**AP3.5. APPENDIX 3.5**

**INVENTORY ADJUSTMENT – INCREASE OR DECREASE (LOGISTICS TRANSFER/ CAPITALIZATION/DECAPITALIZATION)**

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
| --- | --- | --- |
| Document Identifier Code | 1-3 | Enter DIC D8E, D8F, D9E, or D9F, as  appropriate. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the inventory control point (ICP) to which this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter stock or part number of item being adjusted. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity | 25-29 | Enter quantity of the increase or decrease, preceding significant digits with zeros. [[1]](#footnote-1),[[2]](#footnote-2) |
| Document Number | 30-43 | For DIC D8\_ increase transactions, perpetuate document number from DIC DEE or DEF transactions. For DICD9\_, decrease transactions, enter current document number of the losing ICP using a consecutive serial number for each different inventory control record balance. |
| Suffix | 44 | For DIC D8\_ transactions, perpetuate code from DIC DEE or DEF transaction. For DIC D9\_transactions, enter consecutive alpha codes A through Z when assignment of suffix codes is necessary. [[3]](#footnote-3) |
| Routing Identifier (Losing) | 45-47 | Enter RIC of the losing ICP. |
| Blank | 48-53 | Leave blank. |
| Distribution | 54-56 | Enter distribution code if inventory control records are maintained by codes reflected in the distribution field; otherwise, leave blank. |
| Project | 57-59 | Enter project code if inventory control records are maintained by codes reflected in the project field; otherwise, leave blank. |
| Blank | 60-61 | Leave blank. |
| Day of Year (Effective) | 62-64 | Enter original effective day (ordinal day of the calendar year) of the logistic transfer or decapitalization. |
| Ownership/Purpose | 65 | To be used by gaining ICP. |
| Supply Condition | 66 | To be used by gaining ICP. |
| Routing Identifier Code (Storage Activity) | 67-69 | Enter RIC of storage activity at which item is stored. |
| Ownership/Purpose | 70 | Enter ownership/purpose code of the inventory balance being affected. |
| Supply Condition | 71 | Enter supply condition code of the inventory balance being affected. |
| Management | 72 | Enter management code; otherwise, leave blank. |
| Day of Year (Transaction) | 73-75 | Enter ordinal day of the calendar year on which transaction is prepared. |
| Blank | 76-80 | Leave blank. |

1. See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

   [↑](#footnote-ref-1)
2. See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2. [↑](#footnote-ref-2)
3. See Appendix AP3 - Formats Introduction, Paragraph AP3.3.3. [↑](#footnote-ref-3)