



Los Angeles Unified School District

Maximo 7.5 / Procurement

Storeroom Inventory – How to Transfer Items between Storerooms



DEFINITION

The **Storeroom Inventory – How to Transfer Items between Storerooms** details step by step instructions on how to Transfer Items between Storerooms.

LOGIN

The (Transferring) 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.

Tivoli. software **IBM.**

Welcome to Maximo



User Name:

Password:

[Forgot Password?](#)
[New User? Register Now](#)

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1. LOCATE THE ITEM IN THE INVENTORY APPLICATION (FROM STOREROOM)

START CENTER

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

Favorite Applications

- Work Order Tracking
- Purchase Requisitions
- Request for Quotations
- Purchase Orders
- Receiving
- Preventive Maintenance
- Assets
- Labor Reporting
- Job Plans
- Assignment Sheet
- Invoices
- Work Requests

Bulletin Board

Subject	Message	Post Date	Expiration Date	Viewed
There are currently no bulletin board messages to view.				



Under the Favorite Applications section, click on the **Inventory** 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
Inventory
Item Master
Labor
Service Request Review

INVENTORY HOME

You will then be taken to the Inventory home screen; in this screen, you will search for the item you wish to add to your storeroom. You may search by typing in a key word in the Description field (e.g. door) and the Storeroom name (e.g. =STORES-10) and hit the enter key.

Inventory
lanny.lu on MaxApp03

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
	door	=STORES-10

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.



Maximo 7.5 / Storeroom Inventory – How to Transfer Items between Storerooms

The result set will appear. Click on the **Item Number** that matches the item you want to transfer from your Storeroom to another.

Inventory
lanny.lu on MXCS2

Find: [] Select Action []

List Inventory Reorder Details Rotating Assets Where Used

Advanced Search [] Save Query [] Bookmarks []

Inventory [] Filter [] 1 - 20 of 30 []

Item	Description	Storeroom
[]	door	=STORES-10 []
1502730120	DOOR, BIRCH 2' 6" X 7' 0" X 1 3/4"	STORES-10
1502730161	DOOR, BIRCH 3' 0" X 7' 0"	STORES-10
1502730201	DOOR, OVERLAY 2' 6" X 7' 0" X 1 3/4"	STORES-10
1502730235	DOOR, OVERLAY 3' 0" X 7' 0" X 1 3/4"	STORES-10
1502730244	DOOR, OVERLAY 3' 6" X 7' 0" X 1 3/4"	STORES-10

On the Item record, click on the **Select Action** dropdown → **Transfer Current Item**

Inventory
lanny.lu on MXCS2

Find: [] Select Action []

List Inventory Reorder Details Rotating Assets

Item: 1502730120 [] DOOR, BIRCH 2' 6" X 7' 0" X 1 3/4"

Storeroom: STORES-10 [] Storeroom

Lot Type: NOLOT

Issue Cost Type: AVERAGE

Receipt Tolerance %: []

Exclude from cost calculations? []

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

A **Transfer Current Item** window will appear. Type in the **Quantity** you wish to transfer, the **To Storeroom** name and click **OK**.

Transfer Current Item

Item: 1502730120 [] DOOR, BIRCH 2' 6" X 7' 0" X 1 3/4" []

Details

* Quantity: 2 [] From Lot: [] Unit Cost: 145.05

From Storeroom: STORES-10 [] To Lot: [] Line Cost: 145.05

* To Site: LAUSD [] From Condition Code: [] GL Debit Account: GL-932050 []

* To Storeroom: STORES-8 [] From Bin: 21D03 [] From Issue Unit: EA [] GL Credit Account: []

To Bin: [] To Issue Unit: [] Memo: []

* Conversion Factor: 1.00

OK []



Congratulations, you have just transferred an item from your Storeroom to another (Repeat steps for any additional items to transfer).

Notify the (Receiving) Head Stock Clerk that you have transferred an item to his/her storeroom and provide them with the Item Number.

GO TO RECEIVED ITEM IN INVENTORY APPLICATION AND ASSIGN BIN NUMBER

The (Receiving) Head Stock Clerk or Designee performs this function.

Inventory
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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
1502730120		=STORES-8

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.

Assign **Default Bin** number to new item received and **save**.

Inventory
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Find: [] Select Action []

List Inventory Reorder Details Rotating Assets Where Used

Item: 1502730120 >> DOOR, BIRCH 2' 6" X 7' 0" X 1 3/4"

Storeroom: STORES-8 >> Storeroom for Area 8

Lot Type: NOLOT

Issue Cost Type: AVERAGE

Receipt Tolerance %: []

Exclude from cost calculations? ☐

Site: LAUSD

Status: ACTIVE

Default Bin: A123

Default Stage Bin: []

Capitalized? ☐

Kit? ☐

Available Balance Summary	Other Balance Summary Information	ABC Analysis
Current Balance: 2.00	Quantity Currently Reserved: 0.00	
Hard Reserved Quantity Not Staged: 0.00	Hard Reserved Quantity: 0.00	
Hard Reserved Quantity Shipped: 0.00	Soft Reserved Quantity: 0.00	
Total Quantity Shipped: 0.00	Quantity Staged: 0.00	
Expired Quantity in Stock: 0.00	Quantity in Holding Location: 0.00	
Quantity Available: 2.00		

Complete. Repeat steps for any additional items transferred to your storeroom.

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