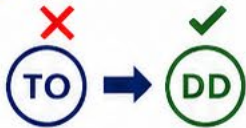




# TARGET DATES GUIDELINES

## 1 Avoid a Hybrid Order Policy



Do not use To Order for items you sometimes stock or manually stock.



Use Demand Driven order policy to carry stock.

## 2 Avoid adding extra days to P Item Lead Days or M Item Job Days



Keep the MRP action window equal to each item's replenish time.



Add extra days in MRP Setup – MRP Defaults if needed.

## 3 Use default SO Required dates



Use system Required dates based on order policy and allocations.



Use Expected Ship for customer communications.

## 4 Do not adjust SO Required dates when supply jobs are trending late



Changing Required dates lowers priority in Sales > Picking Manager.



Update Expected Ship instead.

## 5 Generate MRP on a daily basis



Daily MRP responds quickly to new demand and only takes minutes.

## 6 Never generate partial or fragmented MRP sessions



Generate and convert through all job levels, then finish with PO generation and conversion.



A buyer can verify and convert POs after PO generation.

## 7 Never delay planned job or PO conversion



Convert planned Jobs and POs immediately to avoid late dates.

## 8 Do not bypass MRP with manual jobs and POs



Manual Jobs and POs disrupt dates, allocations, and priorities.

## 9 Do not create future jobs



Use Monthly Potential and Supply Days to generate demand-driven jobs.

## 10 Do not manually adjust job dates



Job dates are coordinated at creation and auto-adjusted at release.

## 11 Only release jobs when material is available



Job Release updates the master schedule.



Link: [Essential #3 – Release Jobs with Material](#)

## 12 Run work center sequences in job priority order



Priority order automatically expedites late jobs.



Link: [Essential #4 – Coordinate Work Centers](#)

## 13 Track job labor using Standard Hours completions



Report labor as sequences finish to update queues and job priorities.



Link: [Essential #6 – Track Job Labor](#)

## 14 Use the Late Supply screen to manage customer communications



Update SO Expected Ship dates for Jobs or POs that are running late.



Link: [Sales > Late Supply](#)



**Stay aligned: Follow the plan. Deliver on time.**

These guidelines keep your master schedule accurate, priorities aligned, and customer dates clear.