

APPENDIX E-202 P

PHYSICAL INVENTORY RETENTION TRANSACTION

1. PURPOSE

This appendix provides information relative to and instructions for manual preparation of the Physical Inventory Retention Transaction, DIC ZLV, appendix B-202. DIC ZLV transaction is utilized to extend the automatic cancellation date for outstanding inventories in the Inventory Control Master File and may only be used in conjunction with Nonaccountable activities. See appendix D-177.

2. BACKGROUND

Special or Spot Inventories are automatically canceled by computer (appendix D-26) 20 days after the inventory cutoff date. Sample and complete inventories are automatically canceled 35 days after cutoff date. These cancellations occur because no inventory count document has been received from the distribution activity. These automatic cancellation dates may be extended via input of this card. When the IPC automatically cancels an inventory due to being overage, an Automatic Inventory Cancellations Listing, appendix F-211D, is furnished the Inventory Monitor.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Inventory Accounting Branch of the Directorate of Supply Operations is responsible for preparing and controlling Physical Inventory Retention Transaction, DIC ZLV, appendix B-202.

4. APPENDIX USED IN THIS PROCESS

- a. Appendix B-202, Physical Inventory Retention Transaction.
- b. Appendix D-177, Physical Inventory Retention Transaction.

5. PROCEDURE/INSTRUCTIONS

a. Processing personnel will determine the need for extending the automatic cancellation date through coordination via telephone with applicable distribution activity. Processing DIC ZLV transactions for accountable storage activities is prohibited and will cause the generation of a violation.

b. When automatic cancellation date is to be extended, prepare input document (in duplicate) in format of appendix B-202. Input document may not be released to IPC for processing earlier than the inventory cutoff date; otherwise, VRC CL will occur.

c. The extension (pos. 73-75) must range 1-30 days greater than the cancellation date established by computer as outlined in subparagraph 2 above; otherwise, VRC CL will occur. File duplicate with copy of original inventory request for control purposes. Forward original to IPC through data entry services for processing in accordance with appendix D-177, or input document via SAMMSTEL Verb SODE as depicted in DLAH 4745.2, Volume I, Part 1, DLA Remote Users Handbook.

6. FLOWCHART

Flowchart not required.