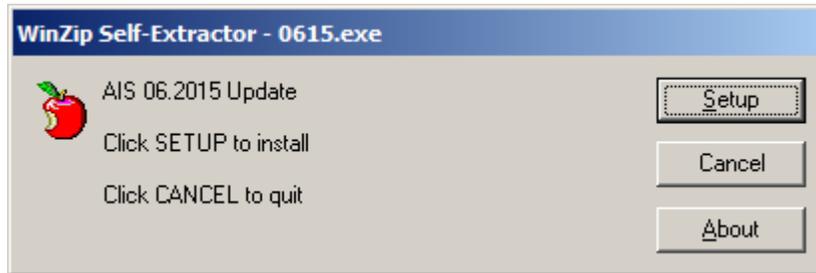


AIS 06.2015 Update

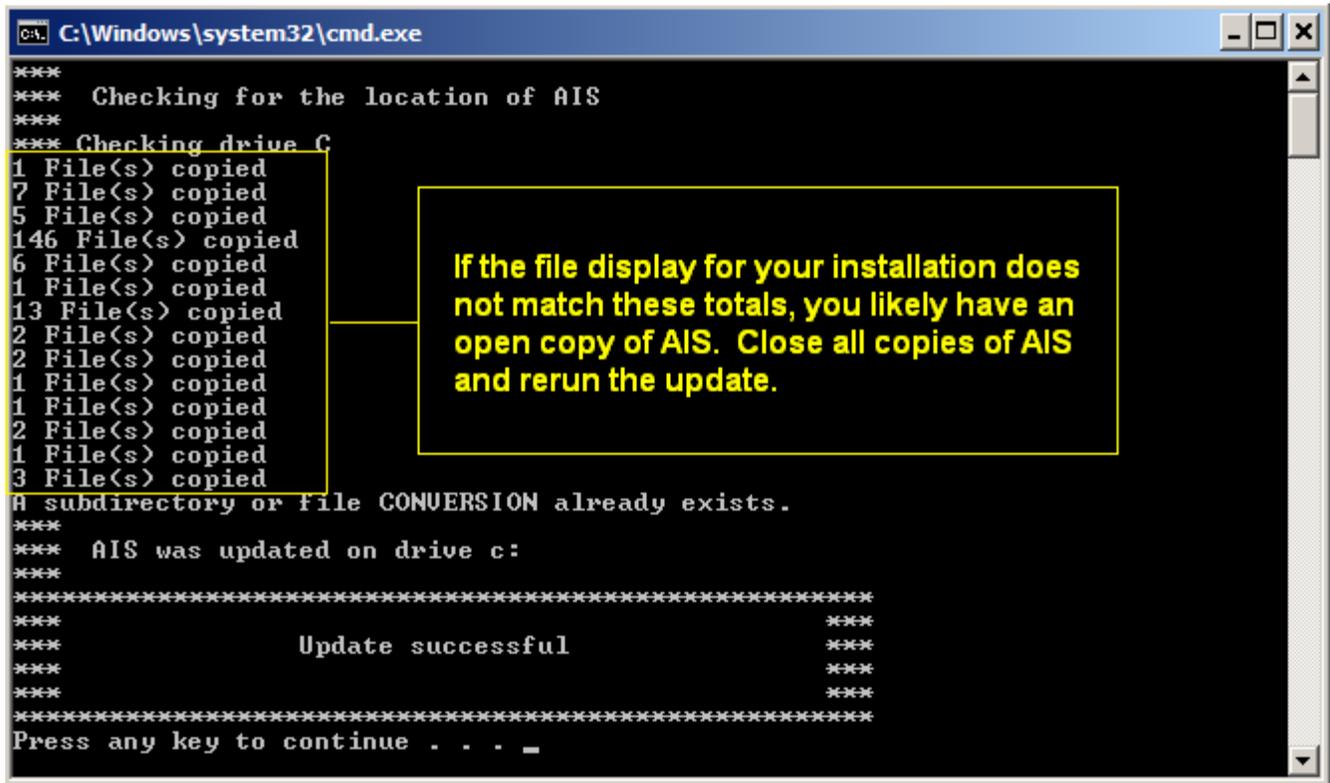
The AIS Windows 06.2015 update contains:

- 2 new commodity codes
- system updates

Installing



Click **Setup** to start the installation process. Make sure that there are no open copies of AIS on any computer on the network or the installation computer or the update will not complete properly.



Verify that the files copied totals match the display example above before pressing any key to continue.

When AIS is started the updated guide rate will appear as:



New Commodity Codes:

<u>Material Code</u>	<u>Item Name</u>
FFF400	Fresh Lemon – 1lb
110511	Elbow Macaroni – 1lb

DID YOU KNOW?

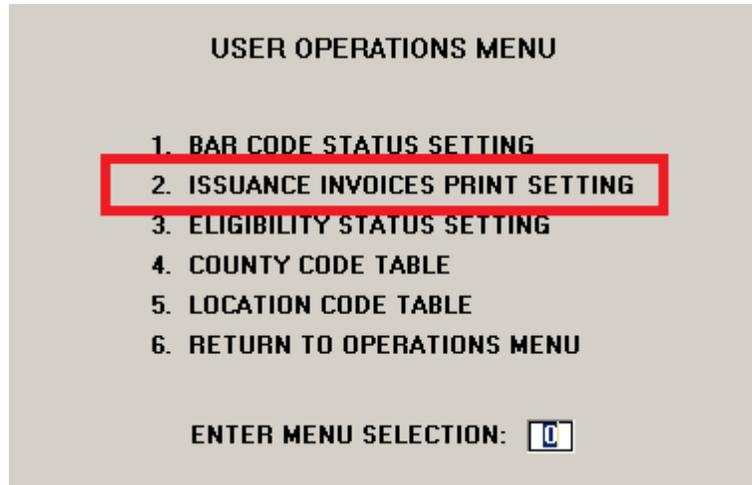
1. You can modify your inventory while issuances are being performed. What you cannot do is start the Inventory System and begin entering transactions and then start Issuing. This way if there is a need to revise the inventory while issuing to clients you can do it. If you are already in the inventory system and get the network error screen when trying to issue, simply exit the inventory system, start your issuance and then return to the inventory system.
2. Anyone can have the bar code scanning system active or inactive at any warehouse. If the barcode system is inactive, all procedures will default to the manual data entry process. If the barcode system is set as active, then at the beginning of any issuance/adjust issuance process, simply press the F7 key when prompted to switch to the manual entry process if barcode scanning is not desired.
3. If you want to use a wireless hand held barcode scanner you can easily purchase a Bluetooth enabled hand held scanner along with a Bluetooth USB device you plug into your workstation and you can be free from tangled cords when there is a need to scan away from your workstation. There are also wireless models that are not Bluetooth but the concept is still the same. Simply browse the internet for “bluetooth wireless scanners” or “wireless scanners” and you will find sources that offer equipment to fulfill your needs. Here are examples for under \$100.00:
 - <http://www.newegg.com/Product/Product.aspx?Item=16P-0001-00011>
 - <http://www.newegg.com/Product/Product.aspx?Item=9SIA24G1721694>
 - <http://www.newegg.com/Product/ProductList.aspx?Submit=ENE&N=-1&IsNodId=1&Description=bluetooth%20wireless%20barcode%20scanner&bop=And&Order=PRICE&PageSize=30>

System Updates

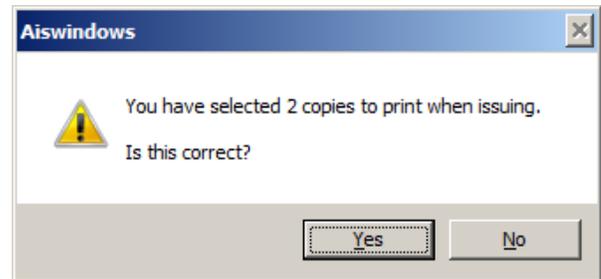
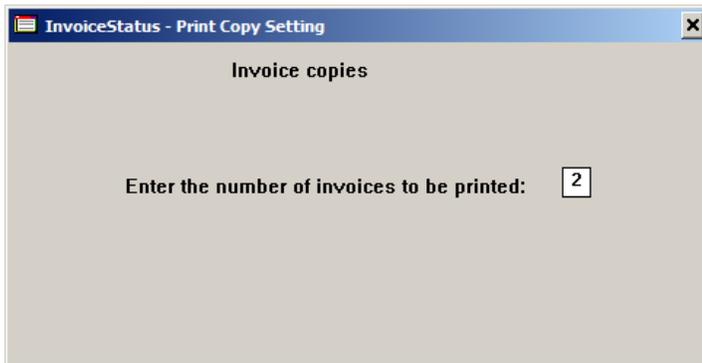
- Option to set the number of issuance invoices to print
- The Inventory Transaction Report will now include the cases/units as originally entered on the report
- The Availability List can be printed in Material Code or Food Group order
- The client message screen expanded from 22 characters to 50 characters
- The household issuance files can be printed up to 3 years prior if they exist
- The Bar Code ISSUANCE and ADJUST ISSUANCE programs will now feature an option to view the number of fruits and vegetables already scanned during the current scanning session.
- Bar Code ADJUST ISSUANCE will no longer support void scans of previously save issuance items. Please see the end of this document on procedures for adjusting a previously save issuance if there is a need to remove selections previously saved.

Invoice Print Setting

To set the number of invoices to print when an issuance is entered, you will start at the Welcome Menu and then select 4 – Operations Menu. At the Operations Menu select User Operations. At the User Operations Menu simply select 2 – Issuance Invoices Print Setting:



You will then receive a screen showing the current number of invoices AIS is set to print. Type a 1 or a 2 or a 3. You will be prompted to confirm the number you entered:



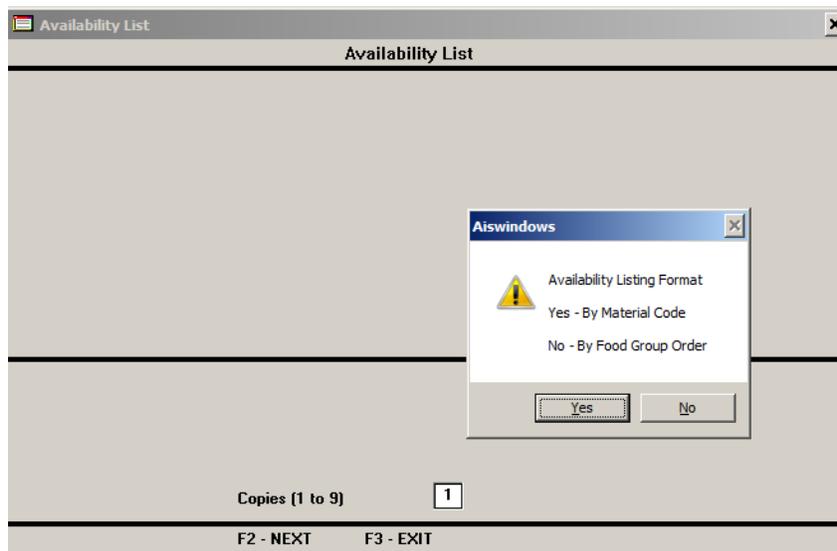
Inventory Transaction Report Revision

The report now includes the cases/units as entered as part of the report:

MATERIAL	NAME	TRAN DATE	TYPE	UNITS	ADJ	entered as cases / units
100928	CORN RICE CEREAL	05/12/15*	R	1		/ 1
110263	CORN KERNEL - LOW	05/13/15*	R	73		3 / 1
110262	TOMATOES DICED-LOW	05/13/15*	R	48		2 /
100904	HOMINY	05/13/15*	R	96		4 /
100320	MIXED VEGETABLE CAN	05/13/15*	R	5		/ 5

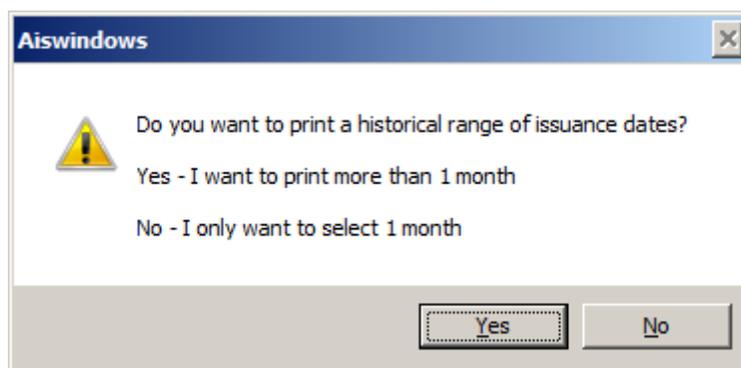
Availability List Revision

You will now be prompted to indicate if you want to print the Availability List in the original Food Group format (NO) or in the Material Code Order format (YES).



Value of Commodities Issued

An enhancement has been made to the value of commodities issued to aid in developing the value of issuance for claims. A number of requests have been made to be able to go back to dates beyond 1 year from the current date. When you select 5 – Value of Commodities Issued you will receive this prompt:



The original format is NO – ONLY 1 MONTH where you can print issuance values for a designated reporting month for the entire agency or a single household.

The additional format added is YES – MORE THAN 1 MONTH.

The issuance search will enable you to enter a report range of up to 3 years. It is available only in household ID format.

The report when printed will show all totals for every commodity issued during the report date range and will provide a list at the end of the report of the issuance months found to report.

This is the issuance search screen:

Historical Issuance totals by commodity

ISSUANCE SEARCH

ENTER BEGINNING DATE: 5 2015

ENTER ENDING DATE: 5 2015

Search for Household ID matching:

F2 - Next F3 - Exit

Client Message Screen

The message field is now 50 characters:

Client Screen

FDPIR CLIENT DATA INFORMATION - NO CERTIFICATION

HH ID: 11111111 Client ID: 11111111 Date of Birth: 1 1 1941

First Name: 1 Household Size: 1

Last Name: 11 Racial Code I/W/B/A/N: 1

Address: 1 Ethnic:

City/St/Zip: 1 AZ 11111 Certified Date: 3 3 2015

County: AA Termination Date: 2 2016

Phone: 520 555 1212 Location: AA Status Code:

HOUSEHOLD MEMBER INFORMATION

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

THIS MESSAGE IS NOW UP TO 50 CHARACTERS.....

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

Bar Code Issuance fruit/vegetable selections screen display

AIS has been revised to allow an on screen review of the fruits and vegetables selected during the current scanning session.

The process for viewing this during an Issuance (bar code mode only) is to select F5 – Print:

BarCode Entered: Scan Qua

FG	Available	Selected	Remaining	FG	Ava
FRUITS - VEGS.	21.00	13.00	8.00	DRY CEREAL	
JUICES	2.00	.00	2.00	BAKERY MIX	
VEG/DRY BEANS	4.00	.00	4.00	SOUPS	
EGGS	1.00	.00	1.00	CRACKERS	
MEAT/FISH	3.00	.00	3.00	UNUSED	
PEANUT PRODUCT	1.00	.00	1.00	UNUSED	
FATS/OILS	1.00	.00	1.00	UNUSED	
EVAP MILK	4.00	.00	4.00	UNUSED	
DRY MILK	4.00	.00	4.00	UNUSED	
FARINA/OATS	1.00	.00	1.00	UNUSED	
CHEESE	1.00	.00	1.00	UNUSED	
RICE/PASTA	5.00	.00	5.00	BONUS	
CORNMEAL/FLOUR	2.00	.00	2.00		

↓

F1 - CHANGE SCAN QUANTITY F3 - EXIT F5 - PRINT SCANS

You then have to select BY FOOD GROUP (YES) and enter 01:

BarCode Issuance Report - Unsaved scanned items [X]

Do you want to view scans by Food Group?
Click YES to view scans by Food Group
Click NO to print all scans

[Yes] [No] [Cancel]

View UNSAVED Scans by Food Group [X]

Select a Food Group to view

01	FRUITS - VEGS.	14	DRY CEREAL
02	JUICES	15	BAKERY MIX
03	VEG/DRY BEANS	16	SOUPS
04	EGGS	17	CRACKERS
05	MEAT/FISH	18	UNUSED
06	PEANUT PRODUCT	19	UNUSED
07	FATS/OILS	20	UNUSED
08	EVAP MILK	21	UNUSED
09	DRY MILK	22	UNUSED
10	FARINA/OATS	23	UNUSED
11	CHEESE	24	UNUSED
12	RICE/PASTA	25	BONUS
13	CORNMEAL/FLOUR		

Enter a Food Group number Enter

F3 - EXIT

Barcode Adjust Issuance fruit/vegetable selections screen display

The bar code adjust issuance display for fruit/vegetable selections differs from the issuance version. Since the adjust issuance already may have selections from a saved issuance, AIS will inform as to the remaining quantities available to scan.

AISBarcode - Adjust Issuance

ID: **111111111** Head of Household Name: **[REDACTED]**

Certified: **03/2015 - 02/2016** Last Issued: **[REDACTED]**

BarCode Entered: **[REDACTED]**

FG	Available	Selected	Remaining
FRUITS - VEGS.	21.00	13.00	8.00
JUICES	2.00	.00	2.00
VEG/DRY BEANS	4.00	.00	4.00
EGGS	1.00	.00	1.00
MEAT/FISH	3.00	.00	3.00
PEANUT PRODUCT	1.00	.00	1.00
FATS/OILS	1.00	.00	1.00
EVAP MILK	4.00	.00	4.00
DRY MILK	4.00	.00	4.00
FARINA/OATS	1.00	.00	1.00
CHEESE	1.00	.00	1.00
RICE/PASTA	5.00	.00	5.00
CORNMEAL/FLOUR	2.00	.00	2.00

F7 - Fruit/Vegetable

F1 - CHANGE SCAN QUANTITY F3 - EXIT

Fruit and Vegetable Selections

i Total Fruit and Vegetable selections available: 21
Maximum Vegetable Selections: 16
Maximum Fruit Selections: 10

Fruits Scanned Now: 0
Fruits Previously Issued: 0
Total Fruits Selected: 0

Vegetables Scanned Now: 0
Vegetables Previously Issued: 13
Total Vegetables Selected: 13

Total of all scans: 13

There are 8 selections remaining.

You may select up to the maximum Fruit or Vegetable quantity until the selections remaining reaches zero.

The maximum Fruit(s) that can be taken is: 10

The maximum Vegetable(s) that can be taken is: 3

OK

AIS may indicate based on the guide rate that more of either fruits or vegetables can be taken than the number of selections available. This is due to AIS does not know if this adjust issuance needs to correct a previous selection where additional selections of a fruit or vegetable become available.

BAR CODE USERS PLEASE READ THE NEXT PAGE!

Bar Code Adjust Issuance Procedures

The adjust issuance process for bar code scanning has been modified to enhance inventory quality control. Prior to this update a flaw existed in the bar code adjust issuance process where more items could be voided than were previously scanned and saved during the issuance.

The adjust issuance process for bar code scanning will now allow for only current scan session adds or voids. For example, if you scanned 5 cans of corn during a previous session and want to void those 5 cans now, it would be best for you to choose this option when starting an adjust issuance session:

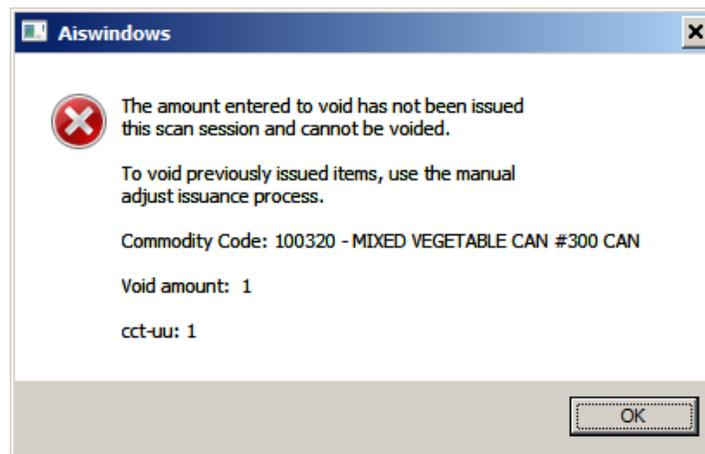
**** F7 - SWITCH TO MANUAL ADJUST ISSUANCE ****

In the manual adjust session you can easily void previous selections to “reset” the guide rate count.

Adjust issuance is still the main process for clients who make more than one trip to the commodity store to complete their shopping. Available additional items are easily scanned in and saved as in the past.

You can void current scans if there is an error during the adjust issuance session. You can also void prior issuance items if you also scan a like item first during the current session.

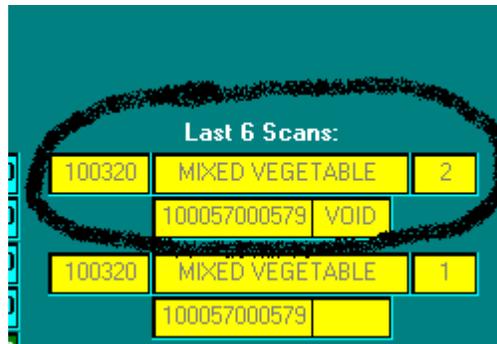
For example, you scan 1 can of mixed vegetables and save the issuance. The client then asks if they can trade the mixed vegetables for another vegetable or fruit. If you proceed to the bar code adjust issuance screen, you will have to scan a can of mixed vegetables if the selection is available before you can void mixed vegetables in a greater amount than the current scan. This is the error message when attempting to void scan and item not scanned in the current session:



In this example a can of mixed vegetables is then scanned in this session. Now it is decided to void. The client then asks if they can trade 3 mixed vegetables for another selection. If there are at least 3 scans for this entire issuance the process would be allowed. AIS combines current scans with prior scans and in this case an error would occur:



This shows where AIS can after a current session scan then void a prior session scan of an identical item:



The screenshot displays a list of scans on a teal background. The title 'Last 6 Scans:' is centered at the top. Below it, there are four rows of data, each in a yellow box. The first three rows are circled with a hand-drawn black line. The first row shows '100320', 'MIXED VEGETABLE', and '2'. The second row shows '100057000579' and 'VOID'. The third row shows '100320', 'MIXED VEGETABLE', and '1'. The fourth row shows '100057000579' and an empty field.

Last 6 Scans:		
100320	MIXED VEGETABLE	2
100057000579	VOID	
100320	MIXED VEGETABLE	1
100057000579		

AGAIN – THE PURPOSE OF THIS IS FOR DATA INTEGRITY!

AIS does not keep barcodes of previously scanned items. Once in a new session the barcode is established, AIS can then combine current and previous issuance amounts in the current session. This modification should eliminate OVER VOID scanning of items not previously issued.

AIS will review this process to streamline it better in the future. For now this is a revision to eliminate the potential for an inventory error.