



setupcommoditycodetable

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The commodity code table allows you to define “like-types” of items. You have two options to create the commodity code table.

1. Manually add the commodity code data.

OR

2. (**Recommended**) Upload a commodity code file.

A complete file is available on the Texas Comptroller website; however, it contains many items that LEA's would not typically use. ESC-14 has a smaller file available on their website that contains codes that are common to LEAs.

☐ Upload commodity codes to define “like-types” of items. Download the Commodity Code file from our website. Upload to TxEIS. Select Upload File then browse to Commodity Code file. If desired, type the Threshold Amount for group of “like-types” of items. The Threshold field is for tracking only. The amount may be set to any desired threshold and will display on the Commodity Code Actual Cost Report (shown in a later step).