

Basil PBS Donation Collection



Create a miscellaneous item to represent donation values

The screenshot shows the Basil Bookseller Software interface. At the top, there is a menu bar with options like File, Settings, Inventory, Multi-Store, Point of Sale, Purchasing, Online, Customers, Reports, and Help. Below the menu bar is a toolbar with icons for various functions. The main window title is 'Catalog In-Progress #143 (Your Bookstore)'. There are input fields for 'ID' and 'Type customer name here or press F9'. Below these are buttons for 'Search Online' and 'Manual'. A tooltip over the 'Manual' button reads 'Click to create a new non-book record manually'. A table header is visible with columns: Ordinal, ID, Title, Store, Cost, Qty, On Hand, Sales (30), Sales (1), Sales (6).

Create a Manual Miscellaneous Item (RoundUp)

This screenshot shows the 'New Manual Media' form. The 'UPC / ID' field contains 'RoundUp'. The 'Title' field contains 'Round Up Donation Value'. Other fields include 'Author/Artist', 'Manufacturer', 'Brand', 'Media Type', 'Release Date' (set to January 2021), 'Weight (oz)', and 'Retail Price' (set to \$0.00). There are checkboxes for 'Do not track quantity and allow variable pricing' and 'Use this item for refunds'.

This screenshot shows the 'New Inventory' form. The 'Description' field contains 'Round Up Donation Value'. The 'Retail Price' is \$0.00 and the 'Store Price' is \$0.00. The 'Quantity' is 1. The 'Unit Cost' is \$0.00. A tooltip over the 'Taxable' checkbox reads 'Make the Item Non Taxable and ensure there is no barcode assigned'. The 'Taxable' checkbox is currently checked.



Add the (RoundUp) item to a sale and enter the appropriate value

The screenshot shows the Basil Bookseller Software interface. The main window has a menu bar (File, Settings, Inventory, Multi-Store, Point of Sale, Purchasing, Online, Customers, Reports, Help) and a toolbar. The ID field contains 'roundup'. A dialog box titled 'Miscellaneous Sale Item' is open, with the following fields:

- ISBN / UPC / ID: RoundUp
- Section: Miscellaneous Created Items
- Title / Description: Round Up Donation Value
- Sale Price: .60
- Quantity: 1

Buttons for 'OK' and 'Cancel' are at the bottom of the dialog box. A text box at the bottom of the screenshot contains the following text:

Determine the value of the round up. Add the roundup item and introduce that calculated value.

	Disc (%)	Tax %	Taxable	Extended
0	0.000%	6.750%	True	\$15.49
0	0.000%	6.750%	True	\$12.99

Summary of sale items:

- Items: 2
- Subtotal: \$28.48
- Taxes: \$1.92
- Shipping Fees: \$0.00
- Total: \$30.40
- Amount Due: \$30.40

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The sale now represents the items for purchase + the donation value

The screenshot shows the Basil Bookseller Software interface for creating a new sale. The window title is "Basil Bookseller Software - v5.4.516 - Make a New Sale". The menu bar includes File, Settings, Inventory, Multi-Store, Point of Sale, Purchasing, Online, Customers, Reports, and Help. The toolbar contains various icons for navigation and actions. The main area features a customer selection section with an ID field containing "roundup" and a search prompt. Below this is a table of items with columns for ID, Description, Condition, Price, Qty, Credit, Disc (\$), Disc (%), Tax %, Taxable, and Extended. The table contains three rows: a RoundUp donation value of \$0.60, and two misc book items with prices of \$15.49 and \$12.99. The bottom right of the interface shows a summary of the sale: 3 items, subtotal of \$29.08, taxes of \$1.92, shipping fees of \$0.00, and a total of \$31.00. The "Amount Due" is highlighted as \$31.00. The status bar at the bottom indicates the store name, register, user, and copyright information.

ID	Description	Condition	Price	Qty	Credit	Disc (\$)	Disc (%)	Tax %	Taxable	Extended
RoundUp	Round Up Donation Value	New	\$0.60	1	\$0.00	\$0.00	0.000%	0.000%	False	\$0.60
bk	misc book item	Used	\$15.49	1	\$0.00	\$0.00	0.000%	6.750%	True	\$15.49
bk	misc book item	Used	\$12.99	1	\$0.00	\$0.00	0.000%	6.750%	True	\$12.99

Sale Discount (%) 0.000%

Items 3

Subtotal \$29.08

Taxes \$1.92

Shipping Fees \$0.00

Total \$31.00

Amount Due \$31.00

Continue (F1)

Clear (Ctrl+L)

Suspend (Ctrl+S)

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Find and report donation values

Created	Sale#	Store	Type	Identifier	User	Store	Quantity	Actual	Sec
3/4/2025 15:13	28244	Your Bookstore	Sale	RoundUp	addico	\$0.00	1	\$0.67	misc
3/4/2025 15:11	28243	Your Bookstore	Sale	RoundUp	addico	\$0.00	1	\$0.17	misc
3/4/2025 15:11	28243	Your Bookstore	Sale	RoundUp	addico	\$0.00	1	\$0.32	misc
3/4/2025 15:11	28243	Your Bookstore	Sale	RoundUp	addico	\$0.00	1	\$0.48	misc
3/4/2025 15:10	28242	Your Bookstore	Sale	RoundUp	addico	\$0.00	1	\$0.60	misc
								\$2.24	

Created	Sale#	Store	Type	Identifier	User	Store	Quantity	Actual	Section	Customer	Email	Condition	Total Sale
2025-03-04 03:...	28244	Your Bookstore	Sale	RoundUp	addico	\$0.00	1	\$0.67	Miscellaneous C...			New	\$13.16
2025-03-04 03:...	28243	Your Bookstore	Sale	RoundUp	addico	\$0.00	1	\$0.17	Miscellaneous C...			New	\$0.97
2025-03-04 03:...	28243	Your Bookstore	Sale	RoundUp	addico	\$0.00	1	\$0.32	Miscellaneous C...			New	\$0.97
2025-03-04 03:...	28243	Your Bookstore	Sale	RoundUp	addico	\$0.00	1	\$0.48	Miscellaneous C...			New	\$0.97
2025-03-04 03:...	28242	Your Bookstore	Sale	RoundUp	addico	\$0.00	1	\$0.60	Miscellaneous C...			New	\$20.08

RoundUp Donation totals can be found with a review of the Sales Tab associated with the Inventory item (Inventory Search). Select all lines and Copy/Paste to a waiting excel sheet. Use the SUM function to add up the ACTUAL value(s) collected with the (sale) of this item.

A “cheat” to help with the math ...

add all standard items to the sale. move to the payment screen and select Cash. Enter the next highest \$ value. Note the calculated "Change"... that is the calculated *RoundUp* (donation) value.

Highlight and delete the Cash payment. Use the Back button to return to the sales screen. Add the RoundUp item and enter the calculated value. Finish the sale as per standard.

The screenshot shows the Basil Bookseller Software interface for a new sale. The window title is "Basil Bookseller Software - v5.4.516 - Make a New Sale". The menu bar includes File, Settings, Inventory, Multi-Store, Point of Sale, Purchasing, Online, Customers, Reports, and Help. The toolbar shows "BASIL LOCAL" and various icons. The main area is titled "No Customer Selected".

Items Table:

ID	Qty	Price
bk misc book item	1	\$15.49
bk misc book item	1	\$12.99

Payments Table:

Payment	Tendered
Cash	\$31.00

Totals and Fields:

- Items: 2
- Subtotal: \$28.48
- Taxes: \$1.92
- Shipping Fees: \$0.00
- Total: \$30.40** (circled 1)
- Sale Discount: 0.000%
- In-Store Credit Payment: \$0.00
- Total Payments: \$30.40
- Amount Due: \$0.00
- Change: \$0.60** (circled 3)

Buttons: Back (Shift+F1/Esc) (circled 4), Finish (Ctrl+F), Clear (Ctrl+L), Suspend (Ctrl+S).

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Thank you

678-267-2974

support@basil.software

