


# Commodity Codes - DA1230

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***District Administration > Tables > Commodity Codes***

This table is used to create and manage a list of commodity codes. Commodity codes allow for the grouping of “like-types” of items and the tracking of those items/purchases in both the Purchasing and Warehouse applications.

For additional information, reference the Using Commodity Codes in TxEIS document.

## Retrieve a group ID:

Use the following fields to filter the displayed list of data.

| Field | Description |
|---|---|
| **Starting Group ID** | Type the beginning group ID from which you want to retrieve data. |
| **Status** | This field defaults to *A - Active* but can be changed. Click ⌄ to select *I-Inactive*. |

Click **Retrieve**. A list of group IDs equal to and greater than the entered starting group ID with the selected status is displayed.

## Add a group ID and/or a commodity code:

For reference purposes, visit the Texas Comptroller of Public Accounts Commodity Book page.

Click **+Add** to add a row.

| | |
|---|---|
| **Group ID** | Type a group ID to identify a group of “like-types” of items. This field can be a maximum of three characters. |
| **Commodity Item** | Type a commodity item code to further narrow the group of “like-types” of items into a subcategory. This field can be a maximum of eight characters. |
| **Description** | Type a description for the Group ID. This field can be a maximum of 30 characters. |
| **Status** | Click ⌄ to select a status for the commodity code (*A-Active* or *I-Inactive*). |
| **Threshold** | Type the threshold amount for the group of “like-types” of items. This amount is used for reporting purposes. |

Click **Save**.

## Upload a file:

The upload feature allows you to import commodity codes to the commodity codes table by uploading a tab-delimited file.

Upload notes

Click **Upload File**. The File Selection page is displayed.

Click **Choose File** to select a file to be uploaded. The file name is displayed.

Click **Execute** to upload the file. The TxEIS processing icon is displayed as the upload is processed. If there are errors or warnings, the Import Commodity Codes Errors report is displayed.

- Click **Continue**. The Import Commodity Code Records report is displayed. Review the report to ensure accuracy.
- Click **Process** to upload the file. A message is displayed indicating that the import was successfully processed.
- Click **Cancel** to return to the File Selection page.

## Other functions and features:

| | |
|---|---|
|  | Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.<br>Click **Save**. A message is displayed confirming that you want to delete the row.<br>•<br>Click **OK** to delete the row.<br>•<br>Click **Cancel** not to delete the row. |
| **Print** | Click to print the information displayed on page. |