

Los Angeles Unified School District

**AWMS Procurement Working Group**  
**Return Issued Inventory Items to Stores  
in AWMS**

**DRAFT**

## LAUSD AWMS Maintenance and Operations Return Inventory Items to Stores

The following procedures correspond to the numbered boxes in the LAUSD Maximo Maintenance and Operations Return Inventory to Stores Flowchart. These procedures do not necessarily indicate the exact order in which steps will occur.

### DEFINITION

LAUSD Stores issues items to employees in response to internal purchase requisitions such as the Service Call Stock Material Requisition, the Planned Job Stock Material Requisition, and the Planned Job Desktop Material Requisition. The instructions that follow outline the process used by the Stores Head Stock Clerk or Designee to return items previously issued on these requisitions to Stores Inventory.

### PURPOSE

Previously issued LAUSD Stores Inventory items may be returned to Stores Inventory for example, if some of the parts on a work order were not needed, or the wrong items were issued. The Job to Job Transfer form must be completed to reverse the IFS charges incurred when the items were originally issued and posted.

#### 1. IDENTIFY THE WORK ORDER NUMBER THE ITEM TO BE RETURNED WAS ISSUED ON

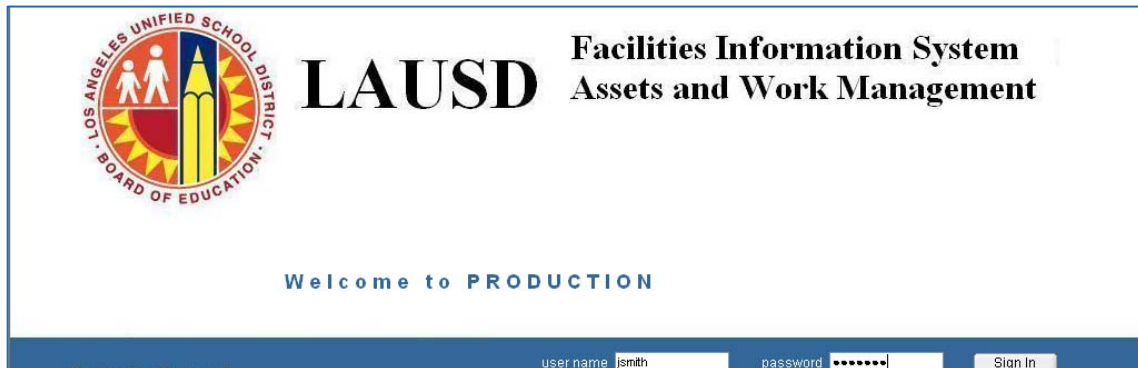
*The Craft Line Senior or Designee will perform this function*

**Requisition** The Craft Line Senior or Designee will provide the Head Stock Clerk with the Work Order Number and/or a copy of the Stock Material Requisition the item(s) was originally charged to. The Craft will navigate to the Work Order in AWMS to verify the item was issued prior to submitting the item(s) to Stores for return.

#### 2. NAVIGATE TO THE WORK ORDER

*The Craft Line Senior or Designee will perform this function*

**Logging In** Log In to AWMS using your User Name and Password.



user name jsmith password \*\*\*\*\* Sign In

## Revised 04-19-09 AWMS – Procurement Working Group

### RETURN ISSUED INVENTORY ITEMS TO STORES

#### Start Center

AWMS opens to the **Start Center**.

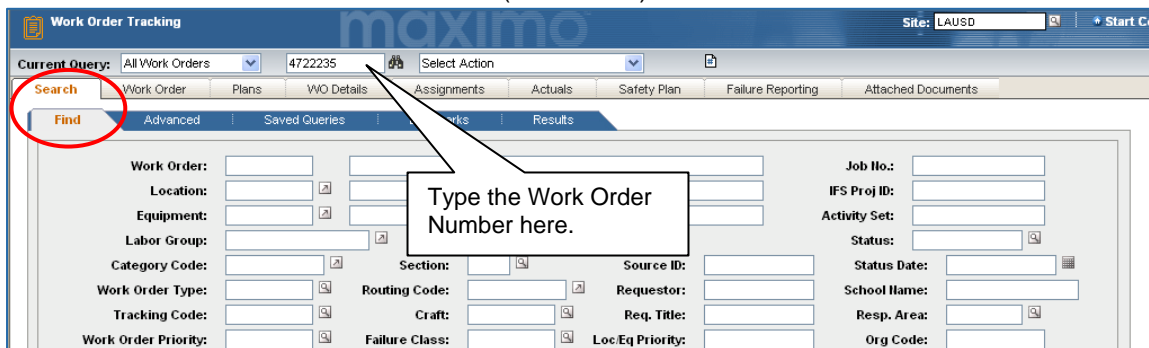
- Hover the mouse over the Work module until the dropdown menu appears.
- Click on Work Order Tracking.



#### Find Screen

The Find screen appears.

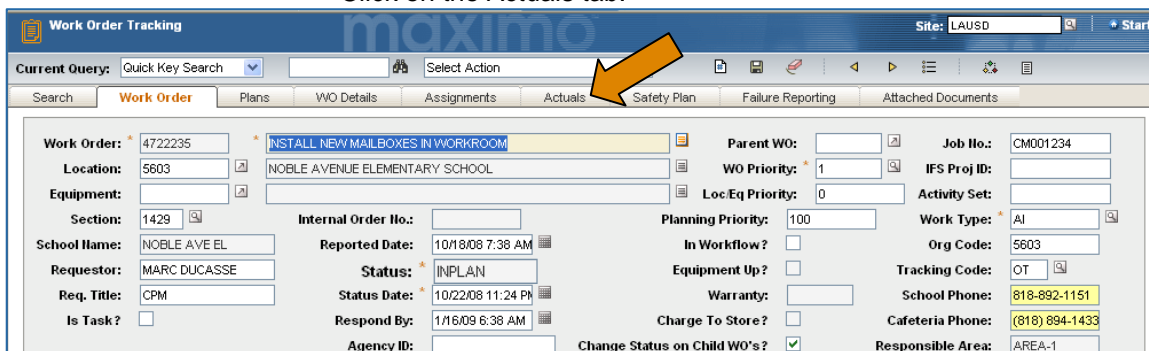
- Enter the Work Order Number in the Quick Key Search field.
- Hit Enter on the keyboard, or click the Find button at the bottom right of the screen (not shown.)



#### Work Order

The Work Order appears.

- Click on the Actuals tab.





## Revised 04-19-09 AWMS – Procurement Working Group

RETURN ISSUED INVENTORY ITEMS TO STORES

### 4. RETURN THE ITEMS IN AWMS

*The Head Stock Clerk or Designee will perform this function*




#### Work Order

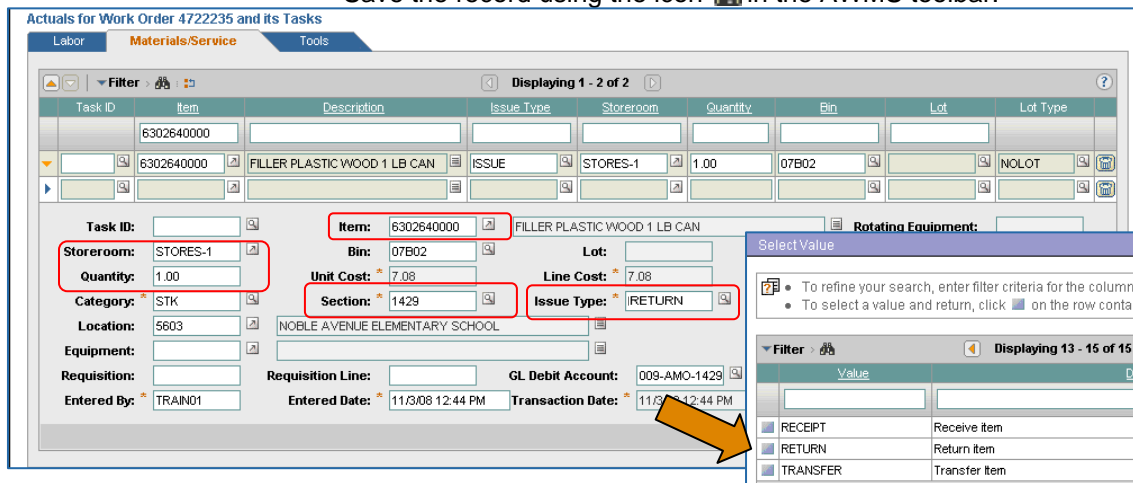
The Head Stock Clerk will receive the AWMS Work Order Number (or a copy of the Stock Material Requisition Charge Point) and the item for return from the Craft.

- The Head Stock Clerk or Designee will follow the instructions on Page 2-4 to navigate to the Work Order Number provided by the Craft.
- Click on the Actuals /Materials/Service Tab of the Work Order and use the Filter tool to locate the item(s).

#### New Row

Verify that the item was issued. Click on New Row to begin the Return.

- Enter the Item Stock Number.
- Tab to the Storeroom field.
- Enter the appropriate Storeroom Name.
- Enter the Quantity of the item to be returned.
- Enter the Section Code of your Stores location.
- Tab to Issue Type and click on the Detail Menu button .
- Choose Return from the dropdown menu using the blue button .
- Save the record using the icon  in the AWMS toolbar.



Actuals for Work Order 4722235 and its Tasks

Task ID	Item	Description	Issue Type	Storeroom	Quantity	Bin	Lot	Lot Type
6302640000								
6302640000	FILLER PLASTIC WOOD 1 LB CAN		ISSUE	STORES-1	1.00	07B02		NOLOT

Task ID:  Item:  Description: FILLER PLASTIC WOOD 1 LB CAN

Storeroom: STORES-1 Bin: 07B02 Lot:

Quantity: 1.00 Unit Cost: 7.08 Line Cost: 7.08

Category: STK Section: 1429 Issue Type: RETURN

Location: 5603 NOBLE AVENUE ELEMENTARY SCHOOL

Equipment:

Requisition:  Requisition Line:  GL Debit Account: 009-AMO-1429

Entered By: TRAIND1 Entered Date: 11/3/08 12:44 PM Transaction Date: 11/3/08 12:44 PM

Select Value

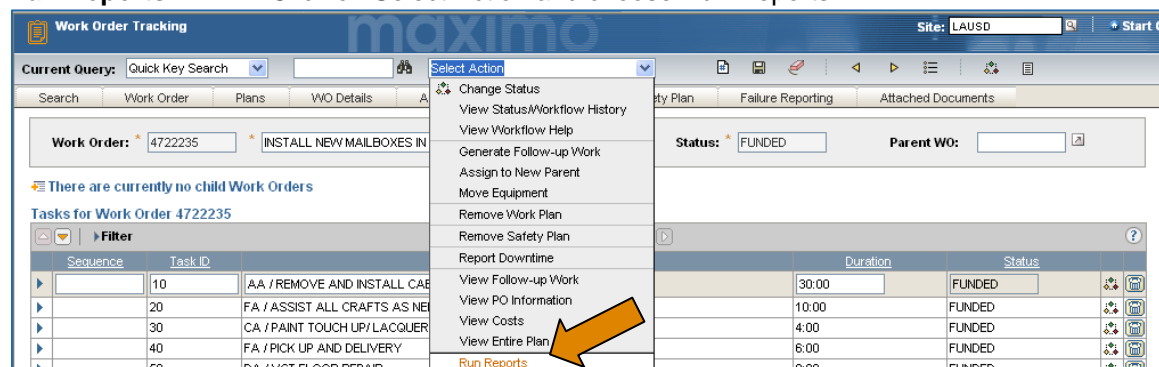
- RECEIPT Receive item
- RETURN Return item
- TRANSFER Transfer item

### 5. PRINT THE STOCK MATERIAL RETURN REPORT IN AWMS

*The Head Stock Clerk or Designee will perform this function*

#### Run Reports

Click on Select Action and choose Run Reports.



Work Order Tracking Site: LAUSD

Current Query: Quick Key Search

Work Order: 4722235 INSTALL NEW MAILBOXES IN

Status: FUNDED Parent WO:

Tasks for Work Order 4722235

Sequence	Task ID	Description	Duration	Status
10	AA / REMOVE AND INSTALL CAE		30:00	FUNDED
20	FA / ASSIST ALL CRAFTS AS NE		10:00	FUNDED
30	CA / PAINT TOUCH UP/LACQUER		4:00	FUNDED
40	FA / PICK UP AND DELIVERY		6:00	FUNDED
50	DA / VCT FLOOR REPAIR		8:00	FUNDED

Select Action

- Change Status
- View Status/Workflow History
- View Workflow Help
- Generate Follow-up Work
- Assign to New Parent
- Move Equipment
- Remove Work Plan
- Remove Safety Plan
- Report Downtime
- View Follow-up Work
- View PO Information
- View Costs
- View Entire Plan
- Run Reports



Reports

Choose Stock Material Requisition.

<a href="#">Project Cost Estimate</a>	<a href="#">Version 1</a>	8/29/2007 7:55 AM
<a href="#">Project Requirement Record</a>	<a href="#">Version 4</a>	8/29/2007 7:56 AM
<a href="#">Restroom TC Aging Summaries by Resp act</a>	<a href="#">Version 4</a>	8/31/2006 12:57 PM
<a href="#">Service Calls Completed in DateRange</a>	<a href="#">Version 2</a>	8/29/2007 8:03 AM
<a href="#">Service Calls Recd ByArea</a>	<a href="#">Version 1</a>	8/24/2007 9:39 AM
<a href="#">Service Calls Recd ByDate</a>	<a href="#">Version 2</a>	8/24/2007 9:39 AM
<a href="#">Service Call Aging Report</a>	<a href="#">Version 4</a>	8/23/2007 1:17 PM
<a href="#">SRR Work Order Aging</a>	<a href="#">Version 1</a>	9/5/2007 11:52 AM
<a href="#">Stock Material Requisition</a>	<a href="#">Version 19</a>	8/14/2008 3:45 PM
<a href="#">TCallsCompDateRange</a>	<a href="#">Version 3</a>	10/25/2006 9:31 AM
<a href="#">Time Card Report</a>	<a href="#">Version 5</a>	8/29/2007 9:15 AM



Report Request

The Stock Material Requisition / Return Request Page appears.

- Choose Stock Material Return from the dropdown menu . *Required.*
- Enter a Date to filter for the time period in which the return occurs or leave this fields blank to display all returns for the item(s) against this Work Order. *Optional.*
- Select the Storeroom from the dropdown menu . *Required.*
- Enter the two-letter Craft Code. *Optional.*
- Enter the Labor Code of the Craft Supervisor or Designee authorizing the purchase. *Required.*
- Enter the Task IDs for Planned Job items if needed. *Optional.*
- Enter the Labor Code of the employee picking up the materials in the Issued To field. *Required.*
- The Comments/Instructions must be populated. This field shall include the reason for the Return. Please include your Section Code as part of the comments. *Required.*
- Click the Submit button at the bottom right of the screen (not shown.)

**Stock Material Requisition / Return report request page**

Query:  Current Record  Selected Record  All Records

Select Report to Run:    
  
 

For Return Requests, you may enter a date to show only actual material transactions on that date. If blank, results will include all transactions.  
 Enter date in MM/DD/YYYY format:

Store Room:

Planned Material Craft:

Authorized By Labor Code:

For the following Work Order Task IDs only (separate multiple values with semicolon):

Issued To Labor Code:

Comments/Instructions:


Choose Stock Material Return.

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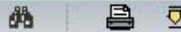
RETURN ISSUED INVENTORY ITEMS TO STORES


**Request Page**

The Stock Material Return appears.

- Click on the Print  icon.
- The Quantity Issued and Quantity Returned shall appear on the Printed Stock Material Return Report. The Head Stock Clerk or Designee signs and dates the report.
- The Craft shall sign and date the Report indicating the items have been returned.
- The Head Stock Clerk shall file the original and make two additional copies:
  - One copy is given to the Craft upon completion of the return.
  - One copy is routed to Clerical for entry into IFS.

Reporting

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LOS ANGELES UNIFIED SCHOOL DISTRICT  
MAINTENANCE AND OPERATIONS  
**STOCK MATERIAL RETURN**

Parameters Entered:

Authorized By Labor Code: 513968      Storeroom: STORES-1  
Material Line Craft: AA      Task IDs: All tasks

WO Number: 4723559	Job Number: CMD01234	School: NOBLE AVE EL	School Code: 5603	Lead Craft Code: AA	Reserved Date: 11/25/2008
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Authorized By: (Please Print) Yates, Douglas A.      Work Location: AREA1      Issued To: Mayorga

Comments/ Instructions:  
Return Plastic Wood Filler, Item No. 6302640000. Was not needed. Section Code 1429.

	FUND	AREA	ORG/SU	PRG	OBJ	JOB #
IFS Seller Line	009	AMO	1429 AA	9772	4507	CMD01234

Task ID	Plan Matl Craft	Cat.	Stock Number	Return Qty.	Total Issued Qty	Net Issued Qty	Unit	Material	Bin Loc.	Unit Cost	Ext Cost
10	AA	STK	6302640000	1	1	0	EA	FILLER PLASTIC WOOD 1 LB CAN	07602	\$8.45	(\$8.45)

Total Issues – Total Returns – Total Reserves = The Net Issued Qty.

Total (for items with reserved quantity > 0):      (\$8.45)

Date Returned: \_\_\_\_\_      Name: \_\_\_\_\_

Craft      Stores

Received By Emp #: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Received Date: \_\_\_\_\_

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**6. ROUTE THE DOCUMENT TO CLERICAL FOR ENTRY INTO IFS**

*The Head Stock Clerk or Designee will perform this function*

**Copy**                      The Head Stock Clerk or Designee shall forward a copy of the signed Stock Material Return to Clerical for entry into IFS.

**7. CLERICAL SHALL ENTER ALL STOCK MATERIAL RETURNS IN IFS**

*The Clerical will perform this function*

**IFS**                      The Clerical Staff will complete the Job to Job Transfer Form to reverse the IFS charges incurred when the items being returned were originally issued and posted. Clerical will reverse charges for only those items appearing in the 'Return Qty' column of the Stock Material Return.