

SECTION 4. PROCESSING REFERENCE GUIDE

4.1 Capabilities.

4.1.1 AFMIS-IFA Subsystem Structure.

a. AFMIS-IFA is a menu-driven system. By making a menu selection, you can choose what area you want to begin working in. A menu screen is like a road map. You can find out where you are and determine where you want to go from any menu displayed. The system is based on a building block concept consisting of:

- (1) Functions.
- (2) Subfunctions.
- (3) Processes.
- (4) Subprocesses.

b. The IFA Subsystem consists of six menu functions. Each major function contains a group of subfunctions, processes, or subprocesses.

c. A subfunction is the second level of menu options or the data entry screen displayed for a function. You can begin entering information at this point based on the subfunction you select.

d. A process is the third level of menu options or the data entry screen displayed for a subfunction. You can begin entering information at this point based on the process you select.

e. A subprocess is the lowest level of data entry screen for a process. You select it from the third level of menu options.

f. Beginning with section 5, each of the IFA functions is explained in detail.

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4.1.2 Menu Functions.

a. The functions displayed on the IFA Options Menu Screen (fig. 4.1-1) are the first steps to finding and using subfunctions, processes, or subprocesses.

```
IFA OPTIONS:  A B C D E F X
Update & maintain Installation Menu Files

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

      OPTION CODE  RING MENU SELECTION OPTIONS

          A      MANAGEMENT INFORMATION REPORTS

          B      MANAGEMENT INFORMATION INQUIRIES

          C      INSTALLATION FILE MAINTENANCE

          D      DATA CONVERSION

          E      EQUIPMENT REPLACEMENT PROCESS

          F      RANDOM SURVEY PROCESS

          X      SIGN OFF IFA SUBSYSTEM

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

Figure 4.1-1. IFA Command Menu Screen (AJK-161).

b. Each function you select produces its own menu. To select a function from the IFA Options Menu, use the ARROW keys to highlight the function name and press [ENTER] or enter the option letter. The next menu level containing the subfunctions is displayed.

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(1) File Maintenance is a function you can select from the IFA Options Menu. The IFA File Maintenance Menu Screen (fig. 4.1-2) is displayed.

```
IFA FILE MAINTENANCE:  A B C D E F G H I J K R X
Master Menu
DATE:  20 Dec 00          INSTALLATION FILES MAINTENANCE MENU          AJK-165
----- Press F8 for Help -----
OPTION      DESCRIPTION          OPTION      DESCRIPTION
A           MASTER MENU                  G           CASH MEAL COST UPDATE
B           MASTER MENU RECAPITULATION    H           DFO BULLETIN BOARD
C           RECIPES                        I           DFO INQUIRY ACCESS
D           COMPUTE COST                  J           DFO TISA MIF RECONCILIATION
E           DINING FACILITY INTERFACE      K           ACCT CLASSIFICATION UPDATE
F           MPP INTERFACE                 R           RETURN TO IFA MENU
                                           X           EXIT

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

Figure 4.1-2. IFA File Maintenance Menu Screen (AJK-165).

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(2) Master Menu is a subfunction you can select from the IFA File Maintenance Menu. The Master Menu Maintenance Options Menu Screen (fig. 4.1-3) is displayed.

```
MASTER MENU MAINTENANCE OPTIONS:  A B C D R X
Allows the user to add/delete data on the Master Menu

                MASTER MENU FILE MAINTENANCE MENU                AJK-166

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

OPTION CODE  RING MENU SELECTION OPTIONS

      A      UPDATE MASTER MENU

      B      PRINT MASTER MENU

      C      LOAD MASTER MENU

      D      BACK UP MASTER MENU

      R      RETURN TO FILE MAINTENANCE MENU

      X      EXIT THE IFA PROGRAM

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

Figure 4.1-3. Master Menu Maintenance Options Screen (AJK-166).

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(3) Update Master Menu is a process you can select from the Master Menu Maintenance Options Menu. The Master Menu Update Options Menu Screen (fig. 4.1-4) is displayed.

```
MASTER MENU UPDATE OPTIONS:  A B C D E R X
To add new menus
DATE:  15 Sep 95           MASTER MENU UPDATE OPTIONS MENU           AJK-173
----- Press F8 for Help -----
          OPTION CODE  RING MENU SELECTION OPTIONS
          A           ADD NEW MENUS
          B           MODIFY EXISTING MENUS
          C           DELETE MENUS
          D           ROLL MENU DATES FORWARD (NEW CALENDAR YEAR)
          E           GLOBAL MASTER MENU MAINTENANCE
          R           RETURN TO MASTER MENU MAINTENANCE MENU
          X           EXIT IFA PROCESSING
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 4.1-4. Master Menu Update Options Menu (AJK-173).

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(4) Add New Menus is a subprocess you can select from the Master Menu Update Options Menu. The Master Menu Maintenance - Add Data Entry Screen (fig. 4.1-5) is displayed.

DATE: 15 Sep 95	MASTER MENU MAINTENANCE	AJK-101
ADD		
TYPE OF MEAL: M		
MENU DATE: 10/24/1995		
MENU MEAL: A		
(This process updates the Master and/or Recap Menu files. Please provide the above information about the menu you wish to update.)		
Type of Menus	Type of Meals	
-----	-----	
M = Master Menu	A = Breakfast	F = Brunch
R = 14 day Reserve Menu	B = Lunch	G = Supper
E = Installation Exercise	C = Short Order	H = Night Breakfast
B = B Ration	D = Dinner	I = Night Dinner
T = T Ration	E = Dinner Short Order	
X = Box Lunch		
z = B/T Ration		
	Press <DELETE> Key to Cancel Program.	

Figure 4.1-5. Master Menu Maintenance - Add Data Screen (AJK-101).

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c. When you are entering data and press [DELETE], an Interrupt Ring Menu is displayed at the top of the screen you are working in. This type of menu (fig. 4.1-6) is shown throughout the manual.

INTERRUPT MENU: A B R X Continue processing

Figure 4.1-6. Sample Process Interrupt Ring Menu.

d. The menu option selections are shown throughout the manual. Figure 4.1-7 shows how to reach the Master Menu Update Options Menu from the IFA Command Menu.

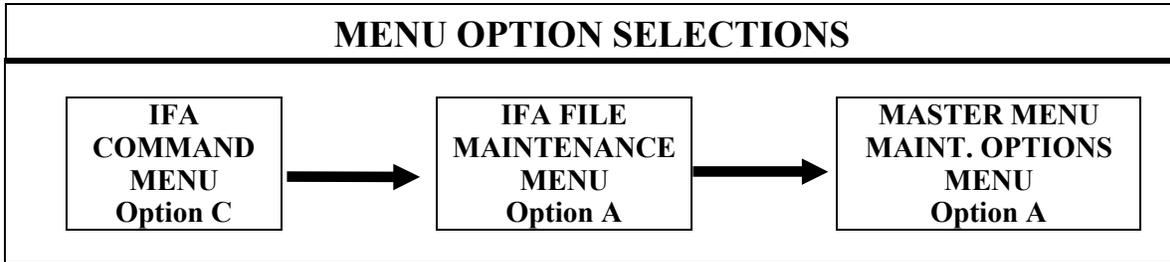


Figure 4.1-7. Menu Option Selection Chart.

4.2 Conventions. This section outlines the screen display setup, use of audible alarms, abbreviations, and definitions used in IFA processing.

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4.2.1 Screen Display Setup.

a. IFA operates on a desktop personal computer (PC) with a color monitor. At a minimum, each screen displays a screen title and number (fig. 4.2-1).

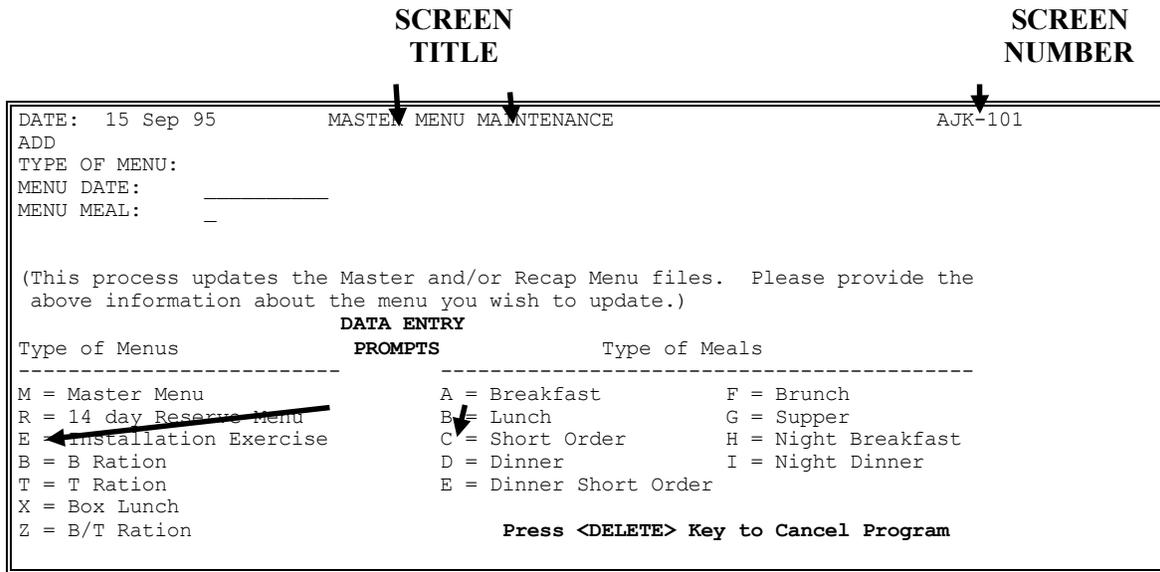


Figure 4.2-1. Sample Data Entry Screen Display.

b. Two types of messages are displayed on the screen during a process:

(1) System messages. These messages prompt you to enter information or responses during a process.

(2) Error messages. These messages are displayed when one of the following conditions occurs:

- (a) Invalid or incomplete information is entered during a process.
- (b) Another process should have been completed first.
- (c) File information needed during a process is not available or does not exist.
- (d) A program problem develops during a process.

4.2.2 Audible Alarms. An alarm sounds when you enter incorrect information. Use the information provided by the error message to correct the problem or to contact the SA. Appendix B lists error messages and required responses for the IFA.

4.2.3 Abbreviations and Definitions. See Appendix A for a list of abbreviations and definitions used in IFA processing.

4.3 Processing Procedures.

a. This section outlines the functions, processes, and processing procedures for IFA. Processing functions are accessed through a series of menus and option screens.

b. Processing instructions are explained in sections 5 thru 10.

4.3.1 IFA Command Menu. The IFA Command Menu (fig. 4.1-1) contains six functions and an exit option:

- a. Management Information Reports.
- b. Management Information Inquiries.
- c. Installation File Maintenance.
- d. Data Conversion.
- e. Equipment Replacement Process.
- f. Random Survey Process.
- g. Exit the Command menu and return to the system login screen.

4.3.1.1 Management Information Reports Function.

a. Use this function to print dining facility headcount and operation summary reports. The Management Information Reports Function contains three subfunctions and two exit options:

- (1) Installation Headcount Report Subfunction.
- (2) Operation Summary Report Subfunction.
- (3) Cook Status Subfunction.

(4) Exit the Management Information Reports Menu and return to the IFA Command Options Menu or system login screen.

b. The Management Information Reports Function is explained in section 5.

4.3.1.2 Management Information Inquiries Function.

a. Use this function to review recipes, inventory values, the Master Item File, actual DFO files, Automated headcount information, and monitor participation rates for dining facilities. The Management Information Inquiries Function contains six subfunctions and two exit options:

- (1) Recipe Review and Cost Inquiry Subfunction.
- (2) Inventory Value/Objective Inquiry Subfunction.
- (3) Master Item File Inquiry Subfunction.
- (4) Dining Facility Menu Subfunction.
- (5) Participation Rate Inquiry Subfunction.
- (6) Automated Headcount Subfunction.

(7) Exit the Management Inquiries Menu and return to the IFA Command Options Menu or system login screen.

b. The Management Information Inquiries Function is explained in section 6.

4.3.1.3 Installation File Maintenance Function.

a. Use this function to create, modify, print, delete, replace installation menu and recipe files, and perform course maintenance. You can also transfer menu files to the dining facility, update and transfer meal costs and account classifications for the new year, update POS prices, print a POS cost deviation report, and enter information on the DFO Bulletin Board. The File Maintenance Function contains nine subfunctions and two exit options:

(1) Master Menu File Maintenance Subfunction:

- (a) Master Menu - Update.
- (b) Master Menu - Print.
- (c) Master Menu - Load.
- (d) Master Menu - Backup.

(e) Exit the Master Menu Maintenance Options Menu and return to the IFA File Maintenance Menu or system login screen.

(2) Master Menu Recapitulation Subfunction:

- (a) Master Menu Recap - Generate.
- (b) Master Menu Recap - Update.
- (c) Master Menu Recap - Print.
- (d) Master Menu Recap - Review.
- (e) Master Menu Recap - Backup Recapitulation.
- (f) Master Menu Recap - Load Recapitulation.

(g) Exit the Master Menu (Recap) File Maintenance Menu and return to the IFA File Maintenance Menu or system login screen.

(3) Recipes Subfunction:

- (a) Add / Update Recipes.
- (b) Delete Recipes.
- (c) Back Up Recipe File.

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- (d) Load Recipe File.
 - (e) Replace Ingredients.
 - (f) Course File Maintenance.
 - (g) Exit the Recipe File Maintenance Options Menu and return to the IFA File Maintenance Menu or system login screen.
- (4) Compute Cost Subfunction.
- (a) Compute Recipe Cost.
 - (b) POS Quarterly Price Update.
 - (c) POS Cost Deviation Report.
 - (d) Exit the Compute Cost Options Menu and return to the IFA File Maintenance Menu or system login screen.
- (5) Dining Facility Interface Subfunction:
- (a) Master Menu (By Date).
 - (b) B-Ration Menu.
 - (c) Box Lunch Menu.
 - (d) 14-Day Reserve Menu.
 - (e) T-Ration Menu.
 - (f) Exercise Menu.
 - (g) B/T Ration Menu.
 - (h) Exit the Dining Facility Interface Menu and return to the IFA File Maintenance Menu or system login screen.
- (6) MPP Interface Subfunction:
- (a) Master Menu.
 - (b) Recipe Ingredient.
 - (c) Recipe Instruction.
 - (d) Recipe Header.
 - (e) NSN Cross-Reference.

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(f) Exit the MPP Interface Options Menu and return to the IFA File Maintenance Menu or system login screen.

(7) Cash Meal Cost Update Subfunction.

(a) Enter Meal Costs.

(b) Review Records.

(c) Delete Records.

(d) Print Report.

(e) Exit the Cash Meal Cost Update Options Menu and return to the IFA File Maintenance Menu or system login screen.

(8) DFO Bulletin Board Subfunction.

(a) Add/Modify Message.

(b) Delete Message.

(c) Exit the DFO Bulletin Board Options Menu and return to the IFA File Maintenance Menu or system login screen.

(9) Dining Facility Inquiry Access Subfunction.

(a) Grant/Revoke Inquiry Access.

(b) Print Inquiry Access Roster.

(c) Exit the DFO Inquiry Access Options Menu and return to the IFA File Maintenance Menu or system login screen.

(10) Accounting Classification Update Subfunction.

(a) Enter Accounting Classifications.

(b) Review Accounting Classifications.

(c) Delete Accounting Classifications.

(d) Print Report.

(e) Exit the Accounting Classification Update Options Menu and return to the IFA File Maintenance Menu or system login screen.

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- b. Forms or publications used for data entry are:
 - (1) Master Menu (SB 10-260) or other menus.
 - (2) Armed Forces Recipe Card Series (TM 10-412) or commercial recipes.
 - (3) Message provided by Headquarters, Department of the Army to update meal costs and surcharges.
- c. The File Maintenance Function is explained in section 7.

4.3.1.4 Data Conversion Function.

- a. Use this function to add unique NSNs to the Master Item File (MIF) and replace unmatched recipe ingredients during conversion. The Data Conversion Function contains two subfunctions and two exit options:
 - (1) Master Item Extract Subfunction.
 - (2) Unmatched Recipe Ingredient Subfunction.
 - (3) Exit the Data Conversion Menu and return to the IFA Options Menu or system login screen.
- b. The Data Conversion Function is explained in section 8.

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4.3.1.5 Equipment Replacement Function.

a. Use this function to create, maintain, and delete dining facility equipment records. You can generate equipment budget information, track equipment requisitions, and perform file maintenance on records. The Equipment Replacement Function contains two subfunctions and two exit options:

(1) File Maintenance Menu Subfunction.

- (a) Authorization Process.
- (b) NSN / Life Expectancy Process.
- (c) Inventory Process.
- (d) Inflation Rate Process.
- (e) Dining Facility Design Specifications Process.
- (f) Equipment Record Access Process.

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

(2) Reports Menu Subfunction.

- (a) Replacement Report Process.
- (b) Budget Worksheet Process.
- (c) Equipment Summary Process.
- (d) Equipment Authorization Report Process.
- (e) NSN Catalog Report Process.

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

b. Forms or publications used for data entry are:

- (1) Dining Facility Equipment Replacement Report, DA Form 3988-R.
- (2) Hand Receipt, DA Form 2062.

c. The Equipment Replacement Function is explained in section 9.

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4.3.1.6 Random Survey Function.

a. Use this function to create and update dining facility contractor data for each service type provided. You can add and update the closing date for each contract facility and print the surveillance schedule. The Random Survey Function contains three subfunctions and two exit options:

- (1) Add/Update Contract Data.
- (2) Add/Update Dining Facility Closed Dates.
- (3) Print Random Surveillance Schedule.

(4) Exit the Random Survey Menu and return to the IFA Command Options Menu or system login screen.

b. The Random Survey Function is explained in section 10.

4.3.2 Files. IFA files are located and maintained on the minicomputer. Figure 4.3-1 shows the 12 files in the IFA Subsystem.

IFA FILES	
<u>FILE NAME</u>	<u>ABBREVIATIONS</u>
DESIGN CAPACITY	DSC
DINING FACILITY ACCOUNT STATUS	DAS
DINING FACILITY CLOSED DATES	DFCD
DINING FACILITY CONTRACT	DFC
DINING FACILITY EXTENSION	DFX
MASTER ITEM FILE REFERENCE	REF
MASTER MENU	MMF
MASTER MENU RECAPITULATION	MMR
RECIPE HEADER	RHF
RECIPE INGREDIENT VIEW	RIN
RECIPE INGREDIENT	RIN2
RECIPE INSTRUCTION FILE	RIF

Figure 4.3-1. IFA Files List.

4.3.3 Daily Procedures. There are no processes in IFA that must be run on a daily basis. You set up the processing schedule for your office. You are required to notify TISA or the SA before you run some of the processes in File Maintenance. Appendix E contains a sample processing schedule. You can use it to set up a schedule for your office.

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4.4 Related Processing. NA.

4.5 Data Backup. The SA performs data backups for IFA.

4.6 Recovery from Errors and Malfunctions. See Appendix B.

4.7 Messages. See Appendix B.

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