



Duplicate Check

THE QUICK AND EASY WAY TO PERFECT ADDRESS DATA

Address duplicates can have various consequences that usually have one thing in common: they cost money.

A customer who is contacted by two different sales representatives at the same time may well doubt their professionalism. Time and resources are committed unnecessarily, and the customer is left with an impression of disorganization. Offering different conditions (discounts or payment terms) to the same customer can turn out to be a really expensive mistake. Mailings that are sent repeatedly to the same addressee are quickly regarded as a nuisance and destroy the chances communicating successfully with the customer.

And yet duplicates are easily created when master records are accidentally entered several times in the system because there is no effective check to prevent it.

The consolut Duplicate Check is an expert-developed tool that can be easily integrated into your SAP® system. It reliably identifies existing duplicates and prevents new ones. A number of different editing options help users revise, correct and update address data with little effort.

FROM MULTIPLE TO SIMPLE

The benefits of checking for duplicates are clear: You can save time and money and improve communication with customers and business partners. A single, correct set of customer data helps minimize risks, e.g. when it comes to assessing a customer's creditworthiness. Following an inexpensive and simple installation, the Duplicate Check is immediately ready for use.

The benefits at a glance:

- ▶ High quality of master data
- ▶ Quick location of the correct master record
- ▶ Easier reporting of sales numbers, deadlines etc.
- ▶ More efficient processes and minimized risks
- ▶ Lower mailing costs and higher success rate
- ▶ No interference with the SAP® standard



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Spelling variations, different department names and misspellings are just some of the things that may cause duplicates. Different communication channels for the same company, e.g. land mail, e-mail and telephone, also increase the likelihood of double address entries.

The consolut Duplicate Check detects multiple data sets in address management that are only distinguished by slight differences in spelling. The function is active when addresses are created and/or changed.

Supporting parameters are entered in tables during installation; i.e. they only need be defined once.

PREREQUISITES

The Duplicate Check is part of the consolut Master Data Add-On and was developed based on the proven consolut Address Search. It is an easy-to-install, licensed add-on that greatly reduces the effort involved in finding addresses in financial accounting, purchasing and sales.

Search in all fields

The consolut Address Search includes not only classic data fields like name, street address, city etc., but virtually all fields that belong to an address, such as contact person, VAT ID number, bank information, comment, legal form and company sites, to name just a few.

Freely combinable search terms

The consolut Address Search works with any combination of search terms. If matches containing all terms are found, the addresses are displayed in a hit list.

EXTENDING THE SAP® STANDARD WITH THE CONSOLUT DUPLICATE CHECK

The SAP® standard does not offer an advanced duplicate search function. It merely displays a warning message when a customer/vendor account is created. Once the warning is activated, the status bar shows the following message: "Customer/vendor with identical address found – please verify". If the user overlooks the warning, the duplicate is created.

The consolut Duplicate Check is an easy way of extending and improving on the SAP® standard. The consolut tool makes comparisons between data sets more comfortable, reliable and precise.

- ▶ In the SAP® standard it is easy to overlook the messages in the status bar and to skip them with "Enter". The consolut Duplicate Check, on the other hand, uses a pop-up window that is very hard to miss.
- ▶ While the SAP® check is only active when new addresses are created, the consolut Duplicate Check also includes changes to existing data sets.
- ▶ The tool verifies the addresses of business partners as well as those of customers. This function is missing altogether from the SAP® standard, leading to more incorrect data.
- ▶ If the order of the words is changed, SAP® does not identify the master record as a duplicate, as in the case of "John Smith" versus "Smith John". The consolut Duplicate Check is not thrown off by the different word order and reliably identifies the duplicate.

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CUSTOMIZING THE DUPLICATE CHECK

The highly granular settings in the Duplicate Check are defined only once and in advance in the control table. The setting parameters allow for a multitude of possibilities. Parameters can be combined and selected at will.

How many characters per word are checked?

The software differentiates between active customers, suppliers and business partners. It checks data sets with two or more characters.

Which organizational unit should be displayed in the search results?

Company codes or purchase and sales organizations are considered individually or together.

How should the ZIP code and city be checked?

Users can choose whether to search for "ZIP code or city" or "ZIP code and city".

Location check	Postal code and location
Start line	Postal code and location
Start column	only postal code
End line	only location
End column	25
	200

How is the hit list/pop-up window controlled and positioned in the dialog?

The dialog window can be adjusted and positioned at will.

Start line	5
Start column	5
End line	25
End column	200

The settings are defined once in the development system and then transported into the target systems.

What does the software search for?

The Duplicate Check offers comprehensive search options. Every word with two or more letters is a search string. The following also applies:

- ▶ The search is not case-sensitive.
- ▶ Umlauts and other special characters (e.g. é or á) are converted. In the case of "ä", the software searches for both "a" and "ae".
- ▶ Punctuation marks like ".", "&" or "-" are ignored.
- ▶ Single letters are ignored.

How does the software search?

In the first step, unsuitable search terms are removed and words are converted. Then the software generates a search string that is used to search for each separate term. This is why the name "Jane Brown" is also identified as a duplicate when the search string reads "Brown Jane".

USING THE DUPLICATE CHECK IN AN ERP SYSTEM

The Duplicate Check is active when new data sets are created and when existing sets are changed. The working principle is the same for supplier, customer and business partner addresses.

Editing options for duplicates, e.g. when customers are created (transaction XD01)

When a data set for a new customer is created, the Duplicate Check is executed in the background. If one or more potential duplicates are found, the software opens a pop-up window with a hit list. The window shows both data sets consecutively for easy comparison. To determine beyond doubt whether a duplicate has been found, the pop-up window shows the assigned customer number, names 1 and 2, complete address and telephone number.

Potential duplicates - debtors																								
Simil. %	Customer	Group	Name	Name 2	City	Postl Code	Postl Code	Postl Code	PO Box	Street	House No.	Ctr	Language	Telephone	Extension	DelF	B	C.OBK	comp	DelF Pstg	bl	SOrg.	IDCh Dv D.ID OrBlk	
99,0	7002	0001	Heinz Schatz Gmbh	Mannheim	68165					Hauptstr.	23	DE	DE	0621-4711	03				0001	No No				
99,0	7003	0001	Heinz Schatz AG	Mannheim	68165					Hauptstr.	22	DE	DE	0621-4711	03				0001	No No				

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Adding organizational units

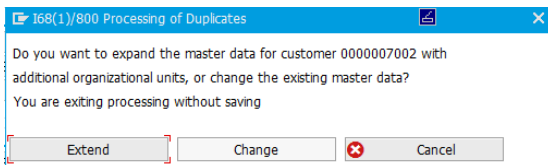
Organizational units can be added to the search parameters to allow for an even more specific identification of duplicates. The Org. units column differentiates between FI and SD.

The FI area contains the company code, delete flag Yes/No and posting block Yes/No.

Elements in the SD area include the sales organization, distribution channel, division, delete flag and order block.

Duplicate identified

Once a duplicate has been detected, there are various ways to proceed.



Users can add a phone number, contact person etc. to an existing master record using the "Change" function.

The "Extend" function is used if an address already exists, but has not yet been defined in the company code or sales organization.

Changing customer data (transaction XD02)

The Duplicate Check is also active when a master record is changed. If duplicates are found, the user will see a pop-up window listing potential double entries.

USING THE DUPLICATE CHECK IN A CRM SYSTEM

Needless to say, the Duplicate Check is also useful when company accounts are created or changed. In this case, the software does not include the staff or contact persons in the search.

The time at which the entry is to be edited can be determined individually using the "Merge" and "Merge later" options.

THE RIGHT PARTNER FOR YOU!

Besides our years of experience with SAP® systems, customers appreciate our targeted and efficient approach and our comprehensive range of services: consolut is your one-stop provider of analyses and consulting. Our consultants have expert knowledge of the individual modules and know exactly where users need support in their work with SAP®. Our tools are developed and fine-tuned in direct communication with the specialist departments, so you can be sure to get real added value from your system with the consolut Duplicate Check.

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