

# Florida West Coast

## EXACT MACOLA IN-TOUCH

October 28, 2004

### ***Minutes:***

The meeting started at 6:05 PM, 11 members were in attendance at Sharn Inc.

A motion was presented to change meeting dates from monthly to bi-monthly (odd months) and passed. Additionally due to the holidays the next meeting will be delayed until December 6, 2004. The membership was reminded the selection of future topics is based on their feedback

Our guest speaker Jon Erickson, Exact Macola presented Microsoft Access, a very dynamic business tool. The software presents a unique opportunity to report and manage data. Based on this it is a very powerful and dangerous tool. Microsoft Access has the ability to write back to Exact Macola's database automating manual tasks. Such tasks could be resetting counter fields, closing purchase orders, etc.

Macola users can find additional support information at <http://www.emug.org/index.html> . This site presents a forum for all users groups to share. Another site is [www.tek-tips.com](http://www.tek-tips.com) where you can ask questions concerning Macola, Crystal, MS Access and other software which are answered by knowledgeable professionals for free.

Our next meeting will be held December 6, 2004 at Sharn Inc. located in Tampa. Directions will be included in our meeting notice. Our presentation will be "What's new with Exact Macola?" Please

## Exact Macola® User Groups

### ***Future Meetings***

December 6, 2004

What's new with 7.6.300

January 22, 2005

Crystal—Beyond the basic's Q & A

March 25, 2005

Exact Business Analytics

### ***Tip of the Month:***

### ***Greetings From The President***

Our meetings are designed to help all of our members enhance their use of Exact Macola. The sharing of information at our meetings will help all of us to understand and continue to improve our usage of the system. I look forward to seeing all of you at our next meeting

*Robert Hudson*  
*President, FWCMUG*

## **Florida West Coast Macola User Support Group Minutes of Meeting January 24, 2001**

Kathy Newell opened meeting by welcoming all of the new members of the group. Self introductions were made. 19 members, representing 11 companies, were in attendance.

The minutes of meeting held November 29, 2001 were reviewed and accepted. Lynn Conlen reported we have a balance of \$795.23. It was noted we have 21 paid members, with 1 additional new member received at the door this evening.

Kathy Newell discussed the problems, concerns, and enhancements presented in the Exact Macola President's meeting that she attended in December.

A W2 error was brought to the attention of the members by Jon Erickson, the Kent Group VAR. The update for this error is scheduled for Friday.

A presentation was made by Kathy Newell on the Purge Processes – How and When to Purge. She demonstrated how to purge and rebuild a file and discussed why rebuilding the file is a vital procedure of the purging process. Everyone was shown how to create a purge password to protect the files from being purged accidentally and also how to delay printing when needed.

Kathy then addressed the questions or problems members had with the Exact Macola Yearend processes. Following the informal general question and answer discussion, the meeting adjourned at 7:30 p.m.

*Respectfully submitted,  
Belinda Lombardo on behalf of  
Lynn S. Conlen*

*Secretary/Treasurer*

## **To Purge or Not to Purge**

*Presented by Kathy Newell*

The presentation began with a discussion of the pros and cons of purging. Some of the pros were saving space, improved report speed and reduced risk of corrupt files. A few of the cons listed were loss of ability to re-interface information into the general ledger and drill down on distribution transactions during view. We discussed file sizes and how they played an important part in the decision to purge. Files that exceed one gigabyte of information become difficult to manage and risk corruption. The demonstration showed members where to locate files and view the sizes. Hand outs were provided with information on files and how they related to one another. It is important to review file relationships prior to purging so that needed information is not accidentally lost. It is highly recommended to maintain a check list of files that are periodically purged and maintain a schedule for your records (a sample was provided).

Purging of information is accomplished through running reports and checking the purge box. It is recommended that a purge password be established to prevent misuse of the purge process. Purge passwords are assigned in the System Manager, Maintenance, Company set up area. The next step after purging is to rebuild the file. This step is very important as it actually clears the information from the data base. Purging and rebuilding files are very intense tasks and it is recommended that these steps be completed when the system is not in use.

The discussions that followed the presentation helped clarify concerns, provide recommendations and helpful tips to all members.

## **Special Thanks!**

A special "Thank you" for those who have contributed to our User Group:

- ◆ *Technical Sales & Services and Mark Jones (President, St. Louis Exact Macola User Group) for the complementary badge holders including supplies.*
- ◆ *US Agri-Chemicals for the door prizes at our last meeting.*

## **Stay Tuned . . . .**

- ◆ *February - Exact Macola ES - Heather Newell, Exact Macola Representative*
- ◆ *March - Ask The Expert*
- ◆ *April - Crystal Reports*
- ◆ *May - Purchasing Module*