

Automated Inventory System

USER MANUAL

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September 2014

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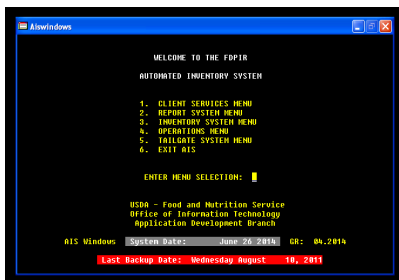
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FDPIR AIS

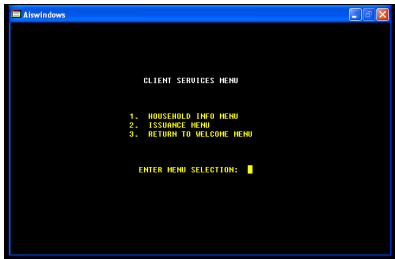
(Food Distribution on Indian Reservations Automated Inventory System)



WELCOME SCREEN

3

1. CLIENT SERVICES MENU



Within Client Services Menu you will be able to add households, edit households info, and issue to households.

4

1. CLIENT SERVICES MEN 1. HOUSEHOLD INFO MENU



You will be able to add a new household, edit information, and reassign ID number within Household Info Menu.

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1. CLIENT SERVICES MENU 1. HOUSEHOLD INFO MENU 1. NEW HOUSEHOLD CERTIFICATION



When entering a new household we recommend using SSN# to avoid complications with future new households.

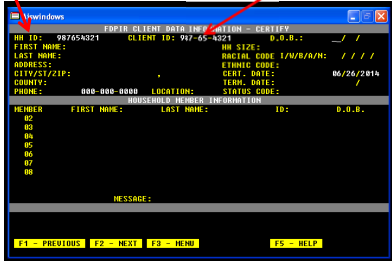
6

1. CLIENT SERVICES MENU

1. HOUSEHOLD INFO MENU

1. NEW HOUSEHOLD CERTIFICATION

The household ID will be the SSN# The Client ID will also be the SSN#

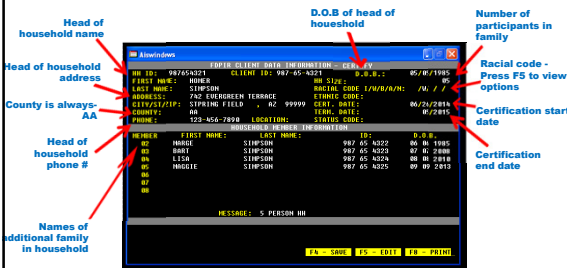


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1. CLIENT SERVICES MENU

1. HOUSEHOLD INFO MENU

1. NEW HOUSEHOLD CERTIFICATION



- Head of household name
- Head of household address
- County is always AA
- Head of household phone #
- Names of additional family in household
- D.O.B of head of household
- Number of participants in family
- Racial code - Press F5 to view options
- Certification start date
- Certification end date

IF F5-HELP IS AN OPTION IN ANY LINE IT WILL SHOW YOU WHAT OPTIONS YOU HAVE

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1. CLIENT SERVICES MENU

1. HOUSEHOLD INFO MENU

1. NEW HOUSEHOLD CERTIFICATION

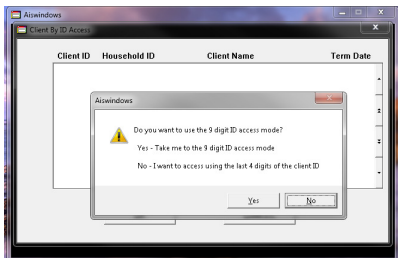


Entering a Authorized Representative will allow selected person to pick up food if the Head of Household if other family members are unavailable. Must be on application as an Authorized Representative.

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1. CLIENT SERVICES MENU

1. HOUSEHOLD INFO MENU 5. RETRIEVE HOUSEHOLD BY CLIENT ID



Will give you the option to change all information in clients profile

YES - To retrieve household by SSN#

NO- To retrieve by last 4 digits of clients ID

Once selected will ask

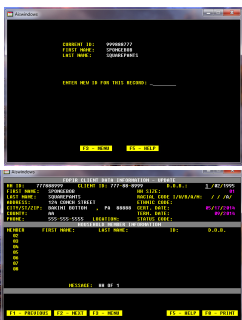
YES- TO UPDATE CLIENTS CERTIFICATION/TERMINATION DATES

NO- TO UPDATE CLIENTS INFORMATION ONLY

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1. CLIENT SERVICES MENU

1. HOUSEHOLD INFO MENU 6. REASSIGN HOUSEHOLD ID



Will allow you to change client ID

Enter clients current ID which will open a different screen enter new ID and F7 to save new ID

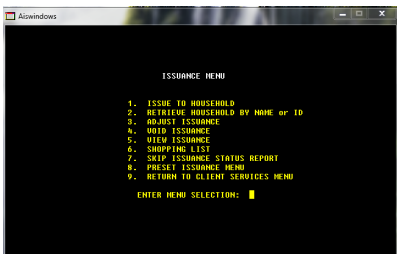
Example of changed ID in Clients profile (bottom left)

To print press F8 to save a paper copy in clients folder (below)

14

1. CLIENT SERVICE MENU

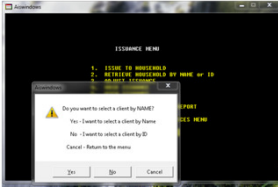
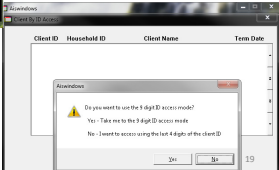
2. ISSUANCE MENU



You will be able to issue to household, adjust, void, print shopping list, skip issuance information, and preset a issuance.

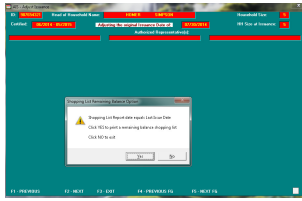

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1. CLIENT SERVICES MENU
2. ISSUANCE MENU
2. RETRIEVE HOUSEHOLD BY NAME OR ID

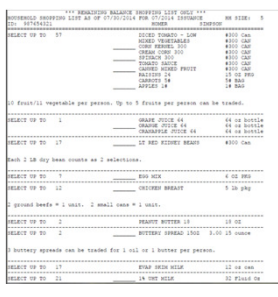

Selecting NO to view by clients ID will allow you to view clients ID either by viewing by full 9 digit ID or last 4 digits of clients ID.

1. CLIENT SERVICES MENU
2. ISSUANCE MENU
3. ADJUST ISSUANCE

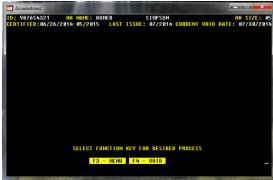
To adjust a issuance you must print the remaining balance shopping list to see what is available within the pantry and what the clients is eligible to receive.

CLIENT SERVICES MENU
2. ISSUANCE MENU
3. ADJUST ISSUANCE

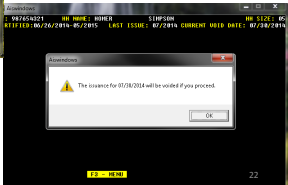



Fill out remaining shopping list enter into AIS and save
 Once completed print out a final completed shopping list sign and place in clients folder.

1. CLIENT SERVICES MENU
2. ISSUANCE MENU
4. VOID ISSUANCE



You can only void a issuance in current month.



Horizontal lines for notes.

CLIENT SERVICES MENU
2. ISSUANCE MENU
4. VOID ISSUANCE

ISSN	CODE	COMMODITY	VOID AMT.
8002	101000	EGG VEGETABLE 20	3
8007	101010	EGG VEGETABLES	3
8010	101011	EGG VEGETABLES 201	3
8012	101010	CREAM COOP 100	3
8047	101010	PEPPER 300	3
8048	101010	PEPPER 300	3
8049	101011	CARROT SWEET FRUIT	3
8050	101010	CARROT 24	3
8110	101010	CARROT 24	3
8111	101011	CARROT 24	3
8112	101010	CARROT 24	3
8113	101010	CARROT 24	3
8114	101010	CARROT 24	3
8115	101010	CARROT 24	3
8116	101010	CARROT 24	3
8117	101010	CARROT 24	3
8118	101010	CARROT 24	3
8119	101010	CARROT 24	3
8120	101010	CARROT 24	3
8121	101010	CARROT 24	3
8122	101010	CARROT 24	3
8123	101010	CARROT 24	3
8124	101010	CARROT 24	3
8125	101010	CARROT 24	3
8126	101010	CARROT 24	3
8127	101010	CARROT 24	3
8128	101010	CARROT 24	3
8129	101010	CARROT 24	3
8130	101010	CARROT 24	3
8131	101010	CARROT 24	3
8132	101010	CARROT 24	3
8133	101010	CARROT 24	3
8134	101010	CARROT 24	3
8135	101010	CARROT 24	3
8136	101010	CARROT 24	3
8137	101010	CARROT 24	3
8138	101010	CARROT 24	3
8139	101010	CARROT 24	3
8140	101010	CARROT 24	3
8141	101010	CARROT 24	3
8142	101010	CARROT 24	3
8143	101010	CARROT 24	3
8144	101010	CARROT 24	3
8145	101010	CARROT 24	3
8146	101010	CARROT 24	3
8147	101010	CARROT 24	3
8148	101010	CARROT 24	3
8149	101010	CARROT 24	3
8150	101010	CARROT 24	3
8151	101010	CARROT 24	3
8152	101010	CARROT 24	3
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8169	101010	CARROT 24	3
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8194	101010	CARROT 24	3
8195	101010	CARROT 24	3
8196	101010	CARROT 24	3
8197	101010	CARROT 24	3
8198	101010	CARROT 24	3
8199	101010	CARROT 24	3
8200	101010	CARROT 24	3

Print and sign to put into clients folder.

Horizontal lines for notes.

1. CLIENT SERVICES MENU
2. ISSUANCE MENU
5. VIEW ISSUANCE

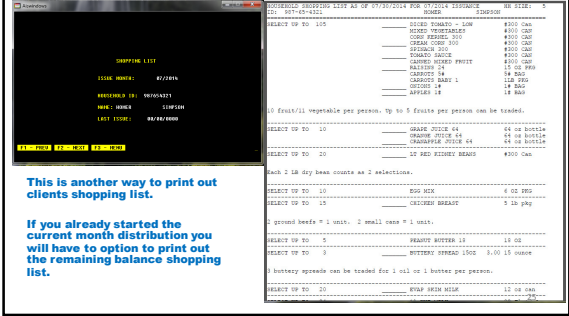


To view a issuance for current or 5 months prior to date change month date to view.

ISSN	CODE	COMMODITY	VOID AMT.
8002	101000	EGG VEGETABLE 20	3
8007	101010	EGG VEGETABLES	3
8010	101011	EGG VEGETABLES 201	3
8012	101010	CREAM COOP 100	3
8047	101010	PEPPER 300	3
8048	101010	PEPPER 300	3
8049	101011	CARROT SWEET FRUIT	3
8050	101010	CARROT 24	3
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8149	101010	CARROT 24	3
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8152	101010	CARROT 24	3
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8198	101010	CARROT 24	3
8199	101010	CARROT 24	3
8200	101010	CARROT 24	3

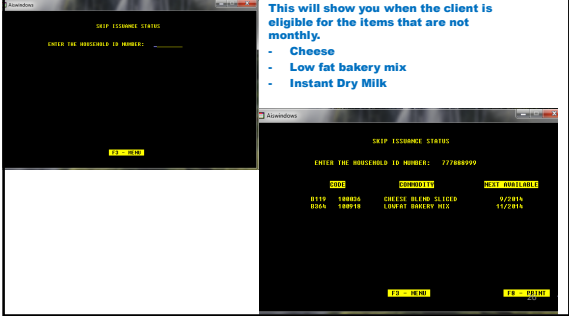
Horizontal lines for notes.

1. CLIENT SERVICES MENU
2. ISSUANCE MENU
6. SHOPPING LIST



This is another way to print out clients shopping list.
 If you already started the current month distribution you will have to option to print out the remaining balance shopping list.

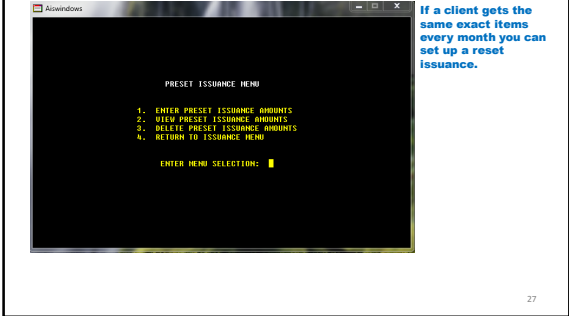
1. CLIENT SERVICES MENU
2. ISSUANCE MENU
7. SKIP ISSUANCE STATUS REPORT



This will show you when the client is eligible for the items that are not monthly.

- Cheese
- Low fat bakery mix
- Instant Dry Milk

1. CLIENT SERVICES MENU
2. ISSUANCE MENU
8. PRESET ISSUANCE MENU



If a client gets the same exact items every month you can set up a reset issuance.

1. CLIENT SERVICES MENU
2. ISSUANCE MENU
8. PRESET ISSUANCE MENU
1. ENTER PRESET ISSUANCE AMOUNTS

For a household of 1 you can fill out what they get monthly and save

1. CLIENT SERVICES MENU
2. ISSUANCE MENU
8. PRESET ISSUANCE MENU
EXAMPLE OF A PRESET ISSUANCE

Example of a preset issuance for a household of 1. Once a preset for a household for 1 is saved it will ask you when filling out the monthly issuance if you would like to F2- Use preset issuance values.

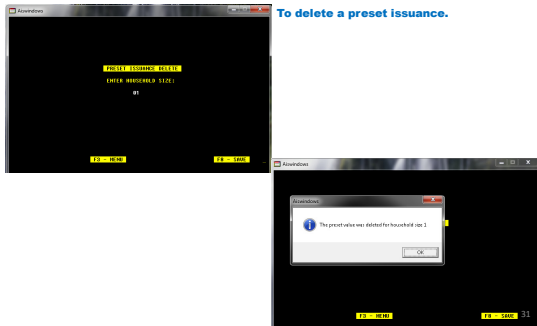
1. CLIENT SERVICES MENU
2. ISSUANCE MENU
8. PRESET ISSUANCE MENU
2. VIEW PRESET ISSUANCE AMOUNTS

Will allow you to review what saved preset issuances are in your system.

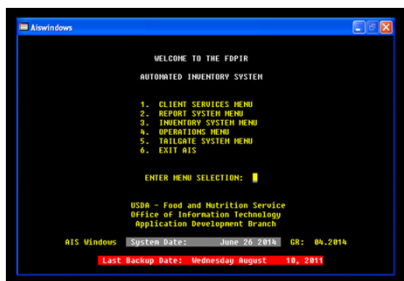
1. CLIENT SERVICES MENU

- 2. ISSUANCE MENU
- 8. PRESET ISSUANCE MENU
- 3. DELETE PRESET ISSUANCE AMOUNTS

To delete a preset issuance.



2. REPORT SYSTEM MENU

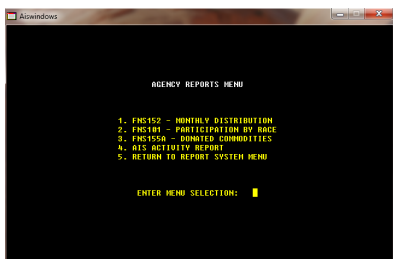


Any report you will need within AIS should be within Report System Menu.

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2. REPORT SYSTEM MENU

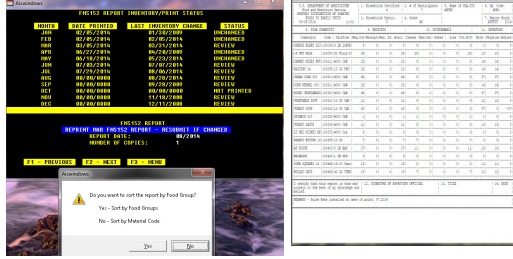
1. AGENCY REPORTS



Within agency reports you will be able to print Monthly Distribution Reports, Participation By Race, Donated Commodities, and AIS Activity Reports.

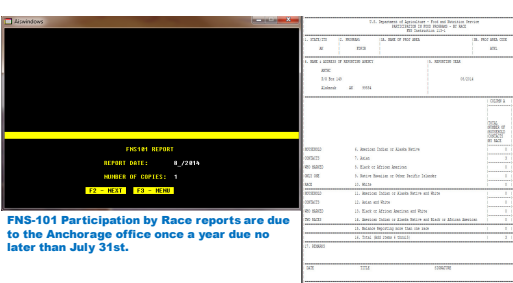
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2. REPORT SYSTEM MENU
1. AGENCY REPORTS
1. FNS152 – MONTHLY DISTRIBUTION



FNS-152 Monthly Distribution reports are due to the Anchorage office the 1st of the month. Please select No- Sort by Material Code when printing

2. REPORT SYSTEM MENU
1. AGENCY REPORTS
2. FNS101 – PARTICIPATION BY RACE



FNS-101 Participation by Race reports are due to the Anchorage office once a year due no later than July 31st.

2. REPORT SYSTEM MENU
1. AGENCY REPORTS
3. FNS155A – DONATED COMMODITIES

Not used in Alaska.

2. REPORT SYSTEM MENU

1. AGENCY REPORTS

4. AIS ACTIVITY REPORT

AIS Activity Reports allows you to view what time and date any information was put into the AIS system. Example below - I entered a new certified household on 8/28/2014 at 11:15.

Date ID	State Date	State Time	Type	Household ID	Rev Household ID
8/28/2014	08/28/2014	11:15:58	CERTIFY	111111111	

2. REPORT SYSTEM MENU

2. CLIENT REPORTS

1. HH LISTING - FSP EXCHANGE

HOUSEHOLD LISTING - FSP EXCHANGE

NAME: ALL BY
 REPORT TYPE: ALL (ALL HOUSES)
 NUMBER OF COPIES: 1

CLIENT NAME	DOB	DOB	DOB	DOB	DOB	DOB
0071-080009	007-08-0209	12/29/1988	02	AA	02/04/2014	08/20/14
0071-080009	007-08-0209	02/22/1993				
0071-080009	007-08-0209	02/07/1995	05	AA	08/26/2014	08/20/14
0071-080009	007-08-0209	09/07/1995				
0071-080009	007-08-0209	09/08/2014				
0071-080009	007-08-0209	09/09/2013				

TOTAL: 001 3
 TOTAL PARTICIPANTS: 3

Gives you a list of all currently certified households within you system.

2. REPORT SYSTEM MENU

2. CLIENT REPORTS

2. HOUSEHOLD MASTER LIST

HOUSEHOLD MASTER LIST

INCLUDE DEPENDENTS: -
 NAME: ALL BY
 CERTIFIED (Yes/No/ALL):
 NUMBER OF COPIES: 1

This will print out all you have had participate within they program since opened in your area.

2. REPORT SYSTEM MENU
2. CLIENT REPORTS
3. CERTIFICATION DUE LIST

Will print out a list of participants who will need to be recertified if still interested in the program.

CLIENT NAME	ID	HH	TERMDATE	CTY	LOC
HENRY	HENRY	907729123	02	06/2014	AA

TOTAL CERTIFICATIONS DUE: 1
 TOTAL PARTICIPANTS: 2

2. REPORT SYSTEM MENU
2. CLIENT REPORTS
4. CLIENT INFORMATION LIST

If you have any questions about clients information you will be able to retrieve from Client Information List. Below is an example of participating clients within the age ranging from 15 to 33.

ID	CLIENT NAME	DOB	PHONE
77088599	SPONSORING	01/02/1995	124 CROWN JUDGE 18700 WOODROW DR POMONA, CA 91768-0500
00780208	JOEY	08/05/97	13729/1988 14838A MILLER POMONA, CA 91768
00780209	BOB	08/05/97	13729/1988 14838A MILLER POMONA, CA 91768
00784301	SPONSOR	05/05/1995	740 STEVENSON TERRACE MONTROSE, COLORADO 80131
00784302	SPONSOR	05/05/1995	740 STEVENSON TERRACE MONTROSE, COLORADO 80131
00784303	SPONSOR	05/05/1995	740 STEVENSON TERRACE MONTROSE, COLORADO 80131
00784304	SPONSOR	05/05/1995	740 STEVENSON TERRACE MONTROSE, COLORADO 80131
00784305	SPONSOR	05/05/1995	740 STEVENSON TERRACE MONTROSE, COLORADO 80131

TOTAL HOUSEHOLDS: 3
 TOTAL PARTICIPANTS: 4

2. REPORT SYSTEM MENU
2. CLIENT REPORTS
5. DUPLICATE ID LIST

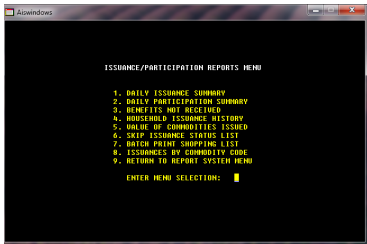
Printing a duplicate ID list will show you if you have anyone in the system with the same ID. Example below shows Stan Man Head of Household and Marge Simpson Household member have the same ID.

ID	CLIENT NAME	HH ID	TERM DAT
111-11-1111	MAN STAN	111-11-1111	04/2016
111-11-1111	SIMPSON MARGE	907-66-4331	05/2015

TOTAL HOUSEHOLDS: 1
 TOTAL PARTICIPANTS: 2

2. REPORT SYSTEM MENU

3. ISSUANCE/PART. REPORTS



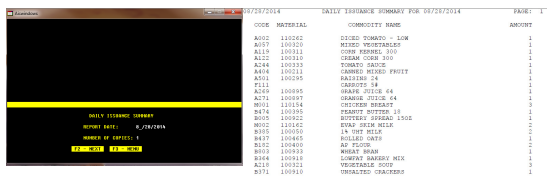
Issuance/Part. Reports will give you a full detail of daily issuance, daily participation, benefits not received, HH issuance history, value of commodities issued, issuances by commodity code, and also batch print of shopping list.

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2. REPORT SYSTEM MENU

3. ISSUANCE/PART. REPORTS

1. DAILY ISSUANCE SUMMARY



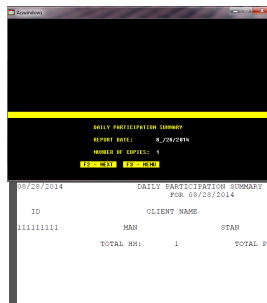
Example for date 8/28/2014 - Above is what I issued which is a combined total of all issuances for that day.

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2. REPORT SYSTEM MENU

3. ISSUANCE/PART. REPORTS

2. DAILY PARTICIPATION SUMMARY



Example of date 8/28/2014 Stan Man was the only participant I served.

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2. REPORT SYSTEM MENU
3. ISSUANCE/PART. REPORTS
3. BENEFITS NOT RECEIVED

For the month of August 2014 Gregory Just was not issued his food as of 8/28/2014.

```

08/28/2014 BENEFITS NOT RECEIVED PAGE: 01
            AUGUST 2014

ID          CLIENT NAME      HHSIZE  TERM DATE
907360268   JUST GREGORY           02      08/2014

TOTAL HH:  01          TOTAL PART: 02
    
```

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2. REPORT SYSTEM MENU
3. ISSUANCE/PART. REPORTS
4. HOUSEHOLD ISSUANCE HISTORY

This will give you a full detail of all household issuance history in your system.
= not qualified
- = qualified but not served
28 = date served for that month

DATE	ISSUES	NOT ISSUED (-)	INELIGIBLE (#)
08/14	3	1	35
07/14	1	3	35
06/14	0	5	34
05/14	0	4	35
04/14	0	1	35
03/14	0	2	37

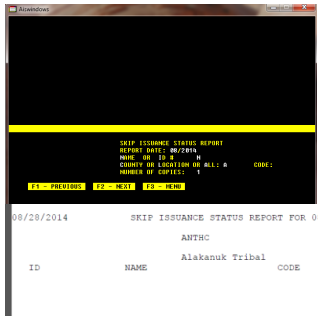
2. REPORT SYSTEM MENU
3. ISSUANCE/PART. REPORTS
5. VALUE OF COMMODITIES ISSUED

Example is of the value of commodities issued for 8/2014 for my agency.

COMMODITY	ISSUES	UNIT PRICE	TOTAL VALUE
0011 110202 SOYBEAN OIL	4	41	2.04
0011 110202 WHEAT	6	161	9.66
0011 110202 CORN	6	161	9.66
0011 110202 RICE	6	161	9.66
0011 110202 SUGAR	6	161	9.66
0011 110202 VEGETABLES	6	161	9.66
0011 110202 MEAT	6	161	9.66
0011 110202 DAIRY	6	161	9.66
0011 110202 OTHER	6	161	9.66
0011 110202 TOTAL	36		207.30

Household participating: 3 Value of commodities issued: 207.30

2. REPORT SYSTEM MENU
3. ISSUANCE/PART. REPORTS
6. SKIP ISSUANCE STATUS LIST



No skip issuance status for the month of August.

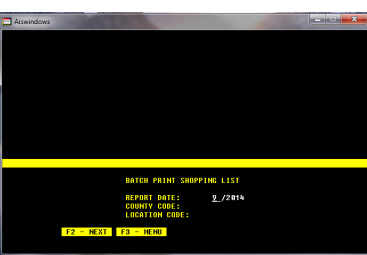
08/20/2014 SKIP ISSUANCE STATUS REPORT FOR 08/2014 PAGE: 1

ANTHC
 Alaskanuk Tribal

ID	NAME	CODE	COMMODITY	NEXT AVAIL

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2. REPORT SYSTEM MENU
3. ISSUANCE/PART. REPORTS
7. BATCH PRINT SHOPPING LIST

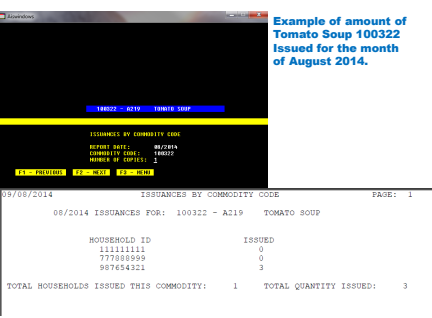


This option will print out all certified participants shopping lists. Enter AA in county code. Not recommended for large serving tribes. If batch print you will be unaware if you run out of an item as you serve participants.

BATCH PRINT SHOPPING LIST
 REPORT DATE: 8/2/2014
 COUNTY CODE:
 LOCATION CODE:

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2. REPORT SYSTEM MENU
3. ISSUANCE/PART. REPORTS
8. ISSUANCES BY COMMODITY CODE



Example of amount of Tomato Soup 100322 Issued for the month of August 2014.

08/08/2014 ISSUANCES BY COMMODITY CODE PAGE: 1

08/2014 ISSUANCES FOR: 100322 - A219 TOMATO SOUP

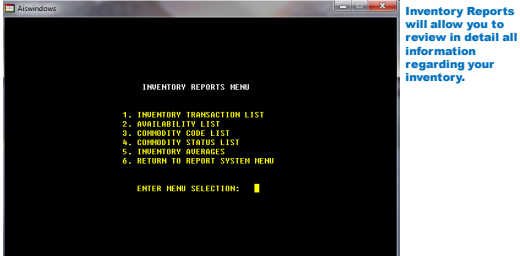
HOUSEHOLD ID	ISSUED
111111111	0
777888888	0
997654321	3

TOTAL HOUSEHOLDS ISSUED THIS COMMODITY: 1 TOTAL QUANTITY ISSUED: 3

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2. REPORT SYSTEM MENU

4. INVENTORY REPORTS



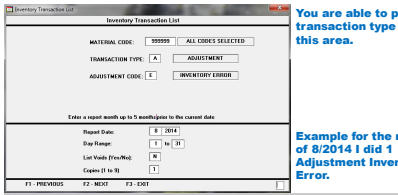
Inventory Reports will allow you to review in detail all information regarding your inventory.

55

2. REPORT SYSTEM MENU

4. INVENTORY REPORTS

1. INVENTORY TRANSACTION LIST



You are able to print any transaction type within this area.

Example for the month of 8/2014 I did 1 Adjustment Inventory Error.

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2. REPORT SYSTEM MENU

4. INVENTORY REPORTS

2. AVAILABILITY LIST

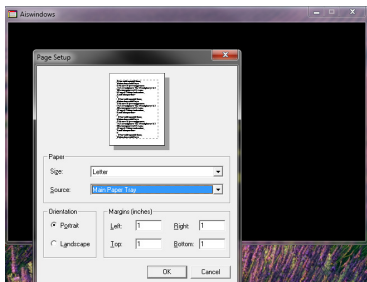


This is a list of what you have in your pantry. You may print and do a physical count to make sure your system and pantry are 100% correct.

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2. REPORT SYSTEM MENU

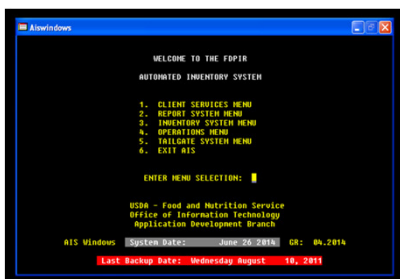
5. SELET PRINTER



Option to select a printer if you have multiple printers connected to your computer.

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3. INVENTORY SYSTEM MENU

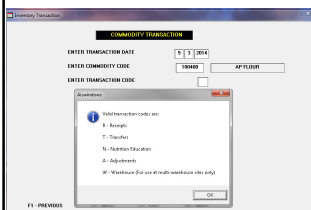


All inventory transaction are within the Inventory System Menu.

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3. INVENTORY SYSTEM MENU

1. COMMODITY TRANSACTION



Commodity Transaction you are able to Receipts, Transfer(N/A), Nutrition Education, Adjust, and Warehouse(N/A).

When you receive a shipment enter date, commodity code, and R- Receipt for every item.

When using items for Nutrition Education please have recipe ready and health information about what products used. Used if providing a meal for participants day of distribution.

Adjust is when you need to correct an item within your pantry. If you received broken items when shipped, expired items, or stolen/lost items.

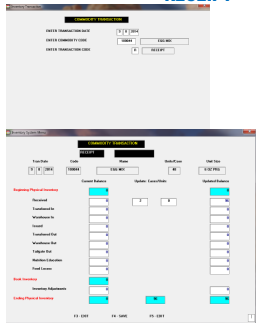
IF F5-HELP IS AN OPTION IN ANY LINE IT WILL SHOW YOU WHAT OPTIONS YOU HAVE

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3. INVENTORY SYSTEM MENU

1. COMMODITY TRANSACTION

RECEIPT



When receiving a shipment of food the way you enter into AIS is as a RECEIPT. When entering you enter as cases. Please make sure when entering it is in the case column.

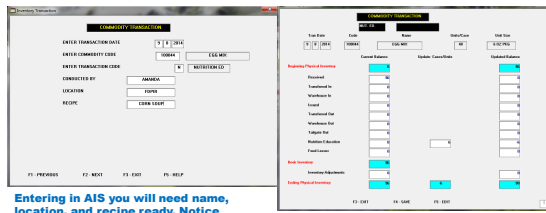
Even if you received damaged items or expired items you still have to enter as a RECEIPT.

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3. INVENTORY SYSTEM MENU

1. COMMODITY TRANSACTION

NUTRITION EDUCATION



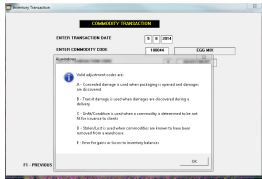
Entering in AIS you will need name, location, and recipe ready. Notice when entering in AIS it is in UNITS column. For my recipe of CORN SOUP I need 6 units of EGG MIX.

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3. INVENTORY SYSTEM MENU

1. COMMODITY TRANSACTION

ADJUSTMENT



EXAMPLES

- A- Concealed damages**
A case of Cereal is on the shelf when a client requests a box you open and notice one box is broken on the bottom.
- B- Damages during a delivery**
When you receive the shipment you notice 4 units of flour are punctured.
- C- Unfit/Condition**
When items in your pantry past the BIUB or Expiration Date.
- D- Stolen/Lost**
When you notice some items are taken without you knowing.
- E- Error**
Please try not to use this option. But if you do a cycle count and notice the numbers are not matching up with your physical balance you may use E-Error.

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3. INVENTORY SYSTEM MENU

1. COMMODITY TRANSACTION

EXAMPLE

U.S. DEPARTMENT OF AGRICULTURE Food and Nutrition Service NATIONAL DEPARTMENT OF FOODS FOODS TO FAMILY UNITS 09/09/2014	1. Households Certified 3	3. # of Participants 5	5. Name of IDA/ITD ANTRC	6. DA Code AN01
	2. Households Partic. 1	4. State AE		7. Report Month SEP2014

9. USDA COMMODITY	3. RECEIPTS	10. WITHDRAWALS	11. INVENTORY
Commodity Code Unit Size Beg. Inv Receipt Red. In Avail Issued Red-Out Used Loss Tot. W/D Book Physical Adjust			
BGS MIX 10004416 03 PEG 0 96 0 96 0 0 6 3 9 87 32 -55			

Example above
Receipt - 2 cases
Nutrition Education - 6 Units
Adjusted A - 3 Units
Adjusted E - 55 Units (will need explanation on adjustment)

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3. INVENTORY SYSTEM MENU

2. VOID COMMUNITY TRANSACTION

Example of Voiding the Nutrition Education transaction

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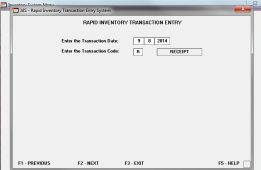
3. INVENTORY SYSTEM MENU

3. VIEW COMMUNITY STATUS


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3. INVENTORY SYSTEM MENU

4. RAPID TRANSACTION ENTRY

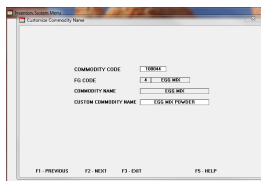


If you have multiple inventory transactions you can use rapid transaction entry. To view/print transaction entry or to double check the entry please view page 56 and print out the inventory transaction list code MATERIAL CODE=999999 enter transaction type you would like to review.




3. INVENTORY SYSTEM MENU

5. CUSTOMIZE COMMODITY CODE NAME

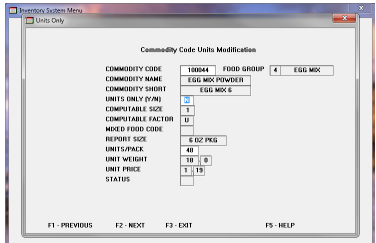


Example - I changed Egg mix to Egg mix powder.



3. INVENTORY MENU

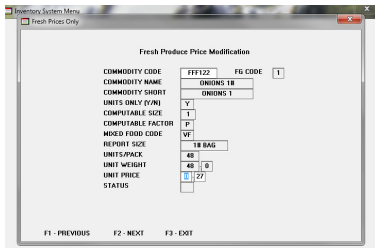
6. MODIFY COMMODITY CODE UNITS USAGE



Sometimes our vendors change the pack case size. When that happens you will need to change the units/pack date.

3. INVENTORY MENU

7. MODIFY FRESH PRODUCE PRICES



Not used in Alaska.

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3. INVENTORY MENU

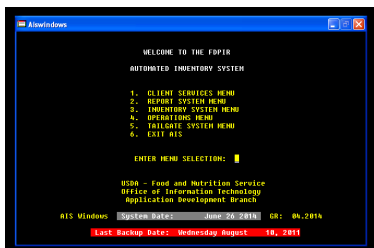
8. BARCODE SYSTEM MENU

1. BARCODE ENTRY/MAINTENANCE

Not used in Alaska.

74

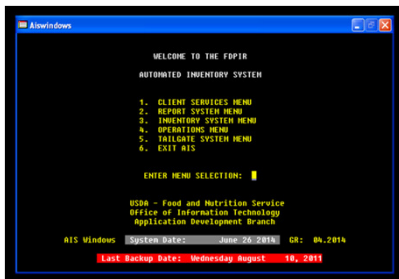
4. OPERATIONS MENU



Not used

75

5. TAILGATE SYSTEM MENU



Not used in Alaska.

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