

## TA/400 Buyback Steps

1. Pre buyback checklist
  - a. Make sure all adoptions have been entered for term you wish to buy for
  - b. Make sure all buying decisions have been entered. (Budgeted BB and Estimated BB)
  - c. Run price lock-in program. Done during Rush. (optional)
  - d. Make sure current database is loaded
  
2. Initialize the buy
  - a. Open Menu Buy (8), Option 1
  - b. Verify the latest MBS Database is installed
  - c. Enter the units to be included in the buy, then press F2 to continue
  - d. Enter the terms to be included in the buy. Enter the term you wish to satisfy the budgeted buyback quantities first. Press F2 to continue.
  - e. Select some buyback parameters. Press ENTER to continue.
  - f. Verify more buyback parameters. Press ENTER to continue.
  - g. Select more buyback parameters. Press ENTER and the buy is initialized.
  
3. Make necessary edits
  - a. Look over the initialization report for errors.
  - b. To change book prices, enter special buy notes, flag book as stolen
    - i. Use Menu Buy (8), Option 4.
    - ii. Verify unit.
    - iii. Locate the book
    - iv. Edit shelf, retail, wholesale, spec prices
    - v. Edit special buy notes
    - vi. To flag a book as stolen, press F5 enter the information
  - c. To change buyback quantities
    - i. Use Menu TEXT 4, Option 13
    - ii. Verify unit, enter the term
    - iii. Locate the title
    - iv. Enter the new budgeted and estimated buyback quantities
    - v. Press enter to update the open-to-buy
  
  - d. To add a book not listed
    - i. Use Menu TEXT 3, Option 1 to adopt the title and enter buying decisions
  
4. Print the Local Guide
  - a. Use Menu Buy (8), Option 2
  - b. Verify unit number

- c. Verify number of copies needed (one per workstation)
  - d. Verify printer to print on
  - e. Press ENTER
5. Assigning Quick Access (Hot) Keys
- a. Use Menu Buy (8), Option 17
  - b. Verify the unit
  - c. Press F1 to assign a key
  - d. Locate book you wish to assign
  - e. Enter the Alpha character to assign to the book, press ENTER
  - f. Locate the next title you wish to assign
6. Buying listed books
- a. Use Buy (8), Option 3
  - b. Again, verify that the latest MBS database has been installed, Press F1 to continue
  - c. Verify the unit you wish to buy for First (if multiple unit buy)
  - d. Do you want to produce receipts?
  - e. If you answer Y, verify printer
  - f. Verify buyback defaults previously set up during Initialization
  - g. Locate the title you wish to purchase
  - h. Press F2 to reduce the price of the title due to damage (can be used more than once for more damaged titles)
  - i. Enter how many title you wish to buy (no more than 9)
  - j. Take note if this is for a retail or spec or wholesale buy
  - k. Note any book notes for title (MBS notes will not appear on retail buy)
  - l. Note if the title is flagged as stolen. If so, press F9 to view the information
  - m. Select another title to buy
  - n. When finished entering all titles to be purchased, press F1 to for transaction complete
  - o. Verify the totals are correct
  - p. Press ENTER to print receipt, F9 to not
  - q. Press F20 to delete the transaction
  - r. Press F1 to remove titles from the transaction
  - s. Press F2 to add more titles to the transaction
7. Buying unlisted books
- a. Use Menu Buy (8), Option 3
  - b. Much like buying listed titles, verify parameters
  - c. This time instead of locating the title, press ENTER to get to the Unlisted Title Purchase screen

- d. Enter quantity, price, and if the title is retail or wholesale buy, press ENTER
  - e. Continue like above in buying listed books
8. Book voids
- a. Use Menu Buy (8), Option 8
  - b. Verify unit
  - c. Locate title by transaction number, ISBN, ATKEY or title
  - d. Select title from listing
  - e. In green box in middle of screen, enter or verify the total you wish to void
  - f. Press F20 to make void good, press enter to confirm void
  - g. Book voids must be done on the same day they occur in order to maintain the accuracy of the buyback reports
9. Buyback reconciliation screen
- a. Use Menu Buy (8), Option 19
  - b. Enter the date at the top of the screen
  - c. Press F6 to create a new reconciliation for that day (one per day)
  - d. Enter dollar amounts on appropriate line
  - e. Press ENTER when complete
10. Print off ALL buyback reports
- a. Book purchases Buy (8), Option 5, answer questions
  - b. Dollar analysis Buy (8), Option 7, answer questions
  - c. Audit trail Buy (8), Option 9, answer questions
  - d. Voided books Buy (8), Option 10, answer questions
  - e. Stolen books Buy 2 (9), Option 15, answer questions
  - f. Buyback retail quantity report, shows just the quantities purchased since the last time the report was run, Buy 3 (10), Option 1

NOTE\* Make sure ALL buyback reports are run BEFORE you closeout the buyback. You will not be able to access or print any reports after you close buyback. Don't make this mistake.

11. Buyback closeout
- a. Use Menu Buy (8), Option 12
  - b. Verify the unit
  - c. Answer the question, 'does this complete you buyback?'
  - d. Yes – Your open-to-buy will use the actual buyback figures for OTB calculation
  - e. No- Your open-to-buy will continue to use estimated buyback figures for OTB calculation
  - f. Press ENTER
  - g. Verify copies and printer to print report on

- h. Answer if the wholesale copies purchased are to be posted to perpetual inventory
- i. Yes- they will be included in PI and the store takes full ownership of books
- j. No- they will not be included in PI and the store can send the boxes directly to wholesaler
- k. Press ENTER
- l. You will see a warning verifying that you want to closeout the buy. This is to remind you to print off your reports. If you haven't printed off reports, press F7 to do so, then closeout again
- m. If you did print off reports, press F1 to finish the buy