PURPOSE:
Un-finishing is the process of undoing production. The un-finishing form is displayed when un-finishing serialized and normal items and is completed through the Production Detail or Production Summary reports.

Note: If a user attempts to un-finish inventory which is no longer, such as when the inventory has been shipped, the system will display a prompt indicating the lot(s) are no longer available and the un-finish cannot take place.

PROCESS STEPS:
1. Navigate to Production > Job Management
2. In the Report Type field, choose "Production Detail" or "Production Summary"
3. Input Job Number or click on magnifying glass to search for Job Number.
4. Click View.
5. Highlight the line of the item to be un-finished.
6. Click Un-finish button in the header.
7. Choose date to post un-finish transaction.
8. Click Apply
9. Click Yes

REVISIONS

Rev	Date	Change
I/R	03/27/18	New
A	4/9/18	Added step for Job Number
B	4/27/18	Add step to Apply