



## Commodity Codes - DA1230



# Table of Contents

|                                       |          |
|---------------------------------------|----------|
| <b>Commodity Codes - DA1230 .....</b> | <b>1</b> |
|---------------------------------------|----------|



# Commodity Codes - DA1230

## 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                                                                                        |
|--------------------------|----------------------------------------------------------------------------------------------------|
| <b>Starting Group ID</b> | Type the beginning group ID from which you want to retrieve data.                                  |
| <b>Status</b>            | This field defaults to A - <i>Active</i> but can be changed. Click ▼ to select <i>I-Inactive</i> . |

☐ 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.

|                       |                                                                                                                                                                                                                                     |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Group ID</b>       | Type a group ID to identify a group of “like-types” of items. This field can be a maximum of three characters.                                                                                                                      |
| <b>Commodity Item</b> | 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.                                                                                |
| <b>Description</b>    | Type a description for the Group ID. This field can be a maximum of 30 characters.                                                                                                                                                  |
| <b>Status</b>         | Click ▼ to select a status for the commodity code ( <i>A-Active</i> or <i>I-Inactive</i> ).                                                                                                                                         |
| <b>Threshold</b>      | 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:

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>. A message is displayed confirming that you want to delete the row.</p> <ul style="list-style-type: none"> <li>• Click <b>OK</b> to delete the row.</li> <li>• Click <b>Cancel</b> not to delete the row.</li> </ul> |
| <b>Print</b>                                                                      | Click to print the information displayed on the page. <a href="#">Review the report.</a>                                                                                                                                                                                                                                                                               |



## Back Cover