



CourseTrak™

Users Guide



Copyright © 2006 by Total Computing Solutions, LLC as an unpublished work. All rights reserved. This document may not be copied or distributed except as authorized in writing by Total Computing Solutions, LLC.

Table of Contents

CourseTrak™ 1

Users Guide 1

Table of Contents 1

Table of Contents 2

CourseTrak User's Guide 7

Vendor Maintenance (TX-VM) 8

 Vendor Maintenance Additional Ordering Screen (TX-VM-A) 11

 Vendor Maintenance Returns Screen (TX-VM-R) 12

Master File Maintenance (TX-MF) 14

 Buyback Flag Maintenance (TX-MF-B) 21

Master File Inquiry (TX-MI) 23

Store Inventory (TX-SI) 34

Adoption Process (TX-1) 35

 Enter and Modify Adoptions (TX-1-1) 36

 Adoption QTC by Book (TX-1-2) 40

 Course Cross-Reference (TX-1-3) 41

 Book Cross-Reference (TX-1-4) 44

 Course History Inquiry (TX-1-5) 45

 Book History Report (TX-1-6) 47

 Adoption by Sequence (TX-1-7) 49

 Printing Adoption Forms (TX-1-21) 49

 Printing Adoption Forms (TX-1-21) 50

 Printing Shelf Tags (TX-1-22) 52

 Faculty Adoptions (TX-1-23) 54

 Import Adoptions (TX-1-24) 55

 Actual Enrollment Menu (TX-1-25) 56

 Creating an Actual Enrollment Worksheet (TX-1-25-1) 57

 Printing an Actual Enrollment Worksheet (TX-1-25-2) 59

 Entering Actual Enrollment (TX-1-25-3) 60

 Deleting an Actual Enrollment Worksheet (TX-1-25-4) 61

 Adoption History (TX-1-26) 62

Ordering Process (TX-2) 63

 Creating Want Lists from Adoptions (TX-2-1) 64

 Creating Manual Want Lists (TX-2-2) 66

 Entering Want List Confirmations (TX-2-3) 68

 Recycling a Want List (TX-2-4) 70

 Merging Want Lists (TX-2-5) 72

 Printing a Want List (TX-2-6) 74

 Modifying a Want List (TX-2-7) 76

 By Want List (TX-2-7-1) 77

 By ISBN (TX-2-7-2) 78

 Transmit/Download a Want List (TX-2-8) 79

 Revolving Want List (TX-2-8-1) 80

 Transmit Want List (TX-2-8-21) 80

 Transmit Want List (TX-2-8-21) 81

 Download/Confirm Want List (TX-2-8-22) 82

 Want List Acknowledgement (TX-2-8-23) 83

 Substitute ISBN's (TX-2-8-24) 84

 Modify a Bin and Hold (TX-2-9) 85

 Print a Want List Confirmation (TX-2-10) 86

 Create Publisher Purchase Orders (TX-2-21) 87

 Print and Transmit Purchase Orders (TX-2-22) 89

 Reprint Purchase Orders (TX-2-23) 91

Purchase Order Adjustments (TX-2-24)	93
Create a Manual Purchase Order (TX-2-25).....	96
Create or Modify Prepaid Purchase Order (TX-2-26).....	98
EDI Operations (TX-2-32)	100
Download POA Acknowledgments (TX-2-32-1)	101
Print or Display Purchase Order Acknowledgments (TX-2-32-2)	102
Receiving Process (TX-3).....	103
Entering a Receiving Log (TX-3-1)	104
Change Invoice # and View Posted Receivings (TX-3-2).....	107
Unpost a Receiving Log (TX-3-3).....	108
Returns Process (TX-4).....	109
Returns Menu (TX-4-1).....	110
Printing a List of Expiring Invoices (TX-4-1-1).....	111
Creating System Suggested Returns (TX-4-1-2)	113
Creating a Manual Chargeback (4-1-3).....	115
Printing a Picking Document (TX-4-1-4).....	118
Printing Return Requests (TX-4-1-5).....	119
Printing & Posting Chargebacks (TX-4-1-6).....	120
Unposting a Return (TX-4-1-7)	122
Reprinting Picking Documents (TX-4-1-21).....	123
Reprinting Permissions Requests (TX-4-1-22).....	124
Reprinting Chargebacks (TX-4-1-23)	125
Listing Open Permissions (TX-4-1-24).....	126
Clearing Open Chargebacks (TX-4-1-25).....	127
Printing a List of Chargebacks (TX-4-1-26).....	128
Printing a List of Chargebacks Not Credited (TX-4-1-27)	129
Writeoff List (TX-4-1-28)	130
Sales to Wholesalers (TX-4-2).....	131
Sales to Wholesalers (TX-4-2-1)	132
Clearing Previously Suggested Sales to Wholesalers (TX-4-2-1-1)	133
Creating Suggested Shipments (TX-4-2-1-2)	134
Printing a Pending Shipments List (TX-4-2-1-3).....	135
Pending Shipments Maintenance (TX-4-2-1-4).....	136
Pending Shipments Release (TX-4-2-1-5)	138
Creating Store Stock Shipment Numbers (TX-4-2-1-6)	139
Printing the Open Store Stock Shipment List (TX-4-2-1-7)	140
Pending Store Stock Shipments Maintenance (TX-4-2-1-8).....	141
Finalizing & Printing Store Stock Shipments (TX-4-2-1-9).....	143
Reprinting Store Stock Shipments (TX-4-2-1-10).....	144
Wholesale from Buyback (TX-4-2-2).....	145
Creating a Suggested Shipping List (TX-4-2-2-1)	146
Creating a Shipping List (TX-4-2-2-2)	148
Shipping List Maintenance (TX-4-2-2-3)	149
Printing a Shipping Document (TX-4-2-2-4).....	150
Printing a Buyback Document (TX-4-2-2-21).....	151
Reprinting a Shipping Document (TX-4-2-2-22).....	152
Reprinting a Buyback Document (TX-4-2-2-23).....	153
Printing a Non-Returnable Stock Worklist (TX-4-2-3)	154
Buyback Process (TX-5).....	156
Setting Up Buyback Parameters (TX-5-1)	157
Buyback Maintenance Menu (TX-5-2)	160
Buyback Flag Maintenance (TX-5-2-1)	161
Shifting Wholesale Buyback to Retail (TX-5-2-2).....	163
Printing a List of Wholesale to Retail Shifted Buybacks (TX-5-2-3)	164
Shifting Retail Buyback to Wholesale (TX-5-2-4).....	166

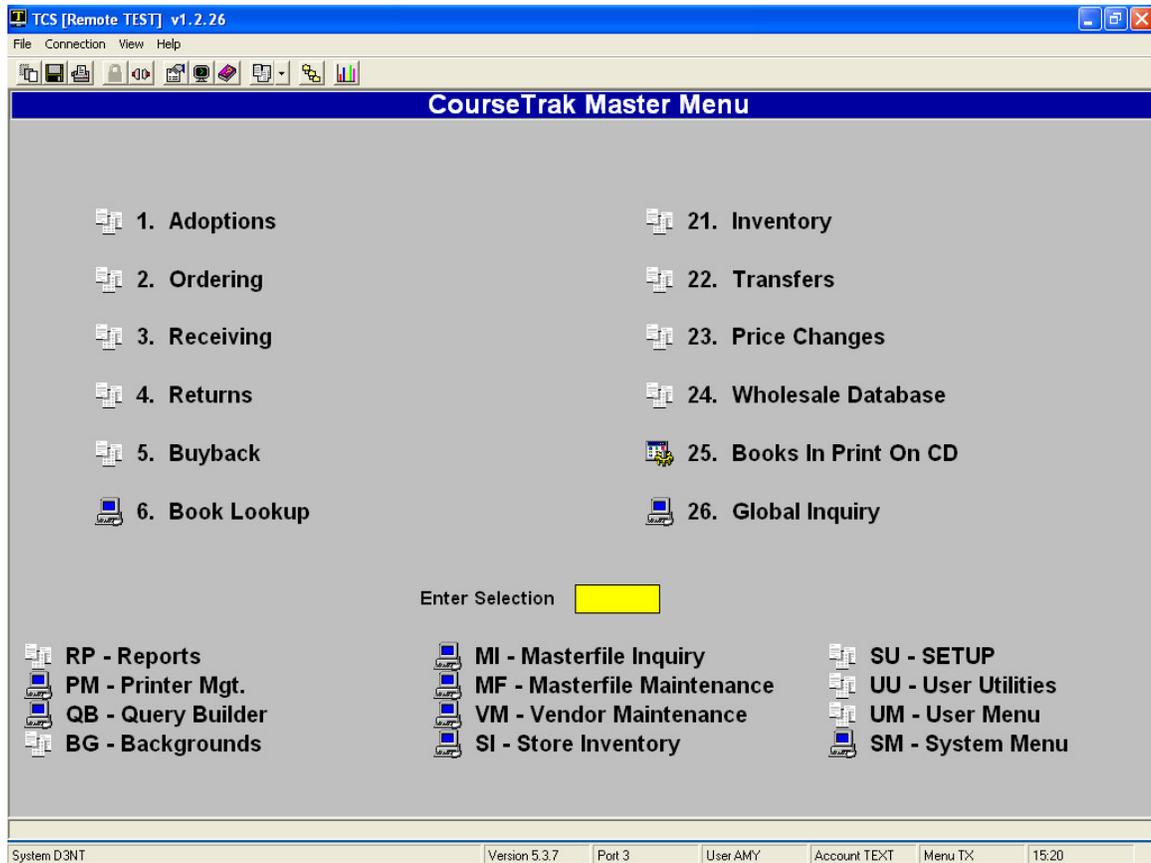
Printing a List of Retail to Wholesale Shifted Buybacks (TX-5-2-5)	167
Wholesaler Database Maintenance Menu (TX-5-3)	168
Search the Wholesale Buying Guide (TX-5-3-1)	169
Changing Wholesale Prices (TX-5-3-2)	170
Updating the Wholesale Guide (TX-5-3-21)	171
Coordinating the Wholesale Guide (TX-5-3-22)	173
Guaranteed Buyback Menu (TX-5-4).....	174
Pre-List Guaranteed Buyback (TX-5-4-1).....	175
Guaranteed Buyback Report (TX-5-4-2)	176
Editing the Preliminary Guaranteed Buyback List (TX-5-4-3)	178
Flag Guaranteed Buyback Parameters (TX-5-4-4).....	179
Printing Guaranteed Buyback Tags (TX-5-4-5).....	180
Buyback Reports (TX-5-21)	181
Non-Coordinated Books Report (TX-5-21-1).....	182
Actual vs. Needed Buyback Report (TX-5-21-2).....	183
Buyback Need Report (TX-5-21-3)	185
Manual Buyback Control List (TX-5-21-4)	187
Estimated Buyback List (TX-5-21-5)	188
Actual vs. Expected Report (TX-5-21-21)	190
Buyback Audit Report (TX-5-21-22).....	191
Retail Purchases Report (TX-5-21-23)	193
Wholesale Purchases Report (TX-5-21-24)	195
Books for Wholesalers Report (TX-5-21-25).....	197
Wholesale from Buyback (TX-5-22)	199
Clearing Buyback Fields (TX-5-23)	200
Batch Print Barcodes (TX-5-24)	202
Book Lookup (TX-5-6).....	204
Inventory Menu (TX-21)	205
Physical Inventory (TX-21-1)	206
Initializing the Physical Inventory	207
Creating Worksheets from the Data Collection File	208
Editing an Inventory Worksheet.....	209
Master File Status Report	210
Adjustments and Valuation Report	212
Posting Committed Inventory Worksheets.....	213
Printing Inventory Worksheets	214
Deleting Inventory Worksheets	215
Data Collection File Maintenance.....	216
Inventory Adjustments.....	218
Relocations.....	220
Changing Location Codes.....	221
Changing Location Based on the Data Collection File	222
Data Collection File Maintenance.....	223
Transfers (TX-22).....	225
Outbound Transfers (TX-22-1).....	226
Inbound Transfers (TX-22-2)	228
Printing a Picking Slip (TX-22-21)	231
Printing Inter-Store Transfers (TX-22-22).....	233
Price Changes (TX-23).....	234
Entering Price Changes (TX-23-1)	234
Entering Price Changes (TX-23-1)	235
Posting Price Changes (TX-22-2).....	237
Price Change Reports (TX-23-3)	238
Pre-Posting Report (TX-23-3-1).....	239
Mark Up Report (TX-23-3-2).....	240
Mark Down Report (TX-23-3-3).....	241

Price Change File Purge (TX-23-3-4).....	242
Wholesaler Database Maintenance Menu (TX-24)	243
Books in Print on CD (TX-25).....	244
Global Inquiry (TX-26).....	245
Reports Menu (TX-RP)	246
Adoption Reports Menu (TX-RP-1)	247
Course Summary Report (TX-RP-1-1)	248
Calendar Evaluation Report (RP-1-2)	250
Course Adoptions List (TX-RP-1-3)	252
Adopted but not Ordered Report (TX-RP-1-4).....	254
Adoption Receipt Status Report (TX-RP-1-5).....	256
Ratio Analysis Report (TX-RP-1-6)	257
Desk Copy Report (TX-RP-1-7).....	257
Desk Copy Report (TX-RP-1-7).....	258
Book Status Report (TX-RP-1-21).....	259
Want List Status Report (TX-RP-1-22).....	260
Print Adoption Forms (TX-RP-1-23)	261
Print Shelf Tags (TX-RP-1-24)	262
Misc. Materials List (TX-RP-1-25).....	263
Faculty Report (TX-RP-1-26)	263
Book History Inquiry (TX-RP-1-27).....	263
Ordering Reports (TX-RP-2)	263
Books Status Report (TX-RP-2-1)	263
Adopted But Not Ordered (TX-RP-2-2).....	263
Want List Status Report (TX-RP-2-3)	263
Books on Active Want List (TX-RP-2-4)	263
Books Not Ordered (TX-RP-2-5)	263
PO Links (TX-RP-2-6).....	263
Open PO List (TX-RP-2-21)	263
Open PO List, by Courses (TX-RP-2-22).....	263
Open PO Summary (TX-RP-2-23)	263
Text Edit Worklist (TX-RP-2-31)	263
Ordered Not Received (TX-RP-2-32)	263
Receiving Reports (TX-RP-3)	263
Receiving Log Report (TX-RP-3-1).....	263
Receiving Status Report (TX-RP-3-2).....	263
Receiving Price Change Report (TX-RP-3-3).....	263
Receiving Summary Report (TX-RP-3-4)	263
Receiving Discrepancy Report (TX-RP-3-5).....	263
Receiving Status Detail (TX-RP-3-21).....	263
Invoice Summary Report (TX-RP-3-22)	263
Buyback Reports (TX-RP-4)	263
Non-Coordinated Books (TX-RP-4-1).....	263
Actual vs Need (TX-RP-4-2)	263
Buyback Need (TX-RP-4-3)	263
Manual Buyback Control List (TX-RP-4-4).....	263
Estimated Buyback (TX-RP-4-5)	263
Actual vs Expected (TX-RP-4-21).....	263
Buyback Audit Report (TX-RP-4-22).....	263
Retail Purchases (TX-RP-4-23)	263
Wholesale Purchases (TX-RP-4-24)	263
Books for Wholesalers (TX-RP-4-25)	263
Sales Reports (TX-RP-5).....	263
Ratio Analysis Report (TX-RP-5-1)	263
Miscellaneous Reports (TX-RP-6).....	263
Text Hot List Report (TX-RP-6-1).....	263

Text Status Cards (TX-RP-6-2).....	263
MIR Exports (TX-RP-6-3)	263
Vendor Report (TX-RP-6-4)	264
Text Items with Package Set (TX-RP-6-5)	264
Vendor Bin & Hold and PO Numbers (TX-RP-6-6).....	264
eFollett Textbook Ordering List (TX-RP-6-21).....	264
Inventory Reports (TX-RP-21).....	264
Inventory By Vendor Report (TX-RP-21-1).....	264
Adjustments Report (TX-RP-21-2).....	264
Books On Hand Report (TX-RP-21-3).....	264
Master Book List (TX-RP-21-4)	264
Inventory Valuation (TX-RP-21-5).....	264
Inventory Analysis Report (TX-RP-21-21).....	264
Min/Max Report (TX-RP-21-22).....	264
Wholesale Coordination (TX-RP-22)	264
Price Changes (TX-RP-22-1).....	264
Publisher Changes (TX-RP-22-2).....	264
New Edition Notices (TX-RP-22-3).....	264
Unmatched Titles List (TX-RP-22-4).....	264
Titles Matched by ISBN Only (TX-RP-22-5)	264
ISBN Changes (TX-RP-22-6)	264
Price Change Reports (TX-RP-23)	264
Pre-Posting Report (TX-RP-23-1).....	264
Mark Up Report (TX-RP-23-2)	264
Mark Down Report (TX-RP-23-3).....	264
Price Change File Purge (TX-RP-23-4).....	264
Chargeback/Return Reports (TX-RP-24).....	264
Pending Returns List (TX-RP-24-1)	264
Open Permissions List (TX-RP-24-2).....	264
Invoice Return Expiring List (TX-RP-24-3)	264
Chargeback Listing (TX-RP-24-4)	264
Write-off Listing (TX-RP-24-5).....	264
Non-Returnable Stock Worklist (TX-24-6).....	264
Book List Report (TX-RP-25)	264
Book Master (SMF) (TX-RP-26).....	264

CourseTrak User's Guide

This manual will guide you through the use of the CourseTrak textbook management system. Before the options described in this manual can be used, you must set up your system. The needed settings are described in the CourseTrak Setup Guide. If you do not have a copy of this manual, please contact Total Computing Solutions.



In this manual, **bold** text denotes a menu option or field caption, *italicized* text denotes the menu path to a screen, and “text inside quotation marks” denotes information that should be entered by the user.

The screenshots shown in this manual were taken using the TCS Graphical User Interface (GUI). If you do not have GUI, the screens will appear slightly different, but the fields and functionality will be identical.

Vendor Maintenance (TX-VM)

To enter a new vendor or modify an existing one, follow these steps.

1. From any menu in the CourseTrak system, enter “VM” to get to the Vendor Maintenance screen (TX-VM).

The screenshot shows the Vendor Maintenance (TX-VM) screen in TCS [AP] v1.2.26. The form is titled "VENDOR MAINTENANCE" and contains the following fields and values:

- Vendor ID: 19
- Type: P
- Sort Code: OXF
- BIP Code: []
- WBG Code: []
- Name: OXFORD UNIVERSITY PRESS
- Address1: 2001 EVANS ROAD
- City: CARY
- State: NC
- Zip: 27513
- Phone Num: 800-451-7556
- Fax: 919-677-1303
- Prepaid: N
- SAN #: 202-5892
- Last Update: 02/17/06
- Average Ship Days: 10
- Minimum Order Qty: []
- Minimum Order Amt: []
- Default Ship Code: UPS
- Backorder Code: OS
- List/Net: L
- Account Number: 065130000
- Internet Addr: []
- EDI Format Name: []
- Rapid Resp: []
- EDI Num: []
- Wantlist Format: []
- Desk Copy--Phone: 800-445-9714
- Ext: []
- Fax: []
- Rep: []
- Comments: Y CANCEL BACKORDERS 45 DAYS AFTER PO DATE UNLESS NEW RELEASE

Buttons at the bottom of the form include: =Update, X=Cancel Entries, M=Modify, O=Ordering, A=Additional Ordering, and R>Returns.

2. In the **Vendor ID** field, enter the first few characters of the vendor’s name or if you know the system assigned vendor number, enter it. If the vendor is not found in your system, enter “.” to add it. A new vendor ID number will be assigned to your new vendor. This is a required field.
3. In the **Sort Code** field, enter any code that might help you find this vendor later. For example, a good sort code for the publisher Prentice Hall might be “PH”.
4. In the **Type** field, enter “D” if this vendor is a distributor, “P” if it is a publisher or “W” if it is a wholesaler. For a list of types, enter “?”. This is a required field.
5. In the **BIP Code** field, enter for this vendor the publisher code provided in the Books in Print database.
6. In the **WBG Code** field, enter for this vendor the publisher code provided by the wholesaler, as found in the wholesale buying guide.

7. In the **Alt Ord Vndr** field, enter the vendor to which you would like to send orders for this vendor. When creating purchase orders for this vendor, they are first created for the alternate vendor if there is one listed. If this field is left blank the order will be created for the original vendor.
8. In the **Alt Rtrn Vndr** field, enter the vendor to which you would like to return items for this vendor. When creating returns for this vendor, they are first created for the alternate vendor if there is one listed. If this field is left blank the return will be created for the original vendor.
9. In the **Name** field, enter the name of the vendor. This is a required field.
10. In the three **Address** fields, enter the vendor's ordering address.
11. In the **City** field, enter the city where the vendor is located.
12. In the **State** field, enter the state where the vendor is located.
13. In the **ZIP** field, enter the vendor's zip code. It must match the format for a zip code (“[#####] “ or “[#####]-[####]”).
14. In the **Contact** field, enter the name of your contact with the vendor.
15. In the **Phone Num** field, enter the phone number where your contact can be reached. This must match the format for a phone number (either 7 numbers or 10 numbers). You do not need to enter dashes.
16. In the **Ext** field, enter your contact's extension.
17. In the **Fax** field, enter your contact's fax number. This must match the format for a phone number.
18. In the **Prepaid** field, enter “Y” if this vendor uses Proforma (prepaid) invoices. Otherwise, enter “N”.
19. In the **SAN #** field, enter the vendor's Standard Address Number. This must be in the correct format (6 numbers plus a check digit). If the incorrect check digit is entered, the system will replace it with the correct one. You should make sure that the number is correct after you have gone on to the next field.
20. The **Last Update** field is automatically populated with the date this vendor was last updated.
21. In the **Average Ship Days** field, enter the average amount of time that it takes a shipment from this vendor to arrive from the time the order was placed.
22. In the **Minimum Order Qty** field, enter the minimum number of items that this vendor will allow you to order.
23. In the **Minimum Order Amt** field, enter the minimum amount of money that this vendor will allow you to spend.
24. In the **Default Ship Code** field, enter the default shipping code for Purchase Orders sent to this vendor. For more information on shipping codes, see the section Shipping Codes in the CourseTrak Setup Guide.

25. In the **Backorder Code** field, enter the vendor's backorder code. For more information on backorder codes, see the section Setting Up Backorder Codes in the CourseTrak Setup Guide.
26. In the **List/Net** field, enter "L" if items from this vendor use list price, or "N" if they use net price.
27. In the **Account Number** field, enter the store's account number with the vendor.
28. In the **Internet Addr** field, enter the vendor's web page or e-mail address.
29. In the **EDI Format Name** field, enter "PUBNET", "EASYLINK", or "EXPRESS", depending on which type of EDI Order the vendor accepts. If the vendor does not use EDI orders, leave this field blank.
30. In the **Rapid Resp** field, enter "Y" for Yes or "N" for No. If the vendor does not use EDI orders, leave this field blank.
31. In the **EDI Num** field, enter the EDI number for the vendor. If it is a Pubnet vendor, enter the SAN. If it is an EasyLink vendor, enter the mailbox number or fax number.
32. In the **(Easylink W/L) Wantlist Format** field, enter "F" if the vendor uses the Follett Order Express format for its want lists, "M" if it uses the MBS format, "T" if it uses fax purchase orders, "H" if it uses host want list format, or "O" for another format. If this is not an Easylink vendor, leave this field blank.
33. In the **Desk Copy – Phone** field, enter the vendor's phone number for requesting desk copies. This must match the correct format for a phone number.
34. In the **Ext** field, enter the extension of the desk copy request department.
35. In the **Fax** field, enter the desk copy request department's fax number.
36. In the **Rep** field, enter a representative of the desk copy request department.
37. In the **Comments** field, enter "Y" if you want to set comments that will be printed on all purchase orders sent to this vendor. You will be given an opportunity to enter the comments. If you do not wish to enter comments, enter "N" in this field. After entering a "Y", a box will appear to allow you to enter comments. You can enter as many lines as you like, but when you are looking at the comments from the Vendor Maintenance screen, only the first line will appear. This is normal, and the rest of your comments still exist.
38. Press [ENTER] to update and save the vendor, "X" to Cancel, or "M" to Modify.
39. The Additional Ordering screen and Returns screen will be covered in the next two sections.

Vendor Maintenance Additional Ordering Screen (TX-VM-A)

The Vendor Maintenance process involves entering data on several screens. This section describes the Additional Ordering Screen.

1. From the Vendor Maintenance screen's command line, enter "A" to get to the Additional Ordering Screen (TX-VM-A).

ORDERING SCREEN 2	
Account Number:	065130000
Payment Terms:	NET45 Payment due 45 days
Delayed Billing Days:	
A/P Vendor:	??
Discount Code:	*
Discount Flag:	
Discount Break Point:	
Discount Value:	4.00

2. In the **Account Number** field, the account number that was entered in the main ordering screen will automatically populate this field.
3. In the **Payment Terms** field, enter the default terms for payment to this vendor. For more information on payment terms, see the section Setting Up Payment Terms in the CourseTrak Setup Guide.
4. In the **Delayed Billing Days** field, enter the number of days after shipment that the vendor will wait before sending your store an invoice.
5. In the **A/P Vendor** field, enter the accounts payable number from your accounting database that is associated with this vendor.
6. In the **Discount Code**, **Discount Flag**, **Discount Break Point**, and **Discount Value** fields are not currently used.
7. Press [ENTER] to save the changes.

Vendor Maintenance Returns Screen (TX-VM-R)

The Returns screen contains information on returning items to the vendor. To enter the information, follow these steps.

1. From the Vendor Maintenance screen's command line, enter "R" to get to the returns screen (TX-VM-R).

RETURNS			
Name:	OXFORD UNIVERSITY PRESS	Contact :	
Address1:	ATTN: RETURNS	Phone # :	
Address2:	2001 EVANS ROAD	Fax # :	
Address3:			
City:	CARY	Allow Returns:	Y
State:	NC	Zip:	27513
Req Adr1:		Permission Required:	N
Req Adr2:		Min Months for Return:	3
Req Adr3:		Max Months for Return:	34
Req City:		Return Penalty Amount:	0.00
State:		Return Penalty Percent:	
		# Invoice Copy Required:	
		Vendor Invoice Maximum:	
		Percent Invoice Maximum:	

##	Return Comments.....	##	Shipping Instructions.....
1	RETURNABLE AS LONG AS IN PRINT; TEXTBOOKS		

2. In the **Name** field, enter the name that you want printed on returns to this vendor.
3. In the **Address, City, State, and Zip** fields, enter the address to which you want to send returns.
4. In the **Req Adr, Req City, State, and Zip** fields, enter the address to which return permission requests should be sent.
5. In the **Contact** field, enter the name of the store's contact for returns with the publisher.
6. In the **Phone #** field, enter the contact's phone number.
7. In the **Fax #** field, enter the contact's fax number.
8. In the **Allow Returns** field, enter "Y" if the vendor allows returns. Otherwise, enter "N". If an "N" is entered, a warning will be displayed when books from this vendor are adopted.
9. In the **Permission Required** field, enter "Y" if you must request permission before returning books. Otherwise, enter "N". If you enter a "Y", a warning will be displayed when books from this vendor are adopted.
10. In the **Min Months For Return** field, enter the minimum number of months after the invoice that you are able to return items.
11. In the **Max Months For Return** field, enter the maximum number of months after the invoice that you are able to return items.
12. In the **Return Penalty Amount** field, enter the amount that you are charged to return books. If a value is entered here, a warning will be displayed when books for this vendor are adopted.

13. In the **Return Penalty Percent** field, enter the percentage of the items returned that the store must pay to return them. If a value is entered here, a warning will be displayed when books for this vendor are adopted.
14. In the **# Invoice Copy Required** field, enter the number of copies of the invoice which must accompany the return.
15. In the **Vendor Invoice Maximum** field, enter "Y" if the vendor will only allow a certain percentage of the invoice total to be returned. Otherwise, enter "N".
16. In the **Percent Invoice Maximum** field, enter the maximum percentage of the invoice that can be returned.
17. In the **Return Comments** field, enter any comments that you want to print on returns to this vendor.
18. In the **Shipping Instructions** field, enter any special instructions for shipping returns to this vendor.
19. Press [ENTER] to save the changes.

Master File Maintenance (TX-MF)

The master file contains information on all the books that you have entered into your CourseTrak system. To enter a new book or change information on an existing one, follow these steps.

1. From any menu in the CourseTrak system, enter “MF” to get to the Textbook Maintenance screen (TX-MF).

Textbook Maintenance

Item: 0-521-56714-9 Crossover: Updated: 02/17/06
 Author: HARDY Adopted: 2006-2 Received: 12/06/05
 Title: TESS OF D'URBERVILLES
 Publisher: 521 Computer Literacy Press
 Edition Note: NEW ED 2005 New Class: 101 ?? NEW TEXTBOOKS
 Edition Number: Used Class: 102 ?? USED TEXT
 Copyright Year: 96 Category: 1 ?? College Textbooks
 Ref. Price: 20.00 Bind Type: ??
 List/Net: L Prepriced: Part of Set: Y Exclude W/L:
 Status: A ?? ACTIVE Returnable: N Exclude BB: Y
 Status Date: 11/23/98 Mail Order: Y Include Web: Y

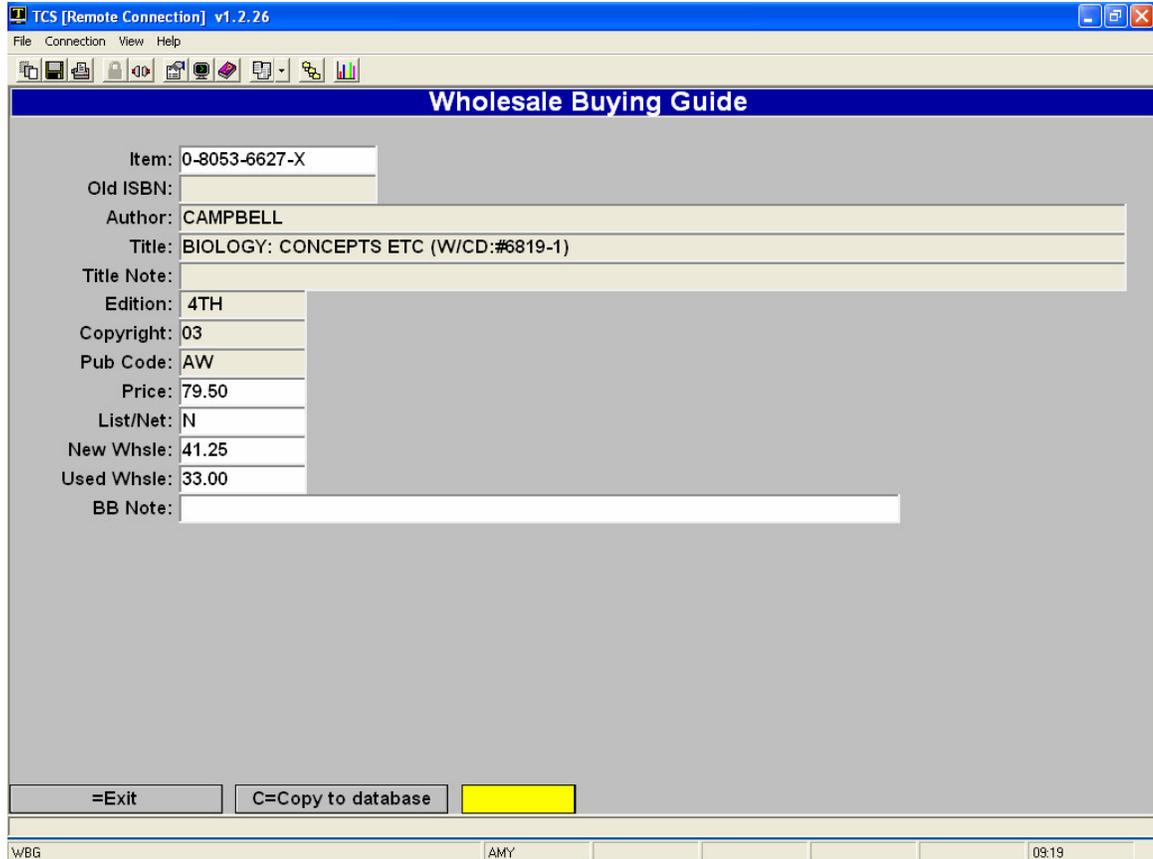
Alternate Sources				
##	Vendor #	Name	Type	Catalog
1	0082685	ARROWHEAD REG'L DISTR		
2	0082685	ARROWHEAD REG'L DISTR		

Store Information											
##	Store	Name	Price	Factor	New	New	New	Used	Used	Used	SMF
					Price	QOH	QOO	Price	QOH	QOO	SCRN
1	1	?? Total Computing Test	L20	??	25.00	37	25	12.50	73	15	
2*	99	?? Store 99	LIST	??	21.00	-41		10.50	-5		

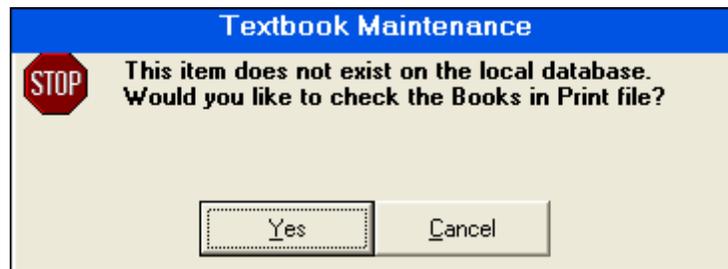
Buttons: =Save, X=Cancel, B=Buyback, T=Tag, M=Modify, S=Store, C=CourseXref open, H=CourseXref Hist, N=Next, L=Return to List

TXM AMY 10:38

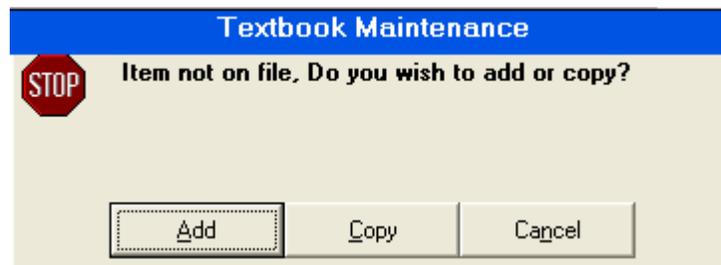
2. In the **Item** field, enter the ISBN of the book you wish to enter. You can enter it with or without the dashes. If you aren't sure of the ISBN, you can search for it using cross-reference by entering “[AUTHOR]/[TITLE]”, “[AUTHOR]/” or “[TITLE]”.
3. If you haven't copied the book to your database yet, your system will give you the option to search the wholesale guide and display a list of matching items. If you want to search the wholesale guide, enter “W”. Select the correct item, and enter “C” to copy it to your database.



4. If the item you have entered is not found locally, and your system is set up to use a Books in Print server, you will be asked if you wish to search for the item in the Books in Print file. If you wish to check the file, click "Yes". Otherwise, click "Cancel".



5. If you are not set up to use a Books in Print server, you will be asked if you wish to add the item, copy another item, or cancel. Click "Add" to add the item, click "Copy" to copy another item, or click "Cancel" to not add or copy an item.



6. If the item already exists in your database, you will be taken to the command line. Enter “M” to modify the book’s information.
7. The **Crossover** field will list the ISBN of the book if it is also setup as a trade title and if the parameters are set for the crossover module to be TX. If TR is set as the crossover module, there will not be anything listed in the textbook crossover field.
8. The **Updated** field lists the last date the record was updated.
9. In the **Author** field, enter the author’s last name. This is a required field.
10. The **Adopted** field lists the most recent term the title was adopted in.
11. The **Received** field lists the last date the title was received.
12. In the **Title** field, enter the title of the book. This is a required field.
13. In the **Publisher** field, enter the publisher of the book. You can enter the publisher’s ID number, sort code, or part of the publisher’s name. This is a required field. Publishers are setup in Vendor Maintenance.
14. In the **Edition Note** field, enter any important information about the book.
15. In the **Edition Number** field, enter the edition number.
16. In the **Copyright Year** field, enter the year when the book was copyrighted. You can use 2 or 4 digits.
17. In the **Ref. Price** field, enter the vendor’s reference price for the book. This is a required field.
18. In the **List/Net** field, enter “L” for list pricing or “N” for net pricing.
19. In the **Prepriced** field, enter “Y” if the book is pre-priced by the vendor and the price cannot be changed. Otherwise, enter “N”. If the book is prepriced, the price will typically be printed on the cover of the book.
20. In the **Status** field, enter the textbook status code that applies to this book. For a list of codes, enter “?”. For more information on textbook status codes, see the section Textbook Status Codes in the CourseTrak Setup Guide.
21. In the **New Class** field, enter the merchandise class for new copies of this book. For a list of classes, enter “?”. For information on merchandise classes, see the section Setting Up a New Merchandise Class found in the CourseTrak Setup Guide. The default value for the store is automatically entered. This is a required field.
22. In the **Used Class** field, enter the merchandise class for used copies of this book. For a list of classes, enter “?”. For information on merchandise classes, see the section Setting Up a New Merchandise Class found in the CourseTrak Setup Guide. The default value for the store is automatically entered. This is a required field.
23. In the **Category** field, enter the book’s category. For a list of categories, enter “?”. For more information on categories, see the section Textbook Category Codes in the CourseTrak Setup Guide.

24. In the **Bind Type** field, enter the binding type code that applies to this book. For more information on binding types, see the section Textbook Binding Types in the CourseTrak Setup Guide.
25. In the **Part of Set** field, enter “Y” if this book is packaged with other items. Otherwise, enter “N”. If you enter “Y” a window to enter set flag codes will be displayed. For more information on set flag codes, see the section Textbook Set Codes in the CourseTrak Setup Guide.
26. In the **Exclude W/L** field, enter “Y” if you would like to exclude this item from want lists. Otherwise, enter “N”.
27. In the **Returnable** field, enter “N” if this book is not returnable. Otherwise, enter “Y”.
28. In the **Exclude BB** field, enter “Y” if you would like to exclude this item from buyback. Otherwise, enter “N”. If you do chose to exclude it from buyback, you will not be able to enter an estimated buyback amount in the adoption process.
29. In the **Mail Order** field, enter “Y” if this book can be sold through mail order. Otherwise, enter “N”.
30. In the **Include Web** field, enter “Y” if you want to include this book on your website. Otherwise, enter “N”.
31. In the **Alternate Sources** field, enter any vendors besides the publisher who can supply this book. When creating purchase orders for this book, they will be created for the alternate vendor.
32. In the **Store** field, enter the store number that you wish to set up prices for. If you do not have access to the store you are attempting to set up, the system will not allow you to set it up. If a store that you do not have access to is already set up, the line for that store is skipped.
33. In the **Price Factor** field, enter the price factor that you wish to use for this item. For a list of price factors, enter “?”. For more information on price factors, see the section Setting Up Retail Pricing Factors in the CourseTrak Setup Guide. This is a required field. Once you have entered the price factor, the new and used prices will be displayed.
34. In the **New Price** field, enter the price that you want to charge for new books. If the price calculated is correct, press [ENTER] to go to the next field.
35. In the **New QOH** field, enter the number of new copies of this book that you have on hand. You will not be able to change this field if the book has already been set up for the store.
36. The **New QOO** field lists the total quantity on order for all new copies of this title.
37. In the **Used Price** field, enter the price that you want to charge for used books. If the price calculated is correct, press [ENTER] to go to the next field.
38. In the **Used QOH** field, enter the number of used copies of this book that you have on hand. You will not be able to change this field if the book has already been set up for the store.
39. The **Used QOO** field lists the total quantity on order for all used copies of this title.
40. In the **SMF SCRN** field enter “Y” to make additional changes to the store master file. You will then be taken to this screen.

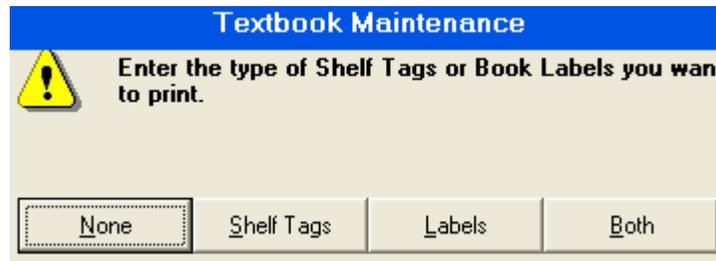
41. In the **Min** and **Max** fields, enter the minimum and maximum quantities that you would like to have on hand. This is helpful for schools that feature open enrollment courses. You can run a report (RP-21-22) that will give you the following information:

```

14:34:26 Now processing MIN.MAX
14:34:26 27 Feb 2006
MIN.MAX
Total Computing Test
Min/Max Listing
ISBN..... Author..... Ed.. CpYr          Q00  Q00  Q0H  Q0H  QTY
Title..... Publisher..... ..New .Used ..New .Used TOTAL MIN..... MAX..
0-02-643978-6 TURNER          MACMILLAN PUBLI    0    0   10   0   10 5      10
DIGITAL EXPRESS
0-14-043135-7 HARDY           78  PENGUIN PUTNAM    0   70  256   49  305 15     25
TESS OF THE D'URBERVILLES (INTRO: ALVA
0-252-06012-1 BUSHMAN         84  UNIVERSITY OF I   0    0    2    8   10 15     30
JOSEPH SMITH & BEGINNINGS OF MORMONISM
[405] 3 items listed out of 12578 items.
    
```

42. In the **Web Comments** field, enter the comments for this item that you would like to appear with the title on the website.
43. In the **Location** fields, enter physical location notes for New, Used, Whse New, Whse Used. These are open comment fields for you to indicate inventory locations. For example, you may be storing 60 new copies of a title in your warehouse. You would then list that warehouse location and qty in the Location New field.

- 44. Press [ENTER] to save your changes, “X” to Cancel, “M” to Modify, or “S” to edit/enter store information.
- 45. From the command line, enter “T” to print shelf tags. You will get this popup box. Click “None” if you don’t want to print any tags, click “Shelf Tags” if you want to print shelf tags, click “Labels” if you want to print barcode labels, or click “Both” if you want to print both shelf tags and barcode labels. If you click “Shelf Tags” you will be taken to another screen to enter in the term and the format for the shelf tags. If you click “Labels” you will be prompted to choose either new or used and you will be prompted for the quantity of labels to print.



- 46. From the command line, enter “C” for CourseXref open to see open terms with this title adopted. This is an inquiry screen only. You cannot make any changes to this title here.

#	Term	Dept	Course	Section	EstE	ActE	QTC	Instructor	Req
1	2005-1	ACC	101	1	35	3	30	STAFF	BC
2	2005-1	ACC	101	2	100	4	40		Y
3	2005-2	ACC	101	106	30	10	30		Y
4	2005-2	ENGL	100	1	40	0	20	JONES	Y
5	2005-2	ENGL	100	2		0	22		
6	2005-2	ENGL	101	1	10	0	10		Y
7	2005-2	ENGL	102	2	15	0	10		Y

- 47. From the command line, enter “H” for CourseXref history to see closed terms with this title adopted. This is an inquiry screen only. You cannot make any changes to this title here.

TCS [AP] v1.2.26

File Connection View Help

Book Cross Reference

Store: 1 Total Computing Test
 Term: H FALL04
 ISBN: 0-618-22028-3 Author: LARSON Ed: 4 Copyright: 03
 Title: COLLEGE ALGEBRA: CONCEPTS & MODELS STUDY & SOL GDE
 Publisher: HOUGHTON MIFFLIN COMPANY Ed Note:
 New Price: 27.10 New QOH: 0 Total QOH: 0
 Used Price: 13.55 Used QOH: 0

#	Term	Dept	Course	Section	EstE	ActE	QTC	Instructor	Req
1	2004-2	MAT	151	7419	35		0	JAMALI	N
2	2004-3	MAT	151	3253	35		0	HODGKINS	N
3	2004-3	MAT	151	3255	35		0	SUNG	N
4	2004-3	MAT	151	3257	35		0	STAFF	N
5	2004-3	MAT	151	3259/73/	35		0	MERKEL	N
6	2004-3	MAT	151	3261	35		0	ERMOIAN	N
7	2004-3	MAT	151	3263	35		0	SANTELLAN	N
8	2004-3	MAT	151	3275	35		0	MCCLYMOND	N
9*	2004-3	MAT	151	3277	35		0	SHAW	N

1412 Add Mov Ins

BCR AMY 15:34

48. If you searched for this title using a cross-reference and were given a list of titles to choose from, then from the command line, enter "P" to jump to the previous title in the list, "N" to jump to the next title in the list, or "L" to return to the list.
49. The Buyback Flag Screen will be covered in the next section.

Buyback Flag Maintenance (TX-MF-B)

To set up buyback information for a book in your database, follow these steps.

1. From the Textbook Maintenance screen command line, enter “B” to get to the Buyback Flag Maintenance screen (TX-MF-B).

Buyback Flag Maintenance

Store: 1 Total Computing Test
 ISBN: 0-684-18254-8
 Title: I & THOU (2ND)(TRANS: SMITH) Ed Notes: OP 10/02
 Author: BUBER Edition: Copyright: 58

Open to Buy: -1
 Value Code: AD ??
 Limit Flag: Y
 Estimated BB: 25

##	Store	Store Name	BB Need
1	1	Total Computing Test	9

###	R/W	Limit	Purchased	Override Price	Wholesaler ID	Wholesaler Name
1	R	25			SELF	
2	W				1003	FOLLETT COLLEGE BOOK CO.
3	W				1001	MISSOURI BOOK SERVICES
4 ^A	W				1000	NEBRASKA BOOK COMPANY

Book Flag Code:

S	??	CHECK STOLEN BOOK LIST
2	??	

=Save X=Cancel M=Modify

BBMAINT AMY 10:50

2. In the **Store** field, enter the store number for which you wish to set up buyback. This will also automatically populate the **Store, Store Name, and BB Need** fields in the upper right side of the screen.
3. In the **ISBN** field, enter the book for which you wish to set up buyback.
4. The **Title, Author, Ed Notes, Edition, and Copyright** fields will automatically populate with the information from the master file for the ISBN that you entered.
5. The **Open to Buy** field will automatically populate with the open to buy quantity for this ISBN.
6. In the **Value Code** field, enter the buyback value code for the book. For a list of codes, enter “?”. For more information on value codes, see the section Setting Up Buyback Value Codes in the CourseTrak Setup Guide.
7. In the **Limit Flag** field, enter the buyback limit flag for the book. Enter “U” to buy unlimited copies of the book, “X” to exclude the book from buyback, “G” for guaranteed buyback, or “Y” for a limit.

8. The **Estimated BB** field will automatically populate with the total estimated buyback amount taken from all adoptions entered in terms attached to the current buyback season.
9. In the **R/W** field, enter “R” for retail or enter “W” for wholesale.

This is the help message that comes up in the **BB** limit quantity and override price fields:

10. In the **Limit** field, enter the total quantity of copies (your limit) you will buy back at this value.
11. The **Purchased** field will automatically populate with the quantity of books purchased at buyback at this value.
12. In the **Override Price** field, enter the price you would like to purchase this title for. If you enter a price in this field, it will override the calculated price that is based on the set buyback parameters. For more information on buyback parameters, see the section Buyback Parameters in the CourseTrak Setup Guide.
13. In the **Wholesaler ID** field, enter the vendor number of the wholesaler you would like to purchase textbooks for at buyback. The **Wholesaler Name** field will automatically populate with the name of the wholesaler entered.
14. In the **Book Flag Code** field, enter any book flag codes that you would like to set up for this title. For more information on book flag codes, see the section Textbook Flags in the CourseTrak Setup Guide.
15. Press [ENTER] to save the changes, “X” to cancel, or “M” to Modify.

Master File Inquiry (TX-MI)

You can use the master file inquiry screen to display information on your textbooks. To use it, follow these steps.

1. From any menu in the CourseTrak system, enter “MI” to get to the Textbook Inquiry screen (TX-MI).

Textbook Inquiry

Store: 1 Total Computing Test Crossover:
 Item: 0-14-043135-7 Last Update: 02/21/06
 Author: HARDY
 Title: TESS OF THE D'URBERVILLES (INTRO: ALVAREZ)
 Title Note:
 Edition Number:
 Copyright Year: 78
 Ref. Price: 10.00
 List/Net: L
 Publisher Code: 478 PENGUIN PUTNAM INC
 Status: A Status Date: 12/08/98
 Last Adopted: 2006-1 Last Rcv Date: 12/06/05 Returnable: Y

#	Alt Src	Name	Type	Catalog
1		Total Computing Test		
2*	007	Nature's Wisdom		

#	Store	Name	New			Used			Price Factor
			Price	QOH	QOO	Price	QOH	QOO	
1	1	Total Computing Test	11.00	256		8.25	46	70	LIST
2*	007	Nature's Wisdom	11.00	0		7.15	0		LIST

=Exit W=Want List PO=PO V=Receiving S=Syn
 R>Returns B=Buyback H=Hist T=Transfers C=Course XREF
 CH=Course XREF Hist TA=Tag SI=Store Inventory P=Previous N=Next
 L=Return to List

TXI.0 AMY 11:14

2. The **Store** field is automatically filled with the user’s default store. If you wish to change it, enter “<” followed by the store number. For a list of stores, enter “??” in the store field.
3. In the **Item** field, enter the ISBN for the book you’re looking for. If you’re not sure of the ISBN, you can search for the book by entering the cross-reference in one of the following formats: “[AUTHOR]/”, “[TITLE]” or “[AUTHOR]/[TITLE]”.
4. Information about the book is displayed.

5. From the command line, enter “W” for information about Want Lists.

Want List Inquiry						New	Used	
#	Store	Document #	Date	Term	Qty	Price	Price	Vendor
1	1	10169	01/13/06	2005-2	0			NEBRASKA BOOK COMPANY
2	1	10152	09/12/05	2005-1	0			MISSOURI BOOK SERVICES
3	1	10153	09/12/05	2005-1	0			FOLLETT COLLEGE BOOK CO.
4	1	10133	05/18/05	2005-2	0			NEBRASKA BOOK COMPANY

1-10 Add Mov Ins

=Save X=Cancel L=Line Items

6. To display want list information on line items, enter “L” followed by the line number. Press [ENTER] to exit the record.

TCS [Remote Connection] v1.2.26

File Connection View Help

Want List

WL Line ID: 1*10061*0-521-56714-9

ISBN: 0-521-56714-9

Author: HARDY Edition: YR: 96

Title: TESS OF D'URBERVILLES

Edit. Notes: NEW ED 2005

Qty to Provide: 100

Qty on Want List: 10

Want List Qty New:

Want List Qty Used: 10

Confirmed Qty New: 0

Confirmed Qty Used: 0

X=Exit record

TXI.5.DET AMY 10.25

7. From the command line, enter “PO” for information about Purchase Orders.

PO Inquiry										
#	Store	Number	Date	Term	Ord	Outs	Rcvd	Date	Price	Vendor
1	1	TX20320.10	02/24/05	2005-2	30	70				HACKETT PUB

8. To display purchase order detail information on line items, enter the corresponding line number. Press [ENTER] to exit the record.

TCS [Remote Connection] v1.2.26

File Connection View Help

Purchase Order Detail

PO Line ID: 1*TX20320.10

ISBN: 0-14-043135-7 Author: HARDY Edition: CpYr: 78

Title: TESS OF THE D'URBERVILLES (INTRO: ALVAREZ)

Edit. Notes:

Ord Comments:

Order Qty: 30 U Outstanding Qty: 70 Price: L Cost: 0.00

Invoice Information						Cancellations			
#	Invoice Number	Date	Qty	Retail	Cost	#	Date	Qty	Reason

X=Exit record

TXI,2,DET | AMY | | | | | 10:27

9. From the command line, enter “V” for information about Receiving.

Receiving Inquiry									
##	Document #	Order Date	Term	Qty Order	Qty Rcvd	Received Date	Retail Price	UPD Price	Vendor
1	10168.1				100	06/24/04	5.95		HAL HENDERS

Navigation: Add Mov, Ins

10. To display receiving log information on line items, enter the corresponding line number. Press [ENTER] to exit the record.

TCS [Remote Connection] v1.2.26

File Connection View Help

Receiving Log

Rcv Line ID: 1*10168.1

ISBN: 0-553-21168-4 P.O. Number: _____

Author: HARDY Edition: _____ YR: _____

Title: TESS OF THE D'URBERVILLES

Edit. Notes: _____

New/Used: N

Received Qty: 100 Order Qty: _____ Outstanding Qty: -100

Pub Price: 4.95 L

% Discount: 37.0

\$ Discount: 1.83

Unit Cost: 3.12 Ext Cost: 312.00

Price Factor: LIST

Tag Price: 5.95 Ext Retail: 595.00

Status: _____

Rcv Comments: _____

Invoice Num: TEMP1

Invoice Date: 06/24/04

X=Exit record

TX1.3.DET AMY 10.29

11. From the command line, enter “S” for information about Synonyms. This Synonym Inquiry screen will only appear if there is a synonym attached to the record.

Synonym Inquiry

0-8400-1888-6

X=Exit record

12. From the command line, enter “R” for information about Returns.

#	Store	Document #	Date	Term	Qty	Price	Vendor
1	1	1364.13			1		FOLLETT COLLEGE BOOK CO.
2	1	1364.7			1		FOLLETT COLLEGE BOOK CO.

1-2 Add Mov Ins

13. To display return information on line items, enter the corresponding line number. Press [ENTER] to exit the record.

TCS [Remote Connection] v1.2.26

File Connection View Help

Returns

Rtn Line ID: 1*1364.7

ISBN: 0-553-21168-4

Author: HARDY Edition: YR:

Title: TESS OF THE D'URBERVILLES

Edit. Notes:

X=Exit record

TXI.4.DET AMY 10:33

14. From the command line, enter “B” for information about Buybacks.

#	Store	Season	New Qty	Used Qty
1	1	SPRING06	0	1

Navigation buttons: Add, Mov, Ins

15. To display buyback information on line items, enter the corresponding line number. Press [ENTER] to exit the record.

TCS [Remote Connection] v1.2.26

File Connection View Help

Buyback

Buyback ID: 1*0-14-043135-7

ISBN: 0-14-043135-7

Author: HARDY Edition: YR: 78

Title: TESS OF THE D'URBERVILLES (INTRO: ALVAREZ)

Edit. Notes:

Open to Buy: 1098

Retail Buyback: 1]1]0

Wholesale Buyback: 4

Value Code: AD

Limit Flag:

Override Limit:

Special Price:

Book Flag Code:

X=Exit record

TX1.1.DET AMY 10:38

16. From the command line, enter “H” for history information.

ADOPTION INQUIRY

ISBN	Author	Title	Ed	Cp	Yr
0-521-56714-9	HARDY	TESS OF D'URBERVILLES			96

Qty New: Qty Used:

TERMS:	2004-2	2005-2	2005-1	2005-01	2004-3
Sales:	14	6	13	----	20
QTC:	----	70	100	----	----
Sales/QTC:	----	9	13	----	----
Est Enroll:	----	125	135	----	----
Act Enroll:	----	10	7	----	----
Act/Est:	----	8	5	----	----
Sales/ACT:	----	60	186	----	----

BB SEASONS:	SPRING06	Winter98	WINTER05	FALL05	SUMMER05
Est BB:	----	----	----	----	----
Act BB:	----	----	----	----	----
Act/Est BB:	----	----	----	----	----

=Exit X=Cancel

ADI AMY 10:39

17. Press [ENTER] or “X” to exit the record.
18. From the command line, enter “T” for information about Transfers. The navigation bar is for use in moving between multiple transfers.

Transfer Inquiry

##	From Store	To Store	Number	Date	N/U	Req Qty	Ship Qty	Rcvd Qty
1	1 Total Computing Test	295 A.S.U. BOOKSTORE	133008458	01/16/06	N	4	4	

20. To display adoption information on line items, enter the corresponding line number. Press [ENTER] to exit the record.

TCS [Remote Connection] v1.2.26

File Connection View Help

Adoption Maintenance

Store: 1 Total Computing Test
 Term: 2006-1 SPRING06
 Dept: ENGL ENGLISH
 Course: 100 BEGINNING ENGLISH
 Section: 11

Date Adopted: 02/08/06
 Est Enrollment: 1000
 Instructor:
 E-Mail:
 Phone:

Request#:
 Req Date: 01/15/68
 Comments: N

Entered by: CJT
 Shelf Tag Note:
 Misc Materials: N

#	ISBN	Ed	CpYr	Inq	QTC	QNew	EBB	Req	Description
1	0-14-043135-7		78		999		0	Y <input type="text"/>	--REQUIRED--
	HARDY	TESS OF THE D'URBERVILLES (INTRO: ALVAREZ)							
			478	PENGUIN PUTNAM INC			10.00	L <input type="text"/>	
								<input type="text"/>	
								<input type="text"/>	
								<input type="text"/>	
								<input type="text"/>	

=Save X=Cancel M=Modify C=Copy A=Add
 F=MF I=MI B=BB T=Tags U=Items
 L=Misc. Mat P=Prev N=Next

ADM.0 AMY 10.50

24. From the command line, enter “SI” for information about Store Inventory.

The screenshot shows a software window titled "TCS [Remote Connection] v1.2.26". The main content area is titled "Inventory by Store Location". At the top, there are fields for "Item: 0-375-50051-0", "Author: QUINDLEN", "Title: BLACK+BLUE", "EDITION:", and "Copyright Year: 98". Below this is a table with the following data:

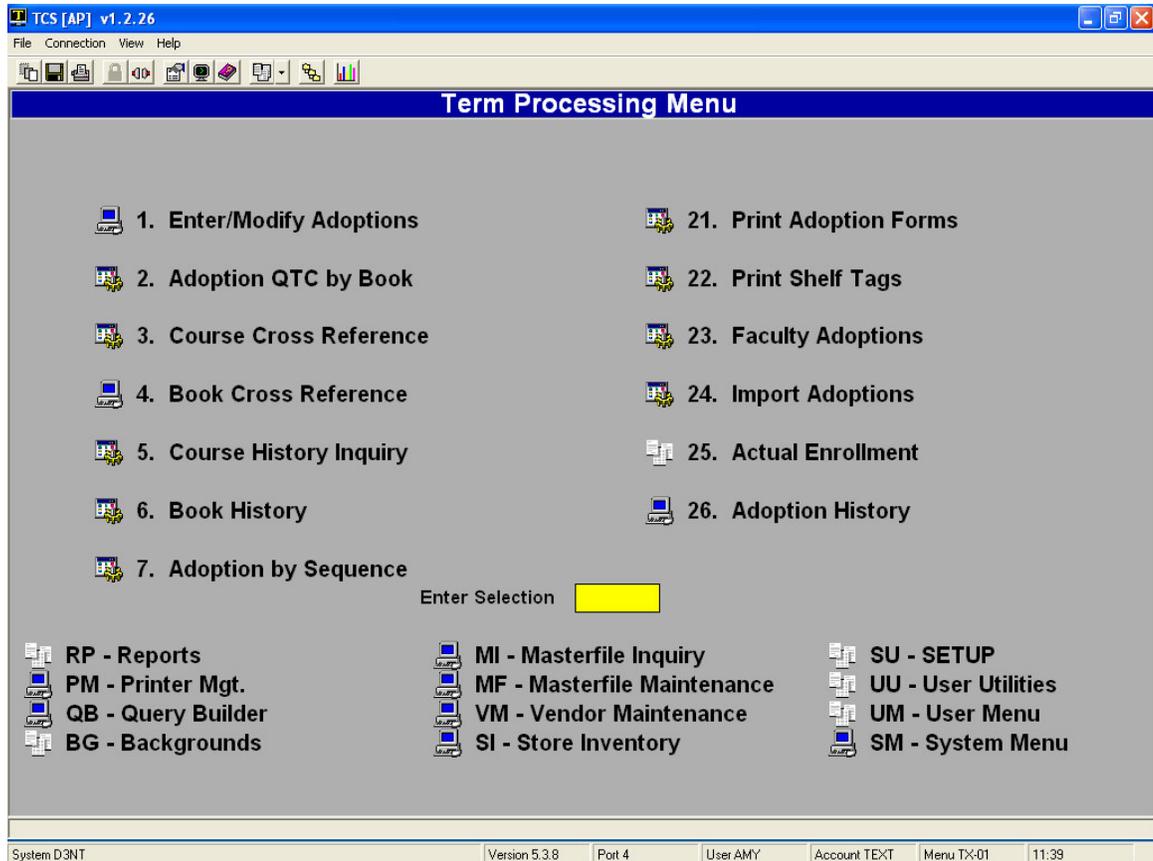
#	Store	Name	New			Used		
			Price	QOH	QOO	Price	QOH	QOO
1	99	Store 99	24.00	14		12.00	-1	
2	753	Courseworks Interface Sto	24.00	4		12.00	0	
3	100	Total Computing Stores	24.00	-15	35	19.25	0	176
4	1	Total Computing Test	24.00	-668	167	12.00	-82	20
5	2	HARTFORD	24.00	10		18.00	12	
6	101	Integris Store	24.00	10		18.00	0	
7	200	COLLEGE BOOKSTORE	23.00	0		17.25	0	
8	99	Store 99	24.00	14		12.00	-1	

At the bottom of the window, there is a status bar with the text "STORE.INV" on the left, "AMY" in the center, and "11:01" on the right. There are also navigation buttons like "Add", "Mov", and "Ins" visible.

25. Press [ENTER] to exit the master file inquiry.

Adoption Process (TX-1)

Before you can order any textbooks for an upcoming term, you must enter course adoptions into the CourseTrak system. This section of the manual will describe the steps to complete this process.



Enter and Modify Adoptions (TX-1-1)

An adoption should be entered for each course. If the course does not require any book, you can enter shelf tag notes that indicate, “no text required”. To enter an adoption, follow these steps.

1. From the CourseTrak Main Menu, select the **Adoptions** option followed by the **Enter/Modify Adoptions** option to get to the Adoption Maintenance screen (TX-1-1).

Adoption Maintenance

Store: 1 Total Computing Test Date Adopted: 02/24/06
 Term: 2006-1 SPRING06 Est Enrollment: 100
 Dept: BKS BOOKSTORE MANAGEMENT Instructor:
 Course: 100 INTRODUCTION TO TEXTBOOKS E-Mail:
 Section: 100 Phone:
 Request#: Entered by: AMY
 Req Date: 02/24/06 Shelf Tag Note:
 Comments: N Misc Materials: N

#	ISBN	Ed	CpYr	Inq	QTC	QNew	EBB	Req	Description
1	0-8053-7146-X	7	2005		0		0	Y <input type="text"/>	--REQUIRED--
	CAMPBELL						142.67	L	
		390	PEARSON EDUCATION						
2	0-8053-7473-6	2	2004		0		0	Y <input type="text"/>	--REQUIRED--
	CAMPBELL						91.33	L	
		390	PEARSON EDUCATION						
3	0-534-39287-3	4	2004		0		0	Y <input type="text"/>	--REQUIRED--
	WICANDER						122.95	L	
		112	THOMSON LEARNING						

=Save X=Cancel M=Modify C=Copy A=Add
 F=MF I=MI B=BB T=Tags U=Items
 L=Misc. Mat P=Prev N=Next

ADM.0 AMY 12:23

2. The **Store** field will automatically be filled with the default store for the user who is currently logged on. If you are entering an adoption for a different store than the default, enter “<” and press [ENTER] twice and then enter the store number. To see a list of stores, enter “?”. You will only be allowed to use stores that you have been set up for through system administration.
3. The **Term** field will automatically be filled with the default ordering term for the store. If you are entering an adoption for a term different than the default, enter “<” and then enter the term code. To see a list of terms, enter “?”. If the term you select is closed, the system will warn you before continuing.
4. In the **Dept** field, enter the academic department that offers the course you will be entering. To see a list of departments, enter “?”. If the department has not been set up, you will be prompted that the department is not on file. You will then be given an option to either cancel or add a new department. If you choose to add, you will be taken to the **Department Maintenance** screen, which is described in the section Setting Up Academic Departments in the CourseTrak Setup Guide.

5. In the **Course** field, enter the course number. To see a list of courses, enter “?”. If the course has not been set up, you will be prompted that the course is not on file. You will then be given an option to either cancel or add a new course. If you choose to add, you will be taken to the **Course Maintenance** screen, which is described in the section **Setting Up Academic Courses** in the CourseTrak Setup Guide.
6. In the **Section** field, enter the section number for the course. To see a list of sections, enter “?”. If this adoption covers multiple sections, enter the low and high values of any continuous range of sections, separated by “-” or enter each section covered, separated by a comma (with no spaces). If an adoption has not yet been entered for this section, you will be prompted if you wish to add it. If the section has already been entered, enter “M” to modify the adoption.
7. In the **Request #** field, enter any number that will identify the adoption request when you are auditing your adoptions.
8. In the **Req Date** field, enter the date when the instructor submitted the adoption to the bookstore.
9. If you wish to enter any comments on this adoption, enter “Y” in the **Comments** field. You will be given an opportunity to enter the comments. After they have been entered, press [ENTER] twice to return to the adoption. If you do not wish to enter any comments, enter “N”. Although you are allowed to enter multiple comment lines, only the first line will appear from the Adoption Maintenance screen. This is normal, and the other lines have not been deleted.
10. In the **Est Enrollment** field, enter the estimated number of students who will enroll in this course. This is a required field.
11. In the **Instructor** field, enter the name of the instructor who will teach this course.
12. In the **E-Mail** field, enter the instructor’s e-mail address. Since some e-mail systems are case sensitive, make sure the capitalization in the address is correct.
13. In the **Phone** field, enter the instructor’s telephone number.
14. In the **Entered By** field, enter your user ID. The current user’s login ID is automatically entered into this field.
15. In the **Shelf Tag Note** field, enter any shelf tag note (also called adopt status codes) that you want to print on the shelf tag. To see a list of codes, enter “?”. These codes can be set up in the Shelf Tag Note Maintenance screen, which is described in the section **Shelf Tag Notes** in the CourseTrak Setup Guide.
16. In the **Misc Materials** field, enter “Y” if this course requires any non-text materials. You will be given an opportunity to enter the non-text materials. In the **Description** field, enter a description of the item. In the **Quantity** field, enter the number of this item that is need for each student. In the **R/O** field, enter “R” if the item is required, “O” if it is optional. After you have entered them, press [ENTER] twice to return to the adoption maintenance screen. If the course only requires textbooks, enter “N”.

#	Description	Qty	R/O
1	Calculator	1	R
2			

17. In the **ISBN** field, enter the book that you wish to adopt. If you aren't sure of the ISBN, you can search for the book in the format "[AUTHOR]/[TITLE]" "[AUTHOR]/" or "[TITLE]". If the book you are adopting is not on the system, add it into Masterfile Maintenance.
18. In the **Inq** field, enter "Y" if you view the history of this textbook. You will be taken to the **Adoption Inquiry** screen. Otherwise, enter "N".

ISBN	Author	Title	Ed	Cp	Yr
0-8053-7146-X	CAMPBELL	BIOLOGY (W/CD)	7	2005	

Qty New: 0 Qty Used: 0

TERMS:	2005-1	2006-1	2005-4	2005-3	2005-2
Sales:	----	----	----	----	----
QTC:	----	0	----	----	----
Sales/QTC:	----	----	----	----	----
Est Enroll:	----	100	----	----	----
Act Enroll:	----	----	----	----	----
Act/Est:	----	0	----	----	----
Sales/ACT:	----	----	----	----	----

BB SEASONS:	SPRING06	Winter98	WINTER05	FALL05	SUMMER05
Est BB:	0	----	----	----	----
Act BB:	-1	----	----	----	----
Act/Est BB:	----	----	----	----	----

=Exit X=Cancel [Yellow Button]

ADI AMY 13:15

19. In the **QTC** field, enter the quantity of this textbook that you want to provide.
20. In the **QNew** field, enter the quantity of textbooks that you want to order new from a publisher or distributor. If you enter a value here, the CourseTrak system will only try to order used textbooks for the difference between QTC and QNew.
21. In the **EBB** field, enter the number of books that you expect to buy back for the current buyback season. If this book has already been adopted in a term that uses the current buyback season, the value needed from the other course(s) will be automatically entered. Changing it will change it in the other adoption record(s). If you attempt to enter more estimated buyback than books that were sold in the previous term, the system will warn you but allow you to continue.
22. In the **Req** field, enter "Y" if the book is required. Otherwise, enter "N". Or you can select other custom options. See the section of the CourseTrak Setup Guide entitled, "Setting Up Adoption Book Flags".
23. Repeat steps 17-22 for each book.

24. Press [ENTER] twice to get to the command line.
25. Press [ENTER] to save the adoption, "X" to cancel, or "M" to Modify.
26. From the command line, you can enter "C" to copy this course to a different section number, enter "A" to add another book to the course, enter "F" to access the master file record for any book that is adopted for this course, enter "I" to access the master file inquiry screen for each book, enter "B" to access the buyback flag maintenance screen, enter "T" to print shelf tags for the course, enter "U" to access line items, enter "L" to edit the non-text materials list, enter "P" to view the previous adoption, and enter "N" to view the next adoption.

Adoption QTC by Book (TX-1-2)

Overrides the QTC in the adoption maintenance screen

To use it, follow these steps.

1. From the CourseTrak Main Menu, select the **Adoptions** option followed by the **Adoption QTC by Book** option to get to the Adoption QTC by Book screen (TX-1-2).

Adoption QTC by Book

Store: 1 ?? Total Computing Test
 TERM: 2005-2 ?? SUMMER05
 ISBN: 0-521-56714-9

###	Department	Course	Section	Qty
1	ACC	101	106	40
2	ENG	101	2	20
3	ENGL	100	1	20
4	ENGL	100	2	22
5	ENGL	101	1	10
6	ENGL	102	2	10

R=Run Procedure X=Cancel M=Modify

ADOPT.MAINT AMY 14:19

2. The default store for the user is automatically entered into the **Store** field. For a list of stores, enter “??”.
3. The default ordering term for the store is automatically entered into the **Term** field. For a list of terms, enter “??”.
4. In the **Item** field, enter the ISBN of the book you wish to enter. You can enter it with or without the dashes. If you aren't sure of the ISBN, you can search for it using cross-reference by entering “[AUTHOR]/[TITLE]”, “[AUTHOR]/” or “[TITLE]”.
5. change the qtc for each course for the term
6. Enter “R” to run the procedure, “X” to Cancel, or “M” to Modify.

Course Cross-Reference (TX-1-3)

The course cross-reference function can be used to list the books that are used in a course. To use it, follow these steps.

1. From the CourseTrak Main Menu, select the **Adoptions** option followed by the **Course Cross Reference** option to get to the Course Cross Reference screen (TX-1-3).

The screenshot shows a software window titled "TCS [AP] v1.2.26" with a menu bar (File, Connection, View, Help) and a toolbar. The main area is titled "COURSE CROSS REFERENCE" and contains a form with the following fields:

Store:	1	??	Total Computing Test
Term:	2005-2	??	SUMMER05
Dept:	ACC	??	ACCOUNTING
Course:	101	??	BEGINNNING
Sort by:	S		

At the bottom of the form, there are three buttons: "R=Run Procedure", "X=Cancel", and "M=Modify". A yellow highlight is visible on the right side of the button area. The status bar at the bottom shows "CX1.0", "AMY", and "14:28".

2. The default store for the user is automatically entered into the **Store** field. For a list of stores, enter "??".
3. The default ordering term for the store is automatically entered into the **Term** field. For a list of terms, enter "??".
4. In the **Dept** field, enter the department that offers the course you are searching for. For a list of departments, enter "??".
5. In the **Course** field, enter the course number for the course you are searching for. For a list of courses, enter "??".
6. In the **Sort By** field, enter "A" to sort the cross-reference by author, "T" to sort it by title, or "S" to sort it by section.
7. Enter "R" to view the cross-reference, "X" to cancel, or "M" to Modify.

Book Cross-Reference (TX-1-4)

To display information on a specific book, you can use the book cross-reference. To do so, follow these steps.

1. From the CourseTrak Main Menu, select the **Adoptions** option followed by the **Book Cross-Reference** option to get to the Book Cross Reference screen (TX-1-4).

Book Cross Reference

Store: 1 ?? Total Computing Test
 Term: 2005-2 ?? SUMMER05
 ISBN: 0-521-56714-9 Author: HARDY Ed: Copyright: 96
 Title: TESS OF D'URBERVILLES
 Publisher: Computer Literacy Press Ed Note: NEW ED 2005
 New Price: New QOH: 25 Total QOH: 26
 Used Price: Used QOH: 1

#	Term	Dept	Course	Section	EstE	ActE	QTC	Instructor	Req
1	2005-2	ACC	101	106	30	10	40		Y
2	2005-2	ENG	101	2	30		20		Y
3	2005-2	ENGL	100	1	40	0	20	JONES	Y
4	2005-2	ENGL	100	2		0	22		
5	2005-2	ENGL	101	1	10	0	10		Y
6	2005-2	ENGL	102	2	15	0	10		Y

X=Cancel R=Re-enter S=Select

BCR AMY 14:42

2. The default store for the user is automatically entered into the **Store** field. For a list of stores, enter “??”.
3. In the **Term** field, enter the term you wish use for the book cross-reference. For a list of terms, enter “??”.
4. In the **ISBN** field, enter the ISBN for the book you are searching for. If you don't know the ISBN, you can enter “[AUTHOR]/”, “[TITLE]” or “[AUTHOR]/[TITLE]” to search for it.
5. Information about the book is displayed. Press [ENTER] to exit, “X” to Cancel, “R” to search for a new book, or “S” to select a course. If you choose “S”, you will be taken to the adoption maintenance screen for that course and section.

Course History Inquiry (TX-1-5)

The Course History Inquiry displays information about courses that have been adopted in your system in the past. To use it, follow these steps.

1. From the CourseTrak Main Menu, select the **Adoptions** option followed by the **Course History Inquiry** option to get to the Course History Inquiry screen (TX-1-5).

2. The **Store** field is automatically filled in with the default store for the user. For a list of stores, enter “??”.
3. In the **Term** field, enter the term for which you wish to display course information. For a list of terms, enter “??”. If you do not wish to limit the inquiry by term, leave this field blank.
4. In the **Begin** field under the Range of Departments heading, enter the first department for which you wish to display courses. If you do not wish to limit the inquiry by department, leave this field blank.
5. In the **End** field under the Range of Departments heading, enter the last department for which you wish to display courses. If you do not wish to limit the inquiry by department, leave this field blank.
6. In the **Begin** field under the Range of Courses heading, enter the first course you wish to display. If you do not wish to limit the inquiry by course, leave this field blank.

7. In the **End** field under the Range of Courses heading, enter the last course you wish to display. If you do not wish to limit the inquiry by course, leave this field blank.
8. In the **Use History** field, if you leave the term field blank and enter "Y" here, you will get a report using closed terms instead of open terms.
9. Enter "R" to run the inquiry, "X" to Cancel, or "M" to Modify.
10. Below are two sample course history reports:

15:03:38 01 Mar 2006 Total Computing Test PAGE 1
 CSHIS Course History Report TEXT
For Store 1

DEPT.	Course	Sec	Term	Instructor	Est Enrl	Act Enrl	Req	ISBN	Author	TITLE	Ed	CpYr
BKS	100	100	2006-1		100		Y	0-8053-7146-X	CAMPBELL	BIOLOGY (W/CD)	7	2005
							Y	0-8053-7473-6	CAMPBELL	ESSENTIAL BIOLOGY (W/CD)	2	2004
							Y	0-534-39287-3	WICANDER	HISTORICAL GEOLOGY (W/CD) (P)	4	2004

[405] 1 items listed out of 4368 items.

15:05:04 Now processing CSHIS
 15:05:03 01 Mar 2006 Total Computing Test PAGE 1
 CSHIS Course History Report TEXT
For Store 1

DEPT.	Course	Sec	TERM	Instructor	Est Enrl	Act Enrl	Req	ISBN	Author	TITLE	Ed	CpYr
ACC	101	101	2004-3	SMITH	100		Y	0-256-16680-3	BOOCKHOLDT	ACCOUNTING INFORMATION SYSTEMS	4TH	96
							Y	0-471-11100-7	WEYGANDT	ACCT.PRIN.-WKPPRS.I,CH.1-13	4TH	96
							N	0-07-043360-7	MEIGS	ACCOUNTING-BASIS F/BUS.DEC.	10TH	96
ACC	101	102	2004-3	JONES	100		Y	0-256-16680-3	BOOCKHOLDT	ACCOUNTING INFORMATION SYSTEMS	4TH	96
ACC	101	103	2004-3		80		Y	0-256-16680-3	BOOCKHOLDT	ACCOUNTING INFORMATION SYSTEMS	4TH	96
							Y	0-471-11100-7	WEYGANDT	ACCT.PRIN.-WKPPRS.I,CH.1-13	4TH	96
							Y	0-07-043360-7	MEIGS	ACCOUNTING-BASIS F/BUS.DEC.	10TH	96
ACC	101	104	2004-3		80		Y	0-256-16680-3	BOOCKHOLDT	ACCOUNTING INFORMATION SYSTEMS	4TH	96
							Y	0-471-11100-7	WEYGANDT	ACCT.PRIN.-WKPPRS.I,CH.1-13	4TH	96
							Y	0-07-043360-7	MEIGS	ACCOUNTING-BASIS F/BUS.DEC.	10TH	96
ACC	101	105	2004-3		10		Y	0-914232-63-0	DEREN	DIVINE HORSEMAN		84
ACC	111	ALL(13)	2004-3	STAFF	0							
ACC	219	5037	2004-3	STAFF	0							
ACC	221	5039	2004-3	PRICE	0							
ACC	230	ALL(6)	2004-3	STAFF	0							
ACC	240	ALL(4)	2004-3	STAFF	0							
ACC	270AA	47	2004-3	STARK	0							
ACC	270AB	49	2004-3	STARK	0							
ACC	270AC	51	2004-3	STARK	0							
ACC	298AB	53	2004-3	CLOUD	0							
ACC	298AC	55	2004-3	CLOUD	0							
ACC	100	1	2004-2		100		Y	0-394-57474-5	MCCARTHY	ALL THE PRETTY HORSES (HBK)		
							Y	0-375-50051-0	QUINDLEN	BLACK+BLUE		98
ACC	100	105	2004-2		20		Y	0-87049-878-9	IVES	TAPE-RECORDED INTERVIEW	2	95
ACC	100	2	2004-2		100		Y	0-8165-1727-4				
							Y	0-8032-9211-2	SANDOZ	CRAZY HORSE 50TH ANNIV ED		92
ACC	100	1	2004-1	HENDERSON	10		Y	0-394-57474-5	MCCARTHY	ALL THE PRETTY HORSES (HBK)		
							Y	0-673-39334-8	CURTIIS	ANDREW JACKSON & SEARCH FOR VINDICAT		76
							Y	0-375-50051-0	QUINDLEN	BLACK+BLUE		98
ACC	100	10	2004-1	HENDRICKSE	100		Y	0-8165-1727-4				
ACC	100	11	2004-1	BROWN	100		Y	0-8032-9211-2	SANDOZ	CRAZY HORSE 50TH ANNIV ED		92
ACC	100	9	2004-1	BENJI	10							
ACC	100	ALL	2004-1	HENDERSON								
ACC	100	1	2003-3		100	10	Y	0-375-50051-0	QUINDLEN	BLACK+BLUE		98
							Y	0-06-447122-5				
ACC	100	1	2003-2		100		Y	0-06-447122-5				

[405] 25 items listed out of 5297 items.

Book History Report (TX-1-6)

The book history report displays information about books that have been used in your store in past terms. To use it, follow these steps.

1. From the CourseTrak Main Menu, select the **Adoptions** option followed by the **Book History** option to get to the Book History Report screen (TX-1-6).

The screenshot shows the 'Book History Report' window. The title bar reads 'TCS [AP] v1.2.26'. The menu bar includes 'File', 'Connection', 'View', and 'Help'. The toolbar contains various icons for file operations and navigation. The main area has a blue header with the text 'Book History Report'. Below the header, there are three rows of input fields:

- Store: 1 (with a dropdown arrow) and Total Computing Test
- Term: 2005-2 (with a dropdown arrow) and SUMMER05
- ISBN: 0-521-56714-9

At the bottom of the window, there are four buttons: 'R=Run Procedure', 'X=Cancel', 'M=Modify', and a yellow button. The status bar at the very bottom shows 'BHI', 'AMY', and '15:11'.

2. The default store for the user is automatically entered in the **Store** field. For a list of stores, enter “??”. If you do not wish to limit the report by store number, enter a single space in the **Store** field.
3. In the **Term** field, enter the term for which you wish to display book information. For a list of terms, enter “??”. If you do not wish to limit the report by term, leave this field blank.
4. In the **ISBN** field, enter the book for which you wish to display information. If you don't know the ISBN, you can search for the book by entering “[AUTHOR]/”, “[TITLE]” or “[AUTHOR]/[TITLE]”.
5. Enter “R” to run the report, “X” to cancel, or “M” to Modify.

6. Below is a sample book history report:

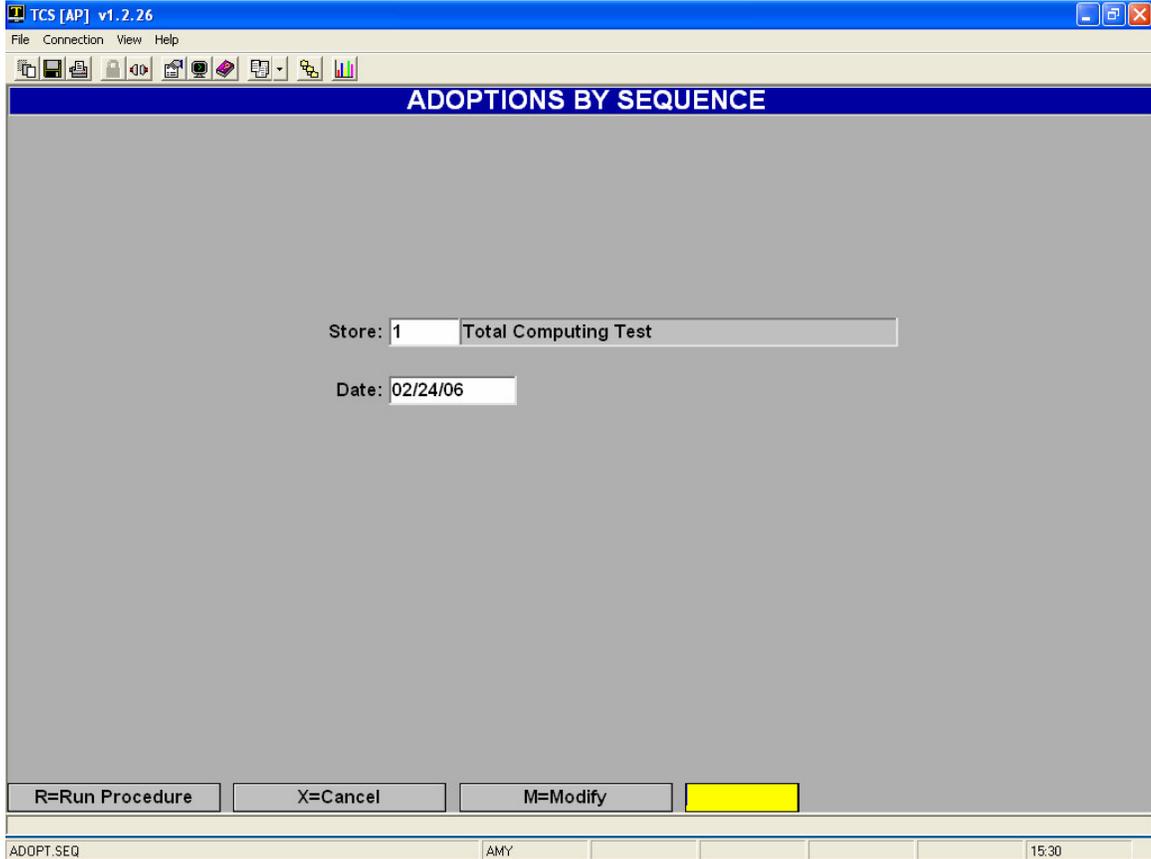
15:11:49 01 Mar 2006		Total Computing Test										PAGE 1	
Book History Report													
Author.....	Title.....	Ed.	CpYr	Publisher.....	ISBN.....	Ed.Note...	Cat						
HARDY	TESS OF D'URBERVILLES			96 Computer Literacy	0-521-56714-9	NEW ED 200	1						
HARDY	TESS OF D'URBERVILLES			96 Computer Literacy	0-521-56714-9	NEW ED 200	1						
EstBB:0	ActBB:1	BInv:0	PPur:	WPur:0	Rcv:0	Avail:1	EInv:1	Sold:0	OStock:1	EBB:___	WLim:___	N/U:___	
2006-1	SPRING06		Req. .QTC	..EE	..AE	Act/Est%	Professor.....	Comments.....					
ENGL 101 1			Y	10	30	0	NA						
This Term is OPEN			Totals:	10	30	0	NA	Sold/Est%:0	Sold/Act%:NA	Sold/Avail%:0			
EstBB:0	ActBB:	BInv:-4	PPur:25	WPur:45	Rcv:25	Avail:21	EInv:15	Sold:6	OStock:15	EBB:___	WLim:___	N/U:___	
2005-2	SUMMER05		Req. .QTC	..EE	..AE	Act/Est%	Professor.....	Comments.....					
ENG 101 2			Y	20	30	0	NA						
ACC 101 106			Y	40	30	10	33.33						
ENGL 102 2			Y	10	15	0	NA						
ENGL 101 1			Y	10	10	0	NA						
ENGL 100 2			N	22	0	0	NA						
ENGL 100 1			Y	20	40	0	NA JONES						
This Term is OPEN			Totals:	122	125	10	8	Sold/Est%:5	Sold/Act%:60	Sold/Avail%:29			

Adoption by Sequence (TX-1-7)

To run a report of all adoptions entered on a specific date – in the order they were entered.

To do so, follow these steps.

1. From the CourseTrak Main Menu, select the **Adoptions** option followed by the **Adoption by Sequence** option to get to the Adoptions by Sequence screen (TX-1-7).



2. The default store for the user is automatically entered into the **Store** field. This can be changed.
3. In the **Date** field, enter the date for which you want a report of all adoptions
4. Enter “R” to run the report, “X” to cancel, or “M” to Modify.
5. Below is a sample adoption by sequence report.

15:32:16 01 Mar 2006		Total Computing Test						PAGE 1	
ADOPT.SEQ		Review Adoptions						TEXT	
Dept.....	Course.....	Sec.....	ISBN.....	Author.....	TITLE.....	Ed ..	QTC	Enrl	BB..
MATH	101	2	0-534-92140-X	TAN	APPLIED FINITE MATHEMATICS	3RD	15	30	5
			0-435-08016-4	NGUGI	DECOLONISING THE MIND				0
			0-8153-4157-1	MINROFF	BIOLOGY TODAY (P)	3RD			50
MATH	101	1	0-534-92140-X	TAN	APPLIED FINITE MATHEMATICS	3RD	12	20	5
			0-435-08016-4	NGUGI	DECOLONISING THE MIND				0
			0-8153-4157-1	MINROFF	BIOLOGY TODAY (P)	3RD			50

Printing Adoption Forms (TX-1-21)

You can use the CourseTrak system to print adoption forms to distribute to the academic departments. To do so, follow these steps.

1. From the CourseTrak Main Menu, select the **Adoptions** option followed by the **Print Adoption Forms** option to get to the Print Adoption Form screen (TX-1-21).

2. The default store for the user is automatically entered into the **Store** field. For a list of stores, enter “??”.
3. In the **Term** field, enter the term from which you wish to select previous adoptions. Adoption forms will be printed for the courses adopted in that term. For a list of terms, enter “??”.
4. In the **Beg Dept** field, enter the first department for which you wish to print adoption forms. For a list of departments, enter “??”. If you do not wish to limit the forms by department, leave this field blank.
5. In the **End Dept** field, enter the last department for which you wish to print adoption forms. For a list of departments, enter “??”. If you do not wish to limit the forms by department, leave this field blank.
6. In the **Course** field, enter the course for which you wish to print adoption forms. For a list of courses, enter “??”. If you do not wish to limit the forms by course, leave this field blank.

7. In the **Section** field, enter the section for which you wish to print adoption forms. For a list of sections, enter "??". If you do not wish to limit the forms by section, leave this field blank.
8. The **Current Term** field is automatically filled with the default term for the store. If you wish to change it, enter "<" and [ENTER] followed by the term. For a list of terms, enter "??".
9. In the **Include Titles** field, enter "Y" if you wish to print adopted titles on the forms. Otherwise, enter "N".
10. In the **Due Date** field, enter the date when the forms should be returned to the bookstore.
11. In the **Blank Forms Only** field, enter "Y" if you wish to print only blank adoption forms. Otherwise, enter "N".
12. In the **Number of Blank Forms** field, enter the number of blank forms you wish to print.
13. Enter "R" to print the adoption forms, "X" to cancel, or "M" to Modify.

Printing Shelf Tags (TX-1-22)

To print shelf tags for your courses, follow these steps.

1. From the CourseTrak Main Menu, select the **Adoptions** option followed by the **Print Shelf Tags** option to get to the Print Shelf Tags screen (TX-1-22).

The screenshot shows the 'Print Shelf Tags' window in TCS [AP] v1. 2. 26. The window title bar includes 'File', 'Connection', 'View', and 'Help' menus. The main area contains the following fields:

- Store: 1 (dropdown menu) Total Computing Test
- Term: 2006-1 (dropdown menu)
- Updated tags only: N
- Tag Format: COURSE.MV (dropdown menu)
- TAG TYPE: COURSE
- Author From: (dropdown menu)
- To: (dropdown menu)
- Dept From: BKS (dropdown menu) BOOKSTORE MANAGEMENT
- To: BKS (dropdown menu) BOOKSTORE MANAGEMENT

At the bottom of the window, there are four buttons: 'R=Run Procedure', 'X=Cancel', 'M=Modify', and a yellow button. The status bar at the very bottom displays 'SHTAG', 'AMY', and '15:45'.

2. The default store for the user is automatically entered in the **Store** field. For a list of stores, enter “??”.
3. In the **Term** field, enter the term for which you wish to print shelf tags. For a list of terms, enter “??”.
4. In the **Updated Tags Only** field, enter “Y” if you only want to print tags for items that have changed since you last printed shelf tags. Otherwise, enter “N”.
5. In the **Tag Format** field, enter the shelf tag format you wish to print. For a list of shelf tag formats, enter “??”. Shelf tag formats are setup in Shelf Tags & Forms (TX-SU-1-21). See this section in the CourseTrak Setup Guide.
6. In the **Author From** field, enter the first author for which you wish to print tags. If you do not wish to limit the tags by author, leave this field blank.
7. In the **Author To** field, enter the last author for which you wish to print tags. If you do not wish to limit the tags by author, leave this field blank.

8. In the **Dept From** field, enter the first department for which you wish to print tags. If you do not wish to limit the tags by department, leave this field blank.
9. In the **Dept To** field, enter the last department for which you wish to print tags. If you do not wish to limit the tags by department, leave this field blank.
10. Enter "R to print the tags, "X" to cancel, or "M" to Modify.

Faculty Adoptions (TX-1-23)

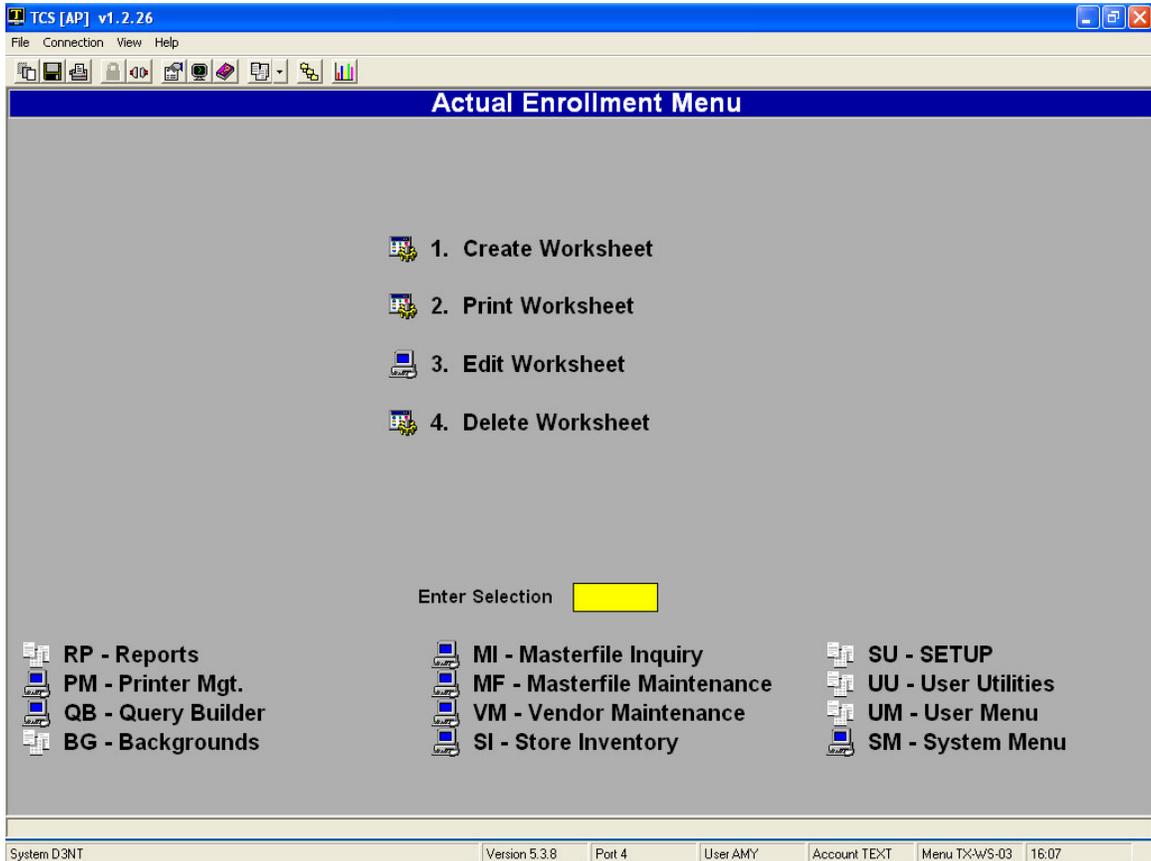
Online? Where do these come from?

Import Adoptions (TX-1-24)

How does this work?

Actual Enrollment Menu (TX-1-25)

The Actual Enrollment menu contains functions that will help you enter the actual enrollment of the courses into your system. This section describes those functions.

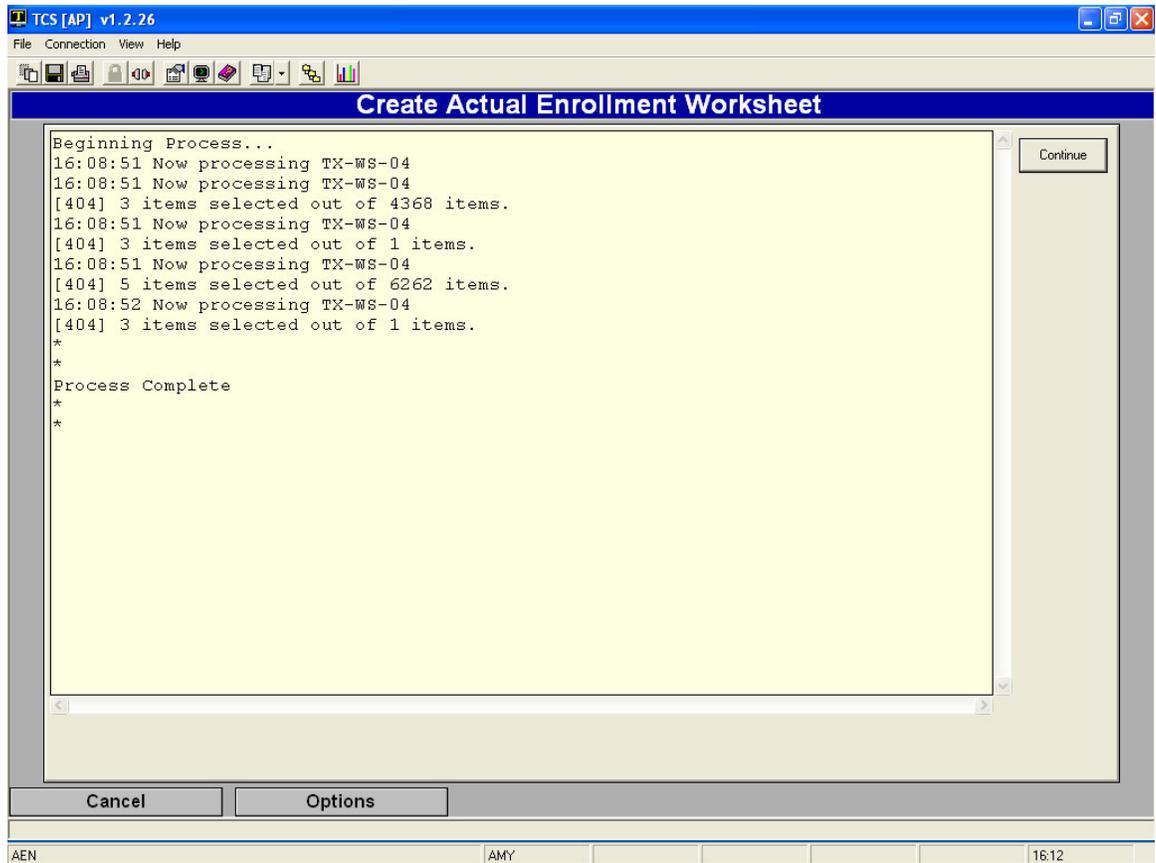


Creating an Actual Enrollment Worksheet (TX-1-25-1)

Actual enrollment is entered into the system by filling out a worksheet. Before you can enter actual enrollment, you must create the actual enrollment worksheet. To do so, follow these steps.

1. From the CourseTrak Main Menu, select the **Adoptions** option, followed by the **Actual Enrollment** option and the **Create Worksheet** option to get to the Create Actual Enrollment Worksheet screen (TX-1-25-1).

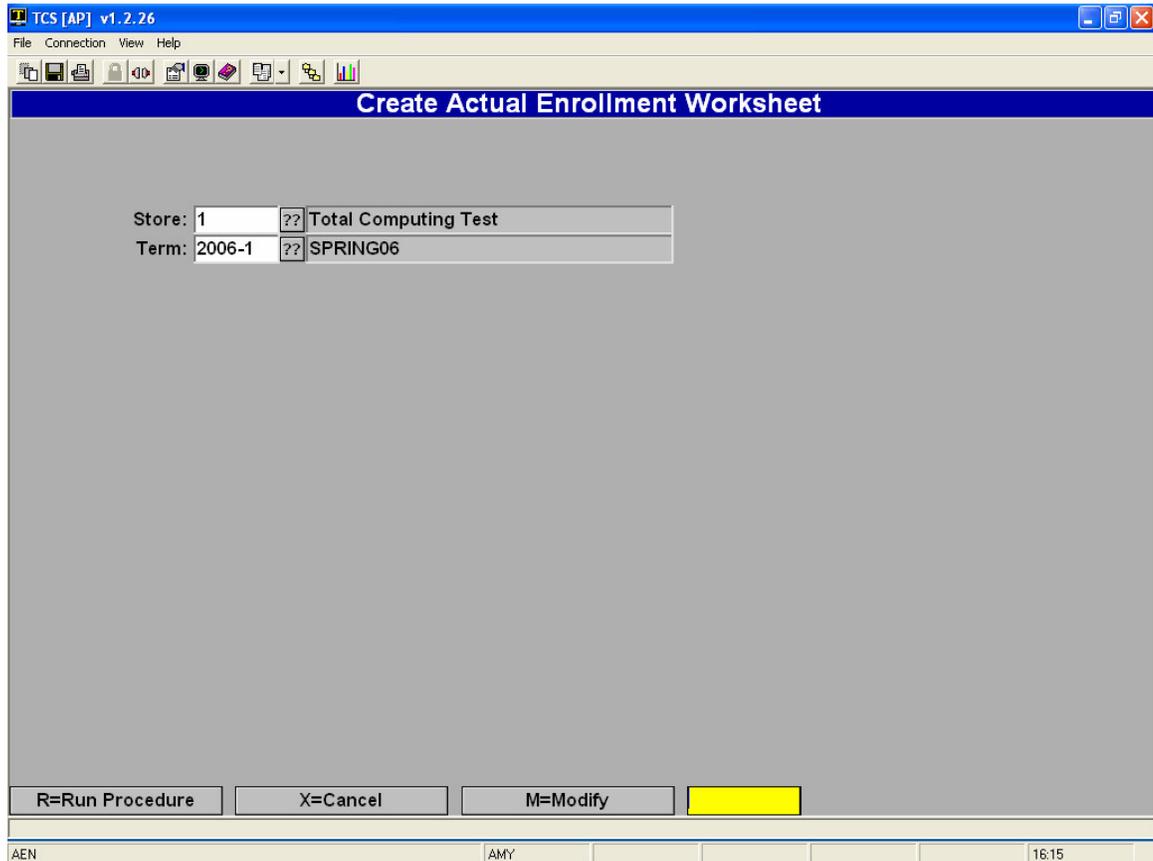
2. The **Store** field is automatically filled in with the default store for the current user. For a list of stores, enter “??”.
3. In the **Term** field, enter the term for which you want to create the worksheet. For a list of terms, enter “??”.
4. Enter “R” to create the worksheet, “X” to Cancel, or “M” to Modify.
5. If you create the worksheet, you will get the following screen. Click “Continue” to exit.



Printing an Actual Enrollment Worksheet (TX-1-25-2)

To print an actual enrollment worksheet, follow these steps.

1. From the CourseTrak Main Menu, select the **Adoptions** option, followed by the **Actual Enrollment** option and the **Print Worksheet** option to get to the Create Actual Enrollment Worksheet screen (TX-1-25-2).



2. The **Store** field is automatically filled in with the default store for the current user. For a list of stores, enter “??”.
3. In the **Term** field, enter the term for which you want to print the worksheet. For a list of terms, enter “??”.
4. Enter “R” to print the worksheet, “X” to Cancel, or “M” to Modify.
5. Below is a sample of an actual enrollment worksheet:

16:13:23 01 Mar 2006					Total Computing Test
ACT. ENROLL					Enrollment Worksheet
.STORE	TERM	DEPT	COURSE	SECTION	ACT ENROLL
1	2006-1	BKS	100	100	_____
		ENGL	100	11	_____
		ENGL	101	1	_____

Entering Actual Enrollment (TX-1-25-3)

To enter the actual enrollment by filling in your worksheet, follow these steps.

1. From the CourseTrak Main Menu, select the **Adoptions** option, followed by the **Actual Enrollment** option and the **Edit Worksheet** option to get to the Actual Enrollment Maintenance screen (TX-1-25-3).

2. The **Store** field is automatically filled in with the default store for the current user. For a list of stores, enter “??”.
3. In the **Term** field, enter the term for which you wish to enter actual enrollment. For a list of terms, enter “??”
4. Enter “M” to get to the **Actl Enrl** field.
5. In the **Actl Enrl** field, enter the actual enrollment for each class.
6. Press [ENTER] twice to get to the command line.
7. From the command line enter “A” to add a Dept, Course, Section, Actl Enrl.
8. Press [ENTER] to save the actual enrollment, “X” to Cancel, or “M” to Modify.
9. If you choose to save the actual enrollment, it will then be posted.

Deleting an Actual Enrollment Worksheet (TX-1-25-4)

To delete an actual enrollment worksheet, follow these steps.

1. From the CourseTrak Main Menu, select the **Adoptions** option followed by the **Actual Enrollment** option and the **Delete Worksheet** option to get to the Delete Actual Enrollment Worksheet screen (TX-1-25-4).

The screenshot shows a window titled "TCS [AP] v1.2.26" with a menu bar (File, Connection, View, Help) and a toolbar. The main area is titled "Delete Actual Enrollment Worksheet". It contains a form with two rows:

Store:	1	??	Total Computing Test
Term:	2006-1	??	SPRING06

At the bottom of the form, there are four buttons: "R=Run Procedure", "X=Cancel", "M=Modify", and a yellow button. The status bar at the bottom shows "DAEN", "AMY", and "16:22".

2. The **Store** field is automatically filled in with the default store for the current user. For a list of stores, enter "??".
3. In the **Term** field, enter the term for which you wish to delete the worksheet. For a list of terms, enter "??".
4. Enter "R" to delete the worksheet, "X" to Cancel, or "M" to Modify. Deleting the worksheet does not delete the actual enrollment that was already posted.

Adoption History (TX-1-26)

Closed Terms

TCS [AP] v1.2.26

File Connection View Help

Adoption History

Store: 1 Total Computing Test Date Adopted: 05/25/04
 Term: 2004-3 SUMMER03 Est Enrollment: 100
 Dept: ACC ACCOUNTING Instructor: SMITH
 Course: 101 BEGINNING E-Mail:
 Section: 101 Phone:
 Request#: Entered by: HAL
 Req Date: Shelf Tag Note:
 Comments: Misc Materials: N

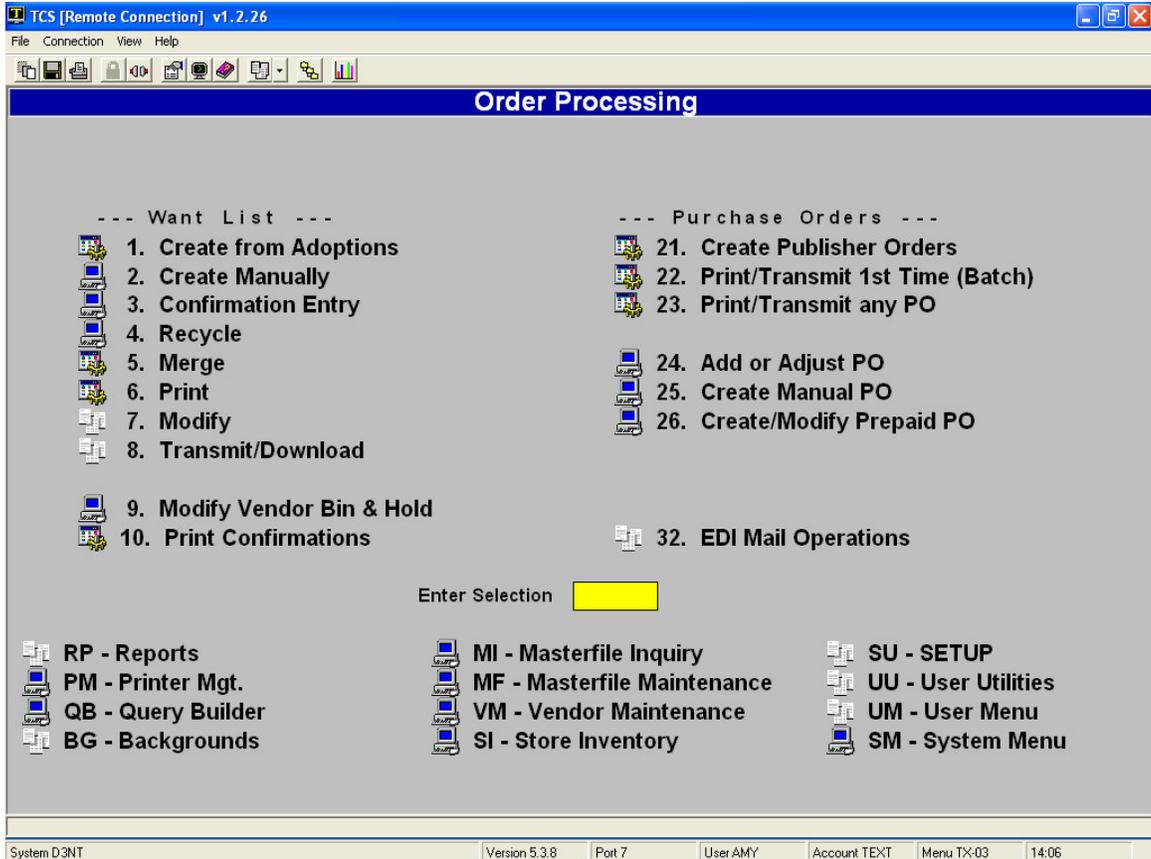
#	ISBN	Ed	CpYr	Inq	QTC	QNew	EBB	Req	Description
1	0-256-16680-3	4TH	96		80		0	Y <input type="text"/>	--REQUIRED--
	BOOCKHOLDT	ACCOUNTING INFORMATION SYSTEMS							
	OE	0021491	MCGRAW-HILL COMPANIES				74.25	N	
2	0-471-11100-7	4TH	96		80		0	Y <input type="text"/>	--REQUIRED--
	WEYGANDT	ACCT.PRIN.-WKPPRS.I,CH.1-13							
	OE	0029888	JOHN WILEY AND SON'S, INC.				22.00	N	
3	0-07-043360-7	10TH	96		80		0	N <input type="text"/>	--OPTIONAL--
	MEIGS	ACCOUNTING:BASIS F/BUS.DEC.							
	OE	101	JOHN VAN SCHEPEN				59.24	L	
								<input type="text"/>	

=Exit M=Misc Materials

ADM.HIST AMY 16:29

Ordering Process (TX-2)

After you have entered adoptions, you are ready to buy the books you need for the term. The ordering process includes creating and recycling wholesaler want lists and creating publisher purchase orders.



Creating Want Lists from Adoptions (TX-2-1)

You can use your CourseTrak system to automatically generate wholesaler want lists from your adoptions. To do so, follow these steps.

1. From the CourseTrak Main Menu, select the **Ordering** option followed by the **Create From Adoptions** option to get to the Create Want Lists screen (TX-2-1).

The screenshot shows the 'Create Want Lists' window in TCS v1.2.26. The form contains the following fields and values:

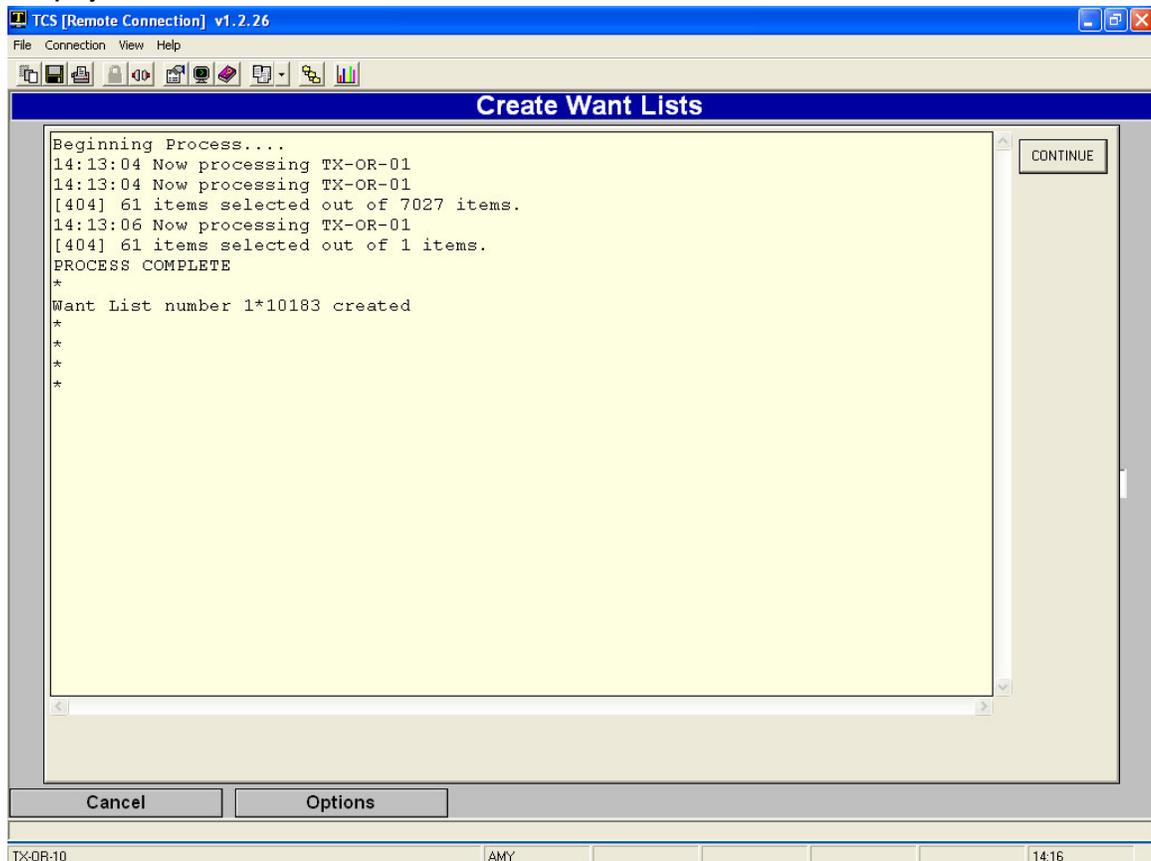
Store:	1	??	Total Computing Test
Term:	2005-2	??	SUMMER05
Wholesaler:	1000	??	NEBRASKA BOOK COMPANY
Book Category:	1	??	
Bin & Hold Date:	04/01/06		
Percentage of QTC to WL:	100		
Ship-Via:	STORE	??	Store Routing Instructions
Include prev WL Titles:	Y		
Used Only:	Y		
Comments:			

At the bottom of the form, there are four buttons: 'R=Run Procedure', 'X=Cancel', 'M=Modify', and a yellow button. The status bar at the bottom of the window displays 'TX-OR-10', 'AMY', and '14:10'.

2. The **Store** field is automatically filled with the default for the user. For a list of stores, enter "??".
3. The **Term** field is automatically filled with the active ordering term for the store. For a list of terms, enter "??".
4. The **Wholesaler** field is automatically filled with the default for the store. For a list of wholesalers, enter "??". The default wholesaler is set up in menu option (TX-SU-2-5).
5. In the **Book Category** field, enter the book categories that you want to put on the want list, separated by commas. For a list of categories, enter "??". For all categories, enter "*". For more information on assigning a book to a certain category, see section Master File Maintenance found in this document.
6. If the **Bin & Hold Date** field has a date automatically entered, that means that you have already established a bin and hold date for the current wholesaler and term. You can have only one bin and hold date per wholesaler per term. All want lists that use the bin and hold date will be placed on the same purchase order. If you do not wish to use the same PO,

delete the value in this field by entering a single space. If the **Bin & Hold Date** field is empty, then this wholesaler does not have a bin and hold date established. To create one, enter the desired date. It must be at least three days after today's date. If there is no date established and you don't wish to create one, leave the field blank.

7. In the **Percentage of QTC to WL** field, enter the percentage of the quantity to cover that you want to put on your want list.
8. In the **Ship-Via** field, enter the shipping code that you want to use for this want list. For a list of shipping codes, enter "??". For more information on shipping codes, see the Shipping Codes section in the CourseTrak Setup Guide.
9. In the **Include prev WL Titles** field, enter "Y" if you want to include titles that have already been want listed this term. All books that have a need will be included. Otherwise, enter "N". Books that have been on a previous want list, even if it has been confirmed, are not included.
10. In the **Used Only** field, enter "Y" if you want the wholesaler to provide only used copies of the book. Otherwise, enter "N".
11. In the **Comments** field, enter any comments that you want to print on the want list.
12. Enter "R" to create the want list, "X" to cancel, or "M" to Modify. If you create it, it will display the want list number.



13. Click "Continue" to exit.

Creating Manual Want Lists (TX-2-2)

If you wish to manually want list books from a wholesaler, you can do so by using the manual want list feature of the CourseTrak system. To create a manual want list, follow these steps.

1. From the CourseTrak Main Menu, select the **Ordering** option followed by the **Create Manually** option to get to the Manual Want List screen (TX-2-2).

The screenshot shows the 'Manual Want List' screen in TCS v1.2.26. The form fields are as follows:

- Store: 1 ?? Total Computing Test
- Want List #: 10184
- Term: 2005-2 ?? SUMMER05
- Wholesaler: 1000 ?? NEBRASKA BOOK COMPANY
- Bin & Hold Date: 04/01/06
- Ship-Via: STORE ?? Store Routing Instructions
- Used Only: Y
- Comment: (empty)

The table below the form contains the following data:

##	ISBN	Author	Ed	CpYr	Publisher	QTY	N/U
1	0-252-06012-1	BUSHMAN		84	UNIVERSITY OF ILLINOIS PRESS	15	U
JOSEPH SMITH & BEGINNINGS OF MORMONISM (P)							
2	0-14-043135-7	HARDY		78	PENGUIN PUTNAM INC	25	U
TESS OF THE D'URBERVILLES (INTRO: ALVAREZ)							
3							

At the bottom of the screen, there are buttons for 'R=Run Procedure', 'X=Cancel', and 'M=Modify'. The status bar at the bottom shows 'MAN WANT LIST', 'AMY', and '14:18'.

2. The **Store** field is automatically filled with the default for the user. For a list of stores, enter “??”.
3. The **Term** field is automatically filled with the default ordering term for the store. For a list of terms, enter “??”.
4. The **Wholesaler** field is automatically filled with the default for the store. For a list of wholesalers, enter “?”. The default wholesaler is set up in menu option (TX-SU-2-5).
5. If the **Bin & Hold Date** field has a date automatically entered, that means that you have already established a bin and hold date for the current wholesaler and term. You can have only one bin and hold date per wholesaler per term. All want lists that use the bin and hold date will be placed on the same purchase order. If you do not wish to use the same PO, delete the value in this field by entering a single space. If the **Bin & Hold Date** field is empty, then this wholesaler does not have a bin and hold date established. To create one, enter the desired date. It must be at least three days after today's date. If there is no date established and you don't wish to create one, leave the field blank.

6. In the **Ship-Via** field, enter the shipping code that you want to use for this want list. For a list of shipping codes, enter “??”. For more information on shipping codes, see section Shipping Codes in the CourseTrak Setup Guide.
7. In the **Used Only** field, enter “Y” if you want the wholesaler to provide only used copies of the book. Otherwise, enter “N”.
8. In the **Comment** field, enter any comment that you want to print on the want list.
9. In the **ISBN** field, enter the ISBN for the book that you want to order. If you aren’t sure of the ISBN, you can search by entering “[AUTHOR]\”, “[TITLE]” or “[AUTHOR]\[TITLE]”. To put a book on a want list, you must have adopted it into the current ordering term.
10. In the **QTY** field, enter the number of books that you want to put on the want list. If this number is greater than the quantity needed, the system will warn you before continuing.
11. In the **N/U** field, enter “N” if you want to order new books, “U” if you want to order used books, or leave this field blank to order either new or used books. If you selected Used Only in the header, you will not be about to order New here.
12. Enter “R” to create the want list, “X” to cancel, or “M” to Modify. If you enter “Y”, the system will create the want list and display the new want list number.



13. Click “Continue” to exit.

Entering Want List Confirmations (TX-2-3)

After you have received confirmation on a want list from the wholesaler, you must enter the confirmation into the CourseTrak system so that it can generate a purchase order. To do so, follow these steps.

1. From the CourseTrak Main Menu, select the **Ordering** option followed by the **Confirmation Entry** option to get to the Manual Want List Confirmation screen (TX-2-3).

CONFIRMED		WANTLISTED			ISBN	AUTHOR	TITLE
###	NEW	USED	TQTY	NEW			
1	0	0	20	0	20	0-07-290825-4	BAKER ADVANCED FINANCIAL ACCT.-STD.GDE.
2	0	0	75	0	75	0-582-43747-4	BALFOUR CASTRO (P)
3	0	0	9	0	9	0-684-18254-8	BUBER I & THOU (2ND)(TRANS: SMITH)
4	0	0	20	0	20	0-521-56714-9	HARDY TESS OF D'URBERVILLES
5	0	0	10	0	10	0-14-043262-0	JAMES DAISY MILLER (INTRO: MOORE)
6	0	0	10	0	10	0-14-143963-7	JAMES PORTRAIT OF A LADY (ED MOORE) (P)
7	0	0	30	0	30	0-8263-1100-8	MCNICKLE WIND FROM AN ENEMY SKY
8*	0	0	200	0	200	0-521-37983-0	REDIKER BETWEEN DEVIL & DEEP BLUE SEA (P)

2. The **Store** field is automatically filled with the default for the user. For a list of stores, enter “??”.
3. In the **Want List #** field, enter the number of the want list you want to confirm. For a list of want lists, enter “??”.
4. Enter “M” to enter confirmations for all books, or enter “S” followed by an ISBN to search for a specific book.
5. In the **New** field, enter the number of new books confirmed by the wholesaler. If the want list was created for used books only, you will receive the following prompt if you choose to confirm new books.

6. In the **Used** field, enter the number of used books confirmed by the wholesaler. If the list was created for new books only, you will get a similar prompt as to the one above, except it will prompt you that it was a new only want list.
7. Repeat steps 5 and 6 for all books.
8. From the command line, you can enter "I" to go to Master file Inquiry for any book listed on the want list.
9. Press [ENTER] to exit, "X" to Cancel, "M" to Modify, or "P" to Save & Print the confirmation.
10. Below is a Want List Confirmation sample:

***** W A N T L I S T C O N F I R M A T I O N *****										Page	1
Total Computing Test											
Term: 2005-2 SUMMER05					Created Date: 02 MAR 2006						
Hold Until: 04/01/06					Want List #: 10183						
					PO #: 1*TX20030						
TO:			FROM:			SHIP INST:					
NEBRASKA BOOK COMPANY			Utah Valley State College			Store Routing Instructions					
6400 CORNHUSKER HWY			814 Bamberger Dr Ste A								
LINCOLN NE. 68501			American Fork UT. 84003								
Book Class: 1										PRINT CONF	
.CONF	CONF	ISBN	Author	Ed.	CpYr	Publisher	Courses	.QTC	Retail		
..NEW	USED	Title									
0	5	0-07-290825-4	BAKER	4TH	99	MCGRAW-HILL BOOK COMPANY	ACC*101*101	20	115.25		
		ADVANCED FINANCIAL ACCT.-STD.GDE.									
0	3	0-582-43747-4	BALFOUR	2ND	95	LONGMAN PUBLISHING GROUP	ENCL*100*CH	100	30.30		
		CASTRO (P)									
0	8	0-684-18254-8	BUBER		58	HEALTH PROFESSIONS INSTITUTE	ENCL*300*1	20	28.00		
		I & THOU (2ND)(TRANS: SMITH)									
0	2	0-521-56714-9	HARDY		96	Computer Literacy Press	ENCL*100*1	90	0.00		
		TESS OF D'URBERVILLES									
							ENCL*100*2				
							ENCL*101*1				
							ENCL*102*2				
							ACC*101*106				
							ENC*101*2				
TOTAL										=====	173.55

Recycling a Want List (TX-2-4)

Recycling a confirmed want list will create a new want list to a different wholesaler from the unconfirmed quantities. To do so, follow these steps.

1. From the CourseTrak Main Menu, select the **Ordering** option followed by the **Recycle** option to get to the Recycling Want List screen (TX-2-4).

The screenshot shows the 'Recycling Want List' window in TCS v1.2.26. The window title is 'TCS [Remote Connection] v1.2.26'. The menu bar includes 'File', 'Connection', 'View', and 'Help'. The toolbar contains various icons for file operations and navigation. The main area is titled 'Recycling Want List' and contains a form with the following fields:

Store:	1	??	Total Computing Test
Want List #:	10183	??	
Term:	2005-2		SUMMER05
Wholesaler:	1003		FOLLETT COLLEGE BOOK CO.
Bin and Hold:	03/31/06		
Limit Percentage:	100		
Ship Via:	store	??	Store Routing Instructions
Used Only:	Y		

Below the form is a 'Comments:' field. At the bottom of the window are three buttons: 'R=Recycle', 'X=Cancel', and 'M=Modify', followed by a yellow button. The status bar at the very bottom shows 'RECYCLE', 'AMY', and '14:46'.

2. The **Store** field is automatically filled with the default for the user. For a list of stores, enter “??”.
3. In the **Want List #** field, enter the want list number that you want to recycle. For a list of want list numbers, enter “??”.
4. The remaining fields are filled in automatically. If you wish to change them, enter “M”.
5. The **Wholesaler** field is automatically filled with the default for the store. For a list of wholesalers, enter “??”.
6. If the **Bin & Hold Date** field has a date automatically entered, that means that you have already established a bin and hold date for the current wholesaler and term. You can have only one bin and hold date per wholesaler per term. All want lists that use the bin and hold date will be placed on the same purchase order. If you do not wish to use the same PO, delete the value in this field by entering a single space. If the **Bin & Hold Date** field is empty, then this wholesaler does not have a bin and hold date established. To create one, enter the

- desired date. It must be at least three days after today's date. If there is no date established and you don't wish to create one, leave the field blank.
7. In the **Limit Percentage** field, enter the percentage of the unconfirmed quantity that you want to put on the new want list. The default is 100.
 8. In the **Ship-Via** field, enter the shipping code that you want to use for this want list. For a list of shipping codes, enter "??". For more information on shipping codes, see section Shipping Codes in the CourseTrak Setup Guide.
 9. In the **Used Only** field, enter "Y" if you want the wholesaler to provide only used copies of the book. Otherwise, enter "N".
 10. In the **Comments** field, enter any comments that you want to print on the want list.
 11. Enter "R" to create the want list, "X" to cancel, or "M" to Modify. If you enter "Y", the system will create the want list and display the new want list number.



Merging Want Lists (TX-2-5)

Merging want lists is a process similar to recycling. The merge process combines the unconfirmed quantities from several confirmed want lists to create a single new want list. To merge want lists, follow these steps.

1. From the CourseTrak Main Menu, select the **Ordering** option followed by the **Merge** option to get to the Merge Want Lists screen (TX-2-5).

The screenshot shows the 'Merge Want Lists' window in the TCS [AP] v1.2.26 application. The window title bar includes 'File', 'Connection', 'View', and 'Help' menus. The main area contains a form with the following data:

- Store: 1 (with a dropdown arrow) Total Computing Test
- Want List Numbers: 10169,10171 (with a dropdown arrow)
- Wholesaler: 1000 (with a dropdown arrow) NEBRASKA BOOK COMPANY
- Term: 2005-2 (with a dropdown arrow) SUMMER05
- Bin & Hold Date: 04/01/06
- Limit Percentage: 100
- Ship-Via: UPS (with a dropdown arrow) United Parcel Service
- Used Only: Y
- Comments: (empty text box)

At the bottom of the form, there are four buttons: 'R=Run Procedure', 'X=Cancel', 'M=Modify', and a yellow button. The status bar at the very bottom of the window displays 'MERGE', 'AMY', and '11:04'.

2. The **Store** field is automatically filled with the default for the user. For a list of stores, enter “??”.
3. In the **Want List Numbers** field, enter the want lists that you wish to merge, separated by commas. For a list of want lists, enter “?”. The want lists must all be for the same term.
4. The **Wholesaler** field is automatically filled with the default for the store. For a list of wholesalers, enter “??”.
5. In the **Term** field, enter the term for which you are ordering. This term must match the terms entered on the previous want lists.
6. If the **Bin & Hold Date** field has a date automatically entered, that means that you have already established a bin and hold date for the current wholesaler and term. You can have only one bin and hold date per wholesaler per term. All want lists that use the bin and hold date will be placed on the same purchase order. If you do not wish to use the same PO, delete the value in this field by entering a single space. If the **Bin & Hold Date** field is empty, then this wholesaler does not have a bin and hold date established. To create one, enter the

- desired date. It must be at least three days after today's date. If there is no date established and you don't wish to create one, leave the field blank.
7. In the **Limit Percentage** field, enter the percentage of the unconfirmed quantity that you want to put on the new want list. The default is 100.
 8. In the **Ship-Via** field, enter the shipping code that you want to use for this want list. For a list of shipping codes, enter "??". For more information on shipping codes, see section Shipping Codes in the CourseTrak Setup Guide.
 9. In the **Used Only** field, enter "Y" if you want the wholesaler to provide only used copies of the book. Otherwise, enter "N".
 10. In the **Comments** field, enter any comments that you want to print on the want list.
 11. Enter "R" to create the want list, "X" to Cancel, or "M" to Modify. If you enter "R", the system will create the want list and display the new want list number. Click "Continue" to exit.

```
Beginning Process...
Want List number 1 * 10186 created
*
Process Complete
*
```

Continue

Printing a Want List (TX-2-6)

To print a hard copy of a want list, follow these steps.

1. From the CourseTrak Main Menu, select the **Ordering** option followed by the **Print** option to get to the Print Want List screen (TX-2-6).

The screenshot shows a software window titled "TCS [AP] v1.2.26". The window has a menu bar with "File", "Connection", "View", and "Help". Below the menu bar is a toolbar with various icons. The main content area has a blue header that says "Print Want List". Underneath the header, there are two input fields: "Store: 1 ?? Total Computing Test" and "Want List Number: 10186 ??". At the bottom of the window, there are four buttons: "R=Run Procedure", "X=Cancel", "M=Modify", and a yellow button. The status bar at the very bottom of the window displays "TX-WANT", "AMY", and "11:07".

2. The **Store** field is automatically filled with the default for the user. For a list of stores, enter "??".
3. In the **Want List Number** field, enter the want list that you want to print. For a list of want list numbers, enter "??".
4. Enter "R" to print the want list, "X" to Cancel, or "M" to Modify.

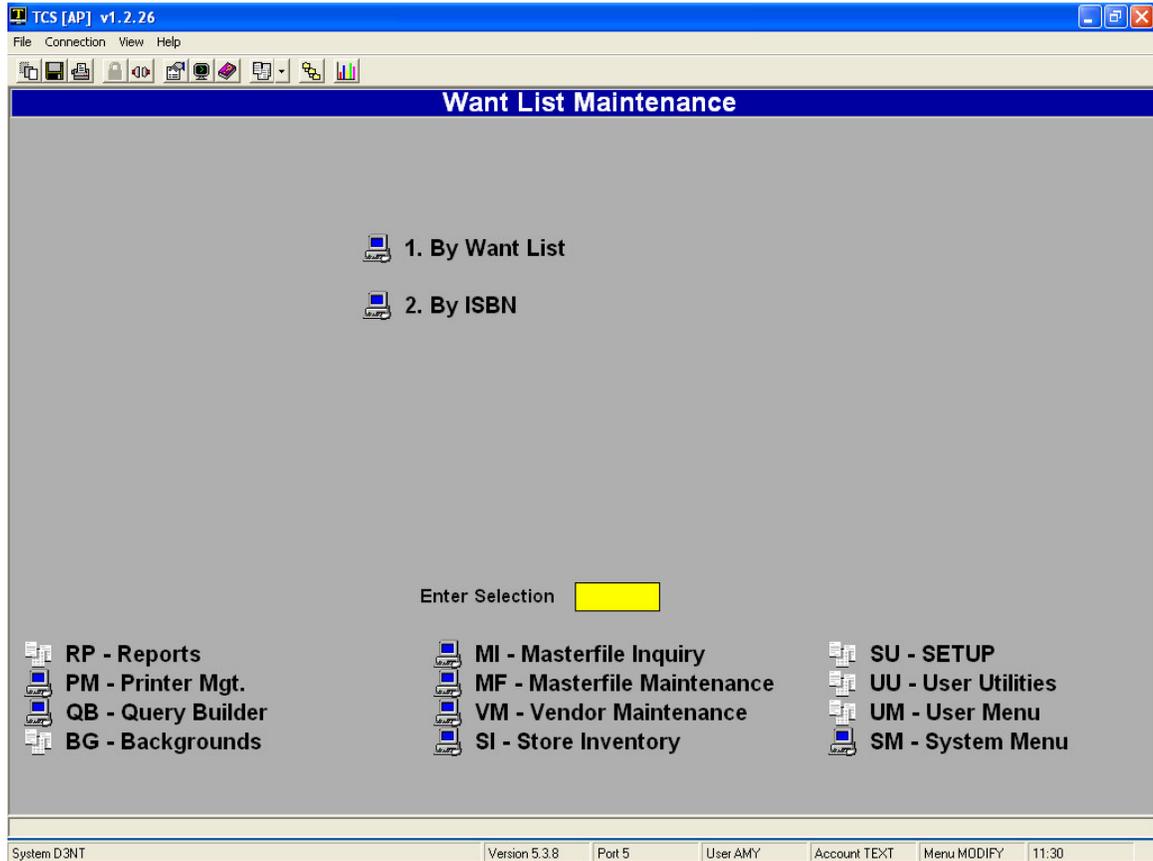
5. Below is a sample want list:

***** W A N T L I S T *****										Page 1
Total Computing Test										
Term: 2005-2 SUMMER05										Created Date: 10 MAR 2006
Hold Until: 04/01/06										Want List #: 10186
Used Only: Y										PO #: 1*TX20030
TO:			FROM:			SHIP INST:				
NEBRASKA BOOK COMPANY			Utah Valley State College			United Parcel Service				
6400 CORNHUSKER HWY			814 Bamberger Dr Ste A							
LINCOLN NE. 68501			American Fork UT. 84003							
Comments:										
Book Class: *										TX-WANT
Used/										
New..	New..	QTY	ISEN	AUTHOR	TITLE	ED..	CpYr	PUB.CODE..		
	72	72	0-582-43747-4	BALFOUR	CASTRO (P)		2ND	95 LON		
	50	50	0-256-16680-3	BOOCKHOLDT	ACCOUNTING INFORMATION SYSTEMS		4TH	96 MCC		
	1	1	0-684-18254-8	BUBER	I & THOU (2ND) (TRANS: SMITH)			58		
	18	18	0-521-56714-9	HARDY	TESS OF D'URBERVILLES			96 CLP		
	80	80	0-87322-579-1	WINNICK	ADAPTED PHYSICAL EDUCATION+SPORT		2ND	95 HUMAN KINE		

Modifying a Want List (TX-2-7)

If you wish to make a change on a want list, you can do so by using the processes in the Want List Maintenance menu.

1. From the CourseTrak Main Menu, select the **Ordering** option followed by the **Modify** option to get to the Want List Maintenance menu (TX-2-7).



By Want List (TX-2-7-1)

If you know the number of the want list you want to modify, follow these steps.

1. From the CourseTrak Main Menu, select the **Ordering** option followed by the **Modify** option and the **By Want List** option to get to the Want List Maintenance screen (TX-2-7-1).

The screenshot shows the 'Want List Maintenance' window in TCS [AP] v1.2.26. The window title bar includes 'File Connection View Help' and a toolbar with various icons. The main area contains the following fields:

- Store: 1 ?? Total Computing Test
- Want List #: 10186 ??
- Wholesaler: 1000 NEBRASKA BOOK COMPANY
- Date Created: 03/10/06
- Date Sent: 01/13/06
- PO #: 1^TX20030

Below the fields is a table with the following data:

###	QTY	New	Used	ISBN	Author	Ed	CpYr	Publisher	
1	72		72	0-582-43747-4	BALFOUR	2ND	95	LONGMAN PUBLISHING GROUP	
				CASTRO (P)					
2	50		50	0-256-16680-3	BOOCKHOLDT	4TH	96	MCGRAW-HILL COMPANIES	
				ACCOUNTING INFORMATION SYSTEMS					
3	1		1	0-684-18254-8	BUBER		58	HEALTH PROFESSIONS INSTITUTE	
				I & THOU (2ND)(TRANS: SMITH)					
4*	18		18	0-521-56714-9	HARDY		96	Computer Literacy Press	
				TESS OF D'URBERVILLES					

At the bottom of the window, there are buttons for '=Save', 'X=Cancel', 'M=Modify', 'S=ISBN Search', and a yellow button. The status bar at the bottom shows 'WL.MAINT', 'AMY', and '11:32'.

2. The **Store** field is automatically filled with the default for the user. For a list of stores, enter “??”.
3. In the **Want List #** field, enter the want list that you would like to modify. For a list of want lists, enter “??”.
4. Enter “M” to modify the want list.
5. In the **QTY** field, enter the number of books that you want to want list from the wholesaler.
6. In the **New** field, enter the number of books that must be new.
7. Repeat steps 4 and 5 for each book.
8. Press [ENTER] to save the modifications, “X” to Cancel, “M” to Modify, or “S” to search by ISBN.

By ISBN (TX-2-7-2)

If you know what book you want to modify, but don't know the want list number, you can modify want lists by ISBN by following these steps.

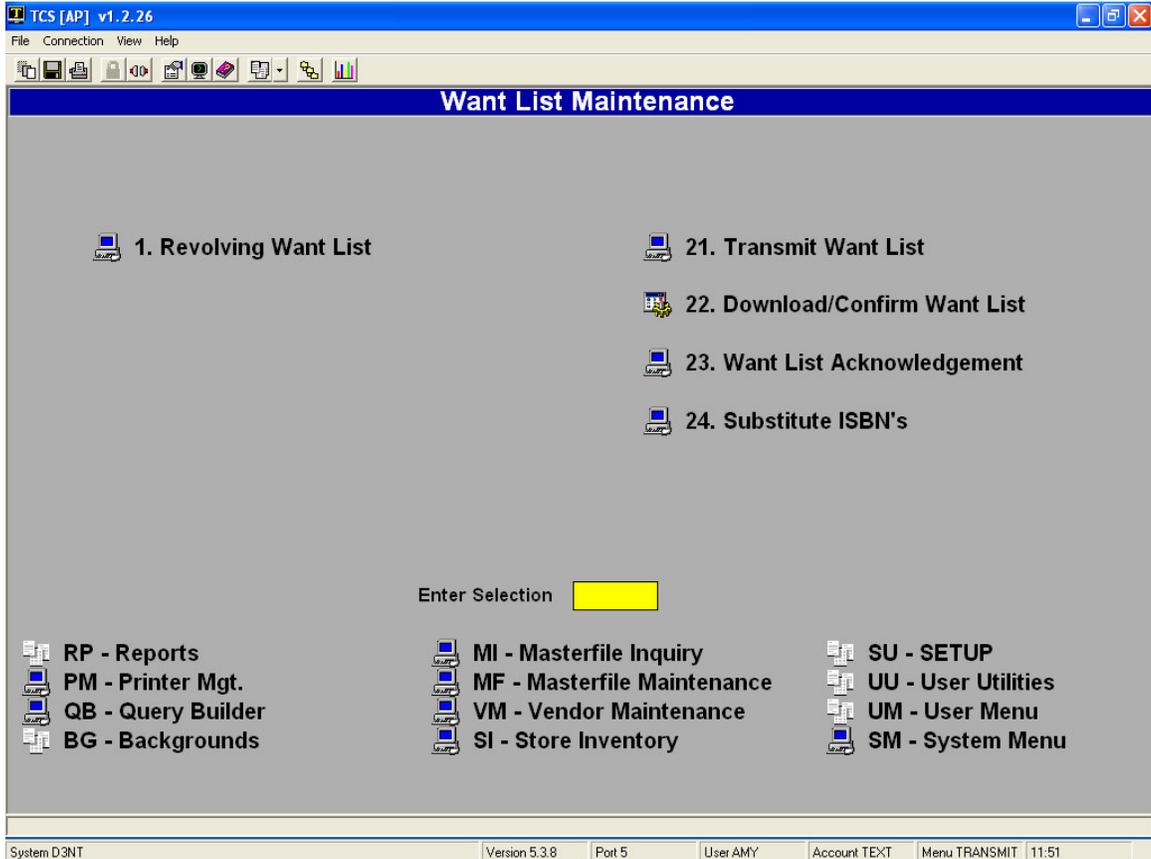
1. From the CourseTrak Main Menu, select the **Ordering** option followed by the **Modify** option and the **By ISBN** option to get to the Want List Maintenance screen (TX-2-7-2).

2. The default store for the user is automatically entered in the **Store** field. For a list of stores, enter “??”.
3. The default term for the store is automatically entered in the **Term** field. For a list of terms, enter “??”.
4. In the **ISBN** field, enter the ISBN for the book you wish to want list. If you aren't sure of the ISBN, you can search for it by entering “[AUTHOR]\”, “[TITLE]” or “[AUTHOR]\[TITLE]”.
5. The **WL#**, **Author**, and **Title** fields will automatically populate after you enter the ISBN.
6. In the **QTY to WL** field, enter the quantity that you want to buy from a wholesaler.
7. In the **QTY New** field, enter the number that should be new.
8. In the **QTY Used** field, enter the number that should be used.
9. Press [ENTER] to save the changes, “X” to Cancel, or “M” to Modify.

Transmit/Download a Want List (TX-2-8)

If you wish to transmit or download a want list by using EDI, follow these steps. Before these processes can be completed, EDI parameters must be set up for each wholesaler.

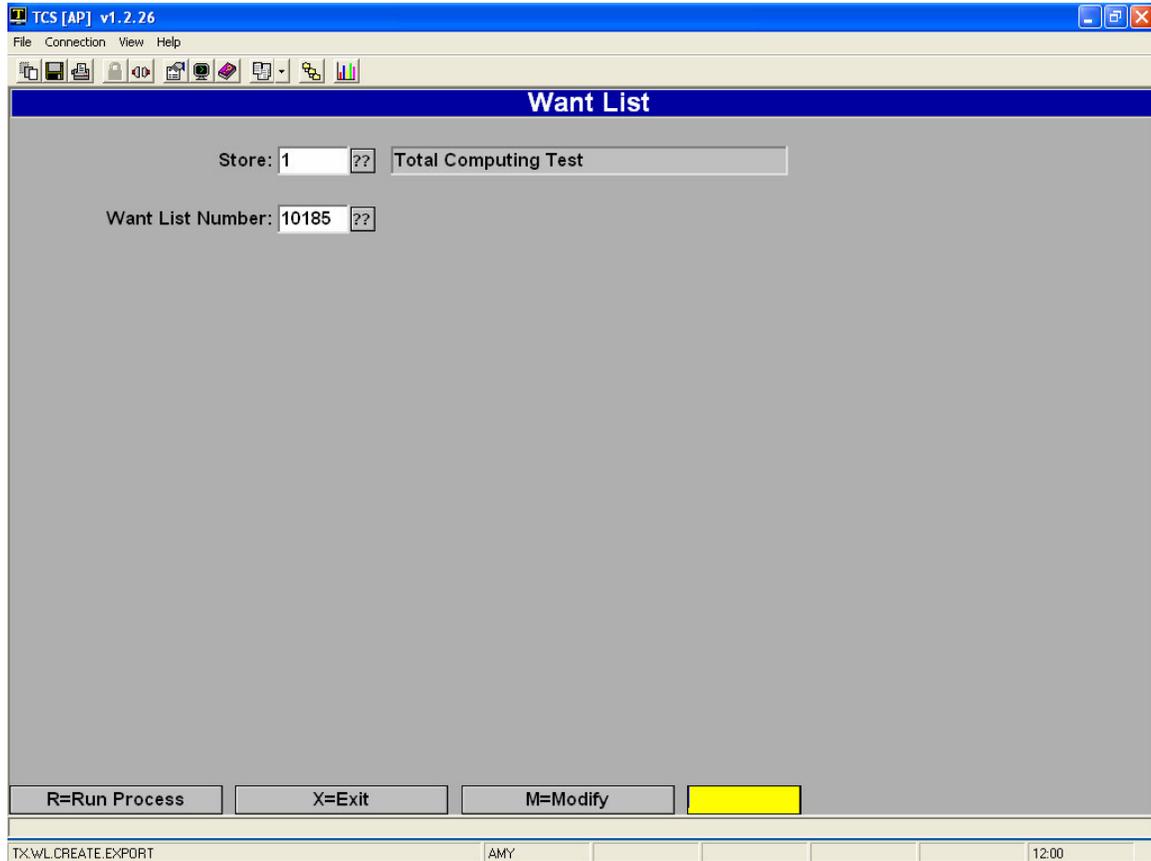
1. From the CourseTrak Main Menu, select the **Ordering** option followed by the **Transmit/Download Want List** option to get to the Want List Maintenance menu (TX-2-8).



Transmit Want List (TX-2-8-21)

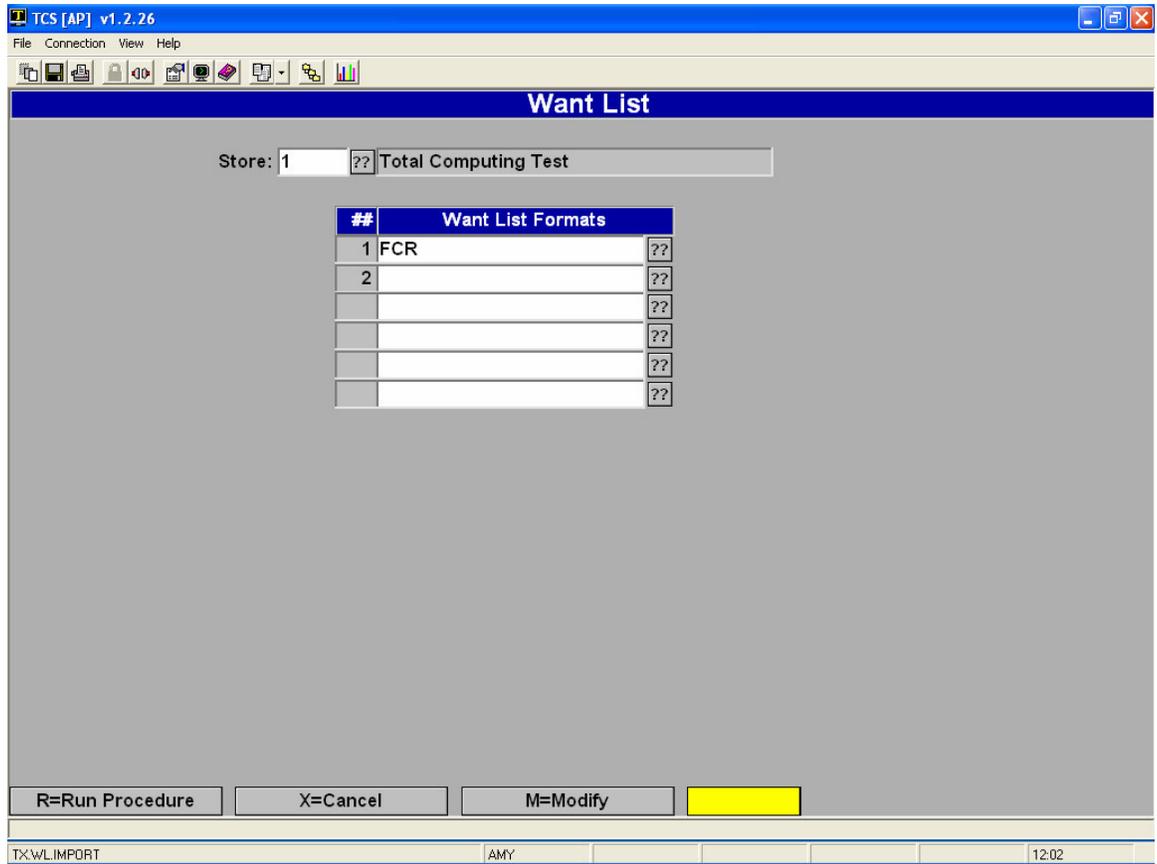
If you wish to use EDI to transmit your want list, follow these steps.

1. From the CourseTrak Main Menu, select the Ordering option followed by the **Transmit Want List** option to get to the Want List screen (TX-2-8-21).



2. **The Store** field is automatically filled with the default for the user. For a list of stores, enter “??”.
3. In the **Want List Number** field, enter the want list you want to transmit. For a list of want lists, enter “??”.
4. Enter “R” to transmit the want list, “X” to Cancel, or “M” to Modify.

Download/Confirm Want List (TX-2-8-22)



Substitute ISBN's (TX-2-8-24)

TCS [AP] v1.2.26

File Connection View Help

Substitute ISBN's

Store: 1 Total Computing Test
 Want List #: 10152

Wholesaler: 1001 MISSOURI BOOK SERVICES
 Term: 2005-1 SUMMER05
 Date Created: 09/12/05
 Date Sent: 09/19/05
 PO #: 1*TX20390

###	ISBN	TITLE	CONFIRMED		ADOPTED
			NEW	USED	ISBN
1	0-14-043135-7	TESS OF THE D'URBERVILLES	20	30	0-521-56714-9
2	0-14-043135-7	TESS OF THE D'URBERVILLES	20	30	0-13-021028-5
3	0-14-043135-7	TESS OF THE D'URBERVILLES	20	30	
4	0-14-043135-7	TESS OF THE D'URBERVILLES	20	30	
5	0-14-043135-7	TESS OF THE D'URBERVILLES	20	30	
6	0-14-043135-7	TESS OF THE D'URBERVILLES	20	30	
7	0-14-043135-7	TESS OF THE D'URBERVILLES	20	30	
8*	0-14-043135-7	TESS OF THE D'URBERVILLES	20	30	

=Save X=Cancel M=Modify P=Post

Cancel

SUB.ISBN AMY 12:05

Modify a Bin and Hold (TX-2-9)

If you wish to change a vendor's bin and hold date for a certain term, you can do so by following these steps.

1. From the CourseTrak Main Menu, select the **Ordering** option followed by the **Modify Vendor Bin and Hold** option to get to the Bin and Hold Maintenance screen (TX-2-9).

The screenshot shows the 'Bin and Hold Maintenance' window in TCS [AP] v1.2.26. The window title is 'TCS [AP] v1.2.26'. The menu bar includes 'File', 'Connection', 'View', and 'Help'. The toolbar contains various icons for file operations and help. The main area is titled 'Bin and Hold Maintenance' and contains the following fields:

- Store: 1
- Term: 2005-2
- Vendor: 1000
- Bin and Hold Date: 04/01/06
- New PO Number: (empty)
- PO Number: 1*TX20030

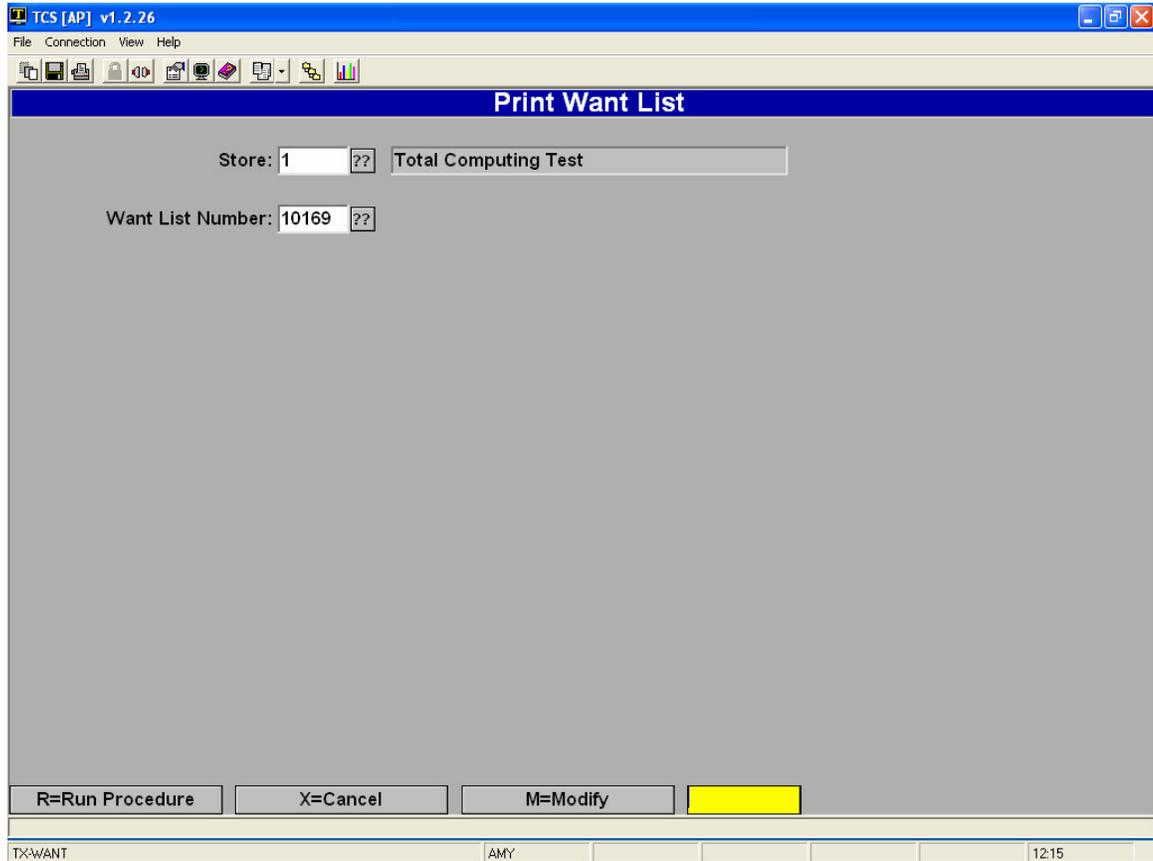
At the bottom, there are buttons for '=Update', 'X=Cancel Entries', 'M=Modify', and a yellow button. The status bar at the bottom shows 'BIN.HOLD', 'AMY', and '12:06'.

2. The default store for the user is automatically entered in the **Store** field. For a list of stores, enter “??”.
3. The default term for the store is automatically entered in the **Term** field. For a list of terms, enter “??”.
4. In the **Vendor** field, enter the vendor whose bin and hold date you wish to modify. For a list of vendors, enter “??”.
5. In the **Bin and Hold Date** field, enter the new bin and hold date for the vendor.
6. In the **New PO Number** field, enter a “Y” to create a new PO number.
7. Press [ENTER] to update, “X” to Cancel, or “M” to Modify.

Print a Want List Confirmation (TX-2-10)

To print a hard copy of a want list confirmation, follow these steps.

1. From the CourseTrak Main Menu, select the **Ordering** option followed by the **Print Confirmations** option to get to the Print Want List screen (TX-2-10).



2. The **Store** field is automatically filled with the default for the user. For a list of stores, enter “??”.
3. In the **Want List Number** field, enter the want list that you want to print. For a list of want list numbers, enter “??”.
4. Enter “R” to print the want list, “X” to Cancel, or “M” to Modify.
5. Below is a want list confirmation sample:

***** W A N T L I S T C O N F I R M A T I O N *****										Page 1
Total Computing Test										
Term: 2005-2 SUMMER05					Created Date: 13 JAN 2006					
Hold Until: 02/01/06					Want List #: 10169					
					PO #: 1*TX20000					
TO:	FROM:			SHIP INST:						
NEBRASKA BOOK COMPANY	Utah Valley State College			Store Routing Instructions						
6400 CORNHUSKER HWY	814 Bamberger Dr Ste A									
LINCOLN NE. 68501	American Fork UT. 84003									
Book Class: *									PRINT.CONF.ANY	
...CONF	...CONF	ISBN.....	Author.....	Ed..	CpYr	Publisher.....				
...NEW	...USED	Title.....			Courses.....			QTC		
0	1	0-571-11502-0	AUDEN	2ND	88	Congressional Quarterly	ENG*101*1	100		
		ENGLISH AUDEN:POEMS...1927-1939								
0	2	0-684-18254-8	BUBER	58	HEALTH PROFESSIONS INSTITUTE	ENCL*300*1	20			
		I & THOU (2ND)(TRANS: SMITH)								
							ENCL*301*1			

Create Publisher Purchase Orders (TX-2-21)

To have the CourseTrak system automatically create purchase orders to publishers from your adoptions, follow these steps. Orders will be created for all quantities that are not on unconfirmed want lists or quantities that have an Estimated Buyback Qty.

1. From the CourseTrak Main Menu, select the **Ordering** option followed by the **Create Publisher Orders** option to get to the Create Purchase Orders from Adoptions screen (TX-2-21).

2. The default store for the user is automatically entered in the **Store** field. For a list of stores, enter “??”.
3. The default term for the store is automatically entered in the **Term** field. For a list of terms, enter “??”.
4. In the **Vendor** field, enter the vendor for which you want to create POs. For all vendors, leave this field blank.
5. In the **Book Category** field, enter the book categories you want to order, separated by commas. For all categories, enter “*”.
6. In the **Percentage of OTB to Order** field, enter the percentage of the books that are open to buy that you want to order from the publisher.
7. In the **Cancel After Date** field, enter the last date that you want to allow the publisher to ship the books. If they are not shipped by this date, the PO will be cancelled.

8. In the **Ignore Minimum** field, enter “Y” if you want to order all books regardless of the minimum order. Otherwise, enter “N”.
9. In the **Ship-Via** field, enter the shipping code that represents the shipping method you wish to use for the books. For more information, see section Shipping Codes in the CourseTrak Setup Guide.
10. In the **Comments** field, enter “Y” if you want to include comments on the PO. If you enter “Y”, a window will pop up to allow you to enter comments. Otherwise, enter “N”.
11. Enter “R” to create purchase orders, “X” to Cancel, or “M” to Modify. If you enter “R”, the system will display the range of POs that was created.
12. If there are unconfirmed want lists, the items on the want lists will not be placed on a purchase order. You will receive the following notice if you have unconfirmed want lists:

```
Beginning Process...
12:18:55 Now processing TX-PO-02
12:18:55 Now processing TX-PO-02
[404] 13 items selected out of 138 items.
There are active want lists not confirmed. Books on these want lists
will not be put on a publisher purchase order. Do you want to continue?
*
Y
12:20:06 Now processing TX-PO-02
[404] 13 items selected out of 1 items.
12:20:06 Now processing TX-PO-02
[404] 62 items selected out of 7031 items.
12:20:08 Now processing TX-PO-02
[404] 62 items selected out of 1 items.
No Purchase Orders Created!
*
PROCESS COMPLETE!
12:20:08 Now processing TX-PO-02
[404] 13 items selected out of 138 items.
Print list of books not ordered but on active wantlist? *
```

A dialog box with a light beige background and a thin border. It contains two buttons stacked vertically. The top button is labeled "Yes" and the bottom button is labeled "No".

Print and Transmit Purchase Orders (TX-2-22)

To print and transmit new purchase orders for the first time, follow these steps.

1. From the CourseTrak Main Menu, select the **Ordering** option followed by the **Print/Transmit First Time (Batch)** option to get to the Print Purchase Orders screen (TX-2-22).

The screenshot shows the 'Print Purchase Orders' window in TCS [AP] v1.2.26. The window title is 'TCS [AP] v1.2.26'. The menu bar includes 'File', 'Connection', 'View', and 'Help'. The toolbar contains icons for file operations and printing. The main area has a blue header 'Print Purchase Orders'. Below it, there are input fields for 'Store: 1', 'Term: 2005-2', and 'Sort By Author or Title:'. There are also checkboxes for 'Transmit Electronic P/Os: Y', 'Print Electronic P/Os: Y', 'Print Non-Electronic P/Os: Y', 'Print 'PREPAY' P/Os: Y', and 'Print Wholesale P/Os: Y'. At the bottom, there are fields for 'Override Shipping Code: UPS' and 'Pubnet Shipping Code:'. A status bar at the bottom shows 'PRTPO', 'AMY', and '12:26'.

2. The default store for the user is automatically entered in the **Store** field. For a list of stores, enter “??”.
3. The default term for the store is automatically entered in the **Term** field. For a list of terms, enter “??”.
4. In the **Sort By Author or Title** field, enter “A” if you want the purchase orders to be sorted by author or “T” if you want them to be sorted by title.
5. In the **Transmit Electronic P/Os** field, enter “Y” if you want to electronically transmit purchase orders to vendors who handle orders electronically. Otherwise, enter “N”.
6. In the **Print Electronic P/Os** field, enter “Y” if you want to print hard copies of purchase orders to vendors who handle orders electronically. Otherwise, enter “N”.
7. In the **Print Non-Electronic P/Os** field, enter “Y” if you want to print purchase orders to vendors who do not handle orders electronically. Otherwise, enter “N”.

8. In the **Print 'PREPAY' P/Os** field, enter "Y" if you want to print purchase orders to vendors who require prepayment. Otherwise, enter "N".
9. In the **Print Wholesale P/Os** field, enter "Y" if you want to print wholesale purchase orders. Otherwise, enter "N".
10. In the **Override Shipping Code** field, enter any shipping code that you want to use for all purchase orders that you print or transmit.
11. Enter "R" to print and transmit purchase orders, "X" to Cancel, or "M" to Modify.

Reprint Purchase Orders (TX-2-23)

To reprint and retransmit any purchase order that has already been printed or transmitted, follow these steps.

1. From the CourseTrak Main Menu, select the **Ordering** option followed by the **Print/Transmit Any PO** option to get to the Print Purchase Orders screen (TX-2-23).

The screenshot shows the 'Print Purchase Orders' window with the following fields and values:

- Store #: 1 ?? Total Computing Test
- First PO#: TX20030
- Last PO#: TX20050
- Sort By:
- Transmit Electronic P/Os: N
- Print Electronic P/Os: Y
- Print Non-Electronic P/Os: Y
- Print "PREPAY" P/Os: Y
- Override Shipping Code: UPS ?? United Parcel Service
- Pubnet Shipping Code: 401
- Printer Assignment: F0

Buttons at the bottom: R=Run Procedure, X=Cancel, M=Modify, and a yellow button.

Status bar: RPO.0, AMY, 12:32

2. The default store for the user is automatically entered into the **Store #** field. For a list of stores, enter "??".
3. In the **First PO#** field, enter the lowest numbered PO that you want to print.
4. In the **Last PO#** field, enter the highest numbered PO that you want to print.
5. In the **Sort By** field, enter "A" if you want the purchase orders to be sorted by author or "T" if you want them to be sorted by title.
6. In the **Transmit Electronic P/Os** field, enter "Y" if you want to electronically transmit purchase orders to vendors who handle orders electronically. Otherwise, enter "N".
7. In the **Print Electronic P/Os** field, enter "Y" if you want to print hard copies of purchase orders to vendors who handle orders electronically. Otherwise, enter "N".
8. In the **Print Non-Electronic P/Os** field, enter "Y" if you want to print purchase orders to vendors who do not handle orders electronically. Otherwise, enter "N".

9. In the **Print 'PREPAY' P/Os** field, enter "Y" if you want to print purchase orders to vendors who require prepayment. Otherwise, enter "N".
10. In the **Override Shipping Code** field, enter any shipping code that you want to use for all purchase orders that you print or transmit.
11. In the **Printer Assignment** field, enter the printer that you want to use to print the purchase orders.
12. Enter "R" to print the purchase orders, "X" to Cancel, or "M" to Modify.

Purchase Order Adjustments (TX-2-24)

To add, modify or cancel a purchase order or to create a manual purchase order for used textbooks without want listing, follow these steps.

1. From the CourseTrak Main Menu, select the **Ordering** option followed by the **Add or Adjust PO** option to get to the Select Purchase Order screen (TX-2-24).

The screenshot shows the 'Select Purchase Order' interface. At the top, the window title is 'TCS [AP] v1.2.26'. The main area has a blue header with the text 'Select Purchase Order'. Below this, there are four input fields: 'Store: 1' (with a dropdown arrow and '??' next to it), 'Total Computing Test' (in a text box), 'PO #:' (with a yellow highlighted text box), 'Vendor# or Name:' (with a text box), and 'Author/Title/ISBN:' (with a text box). A blue-bordered box contains the following text: 'You may select a Purchase Order by entering any of the options above. If you enter both a Vendor and ISBN then only orders with matching ISBN and Vendor will show.' The status bar at the bottom shows 'POE.S', 'AMY', and '12:35'.

2. The default store for the user is automatically entered into the **Store #** field. For a list of stores, enter “??”.
3. If you know the PO number for the PO you wish to modify, enter it in the **PO#** field. Otherwise, leave this field blank. Or enter a “.” to create a new purchase order.
4. If you know the vendor for the PO you wish to modify, enter it in the **Vendor # or Name** field. Otherwise, leave this field blank.
5. If you know a book on the PO you wish to modify, enter the ISBN in the **Author/Title/ISBN** field. If you aren't sure of the ISBN, you can search for it by entering “[AUTHOR]\”, “[TITLE]”, or “[AUTHOR]\[TITLE]”.
6. After you have selected a PO, the Purchase Order Adjustments screen will appear.

Purchase Order Adjustments

Store: 1 Total Computing Test Status: O
 PO#: TX20030
 Order Date: 03/02/06 EDI Type: Alternate #:
 Vendor: 1000 NEBRASKA BOOK COMPANY Print Dates:
 Ship Via: STORE Store Routing Instructions Rcvng Dates:
 Comments: N
 Term: 2005-2 SUMMER05
 Schedule to Transmit or Print: Ext. Retail: 173.55
 Cancel After: Cancel Code: Cancel Date:
 Cancel Cmts:

###	ISBN	Ed	CpYr	Qty	N/U	Unit Price	Cmts	Courses
1	0-07-290825-4	4TH	99	5	U	23.05	N	ACC^101^101 (1)
	BAKER	ADVANCED FINANCIAL ACCT.-STD.GDE.						
2	0-582-43747-4	2ND	95	3	U	10.10	N	ENGL^100^CH (1)
	BALFOUR	CASTRO (P)						
3*	0-684-18254-8		58	8	U	3.50	N	ENGL^301^1 (2)
	BUBER	I & THOU (2ND)(TRANS: SMITH)						

Buttons: =Save, X=Cancel, M=Modify, R=Re-Sort, A=Add Item, S=Item Search, L=Line Items, C=Cancel P.O., P=Print P.O.

POE.1 AMY 12:37

7. From the command line: To modify information about the PO, enter "M". To modify the line items, enter "L". To search for a specific ISBN to modify, enter "S" followed by the ISBN. To Re-Sort the PO, enter "R". To add an additional item to the PO, enter "A". To Print the PO, enter "P".
8. If you wish to use a PO number that is different from the system-assigned number, enter that number in the **Alternate #** field.
9. In the **Order Date** field, enter the date when the books were ordered.
10. In the **Vendor** field, enter the vendor to which the order should be sent. For a list of vendors, enter "??".
11. In the **Ship Via** field, enter the shipping code you want to use for this PO. For a list of shipping codes, enter "??". For more information, see section Shipping Codes in the CourseTrak Setup Guide.
12. In the **Comments** field, enter "Y" if you wish to print any comments on the PO. A window will pop up to allow you to enter comments. Otherwise, enter "N".
13. In the **Term** field, enter the term the PO is for. For a list of terms, enter "??".
14. In the **Schedule to Transmit or Print** field, enter "Y" if you want to print this PO the next time you print new POs. Otherwise, enter "N".
15. In the **Qty** field, enter the quantity of the corresponding book that you wish to order. Repeat this step for each book.

16. In the **Unit Price** field, enter the price that the publisher charges for each book. Repeat this step for each book.
17. In the **Cancel After** field, enter the date the PO will be cancelled if delivery has not taken place.
18. If you wish to cancel the PO, enter "C" from the command line. In the **Cancel Code** field, enter a PO cancel reason code. For a list of codes, enter "??". For more information, see section Setting Up PO Cancel Reason Codes in the CourseTrak Setup Guide.
19. In the **Cancel Date** field, enter in the date the PO was cancelled.
20. If you wish to enter comments about the cancellation, enter "Y" in the **Cancel Comments** field. A window will pop up to allow you to enter comments. Otherwise, enter "N".
21. Press [ENTER] to save the changes or enter "X" to Cancel any changes you may have made.

Create a Manual Purchase Order (TX-2-25)

To create a purchase order manually, follow these steps.

1. From the CourseTrak Main Menu, select the **Ordering** option followed by the **Create Manual PO** option to get to the Create Purchase Orders screen (TX-2-25).

The screenshot shows the 'Create Purchase Orders' window in TCS [AP] v1.2.26. The window title bar includes 'File Connection View Help' and a toolbar with various icons. The main area contains a form with the following fields:

- Store: 1
- Term: 2005-2 ?? SUMMER05
- Cancel After: 05/09/06
- Ship-Via: ups ?? United Parcel Service

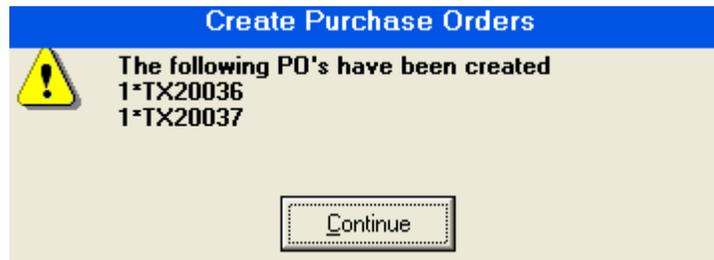
Below the form is a table with the following data:

	ISBN	Qty	Ed	CpYr	Publisher	Order Vendor
	Author	Title				
1	0-14-043135-7	15		478	PENGUIN PUTNAM INC	PENGUIN PUTNAM INC
	HARDY	TESS OF THE D'URBERVILLES (INTRO: ALVAREZ)				
2	0-252-06012-1	10		674	UNIVERSITY OF ILLINOIS PRESS	UNIVERSITY OF ILLINOIS PRESS
	BUSHMAN	JOSEPH SMITH & BEGINNINGS OF MORMONISM (P)				

At the bottom of the window, there are several buttons: =Save, C=Create PO, X=Cancel, M=Modify, P=Print, W=Create Wantlist, and A=Add. The status bar at the bottom shows 'CREATE.PO' and 'AMY'.

2. The default store for the user is automatically entered in the **Store** field. For a list of stores, enter “??”.
3. The default term for the store is automatically entered in the **Term** field. For a list of terms, enter “??”.
4. In the **Cancel After** field, enter the last date you wish to allow the publisher to ship the books. The default is set in the academic calendar.
5. In the **Ship-Via** field, enter the shipping code you wish to use. For a list of codes, enter “?”. For more information, see section Shipping Codes in the CourseTrak Setup Guide.
6. Enter the ISBN of the book you wish to order in the **ISBN** field. If you aren't sure of the ISBN, you can search for it by entering “[AUTHOR]\”, “[TITLE]”, or “[AUTHOR]\[TITLE]”.
7. In the **Qty** field, enter the number of books you wish to order.
8. Repeat steps 6 and 7 for all books you wish to order.

9. Enter "C" to Create the purchase orders, "X" to Cancel, "M" to Modify, "A" to Add items, "W" to create a Want List, or "P" to Print a pending purchase order list. If you choose to create the purchase orders, the system will tell you the range of PO numbers that were created.



Create or Modify Prepaid Purchase Order (TX-2-26)

TCS [AP] v1.2.26

File Connection View Help

Select Purchase Order

Store: 1 ?? Total Computing Test

PO #:

Vendor# or Name:

Author/Title/ISBN:

You may select a Purchase Order by entering any of the options above.
If you enter both a Vendor and ISBN then only orders with matching ISBN and Vendor will show.

PDE.S AMY 13:04

TCS [AP] v1.2.26

File Connection View Help

Purchase Orders

Prepaid Processing

Store: 1 Total Computing Test
PO#: TX20014

Store Contact: _____
Class Start Date: _____

A/P Instruction1: _____
A/P Instruction2: _____

Vendor Note1: _____
Vendor Note2: _____

Merchandise Total: _____ PO Retail: _____
Freight Total: _____ PO Cost: _____
Check Total: 0.00

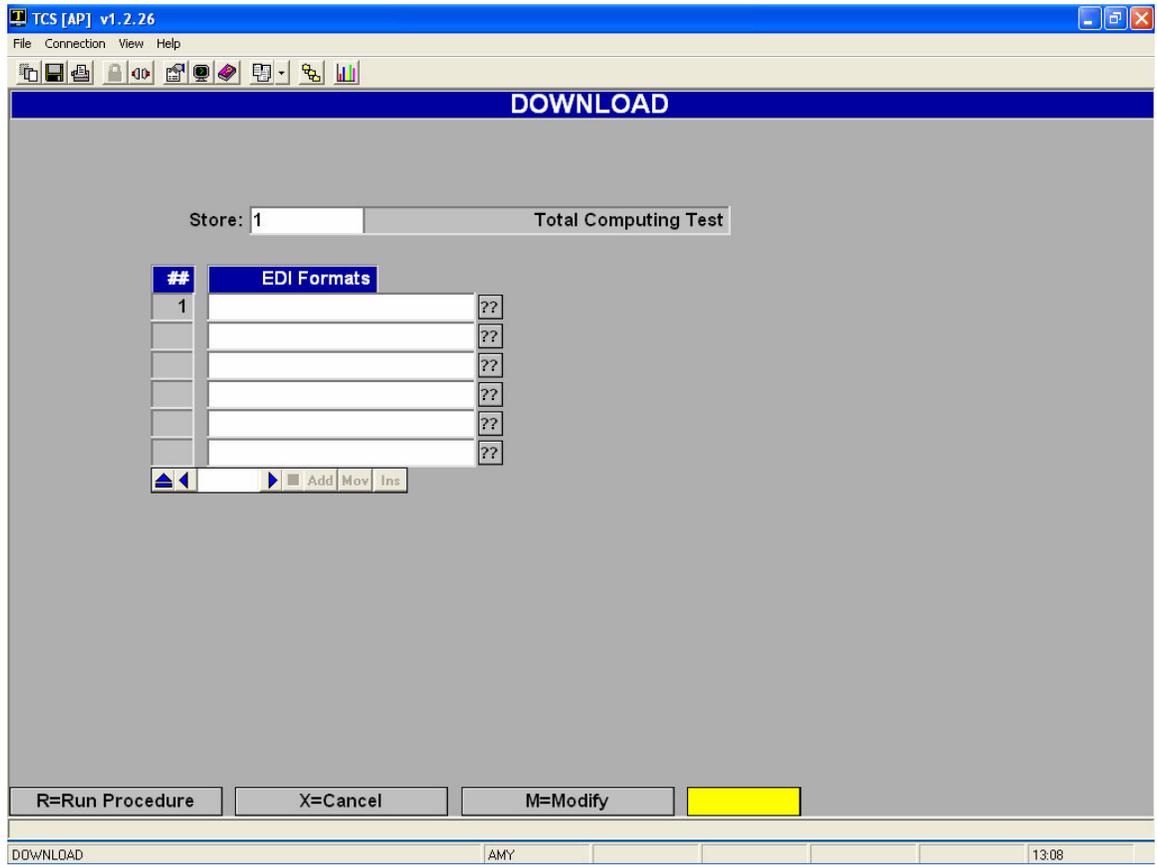
Transmission Count: _____
Last Transmitted: _____

[Save] [X=Cancel] [M=Modify] [T=Transmit to Payables] [Yellow Button]

[Cancel]

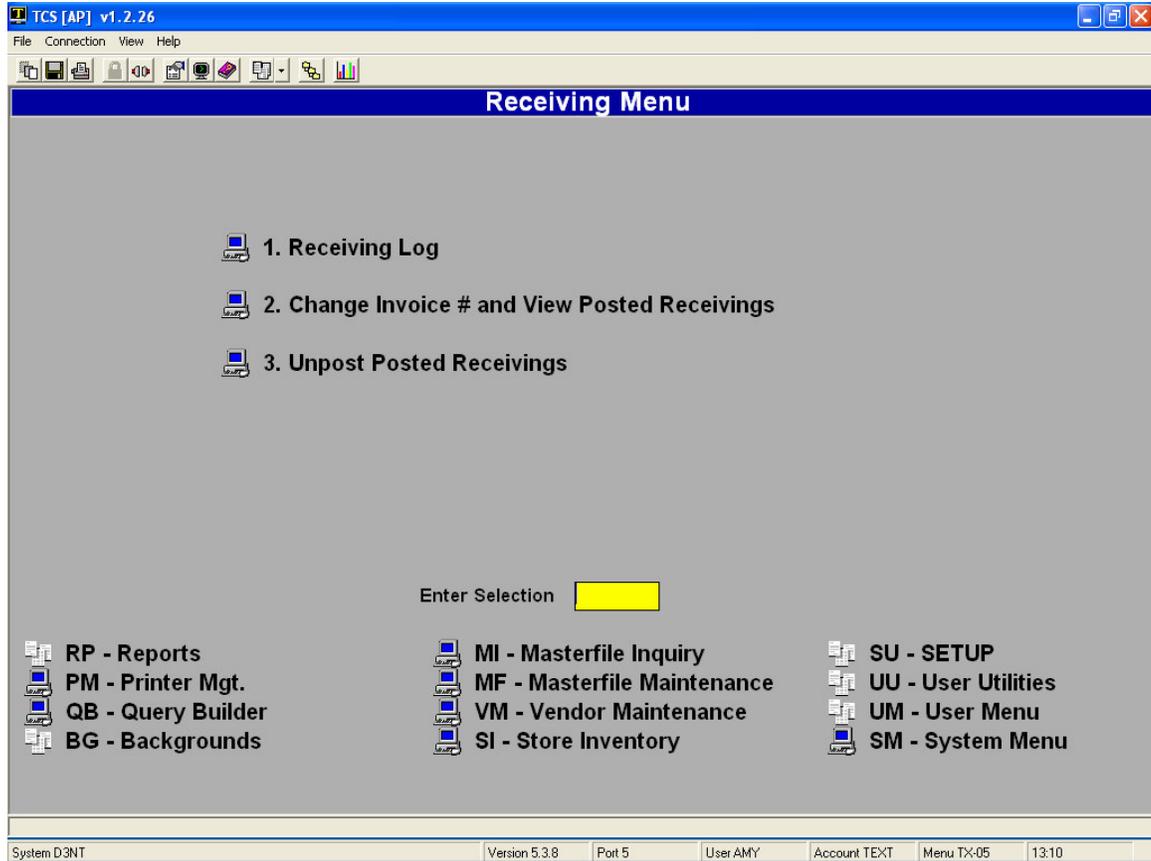
PO.PROFORMA AMY 13:05

Download POA Acknowledgments (TX-2-32-1)



Receiving Process (TX-3)

The functions in the receiving menu are used to enter and modify receiving logs for shipments you receive from vendors. This section covers the use of these functions.



Entering a Receiving Log (TX-3-1)

To enter a receiving log, follow these steps.

1. From the CourseTrak Main Menu, select the **Receiving Option** followed by the **Receiving Log** option to get to the Select Receiving Order screen (TX-3-1).

The screenshot shows a software window titled "TCS [AP] v1.2.26" with a menu bar (File, Connection, View, Help) and a toolbar. The main area is titled "Select Receiving Order". It contains several input fields:

- Store: 1 [??] Total Computing Test
- Rcv Log #: []
- Vendor# or Name: 1003 FOLLETT COLLEGE BOOK CO.
- Author/Title/ISBN: []

A yellow box highlights the "Rcv Log #" field. A blue instruction box contains the following text:

You may select a Receiving Order by entering any of the options above.
 If you enter both a Vendor and ISBN then only orders with matching ISBN and Vendor will show.

At the bottom, there are buttons: "=Start Search", "M=Modify", "X=Cancel Search.", and a yellow button. A status bar at the very bottom shows "RCV.S", "AMY", and "15:40".

2. Enter a "." in the **Rcv Log #** field to create a new receiving log and get to the Receiving Log screen.

3. Today's date is automatically entered into the **Rcv Date** field. If you wish to change it, enter "<" followed by the date.
4. In the **PO Num**s field, enter the purchase order number that this receiving deals with.
5. If you entered a valid PO, the **Vendor #** field and the **Ship Via** field will be filled in automatically. If not, enter the vendor and a shipping code in these fields.
6. In the **Cond Code** field, enter the condition that the books are in. For a list of codes, enter "??".
7. In the **Inv Num** field, enter the invoice number from the publisher.
8. In the **Inv Date** field, enter the date on the invoice.
9. In the **Terms** field, enter the payment terms. For a list of terms, enter "??". For more information, see section Setting Up Payment Terms in the CourseTrak Setup Guide.
10. In the **Freight** field, enter the amount charged for shipment of the books.
11. In the **Mdse Amt** field, enter the total merchandise amount displayed on the invoice.
12. In the **Comments** field, enter any brief comments you have on the shipment.
13. Enter "A" to sort by author, "T" to sort by title, "I" to sort by ISBN, or "P" to sort by PO line number. The books on the PO will be displayed.
14. Enter "E" to automatically mark all books as received, or "M" to mark none as received.
15. To add a book to the receiving log, enter "A". To modify the receiving information for a book, enter its line number.
16. In the **ISBN** field, enter the book you are receiving.
17. In the **New/Used** field, enter "N" if you received new books or "U" if you received used books.
18. In the **Received Qty** field, enter the quantity of this book that you received.
19. In the **Pub Price** field, enter the price charged by the publisher.
20. In the **List/Net PR** field, enter "L" for list pricing or "N" for net pricing.
21. In the **% Discount** field, enter the percentage discount given by the publisher.
22. In the **\$ Discount** field, enter the dollar discount given by the publisher.
23. The **Unit Cost** field is automatically calculated based on the discount fields.
24. In the **Price Factor** field, enter the price factor you want to use for the book. For a list, enter "??".
25. In the **Status** field, enter the book status code for this book. For a list, enter "??". For more information, see section Setting Up Receiving Status Codes in the CourseTrak Setup Guide.
26. In the **Rcv Comments** field, enter any brief comments on this book.

27. Enter "P" to post the receiving log to the master file, "S" to save the receiving log without posting it, or "X" to cancel.

Change Invoice # and View Posted Receivings (TX-3-2)

If you wish to view information on a receiving log that has already been posted to your master file, you can do so by following these steps.

1. From the CourseTrak Main Menu, select the **Receiving** option followed by the **Change Invoice # and View Posted Receiving** option to get to the Select Receiving Order screen (TX-3-2).

2. The **Store** field is automatically filled with the default store for the user. For a list of stores, enter “??”.
3. In the **Rcv Log** field, enter the receiving log number, if you know it. Otherwise, leave it blank.
4. In the **Vendor # or Name** field, enter the vendor for the receiving log you wish to view, if you know it. Otherwise, leave it blank.
5. In the **Author/Title/ISBN** field, enter a book from the receiving log you wish to view.
6. Press [ENTER] to search for the receiving log. After you have selected the receiving log you want, information will display.

Unpost a Receiving Log (TX-3-3)

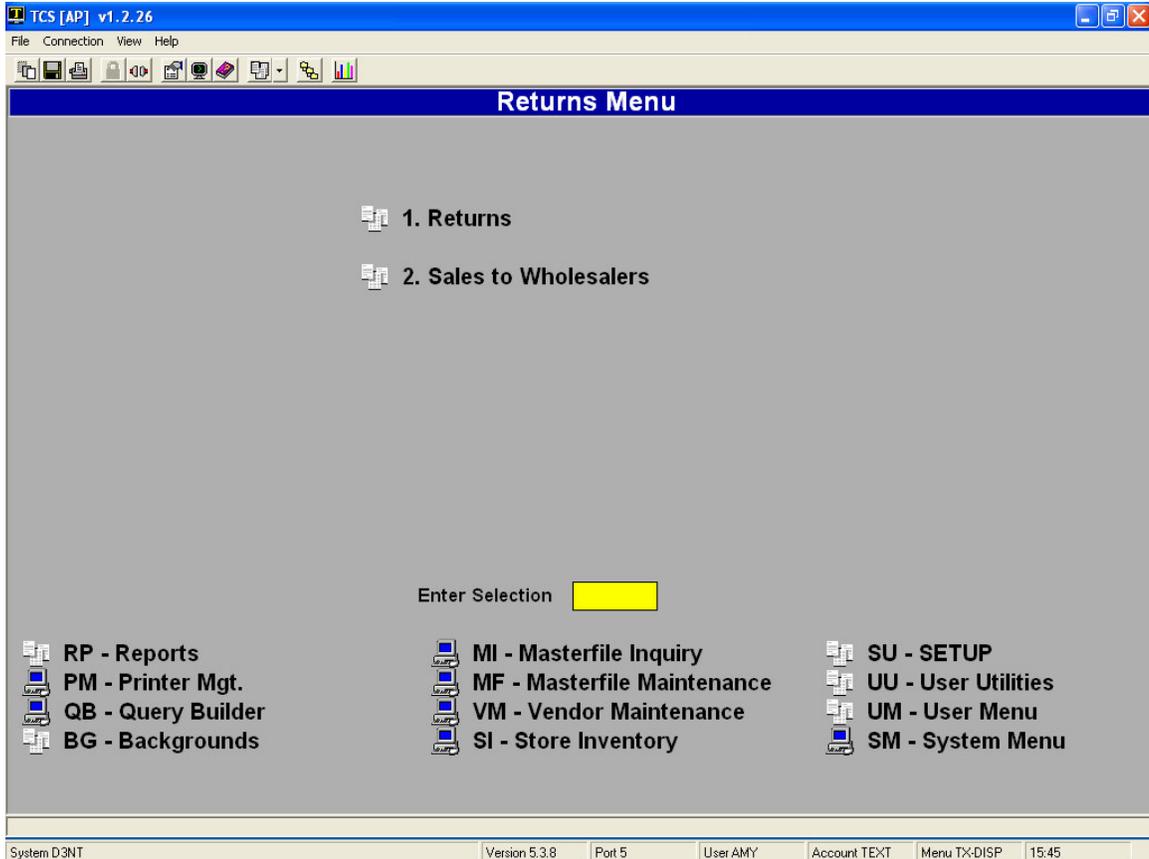
To reverse the changes made by posting a receiving log, follow these steps.

1. From the CourseTrak Main Menu, select the **Receiving** option followed by the **View Posted Receiving** option to get to the Select Receiving Order screen (TX-3-3).

2. The **Store** field is automatically filled with the default store for the user. For a list of stores, enter “??”.
3. In the **Rcv Log** field, enter the receiving log number, if you know it. Otherwise, leave it blank.
4. In the **Vendor # or Name** field, enter the vendor for the receiving log you wish to view, if you know it. Otherwise, leave it blank.
5. In the **Author/Title/ISBN** field, enter a book from the receiving log you wish to view.
6. Press [ENTER] to search for the receiving log, “M” to Modify, or “X” to Cancel. After you have selected the receiving log you want, information will display. Enter “U” to Unpost the receiving log.

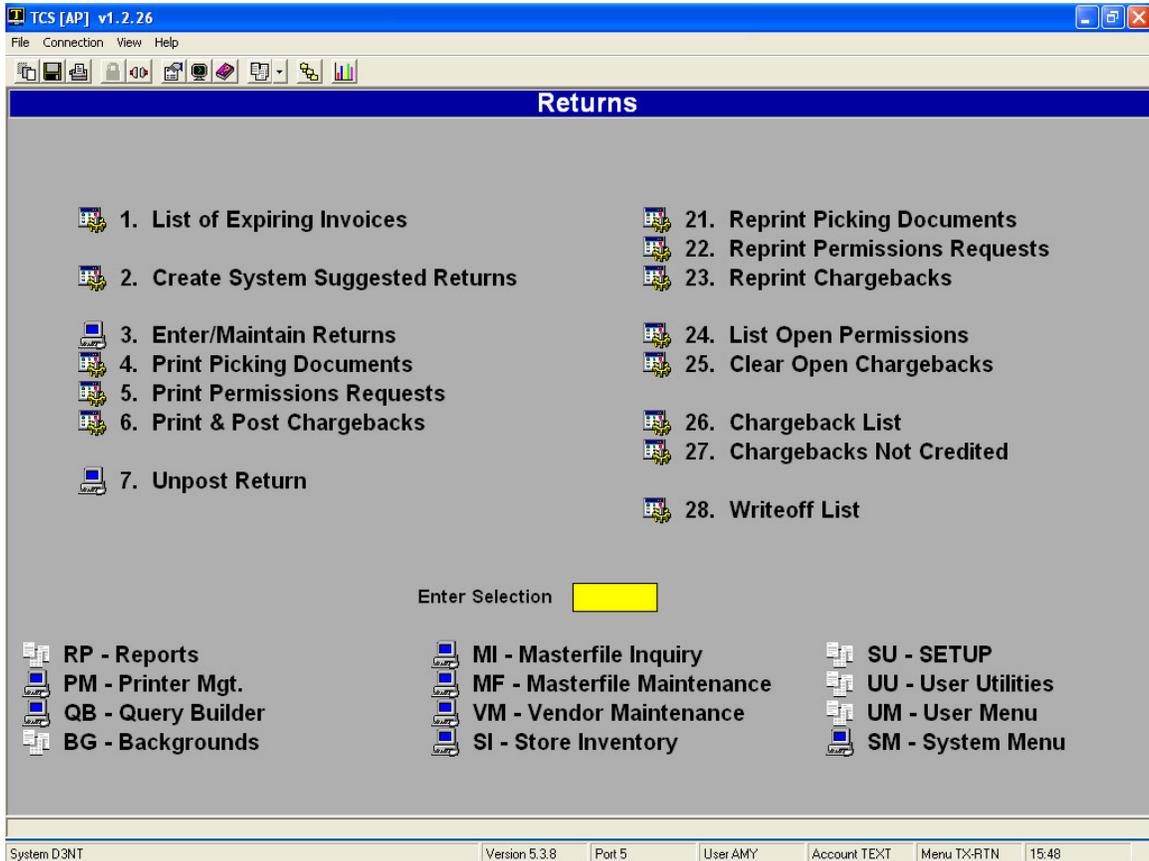
Returns Process (TX-4)

If your vendors allow, you can return excess inventory or inventory that was shipped incorrectly or damaged. This section covers the functions used in this process. It also covers the functions for sending books to wholesalers.



Returns Menu (TX-4-1)

The Returns Menu contains functions dealing with the return of books to vendors. This section covers these functions.



Printing a List of Expiring Invoices (TX-4-1-1)

To print a list of invoices that will be expiring shortly, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Returns** option and the **List of Expiring Invoices** option to get to the Return Sort Parameters screen (TX-4-1-1).

The screenshot shows a window titled 'List of Expiring Invoices' from the software 'TCS [AP] v1.2.26'. The window has a menu bar with 'File', 'Connection', 'View', and 'Help'. Below the menu bar is a toolbar with various icons. The main area of the window contains several input fields and buttons:

- Store #:** 1
- Total Computing Test:** (text field)
- Months to Expire:** 12
- Sort by (T,I,P,A):** P
- Edition Notes or Expiring Invoices (N,E):** E

At the bottom of the window, there are four buttons: 'R=Run Procedure', 'X=Cancel', 'M=Modify', and a yellow button. Below the buttons is a status bar with the text 'RTN.INV.SORT', 'AMY', and '15:51'.

2. The **Store** field is automatically filled with the default store for the user. To change it, enter “<” followed by the store number. For a list of stores, enter “??” in the store field.
3. In the **Months to Expire** field. Enter the greatest number of months before an invoice expires that you want to include on this report.
4. In the **Sort by** field, enter “T” to sort by title, “A” to sort by author, “I” to sort by ISBN, or “P” to sort by PO line number.
5. In the **Edition Notes or Expiring Invoices** field, enter “N” to select by edition notes, or “E” to select by expiring invoices.
6. Enter “R” to run the report, “X” to Cancel, or “M” to Modify.
7. On the next page is a sample of a list of expiring invoices.

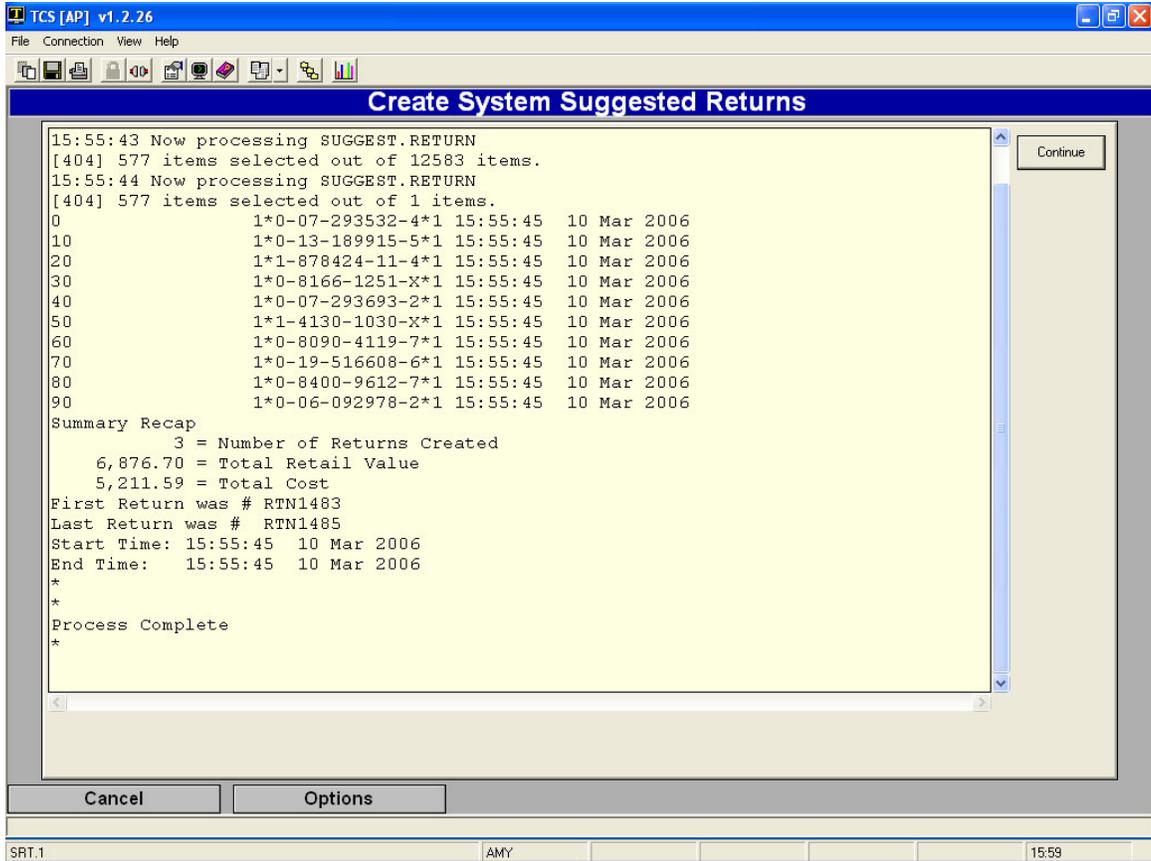
15:51:43 10 Mar 2006		Total Computing Test				PAGE 1	
RT-INV-EXP		Invoice Return Eligibility Expiring List				TEXT	
ISEN.....	Author....	Ed.Note...	Publisher Name.....	QtyN	Rcvd	Inv.....	Expire..
Title.....				Qty.	Invoice #...	Invoice Vendor.....	Date.... Date....
0-06-092978-2	WRIGHT		HARPER COLLINS	96	99 1233R	HAL HENDERSON	06/28/04 12/15/06
BLACK BOY							
0-471-04328-1	MYERS		JOHN WILEY AND SON'S, IN 1	1	FRED	HAL HENDERSON	09/01/04 02/18/07
ART OF SOFTWARE TESTING							
0-07-053384-9	RODGERS		MCCRAW-HILL BOOK COMPANY	40	50 TEMP1	HAL HENDERSON	06/24/04 12/11/06
INTRO TO COORDINATION...INORGANIC CHEM							
0-8400-9612-7	TAPAHONSON		UNIVERSITY OF TEXAS PRES	119	30 TEMP	HAL HENDERSON	06/24/04 12/11/06
BLUE HORSES RUSH IN							
					10 23L23KJ	HAL HENDERSON	11/11/03 04/29/06
					20 LSKJDF	HAL HENDERSON	11/11/03 04/29/06
0-394-57474-5	MCCARTHY		RANDOM HOUSE	166	10 ASDF	HAL HENDERSON	07/14/04 12/31/06
ALL THE PRETTY HORSES (HBK)							
					10 1233R	HAL HENDERSON	06/28/04 12/15/06
					10 23L23KJ	HAL HENDERSON	11/11/03 04/29/06
0-451-52650-3	TWAIN		NACSCORP, INC.	34	50 TEMP1	HAL HENDERSON	06/24/04 12/11/06
ADVENTURES OF HUCKLEBERRY FINN (W/NEW INTRO: POWELL)							
0-452-27274-2	LIPSTADT		Langenscheidt/HAMMOND CO	30	30 NONE	HAL HENDERSON	05/23/04 11/09/06
DENYING THE HOLOCAUST							
0-521-56714-9	HARDY	NEW ED 2005	Computer Literacy Press	25	25 NOINV	ARROWHEAD REG'L DISTR	02/24/06 02/19/07
TESS OF D'URBERVILLES							
0-534-54244-1	BECKWITH	NE	Congressional Quarterly	24	1 NONO	HAL HENDERSON	05/23/04 11/09/06
DO THE RIGHT THING							
					1 NONE	HAL HENDERSON	05/23/04 11/09/06
					12 NONOE	HAL HENDERSON	05/23/04 11/09/06
					20 NONO	HAL HENDERSON	05/23/04 11/09/06
0-684-18254-8	BUBER	OP 10/02	HEALTH PROFESSIONS INSTI	5	10 NONE	HAL HENDERSON	05/23/04 11/09/06
I & THOU (2ND)(TRANS: SMITH)							

Creating System Suggested Returns (TX-4-1-2)

To create system suggested chargebacks, follow these steps. If you wish to delete one or more chargebacks, you can do so from the Chargeback Maintenance screen.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Returns** option, and the **Create System Suggested Returns** option to get to the Suggest Returns screen (TX-4-1-2).

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Vendor #** fields, enter the vendors for which you want to create suggested returns. If you wish to create returns for all vendors, leave these fields blank.
4. In the **Vendor Type** field, enter the vendor type for which you want to create suggested returns. If you do not wish to limit by vendor type, leave this field blank.
5. In the **Expire Days** field, enter the maximum number of days before an invoice expires for the invoice to be included in the suggested returns.
6. In the **Cost or Expire** field, enter "C" to select invoices based on cost or "E" to select invoices based on expiration date.
7. Enter "R" to create suggested returns, "X" to Cancel, or "M" to Modify. If you choose to create suggested returns, you will get the following screen. Click "Continue" to exit.



Creating a Manual Chargeback (4-1-3)

To enter a chargeback into the system manually, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Returns** option and the **Enter/Maintain Returns** option to get to the Return Maintenance screen (TX-4-1-3).

#	ISBN	QRtn	QRtn	QPk	Unit	Unit	Extended	Extended	
		New	Used	New	QPk	Retail	Cost	Retail	Cost
1	0-07-290282-5		7		47.65	56.00	333.55	392.00	
	APPLEGATE	CORPORATE INFO SYSTEMS MGMT: CHALLENGES ETC (P)							
2	0-571-11502-0		15		17.50	17.46	262.50	261.90	
	AUDEN	ENGLISH AUDEN:POEMS...1927-1939							
3	0-679-77274-X		10		11.05	2.00	110.50	20.00	
	FIFFER	FAMILY (AFTERWORD SMILEY) (P)							

2. The **Store** field is automatically filled in with the default for the user. To change it, enter "<" followed by the new store number.
3. In the **Charge Back #** field, enter the chargeback you want to modify or enter "." to create a new chargeback. For a list of Chargebacks, enter "??".
4. In the **Vendor** field, enter the vendor for which you are entering a return.
5. In the **Return Authorization** field, enter the return authorization number given to you by the vendor, if it applies.
6. In the **Return to Vendor** field, enter the alternate vendor to which the books should be returned.
7. Enter "L" to select line items. Then enter "A" to add a new book to the return.

Chargeback Maintenance

DMF #: 1*RTN1484.4
 ISBN: 0-14-043135-7
 Author/Mfr: HARDY
 Title/Desc: TESS OF THE D'URBERVILLES (INTRO: ALVA)
 Vendor: 1000 NEBRASKA BOOK COMPANY
 Rtn Vendor:
 Quantity New : 0
 Quantity Used: 2
 Qty Pick New : 0
 Qty Pick Used: 2
 Reason : OVS ?? OVERSTOCKED
 Auto/Manual : A
 Cost/Exp Date: C
 Total Penalty Amt: 0.00

Our PO Line#	Inv Date	OQty	N	RQty	Retail	Extended	Inv Cost	Extended	Penalty
1	12/26/00	1	U	1	11.00	11.00	7.95	7.95	0.00

=Save X=Cancel M=Modify

CB.ITEM.MAINT AMY 18.06

8. In the **ISBN** field, enter the ISBN for the book you want to select. If you aren't sure of the ISBN, you can search for it by entering "[AUTHOR]/", "[TITLE]", or "[AUTHOR]/[TITLE]".
9. In the **Quantity New** field, enter the new quantity that you want to return.
10. In the **Quantity Used** field, enter the used quantity that you want to return.
11. In the **Qty Pick New** field, enter the new quantity that you want to return.
12. In the **Qty Pick Used** field, enter the used quantity that you want to return.
13. In the **Reason** field, enter the reason code for this return. For a list, enter "??". For more information, see section Return Reason Codes in the CourseTrak Setup Guide.
14. In the **Auto/Manual** field, enter "A" to automatically select invoice numbers or "M" to manually select them.
15. In the **Cost/Exp Date** field, enter "C" to select invoices by cost or "E" to select them by expiration date.
16. In the **Our PO Line #** field, enter the purchase order and line number for the item.
17. In the **Vendor Inv #** field, enter the vendor's invoice number for the item.
18. In the **RQty** field, enter the quantity you wish to return.

19. In the **Inv Cost** field, enter the cost of the item you are returning.
20. In the **Penalty** field, enter the vendor penalty charge for returning books.
21. Press [ENTER] to save changes to the book, "X" to Cancel, or "M" to Modify.
22. Press [ENTER] to save changes to the Chargeback , X" to Cancel, "M" to Modify, or "D" to Delete the Chargeback.

Printing a Picking Document (TX-4-1-4)

To print a picking document for returns, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Returns** option and the **Print Picking Documents** option to get to the Print Shipping Document screen (TX-4-1-4).

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Vendor** field, enter the vendor for which you want to print the picking document. Leave this field blank for all vendors.
4. Enter "R" to run the process, "X" to Cancel, or "M" to Modify.

Printing Return Requests (TX-4-1-5)

To print requests for returns, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Returns** option and the **Print Permissions Requests** option to get to the Print Shipping Document screen (TX-4-1-5).

The screenshot shows a window titled "TCS [Remote Connection] v1.2.26" with a menu bar (File, Connection, View, Help) and a toolbar. The main area is titled "Print Permissions Requests" and contains the following fields and controls:

- Store #:** A text box containing "1" and a dropdown menu showing "?? Total Computing Test".
- Vendor #:** A text box containing "1000" and a dropdown menu showing "NEBRASKA BOOK COMPANY".
- Buttons:** Four buttons at the bottom: "R=Run Procedure", "X=Cancel", "M=Modify", and a yellow button.
- Status Bar:** A bar at the bottom of the window showing "RTN.3", "AMY", and "09:15".

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Vendor** field, enter the vendor for which you want to print the requests. Leave this field blank for all vendors.
4. Enter "R" to run the process, "X" to Cancel, or "M" to Modify.

Printing & Posting Chargebacks (TX-4-1-6)

To print & post returns, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Returns** option and the **Print & Post Chargebacks** option to get to the Print & Post Chargebacks screen (TX-4-1-6).

The screenshot shows a window titled "TCS [Remote Connection] v1.2.26" with a menu bar (File, Connection, View, Help) and a toolbar. The main area is titled "Print & Post Chargebacks". It contains two rows of input fields:

- Store #: 1 [??] Total Computing Test
- Vendor #: 1000 NEBRASKA BOOK COMPANY

At the bottom of the main area, there are four buttons: "R=Run Procedure", "X=Cancel", "M=Modify", and a yellow button. The status bar at the very bottom displays "RTN.3", "AMY", and "09:17".

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Vendor** field, enter the vendor for which you want to print & post the Chargebacks. Leave this field blank for all vendors.
4. Enter "R" to run the process, "X" to Cancel, or "M" to Modify.
5. On the next page is a sample section from a Chargeback:

Chargeback

1 Total Computing Test Chargeback #: 1*RTN1484
 MY LITTLE TOWN Date: 03/14/06
 NOWHERESVILLE Page #: 1
 ETHIOPIA, CA

Return Authorization #:

Vendor: 1000 Penalty: 0

Order Address Return Address
 NEBRASKA BOOK COMPANY NEBRASKA BOOK COMPANY INC.
 6400 CORNHUSKER HWY P. O. BOX 80529
 LINCOLN, NE 68501 LINCOLN, NE 68501-0529

Vendor: 1000 Penalty: 0 San: 1407503 Account: 431125

COMMENTS:
 Thank you!

Ln#	ISBN/Vendor	Catalog	Author/Edition/Copyright	New	Used	Extended						
	Reason		Title	Qty	Qty	Cost						
1)	0-07-290282-5	319923	APPLEGATE/5TH/99 CORPORATE INFO SYSTEMS MGMT: CHALLENGES	7		392.00						
	P.O.#	INV#	Inv Date	Avail	Qty	Rtn	Qty	Pub Price	Retail	Cost	Retail Ext	Cost Ext
2.01	1*TX20405	3333	02/06/06		7		7	56.00	47.65	56.00	333.55	392.00
2)	0-571-11502-0		AUDEN/2ND/88 ENGLISH AUDEN: POEMS...1927-1939		15	261.90						
	P.O.#	INV#	Inv Date	Avail	Qty	Rtn	Qty	Pub Price	Retail	Cost	Retail Ext	Cost Ext
3.01	1*TX20345	3838383	05/18/05		15		15	33.95	17.50	17.46	262.50	261.90
3)	0-679-77274-X	299196	FIFFER//96 FAMILY (AFTERWORD SMILEY) (P)		10	20.00						
	P.O.#	INV#	Inv Date	Avail	Qty	Rtn	Qty	Pub Price	Retail	Cost	Retail Ext	Cost Ext
4.01	1*TX20367	1111	07/29/05		10		10	13.00	11.05	2.00	110.50	20.00

Unposting a Return (TX-4-1-7)

To reverse the posting of a return, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Returns** option and the **Unpost Returns** option to get to the Unpost Returns screen (TX-4-1-7).

Store #: 1 Total Computing Test
 Charge Back #: RTN1484 ??

Vendor: 1000 NEBRASKA BOOK COMP
 Permission Required: Y
 Inventory Adjusted: 03/14/06
 Return Authorization #:
 Credit Date:

Permission Printed: 03/10/06
 Pick List Printed:
 ChargeBack Printed: 03/14/06
 Return to Vendor:

#	ISBN	RtQty	RtC	New	use	Extended			
						Retail	Cost		
1	0-07-290282-5					56.00	333.55	392.00	
	APPLEGATE								
2	0-571-11502-0		15			17.46	262.50	261.90	
	AUDEN								
3	0-679-77274-X		10			11.05	2.00	110.50	20.00
	FIFFER								
4	0-14-043135-7	0	2	0	2	0.00	0.00	11.00	7.95
	HARDY								
	TESS OF THE D'URBERVILLES (INTRO: ALVAREZ)								

UNPOST.RETURN AMY 03.25

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Charge Back #** field, enter the return that you would like to unpost. For a list of posted returns, enter "??".
4. Click on "Unpost Return" to reverse the posting, or click "Cancel" to exit.

Reprinting Picking Documents (TX-4-1-21)

To reprint picking documents, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Returns** option and the **Reprint Picking Documents** option to get to the Reprint Picking Documents screen (TX-4-1-21).

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **First Return** field, enter the first return you want to print. For all returns, leave this blank.
4. In the **Last Return** field. Enter the last return you want to print. For all returns, leave this blank.
5. Enter "R" to print, "X" to Cancel, or "M" to Modify.

Reprinting Permissions Requests (TX-4-1-22)

To reprint permissions requests, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Returns** option and the **Reprint Permissions Requests** option to get to the Reprint Permissions screen (TX-4-1-22).

The screenshot shows a software window titled "TCS [Remote Connection] v1.2.26". The window has a menu bar with "File", "Connection", "View", and "Help". Below the menu bar is a toolbar with various icons. The main content area is titled "Reprint Permissions Requests" and contains a form with the following elements:

- A "Store #" field with a dropdown menu currently showing "1" and "Total Computing Test".
- A "First Return:" label followed by an empty text input field.
- A "Last Return:" label followed by an empty text input field.
- At the bottom of the form, there are four buttons: "R=Run Procedure", "X=Cancel", "M=Modify", and a yellow button.
- The status bar at the bottom of the window displays "REPRINT.PARMS", "AMY", and "09:30".

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **First Return** field, enter the first return you want to print. For all returns, leave this blank.
8. In the **Last Return** field. Enter the last return you want to print. For all returns, leave this blank.
9. Enter "R" to print, "X" to Cancel, or "M" to Modify.

Reprinting Chargebacks (TX-4-1-23)

To reprint chargebacks, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Returns** option and the **Reprint Chargebacks** option to get to the Reprint Chargebacks screen (TX-4-1-23).

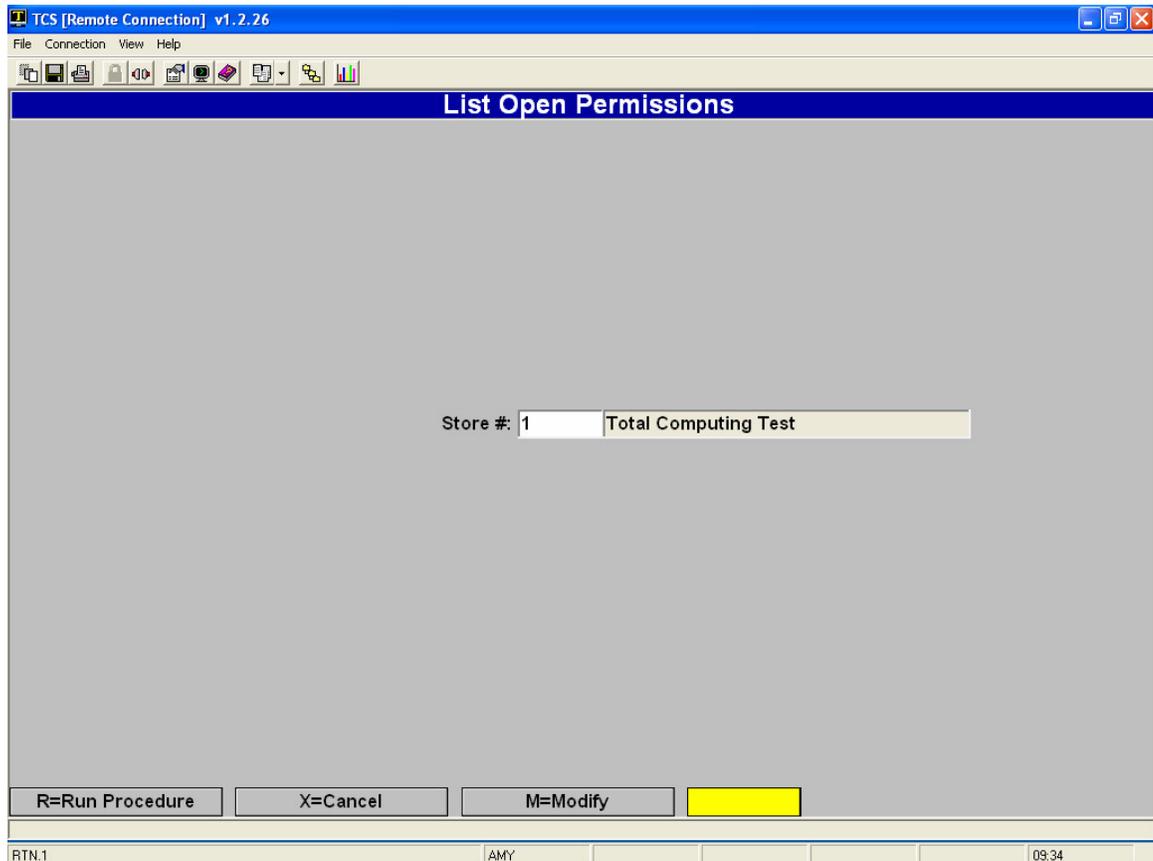
The screenshot shows a software window titled "TCS [Remote Connection] v1.2.26". The window has a menu bar with "File", "Connection", "View", and "Help". Below the menu bar is a toolbar with various icons. The main content area has a blue header "Reprint Chargebacks" and a grey background. In the center, there is a "Store #" field containing "1" and "Total Computing Test". Below this are "First Return:" and "Last Return:" labels, each followed by an empty input box. At the bottom of the main area, there are three buttons: "R=Run Procedure", "X=Cancel", and "M=Modify", followed by a yellow button. A status bar at the very bottom contains the text "REPRINT.PARMS", "AMY", and "09.32".

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **First Return** field, enter the first return you want to print. For all returns, leave this blank.
4. In the **Last Return** field. Enter the last return you want to print. For all returns, leave this blank.
5. Enter "R" to print, "X" to Cancel, or "M" to Modify.

Listing Open Permissions (TX-4-1-24)

To print a list of open return permissions, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Returns** option and the **List Open Permissions** option to get to the List Open Permissions screen (TX-4-1-24).

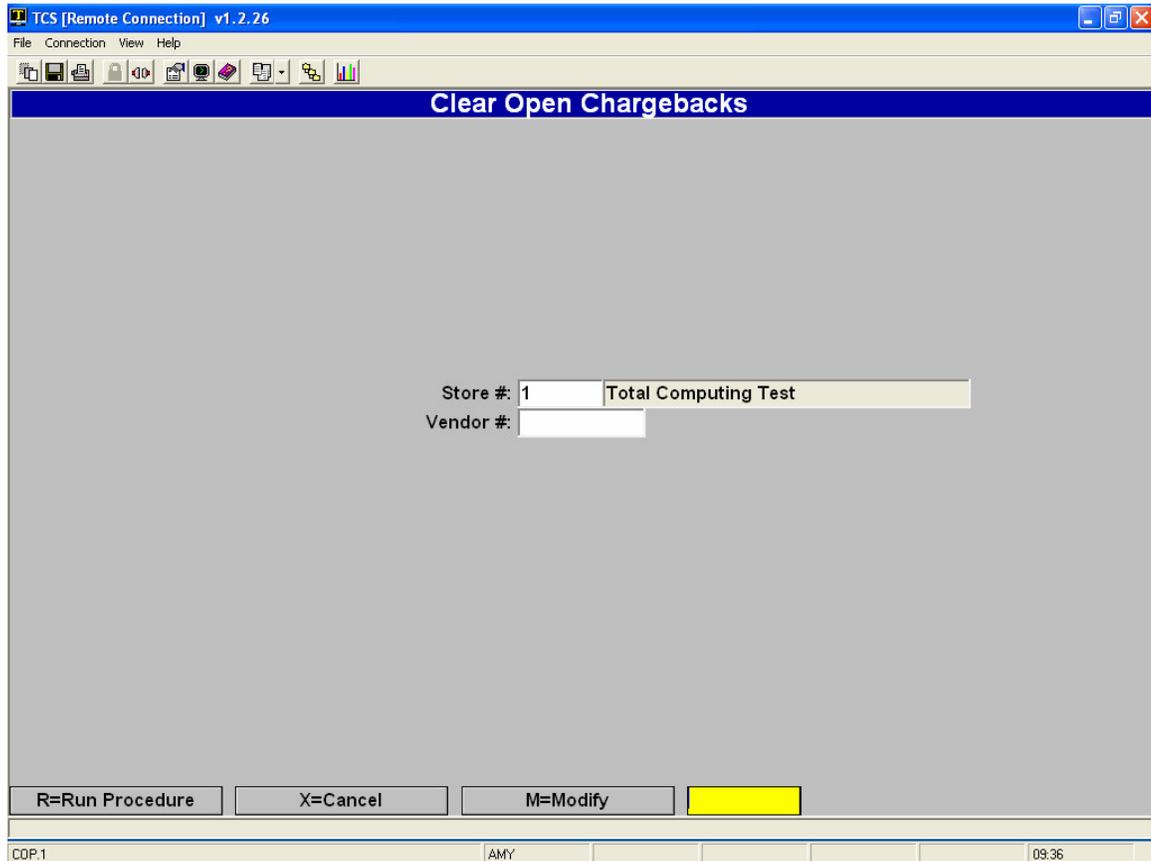


2. The **Store** field is automatically filled with the default store. To change it, enter “M” followed by the store number.
3. Enter “R” to print the report or “X” to Cancel.

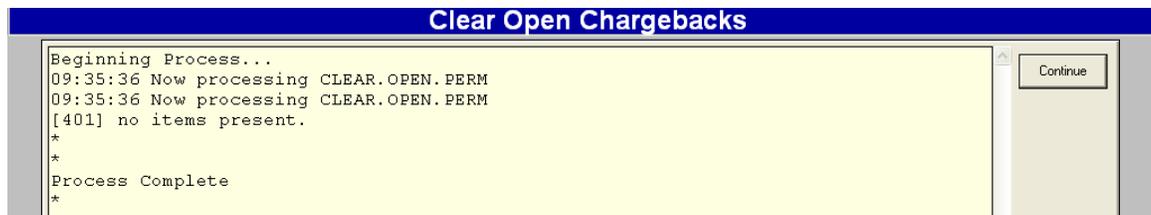
Clearing Open Chargebacks (TX-4-1-25)

To delete Chargebacks that have not yet been printed & posted, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Returns** option and the **Clear Open Chargebacks** option to get to the Clear Open Chargebacks screen (TX-4-1-25).



2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Vendor** field, enter the vendor for which you want to delete open chargebacks. For all vendors, leave this field blank.
4. Enter "R" to run the process, "X" to Cancel, or "M" to Modify.
5. If you choose to run the process, you will get this screen. Click "Continue" to exit.



Printing a List of Chargebacks (TX-4-1-26)

To print a list of Chargebacks, follow these steps.

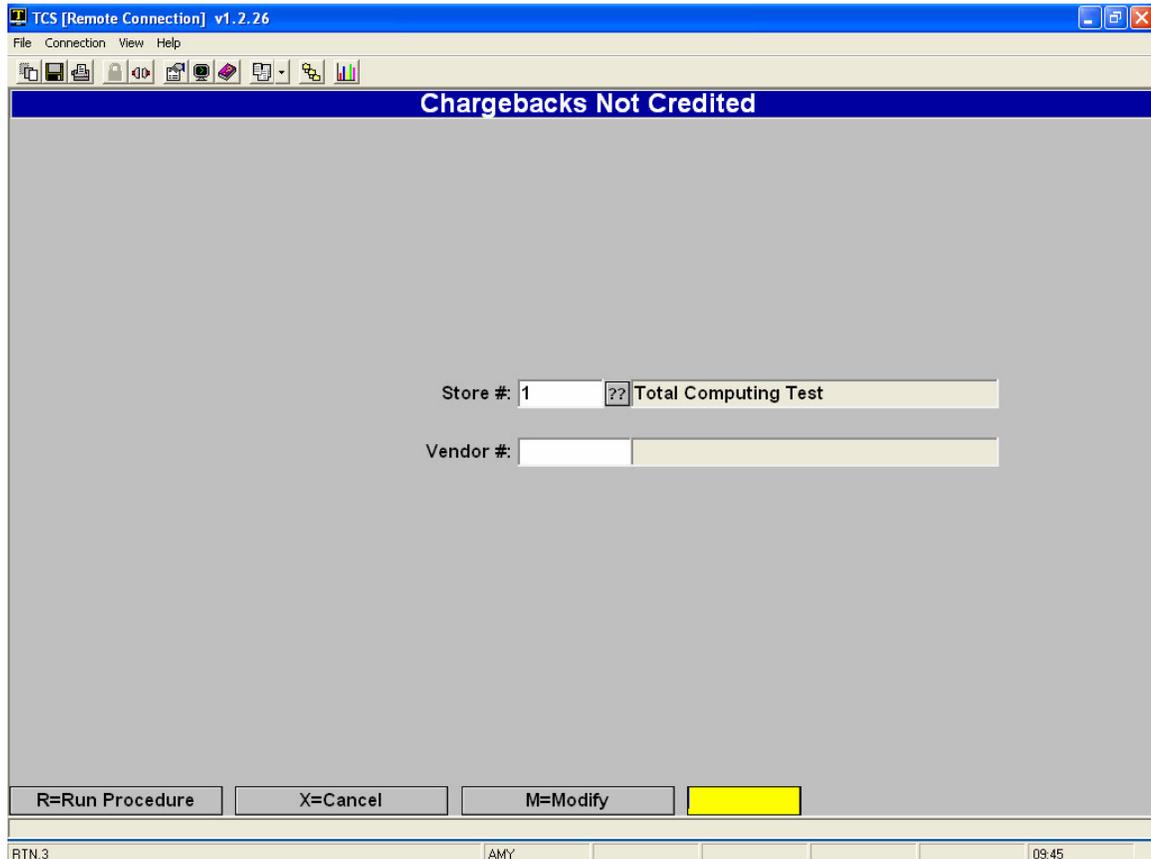
1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Returns** option and the **Chargeback List** option to get to the Chargeback Listing Report screen (TX-4-1-26).

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Chargeback Printed** field, enter "Y" if you want to include only chargebacks that have been printed. Otherwise, enter "N".
4. In the **Chargeback Date** field, enter the earliest date that you want to include. If you don't wish to limit by date, leave this field blank.
5. In the **Vendor Number** field, enter the vendor that you want to include. If you don't wish to limit by vendor, leave this field blank.
6. In the **Chargeback Term** field, enter the term that you want to include. If you don't wish to limit by term, leave this field blank.
7. In the **Permission Required** field, enter "Y" if you want to print only chargebacks that require permission. Otherwise, enter "N".
8. Enter "R" to run the process, "X" to Cancel, or "M" to Modify.

Printing a List of Chargebacks Not Credited (TX-4-1-27)

To print a list of Chargebacks that have not had credit applied to them, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Returns** option and the **Chargebacks Not Credited** option to get to the Chargebacks Not Credited screen (TX-4-1-27).



2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Vendor** field, enter the vendor that you want to include. If you don't wish to limit by vendor, leave this field blank.
4. Enter "R" to run the process, "X" to Cancel, or "M" to Modify.
5. Below is a sample list:

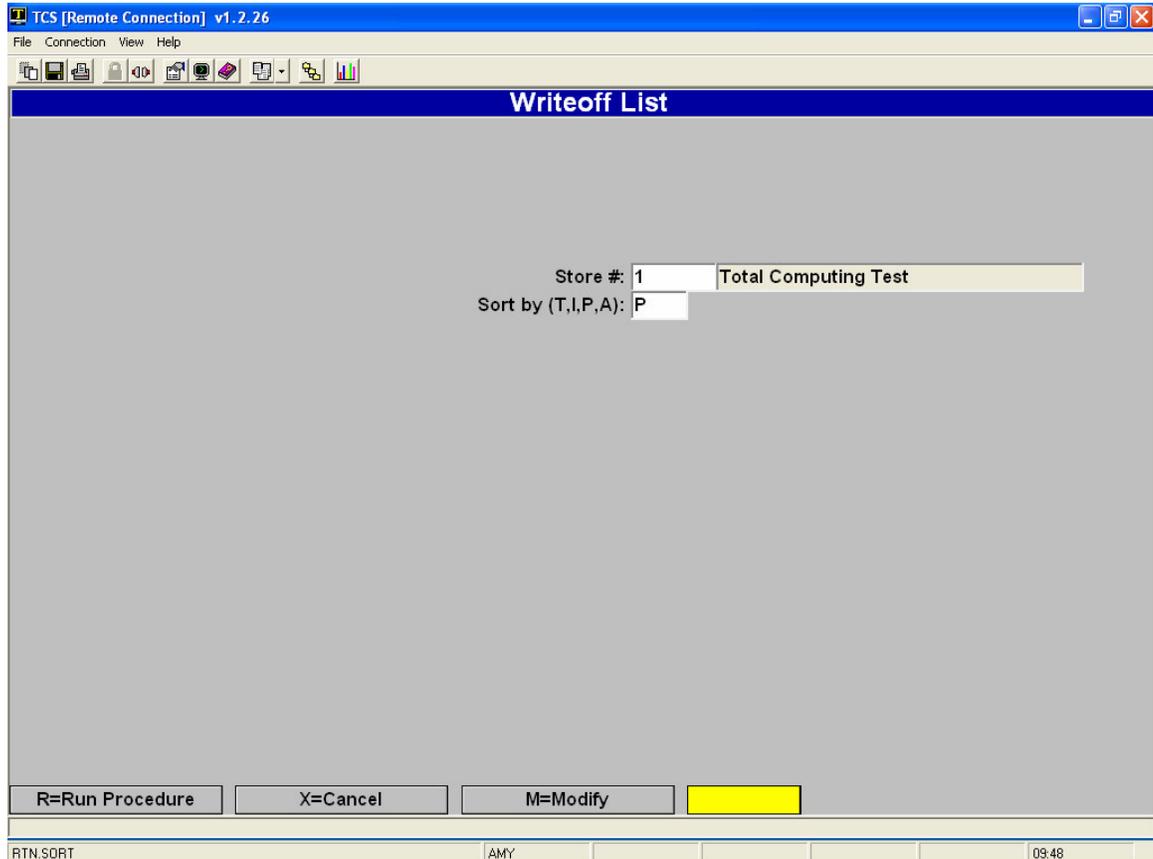
```

09:43:33  14 Mar 2006                                Total Computing Test
CREDIT.OPEN                                         Chargebacks not Credited
                                                    CHARGEBACK   PICK
Chargeback #... VENDOR.... VEND NAME.....          DATE     DATE
RTN1484       1000      NEBRASKA BOOK COMPANY          03/14/06
    
```

Writeoff List (TX-4-1-28)

To print a writeoff list, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Returns** option and the **Writeoff List** option to get to the Writeoff List screen (TX-4-1-27).



2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??" in the **Store** field.
3. In the **Sort by (T,I,P,A)** field, enter "T" to sort by title, "I" to sort by ISBN, "P" to sort by publisher or "A" to sort by author.
4. Enter "R" to run the process, "X" to Cancel, or "M" to Modify.
5. Below is a sample list:

```

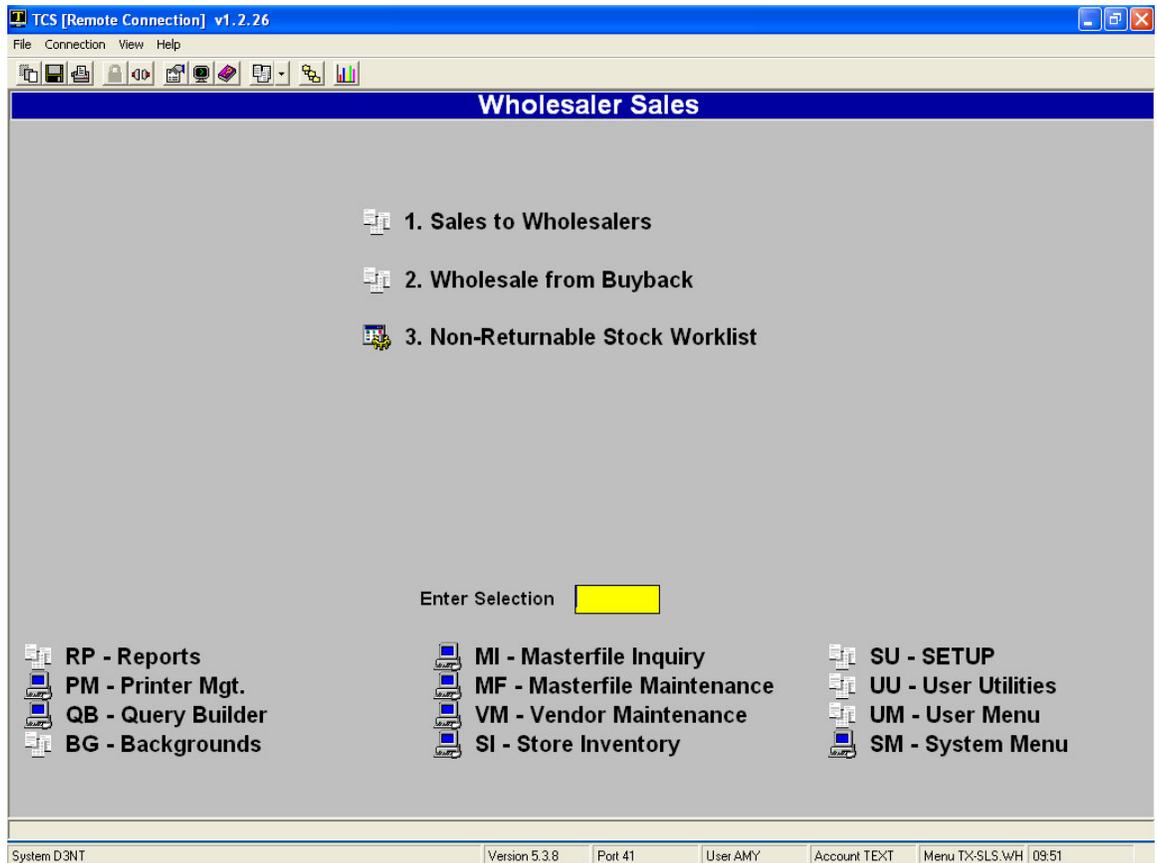
09:46:14 14 Mar 2006
TX.RTN.OFF.RPT
Total Computing Test
No Wholesale Value books (Write-Off) List

```

ISBN.....	AUTHOR.....	Title.....	Pub Code.....	QOH	QOH
				New	Used
0-8400-0309-9		USED/EFFECTIVE COMM		0	2
0-8400-3951-4	HELLO	DUDE	0000072	20	60
0-8400-3961-1	WARNER	BONDS THAT MAKE US FREE	0000072	10	10
0-8400-4021-0	TR.TOLKEN	WHAT A TITLE	0000072	15	0
0-8400-4022-9	JAKE THE SNAKE	SNAKES OF THE WEST	0000072	30	0
0-8400-8734-9	HAL HENDERSON	HAL HENDERSON	0000072	0	3

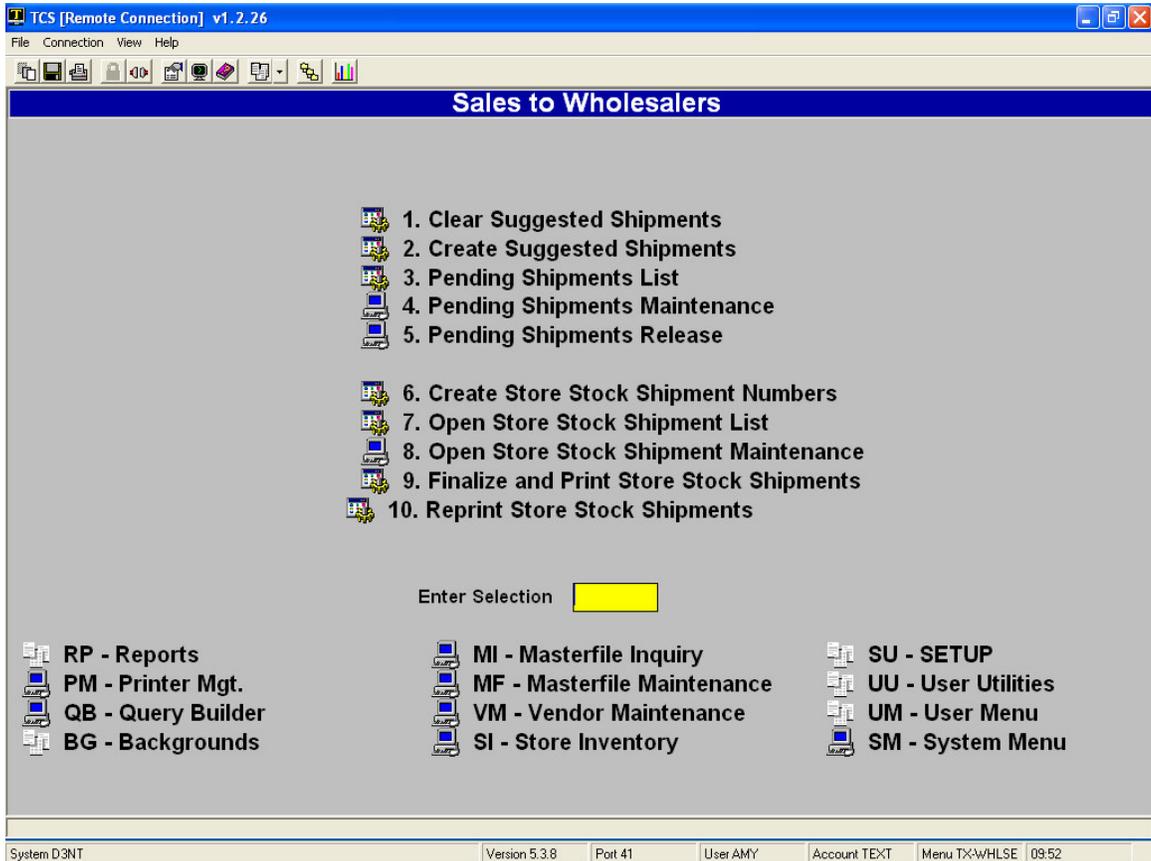
Sales to Wholesalers (TX-4-2)

The Sales to Wholesalers menu contains functions dealing with the sale of books to textbook wholesalers. This section covers these functions.



Sales to Wholesalers (TX-4-2-1)

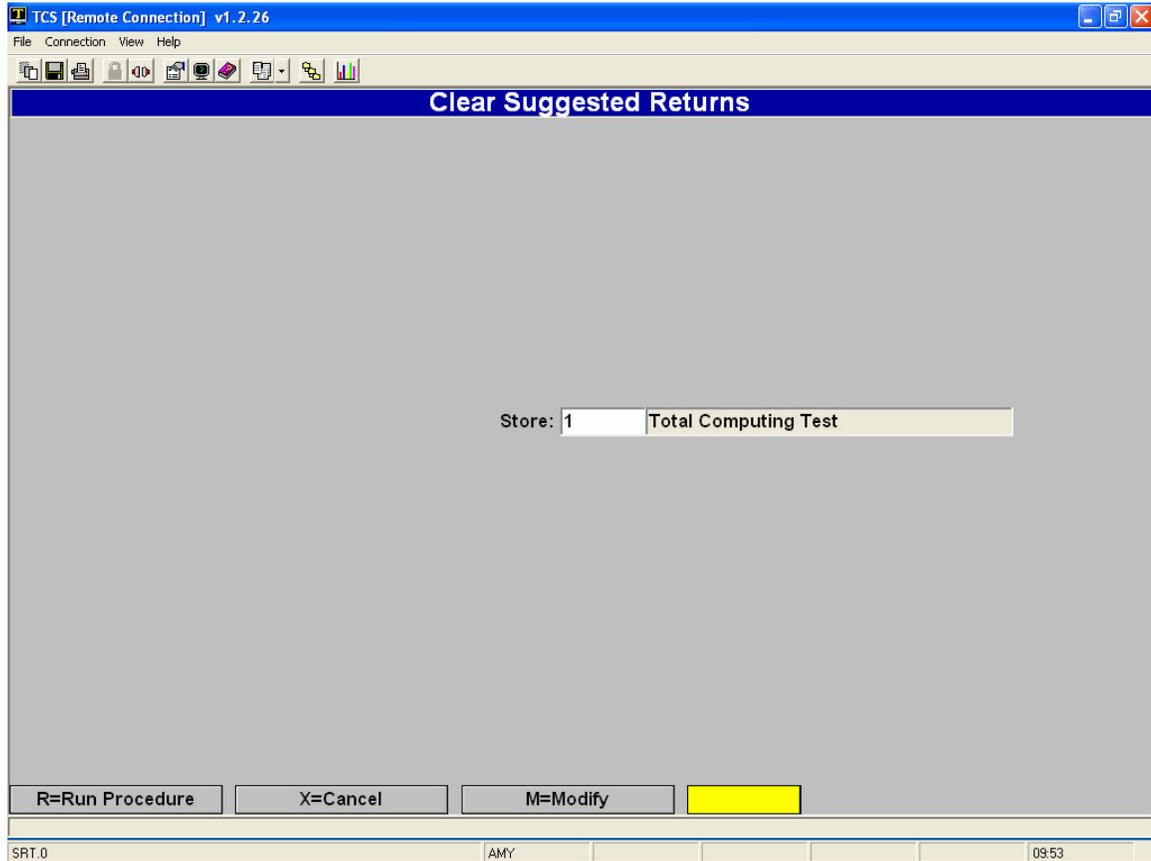
The Sales to Wholesalers Menu contains functions dealing with the sales of textbooks that you have in your inventory. This section covers these functions.



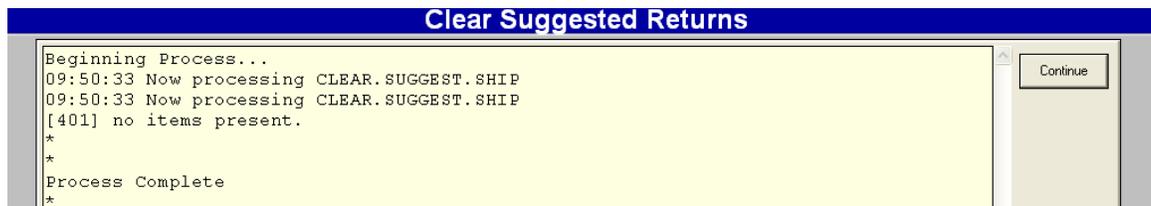
Clearing Previously Suggested Sales to Wholesalers (TX-4-2-1-1)

Before the CourseTrak system can suggest sales to wholesalers, you must clear any sales it has previously suggested. To do so, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Sales to Wholesalers** option, the **Sales to Wholesalers** option, and the **Clear Suggested Shipments** option to get to the Clear Suggested Returns screen (TX-4-2-1-1).



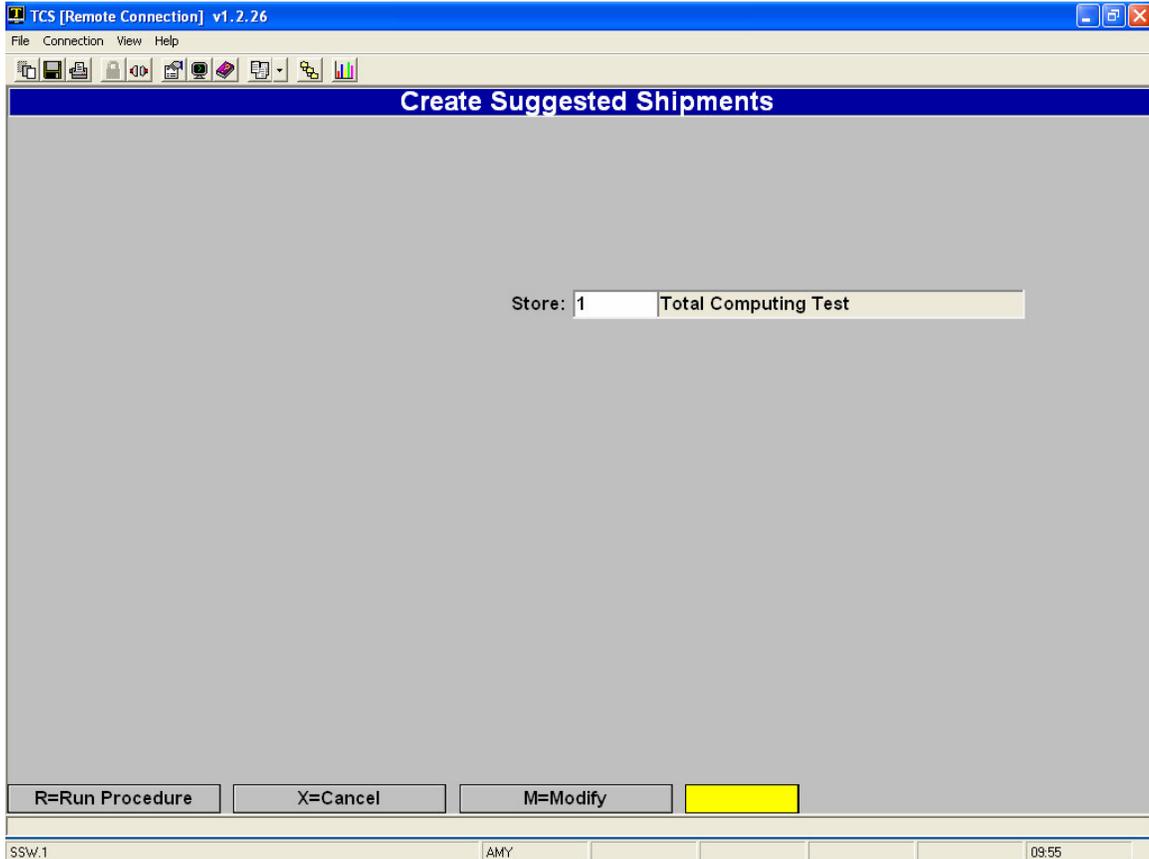
2. The **Store** field is automatically filled with the default store. To change it, enter “M” followed by the store number.
3. Enter “R” to clear suggested returns, or “X” to Cancel.
4. If you choose to clear previously suggested sales, you will get the following screen. Click “Continue” to exit.



Creating Suggested Shipments (TX-4-2-1-2)

To create suggested sales to wholesalers, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Sales to Wholesalers** option, the **Sales to Wholesalers** option and the **Create Suggested Shipments** option to get to the Create Suggested Shipments screen (TX-4-2-1-2).



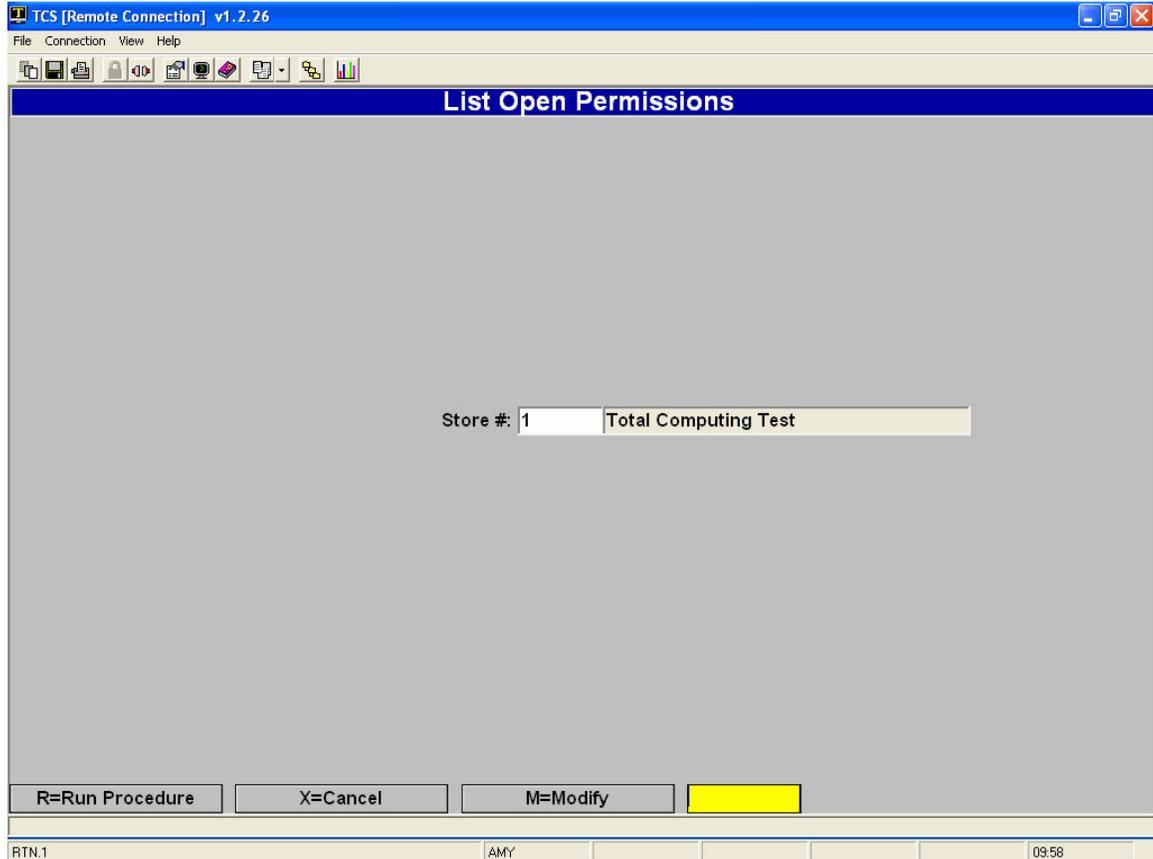
2. The **Store** field is automatically filled in with the default for the user. To change it, enter "M" followed by the new store number.
3. Enter "R" to run the process, or "X" to Cancel.
4. If you choose to run the process, you will get the following screen. Click "Continue" to exit.



Printing a Pending Shipments List (TX-4-2-1-3)

To print a list of pending shipments to wholesalers, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Sales to Wholesalers** option, the **Sales to Wholesalers** option and the **Pending Shipments List** option to get to the List Open Permissions screen (TX-4-2-1-3).



2. The **Store** field is automatically filled in with the default for the user. To change it, enter "M" followed by the new store number.
3. Enter "R" to run the process, or "X" to Cancel.
4. Below is a sample list:

09:55:20 14 Mar 2006		Total Computing Test										PAGE 1
TX.PRINT.PRF.SSW		Pending Returns										TEXT
ST	ISBN	AUTHOR	VENDOR	NEW	USED	NEW	USED	UNIT	UNIT	EXTENDED	EXTENDED	
W	0-06-501033-7	ANDERSON	0040219-FOLLETT	0	0	10		2.00		20.00		
		SITTING BULL	COLLEGE BOOK CO.									
W	0-07-041690-7	HETCALF	0040219-FOLLETT	0	0	1		10.00		10.00		
		WASTEWATER ENGR.:TRE	COLLEGE BOOK CO.									
W	0-13-651985-7	TROYKA	0040219-FOLLETT	0	0	5		12.50		62.50		
		STEPS IN COMPOSITION	COLLEGE BOOK CO.									
W	0-13-682865-5	BARKER	0040219-FOLLETT	0	0	125		5.00		625.00		
		POLICE SYSTEMS+PRACT	COLLEGE BOOK CO.									
W	0-14-015018-8	FAULKNER	0040219-FOLLETT	0	0	41		2.00		82.00		
		PORTABLE FAULKNER	COLLEGE BOOK CO.									

Pending Shipments Maintenance (TX-4-2-1-4)

To modify the pending sales to wholesalers for any given book, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Sales to Wholesalers** option, the **Sales to Wholesalers** option, and the **Pending Shipments Maintenance** option to get to the Pending Shipments Maintenance screen (TX-4-2-1-4).

The screenshot shows the 'Pending Shipments Maintenance' window. The title bar reads 'TCS [Remote UniVerse] v1.2.26'. The menu bar includes 'File', 'Connection', 'View', and 'Help'. The window title is 'Pending Shipments Maintenance'. The form contains the following fields and values:

- STORE: 1 (Total Computing Test)
- ISBN: 0-06-501033-7 (??)
- Author/Mfr: ANDERSON
- Seq: 1
- Title/Desc: SITTING BULL (P)
- Status: A (??) ACTIVE
- Quantity New: 5
- Quantity Used: 4
- Reason: O (??) OVER STOCK
- New Unit Price: 10.00
- New Ext. Price: 50.00
- Used Unit Price: 5.00
- Used Ext. Price: 20.00
- Retail Price: 0.00
- Retail Ex Price: 0.00

At the bottom, there are buttons: '>=Save', '<X>=Cancel', '<M>=Modify', and a yellow button. The status bar at the bottom shows 'SSW.0', 'AMY', and '10.04'.

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **ISBN** field, enter the ISBN for the book you want to select. If you aren't sure of the ISBN, you can search for it by entering "[AUTHOR]/", "[TITLE]", or "[AUTHOR]/[TITLE]".
4. In the **Seq** field, enter the sequence number for the shipment. In most cases, this value will be "1".
5. In the **Status** field, enter the status for the shipment. For a list of possible status codes, enter "??".
6. In the **Quantity New** field, enter the number of new books you wish to sell to the wholesaler.
7. In the **Quantity Used** field, enter the number of used books you wish to sell to the wholesaler.

8. In the **Reason** field, enter the reason code for the sale. For a list of possible reason codes, enter “??”.
9. In the **New Unit Price** field, enter the price for a single new book. The **New Ext. Price** field is calculated automatically.
10. In the **Used Unit Price** field, enter the price for a single used book. The **Used Ext. Price** field is calculated automatically.
11. Press the [ENTER] key to save the pending shipment, “X” to cancel the changes, or “M” to Modify.

Pending Shipments Release (TX-4-2-1-5)

To create final shipments from pending shipments, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Sales to Wholesalers** option, the **Sales to Wholesalers** option and the **Pending Shipments Release** option to get to the Pending Shipments Release screen (TX-4-2-1-5).

TCS [Remote Connection] v1.2.26

File Connection View Help

Pending Shipments Release

Store: 1 Total Computing Test

Wholesaler: 0040219 FOLLETT COLLEGE BOOK CO.

#	PENDING ID.ISBN	AUTHOR	TITLE	STATUS

=Save X=Cancel M=Modify

Cancel

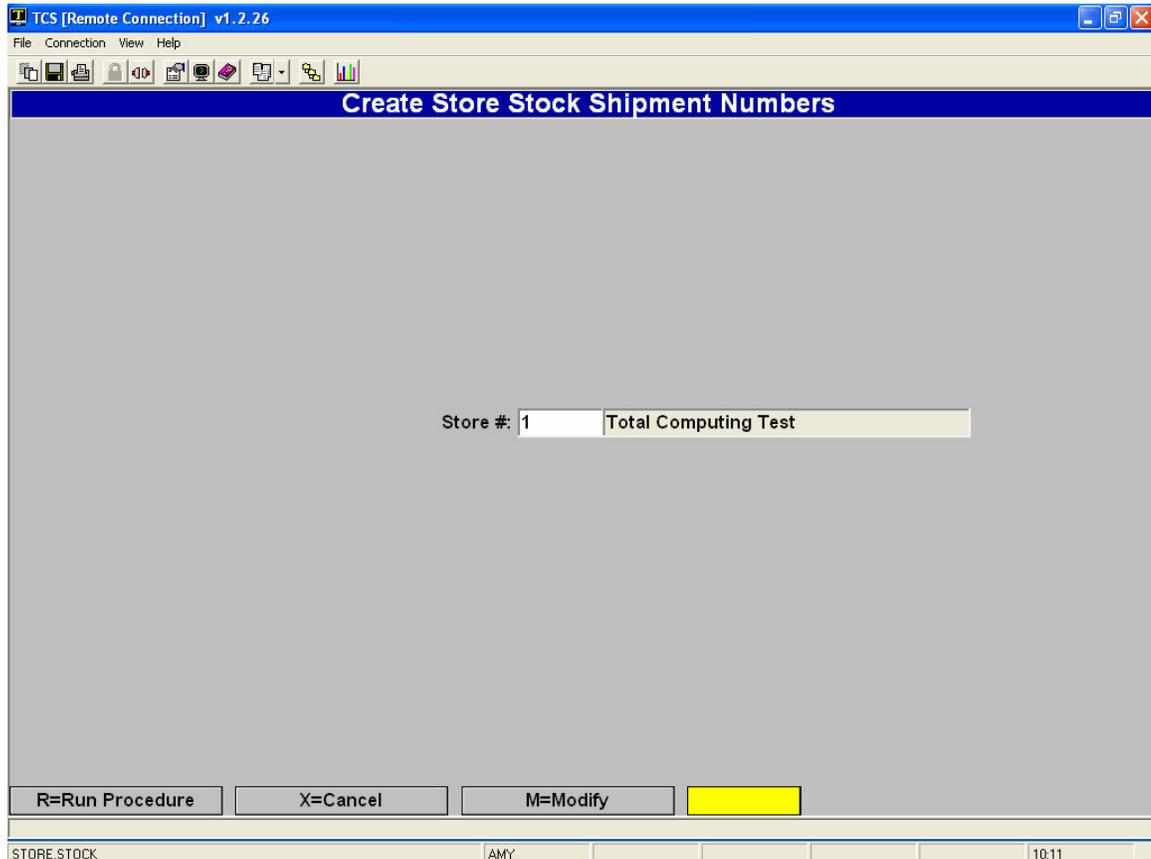
SSW/V AMY 10:12

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Wholesaler** field, enter the wholesaler you wish to sell the books to. For a list of wholesalers, enter "??".
4. In the **PENDING ID.ISBN** fields, enter the ISBNs for the books you wish to sell. If you aren't sure of the ISBNs, you can search for them by entering "[AUTHOR]/", "[TITLE]", or "[AUTHOR]/[TITLE]".
5. Press [ENTER] to create the shipments, "X" to Cancel, or "M" to Modify.

Creating Store Stock Shipment Numbers (TX-4-2-1-6)

To create shipment numbers for your store stock sales to wholesalers, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Sales to Wholesalers** option, the **Sales to Wholesalers** option and the **Create Store Stock Shipment Numbers** option to get to the Create Store Stock Shipment Numbers screen (TX-4-2-1-6).

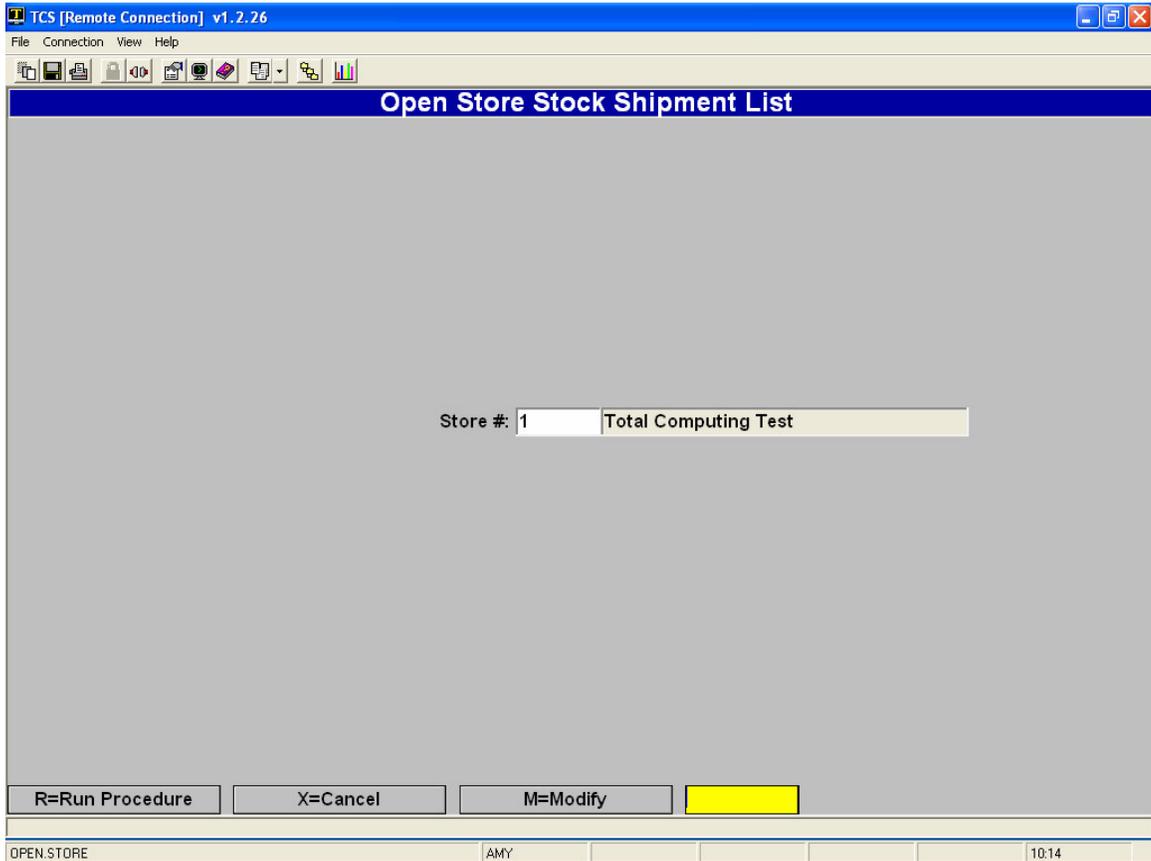


2. The **Store** field is automatically filled in with the default for the user. To change it, enter "M" followed by the new store number.
3. Enter "R" to run the process, or "X" to Cancel.

Printing the Open Store Stock Shipment List (TX-4-2-1-7)

To print the open store stock shipment list, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Sales to Wholesalers** option, the **Sales to Wholesalers** option and the **Open Store Stock Shipment List** option to get to the Open Store Stock Shipment List screen (TX-4-2-1-7).



2. The **Store** field is automatically filled in with the default for the user. To change it, enter "M" followed by the new store number.
3. Enter "R" to run the process, or "X" to Cancel.

Pending Store Stock Shipments Maintenance (TX-4-2-1-8)

To modify the pending store stock shipments, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Sales to Wholesalers** option, the **Sales to Wholesalers** option, and the **Open Store Stock Shipment Maintenance** option to get to the Open Store Stock Shipment Maintenance screen (TX-4-2-1-8).

Open Store Stock Shipment Maintenance

Store #: 1 Total Computing Test
 Shipping #: 1008 ??
 Vendor: 1000 ?? NEBRASKA BOOK COMP

Inventory Adjusted: Ship List Printed: Y

#	ISBN	Quantity		New		Used		Retail	
		New	Used	Price	Extended	Price	Extended	Unit	Extended
1	0-14-043135-7	5	6	10.00	50.00	5.00	30.00	0.00	0.00
	HARDY								
2									

=Save L=Lineitems M=Modify

SSW.3 AMY 10.23

2. The **Store** field is automatically filled in with the default for the user. To change it, enter "M" followed by the new store number.
3. In the **Shipping #** field, enter the store stock shipment number. For a list of shipping #s, enter "??" or enter "." to create a new shipping #.
4. In the **Vendor** field, enter the vendor you want to send store stock shipments to. For a list of vendors, enter "??".
5. From the command line, enter "L" and the number of the line item to edit individual books. You will then be taken to the Store Stock to Wholesalers Maintenance screen.

The screenshot shows a software window titled "TCS [Remote Connection] v1.2.26" with a menu bar (File, Connection, View, Help) and a toolbar. The main area is titled "Store Stock to Wholesalers Maintenance".

Fields and values shown:

- SRDF#: 1*1008.1
- ISBN: 0-14-043135-7
- Author/Mfgr: HARDY
- Title/Desc: TESS OF THE D'URBERVILLES (INTRO: ALVAREZ)
- Status: S ?? Suggested for Return
- Quantity New: 5
- Quantity Used: 6
- Reason: ??
- New Unit Price: 10.00
- New Ext. Price: 50.00
- Used Unit Price: 5.00
- Used Ext. Price: 30.00
- Retail Price: 0.00
- Retail Ex Price: 0.00

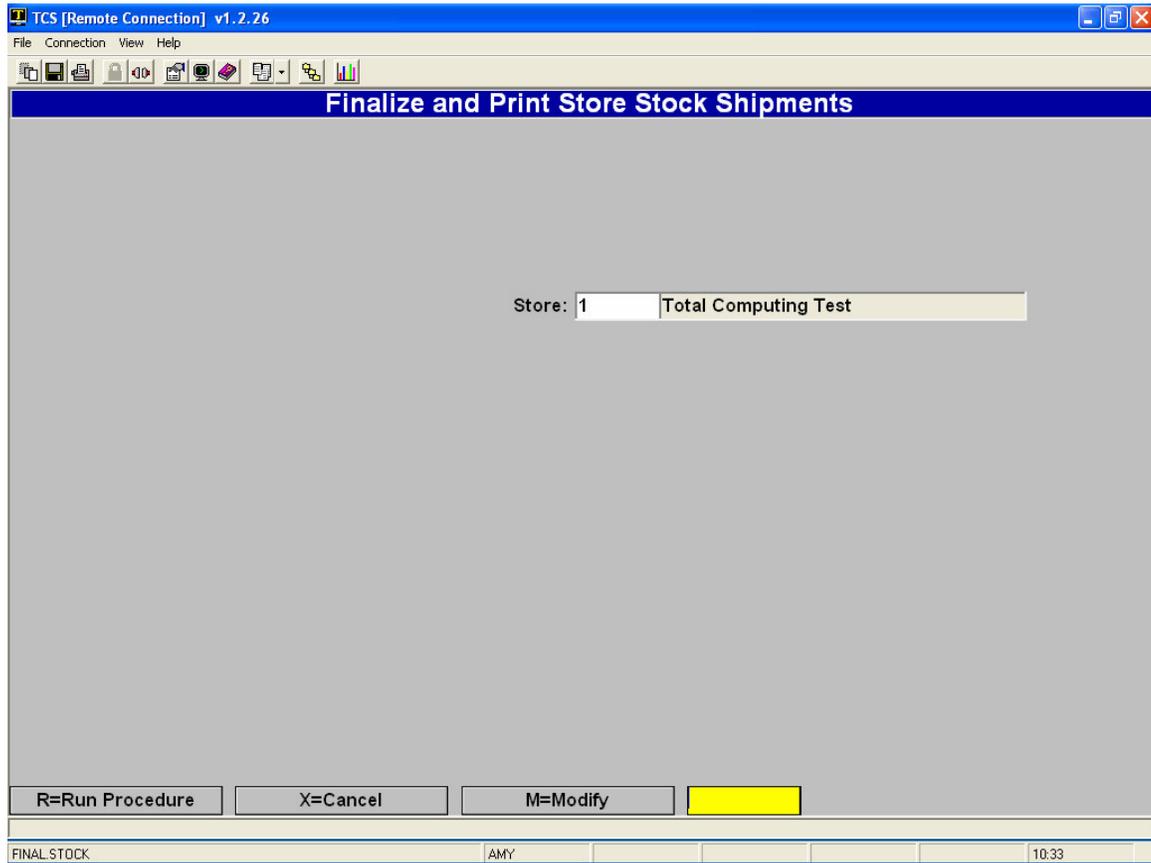
At the bottom, there are buttons: =Save, X=Cancel, M=Modify, and a yellow button. The status bar at the very bottom shows "SSW.4", "AMY", and "10:29".

6. After you have made the needed changes to each item, press [ENTER] to return to the Open Store Stock Shipment Maintenance screen.
7. Press [ENTER] to save.

Finalizing & Printing Store Stock Shipments (TX-4-2-1-9)

To print finalize and store stock shipments, which also updates your inventory to reflect the books that you are selling to wholesalers, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Sales to Wholesalers** option, the **Sales to Wholesalers** option and the **Finalize and Print Store Stock Shipments** option to get to the Finalize and Print Store Stock Shipments screen (TX-4-2-1-9).



2. The **Store** field is automatically filled in with the default for the user. To change it, enter "M" followed by the new store number.
3. Enter "R" to run the process, or "X" to Cancel.

Reprinting Store Stock Shipments (TX-4-2-1-10)

To reprint a store stock shipment, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Sales to Wholesalers** option, the **Sales to Wholesalers** option and the **Reprint Store Stock Shipments** option to get to the Reprint Store Stock Shipments screen (TX-4-2-1-10).

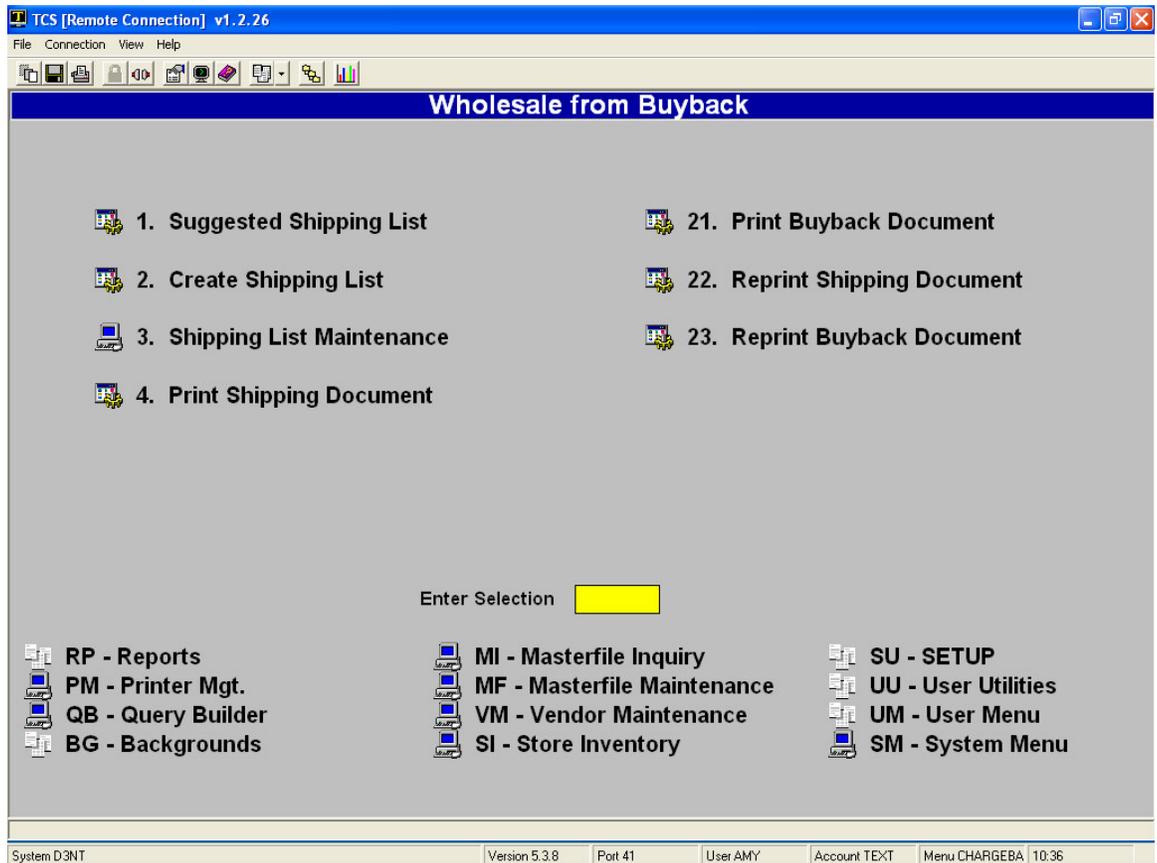
The screenshot shows a software window titled "TCS [Remote Connection] v1.2.26". The window has a menu bar with "File", "Connection", "View", and "Help". Below the menu bar is a toolbar with various icons. The main content area is titled "Reprint Store Stock Shipments" and contains the following fields and buttons:

- Store #:** A text box containing the number "1".
- Total Computing Test:** A text box containing the text "Total Computing Test".
- First Shipment:** An empty text box.
- Last Shipment:** An empty text box.
- Buttons:** Four buttons are located at the bottom of the main area: "R=Run Procedure", "X=Cancel", "M=Modify", and a yellow button.
- Status Bar:** At the bottom of the window, a status bar displays "REPRINT.SHIP.LIST", "AMY", and "10:34".

2. In the **Store** field, enter the store for which you want to reprint shipments.
3. In the **First Shipment** field, enter the first stock shipment number you want to reprint. For all shipments, leave this field blank.
4. In the **Last Shipment** field, enter the last stock shipment number you want to reprint. For all shipments, leave this field blank.
5. Enter "R" to reprint the shipments, "X" to Cancel, or "M" to Modify.

Wholesale from Buyback (TX-4-2-2)

If you buy back books to sell to wholesalers, you can use the functions in the Wholesale from Buyback menu to ship them to the wholesaler. This section covers these functions.



Creating a Suggested Shipping List (TX-4-2-2-1)

To create a suggested list of buyback items that should be sent to a wholesaler, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Sales to Wholesalers** option, the **Wholesale from Buyback** option, and the **Suggested Shipping List** option to get to the Print Shipping Lists screen (TX-4-2-2-1).

The screenshot shows a window titled 'TCS [Remote Connection] v1.2.26'. The main area is titled 'Print Shipping Lists'. It contains two input fields: 'Store: 1' followed by a dropdown menu showing '??' and 'Total Computing Test', and 'Amount Greater Than: 0.00'. At the bottom of the window, there are four buttons: 'R=Run Procedure', 'X=Cancel', 'M=Modify', and a yellow button. A status bar at the very bottom of the window displays 'REVSHIP', 'AMY', and '10:39'.

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Amount Greater Than** field, enter the minimum wholesale that you want to include. Books with a value less than this will not be included.
4. Enter "R" to run the process, "X" to Cancel, or "M" to Modify.
5. On the next page is a sample suggested shipping list.

10:36:49 14 Mar 2006		Total Computing Test				PAGE	1	
REVSHIP		Review Shipping List					TEXT	
ISBN.....	Author.....	TITLE.....	Ed	CpYr	Whsle..... ..Qty	Whsle ..Qty	Whse Price	EXTENDED PRICE
0-8053-7146-X	CAMPBELL	BIOLOGY (W/CD)	7	2005	FOLLETT	12	43.00	731.00
					MISSOURI	2		
					TICHENOR	2		
					SOUTH	0		
					BUDGET	1		
0-8053-7473-6	CAMPBELL	ESSENTIAL BIOLOGY (W/CD)	2	2004	FOLLETT	1	20.00	160.00
					BUDGET	2		
					MISSOURI	1		
					SOUTH	0		
					TICHENOR	4		
0-07-053966-9	ROSEN	DISCRETE MATH.+ITS APPL.-STUD.SOLN.GDE.	3RD	95	MBS	1	7.00	147.00
					NEBRASKA	9		
						2		
					MISSOURI	0		
					FOLLETT	8		
						1		
0-7895-6185-9	SHELLY	DISCOVERING COMPUTERS 2002: COMPLETE (P)		01	FOLLETT	6	21.95	197.55
					MISSOURI	0		
					NEBRASKA	0		
					TICHENOR	3		
					SOUTH	0		
0-13-021028-5	THOMAS	CALCULUS			SOUTH	1	10.00	60.00
					MISSOURI	0		
					FOLLETT	5		
0-534-39287-3	WICAMDER	HISTORICAL GEOLOGY (W/CD) (P)	4	2004	NEBRASKA	2	28.00	308.00
					FOLLETT	3		
					TICHENOR	2		
					SOUTH	1		
					BUDGET	3		
TOTAL						====	72	1,603.55
								=====

Creating a Shipping List (TX-4-2-2-2)

To create a shipping lists by wholesaler, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Sales to Wholesalers** option, the **Wholesale from Buyback** option, and the **Create Shipping List** option to get to the Create Shipping Lists screen (TX-4-2-2-2).

#	Wholesaler List	Wholesaler Name
1	FCR	FOLLETT COLLEGE BOOK CO.
2	NBC	NEBRASKA BOOK COMPANY
3		

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Amount Greater Than** field, enter the minimum wholesale that you want to include. Books with a value less than this will not be included.
4. In the **Wholesaler List** field, enter the wholesaler(s) you desire to ship books to.
5. Enter "R" to run the process, "X" to Cancel, or "M" to Modify.
6. If you choose to run the process, you will get the following screen. Click "Continue" to exit.

```

Beginning Process...
10:42:36 Now processing BB.CHARGEBACK
10:42:36 Now processing BB.CHARGEBACK
[404] 48 items selected out of 1361 items.
*
*
Process Complete
*
    
```

Shipping List Maintenance (TX-4-2-2-3)

To make changes to a wholesaler shipping list, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Sales to Wholesalers** option, the **Wholesale from Buyback** option and the **Shipping List Maintenance** option to get to the Shipping List Maintenance screen (TX-4-2-2-3).

TCS [Remote Connection] v1.2.26

File Connection View Help

Shipping List Maintenance

Store: 1 ?? Total Computing Test

Document #: 1486 ?? Total Extended Price: 0.00

Vendor: 1003 ?? FOLLETT COLLEGE BOOK CO. Total Qty: 0

###	ISBN	Author	Edtn	CpYr	Publisher	Sugg Qty	Qty	Price	Extended Price
1	0-06-090479-8	HOMER		67	HARPERCOLLINS PU	0	0	1.00	0.00
	ODYSSEY OF HOMER								
2	0-06-092701-1	ERDRICH		95	HARPERCOLLINS PU	0	0	1.00	0.00
	BLUE JAY'S DANCE								
3	0-07-003212-2	BAILEY	2	86	MCGRAW-HILL BOOK	0	0	30.00	0.00
	BIOCHEMICAL ENGINEERING FUNDAMENTALS								
4	0-07-255134-8	LOCKER	6	03		0	0	28.00	0.00
	BUSINESS & ADMINISTRATIVE COMMUNICATION (W/CD) BUSINESS & ADMINISTRATIVE COMMUN								
5*	0-13-287640-X	DECKER		96	PRENTICE-HALL INC	0	0	4.00	0.00
	CALCULUS (PRELIM ED) (P)								

=Save X=Cancel M=Modify S=Sort I=ISBN Search

SHIP.MAINT AMY 10:50

2. The **Store** field is automatically filled in with the default for the user. a list of stores, enter "??".
3. In the **Document** field, enter the document number you'd like to modify. If you are creating a new document, enter ".". For a list of documents, enter "??".
4. In the **ISBN** field, enter the ISBN of the book you're returning. If you're not sure of the ISBN, you can search for the book by entering "[AUTHOR]/", "[TITLE]" or "[AUTHOR]/[TITLE]".
5. In the **Qty** field, enter the quantity of books you'd like to sell to the wholesaler.
6. From the command line, enter "S" to sort by author or title, or enter "I" to search by ISBN.
7. Press [ENTER] to save the shipping list, "X" to Cancel, or "M" to Modify.

Printing a Shipping Document (TX-4-2-2-4)

To print a shipping document for the books you are selling to a wholesaler, follow these steps.

1. From the CourseTrak Main Menu, select the **Returns** option followed by the **Sales to Wholesalers** option, the **Wholesale from Buyback** option, and the **Print Shipping Document** option to get to the Chargebacks Not Credited screen (TX-4-2-2-4).

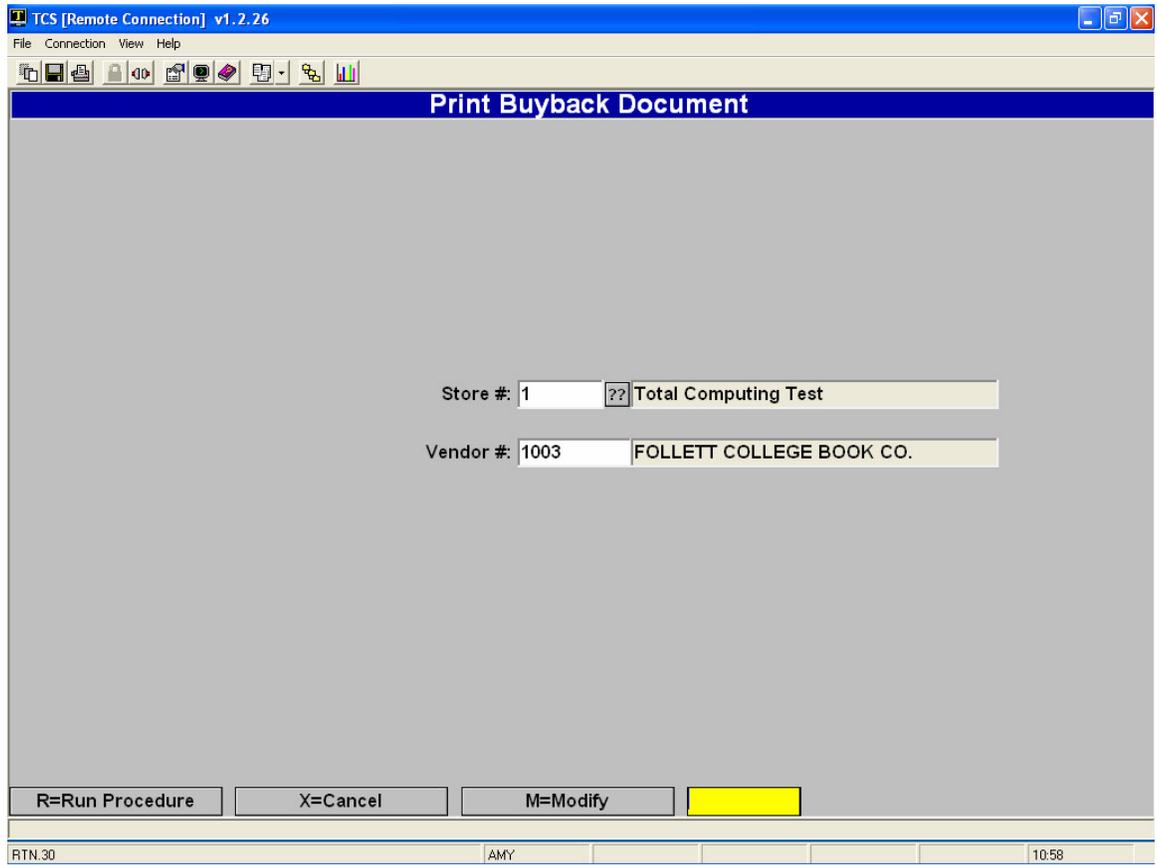
The screenshot shows a window titled "TCS [Remote Connection] v1.2.26" with a menu bar (File, Connection, View, Help) and a toolbar. The main area has a blue header "Chargebacks Not Credited". Below this, there are two rows of input fields:

- Store #: 1 [??] Total Computing Test
- Vendor #: 1003 FOLLETT COLLEGE BOOK CO.

At the bottom of the main area, there are four buttons: "R=Run Procedure", "X=Cancel", "M=Modify", and a yellow button. A status bar at the very bottom contains the text "RTN.3", "AMY", and "10:53".

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Vendor** field, enter the wholesaler to which you are returning books.
4. Enter "R" to run the process, "X" to Cancel, or "M" to Modify.

Printing a Buyback Document (TX-4-2-2-21)



Reprinting a Shipping Document (TX-4-2-2-22)

TCS [Remote Connection] v1.2.26

File Connection View Help

Reprint Shipping Document

Store: 1 ?? Total Computing Test

First Return:

Last Return:

R=Run Procedure X=Cancel M=Modify

BB.REPRINT.PARMS AMY 11:00

Reprinting a Buyback Document (TX-4-2-2-23)

TCS [Remote Connection] v1.2.26

File Connection View Help

Reprint Buyback Document

Store: 1 ?? Total Computing Test

First Return:

Last Return:

R=Run Procedure X=Cancel M=Modify

BUYBACK.DOC AMY 11:01

Printing a Non-Returnable Stock Worklist (TX-4-2-3)

To print a list of items you have on hand that cannot be sold to wholesalers, follow these steps.

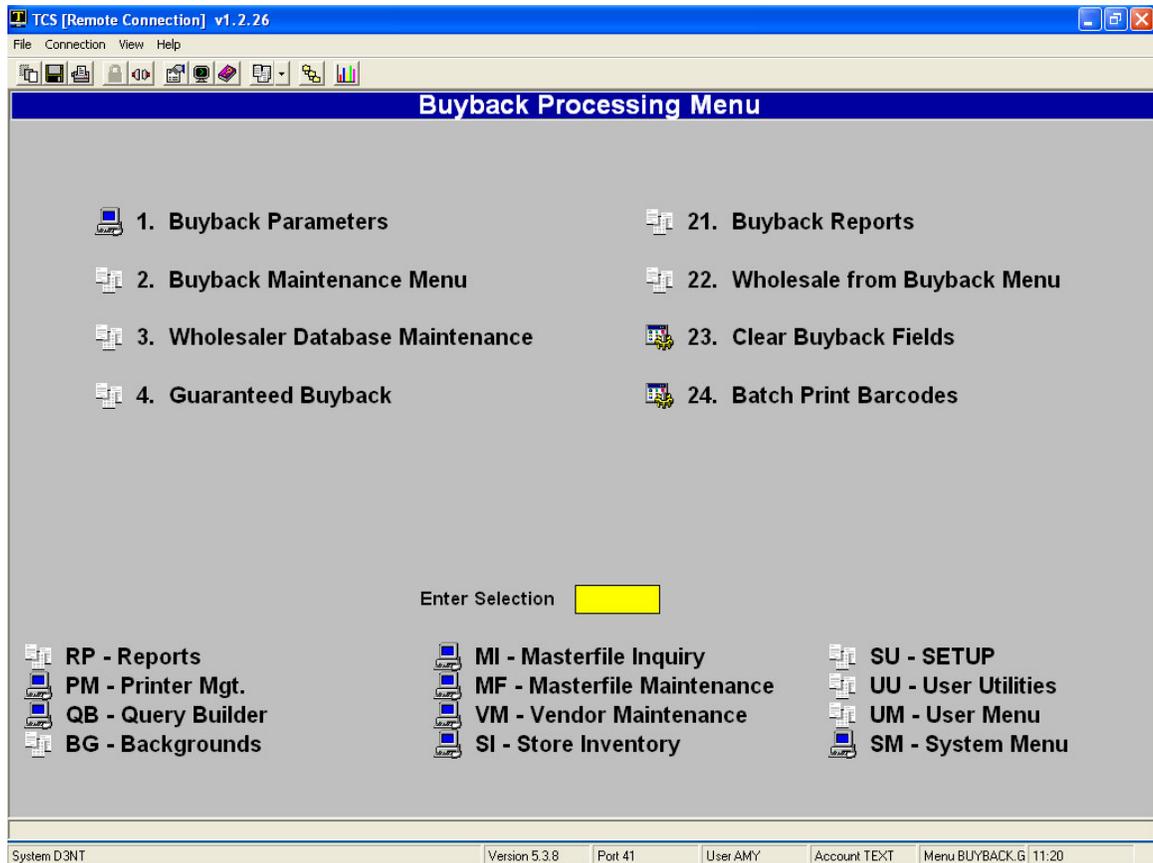
1. From the CourseTrak Main Menu, select the **Returns** option, followed by the **Sales to Wholesalers** option and the **Non-Returnable Stock Worklist** option to get to the Non-Returnable Stock Worklist screen (TX-4-2-3).

2. In the **Store** field, enter the store number for which you wish to print the report. For a list of stores, enter “??”.
3. In the **Sort by (T,I,A)** field, enter “T” to sort by title, “I” to sort by ISBN, or “A” to sort by author.
4. In the **Report Type** field, enter “W” for a wholesale report, “Z” for a zero value report, or “T” for a total report.
5. Enter “R” to print the report, “X” to Cancel, or “M” to Modify.
6. On the next page is a sample non-returnable stock worklist.

10:59:48 14 Mar 2006		Total Computing Test										PAGE 1		
TX.NON.RTN.STOCKLIST		Non-Returnable Stock Report Combined Zero/Wholesale Value										TEXT		
Store: 1 Total Computing Test														
AUTHOR/EDITION/PUBLISHER	ISBN	QOH	QOH	WHS/RT	WHS/RT	WANT	SURP	EXTENDED	NEW	NEW	USED	USED	SHIP	SHIP
TITLENew	Used	NEW...	USED...	...	QTY	WHS/RETL	RETAIL	..WHSE	RETAIL	..WHSE	NEW	USED
BELCH/ 6TH/07	0-07-286614-4	0	3	43.75	35.00			3	105.00	0.00	0.00	267.90	105.00	___
ADVERTISING & PROMOTION				119.10	89.30				267.90					
								3						
								3						
								3						
VERCIL/ 2ND/02	0-02-325340-1	0	2	1.00	1.00			2	2.00	0.00	0.00	18.10	2.00	___
ARNEID (ED COPLEY)				12.10	9.05				18.10					
								2						
								2						
KHAPOYA/ 2ND/13	0-13-745852-5	0	3	13.75	11.00			3	33.00	0.00	0.00	116.55	33.00	___
AFRICAN EXPERIENCE (P)				51.80	38.85				116.55					
								3						
								3						
								3						
HALLE//226	0-226-31366-2	0	7					7	0.00	0.00	0.00	99.75	0.00	___
AMERICA'S WORKING MAN				19.00	14.25				99.75					
								7						
DUNSTAN//03	0-03-035299-1	0	1	7.00	7.00			1	7.00	0.00	0.00	46.55	7.00	___
ANCIENT NEAR EAST (P)				62.10	46.55				46.55					
EMBER/10/13	0-13-091836-9	31	55	30.00	24.00			86	2250.00	2015.00	930.00	1787.50	1320.00	___
ANTHROPOLOGY (W/OUT CD)				65.00	32.50				3802.50					
LEWIS-BECK//8039	0-8039-1494-6	2	0	3.75	3.00			2	7.50	30.90	7.50	0.00	0.00	___
APPLIED REGRESSION (P)				15.45	11.55				30.90					
								2						
								2						
STOKSTAD/ 2ND/13	0-13-145528-1	0	1					1	0.00	0.00	0.00	59.10	0.00	___
ART HISTORY (V1) (W/CD) (R)				78.80	59.10				59.10					
								1						
								1						
GUJARATI/ 4TH/07	0-07-247852-7	0	6	40.00	32.00			6	192.00	0.00	0.00	522.00	192.00	___
BASIC ECONOMETRICS (W/CD)				116.05	87.00				522.00					
								6						
								6						
								6						
BABBIE/ 3RD/534	0-534-63042-1	0	1					1	0.00	0.00	0.00	20.20	0.00	___
BASICS OF SOCIAL RESEARC				26.95	20.20				20.20					
								1						
AMER SOC MAG ED//15	0-06-051572-4	31	0	1.50	1.50		4	27	46.50	494.45	46.50	0.00	0.00	___
BEST AMERICAN MAGAZINE W				15.95	8.00				494.45					

Buyback Process (TX-5)

The CourseTrak system contains extensive functions dealing with the buyback of textbooks. These functions are covered in this section.



Setting Up Buyback Parameters (TX-5-1)

Before textbooks can be bought back, you must set up the buyback parameters. To do so, follow these steps.

1. From any menu in the CourseTrak system, enter "SU" to get to the **Textbook Setup** menu. Select the **Parameters** option followed by the **Buyback Parameters** option to get to the Buyback Parameters screen (TX-5-1).

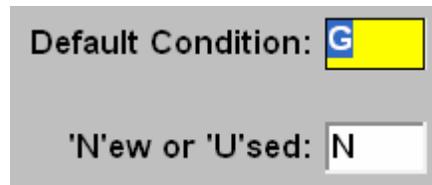
The screenshot shows the 'Buyback Parameters' window. At the top, the title bar reads 'TCS [AP] v1.2.26'. Below the title bar is a menu bar with 'File', 'Connection', 'View', and 'Help'. A toolbar contains various icons. The main area is titled 'Buyback Parameters' and contains the following fields and sections:

- Store:** 1 (with a dropdown arrow) and 'Total Computing Test' (with a dropdown arrow).
- Buyback Need Formula:** 1 and 'Total Required - QOH - PO's - Confirmation' (with a dropdown arrow).
- Adopted Books:**
 - Percentage of Retail New Price:** Good: 50, Fair: 50
 - Percentage of Retail Used Price:** Good: 50, Fair: 50
- Wholesale Books:**
 - Percentage of Whsle Buy Guide (New):** Good: 100, Fair: 100
 - Percentage of Whsle Buy Guide (Used):** Good: 100, Fair: 100
- Books With Zero Value:**
 - Good: 0.00
 - Fair: 0.00
- Mode:** W
- Use Window in Buyback:** N
- Rounding Direction:** U
- Rounding Coin:** 0.25

At the bottom, there are five buttons: '=Save', 'X=Cancel', 'M=Modify', 'S=Season', and 'W=Wholesalers'. A status bar at the very bottom shows 'BUYBACK', 'AMY', and '13:09'.

2. In the **Store** field, enter the store number for which you wish to set up buyback parameters. You can see a list of stores by entering "??".
3. In the **Buyback Need Formula** field, enter the buyback need formula you wish to use. For information on need formulas, see the section Buyback Need Formula Maintenance contained in this document.
4. Under the **Percentage of Retail New Price** heading, in the **Good** field, enter the percentage of the retail price that you would like to pay for books that were bought new and brought back in good condition. In the **Fair** field, enter the percentage of the retail price that you would like to pay for books that were bought new and brought back in fair condition.
5. Under the **Percentage of Retail Used Price** heading, in the **Good** field, enter the percentage of the retail price that you would like to pay for books that were bought used and brought back in good condition. In the **Fair** field, enter the percentage of the retail price that you would like to pay for books that were bought used and brought back in fair condition.

6. Under the **Percentage of Whsle Buy Guide (New)** heading, in the **Good** field, enter the percentage of the wholesale price that you would like to pay for books that were bought new and brought back in good condition. In the **Fair** field, enter the percentage of the wholesale price that you would like to pay for books that were bought used and brought back in fair condition.
7. Under the **Percentage of Whsle Buy Guide (Used)** heading, in the **Good** field, enter the percentage of the wholesale price that you would like to pay for books that were bought used and brought back in good condition. In the **Fair** field, enter the percentage of the wholesale price that you would like to pay for books that were bought used and brought back in fair condition.
8. Under the **Books with Zero Value** heading, in the **Good** field, enter the amount that you would like to pay for books in good condition with zero value. In the **Fair** field, enter the amount that you would like to pay for books in fair condition with zero value.
9. In the **Rounding Direction** field, enter the direction that you would like to round the buyback prices. Enter "U" for up, "D" for down, or "N" for nearest.
10. In the **Rounding Coin** field, enter the coin that you would like to use in rounding the buyback prices. You can enter "05", "10", "25", "50", or "100".
11. In the **Mode** field, enter "G" for a general buy mode or "W" for a wholesale buy mode.
12. In the **Use Window in Buyback** field, enter a "Y" if you would like to display new and used condition prices or if you would like the ability to override the price at buyback. Otherwise, enter an "N".



13. In the **Default Condition** field, enter "G" to set good as the default condition, or "F" to set fair as the default condition.
14. In the **'N'ew or 'U'sed** field, enter "N" to set new as default, "U" to set used as default. If you select "N" buyback will be calculated as ½ of retail new. If you select "U", buyback will be calculated as ½ of retail used.
15. Enter **"S"** or click on **"Season"** to get to the buyback season maintenance screen. It is covered in the section Buyback Season Maintenance contained in this document.

16. Enter **“W”** or click on **“Wholesalers”** to get to the Buyback Wholesaler Setup screen.

Use Highest Price: Display Wholesale Prices:

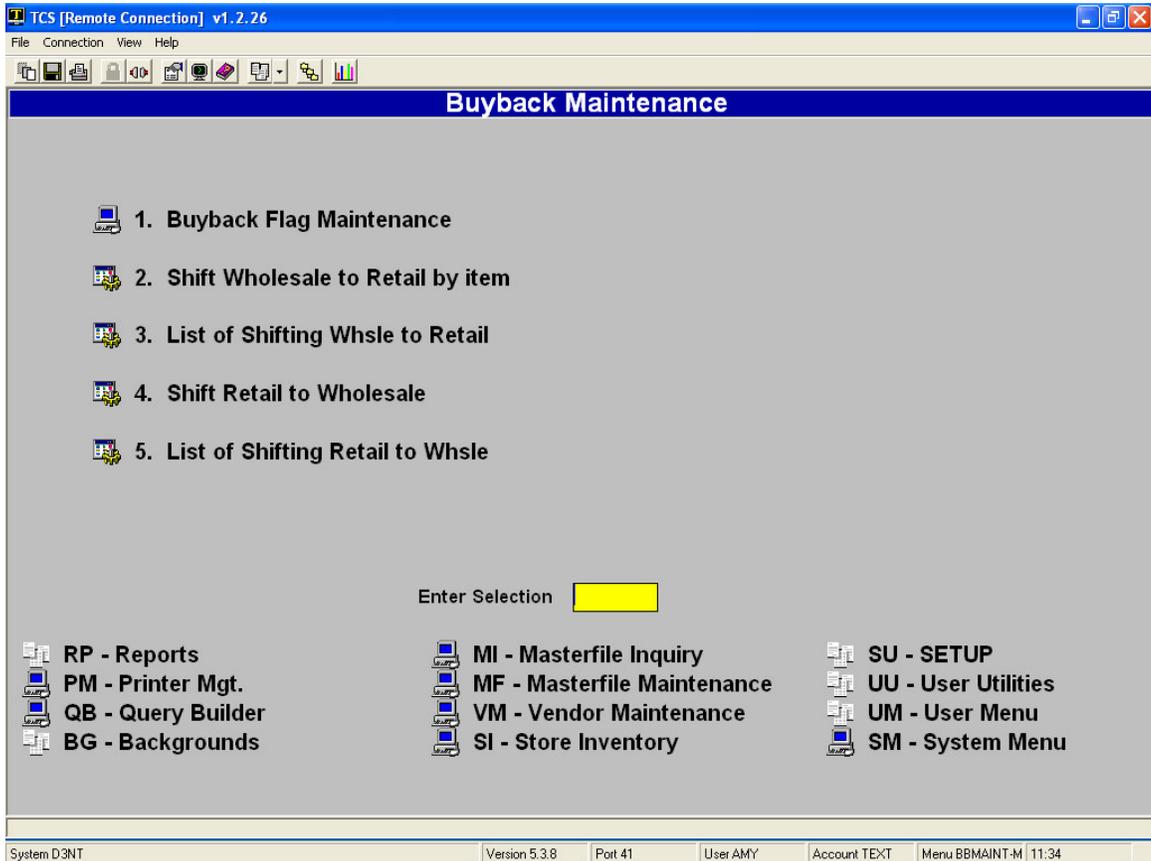
##	WHSL #	FILE	WHOLESALER
1	1003	FCR	FOLLETT COLLEGE BOOK CO.
2	1001	MBS	MISSOURI BOOK SERVICES
3	1000	NBC	NEBRASKA BOOK COMPANY
4	1009	TIS	TICHENOR
5	1008	SEB	SOUTH EASTERN BOOK COMPANY,INC
6	0000092	BUD	BUDGET BOOKS
		??	
		??	
		??	
		??	

STORE:WHSL.SETUP AMY 13:51

17. In the **Use Highest Price** field, enter **“Y”** if you want the system to bring in the wholesaler with the highest price. Leave blank or **“N”** to use wholesaler in order as listed below in the screen. If a **“Y”** is entered into the system and there are two or more wholesalers with the same highest price, the wholesaler listed first will be chosen.
18. In the **Display Wholesale Prices** field, enter **“Y”** if you want the system to display wholesalers and their prices and let you choose which one. Enter **“N”** if you want the system to select the wholesaler.
19. In the **WHSL #** field, enter in the vendor number associated with your first wholesaler. In the **File Name** field, enter in the file name for the wholesale buying guide. Only a valid file name can be entered. The **Wholesaler** field will automatically populate with the name associated with the wholesale buying guide file name. Continue with all wholesale guides that you will be loading.
20. Press [ENTER] to save the changes, **“X”** to Cancel, or **“M”** to Modify.

Buyback Maintenance Menu (TX-5-2)

The Buyback Maintenance menu contains functions dealing with buyback parameters for individual items.



Buyback Flag Maintenance (TX-5-2-1)

To set up buyback information for a book in your database, follow these steps.

1. From the Textbook Maintenance screen command line, enter “B” to get to the Buyback Flag Maintenance screen (TX-5-2-1).

Buyback Flag Maintenance

Store: 1 Total Computing Test
 ISBN: 0-684-18254-8
 Title: I & THOU (2ND)(TRANS: SMITH) Ed Notes: OP 10/02
 Author: BUBER Edition: Copyright: 58

Open to Buy: -1
 Value Code: AD ??
 Limit Flag: Y
 Estimated BB: 25

##	Store	Store Name	BB Need
1	1	Total Computing Test	9

###	R/W	Limit	Purchased	Override Price	Wholesaler ID	Wholesaler Name
1	R	25			SELF	
2	W				1003	FOLLETT COLLEGE BOOK CO.
3	W				1001	MISSOURI BOOK SERVICES
4 ^A	W				1000	NEBRASKA BOOK COMPANY

Book Flag Code:

S	??	CHECK STOLEN BOOK LIST
2	??	

=Save X=Cancel M=Modify

BBMAINT AMY 10:50

16. In the **Store** field, enter the store number for which you wish to set up buyback. This will also automatically populate the **Store, Store Name, and BB Need** fields in the upper right side of the screen.
17. In the **ISBN** field, enter the book for which you wish to set up buyback.
18. The **Title, Author, Ed Notes, Edition, and Copyright** fields will automatically populate with the information from the master file for the ISBN that you entered.
19. The **Open to Buy** field will automatically populate with the open to buy quantity for this ISBN.
20. In the **Value Code** field, enter the buyback value code for the book. For a list of codes, enter “?”. For more information on value codes, see the section Setting Up Buyback Value Codes in the CourseTrak Setup Guide.
21. In the **Limit Flag** field, enter the buyback limit flag for the book. Enter “U” to buy unlimited copies of the book, “X” to exclude the book from buyback, “G” for guaranteed buyback, or “Y” for a limit.

- 22. The **Estimated BB** field will automatically populate with the total estimated buyback amount taken from all adoptions entered in terms attached to the current buyback season.
- 23. In the **R/W** field, enter “R” for retail or enter “W” for wholesale.

This is the help message that comes up in the BB limit quantity and override price fields:

- 24. In the **Limit** field, enter the total quantity of copies (your limit) you will buy back at this value.
- 25. The **Purchased** field will automatically populate with the quantity of books purchased at buyback at this value.
- 26. In the **Override Price** field, enter the price you would like to purchase this title for. If you enter a price in this field, it will override the calculated price that is based on the set buyback parameters. For more information on buyback parameters, see the section Buyback Parameters in the CourseTrak Setup Guide.
- 27. In the **Wholesaler ID** field, enter the vendor number of the wholesaler you would like to purchase textbooks for at buyback. The **Wholesaler Name** field will automatically populate with the name of the wholesaler entered.
- 28. In the **Book Flag Code** field, enter any book flag codes that you would like to set up for this title. For more information on book flag codes, see the section Textbook Flags in the CourseTrak Setup Guide.
- 29. Press [ENTER] to save the changes, “X” to cancel, or “M” to Modify.

Shifting Wholesale Buyback to Retail (TX-5-2-2)

If you buy back books at wholesale price, and later decide that you wish to sell them in your store rather than to wholesalers, you can shift the books to retail buyback. To do so, follow these steps.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Buyback Maintenance Menu** option and the **Shift Wholesale to Retail by Item** option to get to the Shift Wholesale to Retail by Item screen (TX-5-2-2).

The screenshot shows a software window titled "TCS [Remote Connection] v1.2.26" with a menu bar (File, Connection, View, Help) and a toolbar. The main window title is "Shift Wholesale to Retail by Item". The form contains the following fields and values:

- Store: 1
- ISBN: 0-14-043135-7
- Author: HARDY
- Title: TESS OF THE D'URBERVILLES (INTRO: ALVAREZ)
- Publisher: PENGUIN PUTNAM INC
- Ed: [empty]
- Ed Note: [empty]
- Copyright: 78
- Shift QTY: 1
- QTY Retail: 4
- QTY Whsle: 1

At the bottom, there are four buttons: "R=Run Procedure", "X=Cancel", "M=Modify", and a yellow button. The status bar at the very bottom shows "SHIFT", "AMY", and "11:42".

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **ISBN** field, enter the ISBN for the book you want to shift. If you aren't sure of the ISBN, you can search for the book by entering "[TITLE]", "[AUTHOR]\", or "[AUTHOR]\[TITLE]".
4. After you have entered the ISBN, the information fields about the book are filled in. The **QTY Retail** field contains the number of books that have been bought back for retail, and the **QTY Whsle** field contains the number of books that have been bought back for wholesale.
5. In the **Shift QTY** field, enter the number of books you want to shift from wholesale to retail. This quantity must be less than or equal to the value in the **QTY Whsle** field.
6. Enter "R" to shift the books from wholesale to retail, "X" to Cancel, or "M" to Modify.

Printing a List of Wholesale to Retail Shifted Buybacks (TX-5-2-3)

To print a list of items that have been shifted from wholesale to retail buyback, follow these steps.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Buyback Maintenance Menu** option and the **List of Shifting Whsle to Retail** option to get to the List of Shifting Wholesale to Retail screen (TX-5-2-3).

The screenshot shows a software window titled "TCS [Remote Connection] v1.2.26". The window has a menu bar with "File", "Connection", "View", and "Help". Below the menu bar is a toolbar with icons for file operations and system functions. The main content area has a blue header with the text "List of Shifting Wholesale to Retail". Below the header, there are several input fields: "Store: 1" followed by a dropdown menu showing "??", "Total Computing Test", "Begin Date:", "Ending Date:", and "Sort by: A". At the bottom of the main area, there are three buttons: "R=Run Procedure", "X=Cancel", and "M=Modify". Below the buttons is a status bar with the text "SHIFTLIST", "AMY", and "11:45".

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Begin Date** field, enter the beginning of the date range, or leave the field blank.
4. In the **Ending Date** field, enter the ending of the date range, or leave the field blank.
5. In the **Sort By** field, enter the method by which you want to sort the list. Enter "A" for Author, "T" for Title, "P" for publisher, or "I" for ISBN.
6. Enter "R" to print the list, "X" to Cancel, or "M" to Modify.
7. On the next page is a sample report.

CourseTrak™ Users Guide

SHIFTLIST		List of Shifting Wholesale to Retail					TEXT	
							For Store 1	
ISBN.....	Author.....	Title.....	PUBLISHER.....	Ed CpYr	Shift... Date....	Qty	Extended	
						Shift UPrice	Price...	
0-14-043135-7	HARDY	TESS OF THE D'URBERVILLES (INTRO: ALVAREZ)	PENGUIN PUTNAM	78	03/14/06	0	8.25 0.00	
***						0	0.00	
0-534-92140-X	TAN	APPLIED FINITE MATHEMATICS	PRENTICE-HALL I	3RD	90 05/18/05	2	25.00 50.00	
***						2	50.00	
Grand Total						2	50.00	

Shifting Retail Buyback to Wholesale (TX-5-2-4)

If you buy back books at retail price, and later decide that you wish to sell them to wholesalers, you can shift the books to wholesale buyback. To do so, follow these steps.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Buyback Maintenance Menu** option and the **Shift Retail to Wholesale** option to get to the Shift Retail to Wholesale screen (TX-5-2-4).

The screenshot shows a software window titled "TCS [Remote Connection] v1.2.26" with a menu bar (File, Connection, View, Help) and a toolbar. The main window is titled "Shift Retail to Wholesale" and contains the following fields:

- Store: 1 (with a dropdown arrow) Total Computing Test
- ISBN: 0-14-043135-7
- Author: HARDY
- Title: TESS OF THE D'URBERVILLES (INTRO: ALVAREZ)
- Publisher: PENGUIN PUTNAM INC
- Ed: [] Ed Note: [] Copyright: 78
- Shift QTY: 4 QTY Retail: 5 QTY Whsle: 0

At the bottom, there are three buttons: "R=Run Procedure", "X=Cancel", and "M=Modify", followed by a yellow button. The status bar at the bottom shows "SHIFT.RTW", "AMY", and "11:50".

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **ISBN** field, enter the ISBN for the book you want to shift. If you aren't sure of the ISBN, you can search for the book by entering "[TITLE]", "[AUTHOR]\\", or "[AUTHOR]\\[TITLE]".
4. After you have entered the ISBN, the information fields about the book are filled in. The **QTY Retail** field contains the number of books that have been bought back for retail, and the **QTY Whsle** field contains the number of books that have been bought back for wholesale.
5. In the **Shift QTY** field, enter the number of books you want to shift from retail to wholesale. This quantity must be less than or equal to the value in the **QTY Retail** field.
6. Enter "R" to shift the books from retail to wholesale, "X" to Cancel, or "M" to Modify.

Printing a List of Retail to Wholesale Shifted Buybacks (TX-5-2-5)

To print a list of items that have been shifted from retail to wholesale buyback, follow these steps.

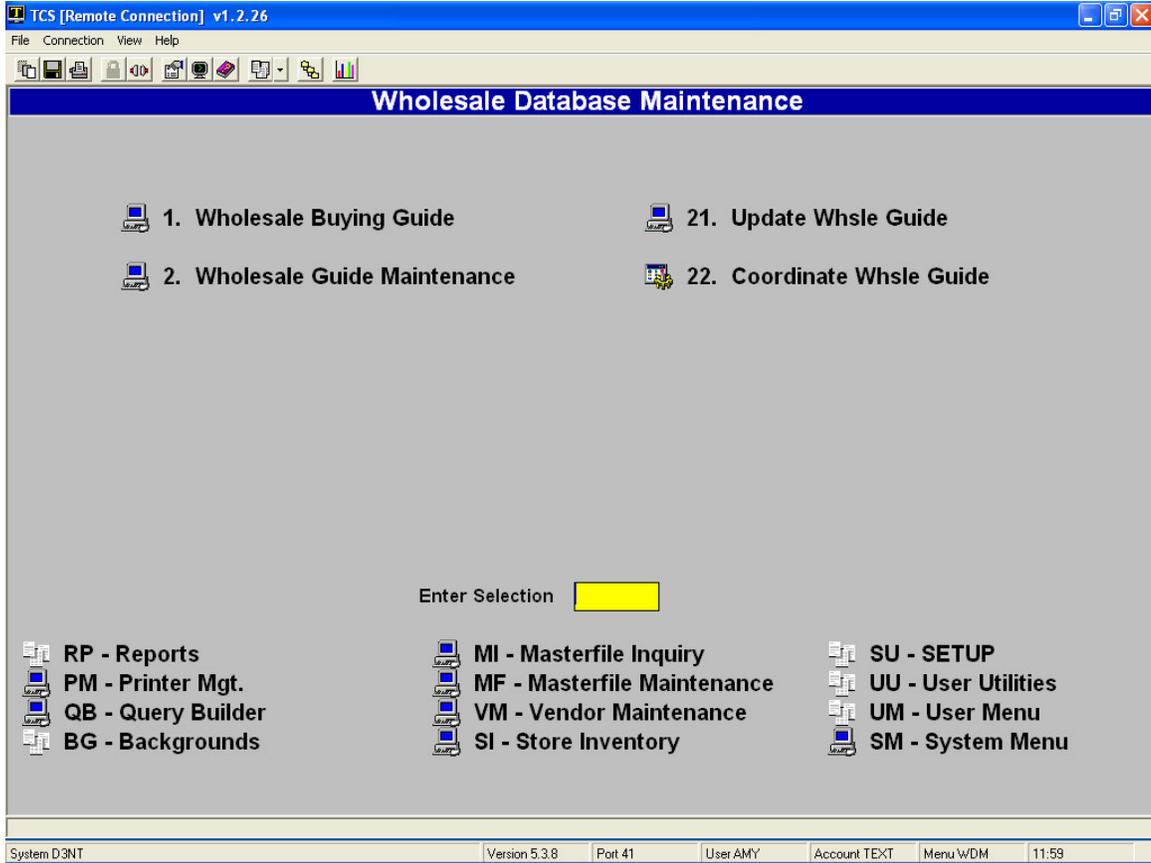
1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Buyback Maintenance Menu** option and the **List of Retail to Wholesale** option to get to the List of Shifting Retail to Wholesale screen (TX-5-2-5).

The screenshot shows a software window titled "TCS [Remote Connection] v1.2.26". The window has a menu bar with "File", "Connection", "View", and "Help". Below the menu bar is a toolbar with icons for file operations and navigation. The main content area has a blue header "List of Shifting Retail to Wholesale". Below the header are four input fields: "Store: 1 ?? Total Computing Test", "Begin Date:", "Ending Date:", and "Sort by: A". At the bottom of the window are four buttons: "R=Run Procedure", "X=Cancel", "M=Modify", and a yellow button. A status bar at the bottom shows "SHIFTLIST-RW", "AMY", and "11:57".

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Begin Date** field, enter the beginning of the date range, or leave the field blank.
4. In the **Ending Date** field, enter the ending of the date range, or leave the field blank.
5. In the **Sort By** field, enter the method by which you want to sort the list. Enter "A" for Author, "T" for Title, "P" for publisher, or "I" for ISBN.
6. Enter "R" to print the list, "X" to Cancel, or "M" to Modify.

Wholesaler Database Maintenance Menu (TX-5-3)

The Wholesaler Database Maintenance Menu (TX-5-3) contains functions dealing with your wholesale buying guide(s). This section covers these functions.



Search the Wholesale Buying Guide (TX-5-3-1)

To find information about a book by searching in the wholesale buying guide, follow these steps. This will search the default guide that is set up for your store as listed in the general store parameters.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Wholesaler Database Maintenance** option and the **Wholesale Buying Guide** option to get to the Wholesale Buying Guide screen (TX-5-3-1).

2. In the **Item** field, enter the ISBN of the book you're searching for. If you don't know the ISBN, you can find it by entering "[TITLE]", "[AUTHOR]\", or "[AUTHOR]\[TITLE]".
3. After you have entered the ISBN, information about the item will display. If you wish to copy the item to your local database, enter "C". You will be taken to the Master File Maintenance screen (see Master File Maintenance in this document.) If you do not wish to copy the item to your local database, press [ENTER] to exit the record.

Changing Wholesale Prices (TX-5-3-2)

If you wish to change the wholesale price listed in the wholesale buying guide for an item, follow these steps.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Wholesaler Database Maintenance** option and the **Wholesale Guide Maintenance** option to get to the Wholesale Guide Maintenance screen (TX-5-3-2).

The screenshot shows a window titled "TCS [Remote Connection] v1.2.26" with a menu bar (File, Connection, View, Help) and a toolbar. The main area is titled "Wholesale Guide Maintenance". It contains several input fields and labels:

- Item: 0-691-00053-0
- Author Index: []
- Title Index: []
- Author: ADAMS
- Title: ADAM SMITH GOES TO MOSCOW
- Edition Note: []
- Pub Code: PRINCETO
- Edition: []
- Copyright: 93
- List/Net: L
- Pub Ref Price: 22.95
- Whsle New Price: 2.00
- Whsle Used Price: 2.00
- BuyBack Note: []
- BuyBack Type: []
- Flag: []

At the bottom of the form, there are four buttons: "=Update", "X=Cancel Entries", "M=Modify", and a yellow button. Below the buttons, there is a status bar with the text "BBwDM", "AMY", and "12:08".

2. In the **Item** field, enter the ISBN of the book you're searching for. If you don't know the ISBN, you can find it by entering "[TITLE]", "[AUTHOR]\", or "[AUTHOR]\[TITLE]".
3. After you have entered the ISBN, information about the item displays. Enter "M" to get to the **Whsle New Price** field.
4. In the **Whsle New Price** field, enter the wholesale price for new books.
5. In the **Whsle Used Price** field, enter the wholesale price for used books.
6. In the **Buyback Note** field, enter any information that you would like to see when you enter this item at buyback.
7. Press [ENTER] to update the prices for the item, or "X" to cancel.

Updating the Wholesale Guide (TX-5-3-21)

If you wish to install a new wholesale guide on your system, follow these steps. If you would like assistance in loading your wholesale guides, please contact Total Computing Solutions.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Wholesaler Database Maintenance** menu and the **Update Whsle Guide** option to get to the Wholesale Buying Guide Update screen (TX-5-3-21).

The screenshot shows a software window titled "TCS [Remote Connection] v1.2.26" with a menu bar (File, Connection, View, Help) and a toolbar. The main window area is titled "Update Wholesale Guide" and contains the following fields and controls:

- Buying Guide to Update:
- <L>=Local or <D>=Download:
- Local Drive and Path:
- Coordinate Wholesale Guide:
- Update Cross-Reference:

At the bottom of the dialog are four buttons: "R=Run Procedure", "X=Cancel", "M=Modify", and a yellow button. The status bar at the very bottom displays "TX.WBG.UPDATE", "AMY", and "12:11".

2. In the **Buying Guide to Update** field, the buying guide you would like to update. For a list of buying guides, enter "??".
3. In the **<L>=Local or <D>=Download** field, enter "L" to update the buying guide from a local file, or "D" to download the new buying guide from the internet.
4. In the **Local Drive and Path** field, enter the drive letter and path where the wholesale buying guide can be found, for example "D:/WHSLE/" if the wholesale buying guide is located on the D drive in the WHSLE directory. Using the forward slash is important; a backslash will not work.
5. In the **Coordinate Wholesale Guide** field, enter a "Y" if you want to automatically coordinate the wholesale guide. For more information on coordinating the wholesale guide, see section Coordinating the Wholesale Guide in this document. If you don't wish to coordinate at this time, enter "N".

6. In the **Update Cross-Reference** field, enter “Y” if you want to rebuild your Title cross-reference and your Author cross-reference. For more information on rebuilding cross-reference see **Rebuilding the Title Cross-Reference** and **Rebuilding the Author Cross-Reference** in the **CourseTrak Setup Guide**. If you don’t wish to rebuild at this time, enter “N”.
7. Enter “R” to update the wholesale buying guide, “X” to Cancel, or “M” to Modify.

Coordinating the Wholesale Guide (TX-5-3-22)

If you wish to update your master file with information from a new wholesale guide, you should coordinate the wholesale guide by following these steps.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Wholesaler Database Maintenance** option and the **Coordinate Whsle Guide** option to get to the Coordinate Wholesale Guide screen (TX-5-3-22).

TCS [Remote Connection] v1.2.26

File Connection View Help

Coordinate Wholesale Guide

Update Publisher Price Changes (Y/N): Y

Update Publisher (Y/N): Y

Update ISBN Changes (Y/N): Y

Update Retail Price (Y/N): N

Check Copyright, Edition, Edition Notes (Y/N): Y

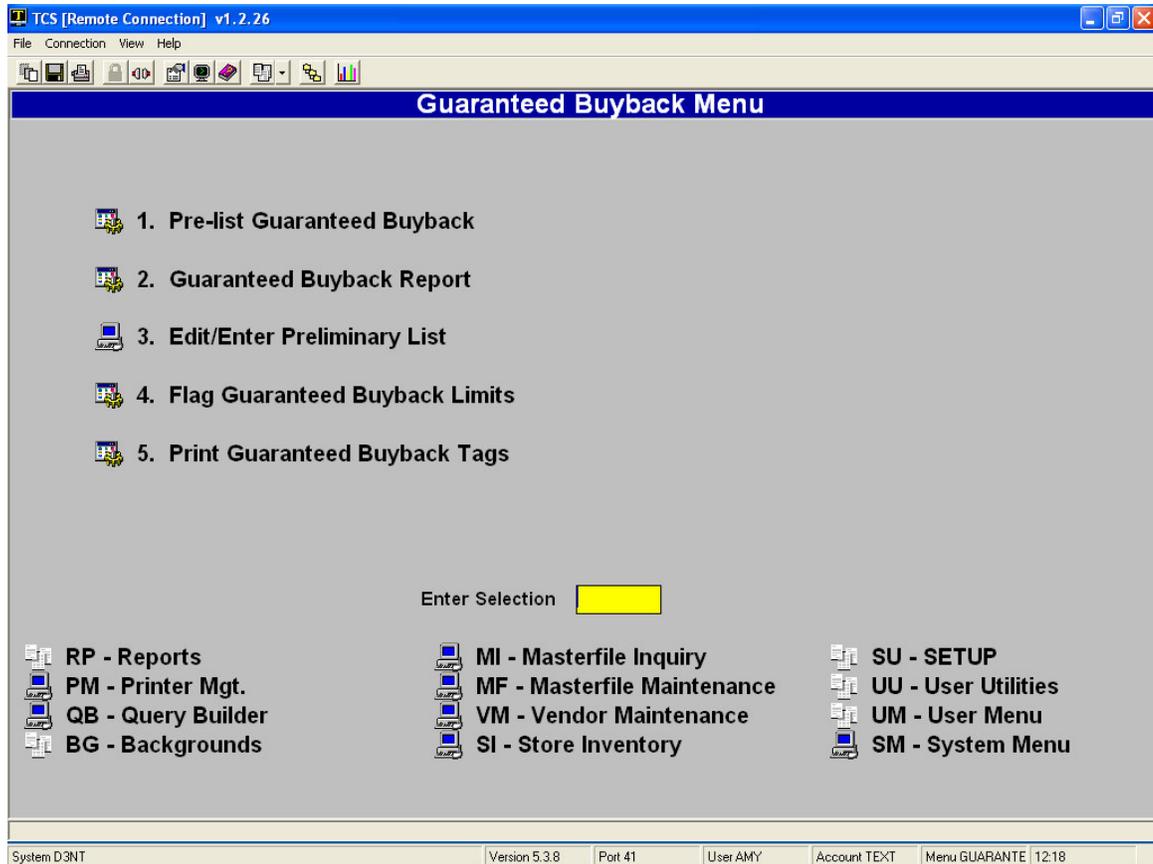
R=Run Procedure X=Cancel M=Modify

COORD.BLBK.PUB AMY 12:15

2. In the **Update Publisher Price Changes** option, enter “Y” if you want to change the publisher prices in your master file to match the new wholesale buying guide. Otherwise, enter “N”.
3. In the **Update Publisher Changes** option, enter “Y” if you want to change the publishers in your master file to match the new wholesale buying guide. Otherwise, enter “N”.
4. In the **Update ISBN Changes** option, enter “Y” if you want to change the ISBNs in your master file to match the new wholesale buying guide. Otherwise, enter “N”.
5. In the **Update Retail Price** option, enter “Y” if you want to change the retail prices in your master file to match the new wholesale buying guide. Otherwise, enter “N”.
6. In the **Check Copyright, Edition, Edition Notes** option, enter “Y” if you want to change the copyright, edition, edition notes in your master file to match the new wholesale buying guide. Otherwise, enter “N”.
7. Enter “R” to coordinate the guide, “X” to Cancel, or “M” to Modify.

Guaranteed Buyback Menu (TX-5-4)

If your store uses guaranteed buyback, you will need to use the functions in the Guaranteed Buyback Menu (TX-5-4). These functions are covered in this section.



Pre-List Guaranteed Buyback (TX-5-4-1)

To generate a list of the books for which you will be offering guaranteed buyback, follow these steps.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Guaranteed Buyback** option and the **Pre-list Guaranteed Buyback** option to get to the Create Guaranteed Buyback Preliminary List screen (TX-5-4-1).

Store: 1 ?? Total Computing Test

Term to get information from: 2005-2 SUMMER05

Minimum Qty to Cover: 10

Minimum New Retail Price: 1.00

Minimum Wholesale Value Percentage: 50

Lowest Copyright Year: 1996

#	CAT	Description.....
1	Custo	

R=Run Procedure X=Cancel M=Modify

PREGBB AMY 12:22

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Term To Get Information From** field, enter the term for which you want to generate a list.
4. Enter "R" to create the list, "X" to Cancel, or "M" to Modify.

Guaranteed Buyback Report (TX-5-4-2)

To print a report of the books that you have bought back through guaranteed buyback, follow these steps.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Guaranteed Buyback** option and the **Guaranteed Buyback Report** option to get to the Guaranteed Buyback Report screen (TX-5-4-2).

The screenshot shows a software window titled "TCS [Remote Connection] v1.2.26". The window contains a form titled "Guaranteed Buyback Report". The form has three input fields: "Store: 1 ?? Total Computing Test", "Term: 2005-2 ?? SUMMER05", and "Sort by: A". Below the form are four buttons: "R=Run Procedure", "X=Cancel", "M=Modify", and a yellow button. The status bar at the bottom of the window displays "GBB.RPT", "AMY", and "12:22".

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. The **Term** field is automatically filled in with the default for the store. For a list of terms, enter "??".
4. In the **Sort By** field, enter "A" to sort by Author, "T" to sort by Title, "I" to sort by ISBN, or "P" to sort by publisher.
5. Enter "R" to run the report, "X" to Cancel, or "M" to Modify.

6. Below is a sample report.

12:21:35	14 Mar 2006	Total Computing Test						PAGE	1
CBB.RPT		Guaranteed Buyback Report						TEXT	
		For Store: 1 , Term: 2005-2							
		# of Titles Guaranteed: 4 / # of Titles Adopted: 69 / % of Titles Adopted: 5.79%							
		\$ Guaranteed: \$3,668.50 / \$ Adopted: \$138,158.10 / % of \$ Adopted: 2.65%							
		Qty Guaranteed: 40 / Qty Adopted: 4385 / % Qty Adopted: 0.91%							

ISBN.....	TITLE.....	AUTHOR.....	PUBLISHER.....	..ED	CPRT	.QTC	WHSLE	RETAIL	WHSLE
							UPRICE	NPRICE	PRCNTAGE
0-201-74631-X	INTRODUCTORY ALGEBRA (P)	BITTINGER	ADDISON-WESLEY LONGMAN	9TH	03	10	19.00	126.25	1%
0-321-14263-2	LONGMAN/MACMILLAN READER (P)	NADELL	ADDISON-WESLEY LONGMAN	6TH	02	10	12.00	71.40	1%
0-7895-6704-0	DISCOVERING COMPUTERS 2004: COMPLETE (P)	SHELLY	AMSCAN		03	10	16.00	84.60	11%
0-7895-6185-9	DISCOVERING COMPUTERS 2002: COMPLETE (P)	SHELLY	DARTON LONGMAN & TODD		01	10	22.95	84.60	25%

Editing the Preliminary Guaranteed Buyback List (TX-5-4-3)

The CourseTrak system allows you to manually create a list of books that will be included in the guaranteed buyback program or edit the list that has been created by the system. To do so, follow these steps.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Guaranteed Buyback** option and the **Edit/Enter Preliminary List** option to get to the Enter Preliminary Guaranteed Buyback List screen (TX-5-4-3).

###	ISBN	Author	Title	Edtn	Cpyrt	QTC	WUPrice	RNPrice	Whsle Val%
1	0-7895-6704-0	SHELLY	DISCOVERING COMPUTERS 2004: COMPLETE (P)		03	10	16.00	84.60	11%
2	0-321-14263-2	NADELL	LONGMAN/MACMILLAN READER (P)	6TH	02	10	12.00	71.40	1%
3	0-7895-6185-9	SHELLY	DISCOVERING COMPUTERS 2002: COMPLETE (P)		01	10	22.95	84.60	25%
4	0-201-74631-X	BITTINGER	INTRODUCTORY ALGEBRA (P)	9TH	03	10	19.00	126.25	1%

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Term** field, enter the term for which you want to edit the preliminary list. For a list of terms, enter "??".
4. In the **ISBN** fields, enter the ISBNs for the books you want to include. If you aren't sure of the ISBNs, you can search for them by entering "[TITLE]", "[AUTHOR]\", or "[AUTHOR]\[TITLE]". To remove a book from the list, enter a single space in the field containing that book's ISBN.
5. Press [ENTER] to save the list, "X" to Cancel, or "M" to Modify.

Flag Guaranteed Buyback Parameters (TX-5-4-4)

To change the buyback limit flag to “G” for the books that are on your guaranteed buyback list, follow these steps.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Guaranteed Buyback** option and the **Flag Guaranteed Buyback Parameters** option to get to the Flag Guaranteed Buyback Limits screen (TX-5-4-4).

The screenshot shows a window titled "TCS [Remote Connection] v1.2.26" with a menu bar (File, Connection, View, Help) and a toolbar. The main area has a blue header "Flag Guaranteed Buyback Limits". Below the header are two input fields: "Store: 1" and "Term: 2005-2". At the bottom, there are four buttons: "R=Run Procedure", "X=Cancel", "M=Modify", and a yellow button. The status bar at the very bottom shows "FGBB", "AMY", and "12:28".

2. In the **Store** field, enter the store for which you want to set the flags. For a list of stores, enter “??”.
3. In the **Term** field, enter the term for which you want to set the flags. For a list of terms, enter “??”.
4. Enter “R” to set the flags, “X” to Cancel, or “M” to Modify.

Printing Guaranteed Buyback Tags (TX-5-4-5)

To print tags for the guaranteed buyback items, follow these steps.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Guaranteed Buyback** option and the **Print Guaranteed Buyback Tags** option to get to the Print Guaranteed Buyback Tags screen (TX-5-4-5).

The screenshot shows a window titled "TCS [Remote Connection] v1.2.26" with a menu bar (File, Connection, View, Help) and a toolbar. The main area is titled "Print Guaranteed Buyback Tags". It contains two rows of input fields:

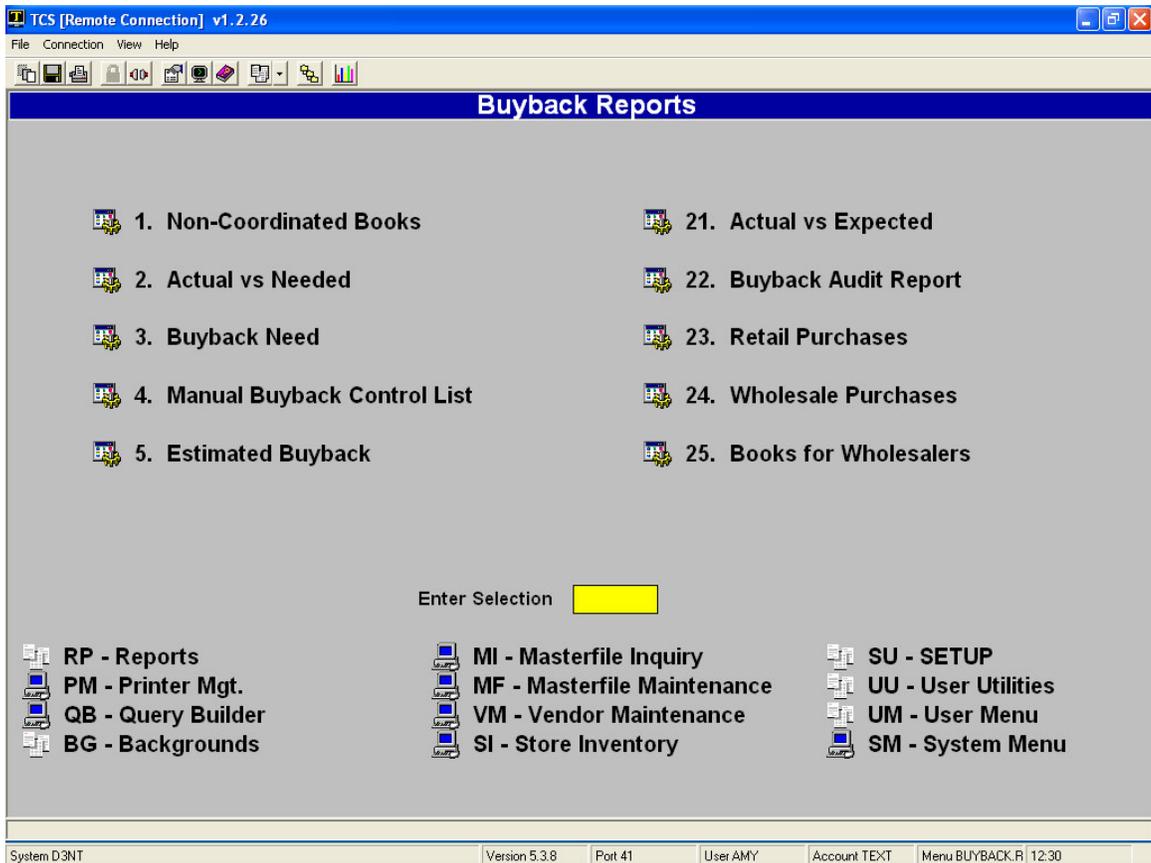
- Store: 1 [??] Total Computing Test
- Term: 2005-2 [??] SUMMER05

At the bottom of the main area, there are four buttons: "R=Run Procedure", "X=Cancel", "M=Modify", and a yellow button. The status bar at the very bottom displays "PGBB", "AMY", and "12:29".

2. In the **Store** field, enter the store for which you want to set the flags. For a list of stores, enter "??".
3. In the **Term** field, enter the term for which you want to set the flags. For a list of terms, enter "??".
4. Enter "R" to print the tags, "X" to Cancel, or "M" to Modify.

Buyback Reports (TX-5-21)

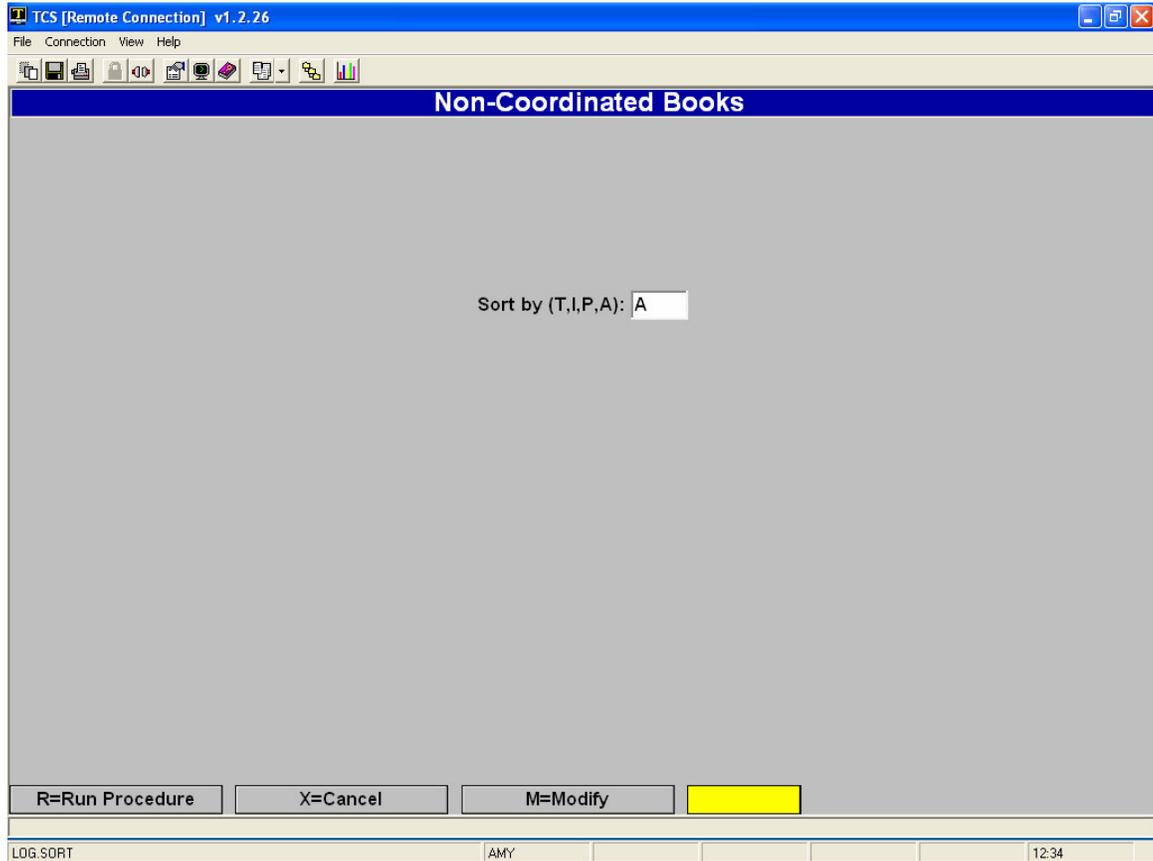
The Buyback Reports Menu (TX-5-21) contains reports that list information about buybacks. This section covers these reports.



Non-Coordinated Books Report (TX-5-21-1)

The Non-Coordinated Books Report displays books in the master file that have not been coordinated to the current wholesale buying guide.

- From the CourseTrak Main Menu, select the **Buyback** option followed by the **Buyback Reports** option and the **Non-Coordinated Books** option to get to the Non-Coordinated Books screen (TX-5-21-1).



- In the **Sort By** field, enter “T” to sort by Title, “I” to sort by ISBN, “P” to sort by publisher, or “A” to sort by author.
- Enter “R” to run the report, “X” to Cancel, or “M” to Modify.
- Below is a sample report.

ISBN.....	Title.....	Author....	Publisher..	QOH New	QOH Used
0-380-71253-9	NORA EPHRON COLLECTED	EPHRON	AVON	0	0
0-314-80711-X	DEBTOR-CREDITOR LAW IN A NUTSHELL	EPSTEIN	WEST	0	0
0-8299-2130-3	CONSUMER LAW IN A NUTSHELL	EPSTEIN	WEST	0	0
0-14-044240-5	PRAISE OF FOLLY	ERASMUS	IBC	0	0
9-9700156-3-X	LOVE MEDICINE	ERDRICH		0	0

Actual vs. Needed Buyback Report (TX-5-21-2)

The Actual vs. Needed report displays information about the number of books you need to buy back compared to the number of books you have purchased.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Buyback Reports** option and the **Actual vs. Needed** option to get to the Actual vs. Need screen (TX-5-21-2).

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Sort** field, enter "A" to sort by author, "T" to sort by title, "I" to sort by ISBN, or "P" to sort by publisher.
4. In the **Enter Min Qty to Report** field, enter the minimum quantity needed for books that should be on the report.
5. Enter "R" to print the report, "X" to Cancel, or "M" to Modify.

6. Below is a sample report.

12:36:09 14 Mar 2006		Total Computing Test		PAGE 12	
ACT.NEED		Actual VS Need		TEXT	
ISBN.....	Author.....	Title.....	Ed CpYr	Flag Retail Whsle Store	Code ...Qty ..Qty Need. .Diff
0-06-097624-1	ALEXIE	LONE RANGER & TONTO FISTFIGHT IN HEAVEN	93		0 0 0
0-446-60025-3	ANAYA	BLESS ME, ULTIMA (RACK SIZE)	94		0 0 0
0-7167-2625-4	ARONSON	READINGS ABOUT SOCIAL ANIMAL	7TH 95		0 0 0
0-07-290825-4	BAKER	ADVANCED FINANCIAL ACCT.-STD.GDE.	4TH 99		0 0 25 25
0-582-43747-4	BALFOUR	CASTRO (P)	2ND 95		0 0 126 126
0-13-010489-2	BEAMS	ADVANCED ACCOUNTING	5TH 92		0 0 0
0-201-52510-0	BITTINGER	ALGEBRA & TRIGONOMETRY	2 93		0 0 0
0-201-74631-X	BITTINGER	INTRODUCTORY ALGEBRA (P)	9TH 03		0 0 4 4
0-07-251244-X	BRADLEY	PROGRAMMING WITH JAVA (W/CD) PROGRAMMING WITH JAVA (W/OUT	02		0 3 0

Buyback Need Report (TX-5-21-3)

The Buyback Need report displays information about the books you need to buyback.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Buyback Reports** option and the **Buyback Need** option to get to the Buyback Need screen (TX-5-21-3).

The screenshot shows a software window titled "TCS [Remote Connection] v1.2.26". The window contains a form titled "Buyback Need". The form has three input fields: "Store:" with the value "1" and a dropdown arrow, "ISBN:" which is empty, and "Sort By:" with the value "A" and a dropdown arrow. Below the form are four buttons: "R=Run Procedure", "X=Cancel", "M=Modify", and a yellow button. At the bottom of the window, a status bar displays "BB-EST-LIST", "AMY", and "12:42".

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **ISBN** field, enter an ISBN you would like buyback information about, or leave the field blank.
4. In the **Sort By** field, enter "A" to sort by author, "T" to sort by title, "I" to sort by ISBN, or "P" to sort by publisher.
5. Enter "R" to print the report, "X" to Cancel, or "M" to Modify.

6. Below is a sample report.

12:41:54 14 Mar 2006		Total Computing Test					PAGE 13			
EB-EST-LIST		Buyback Need Report for Season					TEXT			
Author	Title	ISBN	Ed	CpYr	PUBLISHER	Buyback Need	Special Price	Price New	Buyback Price	LIMIT FLAG
CONRAD	LORD JIM	0-393-96335-7	2	96	NEIL WARREN	5		13.30	6.75	
DELILLO	WHITE NOISE	0-14-007702-2		85	BAKER BOOK HOUS	5		15.00	7.50	
DICTIONARY	MOSEBY'S MEDICAL, NURSING & ALLIED H	0-323-01430-5	6TH	02		5		37.75	19.00	
DONNE	JOHN DONNE'S POETRY	0-393-96062-5	2	92	W. W. NORTON &	1		13.95	7.00	
DRYDEN	CASES IN FINANCIAL MANAGEMENT	0-03-097958-7		97	HARCOURT BRACE	300		16.35	8.25	
FITZPATRIC	ADVANCED CALCULUS	0-534-92612-6		95		3	75.00	126.30	63.25	
HARDY	TESS OF THE D'URBERVILLES (INTRO: A	0-14-043135-7		78	PENGUIN PUTNAM	1092		11.00	5.50	
HARDY	TESS OF THE D'URBERVILLES	0-553-21168-4			GREENWOOD PUBLI	56		11.00	5.50	
HARRIS	FRAGMENTED FOREST	0-226-31764-1		84	UNIVERSITY OF C	293		16.00	8.00	

Manual Buyback Control List (TX-5-21-4)

To print a report that contains information on manual buybacks, follow these steps.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Buyback Reports** option and the **Manual Buyback Control List** option to get to the Manual Buyback Control List screen (TX-5-21-4).

The screenshot shows a window titled "TCS [Remote Connection] v1.2.26" with a menu bar (File, Connection, View, Help) and a toolbar. The main area is titled "Manual Buyback Control List" and contains the following fields and controls:

- Store: 1 [??] Total Computing Test
- Include Books Only for Term: 2005-2 [??] SUMMER05
- Include books with zero need limit: N
- Percent of Need Limit to include: []
- Sort by: A

At the bottom of the form are three buttons: "R=Run Procedure", "X=Cancel", and "M=Modify", followed by a yellow button. Below the form is a status bar with the text "MANLIST", "AMY", and "12:51".

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Include Books Only for Term** field, enter the term for which you want to print the list. For a list of terms, enter "??".
4. In the **Include Books With Zero Need Limit** field, enter "Y" if you wish to include books with a zero need limit. Otherwise, enter "N".
5. In the **Percent of Need Limit to Include** field, enter the percentage of the need limit that you want to be able to buy back manually.
6. In the Sort By field, enter "A" to sort the list by author, or "T" to sort by title.
7. Enter "R" to print the list, "X" to Cancel, or "M" to Modify.

Estimated Buyback List (TX-5-21-5)

To print a list of the estimated buyback values you have entered, follow these steps.

1. From the CourseTrak Main Menu, select the **Buyback** option, followed by the **Buyback Reports** option and the **Estimated Buyback List** option to get to the Estimated Buyback List screen (TX-5-21-5).

The screenshot shows a software window titled "TCS [Remote Connection] v1.2.26". The main area is titled "Estimated Buyback Report". It contains the following fields and controls:

- Store: 1 [??] Total Computing Test
- Season: SPRING06 [??]
- ISBN: []
- Sort By: A
- Updated as of Date: []

At the bottom of the form area are four buttons: "R=Run Procedure", "X=Cancel", "M=Modify", and a yellow button. The status bar at the bottom of the window displays "ESTIMATED-BB-REPORT", "AMY", and "12:55".

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Season** field, enter the buyback season for which you wish to report. For a list of seasons, enter "??".
4. In the **ISBN** field, enter the ISBN for the book you want to select. If you aren't sure of the ISBN, you can search for it by entering "[AUTHOR]/", "[TITLE]", or "[AUTHOR]/[TITLE.]" Leave the ISBN field blank if you want to include all titles.
5. In the **Sort By** field, enter "A" to sort the report by author, "T" to sort by title, "I" to sort by ISBN, or "P" to sort by publisher.
6. In the **Updated as of Date** field, enter the date for which you want to see changes since. You can leave the field blank to include all dates.
7. Enter "R" to print the report, "X" to Cancel, or "M" to Modify.

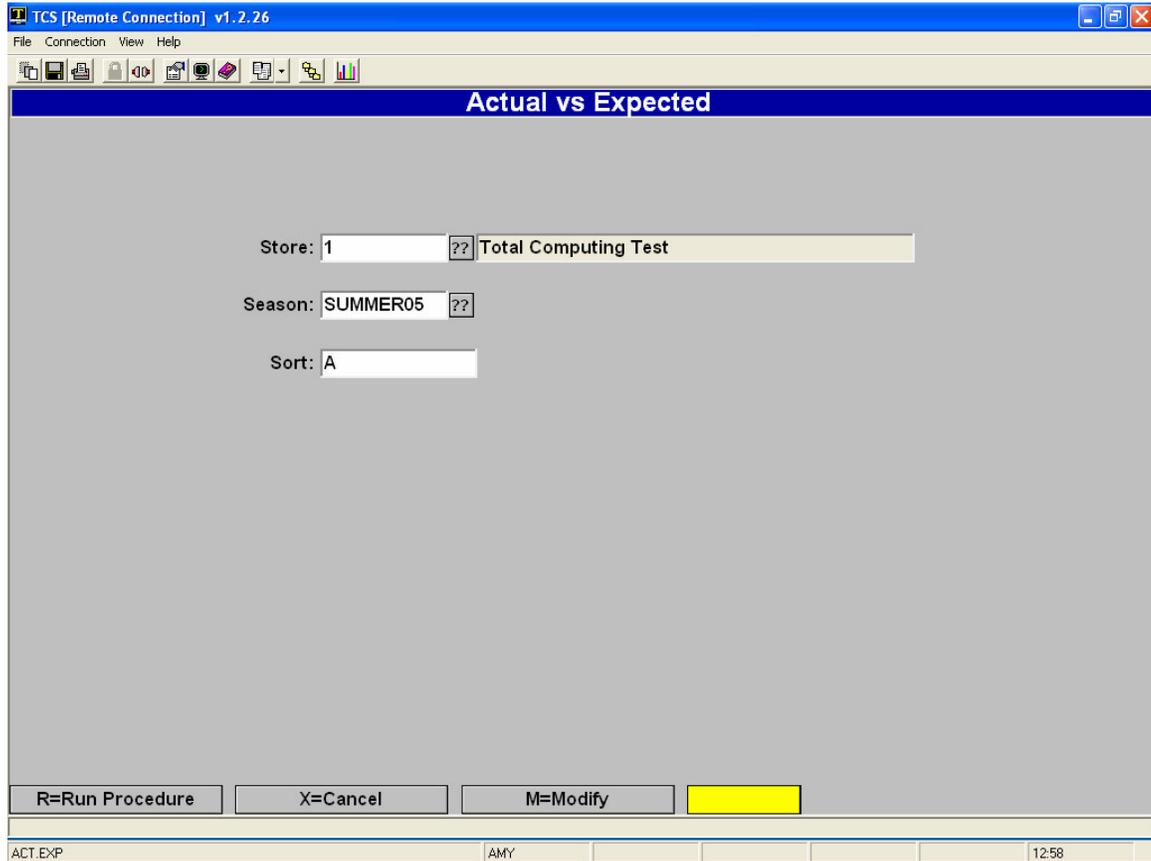
8. Below is a sample report.

12:50:57 14 Mar 2006			Total Computing Test			
ESTIMATED-BB-REPORT			Buyback Need Report for Season SPRING06			
ISBN.....	Author....	Title.....	Est BB...	Act BB...	Price ...New	Buyback ..Price
0-684-18254-8	BUBER	I & THOU (2ND) (TRANS: SMITH)	25	4	6.95	3.50

Actual vs. Expected Report (TX-5-21-21)

The Actual vs. Expected Buyback Report prints information about the actual number of books you have bought back compared to the number of books you expected to buy.

- From the CourseTrak Main Menu, select the **Buyback** option followed by the **Buyback Reports** option and the **Actual vs. Expected** option to get to the Actual vs. Expected screen (TX-5-21-21).



- In the **Season** field, enter the buyback season for which you want to print the report. For a list of seasons, enter “??”.
- In the **Sort** field, enter “A” to sort by author, “T” to sort by title, “I” to sort by ISBN, or “P” to sort by publisher.
- Enter “R” to print the report, “X” to Cancel, or “M” to Modify.
- Below is a sample report.

12:56:02 14 Mar 2006									
Total Computing Test									
Actual Buyback vs Expected									
Season: SUMMER05									
PAGE 1									
TEXT									
ISBN.....	Author....	Title.....	Ed	CpYr	..OTB	BB...	BB...	Over	
								(Under)	
0-385-47966-2	AMBROSE	CRAZY HORSE & CUSTER		96	-19	0	0	0	
0-19-510107-3	BARKOW	ADAPTED MIND		92	-24	0	1	(-1)	
0-393-96062-5	DONNE	JOHN DONNE'S POETRY	2	92	1	0	0	0	
0-8400-8734-9	HAL HENDER	HAL HENDERSON			-2		-1	1	
0-345-35068-5	MALCOLM X	AUTOBIOGRAPHY OF MALCOLM X (ED: HALEY) (RACK SIZE)		77	0	0	0	0	
0-07-053966-9	ROSEN	DISCRETE MATH..ITS APPL..-STUD.SOLN.GDE.	3RD	95	-152	10		(-10)	

Buyback Audit Report (TX-5-21-22)

To print a report to assist in auditing your buyback purchases, follow these steps.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Buyback Reports** option and the **Buyback Audit Report** option to get to the Audit Report Parameters screen (TX-5-21-22).

The screenshot shows the 'Audit Report Parameters' window. The title bar reads 'TCS [Remote Connection] v1.2.26'. The menu bar includes 'File', 'Connection', 'View', and 'Help'. The window contains the following fields and controls:

- Store:** A text box containing '1' and a dropdown menu showing '??' with the text 'Total Computing Test' to its right.
- Start Date:** An empty text box.
- End Date:** An empty text box.
- Start Tran:** An empty text box.
- End Tran:** An empty text box.
- Buyer Code:** An empty text box.
- Student Id:** An empty text box.
- Sort Criteria (1,2,3,4,5):** A section with five radio button options:
 - By Tran Number: 4
 - By Buyer Code: 3
 - By Student Id: 5
 - By Author: 1
 - By Title: 2
- Buttons:** 'R=Run Procedure', 'X=Cancel', 'M=Modify', and a yellow button.
- Status Bar:** 'BB.AUDIT', 'AMY', and '13:01'.

2. In the **Store** field, enter the store number for which you wish to print the report. For a list of stores, enter “??”.
3. In the **Start Date** field, enter the earliest date you wish to include. If you don't wish to limit the report by date, leave this field blank.
4. In the **End Date** field, enter the latest date you wish to include. If you don't wish to limit by date, leave this field blank.
5. In the **Start Tran** field, enter the first transaction number you wish to include. If you don't wish to limit by transaction number, leave this field blank.
6. In the **End Tran** field, enter the last transaction number you wish to include. If you don't wish to limit by transaction number, leave this field blank.
7. In the **Buyer Code** field, enter the buyer code for which you wish to print the report. If you don't wish to limit by buyer, leave this field blank.

Retail Purchases Report (TX-5-21-23)

The Retail Purchases report displays information on books that you have bought back at retail buyback price.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Buyback Reports** option and the **Retail Purchases** option to get to the Buyback Report Parameters screen (TX-5-21-23).

The screenshot shows a window titled "TCS [Remote Connection] v1.2.26" with a menu bar (File, Connection, View, Help) and a toolbar. The main area is titled "Buyback Report Parameters" and contains the following fields:

- Store: 1 ?? Total Computing Test
- Beginning Date:
- Ending Date:
- ISBN:
- Sort: A
- <D>=Detail, <S>=Summary: S

At the bottom, there are buttons for "R=Run Procedure", "X=Cancel", "M=Modify", and a yellow button. The status bar at the bottom shows "BB.RPT", "AMY", and "13.03".

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Beginning Date** field, enter the earliest buyback date you wish to include on the report. If you don't want to limit the report by date, leave this field blank.
4. In the **Ending Date** field, enter the latest buyback date you wish to include on the report. If you don't want to limit the report by date, leave this field blank.
5. In the **ISBN** field, enter the ISBN for the book you want to select. If you aren't sure of the ISBN, you can search for it by entering "[AUTHOR]/", "[TITLE]", or "[AUTHOR]/[TITLE]". You can leave this field blank to include all titles.
6. In the **Sort** field, enter "P" to sort the report by publisher, "I" to sort it by ISBN, "T" to sort it by title, or "A" to sort it by author.
7. In the **<D>=Detail, <S>=Summary** field, enter "D" for a detailed report, or "S" for a summary report.

Wholesale Purchases Report (TX-5-21-24)

The Wholesale Purchases report displays information on books that you have bought back at retail buyback price.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Buyback Reports** option and the **Wholesale Purchases** option to get to the Buyback Report Parameters screen (TX-5-21-24).

The screenshot shows the 'Buyback Report Parameters' window. The title bar reads 'TCS [Remote Connection] v1.2.26'. The menu bar includes 'File', 'Connection', 'View', and 'Help'. The toolbar contains various icons for file operations. The main area is a form with the following fields:

- Store: 1 ?? Total Computing Test
- Beginning Date:
- Ending Date:
- ISBN:
- Sort: A
- <D>=Detail, <S>=Summary: S

At the bottom of the form, there are four buttons: 'R=Run Procedure', 'X=Cancel', 'M=Modify', and a yellow button. The status bar at the very bottom displays 'BB.RPT', 'AMY', and '13.06'.

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Beginning Date** field, enter the earliest buyback date you wish to include on the report. If you don't want to limit the report by date, leave this field blank.
4. In the **Ending Date** field, enter the latest buyback date you wish to include on the report. If you don't want to limit the report by date, leave this field blank.
5. In the **ISBN** field, enter the ISBN for the book you want to select. If you aren't sure of the ISBN, you can search for it by entering "[AUTHOR]/", "[TITLE]", or "[AUTHOR]/[TITLE]". You can leave this field blank to include all titles.
6. In the **Sort** field, enter "P" to sort the report by publisher, "I" to sort it by ISBN, "T" to sort it by title, or "A" to sort it by author.
7. In the **<D>=Detail, <S>=Summary** field, enter "D" for a detailed report, or "S" for a summary report.

8. Enter "R" to print the report, "X" to Cancel, or "M" to Modify.

9. Below is a sample summary report.

13:04:24 14 Mar 2006		Total Computing Test										PAGE 1
TX-BB-WHSLE		Wholesale Titles Bought										TEXT
Summary report												
Author.....	Title.....	ISBN.....	Ed..	CpYr	..Qty	Whsle	Avg	Whsle Selling				
						Cost	Cost	Price				
		0-534-57786-5	8	04	1	17.00	17.00	27.40				
		6			4	5.00	20.00	0.00				
		IBWIN			2	5.00	10.00	0.00				
ABRAMS	NORTON ANTH ENGL LIT (SET-VOL 1A, 1B & 1	0-393-15113-1	7	00	1	17.00	17.00	29.75				
ACKERMAN	(W/BLUE SKIES CD) METEOROLOGY	0-534-37199-X		03	1	20.00	20.00	40.55				
BAILEY	BIOCHEMICAL ENGINEERING FUNDAMENTALS	0-07-003212-2	2	86	1	30.00	30.00					
BAKER	ADVANCED FINANCIAL ACCOUNTING	0-07-005414-2	3RD	96	1	1.00	1.00	0.00				
BAKER	ADVANCED FINANCIAL ACCOUNTING(SG)	0-390-60237-X			1	1.00	1.00	0.00				
BARAKA	AUTOBIOGRAPHY OF LEROI JONES (P)	1-55652-231-2		97	1	1.50	1.50	0.00				
BARROW	ADAPTED MIND	0-19-510107-3		92	13	5.30	69.00	29.75				
BARLETT	AMERICA:WHAT WENT WRONG?	0-8362-7001-0		92	2	0.75	1.50	0.00				
BECKER	TREATISE ON FAMILY,ENLARGED	0-674-90699-3	(REV	91	22	3.27	72.00	14.00				
BERGERUD	MICROSOFT WINDOWS XP: BASICS (P)	0-619-05981-8		03	7	5.28	37.00	21.50				

10. Below is a sample detail report.

13:05:22 14 Mar 2006		Total Computing Test									
TX-BB-WHSLE		Wholesale Titles Bought									
Detail report by condition											
Author.....	Title.....	ISBN.....	Ed..	CpYr	Code	Ext	Cost	Qty		
						Cond					
BURROW	BOOK OF MIDDLE ENGLISH (P)	0-631-19353-7	2ND	96	G		1.00		1		
BYRD	APPLIED ENGLISH GRAMMAR	0-8384-2281-0		92	G		1.00		1		
BYRD	APPLIED ENGLISH GRAMMAR	0-8384-2281-0		92	G		1.00		1		
CAMPBELL	BIOLOGY	0-8053-1800-3	2ND	90	G		1.00		1		
CAMPBELL	BIOLOGY (W/CD:#6762-4)	0-8053-6624-5	6TH	02	G		34.00		1		
CAMPBELL	BIOLOGY (W/CD)	0-8053-7146-X	7	2005	G		44.00		1		
CAMPBELL	BIOLOGY (W/CD)	0-8053-7146-X	7	2005	G		44.00		1		
CAMPBELL	BIOLOGY (W/CD)	0-8053-7146-X	7	2005	G		44.00		1		
CAMPBELL	BIOLOGY (W/CD)	0-8053-7146-X	7	2005	G		44.00		1		
CAMPBELL	BIOLOGY (W/CD)	0-8053-7146-X	7	2005	G		43.00		1		
CAMPBELL	ESSENTIAL BIOLOGY (W/CD)	0-8053-7473-6	2	2004	G		6.00		1		
CAMPBELL	BIOLOGY (W/CD)	0-8053-7146-X	7	2005	G		44.00		1		
CAMPBELL	ESSENTIAL BIOLOGY (W/CD)	0-8053-7473-6	2	2004	G		20.00		1		
CAMPBELL	BIOLOGY (W/CD)	0-8053-7146-X	7	2005	G		44.00		1		
CAMPBELL	ESSENTIAL BIOLOGY (W/CD)	0-8053-7473-6	2	2004	G		6.00		1		
CAMPBELL	ESSENTIAL BIOLOGY (W/CD)	0-8053-7473-6	2	2004	G		25.00		1		
CAMPBELL	BIOLOGY (W/CD)	0-8053-7146-X	7	2005	G		44.00		1		
CAMPBELL	BIOLOGY (W/CD)	0-8053-7146-X	7	2005	G		44.00		1		
CAMPBELL	ESSENTIAL BIOLOGY (W/CD)	0-8053-7473-6	2	2004	G		25.00		1		
CAMPBELL	BIOLOGY (W/CD)	0-8053-7146-X	7	2005	G		44.00		1		
CAMPBELL	BIOLOGY (W/CD)	0-8053-7146-X	7	2005	G		44.00		1		
CAMPBELL	BIOLOGY (W/CD)	0-8053-7146-X	7	2005	G		43.00		1		
CAMPBELL	BIOLOGY (W/CD)	0-8053-7146-X	7	2005	G		44.00		1		
CAMPBELL	BIOLOGY (W/CD)	0-8053-7146-X	7	2005	G		43.00		1		

Books for Wholesalers Report (TX-5-21-25)

To print a list of books you have bought for each wholesaler, follow these steps.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Buyback Reports** option and the **Books for Wholesalers** option to get to the Buyback Report Parameters screen (TX-5-21-25).

The screenshot shows a window titled 'TCS [Remote Connection] v1.2.26' with a menu bar (File, Connection, View, Help) and a toolbar. The main area is titled 'Buyback Report Parameters' and contains the following fields:

- Store: 1 [??] Total Computing Test
- Wholesaler: 1000 [??] NEBRASKA BOOK COMPANY
- Beginning Date: []
- Ending Date: []
- ISBN: []

At the bottom of the form are three buttons: 'R=Run Procedure', 'X=Cancel', and 'M=Modify', followed by a yellow button. The status bar at the very bottom displays 'WHSLE RPT', 'AMY', and '13:13'.

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Wholesaler** field, enter the wholesaler for which you want to run the report. For a list of wholesalers, enter "??".
4. In the **Beginning Date** field, enter the earliest buyback date you wish to include on the report. If you don't want to limit the report by date, leave this field blank.
5. In the **Ending Date** field, enter the latest buyback date you wish to include on the report. If you don't want to limit the report by date, leave this field blank.
6. In the **ISBN** field, enter the ISBN for the book you want to select. If you aren't sure of the ISBN, you can search for it by entering "[AUTHOR]/", "[TITLE]", or "[AUTHOR]/[TITLE]". You can leave this field blank to include all titles.
7. Enter "R" to print the report, "X" to Cancel, or "M" to Modify.
8. On the next page is a sample report.

Wholesale from Buyback (TX-5-22)

If you buy back books to sell to wholesalers, you can use the functions in the Wholesale from Buyback menu to ship them to the wholesaler. This information has been previously covered in this manual. See section (TX-4-2-2).

Clearing Buyback Fields (TX-5-23)

To clear the buyback flags for all books in your system, follow these steps.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Clear Buyback Fields** option to get to the Clear Fields screen (TX-5-23).

The screenshot shows a window titled 'TCS [Remote Connection] v1.2.26' with a menu bar (File, Connection, View, Help) and a toolbar. The main area is titled 'Clear Fields' and contains the following fields:

- Clear Buyback Limit (Y/N):
- Clear Check Book Flags (Y/N):
- Clear Buyback Special Price (Y/N):
- Clear Wholesale Purchases (Y/N):
- Clear Temporary Buyback Files:
- Clear Limit Flags: For Limit Flag:

At the bottom of the window, there are four buttons: 'R=Run Procedure', 'X=Cancel', 'M=Modify', and a yellow button. The status bar at the very bottom displays 'BB.CLEAR', 'AMY', and '13:25'.

2. In the **Clear Buyback Limit** field, enter “Y” to clear the buyback limit field for all books. Enter “N” to leave the buyback limits.
3. In the **Clear Check Book Flags** field, enter “Y” if you want to clear any check book flags. Otherwise, enter “N”.
4. In the **Clear Buyback Special Price** field, enter “Y” if you want to remove any special buyback prices you have set. Otherwise, enter “N”.
5. In the **Clear Wholesale Purchases** field, enter “Y” if you want to clear the number of wholesale purchases you’ve made. Otherwise, enter “N”.
6. In the **Clear Temporary Buyback Files** field, enter “Y” if you want to clear temporary files. Otherwise, enter “N”.
7. In the **Clear Limit Flag** field, enter “Y” if you want to clear buyback limits. Otherwise, enter “N”.
8. In the **For Limit Flag** field, enter “U”, “X”, “G”, “Y”, or “ALL” to clear the applicable flags.

9. Enter "R" to run the process, "X" to Cancel, or "M" to Modify.

Batch Print Barcodes (TX-5-24)

If you wish to print barcode tags for all books that you bought back at retail price, follow these steps.

1. From the CourseTrak Main Menu, select the **Buyback** option followed by the **Batch Print Barcodes** option to get to the Bath Print Barcodes screen (TX-5-24).

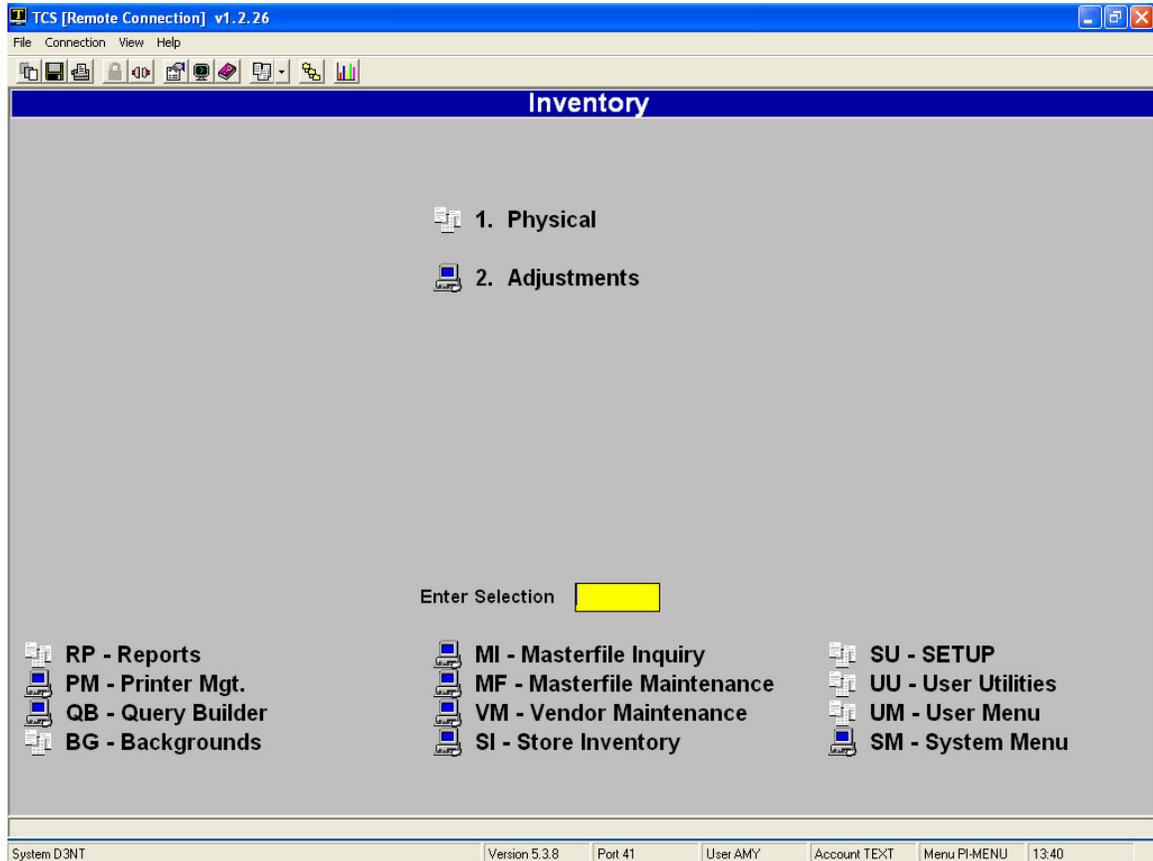
2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Beginning Date** field, enter the earliest buyback date you wish to print tags for. If you don't want to limit by date, leave this field blank.
4. In the **Ending Date** field, enter the latest buyback date you wish to print tags for. If you don't want to limit by date, leave this field blank.
5. In the **ISBN** field, enter the ISBN for the book you want to select. If you aren't sure of the ISBN, you can search for it by entering "[AUTHOR]/", "[TITLE]", or "[AUTHOR]/[TITLE]". You can leave this field blank to include all titles.
6. Enter "R" to print barcode tags, "X" to Cancel, or "M" to Modify.+

Book Lookup (TX-5-6)

To display information on a specific book, you can use the book cross-reference. This information has been previously covered in this manual. See section (TX-1-4) Book Cross-Reference.

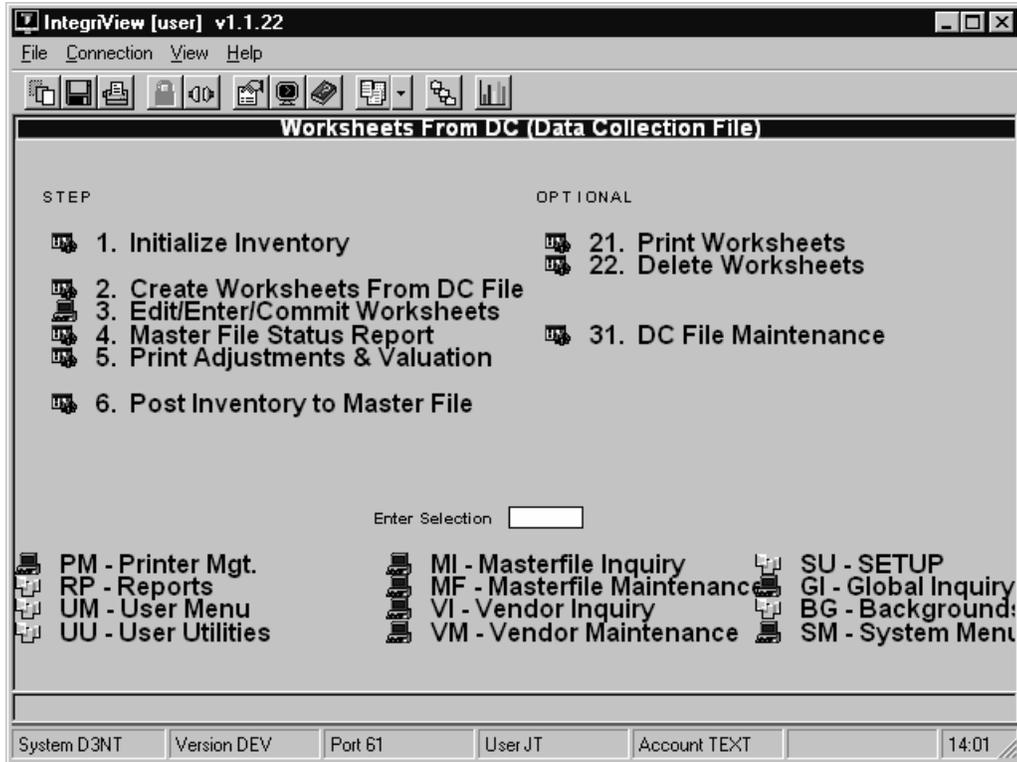
Inventory Menu (TX-21)

The Inventory menu contains functions dealing with changing the quantity of on hand values for one or more of your books. This section covers these functions.



Physical Inventory (TX-21-1)

The physical inventory menu contains functions that are used when you make a physical count of all of your books. This section describes these functions.



Initializing the Physical Inventory

Before you can enter your physical counts, you must initialize the physical inventory. To do so, follow these steps.

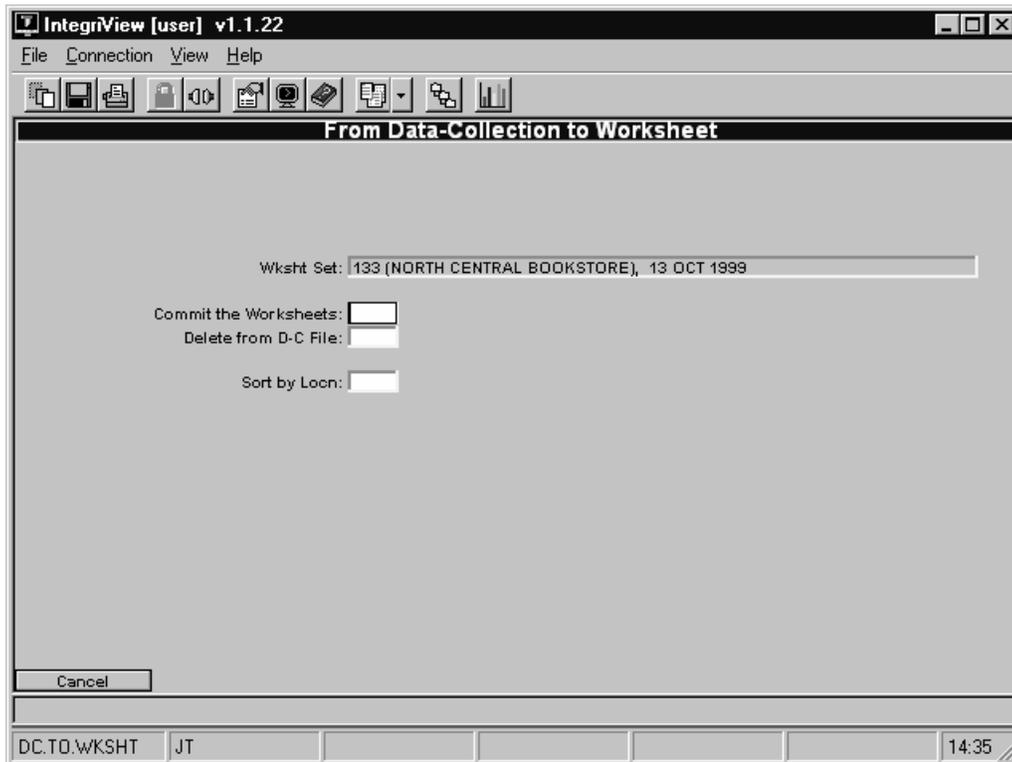
1. From the CourseTrak Main Menu, select the **Inventory** option followed by the **Physical Inventory** option and the **Initialize Inventory** option to get to the Initialize Inventory screen (TX-21-1-1).

2. The **Store** field is automatically filled in with the default for the user. To change it, enter "<" followed by the new store number. For a list of stores, enter "??" in the **Store** field.
3. In the **Inventory Date** field, enter the date the physical inventory will be taken.
4. In the **Location** field, enter the location code for which the inventory will be taken. Only books with this location will be included. If you don't wish to limit by location, leave this field blank.
5. In the **Begin new sheet...** field, enter "Y" if you wish to begin a new worksheet each time the sort key changes; otherwise, enter "N".
6. Enter "Y" to initialize the inventory or "X" to cancel.

Creating Worksheets from the Data Collection File

To create inventory worksheets from the data you have collected in a handheld scanner, follow these steps.

1. From the CourseTrak Main Menu, select the **Inventory** option followed by the **Physical** option and the **Create Worksheets From DC File** option to get to the From Data-Collection to Worksheet screen (TX-21-1-2).



2. If you want the worksheet to be automatically committed to the master file, enter "Y" in the **Commit the Worksheets** field. If you want to be able to edit them first, enter "N".
3. In the **Delete from D-C File** field, enter "Y" if you want to delete the data after you create a worksheet from it. Otherwise, enter "N".
4. In the **Sort by Loen** field, enter "Y" if you want to sort the worksheet by location. Otherwise, enter "N".
5. Enter "Y" to create the worksheets or "X" to cancel.

Editing an Inventory Worksheet

To enter the physical count quantities and commit an inventory worksheet to the master file, follow these steps.

1. From the CourseTrak Main Menu, select the **Inventory** option followed by the **Physical** option and the **Edit/Enter/Commit Worksheets** option to get to the Edit/Enter Worksheet Data screen (TX-21-1-3).

The screenshot shows the 'Enter/Edit Worksheet Data' window in IntegriView v1.1.22. The window title is 'IntegriView [user] v1.1.22'. The menu bar includes 'File', 'Connection', 'View', and 'Help'. The toolbar contains icons for file operations and navigation. The main area shows 'Wksht Set: 133 (NORTH CENTRAL BOOKSTORE), 13 OCT 1999', 'Sheet: [??]', 'Status: []', and 'User ID: []'. Below is a table with columns: '#', 'ISBN', 'Author', 'Ed', 'Cp Yr', 'Course Location', 'New Qty', and 'Used Qty'. The table has several empty rows. A 'Cancel' button is at the bottom left. The status bar at the bottom shows 'PHYS.3', 'JT', and '15:27'.

2. In the **Sheet** field, enter the worksheet that you wish to edit. If you don't know the worksheet number, enter "??" for a list of worksheets.
3. In the **ISBN** field, enter the ISBN of the book you want to enter quantities for. If the field already contains an ISBN, press [ENTER] to move to the next field.
4. In the **New Qty** field, enter the number of new books that you counted.
5. In the **Used Qty** field, enter the number of used books that you counted.
6. Press the [ENTER] key to save the worksheet, "C" to commit the worksheet to the master file, or "X" to cancel.

Master File Status Report

To print information on your master file and the changes that will be made to it through the physical inventory process, follow these steps.

1. From the CourseTrak Main Menu, select the **Inventory** option followed by the **Physical** option and the **Master File Status Report** option to get to the Master File Inventory Status screen (TX-21-1-4).

2. In the **SKU/ISBN** field, enter the first item that you want to include on the report. If you want to print all items, leave this field blank.
3. In the **thru** field, enter the last item that you want to include on the report. If you want to print all items, leave this field blank.
4. In the **Class** field, enter the first class that you want to include on the report. If you want to include all classes, leave this field blank.
5. In the **thru** field, enter the last class that you want to include on the report. If you want to include all classes, leave this field blank.
6. In the **Non-worksheet SKUs** field, enter "Y" if you want to print items that are not included on your inventory worksheets. If you do not want to include them, enter "N".
7. In the **Uncommitted SKUs** field, enter "Y" if you want to include items that are on worksheets that have not been committed. Otherwise, enter "N".
8. In the **Committed/Unposted SKUs** field, enter "Y" if you want to include items that are on worksheets that have been committed but not yet posted to the master file. Otherwise, enter "N".

9. In the **Posted SKUs** field, enter “Y” if you want to include items that have been posted to the master file. Otherwise, enter “N”.
10. In the **Sort By Author Or Worksheet** field, enter “A” to sort by author or “W” to sort by worksheet.
11. Enter “Y” to run the report or “X” to cancel.

Adjustments and Valuation Report

To print information on your inventory valuation, follow these steps.

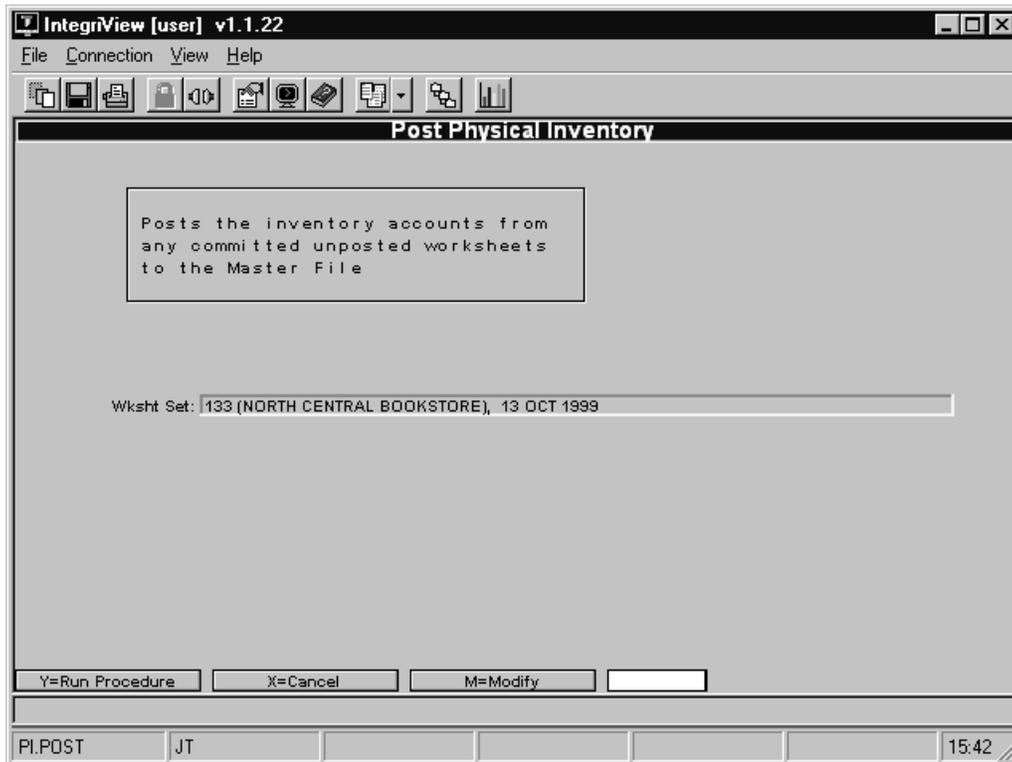
1. From the CourseTrak Main Menu, select the **Inventory** option followed by the **Physical** option and the **Print Adjustments & Valuation** option to get to the Adjustments & Valuation Report screen (TX-21-1-5).

2. Under the **Sort By** heading, enter “S” to sort the report by SKU, “D” to sort by department, or “C” to sort by class.
3. Under the **List Valuation For** heading, enter “P” to report by price, “C” to report by cost, or “B” for both options.
4. Enter “Y” to run the report or “X” to cancel.

Posting Committed Inventory Worksheets

To update your master file based on the information entered in the physical inventory worksheets, follow these steps.

1. From the CourseTrak Main Menu, select the **Inventory** option followed by the **Physical** option and the **Post Inventory to Master File** option to get to the Post Physical Inventory screen (TX-21-1-6).



2. Enter "Y" to post the worksheets and update the inventories in your master file, or enter "X" to cancel.

Printing Inventory Worksheets

To print a hard copy of your physical inventory worksheets, follow these steps.

1. From the CourseTrak Main Menu, select the **Inventory** option followed by the **Physical** option and the **Print Worksheets** option to get to the Print Worksheets screen (TX-21-1-21).

2. The **Store** field is automatically filled in with the default for the user. To change it, enter "<" followed by the new store number. For a list of stores, enter "??" in the **Store** field.
3. In the **Date** field, enter the date of the worksheet set you wish to print. For a list of possible dates, enter "??".
4. In the **Locn** field, enter the location code for which you wish to print worksheets. For a list of possible locations, enter "??".
5. In the **Open?** field, enter "Y" if you want to print worksheets that have not been committed. Otherwise, enter "N".
6. In the **Committed?** field, enter "Y" if you want to print worksheets that have been committed but not yet posted. Otherwise, enter "N".
7. In the **Posted?** field, enter "Y" if you want to print worksheets that have been posted. Otherwise, enter "N".
8. In the **for Sheet(s)** field, enter the worksheet numbers you want to print, separated by commas. For all worksheets, leave this field blank. For a list of worksheets, enter "??".
9. Enter "Y" to print the worksheets or "X" to cancel.

Deleting Inventory Worksheets

To delete inventory worksheets, follow these steps.

1. From the CourseTrak Main Menu, select the **Inventory** option followed by the **Physical** option and the **Delete Worksheets** option to get to the Delete Worksheets screen (TX-21-1-22).

2. The **Store** field is automatically filled in with the default for the user. To change it, enter "<" followed by the new store number. For a list of stores, enter "??" in the **Store** field.
3. In the **Date** field, enter the date of the worksheet set you wish to delete. For a list of possible dates, enter "??".
4. In the **Locn** field, enter the location code for which you wish to delete worksheets. For a list of possible locations, enter "??".
5. In the **Open?** field, enter "Y" if you want to delete worksheets that have not been committed. Otherwise, enter "N".
6. In the **Committed?** field, enter "Y" if you want to delete worksheets that have been committed but not yet posted. Otherwise, enter "N".
7. In the **Posted?** field, enter "Y" if you want to delete worksheets that have been posted. Otherwise, enter "N".
8. In the **for Sheet(s)** field, enter the worksheet numbers you want to delete, separated by commas. For all worksheets, leave this field blank. For a list of worksheets, enter "??".
9. Enter "Y" to delete the worksheets or "X" to cancel.

Data Collection File Maintenance

If you wish to delete or print any items from your data collection file, follow these steps.

1. From the CourseTrak Main Menu, select the **Inventory** option followed by the **Physical** option and the **DC File Maintenance** option to get to the Data-Collection File Maintenance screen (TX-21-1-23).

The screenshot shows the 'Data-Collection File Maintenance' window. It features a menu bar with 'File', 'Connection', 'View', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area has a title bar 'Data-Collection File Maintenance' and contains several input fields: 'Print:', 'Delete:', 'Store #:', 'Application:', 'Module:', 'Locn:', 'User:', 'Limit to Page #(s):', 'Transferred Records?:', 'Pending Records?:', and 'ND-SKU-xxxx Records?'. A 'Cancel' button is located at the bottom left. The status bar at the bottom displays 'DC.MAINT', 'JT', and the time '16:02'.

2. In the **Print** field, enter “Y” if you want to print the items. Otherwise, enter “N”.
3. In the **Delete** field, enter “Y” if you want to delete the items. Otherwise, enter “N”.
4. In the **Store #** field, enter the store whose items you want to search for. For all stores, leave this field blank.
5. In the **Application** field, enter the application of the items you want to search for. If you don't wish to limit by application, leave this field blank.
6. In the **Module** field, enter the module of the items you want to search for. This could be “TX”, “TR”, or “GM”. For all modules, leave this field blank.
7. In the **Locn** field, enter the location of the items you want to search for. If you don't want to limit by location, leave this field blank.
8. In the **User** field, enter the user who scanned the items you want to search for. If you don't want to limit by user, leave this field blank.
9. In the **Limit To Page #** field, enter the worksheet numbers where the items you want to search for are located. If you don't wish to limit by worksheet number, leave this field blank.

10. In the **Transferred Records** field, enter “Y” if you want to include items that have been transferred to inventory worksheets. Otherwise, enter “N”.
11. In the **Pending Records** field, enter “Y” if you want to include items that have not yet been transferred to inventory worksheets. Otherwise, enter “N”.
12. In the **No-SKU-xxx Records** field, enter “Y” if you want to include items that do not match any items in your master file. Otherwise, enter “N”.
13. Enter “Y” to run the process or “X” to cancel.

Inventory Adjustments

To modify the inventory values for a few items without completing the entire physical inventory process, follow these steps.

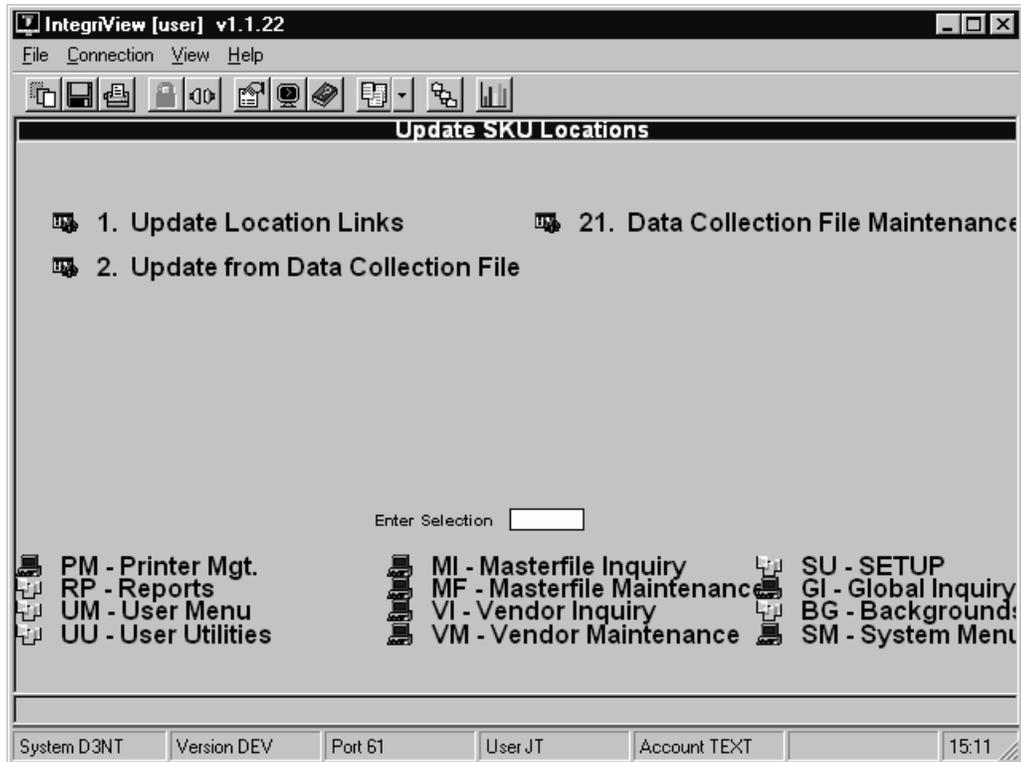
1. From the CourseTrak Main Menu, select the **Inventory** option followed by the **Adjustments** option to get to the Adjust Inventory screen (TX-21-2).

2. The **Store** field is automatically filled in with the default for the user. To change it, enter "<" followed by the new store number. For a list of stores, enter "??" in the **Store** field.
3. In the **Adjustment #** field, enter the adjustment number you wish to use. For a list of adjustment numbers, enter "??". For a new adjustment number, enter ".".
4. In the **SKU** field, enter the ISBN for the book whose inventory you wish to adjust. If you don't know the ISBN, you can search for it by entering "[TITLE]", "[AUTHOR]\\", or "[AUTHOR]\\[TITLE]".
5. In the **Adj Type** field, enter "I" if you are increasing the quantity, "D" if you are decreasing it or "R" if you are replacing it.
6. In the **New Qty** field, enter the adjustment for the new quantity.
7. In the **Used Qty** field, enter the adjustment for the used quantity.
8. In the **Reason** field, enter the reason the inventory is being adjusted. For a list of reasons, enter "??".
9. Repeat steps 4-8 for each book.

10. Enter "Y" to change the inventory values in the master file or "X" to cancel.

Relocations

The Relocations menu contains functions dealing with the location codes stored in your master file. This section covers these functions.



Changing Location Codes

To change the location codes for one or more books, follow these steps.

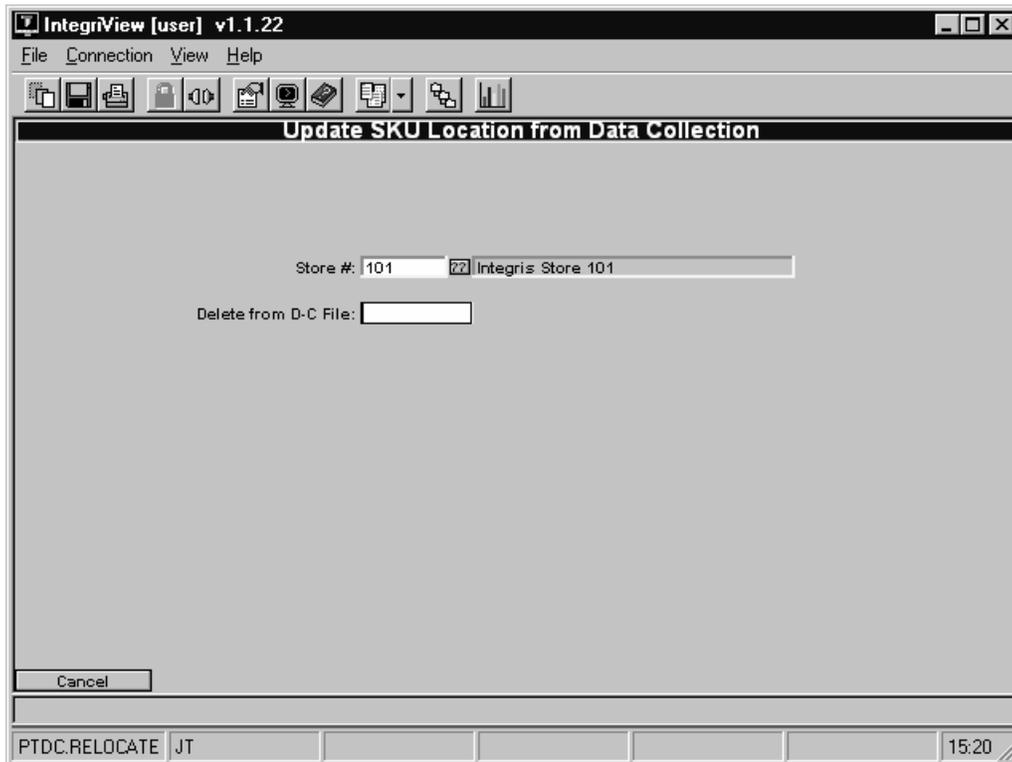
1. From the CourseTrak Main Menu, select the **Inventory** option followed by the **Relocations** option and the **Update Location Links** option to get to the Change SKU Location Codes screen (TX-21-3-1).

2. The **Store** field is automatically filled in with the default for the user. To change it, enter "<" followed by the new store number. For a list of stores, enter "??" in the **Store** field.
3. In the **From Location Code(s)** field, enter the location codes you wish to change, separated by commas. For all location codes, enter "*". To only change items with blank location codes, leave this field blank.
4. In the **To Location Code(s)** field, enter the location codes to change to. There must be an equal number of codes in this field and the **From** field, and each value in the **From** field will be changed to the corresponding value in this field.
5. In the **SKU/ISBN** field, enter the item you wish to change.
6. In the **New Class** field, enter the new book class you wish to change.
7. In the **Used Class** field, enter the used book class you wish to change.
8. In the **Location** field, enter the location you wish to change.
9. Enter "Y" to change the location codes or "X" to cancel.

Changing Location Based on the Data Collection File

To change location codes in your master file based on information from your portable scanners, follow these steps.

1. From the CourseTrak Main Menu, select the **Inventory** option followed by the **Relocations** option and the **Update From Data Collection File** option to get to the Update SKU Location From Data Collection screen (TX-21-3-2).



2. The **Store** field is automatically filled in with the default for the user. To change it, enter "<" followed by the new store number. For a list of stores, enter "??" in the **Store** field.
3. In the **Delete from D-C File** field, enter "Y" if you wish to delete the data from the data collection file after it has been applied to the master file. Otherwise, enter "N".
4. Enter "Y" to run the process or "X" to cancel.

Data Collection File Maintenance

If you wish to delete or print any items from your data collection file, follow these steps.

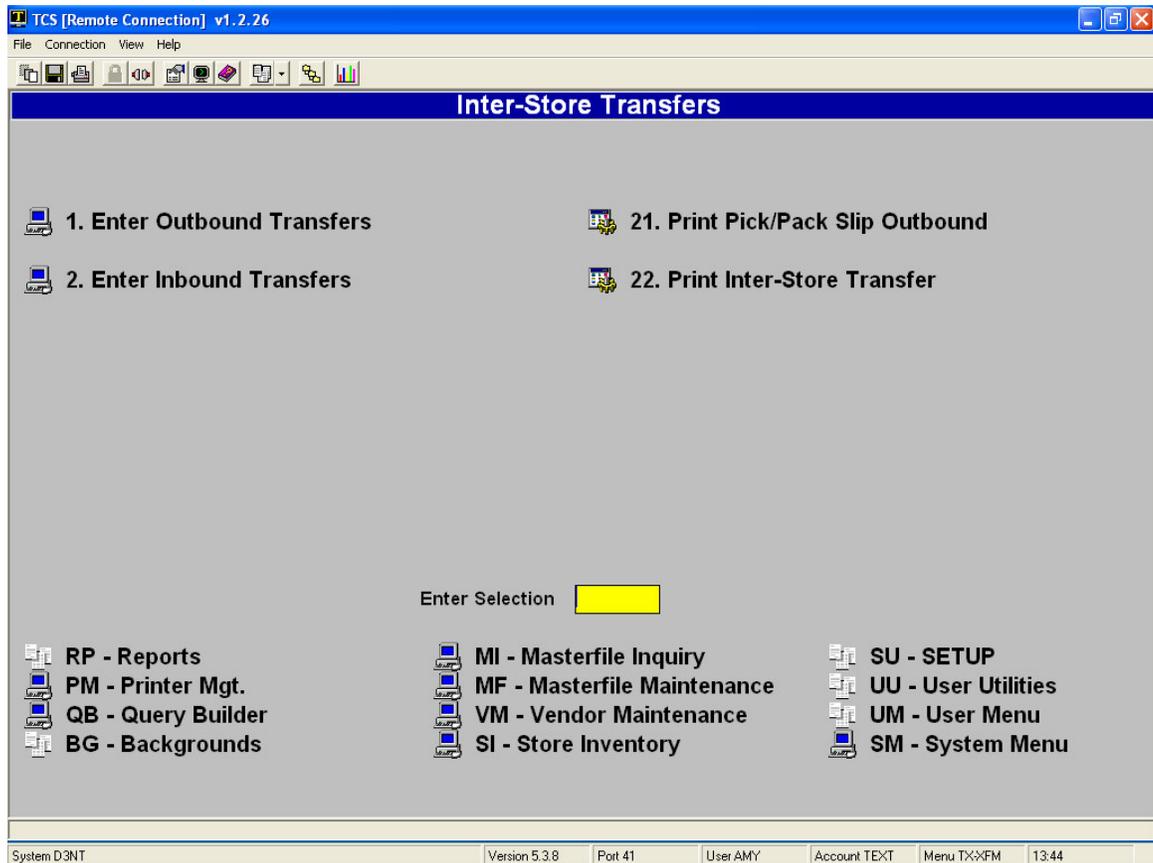
1. From the CourseTrak Main Menu, select the **Inventory** option followed by the **Relocations** option and the **DC File Maintenance** option to get to the Data-Collection File Maintenance screen (TX-21-3-21).

2. In the **Print** field, enter “Y” if you want to print the items. Otherwise, enter “N”.
3. In the **Delete** field, enter “Y” if you want to delete the items. Otherwise, enter “N”.
4. In the **Store #** field, enter the store whose items you want to search for. For all stores, leave this field blank.
5. In the **Application** field, enter the application of the items you want to search for. If you don’t wish to limit by application, leave this field blank.
6. In the **Module** field, enter the module of the items you want to search for. This could be “TX”, “TR”, or “GM”. For all modules, leave this field blank.
7. In the **Locn** field, enter the location of the items you want to search for. If you don’t want to limit by location, leave this field blank.
8. In the **User** field, enter the user who scanned the items you want to search for. If you don’t want to limit by user, leave this field blank.
9. In the **Limit To Page #** field, enter the worksheet numbers where the items you want to search for are located. If you don’t wish to limit by worksheet number, leave this field blank.

10. In the **Transferred Records** field, enter “Y” if you want to include items that have been transferred to inventory worksheets. Otherwise, enter “N”.
11. In the **Pending Records** field, enter “Y” if you want to include items that have not yet been transferred to inventory worksheets. Otherwise, enter “N”.
12. In the **No-SKU-xxx Records** field, enter “Y” if you want to include items that do not match any items in your master file. Otherwise, enter “N”.
13. Enter “Y” to run the process or “X” to cancel.

Transfers (TX-22)

The Transfers menu contains functions dealing with transfers of items between stores. This section covers these functions.



Outbound Transfers (TX-22-1)

To enter transfers from your store to another store, follow these steps.

1. From the CourseTrak Main Menu, select the **Transfers** option, followed by the **Enter Outbound Transfers** option to get to the Transfer Out Maintenance screen (TX-22-1).

The screenshot shows the 'Transfer Out Maintenance' window in TCS v1.2.26. The window title is 'TCS [Remote Connection] v1.2.26'. The menu bar includes 'File', 'Connection', 'View', and 'Help'. The toolbar contains various icons for file operations and navigation. The main area is titled 'Transfer Out Maintenance' and contains the following fields:

- From Store: 1 ??
- To Store: 2 ??
- Document: 133008599 ??
- Local/Remote: L
- Entry Clerk: AMY
- Entry Date: 03/14/06
- Status: O Date: 03/14/06
- Entry Comments: N

Below the fields is a table with the following columns: #, TITLE, ISBN/SKU, MOD, N/U, REQTY, SHQTY, STORE.COST, SELL.PRICE, XDISC, %, XFER.COST.

#	TITLE	ISBN/SKU	MOD	N/U	REQTY	SHQTY	STORE.COST	SELL.PRICE	XDISC	%	XFER.COST
1	HARDY TESS OF THE D'URBERVILLES (INTRO: ALVAREZ)	0-14-043135-7	TX	N	15	10	7.70	11.00	0.0	d	7.70
2	BUSHMAN JOSEPH SMITH & BEGINNINGS OF MORMONISM (P)	0-252-06012-1	TX	U	4	4	4.00	9.50	0.0	o	4.00
3											

At the bottom of the window, there are buttons for '=Save', 'X=Cancel', 'M=Modify', 'C=Complete', and a yellow button. A status bar at the very bottom shows 'TXXF0.0' and 'AMY'.

2. The **From Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **To Store** field, enter the store the items are being transferred to. For a list of stores, enter "??".
4. In the **Document** field, enter the document number you wish to use. Enter "??" for a list of documents, or "." to assign a new number.
5. In the **Local/Remote** field, enter "L" if the store the items are being transferred to is run on the same server, or "R" if it has a separate server.
6. In the **Entry Clerk** field, enter your user ID.
7. In the **Entry Date** field, enter the current date.
8. In the **Entry Comments** field, enter any comments you wish to show on this transfer.

9. In the **ISBN/SKU** field, enter the ISBN for the book you want to transfer. If you aren't sure of the ISBN, you can search for it by entering "[AUTHOR]/", "[TITLE]", or "[AUTHOR]/[TITLE.]"
10. In the **N/U** field, enter "N" if you are transferring new books or "U" if you are transferring used books.
11. In the **REQTY** field, enter the quantity of books that was requested.
12. In the **SHQTY** field, enter the quantity of books that is being transferred/shipped.
13. In the **Disc** field, enter the discount percentage for the transfer.
14. In the **Xfer.Cost** field, enter the total cost of the transfer.
15. Repeat steps 9-14 for each item being transferred.
16. Enter "C" to complete the transfer, "X" to Cancel, or "M" to Modify. Pressing [ENTER] will exit the transfer, but not complete it.
17. If you complete the transfer, you will get the following popup box.

Ship Date:	03/14/06
Packed By:	AMY AMY
Carrier:	ups ? United Parcel
Weight:	2
Tot Freight:	10.00
Bill of Lading:	

18. Enter the ship date, the name of the individual who packed the transfer, the carrier, total weight, total freight, and bill of lading information.

Inbound Transfers (TX-22-2)

To enter transfers from your store to another store, follow these steps.

1. From the CourseTrak Main Menu, select the **Transfers** option, followed by the **Enter Inbound Transfers** option to get to the Transfer In Maintenance screen (TX-22-2).

The screenshot shows the 'Transfer In Maintenance' window in TCS v1.2.26. The form contains the following data:

- From Store: 2 HARTFORD
- To Store: 1 Total Computing Test
- Document: 133008615
- Term: 2005-2 SUMMER05
- Entry Clerk: AMY
- Entry Date: 03/14/06
- Status: O
- Date: 03/14/06
- Entry Comments: N

The table below the form has the following columns: ISBN/SKU, MOD, N/U, REQQTY, SHPQTY, RCVQTY, SELL PRICE, XFER DISC, XFER COST. A dialog box is displayed over the table with the text: 'Do you want to bring in items from output transfer?' and buttons for 'Yes' and 'No'.

2. The **From Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
8. In the **To Store** field, enter the store the items are being transferred to. For a list of stores, enter "??".
9. In the **Document** field, enter the document number you wish to use. Enter "??" for a list of documents, or "." to assign a new number.
10. In the **Entry Clerk** field, enter your user ID.
11. In the **Entry Date** field, enter the current date.
12. In the **Entry Comments** field, enter any comments you wish to show on this transfer.
13. If the outbound transfer was sent on a local server, you will get a popup box asking if you want to bring in items from output transfer. Click "Yes" or "No"
14. If you select "Yes", you will receive the following screen.

From Store: 2 HARTFORD

To Store: 1 Total Computing Test

Document #: 133008102 ??

R=Run Procedure X=Cancel M=Modify

15. Select the document # by entering "??".
16. Enter "R" to run the process, "X" to Cancel, or "M" to Modify.

TCS [Remote Connection] v1.2.26

File Connection View Help

Transfer In Maintenance

From Store: 2 ?? d

To Store: 1 ?? Total Computing Test

Document: 133008615 ??

Term : 2005-2 ?? SUMMER05

Entry Clerk: AMY AMY

Entry Date: 03/14/06

Status: O Date: 03/14/06

Entry Comments: N

#	ISBN/SKU	MOD	N/U	REQQTY	SH PQTY	R CVQTY	SELL PRICE	XFER DISC	XFER COST
1	0-465-01534-4	TX	N	1	1	1	5.95	0.0	5.95
	HUNTER CULTURE WARS								
2									

=Save X=Cancel M=Modify C=Complete

Cancel

TX>FL0 AMY 15:54

17. In the ISBN/SKU field, enter the ISBN for the book you want to transfer. If you aren't sure of the ISBN, you can search for it by entering "[AUTHOR]/", "[TITLE]", or "[AUTHOR]/[TITLE].]"

18. In the **N/U** field, enter “N” if you are transferring new books or “U” if you are transferring used books.
19. In the **RCVQTY** field, enter the quantity of books that were received.
20. In the **SHQTY** field, enter the quantity of books that is being transferred.
21. Repeat steps 17-20 for each item being received from a transfer.
22. Enter “C” to complete the transfer or “X” to cancel.
23. If you choose to complete the transfer, you will get the following popup box.

Rec'd Date:	03/14/06
Received By:	AMY AMY
Carrier:	UPS ? United Parcel
Weight:	2
Tot Freight:	10.00
Bill of Lading:	

24. Enter the received date, the name of the individual who received the transfer, the carrier, total weight, total freight, and bill of lading information.

Printing a Picking Slip (TX-22-21)

To print a picking slip for your outbound transfers, follow these steps.

1. From the CourseTrak Main Menu, select the **Transfers** option followed by the **Print Pick/Pack Slip Outbound** option to get to the Transfers Print Pick/Pack Slips screen (TX-22-21).

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Entry Date** field, enter the date the transfer you wish to print was entered. If you don't wish to limit by date, leave this field blank.
4. In the **Status Date** field, enter the date the transfer's status was changed. If you don't wish to limit by date, leave this field blank.
5. In the **Document Number** field, enter the transfer number you wish to print. If you don't wish to limit by transfer number, leave this field blank.
6. Enter "R" to print the document, "X" to Cancel, or "M" to Modify.

7. Below is a sample of a transfers picking document.

XPO.PRINT.PICK.DOC										Transfers Picking Document										TEXT									
STORE	STORE	STAT	ENTRY	STATUS	ISEN	DATE	DATE	SKU	AUTHOR/MFG	TITLE/DESCRIPTION	N/U	REQ	PICK	CNT															
1	100	0				10/15/03		0-375-50051-0	QUINDLENQUINDLER	BLACK+BLUEBLACK AND BLUE	N	10																	
Document 133007302													10																

Printing Inter-Store Transfers (TX-22-22)

To print one or more inter-store transfers, follow these steps.

1. From the CourseTrak Main Menu, select the **Transfers** option followed by the **Print Inter-Store Transfer** option to get to the Inter-Store Transfers screen (TX-22-22).

The screenshot shows a software window titled "TCS [Remote Connection] v1.2.26". The window contains a form titled "Inter-Store Transfers". The form has the following fields:

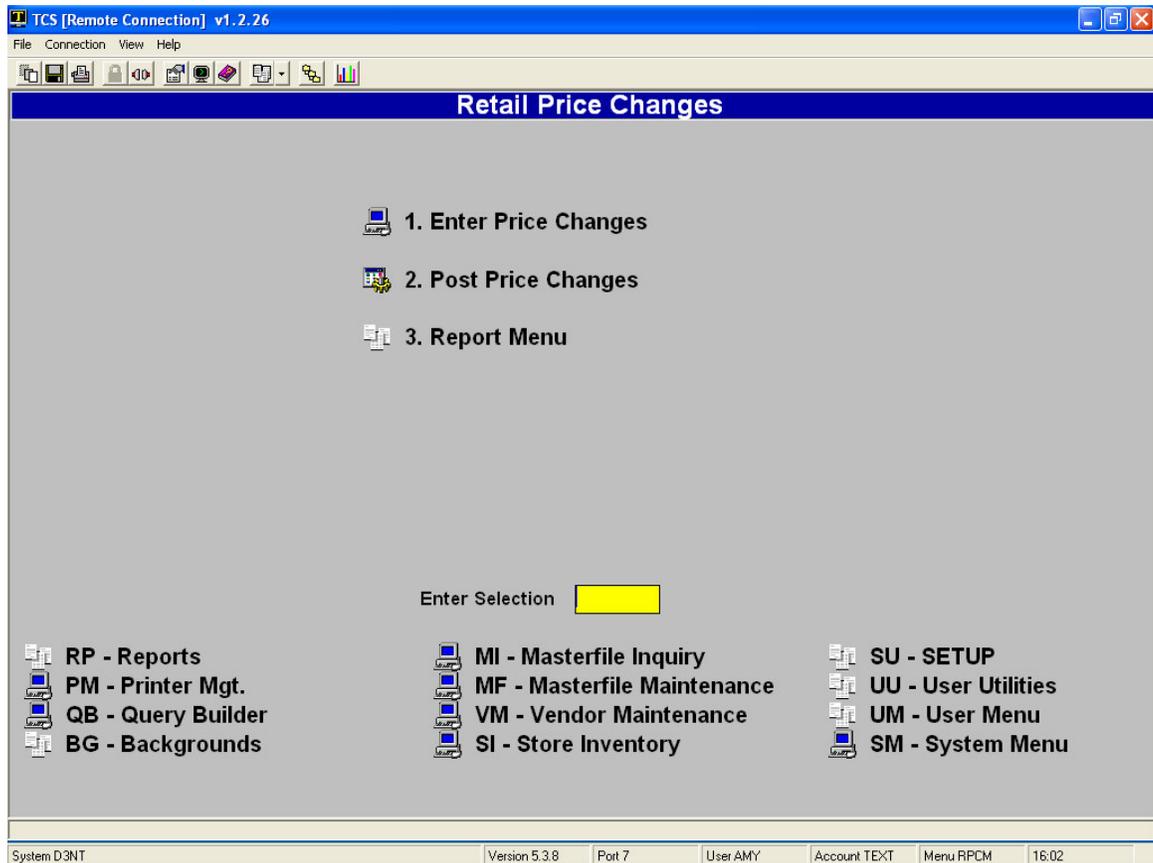
- From Document #:
- To Document #:
- From Ship Date:
- To Ship Date:
- 'From' Store:
- 'To' Store:
- Status:
- Spooler Option:

At the bottom of the form, there are four buttons: "R=Run Procedure", "X=Cancel", "M=Modify", and a yellow button. Below the buttons is a status bar with the text "XF.REP", "AMY", and "18:00".

2. In the **From Document #** field, enter the first document number you wish to print.
3. In the **To Document #** field, enter the last document number you wish to print.
4. In the **From Ship Date** field, enter the earliest date you wish to print.
5. In the **To Ship Date** field, enter the latest date you wish to include.
6. In the **'From' Store** field, enter the store where the items originated. If you don't wish to limit by store, leave this field blank.
7. In the **'To' Store** field, enter the store where the items were sent. If you don't wish to limit by store, leave this field blank.
8. In the **Status** field, enter the transfer status that you wish to include.
9. In the **Spooler Option** field, enter the printer you wish to use.
10. Enter "R" to print the transfer, "X" to Cancel, or "M" to Modify.

Price Changes (TX-23)

The Price Changes Menu contains functions dealing with changing the prices in your master file. This section covers these functions.



Entering Price Changes (TX-23-1)

To enter a price change, follow these steps.

1. From the CourseTrak Main Menu, select the **Price Changes** option followed by the **Enter Price Changes** option to get to the Enter Price Changes screen (TX-23-1).

Store: 1 Total Computing Test

Source: S Status: O

Doc. #: 537 Effective Date: 03/14/06

End Date:

Cancellation:

TYPE: PERMANENT

#	ISBN/SKU	MOD	Reason Code	Reason Desc	Current Price	New Price	NQty	Ext Diff New
1	0-252-06012-1	TX	MU	PRICE MARKUP	18.95	19.95	2	2.00
2	BUSHMAN JOSEPH SMITH & BEGINNINGS OF MORMONISM (P)						4	3.00

=Save X=Cancel M=Modify

RPC AMY 18:03

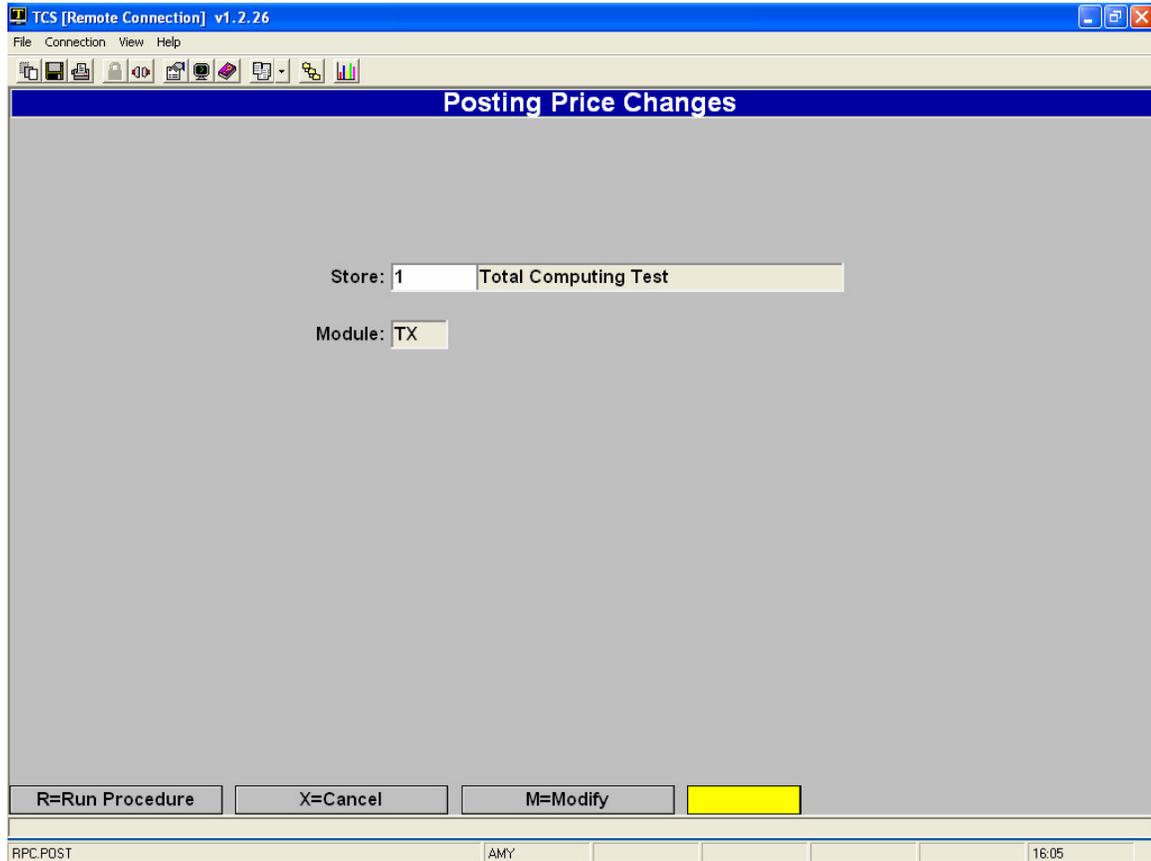
2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Source** field, enter "H" if the price change was initiated by the host, or "S" if it was initiated by the store.
4. In the **Doc. #** field, enter "." to create a new document.
5. In the **Effective Date** field, enter the date the price change should take effect.
6. In the **End Date** field, enter the date the price change will end. If it is a permanent change, leave this field blank.
7. In the **Cancellation** field, enter "Y" if this is a cancellation of a previous price change.
8. In the **ISBN/SKU** field, enter the ISBN for the book you want to select. If you aren't sure of the ISBN, you can search for it by entering "[AUTHOR]/", "[TITLE]", or "[AUTHOR]/[TITLE]."

9. In the **Reason Code** field, enter the reason for the price change. For a list of reasons, enter “??”.
10. In the **New Price** field, enter the new price for the item.
11. Repeat steps 8-10 for each item for which you wish to change the price.
12. Press [ENTER] to save the price change, “X” to Cancel, or “M” to Modify.

Posting Price Changes (TX-22-2)

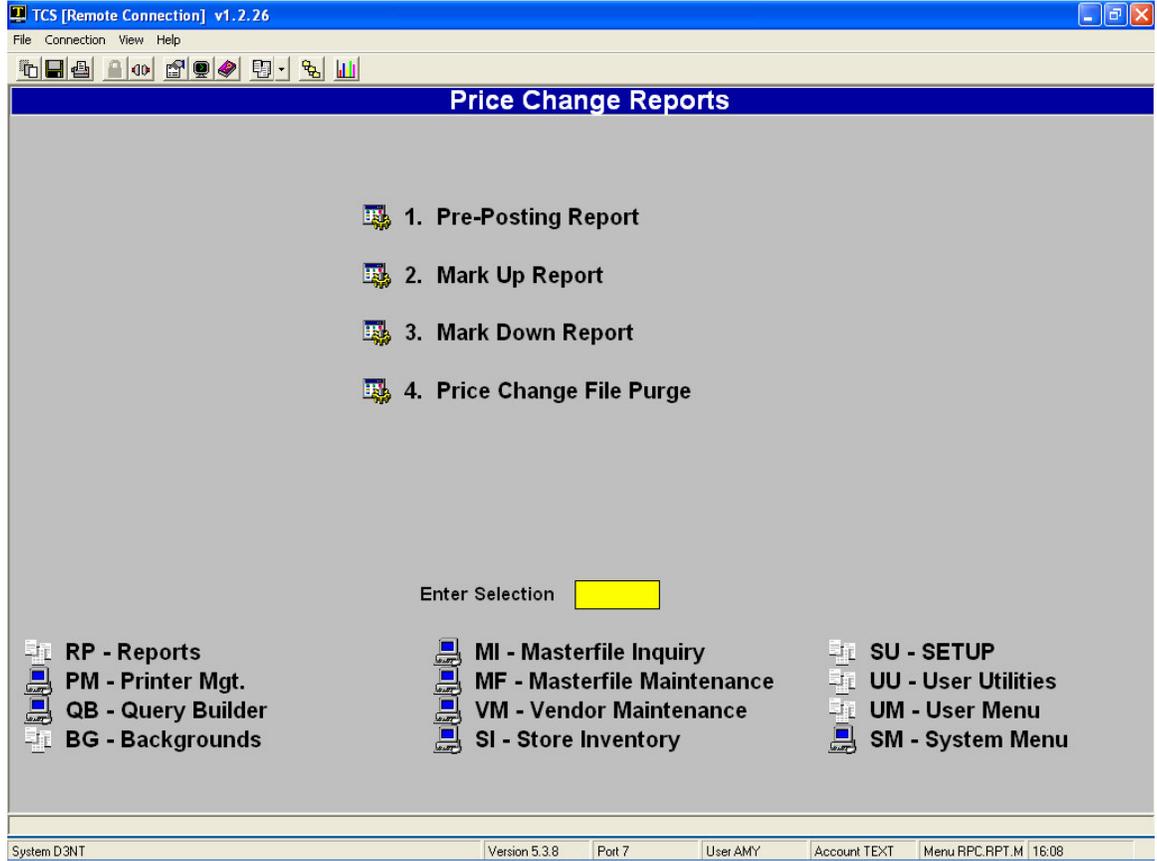
To post price changes to the master file, follow these steps.

1. From the CourseTrak Main Menu, select the **Price Changes** option followed by the **Post Price Changes** option to get to the Posting Price Changes screen (TX-22-2).



2. The **Store** field is automatically filled in with the default for the user. To change it, enter "M" followed by the new store number.
3. Enter "R" to post price changes, "X" to Cancel, or "M" to Modify.
4. If you choose to post price changes, you will be prompted if you want to print new tags.

Price Change Reports (TX-23-3)



Pre-Posting Report (TX-23-3-1)

TCS [Remote Connection] v1.2.26

File Connection View Help

Price Change Report

Store: 1 Total Computing Test

Begin Date:

End Date:

Module:

Summary:

R=Run Procedure X=Cancel M=Modify

RPC.RPT AMY 16:10

Mark Up Report (TX-23-3-2)

TCS [Remote Connection] v1.2.26

File Connection View Help

Price Change Report

Store: 1 Total Computing Test

Begin Date:

End Date:

Module:

Summary:

R=Run Procedure X=Cancel M=Modify

RPC.RPT AMY 16:11

Mark Down Report (TX-23-3-3)

The screenshot shows a software window titled "TCS [Remote Connection] v1.2.26". The window has a menu bar with "File", "Connection", "View", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window is titled "Price Change Report" and contains the following form fields:

- Store: 1
- Total Computing Test
- Begin Date: []
- End Date: []
- Module: []
- Summary: []

At the bottom of the form area, there are four buttons: "R=Run Procedure", "X=Cancel", "M=Modify", and a yellow button. Below the buttons is a status bar with the text "RPC.RPT" on the left and "AMY" in the center, followed by several empty fields and "18:11" on the right.

Price Change File Purge (TX-23-3-4)

TCS [Remote Connection] v1.2.26

File Connection View Help

Price Change Purge

Store: 1 Total Computing Test

Begin Date:

End Date:

Module:

R=Run Procedure X=Cancel M=Modify

RPC.PURGE AMY 16:12

Wholesaler Database Maintenance Menu (TX-24)

The Wholesaler Database Maintenance Menu contains functions dealing with your wholesale buying guide(s). This information has been previously covered in this manual. See section (TX-5-3).

Books in Print on CD (TX-25)

TCS [Remote Connection] v1.2.26

File Connection View Help

Books In Print On CD-ROM

Request Type: 200 Full Citation (Fast Detailed)

Number Of Records: 50

Start At Record: 1

Search Criteria: TI Title

Search Request: ACCOUNTING

CD Type: P Books In Print PLUS

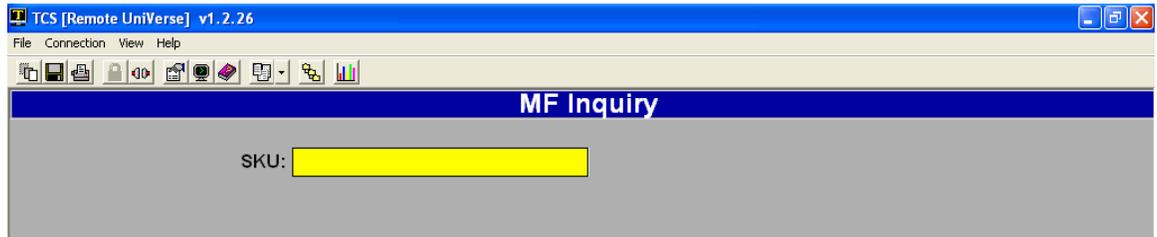
R=Run Procedure X=Cancel M=Modify

BIP.CD AMY 16:18

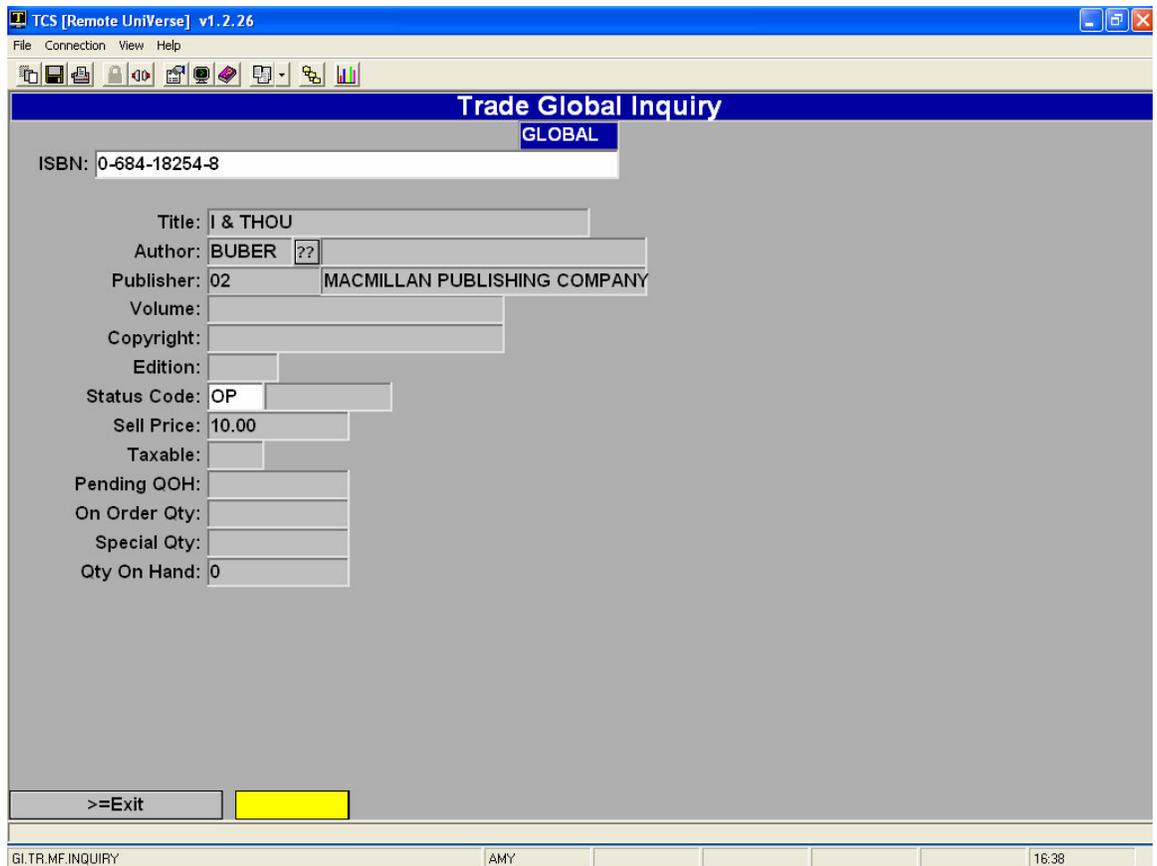
Global Inquiry (TX-26)

The Global Inquiry can be used to display information on items from any database module that you have installed. To use it, follow these steps.

1. From the CourseTrak Main Menu, select the **Global Inquiry** option to get to the MF Inquiry screen (TX-26).

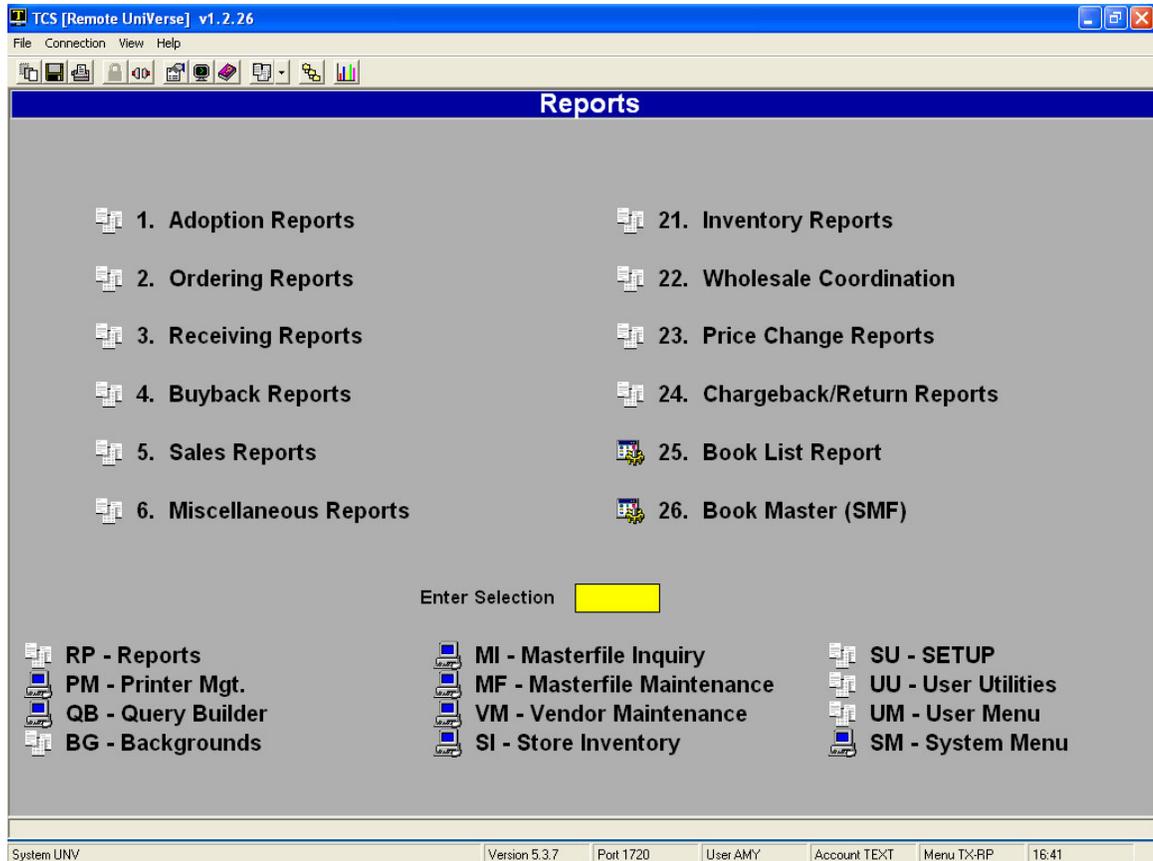


2. In the **SKU** field, you can enter a SKU, ISBN, or a cross-reference term. If you enter a cross-reference term that could refer to more than one item, you will be given a list of items to choose from.
3. Information about the item will display.



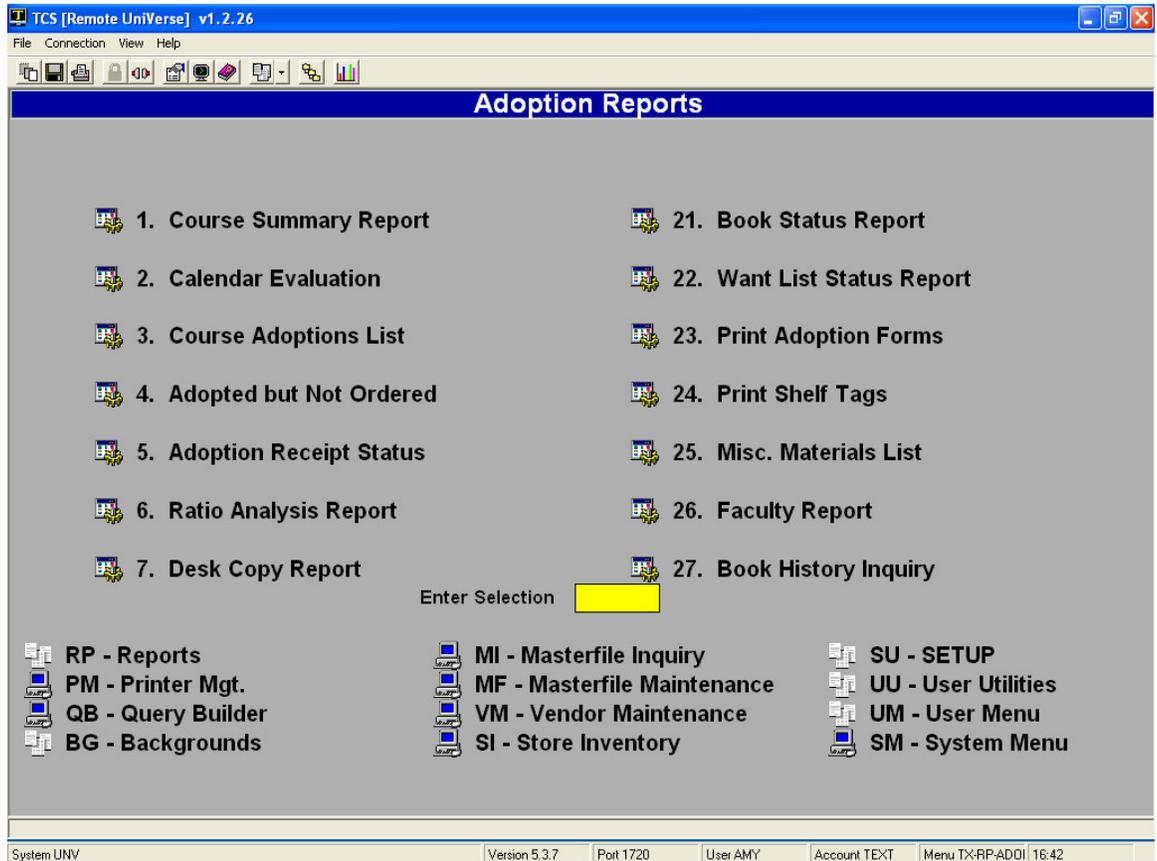
Reports Menu (TX-RP)

The CourseTrak system contains a large assortment of reports that can display information about various items and settings in the system. All of these can be accessed from the Reports menu (TX-RP). This section will cover the use of these reports.



Adoption Reports Menu (TX-RP-1)

The Adoption Reports menu (TX-RP-1) contains reports that display information on the course adoptions that you have entered into your system. This section covers the use of these reports.



Course Summary Report (TX-RP-1-1)

The Course Summary report prints a summary of the courses that have been entered into your system. To run the report, follow these steps.

1. From the CourseTrak Main Menu, enter “RP” to get to the Reports menu. Select the **Adoption Reports** option followed by the **Course Summary Report** to get to the Report of Course Summary screen (TX-RP-1-1).

The screenshot shows a window titled "TCS [Remote UniVerse] v1.2.26" with a menu bar (File, Connection, View, Help) and a toolbar. The main area is titled "Report of Course Summary" and contains the following fields:

- Store: 1 [??] Total Computing Test
- Term: 2005-2 [??] SUMMER05
- Imported Records?: N

At the bottom, there are four buttons: "R>=Run Procedure", "<X>=Cancel", "<M>=Modify", and a yellow button. The status bar at the bottom shows "CS.0", "AMY", and "16:43".

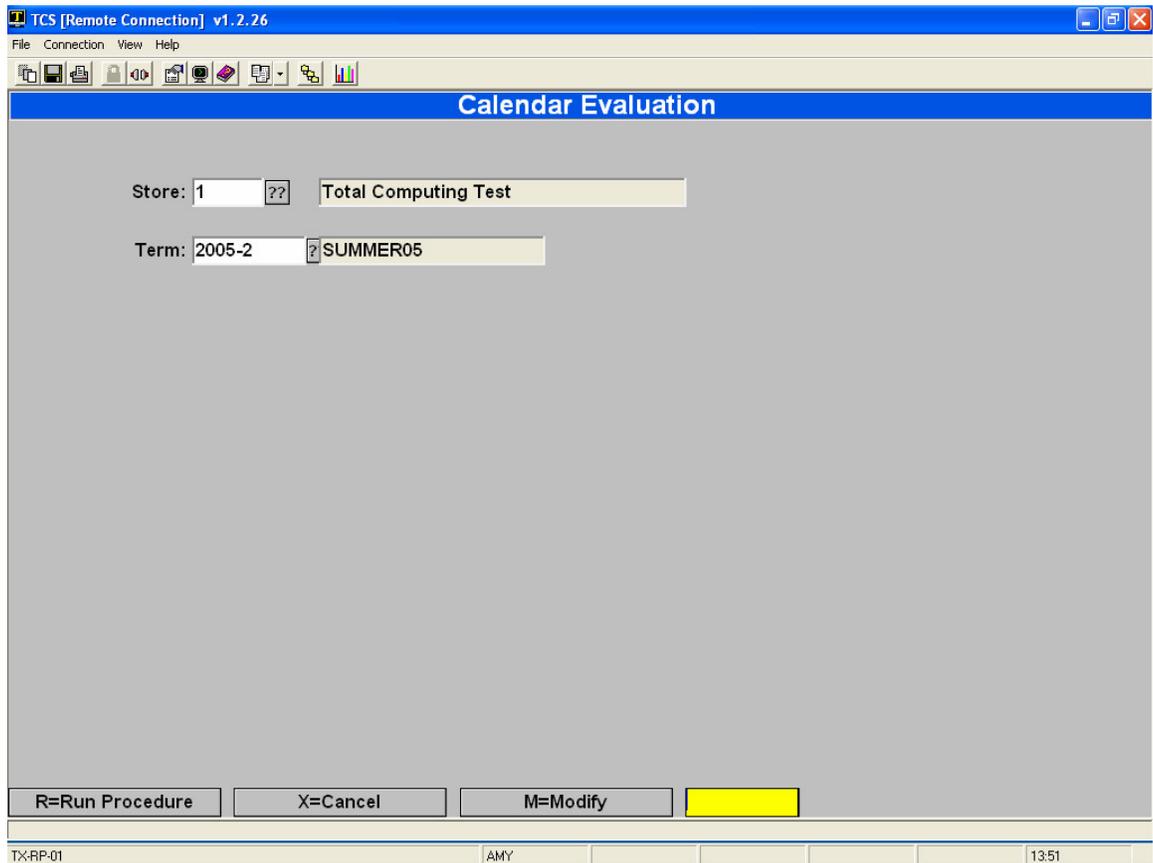
2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Term** field, enter the term for which you want to list courses. For a list of terms, enter "??". If you wish to list courses for all terms, leave this field blank.
4. In the **Imported Records** field, enter “Y” if you want to report only those adoptions that were imported using the Adoption Import Process. If you want to report all adoptions, enter “N”.
5. Enter “R” to print the report, “X” to Cancel, or “M” to Modify.
6. On the next page is a sample report.

16:46:07 14 MAR 2006		Total Computing Test						
TX-OR-24		Course Summary						
		For Store 1 , Term 2005-2						
Dept.....	Course....	Sec.....	Instructor	Est Enrl	Act Enrl	Percent	Books	Comments...
ACC	101	1	SAM JOHNSO	100	10	10.00	4	
ACC	101	101	THOMAS	100	8	8.00	1	
ACC	101	102		100	6	6.00	1	
ACC	101	103	SMITH	100	5	5.00	1	
ACC	101	104			47	0.00	1	
ACC	101	106		30	10	33.33	1	
ACC	101	20	SMITH	100	0	0.00	1	
ACC	101	21			0	0.00	1	
ACC	101	25	SMITH	1200	0	0.00	1	
ACC	101	26			0	0.00	1	
ACC	101	30		100	0	0.00	1	
ACC	101	31			0	0.00	1	
ACC	101	5	SMITH	100	0	0.00	1	
ACC	101	50	SMITH	100	0	0.00	1	
ACC	101	51			0	0.00	1	
ACC	101	6	SMITH	100	0	0.00	1	
ACC	101	ASDF		23	0	0.00	1	
ACC	101	HOLD		100	0	0.00	1	
ACC	101	HOLD-1		100	0	0.00	1	
ACC	101	N		44	0	0.00	1	
ACC	110	1		25		NA	4	
Dept Total				2422	86			

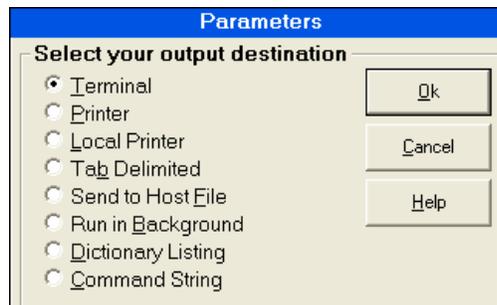
Calendar Evaluation Report (RP-1-2)

The calendar evaluation report displays information about the setting you have entered into your academic calendar (TX-SU-1-3). To evaluate the calendared store processes for the term, follow these steps:

1. From any menu in the CourseTrak system, enter "RP" to get to the **Reports** menu. Select the **Adoption Reports** option followed by the **Calendar Evaluation** option to get to the Calendar Evaluation screen (RP-1-2).



2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??" in the **Store** field.
3. In the **Term** field, enter the term you wish to run a calendar evaluation for. For a list of terms, enter "??" in the Term field.
4. Enter "R" to run the report, "X" to Cancel, or "M" to Modify.
5. If you select to run the report, you will get a pop up box with output destination options.



6. Select the output destination for this report and click "Ok".
7. Below is a sample of a Calendar Evaluation Report.

13:51:29 31 Jan 2006	Total Computing Test
TX-CA	Calendar Evaluation
	TERM: 2005-2
1. NUMBER OF WANT LISTS GENERATED THIS TERM	21
2. AVERAGE NUMBER OF TIMES AN ADOPTED TITLE APPEARS ON WANT LISTS	2
3. AVERAGE NUMBER OF TITLES ON A WANT LIST	5
4. PERCENT OF COURSES ENTERED TO EXPECTED COURSES ENTERED TO DATE	0.00%
5. PERCENT OF TITLES ENTERED TO EXPECTED TITLES ENTERED TO DATE	0.00%
6. PERCENT OF RETAIL VALUE OF RECEIVED TO RETAIL VALUE OF PO'S WRITTEN	60.89%
7. PERCENT OF RETAIL VALUE OF CONFIRMED WL TITLES TO RETAIL VALUE OF ADOPT TITLES	12.76%
8. PERCENT OF PURCHASE ORDER TITLES TO NUMBER OF ADOPTED TITLES	215.51%
9. PERCENT OF RECEIVED LINE ITEMS TO NUMBER OF PO LINE ITEMS	8.80%
10. PERCENT OF CHARGEBACK LINE ITEMS TO PURCHASE ORDER LINE ITEMS	18.40%
11. PERCENT OF COURSE ENROLLMENTS ENTERED TO NUMBER OF COURSES ENTERED	368.18%
12. PERCENT OF RETURN VALUE TO NEW ENDING INVENTORY	0.00%
14. LAST ACTIVITY DATE	01/23/06

Course Adoptions List (TX-RP-1-3)

The Course Adoptions List displays a list of course adoptions that have been entered into your system. To run this report, follow these steps.

1. From the CourseTrak Main Menu, enter “RP” to get to the Reports menu. Select the **Adoption Reports** option followed by the **Course Adoptions List** option to get to the Course Adoptions List screen (TX-RP-1-3).

The screenshot shows the 'Course Adoptions List' report screen. The window title is 'TCS [Remote UniVerse] v1.2.26'. The menu bar includes 'File', 'Connection', 'View', and 'Help'. The toolbar contains various icons for file operations and navigation. The main content area has a blue header with the text 'Course Adoptions List'. Below the header, there are several input fields: 'Store: 1' with a dropdown menu showing 'Total Computing Test'; 'Term: 2005-2' with a dropdown menu showing '??' and 'SUMMER05'; 'Department: ??' with a dropdown menu; 'Course: ??' with a dropdown menu; 'Sort by: C' with a dropdown menu; and 'After Date: ' with an empty text box. At the bottom of the screen, there are four buttons: 'R>=Run Procedure', '<X>=Cancel', '<M>=Modify', and a yellow button. The status bar at the bottom shows 'ADOPTP', 'AMY', and '18:51'.

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. In the **Term** field, enter the term for which you want to list courses. For a list of terms, enter "??".
4. In the **Department** field, enter the academic department for which you want to list courses. For a list of departments, enter "??". If you want to list courses for all departments, leave this field blank.
5. In the **Course** field, enter the course number for which you want to list adoptions. For a list of courses, enter "??". If you want to list adoptions for all courses, leave this field blank.
6. In the **Sort by** field, enter “C” to sort the report by course, “A” to sort it by author, “T” to sort by title, or “P” to sort by publisher.

7. In the **After Date** field, enter the date that you would like adoptions entered on or after to be listed. You can leave this field blank to list all adoptions for the term.
8. Enter "R" to print the report, "X" to Cancel, or "M" to Modify.
9. Below is a sample of the Course Request Report.

Course Request Report												
For Store: 1												
For Term: 2005-2												
Printed 04:53:44pm 14 Mar 2006 'J' Page: 1												
TX-TP-04												
Dept	Course	Sec	E.Nrl	A.Nrl	S	ISBN	Author	Ed	CpYr	Publisher	Req	Est. ADOPT...
Instructor			Instructor	T	Title						QTC	BB.. DATE...
ACC	101	1	100	10	S	0-8400-9612-7	TAPAHONSON			UNIVERSITY OF TEXAS	Y	11 0 03/04/05
			SAM JOHNSON			BLUE HORSES RUSH IN						
						0-256-16680-3	BOOCKHOLDT	4TH	96	MCGRAW-HILL COMPANI	N	11 0
						ACCOUNTING INFORMATION SYSTEMS						
						0-15-501741-1	PRESSMAN		95	HARCOURT BRACE JOVA	N	0
						ACCOMMODATING LEARN STYLE DIFFERENCES..						
						0-8263-1100-8	MCNICKLE		78	HARPER-COLLINS PUBL	Y	0
						WIND FROM AN ENEMY SKY (P)						
ACC	101	101	100	8		1-55885-060-0	DEVACA		93	NEIL WARREN	Y	100 0 04/08/05
			THOMAS			ACCOUNT: ALVAR NUNEZ CABEZA DE VACA	RELACION (P)					
ACC	101	102	100	6		1-55885-060-0	DEVACA		93	NEIL WARREN	Y	100 0 04/08/05
						ACCOUNT: ALVAR NUNEZ CABEZA DE VACA	RELACION (P)					
ACC	101	103	100	5		1-55885-060-0	DEVACA		93	NEIL WARREN	Y	100 0 04/08/05
			SMITH			ACCOUNT: ALVAR NUNEZ CABEZA DE VACA	RELACION (P)					
ACC	101	104		47		1-55885-060-0	DEVACA		93	NEIL WARREN		0 04/08/05
						ACCOUNT: ALVAR NUNEZ CABEZA DE VACA	RELACION (P)					
ACC	101	106	30	10		0-521-56714-9	HARDY		96	Computer Literacy P	Y	30 10 01/11/06
						TESS OF THE D'URBERVILLES (ED GIBSON) (P)						
ACC	101	20	100	0		1-55885-060-0	DEVACA		93	NEIL WARREN	Y	100 0 04/08/05
			SMITH			ACCOUNT: ALVAR NUNEZ CABEZA DE VACA	RELACION (P)					
ACC	101	21		0		1-55885-060-0	DEVACA		93	NEIL WARREN		0 04/08/05
						ACCOUNT: ALVAR NUNEZ CABEZA DE VACA	RELACION (P)					
ACC	101	25	1200	0		1-55885-060-0	DEVACA		93	NEIL WARREN	Y	1000 0 04/08/05
			SMITH			ACCOUNT: ALVAR NUNEZ CABEZA DE VACA	RELACION (P)					
ACC	101	26		0		1-55885-060-0	DEVACA		93	NEIL WARREN		0 04/08/05
						ACCOUNT: ALVAR NUNEZ CABEZA DE VACA	RELACION (P)					
ACC	101	30	100	0		1-55885-060-0	DEVACA		93	NEIL WARREN	Y	100 0 04/08/05
						ACCOUNT: ALVAR NUNEZ CABEZA DE VACA	RELACION (P)					
ACC	101	31		0		1-55885-060-0	DEVACA		93	NEIL WARREN	BC	0 04/08/05
						ACCOUNT: ALVAR NUNEZ CABEZA DE VACA	RELACION (P)					
ACC	101	5	100	0		0-256-16680-3	BOOCKHOLDT	4TH	96	MCGRAW-HILL COMPANI	Y	100 0 04/08/05
			SMITH			ACCOUNTING INFORMATION SYSTEMS						
ACC	101	50	100	0		1-55885-060-0	DEVACA		93	NEIL WARREN	Y	100 0 04/08/05

Adopted but not Ordered Report (TX-RP-1-4)

The Adopted but not Ordered report prints a list of books that have been entered into course adoptions but have not yet been ordered from a publisher or wholesaler. To run the report, follow these steps.

1. From the CourseTrak Main Menu, enter “RP” to get to the Reports menu. Select the **Adoption Reports** option, followed by the **Adopted but not Ordered** option to get to the Adopted Not Ordered screen (TX-RP-1-4).

The screenshot shows a window titled "TCS [Remote UniVerse] v1.2.26" with a menu bar (File, Connection, View, Help) and a toolbar. The main area has a blue header "Adopted not Ordered". Below the header are three input fields: "Store: 1", "Total Computing Test", "Term: 2005-2", and "SUMMER05". Below these is a "Sort by: C" field. At the bottom, there are four buttons: "<R>=Run Procedure", "<X>=Cancel", "<M>=Modify", and a yellow button. The status bar at the bottom shows "TX-OR-14", "AMY", and "16:55".

2. The **Store** field is automatically filled in with the default for the user. For a list of stores, enter "??".
3. The **Term** field is automatically filled in with the default ordering term for the store. For a list of terms, enter "??" in the **Term** field.
4. In the **Sort by** field, enter "A" to sort by author, "T" to sort by title, "C" to sort by course, or "I" to sort by ISBN.
5. Enter "R" to print the report, "X" to Cancel, or "M" to Modify.

6. Below is a sample report.

16:56:23 14 MAR 2006		Total Computing Test				PAGE 1	
TX-OR-21		Adopted Not Ordered				TEXT	
		TERM: 2005-2					
ISBN.....	Author.....	Title.....	Courses.....	QTC	Total ..QTY ..QTY ..Est	..New	..Used ..BB
0-07-043360-7	MEIGS	ACCOUNTING: BASIS F/BUS.DEC.	ACC*110*1	10	25	25	0 0
0-471-40133-1	KIMMEL	PRINCIPLES OF ACCOUNTING	ACCT*23020*1	10	20	0	20 5
0-521-56714-9	HARDY	TESS OF THE D'URBERVILLES (ED GIBSON) (P)	ENGL*100*1	70	111	38	73 10
			ENGL*100*2				
			ENGL*101*1				
			ENGL*102*2				
			ACC*101*106				
0-19-510107-3	BARKOW	ADAPTED MIND	ENGL*100*77	3	26	0	26 0

Adoption Receipt Status Report (TX-RP-1-5)

The Adoption Receipt Status report displays a list of adoption requests that have not yet been returned to the bookstore. To run this report, follow these steps.

1. From the CourseTrak Main Menu, enter “RP” to get to the Reports menu. Select the **Adoption Reports** option followed by the **Adoption Receipt Status** option to get to the Adoption Receipt Status Report screen (TX-RP-1-5).

The screenshot shows a window titled "TCS [Remote UniVerse] v1.2.26" with a menu bar (File, Connection, View, Help) and a toolbar. The main area is titled "Adoption Receipt Status Report" and contains the following fields:

- Store: 1 [??] Total Computing Test
- Term: 2005-2 [??] SUMMER05
- Sort by: C

At the bottom of the window, there are four buttons: "R>=Run Procedure", "<X>=Cancel", "<M>=Modify", and a yellow button. The status bar at the very bottom displays "ADPSTATUS", "AMY", and "16:58".

2. In the **Store** field, enter the store number for which you want to print the report. For a list of store numbers, enter “??”.
3. In the **Term** field, enter the term for which you want to print the report. For a list of terms, enter “??”.
4. In the **Sort by** field, enter “N” to sort by request number or “C” to sort by course.
5. Enter “R” to run the report, “X” to Cancel, or “M” to Modify.

Print Adoption Forms (TX-RP-1-23)

You can use the CourseTrak system to print adoption forms to distribute to the academic departments. This information has been previously covered in this manual. See section (TX-1-21).

Print Shelf Tags (TX-RP-1-24)

This information has been previously covered in this manual. See section (TX-1-22).

Misc. Materials List (TX-RP-1-25)
Faculty Report (TX-RP-1-26)
Book History Inquiry (TX-RP-1-27)
Ordering Reports (TX-RP-2)
Books Status Report (TX-RP-2-1)
Adopted But Not Ordered (TX-RP-2-2)
Want List Status Report (TX-RP-2-3)
Books on Active Want List (TX-RP-2-4)
Books Not Ordered (TX-RP-2-5)
PO Links (TX-RP-2-6)
Open PO List (TX-RP-2-21)
Open PO List, by Courses (TX-RP-2-22)
Open PO Summary (TX-RP-2-23)
Text Edit Worklist (TX-RP-2-31)
Ordered Not Received (TX-RP-2-32)
Receiving Reports (TX-RP-3)
Receiving Log Report (TX-RP-3-1)
Receiving Status Report (TX-RP-3-2)
Receiving Price Change Report (TX-RP-3-3)
Receiving Summary Report (TX-RP-3-4)
Receiving Discrepancy Report (TX-RP-3-5)
Receiving Status Detail (TX-RP-3-21)
Invoice Summary Report (TX-RP-3-22)
Buyback Reports (TX-RP-4)
Non-Coordinated Books (TX-RP-4-1)
Actual vs Need (TX-RP-4-2)
Buyback Need (TX-RP-4-3)
Manual Buyback Control List (TX-RP-4-4)
Estimated Buyback (TX-RP-4-5)
Actual vs Expected (TX-RP-4-21)
Buyback Audit Report (TX-RP-4-22)
Retail Purchases (TX-RP-4-23)
Wholesale Purchases (TX-RP-4-24)
Books for Wholesalers (TX-RP-4-25)
Sales Reports (TX-RP-5)
Ratio Analysis Report (TX-RP-5-1)
Miscellaneous Reports (TX-RP-6)
Text Hot List Report (TX-RP-6-1)
Text Status Cards (TX-RP-6-2)
MIR Exports (TX-RP-6-3)

Vendor Report (TX-RP-6-4)
Text Items with Package Set (TX-RP-6-5)
Vendor Bin & Hold and PO Numbers (TX-RP-6-6)
eFollett Textbook Ordering List (TX-RP-6-21)
Inventory Reports (TX-RP-21)
Inventory By Vendor Report (TX-RP-21-1)
Adjustments Report (TX-RP-21-2)
Books On Hand Report (TX-RP-21-3)
Master Book List (TX-RP-21-4)
Inventory Valuation (TX-RP-21-5)
Inventory Analysis Report (TX-RP-21-21)
Min/Max Report (TX-RP-21-22)
Wholesale Coordination (TX-RP-22)
Price Changes (TX-RP-22-1)
Publisher Changes (TX-RP-22-2)
New Edition Notices (TX-RP-22-3)
Unmatched Titles List (TX-RP-22-4)
Titles Matched by ISBN Only (TX-RP-22-5)
ISBN Changes (TX-RP-22-6)
Price Change Reports (TX-RP-23)
Pre-Posting Report (TX-RP-23-1)
Mark Up Report (TX-RP-23-2)
Mark Down Report (TX-RP-23-3)
Price Change File Purge (TX-RP-23-4)
Chargeback/Return Reports (TX-RP-24)
Pending Returns List (TX-RP-24-1)
Open Permissions List (TX-RP-24-2)
Invoice Return Expiring List (TX-RP-24-3)
Chargeback Listing (TX-RP-24-4)
Write-off Listing (TX-RP-24-5)
Non-Returnable Stock Worklist (TX-24-6)
Book List Report (TX-RP-25)
Book Master (SMF) (TX-RP-26)