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1 July 2001

SECTION 7. DFO INQUIRIES FUNCTION

7.1 DFO Inquiries Function.

a. Use the DFO Inquiries Function to review your dining facility inventory, account status, menus and recipe files, the Master Item File, and headcount status. Also print reports from these various areas. This function contains eight subfunctions and two exit options:

- (1) Dining Facility Account Inquiry (para 7.2).
- (2) Menu Review and Costing Inquiry. **This process has been Deactivated.**
- (3) Recipe Index and Extension Inquiry (para 7.4).
- (4) Dining Facility Inventory Inquiry (para 7.5).
- (5) Master Item File Inquiry (para 7.6).
- (6) Dining Facility File Inquiry (para 7.7).
- (7) Headcount Inquiry (para 7.8).
- (8) Prime Vendor Catalog Report (para 7.9).
- (9) Prime Vendor Inquiry (para 7.10)
- (10) Exit the Inquiries Menu and return to the AFMIS-DFO Main Menu or system login screen.

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b. Select Option E from the AFMIS-DFO Main Menu (fig. 7.1-1) to review the subfunctions in DFO Inquiries.

```
AFMIS-DFO:  A B C D E F G H X
Inquiries

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 7.1-1. Inquiries Menu Selection (AJK-003).

c. The Inquiries Menu (fig. 7.1-2) is displayed.

```
INQUIRIES:  A B C D E F G H I R X
Recipe inquiry menu

DATE:  18 Apr 01           INQUIRIES MENU                       AJK-500
-----Press F8 for Help-----

A - ACCOUNT INQUIRY MENU                 G - HEADCOUNT INQUIRY MENU
B - MENUS INQUIRY MENU                   H - PRIME VENDOR CATALOG REPORT
C - RECIPE INQUIRY MENU                  I - PRIME VENDOR INQUIRY
D - INVENTORY INQUIRY MENU               R - RETURN TO DFO COMMAND MENU
E - MASTER ITEM FILE INQUIRY            X - EXIT FROM DFO PROCESSING
F - DF FILE INQUIRY
```

Figure 7.1-2. Inquiries Menu (AJK-500).

7.2 Dining Facility Account Inquiry Subfunction.

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a. Use the Dining Facility Account Inquiry Subfunction to review daily transactions on your account and the overall status of the account. This subfunction contains three processes and two exit options:

(1) Current Account Status Inquiry (para 7.2.1).

(2) Previous Account Status Inquiry (para 7.2.2).

(2) Earnings and Expenditures Record Inquiry(para 7.2.3).

(3) Exit the Account Inquiry Menu and return to the Inquiries Menu or system login screen.

b. To access the Account Inquiry Menu from the AFMIS-DFO Main Menu, select the options in figure 7.2-1.

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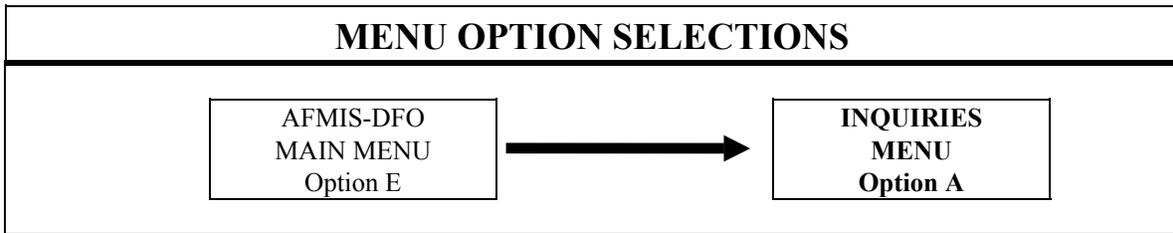


Figure 7.2-1. Account Inquiry Menu Selection.

c. The Account Inquiry Menu (fig. 7.2-2) is displayed.

```
ACCOUNT INQUIRY:  A B C R X
Current Account Status

DATE:  18 Aug 95          ACCOUNT INQUIRY MENU          AJK-501
-----Press F8 for Help-----

          A - CURRENT ACCOUNT STATUS
          B - PREVIOUS ACCOUNT STATUS
          C - EARNINGS AND EXPENDITURES RECORD
          R - RETURN TO INQUIRIES MENU
          X - EXIT FROM DFO PROCESSING
```

Figure 7.2-2. Account Inquiry Menu (AJK-501)

7.2.1 Dining Facility Current Account Status Inquiry Process. Use this process to review a summary of earnings, actual expenses, and monetary status (over or under) for your current dining facility account. You will use the earning and actual expense data to manage the monetary status of your account.

7.2.1.1 Processing Restrictions. None.

7.2.1.2 Processing Materials. None.

7.2.1.3 DFO Current Account Status Screen AJK-361. To review your current account status, select A from the Account Inquiry Menu. The DFO Account Status Screen (fig. 7.2-3) is displayed.

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DATE: 15 Aug 95	DFO ACCOUNT STATUS	AJK-361
ACTIVITY CODE: 000117		
ACTIVITY NAME: HSB 3/319TH AFAR		
	CURRENT ACCOUNT STATUS	
	15 Aug 95	
	10:06:30	
1. BEGINNING INVENTORY (31 Jul 95)		\$1517.24
2. PURCHASES (ISSUES)		\$983.61
3. TOTAL (line 1 + line 2):		\$2500.85
4. CURRENT INVENTORY		\$1077.20
5. ACTUAL EXPENSES (line 3 - line 4):		\$1423.65
6. EARNINGS (HEADCOUNT)		\$1665.87
7. CURRENT STATUS (line 5 - line 6):		\$-241.72
		UNDERSPENT
Press RETURN to Display Fiscal Year Status		

Figure 7.2-3. DFO Current Account Status Screen (AJK-361).

NOTE: This screen displays the status of your account for the current accounting period. The over or under status on this screen must be used in conjunction with the year to date status on screen AJK-362 to determine the true status of your account. You must also take into account transactions that have not been posted to your account. Examples: Issues received not posted, subsistence used but Kitchen Requisitions and Returns not posted, transfers not posted, headcount not posted, etc..

a. The date and time displayed under the heading, CURRENT ACCOUNT STATUS, reflect the date and time the screen is displayed. The date and dollar value of your last inventory is displayed in the BEGINNING INVENTORY field. The dollar value of purchases, current inventory (based on current BOH), actual expenses, headcount earnings, and monetary status are also displayed.

b. A message is displayed: **Press RETURN To Display Fiscal Year Status.**

c. Press [Enter] and the DFO Fiscal Year Account Status Screen AJK-362 (fig. 7.2-3.1) is displayed.

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DATE: 15 Aug 95		DFO ACCOUNT STATUS		AJK-362
ACTIVITY CODE: 000117				
ACTIVITY NAME: HSB 3/319TH AFAR				
FISCAL YEAR 1995 TO JUL				
MONTH	DATE	UNDER SPENT	OVER SPENT	
OCT	10/31/1994	-----	\$1,000.25	
NOV	11/30/1994	\$1,200.10	-----	
DEC	12/31/1994	\$450.40	-----	
JAN	01/31/1995	\$200.02	-----	
FEB	02/28/1995	-----	\$1,300.42	
MAR	03/15/1995	\$125.34	-----	
APR	04/30/1995	\$300.50	-----	
MAY	05/31/1995	-----	\$55.10	
JUN	06/30/1995	\$622.31	-----	
JUL	07/31/1995	\$222.32	-----	
TOTAL		\$3,120.99	\$2,355.77	\$765.22 UNDERSPENT
WHEN FINISHED VIEWING DATA, PRESS <ESC>.				

Figure 7.2-3.1. DFO Fiscal Year Account Status Screen (AJK-362).

NOTE: Screen AJK-362 displays your account status as of the end of the last accounting period. To get a true picture of your current account status you must use the data on this screen in conjunction with screen AJK-361.

d. The inventory date and underspent or overspent status of your account for each accounting period (month) in the current fiscal year are displayed followed by the over or under spent status of your account at the end of the last accounting period.

e. Press ESC when you finish viewing the data and a message is displayed at the bottom of the screen: **Do you want a printed report (Y or N)?**

(1) Enter Y to print the DFO Current Account Status Report (PCN AJK-PG1). After the print message is displayed, press [Enter] to continue processing. The Account Inquiry Menu is displayed.

OR

(2) Enter N and the Account Inquiry Menu is displayed.

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

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7.2.1.4 Outputs. The DFO Current Account Status Report (PCN AJK-PG1) is printed when you select Y in response to the print message. See appendix C for an example of this report. This report is filed until replaced by a more current report. The most current AJK-PG1 is replaced by the DFO Previous Account Status Report (PCN AJK-O11) after the account is closed for the month.

7.2.2 Previous Account Status Inquiry Process. Use this process to review a summary of earnings, actual expenses, and monetary status (over or under) for your dining facility account for the previous month.

7.2.2.1 Processing Restrictions. None.

7.2.2.2 Processing Materials. None.

7.2.2.3 DFO Previous Account Status Screen AJK-516. To review your previous month account status, select B from the Account Inquiry Menu. The DFO Previous Account Status Screen (fig. 7.2-3.2) is displayed.

DATE: 15 Aug 95	DFO ACCOUNT STATUS	AJK-516
ACTIVITY CODE: 000117		
ACTIVITY NAME: HSB 3/319TH AFAR		
	PREVIOUS ACCOUNT STATUS	
	31 Jul 95	
	10:06:30	
1. BEGINNING INVENTORY (30 Jun 95)		\$1817.24
2. PURCHASES (ISSUES)		\$983.61
3. TOTAL (line 1 + line 2):		\$2800.85
4. PREVIOUS CLOSING INVENTORY (31 Jul 95)		\$1277.20
5. ACTUAL EXPENSES (line 3 - line 4):		\$1623.65
6. EARNINGS (HEADCOUNT)		\$1845.97
7. STATUS (line 5 - line 6):		\$-222.32
		UNDERSPENT
Press RETURN to Display Fiscal Year Status		

Figure 7.2-3.2 DFO Previous Account Status Screen (AJK-516).

a. The date and time displayed under the heading, PREVIOUS ACCOUNT STATUS, reflect the date of the end of the previous accounting period and the current time. The date and dollar value of your beginning inventory for the previous months account is displayed in the BEGINNING INVENTORY field. The dollar value of purchases, previous months closing inventory, actual expenses, headcount earnings, and monetary status are displayed.

b. A message is displayed: Press [Enter] To Display Fiscal Year Status.

c. Press [Enter] and the DFO Fiscal Year Account Status Screen AJK-362 (fig. 7.2-3.1) is displayed. This is the same screen that is displayed after viewing the current account status screen.

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d. A message is displayed at the bottom of the screen: WHEN FINISHED VIEWING DATA, PRESS <ESC>. Press [Esc].

e. A message is displayed at the bottom of the screen: Do you want a printed report (Y or N)?

(1) Enter Y to print the DFO Previous Account Status Report (PCN AJK-O11). After the print message is displayed, press [Enter] to continue processing. The Account Inquiry Menu is displayed.

OR

(2) Enter N and the Account Inquiry Menu is displayed.

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

7.2.2.4 Outputs. The DFO Previous Account Status Report (PCN AJK-O11) is printed when you select Y in response to the print message. See appendix C for an example of this report. This report replaces the AJK-PG1 that was filed temporarily until the account is closed for the month.

NOTE: This report replaces the DFO Current Account Status Report (PCN AJK-PG1) for a given month when the account for the month is closed.

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DATE: 15 Aug 95		EARNINGS AND EXPENDITURES RECORD FOR				000117		AJK-535	
Acct Pd: Aug 95						Current Inv:		\$1340.96	
BDFA: \$4.37		LUN:		DIN:		BRN:		SUP: \$2.40	
BRK: \$0.87				\$1.75		\$1.75		\$1.97	
====		=====		=====		=====		=====	
DT	DESC	ALW	TOD	CUM ALW	PERISH	SEMIPER	TOT ISS	CUM TOT	
====	=====	=====		=====	=====	=====	=====	=====	
01	ISS	0.00		0.00	425.10	322.00	747.10	747.10	
01	HC	616.17		616.17	0.00	0.00	0.00	747.10	
02	HC	909.25		1525.42	0.00	0.00	0.00	747.10	
03	ISS	0.00		1525.42	355.20	206.10	561.30	1308.40	
03	HC	498.15		2023.57	0.00	0.00	0.00	1308.40	
04	DVD	0.00		2023.57	299.20	0.00	299.20	1607.60	
04	HC	492.40		2515.97	0.00	0.00	0.00	1607.60	
05	XFR	0.00		2515.97	-224.25	-25.40	-249.65	1357.95	
05	ISS	0.00		2515.97	334.20	202.10	536.30	1894.25	
05	HC	399.20		2915.17	0.00	0.00	0.00	1894.25	
Press ESC . . . when you finish viewing this menu									

Figure 7.2-5. Dining Facility Earnings/Expenditure Record Screen (example).

b. The following acronyms are used in the DESC field to describe earnings and expenditure record transactions:

- (1) BAJ - BDFA Adjustment.
- (2) BRT - B-Ration Credit.
- (3) CMY - Commissary Issue.
- (4) DVD - DVD Issue to the Dining Facility.
- (5) HC - Headcount.
- (6) HCA - Headcount Adjustment.
- (7) HCC - Harbor Craft Credit.
- (8) HMA - Holiday Meal Allowance Adjustment.
- (9) HML - Holiday Meal Allowance.
- (10) ISS - Issue to the Dining Facility.
- (11) LRP - Long Range Patrol.
- (12) MRE - Meal, Ready-to-Eat.

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- (13) PMK - 1/2 Pt Milk Credit.
- (14) RIS - Issue to the Dining Facility Reversal.
- (15) ROS - Report of Survey.
- (16) RTN - Turn-in to TISA Reversal.
- (17) SOC - Statement of Charges.
- (18) TRN - Turn-in to TISA.
- (19) TTI - Test Item Credit.
- (20) XFR - DF to DF Transfer.

c. You can review your dining facility Earnings and Expenditure Record by using the following keys:

(1) Use the [Enter] or ARROW keys to scroll forward or back to review the earnings and expenditure record by transaction.

(2) To view more transactions, use the [F3] key to page forward (fig. 7.2-6) and [F4] to page back.

DATE: 15 Aug 95										EARNINGS AND EXPENDITURES RECORD FOR										AJK-535																																																																					
Acct Pd: Aug 95										Current Inv: \$1340.96																																																																															
BDFA: \$4.37																																																																																									
BRK: \$0.87										LUN: \$1.75										DIN: \$1.75										BRN: \$1.97										SUP: \$2.40																																																	
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====										=====										=====										=====										=====										=====										=====																													
06										HC										210.10										3125.27										0.00										0.00										0.00										1894.25																			
06										HCA										-17.40										3107.87										0.00										0.00										0.00										1894.25																			
07										HC										240.25										3348.12										0.00										0.00										0.00										1894.25																			
08										ISS										0.00										3348.12										556.40										322.20										888.60										2782.85																			
08										XFR										0.00										3348.12										340.20										206.25										546.45										3329.30																			
08										DVD										0.00										3348.12										290.20										0.00										290.20										3619.50																			
08										HC										332.24										3680.36										0.00										0.00										0.00										3619.50																			
09										BRT										25.10										3705.46										0.00										0.00										0.00										3619.50																			
09										PMK										9.45										3714.91										0.00										0.00										0.00										3619.50																			
09										HC										340.20										4055.11										0.00										0.00										0.00										3619.50																			

Press ESC . . . when you finish viewing this menu.

Figure 7.2-6. Dining Facility Earnings/Expenditure Record Screen - View More Transactions.

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d. When you finish reviewing your earnings and expenditure record, press [Esc]. A message is displayed: Do you wish to print this screen? Enter Y(es or N(o.

(1) Enter Y to print the Dining Facility Operations, DFO Inquiries, Earnings and Expenditures Record (PCN: AJK-PC1). After the print message is displayed, press [Enter] to continue processing.

OR

(2) Enter N to continue your review.

e. Another message is displayed: Do you want to view the previous month (Y or N)?

(1) Enter Y to review last month's earnings and expenditure record.

OR

(2) Enter N to finish your review.

(3) Press [Enter] to exit this process. The Account Inquiry Menu is displayed.

f. If you select Y, last month's earnings and expenditure record is displayed. When you finish your review, press [Esc]. Enter Y or N in response to the print message.

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

7.2.3.4 Outputs. The Dining Facility Operations, DFO Inquiries, Earnings and Expenditures Record (PCN AJK-PC1) is printed when you select Y in response to the print message. See appendix C for an example of this report.

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7.3 Menu Review and Costing Inquiry Subfunction.

The Menu review and Costing Inquiry process has been deactivated. You will receive a message:

THIS PROCESS NOT AVAILABLE AT THIS TIME.
CHECK WITH YOUR IFA/TISA FOR MENU INFORMATION.

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7.4 Recipe Index and Extension Inquiry Subfunction.

a. Use the Recipe Index and Extension Inquiry Subfunction to review your recipe index by category and your extended recipes by recipe number. This subfunction contains two processes and two exit options:

- (1) Recipe Index Inquiry (para 7.4.1).
- (2) Recipe Extension Inquiry (para 7.4.2).
- (3) Exit the Recipe Inquiry Menu and return to the Inquiries Menu.

b. To access the Recipe Inquiry Menu from the AFMIS-DFO Main Menu, select the options in figure 7.4-1.

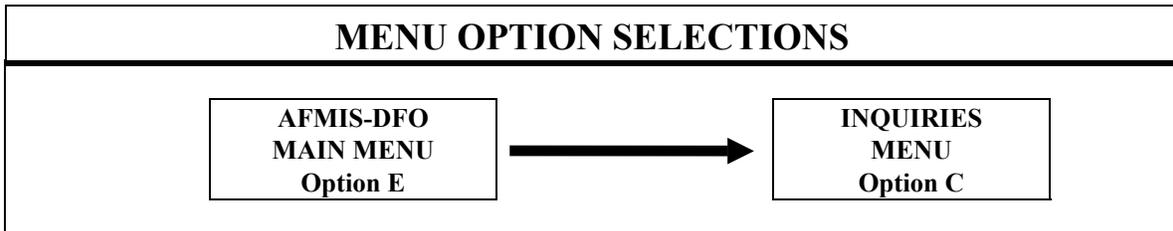


Figure 7.4-1. Recipe Inquiry Menu Selection.

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c. The Recipe Inquiry Menu (fig. 7.4-2) is displayed.

```
RECIPE INQUIRY:  A B R X
Recipe index

DATE:  18 Aug 95          RECIPE INQUIRY MENU          AJK-504
-----Press F8 for Help-----

          A - RECIPE INDEX
          B - RECIPE EXTENSION
          R - RETURN TO THE INQUIRIES MENU
          X - EXIT FROM DFO PROCESSING
```

Figure 7.4-2. Recipe Inquiry Menu (AJK-504).

7.4.1 Recipe Index Inquiry Process. Use this process to review and print your recipe indexes for all categories.

7.4.1.1 Processing Restrictions. None.

7.4.1.2 Processing Materials. None.

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7.4.1.3 Recipe Index Review Screen AJK-507. To review your recipe index, select A from the Recipe Inquiry Menu. The Recipe Index Review Screen (fig. 7.4-3) is displayed.

DATE: 15 Aug 95	RECIPE INDEX REVIEW	AJK-507	
OPTION	DESCRIPTION	OPTION	DESCRIPTION
-----	-----	-----	-----
A	General Information/Fruit	J	Puddings and Other Desserts
B	Appetizers	K	Desserts and Sauces Tops
C	Beverages	L	Meat Fish and Poultry
D	Breads and Sweet Dough	M	Salads
E	Cereal and Pasta	N	Sandwiches
F	Cheese and Eggs	O	Sauces Gravies and Dressings
G	Cakes Fill and Frost	P	Soups
H	Cookies	Q	Vegetables
I	Pastry and Pies	S	SOP
		X	Ala Carte
Enter Category Option: . . . Press RETURN			
Valid Options: A thru Q, S, X			

Figure 7.4-3. Recipe Index Review Screen (AJK-507).

NOTE: Recipes for fresh, frozen and canned fruit have been added as variations A01301 through A01359 to the Fruit Bar Guidelines, A01300.

7.4.1.4 Recipe Index Review Screen AJK-511. Select a category code listed on the Recipe Index Review Screen (fig. 7.4-3) to review the index for the category selected. Enter a category code letter in the CATEGORY OPTION field and press [Enter].

a. A message is displayed: **Do you want a printed report for this category (Y/N)?**
Enter Y or N.

(1) Enter Y to print the Recipe Index Report (PCN AJK-OO1). The report is printed after you review a category and press [Esc].

OR

(2) Enter N to review the recipe numbers without printing a report.

b. After you enter a response to the message, the Recipe Index Review Screen AJK-511 (fig. 7.4-4) is displayed. Twenty-six recipe numbers and names can be displayed for the category you choose. The cursor is positioned in the RECIPE NO. field for the first recipe.

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DATE: 15 Aug 95	RECIPE INDEX REVIEW	AJK-511	
Category: L	MEAT FISH AND POULTRY		
Recipe No.	Recipe Name	Recipe No.	Recipe Name
L00100	OVEN FRIED BACON SLICES (L00101	GRILLED BACON (PRECOOKED)
L00200	OVEN FRIED BACON	L00201	OVEN FRIED CANADIAN BACON
L00202	GRILLED BACON	L00203	GRILLED CANADIAN BACON
L00205	BACON, OVEN FRIED	L00300	CHICKEN ENCHILADAS
L00301	GRILLED CANADIAN BACON	L00400	ROAST RIB OF BEEF
L00401	STEAMSHIP ROUND OF BEEF (L00402	STEAMSHIP ROUND OF BEEF
L00403	ROAST RIB OF BEEF (BF BNL	L00500	ROAST BEEF
L00501	ROAST BEEF (PRECOOKED)	L00600	SUKIYAKI
L00700	STEAK TOP SIRLOIN	L00701	GRILLED TENDERLOIN STEAK
L00702	STEAK RIBEYE ROLL	L00703	STEAK STRIP LOIN
L00704	GRILLED TENDERLOIN	L00705	GRILLED STEAK (OVEN METHO
L00706	GRILLED TENDERLOIN STEAKS	L00800	TERIYAKI STEAK
L00900	CHICKEN MONTEREY	L00901	GINGER POT ROAST (OVEN ME
Press ESC . . . when you finish viewing this category.			

Figure 7.4-4. Recipe Index Review Screen (AJK-511).

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

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

c. When you finish your review, press [Esc]. A message is displayed: **Do you want to review the recipe index again (Y/N)? Enter Y or N.**

(1) Enter Y to review another recipe category. The Recipe Index Review Screen AJK-507 is displayed.

OR

(2) Enter N to finish your review.

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(3) Press [Enter] and the Recipe Inquiry Menu is displayed.

d. To exit this menu, select R. The Inquiries Menu is displayed.

7.4.1.5 Outputs. The Recipe Index Report (PCN AJK-OO1) 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.

7.4.2 Recipe Extension Inquiry Process. Use this process to review and print recipes for food preparation. Enter the number of recipe portions and the system computes recipe ingredient quantities for your entry.

7.4.2.1 Processing Restrictions. None.

7.4.2.2 Processing Materials. The Recipe Index Report PCN AJK-OO1 (para 7.4.1.7) lists the recipe numbers for each recipe category.

7.4.2.3 Recipe Extension Inquiry Screen AJK-513. To review a recipe, select Option B from the Recipe Inquiry Menu. The Recipe Extension Inquiry Screen (fig. 7.4-5) is displayed.

DATE: 01 Apr 97	RECIPE EXTENSION INQUIRY	AJK-513
Recipe Number: <input type="checkbox"/>	Recipe Name:	
Portions:	Portion Size:	
Portion Calories:	Portion Sodium:	Cost:
Step	Ingredients	Quantity and Unit of Measure
Enter recipe number.		

Figure 7.4-5. Recipe Extension Inquiry Screen (AJK-513).

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

(1) The recipe portion size, calories per portion, sodium content, and a cost per portion are displayed. The step/substep number and a quantity and unit of measure are displayed for each recipe ingredient. The ingredient quantities are based on the portions you enter. The recipe cost is not displayed if any of the items in the recipe have an asterisk next to an ingredient. The asterisk indicates the item is not on the MIF; therefore, the recipe cost can not be calculated accurately.

(2) Ten recipe ingredients will be displayed at a time. The cursor is positioned in the Step field (fig. 7.4-6) for the first item.

DATE: 01 Apr 97	RECIPE EXTENSION INQUIRY	AJK-513
Recipe Number: L02500	Recipe Name: LASAGNA	
Portions: 100	Portion Size: 1 PIECE (9	
Portion Calories: 385	Portion Sodium: 582	Cost: \$1.17
Step	Ingredients	Quantity and Unit of Measure
1	BEEF PATTIE MIX BULK, w/	12 LBS
1	ONIONS DRY SPANISH 50L	3 QTS
2 A	PEPPER, BLACK, GROUND, 1	1 TB
2 B *	OREGANO, GROUND, 1-2 OZ	3/4 CUP
2 C	THYME, GROUND, 1-2 OZ	1 TB
2 D	PEPPER, RED, GROUND, 1-2	1 TSP
2 E	SPICE GARLIC GRAN 6/250	1 1/4 TSPS
2 F *	BASIL, SWEET, CRUSHED, 3	2 3/4 TBS
3	TOMATOES DICED/JUIC 6/#1	2 1/4 GALS
3	TOMATO PASTE CAN 24/120	3 1/2 QTS
*: This ingredient is not available for issue		
Press ESC . . . when you finish viewing this recipe.		

Figure 7.4-6. Recipe Extension Inquiry Screen (example).

(3) Use the [Enter] or ARROW keys to scroll forward or back to review the recipe by ingredient.

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

c. When you finish your review, press [Esc]. A message is displayed: **Do you want to view instructions for this recipe (Y/N)? Enter Y or N.**

(1) Enter Y to review the recipe instructions and the Recipe Instructions Screen AJK-514 is displayed. See paragraph 7.4.2.4 for processing instructions.

OR

(2) Enter N to continue without reviewing the recipe instructions. A message is displayed: **Do you want a printed report for this recipe (Y/N)? Enter Y or N.**

(a) Enter Y to print the Extended Recipe Report (PCN AJK-PK1).

OR

(b) Enter N to continue your review without printing a report.

d. A message is displayed: **Do you want to review another recipe (Y/N)? Enter Y or N.**

(1) Enter Y to review another extended recipe.

OR

(2) Enter N to finish your review.

(3) Press [Enter] and the Recipe Inquiry Menu AJK-504 is displayed.

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7.4.2.4 Recipe Instructions Screen AJK-514. Use this screen (fig. 7.4-7) to review recipe instructions for the recipe number you enter on the Recipe Extension Inquiry Screen (fig.7.4-8).

DATE: 01 Apr 97	RECIPE INSTRUCTIONS	AJK-514
Recipe Number: L02500	Recipe Name: LASAGNA	
PAN: 12 BY 20 BY 2 1/2-INCH STEAM TABLE PAN	TEMPERATURE: 350 F. OVEN	
20 PORTIONS PER PAN		
:		
PREPREPARATION INSTRUCTIONS:		
THAW BEEF PATTIE MIX UNDER REFRIGERATION.		
CHOP DRY ONIONS BEFORE MEASURING. DEHY ONIONS MAY BE USED, REF A01100.		
CRUSH CANNED TOMATOES BEFORE MEASURING.		
CANNED TOMATO JUICE CONCENTRATE MAY BE SUBSTITUTED FOR TOMATO PASTE.		
SLIGHTLY BEAT EGGS FOR USE IN FILLING.		
ENSURE MOZARELLA CHEESE IS SHREDDED BEFORE MEASURING.		
CANNED PIZZA BLEND CHEESE MAY BE SUBSTITUTED FOR ALL PARMESAN AND		
MOZARELLA CHEESES. USE ONLY IN PANNING.		
Press ESC . . . when you finish viewing this recipe.		

Figure 7.4-7. Recipe Instructions Screen (AJK-514).

a. The recipe number, name, and step-by-step preparation instructions are displayed for the recipe you select.

NOTE: With SCP 11 the AFMIS version of TM 10-412 with change 1 has been distributed. In many of the recipes PREPREPARATION INSTRUCTIONS have replaced the NOTES at the bottom of the recipe card. The PREPREPARATION INSTRUCTIONS also contain preparation directions that were included in the Ingredients block on the recipe card. These changes were made to provide the cook this important information up front so it would not be missed. Some of the instructions also had to be changed since the instructions, unlike the ingredients, do not change as the portions to prepare change. **REMEMBER**
Only ingredients NOT INSTRUCTIONS aret changed based on portions to prepare.

(1) Fifteen lines of recipe instructions can be displayed at a time. The cursor is positioned in the first line of instructions.

(2) Use the [Enter] or ARROW keys to scroll forward or back to review the instructions by line.

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

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b. A message is displayed: **Do you want a printed report for this recipe (Y/N)?**
Enter Y or N.

(1) Enter Y to print the Extended Recipe Report (PCN AJK-PK1).

OR

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

c. A message is displayed: **Do you want to review another recipe (Y/N)?** **Enter Y or N.**

(1) Enter Y to review another extended recipe. The Recipe Extension Inquiry Screen AJK-513 is displayed.

OR

(2) Enter N to finish your review.

(3) Press [Enter] and the Recipe Inquiry Menu is displayed.

d. To exit this menu, select R. The Inquiries Menu is displayed.

7.4.2.5 Outputs. The Extended Recipe Report (PCN AJK-PK1) is printed when you select Y in response to the print message. You can print recipe reports as you need them. Discard the old reports after meal preparation and service is complete. See Appendix C for an example of this report. **NOTE: The print for the recipe from this process WILL NOT contain the new recipe weight column for the ingredients as is printed from the recipe print in the production schedule process.**

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7.5 Dining Facility Inventory Inquiry Subfunction.

a. Use the Dining Facility Inventory Inquiry subfunction to review current inventory balances on hand and the disposition of subsistence for sensitive and high dollar items. This subfunction contains two processes and two exit options:

- (1) Inventory Balance-On-Hand Inquiry (para 7.5.1)
- (2) Disposition of Subsistence Inquiry (para 7.5.2).

(3) Exit the Inventory Inquiry Menu and return to the Inquiries Menu or exit from DFO processing..

b. To access the Inventory Inquiry Menu from the AFMIS-DFO Main Menu, select the options in figure 7.5-1.

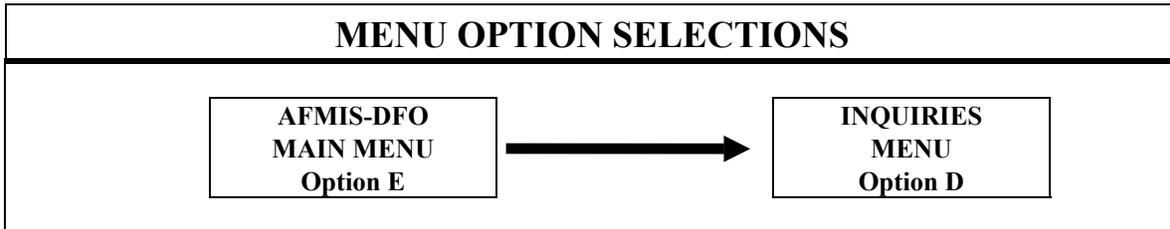


Figure 7.5-1. Inventory Inquiry Menu Selection.

c. The Inventory Inquiry Menu (fig. 7.5-2) is displayed.

```
INVENTORY INQUIRY:  A B R X
Inventory Balance-on-Hand

DATE:  18 Aug 95          INVENTORY INQUIRY MENU          AJK-307
-----Press F8 for Help-----

      A - INVENTORY BALANCE-ON-HAND
      B - DISPOSITION OF SUBSISTENCE
      R - RETURN TO THE DFO INQUIRIES MENU
      X - EXIT FROM DFO PROCESSING
```

Figure 7.5-2. Inventory Inquiry Menu (AJK-307).

7.5.1 Inventory Balance-on-Hand Inquiry Process. Use this process to review and print your current inventory balances on hand for a single item, group of items, or all items in your dining facility inventory.

7.5.1.1 Processing Restrictions. None.

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7.5.1.2 Processing Materials. None.

7.5.1.3 DF Inventory Inquiry Screen AJK-521. To review your dining facility inventory balance on hand, select A from the Inventory Inquiries Menu. The DF Inventory Inquiry Screen AJK-521 (fig. 7.5-3) is displayed.

DATE: 15 Aug 95	DF INVENTORY INQUIRY	AJK-521
National Stock Number: <input type="checkbox"/>		
TO SELECT ALL ITEMS . . . Press ESC . . . OR		
Enter QUERY-BY-EXAMPLE DATA . . . Press ESC		
Enter NSN, FSC(####*), or TIIN (*#####)		

Figure 7.5-3. DF Inventory Inquiry Screen (AJK-521).

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- a. To review an item by NSN (fig. 7.5-4), enter the 13-position NSN (e.g., 8905010503190) in the NATIONAL STOCK NUMBER field and press [Esc].

DATE: 15 Aug 95	DF INVENTORY INQUIRY	AJK-521
National Stock Number: 8905010503190		
TO SELECT ALL ITEMS . . . Press ESC . . . OR		
Enter QUERY-BY-EXAMPLE DATA . . . Press ESC		
8905010503190		

Figure 7.5-4. DF Inventory Inquiry Screen - Review an item by NSN.

- b. To review an item by TIIN (fig. 7.5-5), enter an asterisk (*) with the seven-position TIIN (e.g., *0172786), in the NATIONAL STOCK NUMBER field and press [Esc].

DATE: 15 Aug 95	DF INVENTORY INQUIRY	AJK-521
National Stock Number: *0172786		
TO SELECT ALL ITEMS . . . Press ESC . . . OR		
Enter QUERY-BY-EXAMPLE DATA . . . Press ESC		
*0172786		

Figure 7.5-5. DF Inventory Inquiry Screen - Review an item by TIIN.

- c. To review a group of items (fig. 7.5-6), enter the first four digits of a Federal Supply Class (FSC) with an asterisk (*) (e.g., 8915*), in the NATIONAL STOCK NUMBER field and press [Esc].

DATE: 15 Aug 95	DF INVENTORY INQUIRY	AJK-521

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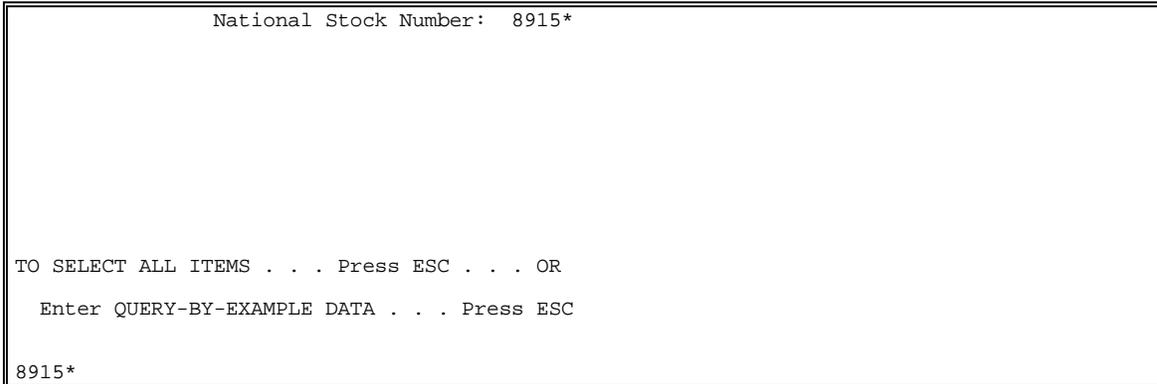


Figure 7.5-6. DF Inventory Inquiry Screen - Review an Group of Items by FSC.

- d. To review all inventory items, press [Esc].
- e. When you select your review category and press [Esc], a message is displayed: **Do you want the output to go to the screen or printer (S/P)?**
 - (1) Enter S to display inventory information on the Dining Facility Inventory Report Screen PCN AJK-PR1. See paragraph 7.5.1.4 for processing instructions.

OR

- (2) Enter P to print the Dining Facility Inventory Report (PCN AJK-PR1). Press [Enter] to exit this process. The Inventory Inquiry Menu is displayed.

7.5.1.4 Dining Facility Inventory Report Screen PCN AJK-PR1. Use this screen (fig. 7.5-7) to review inventory information for the category you choose.

- a. An NSN, item name, unit of issue, unit price, and the inventory balance on hand are displayed for each item.

- (1) When you select a group of items, a message is displayed: **Press RETURN to continue . . . _**

OR

- (2) When you select a single item, a message is displayed: Press [Enter] to exit process. . . _ . Press [Enter] and the Inventory Inquiry Menu is displayed.

DATE:	DINING FACILITY OPERATIONS		PCN AJK-PR1	
ACT CODE:	DINING FACILITY INVENTORY REPORT			
NSN	ITEM NAME	U/I	U/P	BOH
8915-00-023-1508	WATERMELON FRESH	LB	.40	0
8915-00-044-1918	VEG FZN POTATOES HASH BR	LB	.41	35
8915-00-080-5179	POTATOES SHOESTRING FZN	LB	.37	9
8915-00-117-3358	LETTUCE UNWR FRESH	LB	.29	110

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8915-00-126-8745	PERSIAN MELONS FRESH 6-12	LB	.43	0
8915-00-126-8748	BANANAS FRESH	LB	.40	0
8915-00-126-8801	CANTALOUPE (SEASONAL)	LB	.67	0
8915-00-126-8804	ORANGES FRESH	LB	.32	75
8915-00-126-8805	PEARS FRESH	LB	.52	32
8915-00-126-8806	PLUMS (SEASONAL)	LB	.85	0
8915-00-126-8811	APPLES FRESH COOKING	LB	.62	0
8915-00-126-8812	APPLES EATING FRESH	LB	.36	0
8915-00-127-4360	HONEYDEW MELON (SEASONAL)	LB	.58	0
8915-00-127-7267	CRANBERRIES FRESH	LB	2.37	0
8915-00-127-7268	AVACADOS FRESH #1 GRADE	LB	.56	0

Press RETURN to continue . . . _

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Figure 7.5-7. Dining Facility Inventory Report Screen (PCN AJK-PR1).

b. If you select a group of items or all items for your review (fig. 7.5-8), press [Enter]. Another message is displayed: **Press RETURN to continue . . . or DEL key to exit.**

(1) Press [Enter] to continue your review.

OR

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(2) Press [Delete] to interrupt your review and return to the Inventory Inquiries

Menu

```
(On a blank screen.)
Press RETURN to continue . . . or DEL key to exit.

                                OR

Press RETURN to continue . . . or DEL key to exit.

(When you reach the last screen for the inquiry, the prompts at the bottom will appear.)
8915-00-127-4360    HONEYDEW MELON (SEASONAL)    LB    .58    0
8915-00-127-7267    CRANBERRIES FRESH                LB    2.37    0
8915-00-127-7268    AVACADOS FRESH #1 GRADE          LB    .56    0

TOTAL ITEMS:      73                                END PAGE    5
Press Return to exit process . . . _
```

Figure 7.5-8. Dining Facility Inventory Screen (example)

c. When you reach the last screen for your review, the prompts at the bottom of figure 7.5-8 appear. Press [Enter] and the Inventory Inquiries Menu is displayed.

d. To exit this menu, select R. The Inquiries Menu is displayed.

7.5.1.5 Outputs. The Dining Facility Inventory Report (PCN AJK-PR1) is printed when you select P in response to the output message. You can print inventory reports as you need them. See appendix C for an example of this report.

7.5.2 Disposition of Subsistence Inquiry Process. Use this subprocess to review and print sensitive and high dollar items subsistence accountability percent deviation for the previous accounting period. The Percent Deviation Report is PCN AJK-N42. You can also select item(s) and review or print the Disposition of Subsistence Report, PCN AJK-N41. This report replaces the manual subsistence accountability checks required by AR 30-1.

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7.5.2.1 Processing Restrictions. Your account must be closed and the monthly inventory finalized before you can review subsistence accountability for the previous accounting period.

NOTE:

1. If your account has been closed for the previous month, but your monthly inventory has not been finalized, the information displayed is for the last period with a beginning and ending inventory.
2. If your account has not been closed for the previous month the prompt "DISPOSITION OF SUBSISTENCE UNAVAILABLE - CUSTOMER ACCOUNTS STILL OPEN." is displayed when this option is selected.

7.5.2.2 Processing Materials. None.

7.5.2.3 Disposition of Subsistence Select Items Screen AJK-431. To review and print the subsistence accountability percent deviation for sensitive and high dollar items for the previous accounting period, select option B from the Inventory Inquiries Menu. The Disposition of Subsistence Select Items Screen AJK-431 (fig. 7.5-9) is displayed.

```
PRINT THE PERCENT DEVIATION REPORT?: Yes No
Yes, Print the Percent Deviation Report

DATE: 15 Aug 95                DISPOSITION OF SUBSISTENCE                AJK-431
                                SELECT ITEMS

                                ITEM NAME                TIIN                PERCENT
                                ITEM NAME                TIIN                DEVIATION                SELECT

                                PRESS ESCAPE WHEN SELECTION IS COMPLETE

* UNACCOUNTABLE DIFFERENCE WITH A 0 TOTAL AVAILABLE FOR PRODUCTION
Processing item number 88 Please wait . . .
```

Figure 7.5-9. Disposition of Subsistence Select Items Screen (AJK-431).

NOTE: The item number displayed while the PRINT PERCENT DEVIATION REPORT ring menu is displayed is the number of sensitive and high dollar items on the MIF.

a. When this screen first appears the message: Processing item number . Please wait . . . is displayed. The item numbers scroll through where the is located. When the last item is processed its item number remains on the screen, and the PRINT THE PERCENT DEVIATION REPORT ring menu appears at the top of the screen (fig. 7.5-9).

(1) Press "Y" or highlight Yes and press [Enter] to print the Percent Deviation Report. The message: Report Printing . . . Please Wait appears briefly followed by the message: Enter X to select item. Press [Esc] when entry is complete. along with the first eight items and the percent deviation for each item (fig. 7.5-10).

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OR

(2) Press "N" or highlight No and press [Enter] to not print the report. The message: Enter X to select item. Press [Esc] when entry is complete. along with the first eight items and the percent deviation for each item are displayed on the screen (fig. 7.5-10).

DATE:	DISPOSITION OF SUBSISTENCE		AJK-431
15 Aug 95	SELECT ITEMS		
ITEM NAME	TIIN	PERCENT DEVIATION	SELECT
BACON SLI 1 LB	034-7550	*	<input type="checkbox"/>
BACON SLI BULK SMOK	403-9592	0.00	
BEEF CORNED BNLS	299-1316	25.00	
BEEF GROUND FRZ	285-2075	3.92	
BEEF KNL OVEN ROAST	133-5886		
BEEF LIVER SLI	655-8410	10.00	
BEEF PATTIES FRZ	935-3268	0.00	
BEEF PATTY MIX W/SPR	050-3190	*	

PRESS ESCAPE WHEN SELECTION IS COMPLETE

* UNACCOUNTABLE DIFFERENCE WITH A 0 TOTAL AVAILABLE FOR PRODUCTION
Enter X to select item. Press ESCAPE when entry is complete.

Figure 7.5-10. Disposition of Subsistence Select Items Screen (AJK-431).

NOTE:

1. The acceptable deviation percentage is 9%. Any item that has a deviation percentage greater than 9% is considered unacceptable. Items with an * should be checked since the accountability on these items may be unacceptable as well.
2. Items that are blank under the percent deviation column can not be calculated, if selected the message THIS ITEM DOES NOT HAVE THE DATA REQUIRED TO CALCULATE THE DEVIATION. is displayed. Items with blanks have not had any activity during the period.

b. Enter X next to the item(s) you want a detailed accountability check. When all items have been marked, press [Esc]. The messages: 'Output to screen or printer (S/P) ?' and 'Enter S for screen or P for printer' and 'press escape' are displayed above and below the line * UNACCOUNTABLE DIFFERENCE WITH A 0 TOTAL AVAILABLE FOR PRODUCTION.

(1) Enter S and press [Esc] to display the information for all items selected to screen AJK-N41. The message Processing report. Please wait. . . appears briefly, then screen AJK-N41 appears. See paragraph 7.5.2.4 for processing instructions.

OR

(2) Enter P and press [Esc] to print the Inventory Disposition of Subsistence Report PCN AJK-N41 for all the items selected. For each item selected all transactions that affected the

balance on hand are listed along with the percent deviation without weekly inventory adjustments and with weekly inventory adjustments.

(3) Messages: Processing report. Please wait. . . then 'Do you wish to process more reports? (Y/N) ?' and 'Enter Y to process more reports or N to exit and then press ESCAPE' are displayed above and below the * UNACCOUNTABLE DIFFERENCE WITH A 0 TOTAL AVAILABLE FOR PRODUCTION line.

(a) Enter Y and press [Esc] to Enter the Select Item screen (fig. 7.5-10).

OR

(b) Enter N and press [Esc] to return to the Inventory Inquiry Menu (fig. 7.5-2).

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7.5.2.4 Inventory Disposition of Subsistence Screen AJK-N41. This screen displays detailed subsistence accountability information for the items marked on the Select Items Screen (fig. 7.5-10). The initial screen looks like figure 7.5-11. Additional detail may be displayed on intermediate screen(s) fig. 7.5-12. The headings are not displayed on the intermediate screen(s); but, the message: 'Press [Enter] to continue or the [Delete] key to display the process interrupt ring menu to exit.' is displayed. The number of transactions processed for the NSN determines the number of intermediate screens (figure 7.5-12) displayed. Figures 7.5-13 and 7.5-14 are the final two screens for the NSN.

DATE: 15 Aug 95	INVENTORY DISPOSITION OF SUBSISTENCE	AJK-N41
	DINING FACILITY NAME: 503RD MP BN ACTIVITY CODE: 000071	
ITEM NAME: BEEF GROUND FRZ		NSN: 8905-00-285-2075
UNIT PRICE: \$ 1.27		UNIT OF ISSUE: LB
TRANS POSTED	ADDITION/	KITCHEN
DATE DATE TRANSACTION TYPE	SUBTRACTION	REQUISITION
		RUNNING
		BALANCE
	BEGINNING BALANCE FROM 30 Jun	30
05 Jul 05 Jul	Issue	140
06 Jul 08 Jul	Kitchen Requisition	30
12 Jul 15 Jul	Issue	140
Press return to continue or del to exit.		

Figure 7.5-11. Inventory Disposition of Subsistence Screen (AJK-N41). Initial Screen

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a. Press [Enter] to display additional detail or press delete to exit to the Inventory Inquiry Menu (fig. 7.5-2). Press [Enter] to display additional detail.

14 Jul 17 Jul	Issue	55		195
16 Jul 17 Jul	Kitchen Requisition		-110	85
19 Jul 21 Jul	Issue	110		195
19 Jul 21 Jul	Kitchen Requisition		-41	154
19 Jul 21 Jul	Kitchen Requisition		-41	113
21 Jul 22 Jul	Issue	110		223
21 Jul 22 Jul	Kitchen Requisition		-55	168
21 Jul 22 Jul	Kitchen Requisition		-55	113
22 Jul 23 Jul	Issue	65		178
22 Jul 26 Jul	Issue	55		233
23 Jul 23 Jul	Weekly inventory adjustment of +110			233
23 Jul 25 Jul	Issue	110		343
23 Jul 23 Jul	Kitchen Requisition		-55	288
26 Jul 26 Jul	Issue Adjustment	-65		223
26 Jul 27 Jul	Issue	110		333
26 Jul 27 Jul	Kitchen Requisition		-55	278
26 Jul 27 Jul	Kitchen Requisition		-55	223
26 Jul 27 Jul	Kitchen Requisition		-55	168
27 Jul 28 Jul	Kitchen Requisition		-55	113
	TOTAL	770	-687	

Press return to continue or del to exit.

Figure 7.5-12. Inventory Disposition of Subsistence Screen (AJK-N41). Intermediate screen.

NOTE:

1. The weekly inventory adjustments change the running balance. The true account status may not be affected. The account status uses the End Of Month (EOM) inventory as end of one month and the beginning of the next month.
2. All transactions post in transaction date sequence. The date the transaction was actually entered in the system appears as the posted date. The posted date helps you research problems when transactions are posted after inventories. Example, the 23 Jul issue was actually posted 25 July. The 23 July weekly inventory was done correctly. The weekly inventory adjustment would not have occurred if the issue had been posted in a timely manner. However the percent deviation with weekly inventory adjustments is 19.30% (fig. 7.5-14) because the issue was not posted in a timely manner.
3. Adjustment transactions (Issues/Turn-ins).
When an issue/turn-in is adjusted, the original transaction will remain unchanged; an adjustment will be posted to cancel the original amount; and the new transaction will be posted with the new quantity. The new transaction will have a TRANS DATE that matches the original transaction and a POSTED DATE that matches the adjustment. In the above example, the 22 July issue quantity was changed from 65 to 55.

	30	BEGINNING BALANCE FROM 01 JULY
+	770	ADDITIONS TO AND SUBTRACTIONS FROM INVENTORY
-	85	CLOSING BALANCE AS OF 31 JULY

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	----- 715	TOTAL AVAILABLE FOR PRODUCTION
	715	TOTAL AVAILABLE FOR PRODUCTION
	- 687	QUANTITY SERVED IN DINING FACILITY
	----- 28	UNACCOUNTABLE DIFFERENCE
	28	UNACCOUNTABLE DIFFERENCE
DIVIDED BY	715	TOTAL AVAILABLE FOR PRODUCTION
	----- 3.92%	PERCENT DEVIATION

=====

Press return to continue or del to exit.

Figure 7.5-13. Inventory Disposition of Subsistence Screen (AJK-N41). Next to last screen.

	28	UNACCOUNTABLE DIFFERENCE WITHOUT ADJUSTMENTS
	110	WEEKLY INVENTORY ADJUSTMENTS
	----- 138	UNACCOUNTABLE DIFFERENCE WITH ADJUSTMENTS
DIVIDED BY	715	TOTAL AVAILABLE FOR PRODUCTION
	----- 19.30%	PERCENT DEVIATION WITH ADJUSTMENTS

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Press return to continue or del to exit.

OR IF LAST PAGE FOR LAST ITEM

END PAGE 12

<EOF>Press return to continue or del to exit.

Figure 7.5-14 Inventory Disposition of Subsistence Screen (AJK-N41). Final screen.

b. On the final screen when you press [Enter] to continue the Select Items screen is displayed with the message Do you wish to process more reports? (Y/N)?. See paragraph 7.5.2.3 b. (3) for processing instructions. Delete displays the Inventory Inquiry Menu.

7.5.2.5 Outputs. The Percent deviation Report (PCN AJK-N42) is printed when you select Yes on the print percent deviation ring menu. The Inventory Disposition of Subsistence Report (PCN AJK-N41) is printed when you select P in response to the output message. You can print the reports for the previous accounting period as you need them. See appendix C for examples of these reports.

7.6 Master Item File Inquiry Subfunction. Use this subfunction to review current items on the Master Item File (MIF). TISA updates and maintains the installation MIF on a monthly basis. You can review a single item, a group of items, or all items on the MIF.

7.6.1 Processing Restrictions. None.

7.6.2 Processing Materials. None.

7.6.3 Master Item File Screen AJK-527. To review items on the Master Item File, select E from the Inquiries Menu. The Master Item File Screen (fig. 7.6-1) is displayed.

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DATE: 15 Aug 95	MASTER ITEM FILE	AJK-527
National Stock Number	<input type="checkbox"/>	
Item Name		
Perish Code		
TO SELECT ALL ITEMS . . . Press ESC . . . OR		
Enter QUERY-BY-EXAMPLE DATA . . . Press ESC		
Enter NSN, FSC (#####), or TIIN (*#####)		

Figure 7.6-1 Master Item File Screen (AJK-527).

- a. To review an item by NSN (fig. 7.6-2), enter the 13-position NSN (e.g., 8905006160050) in the NATIONAL STOCK NUMBER field and press [Esc].

DATE: 15 Aug 95	MASTER ITEM FILE	AJK-527
National Stock Number	8905006160050	
Item Name		
Perish Code		

Figure 7.6-2 Master Item File Screen - Review an Item by NSN.

- (1) To review an item by name, press [Enter] . The cursor moves to the ITEM NAME field.

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(2) Enter the item name (fig. 7.6-3) as it appears on the Dining Facility Inventory Report (PCN AJK-PR1) and press [Esc]. See appendix C for an example of this report.

DATE: 15 Aug 95	MASTER ITEM FILE	AJK-527
National Stock Number		
Item Name	BEEF SHOULDER*	
Perish Code		

Figure 7.6-3 Master Item File Screen - Review an Item by Name.

b. To review an item by TIIN (fig. 7.6-4), enter an asterisk (*) followed by the seven-position TIIN (e.g., *6160091) in the NATIONAL STOCK NUMBER field and press [Esc].

DATE: 15 Aug 95	MASTER ITEM FILE	AJK-527
National Stock Number *6160091		
Item Name		
Perish Code		
TO SELECT ALL ITEMS . . . Press ESC . . . OR		
Enter QUERY-BY-EXAMPLE DATA . . . Press ESC		
Enter NSN, FSC (#####), or TIIN (*#####)		

Figure 7.6-4 Master Item File Screen - Review an item by TIIN.

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c. To review a group of items (fig. 7.6-5), enter the first four digits of an FSC followed by an asterisk (*) (e.g., 8915*), in the NATIONAL STOCK NUMBER field and press [Esc].

DATE: 15 Aug 95	MASTER ITEM FILE	AJK-527
National Stock Number	8915*	
Item Name		
Perish Code		

Figure 7.6-5. Master Item File Screen - Review a Group of Items by FSC.

OR

d. To review a group of items by name (fig. 7.6-6), move the cursor to the ITEM NAME field. Enter a letter followed by an asterisk (e.g., B*), or a name followed by an asterisk (e.g., BEEF*), and press [Esc].

DATE: 15 Aug 95	MASTER ITEM FILE	AJK-527
National Stock Number		
Item Name	BEEF*	
Perish Code		

Figure 7.6-6. Master Item File Screen - Review a Group of Items by Name.

OR

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e. To review a group of items by perishability code (fig. 7.6-7), move the cursor to the PERISH CODE field. Enter P or S and press [Esc].

DATE: 15 Aug 95	MASTER ITEM FILE	AJK-527
National Stock Number		
Item Name		
Perish Code	S	
TO SELECT ALL ITEMS . . . Press ESC . . . OR		
Enter QUERY-BY-EXAMPLE DATA . . . Press ESC		
S		

Figure 7.6-7. Master Item File Screen - Review a Group of Items by Perishability Code.

f. To review all MIF items, press [Esc].

g. When you select your review category and press [Esc], a message is displayed: **Do you want the output to go to the screen or printer (S/P)?**

(1) Enter S to display MIF information on the Master Item File Report Screen PCN AJK-PZ1. See paragraph 7.6.4 for processing instructions.

OR

(2) Enter P to print the Master Item File Report (PCN AJK-PZ1). Press [Enter] and the Inquiries Menu is displayed.

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7.6.4 Master Item File Report Screen PCN AJK-PZ1. Use this screen (fig. 7.6-8) to review MIF information for the category you choose.

a. An NSN, item name, unit of issue, unit price, and the perishability code are displayed for each item.

(1) When you select a group of items, a message is displayed: **Press RETURN to continue . . .**

OR

(2) When you select a single item, press [Enter] to exit this process. The Inquiries Menu is displayed.

DATE:	DINING FACILITY OPERATIONS		PCN AJK-PZ1	
ACT CODE:	MASTER ITEM FILE REPORT			
NSN	ITEM NAME	U/I	U/P	PC
8915-00-007-5309	PEAS BLACKEYED #10	CN	1.67	S
8915-00-007-9660	CHINESE VEG MIXED #10 CN	CN	4.67	S
8915-00-023-1508	WATERMELON FRESH	LB	.40	P
8915-00-044-1918	VEG FZN POTATOES HASH BR	LB	.41	P
8915-00-062-6568	BEANS WHITE DRY 2 LB BG	LB	.37	S
8915-00-080-5179	POTATOES SHOESTRING FZN	LB	.37	P
8915-00-085-1650	JUICE GRAPEFRUIT #3	CN	.74	S
8915-00-117-3358	LETTUCE UNWR FRESH	LB	.29	P
8915-00-126-4060	APPLES #10	CN	3.05	S
8915-00-126-8745	PERSIAN MELONS FRESH 6-12	LB	.43	P
8915-00-126-8748	BANANAS FRESH	LB	.40	P
8915-00-126-8801	CANTALOUPE (SEASONAL)	LB	.67	P
8915-00-126-8804	ORANGES FRESH	LB	.32	P
8915-00-126-8805	PEARS FRESH	LB	.52	P
8915-00-126-8806	PLUMS (SEASONAL)	LB	.85	P
				PAGE 1
Press RETURN to continue . . .				

Figure 7.6-8. Master Item File Report Screen (PCN AJK-PZ1).

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b. If you select a group of items or all items for your review (fig. 7.6-9), press [Enter]. Another message is displayed: **Press RETURN to continue . . . or DEL key to exit.**

(1) Press [Enter] to continue your review.

OR

(2) Press [Delete] key to display the process interrupt ring menu. to interrupt your review and return to the Inquiries Menu.

c. When you finish your review, press [Enter] and the Inquiries Menu is displayed.

Press RETURN to continue . . . or DEL key to exit. Displayed on blank screen.					
ENTER will display next screen.					
8915-00-127-7999	ONIONS GREEN FRESH	LB	.77	P	
8915-00-127-8002	TURNIPS FRESH WHITE TOP	LB	.50	P	
8915-00-127-8014	SPINACH FRESH CRINKLE/FL	LB	1.18	P	
8915-00-127-8015	ASPARAGUS FRESH MED/LG	LB	2.90	P	
8915-00-127-8018	VEG FZN CORN WH GR	LB	.70	P	
8915-00-127-8019	CARROT W/O TOP FRESH	LB	.24	P	
8915-00-127-8021	VEG FZN PEAS	LB	.70	P	
8915-00-127-8271	PEACHES (SEASONAL)	LB	.75	P	
8915-00-127-8272	APPLESAUCE #10	CN	1.73	S	
8915-00-127-8835	BEETS #10	CN	1.67	S	
8915-00-127-8892	POTATOES SWT #2 1/2	CN	.71	S	
8915-00-127-8904	ENDIVE	LB	.54	P	
8915-00-127-8922	PARSLEY FRESH	LB	.63	P	
8915-00-127-9282	PEAS GREEN #10	CN	2.40	S	
8915-00-127-9303	TOMATO PASTE #2 1/2	CN	1.27	S	
					PAGE 2
Press RETURN to continue . . .					

Figure 7.6-9. Master Item File Report Screen - More Data (PCN AJK-PZ1).

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7.6.5 Outputs. The Master Item File Report (PCN AJK-PZ1) is printed when you select P in response to the output message. You can print MIF reports as you need them. See appendix C for an example of this report.

7.7 Dining Facility File Inquiry Subfunction. Use this subfunction to review miscellaneous information in your dining facility files.

7.7.1 Processing Restrictions. None.

7.7.2 Processing Materials. None.

7.7.3 Dining Facility File Screen AJK-528. To review the information in your dining facility file, select F from the Inquiries Menu. The Dining Facility File Screen (fig. 7.7-1) is displayed.

NOTE: As presently designed, the supplemental allowance and percentage are not displayed on any Accounting or Inquiry screens in the DFO Subsystem. If you are authorized a supplemental allowance, contact TISA to find out the dollar amount and percentage.

DATE: 15 Aug 95	DINING FACILITY FILE FOR P9300	AJK-528
Dining Facility Name:		
Basic Daily Food Allowance:		
Supplemental Allowance:	=	Pct
Total BDFA:		
Food Service Sergeant Name:		
Food Service Officer Name:		
Responsible Commander Name:		

Figure 7.7-1. Dining Facility File Screen (AJK-528).

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a. Your dining facility name; basic daily food allowance (BDFA); supplemental allowance and the percentage (if approved); total BDFA allowed for your dining facility; names of the food service sergeant, food service officer, and responsible commander (fig. 7.7-2) are displayed.

DATE: 15 Aug 95	DINING FACILITY FILE FOR P9300	AJK-528
Dining Facility Name:	240TH QMS	
Basic Daily Food Allowance:	\$4.13	
Supplemental Allowance:	\$0.00 = 0.0 Pct	
Total BDFA:	\$4.13	
Food Service Sergeant Name:	JAMES KELLY	
Food Service Officer Name:	JOHN SAMUELS	
Responsible Commander Name:	THOMAS DONNLEY	
Query complete, Press RETURN to exit process.		

Figure 7.7-2. Dining Facility File Screen (example).

b. A message is displayed: **Do you wish to print this screen? Enter Y(es or N(o.**

(1) Enter Y to print the DFO Dining Facility File Report (PCN AJK-OC1).

OR

(2) Enter N to finish your review.

c. Press [Enter] and the Inquiries Menu is displayed.

7.7.4 Outputs. The DFO Dining Facility File Report (PCN AJK-OC1) is printed when you select Y in response to the print message. You are not required to keep a file copy of the report. See appendix C for an example of this report.

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7.8 Headcount Inquiry Subfunction

a. Use the Headcount Inquiry Subfunction to review projected headcount information and the headcount history for your dining facility. This subfunction contains two processes and an exit option:

- (1) Headcount Projection Inquiry (para 7.8.1).
- (2) Headcount History Inquiry (para 7.8.2).
- (3) Exit the Headcount Inquiry Menu and return to the Inquiries Menu.

b. To access the Headcount Inquiry Menu from the AFMIS-DFO Main Menu, select the options in figure 7.8-1.

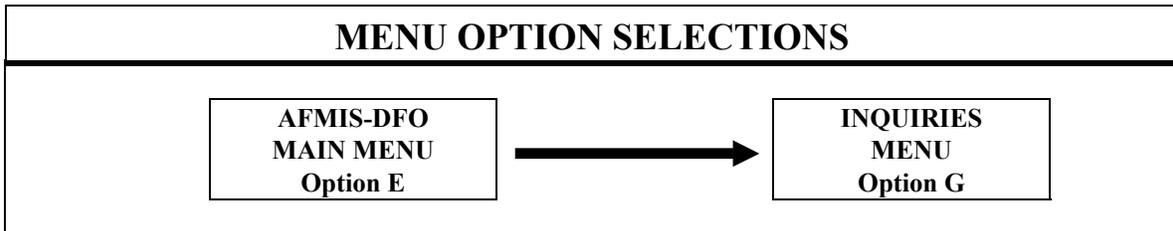


Figure 7.8-1. Headcount Inquiry Menu Selection.

c. The Headcount Inquiry Menu (fig. 7.8-2) is displayed.

```
HEADCOUNT INQUIRY: A B R
Headcount Projection

DATE: 15 Aug 95          HEADCOUNT INQUIRY MENU          AJK-512
-----Press F8 for Help-----

      A - HEADCOUNT PROJECTION
      B - HEADCOUNT HISTORY
      R - RETURN TO INQUIRIES MENU
```

Figure 7.8-2. Headcount Inquiry Menu (AJK-512).

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7.8.1 Headcount Projection Inquiry Process. Use this process to review your projected headcounts for this month and next month.

7.8.1.1 Processing Restrictions. None.

7.8.1.2 Processing Materials. None.

7.8.1.3 Headcount Projection Inquiry Screen AJK-530. To review your projected headcounts, select A from the Headcount Inquiry Menu. The Headcount Projection Inquiry Screen (fig. 7.8-3) is displayed.

DATE: 15 Aug 95	HEADCOUNT PROJECTION INQUIRY	AJK-530
ACT CODE: P3700	Projection period beginning: _____	
DATE		
BREAKFAST		
LUNCH		
DINNER		
Enter beginning date (dd mmm yy)...press ENTER.		

Figure 7.8-3. Headcount Projection Inquiry Screen (AJK-530).

- a. Enter a projection period beginning date and press [Enter]. A valid date is today's date or later.

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b. A projected headcount is displayed (fig. 7.8-4) for the date you enter plus the next 6 days. The cursor is positioned in the DATE field for the first date.

DATE: 15 Aug 95	HEADCOUNT PROJECTION INQUIRY						AJK-530
ACT CODE: P3700	Projection period beginning: _____						
DATE	Aug 15	Aug 16	Aug 17	Aug 18	Aug 19	Aug 20	Aug 21
BREAKFAST	200	225	210	310	300	245	250
LUNCH	300	310	275	300	200	275	300
DINNER	250	275	225	250	175	200	200
Press RETURN to continue or ESC to exit process.							

Figure 7.8-4. Headcount Projection Inquiry Screen (example).

(1) Press [Enter] to scroll forward and view more projected headcounts by date.

OR

(2) Press [Esc] to continue processing.

c. When you press [Esc], a message is displayed: **Do you wish to print this screen? Enter Y(es or N(o.**

(1) Enter Y to print the Headcount Projection Inquiry Report (PCN AJK-OM2).

OR

(2) Enter N to finish your review.

d. The Headcount Inquiry Menu is displayed. To exit this menu, select R. The Inquiries Menu is displayed.

7.8.1.4 Outputs. The Headcount Projection Inquiry Report (PCN AJK-OM2) is printed when you select Y in response to the print message. You can print this report as you need it. See Appendix C for an example of the report.

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7.8.2 Headcount History Inquiry Process. Use this process to review adjusted and actual headcounts for your dining facility.

7.8.2.1 Processing Restrictions. None.

7.8.2.2 Processing Materials. None.

7.8.2.3 Headcount History Inquiry Screen AJK-532. To review your headcount history, select Option B from the Headcount Inquiry Menu. The Headcount History Inquiry Screen (fig. 7.8-5) is displayed.

DATE: 15 Aug 95	HEADCOUNT HISTORY INQUIRY	AJK-532
ACT CODE: P3700	History period beginning: _____	
DATES		
BREAKFAST:	Adjusted	
	Actual	
LUNCH	Adjusted	
	Actual	
DINNER	Adjusted	
	Actual	
Enter beginning date (dd mmm yy)...press ENTER.		

Figure 7.8-5. Headcount History Inquiry Screen (AJK-532).

- a. Enter a history period beginning date and press [Enter]. A valid date is today's date or earlier.

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b. The adjusted and actual headcounts are displayed (fig. 7.8-6), by meal, for the date you enter, plus the past 13 days. The cursor is positioned in the DATES field for the first date.

DATE: 15 Aug 95	HEADCOUNT HISTORY INQUIRY	AJK-532					
ACT CODE: P3700	History period beginning: 15 Aug 95						
DATES	15	14	13	12	11	10	09
BREAKFAST: Adjusted	200	250	200	250	300	200	200
Actual	210	246	223	228	284	180	170
LUNCH: Adjusted	250	230	225	250	200	175	180
Actual	243	193	221	241	212	183	202
DINNER: Adjusted	200	290	200	225	175	150	150
Actual	211	254	192	232	182	161	143
Press RETURN to continue or ESC...to exit.							

Figure 7.8-6. Headcount History Inquiry Screen (example).

(1) Press [Enter] to scroll forward and review more headcount history by date.

OR

(2) Press [Esc] to finish this part of your review.

c. When you press [Esc], a message is displayed: **Do you want to view additional meals (Y/N)?**

(1) Enter Y to review brunch, supper, and night meals. The Headcount History Inquiry Screen AJK-533 is displayed. See paragraph 7.8.2.4 for processing instructions.

OR

(2) Enter N to continue processing.

d. If you select N, a message is displayed: **Do you wish to print this screen? Enter Y(es or N(o.**

(1) Enter Y to print the Headcount History Inquiry Report (PCN AJK-OM1).

OR

(2) Enter N to finish your review.

e. Press [Enter] and the Headcount Inquiry Menu is displayed.

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7.8.2.4 Headcount History Inquiry Screen AJK-533. Use this screen (fig. 7.8-7) to review your headcount history for brunch, supper, night breakfast, and night dinner meals.

a. The adjusted and actual headcounts are displayed, by meal, for the date you enter on Headcount History Inquiry Screen AJK-532 plus the past 13 days.

DATE:	15 Aug 95	HEADCOUNT HISTORY INQUIRY						AJK-533
History period beginning: 15 Aug 95								
DATES		15	14	13	12	11	10	09
BRUNCH:	Adjusted	0	0	0	0	0	0	0
	Actual	0	0	0	0	0	0	0
SUPPER:	Adjusted	0	0	0	0	0	0	0
	Actual	0	0	0	0	0	0	0
NIGHT DIN:	Adjusted	0	0	0	0	0	0	0
	Actual	0	0	0	0	0	0	0
NIGHT BRK:	Adjusted	0	0	0	0	0	0	0
	Actual	0	0	0	0	0	0	0
Press RETURN to continue or ESC...to exit.								

Figure 7.8-7. Headcount History Inquiry Screen (example).

(1) Press [Enter] to scroll forward and review more headcount history by date.

OR

(2) Press [Esc] to continue processing.

b. When you press [Esc], a message is displayed: **Do you wish to print this screen? Enter Y(es or N(o.**

(1) Enter Y to print the Headcount History Inquiry Report (PCN AJK-OM1).

OR

(2) Enter N to finish your review.

c. Press [Enter] and the Headcount Inquiry Menu is displayed.

d. To exit this menu, select R. The Inquiries Menu is displayed.

7.8.2.5 Outputs. The Headcount History Inquiry Report (PCN AJK-OM1) is printed when you select Y in response to the print message. You can print this report any time you may need one, and you are not required to keep a file copy. See Appendix C for an example of the report.

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7.9 Prime Vendor Catalog Report Subfunction. Use this subfunction to print the prime vendor catalog.

NOTE: This subfunction is not enabled at installations that are not on the Prime Vendor Program. If and when your installation is supported by a prime vendor this option will be enabled and you will be able to print the vendors catalog. Remember: 1. Items on the vendor catalog can not be ordered until they are added to the MIF. 2. Items on the MIF can not be ordered from the Prime Vendor until they are added to the vendor catalog.

7.9.1 Processing Restrictions. Your installation must be supported by the Prime Vendor Program.

7.9.2 Processing Materials. None.

7.9.3 Prime Vendor Catalog Message Screen. To print the Prime vendor catalog select H from the Inquiries Menu. The Prime Vendor Catalog Message Screen (fig. 7.9-1) is displayed. Initially the first line appears. Next the second line appears. When the catalog has finished printing the third line of the message appears. Press [Enter] and the Inquiries Menu is displayed.

```
PRINTING REPORT. PLEASE WAIT.  
request id is hsp1-89286 (standard input)  
REPORT HAS BEEN PRINTED. PRESS RETURN TO CONTINUE. □
```

Figure 7.9-1. Prime Vendor Catalog Message Screen.

7.9.4 Outputs. The Prime Vendor Catalog Report (PCN AJK-OQ1) is printed when you select option F. You are not required to keep a file copy of the report. See appendix C for an example of this report.

7.10 Prime Vendor Catalog Inquiry Subfunction. Refer to Section 11 paragraph 11.4 for use of this inquiry function.