

## MicroBiz Spring Cleaning

### Spring Cleaning!

It is always recommended for you to periodically run the utilities provided in MicroBiz to make sure the program is running optimally. This can prevent some problems that you may be having, as well as prevent you from any future problems! Some of these utilities include: “**Reindex / Clean and Pack**”, “**Duplicate Files Check**”, “**DBF Scan for Corrupt Files**”, and several “**Recalculate**” functions. These can all be found under the “Management” option in MicroBiz. All of these functions work together to keep your MicroBiz data clear of errors and in a format that the program can read more efficiently. Always remember to backup your data!

### Reindex / Clean and Pack

The “**Reindex / Clean and Pack**” is arguably the most important utility that you can run from within the MicroBiz program. This utility performs several functions to correctly format the DBF (database) files that are used by the program. It will perform such functions as: sorting data held (to be more easily read by the program), deleting any data that is pending to be deleted, and removing any corrupt lines. If you receive any error messages during this process, it would be a good idea to contact MicroBiz Tech support as soon as possible. Also note that all other workstations should be out of the system while performing a clean and pack. Also, **never** close out of MicroBiz or restart your computer once a clean and pack has been started. This can easily corrupt the file or files that are currently being worked on. It is recommended that you run this utility once a week, but can be more or less depending on the volume of work done in MicroBiz.

### DOS Clean and Pack

A “**DOS Clean and Pack**” may need to be done as a last resort on systems when a regular clean and pack does not seem to be performing correctly. This utility can be found in the “Bizwin” directory under the filename “**CleanIndex.bat.**” Make sure that all users are out of MicroBiz when you run this file. Afterwards, upon entering MicroBiz, the system will automatically perform a clean and pack.

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### Duplicate Files Check

The “Duplicate Files Check” should be run periodically to make sure that a duplicate file or files have not been placed unintentionally inside the “Business” and “Bizwin” folders. If you are receiving any duplicate files that you are unsure of, contact MicroBiz Tech support. \***Note** – The following files can be ignored if they come up when running this utility: “**BLANK.DBF**”, “**CELLULAR.FRX**”, AND “**FOXC CODE.DBF**”.

### DBF Scan for Corrupt Files

The “**DBF Scan for Corrupt Files**” will check the structure of your database files. This is a helpful utility because it will often tell you if you have any corrupt files – it will also tell you the problem associated with it. Again, if you are unsure of any errors that are given when running this utility, you can contact MicroBiz tech support.

### Recalculate Functions

The recalculate function should **only** be used if you are having issues with any calculations that are being done by MicroBiz. Also, it is a good idea to back up your “Business” folder before running, as you could have unwanted results from a recalculation. These recalculations include the following:

- “**Recalculate Customer Buckets**” – Recalculates sales totals for all customers.
- “**Recalculate Customer Balance Due**” – Recalculates balance due for all customers.
- “**Recalculate Customer Credit Balances**” – Recalculates credit available for all customers.
- “**Recalculate Product Buckets**” – Recalculates historical totals for all products.
- “**Recalculate Product Backorder Quantities**” – Recalculates backorders for all products (only applicable if backorders are enabled).

### Prodbod.DBF

MicroBiz contains a file in the “Business” directory named “Prodbod.DBF.” The purpose of this file is to update it with your inventory totals each day you open the program. Information from this file can be obtained by either the “**Inventory Valuation**” report or through a query. It is common for this file to become very large. If you do not use it, you may contact MicroBiz support about purging information held in this file.