



# 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 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.  <b>Note:</b> 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**

<b>Actual Cost</b>	Type the actual cost of the line item.  <b>Note:</b> For reporting purposes, the <b>Cost</b> field is included on the <a href="#">Purchasing &gt; Reports &gt; User Created Reports &gt; Requisition Items Report</a>
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Click **Save**.



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