

## **The Equipment Replacement Process using the Army Food Service Management Information System (AFMIS)**

“Making the system work for you”  
A Step-by-Step Process

### **LESSON 2 – Setting up Equipment Records for Budgeting**

#### **Step One: (Setting up Design Specifications)**

The next steps in the Equipment Replacement Process will aide the Food Program Manager (FPM) in budgeting for the replacement of equipment on the installation and will ensure dining facility records are accurate prior to the budget process. It will also aide the Food Operations Sergeant (FOS) when planning for, or reviewing, equipment authorizations for their facilities.

On the Authorization Table in CTA 50-909, a dining facility may be allowed one dishwashing machine based on its Design Capacity; however, they may have **two dishwashing areas** in the facility. To ensure the dining facilities allowances for equipment is accurate, the FPM must set the Design Capacity, Design Era Code, and Basis of Issue for each building on the installation.

- From the IFA Options Screen, select Equipment Replacement Process (option E).
- Next, select File Maintenance (option A).
- Select Dining Facility Design Specification (option C) and select a dining facility by building number to assign a Basis of Issue.
- The next screen will display the dining facilities Activity Code, Name, and current Design Capacity and Design Era Code (if previously assigned).

The information you enter or update here is used by the system when various Equipment Reports are printed (discussed in Lesson 3). Ensure each entry is accurate for the dining facility you are updating.

- Type in, or leave as is, the Design Capacity for the building.
- Next, type in, select (F5), or leave as is, the Design Era Code.
- After pressing enter, the Basis of Issue information is displayed.
- Type in, or update, the Basis of Issue and Number of Areas that are in the Dining Facility.

Dining Facilities Allowances will be based on the information you enter here. Ensure you accurately assign the correct number of areas for each dining facility on the installation.

## **Step Two: (Ensuring Equipment Records are Accurate)**

When dining facility records are found to be inaccurate, the FPM has the capability to add records, update current records, delete records, or transfer records prior to printing or viewing budget reports. It is the responsibility of the Food Operations Sergeant (FOS) to ensure their records are up-to-date; however, there may be times when the FPM must access these records and make changes before he or she begins budgeting for replacement.

**NOTE:** Information about a Dining Facilities Equipment can be obtained through the IFA module by selecting and printing a single dining facilities inventory records (discussed in Lesson 3), or through the Food Service Decision Support System (DSS) discussed later.

To begin the process of adding, updating, or deleting dining facility records, follow the steps below:

- From the IFA Options Screen, select Equipment Replacement Process (option E).
- Next, select File Maintenance (option A).
- Next, select Inventory (option B).
- Type in a building number, or select (F5) to pick building number. This will access a dining facilities equipment record.
- Next, select the type of equipment to add, update, or delete. Select either Electrical or Mechanical Equipment (option A), or Other Equipment (option B).

If the Other Equipment option (option B) is selected, then a list of available equipment on the system, and the number on hand in the dining facility, is displayed. Update these records as needed.

- Select Electrical and Mechanical Equipment (option A).
- Next, select either Add or Modify Equipment Records (option A), or Delete Equipment Records (option B).

**NOTE:** Serial Numbers are required to access equipment using the above options. Again, information about a Dining Facilities Equipment can be obtained through the IFA module by selecting and printing a single dining facility record (discussed in Lesson 3). When deleting equipment, ensure that this equipment is no longer needed on the system or by the dining facility – it has in fact been turned in.

- After selecting Add or Modify Equipment (option A), you will be required to enter in a Serial Number.
- After pressing enter, the system will verify that this serial number exists, and will then display information entered in by the FOS.
- Add, update, or remove information from this record as needed.

- The NEW LOCATION area is reserved for equipment that has transferred from one building to another (from one Dining Facility to another). Use this data entry area for this purpose ONLY. Enter in the building number that received the equipment.

**Step Three: (Verifying Records Access and Accuracy)**

Accurate Equipment Records will ensure that information is useful for the replacement of dining facility equipment on the installation. To verify that dining facilities can access and enter in equipment records by NSN and/or LIN, follow the steps above (Equipment Inventory option) to access a building’s Electrical and Mechanical, or Other Equipment.

- For Electrical and Mechanical Equipment, leave the Serial Number blank and press enter. (Only verifying dining facilities ability to enter records.)
- Type in an established NSN to verify that dining facilities can enter equipment by this method. Entering a NSN will display the LIN, Item Name, and Life Expectancy.
- Or, type in an established LIN. Entering a LIN will only display the Item Name if no NSN has been assigned to the LIN.
- DO NOT save this record. Instead, press the **delete key** and exit from this process. You are only verifying that dining facilities can enter equipment records.

The FPM can also verify the accuracy of dining facility equipment records through the Food Service Decision Support System (DSS). Registration through SEC-LEE must be established prior to gaining access to equipment records on the Installation. Once access has been granted, the FPM will have the following view/print capabilities:

**1) Line Item Numbers (LIN) currently in AFMIS.** The FPM with DSS access may wish to print this list and provide it to the Food Operations Sergeant. It lists the Item Description, LIN, and if the equipment is Mechanical/Electrical (M/E).

Food Service Decision Support System		
LIN Listing		
Installation: Ft. Anywhere		
Reporting Period: Fiscal Year 10/1/2003 through 9/30/2004		
Description	LIN(s)	M/E
BANQUETTE TUBULAR STL FRAME UPHOLSTERED WALL TYPE	90734N	N
BASKET TABLEWARE WASHING SILVER 19 1/2W X 19 1/2L X 8	B41003	N
BDN INGREDIENT: MOBILE	B63701	N
BOOTH DOUBLE ISLAND: TUBULAR STEEL FRAME UPHOLSTERED ART LEATHER(NOTE 2)		
--OR--		
BOOTH SINGLE ISLAND: BLACK TUBULAR STEEL FRAME ART LEATHER UPHOL(NOTE 2)	C09671 C09676	N
BOWL FOOD MIXING W/O COVER	B12331	Y

(Sample LIN Listing)

**2) Equipment Detail-Installation.** To access a listing of ALL equipment for each dining facility on the Installation, check the Fiscal Year box prior to “defining” report. This report will list equipment by name, LIN, dining facility (Unit), what equipment each facility is authorized (IAW CTA 50-909 allowances), what each facility currently has on hand, and any overages and shortages.

Food Service Decision Support System						
<b>Equipment Detail</b>						
Installation: Ft. Anywhere Reporting Period: Fiscal Year 10/01/03 through 09/30/04						
Name	LIN	Unit	Authorized	On Hand	Over/Short Quantity	
MEDIA DISPLAY SYSTEM	30164H	1ST BDE DEF FAC	0	2		
		DI VARTY DEF FAC	0	1		
BRKATH BOARD: OVERHEAD 2X5 FRAMEWORK 1 PICE FLEGGLOSS (USED W/2H F122Q, F122M, F122N, F122P)	8043H	Deam	7	8	(1)	
CARPET (WHEN CLASSIFIED AS EQUIPMENT REPLACE PER FACILITY LISTED IN APPENDIX WAS INSTALLATION COMMANDER AS THE MOST APPROPRIATE COVERED)	3163H	FAC	0	2		
COUNTER: SIGNATURE WOOD GRAIN LAMINATED PLASTIC SIDES AND TOP (NOTE 4)	8130H	Deam	7	8	(1)	
		10TH AVN AIRFIELD	1	6	(1)	
		DI VARTY DEF FAC	0	1		

(Sample Equipment Detail-Installation)

**Note:** This report **ONLY** displays equipment records that **HAVE BEEN** enter into AFMIS by all dining facilities. Equipment records **NOT** entered will not display. This report replaces the Equipment Summary Report in AFMIS.

