



Actual Cost - REQ3550

Table of Contents

| | |
|------------------------------------|----------|
| Actual Cost - REQ3550 | i |
| Actual Cost | 1 |

Actual Cost

Purchasing > Maintenance > Actual Cost

This page is used to retrieve the receiving records for a selected requisition or purchase order and update the actual cost allowing you to track and report the actual expenditures for each commodity code.

Retrieve a record:

| Field | Description |
|------------------|--|
| PO Number | Type the purchase order number to be retrieved. If the PO number is numeric, leading zeros are not required. Note: Only purchase order numbers with at least one received item are displayed in the Directory. |

Click **Retrieve**. The following purchase order details are displayed and cannot be edited. The **Actual Cost** field is the only enabled field.

- **Date Received**
- **PO Number**
- **Requisition Number**
- **Item Number**
- **Item Description**
- **Commodity**
- **Quantity Received**

| | |
|--------------------|---|
| Actual Cost | Type the actual cost of the line item. Note: For reporting purposes, the Cost field is included on the Purchasing > Reports > User Created Reports > Requisition Items Report |
|--------------------|---|

Click **Save**.