

GEORGIA PERIMETER COLLEGE ACQUISITIONS DEPARTMENT CANCELLATIONS: PURCHASE ORDER WITH MULTIPLE TITLES

In Acquisitions:

- 1.) Bring up the purchase order.
- 2.) Highlight the title that you wish to cancel.
- 3.) Click on the Recv/Mark Button (lower tool bar)
- 4.) Highlight box (title) click (box will fill in)
- 5.) Use down arrow to Mark Reason.
 - a. Choose Cancel
 - b. Click on Mark
 - c. Click on Close
 - d. To close P.O., click on Save and Close
- 6.) On side tool bar, choose Order Maintenance.
- 7.) Choose Problems.
- 8.) Fill out the following:
 - a. Search By: Mark Reason
 - b. Search For: Use drop-down and choose Cancel
 - c. Click on Find
- 9.) Highlight title
- 10.) Click on Generate Cancel (Note: This will change the line status on the purchase order to read now as "Cancelled" and it will replace the encumbrance – However – The OPAC is still showing the item as "on order" so you will then need to proceed to Cataloging.

In Cataloging:

- 11.) Bring up the bib record.
- 12.) Hit Hierarchy button (Top tool bar) You need to determine whether or not you need to Suppress this bib record (if GPC still "owns" this title, either at the current campus (another copy) or at a different campus – don't Suppress)
- 13.) Highlight the holdings record and hit the Retrieve button.
- 14.) Hit System tab – check box Suppress from OPAC. If this item is out of print add a note to the 852 field of the Mfhd by placing the cursor at the end of the field. Next press F10 (to add subfield sign) and add "x" and your note (example: #x Out of Print) To close a record press Control Z.