

What to do with extra commodity lines!

Sometimes the vendor's sales data comes preloaded into OASIS with more than one commodity lines. When this happens, we want to convert our data into only 1 line. This will make reconciling easier on the card holder. It will make it easier to audit and review the charge. And it will be easier for the data to be uploaded into Banner.

When you see More than 1 Commodity Line:

1. Leave Line 1.
2. Click on Line 2, so that it is highlighted.
3. Click on Delete

Commodity Lines

Commodity Line	Commodity Code	Commodity Name	Quantity	Unit Price	Unit	Amount	Accou
1	00000000	PCard Default Commodity	3.00000	\$15.98	EA	\$47.94	
2	00000000	PCard Default Commodity	1.00000	\$2.88	EA	\$2.88	

First Prev Next Last

Save Undo Delete Insert Copy Paste

General Information

4. Do this for each *additional* line. Please remember to leave line 1. **Do not delete Line 1.**
5. Next, change the numbers in the Quantity and Unit Price Boxes.
It should read: Quantity: 1, Unit Price: Full dollar amount of entire purchase.

Save Undo Delete Insert Copy Paste

General Information

Order Doc Code :

Order Doc Department :

Order Doc ID :

Order Commodity Line :

Commodity Code : 00000000

Commodity Name : PCard Default Commodity

Bank Commodity Description : GAL DENATURED ALCOH

Quantity : 1.00000

Unit Price : \$50.82

Unit : EA

Amount : \$50.82

Accounting Profile :

Accounting Template : 382100

Comments :

Transaction Type : 0

6. Next, change the dollar amount in the "Amount" Field over the Fund Accounting Section.

Save Undo Delete Insert Copy Paste Clear Edit with Grid

Amount : \$50.82

Accounting Template ID : 382100

Budget FY :

Fiscal Year :

Period :

Fund Accounting

Fund : 4532

Object :

7. **CLICK SAVE**, and proceed as you would normally reconcile.