



## **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.

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

☐ 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.

The threshold amount for the group of “like-types” of items is optional. This amount is used for tracking and reporting purposes. The amount may be set to any threshold amount and is displayed on the Commodity Code Actual Cost Report. (covered in a later step)



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