



# REQ1800 - Commodity Codes Actual Cost Report



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## ***Purchasing > Reports > Purchase Order Reports > Commodity Codes Actual Cost Report***

This report is used to track actual cost data for commodity items. The report only displays purchase orders that have been received in Purchasing.

- The **Projected Cost** column is calculated by multiplying the **Quantity Received** by **Unit Cost** from the purchase order.
- The **Actual Cost** column will remain blank until an amount is entered on either the [Finance > Maintenance > Pending Payables](#) page or the [Purchasing > Maintenance > Actual Cost](#) page.

The report lists item amounts with totals by item and group based on the selected parameters.

Purchasing and Warehouse data is included; however, only restock orders are used from Warehouse.

Parameter	Description
<b>Purchasing (P), Warehouse (W), or Both (B)</b>	Purchasing (P) - Include Purchasing data only.  Warehouse (W) - Include Warehouse data only.  Both (B) - Include both Purchasing and Warehouse data.
<b>From Received Date (MMDDYYYY), or blank for ALL</b>	Type the from received date in the MMDDYYYY format, or leave blank to use all from dates.
<b>To Received Date (MMDDYYYY), or blank for ALL</b>	Type the to received date in the MMDDYYYY format, or leave blank to use all to dates.
<b>Select Commodity Code(s), or blank for ALL</b>	Type the commodity codes, or click  to search for commodity codes. Otherwise, leave blank to use all commodity codes.
<b>Threshold Percentage</b>	Enter a value to list only those commodities with totals that exceed the stated percentage (i.e. threshold is \$100 and the items received/ordered total to \$70, the data is used when the percentage is 70% but not when it is 71%).

[Generate the report.](#)