

# TECH-4g Page | 1 of 2

Category	Technical
Course	Codes & Desc.
Version	1.0
Client	Generic
Software	2.17.0.0

## Clean Duplicate Range Codes

Use this tool if you identify duplicate range codes in your database. It will merge the stock items from one range to another range, and delete the duplicate range.

This task should be completed by someone who is familiar with your products, to ensure that the data is handled correctly.

### Hints and Tips

- ✓ If your store is HOS-driven, they may manage the hierarchies.
- ✓ There are a couple of scenarios your data may fit:
  - A set of duplicate range codes may be identical in most ways, sharing the same range description, and department and sub department details. The only difference will be the Code and that one or more duplicate ranges will have a [0]Product Count, so it just needs to be merged (which will delete it).
  - You may have a set of duplicate range codes which each contain mostly similar descriptions and products, so you'll need to review product assignment before you can decide which range you'll merge into. Some products may not belong in the range which you keep (because of historical errors), so you'll need to move them to the correct hierarchy afterwards (via the Stock screen, change the department hierarchy).
  - Duplicate range codes may be linked to different departments (each with products) which should stay separate. Rather than merge the ranges together, rename the non-hosted range code to a unique code.

- ✓ Contact Metcash if you have any hosted ranges which you can't merge with confidence. They manage the range code, so will be able to advise which range a product should belong to.

### Procedure to Clean Duplicate Range Codes

1. From the HOS/BOS Tools menu, select **Codes and Descriptions**.  
\*Or select the **Codes and Descriptions** icon.\*
2. In **Select Maintenance Area**, select **Range**.
3. Click **Range Merging Tool**.
 

The screenshot shows the 'Codes and Descriptions Maintenance' window. At the top, there's a dropdown for 'Select Maintenance Area' set to 'Range'. Below is a table with columns: Code, Description, %, Dept Code, Sub Code, Sub Dept, Description, and GL Purchase Code. The table lists various range codes like '2 GROCERY NO GST', '03 APPROX EASTER 2017', etc. At the bottom, there are input fields for 'Code' (012), 'Description' (SHORTENINGS), 'Department' (D: DAIRY), 'Percentage %' (0), 'Sub Department' (D10: BUTTER & MARGARINE), and 'GL Purchase Code'. A 'Range Merging Tool' button is visible on the right side of the input fields.
4. In the **Duplicate Range Codes** section, select a range code from the list.  
\*This list is filtered to show only the range codes in your system which have duplicates; the duplicates will populate on the right side of the screen.\*
 

The screenshot shows the 'Range Merging Tool' window. It has a 'Duplicate Range Codes' section with a list of codes and descriptions. Below that is a table titled 'Range to be used' with columns: Product Count, Range Desc, SubDept Code, SubDept Desc, Dept Code, and Dept Desc. The table shows '58 CHOCOLATES BOXED' under 'A19 CONFECTIONERY'. Below this is another section 'Range/s to be removed' with a similar table showing '21 DESSERTS' under 'E47 HEALTH'. There are 'Select Range', 'Merge', and 'Close' buttons.
5. If the merge decision isn't obvious, run the **Reports > Stock > Cost Book** report to review product assignment.  
\*Set High Margin to 100, Low Margin to -100, type in the Range code, and set ShowStockedOnly to N.\*  
\*See Hints and Tips for scenarios.\*

**TECH-4g** Page | 2 of 2

**Hints and Tips**

- ✓ You can only rename the range code for direct lines. You usually set this to an alpa/numeric code, such as A12, to avoid any overlap with hosted range data (which is only numeric codes).
- ✓ Supplier data from Metcash:
  - Metcash host the range code as a 3 or 4 digit numeric code (such as 012).
  - You can only edit the department and sub-department codes/descriptions, and the range description. You cannot change the range code.
  - You can add another department. However, the products you move to it must keep the same hosted range, so you'll have to move the range to sit under the new department.
  - You can only use a range against one sub-department, otherwise products will be imported as unallocated, as it won't know which range to allocate it to.
- ✓ Changes made in **Codes and Descriptions** are visible in the BOS:
  - immediately if made at store level
  - once HOST changes are imported from Head Office.

6.	Select the scenario for your data, after you've completed analysis: <hr/> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left; border-bottom: 1px solid black;">If:</th> <th style="width: 50%; text-align: left; border-bottom: 1px solid black;">then:</th> </tr> </thead> <tbody> <tr> <td style="border-right: 1px solid black; vertical-align: top;">                     a duplicate range should be renamed, not merged                 </td> <td style="vertical-align: top;">                     a. Click <b>Close</b>.  <i>You're returned to the <b>Codes and Descriptions Maintenance</b> screen.</i>                       b. Update the <b>Code</b> to a unique value, and possibly correct the <b>Description</b>.                       c. Click <b>Save</b>.                 </td> </tr> <tr> <td style="border-right: 1px solid black; vertical-align: top;">                     the ranges need to be merged                 </td> <td style="vertical-align: top;">                     a. In <b>Range to be used</b>, place the range you want to keep; if it's not the default choice listed, click the range in the list of duplicates, and then click <b>Select Range</b> to move it up into the section.                       b. Click <b>Merge</b>.  <i>*This will merge all the products, and remove ALL the duplicate ranges in the <b>Ranges to be removed</b> section.*</i>                       c. Click <b>Yes</b> to confirm the action.                 </td> </tr> </tbody> </table>	If:	then:	a duplicate range should be renamed, not merged	a. Click <b>Close</b> . <i>You're returned to the <b>Codes and Descriptions Maintenance</b> screen.</i>  b. Update the <b>Code</b> to a unique value, and possibly correct the <b>Description</b> .  c. Click <b>Save</b> .	the ranges need to be merged	a. In <b>Range to be used</b> , place the range you want to keep; if it's not the default choice listed, click the range in the list of duplicates, and then click <b>Select Range</b> to move it up into the section.  b. Click <b>Merge</b> . <i>*This will merge all the products, and remove ALL the duplicate ranges in the <b>Ranges to be removed</b> section.*</i>  c. Click <b>Yes</b> to confirm the action.	
If:	then:							
a duplicate range should be renamed, not merged	a. Click <b>Close</b> . <i>You're returned to the <b>Codes and Descriptions Maintenance</b> screen.</i>  b. Update the <b>Code</b> to a unique value, and possibly correct the <b>Description</b> .  c. Click <b>Save</b> .							
the ranges need to be merged	a. In <b>Range to be used</b> , place the range you want to keep; if it's not the default choice listed, click the range in the list of duplicates, and then click <b>Select Range</b> to move it up into the section.  b. Click <b>Merge</b> . <i>*This will merge all the products, and remove ALL the duplicate ranges in the <b>Ranges to be removed</b> section.*</i>  c. Click <b>Yes</b> to confirm the action.							
7.	We recommend you rerun the <b>Cost Book</b> report for the merged range, to confirm all products correctly belong to this range. <i>*If any products need to be moved, open the Stock screen and update the department hierarchy (on the <b>Stock</b> tab).*</i>							
8.	Click <b>Close</b> once you've completed all maintenance.							