



# Actual Cost - REQ3550



# Table of Contents

**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, which allows you to track and report the actual expenditures for each commodity code.

### **Retrieve a record:**

<b>Field</b>	<b>Description</b>
<b>PO Number</b>	Type the purchase order number to be retrieved. If the PO number is numeric, leading zeros are not required.

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**

<b>Actual Cost</b>	Type the actual cost of the line item.
--------------------	--

Click **Save**.



## Back Cover