

How to Add New Commodity

1. From **Inventory** Module go to **Commodities** menu.
2. The Search screen for **Commodities** will be shown. Click **New toolbar button**.
3. This will open a new **Commodity** Screen.
4. Enter the following required fields:
 - a. **Commodity Code** - this will serve as the commodity name.
 - b. **Description** - User may enter a description that will describe the commodity. This is an optional field.
 - c. **Exchange Traded Check box** - use to identify if the commodity is exchange traded or not.
 - d. **Default Future Market** - user may select a default future market for the commodity for future contracts.
 - e. **Price Checks-Min and Max** - to determine minimum and maximum price checks of the commodity.
 - f. **EDI Code** - Electronic Data Interchange (EDI) is the computer-to-computer exchange of business documents in a standard electronic format between business partners. The exchange of EDI documents is typically between two different companies, referred to as business partners or trading partners. For example, Company A may buy goods from Company B. Company A sends orders to Company B. Company A and Company B are business partners.
 - g. **Line of Business** - is a general term which refers to a product or a set of related products that serve a particular customer transaction or business need.
 - h. **Scale Panel** - used to select the following commodity default fields for scale transactions.
 - i. **Default Schedule Store**
 - ii. **Discount**
 - iii. **Scale Auto Dist Default**
 - i. **Adjust Inventory for Weights \$ Grades Panel** - used for [destination weights and grades](#).
 - i. **Sales** (Origin or Destination)
 - ii. **Transfer** (Origin or Destination)
 - j. **Patronage Panel**
 - i. [1099 Box 3](#)

5. Add **UOM's (Unit of Measure)**. And select a **stock unit**. For example, **lb** is the **stock unit**. Other **UOM's** are **50 lb bag** and **KG**. Unit qty should auto compute according to the selected stock unit if the others uom's have conversion setup for lb.

6. User may also add **attributes** in the **attribute tab**. Origins, Grades, Region, Season, Product Lines etc which are the various attributes of a commodity. These attributes will be loaded in drop down list boxes of transactions, inquiries and report. There is no screen for these in origin.

Some of the attributes may not be applicable for certain commodities and can be left blank. New attributes can be either added or any open ones can be reused. Ex. Maturity is an attribute of Soybean.

Commodity - Test Commodity

NewSaveSearchDeleteUndoClose

DetailsAttribute

Origins

X Remove▲ Up▼ DownExportView

Origin*

Default UOM

Purchasing Group

☐

Albania

lb

☐

Product Types

X Remove▲ Up▼ DownExport

Product Type*

☐

Test Product Type

☒

Regions

X Remove▲ Up▼ DownExport

Region*

☒

Test Region

☐

Classes and Variants

X Remove▲ Up▼ DownExport

Class/Variant*

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Test Class

☐

Seasons

X Remove▲ Up▼ DownExport

Season*

☐

Test Season

☒

Grades

X Remove▲ Up▼ DownExport

Grade*

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Test Grade

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Product Lines

X Remove▲ Up▼ DownExportView

Product Line*

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Test Product Line

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7. Click **save button** to save the record. In case you miss to click this button and you click the **Close toolbar** button or the **x** button at the top right corner of the screen, i21 will prompt you if you would like to save it before closing the screen.