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SECTION 8. HEADCOUNT MAINTENANCE FUNCTION

8.1 Headcount Maintenance Function.

a. Use the Headcount Maintenance Function to review, perform file maintenance, and print reports for headcount and cash collections. Processes are given to update report signature blocks as well as disbursing office data for the Cash Collection Voucher Report (PCN AJK-A07). This function contains four sub functions and two exit options:

- (1) Dining Facility Headcount File Inquiries (para 8.2).
- (2) Dining Facility Headcount File Maintenance (para 8.3).
- (3) Dining Facility Headcount Reports (para 8.4).
- (4) Receive Data from POS (para 8.5)

(5) Exit the Headcount Maintenance Menu and return to the AFMIS-DFO Main Menu or system login screen.

b. Select option F from the AFMIS-DFO Main Menu (fig. 8.1-1) to review the subfunctions in Headcount Maintenance.

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

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

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

Figure 8.1-1. Headcount Maintenance Menu Selection.

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c. The Headcount Maintenance Menu (fig. 8.1-2) is displayed.

```
HEADCOUNT MAINTENANCE:  A B C D R X
File inquiry menu

DATE:  03 Apr 01          HEADCOUNT MAINTENANCE MENU          AJK-030
----- Press F8 for Help -----

          A - FILE INQUIRY MENU

          B - FILE MAINTENANCE MENU

          C - REPORTS MENU

          D - RECEIVE DATA FROM POS

          R - RETURN TO DFO COMMAND MENU

          X - EXIT FROM DFO PROCESSING
```

Figure 8.1-2. Headcount Maintenance Menu (AJK-030).

8.2 Dining Facility Headcount File Inquiry Subfunction.

a. Use the Dining Facility Headcount File Inquiry Subfunction to review report signature blocks, headcount and cash collections on a daily or monthly basis, and finance information for the cash collection voucher. This subfunction contains four processes and two exit options:

- (1) Dining Facility Personnel (para 8.2.1).
- (2) Current Day Headcount / Cash Collected (para 8.2.2).
- (3) Disbursing Office Data (para 8.2.3).
- (4) Monthly Headcount / Cash Collected (para 8.2.4).

(5) Exit the File Inquiry Menu and return to the Headcount Maintenance Menu or system login screen.

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b. To access the File Inquiry Menu from the AFMIS-DFO Main Menu, select the options in figure 8.2-1.

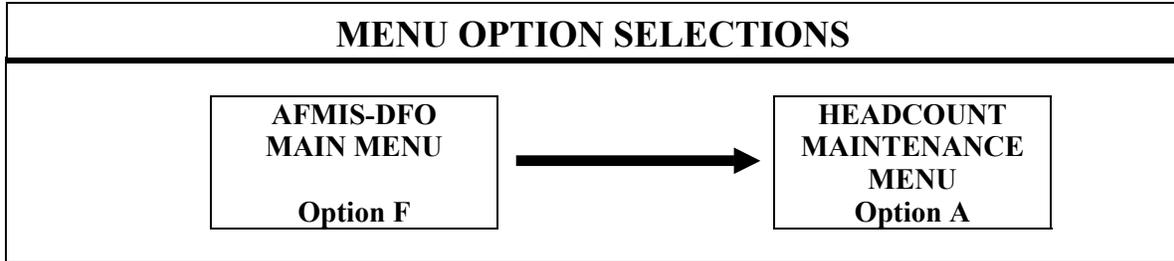


Figure 8.2-1. File Inquiry Menu Selection.

c. The File Inquiry Menu (fig. 8.2-2) is displayed.

```
FILE INQUIRY:  A B C D R X
Dining facility personnel

DATE:  30 Apr 97          FILE INQUIRY MENU          AJK-031
----- Press F8 for Help -----

      A - DINING FACILITY PERSONNEL

      B - CURRENT DAY HEADCOUNT / CASH COLLECTED

      C - DISBURSING OFFICE DATA

      D - MONTHLY HEADCOUNT / CASH COLLECTED

      R - RETURN TO HEADCOUNT MAINTENANCE MENU

      X - EXIT FROM DFO PROCESSING
```

Figure 8.2-2. File Inquiry Menu (AJK-031).

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8.2.1 Dining Facility Personnel Process. Use this process to review file information for the food service sergeant, food service officer, and responsible unit commander. This data is used for your report signature blocks and must be accurate. Use the Dining Facility Personnel File Maintenance process (para 8.3.1) to keep this file current.

8.2.1.1 Processing Restrictions. None.

8.2.1.2 Processing Materials. None.

8.2.1.3 Personnel Data Inquiry Screen AJK-018. To review your dining facility personnel file, select A from the Inquiry Menu. The Personnel Data Inquiry Screen (fig. 8.2-3) is displayed.

a. The name, rank, and title of the food service sergeant, food service officer, and responsible commander are displayed for your dining facility.

DATE: 30 Apr 97	PERSONNEL DATA INQUIRY	AJK-018
ACT CODE: 000063		
FOOD SERVICE OFFICER	FOOD SERVICE SERGEANT	
NAME: JAMES E. RICHARDSON	NAME: EUGENE E. WEBB	
RANK: CIV	RANK: CIV	
TITLE: AREA MANAGER	TITLE: BLDG MANAGER	
	RESPONSIBLE COMMANDER	
	NAME: ANTHONY FAMIANO	
	RANK: CIV	
	TITLE: PROJECT MANAGER	
Do you wish to print this screen? Enter Y(es or N(o		

Figure 8.2-3. Personnel Data Inquiry Screen (AJK-018).

- b. Review the information to see if changes are needed.
- c. A message is displayed: **Do you wish to print this screen? Enter Y(es or N(o.**

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(1) Enter Y to print the Personnel Data Inquiry Report (PCN AJK-D21).

OR

(2) Enter N to finish your review.

d. Press [Enter] and the File Inquiry Menu is displayed.

e. To exit this menu, enter R. The Headcount Maintenance Menu is displayed.

8.2.1.4 Outputs. The Personnel Data Inquiry Report (PCN AJK-D21) is printed when you select Y in response to the print message. You can print this report as you need it. See appendix C for an example of the report.

8.2.2 Current Day Headcount / Cash Collected Process. Use this process to review the current day's headcount, food cost, and OMA funds (operating expense) for each meal you serve. You can also review headcounts through the first day of the previous month..

8.2.2.1 Processing Restrictions. None.

8.2.2.2 Processing Materials. None.

8.2.2.3 Headcount / Cash Collected Data Inquiry Screen AJK-019. To review your most recent day's headcount, select B from the Inquiry Menu. The Headcount/Cash Collected Data Inquiry Screen (fig. 8.2-4) is displayed.

a. The MEAL DATE; SIK, PD, FAO, SMR, and DMR headcounts, food cost, and OMA Funds (operating expense) are displayed for each meal you serve.

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DATE: 19 Apr 1997	HEADCOUNT/CASH COLLECTED DATA INQUIRY					AJK-019	
ACT CODE: 000063							
MEAL DATE: 18 Apr 1997							
	----- HEADCOUNT -----					FOOD	OMA
	SIK	PD	FAO	SMR	DMR	COST	FUNDS
BREAKFAST:	100	0	0	200	10	\$210.00	\$100.00
LUNCH:	110	0	0	150	5	\$348.75	\$75.00
DINNER:							
BRUNCH:							
SUPPER:							
NIGHT MEAL (B):							
NIGHT MEAL (D):							
To Exit the screen, press ESCAPE							
Press F3 to scroll backward; F4 to scroll forward							

Figure 8.2-4. Headcount/Cash Collected Data Inquiry Screen (AJK-019).

b. Press ENTER or F3 to review the previous days headcount, or F4 to review the next days headcount. When you reach the last record or press [Esc], a message is displayed: **Are you finished reviewing headcounts(Y/N)?**.

(1) Enter Y to display the prompt "Do you want a printed report (Y/N)?".

OR

(2) Enter N to continue your review. The most current headcount record is displayed.

c. When the prompt "Do you want a printed report (Y/N)?" is displayed.

(1) Enter Y to input (fig. 8.2-5) the from and to dates desired for the Headcount Cash Collected Data Inquiry Report (PCN AJK-D31).

OR

(2) Enter N to Return to the File Inquiry Menu screen AJK-031.

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8.2.3 Disbursing office data Process. Use this process to review finance and accounting disbursing office information. This information appears on the Cash Collection Voucher Report (PCN AJK-A07) and must be accurate. Use the Finance and Accounting File Maintenance process (para 8.3.3) to keep this file current.

8.2.3.1 Processing Restrictions. None.

8.2.3.2 Processing Materials. None.

8.2.3.3 Finance and Accounting Data Inquiry Screen AJK-021. To review your finance and accounting file, select C from the File Inquiry Menu. The Finance and Accounting Data Inquiry Screen (fig. 8.2-6) is displayed.

- a. The following information is displayed for your finance disbursing office:
 - (1) Finance activity name and station symbol.
 - (2) Name, rank, and title of your finance disbursing officer.

DATE: 15 Aug 95	FINANCE AND ACCOUNTING DATA INQUIRY	AJK-021
ACT CODE: P3700	DISBURSING OFFICE DATA	
ACTIVITY NAME: 367TH QM BN	STATION SYMBOL: 9300	
DISBURSING OFFICER NAME: JOYCE M. ABBOTT		
RANK: LTC		
TITLE: FINANCE OFFICER		
TYPE OF OPERATION: GOVT OWNED CONTRACT OPERATED		
MAXIMUM CASH ALLOWED AT DINING FACILITY: \$750.00		
AUTHORIZED CHANGE FUND: 25.00		
NEXT AVAILABLE VOUCHER NUMBER: 3		
Do you wish to print this screen? Enter Y(es or N(o		

Figure 8.2-6. Finance and Accounting Data Inquiry Screen (AJK-021).

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- (3) Type of dining facility you operate and maximum amount of cash you are allowed to have on hand.
- (4) Amount of the authorized change fund provided for use in the dining facility.
- (5) Next available receiving office voucher number for your cash collection voucher.
- b. Review the information to see if changes are needed.
- c. A message is displayed: **Do you wish to print this screen? Enter Y(es or N(o.**
 - (1) Enter Y to print the Finance and Accounting Data Inquiry Report (PCN AJK-D51).

OR

- (2) Enter N to finish your review.
- d. Press [Enter] and the File Inquiry Menu is displayed.
- e. To exit this menu, enter R. The Headcount Maintenance Menu is displayed.

8.2.3.4 Outputs. The Finance and Accounting Data Inquiry Report (PCN AJK-D51) is printed when you select Y in response to the print message. You can print this report as you need it. See appendix C for an example of the report.

8.2.4 Monthly Headcount / Cash Collected Process. Use this process to review your current food cost and OMA funds (operating expense) cash on hand. Also for the current and previous months by meal totals for headcount, total cash, total food cost, and total OMA funds.

8.2.4.1 Processing Restrictions. None.

8.2.4.2 Processing Materials. None.

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8.2.4.3 Monthly Headcount/Cash Collected Inquiry Screen AJK-026. To review your monthly headcount totals, select D from the File Inquiry Menu. The Monthly Headcount/Cash Collected Inquiry Screen (fig. 8.2-7) is displayed.

- a. The following headcount data is displayed for the current month:
- (1) Amount of cash you have on hand by food cost and OMA funds.
 - (2) Total headcount and a breakdown of your SIK, PD, FAO, SMR, and DMR headcounts.
 - (3) Total amount of cash collected and a breakdown of your food cost and OMA funds.

DATE: 30 Apr 1997	MONTHLY HEADCOUNT/CASH COLLECTED INQUIRY	AJK-026
ACT CODE: 000063	CURRENT CASH ON HAND	
	FOOD COST: \$3391.00	OMA FUNDS: \$1862.50
CURRENT MONTH		
	-----HEADCOUNT-----	-----CASH COLLECTED-----
	TOTAL SIK PD FAO SMR DMR	TOTAL FD COST OMA FUNDS
BREAKFAST:	824 373 0 1 410 40	\$655.00 \$450.00 \$205.00
LUNCH:	721 374 0 1 315 31	\$936.00 \$778.50 \$157.50
DINNER:	0 0 0 0 0 0	\$0.00 \$0.00 \$0.00
BRUNCH:	0 0 0 0 0 0	\$0.00 \$0.00 \$0.00
SUPPER:	0 0 0 0 0 0	\$0.00 \$0.00 \$0.00
NIGHT BRK:	0 0 0 0 0 0	\$0.00 \$0.00 \$0.00
NIGHT DIN:	0 0 0 0 0 0	\$0.00 \$0.00 \$0.00
Do you wish to print this screen? Enter Y(es or N(o		

Figure 8.2-7. Monthly Headcount/Cash Collected Inquiry Screen - Current Month

- b. A message is displayed: **Do you wish to print this screen? Enter Y(es or N(o**

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(1) Enter Y to print the Monthly Headcount/Cash Collected Report (PCN AJK-D61).

OR

(2) Enter N to continue your review. The prompt Query complete for the current month. Press ENTER to continue. is displayed.

c. Press [Enter] to review (fig. 8.2-8) last month's headcount and cash collection data.

DATE:	30 Apr 1997	MONTHLY HEADCOUNT/CASH COLLECTED INQUIRY	AJK-026						
ACT CODE:	000063								
PREVIOUS MONTH									
	-----HEADCOUNT-----					-----CASH COLLECTED-----			
	TOTAL	SIK	PD	FAO	SMR	DMR	TOTAL	FD COST	OMA FUNDS
BREAKFAST:	7080	3746	0	4	2800	530	\$4730.00	\$3330.00	\$1400.00
LUNCH:	645	319	0	1	295	30	\$878.75	\$731.25	\$147.50
DINNER:	429	254	0	0	124	51	\$568.25	\$506.25	\$62.00
BRUNCH:	1446	1124	0	0	279	43	\$942.00	\$796.25	\$145.75
SUPPER:	1607	1051	0	0	503	53	\$1906.25	\$1529.00	\$377.25
NIGHT BRK:	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
NIGHT DIN:	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Do you wish to print this screen? Enter Y(es or N(o									

Figure 8.2-8. Monthly Headcount/Cash Collected Inquiry Screen - Previous Month.

- d. Enter Y or N in response to the print message.
- e. Press [Enter] to exit this process and the File Inquiry Menu is displayed.
- f. To exit this menu, enter R. The Headcount Maintenance Menu is displayed.
- g. To exit DFO processing, enter X. The Login screen is displayed.

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8.2.4.4 Outputs. The Monthly Headcount/Cash Collected Report (PCN AJK-D61) is printed when you select Y in response to the print message. You can print this report as you need it. See Appendix C for an example of the report.

8.3 Dining Facility Headcount File Maintenance Subfunction.

a. Use the Dining Facility Headcount File Maintenance Subfunction to update and maintain your headcount, cash, and report signature block files. This subfunction contains four processes and two exit options:

- (1) Dining Facility Personnel (para 8.3.1).
- (2) Headcount/Cash Collected (para 8.3.2).
- (3) Disbursing Office Data (para 8.3.3).
- (4) Cash Turn-In Menu (para 8.3.4)
- (5) Manual Payroll Deduction Processes (para 8.3.5)

(5) Exit the File Maintenance Menu and return to the Headcount Maintenance Menu or system login screen.

b. To access the File Maintenance Menu from the AFMIS-DFO Main Menu, select the options in figure 8.3-1.

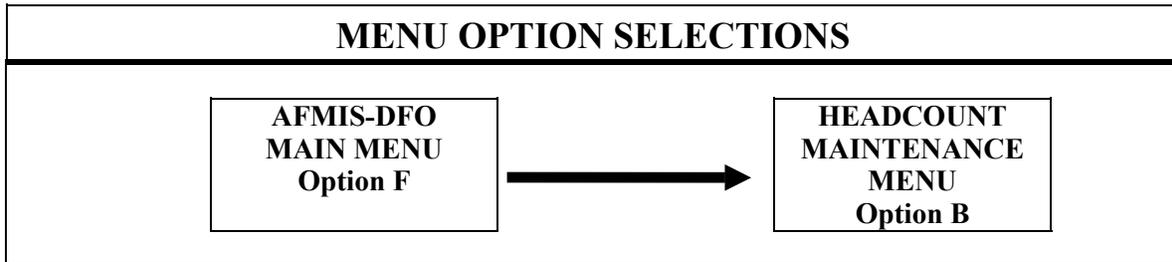


Figure 8.3-1. File Maintenance Menu Selection.

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c. The File Maintenance Menu (fig. 8.3-2) is displayed.

```
FILE MAINTENANCE:  A B C D E R X
Dining facility personnel

DATE:  03 Apr 01          FILE MAINTENANCE MENU          AJK-032
----- Press F8 for Help -----

      A - DINING FACILITY PERSONNEL
      B - HEADCOUNT / CASH COLLECTED
      C - DISBURSING OFFICE DATA
      D - CASH TURN-IN MENU
      E - MANUAL PAYROLL DEDUCTION
      R - RETURN TO HEADCOUNT MAINTENANCE MENU
      X - EXIT FROM DFO PROCESSING
```

Figure 8.3-2. File Maintenance Menu (AJK-032).

8.3.1 Dining Facility Personnel Process. Use this process to update and maintain signature blocks for the food service sergeant, food service officer, and the responsible commander. You must keep this file current because the data appears on your reports.

8.3.1.1 Processing Restrictions. None.

8.3.1.2 Processing Materials. A memorandum containing the name, rank, and title of the new food service officer or responsible commander.

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8.3.1.3 Personnel Data File Maintenance Screen AJK-011. To update your signature block file, select Option A from the File Maintenance Menu. The Personnel Data File Maintenance Screen (fig. 8.3-3) is displayed.

a. The name, rank, and title of the food service sergeant, food service officer, and responsible commander are displayed for your dining facility. The cursor is positioned in the NAME field for the food service officer.

b. Use the [Enter] or ARROW keys to move the cursor around the screen.

DATE: 23 Jun 97	PERSONNEL DATA FILE MAINTENANCE	AJK-011
TO ENTER DATA, MOVE THE CURSOR TO THE DESIRED FIELD - KEY IN THE DATA		
FOOD SERVICE OFFICER		FOOD SERVICE SERGEANT
NAME: RICHARD B. PRICE	NAME: SHELDON COHEN	
RANK: CPT	RANK: SFC	
TITLE: FSO	TITLE: FSS	
RESPONSIBLE COMMANDER		
NAME: RICHARD B. PRICE		
RANK: CPT		
TITLE: COMMANDER		
PRESS <ESC> AFTER ALL DATA HAS BEEN ENTERED.		

Figure 8.3-3. Personnel Data File Maintenance Screen (AJK-011).

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- c. Move the cursor to the field(s) you want (fig. 8.3-4) and enter your change(s).

```
DATE: 23 Jun 97                PERSONNEL DATA FILE MAINTENANCE                AJK-011

TO ENTER DATA, MOVE THE CURSOR TO THE DESIRED FIELD - KEY IN THE DATA

FOOD SERVICE OFFICER                FOOD SERVICE SERGEANT

NAME:  RICHARD B. PRICE                NAME:  SHELDON COHEN
RANK:  CPT                            RANK:  SFC
TITLE:  FSO                            TITLE:  FSS

                                RESPONSIBLE COMMANDER

                                NAME:  RICHARD B. PRICE
                                RANK:  CPT
                                TITLE:  COMMANDER

PRESS <ESC> AFTER ALL DATA HAS BEEN ENTERED.

Update complete. Press ENTER to exit process.
```

Figure 8.3-4. Personnel Data File Maintenance Screen (example).

- d. When you finish your entries, press [Esc] to update the file.
- e. Press [Enter] and the File Maintenance Menu is displayed.
- f. To exit this menu, enter R. The Headcount Maintenance Menu is displayed.

8.3.1.4 Outputs. No reports are printed during this process. The miscellaneous data table is updated with your changes.

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8.3.2 Headcount/Cash Collected Process. Use this process to enter headcount for each meal served. Cash is entered in the system automatically based on the headcount entered. You can also use this process to correct earlier headcount entries until your account for that period is closed. A La Carte and Automated Headcount is imported from the POS back office server using the 'Receive POS (Point of Sales) Data' process, option D, from the Headcount Maintenance Menu AJK 030. The AFMIS headcount replaces the DA Form 2970 (Subsistence Report and Field Ration Request).

8.3.2.1 Processing Restrictions. The system date must be equal to or greater than the date of the headcount being entered. You must complete the Headcount/Cash Collected File Maintenance process before you print the Cash Collection Voucher Report (PCN AJK-A07). Meals must be projected using the Production Schedule process before headcount can be loaded for the meal.

8.3.2.2 Processing Materials. For more information, use the following forms:

- a. DA Form 3032 (Signature Headcount Sheets).
- b. DD Form 1544 (Cash Meal Payment Sheet).
- c. DA Form 5913-R (Strength and Feeder Report) for garrison supported field feedings.
- d. Automated data collection from the Automated Headcount processes or from the A La Carte Point of Sales devices.

8.3.2.3 Headcount/Cash Collected File Maintenance Screen AJK-012. To enter or review your headcount, select B from the File Maintenance Menu. The Headcount/Cash Collected Screen (fig. 8.3-5) is displayed. This screen is always used to enter the date for which you wish to enter or edit headcount. The cursor will display at the meal date field.

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DATE:	04 Apr 2001	HEADCOUNT/CASH COLLECTED FILE MAINTENANCE	AJK-012
MEAL DATE:		MEAL TYPE:	
ACTIVE ARMY		US ARMY ROTC	
ACTIVE US AIR FORCE		US NAVY RESERVES	
ACTIVE US NAVY		AIR NATIONAL GUARD	
ACTIVE US MARINES		US MARINE RESERVES	
ALLIED NATIONS MEALS		AIR FORCE RESERVES	
ARNG		OTHERS	
USAR		MRE	
US ARMY (MAP)		FAO ACTION	
TOTAL SIK HEADCOUNT			
CASH	BUFFET	A LA CARTE	PAYROLL DEDUCTION
STANDARD			STANDARD
DISCOUNT			DISCOUNT
TOTAL HEADCOUNT			
PRESS ESCAPE WHEN DATA ENTRY IS COMPLETE			
Enter day (dd)			

Figure 8.3-5. Headcount/Cash Collected File Maintenance Screen (AJK-012).

Enter the Meal Date, in dd/mmm/yyyy format, and the three character AFMIS meal designation. Press ESC to confirm the entries.

8.3.2.4 Headcount Entry and Modification. Once a date and meal has been entered the screen will populate with the headcount data that has been entered or imported from the automated systems. If the meal has not been projected using the Production Schedule process the following message will be displayed: "THIS MEAL WAS NOT SERVED ON THIS DAY. ENTER A VALID DAY AND MEAL.". If there was no headcount imported from the automated devices the screen will populate with zeros.

Headcount is entered utilizing two separate data entry screens. These screens are accessed utilizing a ring menu available once a valid date and meal has been entered. Press [Esc] to display the ring menu. A short description of each option is displayed beneath the option line each time an option is highlighted. Scroll through the ring menu using the right or left arrow keys. Select an option using the [Enter] key.

OPTIONS: HEADCOUNT SCREEN ALC SCREEN NEXT MEAL PRINT REPORT RETURN
RETURN TO THE HC SCREEN TO ENTER ADJUSTMENTS FOR THIS MEAL

HEADCOUNT SCREEN - Data entry for standard headcount collection and modification. All Subsistence in Kind (SIK) data and non A La Carte cash collection.

ALC SCREEN - Data entry for cash and headcount collected from A La Carte meals and for cash adjustments. A La Carte cash is not dependent upon the BAS collection rates. Each cash diner pays for only the subsistence purchased during the transaction. Item costs are based on raw food cost plus an operating expense for standard meal rate diners.

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NEXT MEAL - Allows the user to select another meal without leaving the headcount process. This displays a new meal selection screen.

PRINT REPORT - Allows the user to print the headcount report for the displayed meal without leaving the process. Prints the headcount report, PCN AJK-A01, and then returns to the ring menu.

RETURN - Allows the user to exit headcount processing and return to the DFO Command Menu.

DATE: 28 Mar 2001		HEADCOUNT/CASH COLLECTED FILE MAINTENANCE		AJK-012
MEAL DATE: 23 MAR 2001		MEAL TYPE: LUN		
ACTIVE ARMY	25	US ARMY ROTC		0
ACTIVE US AIR FORCE	0	US NAVY RESERVES		0
ACTIVE US NAVY	0	AIR NATIONAL GUARD		0
ACTIVE US MARINES	0	US MARINE RESERVES		0
ALLIED NATIONS MEALS	0	AIR FORCE RESERVES		0
ARNG	0	OTHERS		0
USAR	0	MRE		0
US ARMY (MAP)	0	FAO ACTION		0
TOTAL SIK HEADCOUNT		25		
CASH	BUFFET	A LA CARTE	PAYROLL DEDUCTION	
STANDARD	0	3	STANDARD	0
DISCOUNT	0	0	DISCOUNT	0
TOTAL HEADCOUNT		28		
PRESS ESCAPE WHEN DATA ENTRY IS COMPLETE				

Figure 8.3-6. Headcount/Cash Collected File Maintenance Screen (Example).

8.3.2.4.1 Headcount Screen AJK-012. Enter and adjust non A La Carte cash headcount.

- a. Use the [Enter] or ARROW keys to move the cursor around the screen.
- b. Use the DA Form 3032s, DA Form 5913-R, and DD Form 1544 to complete the appropriate entries:
 - c. Enter the number of Active Army SIK personnel you served in the Active Army field and press [Enter]. The top section of the form is to be used for all personnel who consume meals without reimbursement, normally designated Subsistence in Kind (SIK).
 - d. Use the MRE field to record the number of personnel served MREs in garrison or the field, regardless whether the individuals who receive the MREs are SIK, SMR, DMR, FAO, or PD.
 - e. Use the FAO Action field to record headcount for personnel who paid for meals using payroll deduction other than the individual payroll deduction using the MARC on the PDCD. Back up documentation is required for all headcount recorded in this field. Examples: Payroll deduction for field meals using a personnel action for a group or individual. Individual memorandum authorizing PD entry because of MARC failure.

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f. Enter the number of personnel who paid the standard meal rate in the Cash Standard Buffet field and press [Enter]. The cash reflected by the collection of these meals will populate the appropriate tables in the system. Note that entries to the A La Carte fields is automated and can not be changed on this screen.

g. Enter the number of personnel who paid the discount meal rate in the Cash Discount Buffet field and press [Enter]. The cash reflected by the collection of these meals will populate the appropriate tables in the system. Note that entries to the A La Carte fields is automated and can not be changed on this screen.

h. The Payroll Deduction HC field is a view only field. The figure displayed in this field represents the number of personnel who paid for their meals using the payroll deduction option on the (AHC) Portable Data Collection Device (PDCD).

NOTE: The headcount for personnel who filled out the payroll deduction paperwork through personnel action should be entered in the FAO Action field.

i. As you enter and modify the headcount data elements the total headcount is displayed. The MRE headcount is NOT included in the total.

j. If you have data to enter or adjust for the A La Carte processes use the ring menu to enter the ALC headcount processing screen.

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8.3.2.4.2 A La Carte Headcount data entry and adjustment.

a. Select the ALC SCREEN option from the options ring menu. The POS HEADCOUNT / CASH COLLECTED FILE MAINTENANCE screen, AJK-066 is displayed.

DATE:	03/28/2001	POS HEADCOUNT/CASH COLLECTED FILE MAINTENANCE	AJK-066	
MEAL DATE:	23 MAR 2001		MEAL TYPE: LUN	
MEAL OVER/SHORT AMOUNT:	\$0.00			
CLASSIFICATION	HEADCOUNT	TOTAL AMOUNT	FOOD COST	OPERATING EXPENSE
SMR	3	8.30	\$6.60	\$1.70
DMR				
P/D SMR				
P/D DMR				
CLASSIFICATION	HEADCOUNT ADJUSTMENT	AMOUNT ADJUSTMENT	ADJUSTED HEADCOUNT	ADJUSTED AMOUNT
SMR				
DMR				
P/D SMR				
P/D DMR				
O/S				
PRESS ESCAPE WHEN DATA ENTRY IS COMPLETE				

Figure 8.3-7. POS Headcount/Cash Collected File Maintenance Screen (example).

b. The top portion of the screen is a summary of the data collected and entered with all adjustments considered.

c. The cursor will be positioned in the headcount adjustment SMR field. Data entry and adjustments can be made according to appropriate categories.

d. As headcount adjustments are made the adjusted headcount total column is updated. Adjustment can be additions or subtractions. You cannot make adjustment that bring the total for the category to less than zero. Note that summary totals will not be updated until the screen is confirmed.

e. Amount adjustments are made to account for the total dollar value of the meals consumed for the appropriate category. Dollar values can be adjusted without affecting actual headcount by entering a zero for headcount adjustment and the appropriate dollar adjustment in the AMOUNT ADJUSTMENT column. The dollar adjustment field will distribute the total to the appropriate Food Cost and operating expense fields in the summary and in the data base. Amount adjustment must be in five cent increments.

- (1) SMR will distribute to food cost and operating expense.
- (2) DMR will distribute to food cost fields only.

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(3) PD SMR will distribute to food cost and operating expense but WILL NOT increase the cash on hand totals as no cash has been received

(4) PD DMR will distribute to food cost but WILL NOT increase the cash on hand totals as no cash has been received

CAUTION: At this time do not use the O/S, Over / Short field. This field will be used in future developments to document over or short quantities occurring for the meal

f. The following screen shows adjustments documents on the bottom of the screen before adjustments are confirmed.

DATE:	03/28/2001	POS HEADCOUNT/CASH COLLECTED	FILE MAINTENANCE	AJK-066
MEAL DATE:	23 MAR 2001		MEAL TYPE:	LUN
MEAL OVER/SHORT AMOUNT:		\$0.00		
CLASSIFICATION	HEADCOUNT	TOTAL AMOUNT	FOOD COST	OPERATING EXPENSE
SMR	3	8.30	\$6.60	\$1.70
DMR				
P/D SMR				
P/D DMR				
CLASSIFICATION	HEADCOUNT ADJUSTMENT	AMOUNT ADJUSTMENT	ADJUSTED HEADCOUNT	ADJUSTED AMOUNT
SMR	3	\$25.25	6	\$33.55
DMR	2	\$5.20	2	\$5.20
P/D SMR	4	\$10.45	4	\$10.45
P/D DMR	2	\$6.25	2	\$6.25
O/S				
PRESS ESCAPE WHEN DATA ENTRY IS COMPLETE				

Figure 8.3-8. POS Headcount/Cash Collected File Maintenance Screen (example).
 Adjustment Before Confirmation

g. Press [Esc] to confirm adjustments or data entry. Confirm changes with a Yes response or discard changes with a No response followed by [Esc]. The following screen is displayed upon confirmation.

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DATE:	03/28/2001	POS HEADCOUNT/CASH COLLECTED	FILE MAINTENANCE	AJK-067	
MEAL DATE:	23 MAR 2001			MEAL TYPE:	LUN
MEAL OVER/SHORT AMOUNT:		\$0.00			
CLASSIFICATION	HEADCOUNT	TOTAL AMOUNT	FOOD COST	OPERATING EXPENSE	
SMR	6	33.55	\$25.60	\$7.95	
DMR	2	5.20	\$5.20	\$0.00	
P/D SMR	4	10.45	\$7.90	\$2.55	
P/D DMR	2	6.25	\$6.25	\$0.00	
TRANSACTION DATE	ADJUSTMENT	SOURCE	TYPE	HEADCOUNT	AMOUNT
03/29/2001	N	POS	SMR	3	\$8.30
03/28/2001	Y	u257	SMR	3	\$25.25
03/28/2001	Y	u257	DMR	2	\$5.20
03/28/2001	Y	u257	P/D SMR	4	\$10.45
03/28/2001	Y	u257	P/D DMR	2	\$6.25

Figure 8.3-9. POS Headcount/Cash Collected File Maintenance Screen (example).
Adjustment After Confirmation

h. All transactions are displayed on this screen (AJK-067). You can scroll down to identify specific transaction by source and type. Press [Esc] to display the ring menu. From the ring menu you can redisplay a fresh ALC adjustment screen or return to the headcount screen to review the adjustments made to headcount.

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DATE: 28 Mar 2001		HEADCOUNT/CASH COLLECTED FILE MAINTENANCE		AJK-012
MEAL DATE: 23 MAR 2001		MEAL TYPE:		LUN
ACTIVE ARMY	25	US ARMY ROTC		0
ACTIVE US AIR FORCE	0	US NAVY RESERVES		0
ACTIVE US NAVY	0	AIR NATIONAL GUARD		0
ACTIVE US MARINES	0	US MARINE RESERVES		0
ALLIED NATIONS MEALS	0	AIR FORCE RESERVES		0
ARNG	0	OTHERS		0
USAR	0	MRE		0
US ARMY (MAP)	0	FAO ACTION		0
TOTAL SIK HEADCOUNT				25
CASH	BUFFET	A LA CARTE	PAYROLL DEDUCTION	
STANDARD	0	6	STANDARD	4
DISCOUNT	0	2	DISCOUNT	2
TOTAL HEADCOUNT				39
PRESS ESCAPE WHEN DATA ENTRY IS COMPLETE				

Figure 8.3-10. Headcount/Cash Collected File Maintenance Screen (example).
 After adjustments from ALC Screen

- i. The following screens display data entry and results from zero headcount and a deduction to the dollar amount for SMR headcount to the amount of \$3.55.

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DATE:	03/28/2001	POS	HEADCOUNT/CASH COLLECTED	FILE MAINTENANCE	AJK-066
MEAL DATE:	23 MAR 2001			MEAL TYPE:	LUN
MEAL OVER/SHORT	AMOUNT:		\$0.00		
CLASSIFICATION	HEADCOUNT	TOTAL	FOOD	OPERATING	
		AMOUNT	COST	EXPENSE	
SMR	6	33.55	\$25.60	\$7.95	
DMR	2	5.20	\$5.20	\$0.00	
P/D SMR	4	10.45	\$7.90	\$2.55	
P/D DMR	2	6.25	\$6.25	\$0.00	
CLASSIFICATION	HEADCOUNT	AMOUNT	ADJUSTED	ADJUSTED	
	ADJUSTMENT	ADJUSTMENT	HEADCOUNT	AMOUNT	
SMR		\$-3.55		\$30.00	
DMR					
P/D SMR					
P/D DMR					
O/S					
PRESS ESCAPE WHEN DATA ENTRY IS COMPLETE					

Figure 8.3-11. Headcount/Cash Collected File Maintenance Screen (example).
Zero Headcount Adjustment for deduction of \$3.55.

DATE:	03/28/2001	POS	HEADCOUNT/CASH COLLECTED	FILE MAINTENANCE	AJK-067
MEAL DATE:	23 MAR 2001			MEAL TYPE:	LUN
MEAL OVER/SHORT	AMOUNT:		\$0.00		
CLASSIFICATION	HEADCOUNT	TOTAL	FOOD	OPERATING	
		AMOUNT	COST	EXPENSE	
SMR	6	30.00	\$22.90	\$7.10	
DMR	2	5.20	\$5.20	\$0.00	
P/D SMR	4	10.45	\$7.90	\$2.55	
P/D DMR	2	6.25	\$6.25	\$0.00	
TRANSACTION	ADJUSTMENT	SOURCE	TYPE	HEADCOUNT	AMOUNT
DATE					
03/29/2001	N	POS	SMR	3	\$8.30
03/28/2001	Y	u257	SMR	3	\$25.25
03/28/2001	Y	u257	SMR	0	\$-3.55
03/28/2001	Y	u257	DMR	2	\$5.20
03/28/2001	Y	u257	P/D SMR	4	\$10.45
03/28/2001	Y	u257	P/D DMR	2	\$6.25

Figure 8.3-12. Headcount/Cash Collected File Maintenance Screen (example).
After Zero Headcount Adjustment for deduction of \$3.55.

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j. The transaction summary will display six lines of adjustments or entries. Use the down arrow to scroll through the lines if more than six have been entered. The list will generally start with the POS data imports. NOTE: You can always enter the transaction summary screen by pressing [Esc] from a blank ALC SCREEN.

k. A new meal can be accessed from the ring menu "NEXT MEAL". A fresh data entry screen will be displayed to enter a new date and meal.

l. The headcount report for this meal can be printed from the ring menu "PRINT REPORT". Press [Enter] at the PRINT REPORT option. The report PCN AJK-A01 will be printed for the displayed meal. This process can be run from either of the two headcount data screens.

(1) The headcount report will summarize the data displayed on the screen for the last update entered. SIK will be displayed as one section with totals, excluding the MREs.

(2) Cash and payroll deductions are displayed as a separate section with food cost and Operating expenses displayed. Cash collected is displayed for the cash meals but not for the Payroll Deductions. The cash table has been updated for the amount of cash collected.

	HEADCOUNT	FOOD COST	OMA FUNDS	CASH COLLECTED
CASH SMR	9	\$30.85	\$8.75	\$39.60
CASHDMR	2	\$5.00		\$5.00
PD SMR	4	\$7.90	\$2.55	
PD DMR	2	\$6.25		
OVER/SHORT				
TOTALS	17	\$50.00	\$11.30	\$44.60

Figure 8.3-13. Headcount Report PCN AJK-A01. Cash Collection section

(3) In addition this report contains a section that summarizes the Earnings for the meal. Earnings are displayed for the SIK and FAO based upon the established earnings credit (BDFa) for the accounting period. Cash and Payroll Deduction meals collected under Buffet collection procedures (normal non A La Carte headcount) is also calculated using this process. Cash and payroll deduction meals collected using the A La Carte (ALC) procedures will calculate earnings based on the food cost collected for these meals.

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	HEADCOUNT	B DFA	FOOD COST	EARNINGS
SIK/FAO	52	\$2.94		\$152.88
CASH/PD BUFFET	3	\$2.94		\$8.82
CASH/PD ALC	14		\$42.05	\$42.05
	_____	_____	_____	_____
TOTALS	69			\$203.75

Figure 8.3-14. Headcount Report PCN AJK-A01. Earnings Calculation Section

m. To exit this menu, enter R. The Headcount Maintenance Menu is displayed.

8.3.2.5 Outputs. The Headcount/Cash Collected Report (PCN AJK-A01) is printed for the date and meal you entered headcount. See appendix C for an example of this report.

8.3.3 Disbursing Office Data Process. Use this process to update and maintain your finance disbursing office data file. You must keep this file current because the data appears on your Cash Collection Voucher Report.

8.3.3.1 Processing Restrictions. None.

8.3.3.2 Processing Materials. A memorandum containing the name, rank, and title of the new finance disbursing officer.

8.3.3.3 Finance and Accounting Personnel File Maintenance Screen AJK-015. To update your finance and accounting file, select C from the File Maintenance Menu. The Finance and Accounting Personnel File Maintenance Screen (fig. 8.3-15) is displayed.

a. The following information is displayed for your finance disbursing office:

- (1) Finance activity name and station symbol.
- (2) Name, rank, and title of your finance disbursing officer.

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```
DATE: 28 Mar 01  FINANCE AND ACCOUNTING PERSONNEL FILE MAINTENANCE  AJK-015

TO ENTER DATA, MOVE CURSOR TO DESIRED FIELD AND KEY IN THE DATA

                                DISBURSING OFFICE DATA

ACTIVITY NAME:  DEE FAC                                STATION SYMBOL:  4829

DISBURSING OFFICER NAME:  JAMES R. DONAVAN
                        RANK:  MSG
                        TITLE:  BIG GUY IN CHARGE

TYPE OPERATION:  G                                CASH LIMIT:  $999.00
AUTHORIZED CHANGE FUND:  25.00

                                DEPRESS <ESC> AFTER ALL DATA HAS BEEN ENTERED
```

Figure 8.3-15. Finance and Accounting Personnel File Maintenance Screen (AJK-015).

(3) Type of dining facility you operate and the maximum amount of cash you are allowed to have on hand.

NOTE: Type operation codes "C" and "G" will both cause the operating expense or O&M funds to be credited to the Installation Account. These funds are no longer split.

(4) The Authorized Change Fund provided by Finance or the Installation for use in making change at the facility. This amount will be included in cash on hand calculation in future modification of the program.

(5) The cursor is positioned in the ACTIVITY NAME field.

- b. Use the [Enter] or ARROW keys to move the cursor around the screen.
- c. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 8.3.9 for processing instructions.
- d. Move the cursor to the field(s) you want and enter your change(s), and press [Enter]..
- e. When you finish your entries, press [Esc] or [Enter] to update the file. The message: **Update complete. Press ENTER to exit process.** is displayed.
- f. Press [Enter] to exit this process and the File Maintenance Menu is displayed.

8.3.3.4 Outputs. No reports are printed during this process. The miscellaneous data table is updated with your changes.

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8.3.4 Cash Turn-In Process.

a. Use this process to create, update, and print cash collection vouchers. Enter FAO voucher numbers, reset fiscal year end voucher numbers and print the FY End Cash and Serial Number Report, and reprint the FY End Cash and Serial Number Report. This process contains five subprocesses and two exit options.

- (1) Create / Update / Print Cash Collection Voucher (para 8.3.4.1).
- (2) Reprint Cash Collection Voucher (para 8.3.5).
- (3) Enter FAO Voucher Number / Turn-In Date (para 8.3.6).
- (4) Fiscal Year End Reset Voucher Number (para 8.3.7).
- (5) Reprint FY End Cash and Serial Number Report (para 8.3.8).

(6) Exit the Cash Turn-In Menu and return to the File Maintenance Menu or system login screen.

b. Select Option D from the File Maintenance Menu (fig. 8.3-16) to review the subprocesses from the Cash Turn-In Menu.

```
FILE MAINTENANCE:  A  B  C  D  R  X
Cash Turn-in Menu

DATE:  23 Jun 97          FILE MAINTENANCE MENU          AJK-032
----- Press F8 for Help -----

      A - DINING FACILITY PERSONNEL
      B - HEADCOUNT / CASH COLLECTED
      C - DISBURSING OFFICE DATA
      D - CASH TURN-IN MENU
      E - MANUAL PAYROLL DEDUCTION
      R - RETURN TO HEADCOUNT MAINTENANCE MENU
      X - EXIT FROM DFO PROCESSING
```

Figure 8.3-16. File Maintenance Menu (AJK-032).

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c. The Cash Turn-In Menu (fig. 8.3-17) is displayed.

```
CASH TURN-IN MAINTENANCE:  A B C D E R X
Create/update/print cash collection voucher

DATE:  23 Jun 97                CASH TURN-IN MENU                AJK-022
----- Press F8 for Help -----

      A - CREATE / UPDATE / PRINT CASH COLLECTION VOUCHER

      B - REPRINT CASH COLLECTION VOUCHER

      C - ENTER FAO VOUCHER NUMBER / TURN-IN DATE

      D - FISCAL YEAR-END RESET VOUCHER NUMBER

      E - REPRINT FY END CASH AND SERIAL NUMBER REPORT

      R - RETURN TO HEADCOUNT FILE MAINTENANCE MENU

      X - EXIT FROM DFO PROCESSING
```

Figure 8.3-17. Cash Turn-In Menu (AJK-022).

8.3.4.1 Create / Update / Print Cash Collection Voucher Subprocess. Use this subprocess to create, update and print the Cash Collection Voucher Report (PCN AJK-A07). Up to seven copies of the report can be printed.

8.3.4.2 Processing Restrictions. Complete the Headcount/Cash Collected process (para 8.3.2) before you print this report. Cash Collection Voucher Report (PCN AJK-A07) can not be updated after the FAO Voucher number and turn-in date have been entered in system.

8.3.4.3 Processing Materials. The Cash Meal Payment Sheet (DD Form 1544) page numbers, book number, start and end dates, cash overages or shortages, and field turn-in information. Headcount Reports (AJK-A01) for meals at which the automated procedures were used should be used to document the amount of cash collected for the meals. These forms can be used in place of the DD Form 1544 (Cash Meal Payment Sheet) for documentation and calculation.

8.3.4.4 Cash Collection Voucher Report Screen AJK-017. To begin the create/update/print cash collection voucher subprocess, select Option A from the Cash Turn-In Menu. The Cash Collection Voucher Report Screen (fig. 8.3-18) is displayed.

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DATE: 23 Jun 1997	CASH COLLECTION VOUCHER REPORT	AJK-017
<p>IF THE FOOD SERVICE OFFICER'S SIGNATURE IS TO APPEAR ON THE VOUCHER ENTER "x" HERE :</p> <p>IF THE RESPONSIBLE COMMANDER'S SIGNATURE IS TO APPEAR ON THE VOUCHER ENTER "x" HERE :</p>		

Figure 8.3-18. Cash Collection Voucher Report Screen (AJK-017).

- a. Use this screen to choose a signature block for your report.
- b. To select a signature block, enter X in the field next to your choice and the message:
TO CREATE A VOUCHER, PRESS A. TO UPDATE A VOUCHER, PRESS B. is displayed.
 - (1) Press A to create a voucher and the Cash Collection Entry Form Screen AJK-014 (fig 8.3-19) is displayed.

OR

- (2) Press B to update a voucher and the Cash Turn-In File Maintenance Screen AJK-028 is displayed. See paragraph 8.3.4.6 for processing instructions.

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8.3.4.5 Cash Collection Entry Screen AJK-014 - CREATE. Use this screen (fig. 8.3-19) to enter information for the Cash Collection Voucher Report (PCN AJK-A07).

a. The dining facility cash turn-in voucher number, garrison food cost, and OMA funds are displayed based on the entries you make in the Headcount/Cash Collected File Maintenance process (para 8.3.2). The cursor is positioned in the FOOD COST AMOUNT field.

DATE PREPARED	DESCRIPTION	PURPOSE	AMOUNT
23 Jun 1997	GARRISON	FOOD COST	\$3154.30
	OMA	INSTL. ALLOT.	\$1703.20
	ADJUSTMENT OF OVERAGE	\$0.00 OR SHORTAGE <	\$0.00 >
	FIELD OPERATIONS	FOOD COST	\$0.00
	OMA	INSTL. ALLOT.	\$0.00
	ADJUSTMENT OF OVERAGE	\$0.00 OR SHORTAGE <	\$0.00 >
TOTAL CASH TURN-IN			
PERIOD OF CASH TURN-IN: FROM [][][] TO [][][]			
TURN-IN INCLUDES SHEETS			
BOOK NO.			
Enter total garrison food cost.			

Figure 8.3-19. Cash Collection Entry Form Screen (AJK-014).

b. The following fields are used to record cash collected for the garrison account.

(1) Enter the food cost dollar amount you are turning in for garrison operations and press [Enter], or press [Enter] to accept the dollar amount in the FOOD COST field. The food cost to be turned in should be the amount of the food cost for all garrison meals included on this turn-in. The total dollar value for food cost under garrison meals can be obtained by totaling the food cost fields on the Headcount / Cash Collection reports (AJK-A01) for the meals and dates to be covered on this cash turn-in. Any cash documented on cash meal payment sheets (DD Form 1544) and entered manually into headcount should be included. It is suggested that in ALC operations, cash meal payment sheets be kept in sequence as to the dates to be covered on anticipated turn ins.

(2) Enter the OMA Instl. Allot. (operating expenses) dollar amount you are turning in and press [Enter], or press [Enter] to accept the dollar amount in the OMA Instl. Allot. field. Use the same procedures as with the Food Costs to calculate the amounts required for your turn-in.

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(3) Enter the dollar amount for net cash overages in the ADJUSTMENT OF OVERAGE field and press [Enter].

OR

(4) Enter the dollar amount for net cash shortages in the ADJUSTMENT OF SHORTAGE field and press [Enter].

c. The following fields are used to record cash collected and net overage or shortage for meals the dining facility does not receive headcount credit.

NOTE: Values are not displayed in these fields because you did not enter the headcount in AFMIS. Likewise, entering values in these fields does not reduce the amount of cash in the system.

(1) Enter the dollar amount for field cash collections in the FIELD OPERATIONS FOOD COST field and press [Enter].

(2) Enter the OMA Instl. Allot. (operating expense) dollar amount in the FIELD OMA INSTL. ALLOT. field and press [Enter].

(3) Enter the dollar amount for net cash overage in the ADJUSTMENT OF OVERAGE field and press [Enter].

OR

(4) Enter the dollar amount for net cash shortage in the SHORTAGE field and press [Enter], the total dollar amount of cash turn-in is displayed.

d. Period of Cash Turn-in. Enter the date appearing on the first DD Form 1544 or the first day for the meals documented with this turn in in the FROM field and press [Enter]. Enter the date appearing on the last DD Form 1544 or the date of the last meal documented in the TO field. The cursor will advance to the next field.

e. Enter the DD Form 1544 sheet numbers for this turn-in and press [Enter]. In addition to sheet numbers, if any meals were collected through an automated process, enter a short statement such as 'and meals collected with automated processes AHC'.

f. Enter the Cash Meal Payment Book Number and press [Enter]. See figure 8.3-20 for an example of a completed Cash Collection Data Entry Form Screen. If no cash meal payment book was used during this period use '111111' or the book number for the Cash Meal Payment Book that is currently in use.

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DATE PREPARED	DESCRIPTION	PURPOSE	AMOUNT
CASH COLLECTION ENTRY FORM			AJK-014
DINING FACILITY CASH TURN-IN VOUCHER NO: 73			
29 Mar 2001	GARRISON	FOOD COST	\$930.00
	OMA	INSTL. ALLOT.	\$250.00
		ADJUSTMENT OF SHORTAGE <	\$1.50 >
	FIELD OPERATIONS	FOOD COST	\$6.75
	OMA	INSTL. ALLOT.	\$1.50
		ADJUSTMENT OF OVERAGE	\$0.75
		TOTAL CASH TURN-IN	\$1187.50
PERIOD OF CASH TURN-IN: FROM [20][APR][1997] TO [28][APR][1997]			
TURN-IN INCLUDES SHEETS 1-10 and meals collected with AHC processes.			
BOOK NO. 123456			
Do you want to change your entries (Y or N)?			

Figure 8.3-20. Cash Collection Entry Form Screen (AJK-014).

g. The following message is displayed: **Do you want to change your entries (Y or N)?**

(1) Enter Y to make changes and the cursor moves back to the Garrison food cost AMOUNT field. Repeat steps c. thru e.

OR

(2) Enter N and the message: **Are you sure the DD Form 1131 is correct (Y or N)?** is displayed.

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(a) Enter Y if your entries are correct. The message **How many printed copies? (LIMIT 7)** is displayed.

OR

(b) Enter N and the cursor returns to the Garrison food cost AMOUNT field. You can correct your entries.

h. When you enter a number of copies to print, the following messages are displayed: **Table has been updated and report sent to the printer. Then, Do you want to generate another turn-in at this time (Y or N)?**

(1) Enter Y to create another turn-in, and the Cash Collection Voucher Report Screen AJK-017 is redisplayed.

OR

(2) Enter N to finish this process. Press [Enter] and the Cash Turn-In Menu is displayed.

i. To exit this menu, enter R. The File Maintenance Menu is displayed.

8.3.4.6 Cash Turn-in File Maintenance Screen AJK-028 - UPDATE. This screen (fig. 8.3-21) is displayed when you press B on Screen AJK-017. Use it to record the voucher number you wish to update.

NOTE You cannot update a voucher if the FAO Voucher number and turn-in date have been entered in the system, or if the voucher number was created over 30 days prior to the system date.

DATE: 23 Jun 1997	CASH TURN-IN FILE MAINTENANCE	AJK-028
ENTER THE ACTIVITY VOUCHER NUMBER:		
PRESS <ESC> AFTER DATA HAS BEEN ENTERED		

Figure 8.3-21. Cash Turn-in File Maintenance Screen (AJK-028) - UPDATE.

a. Enter the receiving office collection voucher number from the Cash Collection Voucher Report (PCN AJK-A07) and press [Esc] or [Enter].

b. The Cash Collection Entry Form Screen AJK-014 is displayed. You can make additional changes to the voucher.

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8.3.4.7 Cash Collection Entry Form Screen AJK-014 - UPDATE. Use this screen (fig. 8.3-22) to correct information displayed on the screen and the Cash Collection Voucher Report (PCN AJK-A07).

23 Jun 1997	CASH COLLECTION ENTRY FORM	AJK-014
	DINING FACILITY CASH TURN-IN VOUCHER NO: 22	
DATE	DESCRIPTION	PURPOSE
PREPARED		AMOUNT
	GARRISON	FOOD COST
		\$100.00
23 Jun 1997	OMA	INSTL. ALLOT.
		\$50.00
	ADJUSTMENT OF OVERAGE	\$0.50 OR SHORTAGE <
		\$0.00 >
	FIELD OPERATIONS	FOOD COST
		\$0.00
	OMA	INSTL. ALLOT.
		\$0.00
	ADJUSTMENT OF OVERAGE	\$0.00 OR SHORTAGE <
		\$0.00 >
	TOTAL CASH TURN-IN	\$150.50
PERIOD OF CASH TURN-IN: FROM [15][JUN][1997] TO [17][JUN][1997]		
TURN-IN INCLUDES SHEETS 2 & 3		
BOOK NO.	123456	
Enter total garrison food cost.		

Figure 8.3-22. Cash Collection Entry Form Screen (AJK-014).

- a. The cursor is positioned in the Garrison food cost AMOUNT field.
- b. To complete the update use the Enter or arrow keys to move the cursor to the field or fields that need to be corrected, and enter the correct information. When all entries are correct, Press ESC until the prompt **Do you want to change your entries (Y or N)?** is displayed. Processing from here is the same as in the Create process. See paragraph 8.3.4.5 for processing instructions.

NOTE: The output from the update process is identical to the output from the create process except "UPDATED" appears under the Date field for the signature block of the Food Service Officer or Commander.

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8.3.4.8 Outputs. The Cash Collection Voucher Report (PCN AJK-A07) is printed. See Appendix C for an example of this report.

8.3.5 Reprint Cash Collection Voucher Subprocess. Use this subprocess to reprint a cash collection voucher.

8.3.5.1 Processing Restrictions. After a cash turn-in has been closed out by entering the FAO voucher number and date of turn-in in the system, cash collection vouchers cannot be reprinted.

8.3.5.2 Processing Materials. None.

8.3.5.3 Cash Turn-In File Maintenance Screen AJK-028 - REPRINT. To request reprint of a specific cash collection voucher, select Option B from the Cash Turn-In Menu. The Cash Turn-in File Maintenance Screen AJK-028 (fig. 8.3-23) is displayed.

NOTE: You cannot reprint a voucher if the FAO Voucher number and turn-in date have been entered in the system.

DATE: 15 Aug 95	CASH TURN-IN FILE MAINTENANCE	AJK-028
ENTER THE ACTIVITY VOUCHER NUMBER: 3		
PRESS <ESC> AFTER DATA HAS BEEN ENTERED		

Figure 8.3-23. Cash Turn-in File Maintenance Screen (AJK-028) - REPRINT.

- a. Enter the number of the cash collection voucher you want to reprint, and press [Esc] or [Enter].
- b. The Cash Collection Voucher Report Screen AJK-017 is displayed.

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DATE: 15 Aug 95	CASH TURN-IN FILE MAINTENANCE	AJK-028
ENTER THE ACTIVITY VOUCHER NUMBER:		
PRESS <ESC> AFTER DATA HAS BEEN ENTERED		

Figure 8.3-25. Cash Turn-in File Maintenance Screen (AJK-028) - FAO.

a. Enter the receiving office voucher number from the Cash Collection Voucher Report (PCN AJK-A07) and press [Esc], or [Enter].

b. The Turn-In File Maintenance Screen AJK-029 is displayed.

8.3.6.4 Cash Turn-In File Maintenance Screen AJK-029. Use this screen (fig. 8.3-26) to enter finance information from the Cash Collection Voucher Report (PCN AJK-A07).

DATE: 2 May 1997	CASH TURN-IN FILE MAINTENANCE	AJK-029
THE FOLLOWING INFORMATION IS ON FILE FOR THE PREVIOUSLY ENTERED VOUCHER NUMBER:		
VOUCHER NUMBER:	73	
MEAL COST:	\$930.00	
OMA INSTL ALLOT:	\$250.00	
DATE GENERATED:	29 Apr 97	
ENTER THE FOLLOWING INFORMATION:		
FINANCE AND ACCOUNTING VOUCHER NUMBER:		
DATE OF TURN-IN:		
PRESS <ESC> AFTER ALL DATA HAS BEEN ENTERED		

Figure 8.3-26. Cash Turn-in File Maintenance Screen (AJK-029).

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a. The receiving office voucher number, meal cost, OMA Instl Allot (operating expense), and (Cash Collection Voucher Report) Date Generated are displayed. The cursor is positioned in the FINANCE AND ACCOUNTING VOUCHER NUMBER field.

b. Use the Cash Collection Voucher Report (PCN AJK-A07) to complete the following entries:

(1) Enter the disbursing office collection voucher number in the FINANCE AND ACCOUNTING VOUCHER NUMBER FIELD and press [Enter].

CAUTION: Take care when entering your voucher number. When you enter the last character for the date, the system will update and you can not return to correct you data.

(2) The cursor moves to the DATE OF TURN-IN field.

```
DATE:  2 May 1997          CASH TURN-IN FILE MAINTENANCE          AJK-029

THE FOLLOWING INFORMATION IS ON FILE FOR THE PREVIOUSLY ENTERED VOUCHER NUMBER:

VOUCHER NUMBER:          73
MEAL COST:                $930.00
OMA INSTL ALLOT:         $250.00
DATE GENERATED:         29 Apr 97

ENTER THE FOLLOWING INFORMATION:

FINANCE AND ACCOUNTING VOUCHER NUMBER:  14-97

DATE OF TURN-IN:  [ 2 ] [May] [1997]

PRESS <ESC> AFTER ALL DATA HAS BEEN ENTERED
```

Figure 8.3-26-1. Cash Turn-in File Maintenance Screen (example).

c. When you finish your entries, press [Esc] or [Enter]. A message is displayed: **Update complete. Press ENTER to exit process. See caution note above.**

d. Press [Enter] and the Cash Turn-In Menu is displayed.

e. To exit this menu, enter R. The File Maintenance Menu is displayed.

8.3.6.5 Outputs. No reports are printed during this process.

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8.3.7 Fiscal Year End Reset Voucher Number Process. Use this process to reset the cash collection receiving office voucher number and all subsistence inventory, transfer, and turn-in control numbers to 1 for the new fiscal year, and print the DFO FY End Cash and Serial Number Report. Use this process **AFTER THE END OF THE FISCAL YEAR** when all cash and subsistence turn-ins, transfers and inventories are complete for the old fiscal year and **BEFORE ANY ARE CREATED FOR THE NEW FISCAL YEAR**. The FY End Cash and Serial Number Report lists the highest system assigned number for each of the serial numbered reports, and the Cash on hand when the process is run.. This Report must be retained for 2 years.

NOTE: If possible headcount for the new fiscal year should not be entered in the system until this process is run. When headcount for the new FY does not have to be entered until after this process is run, the final cash turn for the fiscal year (after all headcount for the old FY is entered) should be for the total amount of cash in the system (both food cost and OMA Instl. Allot [operating expense]. When this is possible you will start the new FY without any cash on hand in the system, which is the way you should start the new FY.

8.3.7.1 Processing Restrictions. DO NOT use this process until after the end of the fiscal year when all cash turn-ins, inventories and transfers have been completed for the old fiscal year. AR 30-1 requires the receiving office voucher number start with 1 on the first day of the fiscal year. The system assigns and maintains the voucher number and inventory control number sequences throughout the fiscal year.

8.3.7.2 Processing Materials. None.

8.3.7.3 Reset Voucher Number Warning Screen AJK-013. To reset the receiving office voucher number, and all inventory control numbers (Inventories, transfers, and turn-ins), and print the report select Option D from the Cash Turn-In Menu. The Reset Voucher Number Warning Screen (fig. 8.3-27) is displayed.

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```
DATE: 29 Apr 97                                     AJK-013

*****
*                                                                 *
*                                                                 *
*           * * * * * W A R N I N G * * * * *           *
*                                                                 *
*   This menu selection is to be executed only at FISCAL year-end *
*   after all headcount, cash turn-ins, inventories, transfers and *
*   subsistence turn-ins for the old year are completed, and before *
*   any of these actions for the new FISCAL year are entered.     *
*   The process resets the serial numbers for your cash turn-ins, *
*   inventories, transfers and subsistence turn-ins. The FY End   *
*   Cash and Serial Number Report is produced from this process. *
*   It must be retained for 24 months.                            *
*                                                                 *
*****

Press ENTER to continue process or press DEL to cancel.
```

Figure 8.3-27. Reset Voucher Number Warning Screen (AJK-013).

- a. The warning message pictured above on screen AJK-013 is displayed.
 - b. The message: **Press ENTER to continue process or press DEL to cancel.** is also displayed at the bottom of screen AJK-013.
 - (1) If you completed all cash turn-ins, subsistence turn-ins, inventories and transfers for the current fiscal year, press [Enter] to continue. See step c. for processing instructions.
- OR
- (2) Press [DELETE] to interrupt processing without resetting the voucher number. An Interrupt Ring Menu is displayed.
 - c. When you press [Enter] from RETURN in the interrupt process or select CONTINUE from the Interrupt Menu, a message (fig. 8.3-28) is displayed: **This option should be run at FISCAL year-end to reset voucher no. to one (1) and ALL inventory report control numbers to one (1).**

Do you want to continue with this process (Y or N)?

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This option should be run at FISCAL year-end to reset Voucher No. to one (1) and ALL inventory report control numbers to one (1).

Do you want to continue with this process (Y or N)?

Figure 8.3-28. Reset Voucher Number Message Screen.

(1) Enter Y to continue this process.

OR

(2) Enter N to interrupt processing. Processing is aborted and after pressing ENTER the Cash Turn-In Menu is displayed.

d. If you select Y, another message is displayed: **You chose to reset the cash turn-in voucher number to one (1) and ALL inventory report control numbers to one (1). Are you sure you want to reset all control numbers (Y or N)?**

(1) Enter Y to reset the numbers and print the FY End Voucher Number Reset Report. Messages are displayed about tables being updated and report being printed. Press [Enter] and the Cash Turn-In Menu is displayed.

NOTE: If you attempt to run this process in other than September or October, the following message will be displayed when you enter Y in d. (1) above:

SERIAL NUMBERS CAN ONLY BE RESET IN SEPTEMBER OR OCTOBER.
PRESS ENTER TO EXIT PROCESS.

The Cash Turn-In Menu is displayed when ENTER is pressed.

OR

(2) Enter N to interrupt processing and press ENTER, the Cash Turn-In Menu is displayed.

e. To exit this menu, enter R. The File Maintenance Menu is displayed.

8.3.7.4 Outputs: The FY End Cash and Serial Number Report (PCN AJK-B11) is printed. See Appendix C for an example of this report.

8.3.8 Reprint FY End Cash And Serial Number Report Process. Use this process to reprint the FY End Cash and Serial Number Report produced from the Fiscal Year End Reset Voucher Number Process. The report lists the highest system assigned number for each of the serial numbered reports and the cash on hand when the Fiscal Year-End Reset Voucher Number process is run. This Report must be retained for 2 years.

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8.3.8.1 Processing Restrictions. This process can not be run until the until after the Fiscal Year End Reset Voucher Number Process is run for the first time after the installation of SCP 11.

8.3.8.2 Processing Materials. None.

8.3.8.3 Reprint FY End Cash And Serial Number Report Processing. To reprint the FY End Cash and Serial Number Report, select Option E from the Cash Turn In Menu. The message: **Report has been printed. Press ENTER to continue.** is displayed on a blank screen. Press ENTER and the Cash Turn-In Menu is displayed.

8.3.8.4 Outputs: The FY End Cash and Serial Number Report (PCN AJK-B11) is reprinted. See Appendix C for an example of this report.

NOTE: The reprinted version of the report does not need to be printed or filed unless the original is lost. If the original is lost, it can be reprinted until the Fiscal Year End Reset Voucher Number process is run for the new fiscal year.

8.3.9 Manual Payroll Deduction Process. The Manual Payroll Deduction process is used to enter payroll deduction data for individuals when the automated process will not function.

8.3.9.1 Processing Restrictions. The manual payroll deduction process can only be used when the following conditions are met:

- a. Installation must be operating under Automated Headcount procedures using the Common Access Card (CAC) and be processing payroll deductions in the normal headcount process.
- b. Use of this process has been authorized by the Installation Food Advisor.
- c. The diners CAC could not be processed at the headcount station and the diners intent was to use the payroll deduction process.
- d. This process should not be used by a diner on a continual basis in lieu of getting the damaged CAC repaired by unit personnel. It is intended as a one time process to preclude inconvenience for the diner.
- e. The following information must be collected for the diner on a memorandum and verified by the headcount and/or Dining Facility Management personnel.
 - 1) Lastname, Firstname, Middle Initial (printed legibly)
 - 2) Pay grade -E, O, or W grade, NOT rank.
 - 3) Diner SSN
 - 4) Meal Date
 - 5) Meal for which payroll deduction is desired.
 - 6) Food Cost for Meal selection
 - 7) Operating Expense for Meal selection
 - 8) Signature of diner authorizing the payroll deduction with a statement specifically authorizing the deduction of the Food Cost and Operating Expense from their pay.
 - 9) Printed name and signature of individual verifying the information on this form.

8.3.9.2 Processing Materials. Documentation prepared by the individual authorizing the payroll deduction for the meal.

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8.3.9.3 Payroll Deduction Input. To enter the Manual Payroll Deduction process select option E from the File Maintenance Menu (AJK-032) under Headcount Maintenance. The PAYROLL DEDUCTION INPUT SCREEN (AJK-969) is displayed. Use the data collected on the memorandum from the individual to input appropriate information. The Dining Facility UIC and Transaction type will default to the data contained in the data base. Accept the default data or change

- a. DF UIC will normally remain the same as the default value. Change only if you are doing a payroll deduction for another facility.
- b. Transaction type will determine how the food cost and operating expense is entered.
 - (1) A La Carte type transactions will require a separate entry for each value based on the check total for the individual.
 - (2) Non A La Carte type transactions will default the appropriate food cost and operating expenses to table values based on the discount designation. Primary assumption is that all meals are standard with discount as the exception.
- c. Press [Esc] when these two entries are complete.

DATE: [28 Mar 01]	AUTOMATED HEADCOUNT	AJK-969
	PAYROLL DEDUCTION INPUT	
	DF UIC: [WAMET0]	
	TRANSACTION TYPE: [A] [A La Carte]	
	WHEN DATA ENTRY COMPLETED, DEPRESS <ESCAPE>	
LAST NAME: []	MEAL DATE: [][][]	
PAY GRADE: []	DD MMM YY	
SSN: []-[]-[]	MEAL ID: []	
	DISCOUNT: []	
	FOOD COST: []	
	OPERATING EXPENSE: []	
	WHEN DATA ENTRY COMPLETED, DEPRESS <ESCAPE>	
	CONFIRM INDICATOR: []	
[]		
FACILITY TYPE = (A)la Carte or (N)on Ala Carte		

Figure 8.3-29. Reset Voucher Number Message Screen.

- d. Enter the first five characters of the lastname or lastname, space, and firstname to the five character mark.
- e. Enter the pay grade for the individual, E, W, or O grade.
- f. Enter the individual SSN.

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- g. Enter the date the meal was served. System will default to current date. Change as needed.
- h. Enter the three character AFMIS meal ID for the meal served.
- i. Enter discount designation for this meal if it was a discount meal.
- j. If the meal served was served A La Carte, enter the Food Cost and Operating expense values for the meal. If the meal served was non a la carte the dollar values will populate with the appropriate values.
- k. When all entries have been completed press [Esc] and then enter Yes or No to confirm and press [Esc] again.
- l. Upon confirmation, the information will be added to the payroll deduction file to be sent to Finance.

NOTE: Headcount has not been updated in this process. If headcount has not been documented by the automated system, it must be entered through the headcount procedures.
--

8.3.9.4 Outputs. There are no outputs associated with this process. completed.

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8.4 Dining Facility Headcount Reports Subfunction.

a. Use the Dining Facility Headcount Reports Subfunction to print the Cash Collection Voucher Report (PCN AJK-A07), Daily Headcount Report (PCN AJK-A04), and extra copies of the Headcount/Cash Collected Report (PCN AJK-A01). This subfunction contains three processes and two exit options:

- (1) Daily Headcount Report (para 8.4.1).
- (2) Reprint Headcount/Cash Collected Report (para 8.4.2).
- (3) Reprint Cash Turn-In Voucher Report (para 8.4.3).
- (4) AHC Headcount Report (para 8.4.4)

(4) Exit the Reports Menu and return to the Headcount Maintenance Menu or system login screen.

b. To access the Reports Menu from the AFMIS-DFO Main Menu, select the options in figure 8.4-1.

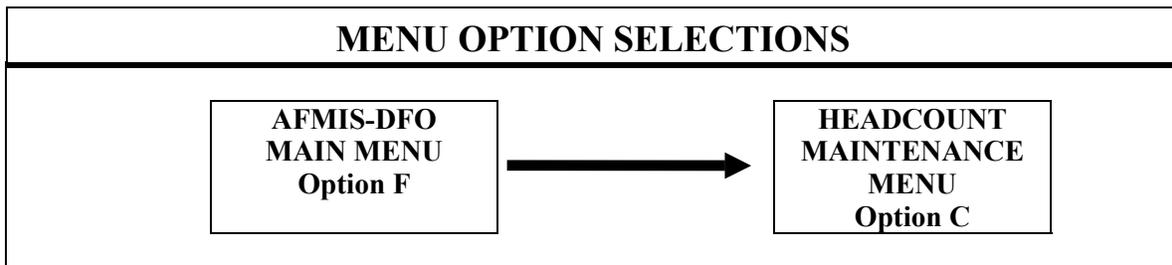


Figure 8.4-1. Reports Menu Selection.

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c. The Reports Menu (fig. 8.4-2) is displayed.

```
REPORTS:  A B R X
Daily headcount report

DATE:  18 Aug 95           REPORTS  MENU           AJK-033
-----Press F8 for Help-----

      A - DAILY HEADCOUNT REPORT

      B - REPRINT HEADCOUNT / CASH COLLECTED REPORT

      C - REPRINT CASH TURN-IN VOUCHER REPORT

      D - AHC HEADCOUNT REPORT

      R - RETURN TO HEADCOUNT MAINTENANCE MENU

      X - EXIT FROM DFO PROCESSING
```

Figure 8.4-2. Reports Menu (AJK-033).

8.4.1 Daily Headcount Report Process. Use this process to print the Daily Headcount Report (PCN AJK-A04). The report gives you a 3-day summary of headcount information.

8.4.1.1 Processing Restrictions. None.

8.4.1.2 Processing Materials. None.

8.4.1.3 Daily Headcount Report Screen AJK-016. To print a daily headcount report, select Option A from the Reports Menu. The message **please wait . . .** is displayed briefly followed by the Daily Headcount Report Screen (fig. 8.4-3).

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DATE: 15 Aug 95	DAILY HEADCOUNT REPORT	AJK-016
DAILY HEADCOUNT REPORT HAS BEEN GENERATED AND SENT TO THE PRINTER		
Press ENTER to exit process.		

Figure 8.4-3. Daily Headcount Report Screen (AJK-016).

- a. A message is displayed: **DAILY HEADCOUNT REPORT HAS BEEN GENERATED AND SENT TO THE PRINTER.**
- b. Press [Enter] and the Reports Menu is displayed.
- c. To exit this menu, enter R. The Headcount Maintenance Menu is displayed.

8.4.1.4 Outputs. The Daily Headcount Report (PCN AJK-A04) is printed. You are not required to keep a file copy of this report. See Appendix C for an example of this report.

8.4.2 Reprint Headcount/Cash Collected Report Process. Use this process to print extra copies of the Headcount/Cash Collected Report (PCN AJK-A01). The report includes all changes you make in the Headcount Adjustments subprocess (para 8.3.2.6).

8.4.2.1 Processing Restrictions. The Headcount/Cash Collected File Maintenance process (para 8.3.2) must be completed for the date and meal you choose.

8.4.2.2 Processing Materials. None.

8.4.2.3 Reprint Headcount/Cash Collected Report Screen AJK-020. To print the Headcount/Cash Collected Report (PCN AJK-A01), select Option B from the Reports Menu. The Reprint Headcount/Cash Collected Report Screen (fig. 8.4-4) is displayed.

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```
[
DATE: 30 Apr 1997      Reprint Headcount/Cash Collected Report      AJK-020

MEAL DATE: [30][APR][   ]      MEAL TYPE: [   ]

Enter year (yyyy)
```

Figure 8.4-4. Reprint Headcount/Cash Collected Report Screen (AJK-020).

- a. Enter a meal date in dd/mmm/yyyy format do not press [Enter].
- b. Enter a meal type (fig. 8.4-5) from the screen display. DO NOT press [Enter].

```
[
DATE: 30 Apr 1997      Reprint Headcount/Cash Collected Report      AJK-020

MEAL DATE: [30][APR][1997]      MEAL TYPE: [BRK]

NOTE: BREAK TO FOLLOWING MESSAGE

Report has been generated and sent to the printer.
Press ENTER to continue process.

NOTE: BREAK TO FOLLOWING MESSAGE

Report has been generated and sent to the printer.
Do you want to print another headcount report at this time (Y or N)?
```

Figure 8.4-5. Reprint Headcount/Cash Collected Report Screen (example).

- c. A message is displayed: **Report has been generated and sent to the printer. Press ENTER to continue process.**
- d. Press [Enter] to continue and a message is displayed: **Do you want to print another headcount report at this time (Y or N)?**

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(1) Enter Y to print another Headcount/Cash Collected Report (PCN AJK-A01).

OR

(2) Enter N to end processing and return to the Reports Menu.

e. To exit this menu, enter R. The Headcount Menu is displayed.

8.4.2.4. Outputs. The Headcount/Cash Collected Report (PCN AJK-A01) is printed for the date and meal you select. See Appendix C for an example of this report.

8.4.3 Reprint Cash Turn-In Voucher Report Subprocess. Use this subprocess to reprint a cash collection voucher.

8.4.3.1 Processing Restrictions. After a cash turn-in has been submitted to finance with FAO voucher number assigned and entered in the system, cash collection vouchers cannot be reprinted.

8.4.3.2 Processing Materials. None.

8.4.3.3 Cash Turn-In File Maintenance Screen AJK-028 - REPRINT. To request reprint of a specific cash collection voucher, select Option C from the Reports Menu. The Cash Turn-in File Maintenance Screen AJK-028 (fig. 8.4-6) is displayed.

NOTE: You cannot reprint a voucher if the FAO Voucher number and turn-in date have been entered in the system.

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a. To select a signature block, enter X in the field next to your choice and the message: **How many printed copies? (LIMIT 7)** is displayed.

b. Enter the number of copies you want, and the following messages are displayed: **Report Completed. Then, Do you want to print another voucher (Y or N)?**

(1) Enter Y and the Cash Turn-In File Maintenance Screen AJK-028 is displayed.

OR

(2) Enter N and the message: **Press [Enter] to exit process.** is displayed. Press [Enter] and the Reports Menu AJK-033 is displayed.

8.4.3.5 Outputs. The Cash Collection Voucher Report (PCN AJK-E3P) is printed. See Appendix C for an example of this report.

8.4.4 AHC Headcount Report Subprocess. Use this subprocess to print a headcount report from the Automated Headcount (AHC) database. This report will summarize data collected by the Automated Headcount process for a specified date, meal, and station. Data will include only the headcount documented at the specified station. Any adjustments made in the AFMIS headcount processes WILL NOT be included.

8.4.4.1 Processing Restrictions. Headcount must have been processed by the Automated Headcount system.

8.4.4.2 Processing Materials. None.

8.4.4.3 AHC Headcount Report Data Entry Screen AJK-967. To access the AHC headcount reports select option D from the reports menu.

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```
[
DATE: [28 Mar 01]                AUTOMATED HEADCOUNT                ]
                                HEADCOUNT REPORT DATA ENTRY          AJK-967

                                DF UIC:          [WAMETO  ]

                                MEAL DATE:       [  ][  ][  ]
                                                DD  MMM  YY

                                MEAL ID:         [  ]

                                STATION NUMBER:  [  ]

                                WHEN DATA ENTRY COMPLETED, DEPRESS <ESCAPE>
```

Figure 8.4-8. Automated Headcount Report Data Entry Screen (AJK-967).

- a. The dining facility UIC will default to the values contained in the data base. Change if needed.
- b. Enter the desired meal date in DD MMM YY format.
- c. Enter the three character AFMIS meal ID.
- d. Enter the desired station number.
- e. When data entry is complete press [Esc]. The following messages will be displayed:
If there is no headcount for the requested day the following message will be displayed "DATA NOT ON FILE FOR MEAL SPECIFIED - PLEASE REENTER" and the cursor will return to the meal date field.
ACCESSING DATABASE...PLEASE WAIT
REPORT WILL BE SENT TO PRINTER
- f. Display will return to the Reports Menu (AJK-033) after report generation.

8.4.4.4 AHC Report Contents. The Automated Headcount Report (AJK-WZ1) contains five sections.

- a. Summary Data - Consolidated summary data for the station listing Total Cash, SIK headcount (Consolidated), payroll deduction meals, and FAO action meals.
- b. SIK headcount data separated by diner category codes.
- c. Payroll deduction meals processed by cash meal type.
- d. Diners process with CAC cards, excluding payroll deduction, grouped by SIK and cash meal type.
- e. Group entries and individual diners without cards, excluding payroll deductions, grouped by SIK, FAO, and cash meal type.

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8.4.4.5 Outputs. The AHC Headcount Report (PCN AJK-WZ1) is printed. See Appendix C for an example of this report.

8.5 Receive Data from POS Process. Use the Receive Data from POS Process to import automated headcount (AHC) and menu item data from the Ala Carte headcount stations. It is highly recommended that this process be run after the completion of each meal served in the dining facility. The process will import all AHC data and menu items served information from the cash registers and populate the applicable AFMIS AHC and DFO meal production files on the AFMIS database. **NOTE:** This process does not have to be run after each meal but it is highly recommended that it is in order to keep the AFMIS files as current as possible.

8.5.1 Processing Restrictions.

(1) The individual POS station(s) must be closed out in order for the data for a particular meal to be processed into AFMIS.

(2) The meals for the headcount to be imported must be programmed using the production schedule process. If the meals resident in the import directory are not initialized with a production schedule, there will be a program error message and none of the other meals will be loaded. The import program will abort at the time that it encounters the meal that is not programmed.

8.5.2 Processing Materials. None.

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8.5.3 Headcount Maintenance Screen AJK-030. To initiate the Receive Data from POS process, select D from the Headcount Maintenance Menu.

```
HEADCOUNT MAINTENANCE:  A  B  C  D  R  X
Receive Data from POS

DATE:  15 Nov 00          HEADCOUNT MAINTENANCE MENU          AJK-030
----- Press F8 for Help -----

          A - FILE INQUIRY MENU

          B - FILE MAINTENANCE MENU

          C - REPORTS MENU

          D - RECEIVE DATA FROM POS

          R - RETURN TO DFO COMMAND MENU

          X - EXIT FROM DFO PROCESSING
```

Figure 8.5-1. Headcount Maintenance Menu Screen.

- a. The following messages will be displayed on the screen:
 - (1) STARTING LOAD. . . PLEASE WAIT
 - (2) Loading data to AHC database. NOTE: This message may not appear if data is already present in the AHC database.
 - (3) Loading data to DFO database.
 - (4) Processing completed.
- b. If any errors are encountered while processing headcount data the system will display a message similar to:

Some records in file [HLUN111501.txt] could not be processed.
Headcount not processed for [1] records.
Payroll deductions not created for [1] records.
See printed error log [ajkwoe.000102] for details.
- c. An error log (if any errors occur) will print automatically. A sample of an error log with two (2) error conditions is shown below. In the first record, the diner's name was missing resulting in the payroll deduction not being processed. In the second record the diner's Meal Entitlement Code (MEC) was missing so the headcount record was not processed. To correct

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these types of errors, a manual transaction must be completed using the Headcount / Cash Collected Process and the Manual Payroll Deduction Process.

NOTE: In the sample error log the transaction date appears above each line of the record due to a programming convention in INFORMIX that allows the error log to print.

```
Nov 15 14:03 ajkwoe.000102 Page 1

Date: 11/15/2000      Time: 14:03:53
                        RECORD ONE
Date: 11/15/2000      Time: 14:03:53
MISSING DATA FOR PAYROLL DEDUCTION IN TRANS NO [000000000000039]
Date: 11/15/2000      Time: 14:03:53
SSN [123456789] NAME [ ] PAY GRADE [E03] FC [001.30] OE [000.30]
Date: 11/15/2000      Time: 14:03:53
PAYROLL DEDUCTION NOT PROCESSED
Date: 11/15/2000      Time: 14:03:53
ACTIVITY CODE [000102 ] FILE NAME [HLUN111501.TXT]
Date: 11/15/2000      Time: 14:03:53

                        RECORD TWO
Date: 11/15/2000      Time: 14:03:53
INVALID MEC [ ] FOR TRANS [000000000000098]
Date: 11/15/2000      Time: 14:03:53
RECORD NOT PROCESSED
Date: 11/15/2000      Time: 14:03:53
MEAL DATE [11/15/2000] MEAL ID [2] STATION [01] TYPE [Buffet]
Date: 11/15/2000      Time: 14:03:53
HEADCOUNT [0001] MEC [ ] CATEGORY [ACTIVE ARMY ]
Date: 11/15/2000      Time: 14:03:53
PMT TYPE [PD ] FOOD CST [001.30] OP EXP [000.30]
Date: 11/15/2000      Time: 14:03:53
ACTIVITY CODE [000102 ] FILE NAME [HLUN111501.TXT]
```

Figure 8.5-2. Sample Error Log.

NOTE: The above error message and error log are only examples.

8.5.4 Outputs. The Error Log (ajkwoe.000000) [Note: the 000000 represents the account code for the facility] is printed automatically upon completion of the process. You cannot reprint this report. If the error log is lost, contact the SA (system administrator) for another copy.