

and create claims, or the **P**rt command will allow you to print this list and the discrepancies.

Press **[Esc]** to exit the reconciliation list and return to the main receiving list.

SPECIAL ORDERS IN ELECTRONIC RECEIVING

When an electronic invoice is being processed, special orders attached to that PO# will automatically be filled as in regular receiving. But, as mentioned above, you can also select to be prompted when a title that has been ordered for a customer on another PO#, is being received in your current session. For example, if a title has been ordered for a customer on PO #1234 with PRH, but you are currently receiving PO #1233 from IBC and that same title is on order, Bookmanager will ask you if you would like to fill the order for the customer. You have the option to select **Y**es or **N**o to this option. If your customer order was originally placed under order #1233 (the order you are receiving) then the order will be filled without prompting.

With filling special orders you also have the option to select to **g**) **Automatically fill any s/o from another PO** or you can choose option **c**) **Do not to fill any s/o from another PO**.

4. CARTON-LEVEL RECEIVING

Carton-Level Receiving can be considered a sub-set of Electronic Receiving, in that it functions virtually the same, except that larger invoices can be broken down into their individual boxes and received/reconciled one by one, rather than doing the entire invoice in one go.

This feature is especially helpful for large multi-box shipments that have not all arrived at your store at the same time. With standard Electronic Invoices, you would have to wait until all the cartons arrived until you could receive the shipment (as simply bringing in the Electronic Invoice receives the shipment into Inventory in its entirety), or you would have to do some fancy Bookmanager footwork to mark product that has not arrived yet.

Another feature provided by Carton-Level Receiving is dealing with shipments containing multiple invoices in the same box. For example, you could receive a four-box shipments from Hachette Book Group, but those four boxes actually contain product spread out on three invoices. You can receive and print labels for the boxes individually, rather than having to take the time to sort through the shipment and organize it based on invoice.

Before you can utilize Carton-Level Receiving, you must enable it in **[Alt] S**etup, **e**) **Receiving**, and say **Y**es to **Do you want Carton-level receiving enabled?**

Similar to electronic invoices, your suppliers will need to be contacted if you are not receiving carton-level documents. These are known as **Advance Ship Notices (ASN)** or **X12 856**. Not all suppliers are capable of providing carton-level data. Once they enable them for your account, you should automatically start to see them when you access receiving.

TIP: When viewing electronic invoices, press **L**og to view a list of all the electronic document processing that has been happening within your copy of Bookmanager. This is used mostly by us when providing technical support, but it may be helpful for you as well. Enable carton-level, then when new documents are sent to you, the log can be used to look for any **PS-856** lines indicating

that the supplier is now sending you the carton-level data.

CHOOSING A CARTON-LEVEL DOCUMENT

At the start of receiving, and when your cursor is in the **Supplier** field, scan the **last** bar code found on the shipping label affixed to the carton you want to receive (in some cases you may need to try the other bar code(s) on the label, but we are working on standardizing this between suppliers). The carton number will be looked up and you will see a screen like this when a match is found:

```

9) Receiving                               Play (Test)           F3:1-NotSent Online:1 w0
                                           Mon Apr 18 2016 9:02a #16
EDI invoices and past receiving
Supl Invoice# InvDate PO# Stat Stat CartonID (2 cartons)
Electronic invoices
PRH |1087134911|Apr12-16|54855|Ship Ship|00000798081753088932
                                           Ship|00000798081751254629

Stat Ship o/o Title Price % Net PO# ISBN Invoice
Ship 1 2 Penguin Classic 12.99 42 7.54 54855 9780141393049 1087134911
Ship 1 1 Leaven of Malic 20.00 44 11.20 54855 9780143197027 1087134911
Ship 1 2 Shining, The 11.99 42 6.96 54855 9780307743657 1087134911
Ship 1 1 Meatless: More 29.95 44 16.77 54855 9780307954565 1087134911
Ship 1 1 Under the Wide 19.00 44 10.64 54855 9780345516541 1087134911
Ship 1 1 Anxiety Toolkit 18.00 44 10.08 54855 9780399169250 1087134911
Ship 1 2 Big Little Lies 22.00 44 12.32 54855 9780425274866 1087134911
Ship 1 1 Janus Stone: A 15.99 44 8.95 54855 9780771035890 1087134911
Ship 1 1 House at Sea's 18.99 44 10.63 54855 9780771036019 1087134911
Process Edit Delete New Log Ttl <-Invoices

```

The above is a two carton shipment, and the second box's shipping label barcode has been scanned into the Supplier field. Most often, the shipping labels will show the carton numbers and total count, but there are exceptions to this, (presumably to confuse receivers when publishers ship carton #6 of 5, or #1 of 1 for a 2-carton shipment). Carton numbers are not listed in Bookmanager (to avoid this confusion), only the giant carton ID (also known as SSC) sent from the publisher.

PROCESSING AN ELECTRONIC DOCUMENT

With the desired **Invoice** or **Carton** highlighted, press **P**rocess to start the electronic receiving process. This will also happen if you press **Enter** to view the contents, and then press **Enter** again.

If anything unusual is found with the shipment, you will be shown a **Shipment status** warning:

```

PRH |1087137333|Apr14-16|53434|Ship
PRH |1087049510|Apr15-16|53434|Ship
PRH |1087062225|Apr15-16|54678|Ship
PRH |1087068677|Apr15-16|53434|Ship
Shipment status
Shipment has 26 lines with 74 items

1 lines are not on order with a matching PO#

Postone receiving until more information arrives
Edit the problems (e.g. you may have paperwork)
Proceed (entries will be created for items not o/o)

```

In the above example, **1 Orders** was missing an item that is about to be received. Of course, if you did not record the order at all into Bookmanager, the entire shipment will be reported as missing but you will proceed regardless. Most often you will select the third option, **Proceed (entries will be created for items not o/o)**, to continue.

The rest of receiving is done the same way as a regular electronic invoice, with the next screen giving you a chance to change the way the shipment will be received, then the filtered list being loaded, and on to reconciliation.

CARTON-LEVEL CONSIDERATIONS (IMPORTANT!)

This type of receiving will not be for everyone because it introduces another level of understanding. If you scanned a **carton** and then **Processed** it, the **rest of the Receiving session remembers this**. The **F**iltered list will only be for the items in the carton. If you use the **X**tra option, and have selected option **d) Reconcile invoice by scanning received stock**, the items to reconcile will only be for what's in the carton. The invoice(s) total will not be complete until all cartons are received.

Multiples of the same item could be in multiple cartons. When the shipment is processed, the items in Orders will be split into separate rows to facilitate receiving only the quantity in each carton. This happens when carton-level receiving is enabled, even if you did not process the shipment by scanning in cartons.

PRINT PRICE LABELS BY CARTON NUMBER

If you prefer to print price labels all together at the end of your receiving session, you may want to receive the entire multi-piece invoice at once (i.e. do not scan in cartons) but have the labels printed by carton. When you exit to **Process Receiving**, there is an option to sort labels by carton. Rather than have a list of 500 labels alphabetical by title, your 10-carton shipment will have 10 batches of labels. Simply match each batch of labels to its carton, to make it easier to match the labels with the books.

NOTE: Having tried this method at our bookstore, we find it much faster and more accurate to scan/receive a carton, then scan/reconcile the carton's contents with **auto-labelling** enabled. If a twenty carton shipment is going to take much of the day to receive, this method will only show stock as "received" that are moments away from being shelved.

WAITING FOR THE MISSING CARTON

Carton-level receiving allows you to receive only the boxes that arrived. The books in the carton still in transit will still have the **OShp** status. The invoice will not be balanced, but there is a note linked to the invoice in **7) Accounts Payable** reminding you the shipment is incomplete. Nonetheless, we think it wise to keep paper notes to yourself, as a reminder that boxes were missing.

CARTONS WITH MULTIPLE INVOICES (HACHETTE)

Carton-level receiving can save a lot of time and frustration when a supplier chooses to generate several invoices for all the books in a shipment. Scan/receive using the **carton ID** even if there is only one box. The scan/reconcile/label process works well, because it ignores the invoice numbers. The Receiving screen showing the invoice totals is misleading, because it can only show one invoice total at a time.

Once all cartons/products have been received, it's now time to review each invoice against the list of invoices on the screen, starting with the (randomly selected) one already displayed. Get back to the start of receiving, enter the supplier code and then **[Tab]** while in the **Invoice** field to review all the recent invoices with that supplier. These should be all the invoices that you just did carton-level receiving for.

Below is an example of a "more challenging" shipment:

9) Receiving		Play (Test)		F3:2-NotSent Online:1 w0						
				Wed Jan 20 2016 11:08a #9						
		Recently received								
Supl	HBG (CA)	Hachette Book Group	Supl	Invoice	Amount	InvDate	Rcvd			
Inv	49534150	SellTl 47.3 121.34	HBG	n/a 625272	21.21	Jan15-16	Jan20			
InvDte	Jan15-16	InvList 47.3 121.34	HBG	49534150	! 67.81	Jan15-16	Jan20			
AgeFrToday	5	InvNet 63.97	HBG	49530902	64.95	Jan15-16	Jan20			
DueDte	Mar16-16		HBG	49516471	27.24	Jan15-16	Jan20			
AgeWhenDue	61	Freight	HBG	49512946	11.76	Jan15-16	Jan20			
Clerk		HST 6.0 3.84	HBG	49512860	115.20	Jan15-16	Jan20			
QtyRcvd	6		HBG	49484271	137.20	Jan11-16	Jan18			
		Total	HBG	49480350	29.89	Jan11-16	Jan18			
			HBG	49472504	99.91	Jan11-16	Jan18			
Order	ISBN	aOH	Title	Qty	Price	%	Stat	Sell	PM	S
54216	9781592533251	2	101 Dog Tricks: Step	1	22.50	43	R	same	43%	
54216	9780810983915	2	Diary of a Wimpy Kid	2	16.95	50	R	same	50%	
54216	9781419707858	1	In the Footsteps [new]	1	19.95	50	R	same	50%	3
54216	9788862933155	2	Passions Recipe Jour	1	26.00	50	R	same	50%	
54216	9781423182016	1	Waterfire Saga, Book	1	18.99	41	R	same	41%	

Browsing recent receiving. Press [enter] to review/edit this invoice

In the above example, we have scanned and received one carton from Hachette Book Group. Next, we exited the one invoice BM randomly chose to show on the screen, then used **[Tab]** to get in the **Recently received** area, where we can see there were six invoices created on that day (Jan15-16). We now use the paper invoices contained in the shipment to verify that the totals listed under the **Amount** column match the paperwork (i.e. we received what we were billed for). The highlighted item with the **!** likely will not match the monetary totals, because the **!** tells us there is another unprocessed carton that needs to be received under that invoice number. However, you can finalize the rest of the invoices, and make minor changes to their totals if there were differences due to rounding.

NEW RELEASES - WHAT'S THE 'N/A 625272' INVOICE FOR?

n/a 625272 is listed as an invoice, but it's clearly not an official one. In this case, Hachette has released a shipment containing backlist and new releases in the same carton. The books have arrived a couple of days before the formal release date of the new releases in the shipment. Technically, they are not to be shelved until the day of the release, but it makes sense to put the rest of the shipment out into the store now. To make it difficult for booksellers to "cheat" and sell books before the release date, Hachette will withhold the electronic invoice data until the release date. The electronic carton document was helpful to receive the books, but there was no electronic invoice to match with the new releases.

As before, and where a new release should not be shelved until the official release date, you should set aside these titles, even though they are now "received" into your system. If it is important to not

show these titles as received in your inventory, you can go back into receiving and **B**ackorder them. There are no features in Bookmanager to make this process more elegant. When the electronic invoice finally arrives, it will be matched with the electronic carton information, however, the dummy invoice number used to receive the books will NOT be updated. You will need to use your receiving talent to find the dummy invoice and then use the **X**tra option **c**) **Change (correct) the invoice number and/or invoice date** to make corrections, so that it matches the formal invoice.

CORRECTING MISTAKES

Mistakes can easily happen. Perhaps items were ordered under the wrong supplier code. Maybe they were received instead of backordered. Whatever the case, you will have an opportunity to correct these items before you leave Receiving (and even after receiving).

FILTER

When receiving, the list can be a mixture of items received this session, last session, or not received at all. To make finding your mistakes easier, use the **F**lt (Filter) command. This will condense the receiving list to include only items that have been received in this session. If you have exited the invoice by using the **[Esc]** key at any point, items received prior to using the **[Esc]** key may not be included. Using the **F**lt command will correct this. You can always get out of the filtered list by pressing **F**lt a second time.

UNDO

While receiving, if you mistakenly **B**ackorder, **C**ancel or **R**ecieve an item, simply use **[↑]** **[↓]** to highlight the item that needs correction and press **U**ndo. This will set the item back to its latest status. In most cases, this means that the item will be **On Order** again.

EDIT

You can **E**dt (Edit) any item that does not have the status of **R*** (this ***** status means it was not received in the current session). Using **E**dt on an item that is not received will give you access to the **Order, Title, Qty** and **Price** fields. If the item is received, you can also access the discount (**%%**), **Sell, PM** and Customer Type (**S**) fields. Editing will not allow you to change the item's status.

If you need to change anything in the top half of the screen, whether it be the entire inventory card or the order details, select **[Alt]** **E**dt. Your cursor will access the Inventory card portion of the screen. Make the changes and **[PgDn]** to save them.

DELETE

The **D**el (Delete) command will remove the item completely from both **2 Receiving** and **1 Orders**. Do not **D**el an item to un-receive it: use **U**ndo instead. All records of the order itself will be lost if you delete, including special order information. An item should only be deleted if it was received as **N**ew by mistake, or was never really ordered in the first place.

TRANSFER

Sometimes an item may be ordered or received from the wrong supplier. Agency changes happen,

and billings change as companies merge. The **I**rf (Transfer) command was developed to handle these situations when they occur between the times when an item is ordered and received. Bookmanager only allows you to receive an item from the same supplier that it is on order with.

For example, if you originally ordered something from Bantam Books, but it got shipped and invoiced from Penguin Random House, you need to receive it under Penguin Random House. Start the receiving session using the Bantam supplier code, as that is where the titles on order will appear, using the Penguin Random House invoice number (leaving the Freight and GST fields blank is OK). Highlight each item on this invoice and press **I**rf. Type in the code for Penguin Random House, leave the option **Make the order pending?** as **N**o, and **P**gDn. As you **I**rf Item by item, they will disappear from this invoice. When you are done, exit the invoice and receive the items under Penguin Random House.

Alternatively, you can also do a transfer of orders en masse from the **8 Order Processing** area. Find the PO, select **M**isc, and use the **Change the Supplier** option. You will be warned that the PO has been sent, so say **Y**es to this to make the switch to another supplier.

XTR (EXTRA) OPTIONS

There are additional options available in **9 Receiving** that will be used often to correct information and perform specialized tasks. Access them by pressing **X**tra while in an invoice.

BALANCING THE INVOICE

When you are finished receiving all the items in a shipment, and you have made all corrections needed, the **Total** in the top part of the screen should match the total reported on the paper invoice. If you are working from a packing slip, the total on the screen should be close to your estimate. This is the amount that will be posted to Accounts payable and the GL.

If the amounts are different, but fairly close, it is possible that it could just be a rounding difference between the supplier's system and Bookmanager. You can try to exit the invoice, and change the total to **match the paper invoice**. It will notify you if the difference is too much (more than 1%). If this is the case, you will need to find where the error is.

You can force Bookmanager to do a quick recalculation of the invoice by selecting **X**tr, and selecting option **a) Add to filtered list all entries in Orders file that use Inv#**, and then **X**tr again to run option **b) Recalculate totals for Inv#**. This will often correct simple problems of calculation that occur when you exit and re-enter receiving.

If the amounts still do not match, there is a discrepancy somewhere. First check the **QtyRcvd** field at the top left part of the screen. That number represents the total number of units received; it should match the same quantity listed on the invoice. If it does not match, then you know you made a mistake with a **Qty** while you were receiving. Second, check the **SellTI** (selling total) field in the upper centre part of the screen. That number is the retail value of the items received on the invoice. The retail figure usually should also appear on the paper invoice, and should equal the amount on screen. If it is not equal, then you know you made a mistake somewhere in the **Price** or **Sell** fields. Same goes for the **InvNet** field. Some suppliers will list the net cost of everything, so you can compare those to see if you made a mistake in the **Price** or **%%** (discount) fields. Review your filtered (**F**lt) invoice to see where the error might be.

REPRINTING ALL LABELS FOR AN INVOICE

If you ever need to reload an invoice to reprint all of the labels (perhaps the print job was interrupted or you ran out of label stock halfway through), this is easily done using the **X**tr option **a)** **Add to filtered list all entries in Orders file that use Inv#**. First, enter the supplier code and invoice number of the invoice that the items were originally received on. **PgDn** until you are in the List view, and use **X**tr **a)** **Add to filtered list all entries in Orders file that use Inv#** to reload the file. Now you can exit out of receiving and choose to reprint the product labels using the **Process Receiving Session** screen for the entire shipment, rather than highlighting each item individually and doing **L**bl (label).

CHANGING A PREVIOUSLY RECEIVED INVOICE

Bookmanager only allows you to change items in **9 Receiving** that have been received in the current session (you have not exited the invoice) under the same invoice number. If you realize you made a mistake on a previously received invoice, there is an additional step needed before you can **E**dt, **D**el, or **R**cv to correct the mistake.

First, enter the supplier code and invoice number of the invoice that the items were originally received on. The invoice date, freight, and GST should come up as originally entered. Simply **PgDn** to advance your cursor to the bottom half, List view of the screen.

TIP: After putting in the supplier code, leave the **Invoice#** field blank and press **Enter**. Bookmanager will generate a list of **EDI invoices and past receiving for that supplier that you can choose from, with the most recent one first**. Highlight the one you need and press **Enter**.

Next, press **X**tr and select option **a)** **Add to filtered list all entries in Orders file that use Inv#**.

The receiving list now only shows items that were received on the indicated invoice number. Note that the status is also **R** (without an *****) for all of them. You can now make any corrections needed. Be aware that this list of items will also reappear in the **Process Receiving Session** (discussed later) and unless you wish to reprint the labels, etc., it should be purged or those reprinting options unselected.

CHANGING AN INVOICE NUMBER

Perhaps you received a number of items against an invoice number that was typed in incorrectly. Maybe you received a shipment against a packing slip number, and now you have the real invoice. In either case, you want the receiving history to have the correct invoice number for reference, for returns, and for A/P.

To change the invoice number that a shipment was received on, go to **9 Receiving** and enter the original (incorrect) invoice information. Press **Enter** until you get your cursor to the bottom list half of the screen, and then press **X**tr. Select option **a)** **Add to filtered list all entries in Orders file that use Inv#** to bring all the items into the current session. Next, press **X**tr again, but this time choose **c)** **Change (correct) the invoice number and/or invoice date**. Your cursor will go to the **Inv** field at the top of the screen for you to type in the correct number. You can also change the **InvDte** here too. Press **PgDn** to complete the change and you are ready to continue. Make any other appropriate changes or press **Esc** to exit the invoice. The invoice number can also be changed through A/P using the **E**dt command on a invoice.

FINDING ITEMS STILL ON-ORDER

If you are working with a large invoice and want to quickly identify those items that are still on-order with the contained PO#'s after you have received everything, you can use the **X**tra option **f) Find items still O/O within the PO#s received on this invoice**. You will be notified if any items are still O/O, and then shown those items.

XTR OPTIONS FOR USED AND REMAINDER BOOK RECEIVING

The last three **X**tr options will be discussed in more detail under the **Receiving Remainders and Used Books** section later on. In short, **g) Enable/Disable Remainder Book receiving** is a quick way to enable receiving of Remainder/Bargain product during the current receiving session for any supplier. **h) Change supplier's price and discount for items on this invoice** is used if items were originally received without knowing the exact cost, often the case in **Hurts** or **Remainder** shipments. Option **i) Adjust item costs based on Invoice total** is utilized for **Used** books, and can standardize the profit margin for items on an invoice to figure out costs.

EXITING AND FINALIZING THE INVOICE

When you are finished receiving the shipment, and you are confident that it is balanced, you need to exit the invoice and continue on to the **Process Receiving Session** screen. To do so, **[Esc]** to be asked if you wish to exit this receiving list. Answer **Y**es, and your cursor will advance to the **Total** field. Make any changes needed to the **Freight** or **HST** (tax) amounts.

If you are satisfied with the **Total** figure, then press **[PgDn]** or **[Esc]** to save the receiving session. If the total does not equal the one on the paper invoice, and the difference seems to be only a small amount (less than 1%), simply type the amount on the actual paper invoice into the **Total** field and press **[PgDn]** to save it. Bookmanager will allow you to change the **Total** by up to 1%; a rounding error should never be more than that. Once you have pressed **[Esc]**, Bookmanager will be waiting for you to begin another invoice. If you are not receiving any more shipments now, you can press **[PgDn]** once you have confirmed your totals, or **[Esc]** on the Supplier field to access the **Process Receiving Session** screen.

PROCESS RECEIVING SESSION

To be clear, once product has been received and their **Stat** changed to an **R** for received, there is nothing more needed to finalize their on-hands or the invoice itself. The **Process Receiving Session** screen is simply a convenient way to handle four final features:

- Print or reprint product labels and Special Order labels/slips (if they were not printed as you were receiving them).
- Post Special Ordered items to POS as held sales under the customers' names.
- Print a list of price changes to pull/inspect floor stock.
- Print a Bookmanager generated invoice.

```

9) Receiving                                     Play (Test)                               F3:1-NotSent Online:1 wX
Process Receiving Session                       Mon Apr 18 2016 1:45p #16
Session: Current:Mine   today 12:45pm (RCVD16.DBF)

*a) Add S/Os to POS (29)                        i) Sort by: Invoice
*b) S/O labels (29)                             s) Browse or set start point (top)
d) Price labels (199 labels)                   l) Test label
e) List of not labeled (110 lines)             f) Choose another/past session
*g) Pricing changes (2)                        z) Save these settings
h) 0 Invoice copies

[choose/change option by letter]
[PgDn] to process/clear the session

Supl- Invoice- Stat- Rcvd- Labl- S/O- Price- Title- OldPrce- Carton
!-----
CRA IN494315 Rcvd 1 1 19.95 Rest, Play, Grow: Ma 10.95
CRA IN494315 Rcvd 1 1 S/O 10.95 Awesome Algorithms a
CRA IN494315 Rcvd 1 1 S/O 10.95 Awesome Algorithms a
CRA IN494315 Rcvd 1 1 S/O 8.95 Be the change for th
CRA IN494315 Rcvd 1 1 S/O 8.95 Be the Change in the
CRA IN494315 Rcvd 1 1 S/O 8.95 Be the Change in You
CRA IN494315 Rcvd 2 2 9.95 Your Breathtaking Lu
HBG 50241244 Rcvd 1 1 12.00 Black Ice
HBG 50241244 Rcvd 1 1 S/O 6.50 Glycemic Counter

* items will be performed. [PgDn] to process, [esc] to postpone

```

The actions/options within this area are toggled on/off or accessed by typing the associated letter. Items on the left, in green and with a red asterisk (*) next to them will be done, while grey processes will not.

a) Add S/Os to POS: When an order with a customer name attached (S/O or Reserve) is received, it is not automatically taken out of your aOH and reserved for your customer. Instead, enabling this option will take that Special Order item and create a new Held sale for it in POS, using the customer's name in the To field. If you work with special orders, you should have this option enabled by default.

b) S/O labels: If you do not choose to print **Special Order Slips** on labels, enable this option to print them on paper. If you did not print labels while you were receiving, also enable this option to print them at the end with the rest of the product labels.

d) Price labels: If you do not print labels while receiving or reconciling, enable this option to print them now. Price labels will print according to option **i) Sort by**. If you select **Invoice**, all the labels for each invoice will be grouped and printed in alphabetical order by title. **Carton** will group the labels by carton within each invoice, and within each carton print alphabetically by title. **RcvSeq** (received sequence) will print labels in the order they were received or reconciled.

e) List of not labeled: If some but not all items had labels generated while receiving or reconciling, enable this option to generate a printed list of items still needing labels.

g) Pricing changes: If items with existing on-hands were received, and **Sell** prices were changed to something other than the existing sell price, then receiving will have warned you of the price change, and ask if you would like that change mentioned on a Price Change report. When enabled, this option will print a list of those items with price changes for easy reference, and so you can check your existing stock on the floor and take action.

h) _ Invoice copies: This option will print a Bookmanager generated invoice. This option is usually only needed for consignment shipments where the supplier may not have provided an official invoice. Invoices are printed using your Invoice printer, on letter size 8.5"x11" paper.

i) Sort by: Refers to how labels and Invoice items will be grouped and sorted for printing.

s) Browse or set start point: The bottom half of the Process Receiving Session screen lists a preview of what items and invoices are in queue for printing. This list is in carton/invoice order, with newer invoices at the bottom. If a previous session was not processed and therefore not cleared, those items may still be at the top of the list. You can manually select a start point to print labels/documents for by using this option. Pressing **S** will allow you to highlight a point to start from, and press **Enter**. Anything including and below this point will now be processed. If you want to undo this start point, simply select **S** again to reload the full list.

l) Test label: This will print a single test label. This can be used to make sure your label printer is working properly and aligned before sending a large job.

f) Choose another/past session: You can select previous receiving sessions (those that have been processed and finalized here) to reload and reprint. When selected, you will see a list of sessions broken down by Station and date/time.

z) Save these settings: Use this to set the defaults for the options that you most commonly select.

Once you have selected your options and checked to make sure your label printer/invoice printer is ready, press **PgDn** here to process the session/batch and return to **9 Receiving**.

After a receiving session has been processed, the session/batch is reset. When you exit Receiving without doing any receiving or maintenance, this screen will be empty except for an option to access previous sessions.

```

9) Receiving                               Play (Test)           F3:1-NotSent Online:1 wX
                                           Mon Apr 18 2016  2:45p  #16
Process Receiving Session
Session: None

Press [f] Choose another/past session
      [esc] if you are done

Supl┆Invoice┆Stat┆Rcvd┆Labl┆S/O┆Price┆Title┆OldPrce┆Carton
Receiving file is empty

```

Below is an example showing a list of previous sessions after using **f**ile to access the list:

```

9) Receiving                               Play (Test)           F3:1-NotSent Online:1 wX
                                           Mon Apr 18 2016  2:49p #16
Process Receiving Session
  Choose Receiving Session
  Backup: Mine      today  2:45pm
  Backup: Stn#17 Apr15  2:56pm
  Backup: Stn#17 Apr15  2:43pm
  Backup: Stn#17 Apr15  2:30pm
  Backup: Stn#17 Apr15  2:22pm
  Backup: Stn#17 Apr15  2:11pm
  Backup: Stn#  1 Apr15  9:24am
  Backup: Stn#  5 Apr14 12:48pm

Supl Invoice Stat Rcvd Labl S/O Price Title OldPrce Carton
GPI 4970217 Rcvd  1  1      16.95 Coaching Habit: Say GPI
GPI 4970217 Rcvd  1  1 S/O  19.99 Procrastinator's Gui GPI
GPI 4970217 Rcvd  4  4      19.99 Procrastinator's Gui GPI
GPI 4970217 Rcvd  2  2      21.95 Astrology, Plain & S GPI
GPI 4970217 Rcvd  1  1 S/O  24.95 Hope & Healing for T GPI
GPI 4970217 Rcvd  2  2      21.95 Woman's Book of Joy: GPI
GPI 4970217 Rcvd  1  1 S/O  21.99 Struggle to Be Stron GPI
GPI 4970217 Rcvd  1  1      14.99 Feel Confident! GPI
GPI 4970217 Rcvd  1  1      22.99 Every Vote Matters: GPI

```

Most items will be a **Backup** of a session. You can see and access sessions from other stations on the network. For example, you can use a computer that cannot normally print labels to do some receiving, then use your computer to access its **Current** session and process and print the labels. You will discover that the “other” station using the session must be out of receiving before you can access it from another station. You will be locked out of receiving if someone is looking at your session.

NOTE: If you don't want to do the printing right away, press **[Esc]** to get back to the main menu. The labels, or special orders etc., will be kept until you are ready to print them out. But, remember that any subsequent receiving will be added to the list until it is processed.

RECEIVING FROM FOREIGN SUPPLIERS

Bookmanager has the ability to receive shipments in a foreign currency and automatically calculate your domestic currency selling price. This ability makes it very simple to receive off of invoices that are billed in a foreign currency, and you do not have to manually calculate exchange and converted prices.

The first thing to be sure of is that your **Country Code** in the General Setup is accurate. Go to **[Alt] Setup**, select **a) General**, and make sure **f) Your country code (eg. CA=Canada, US=United States)** is set correctly.

Next, make sure there is an entry for the foreign supplier in **3 Suppliers**. The **Currency Code** displayed in the **Crcny** field needs to reflect the correct country. For example, all American suppliers should have **US** in the **Crcny** field, regardless of your country code. Similarly, all Canadian suppliers should have **CA** in the **Crcny** field. Therefore, if **Your country code** is **CA**, any supplier with the **Crcny** code of **CA** should have no exchange calculated, and any supplier with a different **Crcny** code will have the specified exchange rate applied to invoice prices.