SCHEDULED BATCH JOBS

## Introduction

This Standard Operating Procedure (SOP) details the steps to follow in NAXT system to run the scheduled batch jobs for product managers and for each source of supply (SOS).

This procedure is linked to the following business process:

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## Prerequisite

MRP\_1.1(SOP)ABC Parts Setup

## Terminology and Icons

|  |  |
| --- | --- |
|  | Important / Note |
|  | Business rule |

## Steps

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| --- | --- |
| CREATE BATCH FOR REQUIRED ORDERS | |
|  | Open the . screen   * **GGNZ > Master Planning > Periodic > Master Scheduling with Safety Stock** |
|  | We need to run a 2 batches (1 for transfer orders and 1 for purchase orders) for each warehouse and product manager |
|  | Select Query: Select the source of supply for the group that you are running this for.  It will default to the previously run query  Click **Select** and enter parameters of batch  C:\Users\graemeo\AppData\Local\Temp\SNAGHTML17a8d277.PNG  Click **Ok** |
|  | Click **Master Scheduling** tab  Select **Master Plan** to run  Principle: **Regeneration**  Copy **Master Plan** text  C:\Users\graemeo\AppData\Local\Temp\SNAGHTML17aae626.PNG |
|  | Click **Schedule helpers** tab  Number of helpers: **5**  List Number: **5**  Select **Track process task duration**  C:\Users\graemeo\AppData\Local\Temp\SNAGHTML17b3ac70.PNG |
|  | Click **Comment** tab  Paste **Master Plan** into **Comment** field  Select Warehouse required  C:\Users\graemeo\AppData\Local\Temp\SNAGHTML17adf820.PNG |
|  | Click **Batch** tab and past location into **Task Description** and select **Batch Processing**  C:\Users\graemeo\AppData\Local\Temp\SNAGHTML17b1751c.PNG |
|  | Click **Ok** |
|  | Close infolog advises that it has been sent to batch queue |

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| REVIEW BATCHES RUN | |
|  | Open batch job description review screen  **System Admin > Batch Job > Batch Job History**  **Enter user name**  C:\Users\graemeo\AppData\Local\Temp\SNAGHTML17a21198.PNG |
|  | **View task > Parameters**  This will show you the parameters that were set |
|  | Check that batch has run correctly |
|  | Go to: **Master Planning > Common > Planned orders**  Planned order view and select the plan that was run.    Filer out all but planned purchase orders. Worth setting up advanced filters for this. |
|  | Select Batch |
|  | Click **Edit in grid**  C:\Users\graemeo\AppData\Local\Temp\SNAGHTML17ba1744.PNG |
|  | Review order requirements  Click on **View** tab and **Warehouse items** to view warehouse history for the last 24 months |
|  | Change any quantities required  You can override any particular line by clicking on **View** tab and **Call demand** to show history of that part for that warehouse. Select the month and then click **Edit** and tick the month(s) you want MRP to ignore  cid:image001.png@01D0B269.8237A760 |
|  | Export to Excel and send to required manager to review |
|  | Adjust order as per managers requirements  You must delete lines to remove you cannot Zero them. |
|  | Click on **Planned order** tab and then **Firm** to convert to purchase order or transfer order  C:\Users\graemeo\AppData\Local\Temp\SNAGHTML17c07f87.PNG |