

Actual Cost - REQ3550

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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. **Note**: 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. Only the **Actual Cost** field is enabled.

- **Date Received**
- **PO Number**
- **Requisition Number**
- **Item Number**
- **Item Description**
- **Commodity**
- **Quantity Received**

Actual Cost	Type the actual cost of the line item. **Note**: For reporting purposes, the **Cost** field is available on the Purchasing > Reports > User Created Reports > Requisition Items Report.

Click **Save**.


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