

AIS Manual 25-L37-AJK-ATT-EM-3
1 July 2001

SECTION 9. EQUIPMENT REPLACEMENT FUNCTION.

9.1 Equipment Replacement Function.

a. Use the Equipment Replacement Function to create, maintain, and delete dining facility equipment records. You can compute replacement costs based on current cost, annual price increase percentages, and programmed replacement years. You can also print equipment budget information, generate equipment replacement lists by fiscal year, and perform file maintenance on equipment records. This function contains two subfunctions and two exit options:

- (1) File Maintenance Menu (para 9.2).
- (2) Reports Menu (para 9.3).
- (3) Exit the Equipment Replacement Program Menu and return to the IFA Command Menu or system login screen.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

b. Select Option E from the IFA Command Menu (fig. 9.1-1) to review the subfunctions in Equipment Replacement.

```
IFA OPTIONS:  A B C D E F X
Equipment Replacement Process

DATE:  15 Aug 95          INSTALLATION FOOD ADVISOR COMMAND MENU          AJK-161
----- Press F8 for Help -----

      OPTION CODE  RING MENU SELECTION OPTIONS
          A          MANAGEMENT INFORMATION REPORTS
          B          MANAGEMENT INFORMATION INQUIRIES
          C          INSTALLATION FILE MAINTENANCE
          D          DATA CONVERSION
          E          EQUIPMENT REPLACEMENT PROCESS
          F          RANDOM SURVEY PROCESS
          X          SIGN OFF IFA SUBSYSTEM
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU CODE:
```

Figure 9.1-1. IFA Command Options Menu.

AIS Manual 25-L37-AJK-ATT-EM-3
1 July 2001

c. The Equipment Replacement Program Menu (fig. 9.1-2) is displayed.

```
Equipment Replacement Program:  A B R X
Update authorization, catalog, inventory, and inflation data
DATE:  15 Sep 95           EQUIPMENT REPLACEMENT PROGRAM MENU           AJK-182
----- Press F8 for Help -----

          OPTION CODE  RING MENU SELECTION OPTIONS

                A      FILE MAINTENANCE MENU
                B      REPORTS MENU
                R      RETURN
                X      EXIT

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

Figure 9.1-2. Equipment Replacement Program Menu Options.

9.2 File Maintenance Menu Subfunction.

a. Use the File Maintenance Menu Subfunction to review, add, modify, delete, and print equipment records for a dining facility. The records provide information used to determine budget requirements for annual appropriations. This subfunction contains six processes and two exit options:

- (1) Authorization (para 9.2.1).
- (2) NSN / Life Expectancy (para 9.2.2).
- (3) Inventory (para 9.2.3).
- (4) Inflation Rate (para 9.2.4).

(5) Dining Facility Design Specifications (para 9.2.5).

(6) Equipment Records Access (para 9.2.6).

(7) Exit The Equipment File Maintenance Menu and return to the Equipment Replacement Program Menu or system login screen.

b. To access the Equipment Replacement File Maintenance Menu from the IFA Options Menu, select the options in figure 9.2-1.

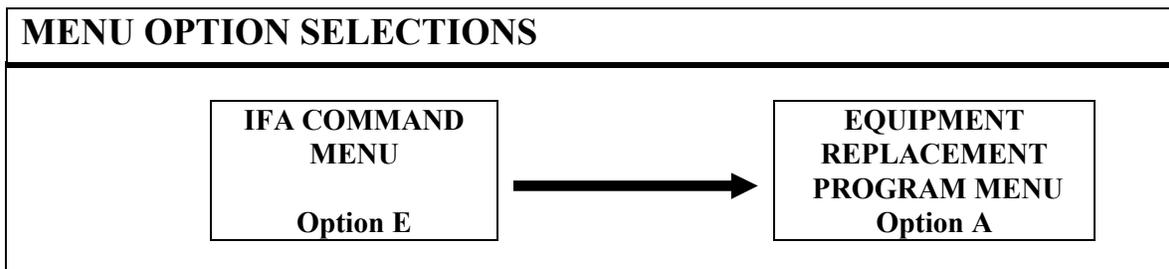


Figure 9.2-1. Equipment Replacement Program Menu Selection.

c. The Equipment Replacement File Maintenance Menu (fig. 9.2-2) is displayed.

```
Equipment Replacement File Maintenance: A B C D E F R X
Add, modify, or delete authorization data

DATE: 15 Sep 95   EQUIPMENT REPLACEMENT FILE MAINTENANCE MENU   AJK-152

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

OPTION      DESCRIPTION                OPTION      DESCRIPTION
CODE        DESCRIPTION                CODE        DESCRIPTION
A           AUTHORIZATION                F           EQUIPMENT RECORD ACCESS
B           NSN / LIFE EXPECTANCY        R           RETURN TO EQUIPMENT
C           INVENTORY                    REPLACEMENT PROGRAM MENU
D           INFLATION RATE                X           EXIT
E           DINING FACILITY DESIGN
           SPECIFICATIONS

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

Figure 9.2-2. Equipment Replacement File Maintenance Menu (AJK-152).

9.2.1 Authorization Process. Use this process to add, modify, or delete authorizations for equipment according to CTA 50-909 and other authorizing directives. The records give you the information you need to determine budget requirements for annual appropriations.

9.2.1.1 Processing Restrictions. None.

9.2.1.2 Processing Materials. For additional information, use the following materials:

- a. The Common Table of Allowances (CTA 50-909).
- b. An updated equipment printout, DA Form 2062, or DA Form 3988-R for each dining facility.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

9.2.1.3 Update Equipment Authorization Data Screen AJK-159. To begin entering equipment authorization records, select Option A from the Equipment Replacement File Menu. The Update Equipment Authorization Data Screen (fig. 9.2-3) is displayed.

DATE: 15 Sep 95	UPDATE EQUIPMENT AUTHORIZATION DATA	AJK-159
LINE ITEM NUMBER: G18588	MECHANICAL OR ELECTRICAL (Y /N)? Y	
ITEM NAME: DISPENSER CONDIMENT: COUNTERTOP W/CRES CONTAINERS W/COVERS		
AUTHORIZED ILO:		
ALLOWANCES / FACILITY DESIGN CAPACITIES		
	LESS	MORE
BOI DESIGN	THAN 41 81 151 251 401 651 1001	THAN
CODE ERA	41 80 150 250 400 650 1000 1500	1500
F1 Insert Record F2 Delete Record F3 Scroll Forward		
F4 Scroll Backward Esc Save and Continue <DELETE> interrupt process		
Enter line item number from CTA 50-909.		

Figure 9.2-3. Update Equipment Authorization Data Screen (AJK-159).

a. The cursor is positioned in the LINE ITEM NUMBER field.

(1) Enter the equipment line item number (from CTA 50-909) and press [ENTER]. The type of equipment and item name are displayed. Then, the cursor moves to the completed MECHANICAL OR ELECTRICAL (Y/N)? field.

(2) To change the type of equipment, enter new data over the old and press [ENTER]. Y(es) indicates that the item is Mechanical or Electrical and N(o) indicates equipment other than Mechanical or Electrical. Or press [ENTER] with no entry to accept the displayed indicator and the cursor moves to the ITEM NAME field.

(3) To change the item name, enter new data over the old and press [ENTER]. Or press [ENTER] with no entry. The cursor moves to the next line for additional item name information.

(4) Press [ENTER] and the overlay LINS AUTHORIZED ILO Screen AJK-217 (fig. 9.2-4) is displayed.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

```
DATE: 15 Sep 95
LINE ITEM NUMBER:
ITEM NAME:
AUTHORIZED ILO:
BOI CODE DESIGN ERA
F1 - insert, F2 - delete, Esc - save
F3 scroll forward, F4 - scroll back, Del - exit
F1 Insert Record F2 Delete Record F3 Scroll Forward
F4 Scroll Backward Esc Save and Continue <DELETE> interrupt process
Enter second line of item, basis of issue, and remarks (blank if none).
Update list of authorized substitutes in display window.
```

Figure 9.2-4. LINs Authorized ILO Overlay Screen (AJK-217).

- (5) Enter all authorized line item numbers that can be issued in lieu of the one on display.
 - (a) Use the [ENTER] or ARROW keys to scroll through the list line by line.
 - (b) Use the [F1] key to open a space and insert a line.
 - (c) Use the [F2] key to delete a line item number.
 - (d) Use the [F3] key to scroll forward by page and the [F4] key to page back.
 - (e) Press [DELETE] and the Update Equipment Authorization Data Screen AJK-159 is redisplayed.
 - (f) When you finish your entries, press [ESC]. The cursor moves to the completed BOI (Basis of Issue) field. See Figure 9.2-5 for a list of BOI codes.
- (b) Enter a new code over the old and press [ENTER], or press [ENTER] with no entry and the cursor moves to the DESIGN ERA field.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(c) Enter a new code over the old and press [ENTER], or press [ENTER] with no entry. The cursor moves to the LESS THAN field.

(d) Enter a new quantity over the old and press [ENTER], or press [ENTER] to accept the displayed quantity.

NOTE: When you are adding or modifying a BIO or Design ERA code, each column in the ALLOWANCES / FACILITY DESIGN CAPACITIES field is a required entry.

(e) When you finish your entries, press [ESC]. The files are updated and the Update Equipment Authorization Data Screen AJK-159 is redisplayed. You can enter another line item number.

9.2.1.4 Select Basis-of-Issue Code Overlay Screen AJK-218. This screen (fig. 9.2-5) is displayed when you select [F5] from Screen AJK-159 to display a listing of the Basis-of-Issues codes. Use it to select the Basis-of-Issue code upon which this item is authorized.

```
D+-----+
|
|L|
|I|DATE: 15 Sep 95          SELECT BASIS-OF-ISSUE CODE          AJK-218
|
|A|      BOI
|      CODE                BASIS OF ISSUE
|
|      A      SELF-SERVICE AREA
|B|      B      MAIN ENTREE SERVING AREA
|C|      C      SHORT ORDER SERVING AREA
|      D      DINING FACILITY SHORT ORDER BACK UP
|      E      KITCHEN AREA REQUIREMENT
|
|                          Use arrow keys to move cursor
|                          Esc - select, F3 - Forward, F4 - back, DEL - exit
|                          |
+-----+
Enter basis-of-issue code OR press F5 to pick.
```

Figure 9.2-5. Select Basis-of-Issue Code Overlay Screen (AJK-218).

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

- a. The cursor is positioned in the BOI CODE field of the first area on the list.
- b. Use the [ENTER] or Down ARROW key to scroll through the list line by line.
- c. Use the [F3] key to scroll forward by page, and the [F4] key to scroll back.
- d. Select the Basis-of-Issue code you want and press [ESC]. That code is recorded and you can continue processing on the Update Equipment Authorization Data Screen AJK-159.
- e. To interrupt processing, press [DELETE]. The Interrupt Ring Menu is displayed. See paragraph 9.2.1.6 for processing instructions.

9.2.1.5 Select Dining Facility Design ERA Screen AJK-219. This screen (fig. 9.2-6) is displayed when you select [F5] to display a listing of the Design ERA codes. Use it to match the correct Design ERA code to the design ERA from the authorization document.

```
D+-----+
|
|L|
|I|DATE: 15 Sep 95          SELECT DINING FACILITY DESIGN ERA          AJK-219
|
|A|  DESIGN
|  ERA
|                                DESIGN ERA DESCRIPTION
|
|  A  NEW CONSTRUCTION (MCA FY 75 THROUGH 82)
|B|  B  MODERNIZATION (MCA FY 75 THROUGH 82)
|C|  C  NEW CONSTRUCTION TRAINING DFAC (MCA FY 75 - 82)
|  D  EXISTING DINING FACILITY NONMODERNIZATION
|  E  NEW CONSTRUCTION (MCA FY 83 AND SUBSEQUENT PGMS)
|
|  Arrow keys - scroll, Esc - select, F3 - forward, F4 - back, DEL - exit
|-----+
|
|F4 Scroll Backward  Esc Save and Continue  <DELETE> interrupt process
|
|Enter dining facility design era OR press F5 to pick.
```

Figure 9.2-6. Select Dining Facility Design ERA Overlay Screen (AJK-219).

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

- a. The cursor is positioned in the DESIGN ERA field of the first design description.
- b. Use the [ENTER] or ARROW keys to move through the list line by line.
- c. Use the [F3] key to scroll forward by page, and the [F4] key to scroll back.
- d. Select the Design ERA code you want and press [ESC]. That code is recorded and you can continue processing on the Update Equipment Authorization Data Screen AJK-159.

OR

e. Press [DELETE] for no selection and the cursor moves to the next field on the Update Equipment Authorization Data Screen AJK-159.

f. To interrupt processing, press [DELETE]. The Interrupt Ring Men is displayed. See Paragraph 9.2.1.6 for processing instructions.

9.2.1.6 Process Interrupt Ring Menu. This ring menu (fig. 9.2-7) is displayed when you interrupt the Authorization process. Use it to continue processing, start over, return to the Equipment Replacement File Maintenance Menu, or exit processing.

INTERRUPT MENU: A B R X Continue processing
--

Figure 9.2-7. Process Interrupt Ring Menu.

- a. Select A to continue processing and the cursor moves back to the last data entry field you complete.
- b. Select B to start over and the data entry screen you are working on is redisplayed.
- c. Select R and the Equipment Replacement File Maintenance Menu is displayed.
- d. Select X and the system login screen is displayed.

9.2.1.7 Outputs. No reports are produced in this process.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

9.2.2 NSN / Life Expectancy Process. Use this process to review and update the life expectancy for a particular NSN and line item number.

9.2.2.1 Processing Restrictions. You must complete the Authorization process before you can run this process.

9.2.2.2 Processing Materials. For more information, use the following materials:

- a. An updated equipment printout, DA Form 2062, or DA Form 3988-R to review and update the equipment data.
- b. Maintenance Expenditure Limits For FSC Group 73 (TB 43-0002-22).
- c. Maintenance Expenditure Limits For FSC Group 41 (TB 43-0002-33).
- d. Maintenance Expenditure Limits For FSC Group 71 (TB 750-97-71).

9.2.2.3 Update / Life Expectancy Screen AJK-220. To review and update equipment records, select Option B from the Equipment Replacement File Maintenance Menu. The Update NSN / Life Expectancy Screen AJK-220 (fig. 9.2-8) is displayed.

DATE: 15 Sep 95	UPDATE NSN / LIFE EXPECTANCY	AJK-220
LINE ITEM NUMBER: G18588		
ITEM NAME: DISPENSER CONDIMENT: COUNTERTOP W/CRES CONTAINERS W/COVERS		
NATIONAL STOCK NUMBER		LIFE EXPECTANCY (YEARS)
7320 - 00 - 910 - 6262		12
- - -		
- - -		
- - -		
- - -		
- - -		
F1 Key Insert Record F2 Key Delete Record F3 Key Scroll Forward		
F4 Key Scroll Backward Esc Key Save and Continue DEL Key interrupt		
Enter line item number from CTA 50-909.		

Figure 9.2-8. Update NSN / Life Expectancy Screen (AJK-220).

- a. The cursor is positioned in the LINE ITEM NUMBER field.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(1) Enter the 6-digit line item number and press [ENTER]. The Item name and national stock number are displayed. The cursor is positioned in NATIONAL STOCK NUMBER field.

(2) Press [ENTER] to accept the NSN, or enter new data over the old and press [ENTER] after each entry. The cursor moves to the LIFE EXPECTANCY (YEARS) field. If you enter an invalid NSN, an error message is displayed and the cursor moves back to the NATIONAL STOCK NUMBER field.

(3) Enter the number of years the equipment is expected to last, and press [ENTER]. The cursor moves to the next line.

(a) Use the [ENTER] or ARROW keys to scroll through the list line by line.

(b) Use the [F1] key to open a space and insert a line.

(c) Use the [F2] key to delete a line.

(d) Use the [F3] key to page forward by page and the [F4] key to scroll back.

(e) When you finish your entries, press [ESC]. The Update NSN / Life Expectancy Screen AJK-220 is redisplayed. You can enter another line item number.

b. To interrupt processing, press [DELETE]. The Interrupt Ring Menu is displayed. See Paragraph 9.2.1.6 for processing instructions.

9.2.2.4 Outputs. No reports are produced in this process.

9.2.3 Inventory Process. Use this process to inventory and update equipment by dining facility building numbers.

9.2.3.1 Processing Restrictions. None.

9.2.3.2 Processing Materials. For more information, use the following materials:

a. Common Table of Allowances (CTA 50-909).

b. An updated equipment printout, DA Form 2062, or DA Form 3988-R to review and update the equipment data.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

9.2.3.3 Select Dining Facility Screen AJK-222. To begin the Inventory process for specific dining facility equipment, select Option C from the Equipment Replacement File Menu. The Select Dining Facility Screen AJK-222 (fig. 9.2-9) is displayed.

DATE: 15 Sep 95	AJK-222
SELECT DINING FACILITY	
BUILDING NUMBER: D3039	
Please enter the number of the building in which the equipment is located and press Esc	
OR	
press F5 to pick	
PRESS <DELETE> TO INTERRUPT PROCESSING.	
Enter building number OR press F5	

Figure 9.2-9. Select Dining Facility Screen (AJK-222).

- a. The cursor is positioned in the BUILDING NUMBER field.
 - b. Enter the building number for the equipment you want to inventory and press [ENTER] or [ESC]. The Select Equipment Type Menu AJK-183 is displayed. See Figure 9.2-11.
- OR
- c. Press [F5] to display a list of building numbers by activity codes. The Select Building Number Screen AJK-132 is displayed. See Figure 9.2-10.
- OR
- d. Press [DELETE] and the Equipment Replacement File Maintenance Menu AJK-152 is displayed. You can select another option.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

DATE:	15 Sep 95	SELECT BUILDING	AJK-132
BUILDING NUMBER	ACTIVITY CODE	DINING FACILITY NAME	
1	000114	HHC 1/33 ARMOR BN	
2	000115	HHC 2/33 ARMOR BN	
3	000116	HHC 3/33 ARMOR BN	
4	000117	HHC 4/33 ARMOR BN	
5	000118	HHC 5/33 ARMOR BN	
6	000119	HHC 6/33 ARMOR BN	
7	000120	HHC 7/33 ARMOR BN	
8	000121	HHC 8/33 ARMOR BN	
9	000122	HHC 9/33 ARMOR BN	
10	000123	HQ GP COMMAND	

Use ARROW keys to move cursor. ESCAPE to make selection.
Press <F3> to scroll forward; <F4> to scroll backward; <DELETE> to exit.

Figure 9.2-10. Select Building Number Screen (AJK-132).

(1) The cursor is positioned in the BUILDING NUMBER field of the first dining facility on the list.

(a) Use the [ENTER] or ARROW keys to scroll through the list line by line.

(b) Use the [F3] key to scroll forward by page and the [F4] key to page back.

(c) Press [DELETE] to interrupt processing, and the Select Dining Facility Screen AJK-222 is redisplayed.

(2) Select the building number you want and press [ENTER] or [ESC]. The Select Equipment Type Screen AJK-183 is displayed.

AIS Manual 25-L37-AJK-ATT-EM-3
1 July 2001

9.2.3.4 Select Equipment Type Menu AJK-183. This menu is displayed when you enter a building number on Screen AJK-222, or choose a building number already displayed on the Select Building Number Screen AJK-132. Use it to select which type of dining facility equipment you want to inventory.

```
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 9.2-11. Select Equipment Type Menu (AJK-183).

a. Select Option A to inventory and update electrical or mechanical type equipment. The Update Electrical or Mechanical Equipment Menu AJK-195 is displayed. See Figure 9.2-12.

OR

b. Select Option B to inventory and update all other type of equipment. The Update Equipment Inventory Screen AJK-193 is displayed. See paragraph 9.2.3.8 for processing instructions.

c. Select Option R to return to the Select Dining Facility Screen AJK-222.

d. Select Option X to exit processing.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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

DATE:  15 Sep 95          UPDATE ELECTRICAL OR MECHANICAL EQUIPMENT          AJK-195
                           FOR BUILDING          ----- 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 CODE:
```

Figure 9.2-12. Update Electrical or Mechanical Equipment Menu (AJK-195).

- a. Select Option A and the Update Equipment Inventory Screen AJK-192 - ADD is displayed. See paragraph 9.2.3.5 for processing instructions.
- b. Select Option B and the Update Equipment Inventory Screen AJK-192 - DELETE is displayed. See paragraph 9.2.3.7 for processing instructions.
- c. Select Option R and the Select Equipment Type Screen AJK-183 is displayed.
- d. Select Option X to exit processing.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

9.2.3.5 Update Equipment Inventory Screen AJK-192. To begin adding or modifying electrical or mechanical type equipment, select Option A from the Update Electrical or Mechanical Equipment Menu. The Update Equipment Inventory Screen AJK-192 (fig. 9.2-13) is displayed.

DATE: 15 Aug 95	UPDATE EQUIPMENT INVENTORY MENU	AJK-192
	FOR BUILDING 6	
SERIAL NUMBER: Û	NSN:	
ITEM NAME:	LIN:	
MANUFACTURER:	MODEL NUMBER:	
ACQUISITION YEAR:	LIFE EXPECTANCY:	
ACQUISITION COST:	ENERGY SOURCE CODE:	
NEW LOCATION:		
REMARKS: (Next 2 lines are for any information regarding this equipment)		
Enter serial number from the equipment data plate.		

Figure 9.2-13. Update Inventory Screen (AJK-192) - ADD.

9.2.3.5.1 Adding Equipment. To add a piece of equipment for the building number you select, follow these processing steps:

- a. To add a piece of equipment: Enter the serial number (up to 15 characters) and press [ENTER]. The cursor moves to the NSN field.
- b. Enter the national stock number and press [ENTER]. The line item number and item name are displayed. The cursor moves to the MANUFACTURER field.
- c. Enter the name of the manufacturer (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.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

e. Enter 4-digit acquisition year and press [ENTER]. The cursor moves to the completed LIFE EXPECTANCY field.

f. Enter a new quantity over the old and press [ENTER]. Or press [ENTER] with no entry and the cursor moves to the ACQUISITION COST field.

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

h. Enter the energy source code and press [ENTER]. Or press [F5] for the Energy Source Code pick list. See Figure 9.2-14.

```

+-----+
| D |
|   |
| S |
|   |
| I |
|   |
|   |
|   |
|   |
| M |
|   |
|   |
| A |
|   |
|   |
| A |
|   |
| N |
+-----+
          SELECT ENERGY SOURCE
          CODE                ENERGY SOURCE
          A      GAS
          B      STEAM
          C      110 V, SINGLE PHASE, 60 HZ
          D      220 V, SINGLE PHASE, 60 HZ
          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 9.2-14. Select Energy Source Code Overlay Screen.

- (1) The cursor is positioned in the first energy code field for that source.
- (2) Use the [ENTER] or ARROW keys to scroll through the list line by line.
- (3) Use the [F3] key to scroll forward by page and the [F4] key to scroll back.
- (4) Highlight the energy code for the piece of equipment you want.

(a) Select the Energy Source Code you want, and press [ESC]. The code is recorded and you can continue processing on the Update Equipment Inventory Screen AJK-192.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

OR

(b) Press [DELETE] for no selection. The Update Equipment Inventory Screen AJK-192 is redisplayed. The cursor is positioned in the ENERGY SOURCE CODE field.

i. When you enter the Energy Source Code or select from the Pick List, 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 and press [ENTER]. The cursor moves to the REMARKS field.

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 ENTER to continue.** is displayed.

m. Press [ENTER] and the Update Equipment Inventory Screen AJK-192 is redisplayed. You can add or update another piece of equipment.

n. To interrupt processing, press [DELETE]. The Interrupt Ring Menu is displayed. See paragraph 9.2.3.6 for processing instructions.

DATE: 15 Aug 95	UPDATE EQUIPMENT INVENTORY MENU	AJK-192
	FOR BUILDING 6	
SERIAL NUMBER: Y7867	NSN: 7310- 00-148-7088	
	LIN: J03590	
ITEM NAME: -FRYER DEEP FAT:	ELECTRICALLY HEATED TABLE MOUNTED 20 LB CAPACITY	
MANUFACTURER: WESTINGHOUSE	MODEL NUMBER: L4800	
ACQUISITION YEAR: 1995	LIFE EXPECTANCY: 12	
ACQUISITION COST: \$1395.00	ENERGY SOURCE CODE: C	
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 9.2-15. Update Inventory Screen (AJK-192) - MODIFY.

9.2.3.5.2 Modifying Equipment. To modify a piece of equipment for the building number you select, follow these processing steps:

a. Enter the serial number and press [ENTER]. All other data for that item is displayed, and the cursor moves to the NSN field.

b. To change the NSN, enter new data over the old and press [ENTER]. The line item number and item name for the new NSN is displayed. The cursor moves to the MANUFACTURER field.

c. Enter the name of the manufacturer (up to 20 characters) and press [ENTER]. The cursor moves to the MODEL NUMBER field.

d. The remaining processing steps for completing the Modify option are the same as in the Add option. See paragraph 9.2.3.5.1 for processing instructions.

9.2.3.6 Process Interrupt Ring Menu. This ring menu (fig. 9.2-16) is displayed when you interrupt in the Add/Modify Equipment 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 9.2-16. 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.

9.2.3.7 Outputs. No reports are produced in this process.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

9.2.3.8 Update Equipment Inventory Screen AJK-192 - DELETE. To begin deleting electrical or mechanical type equipment, select Option B from the Update Electrical or Mechanical Equipment Menu. The Update Equipment Inventory Screen AJK-192 (fig. 9.2-17) is displayed.

DATE: 15 Aug 95	UPDATE EQUIPMENT INVENTORY MENU	AJK-192
	FOR BUILDING 6	
SERIAL NUMBER: Y7867	NSN: 7310- 00-148-7088	
	LIN: J03590	
ITEM NAME: -FRYER DEEP FAT:	ELECTRICALLY HEATED TABLE MOUNTED 20 LB CAPACITY	
MANUFACTURER: WESTINGHOUSE	MODEL NUMBER: L4800	
ACQUISITION YEAR: 1995	LIFE EXPECTANCY: 12	
ACQUISITION COST: \$1395.00	ENERGY SOURCE CODE: C	
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 9.2-17. Update 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 at the bottom of the screen.
 - (1) Enter Y to confirm your deletion. The message: **Record has been deleted. Press ENTER to continue.** Press [ENTER] and the Update Equipment Inventory Screen AJK-192 is displayed.

OR

- (2) Enter N to cancel and the Update Equipment Inventory Screen AJK-192 - DELETE is displayed. You can enter another serial number for deletion.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

c. Press [DELETE] and the Update Electrical or Mechanical Equipment Menu AJK-195 is displayed.

d. Select Option R and you can return to the Select Equipment Type Menu AJK-183.

9.2.3.9 Update Equipment Inventory Screen AJK-193. To begin adding or modifying all other types of equipment for a specific building, select Option B from the Select Equipment Type Menu. The Update Equipment Inventory Screen AJK-193 (fig. 9.2-18) is displayed.

UPDATE EQUIPMENT INVENTORY			AJK-193
DATE: 15 Aug 95	FOR BUILDING 6		
ITEM NAME	LIN	BALANCE ON-HAND	
BANQUETTE: TUBULAR STL FRAM UPHOLSTER 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 9.2-18. 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.

(3) Use the [ENTER] or Down ARROW keys to scroll forward line by line.

(4) Use the [F3] key to page forward by page and [F4] to page back.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

b. To interrupt processing, press [DELETE]. The Interrupt Ring Menu is displayed. See paragraph 9.2.3.10 for processing instructions.

c. When you finish your entries, press [ESC]. The following message is displayed:
Inventory updated. Press ENTER to continue.

d. Press [ENTER] and the Select Equipment Type Menu AJK-183 is displayed.

(1) Select Option R and the Select Dining Facility Screen AJK-222 is redisplayed. See paragraph 9.2.3.3 for processing instructions.

OR

(2) Select Option X to exit processing.

9.2.3.10 Process Interrupt Ring Menu. This ring menu (fig. 9.2-19) is displayed when you interrupt the Other Equipment SubProcess. 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 9.2-19. 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-193 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.

9.2.3.11 Outputs. No reports are produced in this process.

9.2.4 Inflation Rate Process. Use this process to change the annual inflation percentage rate, as prescribed by regulatory guidance.

9.2.4.1 Processing Restrictions. You must enter the inflation percentage rate in decimal format. (e.g., .06).

9.2.4.2 Processing Materials. None.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

9.2.4.3 Update Inflation Rate Screen AJK-131. To begin entering changes to the current inflation rate, select Option D from the Equipment Replacement File Maintenance Menu. The update Inflation Rate Screen AJK-131 (fig. 9.2-20) is displayed.

DATE: 15 Aug 95	UPDATE INFLATION RATE	AJK-131
CURRENT INFLATION RATE:	0.08	
NEW INFLATION RATE:	0.06	
Press Del to interrupt processing.		
Enter new inflation rate.		

Figure 9.2-20. Update Inflation Rate Screen (AJK-131).

- a. The cursor is positioned in the NEW INFLATION RATE field.
- b. Enter the new inflation percentage rate and press [ENTER]. The following message is displayed: **YOU HAVE ENTERED AN INFLATION RATE OF __PERCENT. Y TO CONFIRM, N TO DENY**

(1) Enter Y to confirm your entry. The inflation rate is updated, and the Equipment Replacement File Maintenance Menu is displayed.

OR

(2) Enter N to change your entry. The value you entered is erased, and the cursor returns to the NEW INFLATION RATE field. You can enter another percentage rate.

- c. To interrupt processing, press [DELETE]. The Equipment Replacement File Maintenance Menu is displayed. You can choose another option.

9.2.4.4 Outputs. No reports are produced in this process.

1 July 2001

9.2.5 Dining Facility Design Specifications Process. Use this process to add or modify the design capacity, design ERA code, and the Basis of Issue (BOI) figures for a specific dining facility.

9.2.5.1 Processing Restrictions. None.

9.2.5.2 Processing Materials. None.

9.2.5.3 Select Dining Facility Screen AJK-222. To begin entering design capacities and ERA codes for the facility you choose, select Option E from the Equipment Replacement File Maintenance. The Select Dining Facility Screen AJK-222 (fig. 9.2-21) is displayed.

DATE: 15 Sep 95	SELECT DINING FACILITY	AJK-222
BUILDING NUMBER:		
Please enter the number of the building in which the equipment is located and press Esc		
OR		
press F5 to pick		
PRESS <DELETE> TO INTERRUPT PROCESSING.		
Enter building number OR press F5		

Figure 9.2-21. Select Dining Facility Screen (AJK-222).

- a. The cursor is positioned in the BUILDING NUMBER field.
- b. Enter the building number you want and press [ESC] or [ENTER]. The Update Design Specifications Screen AJK-221 is displayed. See paragraph 9.2.5.4 for processing instructions.

OR

- c. Press [F5] to display a list of building numbers by dining facility activity code and name. The Select Building Screen AJK-132 is displayed. See Figure 9.2-10.

OR

d. Press [DELETE] and the Equipment Replacement File Maintenance Menu AJK-152 is displayed.

9.2.5.4 Update Design Specifications Screen AJK-221. This screen (fig. 9.2-22) is displayed after you enter the building number on Screen AJK-222. Use it to update design capacities, design ERA codes and the BOIs for that facility.

DATE: 15 Aug 95	UPDATE DESIGN SPECIFICATIONS	AJK-221
	FOR BUILDING D-3039	
ACTIVITY CODE: 000078		
DINING FACILITY NAME: 18th FA BDE		
DESIGN CAPACITY: 1200	DESIGN ERA CODE: D	
BASIS OF ISSUE	NUMBER IN THIS	
	DINING FACILITY	
DINING FACILITY SHORT ORDER	1	
DISHWASHING AREA	1	
KITCHEN AREA EQUIPMENT	1	
MAIN ENTREE SERVING AREA	1	
NONPERISHABLE STORAGE AREA	1	
OUTSIDE AREA	1	
F3 - scroll forward, F4 - scroll back, Esc - save, Del - interrupt		
Enter or update design capacity		

Figure 9.2-22. Update Design Specifications Screen (AJK-221).

a. The cursor is positioned in the DESIGN CAPACITY field.

(1) Enter a new design capacity and press [ENTER], or press [ENTER] to accept the capacity as shown. The cursor moves to the DESIGN ERA CODE field. Press [F5] to see a list of the Design ERA codes. See Figure 9.2-23 for a list of the design codes.

(2) Enter the design code and press [ENTER], or press [ENTER] to accept the code shown. The Basis of Issue and the number for that facility are displayed. Then, the cursor moves to the NUMBER IN THIS DINING FACILITY field for the first item.

(3) To change a quantity, enter a new one over the old and press [ENTER]. The cursor moves to the next line.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(4) Use the [ENTER] or ARROW keys to scroll through the list line by line.

(5) Use the [F3] key to scroll forward by page, or [F4] to scroll back.

b. When you finish your entries, press [ESC]. The database files are updated and the Select Dining Facility Screen AJK-222 is redisplayed.

(1) You can enter another building number and continue processing.

OR

(2) Press [DELETE] and return to the Equipment Replacement File Maintenance Menu AJK-152.

9.2.5.5 Select Dining Facility Design ERA Screen AJK-219. This screen (fig. 9.2-23) is displayed when you press [F5] on Screen AJK-221. Use it to update the design ERA code for the building number you choose.

```
D+-----+
|
|L|
|I|DATE: 15 Sep 95          SELECT DINING FACILITY DESIGN ERA          AJK-219
|
|A|  DESIGN
|  ERA                      DESIGN ERA DESCRIPTION
|
|  A   NEW CONSTRUCTION (MCA FY 75 THROUGH 82)
|B|  B   MODERNIZATION (MCA FY 75 THROUGH 82)
|C|  C   NEW CONSTRUCTION TRAINING DFAC (MCA FY 75 - 82)
|  D   EXISTING DINING FACILITY NONMODERNIZATION
|  E   NEW CONSTRUCTION (MCA FY 83 AND SUBSEQUENT PGMS)
|
|  Arrow keys - scroll, Esc - select, F3 - forward, F4 - back, DEL - exit
|
+-----+
F4 Scroll Backward  Esc Save and Continue  <DELETE> interrupt process
Enter dining facility design era OR press F5 to pick.
```

Figure 9.2-23. Select Dining Facility Design ERA Overlay Screen (AJK-219).

a. The cursor is positioned in the DESIGN ERA field of the first design description.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

- b. Use the [ENTER] or ARROW keys to move through the list line by line.
- c. Use the [F3] key to scroll forward by page, and the [F4] key to scroll back.
- d. Select the Design ERA code you want and press [ESC]. That code is recorded and you can continue processing on the Update Design Specifications Screen AJK-221.

OR

- e. Press [DELETE] for no selection and the Update Design Specifications Screen AJK-221 is redisplayed. The cursor is positioned back in the DESIGN ERA CODE field.
- f. To interrupt processing, press [DELETE]. The Interrupt Ring Men is displayed. See Paragraph 9.2.5.6 for processing instructions.

9.2.5.6 Process Interrupt Ring Menu. This ring menu (fig. 9.2-24) is displayed when you interrupt the Design Facility Design Specifications process. Use it to continue processing, start over, return to the Equipment Replacement File Maintenance Menu, or exit processing.

INTERRUPT MENU: A B R X Continue processing
--

Figure 9.2-24. Process Interrupt Ring Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Select Dining Facility Screen AJK-222 is redisplayed.
- c. Select R and the Equipment Replacement File Maintenance Menu AJK-152 is displayed.
- d. Select X and the system login screen is displayed.

9.2.5.7 Outputs. No reports are produced in this process.

AIS Manual 25-L37-AJK-ATT-EM-3
1 July 2001

9.2.6 Equipment Record Access Process.

a. Use this process to update access to equipment records by building numbers. This process contains two subprocesses and two exit options:

(1) Update Access to Equipment Records (para 9.2.6.1).

(2) Print On-Line Tenant Report (para 9.2.7).

(3) Exit the Equipment Record Access Menu and return to the Equipment Replacement File Maintenance Menu or system login screen.

b. To access the Equipment Record Access Menu from the IFA Options Menu, select the options in Figure 9.2-25.

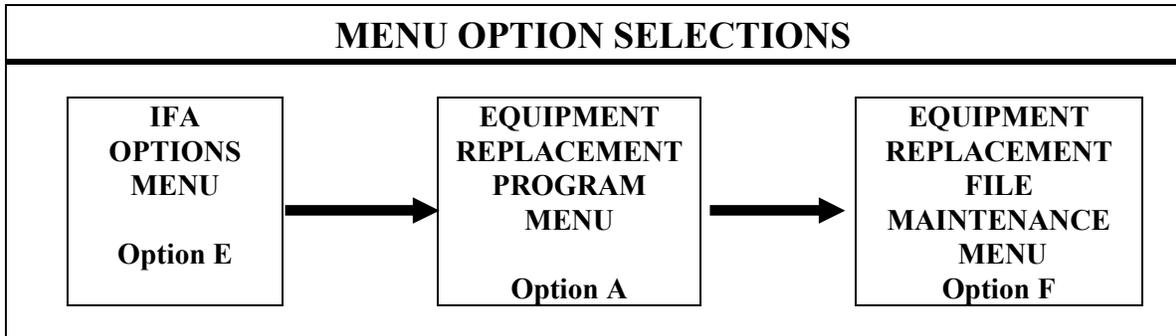


Figure 9.2-25. Equipment Record Access Menu Selection.

AIS Manual 25-L37-AJK-ATT-EM-3
1 July 2001

c. The Equipment Record Access Menu (fig. 9.2-26) is displayed.

```
EQUIPMENT RECORD ACCESS:  A B R X
Enter building numbers for on-line dining facilities.

DATE:  15 Sep 95           EQUIPMENT RECORD ACCESS           AJK-040
----- Press F8 for Help -----

          OPTION CODE  RING MENU SELECTION OPTIONS

                A      UPDATE ACCESS TO EQUIPMENT RECORDS

                B      PRINT ON-LINE TENANT REPORT

                R      RETURN TO EQUIPMENT REPLACEMENT FILE
                        MAINTENANCE MENU

                X      EXIT FROM IFA PROCESSING

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

Figure 9.2-26. Equipment Record Access Menu (AJK-040).

9.2.6.1 Update Access to Equipment Records SubProcess. Use this subprocess to grant DFO operators access to equipment records, by associating their unit activity code with the number of the building in which their equipment is located. If a unit moves to a different building, you can use this process to associate the unit's activity code with the new building's equipment records. These records provide the IFA with the option to enter new numbers or modify the old ones.

9.2.6.2 Processing Restrictions. You must run the Authorization Process before your files are available to be updated.

9.2.6.3 Processing Materials. An updated equipment printout, DA Form 2062, or DA Form 3988-R, for each dining facility.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

9.2.6.4 Update Access To Dining Facility Equipment Records Screen AJK-148. To begin entering updated information to dining facility equipment records, select Option A from the Equipment Records Access Menu. The Update Access To Dining Facility Equipment Records Screen AJK-148 (fig. 9.2-27) is displayed.

DATE: 15 Sep 95	AJK-148		
UPDATE ACCESS TO DINING FACILITY EQUIPMENT RECORDS			
		BUILDING NUMBERS	
DINING FACILITY NAME	ACTIVITY CODE	OLD	NEW
	000068	D-2105	D-3939
	000067	O-1099	
OHB 3-4 ADAR FBN	000152	9349	
18TH FA BCE	000078	D-3039	
19TH REPL DET	000065	AT4623	
20TH ENG. BDE. FT. BRAGG NC	000081	H-4842	
25TH SIGNAL BATTALION DF	000064		
25TH SIGNAL BATTALION DF	000064		
F3 - scroll forward, F4 - scroll back, Esc - save, Del - interrupt Enter new building number (blank if none)			

Figure 9.2-27. Update Access to Dining Facility Equipment Record Screen (AJK-148).

- a. This screen displays the dining facility name, activity code, and the old building numbers (if applicable).
- b. The cursor is positioned in the BUILDING NUMBERS NEW field.
 - (1) Enter the new building (if applicable) and press [ENTER]. Or press [ENTER] if no change and the cursor moves to the next line.
 - (2) Use the [ENTER] or ARROW keys to scroll through the list line by line.
 - (3) Use the [F3] key to scroll forward by page and the [F4] key to page back.

c. When you finish your entries, press [ESC]. The following message is displayed:
ACCESS HAS BEEN UPDATED. PRESS ENTER TO CONTINUE.

d. Press [ENTER] and the Equipment Record Access Menu is redisplayed.

e. To interrupt processing, press [DELETE]. The Interrupt Ring Menu is displayed. See paragraph 9.2.6.5 for processing instructions.

9.2.6.5 Process Interrupt Ring Menu. This ring menu (fig. 9.2-28) is displayed when you interrupt the Other Equipment SubProcess. 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 9.2-28. 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.

9.2.6.6 Outputs. No reports are produced in this process.

9.2.7 Print On-Line Tenant Report. Use this process to print a listing of all tenant activities, by dining facility name, activity code, and building number.

9.2.7.1 Processing Restrictions. None.

9.2.7.2 Processing Materials. None.

9.2.7.3 Processing Actions. To print the On-Line Tenant Report, select Option B from the Equipment Record Access Menu AJK-040.

a. The following messages are displayed: **Processing. Please wait.** Then, **REPORT HAS BEEN PRINTED. PRESS ENTER TO CONTINUE.**

b. Press [ENTER] and the Equipment Record Access Menu is redisplayed.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

9.2.7.4 Outputs.

a. The On-Line Tenant Report (PCN AJK-H02) is printed during this process. See Appendix C for an example of this report.

b. DA Pam 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 710-1b, Equipment Management Survey File.

(2) Destroy this report when you complete the next review or update of tenant activities.

9.3 Reports Menu Subfunction.

a. Use the Reports Menu Subfunction to print and review equipment replacement data, budget worksheet information, equipment summary data, equipment authorizations, and the national stock number catalog data. This subfunction contains five processes and two exit options.

(1) Replacement Report Process (para 9.3.1).

(2) Budget Worksheet Process (para 9.3.2).

(3) Equipment Summary Process (para 9.3.3).

(4) Equipment Authorization Report Process (para 9.3.4).

(5) NSN Catalog Report Process (para 9.3.5).

(6) Exit the Dining Facility Equipment Reports Menu and return to the Equipment Replacement Program Menu or system login screen.

b. To access the Dining Facility Equipment Reports Menu from the IFA Command Menu, select the options in figure 9.3-1.

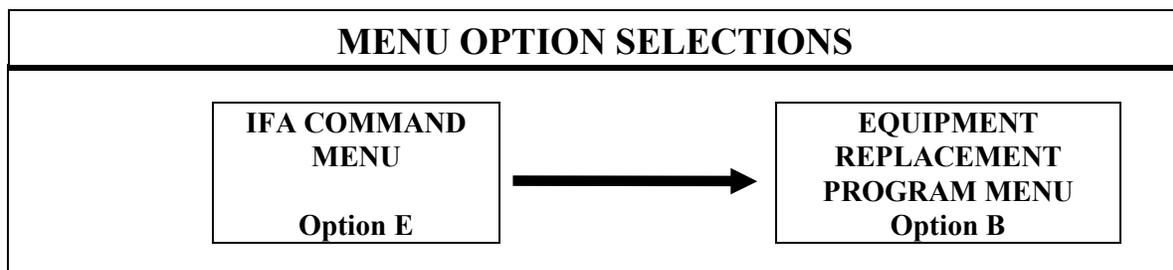


Figure 9.3-1. Equipment Replacement Program Menu Selection.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

c. The Dining Facility Equipment Reports Menu (fig. 9.3-2) is displayed.

```
DINING FACILITY EQUIPMENT REPORTS:  A B C D E R X
List equipment exceeding life expectancy in the budget year.
DATE:  15 Sep 95      DINING FACILITY EQUIPMENT REPORTS MENU      AJK-149
----- Press F8 for Help -----
OPTION      DESCRIPTION      OPTION      DESCRIPTION
CODE        DESCRIPTION      CODE        DESCRIPTION
  A         REPLACEMENT REPORT      E         NSN CATALOG REPORT
  B         BUDGET WORKSHEET        R         RETURN TO INQUIRIES MENU
  C         EQUIPMENT SUMMARY       X         EXIT
  D         EQUIPMENT AUTHORIZATION
          REPORT
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 9.3-2. Dining Facility Equipment Reports Menu (AJK-149).

9.3.1 Replacement Report Process. Use this process to print a listing of all equipment by dining facility, that will have reached its anticipated expiration date in or before the entered budget year.

9.3.1.1 Processing Restrictions. None.

9.3.1.2 Processing Materials. None.

9.3.1.3 Enter Budget Year Screen AJK-127. To print and review the list of equipment that will have reached its anticipated expiration date in or before the entered budget year, select Option A from the Dining Facility Equipment Reports Menu. The Enter Budget Year Screen AJK-127 (fig. 9.3-3) is displayed. The cursor is positioned in the BUDGET YEAR field.

DATE: 15 Sep 95	ENTER BUDGET YEAR	AJK-127
BUDGET YEAR: 1995		
Enter budget year in YYYY format.		

Figure 9.3-3. Enter Budget Year Screen (AJK-127) - Replacement Report.

- a. Enter the budget year in YYYY format and press [ENTER] or [ESC]. The message: **ENTER NUMBER OF COPIES (1 - 5) REQUIRED, AND PRESS <ESC>:**
- b. Enter the number of copies you want and press [ENTER] or [ESC]. The following messages are displayed: **Processing. Please wait.** Then, **REPORT HAS BEEN PRINTED. -- PRESS ENTER TO CONTINUE.**
- c. Press [ENTER] and the Dining Facility Equipment Reports Menu AJK-149 is redisplayed.
- d. To interrupt processing, press [DELETE]. The Dining Facility Equipment Reports Menu is redisplayed.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

9.3.1.4 Outputs.

a. The Dining Facility Equipment Replacement Report For Budget Year _____ (PCN AJK-H21) is printed during this process. See Appendix C for an example of this report.

b. DA Pam 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 710, General Inventory Management Correspondence File.

(2) Destroy the reports in this file when you no longer need them.

9.3.2 Budget Worksheet Process. Use this process to print a copy of the equipment budget worksheet. You can use this information to plan your annual budget and determine the requisitioning order for equipment.

9.3.2.1 Processing Restrictions. None.

9.3.2.2 Processing Materials. None.

9.3.2.3 Enter Budget Year Screen AJK-127 - WORKSHEET. To print and review the budget worksheet for a specific budget year, select Option B from the Dining Facility Equipment Reports Menu. The Enter Budget Year Screen AJK-127 (Fig. 9.3-4) is displayed. The cursor is positioned in the BUDGET YEAR field.

DATE: 15 Sep 95	ENTER BUDGET YEAR	AJK-127
BUDGET YEAR: 1995		
Enter budget year in YYYY format.		

Figure 9.3-4. Enter Budget Year Screen (AJK-127) - WORKSHEET.

- a. Enter the budget year in YYYY format and press [ENTER] or [ESC]. Two messages are displayed: **ENTER NUMBER OF COPIES (1 - 5) REQUIRED, AND PRESS <ESC>:**
 - b. Enter the number of copies you want and press [ENTER]. Two messages are displayed: **Processing Record ___ of ___ Please wait.** then, **REPORT HAS BEEN PRINTED. --- PRESS ENTER TO CONTINUE.**
 - c. Press [ENTER] and the Dining Facility Equipment Reports Menu AJK-149 is redisplayed.
- b. Press [DELETE] to interrupt processing. The Dining Facility Equipment Reports Menu is redisplayed.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

9.3.2.4 Outputs.

a. The Budget Worksheet Report (PCN AJK-H03) is printed during this process. See Appendix C for an example of this report.

b. DA Pam 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

- (1) File No. 710, General Inventory Management Correspondence File.
- (2) Destroy the reports in this file when you no longer need them.

9.3.3 Equipment Summary Process. Use this process to print a listing of authorizations and on-hand quantities for all dining facility equipment by building number.

9.3.3.1 Processing Restrictions. None.

9.3.3.2 Processing Materials. None.

9.3.3.3 Processing Actions. To print a summary of dining facility equipment by building number, select Option C from the Dining Facility Equipment Reports Menu.

a. The message: **ENTER NUMBER OF COPIES (1 - 5) REQUIRED, AND PRESS <ESC>:** is displayed.

b. Enter the number of copies you want and press [ESC]. The message: **Processing. Please wait. Then, Processing building ____ of ____.**

c. After the last building number is recorded the following messages are displayed: **Processing. Please wait. Then, REPORT HAS BEEN PRINTED. PRESS ENTER TO CONTINUE.**

d. Press [ENTER] and the Dining Facility Equipment Reports Menu is redisplayed.

9.3.3.4 Outputs.

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

b. DA Pam 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

- (1) File No. 710, General Inventory Management Correspondence File.
- (2) Destroy the reports in this file when you no longer need them.

9.3.4 Equipment Authorization Report Process. Use this process to print a listing of dining facility equipment authorization by Basis-of-Issue (BOI) and line item number. It is sorted by item name within the BOI.

9.3.4.1 Processing Restrictions. None.

9.3.4.2 Processing Materials. None.

9.3.4.3 Processing Actions. To print a copy of the equipment authorization, select Option D from the Dining Facility Equipment Reports Menu.

a. The following messages are displayed: **PROCESSING. PLEASE WAIT.** Then, **REPORT HAS BEEN PRINTED. PRESS ENTER TO CONTINUE.**

b. Press [ENTER] and the Dining Facility Equipment Reports Menu is redisplayed.

9.3.4.4 Outputs.

a. The Dining Facility Equipment Authorizations Report (PCN AJK-HO4) is printed during this process. See Appendix C for an example of this report.

b. DA Pam 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

- (1) File No. 710, General Inventory Management Correspondence File.
- (2) Destroy the reports in this file when you no longer need them.

AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

9.3.5 NSN Catalog Report Process. Use this process to print a listing of equipment by line item number and item name. This report displays a cross reference of line item number to national stock number.

9.3.5.1 Processing Restrictions. None.

9.3.5.2 Processing Materials. None.

9.3.5.3 Processing Actions. To print a copy of the equipment catalog report, select Option E from the Dining Facility Equipment Reports Menu.

a. The following messages are displayed: **PROCESSING. PLEASE WAIT.** Then, **REPORT HAS BEEN PRINTED. PRESS ENTER TO CONTINUE.**

b. Press [ENTER] and the Dining Facility Equipment Reports Menu is redisplayed.

9.3.5.4 Outputs.

a. The LIN To NSN Cross Reference And Life Expectancy Report (PCN AJK-H05) is printed during this process. See Appendix C for an example of this report.

b. DA Pam 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 710, General Inventory Management Correspondence File.

(2) Destroy the reports in this file when you no longer need them.