Void an Individual Title using Void a Transaction button

1. Click the Void a Transaction button on the right, side of the screen as shown below.

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Viewing Search Author SMITH SMITH	CONCISE HISTORY OF THE NEW DEAL GROUP POLITICS+SOCIAL MOVE IN CANADA	Edition 14 2ND 14	Type PB PB	Publisher CAMB UTP DIST	+CL		Notes			Buy Pric 1.00 1.50	Viewing ce Status	record 1 o ISBN 978052170 978144260	of 3237	Unlisted (F8)
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The pop-up on the next page displays and the radio button defaults to Previous Transaction.

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- 2. If you want to search by another method, select the corresponding radio button.
- 3. Click Search after you have determined your search method.

The Void a Transaction screen displays as shown in the next screenshot.

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- 4. Select the title and Click Void Selected button to remove it from the transaction.
- 5. The following confirmation pop-up displays to indicate the title has been voided.



Void an Individual Title while selecting titles

- 1. From the main Buyback screen, search for the title to void from the main Buyback screen.
- 2. Select the title and click the Buy button or press F2.

The Buy Title Details window appears.

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You do need to enter a Student ID and Student Name if required by the Buyback settings.

3. Enter quantity as (minus) one (-1). Click the Accept Information button.

The title now displays in the Current Transaction window as a negative price and quantity as shown on the next page.

Qty	Status	Price	Author	Title
-1		3.50	CORRIGAN	SHORT GUIDE TO WRITING ABOUT .

4. Click the Complete button or press F3 to finish the void.

Adding Custom Buyback Wholesale Titles to the Buyback

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1. Select the book to add from the main buyback screen.

2. Click Edit or press Insert located in the bottom, right corner of the screen. The Edit Book window display as shown in the next screenshot.

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Title	MANAGING PATIENT EXPECTATIO	ON		
Edition	98			
Binding				
Publisher	WILEY			
Sub Pub	JOSSEY			
Comments				
Edition Status	98			
ISBN	9780787941581			
Guide Price	0.00			
Shelf Price	70.00			
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- 3. Adjust the Buyback Price as needed and enter the desired quantity in the Goal field.
- 4. Click the Accept Information button.

The book now show up in the main screen as being available to buy at this price until the goal quantity is met as presented in the next screenshot.

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Book now shows up as being available to buy at that price until quantity is met.