

Commodity Codes - DA1230

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District Administration > Tables > Commodity Codes

This page 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 document.

Import Commodity Codes File Layout

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 additional information, reference the Texas Comptroller of Public Accounts Commodity Book.

❑ 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 tracking and reporting purposes. The amount may be set to any threshold amount and is displayed on the Commodity Code Actual Cost Report.

❑ 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.

❑ 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 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. Click **Save**. A message is displayed confirming that you want to delete the row. • Click **OK** to delete the row. • Click **Cancel** not to delete the row.
Print	Click to print the information displayed on the page. Review the report.


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