

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

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- 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.

The screenshot shows the 'Entity - iRely Admin' interface. The 'User' tab is active, displaying fields for Username (irelyadmin), Title, Contact Method, and Department. The 'User Options' section includes checkboxes for 'Allow User to only Post Transactions they created', 'Administrator User' (checked), 'Disable User', 'User cannot change password', and 'User must change password on next login'. The 'Settings' section shows 'JIRA Username', 'Dashboard Role' (Administrator), 'Default Location' (1000-Location A, highlighted with a red box), and 'Default Role' (ADMIN). The 'Approvals' section has checkboxes for 'Require Approval For' and '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](#).

The screenshot shows the 'Inventory Receipt - INVRCT-52' interface. The 'Details' tab is active, displaying fields for Receipt Type (Direct), Source Type (None), Vendor (Sample Company), Location (1000-Location A), Receipt Date (03/15/2016), Currency (USD), and Receipt No (INVRCT-52). The 'Grid' area shows a table with columns: Qty to Receive, Sub Currency, Cost, Cost UOM, Tax, Gross/Net UOM, Gross, Net, Line Total, and Sub Location. The table contains two rows: one with Qty to Receive 100, Sub Currency, Cost 10.00, Cost UOM pound, Tax 0.00, Gross/Net UOM, Gross 0.00, Net 0.00, Line Total 1,000.00, and Sub Location Main; and another with Qty to Receive 0, Sub Currency, Cost 0.00, Cost UOM, Tax 0.00, Gross/Net UOM, Gross 0.00, Net 0.00, Line Total 0.00, and Sub Location.