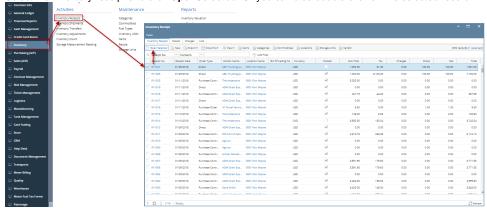# How to Search and Open Inventory Receipt

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.

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