How to Create Inventory Receipt - Direct type > Lot Tracked - Manual/Serial Number 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.
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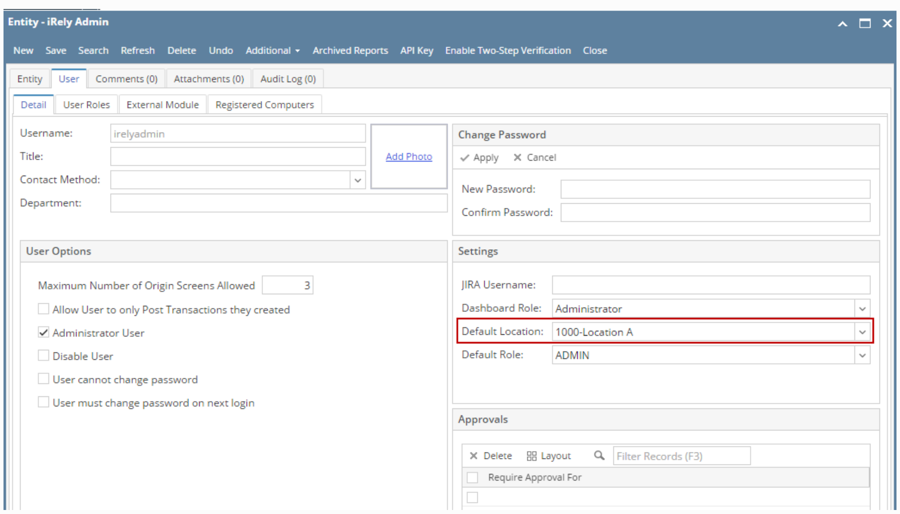
4. In the **Details tab**,
    a. Select Direct in the **Receipt Type field**.
    b. Select the vendor for this Inventory Receipt in the **Vendor field**.
    c. Select Location in the **Location field**.

> 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.
>
> 
>

5. In the grid area,
    a. Select a lot tracked - serial number 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. User can **leave** the **Lot Number field blank**, the system will generate the serial number when posting this transaction or user can **enter Lot Number Manually.**
    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** a t 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.