

Un-Receiving an Item

To un-receive an item:

For one time PO lines, select **Un-Receive** in the row actions list (in **Acquisitions > Receiving and Invoicing > Receive**) for the relevant item, and then select **Confirm** in the confirmation dialog box. The item is un-received. The item must have been received at the Acquisitions workbench for the un-receive options to be available.

To un-receive items for continuous PO lines, select **Manage Items**, and then select **Un-Receive**.

In order to be able to un-receive an item, the following conditions must be met:

- The item must have been received
- The item must still be in the receiving department
- There are no interested users related to the item.

Library	Location	Temp Loc	Date Received	Mod	Call Number	Item Call Number	Barcode	Description	Current Step
1 <input type="checkbox"/> Educational Resource Center	HathiTrust No Loan Print	Yes	18/09/2019	16...	B	-	390310338	v.29:no.1(2019:S...	-
2 <input type="checkbox"/> Educational Resource Center	HathiTrust No Loan Print	Yes	19/11/2019	16...	B	-	390310340	v.29:no.2(2019:N...	-
3 <input type="checkbox"/> Educational Resource Center	HathiTrust No Loan Print	Yes	28/01/2020	25...	B	-	390310340	v.29:no.3(202...	-
4 <input type="checkbox"/> Educational Resource Center	HathiTrust No Loan Print	Yes	09/07/2020	16...	B	-	390310340	v.29:no.4(202...	-
5 <input type="checkbox"/> Educational Resource Center	HathiTrust No Loan Print	Yes	27/09/2020	28...	B	-	390310340	v.30:no.1(202...	-
6 <input type="checkbox"/> Educational Resource Center	Periodicals 14 days	No	02/12/2020	02...	B	-	BC890842	year:2020;month...	Copy Cataloging

Edit Inventory item

Done

Send to temporary storage

Send to copy cataloging

Send to physical processing

Print Slip

Un-Receive

View hidden