

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.

Inventory Receipt -

NewSaveSearchDeleteUndoPrintPostVendorClose

DetailsCharges & InvoiceIncoming InspectionEDIActivitiesAttachmentsPost PreviewPost HistoryAudit Log

Order Type *Source TypeVendor *Ship FromLocation (Ship To)Receipt Date *CurrencyReceipt No

Purchase ContraInbound Shipment0001-Fort Wayne01/26/2018USDCreated on Save

BOL NoReceiverFreight TermsShift Number

Vendor Ref NoShip ViaFOB PointLast Free Whse Date

Warehouse Ref NoVessel

Items+ InsertX RemoveQualityView Tax DetailsExportViewFilter (F3)

Contract No.

Source No.

Item No. *

Description

Charges Link

Load Contract

Order Quantity

Order UOM

Summary

Gross Wgt.0.00

Lot Gross Wgt.0.00

Gross Diff0.00

Net Wgt.0.00

Lot Net Wgt.0.00

Net Diff0.00

Gain/Loss:0.00

Gain/Loss (%)0.00%

Sub Total0.00

Tax0.00

Charges0.00

Total0.00

1.63s Edited

Page 1 of 1 Refresh

- 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.

Entity - iRely Admin

Username: irelyadmin

Title:

Contact Method:

Department:

Change Password

✓ Apply ✗ Cancel

New Password:

Confirm Password:

User Options

Maximum Number of Origin Screens Allowed: 3

☐ Allow User to only Post Transactions they created

☒ Administrator User

☐ Disable User

☐ User cannot change password

☐ User must change password on next login

Settings

JIRA Username:

Dashboard Role: Administrator

Default Location: 1000-Location A

Default Role: ADMIN

Approvals

✗ Delete ☰ Layout 🔍 Filter Records (F3)

☐ Require Approval For

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 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 - INVRCT-52

New Save Search Delete Undo Print Post Recap Vendor Close

Details Charges & Invoice Incoming Inspection EDI Comments (0) Attachments (0) Audit Log (3)

Receipt Type: Direct Source Type: None Vendor: Sample Company Location: 1000-Location A Receipt Date: 03/15/2016 Currency: USD Receipt No: INVRCT-52

BOL No: Receiver: irelyadmin Freight Terms: Tax Group:

Vendor Ref No: Ship From: LOC-001 FOB Point: Shift Number: 0.00

Blanket Release No: 0 Ship Via: UPS Ground Vessel:

+ Insert 🔍 Quality 🔍 View Tax Details ✗ Remove Wgt or Vol Gain/Loss: 0.00 ☰ Layout 🔍 Filter Records (F3)

Qty to Receive	Sub Currency	Cost	Cost UOM	Tax	Gross/Net UOM	Gross	Net	Line Total	Sub Location
100		10.00	pound	0.00		0.00	0.00	1,000.00	Main
0		0.00				0.00	0.00	0.00	