


# Actual Cost - REQ3550

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# 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:

| Field | Description |
|---|---|
| **PO Number** | 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**

| | |
|---|---|
| **Actual Cost** | Type the actual cost of the line item. |

Click **Save**.


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