

# Cancel/Suspend

You can cancel or suspend entire purchase orders, line items on a purchase order, or individual copies that are attached to a line item.

## The difference between canceling and suspending

Both cancelling or suspending line item both use “cancel reasons.” The process of cancelling or suspending purchase orders/line items/copies are the same whether you are intending to cancel or suspend; the only difference is what cancel reason you choose.

When you choose a cancel reason with the prefix “Cancelled” it has a hidden meaning of “Keep Debits: No (False).” What this means is that your fund debits, (your encumbrance) for that item, are lifted and the money is returned to the fund. The intention is that you will never be receiving that item, and you no longer want your money to be encumbered for it. Usually the item is also cancelled with the vendor.

When you choose a cancel reason with the prefix “Delayed” it has a hidden meaning of “Keep Debits: Yes (True).” This means that the associated fund debits (your encumbrance) for that item, are kept. Therefore your money remains encumbered. The intention is that you will, at some point, receive this item and you would like the money to remain encumbered in your fund. Usually the item remains on order with the vendor. Common cancel reasons for suspending are items that are backordered or not yet published.

Cancel reasons are used to suspend or cancel line items.

PO / Item / Request Cancellation Reasons					New Cancel Reason
Context Org Unit <input type="text" value="STATELIB"/>					
<a href="#">Back</a> <a href="#">Next</a> <a href="#">Filter</a>					
✓	#	Using Library	Label	Description	Keep Debits?
<input type="checkbox"/>	1	PINES	OS	Out of Stock	False
<input type="checkbox"/>	2	PINES	OSI	Out of Stock Indefinitely	False
<input type="checkbox"/>	3	PINES	PP	Title has been postponed	True
<input type="checkbox"/>	4	PINES	Pieces delivered	Number of pieces actually received at the final destination.	True
<input type="checkbox"/>	5	PINES	Repriced	Item has been repriced	False

Cancel reasons are PINES defaults. You can see a list of them [here](#) that includes whether they are Keep Debits? True or False. If for some reason you need an additional cancel reason, please open a Helpdesk ticket.

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## ...A Purchase Order

You can cancel or suspend purchase orders where all line items are in a state of *on-order*.



If you are cancelling (not suspending) an order or an item with a vendor that you use EDI with, you **must** contact the vendor first and cancel the items. If you cancel them in Acquisitions first, the vendor will **not** be notified. Manually contact them, get confirmation of what has been cancelled, then cancel in Acquisitions.

Canceling/Suspending an entire purchase order is most appropriate when all line items need to use the same cancel reason. If you need to use different cancel reasons for different line items, or you only need to mark specific line items cancelled/suspended, you cannot use this method. See [Cancel/Suspend Line Items](#).

**Remember: The process to cancel vs. suspend a purchase order is the same. The only difference is which cancel reason you choose.**

1. Open the purchase order.
2. Click **Cancel order**.

Prepayment Required? No  
Activatable? Activated  
[Issued DC, DR & LS only](#)  
Notes (0)  
EDI Messages (2)  
History [View](#)  
Invoicing [View Invoices \(0\)](#) [Create Invoice](#) [Link Invoice](#)  
Cancel [Cancel order](#)

3. From the drop down menu that appears, select a **cancel reason**.

History [View](#)

Invoicing [View Invoices \(0\)](#) [Create Invoice](#) [Link Invoice](#) ▼

Cancel [Cancel order](#) ▼

Reason: [Cancel order](#)

- Cancelled: Account Cancelled
- Cancelled: Already Delivered
- Cancelled: Already Owned
- Cancelled: By Vendor
- Cancelled: Cancelled
- Cancelled: Deleted
- Cancelled: Discontinued
- Cancelled: Duplicate Order
- Cancelled: EBL
- Cancelled: Incorrect Order
- Cancelled: Invalid ISBN
- Cancelled: MOD
- Cancelled: Miscellaneous
- Cancelled: NS
- Cancelled: Never Received
- Cancelled: No longer needed
- Cancelled: Not Accepted
- Cancelled: Not Found
- Cancelled: OP
- Cancelled: OS
- Cancelled: OSI
- Cancelled: Out of Business
- Cancelled: Over Budget
- Cancelled: PPI
- Cancelled: Postpone
- Cancelled: Provider Will Not Fill
- Cancelled: Repriced
- Cancelled: Wrong Ed
- Cancelled: Wrong Provider
- Delayed: Accepted with amendment
- Delayed: Accepted without amendment
- Delayed: Backorder
- Delayed: Changed

Distribution Form

OR

Estimated Cost

4. Click **Cancel order**.

EDI Messages (2)

History [View](#)

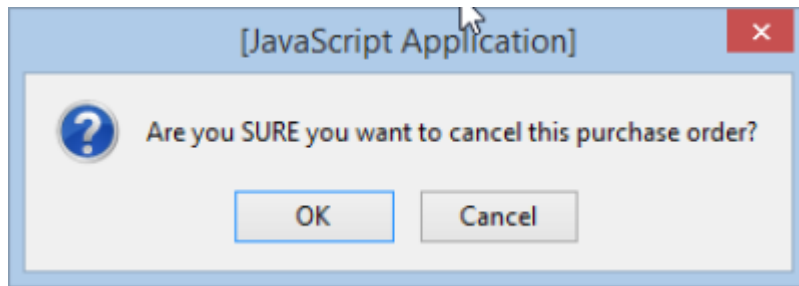
Invoicing [View Invoices \(0\)](#) [Create Invoice](#) [Link Invoice](#) ▼

Cancel [Cancel order](#) ▼

Reason: [Delayed: Backorder](#) [Cancel order](#)

Distribution Formula

5. A pop-up will appear asking you to confirm that you wish to cancel the purchase order. Click OK.



6. The status of the purchase order becomes *canceled* and:

### For Cancels:

- All the line item bars change to white
- The funds no longer show as encumbered

Go Back Reload Go Forward Debug

**Purchase Order (cancelled)** Activated 1/21/16 12:36 PM  
ID 65

Name 65 Prepayment Required? No

Provider Midwest Tapes (Midwestft) Activatable? Activated

Total LineItems 3 Notes (0)

Total Estimated \$66.03 EDI Messages (1)

Total Encumbered \$0.00 History View

Invoicing View Invoices (0) Create Invoice Link Invoice

Cancel reason Out Of Print (Cancelled: OP)

--Actions--

Copies	Owning Branch	Copy Location	Collection Code	Fund	Circ Modifier	Distribution Formula
						OR

Apply to Selected

---

Line Items Expand All Items Notes Actions Status Est Pri

The cat who sniffed glue / Lilian Jackson Braun.  
Braun, Lilian Jackson. 9780816148646 1990. G.K. Hall, TV1  
Order Identifier ISBN 9780816148646 Expand Copies(2) Notes(2) -- Actions -- Cancelled: OP 3

# 1606 | 0 | catalog worksheet walkthrough requests view invoice(s) queue

The world is full of divorced women / Jackie Collins.  
Collins, Jackie. 9780446357197 1994. c1975. Warner Books, TV1  
Order Identifier ISBN 9780446357197 Expand Copies(2) Notes(2) -- Actions -- Cancelled: OP 9

# 1607 | 0 | catalog worksheet walkthrough requests view invoice(s) queue

## For Suspend:

- All the line item bars change to blue
- The funds still show as encumbered

Purchase Order (cancelled) Activated 1/6/15 3:26 PM

ID: 100 Prepayment Required? No

Name: 158 Activatable? Activated

Provider: TestVendor1 (TV1) Notes: (0)

Total LineItems: 3 EDI Messages: (0)

Total Estimated: \$99.97 History: View

Total Encumbered: \$54.98 Invoicing: View Invoices (0) Create Invoice Link Invoice

Total Spent: \$0.00 Cancel reason: The quantity of goods that is on back-order. (Delayed: Backorder)

Actions: [Dropdown]

Copies: [Dropdown] Owning Branch: [Dropdown] Copy Location: [Dropdown] Collection Code: [Dropdown] Fund: [Dropdown] Circ Modifier: [Dropdown] Distribution Formula: [Dropdown] Apply to Selected

Line Items	Expand All	Items	Notes	Actions	Status	Estim Price
AND THE MOUNTAINS ECHOED Khaled Hosseini, Hosseini, Khaled. 9781611761801 Unabridged. 2013. Penguin Audio, TV1 Order Identifier: ISBN 9781611761801	Expand	Copies(1)	Notes(0)	Actions	Delayed Backorder	\$9.99
# 1764   1   → catalog   & worksheet   requests   view invoice(s)   claim policy: Damaged Replace						
GOLDFINCH THE Donna Tartt, Tartt, Donna. 9781600247118 Unabridged. 2013. Hachette Audio, TV1 Order Identifier: ISBN 9781600247118	Expand	Copies(1)	Notes(0)	Actions	Delayed Backorder	\$4.99

For backorders, you can and should still receive the items once they arrive at your library.

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## ...Line Items

You can cancel or suspend line items that have a status of *on-order*.

Cancelling or suspending line items is most appropriate when:

- You need to use different cancel reasons for different line items
- You only need to cancel/suspend some line items in the PO, not all of them
- All the copies under one title can have the same cancel reason (i.e. You cannot cancel at the line item level if you have 3 copies under a title, with one to be backordered, one to be true cancelled, and one to remain on-order)

**Remember: The process to cancel vs. suspend line items is the same. The only difference is which cancel reason you choose.**



There is an open bug that affects [attempting to cancel line items](#). You may get an error message "ACQ\_NOT\_CANCELABLE→The object is not in a cancelable state." To resolve, each copy on a line item must be canceled. The status of the line item will remain on-order, but each copy will show a status of canceled. See [Canceling and Suspending Copies](#) for more information.

**Do** attempt to cancel at the line item level first. The majority of the time it works fine; the above information is only if you are impacted by the bug.

## Canceling in a PO

1. Open a purchase order.
2. Check the box(es) of the line item(s) you wish to cancel.

Go Back Reload Go Forward Debug Print Page

Purchase Order (on-order) Activated 12/4/14 3:07 PM

ID 150 Prepayment Required? No

Name 150 Activatable? Activated

Provider TestVendor1 (TV1) Notes (0)

Total Lineitems 2 EDI Messages (0)

Total Estimated \$61.70 History View


Total Encumbered \$34.75 Invoicing View Invoices (1) Create Invoice Link Invoice

Total Spent \$0.00 Cancel Cancel order

--Actions--

Copies Owning Branch Copy Location Collection Code Fund Circ Modifier Distribution Formula Apply to Selected

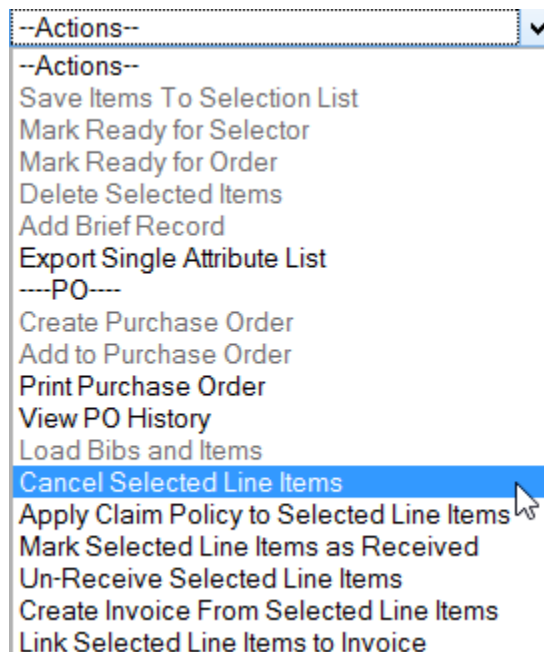
Line Items Expand All Items Notes Actions Status Estimated Price

☒  [The pelican brief / John Grisham.](#)  
Grisham, John. 9780375433481 [2004]. c1992. Random House Large Print, TV1

Order Identifier ISBN 9780375433481 Expand Copies(1) Notes(1) -- Actions -- On-Order 26.95

# 1611 | 0 | [catalog](#) | [worksheet](#) | [walkthru3](#) | [requests](#) | [view invoice\(s\)](#) | claim policy: Damaged Replace | [queue](#)

3. Using the main *Actions* menu, select **Actions > Cancel Selected Line Items**.




4. From the drop down menu that appears, select a **cancel reason**.

--Actions--

Copies Owning Branch Copy Location

✓ Line Items

 [The pelican brief / John Grisham](#)  
Grisham, John. 9780375433481 [200...]  
Order Identifier ISBN 97803754...  
# 1611 | 0 | [→ catalog](#) | [worksheet](#) | [w...](#)

Cancelled: Not Accepted  
Cancelled: Not Found  
Cancelled: OP  
Cancelled: OS  
**Cancelled: OSI**  
Cancelled: Out of Business  
Cancelled: Over Budget  
Cancelled: PPI  
Cancelled: Postponed  
Cancelled: Provider Will Not Fill  
Cancelled: Publication Canceled  
Cancelled: Repriced

Cancel Line Items

policy: Damag



If line items are being canceled for different reasons, they will need to be canceled separately so different cancel reasons can be used.

5. Click **Cancel Line Items**.

--Actions--

Cancelled: OSI

Cancel Line Items

[JavaScript Application]

Are you SURE you want to cancel this line item?

OK Cancel

6. A pop-up will appear asking you to confirm that you wish to cancel the line item. Click OK.

#### For Cancels:

- The line item bar(s) change to white
- The funds no longer show as encumbered

#### For Suspend:

- The line item bar(s) change to blue
- The funds still show as encumbered

Purchase Order (on-order)

Activated 12/4/14 3:07 PM

ID 150

Prepayment Required? No

Name [150](#)

Activatable? Activated

Provider [TestVendor1 \(TV1\)](#)

Notes [\(0\)](#)

Total LineItems 2

EDI Messages [\(0\)](#)

Total Estimated \$61.70

History [View](#)

Total Encumbered \$34.75

Invoicing [View Invoices \(1\)](#) [Create Invoice](#) [Link Invoice ▾](#)

Total Spent \$0.00

Cancel [Cancel order ▾](#)

--Actions--

Copies

Owning Branch

Copy Location

Collection Code

Fund

Circ Modifier

Distribution Formula

OR

Apply to Selected

---

Line Items

Expand All

Items

Notes

Actions

Status

Estimated Price

The Revolution

Brand, Russell 9781780893051 2014 Gardners Books TV1

Order Identifier

ISBN

9781780893051

Expand

Copies(1)

Notes(0)

-- Actions --

Delayed Backorder

34.75

# 1612

0

→ catalog

↗ worksheet

↗ walkthru3

requests

view invoice(s)

claim policy: Damaged Replace

↗ queue

For backorders, you can and should still receive the items once they arrive at your library.

## Canceling via Search

1. Go to Acquisitions>General Search. This will open up the search for line items, which is what we want to cancel.

Before you start, make sure that you have the following columns showing:



- Item Count
- Status
- Cancel Reason
- PO ID
- PO Name

Don't forget to go to the gear icon and choose "Save Grid Settings" to save your columns!

There are three common ways that you can search for copies to receive.

### Option 1 - Search for individual line items

1. Set up your search terms as **Line item ID [is]**

Line Items Search

Purchase Orders Search

Invoices Search

Selection Lists Search

Search for records matching 

all

 of the following terms:

Line Item - Lineitem ID

is

Search

Set As Default Line Item Search

Reset Default Search

☐ Retrieve Results Immediately

2. You can then type or copy & paste your line item ID.



3. Click Search, then go to **Canceling Line Items in Search**.

### Option 2: Search for line items in a particular PO

1. Set up your search terms as:

**Purchase Order - Purchase Order ID** [is]

**Line Item - Status** [is NOT] "Received" (select from drop down list)

Line Items Search | Purchase Orders Search | Invoices Search | Selection Lists Search

Search for records matching **all** of the following terms:

Purchase Order - Purchase Order ID	is	Received	+	-
Line Item - Status	is NOT	Received	+	-

Search | Set As Default Line Item Search | Reset Default Search | ☐ Retrieve Results Immediately

2. Click Search, then go to **Canceling Line Items in Search**.

### Option 3: Batch search for line items from a spreadsheet

If you have a list of line item IDs in a spreadsheet, you can upload these in one search even if they're on many different purchase orders.

1. Copy the list of line item IDs (confirm that they are not the line item DETAIL id, which is different).



Don't do more than 25-50 line item IDs per file. If the amount of line items you need to cancel is greater, break it into multiple uploads.

2. Paste into a Notepad file. There does not need to be commas between the line item IDs, only a line break or a space. For example:

100  
101  
102

3. Go to Acquisitions>General Search.

4. Set up the search terms as:

**Line Item - ID** [matches a term from a file]

Line Items Search | Purchase Orders Search | Invoices Search | Selection Lists Search

Search for records matching **all** of the following terms:

Line Item - Lineitem ID	matches a term from a file	Choose File	No file chosen
-------------------------	----------------------------	-------------	----------------

Search | Set As Default Line Item Search | Reset Default Search | ☐ Retrieve Results Immediately

5. Click "Choose File" and browse to where your Notepad file with line IDs is and select.

6. Click Search, then go to **Canceling Line Items in Search**.

### Canceling Line Items in Search

Now that you've set up your search terms and located your line items, you can actually do the cancellations.

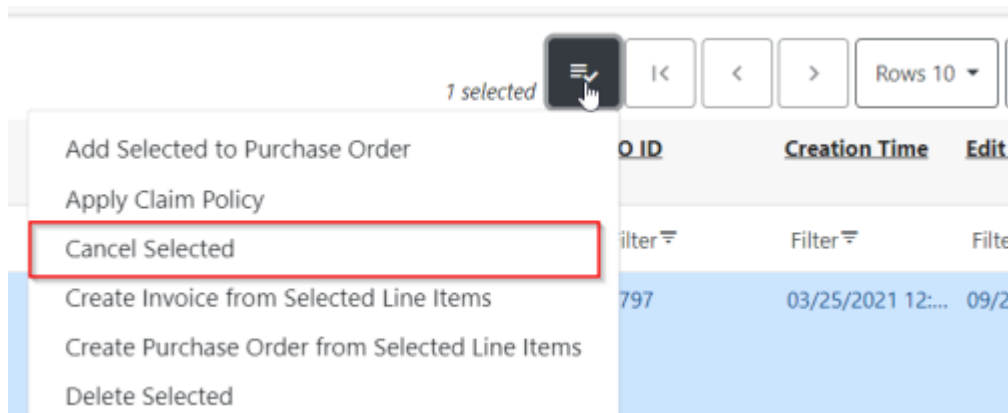
1. For each line item in your search results, double-check the number in the Item Count column. If it's anything other than 1, double check the quantity that you need to cancel.



So for example, if the Item Count is 3 and you need to cancel 3 copies, you're OK to proceed. However, if the Item Count is 3 and you need to cancel 2 copies, jump to **Canceling Copies**.

2. If your Item Count matches the number of items you need to cancel, you can check the checkbox next to that line item and move on to the next.

3. Once you have selected all line items that you want to receive, click the Actions button and then select **Cancel Selected**.



4. From the following pop-up dialog, choose the appropriate cancel reason and then click Apply.

## ...Copies

You can cancel or suspend copies that are in a state of *on-order*.

### Cancel a Copy

1. Open a purchase order.

2. Click the *Copies* link on the line item containing the cop(ies) you wish to cancel.

Purchase Order (on-order) Activated 2/21/17 2:35 PM

ID 647      Prepayment Required? No  
 Name [647](#)      Activatable? Activated  
 Provider [Fake Test Vendor \(FTV\)](#)      Notes [\(0\)](#)  
 Total Lineitems 3      EDI Messages [\(0\)](#)  
 Total Estimated \$75.61      History [View](#)  
 Total Encumbered \$48.95      Invoicing [View Invoices \(0\)](#) [Create Invoice](#) [Link Invoice](#)  
 Total Spent \$0.00      Cancel [Cancel order](#)

--Actions--

Copies Owning Branch Copy Location Collection Code Fund Circ Modifier Distribution Formula  
     OR  [Apply to Selected](#)

Line Items

[Expand All](#) Items Notes Act

[1920s jazz age fashion](#)  
 Pel, Martin 1910787280 02/15/2017 Unicorn Press Ltd FTV  
 Order Identifier ISBN  1910787280  
[Expand](#) [Copies\(1\)](#) [Notes\(0\)](#) [-- /](#)  
 # 29388 | 0 | [→ catalog](#) | [↗ worksheet](#) | [↗ Suppl12](#) | [requests](#) | [view invoice\(s\)](#) | [⇒ queue](#)

3. Click the *Cancel* link adjacent to the copy you wish to cancel. Copies must be canceled individually.

Purchase Order (on-order) Activated 2/21/17 2:35 PM

ID 647      Prepayment Required? No  
 Name [647](#)      Activatable? Activated  
 Provider [Fake Test Vendor \(FTV\)](#)      Notes [\(0\)](#)  
 Total Lineitems 3      EDI Messages [\(0\)](#)  
 Total Estimated \$75.61      History [View](#)  
 Total Encumbered \$48.95      Invoicing [View Invoices \(0\)](#) [Create Invoice](#) [Link Invoice](#)  
 Total Spent \$0.00      Cancel [Cancel order](#)

--Actions--

[1920s jazz age fashion, by Pel, Martin \(1910787280\)](#)  
 1 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed  
 Estimated \$26.70, Encumbered \$26.70, Paid \$0.00  
 # 29388 \* [647 2/21/17](#) [↗ Suppl12](#)

Add/Edit Items

[Return](#) | Item Count:  1 [Go](#) | [Save Changes](#)

Distribution Formulas  [Apply](#) [Reset Formulas](#)

Owning Branch Copy Location Collection Code Fund Circ Modifier Callnumber  
      [Batch Update](#)

Owning Branch	Copy Location	Collection Code	Fund	Circ Modifier	Callnumber	Barcode	Notes	Receiver
STATELIB-L	ON ORDER	<input type="text"/>	Mary (2017)	book	ACQ29939	ACQ29939	<input type="text"/>	<a href="#">Mark Received</a> <a href="#">Cancel</a>

4. From the drop down menu that appears, select a *cancel reason*.

Reason:  Canceled: OSI [Cancel Copy](#)

5. Click *Cancel Copy*.

6. A pop-up will appear asking you to confirm that you wish to cancel the copy. Click OK.

7. The status of the item becomes canceled.

1920s jazz age fashion, by Pel, Martin (1910787280)  
 1 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 1 Canceled, 0 Delayed  
 Estimated \$0.00, Encumbered \$0.00, Paid \$0.00  
 # 29388 # 647 2/21/17 [Suppl12](#)

#### Add/Edit Items

[Return](#) | Item Count:  [Go](#) | [Save Changes](#)

Distribution Formulas  [Apply](#) [Reset Formulas](#)

Owning Branch	Copy Location	Collection Code	Fund	Circ Modifier	Callnumber	Batch Update
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Batch Update"/>

Owning Branch	Copy Location	Collection Code	Fund	Circ Modifier	Callnumber	Barcode	Notes	Receiver
STATLIB-L	ON ORDER	<input type="text"/>	Mary (2017)	book	ACQ29939	ACQ29939	<input type="text"/>	<b>Canceled: OSI</b>

The line item bar will only change to white and have a status of canceled if all copies for the line item have been canceled.

The funds for the particular copy will no longer be encumbered.

Purchase Order (on-order) Activated 2/21/17 2:35 PM

ID 647

Prepayment Required? No

Name [647](#)

Activatable? Activated

Provider [Fake Test Vendor \(FTV\)](#)

Notes [\(0\)](#)

Total Lineitems 3

EDI Messages [\(0\)](#)

Total Estimated \$75.61

History [View](#)

Total Encumbered \$22.25

Invoicing

[View Invoices \(0\)](#)

[Create Invoice](#)

[Link Invoice](#)

Total Spent \$0.00



Cancel

[Cancel order](#)

--Actions--

Copies	Owning Branch	Copy Location	Collection Code	Fund	Circ Modifier	Distribution
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>

#### Line Items

	Items	Notes	Actions	Status	Estimated Price
	<a href="#">10-minute millionaire: the shockingly easy trick for making more money than you can spend in two lifetimes</a>				
<input type="checkbox"/>	Hsu, Robert 1118856708 02/13/2017 John Wiley & Sons Inc FTV				
	Order Identifier <input type="text" value="ISBN"/> <input type="text" value="1118856708"/>	<a href="#">Copies(1)</a> <a href="#">Notes(0)</a>	-- Actions -- <input type="text"/>	Canceled: By Vendor	26.66
	# 29351   0   <a href="#">catalog</a>   <a href="#">worksheet</a>   <a href="#">Suppl12</a>   <a href="#">requests</a>   <a href="#">view invoice(s)</a>   <a href="#">queue</a>				
	<a href="#">1920s jazz age fashion</a>				
<input type="checkbox"/>	Pel, Martin 1910787280 02/15/2017 Unicorn Press Ltd FTV				
	Order Identifier <input type="text" value="ISBN"/> <input type="text" value="1910787280"/>	<a href="#">Copies(1)</a> <a href="#">Notes(0)</a>	-- Actions -- <input type="text"/>	On-Order	26.70
	# 29388   0   <a href="#">catalog</a>   <a href="#">worksheet</a>   <a href="#">Suppl12</a>   <a href="#">requests</a>   <a href="#">view invoice(s)</a>   <a href="#">queue</a>				

## Suspend a Copy

1. Open a purchase order.

2. Click the *Copies* link on the line item containing the cop(ies) you wish to suspend.

Purchase Order (on-order) Activated 2/21/17 2:35 PM

ID 647      Prepayment Required? No  
 Name [647](#)      Activatable? Activated  
 Provider [Fake Test Vendor \(FTV\)](#)      Notes [\(0\)](#)  
 Total Lineitems 3      EDI Messages [\(0\)](#)  
 Total Estimated \$75.61      History [View](#)  
 Total Encumbered \$48.95      Invoicing [View Invoices \(0\)](#) [Create Invoice](#) [Link Invoice](#) ▼  
 Total Spent \$0.00      Cancel [Cancel order](#) ▼

--Actions-- ▼

Copies Owing Branch      Copy Location      Collection Code      Fund      Circ Modifier      Distribution Formula  
     OR  [Apply to Selected](#)

✓ Line Items

[Expand All](#) Items Notes Act

 [1920s jazz age fashion](#)  
 Pel, Martin 1910787280 02/15/2017 Unicorn Press Ltd FTV  
 Order Identifier ISBN ▼ 1910787280  
 # 29388 | 0 | [→ catalog](#) | [→ worksheet](#) | [→ Suppl12](#) | [requests](#) | [view invoice\(s\)](#) | [→ queue](#)

[Expand](#) [Copies\(1\)](#) [Notes\(0\)](#) -- /

3. Click the *Cancel* link adjacent to the copy you wish to suspend. Copies must be suspended individually.

Purchase Order (on-order) Activated 2/21/17 2:35 PM

ID 647      Prepayment Required? No  
 Name [647](#)      Activatable? Activated  
 Provider [Fake Test Vendor \(FTV\)](#)      Notes [\(0\)](#)  
 Total Lineitems 3      EDI Messages [\(0\)](#)  
 Total Estimated \$75.61      History [View](#)  
 Total Encumbered \$48.95      Invoicing [View Invoices \(0\)](#) [Create Invoice](#) [Link Invoice](#) ▼  
 Total Spent \$0.00      Cancel [Cancel order](#) ▼

--Actions-- ▼

[1920s jazz age fashion](#), by Pel, Martin (1910787280)  
 1 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed  
 Estimated \$26.70, Encumbered \$26.70, Paid \$0.00  
 # 29388 [→ 647 2/21/17](#) [→ Suppl12](#)

Add/Edit Items

[Return](#) | Item Count:  1 [Go](#) | [Save Changes](#)

Distribution Formulas  [Apply](#) [Reset Formulas](#)

Owning Branch      Copy Location      Collection Code      Fund      Circ Modifier      Callnumber  
      [Batch Update](#)

Owning Branch	Copy Location	Collection Code	Fund	Circ Modifier	Callnumber	Barcode	Notes	Receiver
STATLIB-L	ON ORDER		Mary (2017)	book	ACQ29939	ACQ29939		<a href="#">Mark Received</a> <a href="#">Cancel</a>

4. From the drop down menu that appears, choose a [cancel reason](#) that keeps debits.

Delayed: Accepted with amendment  
 Delayed: Accepted without amendment  
**Delayed: Backorder**  
 Delayed: Changed  
 Delayed: Damaged  
 Delayed: Delivered but Lost  
 Delayed: NYP  
 Delayed: No Action  
 Delayed: Ordered Quantity  
 Delayed: Pieces Delivered  
 Delayed: Split Quantity  
 Delayed: TOP  
 Delayed: TOS

Reason: Delayed: Backorder Cancel Copy

5. Click *Cancel copy*.

6. A pop-up will appear asking you to confirm that you wish to cancel the copy. Click *OK*.

7. The status of the copy becomes canceled. The line item bar will only change to white and have a status of canceled if all copies for the line item have been canceled.

Because the copy has been suspended rather than truly canceled, the funds for the copy are still encumbered.

	Barcode	Notes	Receiver
316	ACQCRLS29912		<del>Canceled: OP</del>
316	ACQCRLS29914		<u>Cancel</u> <b>Delayed: Backorder</b>
316	ACQCRLS29915		<u>Mark Received</u> <u>Cancel</u>
316	ACQCRLS29916		<u>Mark Received</u> <u>Cancel</u>

8. A suspended copy is resolved when the item arrives and is marked received.

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<https://pines.georgialibraries.org/dokuwiki/doku.php?id=acq:cancelsuspend>

Last update: **2024/03/01 15:34**

