

**Automated Information Systems Manual**

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**END USER MANUAL**

**FOR**

**ARMY FOOD MANAGEMENT**

**INFORMATION SYSTEM**

**INSTALLATION FOOD ADVISOR**

**(AFMIS-IFA)**

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# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## INDEX

### F

- Files*, 4.3.2
- File Maintenance, 4.3.1.3, 7.1
  - Cash Meal Cost Update, 7.10
  - DFO Bulletin Board, 7.11
  - DFO Interface, 7.8
  - Master Menu, 7.2
  - Master Menu Recap, 7.3
  - MPP Interface, 7.9
  - Recipe Cost, 7.7
  - Recipe Header, 7.4
  - Recipe Ingredient, 7.6
  - Recipe Instructions, 7.5
- First-Time Use of the System, 3.1
  - Access Control, 3.1.2
  - Equipment Familiarization, 3.1.1
    - Installing a Printer Ribbon, 3.1.1.4
    - Keyboard, 3.1.1.6
    - Loading Paper, 3.1.1.2
    - Printer Control Panel, 3.1.1.3
    - Turning the AT&T On and Off, 3.1.1.1
  - Visual Display Screen, 3.1.1.2

### G

Glossary, app A

### H

Hardware Required, 2.2.1

### I

- Initiating a Session, 3.2
  - Login Procedures, 3.2.1
  - Problem Determination, 3.2.2
- Installation Headcount Report, 5.2
- Inventory, DFO* 6.5.2
  - BOH* 6.5.2.1
  - Disposition of Subsistence* 6.5.2.21

### K

- Keyboard, 3.1.1.6
  - Arrow Keys, 3.1.1.6.4
  - Control Keys, 3.1.1.6.3
  - Function Keys, 3.1.1.6.2
  - Number Keys, 3.1.1.6.5
  - Typewriter Keys, 3.1.1.6.1

### M

- Management Information Inquiries
  - Function, 4.3.1.2, 6.1
    - DFO Inquiry, 6.5
    - Inventory Value/Objective, 6.3
    - Master Item File, 6.4
    - Participation Rate Inquiry, 6.6
    - Recipe Index Inquiry, 6.5.7
    - Recipe Review and Cost, 6.2
- Management Information Reports
  - Function, 4.3.1.1, 5.1
    - *Cook Status*, 5.4
    - Installation Headcount, 5.2
- Master Item Extract, 8.2
- Messages, 4.7, app B

### O

- Operation Summary Report, 5.3
- Outputs, app C
- Overview, 2.1
  - Application Summary, 2.1.1
  - Controls, 2.1.3
  - Performance, 2.1.2

### P

- Preparation of DA Form 5005-R (ECP-S), app F
- Processing Procedures, 4.3
- Purpose of the End User Manual, 1.1
- Purpose of the System, 1.2

INDEX

R

Random Survey, 10.1  
References, 1.3  
Related Processing, 4.4

S

Sample SOP, app E  
Screen Display Setup, 4.2.1  
Security, 1.5  
Stopping and Suspending Work, 3.3  
System Environment, 2.2

- Hardware Required, 2.2.1
- Software Required, 2.2.2

T

Terms and Abbreviations, 1.4

U

Unmatched Recipe Ingredients, 8.3

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

INDEX

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# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001`

## END USER MANUAL TABLE OF CONTENTS

SECTION		PAGE
1.	GENERAL	
1.1	Purpose of the End User Manual	1-1
1.2	Purpose of the System	1-1
1.3	References	1-1
1.4	Terms and Abbreviations	1-2
1.5	Security	1-2
2.	SYSTEM SUMMARY	
2.1	Overview	2-1
2.1.1	Application Summary	2-1
2.1.2	Performance	2-5
2.1.3	Controls	2-5
2.2	System Environment	2-5
2.2.1	Hardware Required	2-5
2.2.2	Software Required	2-5
2.3	Contingencies and Alternate Modes of Operation	2-5
2.4	Assistance and Problem Reporting	2-5
3.	ACCESS TO THE SYSTEM	
3.1	First-Time Use of the System	3-1
3.1.1	Equipment Familiarization	3-1
3.1.1.1	Turning the AT&T On and Off	3-3
3.1.1.2	Loading Paper into the Printer	3-4
3.1.1.3	Printer Control Panel	3-8
3.1.1.4	Installing a Printer Ribbon	3-9
3.1.1.5	Visual Display Screen	3-10
3.1.1.6	Keyboard	3-11
3.1.1.6.1	Typewriter Keys	3-12
3.1.1.6.2	Function Keys	3-13
3.1.1.6.3	Control Keys	3-14
3.1.1.6.4	Arrow Keys	3-15
3.1.1.6.5	Number Keys	3-16
3.1.2	Access Control	3-16
3.2	Initiating a Session	3-17
3.2.1	Login Procedures	3-17
3.2.2	Problem Determination	3-18
3.3	Stopping and Suspending Work	3-19
4.	PROCESSING REFERENCE GUIDE	
4.1	Capabilities	4-1
4.1.1	AFMIS-IFA Subsystem Structure	4-1
4.1.2	Menu Functions	4-2

This automated information system manual supersedes AIS Manual 25-L37-AJK-ATT -EM-3, 1 May 1992.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001`

## TABLE OF CONTENTS-CONT

SECTION		PAGE
4.	PROCESSING REFERENCE GUIDE-CONT	
4.2	Conventions	4-7
4.2.1	Screen Display Setup	4-8
4.2.2	Audible Alarms	4-9
4.2.3	Abbreviations and Definitions	4-9
4.3	Processing Procedures	4-9
4.3.1	IFA Command Options Menu	4-9
4.3.1.1	Management Information Reports Function	4-10
4.3.1.2	Management Information Inquiries Function	4-10
4.3.1.3	Installation File Maintenance Function	4-11
4.3.1.4	Data Conversion Function	4-13
4.3.1.5	Equipment Replacement Function	4-14
4.3.1.6	Random Survey Function	4-15
4.3.2	Files	4-15
4.3.3	Daily Procedures	4-15
4.4	Related Processing	4-16
4.5	Data Backup	4-16
4.6	Recovery from Errors and Malfunctions	4-16
4.7	Messages	4-16
5.	MANAGEMENT INFORMATION REPORTS FUNCTION	
5.1	MANAGEMENT INFORMATION REPORTS FUNCTION	5-1
5.2	INSTALLATION HEADCOUNT REPORT SUBFUNCTION	5-2
5.2.1	View/Print Cumulative Headcount Report Process	5-4
5.2.1.1	Processing Restrictions	5-4
5.2.1.2	Processing Materials	5-4
5.2.1.3	Installation Cumulative Headcount Screen AJK-157	5-4
5.2.1.4	Interrupt Ring Menu	5-6
5.2.1.5	Outputs	5-7
5.2.2	View/Print Consolidated Headcount Process	5-7
5.2.2.1	Processing Restrictions	5-7
5.2.2.2	Processing Materials	5-7
5.2.2.3	Installation Consolidated Headcount Screen AJK-148	5-8
5.2.2.4	Outputs	5-11
5.3	OPERATION SUMMARY REPORT SUBFUNCTION	5-12
5.3.1	Print All Activities Report Process	5-13
5.3.1.1	Processing Restrictions	5-13
5.3.1.2	Processing Materials	5-13
5.3.1.3	Operations Summary Report - Print All Activities Screen AJK-114	5-14
5.3.1.4	Outputs	5-14
5.3.2	Print One Activity Report Process	5-15
5.3.2.1	Processing Restrictions	5-15
5.3.2.2	Processing Materials	5-15
5.3.2.3	Operations Summary Report - Print One Activity Screen AJK-114	5-15
5.3.2.4	Outputs	5-16

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001`**

TABLE OF CONTENTS-CONT

SECTION	MANAGEMENT INFORMATION REPORTS FUNCTION- CONT	PAGE
5.4	COOK STATUS REPORT SUBFUNCTION	5-16
5.4.1	Authorization Document File Maintenance Process	5-17
5.4.1.1	Update Authorization Data Subprocess	5-18
5.4.1.1.1	Processing Restrictions	5-18
5.4.1.1.2	Processing Materials	5-18
5.4.1.1.3	Update Authorization Data Screen AJK-047	5-19
5.4.1.1.4	Interrupt Ring Menu	5-21
5.4.1.1.5	Outputs	5-21
5.4.1.2	Update Unit Data Subprocess	5-21
5.4.1.2.1	Processing Restrictions	5-21
5.4.1.2.2	Processing Materials	5-21
5.4.1.2.3	Select Command Screen AJK-048	5-22
5.4.1.2.4	Update Unit Data For____ Screen AJK-058	5-23
5.4.1.2.5	Outputs	5-24
5.4.1.3	Print Authorization Document Report Subprocess	5-24
5.4.1.3.1	Processing Restrictions	5-24
5.4.1.3.2	Processing Materials	5-24
5.4.1.3.3	Processing Actions	5-25
5.4.1.3.4	Outputs	5-25
5.4.2	Personnel Status Reports Process	5-26
5.4.2.1	Personnel Status Report Subprocess	5-27
5.4.2.1.1	Processing Restrictions	5-27
5.4.2.1.2	Processing Materials	5-27
5.4.2.1.3	Processing Actions	5-27
5.4.2.1.4	Outputs	5-27
5.4.2.2	Installation Personnel Loss Report Subprocess	5-28
5.4.2.2.1	Processing Restrictions	5-28
5.4.2.2.2	Processing Materials	5-28
5.4.2.2.3	Processing Actions	5-28
5.4.2.2.4	Outputs	5-28
5.4.3.1	Dining Facility Personnel Report Subprocess	5-29
5.4.3.1.1	Processing Restrictions	5-29
5.4.3.1.2	Processing Materials	5-29
5.4.3.1.3	Processing Actions	5-29
5.3.3.1.4	Outputs	5-29
SECTION 6.	MANAGEMENT INFORMATION INQUIRIES FUNCTION	
6.1	MANAGEMENT INFORMATION INQUIRIES FUNCTION	6-1
6.2	RECIPE REVIEW AND COST INQUIRY SUBFUNCTION	6-4
6.2.1	Processing Restrictions	6-4
6.2.2	Processing Materials	6-4
6.2.3	Recipe Review Screen AJK-110	6-4

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001`

## TABLE OF CONTENTS-CONT

SECTION 6.	MANAGEMENT INFORMATION INQUIRIES FUNCTION- CONT	PAGE
6.2.4	Review the Recipe Instructions Screen AJK-139	6-8
6.2.5	Outputs	6-10
6.3	INVENTORY VALUE/OBJECTIVE INQUIRY SUBFUNCTION	6-10
6.3.1	Processing Restrictions	6-10
6.3.2	Processing Materials	6-10
6.3.3	Inventory Value/Objective Inquiry Screen AJK-111	6-11
6.3.4	Outputs	6-13
6.4	MASTER ITEM FILE INQUIRY SUBFUNCTION	6-13
6.4.1	Processing Restrictions	6-13
6.4.2	Processing Materials	6-13
6.4.3	Master Item File Inquiry Screen AJK-112	6-14
6.4.4	Process Interrupt Ring Menu	6-20
6.4.5	Outputs	6-20
6.5	DINING FACILITY MENU	6-21
6.5.1	DINING FACILITY INQUIRY SUBFUNCTION	6-22
6.5.1.1	Dining Facility Accounts Inquiries Process	6-25
6.5.1.1.1	Dining Facility Earnings and Expenditures Subprocess	6-26
6.5.1.1.1.1	Processing Restrictions	6-26
6.5.1.1.1.2	Processing Materials	6-26
6.5.1.1.1.3	Dining Facility Earnings and Expenditures Screen AJK-535	6-26
6.5.1.1.1.4	Outputs	6-29
6.5.1.1.2	Dining Facility Current Account Status Inquiry Process	6-30
6.5.1.1.2.1	Processing Restrictions	6-30
6.5.1.1.2.2	Processing Materials	6-30
6.5.1.1.2.3	DFO Current Account Status Screen AJK-361	6-30
6.5.1.1.2.4	Outputs	6-32
6.5.1.1.3	Dining Facility Previous Account Status Inquiry Process	6-32
6.5.1.1.3.1	Processing Restrictions	6-32
6.5.1.1.3.2	Processing Materials	6-32
6.5.1.1.3.3	DFO Previous Account Status Screen AJK-516	6-32
6.5.1.1.3.4	Outputs	6-34
6.5.2	DINING FACILITY INVENTORY INQUIRY PROCESS	6-34
6.5.2.1	Dining Facility Inventory Balance-On-Hand Subprocess	6-35
6.5.2.1.1	Processing Restrictions	6-35
6.5.2.1.2	Processing Materials	6-35
6.5.2.1.3	Dining Facility Inventory Inquiry Screen AJK-521	6-35
6.5.2.1.4	Dining Facility Inventory Report Screen PCN AJK-PR1	6-37
6.5.2.1.5	Outputs	6-39
6.5.2.2	Disposition of Subsistence Inquiry Subprocess	6-39
6.5.2.2.1	Processing Restrictions	6-39
6.5.2.2.2	Processing Materials	6-40
6.5.2.2.3	Disposition of Subsistence Select Items Screen AJK-431	6-40
6.5.2.2.4	Inventory Disposition of Subsistence Screen AJK-N41	6-42
6.5.2.2.5	Outputs	6-44

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001`

## TABLE OF CONTENTS-CONT

SECTION 6.	MANAGEMENT INFORMATION INQUIRIES FUNCTION- CONT	PAGE
6.5.3	HEADCOUNT /CASH COLLECTED INQUIRIES PROCESS	6-45
6.5.3.1	Headcount Projections and History Subprocesses	6-45
6.5.3.1.1	Headcount Projections Inquiry Subprocess	6-46
6.5.3.1.1.1	Processing Restrictions	6-46
6.5.3.1.1.2	Processing Materials	6-46
6.5.3.1.1.3	Headcount Projection Inquiry Screen AJK-530	6-47
6.5.3.1.1.4	Outputs	6-48
6.5.3.1.2	Headcount History Inquiry Subprocess	6-48
6.5.3.1.2.1	Processing Restrictions	6-48
6.5.3.1.2.2	Processing Materials	6-48
6.5.3.1.2.3	Headcount History Inquiry Screen AJK-532	6-48
6.5.3.1.2.4	Headcount History Inquiry Screen AJK-533	6-50
6.5.3.1.2.5	Outputs	6-51
6.5.3.2	Current Day Headcount/Cash Collected Data Inquiry Subprocess	6-52
6.5.3.2.1	Processing Restrictions	6-52
6.5.3.2.2	Processing Materials	6-52
6.5.3.2.3	Current Day Headcount/Cash Collected Data Inquiry Screen AJK-019	6-52
6.5.3.2.4	Outputs	6-53
6.5.3.3	Current/Previous Month Headcount/Cash Inquiry Subprocess	6-54
6.5.3.3.1	Processing Restrictions	6-54
6.5.3.3.2	Processing Materials	6-54
6.5.3.3.3	Monthly Headcount/Food Cost/Surcharge Inquiry Screen AJK-026	6-54
6.5.3.3.4	Outputs	6-56
6.5.3.4	Headcount/Cash Summary Inquiry Subprocess	6-56
6.5.3.4.1	Previous Month Headcount/Cash Inquiry Option	6-56
6.5.3.4.1.1	Processing Restrictions	6-56
6.5.3.4.1.2	Processing Materials	6-57
6.5.3.4.1.3	Dining Facility File for ____ Screen AJK-034	6-57
6.5.3.4.1.4	Outputs	6-60
6.5.3.4.2	Current Monthly Headcount/Cash Inquiry Option	6-60
6.5.3.4.2.1	Processing Restrictions	6-60
6.5.3.4.2.2	Processing Materials	6-60
6.5.3.4.2.3	Dining Facility File for ____ Screen AJK-034	6-60
6.5.4	MISCELLANEOUS DATA INQUIRIES PROCESS	6-61
6.5.4.1	Dining Facility File Inquiry Subprocess	6-62
6.5.4.1.1	Processing Restrictions	6-62
6.5.4.1.2	Processing Materials	6-62
6.5.4.1.3	Dining Facility File Screen AJK-528	6-62
6.5.4.1.4	Outputs	6-63
6.5.4.2	DINING FACILITY PERSONNEL DATA INQUIRY SUBPROCESS	6-64
6.5.4.2.1	Processing Restrictions	6-64
6.5.4.2.2	Processing Materials	6-64
6.5.4.2.3	Personnel Data Inquiry Screen AJK-018	6-64

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001`

## TABLE OF CONTENTS-CONT

SECTION 6.	MANAGEMENT INFORMATION INQUIRIES FUNCTION- CONT	PAGE
6.5.4.2.4	Outputs	6-65
6.5.4.3	Finance and Accounting Data Inquiry Subprocess	6-65
6.5.4.3.1	Processing Restrictions	6-65
6.5.4.3.2	Processing Materials	6-65
6.5.4.3.3	Finance and Accounting Data Inquiry Screen AJK-021	6-66
6.5.4.3.4	Outputs	6-67
6.5.5	COOK STATUS INQUIRY PROCESS	6-67
6.5.5.1	Processing Restrictions	6-67
6.5.5.2	Processing Materials	6-67
6.5.5.3	Processing Actions	6-67
6.5.5.4	Dining Facility Operations Cook Status Report Screen PCN AJK-JD1	6-68
6.5.5.5	Outputs	6-69
6.5.6	SELECT ACTIVITY CODE PROCESS	6-69
6.5.6.1	Processing Restrictions	6-69
6.5.6.2	Processing Materials	6-69
6.5.6.3	Select Activity Code Screen AJK-216	6-70
6.5.6.4	Select Activity Code Overlay Screen AJK-216	6-72
6.5.6.5	Process Interrupt Ring Menu	6-73
6.5.6.6	Outputs	6-73
6.5.7	RECIPE INQUIRY MENU	6-74
6.5.7.1	Recipe Index Inquiry Subprocess	6-74
6.5.7.1.1	Processing Restrictions	6-74
6.5.7.1.2	Processing Materials	6-74
6.5.7.1.3	Recipe Index Review Screen AJK-507	6-75
6.5.7.1.4	Recipe Index Review Screen AJK-511	6-75
6.5.7.1.5	Outputs	6-78
6.5.7.2	Recipe Extension Inquiry Subprocess	6-78
6.5.7.2.1	Processing Restrictions	6-78
6.5.7.2.2	Processing Materials	6-78
6.5.7.2.3	Recipe Extension Inquiry Screen AJK-513	6-78
6.5.7.2.4	Recipe Instructions Screen AJK-514	6-80
6.5.7.2.5	Outputs	6-82
6.5.8	DINING FACILITY EQUIPMENT PROCESS	6-82
6.5.8.1	Equipment Inventory Inquiry Subprocess	6-84
6.5.8.1.1	Processing Restrictions	6-84
6.5.8.1.2	Processing Materials	6-84
6.5.8.1.3	Select Dining Facility Screen AJK-222	6-84
6.5.8.1.4	Select Building Screen AJK-132	6-86
6.5.8.1.5	Interrupt Ring Menu	6-86
6.5.8.1.6	Outputs	6-86
6.5.8.2	Equipment Replacement Inquiry Subprocess	6-86
6.5.8.2.1	Processing Restrictions	6-86
6.5.8.2.2	Processing Materials	6-86
6.5.8.2.3	Select Dining Facility Screen AJK-222	6-87
6.5.8.2.4	Select Building Screen AJK-132	6-88
6.5.8.2.5	Enter Budget Year Screen AJK-127	6-89
6.5.8.2.6	Outputs	6-90

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001`

## TABLE OF CONTENTS-CONT

SECTION 6.	MANAGEMENT INFORMATION INQUIRIES FUNCTION- CONT	PAGE
6.5.8.3	Equipment Summary Inquiry Subprocess	6-90
6.5.8.3.1	Processing Restrictions	6-90
6.5.8.3.2	Processing Materials	6-90
6.5.8.3.3	Select Dining Facility Screen AJK-222	6-91
6.5.8.3.4	Outputs	6-92
6.6	PARTICIPATION RATE INQUIRY SUBFUNCTION	6-93
6.6.1	EDIT AND REVIEW DESIGN CAPACITIES PROCESS	6-94
6.6.1.1	Design Capacity - Add Subprocess	6-95
6.6.1.1.1	Processing Restrictions	6-95
6.6.1.1.2	Processing Materials	6-95
6.6.1.1.3	IFA Design Capacity Screen AJK-155	6-95
6.6.1.1.4	Outputs	6-96
6.6.1.2	Design Capacity - Modify Subprocess	6-97
6.6.1.2.1	Processing Restrictions	6-97
6.6.1.2.2	Processing Materials	6-97
6.6.1.2.3	IFA Design Capacity Screen AJK-155	6-97
6.6.1.2.4	Outputs	6-98
6.6.1.3	Design Capacity - Delete Subprocess	6-98
6.6.1.3.1	Processing Restrictions	6-98
6.6.1.3.2	Processing Materials	6-98
6.6.1.3.3	IFA Design Capacity Screen AJK-155	6-99
6.6.1.3.4	Outputs	6-100
6.6.1.4	Design Capacity - Review Subprocess	6-100
6.6.1.4.1	Processing Restrictions	6-100
6.6.1.4.2	Processing Materials	6-100
6.6.1.4.3	IFA Design Capacity Screen AJK-156	6-101
6.6.1.4.4	Outputs	6-102
6.6.2	PARTICIPATION RATE REVIEW PROCESS	6-102
6.6.2.1	Processing Restrictions	6-102
6.6.2.2	Processing Materials	6-102
6.6.2.3	Dining Facility Participation Rate Screen AJK-153	6-103
6.6.2.4	Outputs	6-104
6.7	AUTOMATED HEADCOUNT SUBFUNCTION	6-104
6.7.1	Inquire Payroll Deduction Data Process	6-106
6.7.1.1	SSN Search Sub process for Payroll Deduction Meals	6-107
6.7.1.1.1	Payroll Deduction Data Entry Screen AJK-959	6-107
6.7.1.1.2	Outputs	6-109
6.7.1.2	Dining Facility UIC Search Sub process for Payroll Deduction Meals	6-109
6.7.1.2.1	Payroll Deduction Data Entry Screen AJK-961	6-109
6.7.1.2.2	Outputs	6-112
6.7.2	Inquire Archived Data	6-112

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001`

## TABLE OF CONTENTS-CONT

SECTION		PAGE
7.	FILE MAINTENANCE FUNCTION	
7.1	FILE MAINTENANCE FUNCTION	7-1
7.2	MASTER MENU FILE MAINTENANCE SUBFUNCTION	7-3
7.2.1	MASTER MENU - UPDATE PROCESS	7-5
7.2.1.1	Master Menu - Add Subprocess	7-7
7.2.1.1.1	Processing Restrictions	7-7
7.2.1.1.2	Processing Materials	7-7
7.2.1.1.3	Master Menu Maintenance - Add Screen AJK-101	7-8
7.2.1.1.4	Outputs	7-13
7.2.1.2	Master Menu - Change Subprocess	7-13
7.2.1.2.1	Processing Restrictions	7-13
7.2.1.2.2	Processing Materials	7-13
7.2.1.2.3	Master Menu Maintenance - Change Screen AJK-101	7-13
7.2.1.2.4	Outputs	7-18
7.2.1.3	Master Menu - Delete Subprocess	7-18
7.2.1.3.1	Processing Restrictions	7-18
7.2.1.3.2	Processing Materials	7-18
7.2.1.3.3	Delete Menu Records Screen AJK-103	7-19
7.2.1.3.4	Outputs	7-20
7.2.1.4	Master Menu - Year Change Subprocess	7-20
7.2.1.4.1	Processing Restrictions	7-20
7.2.1.4.2	Processing Materials	7-20
7.2.1.4.3	Master Menu Year Change Message Screen	7-21
7.2.1.4.4	Outputs	7-24
7.2.1.4.5	Process Interrupt Ring Menu	7-25
7.2.1.5	Master Menu - Global Master Menu Maintenance Subprocess	7-25
7.2.1.5.1	Processing Restrictions	7-25
7.2.1.5.2	Processing Materials	7-25
7.2.1.5.3	Master Menu Maintenance - Global Master Maintenance Screen (AJK-023)	7-26
7.2.1.5.3.1	Type of Global Change - ADD/DELETE	7-28
7.2.1.5.3.2	Type of Global Change - REPLACE	7-30
7.2.1.5.4	Interrupt Ring Menu	7-31
7.2.1.5.5	Outputs	7-32
7.2.2	MASTER MENU - PRINT PROCESS	7-32
7.2.2.1	Processing Restrictions	7-32
7.2.2.2	Processing Materials	7-32
7.2.2.3	Master Menu Report Dates Options Screen AJK-117	7-32
7.2.2.4	Outputs	7-33
7.2.3	MASTER MENU - LOAD PROCESS	7-34
7.2.3.1	Processing Restrictions	7-34
7.2.3.2	Processing Materials	7-34
7.2.3.3	Master Menu Load Screen AJK-115	7-34
7.2.3.4	Outputs	7-36

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001`

## TABLE OF CONTENTS-CONT

SECTION		PAGE
7.	FILE MAINTENANCE FUNCTION-CONT	
7.2.4	MASTER MENU - BACKUP PROCESS	7-36
7.2.4.1	Processing Restrictions	7-36
7.2.4.2	Processing Materials	7-36
7.2.4.3	Master Menu Backup Message Screen	7-36
7.2.4.4	Outputs	7-37
7.3	MASTER MENU RECAPITULATION FILE	
	MAINTENANCE SUBFUNCTION	7-38
7.3.1	MASTER MENU RECAP - GENERATE PROCESS	7-40
7.3.1.1	Processing Restrictions	7-41
7.3.1.2	Processing Materials	7-41
7.3.1.3	Master Menu Recapitulation Process Screen AJK-G21	7-41
7.3.1.4	Outputs	7-43
7.3.2	MASTER MENU RECAP - UPDATE PROCESS	7-44
7.3.2.1	Processing Restrictions	7-44
7.3.2.2	Processing Materials	7-44
7.3.2.3	Installation Menu File Maintenance - Ration Factors Screen AJK-105	7-44
7.3.2.4	Outputs	7-50
7.3.3	MASTER MENU RECAP - PRINT PROCESS	7-51
7.3.3.1	Processing Restrictions	7-51
7.3.3.2	Processing Materials	7-51
7.3.3.3	Master Menu Recap Report Options Screen AJK-124	7-51
7.3.3.4	Outputs	7-53
7.3.4	FIELD MENU INQUIRY PROCESS	7-53
7.3.4.1	Processing Restrictions	7-53
7.3.4.2	Processing Materials	7-53
7.3.4.3	Field Menu Inquiry Screen AJK-150	7-54
7.3.4.4	Outputs	7-58
7.3.5	MASTER MENU RECAP - BACKUP PROCESS	7-58
7.3.5.1	Processing Restrictions	7-58
7.3.5.2	Processing Materials	7-58
7.3.5.3	Master Menu Recap Backup Message Screen	7-58
7.3.5.4	Outputs	7-58
7.3.6	MASTER MENU RECAP - LOAD PROCESS	7-58
7.3.6.1	Processing Restrictions	7-58
7.3.6.2	Processing Materials	7-58
7.3.6.3	Master Menu Recap Load Message Screen	7-59
7.3.6.4	Outputs	7-60
7.4	RECIPE FILE MAINTENANCE SUBFUNCTION	7-61
7.4.1	RECIPE FILE MAINTENANCE - ADD / UPDATE	
	RECIPES PROCESS	7-62
7.4.1.1	Processing Restrictions	7-62
7.4.1.2	Processing Materials	7-62

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001`

## TABLE OF CONTENTS-CONT

SECTION	7.	FILE MAINTENANCE FUNCTION-CONT	PAGE
	7.4.1.3	Add / Update Recipe Screen AJK-121 - ADD	7-63
	7.4.1.3.1	Adding a Recipe	7-63
	7.4.1.3.2	Process Interrupt Ring Menu	7-73
	7.4.1.3.3	Outputs	7-73
	7.4.1.4	UPDATING A RECIPE	7-74
	7.4.1.4.1	Outputs	7-78
	7.4.2	RECIPE FILE MAINTENANCE - DELETE RECIPES	
		PROCESS	7-78
	7.4.2.1	Processing Restrictions	7-78
	7.4.2.2	Processing Materials	7-78
	7.4.2.3	Recipe File Maintenance - Delete Screen AJK-119	7-78
	7.4.2.4	Outputs	7-79
	7.4.3	RECIPE FILE MAINTENANCE - BACKUP PROCESS	7-79
	7.4.3.1	Processing Restrictions	7-79
	7.4.3.2	Processing Materials	7-79
	7.4.3.3	Processing Actions - Recipe File Maintenance Backup	7-79
	7.4.3.4	Outputs	7-79
	7.4.4	RECIPE FILE MAINTENANCE - LOAD PROCESS	7-80
	7.4.4.1	Processing Restrictions	7-80
	7.4.4.2	Processing Materials	7-80
	7.4.4.3	Recipe File Load Warning Screen	7-80
	7.4.4.4	Outputs	7-81
	7.4.5	REPLACE INGREDIENTS PROCESS	7-81
	7.4.5.1	Replace Ingredients Not Stocked Subprocess	7-82
	7.4.5.1.1	Replace Ingredients - From Top of File Option	7-83
	7.4.5.1.1.2	Processing Restrictions	7-83
	7.4.5.1.1.3	Processing Materials	7-83
	7.4.5.1.1.4	IFA Unmatched Ingredients (NSN) Screen AJK-134	7-84
	7.4.5.1.1.5	Outputs	7-86
	7.4.5.1.2	Recipe Ingredients - From Designated Starting Point	
		Option	7-87
	7.4.5.1.2.1	Processing Restrictions	7-87
	7.4.5.1.2.2	Processing Materials	7-87
	7.4.5.1.2.3	IFA Unmatched Ingredients (NSN) Screen	
		AJK-134	7-87
	7.4.5.1.2.4	Outputs	7-88
	7.4.5.2	Recipe File Maintenance - Replace Selected Ingredient	
		Subprocess	7-88
	7.4.5.2.1	Processing Restrictions	7-88
	7.4.5.2.2	Processing Materials	7-88
	7.4.5.2.3	IFA Unmatched Ingredients (NSN) Screen AJK-134	7-88
	7.4.5.2.4	Process Interrupt Ring Menu	7-90
	7.4.5.2.5	Outputs	7-90
	7.4.6	COURSE FILE MAINTENANCE	7-90
	7.4.6.1	Outputs	7-91

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001`

## TABLE OF CONTENTS-CONT

SECTION		PAGE
7.	FILE MAINTENANCE FUNCTION-CONT	
7.5	COMPUT COST PROCESS	7-92
7.5.1	Processing Restrictions	7-92
7.5.2	Processing Materials	7-92
7.5.3	Compute Cost Menu Screen	7-92
7.5.4	POS Quarterly Price Update	7-93
7.5.5	POS Cost Deviation Report (PCN AJK-941)	7-93
7.6	DINING FACILITY INTERFACE SUBFUNCTION	7-94
7.6.1	TRANSFER MENUS PROCESS	7-95
7.6.1.1	Processing Restrictions	7-95
7.6.1.2	Processing Materials	7-95
7.6.1.3	DFO/Master Menu Interface Screen AJK-116	7-96
7.6.1.4	Outputs	7-98
7.7	MENU PLANNING PROGRAM SUBFUNCTION	7-98
7.7.1	LOAD MASTER MENU TAPE PROCESS	7-99
7.7.1.1	Processing Restrictions	7-99
7.7.1.2	Processing Materials	7-99
7.7.1.3	Load Master Menu Tape Message Screen	7-100
7.7.1.4	Outputs	7-101
7.7.2	LOAD RECIPE INGREDIENT TAPE PROCESS	7-101
7.7.2.1	Processing Restrictions	7-101
7.7.2.2	Processing Materials	7-101
7.7.2.3	Load Recipe Ingredient Tape Message Screen	7-101
7.7.2.4	Outputs	7-103
7.7.3	LOAD RECIPE INSTRUCTION TAPE PROCESS	7-103
7.7.3.1	Processing Restrictions	7-103
7.7.3.2	Processing Materials	7-103
7.7.3.3	Load Recipe Instruction Tape Message Screen	7-103
7.7.3.4	Outputs	7-104
7.7.4	LOAD RECIPE HEADER TAPE PROCESS	7-104
7.7.4.1	Processing Restrictions	7-104
7.7.4.2	Processing Materials	7-104
7.7.4.3	Load Recipe Header Tape Message Screen	7-104
7.7.4.4	Outputs	7-105
7.7.5	LOAD NSN X-REFERENCE TAPE PROCESS	7-105
7.7.5.1	Processing Restrictions	7-105
7.7.5.2	Processing Materials	7-105
7.7.5.3	Load NSN X-Reference Tape Message Screen	7-105
7.7.5.4	Outputs	7-106
7.8	CASH MEAL COST UPDATE SUBFUNCTION	7-107
7.8.1	ENTER ACCOUNT CLASSIFICATION/MEAL COSTS PROCESS	7-108
7.8.1.1	Processing Restrictions	7-108
7.8.1.2	Processing Materials	7-109
7.8.1.3	Enter Accounting Classification/Meal Costs Screen AJK-107	7-109
7.8.1.4	Outputs	7-112
7.8.2	REVIEW RECORDS PROCESS	7-112
7.8.2.1	REVIEW ACCOUNTING CLASSIFICATION SUBPROCESS	7-113
7.8.2.1.1	Processing Restrictions	7-113

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001`

## TABLE OF CONTENTS-CONT

SECTION	7.	FILE MAINTENANCE FUNCTION-CONT	PAGE
	7.8.2.1.2	Processing Materials	7-113
	7.8.2.1.3	IFA Meal Cost Review Screen AJK-136	7-113
	7.8.2.1.4	Outputs	7-114
	7.8.3	DELETE RECORDS PROCESS	7-114
	7.8.3.1	Processing Restrictions	7-114
	7.8.3.2	Processing Materials	7-114
	7.8.3.3	Delete Acct/Meal Data Screen AJK-229	7-114
	7.8.3.4	Outputs	7-115
	7.8.4	PRINT REPORT PROCESS	7-115
	7.8.4.1	Processing Restrictions	7-115
	7.8.4.2	Processing Materials	7-115
	7.8.4.3	Meal Cost Report Screen AJK-228	7-116
	7.8.4.4	Outputs	7-117
	7.9	DFO BULLETIN BOARD SUBFUNCTION	7-117
	7.9.1	Add/Update Bulletin Board Message Process	7-118
	7.9.1.1	Processing Restrictions	7-118
	7.9.1.2	Processing Materials	7-118
	7.9.1.3	IFA - Add Bulletin Board Message Screen AJK-728	7-119
	7.9.1.4	IFA - Modify Bulletin Board Message Screen AJK-728	7-122
	7.9.1.5	Interrupt Ring Menu	7-124
	7.9.1.6	Outputs	7-125
	7.9.2	DELETE BULLETIN BOARD MESSAGE PROCESS	7-125
	7.9.2.1	Processing Restrictions	7-125
	7.9.2.2	Processing Materials	7-125
	7.9.2.3	IFA - Delete Bulletin Board Message Screen AJK-728	7-125
	7.9.2.4	Outputs	7-126
	7.10	DINING FACILITY INQUIRY ACCESS SUBFUNCTION	7-126
	7.10.1	GRANT / REVOKE INQUIRY PROCESS	7-127
	7.10.1.1	Processing Restrictions	7-127
	7.10.1.2	Processing Materials	7-127
	7.10.1.3	Grant / Revoke Inquiry Access Message Screen AJK-098	7-128
	7.10.1.4	Dining Facility Inquiry Access for _____ Screen AJK-212	7-130
	7.10.1.5	Process Interrupt Ring Menu	7-131
	7.10.1.6	Outputs	7-132
	7.10.2	PRINT INQUIRY ACCESS ROSTER PROCESS	7-132

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001`

## TABLE OF CONTENTS-CONT

SECTION		PAGE
7.	FILE MAINTENANCE FUNCTION-CONT	
7.10.2.1	Processing Restrictions	7-132
7.10.2.2	Processing Materials	7-132
7.10.2.3	Dining Facility Inquiry Access Roster Report - Data Input Screen AJK-099	7-132
7.10.2.4	Outputs	7-133
7.11	DINING FACILITY INQUIRY ACCESS SUBFUNCTION	7-133
7.11.1	Processing Restrictions	7-133
7.11.2	Processing Materials	7-133
7.11.3	DFO - TISA MIF Reconciliation Processing	7-134
7.11.3.1	Item Can Not Be Ordered by Dining Facility	7-135
7.11.3.2	TISA and DFO MIF Values Differ	7-136
7.11.3.3	Item is Not Available for Issue	7-137
7.11.4	Outputs	7-138
7.12	ACCOUNTING CLASSIFICATION UPDATE SUBFUNCTION	7-139
7.12.1	Accounting Classification Process	7-140
7.12.1.1	Processing Restrictions	7-140
7.12.1.2	Processing Materials.	7-141
7.12.1.3	Accounting Classification Data Screen AJK-310	7-141
7.12.1.4	Outputs	7-143
7.12.2	Review Records Process	7-143
7.12.2.1	Review Accounting Classifications Subprocess	7-144
7.12.2.1.1	Processing Restrictions	7-144
7.12.2.1.2	Processing Materials	7-144
7.12.2.1.3	IFA Account Classification Review Screen AJK-309	7-145
7.12.2.1.4	Outputs	7-145
7.12.3	Delete Records Process	7-145
7.12.3.1	Processing Restrictions	7-145
7.12.3.2	Processing Materials	7-146
7.12.3.3	Delete Accounting Classification Data Screen AJK-311	7-146
7.12.3.4	Outputs	7-147
7.12.4	Print Report Process	7-147
7.12.4.1	Processing Restrictions	7-147
7.12.4.2	Processing Materials	7-147
7.12.4.3	IFA Meal Cost Report Screen AJK-312	7-148
7.12.4.4	Outputs	7-149
8.	DATA CONVERSION FUNCTION	
8.1	DATA CONVERSION FUNCTION	8-1
8.2	MASTER ITEM EXTRACT SUBFUNCTION	8-2
8.2.1	Add Unique NSN's to the MIF Process	8-4
8.2.1.1	Processing Restrictions	8-4
8.2.1.2	Processing Materials	8-4
8.2.1.3	Master Item Extract Message Screen	8-4
8.2.1.4	Outputs	8-4

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001`

8.2.2	Print Report of Unique NSN's Process	8-4
8.2.2.1	Processing Restrictions	8-4
8.2.2.2	Processing Materials	8-4
8.2.2.3	Processing Actions	8-4
8.2.2.4	Outputs	8-5
8.3	UNMATCHED INGREDIENTS (RIN) SUBFUNCTION	8-5
8.3.1	Processing Restrictions	8-5
8.3.2	Processing Materials	8-5
8.3.3	Unmatched Recipe Ingredient Options Screen	8-5
8.3.4	Outputs	8-7
SECTION 9.	EQUIPMENT REPLACEMENT FUNCTION	
9.1	EQUIPMENT REPLACEMENT FUNCTION	9-1
9.2	FILE MAINTENANCE MENU SUBFUNCTION	9-3
9.2.1	AUTHORIZATION PROCESS	9-5
9.2.1.1	Processing Restrictions	9-5
9.2.1.2	Processing Materials	9-5
9.2.1.3	Update Equipment Authorization Data Screen AJK-159	9-6
9.2.1.4	Select Basis-of-Issue Code Overlay Screen AJK-218	9-8
9.2.1.5	Select Dining Facility Design ERA Screen AJK-219	9-9
9.2.1.6	Process Interrupt Ring Menu	9-10
9.2.1.7	Outputs	9-10

# AIS Manual 25-L37-AJK-ATT-EM-3

## 1 July 2001`

### TABLE OF CONTENTS-CONT

SECTION		PAGE
9.	EQUIPMENT REPLACEMENT FUNCTION-CONT	
9.2.2	NSN / LIFE EXPECTANCY PROCESS	9-11
9.2.2.1	Processing Restrictions	9-11
9.2.2.2	Processing Materials	9-11
9.2.2.3	Update / Life Expectancy Screen AJK-220	9-11
9.2.2.4	Outputs	9-12
9.2.3	INVENTORY PROCESS	9-12
9.2.3.1	Processing Restrictions	9-12
9.2.3.2	Processing Materials	9-12
9.2.3.3	Select Dining Facility Screen AJK-222	9-13
9.2.3.4	Select Equipment Type Menu AJK-183	9-15
9.2.3.5	Update Equipment Inventory Screen AJK-192	9-17
9.2.3.5.1	Adding Equipment	9-17
9.2.3.5.2	Modifying Equipment	9-20
9.2.3.6	Process Interrupt Ring Menu	9-20
9.2.3.7	Outputs	9-20
9.2.3.8	Update Equipment Inventory Screen AJK-192 - DELETE	9-21
9.2.3.9	Update Equipment Inventory Screen AJK-193	9-22
9.2.3.10	Process Interrupt Ring Menu	9-23
9.2.3.11	Outputs	9-23
9.2.4	INFLATION RATE PROCESS	9-23
9.2.4.1	Processing Restrictions	9-23
9.2.4.2	Processing Materials	9-23
9.2.4.3	Update Inflation Rate Screen AJK-131	9-24
9.2.4.4	Outputs	9-24
9.2.5	DINING FACILITY DESIGN SPECIFICATIONS PROCESS	9-25
9.2.5.1	Processing Restrictions	9-25
9.2.5.2	Processing Materials	9-25
9.2.5.3	Select Dining Facility Screen AJK-222	9-25
9.2.5.4	Update Design Specifications Screen AJK-221	9-26
9.2.5.5	Select Dining Facility Design ERA Screen AJK-219	9-27
9.2.5.6	Process Interrupt Ring Menu	9-28
9.2.5.7	Outputs	9-28
9.2.6	EQUIPMENT RECORD ACCESS PROCESS	9-29
9.2.6.1	Update Access to Equipment Records Subprocess	9-30
9.2.6.2	Processing Restrictions	9-30
9.2.6.3	Processing Materials	9-30
9.2.6.4	Update Access to Dining Facility Equipment Records Screen AJK-148	9-31
9.2.6.5	Process Interrupt Ring Menu	9-32
9.2.6.6	Outputs	9-32
9.2.7	PRINT ON-LINE TENANT REPORT	9-32
9.2.7.1	Processing Restrictions	9-32

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001`

## TABLE OF CONTENTS-CONT

SECTION		PAGE
9.	EQUIPMENT REPLACEMENT FUNCTION-CONT	
9.2.7.2	Processing Materials	9-32
9.2.7.3	Processing Actions	9-32
9.2.7.4	Outputs	9-33
9.3	REPORTS MENU SUBFUNCTION	9-33
9.3.1	REPLACEMENT REPORT PROCESS	9-34
9.3.1.1	Processing Restrictions	9-34
9.3.1.2.	Processing Materials	9-34
9.3.1.3	Enter Budget Year Screen AJK-127	9-35
9.3.1.4	Outputs	9-36
9.3.2	BUDGET WORKSHEET PROCESS	9-36
9.3.2.1	Processing Restrictions	9-36
9.3.2.2	Processing Materials	9-36
9.3.2.3	Enter Budget Year Screen AJK-127 - WORKSHEET	9-37
9.3.2.4	Outputs	9-38
9.3.3	EQUIPMENT SUMMARY PROCESS	9-38
9.3.3.1	Processing Restrictions	9-38
9.3.3.2	Processing Materials	9-38
9.3.3.3	Processing Actions	9-38
9.3.3.4	Outputs	9-38
9.3.4	EQUIPMENT AUTHORIZATION PROCESS	9-39
9.3.4.1	Processing Restrictions	9-39
9.3.4.2	Processing Materials	9-39
9.3.4.3	Processing Actions	9-39
9.3.4.4	Outputs	9-39
9.3.5	NSN CATALOG REPORT PROCESS	9-40
9.3.5.1	Processing Restrictions	9-40
9.3.5.2	Processing Materials	9-40
9.3.5.3	Processing Actions	9-40
9.3.5.4	Outputs	9-40
10.	RANDOM SURVEY FUNCTION	
10.1	RANDOM SURVEY FUNCTION	10-1
10.2	ADD/UPDATE CONTRACT DATA SUBFUNCTION	10-2
10.2.1	Processing Restrictions	10-2
10.2.2	Processing Materials	10-2
10.2.3	Add/Update Contract Data Screen AJK-209	10-3
10.2.4	Add/Update Contract Data Screen AJK-206 - Add Option	10-4
10.2.5	Add/Update Contract Data Screen AJK-206 - Update Option	10-5
10.2.6	Interrupt Ring Menu	10-6
10.2.7	Outputs	10-6
10.3	ADD/UPDATE DINING FACILITY CLOSED DATES SUBFUNCTION	10-6
10.3.1	CURRENT MONTH PROCESS	10-8
10.3.2	Processing Restrictions	10-8
10.3.3	Processing Materials	10-8

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001`**

TABLE OF CONTENTS-CONT

SECTION		PAGE
10.	RANDOM SURVEY FUNCTION-CONT	
10.3.4	Add/Update Dining Facility Closed Dates for Month of ___ Screen AJK-205	10-9
10.3.5	Dining Facility Closed Dates During The Month of ___ Screen AJK-210	10-10
10.3.6	Interrupt Ring Menu	10-11
10.3.7	Outputs	10-12
10.4	PRINT RANDOM SURVEILLANCE SCHEDULE SUBFUNCTION	10-12
10.4.1	CURRENT MONTH PROCESS	10-14
10.4.2	Processing Restrictions	10-14
10.4.3	Processing Materials	10-14
10.4.4	Random Survey Sample Size Selection For Month of ___ Screen AJK-208	10-14
10.4.5	Interrupt Ring Menu	10-16
10.4.6	Outputs	10-16
APPENDIX A	GLOSSARY	A-1
APPENDIX B	SYSTEM ERROR MESSAGES	B-1
APPENDIX C	OUTPUTS	C-1
APPENDIX D	SAMPLE SOP	D-1
APPENDIX E	CONTINUITY OF OPERATIONS (COOP) PROCEDURES	E-1
APPENDIX F	INSTRUCTIONS FOR PREPARATION OF DA FORM 5005-R (ENGINEERING CHANGE PROPOSAL - SOFTWARE)	F-1
APPENDIX G	AT&T 605 MONITOR AND KEYBOARD OPERATIONS	G-1
INDEX		Index-1

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## LIST OF FIGURES

FIGURE		PAGE
SECTION 2.	SYSTEM SUMMARY	
2.1-1	AFMIS Interfaces	2-4
SECTION 3.	ACCESS TO THE SYSTEM	
3.1-1	Equipment Used to Create an IFA Workstation	3-2
3.1-2	Equipment Power Switch Locations	3-3
3.1-3	Printer Components	3-5
3.1-4	Other Printer Components	3-6
3.1-5	Other Printer Components	3-7
3.1-6	Printer Control Panel	3-8
3.1-7	AT&T Terminal Screen Display	3-10
3.1-8	AT&T 700 Keyboard	3-11
3.1-9	Typewriter Key Locations	3-12
3.1-10	Function Key Locations	3-13
3.1-11	Control Key Locations	3-14
3.1-12	Arrow Key Locations	3-15
3.1-13	Number Key Locations	3-16
3.2-1	AT&T Basic 3B2 Login Screen	3-17
3.2-2	IFA Options Menu (AJK-161)	3-18
SECTION 4.	PROCESSING REFERENCE GUIDE	
4.1-1	IFA Options Menu Screen (AJK-161)	4-2
4.1-2	IFA File Maintenance Menu Screen (AJK-165)	4-3
4.1-3	Master Menu Maintenance Options Screen (AJK-166)	4-4
4.1-4	Master Menu Update Options Menu (AJK-173)	4-5
4.1-5	Master Menu Maintenance - Add Data Screen (AJK-101)	4-6
4.1-6	Sample Process Interrupt Ring Menu	4-7
4.1-7	Menu Option Selection Chart	4-7
4.2-1	Sample Data Entry Screen Display	4-8
4.3-1	<i>IFA Files List</i>	4-15
SECTION 5.	MANAGEMENT INFORMATION REPORTS FUNCTION	
5.1-1	IFA Command Options Menu	5-1
5.1-2	Management Information Reports Menu	5-2
5.2-1	Installation Headcount Menu Selection	5-3
5.2-2	Installation Headcount Menu	5-3
5.2-3	Installation Cumulative Headcount Screen (AJK-157)	5-4
5.2-4	Installation Cumulative Headcount Screen (AJK-061)	5-5
5.2-5	Interrupt Ring Menu	5-6
5.2-6	Installation Consolidated Headcount Screen (AJK-148)	5-8
5.2-7	Installation Consolidated Headcount Screen (AJK-062)	5-9

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## LIST OF FIGURES-CONT

FIGURE		PAGE
SECTION 5.	MANAGEMENT INFORMATION REPORTS FUNCTION- CONT	
5.2-8	Installation Consolidated Headcount Screen (AJK-063)	5-10
5.3-1	Operational Summary Menu Selection	5-12
5.3-2	Operational Summary Menu	5-13
5.3-3	Operations Summary Report - Print All Activities Screen (AJK-114)	5-14
5.3-4	Operations Summary Report - Print One Activity Screen (AJK-114)	5-15
5.4-1	Cook Status Report Menu (AJK-045)	5-17
5.4-2	Authorization Document File Maintenance Menu (AJK-046)	5-18
5.4-3	Update Authorization Data Screen (AJK-047)	5-19
5.4-4	Interrupt Ring Menu	5-21
5.4-5	Select Command Screen (AJK-048)	5-22
5.4-6	Update Unit Data For ____ Screen (AJK-058)	5-23
5.4-7	Personnel Status Report Menu (AJK-059)	5-26
SECTION 6.	MANAGEMENT INFORMATION INQUIRIES FUNCTION	
6.1-1	IFA Command Options Menu	6-2
6.1-2	Management Information Inquiries Menu	6-3
6.2-1	<i>Recipe Review Screen (AJK-110)</i>	6-4
6.2-2	<i>Recipe Review Screen (example)</i>	6-5
6.2-3	<i>Recipe Review Screen - View More Recipe Ingredients</i>	6-6
6.2-4	<i>Review the Recipe Instructions Screen (AJK-139)</i>	6-8
6.2-5	<i>Review the Recipe Instructions Screen - View More Instructions</i>	6-9
6.3-1	Inventory Value/Objective Inquiry Screen (AJK-111)	6-11
6.3-2	Inventory Value/Objective Inquiry Screen (example)	6-12
6.4-1	Master Item File Inquiry Screen (AJK-112)	6-14
6.4-2	Master Item File Inquiry Screen - Review an Item By NSN	6-15
6.4-3	Master Item File Inquiry Screen - Review an Item By TIIN	6-16
6.4-4	Master Item File Inquiry Screen - Review an Item By FSC	6-17
6.4-5	Master Item File Inquiry Screen - Review All Items	6-18
6.4-6	Master Item File Inquiry Screen (example)	6-19
6.4-7	Process Interrupt Ring Menu	6-20
6.5-1	Dining Facility Menu (AJK-211)	6-21
6.5-2	Select Activity Code Screen (AJK-216)	6-23
6.5-3	Select Activity Code Overlay Screen (AJK-216)	6-24
6.5-4	Process Interrupt Ring Menu	6-24

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## LIST OF FIGURES-CONT

FIGURE		PAGE
SECTION 6.	MANAGEMENT INFORMATION INQUIRIES FUNCTION- CONT	
6.5-5	Account Name Inquiry Menu (AJK-177)	6-25
6.5-6	DFO Account Inquiry Menu (AJK-179)	6-26
6.5-7	Dining Facility Earnings and Expenditures (AJK-535)	6-27
6.5-8	Dining Facility Earnings and Expenditures Record Screen (example)	6-27
6.5-9	DFO Current Account Status Screen (AJK-361)	6-30
6.5-10	DFO Account Status Screen (AJK-362)	6-31
6.5-10.1	<i>DFO Previous Account Status Screen (AJK-516)</i>	6-33
6.5-11	Inventory Inquiry Menu (AJK-307)	6-35
6.5-12	DF Inventory Inquiry Screen (AJK-521)	6-35
6.5-13	DF Inventory Inquiry Screen - Review an Item by NSN	6-36
6.5-14	DF Inventory Inquiry Screen - Review an Item by TIIN	6-36
6.5-15	DF Inventory Inquiry Screen - Review a Group of Items by FSC	6-37
6.5-16	Dining Facility Inventory Report Screen (PCN AJK-PR1)	6-38
6.5-17	Dining Facility Inventory Report Screen - More Data (PCN AJK-PR1)	6-39
6.5-17.1	Disposition of Subsistence Select Items Screen (AJK-431)	6-40
6.5-17.2	Disposition of Subsistence Select Items Screen (AJK-431)	6-41
6.5-17.3	Inventory Disposition of Subsistence Screen (AJK-N41) Initial Screen	6-42
6.5-17.4	Inventory Disposition of Subsistence Screen (AJK-N41) Intermediate Screen	6-43
6.5-17.5	Inventory Disposition of Subsistence Screen (AJK-N41) Next to Last Screen	6-44
6.5-17.6	Inventory Disposition of Subsistence Screen (AJK-N41) Final Screen	6-44
6.5-18	Headcount/Cash Inquiry Menu	6-45
6.5-19	Headcount Inquiry Menu	6-46
6.5-20	Headcount Projection Inquiry Screen (AJK-530)	6-47
6.5-21	Headcount Projection Inquiry Screen (example)	6-47
6.5-22	Headcount History Inquiry Screen (AJK-532)	6-49
6.5-23	Headcount History Inquiry Screen (example)	6-49
6.5-24	Headcount History Inquiry Screen (example)	6-51
6.5-25	<i>Current Day Headcount/Cash Collected Data Inquiry Screen (AJK-019)</i>	6-52
6.5-26	<i>Headcount/Cash Collected Data Inquiry Screen - Enter Range of Dates for the Headcount/Cash Collected Data Inquiry Report</i>	6-53
6.5-27	<i>Monthly Headcount/Food Cost/Surcharge Inquiry Screen (AJK-026) - Current Month</i>	6-54
6.5-28	<i>Monthly Headcount/Food Cost/Surcharge Inquiry Screen - Previous Month</i>	6-55
6.5-29	Headcount/Cash Summary Options Menu	6-56

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## LIST OF FIGURES-CONT

FIGURE		PAGE
SECTION 6.	MANAGEMENT INFORMATION INQUIRIES FUNCTION- CONT	
6.5-30	<i>Dining Facility File for ____ Screen (AJK-034)</i>	6-57
6.5-30.1	<i>Dining Facility File for _____ Screen (example)</i>	6-58
6.5-31	<i>Verification HC/Cash Collected Screen (AJK-035)</i>	6-59
6.5-32	Miscellaneous Data Inquiry Menu	6-60
6.5-33	Dining Facility File for ____ Screen (AJK-528)	6-61
6.5-34	Dining Facility File for _____ Screen (example)	6-62
6.5-35	<i>Personnel Data Inquiry Screen (AJK-018)</i>	6-63
6.5-36	Finance and Accounting Data Inquiry Screen (AJK-021)	6-65
6.5-37	Dining Facility Operations Cook Status Report Screen (AJK-JD1)	6-67
6.5-38	Select Activity Code Screen (AJK-216) - Option F	6-69
6.5-39	Account Name Inquiry Menu (AJK-177) - Option F	6-70
6.5-40	Select Activity Code Overlay Screen (AJK-216) - Option F	6-71
6.5-41	Process Interrupt Ring Menu	6-72
6.5-42	Dining Facility Recipe Inquiry Menu (AJK-172)	6-73
6.5-43	<i>Recipe Index Review Screen (AJK-507)</i>	6-74
	<b>6.5-44 - 6.5-46 Deleted</b>	
6.5-47	Recipe Index Review Screen (AJK-511)	6-78
6.5-48	Recipe Index Review Screen - View More Numbers	6-79
6.5-49	<i>Recipe Extension Inquiry Screen (AJK-513)</i>	6-80
6.5-50	<i>Recipe Extension Inquiry Screen (example)</i>	6-81
6.5-51	<i>Recipe Instructions Screen (AJK-514)</i>	6-83
6.5-52	Dining Facility Equipment Inquiry Menu (AJK-129)	6-85
6.5-53	Select Dining Facility Screen (AJK-222) - Equipment Inventory	6-86
6.5-54	Select Building Number Screen (AJK-132) - Equipment Inventory	6-87
6.5-55	Interrupt Ring Menu	6-88
6.5-56	Select Dining Facility Screen (AJK-222) Equipment Replacement	6-89
6.5-57	Select Building Number Screen (AJK-132) - Equipment Replacement	6-90
6.5-58	Enter Budget Year Screen (AJK-127)	6-91
6.5-59	Select Dining Facility Screen (AJK-222) - Equipment Summary	6-93
6.6-1	Participation Rate Menu	6-95
6.6-2	Design Capacities Update Menu (AJK-191)	6-96
6.6-3	IFA Design Capacity Screen (AJK-155) - ADD	6-97
6.6-4	IFA Design Capacity Screen (AJK-155) - MODIFY	6-99
6.6-5	IFA Design Capacity Screen (AJK-155) - DELETE	6-101

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## LIST OF FIGURES-CONT

FIGURE		PAGE
SECTION 6.	MANAGEMENT INFORMATION INQUIRIES FUNCTION- CONT	
6.6-6	IFA Design Capacity Screen (AJK-156) - REVIEW	6-103
6.6-7	Dining Facility Participation Rate Screen (AJK-153)	6-105
SECTION 7.	IFA FILE MAINTENANCE FUNCTION	
7.1-1	IFA File Maintenance Menu Selection	7-2
7.1-2	IFA File Maintenance Menu Screen (AJK-165)	7-3
7.2-1	Master Menu Maintenance Options Selection	7-4
7.2-2	Master Menu File Maintenance Menu (AJK-166)	7-5
7.2-3	Master Menu Update Options Menu Selection	7-6
7.2-4	Master Menu File Maintenance Warning Screen - Update	7-6
7.2-5	Master Menu Update Options Menu (AJK-173)	7-7
7.2-6	Master Menu Maintenance - Add Screen (AJK-101)	7-8
7.2-7	Master Menu - Add Screen (AJK-102)	7-9
7.2-8	Master Menu - Add Screen (View More Recipes)	7-10
7.2-9	Master Menu - Add Screen (example)	7-11
7.2-10	Master Menu Transfer Message Screen - Add	7-12
7.2-11	Master Menu Maintenance - Change Screen (AJK-101)	7-13
7.2-12	Master Menu - Change Screen (AJK-102)	7-14
7.2-13	Master Menu - Change Screen (View More Recipes)	7-15
7.2-14	Master Menu - Change Screen (example)	7-16
7.2-15	Master Menu Transfer Message Screen - Change	7-17
7.2-16	Delete Menu Records Screen (AJK-103)	7-19
7.2-17	Master Menu Year Change Message Screen	7-21
7.2-18	Master Menu Year Change Message Screen - IFA Master Menu Records Check	7-22
7.2-19	Master Menu Year Change Message Screen - DFO Master Menu Records Check	7-23
7.2-20	Process Interrupt Ring Menu	7-25
7.2-20.1	Global Master Menu Maintenance Screen (AJK-023)	7-25.1
7.2-20.2	Global Master Menu Maintenance Screen ADD/DELETE (example)	7-25.3
7.2-20.3	Global Master Menu Maintenance Screen (AJK-023) REPLACE	7-25.5
7.2-20.4	Interrupt Ring Menu	7-25.6
7.2-21	Master Menu Report Dates Options Screen (AJK-117)	7-26
7.2-22	Master Menu - Print Screen (example)	7-27
7.2-23	Master Menu File Load Screen	7-28
7.2-24	Master Menu Load Message Screen	7-29
7.2-25	Master Menu File Maintenance Warning Screen - Backup	7-30

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## LIST OF FIGURES-CONT

FIGURE		PAGE
SECTION 7.	IFA FILE MAINTENANCE FUNCTION-CONT	
7.2-26	Master Menu Backup Message Screen	7-31
7.3-1	Master Menu (Recap) Menu Selection	7-32
7.3-2	Master Menu (Recap) Menu	7-33
7.3-3	Master Menu Recap Warning Screen	7-34
7.3-4	Master Menu Recapitulation Process Screen (AJK-G21)	7-35
7.3-5	Master Menu Recapitulation Process Screen (example)	7-36
7.3-6	Generate Master Menu Recap Message Screen	7-37
7.3-7	Installation Menu File Maintenance - Ration Factors Screen (AJK-105)	7-38
7.3-8	Update Master Menu Recap Message Screen	7-39
7.3-9	Recapitulation of Master Menu Issues Adjustments Screen (AJK-106)	7-40
7.3-10	Recapitulation of Master Menu Issues Adjustments Screen - View More Items	7-41
7.3-11	Recapitulation of Master Menu Issues Adjustments Screen (example)	7-42
7.3-12	Recapitulation of Master Menu Issues Message Screen	7-43
7.3-13	Recapitulation for Master Menu Issues Screen - No Records Found	7-44
7.3-14	Master Menu Recap Report Options Screen (AJK-124)	7-45
7.3-15	Master Menu Recap Report Options Screen (example)	7-46
7.3-16	Master Menu Recap Report Options Message Screen	7-47
7.3-17	Field Menu Inquiry Screen (AJK-150)	7-48
7.3-18	Field Menu Options Menu	7-49
7.3-19	Field Menu Inquiry Screen (AJK-149)	7-50
7.3-20	Field Menu Inquiry Screen - View More Items	7-51
7.3-21	Master Menu Recap Load Message Screen	7-53
7.3-22	Master Menu Load Message Screen (example)	7-54
7.4-1	Recipe File Maintenance Options Menu Selection	7-55
7.4-2	Recipe File Maintenance Options Menu (AJK-230)	7-56
7.4-3	<i>Add / Update Recipe Screen (AJK-121) - ADD</i>	7-57
7.4-4	<i>Add / Update Recipe Screen - ADD (example)</i>	7-58
7.4-5	<i>Add / Update Recipe File Screen (AJK-121) - ADD</i>	7-59
7.4-6	<i>Recipe Ingredient Conversion Chart</i>	7-61
7.4-7	<i>Add / Update Recipe - Ingredients (example)</i>	7-62
7.4-8	<i>Add / Update Recipe Screen Insert Item (example)</i>	7-63
7.4-9	<i>Recipe Instructions Screen (AJK-123)</i>	7-64
7.4-10	<i>Recipe Instructions Screen AJK-123 (example) - ADD</i>	7-65

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## LIST OF FIGURES-CONT

FIGURE		PAGE
SECTION 7.	IFA FILE MAINTENANCE FUNCTION-CONT	
7.4-11	Process Interrupt Ring Menu	7-66
7.4-12	<i>Add / Update Recipe Screen (AJK-121) - UPDATE</i>	7-67
7.4-13	<i>Add / Update Recipe Screen AJK-121 (example) - UPDATE</i>	7-68
7.4-14	<i>Add / Update Recipe Screen - Insert Item (example)</i>	7-69
7.4-15	<i>Recipe Instructions Screen (example) - UPDATE</i>	7-70
7.4-16	Recipe File Maintenance - Delete Screen (AJK-119)	7-71
7.4-17	Recipe File Load - Warning Screen	7-73
7.4-18	Recipe Ingredient Replacement Menu Options (AJK-231)	7-75
7.4-19	Unmatched Ingredient Update Options Menu	7-76
7.4-20	IFA Unmatched Ingredients (NSN) Screen (AJK-134) - TOP OF FILE	7-77
7.4-21	Unmatched Ingredients (NSN) Screen (example) - TOP OF FILE	7-78
7.4-22	IFA Unmatched Ingredients (NSN) Screen (AJK-134) - DESIGNATED POINT	7-80
7.4-23	Replace Selected Ingredient Screen (AJK-232)	7-81
7.4-24	Replace Selected Ingredient Screen (example)	7-82
7.4-25	Process Interrupt Ring Menu	7-83
7.5-1	Recipe Cost Message Screen	7-84
7.5-2	Recipe Cost Error Message Screen	7-85
7.6-1	Dining Facility Interface Menu Selection	7-86
7.6-2	Dining Facility Interface Menu	7-87
7.6-3	DFO/Master Menu Interface Screen (AJK-116)	7-88
7.6-4	Transfer IFA Menus Message Screen	7-89
7.7-1	MPP File Options Menu Selection	7-90
7.7-2	MPP File Options Menu	7-91
7.7-3	Load Master Menu Tape Message Screen	7-92
7.7-4	Load Recipe Ingredient Tape Message Screen	7-94
7.7-5	Load Recipe Instruction Tape Message Screen	7-96
7.7-6	Load Recipe Header Tape Message Screen	7-97
7.7-7	Load NSN X-Reference Tape Message Screen	7-99
7.8-1	Cash Meal Cost Menu Selection	7-100
7.8-2	<i>Cash Meal Cost Menu</i>	7-101
7.8-3	<i>Acct Cls/Meal Cost Data Screen(AJK-107)</i>	7-102
7.8-4	<i>Acct Cls/Meal Cost Data Screen - All Entries</i>	7-104
7.8-5	<i>Acct Cls/Meal Cost Data Screen - Change Existing Record</i>	7-105
7.8-6	<i>Meal Cost Data Review Menu Selection</i>	7-106

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## LIST OF FIGURES-CONT

FIGURE		PAGE
SECTION 7.	IFA FILE MAINTENANCE FUNCTION-CONT	
7.8-7	<i>Meal Cost Review Menu</i>	7-106
7.8-8	<i>IFA Account Classification Review Screen(AJK-154)</i>	7-107
7.8-9	<i>IFA Meal Cost Review Screen (AJK-136)</i>	7-108
7.8-10	<i>Review All Acct/Meal Data Screen (AJK-135)</i>	7-109
7.8-11	<i>Delete Acct/Meal Data Screen (AJK-229)</i>	7-110
7.8-12	<i>IFA Meal Cost Report Screen (AJK-228)</i>	7-112
7.9-1	Bulletin Board Command Menu Selection	7-114
7.9-2	Bulletin Board Command Menu	7-115
7.9-3	Add Bulletin Board Message Screen (AJK-728)	7-116
7.9-4	Add Bulletin Board Message Screen (example)	7-117
7.9-5	Modify Bulletin Board Message Screen (AJK-728)	7-119
7.9-6	Modify Bulletin Board Message Screen (example)	7-120
7.9-7	Interrupt Ring Menu	7-121
7.9-8	IFA - Delete Bulletin Board Message Screen (AJK-728)	7-122
7.10-1	Dining Facility Inquiry Access Menu Selection	7-123
7.10-2	Dining Facility Inquiry Access Menu (AJK-214)	7-124
7.10-3	Dining Facility Inquiry Access Screen (AJK-098)	7-125
7.10-4	Dining Facility Inquiry Access Login ID Overlay Screen (AJK-215)	7-126
7.10-5	Dining Facility Inquiry Access For ____ Screen (AJK-212)	7-127
7.10-6	Process Another User Ring Menu	7-128
7.10-7	Process Interrupt Ring Menu	7-128
7.10-8	Dining Facility Inquiry Access Roster Report Screen (AJK-099)	7-129
7.11-1	<i>DFO-TISA MIF Reconciliation Warning Screen (AJK-223)</i>	7-131
7.11-2	<i>DFO-TISA MIF Reconciliation Screen (AJK-224)</i>	7-132
7.11-3	<i>DFO-TISA MIF Reconciliation Screen - Example</i>	7-133
7.11-4	<i>DFO-TISA MIF Reconciliation Screen - Example</i>	7-134
7.11-5	<i>DFO-TISA MIF Reconciliation Screen - Example</i>	7-134
7.11-6	<i>DFO-TISA MIF Reconciliation Screen - Example</i>	7-135
SECTION 8.	DATA CONVERSION FUNCTION	
8.1-1	Data Conversion Menu Selection	8-1
8.1-2	Data Conversion Menu	8-2
8.2-1	Master Item Extract Menu Selection	8-3
8.2-2	Master Item Extract Menu	8-3
8.3-1	Unmatched Recipe Ingredient Options Screen	8-5
8.3-2	Unmatched Ingredients (NSN) Screen (AJK-134)	8-6
8.3-3	Unmatched Ingredients (NSN) Screen (example)	8-7
SECTION 9.	EQUIPMENT REPLACEMENT FUNCTION	
9.1-1	IFA Command Options Menu	9-2
9.1-2	Equipment Replacement Program Menu Options	9-3

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## LIST OF FIGURES-CONT

FIGURE		PAGE
SECTION 9.	EQUIPMENT REPLACEMENT FUNCTION-CONT	
9.2-1	Equipment Replacement Program Menu Selection	9-4
9.2-2	Equipment Replacement File Maintenance Menu (AJK-152)	9-5
9.2-3	Update Equipment Authorization Data Screen (AJK-159)	9-6
9.2-4	LINs Authorized ILO Overlay Screen (AJK-217)	9-7
9.2-5	Select Basis-of-Issue Code Overlay Screen (AJK-218)	9-8
9.2-6	Select Dining Facility Design ERA Overlay Screen (AJK-219)	9-9
9.2-7	Process Interrupt Ring Menu	9-10
9.2-8	Update NSN / Life Expectancy Screen (AJK-220)	9-11
9.2-9	Select Dining Facility Screen (AJK-222)	9-13
9.2-10	Select Building Number Screen (AJK-132)	9-14
9.2-11	Select Equipment Type Menu (AJK-183)	9-15
9.2-12	Update Electrical or Mechanical Equipment Menu (AJK-195)	9-16
9.2-13	Update Inventory Screen (AJK-192) - ADD	9-17
9.2-14	Select Energy Source Code Overlay Screen	9-18
9.2-15	Update Inventory Screen (AJK-192) - MODIFY	9-19
9.2-16	Process Interrupt Ring Menu	9-20
9.2-17	Update Inventory Screen (AJK-192) - DELETE	9-21
9.2-18	Update Equipment Inventory Screen (AJK-193)	9-22
9.2-19	Process Interrupt Ring Menu	9-23
9.2-20	Update Inflation Rate Screen (AJK-131)	9-24
9.2-21	Select Dining Facility Screen (AJK-222)	9-25
9.2-22	Update Design Specifications Screen (AJK-221)	9-26
9.2-23	Select Dining Facility Design ERA Overlay Screen (AJK-219)	9-27
9.2-24	Process Interrupt Ring Menu	9-28
9.2-25	Equipment Record Access Menu Selection	9-29
9.2-26	Equipment Record Access Menu (AJK-040)	9-30
9.2-27	Update Access to Dining Facility Equipment Record Screen (AJK-148)	9-31
9.2-28	Process Interrupt Ring Menu	9-32
9.3-1	Equipment Replacement Program Menu Selection	9-33
9.3-2	Dining Facility Equipment Reports Menu (AJK-149)	9-34
9.3-3	Enter Budget Year Screen (AJK-127) - Replacement Report	9-35
9.3-4	Enter Budget Year Screen (AJK-127) - WORKSHEET	9-37

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## LIST OF FIGURES-CONT

FIGURE		PAGE
SECTION 10.	RANDOM SURVEY FUNCTION	
10.1-1	Random Survey Menu Selection	10-1
10.1-2	Random Survey Menu	10-2
10.2-1	Add/Update Contract Data Screen (AJK-209)	10-3
10.2-2	Add/Update Contract Data Screen (AJK-206) - ADD	10-4
10.2-3	Add/Update Contract Data Screen (AJK-206) - UPDATE	10-5
10.2-4	Interrupt Ring Menu	10-6
10.3-1	Dining Facility Closed Dates - Month Selection Menu Selection	10-7
10.3-2	Dining Facility Closed Dates - Month Selection Menu	10-7
10.3-3	Add/Update Dining Facility Closed Dates for the Month of ____ Screen (AJK-205) - CURRENT MONTH	10-9
10.3-4	Dining Facility Closed Dates During the Month of _____ Screen (AJK-210)	10-10
10.3-5	Interrupt Ring Menu	10-11
10.4-1	Random Surveillance Schedule - Month Selection Menu Selection	10-12
10.4-2	Random Surveillance Schedule - Month Selection Menu	10-13
10.4-3	Random Survey Sample Size Selection for Month of _____ Screen (AJK-208) - CURRENT MONTH	10-14
10.4-4	Interrupt Ring Menu	10-16

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## SECTION 1. GENERAL

1.1 Purpose of the End User Manual. The objective of the End User Manual for the Army Food Management Information System (AFMIS) - Installation Food Advisor (IFA) Subsystem L37-AJK-ATT is to provide the end user with the information necessary to use the system effectively.

1.2 Purpose of the System. AFMIS is an automated food management information and Class I supply system designed to improve subsistence accountability, automate headcount procedures, and the overall efficiency of Army Food Program resources. The system consists of three major subsystems.

a. The Troop Issue Subsistence Activity (TISA) Subsystem is for use at each Troop Issue Subsistence Activity location throughout the Army. This subsystem provides automated inventory control; stock accounting; and issue, receipt, storage, and financial accounting records for all Class I supplies.

b. The Installation Food Advisor (IFA) Subsystem is for use at the installation food advisor level throughout the Army. This subsystem provides automated reports, inquiries, file maintenance, and equipment control procedures to monitor dining facility operations. The Installation IFA may grant access to the DFO Inquiry Process to subordinate food advisors (division, brigade, etc) as required.

c. The Dining Facility Operations (DFO) Subsystem is for use in each Army dining facility. This subsystem provides automated inventory control, receipt processing, menu planning, headcount procedures, and accounting records for the dining facility operation.

### 1.3 References.

a. Sponsor: Department of the Army, Deputy Chief of Staff for Logistics (DCSLOG).

b. Project directive: Defense Audit Service (DAS) Report on the Audit of the DOD Food Service Program, dated 28 May 1980 (No. 80-106).

c. Hardware documentation. The hardware documentation may vary from site to site depending on the type of equipment purchased and its configuration. Check with the System Administrator (SA) to ensure that you have the appropriate hardware documentation on hand to support your particular system.

d. Related publications:

(1) AR 30-1 The Army Food Service Program.

(2) AR 30-18 Army Troop Issue Subsistence Activity Operating Procedures.

(3) SB 10-260 Master Menu.

e. Changes to this manual: Send changes on DA Form 2028 through command channels to, U.S. Army Software Engineering Center-Lee (SEC-L), ATTN: AMSEL-SE-LSB (STOP L33), 3901 A Avenue, Suite 150, Ft Lee VA 23801-1815. A sample copy of DA Form 2028 is in Appendix F.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

1.4 Terms and Abbreviations. See Appendix A of this manual.

1.5 Security. System Administrators (SAs) are responsible for the operation of AFMIS sites. This includes stored data, hardware, and software. See AR 380-19, Information Systems Security, for more information.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## SECTION 2. SYSTEM SUMMARY

2.1 Overview. The Installation Food Advisor (IFA) Subsystem is a part of the Army Food Management Information System (AFMIS). AFMIS automates Class I supply functions, installation food advisor management functions, and dining facility operations. The IFA Subsystem is used to monitor subsistence and headcount, and maintain installation menu, recipe, and equipment files.

### 2.1.1 Application Summary.

- a. AFMIS consists of three major subsystems.
  - (1) The TISA functions are used to:
    - (a) Requisition subsistence from various sources of supply.
    - (b) Process receipts and issue subsistence to authorized customers.
    - (c) Process Direct Vendor Delivery (DVD), and Local Purchase (LP) items.
    - (d) Maintain storage locations and physical inventories.
    - (e) Provide input to the Standard Army Financial System (STANFINS), maintain the Voucher Register and General Control (VRGC) file, Food Cost and Feeding Strength Summary DA Form 2969, and maintain customer accounts.
    - (f) Perform TISA file inquiries and print reports.
    - (g) Provide input to the Dining Facility Operations (DFO) files.
    - (h) Provide input to the Defense Integrated Subsistence Management System (DISMS).
  - (2) The IFA Functions are used to:
    - (a) Monitor dining facility accounts, cook status information, and inventory.
    - (b) Maintain the installation Master Menu, recipe files, and cash meal payment costs.
    - (c) Monitor and update recipe costs and POS (Ala Carte) prices.
    - (d) Monitor and maintain the installation dining facility equipment files.
    - (e) Provide input to the DFO files.
    - (f) Prepare the random sample surveillance schedule for contract operations.

# **AIS Manual 25-L37-AJK-ATT-EM-3**

**1 July 2001**

(3) The DFO Functions are used to:

(a) Plan menus, request subsistence from TISA/STORES NT, and monitor the dining facility account status.

(b) Process production schedules, production reports, dieter's menus, kitchen requisitions, production histories, and create and maintain menu templates.

(c) Process physical inventories, transfers, statements of charges, and reports of survey.

(d) Perform dining facility file inquiries and print reports.

(e) Process daily headcount and cash collections, generate cash collection vouchers, maintain personnel files, perform headcount inquiries, and print reports.

(f) Provide input to the TISA files.

b. AFMIS operates in a fully interactive mode with all subsystem databases and files residing on the installation AFMIS server. Each user accesses files using a desktop personal computer (PC) with a color monitor.

(1) The TISA Subsystem provides the following input to DFO files:

(a) Subsistence issues.

(b) Dining facility account card transactions.

(c) Current BDFA values.

(d) Master Item File changes and price updates.

(e) Monthly issue frequency schedules.

(f) Inventory adjustments for transfers, and account adjustments for reports of survey and statements of charges.

(2) The IFA Subsystem provides the following input to DFO files:

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

- (a) Master Menus.
  - (b) Recipe files.
  - (c) Cash meal payment cost updates.
  - (d) Course descriptions.
- (3) The DFO Subsystem provides the following input to TISA files:
- (a) Shopping lists.
  - (b) Headcount and cash collection information.
  - (c) Inventory dollar values.
  - (d) Transfers of subsistence, reports of survey, and statements of charges.

(4) The End of Day and End of Month Batch processes are used to transfer file inputs between the subsystems. The AFMIS System Administrator (SA) is responsible for running this process and providing a schedule to each user.

(5) The IFA Subsystem produces numerous reports within its functions. Each report is identified by a Product Control Number (PCN). Appendix C contains a list of reports and a sample of each.

c. AFMIS interfaces with:

- (1) Subsistence Total Order and Receipt Electronic System NT (STORES NT).
- (2) Defense Integrated Subsistence Management System (DISMS).
- (3) Standard Army Financial System (STANFINS).
- (4) Joint Uniform Military Pay System (JUMPS).

2.1.2 Performance. The IFA is an interactive data processing subsystem. Data is received and sent by network (and in some cases by modem) communications. File information is on-line and available for you to process or query. File updates can occur automatically during or at the end of a process. Due to file updates or data entry requirements, some IFA processes are time consuming.

2.1.3 Controls. The IFA uses individual identification codes and passwords to control system access. The SA is responsible for assigning a code and password to each user. The AFMIS Computer Operation Manual (AIS Manual 25-L37-AJK-ZZZ-OM) contains procedures to assign and control passwords for AFMIS.

2.2 System Environment. The IFA is designed to operate on a desktop personal computer (PC) with a color monitor and network connection (or modem) to access the installation AFMIS server

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

files. The operating system software is Sco-Unixware 7.11 and the communications software is Kermit 95 Terminal Emulation Program running on Windows NT 4.0.

2.2.1 Hardware Required. The IFA operates on a PC with a color monitor running on Windows NT 4.0 Workstation, network connection (or modem), and laser printer.

2.2.2 Software Required. The IFA uses INFORMIX Run-time application software. Operating system and application software is included in the IFA package.

2.3 Contingencies and Alternate Modes of Operation. Continuity of Operations (COOP) procedures for IFA are used when the installation AFMIS server or IFA hardware fails. The procedures below are general in nature. More detailed procedures should be set up and coordinated between the SA and all AFMIS users on the installation.

- a. Contact the SA to report any hardware failures and to request replacement hardware.
- b. If replacement hardware is not available, you can time-share at an alternate location. The SA can designate a dining facility or TISA as the alternate location.
- c. Continuity of Operations (COOP) procedures for the minicomputer are contained in appendix E.

## 2.4 Assistance and Problem Reporting.

- a. Operator assistance: Contact the system administrator for help.
- b. Customer assistance: The AFMIS team at the US Army Information Systems Software Development Center-Lee can be reached at Defense Systems Network (DSN) 687-1051 or commercial (804) 734-1051.
- c. Change procedures: Submit recommended changes to AFMIS on DA Form 5005-R, Engineering Change Proposal-Software (ECP-S). Appendix F contains a sample copy of the DA Form 5005-R and instructions for completing it.
- d. Appendix D contains a sample SOP for IFA processing. You can use it to develop an SOP for your operation.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## SECTION 3. ACCESS TO THE SYSTEM

3.1 First-Time Use of the System. The IFA Subsystem operates on a Pentium-based personal computer (PC). IFA files reside on the Installation AFMIS Server.

### 3.1.1 Equipment Familiarization.

- a. The System consists of:
  - (1) A Pentium-based processor (PC)
  - (2) Color Monitor
  - (3) Keyboard
  - (4) Laser Printer
  - (5) Network Connection to Installation Server

3.1.1.1 Starting and Shutting Down the Computer System. Normally, the computer will remain on at all times due to communications between the installation server and the dining facility system. If it becomes necessary to shut the system down for whatever reason (planned/unplanned power outages, etc), or you must re-start the system after an unexpected power outage, follow the following instructions.

- a. To start the system:
  - (1) Press the monitor power switch to turn on the monitor.
  - (2) Press the computer power switch. A series of information message will be displayed on the screen during the power up process. Then a Begin Log On box will be displayed.
  - (3) Press the [CTRL][ALT][DELETE] keys (at the same time). You will be prompted for your Windows NT password.
  - (4) Enter your password and click OK. The DOD security message will be displayed on the screen.
  - (5) You can press any key to continue or click on the X in the upper right hand corner of the message box to complete the log on process. The Windows NT desktop should be displayed on the screen.
  - (6) Press the printer power switch. The power indicator light comes on.
- b. To power down the system:
  - (1) Use the mouse to click on the START button at the bottom left corner of the screen.
  - (2) Move the mouse pointer and click on the Shut Down command. A Shut Down Windows dialog box will be displayed on the screen.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(3) Make sure that the radial button for Shut Down has the black dot in it and click on the OK button. The system will begin to shut down.

(4) When the message “it is now safe to turn off your computer” is displayed, press the power switch on the computer to shut it off.

**NOTE:** If you do not want to continue with the shutdown, click on the restart button. The system will require you to enter your Windows NT password to log back on.

(5) Press the computer power switch to turn off the computer.

(6) Press the monitor power switch to turn off the monitor.

(7) Press the printer power switch to turn off the printer.

3.1.1.2 Loading Paper into the Printer. See the appropriate pages of the manufacturers' guides based on the type of printer used on your system. These manuals give you step-by-step processing instructions on how to load your paper.

3.1.1.3 Color Monitor. The color monitor is an interactive visual display screen for keyboard entries, system messages, and other data. The cursor is a highlighted block (□) on the screen. You can move the cursor around by using the [SPACE BAR], [BACKSPACE], [ENTER], ARROW, or FUNCTION keys.

3.1.1.4 Keyboard. The keyboard looks and works like a typewriter with some additional keys. The keys are explained in five groups:

- a. Typewriter keys.
- b. Function keys.
- c. Control keys.
- d. Arrow keys.
- e. Number keys.

3.1.1.4.1 Typewriter Keys. The keyboard has a standard set of typewriter keys. Use these keys to enter data and instructions into the computer.

- b. Functions of some important typewriter keys are:

(1) The [SHIFT] key changes the letters from lowercase to uppercase (capitals). It is also used to enter the symbols above the number keys. For example, the \$ symbol is above the number 4 on the same key. The [SHIFT] key works just like the one on a typewriter.

(2) The [CAPS/SHIFT LOCK] key locks all alphabet keys into the uppercase. When you press this key once, it locks and the Caps/Shift Lock indicator light comes on. The word “cap” appears at the bottom of the screen you’re working on. To unlock it, press the key again. Because it can create problems during processing, don't use this key. Use the [SHIFT] key instead.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

- (3) Use the [BACKSPACE] key to erase or correct information.
- (4) Use the [ENTER] key after you enter a line of information to move to the next field.
- (5) Use the [TAB] key to move from one data entry field to the next.

## 3.1.1.4.2 Function Keys.

- a. There are a total of 12 function keys (F1 – F12) at the top of the keyboard. Only 7 of these keys are used during AFMIS IFA processing.
  - b. To add, delete, or review data, use the keys listed below:
    - (1) Use the [F1] key to insert spaces on the screen when you want to add information.
    - (2) Use the [F2] key to delete spaces on the screen when you want to erase information.
    - (3) Use the [F3] key to page forward and view more information.
    - (4) Use the [F4] key to page back and review previous information.
    - (5) Use the [F6] key to update database files.
    - (6) Use the [F7] key to restore the last entry you delete.
    - (7) Use the [F8] key to bring up help screens. These screens can only be accessed from the menus.
  - c. Function keys can help speed up processing when you are dealing with large blocks of information..
  - d. If the function keys don't work, check with the SA. The SA may need to map the function keys so that they work correctly in AFMIS.

## 3.1.1.4.3 Control Keys. The three control keys are the ESCAPE (ESC) key, ENTER key, and DELETE key. They are used to direct and control the computer programs (software).

- a. Use the [ESC] key when you are finished entering or reviewing information. The program saves the information you enter by placing it in a file. Some programs exit to a ring menu or the menu you are working in.
- b. Use the [DELETE] key to interrupt processing without saving the information. When this key is selected during a process the process is interrupted and a ring menu is displayed at the top of the screen. The ring menu displays various options that allow you to continue the process, start over, or exit the process completely. You may interrupt processing at any time. When you interrupt a process and exit from the process, no database changes are made to the system.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

c. On this keyboard, the [ENTER] key is labeled with an arrow [↵] symbol. In the text, the word [ENTER] is used instead of this symbol. Use the [ENTER] key during processing to move from one field to the next. This key is used in some processes to exit a screen. In these processes, another screen, ring menu, or the menu you are working in is displayed.

## 3.1.1.4.4 Arrow Keys.

- a. The keyboard has two sets of arrow keys.
- b. Use the arrow keys [↑], [↓], [←], and [→] to move the cursor around. One set is also labeled up, down, left, and right. You can use these keys to move the cursor up, down, and across data entry fields.

**NOTE:** To use the arrow keys on the number keypad, make sure the Num Lock indicator light is off.

- c. You can use the LEFT or RIGHT ARROW key to highlight an option on the IFA menu.
- d. If the arrow keys don't work, check with the SA.

## 3.1.1.4.5 Number Keys.

- a. The number keys are located on the right side of the keyboard. There are 17 keys that resemble those on a calculator. To use these keys, press the [NUM LOCK] key. The Num Lock indicator light comes on.
- b. You can use these keys instead of the typewriter number keys when you are entering many numbers. They can be faster and easier to use.

3.1.1.4.6 Screen Prints. To print screen information while logged onto AFMIS follow the following instructions.

- a. Press the [CTRL] [Print Scrn] keys.
- b. Press the [ALT] [TAB] keys to minimize the AFMIS screen on the desktop.
- c. Use the mouse to click on the START button at the bottom of the screen. Move the cursor to Programs, Accessories, and click on WordPad. This will open up the word processor.

**NOTE:** If you have MS Word installed on your system, you can use it instead of WordPad.

- d. Use the drop down boxes to set the font type to Courier (New) and the font size to 9.
- e. You can then "Paste" the screen to the document by:
  - (1) Right click on the mouse and click on Paste.
  - (2) Press [CTRL] [V].

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(3) Use the mouse to click on the Paste icon (the clipboard) on the toolbar.

f. Click on the printer icon on the toolbar to print 1 copy of the screen or, if you want multiple copies, click on the file drop down menu, select print, specify the number of copies needed and press OK. At this time you can either close the word processor or leave it open in case you want to make further screen prints.

g. To return to AFMIS, click on the box at the bottom of the screen with the IP address (example 156.152.138.15...).

## 3.1.2 Access Control.

a. The login screen ensures that only authorized users access the IFA files. There are two types of authorized users:

(1) Operator(s).

(2) System Administrator (SA).

b. The AFMIS SA is responsible for assigning operator passwords.

c. The IFA does not produce classified reports. See the Outputs paragraphs for filing instructions.

d. The SA is responsible for backing up IFA files.

## 3.2 Initiating a Session.

### 3.2.1 Login Procedures.

a. To access the AFMIS system, use the mouse to double-click on the AFMIS icon on the desktop. You can now access the system through the system login screen (fig. 3.2-1).

**NOTE:** Once you have used the mouse to click the AFMIS icon, the mouse will no longer be used for AFMIS processing. The mouse is available if you minimize the AFMIS screen and use a word processor for screen prints.

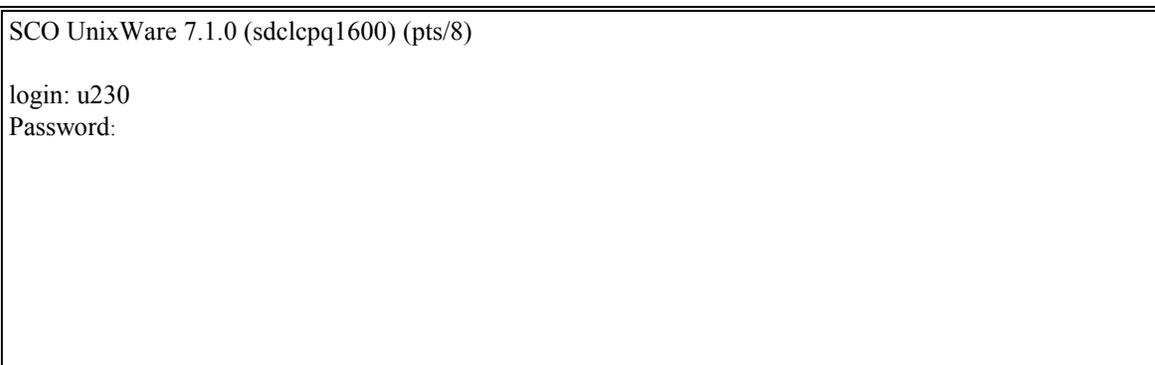


Figure 3.2-1. AFMIS Login Screen.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(1) Enter your assigned login at the prompt and press [ENTER]. The password prompt is displayed. Enter your assigned password and press [ENTER].

(2) When you log in correctly the system copyright information is displayed, then the IFA Command Menu (fig. 3.2-2) is displayed.

(3) Use the [SPACE BAR] to select an option from the ring menu at the top of the screen and press [ENTER] or enter the option letter.

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

DATE:  25 Apr 94      INSTALLATION FOOD ADVISOR COMMAND MENU      AJK-161
----- Press F8 for Help -----

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

Figure 3.2-2. IFA Options Menu (AJK-161).

### 3-2.2 Problem Determination.

a. The first thing you must do when a problem occurs is to record the following details:

- (1) What process was running?
- (2) What error message(s) appeared?
- (3) What did the machine do or fail to do?
- (4) What did you do?

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

- b. Some of the most common error messages are listed in appendix B.
- c. It is your responsibility to record the details and notify your supervisor. If you can't solve the problem, contact the AFMIS SA. Give him/her the details you record.

## 3-3 Stopping and Suspending Work.

- a. To return to the IFA Options Menu, select the exit option letter(s) from the menu(s) you are working in.
- b. To return to the login screen, select X from any menu. At the command prompt (>), type exit or press [CTRL][D]. This returns you to the Windows NT desktop
- c. To Interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. Be careful using this key because the information you enter may not be saved.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

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SECTION 4. PROCESSING REFERENCE GUIDE

4.1 Capabilities.

4.1.1 AFMIS-IFA Subsystem Structure.

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

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

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

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

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

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

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

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## 4.1.2 Menu Functions.

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

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

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

      OPTION CODE  RING MENU SELECTION OPTIONS

          A      MANAGEMENT INFORMATION REPORTS

          B      MANAGEMENT INFORMATION INQUIRIES

          C      INSTALLATION FILE MAINTENANCE

          D      DATA CONVERSION

          E      EQUIPMENT REPLACEMENT PROCESS

          F      RANDOM SURVEY PROCESS

          X      SIGN OFF IFA SUBSYSTEM

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

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

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

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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

```
IFA FILE MAINTENANCE:  A B C D E F G H I J K R X
Master Menu

DATE:  20 Dec 00          INSTALLATION FILES MAINTENANCE MENU          AJK-165

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

OPTION      DESCRIPTION          OPTION      DESCRIPTION
A           MASTER MENU                  G           CASH MEAL COST UPDATE
B           MASTER MENU RECAPITULATION   H           DFO BULLETIN BOARD
C           RECIPES                      I           DFO INQUIRY ACCESS
D           COMPUTE COST                 J           DFO TISA MIF RECONCILIATION
E           DINING FACILITY INTERFACE    K           ACCT CLASSIFICATION UPDATE
F           MPP INTERFACE               R           RETURN TO IFA MENU
                                     X           EXIT

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

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

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

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

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

                MASTER MENU FILE MAINTENANCE MENU                AJK-166

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

      OPTION CODE  RING MENU SELECTION OPTIONS

          A          UPDATE MASTER MENU

          B          PRINT MASTER MENU

          C          LOAD MASTER MENU

          D          BACK UP MASTER MENU

          R          RETURN TO FILE MAINTENANCE MENU

          X          EXIT THE IFA PROGRAM

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

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

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

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

```
MASTER MENU UPDATE OPTIONS:  A B C D E R X
To add new menus

DATE:  15 Sep 95           MASTER MENU UPDATE OPTIONS MENU           AJK-173
----- Press F8 for Help -----
                OPTION CODE  RING MENU SELECTION OPTIONS

                A           ADD NEW MENUS

                B           MODIFY EXISTING MENUS

                C           DELETE MENUS

                D           ROLL MENU DATES FORWARD (NEW CALENDAR YEAR)

                E           GLOBAL MASTER MENU MAINTENANCE

                R           RETURN TO MASTER MENU MAINTENANCE MENU

                X           EXIT IFA PROCESSING

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

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

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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

```
DATE: 15 Sep 95          MASTER MENU MAINTENANCE          AJK-101
ADD
TYPE OF MEAL:  M
MENU DATE:    10/24/1995
MENU MEAL:    A

(This process updates the Master and/or Recap Menu files.  Please provide the
above information about the menu you wish to update.)

Type of Menus          Type of Meals
-----
M = Master Menu        A = Breakfast          F = Brunch
R = 14 day Reserve Menu B = Lunch              G = Supper
E = Installation Exercise C = Short Order        H = Night Breakfast
B = B Ration           D = Dinner              I = Night Dinner
T = T Ration           E = Dinner Short Order
X = Box Lunch
z = B/T Ration

                          Press <DELETE> Key to Cancel Program.
```

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

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

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

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

Figure 4.1-6. Sample Process Interrupt Ring Menu.

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

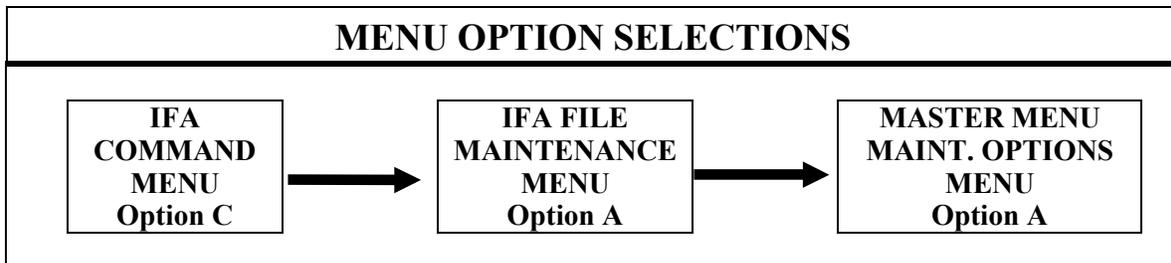


Figure 4.1-7. Menu Option Selection Chart.

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

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

4.2.1 Screen Display Setup.

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

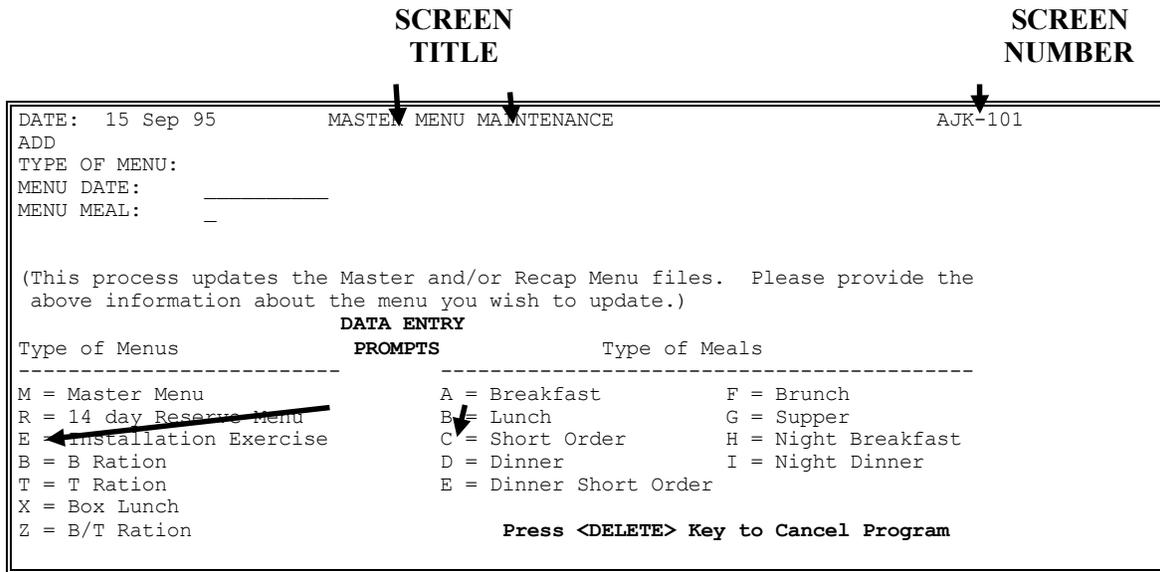


Figure 4.2-1. Sample Data Entry Screen Display.

- b. Two types of messages are displayed on the screen during a process:
- (1) System messages. These messages prompt you to enter information or responses during a process.

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

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

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

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

#### 4.3 Processing Procedures.

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

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

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

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

4.3.1.1 Management Information Reports Function.

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

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

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

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

4.3.1.2 Management Information Inquiries Function.

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

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

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

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

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## 4.3.1.3 Installation File Maintenance Function.

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

(1) Master Menu File Maintenance Subfunction:

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

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

(2) Master Menu Recapitulation Subfunction:

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

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

(3) Recipes Subfunction:

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

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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

(7) Cash Meal Cost Update Subfunction.

(a) Enter Meal Costs.

(b) Review Records.

(c) Delete Records.

(d) Print Report.

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

(8) DFO Bulletin Board Subfunction.

(a) Add/Modify Message.

(b) Delete Message.

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

(9) Dining Facility Inquiry Access Subfunction.

(a) Grant/Revoke Inquiry Access.

(b) Print Inquiry Access Roster.

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

(10) Accounting Classification Update Subfunction.

(a) Enter Accounting Classifications.

(b) Review Accounting Classifications.

(c) Delete Accounting Classifications.

(d) Print Report.

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

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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

#### 4.3.1.4 Data Conversion Function.

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

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## 4.3.1.5 Equipment Replacement Function.

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

(1) File Maintenance Menu Subfunction.

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

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

(2) Reports Menu Subfunction.

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

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

b. Forms or publications used for data entry are:

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

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

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## 4.3.1.6 Random Survey Function.

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

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

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

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

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

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

Figure 4.3-1. IFA Files List.

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

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

4.4 Related Processing. NA.

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

4.6 Recovery from Errors and Malfunctions. See Appendix B.

4.7 Messages. See Appendix B.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

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**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

SECTION 5. MANAGEMENT INFORMATION REPORTS FUNCTION

5.1 Management Information Reports Function.

a. Use the Management Information Reports Function to review and print installation headcount, operation summary, and cook status reports. This function contains three subfunctions and two exit options:

- (1) Installation Headcount Report (para 5.2).
- (2) Operation Summary Report (para 5.3).
- (3) Cook Status Report (para 5.4).

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

b. Select Option A from the IFA Command Options Menu (fig. 5.1-1) to review the subfunctions in Management Information Reports.

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

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 5.1-1. IFA Command Options Menu.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. The Management Information Reports Menu (fig. 5.1-2) is displayed.

```
Management Information Reports:  A B C R X
Installation Headcount
DATE:  15 Aug 95           MANAGEMENT INFORMATION REPORTS MENU           AJK-162
----- Press F8 for Help -----

      OPTION CODE  RING MENU SELECTION OPTIONS
          A          INSTALLATION HEADCOUNT REPORT
          B          OPERATION SUMMARY REPORT
          C          COOK STATUS REPORT
          R          RETURN TO IFA COMMAND MENU
          X          EXIT THE IFA PROGRAM

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

Figure 5.1-2. Management Information Reports Menu.

5.2 Installation Headcount Report Subfunction.

a. Use the Installation Headcount Report Subfunction to print a cumulative or consolidated headcount report for each active dining facility on the installation. You can use this information to track increases or decreases in diner attendance from month to month. You can print up to five copies of each report. This subfunction contains two processes and two exit options:

- (1) View/Print Cumulative Headcount (para 5.2.1).
- (2) View/Print Consolidated Headcount (para 5.2.2).
- (3) Exit the Installation Headcount Menu and return to the Management Information Reports Menu or system login screen.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

b. To access the Installation Headcount Menu from the IFA Options Menu, select the options in figure 5.2-1.

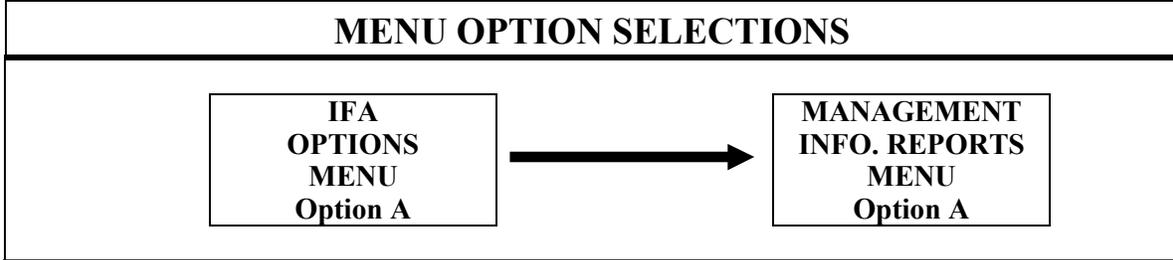


Figure 5.2-1. Installation Headcount Menu Selection.

c. The Installation Headcount Menu (fig. 5.2-2) is displayed.

```
INSTALLATION HEADCOUNT MENU:  A B R X
Enter 'A' to view/print the cumulative headcount report

DATE:  15 Aug 95           INSTALLATION HEADCOUNT MENU           AJK-057
----- Press F8 for Help -----

      OPTION CODE  RING MENU SELECTION OPTIONS
          A        VIEW/PRINT CUMULATIVE HEADCOUNT REPORT
          B        VIEW/PRINT CONSOLIDATED HEADCOUNT REPORT
          R        RETURN TO MANAGEMENT INFORMATION REPORTS MENU
          X        EXIT FROM IFA PROCESSING

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

Figure 5.2-2. Installation Headcount Menu.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

5.2.1 View/Print Cumulative Headcount Report Process. Use this process to print and review cumulative headcount reports for each active dining facility on your installation. You can use the information to track increases or decreases in diner attendance from month to month. You can print up to five copies of this report.

5.2.1.1 Processing Restrictions. None.

5.2.1.2 Processing Materials. None.

5.2.1.3 Installation Cumulative Headcount Screen AJK-157. To print and review an Installation Cumulative Headcount Report (PCN AJK-G41), select A from the Installation Headcount Report Menu. The Installation Cumulative Headcount Screen (fig. 5.2-3) is displayed. The dates you can request are displayed.

```
[
DATE:[15 Aug 95]          INSTALLATION FOOD ADVISOR OPERATIONS      AJK-157
                          INSTALLATION CUMULATIVE HEADCOUNT
THE AVAILABLE DATES ARE FROM [MM/DD/YYYY] THRU [MM/DD/YYYY]
ENTER DATES FOR THE CUMULATIVE HEADCOUNT REPORT: [MM/DD/YYYY] TO [MM/DD/YYYY]

                          Press <DELETE> for Interrupt Menu.

Processing data .....Please wait
```

Figure 5.2-3. Installation Cumulative Headcount Screen (AJK-157).

- a. The cursor is positioned in the ENTER DATES FOR THE CUMULATIVE HEADCOUNT REPORT field.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

- b. Enter the report FROM date and press [ENTER]. The cursor moves to the TO field.
- c. Enter the TO date and press [ENTER]. A message is displayed: **Processing data. . . . Please wait.**
- d. Then, the Installation Cumulative Headcount Screen AJK-061 (fig. 5.2-4) is displayed. The cumulative headcounts and activities with no headcounts are displayed for your review.

DATE:	15 Aug 95	INSTALLATION FOOD ADVISOR OPERATIONS				AJK-061
		INSTALLATION CUMULATIVE HEADCOUNT				
		REPORT PERIOD FROM 07/01/1995 THRU 07/15/1995				
DODDAC	BREAKFAST	LUNCH	DINNER	BRUNCH	SUPPER	TOTAL HC
P3028	1542	1400	1400	0	0	4342
P3029	1102	1110	1110	0	0	3322
P3030	1102	1110	1110	0	0	3322
P3031	1062	1070	1070	0	0	3202
MEAL TOTAL	33455	34146	33366	0	0	100967
THE FOLLOWING ACTIVITIES HAD NO HEADCOUNT(S) ENTERED:						
P3108 T2011 YDF001 YDF003 YDF004 YDF005 YDF006 YDF007 YDF008 YDF009 YDF010						
YDF011 YDF012 YDF013						
DO YOU WISH TO PRINT THIS REPORT? ENTER Y(es)/N(o) Û						
Press <F3> to scroll fwd: <F4> to scroll bkd: <ESC> to exit the screen.						

Figure 5.2-4. Installation Cumulative Headcount Screen (AJK-061).

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

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

e. When you finish your review, press [ESC]. A message is displayed: **DO YOU WISH TO PRINT THIS REPORT? ENTER Y(es)/N(o).**

(1) Enter Y and a message is displayed: **Enter 0 for no report or up to 5 copies and press <ENTER>.** Enter the number of copies you want and press [ENTER]. Another message is displayed: **The report is being prepared. Please wait ....** while the Installation Cumulative Headcount Report (PCN AJK-G41) is printed. Then, the Installation Headcount Menu is displayed.

OR

(2) Enter N and the Installation Headcount Menu is displayed.

f. To exit this menu, select R. The Management Information Reports Menu is displayed

g. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 5.2.1.4 for processing instructions.

5.2.1.4 Interrupt Ring Menu. This ring menu (fig. 5.2-5) is displayed when you press [DELETE]. Use it to continue processing, return to the Management Information Reports Menu, or exit processing.

INTERRUPT MENU: <b>CONTINUE</b> RETURN    EXIT
Continue Processing

Figure 5.2-5. Interrupt Ring Menu.

- a. Select CONTINUE and the cursor moves back to the last data entry field you completed.
- b. Select RETURN and the Management Information Reports Menu is displayed.
- c. Select EXIT and the system login screen is displayed.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## 5.2.1.5 Outputs.

a. The Installation Cumulative Headcount Report (PCN AJK-G41) is printed. See appendix C for an example of this report.

b. AR 25-400-2 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 end-of-month report file. Cut off this file at the end of the fiscal year.  
For example:

COFF: 30 Sep 94      DEST: Oct 96.

5.2.2 View/Print Consolidated Headcount Process. Use this process to print and review consolidated headcount reports for each active dining facility on your installation. You can print up to five copies of this report.

5.2.2.1 Processing Restrictions. None.

5.2.2.2 Processing Materials. None.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

5.2.2.3 Installation Consolidated Headcount Screen AJK-148. To print and review an Installation Consolidated Headcount Report, select B from the Installation Headcount Report Menu. The Installation Consolidated Headcount Screen (fig. 5.2-6) is displayed. The dates you can request are displayed.

```
[
DATE: [15 Aug 95]          INSTALLATION FOOD ADVISOR OPERATIONS      ]
                           INSTALLATION CONSOLIDATED HEADCOUNT    AJK-148

THE AVAILABLE DATES ARE FROM [MM/DD/YYYY] THRU [MM/DD/YYYY]

ENTER THE MONTH (EX: JAN, FEB):      [  ]
ENTER THE YEAR (EX: 1995):           [  ]

Press <DELETE> for Interrupt Menu.

Processing - Please wait...
```

Figure 5.2-6. Installation Consolidated Headcount Screen (AJK-148).

- a. The cursor is positioned in the ENTER THE MONTH field.
- b. Enter the report month you want and press [ENTER]. The cursor moves to the ENTER THE YEAR field.
- c. Enter the year and press [ENTER]. A message is displayed: **Processing - Please wait...**

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

d. Then, the Installation Consolidated Headcount Screen AJK-062 (fig. 5.2-7) is displayed.

e. Available consolidated headcount dates are displayed on this screen. The cursor is positioned in the ENTER THE DATE FOR THE REPORT field.

```
[
DATE: [15 Aug 95]          INSTALLATION FOOD ADVISOR OPERATIONS          AJK-062
                           INSTALLATION CONSOLIDATED HEADCOUNT

Enter the date for the report: [Û          ]

07/01/95  07/09/1995  07/17/1995  07/25/1995
07/02/95  07/10/1995  07/18/1995  07/26/1995
07/03/95  07/11/1995  07/19/1995  07/27/1995
07/04/95  07/12/1995  07/20/1995  07/28/1995
07/05/95  07/13/1995  07/21/1995  07/29/1995
07/06/95  07/14/1995  07/22/1995  07/30/1995
07/07/95  07/15/1995  07/23/1995  07/31/1995
07/08/95  07/16/1995  07/24/1995

Enter a report date and press ENTER or press <DELETE> for Interrupt Menu.
Enter the date, format = mm dd yy
```

Figure 5.2-7. Installation Consolidated Headcount Screen (AJK-062).

(1) Enter the report date and press [ENTER]. A message is displayed: **Processing data..... Please wait.** Then, the Installation Consolidated Headcount Report Screen AJK-063 (fig. 5.2-8) is displayed.

OR

(2) Press [DELETE] to interrupt processing. An Interrupt Ring Menu is displayed. See paragraph 5.2.1.4 for processing instructions.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

f. Consolidated headcounts for active facilities are displayed (fig. 5.2-8) on this screen. The cursor is positioned in the ACTIVITY field for the first dining facility.

ACTIVITY	BREAKFAST	LUNCH	DINNER	BRUNCH	SUPPER	TOTAL
P3024	321	325	310	0	0	956
P3025	0	0	0	125	102	227
P3026	345	311	290	0	0	946
P3010	206	265	204	0	0	675
P3026	1023	1010	1002	0	0	3035
P3045	1045	1215	956	0	0	3216
GRAND TOTALS	9216	10173	6478	302	175	26344

Press <F3> to scroll fwd; <F4> to scroll bkd; <DELETE> to exit the screen.

Figure 5.2-8. Installation Consolidated Headcount Screen (AJK-063).

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

## AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

g. When you finish your review, press [ESC]. A message is displayed: **DO YOU WISH TO PRINT THIS REPORT? ENTER Y(es)/N(o).**

(1) Enter Y and a message is displayed: **Enter 0 for no report or up to 5 copies and press <ENTER>.** Another message is displayed: **The report is being prepared. Please wait ...** while the Installation Consolidated Headcount Report (PCN AJK-G42) is printed. Then, the Installation Headcount Menu is displayed.

OR

(2) Enter N and the Installation Headcount Menu is displayed.

h. To exit this menu, select R. The Management Information Reports Menu is displayed.

### 5.2.2.4 Outputs.

a. The Installation Consolidated Headcount Report (PCN AJK-G42) is printed. See appendix C for an example of this report.

b. AR 25-400-2 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 end-of-month report on file. Cut off this file at the end of the fiscal year. For example:

COFF: 30 Sep 94

DEST: Oct 96.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

5.3 Operation Summary Report Subfunction.

a. Use the Operation Summary Report Subfunction to print an operation summary for one dining facility, or all active dining facilities on the installation. This subfunction contains two processes and two exit options:

(1) Print All Activities Report (para 5.3.1).

(2) Print One Activity Report (para 5.3.2).

(3) Exit the Operational Summary Menu and return to the Management Information Reports Menu or system login screen.

b. To access the Operational Summary Menu from the IFA Options Menu, select the options in figure 5.3-1.

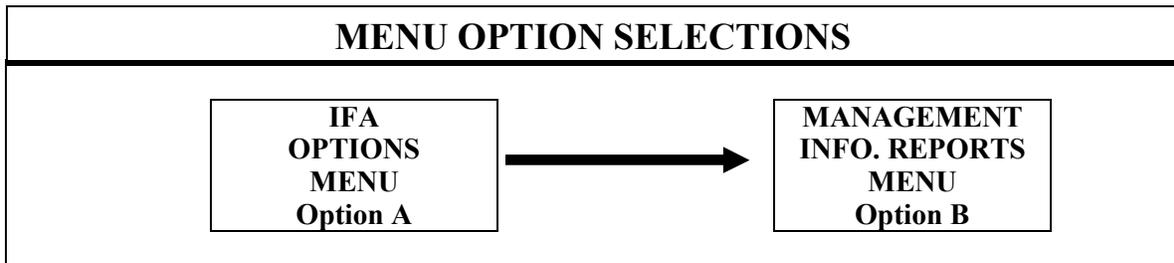


Figure 5.3-1. Operational Summary Menu Selection.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. The Operational Summary Menu (fig. 5.3-2) is displayed.

```
OPERATIONAL SUMMARY:  A B R X
Enter 'A' print all activities report

DATE:  15 Aug 95          MANAGEMENT INFORMATION REPORTS MENU          AJK-064
----- Press F8 for Help -----

      OPTION CODE  RING MENU SELECTION OPTIONS
          A          PRINT ALL ACTIVITIES REPORT
          B          PRINT ONE ACTIVITY REPORT
          R          RETURN TO IFA COMMAND MENU
          X          EXIT THE IFA PROGRAM

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

Figure 5.3-2. Operational Summary Menu.

5.3.1 Print All Activities Report Process. Use this process to print an operation summary report for all active dining facilities on the installation.

5.3.1.1 Processing Restrictions. None.

5.3.1.2 Processing Materials. None.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

5.3.1.3 Operations Summary Report - Print All Activities Screen AJK-114. To print a Dining Facility Operation Summary Report (PCN AJK-GG1), select A from the Operational Summary Menu. The Operations Summary Report - Print All Activities Screen (fig. 5.3-3) is displayed.

```
[
DATE: [15 Aug 95]                OPERATIONS SUMMARY REPORT                ]
                                PRINT ALL ACTIVITIES                AJK-114

Enter the number of copies of the report. [0 ]

Press <DELETE> for Interrupt Menu.

Enter 0 for no reports or 1 to 5 and press <ENTER>
```

Figure 5.3-3.Operations Summary Report - Print All Activities Screen (AJK-114).

a. The cursor is positioned in the NUMBER OF COPIES field. You can print up to five copies of this report.

(1) Enter the number of copies you want and press [ENTER].

OR

(2) Press [DELETE] and the Management Information Reports Menu is displayed.

b. The following messages are displayed: **The report is being prepared. Please wait . . . The report is being printed now.** Then, the Operational Summary Menu is displayed.

c. To exit this menu, select R. The Management Information Reports Menu is displayed.

5.3.1.4 Outputs. The Dining Facility Operation Summary Report (PCN AJK-GG1) is printed. See appendix C for an example of this report. You are not required to keep a file copy of this report.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

5.3.2 Print One Activity Report Process. Use this process to print an operations summary report for a specific dining facility.

5.3.2.1 Processing Restrictions. None.

5.3.2.2 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.

5.3.2.3 Operations Summary Report - Print One Activity Screen AJK-114. To print an operations summary report for a specific dining facility, select Option B from the Operational Summary Menu. The Operations Summary Report - Print One Activity Screen (fig. 5.3-4) is displayed.

```
[
DATE: [15 SEP 95]                OPERATIONS SUMMARY REPORT                ]
                                PRINT ONE ACTIVITY                AJK-114

1) Enter a specific dining facility: [000061]
2) Enter the number of copies of the report: [ 2 ]

                                Press <DELETE> for Interrupt Menu

                                The report is being prepared.  Please wait . . .
```

Figure 5.3-4. Operations Summary Report - Print One Activity Screen (AJK-114).

- a. The cursor is positioned in the DINING FACILITY field.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(1) Enter a dining facility activity code and press [ENTER]. The cursor moves to the NUMBER OF COPIES field. You can print up to five copies of this report.

OR

(2) Press [DELETE] and the Management Information Reports Menu is displayed.

(3) Enter the number of copies you want and press [ENTER].

b. The following messages are displayed: **The report is being prepared. Please wait . . . The report is being printed now.** Then, the Operational Summary Menu is displayed.

c. To exit this menu, select R. The Management Information Reports Menu is displayed.

5.3.2.4 Outputs. The Dining Facility Operations Summary Report (PCN AJK-GG1) is printed during this process. See Appendix C for an example of this report. You are not required to keep a file copy of this report.

## 5.4 Cook Status Report Subfunction.

a. Use the Cook Status Subfunction to review, update and or delete personnel authorization data by commands. You can also review or print personnel status reports by commands. This subfunction contains two processes and two exit options.

(1) Authorization Document File Maintenance (para 5.4.1).

(2) Personnel Status Reports (para 5.4.2).

(3) Exit the Cook Status Report Menu and return to the Management Information Reports Menu or system login screen.

b. To review the Cook Status Report processes, select Option C from the Management Information Reports Menu.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

c. The Cook Status Report Menu (fig. 5.4-1) is displayed.

```
COOK STATUS REPORT MENU:  A B R X
Add, change or delete personnel authorization records

15 Sep 95          COOK STATUS REPORT MENU          AJK-045
----- Press F8 for Help -----

      OPTION CODE  RING MENU SELECTION OPTIONS

          A      AUTHORIZATION DOCUMENT FILE MAINTENANCE
          B      PERSONNEL STATUS REPORTS
          R      RETURN TO MANAGEMENT INFORMATION REPORTS MENU
          X      EXIT THE IFA PROGRAM

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

*Figure 5.4-1. Cook Status Report Menu (AJK-045).*

## 5.4.1 Authorization Document File Maintenance Process.

a. Use the Authorization Document File Maintenance process to review, update and print specific command and unit authorization data. This process contains three subprocesses and two exit options:

- (1) Update Authorization Data (para 5.4.1.1).
- (2) Update Unit Data (para 5.4.1.2).
- (3) Print Authorization Document Report (para 5.1.4.3).

(4) Exit the Authorization Document File Maintenance Menu and return to the Cook Status Menu or system login screen.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

b. To review the Authorization Document File Maintenance subprocesses, select Option A from the Cook Status Menu. The Authorization Document File Maintenance Menu (fig. 5.4-2) is displayed.

```
AUTHORIZATION DOCUMENT FILE MAINTENANCE MENU:  A B C R X
Update Authorization Data

15 Sep 95      AUTHORIZATION DOCUMENT FILE MAINTENANCE MENU      AJK-046
----- Press F8 for Help -----

      OPTION CODE  RING MENU SELECTION OPTIONS
              A      UPDATE AUTHORIZATION DATA
              B      UPDATE UNIT DATA
              C      PRINT AUTHORIZATION DOCUMENT REPORT
              R      RETURN TO COOK STATUS REPORT MENU
              X      EXIT THE IFA PROGRAM

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

Figure 5.4-2. Authorization Document File Maintenance Menu (AJK-046).

5.4.1.1 Update Authorization Data Subprocess. Use this subprocess to review and or update personnel authorization data for commands.

5.4.1.1.1 Processing Restrictions. None.

5.4.1.1.2 Processing Materials. Authorization documents (TOEs, MTOEs, TDAs) for all installation food service activities.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

5.4.1.1.3 Update Authorization Data Screen AJK-047. To begin the Update Authorization Data process, select Option A from the Authorization Document File Maintenance Menu. The Update Authorization Data Screen (fig. 5.4-3) is displayed. This screen displays all the commands that are currently in the database.

DATE:	UPDATE AUTHORIZATION DATA								AJK-047
-----AUTHORIZATION-----									
COMMAND	WARRANT OFFICER	E-9	E-8	E-7	E-6	E-5	E-4	E-3/2/1	CIV
HQ COMMAND	2	1	1	3	4	5	4	8	2
HQ COSCOM	0	0	0	0	0	0	0	0	0
12 TH AVN GP	1	2	3	2	5	6	8	3	1
W26AAA									
W26AAB									

F1 Key Insert Record      F2 Key Delete Record      F3 Key Scroll Forward  
F4 Key Scroll Backward    ESC Key Save and Continue  
<Delete> Key Interrupt Process

Figure 5.4-3. Update Authorization Data Screen (AJK-047).

- a. The cursor is positioned in the COMMAND column for the first command on the list.
  - (1) Press [ENTER] and the cursor moves to the WARRANT OFFICER authorization field.
  - (2) To change authorization data in any field, enter new data over the old and press [ENTER] after each field. The cursor moves to the next authorization field.
  - (3) Use the [ENTER] or ARROW keys to scroll through the list line by line.
  - (4) Use the [F3] key to page forward, and [F4] to page back through the list.
  - (5) Use the [F1] key to open a space when adding a new command. Enter the new command and press [ENTER]. The cursor moves to the first AUTHORIZATION field. Repeat steps (1) and (2) to continue processing.

## AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(6) Use the [F2] key to delete a command. Two messages are displayed: **ALL AUTHORIZATION DATA AND UNIT DATA FOR COMMAND \_\_\_\_\_ WILL BE DELETED.**, and **TO CANCEL DELETE, DEPRESS INTERRUPT OR RE-INSERT DATA.**

(a) To cancel your deletion, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 5.4.1.1.5 for processing instructions.

OR

(b) Press the [F1] key to open a space and re-insert the command authorization data.

b. When you finish your entries, press [ESC]. A series of messages are displayed: **EDITING DATA . . . PLEASE WAIT., UPDATING DATABASE . . . PLEASE WAIT.,** then, **AUTHORIZATION DATA PROCESS COMPLETE. PRESS ENTER TO CONTINUE.**

c. Press [ENTER] and the message **DO YOU WANT TO ADD, CHANGE OR DELETE OTHER AUTHORIZATION RECORDS (Y or N)?** is displayed.

(1) Enter Y and the Update Authorization Data Screen AJK-047 is redisplayed. You can change or enter new command authorization data.

OR

(2) Enter N and the Authorization Document File Maintenance Menu AJK-046 is displayed. You can choose another option.

5.4.1.1.4 Interrupt Ring Menu. Use this ring menu (5.4-4) to continue processing, start over, return to the Authorization Document File Maintenance Menu, or exit processing.

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

*Figure 5.4-4. Interrupt Ring Menu.*

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Update Authorization Data Screen AJK-047 is redisplayed. You can restart the process.
- c. Select R and the Authorization Document File Maintenance Menu AJK-046 is displayed.
- d. Select X and the system login screen is displayed.

5.4.1.1.5 Outputs. No reports are produced during this process.

5.4.1.2 Update Unit Data Subprocess. Use this subprocess to review, add and or update units assigned to commands.

5.4.1.2.1 Processing Restrictions. None.

5.4.1.2.2 Processing Materials. Authorization documents (TOEs, MTOEs, TDAs) for all installation food service activities.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

5.4.1.2.3 Select Command Screen AJK-048. To begin the Update Unit Data process, select Option B from the Authorization Document File Maintenance Menu. The Select Command Screen (fig. 5.4-5) is displayed. This screen displays all commands entered through the update authorization data process.

DATE: 15 Sep 95				AJK-048
SELECT COMMAND				
HQ COMMAND	12TH AVN GP	264TH ARMOR	W26EEE	
QMS BRIGADE	364TH ARMOR	HHC DISCOM	W26BBB	
Use arrow keys to move cursor. ESCAPE to make selection. Press F3 to scroll forward: F4 to scroll backward: Delete to exit				

Figure 5.4-5. Select Command Screen (AJK-048).

- a. The cursor is positioned on the first unit of the list.
  - (1) Use the [ENTER] or ARROW keys to scroll through the list line by line.
  - (2) Use the [F3] key to page forward, and the [F4] to page back through the list.
- b. To select the command you want, place the cursor on that command and press [ESC]. The Update Unit Data For \_\_\_\_\_ Screen AJK-058 is displayed. See paragraph 5.4.1.2.4 for processing instructions.

OR

- c. To interrupt processing, press [DELETE]. The Interrupt Ring Menu is displayed. See paragraph 5.4.1.1.5 for processing instructions.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

5.4.1.2.4 Update Unit Data For \_\_\_\_\_ Screen AJK-058. Use this screen (fig. 5.4-6) to review and add or delete units for the selected command. This screen displays the unit identification code (UIC) and Unit Name.

DATE: 15 Sep 95	UPDATE UNIT DATA FOR _____	AJK-058
UIC	UNIT NAME	
W26AAB	B CO UNIT 1	
W26QKQ	E CO UNIT 1	
W26AAD	D CO UNIT 1	
W26AAF	HHC UNIT 1	
W26AAE	A CO UNIT 2	
F1 Key Insert Record    F2 Key Delete Record    F3 Key Scroll Forward		
F4 Key Scroll Backward    ESC Key Save and Continue		
<DELETE> Key interrupt process		

Figure 5.4-6. Update Unit Data For \_\_\_\_\_ Screen (AJK-058).

a. The cursor is positioned in the UIC field for the first unit on the list. Five units are 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 page forward, and [F4] to page back through the list.

(3) Use the [F1] key to open a space when adding a new unit. Enter the new unit's UIC and press [ENTER]. The cursor moves to the UNIT NAME field.

(4) Enter the name of the unit (up to 15 characters) and press [ENTER]. The cursor moves to the next line.

## AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(5) To delete a unit, move the cursor to the unit you want and press [F2]. That unit is deleted and the cursor moves to the next line.

b. When you finish your entries, press [ESC]. A series of messages are displayed: **EDITING DATA . . . PLEASE WAIT., UPDATING DATABASE . . . PLEASE WAIT.,** then, **UNIT DATA PROCESS COMPLETE. PRESS ENTER TO CONTINUE.**

OR

c. When you make no changes and press [ESC], a series of messages are displayed: **EDITING DATA . . . PLEASE WAIT., NO CHANGES WERE MADE.,** then, **UNIT DATA PROCESS COMPLETE. PRESS ENTER TO CONTINUE.**

d. Press [ENTER] and the message **DO YOU WANT TO ADD, CHANGE OR DELETE OTHER AUTHORIZATION RECORDS (Y OR N)?** is displayed.

(1) Enter Y and the Select Command Screen AJK-048 is redisplayed. You can change or enter new unit authorization data.

OR

(2) Enter N and the Authorization Document File Maintenance Menu AJK-046 is displayed. You can choose another option.

5.4.1.2.5 Outputs. No reports are produced during this process.

5.4.1.3 Print Authorization Document Report Subprocess. Use this subprocess to print the Food Service Authorization Document Report (PCN AJK-JE1). This report lists the cook authorizations by commands.

5.4.1.3.1 Processing Restrictions. None.

5.4.1.3.2 Processing Materials. None.

## AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

5.4.1.3.3 Processing Actions. To Print the Authorization Document Report, select Option C from the Authorization Document File Maintenance Menu AJK-046 (fig. 5.4-6).

a. The following message is displayed: **HOW MANY PRINTED COPIES? (LIMIT 5)**.

b. Enter the number of copies you want and two messages are displayed: **REPORT RUNNING . . . PLEASE WAIT.** then, **REPORT HAS BEEN PRINTED. PRESS ENTER TO CONTINUE**

c. Press [ENTER] and the message **DO YOU WANT TO PRINT ANOTHER AUTHORIZATION REPORT (Y OR N)?**

(1) Enter Y to print another report and the message **HOW MANY PRINTED COPIES? (LIMIT 5)** is redisplayed. Repeat steps a and b to continue processing.

OR

(2) Enter N for no report and the Authorization Document File Maintenance Menu is displayed. You can choose another option.

### 5.4.1.3.4 Outputs.

a. The Food Service Authorization Document Report (PCN AJK-JE1) 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. 30-1c, Dining Facility Reviews File (1-year file).

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

COFF: 31 Sep 95

DEST: Oct 96

5.4.2 Personnel Status Reports Process.

a. Use the Personnel Status Reports Process to print personnel status reports, installation personnel loss reports, and dining facility personnel loss reports for a 30 to 90-day loss time frame. This process contains three subprocesses and two exit options.

- (1) Personnel Status Reports (para 5.4.2.1).
- (2) Installation Personnel Loss Report (para 5.4.2.2).
- (3) Dining Facility Personnel Loss Report (para 5.4.2.3).

(4) Exit the Personnel Status Report Menu and return to the Cook Status Report Menu or system login screen.

b. To review the Personnel Status Reports subprocesses, select Option B from the Cook Status Report Menu. The Personnel Status Report Menu (fig. 5.4-7) is displayed.

```
PERSONNEL STATUS REPORT MENU:  A B C R X
Personnel Status Report

15 Sep 95                PERSONNEL STATUS REPORT MENU                AJK-059
----- Press F8 for Help -----

      OPTION CODE  RING MENU SELECTION OPTIONS
          A          PERSONNEL STATUS REPORT
          B          INSTALLATION PERSONNEL LOSS REPORT
          C          DINING FACILITY PERSONNEL LOSS REPORT
          R          RETURN TO COOK STATUS REPORT MENU
          X          EXIT THE IFA PROGRAM

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

Figure 5.4-7. Personnel Status Report Menu (AJK-059).

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

5.4.2.1 Personnel Status Report Subprocess. Use this subprocess to print the Personnel Status Report by commands.

5.4.2.1.1 Processing Restrictions. None.

5.4.2.1.2 Processing Materials. None.

5.4.2.1.3 Processing Actions. To begin printing the Personnel Status Report, select Option A from the Personnel Status Report Menu AJK-059 (fig. 5.4-7).

a. The following messages are displayed: **Report printing . . . Please wait.,** and **Report has been printed. Press ENTER to continue.**

b. Press [ENTER] and the message **DO YOU WANT TO PRINT ANOTHER PERSONNEL STATUS REPORT (Y or N)?** is displayed.

(1) Enter Y to print another report and the messages in a and b are redisplayed. Repeat these steps to print as many reports as you need.

OR

(2) Enter N for no report and the Personnel Status Report Menu AJK-059 is displayed. You can choose another option.

5.4.2.1.4 Outputs.

a. The Personnel Status Report (PCN AJK-JF1) 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. 30-1c, Dining Facility Reviews File (1-year file).

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

COFF: 31 Sep 95

DEST: Oct 96

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

5.4.2.2 Installation Personnel Loss Report Subprocess. Use this subprocess to print the Installation Personnel Loss Report by commands. This report covers personnel loss for a 30 to 90-day time frame.

5.4.2.2.1 Processing Restrictions. None.

5.4.2.2.2 Processing Materials. None.

5.4.2.2.3 Processing Actions. To begin printing the Installation Personnel Loss Report, select Option B from the Personnel Status Report Menu AJK-059 (fig. 5.4-7).

a. The following messages are displayed: **Report printing . . . Please wait.,** and **Report has been printed. Press ENTER to continue.**

b. Press [ENTER] and the message **DO YOU WANT TO PRINT ANOTHER INSTALLATION PERSONNEL LOSS REPORT (Y or N) ?** is displayed.

(1) Enter Y to print another report and the messages in a and b are redisplayed. Repeat these steps to print as many reports as you need.

OR

(2) Enter N for no report and the Personnel Status Report Menu AJK-059 is displayed. You can choose another option.

5.4.2.2.4 Outputs.

a. The Installation Personnel Loss Report (PCN AJK-JF2) 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. 30-1c, Dining Facility Reviews File (1-year file).

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

COFF: 31 Sep 95

DEST: Oct 96

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

5.4.3.1 Dining Facility Personnel Loss Report Subprocess. Use this subprocess to print the Dining Facility Personnel Loss Report by dining facility. This report covers a 30 to 90-day loss time frame.

5.4.3.1.1 Processing Restrictions. None.

5.4.3.1.2 Processing Materials. None.

5.4.3.1.3 Processing Actions. To begin printing the Dining Facility Personnel Loss Report, select Option C from the Personnel Status Report Menu (fig. 5.4-7).

a. The following messages are displayed: **Report printing . . . Please wait.,** and **Report has been printed. Press ENTER to continue.**

b. Press [ENTER] and the message **DO YOU WANT TO PRINT ANOTHER DINING FACILITY PERSONNEL LOSS REPORT (Y or N) ?** is displayed.

(1) Enter Y to print another report and the messages in a and b are redisplayed. Repeat these steps to print as many reports as you need.

OR

(2) Enter N for no report and the Personnel Status Report Menu AJK-059 is displayed. You can choose another option.

5.4.3.1.4 Outputs.

a. The Dining Facility Personnel Loss Report (PCN AJK-JF3) 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. 30-1c, Dining Facility Reviews File (1-year file).

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

COFF: 31 Sep 95

DEST: Oct 96

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

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**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

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.



# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

- 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).

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(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.

## AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.**

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(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.

## AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

**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].

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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 <input type="checkbox"/>
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.

## AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

e. The message **DO YOU WISH TO REVIEW ANOTHER ACTIVITY? Enter Y(es) or N(o).** 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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

- 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

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

- 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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(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.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

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).

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

**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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

15 Sep 95	SELECT ACTIVITY CODE	AJK-216
ACT CODE : <input type="checkbox"/>		
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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

```
15 Sep 95                SELECT ACTIVITY CODE                AJK-216
+-----+
ACT CODE :
Please enter the activity code
or press <F5> to pick.
          SCROLL:<F3>/<F4>/ARROW KEYS; SELECT:<ESC>
          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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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

15 Oct 95
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.



# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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).

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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)?**

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## 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.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

```
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].

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

```
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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(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

Press ENTER to continue . . .

PAGE 1

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

```
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 . . .

PAGE 2

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?: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Yes, Print the Percent Deviation Report			
DATE: 15 Aug 95	DISPOSITION OF SUBSISTENCE SELECT ITEMS		AJK-431
ITEM NAME	TIIN	PERCENT 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).

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

```
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

PAGE 12
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.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

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).

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(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.

# AIS Manual 25-L37-AJK-ATT-EM-3

## 1 July 2001

**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.

OR

## AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(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.

# AIS Manual 25-L37-AJK-ATT-EM-3

## 1 July 2001

```

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).

## AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(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			-----	FOOD	OMA
	SIK	PD	FAO	SMR	DMR	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

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

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.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

**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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

```
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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(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.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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).

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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).

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

- 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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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).

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## 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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

```
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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

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.

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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).

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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).

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

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(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).

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

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).

**1 July 2001**

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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>:**

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

**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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

**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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## 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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

**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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

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.

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).

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

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.

## AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

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.

## AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

## AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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.

## AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(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.

SECTION 7. FILE MAINTENANCE FUNCTION

7.1 File Maintenance Function

a. Use the File Maintenance Function to create, modify, print, delete, and replace the installation menu and recipe files. The information you enter is transferred to the dining facilities. Processes are provided to back up files and load data from them. You can update cash meal payment costs and account classification. Another subfunction lets you pass information to the DFOs through their Bulletin Board Screen and allows the IFA to grant or revoke login permissions. This function contains nine subfunctions and two exit options:

- (1) Master Menu File Maintenance (para 7.2).
- (2) Master Menu Recapitulation (para 7.3).
- (3) Recipe File Maintenance (para 7.4).
- (4) Recipe Cost Maintenance (para 7.5).
- (5) Dining Facility Interface (para 7.6).
- (6) MMP Interface (para 7.7).
- (7) Cash Meal Cost Update (para 7.8).
- (8) DFO Bulletin Board (para 7.9).
- (9) Dining Facility Inquiry Access (para 7.10).
- (10) DFO - TISA MIF Reconciliation (para 7.11).
- (11) Account Classification (para 7.12)
- (12) Exit the IFA File Maintenance Menu and return to the IFA Command Options Menu or system login screen.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

b. Select Option C from the IFA Options Menu (fig. 7.1-1) to review the subfunctions in File Maintenance.

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

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

      OPTION CODE  RING MENU SELECTION OPTIONS

          A          MANAGEMENT INFORMATION REPORTS

          B          MANAGEMENT INFORMATION INQUIRIES

          C          INSTALLATION FILE MAINTENANCE

          D          DATA CONVERSION

          E          EQUIPMENT REPLACEMENT PROCESS

          F          RANDOM SURVEY PROCESS

          X          SIGN OFF IFA SUBSYSTEM

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

Figure 7.1-1. IFA File Maintenance Menu Selection.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. The IFA File Maintenance Menu (fig. 7.1-2) is displayed.

```
IFA FILE MAINTENANCE:  A B C D E F G H I J K R X
Master Menu

DATE:  20 Nov 00          INSTALLATION FILES MAINTENANCE MENU          AJK-165

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

OPTION      DESCRIPTION                OPTION      DESCRIPTION
A           MASTER MENU                        G           CASH MEAL COST UPDATE
B           MASTER MENU RECAPITULATION         H           DFO BULLETIN BOARD
C           RECIPES                            I           DFO INQUIRY ACCESS
D           COMPUTE COST                       J           DFO TISA MIF RECONCILIATION
E           DINING FACILITY INTERFACE          K           ACCT CLASSIFICATION UPDATE
F           MPP INTERFACE                      R           RETURN TO IFA MENU
                                           X           EXIT

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

Figure 7.1-2. IFA File Maintenance Menu Screen (AJK-165).

**7.2 Master Menu File Maintenance Subfunction**

a. Use the Master Menu File Maintenance Subfunction to add, update, delete, print, and replace the Master Menu and other menus for your installation. Processes are provided to back up and load the Master Menu File (MMF). This subfunction contains four processes and two exit options:

- (1) Master Menu - Update (para 7.2.1).
- (2) Master Menu - Print (para 7.2.2).
- (3) Master Menu - Load (para 7.2.3).
- (4) Master Menu - Backup (para 7.2.4).

(5) Exit the Master Menu File Maintenance Menu and return to the Installation Files Maintenance Menu or system login screen.

b. To access the Master Menu Maintenance Options Menu from the IFA Options Menu, select the options in figure 7.2-1.

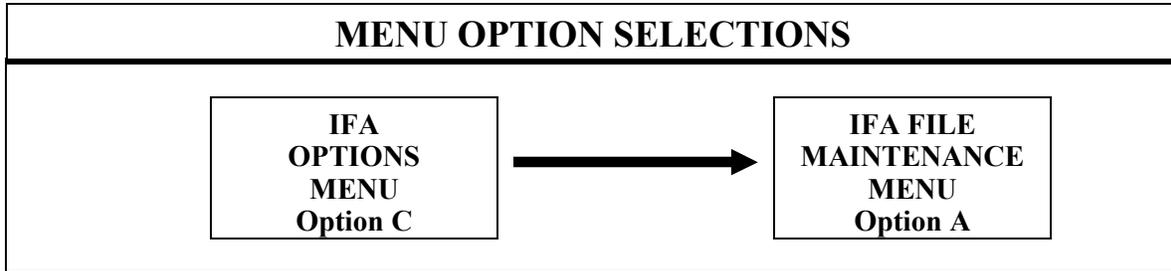


Figure 7.2-1. Master Menu Maintenance Options Selection.

c. The Master Menu File Maintenance Menu (fig. 7.2-2) is displayed.

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

                MASTER MENU FILE MAINTENANCE MENU                AJK-166

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

OPTION CODE  RING MENU SELECTION OPTIONS

      A      UPDATE MASTER MENU

      B      PRINT MASTER MENU

      C      LOAD MASTER MENU

      D      BACK UP MASTER MENU

      R      RETURN TO FILE MAINTENANCE MENU

      X      EXIT THE IFA PROGRAM

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

Figure 7.2-2. Master Menu File Maintenance Menu (AJK-166).

**AIS Manual 25-L37-AJK-ATT-EM-3  
1 July 2001**

7.2.1 Master Menu - Update Process.

a. Use the Master Menu - Update Process to add, change, or delete the installation Master Menu and other menus. Use the Master Menu - Year Change subprocess to roll the Master Menu dates forward for the upcoming year. This process contains five subprocesses and two exit options:

- (1) Master Menu - Add (para 7.2.1.1).
- (2) Master Menu - Change (para 7.2.1.2).
- (3) Master Menu - Delete (para 7.2.1.3).
- (4) Master Menu - Year Change (para 7.2.1.4).
- (5) Master Menu - Global Change (para 7.2.1.5).

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

b. To access the Master Menu Update Options Menu from the IFA Options Menu, select the options in figure 7.2-3.

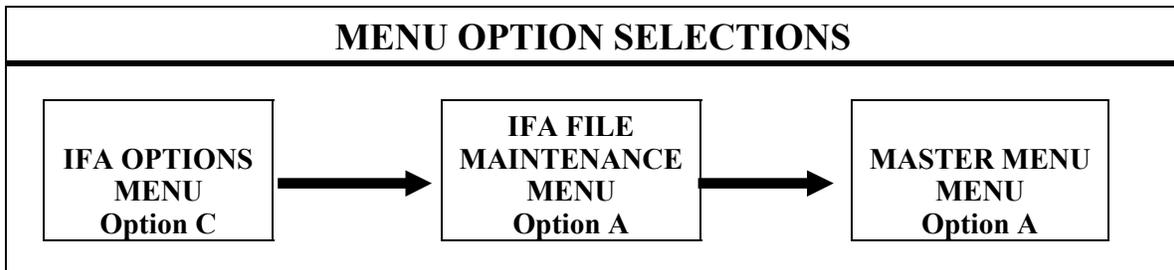


Figure 7.2-3. Master Menu Update Options Menu Selection.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. When you select Update from the Master Menu Maintenance Options Menu, the Master Menu File Maintenance Warning Screen - Update (fig. 7.2-4) is displayed:

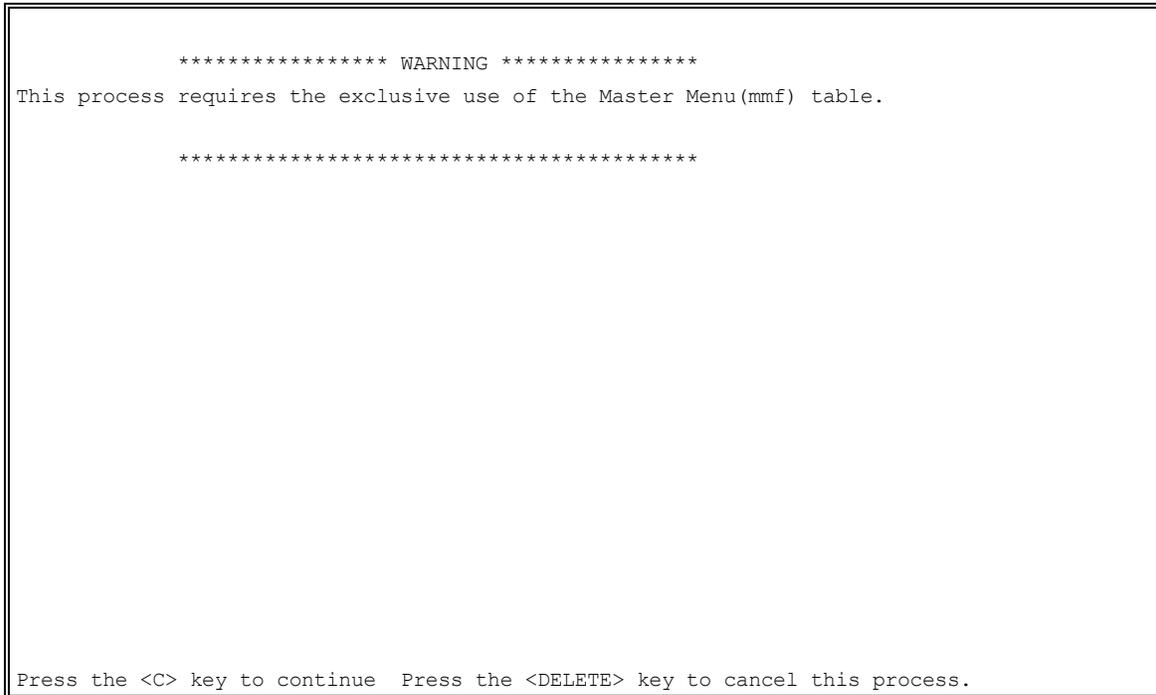


Figure 7.2-4. Master Menu File Maintenance Warning Screen - Update.

(1) Enter C to continue this process.

OR

(2) Press [DELETE] to end processing. The Master Menu File Maintenance Menu is displayed.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

d. If you select C, the Master Menu Update Options Menu (fig. 7.2-5) is displayed.

```
MASTER MENU UPDATE OPTIONS:  A B C D E R X
To add new menus

DATE:  15 Sep 95           MASTER MENU UPDATE OPTIONS MENU           AJK-173
----- Press F8 for Help -----
      OPTION CODE  RING MENU SELECTION OPTIONS

          A          ADD NEW MENUS

          B          MODIFY EXISTING MENUS

          C          DELETE MENUS

          D          ROLL MENU DATES FORWARD (NEW CALENDAR YEAR)

          E          GLOBAL MASTER MENU MAINTENANCE

          R          RETURN TO MASTER MENU MAINTENANCE MENU

          X          EXIT IFA PROCESSING

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

Figure 7.2-5. Master Menu Update Options Menu (AJK-173).

7.2.1.1 Master Menu - Add Subprocess. Use this subprocess to add master menus and other menus to the Master Menu File (MMF).

7.2.1.1.1 Processing Restrictions. None.

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

- a. The Master Menu SB 10-260 or other menu data for the menu you are adding.
- b. Print a copy of the Recipe Index Report (PCN AJK-OO1). This report contains a current list of AFMIS recipe numbers.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.2.1.1.3 Master Menu Maintenance - Add Screen AJK-101. To add a menu, select Option A from the Master Menu Update Options Menu. The Master Menu Maintenance - Add Screen (fig. 7.2-6) is displayed.

DATE: 15 Sep 95	MASTER MENU MAINTENANCE	AJK-101
ADD		
TYPE OF MEAL: M		
MENU DATE: 15/09/95		
MENU MEAL: A		
(This process updates the Master and/or Recap Menu files. Please provide the above information about the menu you wish to update.)		
Type of Menus	Type of Meals	
-----	-----	
M = Master Menu	A = Breakfast	F = Brunch
R = 14 day Reserve Menu	B = Lunch	G = Supper
E = Installation Exercise	C = Short Order	H = Night Breakfast
B = B Ration	D = Dinner	I = Night Dinner
T = T Ration	E = Dinner Short Order	
X = Box Lunch		
Z = B/T Ration		
	Press <DELETE> Key to Cancel Program.	

Figure 7.2-6. Master Menu Maintenance - Add Screen (AJK-101).

- a. Enter a menu letter from the screen display and the cursor moves to the MENU DATE/DAY field.
- b. Enter a menu date or day and press [Enter].
- c. Enter a meal letter from the screen display and press [Enter].
- d. When you enter data for a menu already on file, a message is displayed: **(Type Menu) RECORDS FOR meal and date ALREADY EXIST. DO YOU WISH TO UPDATE THESE RECORDS (Y/N)?**

(1) Enter Y to review this menu. The Master Menu - Change Screen AJK-102 is displayed. See paragraph 7.2.1.2.3.d. for processing instructions.

OR

(2) Enter N to end processing. The Master Menu Update Options Menu is displayed.

- e. The Master Menu - Add Screen AJK-102 (fig. 7.2-7) is displayed.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(1) The menu type, date or day, and meal from Screen AJK-101 are displayed. The cursor is positioned in the RECIPE field.

DATE: 15 Sep 95	MASTER MENU	AJK-102
ADD	Breakfast	09/01/1995
RECIPE	RECIPE NAME	
C00500	COFFEE (AUTOMATIC URN)	
D00101	BAKING POWDER BISCUITS (	
D02200	FRENCH TOAST	
D02500	PANCAKES	
E00101	HOT HOMINY GRITS (QUICK-	
F00400	COOKED EGGS (HARD)	
F00700	GRIDDLE FRIED EGGS (COOK	
F00806	HAM AND CHEESE OMELET	<ESC> Key Update Database
L00200	OVEN FRIED BACON	
L03000	CREAMED GROUND BEEF	<DELETE> Key cancel processing
L08901	BAKED SAUSAGE PATTIES	
Q04602	HASH BROWN POTATOES (F	
S00400	BULK MILK	

Figure 7.2-7. Master Menu - Add Screen (AJK-102).

(2) Enter a recipe number and press [Enter]. The recipe name is displayed and the cursor moves to the next RECIPE field. To add more recipes, repeat this step.

(3) Use the following keys to review and change your entries:

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(a) To view more recipes, use the [F3] key to page forward (fig. 7.2-8) and [F4] to page back.

DATE: 15 Sep 95	MASTER MENU	AJK-102
ADD	Breakfast	09/01/1995
RECIPE	RECIPE NAME	
S00200	ASST FRZ JUICES	
S00201	CANNED JUICE	
S00501	HOT CHOCOLATE	
S00601	ASST DRY CEREAL	
S00602	INSTANT OATMEAL	
S00800	ASST. BREADS	
S00900	BUTTER/MARGARINE	
S01000	JAMS/JELLIES	<ESC> Key Update Database
S01700	LEMON WEDGES	<DELETE> Key cancel processing
_____		
_____		
_____		
_____		

Figure 7.2-8. Master Menu - Add Screen (View More Recipes).

(b) To add a recipe, press [F1] to open a space on the screen. Enter a recipe number and press [Enter]. The recipe name is displayed. If you don't want to add it, press [F2] to delete the space.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(c) To delete a recipe, move the cursor to the recipe (fig. 7.2-9) and press [F2]. That recipe is deleted and the next one is displayed.

DATE: 15 Sep 95	MASTER MENU	AJK-102
ADD	Breakfast	09/01/1995
RECIPE	RECIPE NAME	
C00500	COFFEE (AUTOMATIC URN)	
D00101	BAKING POWDER BISCUITS (	
D02200	FRENCH TOAST	
D02500	PANCAKES	
E00101	HOT HOMINY GRITS (QUICK-	
F00400	COOKED EGGS (HARD)	
F00700	GRIDDLE FRIED EGGS (COOK	
F00806	HAM AND CHEESE OMELET	<ESC> Key Update Database
L00200	OVEN FRIED BACON	
L03000	CREAMED GROUND BEEF	<DELETE> Key cancel processing
L08901	BAKED SAUSAGE PATTIES	
L07101	GRILLED HAM SLICES	
Q04602	HASH BROWN POTATOES (F	
S00100	ASSORTED FRUIT	
_____		

Figure 7.2-9. Master Menu - Add Screen (example).

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(4) When you finish your entries, press [F6] to update your files. The following messages (fig. 7.2-10) are displayed: **Posting changes to Database for (type menu) records for meal and date . . . . Please wait**; then, **ARE YOU READY TO SEND THIS MENU TO THE DFO? ENTER Y(ES OR N(O.**

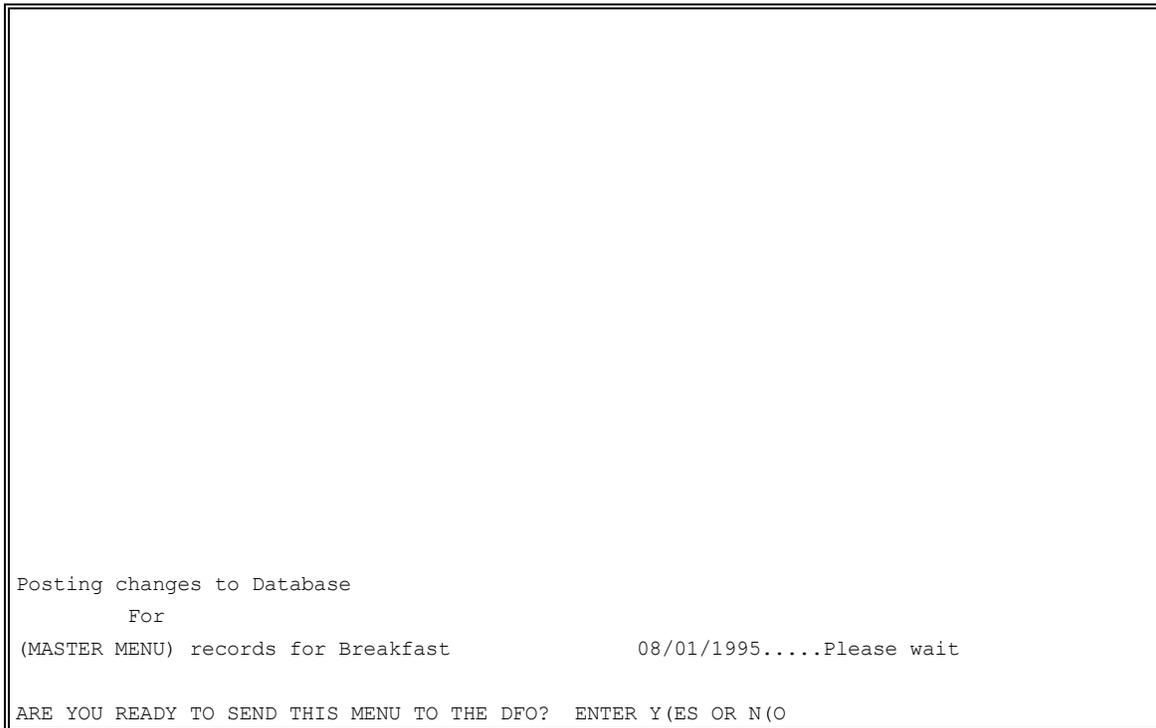


Figure 7.2-10. Master Menu Transfer Message Screen - Add.

(a) Enter Y and the message **PROCESSING - PLEASE WAIT** is displayed while the menu is being transferred. Another message is displayed: **MENU RECORDS HAVE BEEN TRANSFERRED. PRESS RETURN TO CONTINUE.** Press [Enter] and another message is displayed: **Menu for meal and date Updated. PRESS RETURN TO CONTINUE.** Press [Enter] and the Master Menu Update Options Menu is displayed.

OR

(b) Enter N and the Master Menu Update Options Menu is displayed.

f. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 7.2.1.5 for processing instructions.

g. Deleted.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.2.1.1.4 Outputs. No reports are printed during this subprocess. The menu you create is added to the MMF.

7.2.1.2 Master Menu - Change Subprocess. Use this subprocess to review and change master menus and other menus.

7.2.1.2.1 Processing Restrictions. None.

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

- a. The Master Menu SB 10-260 or other data for the menu you are changing.
- b. A copy of the Recipe Index Report (PCN AJK-OO1). See paragraph 6.7.5 for printing instructions. This report contains a current list of AFMIS recipe numbers.
- c. A copy of the Installation Menu Board changes.

7.2.1.2.3 Master Menu Maintenance - Change Screen AJK-101. To review or change a menu, select B from the Master Menu Update Options Menu. The Master Menu Maintenance - Change Screen (fig. 7.2-11) is displayed.

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

Figure 7.2-11. Master Menu Maintenance - Change Screen (AJK-101).

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

- a. Enter a menu letter from the screen display and the cursor moves to the MENU DATE/DAY field.
- b. Enter a menu date or day and press [Enter].
- c. Enter a meal letter from the screen display and press [Enter].
- d. A message is displayed: **Database search in progress for (menu type) for meal and date . . . Please wait.** Then, the Master Menu - Change Screen AJK-102 (fig. 7.2-12) is displayed.

(1) The menu type, date or day, recipe number, and name are displayed. Fifteen recipes are displayed at a time. The cursor is positioned in the RECIPE field for the first recipe.

DATE: 15 Sep 95	MASTER MENU	AJK-102
CHANGE	Breakfast	09/01/1995
RECIPE	RECIPE NAME	
C00500	COFFEE (AUTOMATIC URN)	
D00101	BAKING POWDER BISCUITS (	
D02200	FRENCH TOAST	
D02500	PANCAKES	F1 Key Add a Recipe
E00101	HOT HOMINY GRITS (QUICK-	F2 Key Delete a Recipe
F00400	COOKED EGGS (HARD)	Delete a Duplicate Recipe
F00700	GRIDDLE FRIED EGGS (COOK	Delete a Blank line
F00806	HAM AND CHEESE OMELET	F3 Key advance to next page
L00200	OVEN FRIED BACON	F4 Key return to previous page
L03000	CREAMED GROUND BEEF	F6 Key Update Database
L07103	GRILLED HAM SLICES	F7 Key Restore Recipe Number
L08901	BAKED SAUSAGE PATTIES	<DELETE> Key cancel processing
S00100	ASSORTED FRUIT	
S00200	ASST FRZ JUICES	Use Arrow & Return keys to
S00201	CANNED JUICE	move between fields and rows

Figure 7.2-12. Master Menu - Change Screen (AJK-102).

- (2) You can review the menu by using the following keys:
  - (a) Use the [Enter] or ARROW keys to scroll forward and review individual recipe numbers.



**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(b) To delete a recipe, move the cursor to the recipe (fig. 7.2-14) and press [F2]. That recipe is deleted and the next one is displayed.

**NOTE: The F7 key doesn't work. If you delete a recipe you can't restore it. Enter it again.**

DATE: 15 Sep 95	MASTER MENU	AJK-102
CHANGE	Breakfast	09/01/1995
RECIPE	RECIPE NAME	
C00500	COFFEE (AUTOMATIC URN)	
D00101	BAKING POWDER BISCUITS (	
D02200	FRENCH TOAST	
D02500	PANCAKES	F1 Key Add a Recipe
D02509	WAFFLES FROZEN BROWN AN-	F2 Key Delete a Recipe
E00101	HOT HOMINY GRITS (QUICK-	Delete a Duplicate Recipe
F00400	COOKED EGGS (HARD)	Delete a Blank line
F00700	GRIDDLE FRIED EGGS (COOK	F3 Key advance to next page
F00806	HAM AND CHEESE OMELET	F4 Key return to previous page
L00200	OVEN FRIED BACON	F6 Key Update Database
L03000	CREAMED GROUND BEEF	F7 Key Restore Recipe Number
L08901	BAKED SAUSAGE PATTIES	<DELETE> Key cancel processing
S00100	ASSORTED FRRUIT	
S00200	ASST FRZ JUICES	Use Arrow & Return keys to
S00201	CANNED JUICE	move between fields and rows

Figure 7.2-14. Master Menu - Change Screen (example).

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(4) When you finish your entries, press [F6] to update your files. The following messages (fig. 7.2-15) are displayed: **Posting changes to Database for (type menu) records for meal and date . . . . . Please wait**; then, **ARE YOU READY TO SEND THIS MENU TO THE DFO? ENTER Y(ES OR N(O.**

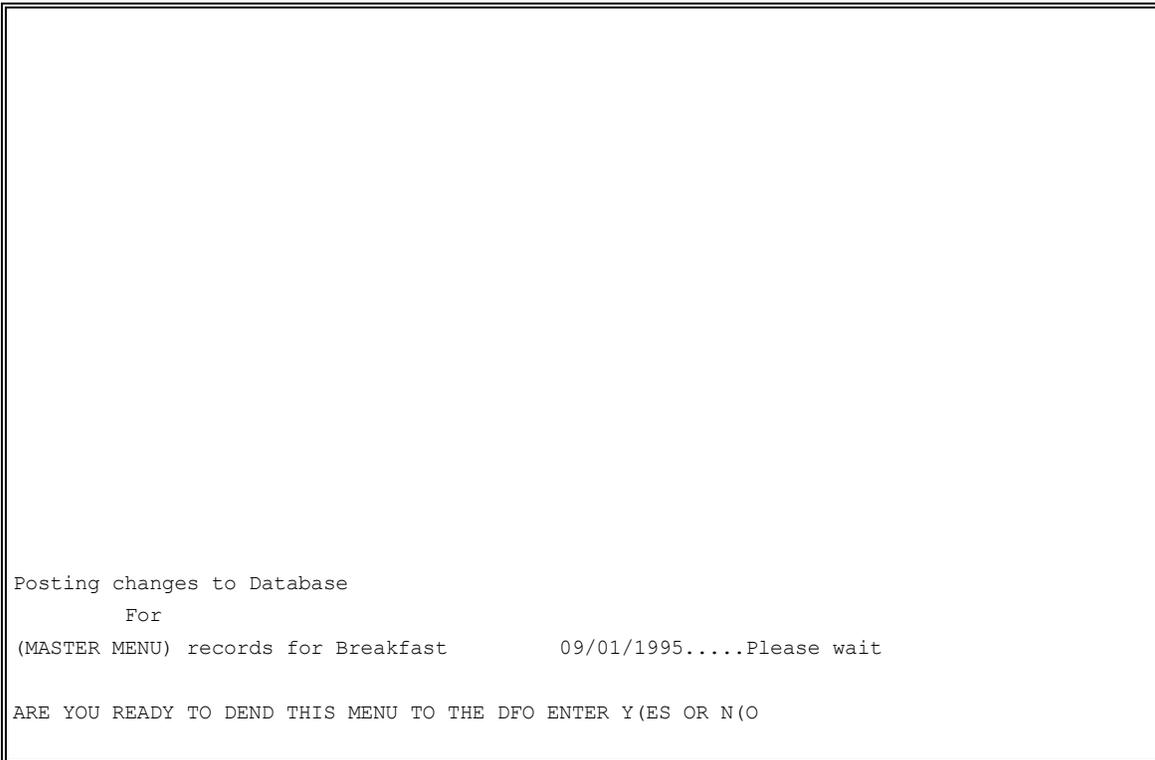


Figure 7.2-15. Master Menu Transfer Message Screen - Change.

**NOTE: DO NOT use this process to send updated menus to the DFOs. Due to a programming problem, the transfer portion of this process does not work correctly. It corrupts the DFO Master Menu File (MSTMENU) by causing duplicates. Until this problem is corrected, use the Dining Facility Interface Subfunction (para 7.8) to transfer all menus.**

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(a) Enter Y and the message **PROCESSING - PLEASE WAIT** is displayed while the menu is being transferred. Another message is displayed: **MENU RECORDS HAVE BEEN TRANSFERRED. PRESS RETURN TO CONTINUE.** Press [Enter] and another message is displayed: **Menu for meal and date Updated. PRESS RETURN TO CONTINUE.**

OR

(b) Enter N and a message is displayed: **Menu for meal and date Updated. PRESS RETURN TO CONTINUE.**

(5) Press [Enter] and another message is displayed: **DO YOU WANT TO UPDATE ANOTHER MENU (Y/N)?**

(a) Enter Y to update another menu. The Master Menu Maintenance Screen AJK-101 is displayed.

OR

(b) Enter N to end processing. The Master Menu Update Options Menu is displayed.

e. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 7.2.1.5 for processing instructions.

f. Deleted.

7.2.1.2.4 Outputs. No reports are printed during this subprocess. The MMF is updated.

7.2.1.3 Master Menu - Delete Subprocess. Use this subprocess to delete master menus and other menus.

7.2.1.3.1 Processing Restrictions. None.

7.2.1.3.2 Processing Materials. None.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.2.1.3.3 Delete Menu Records Screen AJK-103. To delete a menu, select C from the Master Menu Update Options Menu. The Delete Menu Records Screen (fig. 7.2-16) is displayed.

```

                                <DELETE> Key cancels this process

DATE:  15 Sep 95                                AJK-103
                                DELETE MENU RECORDS

Menu Type  M      (Enter a code from the list below)

-----
M = Master Menu          A = Breakfast          F = Brunch
R = 14 day Reserve Menu B = Lunch              G = Supper
E = Installation Exercise C = Short Order       H = Night Breakfast
B = B Ration             D = Dinner              I = Night Dinner
T = T Ration             E = Dinner Short Order
X = Box Lunch
Z = B/T Ration
                                Press <DELETE> Key to Cancel Program.

From 09/01/1995 To 09/10/1995

Meal 0      <===Enter meal code or (ALL) to delete all meals for these dates)

```

Figure 7.2-16. Delete Menu Records Screen (AJK-103).

- a. Enter a menu letter from the screen display and press [Enter].
- b. Enter the starting menu date or day and press [Enter]. Enter the ending date or day and press [Enter].
- c. Enter a meal letter or ALL and press [Enter].
- d. A message is displayed: **Confirm records to be deleted Y/N?**
  - (1) Enter Y to delete the menu records.

OR

- (2) Enter N to change the menu type, date, or meal. The Delete Menu Records Screen is redisplayed.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

- (a) To re-enter data, follow steps b and c.

OR

(b) Press [DELETE] to interrupt processing. An Interrupt Ring Menu is displayed. See paragraph 7.2.1.5 for processing instructions.

e. If you select Y, a message is displayed: **RECORDS HAVE BEEN DELETED. PRESS RETURN TO CONTINUE.** Press [Enter] and the Master Menu Update Options Menu is displayed.

- f. Deleted.

7.2.1.3.4 Outputs. No reports are printed during this subprocess. The menus you choose are deleted from the MMF.

7.2.1.4 Master Menu - Year Change Subprocess. Use this subprocess to roll the Master Menu dates forward for the upcoming year. Part of processing includes checking the IFA MMF to make sure there is a complete set of menus on file and checking the DFO Master Menu File (MSTMENU) to make sure current menus are on file for November and December. It also deletes DFO MSTMENU files through October of the current year to get the file ready for next year's menus.

7.2.1.4.1 Processing Restrictions. Because it can corrupt the Master Menu File, DO NOT turn off your computer until this subprocess is complete. You can't run this subprocess before 1 November. If you try to, an error message is displayed and processing ends. Complete the following steps before you start this subprocess.

- a. Make sure you have a complete set of menus on file for the current year.
- b. Make sure you transfer November and December menus for the current year to the DFOs.
- c. Notify the DFOs before you start. They can't process new production schedules or use the Master Menu Inquiry while it is running.
- d. Processing takes approximately 2 hours.

7.2.1.4.2 Processing Materials. None.

7.2.1.4.3 Master Menu Year Change Message Screen. To start changing the menu year, select D from the Master Menu Update Options Menu. The Master Menu Year Change Message Screen (fig. 7.2-17) is displayed.

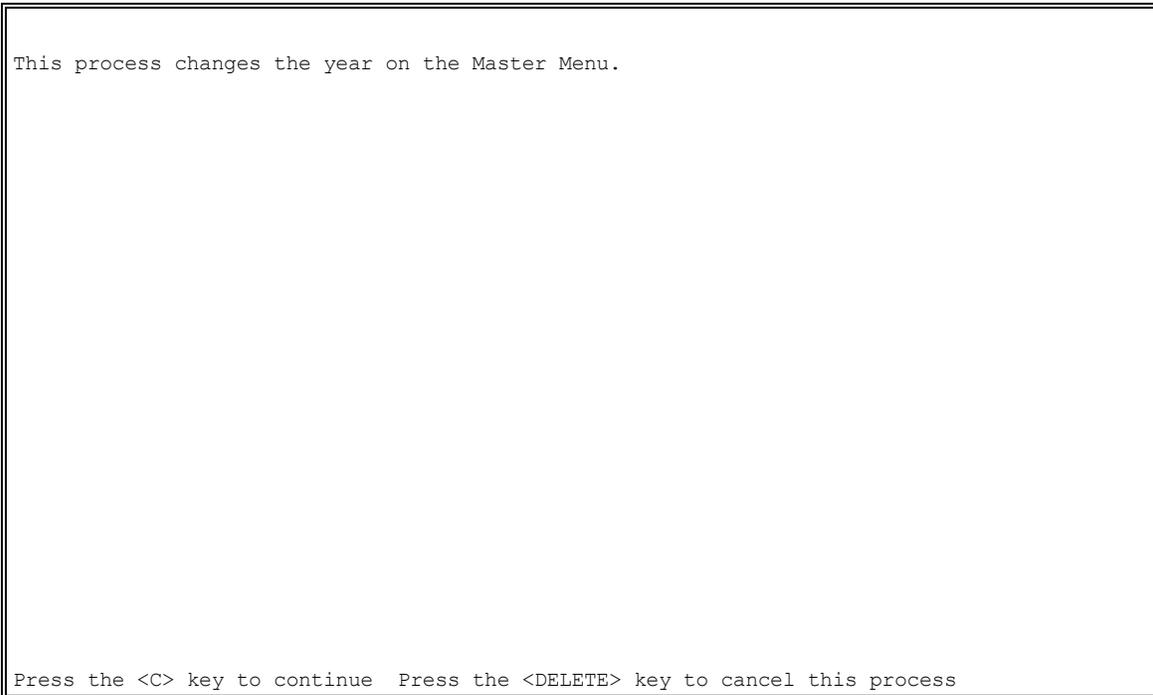


Figure 7.2-17. Master Menu Year Change Message Screen.

a. To continue processing, enter C.

OR

b. To end processing, press [DELETE]. The Master Menu Update Options Menu is displayed.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. If you select C, another message screen (fig. 7.2-18) is displayed.

Please wait, the change to the Master Menu has started. DO NOT TURN OFF THE COMPUTER until the change process has been completed. This process produces reports if menu dates are missing from either master menu file. If none are missing then negative reports are produced and the process proceeds to changing the year.

Upon completion of the year change, a report will be printed.

DO NOT WORK IN ANY PROCESSES DEALING WITH THE MASTER MENUS ON EITHER DATABASE UNTIL THIS PROCESS HAS FINISHED.

PROCESSING - PLEASE WAIT

Figure 7.2-18. Master Menu Year Change Message Screen - IFA Master Menu Records Check.

(1) If there are missing Master Menu records on the MMF, an error message is displayed: **Master menu records missing - pick up error listing at printer.** Then, the Master Menu Update Options Menu is displayed.

(a) The Missing Menu Dates From Master Menu File for \_\_\_\_\_ Report (PCN AJK-IH1) is printed. Menus must be entered for these dates before you can run this subprocess successfully.

(b) When no menu dates are missing, the IFA Operations Negative Report (PCN AJK-IH2) is printed. Then, the program begins checking the DFO Master Menu File (MSTMENU) for missing dates.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(2) If you did not transfer November and December menus to the DFOs, an error message screen (fig. 7.2-19) is displayed.

```
Menu records must be transferred to dining facilities before this
process is run - pick up error listing at printer.

* * * * * CLEAR SCREEN TO NEW DISPLAY * * * * *

No Master menu records were found missing.  The dining facilities' master
menu is being checked.

PROCESSING - PLEASE WAIT
```

Figure 7.2-19. Master Menu Year Change Message Screen - DFO Master Menu Records Check.

- (a) The Master Menu Update Options Menu is displayed.
- (b) The Missing Menu Dates From \_\_\_\_\_ to \_\_\_\_\_ on MSTMENU Report (PCN AJK-PO1) is printed. You must transfer menus for dates listed on the report before you can run this subprocess successfully.
- (c) If no dates are missing, the IFA Operation Negative Report (PCN AJK-PO2) is printed. Then, the message **PROCESSING - PLEASE WAIT** is displayed while the DFO menus are deleted and the menu year is changed on the IFA MMF.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(3) The Deleting of the MSTMENU on the DFO Database Report (PCN AJK-IJ1) is printed after the old menu records for this year are deleted from the DFO file.

(4) When the year change is complete, the following messages are displayed: **The year change has finished. Check the printer for a report. PRESS RETURN TO CONTINUE.**

(5) The Completion of Year Change for\_\_\_\_\_ on the MMF Report (PCN AJK-II1) is printed. Then, the Master Menu Update Options Menu is displayed.

d. To exit this menu, enter R. The Master Menu Maint. Options Menu is displayed.

e. Notify the DFOs when processing is completed.

f. Use the DFO Interface subfunction (para 7.8) to transfer the new menus to the DFO MSTMENU File.

7.2.1.4.4 Outputs.

a. The following reports can be printed during this subprocess:

(1) Missing Menu Dates From Master Menu File for\_\_\_\_\_ Report (PCN AJK-IH1).

(2) IFA Operations Negative Report (PCN AJK-IH2).

(3) Missing Menu Dates From\_\_\_\_\_ to\_\_\_\_\_ on MSTMENU Report (PCN AJK-PO1).

(4) IFA Operations Negative Report (PCN AJK-PO2).

(5) Deleting of the MSTMENU on the DFO Database Report (PCN AJK-IJ1).

(6) Completion of Year Change for\_\_\_\_\_ on the MMF Report (PCN AJK-II1).

b. You are not required to file these reports. See appendix C for an example of each.

7.2.1.4.5 Process Interrupt Ring Menu. This ring menu (fig. 7.2-20) is displayed when you press [DELETE]. Use it to start over, continue processing, return to the Master Menu Update Options Menu, or exit processing.

INTERRUPT MENU:   A   B   R   X Continue Processing
--

Figure 7.2-20. Process Interrupt Ring Menu.

- a. Select A to continue processing and the cursor moves back to the last data entry field you complete.
- b. Select B to start over and the first data entry screen you are working in is displayed.
- c. Select R and the Master Menu Update Options Menu is displayed.
- d. Select X and the system login screen is displayed.

7.2.1.5 Master Menu - Global Master Menu Maintenance Subprocess. Use this subprocess to add, replace, and or delete menu items for selected meals, for a range of dates from the Master Menu File (MMF).

7.2.1.5.1 Processing Restrictions. There must be menus present for each of the Master Menu dates that are selected for the ADD process.

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

- a. The installation Master Menu, or other menu data for the menu you want to add/delete.
- b. Print a copy of the Recipe Index Report (PCN AJK-OO1). This report contains a current list of AFMIS recipe numbers.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.2.1.5.3 Master Menu Maintenance - Global Master Menu Maintenance Screen AJK-023. To add, replace, or delete menu items for a range of dates, select Option E from the Master Menu Update Options Menu. The Global Master Menu Maintenance screen (fig. 7.2-20.1) is displayed.

```
[
DATE: [15 Sep 95]          GLOBAL MASTER MENU MAINTENANCE          AJK-023

TYPE OF GLOBAL CHANGE:  ADD [^]      REPLACE [ ]      DELETE [ ]
RECIPE NUMBER:  [      ]  RECIPE NAME:  [                ]
REPLACED BY   :  [      ]  RECIPE NAME:  [                ]

                MENU DATES FROM:  [      ]  TO [      ]
                MENU MEAL:  [      ]

Type of Meals
-----
A = Breakfast
B = Lunch
C = Short Order
D = Dinner

Press <DELETE> to exit the process.
Enter X for one of the options
```

Figure 7.2-20.1. Global Master Menu Maintenance Screen (AJK-023).

- a. The cursor is positioned in the TYPE OF GLOBAL CHANGE - ADD field. Three options are available for the type of global changes.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(1) ADD - option allows you to add a menu item to all the selected meals for the selected range of menu dates you choose.

(2) REPLACE - option allows you to substitute a new menu item for an item presently on the Master Menu. This will substitute the new item for every occurrence of the old item.

(3) DELETE - option allows you to remove a specific menu item from the Master Menu for the selected dates you choose.

(4) Use the [Enter] or ARROW keys to move between the options you want to select.

b. Enter X in the option field you want and press [Enter]. The cursor moves to the RECIPE NUMBER field.

**NOTE: After you press [Enter] you cannot return to the TYPE GLOBAL CHANGE field. You must interrupt the process to return and choose another change option. See paragraph 7.2.1.5.3.2 for processing instructions. The processing steps are the same for Add and Delete options.**

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.2.1.5.3.1 Type of Global Change - ADD/DELETE. To begin a global recipe change for either of these options, use the following processing steps:

```
[
DATE: [15 Sep 95]          GLOBAL MASTER MENU MAINTENANCE          AJK-023
TYPE OF GLOBAL CHANGE:  ADD [X]    REPLACE [ ]    DELETE [ ]
RECIPE NUMBER:    [L00100]  RECIPE NAME:  [OVEN FRIED BACON SLICES (]
MENU DATES FROM:  [Û      ] TO [      ]
MENU MEAL:  [ ]
Type of Meals
-----
A = Breakfast
B = Lunch
C = Short Order
D = Dinner
Press <DELETE> to exit the process.
Enter the recipe number
```

Figure 7.2-20.2. Global Master Menu Maintenance Screen - ADD/DELETE (example).

a. Enter the recipe number you want to add and press [Enter]. If the recipe you enter is not on file, the following message is displayed: **THE ENTERED RECIPE NUMBER IS NOT FOUND. PLEASE REENTER.**

b. After you enter a valid recipe number, the recipe name will be displayed and the cursor moves to the MENU DATES FROM field.

c. Enter the FROM range of menu dates and press [Enter]. The cursor moves to the MENU DATES TO field.

d. Enter the TO range of menu dates and press [Enter]. The cursor moves to the MENU MEAL field.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

e. Enter the type of meal (from screen display) and press [Enter]. The message **Are these entries correct? enter Y(es or N(o** is displayed.

f. To interrupt processing press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 7.2.1.5.4 for processing instructions.

(1) Enter N to cancel your current entries. The Global Master Menu Maintenance Screen AJK-023 is redisplayed. You can enter new data.

OR

(2) Enter Y and the following messages are displayed:

(a) When you are doing a global change for the ADD option, the series of messages are: **Checking for missing menu dates ..... Please wait ...** If missing menu dates are found, the message **MISSING MENU DATES WERE FOUND. CHECK PRINTER FOR REPORT.** is displayed. Then, the Missing Menu Dates Report PCN AJK-GS1 is printed. Another message **Process not completed, data reversed** is displayed briefly followed by **Press <RETURN> to restart process.**

(1) Press [Enter] to redisplay the Master Menu Options Menu. Select option A to add the new menus specified in the printed report.

(2) If no missing dates were found, the message **No missing dates were found. Negative report was printed.** is displayed. Then, the Global Master Menu Negative Report PCN AJK-GS2 is printed. Followed by the message **Recipe number \_\_\_\_ has been added.**

(b) When you are doing a global change for the DELETE option, the series of messages are: **Recipe number \_\_\_\_ will be globally deleted ..... Please wait ..**, followed by **Recipe number \_\_\_\_ has been deleted for that date and meal.** If there are no recipes listed for the selected dates, the message **NO RECORDS WERE DELETED. RECIPE NUMBER WAS NOT FOUND.** is displayed. Then, the message: **Do you wish to repeat the Global process? Y(es or N)o.** is displayed.

(1) Enter Y and press [Enter]. The Global Master Menu Maintenance Screen AJK-023 is displayed. You can choose another type of global change.

OR

(2) Enter N and press [Enter]. The Master Menu Update Options Menu AJK-173 is displayed. You can choose another option.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.2.1.5.3.2 Type of Global Change - REPLACE. To begin a global recipe change for the Replace option, use the following processing steps:

```
[
DATE: [15 Sep 95]          GLOBAL MASTER MENU MAINTENANCE          AJK-023
TYPE OF GLOBAL CHANGE:  ADD [ ]    REPLACE [X]    DELETE [ ]
RECIPE NUMBER:  [L00100]  RECIPE NAME:  [OVEN FRIED BACON SLICES (]
REPLACED BY:    [L00101]  RECIPE NAME:  [GRILLED BACON          ]
                        MENU DATES FROM: [01 Oct 95] TO [10 Oct 95]
                        MENU MEAL: [A]
Type of Meals
-----
A = Breakfast
B = Lunch
C = Short Order
D = Dinner
Press <DELETE> to exit the process.
Enter the recipe number
```

Figure 7.2-20.3. Global Master Menu Maintenance Screen (AJK-023) - REPLACE.

a. Enter the recipe number you want to replace and press [Enter]. If the recipe you enter is not on file, the following message is displayed: **THE ENTERED RECIPE NUMBER IS NOT FOUND. PLEASE REENTER.**

b. Once you enter a valid recipe number, the recipe name will be displayed and the cursor moves to the REPLACED BY field.

c. Enter the replacement recipe number and press [Enter]. The cursor moves to the MENU DATES FROM field.

d. Enter the FROM range of menu dates and press [Enter]. The cursor moves to the MENU DATES TO field.

d. Enter the TO range of menu dates and press [Enter]. The cursor moves to the MENU MEAL field.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

e. Enter the type of meal (from screen display) and press [Enter]. The message **Are these entries correct? enter Y(es or N(o** is displayed.

(1) Enter N to cancel you current entries. The Global Master Menu Maintenance Screen AJK-023 is redisplayed. You can enter new data.

OR

(2) Enter Y and a series of messages are displayed: **Recipe number \_\_\_\_ will be globally replaced .....** Please wait., followed by **Recipe number \_\_\_\_\_ has been replaced for those dates and meal.** If there are no recipes listed for the selected dates, another message **NO MENU DATES FOR RECIPE NUMBER WERE FOUND FOR REPLACEMENT.** is displayed. Followed by **Do you wish to repeat the Global process? Y(es or N(o.**

(a) Enter Y and the Global Master Menu Maintenance Screen AJK-023 is redisplayed. You can enter new data.

OR

(b) Enter N and the Master Menu Update Options Menu AJK-173 is displayed. You can choose another option.

7.2.1.5.4 Interrupt Ring Menu. This ring menu (fig. 7.2-20.4) is displayed when you interrupt the Add/Delete or Replace option. Use it to continue processing, or return to the Master Menu Update Option Menu.

INTERRUPT MENU:    CONTINUE    RETURN Continue Processing
--

Figure 7.2-20.4. Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select RETURN and the Master Menu Update Options Menu AJK-173 is displayed.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.2.1.5.5 Outputs.

a. The following reports can be printed during this process:

(1) The IFA Global Master Menu Process Missing Menu Dates From Master Menu For \_\_\_\_\_ And \_\_\_\_\_ Report (PCN AJK-GS1).

(2) The IFA Global Master Menu Process Negative Report (PCN AJK-GS2).

b. You are not required to keep a file copy of these reports. See Appendix C for an example of each.

7.2.2 Master Menu - Print Process. Use this process to print the Master menu for a specific month. You can print up to 50 copies of this report at a time.

7.2.2.1 Processing Restrictions. None.

7.2.2.2 Processing Materials. None.

7.2.2.3 Master Menu Report Dates Options Screen AJK-117. To print the Master Menu, select Option B from the Master Menu Maintenance Options Menu. The Master Menu Report Dates Options Screen (fig. 7.2-21) is displayed

AJK-117

MASTER MENU REPORT DATES OPTIONS

List all menu data for the Month :    9           (Must be 01-12)  
  Year    :   1995       (Must be 4 positions example 1987)

Enter the number of copies for this report:            1

CONFIRM MENU DATES Y/N Û  
  <DELETE> Key cancels this process

Figure 7.2-21. Master Menu Report Dates Options Screen (AJK-117).

- a. Enter a one or two-digit month and press [Enter].
- b. Enter a four-digit year and press [Enter].
- c. Enter the number of copies you want and press [Enter]. You can print up to 50 copies.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

d. A message is displayed: **Confirm menu dates Y/N.**

(1) Enter Y to print the Master Menu File Report (PCN AJK-GK1).

OR

(2) Enter N and the cursor moves back to the MONTH field. You can enter new data.

e. If you select Y, a message is displayed (fig. 7.2-22): **Print Master Menu job has been submitted check printers for your listing. PRESS RETURN TO CONTINUE.**

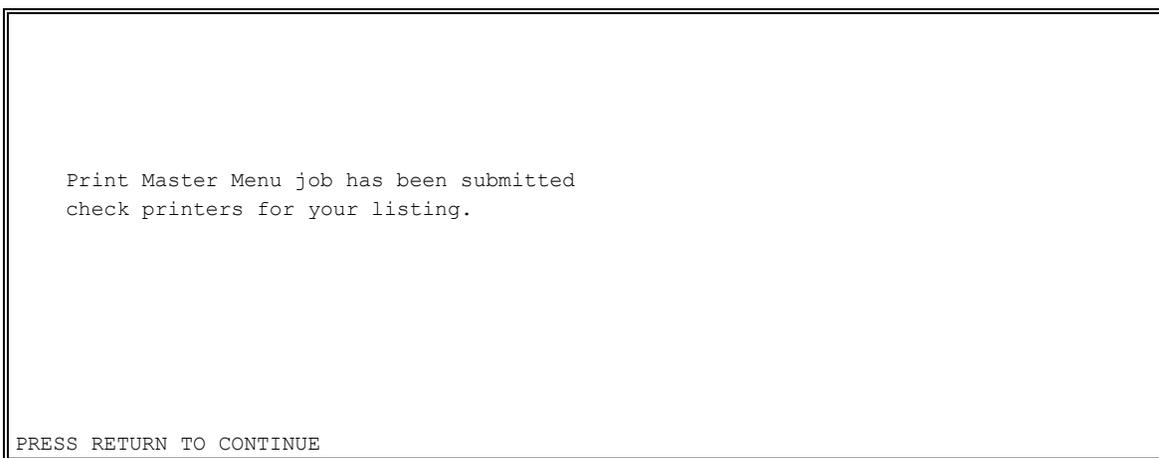


Figure 7.2-22. Master Menu - Print Screen (example).

f. Press [RETURN] and the Master Menu Maint. Options Menu is displayed.

g. To interrupt processing, press [DELETE]. The Master Menu Maint. Options Menu is displayed.

h. To exit this menu, enter R. The IFA File Maintenance Menu is displayed.

7.2.2.4 Outputs.

a. The Master Menu File Report (PCN AJK\_GK1) is printed. See appendix C for an example of this report.

b. AR 25-400-2 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. 30-1b, Menu Files.

(2) Destroy the reports in this file when they are superseded.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.2.3 Master Menu - Load Process. Use this process to load the Master Menu and other menus from a backup file.

7.2.3.1 Processing Restrictions. DO NOT run this process until you are directed to by the SA.

7.2.3.2 Processing Materials. None.

7.2.3.3 Master Menu Load Screen AJK-115. To load the Master Menu from a backup file, select C from the Master Menu Maint. Options Menu.

- a. The Master Menu File Load Screen (fig. 7.2-23) is displayed.

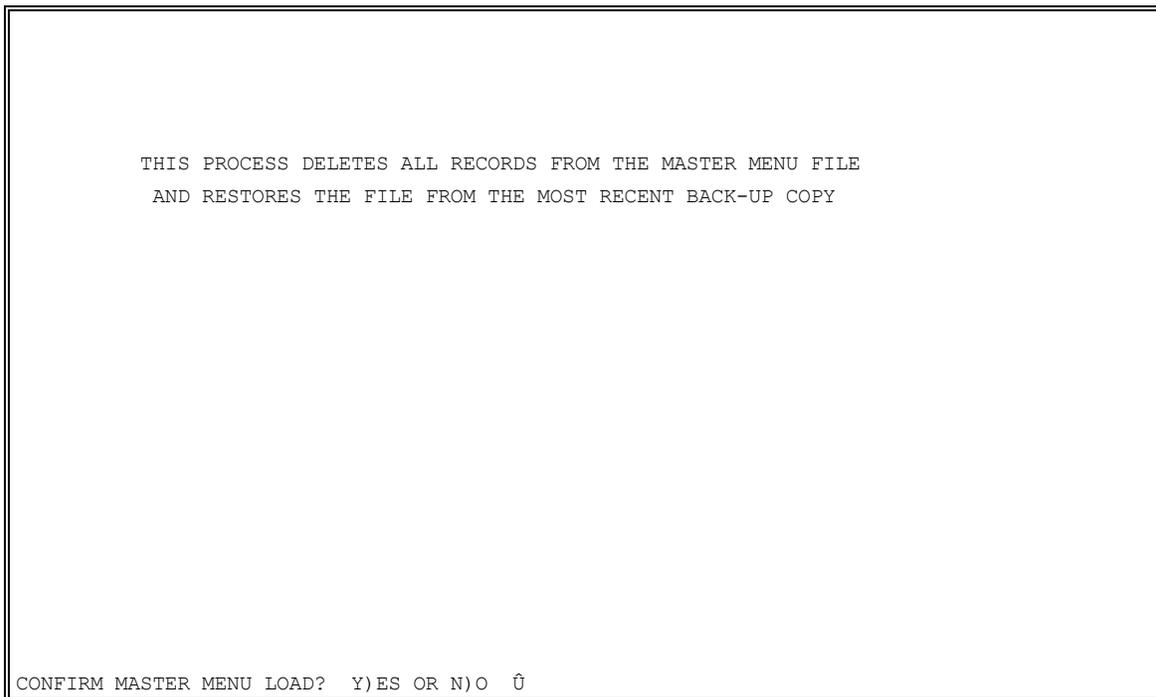


Figure 7.2-23. Master Menu File Load Screen.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

b. A message is displayed: **THIS PROCESS DELETES ALL RECORDS FROM THE MASTER MENU FILE AND RESTORES THE FILE FROM THE MOST RECENT BACK-UP COPY. CONFIRM MASTER MENU LOAD Y(ES OR N(O).**

(1) Enter Y to continue processing.

OR

(2) Enter N to end processing. The Master Menu Maint. Options Menu is displayed.

c. If you select Y, a series of messages (fig. 7.2-24) is displayed:

```
Deleting records . . . Please wait

* * * * * CLEAR SCREEN TO NEW DISPLAY * * * * *

Loading Master Menu File (mmf).....Please wait

* * * * * CLEAR SCREEN TO NEW DISPLAY * * * * *

LOAD COMPLETED.  PRESS RETURN TO CONTINUE
```

Figure 7.2-24. Master Menu File Load Message Screens.

d. When the load is finished, press [Enter]. The Master Menu Maint. Options Menu is displayed.

e. To exit this menu, enter R. The IFA File Maintenance Menu is displayed.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.2.3.4 Outputs. No reports are printed during this process. If you select Y in response to the load message, the backup menus are loaded into your MMF.

7.2.4 Master Menu - Backup Process. Use this process to create a backup file for the menus in the MMF.

7.2.4.1 Processing Restrictions. Do not run this process until you are directed to by the SA. Contact TISA before you start. It automatically locks the Master Menu Files.

7.2.4.2 Processing Materials. None.

7.2.4.3 Master Menu Backup Message Screen. To back up your menus, select B from the Master Menu Maint. Options Menu. The Master Menu File Maintenance Warning Screen - Backup (fig. 7.2-25) is displayed.

```
***** WARNING *****
This process requires exclusive use of the Master Menu(mmf) table
and the Master Menu Recap(mmr) table.

Before continuing on with this process call the TISA and warn them
that these tables will be locked so that their operations will
not be interrupted, if an attempt is made to execute any process
that uses them.

Remember to inform the TISA when your process has ended.
*****

Press the <C> key to continue Press the <DELETE> key to cancel this process
```

Figure 7.2-25. Master Menu File Maintenance Warning Screen - Backup.



7.3 Master Menu Recapitulation File Maintenance Subfunction.

a. Use the Master Menu Recapitulation Subfunction to generate, update, and print the recap file for your installation Master Menu. Processes are provided to back up and load the recap file for the Master Menu. You can also review and print recaps for the field menus. This subfunction contains six processes and two exit options:

- (1) Master Menu Recap - Generate (para 7.3.1).
- (2) Master Menu Recap - Update (para 7.3.2).
- (3) Master Menu Recap - Print (para 7.3.3).
- (4) Field Menu Inquiry (para 7.3.4).
- (5) Master Menu Recap - Backup (para 7.3.5).
- (6) Master Menu Recap - Load (para 7.3.6).

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

b. To access the Master Menu (Recap) Menu from the IFA Options Menu, select the options in figure 7.3-1.

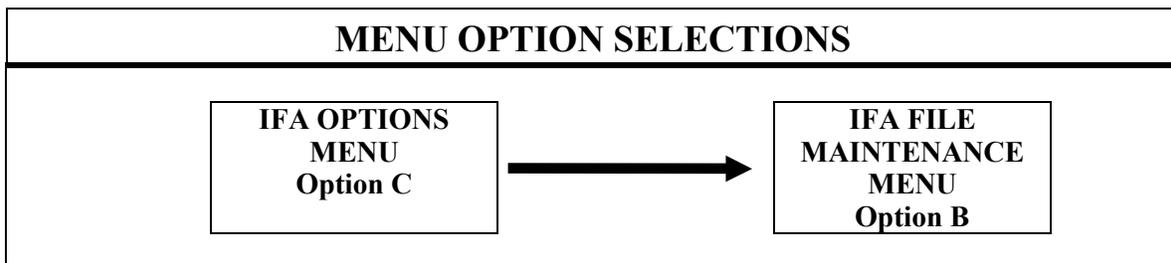


Figure 7.3-1. Master Menu (Recap) Menu Selection.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. The Master Menu (Recap) Menu (fig. 7.3-2) is displayed.

```
MASTER MENU (RECAP) : A B C D E F R X
Produces a Recapitulation of the Master Menu

                MASTER MENU RECAPITULATION FILE MAINTENANCE MENU                AJK-167

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

OPTION      DESCRIPTION                OPTION      DESCRIPTION
CODE                                               CODE

  A      GENERATE RECAPITULATION        E      BACK UP RECAPITULATION
  B      UPDATE THE ISSUE FACTORS       F      LOAD RECAPITULATION
  C      PRINT THE RECAP REPORT         R      RETURN TO FILE MAINT MENU
  D      REVIEW / PRINT FIELD MENUS     X      EXIT FROM IFA PROCESSING

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

Figure 7.3-2. Master Menu (Recap) Menu.

d. When you select the generate, update, back up, or load option from the Master Menu (Recap) Menu, the Master Menu Recap Warning Screen (fig. 7.3-3) is displayed.

```
***** WARNING *****
This process requires exclusive use of the Master Menu(mmf) table
and the Master Menu Recap(mmr) table.

Before continuing on with this process call the TISA and warn them
that these tables will be locked so that their operations will
not be interrupted, if an attempt is made to execute any process
that uses them.

Remember to inform the TISA when your process has ended.
*****

Press the <C> key to continue Press the <DELETE> key to cancel this process
```

Figure 7.3-3. Master Menu Recap Warning Screen.

(1) Enter C to continue this process.

OR

(2) Press [DELETE] to end processing. The Master Menu (Recap) Menu is displayed.

**7.3.1 Master Menu Recap - Generate Process.** Use this process to delete old recap records and create new ones for the installation Master Menu. TISA uses the Master Menu Recapitulation to create shopping lists for authorized ARCS customers. This process runs in a background batch mode. It can take several hours to generate the recap records. You can't use the other recap processes until it is finished.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.3.1.1 Processing Restrictions. Contact TISA before you start this process. It automatically locks the Master Menu Recapitulation (MMR) File. Delete old Master Menu recap records for the dates you use to generate new records. If you don't delete the old records, duplicate records are created which corrupt the file.

7.3.1.2 Processing Materials. None.

7.3.1.3 Master Menu Recapitulation Process Screen AJK-G21. To generate recap records for the Master Menu, select A from the Master Menu (Recap) Menu.

a. The Master Menu Recap Warning Screen (fig. 7.3-3) is displayed. Enter C to continue and the Master Menu Recapitulation Process Screen (fig. 7.3-4) is displayed.

```
MASTER MENU RECAPITULATION PROCESS                                AJK-G21

Generate records for the period --> _____ to _____

<DELETE> Key cancels this process  (Please enter dates.....)

Do you wish to delete/purge any recap records from the database ? Y/N Ū
```

Figure 7.3-4. Master Menu Recapitulation Process Screen (AJK-G21).

b. A message is displayed: **Do you wish to delete/purge any recap records from the database ? Y/N.**

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(1) Enter Y to delete old recap records.

OR

(2) Enter N to continue without deleting any records.

c. If you select Y, enter the start date for the records you want to delete and press [Enter]. Enter the end date and press [Enter].

d. To create new records, enter the start date (fig. 7.3-5) and press [Enter]. Enter the end date and press [Enter].

```

                MASTER MENU RECAPITULATION PROCESS
                                     AJK-G21
Enter period to be deleted/purged -->          to
                                     06/01/1995      06/30/1995

Generate records for the period --> 09/01/1995  to  09/30/1995__
<DELETE> Key cancels this process  (Please enter dates.....)

* All old Master Menu Recapitulation records for these dates will be processed
Confirm dates for recapitulation generation Y/N Ū
```

Figure 7.3-5. Master Menu Recapitulation Process Screen (example).

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

e. A message is displayed: **Confirm dates for recapitulation generation Y/N.**

(1) Enter Y to create the recap records.

OR

(2) Enter N to redisplay the Master Menu Recapitulation Process Screen. You can enter different dates or press [DELETE] to end processing.

f. If you select Y, a message is displayed (fig. 7.3-6): **Recap Generation Program is now running in batch mode. PRESS RETURN TO CONTINUE.**

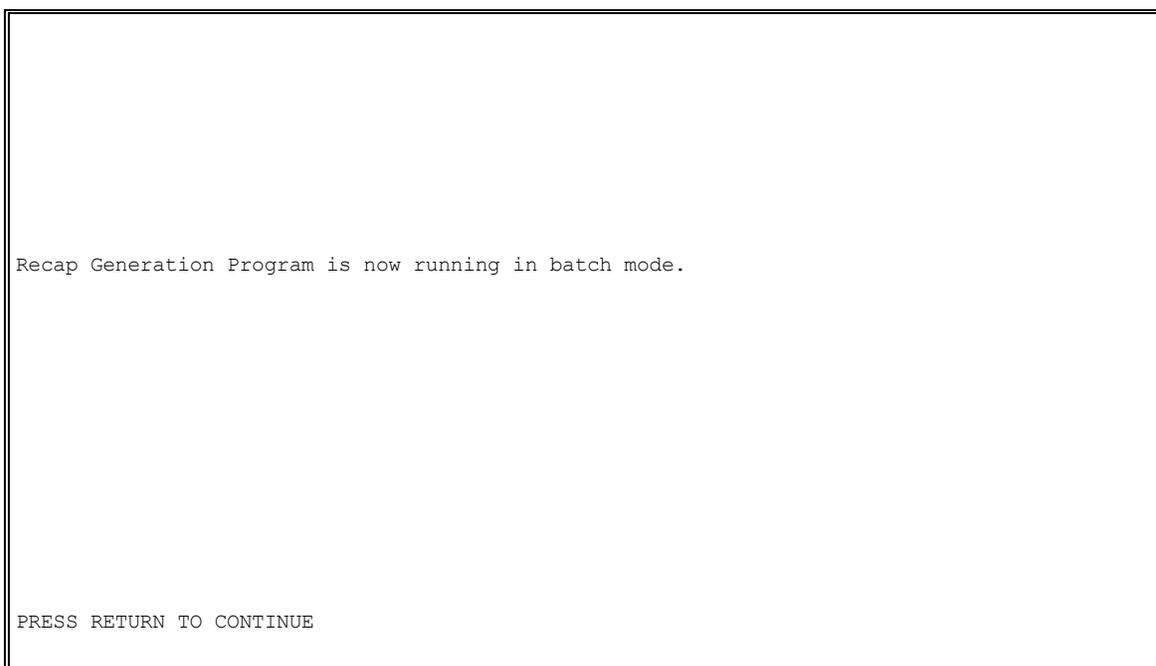


Figure 7.3-6. Generate Master Menu Recap Message Screen.

g. Press [Enter] and the Master Menu (Recap) Menu is displayed.

h. When the program is finished, a message is displayed on the screen you are working in.

7.3.1.4 Outputs. No reports are printed during this process. The MMR File is updated.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.3.2 Master Menu Recap - Update Process. Use this process to review and update ration factors for items on the MMR.

7.3.2.1 Processing Restrictions. Contact TISA before you start this process. It automatically locks the MMR File.

7.3.2.2 Processing Materials. None.

7.3.2.3 Installation Menu File Maintenance - Ration Factors Screen AJK-105. To review and update ration factors for a master menu meal, select B from the Master Menu (Recap) Menu.

a. The Master Menu Recap Warning Screen (fig. 7.3-3) is displayed. Enter C to continue and the Installation Menu File Maintenance Ration Factors Screen (fig. 7.3-7) is displayed.

```

                                INSTALLATION FOOD ADVISOR SUBSYSTEM
                                INSTALLATION MENU FILE MAINTENANCE
                                RATION FACTORS                                AJK-105

This program will update the amount field of the Master Menu recapitulation
file. Please enter the following information on the records you wish to update:

                                MEAL DATE  09/10/1995
                                TYPE MEAL  B

                                TYPE OF MEAL
                                -----
A = BREAKFAST                    F = BRUNCH
B = LUNCH                        G = SUPPER
C = LUNCH SHORT ORDER           H = NUGHT BREAKFAST
D = DINNER                      I = NIGHT DINNER

Use RETURN and ARROW keys to move between fields.

Use the <DELETE> key to cancel program and return to Menu.
```

Figure 7.3-7. Installation Menu File Maintenance - Ration Factors Screen (AJK-105).

- (1) Enter a meal date and press [Enter].

(2) Enter a meal type from the screen display and press [Enter].

b. A message is displayed (fig. 7.3-8): **Database search in progress For (meal type) (date) . . . Please wait.**

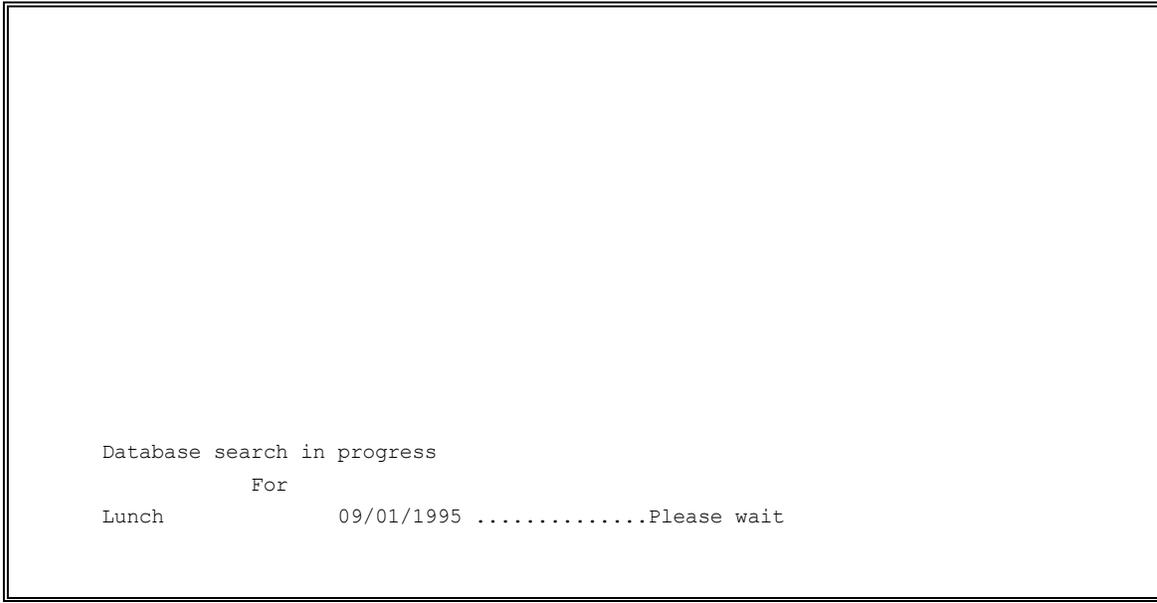


Figure 7.3-8. Update Master Menu Recap Message Screen.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. The Recapitulation of Master Menu Issues Adjustments Screen AJK-106 (fig. 7.3-9) is displayed.

(1) The item name, unit of issue, and amount are displayed for each item on the recap. Ten items are displayed at a time.

(a) The cursor is positioned in the AMT field for the first item.

(b) The cursor stays in the AMT field throughout processing.

RECAPITULATION OF MASTER MENU ISSUES ADJUSTMENTS		
Lunch	09/01/1995	AJK-106
ITEM NAME	U/I	AMT
CHIC CUT UP W/O BACK	LB	65.00
HAM, CANNED COOKED PULLMAN	LB	4.00
BEEF PATTIE MIX W/ SOY	LB	18.00
EGGS SHELL DOM	DZ	1.00
CHEESE NAT CHEDDAR	LB	9.00
ICE MILK FR LIQ CHOC	GL	1.00
ICE MILK FR LIQ VAN	GL	2.00
MILK LOWFAT	GL	6.25
CHEESE AMERICAN SURPLUS	LB	5.00
MILK LOWFAT CHOC 1 QT	CO	6.25

F3 key next page      F6 Key update Database      \*\* No MIF Record Found  
F4 key previous page      F7 Key Restore old amt

<DELETE> Key to cancel this process

Figure 7.3-9. Recapitulation of Master Menu Issues Adjustments Screen (AJK-106).

(2) To review the recap, use the following keys:

(a) To review the recap by item, use the [Enter] or ARROW keys to scroll forward or back.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(b) To view more items, use the [F3] key to page forward (fig. 7.3-10) and [F4] to page back.

RECAPITULATION OF MASTER MENU ISSUES ADJUSTMENTS		
Lunch	09/01/1995	AJK-106
ITEM NAME	U/I	AMT
BEANS WHITE DRY 2 LB BG	LB	8.00
LETTUCE UNWR FRESH	LB	20.00
BANANAS FRESH	LB	6.75
APPLES EATING FRESH	LB	9.00
ONIONS GREEN FRESH	LB	10.00
CARROT W/O TOP FRESH	LB	8.50
TOMATO PASTE #2 1/2	CN	1.44
VEG FZN BEAN GREEN	LB	12.00
TOMATOES CHERRY FRESH	LB	5.00
SPICE GARLIC DEHY 12 OZ	JR	4.50

F3 key next page            F6 Key update Database            \*\* No MIF Record Found  
F4 key previous page        F7 Key Restore old amt

<DELETE> Key to cancel this process

Figure 7.3-10. Recapitulation of Master Menu Issues Adjustments Screen - View More Items.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(3) To change an issue factor (fig. 7.3-11), move the cursor to the item and enter the change.

**NOTE: The F7 key doesn't work. If you change an amount, you can't restore it. To correct the amount, enter it again.**

RECAPITULATION OF MASTER MENU ISSUES ADJUSTMENTS		
Lunch	09/01/1995	
		AJK-106
ITEM NAME	U/I	AMT
BEEF PATTIE MIX W/ SOYG	LB	18.00
EGGS SHELL DOM	DZ	2.00
CHEESE NAT CHEDDAR	LB	10.00
ICE MILK MIX FR LIQ CHOC	GL	2.00
ICE MILK MIX FR LIQ VAN	GL	2.00
MILK LOWFAT	GL	6.00
CHEESE AMERICAN SURPLUS	LB	5.00
MILK LOWFAT CHOC, 1 QT	CO	0.00
BEANS WHITE DRY 2 LB BG	LB	8.00
LETTUCE UNWR FRESH	LB	20.00

F3 key next page            F6 Key update Database            \*\* No MIF Record Found  
F4 key previous page        F7 Key Restore old amt

<DELETE> Key to cancel this process

Figure 7.3-11. Recapitulation of Master Menu Issues Adjustments Screen (example).

(4) When you finish your entries, press [F6] to update your files.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(5) The items you change (fig. 7.3-12) are displayed. Then, a message is displayed:  
**Update completed Do you want to update another day/meal (Y or N) . . .**

Updating Database (recap)			
ITEM NAME	NSN	OLD-AMT	NEW-AMT
-----	-----	-----	-----
EGGS SHELL DOM	8910000433198	1.00	2.00
CHEESE NAT CHEDDAR	8910001258440	9.00	10.00
ICE MILK MIX FR LIQ CHOC	8910001395774	1.00	2.00
MILK LOWFAT	8910001516497	6.25	6.00
CHEESE AMERICAN SURPLUS	8910010154183	5.00	6.00
MILK LOWFAT CHOC, 1 QT	8910011614932	6.25	0.00

Update cpmpleted  
Do you want to update another day/meal (Y or N).....

Figure 7.3-12. Recapitulation of Master Menu Issues Message Screen.

(a) Enter Y to update a recap for another day or meal.

OR

(b) Enter N to end processing. The Master Menu (Recap) Menu is displayed.

d. If the menu date or meal you choose is not found, a message (fig. 7.3-13) is displayed:  
**No records found for (meal) (date) Please press ==> R) etry E) xit program.**

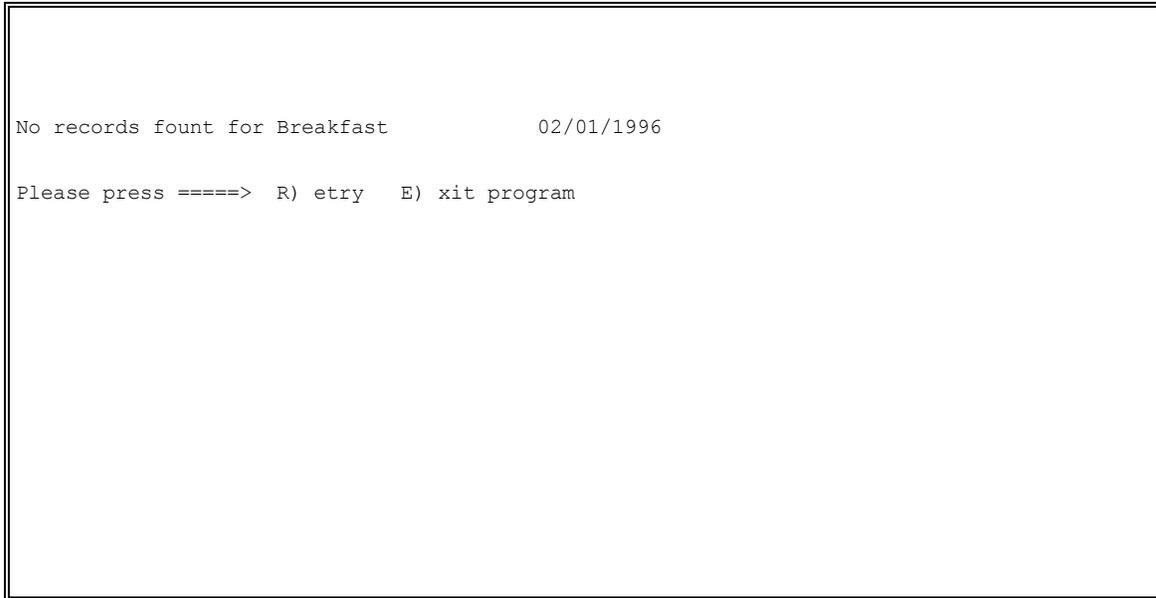


Figure 7.3-13. Recapitulation for Master Menu Issues Screen - No Records Found.

(1) Enter R to display the Ration Factor Screen (fig. 7.3-4). Enter a different date and meal.

OR

(2) Enter E to end processing. The Master Menu (Recap) Menu is displayed.

e. Contact TISA when you finish processing your recaps.

7.3.2.4 Outputs. When there is no MIF record for a recap item, the NSN Exception List Report (PCN AJK-GN1) is printed. See appendix C for an example of this report. Use this report to update the ingredient file for the recipe numbers listed. When you finish updating the ingredient file, run this process again. The MMR File is updated when you press the [F6] key.

7.3.3 Master Menu Recap - Print Process. Use this process to print the Recapitulation of Master Menu Issues Report (PCN AJK-GP1). The report contains NSNs and issue factors for the period you choose. The issue factors are broken down by date and meal.

7.3.3.1 Processing Restrictions. None.

7.3.3.2 Processing Materials. None.

7.3.3.3 Master Menu Recap Report Options Screen AJK-124. To print a recap report, select C from the Master Menu (Recap) Menu. The message **Please wait . . .** is displayed briefly followed by the Master Menu Recap Report Options Screen (fig. 7.3-14).

```

MASTER MENU RECAP REPORT OPTIONS
AJK-124

Print all menu data for the period _____ to _____
(Please enter dates.....)

<DELETE> Key cancels this process

```

Figure 7.3-14. Master Menu Recap Report Options Screen (AJK-124).

- a. Enter the start date for the report and press [Enter].
- b. Enter the end date and press [Enter].

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. A message is displayed (fig. 7.3-15): **Confirm menu recap dates Y/N.**

(1) Enter Y to print the Recapitulation of Master Menu Issues Report (PCN AJK-GP1).

OR

(2) Enter N to redisplay the Master Menu Recap Report Options Screen. You can enter different dates or press [DELETE] to end processing.

AJK-124
MASTER MENU RECAP REPORT OPTIONS
Print all menu data for the period 09/01/1995 to 09/30/1995
(Please enter dates.....)
Confirm menu recap dates Y/N 0
<DELETE> Key cancels this process

Figure 7.3-15. Master Menu Recap Report Options Screen (example).



**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.3.4.3 Field Menu Inquiry Screen AJK-150. To review a field menu recap, select D from the Master Menu (Recap) Menu. The Field Menu Inquiry Screen (fig. 7.3-17) is displayed.

DATE: 15 Aug 95	FIELD MENU INQUIRY	AJK-150
SELECT MENU		
TYPE OF MENUS		
-----		
R = 14 DAY RESERVE MENU		
E = INSTALLATION EXERCISE MENU		
S = SPECIAL EXERCISE MENU		
B = B RATION MENU		
T = T RATION MENU		
X = BOX LUNCH MENU		
TYPE OF MENU: R      MENU DAY/NUMBER: 10		
WHEN DATA ENTRY IS COMPLETE, DEPRESS <ESC>		
ENTER THE MENU DAY		

Figure 7.3-17. Field Menu Inquiry Screen (AJK-150).

**NOTE: Processing steps are the same for each type of field menu you review.**

- a. Enter a menu type from the screen display and press [Enter].
- b. Enter a menu day and press [ESC].

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. A message is displayed: **Initializing arrays, please wait**; then, the Field Menu Options Menu (fig. 7.3-18) is displayed.

```
FIELD MENU OPTIONS:  A B R X
Inquiry on a menu, day and meal

                                FIELD MENU REVIEW OPTIONS MENU                                AJK-168

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

OPTION CODE  RING MENU SELECTION OPTIONS

      A      DISPLAY FIELD MENU DATA TO SCREEN

      B      PRINT FIELD MENU REPORT

      R      RETURN TO MASTER MENU RECAP MAINT MENU

      X      EXIT THE IFA PROGRAM

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

Figure 7.3-18. Field Menu Options Menu.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

d. To review the field menu, enter A. The Field Menu Inquiry Screen AJK-149 (fig. 7.3-19) is displayed. The message **Loading arrays, please wait** is displayed while information for the recap is gathered.

(1) An NSN, item name, perishability code, and unit of issue are displayed. Breakfast, lunch, and dinner issue amounts are displayed for each item. Ten items are displayed at a time.

(a) The cursor is positioned in the NSN field for the first item.

(b) The cursor stays in the NSN field throughout processing.

DATE: 15 Aug 95		FIELD MENU INQUIRY				AJK-149	
INQUIRY							
TYPE OF MENU: 14 DAY RESERVE MENU				MENU DAY: 1			
NSN	ITEM NAME	PER					
		CO	UI	BRK	LUN	DIN	
8905-00-177-5017	BEEF STEWING DICED	P	LB	0.00	30.00	0.00	
8905-00-965-2128	CHICKEN CUT UP W/O BACK	P	LB	0.00	0.00	50.00	
8905-01-182-6058	HAM SECTIONED & FORMED	P	LB	20.00	0.00	0.00	
8910-00-043-3198	EGGS SHELL DOM	P	DZ	10.41	0.00	0.00	
8910-00-139-6707	MILK DRY NONFAT 4 LB	S	BX	0.12	0.05	0.00	
8910-00-782-3193	BUTTER PRINT SUR 1 LB	P	LB	0.00	0.00	2.00	
8910-00-782-3195	BUTTER PATTIES SURPLUS	P	LB	1.00	1.00	1.00	
8910-00-T61-4931	MILK CHOC LOFAT 1/2 PT	P	CO	100.00	0.00	0.00	
8910-01-T61-4933	MILK WHITE LOWFAT 1/2 PT	P	CO	100.00	100.00	100.00	
8915-00-117-3358	LETTUCE UNWR FRESH	P	LB	0.00	0.00	6.50	

WHEN INQUIRY IS COMPLETE, DEPRESS <ESC>

Figure 7.3-19. Field Menu Inquiry Screen (AJK-149).

(2) To review the recap by item, use the [Enter] or ARROW keys to scroll forward or back.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(3) To view more items, use the [F3] key to page forward (fig. 7.3-20) and [F4] to page back.

DATE: 15 Aug 95	FIELD MENU INQUIRY	AJK-149				
INQUIRY						
TYPE OF MENU: 14 DAY RESERVE MENU		MENU DAY: 1				
PER						
NSN	ITEM NAME	CO	UI	BRK	LUN	DIN
8915-00-126-8748	BANANAS FRESH	P	LB	0.00	9.00	0.00
8915-00-126-8804	ORANGES FRESH	P	LB	0.00	9.00	0.00
8915-00-126-8812	APPLES EATING FRESH	P	LB	0.00	9.00	0.00
8915-00-127-8019	CARROT W/O TOP FRESH	P	LB	0.00	0.00	1.25
8915-00-127-8272	APPLESAUCE #10	S	CN	0.00	0.00	0.61
8915-00-127-8922	PARSLEY FRESH	P	LB	0.00	0.00	0.06
8915-00-127-9282	PEAS GREEN #10	S	CN	0.00	3.00	0.00
8915-00-127-9303	TOMATO PASTE #2 1/2	S	CN	0.00	1.93	0.00
8915-00-149-1571	SPICE GARLIC DEHY 12 OZ	S	JR	0.00	0.00	0.08
8915-00-226-4349	POTATOES WHITE 50 LB BG	P	LB	0.00	43.06	43.06
WHEN INQUIRY IS COMPLETE, DEPRESS <ESC>						

Figure 7.3-20. Field Menu Inquiry Screen - View More Items.

(4) When you finish your review, press [ESC]. The Field Menu Options Menu is displayed.

e. To print the Field Menu Report (PCN AJK-GJ1 or GJ2), enter B.

(1) Two messages are displayed: **Loading arrays, please wait**; then, **Printing report, please wait**. Then, the Field Menu Options Menu is displayed.

(2) To exit this menu, enter R. The Master Menu (Recap) Menu is displayed.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.3.4.4 Outputs. The Field Menu Report (PCN AJK-GJ1 or GJ2) is printed when you select B. You are not required to file this report. See appendix C for an example of this report.

7.3.5 Master Menu Recap - Backup Process. Use this process to create a backup file of the Master Menu Recap.

7.3.5.1 Processing Restrictions. Contact TISA before you start this process. It automatically locks the MMR File. Do not run this process until you are directed to by the SA.

7.3.5.2 Processing Materials. None.

7.3.5.3 Master Menu Recap Backup Message Screen. To back up your recaps, select E from the Master Menu (Recap) Menu. The Master Menu Recap Warning Screen (fig. 7.3-3) is displayed.

a. Enter C to continue and two messages are displayed: **Backing up Master Menu Recap File (mmr) . . . . Please wait;** then, **BACK-UP COMPLETE. PRESS RETURN TO CONTINUE.**

b. Press [Enter] and the Master Menu (Recap) Menu is displayed.

7.3.5.4 Outputs. No reports are printed during this process. A backup file of your recap is created.

7.3.6 Master Menu Recap - Load Process. Use this process to load the MMR File from a backup file. When data is lost due to corrupt files or system down-time, use this process to reload your file.

7.3.6.1 Processing Restrictions. Contact TISA before you start this process. It automatically locks the MMR File. Do not run this process until you are directed to by the SA.

7.3.6.2 Processing Materials. None.

7.3.6.3 Master Menu Recap Load Message Screen. To load the recap file from a backup, select F from the Master Menu (Recap) Menu. The Master Menu Recap Warning Screen (fig. 7.3-3) is displayed.

a. Enter C to continue and a message (fig. 7.3-21) is displayed: **This process will delete the old Master Menu Recap file and load the backup version. Confirm load Y/N.**

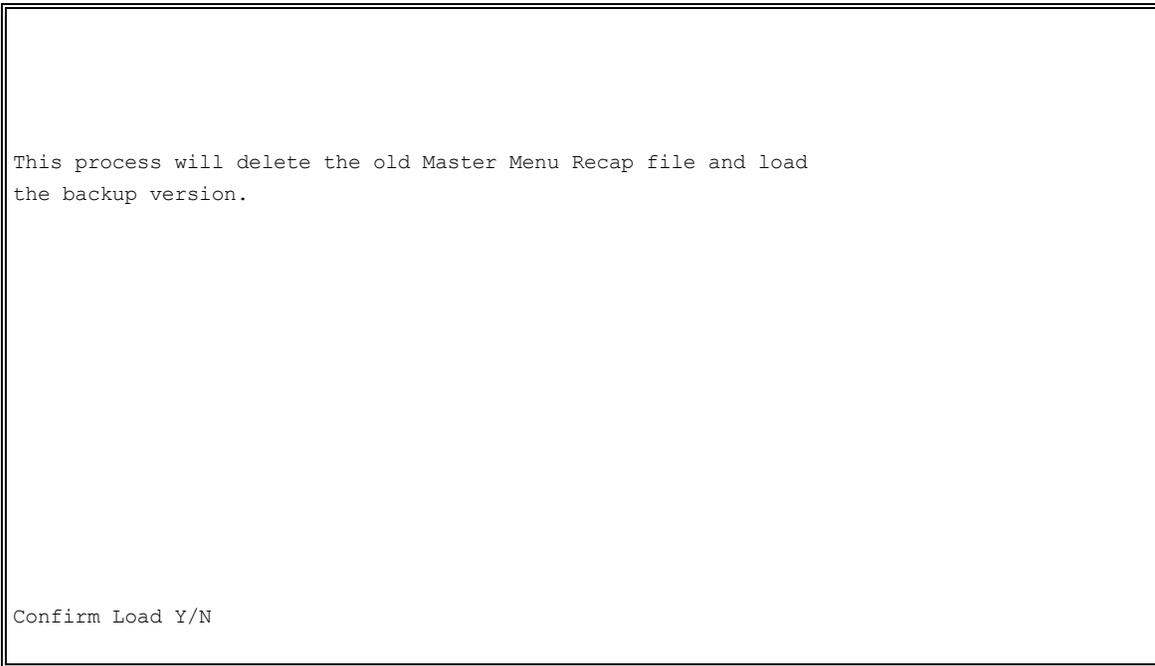


Figure 7.3-21. Master Menu Recap Load Message Screen.



7.4 Recipe File Maintenance Subfunction.

a. Use the Recipe File Maintenance Subfunction to add, change, delete, load, and back up your installation recipe files. This subfunction will also allow you to replace ingredients in your recipe files. This subfunction contains five processes and two exit options:

- (1) Add / Update Recipes (para 7.4.1).
- (2) Delete Recipes (para 7.4.2).
- (3) Back Up Recipe File (para 7.4.3).
- (4) Load Recipe File (para 7.4.4).
- (5) Replace Ingredients (para 7.4.5).
- (6) Perform Course File Maintenance (para 7.4.6)

(6) Exit the Recipe File Maintenance Menu and return to the IFA Files Maintenance Menu or system login screen.

b. To access the Recipe File Maintenance Options Menu from the IFA Command Options Menu, select the options in figure 7.4-1.

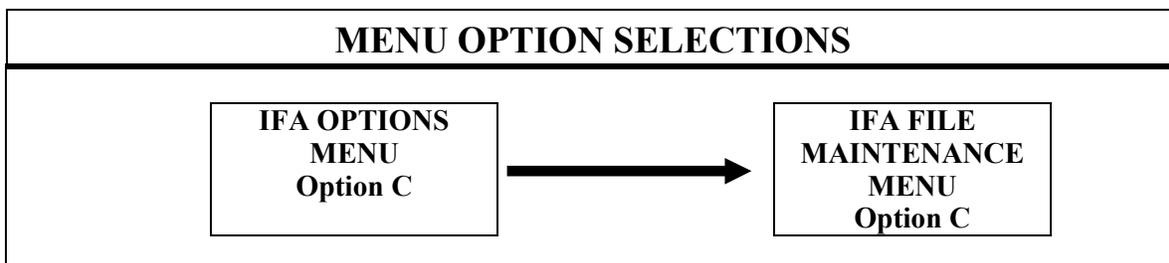


Figure 7.4-1. Recipe File Maintenance Options Menu Selection.

c. The Recipe File Maintenance Options Menu (fig. 7.4-2) is displayed.

```

RECIPE FILE MAINTENANCE MENU:  A B C D E F R X
Add/Update Recipes

DATE:  16 Nov 00          RECIPE FILE MAINTENANCE MENU          AJK-230

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

OPTION      DESCRIPTION          OPTION      DESCRIPTION
CODE

  A      ADD / UPDATE RECIPES          E      REPLACE INGREDIENTS
  B      DELETE RECIPES                F      COURSE FILE MAINTENANCE
  C      BACK UP RECIPE FILE          R      RETURN TO FILE MAINT MENU
  D      LOAD RECIPE FILE              X      EXIT

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

Figure 7.4-2. Recipe File Maintenance Options Menu (AJK-230).

7.4.1 Recipe File Maintenance - Add / Update Recipes Process. Use this process to add new recipes to the file or update existing recipes.

7.4.1.1 Processing Restrictions. None.

7.4.1.2 Processing Materials. Use information from TM 10-412 Armed Forces Recipe Cards, SOPs, or commercial recipes to add your recipe. Use the Nutrient Values of Master Menu Recipes and Food Items (SB 10-264) to enter calorie and nutrient information. Ask TISA for a current copy of the Master Item File Print Report (PCN AJK-MIF). This provides current information for the TIINs you can enter for recipe ingredients.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.4.1.3 Add / Update Recipe Screen AJK-121 - ADD. To add or update a recipe select Option A from the Recipe File Maintenance Options Menu. The Add / Update Recipe Screen AJK-121 (fig. 7.4-3) is displayed.

DATE: 16 Nov 2000	ADD / UPDATE RECIPE	AJK-121
POS DISPLAY NAME:	YIELD:	PORTION:
RECIPE NAME:		
RECIPE DESCRIPTION:		
EXCLUDE FROM AUTO POS COST UPDATE (Y/N) :		
COST:	GROUP:	NURTITION:
PER PORTION	COURSE	FAT
W/COND	CATEGORY	CALORIES
POS		SODIUM
POS COST UPDATED		
PRESS RETURN TO MOVE DOWN OR PRESS DELETE TO INTERRUPT PROCESS.		
Enter the recipe number you wish to add/update and press Return.		

Figure 7.4-3. Add / Update Recipe Screen (AJK-121) - ADD.

7.4.1.3.1 Adding a Recipe. To begin adding recipes, follow these processing steps:

a. The cursor is positioned in the RECIPE-NUMBER field.

(1) Enter a recipe number and press [Enter]. The cursor moves to the POS DISPLAY NAME field.

**NOTE:** All header fields on this screen, except COST, are required entries. If data is displayed after you enter a recipe number, this means the recipe is already on file. Refer to the update process to continue. See paragraph 7.4.1.3.2 for processing instructions.

(2) Enter a POS display name. This is a short (15 Character maximum) name to be used on the display devices for the point of sales devices in A La Carte facilities.

Note that the system skips over the yield field which is defaulted to 100. At present AFMIS still requires recipes to be built for 100 portions.

(3) Enter a portion designation for this recipe. The portion should be brief and descriptive for use in the dining facility.

(4) Enter a recipe name. This field is the name that will be displayed on the production schedule and outside menus for the dining facilities.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(5) Enter a Recipe Description. The recipe description is a more detailed description of the recipe.

(6) Enter a designation (Yes or No) for automated POS cost update. If you enter Yes, the POS cost (cost sent to the POS display devices) will not be updated when the POS cost update process. Yes is used when the sale price (POS cost) will not be truly reflected by the per portion and with condiment cost. The POS cost is normally calculated as the cost with condiments rounded up to the next nickel. Items such as Salad Bar, where the total recipe cost per portion far exceeds the desired sale price will normally be excluded. In addition the exclusion (Yes) will default items at the dining facility (A La Carte facilities) as not to be sent to the POS device in the POS Send process. The dining facility change the item to send, if desired.

Note that the system skips over the Per Portion and w/cond costs. These costs are calculated by the system given the ingredients and as purchased quantities used in the recipe:

Per Portion cost reflects the raw food cost of the recipe. This is the sum the As Purchased quantity divided by the recipe conversion factor times the unit price of the ingredient. This sum total for all lines is then divided by the recipe yield.

W/CONDiment cost is the raw food cost with the condiment percentage added. The condiment markup is drawn from the Cash Meal Cost Update processes for the day that the costs are updated.

Note that the Per Portion and W/Cond costs will be updated whenever there is a price change. The exclusion code will determine if the POS cost is updated.

(7) You can enter a POS cost or allow the system to calculate and update the cost when the POS cost update process is done. The POS cost should be entered as a nickel value. The system calculates this cost as the with condiment cost rounded to the next nickel. If the POS exclusion is set to Yes the cost will not be updated automatically. Make note of the recipes that are excluded from POS update. When you need to change these, it must be done here. You can change the POS price at any time but if the exclusion is No, the POS will update when the Update POS Price process is run.

The POS COST UPDATED field will display the last date that the POS cost for this item was modified.

(8) Enter the course designation desired for this recipe. Course designations are updated in the COURSE FILE MAINTENANCE process under recipe maintenance. The course is used at the dining facility level to determine location on the production schedule and outside menu. The course can be changed at the facility level for individual templates and production schedules but the default entered here will remain the same until changed here.

(9) Enter the category code and press [Enter]. Use one of the following category codes:

A - Meat	D - Salads
B - Starch	E - Deserts
C - Vegetables	F - Others

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

The recipe codes were used in sorting menus but this function has been transferred to the course designations. The F designation can be used for all category entries.

(10) Use the SB 10-264 to complete the following entries:

A. Enter a rating for fat content.

**NOTE:** Fat ratings are as follows:

H - 26 grams or more per portion  
M - 11-25 grams per portion  
L - 0-10 grams per portion

B. Enter the calories per portion..

C. Enter the sodium content per portion expressed in grams.

(11) All fields must have entries. If a field is missing a required entry the following message will be displayed: "YOU MUST ENTER A {specified field} PLEASE TRY AGAIN.". This message will be displayed until all the required fields are entered. Once all fields have been populated, press Esc or enter from the sodium field to begin entering the recipe ingredients.

Caution: The recipe header information is not saved when exiting this screen. This information is not saved until ingredients have been entered and saved.

See figure 7.4-4 for an example of recipe header file entries.

```
DATE: 16 Nov 2000          ADD / UPDATE RECIPE  S99999          AJK-121

POS DISPLAY NAME:  TEST RECIPE          YIELD:  100          PORTION:  1 EACH
RECIPE NAME:      TEST RECIPE FOR MANUAL

RECIPE DESCRIPTION:
  THIS IS THE DESCRIPTIVE RECIPE FOR INCLUSION IN THE IFPM MANUAL

EXCLUDE FROM AUTO POS COST UPDATE (Y/N):  Y

COST:                GROUP:                NURTITION:
PER PORTION          $0.00          COURSE  2          FAT      L
W/COND              $0.00          CATEGORY F          CALORIES 125
POS                  $0.75                SODIUM  15
POS COST UPDATED

PRESS RETURN TO MOVE DOWN OR PRESS DELETE TO INTERRUPT PROCESS.

Enter the grams of sodium and press Return.
```

Figure 7.4-4. Add / Update Recipe Screen - ADD (example).

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

**NOTE:** After you press [Enter] and move the cursor to the Ingredient data entry portion of the screen, you cannot return to the Header area. All header changes after this point must be made in the Update process. See paragraph 7.4.1.3.2 for processing instructions.

d. The recipe header information is still displayed. The cursor is positioned in the STEP field, see figure 7.4-5.

DATE: 16 Nov 2000	ADD / UPDATE RECIPE	S99999	AJK-323
POS DISPLAY NAME: TEST RECIPE			
TEST RECIPE FOR MANUAL	YIELD: 100	PORTION: 1 EACH	
RECIPE COST: \$0.00	W/COND: \$0.00	POS: \$0.75	
STEP	TIIN	ITEM NAME	RCP UM RCP AS PUR
			NIS QTY WEIGHT WEIGHT
F1 Key Insert Record F2 Key Delete Record F3 Key Next Screen			
F4 Key Previous Screen Esc Key Save and Continue			
<DELETE> Key Interrupt Process			
Enter the step number from the recipe instructions.			

Figure 7.4-5. Add / Update Recipe File Screen (AJK-121) - ADD.

e. Use the Master Item File Report and recipe information to complete the following entries:

(1) Enter the step number from the recipe instructions in which the ingredient is used. Press [Enter], enter a substep letter if applicable and press [Enter].

**NOTE:** The STEP has to be a number between 0 & 99. The step number should correspond to the number of the recipe instruction in which the ingredient is used. The substep has to be a letter. The substep is used mainly for two circumstances:

1. When the ingredients within a step have to be used in a certain order.
2. When a recipe calls for another recipe to be prepared, and the additional recipe is included as a recipe instruction step with substeps.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(2) Enter a TIIN and press [Enter]. The item name is displayed and the cursor moves to the QUANTITY field.

**NOTE:** The TIIN field will accept any 7-digit number as a TIIN. If the requested TIIN is not on the MIF or the C-8900 reference file, **ITEM NOT ON THE MIF/REF** is displayed as the item name. The message: **ITEM'S FSC AND COUNTRY CODE ARE UNKNOWN. PLEASE TRY AGAIN.** appears at the bottom of the screen, and the cursor moves to the 1st position of the TIIN. You can not enter a TIIN that is not on either the C8900 reference file or MIF. If the item is on the C-8900 reference file but not on the MIF, an \* will appear in the NIS field. The recipe cost can't be calculated if any item is not on the MIF.

(3) The NIS field is a view only field. If the TIIN is on the C-8900 reference file but not on the MIF, an \* will appear in this field. This recipe will not have a recipe cost since the system does not have a cost for this ingredient.

(4) Enter the ingredient quantity, based on the unit of measure, for 100 portions and press [Enter].

(5) Enter a 2-digit abbreviation for the unit of measure to be displayed on the recipe (i.e. CP for cup, TB for tablespoon, TS for teaspoon, CN for can, LB for pound, OZ for ounces, etc) and press [Enter].

(6) Enter the weight of the ingredient to use in the recipe. This weight is after all loss and trim. This column has been added to more closely conform to the published Armed Forces Recipe Service (TM 10-412). Enter the weight in decimal format. For more information, see the Recipe Ingredient Conversion Chart (fig. 7.4-6)

(7) Enter the as purchased weight in decimal format.. For more information, see the Recipe Ingredient Conversion Chart (fig. 7.4-6). All as purchased weights must be entered in decimal pounds. The figure used in the APW field need not only refer to the weight of an item. Proper usage will be determined by the entry used as a Recipe Conversion factor in the MIF. If an item is purchased as multiple useable units within a case, the conversion factor can be expressed in terms of the number of useable units. In the example in fig 7.4-7 the two types of bagels are purchased in cases containing 72 and 90 bagels respectively. The conversion factors used in the MIF are therefore 72 and 90. In the recipe APW each is designated as 50, meaning 50 individual bagels (same as the Quantity and Unit of Measure). The cost for line one is calculated as  $(50/72) \times 18.30 = 12.71$  for 50 bagels (.25 each). Line 2 =  $(50/90) \times 27.17 = 15.09$  for 50 bagels (.30 each) Total recipe cost =  $27.18/100 = .28$  (.278) per portion

**NOTE:** As Purchased Weight is the quantity and unit of measure expressed in decimal pounds or useable units. In the recipe service broadcast with SCP 11 the following conventions were used.

1. FF&V - quantity required to be purchased was entered as APW so correct amount would appear on the Kitchen Requisitions and Returns Worksheet.
2. Cooked Ingredient - quantity required to be purchased was entered as APW so correct amount would appear on the Kitchen Requisitions and Returns Worksheet
3. Special or FSC 0000 stock numbers, items that are not purchased (water, stock, etc.) do not have As Purchased Weights-0.0 is entered in the APW column.

(8) To add more ingredients, repeat steps (1) thru (7).

**AIS Manual 25-L37-AJK-ATT-EM-3  
1 July 2001**

RECIPE INGREDIENT CONVERSION CHART		
1. OUNCE TO POUND CONVERSIONS		
1 = .0626	1/8 = .00781	1/6 = .01041
2 = .125	1/4 = .01563	1/3 = .02080
3 = .1875	3/8 = .02344	2/3 = .04160
4 = .25	1/2 = .03125	5/6 = .05200
5 = .3125	5/8 = .03906	
6 = .375	3/4 = .04688	
7 = .4375	7/8 = .05469	
8 = .5		
9 = .5625		
10 = .625		
11 = .6875		
12 = .75		
13 = .8125		
14 = .875		
15 = .9375		
16 = 1.0		
2. MEASURE EQUIVALENTS These are GUIDES - USE ACTUAL weight of ingredient if known.		
WET		DRY
1 GALLON = 128 OZ or 8 LB		1 GALLON = 64 OZ or 4 LB
1 QUART = 32 OZ or 2 LB		1 QUART = 16 OZ or 1 LB
1 PINT = 16 OZ		1 PINT = 8 OZ
1 CUP = 8 OZ		1 CUP = 4 OZ
2 TABLESPOON = 2 OZ		2 TABLESPOON = 1 OZ
1 TABLESPOON = 1 OZ		1 TABLESPOON = 1/2 OZ
1 TEASPOON = 1/3 OZ		1 TEASPOON = 1/6 OZ
3. FSC 0000 stock numbers, items that are not purchased (water, stock, etc.) enter 0.0 as the APW.		

Figure 7.4-6. Recipe Ingredient Conversion Chart.

**NOTE:** Use these weights as a guide when the recipe card does not list weights or actual weights are not known. If the weights are listed on the recipe card or you know the actual weights use them.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(8) See figure 7.4-7 for an example of recipe ingredient entries.

```
DATE: 16 Nov 2000          ADD / UPDATE RECIPE  S99999          AJK-323
                          POS DISPLAY NAME:  TEST RECIPE
TEST RECIPE FOR MANUAL    YIELD:    100          PORTION:  1 EACH
RECIPE COST:    $0.28      W/COND:    $0.31      POS:    $0.75

STEP      TIIN          ITEM NAME          RCP      UM      RCP      AS PUR
                          NIS      QTY          WEIGHT    WEIGHT
1  A  E19-1542  BAGELS BLUEBERRY  72/3 Z    50.0000  EA    9.7500  50.000
1      E09-2340  BAGELS BLUEBERRY  90/3 OZ    50.0000  EA    9.7500  50.000

Do you want to update the instructions? (Y/N)

Enter 'Y' to view/change instructions or 'N' to modify another recipe
```

Figure 7.4-7. Add / Update Recipe - Ingredients (example).

**NOTE:** 000-0063, SUBSTITUTE ITEM is being used in the recipe service broadcast with SCP-11 to list the weight or measure of a commonly used substitute for the main ingredient in the recipe. The substitute item is explained in the preparation instructions

f. When you enter all the ingredients you want, you can use the following keys to review and make changes (if applicable):

(1) To view previous entries, use the [F4] key to scroll back and [F3] to scroll forward a page at a time.

(2) To add an ingredient, press [F1] to open a space on the screen. Enter a STEP number and press [Enter]. Continue to enter the sub step number, TIIN, quantity, unit of measure, and as purchased weight.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(3) To delete an ingredient move the cursor to the line you want to delete and press the [F2] key. That ingredient is deleted and the next one is displayed. To add an ingredient you can either move to the end of the line for the last ingredient and press [Enter], or press F1 when at the beginning of a line and a space will be created to add an ingredient (fig. 7.4-8).

**NOTE: The F7 key does not work. If you delete an entry, you can't restore it. Enter it again.**

g. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 7.4.1.4 for processing instructions.

DATE: 16 Nov 2000	ADD / UPDATE RECIPE	S99999	AJK-323
POS DISPLAY NAME: TEST RECIPE			
TEST RECIPE FOR MANUAL	YIELD: 100	PORTION: 1 EACH	
RECIPE COST: \$0.28	W/COND: \$0.31	POS: \$0.75	
STEP	TIIN	ITEM NAME	RCP UM RCP AS PUR
			NIS QTY WEIGHT WEIGHT
1	E09-2340	BAGELS BLUEBERRY 90/3 OZ	50.0000 EA 9.7500 50.000
1 A	E19-1542	BAGELS BLUEBERRY 72/3 Z	50.0000 EA 9.7500 50.000
2	E09-6096	SPICE SALT SEA 40 OZ	1.0000 TB 0.0104 0.0104
X	← Cursor here		
2	419-2898	SPICE PEPPER BLK GRD 1#	2.0000 TS 0.0416 0.0416
F1 Key Insert Record F2 Key Delete Record F3 Key Next Screen			
F4 Key Previous Screen Esc Key Save and Continue			
<DELETE> Key Interrupt Process			
Enter the step number from the recipe instructions.			

Figure 7.4-8. Add / Update Recipe Screen Insert Item (example).

h. When you finish your entries, press [ESC] to update your files. The following messages are displayed: **Computing Recipe Cost. Please Wait. Updating Database. Please Wait. Database updates have successfully completed.** Then, **Do you want to update the instructions? (Y/N).**

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

**NOTE:** When you add items that are not on the installation MIF, the NSN Exception List Report PCN AJK-GNI is printed. You can use this report to identify the items that need to be added to the MIF or that need a replacement item selected from the installation MIF.

(1) Enter Y and press [Enter]. The Recipe Instruction Screen AJK-123 (fig. 7.4-9) is displayed.

OR

(1) Enter N and press [Enter] to end processing. The Add / Update Recipe Screen AJK-121 is redisplayed. You can enter header information for a new recipe.

i. This screen displays the recipe number and recipe name for the header information you enter on the Add / Update Recipe Screen AJK-121.

DATE: 16 Nov 20	RECIPE INSTRUCTIONS	AJK-123
RECIPE-NUMBER: S99999	RECIPE NAME: TEST RECIPE FOR MANUAL	
F1 Key Insert Line	F2 Key Delete Line	F3 Key Scroll Forward
F4 Key Scroll Backward	ESC Key Save & Exit	
Delete Key Interrupt Menu	Press RETURN after each entered line	
Enter the recipe instruction.		

Figure 7.4-9. Recipe Instructions Screen (AJK-123).

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

j. Use the information from TM 10-412 Armed Forces Recipe Service, SOPs, or commercial recipes to enter the instructions as you wish them to appear on the recipe.

**NOTE:** Most of the time when you are entering instructions in AFMIS you will need to amplify the instructions to make up for the fact that the ingredients listed in AFMIS are not the same as the ingredients listed for the commercial recipe or in TM 10-412. Example: Many of the vegetables are listed as certain size strips or slices, flour is often listed as sifted, etc. In AFMIS these ingredients are listed as carrots fresh, onions dry fresh etc.

(1) Enter the instructions by step number.

(2) When you finish entering information on a line, press [Enter]. The cursor moves to the next line. You must press [Enter] at the end of each line to continue.

(3) Repeat these steps until you finish adding all the appropriate instructions. The system will insert a new line at the bottom as you press [Enter] at the end of the last line.

(4) To correct an entry, move the cursor where you want to begin, and type new data over the old.

k. See figure 7.4-10 for an example of recipe instruction entries.

DATE: 16 Nov 20	RECIPE INSTRUCTIONS	AJK-123
RECIPE-NUMBER: S99999	RECIPE NAME: TEST RECIPE FOR MANUAL	
RECIPE INSTRUCTIONS SHOULD BE ENTERED IN AS CLEAR A MANNER AS POSSIBLE.		
REMEMBER THAT THE INSTRUCTIONS ARE INTENDED FOR THE FOOD SERVICE PERSONNEL ON THE PRODUCTION FLOOR.		
INDENTS MUST BE ADDED AS SPACES. EACH LINE OF TEXT IS CONSIDERED AS A SEPERATE LINE IN THE DATABASE.		
F1 Key Insert Line	F2 Key Delete Line	F3 Key Scroll Forward
F4 Key Scroll Backward	ESC Key Save & Exit	
Delete Key Interrupt Menu	Press RETURN after each entered line	
Enter the recipe instruction		

Figure 7.4-10. Recipe Instructions Screen AJK-123 (example) - ADD.

l. Use the following keys to review and or change your entries:

(1) Use the ARROW keys to move up and down line by line.

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

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(3) To add a new line of instruction, press [F1] to open a space on the screen. Type in the new line.

(4) To delete a line of instruction, move the cursor to that line and press the [F2] key. That line is deleted and the next line is moved into that space.

m. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 7.4.1.4 for processing instructions.

**NOTE:** The following shortcuts can help shorten the time it takes to edit recipe instructions:

1. Ctrl + D deletes everything from the cursor to the end of the line.
2. Ctrl + X deletes one letter or space at the cursor position each time X is pressed.
3. Ctrl + A toggles between insert and overtype. Each time you reach a new line the default is overtype. Press Ctrl + A to insert at the cursor. Press Ctrl again on the same line to return to the typeover mode.

n. When you finish your entries, press [ESC]. Two messages are displayed: **Updating Database. Please Wait.**, and **Database updates have successfully completed.** Then, the Recipe File Maintenance Options Menu AJK-230 is displayed.

o. You can review the recipe you add by using the Update Process and the Recipe and Cost Inquiry Subfunction (para 6.4).

7.4.1.3.2 Process Interrupt Ring Menu. This ring menu (fig. 7.4-11) is displayed when you interrupt the add or update process. Use it to continue processing, start over, return to the Recipe File Maintenance Menu, or exit processing.

```
INTERRUPT OPTIONS:  Continue  Startover  Return  eXit
Continue working on current screen.
```

Figure 7.4-11. Process Interrupt Ring Menu.

- a. Select Continue and you can continue processing on the same screen.
- b. Select Startover and the screen is cleared. You can restart the process.
- c. Select Return and the Recipe File Maintenance Menu is displayed.
- d. Select eXit and the system login screen is displayed.

7.4.1.3.3 Outputs. The NSN Exception List Report (PCN AJK-GN1) is printed if there are unmatched ingredients on the recipes that were processed. You are not required to keep a file copy of the report. See Appendix C for an example of this report.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.4.1.4 Updating a Recipe. To begin updating recipes, follow these processing steps:

a. The cursor is positioned in the RECIPE-NUMBER field.

(1) Enter a recipe number and press [Enter]. The recipe name, category code, cost, portion size, rating for fat content, calories, and sodium content are displayed. The cursor is positioned in the POS DISPLAY NAME field.

DATE: 16 Nov 2000	ADD / UPDATE RECIPE	L08500	AJK-121
POS DISPLAY NAME: Brsd Pork Chop	YIELD: 100	PORTION: 1	CHOP
RECIPE NAME: BRAISED PORK CHOPS			
RECIPE DESCRIPTION:			
BASE RECIPE			
EXCLUDE FROM AUTO POS COST UPDATE (Y/N): N			
COST:	GROUP:	NURTITION:	
PER PORTION \$1.17	COURSE 2	FAT	M
W/COND \$1.29	CATEGORY A	CALORIES	217
POS \$1.30		SODIUM	70
POS COST UPDATED 23 Oct 2000			
PRESS RETURN TO MOVE DOWN OR PRESS DELETE TO INTERRUPT PROCESS.			
Enter the name for the POS			

Figure 7.4-12 Add / Update Recipe Screen (AJK-121) - UPDATE.

**NOTE:** If there are no entries in these fields, the recipe number you entered is not on file. You must refer to the Add Recipe process to continue processing. See paragraph 7.4.1.3.1 for processing instructions. Also the recipe cost is displayed, which was not displayed when you were adding a recipe.

(2) To make changes, move the cursor to the field you want, and enter new data over the old. Press [Enter] after each entry and the cursor moves to the next field. The COST fields, other than POS Cost are not accessible.





**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

h. This screen (fig. 7.4-15) is displayed when you use the Update process to make changes.

DATE: 17 Nov 20	RECIPE INSTRUCTIONS	AJK-123
RECIPE-NUMBER: L08500	RECIPE NAME: BRAISED PORK CHOPS	
CHANGE 1 TM 10-412		
PAN: 12 BY 20 BY 4-INCH STEAM TABLE PAN	TEMPERATURE: 375 F. GRIDDLE	
33 PORTIONS PER PAN	350 F. OVEN	
PREPREPARATION INSTRUCTIONS:		
TEMPER PORK SLICES UNDER REFRIGERATION.		
PORK LOIN BLADELESS MAY BE USED IN QUANTITIES EQUAL TO SUBSTITUTE ITEM IN STEP 1.		
F1 Key Insert Line	F2 Key Delete Line	F3 Key Scroll Forward
F4 Key Scroll Backward	ESC Key Save & Exit	
Delete Key Interrupt Menu	Press RETURN after each entered line	
Enter the recipe instruction.		

Figure 7.4-15. Recipe Instructions Screen (example) - UPDATE.

- i. Use the following keys to review and change your entries:
- (1) Use the ARROW keys to move through the instructions line by line.
  - (2) Use the [F3] key to scroll forward by page and [F4] to scroll back.
  - (3) To add a new line of instruction, press [F1] to open a space on the screen. Type in the new line.
  - (4) To delete a line of instruction move the cursor to the line you want to delete and press the [F2] key. That line is deleted and the next line is moved into that space.

**NOTE:** The following shortcuts can help shorten the time it takes to edit recipe instructions:

1. Ctrl + D deletes everything from the cursor to the end of the line.
2. Ctrl + X deletes one letter or space at the cursor position each time X is pressed.
3. Ctrl + A toggles between insert and overtyping. Each time you reach a new line the default is overtyping. Press Ctrl + A to insert at the cursor. Press Ctrl again on the same line to return to the typeover mode.

j. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 7.4.1.4 for processing instructions.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

k. When you finish your entries, press [ESC]. Two messages are displayed: **Updating Database. Please Wait.**, and **Database updates have successfully completed.** Then, the Recipe File Maintenance Options Menu is displayed.

7.4.1.4.1 Outputs. The NSN Exception List Report (PCN AJK-GN1) is printed if there are unmatched ingredients on the recipes that were processed. You are not required to keep a file copy of the report. See Appendix C for an example of this report.

7.4.2 Recipe File Maintenance - Delete Recipes Process. Use this process to delete recipes from the RHF.

7.4.2.1 Processing Restrictions. None.

7.4.2.2 Processing Materials. None.

7.4.2.3 Recipe File Maintenance - Delete Screen AJK-119. To delete a recipe, select Option B from the Recipe File Maintenance Options Menu. The Recipe File Maintenance - Delete Screen (fig. 7.4-16) is displayed.

DATE: 17 Nov 00	RECIPE FILE MAINTENANCE	AJK-119
DELETE RECIPE		
Recipe Number	Recipe Name	
S99999	TEST RECIPE FOR MANUAL	
Press <DELETE> key to quit this process.		
Enter the recipe number you wish to delete and press ESCAPE.		

Figure 7.4-16. Recipe File Maintenance - Delete Screen (AJK-119).

- a. The cursor is positioned in the RECIPE NUMBER field.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

b. Enter a recipe number and press [ESC]. The message **Accessing database. Please Wait.** is displayed. Then, the Recipe Name is displayed, followed by the message **Confirm Deletion Y/N:** .

NOTE: You must press the [ESC] key to reach the Confirm Deletion prompt. The [Enter] key will display the recipe name, but, you cannot continue processing by using this key.

(1) Enter Y and press [ESC] to delete this recipe. Two messages are displayed: **Updating Database. Please Wait.**, and **Database updates have successfully completed.** Then, the Recipe File Maintenance Delete Recipe Screen AJK-119 is redisplayed. You can enter another recipe number for deletion.

OR

(2) Enter N and press [ESC]. The Recipe File Maintenance Delete Recipe Screen AJK-119 is redisplayed. You can enter another recipe for deletion.

OR

(3) Press [DELETE] to interrupt processing. The Recipe File Maintenance Options Menu AJK-230 is displayed.

7.4.2.4 Outputs. No reports are printed during this subprocess. The recipe you enter is deleted when you select Y in response to the confirmation message.

7.4.3 Recipe File Maintenance- Backup Process. Use this process to create a backup file for your recipes.

<b>NOTE:</b>	<b>NOTE:</b>	<b>NOTE:</b>
<b>IF YOU HAVE NOT DONE SO - MAKE A BACK UP OF YOUR RECIPE FILES NOW!!</b>		
If you have not made a Back Up of your recipe files, and the Recipe Load Process is run, all of your recipe files will be wiped out. When you are doing recipe file maintenance, you should periodically, every hour or so, run this process to protect the work you are doing.		

7.4.3.1 Processing Restrictions. None.

7.4.3.2 Processing Materials. None.

7.4.3.3 Processing Actions - Recipe File Maintenance Backup. To back up your recipe file, select Option C from the Recipe File Maintenance Options Menu.

a. Two messages are displayed: **Backing up recipe files. Please wait;** then, **BACKUP COMPLETE. PRESS RETURN TO CONTINUE.**

b. Press [Enter] and the Recipe File Maintenance Options Menu is redisplayed.

7.4.3.4 Outputs. No reports are printed during this process. A backup copy of the Recipe Ingredient File (RIN) is created.



**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

b. Enter 1 and press [Enter]. The following message are displayed: **Restoring recipe files. Please Wait.**, then, **LOAD COMPLETE. PRESS RETURN TO CONTINUE.** Press [Enter] and the Recipe File Maintenance Menu AJK-230 is displayed.

OR

c. Enter 2 and press [Enter] to end processing. The Recipe File Maintenance Options Menu AJK-230 is displayed.

7.4.4.4 Outputs. No reports are printed during this process. A new recipe file is loaded when you select Y in response to the confirmation message.

7.4.5 Replace Ingredients Process.

a. Use the Replace Ingredients Process to replace ingredients in the recipe file that are not stocked by the installation. You can also replace selected ingredients. This process contains two subprocesses and two exit options:

- (1) Replace Ingredients Not Stocked (para 7.4.5.1).
- (2) Replace Selected Ingredients (para 7.4.5.2).

b. Select Option E from the Recipe File Maintenance Menu AJK-230 (fig. 7.4-2) to review the subprocesses on the Recipe Ingredient Replacement Menu.

c. The Recipe Ingredient Replacement Menu AJK-231 (fig. 7.4-18) is displayed.

```
RECIPE INGREDIENT REPLACEMENT MENU:  A B R X
Replace Ingredient Not Stocked

DATE:  15 Sep 95      RECIPE INGREDIENT REPLACEMENT MENU      AJK-231

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

          OPTION CODE  RING MENU SELECTION OPTIONS

                A      REPLACE INGREDIENTS NOT STOCKED

                B      REPLACE SELECTED INGREDIENTS

                R      RETURN TO RECIPE FILE MAINTENANCE MENU

                X      EXIT THE IFA PROGRAM

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

Figure 7.4-18. Recipe Ingredient Replacement Menu Options (AJK-231).

7.4.5.1 Replace Ingredients Not Stocked Subprocess.

a. Use the Replace Ingredients Not Stocked subprocess to replace ingredients that are listed in the recipe file, but are not listed on the installation MIF. This subprocess contains two processing options and two exit options.

- (1) From Top of File (para 7.4.5.1.1).
- (2) From Designated Starting Point (para 7.4.5.1.2).

b. Select Option A from the Recipe Ingredient Replacement Menu AJK-231 to review the processing options in Replace Ingredients Not Stocked.

c. The Unmatched Ingredients Update Options Menu (fig. 7.4-19) is displayed.

```
UNMATCHED INGREDIENT UPDATE OPTIONS:  A B R X
To begin from top of recipe file

                UNMATCHED INGREDIENTS UPDATE OPTIONS MENU                AJK-186

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

OPTION CODE  RING MENU SELECTION OPTIONS

      A      FROM TOP OF FILE

      B      FROM DESIGNATED STARTING POINT

      R      RETURN

      X      EXIT

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

Figure 7.4-19. Unmatched Ingredient Update Options Menu.

7.4.5.1.1 Replace Ingredients - From Top of File Option. Use this option to review and or replace unmatched ingredients beginning from the top of the recipe file.

7.4.5.1.1.2 Processing Restrictions. None.

7.4.5.1.1.3 Processing Materials. None.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.4.5.1.1.4 IFA Unmatched Ingredients (NSN) Screen AJK-134. To review or replace all unmatched ingredients, Select Option A from the Unmatched Ingredients Update Options Menu. The IFA Unmatched Ingredients (NSN) Screen AJK-134 (fig. 7.4-20) is displayed.

```

                                INSTALLATION FOOD ADVISOR                                AJK-134
                                UNMATCHED INGREDIENTS (NSN)

RECIPE NO:  F00100    RECIPE NAME:  BAKED MACARONI AND CHEESE

      NSN                ITEM NAME
-----                -----
8910007823191    CHEESE, CHEDDAR, NATURAL    <=== Unmatched Ingredients
U _____    <==== Enter keyword (*#####*)
                                for list of MIF Substitute items

                                Press <RETURN> continue w/o update
                                Press <DELETE> key to exit program

```

Figure 7.4-20. IFA Unmatched Ingredients (NSN) Screen (AJK-134) - TOP OF FILE.

- a. The first recipe with unmatched ingredients is automatically displayed.
  - (1) The recipe number, name, NSN, and item name for that unmatched ingredient.
  - (2) Press [Enter] to review the next recipe on the list.

**NOTE:** If the ITEM NAME appears as **ITEM NOT ON REF TABLE**, it means that the listed NSN is not contained in the C-8900 reference table and a nomenclature cannot be determined. You may have to return to the hard copy of the recipe to determine the ITEM NAME (nomenclature).

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(3) When you find the recipe you want, enter an asterisk, key word for the ingredient search, and another asterisk (e.g., \*BREAD\*) then, press [Enter].

(a) The message **Please wait . . .** is displayed while the system searches the MIF for items to display.

(b) A list of replacement ingredients containing the key word is displayed. See figure 7.4-21.

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

(5) To select an ingredient from the list, use the [Enter] or ARROW keys to move the cursor to the ingredient and press [CTRL][U]. The ingredient file is updated for every recipe containing the unmatched NSN.

```

                                INSTALLATION FOOD ADVISOR                                AJK-134
                                UNMATCHED INGREDIENTS (NSN)

RECIPE NO:  F00100   RECIPE NAME:  BAKED MACARONI AND CHEESE

      NSN                ITEM NAME
-----                -
8910007823191    CHEESE, CHEDDAR, NATURAL    <=== Unmatched Ingredients

*CHEESE*_____ <==== Enter keyword (*#####*)
                                for list of MIF Substitute items

891000T263406    CHEESE COTTAGE 5 LB
8910001258440    CHEESE NAT CHEDDAR                F3 Key advance to next page
8910005846431    CHEESE PROC SWISS & AMER            F4 Key advance tp previous page
8910006560993    CHEESE AMERICAN PROC SL            CTRL-U Update Ingredient file
8910007822837    CHEESE NAT MOZZARELLA              CTRL-B Reenter Item Name
8910010154183    CHEESE AMERICAN SURPLUS            ESC Key continue w/o update
                                <DELETE> to exit the process
```

Figure 7.4-21. Unmatched Ingredients (NSN) Screen (example) - TOP OF FILE.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

- b. When you use [CTRL][U] to update your files the following messages are displayed:
- (1) **Please Wait. . . the RIN Table is being updated.** is displayed briefly in the lower left of the screen.
  - (2) The upper left portion of the screen displays **## NSN(s) have been changed in the RIN Table.** listing the number of NSN(s) which have been changed.
  - (3) The bottom line of the screen will display **Recipe Number \_\_\_\_ Records Inserted Into TOT.** for each recipe replaced.
  - (4) After all recipes have been listed, the message **Retrieving next unmatched ingredient ....** is displayed with a new Unmatched Ingredient (NSN) Screen.
- c. If you can't find an ingredient to replace the unmatched ingredient and want to enter another key word, press [CTRL][B]. Enter the key word and another list of ingredients is displayed.
- d. To review another recipe without updating this one, press [ESC], then, press [Enter] and the next recipe is displayed.
- e. To exit this screen, press [DELETE]. The Unmatched Ingredients Update Options Menu is displayed.
- f. To exit this menu, enter R. The Recipe Ingredient Replacement Options Menu Update Options Menu is displayed.
- g. To exit this menu, enter R. The Recipe File Maintenance Options Menu is displayed.

7.4.5.1.1.5 Outputs. No reports are printed during this subprocess. The unmatched ingredients are replaced with the ingredients you select. The changes are sent to DFO during end of day processing.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.4.5.1.2 Recipe Ingredients - From Designated Starting Point Option. Use this subprocess to review and or replace selected unmatched ingredients from a designated point on the recipe file.

7.4.5.1.2.1 Processing Restrictions. None.

7.4.5.1.2.2 Processing Materials. Ask the SA to provide a copy of the updated MIF.

7.4.5.1.2.3 IFA Unmatched Ingredients (NSN) Screen AJK-134. To review or replace a group of unmatched ingredients, Select Option B from the Unmatched Ingredients Update Options Menu. The IFA Unmatched Ingredients (NSN) Screen AJK-134 (fig. 7.4-22) is displayed. Enter the first letter of the recipe (i. e., B\*) or enter the number of the recipe you want to start with.

INSTALLATION FOOD ADVISOR	AJK-134
UNMATCHED INGREDIENTS (NSN)	
RECIPE NO: F00100	RECIPE NAME: BAKED MACARONI AND CHEESE
NSN	ITEM NAME
-----	-----
8910007823191	CHEESE, CHEDDAR, NATURAL <=== Unmatched Ingredients
_____	<==== Enter keyword (*#####*) for list of MIF Substitute items
Press <RETURN> continue w/o update Press <DELETE> key to exit program	

Figure 7.4-22. IFA Unmatched Ingredients (NSN) Screen (AJK-134) - DESIGNATED POINT.

**NOTE: The processing steps for the From Designated Starting Point Option, are the same as in the From Top of File Process. See paragraph 7.4.5.1.1.4 for processing instructions.**

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.4.5.1.2.4 Outputs. No reports are produced in this process.

7.4.5.2 Recipe File Maintenance - Replace Selected Ingredients Subprocess. Use this subprocess to review or replace selected ingredients on the recipe file.

7.4.5.2.1 Processing Restrictions. None.

7.4.5.2.2 Processing Materials. Ask the SA to provide an updated copy of the MIF.

7.4.5.2.3 IFA Unmatched Ingredients (NSN) Screen AJK-134. To review or replace selected unmatched ingredients, Select Option B from the Recipe Ingredient Replacement Menu. The IFA Replace Selected Ingredient Screen AJK-232 (fig. 7.4-23) is displayed.

DATE: 15 Sep 95	INSTALLATION FOOD ADVISOR	AJK-232
	REPLACE SELECTED INGREDIENT	
TIIN	ITEM NAME	
-----	-----	
-		<=== Selected Ingredient
_____		<==== Enter keyword (*#####*) for list of MIF Substitute items
		Press <DELETE> key to interrupt process
Enter the TIIN of the ingredient to be replaced and press Return.		

Figure 7.4-23. Replace Selected Ingredient Screen (AJK-232).

a. The cursor is positioned in the TIIN field for the item to be replaced.

(1) Enter the TIIN (last seven characters of the NSN) for the item to be replaced and press [Enter]. The message **Accessing Database. Please Wait.** is displayed while the system searches for the entered TIIN.

(2) If the TIIN is not listed in the recipe file, the message **THIS ITEM IS NOT USED BY ANY RECIPES. PLEASE ENTER ANOTHER ITEM.** is displayed. The cursor returns to the TIIN field.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(3) When a valid TIIN is entered the item name is displayed and the cursor moves to the ENTER KEYWORD field.

b. Enter an asterisk, key word for the ingredient search, and another asterisk (e.g., \*BREAD\*) then, press [Enter]. The message **Please wait . . .** is displayed while the system searches the MIF for items to display.

c. A list of replacement ingredients containing the key word is displayed.

**NOTE: If the entered keyword is not found on the installation MIF the message **INGREDIENT NOT ON MASTER ITEM FILE. PLEASE RE-ENTER.** is displayed.**

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

(2) To exit this screen without making a selection, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.4.5.2.4 for processing instructions.

(3) Use the [Enter] or ARROW keys to select an ingredient (fig. 7.4-24) from the list.

```
DATE: 15 Sep 95          INSTALLATION FOOD ADVISOR          AJK-232
                        REPLACE SELECTED INGREDIENT

      TIIN                ITEM NAME
      -----            -
      965-2128            CHICKEN CUT UP FRY CASE  <=== Selected Ingredient

*CHICKEN*_____ <==== Enter keyword (*****
                        for list of MIF Substitute items

00000000000023        BONES, CHICKEN
000000000000315        STOCK, CHICKEN
8905009652128        CHICKEN CUT UP FRY CASE   F3 Key to Scroll Forward
8905011141457        CHICKEN FILLET BRD CASE   F4 Key to Scroll Backward
8905001263416        CHICKEN WHOLE FRYER       ESC Key Update Ingredient file
8935005437789        SOUP BASE CHICKEN #2 1/2  <DELETE> to interrupt the process

                        Press <DELETE> key to interrupt process

Enter the TIIN of the ingredient to be replaced and press Return.
```

Figure 7.4-24. Replace Selected Ingredient Screen (example).

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(4) When you make your selection, press [ESC]. Two messages are displayed: **Updating database. Please wait.**, and, **Database updates have successfully completed.** The Ingredient File is updated for every recipe containing the NSN you select. Then, the Replace Selected Ingredient Screen AJK-232 is redisplayed.

(5) The cursor is positioned in the TIIN field. You can choose another ingredient to be replaced.

OR

(6) Press [DELETE] to interrupt processing. See paragraph 7.4.5.2.4 for processing instruction.

7.4.5.2.4 Process Interrupt Ring Menu. This ring menu (fig. 7.4-25) is displayed when you interrupt the add or update process. Use it to continue processing, start over, return to the Recipe File Maintenance Menu, or exit processing.

INTERRUPT OPTIONS: <b>C</b> ontinue Startover Return eXit Continue working on current screen.
--

Figure 7.4-25. Process Interrupt Ring Menu.

- a. Select Continue and you can continue processing on the same screen.
- b. Select Startover and the screen is cleared. You can restart the process.
- c. Select Return and the Recipe Ingredient Replacement Menu is displayed.
- d. Select eXit and the system login screen is displayed.

7.4.5.2.5 Outputs. The NSN / TIIN Exception List Report (PCN AJK-GB1) will be printed when there are items in the recipes that are not on the MIF. You are not required to keep a copy of this report. The cost for these recipes are recomputed automatically.

7.4.6 Course File Maintenance: Select option F from the Recipe File Maintenance Menu to perform maintenance on the course listings provided by the Army Center Of Excellence, Subsistence (ACES). The course designation provided are broad and should fit the needs of most A La Carte operations. It is recommended that few changes be made. Selecting option F will display the EDIT COURSE & TITLES MAINTENANCE screen (AJK-324) fig 7.4-25.

**AIS Manual 25-L37-AJK-ATT-EM-3  
 1 July 2001**

DATE: 17 Nov 2000	EDIT COURSE & TITLES MAINTENANCE	AJK-324
COURSE NO	COURSE TITLE	SEQ NO
1	SOUPS / APPETIZERS	1
2	ENTREES - MAIN	7
3	SIDES	6
4	SALADS	5
5	BREADS/ROLLS	4
6	SHORT ORDER	3
7	DESSERTS	2
8	COMBO MEALS	1
9	SANDWICH BAR	9
10	PASTA BAR	10
PRESS <ESC> WHEN FINISHED WITH SCREEN		
F1-INSERT F2-DELETE F3-SCROLL DOWN F4-SCROLL UP		
Enter a course number		

Figure 7.4-25.1. Edit Course and Title Maintenance Screen (example).

The following fields are available for edit:

a. Course No. - The course numbers are numeric designations for each course. This must be unique. Attempts to duplicate a course number will produce a can not duplicate message. The course is used to designate a default location for each recipe in the recipe service. When a recipe is brought into a dining facility template or production schedule it will be placed with other items in the course. The dining facility can change the designation for specific templates and production schedules. This does not change the default course in the recipe. You can not delete a course, if that course has any recipes assigned to it. The course number is used at the dining facility level to sort the recipes for the production schedule and outside menus.

b. Course Title - The course title is a 30 character text field to identify the contents for the course. This title can be modified to reflect the designations desired on the A La Carte touch screens and outside menus. If you do modify the title, ensure that the title accurately reflects the recipes within the course.

c. Seq no - The course sequence number will determine where, on the A La Carte touch screens, the contents of the course will appear. This is a numeric designation and can contain duplicates.

Each time a field is edited the change will save as you exit the line on which the change was made.

7.4.6.1 Outputs: There are no outputs in this process. A Course Number Listing PCN: AJK-MR3 can be drawn from the Dining Facility Operations Template Maintenance subprocess.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.5 Compute Cost Process. Use this process to update recipe costs (base recipe costs and POS quarterly price updates). A recipe cost deviation report can be produced.

7.5.1 Processing Restrictions. Contact TISA before you starting these processes to ensure that all price updates have been completed.

7.5.2 Processing Materials. None.

7.5.3 Compute Cost Menu Screen. Select option D from the INSTALLATION FILES MAINTENANCE MENU to display the Compute Cost Menu AJK-314, fig 7.5-1

```
Compute Cost:  A B C R X
Compute Recipe Cost

DATE:  17 Nov 00                COMPUTE COST MENU                AJK-314

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

          OPTION CODE  RING MENU SELECTION OPTIONS

                A      COMPUTE RECIPE COST

                B      POS QUARTERLY PRICE UPDATE

                C      POS COST DEVIATION REPORT

                R      RETURN TO FILE MAINTENANCE MENU

                X      EXIT

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

Figure 7.5-1. Compute Cost Menu AJK-314

a. **Compute Recipe Cost** - This process computes the cost for each recipe maintained by the Installation. There are no messages displayed during this process. The cursor will display at the bottom of the screen. The most current prices from the Installation MIF are used in these calculations. The recipe cost and recipe cost with condiments are updated.

(1) The Recipe Number Exception List report PCN: AJK-GV1 is printed automatically in this process. This report lists each NSN, Item Name, and Number of Recipes Affected, that is not on the MIF or has been marked for deletion and has no positive inventory balance. Items coded in the Item Name column as "\*ITEM NAME NOT AVAILABLE\*" indicates that the item NSN is not on the MIF or the reference file. The number of recipes affected refers to the total number of recipes in which the NSN is used.

(2) The Report of Recipe Not-In-Stock Summary PCN: AJK-GV2 is printed automatically in this process. This report lists the recipe numbers that were affected by the NIS NSNs as reflected in the previous report. Any recipe with one or more not-in-stock item will be listed.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(3) The Report of Recipe Cost which Exceeds Limits report PCN: AJK-GV3 is printed automatically in this process. This report will list all recipes which have a recipe cost greater than 299.99 dollars. These are considered to be outside normal parameters and should be reviewed.

7.5.4 POS Quarterly Price Update: This process is intended to be selected after the first catalog update for a new quarter. The process will update the POS price field in each recipe that is coded as "No" in the 'exclude from auto POS price update' field in the recipe header. If you need to update a POS price for items coded as Yes, you must change from the 'Add/Edit Recipe' process (para 7.4.1). As the quarterly price update is being run as message documenting the number of records being updated will be displayed fig 7.5-2.

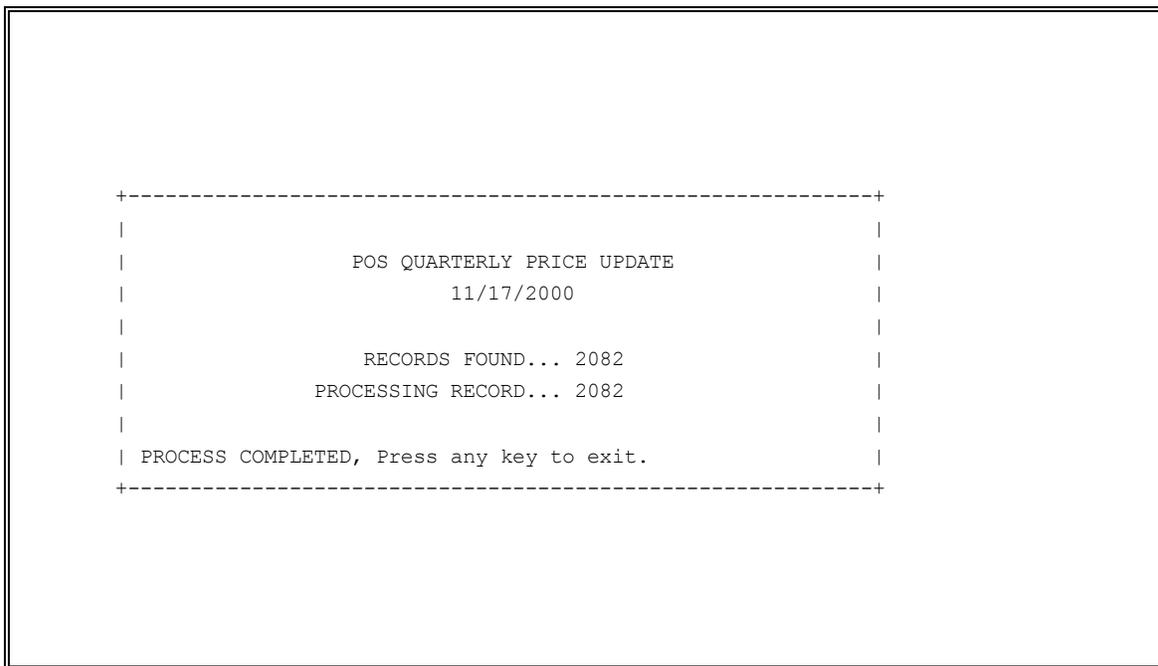


Figure 7.5-2. POS Quarterly Price Update Message Screen.

7.5.5 POS Cost Deviation Report (PCN: AJK-9H1): Select option C to select the POS Cost Deviation Report process. There are no messages displayed while this process runs. This process will produce a report that lists the recipe items in which the POS Cost deviates from the recipe cost with condiment by greater than fifteen percent and a difference of at least 5 cents. This report will grow during the quarter because the recipe cost w/ condiment is updated whenever there is a price change but the POS cost is only updated quarterly and / or on demand. This report will list the recipe number, recipe name, recipe cost, POS cost, percent deviation, and the POS Cost Override designation. If this report is generated periodically during the quarter it will show the effect of the weekly price changes in relation to the discount sale price (POS Cost).

7.6 Dining Facility Interface Subfunction.

- a. Use the Dining Facility Interface Subfunction to format and transfer menus to the dining facility.
  - (1) Transfer Menus (para 7.6.1).
  - (2) Exit the Dining Facility Interface Menu and return to the IFA File Maintenance Menu or system login screen.
- b. To access the Dining Facility Interface Menu from the IFA Options Menu, select the options in figure 7.6-1.

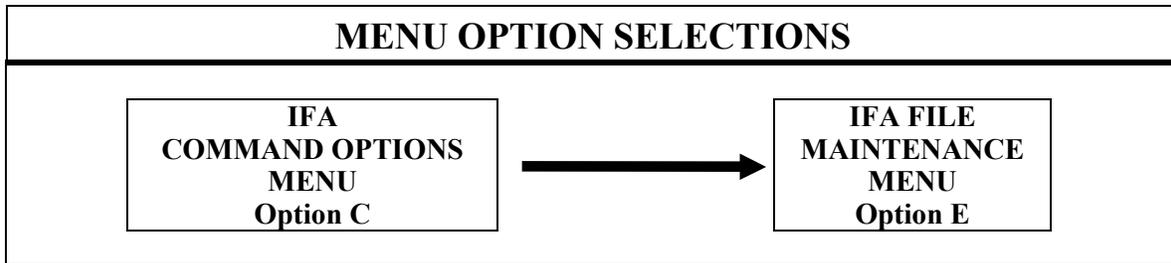


Figure 7.6-1. Dining Facility Interface Menu Selection.

**AIS Manual 25-L37-AJK-ATT-EM-3  
1 July 2001**

c. The Dining Facility Interface Menu (fig. 7.6-2) is displayed.

```
DFO FILE OPTIONS:  A B C D E F G R X
Transfer Master Menu by date/unload/send to DFO system

DATE:  15 Sep 95           DINING FACILITY INTERFACE MENU           AJK-172

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

OPTION  DESCRIPTION           OPTION  DESCRIPTION
CODE                                CODE

  A     MASTER MENU (BY DATE)    F     EXERCISE MENU
  B     B-RATION MENU            G     B/T RATION MENU
  C     BOX LUNCH MENU          R     RETURN TO FILE MAINT MENU
  D     14-DAY RESERVE MENU     X     EXIT
  E     T-RATION MENU

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

Figure 7.6-2. Dining Facility Interface Menu.

7.6.1 Transfer Menus Process. Use this process to transfer menus in the MMF to the dining facilities. The menus are transferred directly to the DFO Master Menu File (MSTMENU) through UUCP. There are seven types of menus you can transfer.

7.6.1.1 Processing Restrictions. None.

7.6.1.2 Processing Materials. None.

**NOTE: As presently designed, the box lunch menus are not uploaded to the DFO Subsystem.**

7.6.1.3 DFO/Master Menu Interface Screen AJK-116. To transfer menus to the dining facilities, select one of the menu types from the Dining Facility Interface Menu. The DFO/Master Menu Interface Screen (fig. 7.6-3) is displayed.

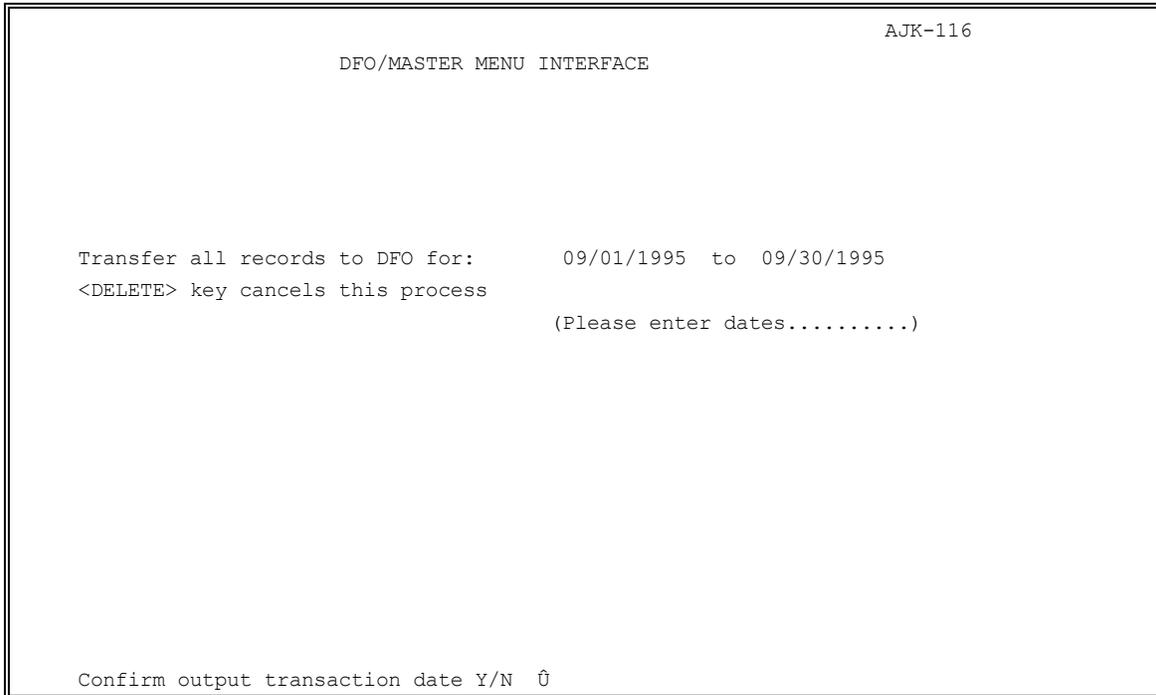


Figure 7.6-3. DFO/Master Menu Interface Screen (AJK-116).

- a. Enter the menu dates or days you want to transfer and press [Enter].
- b. A message is displayed: **Confirm output transaction date Y/N.**
  - (1) Enter Y to confirm the dates you enter.  

OR
  - (2) Enter N to end processing. The Dining Facility Interface Menu (7.6-2) is displayed.
- c. If you select Y, the message **Loading (TYPE MENU) Transactions To the DFX File . . . . Please wait**, is displayed while the menus are unloaded.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

d. Another series of messages (fig.7.6-4) is displayed while the menus are unloaded into DFO format.

```
Loading Master Menu Transactions to the DFX File....Please Wait
* * * * * CLEAR SCREEN TO DISPLAY NEW MESSAGE * * * * *
Deleting old DFX File....Please wait
* * * * * CLEAR SCREEN TO DISPLAY NEW MESSAGE * * * * *
Unloading Master Menu Records.....Please Wait
* * * * * CLEAR SCREEN TO DISPLAY NEW MESSAGE * * * * *
2629 Master Menu Records Transferred to the DFO via (DFX)
* * * * * CLEAR SCREEN TO DISPLAY NEW MESSAGE * * * * *
Sending Formatted IFA Master Menus.....Please Wait
* * * * * CLEAR SCREEN TO DISPLAY NEW MESSAGE * * * * *
MENU RECORDS HAVE BEEN TRANSFERRED.  PRESS RETURN TO CONTINUE
```

Figure 7.6-4. Transfer IFA Menus Message Screen.

e. When the program is finished, a message is displayed: **MENU RECORDS HAVE BEEN TRANSFERRED. PRESS RETURN TO CONTINUE.**

**NOTE:** When you transfer menus (other than the Master Menu), have the DFO use the Menu Inquiry processes (para 7.3) to verify that they are transferred successfully.

- f. Press [Enter] and the Dining Facility Interface Menu is displayed.
- g. To exit this menu, enter R. The IFA File Maintenance Menu is displayed.

7.6.1.4 Outputs. No reports are printed during this process. The menus are sent to the dining facility through UUCP. The DFO can access these menus once the Transfer process is complete.

7.7 Menu Planning Program Subfunction.

NOTE: Due to hardware configuration changes, these processes are no longer use in versions past SCP 13. Procedures for loading new recipes from higher headquarters will be developed and distributed to System Administrators.

a. Use the Menu Planning Program Subfunction to load the Master Menu, Recipe, and NSN Reference file tapes into the IFA MMF, RHF, RIF, and RIN. Contact the SA for procedures to load the tapes. This subfunction contains five processes and two exit options:

- (1) Master Menu (para 7.7.1).
- (2) Recipe Ingredient (para 7.7.2).
- (3) Recipe Instruction (para 7.7.3).
- (4) Recipe Header (para 7.7.4).
- (5) NSN X-Reference File (para 7.7.5).

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

b. To access the MPP File Options Menu from the IFA Command Options Menu, select the options in figure 7.7-1.

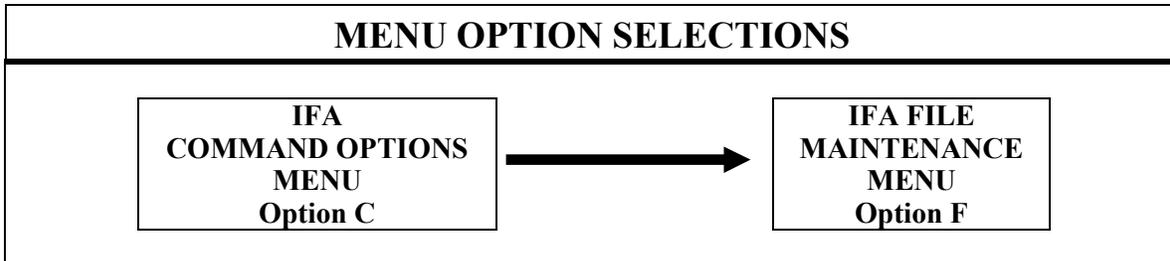


Figure 7.7-1. MPP File Options Menu Selection.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. The MPP File Options Menu (fig. 7.7-2) is displayed.

```
MPP FILE OPTIONS:  A B C D E R X
Converts and copies the Master Menu to the System's Environment

                MENU PLANNING PROGRAM INTERFACE MENU                AJK-178

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

OPTION   DESCRIPTION           OPTION   DESCRIPTION
CODE                                CODE

  A      MASTER MENU           E        NSN CROSS-REFERENCE
  B      RECIPE INGREDIENT      R        RETURN TO FILE MAINT MENU
  C      RECIPE INSTRUCTION     X        EXIT
  D      RECIPE HEADER

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

Figure 7.7-2. MPP File Options Menu.

7.7.1 Load Master Menu Tape Process. Use this process to load the MPP Master Menu Tape into the MMF file.

7.7.1.1 Processing Restrictions. Contact the SA before you start this process. The SA must load the tape on the system tape drive and call you.

7.7.1.2 Processing Materials. None.

7.7.1.3 Load Master Menu Tape Message Screen. To load the master menu tape, select Option A from the MPP File Options Menu.

a. Two messages are displayed (fig. 7.7-3): **Mount Master Menu tape received from the MPP system**; then, **Is tape drive ready? Y/N**.

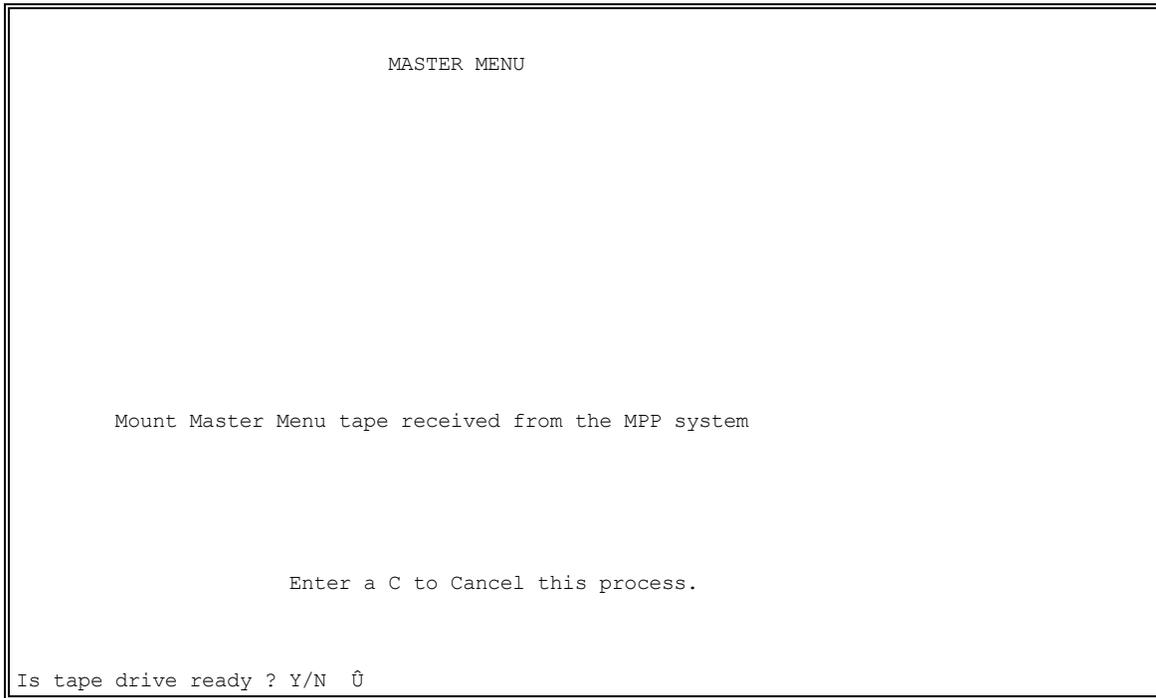


Figure 7.7-3. Load Master Menu Tape Message Screen.

(1) Enter Y to load the information on the tape into the MMF.

OR

(2) Enter N to end processing.

b. The MPP File Options Menu is displayed.

c. To interrupt processing, enter C. The MPP File Options Menu is displayed.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

d. To exit this menu, enter R. The IFA File Maintenance Menu is displayed.

7.7.1.4 Outputs. No reports are printed during this process. When you select Y in response to the tape drive message, the MPP Master Menu information is loaded into the MMF.

7.7.2 Load Recipe Ingredient Tape Process. Use this process to load the MPP Recipe Ingredient Tape into the RIN.

7.7.2.1 Processing Restrictions. Contact the SA before you start this process. The SA must load the tape on the system tape drive and call you. Ask the SA to save any new recipes you created and the SOP recipe headers, ingredients, and instructions in a separate file and reload them after you finish processing the MPP data.

7.7.2.2 Processing Materials. None.

7.7.2.3 Load Recipe Ingredient Tape Message Screen. To load the recipe ingredient tape, select Option B from the MPP File Options Menu.

- a. Two messages are displayed (fig. 7.7-4): **Mount Recipe Ingredient tape received from the MPP system**; then, **Is tape drive ready? Y/N or C to Cancel**.

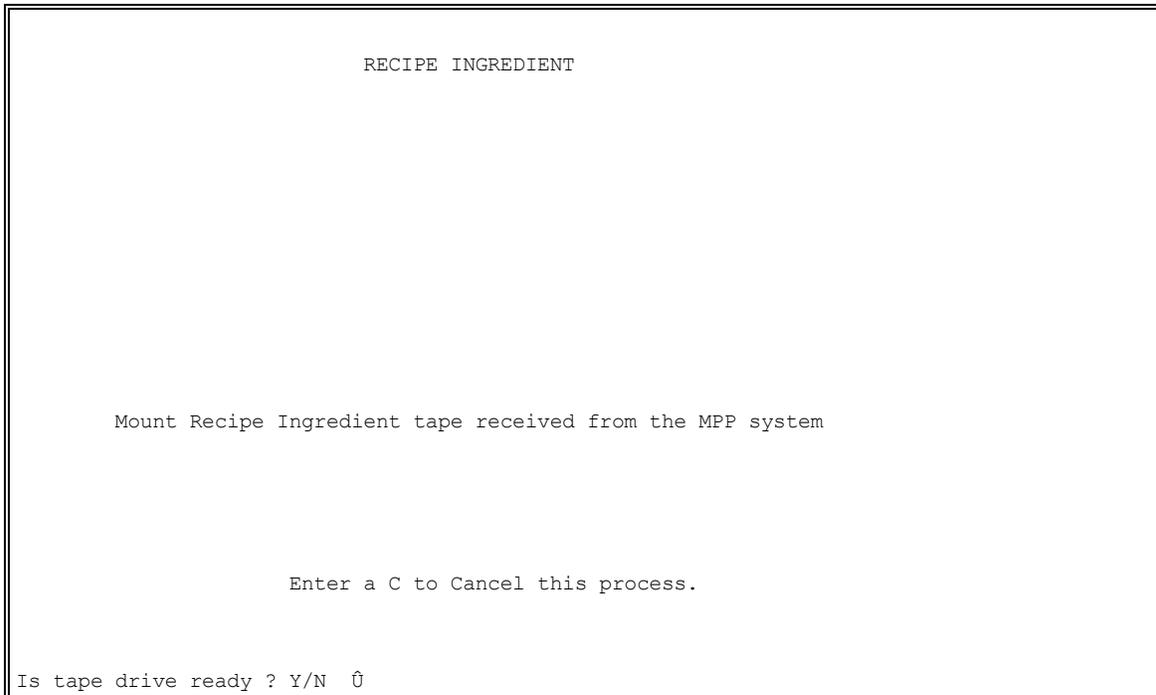


Figure 7.7-4. Load Recipe Ingredient Tape Message Screen.

- (1) Enter Y to load the information on the tape into the RIN.

OR

- (2) Enter N to end processing.
- b. The MPP File Options Menu is displayed.
- c. To interrupt processing, enter C. The MPP File Options Menu is displayed.
- d. To exit this menu, enter R. The IFA File Maintenance Menu is displayed.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

e. If you select Y, load the NSN X-Reference tape. Then, run the Replace Ingredients Subprocess (para 7.4.5) to replace the unmatched ingredients with ingredients from your installation MIF.

7.7.2.4 Outputs. No reports are printed during this process. When you select Y in response to the tape drive message, the MPP Recipe Ingredient information is loaded into the RIN.

7.7.3 Load Recipe Instruction Tape Process. Use this process to load the MPP Recipe Instruction Tape into the RIF.

7.7.3.1 Processing Restrictions. Contact the SA before you start this process. The SA must load the tape on the system tape drive and call you.

7.7.3.2 Processing Materials. None.

7.7.3.3 Load Recipe Instruction Tape Message Screen. To load the recipe instruction tape, select Option C from the MPP File Options Menu.

a. Two messages are displayed (fig. 7.7-5): **Mount Recipe Instruction tape received from the MPP system**; then, **Is tape drive ready? Y/N or C to Cancel**.

RECIPE INSTRUCTIONS

Mount Recipe Instructions tape received from the MPP system

Enter a C to Cancel this process.

Is tape drive ready ? Y/N Ū

Figure 7.7-5. Load Recipe Instructions Tape Message Screen.

(1) Enter Y to load the information on the tape into the AFMIS system environment.

OR

(2) Enter N to end processing.

- b. The MPP File Options Menu is displayed.
- c. To interrupt processing, enter C. The MPP File Options Menu is displayed.
- d. To exit this menu, enter R. The IFA File Maintenance Menu is displayed.
- e. Deleted.

7.7.3.4 Outputs. No reports are printed during this process. When you select Y in response to the tape drive message, the MPP Recipe Instruction information is loaded into the RIF.

7.7.4 Load Recipe Header Tape Process. Use this process to load the MPP Recipe Header Tape into the RHF.

7.7.4.1 Processing Restrictions. Contact the SA before you start this process. The SA must load the tape on the system tape drive and call you.

7.7.4.2 Processing Materials. None.

7.7.4.3 Load Recipe Header Tape Message Screen. To load the recipe header tape, select Option D from the MPP File Options Menu.

- a. Two messages are displayed (fig. 7.7-6): **Mount Recipe Header tape received from the MPP system**; then, **Is tape drive ready? Y/N or C to Cancel.**

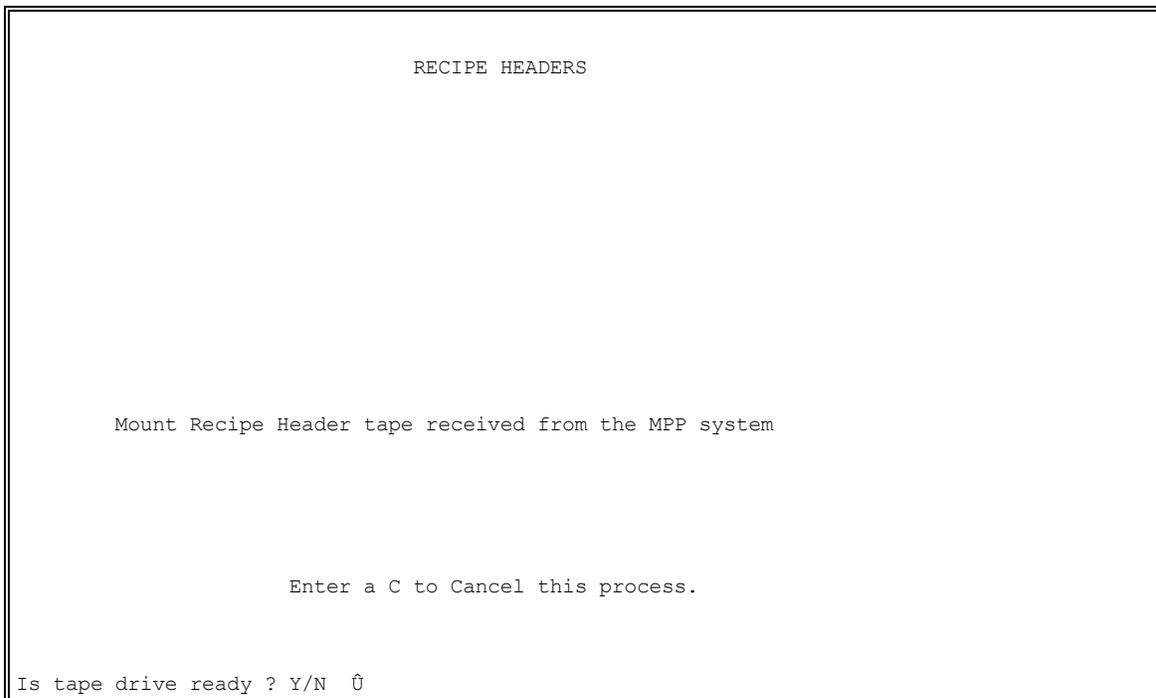


Figure 7.7-6. Load Recipe Header Tape Message Screen.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(1) Enter Y to load the information on the tape into the AFMIS system environment.

OR

(2) Enter N to end processing.

- b. The MPP File Options Menu is displayed.
- c. To interrupt processing, enter C. The MPP File Options Menu is displayed.
- d. To exit this menu, enter R. The IFA File Maintenance Menu is displayed.
- e. Deleted.

7.7.4.4 Outputs. No reports are printed during this process. When you select Y in response to the tape drive message, the MPP Recipe Header information is loaded into the RHF.

7.7.5 Load NSN X-Reference Tape Process. Use this process to load the MPP NSN X-Reference Tape into the MIF Reference File (REF). This information is used during the Replace Ingredients Subprocess (para 7.4.5).

7.7.5.1 Processing Restrictions. Contact the SA before you start this process. The SA must load the tape on the system tape drive and call you.

7.7.5.2 Processing Materials. None.

7.7.5.3 Load NSN X-Reference Tape Message Screen. To load the NSN X-Reference tape, select Option E from the MPP File Options Menu.

- a. Two messages are displayed (fig. 7.7-7): **Mount NSN x-ref tape received from the MPP system**; then, **Is tape drive ready? Y/N or C to Cancel**.

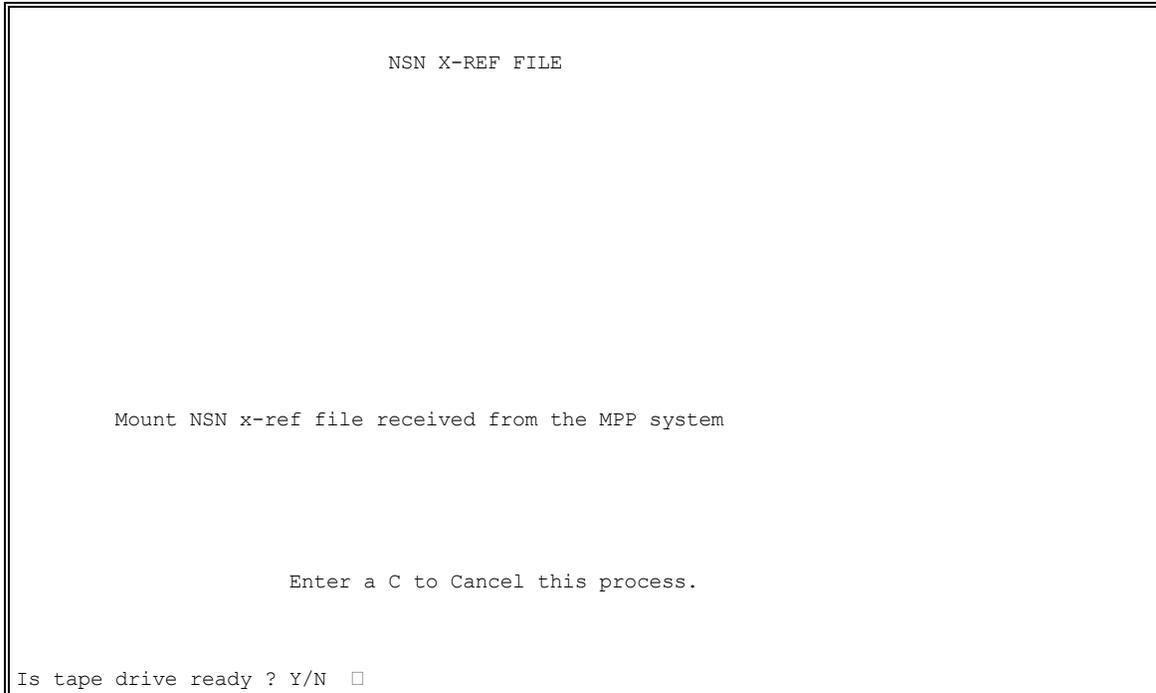


Figure 7.7-7. Load NSN X-Reference Tape Message Screen.

- (1) Enter Y to load the information on the tape into the AFMIS system environment.

OR

- (2) Enter N to end processing.
- b. The MPP File Options Menu is displayed.
- c. To interrupt processing, enter C. The MPP File Options Menu is displayed.
- d. To exit this menu, enter R. The IFA File Maintenance Menu is displayed.

**7.7.5.4 Outputs.** No reports are printed during this process. When you select Y in response to the tape drive message, the MPP NSN X-Reference information is loaded into the REF.

**AIS Manual 25-L37-AJK-ATT-EM-3  
1 July 2001**

7.8 Cash Meal Cost Update Subfunction.

a. Use the Cash Meal Cost Update Subfunction to review, update, and delete food costs and Operations and Maintenance Army (OMA) charges. The information is transferred directly to the dining facility. The dining facility uses this information to process cash collections and turn-ins to the Finance and Accounting Office (FAO). This subfunction contains four processes and two exit options:

- (1) Enter Meal Costs (para 7.8.1).
- (2) Review Records (para 7.8.2).
- (3) Delete Records(para 7.8.3).
- (4) Print Report (para 7.8.4).

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

b. To access the Cash Meal Cost Menu from the IFA Command Options Menu, select the options in figure 7.8-1.

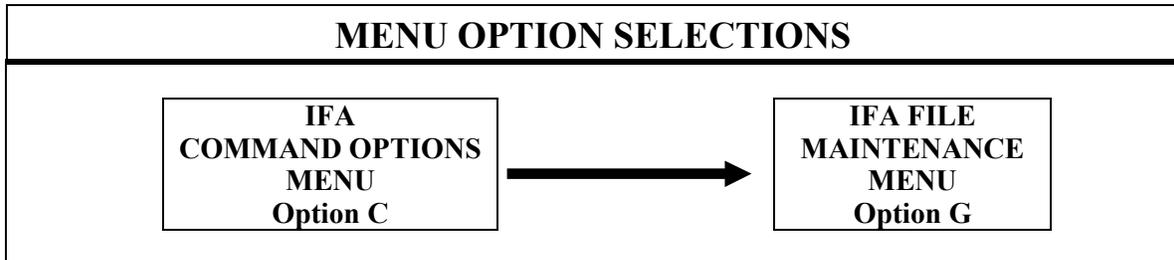


Figure 7.8-1. Cash Meal Cost Menu Selection.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. The Cash Meal Cost Menu (fig. 7.8-2) is displayed.

```
CASH MEAL COST MENU:  A B C D R EXIT
Enter both acct/meal cost

DATE:  20 Nov 2000      CASH MEAL COST UPDATE MENU      AJK-187

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

OPTION      DESCRIPTION      OPTION      DESCRIPTION
CODE                               CODE

A           ENTER MEAL COSTS      R           RETURN TO
                                           FILES MAINT MENU

B           REVIEW RECORDS

C           DELETE RECORDS        X           EXIT THE IFA
                                           PROCESSING

D           PRINT REPORT

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

Figure 7.8-2. Cash Meal Cost Menu.

7.8.1 Enter Meal Costs Process. Use this process to enter food costs and OMA or operating expense charges (old surcharge) by meal. This information is used in the DFO subsystem to record the amount of money that should have been collected (by non A La Carte Dining Facilities) based on headcounts entered.

7.8.1.1 Processing Restrictions. Tomorrow's date or later must be used as the new effective date. The data displayed when screen AJK-107 appears initially is the information entered for most current effective date in the system. Example: if the system date is 1 April 1997, and there are two records in the system, (1 Dec 96 and 1 Oct 97) the data for 1 October 1997 will be displayed.

**NOTE:** You can now enter new meal cost data or accounting classifications **when you get them**. The system now uses the effective date entered with the new data. You **no longer** have to try to orchestrate getting all headcount entered or all cash collection vouchers printed before the new data can be entered. The system will automatically use the correct meal cost data when entering headcount and the right accounting classification data when Cash Collection Vouchers are prepared in the system. For Cash Collection Vouchers, the system matches the meal through date with the effective date.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.8.1.2 Processing Materials. Use the message provided by Higher Headquarters to update the food costs and OMA charges.

7.8.1.3 Enter Meal Costs Screen AJK-107. To enter new meal costs for a future date, or to change the data already entered for a future date select Option A from the Cash Meal Cost Menu.. The Acct Cls/Meal Cost Data Screen (fig. 7.8-3) is displayed. The newest data is displayed. The further in the future the newer the data; example, with a system date of 1 April 2000, 1 Oct 2000 is newer than 1 Sep 2000.

DATE:	20 Nov 2000	MEAL COST DATA	AJK-107
		EFFECTIVE DATE:	01 Oct 2000
MEAL	FOOD COST	OMA	
BREAKFAST	1.30	0.30	
LUNCH	2.65	0.55	
DINNER	2.65	0.55	
BRUNCH	3.00	0.60	
SUPPER	3.60	0.80	
HOLIDAY	4.30	0.90	
CONDIMENT PERCENT	0.10		
OPERATING PERCENT	0.33		
Do you wish to create a new record? Enter Y/N			
Press <DELETE> to exit this screen.			

Figure 7.8-3. Meal Cost Data Screen (AJK-107).

a. Enter N in response to the prompt **Do you wish to create a new record? Enter Y/N.** and the Cash Meal Cost Update Menu is displayed

OR

b. Enter Y in response to the prompt **Do you wish to create a new record? Enter Y/N.** and you will be able to enter a new record. On all fields except the enter new effective date field which will appear at the bottom of the screen when you press [Enter] on the OPERATING PERCENT field, you can press [Enter] to accept the value displayed or enter a new value and press [Enter].

- (1) The cursor is positioned in the Breakfast Food Cost field.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

- (a) Enter the new breakfast food cost to change or press [Enter] to accept the value displayed.
  - (b) Enter the new breakfast OMA to change or press [Enter] to accept the value displayed.
  - (c) Enter the new lunch food cost to change or press [Enter] to accept the value displayed.
  - (d) Enter the new lunch OMA to change or press [Enter] to accept the value displayed.
  - (e) Enter the new dinner food cost to change or press [Enter] to accept the value displayed.
  - (f) Enter the new dinner OMA to change or press [Enter] to accept the value displayed.
  - (g) Enter the new brunch food cost to change or press [Enter] to accept the value displayed.
  - (h) Enter the new brunch OMA to change or press [Enter] to accept the value displayed.
  - (i) Enter the new supper food cost to change or press [Enter] to accept the value displayed.
  - (j) Enter the new supper OMA to change or press [Enter] to accept the value displayed.
  - (k) Enter the new holiday food cost to change or press [Enter] to accept the value displayed.
  - (l) Enter the new holiday OMA to change or press [Enter] to accept the value displayed.
  - (m) Enter the new Condiment percentage to change or press [Enter] to accept the value displayed. This is used by A La Carte facilities.
  - (n) Enter the new Operating expense percentage to change or press [Enter] to accept the value displayed. This is used by A La Carte facilities.
- (2) Enter the new effective date for the data displayed press [Enter].

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(3) See figure 7.8-4 for an example of a completed screen with all data to include the effective date entered.

DATE:	20 Nov 2000	MEAL COST DATA	AJK-107
		EFFECTIVE DATE:	01 Oct 2000
MEAL	FOOD COST	OMA	
BREAKFAST	1.35	0.35	
LUNCH	2.70	0.55	
DINNER	2.70	0.55	
BRUNCH	3.05	0.65	
SUPPER	3.65	0.85	
HOLIDAY	4.50	1.00	
CONDIMENT PERCENT	0.10		
OPERATING PERCENT	0.33		
Enter the new effective date for this data: [ 1][DEC][00]			
Enter year (yy)			
Press <DELETE> to exit this screen.			

Figure 7.8-4. Meal Cost Data Screen - All Entries.

(4) Duplicate Effective Date entries: See figure 7.8-5 for an example of a completed screen with prompt that appears when an effective date is entered that is equal to an effective date on the file.

(a) Enter Y at this prompt to change the data on the record for the effective date entered.

OR

(b) Enter N at this prompt to change the effective entered to create a new record.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

DATE:	20 Nov 2000	MEAL COST DATA	AJK-107
		EFFECTIVE DATE:	01 Dec 2000
MEAL	FOOD COST	OMA	
BREAKFAST	1.35	0.35	
LUNCH	2.70	0.55	
DINNER	2.70	0.55	
BRUNCH	3.05	0.65	
SUPPER	3.65	0.85	
HOLIDAY	4.50	1.00	
CONDIMENT PERCENT	0.10		
OPERATING PERCENT	0.33		

Enter the new effective date for this data: [ 1][DEC][00]

This date is already in use. Do you want to replace the data. Enter Y/N

Figure 7.8-5. Meal Cost Data Screen - Change Existing Record.

(5) To interrupt processing, press [DELETE].

c. When you finish your entries, press [Enter]. The Cash Meal Cost Update Menu is displayed.

d. To exit this menu, enter R. The IFA File Maintenance Menu is displayed.

7.8.1.4 Outputs. No reports are printed during this process. After you enter the data the updated information is transferred to the DFO subsystem for use when headcount is entered for effective date or later and or when a cash collection voucher is prepared for meal dates equal to or greater than the effective date.

7.8.2 Review Records Process.

a. Use the Review Records Process to review food cost data in the system.

b. To access the Meal Cost Data Review Menu from the IFA Command Options Menu, select the options in figure 7.8-6.

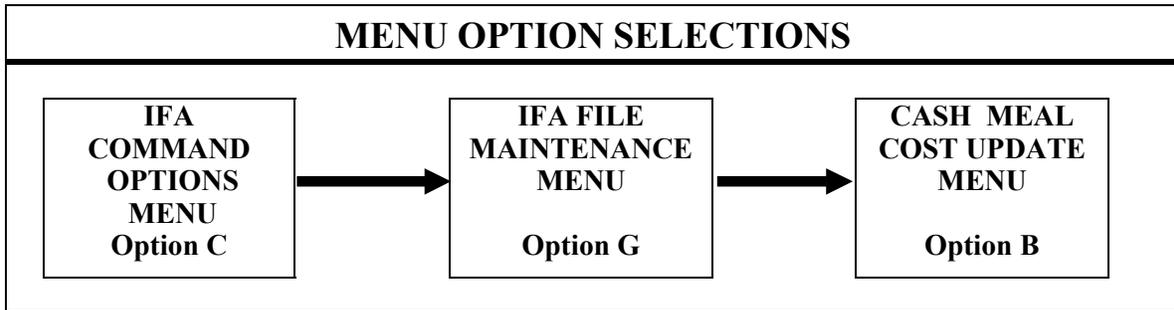


Figure 7.8-6. Meal Cost Data Review Menu Selection.

c. The Meal Cost Data Review Screen (fig. 7.8-7) is displayed.

7.8.2.1 Review Meal Cost Data Subprocess. Use this subprocess to review food costs and OMA charges.

7.8.2.1.1 Processing Restrictions. None.

7.8.2.1.2 Processing Materials. Use the information provided by Headquarters, DA to review the food costs and OMA charges. Pay particular attention to the effective date as it must be correct as well.

7.8.2.1.3 IFA Meal Cost Review Screen AJK-136. To review the food costs and OMA charges, select Option B from the Cash Meal Cost Update Menu. The IFA Meal Cost Review Screen (fig. 7.8-7) is displayed.

DATE:	20 Nov 2000	IFA MEAL COST REVIEW				AJK-136	
EFFECTIVE DATE:	01 Dec 2000						
MEALS:	BREAKFAST	LUNCH	DINNER	BRUNCH	SUPPER	HOLIDAY	
FOOD COST:	1.35	2.70	2.70	3.05	3.65	4.50	
OMA:	0.35	0.55	0.55	0.65	0.85	1.00	
CONDIMENT %	0.10	OPERATING %		0.33			
EFFECTIVE DATE:	01 Oct 2000						
MEALS:	BREAKFAST	LUNCH	DINNER	BRUNCH	SUPPER	HOLIDAY	
FOOD COST:	1.30	2.65	2.65	3.00	3.60	4.30	
OMA:	0.30	0.55	0.55	0.60	0.80	0.90	
CONDIMENT %	0.10	OPERATING %		0.33			
EFFECTIVE DATE:	06 Oct 1999						
MEALS:	BREAKFAST	LUNCH	DINNER	BRUNCH	SUPPER	HOLIDAY	
FOOD COST:	1.25	2.45	2.45	2.80	3.35	4.00	
OMA:	0.25	0.55	0.55	0.60	0.75	1.00	
CONDIMENT %	0.10	OPERATING %		0.33			
PRESS <F3> Backward; <F4> Forward; <DELETE> to exit this screen.							

Figure 7.8-7. IFA Meal Cost Review Screen (AJK-136).

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

a. The cursor is positioned on the EFFECTIVE DATE field. The records for three effective dates are displayed on the screen at a time. Use of the F3 (backward by effective date) and F4 (forward by effective date) function keys will bring up three new records if available. Use of the return or arrow keys will scroll the records one at a time. Example on the above screen if [Enter] is pressed three times the record for 1 Oct. 00 would move to the top, and the next record would appear

b. When you finish your review, press [DELETE]. The Cash Meal Cost Update Menu is displayed.

c. To exit this menu, enter R. The Installation Files Maintenance Menu is displayed.

7.8.2.1.4 Outputs. No reports are printed during this subprocess. The food costs and OMA charges are displayed on the screen only.

7.8.3 Delete Records Process. Use this process to delete old records from the Meal Cost Information for IFA (MCI) file.

7.8.3.1 Processing Restrictions. Records can not be deleted that are less than 6 months old based on the effective date. Example, with a system date of 01 Oct 00, records with effective dates of 01 April 2000 back to 31 September 2000 can not be deleted.

7.8.3.2 Processing Materials. The IFA Meal Cost Report, PCN AJK-HR1 can be used to determine which records are candidates for deletion.

7.8.3.3 Delete Meal Cost Data Screen AJK-229. To delete a record, select Option C from the Cash Meal Cost Update Menu. The Delete Meal Cost Data Screen (fig. 7.8-8) is displayed.

DATE:	20 Nov 2000	DELETE MEAL COST DATA	AJK-229
EFFECTIVE DATE: [ ][ ][ ][ ][ ]			
MEAL	FOOD COST	OMA	
BREAKFAST			
LUNCH			
DINNER			
BRUNCH			
SUPPER			
HOLIDAY			
CONDIMENT PERCENT			
OPERATING PERCENT			
Enter dd			

Figure 7.8-8. Meal Cost Data Screen (AJK-229).

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

- a. The cursor is positioned in the EFFECTIVE DATE field.
  - (1) Enter a two-digit day.
  - (2) Enter a three-digit month.
  - (3) Enter a two-digit year.
  - (4) The message **Do you wish to delete this record? Enter Y(es or N(o is displayed**
    - (a) Enter Y to delete the record. The message **This record has been deleted.** appears briefly. The Cash Meal Cost Update Menu is displayed.

OR

- (b) Enter N to end processing. The record stays in your files. The Cash Meal Cost Update Menu is displayed.
  - b. To exit this menu, enter R. The Installation Files Maintenance Menu is displayed.
  - c. To exit this menu, enter R. The IFA Command Menu is displayed.

7.8.3.4 Outputs. No reports are printed during this process. When you select Y in response to the message, the old record is deleted from the MCI file.

7.8.4 Print Report Process. Use this process to print the IFA Meal Cost Report, PCN: AJK-HR1 for the records selected. One record will be printed on each page. The last page is an end page.

7.8.4.1 Processing Restrictions. None.

7.8.4.2 Processing Materials. None.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.8.4.3 IFA Meal Cost Report Screen AJK-228. To print a record or records, select Option D from the Cash Meal Cost Update Menu. The IFA Meal Cost Report Screen (fig. 7.8-9) is displayed.

DATE: [20 Nov 2000]	AJK-228
INSTALLATION FOOD ADVISOR IFA MEAL COST REPORT	
EFFECTIVE DATES	
[ ]	[12/01/2000 ]
[ ]	[10/01/2000 ]
[ ]	[10/06/1999 ]
[ ]	[10/01/1999 ]
[ ]	[10/01/1998 ]
[ ]	[10/01/1997 ]
[ ]	[            ]
[ ]	[            ]
ENTER AN "X" BY DATES TO BE PRINTED. PRESS <ESC> WHEN FINISHED.	
Enter <DELETE> to exit process	

Figure 7.8-9. IFA Meal Cost Report Screen (AJK-228).

a. The cursor is positioned in the block next to the newest Effective Date field. The Enter and arrow keys can be used to move the cursor.

- (1) Place an X in the block(s) next to the record(s) you wish to print.
- (2) When all blocks are correctly marked, press [ESCAPE].

(a) If one or more blocks is marked with an X, the prompts **Printing - Please wait and Report has been sent to printer.** will appear briefly, then the Cash Meal Cost Update Menu is displayed.

OR

(b) If an X was not entered next to any block, the prompt **NO SELECTIONS WERE MADE AND NO REPORT WILL BE PRINTED.** appears briefly, then the Cash Meal Cost Update Menu is displayed.

- (3) If [DELETE] is pressed, the interrupt menu appears.

b. To exit this menu, enter R. The Installation Files Menu is displayed.

c. To return to the IFA Command Menu, select R from each menu displayed.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.8.4.4 Outputs. The IFA Meal Cost Report (PCN: AJK-HR1) for the record(s) selected. One record prints on each page and the last page is an end page. You are not required to file these reports. See Appendix C for examples of this report.

7.9 DFO Bulletin Board Subfunction.

a. Use this subfunction to add, change, and delete information on the DFO Bulletin Board Screen AJK-002. For example, you can use it to give the DFO information about upcoming menu board meetings, training classes, and other areas of interest. This subfunction contains two processes and two exit options:

(1) Add/Update Message (para 7.9.1).

(2) Delete Message (para 7.9.2).

(3) Exit the Bulletin Board Command Menu and return to the IFA File Maintenance Menu or system login screen.

b. To access the Bulletin Board Command Menu from the IFA Command Options Menu, select the options in figure 7.9-1.

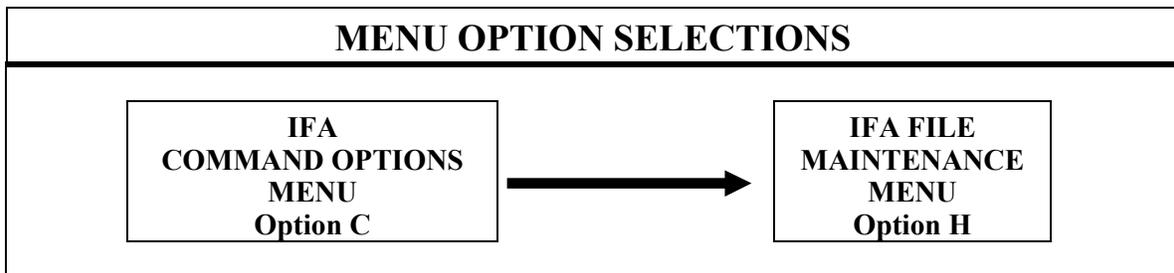


Figure 7.9-1. Bulletin Board Command Menu Selection.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. The Bulletin Board Command Menu (fig. 7.9-2) is displayed.

```
BULLETIN BOARD COMMAND MENU:  A B R X
ADD/MODIFY BULLETIN BOARD MESSAGE

DATE: 25 Nov 00          BULLETIN BOARD COMMAND MENU          AJK-704

      OPTION      DESCRIPTION
      CODE

      A           ADD/MODIFY MESSAGE

      B           DELETE MESSAGE

      R           RETURN TO FILE MAINTENANCE MENU

      X           EXIT FROM TISA PROCESSING

SELECT DESIRED OPTION CODE THRU RING MENU SELECTION.  OPTION CODE:
```

Figure 7.9-2. Bulletin Board Command Menu.

7.9.1 Add/Update Bulletin Board Message Process. Use this process to add and change messages on the DFO Bulletin Board - IFA Screen AJK-002. Use it to give the DFO information about menu boards, classes, and other activities. When you confirm your entries, the data is sent directly to the DFO database using the UUCP utility. When the DFO user logs in, the message is displayed. You can change the message as often as you choose, but the DFO operator will only see the last message you updated.

7.9.1.1 Processing Restrictions. None.

7.9.1.2 Processing Materials. None.





**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. When you finish your entries, press [ESC]. A message is displayed: **[Enter 'Y' to confirm or 'N' to cancel. Press <ESCAPE>:].**

(1) Enter Y to confirm your message and send it to the DFO Bulletin Board File (BBD). Press [ESC] and a message is displayed: **Inserting bulletin board message. Please wait . . .** Then, the IFA File Maintenance Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Message was not confirmed. The database will not be updated.** Then, the Bulletin Board Command Menu is displayed.

**NOTE:** Once you enter a message for the first time and confirm it, the next time you select Option A (Add/Modify), the IFA - Modify Bulletin Board Message Screen (AJK-728) is displayed. To add a brand new message, use the Delete option to erase the old one or use the Modify Screen to make changes.



**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(3) Use the ARROW keys to move up and down fields.

NOTE: This screen does not have a wrap around feature for text. When you reach the end of a line, you hear a warning beep. Make sure the last word you typed is complete before you press [Enter]. If the word is not complete, you can use a hyphen and finish typing it on the next line. You can also press the [BACKSPACE] key until you reach the first letter of the word and then use the [SPACEBAR] to erase it. Press [Enter] and continue typing on the next line.

(4) See figure 7.9-6 for an example of message changes.

```
[
DATE: [25 Nov 00]          BULLETIN BOARD FILE          AJK-728
                           [IFA - MODIFY BULLETIN BOARD MESSAGE]
[1. The next menu board meeting is scheduled for 07 Dec 00. We will discuss ]
[ the requirements for December and plan for the upcoming Christmas holidays. ]
[
[2. The following training classes will be held in the 2nd Bn training ]
[ classroom at 0800 and 1400: ]
[
[   Field Food Service Sanitation          04 Dec ]
[   Army Field Feeding System (AFFS)      05 Dec ]
[   AFMIS Policies and procedures         05 Dec ]
[   TB MED 530 Sanitation Certification ]
[           exam                          06 Dec ]
[
[   You can send up to three personnel to each session. ]
[
[           Have a beautiful day !!!! ]

[
[ ] [ ]
Enter bulletin board message. Press <ESCAPE> when finished.
```

Figure 7.9-6. Modify Bulletin Board Message Screen (example).

b. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 7.9.1.5 for processing instructions.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. When you finish your entries, press [ESC]. A message is displayed: **[Enter 'Y' to confirm or 'N' to cancel. Press <ESCAPE>:].**

(1) Enter Y to confirm your message and send it to the DFO Bulletin Board File (BBD). Press [ESC] and a message is displayed: **Updating bulletin board message. Please wait . . .** Then, the IFA File Maintenance Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Message was not confirmed. Table will not be updated.** Then, the IFA File Maintenance Menu is displayed.

OR

(3) Press [ESC] with no entry and a message is displayed: **Message was not modified. The database will not be updated.** Then, the IFA File Maintenance Menu is displayed.

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

7.9.1.5 Interrupt Ring Menu. This ring menu (fig. 7.9-7) is displayed when you press [DELETE]. Use it to continue processing, start over, return to the Bulletin Board Command Menu or exit processing.

INTERRUPT OPTIONS: <b>C</b> ontinue Startover Return eXit Continue working on current screen.
--

Figure 7.9-7. Interrupt Ring Menu.

- a. Select Continue and the cursor moves back to the last data entry field you completed.
- b. Select Startover and the cursor moves back to the last data entry field you completed.
- c. Select Return and the Bulletin Board Command Menu is displayed. The BBD file is not updated.
- d. Select eXit and the system login screen is displayed.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.9.1.6 Outputs. No reports are printed during this process. The BBD file and Screen AJK-002 are updated.

7.9.2 Delete Bulletin Board Message Process. Use this process to delete messages on the DFO Bulletin Board - IFA Screen AJK-002. When you want to create a new message, use it to delete the existing message. When you confirm your entries, the data is deleted from the DFO database using the UUCP utility.

7.9.2.1 Processing Restrictions. None.

7.9.2.2 Processing Materials. None.

7.9.2.3 IFA - Delete Bulletin Board Message Screen AJK-728. To delete an existing bulletin board message, select Option B from the Bulletin Board Command Menu. The IFA - Delete Bulletin Board Message Screen (fig. 7.9-8) is displayed. The last message you added or changed is displayed.

```
[ ]
DATE: [25 Nov 00]          BULLETIN BOARD FILE          AJK-728
                        [ IFA - DELETE BULLETIN BOARD MESSAGE ]
[1. The next menu board meeting is scheduled for 07 Dec 00. We will discuss ]
[ the requirements for December and plan for the upcoming Christmas holidays. ]
[ ]
[2. The following training classes will be held in the 2nd Bn training ]
[ classroom at 0800 and 1400: ]
[ ]
[   Field Food Service Sanitation          04 Dec ]
[   Army Field Feeding System (AFFS)      05 Dec ]
[   AFMIS Policies and procedures         05 Dec ]
[   TB MED 530 Sanitation Certification ]
[           exam                          06 Dec ]
[ ]
[ You can send up to three personnel to each session. ]
[ ]
[           Have a beautiful day !!!! ]

[Enter 'Y' to confirm or 'N' to cancel. Depress <ESCAPE>:] [ ]
```

Figure 7.9-8. IFA - Delete Bulletin Board Message Screen (AJK-728).

- a. The cursor is positioned in the CONFIRM field.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(1) Enter Y to delete your message from the DFO Bulletin Board File (BBD). Press [ESC] and a message is displayed: **Deleting bulletin board message. Please wait.** Then, the IFA File Maintenance Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Delete was not confirmed. Message will remain on database.** Then, the IFA File Maintenance Menu is displayed.

b. To exit this menu, enter R. The IFA Options Menu is displayed.

c. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 7.9.1.5 for processing instructions.

7.9.2.4 Outputs. No reports are printed during this process. Your message is deleted from the BBD file and Screen AJK-002.

7.10 Dining Facility Inquiry Access Subfunction.

a. Use this subfunction to add and change the permissions of Food Advisory personnel, to access specific dining facilities in the Dining Facility Inquiry process. This subfunction will also print the entire access roster for the installation. This subfunction contains two processes and two exit options:

(1) Grant / Revoke Inquiry Access (para 7.10.1).

(2) Print Inquiry Access Roster (para 7.10.2).

(3) Exit the Dining Facility Inquiry Menu and return to the IFA File Maintenance Menu or system login screen.

b. To access the Dining Facility Inquiry Menu from the IFA Files Maintenance Options Menu, select the options in figure 7.10-1.

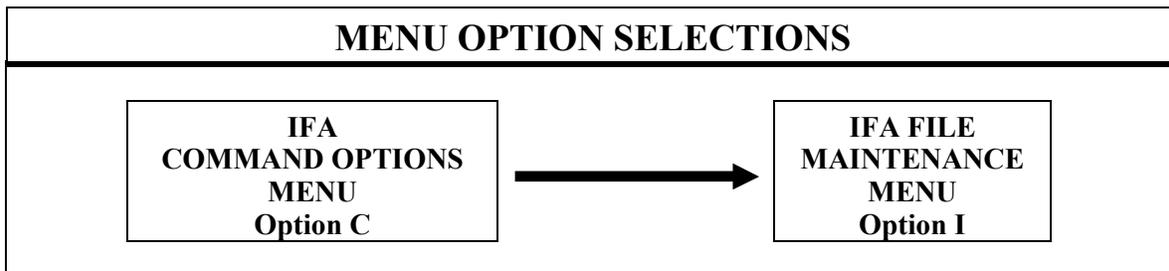


Figure 7.10-1. Dining Facility Inquiry Access Menu Selection.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. The Dining Facility Inquiry Access Menu (fig. 7.10-2) is displayed.

```
DFO INQUIRY ACCESS MENU:  A  B  R  X
Grant/Revoke Inquiry Access

DATE:  28 Nov 00          DINING FACILITY INQUIRY ACCESS MENU          AJK-214

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

      OPTION CODE  RING MENU SELECTION OPTIONS

          A          GRANT / REVOKE INQUIRY ACCESS

          B          PRINT INQUIRY ACCESS ROSTER

          R          RETURN TO INSTALLATION FILES MAINTENANCE MENU

          X          EXIT IFA PROCESSING

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

Figure 7.10-2. Dining Facility Inquiry Access Menu (AJK-214).

7.10.1 Grant / Revoke Inquiry Process. Use this process to grant (add) and or revoke access permission for Food Advisor personnel to monitor individual dining facilities in the Dining Facility Inquiry process.

7.10.1.1 Processing Restrictions. None.

7.10.1.2 Processing Materials. None.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.10.1.3 Grant / Revoke Inquiry Access Message Screen AJK-098. To grant and/or revoke access permission, select Option A from the Dining Facility Inquiry Access Menu. The Dining Facility Inquiry Access Screen (fig. 7.10-3) is displayed.

```
[
DATE: [28 Nov 00 ]          DINING FACILITY INQUIRY ACCESS          AJK-098

                               LOGIN ID: [          ]

This process updates the dining facility inquiry access roster.

Either enter the login ID of the user for whom you want to grant or revoke
access to dining facility records or press <F5> to pick.

PRESS <DELETE> TO INTERRUPT PROCESSING.
Enter a login ID, and press <ESC>.
```

Figure 7.10-3. Dining Facility Inquiry Access Screen (AJK-098).

- a. The cursor is positioned in the LOGIN ID field.

(1) Enter the login ID for the food advisor you want to grant or revoke permissions, and press [ESC]. If the login ID you enter is not on file, the message **LOGIN ID [ ] NOT ON IFA ACCESS FILE (IFAA) - PLEASE REENTER** is displayed. The cursor returns to the LOGIN ID field.

(2) When you enter a valid login and press [ESC], the Dining Facility Inquiry Access For \_\_\_\_\_ AJK-212 is displayed. See paragraph 7.10.1.4 for processing instructions.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

b. To display a list of Login IDs available on the installation, Press F5 for the Dining Facility Login ID Overlay Screen. See figure 7.10-4.

```
DATE: [28 Nov 00 ]           DINING FACILITY INQUIRY ACCESS           AJK-098

                               LOGIN ID: [          ]
                               +-----+
This process updates the dining|
                               |
Either enter the login ID of th|
access to dining facility recor|                               AJK-215|
                               |
                               | USE <F3>/<F4>/ARROW KEYS TO PLACE CURSOR|
                               | ON ACTIVITY CODE DESIRED AND PRESS <ESC>|
                               |
                               |   fa25           FA25
PRESS <DELETE> TO INTERRUPT PRO|   fa25a          FA25A
Enter a login ID, and press <ES|   fa25b          FA25B
                               |   fa25c          FA25C
                               |   fa45           FA45
                               |
                               +-----+
```

Figure 7.10-4. Dining Facility Inquiry Access Login ID Overlay Screen (AJK-215).

- c. The cursor is positioned in the first field of access list.
- d. Use the [Enter] or ARROW keys to scroll through the list line by line.
- e. Use the [F3] key to page forward and the [F4] key to page back.
- f. When you finish your review of the access roster, move the cursor to the login for which access is to be granted and press [ESC]. The Dining Facility Inquiry Access For Screen AJK-212 is displayed. See paragraph 7.10.1.4 for processing instructions.
- g. To interrupt processing from the Overlay Screen, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.10.5 for processing instructions.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

**NOTE:** If the login ID you select does not have any dining facilities assigned to review, the message **This user has not been assigned any activities to view** is displayed. However, you will be able to use Screen AJK-212 to grant permissions for any IFA you choose.

7.10.1.4 Dining Facility Inquiry Access For \_\_\_\_\_ Screen AJK-212. This screen (fig. 7.10-5) is displayed when you enter a login ID or choose a login ID from the Overlay Screen. Use it to grant or revoke the permissions you want.

DATE: 28 Nov 00	DINING FACILITY INQUIRY ACCESS FOR fa25	AJK-212
ACTIVITY		
CODE	DINING FACILITY NAME	ACCESS
ALL	ALL DINING FACILITIES	
000102	HHC 125TH SIGNAL DINING FACILI	X
000108	C-QUAD DINING FACILITY	X F3 Key scroll forward
000114	A QUAD DIN FAC SCHO BKS HI	X F4 Key scroll backward
		<ESC> Key Update & exit
		<DEL> Key Interrupt Menu
		Use arrow keys to move
		between rows
ENTER X to grant access or blank to revoke.		

Figure 7.10-5. Dining Facility Inquiry Access For \_\_\_\_\_ Screen (AJK-212).

- a. Eight dining facilities are displayed at a time on each screen. The cursor is positioned in the ACCESS field for ALL dining facilities.
- b. Use the [Enter] or ARROW keys to scroll through the list line by line.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

- c. Use the [F3] key to page forward and the [F4] key to page back.
- d. Enter X in the ACCESS column for each dining facility this login will have access to, or enter X in the ALL DINING FACILITIES field to grant permissions for all facilities. If you enter an X in the ALL field, you cannot select another facility.
- e. After you make the selection(s) you want, press [ESC]. A message **The changes have been completed** is displayed. Then, the Process Another Ring Menu is displayed.

```
PROCESS ANOTHER USER:  PROCESS  RETURN  EXIT
Process another user
```

Figure 7.10-6. Process Another User Ring Menu.

- f. Select PROCESS and the Dining Facility Inquiry Access Screen AJK-098 is displayed. You can enter another login ID.
- g. Select RETURN and the Dining Facility Inquiry Access Menu AJK-214 is displayed. You can choose another option.
- h. Select EXIT and the system login screen is displayed.

7.10.1.5 Process Interrupt Ring Menu. This ring menu (fig. 7.10-7) is displayed when you press [DELETE] to interrupt processing. Use it to continue processing, start over, return to the Dining Facility Inquiry Access Menu, or exit processing.

```
PROCESS INTERRUPT:  CONTINUE  START OVER  DISCARD & RETURN  EXIT
Ignore interrupt and continue normal processing on this screen
```

Figure 7.10-7. Process Interrupt Ring Menu.

- a. Select CONTINUE and the cursor moves back to the last data entry field you completed.
- b. Select START OVER and the cursor moves back to the beginning of the process.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. Select DISCARD & RETURN and the Dining Facility Inquiry Access Menu is displayed. The Inquiry Access file is not updated.

d. Select EXIT and the system login screen is displayed.

7.10.1.6 Outputs. No reports are printed during this process. The Inquiry Access file is updated.

7.10.2 Print Inquiry Access Roster Process. Use this process to print the roster of Food Advisor logins that have been granted access to the dining facility inquiry process. This report lists the food advisor login, the activity code and dining facility name for each of the dining facilities for which the login has been granted access.

7.10.2.1 Processing Restrictions. None.

7.10.2.2 Processing Materials. None.

7.10.2.3 Dining Facility Inquiry Access Roster Report Screen AJK-099. To print the Dining Facility Inquiry Access Roster Report, select Option B from the Dining Facility Inquiry Access Menu. The Dining Facility Inquiry Access Roster Report Message Screen (fig. 7.10-8) is displayed.

[		]
DATE: [28 Nov 00]	DINING FACILITY INQUIRY ACCESS ROSTER REPORT	AJK-099
ENTER THE NUMBER OF REPORTS UP TO 5 AND PRESS <ESC>.		

Figure 7.10-8. Dining Facility Inquiry Access Roster Report Screen (AJK-099).

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

- a. The cursor is positioned in the ENTER NUMBER OF REPORTS field.
- b. Enter the number of reports you want, (up to a five copies), and press [ESC]. The message **Generating Inquiry Access Roster... please wait** is displayed while the report is formatted and sent to the printer.
- c. After the report is printed, the Dining Facility Inquiry Access Menu AJK-214 is redisplayed.
- c. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 7.10.1.5 for processing instructions.

7.10.2.4 Outputs. The Dining Facility Inquiry Access Roster is produced during this process. You can print this report as you need it, but you are not required to keep a copy. See Appendix C for an example of this report.

7.11 DFO - TISA MIF Reconciliation. Use this subfunction to reconcile the DFO master item and inventory files with the TISA master item file. This process should be run periodically to ensure the files stay reconciled. **This process will not change the TISA master item file.** This process should not be run with other personnel logged into AFMIS.

7.11.1 Processing Restrictions. This subfunction locks records in the Master Item Files. This process should not be run with other personnel logged into AFMIS. Contact the SA and have personnel on the system to log off and have connect privileges revoked for all other users prior to starting the process.

7.11.2 Processing Materials. None.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.11.3 DFO - TISA MIF Reconciliation Processing. To start the reconciliation, select Option J from the IFA File Maintenance Menu.

a. A warning screen is displayed (fig. 7.11-1): You should not start this process until a “0” appears in the message, **BESIDE YOURSELF, THERE ARE [ 9] OPERATORS CURRENTLY LOGGED IN.**

```
DATE: [28 Nov 2000]                                AJK-223

          TISA - DFO MASTER ITEM FILE RECONCILIATION

                WARNING SCREEN

THE RECONCILIATION PROCESS LOCKS THE MASTER ITEM FILE INVENTORY TABLE.

THIS PROCESS SHOULD NOT BE EXECUTED WHILE OTHER AFMIS OPERATORS ARE LOGGED IN.

          BESIDE YOURSELF, THERE ARE [ 6] OPERATORS CURRENTLY LOGGED IN.

                ENTER OPTION CODE 1 TO EXIT
                        2 TO CONTINUE

                OPTION CODE [ ]

[                                                                 ]
```

Figure 7.11-1. DFO - TISA MIF Reconciliation Warning Screen (AJK-223).

(1) Enter 1 and press [Enter] to stop processing and return to the File Maintenance Menu.

OR

(2) Enter 2 to start processing. The TISA - DFO Master Item File Reconciliation screen (fig. 7.11-2) is displayed.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

DATE:	28 Nov 2000	AJK-224
TISA - DFO MASTER ITEM FILE RECONCILIATION		
NSN:	- - -	RECORD OF
	TISA	DFO
ITEM NAME:		
UNIT OF ISSUE:		
PRICE:		
SOURCE:		
PERISHABILITY:		
DVD DEL SCHED:		
PROBLEM:		
	LOADING ARRAY	

Figure 7.11-2. DFO - TISA MIF Reconciliation Screen (AJK-224).

b. After the array is loaded, one of the following three screens (figs. 7.11-3 thru 7.11-5) appear depending on the condition that results in the first error condition.

(1) In all cases until you reach the end of the mismatch conditions, you enter a Y to fix the DFO files and the next error condition is displayed, or you enter N to leave the error condition and the next error condition is displayed.

(2) At any time you can press [ESC] to stop processing and return to the Files Maintenance Menu. Pressing [ESC] merely interrupts processing. When you choose to continue processing, the records previously fixed will be skipped over; however, all records responded to with an "N" come up again since the error condition was not fixed.

**7.11.3.1 Error Message: Item cannot be ordered by on-line dining facilities.** This error condition (fig. 7.11-3) arises when the stock number is on the TISA MIF but not on the DFO MIF. In most cases you want the dining facilities to be able to order anything that is on the TISA MIF, so you would enter "Y" to add the item to the DFO files. In some cases like hospital items you may not want the dining facilities to order the items, so you would enter "N". In either case, the next error condition is displayed.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

DATE:	28 Nov 2000	AJK-224
TISA - DFO MASTER ITEM FILE RECONCILIATION		
NSN:	8900 - 00 - Z84 - 0000	TISA MIF RECORD 1 OF 677
	TISA	DFO
ITEM NAME:	WATER (SPEC OR)	
UNIT OF ISSUE:	EA	
PRICE:	\$793.80	
SOURCE:	E	
PERISHABILITY:	S	
DVD DEL SCHED:		
PROBLEM:	Item cannot be ordered by on-line dining facilities.	
	Allow item to be ordered by on-line dining facilities? Y/N	

Figure 7.11-3. DFO - TISA MIF Reconciliation Screen-Error Condition Example-(AJK-224).

7.11.3.2 Error Message: TISA and DFO MIF values differ as shown above. This error condition (fig. 7.11-4) arises when the stock number has different information on the TISA MIF than it has on the DFO MIF. A “Y” should be entered in response to this condition nearly every time.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

DATE:	28 Nov 2000	AJK-224
TISA - DFO MASTER ITEM FILE RECONCILIATION		
NSN:	8905 - 00 - 044 - 1854	TISA MIF RECORD 7 OF 677
	TISA	DFO
ITEM NAME:	PIG FEET FRONT RAW 30LB	PIGS FEET FRZ
UNIT OF ISSUE:	GL	LB
PRICE:	\$0.53	\$0.38
SOURCE:	D	D
PERISHABILITY:	P	P
DVD DEL SCHED:		
PROBLEM:	TISA and DFO MIF values differ as shown above.	
Update DFO data to match TISA? Y/N		

Figure 7.11-4. DFO - TISA MIF Reconciliation Screen-Error Condition Example-(AJK-224).

7.11.3.1 Error Message: **Item is not available for issue.** This error condition (fig. 7.11-5) arises when the stock number is on the DFO MIF but not on the TISA MIF. "Y" should be entered unless the item is going to be added to the TISA MIF, since the dining facility will not receive the item from TISA or a vendor.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

DATE:	28 Nov 2000	AJK-224
TISA - DFO MASTER ITEM FILE RECONCILIATION		
NSN:	8905 - 00 - 222 - 2222	TISA MIF RECORD 22 OF 677
	TISA	DFO
ITEM NAME:		GROUND TURKEY
UNIT OF ISSUE:		LB
PRICE:		\$1.22
SOURCE:		D
PERISHABILITY:		P
DVD DEL SCHED:		
PROBLEM:	Item is not available for issue.	
Flag for Deletion?	Y/N	

Figure 7.11-5 DFO - TISA MIF Reconciliation Screen-Error Condition Example-(AJK-224).

**7.11.4 Outputs.** The Recipe Number and NSN Exception List Report (PCN AJK-GV1), Recipe Cost Program Error Report (PCN AJK-GV2), and Report of Recipe Cost Which Exceeds Limits (PCN AJK-GV3) are printed. You are not required to file these reports. See Appendix C for examples of these reports.

7.12 Accounting Classification Update Subfunction.

a. Use the Accounting Classification Update Subfunction to review, update, and delete accounting classifications. The information is transferred directly to the dining facility. The dining facility uses this information to process turn-ins to the Finance and Accounting Office (FAO) or financial institutions. This subfunction contains four processes and two exit options:

- (1) Enter Accounting Classifications (para 7.12.1).
- (2) Review Accounting Classifications (para 7.12.2).
- (3) Delete Accounting Classifications(para 7.12.3).
- (4) Print Report (para 7.12.4).

(5) Exit the Accounting Classifications Menu and Return to the IFA File Maintenance Menu and Exit IFA processing.

b. To access the Cash Meal Cost Menu from the IFA Command Menu, select the options in figure 7.12-1.

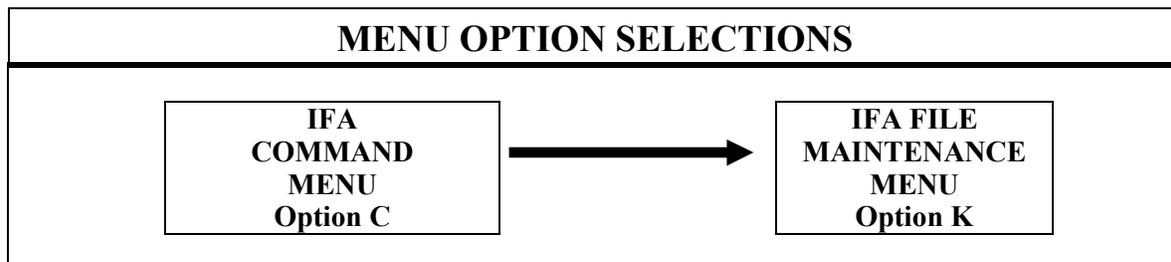


Figure 7.12-1. Accounting Classification Menu Selection.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. The Accounting Classification Menu (fig. 7.12-2) is displayed.

```
ACCOUNTING CLASSIFICATION MENU:  A  B  C  D  R  EXIT
Enter accounting classifications

DATE:  20 Nov 2000      ACCOUNTING CLASSIFICATION MENU      AJK-308

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

      OPTION CODE  RING MENU SELECTION OPTIONS

          A      ENTER ACCOUNTING CLASSIFICATIONS
          B      REVIEW ACCOUNTING CLASSIFICATIONS
          C      DELETE ACCOUNTING CLASSIFICATIONS
          D      PRINT REPORT

          R      RETURN TO FILES MAIN MENU
          X      EXIT THE IFA PROCESSING

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

Figure 7.12-2. Accounting Classification Menu.

7.12.1 Accounting Classification Process. Use this process to enter Accounting Classifications. This information is used in the DFO subsystem to display the correct Accounting Classification on the facsimile DD Form 1131 for the date that the turn in is produced.

7.12.1.1 Processing Restrictions. Tomorrow's date or later must be used as the new effective date. The data displayed when screen AJK-107 appears initially is the information entered for most current effective date in the system. Example: if the system date is 1 April 1997, and there are two records in the system, (1 Dec 96 and 1 Oct 97) the data for 1 October 1997 will be displayed.

**NOTE:** You can now enter new accounting classifications **when you get them**. The system now uses the effective date entered with the new data. You **no longer** have to try to orchestrate getting all headcount entered or all cash collection vouchers printed before the new data can be entered. The system will automatically use the correct accounting classification data when Cash Collection Vouchers are prepared in the system. For Cash Collection Vouchers, the system matches the meal through date with the effective date.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.12.1.2 Processing Materials. Use the information provided by you Finance and Accounting Office to enter the new classifications..

7.12.1.3 Accounting Classification Data Screen AJK-310. To enter new accounting classifications for a future date, or to change the data already entered for a future date, select Option A from the Accounting Classification Menu.. The Accounting Classification Data Screen (fig. 7.12-3) is displayed. The newest data is displayed. The further in the future the newer the data; example, with a system date of 1 April 2000, 1 Oct 2000 is newer than 1 Sep 2000.

```
DATE:      20 Nov 2000      ACCOUNTING CLASSIFICATION DATA      AJK-310

                EFFECTIVE DATE:      01 Oct 2000

MEAL COST CLASSIFICATION:
  2112020000022-C-0 933P20209226BC099 999114P00 0114P

INSTALLATION OMA CLASSIFICATION:
  2112020000082.C00 00P0000094619794J 0000794J

FIELD MEAL COST CLASSIFICATION:
  2112020000022-C-0 933P20209226BC099 999114P00 0114P

FIELD INSTALLATION OMA CLASSIFICATION:
  2112020000082.C00 00P0000094619794J 0000794J

Do you wish to create a new record? Enter Y/N
Press <DELETE> to exit this screen.
```

Figure 7.12-3. Accounting Classification Data Screen (AJK-310).

a. Enter N in response to the prompt **Do you wish to create a new record? Enter Y/N** the system will prompt that this record was not changed, and the Accounting Classification Menu is displayed

OR

b. Enter Y in response to the prompt **Do you wish to create a new record? Enter Y/N.** and you will be able to enter a new record. On all fields except the enter new effective date field which will appear at the bottom of the screen when you press [Enter] on the Field Installation OMA Classification field, you can press [Enter] to accept the value displayed or enter a new value and press [Enter].

- (1) The cursor is positioned in the MEAL COST CLASSIFICATION field.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(a) Enter the meal cost classification and press [Enter] to change or press [Enter] to accept value displayed.

(b) Enter the installation OMA classification and press [Enter] to change or press [Enter] to accept value displayed..

(c) Enter the field meal cost classification and press [Enter] to change or press [Enter] to accept value displayed.

(d) Enter the field installation OMA classification and press [Enter] to change or press [Enter] to accept value displayed.

(2) Enter the effective date for the data displayed and press [Enter].

(3) See figure 7.12-4 for an example of a completed screen with all data to include the effective date entered.

```
DATE: 20 Nov 2000      ACCOUNTING CLASSIFICATION DATA      AJK-310

                        EFFECTIVE DATE: 01 Oct 2000

MEAL COST CLASSIFICATION:
  2112020000022-C-0 CHANGE FOR MANUAL 999114P00 0114P

INSTALLATION OMA CLASSIFICATION:
  2112020000082.C00 CHANGE FOR MANUAL 0000794J

FIELD MEAL COST CLASSIFICATION:
  2112020000022-C-0 CHANGE FOR MANUAL 999114P00 0114P

FIELD INSTALLATION OMA CLASSIFICATION:
  2112020000082.C00 CHANGE FOR MANUAL 0000794J

Enter the new effective date for this data: [10][OCT][00]

Enter year (yy)

Press <DELETE> to exit this screen.
```

Figure 7.12-4. Accounting Classification Data Screen - All Entries.

(4) See figure 7.12-5 for an example of a completed screen with prompt that appears when an effective date is entered that is equal to an effective date on the file.

(a) Enter Y at this prompt to change the data on the record for the effective date entered.

OR

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(b) Enter N at this prompt to change the effective entered to create a new record for a different date. The system will return to the date field to enter a new effective date.

```
DATE: 20 Nov 2000 ACCOUNTING CLASSIFICATION DATA AJK-310

EFFECTIVE DATE: 25 Dec 2000

MEAL COST CLASSIFICATION:
2112020000022-C-0 IDENTICAL DATE 999114P00 0114P

INSTALLATION OMA CLASSIFICATION:
2112020000082.C00 IDENTICAL DATE 0000794J

FIELD MEAL COST CLASSIFICATION:
2112020000022-C-0 IDENTICAL DATE 999114P00 0114P

FIELD INSTALLATION OMA CLASSIFICATION:
2112020000082.C00 IDENTICAL DATE 0000794J

Enter the new effective date for this data: [25][DEC][00]

This date is already in use. Do you want to replace the data. Enter Y/N
Press <DELETE> to exit this screen.
```

Figure 7.12-5. Accounting Classification Data Screen - Change Existing Record.

(4) To interrupt processing, press [DELETE].

c. When you finish your entries, press [Enter]. The Accounting Classification Update Menu is redisplayed.

d. To exit this menu, enter R. The Installation File Maintenance Menu is displayed.

7.12.1.4 Outputs. No reports are printed during this process. After you enter the data the updated information is transferred to the DFO subsystem for use when headcount is entered for effective date or later and or when a cash collection voucher is prepared for meal dates equal to or greater than the effective date.

7.12.2 Review Records Process.

a. Use the Review Records Process to review accounting classifications.

b. To access the Accounting Classification Data Review Menu from the IFA Command Menu, select the options in figure 7.12-6.

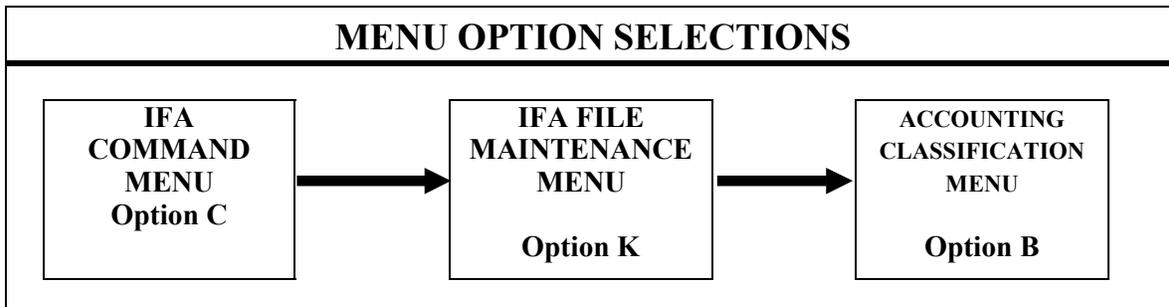


Figure 7.12-6. Accounting Classification Review Menu Selection.

7.12.2.1 Review Accounting Classifications Subprocess. Use this subprocess to review accounting classifications for garrison and field food costs and OMA charges.

7.12.2.1.1 Processing Restrictions. None.

7.12.2.1.2 Processing Materials. Use the information provided by your local FAO to review the account classifications in the system to ensure they are correct. Pay particular attention to the effective date as it must be correct as well.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.12.2.1.3 IFA Account Classification Review Screen AJK-309. To review the accounting classifications, select Option B from the Accounting Classification Menu. The IFA Account Classification Review Screen (fig. 7.12-7) is displayed.

DATE: 20 Nov 2000	IFA ACCOUNT CLASSIFICATION REVIEW	AJK-309
MEAL COST CLASSIFICATION:	EFFECTIVE DATE:	25 Dec 2000
2112020000022-C-0 CHANGE FOR MANUAL	999114P00	0114P
INSTALLATION OMA CLASSIFICATION:		
2112020000082.C00 CHANGE FOR MANUAL	0000794J	
FIELD MEAL COST CLASSIFICATION:		
2112020000022-C-0 CHANGE FOR MANUAL	999114P00	0114P
FIELD INSTALLATION OMA CLASSIFICATION:		
2112020000082.C00 CHANGE FOR MANUAL	0000794J	
MEAL COST CLASSIFICATION:	EFFECTIVE DATE:	01 Oct 2000
2112020000022-C-0 933P20209226BC099	999114P00	0114P
INSTALLATION OMA CLASSIFICATION:		
2112020000082.C00 00P0000094619794J	0000794J	
FIELD MEAL COST CLASSIFICATION:		
2112020000022-C-0 933P20209226BC099	999114P00	0114P
FIELD INSTALLATION OMA CLASSIFICATION:		
2112020000082.C00 00P0000094619794J	0000794J	
PRESS <F3> Backward; <F4> Forward; <DELETE> to exit this screen.		

Figure 7.12-7. IFA Account Classification Review Screen (AJK-309).

a. The cursor is positioned on the EFFECTIVE DATE field. The records for two effective dates are displayed on the screen at a time. Use of the F3 (move backward by dates) and F4 (move forward by dates) function keys will bring up two new records if available. Use of the return or arrow keys will scroll the records one at a time. Example on the above screen if [Enter] is pressed twice record for 1 Oct. 2000 would move to the top, and the next record would appear

b. When you finish your review, press [DELETE]. The Accounting Classification Menu is displayed.

c. To exit this menu, enter R. The Installation File Maintenance Menu is displayed.

7.12.2.1.4 Outputs. No reports are printed during this process. All account classifications are displayed as you move through the records.

7.12.3 Delete Records Process. Use this process to delete old records from the Accounting Classification Data for IFA (MCI) file.

7.12.3.1 Processing Restrictions. Records can not be deleted that are less than 6 months old based on the effective date. Example, with a system date of 01 October 2000, records with effective dates of 01 April 2000 back to 31 September 2000 can not be deleted.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.12.3.2 Processing Materials. The IFA Accounting Classification Report, PCN AJK-HR1 can be used to determine which records are candidates for deletion.

7.12.3.3 Delete Accounting Classification Data Screen AJK-311. To delete a record, select Option C from the Accounting Classification Menu. The Delete Accounting Classification Data Screen (fig. 7.12-8) is displayed.

DATE:	20 Nov 2000	DELETE ACCOUNTING CLASSIFICATION DATA	AJK-311
EFFECTIVE DATE: [ ][ ] [ ][ ][ ]			
MEAL COST CLASSIFICATION:			
INSTALLATION OMA CLASSIFICATION:			
FIELD MEAL COST CLASSIFICATION:			
FIELD INSTALLATION OMA CLASSIFICATION:			
Enter dd			

Figure 7.12-8. Delete Accounting Classification Data Screen (AJK-311).

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

- a. The cursor is positioned in the EFFECTIVE DATE field.
    - (1) Enter a two-digit day.
    - (2) Enter a three-character month.
    - (3) Enter a two-digit year.
    - (4) The data for the requested date will appear.
    - (5) The message **Do you wish to delete this record? Enter Y(es or N(o is displayed**
    - (a) Enter Y to delete the record. The message **This record has been deleted.** appears briefly. The Accounting Classification Menu is displayed.
- OR
- (b) Enter N to end processing. The record stays in your files. The Accounting Classification Menu is displayed.
  - b. To exit this menu, enter R. The Installation File Maintenance Menu is displayed.
  - c. To exit this menu, enter R. The IFA Command Menu is displayed.

7.12.3.4 Outputs. No reports are printed during this process. When you select Y in response to the message, the old record is deleted from the MCI file.

7.12.4 Print Report Process. Use this process to print the IFA Accounting Classification Report, PCN: AJK-HR1 for the records selected. One record prints on each page and the last page is an end page.

7.12.4.1 Processing Restrictions. None.

7.12.4.2 Processing Materials. None.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

7.12.4.3 IFA Meal Cost Report Screen AJK-312. To print a record or records, select Option D from the Cash Meal Cost Update Menu. The IFA Meal Cost Report Screen (fig. 7.12-9) is displayed.

```
[
DATE: [20 Nov 2000]                                AJK-312
                INSTALLATION FOOD ADVISOR
                IFA ACCOUNT CLASSIFICATION REPORT

                EFFECTIVE DATES

                [ ]      [12/25/2000 ]
                [ ]      [10/01/2000 ]
                [ ]      [10/06/1999 ]
                [ ]      [10/01/1999 ]
                [ ]      [10/01/1998 ]
                [ ]      [10/01/1997 ]
                [ ]      [          ]
                [ ]      [          ]

ENTER AN "X" BY DATES TO BE PRINTED.  PRESS <ESC> WHEN FINISHED.

                Enter <DELETE> to exit process
```

Figure 7.12-9. IFA Accounting Classification Report Screen (AJK-312).

a. The cursor is positioned in the block next to the newest Effective Date field. The RETURN and arrow keys can be used to move the cursor.

- (1) Place an X in the block(s) next to the record(s) you wish to print.
- (2) When all blocks are correctly marked, press [ESCAPE].

(a) If one or more blocks is marked with an X, the prompts **Printing - Please wait and Report has been sent to printer.** will appear briefly, then the Cash Meal Cost Update Menu is displayed.

OR

(b) If an X was not entered next to any block, the prompt **NO SELECTIONS WERE MADE AND NO REPORT WILL BE PRINTED.** appears briefly, then the Cash Meal Cost Update Menu is displayed.

- (3) If [DELETE] is pressed, the interrupt menu appears.

b. To exit this menu, enter R. The Cash Meal Cost Menu is displayed.

7.12.4.4 Outputs: The IFA Accounting Classification Report for the selected dates will be printed.

- c. To return to the IFA Options Menu, select R from each menu displayed.



**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

SECTION 8. DATA CONVERSION FUNCTION

8.1 Data Conversion Function.

a. Use the Data Conversion Function to add unique NSNs (e.g., water, stock, or drippings) to the Master Item File (MIF), and replace unmatched recipe ingredients with those on the MIF. These processes are used during the initial data conversion phase. After the initial data conversion, review the MIF table for unique NSNs before running the Master Item Extract subfunction again. This function contains two subfunctions and two exit options:

- (1) Master Item Extract (para 8.2).
- (2) Unmatched Ingredients (RIN) (para 8.3).

(3) Exit the Data Conversion Menu and return to the IFA Options Menu or system login screen.

b. Select option D from the IFA Options Menu (8.1-1) to review the subfunctions in Data Conversion.

```
IFA OPTIONS:  A B C D E F X
Data Conversion

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          EQUIPEMENT REPLACEMENT PROCESS
          F          RANDOM SURVEY PROCESS
          X          SIGN OFF IFA SUBSYSTEM
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 8.1-1. Data Conversion Menu Selection.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. The Data Conversion Menu (fig. 8.1-2) is displayed.

```
Data Conversion:  A B R X
Master Item Extract

DATE:  15 Aug 95          DATA CONVERSION MENU          AJK-164
----- Press F8 for Help -----

          OPTION CODE  RING MENU SELECTION OPTIONS
          A            MASTER ITEM EXTRACT
          B            UNMATCHED INGREDIENTS (RIN)
          R            RETURN TO IFA COMMAND MENU
          X            EXIT IFA PROCESSING

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

Figure 8.1-2. Data Conversion Menu.

8.2 Master Item Extract Subfunction.

a. Use the Master Item Extract Subfunction to update the MIF by adding unique NSNs. You can also print a report listing these NSNs. Unique NSNs (e.g., water, stock, or drippings) are used in the Recipe Ingredient File. This subfunction is only used during conversion from the manual system to AFMIS. It contains two processes and two exit options:

- (1) Add Unique NSN's to the MIF (para 8.2.1).
- (2) Print Report of Unique NSN's (para 8.2.2).
- (3) Exit the Master Item Extract Menu and return to the Data Conversion Menu or system login screen.

b. To access the Master Item Extract Menu from the IFA Options Menu, select the options in figure 8.2-1.

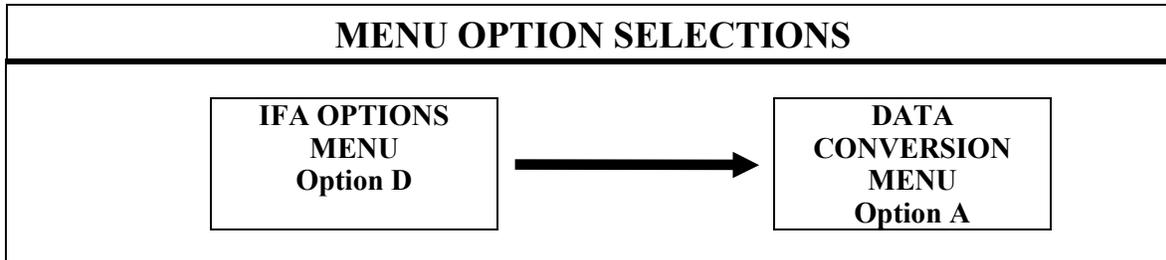


Figure 8.2-1. Mater Item Extract Menu Selection.

c. The Master Item Extract Menu (fig. 8.2-2) is displayed.

```
MASTER ITEM EXTRACT MENU:  A B R X
Enter 'A' to add the unique nsn's to the MIF
DATE:  15 Aug 95           MASTER ITEM EXTRACT MENU           AJK-141
----- Press F8 for Help -----

      OPTION CODE  RING MENU SELECTION OPTIONS
          A          ADD UNIQUE NSN'S TO THE MIF
          B          PRINT REPORT OF UNIQUE NSN'S
          R          RETURN TO DATA CONVERSION MENU
          X          EXIT THE IFA PROGRAM

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

Figure 8.2-2. Master Item Extract Menu.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

8.2.1 Add Unique NSN's to the MIF Process. Use this process to add unique NSNs to the MIF during conversion.

8.2.1.1 Processing Restrictions. Do not run this process unless directed to by the SA. Review the MIF before you start this process. See the Master Item File Inquiry subfunction (para 6.6) for procedures to review this file. If unique NSNs are on the MIF, don't run this process.

8.2.1.2 Processing Materials. None.

8.2.1.3 Master Item Extract Message Screen. To add unique NSNs to the MIF, select A from the Master Item Extract Menu.

a. A message is displayed at the bottom of the screen: **DO YOU NEED TO ADD THE ITEMS TO THE MIF? ENTER Y)ES OR N)O.**

(1) Enter Y and a series of messages are displayed while the unique NSNs are being loaded to the MIF. After the the NSNs are added, the Master Item Extract Menu is displayed.

OR

(2) Enter N and the Master Item Extract Menu is displayed.

b. To exit this menu, select R. The Data Conversion Menu is displayed.

8.2.1.4 Outputs. No reports are printed during this process.

8.2.2 Print Report of Unique NSN's Process. Use this process to print and review the list of unique NSNs. You can use this report to make sure that all the unique NSNs are successfully added to the MIF.

8.2.2.1 Processing Restrictions. You must run the Add Unique NSN's to the MIF process (para 8.2.1) before you can run this process.

8.2.2.2 Processing Materials. None

8.2.2.3 Processing Actions. To print and review the unique NSNs, select B from the Master Item Extract Menu.

a. A message is displayed: **The report of the unique nsn's has been printed. Check printer.**

b. After the report is printed, the Master Item Extract Menu is displayed.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

c. To exit this menu, select R. The Data Conversion Menu is displayed.

8.2.2.4 Outputs. The List of All Unique NSN's That Were Added to MIF Report (PCN AJK HT1) is printed. You are not required to keep a file copy of the report. See appendix C for an example of this report.

8.3 Unmatched Ingredients (RIN) Subfunction. Use this subfunction to replace unmatched ingredients for recipes. Only use this subfunction during conversion from the manual system to AFMIS.

8.3.1 Processing Restrictions. Because this subfunction transfers the changes you make on the RIN directly to the dining facility files, it can cause problems during live production. Once AFMIS is operational on your installation, use the Recipe Ingredient File - Replace subprocess (para 7.6.1.4) to replace ingredients on the RIN.

8.3.2 Processing Materials. None.

8.3.3 Unmatched Recipe Ingredient Options Screen. To replace unmatched ingredients for a recipe, select B from the Data Conversion Menu. The Unmatched Recipe Ingredient Options Screen (fig. 8.3-1) is displayed.

```
TO BEGIN THE PROCESS FROM TOP OF RECIPE FILE, Enter (A)
TO REVIEW A GROUP OF RECIPES (enter the first letter or number, Enter (B)
TO UPDATE THE DFO'S RECIPE INGREDIENT TABLE, Enter (C)
TO EXIT THE PROCESS, Enter (E)  Û
```

Figure 8.3-1. Unmatched Recipe Ingredient Options Screen.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

a. To review all of the recipes in the Recipe Ingredient File, enter A. The unmatched Ingredients (NSN) Screen AJK-134 (fig. 8.3-2) is displayed. The first recipe with unmatched ingredients is automatically displayed.

OR

b. To review a group of recipes, enter B. The Unmatched Ingredients (NSN) Screen is displayed. Enter the first letter of the recipe or the complete recipe number you want to start with.

```

                                INSTALLATION FOOD ADVISOR
                                UNMATCHED INGREDIENTS (NSN)
                                AJK-134

RECIPE NO:   B00200  RECIPE NAME:  CHINESE EGG ROLLS

-----
NSN          ITEM NAME
-----
8940000441630  EGG ROLLS, FROZEN, CHINES  <===Unmatched Ingredients

-----
                                <==== Enter keyword (*#####*)
                                for list of MIF Substitute items

                                Press <ENTER> continue w/o update
                                Press <CONTROL-E> to exit to menu

```

Figure 8.3-2. Unmatched Ingredients (NSN) Screen (AJK-134).

(1) The recipe number, name, and the unmatched NSN and item name are displayed for the option you select. To skip to the next recipe, press [ENTER].

(2) When you find the recipe you want, enter an asterisk, key word for the ingredient search, and another asterisk (e.g., \*BREAD\*).

(a) The message **Please Wait . . .** is displayed while the system searches the MIF for items to display.

(b) A list of replacement ingredients containing the key word is displayed.

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

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(4) To select an ingredient (fig. 8.3-3) from the list, use the [ENTER] or ARROW keys to move the cursor to that ingredient and press [CTRL][U]. The ingredient file is updated for every recipe containing the unmatched NSN.

```
INSTALLATION FOOD ADVISOR                                AJK-134
UNMATCHED INGREDIENTS (NSN)

RECIPE NO:   B00200   RECIPE NAME:  CHINESE EGG ROLLS

-----
NSN          ITEM NAME
-----
8940000441630  EGG ROLLS, FROZEN, CHINES  <===Unmatched Ingredients
*BREAD*
               <=== Enter keyword (*****
               for list of MIF Substitute items
8920007535776  BREAD WHITE 16 OZ           F3 Key advance to next page
892000T535773  BREAD ITALIAN 16 OZ        F4 Key advance to previous page
892000T535776  BREAD WHITE 24 OZ         CTRL-U Update Ingredient file
892000T535777  BREAD WHOLE WHEAT 16 OZ    CTRL-B Reenter Item Name
892000T535780  BREAD WHOLE WHEAT 24 OZ    ESC Key continue w/o update
892000T535783  BREAD RYE 16OZ            CTRL-E to exit the processe
                               * Use arrow keys to select item
```

Figure 8.3-3. Unmatched Ingredients (NSN) Screen (example).

(5) If you can't find an ingredient to replace the unmatched ingredient and want to enter another key word, press [CTRL][B]. Enter the key word and another list of ingredients is displayed.

(6) To review another recipe without updating this one, press [ESC]. Press [ENTER] and the next recipe is displayed.

(7) To exit this screen, press [CTRL][E]. The Data Conversion Menu is displayed.

c. To transfer the recipe changes to the DFO RCPINGR File, enter C. A series of messages is displayed while this file is being updated.

d. When the transfer is complete, the Data Conversion Menu is displayed.

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

**8.3.4 Outputs.** No reports are printed during this subfunction. The unmatched ingredients are replaced with the ingredients you select. Use option C to transfer the changes to DFO.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

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**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

SECTION 9. EQUIPMENT REPLACEMENT FUNCTION.

9.1 Equipment Replacement Function.

a. Use the Equipment Replacement Function to create, maintain, and delete dining facility equipment records. You can compute replacement costs based on current cost, annual price increase percentages, and programmed replacement years. You can also print equipment budget information, generate equipment replacement lists by fiscal year, and perform file maintenance on equipment records. This function contains two subfunctions and two exit options:

- (1) File Maintenance Menu (para 9.2.).
- (2) Reports Menu (para 9.3).
- (3) Exit the Equipment Replacement Program Menu and return to the IFA Command Menu or system login screen.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

b. Select Option E from the IFA Command Menu (fig. 9.1-1) to review the subfunctions in Equipment Replacement.

```
IFA OPTIONS:  A B C D E F X
Equipment Replacement Process

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 9.1-1. IFA Command Options Menu.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. The Equipment Replacement Program Menu (fig. 9.1-2) is displayed.

```
Equipment Replacement Program:  A B R X
Update authorization, catalog, inventory, and inflation data
DATE:  15 Sep 95           EQUIPMENT REPLACEMENT PROGRAM MENU           AJK-182
----- Press F8 for Help -----

          OPTION CODE  RING MENU SELECTION OPTIONS

                A      FILE MAINTENANCE MENU
                B      REPORTS MENU
                R      RETURN
                X      EXIT

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

Figure 9.1-2. Equipment Replacement Program Menu Options.

9.2 File Maintenance Menu Subfunction.

a. Use the File Maintenance Menu Subfunction to review, add, modify, delete, and print equipment records for a dining facility. The records provide information used to determine budget requirements for annual appropriations. This subfunction contains six processes and two exit options:

- (1) Authorization (para 9.2.1).
- (2) NSN / Life Expectancy (para 9.2.2).
- (3) Inventory (para 9.2.3).
- (4) Inflation Rate (para 9.2.4).

(5) Dining Facility Design Specifications (para 9.2.5).

(6) Equipment Records Access (para 9.2.6).

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

b. To access the Equipment Replacement File Maintenance Menu from the IFA Options Menu, select the options in figure 9.2-1.

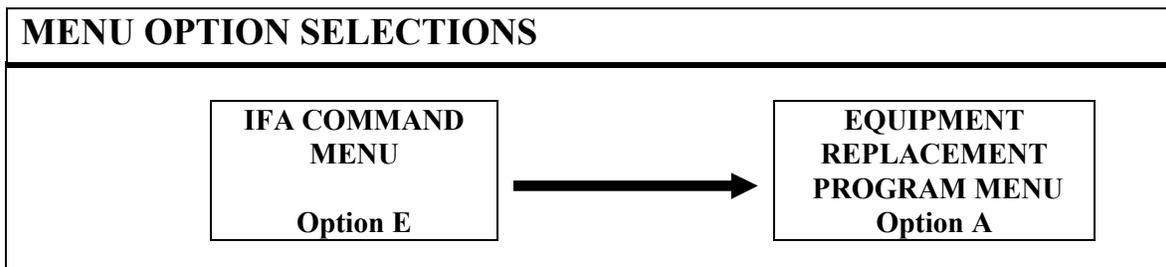


Figure 9.2-1. Equipment Replacement Program Menu Selection.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. The Equipment Replacement File Maintenance Menu (fig. 9.2-2) is displayed.

```
Equipment Replacement File Maintenance:  A B C D E F R X
Add, modify, or delete authorization data

DATE:  15 Sep 95   EQUIPMENT REPLACEMENT FILE MAINTENANCE MENU           AJK-152

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

OPTION          DESCRIPTION          OPTION          DESCRIPTION
CODE           DESCRIPTION          CODE           DESCRIPTION

  A      AUTHORIZATION          F      EQUIPMENT RECORD ACCESS
  B      NSN / LIFE EXPECTANCY   R      RETURN TO EQUIPMENT
                                     REPLACEMENT PROGRAM MENU
  C      INVENTORY
  D      INFLATION RATE          X      EXIT
  E      DINING FACILITY DESIGN
        SPECIFICATIONS

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

Figure 9.2-2. Equipment Replacement File Maintenance Menu (AJK-152).

**9.2.1 Authorization Process.** Use this process to add, modify, or delete authorizations for equipment according to CTA 50-909 and other authorizing directives. The records give you the information you need to determine budget requirements for annual appropriations.

**9.2.1.1 Processing Restrictions.** None.

**9.2.1.2 Processing Materials.** For additional information, use the following materials:

- a. The Common Table of Allowances (CTA 50-909).
- b. An updated equipment printout, DA Form 2062, or DA Form 3988-R for each dining facility.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

**9.2.1.3 Update Equipment Authorization Data Screen AJK-159.** To begin entering equipment authorization records, select Option A from the Equipment Replacement File Menu. The Update Equipment Authorization Data Screen (fig. 9.2-3) is displayed.

DATE: 15 Sep 95	UPDATE EQUIPMENT AUTHORIZATION DATA	AJK-159
LINE ITEM NUMBER: G18588	MECHANICAL OR ELECTRICAL (Y /N)? Y	
ITEM NAME: DISPENSER CONDIMENT: COUNTERTOP W/CRES CONTAINERS W/COVERS		
AUTHORIZED ILO:		
ALLOWANCES / FACILITY DESIGN CAPACITIES		
	LESS	MORE
BOI DESIGN	THAN 41 81 151 251 401 651 1001	THAN
CODE ERA	41 80 150 250 400 650 1000 1500	1500
F1 Insert Record F2 Delete Record F3 Scroll Forward		
F4 Scroll Backward Esc Save and Continue <DELETE> interrupt process		
Enter line item number from CTA 50-909.		

Figure 9.2-3. Update Equipment Authorization Data Screen (AJK-159).

a. The cursor is positioned in the LINE ITEM NUMBER field.

(1) Enter the equipment line item number (from CTA 50-909) and press [ENTER]. The type of equipment and item name are displayed. Then, the cursor moves to the completed MECHANICAL OR ELECTRICAL (Y/N)? field.

(2) To change the type of equipment, enter new data over the old and press [ENTER]. Y(es) indicates that the item is Mechanical or Electrical and N(o) indicates equipment other than Mechanical or Electrical. Or press [ENTER] with no entry to accept the displayed indicator and the cursor moves to the ITEM NAME field.

(3) To change the item name, enter new data over the old and press [ENTER]. Or press [ENTER] with no entry. The cursor moves to the next line for additional item name information.

(4) Press [ENTER] and the overlay LINS AUTHORIZED ILO Screen AJK-217 (fig. 9.2-4) is displayed.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

```
DATE: 15 Sep 95
LINE ITEM NUMBER:
ITEM NAME:
AUTHORIZED ILO:
BOI CODE DESIGN ERA
F1 - insert, F2 - delete, Esc - save
F3 scroll forward, F4 - scroll back, Del - exit
F1 Insert Record F2 Delete Record F3 Scroll Forward
F4 Scroll Backward Esc Save and Continue <DELETE> interrupt process
Enter second line of item, basis of issue, and remarks (blank if none).
Update list of authorized substitutes in display window.
```

Figure 9.2-4. LINs Authorized ILO Overlay Screen (AJK-217).

- (5) Enter all authorized line item numbers that can be issued in lieu of the one on display.
  - (a) Use the [ENTER] or ARROW keys to scroll through the list line by line.
  - (b) Use the [F1] key to open a space and insert a line.
  - (c) Use the [F2] key to delete a line item number.
  - (d) Use the [F3] key to scroll forward by page and the [F4] key to page back.
  - (e) Press [DELETE] and the Update Equipment Authorization Data Screen AJK-159 is redisplayed.
  - (f) When you finish your entries, press [ESC]. The cursor moves to the completed BOI (Basis of Issue) field. See Figure 9.2-5 for a list of BOI codes.
- (b) Enter a new code over the old and press [ENTER], or press [ENTER] with no entry and the cursor moves to the DESIGN ERA field.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

(c) Enter a new code over the old and press [ENTER], or press [ENTER] with no entry. The cursor moves to the LESS THAN field.

(d) Enter a new quantity over the old and press [ENTER], or press [ENTER] to accept the displayed quantity.

NOTE: When you are adding or modifying a BIO or Design ERA code, each column in the ALLOWANCES / FACILITY DESIGN CAPACITIES field is a required entry.

(e) When you finish your entries, press [ESC]. The files are updated and the Update Equipment Authorization Data Screen AJK-159 is redisplayed. You can enter another line item number.

9.2.1.4 Select Basis-of-Issue Code Overlay Screen AJK-218. This screen (fig. 9.2-5) is displayed when you select [F5] from Screen AJK-159 to display a listing of the Basis-of-Issues codes. Use it to select the Basis-of-Issue code upon which this item is authorized.

```
D+-----+
|
|L|
|I|DATE: 15 Sep 95          SELECT BASIS-OF-ISSUE CODE          AJK-218
|
|A|      BOI
|      CODE                BASIS OF ISSUE
|
|      A      SELF-SERVICE AREA
|B|      B      MAIN ENTREE SERVING AREA
|C|      C      SHORT ORDER SERVING AREA
|      D      DINING FACILITY SHORT ORDER BACK UP
|      E      KITCHEN AREA REQUIREMENT
|
|                          Use arrow keys to move cursor
|                          Esc - select, F3 - Forward, F4 - back, DEL - exit
|                          |
|-----+
Enter basis-of-issue code OR press F5 to pick.
```

Figure 9.2-5. Select Basis-of-Issue Code Overlay Screen (AJK-218).

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

- a. The cursor is positioned in the BOI CODE field of the first area on the list.
- b. Use the [ENTER] or Down ARROW key to scroll through the list line by line.
- c. Use the [F3] key to scroll forward by page, and the [F4] key to scroll back.
- d. Select the Basis-of-Issue code you want and press [ESC]. That code is recorded and you can continue processing on the Update Equipment Authorization Data Screen AJK-159.
- e. To interrupt processing, press [DELETE]. The Interrupt Ring Menu is displayed. See paragraph 9.2.1.6 for processing instructions.

9.2.1.5 Select Dining Facility Design ERA Screen AJK-219. This screen (fig. 9.2-6) is displayed when you select [F5] to display a listing of the Design ERA codes. Use it to match the correct Design ERA code to the design ERA from the authorization document.

```
D+-----+
|
|L|
|I|DATE: 15 Sep 95          SELECT DINING FACILITY DESIGN ERA          AJK-219
|
|A|  DESIGN
|  ERA
|                                DESIGN ERA DESCRIPTION
|
|  A  NEW CONSTRUCTION (MCA FY 75 THROUGH 82)
|B|  B  MODERNIZATION (MCA FY 75 THROUGH 82)
|C|  C  NEW CONSTRUCTION TRAINING DFAC (MCA FY 75 - 82)
|  D  EXISTING DINING FACILITY NONMODERNIZATION
|  E  NEW CONSTRUCTION (MCA FY 83 AND SUBSEQUENT PGMS)
|
|  Arrow keys - scroll, Esc - select, F3 - forward, F4 - back, DEL - exit
|-----+
|
|F4 Scroll Backward  Esc Save and Continue  <DELETE> interrupt process
|
|Enter dining facility design era OR press F5 to pick.
```

Figure 9.2-6. Select Dining Facility Design ERA Overlay Screen (AJK-219).

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

- a. The cursor is positioned in the DESIGN ERA field of the first design description.
- b. Use the [ENTER] or ARROW keys to move through the list line by line.
- c. Use the [F3] key to scroll forward by page, and the [F4] key to scroll back.
- d. Select the Design ERA code you want and press [ESC]. That code is recorded and you can continue processing on the Update Equipment Authorization Data Screen AJK-159.

OR

- e. Press [DELETE] for no selection and the cursor moves to the next field on the Update Equipment Authorization Data Screen AJK-159.
- f. To interrupt processing, press [DELETE]. The Interrupt Ring Men is displayed. See Paragraph 9.2.1.6 for processing instructions.

9.2.1.6 Process Interrupt Ring Menu. This ring menu (fig. 9.2-7) is displayed when you interrupt the Authorization process. Use it to continue processing, start over, return to the Equipment Replacement File Maintenance Menu, or exit processing.

INTERRUPT MENU:  A B R X Continue processing
---

Figure 9.2-7. Process Interrupt Ring Menu.

- a. Select A to continue processing and the cursor moves back to the last data entry field you complete.
- b. Select B to start over and the data entry screen you are working on is redisplayed.
- c. Select R and the Equipment Replacement File Maintenance Menu is displayed.
- d. Select X and the system login screen is displayed.

9.2.1.7 Outputs. No reports are produced in this process.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

9.2.2 NSN / Life Expectancy Process. Use this process to review and update the life expectancy for a particular NSN and line item number.

9.2.2.1 Processing Restrictions. You must complete the Authorization process before you can run this process.

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

- a. An updated equipment printout, DA Form 2062, or DA Form 3988-R to review and update the equipment data.
- b. Maintenance Expenditure Limits For FSC Group 73 (TB 43-0002-22).
- c. Maintenance Expenditure Limits For FSC Group 41 (TB 43-0002-33).
- d. Maintenance Expenditure Limits For FSC Group 71 (TB 750-97-71).

9.2.2.3 Update / Life Expectancy Screen AJK-220. To review and update equipment records, select Option B from the Equipment Replacement File Maintenance Menu. The Update NSN / Life Expectancy Screen AJK-220 (fig. 9.2-8) is displayed.

DATE: 15 Sep 95	UPDATE NSN / LIFE EXPECTANCY	AJK-220
LINE ITEM NUMBER: G18588		
ITEM NAME: DISPENSER CONDIMENT: COUNTERTOP W/CRES CONTAINERS W/COVERS		
NATIONAL STOCK NUMBER		LIFE EXPECTANCY (YEARS)
7320 - 00 - 910 - 6262		12
-		-
-		-
-		-
-		-
-		-
F1 Key Insert Record    F2 Key Delete Record    F3 Key Scroll Forward		
F4 Key Scroll Backward    Esc Key Save and Continue    DEL Key interrupt		
Enter line item number from CTA 50-909.		

Figure 9.2-8. Update NSN / Life Expectancy Screen (AJK-220).

- a. The cursor is positioned in the LINE ITEM NUMBER field.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(1) Enter the 6-digit line item number and press [ENTER]. The Item name and national stock number are displayed. The cursor is positioned in NATIONAL STOCK NUMBER field.

(2) Press [ENTER] to accept the NSN, or enter new data over the old and press [ENTER] after each entry. The cursor moves to the LIFE EXPECTANCY (YEARS) field. If you enter an invalid NSN, an error message is displayed and the cursor moves back to the NATIONAL STOCK NUMBER field.

(3) Enter the number of years the equipment is expected to last, and press [ENTER]. The cursor moves to the next line.

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

(b) Use the [F1] key to open a space and insert a line.

(c) Use the [F2] key to delete a line.

(d) Use the [F3] key to page forward by page and the [F4] key to scroll back.

(e) When you finish your entries, press [ESC]. The Update NSN / Life Expectancy Screen AJK-220 is redisplayed. You can enter another line item number.

b. To interrupt processing, press [DELETE]. The Interrupt Ring Menu is displayed. See Paragraph 9.2.1.6 for processing instructions.

9.2.2.4 Outputs. No reports are produced in this process.

9.2.3 Inventory Process. Use this process to inventory and update equipment by dining facility building numbers.

9.2.3.1 Processing Restrictions. None.

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

a. Common Table of Allowances (CTA 50-909).

b. An updated equipment printout, DA Form 2062, or DA Form 3988-R to review and update the equipment data.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

9.2.3.3 Select Dining Facility Screen AJK-222. To begin the Inventory process for specific dining facility equipment, select Option C from the Equipment Replacement File Menu. The Select Dining Facility Screen AJK-222 (fig. 9.2-9) is displayed.

DATE: 15 Sep 95	AJK-222
SELECT DINING FACILITY	
BUILDING NUMBER: D3039	
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 9.2-9. Select Dining Facility Screen (AJK-222).

- a. The cursor is positioned in the BUILDING NUMBER field.
  - b. Enter the building number for the equipment you want to inventory and press [ENTER] or [ESC]. The Select Equipment Type Menu AJK-183 is displayed. See Figure 9.2-11.
- OR
- c. Press [F5] to display a list of building numbers by activity codes. The Select Building Number Screen AJK-132 is displayed. See Figure 9.2-10.
- OR
- d. Press [DELETE] and the Equipment Replacement File Maintenance Menu AJK-152 is displayed. You can select another option.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

DATE:	15 Sep 95	SELECT BUILDING	AJK-132
BUILDING NUMBER	ACTIVITY CODE	DINING FACILITY NAME	
1	000114	HHC 1/33 ARMOR BN	
2	000115	HHC 2/33 ARMOR BN	
3	000116	HHC 3/33 ARMOR BN	
4	000117	HHC 4/33 ARMOR BN	
5	000118	HHC 5/33 ARMOR BN	
6	000119	HHC 6/33 ARMOR BN	
7	000120	HHC 7/33 ARMOR BN	
8	000121	HHC 8/33 ARMOR BN	
9	000122	HHC 9/33 ARMOR BN	
10	000123	HQ GP COMMAND	

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

Figure 9.2-10. Select Building Number Screen (AJK-132).

(1) The cursor is positioned in the BUILDING NUMBER field of the first dining facility on the 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 the [F4] key to page back.

(c) Press [DELETE] to interrupt processing, and the Select Dining Facility Screen AJK-222 is redisplayed.

(2) Select the building number you want and press [ENTER] or [ESC]. The Select Equipment Type Screen AJK-183 is displayed.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

9.2.3.4 Select Equipment Type Menu AJK-183. This menu is displayed when you enter a building number on Screen AJK-222, or choose a building number already displayed on the Select Building Number Screen AJK-132. Use it to select which type of dining facility equipment you want to inventory.

```
Select equipment type:  A B R X
Update inventory of mechanical or electrical equipment.

DATE:  15 Aug 95          SELECT EQUIPMENT TYPE
                              FOR BUILDING 6                      AJK-183

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

          OPTION CODE RING MENU SELECTION OPTIONS

                A      ELECTRICAL OR MECHANICAL EQUIPMENT

                B      OTHER EQUIPMENT

                R      SELECT DINING FACILITY / INTERRUPT PROCESSING

                X      EXIT FROM IFA PROCESSING

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

Figure 9.2-11. Select Equipment Type Menu (AJK-183).

a. Select Option A to inventory and update electrical or mechanical type equipment. The Update Electrical or Mechanical Equipment Menu AJK-195 is displayed. See Figure 9.2-12.

OR

b. Select Option B to inventory and update all other type of equipment. The Update Equipment Inventory Screen AJK-193 is displayed. See paragraph 9.2.3.8 for processing instructions.

c. Select Option R to return to the Select Dining Facility Screen AJK-222.

d. Select Option X to exit processing.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

```
Update electrical or mechanical equipment:  A B R X
Add or modify equipment records.

DATE:  15 Sep 95          UPDATE ELECTRICAL OR MECHANICAL EQUIPMENT          AJK-195
                           FOR BUILDING          ----- Press F8 for Help -----

                                OPTION CODE  RING MENU SELECTION OPTIONS

                                A            ADD OR MODIFY EQUIPMENT RECORDS

                                B            DELETE EQUIPMENT RECORDS

                                R            RETURN

                                X            EXIT

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

Figure 9.2-12. Update Electrical or Mechanical Equipment Menu (AJK-195).

- a. Select Option A and the Update Equipment Inventory Screen AJK-192 - ADD is displayed. See paragraph 9.2.3.5 for processing instructions.
- b. Select Option B and the Update Equipment Inventory Screen AJK-192 - DELETE is displayed. See paragraph 9.2.3.7 for processing instructions.
- c. Select Option R and the Select Equipment Type Screen AJK-183 is displayed.
- d. Select Option X to exit processing.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

9.2.3.5 Update Equipment Inventory Screen AJK-192. To begin adding or modifying electrical or mechanical type equipment, select Option A from the Update Electrical or Mechanical Equipment Menu. The Update Equipment Inventory Screen AJK-192 (fig. 9.2-13) is displayed.

DATE: 15 Aug 95	UPDATE EQUIPMENT INVENTORY MENU	AJK-192
	FOR BUILDING 6	
SERIAL NUMBER: Û	NSN:	
ITEM NAME:	LIN:	
MANUFACTURER:	MODEL NUMBER:	
ACQUISITION YEAR:	LIFE EXPECTANCY:	
ACQUISITION COST:	ENERGY SOURCE CODE:	
NEW LOCATION:		
REMARKS: (Next 2 lines are for any information regarding this equipment)		
Enter serial number from the equipment data plate.		

Figure 9.2-13. Update Inventory Screen (AJK-192) - ADD.

9.2.3.5.1 Adding Equipment. To add a piece of equipment for the building number you select, follow these processing steps:

- a. To add a piece of equipment: Enter the serial number (up to 15 characters) and press [ENTER]. The cursor moves to the NSN field.
- b. Enter the national stock number and press [ENTER]. The line item number and item name are displayed. The cursor moves to the MANUFACTURER field.
- c. Enter the name of the manufacturer (up to 20 characters) and press [ENTER]. The cursor moves to the MODEL NUMBER field.
- d. Enter the model number (up to 10 characters) and press [ENTER]. The cursor moves to the ACQUISITION YEAR field.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

e. Enter 4-digit acquisition year and press [ENTER]. The cursor moves to the completed LIFE EXPECTANCY field.

f. Enter a new quantity over the old and press [ENTER]. Or press [ENTER] with no entry and the cursor moves to the ACQUISITION COST field.

g. Enter the acquisition cost and press [ENTER]. The cursor moves to the ENERGY SOURCE CODE field.

h. Enter the energy source code and press [ENTER]. Or press [F5] for the Energy Source Code pick list. See Figure 9.2-14.

```

+-----+
| D |
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| S |
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| I |
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| M |
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|   |
| A |
|   |
|   |
| A |
|   |
| N |
+-----+
|
|                                     SELECT ENERGY SOURCE
|
| CODE                               ENERGY SOURCE
|
|   A      GAS
|   B      STEAM
|   C      110 V, SINGLE PHASE, 60 HZ
|   D      220 V, SINGLE PHASE, 60 HZ
|   E      110 V, TRIPLE PHASE, 60 HZ
|
| Arrow keys - scroll, Esc - select, F3 - forward, F4 - back, DEL - exit
|
+-----+
REMARKS:
Enter energy source or press F5 to pick.
```

Figure 9.2-14. Select Energy Source Code Overlay Screen.

- (1) The cursor is positioned in the first energy code field for that source.
- (2) Use the [ENTER] or ARROW keys to scroll through the list line by line.
- (3) Use the [F3] key to scroll forward by page and the [F4] key to scroll back.
- (4) Highlight the energy code for the piece of equipment you want.

(a) Select the Energy Source Code you want, and press [ESC]. The code is recorded and you can continue processing on the Update Equipment Inventory Screen AJK-192.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

OR

(b) Press [DELETE] for no selection. The Update Equipment Inventory Screen AJK-192 is redisplayed. The cursor is positioned in the ENERGY SOURCE CODE field.

i. When you enter the Energy Source Code or select from the Pick List, the cursor moves to the NEW LOCATION field.

j. Enter the new location, only if the equipment will not be located in the assigned building and press [ENTER]. The cursor moves to the REMARKS field.

OR

k. Press [ENTER] and the cursor moves to the REMARKS field.

l. Enter your remarks (if applicable) and press [ENTER]. If there are no remarks, press [ENTER] twice. The message: **Equipment inventory updated. Press ENTER to continue.** is displayed.

m. Press [ENTER] and the Update Equipment Inventory Screen AJK-192 is redisplayed. You can add or update another piece of equipment.

n. To interrupt processing, press [DELETE]. The Interrupt Ring Menu is displayed. See paragraph 9.2.3.6 for processing instructions.

DATE: 15 Aug 95	UPDATE EQUIPMENT INVENTORY MENU	AJK-192
	FOR BUILDING 6	
SERIAL NUMBER: Y7867	NSN: 7310- 00-148-7088	
	LIN: J03590	
ITEM NAME: -FRYER DEEP FAT:	ELECTRICALLY HEATED TABLE MOUNTED 20 LB CAPACITY	
MANUFACTURER: WESTINGHOUSE	MODEL NUMBER: L4800	
ACQUISITION YEAR: 1995	LIFE EXPECTANCY: 12	
ACQUISITION COST: \$1395.00	ENERGY SOURCE CODE: C	
NEW LOCATION:		
REMARKS: (Next 2 lines are for any information regarding this equipment)		
Enter serial number from the equipment data plate (blank if none).		

Figure 9.2-15. Update Inventory Screen (AJK-192) - MODIFY.

9.2.3.5.2 Modifying Equipment. To modify a piece of equipment for the building number you select, follow these processing steps:

a. Enter the serial number and press [ENTER]. All other data for that item is displayed, and the cursor moves to the NSN field.

b. To change the NSN, enter new data over the old and press [ENTER]. The line item number and item name for the new NSN is displayed. The cursor moves to the MANUFACTURER field.

c. Enter the name of the manufacturer (up to 20 characters) and press [ENTER]. The cursor moves to the MODEL NUMBER field.

d. The remaining processing steps for completing the Modify option are the same as in the Add option. See paragraph 9.2.3.5.1 for processing instructions.

9.2.3.6 Process Interrupt Ring Menu. This ring menu (fig. 9.2-16) is displayed when you interrupt in the Add/Modify Equipment Process. Use it to continue processing, start over, return to the Update Electrical or Mechanical Equipment Menu, or exit processing.

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

Figure 9.2-16. Process Interrupt Ring Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Update Equipment Inventory Screen AJK-192 is redisplayed.
- c. Select R and the Update Electrical or Mechanical Equipment Menu AJK-195 is displayed.
- d. Select X and the system login screen is displayed.

9.2.3.7 Outputs. No reports are produced in this process.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

9.2.3.8 Update Equipment Inventory Screen AJK-192 - DELETE. To begin deleting electrical or mechanical type equipment, select Option B from the Update Electrical or Mechanical Equipment Menu. The Update Equipment Inventory Screen AJK-192 (fig. 9.2-17) is displayed.

DATE: 15 Aug 95	UPDATE EQUIPMENT INVENTORY MENU	AJK-192
	FOR BUILDING 6	
SERIAL NUMBER: Y7867	NSN: 7310- 00-148-7088	
	LIN: J03590	
ITEM NAME: -FRYER DEEP FAT:	ELECTRICALLY HEATED TABLE MOUNTED 20 LB CAPACITY	
MANUFACTURER: WESTINGHOUSE	MODEL NUMBER: L4800	
ACQUISITION YEAR: 1995	LIFE EXPECTANCY: 12	
ACQUISITION COST: \$1395.00	ENERGY SOURCE CODE: C	
NEW LOCATION:		
REMARKS: (Next 2 lines are for any information regarding this equipment)		
Enter serial number from the equipment data plate (blank if none).		

Figure 9.2-17. Update Inventory Screen (AJK-192) - DELETE.

- a. The cursor is positioned in the SERIAL NUMBER field.
- b. Enter the serial number you want to delete and press [ENTER]. The message: **Confirm deletion (Y/N)** is displayed at the bottom of the screen.
  - (1) Enter Y to confirm your deletion. The message: **Record has been deleted. Press ENTER to continue.** Press [ENTER] and the Update Equipment Inventory Screen AJK-192 is displayed.

OR

- (2) Enter N to cancel and the Update Equipment Inventory Screen AJK-192 - DELETE is displayed. You can enter another serial number for deletion.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

c. Press [DELETE] and the Update Electrical or Mechanical Equipment Menu AJK-195 is displayed.

d. Select Option R and you can return to the Select Equipment Type Menu AJK-183.

9.2.3.9 Update Equipment Inventory Screen AJK-193. To begin adding or modifying all other types of equipment for a specific building, select Option B from the Select Equipment Type Menu. The Update Equipment Inventory Screen AJK-193 (fig. 9.2-18) is displayed.

UPDATE EQUIPMENT INVENTORY			AJK-193
DATE: 15 Aug 95	FOR BUILDING 6		
ITEM NAME	LIN	BALANCE ON-HAND	
BANQUETTE: TUBULAR STL FRAM UPHOLSTER RED WALL TYPE	90734N	0	
BASKET TABLEWARE WASHING: SILVER 19 1 /2W X 19 1/2L X 8	B41003	0	
BIN INGREDIENT: MOBLE	B63701	5	
BOOTH DOUBLE ISLAND: TUBULAR STEEL FR AME UPHOLSTERED ART LEATHER	C09671	0	

F3 - scroll forward, F4 - scroll backward, Esc - save, Del - exit

Figure 9.2-18. Update Equipment Inventory Screen (AJK-193).

a. The cursor is positioned in the BALANCE ON-HAND column of the first item.

(1) To change a quantity, enter new data over the old and press [ENTER]. The cursor moves to the next item.

OR

(2) Press [ENTER] with no entry and the cursor moves to the next item.

(3) Use the [ENTER] or Down ARROW keys to scroll forward line by line.

(4) Use the [F3] key to page forward by page and [F4] to page back.

b. To interrupt processing, press [DELETE]. The Interrupt Ring Menu is displayed. See paragraph 9.2.3.10 for processing instructions.

c. When you finish your entries, press [ESC]. The following message is displayed:  
**Inventory updated. Press ENTER to continue.**

d. Press [ENTER] and the Select Equipment Type Menu AJK-183 is displayed.

(1) Select Option R and the Select Dining Facility Screen AJK-222 is redisplayed. See paragraph 9.2.3.3 for processing instructions.

OR

(2) Select Option X to exit processing.

9.2.3.10 Process Interrupt Ring Menu. This ring menu (fig. 9.2-19) is displayed when you interrupt the Other Equipment SubProcess. Use it to continue processing, start over, return to the Select Equipment Type Menu, or exit processing.

INTERRUPT MENU: A B R X Continue processing
--

Figure 9.2-19. Process Interrupt Ring Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Update Equipment Inventory Screen AJK-193 is redisplayed.
- c. Select R and the Select Equipment Type Menu AJK-183 is displayed.
- d. Select X and the system login screen is displayed.

9.2.3.11 Outputs. No reports are produced in this process.

9.2.4 Inflation Rate Process. Use this process to change the annual inflation percentage rate, as prescribed by regulatory guidance.

9.2.4.1 Processing Restrictions. You must enter the inflation percentage rate in decimal format. (e.g., .06).

9.2.4.2 Processing Materials. None.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

9.2.4.3 Update Inflation Rate Screen AJK-131. To begin entering changes to the current inflation rate, select Option D from the Equipment Replacement File Maintenance Menu. The update Inflation Rate Screen AJK-131 (fig. 9.2-20) is displayed.

DATE: 15 Aug 95	UPDATE INFLATION RATE	AJK-131
CURRENT INFLATION RATE:	0.08	
NEW INFLATION RATE:	0.06	
Press Del to interrupt processing.		
Enter new inflation rate.		

Figure 9.2-20. Update Inflation Rate Screen (AJK-131).

- a. The cursor is positioned in the NEW INFLATION RATE field.
- b. Enter the new inflation percentage rate and press [ENTER]. The following message is displayed: **YOU HAVE ENTERED AN INFLATION RATE OF \_\_PERCENT. Y TO CONFIRM, N TO DENY**

(1) Enter Y to confirm your entry. The inflation rate is updated, and the Equipment Replacement File Maintenance Menu is displayed.

OR

(2) Enter N to change your entry. The value you entered is erased, and the cursor returns to the NEW INFLATION RATE field. You can enter another percentage rate.

- c. To interrupt processing, press [DELETE]. The Equipment Replacement File Maintenance Menu is displayed. You can choose another option.

9.2.4.4 Outputs. No reports are produced in this process.

**1 July 2001**

9.2.5 Dining Facility Design Specifications Process. Use this process to add or modify the design capacity, design ERA code, and the Basis of Issue (BOI) figures for a specific dining facility.

9.2.5.1 Processing Restrictions. None.

9.2.5.2 Processing Materials. None.

9.2.5.3 Select Dining Facility Screen AJK-222. To begin entering design capacities and ERA codes for the facility you choose, select Option E from the Equipment Replacement File Maintenance. The Select Dining Facility Screen AJK-222 (fig. 9.2-21) is displayed.

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

                                         BUILDING NUMBER:

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 9.2-21. Select Dining Facility Screen (AJK-222).

- a. The cursor is positioned in the BUILDING NUMBER field.
- b. Enter the building number you want and press [ESC] or [ENTER]. The Update Design Specifications Screen AJK-221 is displayed. See paragraph 9.2.5.4 for processing instructions.

OR

- c. Press [F5] to display a list of building numbers by dining facility activity code and name. The Select Building Screen AJK-132 is displayed. See Figure 9.2-10.

OR

d. Press [DELETE] and the Equipment Replacement File Maintenance Menu AJK-152 is displayed.

9.2.5.4 Update Design Specifications Screen AJK-221. This screen (fig. 9.2-22) is displayed after you enter the building number on Screen AJK-222. Use it to update design capacities, design ERA codes and the BOIs for that facility.

DATE: 15 Aug 95	UPDATE DESIGN SPECIFICATIONS FOR BUILDING D-3039	AJK-221
ACTIVITY CODE: 000078		
DINING FACILITY NAME: 18th FA BDE		
DESIGN CAPACITY: 1200	DESIGN ERA CODE: D	
BASIS OF ISSUE	NUMBER IN THIS DINING FACILITY	
DINING FACILITY SHORT ORDER	1	
DISHWASHING AREA	1	
KITCHEN AREA EQUIPMENT	1	
MAIN ENTREE SERVING AREA	1	
NONPERISHABLE STORAGE AREA	1	
OUTSIDE AREA	1	
F3 - scroll forward, F4 - scroll back, Esc - save, Del - interrupt Enter or update design capacity		

Figure 9.2-22. Update Design Specifications Screen (AJK-221).

a. The cursor is positioned in the DESIGN CAPACITY field.

(1) Enter a new design capacity and press [ENTER], or press [ENTER] to accept the capacity as shown. The cursor moves to the DESIGN ERA CODE field. Press [F5] to see a list of the Design ERA codes. See Figure 9.2-23 for a list of the design codes.

(2) Enter the design code and press [ENTER], or press [ENTER] to accept the code shown. The Basis of Issue and the number for that facility are displayed. Then, the cursor moves to the NUMBER IN THIS DINING FACILITY field for the first item.

(3) To change a quantity, enter a new one over the old and press [ENTER]. The cursor moves to the next line.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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

(5) Use the [F3] key to scroll forward by page, or [F4] to scroll back.

b. When you finish your entries, press [ESC]. The database files are updated and the Select Dining Facility Screen AJK-222 is redisplayed.

(1) You can enter another building number and continue processing.

OR

(2) Press [DELETE] and return to the Equipment Replacement File Maintenance Menu AJK-152.

9.2.5.5 Select Dining Facility Design ERA Screen AJK-219. This screen (fig. 9.2-23) is displayed when you press [F5] on Screen AJK-221. Use it to update the design ERA code for the building number you choose.

```
D+-----+
|
|L|
|I|DATE: 15 Sep 95          SELECT DINING FACILITY DESIGN ERA          AJK-219
|
|A|  DESIGN
|  ERA                      DESIGN ERA DESCRIPTION
|
|  A  NEW CONSTRUCTION (MCA FY 75 THROUGH 82)
|B|  B  MODERNIZATION (MCA FY 75 THROUGH 82)
|C|  C  NEW CONSTRUCTION TRAINING DFAC (MCA FY 75 - 82)
|  D  EXISTING DINING FACILITY NONMODERNIZATION
|  E  NEW CONSTRUCTION (MCA FY 83 AND SUBSEQUENT PGMS)
|
|  Arrow keys - scroll, Esc - select, F3 - forward, F4 - back, DEL - exit
|
+-----+
F4 Scroll Backward  Esc Save and Continue  <DELETE> interrupt process
Enter dining facility design era OR press F5 to pick.
```

Figure 9.2-23. Select Dining Facility Design ERA Overlay Screen (AJK-219).

a. The cursor is positioned in the DESIGN ERA field of the first design description.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

- b. Use the [ENTER] or ARROW keys to move through the list line by line.
- c. Use the [F3] key to scroll forward by page, and the [F4] key to scroll back.
- d. Select the Design ERA code you want and press [ESC]. That code is recorded and you can continue processing on the Update Design Specifications Screen AJK-221.

OR

- e. Press [DELETE] for no selection and the Update Design Specifications Screen AJK-221 is redisplayed. The cursor is positioned back in the DESIGN ERA CODE field.
- f. To interrupt processing, press [DELETE]. The Interrupt Ring Men is displayed. See Paragraph 9.2.5.6 for processing instructions.

9.2.5.6 Process Interrupt Ring Menu. This ring menu (fig. 9.2-24) is displayed when you interrupt the Design Facility Design Specifications process. Use it to continue processing, start over, return to the Equipment Replacement File Maintenance Menu, or exit processing.

INTERRUPT MENU: A B R X Continue processing
--

Figure 9.2-24. Process Interrupt Ring Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Select Dining Facility Screen AJK-222 is redisplayed.
- c. Select R and the Equipment Replacement File Maintenance Menu AJK-152 is displayed.
- d. Select X and the system login screen is displayed.

9.2.5.7 Outputs. No reports are produced in this process.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

9.2.6 Equipment Record Access Process.

a. Use this process to update access to equipment records by building numbers. This process contains two subprocesses and two exit options:

(1) Update Access to Equipment Records (para 9.2.6.1).

(2) Print On-Line Tenant Report (para 9.2.7).

(3) Exit the Equipment Record Access Menu and return to the Equipment Replacement File Maintenance Menu or system login screen.

b. To access the Equipment Record Access Menu from the IFA Options Menu, select the options in Figure 9.2-25.

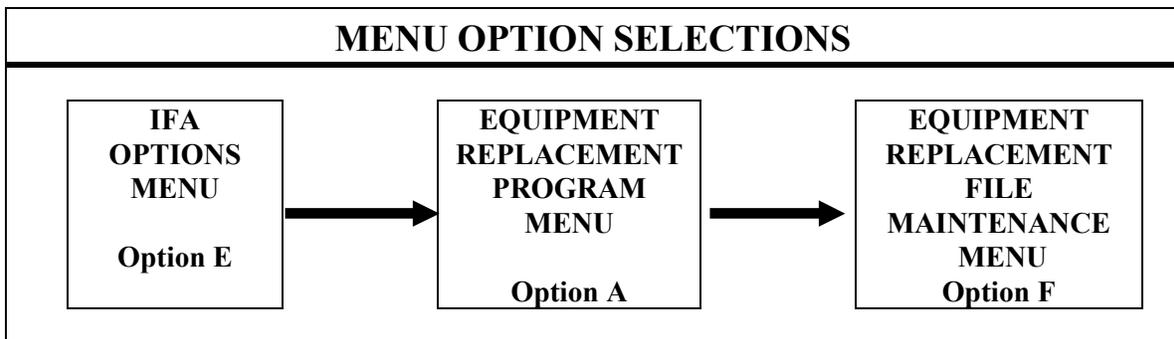


Figure 9.2-25. Equipment Record Access Menu Selection.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. The Equipment Record Access Menu (fig. 9.2-26) is displayed.

```
EQUIPMENT RECORD ACCESS:  A B R X
Enter building numbers for on-line dining facilities.
DATE:  15 Sep 95           EQUIPMENT RECORD ACCESS           AJK-040
----- Press F8 for Help -----

      OPTION CODE  RING MENU SELECTION OPTIONS

              A      UPDATE ACCESS TO EQUIPMENT RECORDS
              B      PRINT ON-LINE TENANT REPORT
              R      RETURN TO EQUIPMENT REPLACEMENT FILE
                   MAINTENANCE MENU
              X      EXIT FROM IFA PROCESSING

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

Figure 9.2-26. Equipment Record Access Menu (AJK-040).

9.2.6.1 Update Access to Equipment Records SubProcess. Use this subprocess to grant DFO operators access to equipment records, by associating their unit activity code with the number of the building in which their equipment is located. If a unit moves to a different building, you can use this process to associate the unit's activity code with the new building's equipment records. These records provide the IFA with the option to enter new numbers or modify the old ones.

9.2.6.2 Processing Restrictions. You must run the Authorization Process before your files are available to be updated.

9.2.6.3 Processing Materials. An updated equipment printout, DA Form 2062, or DA Form 3988-R, for each dining facility.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

9.2.6.4 Update Access To Dining Facility Equipment Records Screen AJK-148. To begin entering updated information to dining facility equipment records, select Option A from the Equipment Records Access Menu. The Update Access To Dining Facility Equipment Records Screen AJK-148 (fig. 9.2-27) is displayed.

DATE: 15 Sep 95	AJK-148		
UPDATE ACCESS TO DINING FACILITY EQUIPMENT RECORDS			
		BUILDING NUMBERS	
DINING FACILITY NAME	ACTIVITY CODE	OLD	NEW
	000068	D-2105	D-3939
	000067	O-1099	
OHB 3-4 ADAR FBN	000152	9349	
18TH FA BCE	000078	D-3039	
19TH REPL DET	000065	AT4623	
20TH ENG. BDE. FT. BRAGG NC	000081	H-4842	
25TH SIGNAL BATTALION DF	000064		
25TH SIGNAL BATTALION DF	000064		
F3 - scroll forward, F4 - scroll back, Esc - save, Del - interrupt Enter new building number (blank if none)			

Figure 9.2-27. Update Access to Dining Facility Equipment Record Screen (AJK-148).

- a. This screen displays the dining facility name, activity code, and the old building numbers (if applicable).
- b. The cursor is positioned in the BUILDING NUMBERS NEW field.
  - (1) Enter the new building (if applicable) and press [ENTER]. Or press [ENTER] if no change and the cursor moves to the next line.
  - (2) Use the [ENTER] or ARROW keys to scroll through the list line by line.
  - (3) Use the [F3] key to scroll forward by page and the [F4] key to page back.

c. When you finish your entries, press [ESC]. The following message is displayed:  
**ACCESS HAS BEEN UPDATED. PRESS ENTER TO CONTINUE.**

d. Press [ENTER] and the Equipment Record Access Menu is redisplayed.

e. To interrupt processing, press [DELETE]. The Interrupt Ring Menu is displayed. See paragraph 9.2.6.5 for processing instructions.

9.2.6.5 Process Interrupt Ring Menu. This ring menu (fig. 9.2-28) is displayed when you interrupt the Other Equipment SubProcess. Use it to continue processing, start over, return to the Select Equipment Type Menu, or exit processing.

INTERRUPT MENU: A B R X Continue processing
--

Figure 9.2-28. Process Interrupt Ring Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Update Equipment Inventory Screen AJK-192 is redisplayed.
- c. Select R and the Select Equipment Type Menu AJK-183 is displayed.
- d. Select X and the system login screen is displayed.

9.2.6.6 Outputs. No reports are produced in this process.

9.2.7 Print On-Line Tenant Report. Use this process to print a listing of all tenant activities, by dining facility name, activity code, and building number.

9.2.7.1 Processing Restrictions. None.

9.2.7.2 Processing Materials. None.

9.2.7.3 Processing Actions. To print the On-Line Tenant Report, select Option B from the Equipment Record Access Menu AJK-040.

a. The following messages are displayed: **Processing. Please wait.** Then, **REPORT HAS BEEN PRINTED. PRESS ENTER TO CONTINUE.**

b. Press [ENTER] and the Equipment Record Access Menu is redisplayed.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## 9.2.7.4 Outputs.

a. The On-Line Tenant Report (PCN AJK-H02) 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. 710-1b, Equipment Management Survey File.

(2) Destroy this report when you complete the next review or update of tenant activities.

## 9.3 Reports Menu Subfunction.

a. Use the Reports Menu Subfunction to print and review equipment replacement data, budget worksheet information, equipment summary data, equipment authorizations, and the national stock number catalog data. This subfunction contains five processes and two exit options.

(1) Replacement Report Process (para 9.3.1).

(2) Budget Worksheet Process (para 9.3.2).

(3) Equipment Summary Process (para 9.3.3).

(4) Equipment Authorization Report Process (para 9.3.4).

(5) NSN Catalog Report Process (para 9.3.5).

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

b. To access the Dining Facility Equipment Reports Menu from the IFA Command Menu, select the options in figure 9.3-1.

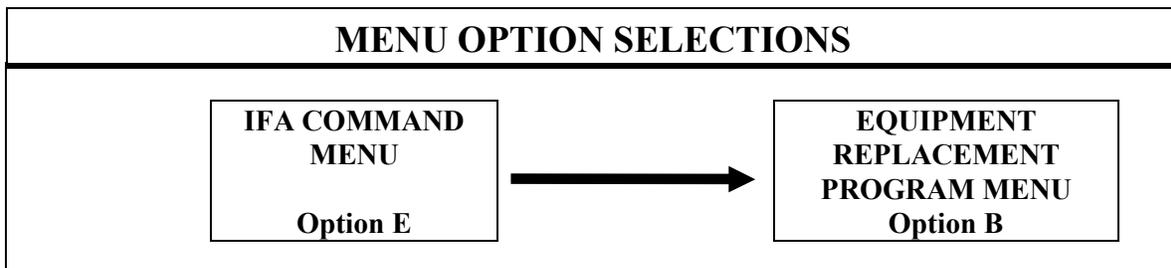


Figure 9.3-1. Equipment Replacement Program Menu Selection.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

c. The Dining Facility Equipment Reports Menu (fig. 9.3-2) is displayed.

```
DINING FACILITY EQUIPMENT REPORTS:  A B C D E R X
List equipment exceeding life expectancy in the budget year.

DATE:  15 Sep 95      DINING FACILITY EQUIPMENT REPORTS MENU      AJK-149

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

OPTION      DESCRIPTION          OPTION      DESCRIPTION
CODE        DESCRIPTION          CODE        DESCRIPTION

  A      REPLACEMENT REPORT          E      NSN CATALOG REPORT
  B      BUDGET WORKSHEET          R      RETURN TO INQUIRIES MENU
  C      EQUIPMENT SUMMARY          X      EXIT
  D      EQUIPMENT AUTHORIZATION
        REPORT

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

Figure 9.3-2. Dining Facility Equipment Reports Menu (AJK-149).

9.3.1 Replacement Report Process. Use this process to print a listing of all equipment by dining facility, that will have reached its anticipated expiration date in or before the entered budget year.

9.3.1.1 Processing Restrictions. None.

9.3.1.2 Processing Materials. None.

9.3.1.3 Enter Budget Year Screen AJK-127. To print and review the list of equipment that will have reached its anticipated expiration date in or before the entered budget year, select Option A from the Dining Facility Equipment Reports Menu. The Enter Budget Year Screen AJK-127 (fig. 9.3-3) is displayed. 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 9.3-3. Enter Budget Year Screen (AJK-127) - Replacement Report.

- a. Enter the budget year in YYYY format and press [ENTER] or [ESC]. The message: **ENTER NUMBER OF COPIES (1 - 5) REQUIRED, AND PRESS <ESC>:**
- b. Enter the number of copies you want and press [ENTER] or [ESC]. The following messages are displayed: **Processing. Please wait.** Then, **REPORT HAS BEEN PRINTED. -- PRESS ENTER TO CONTINUE.**
- c. Press [ENTER] and the Dining Facility Equipment Reports Menu AJK-149 is redisplayed.
- d. To interrupt processing, press [DELETE]. The Dining Facility Equipment Reports Menu is redisplayed.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## 9.3.1.4 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.

9.3.2 Budget Worksheet Process. Use this process to print a copy of the equipment budget worksheet. You can use this information to plan your annual budget and determine the requisitioning order for equipment.

9.3.2.1 Processing Restrictions. None.

9.3.2.2 Processing Materials. None.

9.3.2.3 Enter Budget Year Screen AJK-127 - WORKSHEET. To print and review the budget worksheet for a specific budget year, select Option B from the Dining Facility Equipment Reports Menu. The Enter Budget Year Screen AJK-127 (Fig. 9.3-4) is displayed. 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 9.3-4. Enter Budget Year Screen (AJK-127) - WORKSHEET.

- 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>:**
  - b. Enter the number of copies you want and press [ENTER]. Two messages are displayed: **Processing Record \_\_\_ of \_\_\_ Please wait.** then, **REPORT HAS BEEN PRINTED. --- PRESS ENTER TO CONTINUE.**
  - c. Press [ENTER] and the Dining Facility Equipment Reports Menu AJK-149 is redisplayed.
- b. Press [DELETE] to interrupt processing. The Dining Facility Equipment Reports Menu is redisplayed.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## 9.3.2.4 Outputs.

a. The Budget Worksheet Report (PCN AJK-H03) 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.

9.3.3 Equipment Summary Process. Use this process to print a listing of authorizations and on-hand quantities for all dining facility equipment by building number.

9.3.3.1 Processing Restrictions. None.

9.3.3.2 Processing Materials. None.

9.3.3.3 Processing Actions. To print a summary of dining facility equipment by building number, select Option C from the Dining Facility Equipment Reports Menu.

a. The message: **ENTER NUMBER OF COPIES (1 - 5) REQUIRED, AND PRESS <ESC>:** is displayed.

b. Enter the number of copies you want and press [ESC]. The message: **Processing. Please wait. Then, Processing building \_\_\_\_ of \_\_\_\_.**

c. After the last building number is recorded the following messages are displayed: **Processing. Please wait. Then, REPORT HAS BEEN PRINTED. PRESS ENTER TO CONTINUE.**

d. Press [ENTER] and the Dining Facility Equipment Reports Menu is redisplayed.

## 9.3.3.4 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:

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

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

9.3.4 Equipment Authorization Report Process. Use this process to print a listing of dining facility equipment authorization by Basis-of-Issue (BOI) and line item number. It is sorted by item name within the BOI.

9.3.4.1 Processing Restrictions. None.

9.3.4.2 Processing Materials. None.

9.3.4.3 Processing Actions. To print a copy of the equipment authorization, select Option D from the Dining Facility Equipment Reports Menu.

a. The following messages are displayed: **PROCESSING. PLEASE WAIT.** Then, **REPORT HAS BEEN PRINTED. PRESS ENTER TO CONTINUE.**

b. Press [ENTER] and the Dining Facility Equipment Reports Menu is redisplayed.

9.3.4.4 Outputs.

a. The Dining Facility Equipment Authorizations Report (PCN AJK-HO4) 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.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

9.3.5 NSN Catalog Report Process. Use this process to print a listing of equipment by line item number and item name. This report displays a cross reference of line item number to national stock number.

9.3.5.1 Processing Restrictions. None.

9.3.5.2 Processing Materials. None.

9.3.5.3 Processing Actions. To print a copy of the equipment catalog report, select Option E from the Dining Facility Equipment Reports Menu.

a. The following messages are displayed: **PROCESSING. PLEASE WAIT.** Then, **REPORT HAS BEEN PRINTED. PRESS ENTER TO CONTINUE.**

b. Press [ENTER] and the Dining Facility Equipment Reports Menu is redisplayed.

9.3.5.4 Outputs.

a. The LIN To NSN Cross Reference And Life Expectancy Report (PCN AJK-H05) 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.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

SECTION 10. RANDOM SURVEY FUNCTION

10.1 Random Survey Function.

a. The Random Survey Function is used primarily by the Contracting Officer Representative (COR) to administer food service contracts. It determines the location of required random inspections (surveys) by dining facility for the COR to develop the monthly sampling inspection plan. This function can also be used by the IFA for military food service operations once the population (lot size) is determined. The COR must use the information listed on the Performance Requirements Schedule (PRS) of the contract and MIL-STD-105E (Sampling Procedures and Tables for Inspection by Attributes) to generate a random inspection schedule for each type service. This function contains three subfunctions and two exit options:

- (1) Add/Update Contract Data (para 10.2).
- (2) Add/Update Dining Facility Closed Dates (para 10.3).
- (3) Print Random Surveillance Schedule (para 10.4).

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

b. Select option F from the IFA Options Menu (fig. 10.1-1) to review the subfunctions in Random Survey.

```
IFA OPTIONS:  A B C D E F X
Contract Random Survey

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      EQUIPEMENT REPLACEMENT PROCESS
          F      RANDOM SURVEY PROCESS
          X      SIGN OFF IFA SUBSYSTEM
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 10.1-1. Random Survey Menu Selection.

c. The Random Survey Menu (fig. 10.1-2) is displayed.

```
RANDOM SURVEY MENU:  A B C R X
Enter contract dataodes

DATE:  15 Aug 95          RANDOM SURVEY MENU          AJK-199

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

      OPTION CODE  RING MENU SELECTION OPTIONS
          A        ADD / UPDATE CONTRACT DATA
          B        ADD / UPDATE DINING FACILITY CLOSED DATES
          C        PRINT RANDOM SURVEILLANCE SCHEDULE
          R        RETURN TO IFA MENU
          X        EXIT FROM IFA PROCESSING

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

Figure 10.1-2. Random Survey Menu.

10.2 Add/Update Contract Data Subfunction. Use this subfunction to add or update the dining facility, contract number, and type of service provided.

10.2.1 Processing Restrictions. The dining facility you enter must be on the Customer Information File (CIF) before you can use it in this subfunction.

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

- a. Dining Facility Contract(s). From the contract, the COR can obtain the contract number and service types. Some installations may have more than one contract.
- b. Sampling Procedures and Tables for Inspection by Attributes, MIL-STD-105E.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

10.2.3 Add/Update Contract Data Screen AJK-209. To add or update contract data, select A from the Random Survey Menu. The Add/Update Contract Data Screen (fig. 10.2-1) is displayed. The cursor is positioned in the CONTRACT NUMBER field. This is a standard number consisting of 13 alphanumeric characters divided into 4 separate fields on the screen.

```
DATE: 15 Aug 95          ADD / UPDATE CONTRACT DATA          AJK-209
CONTRACT NUMBER: DABT60 - 92 - D - 0044
TYPE OF SERVICE: F

(This process updates the dining facility contract files. Please provide the
above information about the contract you wish to add or change.)

TYPE OF SERVICE CODES:          F - Full food service
                                D - Dining facility attendant service
                                M - Management and food production service

PRESS <DELETE> TO INTERRUPT PROCESSING
Enter the type of service code
```

Figure 10.2-1. Add/Update Contract Data Screen (AJK-209).

- a. Enter a six-position contract number and the cursor moves to the FISCAL YEAR field.
- b. Enter a two-digit fiscal year and the cursor moves to the INSTRUMENT CODE field.
- c. Enter a one-position contract instrument code, and the cursor moves to the SERIAL NUMBER field.
- d. Enter a four-digit serial number and press [ENTER]. The cursor moves to the TYPE OF SERVICE CODE field.
- e. Enter a service code from the screen display and press [ESC]. The Add/Update Contract Data Screen AJK-206 is displayed for the type service you select. The cursor is positioned in the ACTIVITY CODE field.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

f. To interrupt processing, press [DELETE]. The Random Survey Menu is displayed.

10.2.4 Add/Update Contract Data Screen AJK-206 - Add Option. Use this screen (fig. 10.2-2) to add dining facilities for the contract number and type service you enter on Screen AJK-209.

DATE: 15 Aug 95		AJK-206
ADD / UPDATE CONTRACT DATA		
FOR CONTRACT NUMBER DABT60 - 92 - D - 0044		
(FULL FOOD SERVICE)		
ACTIVITY		
CODE	DINING FACILITY NAME	
P3700	266TH QM BN ACTIVE ARMY	F1 Key add a dining facility
U		F2 Key delete a dining facility
		Delete a blank line
		F3 Key advance to next page
		F4 Key return to previous page
		<ESC> Key Update Database
		<DEL> Key interrupt processing
		Use Arrow & ENTER keys to
		move between fields and rows
Enter dining facility activity code and press ENTER		

Figure 10.2-2. Add/Update Contract Data Screen (AJK-206)- ADD.

- a. Enter an activity code and press [ENTER]. The dining facility name is displayed. Then, the cursor moves to the next field.
- b. Repeat step a. until all facilities for this type of service are added.
- c. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 10.2.6 for processing instructions.
- d. When you finish your entries, press [ESC]. The Add/Update Contract Data Screen AJK-209 is displayed. You can update the same contract number or enter a new one.
- e. To exit this screen, press [DELETE]. The Random Survey Menu is displayed.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

10.2.5 Add/Update Contract Data Screen AJK-206 - Update Option. When dining facility activity codes are on file for the contract number and type service you enter on Screen AJK-209, they are displayed on this screen (fig. 10.2-3). Up to nine activity codes and names can be displayed at a time. The cursor is positioned in the ACTIVITY CODE field for the first dining facility.

DATE: 15 Aug 95		AJK-206
ADD / UPDATE CONTRACT DATA		
FOR CONTRACT NUMBER DABT60 - 94 - F - 2222		
(FULL FOOD SERVICE)		
ACTIVITY CODE	DINING FACILITY NAME	
P3700	266TH QM BN ACTIVE ARMY	F1 Key add a dining facility
P3702	253D QM BN ACTIVE ARMY	F2 Key delete a dining facility
P9030	202D MEDICAL BN	Delete a blank line
P4200	HQ TRAINING BDE	F3 Key advance to next page
U		F4 Key return to previous page
		<ESC> Key Update Database
		<DEL> Key interrupt processing
		Use Arrow & ENTER keys to move between fields and rows
Enter dining facility activity code and press ENTER		

Figure 10.2-3. Add/Update Contract Data Screen (AJK-206)- UPDATE.

- a. Use the following keys to review and change your entries.
  - (1) To review the list by line, use the [ENTER] or ARROW keys to scroll forward and back.
  - (2) To view more facilities, use the [F3] key to page forward and [F4] to page back.
  - (3) To add another activity, press [F1] to open a space on the screen. Enter an activity code and press [ENTER]. The dining facility name is displayed.
  - (4) To delete an activity, move the cursor to that activity and press [F2]. That activity is deleted and the next one is displayed.
- b. When you finish your entries, press [ESC]. The Add/Update Contract Data Screen AJK-209 is displayed.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

- c. To exit this screen, press [DELETE]. The Random Survey Menu is displayed.

10.2.6 Interrupt Ring Menu. When you press [DELETE] on Screen AJK-206, this ring menu (fig. 10.2-4) is displayed. Use it to continue processing, start over, return to the Random Survey Menu, or exit processing

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

Figure 10.2-4. Interrupt Ring Menu.

- a. Select A to continue processing and the cursor moves back to the last data entry field you complete.
- b. Select B to start over and the first data entry screen you are working in is displayed.
- c. Select R and the Random Survey Menu is displayed.
- d. Select X and the system login screen is displayed.

10.2.7 Outputs. No reports are printed during this process.

## 10.3 Add/Update Dining Facility Closed Dates Subfunction.

- a. Use this subfunction to select dining facility closures for the month (current or next). This subfunction contains two processes and two exit options.
  - (1) Current Month (para 10.3.1).
  - (2) Next Month (See note on page 10-8).
  - (3) Exit the Dining Facility Closed Dates - Month Selection Menu and return to the Random Survey Menu or system login screen.

b. To access the Dining Facility Closed Dates - Month Selection Menu from the IFA Options Menu, select the options in figure 10.3-1.

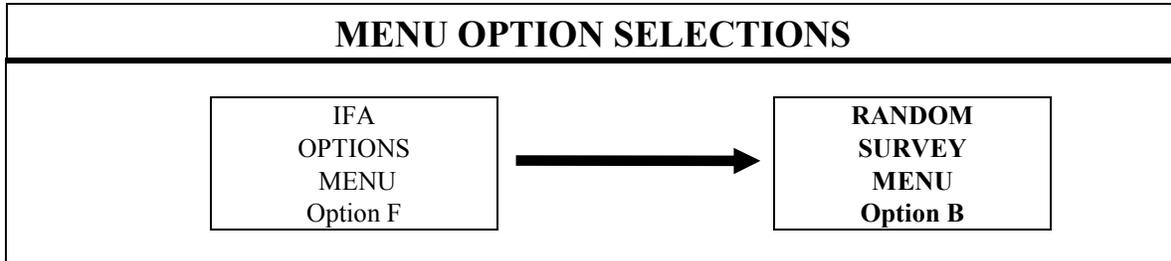


Figure 10.3-1. Dining Facility Closed Dates - Month Selection Menu Selection.

c. The Dining Facility Closed Dates - Month Selection Menu (fig. 10.3-2) is displayed.

```

DINING FACILITY CLOSED DATES MONTH SELECTION MENU:  A B C R X
Enter closed dates for current month

DATE:  15 Aug 95          DINING FACILITY CLOSED DATES          AJK-204
                           MONTH SELECTION MENU

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

      OPTION CODE  RING MENU SELECTION OPTIONS
          A        CURRENT MONTH
          B        NEXT MONTH
          R        RETURN TO RANDOM SURVEY MENU
          X        EXIT FROM IFA PROCESSING

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

Figure 10.3-2. Dining Facility Closed Dates - Month Selection Menu.

**NOTE:** Processing steps and screens are the same for options A and B. Paragraphs 10.3.1 thru 10.3.7 cover the processing steps for both. Figures 10.3-3 thru 10.3-6 are examples for option A. To process closing dates for next month, select B from the menu.

10.3.1 Current Month Process. Use this process to select the days of the month each dining facility will be closed. To select a valid closure date, the dining facility must not be scheduled to provide meal service on that day. If the dining facility is scheduled to provide service for one meal period, it is considered open for that day. This information is used in calculating the lot size stated in your contract on the PRS. The PRS defines lot size as "the total number of operational days for all facilities each month."

**NOTE:** Dining facility closures will reduce the lot size and may affect the number of required inspections for the evaluation month.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**C2, 1 September 1994**

10.3.2 Processing Restrictions. The current month's schedule includes entries from tomorrow's date until the end of the month. Because of this, it is not necessary to change closing dates for the current date or earlier.

10.3.3 Processing Materials. If available, the dining facility closing date schedule for this month and next.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**C2, 1 September 1994**

10.3.4 Add/Update Dining Facility Closed Dates for Month of \_\_\_\_\_ Screen AJK-205. To begin selecting or updating closing dates for the current month, select A from the Dining Facility Closed Dates - Month Selection Menu. The Add/Update Dining Facility Closed Dates for the Month of \_\_\_\_\_ Screen (fig. 10.3-3) is displayed. The cursor is positioned in the ACTIVITY CODE field.

DATE: 15 Aug 95	AJK-205
ADD / UPDATE DINING FACILITY CLOSED DATES FOR MONTH OF AUG	
ACTIVITY CODE: P37000	
(This process updates the dining facility schedule of closings. Please enter the activity code of the dining facility for which you wish to enter closed dates.)	
PRESS <DELETE> TO INTERRUPT PROCESSING.	

Figure 10.3-3. Add/Update Dining Facility Closed Dates for the Month of \_\_\_\_\_ Screen (AJK-205) - CURRENT MONTH.

a. Enter the activity code and press [ESC]. The Dining Facility Closed Dates During the Month of \_\_\_\_\_ Screen AJK-210 (fig. 10.3-4) is displayed.

OR

b. Press [DELETE] to end processing. The Dining Facility Closed Dates - Month Selection Menu is displayed.

## AIS Manual 25-L37-AJK-ATT-EM-3 C2, 1 September 1994

10.3.5 Dining Facility Closed Dates During The Month of      Screen AJK-210. Use this screen (10.3-4) to select only scheduled closure dates (for this month or next) in each dining facility. Remember, if the dining facility is open for one or more meal periods per day **DO NOT** select it for closure. The cursor is positioned next to the first day of the month. When you select days earlier than the current date, they are not used in calculating the lot size.

DATE: 15 Aug 95		DINING FACILITY CLOSED DATES FOR 266TH QM BN ACTIVE ARMY DURING THE MONTH OF AUG					AJK-210	
SUN	MON	TUE	WED	THUR	FRI	SAT		
		1	2	3	4	5	X	
6	X	7	8	9	10	11		12
13		14	15	16	17	18	X	19
20	X	21	22	23	24	25		26
27		28	29	30	31			
ENTER 'X' NEXT TO DATES WHEN THE DINING FACILITY WILL BE CLOSED.								
PRESS <ESC> WHEN FINISHED. <DELETE> TO INTERRUPT PROCESSING.								

Figure 10.3-4. Dining Facility Closed Dates for the Month of \_\_\_\_ Screen (AJK-210).

a. Selecting Closed Dates. Use the [ENTER] or ARROW keys to move the cursor to the day you want. To select that day, enter X and the cursor moves to the next day of the month. **NOTE:** When you enter X to choose a Saturday closing, you must press [ENTER] to move the cursor to the next field.

b. Repeat step a. until you finish selecting all closing dates.

c. When you finish your entries, press [ESC]. The following messages are displayed: **NEW CLOSED DATES HAVE BEEN ADDED. PRESS ENTER TO CONTINUE.**

d. Press [ENTER] and the Add/Update Dining Facility Closed Dates For Month of \_\_\_\_ Screen AJK-205 is displayed.

e. Changing Closed Dates. To select another day, move the cursor to that day and enter X.

f. To delete a day previously selected, move the cursor to that day and press the [SPACE BAR]. The X is deleted.

g. When you finish making changes, press [ESC]. The following messages are displayed: **CLOSED DATES HAVE BEEN MODIFIED. PRESS ENTER TO CONTINUE.**

h. Press [ENTER] and the Add/Update Dining Facility Closed Dates for Month of \_\_\_\_ Screen AJK-205 is displayed.

i. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 10.3.6 for processing instructions.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**C2, 1 September 1994**

10.3.6 Interrupt Ring Menu. When you press [DELETE] on Screen AJK-210, this ring menu (fig. 10.3-5) is displayed. Use it to continue processing, start over, return to the Add/Update Dining Facility Closed Dates for Month of \_\_\_\_\_ Screen AJK-205, or exit processing.

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

Figure 10.3-5. Interrupt Ring Menu.

- a. Select A to continue processing and the cursor moves back to the last data entry field you complete.
- b. Select B to start over and the first data entry screen you are working in is displayed.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**C2, 1 September 1994**

c. Select R and the Add/Update Dining Facility Closed Dates For Month of \_\_\_\_ Screen AJK-205 is displayed.

d. Select X and the system login screen is displayed.

10.3.7 Outputs. No reports are produced during this process.

10.4 Print Random Surveillance Schedule Subfunction.

a. Use this subfunction to print a random surveillance schedule. The schedule contains the contract number(s) and type(s) of service scheduled for inspection by dining facility and day. Random surveillance inspections (surveys) must be conducted based on the schedule you print. This subfunction contains two processes and two exit options.

(1) Current Month (para 10.4.1).

(2) Next Month (See note on page 10-12).

(3) Exit the Random Surveillance Schedule - Month Selection Menu and return to the IFA Options Menu or system login screen.

b. To access the Random Surveillance Schedule - Month Selection Menu from the IFA Options Menu, select the options in figure 10.4-1.

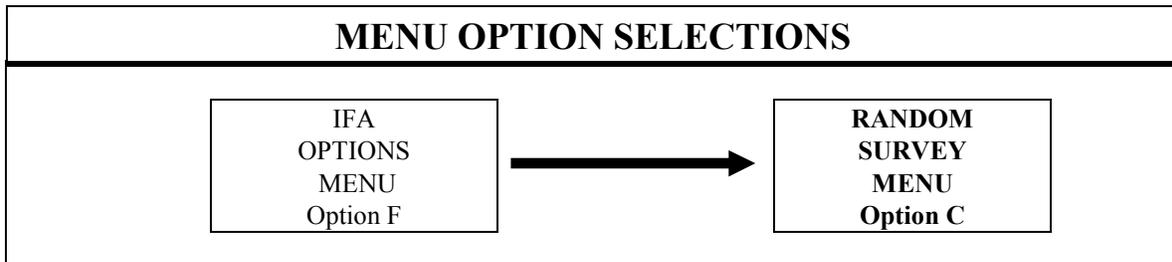


Figure 10.4-1. Random Surveillance Schedule - Month Selection Menu Selection.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**C2, 1 September 1994**

c. The Random Surveillance Schedule - Month Selection Menu (fig. 10.4-2) is displayed.

```
RANDOM SURVEILLANCE SCHEDULE MONTH SELECTION MENU:  A B C R X
Print report for current month

DATE:  15 Aug 95          RANDOM SURVEILLANCE SCHEDULE          AJK-207
                           MONTH SELECTION MENU

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

      OPTION CODE  RING MENU SELECTION OPTIONS

          A        CURRENT MONTH

          B        NEXT MONTH

          R        RETURN TO IFA MENU

          X        EXIT FROM IFA PROCESSING

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

Figure 10.4-2. Random Surveillance Schedule - Month Selection Menu.

**NOTE:** Processing steps and screens are the same for options A and B. Paragraphs 10.4.1 thru 10.4.6 cover the processing steps for both. Figures 10.4-3 and 10.4-4 are examples for option A. To print survey schedules for next month, select B from this menu.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**C2, 1 September 1994**

10.4.1 Current Month Process. Use this process to print a list of the random surveys scheduled for the current month.

10.4.2 Processing Restrictions. None.

10.4.3 Processing Materials. None.

10.4.4 Random Survey Sample Size Selection For Month of \_\_\_\_\_ Screen AJK-208. To print surveys scheduled for the current month, select A from the Random Surveillance Schedule - Month Selection Menu. The Random Survey Sample Size Selection for Month of \_\_\_\_\_ Screen (fig. 10.4-3) is displayed.

DATE: 15 Aug 95				AJK-208
RANDOM SURVEY SAMPLE SIZE SELECTION FOR MONTH OF AUG				
CONTRACT NUMBER	TYPE SERVICE	LOT SIZE	SAMPLE SIZE	
DABT60 - 90 - D - 0099	FULL FOOD	13	12	
DABT60 - 92 - D - 0003	FULL FOOD	52	45	
DABT60 - 92 - D - 0044	FULL FOOD	11	11	
DABT60 - 93 - D - 0123	FULL FOOD	44	32	
DABT60 - 93 - F - 1056	FULL FOOD	37	20	
DABT60 - 93 - G - 0206	DINING FAC ATTENDANT	47	42	
DABT60 - 94 - F - 0311	FULL FOOD	34	0	
DABT60 - 93 - F - 0406	FULL FOOD	26		
DABT60 - 93 - F - 0221	FULL FOOD	39		
DABT60 - 94 - H - 0222	MGMT AND FOOD PRODUCTION	37		
Enter sample size				

Figure 10.4-3. Random Survey Sample Size Selection for Month of \_\_\_\_\_ Screen (AJK-208) - CURRENT MONTH.

a. The contract number, type service facility, and lot size are displayed. The cursor is positioned in the SAMPLE SIZE field. The cursor stays in this field throughout processing.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**C2, 1 September 1994**

b. Using MIL-STD-105E, enter a sample size that corresponds with the lot size and inspection level and press [ESC]. Your sample size is the number of units that will be inspected out of the lot size.

NOTE: There are seven inspection levels to choose from. Use INSPECTION LEVEL II unless otherwise approved.

c. When the size you enter is too large, a message is displayed showing the maximum number you can enter. The message **PROCESSING - PLEASE WAIT** is displayed while the survey data is gathered for that contract. When there is more than one contract number on file, the next one is displayed.

OR

d. To skip a contract number or service type, press [ENTER] with no entry. The next contract number is displayed.

e. When you finish your entries, press [ESC]. A message is displayed: **ENTER NUMBER OF COPIES (1 - 10) REQUIRED, AND PRESS <ENTER>:**

f. Enter the number of copies you want and press [ENTER]. The Monthly COR/QAE Random Surveillance Schedule for Month of \_\_\_\_\_ Report (PCN AJK-GQ1) is printed. After the report is printed, a message is displayed: **REPORT HAS BEEN PRINTED. PRESS ENTER TO CONTINUE.**

g. Press [ENTER] and the Random Survey Menu is displayed.

h. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 10.4.5 for processing instructions.

# AIS Manual 25-L37-AJK-ATT-EM-3

## C2, 1 September 1994

10.4.5 Interrupt Ring Menu. This ring menu (fig. 10.4-4) is displayed when you press [DELETE]. Use it to continue processing, start over, return to the Random Survey Menu, or exit processing.

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

Figure 10.4-4. Interrupt Ring Menu.

- a. Select A to continue processing and the cursor moves back to the last data entry field you complete.
- b. Select B to start over and the first data entry screen you are working in is displayed.
- c. Select R and the Random Survey Menu is displayed.
- d. Select X and the system login screen is displayed.

### 10.4.6 Outputs.

- a. The COR/QAE Random Surveillance Schedule For Month of \_\_\_\_ Report (PCN AJK-GQ1) is printed. See appendix C for an example of this report. All AFMIS reports used for contract operations become part of the contract file.
- b. AR 25-400-2 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. 715k, Contract Actions.
  - (2) Disposition: Destroy 6 years and 3 months after final payment.

**1 July 2001**

**APPENDIX A**

**Section 1  
Abbreviations  
and Acronyms**

**ACCT**  
account

**ACT**  
activity

**ADJ**  
adjustment

**ADPE**  
automatic data  
processing  
equipment

**ADS**  
Application  
Development System

**AFMIS**  
Army Food Management  
Information System

**AHC**  
Automated Headcount

**AIS**  
Automated  
Information System

**ALC**  
A La Carte

**ALW**  
allowance

**AMT**  
amount

**ARNG**  
Army National Guard

**AUTH**  
authorized

**AUTODIN**  
Automatic Digital  
Network

**BAL**  
balance

**BAS**  
basic allowance  
for subsistence

**BCH**  
brunch

**BDFA**  
basic daily food  
allowance

**BOH**  
balance on hand

**BPA**  
blanket purchase  
agreement

**BRK**  
breakfast

**BRN**  
brunch

**BRT**  
B-Ration issue

**CAL**  
calories

**CASCOM**  
Combined Arms  
Support Command

**CBT**  
Computer-Based  
Training

**CFB**  
carried forward  
balance

**COB**  
close of business

**COI**  
Chief of  
Installation

**CST**  
BDFA meal cost  
and supplemental  
allowance update

**CUM**  
cumulative

**CUR**  
current

**CUST ID**  
customer  
identification code

**DA**  
Department of the  
Army

**DAAS**  
Defense Automated  
Address System

**DCL**  
Development Center  
Lee

**DCSLOG**  
Deputy Chief of  
Staff Logistics

**DDT**  
DF to DF transfer

**DESC**  
description  
dining facility

**DFF**  
Delivery Frequency  
File

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

**DFO**

Dining Facility  
Operations/Dining  
Facility Operations  
Subsystem

**DFX**

Dining Facility  
Transmission File

**DIC**

document  
identification code

**DIN**

dinner

**DISMS**

Defense Integrated  
Subsistence  
Management System

**DLA**

Defense Logistics  
Agency

**DOD**

Department of  
Defense

**DODAAC**

Department of  
Defense Activity  
Address Code

**DOIM**

Directorate/Director  
of Information  
Management

**DMR**

*discount meal rate*

**DON**

document number

**DSCP**

Defense Supply Center  
Philadelphia

**DSO**

dinner short order

**DSO**

Defense Subsistence  
Office

**DT**

date

**DVD**

direct vendor  
delivery

**EM**

End User Manual

**ERF**

Equipment  
Replacement Function

**ESC**

escape key

**EST**

estimated

**FAO**

finance and accounting  
office

**FD**

Functional  
Description

**FFAVORS**

Fresh Fruit and  
Vegetable Ordering  
System

**FORSCOM**

U.S. Army Forces  
Command

**FSC**

Federal Supply Class

**FSO**

food service officer

**FSS**

food service  
sergeant

**H/C**

headcount

**HC**

headcount

**HDCT**

headcount

**IAW**

in accordance with

**ICP**

Interim Change  
Package

**IFA**

Installation Food  
Advisor/Installation  
Food Advisor  
Subsystem

**IFF**

Issue Frequency File

**INV**

inventory

**IPD**

issue priority  
designator

**ISA**

issue adjustment

**ISR**

issue reversal

**ISS**

issue

**IUF**

Installation Uniques  
File

**LCH**

lunch

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

<b>LP</b> local purchase	<b>OM</b> Computer Operations Manual	<b>RIC</b> routing identifier code
<b>LSO</b> lunch short order	<b>OMA</b> Operation and Maintenance Army	<b>RIF</b> Recipe Instruction File
<b>LUN</b> lunch	<b>PA</b> Proponent Agency	<b>RIN</b> Recipe Ingredient File
<b>MAP</b> Military Assistance Program	<b>PAC</b> Personnel Action Center	<b>RISA</b> Reimbursable Issues/Sales Account
<b>MCN</b> management control number	<b>PCN</b> product control number	<b>ROQ</b> recommended order quantity
<b>MIF</b> Master Item File	<b>PD</b> Payroll Deduction	<b>ROS</b> report of survey
<b>MIS</b> Management Information System	<b>PORT</b> portion	<b>RQN</b> requisition
<b>ML</b> meal	<b>POS</b> Point Of Sale	<b>S/C</b> surcharge
<b>MON</b> monetary	<b>QTY</b> quantity	<b>SCP</b> Software Change Package
<b>MPA</b> Military Personnel Army	<b>RBP</b> ration breakdown point	<b>SD</b> System Developers Manual
<b>MPP</b> Menu Planning Program	<b>RCM</b> reduced price commissary items	<b>SEIP</b> Standard Engineering Installation Package
<b>NBK</b> night breakfast	<b>RCP</b> recipe	<b>SIK</b> subsistence in kind <i>SMR</i> <i>standard meal rate</i>
<b>NDN</b> night dinner	<b>RCT</b> receipt	<b>SOC</b> statement of charges
<b>NLT</b> not later than	<b>RDD</b> required delivery date	<b>SOP</b> standing operating procedure
<b>NSN</b> national stock number	<b>RHF</b> Recipe Header File	

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

**SQL**

source query language

**SSA**

Supply Support Activity

**STARFIARS**

Standard Army Financial Inventory, Accounting, and Reporting System

**STAT**

status

**TIIN**

TISA item identification number

**TISA**

Troop Issue Subsistence Activity/Troop Issue Subsistence Activity Subsystem

**TISO**

Troop Issue Subsistence Officer

**TOD**

today

**TOT**

total

**TRA**

turn-in adjustment

**TRADOC**

U.S. Army Training and Doctrine Command

**TRF**

Transaction Register File

**TRI**

transfer-in (TISA to TISA)

**TRN**

turn-in

**TRO**

transfer-out (TISA to TISA)

**TRR**

reversed turn-in

**TTI**

TSA test item

**UAC**

underdrawn account adjustment

**U/I**

unit of issue

**UM**

unit of measure

**U/P**

unit price

**UPR**

unit price

**USAR**

U.S. Army Reserve

**UUCP**

UNIX to UNIX Copy

**VIF**

Vendor Information File

**VRGC**

voucher register and general control

**WT**

weight

**XFR**

transfer

**Section 2**

**Terms**

**Acronym**

An artificial word formed from the first letter of each word (e.g., TISA from Troop Issue Subsistence Agency)

**Alphabetic (A)**

The characteristic of being formed wholly by letters of the alphabet.

**Alphanumeric (AN)**

The characteristic of being formed by alphabetic, numeric, or a combination of alphabetic and numeric characters.

**Application program**

A set of computer instructions that allows you to complete a specific task; for example, order entry, invoicing, word processing.

**Backup copy**

A duplicate copy of a volume, directory, or file that is archived, copied on a floppy diskette, or archived on a tape cartridge.

**Baseline**

A version of the computer program. Expressed as a number; for example, SCP 04.

**Baud rate**

Number of signaling elements (bits) transmitted per second.

**Booting**

Bringing the system up so that it can be used.

**Buffer**

A temporary storage for data waiting to be printed so the CPU can do other tasks.

**Discount Meal Rate(DMR)**

The DMR consists of Food Cost only. This is the meal rate paid by family members of personnel in the grades of E-4 and below.

**Edit**

To make changes, additions, or deletions to a file, document, program, or data.

**Function key**

One of 14 keys in a horizontal row across the top of the keyboard. Labeled F1 thru F14. Used to perform a transaction or to manipulate the screen.

**Function key set**

Display on a screen of the name(s) of one or more of the function keys. The purpose is to identify the key to use to perform a selected function. The display shows the name of the function (insert, delete, etc.).

**Hardcopy**

Any form of information or data displayed on paper.

**Hardware**

The physical components that make up the computer system, including the monitor, keyboard, printer, etc.

**Highlight**

A steady light, horizontal in shape, that covers a data field on the screen. Notifies the operator to select a process or transaction name from a list and enter that name. Sometimes called highlighter.

**Initialization**

The process of preparing a diskette by formatting it, testing it for surface defects, writing control structures on it, and creating files.

**Inquiry**

Asking/inquiring/accessing a database for information. Also called query.

**Interface**

A process or piece of hardware designed to make two different systems or devices work together.

**Intensive Management Code**

A code used to identify a subsistence item for intensive management.

**Inventory Management**

The dollar value of all subsistence items in inventory.

**Keyboard**

The part of the computer which allows you to enter data manually.

**Key data**

Groups of characters, usually a field, used to identify or locate a record.

**1 July 2001**

**Logon (verb)**

To sign on to the system.

**Logout (verb)**

To sign out when an operator has finished.

**Modem**

A unit that modulates and demodulates digital information; a device which translates digital signals to analog signals; enabling transmission of the information across communication lines which may be commercial telephone lines or field and radio.

**Monitor**

The part of the computer that displays information on television-like units. Also called a screen or terminal.

**Password**

A security measure. Can be assigned to a user, device, volume, directory, file, or process. Once assigned, the password is needed to gain access to the designated levels of the system.

**Power-down**

Term used to describe the steps for turning off the computer.

**Power-up**

Term used to describe the steps for turning on the computer.

**Printer**

The part of the system that produces printed (hard copy) output.

**Problem report**

The notification from a user to report a software problem.

**Process**

To carry out a function.

**Program**

A logically arranged set of instructions defining the operations that the computer performs.

**Prompt**

A signal from the computer indicating that it is ready to receive a response from the operator.

**Query (verb or noun)**

See Inquiry.

**Queue**

A waiting line created by the computer when it can't take action immediately.

**Spooler**

Means by which output is placed in a queue (temporary holding area) to await transmission for printing.

**Standard Meal Rate(SMR)**

The meal rate paid by all personnel except family members of personnel in the grades of E-4 and below. The SMR consists of Food Cost and Operating Expense.

**System Administrator**

The person responsible for planning and controlling the use of hardware and software.

**Transaction**

Action (e.g., add, delete) on a record or group of records.

**APPENDIX B**

System Error Messages

B-1 UNIX Error Recovery Codes. Report system errors to the SA. Tell him/her what process you were operating when the error occurred.

B-2 INFORMIX Application Program Error Recovery Codes.

<u>MESSAGE</u>	<u>ACTION REQUIRED</u>
DATABASE ERROR HAS OCCURRED! NOTIFY POC!	Contact the SA and give the name of the process you were operating when the error occurred.
UPDATE ABORTED, SYSTEM ERROR. NOTIFY POC. PRESS ENTER TO EXIT PROCESS.	Press [ENTER] to exit the process. Contact the the SA and give the name of the process you were operating when the error occurred.
DATABASE ERROR HAS OCCURRED! NOTIFY POC. PRESS ENTER TO EXIT PROCESS.	Same as above.
A SYSTEM PROBLEM HAS OCCURRED. CONTACT CAO. PRESS ENTER TO EXIT PROCESS.	Same as above.
DATABASE ERROR. CONTACT CAO. PRESS ENTER TO EXIT PROCESS.	Same as above.
DATABASE PROBLEM HAS OCCURRED. CONTACT POC. PRESS ENTER TO EXIT PROCESS.	Same as above.
UPDATE ABORTED. PRESS ENTER TO EXIT PROCESS. NOTIFY POC.	Same as above.
UPDATE ABORTED. TABLE NOT UPDATED. NOTIFY POC!	Same as above.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

B-3 Section 5. Management Information Reports Error Recovery Codes.

B-3.1 Dining Facility Operation Summary Report.

<u>MESSAGE</u>	<u>ACTION REQUIRED</u>
ACTIVITY CODE (_____) HAS UNAVAILABLE DATA.	If this is an active dining facility, have the SA check the Customer Account Header File. Data may be missing from the file for this dining facility.
ACTIVITY (_____) WAS NOT FOUND.	Enter a different activity code and press [ENTER].

B-3.2 Deleted.

B-4 Section 6. Management Information Inquiry Error Recovery Codes.

B-4.1 Deleted.

B-4.2 Recipe Review and Cost Inquiry Subfunction.

<u>MESSAGE</u>	<u>ACTION REQUIRED</u>
RECIPE NUMBER IS NOT ON FILE.	Enter a different recipe number and press [ENTER].

B-4.3 Inventory Value/Objective Inquiry Subfunction.

<u>MESSAGE</u>	<u>ACTION REQUIRED</u>
NO ACCOUNT WAS FOUND FOR THIS ACTIVITY (_____) ON DATE (_____).	Enter a different date and press [ENTER].
ACTIVITY (_____) WAS NOT FOUND.	Enter a different activity code and press [ENTER].

B-4.4 Master Item File Inquiry Subfunction.

<u>MESSAGE</u>	<u>ACTION REQUIRED</u>
NSN NOT ON MIF FILE.	Enter a different NSN and press [ENTER].

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## B-5 Section 7. File Maintenance Error Recovery Codes.

### B-5.1 Master Menu File Maintenance - Add Subprocess.

<u>MESSAGE</u>	<u>ACTION REQUIRED</u>
INVALID RECIPE NUMBER, REENTER.	Enter a different recipe number and press [ENTER].
DUPLICATE RECIPE NUMBER	Move the cursor to the recipe and press [F2]. The duplicate recipe number is deleted.

### B-5.2 Master Menu File Maintenance - Change Subprocess.

<u>MESSAGE</u>	<u>ACTION REQUIRED</u>
NO MENU (_____) FOR MENU DATE/DAY (_____) AND MEAL.	Enter another menu date/day and meal and press [ENTER].
INVALID RECIPE NUMBER, REENTER.	Enter a different recipe number and press [ENTER].
DUPLICATE RECIPE NUMBER	Move the cursor to the recipe and press [F2]. The duplicate recipe number is deleted.

### B-5.3 Recipe Header File Maintenance - Add Subprocess.

<u>MESSAGE</u>	<u>ACTION REQUIRED</u>
RECIPE NUMBER ALREADY EXISTS .	Enter a different recipe number and press [ENTER].

### B-5.4 Recipe Header File Maintenance - Change Subprocess.

<u>MESSAGE</u>	<u>ACTION REQUIRED</u>
RECIPE NUMBER NOT FOUND.	Enter a different recipe number and press [ENTER].

### B-5.5 Recipe Header File Maintenance - Delete Subprocess.

<u>MESSAGE</u>	<u>ACTION REQUIRED</u>
RECIPE NUMBER NOT FOUND.	Enter a different recipe number and press [ENTER].

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

## B-5.6 Recipe Instruction File Maintenance - Change Subprocess.

<u>MESSAGE</u>	<u>ACTION REQUIRED</u>
RECIPE NUMBER NOT FOUND.	Enter a different recipe number and press [ENTER].
NO RECIPE INSTRUCTIONS FOR RECIPE NO (_____) FOUND.	Complete the Recipe Instruction File Add subprocess for this recipe, or enter a different recipe number and press [ENTER].

## B-5.7 Recipe Instruction File Maintenance - Delete Subprocess.

<u>MESSAGE</u>	<u>ACTION REQUIRED</u>
RECIPE NUMBER NOT FOUND.	Enter a different recipe number and press [ENTER].
NO RECIPE INSTRUCTIONS FOR RECIPE NO (_____) FOUND.	Enter a different recipe number and press [ENTER].

## B-5.8 Recipe Ingredient File Maintenance - Change Subprocess.

<u>MESSAGE</u>	<u>ACTION REQUIRED</u>
RECIPE NUMBER NOT FOUND.	Enter a different recipe number and press [ENTER].
NO RECIPE INGREDIENTS FOR RECIPE NO (_____) - FOUND.	Complete the Recipe Ingredient File Add subprocess for this recipe, or enter a different recipe number and press [ENTER].

## B-5.9 Recipe Ingredient File Maintenance - Delete Subprocess.

<u>MESSAGE</u>	<u>ACTION REQUIRED</u>
RECIPE NUMBER NOT FOUND.	Enter a different recipe number and press [ENTER].
NO RECIPE INGREDIENTS FOR RECIPE NO (_____) FOUND.	Enter a different recipe number and press [ENTER].

**APPENDIX C**

**Outputs**

C-1 Outputs.

a. The IFA Subsystem produces numerous reports. Each hard copy report is identified by a Product Control Number (PCN) and is discussed in this appendix.

b. The following list shows the reports in PCN sequence.

AJK-D21	DFO Personnel Data Inquiry Report
AJK-D31	DFO Headcount/Cash Collected Data Inquiry Report
AJK-D51	DFO Finance and Accounting Data Inquiry Report
AJK-D61	DFO Monthly Headcount/Cash Collected Report
AJK-D71	DFO Verification HC/Cash Collection Report
AJK-D72	DFO Total Food Cost/OMA Turn-In Report
AJK-G41	IFA Installation Cumulative Headcount Report by Dining Facility
AJK-G42	IFA Installation Consolidated Headcount Report by Date
AJK-G81	IFA Recipe Review Report
AJK-GA1	IFA Master Item File Report
AJK-GG1	IFA Operation Summary Report
AJK-GJ1	IFA Field Menu Report
AJK-GJ2	IFA Field Menu Report - Box Lunch
AJK-GK1	IFA Master Menu File Report
AJK-GN1	IFA NSN Exception List Report
AJK-GP1	IFA Recapitulation of Master Menu Issues Report
AJK-GQ1	Monthly COR/QAE Random Surveillance Schedule for Month of ____ Report
AJK-GS1	IFA Missing Menu dates From Master Menu File for ____ and ____ Report
AJK-GS2	IFA Global Master Menu Negative Report
AJK-GV1	IFA Recipe Number and NSN Exception List Report
AJK-GV2	IFA Recipe Cost Program Error Report
AJK-GV3	IFA Report of Recipe Cost Which Exceeds Limits
AJK-H02	IFA On Line Tenant Report
AJK-H03	IFA Dining Facility Equipment Budget Worksheet for ____ Report
AJK-H04	IFA Dining Facility Equipment Authorization Report
AJK-H05	IFA LIN to NSN Cross Reference and Life Expectancy Report
AJK-H21	IFA Dining Facility Equipment Replacement Report for Budget Year
AJK-H31	IFA Dining Facility Equipment Summary Report
AJK-H41	IFA Dining Facility Equipment Inventory Report

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

AJK-HR1	IFA Meal Cost Report
AJK-HT1	IFA List of All Unique NSN's That Were Added to MIF Report
AJK-IF1	DFO Participation Rate Report
AJK-IH1	IFA Missing Menu Dates From Master Menu File for _____ Report
AJK-IH2	IFA Negative Report
AJK-III	IFA Completion of Year Change for _____ on the MMF Report
AJK-IJ1	IFA Deleting of the MSTMENU on the DFO Database Report
AJK-JB1	IFA Dining Facility Inquiry Access Roster Report
AJK-JD1	Dining Facility Operation Cook's Status Report
AJK-JE1	IFA Food Service Authorization Document Report
AJK-JF1	IFA Personnel Status Report
AJK-JF2	IFA Installation Personnel Loss Report
AJK-JF3	IFA Dining Facility Personnel Loss Report
AJK-N41	DFO Disposition of Subsistence Report
AJK-N42	Percent Deviation Report
AJK-O11	DFO Previous Account Status Report.
AJK-OC1	DFO Dining Facility File Report
AJK-OM1	DFO Headcount History Inquiry Report
AJK-OM2	DFO Headcount Projection Inquiry Report
AJK-OO1	DFO Recipe Index Report
AJK-PC1	DFO Earnings and Expenditures Report
AJK-PG1	DFO Current Account Status Report
AJK-PK1	DFO Inquiries, Extended Recipe Inquiry Report
AJK-PO1	IFA Missing Menu Dates From _____ to _____ on MSTMENU Report
AJK-PO2	IFA Master Menu - Year Change Negative Report
AJK-PR1	IFA Dining Facility Inventory Report

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-2 DFO Personnel Data Inquiry Report, PCN AJK-D21 (fig. C-1).

DATE PREPARED: 09/23/1995	PCN: AJK-D21
ACTIVITY CODE: YDF001	
DINING FACILITY OPERATIONS PERSONNEL DATA INQUIRY	
ACTIVITY NAME: 240TH QMS	
FOOD SERVICE OFFICER	FOOD OPERATIONS SERGEANT
NAME: TOM JOHNSON	NAME: JOHNNIE E. COLEY
RANK: CPT	RANK: MSG
TITLE: FSO	TITLE: FSS
RESPONSIBLE COMMANDER	
NAME: THOMAS DONNELLY RANK: MAJ TITLE: CO	
PAGE: 1	

Figure C-1. DFO Personnel Data Inquiry Report (example).

- a. This report is produced in the Dining Facility Personnel Data Inquiry subprocess (section 6).
- b. The report lists the name, rank, and title of the food service officer, food operations sergeant, and responsible commander for the dining facility activity code you reviewed. This data is used for DFO report signature blocks.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-3 DFO Headcount/Cash Collected Data Inquiry Report, PCN AJK-D31 (fig. C-2).

DINING FACILITY OPERATIONS							
DATE: 03/23/1997	HEADCOUNT/CASH COLLECTED DATA INQUIRY				PCN: AJK-D31		
ACTIVITY CODE: YDF001							
MEAL DATE: 03/23/1997							
	-----HEADCOUNT-----					FOOD COST	OMA FUNDS
	SIK	PD	FAO	SMR	DMR		
BREAKFAST:	396	0	0	11	0	\$8.80	\$2.20
LUNCH:	416	0	0	20	0	\$33.00	\$6.25
DINNER:	382	0	0	9	0	\$14.85	\$2.15
BRUNCH:	0	0	0	0	0	\$0.00	\$0.00
SUPPER:	0	0	0	0	0	\$0.00	\$0.00
NIGHT BRK:	0	0	0	0	0	\$0.00	\$0.00
NIGHT DIN:	0	0	0	0	0	\$0.00	\$0.00
MEAL DATE: 03/22/1997							
	-----HEADCOUNT-----					FOOD COST	OMA FUNDS
	SIK	PD	FAO	SMR	DMR		
BREAKFAST:	390	0	0	11	0	\$8.80	\$2.20
LUNCH:	410	0	0	20	0	\$33.00	\$6.25
DINNER:	378	0	0	9	0	\$14.85	\$2.15
BRUNCH:	0	0	0	0	0	\$0.00	\$0.00
SUPPER:	0	0	0	0	0	\$0.00	\$0.00
NIGHT BRK:	0	0	0	0	0	\$0.00	\$0.00
NIGHT DIN:	0	0	0	0	0	\$0.00	\$0.00
						END PAGE:	1

Figure C-2. DFO Headcount/Cash Collected Data Inquiry Report (example).

- a. This report is produced in the Headcount/Cash Collected Data Inquiry subprocess (section 6).
- b. The report lists the headcount, food cost, and OMA funds by meal for the meal dates selected for the report. Up to 3 meals are reported on each page. The last page has end page to the left of the page number.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-4 DFO Finance and Accounting Data Inquiry Report, PCN AJK-D51 (fig. C-3).

DATE PREPARED: 09/25/1995	PCN: AJK-D51
ACTIVITY CODE: YDF001	
DINING FACILITY OPERATIONS FINANCE AND ACCOUNTING DATA INQUIRY	
DISBURSING OFF 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 GOVT OPERATED	
MAXIMUM CASH ALLOWED AT DINING FACILITY: \$750.00	
NEXT AVAILABLE VOUCHER NUMBER: 22	
PAGE: 1	

Figure C-3. DFO Finance and Accounting Data Inquiry Report (example).

- a. This report is produced in the Finance and Accounting Data Inquiry subprocess (section 6).
- b. The report lists the finance disbursing office data for the DFO Cash Collection Voucher Report (PCN AJK-A07).

**AIS Manual 25-L37-AJK-ATT-EM-3**

**1 July 2001**

C-5 DFO Monthly Headcount/Cash Collected Report, PCN AJK-D61 (fig. C-4).

DATE PREPARED: 11 Apr 1997							PCN: AJK-D61		
ACTIVITY CODE: YDF001									
DINING FACILITY OPERATIONS MONTHLY HEADCOUNT/CASH COLLECTED REPORT									
FOOD COST:		CURRENT CASH ON HAND				OMA FUNDS:		\$2.45	
		\$1992.80				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
							END PAGE: 1		

Figure C-4. DFO Monthly Headcount/ Cash Collected Report (example).

- a. This report is produced in the Headcount /Cash Collected Inquiry subprocess (section 6). A similar report is available for the previous month. The previous month report is also PCN: AJK-D61, but does not have the Current Cash on Hand information.
- b. The report lists the current cash on hand, monthly headcount by meal, and cash totals by meal.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-6 DFO Verification HC/Cash Collection Report, PCN AJK-D71 (fig. C-5).

DATE PREPARED: 11 Apr 19975		PCN: AJK-D71	
ACTIVITY CODE: YDF001			
DINING FACILITY OPERATIONS VERIFICATION HC/CASH COLLECTION REPORT FROM 01 Apr 1997 TO 11 Apr 1997			
BREAKFAST:		LUNCH:	
SIK HC:	6603	SIK HC:	6178
PD HC:	0	PD HC:	0
FAO HC:	0	FAO HC:	0
SMR HC:	246	SMR HC:	202
DMR HC/:	192	DMR HC:	96
TOTAL HC:	7041	TOTAL HC:	6476
FOOD COST:	\$319.70	FOOD COST:	\$474.50
OMA:	\$639.90	OMA:	\$1451.55
DINNER:			
SIK HC:		6354	
PD HC:		0	
FAO HC:		0	
SMR HC:		265	
DMR HC:		192	
TOTAL HC:		68411	
FOOD COST:		\$685.90	
OMA:		\$1272.00	
THERE ARE NO MEALS REPORTED FOR BRUNCH AND SUPPER MEAL COMBINATIONS.			
GRAND TOTAL FOOD COST:		\$1480.10	
GRAND TOTAL OMA:		3363.45	
END PAGE: 1			

Figure C-5. DFO Verification HC/Cash Collection Report (example).

- a. This report is produced in the Headcount/Cash Collected Inquiry subprocess (section 6).
- b. The report lists the headcounts, food costs, OMA charges, total headcounts, total food cost and total OMA charges by meal and grand total food cost and OMA charges for the period selected.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-7 DFO Total Food Cost/OMA Turn-In Report, PCN AJK-D72 (fig. C-6).

DATE PREPARED: 09/15/1995			PCN AJK-D72		
ACTIVITY CODE: YDF005					
DINING FACILITY OPERATIONS TOTAL FOOD COST/OMA TURN IN REPORT					
FROM 08/03/1995 TO 08/25/1995					
DATE PREPARED	VOUCHER NUMBER	FOOD COST	OMA	OVER (SHORT)	TOTAL TURN-IN
08/05/97	47				
	GARRISON	\$499.00	\$201.50		
	FIELD	\$0.00	\$0.00		\$700.50
PERIOD FROM: 08/01/97 TO: 08/03/97					
BOOK NO. 123456 SHEETS 6-8, 11,12					
FIN. VOUCHER NO. FL97-1160 DATE OF TURN-IN 08/07/97					
08/11/95	48				
	GARRISON	\$1473.00	\$369.25	\$1.90	
	FIELD	\$47.50	\$134.00		\$2025.65
PERIOD FROM: 08/02/97 TO: 08/07/97					
BOOK NO. 123456 SHEETS 9,20,13-18					
FIN. VOUCHER NO. FL97-1195 DATE OF TURN-IN 08/14/97					
<b>SIX VOUCHERS WILL APPEAR ON EACH PAGE EXCEPT THE LAST PAGE. THE LAST PAGE WILL HAVE END PAGE NEXT TO THE PAGE NO.</b>					
08/21/97	51				
	GARRISON	\$546.50	\$268.50		
	FIELD	\$0.00	\$0.00		\$815.00
PERIOD FROM: 08/17/97 TO: 08/19/97					
BOOK NO. 123456 SHEETS 42-48, 50					
FIN. VOUCHER NO. FL97-1268 DATE OF TURN-IN 08/22/97					
08/22/97	52				
	GARRISON	\$68.40	\$27.00		
	FIELD	\$0.00	\$0.00		\$95.40
PERIOD FROM: 08/20/97 TO: 08/20/97					
BOOK NO. 123456 SHEETS 49					
FIN. VOUCHER NO. DATE OF TURN-IN					
					PAGE 1

Figure C-6. DFO Total Food Cost/OMA Turn-In Report (example).

- a. This report is produced in the Headcount/Cash Summary Inquiry subprocess (section 6).
- b. The heading of the report lists the date the report was prepared along with the dining facility activity code and range of dates requested on the report. The body of the report lists information for each voucher number in voucher number sequence. The voucher numbers are listed if the FROM or TO date of the period of turn-in falls within the date range selected.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-8 IFA Installation Cumulative Headcount Report by Dining Facility, PCN AJK-G41 (fig. C-7).

PREPARED: 01/25/1995	PCN AJK-G41						
INSTALLATION CUMULATIVE HEADCOUNT REPORT							
REPORT PERIOD FROM 01/01/1995 THRU 01/20/1995							
DODAAC: YDF002	NAME: 244TH QM BN ACTIVE ARMY						
HEADCOUNT							
BREAKFAST	2876						
LUNCH	2927						
DINNER	2388						
BRUNCH	0						
SUPPER	0						
TOTALS	8191						
PAGE: 1							
TOTAL BREAKFAST	33455						
TOTAL LUNCH	34146						
TOTAL DINNER	33366						
TOTAL BRUNCH	0						
TOTAL SUPPER	0						
TOTAL HEADCOUNT	100967						
THE FOLLOWING ACTIVITIES HAD NO HEADCOUNT(S) ENTERED:							
YDF010	YDF011	YDF012	YDF013	YDF014	YDF015	YDF016	YDF017
YDF018	YDF021	YDF023	YDF024	YDF027	YDF040		
END PAGE: 42							

Figure C-7. IFA Installation Cumulative Headcount Report by Dining Facility (example).

- a. This report is produced in the View/Print Cumulative Headcount Report process (section 5).
- b. The report lists headcounts for each active dining facility. The cumulative meal totals, cumulative headcount total, and activities with no headcounts entered are listed on the last page of the report.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-9 IFA Installation Consolidated Headcount Report by Date, PCN AJK-G42 (fig. C-8).

PREPARED: 01/25/1995			PCN AJK-G42			
INSTALLATION CONSOLIDATED HEADCOUNT FOR 01/02/1995						
ACTIVITY	BREAKFAST	LUNCH	DINNER	BRUNCH	SUPPER	TOTAL HC
YDF007	283	322	347	0	0	952
YDF005	313	244	240	0	0	797
YDF003	213	242	207	0	0	662
YDF001	0	0	0	0	0	0
YDF006	583	436	442	0	0	1461
YDF009	182	202	137	0	0	521
YDF002	200	240	198	0	0	638
GRAND TOTALS	1774	1686	1571	0	0	5031

Figure C-8. Installation Consolidated Headcount Report by Date (example).

- a. This report is produced in the View/Print Consolidated Headcount Report process (section 5).
- b. The report lists headcounts, a grand total for each meal, and total headcounts for each dining facility.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-10 IFA Recipe Review Report, PCN AJK-G81 (fig. C-9).

DATE PREPARED: 01 Apr 1997		PCN AJK-G81
INSTALLATION FOOD ADVISOR RECIPE REVIEW		
RECIPE NO: L02500	PORTIONS NEEDED: 100	
RECIPE NAME: LASAGNA	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 W/SOY	12 TBS
1	ONIONS DRY FRESH	3 QTS
2 A	SPICE PEPPER BLACK 1 LB	1 TBS
2 B	SPICE OREGANO 1 - 2 OZ	3/4 CP
2 C *	SPICE THYME 1 - 2 OZ	1 TBS
<b>Report will list all ingredients and instructions. It may contain several pages. This report is designed to be printed on 8.5 x 11 inch paper.</b>		
THE ASTERISK INDICATES THE ITEM IS NOT AVAILABLE FOR ISSUE.		
RECIPE INSTRUCTIONS		
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 C-9. IFA Recipe Review Report (example).

- a. This report is produced in the Recipe Review and Cost Inquiry subfunction (section 6).
- b. The report contains ingredients and instructions used to prepare the selected recipe for the number of portions selected. A separate report is printed for each recipe you select.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-11 IFA Master Item File Report, PCN AJK-GA1 (fig. C-10).

DATE: 02 Jul 95		INSTALLATION FOOD ADVISOR OPERATIONS					PCN AJK-GA1	
ACT CODE: YDF002		MASTER ITEM FILE REPORT						
NSN/MCN	ITEM NAME	U/I	UPK	CUR PRICE	UPK QTY	PER CD	CONV FAC	
8915-00-126-8812	APPLES EATING FRESH	LB	CS	\$0.36	40	P	1.0000	
8915-00-126-8748	BANANAS FRESH	LB	CS	\$0.40	40	P	1.0000	
8915-00-616-0194	CABBAGE	LB	CS	\$0.17	45	P	1.0000	
8915-00-126-8801	CANTALOUPE (SEASONAL)	LB	CS	\$0.67	70	P	1.0000	
<b>Report will list all items designated in the selection criteria. This report is designed to be printed on 14 x 11 inch paper.</b>								
8915-00-143-0931	SPINACH #10	CN	CS	\$1.88	6	S	6.1250	
8915-00-127-9303	TOMATO PASTE #2 1/2	CN	CS	\$1.27	24	S	1.9380	
8915-00-582-4060	TOMATOES #10	CN	CS	\$2.44	6	S	6.3750	
TOTAL ITEMS: 136							END PAGE 3	

Figure C-10. IFA Master Item File Report (example).

- a. This report is produced in the Master Item File Inquiry Subfunction (section 6).
- b. The following information is listed for each item: NSN/MCN, item name, unit of issue, unit pack, unit price, unit pack quantity, perishability code, and conversion code. The reports lists all the data you need to maintain your recipe ingredient file.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-12 IFA Operation Summary Report, PCN AJK-GG1 (fig. C-11).

DATE PREPARED: 01/25/1995		PCN AJK-GG1
DINING FACILITY OPERATION SUMMARY REPORT		
ACTIVITY CODE: YDF002		
ACTIVITY NAME: 298TH MED BN		
VALUE OF SUBSISTENCE ISSUED	:	\$40022.30
DINING FACILITY EARNINGS	:	\$42114.72
DOLLAR VALUE OF VARIANCE	:	\$-2092.42
PERCENT OF VARIANCE	:	-5.0
INVENTORY VALUE	:	\$8415.31
ACTIVITY CODE: P3200		
ACTIVITY NAME: 249Th MP BN		
VALUE OF SUBSISTENCE ISSUED	:	\$125880.65
DINING FACILITY EARNINGS	:	\$123280.66
DOLLAR VALUE OF VARIANCE	:	\$-2599.99
PERCENT OF VARIANCE	:	-2.1
INVENTORY VALUE	:	\$62788.92
PAGE 1		

Figure C-11. IFA Operation Summary Report (example).

- a. This report is produced in the Print All Activities Report and Print One Activity Report processes (section 5).
- b. The report lists the dining facility activity code and name, cumulative value of subsistence issued and cumulative earnings, dollar value, percent of variance, and inventory value. The information is accumulated from the Customer Account Header File.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-13 IFA Field Menu Report, PCN AJK-GJ1 (fig. C-12).

DATE: 17 JUL 95		FILE MAINTENANCE		PCN AJK-GJ1		
TIME: 09:29:35		FIELD MENU REPORT				
14 DAY RESERVE MENU FOR DAY 1						
NSN	ITEM NAME	PER-CD	UI	BRK	LUN	DIN
0000-00-000-0004	WATER, COLD	N	LB	0.00	4.00	8.00
8905-00-177-5017	BEEF STEWING DICED	P	LB	0.00	30.00	0.00
8905-00-965-2128	CHIC CUT UP W/O BACK	P	LB	0.00	0.0	65.00
8915-00-117-3358	LETTUCE UNWR FRESH	P	LB	0.00	0.0	6.50
8915-00-126-8812	APPLES EATING FRESH	P	LB	0.00	9.00	0.00
8915-00-127-8019	CARROT W/O TOP FRESH	P	LB	0.00	0.00	1.25
8915-00-127-8272	APPLESAUCE #10	S	CN	0.00	0.00	0.61
8915-00-127-8922	PARSLEY FRESH	P	LB	0.00	0.00	0.06
8915-00-127-9282	PEAS GREEN #10	S	CN	0.00	3.00	0.00
8915-00-127-9303	TOMATO PASTE #2 1/2	S	CN	0.00	1.93	0.00
8915-00-149-1571	SPICE GARLIC DEHY 12 OZ	S	JR	0.00	0.10	0.08
8915-00-252-3783	CELERY FRESH	P	LB	0.00	0.00	5.80
8915-00-252-3788	CUCUMBERS FRESH	P	LB	0.00	0.00	3.56
8945-00-616-0081	OIL SALAD 1 GAL	P	BT	0.00	0.00	7.00
8945-01-066-8210	SHORTENING 3 LB	S	CN	0.70	0.70	0.00
8950-00-127-8067	SPICE PEPPER BLACK 1 LB	S	CN	0.00	0.04	0.05
				PAGE 1		

Figure C-12. IFA Field Menu Report (example).

- a. This report is produced in the Field Menu Inquiry process (section 7).
- b. The report lists field menu recap items by NSN, item name, perishability code, and unit of issue, as well as issue factors for breakfast, lunch, and dinner meals.

**AIS Manual 25-L37-AJK-ATT-EM-3  
 1 July 2001**

C-14 IFA Field Menu Report - Box Lunch, PCN AJK-GJ2 (fig. C-13).

DATE: 17 JUL 95		FILE MAINTENANCE		PCN AJK-GJ2	
TIME: 09:29:35		FIELD MENU REPORT			
BOX LUNCH MENU NUMBER 1					
NSN	ITEM NAME	PER-CD	UI	QTY	
8905-00-965-2128	CHIC CUT UP W/O BACK	P	LB	50.00	
8905-01-182-6058	HAM SECTION & FORMED	P	LB	20.00	
8910-00-656-0993	CHEESE AMERICAN PROC	P	LB	12.50	
8910-00-782-3195	BUTTER PATTIES SURPLUS	P	LB	4.00	
8910-00-d84-6435	MILK WHITE 1/2 PT	P	CO	100.00	
8915-00-117-3358	LETTUCE UNWR FRESH	P	LB	4.50	
8915-00-126-8804	ORANGES FRESH	P	LB	40.00	
8915-00-183-7135	JUICE APPLE 5 1/4-6 OZ	S	CN	100.00	
8915-00-286-5487	RAISINS	S	CN	1.40	
8920-00-753-5776	BREAD WHITE 16 OZ	P	LF	24.00	
8920-00-T16-1044	COOKIES DUPLEX 16 OZ PG	S	PG	6.25	
8940-00-782-3013	POTATO CHIPS 1/2 OZ	S	PG	100.00	
8950-00-141-0834	PICKLES DILL SLICES GAL	S	JR	1.00	
8950-00-616-5474	MUSTARD IND 1/2 OZ CUP	P	HD	1.00	
8950-00-616-5479	CATSUP IND 1/2 OZ CUP	P	HD	1.00	
8950-01-079-4568	SPICE PEPPER 1000'S	S	MX	0.10	
8950-01-079-6944	SALT IND 1000'S	S	MX	0.10	
END PAGE 1					

Figure C-13. IFA Field Menu Report - Box Lunch (example).

- a. This report is produced in the Field Menu Inquiry process (section 7).
- b. The report lists box lunch recap items by NSN, item name, perishability code, unit of issue, and quantity required.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-15 IFA Master Menu File Report, PCN AJK-GK1 (fig. C-14).

DATE PREPARED:	01/02/1995	MASTER MENU FILE REPORT	JANUARY 1994	PCN AJK-GK1
			01/04/1995	
	BREAKFAST		LUNCH	
RECIPE NO.	RECIPE NAME	RECIPE NO.	RECIPE NAME	
C00200	COFFEE (INSTANT FREEZE-DR)	C00501	COFFEE (MANUAL URN)	
C00500	COFFEE (AUTOMATIC URN)	E00400	BOILED PASTA	
D02200	FRENCH TOAST	J00600	FRUIT CUP	
D02505	PANCAKES	J02101	BANANA CREAM PUDDING	
D02509	WAFFLES, FROZ.	L02200	BEEF STEW	
E00200	BUTTER HOMINY GRITS	L06701	GLAZED HAM LOAF	

**NOTE: The DINNER and SHORT ORDER meals will be printed on the right side of the report.**

**This form is designed to be printed on 14 x 11 inch paper.**

Figure C-14. IFA Master Menu File Report (example).

- a. This report is produced in the Master Menu File Maintenance-Print process (section 7).
- b. The report lists master menu meals for the month you select.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-16 IFA NSN Exception List Report, PCN AJK-GN1 (fig. C-15).

NSN EXCEPTION LIST	
01/02/1995	PCN: AJK-GN1
These nsns are not on the Installation's Master Item File (MIF) Cost for Recipe #D00300 cannot be accurately computed.	
<u>National Stock Number (NSN)</u>	
8925010595270	
8959991709568	
8920001407749	

Figure C-15. IFA NSN Exception List Report (example).

a. This report is produced in the Master Menu Recap File Maintenance - Update subprocess (section 7), Recipe Ingredient File - Add subprocess (section 7), and the Recipe Ingredient File-Change subprocess (section 7).

b. The report lists NSNs on the Recap or Ingredient files that are not on your installation's Master Item File (MIF). Those NSNs should be replaced with ones from your installation's MIF file.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

**C-17 IFA Recapitulation of Master Menu Issues Report, PCN AJK-GP1 (fig. C-16).**

DATE PREPARED: 12/30/1994		RECAPITULATION OF MASTER MENU ISSUES										PCN: AJK-GP1	
PERISHABLE FOR MONTH OF: JANUARY													
Nsn	Item Name												
Meal	ui	Unit-Price	------(Days)-----										
8905004039592	BACON SLICED FZN SHINGLE												
	LB	\$1.14											
B	(01)	12.00	(02)	12.00	(03)	(04)	12.00	(05)	(06)	12.00	(07)	(08)	
	(09)	12.00	(10)	12.00	(11)	12.00	(12)	(13)	12.00	(14)	12.00	(15)	12.00
	(17)		(18)		(19)	12.00	(20)	(21)	12.00	(22)	(23)	12.00	(24)
	(25)	12.00	(26)		(27)		(28)	12.00	(29)	12.00	(30)	12.00	(31)
L	(01)		(02)		(03)	(04)	1.25	(05)	(06)		(07)	(08)	0.75
	(09)		(10)		(11)	(12)		(13)	(14)		(15)	(16)	
	(17)		(18)		(19)	(20)	0.75	(21)	(22)		(23)	(24)	
	(25)		(26)		(27)	(28)		(29)	(30)		(31)		
D	(01)		(02)		(03)	(04)		(05)	(06)		(07)	(08)	
	(09)		(10)		(11)	(12)		(13)	(14)		(15)	(16)	
	(17)		(18)		(19)	(20)		(21)	(22)		(23)	(24)	
	(25)		(26)		(27)	2.75	(28)	(29)	(30)	1.25	(31)		
SO	(01)	5.00	(02)		(03)	(04)	5.00	(05)	(06)		(07)	(08)	
	(09)		(10)	5.00	(11)	(12)		(13)	7.50	(14)	(15)	(16)	
	(17)		(18)		(19)	5.00	(20)	(21)	5.00	(22)	(23)	(24)	
	(25)		(26)	10.00	(27)	(28)		(29)		(30)	(31)		
ISSUES: BREAKFAST-		204.00	LUNCH-	2.75	DINNER-	3.75	SHORT ORDER-	52.50	ISSUE TOTAL-	263.00			
												TOTAL PRICE-	\$299.82

**Figure C-16. IFA Recapitulation of Master Menu Issues Report (example).**

- a. This report is produced in the Master Menu Recap - Print process (section 7).
- b. The report lists item names, units of issue, and amounts by date and meal for a master menu. It also lists the total issues for breakfast, lunch, dinner, and short order, total issue, and total price.

# AIS Manual 25-L37-AJK-ATT-EM-3

## 1 July 2001

C-18 Monthly COR/QAE Random Surveillance Schedule for Month of \_\_\_\_\_ Report, PCN  
 AJK-GQ1 (fig. C-17).

PREPARED: 17 Sep 1995					PCN AJK-GQ1	
MONTHLY COR / QAE RANDOM SURVEILLANCE SCHEDULE FOR MONTH OF JUL						
SUN	MON	TUE	WED	THU	FRI	SAT
					1 P9300 (1) P9304 (2)	2 P3700 (2)
3 P3700 (2)	4 P9300 (1)	5 P9304 (2)	6 P3704 (1) P9304 (2)	7	8	9 P8400 (1)
24	25	26 P8400 (1)	27	28 P3700 (2)	29 P8400 (1) P3700 (2)	30
CODE		CONTRACT NUMBER		TYPE SERVICE		
(1)		DABT60-93-D-0045		DINING FAC ATTENDANT		
(2)		DABT60-94-C-0047		FULL FOOD		
PAGE 1						

Figure C-17. Monthly COR/QAE Random Surveillance Schedule for the Month of Report (example).

- a. This report is produced in the Print Random Surveillance Schedule subfunction (section 10).
- b. The report lists an inspection schedule by dining facility, type of service, and date.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

C-19 IFA Missing Menu Dates From Master Menu File for \_\_\_\_ and Report, PCN AJK-GS1 (fig. C-18).

DATE PREPARED: 15 Sep 95	PCN AJK-GS1
INSTALLATION FOOD ADVISOR OPERATIONS GLOBAL MASTER MENU PROCESS MISSING MENU DATES FROM MASTER MENU FILE FOR 10/01/1995 AND 10/31/1995	
THESE DATE(S) NEED TO BE CORRECTED BEFORE THIS PROCESS CAN CONTINUE.	
19 Oct 95 20 Oct 95 23 Oct 95 31 Oct 95	
END PAGE #	

Figure C-18. IFA Missing Menu Dates From Master Menu File for \_\_\_\_ and Report (example).

- a. This report is produced in the Global Master Menu Maintenance subprocess (section 7).
- b. This report displays the dates that menu are missing from the Master Menu File. It can cover a 1-month time frame, or any range of dates within the month.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-20 IFA Global Master Menu Negative Report, PCN AJK-GS2 (fig. C-19).

DATE PREPARED: 15 Sep 95	PCN AJK-GS2
INSTALLATION FOOD ADVISOR OPERATIONS GLOBAL MASTER MENU PROCESS NEGATIVE REPORT	
There were no menu dates missing from the mmf from 01 Oct 95 to 10 Oct 95.	
END PAGE #	

Figure C-19. IFA Global Master Menu Negative Report (example).

- a. This report is produced in the Global Master Menu subprocess (section 7).
- b. The report is printed when there are no missing menu dates found on the Master Menu File for the time frame you requested.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-21 IFA Recipe Number and NSN Exception List Report, PCN AJK-GV1 (fig. C-20).

RECIPE NUMBER AND NSN EXCEPTION LIST (OPTIONAL)	
DATE PREPARED: 01/12/1995	PCN: AJK-GV1
These recipe numbers with matching nsns are not found on the installation's Master Item File (MIF). The recipe cost that was computed is not accurate.	
National Stock Number (NSN)	Recipe No
8910000807633	B00600
8955012865368 0000000000001	C00500
8905011325886	L00500

Figure C-20. IFA Recipe Number and NSN Exception List Report (example).

- a. This report is produced in the Recipe Cost subfunction (section 7).
- b. The report lists recipe ingredient NSNs that are not found on the installation's MIF. Use this report to replace those NSNs with ones from your installation's MIF.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-22 IFA Recipe Cost Program Error Report, PCN AJK-GV2 (fig. C-21).

DATE PREPARED: 06/22/1995	PCN: AJK-GV2
<b>RECIPE COST PROGRAM ERROR REPORT</b>	
<p>This report is printed when an error occurs. Check the printed recipe number and the NSN to determine where the error took place. Check the error log which prints an explanation of the error. If it is not the data, then rerun the program. If the problem occurs again, contact the systems administrator.</p>	
RECIPE NO	NSN
D00701	8910007823765

Figure C-21. IFA Recipe Cost Program Error Report (example).

- a. This report is produced in the Recipe Cost subfunction (section 7).
- b. The report lists the recipe number and NSN that could be causing a data error. Use the Recipe Ingredient File - Change subprocess (para 7.4.1.4) to review this information. Make sure there is data in every field. Ask the SA to review the error log and see what messages are written to it.
- c. Once you correct the problem, run the subfunction again.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-23 IFA Report of Recipe Cost Which Exceeds Limits, PCN AJK-GV3 (fig. C-22).

DATE PREPARED: 09/30/1995		PCN: AJK-GV3
REPORT OF RECIPE COST WHICH EXCEEDS LIMITS		
This report is to acknowledge that there is a problem with the computation of the listed recipe numbers. This requires a check of all the nsn's attached to the recipe numbers and their listing on the MIF table.		
RECIPE NO	RECIPE NAME	RECIPE COST
B00101	CRANBERRY AND APPLE JUICE	\$2478.73
B00301	VEGETABLE JUICE COCKTAIL	\$380313.79
G01800	JELLY ROLL	\$387.45
L04900	BAKED SPANISH BEEF PATTIE	\$494.47
L05000	BAKED PATTIES JARDINIERE	\$492.24
L05100	BAKED PATTIES JARDINIERE	\$493.32
L05704	TAMALE PIE (HAMBURGERS, C	\$482.43

Figure C-22. IFA Report of Recipe Cost Which Exceeds Limits (example).

- a. This report is produced in the Recipe Cost subfunction (section 7).
- b. The report lists the recipe number, name, and cost that is over the \$300.00 limit for each recipe. Use this information to review and correct the recipe ingredient file.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-24 IFA On Line Tenant Report, PCN AJK-H02 (fig. C-23).

DATE: 15 Sep 95	PCN AJK-H02	
ON LINE TENANT REPORT		
DINING FACILITY NAME	ACTIVITY CODE	BUILDING NUMBER
18TH FA BDE	000078	D-3039
19TH REPL DET	000065	AT4623
20TH ENG BDE FT TEST	000081	H-4823
25TH SIGNAL BATTALION DFAC	000064	T-2954
HHC 1/325 AIR	000125	C-6432
HHC 3-73RD ARMOR	000149	C-8948
 <b>Report will continue to list all units in Activity code sequence until all are listed.</b>  		
PAGE 1		

Figure C-23. IFA On Line Tenant PCN AJK-H02.

- a. This report is produced in the Equipment Record Access subprocess of the Equipment Replacement File Maintenance process (section 7).
- b. The report lists the dining facility name, activity code, and building number for all online facilities.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-25 IFA Dining Facility Equipment Budget Worksheet for \_\_\_\_\_ Report, PCN AJK-H03 (Fig. C-24).

DATE: 15 Sep 95	PCN AJK-H03	
DINING FACILITY EQUIPMENT BUDGET WORKSHEET FOR _____		
SECTION ONE: PROJECTED REPLACEMENTS		
ITEM NAME: FRYER DEEP FAT: ELECTRICALLY HEATED TABLE MOUNTED 20 LB CAPACITY		
LINE ITEM NUMBER: J03590		
NATIONAL STOCK NUMBER	REPLACEMENT QUANTITY	REPLACEMENT COST
7310-00-148-7088	1	\$1,372.32
TOTAL LIN REPLACEMENT COST: \$1,372.32		
 <b>Note: Section one will print all items to be replaced in the selected fiscal year. Last item will break to a new page for Section Two.</b>		
SECTION TWO: SHORTAGES		
ITEM NAME: CHILLER WATER: ELECTRIC AIR-COOLED 30 GALLON PER HOUR (USED W/LIN G20936)		
LINE ITEM NUMBER: E19126		
TOTAL SHORTAGE	BUDGET YEAR FILL QUANTITY	PROJECTED COST
1	_____	_____
 <b>Note: Section Two will print all items that are listed as shortages. The last item will break to a new page for Section Three.</b>		
SECTION THREE: TOTALS		
TOTAL BUDGET YEAR REPLACEMENT COST:		\$10,450.45
TOTAL BUDGET YEAR FILL COST:		_____
TOTAL OMA REQUIREMENT:		_____
END PAGE 20		

Figure C-24. IFA Dining Facility Equipment Budget Worksheet for \_\_\_ Report (example).

- a. This report is produced in the Budget Worksheet Process (section 9).
- b. The report lists equipment scheduled for replacement in a specific budget year.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

**C-26 IFA Dining Facility Equipment Authorization Report, PCN AJK-H04 (fig. C-25).**

DATE:	15 Sep 95	PCN AJK-H04
DINING FACILITY EQUIPMENT AUTHORIZATIONS		
F18206	COUNTER COLD FOOD: MECH REFRIGERATED 5 PAN CAP W/SNEEZE GUARD	
	OR	
C51004	COUNTER COLD FOOD: MECH REFRIG ELEC MOBILE SZ 5 DROP TRAY RAIL (NOTE 10)	
	ERA	0 41 81 151 251 401 651 1001 1501 40 80 150 250 400 650 1000 1500 -
	(A)	1 1 2 1
	(B)	1 1 1
	(C)	2 2
	(D)	1 1 2 1
F18207	COUNTER COLD FOOD: MECH REFRIGERATED 3 PAN CAP W/SNEEZE GUARD	
	OR	
C50868	COUNTER COLD FOOD: MECH REFRIG ELEC MOBILE SZ 3 DROP TRAY RAIL (NOTE 10)	
	ERA	0 41 81 151 251 401 651 1001 1501 40 80 150 250 400 650 1000 1500 -
	(A)	1 1 2 1
	(C)	2 2
	(D)	1 1 2 1
<p><b>Report will continue to list items in nomenclature sequence until all items are listed.</b></p>		
PAGE 2		

Figure C-25. IFA Dining Facility Equipment Authorization report. PCN AJK-H04.

- a. This report is produced from the Reports subprocess in the Equipment Replacement Program process (section 9).
- b. The report displays the authorization for each ERA code for specific LINs and LINs authorized In Lieu Of (ILO).

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-27 IFA LIN to NSN Cross Reference and Life Expectancy Report. PCN AJK-H05 (fig. C-26).

DATE: 15 Sep 95	PCN AJK-H05		
LIN TO NSN CROSS REFERENCE AND LIFE EXPECTANCY			
LIN	ITEM NAME	NSN	LIFE EXPECTANCY (YEARS)
C51004	COUNTER COLD FOOD: MECH REFRIG ELEC MOBILE SZ 5 DROP TRAY RAIL (NOTE 10)		
		7310-01-077-7378	10
		7310-01-078-0685	10
		7310-01-080-9635	15
		7310-01-080-9636	10
		7310-01-080-9640	10
		7310-01-080-9641	15
F18207	COUNTER COLD FOOD: MECH REFRIGERATED 3 PAN CAP W/SNEEZE GUARD		
		7310-01-013-2713	15
		7310-01-023-0436	15
F18205	COUNTER COLD FOOD: MECH REFRIGERATED 4 PAN CAP W/SNEEZE GUARD		
		7310-01-012-5824	15
		7310-01-023-0438	15
 <b>Report will continue to list items in nomenclature sequence until all items are listed.</b>			
PAGE 3			

Figure C-26. IFA Dining Facility Equipment, LIN to NSN Cross Reference and Life Expectancy report. PCN AJK-H05.

- a. This report is produced in the NSN Catalog Report subprocess from the Dining Facility Equipment Reports Menu in the Equipment Replacement Program process.
- b. The report lists each LIN with all associated NSNs and the life expectancy for each NSN.

**AIS Manual 25-L37-AJK-ATT-EM-3**

**1 July 2001**

C-28 IFA Dining Facility Equipment Replacement Report for Budget Year 1996, PCN AJK-H21 (fig. c-27).

DATE: 15 Sep 95	PCN AJK-H21			
DINING FACILITY EQUIPMENT REPLACEMENT REPORT FOR BUDGET YEAR 1996				
BUILDING NUMBER: P2700				
ACTIVITY CODE: 000142				
DINING FACILITY NAME: HHC 266 QM BN, FORT LEE, VA				
ITEM NAME: FRYER DEEP FAT: ELECTRICALLY HEATED TABLE MOUNTED 20 LB CAPACITY				
LINE ITEM NUMBER: J03590				
NATIONAL STOCK NUMBER	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	ENERGY SOURCE CODE
7310-00-148-7088	CRES-COR BAYONNE	T0203-11	T20602	C
ITEM NAME: COOKER STEAM: ELECTRIC/GAS/STEAM HEAT SGL/MUL COMP OPT CAP				
LINE ITEM NUMBER: C09640				
NATIONAL STOCK NUMBER	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	ENERGY SOURCE CODE
7310-00-311-6043	VULCAN KITCHEN CORP	T20608	T304520	B
<b>Note: Report will print all items to be replaced in a selected fiscal year. The last page will display the description of authorized ENERGY SOURCE CODES.</b>				
ENERGY SOURCE CODES:				
A	GAS			
B	STEAM			
C	110 V, SINGLE PHASE, 60 HZ			
D	220 V, SINGLE PHASE, 60 HZ			
E	220 V, TRIPLE PHASE, 60 HZ			
F	240 V, TRIPLE PHASE, 60 HZ			
G	440 V, TRIPLE PHASE, 60 HZ			
H	220 V, SINGLE PHASE, 50 HZ			
I	220 V, TRIPLE PHASE, 50 HZ			
J	440 V, TRIPLE PHASE, 50 HZ			
K	SEE REMARKS			
END PAGE 20				

Figure C-27. IFA Dining Facility Equipment Replacement Report for Budget Year\_\_\_\_ (example).

- a. This report is produced in the Equipment Replacement Report process (section 7).
- b. The report lists the building number, activity code and name, equipment line item numbers, name and NSN, model number, serial number, energy source code, and equipment replacement cost.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-29 IFA Dining Facility Equipment Summary Report, PCN AJK-H31 (fig. C-28).

DATE: 15 Sep 95		PCN AJK-H31			
DINING FACILITY EQUIPMENT SUMMARY					
BUILDING NUMBER: P2700					
ACTIVITY CODE: 000142					
DINING FACILITY NAME: HHC 266 QM BN, FORT LEE, VA					
QUANTITIES					
ITEM NAME	LIN	AUTH	ON-HAND	OVER	SHORT
BASKET TABLEWARE WASHING: SILVER 19 1/2W X 19 1/2L X 8	B41003	2	0		2
BIN INGREDIENT: MOBILE	B63701	2	0		2
BOWL FOOD MIXING: W/O COVER	B12331	1	0		1
BREATH GUARD: OVERHEAD S/S FRAMEWORK 1 PIECE PLEXIGLASS (USED W/ LIN F180, F18204 WHEN ILO LIN F18205, F1806, F18207)	90743N	1	0		1
CABINET DOUGH PROOFING: W/HUMID 24 1/2 W D 78 H 18 PAN CAP	C45066	1	0		1
* * * List of items will continue in Alpha sequence * * *					
DISPENSER TABLEWARE: SELF LEVELING MOBILE W/CASTERS	G20695	2	3	1	
DISPENSING HEAD: 4-SPIGOTS USED W/CARBONATED BEVERAGE DISPENSER	D20826	0	3	3	
FRYER DEEP FAT; ELECTRICALLY HEATED TABLE MOUNTED 20 LB CAPACITY	J03590	2	2		
* * * List of items will continue in Alpha sequence until end of * * * authorizations					
PAGE 12					

Figure C-28. IFA Dining Facility Equipment Summary Report (example).

- a. This report is produced in the Equipment Summary process (section 7).
- b. The report lists the status of all equipment requisitioned through the supply channels. It displays the building number, activity code, dining facility name, item name, line item number, and the quantities authorized, on-hand, short or over.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-30 IFA Dining Facility Equipment Inventory Report, PCN AJK-H41 (fig C-29).

DATE: 15 Sep 95		PCN AJK-H41		
DINING FACILITY EQUIPMENT INVENTORY REPORT				
BUILDING NUMBER: P2700				
ACTIVITY CODE: 000142				
DINING FACILITY NAME: HHC 266 QM BN, FORT LEE, VA				
ITEM NAME: -FRYER DEEP FATY: ELECTRICALLY HEATED TABLE MOUNTED 20 LB CAPACITY				
				QUANTITY ON-HAND
LINE ITEM NUMBER: J03590				1
NATIONAL STOCK NUMBER	MANUFACTURER	MODEL NUMBER		
7310-00-148-7088	CRES-COR BAYONNE	T0203-11		1
SERIAL NUMBER	ENERGY SOURCE CODE	ACQUISITION YEAR	LIFE EXPECTANCY	REPLACEMENT YEAR
T20602	C	1989	15	2004
ITEM NAME: COOKER STEAM: ELECTRIC/GAS/STEAM HEAT SGL/MUL COMP OPT CAP				
				QUANTITY ON-HAND
LINE ITEM NUMBER: C09640				2
NATIONAL STOCK NUMBER	MANUFACTURER	MODEL NUMBER		
7310-00-311-6043	VULCAN KITCHEN CORP	T20608		1
SERIAL NUMBER	ENERGY SOURCE CODE	ACQUISITION YEAR	LIFE EXPECTANCY	REPLACEMENT YEAR
T304520	C	1985	10	1995
7310-00-311-6043	HOBART MFG CORP	V304023		1
SERIAL NUMBER	ENERGY SOURCE CODE	ACQUISITION YEAR	LIFE EXPECTANCY	REPLACEMENT YEAR
T10201	C	1988	7	1995
ITEM NAME: COOKER STEAM: ELECTRIC/GAS/STEAM HEAT SGL/MUL COMP OPT CAP				
PAGE 1				

Figure C-29. IFA Dining Facility Equipment Inventory Report (example).

a. This report is produced in the Equipment Inventory subprocess of the Dining Facility Inquiry Process (section 6).

b. The report lists all items in the equipment inventory for the selected building. It displays the activity code, building number, facility name, and the data for each item of equipment for the dining facility.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-30.1 IFA Meal Cost Report, PCN AJK-HR1 (fig C-29.1).

DATE: 1 Apr 1997	PCN AJK-HR1	
IFA MEAL COST REPORT		
MEAL COST CLASSIFICATION: AAAAAA INSTALLATION OMA CLASSIFICATION BBBBBB FIELD MEAL COST CLASSIFICATION AAAAAA FIELD INSTALLATION OMA CLASSIFICATION BBBBBB	EFFECTIVE DATE: 1 Oct 1996	
MEAL	FOOD COST	OMA
BREAKFAST	1.00	.50
LUNCH	2.25	.50
DINNER	2.25	.50
BRUNCH	2.50	.50
SUPPER	3.00	.75
HOLIDAY	3.50	1.00
END PAGE 1		

Figure C-29.1. IFA Meal Cost Report (example).

- a. This report is produced in the Print Report subprocess of the Cash Meal Cost Update Process (section 7).
- b. The report lists accounting classifications, food costs and OMA charges associated with meals in dining facilities for all effective dates selected. This report can be reviewed to check the accuracy of the values entered by the IFA operator. The report can also be taken to the Finance office to have the accuracy of the accounting classifications verified by the personnel who receive the Cash Collection Vouchers.

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**AIS Manual 25-L37-AJK-ATT-EM-3**

**1 July 2001**

C-31 IFA List of All Unique NSN's That Were Added to MIF Report, PCN AJK-HT1 (fig. C-30).

01/25/1995		PCN: AJK-HT1						
LIST OF ALL UNIQUE NSN'S THAT WERE ADDED TO MIF								
NSN	ITEM NAME	UPR	UI	RCP CONV FACTOR	SRC	PER	UPK	CNTR PR
0000000000001	WATER, WARM	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000002	WATER, BOILING	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000003	WATER	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000004	WATER, COLD	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000005	WATER, HOT	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000006	WATER, ICE	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000007	WATER, PARBOILED	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000008	ORANGE RIND	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000009	LEMON RIND	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000010	BACON FAT	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000011	WATER, COOL	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000012	WATER & RESERVED JUICE	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000013	BOILING JUICE & WATER	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000014	BREAD CUBES	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000015	STOCK	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000016	GIBLETS	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000017	DRIPPINGS & FAT	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000018	DRIPPINGS, MEAT	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000019	RESERVED LIQUID	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000020	BEEF BONES	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000021	BEEF TRIMMINGS	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000022	BONES, TURKEY	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000023	BONES, CHICKEN	\$0.00	LB	1.0000	I	N	OZ	\$0.00
0000000000024	WATER TO COVER	\$0.00	LB	1.0000	I	N	OZ	\$0.00

Figure C-30. IFA List of All Unique NSN's That Were Added to MIF Report (example).

- a. This report is produced in Print Report of Unique NSN's process (section 8).
- b. The report lists unique NSNs such as water, stock, or drippings added to the MIF. These unique NSNs are used in the Recipe Ingredient File.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-32 DFO Participation Rate Report, PCN AJK-IF1 (fig. C-31).

DATE PREPARED: 09/15/1995		PCN: AJK-IF1			
ACTIVITY CODE: YDF001					
DINING FACILITY PARTICIPATION RATE					
START MONTH: MAR 1994		END MONTH: MAY 1994			
ACTIVITY NAME	# HC DAYS	AVERAGE WEEKDAY HC	DESIGN CAP	MEAL	PART RATE %
167TH QM BN ACTIVE ARMY	51	284	400	LUN	71.00
240TH QM BN ACTIVE ARMY	50	194	250	LUN	77.60
244TH QM BN ACTIVE ARMY	34	267	900	LUN	29.67
262D QM BN ACTIVE ARMY	46	313	375	BRK	83.47
					END PAGE
1					

Figure C-31. DFO Participation Rate Report (example).

- a. This report is produced in the Participation Rate Review Process (section 6).
- b. The report lists the activity name, number of headcount days, average weekday headcount, design capacity, meals, and participation rate percentage.
- c. Use this report to determine what dining facilities should be closed or consolidated based on diner utilization.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-33 IFA Missing Menu Dates From Master Menu File for \_\_\_\_ Report, PCN AJK-IH1 (fig. C-32).

DATE PREPARED: 11/01/1994	PCN: AJK-IH1
INSTALLATION FOOD ADVISOR OPERATIONS MISSING MENU DATES FROM MASTER MENU FILE FOR 1993	
01 Jan 93	
02 Jan 93	
03 Jan 93	
04 Jan 93	
05 Jan 93	
06 Jan 93	
07 Jan 93	
08 Jan 93	
09 Jan 93	
10 Jan 93	
11 Jan 93	
12 Jan 93	
31 Jan 93	
01 Feb 93	
02 Feb 93	
03 Feb 93	
04 Feb 93	
05 Feb 93	
06 Feb 93	
07 Feb 93	
08 Feb 93	
09 Feb 93	
10 Feb 93	
11 Feb 93	
12 Feb 93	
13 Feb 93	
14 Feb 93	
PAGE: 1	

Figure C-32. IFA Missing Menu Dates From Master Menu File for \_\_\_\_ Report (example).

- a. This report is produced in the Master Menu - Year Change subprocess (section 7).
- b. The report lists the missing menu dates you must add before you can roll the Master Menu dates forward for the upcoming year.







**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

**C-37 IFA Dining Facility Inquiry Access Roster Report, PCN AJK-JB1 (fig C-36).**

PREPARED: 09/15/1995	PCN AJK-JB1	
DINING FACILITY INQUIRY ACCESS ROSTER		
LOGIN ID	ACTIVITY CODE	DINING FACILITY NAME
ITIFA1	000061	NCO ACADEMY
	000068	407TH S&T BN
	000102	HHC 3-73RD ARMOR
	000149	25TH SIG BN
ITIFA2	000061	NCO ACADEMY
	000062	HHC USAG
	000063	19TH REP DET
	000064	501 MP CO
	000065	46TH SUPPORT GRP
	000066	SAADF
	000067	555 SOSB
	000068	407TH S&T BN
	000069	401 AVN BN
	000070	22ND FA BDE
	000071	202 INF BN
	000100	111 SPT BN
000101	HHC 2-73RD ARMOR	
000102	HHC 3-73RD ARMOR	
<b>Note: This report will print up to 45 lines of data until all IFAs and Advisors are listed with their access authorizations.</b>		
END PAGE #		

Figure C-36. IFA Dining Facility Inquiry Access Roster (example).

- a. This report is produced in the Print Inquiry Access Roster Process (section 7).
- b. The report lists the login ID codes, activity codes, and the name of the dining facility.

# AIS Manual 25-L37-AJK-ATT-EM-3

## 1 July 2001

### C-38 Dining Facility Operations Cook Status Report, PCN AJK-JD1 (fig C-37).

DATE: 15 Sep 95	DINING FACILITY OPERATIONS	PCN AJK-JD1																																
COOK STATUS REPORT																																		
ACTIVITY CODE: 000117      DINING FACILITY NAME: UNIT DESIGNATION 1																																		
UNIT OF ASSIGNMENT: A CO UNIT 1      UIC: WQLQ11																																		
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">SERIAL</th> <th style="text-align: left;">DATE OF</th> <th style="text-align: left;">DATE OF</th> <th style="text-align: left;">DATE OF</th> <th style="text-align: left;">E</th> <th style="text-align: left;">D</th> </tr> <tr> <th style="text-align: left;">NUMBER</th> <th style="text-align: left;">RANK</th> <th style="text-align: left;">NAME</th> <th style="text-align: left;">RANK</th> <th style="text-align: left;">ASGNMT</th> <th style="text-align: left;">PROJ LOSS</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>SGT</td> <td>JONES DAVID</td> <td>R</td> <td>28 FEB 93</td> <td>01 OCT 93</td> <td>20 DEC 95</td> <td>5</td> <td>Y</td> <td>NONE</td> </tr> <tr> <td>6</td> <td>SFC</td> <td>JAMES PETER</td> <td>A</td> <td>02 JAN 90</td> <td>03 Mar 92</td> <td></td> <td>4</td> <td>N</td> <td>TDY ROTC SUPPORT 10 JUL 95 - 20 SEP 95</td> </tr> </tbody> </table>			SERIAL	DATE OF	DATE OF	DATE OF	E	D	NUMBER	RANK	NAME	RANK	ASGNMT	PROJ LOSS	10	SGT	JONES DAVID	R	28 FEB 93	01 OCT 93	20 DEC 95	5	Y	NONE	6	SFC	JAMES PETER	A	02 JAN 90	03 Mar 92		4	N	TDY ROTC SUPPORT 10 JUL 95 - 20 SEP 95
SERIAL	DATE OF	DATE OF	DATE OF	E	D																													
NUMBER	RANK	NAME	RANK	ASGNMT	PROJ LOSS																													
10	SGT	JONES DAVID	R	28 FEB 93	01 OCT 93	20 DEC 95	5	Y	NONE																									
6	SFC	JAMES PETER	A	02 JAN 90	03 Mar 92		4	N	TDY ROTC SUPPORT 10 JUL 95 - 20 SEP 95																									
<p><b>NOTE: One page will be printed for each UIC within the ACTIVITY CODE and DINING FACILITY NAME. The last page will contain the EDUCATION LEVEL(EL) and DEPLOYABILITY CODE(DP) information chart.</b></p>																																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">EL = EDUCATION LEVEL</td> <td style="width: 50%;">DC = DEPLOYABILITY CODE</td> </tr> <tr> <td>1: OJT</td> <td>Y: YES</td> </tr> <tr> <td>2: AIT</td> <td>N: NO</td> </tr> <tr> <td>3: PLDC</td> <td></td> </tr> <tr> <td>4: BNCOC</td> <td style="text-align: center;">▲</td> </tr> <tr> <td>5: ANCOC</td> <td></td> </tr> <tr> <td>6: SGMAC</td> <td></td> </tr> </table>			EL = EDUCATION LEVEL	DC = DEPLOYABILITY CODE	1: OJT	Y: YES	2: AIT	N: NO	3: PLDC		4: BNCOC	▲	5: ANCOC		6: SGMAC																			
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4: BNCOC	▲																																	
5: ANCOC																																		
6: SGMAC																																		
END PAGE #																																		

Figure C-37. Dining Facility Operations Cook Status Report (example).

- a. This report is produced in the Dining Facility Inquiry subprocess (section 7).
- b. The report lists the activity code, name of facility, unit of assignment, unit identification code, individual's serial number, rank and name. It also includes the date of projected loss, education level, and deployability code for each service member.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-39 IFA Food Service Authorization Document Report, PCN AJK-JE1 (fig C-38).

DATE: 15 Sep 95									PCN AJK-JE1
FOOD SERVICE AUTHORIZATION DOCUMENT REPORT									
COMMAND: COMMAND GRP									
----- AUTHORIZATIONS -----									
WARRANT OFFICER	E-9	E-8	E-7	E-6	E-5	E-4	E-3,2,1	CIV	
0	0	0	3	6	6	12	12	3	
----- UNITS -----									
UIC	UNIT NAME								
WA2123	HQ SUPPORT COMMAND								
WA2124	A CO 122 MAINT								
WA2125	C CO 122 MAINT								
WA2126	224 AVN BN								
<div style="border: 3px double black; padding: 2px; display: inline-block;">One page will be printed for each command.</div>									
END PAGE #									

Figure C-38. IFA Food Service Authorization Document Report (example).

- a. This report is produced in the Print Authorization Document Report subprocess (section 5).
- b. The report lists the major command, rank authorizations, unit identification codes, and unit names.

# AIS Manual 25-L37-AJK-ATT-EM-3

## 1 July 2001

### C-40 IFA Personnel Status Report, PCN AJK-JF1 (fig C-39).

DATE: 15 Sep 95																		PCN AJK-JF1	
PERSONNEL STATUS REPORT																			
COMMAND: 311TH MI COM																			
WARRANT OFFICERS																			
E-9		E-8		E-7		E-6		E-5		E-4		E-3, 2, 1		CIV		TOTAL			
AUTH	ASGND	AUTH	ASGND	AUTH	ASGND	AUTH	ASGND	AUTH	ASGND	AUTH	ASGND	AUTH	ASGND	AUTH	ASGND	AUTH	ASGND		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
COMMAND: Number 2																			
WARRANT OFFICERS																			
E-9		E-8		E-7		E-6		E-5		E-4		E-3, 2, 1		CIV		TOTAL			
AUTH	ASGND	AUTH	ASGND	AUTH	ASGND	AUTH	ASGND	AUTH	ASGND	AUTH	ASGND	AUTH	ASGND	AUTH	ASGND	AUTH	ASGND		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
<p><b>Note: Normally a maximum of six units will appear on each page. The last page will contain the RECAPITULATION(recap) for all commands.</b></p>																			
RECAPITULATION:																			
WARRANT OFFICERS																			
E-9		E-8		E-7		E-6		E-5		E-4		E-3, 2, 1		CIV		TOTAL			
AUTH	ASGND	AUTH	ASGND	AUTH	ASGND	AUTH	ASGND	AUTH	ASGND	AUTH	ASGND	AUTH	ASGND	AUTH	ASGND	AUTH	ASGND		
30	22	24	26	33	30	22	27	45	40	91	80	121	128	101	100	33	33		
																500	486		
END PAGE #																			

Figure C-39. IFA Personnel Status Report (example).

- a. This report is produced in the Personnel Status Report subprocess (section 5).
- b. The report lists the major commands, civilian and military personnel authorized and assigned.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-41 IFA Installation Personnel Loss Report, PCN AJK-JF2 (fig C-40).

DATE: 15 Sep 95		PCN AJK-JF2						
INSTALLATION PERSONNEL LOSS REPORT								
----- 30-DAY LOSSES -----								
COMMAND	WARRANT OFFICERS	E-9s	E-8s	E-7s	E-6s	E-5s	E-4s	E-3,2,1
UNIT 1	0	1	0	1	0	2	0	2
UNIT 2	1	0	2	0	0	0	0	6
UNIT 6	0	0	0	0	0	4	0	1
UNIT 12	0	0	0	0	0	0	3	3
TOTAL	1	1	2	1	0	6	3	12
----- 60-DAY LOSSES -----								
COMMAND	WARRANT OFFICERS	E-9s	E-8s	E-7s	E-6s	E-5s	E-4s	E-3,2,1
UNIT 1	0	1	1	0	0	0	0	0
UNIT 2	0	0	0	0	0	0	0	2
UNIT 10	0	0	0	1	0	0	0	0
UNIT 14	0	0	0	0	0	0	0	4
TOTAL	0	1	1	1	0	0	0	6
----- 90-DAY LOSSES -----								
COMMAND	WARRANT OFFICERS	E-9s	E-8s	E-7s	E-6s	E-5s	E-4s	E-3,2,1
UNIT 1	1	1	2	0	0	0	1	0
UNIT 3	0	0	0	0	0	2	0	4
UNIT 6	0	0	0	1	0	0	0	0
TOTAL	1	1	2	1	0	2	1	4
END PAGE #								

Figure C-40. IFA Installation Personnel Loss Report (example).

- a. This report is produced in the Installation Personnel Loss Report subprocess (section 5).
- b. The report shows a list of personnel by rank and unit that are projected losses within a 30 to 90 day time frame.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-42 IFA Dining Facility Personnel Loss Report, PCN AJK-JF3 (fig C-41).

DATE: 15 Sep 95	PCN AJK-JF3
DINING FACILITY PERSONNEL LOSS REPORT	
----- 30-DAY LOSSES -----	
DINING FACILITY NAME	WARRANT OFFICERS
	E-9s E-8s E-7s E-6s E-5s E-4s E-3,2,1
UNIT 1	0 0 1 0 0 2 0 3
UNIT 6	0 0 0 1 0 1 0 5
UNIT 8	0 0 1 0 0 0 2 0
UNIT 10	0 0 0 0 0 3 0 4
TOTAL	0 0 2 1 0 6 2 12
----- 60-DAY LOSSES -----	
DINING FACILITY NAME	WARRANT OFFICERS
	E-9s E-8s E-7s E-6s E-5s E-4s E-3,2,1
UNIT 3	0 0 0 0 0 0 0 2
UNIT 6	0 0 0 1 0 0 0 0
UNIT 8	0 0 0 0 0 0 0 4
UNIT 9	0 0 1 0 0 0 0 0
TOTAL	0 0 1 1 0 0 0 6
----- 90-DAY LOSSES -----	
DINING FACILITY NAME	WARRANT OFFICERS
	E-9s E-8s E-7s E-6s E-5s E-4s E-3,2,1
UNIT 1	0 0 0 0 0 2 0 1
UNIT 5	0 0 0 1 0 0 0 0
UNIT 6	0 0 0 0 0 0 0 2
UNIT 12	0 0 1 0 0 0 0 1
TOTAL	0 0 1 1 0 2 0 4
END PAGE #	

Figure C-41. IFA Dining Facility Personnel Loss Report (example).

- a. This report is produced in the Dining Facility Personnel Loss Report subprocess (section 5).
- b. The report shows a list of dining facility personnel by rank and facility that are projected losses with a 30 to 90 day time frame.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-42.1 DFO Disposition of Subsistence Report, PCN AJK-N41 (fig C-41.1).

DATE: 15 Aug 95	INVENTORY DISPOSITION OF SUBSISTENCE	AJK-N41		
	DINING FACILITY NAME: 503RD MP BN ACTIVITY CODE: 000071			
ITEM NAME: BEEF GROUND FRZ		NSN: 8905-00-285-2075		
UNIT PRICE: \$ 1.27		UNIT OF ISSUE: LB		
DATE	TRANSACTION TYPE	ADDITION/ SUBTRACTION	KITCHEN REQUISITION	RUNNING BALANCE
	BEGINNING BALANCE FROM 01 Jul			30
5 Jul	Issue	110		140
<b>Additional transactions appear here.</b>				
27 Jul	Kitchen Requisition		55	58
	TOTAL	715	687	
	30	BEGINNING BALANCE FROM 01 JULY		
	+ 715	ADDITIONS TO AND SUBTRACTIONS FROM INVENTORY		
	- 30	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	677	TOTAL AVAILABLE FOR PRODUCTION		
	4.08%	PERCENT DEVIATION		
=====				
	28	UNACCOUNTABLE DIFFERENCE WITHOUT ADJUSTMENTS		
	110	WEEKLY INVENTORY ADJUSTMENTS		
	138	UNACCOUNTABLE DIFFERENCE WITH ADJUSTMENTS		
DIVIDED BY	715	TOTAL AVAILABLE FOR PRODUCTION		
	19.30%	PERCENT DEVIATION WITH ADJUSTMENTS		
<p><b>[NOTE: If this were the last page for the last item this would be END PAGE]</b></p>				
				PAGE 2

Figure C-41.1. DFO Disposition of Subsistence Report (example).

- a. This report is produced in the Disposition of Subsistence process (section 6).
- b. The report contains all transactions that affect the BOH for the NSN and the percent deviation with and without weekly inventory adjustments. One report is produced for all items selected.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-42.2 DFO Percent Deviation Report, PCN AJK-N42 (fig C-41.2).

DATE: 15 Aug 95	PERCENT DEVIATION REPORT	PCN AJK-N42
ACTIVITY CODE: 000071	Jul 1995	
ITEM NAME	TIIN	PERCENT DEVIATION
BACON SLI 1 LB	034-7550	
BACON SLI BULK SMOK	403-9592	4.87
BEEF CORNED BONELESS	299-1316	
BEEF KNL OVEN ROAST	133-5886	0.0
BEEF LIVER SLI	655-8410	
BEEF PATTY MIX W/SPR	050-3190	*
BEEF PATTY RD W/SPR CASE	050-3192	7.65
<b>Additional TIINs appear here.</b>		
BEEF SHOULDER POT ROAST	133-5887	100.0
BEEF STEWING DICED	177-5017	12.0
BEEF STK RIBEYE ROL CASE	034-7548	
BEEF STK STRIP LOIN CASE	034-7547	
BEEF STK SWISS CASE	133-5889	17.87
		PAGE 1
<b>The bottom of the last page appears as follows:</b>		
* UNACCOUNTABLE DIFFERENCE WITH A 0 TOTAL AVAILABLE FOR PRODUCTION		
		END PAGE 3

Figure C-41.2. DFO Percent Deviation Report (example).

- a. This report is produced in the Disposition of Subsistence process (section 6).
- b. The report lists the item name and TIIN for all sensitive and high dollar items (items coded with an intensive management code of A, B, or C on the MIF) in item name sequence. The percent deviation or an \* is listed for all TIINs that had activity during the month. The items without an entry under the percent deviation column had the same opening and closing inventory values and did not have any transactions during the month.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-42.3 DFO Previous Account Status Report, PCN AJK-O11 (fig C-41.3).

DATE PREPARED: 15 Aug 95		DFO ACCOUNT STATUS REPORT		PCN AJK-O11
ACTIVITY CODE: 000117				
ACTIVITY NAME: HSB 3/319TH AFAR				
PREVIOUS ACCOUNT STATUS				
31 Jul 95				
10:06:35				
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:		\$1277.20	
5.	ACTUAL EXPENSES (line 3 - line 4):		\$1623.65	
6.	EARNINGS (HEADCOUNT):		\$ 1845.87	
7.	STATUS: (line 5 - line 6)		\$-222.32	UNDERSPENT
FISCAL YEAR 1995 TO JUL				
	UNDER SPENT		OVER SPENT	
OCT 10/31/1993	—————		\$1,120.07	
NOV 11/30/1993	234.68		-----	
DEC 12/31/1993	-----		\$584.95	
Additional months would be listed here.				
JUL 07/31/1994	\$222.32		—————	
TOTAL	\$1,236.38		\$1,157.08\$	79.30 UNDERSPENT
END PAGE 1				

Figure C-45. DFO Previous Account Status Report (example).

- a. This report is produced in the Previous Account Status Inquiry process (section 6).
- b. The report lists the dollar value of purchases (issues), beginning and closing inventories, actual expenses, headcount earnings, and monetary status for the previous month. The second part of the report lists a cumulative monetary status for each month by over or underspent dollar amounts. The total dollar amount over or underspent is calculated at the end of the month by subtracting the cumulative underspent dollar amounts from the cumulative overspent dollar amounts.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

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**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-43 DFO Dining Facility File Report, PCN AJK-OC1 (fig. C-42).

DATE PREPARED: 09/25/1995	PCN: AJK-OC1
ACTIVITY CODE: YDF001	
DINING FACILITY OPERATIONS DINING FACILITY FILE	
Dining Facility Name:	240TH QMS
Basic Daily Food Allowance:	\$4.13
Supplemental Allowance:	\$0.00 = 0.00Pct
Total BDFA:	\$4.13
Food Service Sergeant Name:	JAMES KELLY
Food Service Officer:	JOHN SAMUELS
Responsible Commander Name:	THOMAS DONNELLY
PAGE: 1	

Figure C-42. DFO Dining Facility File Report (example).

- a. This report is produced in the Dining Facility File Inquiry subprocess (section 6).
- b. The report lists information from the miscellaneous data file for the dining facility you review.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-44 DFO Headcount History Inquiry Report, PCN AJK-OM1 (fig. C-43).

DATE PREPARED: 07/14/1995		PCN: AJK-OM1						
ACTIVITY CODE: YDF001								
DINING FACILITY OPERATIONS HEADCOUNT HISTORY INQUIRY								
History period beginning: 07/14/1995								
DATES		14	13	12	11	10	09	08
BREAKFAST:	Adjusted	470	500	450	430	440	750	1070
	Actual	513	469	437	439	461	800	1102
LUNCH:	Adjusted	551	600	600	750	800	1050	650
	Actual	562	589	593	736	781	1031	700
DINNER:	Adjusted	500	540	600	720	750	1170	350
	Actual	538	521	597	712	737	1110	332
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
							PAGE: 1	

Figure C-43. DFO Headcount History Inquiry Report (example).

- a. This report is produced in the Headcount History Inquiry subprocess (section 6).
- b. The report lists adjusted and actual headcounts for the period of the inquiry.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-45 DFO Headcount Projection Inquiry Report, PCN AJK-OM2 (fig. C-44).

DATE PREPARED: 07/14/1995		PCN: AJK-OM2	
ACTIVITY CODE: YDF001			
DINING FACILITY OPERATIONS HEADCOUNT PROJECTION INQUIRY			
Projection period beginning: 07/14/1995			
DATE	BRK	LUN	DIN
03/14/1992	101	558	522
03/15/1992	200	490	546
03/16/1992	424	435	566
03/17/1992	424	558	522
03/27/1992	424	558	522
03/28/1992	412	514	498
PAGE: 1			

Figure C-44. DFO Headcount Projection Inquiry Report (example).

- a. This report is produced in the Headcount Projection Inquiry subprocess (section 6).
- b. The report lists projected headcounts, by meal, for a 15-day period.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-46 DFO Recipe Index Report, PCN AJK-001 (fig. C-45).

DATE: 25 Jan 92	DINING FACILITY OPERATIONS DFO INQUIRIES RECIPE INDEX REPORT	PCN AJK-001
BEVERAGES		CATEGORY: C
C00100	HOT COCOA	
C00101	HOT WHIPPED COCOA	
C00102	HOT WHIPPED COCOA	
C00300	COFFEE AUTOMATIC MAKER	
C00500	COFFEE (AUTOMATIC URN)	
C01200	HOT TEA	
C01300	ICE TEA (INSTANT)	
C01301	ICED TEA INSTANT	
C01302	ICED TEA W/ LEMON AND SUG	
C01303	ICE TEA BLK LOOSE	
C01401	GRAPEFRUIT AND PINEAPPLE	
CG0030	GUIDE FOR FRUIT AND VEG.	
CG0100	GUIDE FOR BREWING COFFEE	
CG0300	GUIDE FOR PWD. BEV. BASE	
TOTAL: 24		END PAGE: 1

Figure C-45. DFO Recipe Index Report (example).

- a. This report is produced in the Recipe Index Inquiry process (section 6).
- b. The report lists recipe numbers and names for the category you select.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-47 DFO Earnings and Expenditures Report, PCN AJK-PC1 (fig. C-46).

DATE PREPARED: 10 Jan 94						PCN AJK-PC1	
ACTIVITY CODE: YDF001							
DINING FACILITY OPERATIONS DFO INQUIRIES EARNINGS AND EXPENDITURES RECORD							
Acct Pd: Jan 94						Current Inv: \$1340.96	
BDFA: \$4.13							
BRK: \$0.83	LUN: \$1.65	DIN: \$1.65	BRN: \$1.86:	SUP: \$2.27			
=====							
DT	DESC	ALW TOD	CUM ALW	PERISH	SEMIPER	TOT ISS	CUM TOT
=====							
01	HC	680.54	680.54	0.00	0.00	0.00	0.00
01	ISS	0.00	680.54	697.56	348.52	1046.08	1046.08
01	DVD	0.00	680.54	128.23	0.00	128.23	1174.31
02	HC	1075.46	1756.00	0.00	0.00	0.00	1174.31
03	HC	987.09	2743.09	0.00	0.00	0.00	1174.31
03	ISS	0.00	2743.09	1298.31	932.11	2230.42	3404.73
03	DVD	0.00	2743.09	186.68	0.00	186.68	3591.41
04	HC	985.39	3728.48	0.00	0.00	0.00	3591.41
05	HC	888.78	4617.26	0.00	0.00	0.00	3591.41
<b>Additional transactions would appear here.</b>							
09	BRT	139.24	7743.49	0.00	0.00	0.00	8644.33
10	HC	954.03	8697.52	0.00	0.00	0.00	8644.33
10	PMK	32.48	8730.00	0.00	0.00	0.00	8644.33
=====							
<b>[Note: the report may contain multiple pages. End page appears on last page.]</b>							
						END PAGE: 1	

Figure C-46. DFO Earnings and Expenditures Report (example).

- a. This report is produced in the Dining Facility Earnings and Expenditures Inquiry subprocess (section 6).
- b. The heading of the report lists the date prepared, activity code of the dining facility, accounting period, current inventory dollar value (for current month or beginning inventory dollar value for previous month), and BDFA values. The body of the report lists the transaction codes, daily and cumulative allowances, perishable and semiperishable issues, total and cumulative issues.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-48 DFO Current Account Status Report, PCN AJK-PG1 (fig. C-47).

DATE PREPARED: 03 Sep 95		DFO ACCOUNT STATUS REPORT		PCN AJK-PG1
ACTIVITY CODE: 000117				
ACTIVITY NAME: HSB 3/319TH AFAR				
CURRENT ACCOUNT STATUS				
03 Sep 95 10:26:09				
1.	BEGINNING INVENTORY: (30 Aug 95)			\$517.24
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
FISCAL YEAR 1994 TO AUG				
	UNDER SPENT		OVER SPENT	
JUN 06/30/1994	_____		\$1,120.07	
JUL 07/31/1994	\$1,236.38		_____	
AUG 08/30/1994	_____		\$37.01	
TOTAL	\$1,236.38		\$1,157.08	\$79.30
				UNDERSPENT
				END PAGE 1

Figure C-47. DFO Current Account Status Report (example).

- a. This report is produced in the Dining Facility Account Status Inquiry process (section 6).
- b. The report lists the dollar value of purchases (issues), beginning and current inventories, actual expenses, headcount earnings, and current monetary status. The second part of the report lists a cumulative monetary status for each month by over or underspent dollar amounts. The total dollar amount over or underspent is calculated at the end of the month by subtracting the cumulative overspent and underspent dollar amounts from each other.

**AIS Manual 25-L37-AJK-ATT-EM-3  
1 July 2001**

C-48.1 DFO Inquiries, Extended Recipe Inquiry Report, PCN AJK-PK1 (fig. C-47.1).

DATE: 01 Apr 97	DINING FACILITY OPERATIONS DFO INQUIRIES EXTENDED RECIPE INQUIRY REPORT	PCN AJK-PK1
RECIPE NO: L02500		PORTIONS REQUESTED: 100
RECIPE NAME: LASAGNA		PORTION SIZE: 1 PIECE (9
RECIPE COST PER PORTION: \$0.00		CALORIES PER PORTION: 385
		SODIUM PER PORTION: 582
STEP	INGREDIENTS:	QUANTITY REQUIRED QUANTITY AND UNIT OF MEASURE:
1	BEEF PATTIE MIX W/SOY	12 TBS
1	ONIONS DRY FRESH	3 QTS
2 A	SPICE PEPPER BLACK 1 LB	1 TBS
2 B	SPICE OREGANO 1 - 2 OZ	3/4 CP
2 C *	SPICE THYME 1 - 2 OZ	1 TBS
 <b>Report will list all ingredients and instructions. It may contain several pages. This report is designed to be printed on 8.5 x 11 inch paper.</b>		
RECIPE INSTRUCTIONS		
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.		
*: This ingredient is not available for issue		
		PAGE 1

Figure C-47.1. DFO Inquiries Extended Recipe Inquiry Report (example).

- a. This report is produced in the Recipe Menu Inquiry, Recipe Extension Inquiry option (section 6).
- b. The report contains ingredients and instructions used to prepare the selected recipe for the number of portions selected.

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C-49 IFA Missing Menu Dates From \_\_\_\_\_ to \_\_\_\_\_ on MSTMENU Report, PCN AJK-PO1 (fig. C-48).

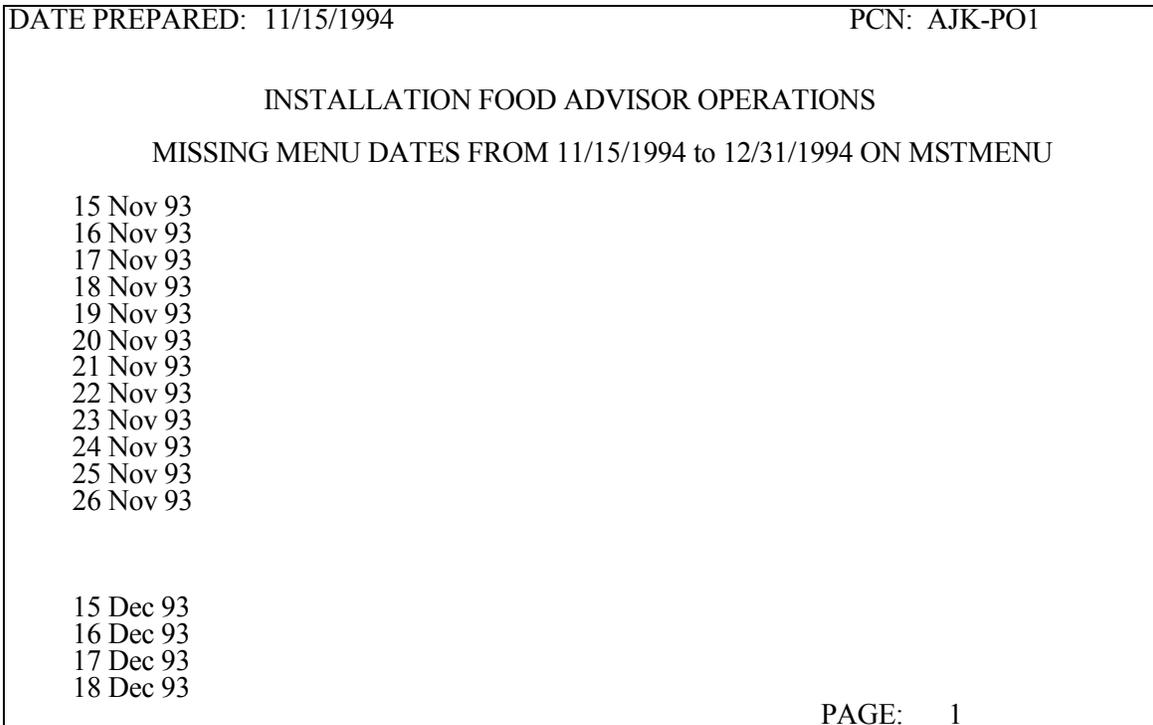


Figure C-48. IFA Missing Menu Dates From \_\_\_\_\_ to \_\_\_\_\_ on MSTMENU Report (example).

- a. This report is produced in the Master Menu - Year Change subprocess (section 7).
- b. The report lists the missing DFO menu dates for November and December of the current year.



**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

C-51 IFA Dining Facility Inventory Report, PCN AJK-PR1 (fig. C-50).

DATE: 02 Sep 95		DINING FACILITY OPERATIONS		PCN AJK-PR1	
ACT CODE: YDF002		DINING FACILITY INVENTORY REPORT			
NSN	ITEM NAME	U/I	U/P	BOH	
8915-00-007-6435	CHINESE MIXED VEG. #10	CS	3.91	0	
8915-00-044-1918	VEG FZN POTATOES HASH BR	LB	.52	36	
8915-00-080-5179	POTATOES SHOESTRING FZN	LB	.41	50	
8915-00-117-3358	LETTUCE UNWR FRESH	LB	.46	25	
8915-00-126-8748	BANANAS FRESH	LB	.43	42	
8915-00-126-8801	CANTALOUPE (SEASONAL)	LB	.32	0	
8915-00-126-8804	ORANGES FRESH	LB	.38	35	
8915-00-126-8805	PEARS FRESH	LB	.56	0	
8915-00-126-8806	PLUMS (SEASONAL)	LB	.87	0	
8915-00-126-8807	WATERMELONS	LB	.18	0	
8915-00-126-8812	APPLES EATING FRESH	LB	.54	80	
8915-00-127-4360	HONEYDEW MELON (SEASONAL)	LB	.31	0	
8915-00-127-7984	VEG FZN BEANS LIMA	LB	.62	20	
8915-00-127-7991	VEG FZN BRUSSEL SPRT	LB	.50	24	
8915-00-127-7992	VEG FZN SPINACH	LB	.42	18	
8915-00-007-5309	PEAS BLACK EYE #10	CN	1.84	2	
8915-00-062-6568	BEANS WHITE DRY 2 LB BG	LB	.38	0	
8915-00-085-1650	JUICE GRAPEFRUIT #3	CN	.82	0	
8915-00-126-4060	APPLES #10	CN	3.35	3	
TOTAL ITEMS: 136					
END PAGE 3					

Figure C-50. IFA Dining Facility Inventory Report (example).

- a. This report is produced in the Dining Facility Inventory Inquiry process (section 6).
- b. The report lists NSNs, item names, units of issue, unit prices, and balances on hand for the review category you select.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

**APPENDIX D**

Sample SOP

<p style="text-align: center;">Sample SOP</p> <p style="text-align: center;">DEPARTMENT OF THE ARMY Headquarters, XXth XXXXXX Directorate of Logistics Fort XXXXXXXX, XXXXXX XXXXX-XXXX</p> <p>XXXX-XXX-XXX <span style="float: right;">(date)</span></p> <p style="text-align: center;">SOP FOR AFMIS-INSTALLATION FOOD ADVISOR SUBSYSTEM</p> <p style="text-align: center;">SECTION 1. INTRODUCTION</p> <p><u>1-1 Purpose.</u> To outline policies and procedures to assist the food advisor in operating the IFA Subsystem.</p> <p><u>1-2 Scope.</u> The policies and procedures in this SOP are in addition to those contained in the IFA End User Manual. The proponentcy for this SOP is the..... _____.</p> <p><u>1-3 Definitions.</u></p> <p style="padding-left: 40px;">a. Army Food Management Information System (AFMIS): Software developed by the US Army Combined Arms Support Command (CASCOM), Fort Lee, VA, to provide an automated Class I and food management system.</p> <p style="padding-left: 40px;">b. TISA: The Class I Troop Issue Subsistence Activity. Authorized users of this subsystem are:  <span style="padding-left: 80px;">(List TISA users)</span></p> <p style="padding-left: 40px;">c. IFA: The Installation Food Advisor Activity. Authorized users of this subsystem are:  <span style="padding-left: 80px;">(List IFA users)</span></p> <p style="text-align: center;">1</p>	
---	--

Figure D-5. Sample SOP (Page 1 of 5).

1-3 Definitions (continued).

d. DFO: The Dining Facility Operations Activity. Authorized users of this subsystem are:

(List DFO users)

e. System Administrator (SA): The individual at the installation designated to be a single point of contact for all problems/changes in the AFMIS System (software or hardware). The SA for AFMIS is \_\_\_\_\_.

**SECTION 2. PROBLEMS IN AFMIS**

2-1 Problem Reports. This section explains the correct procedures for reporting problems. A hardware or software failure which stops the system from functioning, or a specific process from functioning, is handled as follows:

a. The SA will phone in the problem to the Fort Lee Customer Assistance Office, DSN 687-1051.

b. The SA will follow up the problem by submitting a DA Form 5005-R (Engineering Change Proposal-Software) to the MACOM.

2-2 Engineering Change Proposal-Software (ECP-S). This document is routinely used to suggest enhancements for the system. Submit the ECP-S (DA Form 5005-R) through your SA. Prepare a separate DA Form 5005-R for each problem or recommendation. The routing address for all ECP-S requests is the MACOM. See appendix F of this manual.

**SECTION 3. SYSTEM ADMINISTRATOR RESPONSIBILITIES**

3-1 General. This section outlines the responsibilities of the system administrator.

3-2 Policies and Procedures. Once the installation is in live production, the SA becomes the point of contact. The users contact the SA for assistance, guidance, and resolution of processing and equipment problems. The following policies and procedures should be established:

Figure D-5. Sample SOP (Page 2 of 5).

3-2 Policies and Procedures (continued).

a. Create an AFMIS log book to record all calls for assistance and to categorize the nature of problems reported. The SA should also record the action taken, whether or not the solution or assistance worked, or if the problem had to be referred to the Customer Assistance Office for resolution.

b. Establish procedures to assign user IDs and passwords. This should include a periodic change of passwords to prevent unauthorized access to the system. Give users guidelines concerning system access and unauthorized use of passwords.

c. Coordinate and run End of Day and End of Month Batch processes. Give users a time schedule for these processes.

(1) End of Day Batch Process: This process will be run Monday thru Friday between the hours of \_\_\_\_\_ and \_\_\_\_\_. Users must log off the system before you run this process.

(2) Run Times: Coordinate run times with all AFMIS users. A delay in the run time may be required on Mondays and the day after a holiday due to heavier workloads.

(3) End of Month Batch Process: Coordinate a run time for this process with TISA. The End of Day Batch process must be completed first, and all monthly TISA accounts closed before you run the End of Month Batch process.

(4) Print Requests: Route End of Day and Month print requests to TISA for filing.

d. File Backup Procedures. AFMIS data files must be backed up regularly. The backups are used to restore lost or damaged files.

(1) Daily file backups are performed as a part of the End of Day Batch processing.

Figure D-5. Sample SOP (Page 3 of 5).

3-2 Policies and Procedures (continued).

(2) Monthly file backups require approximately two tapes. Maintain the tapes on file until you complete the next backup.

(3) Set up a tape library for TISA files purged on a monthly or quarterly basis. Contact TISA before you begin any file purges.

**SECTION 4. IFA PROCESSING SCHEDULE**

4-1 General. The food advisor is responsible for setting up an IFA processing schedule. The following information can help you set up a schedule for your office.

4-2 Sample Processing Schedule.

a. Run the Dining Facility Account Status Inquiry subfunction to monitor your dining facility accounts. You can run this subfunction at any time.

b. Run the Inventory Value/Value Objective Inquiry subfunction to monitor the dining facility inventory dollar values. You can run this subfunction at any time.

c. Run the processes in the DFO Inquiry subfunction to review and print reports from actual DFO files.

d. Run the Files Maintenance function to maintain your installation master menu, recipe files, and cash meal payment costs.

(1) Update the master menu files based on the results of your installation menu board meeting. Send master menus to the dining facility as required.

(2) Update the recipe ingredient file based on changes made in the MIF.

Figure D-5. Sample SOP (Page 4 of 5).

4-2 Sample Processing Schedule (continued).

(3) Run the Recipe Costing subfunction after the weekly catalog is downloaded at the TISA. This subfunction updates recipe costs based on the new ingredient prices. Contact TISA before you run this process.

(4) Changes to the recipes are sent to dining facility files during the End of Day Batch process.

(5) Run the Cash Meal Cost Update subfunction once a year to update cash meal payment costs, surcharges, and account classifications. Use the message you receive from the Department of the Army. Changes become effective on the 1st of January every year.

e. Use the Equipment Replacement function to monitor and maintain installation dining facility equipment records. At a minimum, these files should be reviewed semi-annually.

f. Use the Dining Facility Participation Rate Inquiry subfunction on a quarterly basis to determine diner utilization rates. This information should be given to the installation commander for use in determining what dining facilities should be consolidated.

Figure D-5. Sample SOP (Page 5 of 5).

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

**APPENDIX E**

Continuity of Operations (COOP) Procedures

E-1 General. This appendix contains basic procedures to continue operations when the system is down. It also includes data collection and entry procedures to use when the system is on-line again. These procedures are set up in an SOP format. Use them to set up a COOP for your installation.

a. **SUBJECT.** Continuity of Operations Procedures for data collection and entry when the system is down.

b. **AUTHORITY.** Issued under the authority of the Troop Issue Subsistence Officer (TISO) \_\_\_\_\_.  
(enter installation name)

c. **PURPOSE.** To define procedures used for data collection when the system is down and entry of data collected when the system is on-line again.

d. **SCOPE.** This COOP assigns responsibilities and describes data collection and entry procedures to use when the system is on-line again.

e. **APPLICABILITY.** Applicable to all personnel assigned to the \_\_\_\_\_  
\_\_\_\_\_ TISA, IFA, DFO.  
(enter installation name)

f. **OBJECTIVES.** The objectives of this COOP are:

(1) To assign responsibilities to TISA, IFA, and DFO personnel.

(2) To provide instructions regarding manual processing to be used when the system is down.

(3) To ensure dining facilities are notified when the system goes down.

(4) To ensure stock and financial accountability is maintained until AFMIS is operational again.

(5) To describe procedures for verification of system files when AFMIS is operational again.

g. **ABBREVIATIONS.** See appendix A for abbreviations and section 4 of the End User Manual for the files used in each subsystem.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

E-2 Implementation Instructions. In the course of normal operations, the AFMIS computer can go down. Should this happen, the mission of the TISA, IFA, and DFO does not change. All personnel must know and understand the COOP and implement manual procedures as quickly as possible to minimize the adverse effects of system failure or down time. Use the following manual procedures when the system is down.

a. TISA. The TISO or designated representative immediately notifies all TISA personnel that the system is down and directs the implementation of manual data collection and processing procedures (para E-3). The TISA manually records activities to enter into the system later. Date and time stamp all entries to ensure they are in order and transactions are not rejected once the system is on-line.

(1) The TISO contacts the SA to determine the problem and requests an estimate of downtime, if available.

(2) After the SA notifies TISA that the system is on-line, the TISO reviews critical AFMIS database tables (MIF, VRGC, CIF, IUF, CAH, CAT, VIF, etc.) to verify all data. This process must be performed before new data is entered to prevent file corruption. Verification procedures are described in paragraph E-4.

(3) Once the database is verified, the TISO confirms the date the system went down and directs the start of data entry procedures (para E-5). Data is entered daily and, at the completion of the day's business, the End of Day process is run before the next day's processing begins. Daily data entry reflects the day's processing. The End of Month process should be run on the last working day of the month. It may be run as early as 5 days before the last calendar day of the month to allow for weekends and holidays.

(4) After new data is entered, the TISO directs that processing be resumed and informs the SA that normal processing is under way. Monitor the system to ensure data accuracy. If discrepancies are detected, stop processing and notify the SA.

b. IFA. The IFA or designated representative notifies all IFA office personnel, contract dining facility managers, and military food service sergeants that the system is down and directs the implementation of manual data collection and processing procedures (para E-3). The IFA manually records activities to enter into the system later. Date and time stamp all entries to ensure they are in order and transactions are not rejected once the system is on-line.

(1) The IFA contacts the SA to determine the problem and requests an estimate of the length of downtime, if available.

(2) After the SA notifies the IFA that the system is on-line, the IFA reviews critical AFMIS database tables (MMF, MMR, RHF, RIN, RIF, REF, etc.) to verify all data. This process must be performed before new data is entered to prevent file corruption. Verification procedures are described in paragraph E-4.

## **AIS Manual 25-L37-AJK-ATT-EM-3**

**1 July 2001**

(3) Once the database is verified, the IFA and the TISO confirm the files and approve the start of data entry (para E-5). Data is entered daily and, at the completion of the day's business, the End of Day process is run before the next day's data is entered. Daily data entry reflects the day's processing. You must coordinate with the TISO before entering data to ensure that implementation procedures are used in the correct order.

(4) When data entry is complete, the IFA directs that processing be resumed and informs the SA that normal processing is under way. Monitor the system to ensure data accuracy. If discrepancies are detected, stop processing and notify the SA, TISO, and dining facility operators.

c. DFO. The DFO manager or designated representative immediately notifies all DFO office personnel and the IFA that the system is down and directs the implementation of manual data collection and processing procedures (para E-3). The DFO manually records activities to enter into the system later. Date and time stamp all entries to ensure they are in order and transactions are not rejected once the system is on-line.

(1) The DFO manager contacts the SA to determine the problem and requests an estimate of downtime, if available.

(2) After the SA notifies the DFO manager that the system is on-line, the manager reviews critical DFO database tables (BDFA\_\_INFO, MSTMENU, RCPHEAD, TOT\_\_HC 2969, etc.) to verify all data. This process must be performed before new data is entered to prevent file corruption. Verification procedures are described in paragraph E-4.

(3) Once the database is verified, the DFO manager directs the start of data entry procedures (para E-5). Data is entered daily and, at the completion of the day's business, the End of Day process is run before the next day's processing begins. Complete the monthly inventory and cash turn-in on the first day of the new month. You must coordinate with the TISO and IFA to perform data entry to ensure that implementation procedures are executed consistently.

(4) When data entry is complete, the DFO manager directs that processing be resumed and informs the SA that normal processing is under way. Monitor the system to ensure data accuracy. If discrepancies are detected, stop processing and notify the SA, TISO, and IFA.

d. SUMMARY. You must begin manual processing immediately after the system goes down to minimize the adverse effects of system failure. Use established procedures so transactions are recorded and a chronological record is available when the system is on-line again. If all procedures are implemented, recovery should be timely and accurate.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

E-3 Manual Processing and Data Collection Procedures.

- a. TISA. Use the following procedures when you are notified that the system is down:

NOTE: No data collection procedures are set up for the Document History, Financial Accounting, Reports and Inquiries, and Files Maintenance Functions of AFMIS. Data changes to the MIF, CIF, or other files can be noted on the most current file report and entered later.

(1) Issues. The warehouse foreman starts manual collection procedures when notified by the TISO. Personnel continue to issue subsistence using available TISA issue documents. When all TISA issue documents are completed, additional issues are recorded manually on DA Form 3294-R, DA Form 3161, etc. Use the following procedures:

(a) Manually record the quantity issued in the Supply Action column on the DA Form 3294 Report (Facsimile) (PCN AJK-XE1), ARCS Shopping List (PCN AJK-XC2), or on another accountability form.

(b) Have the customer sign the completed issue document.

(c) Enter the issue date in the top right hand corner of the document.

(d) Return the completed and signed issue document to the warehouse foreman. All issue documents are put in chronological order and returned to the TISA administrative office at the end of each business day. They will be entered into the system later.

(2) Receipts. Warehouse personnel continue to receive subsistence from supporting sources. Receipts are processed according to type. Use the following procedures:

(a) DPSC/DSO Receipts. When the items are delivered to the warehouse, personnel use standard receiving procedures to process the receipt. No VRGC control number is assigned to the receipt. Write the receipt date in the top right hand corner of the document.

(b) BPA Receipts. When the vendor delivers BPA items to the warehouse, personnel use standard receiving procedures. Write the receipt date in the top right hand corner of the document.

(c) DVD Receipts. When the vendor delivers DVD items to the warehouse, personnel use standard receiving procedures. Write the receipt date in the top right hand corner of the document.

## AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(d) Return the completed receipt documents to the warehouse foreman. The receipt documents are put in chronological order and returned to the TISA administrative office at the end of each business day. They will be entered into the system later.

(3) Requisitions. The supply clerk starts manual collection procedures when notified by the TISO. Only emergency requisitions can be processed when the system is down. Use the following procedures:

(a) Emergency requisitions are processed off-line by telephone to the supply source.

(b) The clerk records all requisitions on a data collection sheet. Once the requisition is recorded, write the date in the top right hand corner of the sheet.

(c) Use a serial number from the off-line requisition log.

(d) Return the completed data collection sheet to the warehouse foreman. The data collection sheets are put in chronological order and returned to the TISA administrative office at the end of each business day. They will be entered into the system later.

(4) Storage Location. When storage locations change or are added while the system is down, record the changes on the latest copy of the Storage Location Report (PCN AJK-993). Use the report to enter data when the system is on-line again.

(5) Direct Vendor Delivery. The DVD clerk starts collecting data manually when notified by the TISO. If the system is down for a long time, it may be necessary to create orders for DVD vendors using the following procedures:

(a) The clerk creates customer level orders using a vendor supplied order form or another issue document.

(b) Once the order form is recorded, write the date in the top right hand corner of the form. Place a copy in the DVD File. Keep the file in chronological order.

(c) Receipts can be entered in the DVD Receipts and Issues process as an "Order Not Due-in."

b. IFA. Use the following procedures when you are notified that the system is down:

(1) Use the most current printed files and reports to continue operating.

(a) Master Menu File (MMF).

(b) Master Menu Recap (MMR).

(c) Recipe Ingredient File (RIN).

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

- (d) Recipe Header File (RHF).
  - (e) Recipe Instruction File (RIF).
  - (2) Get a current print of these files from the SA every month.
  - (3) File Maintenance processing is suspended until the system is on-line again.
  - (4) Note any changes on the file prints for later entry into the system.
- c. DFO. Use the following procedures when you are notified that the system is down:
- (1) General. Meal production and other routine dining facility operations continue using the sources below.
    - (a) Use the system generated production schedules and kitchen requisition worksheets until they are outdated. Use the DA Forms 3034 and 3034-1 to keep track of routine and intensive management items.
    - (b) If printed records are not on file or the system is down for a long time, printed records of the Master Menu and recipe files are available at the IFA office.
  - (2) Use the DA Form 3161 or DA Form 3294-R to request rations when the DFO shopping list reports are outdated.
  - (3) Headcount Reporting. Headcount may be reported directly to the TISA.
    - (a) If the system is down for more than 4 days, record headcounts on DA Form 2970 and submit the form to the TISA.
    - (b) Once the information is entered, the dining facility account is updated, keeping the account status current and the IFA reports accurate.
  - (4) DF to DF Transfers. Use DA Form 3161 to list the items and quantities transferred. The DFO enters quantities received and signs the form. Submit the completed DA Form 3161 to TISA. Once the transfer is entered, the inventory balances on hand and dining facility accounts are adjusted.
  - (5) Turn-in to TISA Transfer. No turn-ins can be made when the system is down. Turn-ins sent earlier are processed when the system is on-line again.

## AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

(6) ROS/SOC. Reports of survey and statements of charges are not processed while the system is down. Only an end-of-fiscal-year dollar value ROS or SOC can be processed when the system is down.

(7) Inventory. You can't complete a standard inventory when the system is down. System inventory balances on hand can't be reconciled with your count entries.

(a) If a dining facility account status exceeds the authorized tolerance, the IFA can direct that an inventory be taken to establish the value of subsistence on hand. The information is used to deduct the inventory value from expenditures to estimate the actual account status.

(b) If the IFA requests the inventory value, use DA Forms 3234-R and 3234-1-R to conduct an inventory and calculate the value.

E-4 Verification Procedures. Use the following procedures to verify database files when the system is on-line again. Verify the files before you begin data entry procedures.

a. TISA.

(1) Customer Account Header (CAH)/Customer Account Trailer (CAT) Files. Check all data by doing a DFA Inquiry and verifying that the latest entries are correct.

(2) Customer Information File (CIF). Check all data by doing a Customer Information File Inquiry. Compare the screen data to the latest print of the file.

(3) Issue List Header File (ILH). Use the Issue Inquiry to check for all issue documents entered before the system went down.

(4) Installation Uniques #1 File (IUF). Ask the SA to perform an ISQL query and verify the file.

(5) Installation Uniques #2 File (IUF2). Ask the SA to perform an ISQL query to verify the file.

(6) Master Item File (MIF). Check that the balance on hand, transaction register, and due-in quantities are correct by doing an MIF Inquiry on random items. Check all items using the latest printout to verify that the latest entries are also correct.

(7) Vendor Information File (VIF). Ask the SA for a file print to review entries in this file.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

b. IFA.

(1) Master Menu File. Print a report for the current month's menus. Review the report to make sure the menus are complete.

(2) Master Menu Recapitulation. Print a report for the current month. Review the report to make sure the recap is complete.

(3) Master Item File Reference File (REF). Use the MIF Inquiry to verify that the unique recipe NSNs are still on file.

(4) Recipe Header File (RHF), Recipe Instruction File (RIF), Recipe Ingredient File (RIN). Ask the SA for file prints. Use them to verify that all recipes are on file.

c. DFO.

(1) Account Header File (ACCT\_HEAD). Use the Dining Facility Account Card or Account Status Inquiry to verify the account status. It should be the same amount it was before the system went down.

(2) Basic Daily Food Allowance Information File (BDFA\_INFO). Use the Dining Facility Account Card Inquiry to review the BDFA values.

(3) Cash Turn-in File (CASH\_TURNIN). Ask the SA for a file print to verify the accuracy of the cash turn-in dollar value.

(4) Cross Reference (CROSS). Ask the SA to verify that all DFOs are listed on the file.

(5) Issue Frequency File (ISSFREQ). Use the Review Issue Frequency Schedule subprocess to review the issue schedule.

(6) Kitchen Requisition File (KITREQN). Ask the SA for a file print. Use the Kitchen Requisition and Returns Reports (PCN AJK-425) to verify the file data.

(7) Master Item File (MIF). Print a copy of the Dining Facility Inventory Report (PCN AJK-PR1) to review the inventory balances on hand.

(8) Recipe Files. Ask the SA for a file print of the recipe header, instruction, and ingredient files. Verify that there is a recipe header, instruction, and ingredient file record for each recipe.

**1 July 2001**

(9) Shopping List File (SHOPLIST). Ask the SA for a file print. Verify that the shopping lists you didn't send to TISA are still on file. If the submission and issue dates are outdated, delete the shopping list. If the dates are valid and the data is accurate, release the shopping lists to TISA using the Shopping List Update processes.

(10) Bulletin Board Data File (BBD). Review the DFO Bulletin Board Screens to verify the TISA and IFA messages. If no messages are displayed notify the TISA and IFA.

(11) Total Headcount DA Form 2969 File (TOT\_HC\_2969). Ask the SA for a file print. Use the Headcount/Cash Collected Reports (PCN AJK-A01) to verify the file data.

E-5 Data Entry Procedures. Use these procedures to enter data after the files are verified.

a. TISA.

(1) DPSC/DSO/Commissary Receipts. Process receipts before you enter issue data. Use the following procedures to enter data collected manually:

(a) Use the Receipt Inquiry process to see if there are open receipts on file.

(b) Use the Process Receipts process to close the open receipts and process others you receive while the system is down.

(2) BPA/Local Purchase Receipts. Use the Blanket Purchase Agreement Inquiry to see if there are open receipts on file. Use the BPA Receipts process to close open receipts and process others you receive while the system is down.

(3) Issues. Process issues after all receipt data is entered.

(a) Use the Issue Document Query/Modify/Execute option to process ARCS shopping lists for items received before downtime and issued during system downtime. You can modify and execute shopping lists that were received before the system went down by changing the issue date.

(b) Use the Convert Ration Requests to Issue Documents or the Other Issues process to prepare FRIS and ARCS shopping lists not received before downtime and for items issued during system downtime.

(c) Use the Convert Ration Requests to Issue Documents process to prepare box lunch issues.

(4) Requisitions. Use the off-line requisition log to complete the following processes.

(a) DPSC/DSO/Commissary/Non-BPA Local Purchase Requisitions. Use the Post-Post Requisition process. See paragraph 5.4.5 for processing instructions.

## **AIS Manual 25-L37-AJK-ATT-EM-3**

**1 July 2001**

(b) BPA Requisitions. Use the Create BPA Vendor Orders process. See paragraph 5.7.1 for processing instructions.

(5) Direct Vendor Delivery.

(a) If a daily DVD requirement exists on the date the system goes down, the required delivery date for that requirement can't be processed. This creates a "missed" requirement when the system returns on-line.

(b) If missed requirements exist, use the Review and Adjust Customer Orders Screen AJK-773 to delete them. See paragraph 5.2.2.5 in the TISA AIS Manual 25-L37-AJK-ATT-EM-1 for processing instructions.

(c) Use the DVD Receipts and Issues process to enter receipts you receive while the system is down.

b. IFA. If data is missing from the menu or recipe files, ask the SA to load the backup files. This can reduce the amount of data you need to enter.

c. DFO.

(1) Headcount. Use the Headcount Cash Collected process to enter headcounts not reported to TISA during system downtime. You can enter earlier headcounts until the account is closed for that period.

(2) Inventory Balances on Hand. After TISA sends the system issues and other inventory transactions for the downtime period, use the Monthly Inventory subfunction to conduct a 100 percent inventory. This ensures your balances on hand are current and accurate.

(3) Production Schedule. Keep the manual DA Forms 3034 and 3034-1 used during system downtime. They provide the production history for that time. File them with your AFMIS reports.

(4) Dining Facility Account Status. After TISA completes transactions for the downtime period, use the Dining Facility Account Inquiry to review your account status and account card. Review them to ensure all transactions are current and accurate.

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

**APPENDIX F**

Instructions for Preparation of DA Form 5005-R  
(Engineering Change Proposal - Software)

F-1 General.

a. The DA Form 5005-R replaces DA Form 4157, System Change Request, and supplements DD Form 1692, Engineering Change Proposal - Software (ECP-S). It is a dual purpose form used either to report software problems (Problem Report) and/or to propose changes to software baselines (ECP-S). The Originator will mark the appropriate box in the top right hand block. The DA Form 5005-R is printed on both sides. (See fig. F-1 and F-2.)

b. The ECP-S is prepared at the functional level (e.g., DFO, TISA, IFA) and submitted to the AFMIS SA for resolution or forwarded to the MACOM level.

c. Instructions for completing and processing ECP-S are found in DA Pam 25-6.

F-2 Originator - Blocks 1 thru 15.

a. Block 1. Enter mailing address as follows:

CONUS/OCONUS

U.S. Army Software Engineering Center-Lee (SEC-L)  
ATTN: AMSEL-SE-LSB (STOP L33)  
3901 A Avenue, Suite 150  
Ft Lee VA 23801-1815

Customer Assistance  
Office (CAO)  
DSN 687-1051

b. Block 2. Enter mailing address of originator. Include name of individual preparing form, if other than POC in block 4.

# **AIS Manual 25-L37-AJK-ATT-EM-3**

**1 July 2001**

- c. Block 3. Enter a 10-position number as outlined in figure 4-2, DA Pam 25-6 (Example: L37-R102-123). Data Processing Installation codes (DPIs) are provided by the installation DOIM.
- d. Block 4. Enter the name and telephone number of the individual who should be contacted to explain the reported problem or proposed change. The telephone number should be preceded by the letter A to indicate AUTOVON or the letter D to indicate DSN. A commercial number should include the area code.
- e. Block 5. For ECP-S only, check appropriate block to indicate emergency, urgent, or routine. Leave blank for the problem report. See DA Pam 25-6 for definitions.
- f. Block 6. Enter the number of the latest change package installed at the time the change was proposed or the problem occurred.
- g. Block 7. Enter the number of the executive software change package installed at the time the change was proposed or the problem occurred.
- h. Block 8. This block is used for problem reports only. Enter the date the problem occurred. The date must be all numeric, with year first, month second, and day last (YYMMDD). If time is required, it should be written in the 24-hour clock form. For example, if the problem occurs on 1 Apr 81 at 1415, the date and time are written as 810401/1415. If an ECP is being proposed, enter N/A.
- i. Block 9. Enter appropriate computer program component(s) (CPC) affected, by name or number.
- j. Block 10. Enter a short descriptive title.
- k. Block 11. Describe the problem or proposed change in sufficient detail to permit ready identification and evaluation. The first entry in the block will reference the product/document (e.g., file ID, PCN, OM, UM, etc.) involved in the problem/change. Include a listing of all attachments and referenced documents.
- l. Block 12. Describe adverse effects or improved characteristics the proposed change may have on the field user, to include the alternative of not making the proposed change.
- m. Block 13. Enter a recommended solution and justification to support the proposed change, or action taken to resolve the problem.
- n. Block 14. This block must contain the date signed, name, title, and signature of the individual with authority to approve the origination of an ECP.
- o. Block 15. This block is used to continue blocks 11 thru 13, if needed. Blocks 11 thru 13 can be continued on separate sheets.

# AIS Manual 25-L37-AJK-ATT-EM-3

1 July 2001

F-3 Major Army Command (MACOM) - Blocks 16 and 17. These blocks are used by the MACOM, if applicable, to record approval/disapproval, comments, date signed, name, title, and signature of individual reviewing ECP. Completion of these blocks is not required for problem reports.

F-4 Assigned Responsible Agency (ARA) - Blocks 18 and 19 (for problem reports only).

a. Block 18. Check one box only to indicate action taken to close a problem report. If the problem report is a duplicate of an existing problem report or ECP, enter the number of the previous problem report/ECP in the space provided.

b. Block 19. This block must contain the date signed, name, title, and signature of the individual taking problem report action.

F-5 Proponent Agency (PA) and/or ARA - Blocks 20 thru 29.

a. Block 20. Changes in baseline configuration shall be classified as Class I or II in accordance with DOD-STD-480. Class I changes affect the functional, allocated, or product baselines. Class II changes are minor changes such as misspellings; addition of clarifying notes; and recompilation of erroneous codes, which do not meet Class I criteria.

b. Block 21. Required for all Class I changes. The following codes, which are defined in DOD-STD-480 and AR 18-12-5, Catalog of Standard Data Elements and Codes-Logistics, are to be used:

- A - Record only
- B - Interface
- C - Compatibility
- D - Deficiency
- O - Operational or Logistics Support
- P - Production Stoppage
- R - Cost Reduction
- S - Safety
- V - Value Engineering

c. Block 22. The ECP-S number should match the originator number in block 3. If the number in block 3 is sufficient, the ECP-S number in block 22 is an optional entry.

d. Block 23. A preliminary ECP is one which may be submitted for review before having information necessary to support a formal ECP. A formal ECP provides information in sufficient detail to support formal change approval.

e. Block 24. Enter a dollar estimate of total costs, either increased or decreased, that will result if the change is approved. The dollar amount should be followed by DECREASE when applicable. This should include all costs/savings, including both ARA and PA. Consult with the local budget office for advice on how to indicate the appropriations (military pay, leases, travel, civilian pay, etc.) that are affected.

# **AIS Manual 25-L37-AJK-ATT-EM-3**

**1 July 2001**

f. Block 25. Enter None or the acronym, ADS code, and/or System Identification Code (SIC) to indicate where there is an interface effect with other systems. If an interface is involved, supply full details in an attachment to the ECP-S form.

g. Block 26. Check blocks to indicate the following:

(1) Functional/Allocated or Technical/Product.

(a) Functional changes affect the functional design, logic, or operation of the system and require changes to functional baseline documentation or the End User Manual.

(b) Technical changes do not affect the functional design, logic, or operation of the system. Sophistication of ADP techniques, changes from tape to disk, and program optimization and changes to the system when it fails to meet functional specifications are examples of technical changes.

(2) Major or Minor. Major changes are those which exceed the thresholds specified in AR 18-1 and require a Mission Element Need Statement (MENS); minor changes are those which do not.

(3) Maintenance or Modification.

(a) Maintenance changes are associated with the correction of faults in the system.

(b) Modification changes are associated with the revision or alteration of an existing application to provide a new or improved capability.

h. Block 27. Enter the required/recommended implementation date or change package into which the change will be incorporated.

i. Block 28. Check the appropriate blocks to indicate the following:

(1) PA or ARA. Approval authority for functional changes is the PA; for technical changes, it is the ARA.

(2) Approved or Disapproved. Indicate whether approved or disapproved by PA and/or ARA.

j. Block 29. This block must contain the date signed, name, title, and signature of the individual authorized to make the approval/disapproval decision.

# AIS Manual 25-L37-AJK-ATT-EM-3

## 1 July 2001

<b>ENGINEERING CHANGE PROPOSAL - SOFTWARE (ECP-S)</b> For use of this form , see AR 25-3; the proponent agency is ODISC4		(Check one) <input type="checkbox"/> PROBLEM REPORT <input type="checkbox"/> ECP-S
1. TO:		2. FROM:
3. ORIGINATOR NUMBER	4. POINT OF CONTACT (Name and Telephone no.)	5. PRIORITY (Check one if ECP-S) <input type="checkbox"/> EMERGENCY <input type="checkbox"/> URGENT <input type="checkbox"/> ROUTINE
6. APPLICATION CI BASELINE/VERSION	7. EXECUTIVE SW BASELINE/VERSION	8. PROBLEM DATE (YYMMDD)
9. JOB CYCLE/PROGRAM ID		
10. TITLE OF PROBLEM/CHANGE		
11. DESCRIPTION OF PROBLEM/CHANGE (List all attachments and referenced documents) (If additional space is needed, use Item 15, Remarks)		
12. EFFECT ON USER (If additional space is needed, use item 15, Remarks)		
13. RECOMMENDED SOLUTION/JUSTIFICATION (If additional space is needed, use item 15, Remarks)		
14. DATE (YYMMDD)	NAME AND TITLE OF SUBMITTING AUTHORITY	SIGNATURE

DA FORM 5005-R, NOV 81

REPLACES DA FORM 4157-R, 1 FEB 76, WHICH IS OBSOLETE

Figure F-3. Example of DA Form 505-R (page 1 of 2).

**AIS Manual 25-L37-AJK-ATT-EM-3**  
**1 July 2001**

15. REMARKS (If additional space is needed, use separate sheet of paper)		
<b>USER/MACOM ACTION (ECP-S Only)</b>		
16. MACOM (Check one and include any comments)		
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		
17. DATE (YYMMDD)	NAME AND TITLE	SIGNATURE
<b>ASSIGNED RESPONSIBLE AGENCY (Problem Report Only)</b>		
18. PROBLEM REPORT ACTION TAKEN (Check one)		
<input type="checkbox"/> RESOLVED BY CUSTOMER ASSISTANCE <input type="checkbox"/> IDENTIFIED AS URGENT OR ROUTINE <input type="checkbox"/> EMERGENCY ECP FORMALIZED		
<input type="checkbox"/> DUPLICATE OF EXISTING ECP: NO _____ <input type="checkbox"/> CANCELED BY ORIGINATOR <input type="checkbox"/> CANCELED FOR INSUFFICIENT IDENTIFICATION <input type="checkbox"/> CANCELED FOR INSUFFICIENT DOCUMENTATION		
19. DATE (YYMMDD)	NAME AND TITLE	SIGNATURE
<b>PROPONENT AGENCY and/or ASSIGNED RESPONSIBLE AGENCY (ECP-S Only)</b>		
20. CLASS OF ECP (Check one)	21. JUSTIFICATION CODE	22. ECP NUMBER
<input type="checkbox"/> I <input type="checkbox"/> II		
23. ECP TYPE (Check one)	24. ESTIMATED COSTS/SAVINGS	
<input type="checkbox"/> PRELIMINARY <input type="checkbox"/> FORMAL		
25. OTHER SYSTEM/CI AFFECTED		
26. CHANGE IDENTIFICATION (Check one in each column)		
<input type="checkbox"/> FUNCTIONAL/ALLOCATED <input type="checkbox"/> TECHNICAL/PRODUCT	<input type="checkbox"/> MAJOR <input type="checkbox"/> MINOR	<input type="checkbox"/> MAINTENANCE <input type="checkbox"/> MODIFICATION
27. PROJECTED IMPLEMENTATION		
28. APPROVAL AUTHORITY (Check agency and action taken)		
<input type="checkbox"/> PROPONENT AGENCY <input type="checkbox"/> ASSIGNED RESPONSIBLE AGENCY <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		
29. DATE (YYMMDD)	NAME AND TITLE	SIGNATURE

**REVERSE OF DA FORM 5005-R, NOV 81**

Figure F-4. Example of DA Form 5005-R (page 2 of 2).

# AIS Manual 25-L37-AJK-ATT-EM-3

## 1 July 2001

<b>RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS</b> <small>For use of this form, see AR 25-30, the proponent agency is ODISC4.</small>						Use Part II (reverse) for Repair Parts and Special Tool Lists (RPSTL) and Supply Catalogs/Supply Manuals (SC/SM).	DATE
TO: (Forward to proponent of publication or Form)(Include ZIP Code)						FROM: (Activity and location)(Include ZIP code)	
<b>PART I - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS</b>							
PUBLICATION/FORM NUMBER						DATE	TITLE
ITEM NO.	PAGE NO.	PARA-GRAPH	LINE NO. *	FIGURE NO.	TABLE NO.	RECOMMENDED CHANGES AND REASON <small>(Provide exact wording of recommended change, if possible).</small>	
Empty space for data entry							
* Reference to line numbers within the paragraph or subparagraph.							
TYPED NAME, GRADE OR TITLE				TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION		SIGNATURE	

**DA FORM 2028**  
1 FEB 74

REPLACES DA FORM 2028, 1 DEC 68, WHICH WILL BE USED.

Figure F-3. Example of DA Form 2028 (Page 1 of 2)

# AIS Manual 25-L37-AJK-ATT-EM-3

## 1 July 2001

TO: (Forward direct to addresses listed in publication)				FROM: (Activity and location)(Include ZIP Code)				DATE	
<b>PART II - REPAIR PARTS AND SPECIAL TOOL LISTS AND SUPPLY CATELOGS/SUPPLY MANUALS</b>									
PUBLICATION NUMBER				DATE			TITLE		
PAGE NO.	COLM NO.	LINE NO.	NATIONAL STOCK NUMBER	REFERENCE NO.	FIGURE NO	ITEM NO	TOTAL NO. OF MAJOR ITEMS SUPPORTED	RECOMMENDED ACTION	
<b>PART III - REMARKS</b> (Any general remarks or recommendations, or suggestions for improvement of publications and blank forms. Additional blank sheets may be used if more space is needed.)									
TYPED NAME, GRADE OR TITLE			TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION			SIGNATURE			

Figure F-4. Example of DA Form 2028 (page 2 of 2).

**AIS Manual 25-L37-AJK-ATT-EM-4**  
**C5, 1 July 1997**

The proponent of this system is the Deputy Chief of Staff for Logistics, Headquarters, Department of the Army, Washington, DC. This system is maintained by the US Army Software Engineering Center Lee, Fort Lee, Virginia. Users are invited to send any comments or suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to U.S. Army Software Engineering Center-Lee (SEC-L), ATTN: AMSEL-SE-LSB (STOP L33), 3901 A Avenue, Suite 150, Ft Lee VA 23801-1815.

BY ORDER OF THE SECRETARY OF THE ARMY:

DENNIS J. REIMER  
General, United States Army  
Chief of Staff

OFFICIAL:

EARL M. SIMMS  
Brigadier General, United States Army  
The Adjutant General

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Requests for this manual and its changes will be made on a DA Form 17 forwarded to U.S. Army Software Engineering Center-Lee (SEC-L), ATTN: AMSEL-SE-LSB (STOP L33), 3901 A Avenue, Suite 150, Ft Lee VA 23801-1815.. All requests must contain a justification and your complete mailing address, to include unit/organization, office reference symbol, building and room number (if applicable), installation/state and zip code or APO number. Requests will also contain a point of contact and telephone number. Point of contact for this Headquarters can be reached at the following telephone numbers: Commercial 804-734-1409 or DSN 687-1409.

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