

IN 26 - Commodity Catalog Search quick reference guide



5. Select the folder **Inventory - Stock Item, IN Reports** by clicking on the folder name.

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Accounts Payable Last Accessed 6/38/2019, 12:09 PM		AM 31 & 65 Reports Last Accessed 9/30/2024, 11:31 AM	D	Budget Reports & Line Item Last Accessed 2/14/2025, 11:33 AM	٥	Cash Flow Reports Last Accessed 4/19/2019, 2115 PM		Cost Accounting - CA Reports Last Accessed 6/29/2022, 5/02 PM	0	ELCID Reports Last Accessed 2/1/2024, 3:16 PM		0	
Expenditure - AM01, AM02 Last Accessed 8/10/2024, 2:14 PM		Find Check Number(s) - A Last Accessed 1/18/2019, 10:19 AM		Fixed Assets - FA Reports Last Accessed 8/7/2019, 1:50 PM		IET Report Last Accessed 1/18/2019, 12:23 PM		Inventory - Stock Items, IN Last Accessed 4/3/2024, 10:87 AM	1	ITI and ITA Reports Last Accessed 1/22/2018, 11:20	kМ	•	
Month End Reports for Sche Last Accessed 3/8/2028, 2:47.PM	2	Payments on Hold Last Accessed 5/24(2019, 9:56 AM	D	PCARD Last Accessed 10/29/2019, 12:36 PM	0	Portlets Last Accessed 3/24/2019, 9158 AM	2	Procurement - A640, EP Re Last Accessed 4/1/2020, 10:35 AM	0	Receivables - AR Reports Last Accessed 7/12/2023, 2:19 Pt	н	0	
Revenue - AM11, AM12 Rep Last Accessed 6/29/2022, 6(37 PM		Security Last Accessed \$/24/2019, 4100 PM		Work in Progress (WIP) - An Last Accessed 1/29/2026, 1.57 PM	0								

6. Select the report **IN 26 - Commodity Catalog Search** by clicking on the report name.

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IN 10 - Commodity Catalog by Warehouse and Commodity Description		IN 15 - Commodity Catalog by Warehouse and Commodity Code		IN 20 - Commodity Catalog by Description	IN 25 - Commodity Catalog by Code	6	IN 26 - Commodity Catalog Search	I	IN 30 - Aisle/Bin Location Report Inventory Listing		İ
Last Accessed 5/1/2023.10:23 AM	0	Last Accessed 5/4/2023, 1:38 PM	۵	Last Accessed 11/18/2020, 9:20 AM	Last Accessed 5/3/2023, 10:12 AM	۵	Last Accessed 4/24/2023, 8:46 AM	۵	Last Accessed 4/26/2023, 4:14 PM	(9
IN 40 - Inventory Management Report		IN 45 - Quantity On Hand		IN 45-2 - Quantity On Hand with Available, Reserved, Released, and In-transfer	IN 50 - Inventory Price List		IN 51 - Stock Movement Report (Commodity)		IN 52 - Stock Movement Report (Accounting)		
Last Accessed 3/6/2024, 4:01 PM		Last Accessed 4/22/2026. 11:62 AM		Last Accessed 6/6/2024, 4:25 PM	Last Accessed 5/4/2023, 1:40 PM		Last Accessed 6/7/2019, 11:07 am	۵	Last Accessed 6/28/2019, 10:04 AM	(3
IN 53 - Transaction History by Commodity Code		IN 60 - Lead Time Report		IN 70 - Physical Inventory Discrepancy Report	IN 77 - INIF - Inventory Freeze Report		IN 77 - INIF - Inventory Freeze Report NEW (13 Lines Per Page)		IN 77 - INIF - Inventory Freeze Report OLD (13 Lines Per Page)		
Last Accessed 2/8/2025, 4:21 PM	۵	Last Accessed 8/22/2019, 4:39 PM	۵	Last Accessed 12/7/2023, 5:42 PM	Last Accessed 11/14/2023, 8:11 PM	٥	Last Accessed 6/2/2024, 1:19 PM	٥	Last Accessed 9/14/2023. 7:51 AM	(э.

7. The Catalog Items are listed on the screen. You can navigate to additional pages using the **Top**, **Page up**, **Page down**, or **Bottom** buttons at the bottom of the screen. However, there are 362 pages of data.

C Eda B v et to to D C HIML		Charles of Lines. Fill		I V Filter
EPORT ID IN26		Commodity Catalog	Search	
	The	report displays 5 digit and 11 digit co	mmodity codes.	
	The Department of Corrections and the FINET Inventory Either the 11-digit of 5- Departm	Department of Transportation must o digit codes may be used for other de tent of Corrections and the Departme	use the 11-digit codes for any items tracked through partments and for non FINET Inventory items for the et of Transportation.	
	SEARCH - using either Description or C a check mark(s) next to the commodi	ode, type in your search oriteria ther lites you with to return. Click Finial	n click the magnify glass to view matches. Next place " to view the details for the chosen commodities.	
	Commodity Description	< OR >	Commodity Code	
	Input keywords here		Input keywords here	
	Select all		G Select all	
	No Results		No Results	
	Starts with any of these keys \checkmark		Starts with any of these keys \sim	
	Case Insensitive		Case Insensitive	
		Finish		
	0	Commodity Code Commodity De	escription	
	(7)	0000 Generic Commodi	ty Code	
		0000340100 T-shirt, medium		
	00	0000340115 T-shirt, large		
	00	0000340125 T-shirt, x-large		
	00	0000340135 T-shirt, xx-large		
	00	0000340165 T-shirt, xxx-large		
		0000340305 T-shirt markers		

8. Search by **Commodity Description**.

a. Use the drop-down menu to select the type of search you would like to complete.

C	ommodity Description			< 0		Con	
	Input keywords here	Q					Inp
	Select all						
	No Results						_
	Starts with any of these ke	eyv ^					St
Ĩ	Starts with any of these	keywo	rds				~ (
	Starts with the first keyw	ord an	d contains	all of the ren	naining keyw	/ords	
L	Contains any of these kee	eyword	is			scr	iption
	Contains all of these key	words	;			/ C	ode
				40090	SHID SHIAD	·	

b. Enter keywords, click the magnifying glass, check the box of the relevant item(s), click **Finish**.

keyboard 2	
Select all	
Accessory, Keyboard Arn	
Accessory, Keyboard Sol	
Accessory, Keyboard Sol	
Contains any of these keywe	

c. The Commodity Code and Commodity Description will be displayed in a table on the screen.

Commodity Code	
Commonly Code	Commodity Description
54005000008 Accesso	ory, Keyboard Solution 2 - ESI Solution 2
 Following the same instructions as in step 8, you could search by Commodity Code. 	2 Input keywords here 2 Input keywords here 3 Select all No Results No Results Starts with any of these keywords Starts with any of these keywords Starts with the first keyword and contains all of the remaining keyword: Contains any of these keywords Contains all of these keywords Contains all of these keywords

- Click the **Top**, **Page up**, **Page down**, or **Bottom** buttons at the bottom of the screen.
- b. Return to the previo<u>us s</u>creen
 - Click the Run link ()
- c. Download the report
 - Click the Select a format link (нтмL)