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# Purpose:

To provide planning with information on Items that should be reviewed and sent for Re-calibration or to Engineering/Sales to determine if Item(s) can be reworked for consumption.

# Responsible:

Approved by: Planning Manager, Supply Chain Manager

Maintained by: Supply Chain or Operations Administrative Assistant

Carried out by: Supply Chain Administrative Assistant or Operations Administrative Assistant

# Rules:

1. Report is created once a week on Monday’s.

# IT Setup:

1. Send an E-mail to IT requesting to be added to the distribution list of the Business Objects Report called “Weekly Recal Report”
	1. This report is created/distributed to your e-mail address on Monday’s

# Instructions:

1. Open the business objects report called Weekly Recal Report
2. Open Weekly Recal Report Template in excel found in R:\Supply Chain\Planning\YYYY\Recal Report
	1. Monthly-on the first fiscal Monday of the month:
		1. the template needs to be updated so that in column N’s the denominator of the formula relects the number of fiscal months that have past plus 12 months.
		2. Save the Template
	2. Save File as “YY-MM-DD Weekly Recal Report”
3. Copy A3 to I3 and down from the business objects report
4. Paste data into A7 of the YY-MM-DD Weekly Recal Report
5. Update “Generate date” to “today’s date”, in cell D3
6. Copy Formula’s in columns J-P down to the bottom of the data
7. Calculate
8. Copy and paste values in columns J-P to get rid of formulas.
9. Highlight J8-P8 and change fill color to “no fill”
10. Highlight J7-P7 and J8-P8 and click the format painter button
11. Paint all of the rows after row 8 to make rows grey/white every other row
12. On the Pivot tab click anywhere in the pivot table
13. Click analyze and select “Change data Source”
14. Select all data starting in row 6 of the “Weekly Recal Report” tab
15. Hit Okay
16. Save File
17. Use existing E-mail and update the hyperlink before sending