



Los Angeles Unified School District

Maximo 7.6 / Procurement Storeroom Inventory Physical Count and Reconciliation Guide



DEFINITION

The **Storeroom Inventory Physical Count and Reconciliation Guide** details step by step instructions on how to perform a physical count and reconcile your inventory count in Maximo. Each M&O Area Stores warehouse is required to perform a bi-annual inventory, or count, of items contained in their warehouse.

PURPOSE

A bi-annual inventory establishes a synchronized record and baseline of what exists in physical inventory with what is recorded electronically. This enables the Head Stock Clerk to accurately track balances and activity for each item during the year that follows.

ROLES/RESPONSIBILITY OVERVIEW

The Head Stock Clerk in each M&O Area **will not** conduct annual Inventory Physical Counts and Reconciliations in their own Warehouses. Head Stock Clerks will be assigned to another Area Warehouse to lead and perform the Inventory count. All other stores personnel will stay in their respective Areas to assist in the effort.

The following tasks are to be performed to complete the Annual Inventory:

1. Print the Physical Inventory Count Report. Physically count and handwrite the number of item contained in each bin in the corresponding line item of the printed report.
2. Enter the New Count recorded on the Physical Inventory Count Report.
3. Reconcile Balances.
4. Print the Inventory Physical Count Certification report.

LOGIN

The Head Stock Clerk or Designee performs this function.

To login to Maximo 7.6, please go to <https://awms.lausd.net/maximo/> .

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

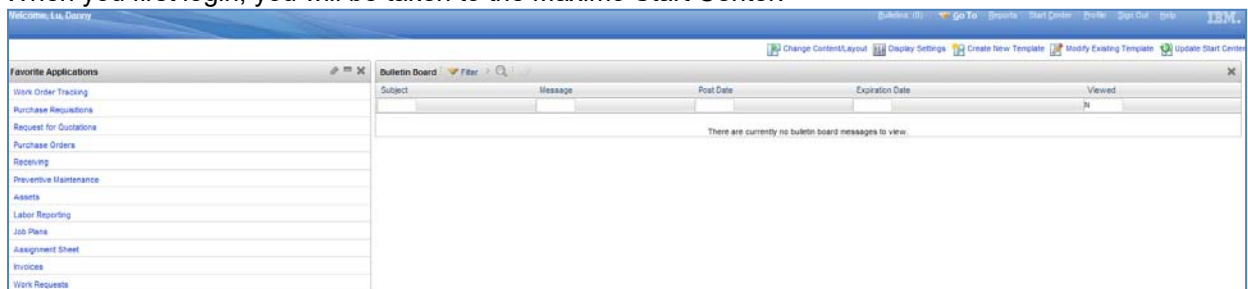


The login screen for Maximo 7.6 MaxApp04. It features the Tivoli software and IBM logos at the top. The central area contains the Maximo 7.6 MaxApp04 title, the Los Angeles Unified School District logo, and a login form with fields for User Name (john.herweg) and Password (masked with asterisks), and a Sign In button. The footer contains copyright information: © Copyright IBM Corp. 2007-2020. All rights reserved. See product license for details.

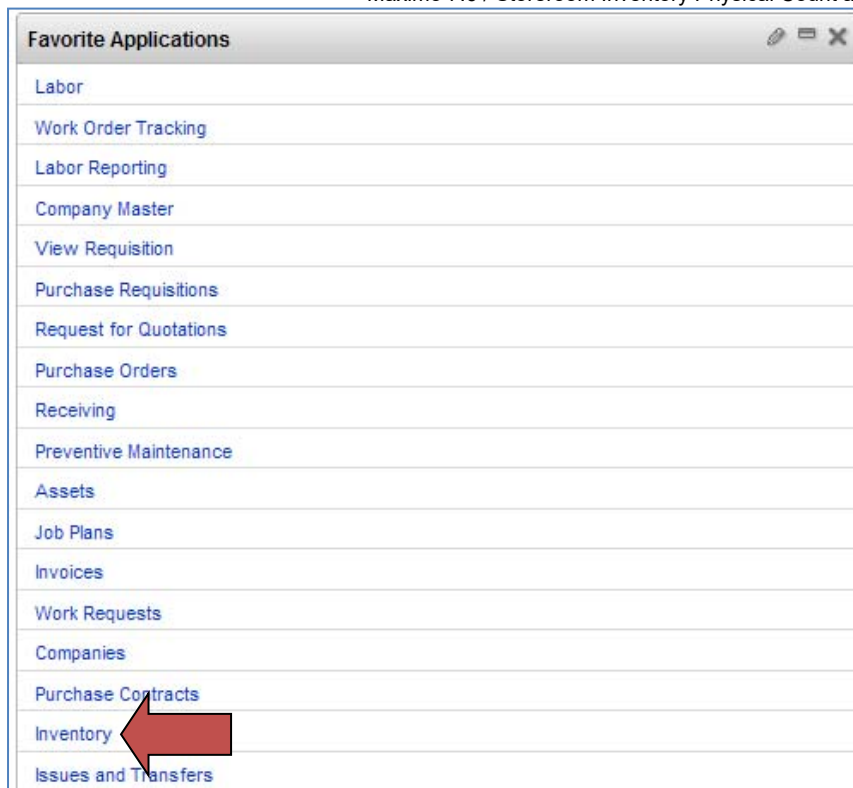
1. PRINT PHYSICAL INVENTORY COUNT REPORT

START CENTER

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

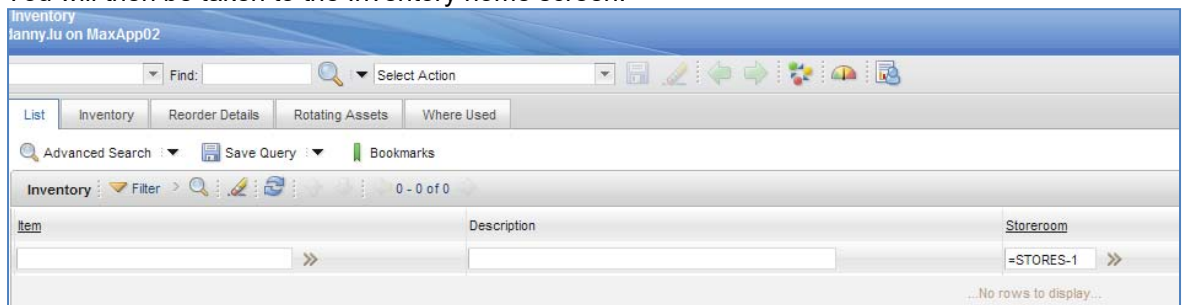


Under the Favorite Applications section, click on the **Inventory** application.

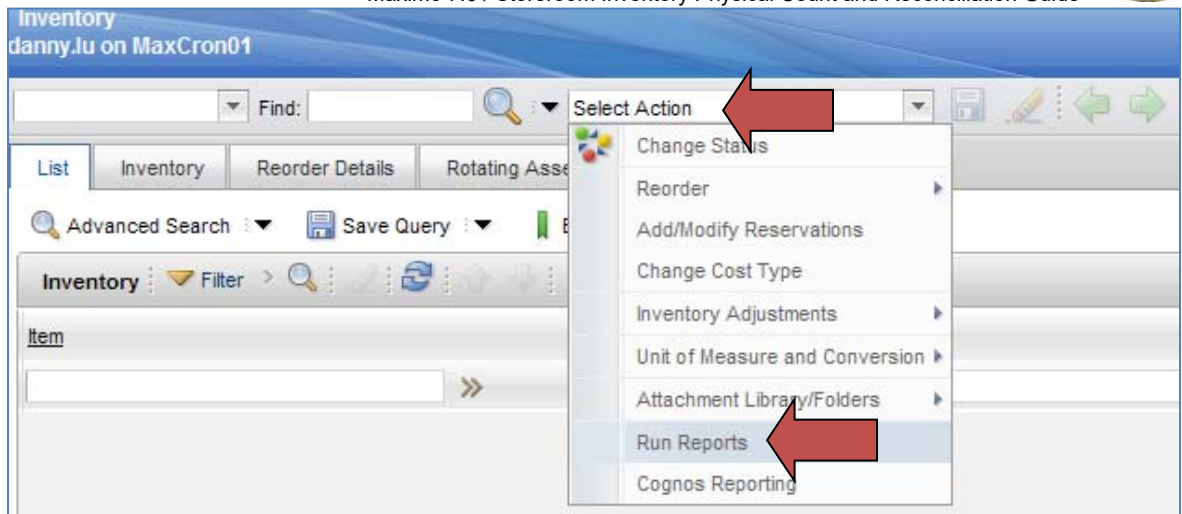


INVENTORY HOME

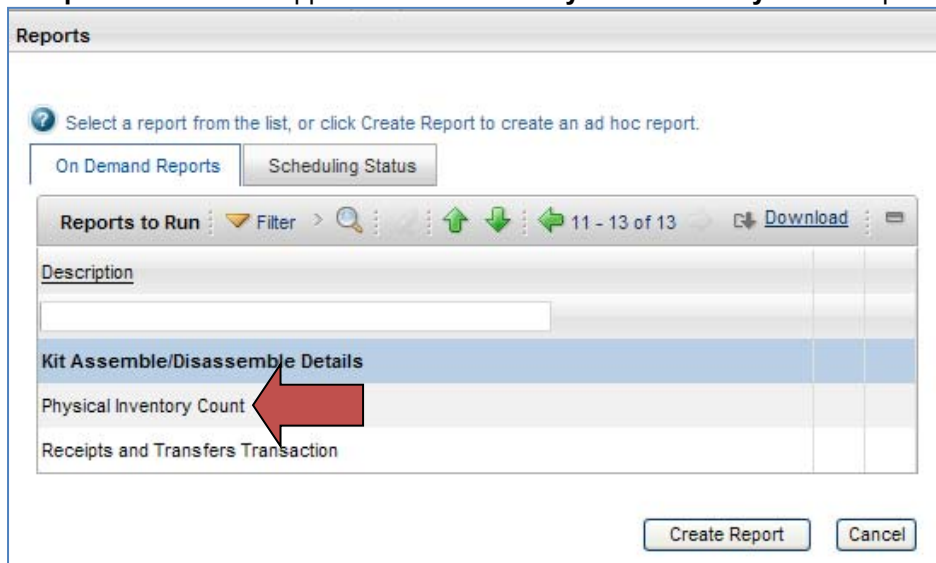
You will then be taken to the Inventory home screen.



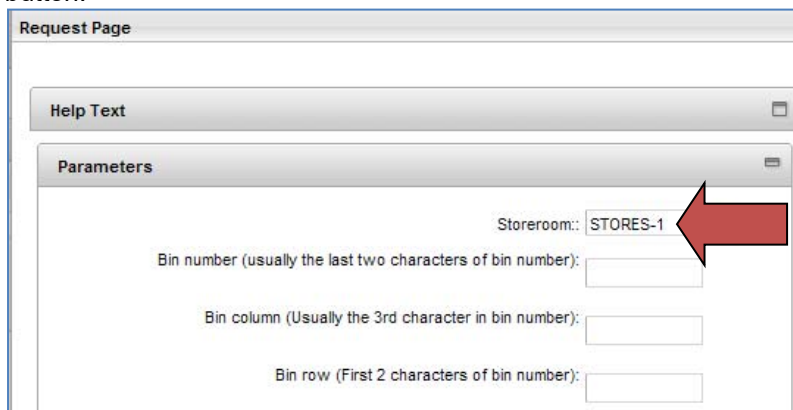
Click on the **Select Action** dropdown and select **Run Reports**.



A **Reports** window will appear. Click on the **Physical Inventory Count** report.



A **Request Page** will appear. Type the **Storeroom** number (e.g. **STORES-1**) and click on the **Submit** button.



- **Physical Count**

- 

Los Angeles Unified School District

**Existing Facilities
Maintenance & Operations**



Physical Inventory Count Sheet

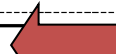
Storeroom: **STORES-1**

With Bin Number like:



Bin #	Issue Unit	Item #	Description	Physical Count
01A01	EA	8053000400	RING, BASKETBALL, W/O NET	

Part #	Material	Part Description	Quantity
01D01	EA	2851033030 CLAMP CABLE 1/4" GALVANIZED	
01D01	EA	2851033040 CLAMP CABLE 3/4" GALVANIZED	
01D02	EA	7659583115 TURNBUCKLE GALV 5/16X9" 4-1/2"	
01D02	EA	7659583135 TURNBUCKLE GALV 3/8X11-1/2" 6"	

Counted By:			
Input By:			
Verified By:			

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2. ENTER THE NEW COUNT RECORDED ON THE PHYSICAL INVENTORY COUNT REPORT IN YOUR INVENTORY.

In the **Inventory** application, to display the inventory items, type in the **Storeroom** name in the Storeroom field and hit enter.

Inventory
danny.lu on MaxApp02

Find: [] Select Action []

List Inventory Reorder Details Rotating Assets Where Used

Advanced Search [] Save Query [] Bookmarks []

Inventory [] Filter [] 0 - 0 of 0

Item	Description	Storeroom
[]	[]	=STORES-1

...No rows to display...

A list of your inventory items will appear.

Inventory
danny.lu on MaxApp02

Find: [] Select Action []

List Inventory Reorder Details Rotating Assets Where Used

Advanced Search [] Save Query [] Bookmarks []

Inventory [] Filter [] 1 - 20 of 2609

Item	Description	Storeroom	Current Balance
[]	[]	=STORES-1	[]
0054201304	WHEEL CUTOFF 4-1/2" X 1/8" X 7/8" METAL	STORES-1	0.00
0312500156	THERMOSTAT DIAL-GAS MONTAGUE part # 1024-3	STORES-1	0.00
0756652160	RUST PREVENTATIVE, WD-40 AEROSOL SPRAY	STORES-1	-155.00
1501242055	CONCRETE 60# CEMENT READY-MIX	STORES-1	-476.00

You have the option to update the count on **ALL** of your inventory items at once or individual.

Option 1: Update **ALL** inventory item counts at once.

On your inventory list, click on the **Select Action** dropdown and select **Inventory Adjustments** → **Physical Count**.

Inventory
danny.lu on MaxApp02

Find: [] Select Action []

List Inventory Reorder Details Rotating Assets Where Used

Advanced Search [] Save Query [] Bookmarks []

Inventory [] Filter [] 1 - 20 of 2609

Item []

Select Action []

- Change Status
- Reorder
- Add/Modify Reservations
- Change Cost Type
- Inventory Adjustments
- Unit of Measure and Conversion
- Attachment Library/Folders

Reconcile Balances

Zero Year to Date Quantities

Physical Count

A **System Message** window will appear. Click on the **OK** button.



System Message

BMXAA2185W - This action affects all 2609 records in this result set.

If you would like to select one or more records to apply this action to, click Cancel, then:

- select the desired records using check boxes on the List page
- select the action you would like to perform on them.

If you want to proceed with the action on the entire result set, click OK.

A **Physical Count Adjustment** window will appear. The **Count Date** auto-populates to the current date, however you can insert a different **Physical Count Date** if it is incorrect, click on the **Apply** button when done.

Physical Count Adjustment

Physical Count Date:

Inventory Balances | Filter > | | 1 - 15 of 2651 | | Download

Item	Storeroom	Bin	Site	Condition Code	Lot	Physical Count	New Count	Count Date	
0051463050	STORES-1	15D03	LAUSD			642.00		9/24/13 2:48 PM	
0100510228	STORES-1	21A01	LAUSD			22.00		9/24/13 2:48 PM	
0310600264	STORES-1	13B04	LAUSD			3.00		9/24/13 2:48 PM	

Enter the **New Count** in the following manner:

- Verify the **Item number**, **Description** and **Bin** numbers are the same as the item appearing on the **Physical Inventory Count** report.
- Enter the **New Count** quantity in the **New Count** column for each of the items.
- Use the **next record** icon to go to the next page.
- Click on the **OK** button when done.



Maximo 7.6 / Storeroom Inventory Physical Count and Reconciliation Guide

Physical Count Adjustment

Physical Count Date:

Inventory Balances 1 - 15 of 2651

Item	Storeroom	Bin	Site	Condition Code	Lot	Physical Count	New Count	Count Date	
0051463050	STORES-1	15D03	LAUSD			642.00	642.00		
0100510228	STORES-1	21A01	LAUSD			22.00	20.00		
0310600264	STORES-1	13B04	LAUSD			3.00	3.00		
0756652160	STORES-1	14B04	LAUSD			34.00		9/24/13 2:48 PM	
0855510320	STORES-1	01F05	LAUSD			1,211.00		9/24/13 2:48 PM	
1454578248	STORES-1	15C02	LAUSD			18.00		9/24/13 2:48 PM	
1501227095	STORES-1	23C01	LAUSD			14.00		9/24/13 2:48 PM	
1501420014	STORES-1	15A02	LAUSD			16.00		9/24/13 2:48 PM	
1502730161	STORES-1	20C01	LAUSD			7.00		9/24/13 2:48 PM	
1505346010	STORES-1	31A03	LAUSD			0.00		9/24/13 2:48 PM	
1754933260	STORES-1	04G05	LAUSD			260.00		9/24/13 2:48 PM	
1754933284	STORES-1	12E05	LAUSD			12.00		9/24/13 2:48 PM	
2072500105	STORES-1	04G07	LAUSD			3.00		9/24/13 2:48 PM	
2802479170	STORES-1	19A05	LAUSD			12.00		9/24/13 2:48 PM	
2802479181	STORES-1	19A03	LAUSD			13.00		9/24/13 2:48 PM	

After you are done updating all the items, you must reconcile the balances. Click on the **Select Action** dropdown and select **Inventory Adjustment → Reconcile Balances**.

Inventory
danny.lu on MaxApp02

Find:

Select Action

- Change Status
- Reorder
- Add/Modify Reservations
- Change Cost Type
- Inventory Adjustments**
- Unit of Measure and Conversion
- Attachment Library/Folders

- Reconcile Balances**
- Zero Year to Date Quantities
- Physical Count

A **System Message** will appear. Click on the **OK** button.



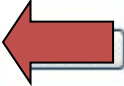
System Message

 BMXAA2185W - This action affects all 2609 records in this result set.

If you would like to select one or more records to apply this action to, click Cancel, then:

- select the desired records using check boxes on the List page
- select the action you would like to perform on them.

If you want to proceed with the action on the entire result set, click OK.



After updating and reconciling each page of the Physical Inventory Count Sheet, the individual who inputted the updates will Print his/her Name, Signature and Date on the **Input By** lines at the bottom of the report.

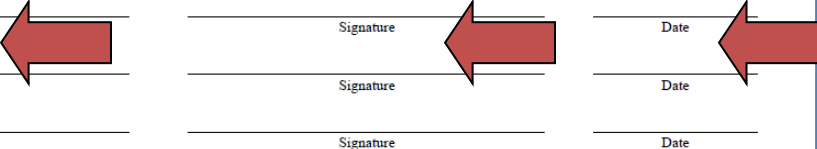
01D01	EA	2851033030	CLAMP CABLE 1/4" GALVANIZED	
01D01	EA	2851033040	CLAMP CABLE 3/4" GALVANIZED	
01D02	EA	7659583115	TURNBUCKLE GALV 5/16X9" 4-1/2"	
01D02	EA	7659583135	TURNBUCKLE GALV 3/8X11-1/2" 6"	

Counted By: _____

Input By: _____

Verified By: _____

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Option 2: Update New Count for a single bin item.

On your inventory list, go to the **item number** you wish to update the count by clicking on the item number.

Inventory
JannyJu on MaxApp02

Find: Select Action

List Inventory Reorder Details Rotating Assets Where Used

Advanced Search

Inventory

Item	Description	Storeroom	Current Balance
0054201304 	WHEEL CUTOFF 4-1/2" X 1/8" X 7/8" METAL	STORES-1	0.00
0312500156	THERMOSTAT DIAL-GAS MONTAGUE part # 1024-3	STORES-1	0.00
0756652160	RUST PREVENTATIVE, WD-40 AEROSOL SPRAY	STORES-1	-155.00

You will be taken to the inventory record.

Inventory
anny.lu on MaxApp02

Find:  Select Action      

List **Inventory** Reorder Details Rotating Assets Where Used

Item: 2104516120 >> BOX YARD CEMENT PLAIN W / LD (WATER)  Site: LAUSD

Storeroom: STORES-1 >> Storeroom for Area 1  Status: ACTIVE

Lot Type: NOLOT Default Bin: 30A01

Issue Cost Type: AVERAGE Default Stage Bin:

Receipt Tolerance %: Capitalized? ☐

KR? ☐

Click on the **Select Action** dropdown and select **Inventory Adjustments → Physical Count**.

Inventory
anny.lu on MaxApp02

Find:

Select Action

- Change Status
- View Status History
- Reorder
- Add/Modify Reservations
- Change Cost Type
- Issue Current Item
- Issue Current Item to Multiple Assets
- Transfer Current Item
- Assemble Kit
- Disassemble Kit
- View Item Availability
- View Vendor Analysis
- View Inventory Transactions
- View/Edit Consignment Details
- Inventory Adjustments
- Unit of Measure and Conversion
- Attachment Library/Folders
- Add to Bookmarks

Item: 2104516120 **BOX YARD CEM**

Storeroom: STORES-1 **Storeroom for A**

Lot Type: NOLOT

Issue Cost Type: AVERAGE

Receipt Tolerance %:

Available Balance Summary

Current Balance:

Hard Reserved Quantity Not Staged:

Hard Reserved Quantity Shipped:

Total Quantity Shipped:

Summary Information

Quantity Currently Reserved: 0.00

Reconcile Balances

Zero Year to Date Quantities

Current Balance

Physical Count

A **Physical Count Adjustment** window will appear. The **Count Date** auto-populates to the current date, however you can insert a different **Physical Count Date** if it is incorrect, click on the **Apply** button when done.

Physical Count Adjustment

Physical Count Date:   

Inventory Balances  Filter >    1 - 1 of 1  Download 

Item	Storeroom	Bin	Site	Condition Code	Lot	Physical Count	New Count	Count Date
2104516120	STORES-1	30A01	LAUSD			8.00		9/24/13 3:11 PM  



Verify the **Item number**, **Description** and **Bin** numbers are the same as the item appearing on the **Physical Inventory Count** report. Enter the **New Count** quantity in the **New Count** column. Click on the **OK** button when done.

The screenshot shows the 'Physical Count Adjustment' form. At the top, there is a 'Physical Count Date' field and an 'Apply' button. Below this is a table titled 'Inventory Balances' with columns: Item, Storeroom, Bin, Site, Condition Code, Lot, Physical Count, New Count, and Count Date. A single row is visible with Item 2104516120, Storeroom STORES-1, Bin 30A01, Site LAUSD, Physical Count 8.00, and New Count 10. Red arrows point to the 'New Count' field and the 'OK' button at the bottom right.

After you click **OK**, you will notice that the new **Physical Count** will appear under the **Inventory Balances** section.

The screenshot shows the 'Inventory Balances' table after the update. The table has columns: Bin, Lot, Condition Code, Current Balance, Staged Balance, Staging Bin?, Physical Count, and Physical Count Date. A single row is visible with Bin 30A01, Current Balance 2.00, Staged Balance 0.00, Physical Count 10.00, and Physical Count Date 9/24/13 3:14 PM. A red arrow points to the 'Physical Count' column.

After you are done updated all of the counts, you must reconcile the balances. Click on the **Select Action** dropdown and select **Inventory Adjustment → Reconcile Balances**.

The screenshot shows the 'Inventory' form with the 'Select Action' dropdown menu open. The dropdown menu lists various actions, including 'Reconcile Balances'. Red arrows point to the 'Select Action' dropdown, the 'Inventory Adjustments' option in the dropdown, and the 'Reconcile Balances' option at the bottom right of the form.



A **Reconcile Balances** window will appear. Click on the **OK** button.

Reconcile Balances

Select a different GL control account or GL shrinkage account if required. To reconcile the balance for the item in the displayed storeroom, click OK.

Storeroom: STORES-1

Control GL Account: Shrinkage GL Account:

OK

Repeat steps for each individual item you wish to update count and reconcile.

After updating and reconciling each page of the Physical Inventory Count Sheet, the individual who inputted the updates will Print his/her Name, Signature and Date on the **Input By** lines at the bottom of the report.

01D01	EA	2851033030	CLAMP CABLE 1/4" GALVANIZED	
01D01	EA	2851033040	CLAMP CABLE 3/4" GALVANIZED	
01D02	EA	7659583115	TURNBUCKLE GALV 5/16X9" 4-1/2"	
01D02	EA	7659583135	TURNBUCKLE GALV 3/8X11-1/2" 6"	

Counted By: _____

Input By: _____

Verified By: _____

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3. RANDOM COUNT VERIFICATION

The Area Facilities Services Director (AFSD) and/or Complex Project Manager is responsible for performing random count verifications. If the counts differ from what is written on the Physical Count Sheet, the AFSD/CPM will contact the individual(s) who performed the count to find out why there is a discrepancy. Updates will be made in Maximo if needed.

After completing the random count verifications, the AFSD/CPM will Print his/her Name, Signature and Date on the **Verified By** lines at the bottom of the Physical Inventory Count Sheet report.

Counted By:	_____	_____	_____
Input By:	_____	_____	_____
Verified By:	_____	_____	_____

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4. CERTIFICATION OF COMPLETION OF COUNTS

The Head Stock Clerk will perform this function.

Navigate to Maximo Inventory application. From the Select Action drop down, select Run Reports. Choose the Inventory Physical Count Certification report

The screenshot shows the 'Reports' window in Maximo. At the top, there is a header 'Reports' and a sub-header 'Select a report from the list, or click Create Report to create an ad hoc report.' Below this, there are two tabs: 'On Demand Reports' (selected) and 'Scheduling Status'. A toolbar contains a 'Filter' button, a search icon, a green arrow icon, and a 'Download' button. The main area is a list of reports. The report 'Book Meeting, Area - Inactive Inventory Items by Storeroom' is highlighted in blue. Below it, the report 'Inventory Physical Count Certification' is selected, and a red arrow points to it. Other reports in the list include 'DNR Items Clean-Up', 'Employee Inventory Usage Report', 'Inventory Balance Report', 'Inventory Reorder Point', 'Inventory Transactions - Issues and Returns', 'Inventory Transactions - Receipts and Transfers', 'Inventory Transactions List', 'Outstanding Reserve Items', 'Physical Inventory Count', and 'Stock Material Requisition'. At the bottom right, there are two buttons: 'Create Report' and 'Cancel'.

Description		
Book Meeting, Area - Inactive Inventory Items by Storeroom		
DNR Items Clean-Up		
Employee Inventory Usage Report		
Inventory Balance Report		
Inventory Physical Count Certification		
Inventory Reorder Point		
Inventory Transactions - Issues and Returns		
Inventory Transactions - Receipts and Transfers		
Inventory Transactions List		
Outstanding Reserve Items		
Physical Inventory Count		
Stock Material Requisition		

A window with the report parameters will pop up. Enter the date the counting process started and the storeroom location



Request Page

Help Text

Parameters

✦ Enter date that the current physical count is due: 12/1/20

Enter Storeroom Area (optional): N1, N2, C1, C2, C3, S1, S2, ATU, LRP, LOCK: C3

Output format (pdf is default, or leave blank for web browser view): pdf

Schedule

☒ Immediate

☐ At this Time

☐ Recurring

Email

To:

Subject:

Comments:

File Type:

☒ PDF

☐ XLS

Report Delivery Format:

☒ Email with a file attachment

☐ Email with a file URL

Submit

If there are any pending items that haven't been counted or reconciled, they will be listed within the result of the report. When all items have been counted and reconciled the report will give a count summary and signatures lines. The report should be signed by the Head Stock Clerk that performed the count and the AFSD

**Inventory Physical Count**
Physical Counts after 6/30/2020

Location	Item #	Item Description	Curr Bal	Phys Ct	New Phys Ct	Phys Ct Date	Reconciled ?	Bin #	Avg Cost	Ext Cost
----------	--------	------------------	----------	---------	----------------	-----------------	--------------	-------	----------	----------

Inventory Count Completed On: 6/30/20
 Total Items Counted: 50
 Total Inventory Value: \$10,102.12
 Count Timeframe: 06/30/2020 to 06/30/2020

Approvals:

 Head Stock Clerk

 AFSD

5. FILING

The Clerical Department performs this function.

At the end of the Annual Inventory Physical Count and Reconciliation process, all documentations will be given to the Clerical Department for filing and storage.

Should you have any questions on this guide, please contact one of the Maximo team members.