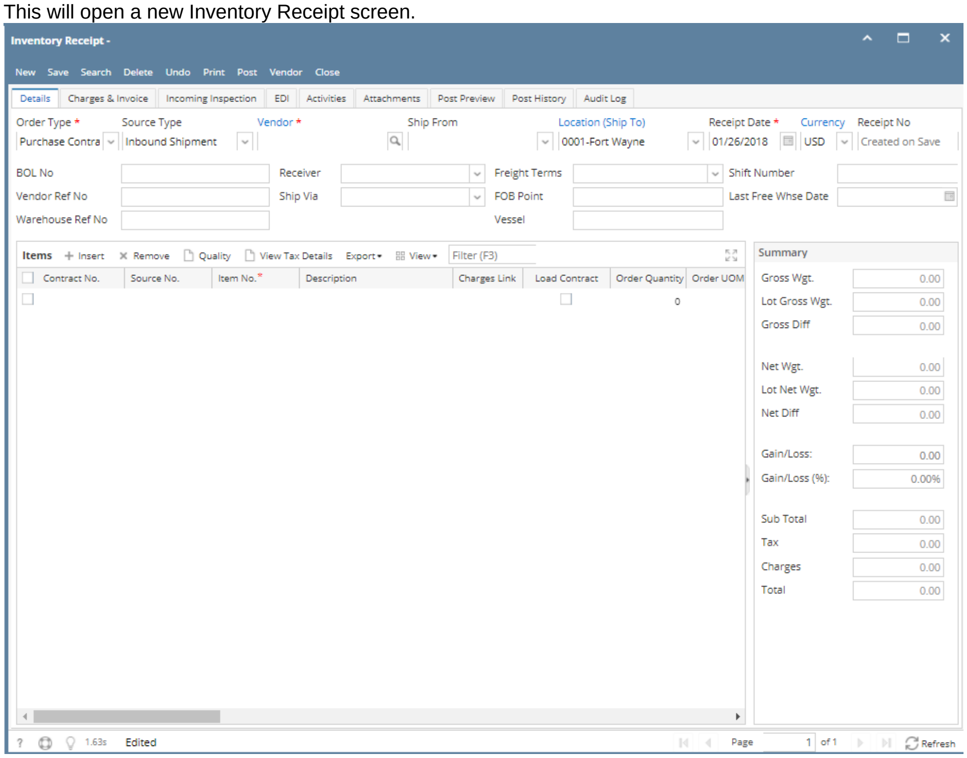
How to Create Inventory Receipt - Direct type for Non Lot Tracked Item

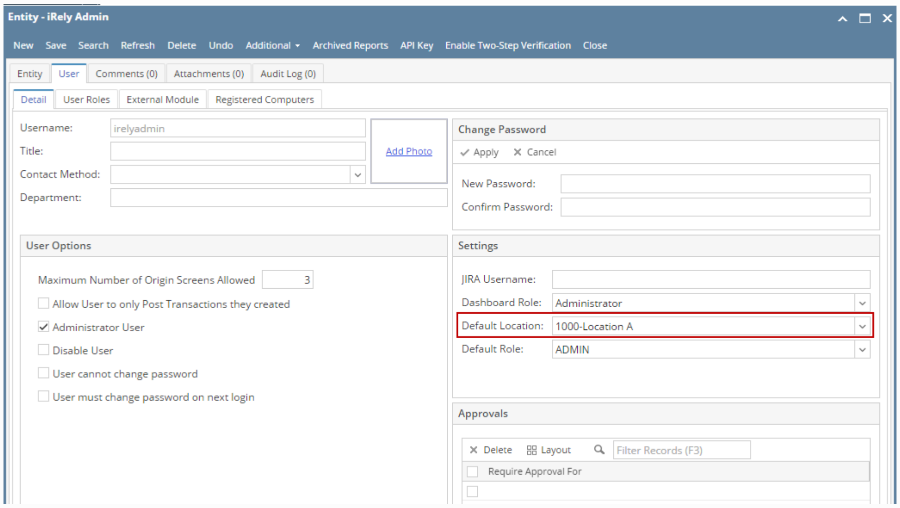
The following will guide you on how to create Inventory Receipt with Direct type. In this illustration also, non-lot tracked item is selected for item to be shipped.

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.


4. In the **Details tab**,
    a. Select Direct in the **Order 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 non-lot tracked 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, Sub Location, Storage Location and so on.
   b. Enter the quantity of items to be received in the **Receipt Qty field**. As you enter the quantity, **Line Total field** will automatically be updated.
   c. Enter other relevant item information. See Inventory Receipt - Field Description.
6. 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.