

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

WAM Supply Chain Planning							
Schedule Export							
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 Intermediate	FOMB Z CR OILS	FOMB Z CR F	
SMF	I	FCRFMBY	FOMBY	Fomblin Y Intermediate	FOMB CRU -50°C	FOMB CRUDE	
SMF	I	FCRZDER	FOMZD	Fomblin Z Der Intermediate	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	Algofton 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 Intermediate	TC CR T 838KLX	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

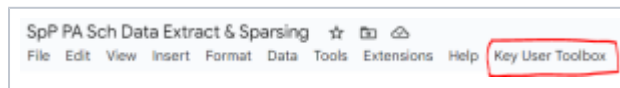
Decimal places: 0

☐ Use 1000 Separator (,)

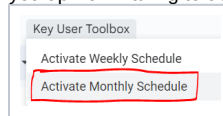
Negative numbers:

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

- b. Upload it in the Adherence report database
- find the [SpP PA Sch Data Extract & Sparsing file](#)
 - open the PicasoImport sheet
 - clear the data (important !)
 - copy/paste from your spreadsheet (see previous step)
 - make sure the other views (MonthView, RemainingMonthView, WeekView) display no #N/A or #ERROR
 - 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
- find the [SpP PA Sch Data Keep file](#)
 - open the Schedule Validation Punch Card sheet
 - clear the checkboxes

A	B	C	
	Schedule OK		
Changshu			
VF2	✓	Hongwei Gu	
Tecnoflon bisph. FKM	✓	Hongwei Gu	
Solef PVDF	✓	Hongwei Gu	
Polymist Micr. PTFE	✓	Hongwei Gu	
Compounding	☐	Alex Wang	
Panoli			
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](#)