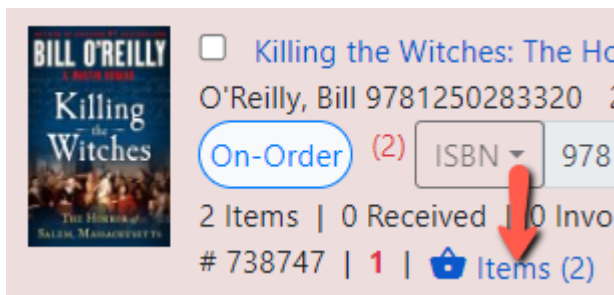


Cancelling Items in a Line Item

If all items on the line item are eventually cancelled, the line item will update automatically to a cancelled status and turn white.


You can't see the status of individual items when looking at the line item. You must click on the **Items** link to see the status of the individual items.

1. Retrieve the purchase order.
2. Click the Items link on the line item.



3. Click the blue **Cancel** link to the right of each item you want to cancel. Items need to be cancelled individually.

Barcode	Receiver
OnOrder793773	Mark Received Cancel
OnOrder793774	Mark Received Cancel

4. A **Confirm Order Cancellation** dialog box will appear. Select the appropriate cancel reason from the dropdown.  Some cancel reasons keep debits and some do not. See a list of [Cancel Reasons and how to use them](#) for more information.

Confirm Order Cancellation ✕

Please select a cancel reason and click "Apply" to cancel the order, or "Exit Dialog" to exit without cancelling the order.

Cancelled: Deleted


Apply **Exit Dialog**

5. Click **Apply**.

6. The item will be marked with the cancel reason selected.

Barcode	Receiver
OnOrder793773	<i>Cancelled: Deleted</i>
OnOrder793774	Mark Received Cancel

7. The item Cancelled count and the Estimated and Encumbered amounts will update in the line item.



Killing the Witches: The Horror of Salem, Massachusetts
O'Reilly, Bill 9781250283320 20230915 St. Martin's Press ina select

On-Order (2) ISBN 9781250283320 17.60 **Action**

2 Items | 0 Received | 0 Invoiced | 1 Canceled | 0 Delayed | \$17.60 Estimated | \$17.60 Encumbered

8. The Encumbered Amount in the upper right hand corner of the purchase order will also update.

From:

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