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6B. REPORT OF SURVEY/STATEMENT OF CHARGES FUNCTION

6B.1 Report of Survey/Statement of Charges (ROS/SOC) Function.

a. Use the ROS/SOC Function to create, update, print, and delete reports of survey and statements of charges. AR 30-1 gives you guidelines to begin a report of survey or statement of charges. This function contains two subfunctions and two exit options:

- (1) Report of Survey (para 6B.2).
- (2) Statement of Charges (para 6B.3).
- (3) Exit the ROS/SOC Menu and return to the Inventory Menu or system login screen.

b. Select option D from the AFMIS-DFO Main Menu (figure 6B.1-1) to review the ROS/SOC subfunctions.

```
AFMIS-DFO:Û A B C D E F G H X
ROS /SOC

DATE: 18 Sep 95   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 6B.1-1. ROS / SOC Menu Selection (AJK-003).

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c. The Report of Survey/Statement of Charges Menu (fig. 6B.1-2) is displayed.

```
ROS/SOC: A B C D R X
Report of survey

DATE: 18 Aug 95          ROS / SOC MENU          AJK-468
-----Press F8 for Help-----

      A - REPORT OF SURVEY
      B - STATEMENT OF CHARGES
      R - RETURN TO DFO COMMAND MENU
      X - EXIT FROM DFO PROCESSING
```

Figure 6B.1-2. ROS/SOC Menu (AJK-468).

6B.2 Report of Survey Subfunction.

a. Use the Report of Survey (ROS) Subfunction to create, update, print, and delete reports of survey. AR 30-1 gives you guidelines to begin a report of survey. This subfunction contains four processes and an exit option:

- (1) Report of Survey - Create (para 6B.2.1).
- (2) Report of Survey - Update (para 6B.2.2).
- (3) Report of Survey - Print (para 6B.2.3).
- (4) Report of Survey - Delete (para 6B.2.4).
- (5) Exit the Report of Survey Menu and return to the ROS/SOC Menu.

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b. To access the Report of Survey Menu from the AFMIS-DFO Main Menu, select the options in figure 6B.2-1.

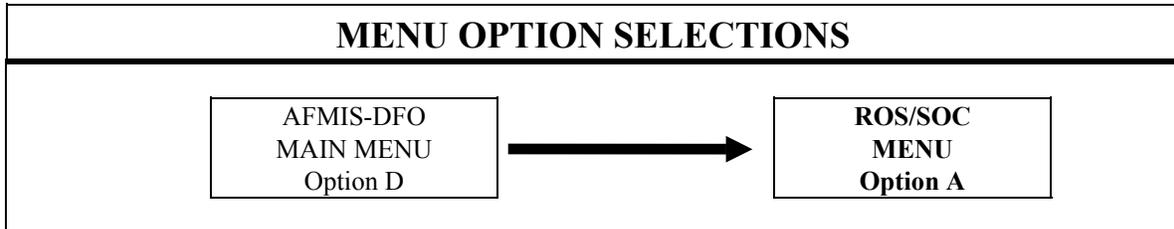


Figure 6B.2-1. Report of Survey Menu Selection.

c. The Report of Survey Menu (fig. 6B.2-2) is displayed.

```
REPORT OF SURVEY: A B C D R
Create
DATE: 18 Aug 95          REPORT OF SURVEY MENU          AJK-432
-----Press F8 for Help-----

          A - CREATE
          B - UPDATE
          C - PRINT
          D - DELETE
          R - RETURN TO ROS / SOC
```

Figure 6B.2-2. Report of Survey Menu (AJK-432).

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6B.2.1 Report of Survey - Create Process. Use this process to create an ROS for subsistence you lose due to an alert, spoilage, or another cause outlined in AR 30-1. After the DA Form 4697 (Report of Survey) is started, the unit responsible for the operation of your dining facility assigns the document control number. The responsible commander or food service officer signs the ROS and sends it to the next higher headquarters for approval.

a. You can release the ROS to TISA after the unit assigns a document control number. TISA uses the ROS to credit your dining facility account.

b. When you release the survey for processing, send copies of the DA Form 4697 and Report of Survey (PCN AJK-462) to TISA and the IFA. TISA must have these reports to process your survey.

6B.2.1.1 Processing Restrictions. The unit responsible for the operation of your dining facility must assign a document control number before you release the survey to TISA for processing.

6B.2.1.2 Processing Materials. For more information, use the following materials:

a. A copy of DA Form 4697 listing the survey items.

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

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6B.2.1.3 Create Report of Survey Screen AJK-461. To begin your report of survey, select A from the Report of Survey Menu. The Create Report of Survey Screen (fig. 6B.2-3) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-461
ACT CODE: P3700	INVENTORY MANAGEMENT	
	CREATE REPORT OF SURVEY	
REPORT OF SURVEY NUMBER AND DATE: _____ - _____		
(DD MMM YY)		
TIIN AND QUANTITY FOR ALL SUBSISTENCE ITEMS TO BE SURVEYED:		
TIIN	QUANTITY	
-		
-		
-		
-		
-		
-		
-		
After QUANTITY, press ENTER to continue or ESC to complete input. Acceptable values are R001 through R999		

Figure 6B.2-3. Create Report of Survey Screen (AJK-461).

a. ROS numbers are displayed at the bottom of your screen.

(1) Enter an ROS number from the screen display and press [ENTER]. The following message is displayed after each entry you make: **Validating input. Please wait.**

NOTE: Because the TISA ROS Line Item Option brings up your file by customer ID code and date, you can only process one survey for each date. When you submit more than one for the same date, a fatal program error message is displayed in the TISA process and processing is terminated.

(2) Enter the ROS date and press [ENTER].

(3) Enter a seven-position TISA item identification number (TIIN) and press [ENTER].

(4) Enter a quantity for the item and press [ENTER].

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- (5) Repeat steps (3) and (4) for each item on DA Form 4697.

NOTE: When you enter a quantity for the last item on the list and want to change a quantity for another item, press the [UP ARROW] key instead of [ENTER]. Move the cursor to the QUANTITY field you want to change and enter a new one over the old. You can also use the Update Process (para 6B.2.2) to adjust this survey.

- (6) See figure 6B.2-4 for an example of survey entries.

```
DATE: 15 Aug 95          DINING FACILITY OPERATIONS          AJK-461
ACT CODE: P3700        INVENTORY MANAGEMENT
                        CREATE REPORT OF SURVEY

REPORT OF SURVEY NUMBER AND DATE:  R014 - 13 Aug 95
                                      (DD MMM YY)

TIIN AND QUANTITY FOR ALL SUBSISTENCE ITEMS TO BE SURVEYED:

      TIIN          QUANTITY
      126-4062      39
      126-8743      72
      043-3198      60
      T22-1139      30
      T22-1136      25
      T39-5774      6
      T39-5775      9
      T44-1915      Û

After QUANTITY, press ENTER to continue or ESC to complete input.
Validating input. Please wait.
```

Figure 6B.2-4. Create Report of Survey Screen (example).

b. When you finish your entries, press [ESC]. A message is displayed: **Do you wish to add more data? (Y or N).**

- (1) Enter Y to add more items to the survey.

OR

- (2) Enter N to end processing and print the Report of Survey (PCN AJK-462).

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- c. A series of messages is displayed: **Updating database. Please wait. Printing report. Please wait;** then, **Report has finished printing. Press ENTER to continue.**
- d. Press [ENTER] and the Report of Survey Menu is displayed.
- e. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 6B.2.1.4 for processing instructions.
- f. To exit this menu, select R. The ROS/SOC Menu is displayed.

6B.2.1.4 Interrupt Ring Menu. Use this ring menu (fig. 6B.2-5) to continue processing or return to the ROS/SOC Menu.

INTERRUPT MENU: CONTINUE RETURN Continue Processing
--

Figure 6B.2-5. Interrupt Ring Menu.

6B.2.1.5 Outputs. The Report of Survey (PCN AJK-462) is printed. Use this report to complete the Report of Survey - Update process (para 6.4.2). See appendix C for an example of this report.

6B.2.2 Report of Survey - Update Process. Use this process to review and adjust reports of survey you create in the Report of Survey - Create process (para 6B.2.1). When you finish your review, you can send the survey to TISA. However, you can't change a survey after you release it to TISA. If any changes are needed, contact TISA and the SA before the survey is processed. Because TISA can't change survey data, the SA must delete the survey. You must re-create it and send it to TISA again.

6B.2.2.1 Processing Restrictions. Complete the Report of Survey - Create process (para 6B.2.1) before you start this process. To print extra copies of the survey before you release it to TISA, use the Report of Survey - Print process (para 6B.2.3).

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b. A TIIN and quantity are displayed (fig. 6B.2-7) for each item you enter in the Report of Survey - Create process (para 6B.2.1). Ten items can be displayed at a time.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-474
ACT CODE: P3700	INVENTORY MANAGEMENT	
	REVIEW REPORT OF SURVEY	
ENTER THE REPORT OF SURVEY NUMBER AND DATE: R014 - 13Aug 95 (DD MMM YY)		
	TIIN	QUANTITY
	043-3198	60
	126-3416	43
	126-4062	39
	126-8743	72
	T22-1136	25
	T22-1139	30
	T39-5774	6
	T39-5775	9
	T44-1915	24
	-	

Figure 6B.2-7. Review Report of Survey Screen - Survey Item Display.

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

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d. Report of Survey Adjustments. You can adjust the survey (fig. 6B.2-8) by following the steps listed below:

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-474
ACT CODE: P3700	INVENTORY MANAGEMENT	
	REVIEW REPORT OF SURVEY	
ENTER THE REPORT OF SURVEY NUMBER AND DATE: R014 - 13 Aug 95 (DD MMM YY)		
	TIIN	QUANTITY
	043-3198	30
	126-3416	43
	126-4062	39
	126-8743	72
	T22-1136	25
	T22-1139	30
	T39-5774	12
	T39-5775	9
	T44-1915	24
	T26-3406	û 3
Please enter a quantity, or press <Enter>.		

Figure 6B.2-8. Review Report of Survey Screen - Survey Adjustments.

(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]. Enter a quantity and press [ENTER]. If you choose not to add the item, press [F2] to delete the space.

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

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e. To add an item at the end of the survey, 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. To add other items, repeat this step.

f. When you finish adjusting your survey, press [ESC]. Two messages are displayed: **Updating database. Please wait;** then, **Do you want to print this REPORT OF SURVEY? (Y or N).**

(1) Enter Y to print the Report of Survey (PCN AJK-462). A series of messages is displayed: **Printing report. Please wait. Report has finished printing;** then, **Press ENTER to continue.**

OR

(2) Enter N to continue without printing the report.

g. A message is displayed: **Is this REPORT OF SURVEY ready for processing? (Y or N).**

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

OR

(2) Enter N to end processing. Press [ENTER] and the Report of Survey Menu is displayed. The survey stays in your files until you release it to TISA.

h. If you select Y, a message is displayed: **Are you sure it is ready to be sent to TISA? (Y or N).**

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

OR

(2) Enter N to end processing.

(3) Press [ENTER] and the Report of Survey Menu is displayed.

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i. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 6B.2.1.4 for processing instructions.

j. To exit this menu, select R. The ROS/SOC Menu is displayed.

6B.2.2.4 Outputs. The Report of Survey (PCN AJK-462) is printed when you select Y in response to the print message. See appendix C for an example of this report.

6B.2.3 Report of Survey - Print Process. Use this process to print extra copies of your report of survey.

6B.2.3.1 Processing Restrictions. Complete the Report of Survey - Create process (para 6B.2.1) before you start this process. After you release a survey to TISA, you can't print it.

6B.2.3.2 Processing Materials. A copy of the Report of Survey (PCN AJK-462) for the survey you are printing.

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6B.2.3.3 Print Report of Survey Screen AJK-480. To print a report of survey, select C from the Report of Survey Menu. The Print Report of Survey Screen (fig. 6B.2-9) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-480
ACT CODE: P3700	INVENTORY MANAGEMENT	
	PRINT REPORT OF SURVEY	
ENTER THE REPORT OF SURVEY NUMBER AND DATE: R014 - 13 Aug 95		
		(DD MMM YY)
[]
Printing report. Please wait.		

Figure 6B.2-9. Print Report of Survey Screen (AJK-480).

- a. Use the Report of Survey (PCN AJK-462) to complete the following entries:
 - (1) Enter the ROS number and press [ENTER].
 - (2) Enter the ROS date and press [ENTER]. The following message is displayed after each entry you make: **Validating input. Please wait.**
- b. The message **Printing Report. Please wait.** is displayed while information is gathered for the Report of Survey (PCN AJK-462). After the report is printed, a message is displayed: **Report has finished printing. Press ENTER to continue.**
- c. Press [ENTER] and the Report of Survey Menu is displayed.
- d. To exit this menu, select R. The ROS/SOC Menu is displayed.

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6B.2.3.4 Outputs. The Report of Survey (PCN AJK-462) is printed. Keep a file copy of this report. See appendix C for an example of the report.

6B.2.4 Report of Survey - Delete Process. Use this process to delete reports of survey you don't send to TISA.

6B.2.4.1 Processing Restrictions. Complete the Report of Survey - Create process (para 6B.2.1) before you begin this process. After you release a survey to TISA, you can't delete it.

6B.2.4.2 Processing Materials. A copy of the Report of Survey (PCN AJK-462) for the survey you are deleting. See Report of Survey - Print, paragraph 6B.2.3, to print this report.

6B.2.4.3 Delete Report of Survey Screen AJK-480. To delete a report of survey, select D from the Report of Survey Menu. The Delete Report of Survey Screen (fig. 6B.2-10) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-480
ACT CODE: P3700	INVENTORY MANAGEMENT	
	DELETE REPORT OF SURVEY	
ENTER THE REPORT OF SURVEY NUMBER AND DATE: R014 - 13 Aug 95		
(DD MMM YY)		
[]
Are you sure you want to DELETE this REPORT OF SURVEY ? (Y or N)		

Figure 6B.2-10. Delete Report of Survey Screen (AJK-480).

a. Use the Report of Survey (PCN AJK-462) to complete the following entries:

(1) Enter the ROS number and press [ENTER]. The following message is displayed after each entry you make: **Validating input. Please wait.**

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(2) Enter the ROS date and press [ENTER].

b. A message is displayed: **Are you sure you want to DELETE this REPORT OF SURVEY? (Y or N).**

(1) Enter Y to delete the survey.

OR

(2) Enter N to end processing without deleting the survey.

c. Press [ENTER] and the Report of Survey Menu is displayed.

d. To exit this menu, select R. The ROS/SOC Menu is displayed.

6B.2.4.4 Outputs. No reports are printed during this process. When you select Y, the survey is deleted. You can go back to the Create process and start again using the same ROS number and date. When you select N, the survey stays in your files until you release it to TISA or delete it.

6B.3 Statement of Charges Subfunction.

a. Use the Statement of Charges Subfunction to create, update, print, and delete statements of charges. AR 735-5 gives you guidelines to begin a statement of charges. This subfunction contains four processes and an exit option:

(1) Statement of Charges - Create (para 6B.3.1).

(2) Statement of Charges - Update (para 6B.3.2).

(3) Statement of Charges - Delete (para 6B.3.3).

(4) Statement of Charges - Print (para 6B.3.4).

(5) Exit the Statement of Charges Menu and return to the ROS/SOC Menu.

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b. To access the Statement of Charges Menu from the AFMIS-DFO Main Menu, select the options in figure 6B.3-1.

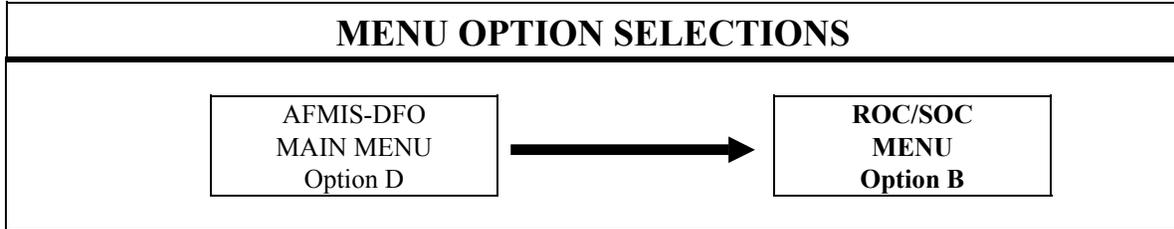


Figure 6B.3-1. Statement of Charges Menu Selection.

c. The Statement of Charges Menu (fig. 6B.3-2) is displayed.

```
STATEMENT OF CHARGES: A B C D R
Create
DATE: 18 Aug 95          STATEMENT OF CHARGES MENU          AJK-433
-----Press F8 for Help-----

          A - CREATE
          B - UPDATE
          C - PRINT
          D - DELETE
          R - RETURN TO ROS / SOC MENU
```

Figure 6B.3-2. Statement of Charges Menu (AJK-433).

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6B.3.1 Statement of Charges - Create Process. Use this process to create a statement of charges (SOC) for subsistence you lose due to negligence or another cause outlined in AR 735-5. After the DD Form 362 (Statement of Charges for Government Property Lost, Damaged, or Destroyed) is started, the unit responsible for the operation of your dining facility assigns the document control number. The responsible commander and the individual accepting responsibility sign the statement. The DD Form 362 is forwarded to the FAO for action.

a. You can release the statement to TISA after the unit assigns a document control number. TISA uses the statement to credit your dining facility account.

b. When you release the SOC for processing, send copies of the DD Form 362 and Statement of Charges Report (PCN AJK-464) to TISA and the IFA. TISA must have these reports to process your SOC.

6B.3.1.1 Processing Restrictions. The unit responsible for the operation of your dining facility must assign a document control number before you release the statement to TISA for processing.

6B.3.1.2 Processing Materials. For more information, use the following materials:

a. A copy of DD Form 362 listing the lost, damaged, or destroyed items.

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

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6B.3.1.3 Create Statement of Charges Screen AJK-463. To begin your statement of charges, select A from the Statement of Charges Menu. The Create Statement of Charges Screen (fig. 6B.3-3) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-463
ACT CODE: P3700	INVENTORY MANAGEMENT	
	CREATE STATEMENT OF CHARGES	
ENTER THE STATEMENT OF CHARGES NUMBER AND DATE: S017 - 01 _____		
(DD MMM YY)		
ENTER THE TIIN AND QUANTITY FOR ALL SUBSISTENCE ITEMS TO BE SURVEYED:		
	TIIN	QUANTITY
	-	
	-	
	-	
	-	
	-	
	-	
	-	
	-	
After QUANTITY, press ENTER to continue or ESC to complete input. Acceptable values are S001 through S999		

Figure 6B.3-3. Create Statement of Charges Screen (AJK-463).

a. Statement of Charges (SOC) numbers are displayed at the bottom of your screen.

(1) Enter an SOC number from the screen display and press [ENTER]. The following message is displayed after each entry you make: **Validating input. Please wait.**

NOTE: Because the TISA SOC Line Item Option brings up your file by customer ID code and date, you can only process one survey for each date. When you submit more than one for the same date, a fatal program error message is displayed in the TISA process and processing is terminated.

- (2) Enter the SOC date and press [ENTER].
- (3) Enter a seven-position TIIN and press [ENTER].
- (4) Enter a quantity for the item and press [ENTER].

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- (5) Repeat steps (3) and (4) for each item on DD Form 362.

NOTE: When you enter a quantity for the last item on the list and want to change a quantity for another item, press the [UP ARROW] key instead of [ENTER]. Move the cursor to the QUANTITY field you want to change and enter a new one over the old. You can also use the Update Process (para 6B.3.2) to adjust this statement.

- (6) See figure 6B.3-4 for an example of statement entries.

```
DATE: 15 Aug 95          DINING FACILITY OPERATIONS          AJK-463
ACT CODE: P3700         INVENTORY MANAGEMENT
                        CREATE STATEMENT OF CHARGES

ENTER THE STATEMENT OF CHARGES NUMBER AND DATE:  S017 - 13 Aug 95
                                                (DD MMM YY)

      TIIN AND QUANTITY FOR ALL SUBSISTENCE ITEMS TO BE SURVEYED:

                TIIN          QUANTITY
                128-1176      45
                129-0825      30
                143-0983      26
                160-6156      20
                191-3461      50
                080-5179      110
                411-2677      12
                411-2678      û

After QUANTITY, press ENTER to continue or ESC to complete input.
Please enter a quantity.
```

Figure 6B.3-4. Create Statement of Charges Screen (example).

b. When you finish your entries, press [ESC]. A message is displayed: **Do you wish to add more data? (Y or N).**

- (1) Enter Y to add more items to the statement.

OR

(2) Enter N to end processing and print the Statement of Charges Report (PCN AJK-464).

- c. A series of messages is displayed: **Updating database. Please wait. Printing report. Please wait;** then, **Report has finished printing. Press ENTER to continue.**
- d. Press [ENTER] and the Statement of Charges Menu is displayed.
- e. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 6B.3.1.4 for processing instructions.
- f. To exit this menu, select R. The ROS/SOC Menu is displayed.

6B.3.1.4 Interrupt Ring Menu. Use this ring menu (fig. 6B.3-5) to continue processing or return to the ROS/SOC Menu.



Figure 6B.3-5. Interrupt Ring Menu.

6B.3.1.5 Outputs. The Statement of Charges Report (PCN AJK-464) is printed. Use this report to complete the Statement of Charges - Update process (para 6B.3.2). See appendix C for an example of this report.

6B.3.2 Statement of Charges - Update Process. Use this process to review and adjust statements you create in the Statement of Charges - Create process (para 6B.3.1). When you finish your review, you can send the statement to TISA. However, you can't change a statement after you release it to TISA. If any changes are needed, contact TISA and the SA before the statement is processed. Because TISA can't change statement of charges data, the SA must delete it. You must re-create it and send it to TISA again.

6B.3.2.1 Processing Restrictions. Complete the Statement of Charges - Create process (para 6B.3.1) before you start this process. To print extra copies of your statement before you release it to TISA, use the Statement of Charges - Print process (para 6B.3.3).

6B.3.2.2 Processing Materials. For more information, use the following materials:

- a. A copy of DD Form 362 listing the lost, damaged, or destroyed items.
- b. Current Master Item File Report (PCN AJK-PZ1). See Master Item File Inquiry, paragraph 7.6, to print this report.
- c. A copy of the Statement of Charges Report (PCN AJK-464) for the statement you are updating. See Statement of Charges - Print, paragraph 6B.3.3, to print this report.

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(2) Enter the SOC date and press [ENTER].

b. A TIIN and quantity are displayed (fig. 6B.3-7) for each item you enter in the Statement of Charges - Create process (para 6B.3.1). Ten items can be displayed at a time.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-475
ACT CODE: P3700	INVENTORY MANAGEMENT	
	REVIEW STATEMENT OF CHARGES	
ENTER THE STATEMENT OF CHARGES NUMBER AND DATE: S017 - 13Aug 95 (DD MMM YY)		
	TIIN	QUANTITY
	080-5179	110
	127-7984	30
	127-8018	22
	128-1176	45
	129-0825	30
	143-0983	26
	160-6156	20
	191-3461	50
	411-2677	12
	411-2678	24

Figure 6B.3-7. Review Statement of Charges Screen - SOC Item Display.

c. You can review the statement by using the following keys:

- (1) Use the ARROW keys to scroll forward or back to review the statement by item.
- (2) To view more items, use the [F3] key to page forward and [F4] to page back.

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d. Statement of Charges Adjustments. You can adjust the statement (fig. 6B.3-8) by following the steps listed below:

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-475
ACT CODE: P3700	INVENTORY MANAGEMENT	
	REVIEW STATEMENT OF CHARGES	
ENTER THE STATEMENT OF CHARGES NUMBER AND DATE: S017 - 13 Aug 95 (DD MMM YY)		
	TIIN	QUANTITY
	080-5179	75
	127-8018	22
	128-1176	45
	129-0825	3
	143-0997	12
	143-0983	26
	160-6156	20
	191-3461	50
	252-8245	6
	253-2026	3

Figure 6B.3-8. Review Statement of Charges Screen - SOC Adjustments.

(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]. Enter a quantity and press [ENTER]. If you choose not to add the item, press [F2] to delete the space.

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

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e. To add an item at the end of the statement, 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. To add other items, repeat this step.

f. When you finish adjusting your statement, press [ESC]. Two messages are displayed: **Updating database. Please wait**; then, **Do you want to print this STATEMENT OF CHARGES? (Y or N)**.

(1) Enter Y to print the Statement of Charges Report (PCN AJK-464). A series of messages is displayed: **Printing report. Please wait. Report has finished printing**; then, **Press ENTER to continue**. Press [ENTER] to continue processing.

OR

(2) Enter N to continue without printing the report.

g. A message is displayed: **Is this STATEMENT OF CHARGES ready for processing? (Y or N)**.

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

OR

(2) Enter N to end processing. Press [ENTER] and the Statement of Charges Menu is displayed. The statement stays in your files until you release it to TISA.

h. If you select Y, a message is displayed: **Are you sure it is ready to be sent to TISA? (Y or N)**.

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

OR

(2) Enter N to end processing.

(3) Press [ENTER] and the Statement of Charges Menu is displayed.

i. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 6B.2.1.4 for processing instructions.

j. To exit this menu, select R. The ROS/SOC Menu is displayed.

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6B.3.2.4 Outputs. The Statement of Charges Report (PCN AJK-464) is printed when you select Y in response to the print message. See appendix C for an example of this report.

6B.3.3 Statement of Charges - Print Process. Use this process to print extra copies of your statement.

6B.3.3.1 Processing Restrictions. Complete the Statement of Charges - Create process (para 6B.3.1) before you start this process. After you release a statement to TISA, you can't print it.

6B.3.3.2 Processing Materials. A copy of the Statement of Charges Report (PCN AJK-464) for the statement you are printing.

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6B.3.3.3 Print Statement of Charges Screen AJK-481. To print a statement of charges, select C from the Statement of Charges Menu. The Print Statement of Charges Screen (fig. 6B.3.-9) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-481
ACT CODE: P3700	INVENTORY MANAGEMENT	
	PRINT STATEMENT OF CHARGES	
ENTER THE STATEMENT OF CHARGES NUMBER AND DATE: [S017] - [13 Aug 95]		
		(DD MMM YY)
[]
Printing report. Please wait.		

Figure 6B.3-9. Print Statement of Charges Screen (AJK-481).

a. Use the Statement of Charges Report (PCN AJK-464) to complete the following entries:

(1) Enter the SOC number and press [ENTER]. The following message is displayed after each entry you make: **Validating input. Please wait.**

(2) Enter the SOC date and press [ENTER].

b. The message **Printing report. Please wait.** is displayed while information is gathered for the Statement of Charges Report (PCN AJK-464). After the report is printed, a message is displayed: **Report has finished printing. Press ENTER to continue.**

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- c. Press [ENTER] and the Statement of Charges Menu is displayed.
- d. To exit this menu, select R. The ROS/SOC Menu is displayed.

6B.3.3.4 Outputs. The Statement of Charges Report (PCN AJK-464) is printed. Keep a file copy of this report. See appendix C for an example of this report.

6B.3.4 Statement of Charges - Delete Process. Use this process to delete statements you don't send to TISA.

6B.3.4.1 Processing Restrictions. Complete the Statement of Charges - Create process (para 6B.3.1) before you start this process. After you release a statement to TISA, you can't delete it.

6B.3.4.2 Processing Materials. A copy of the Statement of Charges Report (PCN AJK-464) for the statement you are deleting. See Statement of Charges - Print, paragraph 6B.3.3, to print this report.

6B.3.4.3 Delete Statement of Charges Screen AJK-481. To delete a statement of charges, select D from the Statement of Charges Menu. The Delete Statement of Charges Screen (fig. 6B.3-10) is displayed.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-481
ACT CODE: P3700	INVENTORY MANAGEMENT	
	DELETE STATEMENT OF CHARGES	
ENTER THE STATEMENT OF CHARGES NUMBER AND DATE: [S017] - [13 Aug 95]		
		(DD MMM YY)
[]
Are you sure you want to DELETE this STATEMENT OF CHARGES ? (Y or N)		

Figure 6B.3-10. Delete Statement of Charges Screen (AJK-481).

- a. Use the Statement of Charges Report (PCN AJK-464) to complete the following entries:
 - (1) Enter the SOC number and press [ENTER]. The following message is displayed after each entry you make: **Validating input. Please wait.**
 - (2) Enter the SOC date and press [ENTER].
- b. A message is displayed: **Are you sure you want to DELETE this STATEMENT OF CHARGES? (Y or N).**

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(1) Enter Y to delete the statement.

OR

(2) Enter N to end processing without deleting the statement.

c. Press [ENTER] and the Statement of Charges Menu is displayed.

d. To exit this menu, select R. The ROS/SOC Menu is displayed.

6B.3.4.4 Outputs. No reports are printed during this process. When you select Y, the statement is deleted. You can go back to the Create process and start again using the same SOC number and date. When you select N, the statement stays in your files until you release it to TISA or delete it.