Managing Inventory

Issue/Transfer/Return Inventory Items

Once an inventory has been created in Maximo, there are several important tasks involved in managing that inventory. This guide focuses on tasks such as issuing, returning, and transferring inventory.

Inventory items that are assigned to a storeroom are available to be used (consumed) by tasks, locations, people, or accounting functions through the issuing process. Items can be transferred between storerooms. Issued items can also be returned back to a storeroom. An inventory transaction record is created for every issue, return, and transfer performed in order to be able to track the flow of items throughout an organization

Procedure – Issue an Individual Inventory Item

A. Log into the Maximo Home page, Start Center.

B. **Navigate** to the Inventory application.

1. At the top of the screen, click **Go To**.
2. Click **Inventory > Inventory**.
3. Click the **Reload** icon.
4. In the **Item Filter** field, enter ***item number to be issued***.
5. Press **Enter**.

C. Perform the Issue Current Item action to issue an item.

1. Click the **Item Name** link to open the Inventory tab with the details of the record displayed.
2. At the top of the screen, click the **dropdown** for the **Select Action** menu.
3. Select **Issue Current Item**. A dialog box is displayed.
4. At a minimum, enter the following information:
   - Transaction Type
   - Quantity
   - GL Debit Account
   - Issue To
   - Memo
5. Click **OK**.

D. Verify the Inventory transaction history.

1. At the top of the screen, click the dropdown for the **Select Action** menu.
2. Select **View Inventory Transactions**.
3. In the View Inventory Transactions dialog box, click the **Issues & Returns** tab.
4. Observe the most recent Issue record is the one you just created.
5. Click **OK**.

Procedure – Return an Inventory Item

When processing a Return, the primary difference relates to:

1. The **Transaction Type** field, select **Return**.
2. The **Memo** field, enter a ***reason for the return***.

Procedure – Transfer an Inventory Item

When processing a Transfer, the primary difference relates to the **Selection Action** dialog box.

1. After locating the item to transferred, select **Transfer Current Item**.
2. At a minimum, enter the following information:

- Quantity
- GL Debit Account
- To Storeroom
- Conversion Factor
- Memo.

Issue Multiple Inventory Items

Inventory items that are assigned to a storeroom are available to be used (consumed) by tasks, locations, people, or accounting functions through the issuing process. Inventory Usage application is used to manage actions on multiple Inventory items in the storeroom and to manage Self Service requests. After creating a new Inventory Usage record, users select the Storeroom that will issue the item, select the reserved item, enter the GL Debit account information, and submit the record.

Procedure – Issue Multiple Inventory Items

A. Log into the Maximo Home page, Start Center.

B. **Navigate** to the Inventory application.

   1. At the top of the screen, click **Go To**.
   2. Click **Inventory > Inventory Usage**.

C. Create a new Inventory Usage entry. (*Note: For Self Service request record is system created, review and proceed to E)*

   1. Click the **New** icon. The new Inventory Usage page is displayed.
   2. Enter the **Storeroom**.
   3. Click **Select Reserved Items**. A pop-up window is displayed.
   4. Check the **item or items** to be issued and click **OK**.

D. Observe that a row (rows) was added to the Usage Lines.

   1. Click to expand the **details** on the line item.
   2. Enter the GL Debit Account field.

E. Issue items out of the inventory.

   1. At the top of the screen, click the **Select Action** menu dropdown.
   2. Click **Change Status**.
   3. In the Change Status dialog box, in the **New Status** field, click the dropdown menu and select **Complete**.
   4. Enter a memo in the Memo field.
   5. Click **OK**.

F. Verify the Inventory transaction history.

   1. At the top of the screen, click the dropdown for the **Select Action** menu.
   2. Select **View Transactions**.
   3. In the View Inventory Transactions dialog box, click the **Issues & Returns** tab.
   4. Observe the most recent Issue record is the one you just created
   5. Click the **OK** button