

Commodity Code Handout

- Insert code in Commodity field

Requestor/Delivery Information Vendor Information **Commodity/Accounting**

Item of U/M Tax Group Quantity

Commodity Description

Commodity
 Item Text
 Add Commodity
 Distribute

- To search click the drop down box (F9)
- Choose Commodity Validation on the Option List

.00 Accounting Total: .00

Vendor

Option List

Commodity Validation (FTVCOMM)
Vendor Products Query (FPIVPRD)
Vendor Products Validation (FPVVPRD)

Descri

Cancel

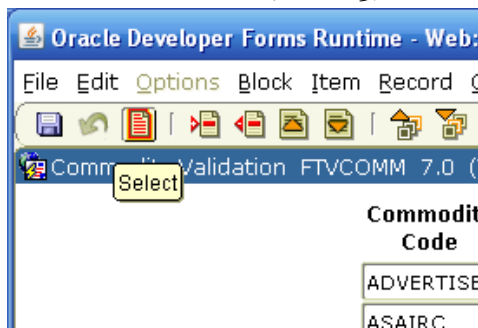
Remaining Commodity Amount: NSF Overri
 NSF Susper

- Select Enter Query (F7) to clear the form
 - Type search criteria
 - Remember Banner searches are case sensitives and wild cards % and _ return the best results
- Select Execute Query (F8) to return results

The screenshot shows a web browser window titled "rms Runtime - Web: Open > FPAREQN - FTVCOMM". The browser address bar shows "in FTVCOMM 7.0 (TRNG)". The main content is a table with the following columns: Commodity Code, Description, U/M, Fixed Asset, Stock, Start Date, and Termination Date. The first row is highlighted in blue and contains the code "ASAIRC" for "Aircraft".

Commodity Code	Description	U/M	Fixed Asset	Stock	Start Date	Termination Date
ASAIRC	Aircraft	EA	Y		01-OCT-1988	
ASBLDIMP	Building Improvements	EA	Y		01-OCT-1988	
ASBUILD	Building	EA	Y		01-OCT-1988	
ASCOMP	Computer	EA	Y		01-OCT-1988	
ASEQAV	Equipment- Audio Visual	EA	Y		01-OCT-1988	
ASEQMD	Equipment- Medical	EA	Y		01-OCT-1988	
ASEQUIP	Equipment- Other	EA	Y		01-OCT-1988	
ASFTWR	Software	EA	Y		01-OCT-1988	
ASFURN	Furnishings	EA	Y		01-OCT-1988	
ASINFRAS	Infrastructure Improvements	EA	Y		01-OCT-1988	
ASLAND	Land	EA	Y		01-OCT-1988	
ASLANDIM	Land Improvements	EA	Y		01-OCT-1988	
ASLEASIM	Leasehold Improvements	EA	Y		01-OCT-1988	
ASREFAC	Recreational Outdoor Facilities	EA	Y		01-OCT-1988	
ASSET	Non-Capital and Capital Assets	EA	Y		01-OCT-1988	
ASTOOLS	Tools	EA			01-OCT-1988	
ASVEHC	Vehicle	EA	Y		01-OCT-1988	
ASWSUB	Software Subscription/License f	EA			01-OCT-1988	

- Navigate to the correct code by using up and down arrows on your keyboard
- Click the select icon (Shift F3)



- Update the description with item information
- Tab to the quantity/unit price fields

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

Item 1 of 1 U/M EA Tax Group Quantity 1 X Unit Price 1320 = Extended: 1,320.00

Commodity Description Commodity Text Discount: 10.00

ASCOMP Standard Laptop Computer- Thinkpad Item Text Additional: 40.00

 Add Commodity Tax: .00

 Distribute Commodity Line Total: 1,350.00

- Extended: automatically calculates
- Discount: dollar amount of vendor discount
- Additional: include cost of shipping, set-up fees, etc
 - Do **NOT** use additional commodity/FOAPAL lines for shipping.
 - When using an additional amount, use item text to describe the fee.
- Navigate to the FOAPAL by selecting Next Block (Ctrl PgDown)

FOAPAL 1 of 1 Remaining Commodity Amount: .00 NSF Override % USD

NSF Suspense Extended: 1,320.00

COA Year Index Fund Orgn Acct Prog Actv Locn Proj Discount: 10.00

N 09 111101 H1040 791012 60 3G1593 Additional: 40.00

 Tax: .00

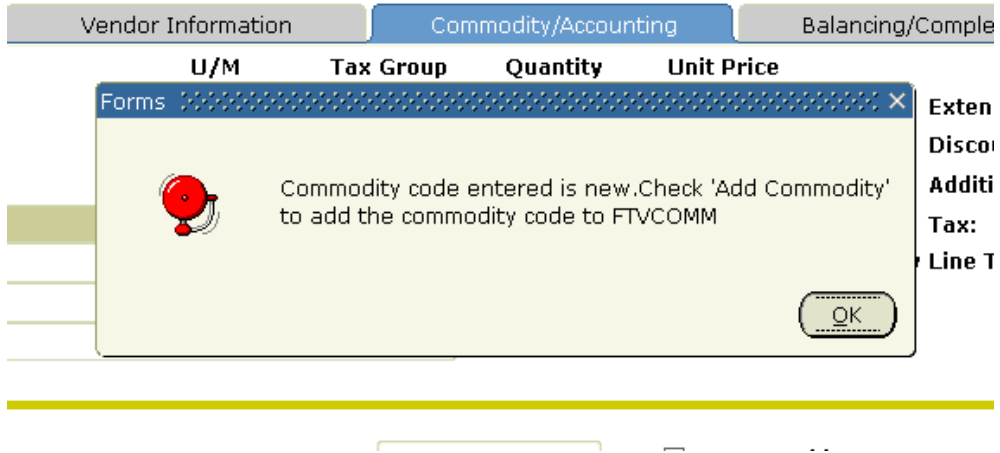
 FOAPAL Line Total: 1,350.00

 Commodity Accounting Total: 1,350.00

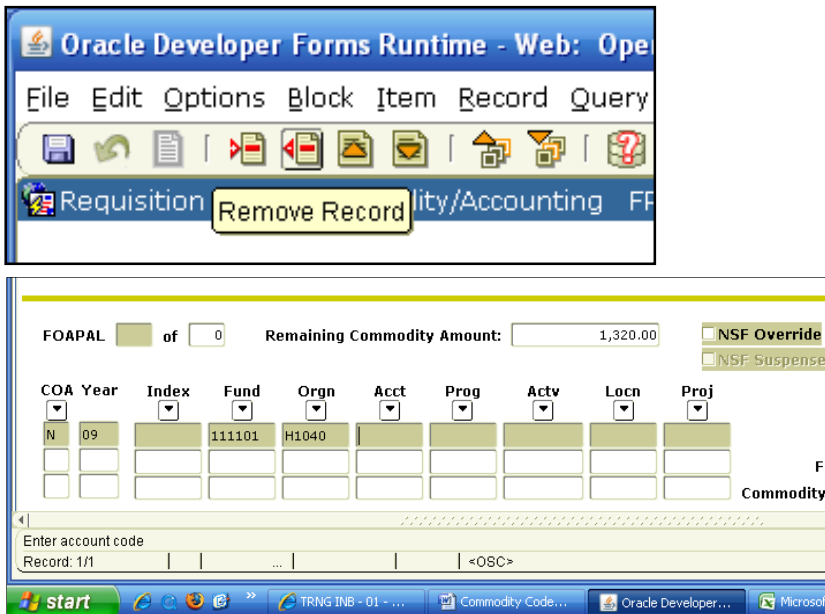
- Tab through the fields (defaults and account will automatically populate)
- Fill out necessary fields
- Tab through the amount fields
- To add more commodities select Previous Block (Ctrl PgUp) and repeat the above steps

Helpful Hints

- If you type an invalid code, you will receive the following message. Go back and modify the commodity code; do **NOT** click the Add Commodity box.



- If you delete an account code, select Remove Record (Shift F6) and then tab through your FOAPAL.



- If you have to change your commodity code after completing the FOAPAL, select Remove Record on the FOAPAL and tab through to update the account.