


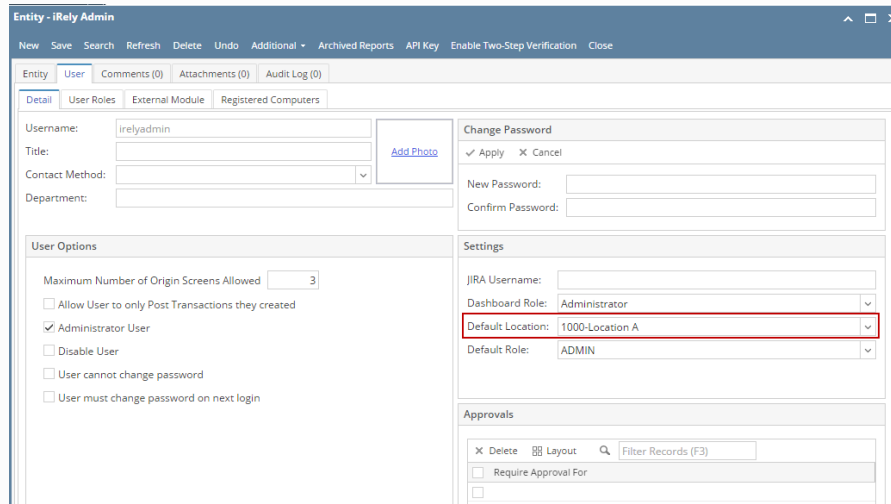
How to Create Inventory Receipt - Direct type > Lot Tracked - Manual item is selected

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 the 'Default Location' field set to '1000-Location A'. Other fields visible include Username (irelyadmin), Title, Contact Method, Department, User Options (Maximum Number of Origin Screens Allowed: 3, Allow User to only Post Transactions they created, Administrator User checked, Disable User, User cannot change password, User must change password on next login), Change Password (Apply, Cancel, New Password, Confirm Password), JIRA Username, Dashboard Role (Administrator), Default Role (ADMIN), and Approvals (X Delete, Layout, Filter Records (F3), Require Approval For).

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 X Remove Quality View Tax Details Export View Filter (F3)

<input type="checkbox"/>	Item No. *	Description	Charges Link	Receipt Qty *	Currency Unit	Cost	Cost
<input checked="" type="checkbox"/>	Test Lotted It...	Test Lotted Item - Manual		100 Bushels	USD	10.00	Bush
<input type="checkbox"/>				0		0.00	

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

<input type="checkbox"/>	Lot Number	Parent Lot Number	Lot UOM	Quantity	Gross	Tare	Net	Lot Wgt UOM	Storage Unit	Expiry Date
<input checked="" type="checkbox"/>	LOT-01		Bushels	100.00	100	0	100	Bushels		
<input type="checkbox"/>				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

1.85s Edited

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