



Los Angeles Unified School District

Maximo 7.5 / Procurement

Storeroom Inventory – How to Add an Item



DEFINITION

The **Storeroom Inventory – How to Add an Item Guide** details step by step instructions on how to add an item to your Storeroom Inventory in Maximo.

PREREQUISITE

An item must be created in the Item Master application first before it can be added to a Storeroom. If you cannot locate the item in the Item Master application, please contact the Maximo team.

LOGIN

The Head Stock Clerk or Designee performs this function.

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.

1. LOCATE ITEM IN THE ITEM MASTER APPLICATION

START CENTER

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



Under the Favorite Applications section, click on the **Item Master** application.

Favorite Applications
Work Order Tracking
Labor Reporting
View Requisition
Purchase Requisitions
Request for Quotations
Purchase Orders
Receiving
Preventive Maintenance
Assets
Job Plans
Invoices
Work Requests
Companies
Purchase Contracts
Issues and Transfers
Item Master
Service Request Review

ITEM MASTER HOME

You will then be taken to the Item Master home screen; in this screen, you will search for the item(s) you wish to add to your storeroom. You may search by typing in a key word in the Description field (e.g. glove) and hit the enter key.

Item Master
danny.lu on MaxApp03

Find: [] Select Action []

List Item Storerooms Vendors Specifications Item Assembly Structure

Advanced Search [] Save Query [] Bookmarks []

Items: [] Filter [] 0 - 0 of 0

Item	Description	Product Category
[]	glove	[]

To find records, use the filter fields above and then press Enter.
For more search options, use the Advanced Search button above.
To enter a new record, select the Insert icon in the toolbar.



The result set will appear. Click on the **Item Number** that matches the item you want to add to your storeroom.

Item Master
danny.lu on MaxApp03

Find: [] Select Action []

List Item Storerooms Vendors Specifications Item Assembly Structure

Advanced Search [] Save Query [] Bookmarks []

Items [] Filter [] 1 - 20 of 67 []

Item	Description
2002755094	GLOVES G-TEK NITRILE COATED X-LARGE SIZE
4751470598	GLOVES, VINYL, DISPOSABLE, SMALL
2014169300	GLOVE, WORK W/LATEX COATING
2014200000	Gloves: Latex, Plastic, PVC, Poly, Synthetic, Vinyl, etc. (All Types)
6701000927	GLOVES, BLUE, NITRILE, SM- MED, ULTRA, 8 MIL

On the Item record, click on the **Select Action** dropdown → **Add Items to Storeroom**

Item Master
danny.lu on MaxApp03

Find: [] Select Action []

List Item Storerooms Vendors Specifications

Item: 2014169300 >> GLOVE, W

Item Set: ILAUSDORG

Product Category: 20100 CLOTHING

Product ID: 2014169300 WORK GLO

Contract No: []

Meter Group: []

Meter: []

Lot Type: NOLOT

Maximum Quantity Issued: []

Order Unit: PR

Select Action []

- Change Status
- View Status History
- Change Capitalized Status
- Copy Item Assembly Structure
- Add Items To Storeroom
- Unit of Measure and Conversion
- View Contracts
- Add/Modify Image
- Item/Organization Details
- Add/Modify Commodity Codes
- Attachment Library/Folders
- Duplicate Item
- Add to Bookmarks
- Run Reports
- Cognos Reporting



An **Add Items to Storeroom** window will appear. Type in or Select your Storeroom name and click OK.

Add Items to Storeroom

Site: LAUSD

Storeroom: STORES-N10F >> Area-N1 General Operations Inventory

OK

Next, enter the **Unit Cost, Default Bin, Current Balance, Issue Unit** and hit the **OK** button.

Add Items to Storeroom

Storeroom Information: Filter > 1 - 1 of 1 Download

Item	Issue Cost Type	Unit Cost	Default Bin	Current Balance	Lot	Issue Unit	Order Unit	Site
2014169300	AVERAGE	2.50	1A01	50.00		EA	PR	LAUSD

OK

Congratulations! You have just added an item into your Storeroom Inventory.

Repeat steps for any additional items.