

How to Supercharge your Macola® ERP Software

Improving Data Integrity

Making the best use of your Macola® software is a journey of continuous improvements. Here are some tips to streamline your operation and supercharge your software.

Questions to ask yourself:

- Are we using the latest version of the Macola® software?
- Does everyone in our organization know the definition of each data field on customer orders?
- Does everyone in our organization know the definition of each data field on purchase orders?
- Are we in the habit of closing purchase orders that have been completely received and invoiced?
- Are we 'freezing' of our inventory at the end of each month?
 - Do we know how to benefit from using this build-in feature of the Macola® software?
 - If we are not using this feature, we probably are performing extra work each month to balance our inventory to the general ledger.
- Are we controlling the system period files to prevent erroneous transactions from being processed?
- If we are using the Progression software, have we locked critical data fields in the Item/Location file to prevent users from making unauthorized changes?
- Do we print the Macola® customer order entry report of all unshipped orders each month to assure that there are no old or 'stuck' orders that have been forgotten?

Making the best use of date fields within customer orders

When keying in Macola® customer orders, the purpose of each of the date fields can be confusing. These fields are used by the software for determining when the customer really want the order delivered, when to create production orders, when the pick ticket need to be printed, and the planning of labor and material for making or purchasing each item ordered. If your company has not established a policy for using each of these fields, now is the time to do so. Please refer to the Macola® on-line help for additional information.

Order Header screen

Order Date

- This is the date the order was keyed.

Ship Date

- This field is on the screen as a convenience as it is the default date to be used on as each order line requested, promised and require ship dates. If you tab over this field, the software will use today's date for each date on the order line. Unless you really can ship to your customer today, the order line dates need to be adjusted to reflect the actual date requested by the customer versus the date you promised.

Order Line screen

Requested Date

- This is the date by which the customer wants to receive the item.

Promised Date

- This is the date by which you promised the customer they would receive the item.

Req Ship Date

- This is the date by which you must ship the item to meet your promise date.

Making the best use of data fields within purchase orders

When keying in Macola® purchase orders, the purpose of each of the date fields can be confusing. These fields are very important to the software because they are used to determine when you expect the vendor to deliver the product. They are also used by the Macola® and PULSE Dashboard MRP software to determine shortages. If your company has not established a policy for using each of these fields, now is the time to do so. Please refer to the on-line help for additional information. We have included below both Progression and ES/10 sample screens.

P/O Order Header

Order Date

- This is the date the order was keyed.

The screenshot shows the '001 Purchase order Entry - [Change]' window. The 'Order Date' field is circled in black. The window displays various fields for a purchase order entry, including Vendor No. 100, Vendor Name: Shimani Corporation, and a table of items with columns for description, Move-To, Order Quantity, UOM, Expected Cost, Requested date, Promise Date, Vend Item, and Weight. The 'Status' field is set to 'P=Printed'.

The screenshot shows the 'Purchase Order Entry - [Change]' window. The 'Date' field is circled in black. The window displays various fields for a purchase order entry, including Ord/Rel No. 405000, Vendor No. 4050, and a table of items with columns for description, Move-To, Order Quantity, UOM, Expected Cost, Requested date, Promise Date, Vend Item, and Weight. The 'Status' field is set to 'P=Printed'.

P/O Order Line screen

Requested Date

- This is the date by which you want the item delivered.

Promised Date

- This is the date the vendor has promised to deliver the item. If you request a confirmation from the vendor, this date may be included in the confirmation.

001 Purchase order Entry - [Change]

Purchase Order No: 68 Vendor No: 900
Release No: 0 Vendor Name: ABC Consulting Services

Buyer/Planner: 10957 Carrie Guyton

Order: 68 Release: 0

Vendor: 900 ABC Consulting Services

Type: N=Normal Status: P=Printed Date: 01/15/2014 Weight: 0.000000

Buyer/Planner: 10957 Carrie Guyton

Tax schedule: N3 Term: 2/10 NET 30

Ship via: UPG Ship-To: MFG FOB: 1 FREE ON BOARD

PO Form No: 1 Collect/Prepaid

Alternate address

Confirm Acknowledge Print

Item	Item description	Move-To	Order Quantity	UOM	Expected Cost	Requested date	Promise Date
BCABASSY	Brake and Cable Assem...	MA	1.00	EA	99.999000	01/15/2014	00/00/0000
BCABASSY	Brake and Cable Assem...	MA	2.00	EA	99.999000	01/15/2014	00/00/0000
CLAMP	CLAMP FOR SEAT	MA	1.00	BX	0.000000	01/15/2014	00/00/0000

Currency: USD Tax total: 0.00 Subtotal: 300.00
US Dollar Home Total: 300.00 Purchase Total: 300.00

Save New Delete Cancel

Search (F7); Note (F8) Demo database Mike Leahy Thursday, May 15, 2014

Line Item - [Change]

OK Cancel PO/Rel No. 405004 1 Shop Order Order Entry Vend No. 4050

Line No. 1 Item No. CIRCT BREAKR 3D

Stk Loc: T01 TO Work Centr 1

UOM: EA Ratio: 1.00000

Qty Order: 2.00

Exp Cost: 5.280000

Req Date: 11/10/94

Promise Date: 11/10/94

Notify: Comm Cd: Job No. Move-To: Status: BO Type: E=Estimate

Asset Acct: 01100 00000 00000

Accr Acct: 02023 00000 00000

PPV Cost: 04220 00000 00000

PPV Qty: 00000

Comment: 3 Please notify if shipping late

Order Total: 10.56

Avoiding Inventory Integrity Errors

It is not unusual for your Macola® inventory to get out of balance with your accounting records. We frequently receive calls wanting to know how this can happen and how to avoid problems into the future.

It is important to remember that the Macola® software is self-balancing. That is, it cannot get out of balance unless an error is made. This paper describes ways in which errors can occur and how they can be avoided. Balancing problems are not usually caused by a single error. Instead, several types of errors usually cause these problems. We have developed several custom Crystal reports that can be printed each month/day to pinpoint errors.

Ways in which the inventory can get out of balance

Important Note: When we discuss reconciling the general ledger and inventory, we are speaking of balancing the G/L Trial Balance report to the I/M Frozen Stock Status report.

Inventory Management:

1. Using the inventory transaction screen to manually key in receipts, issues and adjustments, etc.
2. Not knowing the accurate dollar total of the Frozen Stock Status Report because it contains expensed items or negative on-hand quantities.
3. Manually changing the unit cost or on-hand quantity fields in the item/location file.
4. Assigning the same item number to two different parts.
5. Incorrectly handling negative on-hand quantities on the inventory stock status report.
6. Incorrectly assigning material cost types to items in the Item Master file.
7. Not performing an accurate physical inventory.

Purchase Orders and Receiving:

1. Receiving items on purchase orders using an incorrect or zero unit cost.

Customer Order Entry and Invoicing:

1. Posting customer invoices using an incorrect or zero unit cost.

Production Orders:

1. Issuing production orders with bills of material contain missing or incorrect components.

General Ledger:

1. Using incorrect G/L accounts in the Material Cost Type/Location Account file.
2. Incorrectly setting up the Material Cost Type/Location Account file by assigning two opposite entries to the same account.
3. Making incorrect G/L journal entries or forgetting to reverse monthly accruals.
4. Forgetting to post all I/M transactions from the inventory subledger to the general ledger.
5. Keying in manual general ledger journal entries, but forgetting to post them.

Minimizing Labor Intensive Activities

Making the best use of your Macola® software is a journey of continuous improvements.

In the 'old days', companies had a lot of office employees to perform labor intensive activities. Over the past 20 years, things have changed. Your office staff has been reduced, some individuals are performing multiple jobs and the workload has increased as your company has grown. Hiring more office personnel has not been an attractive solution. As consultants, we have been seeing our customers struggle to keep up with the workload.

As a leading developer of add-on software packages to add value to your Macola® investment and help you streamline your operation, we have developed software to:

- Reduce manual keying of customer orders
- Eliminate manual keying of customer cash receipts
- Eliminate manual keying of general ledger month-end journal entries
- Eliminate manual keying of create purchase orders
- Easily create POP production orders based on shortages

Making your Macola® SQL database run faster

Your Macola® software is fast, but naturally slows down over time as you keep adding more and more data.

Imagine that you just purchased a brand new filing cabinet. In a few years, this cabinet will naturally fill up with your paper records. Also imagine also that you never throw away old paper records. Jumping ahead a few years, you notice it takes a longer and longer to find what you need as your old unneeded records keep getting in the way. This is what happens over time with your Macola® software. Luckily, cleaning out and re-organizing your Macola® database is a bit simpler than file cabinets.

These are options for making your software run faster:

- Use the Macola® built-in purge programs to purge data, one file at a time. These programs work, but it will be a slow, tedious and long exercise each month.
- If you are using the Macola® ES/10 software, no doubt you have heard about the GBKMUT file (pronounced G-B-Kamut). This file is typically equal in size to the combined size of all your other Macola files. Recently, Macola® developed a program to compress this file by merging similar records. You should investigate using this compression program.
- The PULSE Archive is a unique alternative that speeds up Macola® by moving old, unneeded data to another Macola® database where it is available when needed. Since nothing is purged, your old data (now archived) is always accessible when needed.
- Re-indexing will typically speed up your Macola® processing as much as purging or archiving. Re-indexing is built into the PULSE Archive software. If your IT resource is familiar with Microsoft SQL, he or she can create a job that re-indexes your Macola® data files at night.

Introducing the Lean Office

Reduce 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 30 years:

Getting started:

- Top management sets the example by emphasizing good systems and accurate data.
- 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 documented procedures for all data entry activities.
- 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.

Continuously improve these activities:

- Assure that users are trained to follow your office workflow.
- Keep your SQL database fine-tuned to avoid slowness and downtime.
- 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.

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.

Leahy Consulting is an independent ERP consulting company with over 25 years of experience supporting and optimizing Macola® ERP systems. Leahy Consulting is not a Macola® software reseller or associated with ECI® Software.

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