

SECTION 7. FILES MAINTENANCE FUNCTION

7.1 Files Maintenance Function.

a. Use this function to add, modify, and delete specific files. You can use this function to enter the basic daily food allowance (BDFA) and make Defense Supply Center Philadelphia (DSCP) price changes to the Master Item File (MIF), build issue frequency and delivery frequency schedules, make source of supply changes, and maintain field menus. The Files Maintenance Function contains ten subfunctions and two exit options:

- (1) Master Item File (para 7.2).
- (2) Enter BDFA (para 7.3).
- (3) Customer Information File (para 7.4).
- (5) Vendor Information File (para 7.5).
- (6) Issue Frequency File (para 7.6).
- (7) Delivery Frequency File (para 7.7). - **NO LONGER USED**
- (8) Installation Uniques File (para 7.8).
- (9) Field Menu Maintenance (para 7.9).
- (10) Bulletin Board Maintenance (para 7.10).

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b. To review the subfunctions in Files Maintenance, select M from the TISA Command Menu (fig. 7.1-1).

```
TISA:StockFinancial  Maint  Query&Rpts  PhysInvy  Loc'n  BatchTISA  eXit
Enter 'M' for Files Maintenance Process
DATE:  04 APR 92      TROOP ISSUE SUBSISTENCE ACTIVITY COMMAND MENU      AJK-600

          OPTION CODE      RING MENU SELECTION OPTIONS
          S                  STOCK ACCOUNTING
          F                  FINANCIAL ACCOUNTING
          M                  FILES MAINTENANCE
          Q                  REPORTS AND INQUIRIES
          P                  PHYSICAL INVENTORY
          L                  STORAGE LOCATION
          B                  TISA BATCH PROCESSES
          X                  SIGN OFF TISA SUBSYSTEM
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 7.1-1. TISA Command Menu Screen (AJK-600).

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c. The File Maintenance Command Menu (fig. 7.1-2) is displayed.

FILE MAINTENANCE: A B C D E F G H I R X			
ENTER & MAINTAIN MASTER MENU RECAP FILE FIELD MENUS			
[]			
DATE: [15 JAN 92]	FILE MAINTENANCE COMMAND MENU		AJK-722
OPTION CODE	DESCRIPTION	OPTION CODE	DESCRIPTION
A	MASTER ITEM FILE	G	INSTALLATION UNIQUES FILE
B	ENTER BDFA	H	FIELD MENU MAINTENANCE
C	CUSTOMER INFORMATION FILE	I	BULLETIN BOARD MAINTENANCE
D	VENDOR INFORMATION FILE	R	RETURN TO TISA COMMAND MENU
E	ISSUE FREQUENCY FILE	X	EXIT FROM TISA PROCESSING
F	DELIVERY FREQUENCY FILE		
ENTER THE DESIRED OPTION THRU RING MENU SELECTION, OPTION CODE: []			

Figure 7.1-2. File Maintenance Command Menu Screen (AJK-722).

7.2 Master Item File Subfunction. Use the Master Item File subfunction to add, delete, or modify records for items you stock. This subfunction contains three processes and two exit options:

- a. Add Item (para 7.2.4).
- b. Modify Item (para 7.2.5).
- c. Flag Item for Deletion (para 7.2.7).

7.2.1 Processing Restrictions. When performing MIF file maintenance you will no longer be able to change the Unit of Issue or price for items supplied by STORES NT vendors. The data for these fields will come from the weekly price updates provided from DSCP for STORES NT items. Additionally, when adding items to the MIF that are on the STORES NT catalog the STORES NT information is displayed. All STORES NT data except Unit of Issue and price can be changed.

7.2.2 Processing Materials. Use the following materials to complete these processes:

- a. STORES Catalog and associated reports.
- b. C 8900PL - Federal Supply Catalog Price List, FSC Group 89 Subsistence.
- c. C 8900SL - Federal Supply Catalog Stock List, FSC Group 89 Subsistence.
- d. Shipping document from the supply source.

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7.2.3 Master Item File Command Menu. To review the MIF processes, select A from the File Maintenance Command Menu. The Master Item File Command Menu (fig. 7.2-1) is displayed.

```
MASTER ITEM FILE:  A  M  D  R  X
ADD A RECORD TO THE MASTER ITEM FILE
[
DATE:  [04 APR 92]          MASTER ITEM FILE COMMAND MENU          AJK-797
]

      OPTION          DESCRIPTION
      CODE
      A              ADD ITEM
      M              MODIFY ITEM
      D              FLAG ITEM FOR DELETION
      R              RETURN TO FILE MAINTENANCE COMMAND MENU
      X              EXIT FROM TISA PROCESSING

ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION.  OPTION CODE:  [    ]
```

Figure 7.2-1. Master Item File Command Menu Screen (AJK-797).

7.2.4 Add Item Process. To add a new record to the MIF, select A from the Master Item File Command Menu. The Add Item Screen (fig. 7.2-2) is displayed. The cursor is positioned in the NSN/MCN field.

DATE: 04 Apr 92	MASTER ITEM FILE MAINTENANCE	AJK-877
ADD ITEM		
NSN/MCN: 8915-00-252-8245		
WHEN FINISHED ENTERING DATA DEPRESS <ESC>		
Enter the NSN/MCN of the item you wish to add and press <ENTER>.		

Figure 7.2-2. Add Item Screen (AJK-877)

- a. Enter an NSN/MCN and press [ESC]. The Master Item File Maintenance-Add Item Screen AJK-800 (fig. 7.2-3) is displayed.
- b. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.2.9 for processing instructions.

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7.2.4.1 Master Item File Maintenance - Add Item Screen AJK-800. Use this screen (fig. 7.2-3) to enter data for the stock number you want to add to the MIF. The current month and next month prices for direct vendor delivery (DVD) items are entered through the Vendor Information File process. See paragraph 7.5 for processing instructions.

a. This screen displays data entry fields for the source code, unit of issue, item name, unit pack, and intensive management code; unit pack quantity, perishability code, condiment indicator; recipe conversion factor, item price, and cost effective date. The cursor is positioned in the SOURCE CODE field.

DATE: [04 Apr 92]	MASTER ITEM FILE MAINTENANCE	AJK-800
[ADD ITEM]		
NSN/MCN: [8915-00-252-8245]	SOURCE CODE: [F]	
UNIT OF ISSUE: [LB]	ITEM NAME: [POTATOES, BAKING]	
UNIT PACK: [CS]	INTENSIVE MANAGEMENT CODE: []	
UNIT PACK QUANTITY: [50]	PERISHABILITY CODE: [P]	
CONDIMENT INDICATOR: []	RECIPE CONVERSION FACTOR: [1.0000]	
CURRENT MONTH		
PREVIOUS MONTH	CURRENT MONTH	NEXT MONTH
ITEM PRICE: \$[]	\$[0.4100]	\$[0.4300]
	PRICE CHANGE	
	0.4100	
COST EFFECTIVE DATE: [4] [APR] [92]		
DD MMM YY		
[] WHEN FINISHED ENTERING/REVIEWING DATA DEPRESS <ESC>		
[CONFIRM INDICATOR:] [C]		

Figure 7.2-3. Master Item File Maintenance - Add Item Screen (AJK-800)

b. Enter one of the source codes listed below and press [ENTER].

- (1) A - DVD Dairy
- (2) B - DVD Beverage
- (3) C - DVD Bakery
- (4) D - DSCP/Prime Vendor
- (5) E - Commissary
- (6) F - DSO
- (7) J - Ingredient Prep Facility
- (8) X - Local Purchase Non-BPA
- (9) Y - Local Purchase BPA

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NOTE: If you enter source code A, B, C, D, or F, and the item is on the STORES catalog most of the item data will be displayed. All STORES NT data except Unit of Issue and price can be changed. You must still enter the Perishability Code, Intensive Management Code (if necessary), and the Conversion Factor for items.

c. Enter one of the units of issue listed below and press [ENTER].

- | | |
|--------------------|--------------------|
| (1) BG - bag | (12) HD - hundred |
| (2) BR - bar | (13) JR - jar |
| (3) BT - bottle | (14) LB - pound |
| (4) BX - box | (15) ME - meal |
| (5) CK - cake | (16) MX - thousand |
| (6) CN - can | (17) PG - package |
| (7) CO - container | (18) PZ - packet |
| (8) DZ - dozen | (19) QT - quart |
| (9) EA - each | (20) CS - case |
| (10) LF - loaf | (21) RA - ration |
| (11) GL - gallon | |

d. Enter the item name from the shipping document or C 8900SL and press [ENTER]. You may have to abbreviate.

e. Enter one of the units of pack listed below and press [ENTER].

- (1) BX - box
- (2) CS - case
- (3) BG - bag
- (4) BL - block
- (5) CO - container

NOTE: When adding T-Rations, code them as high dollar (Intensive Management Code A) items. This is to ensure that the DFOs can account for these items when they are issued through the system.

f. Enter one of the intensive management codes listed below or press [ENTER] with no entry.

- (1) A - QMS intensive management item (AR 30-1)
- (2) B - MACOM intensive management item
- (3) C - TISO intensive management item
- (4) D - Long Range Patrol Ration (LRP)
- (5) E - Meal-Ready-to-Eat (MRE)
- (6) F - not designated
- (7) G - not designated
- (8) H - eggs
- (9) Blank - not an intensive management item

g. Enter the unit pack quantity from the shipping document or C 8900SL and press [ENTER].

h. Enter the perishability code and press [ENTER]. The cursor moves to the CONDIMENT INDICATOR field.

i. If this item is a condiment and you plan to have the dining facilities submit a separate shopping list for condiments, enter C. Otherwise, press [ENTER] with no entry.

j. Enter the recipe conversion factor from C 8900SL and press [ENTER].

NOTE: The recipe conversion factor entered MUST BE greater than zero (0). If you enter a recipe conversion factor of zero errors will be encountered when the recipe cost process is run.

k. Enter the price for the current month and press [ENTER]. This price is automatically displayed in the CURRENT MONTH PRICE CHANGE field. You can update this field in the Modify process.

l. When you are adding a DVD item (source codes A, B, and C (Non-STORES only)) and you try to enter a price, a message is displayed: **PRICE INFORMATION FOR DVD ITEMS MUST BE ADDED THRU VENDOR INFORMATION PROCESS.** See paragraph 7.5 for processing instructions. Press [ENTER] and the cursor moves to the next field.

m. Enter next month's price or press [ENTER] with no entry.

n. Enter the cost effective date and press [ENTER]. This date must be today's date or later.

o. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

p. Enter C and press [ESC]. The Add More Records Ring Menu is displayed.

q. To cancel the addition, press [ESC] with no entry. The Add Item Screen AJK-877 (fig. 7.2-2) is displayed.

7.2.4.2 Add More Records Ring Menu. Use this ring menu (fig. 7.2-4) to continue adding records, return to the Master Item File Command Menu, or exit processing.

```
ADD MORE RECORDS:  ADD   RETURN  eXit
ADD MORE RECORDS TO THE MASTER ITEM FILE
```

Figure 7.2-4. Add More Records Ring Menu.

- a. Select ADD and the Add Item Screen AJK-877 is displayed. You can add more items.
- b. Select RETURN and the Master Item File Command Menu is displayed.
- c. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

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b. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.2.9 for processing instructions.

7.2.6 Master Item File Maintenance - Modify Item Screen AJK-800. You can use this screen (fig. 7.2-6) to change data in all fields, except the Unit of Issue and price information for STORES items. The cursor is positioned in the SOURCE CODE field.

DATE: [17 Jun 90]	MASTER ITEM FILE MAINTENANCE	AJK-800	
[MODIFY ITEM]			
NSN/MCN:	[8925-00-682-6705]	SOURCE CODE: [D]	
UNIT OF ISSUE:	[CN]	ITEM NAME: [SYRUP MAPLE #10]	
UNIT PACK:	[CS]	INTENSIVE MANAGEMENT CODE: []	
UNIT PACK QUANTITY:	[6]	PERISHABILITY CODE: [S]	
CONDIMENT INDICATOR:	[]	RECIPE CONVERSION FACTOR: [8.1880]	
CURRENT MONTH			
PREVIOUS MONTH	CURRENT MONTH	PRICE CHANGE	NEXT MONTH
ITEM PRICE: \$[]	\$[1.8900]	\$[1.9200]	\$[1.9200]
COST EFFECTIVE DATE:	[1][APR][90]		
	DD MMM YY		
[] WHEN FINISHED ENTERING/REVIEWING DATA DEPRESS <ESC>			
[] []			
Valid SOURCE CODES: 'A', 'B', 'C', 'D', 'E', 'F', 'J', 'X', 'Y'			

Figure 7.2-6. Master Item File Maintenance - Modify Item Screen (AJK-800).

a. To make changes, enter new data over the old and press [ENTER]. The cursor moves to the next field. See paragraph 7.2.4.1 for an explanation of the data codes.

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b. The following temporary source code changes can be made:

<u>FROM</u>	<u>TO</u>	<u>FROM</u>	<u>TO</u>
BPA	LP Non-BPA	DSCP	LP Non-BPA
BPA	DSCP	DSCP	Commissary
BPA	DSO	DSO	BPA
BPA	Commissary	DSO	LP Non-BPA
LP Non-BPA	BPA	DSO	Commissary
LP Non-BPA	DSCP	Commissary	BPA
LP Non-BPA	DSO	Commissary	LP Non-BPA
LP Non-BPA	Commissary	Commissary	DSCP
DSCP	BPA	Commissary	DSO

NOTE: You can change any regular source code item to any other valid code except J (Ingredient Prep Facility). Any changes you make will become effective after the end-of-day run is complete.

c. To change a price during the current month (non-STORES items), enter a new value over the old and press [ENTER]. A message is displayed: **THE PRICE OF _____ WILL BECOME EFFECTIVE AFTER END OF DAY CYCLE IS RUN.** Then, the cursor moves to the NEXT MONTH field.

d. Continue entering your changes as needed.

e. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter C and press [ESC]. A series of messages is displayed and the Transaction Output File is updated. Then, the Master Item File Command Menu is displayed.

OR

(2) To cancel your entries, leave this field blank and press [ESC]. A message is displayed: **FILES WERE NOT UPDATED.** Then, the Master Item File Command Menu is displayed.

f. When the item you want to change is already selected for a source code change, the Master Item File Maintenance - Modify Item Screen (fig. 7.2-6.1) is displayed.

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g. Use this screen (fig. 7.2-6.1) to confirm modification of current or future data for an item already selected for a source code change. The cursor is positioned in the completed CONFIRM INDICATOR field.

```
[
DATE: [17 Jun 90]                MASTER ITEM FILE MAINTENANCE                AJK-720
                                [   MODIFY ITEM   ]

The entered TIIN, [682-6705, is scheduled for a source of supply
change at the End of Day (Today).

Please enter ``C`` to modify the current data or
           ``F`` to modify the future data.
           [C]

                                WHEN FINISHED ENTERING DATA DEPRESS <ECS>

Enter `C' or `F'
```

Figure 7.2-6.1. Master Item File Maintenance - Modify Item Screen (AJK-720)

(1) Press [ESC] to modify current data for this item. The Master Item File Maintenance - Modify Item Screen AJK-800 is displayed with the original source code. You can enter a new source code or change other data.

OR

(2) Enter F and press [ESC] to modify future data. The Master Item File Maintenance - Modify Item Screen AJK-800 is displayed with the latest source code change. You can enter new data.

h. When you finish your entries, press [ESC]. See paragraph 7.2.6 for processing instructions.

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7.2.7 Flag Item for Deletion Process. To delete a record on the MIF, select D from the Master Item File Command Menu. The Flag Item for Deletion Screen (fig. 7.2-7) is displayed. The cursor is positioned in the TIIN field.

DATE: 18 May 92	MASTER ITEM FILE MAINTENANCE	AJK-877
	FLAG ITEM FOR DELETION	
	TIIN: 577-4526	
	WHEN FINISHED ENTERING DATA DEPRESS <ESC>	
Enter the TIIN of the item you wish to modify/delete and press <ENTER>.		

Figure 7.2-7. Flag Item for Deletion Screen (AJK-877).

- a. Enter a TIIN and press [ESC]. The MIF Flag Item for Deletion Screen AJK-800 is displayed. See paragraph 7.2.8 for processing instructions.
- b. If the TIIN is invalid, an error message is displayed. The cursor moves back to that field.

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c. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.2.9 for processing instructions.

7.2.8 MIF Flag Item for Deletion Screen AJK-800. Use this screen (fig. 7.2-8) to review and confirm the data you want to delete.

```

[
DATE: [17 Jun 90]                MASTER ITEM FILE MAINTENANCE                AJK-800
                                [FLAG ITEM FOR DELETION]

NSN/MCN:          [8915-00-577-4526]        SOURCE CODE:                [D]
UNIT OF ISSUE:    [CN]                    ITEM NAME: [BEANS, LIMA #10  ]
UNIT PACK:        [CS]                    INTENSIVE MANAGEMENT CODE: [ ]
UNIT PACK QUANTITY: [ 6]                PERISHABILITY CODE:        [S]
CONDIMENT INDICATOR: [ ]                RECIPE CONVERSION FACTOR: [ 6.5630]

                                CURRENT MONTH
PREVIOUS MONTH    CURRENT MONTH    PRICE CHANGE    NEXT MONTH
ITEM PRICE:  $[ 3.3200]  $[ 3.3200]  $[ 3.3200]  $[ 3.3400]

COST EFFECTIVE DATE: [ 1] [APR] [90]
                   DD  MMM  YY

[ ] WHEN FINISHED ENTERING/REVIEWING DATA DEPRESS <ESC>
[CONFIRM INDICATOR:] [ ]
Must enter 'C' to Confirm or leave blank to Cancel and press <ESC>.

```

Figure 7.2-8. MIF Flag Item for Deletion Screen (AJK-800).

a. After you finish reviewing the data, press [ESC]. The CONFIRM INDICATOR field is displayed.

b. Enter C and press [ESC]. Two messages are displayed: **UPDATING DATA BASE . . . PLEASE WAIT**; then, **ITEM SUCCESSFULLY FLAGGED FOR DELETION**. Then, the Master Item File Command Menu is displayed.

OR

c. If you don't want to delete the record, leave the field blank and press [ESC]. A message is displayed: **ITEM WAS NOT FLAGGED FOR DELETION**. Then, the Master Item File Command Menu is displayed.

7.2.9 Process Interrupt Ring Menu. Use this ring menu (fig. 7.2-9) to continue processing, start over, return to the Master Item File Command Menu, or exit processing.

PROCESS INTERRUPT: Continue Start Over Discard & Return eXit Ignore interrupt and continue normal processing on this screen.
--

Figure 7.2-9. Process Interrupt Ring Menu.

- a. Select Continue and you can continue processing on the same screen.
- b. Select Start Over and the Master Item File Maintenance Screen AJK-877 is displayed. You can add, modify, or delete an item from the MIF.
- c. Select Discard & Return and the Master Item File Command Menu is displayed.
- d. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.2.10 Outputs. No reports are printed during this process.

7.3 Enter BDFA Subfunction. Use this subfunction to enter the monetary value of the basic daily food allowance (BDFA). You can enter the BDFA for the current or next month.

7.3.1 Processing Restrictions. You must run this subfunction before the SA runs the End of Month process. If you enter change the BDFA after the beginning of the month updates will take effect after the End of Day cycle is run.

7.3.2 Processing Materials. You are required to have the US Army Quartermaster School (QMS) Army Center of Excellence (ACES) provide the BDFA information before you can run this subfunction. You can obtain the BDFA by accessing the ACES website at www.quartermaster.army.mil/ACES/ anytime after the 28th of the month for the next month.

7.3.3 Basic Daily Food Allowance Enter Screen AJK-725. To enter the BDFA, select B from the File Maintenance Command Menu. The BDFA Entry Screen (fig. 7.3-1A) is displayed.

- a. Use this screen to enter BDFA data for the current or next month. The cursor is positioned in the month data entry field.

```
[
DATE: [22 May 01]          BASIC DAILY FOOD ALLOWANCE ENTRY          AJK-725

ENTER C FOR CURRENT MONTH OR N FOR NEXT MONTH  [ ]

ENTER THE BDFA                      [      ]

DEPRESS <ESC> WHEN FINISHED ENTERING. [ ]

PLEASE ENTER C FOR CURRENT MONTH OR N FOR NEXT MONTH.]
```

Figure 7.3-1A. Basic Daily Food Allowance Entry Screen (AJK-725).

b. Enter “C” for the current month or “N” for next month and press [ENTER]. The cursor moves to the ENTER THE BDFA data entry field. Enter the BDFA in whole dollars (for example, \$6.75) and press [ENTER] as shown below (fig. 7.3-1B).

```
[
DATE: [22 May 01]          BASIC DAILY FOOD ALLOWANCE ENTRY          AJK-725

ENTER C FOR CURRENT MONTH OR N FOR NEXT MONTH  [C]

ENTER THE BDFA                      [$6.75 ]

DEPRESS <ESC> WHEN FINISHED ENTERING. [ ]
```

Figure 7.3-1B. Basic Daily Food Allowance Entry Screen (AJK-725).

- c. Press [ESC]. A series of informational message is displayed on the screen:
- (1) Updating Database. Please Wait.
 - (2) Database updates have successfully completed.
 - (3) Changes will take effect after next End of Day cycle.
- d. After all messages are displayed the File Maintenance Command Menu is displayed.

7.3.4 Process Interrupt Ring Menu. Use this ring menu (fig. 7.3-2) to continue processing, start over, return to the File Maintenance Command Menu, or exit processing.

PROCESS INTERRUPT: Continue Start Over Discard & Return eXit Ignore interrupt and continue normal processing on this screen.
--

Figure 7.3-2. Process Interrupt Ring Menu.

- a. Select Continue and you can continue processing on the same screen.
- b. Select Start Over and the BDFA Entry Screen AJK-725 is displayed. You can enter the BDFA for the current or next month.
- c. Select Discard & Return and the File Maintenance Command Menu is displayed.
- d. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.3.5 Outputs.

a. The BDFA - Meal Value Report (PCN AJK-411) is printed for the month in which the BDFA is computed. This report also reflects the full holiday meal allowance (when applicable) for dining facilities that have supplemental allowances. See appendix C for an example of this report.

b. AR 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. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03.

7.4 Customer Information File Subfunction. Use the Customer Information File subfunction to add, modify, or delete customers. The Customer Information File stores the identification codes, names, addresses, points of contact, phone numbers, and financial data for your customers. This file must be kept current because the information is used throughout TISA processing and for STANFINS. This subfunction contains five processes and two exit options:

- a. Add Customer (para 7.4.4).
- b. Modify Customer - Current General Information (para 7.4.5).
- c. Modify Customer - Current Financial Information (para 7.4.6).
- d. Modify Customer - Future Financial Information (para 7.4.7).
- e. Flag Customers for Deletion (para 7.4.8).

7.4.1 Processing Restrictions. There are some restrictions when adding a new STORES NT customer to the CIF. See paragraph 3.1.2.3 of the STORES NT User's Guide for further information.

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7.4.2 Processing Materials. Use the letter of agreement provided by the unit or other service branches to complete these processes. These letters should contain billing information provided by their Finance Office.

7.4.3 Customer Information Command Menu Screen AJK-714. To review the Customer Information File processes, select D from the File Maintenance Command Menu. The Customer Information Command Menu (fig. 7.4-1) is displayed.

CUSTOMER INFORMATION COMMAND OPTIONS: A B C D E R X		
ADD NEW CUSTOMER'S GENERAL AND FINANCIAL INFORMATION		
[]
DATE: [04 Apr 92]	CUSTOMER INFORMATION COMMAND MENU	AJK-714
OPTION	DESCRIPTION	
CODE		
A	ADD CUSTOMER	
B	MODIFY CUSTOMER - CURRENT GENERAL	
C	MODIFY CUSTOMER - CURRENT FINANCIAL	
D	MODIFY CUSTOMER - FUTURE FINANCIAL	
E	FLAG CUSTOMER FOR DELETION	
R	RETURN TO FILE MAINTENANCE COMMAND MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION.		OPTION CODE: []

Figure 7.4-1. Customer Information Command Menu (AJK-714) .

7.4.4 Add Customer Process. Use this process to add an identification code, name, address, phone number, and financial information for a new customer.

7.4.4.1 Customer Information - Add Customer Screen AJK-760. To add a customer, select A from the Customer Information Command Menu. The Customer Information - Add Customer Screen (fig. 7.4-2) is displayed. The cursor is positioned in the CUSTOMER ID field.

DATE: [20 Apr 92]	CUSTOMER INFORMATION ADD CUSTOMER	AJK-760
CUSTOMER ID: YDW001		
WHEN FINISHED ENTERING DATA, DEPRESS <ESC>		
Depress <ENTER> if you wish to change data entered.		

Figure 7.4-2. Customer Information - Add Customer Screen (AJK-760).

- a. Enter the new customer ID code and press [ESC]. The General Customer Information - Add Customer Screen AJK-727 (fig. 7.4-3) is displayed.
 - (1) To choose a different customer or make corrections, press [ENTER] and the cursor moves back to that field.
 - (2) An error message is displayed for an invalid entry and the cursor moves back to that field.
- b. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.4.9 for processing instructions.

7.4.4.2 General Customer Information - Add Customer Screen AJK-727. Use this screen (fig. 7.4-3) to enter the name, address, and point of contact for the customer you are adding.

```
[
DATE: [21 Jun 90]                GENERAL CUSTOMER INFORMATION                AJK-727
                                [ADD CUSTOMER]

CUSTOMER ID:                     [YDW001]
CUSTOMER NAME:                   [50TH MI GROUP                ]
CUSTOMER ADDRESS:                [BLDG 1234                ]
CUSTOMER CITY:                   [FT LEE                ]
CUSTOMER STATE:                  [VA]
CUSTOMER ZIP:                    [23801-0000]
POINT OF CONTACT NAME:           [J. JONES                ]
POINT OF CONTACT TELEPHONE:
    COMMERCIAL:                  [(804) 555-1234]
    EXT:                          [0348]
    AUTOVON:                      [666-1234]

                                [WHEN FINISHED ENTERING DATA, DEPRESS <ESC>]
                                [                ] [                ]

Depress <ENTER> if you wish to change data entered.
```

Figure 7.4-3. General Customer Information - Add Customer Screen (AJK-727).

- a. The cursor is positioned in the CUSTOMER NAME field. Enter the customer's name and press [ENTER]. **Remember**; STORES NT customers must have (PV) added at the end of their name.
- b. Enter the customer's address or location and press [ENTER].
- c. Enter the city and press [ENTER].
- d. Enter the two character abbreviation for the state and press [ENTER].
- e. Enter the five or nine-digit zip code and press [ENTER].
- f. Enter the name of the customer's point of contact and press [ENTER].
- g. Enter the commercial phone number (include the area code) and press [ENTER].

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- h. Enter the extension number (optional) and press [ENTER].
- i. Enter the AUTOVON number (must all be numeric) and press [ENTER].
- j. When you finish your entries, press [ESC]. The Financial Customer Information - Add Customer Screen AJK-724 is displayed.
- k. An error message is displayed for an invalid entry and the cursor moves back to that field.

7.4.4.3 Financial Customer Information - Add Customer Screen AJK-724. Use this screen (fig. 7.4-4) to enter financial data for the customer you are adding. This screen displays the customer ID code, name, and effective month. The cursor is positioned in the APC field.

```
[
DATE: [20 Apr 92]                FINANCIAL CUSTOMER INFORMATION                AJK-724
                                [ADD CUSTOMER]

CUSTOMER ID:                      [YDW001]
CUSTOMER NAME:                    [50TH MI GROUP                ]
MONTH EFFECTIVE:                  [APR]

APC:                              [      ]                TYPE OF ACCOUNT:      [O]
FUND CODE:                        [JK]                  ABSTRACT CODE:       [F]
BILL TO DODAAC:                   [W26XXX]                STATUS CODE:         [A]
DELIVERY LOCATION:                [BLDG 1  ]                MRE CUSTOMER ID:    [YDW001]
VRGC TRANSACTION NAME:            [MI INTEL GRP      ]    LRP CUSTOMER ID     [YDW001]

SUPPLEMENTARY ALLOWANCE PERCENTAGE:

                                ARCS: [ .10]                FRIS: [ .00]

                                [ ] [WHEN FINISHED ENTERING DATA, DEPRESS <ESC>]
                                [CONFIRM INDICATOR:][C]
Enter 'C' to confirm or leave blank to cancel and depress <ESC>.
]
```

Figure 7.4-4. Financial Customer Information - Add Customer Screen (AJK-724).

a. You can get the information to complete the following entries from your local Finance Office.

- (1) Enter the account processing code and press [ENTER].

OR

- (2) Enter the fund code and press [ENTER].

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(3) Enter the bill to DODAAC code and press [ENTER].

(4) Enter the delivery location and press [ENTER].

(5) Enter the VRGC transaction name and press [ENTER].

(6) Enter one of the type account codes listed below and press [ENTER]. The customer ID code is displayed in the MRE and LRP CUSTOMER ID fields.

NOTE: For customers that have an abstract code of A or O and type customer account of O, the appropriate MRE or LRP activity codes are displayed in those fields. If an MRE or LRP customer does not exist, the customer's activity code is displayed in the MRE or LRP CUSTOMER ID fields on Screen AJK-724. For all other type accounts, the activity code of that customer is displayed in the MRE and LRP fields.

(a) A - ARCS

(b) F - FRIS

(c) O - Other

(d) N - None

(7) Enter one of the abstract codes listed below and press [ENTER].

(a) A or O for account type A

(b) F or O for account type O

(d) O for account type N

(8) Enter one of the status codes from the bottom of your screen, and press [ENTER]. The cursor moves to the completed MRE CUSTOMER ID field.

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(a) Change the MRE customer ID code (if applicable) by entering new data over the old, and press [ENTER]. The cursor moves to the LRP CUSTOMER ID field.

OR

(b) Press [ENTER] with no entry and the cursor moves to the LRP CUSTOMER ID field. Enter new data over the old (if applicable) and press [ENTER]. The cursor moves to the ARCS field.

(9) When the customer is authorized a supplemental allowance, enter the decimal percentage (.01 through .99) in the ARCS or FRIS field and press [ENTER].

<p>NOTE: The Supplemental Allowance field has been expanded to allow up to a 99 percent (.99) increase in the BDFA. Users are reminded that the installation may approve up to a 15 percent increase. A Supplemental Allowance greater than 15 percent must be approved by ACES.</p>

b. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter C and press [ESC] to confirm your entries. The following messages are displayed: **Updating database. Please wait. CAH record successfully added. Customer ____ successfully added.** Then, the Customer Information Command Menu is displayed.

OR

(2) Press [ESC] with no entry. A message is displayed: **CUSTOMER ____ WAS NOT ADDED.** Then, the Customer Information Command Menu is displayed.

OR

c. Press [ENTER] and the cursor moves back to the APC field. You can correct your entries.

7.4.5 Modify Customer - Current General Information Process. Use this process to review and change the name, address, point of contact, and phone numbers for a customer.

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b. When the customer account is flagged for deletion, the message: **THE CUSTOMER ENTERED IS FLAGGED FOR DELETION. ENTER 'Y' TO UNFLAG CUSTOMER OR LEAVE BLANK AND DEPRESS <ENTER>** is displayed.

(1) To remove the deletion flag, enter Y and press [ENTER]. The flag is removed and the General Customer Information - Modify Current Screen AJK-727 is displayed.

OR

(2) If you don't want to remove the flag, press [ENTER]. The Customer Information Command Menu is displayed.

c. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.4.9 for processing instructions.

7.4.5.2 General Customer Information - Modify Current Screen AJK-727. Use this screen (fig. 7.4-6) to review and change the general customer information. This screen displays the customer ID code, name, and address, as well as the name and phone number of the point of contact.

```
[
DATE: [ 20 May 92]                GENERAL CUSTOMER INFORMATION                AJK-727
                                [MODIFY CURRENT]

CUSTOMER ID:                      [YDW002]
CUSTOMER NAME:                     [ 50TH MI GROUP                        ]
CUSTOMER ADDRESS:                  [BLDG 1234          ]
CUSTOMER CITY:                     [FT LEE                ]
CUSTOMER STATE:                    [VA]
CUSTOMER ZIP:                       [23801-0000]
POINT OF CONTACT NAME:              [J. JONES                        ]
POINT OF CONTACT TELEPHONE:
    COMMERCIAL:                     [(804) 555-1234]
        EXT:                         [          ]
        AUTOVON:                      [666-1234]

    [ ] [WHEN FINISHED ENTERING DATA, DEPRESS <ESC>]
                                [CONFIRM INDICATOR:    ][C]

Enter 'C' to confirm or leave blank to cancel and depress <ESC>.
```

Figure 7.4-6. General Customer Information - Modify Current Screen (AJK-727).

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a. The cursor is positioned in the CUSTOMER NAME field. Enter new data over the old and press [ENTER]. The cursor moves to the next field.

b. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter C and press [ESC] to confirm your entries. Two messages are displayed: **Updating database. Please wait. General information for _____ successfully updated.** Then, the Customer Information Command Menu is displayed.

OR

(2) Press [ESC] with no entry. A message is displayed: **GENERAL INFORMATION FOR CUSTOMER _____ WAS NOT UPDATED.** Then, the Customer Information Command Menu is displayed.

7.4.6 Modify Customer - Current Financial Information Process. Use this process to review and change the delivery location, bill to DODAAC, account processing or fund code, VRGC transaction name, type of account, abstract code, status code, and supplemental allowance percentage for an ARCS or FRIS customer.

7.4.6.1 Modify Customer - Current Financial Information Warning Screen. To modify current financial information for a customer, select C from the Customer Information Command Menu.

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a. A Warning Screen (fig. 7.4-7) is displayed telling you to reverse any incorrect charges against the customer's account before you make financial information changes. See paragraph 5.8 for processing and reversal instructions.

```

# # #      ##      #####      #      #      ###      #      #      #####      ###      ###
# # #      # #      #      #      ##      #      #      ##      # #      ###      ###
# # #      #      #      #      #      # #      #      #      # #      # #      ###      ###
# # #      #      #      #####      # #      #      #      #      # #      # #      #      #
# # #      #####      #      #      #      #      #      #      #      #      #      #
# # #      #      #      #      #      #      #      #      #      #      #      #      #      #
## ##      #      #      #      #      ##      ###      #      ##      #####      ###      ###

#####
#
# ANY BUSINESS CONDUCTED AGAINST THE CUSTOMER PRIOR TO THIS CHANGE HAS
# BEEN POSTED TO THE BILLING ACCOUNT WHICH IS CURRENTLY IN THE RECORD.
# IF THE BILLING ACCOUNT WAS INCORRECT, THE CHARGES AGAINST THE INCORRECT
# ACCOUNT MUST BE REVERSED BEFORE THE FINANCIAL INFORMATION IS CHANGED.
#
#####
  OPTION          OPTION DESCRIPTION

      1          CONTINUE WITH THE EXECUTION OF THE CHOSEN PROCESS.
      2          CANCEL THE EXECUTION OF THE CHOSEN PROCESS.

                ENTER THE OPTION DESIRED AND DEPRESS <ENTER>

                OPTION:

```

Figure 7.4-7. Modify Customer - Current Financial Information Warning Screen.

b. Select 1 and press [ENTER] to continue this process. The Modify Customer - Current Financial Screen AJK-760 is displayed.

c. Select 2 and press [ENTER] to cancel this process. The Customer Information Command Menu is displayed.

7.4.6.2 Modify Customer - Current Financial Screen AJK-760. Use this screen (fig. 7.4-8) to enter the ID code for the customer you want to review. The cursor is positioned in the CUSTOMER ID field.

DATE: 20 May 92	CUSTOMER INFORMATION	AJK-760
MODIFY CUSTOMER - CURRENT FINANCIAL		
CUSTOMER ID: YDW002		
WHEN FINISHED ENTERING DATA, DEPRESS <ESC>		
Depress <ENTER> if you wish to change data entered.		

Figure 7.4-8. Modify Customer - Current Financial Screen (AJK-760).

a. Enter the customer ID code and press [ESC]. The Financial Customer Information - Modify Current Screen AJK-724 is displayed. See paragraph 7.4.6.3 for processing instructions.

(1) To choose a different customer or make corrections, press [ENTER] and the cursor moves back to that field.

(2) An error message is displayed for an invalid entry and the cursor moves back to that field.

b. When the customer account is flagged for deletion, a message is displayed: **THE CUSTOMER ENTERED IS FLAGGED FOR DELETION, ENTER 'Y' TO UNFLAG CUSTOMER OR LEAVE BLANK AND DEPRESS <ENTER>.**

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(1) To remove the deletion flag, enter Y and press [ENTER]. The flag is removed and the Financial Customer Information - Modify Current Screen AJK-724 is displayed.

OR

(2) If you don't want to remove the flag, press [ENTER]. The Customer Information Command Menu is displayed.

c. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.4.9 for processing instructions.

7.4.6.3 Financial Customer Information - Modify Current Screen AJK-724. Use this screen (fig. 7.4-9) to change the current financial information for a customer. This screen displays the customer ID code and name, effective account month, delivery location, bill to DODAAC, account processing or fund code, VRGC transaction name, type of account, abstract code, status code, and supplementary allowance percentages for ARCS or FRIS.

[]
DATE:	[20 Apr 93]	FINANCIAL CUSTOMER INFORMATION		AJK-724
		[MODIFY CURRENT]		
CUSTOMER ID:	[YDW002]			
CUSTOMER NAME:	[500TH MI GROUP]
MONTH EFFECTIVE:	[MAY]			
APC:	[L1A0]	TYPE OF ACCOUNT		[A]
FUND CODE:	[AX]	ABSTRACT CODE:		[A]
BILL TO DODAAC:	[W26YYY]	STATUS CODE:		[A]
DELIVERY LOCATION:	[BLDG1]	MRE CUSTOMER ID		[YDW001]
VRGC TRANSACTION NAME:	[ACTIVE ARMY]	LRP CUSTOMER ID		[YDW001]
SUPPLEMENTARY ALLOWANCE PERCENTAGE:				
	ARCS: [.10]	FRIS: [.00]		
	[]	[WHEN FINISHED ENTERING DATA, DEPRESS <ESC>]		
		[CONFIRM INDICATOR:][C]		
Enter 'C' to confirm or leave blank to cancel and depress <ESC>.				

Figure 7.4-9. Financial Customer Information - Modify Current Screen (AJK-724).

a. The cursor is positioned in the APC field. Enter new data over the old and press [ENTER]. The cursor moves to the next field.

b. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

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(1) To choose a different customer or make corrections, press [ENTER] and the cursor moves back to that field.

(2) An error message is displayed for an invalid entry and the cursor moves back to that field.

d. When the customer account is flagged for deletion, a message is displayed: **THE CUSTOMER ENTERED IS FLAGGED FOR DELETION. ENTER 'Y' TO UNFLAG CUSTOMER OR LEAVE BLANK AND DEPRESS <ENTER>.**

(1) To remove the deletion flag, enter Y and press [ENTER]. The flag is removed and the Financial Customer Information - Modify Future Screen AJK-724 is displayed.

OR

(2) When you don't want to remove the flag, press [ENTER]. The Customer Information Command Menu is displayed.

e. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.4.9 for processing instructions.

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7.4.7.2 Financial Customer Information - Modify Future Screen AJK-724. Use this screen (fig. 7.4-11) to change future financial information for the customer. This screen displays the customer ID code and name, effective account month, delivery location, bill to DODAAC, account processing or fund code, VRGC transaction name, type of account, abstract and status codes. Also supplementary allowance percentages for ARCS or FRIS customers.

```
[
DATE: [20 Jul 91]                FINANCIAL CUSTOMER INFORMATION                AJK-724
                                [MODIFY FUTURE]

CUSTOMER ID:                      [YDW002]
CUSTOMER NAME:                    [500TH MI GROUP                ]
MONTH EFFECTIVE:                  [AUG]

APC:                               [L1A0]                TYPE OF ACCOUNT                [A]
FUND CODE:                        [AX]                ABSTRACT CODE:                [A]
BILL TO DODAAC:                   [W26YYY]                STATUS CODE:                  [A]
DELIVERY LOCATION:                [BLDG 2                ] MRE CUSTOMER ID:              [YDW001]
VRGC TRANSACTION NAME: [ACTIVE ARMY                ] LRP CUSTOMER ID:              [YDW001]

SUPPLEMENTARY ALLOWANCE PERCENTAGE:
                                ARCS: [ .10]                FRIS: [ .00]

                                [                ] [WHEN FINISHED ENTERING DATA, DEPRESS <ESC>]
                                [CONFIRM INDICATOR:][C]
Enter 'C' to confirm or leave blank to cancel and depress <ESC>.]
```

Figure 7.4-11. Financial Customer Information - Modify Future Screen (AJK-724).

a. The cursor is positioned in the APC field. Enter new data over the old and press [ENTER]. The cursor moves to the next field.

b. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter C and press [ESC] to confirm your entries. Two messages are displayed: **Updating database. Please wait. Future financial information for customer successfully modified.** Then, the Customer Information Command Menu is displayed.

OR

(2) Press [ESC] with no entry to cancel your entries. A message is displayed: **Future financial information for customer _____ was not updated.** Then, the Customer Information Command Menu is displayed.

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7.4.8 Flag Customer for Deletion Process. Use this process to flag a customer account for deletion. You can review the data before you flag it.

7.4.8.1 Flag Customer for Deletion Screen AJK-760. To flag a customer for deletion, select E from the Customer Information Command Menu. The Flag Customer for Deletion Screen (fig. 7.4-12) is displayed. Customers with open DVD requirements, orders, or receipts can't be flagged for deletion. The cursor is positioned in the CUSTOMER ID field.

NOTE: You are only flagging the record for deletion at this point. The actual deletion occurs after the account is closed and the VRGC Closing Process is run. See paragraph 6.15 for processing and closing instructions.

```
DATE: 20 May 92                                CUSTOMER INFORMATION                                AJK-760
                                                FLAG CUSTOMER FOR DELETION

                                                CUSTOMER ID:      YDW003

                WHEN FINISHED ENTERING DATA, DEPRESS <ESC>

Depress <ENTER> if you wish to change data entered.
```

Figure 7.4-12. Flag Customer for Deletion Screen (AJK-760).

a. Enter the customer ID code and press [ESC]. The General Customer Information - Flag for Delete Screen AJK-727 (fig. 7.4-13) is displayed.

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(1) To choose a different customer or make corrections, press [ENTER] and the cursor moves back to that field.

(2) An error message is displayed for an invalid entry and the cursor moves back to that field.

b. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.4.9 for processing instructions.

7.4.8.2 General Customer Information - Flag for Delete Screen AJK-727. Use this screen (fig. 7.4-13) to view customer information before you flag the account.

```
[
DATE: [20 May 92]                GENERAL CUSTOMER INFORMATION                AJK-727
                                [FLAG FOR DELETE]

CUSTOMER ID:                     [YDW003]
CUSTOMER NAME:                   [500TH MI GROUP                        ]
CUSTOMER ADDRESS:                [BLDG 1234                          ]
CUSTOMER CITY:                   [FT LEE                            ]
CUSTOMER STATE:                  [VA]
CUSTOMER ZIP:                    [23801-0000]
POINT OF CONTACT NAME:           [J. JONES                            ]
POINT OF CONTACT TELEPHONE:
    COMMERCIAL:                  [(804) 555-1234]
    EXT:                         [   ]
    AUTOVON:                     [666-1234]

                                [WHEN FINISHED ENTERING DATA, DEPRESS <ESC>]
                                [                                ] [ ]
```

Figure 7.4-13. General Customer Information - Flag for Delete Screen (AJK-727).

a. When you finish your review, press [ESC]. The Financial Customer Information - Flag for Delete Screen AJK-724 (fig. 7.4-14) is displayed. See paragraph 7.4.8.3 for processing instructions

b. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed.

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7.4.8.3 Financial Customer Information - Flag for Delete Screen AJK-724. Use this screen (fig. 7.4-14) to view the customer's financial information before you flag the account.

```
[
DATE: [ 20 May 92]                FINANCIAL CUSTOMER INFORMATION                AJK-724
                                   [FLAG FOR DELETE]

CUSTOMER ID:                       [YDW003]
CUSTOMER NAME:                     [500TH MI GROUP                ]
MONTH EFFECTIVE:                   [JUN]

APC:                               [L1A0]                TYPE OF ACCOUNT                [A]
FUND CODE:                         [AX]                ABSTRACT CODE:                 [A]
BILL TO DODAAC:                    [W26YYY]                STATUS CODE:                   [A]
DELIVERY LOCATION:                 [BLDG 1]                MRE CUSTOMER ID:              [YDW001]
VRGC TRANSACTION NAME:             [ACTIVE ARMY                ] LRP CUSTOMER ID              [YDW001]

SUPPLEMENTARY ALLOWANCE PERCENTAGE:
                                   ARCS: [ .10]          FRIS: [ .00]

                                   [          ] [WHEN FINISHED ENTERING DATA, DEPRESS <ESC>]
                                   [CONFIRM INDICATOR:][C]
Enter 'C' to confirm or leave blank to cancel and depress <ESC>.
```

Figure 7.4-14. Financial Customer Information - Flag for Delete Screen (AJK-724).

a. When you finish your review, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter C and press [ESC] to confirm your entries. Two messages are displayed: **Updating database. Please wait. Customer ____ successfully flagged for deletion.** Then, the Customer Information Command Menu is displayed.

OR

(2) Press [ESC] with no entry if you don't want to delete the record. A message is displayed: **Customer ____ was not flagged for deletion.** Then, the Customer Information Command Menu is displayed.

7.4.9 Process Interrupt Ring Menu. Use this ring menu (fig. 7.4-15) to continue processing, start over, return to the Customer Information Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN eXit Ignore interrupt and continue normal processing on this screen

Figure 7.4-15. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and the Customer Information Screen AJK-760 is displayed. You can select another customer ID to add, modify, or delete.

NOTE: Screen AJK-760 is used throughout the CIF processes. The appropriate screen (fig. 7.4-2, 7.4-5, 7.4-8, 7.4-10, or 7.4-12) is displayed depending on the process you are using when you decide to interrupt.
--

- c. Select DISCARD & RETURN and the Customer Information Command Menu is displayed.
- d. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.4.10 Outputs. No reports are printed during this process.

7.5 Vendor Information File Subfunction. Use the Vendor Information File (VIF) subfunction to add, modify, or delete vendors and vendor information. This subfunction contains four processes and two exit options:

- a. Add New Vendor and Vendor Contract Information (para 7.5.4).
- b. Modify Basic Vendor Information (para 7.5.5).
- c. Modify Vendor Contract Information (para 7.5.6).
- d. Delete Vendor and Vendor Contract Information (para 7.5.7).

7.5.1 Processing Restrictions. This process is NOT used to add vendors that are on the STORES NT Catalog. STORES vendors are added using the Reload New SPVI Catalog Process (para 3.2.8.1) and the Maintain Prime Vendor Files Processes (para 3.2.10) in the STORES NT User's Guide.

7.5.2 Processing Materials. Use the final contract award document to complete these processes (Non-STORES vendors only).

7.5.3 Vendor Information Command Menu Screen AJK-790. To view the Vendor Information processes, select E from the File Maintenance Command Menu. The Vendor Information Command Menu (fig. 7.5.1) is displayed.

```
VENDOR INFORMATION FILE MAINTENANCE MENU:  A  B  C  D  R  X
ADD NEW VENDOR AND VENDOR CONTRACT INFORMATION
[                                                                 ]
DATE:  [ 20 JAN 92]          VENDOR INFORMATION COMMAND MENU          AJK-790

      OPTION          DESCRIPTION
      CODE

      A              ADD NEW VENDOR AND VENDOR CONTRACT INFORMATION
      B              MODIFY BASIC VENDOR INFORMATION
      C              MODIFY VENDOR CONTRACT INFORMATION
      D              DELETE VENDOR AND VENDOR CONTRACT INFORMATION
      R              RETURN TO FILE MAINTENANCE  COMMAND MENU
      X              EXIT FROM TISA PROCESSING

ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION.          OPTION CODE:  [    ]
```

Figure 7.5-1. Vendor Information Command Menu Screen (AJK-800) .

7.5.4 Add New Vendor and Vendor Contract Information Process. Use this process to enter the vendor ID code, name, address, contract information, and delivery items for a new BPA or DVD vendor.

NOTE: STORES sites will add new vendors using the catalog download process. See section 12 of this manual for processing guidance.

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7.5.4.1 Vendor Information Maintenance - Add Screen AJK-791. To add a vendor, select A from the Vendor Information Command Menu. The Vendor Information Maintenance - Add Screen (fig 7.5-2) is displayed. The cursor is positioned in the VENDOR ID field.

DATE:	[20 Jan 92]	VENDOR INFORMATION MAINTENANCE - [ADD]	AJK-791
VENDOR ID:	[KWIC22]			
VENDOR NAME:	[KWIC KREME CORP]	
	[]	WHEN FINISHED ENTERING DATA, DEPRESS <ESC>		
Depress <ENTER> to change data entered.				

Figure 7.5-2. Vendor Information Maintenance - Add Screen (AJK-791) .

a. Enter the vendor ID code and press [ENTER]. You can use the following information to create a unique vendor ID code:

- (1) Positions 1 thru 4 - Use the first four letters of the vendor's name.
- (2) Position 5 - Use the last number of the fiscal year.
- (3) Position 6 - Use the contract sequence number for this vendor during the current fiscal year.

(4) For example, Kwic Kreme Corporation was awarded its first contract on 1 Oct 91 (FY 92). The vendor ID code is KWIC21. It was awarded a second contract on 1 Jan 92. The vendor ID code is KWIC22.

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b. Enter the vendor's name in the VENDOR NAME field.

c. Press [ESC] and the Vendor Information Maintenance - Add Screen AJK-749 is displayed.

7.5.4.2 Vendor Information Maintenance - Add Screen AJK-749. Use this screen (fig. 7.5-3) to enter contract information for a BPA or DVD vendor. This screen displays data entry fields for the vendor address, point of contact name and phone number; category, payment periods, contract number, and the beginning and ending dates. The cursor is positioned in the VENDOR NAME field.

```
[
DATE: [20 Jan 92]          VENDOR INFORMATION MAINTENANCE - [ADD      ]          AJK-749
VENDOR ID:      [KWIC22]          VENDOR NAME:      [KWIC KREME CORP          ]
ADDRESS:        [123 MAIN ST          ]
[]
CITY:           [RICHMOND          ]   STATE: [VA]           ZIP: [74646-0000]
POC NAME:       [B. SMITH          ]   POC PHONE:[(805) 555-1234]
WILL VENDOR DELIVER DIRECTLY TO END USER CUSTOMER (Y/N) ? [Y] [DVD VENDOR]
VENDOR CATEGORY: [D] [DAIRY]
NUMBER OF PAYMENT PERIODS: [1]
1 PAY PERIOD:    [ 1] -[EOM]          2 PAY PERIODS:    [ ]-[ ]
[ ]-[ ]
CONTRACT NUMBER: [ABCD00-00-A-1234]
CONTRACT BEGIN DATE: [ 1][JAN][92]          CONTRACT END DATE:[31][AUG][92]
DD MMM YY          DD MMM YY
[ ] WHEN FINISHED ENTERING/REVIEWING DATA, DEPRESS <ESC>
[CONFIRM INDICATOR:  ][C]
Enter 'C' to confirm or leave blank to cancel and depress <ESC>
```

Figure 7.5-3. Vendor Information Maintenance - Add Screen (AJK-749) .

a. Use the final contract award document to complete the following entries:

(1) Two lines are given to enter the address. Enter the address and move the cursor to the CITY field.

(2) Enter the city and press [ENTER].

(3) Enter the abbreviation for the state and press [ENTER].

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- (4) Enter the five or nine-digit zip code and press [ENTER].
- (5) Enter the name of the point of contact (POC) and press [ENTER].
- (6) Enter the area code and phone number and press [ENTER]. The cursor moves to the WILL Vendor DELIVER DIRECTLY TO END USER CUSTOMER (Y/N)? field.
- (7) If you are adding a DVD vendor, enter Y and press [ENTER]. Then, the phrase DVD Vendor is displayed and the cursor moves to the Vendor Category field.
 - (a) Enter the category code (B - Bakery, C - Beverage, D - Dairy) and press [ENTER]. The category for the code you enter is displayed.
 - (b) Enter the number of payment periods (1 or 2) and press [ENTER]. The cursor moves to the 2 PAY PERIODS field.
 - (c) If you select 1 pay period, press [ENTER] with no entry.
 - (d) If you select 2, enter the last day of the first pay period and press [ENTER].
- (8) If you are adding a BPA vendor, enter N and press [ENTER]. Then, the phrase BPA Vendor is displayed and the cursor moves to the Vendor Category field.
 - (a) Don't complete the Vendor Category or NUMBER OF PAYMENT PERIOD fields for BPA vendors.
 - (b) Press [ENTER] to move the cursor to the CONTRACT NUMBER field.
- (9) Enter the contract number and press [ENTER].
- (10) Enter the contract beginning date and press [ENTER].
- (11) Enter the contract ending date and press [ENTER]. Do not enter a contract ending date for BPA vendors.
 - b. An error message is displayed for an invalid entry and the cursor moves back to that field.
 - c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.
 - d. Enter C and press [ESC].

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b. Use the contract award document and the Master Item File Report (PCN AJK-MIF) to complete the following entries:

(1) Enter the TIIN and press [ENTER]. The item name is displayed.

(2) Enter the contract price and press [ENTER]. You must type your entry again to verify it. A message is displayed: **THE PRICE OF ___ WILL BECOME EFFECTIVE AFTER THE END OF DAY CYCLE IS RUN**. Then, the cursor moves to the DVD DELIVERY DAYS field.

(3) Enter an X in the field of each scheduled delivery day. Use the [ENTER] or [RIGHT ARROW] key to skip days.

(4) Enter the contract sequence number and press [ENTER].

(5) Repeat steps (1) thru (4) to add more items.

c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

d. Enter C and press [ESC]. The DVD New Vendor Information Report (PCN AJK-3B1) is printed. Then, the Vendor Information Command Menu is displayed.

e. To start over, press [ESC] with no entry. The Vendor Information Command Menu is displayed.

f. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.5.8 for processing instructions.

7.5.5 Modify Basic Vendor Information Process. Use this process to review and change the vendor's name and basic contract information.

7.5.5.1 Vendor Information Maintenance - Modify Screen AJK-791. To review and change basic vendor information, select B from the Vendor Information Command Menu. The Vendor Information Maintenance - Modify Screen (fig. 7.5-5) is displayed. The cursor is positioned in the VENDOR ID field.

DATE: [20 JAN 92]	VENDOR INFORMATION MAINTENANCE - [MODIFY]	AJK-791
VENDOR ID: [KWIC21]		
VENDOR NAME: [KWIC KREME CORP]		
[] WHEN FINISHED ENTERING DATA, DEPRESS <ESC>		
Depress <ENTER> to change data entered.		

Figure 7.5-5. Vendor Information Maintenance - Modify Screen (AJK-791) .

a. Enter the vendor ID code and press [ENTER]. The vendor's name is displayed in the VENDOR NAME field.

(1) An error message is displayed for an invalid entry and the cursor moves back to that field.

(2) To choose a different vendor, press [ENTER] and the cursor moves back to the VENDOR ID field. Enter another vendor ID code.

b. When you finish your changes, press [ESC]. The Vendor Information Maintenance - Modify Screen AJK-749 (fig. 7.5-6) is displayed.

c. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.5.8 for processing instructions.

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7.5.5.2 Vendor Information Maintenance - Modify Screen AJK-749. Use this screen (fig. 7.5-6) to review and change basic vendor contract information. Current data for the vendor is displayed on this screen. The cursor is positioned in the VENDOR NAME field.

```
[
DATE: [20 Jan 92]          VENDOR INFORMATION MAINTENANCE - [MODIFY ]          AJK-749
VENDOR ID: [KWIC21]          VENDOR NAME: [KWIC KREME CORP          ]
ADDRESS: [555 MAIN ST          ]
[]
CITY: [RICHMOND          ] STATE: [VA]          ZIP: [74646-0000]
POC NAME: [B. SMITH          ]          POC PHONE:[(805) 555-1234]
WILL VENDOR DELIVER DIRECTLY TO END USER CUSTOMER (Y/N) ? [Y] [DVD VENDOR]
VENDOR CATEGORY: [D] [DAIRY]
NUMBER OF PAYMENT PERIODS: [1]
1 PAY PERIOD: [1] -[EOM]          2 PAY PERIODS: [ ]-[ ]
[ ]-[ ]
CONTRACT NUMBER: [ABCD00-00-A-1234]
CONTRACT BEGIN DATE: [1][JAN][92]          CONTRACT END DATE:[31][AUG][92]
DD MMM YY          DD MMM YY
[ ] WHEN FINISHED ENTERING/REVIEWING DATA, DEPRESS <ESC>
[CONFIRM INDICATOR: ][C]
Enter 'C' to confirm or leave blank to cancel and depress <ESC>
```

Figure 7.5-6. Vendor Information Maintenance - Modify Screen (AJK-749) .

- a. Press [ENTER] to move the cursor to the field you want to change. You can't change the type of vendor, payment periods, contract number, or contract dates.
- b. Enter new data over the old and press [ENTER]. The cursor moves to the next field.
- c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.
- d. Enter C and press [ESC]. A series of messages is displayed. Then, the Vendor Information Command Menu is displayed.
- e. To start over, press [ESC] with no entry. The Vendor Information Command Menu is displayed.

7.5.6 Modify Vendor Contract Information Menu Screen AJK-793. To modify vendor contract information, select C from the Vendor Information Command Menu. The Vendor Information Maintenance - Modify Contract Information Menu (fig. 7.5-7) is displayed. You can add, modify, or delete contract information for DVD vendors.

MODIFY CONTRACT ITEMS MENU: A B C R X		
ADD ITEMS TO VENDOR'S CONTRACT		
[
DATE: [20 JAN 92]	MODIFY VENDOR CONTRACT INFORMATION MENU	AJK-793
OPTION	DESCRIPTION	
CODE		
A	ADD ITEMS TO VENDOR'S CONTRACT	
B	MODIFY ITEMS ON VENDOR'S CONTRACT	
C	DELETE ITEMS FROM VENDOR'S CONTRACT	
R	RETURN TO VENDOR INFORMATION COMMAND MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE: []		

Figure 7.5-7. Modify Vendor Contract Information Menu Screen (AJK-793) .

- a. Select A, B, or C to add, modify, or delete contract information and the Vendor Information Maintenance Add, Modify, or Delete Screen AJK-791 (fig. 7.5-8) is displayed.
- b. Select R and the Vendor Information Command Menu is displayed.
- c. Select X and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.5.6.1 Vendor Information Maintenance - Add, Modify, or Delete Screen AJK-791. Use this screen (fig. 7.5-8) to enter the vendor's ID code. The cursor is positioned in the VENDOR ID field.

DATE: [20 Jan 92]	VENDOR INFORMATION MAINTENANCE - [MODIFY]	AJK-791
VENDOR ID: [KWIC21]		
VENDOR NAME: [KWIC KREME CORP]		
[] WHEN FINISHED ENTERING DATA, DEPRESS <ESC>		
Depress <ENTER> to change data entered.		

Figure 7.5-8. Vendor Information Maintenance - Add, Modify, or Delete Screen (AJK-791) .

- a. Enter the vendor ID code and press [ENTER]. The vendor's name is displayed.
- b. Press [ESC] and one of the following screens is displayed:
 - (1) Select A and the Vendor Information Maintenance - Add Screen AJK-799 is displayed. See paragraph 7.5.6.2 for processing instructions.
 - (2) Select B and the Vendor Information Maintenance - Modify Screen AJK-853 is displayed. See paragraph 7.5.6.3 for processing instructions.
 - (3) Select C and the Vendor Information Maintenance - Delete Screen AJK-854 is displayed. See paragraph 7.5.6.4 for processing instructions.

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- b. The cursor stays in the DELETE CODE field throughout processing. Use the [ENTER] or ARROW keys to move up and down this field.
- c. To delete an item, enter D and press [ENTER].
- d. When you finish deleting items, press [ESC]. The CONFIRM INDICATOR field is displayed.
- e. Enter C and press [ESC]. The DVD Updated Vendor Information Report (PCN AJK-3B2) is printed. Then, the Vendor Information Command Menu is displayed.
- f. To start over, press [ESC] with no entry. The Vendor Information Command Menu is displayed.

7.5.7 Delete Vendor and Vendor Contract Information Process. Use this process to delete vendor files when a contract ends. You can't delete vendor files until after the 5th day of any month. Vendors with open obligations or orders can't be deleted.

7.5.7.1 Vendor Information Maintenance - Delete Screen AJK-791. To delete a vendor from your VIF, select D from the Vendor Information Command Menu. The Vendor Information Maintenance - Delete Screen (fig. 7.5-12) is displayed. The cursor is positioned in the VENDOR ID field.

DATE: [20 Jan 92]	VENDOR INFORMATION MAINTENANCE - [DELETE]	AJK-791
VENDOR ID:	[KWIC11]	
VENDOR NAME:	[KWIC KREME CORP]
[]	WHEN FINISHED ENTERING DATA, DEPRESS <ESC>	
Depress <ENTER> to change data entered.		

Figure 7.5-12. Vendor Information Maintenance - Delete Screen (AJK-791) .

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- a. Enter the vendor ID code and press [ESC]. The Vendor Information Maintenance - Delete Screen AJK-749 is displayed.
- b. An error message is displayed for an invalid entry and the cursor moves back to that field.
- c. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.5.8 for processing instructions.

7.5.7.2 Vendor Information Maintenance - Delete Screen AJK-749. Use this screen (fig. 7.5-13) to review vendor data before you delete it.

```
[
DATE: [ 20 Jan 92]          VENDOR INFORMATION MAINTENANCE - [DELETE ]          AJK-749
VENDOR ID:      [KWIC11]          VENDOR NAME:      [KWIC KREME CORP          ]
ADDRESS:        [777 MAIN ST          ]
[]
CITY:           [RICHMOND          ] STATE: [VA]          ZIP: [74646-0000]
POC NAME:       [B. SMITH          ] POC PHONE:[(805) 555-1234]
WILL VENDOR DELIVER DIRECTLY TO END USER CUSTOMER (Y/N) ? [Y] [DVD VENDOR]
VENDOR CATEGORY: [D] [DAIRY]
NUMBER OF PAYMENT PERIODS: [1]
1 PAY PERIOD:    [ 1] -[EOM]          2 PAY PERIODS:    [ ]-[ ]
[ ]-[ ]
CONTRACT NUMBER: [ABCD00-00-A-1234]
CONTRACT BEGIN DATE: [ 1][JAN][92]          CONTRACT END DATE:[31][AUG][92]
DD MMM YY          DD MMM YY
[ ] WHEN FINISHED ENTERING/REVIEWING DATA, DEPRESS <ESC>
[CONFIRM INDICATOR: ][C]
Enter 'C' to confirm or leave blank to cancel and depress <ESC>
```

Figure 7.5-13. Vendor Information Maintenance - Delete Screen (AJK-749) .

- a. The cursor is positioned in the CONFIRM INDICATOR field.
- b. Enter C and press [ESC]. The DVD Deleted Vendor Information Report (PCN AJK-3B3) is printed. Then, the Vendor Information Command Menu is displayed.
- c. If you don't want to delete the vendor, press [ESC] with no entry. The Vendor Information Command Menu is displayed.

7.5.8 Process Interrupt Ring Menu. Use this ring menu (fig. 7.5-14) to continue processing, start over, return to the Vendor Information Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER RETURN eXit
IGNORE INTERRUPT AND CONTINUE NORMAL PROCESSING ON THIS SCREEN.

Figure 7.5-14. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and the Vendor Information Maintenance Screen AJK-791 is displayed.

NOTE: Screen AJK-791 is used throughout the VIF processes. The appropriate screen (fig. 7.5-2, 7.5-5, 7.5-8, or 7.5-12) is displayed depending on the process you are using when you decide to interrupt.
--

- c. Select RETURN and the Vendor Information Command Menu is displayed.
- d. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.5.9 Outputs.

a. The DVD New Vendor Information Report - Current (PCN AJK-3B1), DVD Updated Vendor Information Report - Current (PCN AJK-3B2), or the DVD Deleted Vendor Information Report - Current (PCN AJK-3B3) is printed based on your selection. See appendix C for examples of these reports.

b. AR 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. 30-18c, TISA Plans (1-year file).

(2) Cut off this file at the end of the fiscal year, retain for 1 year, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 02

7.6 Issue Frequency File Subfunction.

a. Use the Issue Frequency File subfunction to add, modify, or delete the issue frequency schedule for Army Ration Credit System (ARCS) customers. This subfunction contains two processes and two exit options:

- (1) Add/Modify Schedule (para 7.6.1).
- (2) Delete Schedule (para 7.6.2).

(3) Exit the Issue Frequency File Menu and return to the Files Maintenance Command Menu or exit processing.

b. Select option F from the Files Maintenance Command Menu to review the processes in issue frequency.

c. The Issue Frequency File Menu (fig. 7.6-1) is displayed.

```
ISSUE FREQUENCY FILE MAINTENANCE MENU:□  A  B  R  X
ADD/MODIFY ISSUE FREQUENCY SCHEDULE

DATE: 12 May 97                ISSUE FREQUENCY FILE MENU                AJK-752

      OPTION      MENU SELECTION OPTIONS
      CODE

      A           ADD/MODIFY SCHEDULE

      B           DELETE SCHEDULE

      R           RETURN TO FILE MAINTENANCE MENU

      X           EXIT FROM TISA PROCESSING

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

Figure 7.6-1. Issue Frequency File Menu (AJK-752) .

7.6.1 Add/Modify Schedule Process. Use this process to add or modify issue frequency schedules for ARCS customers. You can only add or modify issue schedules for this month or next. You can delete these schedules at any time during the month. You will probably find it helpful to have the current months schedule when you add the schedule for the new month; since you can not duplicate consumption dates on the two schedules, and must include all consumption dates for the new month on one schedule or the other. The schedule for next month should be added by the 10th of the month to permit dining facilities to program meals as far in advance as possible.

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7.6.1.1 Processing Restrictions. You can only add or modify issue schedules for this month or next. You can delete these schedules at any time during the month.

7.6.1.2 Processing Materials. . You will probably find it helpful to have the current months schedule when you add the schedule for the new month; since you can not duplicate consumption dates on the two schedules, and must include all consumption dates for the new month on one schedule or the other.

7.6.1.3 Issue Frequency Schedule File Process - Add/Modify Screen AJK-723. To add or modify issue dates for this month or next, select A from the Issue Frequency File Menu. The Issue Frequency Schedule File Process - Add/Modify Screen (fig. 7.6-2) is displayed. The cursor is positioned in the MONTH field.

DATE: 31 May 97	ISSUE FREQUENCY SCHEDULE FILE PROCESS	AJK-723
ADD/MODIFY		
ENTER ONE OF THE FOLLOWING MONTHS:		
MAY JUN		
MONTH: <input type="text"/>		
(mmm)		
Enter the current or next month and press <ESCAPE>.		

Figure 7.6-2. Issue Frequency Schedule File Process - Add/Modify Screen (AJK-723).

a. Enter the month in mmm format and press [ESC].

(1) When you are creating a schedule for the first time, the Issue Frequency Schedule Screen AJK-798 - ADD is displayed. See paragraph 7.6.1.4 for processing instructions.

(2) When the month you choose is on file, the Issue Frequency Schedule Screen AJK-798 - MODIFY is displayed. See paragraph 7.6.1.5 for processing instructions.

OR

b. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 7.6.1.6 for processing instructions.

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b. When you finish making changes, press [ESC]. A message is displayed: **Enter 'Y' to confirm or 'N' to cancel. Press <ESCAPE>:**

(1) Enter Y and press [ESC] to confirm your changes. The following messages are displayed: **The issue frequency schedule is being modified. The issue frequency schedule has been modified;** then, **Enter 'Y' to print schedule or 'N' to exit process.**

(a) To print the report, enter Y and press [ENTER]. A message is displayed: **The issue frequency schedule is being printed. Please wait.** Then, the File Maintenance Command Menu is displayed.

OR

(b) Enter N and press [ENTER]. A message is displayed: **Report option not selected. Returning to File Maintenance Menu.** Then, the File Maintenance Command Menu is displayed.

OR

(2) Enter N and press [ESC] to cancel your entries. A message is displayed: **Schedule was not confirmed. The database will not be updated.** Then, the File Maintenance Command Menu is displayed.

7.6.1.6 Interrupt Ring Menu. When you press [DELETE], this ring menu (fig. 7.6-5) is displayed. Use it to continue processing, start over, return to the Issue Frequency File Menu, or exit processing.

INTERRUPT MENU: CONTINUE START OVER DISCARD & RETURN eXit Ignore interrupt and continue normal processing on this screen

Figure 7.6-5. Interrupt Ring Menu.

- a. Select CONTINUE to continue processing on the same screen. The cursor moves back to the last data entry field you completed.
- b. Select START OVER and you can restart the process.
- c. Select DISCARD & RETURN and the Issue Frequency File Menu is displayed.
- d. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

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7.6.1.7 Outputs. The Issue Frequency Schedule Report (PCN AJK-4Q1) is printed when you select Y in response to a print message for either month. You can print issue frequency reports as you need them. Discard the old ones when you no longer need them. See appendix C for an example of this report.

7.6.2 Delete Schedule Process. Use this process to delete incorrect or outdated issue frequency schedules.

7.6.2.1 Processing Restrictions. None.

NOTE: Do not delete the schedule for the current month without rebuilding the schedule; since, if you do not have a schedule for the previous month, you can not build a schedule for the next month without assistance from the SA.

7.6.2.2 Processing Materials. None.

7.6.2.3 Issue Frequency Schedule File Process Screen AJK-723 - DELETE. To delete an issue frequency schedule, select B from the Issue Frequency File Menu. The Issue Frequency File Process Screen AJK-723 (fig. 7.6-6) is displayed. The cursor is positioned in the MONTH field.

```
DATE: 15 May 97      ISSUE FREQUENCY SCHEDULE FILE PROCESS      AJK-723

                        DELETE

                        ENTER ONE OF THE FOLLOWING MONTHS:
                        MAY      JUN

                        MONTH: 
                               (mmm)

Enter the current or next month and press <ESCAPE>.
```

Figure 7.6-6. Issue Frequency Schedule File Process Screen AJK-723 - DELETE.

- a. Enter the month in mmm format and press [ESC]. A message is displayed: **Enter 'Y' to confirm or 'N' to cancel. Press <ESCAPE>:**

(1) Enter Y and press [ESC] to confirm. Two messages are displayed: **The issue frequency schedule is being deleted**; then, **The issue frequency schedule has been deleted**. After the schedule is deleted, the File Maintenance Command Menu is displayed.

OR

(2) Enter N and press [ESC] to cancel. A message is displayed: **Schedule was not confirmed. The database will not be updated**. Then, the File Maintenance Command Menu is displayed.

b. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 7.6.1.6 for processing instructions.

7.6.2.4 Outputs. No reports are printed during this process.

7.7 Delivery Frequency File Subfunction. **CURRENTLY, THIS PROCESS IS NO LONGER USED IN AFMIS**. Use the Delivery Frequency File subfunction to add or change delivery dates for DSCP perishable requisitions. This schedule covers delivery of all perishables except produce.

7.7.1 Processing Restrictions. The delivery frequency schedule must be set up before you can create perishable requisitions for DSCP. Let DSCP know what the required delivery dates are before you process your first perishable requisition.

7.7.2 Processing Materials. None

7.7.3 DFF Processing Ring Menu. To review the Delivery Frequency File processes, select G from the File Maintenance Command Menu.

DFP PROCESS: ADD MODIFY EXIT
SELECT ADD DFF PROCESS

Figure 7.7-1. DFF Process Ring Menu.

a. Select ADD or MODIFY and the Delivery Frequency Schedule File Process Screen AJK-756 is displayed.

b. Select EXIT and the File Maintenance Command Menu is displayed.

7.7.4 Delivery Frequency Schedule File Process Screen AJK-756. Use this screen (fig. 7.7-2) to add or modify a delivery frequency schedule for the current month or one of the next three months. The cursor is positioned in the MONTH field.

DATE: 17 Jun 90	DELIVERY FREQUENCY SCHEDULE FILE PROCESS	AJK-756
OPTION	OPTION DESCRIPTION	
ADD	ADD NEW MONTH (Month and Year Required)	
MODIFY	MODIFY EXISTING MONTH (Month and Year Required)	
ENTER THE MONTH & YEAR FOR THE CURRENT MONTH OR ONE OF THE 3 FOLLOWING MONTHS:	MONTH: JUL YEAR: 1990 mmm YYYY	

Figure 7.7-2. Delivery Frequency Schedule File Process Screen (AJK-756).

- a. Enter the month and year and press [ENTER]. The Delivery Frequency File - Calendar Screen AJK-751 is displayed. The month you enter can be the current month or one of the next three months.
- b. When you select ADD from the DFF Process Ring Menu and the month you enter is the fourth month, the system deletes the earliest month on file.
- c. To interrupt processing, press [DELETE]. The Interrupt Menu is displayed. See paragraph 7.7.6 for processing instructions.

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7.7.5 Delivery Frequency File - Calendar Screen AJK-751. Use this screen (fig. 7.7-3) to add a new month's delivery schedule or to modify an existing one. The calendar for the month you enter is displayed. The cursor is positioned in the field next to the first day of the month.

```

ENTER 'X' BESIDE APPROPRIATE DAYS - MAXIMUM OF 28 'X's

DATE:  17 Jun 90          DELIVERY FREQUENCY SCHEDULE FILE PROCESS          AJK-751

                                ADD          JUL          ON DELIVERY FREQUENCY FILE

SUN          MON          TUE          WED          THUR          FRI          SAT

  1   □   2           3           4           5           6           7

  8           9           10          11          12          13          14

 15           16          17          18          19          20          21

 22           23          24          25          26          27          28

 29           30          31

ENTER 'C' TO CONFIRM OR LEAVE BLANK TO CANCEL.  DEPRESS <ENTER>:  C
PRESS <ESC> WHEN FINISHED.
  
```

Figure 7.7-3. Delivery Frequency File - Calendar Screen (AJK-751).

a. Use the [ENTER] or ARROW keys to move the cursor to the days you want to add or delete. Enter X to add a day or use the [SPACE BAR] to delete a day. A maximum of 28 days can be selected for each schedule.

b. When you finish your entries, press [ESC]. The CONFIRM OPTION field is displayed.

(1) Enter C and press [ENTER]. The DFF Process Ring Menu is displayed. See paragraph 7.7.3 for processing instructions.

OR

(2) To cancel your entries, press [ESC] with no entry. The DFF Process Ring Menu is displayed.

c. To modify a scheduled delivery day, enter an X for that day of the month and press [ENTER]. Continue this step until all changes are made. When you finish your entries, press [ESC]. The following message is displayed in the middle of the screen: **The Recommended Order Quantity (ROQ) and Required Delivery Date (RDD) are currently being recomputed to comply with the new delivery frequency schedule. The changes can be reviewed through the Review and Adjust Candidate Requisitions process. Please wait.** Then, the DFF Process Ring Menu is displayed.

7.7.6 Interrupt Menu. Use this ring menu (fig. 7.7-4) to continue processing, start over, return to the File Maintenance Command Menu, or exit processing.

INTERRUPT MENU: A B R X
RESTART INPUT

Figure 7.7-4. Interrupt Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the DFF Process Ring Menu is displayed.
- c. Select R and the File Maintenance Command Menu is displayed.
- d. Select X and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.7.7 Outputs. No reports are printed during this process.

7.8 Installation Uniques Subfunction. Use the Installation Uniques subfunction to add or change requisition data, BDFA percentages, AUTODIN, accounting, TISO and branch TISA data, and transmission methods for DSCP and STANFINS. This subfunction contains six processes and two exit options:

- a. BDFA Percentage Data (para. 7.8.4).
- b. Requisition Data (para. 7.8.5).
- c. AUTODIN Data (para. 7.8.6).
- d. Accounting Data (para. 7.8.7).
- e. TISO Data/Branch TISA Data (para 7.8.8).
- f. DSCP/STANFINS Transmission Method Data (para. 7.8.9).

7.8.1 Processing Restrictions. None.

7.8.2 Processing Materials. None.

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7.8.3 Installation Uniques File Command Menu Screen AJK-753. To review the processes in Installation Uniques, select H from the File Maintenance Command Menu. The Installation Uniques File Command Menu (fig. 7.8-1) is displayed.

```
IUF COMMAND MENU:  A  B  C  D  E  F  R  X
MODIFY BDFA PERCENT DATA ON THE INSTALLATION UNIQUE FILE
[                                                                 ]
DATE:  [17 Jun 90]          INSTALLATION UNIQUE FILE COMMAND MENU          AJK-753

OPTION CODE          DESCRIPTION          OPTION CODE          DESCRIPTION
A  -  BDFA PERCENTAGE DATA          E  -  TISO DATA/BRANCH TISA DATA
B  -  REQUISITION DATA              F  -  DSCP/STARFIARS TRANSMISSION METHOD DATA
C  -  AUTODIN DATA                  R  -  RETURN TO FILE MAINTENANCE COMMAND MENU
D  -  ACCOUNTING DATA                X  -  EXIT FROM TISA PROCESSING

ENTER THE DESIRED OPTION THRU RING MENU SELECTION, OPTION CODE:  [  ]
```

Figure 7.8-1. Installation Uniques File Command Menu Screen (AJK-753).

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7.8.4 IUF - BDFA Percentage Data Screen AJK-759. To update the BDFA percentages, select A from the Installation Uniques File Command Menu. The IUF - BDFA Percentage Data Screen (fig. 7.8-2) is displayed.

a. Current percentages are displayed for the breakfast, lunch, dinner, brunch, supper, and holiday meals. The cursor is positioned in the BREAKFAST PERCENT field.

NOTE: Meal percentage data must not be changed unless directed by regulation or guidance received from the Quartermaster School, Fort Lee, Virginia.

```
ENTER NEW DATA OVER EXISTING DATA AND/OR DEPRESS <ENTER> FOR NEXT FIELD
DEPRESS <ESC> WHEN FINISHED

DATE: 16 Jun 90                IUF - BDFA PERCENTAGE DATA                AJK-759

      MEAL PERCENTS
      -----

      BREAKFAST PERCENT:      .20                HOLIDAY MEAL
      LUNCH PERCENT:          .40                PERCENT ALLOWANCE:      .25
      DINNER PERCENT:         .40
      BRUNCH PERCENT:         .45
      DINNER PERCENT:         .55

ENTER 'C' TO CONFIRM OR LEAVE BLANK TO CANCEL.  DEPRESS <ENTER>: C
```

Figure 7.8-2. IUF - BDFA Percentage Data Screen (AJK-759).

b. Use the [ENTER] or ARROW keys to move the cursor to the field you want to change. Enter new data over the old. You must enter the data twice for verification. The cursor moves to the next field.

c. When you finish your entries, press [ESC]. The CONFIRM OPTION field is displayed.

d. Enter C and press [ESC]. A message is displayed that the changes will take effect when the End of Day cycle is run.

e. To cancel changes, press [ESC] with no entry. The Installation Uniques File Command Menu is displayed.

f. If you confirm the data without making changes, the Installation Uniques File Command Menu is displayed.

g. To interrupt processing, press [DELETE]. The Interrupt Menu is displayed. See paragraph 7.8.4.5 for processing instructions.

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7.8.5 IUF Requisitions Data Screen AJK-757. To update requisition data, Select Option B from the Installation Uniques File Command Menu. The IUF Requisitions Data Screen (fig. 7.8-3) is displayed.

a. This screen displays the CONUS/OCONUS location, TISA DODAAC, branch TISA ID (if applicable), fund, media/status, and distribution codes. Routing identifier codes are displayed for TISA, perishables, and semiperishables. The demand, signal, issue priority designator, and advice codes, as well as operating levels for local purchases, perishables, and semiperishables, are displayed. The cursor is positioned in the CONUS/OCONUS field.

```
[
DATE: 04 OCT 95                IUF REQUISITIONS                AJK-757

ENTER DATA CHANGE(S) AND PRESS <ENTER> TO CONTINUE.

CONUS/OCONUS:                  [C]                SUPPLEMENTARY ADDRESS CODE: [Y00000]
DODAAC:                        [W26QOB]            DEMAND CODE:                 [R]
BRANCH TISA ID:                [      ]            SIGNAL CODE:                 [A]
FUND CODE:                     [TK]                ISSUE PRIORITY CODE:        [15]
MEDIA/STATUS CODE:            [S]                ADVICE CODE:                 [2J]
DISTRIBUTION CODE:            [1]

ROUTING IDENTIFIER CODE:      OPERATING LEVELS:
TISA:                         [A00]            LOCAL PURCHASE:             [0]
PERISHABLE:                   [S9S]            PERISHABLE:                 [70]
SEMIPERISHABLE [S9S]         SEMIPERISHABLE:          [45]

ENTER 'C' TO CONFIRM OR LEAVE BLANK TO CANCEL.  DEPRESS <ENTER>: C
```

Figure 7.8-3. IUF Requisitions Data Screen (AJK-757).

- b. Use the [ENTER] or ARROW keys to move the cursor around the screen. To make changes, enter new data over the old and press [ENTER]. The cursor moves to the next field.
- c. When specific values are required, a message is displayed, showing what is required for that field.
- d. To interrupt processing, press [DELETE]. The Interrupt Ring Menu is displayed. See paragraph 7.8.5.1 for processing instructions.
- e. When you finish your changes, move the cursor to the last field and press [ENTER]. The CONFIRM OPTION field is displayed.
- f. Enter C and press [ENTER]. The files are updated and the Installation Uniques File Command Menu is displayed.

OR

- g. To cancel your changes, press [ENTER] with no entry. The Installation Uniques File Command Menu is displayed.

7.8.5.1 Interrupt Menu. Use this ring menu (fig. 7.8-4) to continue processing, start over, return to the File Maintenance Command Menu, or exit processing.

INTERRUPT MENU: A B R X
RESTART INPUT

Figure 7.8-4. Interrupt Ring Menu

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Installation Uniques File Command Menu is displayed.
- c. Select R and the File Maintenance Command Menu is displayed.
- d. Select X and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.8.5.2 Outputs. No reports are printed during this process.

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7.8.6 AUTODIN Data Screen AJK-758. To change AUTODIN data for the Installation TISA, select Option C from the Installation Uniques File Command Menu. The AUTODIN Data Screen (fig. 7.8-5) is displayed. This screen displays the AUTODIN minimum, AUTODIN maximum, originator routing indicator, and the receiving routing indicator.

```
[
DATE: 04 OCT 95                AUTODIN DATA                AJK-758
]

WHEN FINISHED ENTERING DATA PRESS <ESC>.

AUTODIN MINIMUM:  [  1  ]                AUTODIN MAXIMUM:  [5000 ]

RI-ORIGIN:        [RUQAABY]                RI-RECEIVE:      [RUEOZZA]

[ENTER 'C' TO CONFIRM YOUR ACTION OR LEAVE BLANK TO CANCEL.      ]
[CONFIRM INDICATOR: ] [C]

Must enter 'C' or leave blank and press <ESC>
```

Figure 7.8-5. AUTODIN Data Screen (AJK-758).

a. When specific values are required, an information message is displayed showing what is required for that field. The cursor is positioned in the completed AUTODIN MINIMUM field. AUTODIN values are provided by your communications center.

b. To change AUTODIN minimum data, enter a new value over the old and press [ENTER]. The cursor moves to the completed AUTODIN MAXIMUM field.

OR

c. Press [ENTER] with no entry and the cursor moves to the completed AUTODIN MAXIMUM field.

d. Enter the AUTODIN maximum value and press [ENTER]. The cursor moves to the completed RI-ORIGIN field.

OR

e. Press [ENTER] with no entry and the cursor moves to the completed RI-ORIGIN field.

f. Enter the eight-position DSCP routing indicator and press [ENTER]. The cursor moves to the completed RI-RECEIVE field.

OR

g. Press [ENTER] with no entry and the cursor moves to the completed RI-RECEIVE field.

(1) To make changes before updating your files, press [ENTER] at this field. The cursor moves back to the AUTODIN MINIMUM field. You can enter new data.

OR

(2) To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.8.6.1 for processing instructions.

h. Enter the eight-position TISA routing indicator and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

i. Press [ESC] with no entry and the CONFIRM INDICATOR field is displayed.

(1) Enter C to confirm and press [ESC]. Files are updated and the Installation Uniques File Command Menu is displayed.

OR.

(2) Press [ESC] with no entry and the following message is displayed: **PROCESS CANCELED**. Then, the Installation Uniques File Command Menu is displayed.

7.8.6.1 Process Interrupt Ring Menu. Use this ring menu (fig. 7.8-6) to continue processing, start over, return to the File Maintenance Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT Ignore interrupt and continue normal processing on this screen.

Figure 7.8-6. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and the AUTODIN Data Screen AJK-758 is displayed.
- c. Select DISCARD & RETURN and the Installation Uniques File Command Menu is displayed.

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d. Select EXIT and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.8.6.2 Outputs. No reports are printed during this process.

7.8.7 IUF - Accounting Data Screen AJK-761. To change contracting office partial PIIN, select D from the Installation Uniques File Command Menu. The IUF-Accounting Data screen (fig. 7.8-7) is displayed. The cursor is positioned in the CONTRACTING OFFICE PARTIAL PIIN field.

```
[
DATE:  [26 Jul 91]           IUF -ACCOUNTING DATA           AJK-761

ENTER THE DATA CHANGE(S) AND PRESS <ENTER> TO CONTINUE

CONTRACTING OFFICE PARTIAL PIIN:  [DABT59]

ENTER 'C' TO CONFIRM OR LEAVE BLANK TO CANCEL.  DEPRESS <ENTER>:  C
```

Figure 7.8-7. IUF-Accounting Data Screen (AJK-761) .

a. Enter the new partial PIIN over the existing one and press [ENTER]. The cursor moves to the CONFIRM OPTION field.

b. Enter C and press [ENTER]. The file is updated and the Installation Uniques File Command Menu is displayed.

OR

c. To cancel your change, press [ENTER] with no entry. The Installation Uniques File Command Menu is displayed.

d. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.8.6.1 for processing instructions.

7.8.7.1 Interrupt Menu. Use this ring menu (fig. 7.8-8) to continue processing, start over, return to the File Maintenance Command Menu, or exit processing.

INTERRUPT MENU: A B R X Ignore interrupt and continue normal processing on this screen.

Figure 7.8-8. Interrupt Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Installation Uniques File Command Menu is displayed.
- c. Select R and the File Maintenance Command Menu is displayed.
- d. Select X and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.8.7.2 Outputs. No reports are printed during this process.

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7.8.8 IUF - TISO Data/Branch TISA Data Screen AJK-755. To modify TISO/Branch TISA data on the Installation Uniques File, select E from the Installation Uniques File Command Menu. The IUF - TISO Data/Branch TISA Data Screen (fig. 7.8-9) is displayed.

a. This screen displays the current name, phone number, and address for the main and branch TISA (if applicable); building numbers for the TISA warehouses; and the Troop Issue Subsistence Officer names for the main and branch offices. The cursor is positioned in the completed TISA NAME field.

```
[
DATE:  [26 Jul 91]                IUF-TISO DATA/BRANCH TISA DATA                AJK-755

TISA NAME:          [TISA                      ]
TISA PHONE:         [8048344048                ]
TISA ADDRESS:       [HQ CASCOM      T-1250      ]
                   [FORT LEE   VA              ]
TISA ZIP:           [238015171]
TISA WAREHOUSE NUMBER:
  PERISHABLE:       [T-7118   ]
  SEMI-PERISHABLE: [T7119    ]

TISO NAME:          [MR. JEREMY LAMAR          ]
BRANCH TISO NAME:   [MR. BILL GILLIAM          ]
BRANCH TISA ID:     [WK4TTT   ]
BRANCH TISA NAME:   [CAMP SWAMPY              ]
BRANCH TISA PHONE: [8047324622]
BRANCH TISA ADDRESS: [TANK TRAIN BLVD          ]
                   [BLDG T-9000   CAMP SWAMPY VA ]
BRANCH TISA ZIP:    [238045171]

ENTER 'C' TO CONFIRM OR LEAVE BLANK TO CANCEL.  DEPRESS <ENTER>:  C
]
```

Figure 7.8-9. IUF - TISO Data/Branch TISA Data Screen (AJK-755).

- B. Use the [ENTER] or ARROW keys to move the cursor around the screen.
- c. To make changes, enter new data over the old and press [ENTER]. The cursor moves to the next field.
- d. When specific values are required, a message is displayed showing those values.
- e. When you finish your changes, move the cursor to the last field and press [ENTER], the CONFIRM OPTION field is displayed.

f. Enter c and press [ENTER]. The file is updated and the Installation Uniques File Command Menu is displayed. To cancel your changes, press [ENTER] with no entry.

g. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.8.6.1 for processing instructions.

7.8.8.1 Interrupt Menu. Use this ring menu (fig. 7.8-10) to continue processing, start over, return to the File Maintenance Command Menu, or exit processing.

INTERRUPT MENU: A B R X Ignore interrupt and continue normal processing on this screen.

Figure 7.8-10. Interrupt Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Installation Uniques File Command Menu is displayed.
- c. Select R and the File Maintenance Command Menu is displayed.
- d. Select X and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.8.8.2 Outputs. No reports are printed during this process.

7.8.9 Transmission Method Data Screen AJK-719. To choose which method you want to transmit DSCP or STANFINS data, select F from the Installation Uniques File Command Menu. The Transmission Method Data Screen (fig. 7.8-11) is displayed. This screen displays the type of transactions and the transmission methods you can use.

[]												
DATE: [28 Sep 92]	TRANSMISSION METHOD DATA	AJK-719												
<table style="width: 100%; border: none;"><thead><tr><th style="text-align: left; width: 60%;">TRANSACTIONS</th><th style="width: 5%;"></th><th style="text-align: left; width: 35%;">TRANSMISSION METHOD</th></tr></thead><tbody><tr><td>[TO STANFINS</td><td style="text-align: center;">]</td><td>[D]</td></tr><tr><td>[TO DSCP</td><td style="text-align: center;">]</td><td>[T]</td></tr><tr><td>[FROM DSCP</td><td style="text-align: center;">]</td><td>[D]</td></tr></tbody></table>			TRANSACTIONS		TRANSMISSION METHOD	[TO STANFINS]	[D]	[TO DSCP]	[T]	[FROM DSCP]	[D]
TRANSACTIONS		TRANSMISSION METHOD												
[TO STANFINS]	[D]												
[TO DSCP]	[T]												
[FROM DSCP]	[D]												
WHEN FINISHED ENTERING DATA PRESS <ESC>														

Figure 7.8-11. Transmission Method Data Screen (AJK-719) .

- a. The cursor is positioned in the completed TO STANFINS field.
- b. Use the [ENTER] or ARROW keys to move the cursor through the screen.
- c. To make changes, enter new data over the old and press [ENTER]. The cursor moves to the next field.

OR

- d. Press [ENTER] with no entry and the cursor moves to the next field.
- e. When you finish your entries, press [ESC]. The following message is displayed: **UPDATING TABLE, PLEASE WAIT.** Then, the Installation Uniques File Command Menu is displayed.

f. To interrupt processing press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.8.9.1 for processing instructions.

NOTE: The combination of transmission data you enter on this screen determines what you can select for options D and E on the TISA Batch Process As Required Command Menu Screen AJK-871 (fig. 11.2-1)

7.8.9.1 Process Interrupt Ring Menu. Use this ring menu (fig. 7.8-12) to continue processing, start over, return to the Installation Uniques File Command Menu, or exit processing.

PROCESS INTERRUPT: **CONTINUE** START OVER DISCARD & RETURN EXIT
Ignore interrupt and continue normal processing on this screen.

Figure 7.8-12. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and the Transmission Method Data Screen AJK-719 is displayed. You can enter new data.
- c. Select DISCARD & RETURN and the Installation Uniques File Command Menu is displayed.
- d. Select EXIT and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.8.9.2 Outputs. No reports are printed during this process.

7.9 Field Menu Maintenance Subfunction. Use this subfunction to add items to a menu, change issue factors for menus, delete items from menus, and delete whole menus. You can also use this subfunction to print menus.

7.9.1 Processing Restrictions. You must coordinate with the IFA before adjusting these menus. A table lock occurs when the Master Menu Recap-Generate process is running and causes a program abort at the TISA's end.

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

- a. The SB 10-260 Master Menu.
- b. The SB 10-260-1 Recapitulation of Master Menu Issues.
- c. The SB 10-263 14-Day US Army Reserve Component and Field Training Menu.
- d. The SB 10-495 Standard "B" Ration for the Armed Forces.

7.9.3 Field Menu Maintenance - Select Menu Screen AJK-750. To begin the field menu maintenance process, select I from the File Maintenance Command Menu. The Field Menu Maintenance - Select Menu Screen (fig. 7.9-1) is displayed. From this screen you can identify and select the menu type you want to run. The cursor is positioned in the TYPE OF MENU field.

NOTE: You can build up to 99 menu days for Menu Types “E”, “S”, “B”, and “T”. You can build up to 9 Box Lunch Menus.

```
DATE: 24 Jan 92                FIELD MENU MAINTENANCE                AJK-750
                                SELECT MENU

                                TYPE OF MENUS
                                -----

                                R = 14 DAY RESERVE MENU
                                E = INSTALLATION EXERCISE MENU
                                S = SPECIAL EXERCISE MENU
                                B = B RATION MENU
                                T = T RATION MENU
                                X = BOX LUNCH MENU

                                TYPE OF MENU:      R                MENU DAY/NUMBER:      1

                                WHEN DATA IS COMPLETE, DEPRESS <ESC>
                                TO INTERRUPT PROCESSING, DEPRESS THE BREAK KEY
```

Figure 7.9-1. Field Menu Maintenance - Select Menu Screen (AJK-750) .

a. Enter a menu type from the screen display and press [ENTER]. The cursor moves to the MENU DAY/NUMBER field.

b. Enter the menu day and press [ESC].

OR

c. Press [ENTER] to move the cursor back to any field you want to change.

NOTE: When you select options R, E, S, B, T or X from this screen, the following message is displayed: **Initializing arrays, please wait**; then, the Field Menu Options Ring Menu (fig. 7.9-2) is displayed.

d. To interrupt processing throughout the Field Menu Maintenance process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.9.12 for processing instructions.

7.9.4 Field Menu Options Ring Menu. Use this ring menu (fig. 7.9-2) to make necessary adjustments to the menus you select.

```
FIELD MENU OPTIONS:  Add  Modify  Delete  Print  Select  Return  eXit
Add items to a menu

Add      -  Add items to a menu
Modify   -  Change meal quantities on a menu
Delete   -  Delete a Menu, Delete Menu Items or Delete Meals
Print    -  Print a menu
Select   -  Select a different menu type or menu day
          CURRENT MENU TYPE:      14 DAY RESERVE MENU
          CURRENT MENU DAY/NUMBER:  2
Return   -  Return to the File Maintenance Command Menu
eXit     -  Exit from TISA Processing
```

Figure 7.9-2. Field Menu Options Ring Menu.

a. Select Add and the Field Menu Maintenance - Add Menu Items Screen (fig. 7.9-3) is displayed.

b. Select Modify and the Field Menu Maintenance - Modify Meals Screen AJK-855 is displayed. See paragraph 7.9.6 for processing instructions.

c. Select Delete to delete menu items, menu meals, or a complete menu. The Delete Field Menus Ring Menu is displayed. See paragraph 7.9.7 for processing instructions.

d. Select Print to print a specific menu, and the following messages are displayed: **Loading arrays, please wait**; then, **Printing report, please wait**; then, **initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

e. Use Select to choose a different menu type or another menu day/number. The Field Menu Maintenance - Select Menu Screen AJK-750 is displayed.

f. Select Return and the File Maintenance Command Menu is displayed.

g. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.9.5 Field Menu Maintenance - Add Menu Items Screen AJK-763. Use this screen (fig. 7.9-3) to add items to a specific menu and day. The cursor is positioned in the TIIN field.

DATE: 24 Jan 92	FIELD MENU MAINTENANCE	AJK-763
ADD MENU ITEMS		
TYPE OF MENU: 14 DAY RESERVE MENU		MENU DAY: 1
TIIN	ITEM NAME	PER CD UI BRK LUN DIN
000-0137	SAUCE STEAK 5-10 OZ	S BT 3.00 5.00 2.00
WHEN DATA ENTRY IS COMPLETE, DEPRESS <ESC> TO INTERRUPT PROCESSING, DEPRESS THE BREAK KEY		

Figure 7.9-3. Field Menu Maintenance - Add Menu Items Screen (AJK-763) .

a. Enter a TIIN and press [ENTER]. The item name, perishability code, and unit of issue are displayed. The cursor moves to the BRK field.

NOTE: An error message is displayed when you enter an invalid TIIN. The cursor moves back to that field so you can correct your entry.

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b. Enter an issue factor for the breakfast meal and press [ENTER]. The cursor moves to the LUN field.

c. Enter an issue factor for the lunch meal and press [ENTER]. The cursor moves to the DIN field.

d. Enter an issue factor for the dinner meal and press [ENTER].

NOTE: To change data in a field, press the [ENTER] key until the cursor moves back to that field.

e. Repeat steps a thru d to add more items.

f. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The following messages are displayed: **Inserting menu items, please wait**; then, **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

7.9.6 Field Menu Maintenance - Modify Meals Screen AJK-855. Use this screen (fig. 7.9-4) to change issue factors for existing items on a menu. This screen displays the type of menu, menu day, NSN, item name, perishability code, unit of issue, and issue factors for breakfast, lunch, and dinner meals. Four items can be displayed at a time.

DATE:	24 Jan 92	FIELD MENU MAINTENANCE	AJK-855
		MODIFY MEALS	
TYPE OF MENU:	14 DAY RESERVE MENU	MENU DAY:	1
NSN	ITEM NAME	PER CD UI BRK LUN DIN	
8905-00-888-8888	SAUCE STEAK 5-10 OZ	S BT 3.00 5.00 2.00	
8905-00-965-2128	CHIC CUT UP W/O BACK	P LB 0.00 0.00 75.00	
8915-99-117-3358	LETTUCE UNWR FRESH	P LB 0.00 0.00 6.50	
8915-00-126-8812	APPLES EATING FRESH	P LB 0.00 9.00 0.00	
CONFIRM INDICATOR:		Y	
WHEN DATA ENTRY IS COMPLETE, DEPRESS <ESC>			
TO INTERRUPT PROCESSING, DEPRESS THE BREAK KEY			
ENTER 'Y' FOR YES, 'N' FOR NO, AND DEPRESS <ESC>			

Figure 7.9-4. Field Menu Maintenance - Modify Meals Screen (AJK-855) .

- a. The cursor is positioned in the BRK field for the first item.
- b. Enter a new quantity in the BRK field (if required) and press [ENTER]. The cursor moves to the LUN field.
- c. Enter a new quantity in the LUN field (if required) and press [ENTER]. The cursor moves to the DIN field.
- d. Enter a new quantity in the DIN field (if required) and press [ENTER]. The cursor moves to the next field.
- e. You can use the following keys to review the menu:
 - (1) Use the UP and DOWN ARROW keys to scroll forward and back through the list.
 - (2) Use the [F3] key to page forward and [F4] to page back.

f. Repeat these steps until you complete your changes. When you finish, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The following messages are displayed: **Updating menu records, please wait**; then, **initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Initializing Arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

NOTE: When you select Add or Modify from the Field Menu Options Ring Menu, a data entry screen is displayed. When you select Delete from this ring menu, the Delete Field Menus Ring Menu is displayed.

7.9.7 Delete Field Menus Ring Menu. This ring menu (fig. 7.9-5) is displayed when you select Delete from the Field Menu Options Ring Menu. Use it to choose the type of deletion you want.

```
DELETE FIELD MENUS:  Menu   Items   meaLs   Return   eXit
Delete all items on a menu
```

Figure 7.9-5. Delete Field Menus Ring Menu.

a. Select Menu to delete a complete menu. The following message is displayed: **Loading arrays, please wait**; then, the Field Menu Maintenance - Delete Menu Screen AJK-855 (fig. 7.9-6) is displayed.

b. Select Items to delete items from a specific menu. A message is displayed: **Loading arrays, please wait**; then, the Field Menu Maintenance - Delete Items Screen AJK-762 is displayed. See paragraph 7.9.10 for processing instructions.

c. Select meaLs or enter L to delete meals from a specific menu. A message is displayed: **Loading arrays, please wait**; then, the Field Menu Maintenance - Delete Meals Screen AJK-855 is displayed. See paragraph 7.9.11 for processing instructions.

d. Select Return and the File Maintenance Command Menu is displayed.

e. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.9.9 Confirm Menu Deletion Ring Menu. Use this ring menu (fig. 7.9-7) to confirm the deletion of a menu you select.

CONFIRM MENU DELETION: Yes No
Delete field menu

Figure 7.9-7. Confirm Menu Deletion Ring Menu.

a. Select Yes if you want to delete the menu, and a message is displayed: **Deleting menu records, please wait**; then, **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

OR

b. Select No if you do not want to delete the menu, and a message is displayed: **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

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7.9.10 Field Menu Maintenance - Delete Items Screen AJK-762. Use this screen (fig. 7.9-8) to delete items from a specific menu. This screen displays the type of menu, menu day, NSN, item name, perishability code, unit of issue, and issue factors for breakfast, lunch, and dinner meals. Six items can be displayed at a time.

DATE:	24 Jan 92	FIELD MENU MAINTENANCE	AJK-762
DELETE ITEMS			
TYPE OF MENU:	14 DAY RESERVE MENU	MENU DAY:	1
DEL		PER	
CD	NSN	ITEM NAME	CD UI BRK LUN DIN
D	8905-00-177-5017	BEEF STEWING DICED	P LB 0.00 30.00 0.00
	8905-00-965-2128	CHIC CUT UP W/O BACK	P LB 0.00 0.00 65.00
	8905-01-039-8809	HAM PULLMAN PEAR SHAPED	P LB 20.00 0.00 0.00
	8910-00-043-3198	EGGS SHELL DOM	P DZ 10.41 0.00 0.00
	8910-00-616-0038	BUTTER PRINTS REG 1 LB	P LB 0.00 0.00 1.00
	8910-00-782-3195	BUTTER PATTIES SURPLUS	P LB 1.00 1.00 1.00
CONFIRM INDICATOR: Y			
WHEN DATA ENTRY IS COMPLETE, DEPRESS <ESC>			
TO INTERRUPT PROCESSING, DEPRESS THE BREAK KEY			
ENTER 'D' TO DELETE ALL MEALS FOR ITEM			

Figure 7.9-8. Field Menu Maintenance - Delete Items Screen (AJK-762) .

- a. The cursor is positioned in the DEL CD field for the first item.
- b. Enter D in this field for each item you want to delete and press [ENTER]. The cursor moves to the next item. Repeat this step until you finish selecting items.
- c. You can use the following keys to review the items:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back through the list.
 - (2) Use the [F3] key to page forward and [F4] to page back.
- d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

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(1) Enter Y and press [ESC]. A message is displayed: **Deleting menu records, please wait.** Then, the Field Menu Options Ring Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Initializing arrays, please wait.** Then, the Field Menu Options Ring Menu is displayed.

7.9.11 Field Menu Maintenance - Delete Meals Screen AJK-855. Use this screen (fig. 7.9-9) to delete meal items from a specific menu. This screen displays the type of menu, menu day, NSN, item name, perishability code, unit of issue, and issue factors for breakfast, lunch, and dinner meals. Four items can be displayed at a time.

DATE: 24 Jan 92	FIELD MENU MAINTENANCE	AJK-855
DELETE MEALS		
TYPE OF MENU: 14 DAY RESERVE MENU		MENU DAY: 1
ENTER ZERO TO DELETE A MEAL FROM THE MENU		
		PER
NSN	ITEM NAME	CD UI BRK LUN DIN
8905-00-177-5017	BEEF STEWING DICED	P LB 0.00 0.00 0.00
8905-00-965-2128	CHIC CUT UP W/O BACK	P LB 0.00 0.00 65.00
8905-00-039-8809	HAM PULLMAN PEAR SHAPED	P LB 20.00 0.00 0.00
8910-00-043-3198	EGGS SHELL DOM	P DZ 10.41 0.00 0.00
CONFIRM INDICATOR:		
WHEN DATA ENTRY IS COMPLETE, DEPRESS <ESC>		
TO INTERRUPT PROCESSING, DEPRESS THE BREAK KEY		
ENTER 'Y' FOR YES, 'N' FOR NO, AND DEPRESS <ESC>		

Figure 7.9-9. Field Menu Maintenance - Delete Meals Screen (AJK-855) .

- a. The cursor is positioned in the BRK field for the first item.
- b. Enter a zero in the BRK field over the old quantity and press [ENTER]. The cursor moves to the LUN field.
- c. Enter a zero in the LUN field over the old quantity and press [ENTER]. The cursor moves to the DIN field.

d. Enter a zero in the DIN field over the old quantity and press [ENTER]. The cursor moves to the next item. Repeat these steps until you finish selecting the meals you want to delete.

e. You can use the following keys to review the items:

(1) Use the UP and DOWN ARROW keys to scroll forward and back through the list.

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

f. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. A message is displayed: **Deleting menu records, please wait**. Then, the Field Menu Options Ring Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

7.9.12 Process Interrupt Ring Menu. Use this ring menu (fig. 7.9-10) to continue processing, start over, return to the File Maintenance Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT Ignore interrupt and continue normal processing on this screen

Figure 7.9-10. Process Interrupt Ring Menu.

a. Select CONTINUE and the cursor moves back to the first field on the screen you are using.

b. Select START OVER and the Field Menu Maintenance - Select Screen AJK-750 is displayed.

c. Select DISCARD & RETURN and the File Maintenance Command Menu is displayed.

d. Select EXIT and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

NOTE: You can refer to the previous processing instructions, ring menus, and data entry screens when you select any type of field menu with the exception of the **Box Lunch Menu**. When you select this option, the same Field Menu Options Ring Menu (fig. 7.9-2) is displayed. You can select options to make the necessary adjustments for **Box Lunch Menus**.

- a. Select Add to add items to a box lunch menu, and the Field Menu Maintenance Add Menu Items Screen AJK-857 (fig. 7.9-11) is displayed.
- b. Select Modify to change the meal quantities for a specific box lunch menu, and the Field Menu Maintenance - Modify Meals Screen AJK-858 is displayed. See paragraph 7.9.4 for processing instructions.
- c. Select Delete to delete menu items, menu meals, or a complete menu. The Delete Field Menus Ring Menu is displayed. See paragraph 7.9.5 for processing instructions.
- d. Select Print to print a specific box lunch menu, and the following messages are displayed: **Loading arrays, please wait**; then, **Printing report, please wait**; then, **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.
- e. Use Select to choose another menu or menu number, and the Field Menu Maintenance - Select Menu Screen AJK-750 (fig. 7.9-1) is displayed.
- f. Select Return and the File Maintenance Command Menu is displayed.
- g. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.9.13 Field Menu Maintenance - Add Menu Items Screen AJK-857. Use this screen (fig. 7.9-11) to add items to a specific box lunch menu. The cursor is positioned in the TIIN field for the first item.

DATE: 24 Jan 92	FIELD MENU MAINTENANCE	AJK-857
ADD MENU ITEMS		
TYPE OF MENU: BOX LUNCH		MENU NUMBER: 2
		PER
TIIN	ITEM NAME	CD UI QTY
582-1346	BOLOGNA	P LB 12.00
043-3198	EGGS SHELL DOM	P DZ 16.00
WHEN DATA ENTRY IS COMPLETE, DEPRESS <ESC> TO INTERRUPT PROCESSING, DEPRESS THE BREAK KEY		

Figure 7.9-11. Field Menu Maintenance - Add Menu Items Screen (AJK-857) - Box Lunch Menu.

a. Enter a TIIN and press [ENTER]. A message is displayed: **Validating TIIN, please wait**. Then, the item name, perishability code, and unit of issue are displayed. The cursor moves to the QTY field.

b. Enter a quantity for the item and press [ENTER]. The cursor moves to the next field. Repeat these steps until you complete your entries.

c. When you finish adding items to the menu, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The following messages are displayed: **Inserting Menu Items, please wait**; then, **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

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7.9.14 Field Menu Maintenance - Modify Meals Screen AJK-858. Use this screen (fig. 7.9-12) to change the quantities of items listed on a box lunch menu. This screen displays the type of menu, menu number, NSN, item name, perishability code, unit of issue, and quantity. Six items can be displayed at a time. The cursor is positioned in the QTY field for the first item.

DATE: 24 Jan 92	FIELD MENU MAINTENANCE			AJK-858
MODIFY MEALS				
TYPE OF MENU:	BOX LUNCH	MENU NUMBER:	2	
NSN	ITEM NAME	PER CD	UI	QTY
8905-00-582-1346	BOLOGNA	P	LB	15.00
8910-00-043-3198	EGGS SHELL DOM	P	DZ	17.00
8905-01-039-8809	HAM PULLMAN PEAR SHAPED	P	LB	6.00
8910-00-656-0993	CHEESE AMERICAN PROC SL	P	LB	10.00
8915-00-127-8019	CARROT W/O TOP FRESH	P	LB	6.00
8915-00-252-3783	CELERY FRESH	P	LB	6.00
WHEN DATA ENTRY IS COMPLETE, DEPRESS <ESC> TO INTERRUPT PROCESSING, DEPRESS THE BREAK KEY				

Figure 7.9-12. Field Menu Maintenance - Modify Meals Screen (AJK-858) - Box Lunch Menu.

a. Enter a new quantity over the old and press [ENTER]. The cursor moves to the next QTY field.

b. Repeat these steps until you complete your changes. When you finish, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The following messages are displayed: **Updating menu records, please wait**; then, **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

7.9.15 Delete Field Menus Ring Menu. This ring menu (fig. 7.9-13) is displayed when you select Delete from the Field Menu Options Ring Menu. Use it to choose the type of deletion you want.

DELETE FIELD MENUS: Menu Items Return eXit Delete all items on menu

Figure 7.9-13. Delete Field Menus Ring Menu.

- a. Select Menu to delete a complete box lunch menu. A message is displayed: **Loading arrays, please wait**; then, the Field Menu Maintenance - Delete Menu Screen AJK-858 (fig. 7.9-14) is displayed.
- b. Select Items to delete items from a box lunch menu. A message is displayed: **Loading arrays, please wait**; then, the Field Menu Maintenance - Delete Items Screen AJK-856 is displayed. See paragraph 7.9.17 for processing instructions.
- c. Select Return and the File Maintenance Command Menu is displayed.
- d. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.9.16 Field Menu Maintenance - Delete Menu Screen AJK-858. Use this screen (fig. 7.9-14) to delete a complete box lunch menu. This screen displays the, type of menu, menu number, NSN, item name, perishability code, unit of issue, and quantity. Six items can be displayed at a time. The cursor stays in the NSN field throughout processing.

DATE: 24 Jan 92	FIELD MENU MAINTENANCE				AJK-858
DELETE MENU					
TYPE OF MENU: BOX LUNCH		MENU NUMBER: 2			
		PER			
NSN	ITEM NAME	CD	UI	QTY	
8905-00-582-1346	BOLOGNA	P	LB	15.00	
8910-00-656-0993	CHEESE AMERICAN PROC SL	P	LB	10.00	
8915-00-127-8019	CARROT W/O TOP FRESH	P	LB	6.00	
8915-00-252-3783	CELERY FRESH	P	LB	6.00	
8915-00-226-8812	APPLES EATING FRESH	P	LB	36.00	
8920-00-T53-5776	BREAD WHITE 24 OZ	P	LF	12.00	
WHEN FINISHED VIEWING DATA, DEPRESS <ESC>					

Figure 7.9-14. Field Menu Maintenance - Delete Menu Screen (AJK-858) - Bpx Lunch Menu.

- a. You can review this information by using the following keys:
 - (1) Use the [ENTER] or [DOWN ARROW] key to scroll forward through the list. Use the [UP ARROW] key to scroll back.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- b. When you finish your review, press [ESC]. The Confirm Menu Deletion Ring Menu is displayed. See paragraph 7.9.9 for processing instructions.

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7.9.17 Field Menu Maintenance - Delete Items Screen AJK-856. Use this screen (7.9-15) to delete items from a box lunch menu. This screen displays the type of menu, menu number, NSN, item name, perishability code, unit of issue, and quantity. Six items can be displayed at a time. The cursor is positioned in the DEL CD field for the first item.

DATE: 24 Jan 92	FIELD MENU MAINTENANCE				AJK-856	
DELETE ITEMS						
TYPE OF MENU:		BOX LUNCH			MENU NUMBER: 2	
DEL				PER		
CD	NSN	ITEM NAME		CD	UI	QTY
D	8905-00-582-1346	BOLOGNA		P	LB	15.00
	8905-00-045-3798	EGGS SHELL DOM		P	DZ	17.00
D	8905-01-039-8809	HAM PULLMAN PEAR SHAPED		P	LB	6.00
	8910-00-656-0993	CHEESE AMERICAN PROC SL		P	LB	10.00
	8915-00-127-8019	CARROT W/O TOP FRESH		P	LB	6.00
	8915-00-252-3783	CELERY FRESH		P	LB	6.00
WHEN DATA ENTRY IS COMPLETE, DEPRESS <ESC> TO INTERRUPT PROCESSING, DEPRESS THE BREAK KEY ENTER 'D' TO DELETE ALL MEALS FOR ITEM						

Figure 7.9-15. Field Menu Maintenance - Delete Items Screen (AJK-856) - Box Lunch Menu.

- a. Enter D in this field for each item you want to delete and press [ENTER]. The cursor moves to the next item. Repeat this step until you finish selecting items.
- b. You can use the following keys to review the items:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back through the list.
 - (2) Use the [F3] key to page forward and [F4] to page back.
- c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. A message is displayed: **Deleting menu records, please wait**; then, **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

7.9.18 Outputs.

a. The File Maintenance Field Menu Report (PCN AJK-3E1) is printed during this process. See appendix C for an example of this report.

b. AR 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. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

7.10 Bulletin Board Maintenance Subfunction.

a. Use this subfunction to add, change, and delete information on the DFO Bulletin Board Screen AJK-002. For example, you can use it to give the DFOs information about TISA inventory dates, turn-in dates, and schedules for DFO account reconciliation and verification. This subfunction contains two processes and two exit options:

(1) Add/Update Message (para 7.10.1).

(2) Delete Message (para 7.10.2).

(3) Exit the Bulletin Board Command Menu and return to the File Maintenance Command Menu or AFMIS Command Menu (TISA/Prime Vendor) screen.

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b. To review the Bulletin Board processes, select J from the File Maintenance Command Menu. The Bulletin Board Command Menu (fig. 7.10-1) is displayed.

BULLETIN BOARD COMMAND MENU: A B R X		
ADD/MODIFY BULLETIN BOARD MESSAGE		
DATE: 26 Apr 94	BULLETIN BOARD COMMAND MENU	AJK-704
	OPTION	DESCRIPTION
	CODE	
	A	ADD/MODIFY MESSAGE
	B	DELETE MESSAGE
	R	RETURN TO FILE MAINTENANCE MENU
	X	EXIT FROM TISA PROCESSING
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:		

Figure 7.10-1. Bulletin Board Command Menu.

7.10.1 Add/Update Bulletin Board Message Process. Use this process to add and change messages on the DFO Bulletin Board - TISA Screen AJK-002. Use it to provide dining facility personnel information about menu boards, classes, and other activities. When you confirm your entries, the data is sent directly to the DFO database. When the DFO user logs in, the message is displayed. You can change the message as often as you choose, but the DFO operator will only see the last message you updated.

7.10.1.1 Processing Restrictions. None.

7.10.1.2 Processing Materials. None.

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c. When you finish your entries, press [ESC]. A message is displayed: **[Enter 'Y' to confirm or 'N' to cancel. Press [ESCAPE]:**

(1) Enter Y to confirm your message and send it to the DFO Bulletin Board File (BBD). Press [ESC] and a message is displayed: **Inserting bulletin board message. Please wait . . .** Then, the File Maintenance Command Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Message was not confirmed. The database will not be updated.** Then, the Bulletin Board Command Menu is displayed.

NOTE: Once you enter a message for the first time and confirm it, the next time you select option A (Add/Modify), the TISA - Modify Bulletin Board Message Screen (AJK-728) is displayed. To add a brand new message, use the Delete option to erase the old one or use the Modify Screen to make changes.

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c. When you finish your entries, press [ESC]. A message is displayed: **[Enter 'Y' to confirm or 'N' to cancel. Press [ESCAPE].**

(1) Enter Y to confirm your message and send it to the DFO Bulletin Board File (BBD). Press [ESC] and a message is displayed: **Updating bulletin board message. Please wait . . .** Then, the File Maintenance Command Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Message was not confirmed. The database will not be updated.** Then, the File Maintenance Command Menu is displayed.

OR

(3) Press [ESC] with no entry and a message is displayed: **Message was not modified. Table will not be updated.** Then, the File Maintenance Command Menu is displayed.

d. To exit this menu, enter R. The TISA Command Menu is displayed.

7.10.1.5 Interrupt Ring Menu. This ring menu (fig. 7.10-6) is displayed when you press [DELETE]. Use it to continue processing, start over, return to the Bulletin Board Command Menu or exit processing.

PROCESS INTERRUPT: Continue Start over Discard & Return eXit Ignore interrupt and continue normal processing on this screen.
--

Figure 7.10-6. Interrupt Ring Menu.

- a. Select Continue and the cursor moves back to the last data entry field you completed.
- b. Select Start over and the cursor moves back to the last data entry field you completed.
- c. Select Discard & Return and the Bulletin Board Command Menu is displayed. The BBD file is not updated.
- d. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

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(1) Enter Y to delete your message from the DFO Bulletin Board File (BBD). Press [ESC] and a message is displayed: **Deleting bulletin board message. Please wait.** Then, the File Maintenance Command Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Delete was not confirmed. Message will remain on database.** Then, the File Maintenance Command Menu is displayed.

b. To exit this menu, enter R. The TISA Command Menu is displayed.

c. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 7.10.1.5 for processing instructions.

7.10.2.4 Outputs. No reports are printed during this process. Your message is deleted from the BBD file and Screen AJK-002.