



Actual Cost - REQ3550

Table of Contents

Actual Cost 1

Actual Cost

Purchasing > Maintenance > Actual Cost

This page allows you to retrieve the receiving records for a selected requisition or purchase order update the actual cost in order to track and report actual expenditures per Commodity Code.

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.](#)

Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.



Back Cover