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**SECTION 13. BRANCH TISA OPERATIONS.**

13.1 General.

Branch TISA functions are performed in the same manner as at the main TISA; however, the main TISA performs most of the file maintenance and all of the ordering for the branch TISA. This section will show the Branch TISA Menus and reference the processing instructions in other sections of this manual.

13.2 Branch TISA Command Menu.

The Branch TISA Command Menu, Screen AJK-644 (fig. 13-1) is displayed when a Branch TISA operator's Login and Password are entered correctly.

```
BRANCH:  Stock Accounting  Inventory  Location  Reports & Inquiries  ...
Enter 'S' for Stock Accounting Process

DATE: 06 MAY 97                                TISA SYSTEM                                AJK-644
                BRANCH TISA COMMAND OPTIONS MENU

                OPTION
                CODE   RING MENU SELECTION OPTIONS

                S      STOCK ACCOUNTING

                I      INVENTORY

                L      STORAGE LOCATION

                R      REPORTS AND INQUIRIES

                H      POST HEADCOUNT DATA

                X      EXIT FROM BRANCH TISA SUBSYSTEM

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

Figure 13-1. Branch TISA Command Options Menu Screen AJK-644.

13.3 Branch TISA Stock Accounting Menu.

Select Option S from the Branch TISA Command Menu and the Branch TISA Stock Accounting Menu, Screen AJK-645 (fig. 13-2) is displayed. The Branch TISA Stock Accounting Menu has options for receipts, issues, reversals and adjustments, and dining facility to dining facility transfers.

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```

BRANCH STOCK ACCOUNTING:  A B C D R eXit
Enter 'A' for Receipts Process

DATE: 06 MAY 97                TISA SYSTEM                AJK-645
                                BRANCH TISA STOCK ACCOUNTING OPTIONS MENU

                                OPTION
                                CODE   RING MENU SELECTION OPTIONS

                                A       RECEIPTS

                                B       ISSUES

                                C       REVERSALS AND ADJUSTMENTS

                                D       DINING FACILITY TO DINING FACILITY TRANSFER

                                R       RETURN TO BRANCH TISA COMMAND MENU

                                X       EXIT FROM BRANCH TISA SUBSYSTEM

                                SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:

```

Figure 13-2. Branch TISA Stock Accounting Command Menu Screen AJK-645.

**13.3.1 Branch TISA Receipts Menu.**

Select Option A from the Branch TISA Stock Accounting Menu and the Branch TISA Receipts Options Menu, Screen AJK-646 (fig. 13-3) is displayed. Select options A, B, C, D, and E from the Branch TISA Receipts Options Menu to process the types of receipts listed. Select Option F, Other Receipts, and the Branch TISA Other Receipts Options Menu, Screen AJK-656 (fig. 13-4) is displayed.

```

BRANCH RECEIPTS:  A B C D E F R eXit
Enter 'A' for Direct Vendor Delivery

DATE: 05 MAY 97                TISA SYSTEM                AJK-646
                                BRANCH TISA RECEIPTS OPTIONS MENU

                                OPTION
                                CODE   RING MENU OPTIONS          OPTION
                                CODE   RING MENU OPTIONS          CODE   RING MENU OPTIONS

                                A       DIRECT VENDOR DELIVERY    R       RETURN TO BRANCH
                                B       TURN-IN                      STOCK ACCOUNTING
                                C       PRIME VENDOR / STORES      X       EXIT FROM BRANCH TISA
                                D       BLANKET PURCHASE AGREEMENT          SUBSYSTEM
                                E       LOCAL PURCHASE - NOT BPA
                                F       OTHER RECEIPTS

                                SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:

```

Figure 13-3. Branch TISA Receipt Options Menu Screen AJK-646.

**13.3.1.1 Branch TISA Direct Vendor Delivery Receipts.**

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Select Option A from the Branch TISA Receipts Options Menu and the DVD Receipts and Issues, Screen AJK-741 is displayed. For processing instructions, see paragraph 5.2.5.3 of this manual.

13.3.1.2 Branch TISA Turn-In.

Select Option B from the Branch TISA Receipts Options Menu and the Enter Turn-In Number Screen, AJK-868 is displayed. For processing instructions, see paragraph 5.5.1.3.14 of this manual.

13.3.1.3 Branch TISA Prime Vendor/STORES Receipts Menu.

Select Option C from the Branch TISA Receipts Options Menu and the Receipt Orders Screen, AJK-900 (fig. 3.2-7) is displayed. For processing instructions, see paragraph 12.2.4.

13.3.1.4 Branch TISA Blanket Purchase Agreement Receipts.

Select Option D from the Branch TISA Receipts Options Menu and the Local Purchase Receipts Blanket Purchase Agreement Screen AJK-780 is displayed. For processing instructions, see paragraph 5.7.2 of this manual.

13.3.1.5 Branch TISA Local Purchase - Non BPA Receipts.

Select Option E from the Branch TISA Receipts Options Menu and the PIIN Entry Screen AJK-867 is displayed. For processing instructions, see paragraph 5.5.1.3.8 of this manual.

13.3.1.6 Branch TISA Other Receipts Menu.

Select Option F from the Branch TISA Receipts Options Menu and the Branch TISA Other Receipts Options Menu, Screen AJK-656 (fig. 13-4) is displayed. DSCP, DSO and Commissary receipts can be processed from this menu.

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```
OTHER RECEIPTS:  A B C R eXit
Enter 'A' for DPSC Receipts Process

DATE: 05 MAY 97                TISA SYSTEM                AJK-656
                                BRANCH TISA OTHER RECEIPTS OPTIONS MENU

                                OPTION
                                CODE   RING MENU SELECTION OPTIONS

                                A       DPSC

                                B       DSO

                                C       COMMISSARY

                                R       RETURN TO BRANCH RECEIPTS MENU

                                X       EXIT FROM BRANCH TISA SUBSYSTEM

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

Figure 13-4. Branch TISA Other Receipt Options Menu Screen AJK-656.

13.3.1.6.1 Branch TISA DPSC Receipts.

Select Option A from the Branch TISA Other Receipt Options Menu and the Enter DONS for Receipt, Screen AJK-711 is displayed. For processing instructions, see paragraph 5.5.1.3.1 of this manual.

13.3.1.6.2 Branch TISA DSO Receipts.

Select Option B from the Branch TISA Other Receipt Options Menu and the Enter DONS for Receipt, Screen AJK-711 is displayed. For processing instructions, see paragraph 5.5.1.3.1 of this manual.

13.3.1.6.3 Branch TISA Commissary Receipts.

Select Option C from the Branch TISA Other Receipt Options Menu and the Enter DONS for Receipt, Screen AJK-711 is displayed. For processing instructions, see paragraph 5.5.1.3.1 of this manual.

13.3.2 Branch TISA Issues Options Menu.

Select Option B from the Branch TISA Stock Accounting Menu and the Branch TISA Issues Options Menu, Screen AJK-647 (fig. 13-5) is displayed. Branch TISA personnel use the options on this menu to create, modify and execute issue documents for customers of the branch. Processing instructions for all options are in this manual.

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```
BRANCH ISSUES:  A B C R eXit
Enter 'A' to Convert Ration Requests to Issues Doc.

DATE: 06 MAY 97                TISA SYSTEM                AJK-647
                                BRANCH TISA ISSUES OPTIONS MENU

                                OPTION
                                CODE   RING MENU SELECTION OPTIONS

                                A       CONVERT RATION REQUEST TO ISSUE DOCUMENT
                                B       OTHER ISSUES
                                C       ISSUE DOCUMENT QUERY / MODIFY / EXECUTE
                                R       RETURN TO BRANCH STOCK ACCOUNTING MENU
                                X       EXIT FROM BRANCH TISA SUBSYSTEM

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

Figure 13-5. Branch TISA Issues Options Menu Screen AJK-647.

**13.3.2.1 Convert Ration Requests Command Menu.**

Select Option A from the Branch TISA Issues Options Menu and the Convert Ration Requests Command Menu, Screen AJK-641 (fig. 3.5-6) is displayed. Processing instructions are at paragraph 5.6.4 of this manual.

```
CONVERT RATION REQUESTS:  A B C D E F G R X
INSTALLATION MASTER MENU

DATE: 06 May 97                CONVERT RATION REQUESTS COMMAND MENU                AJK-641

OPTION          OPTION
CODE   RING MENU OPTION SELECTIONS   CODE   RING MENU OPTION SELECTIONS

A       INSTALLATION MASTER MENU      G       T-RATION MENU
B       INSTALLATION EXERCISE MENU     R       RETURN TO ISSUES COMMAND MENU
C       14-DAY MENU                    X       EXIT TISA PROCESSING
D       BOX LUNCH MENU
E       SPECIAL EXERCISES MENU
F       B-RATION MENU

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

Figure 13-6. Convert Ration Requests Command Menu Screen AJK-641.

**13.3.2.2 Other Issues Screen.**

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Select Option B from the Branch TISA Issues Options Menu and the Other Issues, Screen AJK-641 (fig. 13-7) is displayed. Processing instructions are at paragraph 5.6.5 of this manual.

```
[
DATE: [06 MAY 97]                OTHER ISSUES                AJK-700
BRANCH ID: [W2DF55]

                                CUSTOMER ID: [      ]

                                ISSUE DATE: [  ] [  ] [  ]
                                           DD   MMM  YY

                                TYPE ISSUE: [  ]

                                [      ]: [      ] [      ]

[ ]: AFTER ENTERING DATA, PRESS ESCAPE <ESC>
ENTER THE CUSTOMER ID FOR THE ISSUE DOCUMENT YOU WISH TO CREATE
```

Figure 13-7. Other Issues Screen AJK-641.

13.3.2.3 Issues Query/Modify/Execute Menu.

Select Option C from the Branch TISA Issues Options Menu and the Issues Query/Modify/Execute Menu, Screen AJK-639 (fig. 13-8) is displayed. Processing instructions are at paragraph 5.6.2 of this manual.

```
[
DATE: [06 MAY 97]                ISSUES QUERY/MODIFY/EXECUTE MENU        AJK-639

                                OPTION CODE  MENU SELECTION OPTIONS

                                A             QUERY ALL ISSUE DOCUMENTS

                                B             QUERY A SPECIFIC ISSUE DOCUMENT

                                C             MODIFY ISSUE DOCUMENTS

                                D             PRINT DVD SUMMARY REPORT

                                E             EXECUTE ISSUE DOCUMENTS

                                R             RETURN

                                X             EXIT

                                SELECT DESIRED OPTION BY ENTERING APPROPRIATE OPTION CODE:[ ]

SELECT THE PROCESS OPTION FOR THE DESIRED ISSUE DOCUMENT
```

Figure 13-8. Issues Query/Modify/Execute Menu Screen AJK-639.

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13.3.3 Branch Reversal/Adjustment Command Menu.

Select Option C from the Branch TISA Stock Accounting Menu and the Branch Reversal/Adjustment Command Menu, Screen AJK-695 (fig. 13-9) is displayed. Branch TISA personnel use the options on this menu to reverse or adjust actions performed at the branch.

```
REVERSAL/ADJUSTMENT:  A B C D R eXit
Enter 'A' for Issues Reversal/Adjustment

DATE: 06 MAY 97                TISA SYSTEM                AJK-695
                               BRANCH REVERSAL/ADJUSTMENT COMMAND MENU

      OPTION CODE      RING MENU SELECTION OPTIONS

          A              ISSUES

          B              RECEIPTS

          C              INVENTORY ADJUSTMENT

          D              DIRECT VENDOR DELIVERY

          R              RETURN TO BRANCH STOCK ACCOUNTING MENU

          X              EXIT FROM BRANCH TISA SUBSYSTEM

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

Figure 13-9. Branch Reversal/Adjustment Command Menu Screen AJK-695.

13.3.3.1 Branch Issues Reversal/Adjustment Menu.

Select Option A from the Branch Reversal/Adjustment Command Menu and the Branch Issues Reversal/Adjustment Menu, Screen AJK-706 (fig. 13-10) is displayed. Processing instructions are at paragraph 5.8.1 of this manual.

**NOTE:** Reversal/Adjustment of PDO/Vet Samples can not be processed at the branch.

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```
ISSUES REVERSAL/ADJUSTMENT:  A B C D R eXit
Enter 'A' for ACTIVE ARMY

DATE: 06 MAY 97                TISA SYSTEM                AJK-706
                                BRANCH ISSUES REVERSAL/ADJUSTMENT MENU

OPTION CODE    RING MENU OPTIONS                OPTION CODE    RING MENU OPTIONS
  A           ACTIVE ARMY                        R           RETURN TO REVERSAL/
  B           FORCED ISSUES                      ADJUSTMENT COMMAND
  C           WARMING BEVERAGE                  X           EXIT FROM BRANCH TISA
  D           OTHER                             SUBSYSTEM

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

Figure 13-10. Branch Issues Reversal/Adjustment Menu Screen AJK-706.

**13.3.3.2 Branch Receipts Reversal/Adjustment Menu.**

Select Option B from the Branch Reversal/Adjustment Command Menu and the Branch Receipts Reversal/Adjustment Menu, Screen AJK-696 (fig. 13-11) is displayed. Processing instructions with the exception of option E, Prime Vendor/STORES, are at paragraph 5.8.2 of this manual. Processing instructions for Prime Vendor/Stores are at paragraph 12.2.

```
RECEIPTS REVERSAL/ADJUSTMENT:  A B C D E R eXit
Enter 'A' for DPSC/DSO/COMMISSARY

DATE: 06 MAY 97                TISA SYSTEM                AJK-696
                                BRANCH RECEIPTS REVERSAL/ADJUSTMENT MENU

OPTION CODE    RING MENU OPTIONS                OPTION CODE    RING MENU OPTIONS
  A           DPSC/DSO/COMMISSARY                R           RETURN TO REVERSAL/
  B           TURN-INS                          ADJUSTMENT COMMAND
  C           BPA                               X           EXIT FROM BRANCH TISA
  D           LOCAL PURCHASE                    SUBSYSTEM
  E           PRIME VENDOR / STORES

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

Figure 13-11. Branch Receipts Reversal/Adjustment Menu Screen AJK-696.

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13.3.3.3 Inventory Adjustments.

Select Option C from the Branch Reversal/Adjustment Command Menu and the Inventory Adjustments Enter Items, Screen AJK-837 (fig. 13-12) is displayed. Processing instructions are at paragraph 5.8.3 of this manual.

DATE: 06 May 97	INVENTORY ADJUSTMENTS	AJK-837
BRANCH ID: W2DF55	ENTER ITEMS	
WHEN FINISHED ENTERING DATA DEPRESS <ESC>.		
TIIN	ITEM NAME	BALANCE ON HAND
-		
DEPRESS [ENTER] TO ENTER ANOTHER TIIN		

Figure 13-12. Inventory Adjustments Enter Items Screen AJK-837.

13.3.3.4 DVD Adjust Received Customer Orders.

Select Option D from the Branch Reversal/Adjustment Command Menu and the Adjust Received Customer Orders, Screen AJK-786 (fig. 13-13) is displayed. Processing instructions are at paragraph 5.2.6 of this manual.

[	DATE: [06 MAY 97]	ADJUST RECEIPTED CUSTOMER ORDERS	AJK-786	]
	CUSTOMER ID: [ ]			
	REQUIRED DELIVERY DATE: [ ][ ][ ]			
		DD MMM YY		
	VENDOR ID: [ ]			
[				]
		[ ][ ]		
	[ ] WHEN DATA ENTRY IS COMPLETE, DEPRESS [<Esc> ]			
			[ ]	
	Enter the Customer ID of the order you wish to adjust, depress <[ENTER]>			

Figure 13-13. Adjust Received Customer Orders Screen AJK-786.

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13.3.4 Branch Dining Facility to Dining Facility Menu.

Select Option D from the Branch TISA Stock Accounting Menu and the DF to DF Transfer of Subsistence, Screen AJK-680 (fig. 13-14) is displayed. Processing instructions are at paragraph 5.9.3 of this manual.

**NOTE:** Transfers can not be reversed or adjusted at the branch. Dining facility or branch personnel must create another DF to DF transfer to make the appropriate adjustments.

```
[
DATE: 06 May 1997                DINING FACILITY ACCOUNT                ]
BRANCH ID: W2DF55                DF TO DF TRANSFER OF SUBSISTENCE        AJK-680

                                ENTER THE FOLLOWING:

CUSTOMER ID:      [          ]
TRANSFER NO:      [    ]
TRANSFER DATE:    [  ][  ][  ]
                  DD  MMM  YY

TRANSFER TO:      [          ]

[ ]  DEPRESS ESCAPE WHEN ENTRY IS COMPLETE

Enter the customer ID.
```

Figure 13-14. DF to DF Transfer of Subsistence Screen AJK-680.

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13.4 Branch TISA Inventory Menu.

Select Option I from the Branch TISA Command Menu and the Branch TISA Physical Inventory Command Menu, Screen AJK-908 (fig. 13-15) is displayed. For processing instructions see Section 9 of this manual.

```
TISA Physical Inventory Command Options:  A  B  C  D  E  F  G  H  R  X
Print Count Sheets.

DATE: 10 Jan 98      BRANCH TISA PHYSICAL INVENTORY COMMAND MENU      AJK-908

OPTION      DESCRIPTION      OPTION      DESCRIPTION
CODE
  A - PRINT COUNT SHEETS      F - FINAL INVENTORY
                                (PHYSICAL INVENTORY MUST BE
                                COMPLETED)
  B - ENTER INITIAL COUNTS
  C - PRINT RECOUNT SHEETS      G - CORRECT COUNT/RECOUNT ENTRY ERROR
  D - ENTER RECOUNT
  E - PRINT VARIANCE REPORT      H - CANCEL PHYSICAL INVENTORY
      (PHYSICAL INVENTORY MUST BE
      COMPLETED)
                                R - RETURN TO BRANCH TISA COMMAND
                                OPTIONS MENU
                                X - EXIT FROM BRANCH TISA PROCESSING

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

Figure 13-15. Branch TISA Physical Inventory Command Menu Screen AJK-908.

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13.5 Branch TISA Storage Location Menu.

Select Option L from the Branch TISA Command Menu and the Storage Location Command Menu, Screen AJK-861 (fig. 13-16) is displayed. For processing instructions see Section 10 of this manual.

```
Storage Location:  Add/Mod  Delete  Inquiry  Print Report  Return  eXit
Add or Modify Storage Location Process

DATE: 06 MAY 97                STORAGE LOCATION COMMAND MENU                AJK-861

                OPTION CODE RING MENU SELECTION OPTIONS

                A          ADD/MODIFY STORAGE LOCATIONS

                D          DELETE STORAGE LOCATIONS

                I          INQUIRY ON STORAGE LOCATIONS

                P          PRINT STORAGE LOCATION REPORT

                R          RETURN TO COMMAND MENU

                X          EXIT FROM SUBSYSTEM PROCESSING

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

Figure 13-16. Storage Location Command Menu Screen AJK-861.

13.6 Branch TISA Reports and Inquiries Menu.

Select Option R from the Branch TISA Command Menu and the TISA System Branch TISA Reports and Inquiries Options Menu, Screen AJK-648 (fig. 13-17) is displayed.

```
REPORTS AND INQUIRIES:  A  B  C  D  E  R  eXit
Enter 'A' for Prime Vendor / Stores Inquiries

DATE: 06 MAY 97        BRANCH TISA REPORTS AND INQUIRIES OPTIONS MENU        AJK-648

OPTION CODE          RING MENU OPTIONS                OPTION CODE          RING MENU OPTIONS

    A          PRIME VENDOR / STORES
                INQUIRIES

    B          WAREHOUSE STATUS REPORT

    C          MIF INQUIRY

    D          EARNINGS AND EXPENDITURES
                RECORD

    E          REPRINT REPORTS

    R          RETURN TO BRANCH
                TISA COMMAND MENU

    X          EXIT FROM BRANCH TISA
                SUBSYSTEM

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

Figure 13-17. Branch TISA Reports and Inquiries Options Menu Screen AJK-648.

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13.6.1 Branch TISA Prime Vendor STORES Inquiries.

Select Option A from the Branch TISA Reports and Inquiries Menu and the Prime Vendor Orders/Receipt Inquiry, Screen AJK-905 (fig 12.2-17) is displayed. Inquiries can be performed for orders, receipts, or both. See Paragraph 12.2.6 for processing instructions.

13.6.2 Branch TISA Warehouse Status Report.

Select Option B from the Branch TISA Reports and Inquiries Menu and the Warehouse Inventory Status Report, Screen AJK-909 (fig 12.2-22) is displayed. This report will list the Inventory Status based on the data entered on the report screen. See Paragraph 12.2.9 for processing instructions.

13.6.3 Branch TISA Master Item File Inquiries Menu.

Select Option C from the Branch TISA Reports and Inquiries Menu and the Branch TISA Master Item File Inquiries Menu, Screen AJK-653 (fig. 13-18) is displayed. Inquiries may be performed by TIIN or FSC from this menu.

```
MASTER ITEM FILE INQUIRIES :  A  B  R  X
Master Item File Inquiry By TIIN !

DATE: 06 MAY 97                MASTER ITEM FILE INQUIRIES MENU                AJK-653

      OPTION CODE                DESCRIPTION
      A                INQUIRY BY TIIN (Last 7 Digits Of NSN/MCN)
      B                INQUIRY BY FSC (First 4 Digits Of NSN/MCN)
      R                RETURN TO THE INQUIRIES MENU
      X                EXIT FROM TISA PROCESSING

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

Figure 13-18. Branch TISA Master Item File Inquiries Menu Screen AJK-653.

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13.6.4 Branch TISA DF Earnings and Expenditures Record Inquiry.

Select Option D from the Branch TISA Reports and Inquiries Menu and the Dining Facility Account Monthly Earnings and Expenditures Record, Screen AJK-687 (fig. 13-19) is displayed. Inquiries can be performed for the current or previous month for all dining facilities, all dining facilities of a particular type, or and individual DF. The more information entered on the screen the fewer the number of dining facility records that will be available. Processing instructions are at paragraph 6.8 of this manual.

```
DATE: 06 May 1997          DINING FACILITY ACCOUNT          AJK-687
BRANCH ID: W2DF55        MONTHLY EARNINGS AND EXPENDITURES RECORD

                               ENTER MONTH OF INQUIRY:      [ ]
                               ENTER "A" FOR ALL CUSTOMERS:  [ ]
                               OR
                               ENTER CUSTOMER ID:           [   ]
                               ENTER TYPE CUSTOMER ACCOUNT: [ ]
                               IF PRINT DESIRED, ENTER "P":  [ ]

                               DEPRESS <[ENTER]>

Enter a 'C' for Current OR Enter a 'P' for Previous
```

Figure 13-19. Monthly Earnings and Expenditures Record Screen AJK-687.

13.6.5 Branch TISA Reprint Reports.

Select Option E from the Branch TISA Reports and Inquiries Menu and the Reprint Reports, Screen AJK-874 (fig. 13-20) is displayed. Processing instructions are at paragraph 8.13 of this manual.

```
[
DATE:[06 May 97]          REPRINT REPORTS          AJK-874 ]

                               PRODUCT CONTROL NUMBER (PCN)  AJK -[   ]
                               DATE PRINTED                   [ ][ ][ ]
                                                                DD  MMM  YY

                               WHEN FINISHED ENTERING REPORT SELECTION CRITERIA, DEPRESS <ESC>

ENTER THE PCN OF REPORT TO PRINT OR LEAVE BLANK
```

Figure 13-20. Reprint Reports Screen AJK-874.

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13.7 Branch TISA Post Headcount Data.

Select Option H from the Branch TISA Command Menu and the Dining Facility Account Section A Subsistence Report, Screen AJK-689 (fig. 13-21) is displayed. This screen is the starting point for entering headcount for off-line customers. Processing instructions are found at paragraph 6.9 of this manual.

```
FOR MAINTENANCE ENTER AN 'M' - FOR INPUT DEPRESS <[ENTER]> HERE: [ ]

DATE: [06 May 97]                DINING FACILITY ACCOUNT                AJK-689
                                SECTION A - SUBSISTENCE REPORT

ENTER THE CUSTOMER ID HERE: [      ]   ENTER TYPE CUSTOMER ACCOUNT HERE: [ ]

        ENTER THE DATES FOR WHICH HEADCOUNT IS BEING ENTERED HERE:
(1) [ ] [      ]   (2) [ ] [      ]   (3) [ ] [      ]

        AFTER ENTERING DATES AND HEADCOUNT DATA DEPRESS <ESC>

                ENTER OPTION [ ] and DEPRESS <[ENTER]>

Enter 'M' for Maintenance, <[ENTER]> for Input
```

Figure 13-21. DFA Section A - Subsistence Report Screen AJK-689.

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