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# checklists

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# Finance Checklists

***Breadcrumbs > Breadcrumbs***

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:

| | |
|---|---|
| | Delete a row.<br>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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