

REQ1800 - Commodity Codes Actual Cost Report

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This report is used to track actual cost data for commodity items. The report only displays purchase orders that have been received in Purchasing.

- The **Projected Cost** column is calculated by multiplying the **Quantity Received** by **Unit Cost** from the purchase order.
- The **Actual Cost** column will remain blank until an amount is entered on either the Finance > Maintenance > Pending Payables page or the Purchasing > Maintenance > Actual Cost page.

The report lists item amounts with totals by item and group based on the selected parameters.

Purchasing and Warehouse data is included; however, only restock orders are used from Warehouse.

Parameter	Description
Purchasing (P), Warehouse (W), or Both (B)	Purchasing (P) - Include Purchasing data only. Warehouse (W) - Include Warehouse data only. Both (B) - Include both Purchasing and Warehouse data.
From Received Date (MMDDYYYY), or blank for ALL	Type the from received date in the MMDDYYYY format, or leave blank to use all from dates.
To Received Date (MMDDYYYY), or blank for ALL	Type the to received date in the MMDDYYYY format, or leave blank to use all to dates.
Select Commodity Code(s), or blank for ALL	Type the commodity codes, or click ⋮ to search for commodity codes. Otherwise, leave blank to use all commodity codes.
Threshold Percentage	Enter a value to list only those commodities with totals that exceed the stated percentage (i.e. threshold is $100 and the items received/ordered total to $70, the data is used when the percentage is 70% but not when it is 71%).

Generate the report.


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