

Introducing the Lean Office

Increase your profits by reducing waste and streamlining your workflow using Macola to apply Lean Principles to your office processes

Lean principles are well-known in manufacturing as having an important role in boosting profits and eliminating waste. These principles are used to identify and eliminate waste and improve workflow on an ongoing basis. You can use Macola as a tool to extend these principles to your office workflow. The following list was developed based on our consulting work with Macola customers over the past 25 years:

Getting started:

- Top management sets the example by emphasizing good systems and accurate data.
- Mid-level managers document exactly how office work is to be processed.
- Assign individuals to take ownership for the accuracy of each master files (ex. inventory).
- Set a goal for having 99% accurate on-hand inventory quantities.

Establish your foundation:

- Develop standardized and documented procedures for all Macola inputs. For example:
- Document how to key in new inventory items, customers, vendors, routing, etc.
- Document how to use dates when keying customer, purchase and production orders (ex. what date is to be used to determine when the order has to be shipped?).
- Use the Customer Price Code file to maintain accurate customer selling prices.
- Use the Purchasing Item/Vendor file to maintain accurate buying prices and contracts.
- Maintain accurate inventory min/max levels, primary vendor and vendor lead times.
- Limit product categories & material cost types to a number that can be analyzed (ex. less than 10).
- Establish a retention policy for each of your critical transaction files.

Continuously improve these activities:

- Assure that users are trained to follow your office workflow.
- Keep your Macola SQL database fine-tuned to avoid slowness and downtime.
- Monitor past due customer/purchase/production orders.
- Immediately close out fully received purchase orders and completed production orders.
- Run the 'reset allocations' and 'reset on-order quantities' programs at least monthly.
- Perform regular cycle counting to maintain accurate inventory on-hand quantities.
- Eliminate paper by e-mailing customer invoices and purchase orders.
- Purge or archive old and unneeded data each month.

We have been helping Macola users implement Lean initiatives for the past 25 years. If you have questions or would like assistance implementing any of the above items, contact Mike Leahy at MLeahy@LeahyConsulting.com (513) 723-8090 www.LeahyConsulting.com.

This was originally presented at the 2016 Macola Evolve User Conference by Mike Leahy.

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