

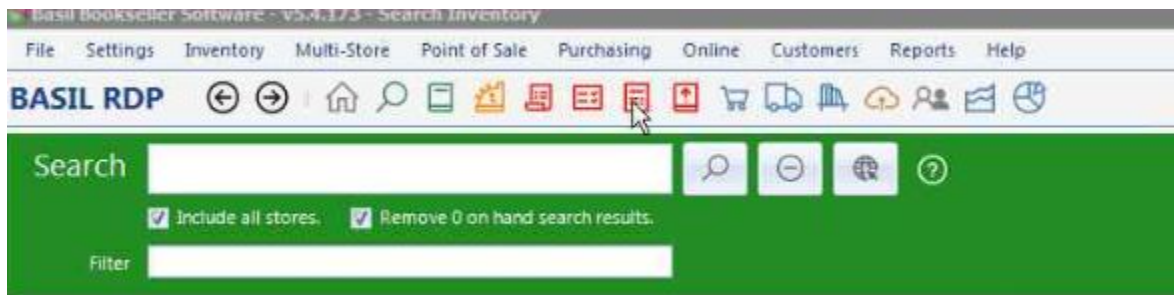
Receiving Quick Start

- 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.