#### Initialization Steps Summary

MBS Buyback (Version: 1.0.0.35)	<b>D</b>							– 🗆 X
File Edit Network Reports Initialize Buyback	Database Help	<< Buyback is NOT initialize	d >>					
Current Information	Referen	ce	Current Transaction					
ISBN	🜉 Parameters Wizard			? ×	1			🔍 Author Search
A/T KEY	New Buyback Para	ameters Wizard						🔍 Title Search
AUTHOR	IP address of workstation				-			
TITLE	10.10.245.1	9			-			Void a Transaction
PUB / SUBPUB	MBS	Welcome to the Parame guide you easily throug	eters Wizard! The following pages h setting up your buyback worksta	will tion.				Print (Ctrl+P)
ТҮРЕ/МОТЕ	Buyback							Exit This Table (F6)
PAY USER NOTE								Add Note (F4)
					TE (F3)	Total:	\$0.00	्रू Buy (F2)
Viewing MBS Master Table					View	ving record	1 of 1	
Author Title					Status	ISBN		Unlisted (F8)
THE GUIDE DATE     OF THIS MBS MASTER FILE I								Add to Retail (F9)
		To continue click "Next"						🔨 Learn A/T Key
								Stolen (Alt+F6)
		► <u>Back</u>	gt⊋ <u>N</u> ext X Cancel					Make Hot
	L				1			Edit (INS)
							-	🔀 Delete
P Addr: 10.10.245.14 - Stand-alone			Found 1 r	ecord			>	

1. Initialize Buyback	
The Initialize Buyback tab displays in the top-left of	Click the Initialize Buyback tab.
the screen. The other tabs are not active. A	
message at the top of the screen shows "Buyback	
is NOT" initialized.	
FIELD NAMES & DESCRIPTIONS	ACTION TO TAKE
2. Welcome Screen	Click the <b>Next</b> button.
The first Buyback Parameters Wizard screen	
displays and contains the greeting "Welcome to	
the Parameters Wizard.	
3. Customize Buyback screen	Autobuy. Click this checkbox to allow the program
Select the customized buyback options screen.	to automatically buy one copy of the selected title.
	Learn A/T Keys. Click this checkbox to create a
	letter or code so that the most recently purchased
	is listed first when title is called-up by the A/T Key.
	New or Used dropdown. Select New or Used price.
	This price will be used to calculate Buyback pricing.
	Payment dropdown. Select the method of
	payment.
	Click the <b>Next</b> button.

4. General Buyback Questions	This screen includes the key fields: entering the
The options on this screen help to further define	Buyback number, choosing if an ID, Name or both
your Buyback.	will be required on each transaction. You also
	make selections to print a receipt or to have
	messages display on receipts.
	Click the <b>Next</b> button.
5. Wholesale Buyback Questions	Make selections and click the <b>Next</b> button.
On this screen enter the Wholesale Copy Limit and	
the bookstore's commission. Select an option	
form the dropdown to determine how the	
commission will be paid.	
6. Buyback Transaction Currency	Click the <b>Next</b> button when finished with the three
This screen features options related to acceptance	foreign currency settings
of foreign currency.	
7. Margin Questions	Click <b>Next</b> when finished.
This screen contains the options to determine Net,	
Retail New, Retail Used and Used Shelf price.	
There also is an option to select rounding and to	
provide a dollar discount for damaged books.	
8. Bookstore Information	Click the <b>Finish</b> button.
Fields on this screen include MBS Account	
Number, Bookstore Name, Address, and Zip Code.	
9. Network connection prompt	Respond Yes or No. Click the Finish button.
The prompt asks if you would like to connect to a	
network.	

MBS Buyback	Beta Version														
- Current Information		Referen	ce			Curren	t Transa	ction							
ISBN						Qty	Status	Price	Author		Title				🔍 Author Search
A/T KEY															🔍 Title Search
AUTHOR															
TITLE															Void a Transaction
PUB / SUBPUB															Print (Ctrl+P)
TYPE/NOTE															Exit This Table (F6
PAY															Add Nata (E4)
USER NOTE						D	Die		F-15	Canada	COMPI	ETE (EQ)	Tatal	*0.00	Aud Note (F4)
						neillo	AG DI20	ount	Eult	Cancer	COMPL	LETE (FO)	i utal.	\$0.00	. 🦾 Buy (F2)
Viewing MBS I	aster Table											View	ring reco	rd 1 of 1	Unlisted (F8)
Author	Title	Edition	Туре	Publisher			Notes			Buy Pr	rice	Status	IS	BN	
THE GUIDE DATE	UF THIS MBS MASTER FILE IS 10/20/2017				11/24/2017					0.00	)				Add to Retail (F
															👪 Learn A/T Key
															Stolen (Alt+F6)
															_ Make Hot
															Edit (INS)
															Edit (INS)

After completing the wizard set-up steps, the main MBS Buyback screen displays.

Text at the bottom, right corner of the screen confirms that the system "Found 1 record." In addition, the "Stand-alone" status is shown.

#### Buyback Transaction Screen Cheat Sheet

S Buyback	Reta Version													Ļ
rrent Information -		Reference	e			Curren	it Transa	ction						V
ISBN 97812	59723223	07012504	50242			Otv	Status	Price	Author	Т	itle			🔍 Author Search
		51012554	50242											
A/I KEY MCCU	ECO	MCCOECO												🔍 Title Search
AUTHOR MCCO	NNELL	мссолле	11											
TITLE ECON	OMICS	ECONOMI	S-TEXT											Void a Transactio
B/SUBPUB MCG. Edition 21st	/ MCG 18 6	MCG 20th 15		IBWIN										🐠 Print (Ctrl+P)
TYPE/NOTE		AD04 75 (												Exit This Table (Ft
USER NOTE	0 Wholesale	\$261.75 (I	ist) / (gu	iide) \$0.00										📔 Add Note (F4
						Remo	we Disc	ount	Edit	Cancel <u>C</u> C	MPLETE	(F3) Total:	\$0.00	쵫 Buy (F2)
wing Search F	Results										Vie	wing recor	d 11 of 67	U-E-t-d (CO)
Author	Title	Edition	Туре	Publisher			Notes			Buy Pric	e Stat	us IS	BN ^	Uniisted (ruj
CONNELL E	CONOMICS-CONNECT ACCESS	21ST 18		MCG	NEW					18.00		97812	59915567	
CONNELL E	CONOMICS, BRIEF EDACCESS	2ND 13		MCG	NEW					18.00		97800	77416188	Add to netall (r
CONNELL E	CONOMICS (LOOSELEAF)	21ST 18	PB	MCG						30.00		97812	60152708	
CONNELL E	CONOMICS, BRIEF EDITION (LOOSELEAF)	2ND 13	PB	MCG						0.00		97800	77416195	🛛 🏭 Learn A/T Ke
CONNELL E	CONOMICS, BRIEF EDITION(LOOSE)-W/ACCESS	2ND 13	PB	MCG						0.00		97800	77924775	
CONNELL E	CONOMICS, BRIEF EDW/ACCESS	2ND 13		MCG						0.00		97800	77924768	Stolen (Alt+F6)
CONNELL E	CONOMICS, BRIEF ED.	2ND 13		MCG						0.00		97800	73511467	,
CONNELL E	CONOMICS-W/STUDY GUIDE >CUSTOM<	19TH 12	PB	MCG CUSTOM	2 BOOKS					0.00		97800	77530211	
CONNELL E	CONOMICS-STD.GDE.	20TH 15	PB	MCG	C+C					0.00		97800	77660611	📸 Make Hot
CONNELL E	CONOMICS-ADVANCED PLACEMENT ED.	19TH 12		MCG	HS,NASTA	k i i				0.00		97800	76601783	
	CONOMICS	21ST 18		MCG						66.00		97812	59723223	Edit (INS)
CONNELL E														
CONNELL E	CONOMICS-W/CD	15TH 02		MCG						0.00	OE	97800	72498950	

FIELD NAMES & DESCRIPTIONS	ACTION TO TAKE
Author Search	Type the Author's last name in the search box and
Click the Author Search button to locate a title by a	click Enter.
specific author. After clicking the button, the	The Current Information heading now displays the
cursor moves to the AUTHOR field on the left-side	title's ISBN, A/T Key, Author, Title and Edition and
of the screen.	Pricing Information.
Title Search	Type the Title in search box and click Enter. The
Click the Title Search button to locate a specific	Current Information heading now displays the
title. After clicking the button, the cursor moves to	title's ISBN, A/T Key, Author, Title, Edition, and
the TITLE field on the left-side of the screen.	Pricing Information.
Void a Transaction	Select one of the four transaction types: Previous
Click the Void a Transaction button and a pop-up	Transaction, Transaction Number, Student ID
screen displays.	Number, or Student Name. Enter the
	corresponding Transaction Number, Student ID
	Number, or Student Name. The search box does
	not display when Previous Transaction is the
	selection.
Print	Click the Print button to print the Wholesale list. A
Click the Print button to print all or part of the	print preview pane displays. Select Control.
Wholesale list.	
Exit This Table	You may also click the (F7) function key to display
Click this button and a new screen displays.	a new screen.

Add Note	
Click to include a note with the selected title.	You may also click the (F4) function key to display
Enter up to 30 characters.	a new screen.
FIELD NAMES & DESCRIPTIONS	ACTION TO TAKE
Buy	You may also click the (F2) function key to buy a
Click the Buy button to purchase the selected title.	title.
Unlisted	You may also click the (F8) function key to buy a
Click the Unlisted button to add an unlisted title to	title.
Buyback. A pop-up screen displays. Enter the	
unlisted title's information. The results populate	
the book information fields on the right-side of the	
screen.	
Learn A/T Key	A message displays in the left-corner of the screen
Click this button to create a letter or code	that shows the "A/TKey Learned."
assignment for a title that may not normally scan.	
Stolen	You may also click the (Alt + F6) function keys to
Click the Stolen button and a pop-up screen	buy a title. A message displays in the left-corner of
displays. Enter the stolen book information.	the screen that the "Stolen book added to list."
Make Hot	A message displays at the bottom of the screen
Click this button and a pop-up screen displays.	that "Hotkey Added Successfully."
Enter the HotKey information. After assigning a	
HotKey, you may press the key to automatically	
"pull-up" the book assigned to this key.	
Edit	A message displays in the left-corner of the screen
Click this button and a pop-up screen displays. You	that "Selected Title successfully updated!"
may edit the Guide, Shelf, and Buyback prices.	
Delete	Use this key to delete a book that was manually
The Delete button is not active on this screen.	added to the list.

# Adding Retail Titles: Searching and Adding by Book

e Edit Network Repo	rts Database Help												
IBS Buyback													
Current Information		Referen	ce		Curre	ent Trans	action						
ISBN 9780538	733656				Qty	Status	Price	Author		Title			Q Author Se
A/T KEY STEWCA	а <u>с</u>												🔍 Title Se
TITLE CALCULI	US:CONCEPTS+CONTEXTS,ALTERNATE EL												Void a Transa
UB / SUBPUB CENGA	GE L / S-W												🥩 Print (Ctr
EDITION 4TH 10 TYPE/NOTE	1												Exit This Table
PAY \$21.00	Wholesale												🗐 Add Note
					Rem	ove Disc	count	Edit (	Cancel	<u>C</u> omplete (F3	) Total:	\$0.00	🌦 Buy (F
iewing Search Re	sults									Vie	wing record	d 1 of 1	Unlisted (
Author STEWART CALL	Title	Edition E 4TH 10	Туре	Publisher CENGAGE I		Notes			Buy Price 21.00	ce Status	ISBN 97805387	83656	
												$\geq$	Add to Rel
													© Learn A/
													Stolen (Alt
													拗 Make
													Edit (IN

<b>1. Search for a title to add</b>	Click Add to Retail button or press F9
locate the book to add as a retail title.	
FIELD NAMES & DESCRIPTIONS	ACTION TO TAKE
2. Add to Retail screen	Enter the quantity to buy in the Goal field. Click
The book information displays. Shelf price and Buyback price display based off margin settings when initializing the buyback. Goal field is edited to enter the number of units that may be bought retail for this title.	Accept Information.
Make Hot option is available to add the title to the list of hot keys.	

Add To Retail			?
Add To Retail			
Author	STEWART		
Title	CALCULUS:C	CONCEPTS+0	CONTEXTS ALTE
Edition	4TH 10		
Binding			
Publisher	CENGAGE L		
Sub Pub	S-W		
Comments			
Edition Status	4TH 10		
ISBN	97805387338	656	
Shelf Price New	169.00	Used	126.75
Buyback Price New	84.50	Used	63.50
Goal	0		
🗌 Make Hot			
✓ Accept Informa	tion	🗙 <u>C</u> ar	ncel

The text for the title is colored Red and the Status column displays RT. The book can now be purchased as a retail title.

🚅 MBS Buyback (	Version: 1.0.0.49)												
File Edit Netwo	rk Reports Database Help												
MBS Buyba	ck												
- Current Informal	tion	Reference	ce		 Curre	nt Transa	action						
ISBN	9780538733656				Qty	Status	Price	Author		Title			
A/T KEY	STEWCAL				-								
AUTHOR	STEWART												
TITLE	CALCULUS:CONCEPTS+CONTEXTS,ALTERNATE EL												
PUB / SUBPUB	CENGAGE L / S-W												
EDITION	4TH 10 RT 1												
TYPE/NOTE													
PAY	\$84.50 Retail (\$63.50) Change to Used												
USER NOTE	Purchased 0 of 10										_		
					Rem	ove Disc	count	Edit	Cancel	COMP	LE E (F3)	Total:	\$0.00
Viewing Sea	rch Results											ving reco	rd 1 of 2
Author	Title	Edition	Туре	Publisher		Notes			Buy Pi	rice	Status	ISB	N ^
STEWART	CALCULUS:CONCEPTS+CONTEXTS ALTERNATE E	4TH 10		CENGAGE L					84.5	0	RT	978053	3733656

# Adding Retail Titles: From Import List – Import From TA

File Edit Network Rep	ports Database Help														
MBS Buyback	Refresh Database														
Current Information	Import From TA	·····er	ce		C	urren	t Transa	action							[
ISBN	Import Retail List				Q	lty	Status	Price	Author		Title				🔍 Author Search
A/T KEY	Save Buyback	_													🔍 Title Search
AUTHOR	Database Setup														-
TITLE															Void a Transactio
PUB / SUBPUB															
EDITION															Exit This Table (F6
PAY															
USER NOTE															Add Note (F4)
					B	emov	e Disc	ount	Edit	Cancel	<u>C</u> OM	PLETE (F3)	Total:	\$0.00	
															Unlisted (F8)
Author	Title	Edition	Туре	Publisher		۲	Notes			Buy P	rice	Status	ISBN	^	
															Add to Retail (F
															Learn A/T Ke
															Stolen (Alt+F6)
															Make Hot
															Edit (INS)
														~	X Delete
د														>	

1. Click Database Menu	
Two import options.	
Import From TA	
Import Retail List	
FIELD NAMES & DESCRIPTIONS	ACTION TO TAKE
2. Import From TA	Click Import from TA from Database Menu. The
The TA import is used to pull the retail list from	folder path displays for selecting or entering the
ARC TA into MBS Buyback.	directory where the TA buyback file is located.

Import from TA		
mport From TA Online	?	×
port From TA Online		
Select a folder		
C:\		
BuybackData		
bbk-000 (12-04-17) bbk-759092 (10-26-18)		
,		
		_
C:\BuybackData		
TA Online Import Tool - Status Window		

FIELD NAMES & DESCRIPTIONS	ACTION TO TAKE
Begin Import	Select or enter the file location for the ARC TA
The import will bring the ARC TA buyback file into	buyback. Click Begin Import. When completed, a
MBS Buyback. You will need to work with MBS	message will state "Finished importing data from
Tech Services to acquire the file.	TA Online." Click Finish

# Adding Retail Titles: From Import List – Import Retail List

File Edit Network Report	s Database Help													
MBS Buyback	Refresh Database													
Current Information	Import From TA	Referer	nce		Curr	ent Trans	action						_	
ISBN	Import Retail List				Qty	Status	Price	Author		Title				🔍 Author Search
A/T KEY	Save Buyback													
AUTHOR	Restore Buyback													V little Search
TITLE	Database Setup	Ē												Void a Transaction
PUB / SUBPUB		_												Interview (Ctrl+P)
EDITION TYPE/NOTE														Exit This Table (F6
PAY														Add Note (F4)
USER NOTE					Ren	iove Disc	count	Edit	Cancel <u>I</u>	COMP	LETE (F3)	Total:	\$0.00	
Author	Title	Edition	Туре	Publisher		Notes			Buy Pri	се	Status	ISBN	^	Unlisted (F8)
			- 21-											Add to Retail (F
														Learn A/T Ke
														Stolen (Alt+F6)
														Make Hot
														Edit (INS)

1. Click Database Menu	
Two import options.	
Import From TA	
Import Retail List	
FIELD NAMES & DESCRIPTIONS	ACTION TO TAKE
2. Import Retail List	Click Import Retail List from Database Menu. The
A spreadsheet of retail titles can be generated and	list is able to be selected using the "" button.
imported into MBS Buyback.	

l <mark>ick here to see the format a retail list file ne</mark> ocate the retail list file (must be a .csv file) -	eds to be in before it can be impor Click on the button to select a file

FIELD NAMES & DESCRIPTIONS	ACTION TO TAKE
Click here to see the format	Click the text. Review the instructions for the
Selectable text displays to "click here to see the	columns and spreadsheet format. Click Close to
format a retail list file needs to be in before it can	return to the import screen.
be imported." Click this text to display the column	
format for the spreadsheet. The spreadsheet must	
be in a .csv format.	

In this version of manually input	of MBS Buybac ting each title.	ck, users can import an entire retai	l list in	stead of
To do this, use format. The list program. Each <b>ISBN, Author</b>	rs must first ha can be create retail list has t , <b>Title, Quan</b>	ve an appropriately created retail d in Microsoft Excel, OpenOffice C o have exactly 5 pieces of informa <b>tity to buy, Price</b> .	list, sa alc, or tion, in	ved in .csv a similar this order.
For example, a	retail list spre	adsheet should look similar to the	followi	ng:
1234567890	SNEEZY	SLEEPING: AN ART FORM	50	30.4
2222222222	HAPPY	LEADING A FULFILLING LIFE	15	21.3
3333333333	GRUMPY	WORLD TURMOIL	30	12.5
444444444	DOPEY	SIMPLE BEANS	40	15.7
Once you have Buyback and b "Database" on Retail List". The Import Bet	e created an ap begin a new bu the menu bar ail List box will	ppropriate retal list, saved in .csv f yback if one is not already in prog at the top of the main window, and appear. Find the Betail List by clic	oramt, press. ( select king th	run MBS Click "Import
navigating to a list in the white i	nd clicking on input box.	the retail list. This will put the full lo	cation	of the retail
After the white i the program wi	nput box has th Il automatically	ne location of the retail list, simply o / import your retail list.	click "E	Begin" and
Remember,it	is very impo	ortant to keep the retail list in	the ap	opropriate

FIELD NAMES & DESCRIPTIONS	ACTION TO TAKE
Begin Button	After selecting the retail list to upload. Click begin.
The begin button will start the import of the retail	The records will display if they uploaded
list. If there is a problem with the record, verify	successfully or experienced a problem. Click Finish
the list is formatted correctly or contact MBS Tech	when the import is complete.
Services for support.	

# Display Retail Book List

MBS I	Buyback (Version: 1.0.0.49)	tabasa Usla											- 🗆 X
ME	Retail Book List	Ctrl+R	<u> </u>										
Cu	Buyback Parameters		-	Reference			Curre	nt Transa	action				
	Hotkeys						Qty	Status	Price	Author	Title		🔍 Author Search
	Goals Stolen Books												🔍 Title Search
	Unlisted Books Options												Void a Transaction
PUB / S	SUBPUB												
TYP	E/NOTE												Exit This Table (F6)
USE	PAY R NOTE												Add Note (F4)
							Remo	ive Disc	ount	Edit Cancel	COMPLETE (F3) Total:	\$0.00	्र <sub>े</sub> Buy (F2)
Goa	al Author		Title	Editio	on Type	Publisher		No	otes	Buy F	Price Shelf Price Status	ISBN ^	Unlisted (F8)
													Add to Retail (F9
													Learn A/T Key
													Stolen (Alt+F6)
													Make Hot
													Edit (INS)
													27 Delete

1. Click Edit Menu	
Option to review Retail Book List.	
FIELD NAMES & DESCRIPTIONS	ACTION TO TAKE
2. Retail Book List	The retail list can be edited for prices and goals,
Displays all books selected and/or imported as	titles can be deleted, and books can be bought
retail titles.	directly from the list.

rrent Inform	hation			Heterence				Current Tran	saction							0
ISB	N 97806794372	222						Uty Statu:	Price	Autho	or	litle				Author Se
A/T KE	Y HELLCAT															O Title Sea
AUTHO	B HELLER															- The Sea
тіті	CATCH-22															Void a Transa
B 7 SUBPU	B PENG RAN	D / EVERYMAN														Int (Ctr
EDITIO	N 95	BT														
EDITIO	N 95 F	RT	1 TRD													Exit This Table
EDITIO TYPE/NOT PA	N 95 E	RT	TRD													Exit This Table
EDITIO Type/Not Pa	N 95 E Y \$14.00 Ret	HT ail (\$10.50)	TRD nange to Used													Exit This Table
EDITIO TYPE/NOT PA USER NOT	N 95 E Y \$14.00 Ret E Purchased	RT ail (\$10.50) 🖸 1 of 15	TRD nange to Used					Semove Di	scount	Edit	Cancel	COMPLETE	(F3) <b>I</b>	otal:	\$0.00	Exit This Table
EDITIO TYPE/NOT PA USER NOT	N 95 E Y \$14.00 Ret E Purchased	RT ail (\$10.50) 🖸 1 of 15	TRD					Remove Di	scount	Edit	Cancel	<u>C</u> OMPLETE	(F3) <b>T</b> c	ətal:	\$0.00	Exit This Table
EDITIO TYPE/NOT PA USER NOT WING Re	N 95 E Y \$14.00 Ret E Purchased	HI ail (\$10.50) 🖸 1 of 15 List	TRD					Remove Di	scount	Edit	Cancel	<u>C</u> OMPLETE	(F3) To /iewing	otal: record 1	\$0.00 1 of 8	Exit This Table
EDITIO TYPE/NOT PA USER NOT WING Re Goal	N 95 E Y \$14.00 Ret E Purchased tail Book I Author	HI ail (\$10.50) 🖸 1 of 15 List	TRD	Editio	туре	Publisher		Remove Di Note	scount	Edit	Cancel Buy Price	COMPLETE	(F3) To /iewing ce State	otal: record us ISB	\$0.00 1 of 8 N ^	Exit This Table
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EDITIO TYPE/NOT PA USER NOT Wing Re Goal 15 Hi 1 M	N 95 E Y \$14.00 Ret: E Purchased Atail Book I Author ELLER ARSDEN	HT ail (\$10.50) 1 of 15 List CATCH-22 CALCULUS III	t TRD same to Used Title	Editio 95 (2ND)85	PB	Publisher PENG RAND SPRINGER	TRD	Remove Di Note	scount	Edit	Cancel Buy Price 14.00 27.50	<u>COMPLETE</u> Shelf Prio 28.00 54.95	(F3) To /iewing ce State RT RT	otal: record ' us ISB 978067 978038	\$0.00 1 of 8 N ^ 9437, 7909:	Exit This Table
EDITIO TYPE/NOT PA USER NOT Wing Re Goal 15 Hi 1 M, 1 P/	N 95 E Y \$14.00 Ret: E Purchased Author ELLER ARSDEN IRKER	HT ail (\$10.50) 1 of 15 List CATCH-22 CALCULUS III MATHEMATIC	TRD Table Title	Edition 55 (2N)85 93	PB PB	Publisher PENG RAND SPRINGER HEINEMANN	TRD	Remove Di Note	scount	Edit	Cancel Buy Price 14.00 27.50 17.00	<u>COMPLETE</u> Shelf Prio 28.00 54.95 33.75	(F3) To /iewing ce State RT RT RT	otal: record ' us ISB 978067 978038 978043	\$0.00 1 of 8 N ^ 9437 7909 5083	Exit This Table
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#### **Report Summaries**

MBS Buyback       Dollar Analysis         Current Information       Titles (Books) Purchased         ISBN 97       Audit Trail         Cash Control Sheet       Audit Trail         A/T KEY       Stolen Book Report         AUTHOR       Voided Transactions Report         TITLE       Cash Reconciliation         Workstation Fast Info       Voikstation Fast Info	File Edit Network	Reports Database Help	
PUB / SUBPUB LC Create Quick Peek and Send	MBS Buyback Current Information ISBN 97 A/T KEY MI AUTHOR MI TITLE CC	Dollar Analysis Titles (Books) Purchased Audit Trail Cash Control Sheet Stolen Book Report Voided Transactions Report Cash Reconciliation Workstation Fast Info	Refe
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Select any of the following reports by clicking the Reports tab at the top of the MBS Buyback main screen. The reports are reviewed from top to bottom starting with the Dollar Analysis Report.

Dollar Analysis Report	This report displays and includes key information specific to an employee's workstation. This includes number of retail copies, retail dollars, wholesale copies, wholesale dollars, cash adds, adjusted dollar, ending dollar and long/short amount.
Titles (Books) Purchased	Select a date range using a calendar icon to report a single day, a range of days, or to report all titles purchased. You may select all or one of the following title types: Wholesale, Retail, or Summary. Click <b>Accept Information</b> when finished.
Audit Trail Report	A pop-up box displays to organize the report by student ID, Student Name, or both options. Make selections and click the <b>OK button</b> .
Buyback Cash Control Sheet	Select this report from the dropdown for a detailed listing of Expenditures and Cash Spent.
Stolen Book Report	The number of total books reported stolen display in this report along with contact information, and the title's ATKEY, Author, and Title.
Voided Transaction Report	This report lists transactions that have been voided. The report shows Author, title, edition, quantity voided, price and book status.

Cash Reconciliation Report	Enter the information for the fields that display on the pop-up screen. These fields include total cash, cash additions, adjustments, remaining cash and long/short amount. Click <b>Accept Information</b> when finished.
Workstation Fast Information	Amounts for last transaction, wholesale copies purchased, whole dollar total, retail copies purchased, retail dollar total, and dollar total. Click the <b>Finish</b> button to close the report.
Create Quick Peek and Send	Enter information on the pop-up screen and click the Send button that will deliver a Quick Peek report to a designated folder on a remote server. Click <b>Send</b> when finished.

#### **Closing the Buyback in Four Steps**

To close the Buyback at the end of each day:

- 1. Reconcile cash for the day.
- 2. Secure Retail and Wholesale books purchased.
- 3. Print any needed reports.

4. Close MBS Buyback by clicking the X in the upper, right-hand corner of the MBS Buyback for Windows screen as shown below as indicated by the arrow. All information entered in MBS Buyback will be retained for the continuation of the next day's Buyback.

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