

How to Create Inventory Receipt - Direct type > Lot Tracked - Manual item is selected

The following will guide you on how to create Inventory Receipt with Direct type. In this illustration also, non-lot tracked item is selected for item to be shipped.

1. There are 2 ways where you can create a new Inventory Receipt.
 - a. From Inventory module > click on **Inventory Receipt** menu. The **Inventory Receipt search** will be shown. Click **New**. If there are no existing records yet, upon clicking Inventory Receipt menu, it will open a new Inventory Receipt screen.
 - b. From an existing Inventory Receipt transaction, click **New**.
2. The **Inventory Receipt search** will be shown. Click **New**.
3. This will open a new Inventory Receipt screen.
[blocked URL](#)
4. In the **Details** tab,
 - a. Select Direct in the **Receipt Type** field.
 - b. Select the vendor for this Inventory Receipt in the **Vendor** field.
 - c. Select Location in the **Location** field.



If you would like to always use your user's Location when creating Inventory Receipt, then setup the Default Location from the Users screen.

System Manager > Users > select your user > in the Default Location field select your default location.

The screenshot shows the 'Entity - iRely Admin' user profile page. The 'Settings' section is highlighted with a red box, showing 'Default Location' set to '1000-Location A'. Other visible fields include Username (irelyadmin), Title, Contact Method, Department, Change Password, JIRA Username, Dashboard Role (Administrator), and Default Role (ADMIN).

5. In the grid area,
 - a. Select a **Lot tracked - manual item** to be received in the **Item No** field. As item is selected, all other item information will automatically be filled in like default Receipt UOM, Cost, Cost UOM, **Storage Location**, **Storage Unit** and so on.
 - b. Enter the quantity of items to be received in the **Receipt Qty** field.
 - c. **Gross/Net UOM** field will be defaulted to the UOM the same as Receipt UOM. Change this UOM as needed.
 - d. Enter **Gross** and **Net** value. As you enter the Net value, **Line Total** field will automatically be updated.
 - e. Enter other relevant item information. See [Inventory Receipt - Field Description](#).
6. At the bottom of the screen, the Lot Tracking grid will be shown. This grid is shown when item selected is lot tracked.
 - a. Enter a lot number in the **Lot Number** field.
 - b. In the **Parent Lot Number** field, enter/select a parent lot number if it applies .
 - c. Select **Lot UOM**.
 - d. In the **Quantity** field enter the quantity to receive for the entered lot number. As you move out of the field, **Gross** and **Net** field will automatically be updated based on converted value of Lot UOM and Quantity to Lot Wgt UOM.
 - e. Change the **Gross** or **Tare** value as needed.
 - f. Enter **Expiry Date**. Note that this should be filled in especially if item to be received will be consumed in manufacturing.
 - g. Enter other relevant lot information. See [Inventory Receipt - Field Description](#).
7. Save the record and post it later or you may directly post this transaction.
 - a. Save the record. You can click **Save** or use the shortcut key **Ctrl+S**. In case you miss to save it and you click the **Close** or the **x** button at the top right corner of the screen or use the shortcut key **Alt+X** or **Esc** , i21 will prompt you if you would like to save it before closing the screen.
 - b. Post Inventory Receipt. See [How to Post Inventory Receipt](#).

Inventory Receipt -



New Save Search Delete Undo Print Post Vendor Close

Details Charges & Invoice Incoming Inspection EDI Activities Attachments Post Preview Post History Audit Log

Order Type * Source Type Vendor * Ship From Location (Ship To) Receipt Date * Currency Receipt No
Direct None ABC Trucking (edited) Office 0001-Fort Wayne 01/29/2018 USD Created on Save

BOL No Receiver Freight Terms Shift Number
Vendor Ref No Ship Via FOB Point Last Free Whse Date
Warehouse Ref No Vessel

Items + Insert Remove Quality View Tax Details Export View Filter (F3)

☐	Item No. *	Description	Charges Link	Receipt Qty *	Currency Unit	Cost	Cost
☒	Test Lotted It...	Test Lotted Item - Manual		100 Bushels	USD	10.00	Bush
☐				0		0.00	

Lot Tracking + Insert Remove Replicate Balance Lots Export View Filter (F3)

☐	Lot Number	Parent Lot Number	Lot UOM	Quantity	Gross	Tare	Net	Lot Wgt UOM	Storage Unit	Expiry Date
☒	LOT-01		Bushels	100.00	100	0	100	Bushels		
☐				0.00	0	0	0			

Summary

Gross Wgt.	10,000.00
Lot Gross Wgt.	100.00
Gross Diff	9,900.00
Net Wgt.	10,000.00
Lot Net Wgt.	100.00
Net Diff	9,900.00
Gain/Loss:	0.00
Gain/Loss (%)	0.00%
Sub Total	100,000.00
Tax	6,100.00
Charges	0.00
Total	106,100.00