

Los Angeles Unified School District

AWMS Procurement Working Group
Delete an Item from Stores Inventory in
AWMS

LAUSD AWMS Maintenance and Operations

Delete an Item from Stores Inventory in AWMS

DEFINITION

An item to be deleted from a local Stores Inventory must meet the following requirements:

1. The item must have a zero physical balance in the warehouse.
2. The item must have a zero physical and current balance, and be reconciled in AWMS Maximo.
3. There may be no outstanding reservations against the item in the local Stores Inventory. The Head Stock Clerk will use the Planned and Reserved Items Report to locate all sources of outstanding reservations against their storeroom which may exist in:
 - a. A Purchase Requisition / Purchase Order
 - b. A Planned Job
 - c. A Stock Material Requisition
 - d. A Desktop Requisition

PURPOSE

The Head Stock Clerk may find it necessary to delete an item from the local Stores Inventory if:

1. The item has a history of zero transactions, or no purchasing activity, for a period of time to be determined by the Head Stock Clerk and Area Facilities Services Director (AFSD).
2. The item is not longer needed, has been discontinued, or is being sent to salvage.
3. The item is a duplicate in AWMS Stores Inventory.

OVERVIEW

A Maximo Administrator is responsible for deleting items from Stores Inventory due to a recent change in business practice and AWMS Maximo permissions. **The Head Stock Clerk will perform the following tasks to prepare an item to be submitted to the Maximo Administrator for deletion:**

1. Deplete the physical stock in the warehouse to zero.
2. Log in to AWMS Maximo, query for the item, bring the physical count to zero, change the Default Bin to read DNR (Do Not Reorder), and reconcile the item.
3. Run the Planned and Reserved Items Report. Are there pending transactions against the selected Storeroom (any transactions appearing before the green header?)
 - a. Yes - Proceed to step 4.
 - b. No - Proceed to Step 7.
4. Route the report to the appropriate Craft to notify them of any outstanding planned and/or reserved item(s).
5. Communicate with the Crafts to Issue, Direct Issue, Delete, or Cancel any outstanding planned and/or reserved item(s).
6. Run the Planned and Reserved Items Report a final time in which all items to be deleted should appear under the section labeled, *DNR items with no pending transactions against selected Storeroom.*
7. The Head Stock Clerk shall submit the item(s) to the Maximo Administrator to be removed from the local Storeroom Inventory.

1. DEplete the physical stock in the warehouse to zero

The Head Stock Clerk will perform this function

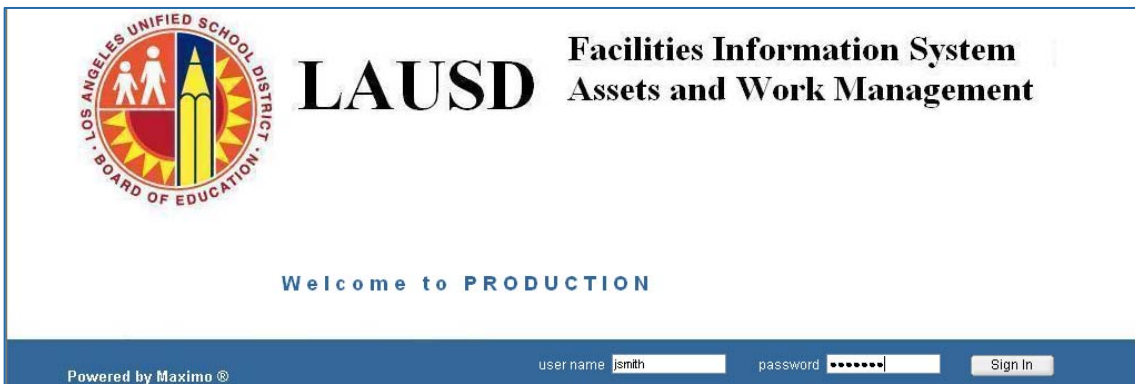
The Head Stock Clerk will verify that the item to be deleted has a zero physical balance in the warehouse.

2. LOG IN TO AWMS MAXIMO, QUERY FOR THE ITEM, BRING THE PHYSICAL COUNT TO ZERO, CHANGE THE DEFAULT BIN TO DNR, AND RECONCILE THE ITEM

The Head Stock Clerk will perform this function

Logging In

Log In to AWMS using your User Name and Password.



Start Center

AWMS opens to the **Start Center**.

- Hover the mouse over the Inventory module until the dropdown menu appears.
- Click on Inventory.



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DELETE AN ITEM FROM STORES INVENTORY

Find

Query for the item in the Inventory Find screen (use an equals sign before any known value in a query):

- Enter the Storeroom.
- Enter the Item number.
- Hit Enter on the keyboard or click on the Find button.

Inventory Find screen showing search criteria. The 'Find' button is highlighted with a red box. The 'Item' field contains '=3207081011' and the 'Storeroom' field contains '=STORES-5', both highlighted with red boxes. An orange arrow points to the 'Find' button.

Physical Count

Click on the Physical Count Adjustment button.

- Click on the Physical Count Adjustment button.

Inventory Physical Count Adjustment screen. The 'Physical Count Adjustment' button is highlighted with an orange arrow. The screen displays item details for 'SCREW CAP CP 5/8 X 4 1/2' and a table of balances.

Bin	Lot	Current Balance	Physical Count	Count Date	Reconciled?	Shelf Life(Days)	Expiration Date
01D03		12.00	12.00	7/11/05 1:30 PM	<input checked="" type="checkbox"/>		

Count Adjustment

Enter zero as the New Physical Count.

- Enter the reason the item is to be deleted in the Remarks field.
- Click OK.


Physical Count Adjustment dialog box. The 'New Physical Count' field is highlighted with a red box and contains '0.00'. The 'Remarks' field contains 'Item has not been used in 2 years. Sent to salvage'. An orange arrow points to the 'OK' button.

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DELETE AN ITEM FROM STORES INVENTORY

Default Bin/DNR

The Inventory record appears.

- Click in the Default Bin field.
- Change the Default Bin number to read DNR.
- Save  the record.

Inventory Record Form for Item: 3207081011 (SCREW CAP CP 5/8 X 4 1/2). The Default Bin is set to DNR. The current balance is 15.00. The save icon is circled in red.

Select Action

To Reconcile the item:

- Click on Select Action
- Choose Reconcile Balances

The 'Select Action' dropdown menu is open, showing 'Reconcile Balances' as the selected option. Other options include 'Reorder Items', 'Issue Current Item', and 'Standard Cost Adjustment'.

Reconcile

Click OK to complete the Reconciliation.

Reconcile Balances dialog box. Instructions: 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. The OK button is highlighted with an orange arrow.

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DELETE AN ITEM FROM STORES INVENTORY

Complete

The Current Balance and Physical Count have been changed to zero, the Default Bin has been changed to read DNR, and the item has been Reconciled.

- Continue in this fashion for all items to be deleted from Stores Inventory.
- Click on the Search tab and Find tab to query for the next item.

Inventory Balances have been reconciled for current record.

Item: 3207081011 SCREW CAP CP 5/8 X 4 1/2
 Storeroom: STORES-2
 Default Bin: DNR
 Standard Cost: 0.32
 Average Cost: 0.32
 Order Unit: EA
 Issue Unit: EA
 Last Receipt Cost: 0.00
 Stores Job Num: 25431428
 Shrinkage Job Num: 25171428
 Old Stock Number: []
 Rotating? []
 Lot Type: NOLOT
 Capitalized? []
 Stock Category: STK

Balance Summary		ABC Analysis		Issue History	
Current Balance:	0.00	ABC Type:	[]	Last Issue Date:	[]
Quantity Currently Reserved:	0.00	Count Frequency:	0	Year To Date:	0.00
Expired Quantity In Stock:	0.00			Last Year:	0.00
Quantity Available:	0.00			2 Years Ago:	0.00
				3 Years Ago:	0.00

Bin	Lot	Current Balance	Physical Count	Count Date	Reconciled?	Shelf Life(Days)	Expiration Date
01D03		0.00	0.00	8/25/09 3:47 PM	<input checked="" type="checkbox"/>		

3. RUN THE PLANNED AND RESERVED ITEMS REPORT

The Head Stock Clerk will perform this function

Query for DNR

In the Inventory Find screen:

- Use the Clear button to clear any previous query.
- Enter the Storeroom.
- Enter DNR in the Bin field.
- Hit Enter on the keyboard or click on the Find button.

Inventory Site: LAUSD

Current Query: [] Select Action: []

Find Advanced Saved Queries Results

Item: [] Lot Type: [] Bin: =DNR
 Storeroom: =STORES-2 Stock Type: [] Hazard: []
 Primary Vendor: [] Catalog No: [] Old Stk No: []
 Manufacturer: [] Model: [] Rotating? []
 Stock Category: [] ABC Type: []

Find Clear

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DELETE AN ITEM FROM STORES INVENTORY

Run Reports

The list of DNR items appears.

- Click on Select Action.
- Choose Run Reports.

The screenshot shows the 'Inventory' application window. A table lists items with columns for Item, Descriptor, Storeroom, Bin, Current Balance, Stock Type, and ABC Type. The first row is highlighted in red, indicating a DNR item. A 'Select Action' dropdown menu is open, showing options like 'Reorder Items', 'Reorder Direct Issue Items', 'Clear Reorder Locks', 'Zero Year to Date Quantities', 'Reconcile Balances', 'Physical Count Adjustments', 'Run Reports', and 'Print with Attachments'. An orange arrow points to the 'Run Reports' option.

Item	Descriptor	Storeroom	Bin	Current Balance	Stock Type	ABC Type
2852340109	CONNECTOR EMT TO FLEX 1/2"	RES-2	DNR	0.00		
2852343450	CONNECTOR FLEX 1" STRAIGHT	RES-2	DNR	0.00		
2852340370	CONNECTOR EMT RAIN TIGHT 2"	STORES-2	DNR	0.00		
2859531169	CONNECTOR WIRENUT GRAY INSUL G 600V DNR	STORES-2	DNR	0.00		
8053000700	BACKBOARD BASKETBALL	STORES-2	DNR	0.00		
3202067050	BOLT MACH STL 5/16" X 1-1/2"	STORES-2	DNR	0.00		

Reports

The Reports list page appears:

- Choose Planned and Reserved Items Report.

Inventory Transactions Report	Version 1
Item Availability Report	Version 1
Physical Inventory Count	Version 27
Physical Inventory Count alt	Version 1
Planned and Reserved Items	Version 3

Reports

The Planned and Reserved Items Report request page appears:

- Choose a Storeroom from the menu and click on Add.
- You may choose an item number or leave this field blank to run the report on all queried items, as in the sample.
- Leave the Craft field blank to return items for all Crafts and for all Work Orders that have no designated Craft, as in the sample. The report may be run for a specific Craft as needed.

The screenshot shows the 'Reporting' application window. The 'Inventory Cleanup Report request page' is displayed. It includes a 'Query:' section with radio buttons for 'Current Record', 'Selected Record', and 'All Records'. Below this is the 'Report Description' section, which explains that the report shows information for individual items or all items for a selected storeroom where the Bin Number has been value of "DNR" (Do not Re-Order). It lists items planned for work orders with status Waiting for Approval, items with open reservations for work orders of any status, and items in active Purchase Requisitions, Purchase Orders, or Desktop Requisitions not in status Canceled or Closed. It also mentions that users can optionally filter results by the Lead Craft code of the Work Order related to the PR, PO, or Desktop Requisition line, or the craft planned material line. The 'Results Selection Criteria' section asks the user to select an item number, storeroom, or both. A dropdown menu for 'Storeroom (you must enter):' is open, showing options: PROJ-N, PROJ-S, STORES-1, STORES-2, and STORES-2TR. An orange arrow points to the 'STORES-2' option. Below the dropdown is an 'Add' button and a text field containing 'STORES-2'. There is also an 'Item Number (optional):' text field and a 'Work Order Lead Craft, or Planned Material Craft two-character code' text field.

Reports

The Planned and Reserved Items Report request page appears:

- The Head Stock Clerk will communicate with the Crafts to Issue, Direct Issue, Delete, or Cancel all outstanding planned and/or reserved items. The Report may be run using the Craft parameter as needed, particularly for long lists of items.

Los Angeles Unified School District
 Facilities Service Division - Existing Facilities Maintenance and Operations

Planned and Reserved Items Report

Report Parameters:
 Stores: STORES-2 Item Number: Work Order Craft:

Reserved						
Stores	Item #	Item Description	Desktop Req #	P.O. #	W.O. #	Reserved Qty
STO RES-2	8053000700	BACHBOARD BASHETBALL			691897	1
STO RES-2	8053000700	BACHBOARD BASHETBALL	217470	5182465		1
STO RES-2	3301343605	TIES ALUM W/HOOK 6-1/2"	22640	632557		1
STO RES-2	3301343605	TIES ALUM W/HOOK 6-1/2"	218681	3307566		2
STO RES-2	3301343605	TIES ALUM W/HOOK 6-1/2"	219189	4770272		5
STO RES-2	3301343610	TIES ALUM W/HOOK 8-1/4"	22640	632557		1
STO RES-2	3301343610	TIES ALUM W/HOOK 8-1/4"	219189	4770272		5
STO RES-2	8053028000	NET BASHETBALL GOALCHA		691897		4

Planned for Work Orders Awaiting Approval			
Stores	Item #	Item Description	Planned Qty
STO RES-2	8053000700	BACHBOARD BASHETBALL	2136029
STO RES-2	8053028000	NET BASHETBALL GOALCHA	2136029

Open Desktop Requisitions									
Stores	MR #	MR Description	Item #	MR Line	Item Description	W.O. #	MR Status	Order Qty	Enter Date
STO RES-2	19233		3301343610	13	TIES ALUM W/HOOK 8-1/4"	687849	WAPPR	1	9/28/2006
STO RES-2	19233		3301343605	12	TIES ALUM W/HOOK 6-1/2"	687849	WAPPR	1	9/28/2006
STO RES-2	22640	HW, 632557, MADISON	3301343610	11	TIES ALUM W/HOOK 8-1/4"	632557	APPR	1	10/17/2006
STO RES-2	22640	HW, 632557, MADISON	3301343605	10	TIES ALUM W/HOOK 6-1/2"	632557	APPR	1	10/17/2006
STO RES-2	25042	1948 Lomas Special Ed, Install Race	3301343605	13	TIES ALUM W/HOOK 6-1/2"		WAPPR	1	10/28/2006
STO RES-2	25042	1948 Lomas Special Ed, Install Race	3301343610	14	TIES ALUM W/HOOK 8-1/4"		WAPPR	1	10/28/2006
STO RES-2	43705		3301343605	10	TIES ALUM W/HOOK 6-1/2"	370543	WAPPR	1	3/2/2006
STO RES-2	67966	HW 1558969 APPERSON	8053028000	2	NET BASHETBALL GOALCHA	1558969	WAPPR	2	8/2/2006
STO RES-2	67966	HW 1558969 APPERSON	8053000700	1	BACHBOARD BASHETBALL	1558969	WAPPR	2	8/2/2006
STO RES-2	217470	HA-MT, VIEW BS, WO#5182465	8053000700	1	BACHBOARD BASHETBALL	5182465	APPR	1	2/25/2009
STO RES-2	218681	HW-G PAINT H.S., WO#3307566	3301343605	6	TIES ALUM W/HOOK 6-1/2"	3307566	APPR	2	3/4/2009
STO RES-2	219189	HW-VERDUGO H.S., WO#4770272	3301343610	11	TIES ALUM W/HOOK 8-1/4"	4770272	APPR	5	3/6/2009
STO RES-2	219189	HW-VERDUGO H.S., WO#4770272	3301343605	10	TIES ALUM W/HOOK 6-1/2"	4770272	APPR	5	3/6/2009

DNR items with no pending transactions against selected storeroom			
Stores	Item #	Item Description	Last Issue Date
STO RES-2	2852340109	CONNECTOR EMT TO FLEX 1/2"	
STO RES-2	2852340370	CONNECTOR EMT RAIN TIGHT 2"	1/30/2007

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Pending Transactions. These items will move to the DNR list below the green header when the transactions have been resolved.

Items Ready to Be Removed.

Complete

The Head Stock Clerk will run the Planned and Reserved Items Report a final time (no Craft parameter) to verify that all pending transactions have been resolved. The item(s) to be deleted should appear under the section labeled *DNR items with no pending transactions against selected storeroom*. The Head Stock Clerk will fax the list of items to the Maximo Administrator at (213) 241-8948 to be deleted from Stores Inventory. The Maximo Administrator will inform the Head Stock Clerk when items have been deleted from the local Stores Inventory.