

# Run the monthly adherence Report


This quick reference guide is a cheat sheet for Planning Key Users.

Running Monthly Adherence Report boils down to xxx things:

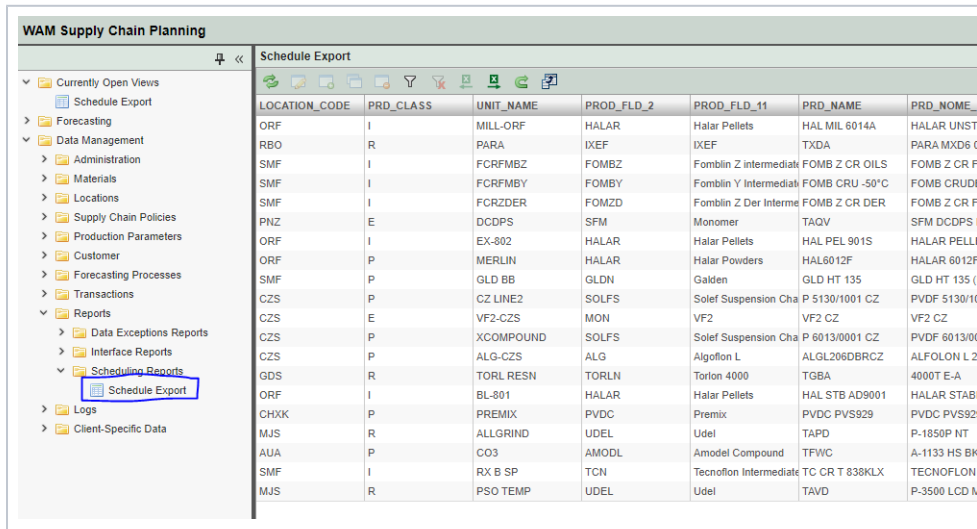
- On the first day of the month
  - take a snapshot of the production schedule
  - upload it in the adherence report database
  - reset the validation punch card
  - email the other site planners (template 1)
- On the 5th working day of the month
  - verify that actuals are in
  - email the other site planners (template 2)

## Step-by-step guide

1. On the first day of the month
  - a. Take a snapshot of the production schedule:
    - i. Find the Production Schedule in ADM

ii. make sure no filter is active: if this function is greyed out, you are good . If it is not greyed out, press the button to clear your filter.

iii. export it  as a spreadsheet



LOCATION_CODE	PRD_CLASS	UNIT_NAME	PROD_FLD_2	PROD_FLD_11	PRD_NAME	PRD_NOME_I
ORF	I	MILL-ORF	HALAR	Halar Pellets	HAL MIL 6014A	HALAR UNST
RBO	R	PARA	IXEF	IXEF	TXDA	PARA MXD6 0
SMF	I	FCRFMBZ	FOMBZ	Fomblin Z intermediat	FOMB Z CR OILS	FOMB Z CR F
SMF	I	FCRFMBY	FOMBY	Fomblin Y Intermediat	FOMB CRU -50°C	FOMB CRUDE
SMF	I	FCRZDER	FOMZD	Fomblin Z Der Interme	FOMB Z CR DER	FOMB Z CR F
PNZ	E	DCDPS	SFM	Monomer	TAQV	SFM DCDPS I
ORF	I	EX-802	HALAR	Halar Pellets	HAL PEL 901S	HALAR PELLE
ORF	P	MERLIN	HALAR	Halar Powders	HAL6012F	HALAR 6012F
SMF	P	GLD BB	GLDN	Galden	GLD HT 135	GLD HT 135 (I
CZS	P	CZ LINE2	SOLFS	Solef Suspension Cha	P 5130/1001 CZ	PVDF 5130/10
CZS	E	VF2-CZS	MON	VF2	VF2 CZ	VF2 CZ
CZS	P	XCOMPOUND	SOLFS	Solef Suspension Cha	P 6013/0001 CZ	PVDF 6013/00
CZS	P	ALG-CZS	ALG	Algoflon L	ALGL206DBRCZ	ALFOLON L 2i
GDS	R	TORL RESN	TORLN	Torlon 4000	TGBA	4000T E-A
ORF	I	BL-801	HALAR	Halar Pellets	HAL STB AD9001	HALAR STABI
CHXK	P	PREMIX	PVDC	Premix	PVDC PVS929	PVDC PVS92i
MJS	R	ALLGRIND	UDEL	Udel	TAPD	P-1850P NT
AUA	P	CO3	AMODL	Amodel Compound	TFWC	A-1133 HS BK
SMF	I	RX B SP	TCN	Tecnoflon Intermediat	TC CR T 838K LX	TECNOFLON
MJS	R	PSO TEMP	UDEL	Udel	TAVD	P-3500 LCD M

iv. in your spreadsheet, make sure that production quantities are without decimals

O	P	Q	F
SCHD_PRODUCTION	SCHD_PROD_ORIG	FINISH	LAG RANSI
1000	1200		0
1000	1000		0
42900	42900		0
20000	20000		0
15000	15000		0

**Format Cells**

Number Alignment Font Border Fill Protection

Category:

- General
- Number**
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample: SCHD\_PRODUCTION

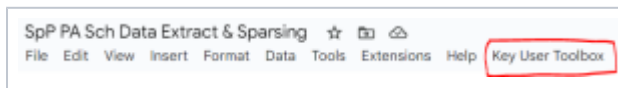
Decimal places: 0

Use 1000 Separator (,)

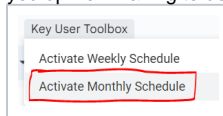
Negative numbers:

- 1234
- 1234
- (1234)
- (1234)

- b. Upload it in the Adherence report database
  - i. find the [SpP PA Sch Data Extract & Sparsing file](#)
  - ii. open the PicasoImport sheet
  - iii. clear the data (important !)
  - iv. copy/paste from your spreadsheet (see previous step)
  - v. make sure the other views (MonthView, RemainingMonthView, WeekView) display no #N/A or #ERROR
  - vi. in the menu, find the 'Key User Toolbox'



- vii. choose "Activate Monthly Schedule". This will create the corresponding sheet the the SpP PA Sch Data Keep file. That will free you up from having to do it at a specific time.



- c. reset the validation punch card
  - i. find the [SpP PA Sch Data Keep file](#)
  - ii. open the Schedule Validation Punch Card sheet
  - iii. clear the checkboxes

A	B	C
	Schedule OK	
<b>Changshu</b>		
VF2	✓	Hongwei Gu
Tecnoflon bisph. FKM	✓	Hongwei Gu
Solef PVDF	✓	Hongwei Gu
Polymist Micr. PTFE	✓	Hongwei Gu
Compounding	☐	Alex Wang
<b>Panoli</b>		
Neat Resin Bridge	✓	Alpeshkumar Jadav
Veradel PESU Neat Resin Sparkle	✓	Alpeshkumar Jadav
Ketaspire PEEK Neat Resin	✓	Alpeshkumar Jadav
Veradel PESU Compounding	✓	Alpeshkumar Jadav
Ketaspire Melt filtering	✓	Alpeshkumar Jadav

- d. let the site planners know about the snapshot they have to validate it
- use this distribution list: SCo-\$SpP\_Monthly\_Adherence
  - and this template:

Adherence - Scheduled volumes for Month <MM YYYY>

Dear all,

The production volumes you have scheduled in Picaso for <MM YYYY> have been downloaded in the [SpP PA Sch Data Keep](#) file.

You can already go ahead and validate the schedule snapshot.

Find step by step instructions [in the Planning Wiki](#).

**Just do step 1 (validate schedule snapshot)**

*As for step 2 (review and comment), the file is not ready yet.*

You will receive another email by <Day> when we will be ready to review the adherence of <M-1>.

Thanks!

2. On the 4th working day of the month
- open the [SpP Adh - Heat Map](#) file and verify that actuals are in. Just check the sanity of the actual numbers for your perimeter.
    - between the first day, and the 3rd day of the month, the actual numbers in the report are wrong. By design. Because Al Quaeda.
    - starting the 4th day of the month, the report is refreshed with the real actual numbers.
    - there are two more refreshes (4th & 5th days of the month) to account for plants being late to report their numbers, vacations, etc.
  - email the other site planners
    - use this distribution list: SCo-\$SpP\_Monthly\_Adherence
    - and this template:

Adherence - Performances of month <MM YYYY>

Dear all,

The Production Adherence of <MM YYYY> is now ready for review in the [SpP Adh - Heat Map](#) file.

Please have performance reviewed with Manufacturing before the end of next week ( <day> ).

Find step by step instructions [in the Planning Wiki](#).

Thanks.



## Related articles

- [Access Picaso / EP / PicReport](#)
- [Run the weekly adherence Report](#)
- [Run the monthly adherence Report](#)
- [Redirect a forecast from a shipt-to to another ship-to](#)
- [Setup a material in Picaso](#)