



Los Angeles Unified School District

Maximo 7.5 / Procurement

M&O Storeroom Inventory – Return Issued Items



DEFINITION

The **Storeroom Inventory – Return Issued Items guide** describes how to return items previously issued from an M&O Storeroom back to the Stores Inventory.

NOTE: Returns shall be submitted to Stores during non-peak hours as decided by the Head Stock Clerk. Stores staff shall conduct the return transaction while the requestor is present to obtain signatures from both parties and to maintain current return records. The requestor shall notify Stores staff of the item(s) to be returned to coordinate sufficient time for the transaction to be fully processed.

1. **REQUESTOR TO SUBMIT ITEM(S) ALONG WITH ORIGINAL STOCK MATERIAL REQUISITION REPORT TO HEADSTOCK CLERK**
2. **VERIFY AND RETURN ITEM(S) IN WORK ORDER ACTUALS**

The Head Stock Clerk or Designee performs this function.

LOGIN

To login to Maximo 7.5, please go to <http://awms.lausd.net/maximo>.

Enter your **Single sign-on** username and password and click on the **Sign In** button.

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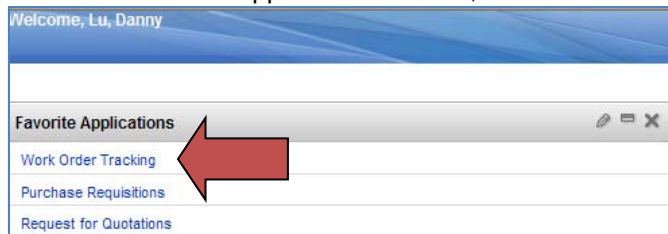
START CENTER

When you first login, you will be taken to the Maximo Start Center.



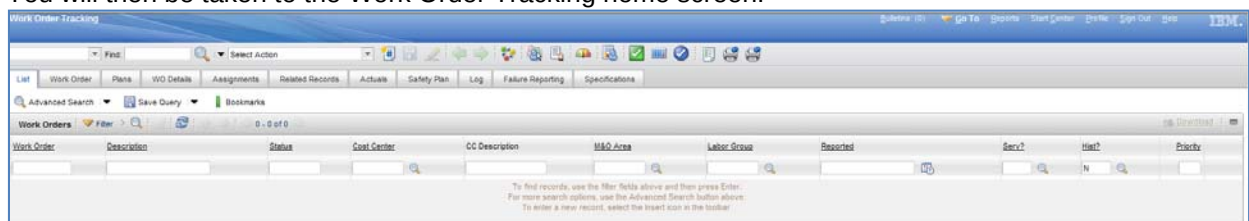
WORK ORDER TRACKING

Under the Favorite Applications section, click on the **Work Order Tracking** application.



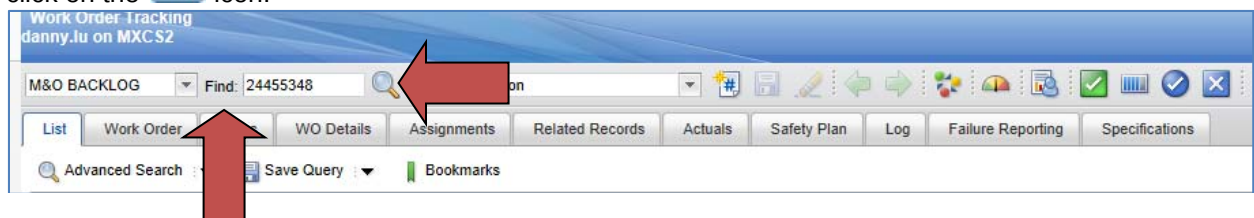
WORK ORDER TRACKING HOME

You will then be taken to the Work Order Tracking home screen.



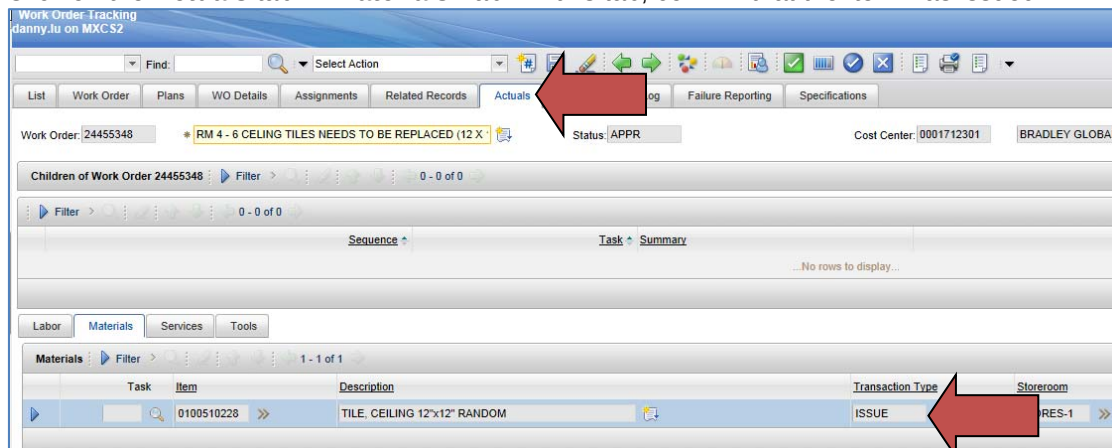
GO TO WORK ORDER

Type in the work order number found in the Stock Material Requisition report in the **Find:** field and click on the  icon.



VERIFY ISSUED ITEMS IN ACTUALS TAB

Click on the **Actuals** tab → **Materials** Tab. In this tab, confirm that the item was issued.





CREATE NEW RETURN TRANSACTION

Click on the **New Row** button and enter the following:

- **Storeroom Name**
- **Item Number**
- **Return Quantity**
- **Transaction Type:** Change from **ISSUE** to **RETURN**.

The screenshot shows the 'Materials' tab in the Maximo 7.5 interface. A table lists items with columns for Task, Item, Description, Transaction Type, and Storeroom. A new row is being added with Item 0100510228, Description 'TILE, CEILING 12"x12" RANDOM', and Transaction Type 'RETURN'. The Storeroom is 'STORES-1'. The Quantity is 1.00. The Unit Cost is 167.42. The Line Cost is -167.42. The Transaction Date is 8/13/14 1:23 PM. The Entered By is DANNY LU. The Actual Date is 8/13/14 1:23 PM. The Transaction Type is 'RETURN'. The Storeroom is 'STORES-1'. The Bin is 21A01. The Section is 1393. The Issued To is empty. The PO is empty. The Vendor is empty. The Vendor WO# is empty.

Save the record  when done.

NOTE: After saving the record, the Storeroom Inventory balance will automatically adjust.

3. PRINT THE STOCK MATERIAL RETURN REPORT

The Head Stock Clerk or Designee performs this function.

Click on the **Select Action** → **Run Reports**.

The screenshot shows the 'Work Order Tracking' interface in Maximo 7.5. The 'Select Action' dropdown menu is open, showing various options. The 'Run Reports' option is highlighted. The 'Run Reports' option is located at the bottom of the dropdown menu. The 'Run Reports' option is located at the bottom of the dropdown menu. The 'Run Reports' option is located at the bottom of the dropdown menu.



In the Reports window, select the **Stock Material Requisition** report.

Reports

Select a report from the list, or click Create Report to create an ad hoc report.

On Demand Reports | **Scheduling Status**

Reports to Run: Filter > 1 - 1 of 1 Download

Description
Stock Material Requisition

Create Report Cancel

In the Request Page, select report **2 (Stock Material Return)** and fill out the required fields and click **Submit**.

Request Page

Help Text

Parameters

* Choose Report: Enter 1 for Stock Material Request, 2 for Stock Material Return: 2

Enter Work Order Number (will override selection):

For Stock Material Return report only: enter date to show only matl trans then:

* Enter applicable storeroom: STORES-1

Show lines for the following craft code only::

* Authorized By Labor Code (required): 783916

Show matl for these tasks only (separate multiple values with comma):

* Issued to Labor Code: 783916

Enter comments/instructions:



The **Stock Material Return** report will appear.

The report will display the **Returned Quantity, Total Issued Quantity, and Net Issued Quantity**. Verify that the information is correct.

Requestor and Head Stock Clerk/Designee to sign and date the report.

		Los Angeles Unified School District		Existing Facilities Maintenance & Operations																																				
Stock Material Return																																								
Parameters Entered:		Storeroom: *STORES-1*		Actual material issues and returns with transaction date of:																																				
Authorized By Labor Code: 783916		Printed By: danny.lu																																						
Material Line Craft:		Task IDs:																																						
W.O. Number: 24455348 *24455348*		GL Account: CC:0001712301-11731		School: BRADLEY GLOBAL AWARENESS MAG		School Code: 7123																																		
				Lead Craft Code: AA		Reserved Date: 1/27/14																																		
Authorized By: (Please Print) Lu, Danny 783916		Area/Region: M&O BRANCH		Issued To: Lu, Danny 783916		Report Date and Time: Jan 22, 2014 1:14 PM																																		
Comments:																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Task ID</th> <th>Cat.</th> <th>Stock Number</th> <th>Returned Qty</th> <th>Total Issued Qty</th> <th>Net Issued Qty</th> <th>Unit</th> <th>Material</th> <th>Bin Loc.</th> <th>Unit Cost</th> <th>Ext Cost of Net Returns</th> </tr> </thead> <tbody> <tr> <td></td> <td>STK</td> <td>0100510228</td> <td>1</td> <td>6</td> <td>5</td> <td>BX</td> <td>TILE, CEILING 12"x12" RANDOM</td> <td>21A01</td> <td>\$167.42</td> <td>\$167.42</td> </tr> <tr> <td colspan="10" style="text-align: right;">Total Cost of Returned Items:</td> <td>\$167.42</td> </tr> </tbody> </table>								Task ID	Cat.	Stock Number	Returned Qty	Total Issued Qty	Net Issued Qty	Unit	Material	Bin Loc.	Unit Cost	Ext Cost of Net Returns		STK	0100510228	1	6	5	BX	TILE, CEILING 12"x12" RANDOM	21A01	\$167.42	\$167.42	Total Cost of Returned Items:										\$167.42
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Total Cost of Returned Items:										\$167.42																														
Requestor Sign/Date			Date Filled: _____ Name: _____		Received By Emp #: _____ Printed Name: _____ Signature: _____ Received Date: _____			Head Stock Clerk Sign/Date																																

File signed documents.

Congratulations, you have just completed a Stock Material Return.

Should you have any questions on this guide, please contact the Danny Lu (danny.lu@lausd.net / 213-241-7007), Mark Merrick (mark.merrick@lausd.net / 213-241-7013), or John Herweg (john.herweg@lausd.net / 213-241-7016).