

### Commodity Code/Spend Category

#### Commodity Code/Spend Category Guidelines:

In Workday, the **Commodity Code** must be selected prior to entering a **Spend Category**. The chosen **Commodity Code** will automatically populate the corresponding **Spend Category**.

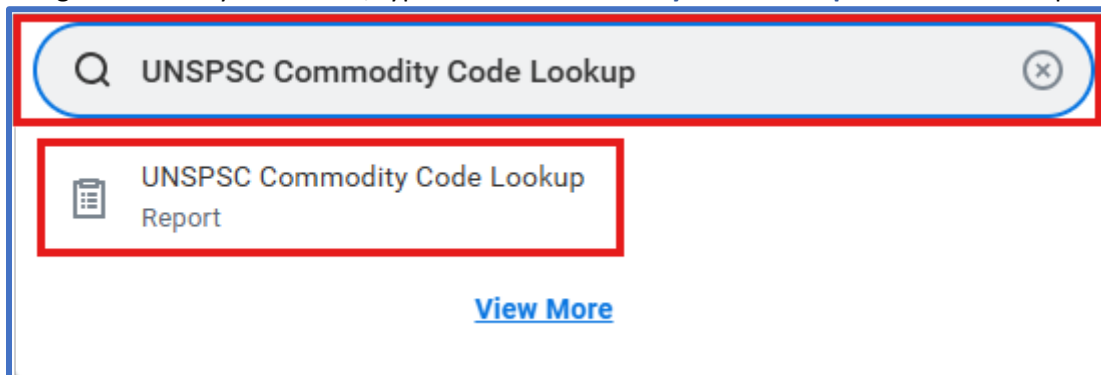
If you identify any discrepancies in spend category and commodity code pairings, please contact Patrick Crawley at [Patrick.Crawley@doa.ri.gov](mailto:Patrick.Crawley@doa.ri.gov) with details regarding the current pairing and your suggested correction.

#### Important Note:

The alignment—or misalignment—between the Commodity Code and Spend Category is not connected to your budget. To manage budget adjustments, please modify the appropriation field located further to the right on the transaction line, as that is where the budget linkage is maintained.

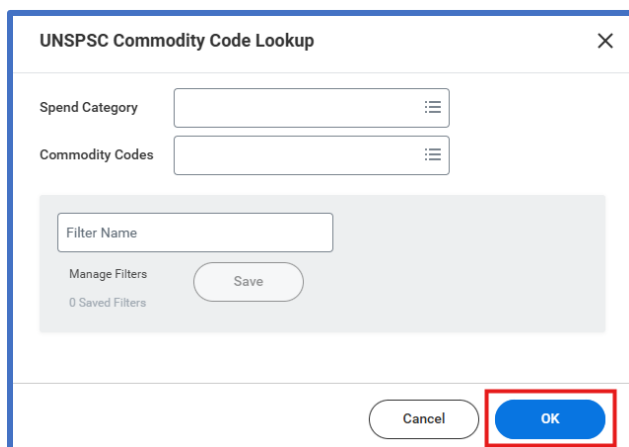
#### UNSPSC Commodity Code Lookup:

1. Using the Workday Search Bar, type **UNSPSC Commodity Code Lookup** and select the report.



The screenshot shows the Workday search bar with the text "UNSPSC Commodity Code Lookup" entered. Below the search bar, a result card is displayed with a document icon and the text "UNSPSC Commodity Code Lookup Report". A "View More" link is visible below the result card. Red and blue boxes highlight the search bar and the result card respectively.

2. There are two available methods for running this report:
  - a. Find all **Commodity Code/Spend Category** mappings.
    - i. Select the **OK** icon to view all **Commodity Code/Spend Category** mappings.



The screenshot shows the "UNSPSC Commodity Code Lookup" report interface. It includes fields for "Spend Category" and "Commodity Codes", both with dropdown menus. Below these fields is a "Filter Name" input field and a "Manage Filters" section with a "Save" button and "0 Saved Filters" text. At the bottom, there are "Cancel" and "OK" buttons. A red box highlights the "OK" button.

(Note: To export this report, you may choose either [Export to Excel](#) or [View Printable Version \(PDF\)](#))

- b. Search using **Commodity Code/Spend Category**.
  - i. Enter the desired **Spend Category** or **Commodity Code** to identify the appropriate mapping.
  - ii. Select **OK** to proceed.

UNSPSC Commodity Code Lookup

Spend Category

Management & Advisory Services

Commodity Codes

Filter Name

Manage Filters

0 Saved Filters

Save

Cancel

OK

Spend Category Object	Commodity Codes
Management & Advisory Services	<div>80000000 - Management and Business Professionals and Administrativ</div> <div>80100000 - Management advisory services</div> <div>80101500 - Business and corporate management consultation services</div> <div>80101501 - New business start up consultation services</div> <div>80101502 - Corporate mergers consultation services</div> <div>More (184)</div>