

This procedure has been archived and will no longer be updated. For the related regularly-updated procedure, please follow this link: <https://confluence.cornell.edu/pages/viewpage.action?pageId=436189299>

Edit piece

Caption
39 (2022)

Piece format *
Physical

Expected receipt date
MM/DD/YYYY

Select location
Olin (olin)

Assign a different location

Comment

Supplement
☐

CancelDeleteQuick receiveSave & close


Caption	Piece format	Expected receipt date	Request
39 (2022)	Physical	-	-

Jubilat.

^ POL details

POL number	Expected receipt date	Receiving note	Order type
126596-1	-	olin PS 617 .J83 CEASED AFTER NO. 39 (2021)	Ongoing
Vendor	Material supplier		
EBSCO	-		
Requester	Rush		
-			

3. Open the holdings record by clicking View holdings next to the appropriate location.

 Instance record (unspecified)

Jubilat.

▼ Holdings: Olin > PS617 .J83


View holdings

Add item

24

Add holdings

4. Select Actions and then Edit in the upper-righthand corner of the holdings screen.

 Holding • Jubilat. • Dept. of English, University of Mass • c2000

4679684 • Last updated: 6/19/2021

Actions

Instance: Jubilat.. Dept. of English, University of Mass, c2000

Edit

Duplicate

Delete

er holdings ID

5. Make sure the holdings statement is accurate and shows the final completed volume before cancellation.

^ Holdings details

Number of items

Holdings statements

Holdings statement

1-39 (2000-2021)

Add holdings statement

Holdings statement

6. Scroll down to Holdings notes, click Add note, select Note for type and add the ceased publication statement. Be sure to check the staff only toggle since this note should be private.

^ Holdings notes

Note type

Note

Note

Note

Add note

Note

dbec CHECK-IN RECORD CREATED


Ceased publication after no.39 (2021).

Staff only

☒

☒

7. Scroll down to Acquisition and update Receipt status to Received and complete or ceased

 Broken image

8. Click Save & close at the bottom of the screen when done.

9. Click the X in the upper-lefthand corner of the screen to exit the holdings record.



5197333

FOLIO

Holdings type

Serial

Statistical code type

Statistical code

10. Exit out of the Inventory app tab and go back to the Receiving app tab.

11. Navigate to the POL by right-clicking on the linked POL# and opening in a new tab.

Jubilat.

▼ Title information

^ POL details

POL number

Expected rece

126596-1

Open link in new tab

Open link in new window

Open link in incognito window

Save link as...

Copy link address

Inspect

Vend

EBSC

Requ

-

terial supp

sh

^ Expected

12. Select *Actions* and then *Edit* in the upper-right hand corner of the POL detail screen.



PO Line details - 126596-1

Jubilat.

Actions



Edit

Receive

Delete

Print

^ Item details

▼ Record last updated: 2/3/2022 8:08 AM

Title

Jubilat.

13. You'll want to indicate that the ongoing order has been ceased after a given year in the *Receiving note* field.

^ Item details

Record last updated: 2/3/2022 8:08 AM

■ Package

Title

Jubilat.

Receiving note

olin PS 617 .J83

CEASED AFTER NO. 39 (2021)

Sul

MM

Publication date

Pul

14. Scroll down to PO line details, and change both the *Receipt status* and *Payment status* (as long as the last invoice has been paid) to *Cancelled* from the drop-down menu.

^ PO line details

POL number

126596-1

Acquisition method

Purchase at vendor system

Order format

Physical resource

Created on

6/29/2021, 11:42 AM

Receipt date

MM/DD/YYYY



Receipt status

Cancelled

Payment status

Cancelled

Source

User

15. Click *Save & close*

16. If this is the only line item on the purchase order, you will want to close out the PO. *Note that only open orders can be closed.* Take the following steps to do so:

a. Click the arrow on the upper-lefthand corner of the POL details pane, which takes you to the PO itself

Navigation: Invoices, Licenses, **Orders**, Organizations, Receiving, Users, Settings

PO Line details - 259274-1 Actions

[Collapse all](#)

Item details

Record last updated: 6/16/2021 4:33 PM

Title
Mother Jones.

Receiving note olin AP2 M91 + ci:Per Rm CANCELLED AFTER 2021	Subscription from -	Subscription to -	Subscription interval -
Publication date -	Publisher -	Edition -	Linked package -

Contributors

b. Click *Actions* and *Close order*

Purchase order - 259274 Actions

Close order

Purchase order

Record last updated: 6/16/2021 4:33 PM

PO number 259274	Vendor EBSCO	Bill to LTS Acquisitions 110 Olin Library Cornell University Library Ithaca, NY 14853	Ship to LTS E-Resources & Serials 110 Olin Library Cornell University Library Ithaca, NY 14853
Approval date 6/16/2021, 4:33 PM	Assigned to Warfield, Debra Claire	Created by admin, admin	Created on 12/3/2020, 1:40 PM
Manual <input checked="" type="checkbox"/>	Re-encumber <input checked="" type="checkbox"/>		

c. A pop-up box will appear where you can indicate why you are closing the PO. Select *Ceased* under the *Reason* dropdown menu and note when the publication was ceased.

1 record found

Close - purchase order - 126596

Reason
Ceased

Notes
CEASED AFTER 2021

Cancel Submit

d. To close the order, click *Submit*. A confirmation message appears and the order's status changes to *Closed*.