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Purpose:

Define the User Guide for Planning and Purchasing, to manage ERP exception messages and identify actionable items to provide date credibility and accuracy in scheduling. As with any procedure the Help Menu is available in Syteline which can aid in execution of this procedure.

Related Documents:

PL05 – Production Planning Standard Work Process Map

PL06 – C&S Planning Standard Work Process Map

PL07 – Machine Shop Planning Standard Work Process Map

PD2042 – Purchasing Standard Work Process Map

# Responsible:

Maintained by Supply Chain Continuous Improvement Co-coordinator

Carried out by Planning and Purchasing Staff

# Rules:

Follow schedule frequency stated in the Exception Type Table below.

# Running the SyteLean MRP Exception Summary Report

The report allows you to select the Exceptions that you want to see and presents ONLY the data that triggered the Exception.

1. Open the SyteLean MRP Exception Summary Report Form



1. Enter the starting and ending planner code or buyer name as appropriate.
2. Leave all Source options, On Hand Status options and Buffer Status options checked.
3. Make sure Pull Items Only is unchecked.
4. Select the appropriate exception types as referenced in rules below.
5. Print
6. To retrieve your report, go to R:\Syteline Reports\your user name and open the file created.



# Exception Types

NOTE: You can view exception messages on the Planning Detail Form and/or the Material Planner Workbench Form.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ref | SyteLean Planning Exception Messages  | Exception Msg Used? | Alternate Forrn or Process | Frequency | Supply Chain Owner |
| 1 | On Hand Below Safety Stock | No, Use Alternate | Alternate Form: Inventory Below Safety Stock | Ref PL05, PL06, PL07. | Assigned Planner |
| 2 | Sched Rcpt Past Due | No, Use Alternate | Alternate process – past due jobs report, purchase orders past due, etc. | Ref PL05, PL06, PL07. | Assigned Planner |
| 3 | Requirement Past Due | No, Use Alternate | Alternate Form: Demand Summary APS | Ref PL05, PL06, PL07. | Assigned Planner |
| 4 | Date Outside Shop CalendarNote: This exception means the items did not plan because a date falls outside the current shop calendar. | Yes |  | Ref PL05, PL06, PL07. | Assigned Planner |
| 5 | Initial Qty On Hand Negative | Yes |  | Daily | Supply Chain Admin |
| 6 | Xref Rcpt Resched | Yes |  | 3 times per week | Xref Planner |
| 7 | Xref Rcpt Qty | Yes |  | 3 times per week | Xref Planner |
| 8 | Add MPS Order | Yes |  | 3 times per week | Planner with MPS item |
| 9 | Release MPS Order | No, Use Alternate | Alternate Process: yMaterial Planner Workbench | Ref PL05, PL06, PL07. | Assigned Planner |
| 10 | Move in PO | No | None | N/A | N/A |
| 11 | Move Out PO | No | None | N/A | N/A |
| 12 | PO Not NeededNote: Used for any RECIEPT Not Needed (PO, TO, Job, MPS) | Yes |  | Daily | Assigned Planner,Assigned Buyer as appropriate |
| 13 | Move In Receipt Tolerance | No | None | N/A | N/A |
| 14 | Used Expedited Lead Time | No | Purchasing WorkBench has msg.  |  | Purchasing |

# Definitions and Action

## On hand below safety stock.

This exception displays when the initial projected or current on-hand amount of an item falls below its safety stock value (which is specified on the Item/Warehouse form). A PLN for safety stock replenishment is generated along with this exception message.

**Action** – Alternate Report: Item Below Safety Stock Report is used to address this exception.

## Sched Rcpt Past Due

The ERP Generation determines that a receipt (supply) is either past due, projected late or can be moved out. In APS mode, this message can display when the receipt’s projected completion date (calculated by APS) is later than the receipt’s due date. The number of days the receipt is late is displayed with the message.

The exception message will read:

* Rcpt Projected Late (#) Days if the reference is a PLN
* Move Out Rcpt with a date if the reference is a Job, Purchase order or Transfer order.

**Action** – Alternate process – past due jobs report, purchase orders past due, etc.

## Requirement Past Due

The ERP Generation determines that a requirement (demand) is projecting late.

The exception message will read:

* “Rqmt Projected Late (#) Days” if the reference is a PLN
* “Move Out Rcpt” with a date if the reference is a Job, Purchase order or Transfer order.

Note: Option to use Demand Summary APS to look at items projecting late.

**Action** – Alternate Form: Demand Summary APS

## Date Outside of Shop Calendar

The current MDAY calendar does not contain the date of the record or a planned projected date. The item has not planned.

**Action** – Assigned planner to forward to appropriate planner. Planner to determine what is causing this to be pushed outside of shop calendar. If calendar needs to be updated, contact SC CI Coordinator. If an incorrect lead-time in either a router or on an item is causing this, resolve the issue.

## Initial Qty On Hand Negative

The current on hand quantity is below zero.

**Action** – Supply Chain Admin to forward items that are not Z or BR product codes to Inventory Control Specialist who is to correct the on hand quantity and determine root cause.

## Xref Rcpt Resched

This exception message is directly affected by the record it is linked to. The date of the receipt (supply order) is later than the date of the cross- referenced requirement (demand order). The planning process assumes the receipt still meets the requirement, but you must adjust the date of the receipt. For example, if a customer order is cross-referenced to a job and you changed that customer order's due date, you must change the job's end date to match the customer order's due date. The message displays the date to which the receipt should be moved. The PO and Job Reschedule Tolerance Factors on the Planning Parameters form control this exception message.

If the date and quantity are both changed on the customer order, only the date message prints. The quantity message prints only if the customer order date was not changed.

 **Action** – Check quantity and date changes to cross reference jobs and adjust as needed.

## Xref Rcpt Qty

This exception message is directly affected by the record it is linked to. The quantity on the receipt (supply order) is different than the quantity of the cross-referenced requirement (demand order). The planning process assumes the receipt still meets the requirement, but you must adjust the quantity on the receipt. For example, if a customer order is cross- referenced to a job and you have increased that customer order's quantity, you must increase the job's quantity. The same situation applies for purchase orders. This message displays the new quantity the job or purchase order should produce.

If the date and quantity are both changed on the customer order, only the date message prints. The quantity message prints only if the customer order date was not changed.

**Action** – Check quantity and date changes to cross reference jobs and adjust as needed.

## Add MPS Order

The exception is generated only by the MPS Processor. There are more requirements than quantity on hand plus scheduled receipts for an item prior to the current date plus the MPS Plan Fence.

**Action** – Adjust the MPS for the appropriate time frame to achieve the requirements or alternatively release an additional job to cover the unanticipated requirements beyond the MPS.

## Release MPS Order

This exception is generated by the MPS Processor. The primary purpose of this message is to prompt you to firm an MPS receipt into a job or PO. This message appears for this reason when the calculated release date (due date - lead time) for the MPS receipt is earlier than the current date. The secondary purpose of this message is to prompt you to release a Firm job or Planned PO line (for an MPS item) that has a calculated release date earlier than the current date. The date indicated in the message is simply the due date/end date and does not have any particular significance other than as a reference. You will receive this exception for any of these conditions:

* + PO line item with a status of "Planned" if: (PO line due date - DTS lead time - Paperwork lead time) < current date
	+ Job with status of "Firm" if: (job start date - DTS lead time - Paperwork lead time) < current date
	+ MPS receipt if: (MPS due date - Fixed lead time - Variable lead time - DTS lead time - Paperwork lead time) < current date

**Action** – Release jobs as appropriate.

## Move in PO

The message applies to ALL supplies not just PO. The demand that created the requirement was moved in to an earlier date (usually this occurs because APS switched the supply usage from a later demand to an earlier demand). The order is now needed earlier than when initially created. This exception message suggests that you change the order’s due date to match the earlier demand date. The system allocates this supply based on the assumption that you are going to move the supply as suggested, and it will NOT create additional planned supply (PPOs, PPLNs, etc.) to cover the changing requirement. However, the system only suggests moving the due date to within the item's **lead time (uses expedited lead time).** You may need to move it in further.

For example:

Case 1 (10-day fixed lead time and no expedited lead time)

* The current date is 6/1.
* Demand originally due on 6/19.
* The system creates a PPO on 6/19 to meet demand.
* You firm the PPO into a PO due on 6/19.
* The system switches the supply allocation to a demand due on 6/5.
* The Move In exception message is generated, suggesting you move in the PO's due date to 6/11 (current date + 10-day lead time = 6/11).

Case 2 (10-day fixed lead time and 1-day expedited lead time)

* The current date is 6/1.
* Demand originally due on 6/19.
* The system creates a PPO on 6/19.
* You firm the PPO into a PO due on 6/19.
* The system switches the supply allocation to a demand due on 6/5.
* The Move In exception message is generated, suggesting you move in the PO's due date to 6/5.

**Action** – Move in supply if possible.

For purchased items, if not possible to move in to need date, enter PO best date in the Earliest Planned Purchase Receipt field in the additional planning tab of the items form.

## Move Out PO

The message applies to ALL supplies not just PO. The demand that created the requirement was moved out to a later date. This message suggests the date you should move the supply order's due date out to in response to the changing requirement.

For example, an order requires a quantity of a purchased item on 06/01/2002. The customer calls and delays the order to being due on 06/10/2002. After running APS Planning, the system views the incoming supply as being available on 06/01/2002, even though the demand doesn't need it until 06/10/2002. This exception message suggests you move the purchase order out to 06/10/2002. The system assumes you are going to move the date of the purchase order or job as suggested.

**Action** – Move out supply

## PO Not Needed

The message applies to ALL supplies not just PO. This message displays if a receipt of an item can be dropped without the inventory level dropping below safety stock. It indicates the receipt that is no longer needed in order for the demand to be fulfilled.

NOTE: Do not cancel transfer orders with a prefix of xREQ or jobs with a generic item number or an engineering job prefix. These supplies are for demand outside of SyteLine. (i.e. fixtures, engineering test, etc.)

**Action** – NOTE: If all or a large volume of the demand is from a transfer site, review the TPLN demand and determine if the supply is actually being used for the TPLN demand. If supply is being used by the TPLN, do not adjust. If supply is not required by the TPLNs cancel supply if possible. See Detail Actions Below for Job Orders.

**Detailed Actions for Job Orders** - following procedure below for job orders.

Determine if the job/s has had any material transaction/s against them by viewing Material Transactions for this/these jobs. If material has been transacted (even if it has been unissued) the job cannot be deleted because this will orphan the financial transactions.

* 1. Open Material Transactions form
	2. Enter the job number in the reference number field
	3. Filter
	4. Review data for any job issue and/or job return
		+ - If no material transactions issue (job not started)
				1. Planner to retrieve job/s from production or IC.
				2. Planner to change job status to complete and discard paperwork.
			- If transactions have been made (job started)
				1. Determine if it is cost effective to continue to add value to the job. If so, no action.
				2. If determined that job should be ended then determine $value of scrap for all jobs impacted and forward to your supervisor for disposition. Once disposition has been reviewed and determined that “Yes” we want to end this job then,

Qualify ALL parts that can be unissued from job and returned to inventory. Check that parts are properly bagged, containerized and labeled with the proper SKU # and Lot number information if applicable in order to restock in inventory properly. If not see production supervisor to identify, label, handle before proceeding.

If labeled properly then proceed. If there are parts that are unidentifiable do not return to inventory.

IC to unissue any part/s that can be returned to inventory that are identified / labeled with the appropriate information.

A scrap transaction will need to be done by the planner for the finish quantity on the job.

Once the transacted has posted the Planner will change job status to “Complete” and discard paperwork (Note: do not delete job)

## Move In Receipt Tolerance

The APS system used a receipt (such as a PO item) that is available later than the demand is due. The lateness was within the defined Supply Usage Tolerance. PCB has defined this as 3 days. Move the receipt to the date specified in this exception message.

If the system is applying this receipt to more than one demand, the move- in date shown is that of the earliest demand.

**Action** – Move in supply if possible.

## Used Expedited Lead Time

The APS system created a planned receipt using an item's Expedited Lead Time to satisfy a demand. The number of days shown is the difference between the standard lead time and expedited lead time values. If the demand is projected late because of this receipt, the number of days late shows in parentheses.

**Action –** Expedite to best date possible and based on impact to demand advice appropriate planner.