

Automated Inventory System

User Manual



Developed by

USDA – Food and Nutrition Service

June 2009 – (Incomplete)

Table of Contents

Welcome Menu

Client Services

Report System

Inventory System

Operations

Tailgate System – Main Computer

Tailgate System – Portable Computer

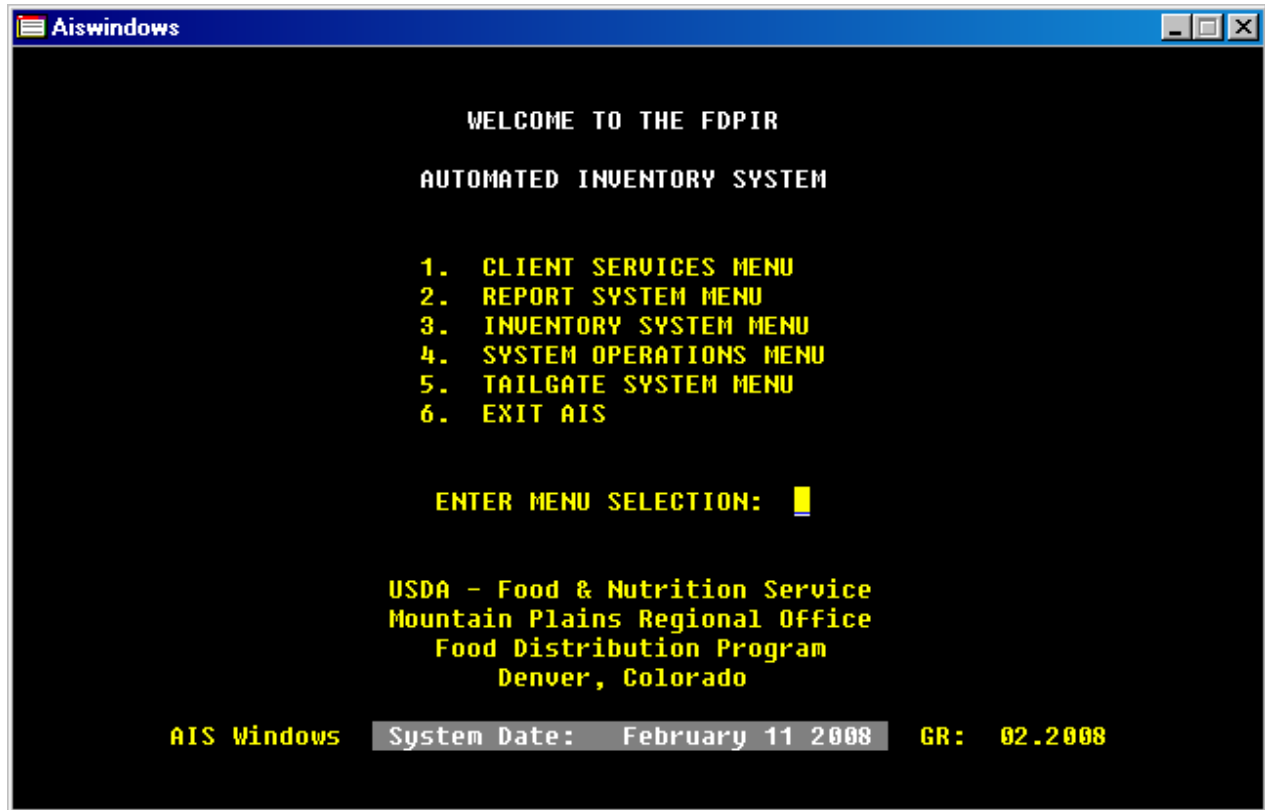
Appendix A – Backup Procedures

Appendix B – Sample Reports

Appendix C – Resolving Problems

Appendix D – Network Procedures

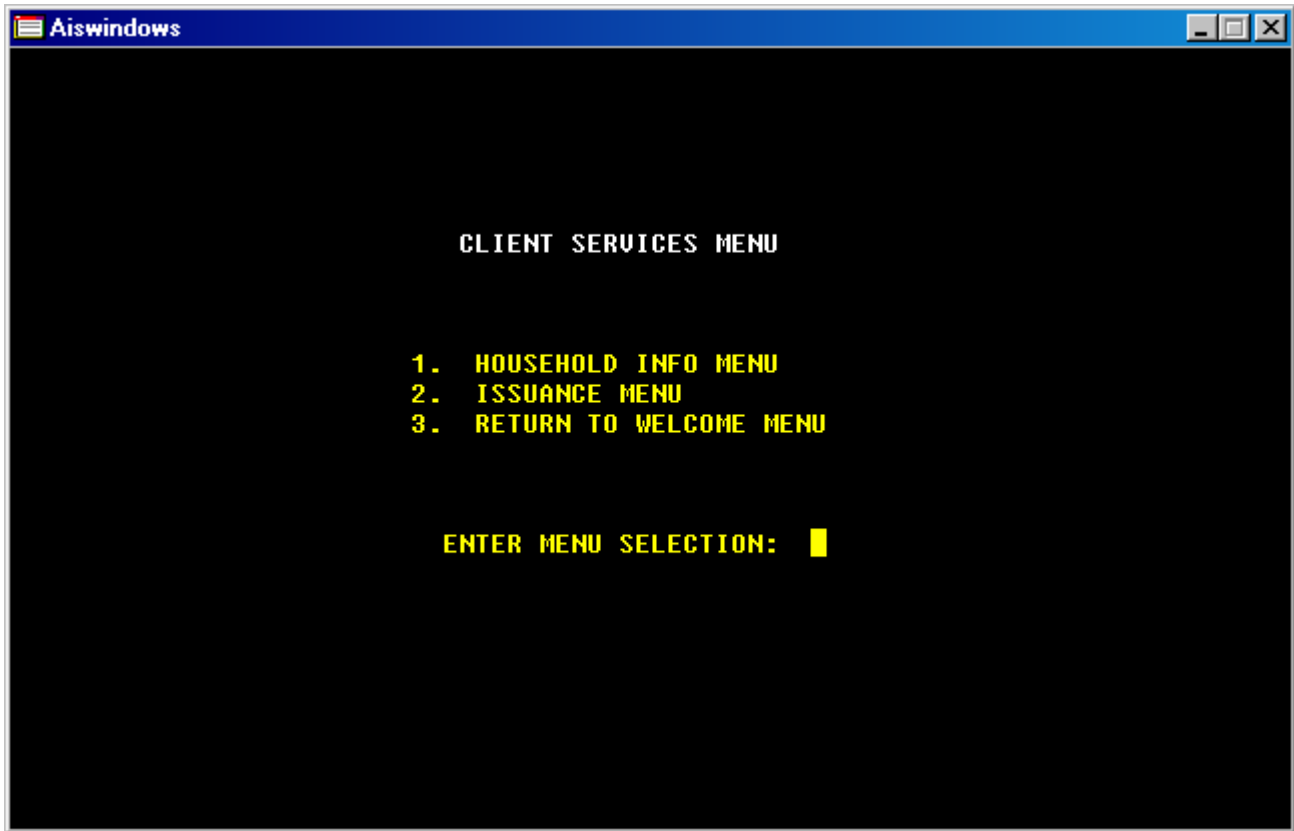
Welcome Menu



The following is a brief summary of the features available in the Automated Inventory System:

Selection	Menu Option	Features
1	Client Services Menu	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Agency reports • Client reports • Issuance reports • Participation reports • Inventory reports • Set default printer
3	Inventory System Menu	<ul style="list-style-type: none"> • Commodity transactions • Void commodity transactions • View commodity balances • Barcode Settings
4	System Operations Menu	<ul style="list-style-type: none"> • Set agency parameters • County codes • Location codes • Various utility programs (Regional office use)
5	Tailgate System Menu	<ul style="list-style-type: none"> • Prepare tailgate data • Receive tailgate data • Remove tailgate data • View tailgate status

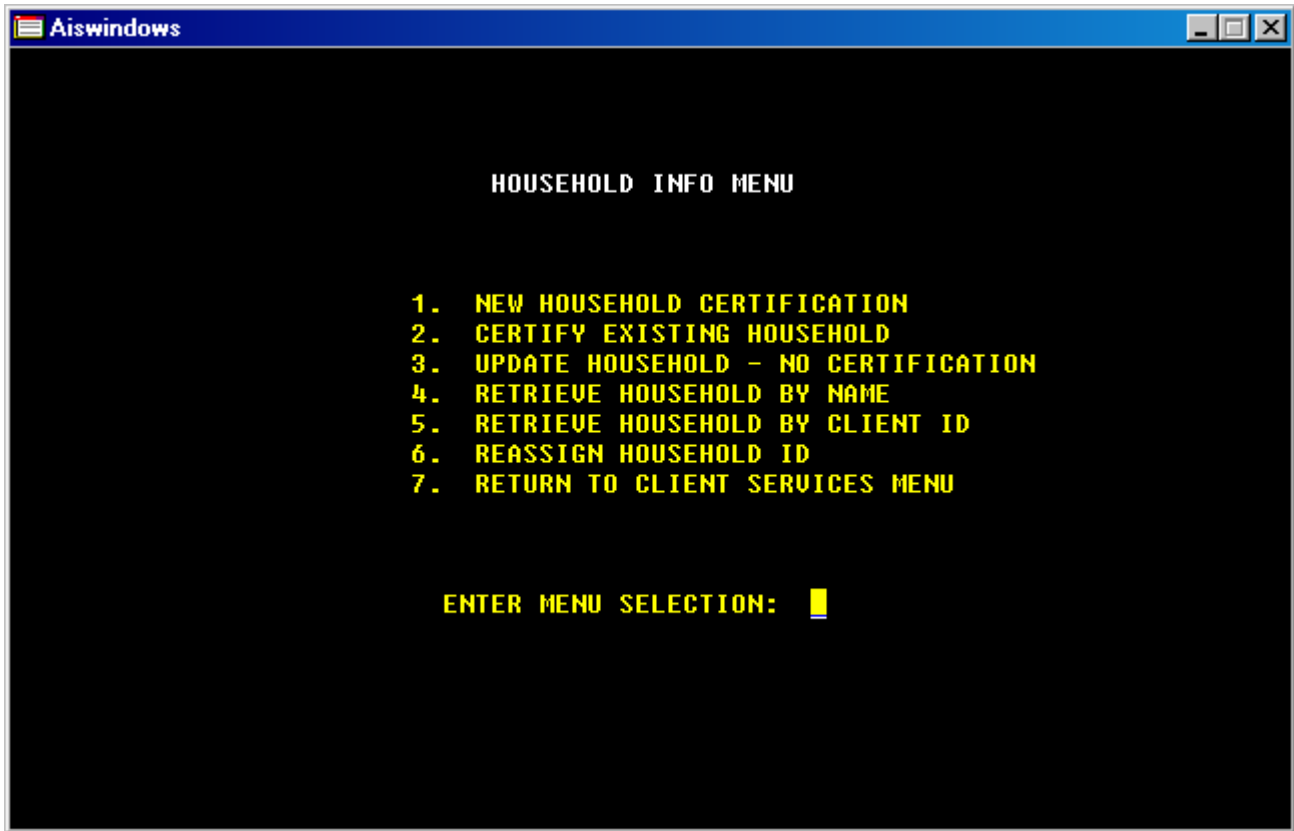
Client Services



The following is a brief summary of the functions available in the Client Services Menu:

Selection	Menu Option	Functions
1	Household Info Menu	<ul style="list-style-type: none">• Access the household information• Retrieve clients by name•
2	Issuance Menu	<ul style="list-style-type: none">• Access the issuance functions• Retrieve clients by name• Shopping/Skip item lists• Preset issuance values

Household Info Menu



Selection	Menu Option	Features
1	New household data	<ul style="list-style-type: none">• Sets the household data entry in add mode
2	Certify existing household	<ul style="list-style-type: none">• Access to modify household size composition and certification data
3	Update household – no certification	<ul style="list-style-type: none">• Household information can change but the composition of household size and certification dates are not accessible
4	Retrieve household by name	<ul style="list-style-type: none">• Creates a name display search window that allows a household to be accessed by any participants name
5	Retrieve household by ID	<ul style="list-style-type: none">• Creates a ID display search window that allows a household to be accessed by any participants ID.
6	Reassign household ID	<ul style="list-style-type: none">• 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:



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:

```
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:

```
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: 1/ / / /
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 [X]

FDPIR CLIENT DATA INFORMATION - CERTIFY

HH ID: **200000000** Client ID: **200000000** Date of Birth:

First Name:

Last Name:

Address:

City/St/Zip:

County:

Phone: Location:

Household Size:

Racial Code I/W/B/A/N:

Ethnic:

Certified Date:

Termination Date:

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 X

FDPIR CLIENT DATA INFORMATION - CERTIFY

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

HOUSEHOLD MEMBER INFORMATION

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

F2 - NEXT F3 - EXIT F5 - HELP

This is the display of the Update no certification screen:

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

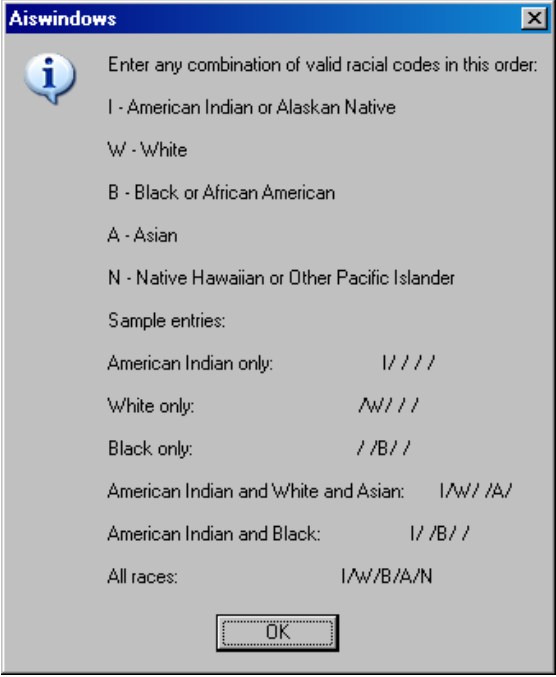
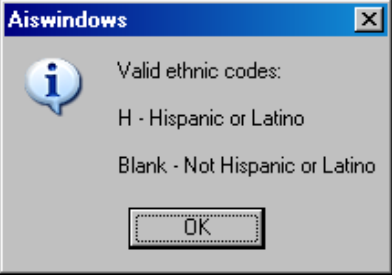
MEMBER	FIRST NAME:	LAST NAME:	ID:	D.O.B.
02				
03				
04				
05				
06				
07				
08				


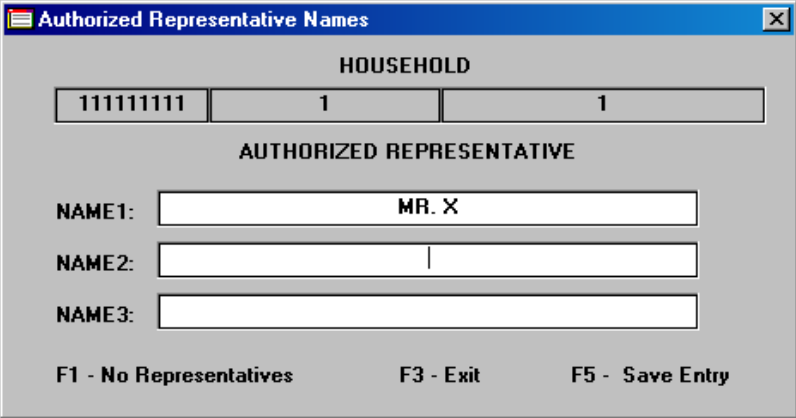
MESSAGE :

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	
Ethnic Code	
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	
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	
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.

The screenshot shows a terminal window titled "Mainmenu" with a black background and yellow text. It displays client information and a "DELETE HOUSEHOLD MEMBER PROCESS" screen. The client information includes Client ID, SSN, D.O.B., First Name, Last Name, Address, City/ST/ZIP, County, Phone, Location, HH Size, Ethnic Code, Cert. Date, Term. Date, and Status Code. The delete process screen shows the original and new household sizes, the number of members to be deleted, and a list of members with a 'DEL' field. At the bottom, there are two yellow buttons: "F6 - DO NOT DELETE" and "F7 - OK TO DELETE".

```

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

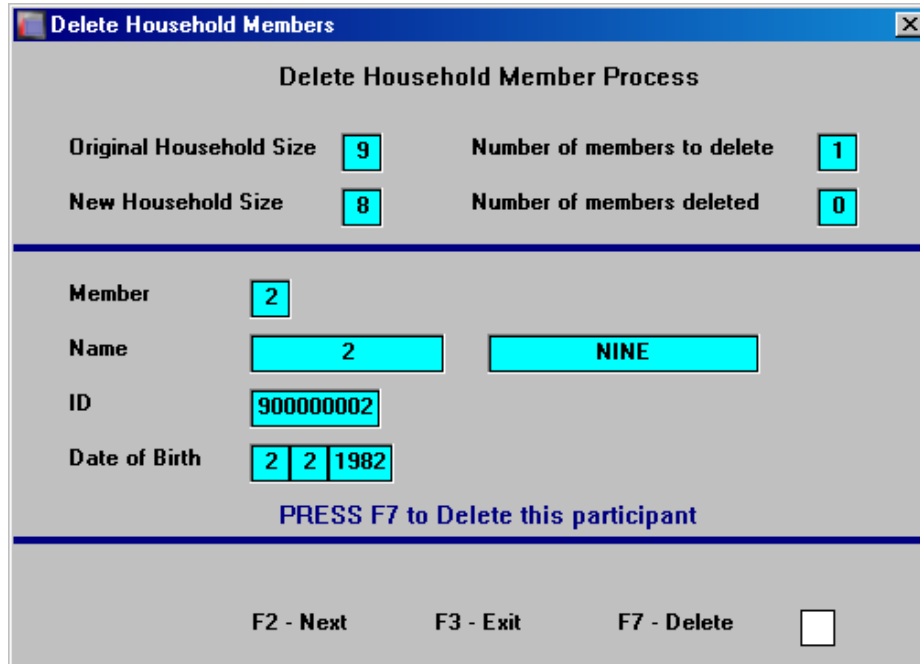
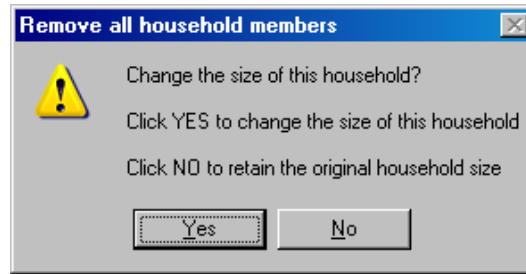
MEM #   CLIENT NAME          SSN          D.O.B.    DEL
02     EDWARD PALMER        101-99-9999 11/11/1999 D

          ENTER 'D' IN DEL FIELD TO DELETE

          F6 - DO NOT DELETE      F7 - OK TO DELETE

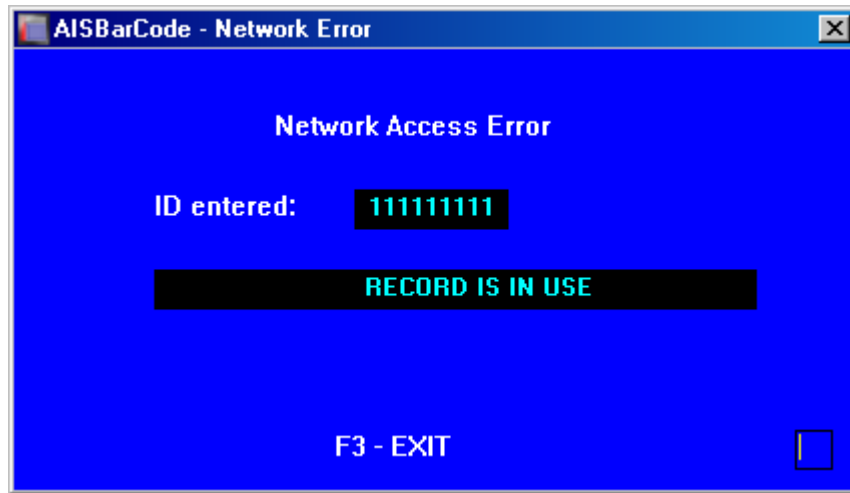
```

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



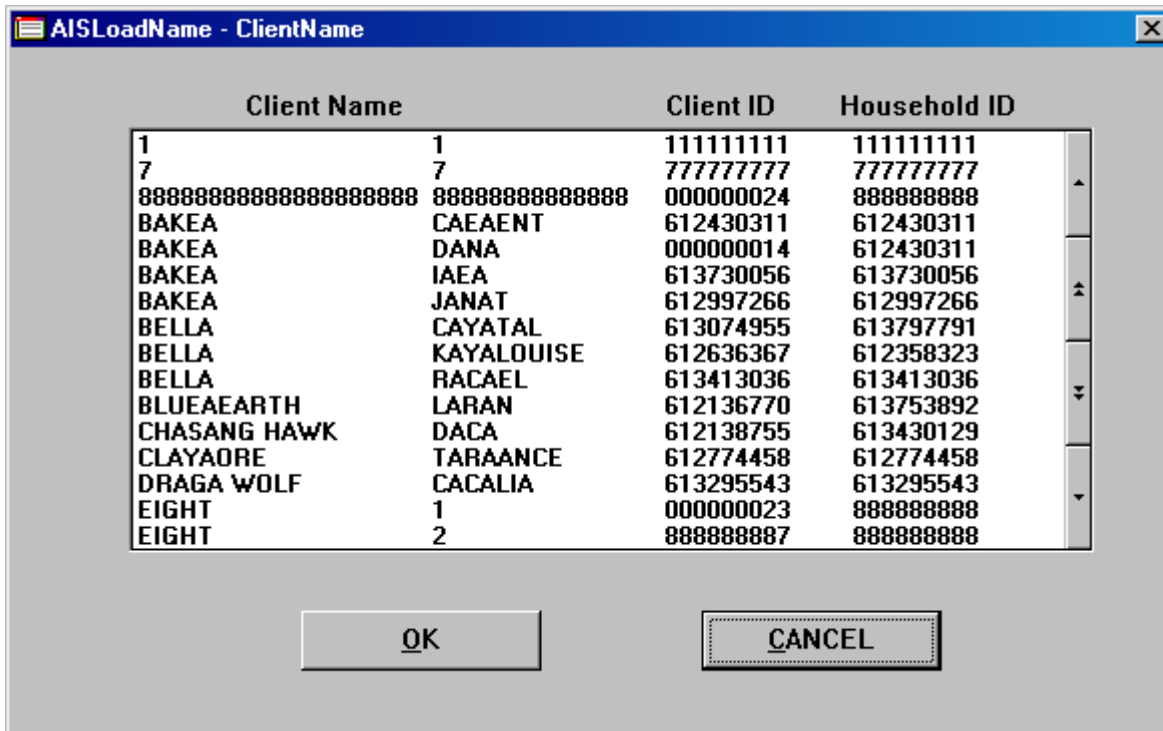
Client Network Procedures

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.

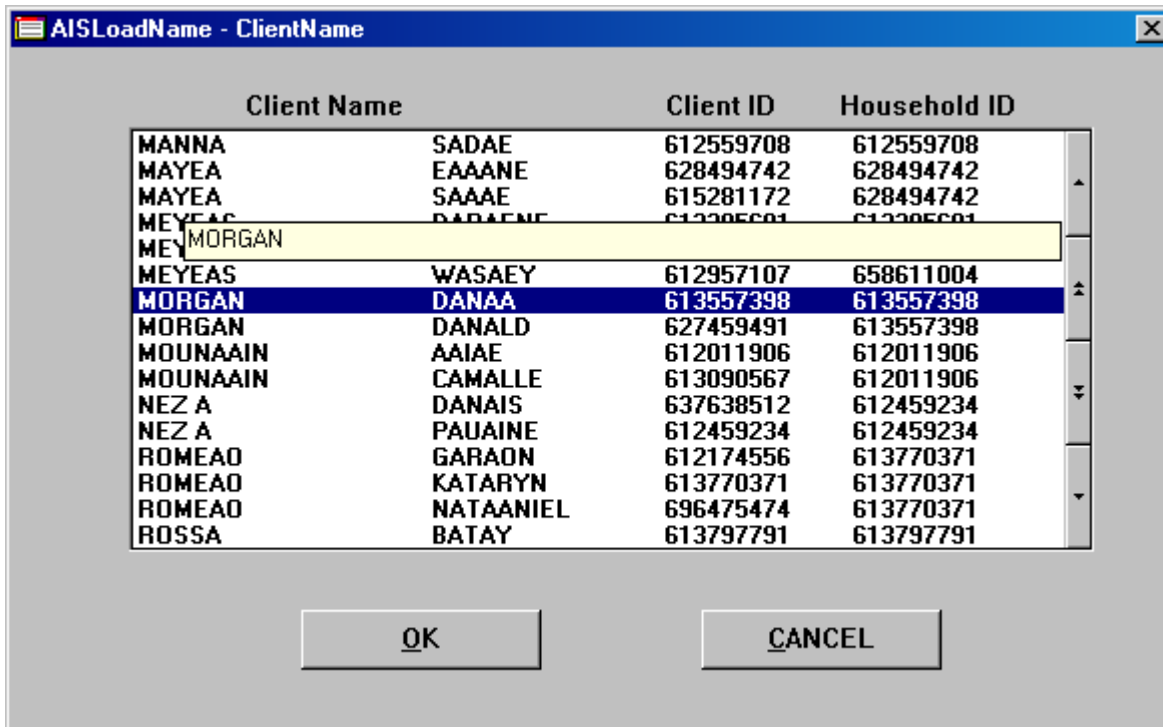
Retrieve Household By Name



	Client Name	Client ID	Household ID
1	1	111111111	111111111
7	7	777777777	777777777
888888888888888888888888888888	888888888888888888888888888888	000000024	888888888
BAKEA	CAEAENT	612430311	612430311
BAKEA	DANA	000000014	612430311
BAKEA	IAEA	613730056	613730056
BAKEA	JANAT	612997266	612997266
BELLA	CAYATAL	613074955	613797791
BELLA	KAYALUISE	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

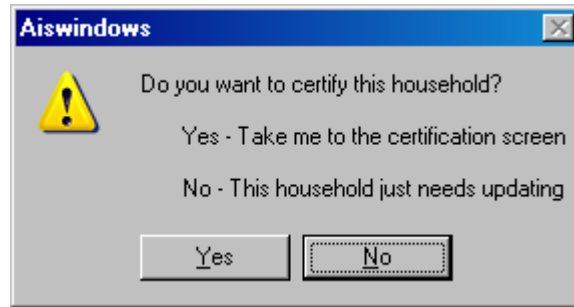
To begin a quick search for any household member by name, click on any name and start typing the desired last name. Once letters are typed, names that match are being filtered in the background. You can also use the arrow buttons on the right hand side to scroll up or down or the double arrow buttons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



	Client Name	Client ID	Household ID
MANNA	SADAE	612559708	612559708
MAYEA	EAAANE	628494742	628494742
MAYEA	SAAAE	615281172	628494742
MEYEA	DAAAFNE	613305601	613305601
MEY 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	PAUAIN	612459234	612459234
ROMEAO	GARAON	612174556	613770371
ROMEAO	KATARYN	613770371	613770371
ROMEAO	NATAANIEL	696475474	613770371
ROSSA	BATAY	613797791	613797791

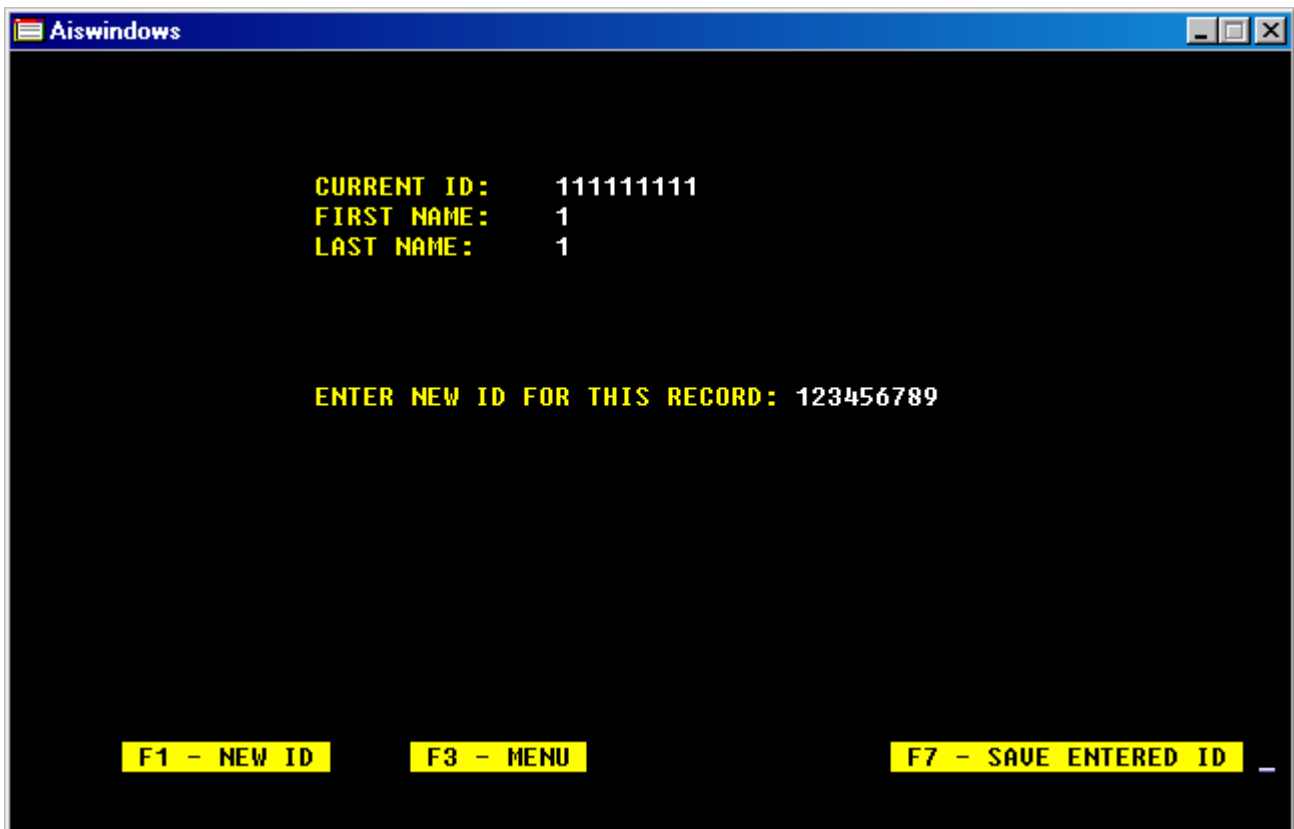
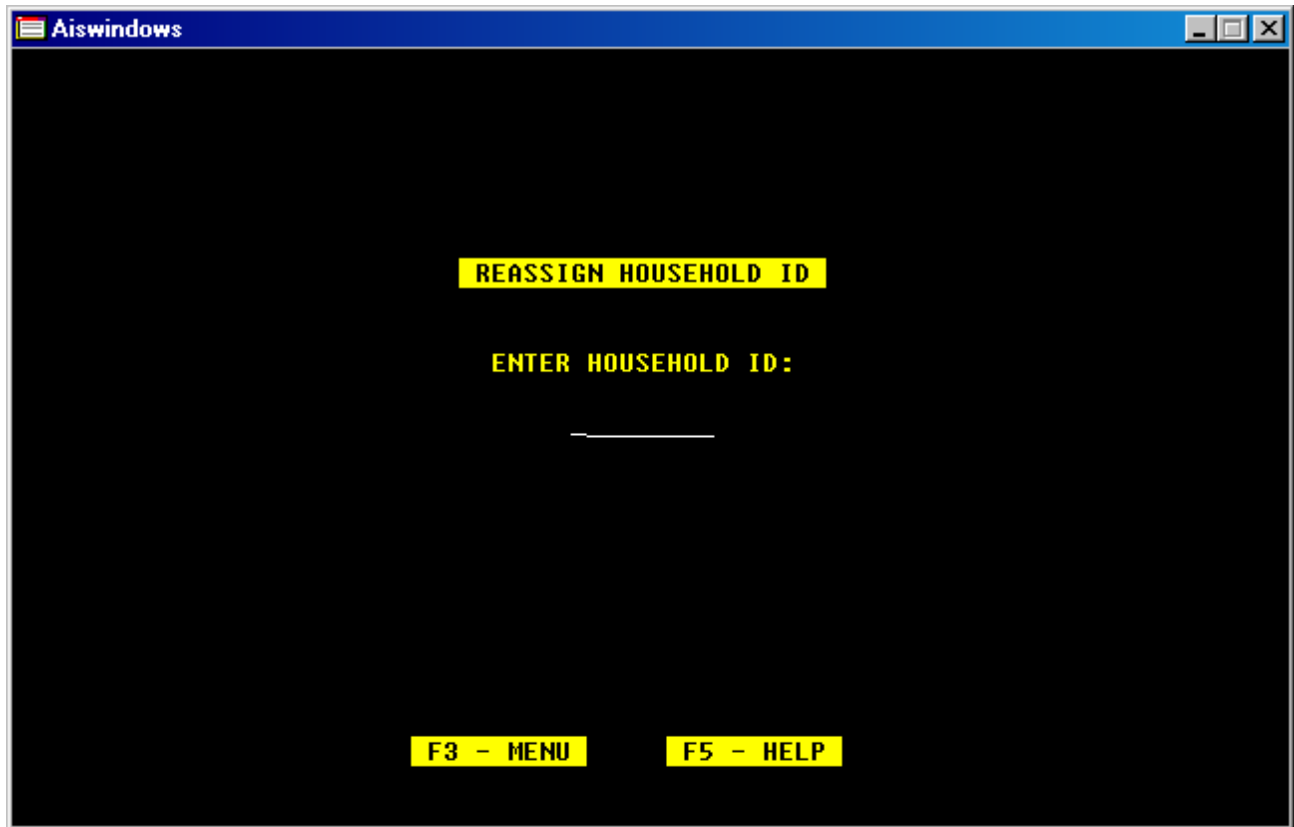
OK CANCEL

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



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.



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:

Head of Household Name:

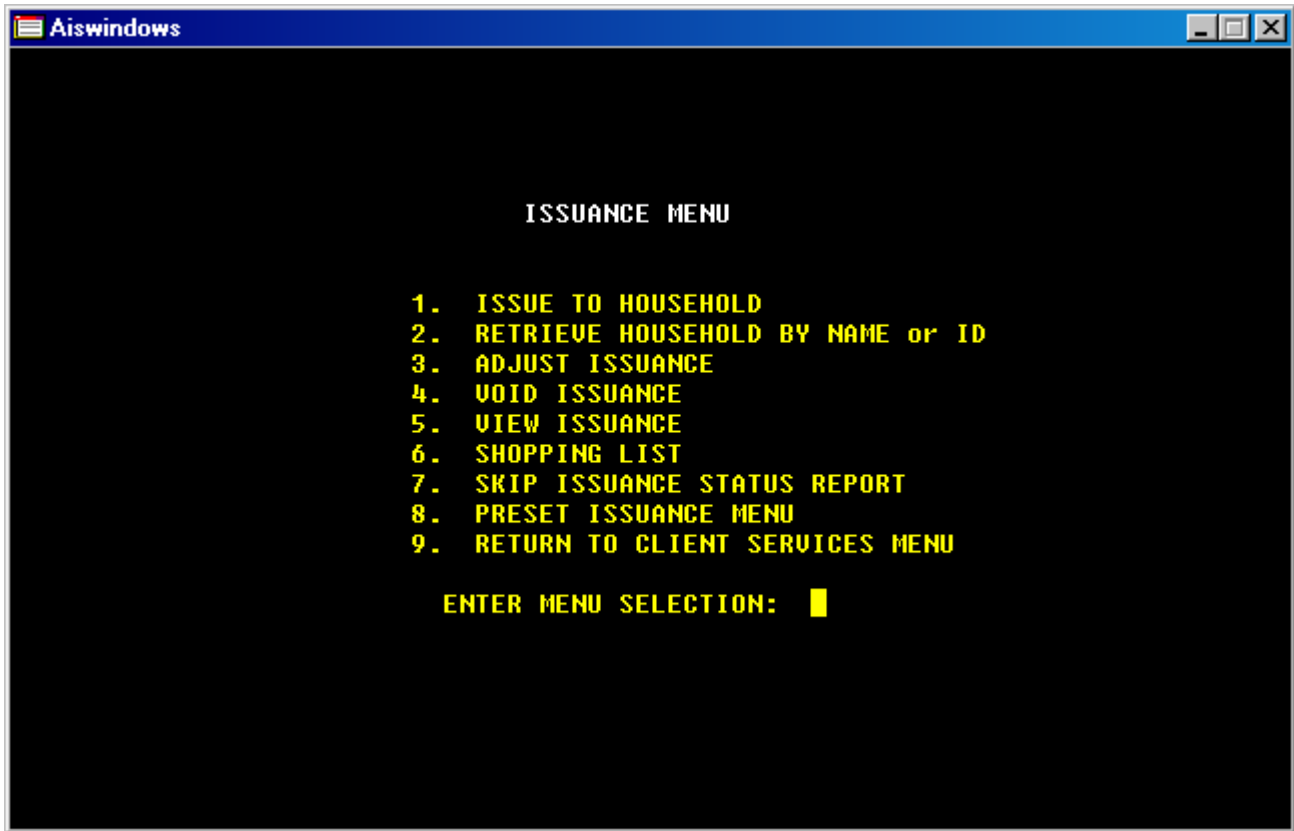
Last Issued:

Household Size:

Enter the new Household ID:

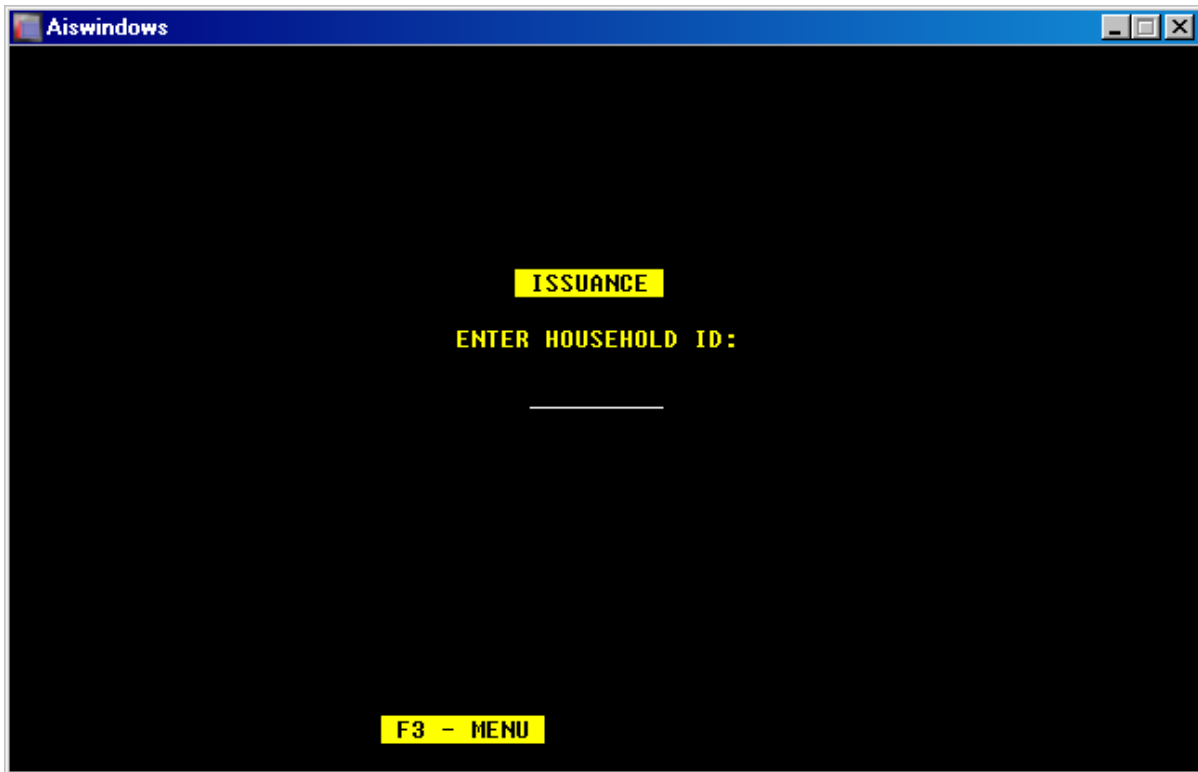
F1 - ENTER NEW ID F3 - EXIT F7 - SAVE CHANGES

Issuance Menu



Selection	Menu Option	Features
1	Issue to Household	<ul style="list-style-type: none">• Used to issue commodities for the first time each month.
2	Retrieve By Name or ID	<ul style="list-style-type: none">• Creates a name or ID display search window that allows a household to be accessed by any participants name.
3	Adjust Issuance	<ul style="list-style-type: none">• Used to modify the initial issuance during the month.
4	Void Issuance	<ul style="list-style-type: none">• Used to void an entire issuance as if no issuance had taken place.
5	View Issuance	<ul style="list-style-type: none">• Used to view the issuance activity to date for the requested issuance month.
6	Shopping List	<ul style="list-style-type: none">• Creates a printout of food items available in inventory for issuance to the participating household.
7	Skip Issuance Status Report	<ul style="list-style-type: none">• Lists the items that are skip items and displays the date when the item is next available.
8	Preset Issuance Menu	<ul style="list-style-type: none">• 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.

A screenshot of a terminal window titled "Aiswindows". The window displays the following text in yellow on a black background:

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

A screenshot of a graphical application window titled "AIS - Issuance". The window displays the following information:

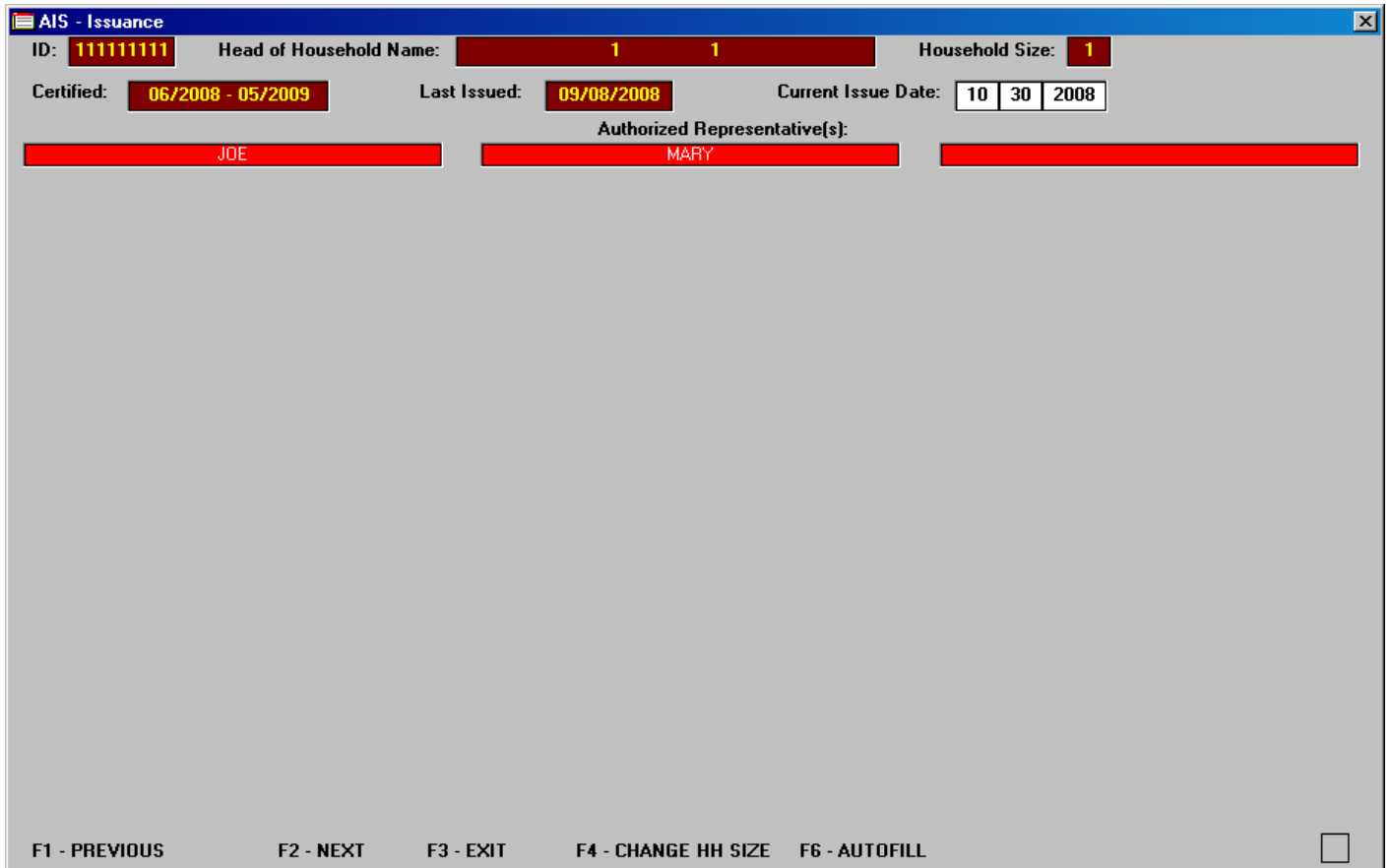
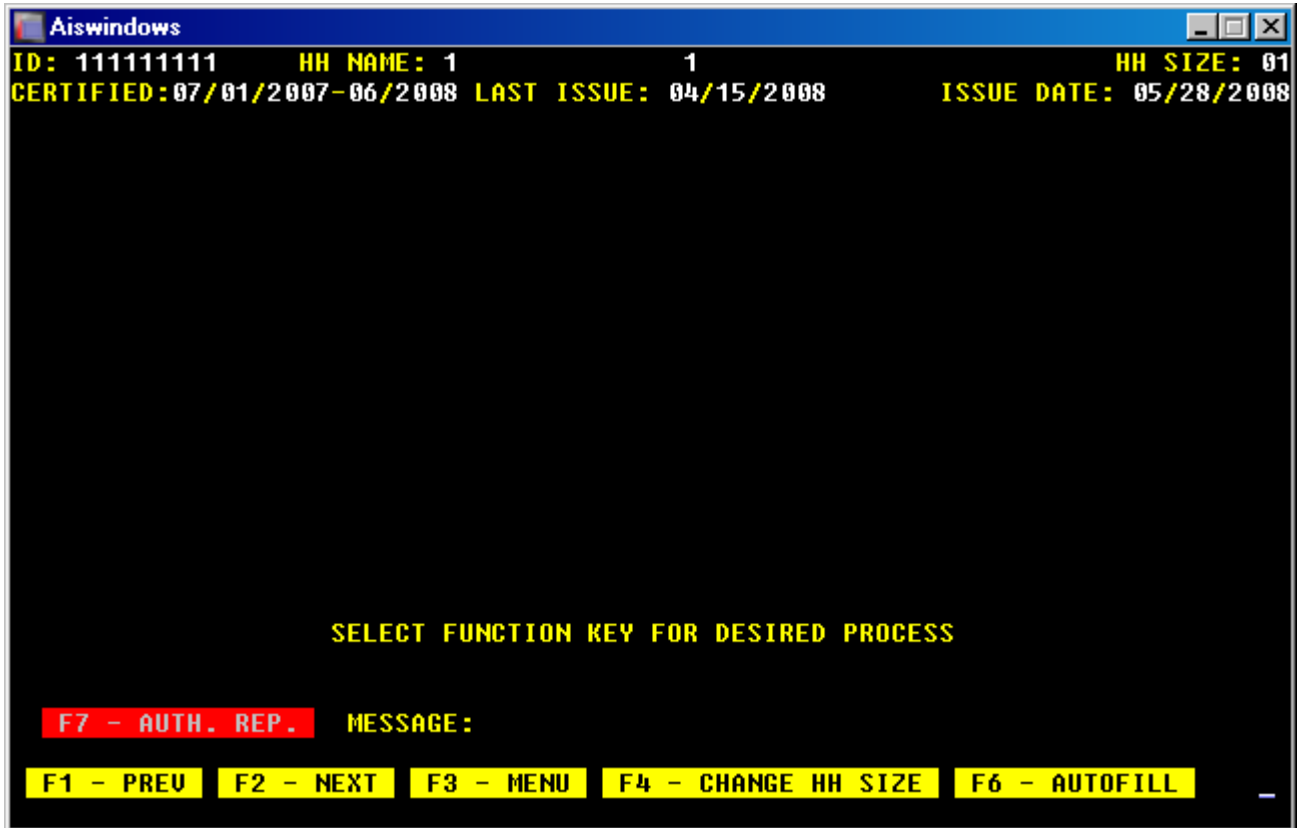
ID: 111111111 Head of Household Name: 1 1 Household Size: 1
Certified: 06/2008 - 05/2009 Last Issued: 10/20/2008 Current Issue Date: 10 30 2008

Authorized Representative(s):

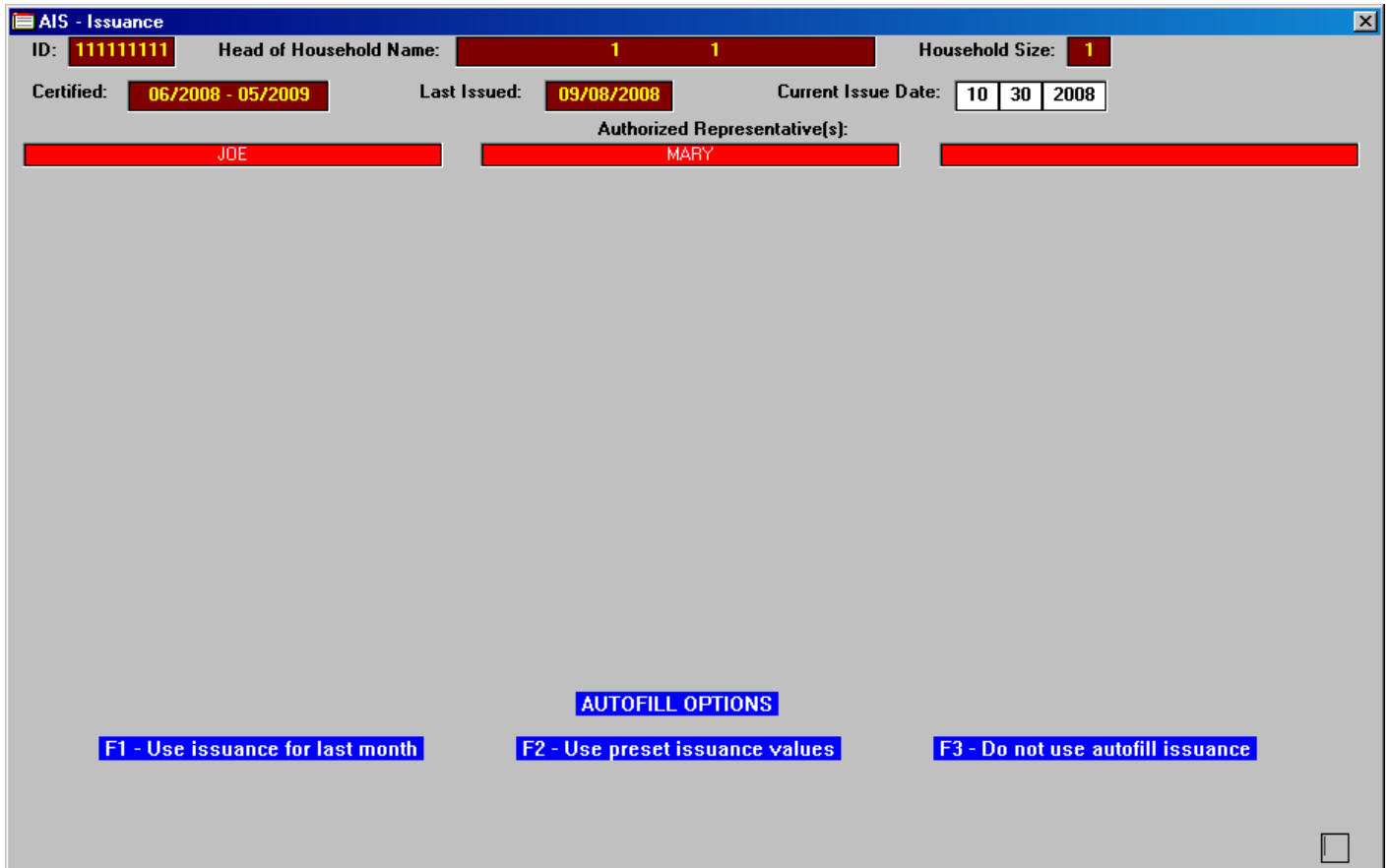
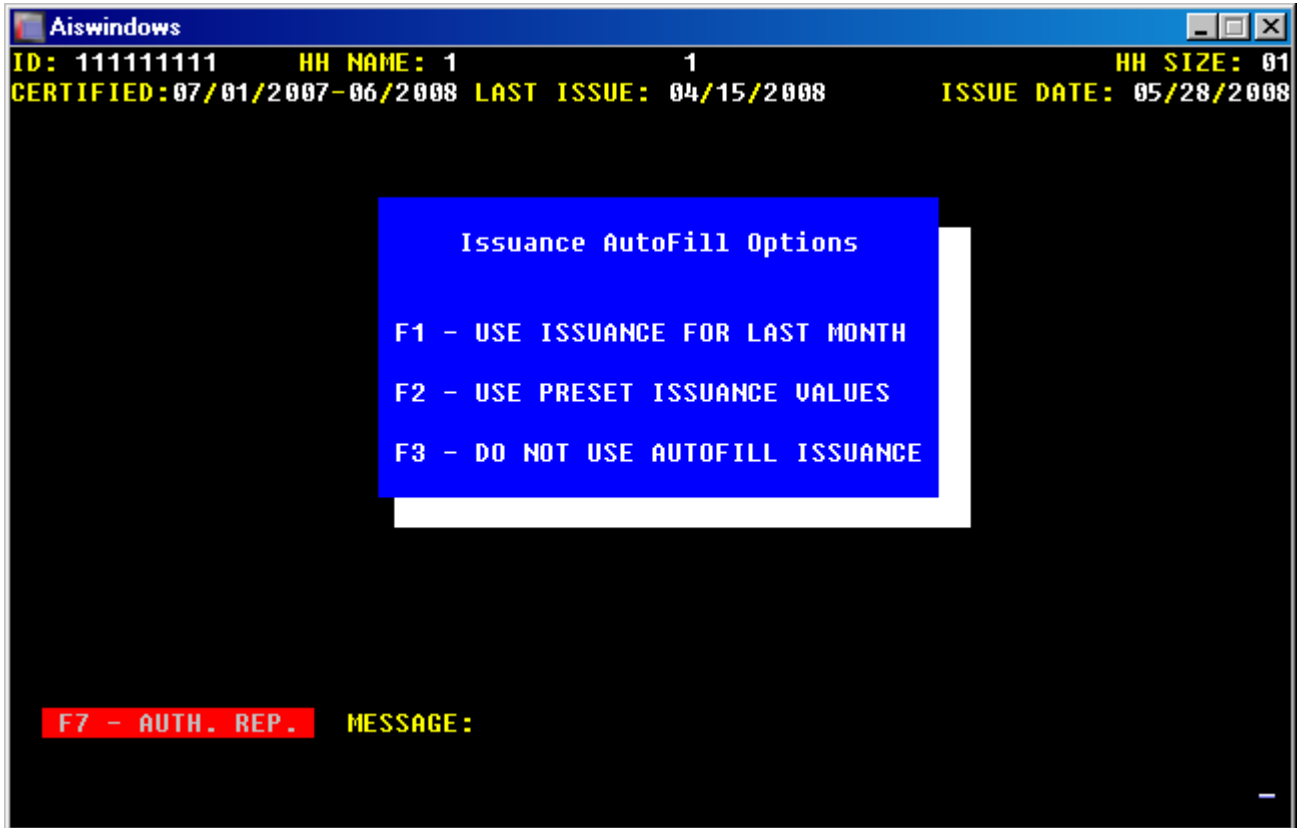
JOE MARY

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.



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.



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
 UP TO 13 UNITS OF A057 CAN BE SELECTED SELECTED: 00
 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

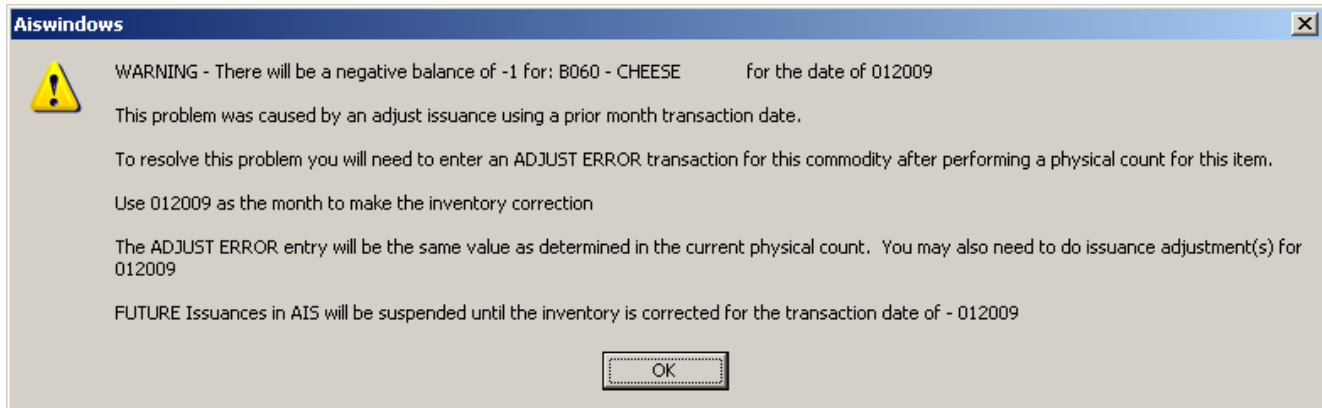
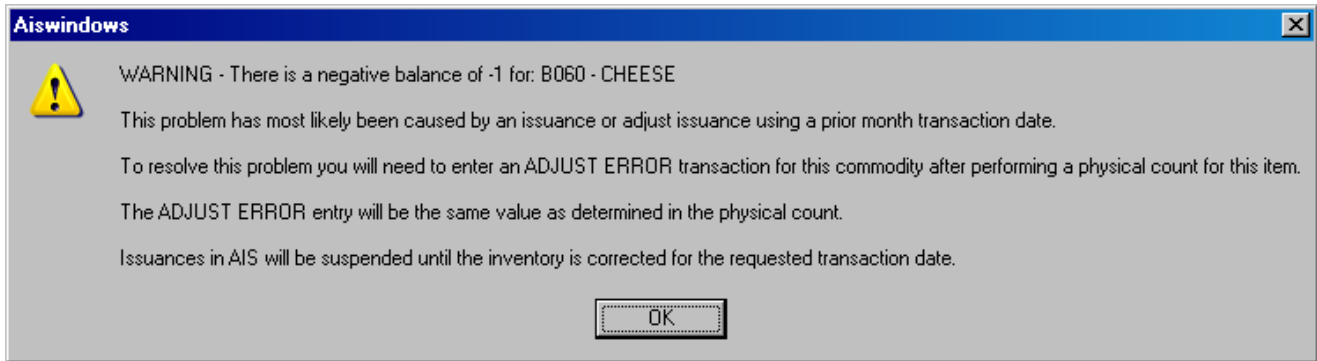
CODE	COMMODITY NAME	UNIT SIZE	SELECTIONS	EQUIV	INVENTORY
B385	1% UHT MILK	32 Fluid Oz	0	1.00	1032

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



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
(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
(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

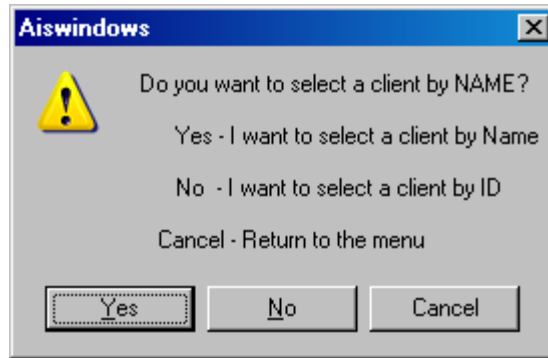
ENDING INVENTORY: - 1 1 0

F3 - MENU F4 - SAVE F5 - EDIT

```

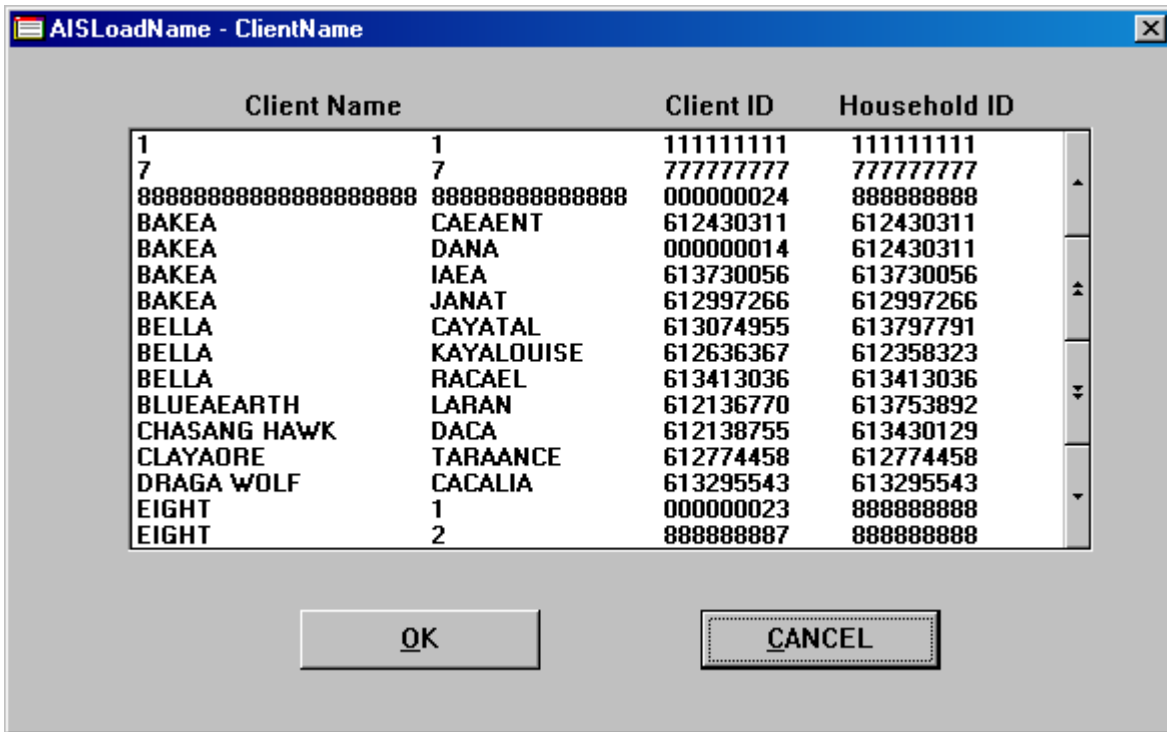
Retrieve by household name or ID

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



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:



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.

Client Name		Client ID	Household ID
MANNA	SADAE	612559708	612559708
MAYEA	EAAANE	628494742	628494742
MAYEA	SAAAE	615281172	628494742
MEYEA	DAAENE	612285001	612285001
MEY	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	PAUAIN	612459234	612459234
ROMEAO	GARAON	612174556	613770371
ROMEAO	KATARYN	613770371	613770371
ROMEAO	NATAANIEL	696475474	613770371
ROSSA	BATAY	613797791	613797791

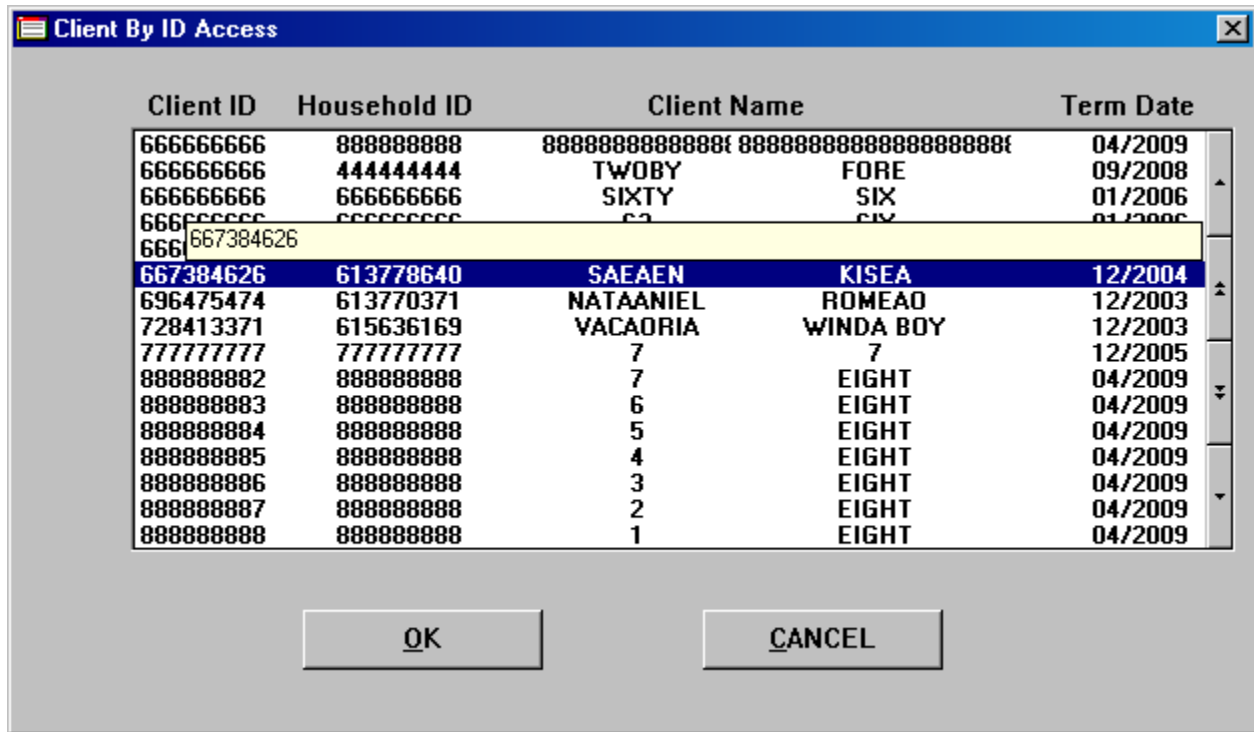
OK CANCEL

Retrieving the client by ID:

Client 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.

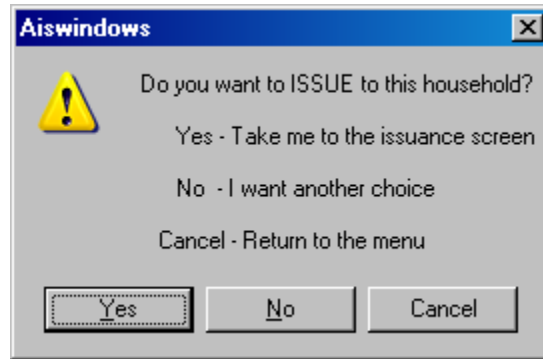


The screenshot displays a window titled "Client By ID Access" containing a list of client records. The records are organized into columns: Client ID, Household ID, Client Name, and Term Date. A specific record is highlighted in yellow, indicating it is the selected household.

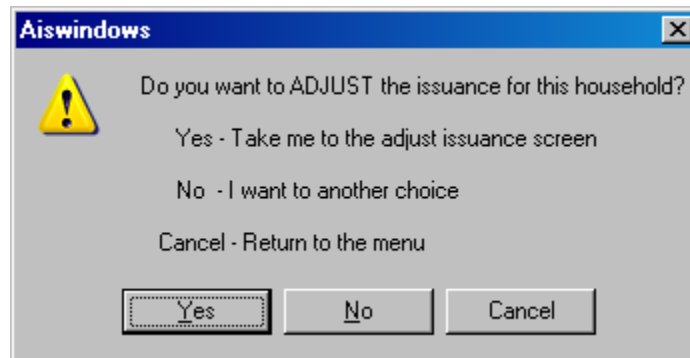
Client ID	Household ID	Client Name	Term Date
66666666	88888888	88888888888888 88888888888888888888	04/2009
66666666	44444444	TWOBY FORE	09/2008
66666666	66666666	SIXTY SIX	01/2006
66666666	66666666	SIXTY SIX	01/2006
666	667384626		
667384626	613778640	SAEEN KISEA	12/2004
696475474	613770371	NATAANIEL ROMEO	12/2003
728413371	615636169	VACADORIA WINDA BOY	12/2003
77777777	77777777	7 7	12/2005
88888888	88888888	7 EIGHT	04/2009
88888888	88888888	6 EIGHT	04/2009
88888888	88888888	5 EIGHT	04/2009
88888888	88888888	4 EIGHT	04/2009
88888888	88888888	3 EIGHT	04/2009
88888888	88888888	2 EIGHT	04/2009
88888888	88888888	1 EIGHT	04/2009

At the bottom of the dialog box, there are two buttons: "OK" and "CANCEL".

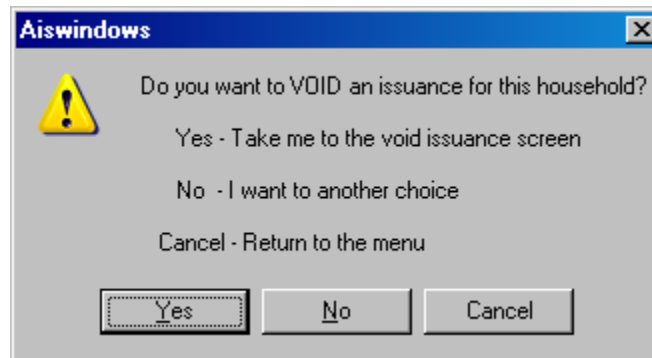
Upon selecting a name or ID you will be prompted to select the action desired for processing:



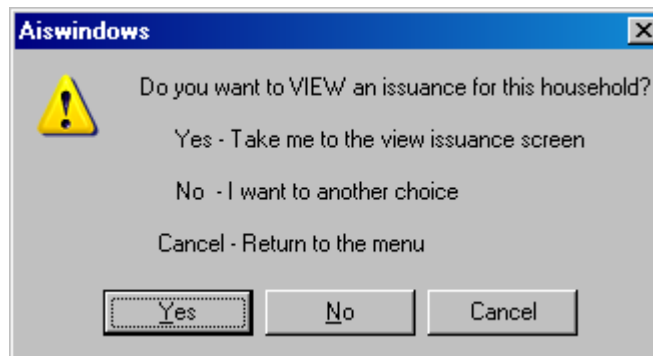
Yes goes directly to the issuance screen. No provides this screen:



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



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



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.

Aiswindows

ID: 111111111 HH NAME: 1 1 CURRENT HH SIZE: 01
 CERTIFIED: 07/01/2007-06/2008 LAST ISSUE: 04/15/2008 HH SIZE AT ISSUANCE: 01

FOOD GROUP: 13 - DRY MILK

COMMODITY CODE/NAME	UNIT SIZE	PREUSEL	ADJ	EQUIV	INVENTORY
B095 NFD MILK 25.6 OZ	25.6 OZ BOX	1	- 1	1.00	21
B385 1% UHT MILK	32 Fluid Oz		4	4.00	143
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0

SELECT ANY: 1 UNITS AVAILABLE: 1 1 OF 1
 SELECTED: 1
 REMAINING: 0

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

AIS - Adjust Issuance

ID: 111111111 Head of Household Name: 1 1 Household Size: 1
 Certified: 06/2008 - 05/2009 Adjusting the original Issuance Date of: 09/08/2008 HH Size at Issuance: 1

Authorized Representative(s):
 JOE MARY

FOOD GROUP - 13 DRY MILK

CODE	COMMODITY NAME	UNIT SIZE	PREVSEL	SELECTIONS	EQUIV	INVENTORY
B095	NFD MILK 25.6 OZ	25.6 OZ BOX	1	-1	4.00	1398
B385	1% UHT MILK	32 Fluid Oz	0	4	1.00	1028

AVAILABLE: 4.00 1 OF 1
 SELECTED: 4.00
 REMAINING: .00 SELECT ANY: 4

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

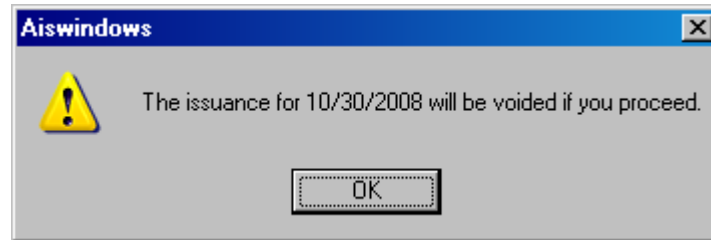
Adjust Issuance Warnings

****Refer to Issuance Warnings****

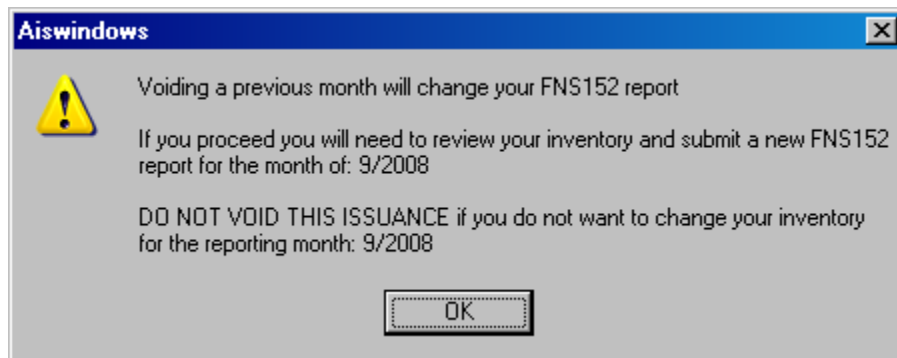
Void Issuance

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.

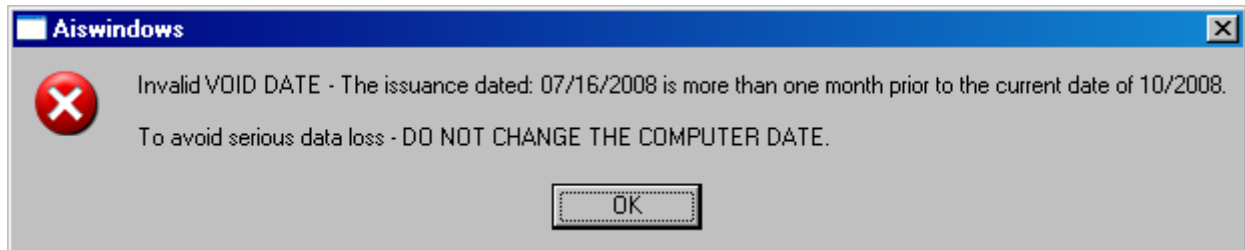
Current month warning:



Previous month warning:



Invalid month error message:



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.

The screenshot shows a terminal-style window titled "Aiswindows". At the top, it displays household information: ID: 111111111, HH NAME: 1, HH SIZE: 01, CERTIFIED: 07/01/2007-06/2008, LAST ISSUE: 04/15/2008, and ENTER ISSUE DATE: 04/2008. Below this, it lists "FOOD GROUP: 13 - DRY MILK" and a table of commodities. The table has three columns: COMMODITY CODE/NAME, UNIT SIZE, and ISSUED. The data rows are: B095 NFD MILK 25.6 OZ (25.6 OZ BOX, 1 issued) and B385 1% UHT MILK (32 Fluid Oz, 1 issued). At the bottom, it says "SKIP ITEMS NEXT AVAILABLE 06/2008" and "1 OF 1". Navigation keys are listed at the very bottom: F3 - MENU, F4 - PREV FG, F5 - NEXT FG, and F8 - PRINT.

COMMODITY CODE/NAME	UNIT SIZE	ISSUED
B095 NFD MILK 25.6 OZ	25.6 OZ BOX	1
B385 1% UHT MILK	32 Fluid Oz	1

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.

The screenshot shows a window titled "AIS - View Issuance". It displays household information: ID: 111111111, Head of Household Name: 1 1, Household Size: 1, Certified: 06/2008 - 05/2009, Last Issued: 09/08/2008, and View Issue Date: 10 2008. The main section is titled "Issuance History" and contains a list of dates: 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, and 12/00/0000. At the bottom, it shows "VIEW ISSUANCE FOR 9 8 2008 AS OF 10 30 2008" and navigation keys: F2 - NEXT, F3 - EXIT, and F6 - ISSUE HISTORY.

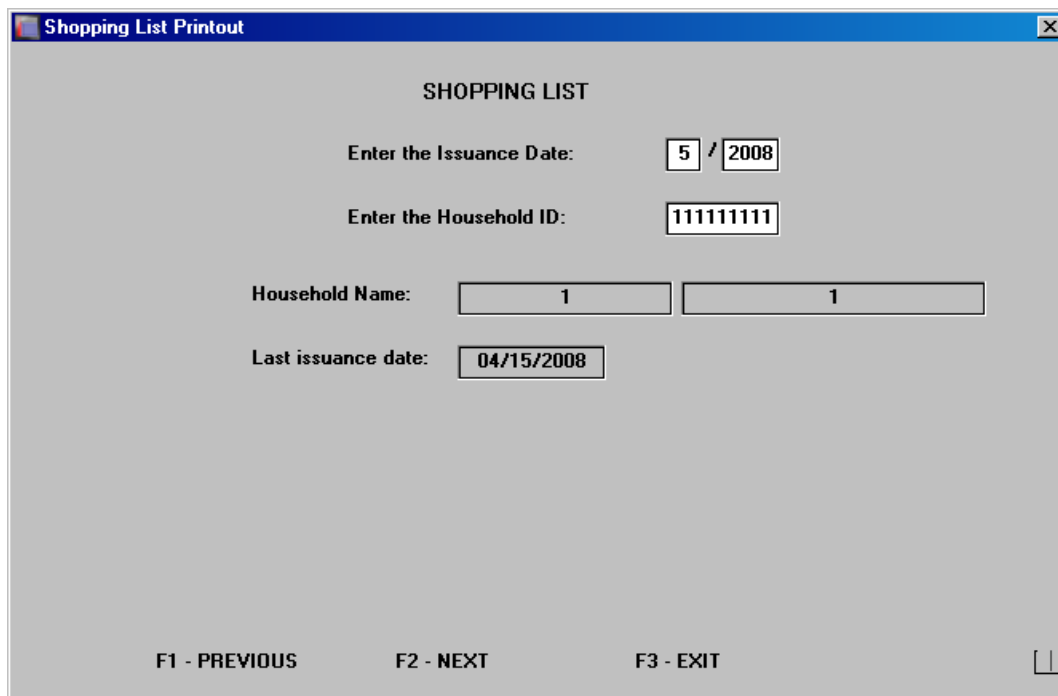
Shopping List

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
                               _____ APPT.SAUCE CND      #300 CAN
```

Graphical display:



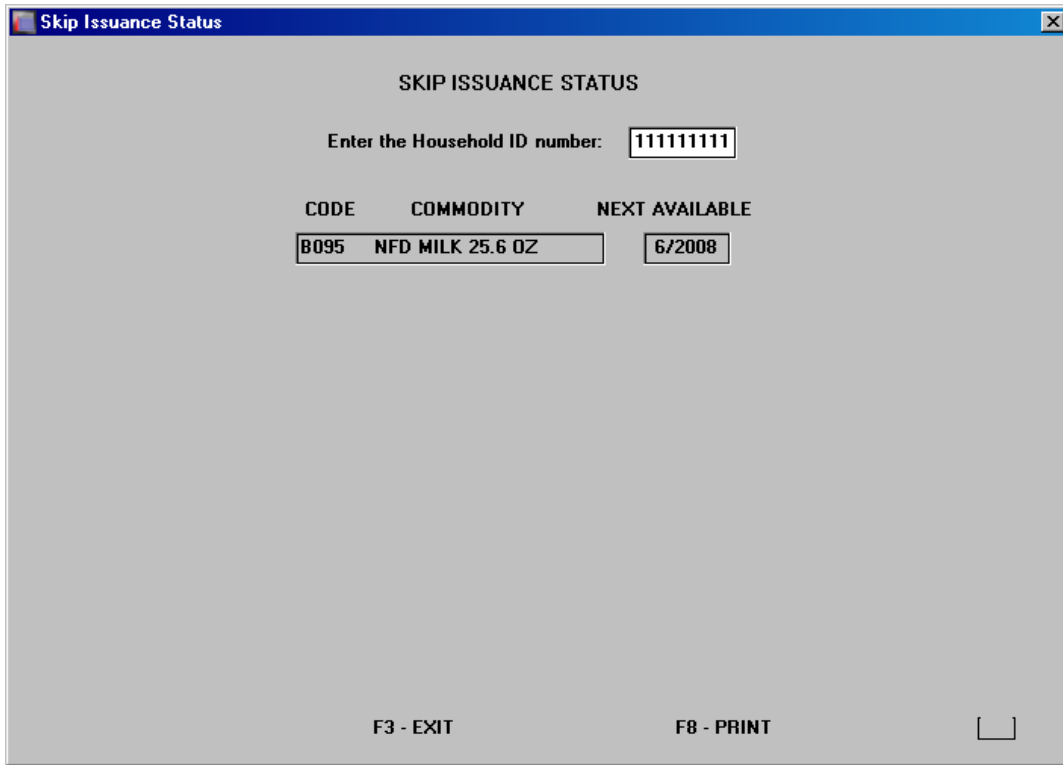
The screenshot shows a window titled "Shopping List Printout" with a grey background. The title bar is blue with a close button (X) on the right. The window content is titled "SHOPPING LIST" in bold. Below the title, there are several input fields:

- "Enter the Issuance Date:" with a date field showing "5 / 2008".
- "Enter the Household ID:" with a text field showing "111111111".
- "Household Name:" with two text fields, each containing the number "1".
- "Last issuance date:" with a date field showing "04/15/2008".

At the bottom of the window, there are three function key labels: "F1 - PREVIOUS", "F2 - NEXT", and "F3 - EXIT". A small icon is visible in the bottom right corner of the window.

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.



The screenshot shows a window titled "Skip Issuance Status" with a blue header bar. The main content area is gray and contains the following text and fields:

SKIP ISSUANCE STATUS

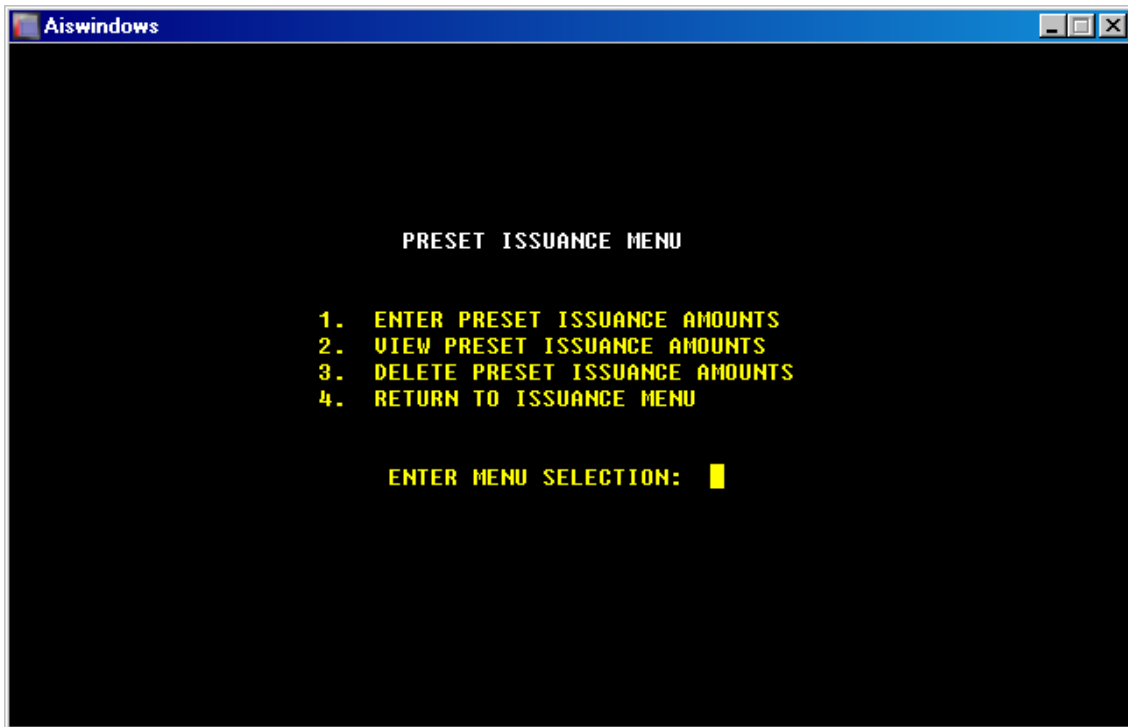
Enter the Household ID number:

CODE	COMMODITY	NEXT AVAILABLE
B095	NFD MILK 25.6 OZ	6/2008

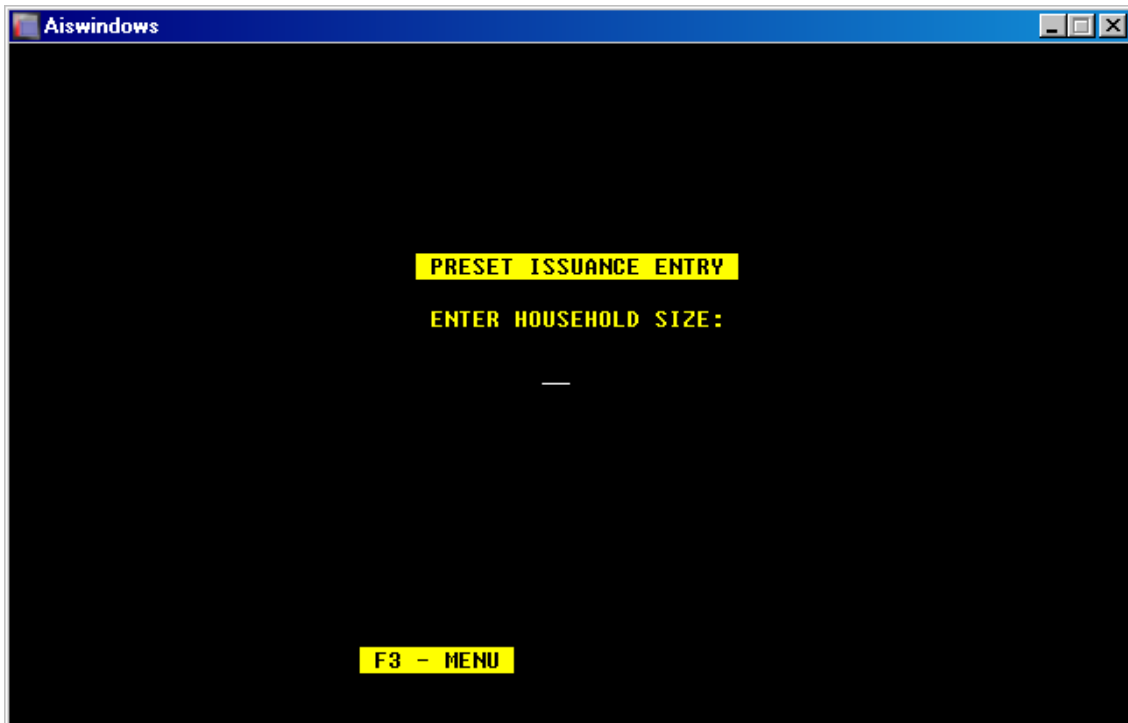
At the bottom of the window, there are two function keys: "F3 - EXIT" and "F8 - PRINT". A small square icon is located to the right of the "F8 - PRINT" label.

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.



The preset amounts are entered by household size.



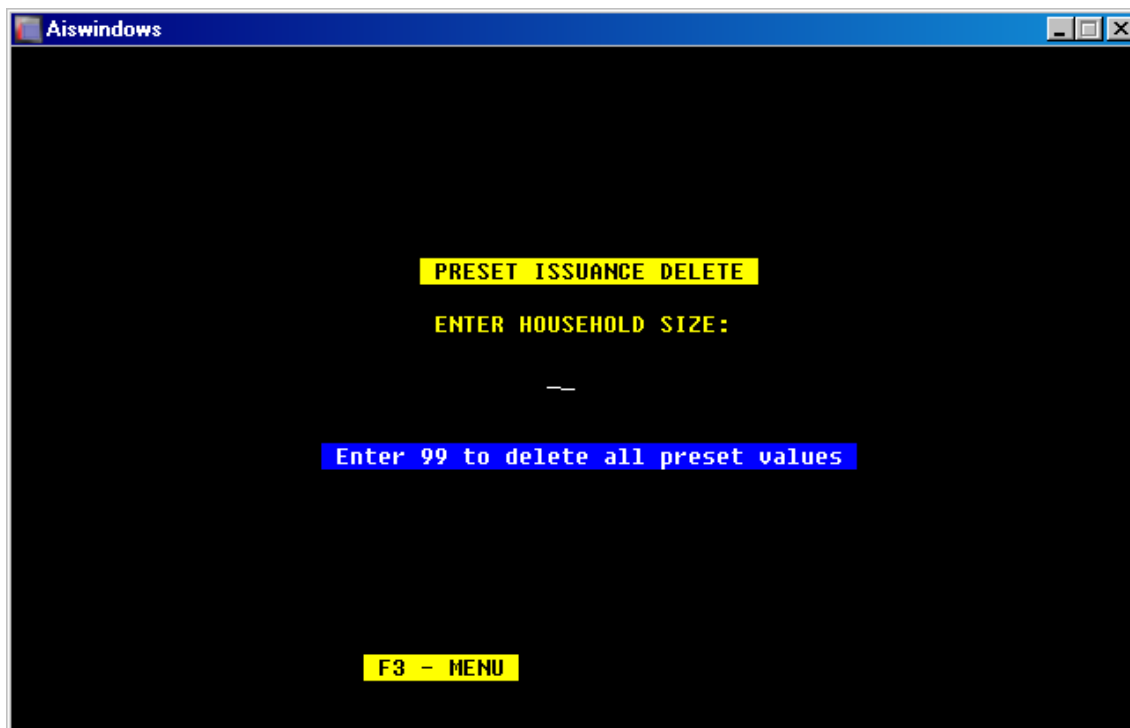
Enter the preset amounts the same as if entering for a household.

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

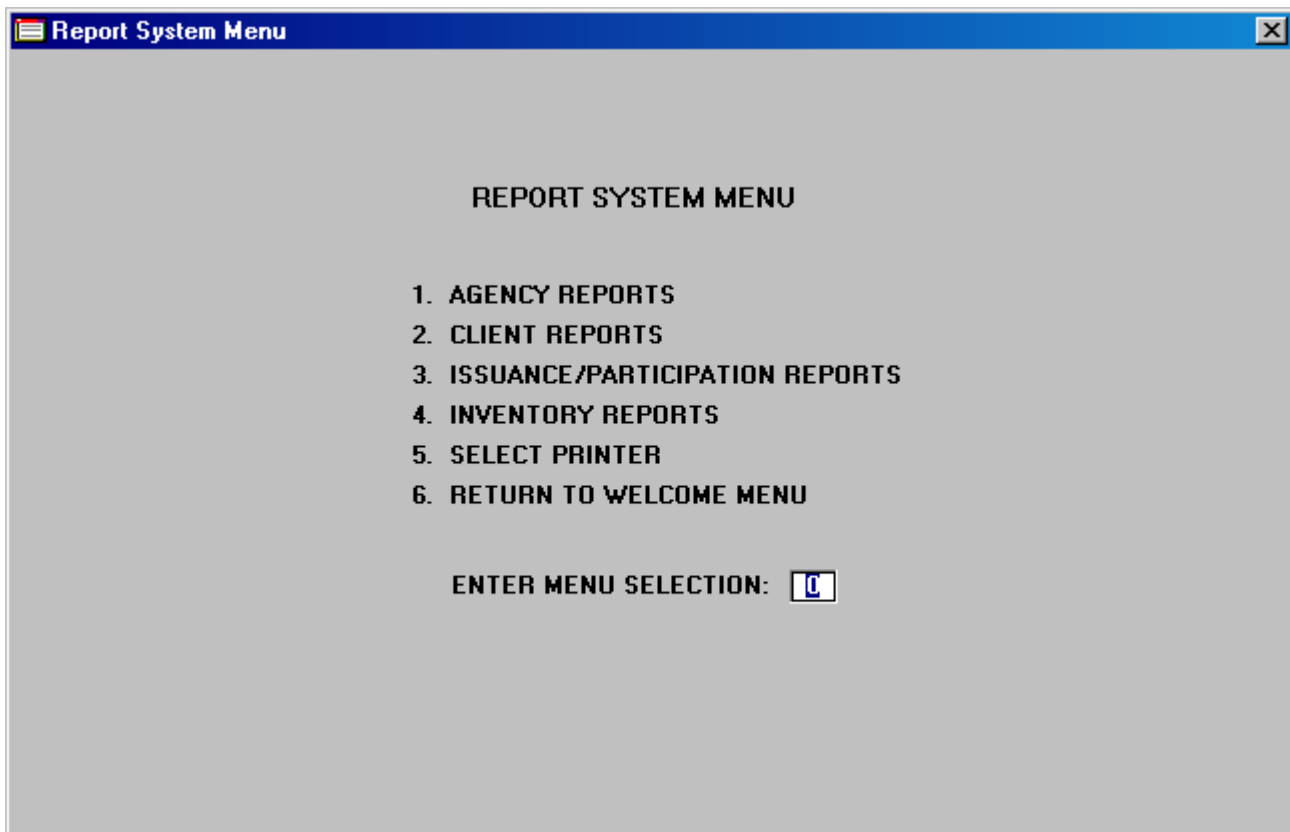
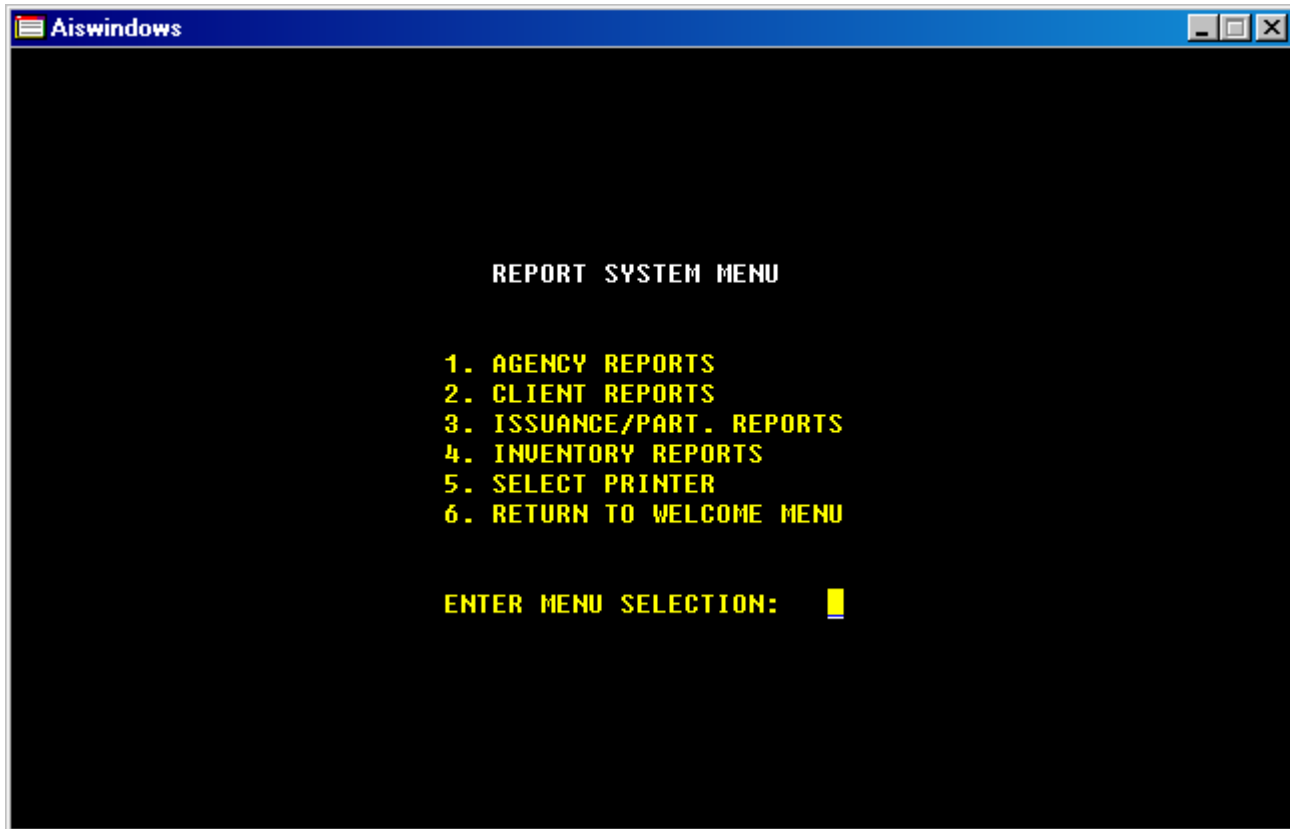
SELECT ANY: 18 POUNDS AVAILABLE: 18 1 OF 4
UP TO 13 UNITS OF A057 CAN BE SELECTED SELECTED: 0
REMAINING: 18

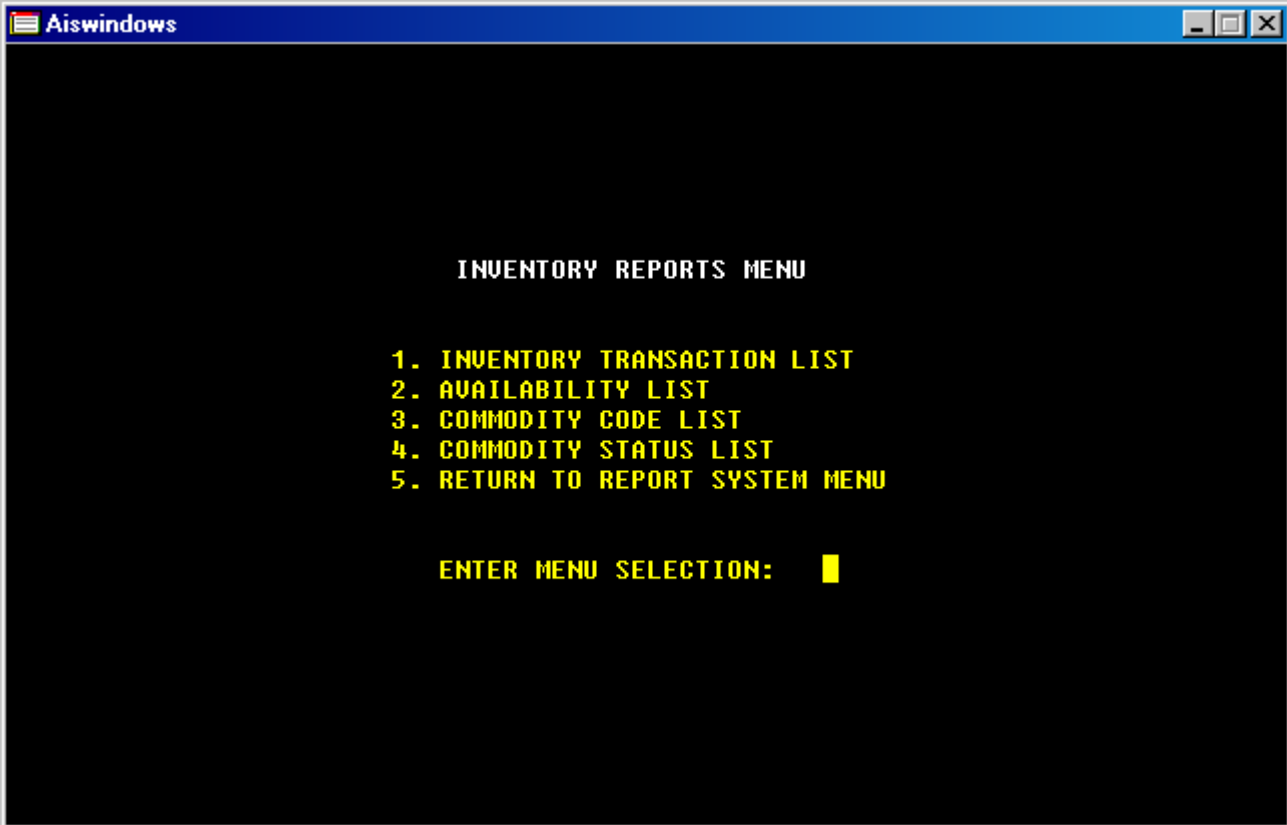
F1 - PREV F2 - NEXT F3 - MENU F4 - PREV FG F5 - NEXT FG F8 - SAVE

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



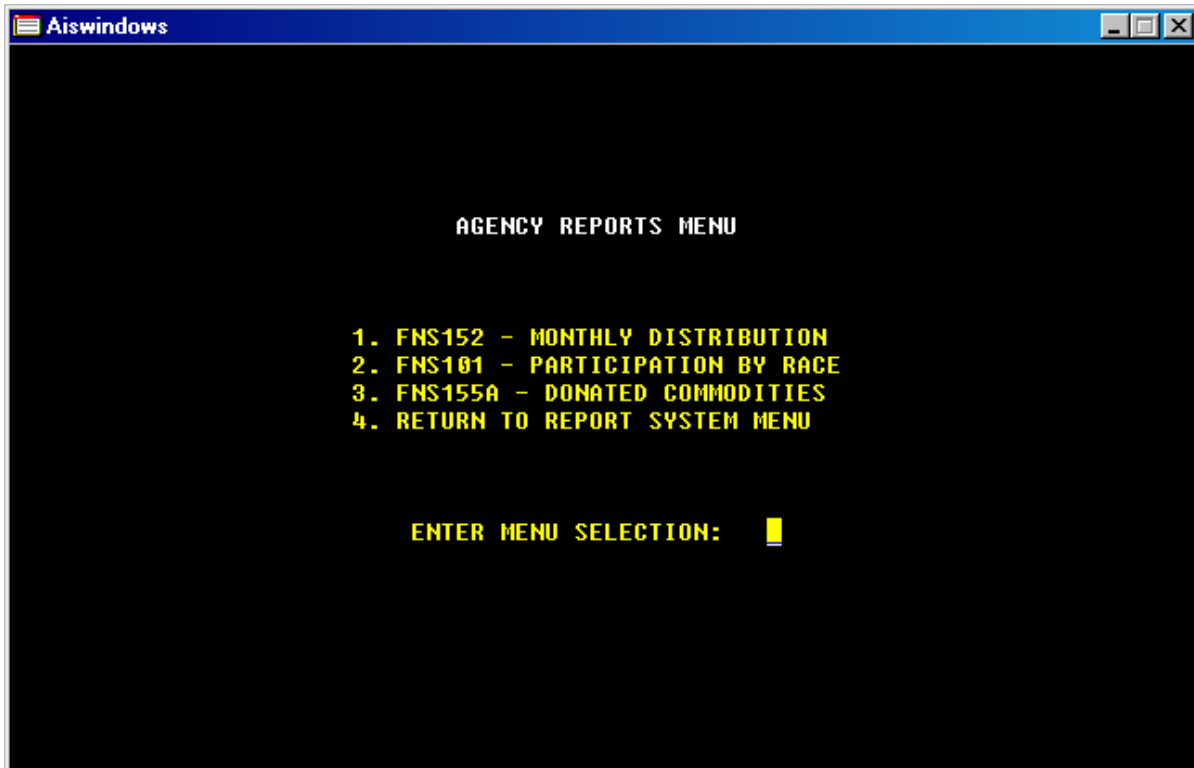
Report System





Selection	Menu Option	Features
1	Agency Reports	<ul style="list-style-type: none"> • FNS152 Monthly Distribution • FNS101 Annual Participation by Race • FNS155A - Received commodities (obsolete)
2	Client Reports	<ul style="list-style-type: none"> • HH Listing – FSP Exchange • Household Master List • Certification Due List • Client Information List • Duplicate ID List
3	Issuance/Participation Reports	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Inventory Transaction List • Availability List • Commodity Code List • Commodity Status List
5	Select Printer	<ul style="list-style-type: none"> • 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



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.

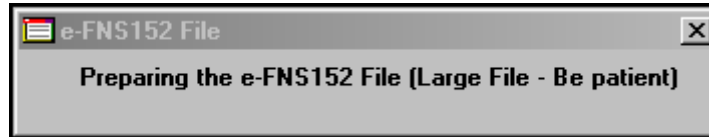
FNS152 Report – The 152 report features a menu that displays the status of the printed report. For each reporting month the date the report was last printed, the date any modification was made to the inventory and the 152 report status is displayed. REVIEW indicates that the inventory was modified since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

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

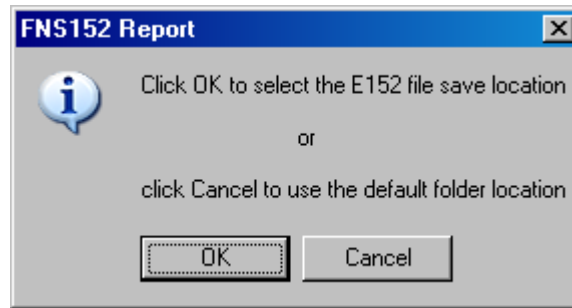
FNS152 REPORT
REPRINT JAN FNS152 REPORT - RESUBMIT IF CHANGED
REPORT DATE: 3/2009
NUMBER OF COPIES: 1

F2 - NEXT F3 - MENU

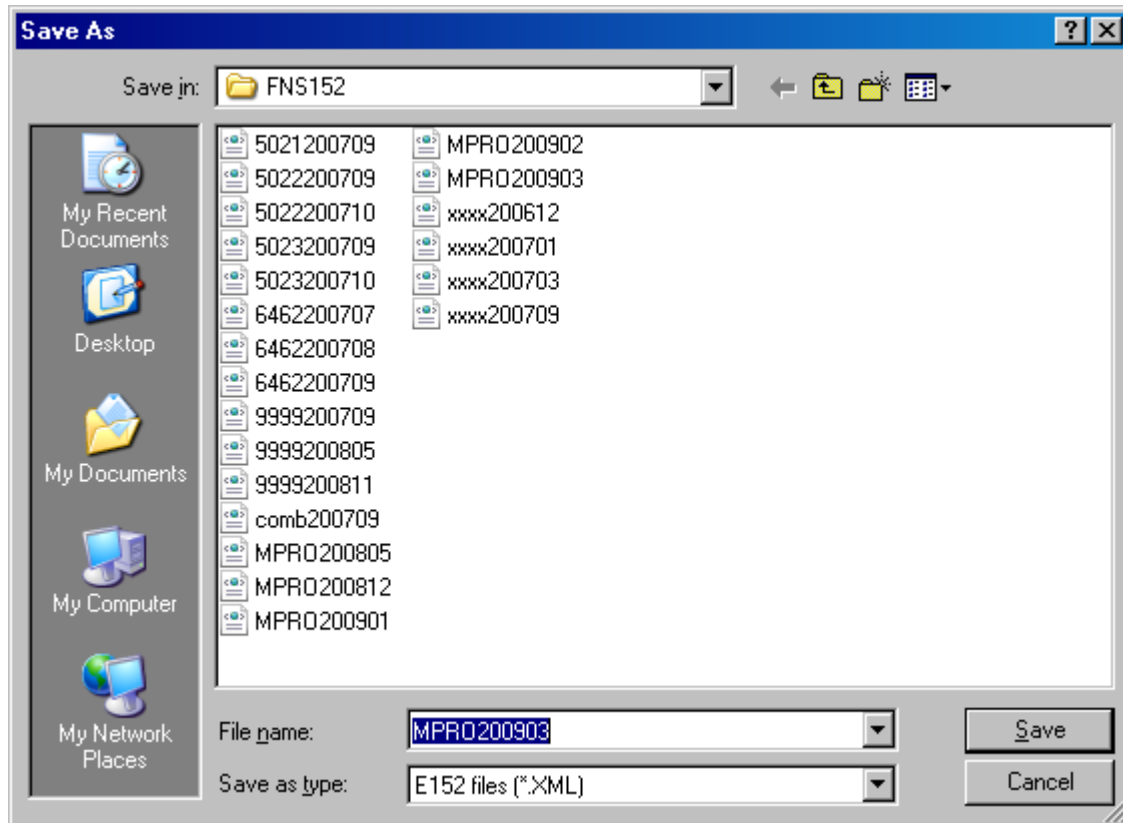
During the printing of the 152 report AIS creates an electronic version of the report for submission to the regional USDA-FNS office. The message below indicates that the process of preparing the e-FNS152 report is taking place and may take anywhere from 1-5 minutes to complete depending on network/computer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



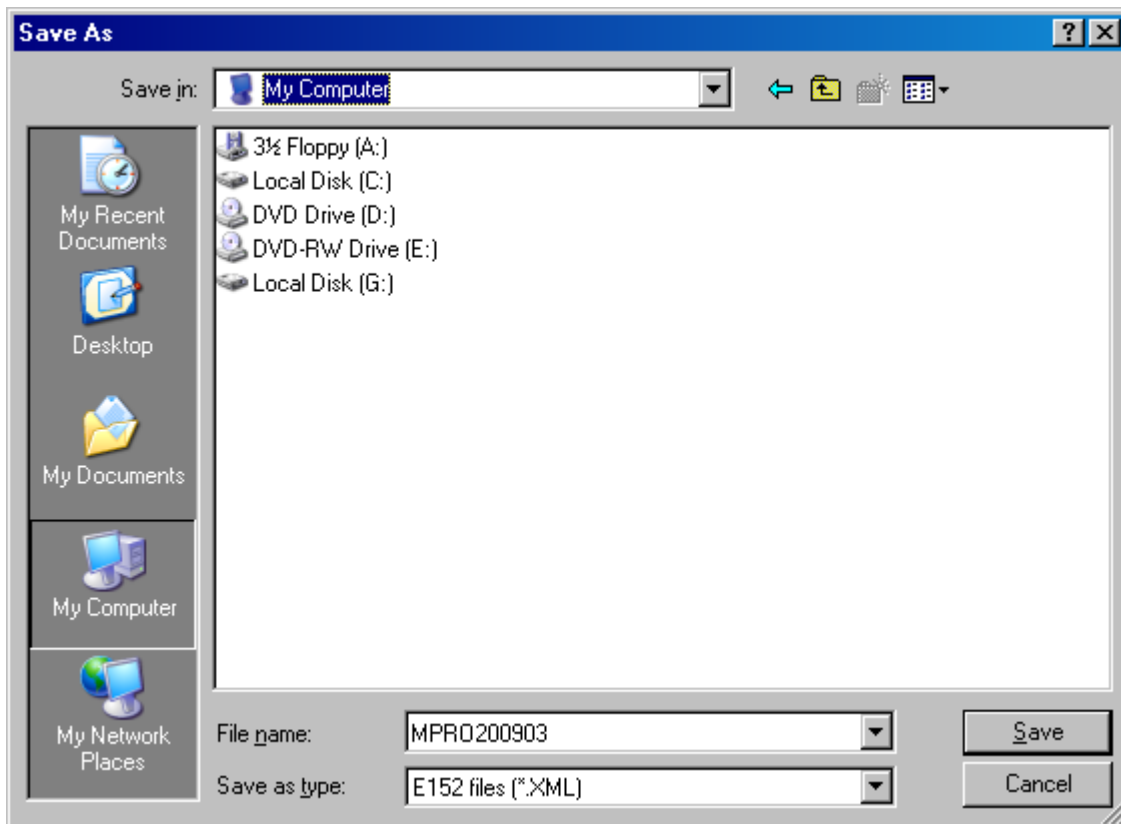
Once the e-FNS152 report file is completed the user is given the choice to determine where to save the e-FNS152 file for later transmission to the regional office:



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.



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

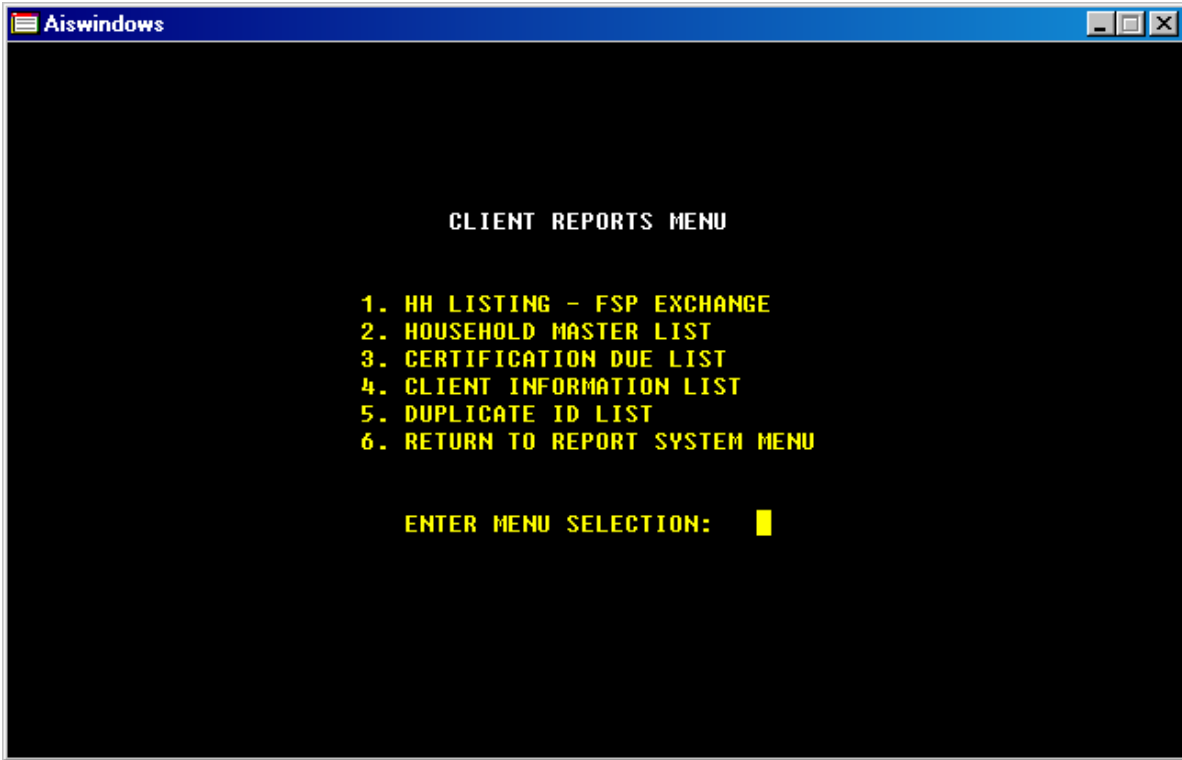
MIXED VEGETABLES	A057	#300 CAN	2,032	0	0	2,032	3	0	0	0	3	2,029	2,029	0

FNS101 Report

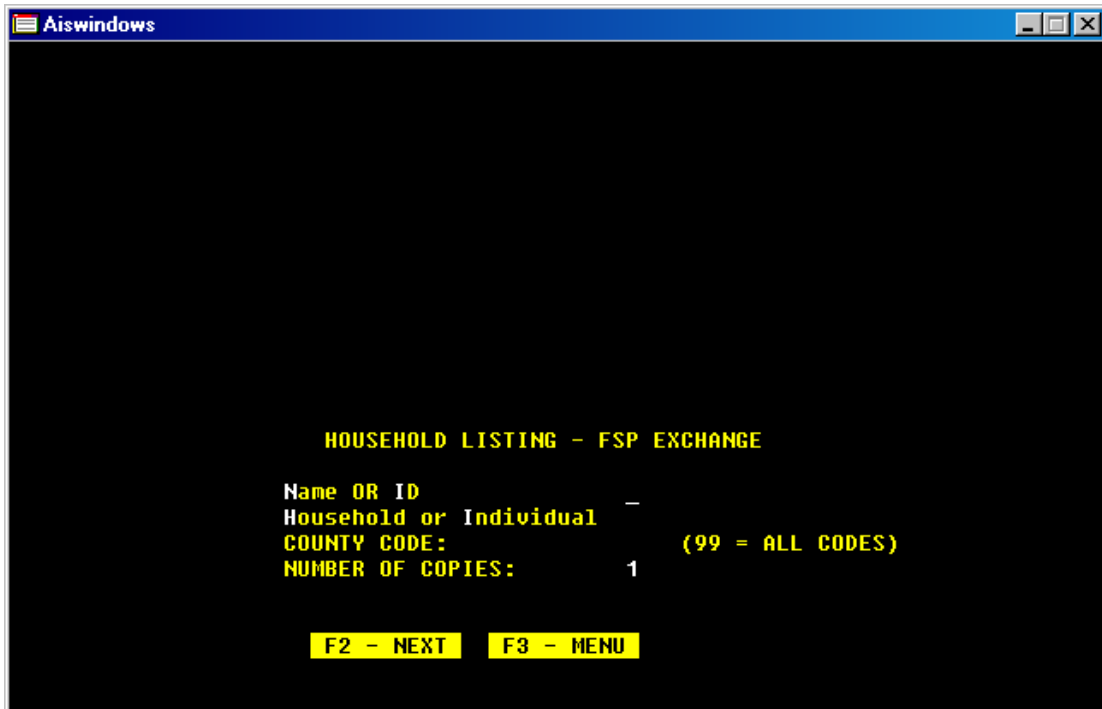
The FNS101 report can be printed at any time. The required submission month is July.

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	FDPFR		MPRO
4. NAME & ADDRESS OF REPORTING AGENCY		5. REPORTING YEAR	
AIS TEST AGENCY 1244 SPEER BLVD DENVER CO 80204		03/2009	
		COLUMN A	COLUMN B
			NUMBER OF HISPANIC OR LATINO
		TOTAL NUMBER OF HOUSEHOLD CONTACTS BY RACE	HOUSEHOLD CONTACTS REPORTED IN COLUMN A 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	

Client Reports



Household Listing – Food Stamp Exchange (SNAP)



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

SS#	CLIENT NAME	HH ID	DOB	CNTY	CERT DATE	TERM DATE
000000022	TWO, TOO	22222222	02/02/1992	AA	08/2008	07/2009
108888888	8, 10	88888888	10/08/1998	AA	05/2008	04/2009
111111111	1, 1	11111111	01/01/1941	AA	11/2008	10/2009
118888888	8, 11	88888888	11/09/1941	AA	05/2008	04/2009
222222222	TU, TU	22222222	02/02/1922	AA	08/2008	07/2009
333330000	THREE, THREE	33333333	03/03/1953	AA	08/2008	07/2009
333333330	THREE, ONE	33333333	03/03/1963	AA	08/2008	07/2009
333333331	THREE, TWO	33333333	03/03/1993	AA	08/2008	07/2009
612430311	BAKEA, CAEAENT	61243031	03/26/1932	AA	07/2008	06/2009
613074955	BELLA, CAYATAL	61379779	02/16/1982	AA	03/2009	02/2010
613154583	YOUNA BIRD, SAEARA	61379779	05/29/1985	AA	03/2009	02/2010
613304496	ROSSA, SAEALING	61379779	05/18/1983	AA	03/2009	02/2010
613328276	ROSSA, SAEABY	61379779	07/03/1995	AA	03/2009	02/2010
613797791	ROSSA, BATAY	61379779	06/27/1959	AA	03/2009	02/2010
666666666	88888888888888888888, 88888	88888888	08/08/2003	AA	05/2008	04/2009
888888882	EIGHT, 7	88888888	08/08/2001	AA	05/2008	04/2009
888888883	EIGHT, 6	88888888	08/08/1999	AA	05/2008	04/2009
888888884	EIGHT, 5	88888888	08/08/1997	AA	05/2008	04/2009
888888885	EIGHT, 4	88888888	08/08/1995	AA	05/2008	04/2009
888888886	EIGHT, 3	88888888	08/08/1993	AA	05/2008	04/2009
888888887	EIGHT, 2	88888888	08/08/1978	AA	05/2008	04/2009
888888888	EIGHT, 1	88888888	08/08/1968	AA	05/2008	04/2009
888888889	8, 9	88888888	09/09/1999	AA	05/2008	04/2009
999999999	BAKEA, DANA	61243031	12/18/1980	AA	07/2008	06/2009

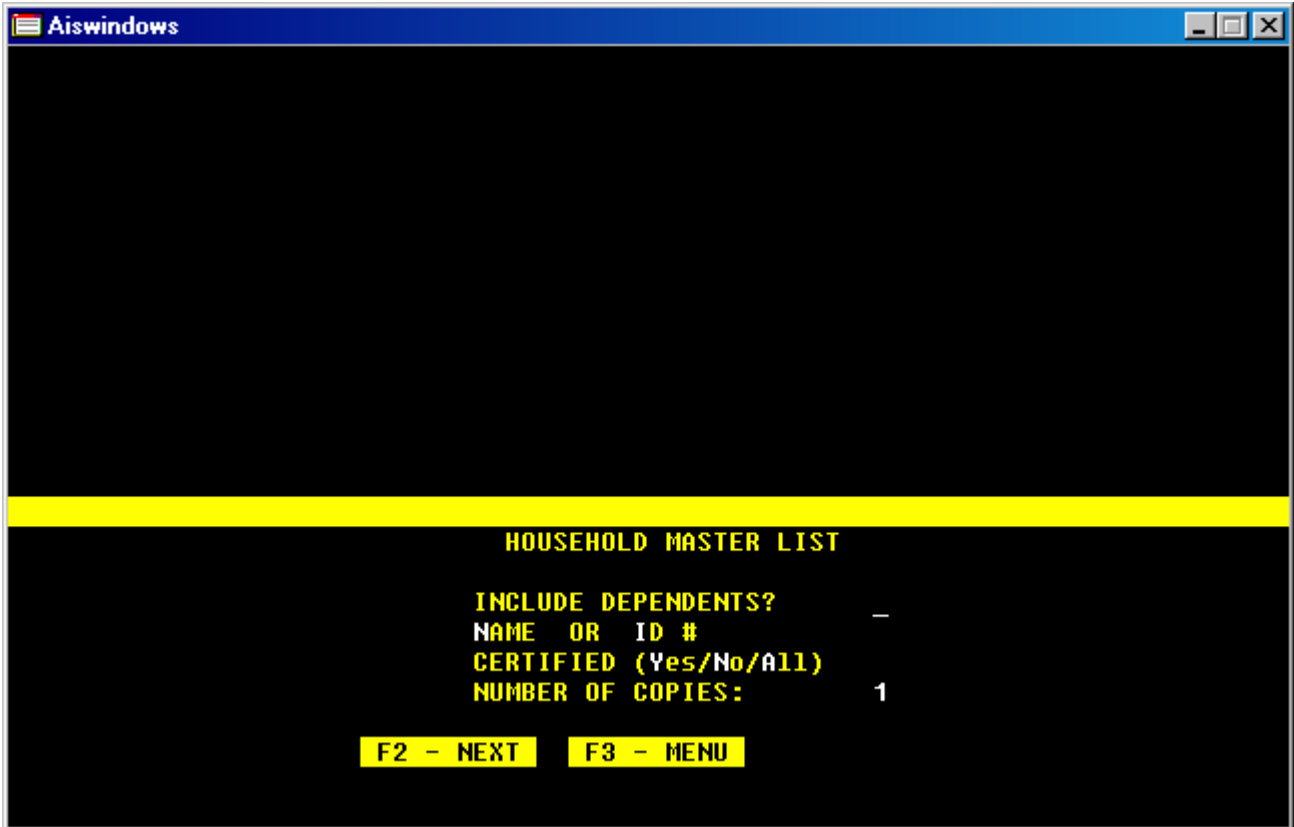
TOTAL PARTICIPANTS: 24

Listing by household:

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

CLIENT NAME	SS#	DOB	HH SIZE	CNTY	CERT DATE	TERM 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



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	RACAEAL	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	EATA	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	FAOANTINE	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 X

Certification Due List

Report Date: 2009

Name or ID (N/I):

County/Location/All:

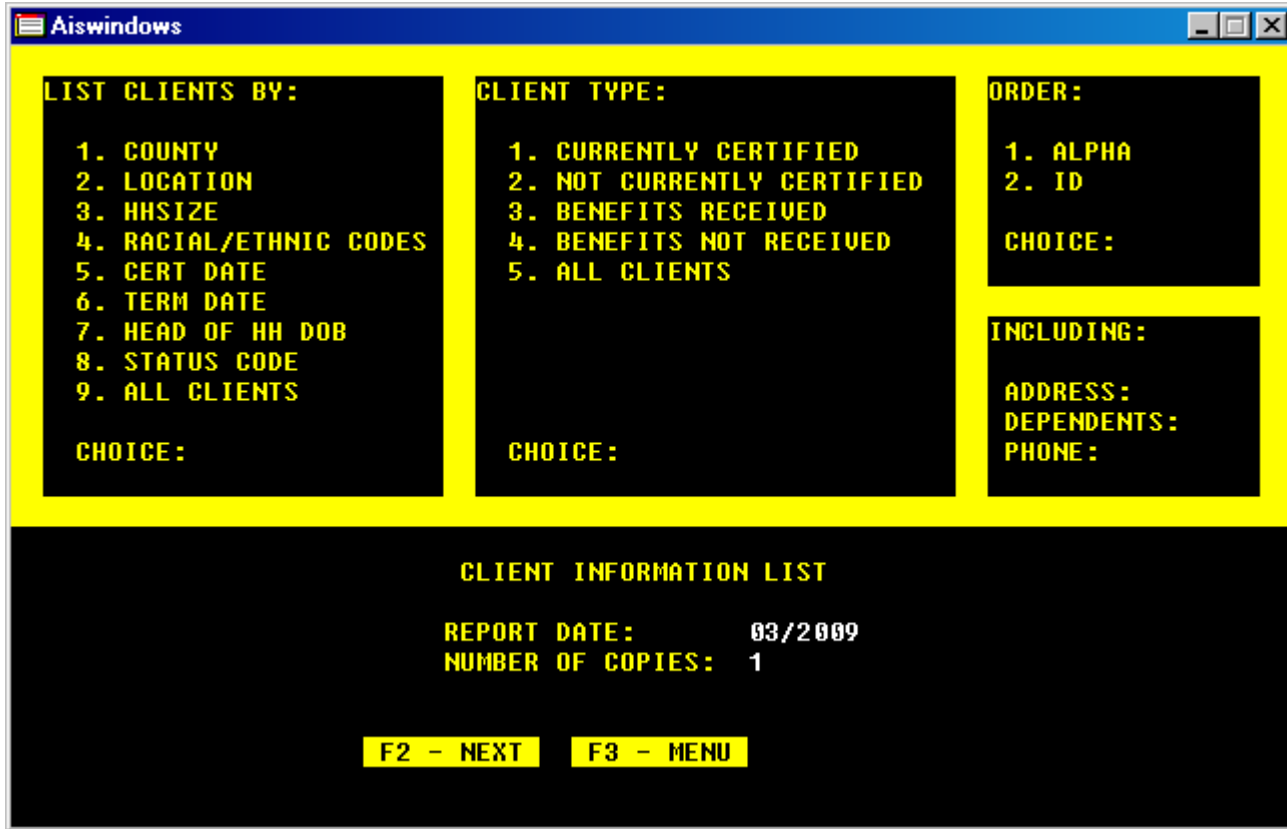
Copies (1 to 9)

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



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.

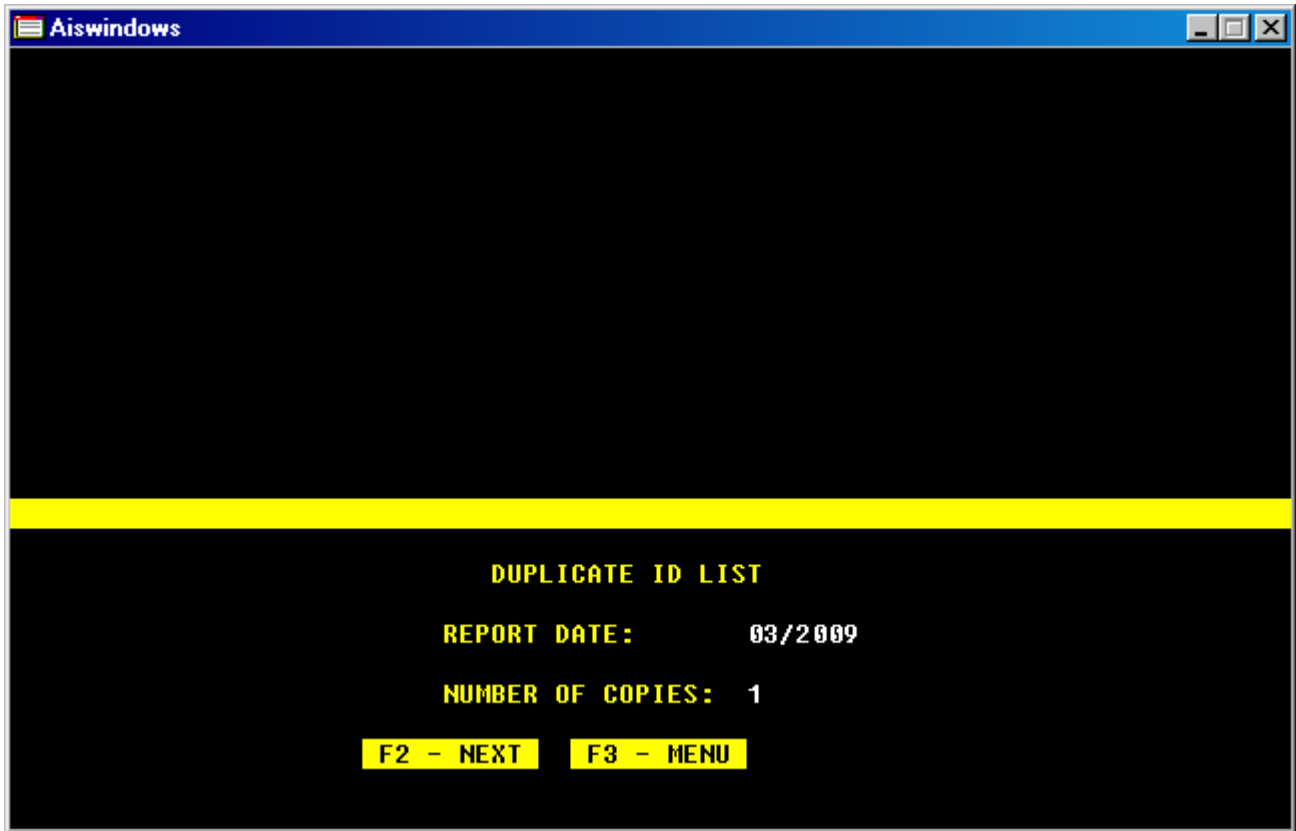
List Clients By

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



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

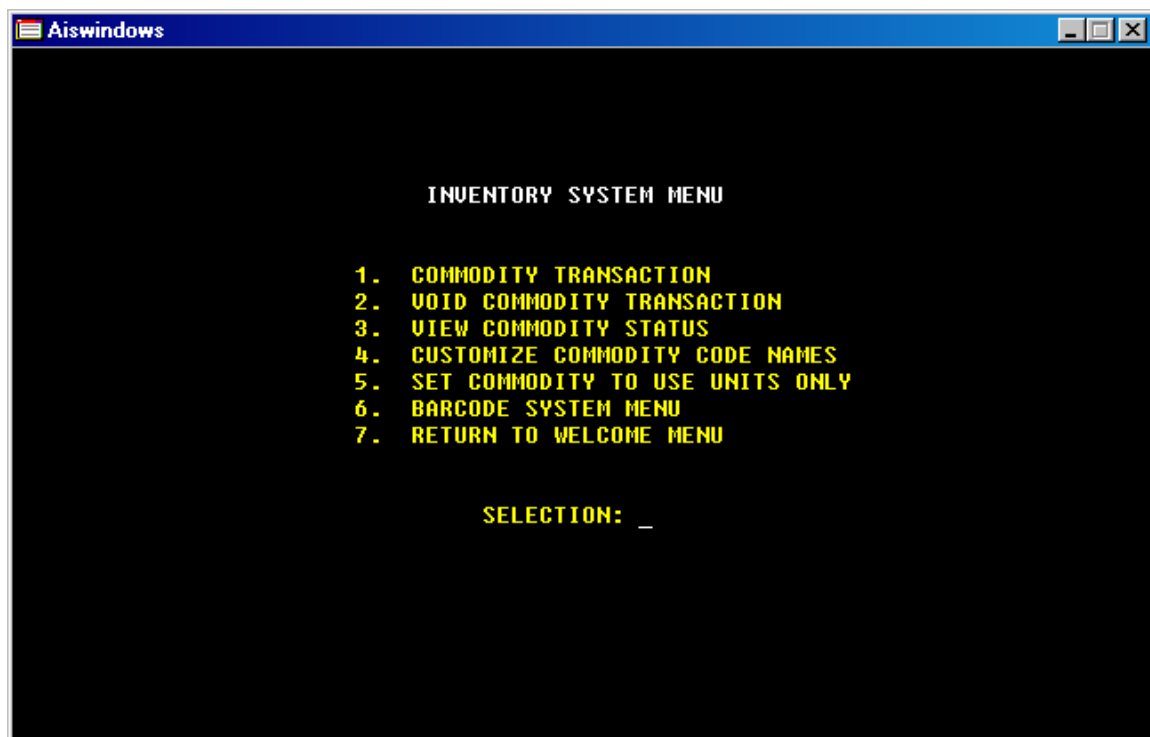
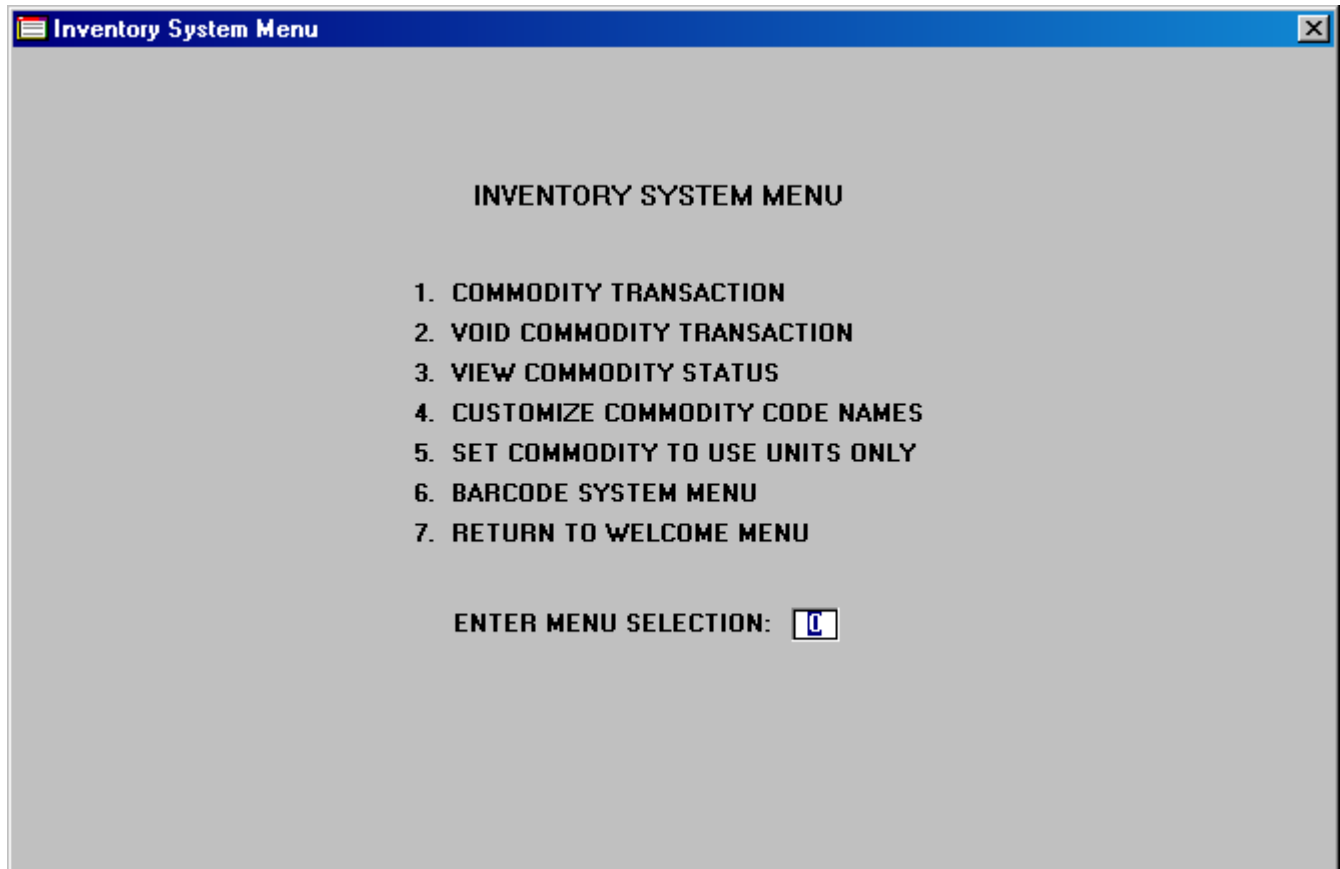
ID		CLIENT NAME	HH ID	TERM DAT
111-11-1111	1	1	111-11-1111	10/2009
111-11-1111	FORE	GO	444-44-4444	02/2010
666-66-6666	FORE	TWOBY	444-44-4444	02/2010
666-66-6666	88888888888888888888	8888888888888888	888-88-8888	04/2009

Issuance/Participation Reports

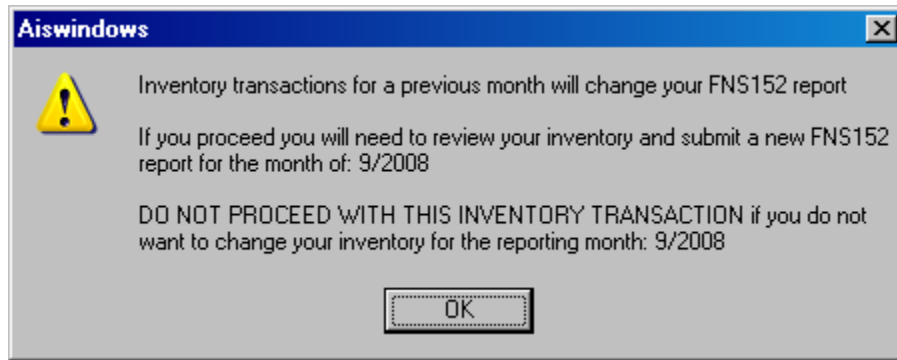


Inventory System

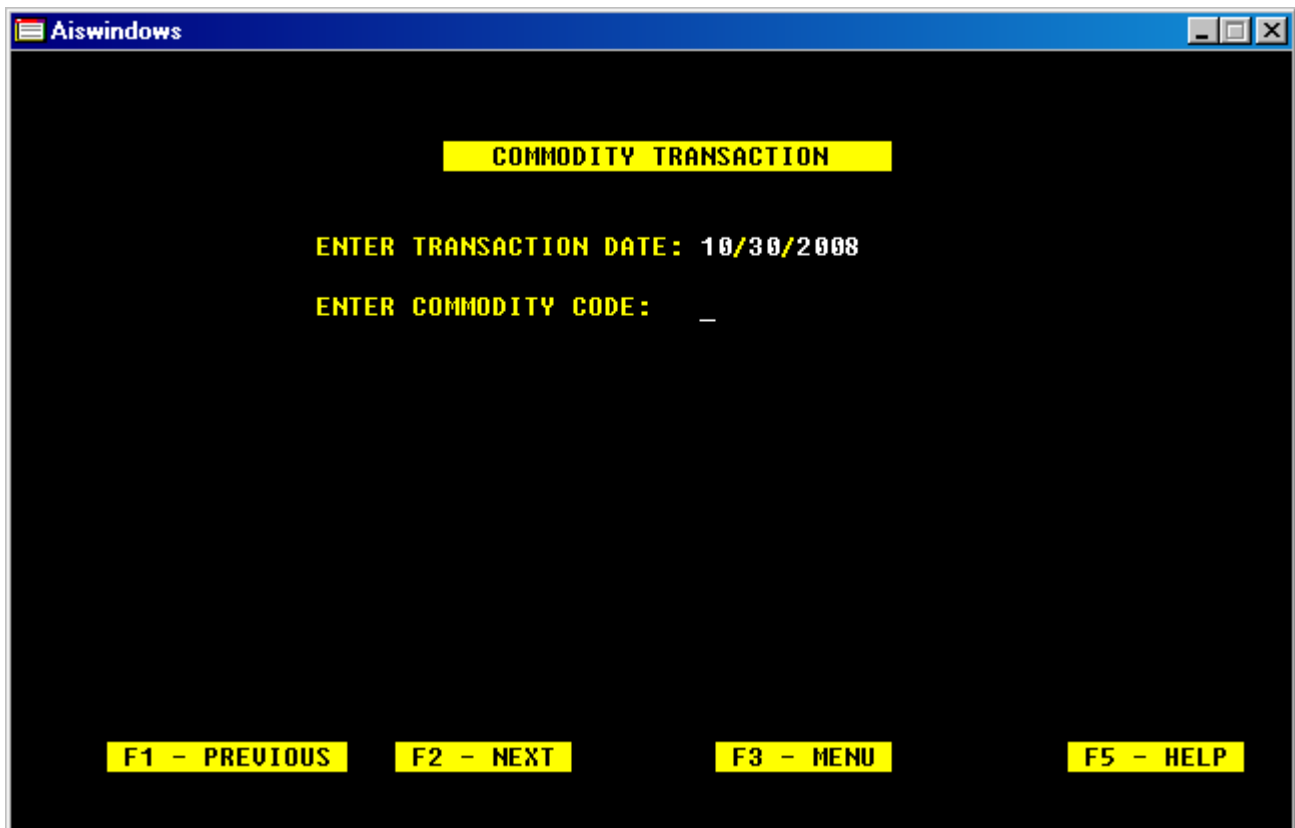
The inventory system is available in character or graphical format. The inventory system is used to maintain all inventory activity except for issuance data.



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!



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:



Inventory Transaction

COMMODITY TRANSACTION

ENTER TRANSACTION DATE 10 30 2008

ENTER COMMODITY CODE

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

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

Commodity Code Help

Do you need help retrieving a commodity code?

Click YES to search for a commodity code by code name

Click NO to print a commodity code report list

Click CANCEL to return to the commodity code entry

If you do not find the code go to the AIS web site to see if there is an update:

www.FNS.USDA.GOV/AIS

Yes No Cancel

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	A236
SPII 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

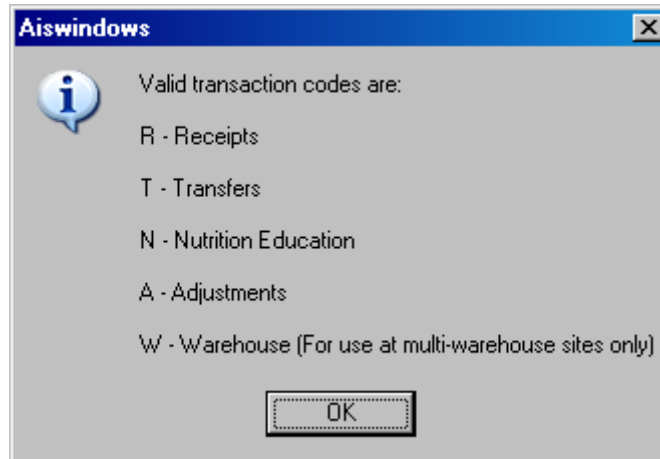
ENTER TRANSACTION DATE

ENTER COMMODITY CODE

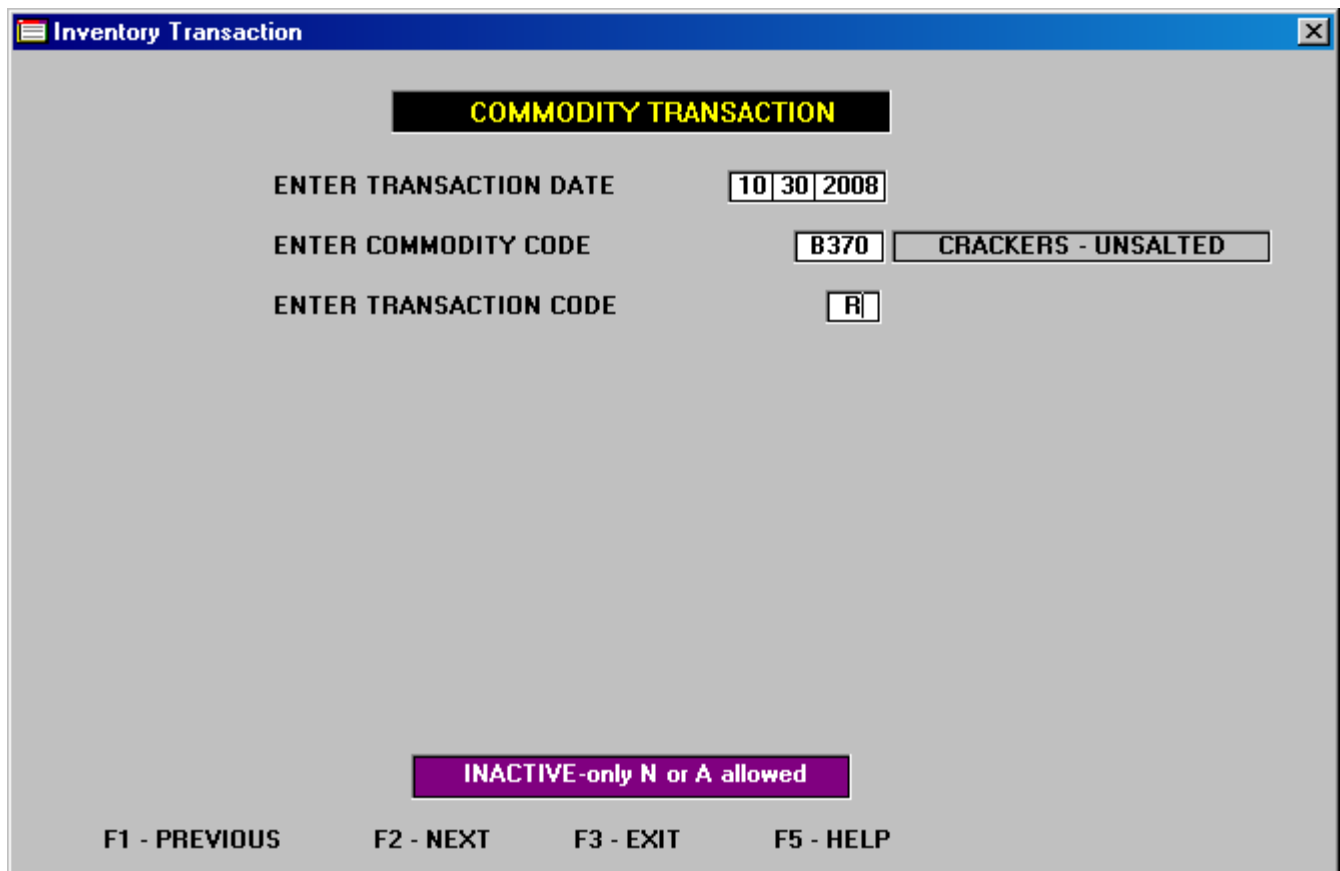
ENTER TRANSACTION CODE

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

Valid transaction codes are:



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



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 [X]

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 [X]

 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 [X]

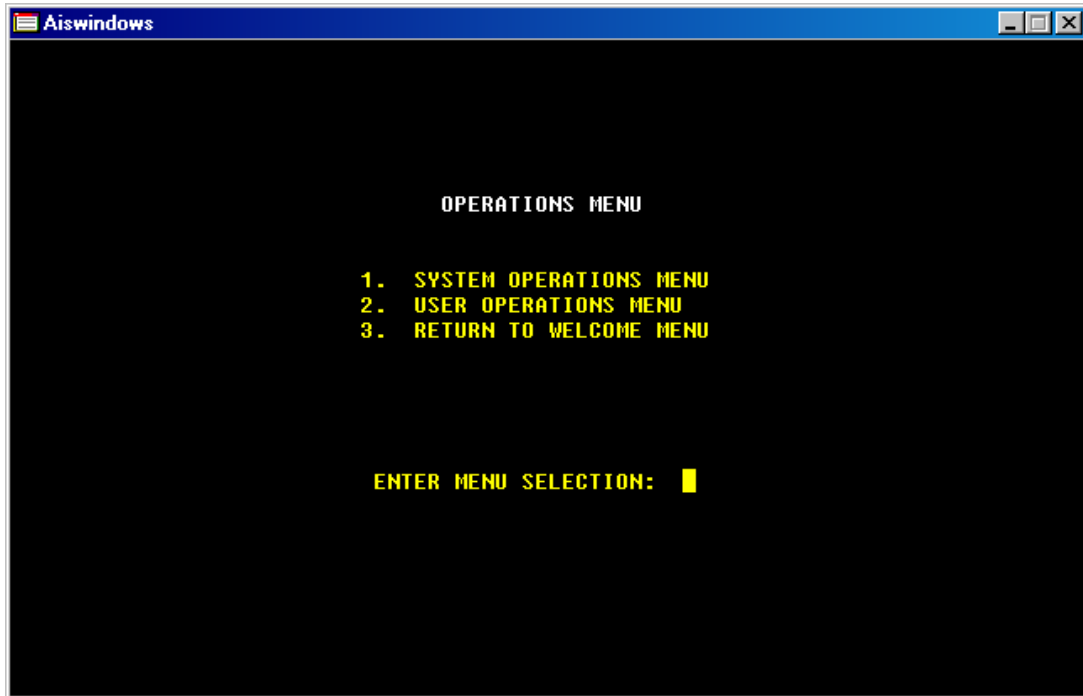
Commodity Code Units Modification

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				

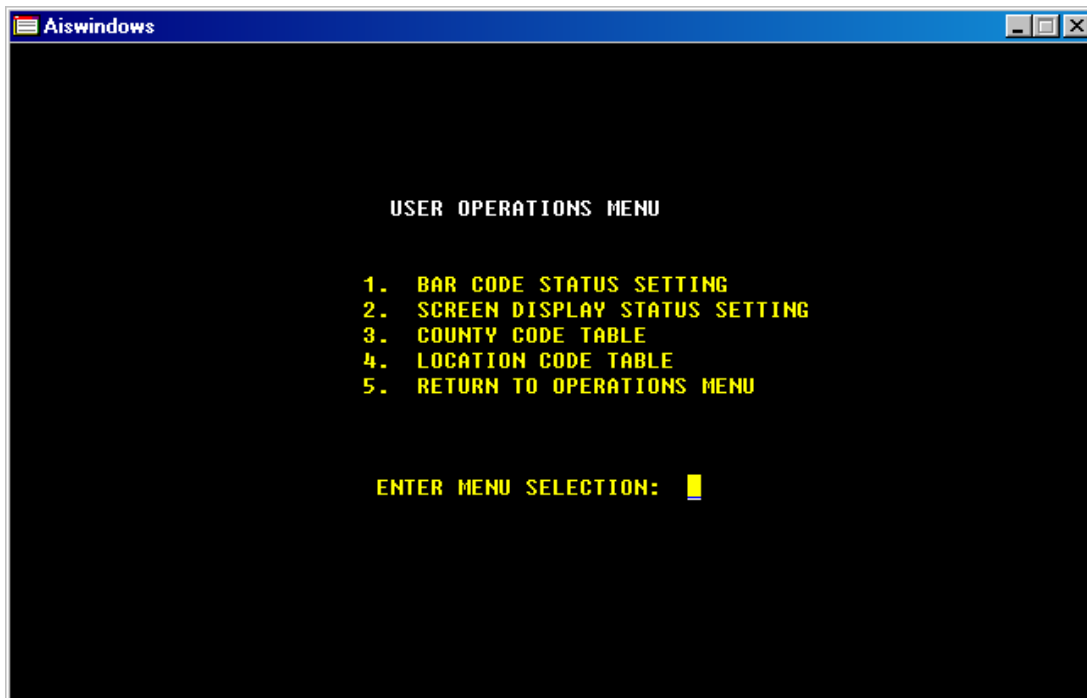
F1 - PREVIOUS F2 - NEXT F3 - EXIT F5 - HELP

Operations

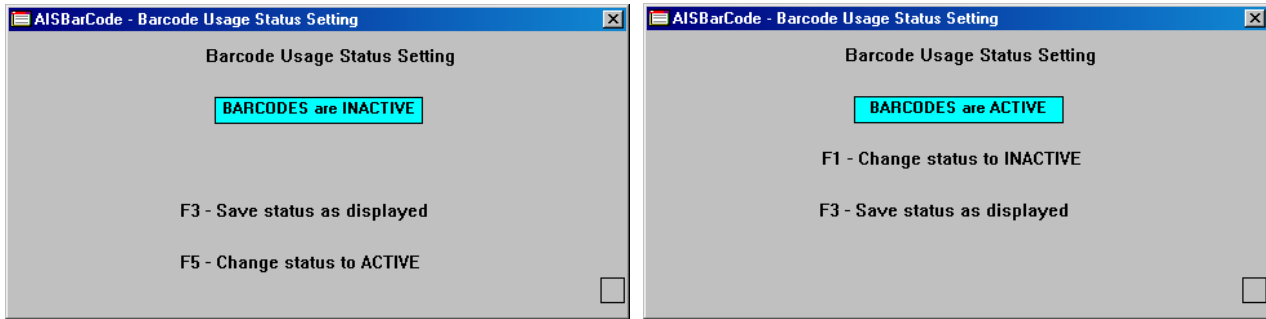
The operations menu consists of two options – the system operations menu which is password protected and the user operations menu which is accessible to anyone using AIS.



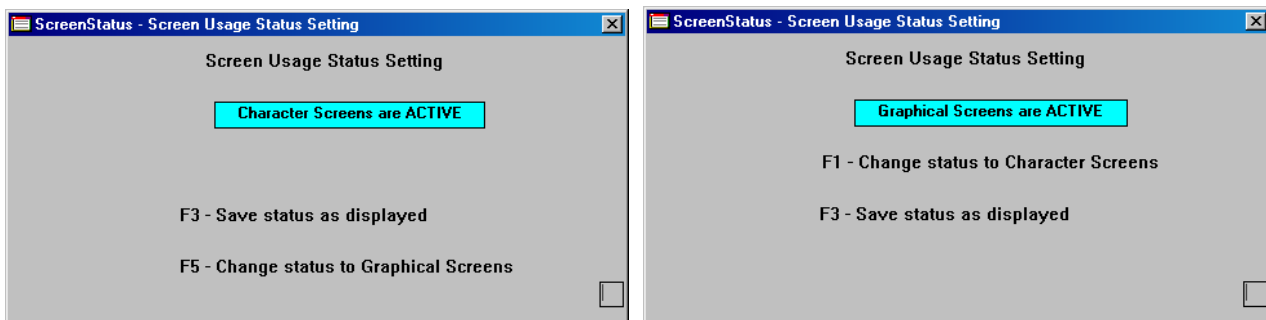
The system operations menu contains special programs used to maintain guide rates and system data. The user operations menu allows users to choose what mode AIS uses for issuances (barcode or keyboard), visual display (character or graphical) and the ability to maintain county and locations code tables.



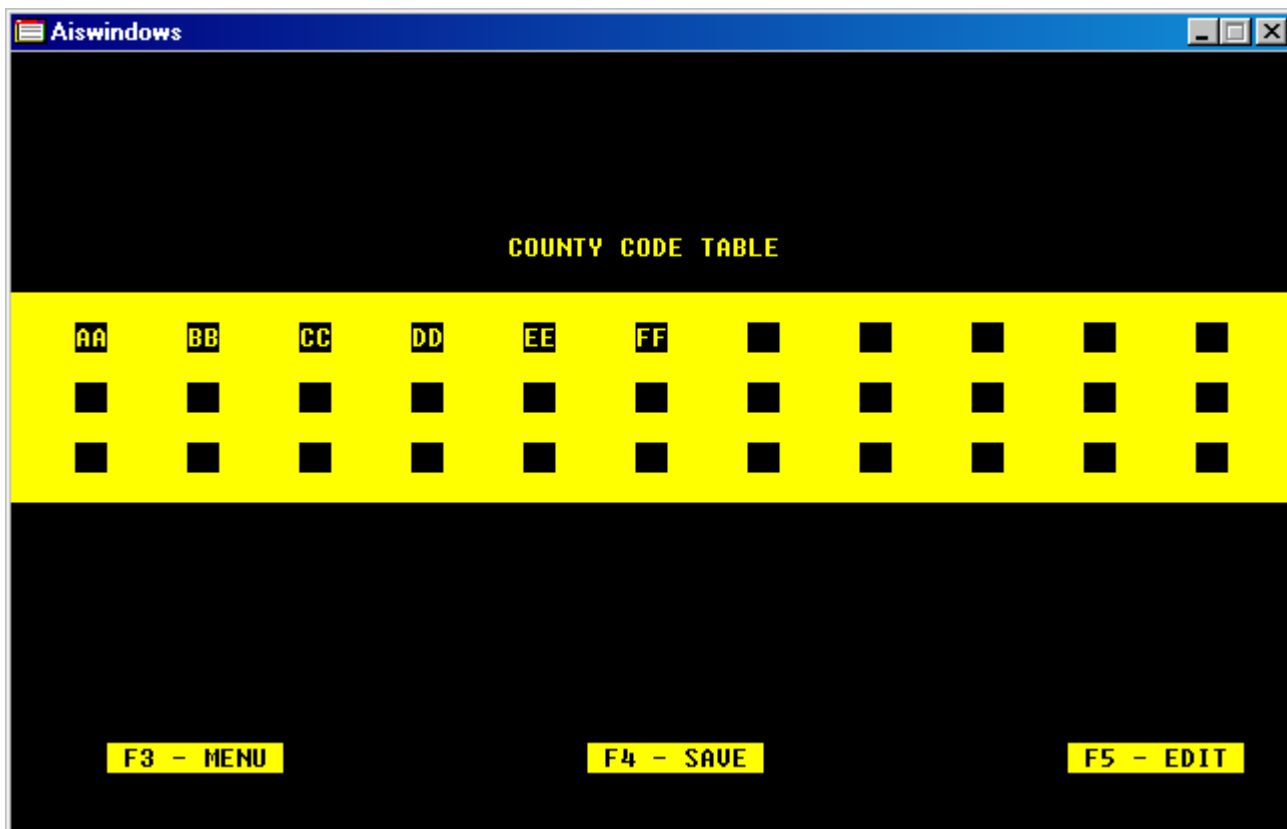
To set AIS to use the barcode system for issuances press F5. To change the issuance mode to keyboard press F1. Pressing F3 saves whatever status is displayed.



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.



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.

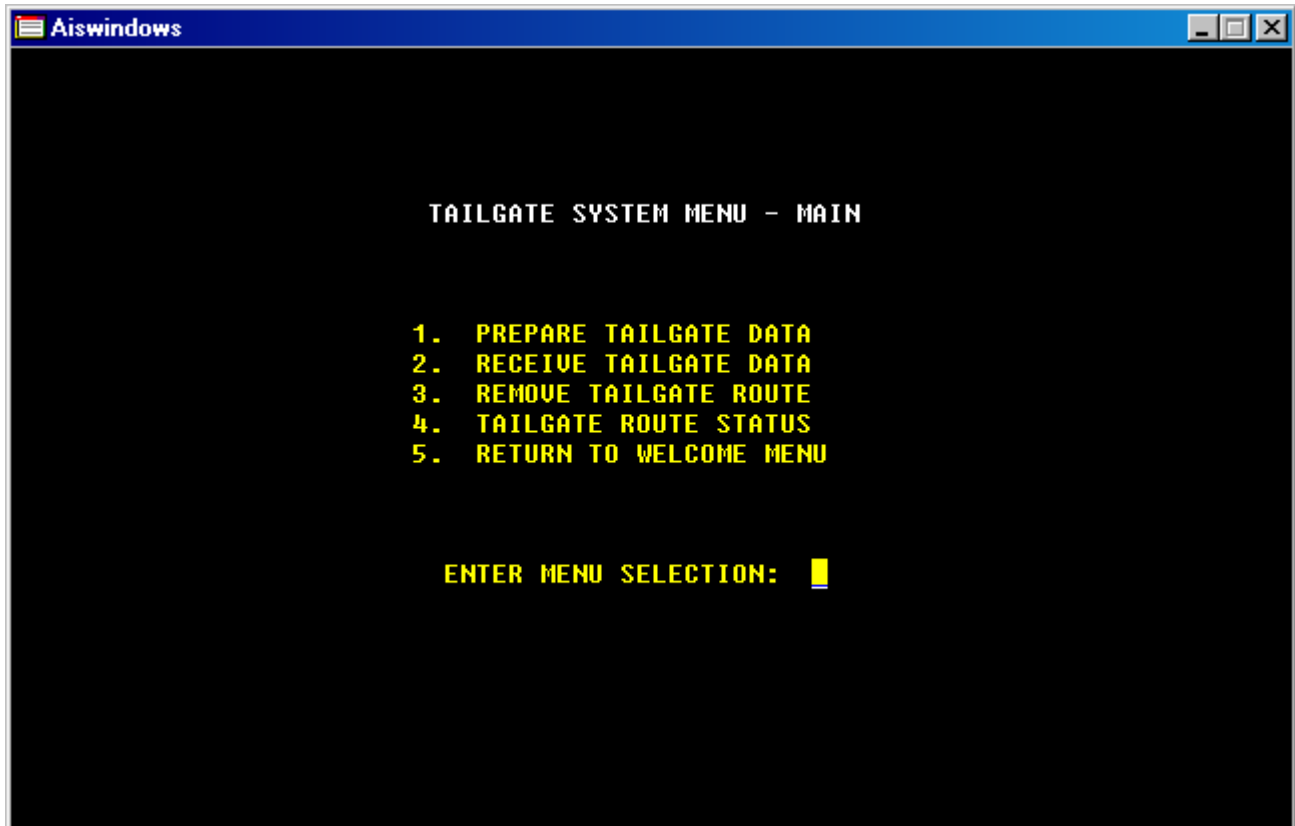


AIS Tailgate System

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.

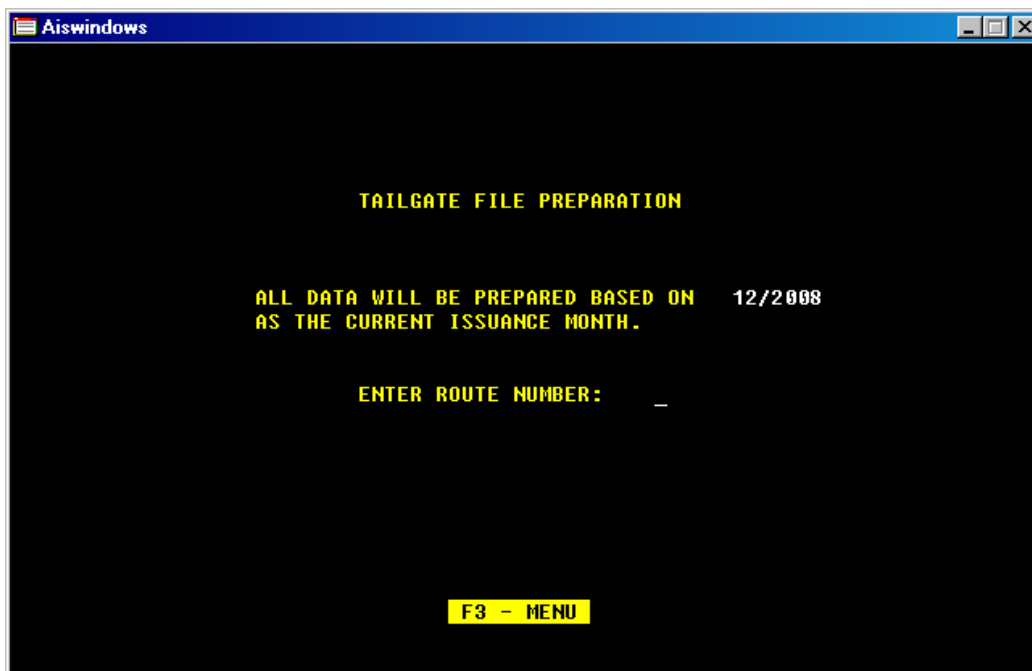
AIS Tailgate Main Computer



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.

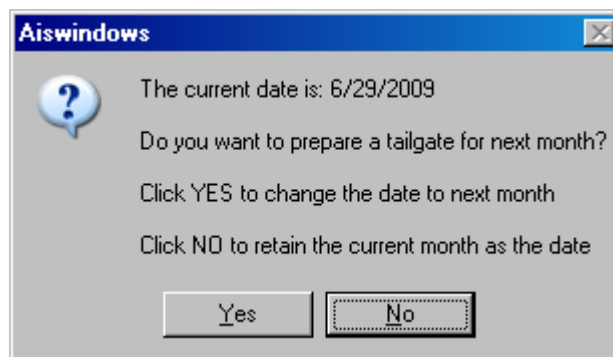
Preparing the Tailgate Data

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:



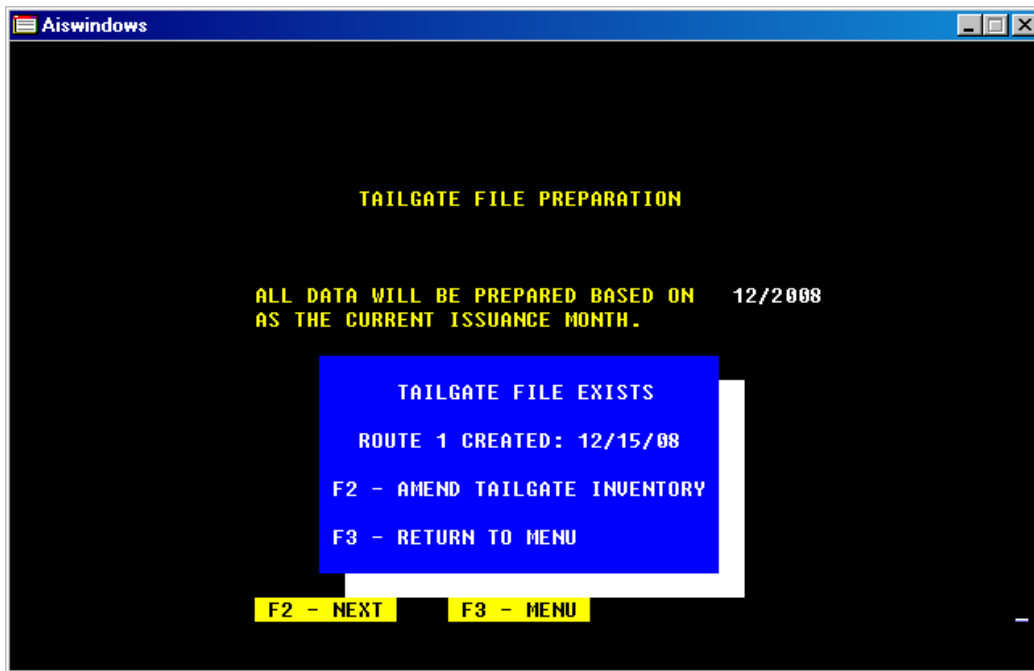
The only entry for this screen is the route number that is to be assigned. This number can be any number from 1-9. The route number can be used repeatedly throughout a month. The only requirement is that a tailgate number cannot be used if that number is already in use.

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.

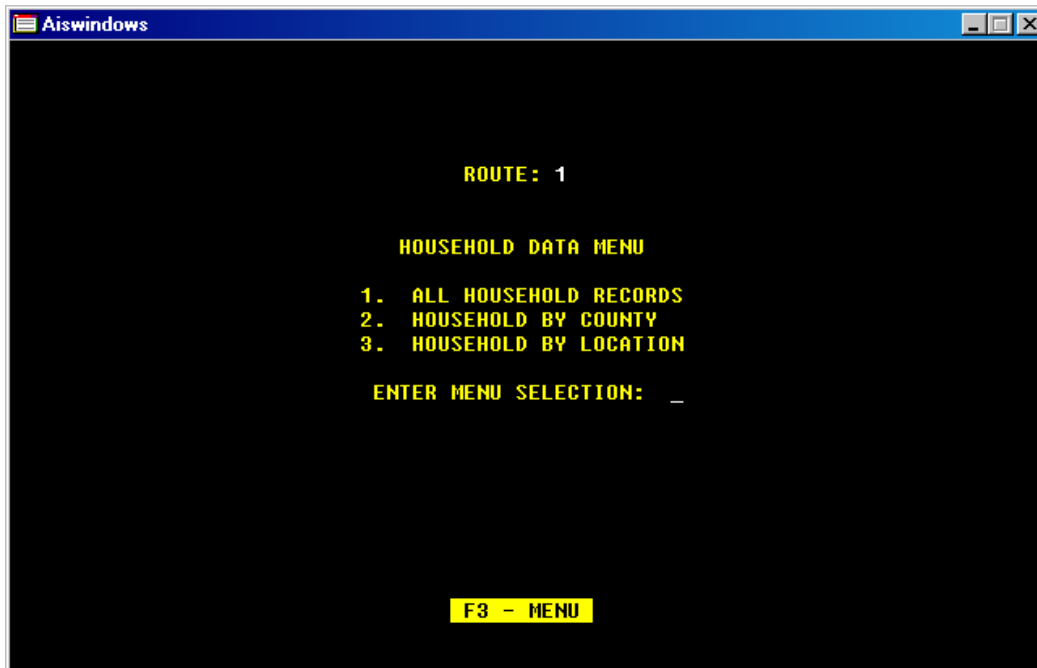


Clicking **Yes** will change the tailgate month to the next month. Clicking **No** will leave the tailgate month the same as the system date month. **DO NOT CHANGE THE COMPUTER DATE TO ACTIVATE THIS FEATURE AS YOU MAY CAUSE DATA LOSS!**

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.



After the household data selection is completed AIS prompts for the entry of the inventory that is to be loaded for the tailgate.

CODE	NAME	SIZE	TO TAILGATE CASES/UNITS	INVENTORY
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

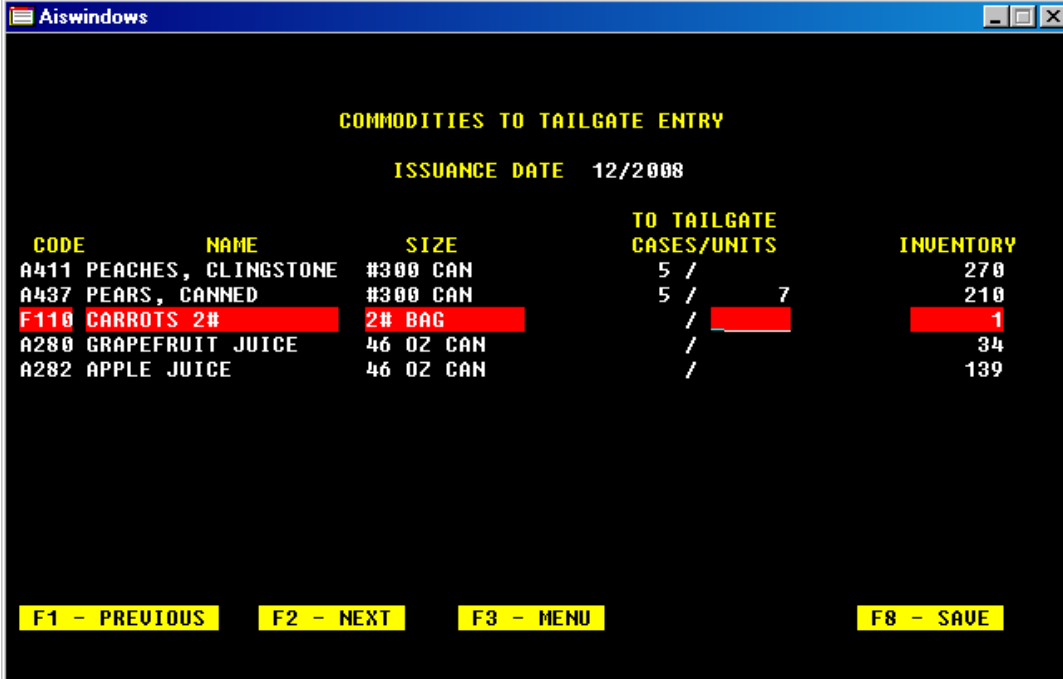
There are no requirements for any set amount of inventory to be selected for a tailgate. AIS requires a minimum of one commodity to be selected or this display will occur if an attempt to save is made with no inventory selected:

CODE	NAME	SIZE	TO TAILGATE CASES/UNITS	INVENTORY
A057	MIXED VEGETABLES	#300 CAN	0000	408
A059	GREEN BEANS 300	#300 CAN	/	403
A098	CARROTS 300	#300 CAN	/	349

NO INVENTORY SELECTED
DATA FOR TAILGATE NOT FOUND
PRESS F3 TO RETURN TO MENU

F3 - MENU

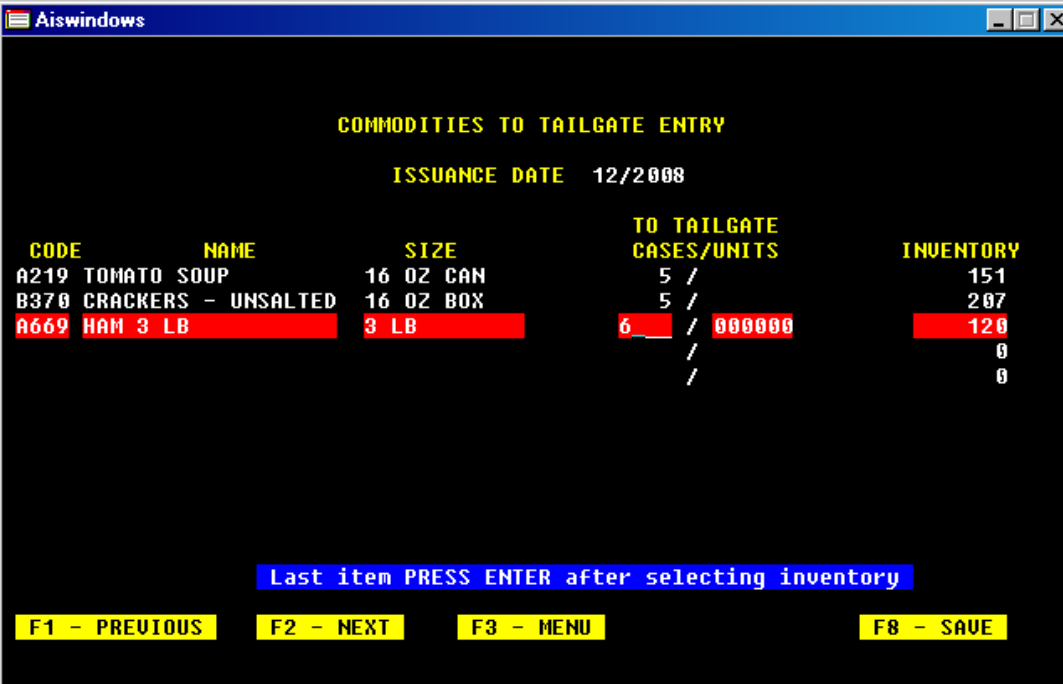
Selections can be made by cases, cases and units or with fresh produce by units only as in the example below:



A screenshot of a terminal window titled 'Aiswindows'. The window displays a menu titled 'COMMODITIES TO TAILGATE ENTRY' with an 'ISSUANCE DATE' of '12/2008'. The menu lists several items with columns for 'CODE', 'NAME', 'SIZE', 'TO TAILGATE CASES/UNITS', and 'INVENTORY'. The item 'F110 CARROTS 2#' is highlighted in red. At the bottom, there are four function key prompts: 'F1 - PREVIOUS', 'F2 - NEXT', 'F3 - MENU', and 'F8 - SAVE'.

CODE	NAME	SIZE	TO TAILGATE 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

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.

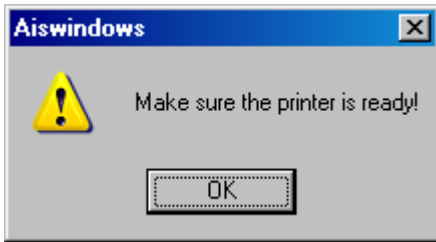


A screenshot of a terminal window titled 'Aiswindows'. The window displays a menu titled 'COMMODITIES TO TAILGATE ENTRY' with an 'ISSUANCE DATE' of '12/2008'. The menu lists several items with columns for 'CODE', 'NAME', 'SIZE', 'TO TAILGATE CASES/UNITS', and 'INVENTORY'. The item 'A669 HAM 3 LB' is highlighted in red. A blue message box at the bottom reads 'Last item PRESS ENTER after selecting inventory'. At the bottom, there are four function key prompts: 'F1 - PREVIOUS', 'F2 - NEXT', 'F3 - MENU', and 'F8 - SAVE'.

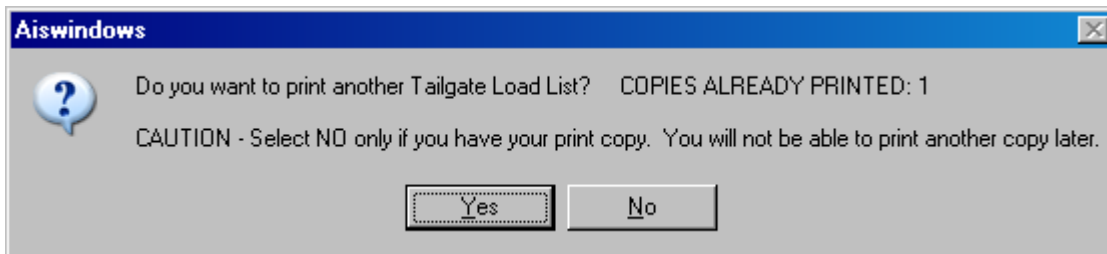
CODE	NAME	SIZE	TO TAILGATE CASES/UNITS	INVENTORY
A219	TOMATO SOUP	16 OZ CAN	5 /	151
B370	CRACKERS - UNSALTED	16 OZ BOX	5 /	207
A669	HAM 3 LB	3 LB	6 / 000000	120
			/	0
			/	0

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:



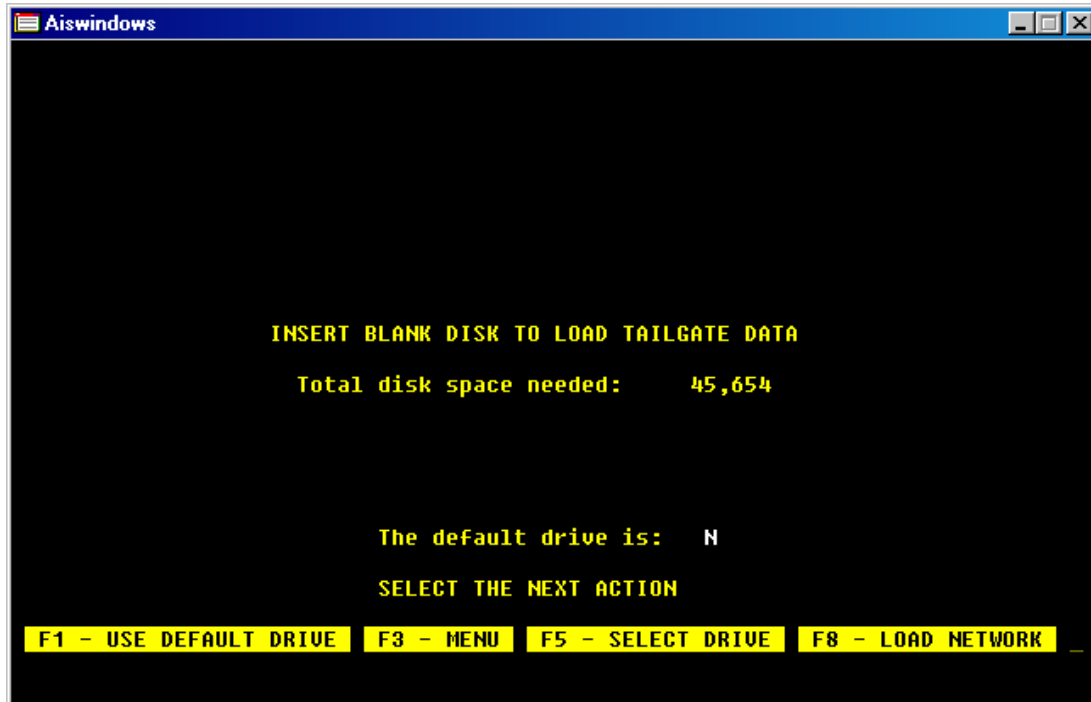
- After the first print job is sent to the printer when F3 – MENU is pressed prior to exiting the tailgate load you will be able to print repeatedly until you click on NO:



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.

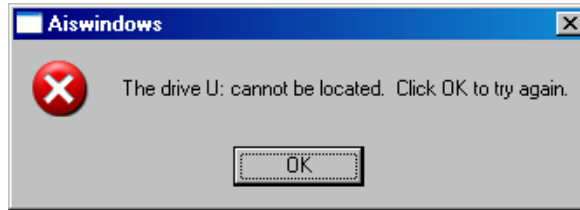
AIS strongly encourages the use of USB memory sticks.



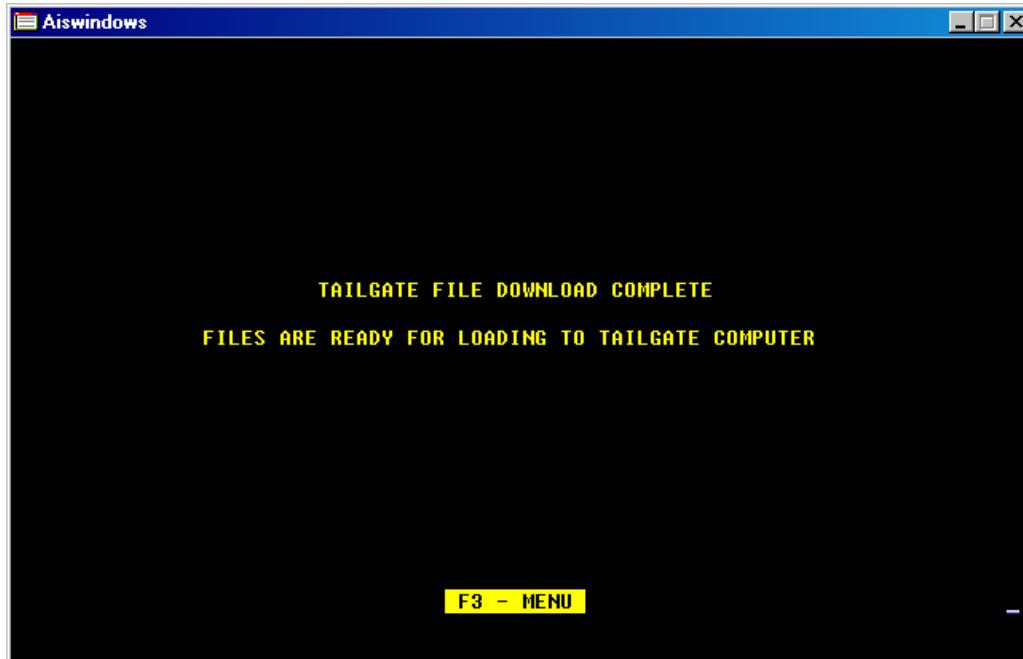
Press F5 to select the drive letter that AIS needs to use to write the tailgate data subset. In the example below the drive letter N has been entered as the drive that will receive tailgate data.



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).



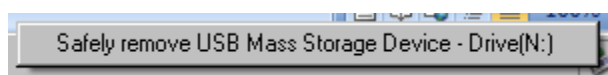
The tailgate inventory load list is printed upon saving the data

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:

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

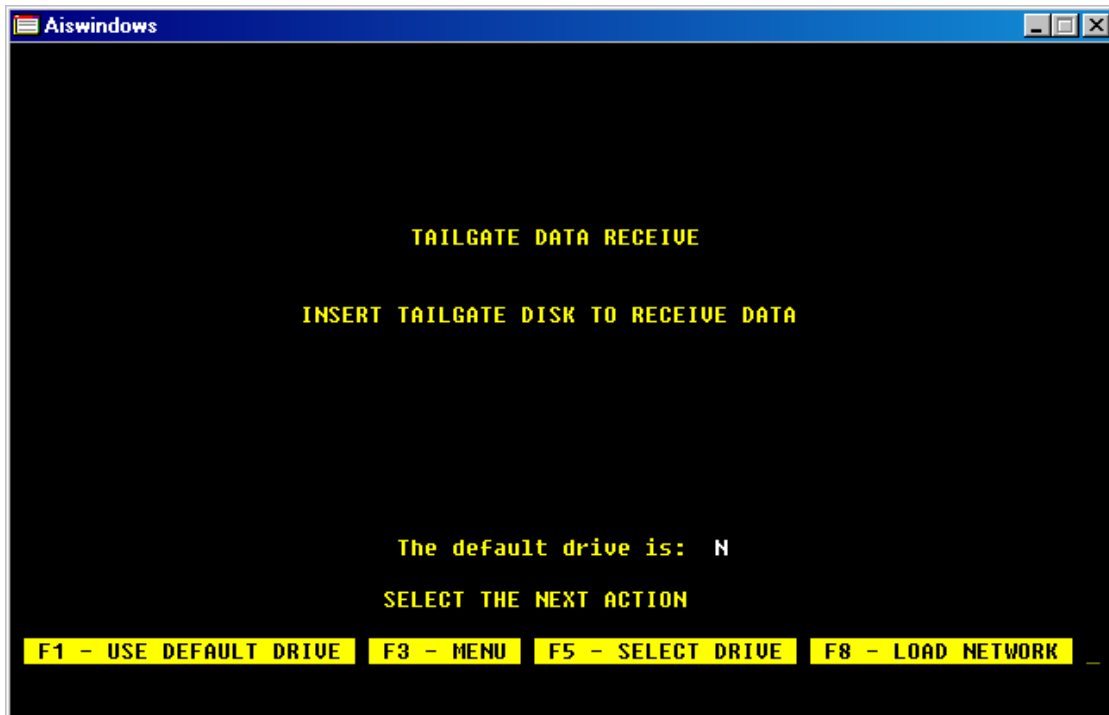
F1 - PREVIOUS

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:

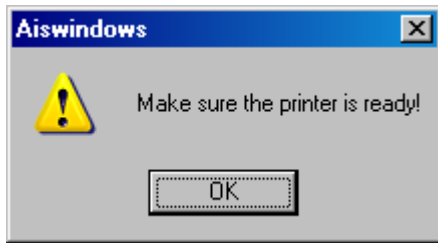


Pressing F1 – USE DEFAULT DRIVE or when the drive is selected using F5 – SELECT DRIVE, AIS receives the data back onto the main computer. A series of messages will flash depending on the speed of the computer and the quantity of data being received from the tailgate. Once the data receive is complete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

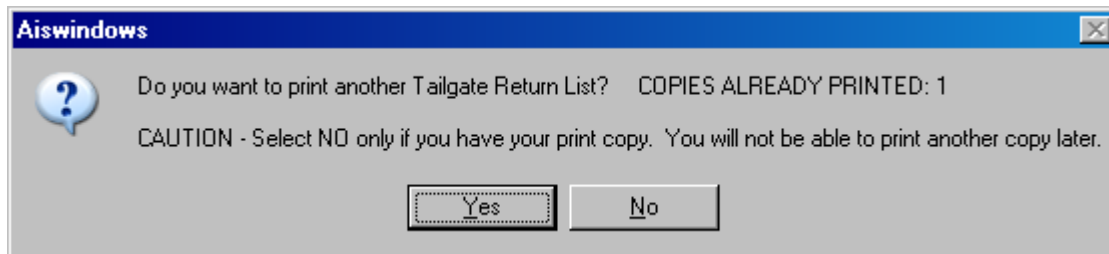


NOTE – A PRINTER MUST BE READY TO PRINT DURING THE RECEIVE PROCESS!

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



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

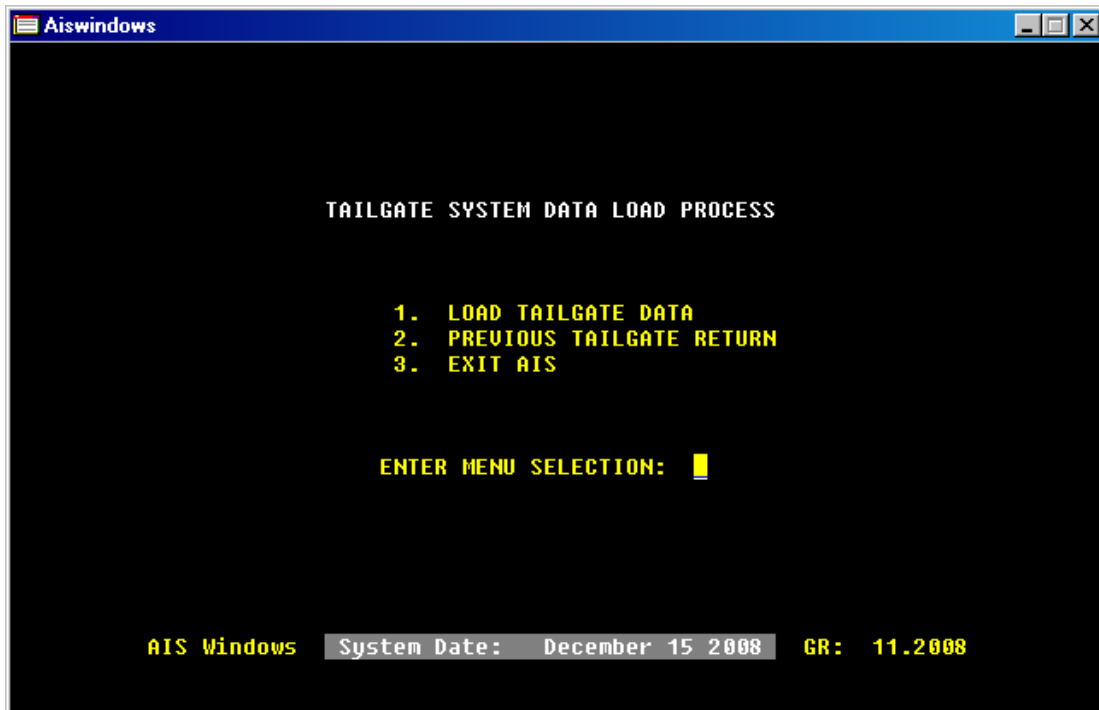


AIS produces a inventory return list that shows the difference between what was loaded and issued at the tailgate site. This list is what the computer has on record as available inventory to be returned to the main warehouse inventory.

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

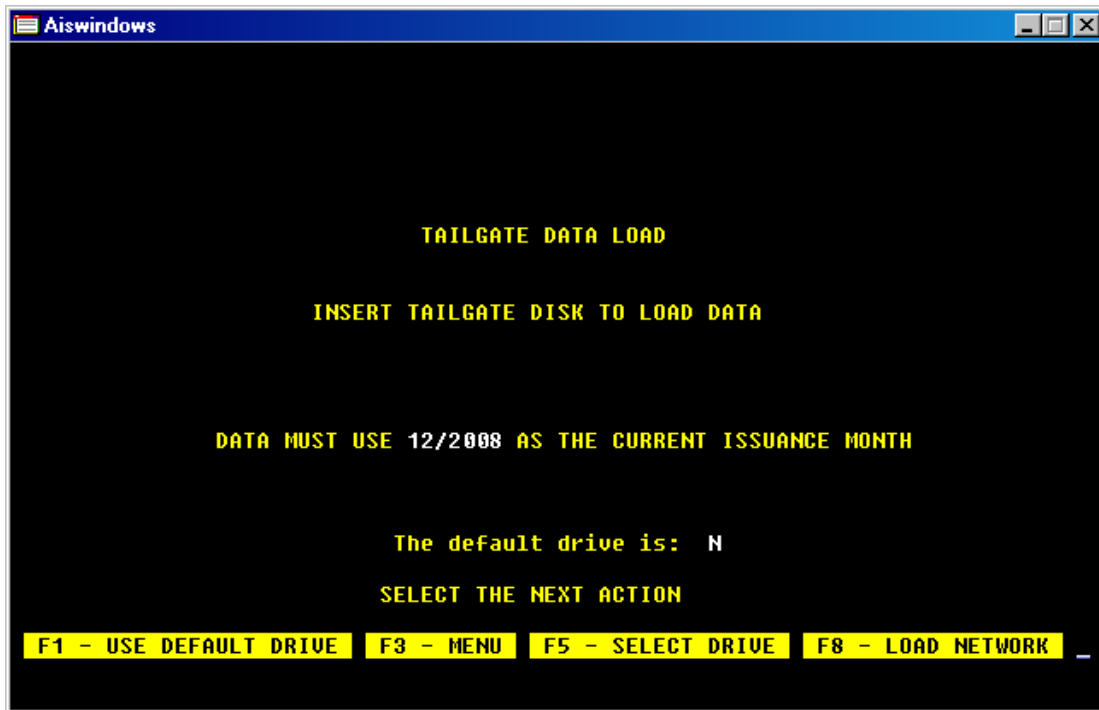
AIS Tailgate Portable Computer

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

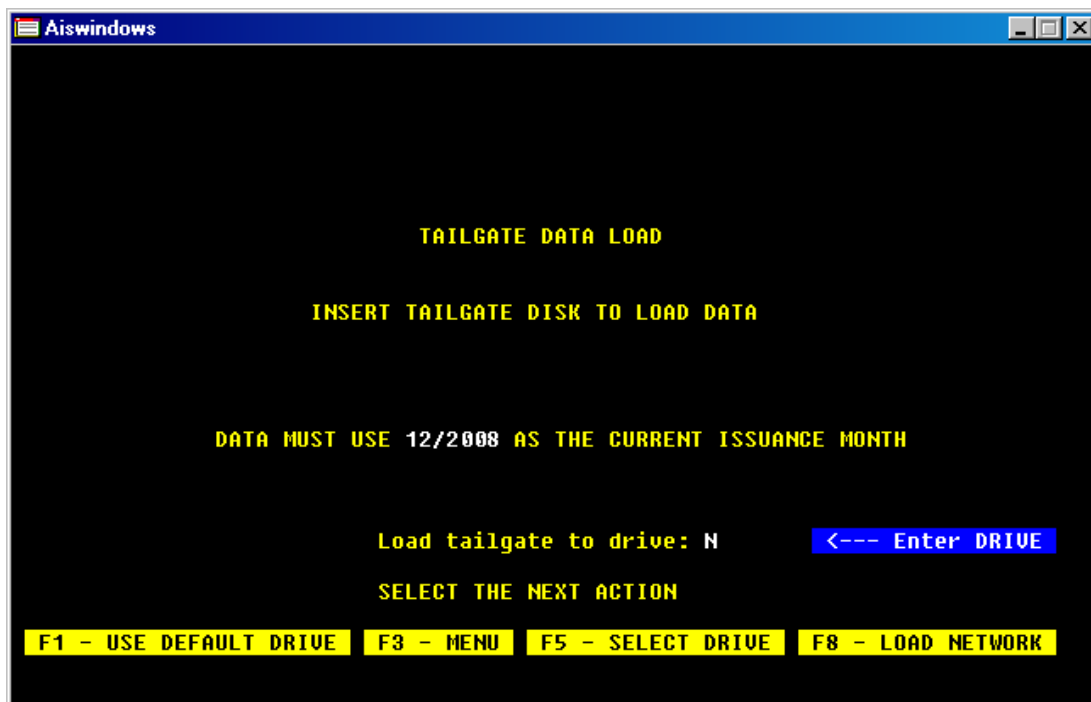


1. **Load Tailgate Data** – The load tailgate data option is used to load a new tailgate route onto the portable computer.
2. **Previous Tailgate Return** – The previous tailgate return feature allows

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.



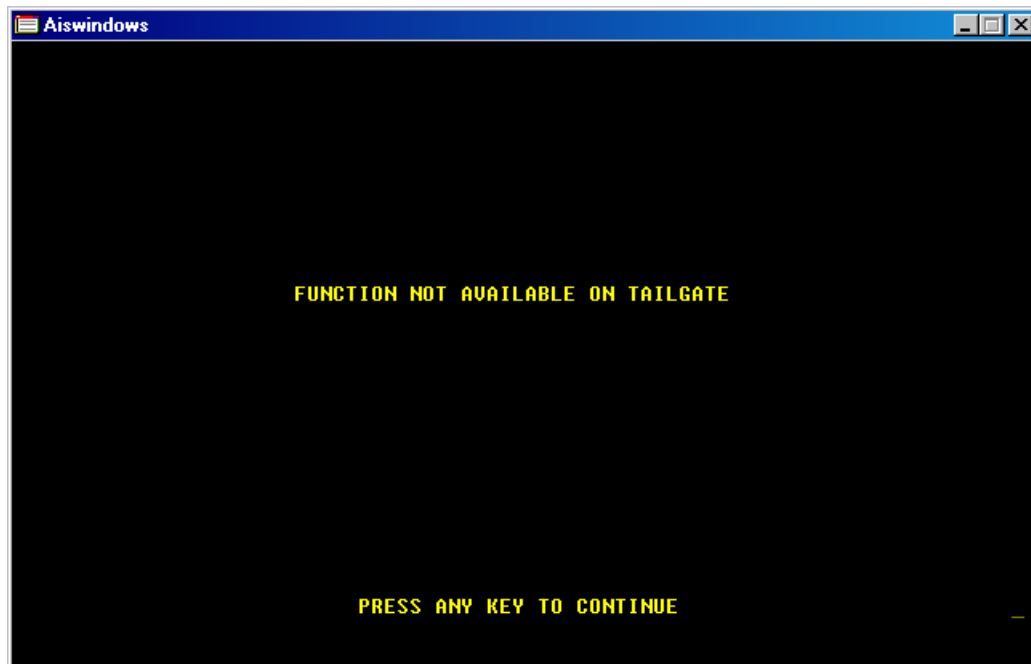
The drive value set as the default can be changed by selecting F5 – SELECT DRIVE. This is the screen display where any drive letter can be selected as the default drive:



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:



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:



Tailgate System Menu – Portable



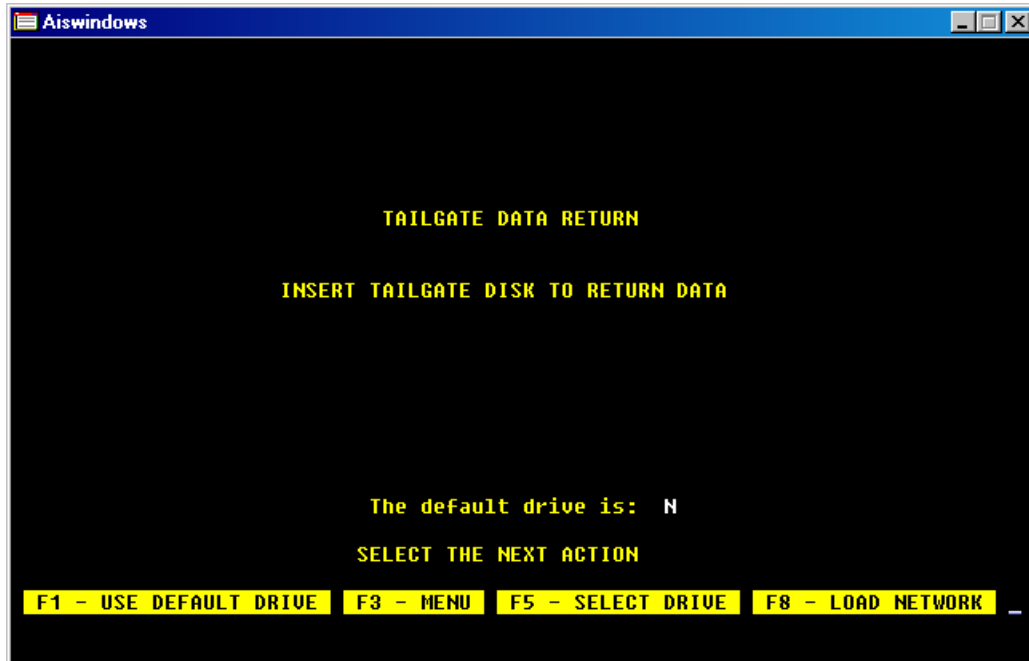
1. Amend Tailgate Inventory – This feature allows you to add additional inventory to the tailgate in the event that any item(s) were left off the original download or if the tailgate is continued from a previous day and additional food is loaded on the truck to complete the entire tailgate route.
2. 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 than 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.

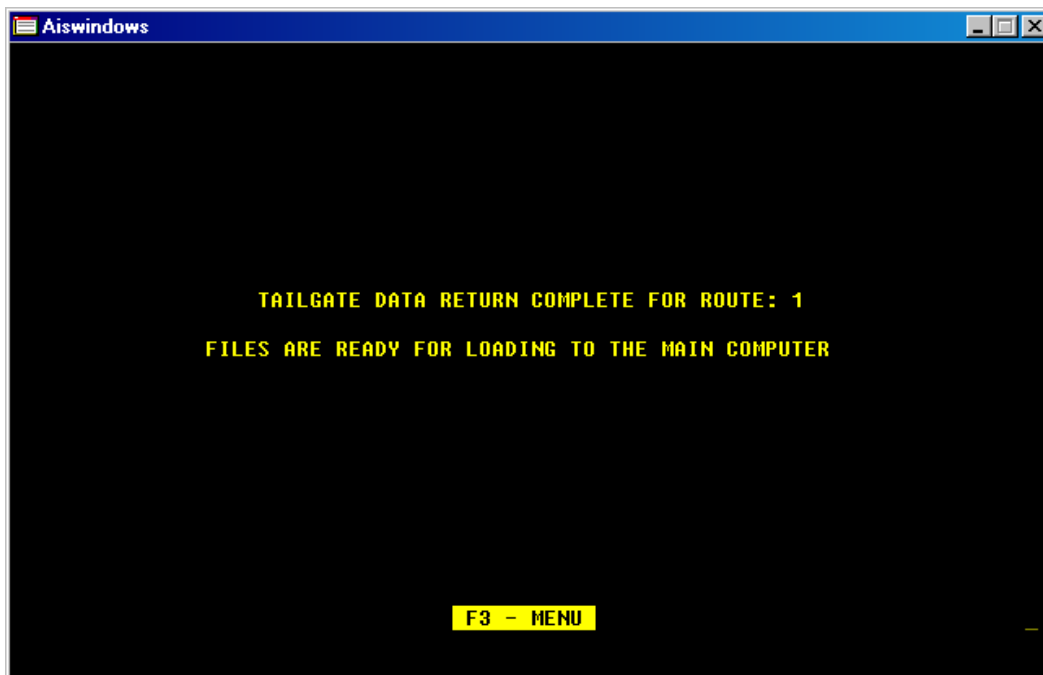
Return Tailgate Data

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.

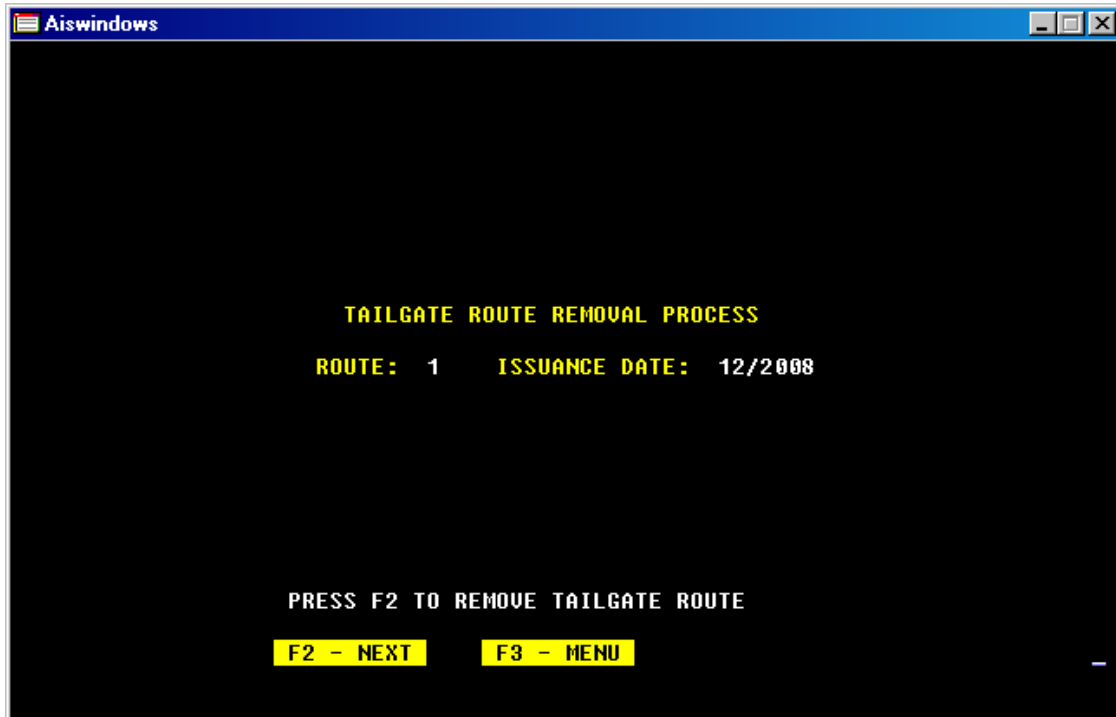


The system will display a series of messages about unloading data before displaying that the process has been completed:



Press F3 – MENU and then safely remove the storage media.

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



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.