

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
Purchase Order Nbr	Type the purchase order number to be retrieved. If the purchase order number is numeric, leading zeros are not required. If the purchase order or requisition number is not known, click Directory. **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**
- **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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