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SECTION 5. MEAL PRODUCTION PLANNING FUNCTION

5.1 Meal Production Planning Function.

a. Use the Meal Production Planning Function to prepare and or print production schedules, shopping lists, outside menus, dieter's menus, and extended recipes, and maintain subsistence accountability for your dining facility. This function contains four subfunctions and two exit options:

- (1) Production Schedule (para 5.2).
- (2) Issue Shopping Lists (para 5.3).
- (3) Kitchen Requisition and Returns (para 5.4).
- (4) Meal Production Checklist Inquiry (para 5.5).

(5) Exit the Meal Production Planning Menu and return to the AFMIS-DFO Main Menu or system login screen.

b. Select option A from the AFMIS-DFO Main Menu (fig. 5.1-1) to review the subfunctions in Meal Production Planning.

```
AFMIS-DFO:  A B C D E F G X
Meal production planning

DATE:  16 Nov 00   DINING FACILITY OPERATIONS COMMAND MENU   AJK-003
-----Press F8 for Help-----

A - MEAL PRODUCTION PLANNING           F - HEADCOUNT MAINTENANCE
B - INVENTORY                           G - COOK STATUS
C - TRANSFERS                            H - BATCH
D - ROS / SOC                            X - SIGN OFF THE DFO
E - INQUIRIES                             SUBSYSTEM
```

Figure 5.1-1. Meal Production Planning Menu Selection.

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c. The Meal Production Planning Menu (fig. 5.1-2) is displayed.

```
MEAL PRODUCTION PLANNING:  A B C D R X
Meal production menu

DATE: 16 Nov 00      MEAL PRODUCTION PLANNING MENU      AJK-418
-----Press F8 for Help-----

      A - MEAL PRODUCTION MENU
      B - SHOPPING LIST MENU
      C - REVIEW AND MAINTAIN KITCHEN REQUISITION
      D - MEAL PRODUCTION CHECKLIST INQUIRY
      R - RETURN TO DFO COMMAND MENU
      X - EXIT FROM DFO PROCESSING
```

Figure 5.1-2. Meal Production Planning Menu Screen (AJK-418).

5.2 Meal Production Subfunction.

a. Use the Meal Production Subfunction to review and adjust production schedules, enter special instructions, print production reports, create dieter's menus, and create additional schedules for use in different production areas. This subfunction contains four processes and two exit options:

- (1) Production Schedule Review and Maintenance (para 5.2.1).
- (2) Nutrient Analysis (para 5.2.2).
- (3) Production Reports (para 5.2.3).
- (4) Create Additional Production Schedules (para 5.2.4).
- (5) Perform Template Maintenance (para 5.2.5)
- (6) Send Data to POS (para 5.2.5) NOTE: A LA CARTE FACILITIES ONLY
- (7) Exit the Meal Production Menu and return to the Meal Production Planning Menu or system login screen.

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b. To access the Meal Production Menu from the AFMIS-DFO Main Menu, select the options in figure 5.2-1.

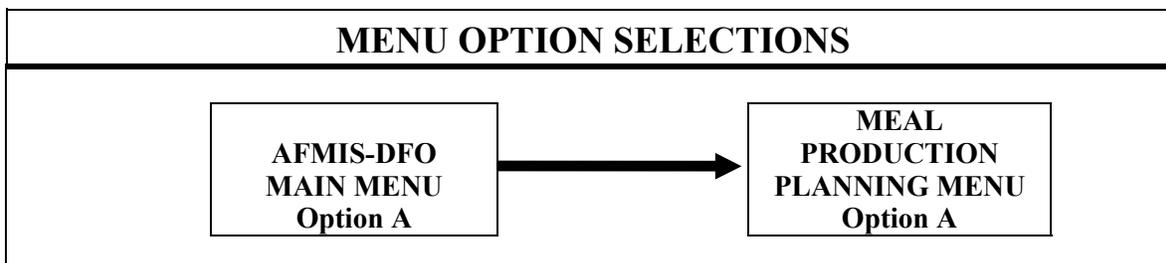


Figure 5.2-1. Meal Production Menu Selection.

c. The Meal Production Menu (fig. 5.2-2) is displayed.

```
MEAL PRODUCTION PLANNING:  A B C D E F R X
Review and maintain production schedules

DATE:  16 Nov 00           MEAL PRODUCTION MENU           AJK-419
-----Press F8 for Help-----

      A - REVIEW AND MAINTAIN PRODUCTION SCHEDULES
      B - CREATE DIETER'S MENUS
      C - REPORTS MENU
      D - CREATE ADDITIONAL PRODUCTION SCHEDULES
      E - TEMPLATE MAINTENANCE
      F - SEND DATA TO POS
      R - RETURN TO MEAL PRODUCTION PLANNING MENU
      X - EXIT FROM DFO PROCESSING
```

Figure 5.2-2. Meal Production Menu (AJK-419).

5.2.1 Production Schedule Review and Maintenance Process. Use this process to create, review and adjust your production schedules by date and meal. You can create your production schedules using templates developed by you or the master menu resident in the system. You have the capability to import templates into production schedules already created. You are given the option to combine short order menus with main line lunch and dinner menus. You can add and delete recipes, enter and adjust portions, enter special instructions, change course designations and add sequence numbers for recipes. You can print up to five copies of the Production Schedule (PCN AJK-421) and Kitchen Requisition Worksheet (PCN AJK-422) Reports.

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5.2.1.1 Processing Restrictions. Production schedules cannot be created more than 20 days in the future. Example: The system date is 4 August. Production schedules can be created for the 24th but not the 25th.

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

- a. SB 10-260 Master Menu.
- b. Unit list of active templates (PCN AJK-MR1) and unit template recipe list (PCN AJK-MR2). See Template Maintenance process for more details.
- c. Current Recipe Index Report (PCN AJK-OO1). See Recipe Inquiries, paragraph 7.4.1, to print the indexes.

5.2.1.3 Production Schedule Screen AJK-402. To begin your production schedule review, select A from the Meal Production Menu. The Production Schedule Screen (fig. 5.2-3) is displayed.

DATE: 16 Nov 00	PRODUCTION SCHEDULE	AJK-402
Meal date: 27 Nov 00	Adjusted Hdct: 490	
Meal type: LUN	Template No: 4	Serv Pd: 1130 - 0
PREPARER	RECIPE NO.	RECIPE NAME
	CRS	SEQ
	COST/100	PORTIONS
		TIME
<i>Fields added FY 2001 (SCP 13.01):</i>		
<i>Template No - Numeric designation of unit template to use in building this schedule.</i>		
<i>No entry in template filed imports the Master Menu</i>		
<i>CRS - Numeric course designation for the recipe line. Defaults to course designation</i>		
<i>Stored on the recipe header or template imported. Can be changed at the Dining</i>		
<i>Facility level. Used to sort the production schedule, outside menu and to</i>		
<i>Designate positioning on the POS display device.</i>		
<i>SEQ - Numeric designation of the sequence within the specified course. Items will be</i>		
<i>displayed in course and then sequence order.</i>		
<i>NOTE: Sequencing changes will not be take affect until the production schedule process is</i>		
<i>closed. The next time opened will display the changes.</i>		
Total meal cost:		
PRESS <ESC> WHEN FINISHED WITH SCREEN		
Enter time.		

Figure 5.2-3. Production Schedule Screen (AJK-402).

- a. Enter a meal date, in dd mmm yyyy format (e.g., 01 Oct 2000), and press [ENTER].
- b. Enter a meal type from the screen display and press [ENTER]. The meal type abbreviations are displayed at the bottom of your screen. Some examples are: BRK for breakfast, LUN for lunch, and DIN for dinner.
- c. Enter a numeric designation for the template you want to use to build this Production Schedule. If you wish to use the Master menu as the base, leave this entry blank. Remember this is only the starting point for the schedule, you can add/delete individual recipes as well as append templates and the Master Menu to the base schedule. Press [ENTER].

(1) If the meal and template selection is new, the following messages will be displayed: 'THERE IS NO MEAL FOR THE TEMPLATE ENTERED' followed by 'DO YOU

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WANT TO CREATE THIS MENU? ENTER (Y/N)!. CAUTION: If you created this meal with another template, you could overwrite the schedule. Enter Y to create this menu.

(2) If the meal and template selection has already been created the following message will be displayed: MEAL ALREADY EXISTS. DO YOU WANT TO E)DIT, D)ELÈTE, OR B)YPASS? (E/D/B).

- (a) Edit allows you to enter the existing production schedule and edit the data there.
- (b) Delete allows you to remove all data from the existing production schedule and start over. The delete process will return to the template number field to begin construction of a new production schedule. The delete option will only appear if the requested date is greater than the system date.
- (c) Bypass allows you to disregard the present entry and return to the review process. **Do you want to review another meal at this time (Y or N)?**

(3) When you enter LUN or DIN and have not created a short order menu first, two messages are displayed: **PLEASE WAIT . . .** then, **DO YOU WANT TO INCLUDE LUNCH SHORT ORDER (Y/N)?**

- (a) Enter Y and the short order recipes are included on the main line menu.

OR

- (b) Enter N and ONLY the main line recipes are displayed.

NOTE: If you serve a short order meal and select N, you must process another production schedule for that meal.

(4) When you enter an invalid meal (e.g., entering BRK after reviewing a brunch (BRN) or supper (SUP) meal), a message is displayed: **INVALID MEAL COMBINATION, DO YOU WANT TO CHANGE THE MEAL COMBINATION Y OR N?**

(a) Enter Y and press [ENTER]. A message is displayed: **PLEASE WAIT DELETING PREVIOUS RECORDS FOR THIS DAY.** The cursor moves to the ADJUSTED HDCT field.

OR

(b) Enter N and press [ENTER]. A message is displayed: **Do you want to review another meal at this time (Y or N)?**

- 1. Enter Y to review the production schedule for another date and meal.

OR

- 2. Enter N to end processing. The Meal Production Menu is displayed.

(4) When you review a night breakfast or night dinner meal and try to review another one for the same date, two messages are displayed: **ONLY ONE NBK, OR NDN MAY BE SERVED ON THE SAME DATE;** then, **INVALID MEAL COMBINATION, DO YOU WANT TO CHANGE THE MEAL COMBINATION Y OR N?** Follow step (3) (a) or (b).

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(5) Enter the number of personnel you expect to feed in the ADJUSTED HDCT field and press [ENTER].

(6) Enter the serving period start and end times. DO NOT press [ENTER].

d. The master menu or template recipe numbers, names, course, sequence numbers, and cost per portions are displayed (fig. 5.2-4) as reflected in the recipe for each item. Ten recipes are displayed at a time.

(1) The cursor is positioned in the PREPARER field for the first recipe.

(2) A PREPARER field is provided for each recipe. Enter a cook's name and press [ENTER]. To skip this field, press [ENTER] with no entry.

PREPARER	RECIPE NO	RECIPE NAME	CRS	SEQ	COST/PORT	PORTIONS	TIME
	F00807	OMELET (INDIVIDUAL)	2	0	\$0.31	0	0
	L00200	OVEN FRIED BACON	2	0	\$0.30	0	0
	L03000	CREAMED GROUND BEEF	2	0	\$0.34	0	0
	L08903	BAKED SAUSAGE PATTIES (2	0	\$0.46	0	0
	S00204	OMELET INGREDIENTS	2	0	\$0.20	0	0
	D02200	FRENCH TOAST	2	0	\$0.36	0	0
	D02505	PANCAKES (MIX)	2	0	\$0.00	0	0
	F00400	COOKED EGGS	2	0	\$0.30	0	0
	F00700	GRIDDLE FRIED EGGS	2	0	\$0.31	0	0
Total meal cost:					\$0.00		
PRESS <ESC> WHEN FINISHED WITH SCREEN							

Figure 5.2-4. Production Schedule Screen - Master Menu Recipes.

e. You can review the production schedule by using the following keys:

(1) Use the ARROW keys to scroll forward or back to review the schedule by recipe.

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(2) To view more recipes, use the [F3] key to page forward (fig. 5.2-5) and [F4] to page back.

DATE:	PRODUCTION SCHEDULE		AJK-402				
Meal date: [21][NOV][2000]			Adjusted hdct:		600		
Meal type: BRK	Template No:		Serv Pd:		600 - 730		
PREPARER	RECIPE NO	RECIPE NAME	CRS	SEQ	COST/PORT	PORTIONS	TIME
_____	F01000	SCRAMBLED EGGS	2	0	\$0.30	0	0
_____	S00114	WAFFLES	2	0	\$3.76	0	0
_____	S00601	ASST DRY CEREAL	2	0	\$0.93	0	0
_____	S00700	SYRUP	2	0	\$0.10	0	0
_____	E00500	STEAMED RICE	3	0	\$0.08	0	0
_____	E00700	PORK FRIED RICE (OVEN M	3	0	\$0.26	0	0
_____	Q04601	COTTAGE FRIED POTATOES	3	0	\$0.48	0	0
_____	Q04602	HASHED BROWN POTATOES(F	3	0	\$0.21	0	0
_____	S00600	COOKED CEREAL	3	0	\$0.05	0	0
Total meal cost:					\$0.00		
PRESS <ESC> WHEN FINISHED WITH SCREEN							

Figure 5.2-5. Production Schedule Screen - View More Recipes(F3).

f. To use the recipes displayed (fig. 5.2-6) for your production schedule, move the cursor to the PORTIONS field and enter the amount to prepare. You can use the ARROW keys to move up and down this field. Move the cursor to the TIME field and enter preparation times for recipes. You can use the ARROW keys to move up and down this field. You can also use the [ENTER] or [TAB] key to move across these fields.

DATE:	PRODUCTION SCHEDULE		AJK-402				
Meal date: [21][NOV][2000]			Adjusted hdct:		600		
Meal type: BRK	Template No:		Serv Pd:		600 - 730		
PREPARER	RECIPE NO	RECIPE NAME	CRS	SEQ	COST/PORT	PORTIONS	TIME
_____	F00807	OMELET (INDIVIDUAL)	2	0	\$0.31	200	530
_____	L00200	OVEN FRIED BACON	2	0	\$0.30	300	0
JAMES	L03000	CREAMED GROUND BEEF	2	0	\$0.34	0	0
_____	L08903	BAKED SAUSAGE PATTIES (2	0	\$0.46	0	0
_____	S00204	OMELET INGREDIENTS	2	0	\$0.20	0	0
_____	D02200	FRENCH TOAST	2	0	\$0.36	0	0
_____	D02505	PANCAKES (MIX)	2	0	\$0.00	0	0
_____	F00400	COOKED EGGS	2	0	\$0.30	0	0
_____	F00700	GRIDDLE FRIED EGGS	2	0	\$0.31	0	0
Total meal cost:					\$152.00		
PRESS <ESC> WHEN FINISHED WITH SCREEN							

Figure 5.2-6. Production Schedule Screen - (example).

g. The course (CRS) field is the default course stored with the recipe. The course can be changed by entering the field and typing a valid course number. Course and sequence data is used to sort the finished production schedule and menus and place items in similar areas regardless of recipe numbers. In addition the course and sequence are used in A La Cart facilities to assign sale items to specific screens on the Point of Sales (POS) device at the end of the line.

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h. Production Schedule Adjustments. You can adjust the schedule (fig. 5.2-7) by using the following keys to change portions, and add and delete recipes:

DATE: 14 Nov 2000		PRODUCTION SCHEDULE				AJK-402	
Meal date: [21][NOV][2000]		Adjusted hdct: 600					
Meal type: BRK Template No:		Serv Pd: 600 - 730					
PREPARER	RECIPE NO	RECIPE NAME	CRS	SEQ	COST/PORT	PORTIONS	TIME
_____	F00807	OMELET (INDIVIDUAL)	2	0	\$0.31	200	530
_____	L00200	OVEN FRIED BACON	2	0	\$0.30	300	0
JAMES	L03000	CREAMED GROUND BEEF	2	0	\$0.34	0	515
POTTER	L08903	BAKED SAUSAGE PATTIES (2	0	\$0.46	0	0
_____	S00204	OMELET INGREDIENTS	2	0	\$0.20	0	0
_____	D02200	FRENCH TOAST	2	0	\$0.36	0	0
_____	D02505	PANCAKES (MIX)	2	0	\$0.00	0	0
_____	F00400	COOKED EGGS	2	0	\$0.30	0	0
PETERSON	F00700	GRIDDLE FRIED EGGS	2	0	\$0.31	0	0
Total meal cost:					\$152.00		
PRESS <ESC> WHEN FINISHED WITH SCREEN							

Figure 5.2-7. Production Schedule Adjustments.

- (1) To change a recipe portion, move the cursor to the PORTIONS field you want and enter your change.
- (2) Person assigned and recipe times can be added here or you may choose to leave them to the kitchen staff. Names and times entered will be printed as entered. Entries left blank (name) or at 0 (time) will display on the printed report as blank spaces.
- (3) To add a recipe, press the [F1] key to open a space on the screen. Enter a recipe number from the Recipe Index Report (PCN AJK-OO1) and press [ENTER]. The recipe name and cost per portion are displayed. Enter the portions and press [ENTER]. Enter a preparation time and press [ENTER]. If you don't want to add the recipe, press [F2] to delete the space.
- (4) To delete a recipe, move the cursor to the recipe and press [F2]. That recipe is deleted and the next one is displayed.

i. To add recipes or templates at the end of the schedule, move the cursor to the last recipe and press [ENTER]. A space is created to enter another recipe. Move the cursor to the RECIPE NO. field. A message (Do you want to add more data (Y/N) ? is displayed to ensure that you want to add more data. Answer Yes to add more data or No to finish working on the production schedule. Yes will display (Do you want to add a ROW, TEMPLATE or MASTER MENU (R/T/M)?) to determine if you want to add a single row, a template (list of unit defined recipes), or import the master menu for the date and meal.

- (1) Row - Press R to add an individual row. Enter the recipe number, and press [ENTER]. Enter portions for the recipe, press [ENTER], then enter a preparation time. You can change the course and add a sequence number. To add more recipes, repeat this step
- (2) Template - Press T to add a unit predefined template to the existing data on the production schedule. The cursor will move to the Template No field at

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the top of the screen. Enter a valid template number (system will let you know if the template does not exist) and press [Enter]. The items in the template will be appended (added at the end) to the production schedule. CAUTION: After the append process the cursor will return to the first line of the schedule. Use the F3 key to advance to the first line of the appended data. DO NOT use the page up or down keys on a PC keyboard. These keys will save and close the schedule. These items are now part of this production schedule. Use the same processes to edit data for these items.

- (3) Master Menu - Press M to add the items contained on the Master Menu for this date and meal. The items on the master menu will be appended to the schedule in the same manner as a unit template. Use the same procedures and cautions as with the templates.

Note: Multiple templates and Master Menu data can be added to a single production schedule. Only the master menu data for this date and meal will be used.

j. When you finish your entries, press [ESC]. The following messages are displayed: **ACCESSING DATABASE PLEASE WAIT . . .** then, **DATABASE SUCCESSFULLY UPDATED . . .** The Production Schedule Special Instructions Screen AJK-403 is displayed next. See paragraph 5.2.1.4 for processing instructions.

5.2.1.4 Production Schedule Special Instructions Screen AJK-403. Use this screen (fig. 5.2-8) to enter special instructions for the production schedule you just completed. Eight lines are available for data entry. The meal date and type are displayed. The cursor is positioned in the first line.

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DATE: 14 Nov 2000	PRODUCTION SCHEDULE SPECIAL INSTRUCTIONS	AJK-403
Meal date: [21 Nov 00]	Meal type: [BRK]	
[USE THIS SCREEN TO ENTER SPECIAL INSTRUCTIONS FOR YOUR PRODUCTION SCHEDULE.]]
[FOR EXAMPLE:]
[PREPARE OVEN ROAST ONE PAN AT A TIME AT 10 MIN INTERVALS.]
[]
[SPC JEFFERSON ASSIST WITH THE CREAMED BEEF .]
[]
[MERMITE 50 MEALS TO RIFLE RANGE, SEE ADDITIONAL PRODUCTION SCHEDULE.]
[COOK'S MEETING 1310 IN BACK OF DINING ROOM. SUBJECT: FIELD EQUIPMENT.]
[]
PRESS <ESC> WHEN FINISHED WITH SCREEN		

Figure 5.2-8. Production Schedule Special Instructions Screen.

a. You can enter information related to recipes, SOP items, or additional guidance for meal preparation.

(1) After you enter information in a field, press [ENTER]. The cursor moves to the next field.

(2) To correct an entry, press the [BACKSPACE] key until the cursor reaches the word or number you want, and retype it.

(3) Use the ARROW keys to move up and down the fields.

(4) In this process you can use the following control (Ctrl) key combinations to assist in editing:

Ctrl + A - Press and hold Ctrl key and press A will toggle between the typeover (AFMIS default) and insert mode. This must be initiated for each line of text on the screen. Using this key combination on one line and advancing to the next line will return to the default typeover.

Ctrl + X will delete the character beneath the cursor.

Ctrl + D will delete all the characters from the current cursor position to the end of the line.

b. When you finish entering your instructions, press [ESC]. The following messages are displayed: **ACCESSING DATABASE PLEASE WAIT . . .** then, **DATABASE SUCCESSFULLY UPDATED.**

c. The Production Schedule Print Screen AJK-406 is displayed. See paragraph 5.2.1.5 for processing instructions.

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5.2.1.5 Production Schedule Print Screen AJK-406. Use this screen (fig. 5.2-9) to select the number of production schedules and kitchen requisition worksheets you want to print. You can print up to five copies of each. The meal date and type are displayed. The cursor is positioned in the PRINT field for the production schedule.

DATE: 15 Aug 95	PRODUCTION SCHEDULE PROCESS IS COMPLETE	AJK-406
	FOR:	
Meal date: [21 Aug 95]	Meal type: [LUN]	
HOW MANY OF THE PRODUCTION SCHEDULE REPORT ARE REQUIRED AT THIS TIME (0-5): [0] "0" WILL NOT PRINT.		
HOW MANY OF THE KITCHEN REQUISITION REPORT ARE REQUIRED AT THIS TIME (0-5): [0] "0" WILL NOT PRINT.		
Press RETURN after each entry. Press <ESC> to exit process.		

Figure 5.2-9. Production Schedule Print Screen (AJK-406).

a. Enter the number of production reports you want printed and press [ENTER]. If you don't want this report, accept zero as the default and press [ENTER].

b. Enter the number of kitchen requisition worksheets you want printed and press [ESC]. If you don't want this report, accept zero as the default and press [ESC].

OR

c. Press [ENTER] to change your entries. The cursor moves back to the first print field.

d. The message **Press <ENTER> to exit Process...** is displayed while the reports are printed. Press <RETURN> to display: **Do you want to review another meal at this time (Y or N)?**

(1) Enter Y to review the production schedule for another date and meal. The Production Schedule Screen AJK-402 is displayed.

OR

(2) Enter N and the Meal Production Menu is displayed.

e. To interrupt processing on any of these screens, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 5.2.1.6 for processing instructions.

f. To exit the Meal Production Menu, select R. The Meal Planning Menu is displayed.

5.2.1.6 Interrupt Ring Menu. This ring menu (fig. 5.2-10) is displayed when you press [DELETE] on Screens AJK-402, 403, and 406. Use it to continue processing, review another production schedule, or return to the Meal Production Menu.

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INTERRUPT MENU: CONTINUE RETURN
Continue Processing

Figure 5.2-10. Interrupt Ring Menu.

5.2.1.7 Outputs. The Production Schedule (PCN AJK-421) and Kitchen Requisition and Returns Worksheet (PCN AJK-422) Reports are printed for the date and meal you select. The number of reports printed for each are based on your selections. See appendix C for examples of these reports.

- a. Complete the production schedule and worksheet at the end of each meal. Use the worksheet to complete the Kitchen Requisition and Returns subfunction (para 5.4).
- b. Attach the completed worksheet to the Production Schedule Report (PCN AJK-421) until you print the Kitchen Requisition and Returns Report (PCN AJK-425), then destroy it.

5.2.2 Nutrient Analysis Process. Use this process to create low calorie menus for your diners. You can create the menu by selecting recipes from the production schedule. You can choose up to 14 recipes for each low calorie menu.

5.2.2.1 Processing Restrictions. The Production Schedule Review and Maintenance process (para 5.2.1) must be completed for the date and meal you choose.

5.2.2.2 Processing Materials. The Nutrient Values of Master Menu Recipes and Food Items (SB 10-264) can be used to help you select low calorie items.

5.2.2.3 Nutrient Analysis Screen AJK-369. To create low calorie menus, select Option B from the Meal Production Menu. The Nutrient Analysis Screen (fig. 5.2-11) is displayed.

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RECIPE NUMBER	RECIPE NAME	PORTION SIZE	CAL PER PORT	CALORIE CATEGORY (FAT)	SODIUM PER PORT
[H] [D02200]	[FRENCH TOAST] [2SLICE]	[346]	[LOW]	[360]
[] [D02505]	[PANCAKES (MIX)] [2 PANC]	[212]	[LOW]	[763]
[X] [F01000]	[SCRAMBLED EGGS] [1/3 CU]	[136]	[MED]	[110]
[H] [L00200]	[OVEN FRIED BACON] [2 SLIC]	[73]	[MED]	[303]
[] [L03000]	[CREAMED GROUND BEEF] [2/3 CU]	[283]	[MED]	[808]
[] [S00200]	[ASST FRZ JUICES] [8 OZ]	[70]	[LOW]	[0]
[H] [S00400]	[BULK MILK] [1 SER]	[125]	[LOW]	[0]
[]
		TOTALS:	[407]		[441]
Enter "X" to select whole portions					
Enter "H" to select half portions					
	Press ESC when complete			[]	

Figure 5.2-13. Nutrient Analysis Screen (example).

- (1) Use X to select a whole portion as the recipe portion size.
 - (2) Use H to select a half portion.
 - (3) Use the [ENTER] or ARROW keys to move up and down the fields.
- e. You can review and choose more recipes by using the following keys:
- (1) Use the [ENTER] or ARROW keys to scroll forward or back to review the menu by recipe. Enter X or H in the field next to each recipe you want. The calorie and sodium totals are adjusted for your choices.
 - (2) To view and choose more recipes, use [F3] to page forward and [F4] to page back.
- f. The total calorie and sodium content for your dieter's menu is displayed.
- g. When you finish your selections, press [ESC]. The following message is displayed:
Do you want to review or change your selections (Y or N)?

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(1) Enter Y and the cursor moves back to the first recipe. You can make other selections.

OR

(2) Enter N and the message: **Do you want a printed report (Y or N)?** is displayed.

(a) Enter Y to print the Nutrient Analysis Dieter's Menu Report (PCN AJK-424).

OR

(b) Enter N and another message is displayed: **Do you want to create another Menu (Y or N)?**

1. Enter Y to create another low calorie menu.

OR

2. Enter N and the message: **Press RETURN to exit process.** is displayed. Press [RETURN] and the Meal Production Menu is displayed.

NOTE: Because this process does not save your entries, make sure you DON'T want a report before selecting N. However, this process does let you create different dieter's menus for the same meal.

h. If you select Y to print, another message is displayed: **How many printed copies? (limit 10).**

i. Enter the number of copies you want and press [ENTER]. When you enter 10, you don't have to press [ENTER]. The message **Please wait . . .** is displayed while information is gathered for your report(s). When the report is sent to the printer, a message is displayed: **Report has been sent to printer. Press RETURN to continue process.**

j. To interrupt processing, press [DELETE]. An Interrupt Ring Menu (fig. 5.2-14) is displayed. Use it to continue processing or return to the Meal Production Menu.

INTERRUPT MENU: CONTINUE RETURN Continue Processing

Figure 5.2-14. Interrupt Ring Menu.

k. To exit this menu, select R. The Meal Production Planning Menu is displayed.

5.2.2.4 Outputs. The Nutrient Analysis - Dieter's Menu Report (PCN AJK-424) is printed when you select Y in response to the print message and enter the number you want. Post your nutrient analysis menus for each meal and discard them at the end of the meal or day, as needed. See Appendix C for an example of this report.

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5.2.3 Production Reports Process.

a. Use the Production Reports Process to print outside menus, extended recipes, and additional production reports. This process contains three subprocesses and two exit options:

- (1) Outside Menu Report (para 5.2.3.1).
- (2) Extended Recipe Report (para 5.2.3.2).
- (3) Print Additional Production Reports (para 5.2.3.3).
- (4) Exit the Reports Menu and return to the Meal Production Menu or system login screen.

b. To access this menu from the AFMIS-DFO Main Menu, select the options in figure 5.2-15.

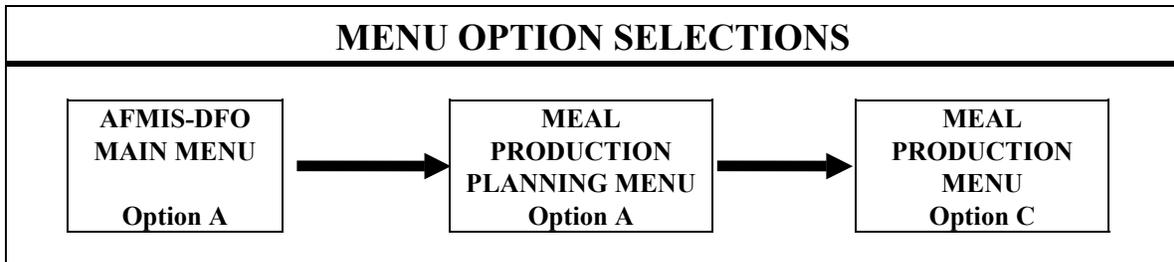


Figure 5.2-15. Reports Menu Selection.

c. The Reports Menu (fig. 5.2-16) is displayed.

```
REPORTS: A B C R X
Print outside menus

DATE: 16 Nov 00          REPORTS MENU          AJK-420
-----Press F8 for Help-----

      A - PRINT OUTSIDE MENUS
      B - PRINT RECIPES
      C - PRINT MULTIPLE REPORTS
      R - RETURN TO MEAL PRODUCTION MENU
      X - EXIT FROM DFO PROCESSING
```

Figure 5.2-16. Reports Menu (AJK-420).

5.2.3.1 Outside Menu Report Subprocess. Use this subprocess to print your outside menu by date and meal. You can print up to five copies of each menu. The information on this report is created in the Production Schedule Review and Maintenance process (para 5.2.1).

5.2.3.1.1 Processing Restrictions. The Production Schedule Review and Maintenance process (para 5.2.1) must be completed for the date and meal you choose.

5.2.3.1.2 Processing Materials. None.

5.2.3.1.3 Outside Menu Report Screen AJK-404. To print your outside menu, select A from the Reports Menu. The Outside Menu Report Screen (fig. 5.2-17) is displayed

DATE: 15 Nov 2000	OUTSIDE MENU REPORT	AJK-404
MEAL DATE:	MEAL TYPE:	
Enter meal date (dd mmm yyyy)		

Figure 5.2-17. Outside Menu Screen (AJK-404).

- a. Enter a meal date and press [ENTER].
- b. Enter a meal type from the screen display. DO NOT press [ENTER].
- c. Message (fig. 5.2-18) is displayed: **How many printed copies? (limit 5).**

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DATE: 15 Nov 00	OUTSIDE MENU REPORT	AJK-404
MEAL DATE: 21 Nov 00	MEAL TYPE: LUN	
How many printed copies? (limit 5)		

Figure 5.2-18. Outside Menu Screen (example).

d. Enter the number of copies you want and press [ENTER]. The message **Please wait . . .** is displayed while information is gathered for the Outside Menu Report (PCN AJK-420). After the report is created, a message is displayed at the bottom of the screen: **Report has been generated and sent to printer. Press RETURN to exit process.**

e. Press [ENTER] to continue and a message is displayed at the top of the screen: **Do you want to print another Outside Menu at this time (Y or N)?**

(1) Enter Y to print another outside menu.

OR

(2) Enter N and the Reports Menu is displayed.

g. To exit this menu, select R. The Meal Production Menu is displayed.

5.2.3.1.4 Outputs. The Outside Menu Report (PCN AJK-420) is printed for the date and meal you choose. Post your outside menus for each meal and discard them at the end of the meal or day as appropriate. See appendix C for an example of this report.

5.2.3.2 Extended Recipe Report Subprocess. Use this subprocess to print recipe cards for preparation of production schedule recipes. The ingredient quantities are based on the number of portions you enter on the production schedule. You can print selected recipes or all recipes appearing on the schedule.

5.2.3.2.1 Processing Restrictions. The Production Schedule Review and Maintenance process (para 5.2.1) must be completed for the date and meal you choose.

5.2.3.2.2 Processing Materials. None.

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- (1) Ten recipe numbers and names are displayed (fig. 5.2-20) for the date and meal you select.
- (2) The cursor stays in the SELECTION field throughout processing.

DATE: 15 Nov 00	EXTENDED RECIPE PRINTING OPTIONS	AJK-405
Meal Date: [21 Nov 2000]	Meal Type: [BRK]	
	RECIPE NO	RECIPE NAME
[]	[D02200]	[FRENCH TOAST]
[]	[D02505]	[PANCAKES (MIX)]
[]	[F01000]	[SCRAMBLED EGGS]
[]	[L00200]	[OVEN FRIED BACON]
[]	[L03000]	[CREAMED GROUND BEEF]
[]	[S00200]	[ASST FRZ JUICES]
[]	[S00400]	[BULK MILK]
[]	[S00500]	[TEA BAGS]
[]	[S00501]	[HOT CHOCOLATE]
[]	[S01100]	[POWDERED CREAM]
[]		
ENTER AN "X" BY RECIPES TO BE PRINTED. PRESS ESC WHEN FINISHED WITH SELECTIONS		

Figure 5.2-20. Extended Recipe Printing Options Screen - Production Schedule Recipes.

- (3) Enter X in the field next to each recipe you want to print (fig. 5.2-21).

DATE: 15 Nov 00	EXTENDED RECIPE PRINTING OPTIONS	AJK-405
Meal Date: [21 Nov 2000]	Meal Type: [BRK]	
	RECIPE NO	RECIPE NAME
[X]	[D02200]	[FRENCH TOAST]
[X]	[D02505]	[PANCAKES (MIX)]
[X]	[F01000]	[SCRAMBLED EGGS]
[]	[L00200]	[OVEN FRIED BACON]
[X]	[L03000]	[CREAMED GROUND BEEF]
[]	[S00200]	[ASST FRZ JUICES]
[]	[S00400]	[BULK MILK]
[]	[S00500]	[TEA BAGS]
[]	[S00501]	[HOT CHOCOLATE]
[]	[S01100]	[POWDERED CREAM]
[]		
ENTER AN "X" BY RECIPES TO BE PRINTED. PRESS ESC WHEN FINISHED WITH SELECTIONS		

Figure 5.2-21. Extended Recipe Printing Options Screen (Example).

- (4) Use the [ENTER] or ARROW keys to move up and down the SELECTION field.
- (5) To view more recipes, use the [F3] key to page forward and [F4] to page back.
- (6) To delete a selection, move the cursor to the recipe and press the [SPACE BAR]. The X is erased.
- (7) When you finish choosing your recipes, press [ESC].

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c. The message **Please wait . . .** is displayed while information is gathered for the Extended Recipe Reports (PCN AJK-423). After the reports are created, a message is displayed: **Report has been generated and sent to the printer. Press RETURN to exit process.**

d. Press [ENTER] to continue and a message is displayed: **Do you want to print another extended recipe at this time (Y or N)?**

(1) Enter Y to print extended recipes for another production schedule.

OR

(2) Enter N to finish printing recipes and return to the Reports Menu.

e. To interrupt processing, press [DELETE]. Press [ENTER] and the Reports Menu is displayed.

f. To exit this menu, select R. The Meal Production Menu is displayed.

5.2.3.2.4 Outputs. An Extended Recipe Report (PCN AJK-423) is printed for each recipe you select. The reports can be discarded after use and new reports printed if needed. See appendix C for an example of this report.

5.2.3.3 Print Multiple Reports Subprocess. Use this subprocess to print copies of the production schedule and outside menu reports for the date you select. You can print up to five copies of each.

5.2.3.3.1 Processing Restrictions. The Production Schedule Review and Maintenance process (para 5.2.1) must be completed for the date you choose.

5.2.3.3.2 Processing Materials. None.

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5.2.3.3.3 Select Meal Planning Reports for Printing Screen AJK-421. To print extra reports, select C from the Reports Menu. The Select Meal Planning Reports for Printing Screen (fig. 5.2-22) is displayed.

```
DATE: 15 Nov 2000  SELECT MEAL PLANNING REPORTS FOR PRINTING  AJK-421

      Meal Date [ ][ ][ ]

                                Number of copies

[ ] Production Schedule Report      [ ]
[ ] Outside Menu Report              [ ]

[                                     ]

      ENTER AN X FOR THE REPORT(S) YOU WANT, AND THE
      NUMBER OF COPIES TO BE PRINTED, NOT TO EXCEED FIVE.
```

Figure 5.2-22. Select Meal Planning Reports for Printing Screen (AJK-421).

- a. Enter a meal date and press [ENTER].
- b. Enter X in the field next to each report you want (fig. 5.2-23). Enter the number of copies you want and the cursor moves to the selection field for the next report

```
DATE: 15 Nov 2000  SELECT MEAL PLANNING REPORTS FOR PRINTING  AJK-421

      Meal Date [21][NOV][2000]

                                Number of copies

[X] Production Schedule Report      [1]
[X] Outside Menu Report              [2]

]

      ENTER AN X FOR THE REPORT(S) YOU WANT, AND THE
      NUMBER OF COPIES TO BE PRINTED, NOT TO EXCEED FIVE.

Please wait . . . reports are being printed
Do you want to print reports for another date (Y or N)?
```

Figure 5.2-23. Select Meal Planning Reports for Printing Screen (example).

- c. To skip a field, press [ENTER] with no entry.
- d. When you finish your entries, press [ESC]. A message is displayed: **Please wait . . . reports are being generated.** Reports are printed for all meals you review on the date you choose.

e. When the reports you request are sent to the printer, a message is displayed: **Do you want to print reports for another date (Y OR N)?**

(1) Enter Y to print reports for another meal date.

OR

(2) Enter N to finish printing your reports. Press [ENTER] and the Reports Menu is displayed.

f. To exit this menu, select R. The Meal Production Menu is displayed.

5.2.3.3.4 Outputs. The following reports are printed:

- a. Outside Menu Report (PCN AJK-420). See paragraph 5.2.3.1.4 for filing instructions.
- b. Production Schedule Report (PCN AJK-421). See paragraph 5.2.1.7 for filing instructions.
- c. The number of copies printed for each report are based on your selections.

5.2.4 Create Additional Production Schedules Process. Use this process to create additional production schedules for different preparation areas in the dining facility (e.g., salads, desserts), locations (e.g., unit field feeding under ARCS), or box lunches. You can choose any recipes for this schedule, however; if they are not on a production schedule for that date and meal, the ingredients used must be added to the Kitchen Requisition and Returns Worksheet (PCN AJK-422). The Production Schedule Report (PCN AJK-LW1) is printed after you complete your entries. This process is based upon previous versions of AFMIS and print the production schedule reports in old format. It is intended to be used as informational schedules only. Automated ordering and headcount entry is not based on these entries.

CAUTION: The additional production schedule process does not save the data. Once a schedule is formatted and printed, it is lost.

5.2.4.1 Processing Restrictions. None.

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

- a. SB 10-260 Master Menu.
- b. Current Recipe Index Report (PCN AJK-OO1). See Recipe Inquiries, paragraph 7.4.1, to print the indexes.

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(2) A message is displayed: **Do you want to enter special instructions (Y or N)?**

(a) Enter Y to display the Special Instructions Screen AJK-417. See paragraph 5.2.4.4 for processing instructions.

OR

(b) Enter N to complete your production schedule. The Production Schedule Report (PCN AJK-LW1) is sent to the printer. See paragraph 5.2.4.5 for processing instructions.

f. To interrupt processing, press [DELETE].

(1) When the cursor is in any field above the RECIPE NO, the following message is displayed: **Process aborted. Press RETURN to exit.** Press [ENTER] and another message is displayed. See step g. for processing instructions.

OR

(2) When there are entries in the RECIPE NO field, the following message is displayed: **Are you sure you want to abort this process (Y/N)?**

(a) Enter Y and another message is displayed. See step g. for processing instructions.

OR

(b) Enter N and the cursor moves back to the RECIPE NO field.

g. The following message is displayed after you enter a response to the interrupt message in step (1) or (2) above: **Do you want to create another meal at this time (Y/N)?**

(1) Enter Y and Screen AJK-416 is redisplayed.

OR

(2) Enter N and the Meal Production Menu is displayed.

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c. The Production Schedule Report (PCN AJK-LW1) is sent to the printer. See paragraph 5.2.4.5 for processing instructions.

5.2.4.5 Production Schedule Screen AJK-416 or Special Instructions Screen AJK-417. The following information can be displayed on either screen based on your response to earlier messages.

a. After the Production Schedule Report is sent to the printer, press [ENTER]. A message is displayed: **Do you want to create another meal at this time (Y or N)?**

(1) Enter Y to create another production schedule.

OR

(2) Enter N to finish processing schedules and return to the Meal Production Menu.

b. To interrupt processing on Screen AJK-417, press [DELETE]. Press [ENTER] and a message is displayed: **Do you want to create another meal at this time (Y or N)?** Follow step a (1) or (2) above.

c. To exit this menu, select R. The Meal Production Planning Menu is displayed.

5.2.4.6 Outputs. The Production Schedule Report (PCN AJK-LW1) is printed for the production area and date you select. See appendix C for an example of this report.

5.2.5 Template Maintenance Process. Use this process to create, maintain, and delete templates for use in developing production schedules. Templates are shell production schedules which contain the recipe numbers, recipe names, course and sequence numbers for different meal and section configurations generally used by your dining facility in meal production. These can be used to build production schedules from scratch or may be imported in combination to append to the master menu or an existing meal. In addition, you can print one or all of the template menus, print a list of the active templates with your descriptive names, and print a list of the course designations with numeric designations designed by your IFPM.

5.2.5.1 Processing Restrictions. You can create as many templates as your operation needs. It is recommended that you keep the number to the minimum that you will need for ease of operations. Use the process to create templates for those meals and combinations that you will use on a frequent basis.

5.2.5.2 Processing Materials. A current Recipe Index Report (PCN AJK-001) will assist you in the development and maintenance of you templates.

5.2.5.3 Template Maintenance Menu AJK-408. Access the Template menu and processes from the Meal Production Menu AJK-419 by selecting option E - TEMPLATE MAINTENANCE. This option will display the Template Maintenance Menu AJK-408.

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```
Template Maintenance:  A B C D E R X
Enter 'A' to perform maintenance of templates

DATE: 15 Nov 2000          TEMPLATE MAINTENANCE MENU          AJK-408

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

      OPTION CODE  RING MENU SELECTION OPTIONS

A  PERFORM TEMPLATE MAINTENANCE          E  PRINT LIST OF COURSE
B  PRINT ALL TEMPLATE MENUS              DESIGNATIONS
C  PRINT ONE TEMPLATE MENU                R  RETURN TO PROD MENU
D  PRINT LIST OF TEMPLATES/              X  EXIT DFO
   TEMPLATE NAME

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

Figure 5.2-28. Template Maintenance Menu Selection.

5.2.5.4 Perform Template Maintenance. Select option A to perform template maintenance. This process will allow you to create, modify, and delete templates for your operation. The template maintenance screen AJK-409 will be displayed:

```
DATE: 28 Sep 2000          TEMPLATE MAINTENANCE          AJK-409

CREATE:      MODIFY:      DELETE:
TEMPLATE NO:  TEMPLATE NAME:

      RECIPE NO.          RECIPE NAME          COURSE NO  SEQ NO

Screen space deleted

      PRESS <ESC> WHEN FINISHED WITH SCREEN

Enter X for one of the options
```

Figure 5.2.29. Template Maintenance Screen (AJK-409)

a. Select Create, Modify, or Delete by placing an 'X' in the appropriate field. Press [ENTER].

(1) Create: Select Create to add a new template to the ones that you have already created. Enter a number to use for identification of this template and press [ENTER]. If you already have a template with this designation the following message will be displayed: 'THIS TEMPLATE EXISTS ALREADY. DO YOU WANT TO MODIFY IT? ENTER Y/N'. Enter Y to edit the existing template. No will return to the Template Maintenance Menu.

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- (a) Once a valid new template number has been entered the cursor will move to the TEMPLATE NAME field. Enter a short descriptive name for the template. You are allowed 25 spaces to enter a name. Use something that will easily identify the contents of the template. Press [ENTER].
- (b) The cursor will move to the first recipe number field. Enter the recipe numbers that you want to use on this template. As you enter the recipe numbers the recipe name, and default course will be displayed. The course can be modified and a sequence number to be used within the course can be added. If a sequence number is not entered it will default to zero. The course and sequence numbers are used to sort and arrange the recipes on the production schedule, outside menus, and to display menu items on the cash register touch screens.
- (c) A recipe can be used on a template more than once. Multiple recipes can be designated in different courses.
- (d) A recipe can be inserted in a specific location within the template build process using the F1 key to insert a recipe above the present cursor location. CAUTION: Regardless of where a recipe is inserted or placed the template will be resorted by Course, Sequence, and Recipe Number when saved.
- (e) A recipe can be deleted from the template by pressing the F2 key when the cursor The up and down arrow keys can be used to scroll through is on the recipe line.
- (f) individual fields to rapidly modify specific entries. This is most useful in modifying the course and sequence numbers.
- (g) You can use the F3 key to page forward or the F4 key to page back during this process.
- (h) An item can be changed by typing the new recipe number over the existing recipe number. The new recipe name will replace the old but the course and sequence will remain the same.
- (i) When satisfied that all of the menu items desired are on the template, press the Escape <Esc> key to save all changes made to the template in this session. The message "Updating Database Please Wait" will be displayed followed by the message "Database updates have successfully completed.". The system will return to the Template Maintenance Screen (AJK 408).
- (j) The process interrupt menu (INTERRUPT MENU: CONTINUE RETURN) can be used at any time during the process. Press the delete key to access the process interrupt. Continue (the default selection) will return to the last cursor position. Return will return the user to the Template Maintenance Menu without updating the database tables.

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- (2) Modify: Select Modify to change entries on an existing template. If a template number is selected in the create template process that already exists the system will display the message "Template exists, do you wish to modify Y or N". A Yes response will begin the modify process. A No response will return the user to the Template Maintenance Menu.
 - (a) Place an X in the Modify field to begin the modify process and press Enter. Enter a valid template number in the template number field. If the template does not exist you will be asked if you want to add the template. Answer Yes to add the template and follow the procedures above for create.
 - (b) Once a valid template number is entered, press enter. The template name will be displayed and the message "DO YOU WANT TO EDIT THE TEMPLATE NAME. ENTER Y/N." will be displayed. Enter Yes to modify the name or No to bypass the name and press enter.
 - (c) The sorted list of recipes in the selected template will be displayed. The list will be displayed in the following order: Course Number, Sequence number within the course, and Recipe Number within the course sequence.
 - (d) All of the processes detailed in the create process (F1, F2, F3, F4, and Process Interrupt {Delete}) are available in this process.
 - (e) CAUTION: Remember that when changing course or sequence numbers the system will not resort the list until the table is saved.
 - (f) When satisfied with the modifications made press the Escape (Esc) key to update the database. Messages will be displayed to confirm the updates.
- (3) Delete: Select Delete to remove an entire template from the system.
 - (a) Removing a template from the system will not affect any production schedules from which the template was built.
 - (b) Place an X in the Delete field to begin the Delete process and press Enter. Enter a template number in the template number field. If the template does not exist the following message will be displayed briefly in reverse text: "TEMPLATE DOES NOT EXIST. CANNOT DELETE" and then return to the template number field.
 - (c) Once a valid template number is entered, press enter. The template is displayed so that you can ensure that this is the template that you want to delete.
 - (d) Once you are satisfied that this is the correct template, press Esc. The system will ask " ARE YOU SURE YOU WANT TO DELETE THIS TEMPLATE? ENTER (Y/N)" Enter Yes to confirm the deletion or No to cancel the deletion. The system will return to the Template Maintenance Menu.

5.2.5.5 Print all Template Menus: Select option B from the Template Maintenance Menu (AJK-408) to print all of the Template Menus resident in your system. Screen AJK-410 will be displayed to allow designation of up to 5 copies of the report to be sent to the printer. Enter the number of copies and press enter. There will be several confirmation messages briefly displayed and the report PCN: AJK-MR2 TEMPLATE NUMBER LISTING FOR ACTIVITY: _____ will be printed. This report will list each template, and each recipe contained in the template in the same sequence as displayed on the maintenance screens. CAUTION: The sequence may appear in different order if you have not reopened the template after the last edit.

5.2.5.6 Print One Template Menu: Select option C from the Template Maintenance Menu (AJK-408) to print one of the Template Menus resident in your system. Screen AJK-410 will be displayed to allow designation of up to 5 copies of the report to be sent to the printer. Enter the number of the template desired and press Enter. If the template number is not found a brief message will be displayed. Once a valid template number has been entered then enter the number of copies and press enter. There will be several confirmation messages briefly displayed and the report PCN: AJK-MR2 TEMPLATE NUMBER LISTING FOR ACTIVITY: _____ will be printed. This report will list the selected template, and each recipe contained in the template in the same sequence as displayed on the maintenance screens. CAUTION: The sequence may appear in different order if you have not reopened the template after the last edit.

5.2.5.7 Print a list of Templates with Template Names: Select option D from the Template Maintenance Menu (AJK-408) to print a list of the Template Menus with Names resident in your system. Screen AJK-410 will be displayed to allow designation of up to 5 copies of the report to be sent to the printer. Enter the number of copies and press enter. There will be several confirmation messages briefly displayed and the report PCN: AJK-MR2 TEMPLATE NUMBER LISTING FOR ACTIVITY: _____ will be printed. This report will list the Template Name followed by the Template Number in Template Number sequence.

5.2.5.8 Print a List of Course Designation: Select option E from the Template Maintenance Menu (AJK-408) to print a list of the course designations resident in the system. Screen AJK-410 will be displayed to allow designation of up to 5 copies of the report to be sent to the printer. Enter the number of copies and press enter. There will be several confirmation messages briefly displayed and the report PCN: AJK-MR3 COURSE NUMBER LISTING will be printed. This report will list the Course Number followed by the Course Name in Course Number sequence. NOTE: Course number and name maintenance is a responsibility of the IFPM.

5.2.6 Send Data to POS - A La Carte Facilities Only: Select option F from the Meal Production Menu to create the files for transmission to the Point of Sales back office and cash registers. Selected menu items from the designated meal will be sent. Not all items on the Production Schedule all designed for individual sale. For example, frostings may be separate on the production schedule but not priced separately on the line. The frostings would not need to be sent to the POS for display on the touch screen.

5.2.6.1 POS Menu Selection Screen (AJK-158): Selection of option F will display the POS Menu Selection Screen fig 5.2-30

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a. Enter the meal date in DD MMM YYYY format, then enter the three character meal code. You need not press enter, the recipes for the selected meal will be displayed (Figure 5.2-31).

DATE: 15 Nov 2000	POS MENU SELECTION	AJK-158				
Meal date: [21][NOV][2000]	Meal type: BRK					
SELECT	RECIPE NO	RECIPE NAME	CRS	SEQ	COST/100	PORTIONS
X	D02200	FRENCH TOAST	2	0	\$0.40	100
X	D02505	PANCAKES (MIX)	2	0	\$0.00	0
X	F01000	SCRAMBLED EGGS	2	0	\$0.30	100
X	L00200	OVEN FRIED BACON	2	0	\$0.30	0
X	L03000	CREAMED GROUND BEEF	2	0	\$0.35	100
	S00200	ASST FRZ JUICES	14	0	\$0.25	100
	S00400	BULK MILK	14	0	\$4.65	100
	S00400	BULK MILK	14	0	\$4.65	0
	S00400	BULK MILK	14	0	\$4.65	100
PRESS <ESC> WHEN FINISHED WITH SCREEN						
DESELECT (with space bar) ITEMS NOT TO BE TRANSMITTED TO POS						

Figure 5.2-31. POS Menu Selection Screen (AJK-409) with recipes

- b. Recipes will be displayed with a selection criteria entered in the select column. X will indicate that the item is designated (selected) to send to the POS devices. Blank will indicate that the item is not to be sent.

These will be defaulted by the Exclude from POS Price Update field in the recipe. If the item has been excluded from the POS price update, it will also be excluded from the send process. Any entry may be changed by entering an X in the blank field or pressing the space bar to eliminate the X from the field.

c. To navigate through the screen you can use the up or down arrow keys to advance one line at a time or use the F3 and F4 keys to advance and return one screen at a time.

d. Once you are satisfied with then items to be sent, press Esc. A message "FILE CREATED FOR TRANSMISSION TO POS.". The file is place in a directory to await pickup by the POS back office when needed.

e. A file can be created as many times as needed. If the file has been created once and an attempt is made to create again the following message will be displayed (fig 5.2-32):

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```
DATE: 15 Nov 2000          POS MENU SELECTION          AJK-158

Meal date: [21][NOV][2000]          Meal type: BRK

SELECT  RECIPE NO  RECIPE NAME          CRS  SEQ  COST/100  PORTIONS
-----+-----+-----+-----+-----+-----+-----+
|WHAT ACTION?:  Continue  Discontinue          |
|Proceed with POS Trans File creation          |
|
| You entered a meal with the meal date of 11/21/2000
| and meal type of BRK. If you continue,
| you will overwrite the existing POS Trans File you entered
| earlier.  Select CONTINUE to proceed, or DISCONTINUE to EXIT
|
+-----+-----+-----+-----+-----+-----+

PRESS <ESC> WHEN FINISHED WITH SCREEN
```

Figure 5.2-32. POS Menu Selection Screen (AJK-409) Duplicate File Message

Continue will replace the previous file with new data.
Discontinue will exit this process and return to the Meal Production Menu.

5.2.6.2 Outputs: There are no printed outputs associated with this subfunction.

5.3 Shopping List Subfunction.

a. Use the processes in the Shopping List Subfunction to create, update, print, and delete shopping lists for your dining facility. Use the update option to release your shopping lists to TISA for processing. You can use the Inquiry processes to review your projected account status and checklist. This subfunction contains five processes and two exit options:

- (1) Regular Shopping List (para 5.3.1).
- (2) Direct Vendor Delivery (DVD) Shopping List (para 5.3.2).
- (3) Box Lunch Shopping List (para 5.3.3).
- (4) Projected Account Status Inquiry (para 5.3.4).
- (5) Checklist Inquiry (para 5.3.5).
- (6) Exit the Shopping List Menu and return to the Meal Production Planning Menu or system login screen.

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b. To access the Shopping List Menu from the AFMIS-DFO Main Menu, select the options in figure 5.3-1.

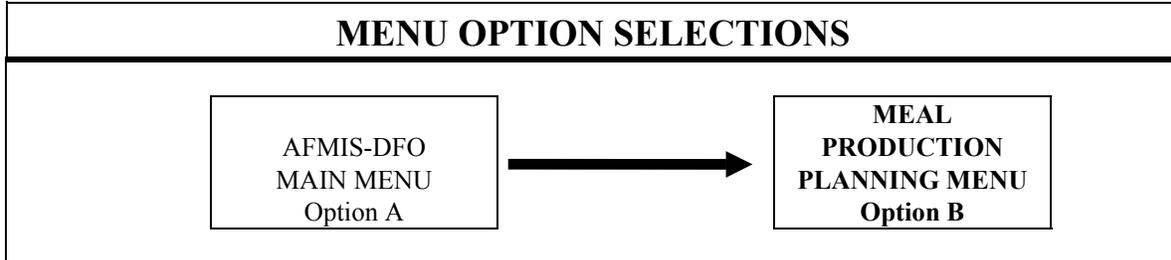


Figure 5.3-1. Shopping List Menu Selection.

c. The Shopping List Menu (fig. 5.3-2) is displayed.

```
SHOPPING LIST:  A B C D E R X
Regular Shopping List Menu

DATE:  18 Nov 00          SHOPPING LIST MENU          AJK-302
-----Press F8 for Help-----

      A - REGULAR SHOPPING LIST MENU
      B - DVD SHOPPING LIST MENU
      C - BOX LUNCH SHOPPING LIST MENU
      D - PROJECTED ACCOUNT STATUS INQUIRY
      E - CHECKLIST INQUIRY
      R - RETURN TO MEAL PRODUCTION PLANNING MENU
      X - EXIT FROM DFO PROCESSING
```

Figure 5.3-2. Shopping List Menu Screen (AJK-302).

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5.3.1 Regular Shopping List Process.

a. Use the Regular Shopping List Process to create, update, print, and delete perish-able and semiperishable shopping lists. This process contains five subprocesses and two exit options:

- (1) Regular Shopping List - Create (para 5.3.1.1).
- (2) Review Issue Frequency Schedule (para 5.3.1.2).
- (3) Regular Shopping List - Update (para 5.3.1.3).
- (4) Regular Shopping List - Print (para 5.3.1.4).
- (5) Regular Shopping List - Delete (para 5.3.1.5).

(6) Exit the Regular Shopping List Menu and return to the Shopping List Menu or system login screen.

b. To access the Regular Shopping List Menu from the AFMIS-DFO Main Menu, select the options in figure 5.3-3.

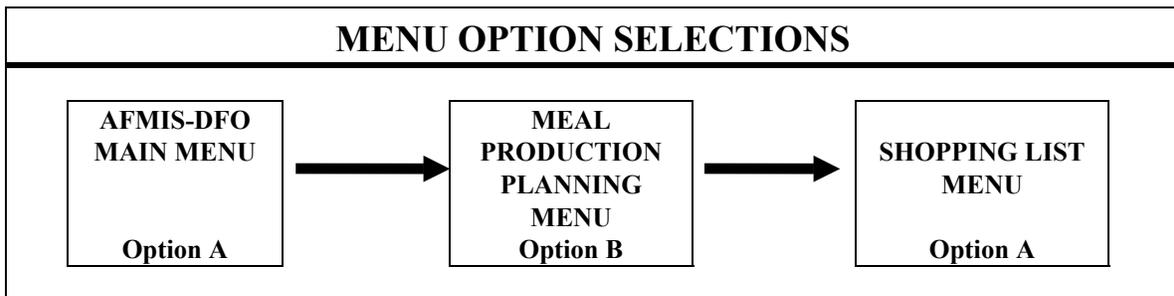


Figure 5.3-3. Regular Shopping List Menu Selection.

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c. The Regular Shopping List Menu (fig. 5.3-4) is displayed.

```
REGULAR SHOPPING LIST:  A B C D E R X
Create shopping list

DATE: 15 Nov 00      REGULAR SHOPPING LIST MENU      AJK-303
-----Press F8 for Help-----

      A - CREATE SHOPPING LIST
      B - REVIEW ISSUE FREQUENCY SCHEDULE
      C - UPDATE SHOPPING LIST
      D - PRINT SHOPPING LIST
      E - DELETE SHOPPING LIST
      R - RETURN TO SHOPPING LIST MENU
      X - EXIT FROM DFO PROCESSING
```

Figure 5.3-4. Regular Shopping List Menu (AJK-303).

5.3.1.1 Regular Shopping List - Create Subprocess. Use this subprocess to create a perishable and semiperishable shopping list. You can create up to six shopping lists for different issue dates. The items on the regular shopping list are based on recipes and portions you choose in the Production Schedule process (para 5.2.1).

5.3.1.1.1 Processing Restrictions. The Production Schedule process (para 5.2.1) must be completed before you start this subprocess.

5.3.1.1.2 Processing Materials. The Shopping List Submission Dates Report (PCN AJK-KI1) provides TISA submission and issue dates for the regular shopping list. See Regular Shopping List, paragraph 5.3.1.2, or Issue Cycle Inquiries, paragraph 5.3.4.1, to print this report.

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5.3.1.1.3 Regular Shopping List - Create Screen AJK-384. To create a regular shopping list, select A from the Regular Shopping List Menu. The Regular Shopping List - Create Screen (fig. 5.3-5) is displayed.

DATE: 16 Nov 00	DINING FACILITY OPERATIONS REGULAR SHOPPING LIST	AJK-384

SHOPPING LIST ISSUE DATE: __ __ SUBMISSION DATE:		
FROM THRU		
CONSUMPTION DATES:		

MEAL-SELECTION/REVIEW MUST BE PERFORMED PRIOR TO CREATING A SHOPPING LIST.		
ENTER ISSUE DAY (dd); VALID DAYS(1 - 31), PRESS RETURN		

Figure 5.3-5. Regular Shopping List - Create Screen (AJK-384).

- a. Enter a shopping list issue day and press [ENTER].

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b. Enter the month and press [ENTER]. The submission and consumption dates (fig. 5.3-6) are displayed.

DATE: 16 Nov 00	DINING FACILITY OPERATIONS	AJK-384
	REGULAR SHOPPING LIST	

SHOPPING LIST ISSUE DATE: 27 NOV	SUBMISSION DATE: 21 Nov	

CONSUMPTION DATES: 28 Nov	29 Nov	

MEAL-SELECTION/REVIEW MUST BE PERFORMED PRIOR TO CREATING A SHOPPING LIST.		
Do you need to review consumption date menus (Y or N)?		

Figure 5.3-6. Regular Shopping List - Create Screen (example).

c. A message is displayed: **Do you need to review consumption date menus (Y or N) ?**

(1) If you did not complete your production schedule reviews for the consumption dates, enter Y to interrupt processing. Press [ENTER] to exit this subprocess. The Regular Shopping List Menu is displayed.

OR

(2) Enter N to create a shopping list for the dates displayed. Two messages are displayed: **Please wait . . . Shopping List being generated;** then, **Shopping list generation is complete.** Press RETURN to continue process.

NOTE: If you do not complete production schedule reviews for the dates displayed, a shopping list is not created.

(3) Press [ENTER] to continue processing.

d. A message is displayed: **Do you want to print this shopping list (Y or N)?**

(1) Enter Y to print the Shopping List for Dining Facility Report (PCN AJK-395) and DVD Items Report (PCN AJK-JQ1). A message is displayed: **Please wait . . . Report has been sent to printer. Press RETURN to exit process.**

(2) Press [ENTER] and the Regular Shopping List Menu is displayed.

OR

(3) Enter N to end processing without printing the report. Press [ENTER] and the Regular Shopping List Menu is displayed.

e. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed.

f. To exit this menu, select R. The Shopping List Menu is displayed.

5.3.1.1.4 Outputs. The Shopping List for Dining Facility Report (PCN AJK-395) and the DVD Items Report (PCN AJK-JQ1) are printed when you enter Y in response to the print message. You can use PCN AJK-395 to review the items and quantities appearing on the regular shopping list. The DVD Items Report lists the vendor items required to prepare menus for the shopping list issue date chosen. See appendix C for an example of each report.

5.3.1.2 Review Issue Frequency Schedule Subprocess. Use this subprocess to review the issue frequency schedule and print the Shopping List Submission Dates Report (PCN AJK-KI1). Use the report dates in the Regular Shopping List process to choose submission and issue dates.

5.3.1.2.1 Processing Restrictions. None.

5.3.1.2.2 Processing Materials. None.

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5.3.1.2.3 Issue Frequency Schedule Screen AJK-387. To review the issue frequency schedule, select B from the Regular Shopping List Menu. Screen AJK-387 (fig. 5.3-7) is displayed.

DATE: 16 Nov 00	AJK-387
Issue month: ____	
Enter issue month (mmm)	

Figure 5.3-7. Issue Frequency Schedule Screen (AJK-387).

- a. Enter an issue month and press [ENTER].

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b. The Issue Frequency Schedule Screen AJK-388 is displayed after you enter a valid month.

5.3.1.2.4 Issue Frequency Schedule Screen AJK-388. The shopping list submission dates, TISA issue dates, and meal consumption starting and ending dates are displayed (fig. 5.3-8) for the month you enter on Screen AJK-387.

DATE: 16 Nov 00	ISSUE FREQUENCY SCHEDULE	AJK-388
SUBMISSION DEADLINE	ISSUE DATE	MEAL (CONSUMPTION) DATES
14 Nov	17 Nov	18 Nov 19 Nov 20 Nov
15 Nov	20 Nov	21 Nov 22 Nov
17 Nov	22 Nov	23 Nov 24 Nov
20 Nov	24 Nov	25 Nov 26 Nov 27 Nov
21 Nov	27 Nov	28 Nov 29 Nov
24 Nov	29 Nov	30 Nov 01 Dec
	F3 - PAGE FORWARD	F4 - PAGE BACK
Press ESC when finished		

Figure 5.3-8. Issue Frequency Schedule Screen (AJK-388).

- a. Review the dates displayed and press [ESC].
- b. A message is displayed: **Do you want a printed report (Y or N) ?**

(1) Enter Y to print the Shopping List Submission Dates Report (PCN AJK-KI1). A message is displayed: **Report has been sent to printer. Press RETURN to exit process.**

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(2) Press [ENTER] to exit this subprocess. The Regular Shopping List Menu is displayed.

OR

(3) Enter N to complete your review without printing the report. Press [ENTER] and the Regular Shopping List Menu is displayed.

(4) To exit this menu, select R. The Shopping List Menu is displayed.

5.3.1.2.5 Outputs. The Shopping List Submission Dates Report (PCN AJK-KI1) is printed when you select Y in response to the print message. This is an optional report. See appendix C for an example of this report.

5.3.1.3 Regular Shopping List - Update Subprocess. Use this subprocess to review and adjust perishable and semiperishable shopping lists created during the Regular Shopping List - Create subprocess (para 5.3.1.1). After you complete your review and adjustments, release the shopping list to TISA for processing. Since it is processed in two parts (perishable and semiperishable), make sure you release both parts to TISA. You can't change a shopping list after you release it to TISA. If any changes are needed, contact TISA before the issue is processed.

5.3.1.3.1 Processing Restrictions. Complete the Regular Shopping List - Create subprocess (para 5.3.1.1) before you start this subprocess. To print extra copies of your shopping list before you release it to TISA, use the Regular Shopping List - Print subprocess (para 5.3.1.4).

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

a. Current Dining Facility Inventory Balance on Hand Report (PCN AJK-PR1). See the Dining Facility Inventory Inquiry, paragraph 7.5, to print this report.

b. Current Master Item File Report (PCN AJK-PZ1). See the Master Item File Inquiry, paragraph 7.6, to print this report.

c. Pending TISA issues.

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5.3.1.3.3 Regular Shopping List - Update Screen AJK-383. To update your regular shopping list, select C from the Regular Shopping List Menu. The Regular Shopping List - Update Screen (fig. 5.3-9) is displayed. The issue dates you use in the Create process are displayed. Six dates can be displayed at a time.

DATE: 16 Nov 00	AJK-383
=====	
AVAILABLE SHOPPING LISTS FOR	27 Nov 2000
REVIEW & ADJUSTMENTS:	
=====	
ENTER SHOPPING LIST ISSUE DATE: __ __ __	
ENTER ISSUE DATE TO REVIEW OR ADJUST SHOPPING LIST (dd mmm yyyy)	

Figure 5.3-9. Regular Shopping List - Update Screen (AJK-383).

- a. Enter an issue date and press [ENTER].
- b. A message is displayed: **Searching database . . . Please wait . . .** The Shopping List Review and Adjustment Screen AJK-382 is displayed next.

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5.3.1.3.4 Shopping List Review and Adjustment Screen AJK-382. Use this screen (fig. 5.3-10) to review and adjust items and quantities for a perishable or semiperishable shopping list.

a. A TISA item identification number (TIIN), NIS indicator, item description, unit of issue, unit price, and quantity are displayed for each item. Eleven items can be displayed at a time. Items with an * in the NIS field are items that are not on the MIF. These items cannot be ordered. The items were on a recipe on one or more of the production schedules use to generate the shopping list. The item description for the items come from the REF. When **ITEM NOT ON MIF/REF** appears the item was not on either the MIF or the REF. The total cost of your shopping list is displayed at the bottom of the screen. Perishables are displayed first.

DATE: 16 Nov 00		SHOPPING LIST REVIEW AND ADJUSTMENT			AJK-382	
Issue Date: [11/27/2000]		[PERISHABLE]		Submission Date: [11/21/2000]		
TIIN	NIS	ITEM DESCRIPTION	U/I	UPR	QUANTITY	
[4039592]	[]	[BACON BULK SHINGLE SL	[LB]	[\$2.41]	[1]	
[E092061]	[]	[BACON BULK SHINGLE SL 15#]	[LB]	[\$2.30]	[16]	
[1335887]	[]	[BEEF ROAST CHUCK SHLDR	[LB]	[\$1.95]	[10]	
[1335886]	[]	[BEEF ROAST KNUCKLE OVEN	[LB]	[\$2.05]	[10]	
[E092254]	[*]	[BF GRD BLK FZN 80% 4/10#]	[LB]	[\$1.23]	[0]	
[E098236]	[]	[BF GRD BLK FZN 85% 4/10#]	[LB]	[\$1.39]	[41]	
[E193958]	[]	[BF GRD PATTIE FZN 85% 10#]	[LB]	[\$1.55]	[8]	
[1138489]	[*]	[CHICKEN FILLET BRD 3.67 Z]	[LB]	[\$2.05]	[8]	
[4917208]	[]	[CHICKEN QTR RTC	[LB]	[\$1.08]	[40]	
[2885549]	[*]	[FISH FILLET POLLOCK	[LB]	[\$3.19]	[6]	
[]	
PRESS <ESC> WHEN COMPLETE				TOTAL COST: [\$1176.82]		
[* (NIS): THIS ITEM IS NOT AVAILABLE FOR ISSUE]						

Figure 5.3-10. Shopping List Review and Adjustment Screen (AJK-382).

NOTE: When * appear on the shopping list, some of the recipes listed on the menus used to generate the shopping list can not be prepared. You should consider adjusting the menus, deleting this shopping list and generating a new shopping list. **OR** You may be able to order items that can be substituted for an NIS item. Example, you may be able to order dehydrated or frozen green peppers as a substitute for the Bell Peppers.

- b. You can review the shopping list by using the following keys:
- (1) Use the ARROW keys to scroll forward or back to review the shopping list by item.

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(2) To view more items, use the [F3] key to page forward and [F4] to page back.

c. Shopping List Item Adjustments. You can adjust the shopping list (fig. 5.3-11) by following the steps listed below:

DATE: 16 Nov 00		SHOPPING LIST REVIEW AND ADJUSTMENT			AJK-382	
Issue Date: [11/27/2000]		[PERISHABLE]		Submission Date: [11/21/2000]		
TIIN	NIS	ITEM DESCRIPTION	U/I	UPR	QUANTITY	
[4039592]	[]	[BACON BULK SHINGLE SL]	[LB]	[\$2.41]	[1]	
[E092061]	[]	[BACON BULK SHINGLE SL 15#]	[LB]	[\$2.30]	[16]	
[1335887]	[]	[BEEF ROAST CHUCK SHLDR]	[LB]	[\$1.95]	[10]	
[1335886]	[]	[BEEF ROAST KNUCKLE OVEN]	[LB]	[\$2.05]	[10]	
[E092254]	[*]	[BF GRD BLK FZN 80% 4/10#]	[LB]	[\$1.23]	[0]	
[E098236]	[]	[BF GRD BLK FZN 85% 4/10#]	[LB]	[\$1.39]	[41]	
[E193958]	[]	[BF GRD PATTIE FZN 85% 10#]	[LB]	[\$1.55]	[8]	
[1138489]	[*]	[CHICKEN FILLET BRD 3.67 Z]	[LB]	[\$2.05]	[8]	
[4917208]	[]	[CHICKEN QTR RTC]	[LB]	[\$1.08]	[40]	
[2885549]	[*]	[FISH FILLET POLLOCK]	[LB]	[\$3.19]	[6]	
[
PRESS <ESC> WHEN COMPLETE				TOTAL COST: [\$1176.82]		
[* (NIS): THIS ITEM IS NOT AVAILABLE FOR ISSUE]						

Figure 5.3-11. Shopping List Review and Adjustment Screen - Shopping List Adjustments.

(1) The cursor is positioned in the QUANTITY field. You can use the ARROW keys to move up and down this field. To change a quantity, move the cursor to the QUANTITY field you want and enter the change.

(2) To add an item, press the [F1] key to open a space on the screen. Enter a TIIN from the Master Item File Report (PCN AJK-PZ1) and press [ENTER]. The item description, unit of issue, and unit price are displayed. Enter a quantity and press [ENTER]. If you choose not to add the item, press [F2] to delete the space.

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(a) The TIIN you enter must be coded for the shopping list type you are updating. For example, if you are updating the perishable shopping list, you can't enter a TIIN that is coded for the semi-perishable or direct vendor delivery shopping list. When you enter a TIIN not coded for the shopping list you are working on, an error message is displayed: **THIS TIIN DOES NOT BELONG TO THE PERISHABLE GROUP - REENTER!**

(b) You can't enter a duplicate TIIN on the shopping list. An error message is displayed: **THIS TIIN ALREADY EXISTS ON THE SHOPPING LIST .. UPDATE EXISTING TIIN.**

(3) To delete an item, move the cursor to the item and press [F2]. That item is deleted and the next one is displayed.

d. To add an item at the end of the shopping list, move the cursor to the last item and press [ENTER]. A space is created to enter another TIIN. Enter the TIIN and press [ENTER], then enter a quantity for the item. To add more items, repeat this step. The shopping list cost is adjusted for each entry you make in the QUANTITY field.

e. When you finish your entries, press [ESC]. A series of messages is displayed: **Please wait . . . , Updating tables. Please wait . . .** then, **Is this Shopping List ready to be sent to TISA (Y or N) ?**

(1) Enter Y to prepare this shopping list for submission to TISA.

OR

(2) Enter N and the semi-perishables are displayed. The perishable shopping list stays in your files until you release it to TISA.

f. If you select Y, a message is displayed: **Are you sure this request is ready to be released to TISA (Y OR N)?**

(1) Enter Y to release this shopping list to TISA for processing.

OR

(2) Enter N and the semi-perishables are displayed. The perishable shopping list stays in your files until you release it to TISA.

NOTE: If you released one part of the shopping list during an earlier review and enter N in response to either message, another message is displayed: **SHOPPING LIST FOR SEMI-PERISHABLE ITEMS HAS ALREADY BEEN RELEASED TO TISA; then, **Press RETURN to exit process.** Press [ENTER] and the Regular Shopping List Menu is displayed.**

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g. If you select Y, the message **Please wait . . .** is displayed while information is gathered for the Shopping List for Dining Facility Report (Updated) PCN AJK-395. After the report is created, a message is displayed: **Report has been sent to the printer. Press RETURN to continue process.**

h. Press [ENTER] to continue and two messages are displayed: **Processing transactions . . . Please wait;** then, **Shopping List has been sent to TISA. Press RETURN to continue.**

i. Press [ENTER] to continue and the semi-perishables are displayed. Repeat steps b thru g to process these items.

j. When you finish processing, press [ENTER] to exit this process. The Regular Shopping List Menu is displayed.

k. To interrupt processing, press [DELETE]. See paragraph 5.3.1.1.4 for processing instructions.

l. To exit this menu, select R. The Shopping List Menu is displayed.

5.3.1.3.5 Outputs. The Shopping List for Dining Facility Report (Updated) PCN AJK-395 is printed when you release the shopping list to TISA for processing. See appendix C for an example of this report.

5.3.1.4 Regular Shopping List - Print Subprocess. Use this subprocess to print extra copies of your shopping list.

5.3.1.4.1 Processing Restrictions. Complete the Regular Shopping List - Create subprocess (para 5.3.1.1) before you start this subprocess. After you release a shopping list to TISA, you can't print it.

5.3.1.4.2 Processing Materials. None.

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5.3.1.4.3 Regular Shopping List - Print Screen AJK-381. To print a regular shopping list, select D from the Regular Shopping List Menu. The Regular Shopping List - Print Screen (fig. 5.3-12) is displayed. The issue dates you use in the Create process are displayed. Six dates can be displayed at a time.

```
DATE: 16 Nov 00          REGULAR SHOPPING LIST          AJK-381

*****
SHOPPING LIST PREVIOUSLY CREATED: 21 Nov 2000
*****

Enter shopping list date:
                        (dd mmm yyyy)
```

Figure 5.3-12. Regular Shopping List - Print Screen (AJK-381).

- a. Enter an issue date and press [ENTER].
- b. Two messages are displayed: **Please wait . . .** then, **Report has been sent to printer. Press RETURN to exit process.**
- c. Press [ENTER] and the Regular Shopping List Menu is displayed.
- d. To exit this menu, select R. The Shopping List Menu is displayed.

5.3.1.4.4 Outputs. The Shopping List for Dining Facility Report (PCN AJK-395) is printed. Keep a file copy of the report until you receive the completed TISA issue document. See appendix C for an example of this report.

5.3.1.5 Regular Shopping List - Delete Subprocess. Use this subprocess to delete shopping lists you don't send to TISA.

5.3.1.5.1 Processing Restrictions. Complete the Regular Shopping List - Create subprocess (para 5.3.1.1) before you start this subprocess. After you release a shopping list to TISA, you can't delete it.

5.3.1.5.2 Processing Materials. None.

5.3.1.5.3 Regular Shopping List - Delete Screen AJK-381. To delete a regular shopping list, select E from the Regular Shopping List Menu. The Regular Shopping List - Delete Screen (fig. 5.3-13) is displayed. The issue dates you use in the Create process are displayed. Six dates can be displayed at a time.

```
DATE: 16 Nov 00          REGULAR SHOPPING LIST          AJK-381

*****
SHOPPING LIST PREVIOUSLY CREATED: 24 Nov 2000
*****

Enter shopping list date: 24 Nov 2000
                        (dd mmm yyyy)

Are you sure you want to delete this Shopping List? (Y OR N)
```

Figure 5.3-13. Regular Shopping List - Delete Screen (AJK-381).

- a. Enter an issue date and press [ENTER].
- b. A message is displayed: **Are you sure you want to delete this shopping list ? (Y OR N).**

(1) Enter Y to delete the shopping list and a message is displayed: **Shopping List has been deleted. Press RETURN to exit process.**

(2) Press [ENTER] and the Regular Shopping List Menu is displayed.

OR

(3) Enter N to end processing and return to the Regular Shopping List Menu.

(4) To exit this menu, select R. The Shopping List Menu is displayed.

5.3.1.5.4 Outputs. No reports are printed during this subprocess. When you select Y, the shopping list is deleted. You can go back to the Create subprocess and start again using the same shopping list issue date. When you select N, the shopping list stays in your files until you release it to TISA or delete it.

5.3.2 Direct Vendor Delivery (DVD) Shopping List Process.

a. Use the DVD Shopping List Process to create, update, print, and delete dairy, bakery, and beverage direct vendor delivery shopping lists. This process contains four subprocesses and two exit options:

(1) DVD Shopping List - Create (para 5.3.2.1).

(2) DVD Shopping List - Update (para 5.3.2.2).

(3) DVD Shopping List - Print (para 5.3.2.3).

(4) DVD Shopping List - Delete (para 5.3.2.4).

(5) Exit the DVD Shopping List Menu and return to the Shopping List Menu or system login screen.

b. To access the DVD Shopping List Menu from the AFMIS-DFO Main Menu, select the options in figure 5.3-14.

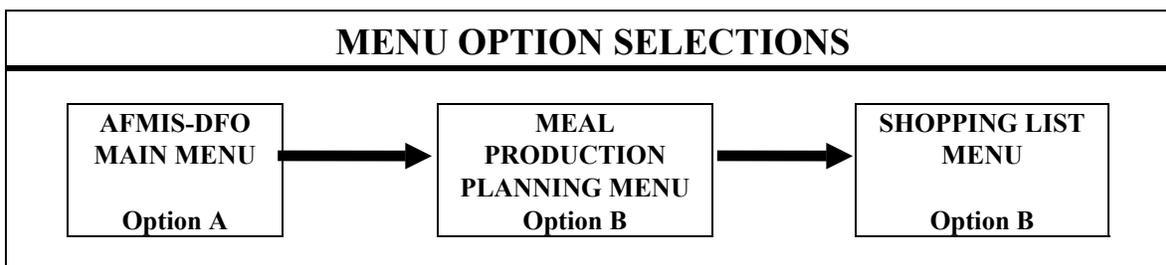


Figure5.3-14. DVD Shopping List Menu Selection.

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c. The DVD Shopping List Menu (fig. 5.3-15) is displayed

```
DVD SHOPPING LIST:  A B C D R X
Create
DATE:  16 Nov 00      DVD SHOPPING LIST MENU      AJK-305
-----Press F8 for Help-----

          A - CREATE
          B - UPDATE
          C - PRINT
          D - DELETE
          R - RETURN TO SHOPPING LIST MENU
          X - EXIT FROM DFO PROCESSING
```

Figure 5.3-15. DVD Shopping List Menu (AJK-305).

5.3.2.1 DVD Shopping List - Create Subprocess. Use this subprocess to create dairy, bakery, and beverage direct vendor delivery shopping lists. TISA gives you the DVD Required Delivery Date Schedule for each product. You can create up to four shopping lists for each product by using different required delivery dates. DVD shopping lists require at least 4 days lead time for TISA processing.

5.3.2.1.1 Processing Restrictions. None.

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

- a. Current Dining Facility Inventory Balance on Hand Report (PCN AJK-PR1). See Dining Facility Inventory Inquiry, paragraph 7.5, to print this report.
- b. Current Master Item File Report (PCN AJK-PZ1). See Master Item File Inquiry, paragraph 7.6, to print this report.
- c. DVD Items Report (PCN AJK-JQ1). When you create a regular shopping list and print it, this report is also created and printed. See paragraph 5.3.1.1 for more information.
- d. DVD Required Delivery Date Schedule.

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5.3.2.1.3 DVD Create Shopping List Screen AJK-385A. To create a DVD shopping list, select A from the DVD Shopping List Menu. The DVD Create Shopping List Screen (fig. 5.3-16) is displayed.

DATE: 15 Nov 2000	DINING FACILITY OPERATIONS	AJK-385A
ACT CODE: 00102	DIRECT VENDOR DELIVERY	
	CREATE SHOPPING LIST	
[X] DAIRY		
[] BAKERY		
[] BEVERAGE		
	[21 NOV 00]	
	dd mmm yy	
[]
Enter a valid Required Delivery Date and press RETURN.		

Figure 5.3-16. DVD Create Shopping List Screen (AJK-305A).

- a. Enter X in the field next to the product you want and press [ENTER].
- b. Enter a required delivery date (RDD) and press [ENTER].
- c. The Shopping List for Direct Vendor Delivery Screen AJK-386 is displayed.

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5.3.2.1.4 Shopping List for Direct Vendor Delivery Screen AJK-386. Use this screen (fig. 5.3-17) to enter quantities for items in the product category you select.

DATE: 15 Nov 2000	DINING FACILITY OPERATIONS	AJK-386		
ACT CODE: 00102	DIRECT VENDOR DELIVERY			
SHOPPING LIST FOR DIRECT VENDOR DELIVERY				
RDD: 21 Nov 00	Product: DAIRY			
NSN	ITEM DESCRIPTION	U/I	U/P	QUANTITY
891000D846435	MILK WHITE 1/2 PT	CO	\$0.15	0
891000T035368	ICE CREAM FUDGESICLE	DZ	\$1.60	0
891000T221136	MILK CHOC 1/2 PT	CO	\$0.15	0
891000T221137	MILK CHOC 5 GAL	GL	\$2.09	0
891000T221139	MILK CHOC LOWFAT 5 GAL	GL	\$2.01	0
891000T221143	MILK WHITE 5 GAL	GL	\$2.04	0
891000T249044	I C CUPS VANILLA 4 OZ	DZ	\$2.06	0
891000T249045	I C CUPS CHOC/STRAW 4 OZ	DZ	\$2.06	0
891000T263406	CHEESE COTTAGE 5 LB	PG	\$4.60	0
891000T264019	MILK BUTTERMILK 1/2 PT	CO	\$0.13	0
Total Cost				

Figure 5.3-17. Shopping List for Direct Vendor Delivery Screen (AJK-386).

a. An NSN, item description, unit of issue, and a unit price are displayed for each item in the product category you select. Ten items are displayed at a time. Zeroes are displayed in the QUANTITY field.

- (1) The cursor stays in the QUANTITY field throughout processing.
- (2) You can't use the [F1] or [F2] key in this subprocess.

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b. Use the [ENTER] or ARROW keys to move up and down this field to select your DVD items. Enter a quantity for each item you want (fig. 5.3-18). The total cost of your shopping list is adjusted for each entry you make in the QUANTITY field.

DATE: 15 Nov 2000	DINING FACILITY OPERATIONS	AJK-386		
ACT CODE: 00102	DIRECT VENDOR DELIVERY			
SHOPPING LIST FOR DIRECT VENDOR DELIVERY				
RDD: 21 Nov 00	Product: DAIRY			
NSN	ITEM DESCRIPTION	U/I	U/P	QUANTITY
891000D846435	MILK WHITE 1/2 PT	CO	\$0.15	30
891000T035368	ICE CREAM FUDGESICLE	DZ	\$1.60	0
891000T221136	MILK CHOC 1/2 PT	CO	\$0.15	30
891000T221137	MILK CHOC 5 GAL	GL	\$2.09	0
891000T221139	MILK CHOC LOWFAT 5 GAL	GL	\$2.01	20
891000T221143	MILK WHITE 5 GAL	GL	\$2.04	0
891000T249044	I C CUPS VANILLA 4 OZ	DZ	\$2.06	0
891000T249045	I C CUPS CHOC/STRAW 4 OZ	DZ	\$2.06	0
891000T263406	CHEESE COTTAGE 5 LB	PG	\$4.60	5
891000T264019	MILK BUTTERMILK 1/2 PT	CO	\$0.13	10
Total Cost				\$73.50

Figure 5.3-18. Shopping List for Direct Vendor Delivery Screen (example).

(1) Use the [ENTER] or ARROW keys to scroll forward or back to review the shopping list by item.

(2) To view and select more items, use the [F3] key to page forward. Enter a quantity for each item you want. To review previous items, use [F4] to page back.

c. When you finish your entries, press [ESC]. Two messages are displayed: **Updating tables. Please wait;** then, **Do you want to create another DVD Shopping list (Y or N)?**

(1) Enter Y to create another shopping list. The DVD Create Shopping List Screen AJK-385A is displayed.

OR

(2) Enter N to end processing. Press [ENTER] and the DVD Shopping List Menu is displayed.

d. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed.

e. To exit this menu, select R. The Shopping List Menu is displayed.

5.3.2.1.5 Outputs. No reports are printed during this subprocess. The DVD shopping list you create can be updated and released to TISA, printed, or deleted using the other DVD subprocesses.

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5.3.2.2 DVD Shopping List - Update Subprocess. Use this subprocess to review and adjust the DVD shopping list you create in the DVD Shopping List - Create subprocess (para 5.3.2.1). You can send the shopping list to TISA with or without reviewing it. You can't change a shopping list after you release it to TISA. If any changes are needed, contact TISA before the issue is processed.

5.3.2.2.1 Processing Restrictions. Complete the DVD Shopping List-Create subprocess (para 5.3.2.1) before you start this subprocess. To print extra copies of your shopping list before you release it to TISA, use the DVD Shopping List - Print subprocess (para 5.3.2.3).

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

a. Current Dining Facility Inventory Balance on Hand Report (PCN AJK-PR1). See the Dining Facility Inventory Inquiry, paragraph 7.5, to print this report.

b. Current Master Item File Report (PCN AJK-PZ1). See the Master Item File Inquiry, paragraph 7.6, to print this report.

c. DVD Items Report (PCN AJK-JQ1). See Regular Shopping List - Create, paragraph 5.3.1.1, for more information.

d. DVD Required Delivery Date Schedule.

5.3.2.2.3 DVD Shopping List - Update Screen AJK-385. To update or release a DVD shopping list, select B from the DVD Shopping List Menu. The DVD Shopping List - Update Screen (fig. 5.3-19) is displayed.

DATE: 15 Nov 00	DINING FACILITY OPERATIONS	AJK-385
ACT CODE: 00102	DIRECT VENDOR DELIVERY	
	REVIEW/ADJUST/RELEASE/PRINT/DELETE	
	SHOPPING LIST	
	-----AVAILABLE REQUIRED DELIVERY DATES-----	
[] DAIRY:	[25 Nov 00] [28 Nov 00] [30 Nov 00] [01 Dec 00]	
[] BAKERY:	[25 Nov 00] [28 Nov 00] [30 Nov 00] []	
[] BEVERAGE:	[NONE] [] [] []	
Enter an "X" beside the product desired and press RETURN		
[]	[]	
dd mmm yy		

Figure 5.3-19. DVD Shopping List - Update Screen (AJK-385).

- The required delivery dates for each product are displayed.
- Enter X in the field next to the product you want and press [ENTER].
- Enter an RDD from the screen display and press [ENTER].

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d. A message is displayed at the bottom of the screen: **Do you want to review this shopping list before you send it to TISA (Y or N)?**

(1) Enter Y and the Shopping List for Direct Vendor Delivery - Review and Adjustment Screen AJK-386A is displayed. See paragraph 5.3.2.2.4 for processing instructions.

OR

(2) Enter N to continue processing.

e. If you select N, the following message is displayed: **Are you sure this shopping list is ready to be released to TISA (Y or N)?**

(1) Enter Y to release the DVD shopping list and a message is displayed: **HOW MANY PRINTED COPIES? (LIMIT 5).**

(a) Enter the number of copies you want for the DFO Direct Vendor Delivery Report (PCN AJK-397). Another message is displayed: **Report has been sent to the printer. Press RETURN to continue process.**

(b) Press [ENTER] to continue and two messages are displayed: **Updating tables . . . please wait;** then, **Do you want to update another DVD shopping list (Y or N)?**

(c) Enter Y to update another shopping list. The DVD Shopping List - Update Screen AJK-385 is displayed.

OR

(2) When you enter N in response to both messages, processing ends. The DVD Shopping List Menu is displayed. The shopping list stays in your files until you release it to TISA.

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5.3.2.2.4 Shopping List for Direct Vendor Delivery - Review and Adjustment Screen AJK-386A.

Use this screen (fig. 5.3-20) to review and adjust items and quantities for your DVD shopping list.

a. A TIIN, item description, unit of issue, unit price, and quantity are displayed for each DVD item you select in the DVD Shopping List - Create subprocess (para 5.3.2.1). Ten items can be displayed at a time. The total cost of your shopping list is displayed at the bottom of the screen.

DATE: 15 Nov 2000	DINING FACILITY OPERATIONS	AJK-386A
ACT CODE: 00102	DIRECT VENDOR DELIVERY	
SHOPPING LIST FOR DIRECT VENDOR DELIVERY		
RDD: 21 Nov 00	Product: DAIRY	
TIIN	ITEM DESCRIPTION	U/I U/P QUANTITY
D846435	MILK WHITE 1/2 PT	CO \$0.15 30
T221136	MILK CHOC 1/2 PT	CO \$0.15 30
T221139	MILK CHOC LOWFAT 5 GAL	GL \$2.01 20
T263406	CHEESE COTTAGE 5 LB	PG \$4.60 5
T264019	MILK BUTTERMILK 1/2 PT	CO \$0.13 10
Total Cost		\$73.50

Figure 5.3-20. Shopping List for Direct Vendor Delivery - Review and Adjustment Screen (AJK-386A).

- b. You can review the shopping list by using the following keys:
- (1) Use the ARROW keys to scroll forward or back to review the shopping list by item.
 - (2) To view more items, use the [F3] key to page forward and [F4] to page back.

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c. Shopping List Adjustments. You can adjust the shopping list (fig. 5.3-21) by following the steps listed below:

DATE: 15 Aug 2000	DINING FACILITY OPERATIONS		AJK-386A	
ACT CODE: 00102	DIRECT VENDOR DELIVERY			
SHOPPING LIST FOR DIRECT VENDOR DELIVERY				
	RDD: 21 Nov 00	Product:	DAIRY	
TIIN	ITEM DESCRIPTION	U/I	U/P	QUANTITY
D846435	MILK WHITE 1/2 PT	CO	\$0.15	20
T221136	MILK CHOC 1/2 PT	CO	\$0.15	20
T221139	MILK CHOC LOWFAT 5 GAL	GL	\$2.01	25
T263406	CHEESE COTTAGE 5 LB	PG	\$4.60	10
T395774	ICE MILK MIX CHOC 1/2 GAL	CO	\$1.53	3
T395775	ICE MILK MIX VAN 1/2 GAL	CO	\$1.48	3
T441915	YOGURT ASST 1/2 PT	CO	\$0.45	24
T516497	MILK WHITE LOWFAT 5 GAL	GL	\$1.90	30
T536368	MILK SKIM 1/2 PT	CO	\$0.13	10
T901536	CREAM SOUR 1/2 PT	CO	\$0.49	10
Total Cost				\$185.28

Figure 5.3-21. Shopping List for Direct Vendor Delivery - Review and Adjustment Screen (example).

(1) The cursor is positioned in the TIIN field for the first item. Use the [ENTER] key to move the cursor to the QUANTITY field. You can use the ARROW keys to move up and down this field. To change a quantity, move the cursor to the QUANTITY field you want and enter the change.

(2) To add an item, press the [F1] key to open a space on the screen. Enter a TIIN from the Master Item File Report (PCN AJK-PZ1) and press [ENTER]. The item description, unit of issue, and unit price are displayed. Enter a quantity and press [ENTER]. If you don't want to add the item, press [F2] to delete the space.

(a) The TIIN you enter must be coded for the shopping list type you are updating. For example, if you are updating the DVD shopping list, you can't enter a TIIN coded for perishable or semiperishable shopping lists.

(b) When you enter a TIIN not coded for the shopping list you are working on, an error message is displayed: **INVALID TIIN . . . PLEASE RE-ENTER.**

(c) You can't enter a duplicate TIIN on the shopping list. An error message is displayed: **ITEM ALREADY EXISTS ON THE SHOPPING LIST .. UPDATE THE EXISTING TIIN.**

(3) To delete an item, move the cursor to the item and press [F2]. That item is deleted and the next one is displayed.

d. To add an item at the end of the shopping list, move the cursor to the last item and press [ENTER]. A space is created to add another TIIN. Enter a TIIN and press [ENTER], then enter a quantity for the item. To add more items, repeat this step. The total cost of your shopping list is adjusted for each entry you make in the QUANTITY field.

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e. When you finish your entries, press [ESC]. A message is displayed: **Is this shopping list ready to be sent to TISA (Y or N)?**

(1) Enter Y to prepare the shopping list for submission to TISA.

OR

(2) Enter N and another message is displayed: **Do you want to update another DVD shopping list (Y or N)?** See step f (2) for processing instructions. The shopping list stays in your files until you release it to TISA.

f. If you select Y, a message is displayed at the bottom of the screen: **Are you sure this shopping list is ready to be released to TISA (Y or N)?**

(1) Enter Y to release the DVD shopping list and a message is displayed: **HOW MANY PRINTED COPIES? (LIMIT 5).**

(a) Enter the number of copies you want for the DFO Direct Vendor Delivery Report (PCN AJK-397). Another message is displayed: **Report has been sent to the printer. Press RETURN to continue process.**

(b) Press [ENTER] to continue and two messages are displayed: **Updating tables . . . please wait;** then, **Do you want to update another DVD shopping list (Y or N)?**

(c) Enter Y to update another shopping list. The DVD Shopping List - Update Screen AJK-385 is displayed.

OR

(2) When you enter N in response to both messages, processing ends. The DVD Shopping List Menu is displayed. The shopping list stays in your files until you release it to TISA.

g. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed.

h. To exit this menu, select R. The Shopping List Menu is displayed.

5.3.2.2.5 Outputs. The DFO Direct Vendor Delivery Report (PCN AJK-397) is printed when you release the shopping list to TISA for processing. See appendix C for an example of this report.

5.3.2.3 DVD Shopping List - Print Subprocess. Use this subprocess to print extra copies of your direct vendor delivery shopping lists.

5.3.2.3.1 Processing Restrictions. Complete the DVD Shopping List - Create subprocess (para 5.3.2.1) before you start this subprocess. After you release a shopping list to TISA, you can't print it.

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5.3.2.3.2 Processing Materials. None.

5.3.2.3.3 DVD Shopping List - Print Screen AJK-385. To print a DVD shopping list, select C from the DVD Shopping List Menu. The DVD Shopping List - Print Screen (fig. 5.3-22) is displayed.

DATE: 15 Nov 2000	DINING FACILITY OPERATIONS	AJK-385		
ACT CODE: 000102	DIRECT VENDOR DELIVERY			
	REVIEW/ADJUST/RELEASE/PRINT/DELETE			
	SHOPPING LIST			
	-----AVAILABLE REQUIRED DELIVERY DATES-----			
[X] DAIRY:	[28 Nov 00]	[30 Nov 00]	[01 Dec 00]	[]
[] BAKERY:	[25 Nov 00]	[28 Nov 00]	[30 Nov 00]	[]
[] BEVERAGE:	[NONE]	[]	[]	[]
Enter an "X" beside the product desired and press RETURN				
	[28 Nov 00]			
	dd mmm yy			
[]
Running Report, please wait.....				

Figure 5.3-22. DVD Shopping List - Print Screen (AJK-385).

- a. The required delivery dates for each product are displayed.
- b. Enter X in the field next to the product you want and press [ENTER].
- c. Enter an RDD from the screen display and press [ENTER].
- d. Two messages are displayed: **Running report, please wait . . .** then, **Press RETURN to exit process.**
- e. Press [ENTER] and the DVD Shopping List Menu is displayed.
- f. To exit this menu, select R. The Shopping List Menu is displayed.

5.3.2.3.4 Outputs. The DFO Dining Facility Direct Vendor Delivery Report (PCN AJK-397) is printed for the product and required delivery date you select. Keep a file copy of this report until you receive the completed TISA issue document.

5.3.2.4 DVD Shopping List - Delete Subprocess. Use this subprocess to delete direct vendor delivery shopping lists you don't send to TISA.

5.3.2.4.1 Processing Restrictions. Complete the DVD Shopping List - Create (para 5.3.2.1) subprocess before you start this subprocess. After you release a shopping list to TISA, you can't delete it.

5.3.2.4.2 Processing Materials. None.

5.3.2.4.3 DVD Shopping List - Delete Screen AJK-385. To delete a DVD shopping list, select D from the DVD Shopping List Menu. The DVD Shopping List - Delete Screen (fig. 5.3-23) is displayed.

DATE: 15 Nov 2000	DINING FACILITY OPERATIONS	AJK-385		
ACT CODE: 000102	DIRECT VENDOR DELIVERY			
	REVIEW/ADJUST/RELEASE/PRINT/DELETE			
	SHOPPING LIST			
	-----AVAILABLE REQUIRED DELIVERY DATES-----			
[X] DAIRY:	[28 Nov 00]	[30 Nov 00]	[01 Dec 00]	[]
[] BAKERY:	[25 Nov 00]	[28 Nov 00]	[30 Nov 00]	[]
[] BEVERAGE:	[NONE]	[]	[]	[]
Enter an "X" beside the product desired and press RETURN				
	[28 Nov 00]			
	dd mmm yy			
[]
Deleting shopping list from tables, please wait.....				

Figure 5.3-23. DVD Shopping List - Delete Screen (AJK-385).

- a. The required delivery dates for each product are displayed.
- b. Enter X in the field next to the product you want and press [ENTER].
- c. Enter an RDD from the screen display and press [ENTER].
- d. Two messages are displayed: **Deleting shopping list from tables, please wait . . .** then, **Press RETURN to exit process.**
- e. Press [ENTER] and the DVD Shopping List Menu is displayed.
- f. To exit this menu, select R. The Shopping List Menu is displayed.

5.3.2.4.4 Outputs. No reports are printed during this subprocess. The DVD shopping list you select is deleted. You can go back to the Create process and start again using the same required delivery date.

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5.3.3 Box Lunch Shopping List Process.

a. Use the Box Lunch Shopping List Process to review and request SB 10-540 box lunch ingredients from TISA. This process contains two subprocesses and two exit options:

- (1) View Box Lunch Meals (para 5.3.3.1).
- (2) Create Box Lunch Shopping List (para 5.3.3.2).
- (3) Exit the Box Lunch Shopping List Menu and return to the Shopping List Menu.

b. To access the Box Lunch Shopping List Menu from the AFMIS-DFO Main Menu, select the options in figure 5.3-24.



Figure 5.3-24. Box Lunch Shopping List Menu Selection.

NOTE: As presently designed, TISA does not receive the shopping list you create and send in this process. This program is scheduled for correction in a future SCP. Until it is corrected, use the DA Form 2970 or local form to submit your request. See AR 30-1 for more information.

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c. The Box Lunch Shopping List Menu (fig. 5.3-25) is displayed

```
BOX LUNCH SHOPPING LIST:  A  B  R  X
View box lunch meals

DATE:  16 Nov 00          BOX LUNCH SHOPPING LIST MENU          AJK-306
-----Press F8 for Help-----

          A - VIEW BOX LUNCH MEALS
          B - CREATE SHOPPING LIST
          R - RETURN TO SHOPPING LIST MENU
          X - EXIT FROM DFO PROCESSING
```

Figure 5.3-25. Box Lunch Shopping List Menu (AJK-306).

5.3.3.1 View Box Lunch Meals Subprocess. Use this subprocess to review SB 10-540 Box Lunch Shopping List Menus. There are four menus you can review.

5.3.3.1.1 Processing Restrictions. None.

5.3.3.1.2 Processing Materials. None.

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5.3.3.1.3 Box Lunch Inquiry Screen AJK-371. To review a Box Lunch Shopping List Menu, select A from the Box Lunch Shopping List Menu. The Box Lunch Inquiry Screen (fig. 5.3-26) is displayed.

DATE: 16 Nov 00	BOX LUNCH INQUIRY	AJK-371
	MEAL NUMBER: 1	
	RECIPE NAME	
PRESS ESC AFTER VIEWING THIS DATA		

Figure 5.3-26. Box Lunch Inquiry Screen (AJK-371).

NOTE: Because of a program problem, you do not receive box lunch menus created and sent by the IFA.

- a. Enter a meal number from 1 to 4 and the message **Please wait . . .** is displayed while information is gathered for the menu.
- b. A box lunch menu is displayed for the meal number you select. Nine recipe numbers and names can be displayed.
- c. After you finish reviewing the menu, press [ESC].
- d. Press [ENTER] and the Box Lunch Shopping List Menu is displayed.

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e. To exit this menu, select R. The Shopping List Menu is displayed.

5.3.3.1.4 Outputs. No reports are printed during this subprocess. You can review one of four SB 10-540 Box Lunch Shopping List Menus to use in the Create subprocess (para 5.3.3.2).

5.3.3.2 Create Box Lunch Shopping List Subprocess. Use this subprocess to create and release SB 10-540 box lunch requests to TISA. You can't change a request after you release it to TISA. If any changes are needed, contact TISA before the issue is processed.

5.3.3.2.1 Processing Restrictions. A memorandum requesting SB 10-540 box lunches must be submitted by the unit commander.

5.3.3.2.2 Processing Materials. The memorandum submitted by the unit commander.

5.3.3.2.3 Shopping List for Box Lunch Screen AJK-370. To create a box lunch request, select B from the Box Lunch Shopping List Menu. The Shopping List for Box Lunch Screen (fig. 5.3-27) is displayed.

DATE: 16 Nov 2000	SHOPPING LIST FOR BOX LUNCH	AJK-370
MEAL:	HEADCOUNT:	
ISSUE DATE: [] [] []		
	dd mmm YYYY	
PRESS <RETURN> AFTER ENTERING DATA		
ENTER MEAL TYPE (VALID MEAL TYPES: 1, 2, 3, 4)		

Figure 5.3-27. Shopping List for Box Lunch Screen (AJK-370).

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- a. Enter a meal number from 1 to 4 and the cursor moves to the HEADCOUNT field.
- b. Enter the headcount from the memorandum and press [ENTER].
- c. Enter an issue date (fig. 5.3-28) based on the memorandum requirements and press [ENTER].

DATE: 16 Nov 2000	SHOPPING LIST FOR BOX LUNCH	AJK-370
MEAL: 1	HEADCOUNT: 250	
ISSUE DATE: [21] [NOV] [2000]	dd mmm YYYY	
PRESS <RETURN> AFTER ENTERING DATA		
Do you want to send this request to TISA (Y or N)?		

Figure 5.3-28. Shopping List for Box Lunch Screen (example).

d. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 5.3.3.2.4 for processing instructions.

d. A message is displayed: **Do you want to send this request to TISA (Y or N)?**

(1) Enter Y to prepare this request for submission to TISA.

OR

(2) Enter N to end processing without releasing the request to TISA. Press [ENTER] and the Box Lunch Shopping List Menu is displayed.

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e. If you select Y, a message is displayed: **Are you sure this request is ready to be released to TISA (Y or N)?**

(1) Enter Y to release this request to TISA and two messages are displayed: **Processing transactions . . . Please wait;** then, **Box lunch request has been sent to TISA. Press RETURN to exit process.**

(2) Press [ENTER] and the Box Lunch Shopping List Menu is displayed.

OR

(3) Enter N to end processing. The Box Lunch Shopping List Menu is displayed.

(4) To exit this menu, select R. The Shopping List Menu is displayed.

5.3.3.2.4 Outputs. No reports are printed during this subprocess. When you select Y, the box lunch request is released to TISA for processing. When you select N, the box lunch request is deleted and you can re-create it using the same memorandum.

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b. The projected period dates, current dining facility inventory value, projected daily expenditures, cumulative expenditures, projected daily earnings, cumulative earnings, and projected monetary status are displayed (fig. 5.3-30).

DATE: 16 Nov 2000		PROJECTED ACCOUNT STATUS			AJK-389
Projected Period: [16 Nov 2000] - [23 Nov 2000] DF Inventory Value:[\$6241.22]					
DATE	EXPEND TODAY	EXPEND CUMULATIVE	EARNINGS TODAY	EARNINGS CUMULATIVE	ACCOUNT STATUS DOLLAR
Cur Bal		[\$759.66]		[\$0.00]	[\$759.66]
[16]	[\$1736.11]	[\$2495.77]	[\$1929.60]	[\$1929.60]	[\$566.17]
[17]	[\$1205.60]	[\$3701.37]	[\$1608.00]	[\$3537.60]	[\$163.77]
[18]	[\$1095.95]	[\$4797.32]	[\$1206.00]	[\$4743.60]	[\$53.72]
[19]	[\$1502.33]	[\$6299.65]	[\$1608.00]	[\$6351.60]	[\$-51.95]
[20]	[\$1330.52]	[\$7630.17]	[\$2733.60]	[\$9085.20]	[\$-1455.03]
[21]	[\$0.00]	[\$7360.17]	[\$0.00]	[\$9085.20]	[\$-1455.03]
[22]	[\$1766.22]	[\$9396.39]	[\$804.00]	[\$9889.20]	[\$-492.81]
[23]	[\$0.00]	[\$9396.39]	[\$0.00]	[\$9889.20]	[\$-492.81]
Press ESC when finished					
[]					

Figure 5.3-30. Projected Account Status Inquiry Screen (example).

c. Review the account information and press [ESC].

d. A message is displayed: **Do you want a printed report (Y or N)?**

(1) Enter Y to print the Dining Facility Operations Projected Account Status Report (PCN AJK-KL1). The message **Please wait . . .** is displayed while information is gathered for the report. After the report is created, a message is displayed: **Report has been sent to printer. Press RETURN to exit process.**

(2) Press [ENTER] and the Shopping List Menu is displayed.

OR

(3) Enter N to complete your review without printing the report. Press [ENTER] and the Shopping List Menu is displayed.

(4) To exit this menu, select R. The Meal Production Menu is displayed.

5.3.4.4 Outputs. The Dining Facility Operations Projected Account Status Report (PCN AJK-KL1) is printed when you select Y in response to the print message. This is an optional report. See appendix C for an example of this report.

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5.3.5 Issue Checklist Inquiry Subprocess. Use this subprocess to review the status of production and issue processes by meal date. You can review meals selected, projected and adjusted headcounts, and shopping list status information.

5.3.5.1 Processing Restrictions. None.

5.3.5.2 Processing Materials. None.

5.3.5.3 Checklist Inquiry Screen AJK-391. To review your checklist, select E from the Shopping List Menu. The Checklist Inquiry Screen (fig. 5.3-31) is displayed.

DATE: 16 Nov 2000	CHECKLIST INQUIRY	AJK-391
Meal date: [21][NOV][2000]		
MEALS INFORMATION	HEADCOUNT INFORMATION	
SELECT	BREAKFAST	LUNCH DINNER
REGULAR MEALS:	Projected:	[] [] []
Breakfast	Adjusted:	[] [] []
Lunch		
Lunch (short order)		
Dinner		
Dinner (short order)		
OPTIONAL MEALS:	SHOPPING LIST INFORMATION	
Brunch	Generated:	[]
Supper	Released to TISA:	[]
Night (dinner)	TISA issue date:	[]
Night (breakfast)		
[]
Enter Year (yyyy)		

Figure 5.3-31. Checklist Inquiry Screen (AJK-391).

- a. Enter a meal date and press [ENTER].

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b. The meal selections, headcount, and shopping list information are displayed (fig. 5.3-32) for the date you enter.

DATE: 16 Nov 2000	CHECKLIST INQUIRY	AJK-391
Meal date: [21][NOV][2000]		
MEALS INFORMATION	HEADCOUNT INFORMATION	
SELECT	BREAKFAST	LUNCH DINNER
REGULAR MEALS:	Projected:	[0] [] []
Breakfast [x]	Adjusted:	[600] [] []
Lunch []	-----	
Lunch (short order) []	SHOPPING LIST INFORMATION	
Dinner []	Generated:	[]
Dinner (short order) []	Released to TISA:	[]
OPTIONAL MEALS:	TISA issue date:	[]
Brunch []	*No Shopping List has been Generated.	
Supper []		
Night (dinner) []		
Night (breakfast) []		
[]
Do you want a printed report (Y or N)?		

Figure 5.3-32. Checklist Inquiry Screen (example).

c. A message is displayed: **Do you want a printed report (Y or N)?**

(1) Enter Y to print the Dining Facility Operations Checklist Inquiry Report (PCN AJK-KM1). The message **Please wait . . .** is displayed while information is gathered for the report. After the report is created, a message is displayed: **Report has been sent to the printer. Press RETURN to exit process.**

(2) Press [ENTER] and the Shopping List Menu is displayed.

OR

(3) Enter N to complete your review without printing the report. Press [ENTER] and the Shopping List Menu is displayed.

(4) To exit this menu, select R. The Meal Production Menu is displayed.

5.3.5.4 Outputs. The Dining Facility Operations Checklist Inquiry Report (PCN AJK-KM1) is printed when you select Y in response to the print message. This is an optional report. See appendix C for an example of this report.

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5.4 Kitchen Requisition and Returns Subfunction. Use this subfunction to record quantities for items issued from and returned to stock using the Kitchen Requisition and Returns Worksheet Report (PCN AJK-422). The short order items can be combined with lunch and dinner kitchen requisitions. You have up to 14 days from the current date to enter your requisition into the system. For example, the Kitchen Requisition and Returns Worksheet you complete on 1 April 1993 can be entered into the system any time until 15 April 1993. Be careful entering the information from your worksheet. This subfunction adjusts the inventory balance for all items on the kitchen requisition based on your entries. When you complete the kitchen requisition for a meal, the system closes it out and does not let you make any changes. You can print up to five copies of the Kitchen Requisition and Returns Report (PCN AJK-425).

5.4.1 Processing Restrictions. The Production Schedule Review and Maintenance process (para 5.2.1) must be completed for the date and meal you choose.

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

- a. Master Item File Report (PCN AJK-PZ1). See Master Item File Inquiry, paragraph 7.6, to print this report.
- b. A completed Kitchen Requisition and Returns Worksheet Report (PCN AJK-422) for the date and meal you select. See Production Schedule Review and Maintenance, paragraph 5.2.1, to print this report.

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(1) A TIIN, item name, unit of issue, and estimated preparation quantity are displayed (fig. 5.4-2) for each item on the requisition. Ten items can be displayed at a time.

DATE: 16 Nov 2000		KITCHEN REQUISITION AND RETURNS		AJK-411	
Meal Date: [15][NOV][2000]			Meal Type: [BRK]		
TIIN	ITEM DESCRIPTION	U/I	EST QTY	ISSUE QTY	RETURN QTY
[3987536]	[HAM BNLS CKD PLMAN 12.5LB]	[LB]	[8]	[13]	[0]
[E092061]	[BACON BULK SHINGLE SL 15#]	[LB]	[24]	[36]	[5]
[E098236]	[BF GRD BLK FZN 85% 4/10#]	[LB]	[36]	[35]	[0]
[E193824]	[PORK SAUSAGE PATTIES 10.5]	[LB]	[18]	[30]	[0]
[1258440]	[CHEESE CHEDDAR NATURAL]	[LB]	[4]	[5]	[0]
[7823765]	[CHEESE GRATED 1#]	[CO]	[3]	[1]	[0]
[0917209]	[MILK N/FAT DRY GP #10]	[CN]	[1]	[0]	[0]
[E095229]	[EGG SHELL FRESH 15 DZ LGE]	[DZ]	[99]	[90]	[0]
[E112170]	[MILK 6 GL LOWFAT WHITE 1%]	[CO]	[35]	[6]	[0]
[E112606]	[CHEESE COTTAGE LF 1#]	[CO]	[4]	[2]	[0]

Figure 5.4-2. Kitchen Requisition and Returns Screen - TIIN and Item Description Display.

- (2) The cursor is positioned in the TIIN field for the first item.
- (3) You can't use the [ESC] or [F2] key in this subfunction.
- (4) Use the ARROW keys to move up and down the TIIN field to choose your items.
- (5) Data entry fields are displayed to enter the quantity issued and returned to stock for each item.
- (6) Move the cursor to the ISSUE QTY field. Enter the quantity issued for an item from the Kitchen Requisitions and Returns Worksheet (PCN AJK-422). You can use the ARROW keys to move up and down this field.

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(7) Move the cursor to the RETURN QTY field. Enter the quantity returned to stock for an item from the worksheet. You can use the ARROW keys to move up and down this field. An entry must be made in the ISSUE QTY field before you can enter the quantity returned to stock (fig. 5.4-3).

DATE:	15 Aug 95	KITCHEN REQUISITION AND RETURNS			AJK-411	
Meal date:	[12 Aug 95]	Meal Type:		[LUN]		
TIIN	ITEM DESCRIPTION	U/I	EST QTY	ISSUE QTY	RETURN QTY	
[1335886]	[BEEF KNUCKLE SPECIAL] [LB]	[44]	[50]	[0]	
[1398481]	[VEAL CUTLETS BRD] [LB]	[35]	[55]	[9]	
[4039592]	[BACON SLICED FZN SHINGLE] [LB]	[2]	[0]	[0]	
[6160050]	[FRANKS 5 OR 10 LB BX] [LB]	[10]	[15]	[0]	
[0503190]	[BEEF PATTIE MIX W/SOY] [LB]	[12]	[18]	[0]	
[0503192]	[BEEF PATTIES W/ SOY] [LB]	[37]	[36]	[0]	
[0433198]	[EGGS SHELL DOM] [DZ]	[2]	[4]	[1]	
[7823765]	[CHEESE PARMESAN 1 LB (LP)] [CO]	[1]	[5]	[2]	
[T263406]	[CHEESE COTTAGE 5 LB] [PG]	[2]	[3]	[0]	
[T516497]	[MILK WHITE LOWFAT 5 GAL] [GL]	[1]	[10]	[0]	
[]

Figure 5.4-3. Kitchen Requisition and Returns Screen (example).

e. Kitchen Requisition Adjustments. You can review and adjust the requisition by following the steps listed below:

(1) Use the ARROW keys to scroll forward or back to review the requisition by item. Enter the quantity issued and returned to stock for each item on the worksheet.

(2) To view more items, use the [F3] key to page forward. Enter the quantity issued and returned to stock for each item on the worksheet.

(3) To review and adjust your previous entries, use [F4] to page back.

(4) To add an item, press [F1] to open a space on the screen. Enter a TIIN from the Master Item File Report (PCN AJK-PZ1) or the Kitchen Requisition and Returns Worksheet (PCN AJK-422) and press [ENTER]. The item name and unit of issue are displayed. Enter the quantity you issued from stock and press [ENTER]. Enter the quantity you returned to stock and press [ENTER].

(5) If you enter a TIIN for a non-sensitive item, an error message is displayed. Use the [SPACE BAR] to erase your entry.

NOTE: When you are issued T-Rations through the system, enter them on the meal you issue them for. This is to account for non-field duty supported requests. Use the DF to Unit Transfer subfunction (para 6.8) to account for MRE's issued through the system.

f. If you don't want to add the item, press [ENTER] with no entry. A message is displayed: **Do you want to add more data (Y OR N)?**

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(1) Enter Y and the cursor moves back to the TIIN field.

OR

(2) Enter N and a message is displayed: **Do you want to review this requisition (Y or N)?**

(a) Enter Y to continue processing. The space is deleted and the cursor moves back to the first TIIN field.

OR

(b) Enter N and a message is displayed: **Are you sure you have finished all updates (Y or N)?**

1. Enter Y to close this requisition. Once the tables are updated, you can't review or adjust it again.

OR

2. Enter N to continue processing. The space is deleted and the cursor moves back to the first TIIN field.

g. When you finish your entries, press [ENTER] until you reach the end of the requisition. A message is displayed: **Do you want to add more data (Y OR N)?**

(1) Enter Y to add items to this requisition.

OR

(2) Enter N to continue processing the requisition.

h. A message is displayed: **Do you want to review this requisition (Y or N)?**

(1) Enter Y to review and adjust your entries.

OR

(2) Enter N to continue processing.

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i. A message is displayed: **Are you sure you have finished all updates (Y or N)?**

(1) Enter Y to finish this requisition.

OR

(2) Enter N to continue processing. The cursor moves back to the first TIIN field.

NOTE: This is your last chance to review and adjust this requisition.

j. A message is displayed: **Updating Master Item Balances . . . Please wait . . .** After the inventory balances are updated, another message is displayed: **How many printed copies? (limit 5).**

k. Enter the number of copies you want for the Kitchen Requisition and Returns Report (PCN AJK-425). The following message is displayed: **Report has been generated and sent to the printer. Press RETURN to continue process.**

l. Press [ENTER] to continue and a message is displayed: **Requisition closed, tables updated. You cannot adjust requisition again. Press RETURN to continue process.**

m. Press [ENTER] and a message is displayed: **Do you want to review another meal at this time (Y or N)?**

(1) Enter Y to process another kitchen requisition.

OR

(2) Enter N to finish processing requisitions and return to the Meal Production Planning Menu.

n. To interrupt processing, press [DELETE]. A message is displayed: **Are you sure you want to abort this process (Y or N)?**

(1) Enter Y and a message is displayed: **Process aborted. Transactions not processed. Press RETURN to exit.** Press [ENTER] and the Meal Production Planning Menu is displayed.

OR

(2) Enter N and the cursor moves back to the last data entry field you completed.

o. To exit this menu, select R. The AFMIS-DFO Main Menu is displayed.

5.4.4 Outputs. The Kitchen Requisition and Returns Report (PCN AJK-425) is printed for the date and meal you select. The number of copies printed is based on your selection. See appendix C for an example of this report.

5.5 Meal Production Checklist Inquiry Subfunction. Use this subfunction to monitor the status of meal planning subfunctions and processes by date and meal. When a subfunction or process is complete, the completion date is displayed on the Checklist Inquiry Screen.

5.5.1 Processing Restrictions. The Production Schedule Review and Maintenance process (para 5.2.1) must be completed for the date and meal you choose.

5.5.2 Processing Materials. None.

5.5.3 Checklist Inquiry Screen AJK-415. To begin your checklist inquiry, select D from the Meal Planning Menu. The Checklist Inquiry Screen (fig. 5.5-1) is displayed.

DATE: 16 Nov 2000	CHECKLIST INQUIRY	AJK-415
Meal Date: [][][]	Meal:	
PRODUCTION SCHEDULE:		
Initiated		
Outside menu printed		
Production schedule printed		
NUTRIENT ANALYSIS:		
Initiated		
Dieter's menu printed		
KITCHEN REQUISITION:		
Initiated		
Kitchen requisition printed		
Enter day (dd)		

Figure 5.5-1. Checklist Inquiry Screen (AJK-415).

- a. Enter a meal date and press [ENTER].
- b. Enter a meal type from the screen display. DO NOT press [ENTER].

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c. This screen (fig. 5.5-2) displays a list of meal production planning subfunctions and processes for the date and meal you select. A date is displayed next to each completed subfunction and process. A message is displayed at the bottom of the screen: **Press RETURN . . . to continue process.**

DATE: 16 Nov 2000	CHECKLIST INQUIRY	AJK-415
Meal Date: [21][NOV][2000]	Meal: BRK	
PRODUCTION SCHEDULE:		
Initiated	14 Nov 00	
Outside menu printed	15 Nov 00	
Production schedule printed	15 Nov 00	
NUTRIENT ANALYSIS:		
Initiated	15 Nov 00	
Dieter's menu printed	15 Nov 00	
KITCHEN REQUISITION:		
Initiated		
Kitchen requisition printed		
Press RETURN . . . to continue process.		

Figure 5.5-2. Checklist Inquiry Screen (example).

d. Press [ENTER] to continue and a message is displayed: **Do you want to review another meal at this time (Y or N)?**

(1) Enter Y to process another checklist inquiry.

OR

(2) Enter N to end processing. A message is displayed: **Query complete. Press RETURN . . . to exit process.**

(3) Press [ENTER] to exit this subfunction and the Meal Production Planning Menu is displayed.

e. To interrupt processing, use the [DELETE] key. A message is displayed: **Do you want to review another meal at this time (Y or N)?** Follow step d (1) or (2) above.

f. To exit this menu, select R. The AFMIS-DFO Main Menu is displayed.

5.5.4 Outputs. No reports are printed during this subfunction. The checklist can be used as a management tool to monitor the completion of meal planning subfunctions and processes.