

How to Search and Open Inventory Receipt

1. From Inventory module > click on **Inventory Receipt** menu.
2. The **Inventory Receipt** search will be opened. See [Search](#) to guide you on how to use the Search screen.
3. Select the inventory receipt and click **OpenSelected**. Or you can also double-click on the selected record.

The screenshot shows the 'Inventory Receipt' search screen. The left sidebar has the 'Inventory' module selected. The main window displays a list of inventory receipts. A red box highlights the 'Inventory Receipt' menu item in the sidebar, and a red arrow points to the 'OpenSelected' button at the bottom of the list.

Receipt No.	Receipt Date	Order Type	Vendor Name	Location Name	Bill Of Lading No.	Currency	Posted	Sub Total	Tax	Charges	Gross	Net	Total
IR-1027	01/29/2018	Direct	ABC Trucking Inc.	0001-Fort Wayne		USD	✓	1,000.00	61.00	0.00	1,061.00	100.00	1,161.00
IR-1026	01/11/2018	Purchase Order	The Andersons	0001-Fort Wayne		USD	✓	8,280.00	0.00	0.00	8,280.00	0.00	8,280.00
IR-1025	01/11/2018	Direct	ADM Grain Inc.	0001-Fort Wayne		USD	✓	0.00	0.00	0.00	0.00	0.00	0.00
IR-1018	01/11/2018	Purchase Order	ADM Grain Inc.	0001-Fort Wayne		USD	✓	461.19	46.23	0.00	507.42	0.00	507.42
IR-1017	01/11/2018	Direct	ADM Grain Inc.	0001-Fort Wayne		USD	✓	0.00	0.00	0.00	0.00	0.00	0.00
IR-1016	01/11/2018	Purchase Order	A1 Rural Partners	0001-Fort Wayne		USD	✓	9.50	0.00	0.00	9.50	1.00	10.50
IR-1015	01/10/2018	Purchase Order	The Andersons	0001-Fort Wayne		USD	✓	126.00	6.93	0.00	132.93	0.00	132.93
IR-1014	01/10/2018	Purchase Order	The Andersons	0001-Fort Wayne		CAD	✓	8,892.80	160.64	0.00	9,053.44	0.00	9,053.44
IR-1012	01/09/2018	Direct	ADM Grain Inc.	0001-Fort Wayne		USD	✓	0.00	0.00	0.00	0.00	0.00	0.00
IR-1011	01/09/2018	Purchase Order	225 Corp Products	0001-Fort Wayne		USD	✓	6,910.13	262.39	0.00	7,172.52	0.00	7,172.52
IR-1010	01/09/2018	Purchase Order	Agrium	0001-Fort Wayne		USD	✓	0.00	0.00	0.00	0.00	0.00	0.00
IR-1009	01/09/2018	Purchase Order	Agrium	0001-Fort Wayne		USD	✓	0.00	0.00	0.00	0.00	0.00	0.00
IR-1008	01/09/2018	Purchase Order	Anchor Daniels	0001-Fort Wayne		USD	✓	0.00	0.00	0.00	0.00	0.00	0.00
IR-1007	01/09/2018	Purchase Order	ADM Grain Inc.	0001-Fort Wayne		USD	✓	3,391.95	179.80	0.00	3,571.75	0.00	3,571.75
IR-1006	01/09/2018	Purchase Order	ADM Grain Inc.	0001-Fort Wayne		USD	✓	3,391.95	179.80	0.00	3,571.75	0.00	3,571.75
IR-1005	01/09/2018	Purchase Order	ADM Grain Inc.	0001-Fort Wayne		USD	✓	0.00	0.00	0.00	0.00	0.00	0.00
IR-1004	01/09/2018	Purchase Order	ADM Grain Inc.	0001-Fort Wayne		USD	✓	2,464.28	135.54	0.00	2,599.82	0.00	2,599.82
IR-1003	01/09/2018	Purchase Order	Dave Smith	0001-Fort Wayne		USD	✓	3,600.00	148.00	0.00	3,748.00	0.00	3,748.00

4. The **Inventory Receipt** screen will be opened showing the selected record/s

The screenshot shows the 'Inventory Receipt - IR-1027' screen. The screen displays details for the selected receipt, including Order Type, Source Type, Vendor, Ship From, Location (Ship To), Receipt Date, Currency, and Receipt No. The Items table shows a single item: Test Lotted Item - S... with a quantity of 100 Bushels. The Summary section shows Gross Wgt, Lot Gross Wgt, Gross Diff, Net Wgt, Lot Net Wgt, Net Diff, Gain/Loss, Gain/Loss (%), Sub Total, Tax, Charges, and Total.

Item No.	Description	Charges Link	Receipt Qty	Currency Unit	Cost	Cost UOM	Gross/Net	Gross	Net
1	Test Lotted Item - S...		100 Bushels	USD	10	Bushels	Bushels	100.00	100

Summary	
Gross Wgt.	100.00
Lot Gross Wgt.	0.00
Gross Diff	100.00
Net Wgt.	100.00
Lot Net Wgt.	0.00
Net Diff	100.00
Gain/Loss:	0.00
Gain/Loss (%)	0.00%
Sub Total	1,000.00
Tax	61.00
Charges	0.00
Total	1,061.00