

APPENDIX B-25

PHYSICAL INVENTORY COUNT DOCUMENT

1. This document is applicable to chapter 7 and appendix D-31. It is prepared by Nonaccountable storage activities for recording inventory counts. Each count document will be serially numbered and a count document control register will be provided for internal control purposes. This document is also used to forward summarized inventory counts to DSCs/ICPs and to forward custodial balances.
2. Only the asterisk fields will be utilized in reporting summarized counts/balances to DSCs/ICPs.
3. This document can be processed through SAMMSTEL by entering the Verb SODE as described in DLAH 4745.2, Volume I, Part 1, DLA Remote Users Handbook.
4. The following are the fields in the transaction:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	*Enter DIC DKA.
Routing Identifier Code (To)	4-6	*Enter the code identifying the activity to which the document is being forwarded. Appears only on summarized count document.
Type of Physical Inventory/ Transaction History Code	7	*Enter type of physical inventory/transaction history code (appendix A-18).
National Stock Number	8-20	*Enter NSN of item counted/custodial balance.
Blank	21-22	Leave blank.
Unit of Issue	23-24	*Enter UI of item counted/custodial balance.
Quantity	25-34	*For type of Physical Inventory Codes A, B, C, D, E, or F, enter quantity counted preceding significant digits with zeros. For type of Physical Inventory Code Y or Z enter the custodial balance.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Count/Record Date	35-38	*Enter the Julian date on which the item was counted or custodial balance was taken.
Blank	39-41	Leave blank.
Manager/Owner Identifier	42	*Enter Code 1 if activity in pos. 4-6 is the integrated manager and Code 2 if the activity is an owner but not the manager, or leave blank.
Blank	43-46	Leave blank.
Count Card Control Number	47-53	*Enter the serial number assigned to each document. Leave blank when pos. 7 is Y or Z.
Distribution Code	54-56	*Enter or leave blank.
Project Code	57-59	*Enter or leave blank.
Count Number	60	*Enter numeric digit to indicate the number of counts taken; enter zero for type of Physical Inventory/Transaction History Code Y or Z.
Physical Inventory Cutoff Date	61-64	*Enter (or perpetuate) the Julian date established for striking the accountable record balance; leave blank for type of Physical Inventory/Transaction History Code Y or Z.
Blank	65-66	Leave blank.
Routing Identifier Code (From)	67-69	*Enter the RIC of the Storage Location from which the transaction is being forwarded.
Ownership/Purpose Code	70	Leave blank.
Condition Code	71	*Enter Condition Code of the item.
Management Code	72	*Enter the appropriate code (appendix A-13).

<u>FIELD</u> <u>LEGEND</u>	<u>FIELD</u> <u>POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Error Classification Code	73-75	*Enter the appropriate code (appendix A-76) or leave blank.
Multi-Use	76-80	Leave blank.