There are several different transactions that can be performed in InventoryDirect to help you manage your consumable and tool items. You can access the transaction links from the Transaction section on the right side of your home page. Below is a list of the available transactions and their definitions:

**Receivings**

Receiving Transactions are entered when you need to add shipments of items from your suppliers into your inventory stock. These items are added to your on-hand quantity and are immediately available to be issued out.

**Issues**

Issue transactions are created whenever you fulfill a user's request for items from your inventory. The amount and cost of the items issued will subtract from your total on-hand quantity and cost of that item.

**Adjustments**

Adjustment transactions are used when you need to correct the on-hand quantity value in the system.

**Transfers**

Transfer transactions are used when you need to move inventory items from one pool to another. Transfers do not change the on-hand quantity amount or the total cost of the inventory, they only change the quantities in the individual pools.

**Returns**

There are two types of Return transactions in InventoryDirect, Supplier Returns and Inventory Returns. In a supplier return, you are removing the inventory items from your on-hand quantity and returning the items to the supplier you purchased them from. An inventory return is when items that were previously issued out for use are returned back to your stock, adding that amount back to your on-hand quantity.

**Tool Transactions**

In addition to tracking your consumable inventory items, you can also use InventoryDirect to track tools that you keep in stock. This equipment can be checked in and out of the system similar to a library book. There are two types of Tool transactions in InventoryDirect, Tool Issues and Tool Returns.

**Requests**

Inventory requests will often be entered by your requesters through the MySchoolBuilding request portal, but you may need to enter a request for another user or enter a request for approval. You can enter a Request transaction and issue the inventory in the same time.
Receiving Transactions are entered when you need to add shipments of items from your suppliers into your inventory stock. These items are added to your on-hand quantity and are immediately available to be issued out. Required fields are indicated by a red check box.

**Entering a Receiving (Long Form)**

- Click on the Receiving tab at the top of the screen. You can also click on the Receiving link in the Transactions section of the home page.
- From the My Receiving list, click on the + Add New Receivings link on the right side of the list.
- Select the Inventory Type of the item from the drop down list.
- Type the Item Number into the field or click on the binoculars icon to open a pop-up window where you can search for and select the item.
- If you entered a Supplier Item ID and Supplier information to the Inventory Item detail page, they will populate for you.
- Select the Pool where the inventory will be stored from the drop down list. The only pools that will be available to select from are the ones where this item is currently stocked. You will also see the on-hand quantity for this item beside each pool name.
- Select the Budget Code if needed.
- Select the Reorder Batch Number if this shipment was entered as an order through InventoryDirect.
- Enter the Invoice Number for the shipment.
- The Transaction Date will automatically populate with today’s date.
- Enter the Quantity of the item you are receiving. The Unit of Issue will populate for you. *Note:* Remember to enter the quantity amount as you plan to issue it, not as you received it. For example you may have received 2 cases of paper towels containing a total of 24 rolls. If you plan to issue them by the roll, you will need to enter 24 as the quantity.
Receiving Transactions

- If the item received is set to use the Fixed Unit Cost, the system will populate the Unit Cost field for you. You can update that field if the cost has changed and check the box to Update Fixed Unit Cost. This will update the cost of the items already in the system to the new fixed cost.
- If the item received is set to use the Avg Unit Cost, the system will populate the unit cost of the items already in stock. You can update this in the Unit Cost field if the cost has changed. The system will then average this new cost with the existing cost and assign a new cost for all of the items.
- Enter Tax, Shipping/Freight, and Other Charges as needed.
- Enter the PO Number for the shipment.
- Enter Notes if needed.
- If the item is currently On Order, put a check mark in the box.
- Click Submit to save the transaction.

Entering Multiple Receivings (Clerk Form)

You can add up to five Receiving transactions at a time using the Clerk form.

- Click on the Receiving tab at the top of the screen. You can also click on the Receiving link in the Transactions section of the home page.
- From the My Receivings list, click on the New Receiving (Clerk Form) link in the Shortcuts section at the top of the page.
- On this page, you can enter up to five receiving transactions at one time. The field headings in the teal bar at the top correspond to the entry fields in the columns below.
- The Transaction Date will automatically populate with today's date.
- Select the Inventory Type of the item from the drop down list.
- Type the Item Number into the field or click on the binoculars icon to open a pop-up window where you can search for and select the item.
- Select the Pool from the drop down list.
- Enter the Quantity of the item you are receiving.
- Update the Unit Cost of the item if necessary.
- Enter Notes if needed.
- Click Save at the bottom of the page to save the transactions.
Issue Transactions

Issue transactions are created whenever you fulfill a user’s request for items from your inventory. The amount and cost of the items issued will subtract from your total on-hand quantity and cost of that item. Required fields are indicated by a red check box.

The Dude Says:

Issue Transactions can also be created directly from a work order in MaintenanceDirect. Entering an New Issue Transaction in the Transaction section of a work order will automatically create an Issue in InventoryDirect. Any MaintenanceDirect user that has access to enter transactions on the work order can perform this action without being a user in InventoryDirect.

Entering an Issue (Long Form)

- Click on the Issue tab at the top of the screen. You can also click on the Issues link in the Transactions section of the home page.
- From the My Issues list, click on the + Add New Issue link on the right side of the list.
- Select the Inventory Type of the item from the drop down list.
- Type the Item Number into the field or click on the binoculars icon to open a pop-up window where you can search for and select the item.
- The Transaction Date will automatically populate with today’s date.
- If you are issuing this item for use on a work order, enter the WOID. This will populate the Location, Building, Project, Assign To and Budget Code fields automatically with the information from the work order. An Issue transaction will also be recorded in the Transaction section of the work order in MaintenanceDirect.
- If you are not issuing this item to a work order, you can select Location, Building, Assign To, and Budget Code as needed.
- Select the Pool from the drop down list. The only pools that will be available to select from are the ones where this item is stored. You will also see the on-hand quantity for this item beside each pool name.
**Issue Transactions**

- You can assign this issue to a **Pick List** if needed.
- Enter the **Quantity** of the item you are issuing out.
- The **Unit of Issue**, **Unit Cost**, and **Total Cost** will all fill in for you based on the information on the Inventory Item.
- Enter **Notes** if needed.
- Click **Submit** to save the transaction.

**Entering Multiple Issues (Clerk Form)**

You can add up to five Issue transactions at a time using the Clerk form.

- Click on the **Issue** tab at the top of the screen. You can also click on the **Issues** link in the Transactions section of the home page.
- From the My Issues list, click on the **New Issue (Clerk Form)** link in the Shortcuts section at the top of the page.
- On this page, you can enter up to five issue transactions at one time. The field headings in the teal bar at the top correspond to the entry fields in the columns below.
- The Transaction **Date** will automatically populate with today's date.
- Select the Inventory **Type** of the item from the drop down list.
- Type the **Item Number** into the field or click on the binoculars icon to open a pop-up window where you can search for and select the item.
- Select the **Pool** from the drop down list.
- Enter the **Quantity** of the item you are issuing out.
- The **Unit of Issue**, **Unit Cost**, and **Total Cost** will all fill in for you based on the information on the Inventory Item.
- Enter a **WOID** if needed. This will enter information into the other fields for you. Or you can select that information manually.
- Enter **Notes** if needed.
- Click **Save** at the bottom of the page to save the transactions.
Adjustment transactions are used when you need to correct the on-hand quantity value in the system. For example, InventoryDirect indicates that you have 5 widgets in the warehouse, but you just did a physical count for all of your inventory items and you actually have 6. You can enter an adjustment to correct the total in the system. Required fields are indicated by a red check box.

**Entering an Adjustment (Long Form)**

- Click on the Adjustment tab at the top of the screen. You can also click on the Adjustments link in the Transactions section of the home page.
- From the My Adjustments list, click on the + Add New Adjustment link on the right side of the list.
- Enter the Reason for Adjustment.
- Select the Inventory Type of the item from the drop down list.
- Type the Item Number into the field or click on the binoculars icon to open a pop-up window where you can search for and select the item.
- The Transaction Date will automatically populate with today's date.
- Select the Pool from the drop down list. The only pools that will be available to select from are the ones where this item is stored. You will also see the on-hand quantity for this item beside each pool name.
- Select the Budget Code if needed.
- The Quantity will automatically fill in for you with the current count.
- Enter the New Quantity for that item.
- Quantity Adjusted, Unit of Issue, Unit Cost, and Total Cost will all fill in for you based on the information on the Inventory Item.
- Enter Notes if needed.
- Click Submit to save the transaction.
Entering Multiple Adjustments (Clerk Form)

You can add up to five Adjustment transactions at a time using the Clerk form.

- Click on the Adjustment tab at the top of the screen. You can also click on the Adjustments link in the Transactions section of the home page.
- From the My Adjustments list, click on the New Adjustment (Clerk Form) link in the Shortcuts section at the top of the page.
- On this page, you can enter up to five adjustment transactions at one time. The field headings in the teal bar at the top correspond to the entry fields in the columns below.
- The Transaction Date will automatically populate with today's date.
- Select the Inventory Type of the item from the drop down list.
- Type the Item Number into the field or click on the binoculars icon to open a pop-up window where you can search for and select the item.
- Select the Pool from the drop down list.
- Enter the Reason for the adjustment.
- Select the Budget Code if needed.
- Enter the New Quantity for that item.
- Enter Notes if needed.
- Click Save at the bottom of the page to save the transactions.
Transfer transactions are used when you need to move inventory items from one pool to another. Transfers do not change the on-hand quantity amount or the total cost of the inventory, they only change the quantities in the individual pools. Required fields are indicated by a red check box.

**Entering a Transfer (Long Form)**

- Click on the **Transfers** link in the Transactions section of the home page.
- From the My Transfers list, click on the **+ Add New Transfer** link on the right side of the list.
- Select the **Inventory Type** of the item from the drop down list.
- Type the **Item Number** into the field or click on the binoculars icon to open a pop-up window where you can search for and select the item.
- The **Transaction Date** will automatically populate with today's date.
- Enter the **Quantity** of items that you want to transfer.
- Select the **Budget Code** if needed.
- In the **Transfer From** field, select the Pool that the inventory items are being moved from.
- In the **Transfer To** field, select the Pool that the inventory items are being moved to.
- Enter **Notes** if needed.
- Click **Submit** to save the transaction.

**Entering Multiple Transfers (Clerk Form)**

- Click on the **Transfers** link in the Transactions section of the home page.
- From the My Transfers list, click on the **New Transfer (Clerk Form)** link in the Shortcuts section at the top of the page.
- On this page, you can enter up to five transfer transactions at one time. The field headings in the teal bar at the top correspond to the entry fields in the columns below.
- Enter the information into the appropriate fields and click **Save** at the bottom of the form.
There are two types of return transactions in InventoryDirect, Supplier Returns and Inventory Returns. In a supplier return, you are removing the inventory items from your on-hand quantity and returning the items to the supplier you purchased them from. An inventory return is when items that were previously issued out for use are returned back to your stock, adding that amount back to your on-hand quantity. Required fields are indicated by a red check box.

**Entering a Supplier Return (Long Form)**

- Click on the **Returns** link in the Transactions section of the home page.
- From the My Returns list, click on the **Add New Supplier Return** link on the right side of the list.
- Enter a **Return Reason**.
- Select the **Inventory Type** of the item from the drop down list.
- Type the **Item Number** into the field or click on the binoculars icon to open a pop-up window where you can search for and select the item.
- The **Transaction Date** will automatically populate with today’s date.
- Select the **Supplier** from the drop down list.
- Select the **Pool** that the items are being removed from.
- Select the **Budget Code** if needed.
- Enter the **Quantity** of items you are returning. The cost information will automatically populate.
- Enter **Notes** if needed.
- Click **Submit** to save the transaction.

**Entering Multiple Supplier Returns (Clerk Form)**

- Click on the **Returns** link in the Transactions section of the home page.
- From the My Returns list, click on the **New Supplier Return (Clerk Form)** link in the Shortcuts section at the top of the page.
- On this page, you can enter up to five supplier return transactions at one time. The field headings in the teal bar at the top correspond to the entry fields in the columns below.
- Enter the information into the appropriate fields and click **Save** at the bottom of the form.
Entering an Inventory Return (Long Form)

- Click on the **Returns** link in the Transactions section of the home page.
- From the My Returns list, click on the **Add New Inventory Return** link on the right side of the list.
- Enter a **Return Reason**.
- Select the **Inventory Type** of the item from the drop down list.
- Type the **Item Number** into the field or click on the binoculars icon to open a pop-up window where you can search for and select the item.
- The **Transaction Date** will automatically populate with today's date.
- Enter the Work Order ID number (WOID) that these items were issued to, if applicable. *Note: When you save a return from a work order, the cost for those items will automatically be deducted from the total cost on the work order. You will see that the item was returned in the Transaction section of the work order in MaintenanceDirect.*
- If you enter a WOID for this return, the **Location**, **Building**, **Project**, **Assign To**, and **Budget Code** will populate based on the information on that work order. If needed, you can select this information manually if the issue was not related to a work order.
- Select the **Pool** that the items are being returned to.
- Enter the **Quantity** of items that are being returned. The cost information will automatically populate.
- Enter **Notes** if needed.
- Click **Submit** to save the transaction.

Entering Multiple Inventory Returns (Clerk Form)

- Click on the **Returns** link in the Transactions section of the home page.
- From the My Returns list, click on the **New Inventory Return (Clerk Form)** link in the Shortcuts section at the top of the page.
- On this page, you can enter up to five inventory return transactions at one time. The field headings in the teal bar at the top correspond to the entry fields in the columns below.
- Enter the information into the appropriate fields and click **Save** at the bottom of the form.
In addition to tracking your consumable inventory items, you can also use InventoryDirect to track tools that you keep in stock. This equipment can be checked in and out of the system similar to a library book. There are two types of Tool transactions in InventoryDirect, Tool Issues and Tool Returns.

**Tool Issues**

- Click on the **Tools** link in the Transactions section of the home page.
- From the My Tool Transactions list, click on the **+ Add New Tool Issue** link on the right side of the list.
- Type the **Item Number** into the field or click on the binoculars icon to open a pop-up window where you can search for and select the tool. If a **Tag Number** was entered for this tool, it will automatically populate in the field.
- The **Transaction Date** will automatically populate with today's date.
- If you are issuing this tool for use on a work order, enter the **WOID**. This will populate the Location, Building, Project, Assign To and Budget Code fields automatically with the information from the work order. A Tool Issue transaction will also be recorded in the Transaction section of the work order in MaintenanceDirect.
- If you are not issuing this tool to a work order, you will need to select either a **Location** or **Assign To** user before saving the transaction. One of these two fields is required and will help you track where or who the tool is loaned to.
- Select the **Pool** that the tool is being removed from.
- You can assign this tool issue to a **Pick List** if needed.
- Enter the **Expected Return Date**.
- Enter **Notes** if needed.
- Click **Submit** to save the transaction.
Tool Transactions

Tool Return

- Click on the **Tools** link in the Transactions section of the home page.
- In the Tool Shortcuts section at the top of the page, click on **Tool Return**. *Note: We recommend that you use the shortcut link rather than the New Tool Return link to the right of the list, because the tool information will automatically populate into the form for you.*
- Click the **Return** button next to the tool you are returning.

The Tool Return form will already be filled in with the appropriate information from the Issue form.
- Double check to make sure the information listed is correct and click **Submit** to save the return.
- If this tool was issued to a work order, a Tool Return transaction will be recorded in the Transaction section of the work order in MaintenanceDirect.
Inventory requests will often be entered by your requesters through the MySchoolBuilding request portal, but you may need to enter a request for another user or enter a request for approval. You can enter a request transaction and issue the inventory in the same time. Required fields are indicated by a red check box.

**Entering a Request through InventoryDirect**

- Click on the **Requests** link in the Transactions section of the home page.
- From the My Requests Transactions list, click on the + **Add New Request** link on the right side of the list.
- Select the **Inventory Type** of the item from the drop down list.
- Type the **Item Number** into the field or click on the binoculars icon to open a pop-up window where you can search for and select the item.
- Select if you would like to **Issue the Inventory Now**.
- Select the **Status** for the request. If you are issuing the inventory now, the system will automatically select Approved.
- Select the **Requested On Date**.
- Enter the **Qty Requested**. If you are issuing the item, enter the **Quantity Approved**. If you are not able to fulfill the entire request, you can create a back order request for the remaining quantity not issued by checking the box.
- Enter the **Location**, **Building**, **Area**, **Area Number**, and **Budget Code** information as necessary.
- Enter an **Expected Delivery Date**.
- If this request needs to be routed to another user for approval, select their name from the **Route To** drop down list.
- Enter the contact information for the user that requested these items by selecting their name under **Requested By**.
• If you are issuing the inventory now, you can submit it to a **Pick List** by checking the box. You will then be able to select an existing pick list or create a new one.

• Select the **Pool** that the item is being issued from. This is only required if you are issuing the inventory now.

• Enter a **Project ID** if needed.

• Enter the **WOID** if this request is tied to a MaintenanceDirect work order.

• Enter **Notes** if needed.

• Click **Submit** to save the transaction.

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**CONTACT US**

Got questions? Answers are what we’re here for.

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