

# Rack Code Utility

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To update all pricing tied to a Rack Code, go to *Main Menu / Supervisor / Processes / Utility Menu / Update Rack Pricing*.

The screenshot shows a software interface for updating rack pricing. At the top, there is a search bar with the text 'ABC PROPANE COMPANY'. Below it, there are two sets of input fields: 'Division' (containing '1') and 'Rack Code' (containing '1'). To the right of these are buttons for 'Current Rack Price' (value: 2.0200) and 'New Price' (value: 2.0000). Below these are radio buttons for 'Increase' (unchecked) and 'Decrease' (checked). Further down are radio buttons for 'Dollars' (checked) and 'Percent' (unchecked). A 'Dollars' input field contains the value '0.0200'. At the bottom are two buttons: 'Process' (with a gear icon) and 'Cancel' (with a red X icon).

1. Enter the Division. If the Rack Update is to apply to all Divisions/Locations, leave as 0.
2. Enter the Rack Code. If the Price Update is to apply to all Rack Codes, leave as 0.
3. Select *Increase* or *Decrease*.
4. Choose *Dollars* or *Percent*.
5. Enter the *Dollars/Percent* to increase or decrease. After tabbing out of this field, the *New Price* area will populate.
6. Select **Process**. This will update all prices associated with the Rack Code automatically.