

## **The Equipment Replacement Process using the Army Food Service Management Information System (AFMIS)**

“Making the system work for you”  
A Step-by-Step Process

### **LESSON 3 – Equipment Records and Budget Reports**

#### **Step One: (A Single Dining Facilities Records)**

Once the system is set up to accept dining facility equipment records (by Line Item Number-LIN or by National Stock Number-NSN), and equipment records are accurately entered into AFMIS by the Food Operations Sergeant (FOS), the Food Program Manager (FPM) will have the ability to view a single dining facilities equipment records, update a dining facilities equipment records (discussed in Lesson 2), print a single dining facilities equipment records, print all dining facility records on the Installation, and will have a variety of budget reports available through AFMIS or the Food Service Decision Support System (DSS).

In this lesson, we will begin by first accessing and printing single dining facilities equipment records through the IFA module.

- From the IFA Option Screen, select Management Information Inquires (option B).
- Next, select Dining Facility Menu (option D).
- Select Dining Facility Equipment (option C) to begin printing a dining facilities record.

This option has 3 types of reports listed. Only 2 of the listed reports can be printed by the FPM. They are:

- 1) The Equipment Inventory option (option A) will print a detailed listing of equipment for a single dining facility,
- 2) The Equipment Replacement option (option B) will print a listing of equipment due for replacement based on the Year entered, and
- 3) The Equipment Summary option (option C) (No longer available. Moved to DSS).
  - To print a dining facilities equipment records (all records entered to date) select Equipment Inventory (option A).
  - Type in a building number, or select a building (F5) for the dining facility records you wish to access and print.
  - To print a dining facilities Replacement records, select Equipment Replacement (option B).

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- Type in a building number, or select a building (F5) for the dining facility records you wish to access and print.
- Type in the YEAR that the equipment is due for replacing. The system will print a report listing all equipment due for budgeting based in the Year entered.

The Equipment Replacement Report will only print a list of equipment that meets the criteria for replacement based on the Budget Year. Information is gathered from the Acquisition Year, the Acquisition Cost, and the Life Expectancy found on the dining facilities equipment record. Equipment not meeting the criteria for replacement will not be listed. This option works well when identifying equipment due for replacement by dining facility.

- To print a Summary of dining facility equipment, the FPM must have DSS access and select the Equipment Detail option. (discussed in lesson 2)

This report will list a summary of all the equipment entered by dining facilities on the Installation. It lists the dining facilities Authorized Allowances, what they have on-hand, and if they are over or short. Information for this report is gathered from CTA 50-909 Allowances and the Design Specification option discussed in lesson 2.

**NOTE:** This option may be used if the FPM believes there are several discrepancies on the dining facilities records that may cause inaccurate budget reports. Information from this report can be viewed and corrected through the Inventory process prior to budgeting.

### **Step Two: (Installation Equipment Information Reports)**

If the Food Operations Sergeant (FOS) is diligent when adding, updating, deleting, and reviewing equipment records for accuracy, then many Equipment Inventory Reports will not require printing by the dining facility (saving paper and money) except for record (filing). The purpose of the Equipment Replacement Process in AFMIS is to provide the FPM with a means of identifying equipment due for budgeting and replacement. It should not be necessary for a dining facility to print additional equipment inventory records just to send forward. The same reports can be printed through the IFA module if needed, or can be viewed and printed through DSS.

There are several reports available to assist the FPM in the IFA module when identifying “what” is setup in AFMIS. These reports print ALL equipment records on the installation. If selected, be prepared to print several pages of information; however, these reports will group items by Name, LIN, or dining facility depending upon the type of report selected.

- From the IFA Options Screen, select Equipment Replacement (option E).
- Next, select Reports Menu (option B).
- To print a summary of all equipment on the installation, the FPM will require DSS access. This report has moved to DSS.

- To print authorization tables currently in AFMIS (based on CTA 50-909), select Equipment Authorization Report (option D). This report will list all equipment by Name and LIN. It will also display the Design Era, Design Capacity, and Allowances for each piece of equipment based on CTA 50-909.
- To print a listing of all Line Item Numbers and its associated NSN, select NSN Catalog Report. Information on this report will aide the IFA when establishing, tracking, and matching NSNs to Line Item Numbers.

### **Step Three: (Installation Equipment Budget Reports)**

There are two reports necessary to effectively budget for the replacement of equipment on the installation available to the FPM through AFMIS. These reports can greatly reduce the time it takes to calculate replacement costs, and can provide a means of communicating the installations equipment budget needs. Again, these reports are only effective if equipment is, and can be, entered into AFMIS (as discussed in Lesson 1) and the FOS has been diligent in their efforts (discussed in Lesson 4).

- From the IFA Options Screen, select Equipment Replacement Process (option E).
- Next, select Reports Menu (option B).
- To print a report listing ALL equipment on the installation due for replacement, select Replacement Report (option A). This option will print a report listing items to be replaced based on the Year entered. Information is gathered from the dining facilities equipment record entries of Acquisition Year, Acquisition Cost, and Life Expectancy.
- To print a worksheet that identifies all equipment for replacement, to include, calculating all replacement costs, select Budget Worksheet (option B). This report is a 3 part report listing:
  1. Items by LIN and NSN to be replaced based on the year entered including replacement cost,
  2. Listing all items identified as a shortage for dining facilities allowances, and
  3. Total replacement cost of all equipment on the installation.

As you can see, if everything is setup correctly in the system for the Food Operations Sergeant to enter in equipment into AFMIS, and they do their part by ensuring records are accurately entered in and up-to-date, then all the FPM would need to print is the Budget Worksheet through AFMIS.

Another report available for budgeting is found through DSS (Equipment Replacement Budget Report). Although not as detailed as the Budget Worksheet in AFMIS, it is still a useful tool: especially when coupled with the worksheet. Information displayed on this report is gathered from AFMIS entries, i.e. Dining Facility records entered, CTA 50-909, and Design Specifications.

To view this report, the FPM with DSS access should check the Fiscal Year box when defining a report. Select the Equipment Replacement Budget Report option from the dropdown list. On the next page, select the year for replacement.

**Food Service Decision Support System**

**Equipment Replacement Budget Report**

Installation: Ft. Anywhere  
Reporting Period: Fiscal Year 10/1/2003 through 9/30/2004

Installation	Inflation Rate Percentage	Replacement Cost	Reporting Dining Facilities	Total Dining Facilities
Drum	8.0%	\$1,075,501	8	8

2001  
2002  
2003  
2004  
2005  
2006  
2007  
2008  
2009  
2010  
2011  
2012  
2013  
2014

2004 Equipment Replacement Budget Report Drum Define Report Print Help

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(Sample DSS Equipment Replacement Budget Report)

**Remember:** Budgeting for replacement begins 2 years prior to actual replacement.

Dining Facility Inventory and Replacement Reports, and Installation Replacement and Summary Reports-DSS should be used as “tools” by the FPM when needed, or when discrepancies are suspected. As long as the equipment is in the system and records are accurate, equipment can be viewed at any time by the FPM either through AFMIS or DSS. The reports that do have significant value are the Budget Worksheet-AFMIS, and the Equipment Replacement Budget Report-DSS.

In the next lesson, Lesson 4, we will discuss the processes and procedures the Food Operations Sergeant is responsible for when managing equipment replacement records in AFMIS.