Add Postings to Teams (Monday)

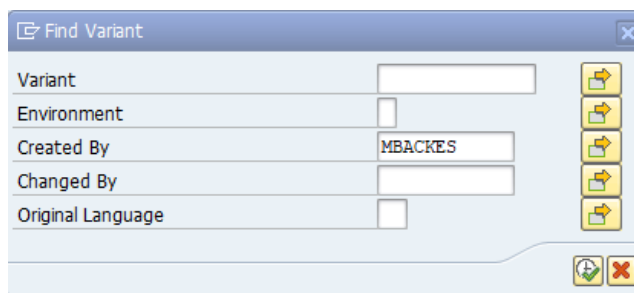*This SOP outlines the steps for adding production numbers to the Plan Chart as well as the PvA file in Microsoft Teams. It is designed to ensure consistency and accuracy when posting updates for all team members.*

1.0 COOIS

1.1 **Open COOIS**

    1.1.1 **Get Variant** 📑

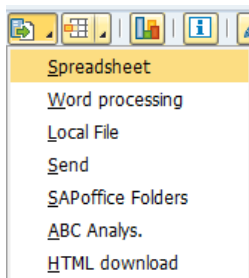   1.1.1.1 Search **Created By - MBACKES**

        1.1.1.2 Click **Execute**

    1.1.2 Double click variant name "**NFLACK**"

    1.1.3 Click **Execute**

1.2 Expand **ALV Functions** on the toolbar ▶

    1.2.1 Select **Export > Spreadsheet**

    1.2.2 In the *Select Spreadsheet* pop-up screen, click the **Check Mark** (**Continue**)

1.3 Save the Excel file.
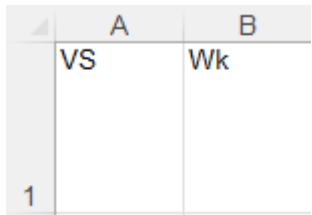The file should automatically open Excel.

Revision	Change Date
#1.1	09/12/2024

2.0   In Excel

2.1   Add two new columns in **A** and **B:**

    2.1.1 In cell **A1,** type **"VS"**

    2.1.2 In cell **B1,** type **"Wk"**

2.2   **Create a new worksheet (Sheet2)**

    2.2.1 *Copy and paste* this *entire spreadsheet* **into *Sheet2*.**

2.3   **Return** to Sheet1
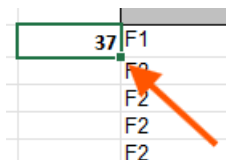
    2.3.1 In cell **A2**, enter the formula:
        =VLOOKUP(E2:E5453,Sheet2!A2:C637,3,FALSE)

    2.3.2 In cell **B2,** enter the formula:
        =WEEKNUM(K2)

    2.3.3 Double-click the fill handle (small square at the bottom-right corner of the selected cell) to automatically fill the formula down to the rest of the cells below.

2.4   Select the entire spreadsheet in **Sheet1**

    2.4.1 Go to **Insert > PivotTable >** and click **OK** in the pop-up window.

2.5   Drag the PivotTable Fields down so you replicate the below:

    2.5.1 Drag **VS** to 'Rows'

    2.5.2 Drag **WK** to 'Columns'

Revision	Change Date
#1.1	09/12/2024

2.5.3 Drag **Order Quantity (GMEIN)** in 'Values'

2.6 Highlight and color fill [icon] week number column that you are inputting data for.

In most cases, the week you are inputting postings for is the week before the current one you are in.

3.0 Indy Plan Chart

3.1 Open **Indy Plan Chart 2024**

3.1.1 Find the week number that matches the one you're inputting.
Week numbers are listed in **Row 2**

3.2 Match the posting number from the *PivotTable* with the 'Actual' cell of the corresponding model.

Revision	Change Date
#1.1	09/12/2024

3.2.1 If there is no value in the *PivotTable*, enter **0** into the 'Actual' cell
You may also need to enter **0** into the 'Plan' cell.

August	5-Aug	12-Aug	19-Aug	26-Aug
Week	32	33	34	35
Moto W Actual	0	4	0	
Moto W Cum	0	0	0	
Moto R Plan	2	0	2	5
Moto R Actual	2	0	2	
Moto R Cum	0	0	0	
808 W Plan	6	11	8	0
808 W Actual	6	11	8	0
808 W Cum	0	0	0	
303S W Plan	0	89	33	19
303S W Actual	6	89	33	
303S W Cum	0	0	0	

	Sum of Order quantity (GMEIN)	
4	Row Labels	35
5	1Zero a W	25
6	303 a W	254
7	303 R	
8	303 XPS a W	48
9	303 XPSW a W	9
10	303 XPSW R	68
11	303S a W	19
12	353 a W	4
13	353 R	48
14	404 a W	9
15	404 R	53
16	454 a W	13
17	454 R	33
18	808 a W	

3.3   Repeat this process until all models have an 'Actual' value.

3.4   After inputting the "Actual" data, **select the cell directly below it**, where the cumulative formula should be applied.

3.4.1 **Copy the formula** from the cell to the left (in the same row but one column to the left).

Below is an example screenshot of what algorithmic function is taking place

August	5-Aug	12-Aug	19-Aug	26-Aug
Week	32	33	34	35
353 W Plan	14	21	14	4
353 W Actual	14	21	14	4
353 W Cum	0	0	0	=DG5+DH4-DH3

3.4.2 If formatting doesn't apply automatically, use **Format Painter** to copy the format from the 'Cumulative' cell on the left.

	A	DC	DD	DE	DF	DG	DH
1			August	5-Aug	12-Aug	19-Aug	26-Aug
2			Week	32	33	34	35
3			353 W Plan	14	21	14	4
4			353 W Actual	14	21	14	4
5			353 W Cum	0	0	0	0

3.5 Repeat this process for the remaining cells where necessary.

4.0 PvA File

4.1 **Open Indy Production PvA**

4.1.1 Find the column associated with the week you are inputting posting numbers for.

4.1.1.1 The *PvA file* is broken down by **value streams**, not individual models.

4.1.2 You will be inputting the Sum of the value stream that you are totaling into the row named "Actual"

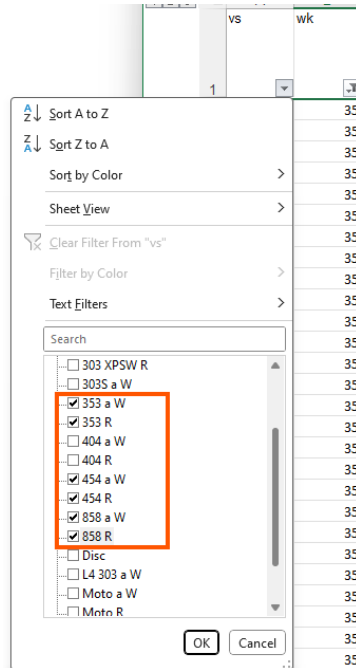4.2 **Go to the Excel postings file** that you created earlier.

4.2.1 **Select** Sheet1

4.2.2 *If filter not already applied,* use **Ctlr+A** and click the **Filter button** in the toolbar (or go to the "Data" tab and select "Filter").

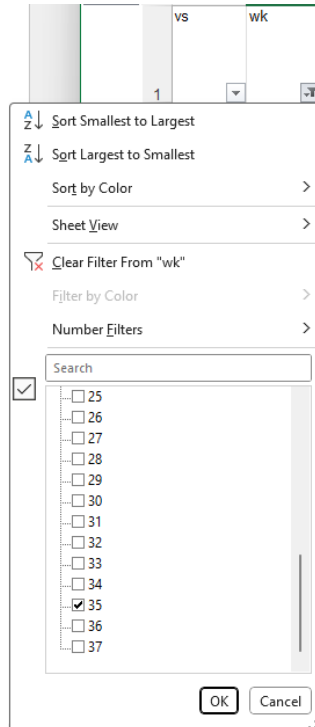4.2.3 In the '**VS**' column, select the specific models that belong to the value stream you need

(e.g. Value Stream 'NSW' in the PvA file includes 353 a W and R, 454 a W and R, and 858 a W and R.)

Revision	Change Date
#1.1	09/12/2024

4.2.4 After filtering the models by specific value stream category, **navigate to the "Wk" column** (which contains week numbers).

    4.2.4.1 Filter by the week number that you are working on (*e.g. 35*).

4.2.5 After applying the week filter, go to the "**Order quantity (GMEIN)**" column (*column G*).

Revision	Change Date
#1.1	09/12/2024

4.2.5.1 Select the cells in the "Order quantity (GMEIN)" column that corresponds with the model and week.

4.2.5.2 In the status bar at the bottom of Excel, you will see the sum of the selected cells.

4.2.6 Input the Sum of the value stream that you are totaling into the row named "Actual" in the *PvA file* in Teams.

	A	B	C	D	O
1	**PvA Data Indy**			Month	
2				Week	35
3	**VS**	**Res**		Days	4
4				Daily Capacity	55
5				Monthly Capacity	220
6	**NSW**	Ben		Indy Production Plan	220
7			Rim Plan/Cust. Commitment	Actual	220
8			(units) vs Actual Output (%)	Attainment of Plan	100%

4.3 Repeat steps 4.2.3 through 4.2.6 for the remaining value streams.

Note: The *Actual* will not always match the *Production Plan*.

REVISIONS

Revision	Change Date
#1.1	09/12/2024