



# Calendar

Learn how to setup a calendar in beas Manufacturing

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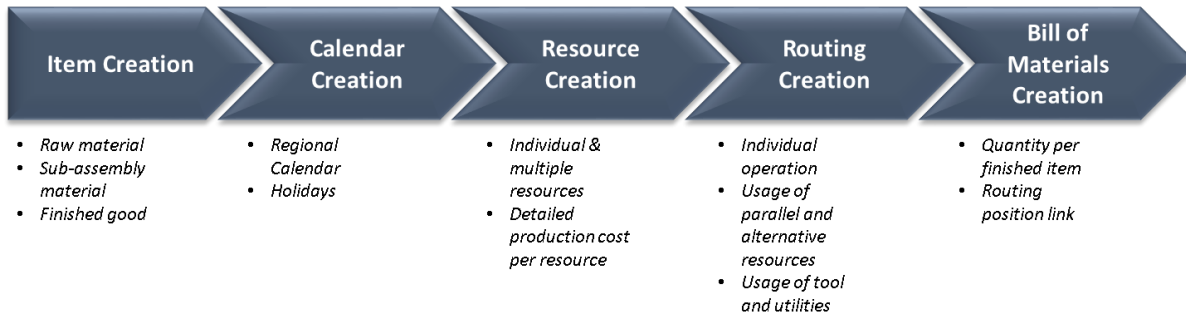
## 1. INTRODUCTION

In manufacturing, the factory calendar assists directly in production planning and execution. This calendar defines working days, weekends and public holidays. Also, for each working day, the calendar defines the capacity planning percentage. For example, if a factory only produces half of the day on Saturdays it can be defined here.

There is a lot of master data and many processes linked to the calendar. In each resource, a factory calendar can be setup in the *shift schedule resource* definition and, then assigned it to a resource. The personnel time registration needs the factory calendar to calculate the target times.

## 2. PROCESS

To navigate through calendar master data, it is essential to follow the correct flow of the process: **"Building an Item Structure"**



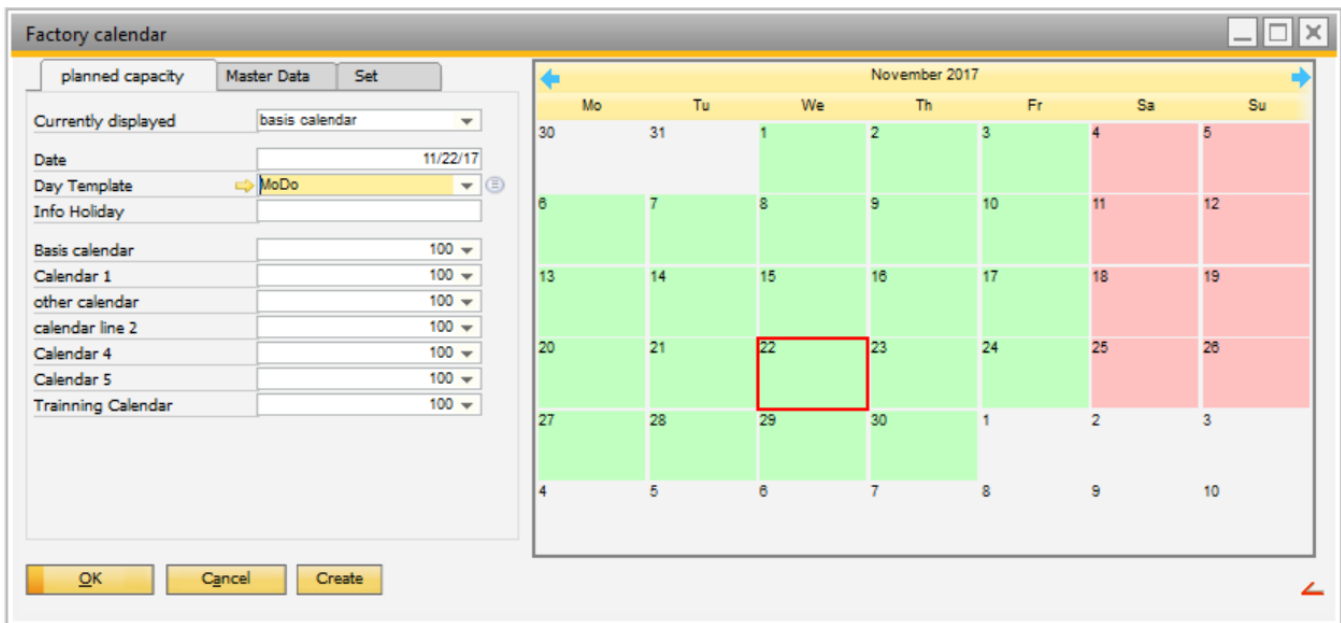
So far, we have answered the first question: "What are we producing?" in the document of Item Master Data Tutorial.

Calendars will help us answer the second question regarding the manufacturing process, which is: "When are we producing?"

This will depend on the factory calendar, holidays and shifts.

PATH: Administration > System Initialization > Factory calendar

On this screen, beas lets you create, edit, and set a factory calendar. Beas has one default calendar named "Basis Calendar" with its working days. This calendar is only created for the current year, which means that the user must create a calendar for the upcoming years.



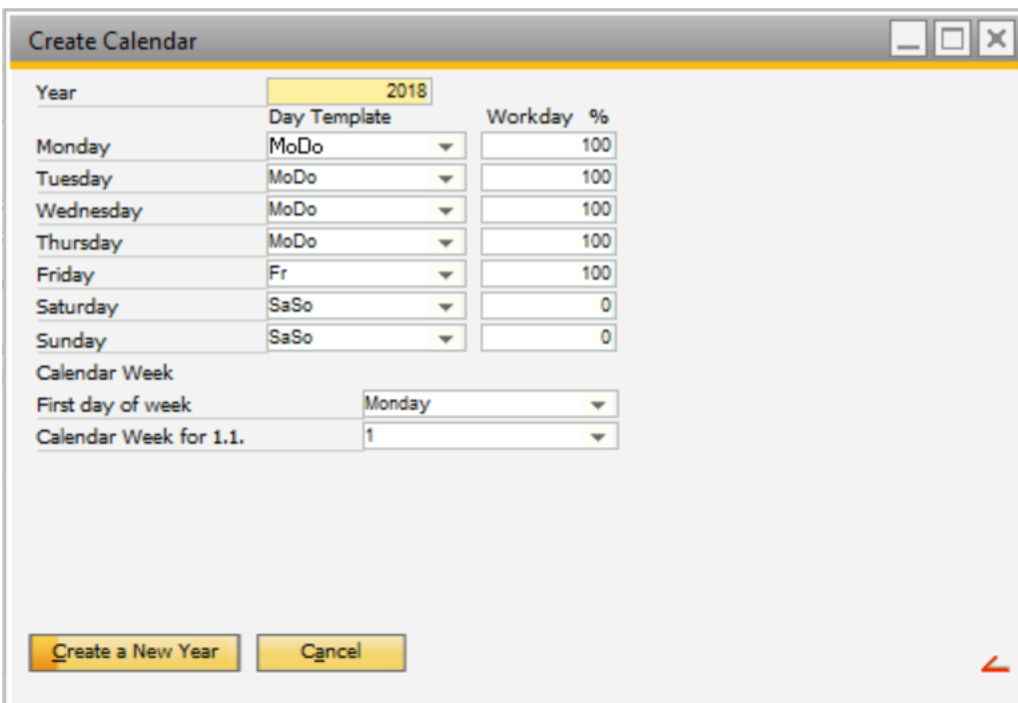
If the year already exists, and the user tries to create it again, beas will overwrite the existing one.

## 2.1. Calendar creation

Based on this basis calendar, you can manage 6 additional calendars per year and make individual settings.

In order to create a new year in the calendar, the user must click on the *Create* button at the bottom of the screen.

In the screen, we define the *basis calendar* for the new year:



**Year:** Field used to define the year of the basis calendar to be created.

**Day Template:** Field used in the factory calendar to be assigned to a specific day. This is where the template is managed by setting up an ID, description and color. For more information, please refer to *Personnel Master Data* tutorial.

Day templates are groups where weekdays later can be assigned to many production and attendance processes in beas. In beas, there are 3 *day templates* available. In the attendance time recording, a different time model can be assigned to each *day template*. This makes the master data management for attendance time recording easier, since we can manage the time models per group and not only per weekday. The three kinds *day templates* defined are:

- a. MoDo means Monday to Thursday
- b. Fr means Friday
- c. SaSo means Saturday/Sunday

**Working day:** Field used to define the percentage of work to be carried out on this day.

**First day of week:** Field used to define day of the week to be considered as first day of the week.

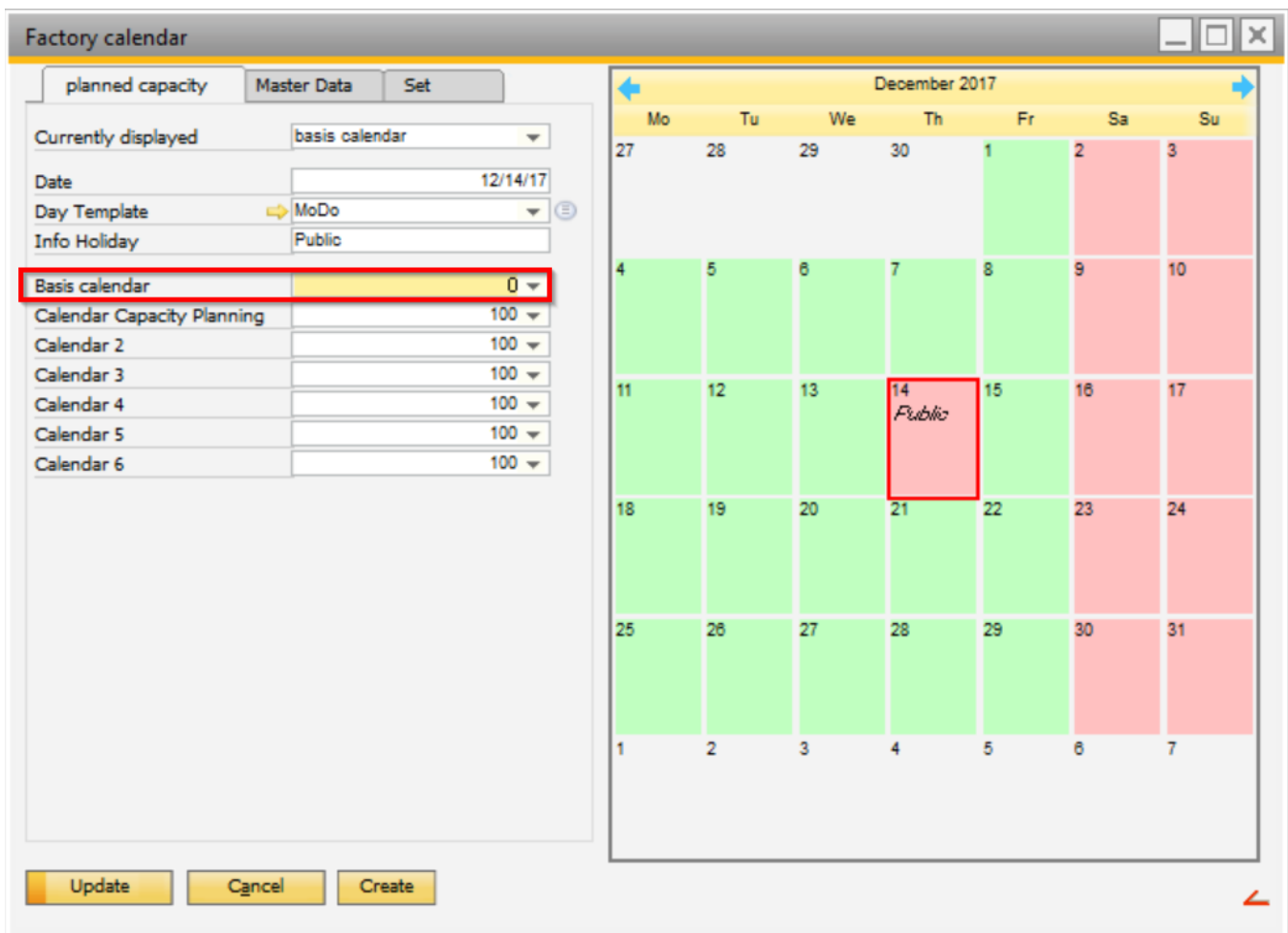
**Calendar week for 01.01:** Field used to define the calendar week where the first day of the new year is.

Example: If January 1<sup>st</sup> is on a Thursday and for the company that week is number 52 from the previous year then you can setup that week as number 52 instead of week 1.

## 2.2. Planned Capacity Tab

In this tab, you can define for each calendar and date which day template you want to use, whether it is a public holiday, and how much the capacity is on that date. For example, to define the 17.07.2018 as a public holiday in the basis calendar, please proceed as follows:

Select the basis calendar via the dropdown menu named *Currently displayed*. If no work occurs on public holidays, select the capacity zero (0) for the basis calendar in the field *basis calendar*.



**Currently displayed:** Field used to select the calendar that you would like view/edit.

**Date:** Field used to select a specific date for a holiday. For example, to define 14.12.2017 as public holiday. In the calendar graphical view, use the arrows to select month December and click on the 14.12.2017 to select the date.

**Day template:** Field used to update the day template (if applicable). If the day template does not exist, there is an option to create it by clicking on the button right next to the day template field.

**Info Holiday:** Field used to describe the holiday defined.

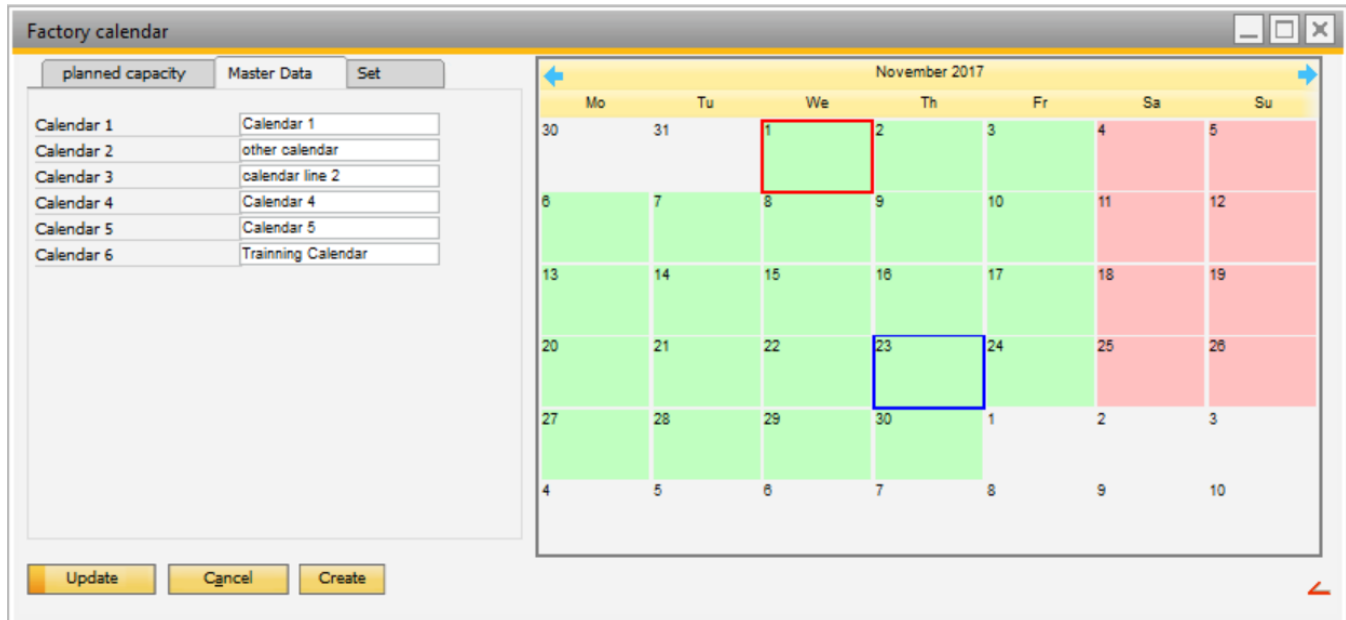
**Percentage per calendar:** Field used to define the percentage of activity of the holiday created on each calendar, where 0% is no activity during the day and 100% is full activity. In our example, on the date 14.12.2018, for the basis calendar, it is set to zero (0).

After creating the holiday, in the calendar graphical view, the public holiday changed its color from green to red to represent it is a non-working day.

### 2.3. Master Data Tab

Besides the basis calendar, there are 6 more calendars available for this year. These calendars can be set differently and used later to define another factory calendar to a specific resource. Thus, there is the possibility to use separate calendars for capacity planning for different production areas. For example, calendar 1 is defined for the production of one sub-assembly and calendar 2 is for the finished good. Those can have different capacity planning, different regional holidays, for example.

**Calendar description:** Field used to name each calendar



## 2.4. Set Tab

In this tab, users allow to edit the capacity defined per day for the calendars for a period of time, excepts basis calendar.

**Calendar:** Field used to select the calendar to be edited.

**From:** Field used to define the start date of the new capacity.

**To:** Field used to define the end date of the new capacity.

**Percentage per day:** Field used to set the percentage of activity of the day of the week (to be repeated in that day for the period defined), where 0% is no activity during the day and 100% is full activity.

For example, from the date 18.12.2017, for calendar 1, to 31.12.2017 we have defined new capacity. On Wednesdays, for those two weeks the capacity will be 0%. As for Fridays, the percentage will be 50%. On the calendar graphical view, Wednesdays have changed from green to red and Fridays from green to purple due to the new capacity.

**Planned capacity set:** Button used to set the new capacity defined for the period of time.

Factory calendar

planned capacity Master Data Set

Calendar: Calendar 1

From: 12/18/17

To: 12/31/17

Monday: 0

Tuesday: 0

Wednesday: 0

Thursday: 100

Friday: 50

Saturday: 0

Sunday: 0

Holidays: 0

planned capacity Set

Update Cancel Create

December 2017

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14 <i>Public H.H.H...</i>	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7