJK-479).



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d. Unit to DF Transfer Adjustments. You can adjust the transfer (fig. 6A.5-8) by following the steps listed below:

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-479
ACT CODE: P3700	INVENTORY MANAGEMENT	
REVIEW UNIT TO DINING FACILITY TRANSFER		
ENTER TRANSFER NUMBER: U008	ENTER THE TRANSFER DATE: 16 Aug 95	
	(DD MMM YY)	
TIIN	QUANTITY	
059-4084	2	
060-7500	5	
079-3978	1	
079-6943	12	
127-8272	2	
127-9303	6	
286-5368	10	
435-4918	û	
616-0081	2	
-		
Please enter a quantity, or press <Enter>.		

Figure 6A.5-8.Review Unit to Dining Facility Transfer Screen - Transfer Adjustments.

(1) The cursor is positioned in the TIIN field for the first item. Use the [ENTER] key to move the cursor to this field. You can use the ARROW keys to move up and down this field. To change a quantity, move the cursor to the QUANTITY field you want and enter the change.

(2) To add an item, press the [F1] key to open a space on the screen. Enter a TIIN from the Master Item File Report (PCN AJK-PZ1) and press [ENTER]. Enter a quantity and press [ENTER]. If you choose not to add the item, press [F2] to delete the space.

(3) To delete an item from the transfer, move the cursor to the item and press [F2]. That item is deleted and the next one is displayed.

e. To add an item at the end of the transfer, move the cursor to the last item and press [ENTER]. A space is created to add another TIIN. Enter a TIIN and press [ENTER], then enter a quantity. To add other items, repeat this step.

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f. When you finish adjusting your transfer, press [ESC]. Two messages are displayed: **Updating database. Please wait;** then, **Do you want to print this TRANSFER? (Y or N).**

(1) Enter Y to print the Unit to Dining Facility Transfer Report (PCN AJK-472). A series of messages is displayed: **Printing report. Please wait. Report has finished printing;** then, **Press ENTER to continue.**

OR

(2) Enter N to end processing without printing the report.

g. Press [ENTER] and the Unit to DF Transfer Menu is displayed.

h. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 6A.5.1.4 for processing instructions.

i. To exit this menu, select R. The Transfers Menu is displayed.

6A.5.2.4 Outputs. The Unit to Dining Facility Transfer Report (PCN AJK-472) is printed when you select Y in response to the print message. See appendix C for an example of this report.

6A.5.3 Unit to DF Transfer - Print Process. Use this process to print extra copies of your transfer.

6A.5.3.1 Processing Restrictions. Complete the Unit to DF Transfer - Create process (para 6A.5.1) before you start this process. After you complete an inventory adjustment for a transfer, you can't print it.

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6A.5.3.2 Processing Materials. A copy of the Unit to Dining Facility Transfer Report (PCN AJK-472) for the transfer you are printing.

6A.5.3.3 Print Unit to Dining Facility Transfer Screen AJK-483D. To print a transfer, select C from the Unit to DF Transfer Menu. The Print Unit to Dining Facility Transfer Screen (fig. 6A.5-9) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-483D
ACT CODE: P3700	INVENTORY MANAGEMENT	
PRINT UNIT TO DINING FACILITY TRANSFER		
ENTER TRANSFER NUMBER: [U008]	ENTER THE TRANSFER DATE: [16 Aug 95]	
	(DD MMM YY)	
[		]
Printing report. Please wait.		

Figure 6A.5-9. Print Unit to Dining Facility Transfer Screen (AJK-483D).

a. Use the Unit to Dining Facility Transfer Report (PCN AJK-472) to complete the following entries:

- (1) Enter the transfer number and press [ENTER].
- (2) Enter the transfer date and press [ENTER].

b. The message **Printing report. Please wait.** is displayed while information is gathered for the Unit to Dining Facility Transfer Report (PCN AJK-472). After the report is printed, a message is displayed: **Report has finished printing. Press ENTER to continue.**

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c. Press [ENTER] and the Unit to DF Transfer Menu is displayed.

d. To exit this menu, select R. The Transfers Menu is displayed.

6A.5.3.4 Outputs. The Unit to Dining Facility Transfer Report (PCN AJK-472) is printed. Keep a file copy of this report. See Appendix C for an example of this report.

6A.5.4 Unit to DF Transfer - Delete Process. Use this process to delete transfers you don't send to a unit.

6A.5.4.1 Processing Restrictions. Complete the Unit to DF Transfer - Create process (para 6A.5.1) before you start this process. After you complete an inventory adjustment for a transfer, you can't delete it.

6A.5.4.2 Processing Materials. A copy of the Unit to Dining Facility Transfer Report (PCN AJK-472) for the transfer you are deleting. See Unit to DF Transfer - Print, paragraph 6A.5.3, to print this report.

6A.5.4.3 Delete Unit to Dining Facility Transfer Screen AJK-482D. To delete a transfer, select Option D from the Unit to DF Transfer Menu. The Delete Unit to Dining Facility Transfer Screen (fig. 6A.5-10) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-482D
ACT CODE: P3700	INVENTORY MANAGEMENT	
DELETE UNIT TO DINING FACILITY TRANSFER		
ENTER TRANSFER NUMBER: [U008]	ENTER THE TRANSFER DATE: [16 Aug 95]	
	(DD MMM YY)	
[		]
Are you sure you want to DELETE this TRANSFER ? (Y or N)		

Figure 6A.5-10. Delete Unit to Dining Facility Transfer Screen (AJK-482D).

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- a. Use the Unit to DF Transfer Report (PCN AJK-472) to complete the following entries:
  - (1) Enter the transfer number and press [ENTER].
  - (2) Enter the transfer date and press [ENTER].
- b. A message is displayed: **Are you sure you want to DELETE this TRANSFER? (Y or N).**
  - (1) Enter Y to delete the transfer.

OR

  - (2) Enter N to end processing without deleting the transfer.
- c. Press [ENTER] and the Unit to DF Transfer Menu is displayed.
- d. To exit this menu, select R. The Transfers Menu is displayed.

6A.5.4.4 Outputs. The Unit to Dining Facility Transfer Report - Deleted (PCN AJK-472) is printed. The transfer number used in the Create Process can no longer be used after the transfer is deleted. Destroy these reports when you no longer need them. See Appendix C for an example of this report.

6A.5.5 Unit to DF Transfer - Inventory Adjustment Process. Use this process to adjust your inventory balances for subsistence items you receive from a unit.

6A.5.5.1 Processing Restrictions. Before you start this process, the Unit to Dining Facility Transfer Report (PCN AJK-470) must be signed and the subsistence physically transferred to your dining facility.

6A.5.5.2 Processing Materials. A copy of the Unit to Dining Facility Transfer Report (PCN AJK-472) for the transfer you are adjusting. See Unit to DF Transfer - Print, paragraph 6A.5.3, to print this report.

6A.5.5.3 Unit to DF Transfer - Transfer Completions Screen AJK-473. To adjust the inventory balances for a transfer, select Option E from the Unit to DF Transfer Menu. The Inventory Adjustment Screen (fig. 6A.5-11) is displayed.

DATE: 16 Aug 95	DINING FACILITY OPERATIONS	AJK-473
ACT CODE: P3700	INVENTORY MANAGEMENT	
	TRANSFER COMPLETIONS	
*****		
* THE PHYSICAL TRANSFER HAS TAKEN PLACE AND *		
* THE 3161 HARD COPY HAS BEEN SIGNED. *		
*****		
ENTER TRANSFER NUMBER: [U008]	ENTER THE TRANSFER DATE: [16 Aug 95]	
	(DD MMM YY)	
[		]
Updating database. Please wait.		

Figure 6A.5-11. Unit to DF Transfer - Transfer Completions Screen (AJK-473).

a. Use the Unit to Dining Facility Transfer Report (PCN AJK-472) to complete the following entries:

- (1) Enter the transfer number and press [ENTER].
- (2) Enter the transfer date and press [ENTER].

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b. A series of messages is displayed: **Updating database. Please wait. The adjustment has been completed;** then, **Press ENTER to exit process.**

c. Press [ENTER] and the Unit to DF Transfer Menu is displayed.

d. To exit this menu, select R. The Transfers Menu is displayed.

6A.5.5.4 Outputs. The Unit to Dining Facility Transfer Report - Final (PCN AJK-472) is printed. The subsistence you receive from a unit is added to your inventory. Keep a file copy of this report. See Appendix C for an example of this report.