

Improving the Quality of DSS Data

IMPORTANT NOTE FOR SYSTEM ADMINISTRATORS

Use of SQL to manipulate the data in AFMIS could result in data not being sent to DSS. It is critical that use of SQL be kept to a minimum. Any problems involving issues, Prime Vendor Receipts, DVD receipts, transfers, turn-ins or headcount that require the use of SQL to correct should be called into CAO so that we can help ensure that DSS data is not distorted. Memorandums should be used to explain the condition or issue with data that is questionable, this way all data retains its integrity and is the preferred method of documenting issues with data. Where the AFMIS application is unforgivable when users make mistakes and there is no way to correct the mistake these conditions should be reported through the chain of command using the Engineering Change Proposal Software (ECPS). The ECPS should also be used when emergencies dictate the need to correct data.

AFMIS Data Validation

Customer Information Verification

DSS depends on correct identification of customers (dining facility, field units, etc.) at each installation. In particular, there are two key items involved in telling DSS how to handle a particular customer.

DSS Category

In ICP-1301 a new field was added to the Customer Information File Maintenance screen that contains a code telling DSS if the customer is a Garrison (Dining Facility), Field, Other, PDO, VET, or Ice. It is critical that a customer be associated with the correct category. Currently the Ice identification appears to be the one causing the most problems. ALL ice customers should be coded with a category of Ice (I) otherwise those issues will be incorrectly assigned to another category. It is highly recommended that each installation review their DSS Category assignments and make corrections as needed.

The System Administrator (SA) can run the following SQL to generate a list of customer information for customers that appear to be ICE customers but are not coded with a DSS Category Code of "I"

```
Select cif.actv_cd, cif.nm_cust, dss_unit_category.category
from cif, dss_unit_category
where cif.actv_cd = dss_unit_category.actv_cd
and dt_info_eff in
(select max(dt_info_eff)
from dss_unit_category
where actv_cd = cif.actv_cd)
and (nm_cust LIKE "% ICE%" or nm_cust LIKE "ICE %")
```

and category != "I";

The System Administrator (SA) can run the following SQL to generate a list of customer information for all customers for verification of DSS categories

```
select cif.actv_cd actv_cd, nm_cust name, bill_to_dodaac dodaac, apc, fund_cd,
       category dss_category
from cif, dss_unit_category
where cif.actv_cd = dss_unit_category.actv_cd and dt_info_eff in
       (select max(dt_info_eff)
        from dss_unit_category
        where actv_cd = cif.actv_cd)
order by category DESC
```

Once the lists are created they should be provided to TISA personnel for correction if necessary. Correction is accomplished through TISA Files Maintenance, Customer Information File, Current Financial Process.

Customer's Bill to DODAAC

Under version 13-01, DSS does not capture Warehouse receipts and it uses the customer's Bill to DODAAC to determine if a particular customer is the warehouse. When ICP 13-01 was distributed, the load script used to install it produced a list of customers that used the warehouse DODAAC and the SA was requested to pass these list to TISA personnel so they could make the changes necessary to ensure that no customer erroneously uses the warehouse DODAAC. Incorrect assignment of the warehouse DODAAC to a customer will cause that customer's issues, turn-ins and transfers to not be sent to DSS. It is highly recommended that each installation review the way their customers are defined to ensure that they have not incorrectly assigned the warehouse DODAAC to another customer. TISA users should have the SA generate a customer information file listing to insure these restrictions are in place.

Headcount for Field Units

DSS is currently assuming that any headcount entered for field units is in reality Present for Duty Strength (PDS). If you are reporting headcount for field units that is not PDS, please contact Customer Assistance and let us know.

Dining Facilities Changing Buildings

In AFMIS it is not necessary to add a new activity to the system when a dining facility moves from one building to another. In fact when this happen it causes account status data in DSS to be skewed. Additionally, in AFMIS the same users operate the new facility using the same inventory and find themselves transferring food from the old activity to the new activity in an attempt to balance the account status of both accounts. **Do not do this** The status for the fiscal year will be based on two different accounts and require manual calculations to derive the yearly status. AFMIS allows the name of the customer to be changed in TISA Files Maintenance, CIF Files Maintenance, Modify General Information. The building number can be included here. Accounts should not be established in AFMIS based on building numbers since activities move from one building to another. If they are used, remember the machine is only concerned with the data therein not the physical building.

Dining Facilities Entering Wrong Date on Monthly Inventory

Dining facilities are frequently inputting the wrong date on their monthly inventory. Errors include dating the inventory prior to the last day of the month and dating the inventory for the next month. The monthly inventory should always be posted to the last day of the month. These errors adversely affect account status reports in AFMIS and DSS. Care should be taken to ensure that the correct date is entered for the inventory. Beyond the fifth of the month following the inventory month, corrections cannot be made through AFMIS.

Installations Not Performing TISA Physical Inventory

The TISA Physical Inventory is not being performed regularly at some installations. A TISA physical inventory should be performed quarterly at all installations to ensure that DSS Inventory Reports contain accurate totals.

Headquarters Reporting (DSS) Data Validation

Procedures below to validate the integrity of the data in DSS by reviewing the data as reported from AFMIS as follow:

Verification Using Account Status Listing

Review the Account Status Listing report in DSS and look for customers that have zero beginning and ending inventory values for last month. Most of these customers will fall into one of the following categories:

- **Customers that have been permanently closed.** Recommend that these be removed from AFMIS - if necessary, contact CAO for assistance.
- **Customers that have been temporarily closed (deployment, renovation, cycle breaks, etc.).** Recommend that you notify DSS personnel so that we can flag these customers as inactive so that they will not distort the status information.
- **Customers that have been miscoded.** If a non-dining facility customer is assigned a Garrison (G) DSS Category code in AFMIS CIF File Maintenance, Current Financial Process it will show on the Account Status Listing but will never have an inventory value. Recommend that you identify the proper DSS category and modify it through AFMIS CIF File Maintenance, Current Financial Process. Should users need help in determining the correct DSS Category for a customer, please contact CAO. Normally it will take only one day for DSS to receive the change but the customer will continue to show on the Account Status Listing until the next month. Verify that DSS has received the data by looking at next month's Account Status Listing (all the values will be zero but you should see that the customer is no longer listed on the report).

Also note any customers that do not have a value for purchases. This could indicate that they have been assigned the same Bill to DODAAC as the warehouse. Only the warehouse should use the Warehouse's Bill to DODAAC e.g. TISAWH or the Branch TISA.

Verification Using Data Entry Status Screen

On the first screen of DSS there is a block of status lights. If the data entry status light is not green, click the light or the title to show the details. If you see any customers that are **not** valid dining facilities listed, you must change the DSS category code in AFMIS CIF Files Maintenance, Current Financial Process to correctly identify the type of customer. Another clue that a customer is miscoded as a dining facility is if the customer has a red light for headcount entry that shows

"NEVER" under it. If you do not see all of your dining facilities, this could be because they have not been assigned a DSS Category of Garrison (G). Normally this would only be possible for Off-line dining facilities.

Item Information Verification

DSS uses a list of National Stock Numbers (NSNs) to classify transactions into categories for reporting (e.g. Box Lunch, MRE, etc.). Although we try to keep these lists up to date, it is possible that you could be handling operational rations that we are tracking that are not on our list of NSNs. You can verify that we have all of your items correctly categorized by reviewing the Operational Ration Report. At this time it only shows NSNs. There are future plans to also show the associated item names. If you have NSNs for operational rations that should be on the list but are not or if you see any NSNs that are not categorized correctly, please let us know.