

Cost Adjustment action

The **Cost Adjustment** action is meant to be used by the requesting library as a local change to edit the information that appears in the "Requester cost" field on a Shipped or Received request. The action does not send a message to the responding library or change the status of the request.

To enter a new cost:

1. Select **Cost Adjustment** from the Action drop-down menu.
2. Enter the amount needed to adjust the cost in the Cost Adjustment field. For example, if the lending library charged \$12 but the correct cost is \$15, you would enter '3' and then click "Update Cost"

ILL Request

Action: Cost Adjustment

[Adjust](#) [Reset](#)

Our Number 7988791
Status Received/Reçu
Title Colombia
Subtitle the economic foundation of peace
Author Giugale, Marcelo;Lafourcade, O;Luff, Connie 1953-

Original Cost To Requester

New Cost To Requester

Cost Adjustment [Update Cost](#)

Cost Currency

3. The new cost will appear in the New Cost To Requester field:

ILL Request

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New Cost To Requester

Cost Adjustment  [Update Cost](#)

Cost Currency

Client Note TESTING ORACLE 11

Public Note

Private Note

[Adjust](#) [Reset](#)

4. Add a note if desired. Click the **Adjust** button when done.

5. The request remains Shipped or Received with a Last Action of Cost Adjustment.

7988791 : Test and Train 1:7988791:7988915

Colombia - the economic foundation of peace

Giugale, Marcelo;Lafourcade, O;Luff, Connie 1953- | ISBN: 0821353489;9780821353486

Status: Received/Reçu *Authorisation: Processed* *Last Action: Cost Adjustment:18 Aug 2014*