

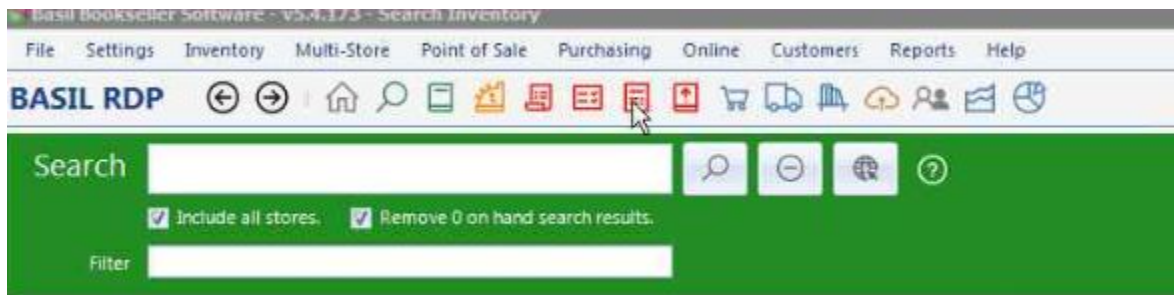
## Receiving Quick Start

- Open a new receipt in Basil.
- In the **Vendor** field, enter the publisher's name.
- In the **Supplier Invoice Number** field, enter the invoice number from the packing slip.
- In the **Invoiced** field, enter the shipment date from the packing slip.
- Scan a book.
  - In the book details screen, enter the quantity of that title to be received, and make sure that the **Retail Price** and the **Store Price** match. Hit **ESC** to return to the receiving screen.
- Continue scanning until all books in the shipment have been received.
- Make sure that the overall **Retail Price** and **Store Price** match, and that the **Cost** field on the Basil receipt more or less matches the net amount due from the packing slip.
- Stamp the packing slip and write your initials, the date, and the receipt number.

## General Receiving

- **Creating a New Receipt**

To enter the receiving screen, click the **Receipts** icon. **NOTE: Be sure not to use the Receipts-In-Progress icon.**



To create a new receipt, click **New Receipt**.



This will open the receipt details screen.

Enter the vendor's name (e.g. Penguin Random House, Simon and Schuster) in the **Vendor** field. This should auto-fill after a few characters.

In the **Supplier Invoice Number** field, enter the invoice number from the packing slip, followed by your initials.

Enter the date that the shipment was sent in the **Invoiced** field.

Receipt Details - Receipt #: 294323 - Vendor: Unknown - Cost: Percent discount of 0.000 % - Store: Novato Copperfield's Books

Vendor (F3)  Freight Costs \$0.00 Received 7/17/2021

Cost Calculation Percent discount of 0.000 % Freight Pounds 0 Invoiced 7/17/2021

Carrier  Supplier Invoice Number  Due Date 7/17/2021

ID (F1)  Manual Book Manual Media/Misc

Filter

Actions

Once all the necessary fields have been filled in, move your cursor to the **ID** field, and begin scanning the books. After you scan, a new detail screen will appear. On this screen, you can confirm and adjust the price points of the book you've just scanned, as well as adjust the quantity of this title that you would like to receive.

New (5634008)  
Barcode: None  
NEW PAPER FICTION TRADE  
Floor | Store: \$17.00 | OH: 5

Create New Inventory Record

Amazon Information  
Match Condition Rank 426,391  
Average \$13.00 Min \$13.00  
Qty: 1 | \$16.99 + \$0.00 | New | 98-100% | 0-2 days | A...

Online Prices Not posted online

Condition New  
Section NEW PAPER FICTION TRADE  
Location Floor  
Retail Price \$17.00  
Store Price \$17.00  
Cost \$9.18  
Quantity 5  
Short Shipped 0  
Damaged 0  
Is Taxable Using existing record  
Online Prices Not posted online  
Online Values

Purchase Order  
PENGUIN RANDOM HOUSE LLC : PO# NOV-62113  
Order Status: Ordered  
Line Status: Ordered  
Discount: \$17.00  
Qty: 5  
Cost: \$17.00  
Section: NEW PAPER FICTION TRADE  
Unlink Purchase Order Line

There are no Special Order lines selected for this item.

Done (Enter) More Details

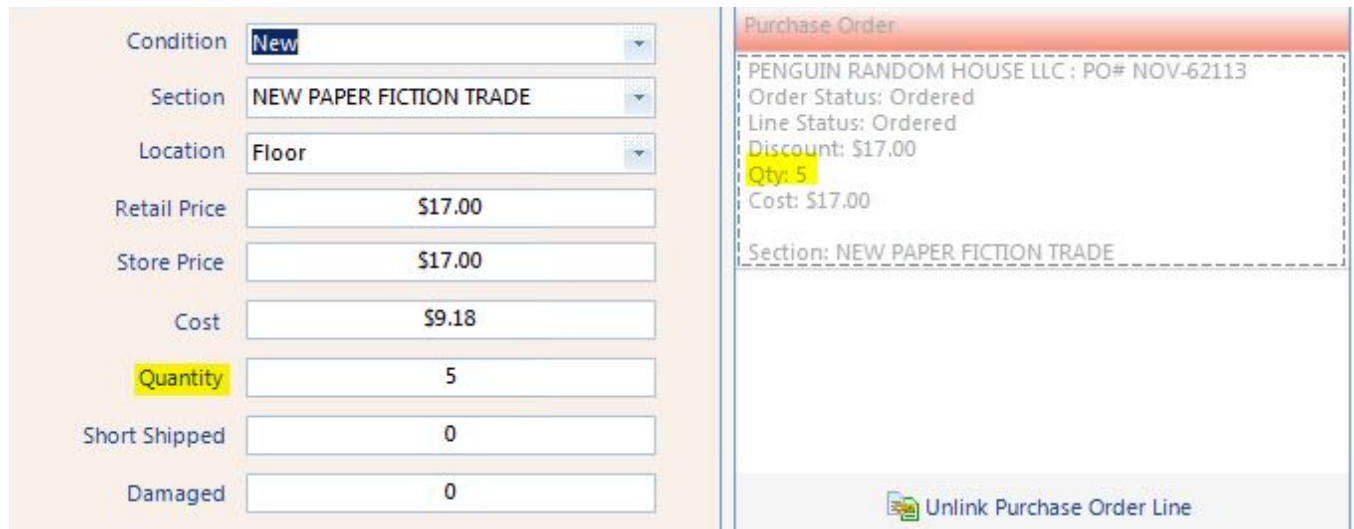
- Confirming Price Points**

The book detail screen displays two price fields: the **Retail Price** and the **Store Price**. It's important that these amounts match. If they are mismatched, and you are not sure which price is the correct one, check the price on the invoice, or on the back of the book itself. This price is the one that should be used in both fields.

Retail Price	\$17.00
Store Price	\$17.00

- **Large Quantities of the Same Title**

In order to receive more than one copy of the same title, simply enter the quantity you would like to receive into the **Quantity** field of the book detail screen. Make sure that this quantity matches the **Qty** line of the **Purchase Order** box.



The screenshot shows a book detail screen on the left and a purchase order box on the right. The book detail screen has the following fields:

- Condition: New
- Section: NEW PAPER FICTION TRADE
- Location: Floor
- Retail Price: \$17.00
- Store Price: \$17.00
- Cost: \$9.18
- Quantity: 5
- Short Shipped: 0
- Damaged: 0

The purchase order box on the right contains the following information:

- PENGUIN RANDOM HOUSE LLC : PO# NOV-62113
- Order Status: Ordered
- Line Status: Ordered
- Discount: \$17.00
- Qty: 5
- Cost: \$17.00
- Section: NEW PAPER FICTION TRADE

At the bottom of the purchase order box, there is a button labeled "Unlink Purchase Order Line".

Once you have confirmed that the price points match, and that you are receiving the correct number of books, you can exit the detail screen by pressing **Enter** or clicking **Done**. The book you just scanned will appear in your **receiving grid**. You can now continue scanning the rest of the books in the shipment.

- **Adjusting Discounts**

Sometimes, the default discount amount on the Basil receipt and the discount amount on the packing slip will not match. This can occur for an entire receipt, or on a book-by-book basis. When this happens, select the book or books that need adjusting, and click the **Cost Calculation** icon in the **Actions** section of the receipt screen.



The screenshot shows the bottom section of a receipt screen. It includes a search bar labeled "ID (F1)" and a "Filter" field. Below these are several buttons: "Manual Book", "Manual Media/Misc", "Actions" (with a green arrow icon), "Print SPO", "Email SPO", and "New Line". A mouse cursor is pointing at the "Actions" button.

Select **Percent** from the drop-down menu, and enter the discount amount from the packing slip in the **Value** field.