

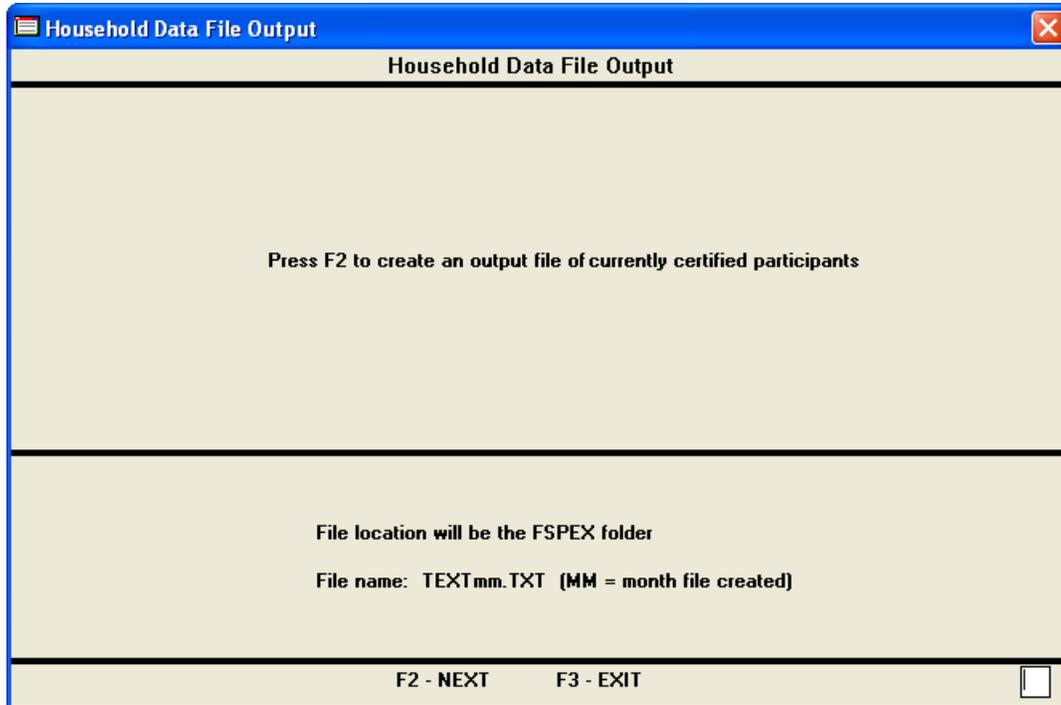
## Creating customized reports using AIS Data

Included in AIS is a feature that enables users to pull basic participation data from AIS for use with third party software packages such as a spreadsheet or tribal software package.

This data is based on currently certified households at the time the report is processed. The report does not produce a paper copy.

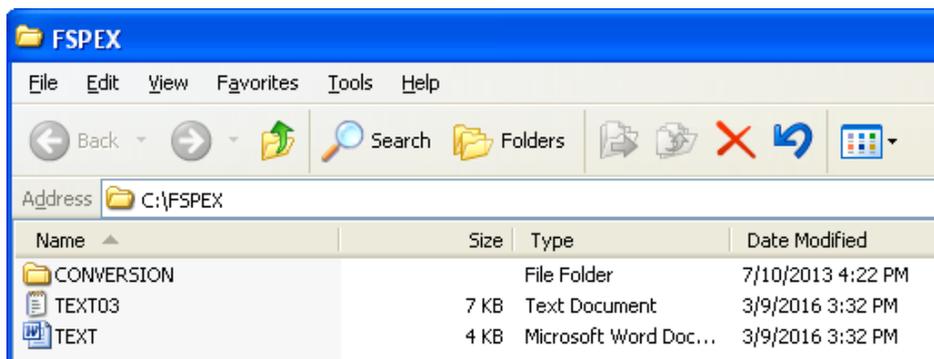
To create the AIS data file, you will need to:

1. Start AIS.
2. Select **2. Report System Menu**
3. Select **1. Agency Reports**
4. Select **5. Create Participation Data File**



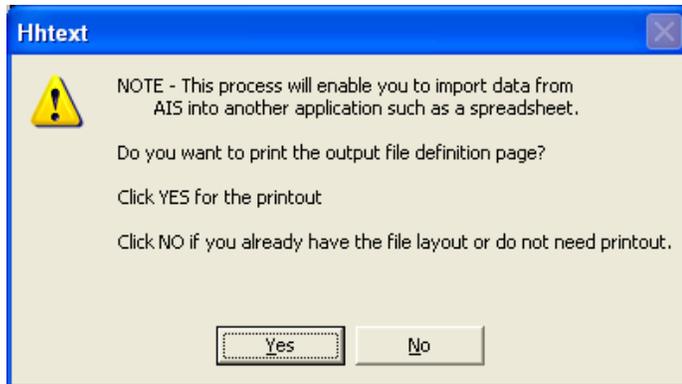
Since this is a file output process nothing will be produced to a printer. The user will press F2 – NEXT if they desire to continue and produce a data file based on current data within AIS at the time this process is performed.

Please note that the location of the data will be in the FSPEX folder. The FSPEX folder is located in the same location as the FNS152 folder. The file will be named TEXT followed by the 2 digit month value based on the date the file creation process is performed. Example: Today is March 1, 2016. The file will be named TEXT03.TXT and will appear as such:



Note – the file TEXT is not used for data import. It is a summary of the report that may be viewed in Word if your version of word can read the file.

AIS will prompt you if you need a printout of the file definition page for your use in importing the data or to share with someone else who will be using your data:



This is the layout for the file:

Field	Size
Household ID	9
Individual ID	9
Last Name	20
First Name	9
Address	23
City	13
State	2
Zip Code	5
Birth Date (MMDDYYYY)	8
Household Size	2
County Code	2
Location Code	2
Current Certified Date (MMDDYYYY)	8
Current Termination Date (MMYYYY)	6
January Issuance (MMDDYYYY)	8
January Issuance Household Size	2
February Issuance (MMDDYYYY)	8
February Issuance Household Size	2
March Issuance (MMDDYYYY)	8
March Issuance Household Size	2
April Issuance (MMDDYYYY)	8
April Issuance Household Size	2
May Issuance (MMDDYYYY)	8
May Issuance Household Size	2
June Issuance (MMDDYYYY)	8
June Issuance Household Size	2
July Issuance (MMDDYYYY)	8
July Issuance Household Size	2
August Issuance (MMDDYYYY)	8
August Issuance Household Size	2
September Issuance (MMDDYYYY)	8
September Issuance Household Size	2
October Issuance (MMDDYYYY)	8
October Issuance Household Size	2
November Issuance (MMDDYYYY)	8
November Issuance Household Size	2
December Issuance (MMDDYYYY)	8
December Issuance Household Size	2

AIS does not support assistance for data use with third party software. Please do not call for help setting up spreadsheet or other software products.

See the AIS web site:

[www.fns.usda.gov/ais/](http://www.fns.usda.gov/ais/)

Document Center for basic information on using this feature.

## Basic import tips

This is a sample of importing the data to a spreadsheet. Based on which version of a spreadsheet you have the example will appear differently.

### 1. Import the file

The Text Wizard has determined that your data is Fixed Width.  
If this is correct, choose Next, or choose the data type that best describes your data.

**Original data type**  
Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.  
 Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row:  File origin:

Preview of file C:\FSPEX\TEXT03.TXT.

1	11111111111111111111	1	1
2	222222222222222222TU	TU	2
3	33333333322222222X	X	2
4	333330000333330000THREE	THREE	BOX 3
5	333333330333330000THREE	ONE	BOX 3

Buttons: Cancel, < Back, Next >, Finish

### 2. Define the line breaks using the file layout template:

This screen lets you set field widths (column breaks).

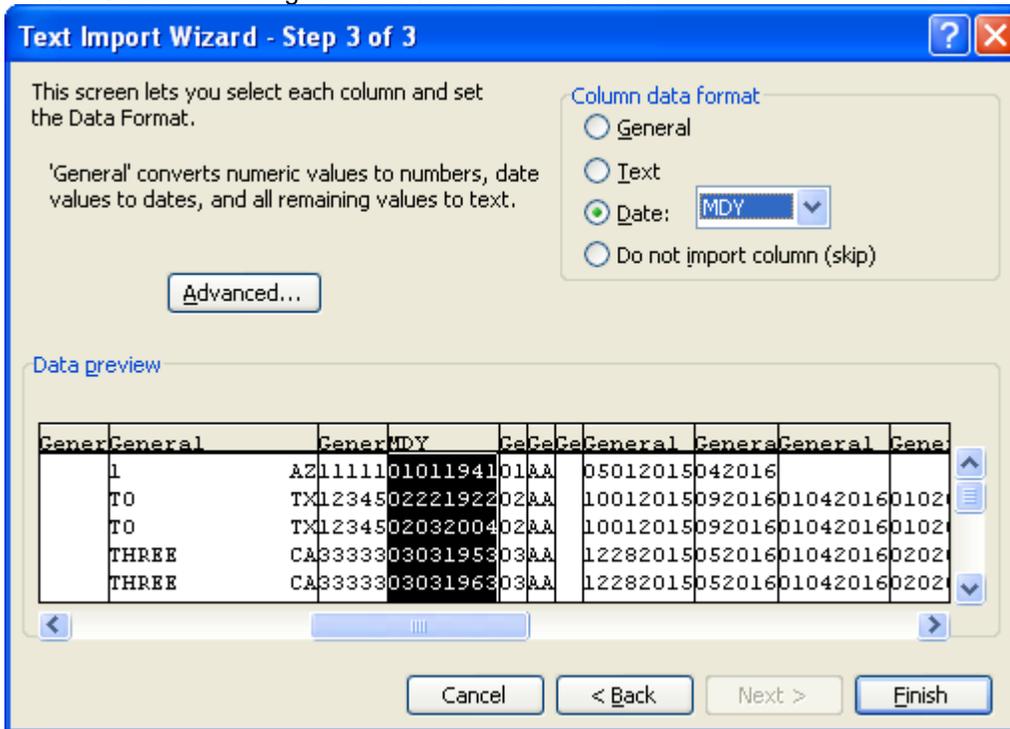
Lines with arrows signify a column break.  
To CREATE a break line, click at the desired position.  
To DELETE a break line, double click on the line.  
To MOVE a break line, click and drag it.

**Data preview**

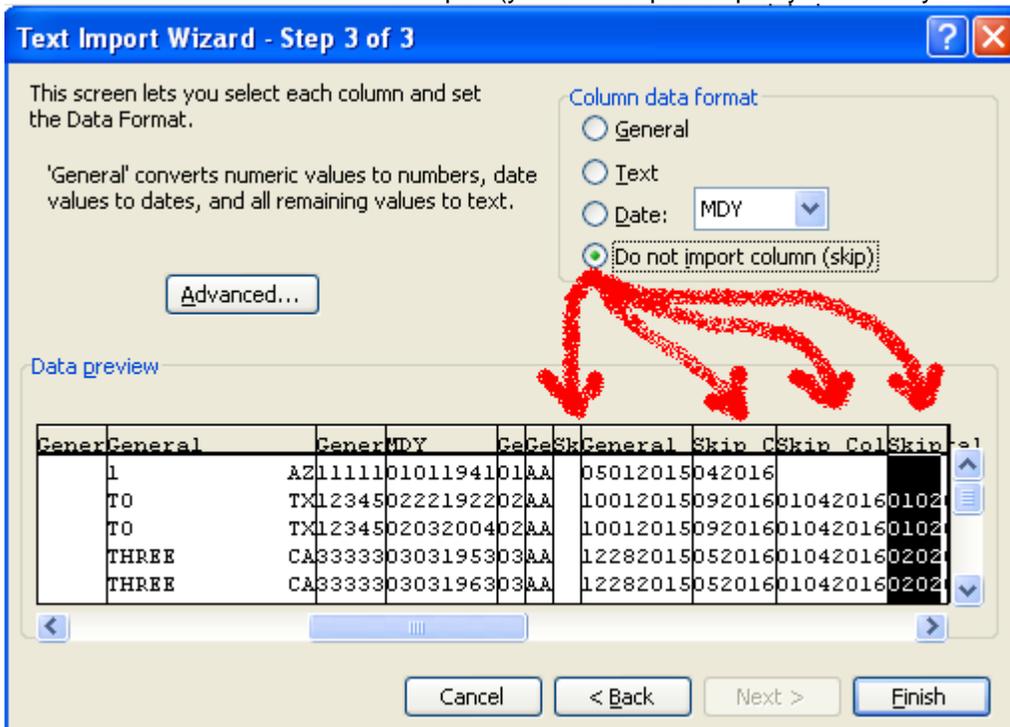
	80	90	100	110	120	130
1	AZ111111	01011941	01AA	05012015	042016	
TO	TX123450	22219220	2AA	10012015	0920160	104201601020420
TO	TX123450	20320040	2AA	10012015	0920160	104201601020420
THREE	CA333330	30319530	3AA	12282015	0520160	104201602020520
THREE	CA333330	30319630	3AA	12282015	0520160	104201602020520

Buttons: Cancel, < Back, Next >, Finish

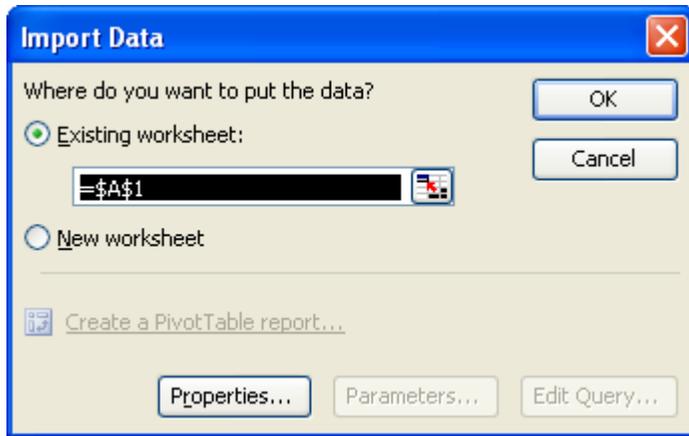
3. Select formatting for fields such as date fields:



4. Choose which fields to not import (you can keep or skip any column if your software allows it):



5. Finish the import process:



6. This is an example of the data import:

	A	B	C	D	E	F	G	H	I	J	K
1	11111111	1111111111	11	1	1	AZ	11111	1/1/1941	1	AA	5012015
2	22222222	2222222222	TU	TU	2	TO TX	12345	2/22/1922	2	AA	10012015
3	23333333	3222222222	X	X	2	TO TX	12345	2/3/2004	2	AA	10012015
4	33333000	333330000	THREE	THREE	BOX 3	THREE CA	33333	3/3/1953	3	AA	12282015
5	33333333	333330000	THREE	ONE	BOX 3	THREE CA	33333	3/3/1963	3	AA	12282015
6	33333333	1333330000	THREE	TWO	BOX 3	THREE CA	33333	3/3/1993	3	AA	12282015
7	44444444	4444444444	FORE	EYES	BOX 4	FORSYTH AZ	44444	4/4/1944	4	AA	1012016
8	11111111	1444444444	FORE	GO	BOX 4	FORSYTH AZ	44444	4/4/1954	4	AA	1012016
9	44444444	1444444444	FORE	FOR	BOX 4	FORSYTH AZ	44444	4/4/1994	4	AA	1012016
10	66666666	6444444444	FORE	TWOBY	BOX 4	FORSYTH AZ	44444	4/4/1984	4	AA	1012016
11	66666666	6666666666	SIX	SIXTY	Box 666	Six Mile CitySC	66666	6/6/1966	6	AA	12012015
12	66666666	6666666666	SIX	S2	Box 666	Six Mile CitySC	66666	1/1/1967	6	AA	12012015
13	11223322	1666666666	SIX	S4	Box 666	Six Mile CitySC	66666	3/3/1993	6	AA	12012015

**Disclaimer:**

**AIS does not support the use of third party software.**

**AIS will not provide assistance in importing or defining use of the imported data.**

**All data obtained from AIS is the sole responsibility of the user to safeguard as it contains personal identifiable information.**