ARMY FOOD MANAGEMENT INFORMATION SYSTEM (AFMIS)



STANDARD OPERATING PROCEDURES (SOP) OPERATIONAL COMMAND LEVEL

9 December 2012

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CHAPTER 1 OPERATIONAL COMMAND (OC)

1. GENERAL:

a. Operational Command (OC) users provide approval authority for meals for all units in their operational command. The Intermediate Command (IC) user can only view meal request for units assigned to them with no edit capability.

b. Individuals with Operational Command (OC) level access will have several other functions active or visible to them on the AFMIS site. The function of the OC is to set up units that will be requesting subsistence through AFMIS, manage those units and their subsistence request. Operational Commands can only be created by the State Food Program Manager section. The Operational Command levels will be maintained at the State Food Program Manager Level and will not be granted to MSCs.

c. Multiple level users need to remember to change their user level which is located under the *MAIN MENU* link at the top right of the *MAIN MENU*.

- d. AFMIS web sites are located at
 - 1) Live: <u>https://secleeafmisweb.sdcl.lee.army.mil/AFMISWEBNG</u>.
 - 2) Training: <u>https://secleeafmisweb.sdcl.lee.army.mil/AFMISWEB</u>.

e. HELP! Help and tutorials are available for each area you enter. To access the help click on the ? located at the top right of your screen. Each section or area will provide different help/tutorial information.

f. This SOP is developed to provide step by step process for setting up and operating AFMIS, comments and questions should be directed to Eric Clyne NGNE G4-Log (eric.clyne@us.army.mil).

2. <u>Setting Up Units</u>. Units are associated with OC therefore OC's must be set up prior to setting up using units.

a. Creating a Using Unit. You must be at OC or State level to create a using unit. (NOTE you must have the unit's OC established before you can set up a using unit.)

> 1) From the Main Menu click on <u>CUSTOMER MAINTENANCE</u> under Customer / Account Maintenance.

2) Click on <u>*Reserve Unit*</u> located at the top left of the screen.

3) Customer Details TAB.

(a) Enter the units UIC (Once this is

record is saved you CANNOT change the UIC you can change the name and other information but the UIC is locked). The UIC must be 6 characters long.

- (b) Leave the Direct Delivery unchecked and the Delivery Location blank.
- (c) Enter the name of the unit followed by the unit's DODAAC.
- (d) If the unit has a Food Service Section and can cook, enter "(CC)" otherwise enter (CM) "catered meal" following the DODAAC.

Example: 41st Support Center (ROC) (W91C7X) (CM). or 43rd Aviation Command (W90AA1) (CC).

Meal Planning/Production Supply Food Customers/Accounts/Other Assets System Management Recipes Orders/Receipts Grocery Support Order Worksheet Mainte User Maint User Access Report Order Inquiry STORES Receipts Customer/Account Maintenance Recipes With Unavailable Iter Recipe Index STORES Web Extract Inquiry Extended Recipe Report Inventory Management Customer Operations ster/Field Menu Open Transactions Accountable Inventory Report FLIPL/SOC VET Condemnation Earnings & Expenditures Report Account Status Field Menu Report Stockage Level Report Finance Reg IAMA Report ors & Items **ODS Financial Interface** Issues/Transfers/Turning ODS Financial Interface Inquiry ODS Queue and Interfac Equipment Replacement al Production Catered Meals Catered Meal S Production Schedules Reserve Unit e Unit 💌 Show Inactive? [Тур Search Value: Search Cancel Report Customer Type: Reserve Unit 💌 Print List

- (e) Enter the POC information.
- (f) Locale.

(1) For towns that have only one armory enter the first 6 characters of the name of the town. If the town's name is less than six characters fill the rest of the *LOCALE* name with "x".

EXAMPLES: DENVER – Denver. NORTHP – North Platte. ONGXXX – Ong.

(2) For towns that have more than one armory, enter the first six name of the armory. If the armory name is less than six characters fill the rest of the *LOCALE* name with 'x'.

Reserve Unit

THE DELIVERY LOCATION ENTERED IN AFI

Accounts

Name: 56th Engr Co (W90DSA) (CC

er Type:

THE UNIT.

UIC: WERICA

Name: Eric Clyne

Phone 2:

Address: 1234 Somewate Dr

Email Address: eric.clyne@us.army.mil

Phone 1: (402) 309-8408

EXAMPLES: NORCXX – North Omaha Readiness. MERCYX – Mercy Road Armory. PENTER – Penterman Armory. SPIRIT – Spirit of 76 Armory. GTSXXX – GTS Training Site,

(g) Can Cook. Check the can cook box if the unit has a mess section. Catering only units, leave blank.

(h) Parent App Auth: If you are

logged on as the State you will need to select the OC command for this unit.

(i) Time Zone: Select the time zone for the unit from the drop down menu. Click on **SAVE** button.

4) Accounts TAB: All units need to be tied to types of billing accounts they will be using to request subsistence, click on the <u>Accounts</u> Tab.

(a) All units will have the following accounts assigned to them.

(1) IDT (Default)

(2) AT

(b) Units that have been source and have been authorized additional training dates to prepare for their deployment will use the following codes once they have expended their 48 IDT days and / or 15 AT mandays.

- (1) OCO-IDT
- (2) OCO-AT
- (3) OCO-TD
- (4) OCO-Title 10

(c) If the required accounts are not listed.

(1) Click on the Add Accounts located at the bottom left.

(2) Locate the account and click on the green arrow \Rightarrow to the left of the account to add the account for this unit. (It's not real fast so give it a chance). If the account is not there you will need to contact your State Food Service Manager (FSM).

(d) Click on <u>SAVE & RETURN</u> to save your data, or click on <u>CANCEL</u>.

5) Once you have entered all required data for the unit you can save the data by clicking on the <u>SAVE</u> or <u>SAVE &</u> <u>RETURN</u> button. You will be required to confirm the customer type. Select the Reserve Unit from the drop down list, Click in the UIC and reenter the User Unit's UIC to verify it then click on <u>CONFIRM</u> button. **REMEMBER**; once you

Customer Details Accounts Fault7 Override Account Name Prop. Start Month/Year End Month/Year Inactive? I/r USAR IDT/BA I/r June 2010 Image: Control of the start of t	Customer Details Accounts Gality Override Account Name Prop. Start Month/Year End Month/Year Inactive? If USAR IDT/BA 22 June 2010 Image: Comparison of the start of	Prop. Start Month/Year End Month/Year Inactive?
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Direct Delivery?

Default Project Code:

Locale

Can Cook

Time Zone:

Cash Limit

Change Fund

Parent App Auth

Delivery Location

Inactive?

PENTER

CST:CDT (GMT-06:00

-

.

500.00

0.00

confirm this entry you *CANNOT* change the UIC for this unit. If you re-enter the UIC incorrectly you will receive a warning notice.

b. Editing or Deleting a Using Unit. You cannot edit the UIC once it has been saved to the database. In order to edit the UIC or delete the UIC you must click on the **INACTIVE?** Box, and create a new Using Unit.

1) Click on "Customer Maintenance" under Customer/Account Maintenance section.

2) Conducting a search	User: Enc Clyne		For: Enc Clyne (OC)	
without any search values	AFMIS Web User Support Site	Supply Food	Customors / Accounts / Other	Accotc
will display all units that fall	Recipes	Orders/Receipts	System Management	Assets
	Recipe Maintenance	Grocery Support	User Maintenance	
under the OC.	Item Replacement	Order Worksheet Maintenance	User Access Report	
	Quarterly POS Price Update	Order Inquiry	Command Maintenance	`
3) Click on the edit icon	Recipe Costing Recipe Cost Exceeds Limit	STORES Interface Data Maintena	Customer/Account Maintenance	
Ś	Recipe Cost Exceeds Emit	STORES Web Extract	Account Maintenance)
\sim to the left of the unit that	Recipe Index	STORES Web Extract Inquiry	BDFA Maintenance	
requires editing. You can edit	Extended Recipe Report	Local Purchase Receipts	Meal Percent Maintenance	
requires conting. Fou can can	POS Cost Deviation	Inventory Management	Customer Operations	
everything but the UIC. If	Master Menu Maintenance	Accountable Inventory Report	VRGC Inquiry/Report	
you require a UIC change you r				
you require a ere change you	- Croate Customor			
need to inactive the current	Reserve Unit			
unit and re-enter the unit				
	Customer Type: Reserve Unit V Show	V Inactive?	32	
using the new UIC.	Search Value:	Type		
		Reserve Unit	1075th TC Co (W90ESF) (CM) WCLYNE	
4) Unit's can change from	Search	Cancel Reserve Unit	1075TH TC CO MDM (W90HCJ) (CC) WPTQAA	
cooking to catered meal		Reserve Unit	1195TH TC (W912VM) (CC) WP28HD	
eooking to eatered mean		🔪 Reserve Unit	1195TH TRANS CO (WP28AA) (CC) WP28AA	
type units.		Reserve Unit	181st Engr FFTG Tm Fire Truck Cm (W90HCH) (CM) WPYKAA	
5) Boor detechment unite		🔨 Reserve Unit	195th SO FSC (ABN) (W59TXZ) (CM) WP3WAA	
5) Real detachment units	Report	Reserve Unit	267th ORD Co NE (W90HBY) (CC) WYODER	
of deployed units will retain	Customer Type: Reserve Unit	rint List	317th Engr EETG TM (W91DMD) (CM) WPYMAA	
the primary unit's LUC		N Beconvo Unit		
the primary unit's Ore.		Reserve onic	41at Support Coptor (BOC)	
DUIC's will not be used.		Reserve Unit	(W91C7X) (CM) WX52AA	
Rear Dets might change				
from cooking to a catered unit d	lue to a mobilization. Un	-check the "Can Cook" u	nder <u>Customer Maintenan</u> d	<u>:e</u> .
Adding Users and Roles.	User: Eric Clyne		For: Eric Clyne (OC)	-
	AFMIS Web User Support Site			_
a. Click on <u>User Maintenance</u>	Recipes	Orders /Receipts	System Management	Assets
under System Management and clic	1 Recipe Maintenance	Grocery Support	User Maintenance	
under System Munugement and ene	Item Replacement	Order Worksheet Maintenance	User Access Report	
on the <u>Create</u> button to add.	Quarterly POS Price Update	Order Inquiry	Command Maintenance	
	Recipe Cost Exceeds Limit	STORES Receipts STORES Interface Data Mainte	Customer/ Account maintenance	-
b. Login ID is the users AKO login	n			=
ID without the Que among mil	User: Eric Clyne			Clyne (OC)
ID without the @us.army.mil.				

c. Enter the First name and Last name.

d. Display Name is an override of the user's name.

e. Enter phone number.

3.

f. Enter e-mail address.

g. In order to save the user, at a minimum a primary role must be set. Click on the <u>ADD ROLES</u> button located at the bottom right of the page. Create specify search criteria Delete Save & Return Cancel 44 Search: ogi First Na Tho Last Name Dia Display Na SSG Thomas Plan Override N SSG Th omas Pla 402-309-9999 as plastic4@us army E-Mail: Add Roles Internet | Protected Mode: On **R** 100%

h. Enter the UIC, Unit Name or the Parent Organization aka the OC. You do not have to enter the entire filed to conduct a search. Entering a partial of the UIC may display a unit and their detachments.

Cogin: thomas.plastic4 User: Thomas Plastic Search By UIC Unit Name Parent Organization wqkb UIIts Found: 3 UIC Unit WQKBA4 4-43rd AB SCC (CC) NGNE G4-LOG (OC) WQKBA4 43rd Army Band (W90HBU) (CM) NGNE G4-LOG (OC)							For: Army Rese
Login: thomas.plastic4 User: Thomas Plastic Search By UIC Unit Name Parent Organization wqkb Image: Search By UIC Unit Parent Organization Image: Search By Image: Search By UIC Unit Parent Organization Image: WQKBA4 4-43rd AB SCC (CC) NGNE G4-LOG (OC) Image: WQKBA4 43rd Army Band (W90HBU) (CM) NGNE G4-LOG (OC)							< Back Next
Login: thomas.plastic4 User: Thomas Plastic Search By UIC Unit Name Parent Organization wqkb Image: Comparised state stat							
Login: thomas.plastic4 User: Thomas Plastic Search By UIC Unit Name Parent Organization wqkb Image: Search By Image: Search By Image: Search By Wqkb Image: Search By WqkbA4 4-43rd AB SCC (CC) WQkBAA 43rd Army Band (W90HBU) (CM) NGNE G4-LOG (OC)							
Search By Unit Name Parent Organization Wqkb Imits Found: 3 Inits Found: 3 UIC Unit Parent Organization WQKBA4 4-43rd AB SCC (CC) NGNE G4-LOG (OC) WQKBAA 43rd Army Band (W90HBU) (CM) NGNE G4-LOG (OC)	Logi	n: thomas	s.plastic4	User: The	omas Plastic		
Search By Unit Name Parent Organization wqkb Image: Search By Image: Search By Jnits Found: 3 Image: Search By Image: Search By	- 603	rch Dy-					
Wqkb M Units Found: 3 UIC Unit Parent Organization WQKBA4 4-43rd AB SCC (CC) NGNE G4-LOG (OC) WQKBA4 43rd Army Band (W90HBU) (CM) NGNE G4-LOG (OC)	UIC	тсп ву	Unit Name	Parent	t Organization		
Units 3 Image:	wqkł	b				<i>4</i> 4	
UIC Unit Parent Organization WQKBA4 4-43rd AB SCC (CC) NGNE 64-LOG (OC) WQKBAA 43rd Army Band (W90HBU) (CM) NGNE 64-LOG (OC)							
OLC Onit Defent organization WQKBA4 4-43rd AB SCC (CC) NGNE G4-LOG (OC) WQKBAA 43rd Army Band (W90HBU) (CM) NGNE G4-LOG (OC)		Found:	3				
WQKBA4 4-4-310 AB SEC (CC) NGRE G4-LOG (OC) WQKBAA 43rd Army Band (W90HBU) (CM) NGRE G4-LOG (OC)	JILLS	IIITO		11-14	D		
WQKBAA 43rd Army Band (W90HBU) (CM) NGNE G4-LOG (OC)		UIC		Unit	Parent	t Organization	
		UIC WQKBA4	4-43rd AB SCC (CC)	Unit	Paren NGNE G4-LOG	t Organization (OC)	

i. Select the units that are to be assigned to the user and click the <u>NEXT</u> button. If there are no units selected you will receive an error message letting you know you need to select at least one unit.

j. Click on ADD ROLES

k. Select the Default Role which will be the primary unit that will default to when they login to AFMIS.

1. The roles have been assigned but have not been saved yet. Click on either SAVE button.

					< Back Add Ro
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1	tere alle and	na classicat	and the second second second		
Logi	in: thom	as.plastic4 Us	er: Thomas Plastic		
Logi	in: thom	as.plastic4 Us	er: Thomas Plastic		
Logi Role	in: thom	nas.plastic4 Us	ser: Thomas Plastic		
Logi Role	in: thom s Found: UIC	nas.plastic4 Us 2 Unit	ser: Thomas Plastic Parent Organization	Role	
Logi Role	in: thom S Found: UIC WQKBAA	nas.plastic4 Us 2 Unit 43rd Army Band (W90HBU) (CM)	Ser: Thomas Plastic Parent Organization NGNE G4-LOG (OC)	Role Army Reserve Unit	
Role	in: thom Found: UIC WQKBAA WQKBA9	2 Unit 43rd Army Band (W90HBU) (CM) 43rd Avation Bn (M) (W87ESF) (CC)	Parent Organization NGNE G4-LOG (OC) NGNE G4-LOG (OC)	Role Army Reserve Unit Army Reserve Unit	
Role	in: thom Found: UIC WQKBAA WQKBA9	as.plastic4 Us 2 Unit 43rd Army Band (W90HBU) (CM) 43rd Avation Bn (M) (W87ESF) (CC)	Parent Organization NGNE G4-LOG (OC) NGNE G4-LOG (OC)	Role Army Reserve Unit Army Reserve Unit	
Role	in: thom ES Found: UIC WQKBAA WQKBA9	as.plastic4 Us 2 43rd Army Band (W90HBU) (CM) 43rd Avation Bn (M) (W87ESF) (CC)	Ser: Thomas Plastic Parent Organization NGNE 64-LOG (OC) NGNE 64-LOG (OC)	Role Army Reserve Unit Army Reserve Unit]

Clyne								For: Army Re	serve
					D	elete S	ave Sa	ave & Return Ca	ancel
							-		_
							Search:		
	thomas.plastic4		Che	cked Roles	Delete	Role	s changed	. Please save.	
	Thomas				nit	Par	ent zation	Role	Def
Plastic			П	43D ORD Co (V	(901DS) (CC)	NGNE G4-LOG	(OC)	Army	
SS	G Thomas Plastic		~				(/	Army Poconyo	
	REC Thomas Directio			43rd Army Band	(W90HBU) (CM)	NGNE G4-LOG (OC)	Unit	
1000 000				43rd Avation Bn	(M) (W87ESF)	NGNE G4-LOG (OC)	Army Reserve	0
	402-309-9999			(CC)				Unit	-
thomas.	plastic4@us.army								

4. Intermediate Command (IC). The Intermediate Command belongs to a specific Operational Command (OC). The IC can

AFMIS Web User Support Site

Recipes

Recipe Index

Meal Planning/Production

Quarterly POS Price Update

Recipes With Unavailable Items

view transactions pertaining to units assigned to that IC for command and control purposes. There is no edit capability at the IC level. Units do not have to be assigned to an IC if one does not exist.

a. Creating an Intermediate Command (IC)

1) At the *Main Menu* select the user level by clicking on the drop down menu located at the top right of the screen.

Supply Food

Orders/Receipts

Order Inquiry

Grocery Support Order Worksheet Maintenance

STORES Receipts

STORES Web Extract

STORES Web Extract Inquiry

Customers/Accounts/Other Assets

nance

System Management User Maintenance

User Access Re

BDFA Mai

Command Maintenance Customer/Account Mainter

Customer Maintenance

2) Click on <u>Command Maintenance</u> under *System Management*.

in an agement	•						
3) Click on are a State Le will be assign	Intermediate Command Maintena evel User you will be asked to select and to. Select the OC and select Con	<u>ince</u> . (If you an OC this IC tinue)		View Con Operation Intermed Unit Tran	Choose an Option: mmand Structure nal Command Mainte iate Command Maint isfers	nance enance	
 Click on an organizatio at the end of t Example 	<u>CREATE</u> and enter the name of the on not an individual), enter "(IC)" the name to designate it as an IC. : 43^{rd} Medical Bn (IC)	IC (The IC is	Search:	Reports	Sear	ch Cancel	
5) Enter the	contact information	Operational Comma	and: NGNE G4-LOG	(OC)			
6) Unit's th this OC will b unit(s) that w on <u>Save & R</u>	at do not have a IC assigned for be listed to the right, select the ill be assigned to the IC, then click eturn.	Total Record(5): 2 92nd MSC (IC) Co A RR Bn (IC)	Name)				
			Delete	Save	Save & Return	Cancel	
Operational Co Name:	mmand: Eric Clyne (OC) 43rd Medical Bn (IC)						
POC		Accian		Namo			
Name:	MSG Kevin McKinnly		43D ORD Co (W	90JDS) (CC)			

b.	Editing an Intermediate Command (IC).

(402) 309-9999

Address:

Phone 1:

Phone 2: Email Address:

- 1) At the Main Menu select the user level by clicking on the drop down menu located at the top right of the screen.
- 2) Click on Command Maintenance under System Management.

2400 NW 24th St., Lincoln NE 68524

kevin.mckinnly4@us.army.mil

3) Click on Intermediate Command Maintenance. (If you are a State Level User you will be asked to select an OC this IC will be assigned to. Select the OC and select Continue)

1

43rd Avation Bn (M) (W87ESF) (CC)

56th Engr Diggers (CC)

4) Enter the name of the IC in the Search field and click on SEARCH. If you leave the search field blank and click on the SEARCH button all ICs will be displayed.

5) Click on the pencil icon \square to the left of the IC.

6) Update the IC information and click on **<u>SAVE</u>**.

c. Deleting an Intermediate Command (IC). An IC cannot be deleted if it has units assigned to it. You must first un-assign the unit(s) prior to deleting the

IC. If you attempt to delete the IC before removing the units assigned to the IC you will receive an error message.

d. Transferring Units Between IC. Following the same procedure for editing an IC,

uncheck a unit assignment for the IC that will open the unit to be reassigned to a new IC.

5. Transferring Units Between OC.

- a. Select <u>COMMAND MAINTENANCE</u> under System Management.
- b. Select UNIT TRANSFERS.
- c. Select the unit to be transferred from the OC
- d. Select the new OC
- e. Enter the effective date.
- f. Click on **TRANSFER.** The transfer of the unit will not occur until the following day.
- g. Transfers can be canceled by click on the cancel icon \times .

Choose an Option:
/iew Command Structure
Operational Command Maintenanc
Intermediate Command Maintenan
Jnit Transfers
Reports

Operatio	nal Command: Eric Clyne (OC))		
Receivin	g Operational Command:	NEARNG G4 Ope	erational	Command (OC)
Effective	Date:	2011-02-28 Mo	n 🔳	Transfer
Transfer	Unit	C	ancel	Pending Transfers
	1075th TC Co (CM)			
	4-43rd AB SCC (CM)			
	43D ORD Co (W90JDS) (CC)		\times	Transfer to 'NEARNG G4 Operational Command (OC)' on 2011-02-28
	43D ORD Co (W90JDS) (CC) 43rd Avation Bn (M) (W87ESF)) (CC)	×	Transfer to 'NEARNG G4 Operational Command (OC)' on 2011-02-28

leal Planning/Production	Supply Food	Customers/Accounts/Other Assets
ecipes	Orders/Receipts	System Management
Recipe Maintenance	Grocery Support	User Maintenance
Item Replacement	Order Worksheet Maintenance	User Access Report
Quarterly POS Price Update	Order Inquiry	Command Maintenance
Recipe Costing	STORES Receipts	Customer/Account Maintenance
Recipe Cost Exceeds Limit	STORES Interface Data Maintenance	Customer Maintenance
Recipes With Unavailable Items	STORES Web Extract	Account Maintenance
Recipe Index	STORES Web Extract Inquiry	BDFA Maintenance

CHAPTER 2 PROCESSING CATERED MEAL REQUEST

1. PROCESSING CATERED MEALS.

a. Select the correct OC user.

b. From the **Main Menu**, click on <u>CATERED MEALS</u> under *Meal Production*.

c. Conduct a search for submitted request. If there are a large number of request, filter

the request by week or month. The oldest requests are located at the bottom of the list.

d. Request that may require a contract can be identified by the Information Icon ■ to the right of the request. Clicking on the information icon ■ will open the Requisition Cost Information page.

e. Click on the pencil \mathbf{N} to the left of the submitted request.

Requisition Cost Information Projected Headcount: 435 Cost Per Meal: 6.50 Total Meal Cost: 2,827.50 Å Actual Headcount: Cost Per Meal:	Requisition Cost Information Projected Headcount: 435 Cost Per Meal: 6.50 Total Meal Cost: 2,827.50 A Actual Headcount: Cost Per Meal: Total Meal Cost: 0.00 Cardholder Name: Phone: Email:		-
Projected Headcount: 435 Cost Per Meal: 6.50 Total Meal Cost: 2,827.50 A Actual Headcount: Cost Per Meal:	Projected Headcount: 435 Cost Per Meal: 6.50 Total Meal Cost: 2,827.50 ▲ Actual Headcount: Cost Per Meal: Total Meal Cost: 0.00 Cardholder Name: Phone: Email:	Requisition Cost Information	
Headcount: 435 Cost Per Meal: 6.50 Total Meal Cost: 2,827.50 Actual Headcount: Cost Per Meal:	Headcount: 435 Cost Per Meal: 6.50 Total Meal Cost: 2,827.50 A Actual Headcount: Cost Per Meal: Total Meal Cost: 0.00 Cardholder Name: Phone: Email:	Projected	
Cost Per Meal: 6.50 Total Meal Cost: 2,827.50	Cost Per Meal: 6.50 Total Meal Cost: 2,827.50 Actual Headcount: Cost Per Meal: Total Meal Cost: 0.00 Cardholder Name: Phone: Email:	Headcount: 435	
Total Meal Cost: 2,827.50 🛕	Total Meal Cost: 2,827.50 🖄 Actual Headcount: Cost Per Meal: Total Meal Cost: 0.00 Cardholder Name: Phone: Email:	Cost Per Meal: 6.50	
Actual Headcount: Cost Per Meal:	Actual Headcount: Cost Per Meal: Total Meal Cost: 0.00 Cardholder Name: Phone: Email:	Total Meal Cost: 2,827.50 Å	
Actual Headcount: Cost Per Meal:	Actual Headcount: Cost Per Meal: Total Meal Cost: 0.00 Cardholder Name: Phone: Email:		
Headcount: Cost Per Meal:	Headcount: Cost Per Meal: Total Meal Cost: 0.00 Cardholder Name: Phone: Email:	Actual	
Cost Per Meal:	Cost Per Meal: Total Meal Cost: 0.00 Cardholder Name: Phone: Email:	Headcount:	
	Total Meal Cost: 0.00 Cardholder Name: Phone: Email:	Cost Per Meal:	
Total Meal Cost: 0.00	Cardholder Name: Phone: Email:	Total Meal Cost: 0.00	
	Name: Phone: Email:	Cardholder	
Cardholder	Phone: Email:	Name:	
Cardholder Name:	Email:	Phone:	
Cardholder Name: Phone:		Email:	
Cardholder Name: Phone: Email:	Ok	Ok	

3) Units that are consolidating with another unit will submitted DA 5913 Request to the supporting unit. The supporting unit will consolidate all supporting units and submit the AFMIS request.

Global I Vendors Vendor Meal SS Item M STORE: Local P Near Tex Caterer Caterer Produc Kitcher Outside Meal C	Henu Keport & Items //Contract Ma iupplier Maintee faintenance //S Catalog Purchase Price dection dection de Meals de Meal Summa de Meal Summa de Meal Summa de Meals of Meals e Menu icost Report	intenance iniance I Update ary Report S & Returns	Stockage Level Report Transaction Register Repor IAMA Report ISSUES/Transfers/Turnins PDS Entry Transfer Inquiry	rt		Finance Cardholder M Cash Accour ODS Financia ODS Queue : Equipment Re Equipment Ir Equipment Ir Equipment Ir Non-Replace Equipment B Equipment T Contract Mana	Alaintenance nting Classifica al Interface Ind and Interface Ind and Interface Is placement tenance nventory Repor peplacement Report nventory Report part Planned udget Summan ransfers agement	tion Mair Juiry Status t port Acquisitii 7 Report
Search Fo Unit	or Catered Mea	al Order						
From Date To Date Meal Location Status	2011-04-01 2011-04-30 2011-04-30 2011-04-30 2011-04-30 2011-04-30 2011-04-30 2011-04-01 2011-04-01 2011-04-01 2011-04-01 2011-04-01 2011-04-30 20110-04-30 2011-04-30	Fri Sat						
From Date To Date Meal Location Status	a: 2011-04-01 a: 2011-04-30 a: All a: All a: Submitted a: Submitted a: Submitted a: Submitted b: 22 UIC	Fri E Sat E Sat U Search	Requisition Number	Date	Meal	Location	Status	
From Date To Date Meal Location Status	e: 2011-04-01 e: 2011-04-30 I: All a: All a: Submitted rd(s): 22 UIC W904A4	Fri Sat	Requisition Number 20110416 W904A4 CATMLS 00001	Date 2011-04-16	Meal	Location Reserve Center	Status Submitted	1
From Date To Date Meal Location Status	e: 2011-04-01 e: 2011-04-30 i: All a: All s: Submitted rd(s): 22 UIC W904A4 W904A4	Fri Sat Search	Requisition Number 20110416 W994A4 CATMLS 00001 20110416 W904A4 CATMLS 00002	Date 2011-04-16 2011-04-16	Mcal BRK LUN	Location Reserve Center Reserve Center	Status Submitted	<u></u>
From Date To Date Meal Location Status	2011-04-01 2011-04-30 1: 2011-04-30 1: 2011-04-30 1: 2011-04-30 1: 2011-04-30 1: 2011-04-30	Fri Sat Search Sat Search Det 4, Co A RR8 (W81X50) (CM) Det 4, Co A RR8 (W81X50) (CM) Det 4, Co A R88 (W81X50) (CM)	Requisition Number 20110416 W904A4 CATMLS 00001 20110416 W904A4 CATMLS 00002 20110416 W904A4 CATMLS 00003	Date 2011-04-16 2011-04-16 2011-04-16	Mcal BRK LUN	Location Reserve Center Reserve Center Reserve Center	Status Submitted Submitted Submitted	
From Date Neal Location Status	2011-04-01 22011-04-30 12 2011-04-30 12 2011-04-30 12 2011-04-30 12 2011-04-30 12 2011-04-30 12 2011-04-30 12 2011-04-30	Pri Image: Search Sat Image: Search Image: Search Image: Search Image: Det 4, co A RR8 (WB1KS0) (CM) TRAINING STE COMMAND (CATS) (WB1S0) (CM) TRAINING STE COMMAND (CATS) (MB0S16) (CM)	Requisition Number 20110416 W904A4 CATNLS 00001 20110416 W904A4 CATNLS 00003 20110416 W904A4 CATNLS 00003 20110416 W92AAA CATNLS	Date 2011-04-16 2011-04-16 2011-04-16 2011-04-16	Mcal BRK LUN DIN LUN	Location Reserve Center Reserve Center Reserve Center Restaurant	Status Submitted Submitted Submitted Submitted	
From Date To Date Meal Location Status	a:: 2011-04-01 a:: 2011-04-30 a:: All with the state With the state wyooda4 Wyooda4 wyooda4 WyoodaA wyoodaA Wyocaa	Pri Image: Search Sat Image: Search Image: Search Image: Search Image: Search	Requisition Number 20110416 W904A4 CATNLS 00001 20110416 W904A4 CATNLS 0010416 W904A4 CATNLS 20110416 W92AAA CATNLS 20110415 WPNCAA CATNLS 000001	Date 2011-04-16 2011-04-16 2011-04-16 2011-04-16 2011-04-15	Meal BRK LUN DIN LUN	Location Reserve Center Reserve Center Reserve Center Restaurant Training Site	Status Submitted Submitted Submitted Submitted Submitted	
From Date To Date Meal Location Status	at: 2011-04-01 b:: 2010-04-01	Fri Sat Sat Search Unit Name Det 4, Co A RR8 (W814S0) (CM) Det 4, Co A RR8 (W905X7) (CM) Det 4, Co A RR8 (W905X7) (CM) Det 4, Co A RR8	Requisition Number 20110416 W904A4 CATMLS 00001 20110416 W904A4 CATMLS 00002 20110416 W904A4 CATMLS 00002 20110416 W904A4 CATMLS 00003 20110415 W90AA4 CATMLS 00001 20110415 W9NCAA CATMLS 00001 20110415 W9NCAA CATMLS 00001 20110415 W9NCAA CATMLS 00001	Date 2011-04-16 2011-04-16 2011-04-16 2011-04-16 2011-04-16 2011-04-15	Moal BRK LUN DIN LUN LUN	Location Reserve Center Reserve Center Restaurant Training Site Training Site	Status Submitted Submitted Submitted Submitted Submitted Submitted	

- 1) Request that require contracting action will display **<u>PENDING CONTRACT</u>** TAB.
- 2) Warning tryangles will be displayed if the unit is

- A cooking unit requesting a catered meal. Remarks should address why a cooking unit is requesting a catered meal.

- If there is a cooking unit at the same location preparing meal the same meal. Remarks should justify why they are not feeding with the cooking unit which is the unit request for "Change In Menu". To approve you will need to select the "Cooking Unit Override" box and enter remarks.

- Projected meal cost exceedes authorized GPC limits.

rint Detail Reports Disapprove	Void	Pend	ling Contract	Approv	re	Delete	Save	Save & Return	Cancel
rder Status: Subn IC: WERICA rojected Order Co Meals	sitted	Requisiti Account: Standard	ion Number : USAR IDT/E ds Met: ALL er Remarks	: 20121110 WE 3A Requester II	ERICA CATMLS	s 00003 Unit: 56th Engr Purpose: Trainir Meal Style: Buff	Vertical (W90D Ig fet Cooking	SA) (CC 🛕 Unit Override:	
				Proj. Cost	Proj. Meal				
Meal Date	Meal		Proj. HC	Per Meal	Cost	Current Meal	Remarks		
Meal Date 012-11-10 Sat	Meal Lunch	A F	Proj. HC 275	Per Meal 8.50	Cost 2,337.50	Current Meal Fried Chicken, Baked Be Ice Tea. Co A 2-134th (Remarks ans, Corn, Slav 20)	v,	
Meal Date 012-11-10 Sat 012-11-11 Sun	Meal Lunch Lunch	A 2	Proj. HC 275 30	Per Meal 8.50 6.75	Cost 2,337.50 202.50	Current Meal Fried Chicken, Baked Be Ice Tea. Co A 2-134th (Pizza, Bread sticks, Sala koolaid.	Remarks ans, Corn, Slav (20) id, brownes,	v,	

4) <u>Item Details TAB</u>. Units that are feeding at a Reserve Center or Restaurant will display the *Item Details* TAB. Check menu to insure it is complete.

Meal Status: Unsubmitted Meal Date: 2012-11-17 Sat Location: Training Site Projected Headcount: Stem Details Meal Rem	UIC: WERICA Unit: 56th Engr Vertical (W90DSA) (CC) Meal: Lunch Meal Style: Itemized Account: USAR IDT/BA Purpose: Training Projected Cost Per Meal: 8.75 Projected Meal Cost: 437.50	_			
USAR Req	Item Name				
Soup/Salad	Slaw				
Beverage	e Tea				
Bread	Dinner Roll				
Dessert	None				
Meat	Fried Chicken				
Starch	Beans				
Vegetable	Corn				

5) **<u>Buffet Meal Type.</u>** Unit's that use the buffet meal type you can see the meal menu and any information for the request up front.

6) Meal Detail. Review the Projected HC and the Cost Per Meal. A warning triangle will appear if the cost exceeds the authorized GPC allocations which may required the request to go through contracting proceedures. For contracing requirements, enter in the <u>REMARKS</u> section the date the contracting request was

Disapprove	Void	Per	iding Contract	Approv	e	Delete	Save Sa	ave & Return	_
Order Status: Subn JIC: WERICA	iitted	Requisi	ition Number it: USAR IDT/I	; 20121110 WE	RICA CATML	5 00003 Unit: 56th Engr Veri Purpose: Training	tical (W90DS/	A) (CC) Å	
ocation: Reserve (Projected Order Co	Supplier Info.	Standa	rds Met: ALL	Requester In	ifo.	Meal Style: Buffet	Cooking U	Init Override:	
ocation: Reserve C Projected Order Co Meals Meal Date	Senter Sost: 2,540.00 A	Standa Ors	rds Met: ALL der Remarks Proj. HC	Requester In Proj. Cost Per Meal	<mark>lfo,</mark> Proj. Meal Cost	Meal Style: Buffet	Cooking U marks	Jnit Override:	
ocation: Reserve C Projected Order Co Meals Meal Date 2012-11-10 Sat	Senter Sost: 2,540.00 A Supplier Info. Meal Lunch	Standa	rds Met: ALL der Remarks Proj. HC 275	Requester In Proj. Cost Per Meal 8.50	nfo. Proj. Meal Cost 2,337.50	Meal Style: Buffet Current Meal Ret Fried Chicken, Baked Beans Ice Tea. Co A 2-134th (20)	Cooking U marks , Corn, Slaw,	Jnit Override:	

submitted. EXP PRweb enter 110220. You will not be able to edit the Cost Per Meal except if it is flagged for

contracting. If a warning triangle \triangle appears in the meal column you will need to click on the meal detail icon to open the meal detail window. The same information is displayed in the meal detail menu unless there is a cooking unit at the same location preparing the same meal, then a "Units Cooking" TAB will be displayed. Click the BACK button to return to the main request menu.

7) **Supplier Info TAB**. Review the Supplier information to insure vendors are being rotated. (*Note An additional document may be required inorder to monitor vendor usage.*) If the request requires contracting action the supplier will be identified as **UNKNOWN**. In addition a **CONTRACT NO** data field will open and an **Additional supplier Info** data entry will be displayed. These will be used after a contract has been awarded.

Disapprove Void		Delete	Save & Return Cancel	
Drder Status: Submitted Re JIC: WERICA AC Location: Reserve Center Sta Projected Order Cost: 2,540.00	quisition Number: 20121110 WERICA CA count: USAR IDT/BA undards Met: ALL	TMLS 00003 Unit: 56th Eng Purpose: Trai Meal Style: B	gr Vertical (W90DSA) (CC) 🛦 Ining uffet Cooking Unit Override: 🗖	
Contract No.: Select one of the candidate supplier Candidate Supplier Info Supplier: Don and Milleys	s or select/create a new supplier for t	he meal.	Once the contract is awarded the supplier will enter the approv	the C
Address: 6322 So 56th St. City: Lincoln State: NE - NEBRASKA Zip: 68516 POC: Unknown	Address: City: State: Zip: Poor		supplier and enter the contract number.	9
Phone: (402) 423-9999 Email: unkown	Phone: Email:			

8) Order Remarks TAB. Reviewing the Remarks will provide you an overview of the request if the unit submitted

the information correctly in the remarks section.

- Document Number
- Feeding Plan.
- Duty hours.
- Feeding Location.

- Any additional inform to support the request.

9) Approve the Request:

(a) Remarks are required if there are any warning triangles noted on the request.

IC: WTX	ubmitteo KAA Training	d g Site	Requisition Number: 20110408 W Consumption Date: 2011-04-08 F Account: NGNE IDT/BA	TXKAA CATMLS 00003 ri	Unit: HHD 110TH MMD (W9) Meal: Dinner - Buffet 🆄 Purpose: Training
tandard	s Met: /	ALL Re	marks:	A V	
<u>Cost</u>	/HC	Supplier Info	Remarks History Requeste	<u>r Info.</u>	
Da	ite	Status	User	Remarks	
2011-	03-01	Submitted	Owen Kramer	W90HBY-1046-3000, MUTA 6 8-10ARPIL FRI - DINNER - 100 4/9/11 SAT - BREAKFA DINNER - 100 4/10/11 SUN - BREAKFAST - 110TH (32), 267TH (23), 313TH (45) UNIT CHANGE TO MENU MEMO AND TRAINING SO TRAINING REQUIREMENTS	0 GTS 0730-2400 4/8/11 ST - 100 4/9/11 SAT - 100 CONSOLIDATED, HAS SUBMITED A CHEDULE, DO TO

Requisition Number: 20110226 WQKBA4 CATMLS 00001

arks: COP needs to be appointed and trained by the EC

Consumption Date: 2011-02-26 Sat Account: USAR IDT/BA

t/create a nev

City

Zip

Additional Supplier Inf

Select Vendor

Unit: 4-43rd AB SCC (CM)

Meal: Lunch - Itemi:

Purpose: Training

Supplier: Zehn Dinning Address: 1234 Roasting Av

State: NE - NEBRASKA

POC: William Marke

hone: 308-232-2324

Add Cancel

Zip: 68932

Email: unkr

- Cooking unit requesting catered meals.
- Date contracting action submitted to GFEBS, PRweb etc...
- Control number (if required)
- Additional information you require to authorize and track the request.

tatus: Pending Contract

Location: Reserve Center

Standards Met: ALL

Contract No.: 1

lect one of the candidate

upplier: IGA Grocery

State: NE - NEBRASKA

POC: Thomas Mun

Phone: (402) 234-2341

Address: 1234 Cor

City: Lincoln

Zip: 68516

Email: none

UIC: WQKBA4

(b) If the request requires contracting action click on the <u>PENDING CONTRACT</u> button, otherwise clicking on the <u>APPROVE</u> button to approve the request. If a contract is already in place the <u>PENDING CONTRACT</u> can be bypassed by enter the control number under the *Supplier Info* TAB and selecting the *Approved Supplier* or entering the *Approved Supplier* information (reference para 1e(6) **SUPPLIER INFO** TAB above).

(c) Email the approved *Detail Report* and forward a copy to the USPFO-FS Commodity Manager if required.

2. CONTRACTED MEALS . Meals that
exceed the authorized GPC amounts may
require a contract. A warning triangle 🛕
will be displayed to the right of the Projected
Meal Cost.

a. Input the request into GFEBS, PRWeb or as required by the Purchasing and Contracting office.

b. Enter the date the request was entered into GFEBS, PRWeb or as required by the Purchasing and Contracting office in the remarks section.

c. The request cannot be approved until a contract number is awarded and a vendor is approved.

1) Enter the contract number, if a contract is not required enter any number in the Contract No. data field.

() Approved Supplie

- 2) Select the supplier that was awarded the contract
 - (a) If it is the Candidate Supplier check the Approved Supplier radio button at the bottom of the vendor info.

(b) If the vendor is someone other than the Candidate Supplier, check the Additional Suppliers by clicking on the dropdown arrow and select the vendor.

- (c) If the vendor is not listed click on CREATE button to add the vendor that was awarded the contract.
- 3) Enter any Remarks that may be required such as a COR appointment, adjustments to headcounts etc...

4) Once the contract information has been enter and the request is ready for approval, click on the <u>APPROVE</u> button located at the top of the page.

5) E-mail a copy of the approved *Detail Report* to the USPFO-FS Commodity Manager if required.

3. DISAPPROVE OR VOIDING A REQUEST.

a. If the unit is requesting a catered meal and can feed with a cooking unit at the same location, the request will need to be "Disapproved".

b. If the request has been approved and it is discovered that a cooking unit is planning on cooking at the same location and meal, the request will have to be "Voided". Remarks are mandatory for disapproved or voided actions; enter the reasons for the non-approval.

c. Click on the **<u>DISAPPROVE</u>** or <u>**VOID**</u> buttons to process the action, the VOID button should only be used as a last resort.

4. CLOSING A CATERED MEAL REQUEST.

a. Units must enter headcounts and execute the request within 5 working days following the event to close it. To verify if units have completed their request and closed their request run the <u>OPEN</u> <u>TRANSACTION REPORT</u> which will report the units and any open transactions and missing headcounts.

1) Un-receipted Orders are request units have not executed.

2) Missing headcounts will show that headcounts are missing for any request that have not been executed by the unit.

b. Units will submit, within 5 working days following the battle assembly, a copy of the register receipt for the GPC purchase and a DA 5913 Report signed by the unit commander. Documents may be in hard copy or electronic format. DA 5913 Reports digitally signed must be retained in digital format.

c. Verify receipt against unit's request.





CHAPTER 3 PROCESSING PREPARED MEAL REQUEST

ort Site

1. PROCESSING PREPARED MEAL.

a. From the *Main Menu* insure you have selected the correct OC then click on <u>GROCERY SUPPORT</u> under *Orders / Receipts*.

b. Click on <u>GROCERY ORDERS</u> and execute a search for submitted request. You can filter by unit and or dates to narrow your search.

submitted request. Tou can filter by unit and of dates to harrow your sear



d. *Account Type* indicates the duty status of the unit IDT, AT, etc.

e. **Projected Cost/Earnings** a warning triangle \triangle will be displayed if the cost of the meal exceeds the authorized GPC allocation. This will indicate that a contract is required.

f. **Meal Summary** TAB identifies the dates of the meal, HC, and menu. A warning triangle \bigstar will be displayed if there are any other units at the unit location feeding the same meal on the same day.

g. *Item Data* TAB is the grocery list required to support the menu. The following items must be check at a minimum:

3) Excessive items being order.

4) BOH against required and order quantities. If the unit has shelf stock, the quantity order should be reduced to consume the shelf stock.

5) Items added to the grocery list that are not on the menu card. *Required Qty* with a zero requirement against an ordered quantity.

6) Ext Price that may be excessive. Prices and quantities can be changed by the OC.

				Grocery Edit grocery orde Grocery Scale Order	rs	
Search						
Unit:	All	•				
From RDD:						
To RDD:						
Status:	Submitted	-				
Search rder(s): 4	Cancel					
Search rder(s): 4	Cancel	First Meal Date	UIC	Unit Name	Status	1
Search	Cancel RDD 2011-03-	First Meal Date	UIC WERICA S6th Engr Digg	Unit Name ers (CC)	Status Submitted	1
Search	Cancel RDD 2011-03- 2010-11-	First Meal Date 04 2011-03-04 13 2010-11-14	UTC WERICA S6th Engr Digg WCLYNE 1075th TC Co (Unit Name ers (CC) (CM)	Status Submitted Submitted	
search	Cancel RDD 2011-03- 2010-11- 2010-09-	First Meal Date 04 2011-03-04 13 2010-11-14 20 2010-09-20	UIC WERICA 56th Engr Digg WCLYNE 1075th TC Co WCLYNE 1075th TC Co	Unit Name ers (CC) (CM) (CM)	Status Submitted Submitted Submitted	1



Meal Sur		-04 Friday	Requisition Numbe	er:	20110	304 W	ERICA G	ROCER	00001			
	nmary	Item Dat	a Unit Info Supp	lier Info		Shi	р То		ardholder	Re	marks	
Checked J	tems:	Delete			Filter:	All		•				
	TIIN		Item Name	P/S	UPK Qty	UI	Price	вон	Require	d Order Qt	/ Ext. Price	
188-4	702 0	CAKE MIX GE	RMAN CHOC 19 oz box	s	24	BX	1.25		0	6 6	7.50	
🗐 0G8-9	9271 0	CHERRIES MA	ARASCHINO 16 oz jar	s	12	JR	3.25		0	1 1	3.2	5
7H2-3	143	Cherry Kool / /ield 32 8 oz	id 19 Oz pre sweet 8 qt (256 oz) or 25.6 10 oz.	s	12	со	3.00		0	2 2	6.0	þ
E 246-0	260	OFFEE BOA	CTED 10/110 010 (E00 1107)			->-(5.20		5	2 1	5.20	b
🗐 1F0-6	165 0	CORNSTARCH	1 LB	s	24	LB	3.00		0	1 1	3.00	
0E0-9	581 0	DRESSING FR	ENCH GAL (E60-2200)	s	4	JR	5.75		0	1 1	5.7	5
2D8-1	1983 7	ORESSING FR 7244)	ENCH LO-CAL 16 oz bottle (E09-	s	1	вт	2.12		o	3 3	6.3	ò
🔲 0E0-9	584 0	DRESSING IT	ALIAN 24 oz bottle (E60-2211)	S	12	вт	1.47		0	2 2	2.9	
13	2I9-1346 4A1-6492	MILK C	HOCOLATE 1/2 PT L/F 8 OZ (E11-	2184)	P P	24 24	co co	0.30	0	33 96	33 98	9.90 41.16
E	810-1536	SOUR	CREAM 24 OZ CO		-	12	CO	0.61	0	2	2	1.22
13	1C5-5787	CORN	ON THE COB FZN		P	1	BX	15.50	0	0	3	46.50
121	187-8021	PEAS P	RZN		P	12	LB	2.85	0	15	15	42.75



Enc Clyne (OC

- Unit Info TAB lists the unit's point of contact information. The unit name is listed in the header of the page. h.
- Supplier Info TAB lists the vendor or military unit information and point of contact information. i.

j. Ship To TAB lists the location the unit will be feeding, check to see if the location differs from the units home station and if so if other units feeding in the same area. (Note: an additional document may be required to track feeding locations to maximize consolidation with cooking units).

Cardholder TAB identifies who will be paying for the groceries. k.

<i>l.</i> <i>Remarks</i> TAB check the remarks tab to insure required information is listed	Uruer Current Status: Submitted Account: USAR IDT/BA ~ Unit Name: 56th Engr Diggers (CC) Projected Cost/Earnings: 734.96 / 452.40 Purpose: Training ~ RDD: 2011-03-04 Friday Requisition Number: 20110304 WERICA GROCER 00001	=
7) Document or Control Number	Meal Summary Item Data Unit Info Supplier Info Ship To Cardholder Remarks Current Remarks	
8) Feeding plan	Additional items are approved. BOH shows 5 cans of coffee on hand, additional coffee was removed from this request.	
	Previous Remarks	
9) Training information or	Date Status User Remarks	
any additional information to	2011-03-06 Sun Submitted Clyne, Eric W90JDS-1024-3000, MUTA 4, 4-5 Mar 11 0700-1830hrs. Corn added to enhance the menu.	
support any meal changes.	2011-03-06 Sun Uneuhmittad Chuna Eric Ordar created (Sustam Canarated)	1

m. Current Remarks under the Remarks TAB, enter appropriate remarks to support changes, approval, or disapproval.

n. Approve button will approve the request.

o. Email a copy of the approved Detail Report to the USPFO-FS Commodity Manager if required.

p. Disapprove button will return the request as disapproved but will allow the requestor to **REOPEN** the request and re-submit the request.

Void button will q. void out the request. The unit will not be able to re-submit the request. Cancellation or change in training dates will require the

request to be voided.

Prir	nt Detail	Approve	Disapprove Void				Delete	a 🗌	Save	Save & R	leturn (Cancel	
Orc	der : WERIC	A	Current Status:		Sub	mitte	ed	Acco	Int: USA	R IDT/BA 👻			
Unit	Name: 56th E	ingr Diggers (CC)	Projected Cost/E	arnin	gs: 734	.96 /	452.40	Purpo	se: Traini	ng	-		
RDD	2011-0	03-04 Friday	Requisition Numb	er:	201	1030	4 WERICA G	ROCER	00001				
		The set De tre			-6-		ohia Ta					-	
Me	al Summary	Item Data	Unit Info Sup	oller I		_	Ship To		ardnoidei	Г Р	(emarks		
Cheo	cked Item <mark>s:</mark>	Delete			Filte	er: A		•					
	TIIN		Item Name	P/9	S UPK Qty	U	I Price	вон	Require Qty	d Order Qt	ty Ext. Pri	ice	
	0G8-9271	CHERRIES MARA	SCHINO 16 oz jar	S	12	JR	3.25	0	1	1	3.2	5	^
	7H2-3143	Cherry Kool Aid yield 32 8 oz or	19 Oz pre sweet 8 qt (256 oz) 25.6 10 oz.	s	12	со	3.00	0	2	2	6.0	o	н
	2H6-5369	COFFEE ROAST	ED 10/1 LB BAG (E09-1137)	s	1	LB	5.20	5	2	1	5.2	0	
	1F0-6165	CORNSTARCH 1	LB	s	24	LB	3.00	0	1	1	3.0	0	
	0E0-9581	DRESSING FREN	CH GAL (E60-2200)	S	4	JR	5.75	0	1	1	5.7	5	
	2D8-1983	DRESSING FREN 7244)	CH LO-CAL 16 oz bottle (E09-	s	1	вт	2.12	0	3	3	6.3	6	

The unit has a BOH of 5 cans of coffee and is requesting to order an additional can of coffee. The OC has selected the can for deletion, note the line is highlighted. After selecting the item by checking the box on the left the OC can click on the **DELETE** button to remove the item form the grocery list.

Print Detail Approve D	Dicapprove the order	Delete	Save	Save & Return	Cancel
	Disapprove the order				
Order					
UIC: WQKBA3	Current Status:	Submitted	Account:	USAR IDT/BA 👻	
Unit Name: 43D ORD Co (CC)	Projected Cost/Earni	ngs: 1,239.75 / 428.04	Purpose:	Training	-
RDD: 2011-01-28 Friday	Requisition Number:	20110128 WQKBA3	GROCER 000	01	
Meal Summary Item Data	Unit Info Suppl	ier Info Ship To	Ca	rdholder	Remarks
Coordinate with 56th ENGR Co f	or feeding in the Same Ar	mory.			*
Provious Remarks					
TTEVIOUS KEITIUKS					

2. **CONTRACTED MEALS**. Meals that exceed the authorized GPC amounts will require a contract. A warning triangle will be displayed to the right of the UIC.

> a. Input the request into GFEBS, PRWeb or as required by the Purchasing and Contracting office.

b. Enter the date the request was entered into GFEBS, PRWeb or as required by the Purchasing and Contracting office.

c. Once all the TABs have been reviewed and the request is ready for approval, click on <u>*Pend.* Contract</u> button. The request cannot be approved until a contract number is awarded and a vendor is approved.

- 6) Enter the contract number.
- Pend. Contract Print Detail Approve Disapprove Void Print PR&C Order WERICA UIC: Account: USAR IDT/BA Submitted Unit M e: 56th Engr Diggers (CC) Projected Cost/Earnings: 15,627.17 / 8,924.00 Purpose: Tra 2011-03-07 Monday 20110307 WERICA GROCER 00001 RDD: Requisition Number: Unit Info Supplier Info Ship To Cardholder Item Data Remark 275 NGNE 21 DAY MENU 2011-03-07 Mo Breakfast 2011-03-07 Mor Lunch 275 14 Day MO 2011-03-07 Mor Dinne 275 OH 21 Day Me 2011-03-08 Tue reakfast 375 14 Day MO 2011-03-08 Tue Lunch 375 14 Day MO 2011-03-08 Tue Dinner 375 21 Day NGFL Menu 2011-03-09 Wed Breakfast 375 OH 21 Day Men 2011-03-09 Wed Lunch 375 14 Day MO 375 14 Day MO 2011-03-09 Wed Lunch

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- 7) Select the supplier that was awarded the contract
 - (a) If it is the Candidate Supplier check the Approved Supplier radio button at the bottom of the vendor info.

(b) If the vendor is someone other than the Candidate Supplier, check the Additional Suppliers by clicking on the dropdown arrow and select the vendor.

- (c) If the vendor is not listed click on CREATE button to add the vendor that was awarded the contract.
- 8) Enter any Remarks that may be required such as a COR appointment, adjustments to headcounts etc...

9) Once the contract information has been enter and the request is ready for approval, click on the <u>APPROVE</u> button located at the top of the page.

10) E-mail a copy of the approved *Detail Report* to the USPFO-FS Commodity Manager if required.

3. **CLOSING A PREPARED MEAL REQUEST**. Units will submit within 5 working days following the battle assemble, DA Form 5913 – Report with a copy of a detailed register receipt from the vendor Documents may be in hard copy or electronic.

4. **OPEN TRANSACTION REPORT**. The Open Transaction Report identifies any open transactions and missing headcounts. The Open Transaction Report should be run monthly to insure units are maintaining their transactions up to date. The report is broken down by unit.

5. SUPPORT DOCUMENTS REQUIRED (hardcopy or digitally) to be maintained per ARIMS:

- a. DA 5913 Request.
- b. DA 5913 Report.
- c. Copy of the GPC Receipt.
- d. Change in Menu Memorandum (if required).

Date Printed: 2011-	01-31 0857 Mon	day Open T Report Per	Transactions Report riod:	AJK-A003-1				
	The following transactions require user action to ensure they are posted or deleted against the selected report period.							
Intermediate Com Customer Name: UIC: WERICA <u>OPEN TRANSACTI</u>	mamad: All 56th Engr Dig(<u>ONS</u>	yers (CC)						
Transaction Type	. Unreceipted	Orders						
<u>Customer Name</u> 56th Engr I <u>MISSING HEADCO</u>	Diggers (CC) UNI	<u>Transaction Date</u> 2011-01-29	Control Number 20110129 WERICA GROCER 00001					
<u>MealDate</u> 2011-01-22 2011-01-29	<u>Meals</u> DIN LUN							

6. ACCOUNTING WINDOW.

a. Unit's that do not close out subsistence request within the accounting window may be required to consume operational rations for the next battle assembly

b. Battalion Commanders that have units that do not close out their subsistence request within the accounting window will be required to submit to the G4-FPM a memorandum explaining why the unit failed to close out their subsistence request and measures to prevent future occurrences.

Accounting Period	Closed out Date Accounts Locked
January	15 March
February	15 April
March	15 May
April	15 June
May	15 July
June	15 August
July	15 September
August	15 October
September	15 November
October	15 December
November	15 January
December	15 February

CHAPTER 4 REPORTS

1. <u>User Access Report</u> The user access report provides information regarding the system management of users that have access to what units and if they are the primary users for that unit.

This report contains information that . Search Value: Role(s): OPCMD, INTCMD, RSUNIT, VET Unit	is subject to the protections Fo	s of The Privacy Act of 1974, as amended. pr:NGNE G4-LOG (OC) Primary
Search Value: Role(s): OPCMD, INTCMD, RSUNIT, VET Unit	Role	Primary
Role(s): OPCMD, INTCMD, RSUNIT, VET	Role	Primary
Unit	Role	Primary
	0.0.7702	
User: Barrett, Ryan (ryan.g.barrett) 3	ugening.parrett@us	army.mil
DET 2, CO A RRB (W81K50) (CM)	Army Reserve Unit	\checkmark
DET 3, CO A RRB (W81K50) (CM)	Army Reserve Unit	
User: Behnk, Austin (austin.behnk) 309	-1787 austin.behnk@us.arm	y.mil
DET 5, CO A RRB	Army Reserve Unit	\checkmark
User: Blackwell, Heath (heath.blackwell)	heath.blackwell@us.ar	my.mil
NE ARNG MED COMMAND DET (W90X6W) (CM)	Army Reserve Unit	\checkmark
User: Bruce, Chad (chad.bruce) 309-715	8 chad.bruce@us.army.mil	
Co A RR Bn (IC)	Intermediate Command	\checkmark
Co A RR Bn	Army Reserve Unit	
User: Campbell, Bryan (bryan.j.campbell)	bryan.j.campbell@us.a	army.mil

2. <u>Open Transaction Report</u> Should be run at least once a month. This report provides information regarding open transactions and missing headcounts.

Date Printed: 2011	-03-06 1122 Su	nday Open Ti Report Peri	ransactions Report od: 2011-01-01 - 2011-03-06	AJK-A003-1
	**********	******	****	
	The fol posted	lowing transactions re or deleted against the	equire user action to ensure they are e selected report period.	
	********	*****	*********	
Intermediate Con Customer Name: UIC: WQKBA3	umand: All 43D ORD Co (W90JDS) (CC)		
OPEN TRANSACT	IONS			
Transaction Typ	e: Unreceipte	ed Orders		
Customer Nam	<u>e</u>	Transaction Date	Control Number	
43D OPD Co	(N90.TDS) (CC)	2011-02-01	20110201 NOVERS CROCER 00001	
102 010 00	(450025) (00)	1011 01 01	ZUIIUZUI WQKBRS GROCER UUUUI	
43D ORD Co	(W90JDS) (CC)	2011-02-24	20110224 WQKBA3 CATMLS 00001	
43D ORD Co	(W90JDS) (CC)	2011-02-24	20110224 WQKBA3 CATMLS 00001	
43D ORD Co	(W90JDS) (CC)	2011-02-24	20110224 WQKBA3 CATMLS 00001	
43D ORD Co	(W90JDS) (CC)	2011-02-24	20110224 WQKBA3 CATMLS 00001	
43D ORD Co 43D ORD Co <u>MISSING HEADCO</u> <u>Meal Date</u>	(W90JDS) (CC) (W90JDS) (CC) <u>UNT</u> <u>Meals</u>	2011-02-24	20110224 WQKBA3 CATMLS 00001	
MISSING HEADCO MISSING HEADCO Meal Date 2011-01-17	(W90JDS) (CC) <u>OUNT</u> <u>Meals</u> DIN	2011-02-24	20110224 WQKBA3 CATMLS 00001	
MISSING HEADCO <u>Meal Date</u> 2011-01-17 2011-01-18	(W90JDS) (CC) (W90JDS) (CC) <u>DUNT</u> DIN LUN	2011-02-24	20110224 WQKBA3 CATMLS 00001	
MISSING HEADCO <u>Meal Date</u> 2011-01-17 2011-01-18 2011-02-01	UNT <u>Meals</u> DIN LUN LUN	2011-02-24	20110224 WQKBA3 CATMLS 00001	

3. *Earnings and Expenditure Report*. The Earnings and Expenditure Report is a monthly report the shows the activity of the unit during the reporting month.

ining Fac	ility: 56th	Engr Digg	gers (CC)					UIC: WERICA		Accou	nting Period: Febru	ary, 2011
DFA:	8.71	BRK	1.74		LUN:	3.48		DEN: 3.49	BRN: 3.92	SUP:	4.79	
upplemen	ital Allowance	08										
Post Date	Trans. Date	<u>Trans.</u> Desc.	BRK	LUN	Headcoun <u>DIN</u>	BRN	SUP	Earning: Today	Cumulative Earnings	Expenses Today	Cumulative Expenses	Differen
	03-Feb	HC	0	56	200	0	0	892.88	892.88	0.00	0.00	(892.88
3-Feb	03-Feb	GROCER						0.00	892.88	914.91	914.91	22.0
7-Feb	05-Feb	GROCER						0.00	892.88	546.93	1,461.84	568.9
9-Feb	09-Feb	IAMA						0.00	892.88	(12.00)	1,461.84	568.9
l-Feb	11-Feb	IAMA						0.00	892.88	(3.56)	1,461.84	568.9
	15-Feb	HC	0	1100	0	0	0	3,828.00	4,720.88	0.00	1,461.84	(3,259.04
5-Fab	15-Feb	IAMA						0.00	4,720.88	(64.69)	1,461.84	(3,259.04
7-Feb	15-Feb	GROCER						0.00	4,720.88	2,452.56	3,914.40	(806.48
6-Feb	16-Feb	IAMA						0.00	4,720.88	(3.81)	3,914.40	(806.48
	17-Feb	HC	0	137	0	0	0	476.76	5,197.64	0.00	3,914.40	(1,283.24
8-Feb	17-Feb	GROCER						0.00	5,197.64	499.39	4,413.79	(783.85
8-Feb	18-Feb	IAMA						0.00	5,197.64	26.45	4,413.79	(783.85
-	HC – GROO	Headcor CER – G	unt Frocery	Order					- HML - LPRO	2 – Holiday I CT – Local I	Meal Purchase	

4. <u>Account Status Report</u> The Account Status Report shows the beginning inventory cost, purchases, expenses and ending inventory. The report can be run for the month, quarter or fiscal year.

Date Printed: 2011-03-06 1328 Sunday	Account Status Report AJK-A001-1
UIC: WERICA	Accounting Period: February, 2011
Customer: 56th Engr Diggers (CC)	Open/Closed: Open
Beginning Inventory Type: ACCOUNTABLE Date: 2011-01-31	9.51
Purchases	4,413.79
Total Available	4,423.30
Ending Inventory Type: ACCOUNTABLE	13.32
Date: 2011-02-20 Actual Expenses (Available - Ending)	4,409.98
Earnings	5,197.64
Account Status	-787.66

5. *Accountable Inventory Report*. The Accountable Inventory Reports are available for assigned units which provide the Variance Report and Inventory Report.

Customer(s) Filter Intermediate Command Search Value: Search Type:	ALL • Name •	UIC		·	Select a Customer 1075th TC Co (CM) 4-33rd AB SCC (CC) 43D ORD Co (W90JDS) (CC) 43rd Avation Bn (M) (W87ESF) (CC) 56th Engr Diggers (CC)	
Get Inve	ntories	Cance	al			
	Number	of Inve	entories: 9		T	
	Number	of Inve	Inventory Date	Post Date	Inventory Type	Voided
	Number	of Inve	Inventory Date 2011-03-02	Post Date	Inventory Type Monthly Inventory: ACCOUNTABLE	Voided
	Number		Inventory Date 2011-03-02 2011-02-20	Post Date 2011-03-02 1048 2011-02-20 1320	Inventory Type Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE	Voided
	Number		Inventory Date 2011-03-02 2011-02-20 2011-02-07	Post Date 2011-03-02 1048 2011-02-20 1320 2011-02-07 1133	Inventory Type Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE	Voided
	Number		Inventory Date 2011-03-02 2011-02-20 2011-02-07 2011-02-07	Post Date 2011-03-02 1048 2011-02-20 1320 2011-02-07 1133 2011-02-07 1118	Inventory Type Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE	Voided
	Number		Inventory Date 2011-03-02 2011-02-20 2011-02-07 2011-02-07 2011-02-07 2011-01-31	Post Date 2011-03-02 1048 2011-02-20 1320 2011-02-07 1133 2011-02-07 1118 2011-02-03 0840	Inventory Type Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE	Voided
	Number	of Inve	Inventory Date 2011-03-02 2011-02-20 2011-02-07 2011-02-07 2011-02-07 2011-02-07 2011-02-07 2011-02-07 2011-02-07 2011-02-07 2011-02-07 2011-02-07 2011-02-07	Post Date 2011-03-02 1048 2011-02-20 1320 2011-02-07 1133 2011-02-07 1118 2011-02-03 0840 2011-02-4 1323	Inventory Type Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE	Voided
	Number	of Inve	Inventory Date 2011-03-02 2011-02-20 2011-02-20 2011-02-07 2011-02-07 2011-02-07 2011-01-21 2011-01-22	Post Date 2011-03-02 1048 2011-02-20 1320 2011-02-07 1133 2011-02-07 1118 2011-02-03 0840 2011-01-24 1323 2011-01-22 1202	Inventory Type Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE Monthly Inventory: ACCOUNTABLE	Voided Voided Voided V V V V V V V V V V V V V V V V V
	Number	of Inve	Inventory Date 2011-03-02 2011-02-20 2011-02-20 2011-02-07 2011-02-07 2011-01-31 2011-01-24 2011-01-23 2011-01-23	Post Date 2011-03-02 1048 2011-02-20 1320 2011-02-07 1133 2011-02-07 1118 2011-02-03 0840 2011-01-24 1323 2011-01-22 1202 2011-02-16 2319	Inventory Type Monthly Inventory: ACCOUNTABLE Monthly Inventory: BOOK	Voided

6. <u>Stock Level Report</u> will let you provide three types of reports

a. Items with activity.

b. Items with negative balance on hand.

- c. Current balance on hand.
- d. All the reports combined.

7. **<u>IAMA Report.</u>** Inventory Adjustment Monetary Account report is used to manage inventory cost based on the changes in pricing during the accounting period.

Customer(s) Filter Intermediate Command Search Value: Search Type: Search	ALL -	Select a Customer 1075th TC Co (CM) 4-43rd AB SCC (CC) 43D ORD Co (W90JDS) (CC) 43rd Avation Bn (M) (W87ESF) (CC) 56th Engr Diggers (CC)
Option: Projection Date:	Show All Items Show Items With Activity Show Items w/ Negative Balance On Show Items w/ Current Balance On H Show All Items	▼ Hand tand

REMER DIGIERS (CC) REC DIS ITALIAN 24 on bottle (E60-2211) INS THOUGHND ISLE 24 of JAR (E60-2210) RING VANILLA EX 2 of BOTTLE R, BLACK, GRD, 1/16 of CO (E61-3246)	Day 15 16 15 15 15 16 18	UI JR JR JR JR CN CN CN CN CN	Qty2 2 5 1 4	UEC: MERICA New Price 1.43 3.43 3.44 1.30 1.53	Old Price 1.47 3.74 3.43 1.31 1.41	Price Change (0.04) (0.31) 0.01 (0.01) 0.12	Differen (0.00 (0.62 (0.57 (0.01 (0.01
HNG ITALIAN 24 or bottle (860-2211) ING THOUGAND ISLE 24 OS JAR (860-2210) RING VANILLA EX 2 OS BOTTLE R, BLACK, GRD, 1/16 OS CO (861-3246)	Day 15 15 16 15 15 16 18	UI BT JR JR BT CN CN CN CN	Qty 2 5 1	New Price 1.43 3.43 3.44 1.30 1.53	Old Price 1.47 3.74 3.43 1.51 1.41	Price Change (0.04) (0.31) 0.01 (0.01) 0.12	Differen {0.00 (0.00 (0.62 0.0 (0.57 (0.01 (0.01
NNS TRALIAN 24 oz bottle (E60-2211) INS THOUBAND ISLE 24 OZ JAR (E60-2210) RING VANILLA EK 2 OZ BOTTLE N, BLACK, GRG, 1/16 OZ CO (B61-3246)	15 16 15 15 16 18	DT JR JR DT CN CN CN	2 5 1 4	1.43 3.43 3.44 1.30 1.53	1.47 3.74 3.43 1.31 1.41	(0.04) (0.31) 0.01 (0.01) 0.12	(0.0) (0.0) (0.6) (0.5) (0.5) (0.0) (0.0)
ING THOUGAND ISLE 24 OS JAR (E60-2210) HING VANILLA EX 2 OS BOTTLE N, BLACK, GRD, 1/16 OS CO (B61-3246)	15 16 15 16 18	JR JR BT CN CN CN	2 5 1 4	3.43 3.44 1.30	3.74 3.43 1.31 1.41	(0.31) 0.01 (0.01) 0.12	(0.6 0.1 (0.5 (0.0)
NING VANILLA EX 2 03 BOTTLE R, BLACK, GRO, 1/16 05 CO (E61-3246)	16 15 16 18	JR BT CN CN CN	5 1 1 4	3.44 1.30 1.53	3.43 1.31 1.41	0.01 (0.01) 0.12	0.0 (0.5 (0.0)
HING VANILLA EX 2 03 BOTTLE N, BLACK, GRD, 1/16 02 CO (B61-3246)	15 15 16 18	BT CN CN CO	1	1.30	1.31	(0.01)	(0.0) (0.0)
R, BLACK, GRD, 1/16 OZ CO (861-3246)	15 16 18	CN CN CN	1	1.53	1.41	0.12	
	16 18	CN CO	4				0.
	18	CO		1.54	1.53	0.01	0.
			4	1.54	1.54	0.00	0. 0.
E ROASTED 10/1 LB BAG (E09-1137)	15	LB	3	4.62	4.27	0.35	1.
	16	LB	6	4.58	4.62	(0.04)	(0.2 0.
IX, INSTANT, SWEETENED, 3 GL YIELD, 12/22.5 OE CO	15	JR	1	5.29	5.30	(0.01)	(0.0
	18	PG	2	3.00	5.29	(2.29)	(4.5 (4.5
Punch Kool Aid 19 Oz pre sweet 8 qt (256 oz) yield	15	00	3	3.31	3.60	(0.29)	(0.8 (0.8
							189 441
	IX, INSTANT, SWEETENED, 3 GE, YIELD, 12/22.5 OS CO Punch Kool Aid 19 Oz pre anweet 8 qt (256 oz) yield	x, INSTANT, SWEETENED, 3 GL YIELD, 12/22.5 OI CO 15 18 Punch Kool Aid 19 Oz pre ameet 8 qt (256 oz) yield 15	IN INSTANT, SWEETENED, 3 GE YIELD, 12/22.5 OE CO 15 JR 18 PG Punch Kool Aid 19 Oz pre aweet 8 gt (256 oz) yield 15 CO	INSTANT, SWEETENED, 3 GE YIELD, 12/22.5 OK CO 15 JR 1 18 PG 2 Punch Kool Aid 19 OK pre awaet 8 qt (256 ok) yield 15 CO 3	IC IS С 15 1.5 IX, INSTANT, SWEETENED, 3 GL YIELD, 12/22.5 ОД СО 15 JR 1 5.29 18 PG 2 3.00 Punch Kool Aid 19 Gz pze aweet 8 qt (256 oz) yield 15 CO 3 3.31	LO IN O 1.00 1.00 IX, INSTANT, SWRETENED, 3 GL YIELD, 12/22.5 OZ CO 15 JR 1 5.29 5.30 18 PG 2 3.00 5.29 Funch Kool Aid 19 Cz pre sweet 8 qt (256 oz) yield 15 CO 3 3.31 3.60 Accuming Pu	XX, INSTART, SWRETENED, 3 GL YIELD, 12/22.5 OI CO 15 JR 1 5.29 5.30 (0.01) 18 FG 2 3.00 5.29 (2.29) Funch Kool Aid 19 Cz pre sweet 8 qt (256 oz) yield 15 CO 3 3.31 3.60 (0.29)

8. <u>*Transaction Register Report*</u> reports the transactions for each TIIN during the reporting period.

Date Printed:	2011-03-	06 1413 Sunda	_y Trar	isactio	n Reg	ister F	Report			AJK-0005	
Customer Na	me: 56th	. Engr Digge:	rs (CC)					Report Pe	riod: 2011-02 2011-02	-01 - -28	
Transaction 1	Types: DXD, ADJ, TXTO	DXF, FXG, FLIPI KREQ, LPRCT, IS UT, TRN, UIADJ,	L,FORISS,GXF,G SS,INVADJ,SOC, FXD,VET,WRMBB	SROCER, SRCT,T SV,WXW	ICEISS, XTIN,			тп	N(s): ALL		
<u>NS2</u> 8910-00-1	<u>N</u> B6-3406	<u>Item Name</u> COTTAGE CH	EESE REGULAR				<u>Perishability</u> P	UI LB	Sta	rting BOH 0	
<u>Post Date</u> 3-Feb	<u>Trans</u> <u>Date</u> 3-Feb	<u>Trans</u> <u>Code</u> GROCER	<u>Transac</u> 20110203	tion Cont WERICA	trol Numi GROCER	<u>ber</u> 00001	<u>UI</u> LB	<u>Trans Qtv</u> 7	ADJ Qty 7	Running BOH 7	
3-Feb	3-Feb	KREQ	20110203	WERICA	KREQ	00003	LB	-4	-4	3	
20-Feb	20-Feb	INVADJ	20110220	WERICA	INVADJ	00001	LB	LB -3 -3 0			
							Т	otals:	0	0	
<u>NSI</u> 8910-00-0	<u>V</u> D3-3198	<u>Item Name</u> EGGS FRESH	(E09-5229)				<u>Perishability</u> P	UI DZ	Sta	urting BOH 0	
<u>Post Date</u> 3-Feb	<u>Trans</u> <u>Date</u> 3-Feb	<u>Trans</u> <u>Code</u> GROCER	<u>Transac</u> 20110203	tion Con WERICA	trol Num GROCER	<u>ber</u> 00001	UI DZ	<u>Trans Qty</u> 3	ADJ Qty 3	Running BOH 3	
3-Feb	3-Feb	KREQ	20110203	WERICA	KREQ	00003	DZ	-2	-2	1	
7-Feb	5-Feb	GROCER	20110205	WERICA	GROCER	00001	DZ	3	3	4	
17-Feb	15-Feb	GROCER	20110215	WERICA	GROCER	00001	DZ	19	19	23	

9. *Field Menu Report*. Provides a printout of the approved menus set by the State Food Program Manager.

10. *Extended Recipe Report*. The Extended Recipe Report will provide a scaled receipt card. Enter the receipt and the number of meals to prepare and the receipt card will be adjusted to the number of meals to be prepared.

11. <u>Catered Meal Summary Report</u>. The catered Meal Summary Report provides information reguarding the unit's variance of the units approved cost, porjected headcount to the actual cost and headcount.

Date Printed:	2011-03-06	0224 Sunday		Catered Meal Summary Report						AJK-U005-1
OC Name: Er Reporting Peri	ic Clyne (OC) od:February 2	011		IC Name: 43rd Modical En (IC) Cost Per Meal Threshold:						
Meal	Meal Date	Location	Account	Purpose	Actual Meal Cost	Proj <u>HC</u>	Approved Cost Per Meal	Actual <u>HC</u>	Actual Cost Per Meal	Percent Deviation
UIC: WOKBAS	3			Unit Name: 4	43D ORD Co (W90JDS)	(CC)				
Lunch	2011-02-25	Reserve Center	USAR IDT/BA	Training	1,020.00	175	6.00	170	6.00	0.00%
Lunch	2011-02-26	Dining Facility	USAR IDT/BA	Training	0.00	50	0.00	45	0.00	0.00%
UIC: WORBAS	•			Unit Name: 4	43rd Avation Bn (M)	(W87ES	F) (CC)			
Lunch	2011-02-02	Reserve Center	USAR IDT/BA	Training	36.00	4	9.00	4	9.00	0.00%
UIC: WERICA	`			Unit Name:	56th Engr Diggers (CC)				
Lunch	2011-02-23	Reserve Center	USAR IDT/BA	Training	225.00	50	9.00	38	5.92	-52.02%
Lunch	2011-02-28	Reserve Center	USAR IDT/BA	Training	399.50	50	9.00	45	8.88	-1.35%
Lunch	2011-02-15	Reserve Center	USAR IDT/BA	Training	995.00	150	8.00	125	7.96	-0.50%
Lunch	2011-02-19	Reserve Center	USAR IDT/BA	Training	551.25	65	8.75	63	8.75	0.00%
Lunch	2011-02-27	Reserve Center	USAR IDT/BA	Training	450.00	50	9.00	50	9.00	0.00%