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SECTION 6. MANAGEMENT INFORMATION INQUIRIES FUNCTION

6.1 Management Information Inquiries Function.

a. Use the Management Information Inquiries Function to review dining facility inventory values, recipes, DFO inquiry files, dining facility participation rates, the Master Item File, and Automated Headcount status. This function contains six subfunctions and two exit options:

- (1) Recipe Review and Cost Inquiry (para 6.2).
- (2) Inventory Value Objectives Inquiry (para 6.3).
- (3) Master Item File Inquiry (para 6.4).
- (4) Dining Facility Menu (para 6.5).
- (5) Participation Rate Inquiry (para 6.6).
- (6) Automated Headcount Inquiry (para 6.7).
- (7) Exit the Management Information Inquiries Menu and return to the IFA Command Options Menu or system login screen.

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b. Select Option B from the IFA Command Options Menu (fig. 6.1-1) to review the subfunctions in Management Information Inquiries.

```
IFA OPTIONS:  A B C D E F X
Management Information Inquiries

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

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

Figure 6.1-1. IFA Command Options Menu.

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c. The Management Information Inquiries Menu (fig. 6.1-2) is displayed.

```
QUERIES:  A B C D E F R X
Recipe Review/Costing
DATE:  15 Aug 95          MANAGEMENT INFORMATION INQUIRIES MENU          AJK-163
----- Press F8 for Help -----
OPTION  DESCRIPTION          OPTION  DESCRIPTION
CODE   CODE
A      RECIPE REVIEW AND COST    E      PARTICIPATION RATE
B      INVENTORY VALUE OBJECTIVES F      AUTOMATED HEADCOUNT
C      MASTER ITEM FILE        R      RETURN TO IFA COMMAND MENU
D      DINING FACILITY MENU    X      EXIT FROM IFA PROCESSING

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

Figure 6.1-2. Management Information Inquiries Menu.



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- a. Enter a recipe number and press [ENTER].
- b. Enter the number of portions you want and press [ENTER].

(1) The portions needed, recipe name, portion size, recipe number, calories per portion, cost per portion, and sodium per portion are displayed in the header(fig. 6.2-2). Step number, ingredient name, and quantity required are displayed for each ingredient. The quantities are based on the portions you enter. An asterisk will appear to the left of the ingredient name for each ingredient that is not on the MIF. If an asterisk appears next to any ingredient the recipe cost in the header will be \$0.00, because the recipe cost can not be calculated accurately if an ingredient is not on the MIF.

**NOTE:** The letters to the right of the step number, [fig. 6.2-2] are sub step numbers that can be added when doing recipe files maintenance. Sub step numbers are used mainly when the ingredients within a step have to be used in a specific order, or when a recipe is used within a recipe.

(2) Six ingredients can be displayed at a time. The cursor is positioned in the STEP field for the first item.

```
Press ESC. . . when you finish viewing this recipe.

                                INSTALLATION FOOD ADVISOR                AJK-110
                                RECIPE REVIEW

                                <---(Enter recipe no)

RECIPE NAME:    LASAGNA                PORTIONS NEEDED:    100
RECIPE NUMBER:  L02500                PORTION SIZE:      1 PIECE (9
RECIPE COST PER PORTION:    $0.00    CALORIES PER PORTION:    385
                                SODIUM PER PORTION:    582

STEP:           INGREDIENTS:                QUANTITY REQUIRED:
1              BEEF PATTIE MIX BULK, w/      12 LBS
1              ONIONS DRY SPANISH  50L      3 QTS
2 A            PEPPER, BLACK, GROUND, 1      1 TB
2 B *          OREGANO, GROUND, 1-2 OZ        3/4 CUP
2 C            THYME, GROUND, 1-2 OZ         1 TB
2 D            PEPPER, RED, GROUND, 1-2      1 TSP

Press <F3> to scroll forward. Press <F4> to scroll backward.
Press <DELETE> to exit the screen display.
"*" means the item is not available for issue.
```

Figure 6.2-2. Recipe Review Screen (example).

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(3) Use the [ENTER] or ARROW keys to scroll forward or back through the list to review the recipe by ingredient.

(4) To view more ingredients, use the [F3] key to page forward (fig. 6.2-3) and [F4] to page back.

```
Press ESC. . . when you finish viewing this recipe.

                                INSTALLATION FOOD ADVISOR                                AJK-110
                                RECIPE REVIEW
                                <---(Enter recipe no)

RECIPE NAME:      LASAGNA                                PORTIONS NEEDED:      100
RECIPE NUMBER:   L02500                                PORTION SIZE:         1 PIECE (9
RECIPE COST PER PORTION:      $0.00                    CALORIES PER PORTION: 385
                                                                SODIUM PER PORTION:   582

STEP:             INGREDIENTS:                          QUANTITY REQUIRED:
2  E             SPICE GARLIC GRAN  6/250                1 1/4 TSPS
2  F  *          BASIL, SWEET, CRUSHED, 3                2 3/4 TBS
3                TOMATOES DICED/JUIC 6/#1                2 1/4 GALS
3                TOMATO PASTE CAN  24/120                3 1/2 QTS
4                EGGS SHELL FRESH LG  30D                30 EA
4                PARSLEY CURLY FSH   19L                6 TBS

Press <F3> to scroll forward. Press <F4> to scroll backward.
Press <DELETE> to exit the screen display.
"*" means the item is not available for issue.
```

Figure 6.2-3. Recipe Review Screen - View More Recipe Ingredients.

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c. When you finish your review, press [ESC]. A message is displayed: **Do you want to review the instructions? (Y/N).**

(1) Enter Y to review the recipe instructions and the Review the Recipe Instructions Screen AJK-139 is displayed. See paragraph 6.2.4 for processing instructions.

OR

(2) Enter N to continue without reviewing the instructions. A message is displayed: **Do you want a printed report for this recipe (Y/N)?**

(a) Enter Y to print a report. Two messages are displayed: **Please wait ... Report is being compiled. Report has been compiled ... Check printer.** Then, the IFA Recipe Review Report (PCN AJK-G81) is printed, and a message is displayed: **Do you want to review another recipe (Y/N)? Enter Y or N.** See d. next under for processing.

OR

(b) Enter N to continue your review without printing the report.

d. A message is displayed: **Do you want to review another recipe (Y/N)? Enter Y or N.**

(1) Enter Y to review another recipe.

OR

(2) Enter N to finish your review.

(3) Press [ENTER] to exit process. The Management Information Inquiries Menu is displayed.

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6.2.4 Review the Recipe Instructions Screen [AJK-139](#). Use this screen (fig. 6.2-4) to review instructions for the recipe number you entered on the Recipe Review Screen.

a. The recipe number, name, and step-by-step preparation instructions are displayed for the recipe you select.

01 Apr 1997	INSTALLATION FOOD ADVISOR SUBSYSTEM	AJK-139
REVIEW THE RECIPE INSTRUCTIONS		
RECIPE NO: L02500	RECIPE NAME: LASAGNA	
PAN: 12 BY 20 BY 2 1/2-INCH STEAM TABLE PAN	TEMPERATURE: 350 F. OVEN	
20 PORTIONS PER PAN		
:		
PREPREPARATION INSTRUCTIONS:		
THAW BEEF PATTIE MIX UNDER REFRIGERATION.		
CHOP DRY ONIONS BEFORE MEASURING. DEHY ONIONS MAY BE USED, REF A01100.		
CRUSH CANNED TOMATOES BEFORE MEASURING.		
CANNED TOMATO JUICE CONCENTRATE MAY BE SUBSTITUTED FOR TOMATO PASTE.		
SLIGHTLY BEAT EGGS FOR USE IN FILLING.		

Figure 6.2-4. Review the Recipe Instructions Screen (AJK-139).

**NOTE:** With SCP 11 the AFMIS version of TM 10-412 with change 1 is being distributed. In many of the recipes PREPREPARATION INSTRUCTIONS have replaced the NOTES at the bottom of the recipe card. The PREPREPARATION INSTRUCTIONS also contain preparation directions that were included in the Ingredients block on the recipe card. These changes were made to provide the cook this important information up front so it would not be missed. Some of the instructions also had to be changed since the instructions, unlike the ingredients, do not change as the portions to prepare change

### REMEMBER

**Instructions do not change based on portions to prepare.  
Ingredients change based on portions to prepare.**

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(1) Ten lines of instructions can be displayed at a time. The cursor is positioned in the first line of instructions.

(2) Use the [ENTER] or ARROW keys to scroll forward or back to review the instructions by line.

(3) To view more instructions, use the [F3] key to page forward (fig. 6.2-5) and [F4] to page back.

```
01 Apr 1997          INSTALLATION FOOD ADVISOR SUBSYSTEM          AJK-139
                    REVIEW THE RECIPE INSTRUCTIONS

RECIPE NO:   L02500          RECIPE NAME:   LASAGNA

ENSURE MOZARELLA CHEESE IS SHREDDED BEFORE MEASURING.

CANNED PIZZA BLEND CHEESE MAY BE SUBSTITUTED FOR ALL PARMESAN AND
MOZARELLA CHEESES.  USE ONLY IN PANNING.

MEAT SAUCE:
1.  COOK BEEF IN ITS OWN FAT UNTIL BEEF LOSES ITS PINK COLOR, STIRRING TO
    BREAK APART.  DRAIN OR SKIM OFF EXCESS FAT.  ADD ONIONS; SAUTE 3 MINUTES.
2.  ADD PEPPER, OREGANO, THYME, RED PEPPER, GARLIC AND BASIL; CONTINUE TO
    COOK 5 MINUTES LONGER.
```

Figure 6.2-5. Review the Recipe Instructions Screen - View More Instructions.

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b. When you finish your review, press [ESC]. A message is displayed: **Do you want a printed report for this recipe (Y/N)?**

(1) Enter Y to print the IFA Recipe Review Report (PCN AJK-G81).

OR

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

c. A message is displayed: **Do you want to review another recipe (Y/N)? Enter Y or N.**

(1) Enter Y to review another recipe.

OR

(2) Enter N to finish your review.

(3) Press [ENTER] to exit this subfunction. The Management Information Inquiries Menu is displayed.

d. To exit this menu, select R.. The IFA Command Options Menu is displayed.

6.2.5 Outputs. The IFA Recipe Review Report (PCN AJK-G81) is printed when you select Y in response to the print message. You can print recipe reports as you need them. You are not required to file these reports. See Appendix C for an example of this report.

6.3 Inventory Value Objectives Inquiry Subfunction. Use this subfunction to review dining facility inventory values, that reveal excesses or shortages.

6.3.1 Processing Restrictions. None.

6.3.2 Processing Materials. Ask TISA for a copy of the Customer Information File Report (PCN AJK-CIF). This report contains a current list of dining facility activity codes.

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**6.3.3 Inventory Value/Objective Inquiry Screen AJK-111.** To review a dining facility inventory value, select Option B from the Management Information Inquiries Menu. The Inventory Value/Objective Inquiry Screen (fig. 6.3-1) is displayed.

```

                                INSTALLATION FOOD ADVISOR
                                INVENTORY VALUE/OBJECTIVE INQUIRY
                                AJK-111

000064 <---(Enter activity code)
_____ <---(Enter account date, press ENTER)

ACTIVITY CODE:          ACTIVITY NAME:

    INVENTORY VALUE OBJECTIVE
    INVENTORY VALUE
    VALUE IN EXCESS (PLUS)
    VALUE SHORT (MINUS)

                                Press <DELETE> to exit the process
```

Figure 6.3-1. Inventory Value/Objective Inquiry Screen (AJK-111).

- a. Enter a dining facility activity code and press [ENTER].

**NOTE:** The account date is the first day of the month for which the inventory value inquiry is requested. For example, if the inventory value inquiry is for October 1999, the account date will be 1 Oct 99.

- b. Enter an account date and press [ENTER].

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c. The dining facility activity name, inventory dollar value objective, inventory dollar value, and dollar value in excess or dollar value short are displayed (fig. 6.3-2).

```

                                     AJK-111
                INSTALLATION FOOD ADVISOR
                INVENTORY VALUE/OBJECTIVE INQUIRY

P3700 <---(Enter activity code)
01/Aug/1995 <---(Enter account date, press ENTER)

ACTIVITY CODE: P3700   ACTIVITY NAME:   244TH QM BN

                INVENTORY VALUE OBJECTIVE   $10970.41
                INVENTORY VALUE              $9972.27
                VALUE SHORT (MINUS)          $-998.14

DO YOU WISH TO REVIEW ANOTHER DATE? Enter Y)es or N)o□

                Press <DELETE> to exit the process
```

Figure 6.3-2. Inventory Value/Objective Inquiry Screen (example).

d. A message is displayed at the bottom of the screen: **DO YOU WISH TO REVIEW ANOTHER DATE? Enter Y)es or N)o.**

(1) Enter Y to review another inventory date for this dining facility.

OR

(2) Enter N to finish reviewing information for this dining facility.

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e. The message **DO YOU WISH TO REVIEW ANOTHER ACTIVITY? Enter Yes or No.** is displayed.

(1) Enter Y to review information for another dining facility.

OR

(2) Enter N to finish your review. The message **THIS PROCESS HAS BEEN USER TERMINATED** is displayed. Then, the Management Information Inquiries Menu is displayed.

f. To exit this menu, select R.. The IFA Command Options Menu is displayed.

6.3.4 Outputs. No reports are printed during this subfunction. You can review inventory values for the dining facilities and dates you choose.

6.4 Master Item File Inquiry Subfunction. Use this subfunction to review items on the Master Item File (MIF). TISA updates and maintains the installation MIF on a monthly basis. You can review a single item, group of items, or all items on the MIF.

6.4.1 Processing Restrictions. None.

6.4.2 Processing Materials. Ask the SA to print a copy of the Master Item File (MIF) Report. You can use it for additional information.

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6.4.3 Master Item File Inquiry Screen AJK-112. To review items on the Master Item File, select Option C from the Management Information Inquiries Menu. The Master Item File Inquiry Screen (fig. 6.4-1) is displayed.

DATE: 15 Aug 95	INSTALLATION FOOD ADVISOR SUBSYSTEM	AJK-112
	MASTER ITEM FILE INQUIRY	
[		]
NSN/MCN		
NOMENCLATURE		
UNIT/ISSUE		
UNIT PACK		
CURRENT PRICE		
UNIT PACK QTY		
PERISHABILITY		
CONV FACTOR		
	Press DELETE Key for Interrupt Menu	
	To Print Report . . . Press ESC Key after viewing selected data	
Enter NSN, FSC (*****), TIIN (*#####) or 'ALL' to select all items		

Figure 6.4-1. Master Item File Inquiry Screen (AJK-112).

**NOTE:** After selecting any review option to choose a particular item, press [ESC]. Then, the remaining data for that item is displayed.

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- a. To review an item by national stock number (NSN), enter a 13-position NSN (e.g., 8905006160050) and press [ENTER] (fig. 6.4-2).

```
DATE: 15 Aug 95          INSTALLATION FOOD ADVISOR SUBSYSTEM          AJK-112
                          MASTER ITEM FILE INQUIRY
[8905006160050 ]

NSN/MCN
NOMENCLATURE
UNIT/ISSUE
UNIT PACK
CURRENT PRICE
UNIT PACK QTY
PERISHABILITY
CONV FACTOR

                          Press DELETE Key for Interrupt Menu

                          To Print Report . . . Press ESC Key after viewing selected data

Enter NSN, FSC (*****), TIIN (*#####) or 'ALL' to select all items
```

Figure 6.4-2. Master Item File Inquiry Screen - Review an Item by NSN

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b. To review an item by TISA item identification number (TIIN), enter an asterisk (\*) followed by the seven-position TIIN (e.g., \*6160091), and press [ENTER] (fig. 6.4-3).

```
DATE: 15 Aug 95          INSTALLATION FOOD ADVISOR SUBSYSTEM          AJK-112
                          MASTER ITEM FILE INQUIRY
[*6160091      ]

NSN/MCN
NOMENCLATURE
UNIT/ISSUE
UNIT PACK
CURRENT PRICE
UNIT PACK QTY
PERISHABILITY
CONV FACTOR

                          Press DELETE Key for Interrupt Menu

                          To Print Report . . . Press ESC Key after viewing selected data

Enter NSN, FSC (*****), TIIN (*#####) or 'ALL' to select all items
```

Figure 6.4-3. Master Item File Inquiry Screen - Review an Item by TIIN.

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c. To review a group of items, enter the first four positions of a Federal Supply Class (FSC) followed by an asterisk (\*) (e.g., 8915\*), and press [ENTER] (fig. 6.4-4).

DATE: 15 Aug 95	INSTALLATION FOOD ADVISOR SUBSYSTEM	AJK-112
	MASTER ITEM FILE INQUIRY	
[8915*	]	
NSN/MCN		
NOMENCLATURE		
UNIT/ISSUE		
UNIT PACK		
CURRENT PRICE		
UNIT PACK QTY		
PERISHABILITY		
CONV FACTOR		
	Press DELETE Key for Interrupt Menu	
	To Print Report . . . Press ESC Key after viewing selected data	
Enter NSN, FSC (####*), TIIN (*#####) or 'ALL' to select all items		

Figure 6.4-4. Master Item File Inquiry Screen - Review an Item by FSC.

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- d. To review the entire MIF, enter ALL and press [ENTER] (fig. 6.4-5).

DATE: 15 Aug 95	INSTALLATION FOOD ADVISOR SUBSYSTEM	AJK-112
	MASTER ITEM FILE INQUIRY	
[ALL	]	
NSN/MCN		
NOMENCLATURE		
UNIT/ISSUE		
UNIT PACK		
CURRENT PRICE		
UNIT PACK QTY		
PERISHABILITY		
CONV FACTOR		
	Press DELETE Key for Interrupt Menu	
	To Print Report . . . Press ESC Key after viewing selected data	
Enter NSN, FSC (*****), TIIN (*#####) or 'ALL' to select all items		

Figure 6.4-5. Master Item File Inquiry Screen - Review All Items.

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(1) The item name, unit of issue, unit pack, current price, unit pack quantity, unit price or contract price, perishability code, and conversion factor, are displayed for the category you choose (fig. 6.4-6).

DATE: 15 Aug 95	INSTALLATION FOOD ADVISOR SUBSYSTEM	AJK-112
	MASTER ITEM FILE INQUIRY	
NSN/MCN	8905004194320	
NOMENCLATURE	BACON CANADIAN STYLE FRZ	
UNIT/ISSUE	LB	
UNIT PACK	CS	
CURRENT PRICE	\$3.60	
UNIT PACK QTY	27	
PERISHABILITY	P	
CONV FACTOR	1.00	
Press DELETE Key for Interrupt Menu		
To Print Report . . . Press ESC Key after viewing selected data		
Do you want a printed report (Y or N)? Ū		

Figure 6.4-6. Master Item File Inquiry Screen (example).

(2) If you are reviewing a group of items, press [ENTER] or [F3] to page forward to the next item and [F4] to page back.

(3) When you finish your review, press [ESC]. A message is displayed: **Do you want a printed report (Y or N)?**

(a) Enter Y and the Master Item File Report (PCN AJK-GA1) is printed.

OR

(b) Enter N to continue processing.

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(4) Another message is displayed: **Do you wish to display another NSN or group (Y or N)?**

(a) Enter Y to review other items on the MIF.

OR

(b) Enter N to finish your review. The Management Information Inquiries Menu is displayed.

e. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 6.4.5 for processing instructions.

f. To exit this menu, select R. The IFA Command Options Menu is displayed.

6.4.4 Process Interrupt Ring Menu. Use this ring menu (fig. 6.4-7) to continue your review or return to the Management Information Inquiries Menu.

INTERRUPT MENU: <b>CONTINUE</b> RETURN Ignore interrupt and continue processing on this screen
---

Figure 6.4-7. Process Interrupt Ring Menu.

a. Select CONTINUE and the cursor moves back to the NSN/MCN field. You can review the next item.

OR

b. Select RETURN and the Management Information Inquiries Menu is displayed.

6.4.5 Outputs. The Master Item File Report (PCN AJK-GA1) is printed when you select Y in response to the print message. You can use it to add, review, and update recipe ingredients. You are not required to keep a file copy of this report. See Appendix C for an example of the report.

6.5 Dining Facility Menu.

a. Use this subfunction to review dining facility earnings and expenditures, account status, inventory balances, disposition of subsistence, headcount data, miscellaneous data, cook status, recipes, and dining facility equipment. This subfunction contains three processes and two exit options:

- (1) Dining Facility Inquiry (para 6.5.1).

**NOTE: All Dining Facility Inquiry (Option A) Inquiry Options are for a specific dining facility.**

- (2) Recipe Inquiry Menu (para 6.5.7).

- (3) Dining Facility Equipment (para 6.5.8).

(4) Exit the Dining Facility Inquiry Menu and return to the Management Information Inquiries Menu or system login screen.

b. To review the processes from the Dining Facility Menu, select Option D from the Management Information Inquiries Menu (fig. 6.1-2).

c. The Dining Facility Menu (fig. 6.5-1) is displayed.

```
DINING FACILITY MENU:  A B C R X
Dining Facility Inquiry

15 Sep 95                DINING FACILITY MENU                AJK-211

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

      OPTION CODE  RING MENU SELECTION OPTIONS
              A      DINING FACILITY INQUIRY
              B      RECIPE INQUIRY MENU
              C      DINING FACILITY EQUIPMENT
              R      RETURN TO MANAGEMENT INFORMATION INQUIRIES
              X      EXIT FROM IFA PROCESSING

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

Figure 6.5-1. Dining Facility Menu (AJK-211).

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**6.5.1 Dining Facility Inquiry Subfunction.** Use the Dining Facility Inquiry processes to monitor dining facility earnings and expenditures, account status, inventory balances, disposition of subsistence, headcount data, miscellaneous data, and cook status information.. You can also select another dining facility from this menu.

- a. This subfunction contains six processes and two exit options.
  - (1) Dining Facility Accounts (para 6.5.1.1).
  - (2) Inventory Inquiry Menu (para 6.5.2).
  - (3) Headcount / Cash Collected (para 6.5.3).
  - (4) Miscellaneous Data (para 6.5.4).
  - (5) Cook Status (para 6.5.5).
  - (6) Select Activity Code (para 6.5.6).
  - (7) Exit the Act Name Inquiry Menu and return to the Dining Facility Menu, or system login screen.
- b. Select Option A from the Dining Facility Menu. The Select Activity Code Screen AJK-216 (fig. 6.5-2) is displayed. The cursor is positioned in the ACT CODE field.

**NOTE:** The SA has to load the your login on the IFAA table before the Select Activity Code screen will appear. The message: "LOGIN ID: (user's name will appear) NOT ON IFA ACCESS FILE (IFAA TABLE) PLEASE REENTER" will appear at the bottom of the menu screen if your Login has not been added to the IFAA table.

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```
15 Sep 95                SELECT ACTIVITY CODE                AJK-216

ACT CODE :  □

Please enter the activity code
or press <F5> to pick.

Press <DELETE> for Interrupt Menu.
```

Figure 6.5-2. Select Activity Code Screen (AJK-216).

**NOTE: The IFA has to grant inquiry access in the files maintenance function before an Activity Code can be entered or activity code(s) will appear for selection. Food Advisors other than the IFA are normally limited to viewing the information for the dining facilities that fall under their control.**

c. Enter the activity code for the facility you want to review and press [ENTER]. The Account Name Inquiry Menu AJK-177 is displayed. See figure 6.5-5.

OR

d. Press the [F5] key to display the Select Activity Code Overlay Screen AJK-216.

(1) The Select Activity Code Overlay Screen AJK-216 (fig. 6.5-2.1) appears when you press the [F5] key to display a list of activity codes and account names in account code sequence. Use it to choose the activity you want to review.

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```
15 Sep 95                SELECT ACTIVITY CODE                AJK-216
+-----+-----+
ACT CODE :                |                                |
                            |                                |
Please enter the activity  | SCROLL:<F3>/<F4>/ARROW KEYS; SELECT:<ESC> |
code or press <F5> to   |                                |
pick.                    |                                |
                            | 000061   NCO ACADEMY          |
                            | 000062   HHC USAG            |
                            | 000121   HHC 2/33 ARMOR       |
                            | 000149   HQ SCHOOL DET         |
                            |                                |
+-----+-----+
Press <DELETE> for Interrupt Menu.
```

Figure 6.5-3. Select Activity Code Overlay Screen (AJK-216).

- (2) The cursor is positioned on the first activity code on the selection list.
  - (a) Use the [ENTER] or ARROW keys to scroll through the list line by line.
  - (b) Use the [F3] key to scroll forward by page, and [F4] to page back.
- (3) Place the cursor on the activity you want and press [ESC]. That activity code and name are displayed on the Account Name Inquiry Menu AJK-177. See figure 6.5-5.

OR

- e. Press [DELETE] to interrupt processing. An Interrupt Ring Menu is displayed.
  - (1) The Process Interrupt Ring Menu (fig. 6.5-4) is displayed when you interrupt processing on Screen AJK-216. Use it to continue your review or return to the Dining Facility Menu.

```
INTERRUPT MENU:  CONTINUE  RETURN
Continue processing
```

Figure 6.5-4. Process Interrupt Ring Menu.

- (2) Select CONTINUE and the cursor moves back to the ACT CODE field. You can continue processing.
- (3) Select RETURN and the Dining Facility Menu AJK-211 is redisplayed.

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f. This screen (fig. 6.5-5) is displayed when you enter or select an activity code on the Select Activity Code Screen AJK-216.

```
DFO INQUIRY:  A B C D E F R X
Dining Facility Account Inquiries

15 Sep 95                                AJK-177
      ACT CODE: 000117   ACT NAME: HSB 3/319TH AFAR
                        INQUIRY MENU
----- Press F8 for Help -----

OPTION      DESCRIPTION                OPTION      DESCRIPTION
CODE       DESCRIPTION                CODE       DESCRIPTION
  A        DINING FACILITY ACCOUNTS    E         COOK STATUS
  B        INVENTORY INQUIRY MENU      F         SELECT ACTIVITY CODE
  C        HEADCOUNT / CASH COLLECTED R         RETURN TO DINING FACILITY
  D        MISCELLANEOUS DATA         X         EXIT FROM IFA PROCESSING

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

Figure 6.5-5. Account Name Inquiry Menu (AJK-177).

## 6.5.1.1 Dining Facility Accounts Inquiry Process.

a. Use the Dining Facility Accounts Inquiry Process to review daily transactions and current or previous month summary information for a dining facility account. This process contains three subprocesses and two exit options:

- (1) Dining Facility Earnings and Expenditure record Inquiry (para 6.5.1.1.1).
- (2) Dining Facility Current Account Status Inquiry (para 6.5.1.1.2).
- (3) Dining Facility Previous Account Status Inquiry (para 6.5.1.1.3).

(4) Exit the Dining Facility Account Inquiry Menu AJK-179 and return to the Account Name Inquiry Menu AJK-177 or system login screen.

b. To review the Dining Facility Accounts subprocesses, select Option A from the Account Name Inquiry Menu. The Dining Facility Account Inquiry Menu (fig. 6.5-6) is displayed.

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```
DFO ACCOUNT INQUIRIES: A B C R X
Dining Facility Earnings and Expenditures Inquiry

15 Oct 95                                AJK-179
  ACT CODE: 000117  ACT NAME: HSB 3/319TH AFAR
                                ACCOUNT INQUIRY MENU
----- Press F8 for Help -----

      OPTION CODE   RING MENU SELECTION OPTIONS
      A             EARNINGS AND EXPENDITURES RECORD INQUIRY
      B             CURRENT ACCOUNT STATUS INQUIRY
      C             PREVIOUS ACCOUNT STATUS INQUIRY
      R             RETURN TO DFO INQUIRIES MENU
      X             EXIT THE IFA PROCESSING

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

Figure 6.5-6. DFO Account Inquiry Menu (AJK-179).

6.5.1.1.1 Dining Facility Earnings and Expenditures Subprocess. Use this subprocess to review daily transactions for a dining facility account.

6.5.1.1.1.1 Processing Restrictions. None.

6.5.1.1.1.2 Processing Materials. None.

6.5.1.1.1.3 Dining Facility Earnings and Expenditures Screen AJK-535. To review a dining facility earnings and expenditures record, select Option A from the Account Inquiry Menu AJK-179. The Earnings and Expenditures Screen (fig. 6.5-7) is displayed.

a. The accounting period, BDFA value and breakdown by meal, and current inventory value are displayed.

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DATE: 15 Aug 95		EARNINGS AND EXPENDITURES RECORD FOR   000117					AJK-535
Acct Pd:  Aug 95							Current Inv:   \$1340.96
BDFA:   \$4.37							
BRK:   \$0.87	LUN:   \$1.75	DIN:   \$1.75	BRN:   \$1.97	SUP:   \$2.40			
=====							
DTDESC	ALW	TODCUM	ALW	PERISH	SEMIPER	TOT ISS	CUM TOT
=====							
Press ESC . . . when you finish viewing this menu							

Figure 6.5-7. Dining Facility Earnings and Expenditures (AJK-535).

(1) Up to 10 transactions are displayed by date and acronym. The dollar value for each transaction is displayed as an allowance or as an expenditure.

(2) The cumulative allowance, total issue and cumulative total issue are calculated for each transaction. The cursor is positioned in the DT field (fig. 6.5-8) for the first transaction.

DATE: 15 Aug 95		EARNINGS AND EXPENDITURES RECORD FOR   000117					AJK-535
Acct Pd:  Aug 95							Current Inv:   \$1340.96
BDFA:   \$4.37							
BRK:   \$0.87	LUN:   \$1.75	DIN:   \$1.75	BRN:   \$1.97	SUP:   \$2.40			
=====							
DTDESC	ALW	TODCUM	ALW	PERISH	SEMIPER	TOT ISS	CUM TOT
=====							
01	ISS		0.00	0.00	425.10	322.00	747.10
01	HC		616.17	616.17	0.00	0.00	0.00
02	HC		909.25	1525.42	0.00	0.00	0.00
03	ISS		0.00	1525.42	355.20	206.10	561.30
03	HC		498.15	2023.57	0.00	0.00	0.00
04	DVD		0.00	2023.57	299.20	0.00	299.20
04	HC		492.40	2515.97	0.00	0.00	0.00
05	XFR		0.00	2515.97	-224.25	-25.40	-249.65
05	ISS		0.00	2515.97	334.20	202.10	536.30
05	HC		399.20	2915.17	0.00	0.00	0.00
Press ESC . . . when you finish viewing this menu							

Figure 6.5-8. Dining Facility Earnings and Expenditures Record Screen (example).

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b. The following acronyms are used in the DESC field to describe transactions:

- (1)BAJ - BDFA Adjustment.
- (2)BRT - B-Ration Credit.
- (3)CMY - Commissary Issue.
- (4)DVD - DVD Issue to the Dining Facility.
- (5)HC - Headcount.
- (6)HCA - Headcount Adjustment.
- (7)HCC - Harbor Craft Credit.
- (8)HMA - Holiday Meal Allowance Adjustment.
- (9)HML - Holiday Meal Allowance.
- (10) ISS - Issue to the Dining Facility.
- (11) LRP - Long Range Patrol.
- (12) MRE - Meal, Ready-to-Eat.
- (13) PMK - 1/2 Pt Milk Credit.
- (14) RIS - Issue to the Dining Facility Reversal.
- (15) ROS - Report of Survey.
- (16) RTN - Turn-in to TISA Reversal.
- (17) SOC - Statement of Charges.
- (18) TRN - Turn-in to TISA.
- (19) TTI - Test Item Credit.
- (20) XFR - DF to DF Transfer.

c. You can review the earnings and expenditures record by using the following keys:

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

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d. When you finish reviewing the earnings and expenditures record, press [ESC]. A message is displayed: **Do you wish to print this screen? Enter Y(es or N(o.**

(1) Enter Y to print the Earnings and Expenditures Record Report (PCN AJK-PC1). After the print message is displayed, press [ENTER] to continue processing.

OR

(2) Enter N to continue your review.

e. Another message is displayed: **Do you want to view the previous month (Y or N)?**

(1) Enter Y to review last month's record.

OR

(2) Enter N to finish your review.

(3) The Dining Facility Account Inquiry Menu is displayed.

f. If you select Y, last month's earnings and expenditure record is displayed. When you finish your review, press [ESC]. Enter Y or N in response to the print message.

(1) Enter Y to print last month's earnings and expenditure record. The message **Report has been sent to the printer. Press ENTER to continue.** The Dining Facility Account Inquiry Menu AJK-179 is displayed.

OR

(2) Enter N to finish your review. The Dining Facility Account Inquiry Menu AJK-179 is displayed.

#### 6.5.1.1.1.4 Outputs.

a. The Dining Facility Earnings and Expenditures Report (PCN AJK-PC1) is printed when you select Y in response to either print message. See Appendix C for an example of this report.

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

(1) File No. 30-1h, Food Program Reports (2-year file).

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(2) Keep the end-of-month Dining Facility Earnings and Expenditures Report. Cut off this file at the end of the fiscal year. For example:

COFF: 30 Sep 95      DEST: Oct 97

6.5.1.1.2 Dining Facility Current Account Status Inquiry Process. Use this process to review a summary of earnings, actual expenses, and monetary status (over or under) for dining facility accounts for the current month.

6.5.1.1.2.1 Processing Restrictions. None.

6.5.1.1.2.2 Processing Materials. The AFMIS Policies and Procedures Letter 95-01 establishes the guidelines to use when reviewing DFO accounts.

6.5.1.1.2.3 DFO Current Account Status Screen AJK-361. To review the current account status, select Option B from the Dining Facility Account Inquiry Menu AJK-179 (fig. 6.5-6). The DFO Current Account Status Screen (fig. 6.5-9) is displayed.

DATE: 15 Aug 95	DFO ACCOUNT STATUS	AJK-361
ACTIVITY CODE: 000117		
ACTIVITY NAME: HSB 3/319TH AFAR		
	CURRENT ACCOUNT STATUS	
	15 Aug 95	
	10:06:30	
1. BEGINNING INVENTORY ( 31 Jul 95 )		\$1517.24
2. PURCHASES (ISSUES)		\$983.61
3. TOTAL (line 1 + line 2):		\$2500.85
4. CURRENT INVENTORY		\$1077.20
5. ACTUAL EXPENSES (line 3 - line 4):		\$1423.65
6. EARNINGS (HEADCOUNT)		\$1665.87
7. CURRENT STATUS (line 5 - line 6):		\$-241.72
		UNDERSPENT
Press ENTER to Display Fiscal Year Status		

Figure 6.5-9. DFO Current Account Status Screen (AJK-361).

a. The date and dollar value of the DFOs last inventory is displayed in the BEGINNING INVENTORY field. The dollar value of purchases, current inventory (based on current BOH), actual expenses, headcount earnings, and monetary status are displayed.

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NOTE: This screen (AJK-361) displays the status of the dining facility account for the current accounting period. The over or under status on this screen must be used in conjunction with the year to date status on screen AJK-362 to determine the true status of the account. You must also take into account transactions that have not been posted to the account. Examples: Issues received not posted, subsistence used but Kitchen Requisitions and Returns not posted, transfers not posted, headcount not posted, etc..

- b. A message is displayed: **Press ENTER To Display Fiscal Year Status.**
- c. Press [ENTER] and the DFO Account Status Screen AJK-362 (fig. 6.5-10) is displayed.

MONTH	DATE	UNDER SPENT	OVER SPENT	
OCT	10/31/1994	-----	\$1,000.25	
NOV	11/30/1994	\$1,200.10	-----	
DEC	12/31/1994	\$450.40	-----	
JAN	01/31/1995	\$200.02	-----	
FEB	02/28/1995	-----	\$1,300.42	
MAR	03/15/1995	\$125.34	-----	
APR	04/30/1995	\$300.50	-----	
MAY	05/31/1995	-----	\$55.10	
JUN	06/30/1995	\$622.31	-----	
JUL	07/31/1995	\$222.32	-----	
TOTAL		\$3,120.99	\$2,355.77	\$765.22 UNDERSPENT

WHEN FINISHED VIEWING DATA, PRESS <ESC>.

Figure 6.5-10. DFO Account Status Screen (AJK-362).

NOTE: This screen (AJK-362) displays the account status as of the end of the last accounting period. To get a true picture of the current account status you must use the data on this screen in conjunction with screen AJK-361. During the month of October this screen will not contain any data since October is the first month of the Fiscal year.

- d. The date and dollar value of the ending monetary status for the month is displayed in the OVERSPENT or UNDERSPENT field. The amount over or underspent for each month is totaled and used to calculate the fiscal year status to date.
- e. A message is displayed at the bottom of the screen: **Do you want a printed report (Y or N)?**

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(1) Enter Y to print the Dining Facility Current Account Status Report (PCN AJK-PG1). After the print message is displayed, press [ENTER] to continue processing. The Dining Facility Account Inquiry Menu AJK-179 is displayed.

OR

(2) Enter N and the Dining Facility Account Inquiry Menu AJK-179 is displayed.

f. To exit this menu, select R. The Dining Facility Inquiry Menu is displayed.

## 6.5.1.1.2.4 Outputs.

a. The DFO Current Account Status Report (PCN AJK-PG1) is printed when you select Y in response to either print message. See Appendix C for an example of this report.

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

(1) File No. 30-1h, Food Program Reports (2-year file).

(2) Keep the end-of-month DFO Account Status Report. Cut off this file at the end of the fiscal year. For example:

COFF: 30 Sep 95      DEST: Oct 97

**NOTE:** The dining facility will file the DFO Previous Account Status Report (PCN AJK-O11) that is available from the DFO Subsystem when the month is over. The DFO Current Account Status Report (PCN AJK-PG1) is filed temporarily by the dining facility until the AJK-O11 is available for the month.

6.5.1.1.3 Dining Facility Previous Account Status Inquiry Process. Use this process to review a summary of earnings, actual expenses, and monetary status (over or under) for dining facility accounts for the previous month.

6.5.1.1.3.1 Processing Restrictions. None.

6.5.1.1.3.2 Processing Materials. The AFMIS Policies and Procedures Letter 95-01 establishes the guidelines to use when reviewing DFO accounts.

6.5.1.1.3.3 DFO Previous Account Status Screen AJK-516. To review the previous account status, select Option C from the Dining Facility Account Inquiry Menu AJK-179 (fig. 6.5-6). The DFO Previous Account Status Screen (fig. 6.5-10.1) is displayed.

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ACTIVITY CODE:	000117	
ACTIVITY NAME:	HSB 3/319TH AFAR	
PREVIOUS ACCOUNT STATUS		
	31 Jul 95	
	10:06:30	
1.	BEGINNING INVENTORY ( 30 Jun 95 ) :	\$1817.24
2.	PURCHASES (ISSUES) :	\$983.61
3.	TOTAL (line 1 + line 2) :	\$2800.85
4.	PREVIOUS CLOSING INVENTORY ( 31 Jul 95 ) :	\$1277.20
5.	ACTUAL EXPENSES (line 3 - line 4) :	\$1623.65
6.	EARNINGS (HEADCOUNT) :	\$1845.97
7.	STATUS (line 5 - line 6) :	\$-222.32
		UNDERSPENT
Press ENTER To Display Fiscal Year Status		

Figure 6.5-10.1. DFO Previous Account Status Screen (AJK-516).

a. The date and time displayed under the heading, PREVIOUS ACCOUNT STATUS reflect the date of the end of the previous accounting period and the current time. The date and dollar value of the beginning inventory for the previous month's account is displayed in the BEGINNING INVENTORY field. The dollar value of purchases, previous month's closing inventory, actual expenses, headcount earnings, and monetary status are displayed.

b. A message is displayed: Press ENTER To Display Fiscal Year Status.

c. Press [ENTER] and the DFO Fiscal Year Account Status Screen AJK-362 (fig. 6.5-10) is displayed. This is the same screen that is displayed after viewing the current account status screen.

d. A message is displayed at the bottom of the screen: WHEN FINISHED VIEWING DATA, PRESS <ESC>. Press ESCAPE.

e. A message is displayed at the bottom of the screen: Do you want a printed report (Y or N)?

(1) Enter Y to print the DFO Previous Account Status Report (PCN AJK-O11). After the print message is displayed, press [ENTER] to continue processing. The Account Name Inquiry Menu is displayed.

OR

(2) Enter N and the Account Name Inquiry Menu is displayed.

e. To exit this menu, select R. The Account Name Inquiry Menu is displayed.

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## 6.5.1.1.3.4 Outputs.

a. The DFO Previous Account Status Report (PCN AJK-O11) is printed when you select Y in response to the print message. See appendix C for an example of this report. This report replaces the AJK-PG1 that is used temporarily until the account is closed for the month.

NOTE: This report replaces the DFO Current Account Status Report (PCN AJK-PG1) for a given month when the account for the month is closed.

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

(1) File No. 30-1e, Ration Request, Issue, Delivery, and Account Status Files (6-month file).

(2) Keep the DFO Previous Account Status Report. Cut off this file twice a fiscal year. For example:

COFF: 31 Mar 93	DEST: Oct 93
COFF: 30 Sep 93	DEST: Apr 94.

## 6.5.2. Dining Facility Inventory Inquiry Process.

a. Use the Dining Facility Inventory Inquiry process to review current inventory balances on hand and the disposition of subsistence for sensitive and high dollar items. This process contains two processes and two exit options:

(1) Inventory Balance-On-Hand Inquiry (para 6.5.2.1)

(2) Disposition of Subsistence Inquiry (para 6.5.2.2).

(3) Exit the Inventory Inquiry Menu and return to the Account Name Inquiry Menu or exit from IFA processing..

b. To access the Inventory Inquiry Menu from the Account Name Inquiry Menu figure 6.5-5, select option B. The Inventory Inquiry Menu (fig. 6.5-11) is displayed.

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```
INVENTORY INQUIRY:  A B R X
Inventory Balance-on-Hand

DATE:  18 Aug 95           INVENTORY INQUIRY MENU           AJK-307
-----Press F8 for Help-----

          A - INVENTORY BALANCE-ON-HAND
          B - DISPOSITION OF SUBSISTENCE
          R - RETURN TO THE ACCOUNT NAME INQUIRIES MENU
          X - EXIT FROM IFA PROCESSING
```

Figure 6.5-11. Inventory Inquiry Menu (AJK-307).

6.5.2.1 Dining Facility Inventory Balance-On-Hand Subprocess. Use this subprocess to review inventory on hand balances for the dining facility selected.

6.5.2.1.1 Processing Restrictions. None.

6.5.2.1.2 Processing Materials. The AFMIS Policies and Procedures Letter 95-01 establishes the guidelines to use when reviewing DFO accounts.

6.5.2.1.3 DF Inventory Inquiry Screen (AJK-521). To select the item(s) for which you wish to review the current balance on hand select Option A from the Inventory Inquiry Menu and Inventory Inquiry Screen (fig. 6.5-12) is displayed.

```
DATE:  15 Aug 95           DF INVENTORY INQUIRY           AJK-521

          National Stock Number:  □

TO SELECT ALL ITEMS . . . Press ESC . . . OR
Enter QUERY-BY-EXAMPLE DATA . . . Press ESC

Enter NSN, FSC(####*), or TIIN (*#####)
```

Figure 6.5-12. DF Inventory Inquiry Screen (AJK-521).

a. To review an item by NSN (fig. 6.5-13), enter the 13-position NSN (e.g., 8905010503190) in the NATIONAL STOCK NUMBER field and press [ESC].

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DATE: 15 Aug 95	DF INVENTORY INQUIRY	AJK-521
National Stock Number: 8905010503190		
TO SELECT ALL ITEMS . . . Press ESC . . . OR		
Enter QUERY-BY-EXAMPLE DATA . . . Press ESC		
8905010503190		

Figure 6.5-13. DF Inventory Inquiry Screen - Review an Item by NSN.

- b. To review an item by TIIN (fig. 6.5-14), enter an asterisk (\*) with the seven-position TIIN (e.g., \*0172786), in the NATIONAL STOCK NUMBER field and press [ESC].

DATE: 15 Aug 95	DF INVENTORY INQUIRY	AJK-521
National Stock Number: *0172786		
TO SELECT ALL ITEMS . . . Press ESC . . . OR		
Enter QUERY-BY-EXAMPLE DATA . . . Press ESC		
*0172786		

Figure 6.5-14. DF Inventory Inquiry Screen - Review an item by TIIN.

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c. To review a group of items (fig. 6.5-15), enter the first four digits of a Federal Supply Class (FSC) with an asterisk (\*) (e.g., 8915\*), in the NATIONAL STOCK NUMBER field and press [ESC].

DATE: 15 Aug 95	DF INVENTORY INQUIRY	AJK-521
National Stock Number: 8915*		
TO SELECT ALL ITEMS . . . Press ESC . . . OR		
Enter QUERY-BY-EXAMPLE DATA . . . Press ESC		
8915*		

Figure 6.5-15. DF Inventory Inquiry Screen - Review a Group of Items by FSC.

d. To review all inventory items, press [ESC].

e. When you select your review category and press [ESC], a message is displayed: **Do you want the output to go to the screen or printer (S/P)?**

(1) Enter S to display inventory information on the Dining Facility Inventory Report Screen PCN AJK-PR1. See paragraph 6.5.2.4 for processing instructions.

OR

(2) Enter P to print the Dining Facility Inventory Report (PCN AJK-PR1). Press [ENTER] to exit this process. The Dining Facility Inquiry Menu AJK-179 is displayed.

6.5.2.1.4 Dining Facility Inventory Report Screen PCN AJK-PR1. Use this screen (fig. 6.5-16) to review inventory information for the category you choose.

a. An NSN, item name, unit of issue, unit price, and the inventory balance on hand are displayed for each item.

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(1) When you select a group of items, a message is displayed: **Press ENTER to continue . . .**

OR

(2) When you select a single item, press [ENTER] to exit this process. The Dining Facility Inquiry Menu is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	PCN AJK-PR1		
ACT CODE: P9300	DINING FACILITY INVENTORY REPORT			
NSN	ITEM NAME	U/I	U/P	BOH
8915-00-023-1508	WATERMELON FRESH	LB	.40	0
8915-00-044-1918	VEG FZN POTATOES HASH BR	LB	.41	35
8915-00-080-5179	POTATOES SHOESTRING FZN	LB	.37	9
8915-00-117-3358	LETTUCE UNWR FRESH	LB	.29	110
8915-00-126-8745	PERSIAN MELONS FRESH 6-12	LB	.43	0
8915-00-126-8748	BANANAS FRESH	LB	.40	0
8915-00-126-8801	CANTALoupES (SEASONAL)	LB	.67	0
8915-00-126-8804	ORANGES FRESH	LB	.32	75
8915-00-126-8805	PEARS FRESH	LB	.52	32
8915-00-126-8806	PLUMS (SEASONAL)	LB	.85	0
8915-00-126-8811	APPLES FRESH COOKING	LB	.62	0
8915-00-126-8812	APPLES EATING FRESH	LB	.36	0
8915-00-127-4360	HONEYDEW MELON (SEASONAL)	LB	.58	0
8915-00-127-7267	CRANBERRIES FRESH	LB	2.37	0
8915-00-127-7268	AVOCADOS FRESH #1 GRADE	LB	.56	0

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Press ENTER to continue . . .

Figure 6.5-16. Dining Facility Inventory Report Screen (PCN AJK-PR1).

b. If you select a group of items or all items for your review (fig. 6.5-17), press [ENTER]. Another message is displayed: **Press ENTER to continue . . . or DELETE key to exit.**

(1) Press [ENTER] to continue your review.

OR

(2) Press [DELETE] to interrupt your review and return to the Dining Facility Inquiry Menu.

c. When you finish your review, press [ENTER]. The Dining Facility Inquiry Menu AJK-179 is displayed.

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```
Press ENTER to continue . . . or DELETE key to exit.
```

8915-00-127-8904	ENDIVE	LB	.54	0
8915-00-127-8922	PARSLEY FRESH	LB	.63	36
8915-00-127-9663	RUTABAGAS FRESH TOPPED	LB	.62	0
8915-00-128-1176	VEG FZN BEAN GREEN	LB	.55	0
8915-00-129-0825	VEG FZN BROCCOLI	LB	.59	48
8915-00-143-0911	BLUEBERRIES FRZ. 20/30 LB	LB	1.29	0
8915-00-143-0978	TOMATOES CHERRY FRESH	LB	1.28	0
8915-00-143-0983	VEG FZN SUCCOTASH	LB	.80	0
8915-00-143-0997	VEG FZN PEAS & CARROTS	LB	.57	0
8915-00-160-6156	VEG FZN CAULIFLOWER	LB	.57	300
8915-00-162-5087	VEG FZN CARROTS	LB	.29	0
8915-00-162-9878	VEG FZN BEANS GR FR STYLE	LB	.82	20
8915-00-164-4162	GREENS COLLARD FZN	LB	.43	0
8915-00-170-4933	GREENS COLLARD FRESH	LB	1.90	0
8915-00-191-3461	VEG FZN ONION RINGS	LB	.92	0

Press ENTER to continue . . .

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Figure 6.5-17. Dining Facility Inventory Report Screen - More Data (PCN AJK-PR1).

d. To exit this menu, select R. The Account Name Inquiry Menu AJK-177 is displayed.

**6.5.2.1.5 Outputs.** The Dining Facility Inventory Report (PCN AJK-PR1) is printed when you select P in response to the output message. You can print inventory reports as you need them. See Appendix C for an example of this report.

**6.5.2.2 Disposition of Subsistence Inquiry Subprocess.** Use this subprocess to review and print sensitive and high dollar items subsistence accountability percent deviation for the previous accounting period. The Percent Deviation Report is PCN AJK-N42. You can also select item(s) and review or print the Disposition of Subsistence Report, PCN AJK-N41. This report replaces the manual subsistence accountability checks required by AR 30-1.

**6.5.2.2.1 Processing Restrictions.** The dining facility account must be closed and the monthly inventory finalized before you can review subsistence accountability for the previous accounting period.

**NOTE:**

1. If the account has been closed for the previous month, but the monthly inventory has not been finalized, the information displayed is for the last period with a beginning and ending inventory.
2. If the account has not been closed for the previous month the prompt "DISPOSITION OF SUBSISTENCE UNAVAILABLE - CUSTOMER ACCOUNTS STILL OPEN." is displayed.

**6.5.2.2.2 Processing Materials.** None.

**6.5.2.2.3 Disposition of Subsistence Select Items Screen AJK-431.** To review and print the subsistence accountability percent deviation for sensitive and high dollar items for the previous accounting period, select option B from the Inventory Inquiries Menu. The Disposition of Subsistence Select Items Screen AJK-431 (fig. 6.5-17.1) is displayed.

```

PRINT THE PERCENT DEVIATION REPORT?: Yes No
Yes, Print the Percent Deviation Report

DATE: 15 Aug 95                DISPOSITION OF SUBSISTENCE                AJK-431
                                SELECT ITEMS

                                PERCENT
ITEM NAME                TIIN                DEVIATION                SELECT

                                PRESS ESCAPE WHEN SELECTION IS COMPLETE

* UNACCOUNTABLE DIFFERENCE WITH A 0 TOTAL AVAILABLE FOR PRODUCTION
Processing item number 88 Please wait . . .
    
```

Figure 6.5-17.1. Disposition of Subsistence Select Items Screen (AJK-431).

**NOTE:** The item number displayed while the PRINT THE PERCENT DEVIATION REPORT ring menu is displayed is the number of sensitive and high dollar items on the MIF.

a. When this screen first appears the message: Processing item number   . Please wait . . . is displayed. The item numbers scroll through where the    is located. When the last item is processed its item number remains on the screen, and the PRINT THE PERCENT DEVIATION REPORT ring menu appears at the top of the screen (fig. 6.5-17.1).

(1) Press “Y” or highlight Yes and press ENTER to print the Percent Deviation Report. The message: Report Printing . . . Please Wait appears briefly followed by the message: Enter X to select item. Press ESCAPE when entry is complete. The Disposition of Subsistence Select Items Screen AJK-431 is displayed along with the first eight items and the percent deviation for each item (fig. 6.5-17.2).

OR

(2) Press “N” or highlight No and press ENTER to not print the report. The message: Enter X to select item. Press ESCAPE when entry is complete. The Disposition of Subsistence Select Items Screen AJK-431 is displayed along with the first eight items and the percent deviation for each item are displayed on the screen (fig. 6.5-17.2).

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DATE:	DISPOSITION OF SUBSISTENCE		AJK-431
SELECT ITEMS			
ITEM NAME	TIIN	PERCENT DEVIATION	SELECT
BACON SLI 1 LB 034-7550		*	<input type="checkbox"/>
BACON SLI BULK SMOK	403-9592	0.00	
BEEF CORNED BNLS	299-1316	25.00	
BEEF GROUND FRZ 285-2075	3.92		
BEEF KNL OVEN ROAST	133-5886		
BEEF LIVER SLI 655-8410	10.00		
BEEF PATTIES FRZ	935-3268	0.00	
BEEF PATTY MIX W/SPR	050-3190	*	

PRESS ESCAPE WHEN SELECTION IS COMPLETE

Enter X to select item.  
\* UNACCOUNTABLE DIFFERENCE WITH A 0 TOTAL AVAILABLE FOR PRODUCTION  
Press ESCAPE when entry is complete.

Figure 6.5-17.2. Disposition of Subsistence Select Items Screen (AJK-431).

## NOTE:

1. The acceptable deviation percentage is 9%. Any item that has a deviation percentage greater than 9% is considered unacceptable. Items with an \* should be checked since the accountability on these items may be unacceptable as well.
2. Items that are blank under the percent deviation column can not be calculated, if selected the message THIS ITEM DOES NOT HAVE THE DATA REQUIRED TO CALCULATE THE DEVIATION. is displayed. Items with blanks have not had any activity during the period.

b. Enter X next to the item(s) for which you want a detailed accountability check. When all items have been marked, press [ESCAPE]. The messages: Output to screen or printer (S/P) ? and Enter S for screen or P for printer and press ESCAPE. are displayed above and below the \* UNACCOUNTABLE DIFFERENCE WITH A 0 TOTAL AVAILABLE FOR PRODUCTION line

(1) Enter S and press ESCAPE to display the information for all items selected to screen AJK-N41. The message Processing report. Please wait. . . appears briefly, then screen AJK-N41 appears See paragraph 6.5.2.2.4 for processing instructions.

OR

(2) Enter P and press ESCAPE to print the Inventory Disposition of Subsistence Report PCN AJK-N41 for all the items selected. For each item selected all transactions that affected the balance on hand are listed along with the percent deviation without weekly inventory adjustments and with weekly inventory adjustments.

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(3) Messages: Processing report. Please wait. . . then Do you wish to process more reports? (Y/N)? Enter Y to process more reports or N to exit and then press ESCAPE are displayed above and below the \* UNACCOUNTABLE DIFFERENCE WITH A 0 TOTAL AVAILABLE FOR PRODUCTION line.

(a) Enter Y and press ESCAPE to return to the Select Item screen (fig. 6.5-17.2).

OR

(b) Enter N and press ESCAPE to return to the Inventory Inquiry Menu (fig. 6.5-11.1).

6.5.2.2.4 Inventory Disposition of Subsistence Screen AJK-N41. This screen displays detailed subsistence accountability information for the items marked on the Select Items Screen (fig. 6.5-17.2). The initial screen looks like figure 6.5-17.3. Additional detail may be displayed on intermediate screen(s) fig. 6.5-17.4. The headings are not displayed on the intermediate screen(s); but, the message: Press ENTER to continue or Delete to exit. is displayed. The number of transactions processed for the NSN determines the number of intermediate screens (figure 6.5-17.4) displayed. Figures 6.5-17.5 and 6.5-17.6 are the final two screens for the NSN.

DATE: 15 Aug 95	INVENTORY DISPOSITION OF SUBSISTENCE	AJK-N41		
	DINING FACILITY NAME: 503RD MP BN ACTIVITY CODE: 000071			
ITEM NAME: BEEF GROUND FRZ UNIT PRICE: \$ 1.27		NSN: 8905-00-285-2075 UNIT OF ISSUE: LB		
TRANS POSTED DATE DATE	ADDITION/ TRANSACTION TYPE	KITCHEN SUBTRACTION	RUNNING REQUISITION	BALANCE
	BEGINNING BALANCE FROM 30 Jun			30
05 Jul05	JulIssue 110		140	
06 Jul08	JulKitchen Requisition		-110	30
12 Jul15	JulIssue 110		140	
Press ENTER to continue or Delete to exit.				

Figure 6.5-17.3. Inventory Disposition of Subsistence Screen (AJK-N41). Initial Screen

a. Press ENTER to display additional detail or press Delete to exit to the Inventory Inquiry Menu (fig. 7.5-2). Press ENTER to display additional detail.

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14	Jul17	JulIssue	55		195	
16	Jul17	JulKitchen	Requisition		-110	85
19	Jul21	JulIssue	110		195	
19	Jul21	JulKitchen	Requisition		-41	154
19	Jul21	JulKitchen	Requisition		-41	113
21	Jul22	JulIssue	110		223	
21	Jul22	JulKitchen	Requisition		-55	168
21	Jul22	JulKitchen	Requisition		-55	113
22	Jul23	JulIssue	65		178	
22	Jul26	JulIssue	55		233	
23	Jul23	JulWeekly	inventory adjustment of +110			233
23	Jul25	JulIssue	110		343	
23	Jul23	JulKitchen	Requisition		-55	288
26	Jul26	JulIssue	Adjustment	-65		223
26	Jul27	JulIssue	110		333	
26	Jul27	JulKitchen	Requisition		-55	278
26	Jul27	JulKitchen	Requisition		-55	223
26	Jul27	JulKitchen	Requisition		-55	168
27	Jul28	JulKitchen	Requisition		-55	113
TOTAL				770	-687	
Press ENTER to continue or Delete to exit.						

Figure 6.5-17.4. Inventory Disposition of Subsistence Screen (AJK-N41). Intermediate screen.

**NOTE:**

1. The weekly inventory adjustment posts as a memo entry. It does not change the running balance. The weekly inventory postings are the only memo entries.
2. All transactions post in transaction date sequence. The date the transaction was actually entered in the system appears as the posted date. The posted date helps you research problems when transactions are posted after inventories. Example: The 23 July issue was actually posted 25 July. The 23 July weekly inventory was done correctly. The weekly inventory adjustment would not have occurred if the issue had been posted in a timely manner. However, the percent deviation with weekly inventory adjustments is 19.30% (fig. 6.5-17.6) because the issue was not posted in a timely manner.
3. Adjustment transactions (Issues/Turn-ins).  
When an issue/turn-in is adjusted, the original transaction will remain unchanged; an adjustment will be posted to cancel the original amount; and the new transaction will be posted with the new quantity. The new transaction will have a TRANS DATE that matches the original transaction and a POSTED DATE that matches the adjustment. In the above example, the 22 July issue quantity was changed from 65 to 55.

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```
30 BEGINNING BALANCE FROM 01 JULY
+ 770 ADDITIONS TO AND SUBTRACTIONS FROM INVENTORY
- 85 CLOSING BALANCE AS OF 31 JULY
-----
715 TOTAL AVAILABLE FOR PRODUCTION

715 TOTAL AVAILABLE FOR PRODUCTION
- 687 QUANTITY SERVED IN DINING FACILITY
-----
28 UNACCOUNTABLE DIFFERENCE

28 UNACCOUNTABLE DIFFERENCE
DIVIDED BY 715TOTAL AVAILABLE FOR PRODUCTION
-----
3.92%PERCENT DEVIATION

=====
Press ENTER to continue or Delete to exit.
```

Figure 6.5-17.5. Inventory Disposition of Subsistence Screen (AJK-N41). Next to last screen.

```
28 UNACCOUNTABLE DIFFERENCE WITHOUT ADJUSTMENTS
110 WEEKLY INVENTORY ADJUSTMENTS
-----
138 UNACCOUNTABLE DIFFERENCE WITH ADJUSTMENTS
DIVIDED BY 715TOTAL AVAILABLE FOR PRODUCTION
-----
19.30% PERCENT DEVIATION WITH ADJUSTMENTS

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Press ENTER to continue or Delete to exit.

OR IF LAST PAGE FOR LAST ITEM

END PAGE 12

<EOF>Press ENTER to continue or Delete to exit.
```

Figure 6.5-17.6 Inventory Disposition of Subsistence Screen (AJK-N41). Final screen.

b. On the final screen when you press ENTER to continue the Select Items screen is displayed with the message Do you wish to process more reports? (Y/N)?. See paragraph 6.5.2.2.3 b. (3) for processing instructions. Delete displays the Inventory Inquiry Menu.

**6.5.2.2.5 Outputs.** The Percent deviation Report (PCN AJK-N42) is printed when you select Yes on the print percent deviation ring menu. The Inventory Disposition of Subsistence Report (PCN AJK-N41) is printed when you select P in response to the output message. You can print the reports for the previous accounting period as you need them. See appendix C for examples of these reports.

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6.5.3 Headcount/Cash Collected Inquiries Process.

a. Use the Headcount/Cash Collected Inquiries Process to review and print dining facility headcount projections and history, daily and monthly headcount/cash collected totals, and headcount/cash summaries. You can also review data used for the cash collection voucher and report signature blocks. This process contains four subprocesses and two exit options:

- (1) Headcount Projections and History Inquiry (para 6.5.3.1).
- (2) Current Day Headcount/Cash Collected Data Inquiry (para 6.5.3.2).
- (3) Current/Previous Month Headcount/Cash Inquiry (para 6.5.3.3).
- (4) Headcount/Cash Summary Inquiry (para 6.5.3.4).

(5) Exit the Headcount/Cash Collected Inquiries Menu and return to the Dining Facility Account Inquiry Menu AJK-177 or system login screen.

b. To review the Headcount/Cash Collected subprocesses, select Option C from the Dining Facility Inquiry Menu. The Headcount/Cash Inquiry Menu (fig. 6.5-18) is displayed.

```
HEADCOUNT / CASH COLLECTED INQUIRIES:  A B C D R X
Headcount Projections and History

      DINING FACILITY      HEADCOUNT / CASH INQUIRY MENU      AJK-180
----- Press F8 for Help -----

      OPTION CODE  RING MENU SELECTION OPTIONS
      A           HEADCOUNT PROJECTIONS AND HISTORY
      B           CURRENT DAY HEADCOUNT / CASH COLLECTED
      C           CURRENT / PREVIOUS MONTH HEADCOUNT / CASH
      D           HEADCOUNT / CASH SUMMARY
      R           RETURN TO DFO INQUIRIES MENU
      X           EXIT THE IFA PROGRAM

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

Figure 6.5-18. Headcount/Cash Inquiry Menu.

6.5.3.1 Headcount Projections and History Inquiry Subprocesses.

a. Use the Headcount Projections and History Inquiry Subprocesses to review projected headcount information and the headcount history for a dining facility. This menu contains two subprocesses and two exit options:

- (1) Headcount Projection Inquiry (para 6.5.3.1.1).

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(2) Headcount History Inquiry (para 6.5.3.1.2).

(3) Exit the Headcount Menu and return to the Headcount/Cash Inquiry Menu or system login screen.

b. To review the Headcount subprocesses, select Option A from the Headcount/Cash Inquiry Menu. The Headcount Inquiry Menu (fig. 6.5-19) is displayed.

```
HEADCOUNT INQUIRY: A B R
Headcount Projection

DATE: 15 Aug 95          HEADCOUNT INQUIRY MENU          AJK-512
----- Press F8 for Help -----

          A          HEADCOUNT PROJECTION
          B          HEADCOUNT HISTORY
          R          RETURN TO INQUIRIES MENU
```

Figure 6.5-19. Headcount Inquiry Menu.

6.5.3.1.1 Headcount Projection Inquiry Subprocess. Use this subprocess to review projected dining facility headcounts for this month and next month.

6.5.3.1.1.1 Processing Restrictions. None.

6.5.3.1.1.2 Processing Materials. None.

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**6.5.3.1.1.3 Headcount Projection Inquiry Screen AJK-530.** To review projected dining facility headcounts, select Option A from the Headcount Inquiry Menu. The Headcount Projection Inquiry Screen (fig. 6.5-20) is displayed.

```
DATE: 15 Aug 95          HEADCOUNT PROJECTION INQUIRY          AJK-530
ACT CODE: P3700

Projection period beginning: _____

DATE
BREAKFAST
LUNCH
DINNER

Enter beginning date (dd mmm yy)...press ENTER.
```

Figure 6.5-20. Headcount Projection Inquiry Screen (AJK-530).

- a. Enter a projection period beginning date and press [ENTER]. A valid date is today's date or later.
- b. A projected headcount is displayed (fig. 6.5-21) for the date you enter plus the next 6 days. The cursor is positioned in the DATE field for the first date.

```
DATE: 15 Aug 95          HEADCOUNT PROJECTION INQUIRY          AJK-530
ACT CODE: P3700

Projection period beginning: _____

DATE      Aug 15   Aug 16   Aug 17   Aug 18   Aug 19   Aug 20   Aug 21
BREAKFAST 200     225     210     310     300     245     250
LUNCH     300     310     275     300     200     275     300
DINNER    250     275     225     250     175     200     200

Press ENTER to continue or ESC to exit process.
```

Figure 6.5-21. Headcount Projection Inquiry Screen (example).

- (1) Press [ENTER] to scroll forward and view more projected headcounts by date.

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(2) Press [ESC] to continue processing.

c. When you press [ESC], a message is displayed: **Do you wish to print this screen? Enter Y(es or N(o.**

(1) Enter Y to print the DFO Headcount Projection Inquiry Report (PCN AJK-OM2).

OR

(2) Enter N to finish your review.

d. The Headcount Inquiry Menu is displayed. To exit this menu, select R. The Headcount/Cash Inquiry Menu is displayed.

6.5.3.1.1.4 Outputs. The DFO Headcount Projection Inquiry Report (PCN AJK-OM2) is printed when you select Y in response to the print message. You are not required to keep a file copy of the report. See Appendix C for an example of this report.

6.5.3.1.2 Headcount History Inquiry Subprocess. Use this subprocess to review adjusted and actual headcounts for a dining facility.

6.5.3.1.2.1 Processing Restrictions. None.

6.5.3.1.2.2 Processing Materials. None.

6.5.3.1.2.3 Headcount History Inquiry Screen AJK-532. To review the headcount history for a dining facility, select Option B from the Headcount Inquiry Menu. The Headcount History Inquiry Screen (fig. 6.5-22) is displayed.

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```

DATE: 15 Aug 95          HEADCOUNT HISTORY INQUIRY          AJK-532
ACT CODE: P3700
                History period beginning: _____

DATES
BREAKFAST:  Adjusted
              Actual
LUNCH       Adjusted
              Actual
DINNER      Adjusted
              Actual

Enter beginning date (dd mmm yy)...press ENTER.
  
```

Figure 6.5-22. Headcount History Inquiry Screen (AJK-532).

- a. Enter a history period beginning date and press [ENTER]. A valid date is today's date or earlier.
- b. The adjusted and actual headcounts are displayed (fig. 6.5-23), by meal, for the date you enter, plus the past 6 days. The cursor is positioned in the DATES field for the first date.

```

DATE: 15 Aug 95          HEADCOUNT HISTORY INQUIRY          AJK-532
ACT CODE: P3700
                History period beginning: 15 Aug 95

DATES
BREAKFAST:  Adjusted
              Actual
LUNCH:      Adjusted
              Actual
DINNER:     Adjusted
              Actual

                15    14    13    12    11    10    09
Adjusted      200    250    200    250    300    200    200
Actual        210    246    223    228    284    180    170
Adjusted      250    230    225    250    200    175    180
Actual        243    193    221    241    212    183    202
Adjusted      200    290    200    225    175    150    150
Actual        211    254    192    232    182    161    143

Press ENTER to continue or ESC...to exit.
  
```

Figure 6.5-23. Headcount History Inquiry Screen (example).

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(1) Press [ENTER] to scroll forward and review more headcount history by date.

OR

(2) Press [ESC] to finish this part of your review.

c. When you press [ESC], a message is displayed: **Do you want to view additional meals (Y/N)?**

(1) Enter Y to review brunch, supper, and night meals. The Headcount History Inquiry Screen AJK-533 is displayed. See paragraph 6.5.3.1.2.4 for processing instructions.

OR

(2) Enter N to continue processing.

d. If you select N, a message is displayed: **Do you wish to print this screen? Enter Y(es or N(o.**

(1) Enter Y to print the DFO Headcount History Inquiry Report (PCN AJK-OM1).

OR

(2) Enter N to finish your review.

e. Press [ENTER] and the Headcount Inquiry Menu is displayed.

6.5.3.1.2.4 Headcount History Inquiry Screen AJK-533. Use this screen (fig. 6.5-24) to review your headcount history for brunch, supper, night breakfast, and night dinner meals.

a. The adjusted and actual headcounts are displayed, by meal, for the date you enter on Headcount History Inquiry Screen AJK-532 plus the past 6 days.

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DATE:	15 Aug 95	HEADCOUNT HISTORY INQUIRY					AJK-533	
		History period beginning: 15 Aug 95						
DATES		15	14	13	12	11	10	09
BRUNCH:	Adjusted	0	0	0	0	0	0	0
	Actual	0	0	0	0	0	0	0
SUPPER:	Adjusted	0	0	0	0	0	0	0
	Actual	0	0	0	0	0	0	0
NIGHT DIN:	Adjusted	0	0	0	0	0	0	0
	Actual	0	0	0	0	0	0	0
NIGHT BRK:	Adjusted	0	0	0	0	0	0	0
	Actual	0	0	0	0	0	0	0
Press ENTER to continue or ESC...to exit.								

Figure 6.5-24. Headcount History Inquiry Screen (example).

- (1) Press [ENTER] to scroll forward and review more headcount history by date.

OR

- (2) Press [ESC] to continue processing.

b. When you press [ESC], a message is displayed: **Do you wish to print this screen?**  
**Enter Y(es or N(o.**

- (1) Enter Y to print the DFO Headcount History Inquiry Report (PCN AJK-OM1).

OR

- (2) Enter N to finish your review.

c. Press [ENTER] and the Headcount Inquiry Menu is displayed.

d. To exit this menu, select R. The Headcount/Cash Inquiry Menu is displayed.

6.5.3.1.2.5. Outputs. The Dining Facility Headcount History Inquiry Report (PCN AJK-OM1) is printed when you select Y in response to the print message. You are not required to keep a file copy of the report. See Appendix C for an example of this report.

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6.5.3.2 Current Day Headcount/Cash Collected Data Inquiry Subprocess. Use this subprocess to review your most recent day's headcount, food cost and OMA funds for each meal served in the dining facility, and for all dates through the first day of the previous month. You can also print a report containing the information for any range of dates within the available period.

6.5.3.2.1 Processing Restrictions. None.

6.5.3.2.2 Processing Materials. None.

6.5.3.2.3 Current Day Headcount/Cash Collected Data Inquiry Screen AJK-019. To review the current day's headcount, select Option B from the Headcount/Cash Inquiry Menu. The Headcount/Cash Collected Data Inquiry Screen (fig. 6.5-25) is displayed.

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

DINING FACILITY OPERATIONS							
DATE: 11 Apr 1997	HEADCOUNT/CASH COLLECTED DATA INQUIRY					AJK-019	
ACT CODE: 000080							
MEAL DATE: 07 Apr 1997							
	----- HEADCOUNT -----					FOOD	OMA
	SIK	PD	FAO	SMR	DMR	COST	FUNDS
BREAKFAST:	50	0	0	100	50	\$150.00	\$50.00
LUNCH:							
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 6.5-25. 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 ESCAPE, 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

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(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 Headcount / Cash Inquiry Menu screen AJK-180.

```
DINING FACILITY OPERATIONS
DATE: 11 Apr 1997      HEADCOUNT/CASH COLLECTED DATA INQUIRY      AJK-019
ACT CODE: 000080

MEAL DATE: 07 Mar 1997

          ----- HEADCOUNT -----
          SIK      PD      FAO      SMR      DMR      FOOD      OMA
          COST      FUNDS

BREAKFAST:    101      0      1      100      10      $110.00    $50.00
LUNCH:
DINNER:
BRUNCH:
SUPPER:
NIGHT MEAL (B):
NIGHT MEAL (D):

ENTER DATES: From          To

Enter FROM meal date (dd mmm yyyy)
```

Figure 6.5-26. Headcount/Cash Collected Data Inquiry Screen - Enter range of dates for the Headcount/Cash Collected Data Inquiry report.

d. Enter the from date and Press [ENTER], then enter the to date and Press [ENTER], the prompt (report printing Please wait) appears briefly followed by the prompt (Report has been printed. Press ENTER to exit the process.). Press [ENTER] and the Headcount / Cash Inquiry Menu is displayed.

e. To return to the Inquiry menu, enter R. The Inquiry Menu is displayed.

**6.5.3.2.4 Outputs.** Headcount Cash Collected Data Inquiry Report (PCN AJK-D31) is printed when you select Y in response to the print message, enter the range of dates and press enter. You can print the report as you need it. See Appendix C for an example of the report

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6.5.3.3 Current/Previous Month Headcount/Cash Inquiry Subprocess. Use this subprocess to review your current food cost and OMA funds cash on hand; and current and previous months by meal totals for headcount, total cash, total food cost, and total OMA funds.

6.5.3.3.1 Processing Restrictions. None.

6.5.3.3.2 Processing Materials. None.

6.5.3.3.3 Monthly Headcount/Cash Collected Inquiry Screen AJK-026. To review your monthly headcount and cash collected totals as well as current cash on hand, select Option C from the Headcount/Cash Inquiry Menu. The Monthly Headcount/Cash Collected Inquiry Screen (fig. 6.5-27) is displayed.

a. The following 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: 11 Apr 1997	MONTHLY HEADCOUNT/CASH COLLECTED INQUIRY	AJK-026
ACT CODE: 000080	CURRENT CASH ON HAND	
	FOOD COST: \$1992.80	OMA FUNDS: \$2.45
CURRENT MONTH		
	-----HEADCOUNT-----	-----CASH COLLECTED-----
	TOTAL    SIK    PD    FAO    SMR    DMR	TOTAL    FD COST    OMA FUNDS
BREAKFAST:	200    50    0    0    100    50	\$200.00    \$150.00    \$50.00
LUNCH:	210    100    0    0    100    10	\$270.00    \$220.00    \$50.00
DINNER:	210    100    0    0    100    10	\$297.50    \$247.50    \$50.00
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 6.5-27. Monthly Headcount/Cash Collected Inquiry Screen (AJK-026) - Current Month.

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

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

OR

(2) Enter N to continue your review.

THEN

The message “Query complete for current month. Press ENTER to Continue.” is displayed.

c. Press [ENTER] to review (fig. 6.5-28) last month's headcount and cash collection data.

DATE: 11 Apr 1997	MONTHLY HEADCOUNT/CASH COLLECTED INQUIRY	AJK-026
ACT CODE: 000080		
PREVIOUS MONTH		
	-----HEADCOUNT-----	-----CASH COLLECTED-----
	TOTAL    SIK    PD    FAO    SMR    DMR	TOTAL    FD COST    OMA FUNDS
BREAKFAST:	212    101    0    1    100    10	\$160.00    \$110.00    \$50.00
LUNCH:	223    152    0    1    50    20	\$182.50    \$157.50    \$25.00
DINNER:	250    100    0    0    100    50	\$500.00    \$450.00    \$50.00
BRUNCH:	185    150    0    0    25    10	\$97.50    \$78.75    \$18.75
SUPPER:	160    100    0    0    50    10	\$202.50    \$165.00    \$37.50
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 6.5-28. Monthly Headcount/Cash Collected Inquiry Screen - Previous Month.

d. Enter Y or N in response to the print message.

e. Press [ENTER] and the Headcount/Cash Inquiry Menu is displayed.

**6.5.3.3.4 Outputs.** The DFO Monthly Headcount/Cash Collected Report (PCN AJK-D61) is printed when you select Y in response to the print message. You are not required to keep a file copy of the report. See Appendix C for an example of this report.

**6.5.3.4 Headcount/Cash Summary Inquiry Subprocess.**

a. Use the Headcount/Cash Summary Inquiry subprocess to review headcount, cash collections, and cash turn-in data for a dining facility. You can review information for this month or last month. This subprocess does not change the requirement to appoint an individual to conduct unannounced cash counts at the dining facility. See AR 30-1 for more information. This subprocess contains two review and two exit options:

- (1) Previous Month Headcount/Cash Inquiry (para 6.5.3.4.1).
- (2) Current Month Headcount/Cash Inquiry (para 6.5.3.4.2).

(3) Exit the Cash Summary Options Menu and return to the Headcount/Cash Inquiry Menu or system login screen.

b. To review the Headcount/Cash Summary Options, select Option D from the Headcount/ Cash Inquiry Menu. The Headcount/Cash Summary Options Menu (fig. 6.5-29) is displayed.

```
CASH SUMMARY OPTIONS MENU:  A B R X
To view previous month

DINING FACILITY 000124 HEADCOUNT/CASH SUMMARY OPTIONS MENU AJK-198
----- Press F8 for Help -----

OPTION CODE RING MENU SELECTION OPTIONS
A PREVIOUS MONTH HEADCOUNT / CASH
B CURRENT MONTH HEADCOUNT / CASH
R RETURN TO HEADCOUNT INQUIRY MENU
X EXIT THE IFA PROGRAM

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

Figure 6.5-29. Headcount/Cash Summary Options Menu.

**6.5.3.4.1 Previous Month Headcount/Cash Inquiry Option.** Use this option to review a summary of headcount, cash collection, and cash turn-in data for last month.

**6.5.3.4.1.1 Processing Restrictions.** None.

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6.5.3.4.1.2 Processing Materials. None.

6.5.3.4.1.3 Dining Facility File for \_\_\_\_\_ Screen AJK-034. To review the summary headcount and cash data for dates in the previous month, select Option A from the Headcount/Cash Summary Options Menu. The Dining Facility File for \_\_\_\_\_ Screen AJK-034 (fig. 6.5-30) is displayed.

DATE: 11 Apr 1997	DINING FACILITY FILE FOR 000080	AJK-034			
	PREVIOUS MONTH HEADCOUNT				
	FROM: [ ][ ][ ] TO: [ ][ ][ ]				
	BRK	LUN	DIN	BRN	SUP
SIK HC					
PD HC					
FAO HC					
SMR HC					
DMR HC					
-----					
TOT HC					
FOOD COST					
OMA					
GRAND TOT FOOD COST:					
GRAND TOT OMA:					
Enter beginning day (dd)					

Figure 6.5-30. Dining Facility File for \_\_\_\_\_ Screen (AJK-034).

a. The cursor is positioned in the FROM field for entry of the beginning inquiry date from the previous month. Enter the beginning date and press ENTER. The cursor moves to the TO field and the message changes to: Enter TO date (dd mmm yyyy). Enter the ending date and press ENTER..

b. The data for the dates requested and the prompt: Do you want a printed report? Enter Y/N are displayed (fig. 6.5-30.1).

**NOTE:** The FROM and TO dates entered control the information displayed on screens AJK-034 and AJK-035. Headcount information for meal dates in the date range will appear on AJK-034. Voucher Numbers for vouchers with period of turn-in dates from or to within the date range will appear on screen AJK-035. Example, if the period of turn-in on voucher number 5 is from 5 Aug to 11 Aug and the date range requested on screen AJK-034 is 4 Aug to 10 Aug, voucher number 5 will appear on screen AJK-035.

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DATE: 11 Apr 1997	DINING FACILITY FILE FOR 000080	AJK-034			
PREVIOUS MONTH HEADCOUNT					
FROM: [ 1][MAR][1997] TO: [ 8][MAR][1997]					
	BRK	LUN	DIN	BRN	SUP
SIK HC	301	152	0	0	0
PD HC	0	0	0	0	0
FAO HC	1	1	0	0	0
SMR HC	300	50	0	0	0
DMR HC	30	20	0	0	0
-----					
TOT HC	632	223	0	0	0
FOOD COST	\$330.00	\$157.50	\$0.00	\$0.00	\$0.00
OMA	\$150.00	\$25.00	\$0.00	\$0.00	\$0.00
GRAND TOT FOOD COST:		\$487.50			
GRAND TOT OMA:		\$175.00			
Do you want a printed report? Enter Y/N					

Figure 6.5-30.1. Dining Facility File for \_\_\_\_\_ Screen (AJK-034).

(1) Enter Y to print the DFO Verification HC/Cash Collection Report (PCN AJK-D71). The prompts **PRINTING - PLEASE WAIT., REPORT HAS BEEN PRINTED. PRESS ENTER TO CONTINUE.,** and after pressing ENTER, **ACCESSING DATABASE > . . . PLEASE WAIT.** are displayed and then screen AJK-035 is displayed.

OR

(2) Enter N to continue. The prompt: **ACCESSING DATABASE . . . PLEASE WAIT** is displayed.

c. The Verification Cash Collection Screen AJK-035 (fig. 6.5-31) is displayed next.

**NOTE:** If period of turn-in from or to dates do not fall within the date range specified on screen AJK-034, the message: **THERE ARE NO CASH TURN-IN RECORDS FOR PREVIOUS MONTH. PRESS ENTER TO EXIT.** is displayed. When ENTER is pressed the Headcount/Cash Summary Options Menu is displayed. . Example, if the period of turn-in on voucher number 5 is from 5 Aug to 11 Aug and the date range requested on screen AJK-034 is 6 Aug to 10 Aug, voucher number 5 will not appear on screen AJK-035.

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```
To Exit the screen, Press <ESCAPE>
Press <F3> for forward; Press <F4> for backward
DATE: 11 Apr 1997                                AJK-035
DINING FACILITY 000080
VERIFICATION CASH COLLECTION
VOUCHER NO: 14
DATE PREPARED: 11 Mar 1997
PERIOD OF TURN-IN: FROM 04 Mar 1997 TO 07 Mar 1997
BOOK NO: 123456
SHEET NUMBERS: 1-2
FIN. VOUCHER NO:                                DATE OF TURN-IN:
GARRISON  FOOD COST                            $110.00
           OMA                                  $50.00
           OVER $0.00 SHORT ( $0.00 )
FIELD     FOOD COST                            $0.00
           OMA                                  $0.00
           OVER $0.00 SHORT ( $0.00 )
TOTAL CASH TURN-IN                            $160.00
```

Figure 6.5-31. Verification HC/Cash Collection Screen (AJK-035).

(1) The date; dining facility ID; voucher number; date prepared; period of turn-in; cash book number; cash sheet numbers; finance voucher number (if available); date of turn-in (if available); garrison food cost, surcharge, and overage or shortage; field food cost, surcharge, and overage or shortage; and total cash turned-in are displayed for the first voucher number used the previous month.

(2) You can use ENTER; RIGHT and DOWN ARROW keys; and the [F3] key to scroll forward. The LEFT and UP ARROW, and [F4] keys scroll backward.

(3) The message: **There are no more rows in the direction you are going** is displayed when you reach the end of the file in either direction.

(4) When you finish your review, press [ESC]. The message: **Are you finished reviewing vouchers? Enter Y/N** is displayed.

(a) Enter Y to and the message: **Do you want a printed report? Enter Y/N** is displayed.

OR

(b) Enter N to continue reviewing the vouchers. The cursor will return to the voucher number field, and the first voucher number for the previous month will be displayed.

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(5) When the message: **Do you want a printed report? Enter Y/N** is displayed

(a) Enter Y to print the DFO Total Food Cost/Surcharge Turn-in Report (PCN AJK-D72). The messages: **PRINTING - PLEASE WAIT.** and **REPORT HAS BEEN PRINTED. PRESS ENTER TO CONTINUE.** are displayed.

OR

(b) Enter N to end processing.

(6) After you enter a response to the message, the Headcount/Cash Summary Options Menu is displayed.

d. To exit this menu, select R. The Headcount/Cash Inquiry Menu is displayed. Select R from this menu and the Dining Facility Inquiry Menu is displayed.

6.5.3.4.1.4 Outputs. The DFO Verification HC/Cash Collection (PCN AJK-D71) and the DFO Total Food Cost/OMA Turn-In (PCN AJK-D72) Reports are printed when you select Y in response to the print messages. You are not required to keep file copies of these reports. See Appendix C for examples of these reports.

6.5.3.4.2 Current Month Headcount/Cash Inquiry Option. Use this option to review a summary of headcount, cash collection, and cash turn-in data for this month.

6.5.3.4.2.1 Processing Restrictions. None.

6.5.3.4.2.2 Processing Materials. None.

6.5.3.4.2.3 Dining Facility File for \_\_\_\_\_ Screen AJK-034. To review the summary headcount and cash data for this month, select Option B from the Headcount/Cash Summary Options Menu. The Dining Facility File for \_\_\_\_\_ Screen AJK-034 (fig. 6.5-30) is displayed. Follow steps a. through d., in paragraph 6.5.3.4.1.3, to review headcount data for the current month.

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6.5.4 Miscellaneous Data Inquiries Process.

a. Use the Miscellaneous Data Inquiries Process to review dining facility signature block data, finance data used for the Cash Collection Voucher Report (PCN AJK-A07), and dining facility file data. This process contains three subprocesses and two exit options:

- (1) Dining Facility File Inquiry (para 6.5.4.1).
- (2) Dining Facility Personnel Data Inquiry (para 6.5.4.2).
- (3) Finance and Accounting Data Inquiry (para 6.5.4.3).

(4) Exit the Miscellaneous Data Inquiries Menu and return to the Dining Facility Menu or system login screen.

b. To review the Miscellaneous Data subprocesses, select Option D from the Dining Facility Inquiry Menu. The Miscellaneous Data Inquiry Menu (fig. 6.5-32) is displayed.

```
MISCELLANEOUS DATA INQUIRIES:  A B C R X
Dining Facility Data Inquiry

      DINING FACILITY      MISCELLANEOUS DATA INQUIRY MENU      AJK-181
----- Press F8 for Help -----

      OPTION CODE  RING MENU SELECTION OPTIONS
          A          DINING FACILITY DATA
          B          PERSONNEL DATA
          C          FINANCE / ACCOUNTING DATA
          R          RETURN TO DFO INQUIRIES MENU
          X          EXIT THE IFA PROGRAM

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

Figure 6.5-32. Miscellaneous Data Inquiry Menu.

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6.5.4.1 Dining Facility File Inquiry Subprocess. Use this subprocess to review miscellaneous information in the dining facility files.

6.5.4.1.1 Processing Restrictions. None.

6.5.4.1.2 Processing Materials. None.

6.5.4.1.3 Dining Facility File Screen AJK-528. To review the information in a dining facility file, select Option A from the Miscellaneous Data Inquiry Menu. The Dining Facility File for \_\_\_\_ Screen (fig. 6.5-33) is displayed.

NOTE: As presently designed, the supplemental allowance and percentage are not displayed on any Accounting or Inquiry screens in the DFO Subsystem. If the DFO is authorized a supplemental allowance, contact TISA to find out the dollar amount and percentage

DATE: 15 Aug 95	DINING FACILITY FILE FOR P9300	AJK-528
Dining Facility Name:		
Basic Daily Food Allowance:		
Supplemental Allowance:	=	Pct
Total BDFA:		
Food Service Sergeant Name:		
Food Service Officer Name:		
Responsible Commander Name:		

Figure 6.5-33. Dining Facility File For \_\_\_\_ Screen (AJK-528).

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a. The dining facility name; basic daily food allowance (BDFA); supplemental allowance and the percentage (if approved); total BDFA allowed for a dining facility; names of the food service sergeant, food service officer, and responsible commander; and the inventory value objective dollar value are displayed (fig. 6.5-34).

DATE: 15 Aug 95	DINING FACILITY FILE FOR P9300	AJK-528
Dining Facility Name:	240TH QMS	
Basic Daily Food Allowance:	\$4.13	
Supplemental Allowance:	\$0.00 = 0.0 Pct	
Total BDFA:	\$4.13	
Food Service Sergeant Name:	JAMES KELLY	
Food Service Officer Name:	JOHN SAMUELS	
Responsible Commander Name:	THOMAS DONNLEY	
Query complete, Press ENTER to exit process.		

Figure 6.5-34. Dining Facility File For \_\_\_\_\_ Screen (example).

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

(1) Enter Y to print the DFO Dining Facility File Report (PCN AJK-OC1).

OR

(2) Enter N to finish your review.

c. Press [ENTER] and the Miscellaneous Data Inquiries Menu is displayed.

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

**6.5.4.1.4 Outputs.** The DFO Dining Facility File Report (PCN AJK-OC1) is printed when you select Y in response to the print message. You are not required to keep a file copy of the report. See Appendix C for an example of this report.

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6.5.4.2 Dining Facility Personnel Data Inquiry Subprocess. Use this subprocess to review file information for the food operations sergeant, food service officer, and responsible unit commander. This data is used for DFO report signature blocks and must be accurate.

6.5.4.2.1 Processing Restrictions. None.

6.5.4.2.2 Processing Materials. None.

6.5.4.2.3 Personnel Data Inquiry Screen AJK-018. To review the dining facility personnel data file, select Option B from the Miscellaneous Data Inquiry Menu. The Personnel Data Inquiry Screen (fig. 6.5-35) is displayed.

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

DATE: 11 Apr 97	PERSONNEL DATA INQUIRY	AJK-018
ACT CODE: 000080		
FOOD SERVICE OFFICER	FOOD OPERATIONS 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	
Do you want a printed report? Enter Y/N		

Figure 6.5-35. Personnel Data Inquiry Screen (AJK-018).

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- b. A message is displayed: **Do you wish to print this screen? Enter Y(es or N(o.**
- (1) Enter Y to print the Dining Facility Personnel Data Inquiry Report (PCN AJK-D21).

OR

- (2) Enter N to finish your review.
- c. Press [ENTER] and the Miscellaneous Data Inquiry Menu is displayed.

6.5.4.2.4 Outputs. The DFO Personnel Data Inquiry Report (PCN AJK-D21) is printed when you select Y in response to the print message. You are not required to keep a file copy of the report. See Appendix C for an example of this report.

6.5.4.3 Finance and Accounting Data Inquiry Subprocess. Use this subprocess to review finance and accounting disbursing office information. This information appears on the Cash Collection Voucher Report (PCN AJK-A07) and must be accurate.

6.5.4.3.1 Processing Restrictions. None.

6.5.4.3.2 Processing Materials. None.

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6.5.4.3.3 Finance and Accounting Data Inquiry Screen AJK-021. To review a dining facility finance and accounting file, select Option C from the Miscellaneous Data Inquiry Menu. The Finance and Accounting Data Inquiry Screen (fig. 6.5-36) is displayed.

- a. The following information is displayed for the finance disbursing office:
- (1) Finance activity name and station symbol.
  - (2) Name, rank, and title of the finance disbursing officer.
  - (3) Type of dining facility operation and maximum amount of cash they are allowed to have on hand.
  - (4) Next available receiving office voucher number for the cash collection voucher.

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		
NEXT AVAILABLE VOUCHER NUMBER: 3		
Do you wish to print this screen? Enter Y(es or N(o		

Figure 6.5-36. Finance and Accounting Data Inquiry Screen (AJK-021).

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

(1) Enter Y to print the DFO Finance and Accounting Data Inquiry Report (PCN AJK-D51).

OR

(2) Enter N to finish your review.

c. Press [ENTER] and the Miscellaneous Data Inquiry Menu is displayed.

d. To exit this menu, select R. The Dining Facility Inquiry Menu is displayed.

6.5.4.3.4 Outputs. The DFO Finance and Accounting Data Inquiry Report (PCN AJK-D51) is printed when you select Y in response to the print message. You are not required to keep a file copy of the report. See Appendix C for an example of this report.

6.5.5 Cook Status Inquiry Process. Use this process to query cook personnel status for a specific dining facility, and print a Cook Status report for that facility.

6.5.5.1 Processing Restrictions. None.

6.5.5.2 Processing Materials. None

6.5.5.3 Processing Actions. To begin the Cook Status Inquiry process, select Option E from the Dining Facility Account Inquiry Menu AJK-177.

a. The Following messages are displayed: **PLEASE WAIT . . .**, and **DO YOU WANT THE OUTPUT TO GO TO THE SCREEN OR PRINTER (S/P)?**

b. Enter S when you want to review personnel data on the screen. The Dining Facility Operations Cook Status Report Screen (PCN AJK-JD1) is displayed. See paragraph 6.5.5.4 for processing instructions.

OR

c. Enter P when you want to print a report. The message: **HOW MANY COPIES? (LIMIT 5)** is displayed.

(1) Enter the number of copies you want and the following message is displayed: **REPORT HAS BEEN PRINTED. PRESS ENTER TO EXIT PROCESS.**

(2) Press [ENTER] and the Inquiry Menu AJK-177 is displayed. You can select another option.

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6.5.5.4 Dining Facility Operations Cook Status Report Screen PCN AJK-JD1. This screen (fig. 6.5-37) is displayed when you select S from the screen message. Use it to review the personnel data before you decide to request a print.

a. The personnel records are broken down by activity codes, dining facility name, unit of assignment, and unit identification code (UIC).

DATE: 15 Sep 95	DINING FACILITY OPERATIONS				PCN AJK-JD1				
	COOK STATUS REPORT								
ACTIVITY CODE: 000124	DINING FACILITY NAME: HHC 1/325 AIR								
UNIT OF ASSIGNMENT: CO A	UIC: W26BBA								
SERIAL NUMBER	RANK	-----NAME-----	DATE OF RANK	DATE OF ASGNMT	DATE OF PROJ LOSS	E	D	L	C
3	SGM	SMALE DENNIS L	01 APR 94	01 AUG 94	31 OCT 95	6	Y		
2	SFC	SIMS BILLY K	31 JUL 93	01 OCT 94	30 NOV 97	4	Y		
18	SFC	WISSEMAN JIMMY K	30 JUN 94	05 AUG 93	01 SEP 95	5	N		
11	SSG	BROWN SANDRA E	01 JUN 93	05 MAY 93	31 DEC 95	4	Y		
14	SSG	JOHNSON JIMMY M	01 DEC 93	26 JUL 92	30 NOV 94	4	Y		
6	SPC	DAVIS RICHARD	01 AUG 90	30 JUN 93	30 NOV 95	2	N		
PRESS ENTER TO CONTINUE OR q TO EXIT									

Figure 6.5-37. Dining Facility Operations Cook Status Report Screen (AJK-JD1).

b. This screen displays the serial number, rank, last and first name, middle initial, date of rank, date of assignment, date of projected loss, education level, and deployment status. Six records can be displayed to the screen at one time.

c. Press [ENTER] to continue your review. When you reach the end reach the end of your records, the last page displays the education level codes and deployability codes.

OR

d. To interrupt your review, enter [q] and press [ENTER]. Or press [DELETE] and the Inquiry Menu AJK-177 is displayed. You can choose another option.

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## 6.5.5.5 Outputs.

a. The Dining Facility Operations Cook Status Report (PCN AJK-JD1) is printed during this process. See Appendix C for an example of this report.

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

(1) File No. 30-1d, Dining Facility Operations (6-month file).

(2) Cut off this file twice a year. For example:

COFF: 31 Mar 95                      DEST: Oct 95

COFF 30 Sep 95                      DEST: Apr 96

6.5.6 Select Activity Code Process. Use this process to choose a specific dining facility for review.

6.5.6.1 Processing Restrictions. None

6.5.6.2 Processing Materials. None.

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6.5.6.3 Select Activity Code Screen AJK-216. To begin the Select Activity Code Inquiry process, select Option F from the Inquiry Menu AJK-177. The Select Activity Code Screen AJK-216 (fig. 6.5-38) is displayed.

15 Sep 95	SELECT ACTIVITY CODE	AJK-216
ACT CODE : 000117		
Please enter the activity code or press <F5> to pick.		
Press <DELETE> for Interrupt Menu.		

Figure 6.5-38. Select Activity Code Screen (AJK-216) Option F.

a. Enter the activity code for the facility you want to review and press [ENTER]. The Dining Facility Account Inquiry Menu AJK-177 is displayed. See figure 6.5-39.

OR

b. Press the [F5] key to display the Select Activity Code Overlay Screen AJK-216. See paragraph 6.5.6.4 for processing instructions.

OR

c. Press [DELETE] to interrupt processing. An Interrupt Ring Menu is displayed. See paragraph 6.5.6.5 for processing instructions.

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```
AFMIS-DFO: A B C D E F R X
Display Screen AJK-216 to select activity code

DATE: 15 Sep 95                                AJK-177
ACT CODE: 000117      ACT NAME: HSB 3/319TH AFAR
                                INQUIRY MENU
----- Press F8 for Help -----

OPTION      DESCRIPTION                OPTION      DESCRIPTION
CODE       DESCRIPTION                CODE       DESCRIPTION
  A        DINING FACILITY ACCOUNTS    E          COOK STATUS
  B        DINING FACILITY INVENTORIES  F          SELECT ACTIVITY CODE
  C        HEADCOUNT / CASH COLLECTED  R          RETURN TO DINING FACILITY
  D        MISCELLANEOUS DATA          X          EXIT FROM IFA PROCESSING

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

Figure 6.5-39. Account Name Inquiry Menu (AJK-177) - Option F.

d. This screen is displayed when you enter the activity code you want to review on Screen AJK-216. It displays the activity code and name.

e. To continue with this activity, choose which type of dining facility you want to review.

OR

f. Select R to return to the Dining Facility Menu AJK-211.

OR

g. Select X to exit from IFA processing.

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**6.5.6.4 Select Activity Code Overlay Screen AJK-216.** This screen (fig. 6.5-40) appears when you press the [F5] key to display a list of activity codes by name. Use it to choose which activity you want to review.

```
15 Sep 95                SELECT ACTIVITY CODE                AJK-216
+-----+
ACT CODE :               |
                           |
                           | SCROLL:<F3>/<F4>/ARROW KEYS; SELECT:<ESC>
                           |
Please enter the activity code |
or press <F5> to pick.      |
                           |
                           | 000061   NCO ACADEMY
                           | 000062   HHC USAG
                           | 000121   HHC 2/33 ARMOR
                           | 000149   HQ SCHOOL DET
                           |
+-----+

Press <DELETE> for Interrupt Menu.
```

Figure 6.5-40. Select Activity Code Overlay Screen (AJK-216) - Option F.

- a. The cursor is positioned on the first activity code of the selection list.
  - (1) Use the [ENTER] or ARROW keys to scroll through the list line by line.
  - (2) Use the [F3] key to scroll forward by page, and [F4] to page back.
- b. When you finish your review, place the cursor on the activity you want and press [ESC]. That activity code and name are displayed on the Account Name Inquiry Menu AJK-177. See figure 6.5-39.

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6.5.6.5 Process Interrupt Ring Menu. This ring menu (fig. 6.5-41) is displayed when you interrupt processing on Screen AJK-216. Use it to continue your review or return to the Dining Facility Menu.

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

Figure 6.5-41. Process Interrupt Ring Menu.

a. Select CONTINUE and the cursor moves back to the ACT CODE field. You can continue processing.

b. Select RETURN and the Dining Facility Menu AJK-211 is redisplayed.

6.5.6.6 Outputs. No reports are produced in this process.

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6.5.7 Recipe Inquiry Menu.

a. Use this subfunction to review the recipe index, and extended information concerning a specific recipe. This subfunction contains two processes and two exit options:

(1) Recipe Index Inquiry (para 6.5.7.1).

(2) Recipe Extension Inquiry (para 6.5.7.2).

(3) Exit the Dining Facility Recipe Inquiry and return to the Dining Facility Menu or exit processing.

b. To review the Recipe Inquiry subprocesses, select Option B from the Dining Facility Menu. The Dining Facility Recipe Inquiry Menu (fig. 6.5-42) is displayed.

```
RECIPE INQUIRY:  A B R X
Recipe Index

11 Apr 97                DINING FACILITY RECIPE INQUIRY MENU                AJK-172

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

          OPTION CODE  RING MENU SELECTION OPTIONS

                A      RECIPE INDEX INQUIRY

                B      RECIPE EXTENSION INQUIRY

                R      RETURN TO DINING FACILITY MENU

                X      EXIT FROM IFA PROCESSING

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

Figure 6.5-42. Dining Facility Recipe Inquiry Menu (AJK-172).

6.5.7.1 Recipe Index Inquiry Subprocess. Use this subprocess to review and print the recipe index for any of the recipe categories.

6.5.7.1.1 Processing Restrictions. None.

6.5.7.1.2 Processing Materials. None.

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6.5.7.1.3 Recipe Index Review Screen AJK-507. To review the recipe index, select Option A from the Dining Facility Recipe Inquiry Menu. The Recipe Index Review Screen (fig. 6.5-43) is displayed. The cursor is positioned in the ENTER CATEGORY OPTION field.

DATE: 11 Apr 97	RECIPE INDEX REVIEW	AJK-507	
OPTION	DESCRIPTION	OPTION	DESCRIPTION
-----	-----	-----	-----
A	General Information	J	Pudding and Other Desserts
B	Appetizers	K	Desserts and Sauces Tops
C	Beverages	L	Meat Fish and Poultry
D	Breads and Sweet Dough	M	Salads
E	Cereal and Pasta	N	Sandwiches
F	Cheese and Eggs	O	Sauces Gravies and Dressings
G	Cakes Fill and Frost	P	Soups
H	Cookies	Q	Vegetables
I	Pastry and Pies	S	S O P
Enter Category Option: <input type="checkbox"/> . . . Press ENTER			
Valid Options: A thru Q, S,			

Figure 6.5-43. Recipe Index Review Screen (AJK-507).

**NOTE: :** Recipes for fresh, frozen and canned fruit have been added as variations A01301 through A01359 to the Fruit Bar Guidelines, A01300.

6.5.7.1.4 Recipe Index Review Screen AJK-511. Select a category code listed on the Recipe Index Review Screen (fig. 6.5-43) to review the index on the category selected. Enter a category code letter in the CATEGORY OPTION field and press [ENTER].

a. A message is displayed: **Do you want a printed report for this category (Y/N)?**  
**Enter Y or N.**

(1) Enter Y and press [ESC] to print a report. The message **Report has been generated and sent to the printer.** is displayed. Then, the DFO Recipe Index Report (PCN AJK-001) is printed.

OR

(2) Enter N to review the recipe numbers without printing a report.

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b. After you enter a response, the Recipe Index Review Screen AJK-511 (fig. 6.5-47) is displayed. Twenty-six recipe numbers and names can be displayed for the category you choose. The cursor is positioned in the RECIPE NO. field for the first recipe.

DATE: 15 Aug 95	RECIPE INDEX REVIEW	AJK-511	
Category: L	MEAT FISH AND POULTRY		
Recipe No.	Recipe Name	Recipe No.	Recipe Name
L00100	OVEN FRIED BACON SLICES (	L00101	GRILLED BACON (PRECOOKED)
L00200	OVEN FRIED BACON	L00201	OVEN FRIED CANADIAN BACON
L00202	GRILLED BACON	L00203	GRILLED CANADIAN BACON
L00205	BACON, OVEN FRIED	L00300	CHICKEN ENCHILADAS
L00301	GRILLED CANADIAN BACON	L00400	ROAST RIB OF BEEF
L00401	STEAMSHIP ROUND OF BEEF (	L00402	STEAMSHIP ROUND OF BEEF
L00403	ROAST RIB OF BEEF (BF BNL	L00500	ROAST BEEF
L00501	ROAST BEEF (PRECOOKED)	L00600	SUKIYAKI
L00700	STEAK TOP SIRLOIN	L00701	GRILLED TENDERLOIN STEAK
L00702	STEAK RIBEYE ROLL	L00703	STEAK STRIP LOIN
L00704	GRILLED TENDERLOIN	L00705	GRILLED STEAK (OVEN METHO
L00706	GRILLED TENDERLOIN STEAKS	L00800	TERIYAKI STEAK
L00900	CHICKEN MONTEREY	L00901	GINGER POT ROAST (OVEN ME
Press ESC . . . when you finish viewing this category.			

Figure 6.5-47. Recipe Index Review Screen (AJK-511).

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(1) Use the ARROW or [ENTER] keys to scroll forward or back to review the category by recipe number.

(2) To view more recipe numbers, use the [F3] key to page forward (fig. 6.5-48) and [F4] to page back.

DATE: 15 Aug 95	RECIPE INDEX REVIEW	AJK-511
Category: L	MEAT FISH AND POULTRY	
Recipe No.	Recipe Name	Recipe No. Recipe Name
L00901	GINGER POT ROAST (OVEN ME	L00902 HOME STYLE POT ROAST (OVE
L00903	YANKEE POT ROAST (OVEN ME	L01000 BEEF POT ROAST (STMD-JACK
L01001	GINGER POT ROAST )STMD-JA	L01002 YANKEE POT ROAST (STMD-JA
L01100	SIMMERED BEEF	L01200 CHICKEN FRIED STEAKS
L01201	CHICKEN FRIED STEAKS (DEH	L01300 PEPPER STEAK
L01301	ORIENTAL STEAK	L01400 SPANISH STEAK
L01401	SPANISH STEAK STRIPS	L01500 STEAK SMOTHERED WITH ONIO
L01501	STEAK STRIPS SMOTHERED WI	L01600 SWISS STEAK W/ TOMATO SAU
L01601	SWISS STEAK W/BROWN GRAVY	L01602 SWISS STEAK W/ TOMATO SAU
L01603	SWISS STEAK W/ TOMAT (SOU	L01604 SWISS STEAK W/MUSHROOM GR
L01700	BRAISED BEEF AND NOODLES	L01701 BRAISED BEEF CUBES
L01800	BARBECUED BEEF CUBES	L01801 BARBECUED BEEF CUBES (CND
L01900	STUFFED FLOUNDER CREOLE	L01901 BEEF WITH VEGETABLES (DEH
Press ESC . . . when you finish viewing this category.		

Figure 6.5-48. Recipe Index Review Screen - View More Numbers.

c. When you finish your review, press [ESC]. A message is displayed: **Do you want to review the recipe index again (Y/N)? Enter Y or N.**

(1) Enter Y to review another recipe category. The Recipe Index Review Screen AJK-507 is displayed.

OR

(2) Enter N to finish your review, and the following message is displayed: **Query complete. Press ... to exit process.**

(3) Press [ENTER] and the Dining Facility Recipe Inquiry Menu AJK-172 is displayed.

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6.5.7.1.5 Outputs. The DFO Recipe Index Report (PCN AJK-OO1) is printed when you select Y in response to the print message. You are not required to keep a file copy of the report. See Appendix C for an example of this report.

6.5.7.2 Recipe Extension Inquiry Subprocess. Use this subprocess to review and print recipes for food preparation. Enter the number of recipe portions and the system computes recipe ingredient quantities for your entry.

6.5.7.2.1 Processing Restrictions. None.

6.5.7.2.2 Processing Materials. The Recipe Index Report PCN AJK-OO1 lists the recipe numbers for each recipe category.

6.5.7.2.3 Recipe Extension Inquiry Screen AJK-513. To review a recipe, select Option B from the Recipe Inquiry Menu. The Recipe Extension Inquiry Screen (fig. 6.5-49) is displayed.

DATE: 01 Apr 97	RECIPE EXTENSION INQUIRY	AJK-513
Recipe Number: <input type="checkbox"/>	Recipe Name:	
Portions:	Portion Size:	
Portion Calories:	Portion Sodium:	Cost:
Step	Ingredients	Quantity and Unit of Measure
Enter recipe number.		

Figure 6.5-49. Recipe Extension Inquiry Screen (AJK-513).

- a. Enter a recipe number and the cursor moves to the PORTIONS field.
- b. Enter the number of portions you want and press [ENTER].

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(1) The recipe portion size, calories per portion, sodium content, and a cost per portion are displayed. The step/substep number and a quantity and unit of measure are displayed for each recipe ingredient. The ingredient quantities are based on the portions you enter. The recipe cost is not displayed if any of the items in the recipe have an asterisk next to an ingredient. The asterisk indicates the item is not on the MIF; therefore, the recipe cost can not be calculated accurately.

(2) Ten recipe ingredients can be displayed at a time. The cursor is positioned in the Step field (fig. 6.5-50) for the first item.

DATE: 01 Apr 97	RECIPE EXTENSION INQUIRY	AJK-513
Recipe Number: L02500	Recipe Name: LASAGNA	
Portions: 100	Portion Size: 1 PIECE (9	
Portion Calories: 385	Portion Sodium: 582	Cost: \$1.17
Step	Ingredients	Quantity and Unit of Measure
1	BEEF PATTIE MIX BULK, w/	12 LBS
1	ONIONS DRY SPANISH 50L	3 QTS
2 A	PEPPER, BLACK, GROUND, 1	1 TB
2 B *	OREGANO, GROUND, 1-2 OZ	3/4 CUP
2 C	THYME, GROUND, 1-2 OZ	1 TB
2 D	PEPPER, RED, GROUND, 1-2	1 TSP
2 E	SPICE GARLIC GRAN 6/250	1 1/4 TSPTS
2 F *	BASIL, SWEET, CRUSHED, 3	2 3/4 TBS
3	TOMATOES DICED/JUIC 6/#1	2 1/4 GALS
3	TOMATO PASTE CAN 24/120	3 1/2 QTS
*: This ingredient is not available for issue		
Press ESC . . . when you finish viewing this recipe.		

Figure 6.5-50. Recipe Extension Inquiry Screen (example).

(3) Use the [ENTER] or ARROW keys to scroll forward or back to review the recipe by ingredient.

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

c. When you finish your review, press [ESC]. A message is displayed: **Do you want to view instructions for this recipe (Y/N)? Enter Y or N.**

(1) Enter Y to review the recipe instructions and the Recipe Instructions Screen AJK-514 is displayed. See paragraph 6.5.7.2.4 for processing instructions.

OR

(2) Enter N to continue without reviewing the recipe instructions. A message is displayed: **Do you want a printed report for this recipe (Y/N)? Enter Y or N.**

(a) Enter Y to print the Extended Recipe Report (PCN AJK-PK1).

OR

(b) Enter N to continue your review without printing a report.

d. A message is displayed: **Do you want to review another recipe (Y/N)? Enter Y or N.**

(1) Enter Y to review another extended recipe.

OR

(2) Enter N to finish your review.

(3) Press [ENTER] and the Dining Facility Recipe Inquiry Menu AJK-172 is displayed.

6.5.7.2.4 Recipe Instructions Screen AJK-514. Use this screen (fig. 6.5-51) to review recipe instructions for the recipe number you enter on the Recipe Extension Inquiry Screen (fig. 6.5-49).

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DATE: 01 Apr 97	RECIPE INSTRUCTIONS	AJK-514
Recipe Number: L02500      Recipe Name: LASAGNA		
PAN: 12 BY 20 BY 2 1/2-INCH STEAM TABLE PAN      TEMPERATURE: 350 F. OVEN		
20 PORTIONS PER PAN		
:		
PREPREPARATION INSTRUCTIONS:		
THAW BEEF PATTIE MIX UNDER REFRIGERATION. CHOP DRY ONIONS BEFORE MEASURING. DEHY ONIONS MAY BE USED, REF A01100. CRUSH CANNED TOMATOES BEFORE MEASURING. CANNED TOMATO JUICE CONCENTRATE MAY BE SUBSTITUTED FOR TOMATO PASTE. SLIGHTLY BEAT EGGS FOR USE IN FILLING. ENSURE MOZARELLA CHEESE IS SHREDDED BEFORE MEASURING.		
CANNED PIZZA BLEND CHEESE MAY BE SUBSTITUTED FOR ALL PARMESAN AND MOZARELLA CHEESES. USE ONLY IN PANNING.		
Press ESC . . . when you finish viewing this recipe.		

Figure 6.5-51. Recipe Instructions Screen (AJK-514).

a. The recipe number, name, and step-by-step preparation instructions are displayed for the recipe you select.

**NOTE:** With SCP 11 the AFMIS version of TM 10-412 with change 1 is being distributed. In many of the recipes PREPREPARATION INSTRUCTIONS have replaced the NOTES at the bottom of the recipe card. The PREPREPARATION INSTRUCTIONS also contain preparation directions that were included in the Ingredients block on the recipe card. These changes were made to provide the cook this important information up front so it would not be missed. Some of the instructions also had to be changed since the instructions, unlike the ingredients, do not change as the portions to prepare change

**REMEMBER**  
**Instructions do not change based on portions to prepare.**  
**Ingredients change based on portions to prepare.**

(1) Fifteen lines of recipe instructions can be displayed at a time. The cursor is positioned in the first line of instructions.

(2) Use the [ENTER] or ARROW keys to scroll forward or back to review the instructions by line.

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

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b. A message is displayed: **Do you want a printed report for this recipe (Y/N)?**  
**Enter Y or N.**

(1) Enter Y to print the Extended Recipe Report (PCN AJK-PK1).

OR

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

c. A message is displayed: **Do you want to review another recipe (Y/N)?** **Enter Y or N.**

(1) Enter Y to review another extended recipe. The Recipe Extension Inquiry Screen AJK-513 is displayed.

OR

(2) Enter N to finish your review.

(3) Press [ENTER] and the Recipe Inquiry Menu is displayed.

d. To exit this menu, select R. The Dining Facility Selection Menu is displayed.

6.5.7.2.5 Outputs. The Extended Recipe Report (PCN AJK-PK1) is printed when you select Y in response to the print message. You can print recipe reports as you need them. Discard the old reports after meal preparation and service is complete. See Appendix C for an example of this report.

## 6.5.8 Dining Facility Equipment Process.

a. Use the Dining Facility Equipment process to print copies of the Equipment Inventory Report, Equipment Replacement Report, and Equipment Summary Reports. This process contains three subprocesses and two exit options:

(1) Equipment Inventory (para 6.5.8.1).

(2) Equipment Replacement (para 6.5.8.2).

(3) Equipment Summary (para 6.5.8.3).

(4) Exit the Dining Facility Equipment Inquiry Menu and return to the Dining Facility Menu or system login screen.

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b. To review the Dining Facility Equipment Inquiry subprocesses, select Option C from the Dining Facility Menu AJK-211. The Dining Facility Equipment Inquiry Menu (fig. 6.5-52) is displayed.

```
DINING FACILITY EQUIPMENT INQUIRY:  A B C R X
Print equipment inventory report

15 Oct 95          DINING FACILITY EQUIPMENT INQUIRY MENU          AJK-129
----- Press F8 for Help -----

      OPTION CODE      RING MENU SELECTION OPTIONS
          A              EQUIPMENT INVENTORY
          B              EQUIPMENT REPLACEMENT
          C              EQUIPMENT SUMMARY
          R              RETURN TO DINING FACILITY INQUIRY MENU
          X              EXIT FROM IFA PROCESSING

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

Figure 6.5-52. Dining Facility Equipment Inquiry Menu (AJK-129).

6.5.8.1 Equipment Inventory Inquiry Subprocess. Use this subprocess to print the Dining Facility Equipment Inventory Report for a specific dining facility.

6.5.8.1.1 Processing Restrictions. None.

6.5.8.1.2 Processing Materials. None.

6.5.8.1.3 Select Dining Facility Screen AJK-222. To print the Dining Facility Equipment Inventory Report for a specific dining facility, select Option A from the Dining Facility Equipment Inquiry Menu. The Select Dining Facility Screen (fig. 6.5-53) is displayed.

```
DATE: 15 Oct 95                                AJK-222
                                         SELECT DINING FACILITY

                                         BUILDING NUMBER: C-4426

Please enter the number of the building in which the equipment
is located and press Esc

                                         OR

                                         press F5 to pick

PRESS <DELETE> TO INTERRUPT PROCESSING.
Enter building number OR press F5
```

Figure 6.5-53. Select Dining Facility Screen (AJK-222) - Equipment Inventory.

a. The cursor is positioned in the BUILDING NUMBER field.

(1) Enter the building number for the facility you want to request a print for, and press [ENTER] or [ESC]. The following message is displayed: **ENTER NUMBER OF COPIES (1 - 5) REQUIRED, AND PRESS <ESC>:**

OR

(2) Press [F5] to display a list of building numbers by dining facility activity codes and names. The Select Building Screen AJK-132 is displayed. See paragraph 6.5.8.1.4 for processing instructions.

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b. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 6.5.8.1.5 for processing instructions.

6.5.8.1.4 Select Building Screen AJK-132. This screen (fig. 6.5-54) is displayed when you use the [F5] key from Screen AJK-222. Use it to choose which facility you want to request a print of the Equipment Inventory Report. This screen displays the building number, activity code, and name of the facility.

DATE:	15 Sep 95	SELECT BUILDING	AJK-132
BUILDING NUMBER	ACTIVITY CODE	DINING FACILITY NAME	
C-4123	000113	HHC 3/504TH PIR	
C-4422	000107	HHC 2/504TH PIR	
C-4426	000117	HSB 3/319TH AFAR	
C-4428	000115	HSB 1/319TH AFAR	
C-5528	000114	HSB 2/319TH AFAR	
C-5725	000128	4/325 AIR BN	
C-6432	000124	HHC 1/325 AIR	
C-6726	000120	HHC 2/325TH AIR	
C-7236	000142	HHC 1/505TH PIR FT BRAGG N.C.	
C-7433	000130	HHC 82D ABN DID FT BRAGG N.C.	

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

Figure 6.5-54. Select Building Number Screen (AJK-132) - Equipment Inventory.

a. The cursor is positioned in the BUILDING NUMBER field of the first activity on the list. Ten activities can be displayed on the screen at a time.

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

(2) Use the [F3] key to scroll forward through the list by page, and the [F4] key to scroll back.

b. When you finish your review, move the cursor to the building number you want and press [ESC]. The following message is displayed: **ENTER NUMBER OF COPIES (1 - 5) REQUIRED, AND PRESS <ESC>:**

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c. Enter the number of copies you want and press [ESC]. Two messages are displayed: **Processing. Please wait.**, and **REPORT HAS BEEN PRINTED. PRESS ENTER TO CONTINUE.**

d. Press [ENTER] and the Dining Facility Equipment Inquiry Menu is displayed. You can choose another option.

6.5.8.1.5 Interrupt Ring Menu. This ring menu (fig. 6.5-55) is displayed when you press [DELETE]. Use it to continue processing, start over, return to the Dining Facility Equipment Inquiry Menu, or exit processing.

INTERRUPT MENU: <b>A B R X</b> Continue processing
---

Figure 6.5-55. Interrupt Ring Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B to restart the process. The cursor moves back to the first data entry field on the screen.
- c. Select R and the Dining Facility Equipment Inquiry Menu AJK-129 is displayed.
- d. Select X and the system login screen is displayed.

### 6.5.8.1.6 Outputs.

a. The Dining Facility Equipment Inventory Report (PCN AJK-H41) is printed during this process. See Appendix C for an example of this report.

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

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

6.5.8.2 Equipment Replacement Inquiry Subprocess. Use this subprocess to print the Dining Facility Equipment Replacement Report for a specific dining facility.

6.5.8.2.1 Processing Restrictions. None.

6.5.8.2.2 Processing Materials. None.

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**6.5.8.2.3 Select Dining Facility Screen AJK-222.** To print the Dining Facility Equipment Replacement Report for a specific dining facility, select Option B from the Dining Facility Equipment Inquiry Menu. The Select Dining Facility Screen (fig. 6.5-56) is displayed.

DATE: 15 Oct 95	AJK-222
SELECT DINING FACILITY	
BUILDING NUMBER: C-4426	
Please enter the number of the building in which the equipment is located and press Esc	
OR	
press F5 to pick	
PRESS <DELETE> TO INTERRUPT PROCESSING.	
Enter building number OR press F5	

Figure 6.5-56. Select Dining Facility Screen (AJK-222) - Equipment Replacement.

a. The cursor is positioned in the BUILDING NUMBER field.

(1) Enter the building number for the facility you want to request a print for, and press [ENTER] or [ESC]. The Enter Budget Year Screen AJK-127 is displayed.

OR

(2) Press [F5] to display a list of building numbers by dining facility activity codes and names. The Select Building Screen AJK-132 is displayed. See paragraph 6.5.8.2.4 for processing instructions.

b. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 6.5.8.1.5 for processing instructions.

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**6.5.8.2.4 Select Building Screen AJK-132.** This screen (fig. 6.5-57) is displayed when you use the [F5] key from Screen AJK-222. Use it to choose which facility you want to request a print of the Equipment Replacement Report. This screen displays the building number, activity code, and name of the facility.

DATE:	15 Sep 95	SELECT BUILDING	AJK-132
BUILDING NUMBER	ACTIVITY CODE	DINING FACILITY NAME	
C-4123	000113	HHC 3/504TH PIR	
C-4422	000107	HHC 2/504TH PIR	
C-4426	000117	HSB 3/319TH AFAR	
C-4428	000115	HSB 1/319TH AFAR	
C-5528	000114	HSB 2/319TH AFAR	
C-5725	000128	4/325 AIR BN	
C-6432	000124	HHC 1/325 AIR	
C-6726	000120	HHC 2/325TH AIR	
C-7236	000142	HHC 1/505TH PIR FT BRAGG N.C.	
C-7433	000130	HHC 82D ABN DID FT BRAGG N.C.	

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

Figure 6.5-57. Select Building Number Screen (AJK-132) - Equipment Replacement.

a. The cursor is positioned in the BUILDING NUMBER field of the first activity on the list. Ten activities can be displayed on the screen at a time.

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

(2) Use the [F3] key to scroll forward by page through the list, and the [F4] key to scroll back.

b. When you finish your review, move the cursor to the building number you want and press [ESC]. The Enter Budget Year Screen AJK-127 is displayed. See paragraph 6.5.8.2.5 for processing instructions.

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6.5.8.2.5 Enter Budget Year Screen AJK-127. Use this screen (fig. 6.5-58) to request a print of the Dining Facility Equipment Replacement Report for a specific budget year. The cursor is positioned in the BUDGET YEAR field.

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

Figure 6.5-58. Enter Budget Year Screen (AJK-127).

a. Enter the budget year in YYYY format and press [ENTER] or [ESC]. Two messages are displayed: **ENTER NUMBER OF COPIES (1 - 5) REQUIRED, AND PRESS <ESC>:**

(1) Enter the number of copies you want and press [ENTER]. Two messages are displayed: **Processing. Please wait.** then, **REPORT HAS BEEN PRINTED. PRESS ENTER TO CONTINUE.**

(2) Press [ENTER] and the Dining Facility Equipment Inquiry Menu AJK-129 is displayed.

b. To interrupt processing, press [DELETE]. The Dining Facility Equipment Inquiry Menu AJK-129 is displayed.

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## 6.5.8.2.6 Outputs.

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

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

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

6.5.8.3 Equipment Summary Inquiry Subprocess. Use this subprocess to print the Dining Facility Equipment Summary Report for the selected dining facility. This report displays the equipment quantities by authorization, balance on-hand, and quantities over or short for the authorized amount.

6.5.8.3.1 Processing Restrictions. None.

6.5.8.3.2 Processing Materials. None.

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**6.5.8.3.3 Select Dining Facility Screen AJK-222.** To request a print of the Dining Facility Equipment Summary Report, select Option C from the Dining Facility Equipment Inquiry Menu. The Select Dining Facility Screen (fig. 6.5-59) is displayed.

DATE: 15 Oct 95	SELECT DINING FACILITY	AJK-222
BUILDING NUMBER: C-4426		
Please enter the number of the building in which the equipment is located and press Esc		
OR		
press F5 to pick		
PRESS <DELETE> TO INTERRUPT PROCESSING.		
Enter building number OR press F5		

Figure 6.5-59. Select Dining Facility Screen (AJK-222) - Equipment Summary.

a. The cursor is positioned in the BUILDING NUMBER field.

(1) Enter the building number for the facility you want to request a print for, and press [ENTER] or [ESC]. The following message is displayed: **ENTER NUMBER OF COPIES (1 - 5) REQUIRED, AND PRESS <ESC>:**

(2) Enter the number of copies you want and press [ESC]. Two messages are displayed: **Processing. Please wait.,** and **REPORT HAS BEEN PRINTED. PRESS ENTER TO CONTINUE.**

(3) Press [ENTER] and the Dining Facility Equipment Inquiry Menu AJK-129 is displayed.

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b. Press [F5] to display a list of building numbers by dining facility activity codes and names. The Select Building Number Screen AJK-132 is displayed. See paragraph 6.5.8.2.4 for processing instructions.

OR

c. Press [DELETE] to interrupt processing. An Interrupt Ring Menu is displayed. See paragraph 6.5.8.1.5 for processing instructions.

### 6.5.8.3.4 Outputs.

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

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

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

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6.6 Participation Rate Inquiry Subfunction.

a. Use the Participation Rate Inquiry Subfunction to monitor diner participation rates based on average headcounts for a 3-month period and dining facility design capacities. Use this information to determine what dining facility operations should be consolidated. See AR 30-1 for additional information. AFMIS should be operational on your installation for at least 4 months before you run the Participation Rate Review option. Running it any sooner does not give you a realistic participation rate. This subfunction contains two processes and two exit options:

(1) Edit or Review Design Capacities (para 6.6.1).

(2) Participation Rate Review (para 6.6.2).

(3) Exit the Participation Rate Menu and return to the Management Information Inquiries Menu or system login screen.

b. To review the Participation Rate processes, select Option E from the Management Information Inquiries Menu. The Participation Rate Menu (fig. 6.6-1) is displayed.

```
PARTICIPATION RATE MENU:  A B R X
Add, change, or review design capacities

                                PARTICIPATION RATE MENU                                AJK-190
----- Press F8 for Help -----

OPTION CODE  RING MENU SELECTION OPTIONS
    A          EDIT OR REVIEW DESIGN CAPACITIES
    B          REVIEW PARTICIPATION RATES
    R          RETURN TO INQUIRIES MENU
    X          EXIT THE IFA PROGRAM

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

Figure 6.6-1. Participation Rate Menu.

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## 6.6.1 Edit and Review Design Capacities Process.

a. Use the Edit and Review Design Capacities Process to add, modify, delete, and review dining facility activity codes and design capacities. This information is used with the average headcount for a dining facility to determine diner utilization percentages. This process contains four subprocesses and two exit options:

- (1) Design Capacity - Add (para 6.6.1.1).
- (2) Design Capacity - Modify (para 6.6.1.2).
- (3) Design Capacity - Delete (para 6.6.1.3).
- (4) Design Capacity - Review (para 6.6.1.4).

(5) Exit the Edit Design Capacities Menu and return to the Participation Rate Menu or system login screen.

b. To review the Design Capacity subprocesses, select Option A from the Participation Rate Menu. The Design Capacities Update Menu (fig. 6.6-2) is displayed.

```
EDIT DESIGN CAPACITIES MENU:  A B C D R X
Add dining facilities and design capacities

                                DESIGN CAPACITIES UPDATE MENU                                AJK-191
----- Press F8 for Help -----

OPTION CODE  RING MENU SELECTION OPTIONS
A           ADD DINING FACILITIES AND DESIGN CAPACITIES
B           MODIFY DESIGN CAPACITIES
C           DELETE DESIGN CAPACITY RECORDS
D           REVIEW DESIGN CAPACITY RECORDS
R           RETURN TO PARTICIPATION RATE INQUIRY MENU
X           EXIT THE IFA PROGRAM

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

Figure 6.6-2. Design Capacities Update Menu (AJK-191).

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6.6.1.1 Design Capacity - Add Subprocess. Use this subprocess to add dining facility activity codes and design capacities.

6.6.1.1.1 Processing Restrictions. None.

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

a. Use the maximum design capacity ratings information from the Directorate of Engineering and Housing (DEH) or from the Dining Facility Modernization and Improvement Planning Guide.

b. Ask TISA for a copy of the Customer Information File Report (PCN AJK-CIF). This report contains a current list of dining facility activity codes.

6.6.1.1.3 IFA Design Capacity Screen AJK-155. To add a dining facility activity code and design capacity, select Option A from the Design Capacities Update Menu. The IFA Design Capacity Screen (fig. 6.6-3) is displayed. The cursor is positioned in the ENTER ACTIVITY CODE field.

```
Press <DELETE> to exit the process

                                INSTALLATION FOOD ADVISOR
DATE: 08/15/1995          DESIGN CAPACITY          AJK-155
ADD
Enter activity code: 000117

                                ACTIVITY          DESIGN CAPACITY
                                000117
```

Figure 6.6-3. IFA Design Capacity Screen (AJK-155) - ADD.

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a. Enter the DFO activity code you want to add and press [ENTER]. The following messages are displayed: **THERE IS NO RECORD FOR THE ENTERED ACTIVITY**; then, **DO YOU WISH TO ADD THIS RECORD? ENTER Y(es or N(o.**

(1) Enter Y and the cursor moves to the DESIGN CAPACITY field. Enter the total capacity and press [ENTER].

OR

(2) Enter N and the Design Capacities Update Menu is displayed.

b. When you press [ENTER] to add the design capacity, the message **THIS RECORD HAS BEEN ADDED. PRESS ENTER TO CONTINUE.** is displayed.

c. Press [ENTER] and another message is displayed: **DO YOU WISH TO ADD A RECORD? ENTER Y(es or N(o.**

(1) Enter Y and the cursor moves back to the ENTER ACTIVITY CODE field. You can add another activity code.

OR

(2) Enter N and the Edit Design Capacities Menu is displayed.

d. To interrupt processing, press [DELETE]. The Design Capacities Update Menu is displayed. You can choose another option.

**NOTE:** If you enter a design capacity that is already on file, the message **DO YOU WISH TO MODIFY THIS RECORD? ENTER Y(es or N(o.** is displayed. You will be allowed to change a design capacity in the ADD process rather than having to exit out and use the MODIFY process.

6.6.1.1.4 Outputs. No reports are printed during this subprocess. You can modify, delete, or review the dining facility activity codes and design capacities you add.

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6.6.1.2 Design Capacity - Modify Subprocess. Use this subprocess to change dining facility design capacities.

6.6.1.2.1 Processing Restrictions. None.

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

a. Use the maximum design capacity ratings information from the Directorate of Engineering and Housing (DEH) or from the Dining Facility Modernization and Improvement Planning Guide.

b. Ask TISA for a copy of the Customer Information File Report (PCN AJK-CIF). This report contains a current list of dining facility activity codes.

6.6.1.2.3 IFA Design Capacity Screen AJK-155. To modify a dining facility design capacity, select Option B from the Design Capacities Update Menu. The IFA Design Capacity Screen (fig. 6.6-4) is displayed. The cursor is positioned in the ENTER ACTIVITY CODE field.

```
Press <DELETE> to exit the process

                INSTALLATION FOOD ADVISOR
DATE: 08/15/1995      DESIGN CAPACITY                AJK-155
MODIFY
Enter activity code: 000117

                ACTIVITY                DESIGN CAPACITY
                000117                600
```

Figure 6.6-4. IFA Design Capacity Screen (AJK-155) - MODIFY.

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a. Enter a the DFO activity code you want to change and press [ENTER]. The activity code and the design capacity are displayed for that facility. The cursor is positioned in the DESIGN CAPACITY field.

b. To change the design capacity, enter a new value over the old and press [ENTER]. The message **THIS RECORD HAS BEEN UPDATED. PRESS ENTER TO CONTINUE.** is displayed.

c. Press [ENTER] and another message is displayed: **DO YOU WISH TO MODIFY ANOTHER RECORD? ENTER Y(es or N(o.**

(1) Enter Y and the IFA Design Capacity Screen AJK-155 is redisplayed. You can modify another record.

OR

(2) Enter N and the Design Capacities Update Menu AJK-191 is displayed.

d. If the dining facility design capacity is not on file, another message is displayed: **THE ACTIVITY IS NOT FOUND. PRESS ENTER TO CONTINUE.**

e. Press [ENTER] and the Design Capacities Update Menu is displayed.

f. To interrupt processing, press [DELETE]. The Design Capacities Update Menu is displayed.

6.6.1.2.4 Outputs. No reports are printed during this subprocess. You can modify, delete, or review the dining facility activity codes and design capacities you add.

6.6.1.3 Design Capacity - Delete Subprocess. Use this subprocess to delete dining facility activity codes and design capacities.

6.6.1.3.1 Processing Restrictions. None.

6.6.1.3.2 Processing Materials. None.

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6.6.1.3.3 IFA Design Capacity Screen AJK-155. To delete a dining facility activity code and design capacity, select Option C from the Design Capacities Update Menu. The IFA Design Capacity Screen (fig. 6.6-5) is displayed. The cursor is positioned in the ENTER ACTIVITY CODE field.

```
Press <DELETE> to exit the process

                                INSTALLATION FOOD ADVISOR
DATE: 08/15/1995                DESIGN CAPACITY                AJK-155
DELETE
Enter activity code: 000149

                                ACTIVITY                DESIGN CAPACITY
                                000149                600

Delete this record? Enter Y(es or N(o.  Ū
```

Figure 6.6-5. IFA Design Capacity Screen (AJK-155) - DELETE.

- a. Enter the DFO activity code you want to delete and press [ENTER]. The activity code and the design capacity are displayed.
- b. Then the message **Delete this record? Enter Y(es or N(o.** is displayed.

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(1) Enter Y and the message **THIS RECORD HAS BEEN DELETED. PRESS ENTER TO CONTINUE.** is displayed. Press [ENTER] and the Edit Design Capacities Menu is displayed

OR

(2) Enter N and the Edit Design Capacities Menu is displayed.

c. If the dining facility design capacity you enter is not on file, another message is displayed: **THE ACTIVITY IS NOT FOUND. PRESS ENTER TO CONTINUE.**

d. Press [ENTER] and the Edit Design Capacities Menu is displayed.

e. To interrupt processing, press [DELETE]. The Edit Design Capacities Menu is displayed.

6.6.1.3.4 Outputs. No reports are printed during this subprocess. You can modify, delete, or review the dining facility activity codes and design capacities you add.

6.6.1.4 Design Capacity - Review Subprocess. Use this subprocess to review dining facility activity codes and design capacities.

6.6.1.4.1 Processing Restrictions. None.

6.6.1.4.2 Processing Materials. None.

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6.6.1.4.3 IFA Design Capacity Screen AJK-156. To review dining facility activity codes and design capacities, select Option D from the Edit Design Capacities Menu. The IFA Design Capacity Screen (fig. 6.6-6) is displayed.

```
Press <F3> to scroll forward; <F4> to scroll backward; <ESC> to exit.
INSTALLATION FOOD ADVISOR
DATE: 09/15/95                DESIGN CAPACITY                AJK-156

      ACTIVITY                DESIGN CAPACITY
      00062                    150
      00075                    250
      01235                    200
      02065                    150
      03025                    100
      01021                    350
      01365                    100
```

Figure 6.6-6. IFA Design Capacity Screen (AJK-156) - REVIEW.

a. The cursor stays in the ACTIVITY code field throughout your review. Seven activities can be displayed at a time.

(1) Use the [ENTER] or ARROW keys to scroll forward and back through the list line by line.

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

b. When you finish your review, press [ESC]. The Design Capacity Update Menu is displayed. You can choose another option.

c. To exit this menu, select R. The Participation Rate Menu is displayed.

6.6.1.4.4 Outputs. No reports are printed during this subprocess. You can modify, delete, or review the dining facility activity codes and design capacities you add.

6.6.2 Participation Rate Review Process. Use this process to review and or print participation rates based on average headcounts and design capacities.

6.6.2.1 Processing Restrictions. None.

6.6.2.2 Processing Materials. None.

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6.6.2.3 Dining Facility Participation Rate Screen AJK-153. To review participation rate percentages, select Option B from the Participation Rate Menu. The Dining Facility Participation Rate Screen (fig. 6.6-7) is displayed.

a. A message is displayed at the bottom of the screen: **Please wait . . . records are being searched.**

b. The period being computed is displayed by month and year. An activity code, average weekday headcount, design capacity, meal, and participation rate percentage are displayed for each dining facility. Seven activity codes can be displayed at a time.

```
Press <ESC> to exit the screen.
```

DATE: 15 SEP 1995	INSTALLATION FOOD ADVISOR	AJK-153			
	DINING FACILITY PARTICIPATION RATE				
	FROM: MAY 1995	TO: JUL 1995			
ACTIVITY NAME	# HC	AVERAGE	DESIGN		PART
	DAYS	WEEKDAY HC	CAP	MEAL	RATE %
240TH QM BN	61	233	200	LUN	116.50
244TH QM BN	60	450	600	BRK	75.00
262D QM BN	57	340	600	BRK	58.33
MEDICAL UNIT DIN FAC	62	155	200	BRK	77.50
206TH QM DET	55	206	200	BRK	103.00
288TH TRANS CO	48	189	200	BRK	94.50
HQ GARRISON	67	1020	1600	BRK	63.75

Do you wish a print of the screen? Enter Y(es or N(o. U

Figure 6.6-7. Dining Facility Participation Rate Screen (AJK-153).

c. After the participation rate data is compiled, a list of activities is displayed. Seven DFOs can be displayed at a time. Only those activities that meet the computation requirements are displayed.

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(1) Use the [ENTER] or ARROW keys to scroll forward and back through the list by line by line.

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

d. When you finish your review, press [ESC]. A message is displayed: **Do you wish a print of the screen? Enter Y(es or N(o.**

(1) Enter Y and two messages are displayed: **The Participation Rate Report is being printed.**, then, **REPORT HAS BEEN PRINTED. PRESS ENTER TO CONTINUE.** Press [ENTER] and the Participation Rate Menu is displayed.

OR

(2) Enter N and the Participation Rate Menu is displayed.

e. To exit this menu, select R. The Management Information Inquiries Menu is displayed.

### 6.6.2.4 Outputs.

a. The Dining Facility Participation Rate Report (PCN AJK-IF1) is printed. See Appendix C for an example of this report.

b. AR 24-200-2 lists the file numbers and retention periods for installation level Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-1h, Food Program Reports (2-year file).

(2) Keep the quarterly report on file. Cut off this file at the end of the fiscal year.  
For example:

COFF: 30 Sep 95      DEST: Oct 97

### 6.7 Automated Headcount Subfunction. TBP.