



Automated Inventory System (AIS) CARES Act Report

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1.0 Introduction

The September 2020 AIS Release includes a new report to track distributions under the CARES Act (Coronavirus Aid, Relief, and Economic Security Act). This document explains how to enter CARES Act Bonus Food transactions within AIS, as well as an explanation of the CARES Act Report.

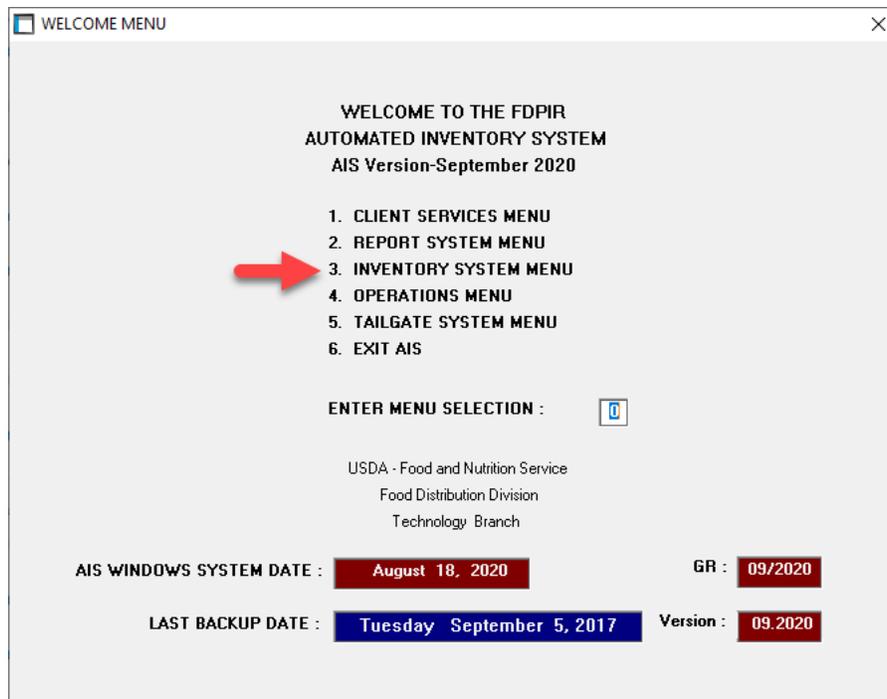
2.0 Recording CARES Act Transactions

When an organization distributes inventory under the CARES Act, users will manually track the distributions at the household level. AIS records the distributions at an inventory summary level for proper reporting on the FNS-152. The frequency of recording summary CARES Act Bonus Food transactions in AIS is determined at each organization, but the inventory transactions must be entered into AIS before submitting the FNS-152 for the month.

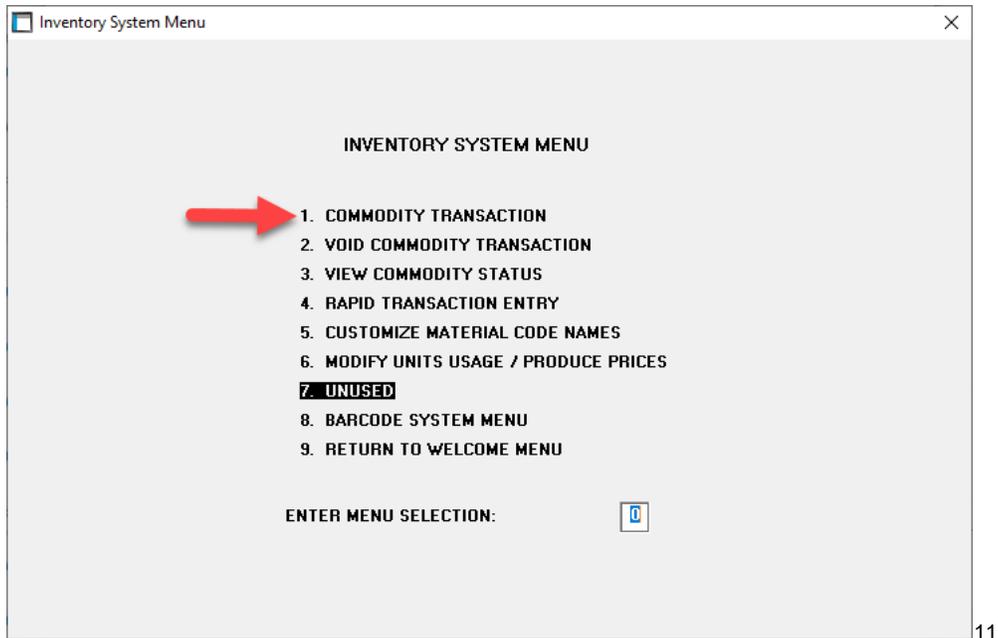
CARES Act Bonus Food distributions are entered into AIS as Transfer Out inventory transactions. This is accomplished through a Commodity Transaction or Rapid Transaction Entry.

2.1 Recording Transfer Out - Commodity Transaction

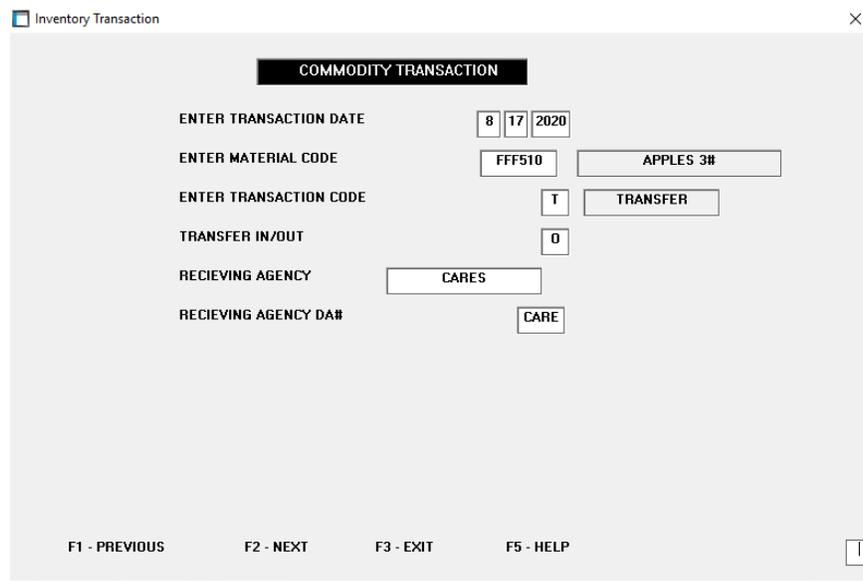
To record CARES Act activity using a Commodity transaction, start by selecting the Inventory System Menu from the Main AIS Menu screen.



Next, select Commodity Transaction



The Commodity Transaction Screen will display:



Enter the following information on this screen:

- Transaction Date – Enter current date
- Material Code – Enter material code for the item that was distributed
- Transaction Code – Enter T (Transfer)
- Transfer In/Out – Enter O (Out)

- Receiving Agency – Enter CARES
- Receiving Agency DA# – Enter CARE

Note: In order for the transaction to appear on the CARES Act Report, you must enter “CARES” as the Receiving Agency and “CARE” as the Receiving Agency DA# in the Transfer Out Transaction.

Continue the transfer out transaction by entering the quantities of the material that was distributed as CARES Act Bonus Food.

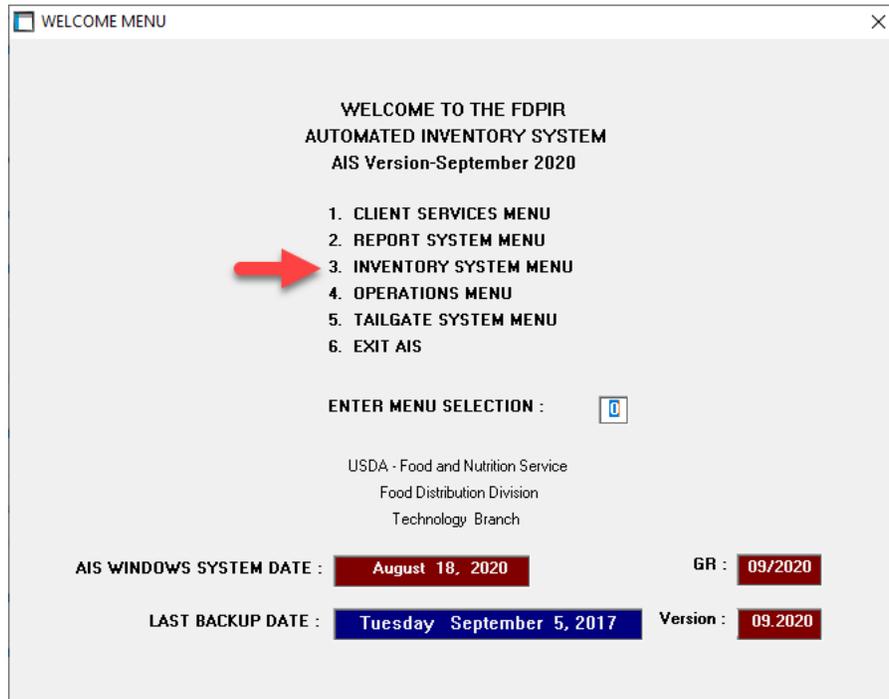
	Current Balance	Update: Cases/Units		Updated Balance
Beginning Physical Inventory	0			100
Received	100			0
Transferred In	0			0
Warehouse In	0			0
Issued	0			0
Transferred Out	0	5	0	-30
Warehouse Out	0			0
Tailgate Out	0			0
Nutrition Education	0			0
Food Losses	0			0
Book Inventory	100			
Inventory Adjustments	0			0
Ending Physical Inventory	100	0		70

F3 - EXIT F4 - SAVE F5 - EDIT

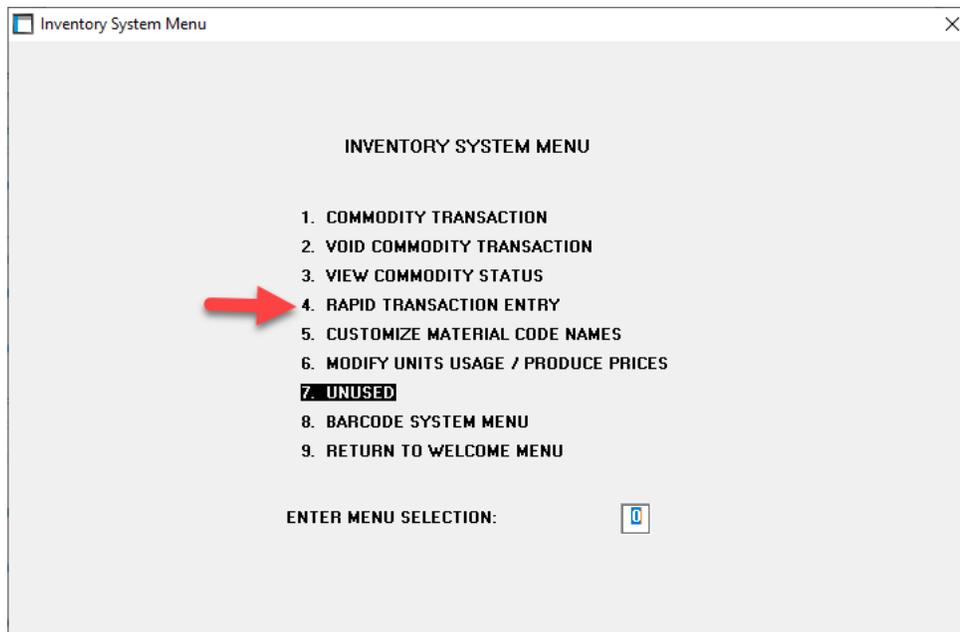
Select F8 to save the Transfer Out transaction.

2.2 Recording Transfer Out – Rapid Transaction Entry

To record CARES Act activity using a Rapid Transaction Entry, start by selecting the Inventory System Menu from the Main AIS Menu screen.



Next, select Rapid Transaction Entry



The Rapid Transaction Entry Screen will display:

AIS - Rapid Inventory Transaction Entry System

RAPID INVENTORY TRANSACTION ENTRY

Enter the Transaction Date: 8 17 2020

Enter the Transaction Code: T TRANSFER

Transfer In/Out O

RECEIVING AGENCY CARES

RECEIVING AGENCY DA# CARE

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

Enter the following information on this screen:

- Transaction Date – Enter current date
- Transaction Code – Enter T (Transfer)
- Transfer In/Out – Enter O (Out)
- Receiving Agency – Enter CARES
- Receiving Agency DA# – Enter CARE

Note:

In order for the transaction to appear on the CARES Act Report, you must enter “CARES” as the Receiving Agency and “CARE” as the Receiving Agency DA# in the Transfer Out Transaction.

Select F2 – Next

Continue the transfer out transaction by entering the materials and quantities

AIS - Rapid Inventory Transaction Entry System

RAPID INVENTORY TRANSACTION ENTRY for 8 17 2020

TRANSACTION TYPE: Transfer Out

FOOD GROUP - 1 FRUIT-VEG-JUIC Units per CASE 24

MATERIAL	COMMODITY NAME	UNIT SIZE	ORIGINAL BAL.	CASES	UNITS	UPDATED BAL.
100207	APPLESAUCE	#300 CAN	281	0	0	281
100210	APRICOTS CAN	#300 CAN	285	0	0	285
100211	MIXED FRUIT CANNED	#300 CAN	255	0	0	255
100218	PEACHES CANNED	#300 CAN	260	0	0	260
100223	PEARS - CANNED	#300 CAN	238	0	0	238
100290	PLUMS - DRIED	1 LB PKG	120	0	0	120
100295	RAISINS 24	15 OZ PKG	120	0	0	120
110623	BLUEBERRIES, FRZ	2.5LB CTN	60	0	0	60
110890	APPLESAUCE CUPS	6/4 OZ	60	0	0	60
FFF205	PEACHES - FRESH	1 POUND	54	0	0	54
FFF400	LEMONS - FRESH	1 LB	54	0	0	54

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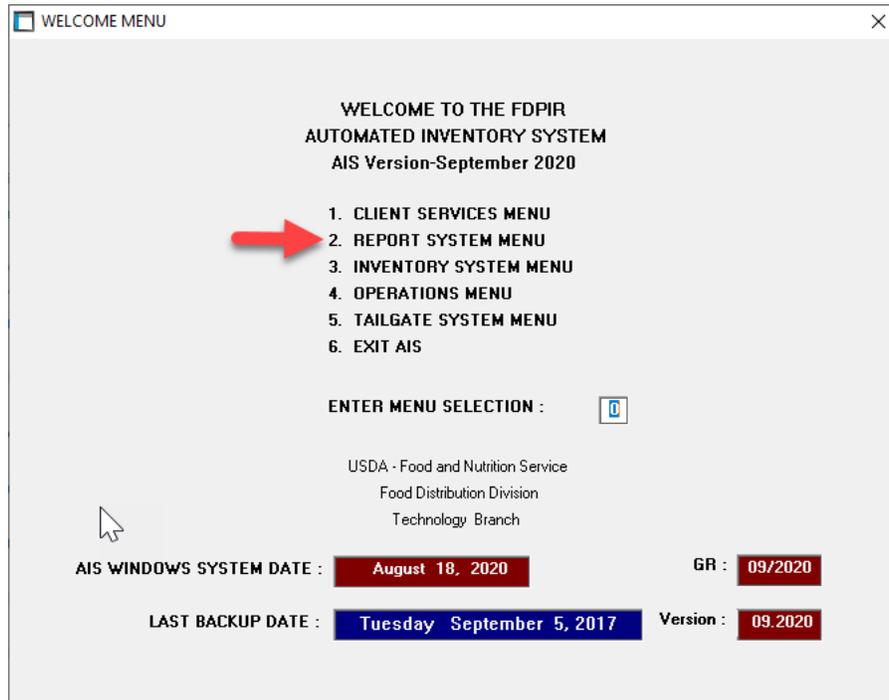
F1 - PREVIOUS F2 - NEXT F3 - EXIT F4 - PREVIOUS FG F5 - NEXT FG F8 - SAVE

Select F8 to save the Transfer Out transaction.

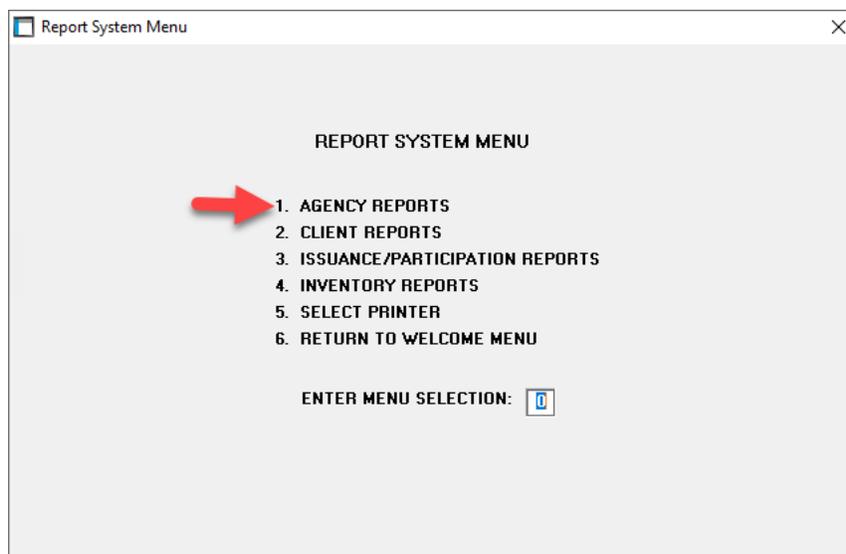
3.0 Running the CARES Act Report

The new CARES Act Report is available in the September AIS release.

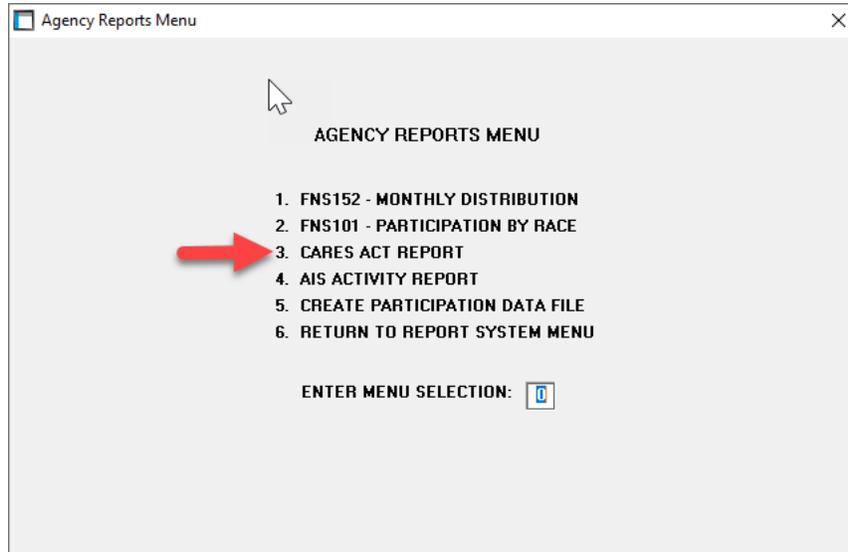
Select the Report System Menu



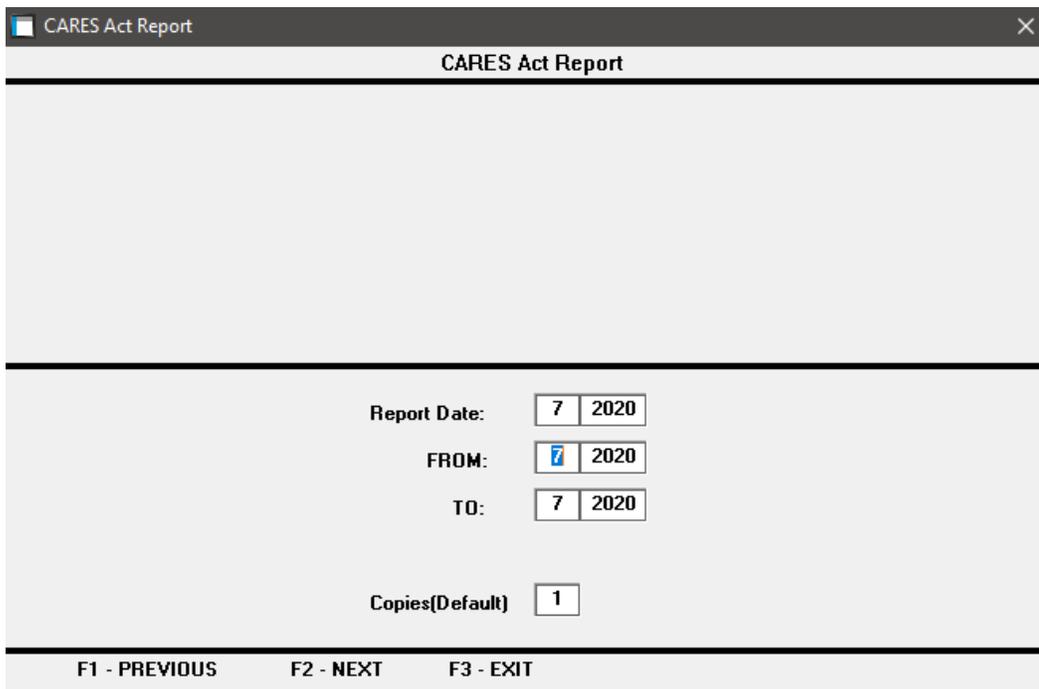
Select Agency Reports



Select CARES Act Report



After selecting the CARES Act Report, a new window displays where you specify the date range for the transactions you would like to include on the report:



After entering the Date range, select F2- Next, to print the CARES Act report.

4.0 Explaining the CARES Act Report

The CARES Act Report includes a header listing your ITO Name, DA code, and the date range selected.

The detail of the report will list the materials, transaction dates, unit sizes, and quantities of the Transfer Out transactions performed in the date range specified where the Receiving Agency specifies, "CARES" and Receiving Agency DA# specifies, "CARE."

U. S. DEPARTMENT OF AGRICULTURE Food and Nutrition Service					CARES ACT REPORT				
CARES ACT BONUS FOODS TRANSFER OUT/REDONATION TRANSACTIONS					STATE	REPORT DATE	08/18/2020	M M Y Y	
					CA	(From: 08/2020-To: 08/2020)	15:52	-----	
					NAME OF DISTRIBUTING AGENCY		DA #		
					x		MPRO		
U S D A F O O D S					REDONATIONS				
CODE	SHORT TITLE	D.O. #	DATE	UNIT SIZE	QTY REC'D	FRM	TO	DA CODE	RECEIVING AGENCY
110623	BLUEBERRIES, FRZ		08/18/2020	2.5LB CTN	1		X	CARE	CARES
110001	BISON FROZEN 1LB		08/18/2020	1 LB PACKAGE	1		X	CARE	CARES
100335	SPAGHETTI SAUCE		08/18/2020	#300 CAN	1		X	CARE	CARES
110511	MACARONI ELBOW 1LB		08/18/2020	1 LB PACKAGE	1		X	CARE	CARES
100492	RICE - LONG		08/18/2020	2 LB PACKAGE	1		X	CARE	CARES
14J67	APPLES & ORANGES		08/18/2020	5 LB BAG	3		X	CARE	CARES
16L52	VEG MIX CHL STEW 1#		08/18/2020	1 LB BAG	6		X	CARE	CARES
100050	MILK - 1 1/2 UHT		08/18/2020	32 FLUID OZ	2		X	CARE	CARES
110021	PINTO BEANS CANNED		08/18/2020	#300 CAN	1		X	CARE	CARES

Transfer Out transactions will appear on the FNS-152 report in Column 10b (Red. Out).

8. USDA COMMODITY			9. RECEIPTS				10. WITHDRAWALS				11. INVENTORY			
Commodity	Code	UnitSize	Beg.Inv	Receipt	Red. In	Avail	Issued	Red.Out	Nuted	Loss	Tot.W/D	Book	Adjust	Physical
CLEMENTINES 2LB	F640	2 LB	55	0	0	55	0	0	0	0	0	55	0	55
CLEMENTINES 3LB	F641	3 LB PKG	55	0	0	55	0	0	0	0	0	55	0	55
CRANBERRIES	F650	12 OZ	120	0	0	120	0	0	0	0	0	120	0	120
CHERRY APPLE JUI	100894	64 OZ BOTT	127	0	0	127	0	0	0	0	0	127	0	127
APPLESAUCE CUPS	110890	6/4 OZ	60	0	0	60	0	0	0	0	0	60	0	60
APPLES & ORANGES	14J67	5 LB BAG	0	100	0	100	0	0	0	0	0	100	0	100
RED APPLES FR	18J03	1 LB	0	100	0	100	0	0	0	0	0	100	0	100
APPLES FR RED 3#	17D42	3 LB BAG	0	100	0	100	0	0	0	0	0	100	0	100
APPLES FR RED 5#	14J13	5 LB BAG	0	100	0	100	0	8	0	0	8	92	0	92
GREEN APPLES 1#	18J59	1 LB	0	100	0	100	0	38	0	0	38	62	0	62
APPLES FR GREEN	15P80	3 LB BAG	0	100	0	100	0	12	0	0	12	88	0	88
APPLES FR GREEN	19B15	5 LB BAG	0	100	0	100	0	40	0	0	40	60	0	60
ASPARAGUS	16Z92	1 LB	0	100	0	100	0	11	0	0	11	89	0	89
ASPARAGUS 1#	18A01	1 LB	0	100	0	100	0	28	0	0	28	72	0	72
AVOCADOS	15T61	2 EA	0	100	0	100	0	24	0	0	24	76	0	76