

Commodity Codes are specific reference codes that classify goods or services being purchased. In the BANNER System, Native and Self-Serve, all commodity codes begin with the letters “CD,” or “IT” if they are Information Technology related, and are followed by a series of numbers. They will all take on the following format, ‘CD001-000,’ IT002-000.’ The purposes of the codes are so the University can keep better track of where funds are being spent, including departmental reports, and especially Information Technology orders. All orders must have a Commodity Code selected for each line item, and IT Commodities cannot be mixed with non-IT Commodity codes within the same requisition.

## Selecting Commodity Codes in Internet Native

### Step 1:

The first step is code look-up. To do this, click the down arrow beneath “Commodity” and a screen will appear with three options. Select the first option, “Commodity Validate” (FTVCOMM). Once selected, a list will appear that will contain the available commodity codes. End-users will need to choose the best possible fit from this list that classifies the goods or services.

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (PPRD)

Requisition: R1504685  
 Order Date: 08-SEP-2014  
 Transaction Date: 08-SEP-2014  
 Delivery Date: 08-SEP-2014  
 Comments:  
 Commodity Total: 0.00  
 Accounting Total: 0.00

☐ In Suspense  
☐ Document Text  
☒ Document Level Accounting

Requestor/Delivery Information Vendor Information

Item of 0  
 Commodity Description

FOAPAL of Remaining Commodity Amount: NSF Override % USD  
 NSF Suspense Extended: Discount: Additional: Tax: Commodity Line Total: Document Commodity Total:

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj

FOAPAL Line Total: Document Accounting Total:

### Step 2:

This list contains all the Commodity Codes you can choose from. However, it also contains inactive commodity codes that were inherent to BANNER and could not be removed. You should only select commodity codes beginning with the letters “CD” or “IT” as these are currently active choices. Another way to clarify is that all inactive codes have a ‘Terminated Date’ listed in the last column.

Oracle Fusion Middleware Forms Services: Open > FPAREQN - FTVCOMM [Q]

File Edit Options Block Item Record Query Tools Help

Commodity Validation FTVCOMM 8.0 (PPRD)

Commodity Code	Description	U/M	Fixed Asset	Stock	Start Date	Termination Date
CB542A	DO NOT USE TONER	BOX	N	N	29-JUL-2013	14-AUG-2014
CB543A	DO NOT USE TONER	BOX	N	N	29-JUL-2013	14-AUG-2014
CC372#ABA	DO NOT USE HP LaserJet M1522N M	EA	N	N	12-MAY-2008	14-AUG-2014
CD001-000	ABRASIVE EQUIPMENT & TOOLS	EA			15-AUG-2014	
CD002-000	ACOUSTICAL TILE: INSULATING M	EA			15-AUG-2014	
CD003-000	ADDRESSING, COPYING & SPIRIT	EA			15-AUG-2014	
CD004-000	AGRICULTURAL EQPT, IMPLEMEN	EA			15-AUG-2014	
CD005-000	AIR COMPRESSORS & ACC	EA			15-AUG-2014	
CD006-000	AIR CONDITIONING, HEATING, VEN	EA			15-AUG-2014	
CD007-000	AMUSEMENT, DECORAT, ENTERTA	EA			15-AUG-2014	
CD008-000	ANIMALS, BIRDS, MARINE LIFE & P	EA			15-AUG-2014	
CD009-000	APPLIANCES & EQPT, HOUSEHOL	EA			15-AUG-2014	
CD010-000	ART EQUIPMENT & SUPPLIES	EA			15-AUG-2014	
CD011-000	AUTOMOTIVE ACCESSORIES	EA			15-AUG-2014	
CD012-000	AUTOMOTIVE & TRAILER EQPT & F	EA			15-AUG-2014	
CD013-000	AUTOMOTIVE & TRAILER BODIES,	EA			15-AUG-2014	
CD014-000	AUTOMOBILES, SCHOOL BUSES, S	EA			15-AUG-2014	
CD015-000	TRUCKS (DIESEL, GAS, ELECT, HY	EA			15-AUG-2014	
CD016-000	TRAILERS	EA			15-AUG-2014	
CD017-000	AUTOMOTIVE SHOP & RELATED EC	EA			15-AUG-2014	
CD018-000	BADGES, AWARDS, EMBLEMS, JEV	EA			15-AUG-2014	
CD019-000	BAGS, BAGGING, TIES & EROSION	EA			15-AUG-2014	
CD020-000	BAKERY EQP: COMMERCIAL	EA			15-AUG-2014	

### Step 3:

You will need to detail your selection based on what you're purchasing. The Commodity Code description will auto-populate in the Description line. Here it says, "ABRASIVE EQUIPMENT & TOOLS." This is the broad description of the Commodity, and end-users should edit this by entering more specific details. For instance, the specific piece of equipment being purchased should be referenced.

## Selecting Commodity Codes in Self-Service

### Step 1:

The first step is code look-up. In the Code Lookup section, select 'Type' and choose 'Commodity.' Then click the "Execute Query" button. Once completed, this will generate a list of the available Commodity Codes to choose from.



This list contains all the Commodity Codes you can choose from. End-users will need to choose the best possible fit from this list that classifies the goods or services.



You will need to detail your selection based on what you're purchasing. The Commodity Code description will auto-populate in the Description line. Here it says, "AUTOMOTIVE & TRAILER EQPT." This is the broad description of the Commodity, and end-users should edit this by entering more specific details. For instance, the specific piece of equipment being purchased should be referenced.

CD003-000	ADDRESSING, COPYING & SPIRIT DUPLIC MACH ACC
CD004-000	AGRICULTURAL EQPT, IMPLEMENTS & ACC
CD005-000	AIR COMPRESSORS & ACC
CD006-000	AIR CONDITIONING, HEATING, VENTILATING EQPT
CD007-000	AMUSEMENT, DECORAT, ENTERTAIN, TOYS, ETC
CD008-000	ANIMALS, BIRDS, MARINE LIFE & POULTRY, LIVE
CD009-000	APPLIANCES & EQPT, HOUSEHOLD TYPE
CD010-000	ART EQUIPMENT & SUPPLIES
CD011-000	AUTOMOTIVE ACCESSORIES
CD012-000	AUTOMOTIVE & TRAILER EQPT & PARTS
CD013-000	AUTOMOTIVE & TRAILER BODIES, BODY ACC
CD014-000	AUTOMOBILES, SCHOOL BUSES, SUVS & VANS
CD015-000	TRUCKS (DIESEL, GAS, ELECT, HYBRID & ALT FUEL)
CD016-000	TRAILERS
CD017-000	AUTOMOTIVE SHOP & RELATED EQPT & SUPP
CD018-000	BADGES, AWARDS, EMBLEMS, JEWELRY, ETC
CD019-000	BAGS, BAGGING, TIES & EROSION SHEETING, ETC
CD020-000	BAKERY EQP: COMMERCIAL
CD021-000	BARRELS, DRUMS, KEGS & CONTAINERS
CD022-000	BEARINGS (BALL, ROLLER, SLEEVE)
CD023-000	BELTS & BELTING: AUTOMOTIVE & INDUSTRIAL
CD024-000	BIOCHEMICALS, RESEARCH
CD025-000	BOATS, MOTORS & MARINE EQPT
CD026-000	BRICKS, CLAY, REFRACT MAT, STONE & TILE PROD
CD027-000	BUILDER'S SUPPLIES
CD028-000	BUILDINGS & STRUCTURES: FABRICATED & PREFAB
CD029-000	CAFETERIA & KITCHEN EQPT, COMMERCIAL
CD030-000	CHEMICAL LABORATORY EQPT & SUPP
CD031-000	CHEMICAL RAW MATER (JANITOR, LAUNDRY PROD)
CD032-000	CHEMICALS & SOLVENTS, COMMERCIAL (IN BULK)
CD033-000	CLEANING COMPS, DETERGENTS, ETC - PREPACKED
CD034-000	CLINICAL LABORATORY REAGENTS & TESTS
CD035-000	CLOCKS, WATCHES, TIMEPIECES, JEWELRY, STONES
CD036-000	CI OTHING OR INIFORMS

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