Automated Inventory System

User Manual

Developed by

USDA – Food and Nutrition Service

June 2009 – (Incomplete)

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Welcome Menu

```
                    WELCOME TO THE FDPIR

                 AUTOMATED INVENTORY SYSTEM


                1.  CLIENT SERVICES MENU
                2.  REPORT SYSTEM MENU
                3.  INVENTORY SYSTEM MENU
                4.  SYSTEM OPERATIONS MENU
                5.  TAILGATE SYSTEM MENU
                6.  EXIT AIS


                ENTER MENU SELECTION:  █


                USDA – Food & Nutrition Service
                Mountain Plains Regional Office
                   Food Distribution Program
                      Denver, Colorado

        AIS Windows    System Date:   February 11 2008   GR:  02.2008
```
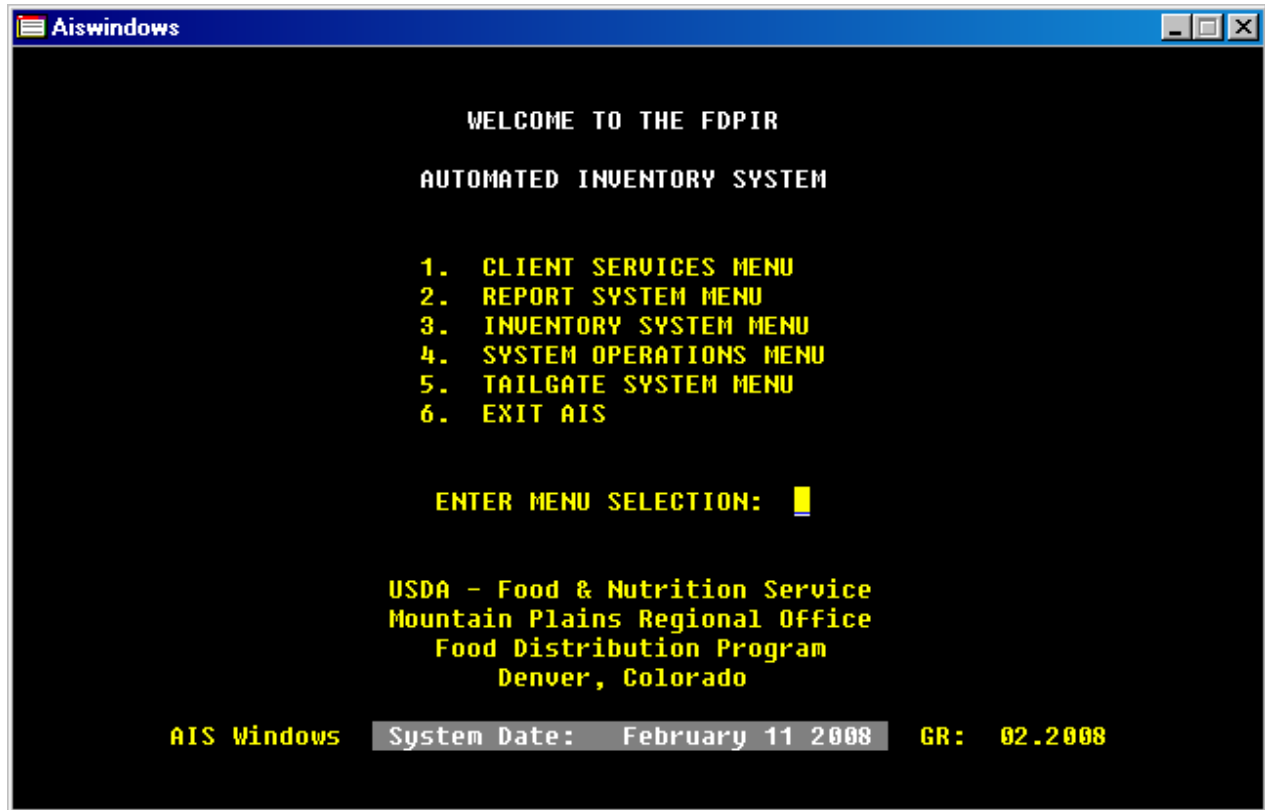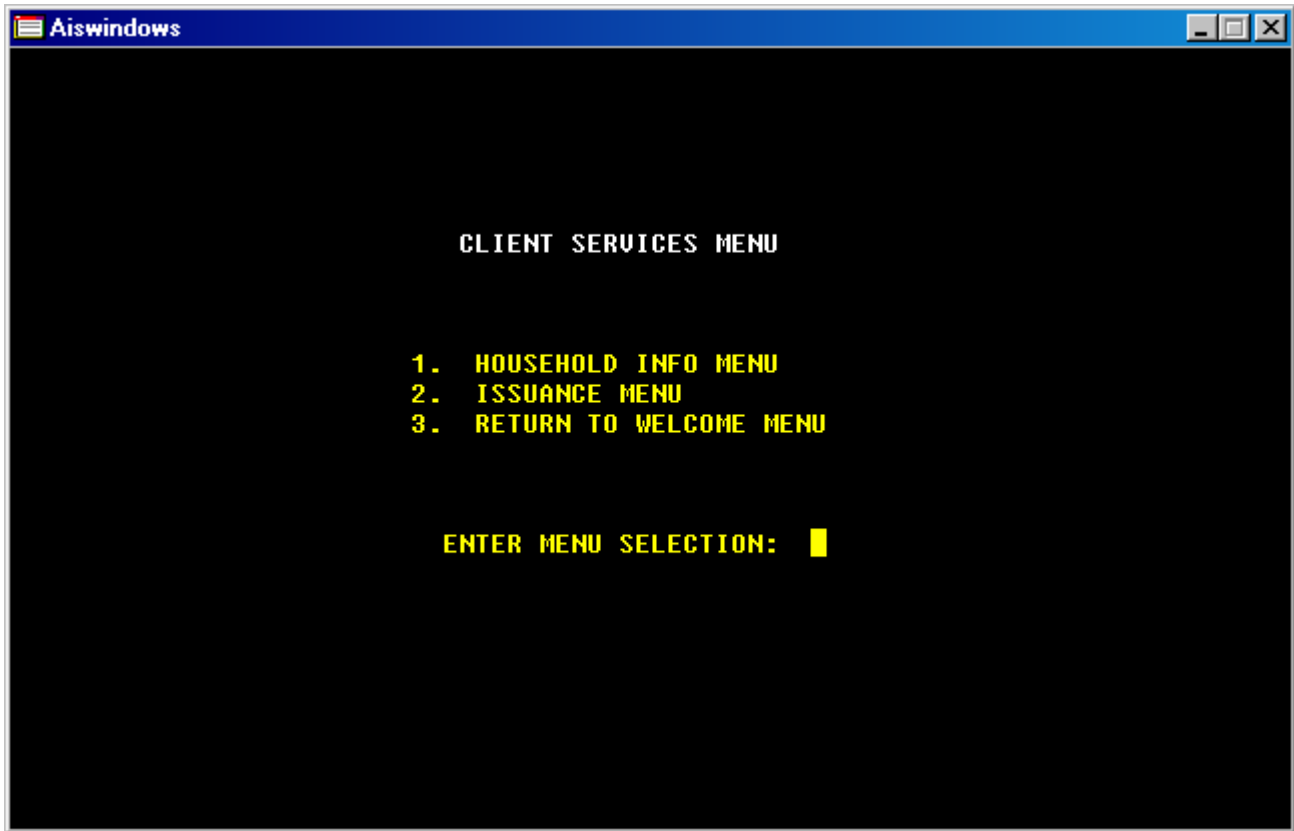
The following is a brief summary of the features available in the Automated Inventory System:

Selection	Menu Option	Features
1	Client Services Menu	• Add/update household data • Reassign household ID numbers • Retrieve a household by participant name • Issue benefits • Adjust benefits issued • View benefits issued • Void benefits issued.
2	Report System Menu	• Agency reports • Client reports • Issuance reports • Participation reports • Inventory reports • Set default printer
3	Inventory System Menu	• Commodity transactions • Void commodity transactions • View commodity balances • Barcode Settings
4	System Operations Menu	• Set agency parameters • County codes • Location codes • Various utility programs (Regional office use)
5	Tailgate System Menu	• Prepare tailgate data • Receive tailgate data • Remove tailgate data • View tailgate status

Client Services

```
Aiswindows                                              _ □ ✕



                        CLIENT SERVICES MENU


                    1.   HOUSEHOLD INFO MENU
                    2.   ISSUANCE MENU
                    3.   RETURN TO WELCOME MENU



                    ENTER MENU SELECTION:  █
```
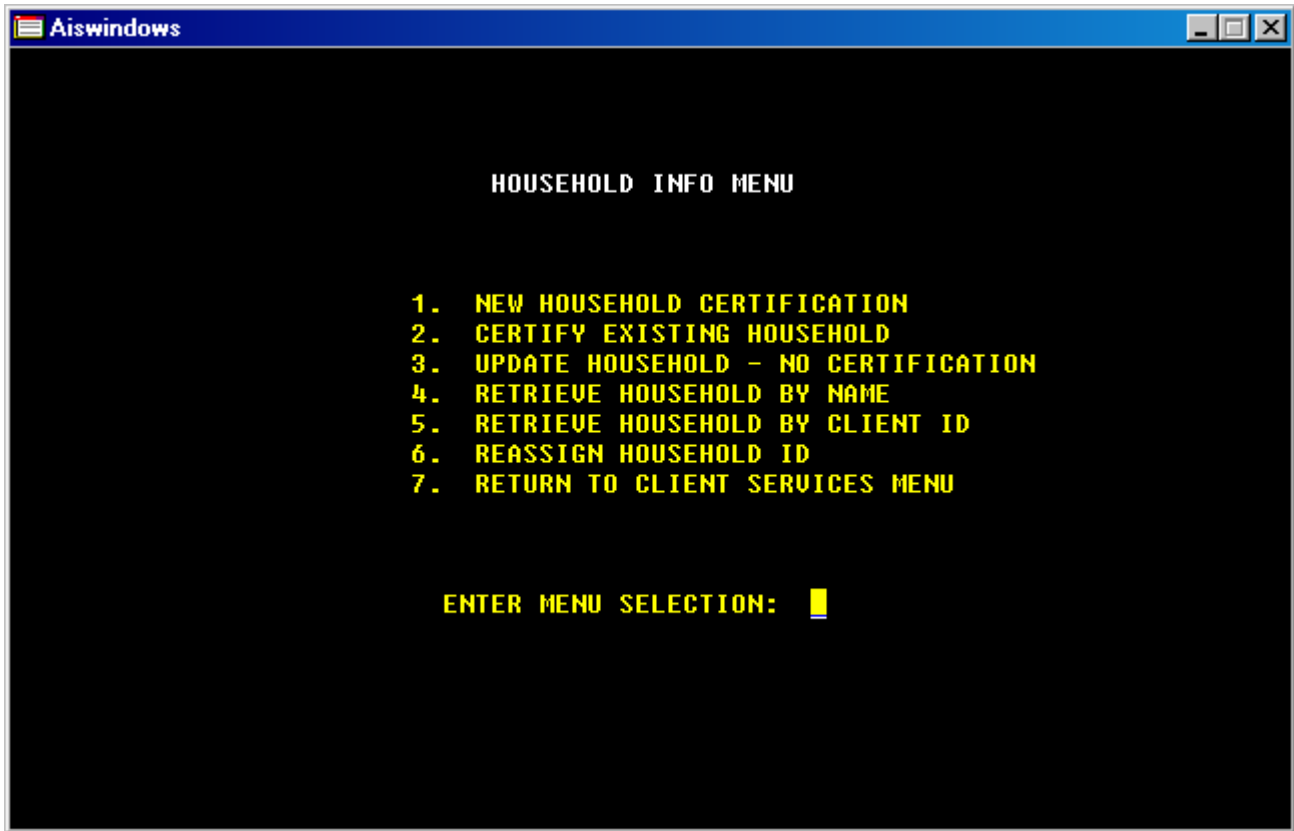
The following is a brief summary of the functions available in the Client Services Menu:

Selection	Menu Option	Functions
1	Household Info Menu	• Access the household information • Retrieve clients by name •
2	Issuance Menu	• Access the issuance functions • Retrieve clients by name • Shopping/Skip item lists • Preset issuance values

Household Info Menu

```
Aiswindows                                              _ □ ✕



                        HOUSEHOLD INFO MENU



                1.   NEW HOUSEHOLD CERTIFICATION
                2.   CERTIFY EXISTING HOUSEHOLD
                3.   UPDATE HOUSEHOLD - NO CERTIFICATION
                4.   RETRIEVE HOUSEHOLD BY NAME
                5.   RETRIEVE HOUSEHOLD BY CLIENT ID
                6.   REASSIGN HOUSEHOLD ID
                7.   RETURN TO CLIENT SERVICES MENU



               ENTER MENU SELECTION:  █
```

Selection	Menu Option	Features
1	New household data	• Sets the household data entry in add mode
2	Certify existing household	• Access to modify household size composition and certification data
3	Update household – no certification	• Household information can change but the composition of household size and certification dates are not accessible
4	Retrieve household by name	• Creates a name display search window that allows a household to be accessed by any participants name
5	Retrieve household by ID	• Creates a ID display search window that allows a household to be accessed by any participants ID.
6	Reassign household ID	• Allows for the reassignment of the head of household ID to be changed to a different value updating all corresponding transactions for the household

New Household Certification

This is an example of the household ID entry screen:

```
┌─────────────────────────────────────────────────────────────┐
│ ▤ Aiswindows                                      _ □ ✕      │
├─────────────────────────────────────────────────────────────┤
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│                NEW HOUSEHOLD CERTIFICATION                  │
│                                                             │
│                                                             │
│                  ENTER HOUSEHOLD ID:                        │
│                                                             │
│                                                             │
│                     _____                             │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│                     F3 - MENU                               │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

Enter the 9-digit ID number that will be used to identify the household. The screen will automatically advance when a valid 9-digit ID number is entered. When adding a household, if the ID entered has previously been used the following error message will display indicating the ID number entered:

HOUSEHOLD ID 111111111 ALREADY EXISTS

When updating a household, If the ID number entered has not been added the following error message will display indicating the ID requested does not exist:

HH ID 123456789 NOT FOUND

Household Data Screen

This is the display of a new household screen:

```
Aiswindows                                                            _ □ X
               FDPIR CLIENT DATA INFORMATION - CERTIFY
HH ID:    123456789       CLIENT ID: 123-45-6789        D.O.B.:      __/ /
FIRST NAME:                                   HH SIZE:
LAST NAME:                                    RACIAL CODE I/W/B/A/N:   / / / /
ADDRESS:                                      ETHNIC CODE:
CITY/ST/ZIP:                      ,           CERT. DATE:           02/11/2008
COUNTY:                                       TERM. DATE:                   /
PHONE:          000-    -       LOCATION:     STATUS CODE:
                        HOUSEHOLD MEMBER INFORMATION
MEMBER      FIRST NAME:       LAST NAME:               ID:          D.O.B.
   02
   03
   04
   05
   06
   07
   08


                MESSAGE:



  F1 - PREVIOUS    F2 - NEXT    F3 - MENU            F5 - HELP
```

This is the display of a certify screen:

```
Aiswindows                                                            _ □ X
               FDPIR CLIENT DATA INFORMATION - CERTIFY
HH ID:    111111111       CLIENT ID: 111-11-1111        D.O.B.:    1_/01/1941
FIRST NAME:   1                               HH SIZE:                     01
LAST NAME:    1                               RACIAL CODE I/W/B/A/N:  I/ / / /
ADDRESS:      1                               ETHNIC CODE:
CITY/ST/ZIP:  1                   ,  AZ  11111 CERT. DATE:          11/01/2007
COUNTY:       AA                              TERM. DATE:           10/2008
PHONE:          520-555-1212   LOCATION:      STATUS CODE:
                        HOUSEHOLD MEMBER INFORMATION
MEMBER      FIRST NAME:       LAST NAME:               ID:          D.O.B.
   02
   03
   04
   05
   06
   07
   08



                MESSAGE:



  F1 - PREVIOUS    F2 - NEXT    F3 - MENU            F5 - HELP   F8 - PRINT
```

Graphical version of add a new household:

Client Screen

FDPIR CLIENT DATA INFORMATION - CERTIFY

HH ID:	200000000	Client ID:	200000000	Date of Birth: 0 0 0
First Name:				Household Size: 0
Last Name:				Racial Code I/W/B/A/N:
Address:				Ethnic:
City/St/Zip:		0		Certified Date: 5 28 2008
County:				Termination Date: 0 0
Phone:	0 0	Location:		Status Code:

HOUSEHOLD MEMBER INFORMATION

Member	First Name	Last Name	Participant ID	Date of Birth
02				
03				
04				
05				
06				
07				
08				

F2 - NEXT   F3 - EXIT   F5 - HELP

Graphical version of certify an existing household:

Client Screen

FDPIR CLIENT DATA INFORMATION - CERTIFY

HH ID: 900000001	Client ID: 900000001	Date of Birth: 9 9 1981
First Name: 1		Household Size: 9
Last Name: NINE		Racial Code I/W/B/A/N: I
Address: 9		Ethnic:
City/St/Zip: 9 AZ 9		Certified Date: 5 27 2008
County: AA		Termination Date: 4 2009
Phone: 0 0	Location:	Status Code:

HOUSEHOLD MEMBER INFORMATION

Member	First Name	Last Name	Participant ID	Date of Birth
02	2	NINE	900000002	2 2 1982
03	3	NINE	900000003	3 3 1996
04	4	NINE	900000004	4 4 1997
05	5	NINE	900000005	5 5 1998
06	6	NINE	900000006	6 6 1999
07	7	NINE	900000007	7 7 2000
08	8	NINE	900000008	8 8 2001

F2 - NEXT   F3 - EXIT   F5 - HELP

This is the display of the Update no certification screen:

```
Aiswindows                                                          _ □ ✕
            FDPIR CLIENT DATA INFORMATION - UPDATE
HH ID:     111111111      CLIENT ID: 111-11-1111        D.O.B.:      1 /01/1941
FIRST NAME:    1                          HH SIZE:                        01
LAST NAME:     1                          RACIAL CODE I/W/B/A/N:  I/ / / /
ADDRESS:       1                          ETHNIC CODE:
CITY/ST/ZIP:   1              ,  AZ  11111 CERT. DATE:            11/01/2007
COUNTY:        AA                         TERM. DATE:               10/2008
PHONE:         520-555-1212   LOCATION:   STATUS CODE:
                    HOUSEHOLD MEMBER INFORMATION
MEMBER      FIRST NAME:      LAST NAME:              ID:          D.O.B.
   02
   03
   04
   05
   06
   07
   08


               MESSAGE:



 F1 - PREVIOUS   F2 - NEXT   F3 - MENU            F5 - HELP   F8 - PRINT
```
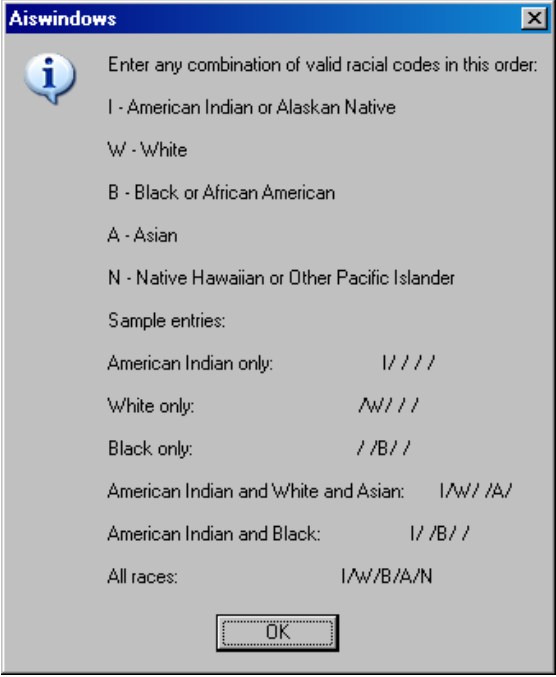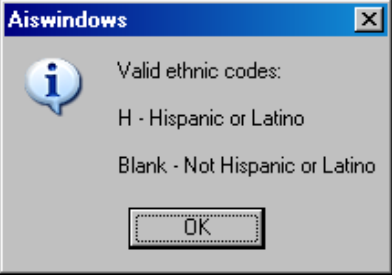
Note that the HH SIZE and CERT/TERM DATE fields are darkened to indicate they are not accessible for modification.

Household data edits

Field Name	Edit
ID	Any nine digit number not equal to 000-00-0000 or 999-99-9999
D.O.B.	Any valid date
First Name	Any entry of at least one character
Last Name	Any entry of at least one character
Address	Any entry of at least one character
City	Any entry of at least one character
St	Any valid state abbreviation
Zip	Any number greater than zero
County	A two-digit code equal to a value defined in the county code table
Phone	No entry is required
Location	A two-digit code equal to a value defined in the location code table (if used)
HH Size	A two-digit number from 01-32
Racial Code	**Aiswindows** [X] (i) Enter any combination of valid racial codes in this order: I - American Indian or Alaskan Native W - White B - Black or African American A - Asian N - Native Hawaiian or Other Pacific Islander Sample entries: American Indian only: I/ / / / White only: /W/ / / Black only: / /B/ / American Indian and White and Asian: I/W/ /A/ American Indian and Black: I/ /B/ / All races: I/W/B/A/N [OK]
Ethnic Code	**Aiswindows** [X] (i) Valid ethnic codes: H - Hispanic or Latino Blank - Not Hispanic or Latino [OK]
Cert Date	A valid date defining the beginning date of the household certification
Term Date	A valid date that does not exceed the cert date plus 11 additional months

Status Code	**Aiswindows** ☒ ⓘ Valid status codes: D - Deceased: No new issuances allowed F - Food Stamps: No new issuances allowed I - Ineligible: No new issuances allowed M - Moved: Can issue only for the current month X - Record entry error - can only be used if never issued benefits [OK]
Member First Name	Any entry of at least one character
Member Last Name	Any entry of at least one character
Member SSN	Any nine digit number not equal to 000-00-0000 or 999-99-9999
Member D.O.B.	Any valid date
Authorized Representative	**Authorized Representative Names** ☒ **HOUSEHOLD** | 111111111	1	1 | **AUTHORIZED REPRESENTATIVE** NAME1: MR. X NAME2: | NAME3: **F1 - No Representatives F3 - Exit F5 - Save Entry**
Message	Any entry - optional
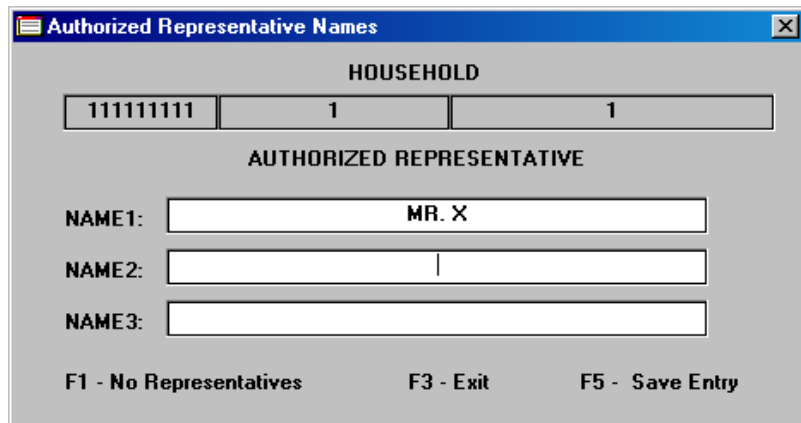
Household Screen Function Keys:

F1 – PREVIOUS	Pressing the F1 key when visible will make the cursor go to the previous field.
F2 – NEXT	Pressing the F2 key will make the cursor advance if the data in the present field passes the edit check.
F3 – MENU	Pressing F3 will return you to the menu screen and will NOT save any changes.
F5 – HELP	Pressing F5 on any field will display a help message.
F6 – DO NOT DELETE	When reducing the household size the F6 key causes you to advance to a different member to remove from the household.
F7 – OK TO DELETE	When reducing the household size the F7 key causes you to delete a member from the household.
F8 – PRINT	Pressing F8 will provide a printout of the current screen display

Decreasing the size of the household

If the size of the household as entered is greater than the current size changing the entry in the HH SIZE field will automatically enter the display into the delete household member process. To delete a specific member(s), place a D next to the name of the participant to be deleted from the household.

```
RUN Mainmenu                                                    _ □ ×
   CLIENT ID:    100000011      SSN:  100-00-0011    D.O.B.:        01-01-1911

   FIRST NAME:   ARNOLD                              HH SIZE:             07
   LAST NAME:    PALMER                              ETHNIC CODE:          I
   ADDRESS:      A                                   CERT. DATE:  12/04/2002
   CITY/ST/ZIP:  A            ,  AZ  00001           TERM. DATE:     11/2003
   COUNTY: AA    PHONE: 000-        LOCATION:        STATUS CODE:


                    DELETE HOUSEHOLD MEMBER PROCESS

           ORIGINAL HH SIZE:   08       HH MEMBERS TO DELETE:   01
           NEW HH SIZE:        07       HH MEMBERS DELETED:     00

  MEM #      CLIENT NAME                       SSN        D.O.B.      DEL
    02    EDWARD        PALMER              101-99-9999  11/11/1999    D
                    ENTER 'D' IN DEL FIELD TO DELETE


              F6 - DO NOT DELETE              F7 - OK TO DELETE
```

Graphical version of decreasing the household size when a change is entered in the hh size field:

Remove all household members ⊠

⚠ Change the size of this household?

Click YES to change the size of this household

Click NO to retain the original household size

[Yes]　　[No]

Delete Household Members ⊠

Delete Household Member Process

Original Household Size	9	Number of members to delete	1
New Household Size	8	Number of members deleted	0

Member　2

Name　　2　　　　NINE

ID　　900000002

Date of Birth　2　2　1982

PRESS F7 to Delete this participant

F2 - Next　　F3 - Exit　　F7 - Delete　□

Client Network Procedures

If an attempt is made to update a record that is already in use on the network this error message displays:

To resolve, simply wait for another user on the network to close and save the requested record.

Retrieve Household By Name

```
AISLoadName - ClientName                                              ☒

        Client Name                    Client ID      Household ID
  ┌──────────────────────────────────────────────────────────────┐ ▲
  │1                    1                111111111      111111111 │
  │7                    7                777777777      777777777 │
  │888888888888888888888 88888888888888  000000024      888888888 │
  │BAKEA                CAEAENT          612430311      612430311 │▲
  │BAKEA                DANA             000000014      612430311 │
  │BAKEA                IAEA             613730056      613730056 │
  │BAKEA                JANAT            612997266      612997266 │↕
  │BELLA                CAYATAL          613074955      613797791 │
  │BELLA                KAYALOUISE       612636367      612358323 │
  │BELLA                RACAEL           613413036      613413036 │↕
  │BLUEAEARTH           LARAN            612136770      613753892 │
  │CHASANG HAWK         DACA             612138755      613430129 │
  │CLAYAORE             TARAANCE         612774458      612774458 │
  │DRAGA WOLF           CACALIA          613295543      613295543 │
  │EIGHT                1                000000023      888888888 │▼
  │EIGHT                2                888888887      888888888 │
  └──────────────────────────────────────────────────────────────┘

          ┌──────────────┐        ┌──────────────┐
          │     OK       │        │   CANCEL     │
          └──────────────┘        └──────────────┘
```

To begin a quick search for any household member by name, click on any name and start typing the desired last name. Once letters are typed, names that match are being filtered in the background. You can also use the arrow buttons on the right hand side to scroll up or down or the double arrow buttons for entire pages of names. With any name desired highlighted, click on OK to display that household.

```
AISLoadName - ClientName                                              ☒

        Client Name                    Client ID      Household ID
  ┌──────────────────────────────────────────────────────────────┐
  │MANNA                SADAE            612559708      612559708 │
  │MAYEA                EAAANE           628494742      628494742 │
  │MAYEA                SAAAE            615281172      628494742 │▲
  │MEYEAS               DADAENE          C1220EC01     C1220EC01  │
  │ME MORGAN                                                      │
  │MEYEAS               WASAEY           612957107      658611004 │
  │MORGAN               DANAA            613557398      613557398 │↕
  │MORGAN               DANALD           627459491      613557398 │
  │MOUNAAIN             AAIAE            612011906      612011906 │
  │MOUNAAIN             CAMALLE          613090567      612011906 │
  │NEZ A                DANAIS           637638512      612459234 │↕
  │NEZ A                PAUAINE          612459234      612459234 │
  │ROMEAO               GARAON           612174556      613770371 │
  │ROMEAO               KATARYN          613770371      613770371 │
  │ROMEAO               NATAANIEL        696475474      613770371 │▼
  │ROSSA                BATAY            613797791      613797791 │
  └──────────────────────────────────────────────────────────────┘

          ┌──────────────┐        ┌──────────────┐
          │     OK       │        │   CANCEL     │
          └──────────────┘        └──────────────┘
```

Retrieve Household By ID

Client ID	Household ID	Client Name		Term Date
000000016	000000016	ONE	SIXTEEN	11/2005
000000022	222222222	TOO	TWO	07/2009
108888888	888888888	10	8	04/2009
111111111	111111111	1	1	10/2009
111222333	666666666	S5	SIX	01/2006
112233221	666666666	S4	SIX	01/2006
118888888	888888888	11	8	04/2009
222222222	222222222	TU	TU	07/2009
222222222	666666666	S6	SIX	01/2006
333330000	333333333	THREE	THREE	07/2009
333333330	333333333	ONE	THREE	07/2009
333333331	333333333	TWO	THREE	07/2009
444444440	444444444	GO	FORE	09/2008
444444441	444444444	FOR	FORE	09/2008
444444444	444444444	EYES	FORE	09/2008
608390096	608390096	RALAH	WHEEAER	12/2003

OK   CANCEL

To begin a quick search for any household member by ID, click on any ID and start typing the desired ID number. Once numbers are typed, ID's that match are being filtered in the background. You can also use the arrow buttons on the right hand side to scroll up or down or the double arrow buttons for entire pages of ID's. With any ID desired highlighted, click on OK to display that household.

Client By ID Access

Client ID	Household ID	Client Name		Term Date
666666666	888888888	8888888888888	8888888888888888888	04/2009
666666666	444444444	TWOBY	FORE	09/2008
666666666	666666666	SIXTY	SIX	01/2006
666cccccc	ccccccccc			01/2006
666 667384626				
667384626	613778640	SAEAEN	KISEA	12/2004
696475474	613770371	NATAANIEL	ROMEAO	12/2003
728413371	615636169	VACAORIA	WINDA BOY	12/2003
777777777	777777777	7	7	12/2005
888888882	888888888	7	EIGHT	04/2009
888888883	888888888	6	EIGHT	04/2009
888888884	888888888	5	EIGHT	04/2009
888888885	888888888	4	EIGHT	04/2009
888888886	888888888	3	EIGHT	04/2009
888888887	888888888	2	EIGHT	04/2009
888888888	888888888	1	EIGHT	04/2009

OK   CANCEL

Upon selection of a name or ID for a household you will be prompted to selected the action you desire:

Aiswindows

⚠️ Do you want to certify this household?

Yes - Take me to the certification screen

No - This household just needs updating

[Yes] [No]

Reassign Household ID

The reassign household ID function enables the current household ID to be modified to another value and changes all records associated with that household to be updated with the current household ID.

```
Aiswindows                                                    _ □ ☓

                    REASSIGN HOUSEHOLD ID

                  ENTER HOUSEHOLD ID:

                       _____


              F3 - MENU        F5 - HELP
```

```
Aiswindows                                                    _ □ ☓

        CURRENT ID:    111111111
        FIRST NAME:    1
        LAST NAME:     1



        ENTER NEW ID FOR THIS RECORD: 123456789




     F1 - NEW ID      F3 - MENU            F7 - SAVE ENTERED ID _
```

Reassign Household ID in graphical display:

Reassign Household ID

REASSIGN HOUSEHOLD ID

Enter the Household ID to be reassigned: [   ]

F3 - EXIT

Reassign Household ID

REASSIGN HOUSEHOLD ID

Enter the Household ID to be reassigned: [123456789]

Head of Household Name: 1   1

Last Issued: 01/07/2008

Household Size: 1

Enter the new Household ID: [111111111]

F1 - ENTER NEW ID   F3 - EXIT   F7 - SAVE CHANGES [ ]

Issuance Menu

```
Aiswindows                                          _ □ ✕



                          ISSUANCE MENU


                   1.   ISSUE TO HOUSEHOLD
                   2.   RETRIEVE HOUSEHOLD BY NAME or ID
                   3.   ADJUST ISSUANCE
                   4.   VOID ISSUANCE
                   5.   VIEW ISSUANCE
                   6.   SHOPPING LIST
                   7.   SKIP ISSUANCE STATUS REPORT
                   8.   PRESET ISSUANCE MENU
                   9.   RETURN TO CLIENT SERVICES MENU

                   ENTER MENU SELECTION:   █
```
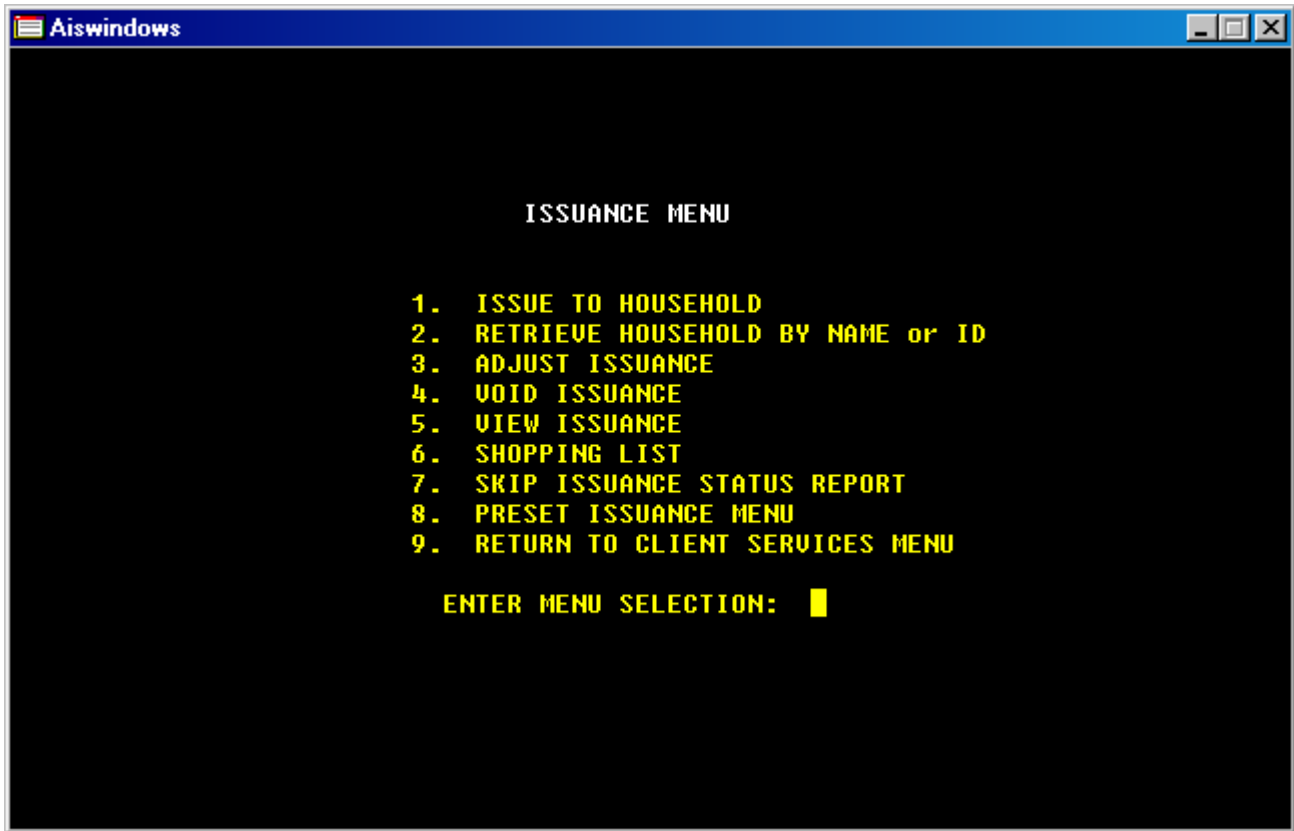
Selection	Menu Option	Features
1	Issue to Household	• Used to issue commodities for the first time each month.
2	Retrieve By Name or ID	• Creates a name or ID display search window that allows a household to be accessed by any participants name.
3	Adjust Issuance	• Used to modify the initial issuance during the month.
4	Void Issuance	• Used to void an entire issuance as if no issuance had taken place.
5	View Issuance	• Used to view the issuance activity to date for the requested issuance month.
6	Shopping List	• Creates a printout of food items available in inventory for issuance to the participating household.
7	Skip Issuance Status Report	• Lists the items that are skip items and displays the date when the item is next available.
8	Preset Issuance Menu	• Used to predefine the items clients will receive during the issuance.

Issue to Household
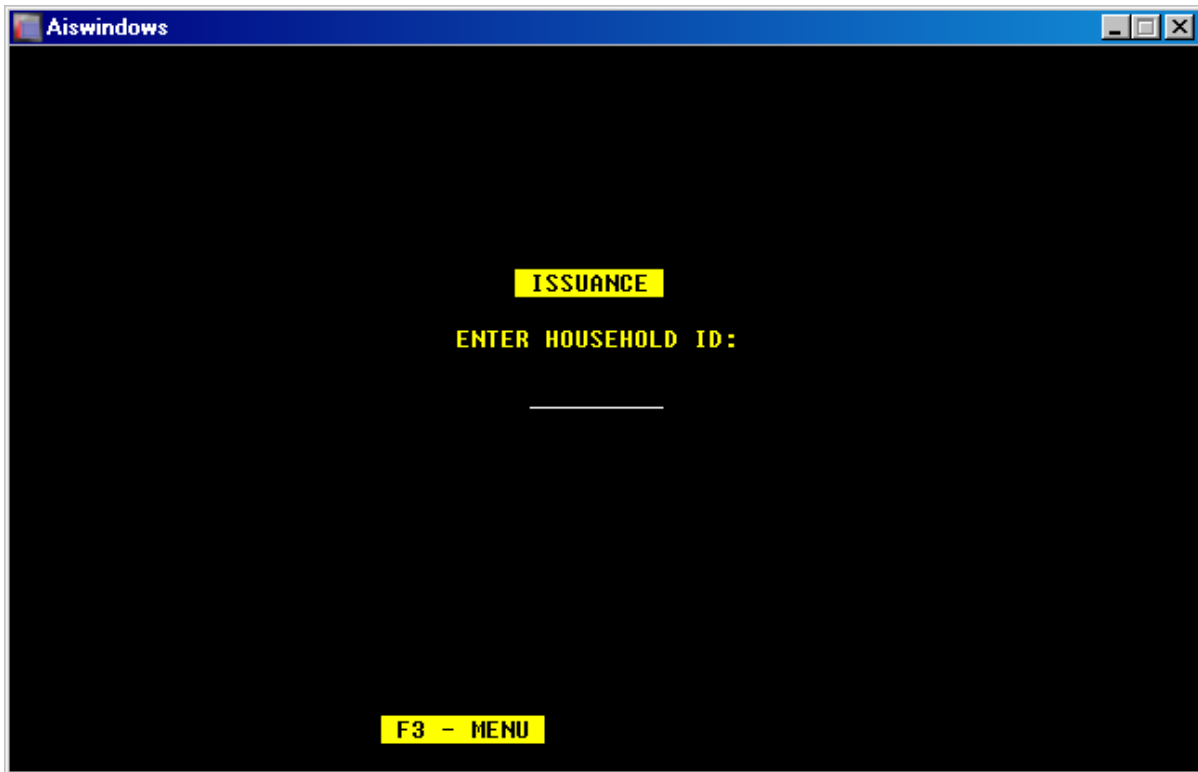
Issuance in graphical display:
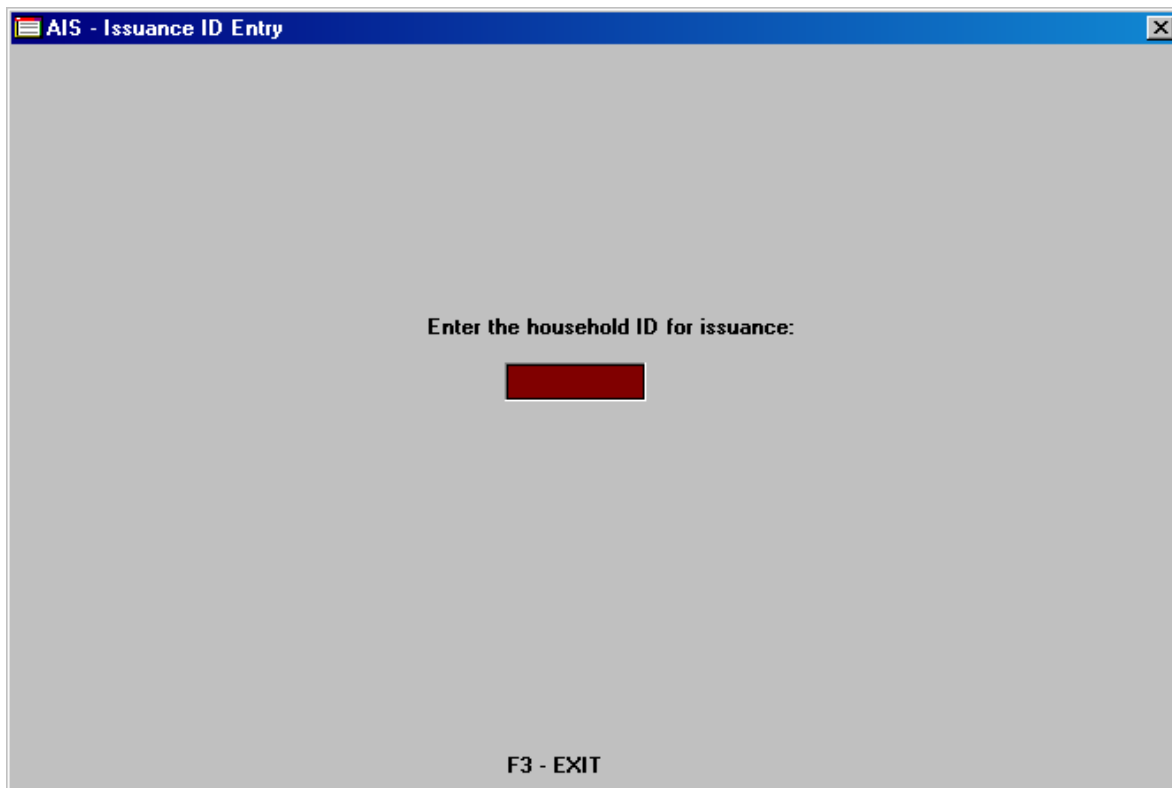
The available issue dates are this month and the previous month depending on the last issuance and certification dates. The default is today's date.

Aiswindows

```
ID: 111111111      HH NAME: 1              1                        HH SIZE: 01
CERTIFIED:07/01/2007-06/2008 LAST ISSUE: 04/15/2008 ENTER ISSUE DATE: 5_/28/2008




                              ENTER VALID ISSUE DATE


          F7 - AUTH. REP.   MESSAGE:

                    F2 - NEXT    F3 - MENU
```
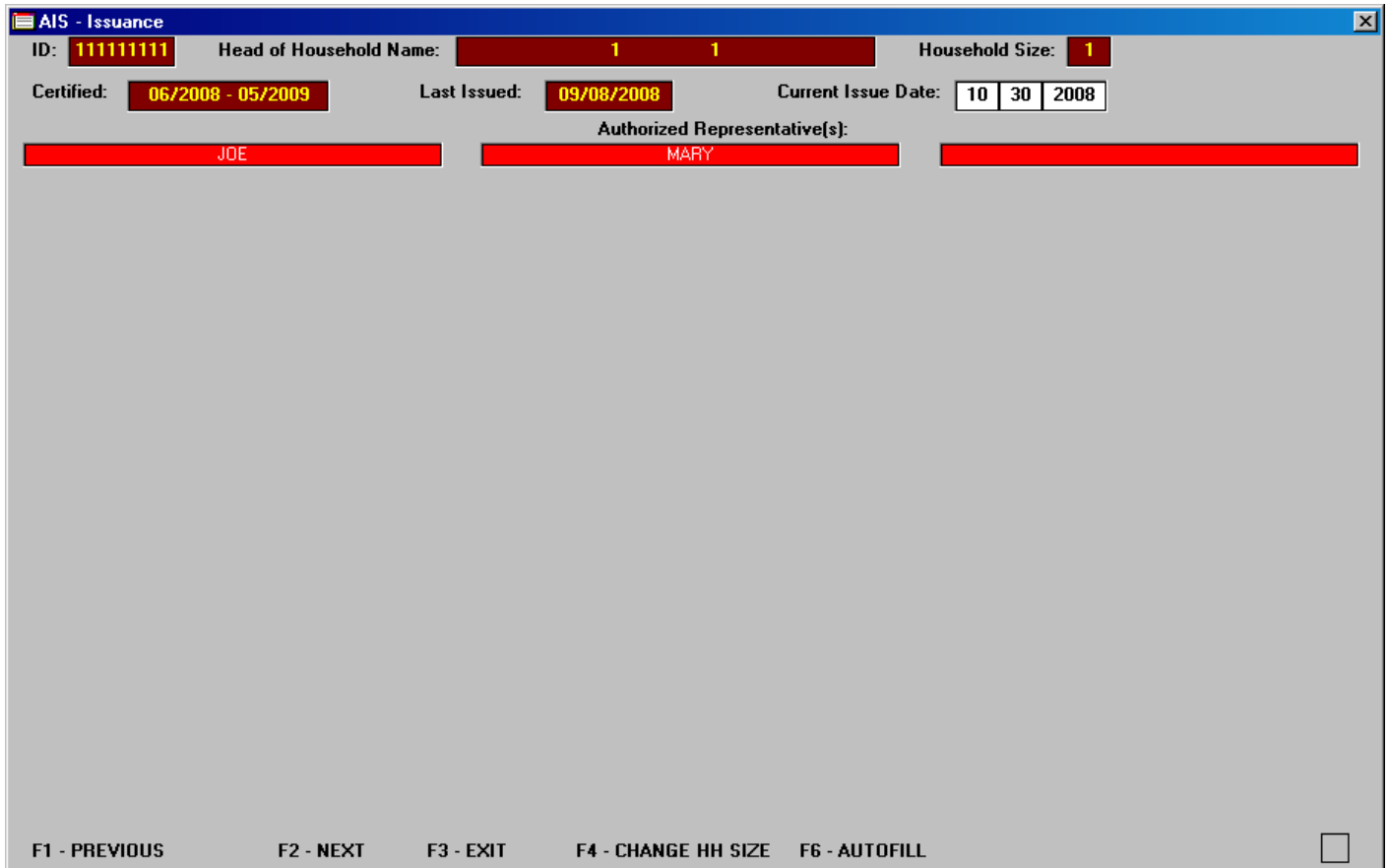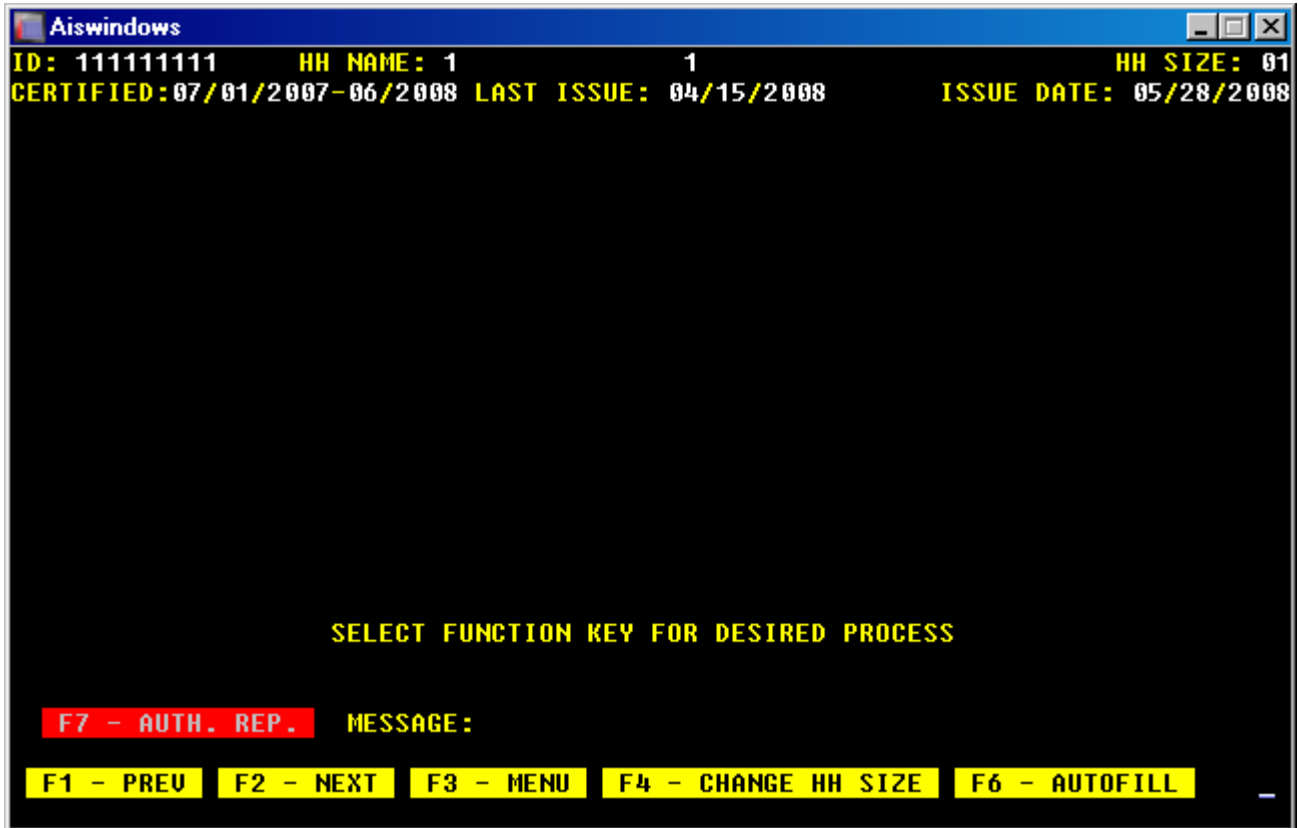
AIS - Issuance

ID: 111111111   Head of Household Name: 1   1   Household Size: 1

Certified: 06/2008 - 05/2009   Last Issued: 10/20/2008   Current Issue Date: 10 | 30 | 2008

Authorized Representative(s):

JOE   MARY

F2 - NEXT   F3 - EXIT

After the issuance date is selected, the user still has the option to changed the household size (a new certification needs to be determined) or use the "auto fill" feature.

Aiswindows

```
ID: 111111111      HH NAME: 1            1                          HH SIZE: 01
CERTIFIED:07/01/2007-06/2008 LAST ISSUE: 04/15/2008       ISSUE DATE: 05/28/2008




                    SELECT FUNCTION KEY FOR DESIRED PROCESS


   F7 - AUTH. REP.    MESSAGE:

 F1 - PREV    F2 - NEXT    F3 - MENU    F4 - CHANGE HH SIZE    F6 - AUTOFILL
```

AIS - Issuance

ID: 111111111	Head of Household Name: 1 1		Household Size: 1
Certified: 06/2008 - 05/2009	Last Issued: 09/08/2008	Current Issue Date: 10 30 2008	

Authorized Representative(s):

JOE	MARY	

F1 - PREVIOUS   F2 - NEXT   F3 - EXIT   F4 - CHANGE HH SIZE   F6 - AUTOFILL

The "auto fill" feature allows the user to assign the household the same issuance (subject to availability of inventory) as in the previous issuance month or to use the warehouse defined present issuance values.

```
Aiswindows                                                          _ □ X
ID: 111111111    HH NAME: 1          1                  HH SIZE: 01
CERTIFIED:07/01/2007-06/2008 LAST ISSUE: 04/15/2008  ISSUE DATE: 05/28/2008




                    Issuance AutoFill Options


            F1 - USE ISSUANCE FOR LAST MONTH

            F2 - USE PRESET ISSUANCE VALUES

            F3 - DO NOT USE AUTOFILL ISSUANCE





    F7 - AUTH. REP.    MESSAGE:

                                                              _
```

```
AIS - Issuance                                                          X
ID: 111111111   Head of Household Name:        1      1      Household Size: 1

Certified: 06/2008 - 05/2009   Last Issued: 09/08/2008   Current Issue Date: 10  30  2008
                               Authorized Representative(s):
        JOE                              MARY


                                AUTOFILL OPTIONS
    F1 - Use issuance for last month   F2 - Use preset issuance values   F3 - Do not use autofill issuance
```
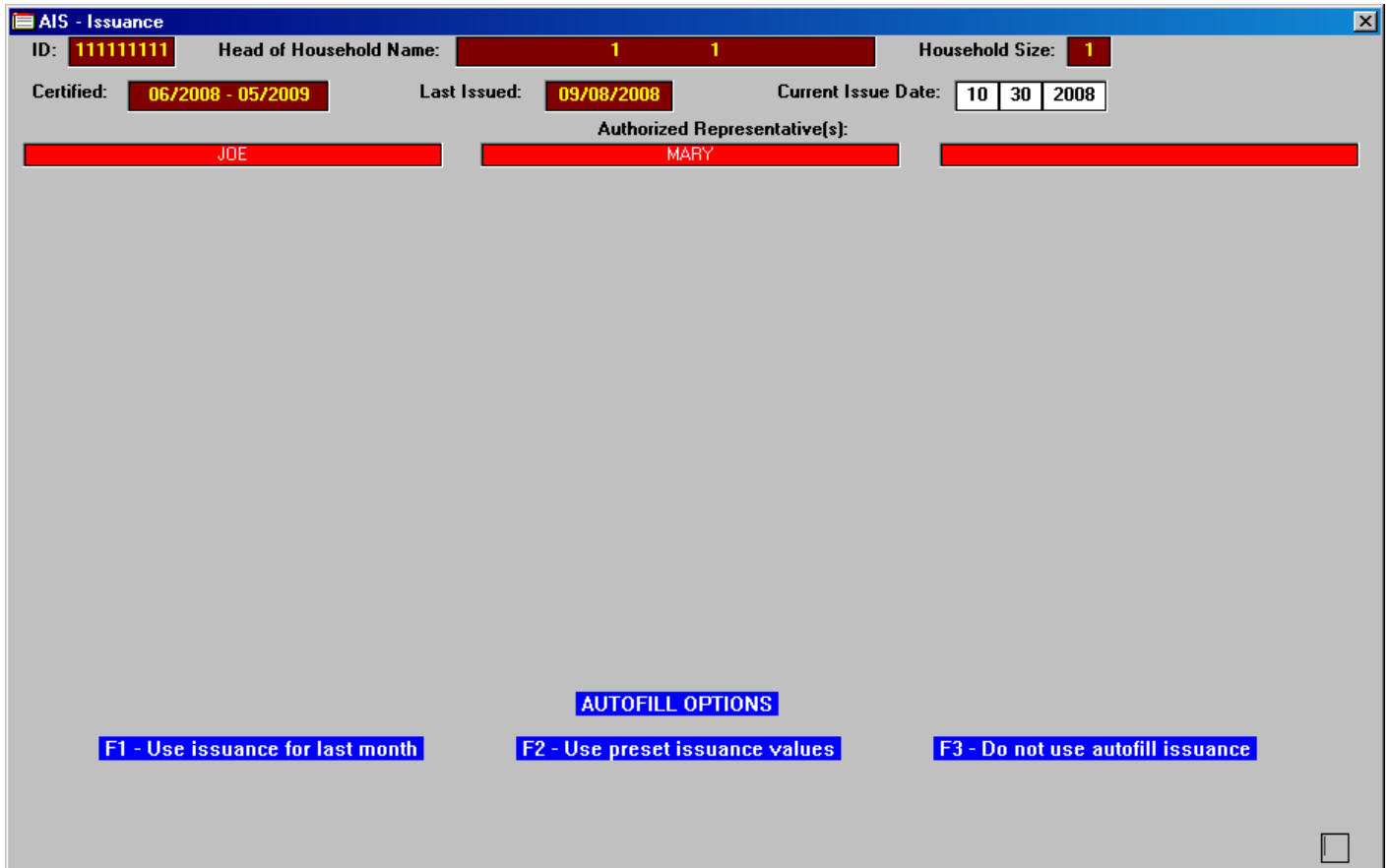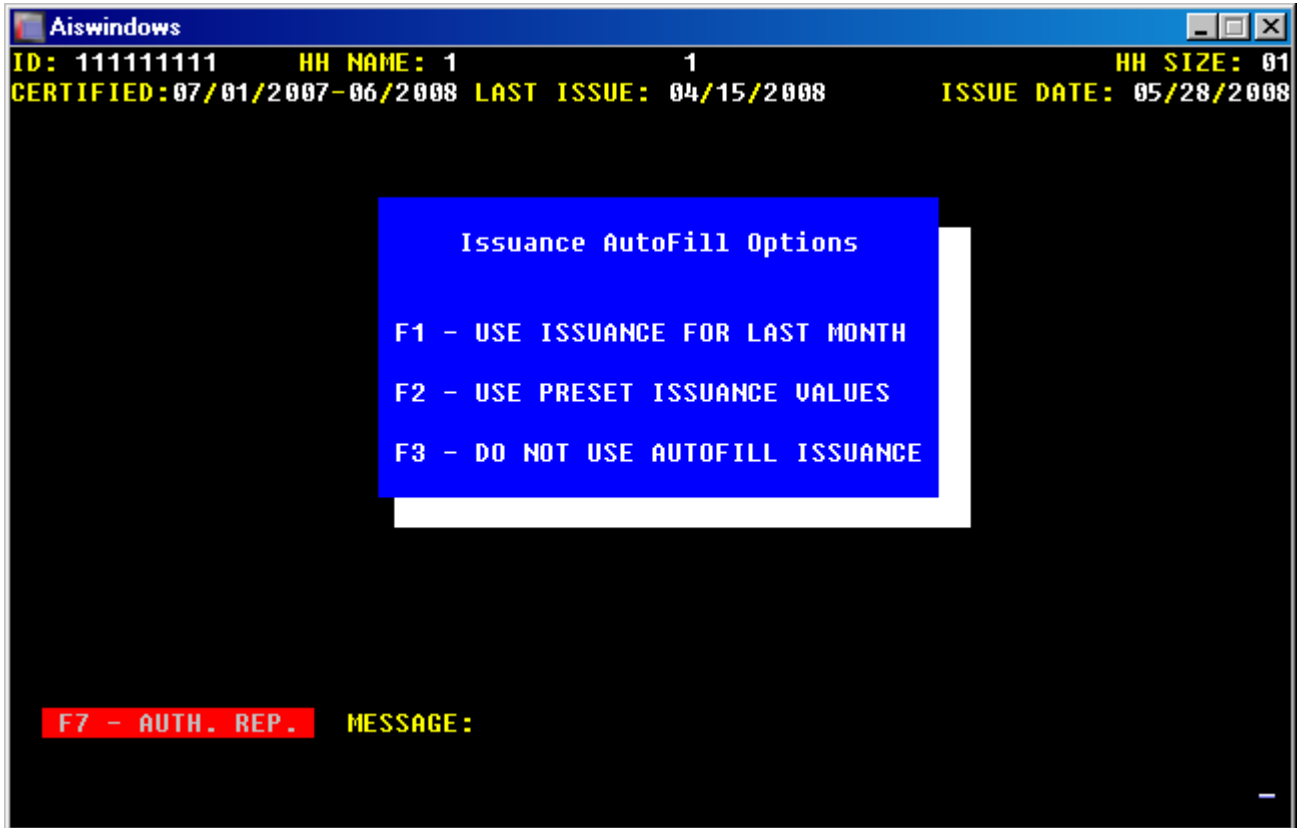
The blank issuance screen example allows for the user to scroll up or down on a page, or scroll between food groups. AIS automatically determines if the selections meet the guide rate. Users enter in the amount of any commodity selected. If the user wants to change a value they may have to delete an entry before scrolling back to a previous item. Pressing F8 will save the issuance and can be done at any time.

Aiswindows

ID: 111111111   HH NAME: 1   1   HH SIZE: 01
CERTIFIED:07/01/2007-06/2008 LAST ISSUE: 04/15/2008   ISSUE DATE: 05/28/2008

FOOD GROUP: 01 - FRUITS - VEGS.

COMMODITY	CODE/NAME	UNIT SIZE	SEL	EQUIV	INVENTORY
A057	MIXED VEGETABLES	#300 CAN		1.00	3539
A059	GREEN BEANS 300	#300 CAN		1.00	1034
A098	CARROTS 300	#300 CAN		1.00	95
A119	CORN KERNEL 300	#300 CAN		1.00	995
A122	CREAM CORN 300	#300 CAN		1.00	2467
A144	PEAS 300	#300 CAN		1.00	44
A170	POTATOES, SLICED	#300 CAN		1.00	640
A223	SWEET POTATOES 300	#300 CAN		1.00	291
A240	TOMATOES 300	#300 CAN		1.00	162
A351	APPLESAUCE CND	#300 CAN		1.00	55
A353	APRICOTS, CND	#300 CAN		1.00	93

SELECT ANY: 18 POUNDS   AVAILABLE: 18   1 OF 4
                                  SELECTED: 00
UP TO   13 UNITS OF A057 CAN BE SELECTED   REMAINING: 18

MESSAGE:

| F1 - PREV | F2 - NEXT | F3 - MENU | F4 - PREV FG | F5 - NEXT FG | F8 - SAVE |

AIS - Issuance

ID: 111111111   Head of Household Name: 1   1   Household Size: 1

Certified: 06/2008 - 05/2009   Last Issued: 09/08/2008   Current Issue Date: 10 30 2008

Authorized Representative(s):
JOE   MARY

FOOD GROUP - 1   FRUITS - VEGS.

CODE	COMMODITY NAME	UNIT SIZE	SELECTIONS	EQUIV	INVENTORY
A057	MIXED VEGETABLES	#300 CAN	0	1.00	2074
A059	GREEN BEANS 300	#300 CAN	0	1.00	1961
A098	CARROTS 300	#300 CAN	0	1.00	905
A119	CORN KERNEL 300	#300 CAN	0	1.00	1007
A144	PEAS 300	#300 CAN	0	1.00	768
A164	PUMPKIN 300	#300 CAN	0	1.00	216
A167	SPINACH 300	#300 CAN	0	1.00	336
A170	POTATOES, SLICED	#300 CAN	0	1.00	1008
A223	SWEET POTATOES 300	#300 CAN	0	1.00	1176
A234	TOMATOES DICED 300	#300 CAN	0	1.00	1032
A244	TOMATO SAUCE	#300 CAN	0	1.00	600

AVAILABLE: 18.00   1 OF 4
SELECTED: .00
REMAINING: 18.00   UP TO 13 UNITS OF A057 CAN BE SELECTED

F1 - PREVIOUS   F2 - NEXT   F3 - EXIT   F4 - PREVIOUS FG   F5 - NEXT FG   F8 - SAVE

Example of a skip item for a smaller household:

```
Aiswindows                                                      _ □ ✕
ID: 111111111    HH NAME: 1            1                  HH SIZE: 01
CERTIFIED:07/01/2007-06/2008 LAST ISSUE: 04/15/2008  ISSUE DATE: 05/28/2008

                    FOOD GROUP:  13 - DRY MILK




                SKIP ITEMS NEXT AVAILABLE 06/2008




                    MESSAGE:

  F1 - PREV     F2 - NEXT     F3 - MENU     F4 - PREV FG     F5 - NEXT FG     F8 - SAVE
```

```
AIS - Issuance                                                            ✕
ID: 111111111   Head of Household Name:        1        1     Household Size:  1

Certified:   06/2008 - 05/2009    Last Issued:  09/08/2008   Current Issue Date: 10  30  2008
                            Authorized Representative(s):
            JOE                             MARY

                   FOOD GROUP - 13      DRY MILK

      CODE        COMMODITY NAME       UNIT SIZE      SELECTIONS      EQUIV      INVENTORY
      B385          1% UHT MILK        32 Fluid Oz        0           1.00         1032




                    SKIP ITEMS NEXT AVAILABLE:     11   2008




                        AVAILABLE:      .00                      1  OF  1
                        SELECTED:       .00
                        REMAINING:      .00      SELECT ANY:      4


  F1 - PREVIOUS       F2 - NEXT     F3 - EXIT     F4 - PREVIOUS FG     F5 - NEXT FG        F8 - SAVE
```
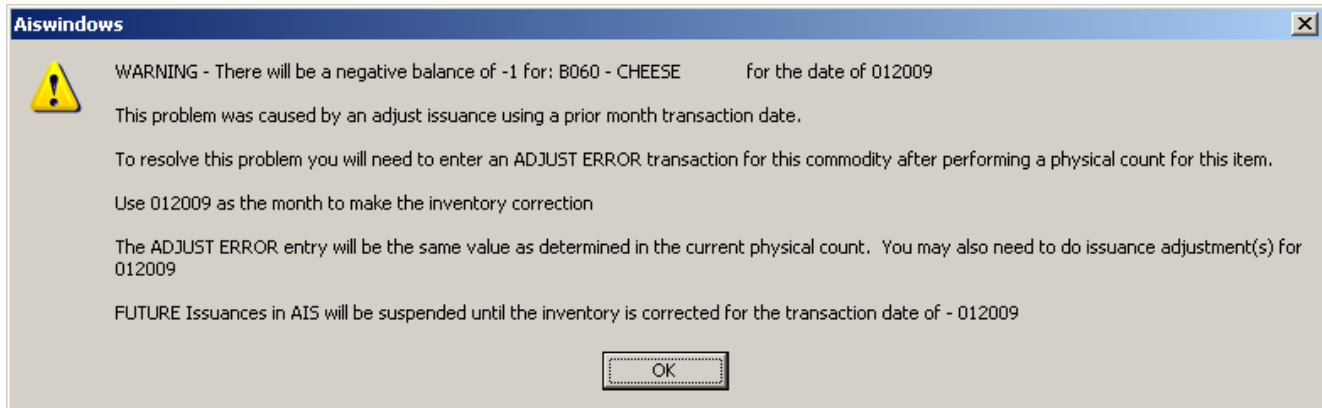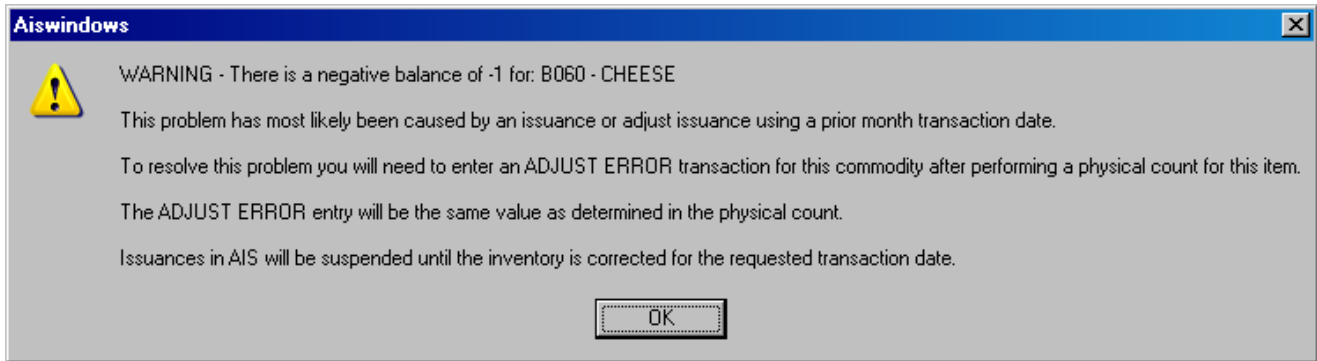
Issuance Warnings


```
Aiswindows                                                          [X]

  ⚠    WARNING - There is a negative balance of -1 for: B060 - CHEESE

       This problem has most likely been caused by an issuance or adjust issuance using a prior month transaction date.

       To resolve this problem you will need to enter an ADJUST ERROR transaction for this commodity after performing a physical count for this item.

       The ADJUST ERROR entry will be the same value as determined in the physical count.

       Issuances in AIS will be suspended until the inventory is corrected for the requested transaction date.

                               [    OK    ]
```

```
Aiswindows                                                          [X]

  ⚠    WARNING - There will be a negative balance of -1 for: B060 - CHEESE        for the date of 012009

       This problem was caused by an adjust issuance using a prior month transaction date.

       To resolve this problem you will need to enter an ADJUST ERROR transaction for this commodity after performing a physical count for this item.

       Use 012009 as the month to make the inventory correction

       The ADJUST ERROR entry will be the same value as determined in the current physical count.  You may also need to do issuance adjustment(s) for
       012009

       FUTURE Issuances in AIS will be suspended until the inventory is corrected for the transaction date of - 012009

                               [    OK    ]
```

One of these messages will display if AIS determines a previous transaction has caused AIS to encounter a negative inventory balance. If this message displays you will not be able to continue issuing until the problem is resolved. The most likely cause for negative inventory balances is:

- failure to properly reconcile inventory at the end of a reporting month
- changing the computer date

AIS does allow for issuances and adjustments to be entered for a previous month using the prior months data on the AIS transaction screen. If an issuance or adjustment is performed on a low inventory item for a prior month and the current month does not have sufficient inventory, the current inventory balance may be exceeded (negative balance) in AIS. Normally if a proper physical count is taken and adjustments are made to the inventory then modifying a prior month's issuance would not create a negative inventory situation.

To correct the problem a user will need to accurately count the current physical inventory balance for the item and determine if a receipt or transfer is missing or if adjustments were entered on the wrong month. Then the correct transactions need to be entered from the oldest date to the most current date adding in positive transactions (receipts, transfers in and adjust error increases) while entering negative transactions last (void transactions and adjust error decreases). If this message is encountered AIS will cease issuance operations until corrected and the printing of the 152 will be suspended as well.

A simple way to correct the problem is to check the view issuance for the current month. If the balance displayed is negative then enter an inventory transaction for the current month using transaction code A for adjustment and E for error and type in a ZERO for the physical balance. This procedure will allow you to resume issuing until you are able to spend more time reviewing the actual physical inventory balance for this commodity. See the following examples.

```
Aiswindows                                                          _ □ ✕
                          VIEW COMMODITY STATUS
                      TRANSACTION DATE:     01/15/2009

COMMODITY CODE:       B060              UNIT SIZE:  5 LB LOAVES
COMMODITY NAME:       CHEESE            UNITS/CASE:   6  UNITS ONLY: N
                                        THIS UPDATE
                      01/09 BALANCE     (CASES/UNITS)     UPDATED BALANCE
BEGINNING INVENTORY:            0                            -       1

RECEIVED:                       0                                    0
TRANSFERRED IN:                 0                                    0
WAREHOUSE IN:                   0                                    0
ISSUED:                   -     1                                    0
TRANSFERRED OUT:                0                                    0
WAREHOUSE OUT:                  0                                    0
TAILGATE OUT:                   0                                    0
NUTRITION EDUCATION:            0                                    0
FOOD LOSS ADJUSTMENTS:          0                                    0
ERROR ADJUSTMENTS:              0                                    0

ENDING INVENTORY:         -     1                            -       1


                               F3 - MENU
                                                                    -
```

```
Aiswindows                                                          _ □ ✕




                       COMMODITY TRANSACTION


          ENTER TRANSACTION DATE: 01/15/2009

          ENTER COMMODITY CODE:   B060  CHEESE

          ENTER TRANSACTION CODE: A      Adjustment

          ENTER ADJUSTMENT CODE:  E      Inventory Error

          PHYSICAL BALANCE:       0_____



                ADJUSTMENT CODES ARE: A/B/C/D/E



     F1 - PREVIOUS    F2 - NEXT        F3 - MENU        F5 - HELP
```

```
Aiswindows                                                          _ □ ✕
                          COMMODITY TRANSACTION
                      TRANSACTION DATE:     01/15/2009

COMMODITY CODE:       B060              UNIT SIZE:  5 LB LOAVES
COMMODITY NAME:       CHEESE            UNITS/CASE:   6  UNITS ONLY: N
                                        THIS UPDATE
                      01/09 BALANCE     (CASES/UNITS)     UPDATED BALANCE
BEGINNING INVENTORY:            0                            -       1

RECEIVED:                       0                                    0
TRANSFERRED IN:                 0                                    0
WAREHOUSE IN:                   0                                    0
ISSUED:                   -     1                                    0
TRANSFERRED OUT:                0                                    0
WAREHOUSE OUT:                  0                                    0
TAILGATE OUT:                   0                                    0
NUTRITION EDUCATION:            0                                    0
FOOD LOSS ADJUSTMENTS:          0                                    0
ERROR ADJUSTMENTS:              0            000001                  1

ENDING INVENTORY:         -     1               1                   0


     F3 - MENU                   F4 - SAVE              F5 - EDIT  _
```
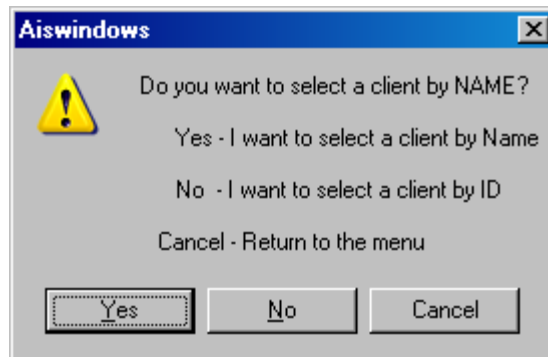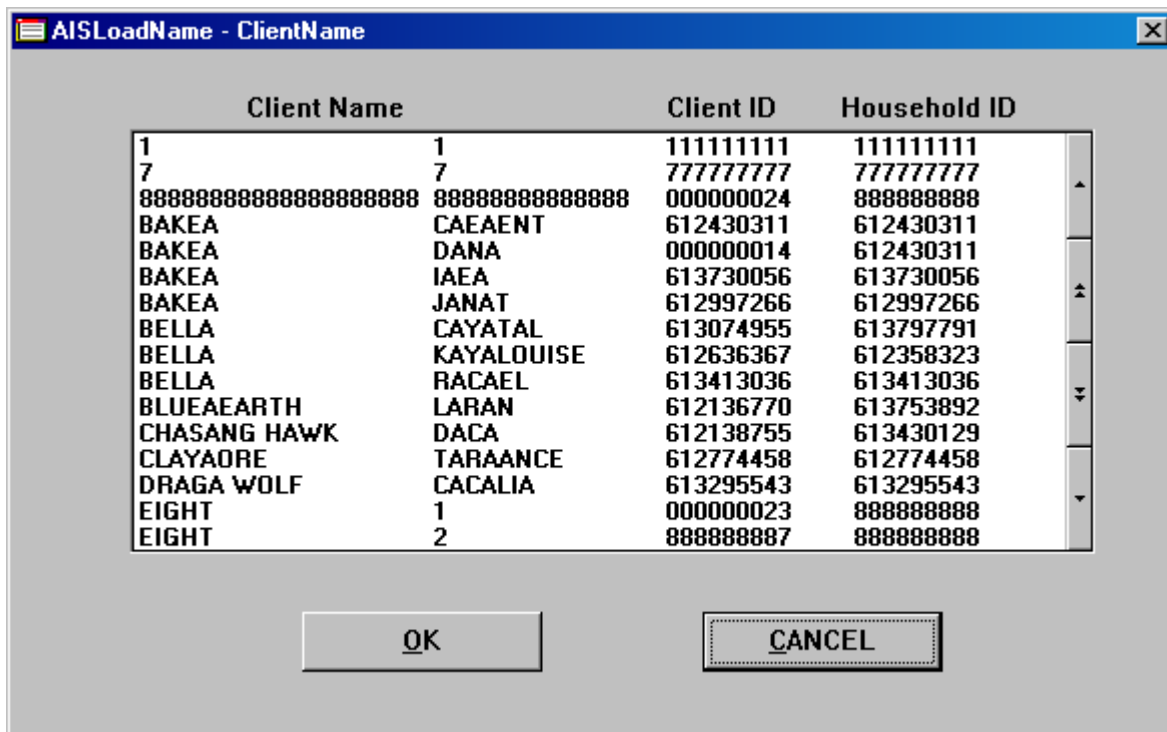
Retrieve by household name or ID

You will be prompted to indicate whether you are attempting to retrieve a household by name or ID:

Aiswindows	☒
⚠ Do you want to select a client by NAME?
Yes - I want to select a client by Name
No - I want to select a client by ID
Cancel - Return to the menu
[Yes]   [No]   [Cancel]

Click Yes to access the retrieve client by name screen. Click No to set the default search to retrieve client by ID screen.

Retrieving the client by name:

AISLoadName - ClientName	☒

Client Name		Client ID	Household ID
1	1	111111111	111111111
7	7	777777777	777777777
8888888888888888888	88888888888888	000000024	888888888
BAKEA	CAEAENT	612430311	612430311
BAKEA	DANA	000000014	612430311
BAKEA	IAEA	613730056	613730056
BAKEA	JANAT	612997266	612997266
BELLA	CAYATAL	613074955	613797791
BELLA	KAYALOUISE	612636367	612358323
BELLA	RACAEL	613413036	613413036
BLUEAEARTH	LARAN	612136770	613753892
CHASANG HAWK	DACA	612138755	613430129
CLAYAORE	TARAANCE	612774458	612774458
DRAGA WOLF	CACALIA	613295543	613295543
EIGHT	1	000000023	888888888
EIGHT	2	888888887	888888888

[OK]   [CANCEL]

To begin a quick search for any household member by name, click on any name and start typing the desired last name. Once letters are typed, names that match being to filter in the background. You can also use the arrow buttons on the right hand side to scroll up or down or the double arrow buttons for entire pages of names. With any name desired highlighted, click on OK to display that household.

AISLoadName - ClientName

Client Name		Client ID	Household ID
MANNA	SADAE	612559708	612559708
MAYEA	EAAANE	628494742	628494742
MAYEA	SAAAE	615281172	628494742
MEYEAS	DADAENE	C1220EC01	C1220EC01
MEY MORGAN			
MEY			
MEYEAS	WASAEY	612957107	658611004
MORGAN	**DANAA**	**613557398**	**613557398**
MORGAN	DANALD	627459491	613557398
MOUNAAIN	AAIAE	612011906	612011906
MOUNAAIN	CAMALLE	613090567	612011906
NEZ A	DANAIS	637638512	612459234
NEZ A	PAUAINE	612459234	612459234
ROMEAO	GARAON	612174556	613770371
ROMEAO	KATARYN	613770371	613770371
ROMEAO	NATAANIEL	696475474	613770371
ROSSA	BATAY	613797791	613797791

OK   CANCEL

Retrieving the client by ID:

Client By ID Access

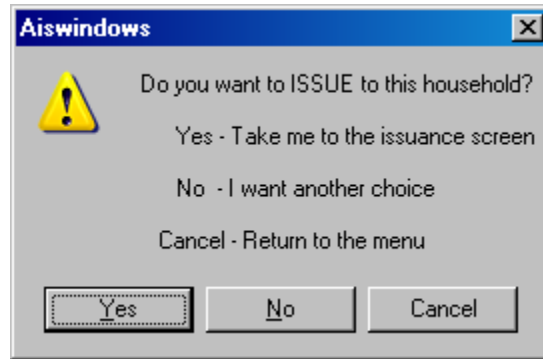| Client ID	Household ID	Client Name		Term Date
000000016	000000016	ONE	SIXTEEN	11/2005
000000022	222222222	TOO	TWO	07/2009
108888888	888888888	10	8	04/2009
111111111	111111111	1	1	10/2009
111222333	666666666	S5	SIX	01/2006
112233221	666666666	S4	SIX	01/2006
118888888	888888888	11	8	04/2009
222222222	222222222	TU	TU	07/2009
222222222	666666666	S6	SIX	01/2006
333330000	333333333	THREE	THREE	07/2009
333333330	333333333	ONE	THREE	07/2009
333333331	333333333	TWO	THREE	07/2009
444444440	444444444	GO	FORE	09/2008
444444441	444444444	FOR	FORE	09/2008
444444444	444444444	EYES	FORE	09/2008
608390096	608390096	RALAH	WHEEAER	12/2003

OK   CANCEL

To begin a quick search for any household member by ID, click on any ID and start typing the desired ID number. Once numbers are typed, ID's that match are being filtered in the background. You can also use the arrow buttons on the right hand side to scroll up or down or the double arrow buttons for entire pages of ID's. With any ID desired highlighted, click on OK to display that household.
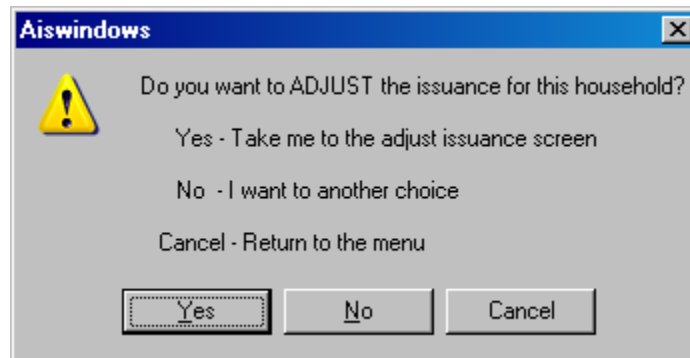
Client By ID Access

Client ID	Household ID	Client Name		Term Date
666666666	888888888	8888888888888	8888888888888888888	04/2009
666666666	444444444	TWOBY	FORE	09/2008
666666666	666666666	SIXTY	SIX	01/2006
666ccccc	ccccccccc	62	cix	01/2006
666 667384626				
667384626	613778640	SAEAEN	KISEA	12/2004
696475474	613770371	NATAANIEL	ROMEAO	12/2003
728413371	615636169	VACAORIA	WINDA BOY	12/2003
777777777	777777777	7	7	12/2005
888888882	888888888	7	EIGHT	04/2009
888888883	888888888	6	EIGHT	04/2009
888888884	888888888	5	EIGHT	04/2009
888888885	888888888	4	EIGHT	04/2009
888888886	888888888	3	EIGHT	04/2009
888888887	888888888	2	EIGHT	04/2009
888888888	888888888	1	EIGHT	04/2009

OK   CANCEL

Upon selecting a name or ID you will be prompted to select the action desired for processing:
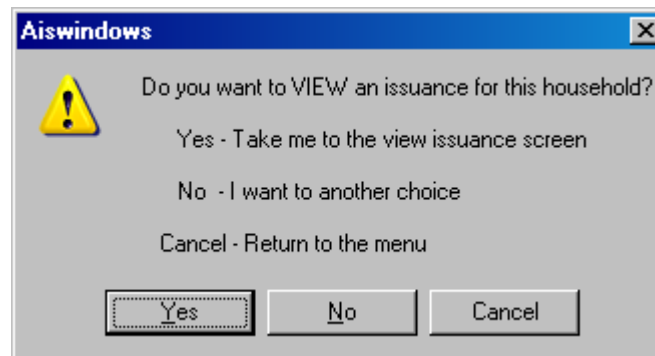
Aiswindows

⚠ Do you want to ISSUE to this household?

Yes - Take me to the issuance screen

No - I want another choice

Cancel - Return to the menu

[Yes] [No] [Cancel]

Yes goes directly to the issuance screen. No provides this screen:

Aiswindows

⚠ Do you want to ADJUST the issuance for this household?

Yes - Take me to the adjust issuance screen

No - I want to another choice

Cancel - Return to the menu

[Yes] [No] [Cancel]

Yes goes directly to the adjust issuance screen. No provides this screen:

Aiswindows

⚠ Do you want to VOID an issuance for this household?

Yes - Take me to the void issuance screen

No - I want to another choice

Cancel - Return to the menu

[Yes] [No] [Cancel]

Yes goes directly to the issuance screen. No provides this screen:

Aiswindows

⚠ Do you want to VIEW an issuance for this household?

Yes - Take me to the view issuance screen

No - I want to another choice

Cancel - Return to the menu

[Yes] [No] [Cancel]
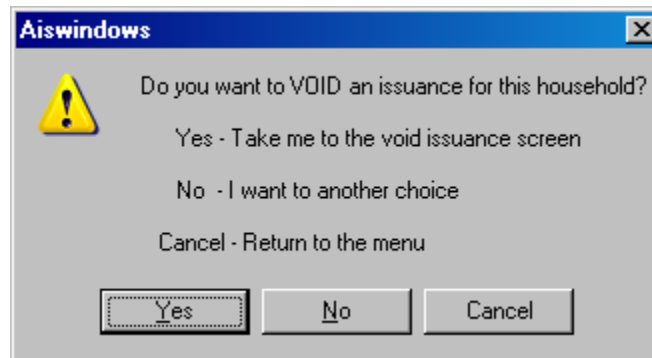
Yes goes directly to the view issuance screen. No starts over with the issuance screen choice.

Adjust Issuance

The adjust issuance works the same as the issuance except that when using the previously issued items the user has the option to "subtract" prior issuance amounts while adding up to the maximum issuance amounts available.

Adjust Issuance Warnings

Refer to Issuance Warnings

Refer to Issuance Warnings

Void Issuance

The void issuance eliminates a previous issuance in its entirety. Be aware as in the examples below that AIS does allow for voiding of an issuance in the prior month if it is the most current issuance. AIS does not allow voiding of an issuance while a current issuance exists. If it is necessary to void an issuance for a prior month and a current issuance exists, the current month must be voided first.

Current month warning:

Aiswindows ✕

⚠ The issuance for 10/30/2008 will be voided if you proceed.

[OK]

Previous month warning:

Aiswindows ✕

⚠ Voiding a previous month will change your FNS152 report

If you proceed you will need to review your inventory and submit a new FNS152 report for the month of: 9/2008

DO NOT VOID THIS ISSUANCE if you do not want to change your inventory for the reporting month: 9/2008

[OK]
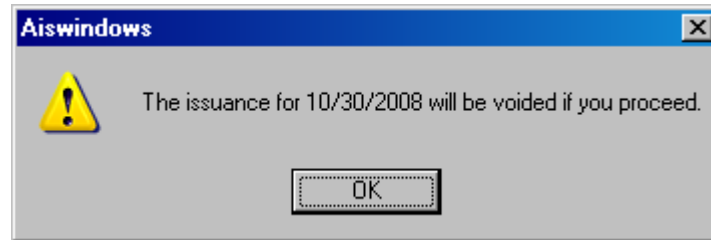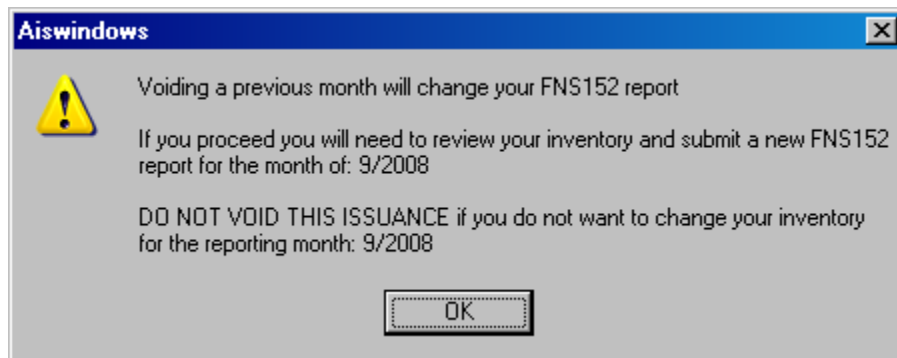
Invalid month error message:

Aiswindows ✕

❌ Invalid VOID DATE - The issuance dated: 07/16/2008 is more than one month prior to the current date of 10/2008.

To avoid serious data loss - DO NOT CHANGE THE COMPUTER DATE.

[OK]
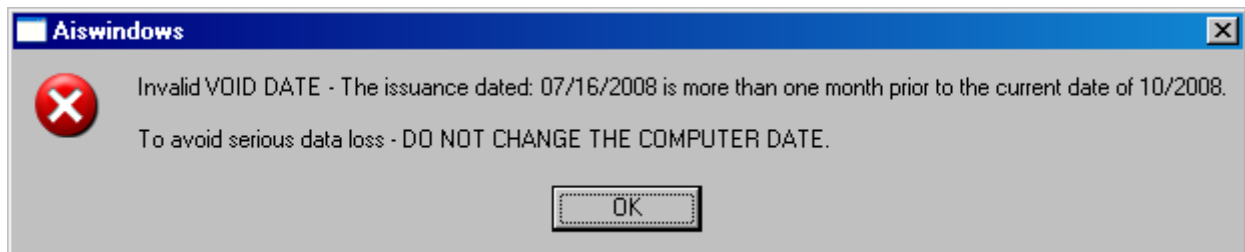
View Issuance

The view issuance will allow the entry of the issue month for viewing. The viewing month does not have to be the current month. Only the amounts issued are displayed. No other activity can take place other than viewing or printing the view issuance.

```
Aiswindows                                                          _ □ ✕
ID: 111111111      HH NAME: 1            1                    HH SIZE: 01
CERTIFIED:07/01/2007-06/2008 LAST ISSUE: 04/15/2008  ENTER ISSUE DATE: 04/2008

                    FOOD GROUP:  13 - DRY MILK
        COMMODITY CODE/NAME                UNIT SIZE           ISSUED
           B095        NFD MILK 25.6 OZ     25.6 OZ BOX           1
           B385        1% UHT MILK          32 Fluid Oz



                  SKIP ITEMS NEXT AVAILABLE 06/2008              1 OF 1



            F3 - MENU     F4 - PREV FG     F5 - NEXT FG     F8 - PRINT   _
```

The view issuance also contains a feature that allows for viewing of the issuance history for a household and up to 5 months of issuance can be viewed.

```
AIS - View Issuance                                                      ✕
ID: 111111111    Head of Household Name:         1       1      Household Size:  1

Certified:  06/2008 - 05/2009    Last Issued:  09/08/2008    View Issue Date:  10  2008


                              Issuance History

                              01/00/0000
                              02/00/0000
                              03/00/0000
                              04/23/2007
                              05/26/2007
                              06/08/2008
                              07/14/2008
                              08/08/2008
                              09/08/2008
                              10/00/0000
                              11/00/0000
                              12/00/0000


              VIEW ISSUANCE FOR   9   8   2008   AS OF   10   30   2008

                 F2 - NEXT      F3 - EXIT              F6 - ISSUE HISTORY
```
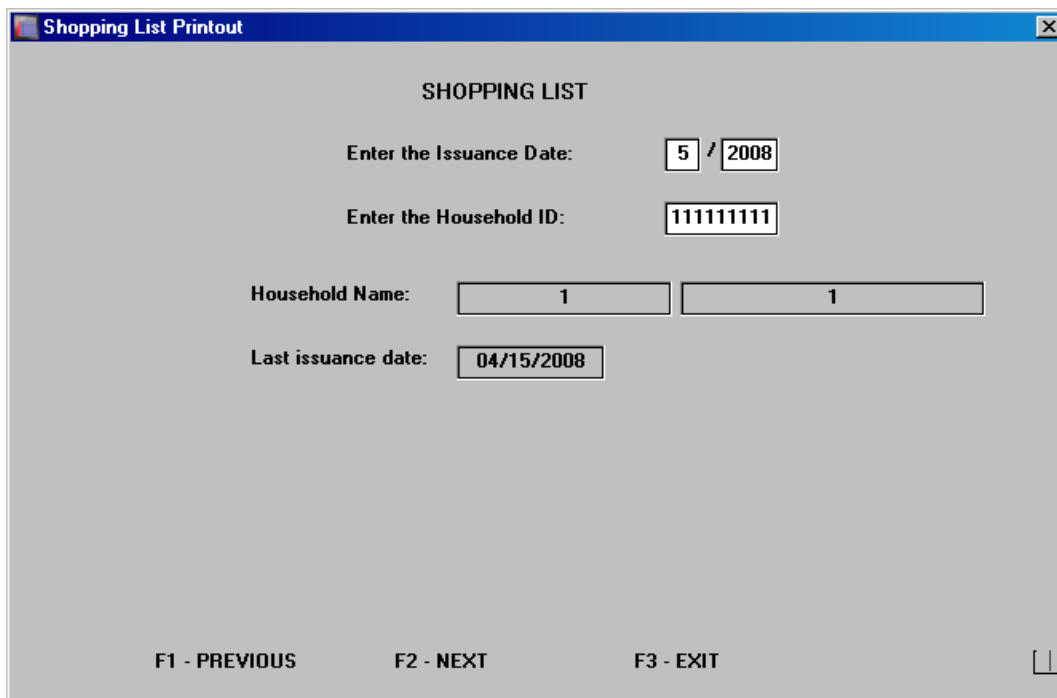
Shopping List

The shopping list provides a printout of available foods for a household to select from.

Shopping list example:

```
HOUSEHOLD SHOPPING LIST AS OF 05/28/2008 FOR 05/2008 ISSUANCE      HH SIZE:   1
ID:  111-11-1111                            1             1
===============================================================================
SELECT UP TO   18 POUNDS          _____ MIXED VEGETABLES        #300 CAN
                                  _____ GREEN BEANS 300         #300 CAN
                                  _____ CARROTS 300             #300 CAN
                                  _____ CORN KERNEL 300         #300 CAN
                                  _____ CREAM CORN 300          #300 CAN
                                  _____ PEAS 300                #300 CAN
                                  _____ POTATOES, SLICED        #300 CAN
                                  _____ SWEET POTATOES 300      #300 CAN
                                  _____ TOMATOES 300            #300 CAN
                                  _____ APPLESAUCE CND          #300 CAN
```

Graphical display:
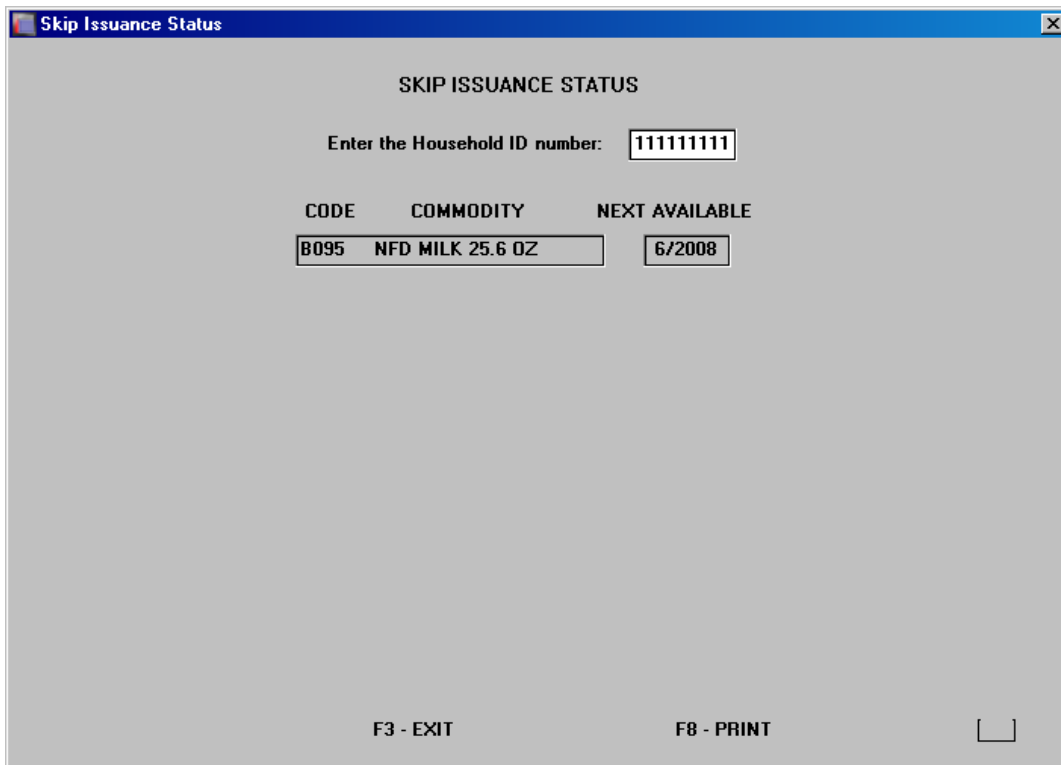
Skip Issuance Status Report

The skip issuance status report displays on screen the status of all skip items. It also provides the option to print.

```
┌─────────────────────────────────────────────────────────────┐
│ ▓ Skip Issuance Status                                    ✕  │
├─────────────────────────────────────────────────────────────┤
│                                                              │
│                    SKIP ISSUANCE STATUS                      │
│                                                              │
│           Enter the Household ID number:  │111111111│        │
│                                                              │
│                                                              │
│          CODE      COMMODITY       NEXT AVAILABLE            │
│         │B095    NFD MILK 25.6 OZ        │   │6/2008│        │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│             F3 - EXIT              F8 - PRINT        │__│     │
└─────────────────────────────────────────────────────────────┘
```

Preset Issuance Menu

The preset issuance menu allows for the entry of a predetermined issuance. The amounts entered in the preset when selected for a household issuance will automatically fill in as if the household selected the items.

```
Aiswindows                                    _ □ ✕




                    PRESET ISSUANCE MENU


            1.   ENTER PRESET ISSUANCE AMOUNTS
            2.   VIEW PRESET ISSUANCE AMOUNTS
            3.   DELETE PRESET ISSUANCE AMOUNTS
            4.   RETURN TO ISSUANCE MENU


              ENTER MENU SELECTION:   █
```
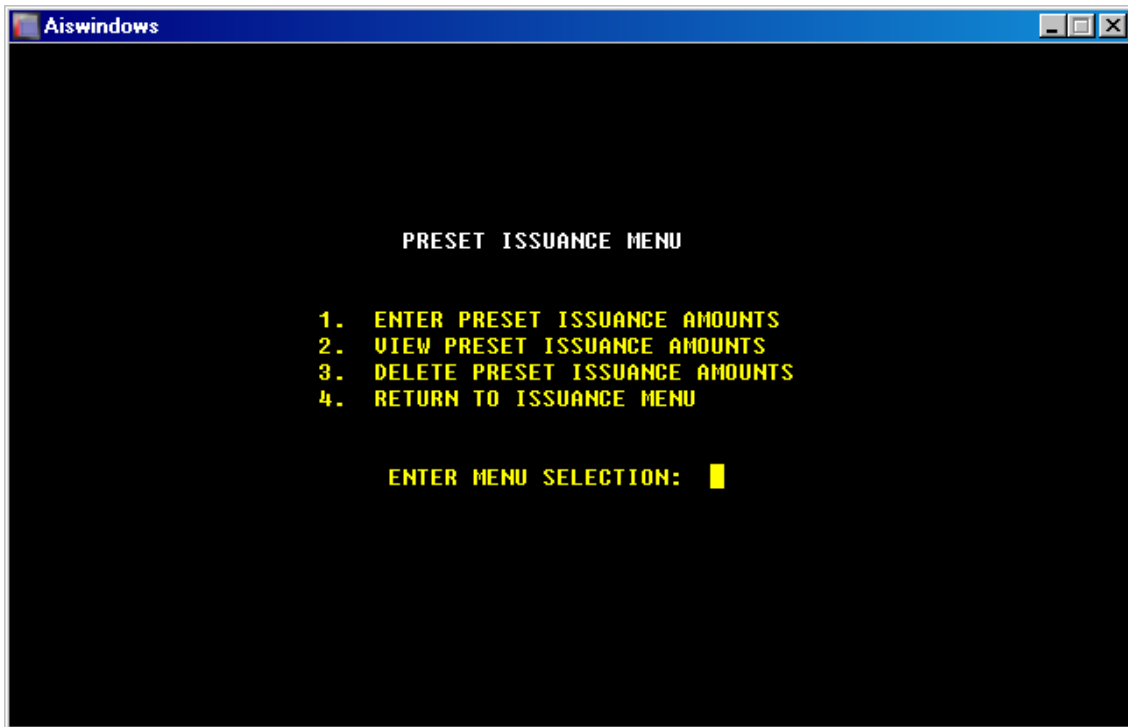
The preset amounts are entered by household size.

```
Aiswindows                                    _ □ ✕




                  PRESET ISSUANCE ENTRY

              ENTER HOUSEHOLD SIZE:


                        __




            F3 - MENU
```
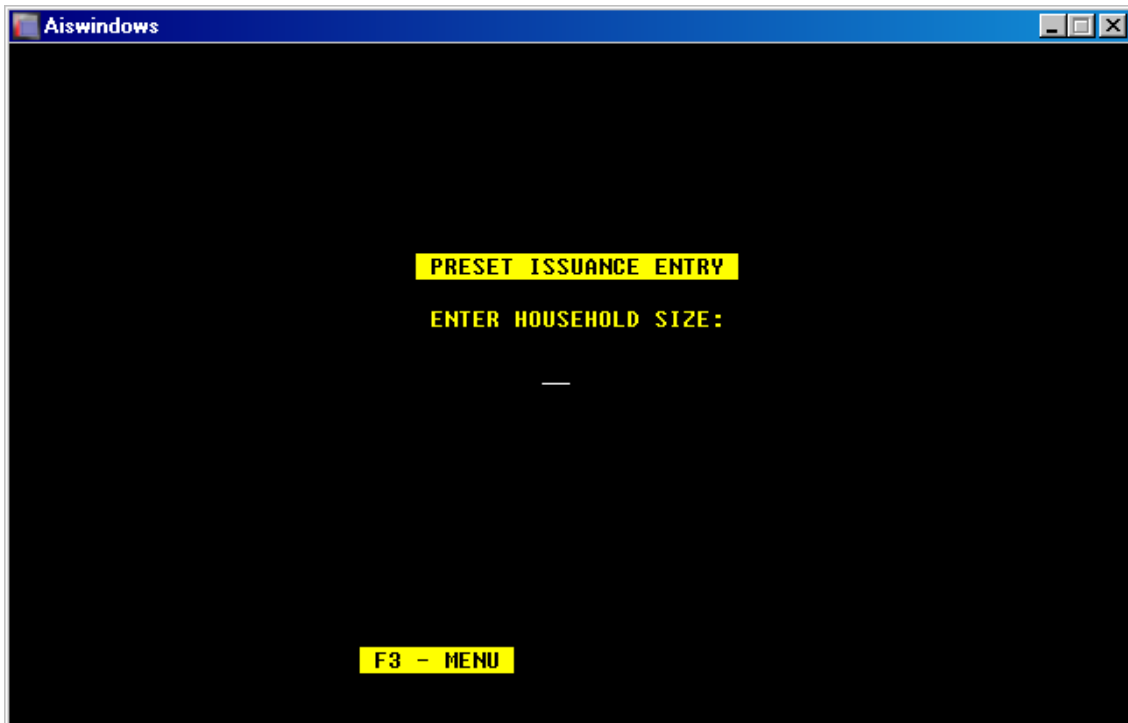
Enter the preset amounts the same as if enterering for a household.

```
Aiswindows                                                    _ □ ✕


                    FOOD GROUP:  01 - FRUITS - VEGS.
COMMODITY CODE/NAME                UNIT SIZE          SEL    EQUIV    INVENTORY
   A057    MIXED VEGETABLES        #300 CAN                  1.00         3539
   A059    GREEN BEANS 300         #300 CAN                  1.00         1034
   A098    CARROTS 300             #300 CAN                  1.00           95
   A119    CORN KERNEL 300         #300 CAN                  1.00          995
   A122    CREAM CORN 300          #300 CAN                  1.00         2467
   A144    PEAS 300                #300 CAN                  1.00           44
   A170    POTATOES, SLICED        #300 CAN                  1.00          640
   A223    SWEET POTATOES 300      #300 CAN                  1.00          291
   A240    TOMATOES 300            #300 CAN                  1.00          162
   A351    APPLESAUCE CND          #300 CAN                  1.00           55
   A353    APRICOTS, CND           #300 CAN                  1.00           93

   SELECT ANY:   18 POUNDS                AVAILABLE:    18              1 OF 4
                                          SELECTED:      0
UP TO    13 UNITS OF A057 CAN BE SELECTED REMAINING:    18



   F1 - PREV    F2 - NEXT    F3 - MENU    F4 - PREV FG    F5 - NEXT FG    F8 - SAVE
```

Preset amounts can be deleted by household size or by the entry of 99 to reset all preset values.

```
Aiswindows                                                    _ □ ✕












                      PRESET ISSUANCE DELETE

                      ENTER HOUSEHOLD SIZE:


                              _


                Enter 99 to delete all preset values








                      F3 - MENU
```

Report System

```
                    REPORT SYSTEM MENU


              1. AGENCY REPORTS
              2. CLIENT REPORTS
              3. ISSUANCE/PART. REPORTS
              4. INVENTORY REPORTS
              5. SELECT PRINTER
              6. RETURN TO WELCOME MENU


           ENTER MENU SELECTION:   ▮
```

Report System Menu

```
                REPORT SYSTEM MENU


           1. AGENCY REPORTS
           2. CLIENT REPORTS
           3. ISSUANCE/PARTICIPATION REPORTS
           4. INVENTORY REPORTS
           5. SELECT PRINTER
           6. RETURN TO WELCOME MENU


              ENTER MENU SELECTION:  [0]
```

```
🖳 Aiswindows                                              _ �🗗 ✕


                    INVENTORY REPORTS MENU


               1. INVENTORY TRANSACTION LIST
               2. AVAILABILITY LIST
               3. COMMODITY CODE LIST
               4. COMMODITY STATUS LIST
               5. RETURN TO REPORT SYSTEM MENU


               ENTER MENU SELECTION:      █
```

Selection	Menu Option	Features
1	Agency Reports	• FNS152 Monthly Distribution • FNS101 Annual Participation by Race • FNS155A - Received commodities (obsolete)
2	Client Reports	• HH Listing – FSP Exchange • Household Master List • Certification Due List • Client Information List • Duplicate ID List
3	Issuance/Participation Reports	• Daily Issuance Summary • Daily Participation Summart • Benefits Not Received • Household Issuance History • Value of Commodities Issued • Skip Issuance Status List • Batch Print Shopping List • Issuance by Commodity Code
4	Inventory Reports	• Inventory Transaction List • Availability List • Commodity Code List • Commodity Status List
5	Select Printer	• Allows a user to select any printer installed and available on a workstation whether the printer is directly attached or is networked. Each time a new copy of AIS is started the printer is set to the Windows default value.

Agency Reports

```
Aiswindows                                          _ □ ✕




                    AGENCY REPORTS MENU




              1. FNS152 - MONTHLY DISTRIBUTION
              2. FNS101 - PARTICIPATION BY RACE
              3. FNS155A - DONATED COMMODITIES
              4. RETURN TO REPORT SYSTEM MENU



              ENTER MENU SELECTION:    █
```
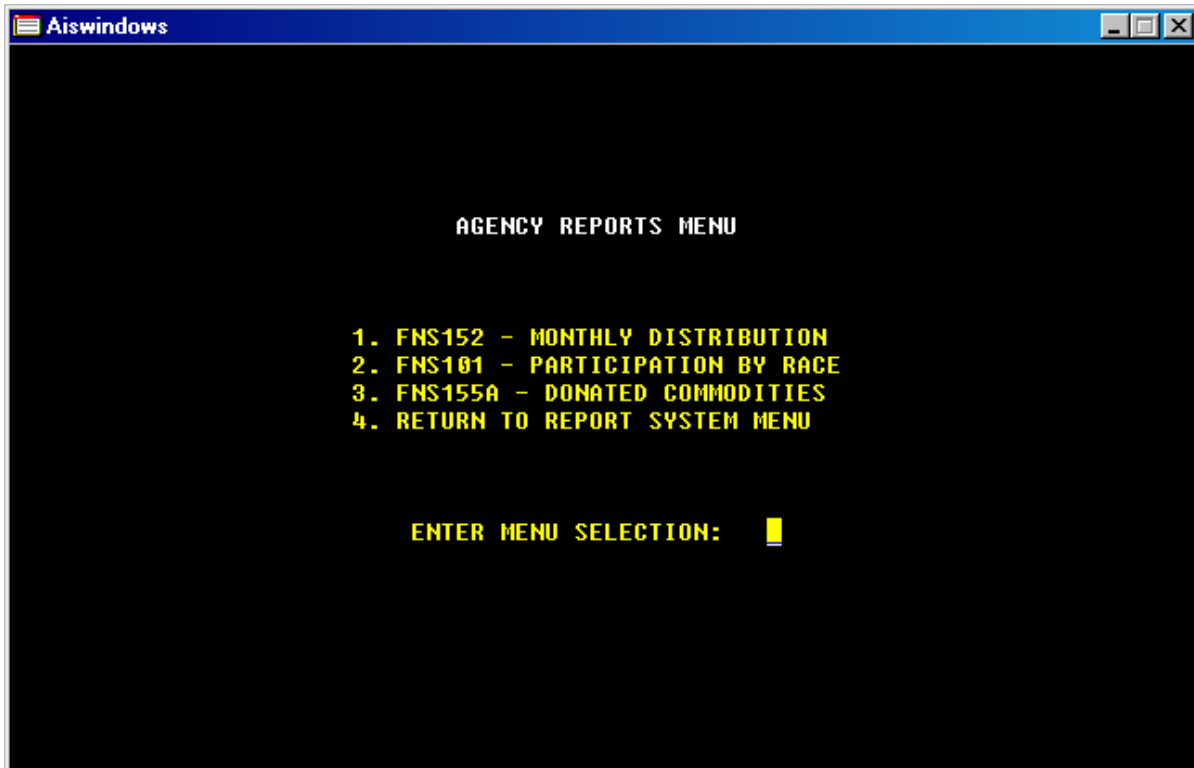
Selection	Report Name	Description
1	FNS152 – Monthly Distribution	The monthly distribution of commodities report with participation totals.
2	FNS101 – Participation By Race	Lists participation by racial/ethnic codes and is required to be submitted to FNS for the reporting month of July.
3	FNS155A – Donated Commodities	Lists commodities received in a reporting month. This report is no longer required to be provided to FNS.

FNS152 Report – The 152 report features a menu that displays the status of the printed report. For each reporting month the date the report was last printed, the date any modification was made to the inventory and the 152 report status is displayed. REVIEW indicates that the inventory was modified since the last time the report was printed. UNCHANGED indicates that the 152 report was printed on or after the last inventory modification date.

```
Aiswindows                                                         _ □ ✕
                  FNS152 REPORT INVENTORY/PRINT STATUS

       MONTH      DATE PRINTED      LAST INVENTORY CHANGE       STATUS
        JAN        01/05/2009           01/29/2009             REVIEW
        FEB        04/30/2008           03/05/2009             REVIEW
        MAR        08/07/2008           03/23/2009             REVIEW
        APR        08/07/2008           03/05/2009             REVIEW
        MAY        08/11/2008           06/04/2008             UNCHANGED
        JUN        09/20/2006           07/14/2008             REVIEW
        JUL        12/08/2007           08/04/2008             REVIEW
        AUG        01/08/2008           08/07/2008             REVIEW
        SEP        01/08/2008           09/22/2008             REVIEW
        OCT        01/14/2008           11/17/2008             REVIEW
        NOV        11/10/2008           12/08/2008             REVIEW
        DEC        04/28/2008           01/29/2009             REVIEW


                           FNS152 REPORT
          REPRINT JAN FNS152 REPORT - RESUBMIT IF CHANGED
                  REPORT DATE:              3 /2009
                  NUMBER OF COPIES:         1


               F2 - NEXT      F3 - MENU
```

During the printing of the 152 report AIS creates and electronic version of the report for submission to the regional USDA-FNS office. The message below indicates that the process of preparing the e-FNS152 report is taking place and may take anywhere from 1-5 minutes to complete depending on network/computer speed. While this files is being created the printed report will complete on the default printer.

e-FNS152 File ✕

Preparing the e-FNS152 File (Large File - Be patient)
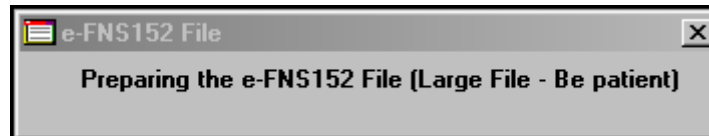
Once the e-FNS152 report file is completed the user is given the choice to determine where to save the e-FNS152 file for later transmission to the regional office:

FNS152 Report ✕

ⓘ   Click OK to select the E152 file save location

or

click Cancel to use the default folder location

[OK]   [Cancel]
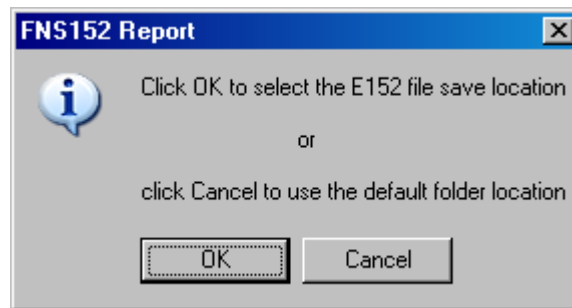
Clicking OK will provide the user with a "SAVE AS" dialogue box. The default folder location is always the FNS152 folder on the computer where AIS is installed (host computer). This is not always the same location as a workstation. Network users must know the difference between the AIS host computer and a workstation.

Save As   ? ✕

Save in: 📁 FNS152

5021200709	MPRO200902
5022200709	MPRO200903
5022200710	xxxx200612
5023200709	xxxx200701
5023200710	xxxx200703
6462200707	xxxx200709
6462200708	
6462200709	
9999200709	
9999200805	
9999200811	
comb200709	
MPRO200805	
MPRO200812	
MPRO200901	

My Recent Documents
Desktop
My Documents
My Computer
My Network Places

File name: MPRO200903   Save

Save as type: E152 files (*.XML)   Cancel

To change the location select the drop down on the right hand side of the "Save In" field and choose a new location from the options available:

Whatever location is used to save the file (Remember that clicking on CANCEL automatically stores the file in the FNS152 folder on the AIS host), the user is responsible for knowing that location and in a timely manner submitting the file to their regional office for processing. The most common form of submission is via e-mail. Your regional office contact person can assist you in obtaining the file.

Printed Report Example:

```
==============================================================================================================================
|   U.S. DEPARTMENT OF AGRICULTURE   | 1. Households Certified | 3. # of Participants  | 5. Name of SDA/ITO   | 6. DA   Code:  |
|     Food and Nutrition Service     |            6            |           5           | AIS TEST AGENCY      |      MPRO      |
| MONTHLY DISTRIBUTION OF DONATED    |-------------------------|-----------------------|                      |----------------|
|     FOODS TO FAMILY UNITS          | 2. Households Partic.   | 4. State              |                      | 7. Report Month|
|  03/23/2009            14:24       |            2            |          CO           |                      |  MARCH    2009|
==============================================================================================================================
|      8. USDA COMMODITY       |          9. RECEIPTS         |          10. WITHDRAWALS          |      11. INVENTORY       |
==============================================================================================================================
|   Commodity      |Code|Rept. Unit|Beg.Inv|Recv'd |Red. In| Avail |Issued |Red.Out| Nuted |  Loss |Tot.W/D| Book | Phys. |Gn/Loss|
==============================================================================================================================
|MIXED VEGETABLES  |A057|#300 CAN | 2,032|     0|     0| 2,032|     3|     0|     0|     0|     3| 2,029| 2,029|     0|
|------------------|----|---------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
```

FNS101 Report


```
FNS101 REPORT

REPORT DATE:        03/2009

NUMBER OF COPIES:  1

F1 - PREVIOUS    F2 - NEXT    F3 - MENU
```

The FNS101 report can be printed at any time. The required submission month is July.

```
|=============================================================================|
|                U.S. Department of Agriculture - Food and Nutrition Service  |
|                   PARTICIPATION IN FOOD PROGRAMS - BY RACE                   |
|                            FNS Instruction 113-1                            |
|=============================================================================|
|1. STATE/ITO   |2. PROGRAM:   |3A. NAME OF PROJ AREA      |3B. PROJ AREA CODE |
|               |              |                           |                   |
|    CO         |    FDPIR     |                           |    MPRO           |
|               |              |                           |                   |
|=============================================================================|
|4. NAME & ADDRESS OF REPORTING AGENCY          |5. REPORTING YEAR            |
|                                               |                             |
|    AIS TEST AGENCY                             |                             |
|                                               |                             |
|    1244 SPEER BLVD                            |         03/2009             |
|                                               |                             |
|    DENVER    CO    80204                       |                             |
|                                               |                             |
|=============================================================================|
|                                          | COLUMN A  |  | COLUMN B  |
|                                          |-----------|--|-----------|
|                                          |           |  |NUMBER OF  |
|                                          |           |  |HISPANIC OR|
|                                          |           |  |LATINO     |
|                                          |TOTAL      |  |HOUSEHOLD  |
|                                          |NUMBER OF  |  |CONTACTS   |
|                                          |HOUSEHOLD  |  |REPORTED IN|
|                                          |CONTACTS   |  |COLUMN A   |
|                                          |BY RACE    |  |BY RACE    |
|                                          |-----------|--|-----------|
|HOUSEHOLD      6. American Indian or Alaska Native          |    1 |  |    0 |
|                                          |-----------|--|-----------|
|CONTACTS       7. Asian                                     |    0 |  |    0 |
|                                          |-----------|--|-----------|
|WHO MARKED     8. Black or African American                 |    0 |  |    0 |
|                                          |-----------|--|-----------|
|ONLY ONE       9. Native Hawaiian or Other Pacific Islander |    0 |  |    0 |
|                                          |-----------|--|-----------|
|RACE          10. White                                     |    0 |  |    0 |
|=============================================================================|
|HOUSEHOLD     11. American Indian or Alaska Native and White|    0 |  |    0 |
|                                          |-----------|--|-----------|
|CONTACTS      12. Asian and White                           |    0 |  |    0 |
|                                          |-----------|--|-----------|
|WHO MARKED    13. Black or African American and White       |    0 |  |    0 |
|                                          |-----------|--|-----------|
|TWO RACES     14. American Indian or Alaska Native and Black or African American |    1 |  |    0 |
|=============================================================================|
|              15. Balance Reporting more than one race      |    0 |  |    0 |
|=============================================================================|
|              16. Total (Add items 6 thru15)               |    2 |  |    0 |
|=============================================================================|
|17. REMARKS                                                                  |
|                                                                             |
|                                                                             |
|                                                                             |
|                                                                             |
| DATE                TITLE                SIGNATURE                          |
|                                                                             |
|=============================================================================|
Form FNS101 (10-06)
```
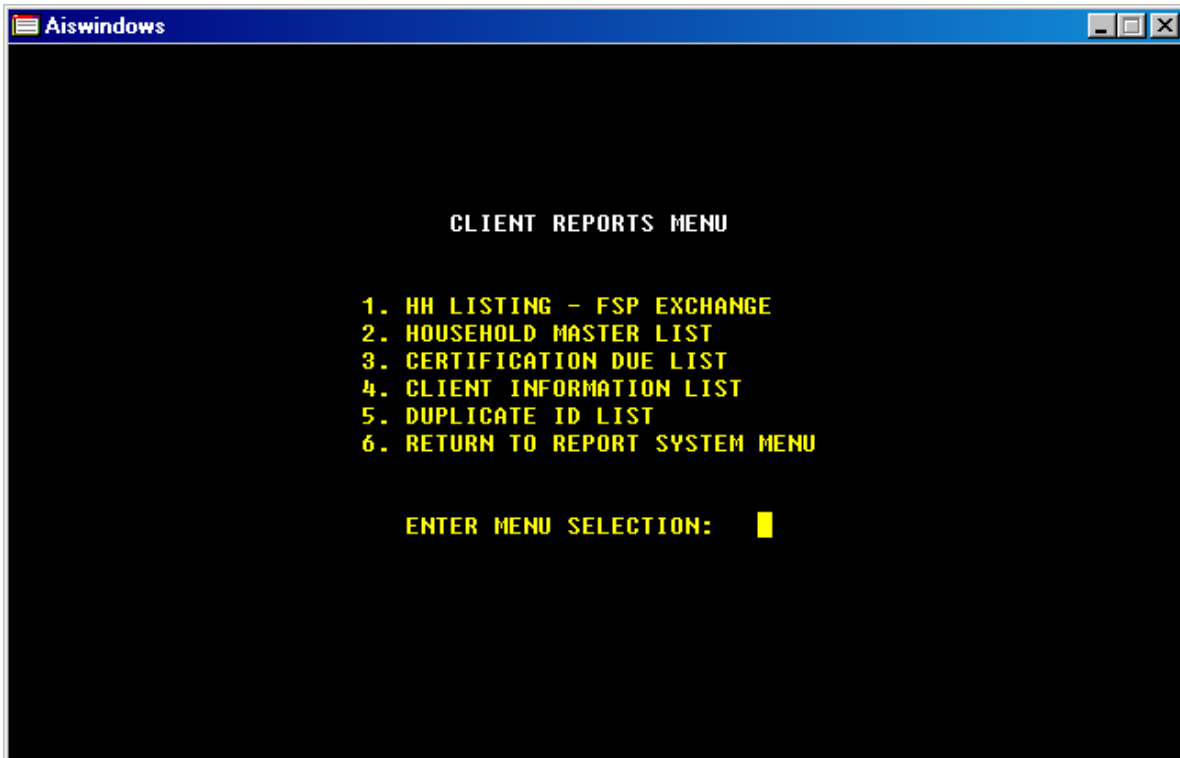
Client Reports

```
 Aiswindows                                          _ □ ✕




                        CLIENT REPORTS MENU


                 1. HH LISTING - FSP EXCHANGE
                 2. HOUSEHOLD MASTER LIST
                 3. CERTIFICATION DUE LIST
                 4. CLIENT INFORMATION LIST
                 5. DUPLICATE ID LIST
                 6. RETURN TO REPORT SYSTEM MENU


                 ENTER MENU SELECTION:    █


```

Household Listing – Food Stamp Exchange (SNAP)

```
 Aiswindows                                          _ □ ✕










                   HOUSEHOLD LISTING - FSP EXCHANGE

                 Name OR ID          _
                 Household or Individual
                 COUNTY CODE:                (99 = ALL CODES)
                 NUMBER OF COPIES:        1


                   F2 - NEXT    F3 - MENU

```
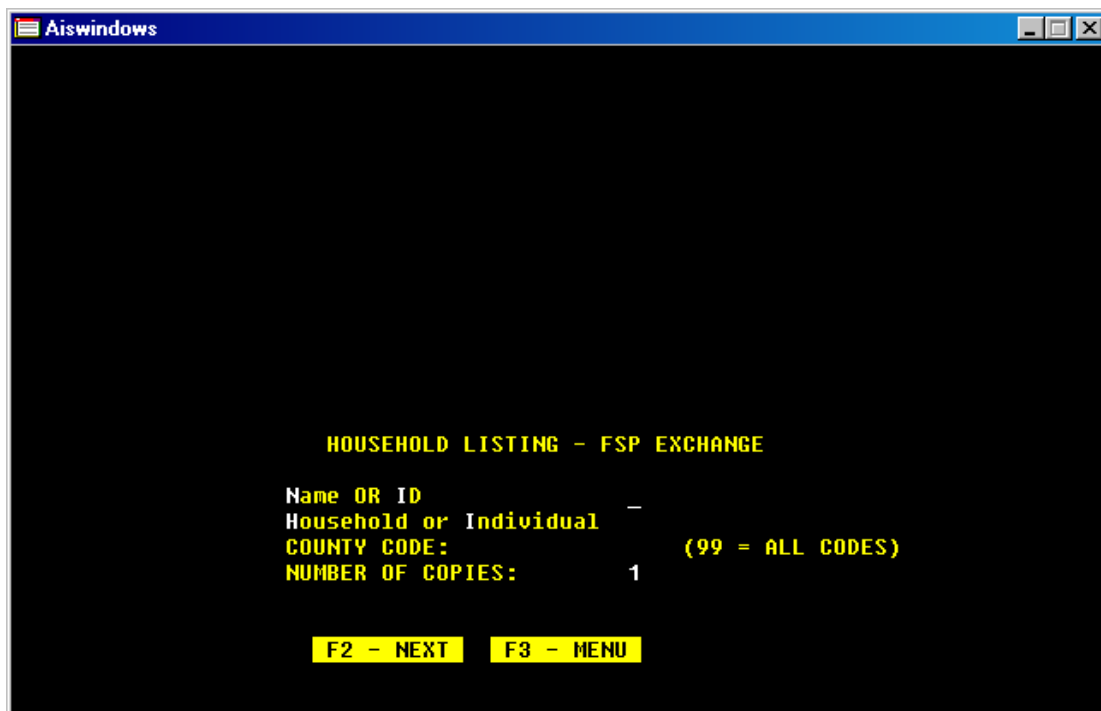
The household listing for FSP exchange allows for a printout of households in name or ID order and grouped by household membership or listed separately as individuals. Agencies can select a specific county code or enter 99 to obtain a report for all counties served.

Listing by individual:

```
03/23/2009     HOUSEHOLD LISTING FSP EXCHANGE - AIS TEST AGENCY        PAGE:  1
                        FOR ALL COUNTIES

                   CLIENT                    HH                   CERT      TERM
    SS#            NAME                       ID       DOB   CNTY DATE      DATE

000000022   TWO, TOO                      222222222 02/02/1992 AA 08/2008 07/2009
108888888   8, 10                         888888888 10/08/1998 AA 05/2008 04/2009
111111111   1, 1                          111111111 01/01/1941 AA 11/2008 10/2009
118888888   8, 11                         888888888 11/09/1941 AA 05/2008 04/2009
222222222   TU, TU                        222222222 02/02/1922 AA 08/2008 07/2009
333330000   THREE, THREE                  333333333 03/03/1953 AA 08/2008 07/2009
333333330   THREE, ONE                    333333333 03/03/1963 AA 08/2008 07/2009
333333331   THREE, TWO                    333333333 03/03/1993 AA 08/2008 07/2009
612430311   BAKEA, CAEAENT                612430311 03/26/1932 AA 07/2008 06/2009
613074955   BELLA, CAYATAL                613797791 02/16/1982 AA 03/2009 02/2010
613154583   YOUNA BIRD, SAEARA            613797791 05/29/1985 AA 03/2009 02/2010
613304496   ROSSA, SAEALING               613797791 05/18/1983 AA 03/2009 02/2010
613328276   ROSSA, SAEABY                 613797791 07/03/1995 AA 03/2009 02/2010
613797791   ROSSA, BATAY                  613797791 06/27/1959 AA 03/2009 02/2010
666666666 88888888888888888888, 88888     888888888 08/08/2003 AA 05/2008 04/2009
888888882   EIGHT, 7                      888888888 08/08/2001 AA 05/2008 04/2009
888888883   EIGHT, 6                      888888888 08/08/1999 AA 05/2008 04/2009
888888884   EIGHT, 5                      888888888 08/08/1997 AA 05/2008 04/2009
888888885   EIGHT, 4                      888888888 08/08/1995 AA 05/2008 04/2009
888888886   EIGHT, 3                      888888888 08/08/1993 AA 05/2008 04/2009
888888887   EIGHT, 2                      888888888 08/08/1978 AA 05/2008 04/2009
888888888   EIGHT, 1                      888888888 08/08/1968 AA 05/2008 04/2009
888888889   8, 9                          888888888 09/09/1999 AA 05/2008 04/2009
999999999   BAKEA, DANA                   612430311 12/18/1980 AA 07/2008 06/2009

                        TOTAL PARTICIPANTS:  24
```
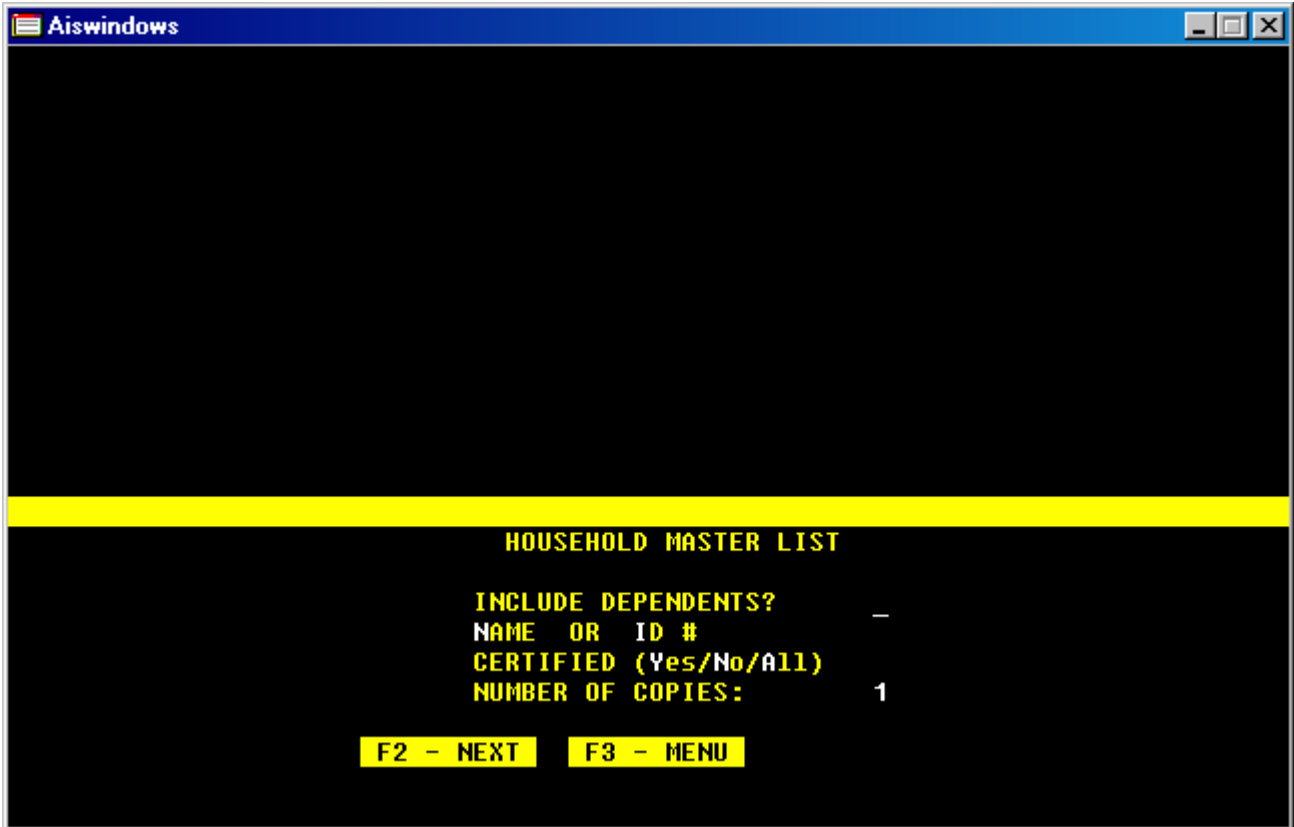
Listing by household:

```
03/23/2009     HOUSEHOLD LISTING FSP EXCHANGE - AIS TEST AGENCY        PAGE:  1
                        FOR ALL COUNTIES

         CLIENT                                      HH        CERT      TERM
         NAME                 SS#        DOB        SIZE CNTY  DATE      DATE

1, 1                       111-11-1111 01/01/1941   01   AA  11/01/2008 10/2009


BAKEA, CAEAENT             612-43-0311 03/26/1932   02   AA  07/01/2008 06/2009
BAKEA, DANA                999-99-9999 12/18/1980

EIGHT, 1                   888-88-8888 08/08/1968   11   AA  05/11/2008 04/2009
EIGHT, 2                   888-88-8887 08/08/1978
EIGHT, 3                   888-88-8886 08/08/1993
EIGHT, 4                   888-88-8885 08/08/1995
EIGHT, 5                   888-88-8884 08/08/1997
EIGHT, 6                   888-88-8883 08/08/1999
EIGHT, 7                   888-88-8882 08/08/2001
88888888888888888888, 888 666-66-6666 08/08/2003
8, 9                       888-88-8889 09/09/1999
8, 10                      108-88-8888 10/08/1998
8, 11                      118-88-8888 11/09/1941

ROSSA, BATAY               613-79-7791 06/27/1959   05   AA  03/09/2009 02/2010
YOUNA BIRD, SAEARA         613-15-4583 05/29/1985
ROSSA, SAEALING            613-30-4496 05/18/1983
ROSSA, SAEABY              613-32-8276 07/03/1995
BELLA, CAYATAL             613-07-4955 02/16/1982

THREE, THREE               333-33-0000 03/03/1953   03   AA  08/01/2008 07/2009
THREE, ONE                 333-33-3330 03/03/1963
THREE, TWO                 333-33-3331 03/03/1993

TU, TU                     222-22-2222 02/02/1922   02   AA  08/10/2008 07/2009
TWO, TOO                   000-00-0022 02/02/1992

                        TOTAL HH:     6
```

```
                                                    HOUSEHOLD MASTER LIST

                                          INCLUDE DEPENDENTS?            _
                                          NAME   OR   ID #
                                          CERTIFIED (Yes/No/All)
                                          NUMBER OF COPIES:              1

                                   F2 - NEXT        F3 - MENU
```

The Household Master Listing provides for the option to include members of the household and if the report is listed in name or ID # order. Another option is to include only currently certified (YES), include only terminated (NO) or print a listing of all records stored in AIS (ALL).

```
03/30/2009                 HOUSEHOLD MASTER LIST BY NAME              PAGE:   1
                               ALLHOUSEHOLDS
        CLIENT NAME                      ID         SS#      HH  CT LO TERMDATE
1                   1                111111111  111-11-1111  01  AA    10/2009
7                   7                777777777  777-77-7777  01  AA    12/2005
BAKEA               CAEAENT          612430311  612-43-0311  02  AA    06/2009
BAKEA               IAEA             613730056  613-73-0056  02  AA    11/2005
BAKEA               JANAT            612997266  612-99-7266  01  AA    12/2003
BELLA               RACAEL           613413036  613-41-3036  01  AA    12/2003
CLAYAORE            TARAANCE         612774458  612-77-4458  01  AA    11/2003
DRAGA WOLF          CACALIA          613295543  613-29-5543  01  AA    03/2006
EIGHT               1                888888888  888-88-8888  11  AA    04/2009
FORE                EYES             444444444  444-44-4444  04  AA    09/2008
FORSAAN             EAIA             612430734  612-43-0734  02  AA    10/2005
FOX A               VARAINIA         612331870  612-33-1870  01  AA    12/2003
FREDARICKS          MARAHA           613433657  613-43-3657  01  AA    12/2003
FREDARICKS          PATAICK          612570621  612-57-0621  03  AA    12/2003
GOODALL             FAOAENTINE       612452441  612-45-2441  02  AA    12/2003
HALVARSON           AATAONY          612796482  612-79-6482  06  AA    08/2003
HARRASON            MAXANE           615636169  615-63-6169  02  AA    12/2003
HOLDANG EAGL        LAUASE           613430129  613-43-0129  02  AA    12/2004
LOCKAOOD            BAUAAH           613753892  613-75-3892  04  AA    12/2003
```

```
Certification Due List                                                      ☒
                          Certification Due List




                    Report Date:            3   2009

                    Name or ID (N/I):

                    County/Location/All:     A

                    Copies (1 to 9)          1

                    F2 - NEXT        F3 - EXIT        F5 - HELP
```
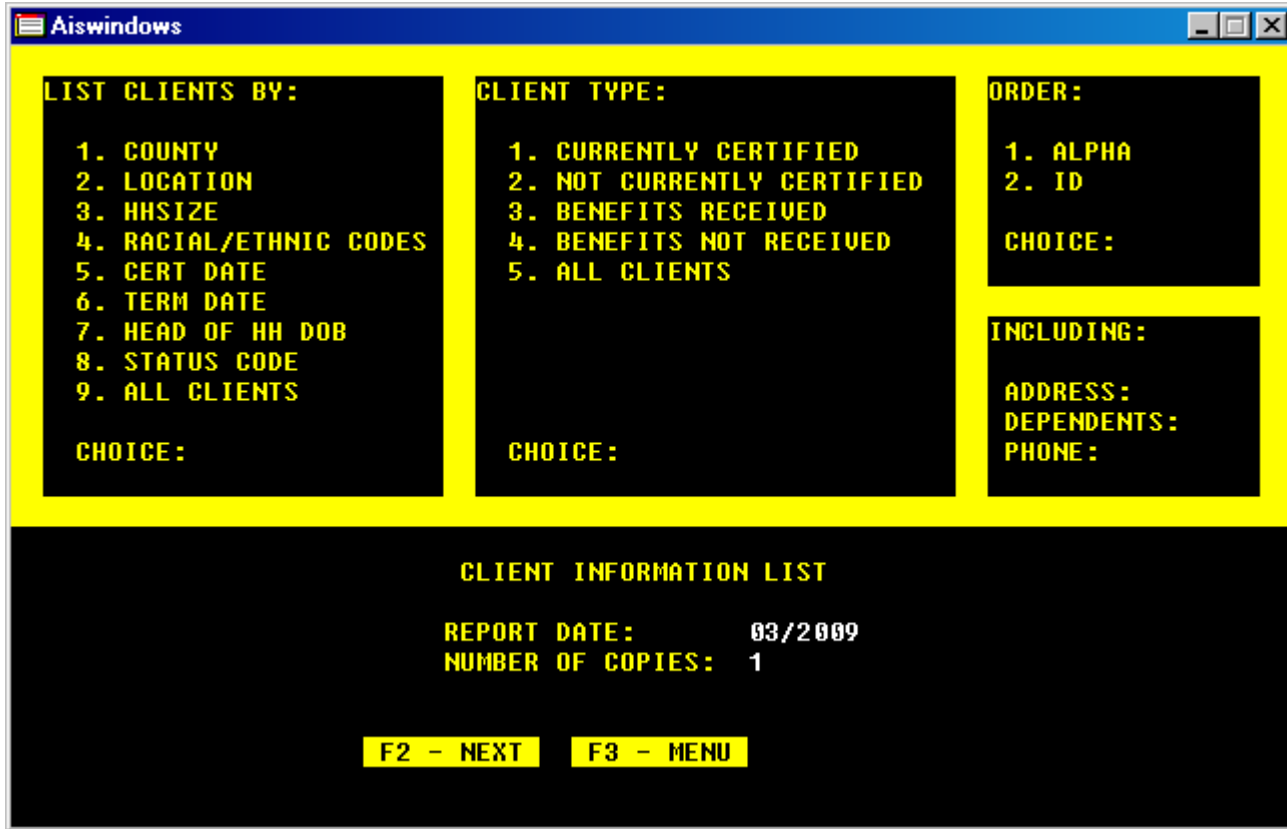
The Certification Due List is available in graphical display only. This report will list all households based on the criteria selected for the report. Press F5 – Help on each field for guidance on what to enter.

```
 03/30/2009              CERTIFICATION DUE LIST FOR: 05/2009              PAGE:  1

        CLIENT NAME                      ID            HH   TERMDATE CTY  LOC

EIGHT              1              888888888           11   04/2009  AA
```

Client Information List

```
┌─ Aiswindows ───────────────────────────────────────[_][□][X]─┐
│ ┌─────────────────────┐ ┌──────────────────────┐ ┌──────────┐│
│ │LIST CLIENTS BY:     │ │CLIENT TYPE:          │ │ORDER:    ││
│ │                     │ │                      │ │          ││
│ │  1. COUNTY          │ │  1. CURRENTLY CERTIFIED│ │ 1. ALPHA ││
│ │  2. LOCATION        │ │  2. NOT CURRENTLY CERTIFIED│ 2. ID ││
│ │  3. HHSIZE          │ │  3. BENEFITS RECEIVED │ │          ││
│ │  4. RACIAL/ETHNIC CODES│ │ 4. BENEFITS NOT RECEIVED│ CHOICE:││
│ │  5. CERT DATE       │ │  5. ALL CLIENTS       │ │          ││
│ │  6. TERM DATE       │ │                       │ └──────────┘│
│ │  7. HEAD OF HH DOB  │ │                       │ ┌──────────┐│
│ │  8. STATUS CODE     │ │                       │ │INCLUDING:││
│ │  9. ALL CLIENTS     │ │                       │ │          ││
│ │                     │ │                       │ │ADDRESS:  ││
│ │  CHOICE:            │ │  CHOICE:              │ │DEPENDENTS:│
│ └─────────────────────┘ └──────────────────────┘ │PHONE:    ││
│                                                   └──────────┘│
│         CLIENT INFORMATION LIST                              │
│                                                              │
│         REPORT DATE:        03/2009                          │
│         NUMBER OF COPIES:   1                                │
│                                                              │
│                                                              │
│           [ F2 - NEXT ]   [ F3 - MENU ]                      │
└──────────────────────────────────────────────────────────────┘
```

The Client Information List provides an array of report options. All report options are as of the data found in AIS so the report date is not changeable. The two main categories of **List Clients By** and **Client Type** define the report content whereas **Order** and **Including** define report format.
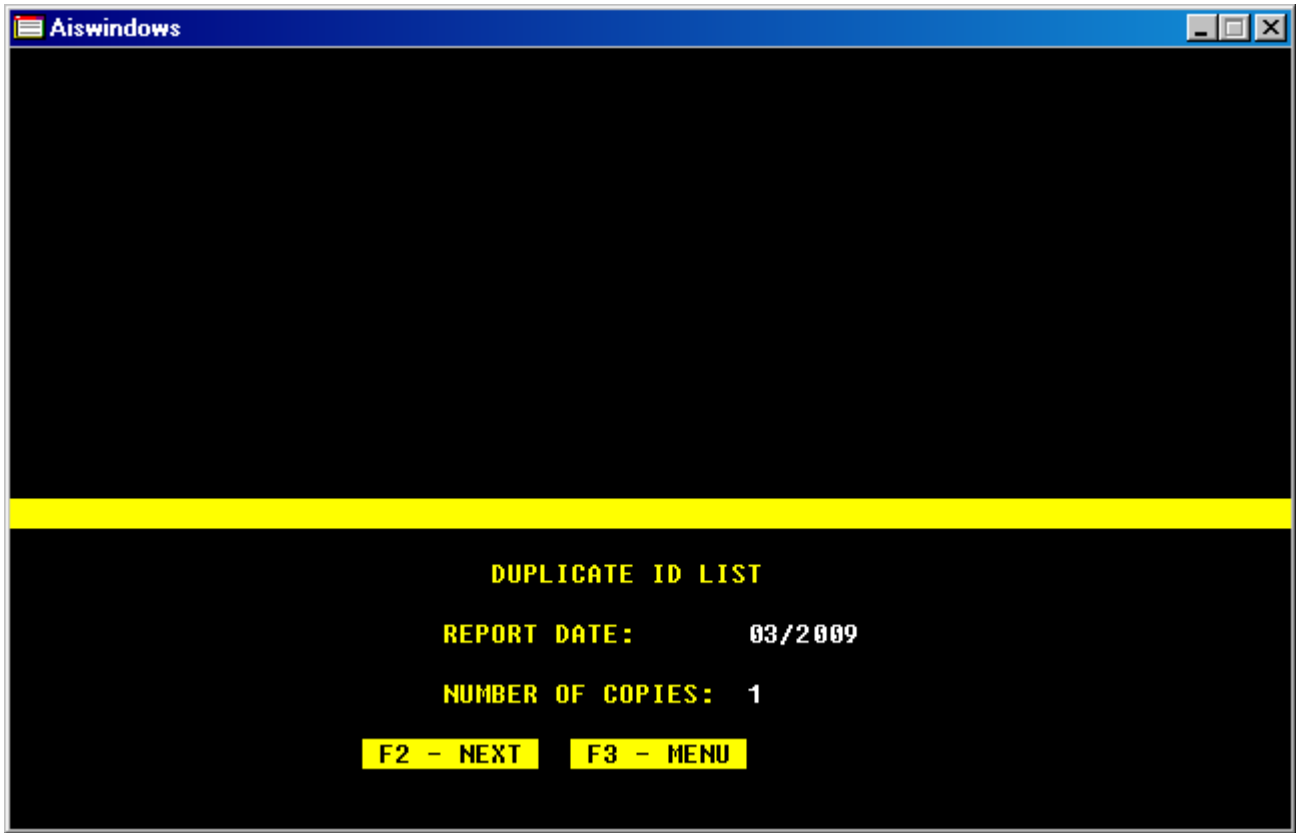
List Clients By

County	Lists client households by the county code selected
Location	Lists client households by the location code selected
Household Size (HHSIZE)	Lists client households by the size of the household
Racial/Ethnic Codes	Lists client households by racial and or ethnic codes selected
Certification Date	Lists client households matching the certification date entered
Termination Date	Lists client households matching the termination date entered
Head of Household Date of Birth	Lists client households where the head of household date of birth is within an age range as specified
Status Code	Lists client households matching the status code entered
All Clients	Lists all client households

Client Type

Currently Certified	Only currently certified client households are listed
Not Currently Certified	Only terminated households are listed
Benefits Received	Only households who have received benefits as specified are listed.
Benefits Not Received	Only households who did not receive benefits as specified are listed
All Clients	All clients matching previous criteria are listed

Duplicate ID List

```
┌─────────────────────────────────────────────────────────────────────┐
│ ▤ Aiswindows                                              _ □ ✕       │
├─────────────────────────────────────────────────────────────────────┤
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                        DUPLICATE ID LIST                              │
│                                                                       │
│                  REPORT DATE:        03/2009                          │
│                                                                       │
│                  NUMBER OF COPIES:  1                                 │
│                   F2 - NEXT     F3 - MENU                             │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

The Duplicate ID List prints using the current date. Only the number of copies is optional. This report provides a listing of all ID numbers found in AIS that occur more than once and is useful in reviewing to ensure that individuals are not identified in more than one currently certified household.

```
 03/30/2009                     DUPLICATE ID LIST                          PAGE:  1

      ID                    CLIENT NAME                      HH ID        TERM DAT
 111-11-1111      1                       1                111-11-1111     10/2009
 111-11-1111      FORE                    GO               444-44-4444     02/2010
 666-66-6666      FORE                    TWOBY            444-44-4444     02/2010
 666-66-6666      88888888888888888  88888888888888       888-88-8888     04/2009
```
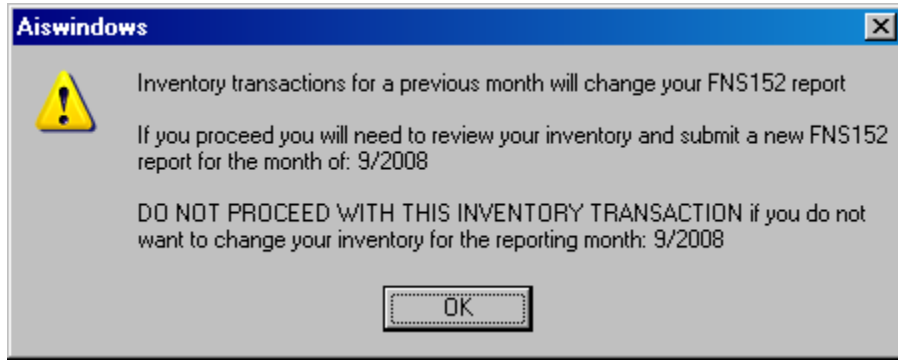
Issuance/Participation Reports

```
Aiswindows                                                    _ □ X


                  ISSUANCE/PARTICIPATION REPORTS MENU


                    1. DAILY ISSUANCE SUMMARY
                    2. DAILY PARTICIPATION SUMMARY
                    3. BENEFITS NOT RECEIVED
                    4. HOUSEHOLD ISSUANCE HISTORY
                    5. VALUE OF COMMODITIES ISSUED
                    6. SKIP ISSUANCE STATUS LIST
                    7. BATCH PRINT SHOPPING LIST
                    8. ISSUANCES BY COMMODITY CODE
                    9. RETURN TO REPORT SYSTEM MENU

                       ENTER MENU SELECTION:    █
```

Inventory System

The inventory system is available in character or graphical format. The inventory system is used to maintain all inventory activity except for issuance data.

```
Inventory System Menu                                             [x]


                        INVENTORY SYSTEM MENU


                  1.  COMMODITY TRANSACTION
                  2.  VOID COMMODITY TRANSACTION
                  3.  VIEW COMMODITY STATUS
                  4.  CUSTOMIZE COMMODITY CODE NAMES
                  5.  SET COMMODITY TO USE UNITS ONLY
                  6.  BARCODE SYSTEM MENU
                  7.  RETURN TO WELCOME MENU


                  ENTER MENU SELECTION:  [C]
```

```
Aiswindows                                                    [_][□][x]


                        INVENTORY SYSTEM MENU

                  1.   COMMODITY TRANSACTION
                  2.   VOID COMMODITY TRANSACTION
                  3.   VIEW COMMODITY STATUS
                  4.   CUSTOMIZE COMMODITY CODE NAMES
                  5.   SET COMMODITY TO USE UNITS ONLY
                  6.   BARCODE SYSTEM MENU
                  7.   RETURN TO WELCOME MENU


                       SELECTION: _
```

The inventory access dates permitted are the current month or the previous month. DO NOT CHANGE THE SYSTEM DATE TO MODIFY ANY OTHER DATE – SEVERE DATA LOSS MAY OCCUR!

Aiswindows

⚠️ Inventory transactions for a previous month will change your FNS152 report

If you proceed you will need to review your inventory and submit a new FNS152 report for the month of: 9/2008

DO NOT PROCEED WITH THIS INVENTORY TRANSACTION if you do not want to change your inventory for the reporting month: 9/2008

[OK]

It is important to understand that the day value is for documentation purposes. AIS only distinguishes that the month and the year designate activity for the month. Changing the day will not change any data value for the month. After the date is verified as correct press F2 to obtain the commodity code field:
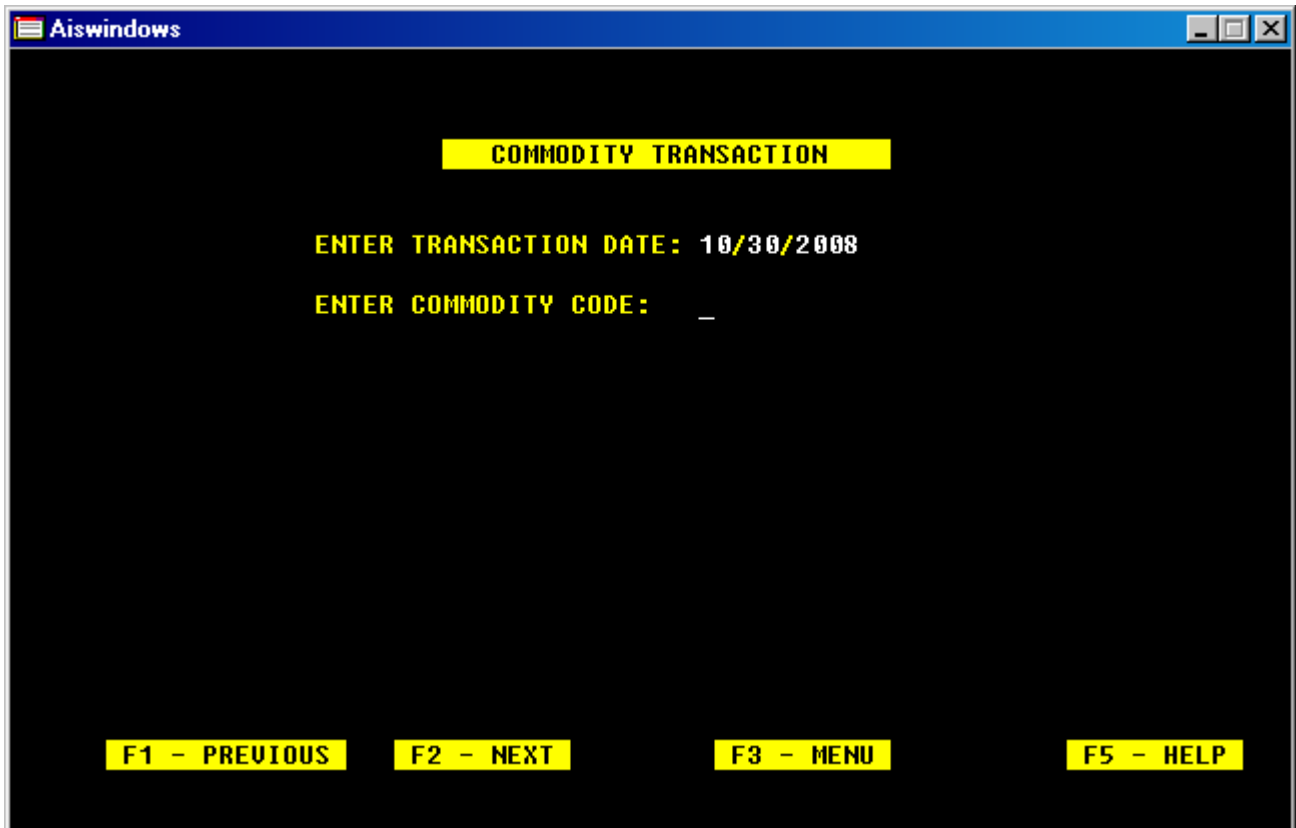
Aiswindows

COMMODITY TRANSACTION

ENTER TRANSACTION DATE: 10/30/2008

ENTER COMMODITY CODE: _

F1 – PREVIOUS   F2 – NEXT   F3 – MENU   F5 – HELP

When the field for entering the commodity code is displayed you can select F5 – HELP to locate a commodity code.

Clicking YES allows for the retrieval of any active commodity code by name order. In some cases you may need to be creative in entering "fresh" first for a fresh produce item or "1" for "1%". You can also use the up and down arrows on the right hand side of the display box to scroll through the list in search for an item. Once an item is highlighted and OK is pressed that value will automatically be inserted into the commodity code field on the transaction screen.

Retrieve Commodity by Name (Active Codes Only)

Commodity Name	Size	Commodity Code
SALMON 24	14.75 OZ CAN	A803
SHORTENING	3 LB CAN	B720
SPAGHETTI	**2 LB PKG**	**B835**
SPAGHETTI SAUCE	#300 CAN	A226
SPI	SPAGHETTI	
SUMMER SQUASH 1#	1# BAG	F151
SWEET POTATOES 1#	1# BAG	F160
SWEET POTATOES 2#	2# BAG	F161
SWEET POTATOES 3#	3# BAG	F162
SWEET POTATOES 300	#300 CAN	A223
SWEET POTATOES 5#	5# BAG	F163
TOMATO JUICE	46 OZ CAN	A290
TOMATO SAUCE	#300 CAN	A244
TOMATO SOUP	16 OZ CAN	A219
TOMATOES 300	#300 CAN	A240
TOMATOES DICED 300	#300 CAN	A234

[OK]   [CANCEL]

Enter the transaction code desired for data activity type (press F5 for help):

Inventory Transaction

COMMODITY TRANSACTION

ENTER TRANSACTION DATE   10 30 2008

ENTER COMMODITY CODE   B835   SPAGHETTI

ENTER TRANSACTION CODE   [ ]

F1 - PREVIOUS   F2 - NEXT   F3 - EXIT   F5 - HELP

Valid transaction codes are:

Aiswindows [×]

Valid transaction codes are:

R - Receipts

T - Transfers

N - Nutrition Education

A - Adjustments

W - Warehouse (For use at multi-warehouse sites only)

[OK]
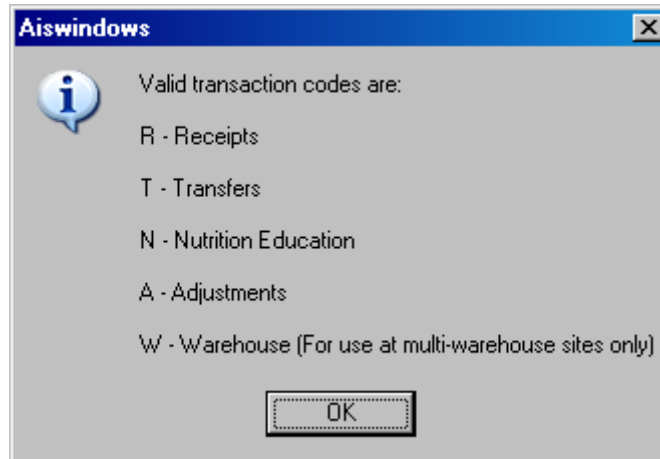
Note - Any commodity that has been designated as "INACTIVE" AIS will not allow a receipt or transfer of that item. Only nutrition education or adjustments for inactive items are permitted

Inventory Transaction [×]

COMMODITY TRANSACTION

ENTER TRANSACTION DATE   10 30 2008

ENTER COMMODITY CODE   B370   CRACKERS - UNSALTED

ENTER TRANSACTION CODE   R

INACTIVE-only N or A allowed

F1 - PREVIOUS   F2 - NEXT   F3 - EXIT   F5 - HELP

The entry of values for inventory transaction is either in cases or units. All fresh produce is entered as units only. It is the receiving agencies responsibility to determine how many units can be issued when fresh produce is packaged unevenly or in bulk by weight values in accordance with guide rate specifications.

Inventory System Menu					☒

COMMODITY TRANSACTION
RECEIPT

Tran Date	Code	Name	Units/Case	Unit Size
10 30 2008	A300	ORANGE JUICE	12	46 OZ CAN

	Current Balance	Update: Cases/Units		Updated Balance
Beginning Physical Inventory	708			708
Received	0	0	0	0
Transferred In	0			0
Warehouse In	0			0
Issued	0			0
Transferred Out	0			0
Warehouse Out	0			0
Tailgate Out	0			0
Nutrition Education	0			0
Food Losses	0			0
Book Inventory	708			
Inventory Adjustments	0			0
Ending Physical Inventory	708	0		708

F2 - NEXT   **F3 - EXIT**

AIS does calculate future inventory availability. If you need to modify a value for the previous month be aware that you will need to maintain a sufficient balance for the current month to equal at least zero or a value greater than zero. You may need to revise the current month prior to revising the previous month if necessary.

Aiswindows	☒

⚠ The future inventory level has been exceeded by -2. Processing cannot continue.

OK

AIS can be set to use units only for any commodity or can be set to allow case size to be used in conjunction with units. AIS allows users to modify the units per pack size. AIS guide rates are always provided with the default settings for commodity name, units only status and units pack size (units per case). Any changes to the default values are at the users discretion. AIS is not responsible for the accuracy of the FNS152 report values for inventory if users modify the default values. To reset the values to default settings – reload the most current update.

Units Only

Commodity Code Units Modification

COMMODITY CODE	A057 FG CODE 1 FRUITS - VEGS.
COMMODITY NAME	MIXED VEGETABLES
COMMODITY SHORT	MIXED VEGETABLES
UNITS ONLY (Y/N)	N
COMPUTABLE SIZE	1
COMPUTABLE FACTOR	U
MIXED FOOD CODE	V
REPORT SIZE	#300 CAN
UNITS/PACK	24
UNIT WEIGHT	36 . 0
UNIT PRICE	0 . 53
STATUS	

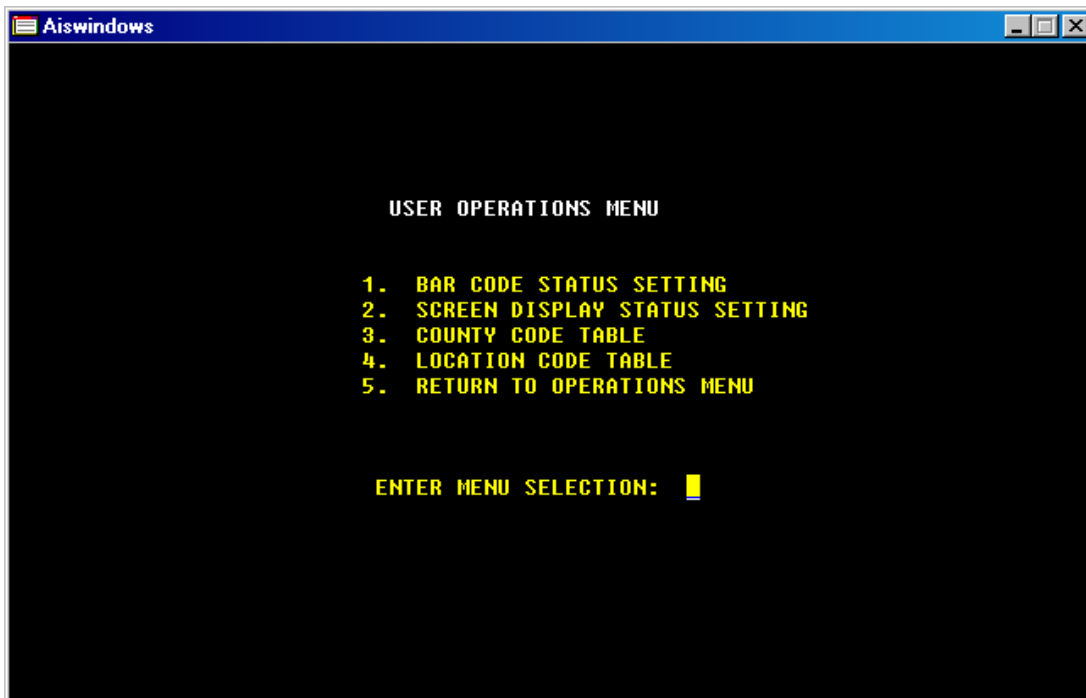F1 - PREVIOUS   F2 - NEXT   F3 - EXIT   F5 - HELP
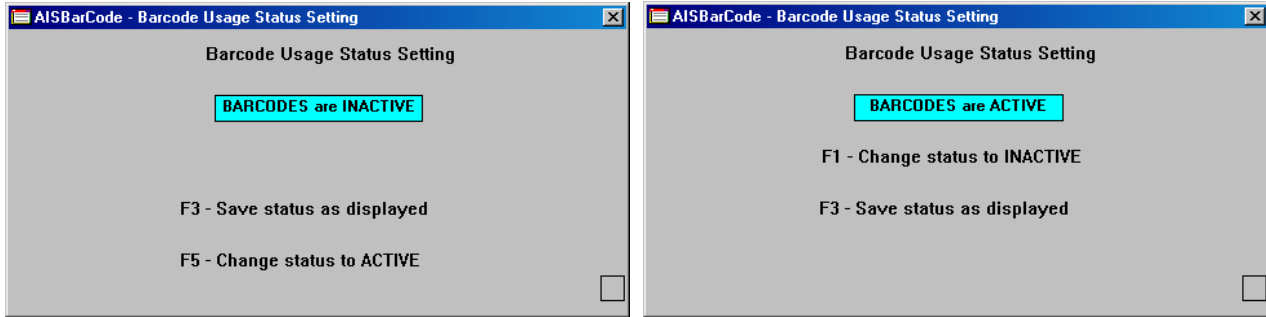
Operations

The operations menu consists of two options – the system operations menu which is password protected and the user operations menu which is accessible to anyone using AIS.

```
Aiswindows                                              _ □ ✕


                        OPERATIONS MENU


                1.   SYSTEM OPERATIONS MENU
                2.   USER OPERATIONS MENU
                3.   RETURN TO WELCOME MENU




                ENTER MENU SELECTION:  █
```
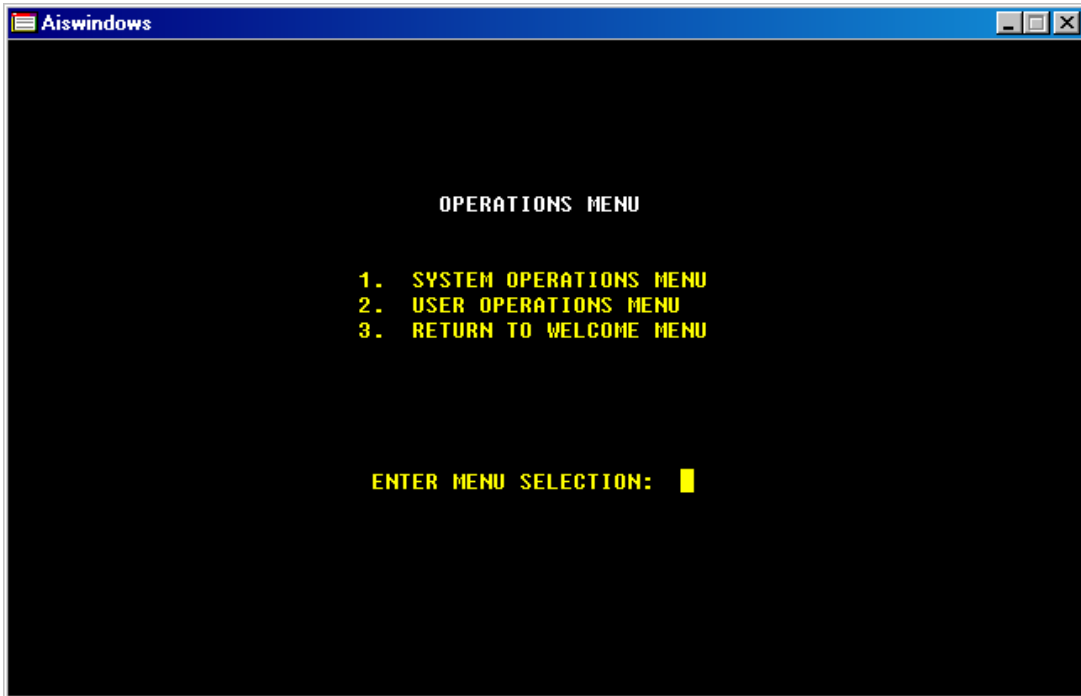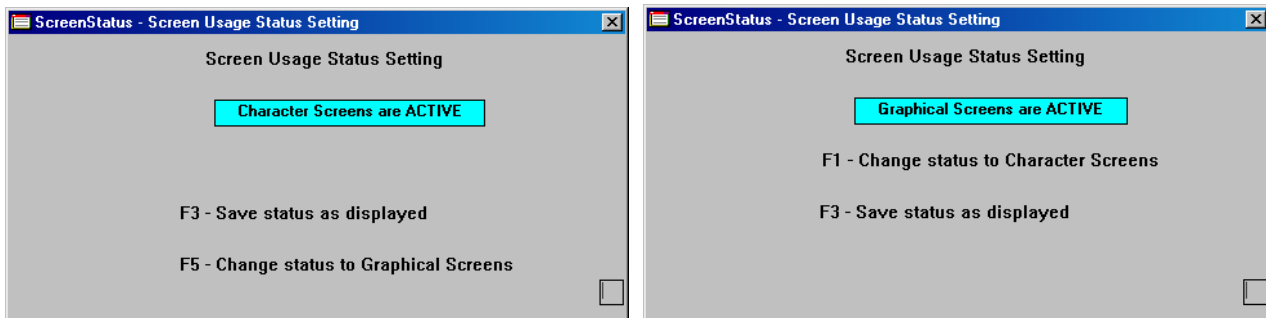
The system operations menu contains special programs used to maintain guide rates and system data. The user operations menu allows users to choose what mode AIS uses for issuances (barcode or keyboard), visual display (character or graphical) and the ability to maintain county and locations code tables.

```
Aiswindows                                              _ □ ✕


                        USER OPERATIONS MENU


                1.   BAR CODE STATUS SETTING
                2.   SCREEN DISPLAY STATUS SETTING
                3.   COUNTY CODE TABLE
                4.   LOCATION CODE TABLE
                5.   RETURN TO OPERATIONS MENU



                ENTER MENU SELECTION:  █
```

To set AIS to use the barcode system for issuances press F5. To change the issuance mode to keyboard press F1. Pressing F3 saves whatever status is displayed.

AISBarCode - Barcode Usage Status Setting	✕

Barcode Usage Status Setting

`BARCODES are INACTIVE`

F3 - Save status as displayed

F5 - Change status to ACTIVE

AISBarCode - Barcode Usage Status Setting	✕

Barcode Usage Status Setting

`BARCODES are ACTIVE`

F1 - Change status to INACTIVE

F3 - Save status as displayed

To set AIS to use the graphical display screens available press F5. To change the display mode to all character displays press F1. Pressing F3 saves whatever status is displayed.

ScreenStatus - Screen Usage Status Setting	✕

Screen Usage Status Setting

`Character Screens are ACTIVE`

F3 - Save status as displayed

F5 - Change status to Graphical Screens

ScreenStatus - Screen Usage Status Setting	✕

Screen Usage Status Setting

`Graphical Screens are ACTIVE`

F1 - Change status to Character Screens

F3 - Save status as displayed

The county and location tables accept any 2 digit value and up to 33 occurrences of unique values. Simply enter the values desired and press F4 to save. The values will become effective once the table is saved and a client record is retrieved.

Aiswindows

COUNTY CODE TABLE

AA BB CC DD EE FF
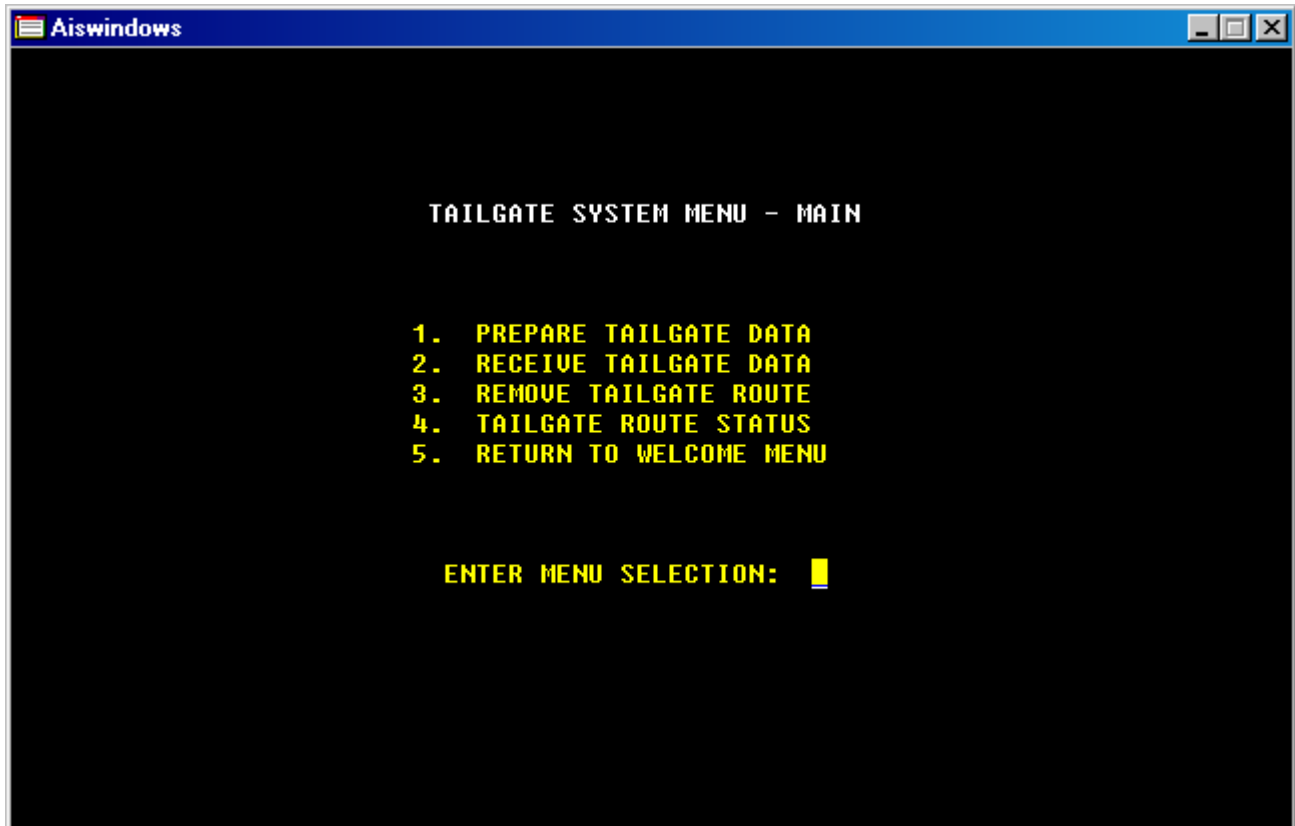
F3 - MENU   F4 - SAVE   F5 - EDIT
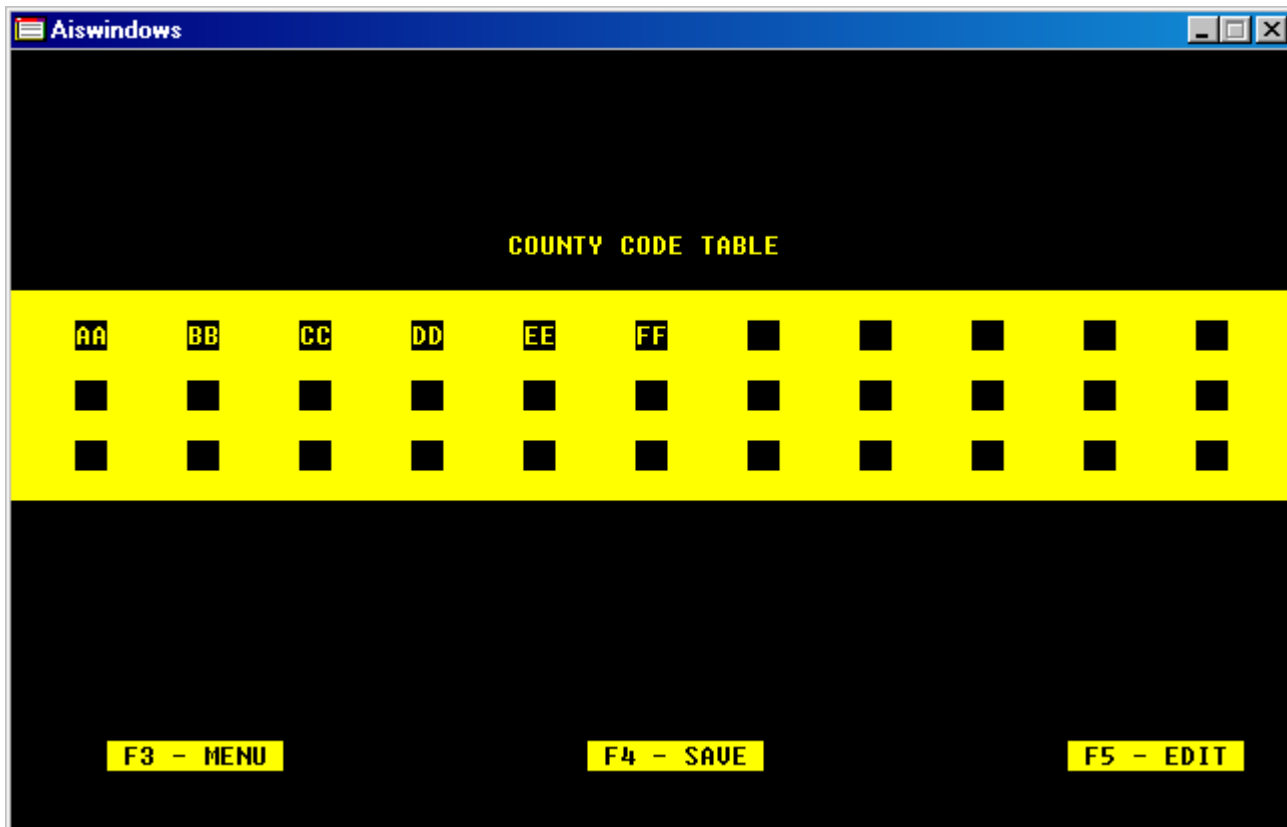
AIS Tailgate System

The AIS Tailgate System is a feature that allows for the temporary independent use of data within the main AIS database to be used on a separate computing system. The tailgate computer setup allows for all the same activity as in the main warehouse except for inventory transactions.

The tailgate requires a separate computer and printer to operate. A tailgate computer may be networked so that multiple computers can be used. Tailgates are unique sets of data specifically defined by the user to control the activity at a tailgate site.

AIS Tailgate Main Computer

```
Aiswindows                                        _ □ ✕



                TAILGATE SYSTEM MENU - MAIN



            1.   PREPARE TAILGATE DATA
            2.   RECEIVE TAILGATE DATA
            3.   REMOVE TAILGATE ROUTE
            4.   TAILGATE ROUTE STATUS
            5.   RETURN TO WELCOME MENU



            ENTER MENU SELECTION:   █
```

1. **Prepare Tailgate Data** - AIS is configured to download a subset of client and inventory data for use at a tailgate site. The prepare option allows the user to:
    - Select client data for the entire household data set or by county or location codes.
    - Select the inventory to be loaded on the tailgate truck.
    - Amend (add to) the inventory loaded on the tailgate truck.
2. **Receive Tailgate Data** – This option is used to receive the data back into the main computer that was used on the tailgate computer. All client changes (new households, updated certifications, issuances, etc) and inventory changes (from issuances) are processed back into the main data set.
3. **Remove Tailgate Route** – This option allows the removal of previously defined tailgate data for the route number selected.
4. **Tailgate Route Status** – A menu display of tailgate route activity and current status.

Preparing the Tailgate Data

Tailgates are prepared for a specific route using the current system month as the default month. **THE DATE CANNOT BE MODIFIED**. When the Prepare Tailgate Data option is selected on the main AIS computer this is the screen display:
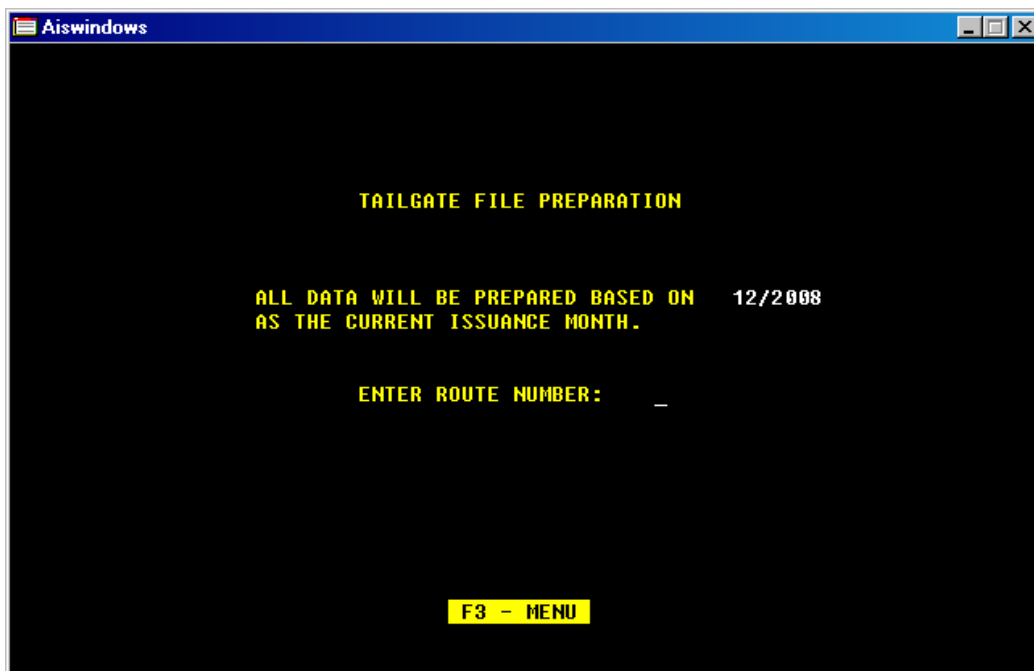
The only entry for this screen is the route number that is to be assigned. This number can be any number from 1-9. The route number can be used repeatedly throughout a month. The only requirement is that a tailgate number cannot be used if that number is already in use.

An additional feature has been added that allows for a future month tailgate preparation when a tailgate is requested during the 28th-31st of a month. February allows for the 26th to the 29th for advance preparation.
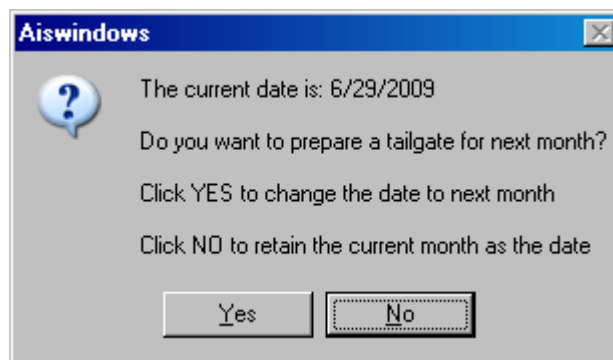
Clicking **Yes** will change the tailgate month to the next month. Clicking **No** will leave the tailgate month the same as the system date month. DO NOT CHANGE THE COMPUTER DATE TO ACTIVATE THIS FEATURE AS YOU MAY CAUSE DATA LOSS!

If the same route number is selected as one already outstanding, the display will prompt to amend the inventory. Amending inventory means that additional inventory can be removed from the main inventory and added to the tailgate route inventory.
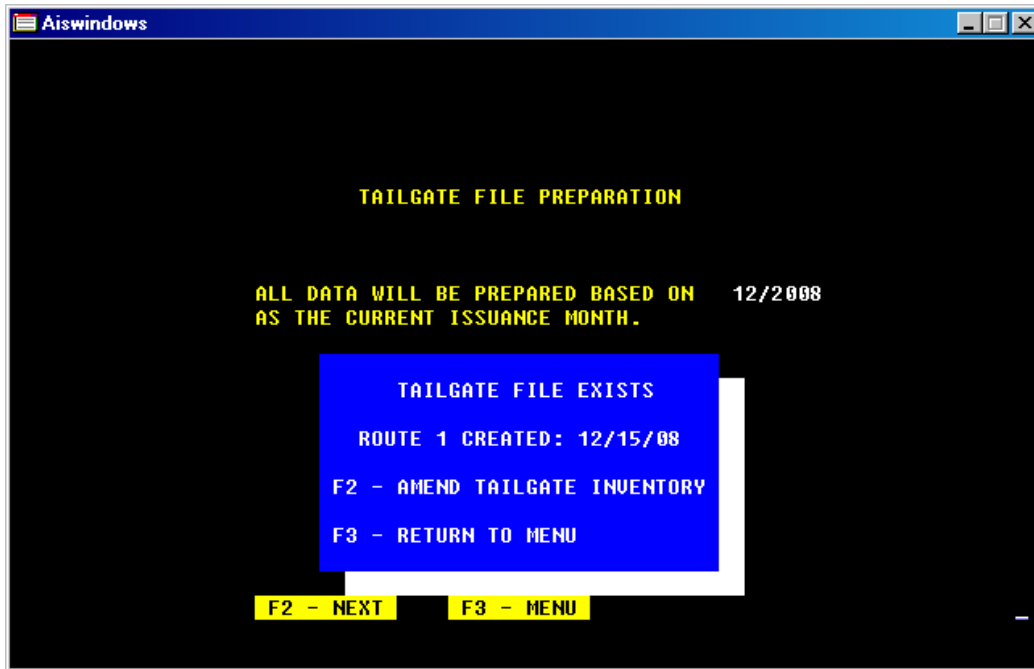
Once the route is selected AIS then will prompt for the entry of the client data to be loaded. This is where all household records (currently certified as well as terminated), or household records that have 1 or more codes that match the county or location code criteria specified are selected.

```
ROUTE: 1


        HOUSEHOLD DATA MENU

   1.   ALL HOUSEHOLD RECORDS
   2.   HOUSEHOLD BY COUNTY
   3.   HOUSEHOLD BY LOCATION

 ENTER MENU SELECTION:  _




                  F3 - MENU
```

```
ROUTE: 1


        HOUSEHOLD DATA MENU

   1.   ALL HOUSEHOLD RECORDS
   2.   HOUSEHOLD BY COUNTY
   3.   HOUSEHOLD BY LOCATION

 ENTER MENU SELECTION:  2


 ENTER COUNTY CODE(S): AA  BB



 F1 - PREVIOUS    F2 - NEXT    F3 - MENU
```
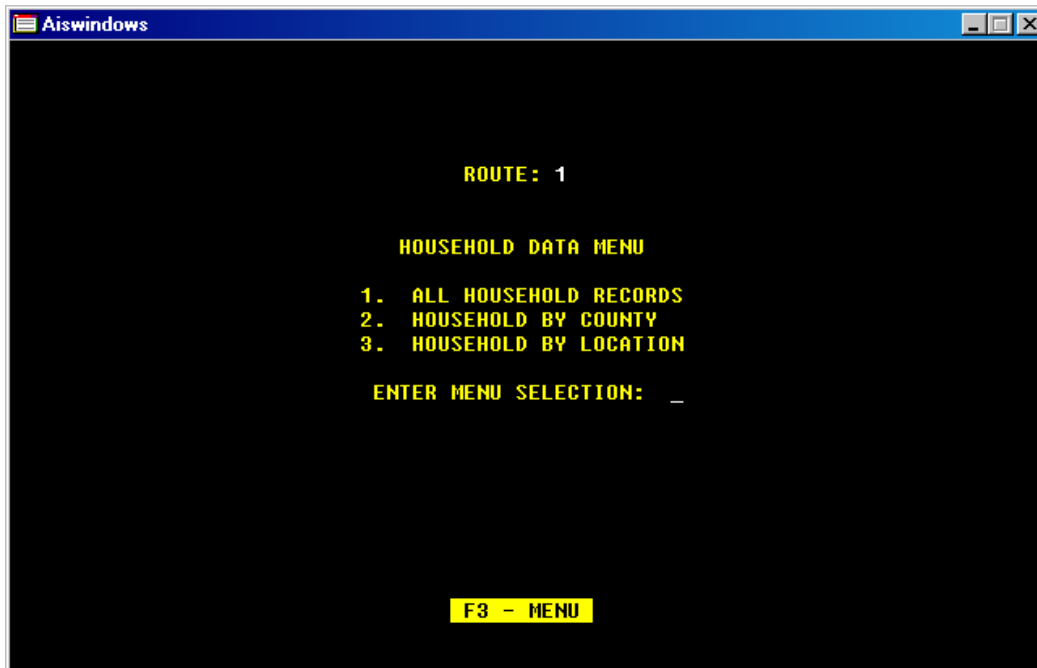
After the household data selection is completed AIS prompts for the entry of the inventory that is to be loaded for the tailgate.

```
 Aiswindows                                                    _ □ ✕


                        COMMODITIES TO TAILGATE ENTRY

                          ISSUANCE DATE   12/2008

                                             TO TAILGATE
       CODE        NAME           SIZE       CASES/UNITS          INVENTORY
                                                 /                     0
                                                 /                     0
      A057 MIXED VEGETABLES    #300 CAN            / 000000             408
      A059 GREEN BEANS 300     #300 CAN            /                    403
      A098 CARROTS 300         #300 CAN            /                    349









      F1 - PREVIOUS      F2 - NEXT      F3 - MENU              F8 - SAVE
```

There are no requirements for any set amount of inventory to be selected for a tailgate. AIS requires a minimum of one commodity to be selected or this display will occur if an attempt to save is made with no inventory selected:

```
 Aiswindows                                                    _ □ ✕


                        COMMODITIES TO TAILGATE ENTRY

                          ISSUANCE DATE   12/2008

                                             TO TAILGATE
       CODE        NAME           SIZE       CASES/UNITS          INVENTORY
                                                 /                     0
                                                 /                     0
      A057 MIXED VEGETABLES    #300 CAN     0000 / 000000             408
      A059 GREEN BEANS 300     #300 CAN            /                    403
      A098 CARROTS 300         #300 CAN

                        * * * * * * * * * * * *
                           NO INVENTORY SELECTED
                        * * * * * * * * * * * * *

                        DATA FOR TAILGATE NOT FOUND

                        PRESS F3 TO RETURN TO MENU


                            F3 - MENU
```

Selections can be made by cases, cases and units or with fresh produce by units only as in the example below:

```
Aiswindows                                                    _ □ ✕


                    COMMODITIES TO TAILGATE ENTRY

                      ISSUANCE DATE  12/2008

                                        TO TAILGATE
     CODE       NAME            SIZE    CASES/UNITS          INVENTORY
  A411 PEACHES, CLINGSTONE   #300 CAN      5 /                     270
  A437 PEARS, CANNED         #300 CAN      5 /        7            210
  F110 CARROTS 2#            2# BAG          /                       1
  A280 GRAPEFRUIT JUICE      46 OZ CAN       /                      34
  A282 APPLE JUICE           46 OZ CAN       /                     139




    F1 - PREVIOUS      F2 - NEXT      F3 - MENU          F8 - SAVE
```

When the final commodity is selected make sure that the enter key is pressed prior to saving the data or the final selection may not be saved.

```
Aiswindows                                                    _ □ ✕


                    COMMODITIES TO TAILGATE ENTRY

                      ISSUANCE DATE  12/2008

                                        TO TAILGATE
     CODE       NAME            SIZE    CASES/UNITS          INVENTORY
  A219 TOMATO SOUP           16 OZ CAN      5 /                     151
  B370 CRACKERS - UNSALTED   16 OZ BOX      5 /                     207
  A669 HAM 3 LB              3 LB           6    / 000000           120
                                             /                        0
                                             /                        0



        Last item PRESS ENTER after selecting inventory
    F1 - PREVIOUS      F2 - NEXT      F3 - MENU          F8 - SAVE
```
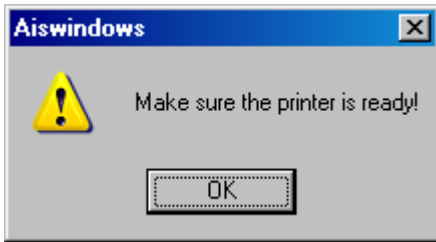
Pressing F8 saves the data as selected. Only press F8 – SAVE if you are ready to load the data to the tailgate computer. NOTE – A PRINTER MUST BE READY TO PRINT WHEN TAILGATE DATA IS SAVED!

- After pressing F8 – SAVE when loading a tailgate:

Aiswindows ⊠

⚠ Make sure the printer is ready!

[OK]

- After the first print job is sent to the printer when F3 – MENU is pressed prior to exiting the tailgate load you will be able to print repeatedly until you click on NO:

Aiswindows ⊠

? Do you want to print another Tailgate Load List?   COPIES ALREADY PRINTED: 1

CAUTION - Select NO only if you have your print copy. You will not be able to print another copy later.

[Yes]   [No]
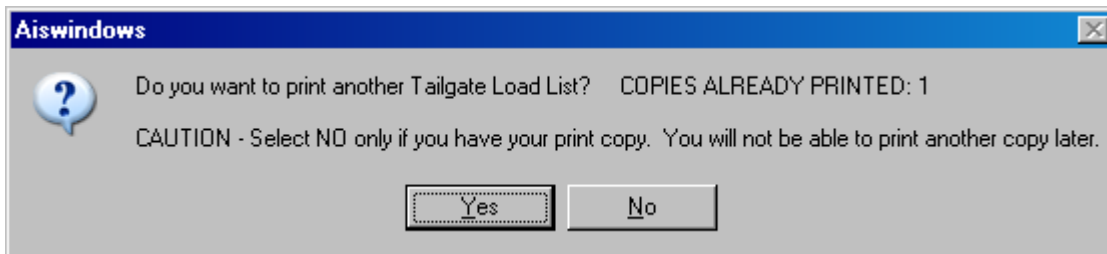
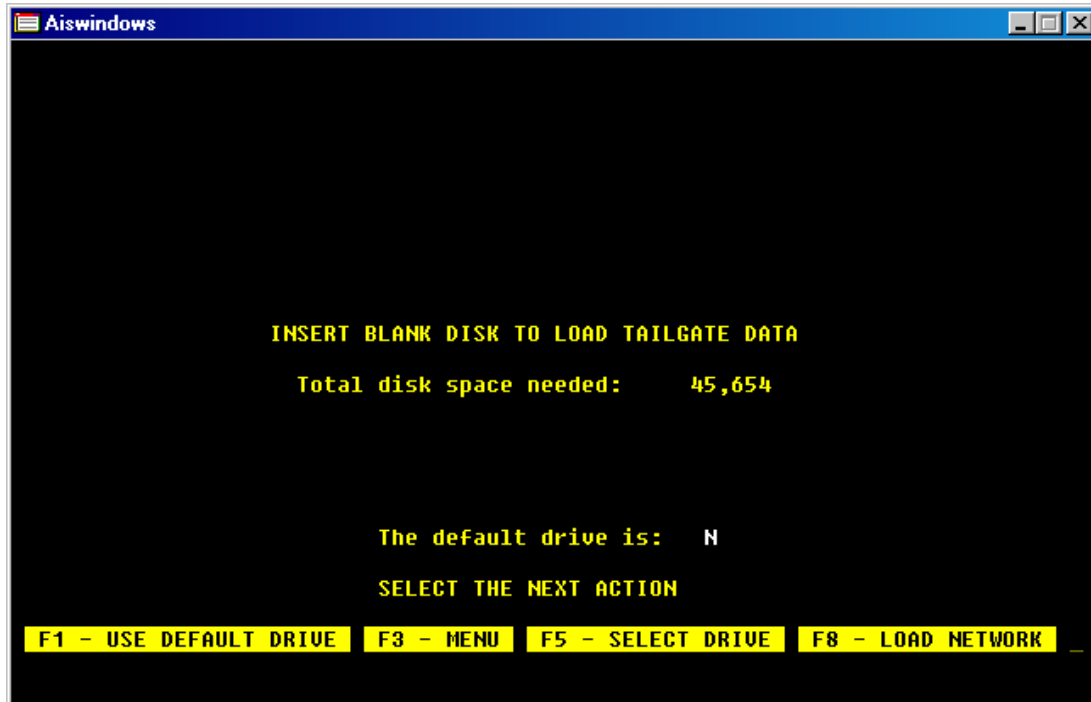Once the F8 – SAVE is selected, AIS displays the screen where you are prompted to select the drive that the data will be loaded to. The drive letter T: is the only driver letter that is reserved for a specific purpose. Drive T: will place files in a folder named TAIL.

AIS strongly discourages the use of 3.5" diskettes or CD-RW media. Using a USB memory stick or the network drive is the only way to move large volumes of data not support with 3.5" diskettes.

AIS strongly encourages the use of USB memory sticks.

```
┌─ Aiswindows ─────────────────────────────────────────[_][□][×]─┐
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│             INSERT BLANK DISK TO LOAD TAILGATE DATA             │
│                                                                 │
│                Total disk space needed:     45,654              │
│                                                                 │
│                                                                 │
│                                                                 │
│                   The default drive is:   N                     │
│                                                                 │
│                   SELECT THE NEXT ACTION                        │
│ F1 - USE DEFAULT DRIVE   F3 - MENU   F5 - SELECT DRIVE   F8 - LOAD NETWORK │
└─────────────────────────────────────────────────────────────┘
```

Press F5 to select the drive letter that AIS needs to use to write the tailgate data subset. In the example below the drive letter N has been entered as the drive that will receive tailgate data.

```
┌─ Aiswindows ─────────────────────────────────────────[_][□][×]─┐
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│             INSERT BLANK DISK TO LOAD TAILGATE DATA             │
│                                                                 │
│                Total disk space needed:     40,374              │
│                                                                 │
│                                                                 │
│                                                                 │
│               Load tailgate to drive: N    <--- Enter DRIVE     │
│                                                                 │
│                                                                 │
│   F1 - PREVIOUS              F3 - MENU                           │
└─────────────────────────────────────────────────────────────┘
```

The drive must be ready to receive data or else AIS will return an error message :
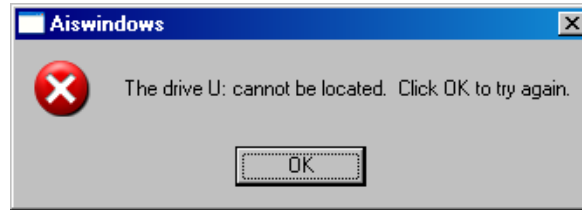
Once the correct drive has been selected and the data properly downloaded, the tailgate download complete screen is displayed. Always press F3 to return to the main menu before removing the download storage device (example USB memory stick or 3.5" diskette).
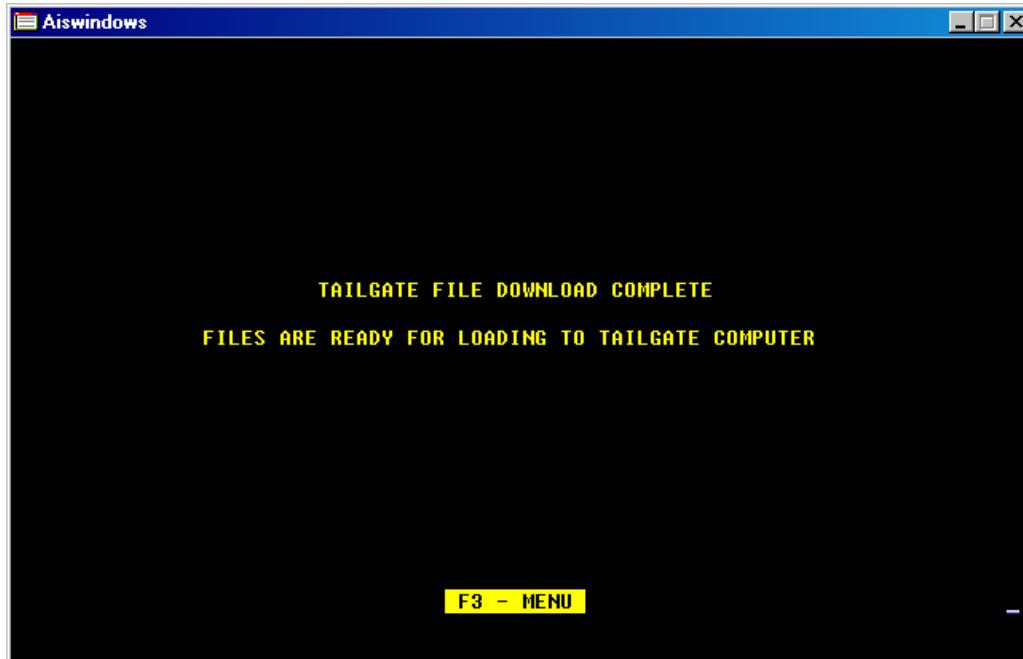

The tailgate inventory load list is printed upon saving the data

```
12/15/2008  08:20     TAILGATE INVENTORY LOAD LIST – ROUTE 1          PAGE:  1

CODE    COMMODITY NAME          SIZE        CASES/UNITS      TAILGATE UNITS
A057    MIXED VEGETABLES      #300 CAN         10/                     240
A059    GREEN BEANS 300       #300 CAN         10/                     240
A098    CARROTS 300           #300 CAN         10/                     240
A411    PEACHES, CLINGSTONE   #300 CAN          5/                     120
A437    PEARS, CANNED         #300 CAN          5/      7              127
A219    TOMATO SOUP           16 OZ CAN         5/                     120
B370    CRACKERS – UNSALTED   16 OZ BOX         5/                      60
```

Amended inventory load list:

```
12/15/2008  08:20     TAILGATE INVENTORY LOAD LIST – ROUTE 1          PAGE:  1
                          ** AMENDED INVENTORY **

CODE    COMMODITY NAME          SIZE        CASES/UNITS      TAILGATE UNITS
A609    FRZN GROUND BEEF 40   1LB PACKAGE      11/                     440
A721    CANNED BEEF 24 OZ     24 oz can         5/                     120
```

Press F3 – MENU and then safely remove the media the tailgate data was loaded to. In this example the data was loaded to a USB memory stick and the safely remove hardware option was used.
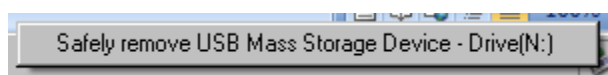
Remove Tailgate Data – You will be warned that if you remove the data you will not be able to return outstanding data. Remove tailgate data only if you do not intend to use data previously loaded or as directed by technical assistance.

Tailgate Removal - Main computer

⚠ Warning - Pressing F2 will remove this tailgate. You will not be able to return outstanding data from the tailgate computer if removed.

[OK]

Aiswindows

```
                    TAILGATE ROUTE REMOVAL PROCESS


            ENTER TAILGATE ROUTE TO BE REMOVED:  1




            PRESS F2 TO REMOVE TAILGATE ROUTE:   1
   F1 - PREVIOUS    F2 - NEXT    F3 - MENU
```
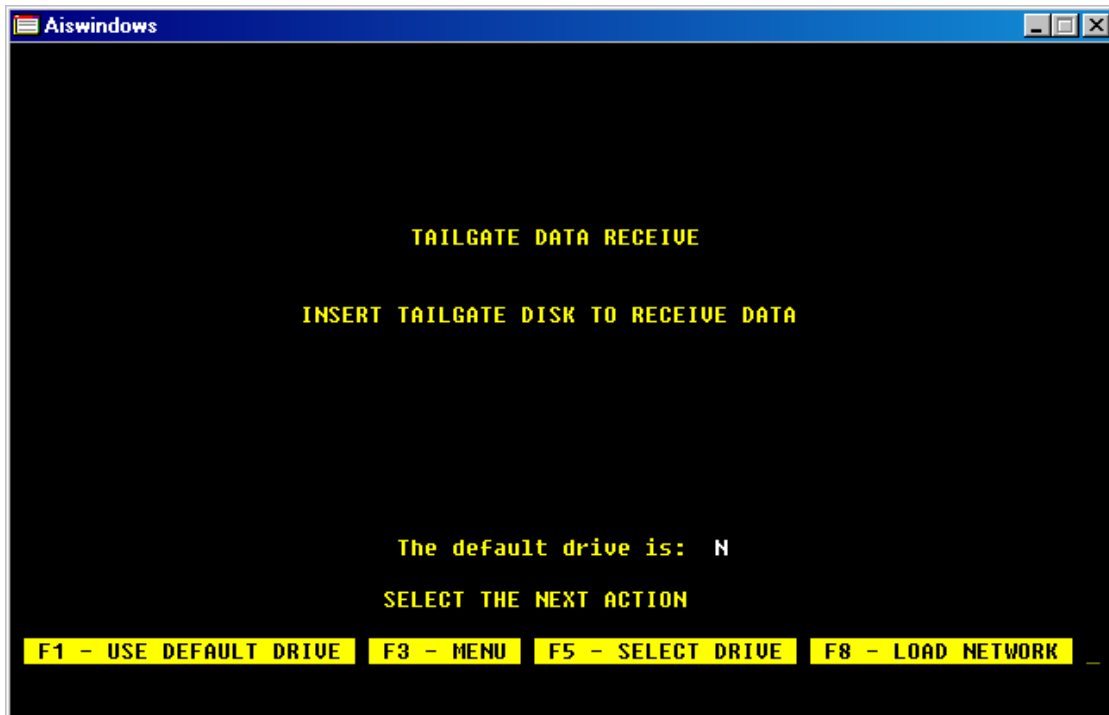
Receiving Tailgate Data

This is the process used to return modified tailgate data to the main computer. When the selection is made to receive tailgate data this is the display:

```
┌─ Aiswindows ─────────────────────────────────────────────── _ □ ✕ ─┐
│                                                                     │
│                                                                     │
│                                                                     │
│                    TAILGATE DATA RECEIVE                            │
│                                                                     │
│              INSERT TAILGATE DISK TO RECEIVE DATA                   │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                  The default drive is:  N                           │
│                                                                     │
│                  SELECT THE NEXT ACTION                             │
│  F1 - USE DEFAULT DRIVE   F3 - MENU   F5 - SELECT DRIVE   F8 - LOAD NETWORK  │
│                                                                     │
└─────────────────────────────────────────────────────────────────────┘
```

Pressing F1 – USE DEFAULT DRIVE or when the drive is selected using F5 – SELECT DRIVE, AIS receives the data back onto the main computer. A series of messages will flash depending on the speed of the computer and the quantity of data being received from the tailgate. Once the data receive is complete the following screen displays:

```
┌─ Aiswindows ─────────────────────────────────────────────── _ □ ✕ ─┐
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                  TAILGATE FILE RECEIVE COMPLETE                     │
│                                                                     │
│            TAILGATE DATA IS UPDATED TO THE MAIN COMPUTER            │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                        F3 - MENU                                    │
│                                                                     │
└─────────────────────────────────────────────────────────────────────┘
```
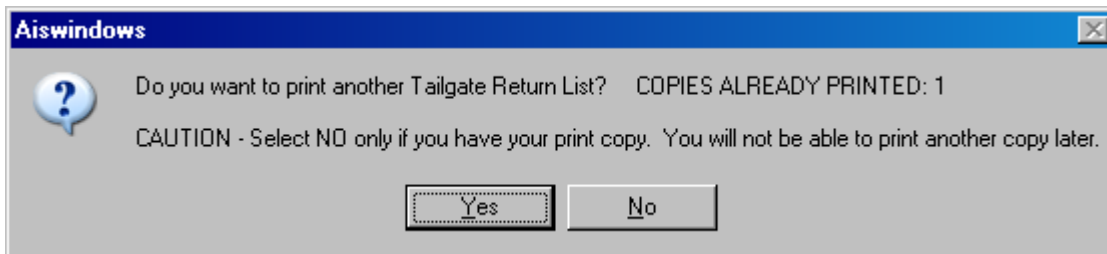
NOTE – A PRINTER MUST BE READY TO PRINT DURING THE RECEIVE PROCESS!

- During the return when the return list is ready to be printed this will display to remind you to prepare the printer:

Aiswindows ☒

⚠ Make sure the printer is ready!

[OK]
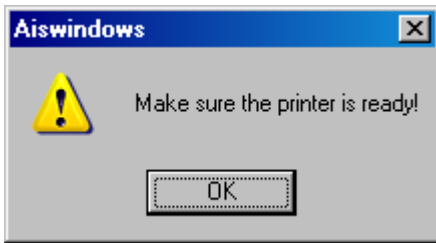
- The prompt to print any additional lists will display after clicking ok that the printer is ready:

Aiswindows ☒

❓ Do you want to print another Tailgate Return List?   COPIES ALREADY PRINTED: 1

CAUTION - Select NO only if you have your print copy. You will not be able to print another copy later.

[Yes]   [No]

AIS produces a inventory return list that shows the difference between what was loaded and issued at the tailgate site. This list is what the computer has on record as available inventory to be returned to the main warehouse inventory.

```
12/15/2008                  TAILGATE INVENTORY RETURN LIST              PAGE:   1
                          ROUTE: 1   FOR 12/2008

CODE               NAME                        SIZE                      UNITS
A057          MIXED VEGETABLES              #300 CAN                        24
A059          GREEN BEANS 300               #300 CAN                        24
A098          CARROTS 300                   #300 CAN                        24
A609          FRZN GROUND BEEF 40           1LB PACKAGE                    440
A721          CANNED BEEF 24 OZ             24 oz can                      120
```
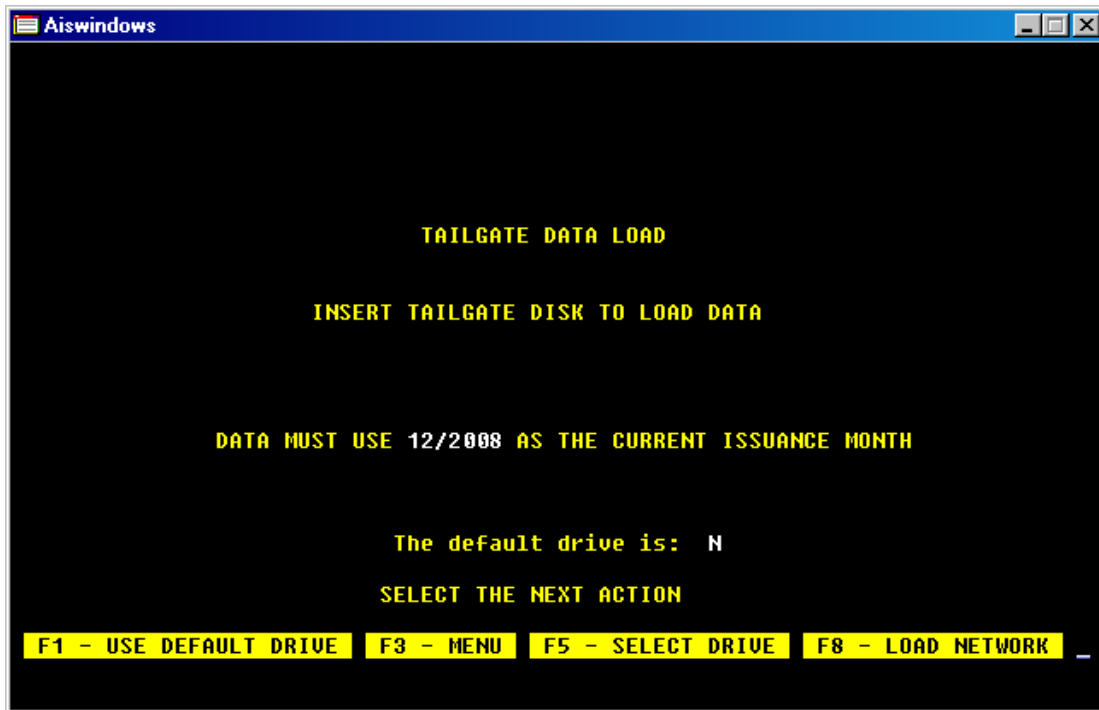
AIS Tailgate Portable Computer

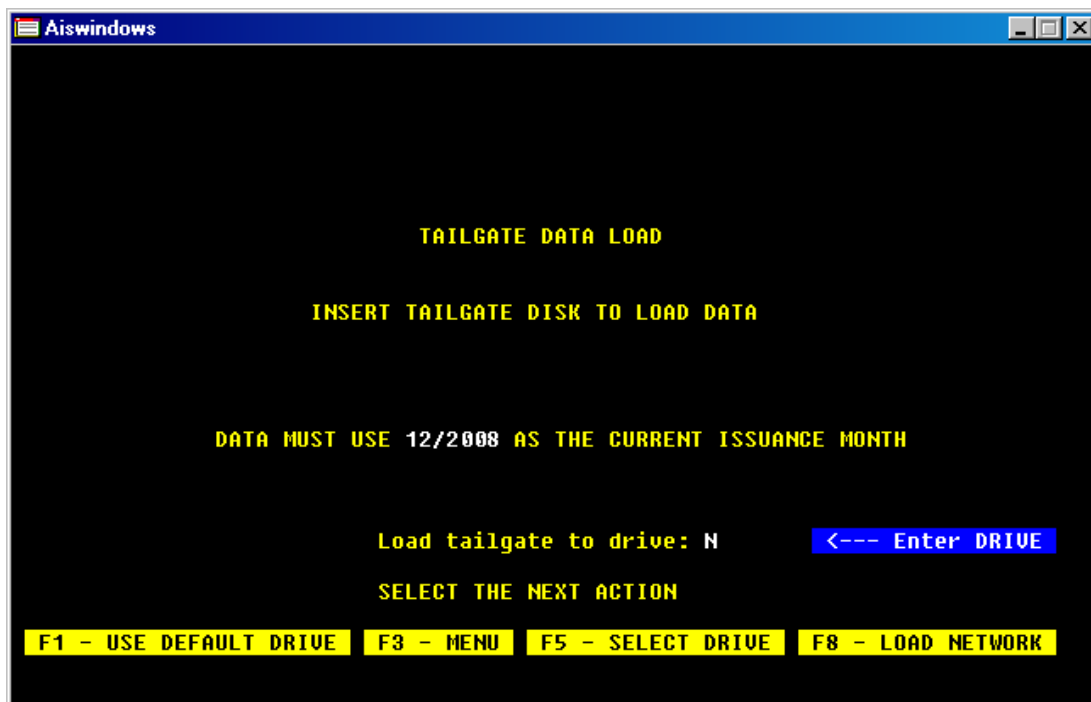The computer that the AIS tailgate is configured as the tailgate computer will look like this when AIS is started:

```
Aiswindows                                          _ □ ×




               TAILGATE SYSTEM DATA LOAD PROCESS



               1.   LOAD TAILGATE DATA
               2.   PREVIOUS TAILGATE RETURN
               3.   EXIT AIS



               ENTER MENU SELECTION:   █




    AIS Windows   System Date:   December 15 2008   GR:  11.2008
```
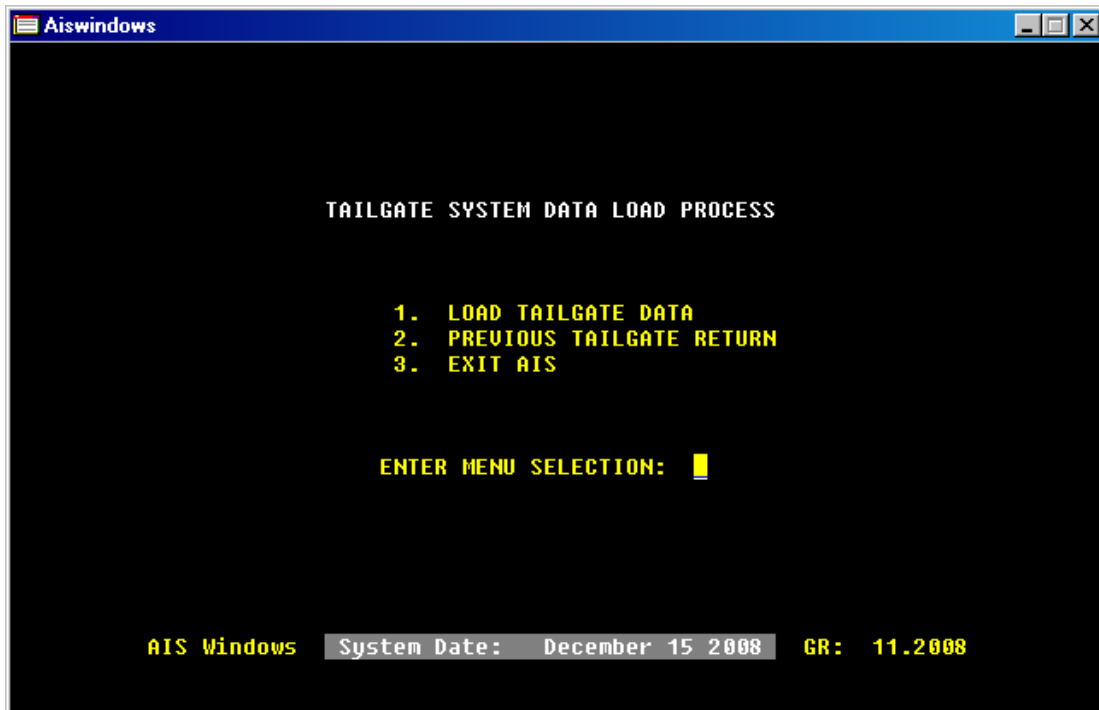
1. **Load Tailgate Data** – The load tailgate data option is used to load a new tailgate route onto the portable computer.
2. **Previous Tailgate Return** – The previous tailgate return feature allows

When the Load Tailgate Data selection is made on the tailgate computer the tailgate data load process screen is displayed. It is HIGHLY RECOMMENDED that the load tailgate data process be performed immediately and the tailgate data verified prior to leaving the warehouse. This is the same for all media including USB memory stick, 3.5" diskettes or the load network feature.
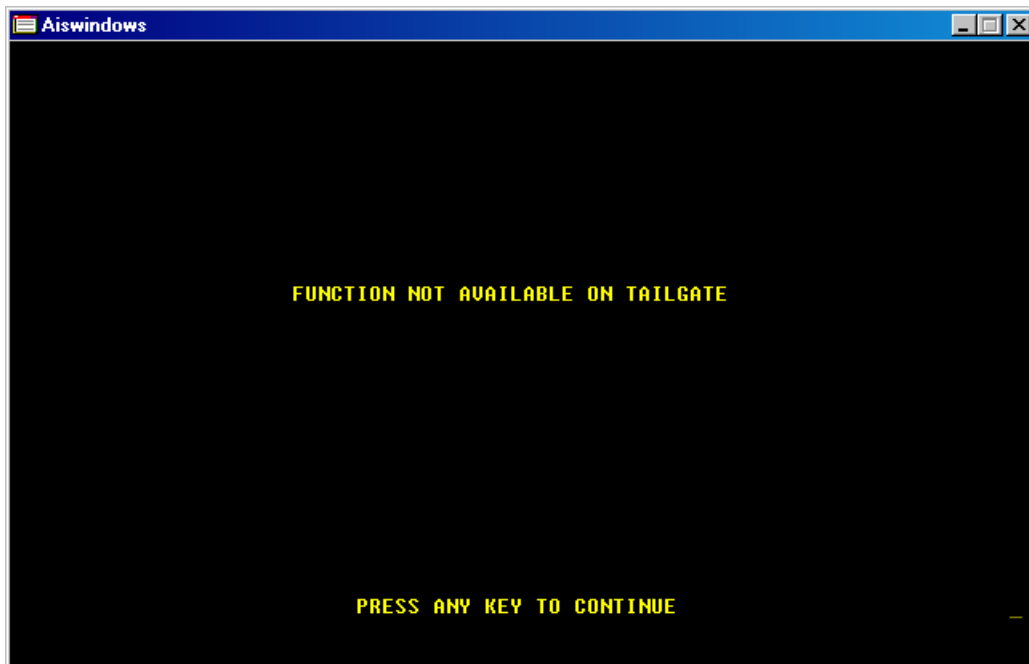
```
 Aiswindows                                                    _ □ X




                          TAILGATE DATA LOAD

                    INSERT TAILGATE DISK TO LOAD DATA



              DATA MUST USE 12/2008 AS THE CURRENT ISSUANCE MONTH


                      The default drive is:  N

                      SELECT THE NEXT ACTION
  F1 - USE DEFAULT DRIVE    F3 - MENU   F5 - SELECT DRIVE   F8 - LOAD NETWORK _
```

The drive value set as the default can be changed by selecting F5 – SELECT DRIVE. This is the screen display where any drive letter can be selected as the default drive:

```
 Aiswindows                                                    _ □ X




                          TAILGATE DATA LOAD

                    INSERT TAILGATE DISK TO LOAD DATA



              DATA MUST USE 12/2008 AS THE CURRENT ISSUANCE MONTH



                   Load tailgate to drive: N      <--- Enter DRIVE

                      SELECT THE NEXT ACTION
  F1 - USE DEFAULT DRIVE    F3 - MENU   F5 - SELECT DRIVE   F8 - LOAD NETWORK
```

Pressing F1 – USE DEFAULT DRIVE or when the drive is selected using F5 – SELECT DRIVE, AIS loads the data onto the tailgate computer. A series of messages will flash depending on the speed of the computer and the quantity of data being installed for the tailgate. Once the data install is complete the following screen displays:

```
┌─────────────────────────────────────────────────────────────────┐
│ ▤ Aiswindows                                         _ □ ✕       │
├─────────────────────────────────────────────────────────────────┤
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                   TAILGATE FILE LOAD COMPLETE                     │
│                                                                   │
│           FILES ARE READY FOR USE ON THE TAILGATE COMPUTER        │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                          F3 - MENU                                │
│                                                              _    │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

Pressing F3 – MENU returns the screen to the Welcome Menu just as it would appear on the main computer network. All functions are available on the tailgate computer as on the main computer with only the inventory system not available:

```
┌─────────────────────────────────────────────────────────────────┐
│ ▤ Aiswindows                                         _ □ ✕       │
├─────────────────────────────────────────────────────────────────┤
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                 FUNCTION NOT AVAILABLE ON TAILGATE                │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                  PRESS ANY KEY TO CONTINUE                        │
│                                                              _    │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

Tailgate System Menu – Portable


```
                    TAILGATE SYSTEM MENU - PORTABLE



              1.   AMEND TAILGATE INVENTORY
              2.   RETURN TAILGATE DATA
              3.   REMOVE TAILGATE ROUTE
              4.   PREVIOUS TAILGATE RETURN
              5.   RETURN TO WELCOME MENU



              ENTER MENU SELECTION:  █
```

1. Amend Tailgate Inventory – This feature allows you to add additional inventory to the tailgate in the event that any item(s) were left off the original download or if the tailgate is continued from a previous day and additional food is loaded on the truck to complete the entire tailgate route.
2. Return Tailgate Data – This feature is used to return all modified data for households adds/updated certifications, issuances, etc.
3. Remove Tailgate Route – This feature removes any data loaded on the tailgate even if it has been modified. It should only be used if it is determined the original load was in error and that a new load of data would be more beneficial that working with improper data.
4. Previous Tailgate Return – This feature allows for a tailgate that was previously returned to be copied onto the return media for a second attempt to complete the return.

Amending Tailgate Data – Functions exactly the same as the Load Tailgate process as previously described.

Return Tailgate Data

The return procedure functions exactly the same as the load procedure. The process is now reversed where the return is performed on the tailgate computer to place the modified data on the USB memory stick.

Press F1 – USE DEFAULT DRIVE or press F5 – SELECT DRIVE and enter the drive letter to use and AIS will copy all modified data to the temporary storage media.
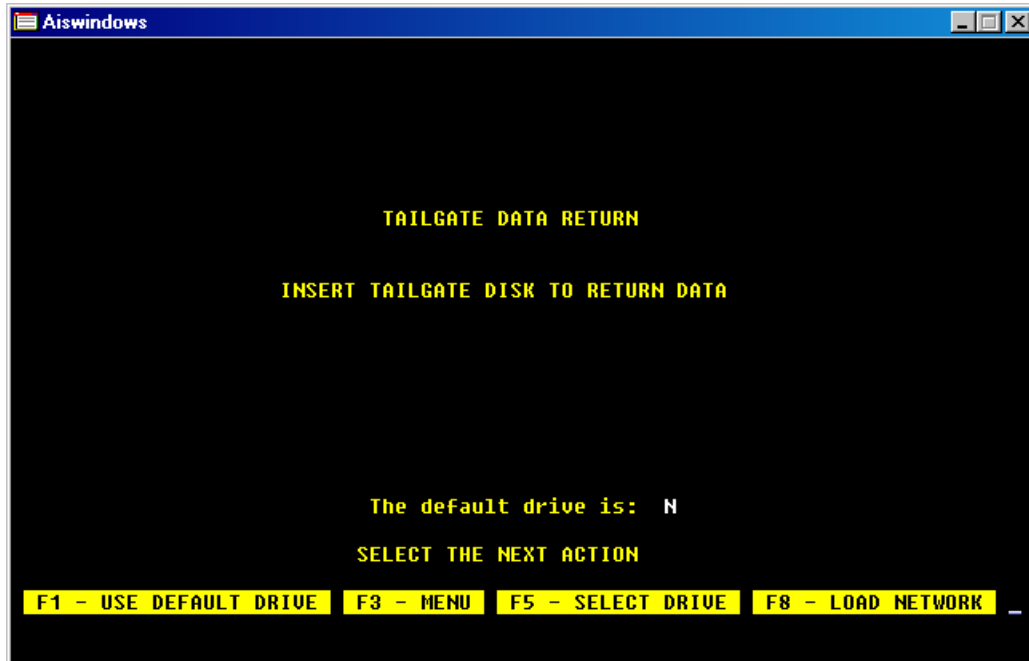
The system will display a series of messages about unloading data before displaying that the process has been completed:
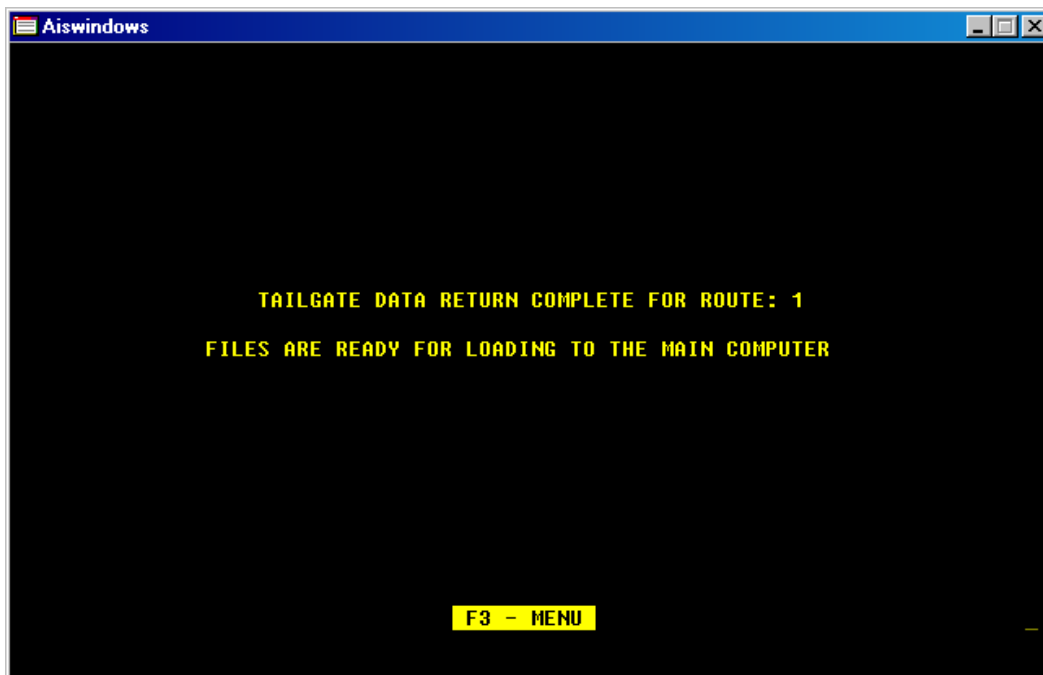
Press F3 – MENU and then safely remove the storage media.

Remove Tailgate Route – You will be warned that continuing erases all data.

Tailgate Removal - Tailgate computer ✕

⚠ Warning - Pressing F2 will remove this tailgate. You will not be able to return outstanding data from the tailgate computer if removed.

[OK]

Aiswindows _ ☐ ✕

TAILGATE ROUTE REMOVAL PROCESS

ROUTE: 1   ISSUANCE DATE: 12/2008

PRESS F2 TO REMOVE TAILGATE ROUTE

F2 - NEXT   F3 - MENU

Recommended procedures for **loading – returning – reconciling** AIS tailgate data:

1. The warehouse determines the inventory to be loaded for the tailgate. This should be noted on a list as the planned inventory to be loaded. This list should be prepared the day before a tailgate at the latest.

2. The computer operator uses the warehouse load list to enter into AIS the physical inventory quantity the warehouse staff will be loading on the tailgate truck.

3. The computer operator will then compare the AIS produced inventory load list printout with the manually completed load sheet provided by warehouse. Once verified as accurate the lists are turned over to the warehouse.

4. The warehouse loads the tailgate truck as determined by their work schedule. They verify that what they provided as the load list for the computer is exactly what they place in the tailgate truck. Any modifications from the list will mean that the actual physical load is different from the computer creating a potential reconciliation problem.

5. Once the tailgate distribution is completed the computer operator will immediately return the data to the main computer and provide the warehouse a inventory return list produced by AIS.

6. The warehouse will verify that the physical unload amounts equal the AIS return list. And discrepancies will be examined and noted for reconciliation.

7. If the warehouse physical unload and the computer unload counts differ, the warehouse should count the entire commodity in question stored in the warehouse and compare that count to the main computer balance for that commodity after the return of tailgate data. If the difference cannot be accounted for, the computer operator shall enter a physical balance error adjustment transaction at that time prior to continuing with routine warehouse issuances.

Items that may cause the warehouse and computer to be off:

- The computer load and the physical load of inventory do not match and the error was not discovered prior to the actual tailgate. The solution is to do the math for the difference and compare if the figures match the physical return. Example 240 units loaded on computer. 216 units are loaded on the truck. The computer says 120 units are to be returned but the physical count is 96 returned. The difference is 24 units in both situations so nothing has to be done. If the physical count was more or less than the difference from the original load values, then that means the actual physical activity did not match the computer and the correction will be issuance adjustments to household records (if known) or inventory error physical balance adjustments.
- Miscount on the return and all items are placed back into the main inventory. The solution is to count the entire inventory of the commodity in question and compare that the current AIS availability list. A physical balance adjustment may be required.
- The physical return count indicates a difference with the computer count. It was determined that there were invoice adjustments that should have been entered at the tailgate site but were not. The solution is to count all the inventory in the main warehouse, enter the adjustments onto the household's issuance record at the main computer and then print an availability list to determine if the entire balance now equals.

Basically a daily tracking of actual physical balances by whatever control procedures the warehouse desires to use with a review of the AIS produced Availability List is a quick method to determine when discrepancies might exist.