



## checklists



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# Finance Checklists

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Include the short page introduction here.

### Modify a record:

Select a student

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

| Field     | Description |
|-----------|-------------|
| Campus ID |             |
| Pass/Fail |             |

Click **Save**.

\*\*NOTE:

### Other functions and features:

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Delete a row.  |
|                                     | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. |



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