

2004 Year End Closeout Procedures

ALL AFMIS System Administrators:

Below are the 2004 Year End Closeout Procedures that must be completed by AFMIS users. **There both Fiscal Year (FY) and Calendar Year (CY) requirements.** Systems Administrators (SAs) are requested to pass this information to the following users and to verify that these individuals take appropriate action in a timely manner.

- TISA Subsistence Supply Manager (SSM)
- Food Program Manager (FPM) at the installation
- Food Operations Sergeant (FOS) / manager at each on-line dining facility

TISA – Fiscal Year Action

1. The Subsistence Supply Manager (SSM) will insure that the subsistence FUND CODE is changed before processing any FY 05 transactions through the TISA module of AFMIS. The Fund Code must be changed in two places in AFMIS – the Prime Vendor Uniques File and the Installation Uniques File.

- a) **USA AFMIS site must change the FUND CODE from 45 to 55.**
- b) **USAR AFMIS site must change the FUND CODE from 47 to 57.**

NOTE: The FUND CODE should only be changed after all receipts have been processed for fiscal year 04 ending 30 September. Receipts received up to 30 September must be processed and passed to STORES before making the change. DSCP/STORES use the data we send from AFMIS Receipts to bill MPA. Sites processing receipts where vendors make deliveries on 30 September must process those receipts before changing the FUND CODE. Should orders for Fiscal Year 05 need to be sent to STORES before the receipts are finished, it is OK to send them with the old FUND CODE. Bills are based on the receipt. Change the FUND CODE after the last receipts for September have been processed to STORES.

2. To change the FUND CODE in the AFMIS files, execute the following:

- a. Prime Vendor Uniques (section 12.2.10.3 on page 12-34 TISA EUM): Select TISA PRIME VENDOR COMMAND MENU / MAINTAIN PRIME VENDOR FILES / ORDER DATA. Enter the new FUND CODE on the PRIME VENDOR MODIFY ORDER DATA screen AJK-924.

- b. Installation Uniques (section 7.8.5 on page 7-66 TISA EUM): Select TISA COMMAND MENU / FILES MAINTENANCE / INSTALLATION UNIQUES FILE / REQUISITION DATA. Enter the new FUND CODE on the IUF REQUISITIONS DATA SCREEN AJK-757.

NOTE: If your installation is still using STORES NT, the Fund Code also needs to be changed on the STORES box.

FPM (Food Program Manager) The FPM (formally IFA) at the installation must ensure that the following two actions are completed in AFMIS.

Fiscal Year Action

Enter the new accounting classifications into AFMIS “PRIOR” to 30 September 2004. The Accounting Classification process is located in section 7.12 on page 7-139 of the IFA End User Manual.

Enter Meal Rates for the New Year Into AFMIS

Enter the new meal rates into AFMIS “**IAW**” the **EFFECTIVE DATE** of the new rates. The rates must be entered into AFMIS at least one (1) day PRIOR to the effective date. The Cash Meal Cost Update process is located in Section 7.8 on page 7-107 of the IFA End User Manual.

FOS (Food Operations Sergeant) / Dining Facility Manager.

The dining facility FOS / manager must ensure that the following actions are completed in AFMIS at each on-line dining facility.

Fiscal Year Action

Run the Fiscal Year End Reset Vouch Number process to reset the Cash Turn-In voucher number, Transfers, Turn-Ins, Report of Survey, and Statement of Charges numbers to 1. Also, **PRIOR** to running the voucher reset process, the FOS **MUST** ensure that a final cash turn-in for the current FY is completed in AFMIS. See section 8.3.7 on page 8-40 of the DFO End User Manual for instructions on how to run the voucher reset process.

Enter New Meal Rates on the Back Office Server (BOS)

For those installations using the Joint Food Service System (JFS) for headcount procedures the dining facility FOS **MUST** enter the new meal rates as follows:

- a) On the Back Office Server (BOS) log in as a manager and select Tools, Manager, Edit Buffet Prices. Input Meal Prices Screen is displayed.
- b) Enter the new meal rates and click on the “Close” button. Click on the “Yes” button to save the changes.
- c) Make sure the new meal rates are entered after the last meal is served and closed out for the old meal rates.

NOTE: You can locate the 2005 dining facility meal rates at:

[http:// www.dod.mil/comptroller/rates/](http://www.dod.mil/comptroller/rates/)

Click on the link: “Food Service Charge at Appropriated Fund Dining Facilities (Tab G)”.

If this link is not available, click on the “Food Service Charges at the Military Academies (Tab B)” link. Tab G will be the last page on this web site.

System Administrator (SA) – Calendar Year Action

NOTE: This is a Calendar Year Closeout Requirement. Before you roll the Master Menus forward to 2005, **MAKE SURE** that the FPM has sent the Master Menus for *November and December 2004* to the on-line dining facilities. You cannot roll the Master Menu dates forward to CY 2005 until **after** 1 November 2004. To accomplish this requirement:

1. Revoke DBA privileges from IFA users and allow these users connect privileges only. This is necessary to maintain ownership integrity of the database and prevent issues with updates of the database in the future. **The SA must run this process between 1 November and 15 December 2004 to roll the Master Menus forward to CY 2005.**
2. To roll the Master Menu year forward to the new calendar year:
 - a) Log in as **afmis**
 - b) Insure that the **DBPATH** is set to:
/informix/tisa:/Informix/dfo/afmis:/Informix/ahc.
 - c) Change directory to **/informix/tisa/ia**
 - d) Execute **ajkg0p.4ge.**
 - e) Select option “C” INSTALLATION FILES MAINTENANCE, option “A” MASTER MENU, option “A” UPDATE MASTER MENU, press “C” to continue, and option “D” ROLL MENU DATES FORWARD (NEW CALENDAR YEAR).

Questions concerning the procedures directed to the Customer Assistance Office, DSN 687-1051, Commercial 804-734-1051.