

Manual ABA Sales Reporting with Basil

The screenshot shows the Basil Bookseller Software interface. The 'Choose Report' dropdown is set to 'Sales Grouped By Id'. The 'Load Report' button is highlighted with a yellow circle and arrow labeled '3'. The 'Modify Criteria' button is highlighted with a yellow circle and arrow labeled '2'. The criteria text is 'Start Date is greater than 03-04-2024 and End Date is less than 03-10-2024'. The 'Export' button is highlighted with a yellow circle and arrow labeled '4'. A table of sales data is visible below. A file explorer window shows the CSV file 'SalesGroupedById-2024-03-27.csv' in the 'Basil > CSV' folder. A dialog box prompts to view the file, with a yellow circle and arrow labeled '6' pointing to the 'Yes' button.

ISBN	Title	Authors	Binding	Section	Location	Quantity	Unit Price	Ext Price	Costs	Chain Rem.	On Order	Sale Type
9780062198655	Pete the Cat: Valentine's Day Is Cool	Dean, James, Dean, Kimbe...	Paperba...	Children's	Floor	1	\$8.99	\$7.99	\$5.89	2	12	Sale
9780316017749	Cross (Alex Cross)			stery	Floor	1	\$6.00	\$6.00	\$0.00	0	4	Sale
9780316412704	The President Is Missing			stery	Floor	1	\$19.50	\$19.50	\$0.00	3	5	Sale
9781492662471	How to Catch a Mermaid			Idren's Board Books	Floor	121	\$11.99	\$1,198.80	\$0.00	-121	5	Sale
9781594632983	Into the Magic Shop: A Neuro			alth & Wellness	Floor	1	\$13.00	\$13.00	\$0.00	4	6	Sale
bk	misc book item			ooks	Floor	33	\$9.99	\$319.68	\$0.00	0	1	Sale
BW	Water			id & drink	Back Room	1	\$1.99	\$1.99	\$0.00	-29	0	Sale
EVENT	Event Ticket Sales			Novelty	Floor	2	\$50.00	\$100.00	\$0.50	0	0	Sale
MISC	Miscellaneous Items			VD	Back Room	1	\$4.00	\$4.00	\$0.00	14	0	Sale
red	Testing			ooks	Floor (3)	-1	(\$31.00)	(\$31.00)	\$0.00	0	0	Sale

1. Choose *Sales Grouped by ID* (ID is ISBN) from the Report List.
2. Click **Modify Criteria** and select the date appropriate range (Saturday-Sunday) Click **OK**.
3. Click to **Load the Report**.
4. **Copy/Paste** data or Click to **Export**.
5. If **Exporting**, rename or leave as is, click **OK**. The file has been created and added to the **Documents > Basil > CSV** folder.
6. Select **Yes** to **View** the created file.

Open File, Format and Save

1

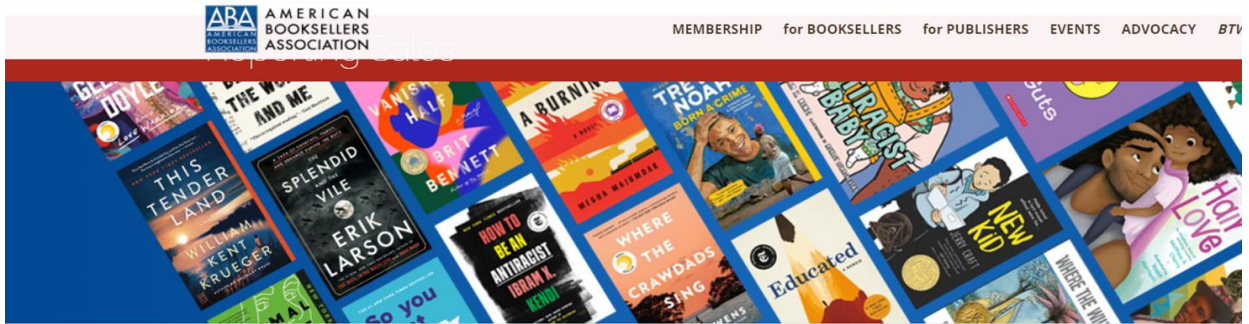
2

3

ISBN	Quantity
9.78006E+12	1
9.78032E+12	1
9.78032E+12	1
9.78149E+12	121
9.78159E+12	1

1. Navigate to the stored .csv file and open in Excel or like program.
2. Delete all data except ISBN and Quantity
3. Save .csv File; overwriting the original data.

Navigate to the ABA's File Upload Page



BESTSELLERS REPORTING

- ▼ Reporting Home>
- File Upload
- ▼ Manual Entry>
- Hardcover Fiction
- Hardcover Non-Fiction
- Trade Paper Fiction
- Trade Paper Non-fiction
- Mass Market Paperback
- Childrens



Please select a reporting method from the list to the left.

Reporting is available from Saturday at 3 pm ET until Tuesday at 3 am ET.

Visit the [Bestseller List page](#) for current lists.

Upload the saved .csv file



Upload your sales

BESTSELLERS REPORTING

- ▼ Reporting Home>
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- Trade Paper Non-fiction
- Mass Market Paperback
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Upload your sales

Your file was uploaded successfully.

Upload your sales data from your Point of Sale system. To ensure your upload complete your browser window or leave this page until you receive a confirmation message stat successfully.

Point of Sale System:

Other ▼

Please select the file you wish to upload:

Choose File No file chosen

How many outlets is this upload for:

1 ▼