

AFMIS and Automated Headcount (AHC) Reports List and Filing Guide

The list of reports below is provided to assist the Food Operations Sergeant (FOS) when preparing records for filing.

The term **“Management Tool”** as used in the list below is defined as printed reports used for review, planning, and/or advertising purposes. These reports are considered “no longer needed for conducting business” after they have served their intended purpose and can be destroyed. Should the FOS determine that any of the management tool reports require filing for future reference purposes, they will be filed using ARIMS Record Number 30.

References: AIS Manual 25-L37-AJK-ATT-EM-4 (DFO End Users Manual) and the Smart Card Food Service Operations Manual.

| Dining Facility Operation (DFO) Reports | | | |
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| Report Number | Report Title | Description of Report | File Number |
| PCN-AJK-001 | Batch Update Register Report | The report is a list of daily transactions received from the TISA. The majority of information on this report is subsistence issues related and is used to verify transactions between the DFO and TISA modules. | 30-22h |
| PCN-AJK-395 | Shopping List for Dining Facility Report | The report is a perishable and semiperishable shopping list. Each item is listed by a seven-position TIIN, item name, unit of issue, and quantity ordered. Keep a copy of this report on file until you receive the completed TISA issue document. | 30-22h |
| PCN-AJK-397 | Direct Vendor Delivery Report | The report is a DVD shopping list for a product you select. Each item is listed by TIIN, item name, unit of issue, and quantity ordered. The total cost is listed at the end of each shopping list. Keep a copy of this report on file until you receive the completed TISA issue document. | 30-22h |
| PCN-AJK-420 | Outside Menu Report | The report is used as an outside menu. Post the report before each meal. It lists menu items, portion sizes, and calories. A separate report must be printed for each meal you serve. | Management Tool |
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| PCN-AJK-421 | Production Schedule Report | The report contains recipe numbers, names, prep times, the number of portions to prepare, and special instructions for a meal. You are given lines to enter leftovers and discards and special instructions for them. Follow the guidelines given in AR 30-22 for recording the use of leftovers. A separate report must be printed for each meal you serve. File this report when completed. | 30-22d |
| PCN-AJK-422 | Kitchen Requisition and Returns Worksheet Report | The report contains a list of NSNs, item names, units of issue, estimated issue quantities, and lines to enter actual quantities issued or returned to stock. Extra lines are provided to enter other ingredients used during meal preparation. Use the report to complete the Kitchen Requisition and Returns Report. Once the Kitchen Requisitions and Returns Report is printed for record, you can dispose of the worksheet. | Used during the production of meals disposed of after record copy is printed. |
| PCN-AJK-423 | Extended Recipe Printing Report | The report contains ingredients and instructions used to prepare a recipe for the number of portions entered on the production schedule. A separate report is printed for each recipe you select. | Management Tool |
| PCN-AJK-424 | Nutrient Analysis-Dieter's Menu Report | The report contains a list of fat, sodium, and calorie contents for each recipe on the low calorie menu. A separate report must be printed for each meal you serve. | Management Tool |
| PCN-AJK-425 | Kitchen Requisition and Returns Report | The report contains a list of items used during meal preparation. The short order items can be combined on the lunch and dinner report. Attach the report to the Production Schedule Report (PCN AJK-421) for filing. A separate report must be printed for each meal. | 30-22d |
| PCN-AJK-442 | Count Sheet Generation Weekly Report | This report can list high dollar and sensitive items only or all items based on the type of inventory you choose. Enter your inventory counts on the report and use it to complete the Weekly Inventory Process. Once the Weekly Inventory Report is printed for record, you can dispose of the count sheet. | Used the physical inventory count; disposed of after record copy is printed. |
| PCN-AJK-448 | Weekly Recount Sheet Report | The report contains a list of variance items. Used by manager to research discrepancies. | Management Tool |
| PCN-AJK-448 | Monthly Recount Sheet Report | The report contains a list of variance items. Used by manager to research discrepancies. | Management Tool |
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| PCN-AJK-450 | Count Sheet Generation Weekly Report | The report contains a complete list of perishable and semiperishable items. Enter your inventory counts on the report and use it to complete the Monthly Inventory Process. Once the Monthly Inventory Report is printed for record, you can dispose of the count sheet. | Used the physical inventory count; disposed of after record copy is printed. |
| PCN-AJK-459 | Weekly Inventory Report | The heading of the report contains the date the inventory was recorded in the system, the activity code and name of the dining facility, and the control number for the inventory. The report lists sensitive and high dollar items only or all items based on the type of inventory you choose. The NSN, unit of issue, balance on hand, and physical count quantity are listed for each item. The balance on hand and physical inventory dollar values and the blanks for the signatures of the FSS and FSO are on the last page of the semiperishable report. | 30-22d |
| PCN-AJK-460 | Monthly Inventory Report | The heading of the report contains the date the inventory was actually taken, the activity code and name of the dining facility, and the control number for the inventory. The report lists all of the MIF items. The NSN, unit of issue, balance on hand, and physical count quantity are listed for each item. The balance on hand and physical inventory dollar values and the blanks for the signatures of the FSS and FSO are on the last page of the semiperishable report. | 30-22d |
| PCN-AJK-462 | Report of Survey Report | The report contains a list of survey items. Each item is listed by NSN, item name, unit of issue, unit price, quantity, and total price. The grand total is listed at the end of the report. | 30-22z |
| PCN-AJK-464 | Statement of Charges Report | The report contains a list of items on the Statement of Charges. Each item is listed by NSN, item name, unit of issue, unit price, quantity, and total price. The grand total is listed at the end of the report. | 30-22z |
| PCN-AJK-466 | Dining Facility to Dining Facility Transfer Report | The report contains a list of transfer items. Each item is listed by NSN, item name, unit of issue, unit price, quantity, and total price. The grand total is listed at the end of the report. It is used to record the transfer of subsistence. | 30-22h |
| PCN-AJK-468 | Turn-in to TISA Transfer Report | The report contains a list of transfer items. Each item is listed by NSN, item name, unit of issue, unit price, quantity, and total price. The grand total is listed at the end of the report. It is used to record the transfer of subsistence. | 30-22h |

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| PCN-AJK-470 | Dining Facility to Unit Transfer Report | The report contains a list of transfer items. Each item is listed by NSN, item name, unit of issue, unit price, quantity, and total price. The grand total is listed at the end of the report. Currently NOT authorized to use by ACES. | XXXXX |
| PCN-AJK-472 | Unit to Dining Facility Transfer Report | The report contains a list of transfer items. Each item is listed by NSN, item name, unit of issue, unit price, quantity, and total price. The grand total is listed at the end of the report. Currently NOT authorized to use by ACES. | XXXXX |
| PCN-AJK-A01 | Headcount/Cash Collected Report | Lists headcount information by specific meal designation. Section 2 details cash collected for the meal. Payroll deduction dollar values represent reimbursement to the government. Section 3 details the earnings for the meal credited to the Account Status. Meal is summarized for all headcount stations as well as manual input of headcount. | 30-22d |
| PCN-AJK-A04 | Daily Headcount Report | The report contains a summary of headcount and cash collection data for the previous three days. No longer required for record. (See Section 8 of the End Users Manual.) | Use 30-22d if directed by higher HQ |
| PCN-AJK-A07 | Cash Collection Voucher Report | The report is a facsimile of the Cash Collection Voucher (DA Form 1131). You may print up to seven copies for turn-in to the Finance and Accounting Office. | 30-22a |
| PCN-AJK-AF1 | Prime Vendor Receipt Report | Use this report to show a list of Prime Vendor items receipted for by a specific dining facility. It includes the customer ID, customer name, RDD, TIIN, item name, unit of issue, quantity, unit price, extended price, and grand total price. This report is produced by TISA. File if received. | 30-22h |
| PCN-AJK-AL1 | Prime Vendor Orders & Receipts Inquiry | Use this report to show Prime Vendor Orders and Receipts for a specific range of dates. It includes the NSN, item name, unit of issue, unit price, customer ID, RDD, document number, order quantity, and receipt quantity. Used to verify Orders & Receipts processed by TISA. File if needed. | Management Tool 30-22h |
| PCN-AJK-B11 | FY End Cash and Serial Number Report | The report provides a record of the system assigned serial numbers used the previous Fiscal Year and the cash on hand when the process is run. The report is required to be filed for 2 years. | 30-22c |
| PCN-AJK-D21 | Personnel Data Inquiry Report | The report lists the name, rank, and title of the food service officer, food service sergeant, and responsible commander for your dining facility. This data is used for DFO report signature blocks. | Management Tool |

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| PCN-AJK-D31 | Headcount/Cash Collected Data Inquiry Report | The report lists the headcount, food cost, and OMA funds by meal for the meal dates selected for the report. | Management Tool |
| PCN-AJK-D51 | Finance and Accounting Data Inquiry Report | The report lists the finance disbursing office data for the DFO Cash Collection Voucher Report (PCN AJK-A07). | Management Tool |
| PCN-AJK-D61 | Monthly Headcount/Cash Collected Report | The report lists the current cash on hand, monthly headcount by meal, and cash totals by meal. Print at the end of the month after all headcount data has been entered into AFMIS for the month-complete. | 30-22d |
| PCN-AJK-E3P | Cash Collection Voucher Report – Reprint | This report is produced as PCN: AJK-E3P from the Reprint Cash Collection Voucher processes on the Cash Turn-In Menu and Headcount Reports Menu, | 30-22a |
| PCN-AJK-H31 | Dining Facility Equipment Summary Report | The report lists the building number, activity code, name of facility, item name, line item number, and the quantities authorized, on-hand, over or short. File report if needed. | Management Tool 30-22c |
| PCN-AJK-H41 | Dining Facility Equipment Inventory Report | The report lists the building number, activity code, name of facility, item name, line item number, national stock number, equipment manufacturer, model number and quantity on hand. | 30-22c |
| PCN-AJK-JD1 | Cook Status Report | The report lists the activity code, name of facility, unit of assignment, unit identification code, individual's serial number (system assigned), rank, and name. It also includes the date of projected loss, education level, and deployability code for each service member. | 30-22c |
| PCN-AJK-JQ1 | DVD Items Report | The report lists direct vendor delivery items needed to prepare menus. | Management Tool |
| PCN-AJK-K11 | Shopping List Submission Dates Report | The report contains shopping list submission dates, issue dates, and meal consumption periods for the month requested. | Management Tool |
| PCN-AJK-KL1 | Projected Account Status Report | The report contains projected expenditures, cumulative expenditures, projected earnings, cumulative earnings, and the account status by dollar value. | Management Tool |
| PCN-AJK-KM1 | Checklist Inquiry Report | The report lists the status of meal selections, adjusted headcounts, and the shopping list for the date you select. | Management Tool |
| PCN-AJK-LW1 | Production Schedule Report-Additional | The report contains recipe numbers, names, preparation times, number of portions to prepare, and special instructions for a production area, box lunch, or unit field feeding under ARCS. | 30-22d |
| PCN-AJK-MR1 | Template Number Listing | Lists all templates designed by the activity. | Management Tool |

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| PCN-AJK-MR2 | Template Number Listing | Lists all templates for dining facility with all items on the template. Can List single template or all templates for the facility. | Management Tool |
| PCN-AJK-MR3 | Course Number Listing | Lists the courses being used in the system. Used by Ala Carte facilities. | Management Tool |
| PCN-AJK-N41 | Inventory Disposition of Subsistence Report | The report contains all transactions that affect the BOH for the NSN and the percent deviation with and without weekly inventory adjustments. One report is produced for all items selected. | 30-22d |
| PCN-AJK-N42 | Percent Deviation Report | The report lists the item name and TIIN for all sensitive and high dollar items (items coded with an intensive management code of A, B, or C on the MIF) in item name sequence. The percent deviation or an * is listed for all TIINs that had activity during the month. The items without an entry under the percent deviation column had the same opening and closing inventory values and did not have any transactions during the month. | 30-22d |
| PCN-AJK-O11 | Previous Account Status Report | The report lists the dollar value of purchases (issues), beginning and closing inventories, actual expenses, headcount earnings, and monetary status for the previous month. The second part of the report lists a cumulative monetary status for each month by over or underspent dollar amounts. The total dollar amount over or underspent is calculated at the end of the month by subtracting the cumulative underspent dollar amounts from the cumulative overspent dollar amounts. Print if needed. | Management Tool 30-22c if printed for record. |
| PCN-AJK-OC1 | Dining Facility File Report | The report lists information from the miscellaneous data file for your dining facility. | Management Tool |
| PCN-AJK-OM1 | Headcount History Inquiry Report | The report lists adjusted and actual headcounts for the period of the inquiry. | Management Tool |
| PCN-AJK-OM2 | Headcount Projection Inquiry Report | The report lists projected headcounts, by meal, for a 15-day period. | Management Tool |
| PCN-AJK-OO1 | Recipe Index Report | The report lists recipe numbers and names for the category you select. | Management Tool |
| PCN-AJK-OQ1 | Prime Vendor Catalog Report | The report lists for each item on each Contract Number the NSN, vendor stock number, item name, unit of issue, and price. The items for each contract number are listed alphabetically by federal supply class. Up to 49 items can be listed on a page. Pages are numbered. | Management Tool |

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| PCN-AJK-PC1 | Earnings and Expenditure Record Report | The report lists the accounting period, current inventory dollar value, and BDFA values. It also lists the transaction codes, allowances, cumulative allowances, perishable and semiperishable issues, total issues, cumulative issues by date. | 30-22c |
| PCN-AJK-PG1 | Current Account Status Report | The report lists the dollar value of purchases (issues), beginning and current inventories, actual expenses, headcount earnings, and current monetary status. The second part of the report lists a cumulative monetary status for each month by over or underspent dollar amounts. The total dollar amount over or underspent is calculated at the end of the month by subtracting the cumulative underspent dollar amounts from the cumulative overspent dollar amounts. | 30-22c |
| PCN-AJK-PK1 | Extended Recipe Inquiry Report | The report contains ingredients and instructions used to prepare a recipe. A separate report is printed for each recipe you select. | Management Tool |
| PCN-AJK-PR1 | Dining Facility Inventory Report | The report lists NSNs, item names, units of issue, unit prices, and balances on hand for the review category you select. BOH Listing. | Management Tool |
| PCN-AJK-PZ1 | Master Item File Report | The report lists NSNs, item names, units of issue, unit prices, and perishability codes for the review category you select. | Management Tool |
| PCN-AJK-WZ1 | AHC Headcount Report | Lists headcount information by specific Headcount station. Data is only that which has been collected by the automated POS devices. | 30-22d |

Dining Facility Automated Headcount (AHC) Reports

| Report Number | Report Title | Description of Report | File Number |
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| | Recapitulation of Meal Record | This report lists all of the headcount transactions for all meals served on a particular day. Used to verify Headcount collect from POS and downloaded to AFMIS. Print this report for record daily. | 30-22d |
| | Cashier Closeout Report | This report provides information by meal and station. Information contained on the report includes the cashier's name, Start Bank amount, Food Cost collected, Operating Expense collected, Drawer Total, Over/Short amount, and Remarks. Print for record as needed or required. | Management Tool Or, 30-22d when printed for record. |
| | Manager Modification Report | This report provides information (by meal) on any manager initiated modifications to headcount data. Print for record when modifications are made. | 30-22d |

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| | Overrides Report | This report displays MEC override information by cashier name for each headcount station for each meal when MEC changes are made. Print for record when overrides are made. | 30-22d |
| | Meals that are Voided by the Manager | The report lists the diner's name, SSAN, Meal, Time of Void, Station Number, MEC, Manager Name, and Manager SSAN. Privacy Act System Information. Refer to AR 340-1 (The Army Privacy Program). Print for record when voids are made. | PA |
| | SIK Report | This report (Meal Verification Record) provides a listing by SSAN, Name, and number of diners for each meal served. If the CAC is used, the diner's unit identification code will also be displayed on the report. | 30-22c |
| A La Carte Operation Reports | | | |
| | Combo Meals Available Report | This report lists the Combo Meals available for service at the dining facility by meal and description. It identifies the combo meal by Combo Meal Name, Recipes included, whether it is a permanent meal, and POS price. | Management Tool |
| | Combo Meals Served Report | This report lists the actual number of combo meals (by combo meal description) served by meal at the dining facility. Meal totals are shown on the report. | Management Tool |
| | Diet Report | This report provides the user with a listing by meal of any diet portions that were served at the dining facility for reduced cost. | Management Tool |
| | Permanent Drinks Report | This report lists all drinks that are permanently loaded on the POS system by description, size, and POS price. | Management Tool |
| | Permanent Meal Items Report | This report lists all menu items that are permanently loaded on the POS system by recipe number, recipe name, course name, and POS price. | Management Tool |
| | Recipe Sales Data Report | This report provides the manager with an overview of the sales of A La Carte menu items. The report criteria allows for a specific day or range of dates, all or specific menu items, all or individual meals, and all or individual POS stations. | Management Tool |
| | Seconds Report | This report provides information (by diner) listing the item(s) served as seconds to that particular diner for a particular meal. | Management Tool |