Oracle® Retail Merchandise Financial Planning Retail

User Guide
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Oracle® Retail Merchandise Financial Planning Retail User Guide, Release 13.0.3

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Preface

The *Oracle Retail Merchandise Financial Planning Retail User Guide* describes the application's user interface and how to navigate through it.

Audience

This document is intended for the users and administrators of Oracle Retail Merchandise Financial Planning Cost. This may include merchandisers, buyers, and business analysts.

Related Documents

For more information, see the following documents in the Oracle Retail Merchandise Financial Planning Retail Release 13.0.3 documentation set:

- *Oracle Retail Merchandise Financial Planning Release Notes*
- Oracle Retail Predictive Application Server documentation

Customer Support

https://metalink.oracle.com

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

Review Patch Documentation

If you are installing the application for the first time, you install either a base release (for example, 13.0) or a later patch release (for example, 13.0.2). If you are installing a software version other than the base release, be sure to read the documentation for each patch release (since the base release) before you begin installation. Patch documentation can contain critical information related to the base release and code changes that have been made since the base release.

Oracle Retail Documentation on the Oracle Technology Network

In addition to being packaged with each product release (on the base or patch level), all Oracle Retail documentation is available on the following Web site:

http://www.oracle.com/technology/documentation/oracle_retail.html

Documentation should be available on this Web site within a month after a product release. Note that documentation is always available with the packaged code on the release date.

Conventions

Navigate: This is a navigate statement. It tells you how to get to the start of the procedure and ends with a screen shot of the starting point and the statement "the Window Name window opens."

> **Note:** This is a note. It is used to call out information that is important, but not necessarily part of the procedure.

```
This is a code sample
    It is used to display examples of code
```

A hyperlink appears like this.

1

Introduction

Overview

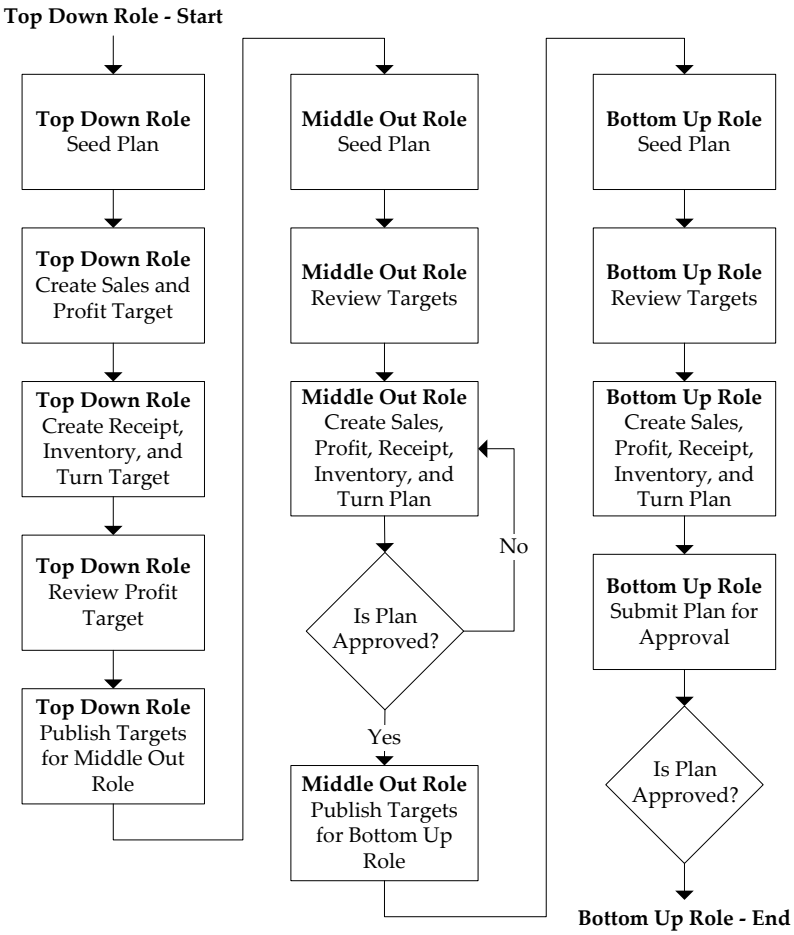
Oracle Retail Merchandise Financial Planning (MFP) is part of the Oracle Retail Predictive Planning Suite. MFP provides strategic and financial product planning functions. These functions support industry planning standards for pre-season and in-season processes. Functions and processes that are a part of the MFP solution include:

- Setting and passing targets
- Creating a financial plan in a structured method
- Plan reconciliation
- Plan approval
- Plan maintenance
- Re-planning
- Plan monitoring

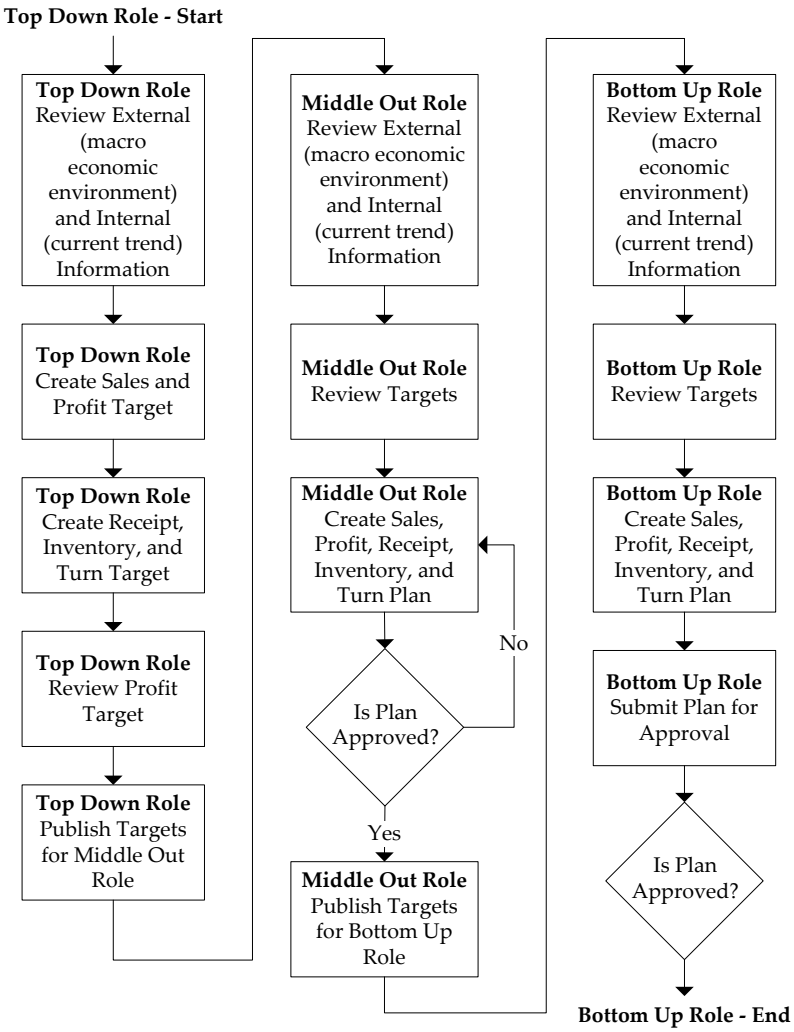
MFP Planning Process

The MFP Planning Process can be separated into two sub processes: Pre Season Planning and In Season Planning. Pre Season Planning will focus on creating the Original Plan against which to benchmark In Season progress. In the Pre Season process, the plan will be initialized by being seeded from either LY or adjusted LY. This seeding will give the user a curve of demand against which to spread their new plan. The user will then plan sales, markdowns, receipts inventory, turn, and gross margin measures. The targets will be passed to subsequent roles; Top Down will pass to Middle Out, and Middle Out will pass to Bottom Up. As targets are approved by superior levels they will be published to the subsequent level.

Once the plan period has begun, the process of in season planning will begin. The objective of in season planning is to identify opportunity and risk for the original plan. This will be accomplished through comparing the current plan to the original plan.



MFP Pre Season Planning Process Diagram

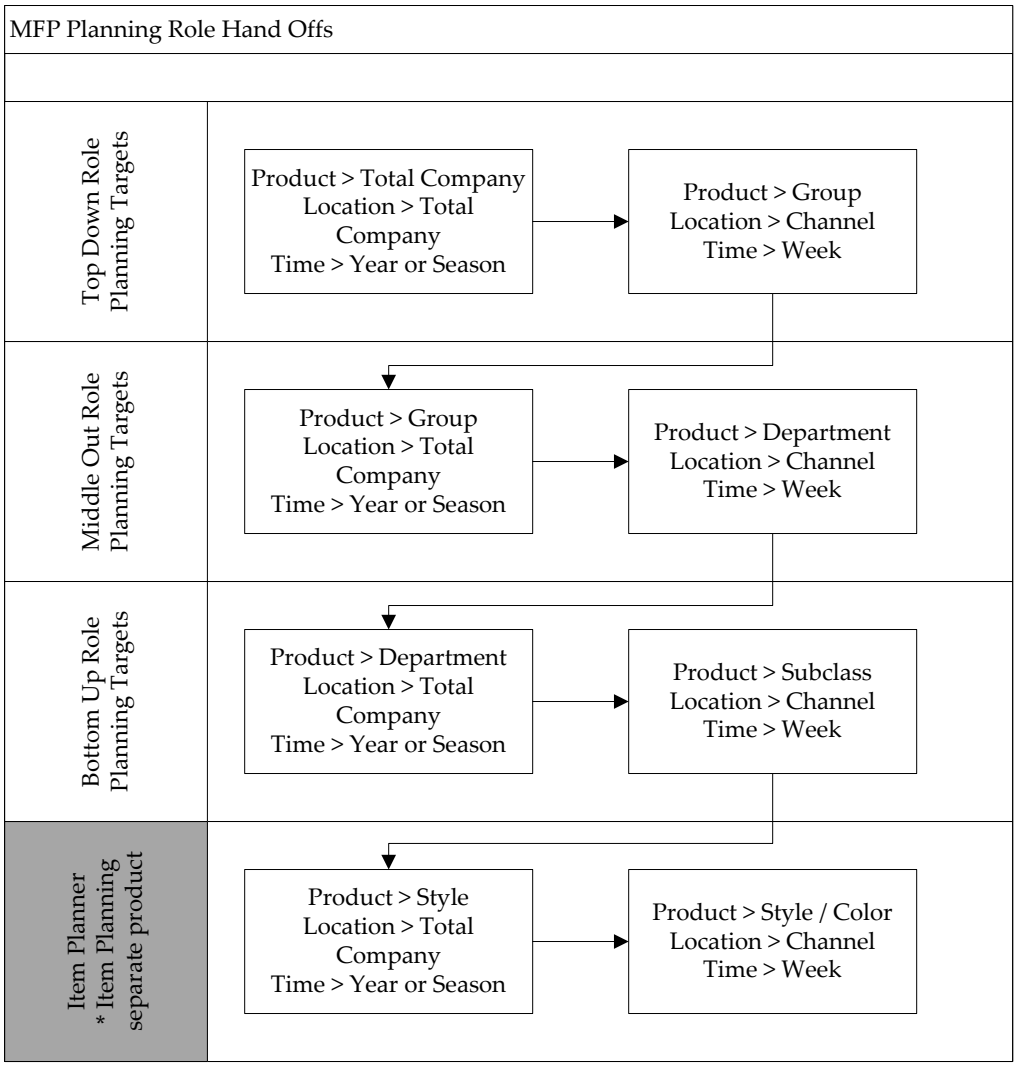


MFP In Season Planning Process Diagram

Role Planning Overview

The MFP Planning Process involves multiple user roles. These user roles will work together to pass targets and reconcile plans at different levels of the product, location, and time hierarchies. This process of using multiple roles divides the planning process into logical sections that will provide oversight to the plan creation at multiple levels.

The Top Down user will pass targets to the Middle Out user, who will pass targets to the Bottom Up user. The Bottom Up user's targets can be made visible to an Item Planner using a separate product, Oracle Retail Item Planning.



MFP Planning Role Hand Offs Diagram

Merchandise Financial Planning Components and Key Processes

The key components and features of MFP provide the basis for standard processes and activities that are necessary for a planner to perform his or her planning functions.

The key components include:

- **Workbooks**

  The primary element used in building a plan. A planner will use a workbook to build and maintain their plans throughout the season.

- **Worksheets**

  Contained within workbooks. The worksheets are displayed in a tab format and contain pre-defined lists of measures. The worksheets are arranged to reflect a standard planning process, allowing a user to work in a logical path to build a plan.

- **Worksheet Data**

  Saving, Committing, and editing plan data.

- **Planning Roles**

  Each MFP user is assigned to a specific role. These roles control the application functions that are available. They play an integral part in how plans are created.
- **Plan Versions**

  MFP functionally provides the capability to have more than one version of the plan. This allows users to track actual data against the original plan, then re-plan the current season and save to a new plan.
- **Plan Reconciliation and Approvals**

  Plan reconciliation is a process used to bring data together from multiple plans, or to compare two different plans. Plan approval is a built-in application process that allows a planner to submit a plan for approval to a manager, who then can approve or reject it.

Workbooks

A MFP user accomplishes multiple planning tasks using workbooks. A workbook is a user-defined data subset (of a master database) that includes selected hierarchical dimensions. These workbooks consist of worksheets and graphical charts that are used for planning, viewing, and analyzing business measures. Workbooks organize related planning information and divide levels of user responsibility. This framework allows a user to easily view, create, modify, and store data sets that are common to repeated tasks.

A workbook structure consists of the following elements:

- **Product levels and members** – such as Department, Class, and Sub-Class for the Men's Sweater Department.
- **Time levels and members** – such as Season, Month, and Week for the Spring 2004 Season.
- **Location levels and members** – these members may reflect multiple channels within an organization at their aggregate level, such as total Brick & Mortar divisions, Catalog, and /or e-Commerce.
- **Plan versions** – such as Working Plan (Wp), Original Plan (Op), Current Plan (Cp), and Last Year (Ly).
- **Measures and corresponding business rules** – such as Sales, Receipts, Markdowns, Inventory.

Workbooks can be built automatically, via a batch process, or manually using the Planning Workbook wizard. Each workbook contains the planning windows, measures, and business rules needed for a complete plan.

Data in a workbook can be displayed using both multi-dimensional spreadsheets and charts. The data can be viewed at a detailed level or at an aggregate level, with the ease of a mouse click.

Worksheets

Planning worksheets are multi-dimensional spreadsheets that provide users with views of the data contained in a workbook. Oracle Retail Predictive Planning comes with a series of built-in worksheets that support an industry standard business process. Each worksheet can contain its own unique product, time, and metric information. This approach enables users across an organization to use a standard planning process.

Worksheets can be customized for each user. Rotating, pivoting, and format functions allow a user to create individual views within a worksheet. Each user may also display the data in a graphical format by using the charting function.

Editing Worksheet Data

Users may edit data at many levels of each hierarchy (product, location, time). If the data is modified at an aggregate level (a level with one or more lower levels beneath it), the modifications are distributed to the lower levels within the hierarchy. This function is called spreading. If data is modified at a level that has a higher level above it (parent), the data changes are reflected in those higher levels. This is known as aggregation.

Users edit and enter data in the worksheets. The solution's business rules are implemented throughout the worksheets to ensure consistent edit behavior regardless of where (on which worksheet) the edit it performed.

Measure Aggregation and Spreading

Each measure that is used in the Merchandise Financial Planning solution is assigned a default aggregation and spreading behavior. A measure's aggregation method controls how data is calculated at aggregate levels of the hierarchy, such as month or department. A measure's spread method controls how data is spread to lower levels of a hierarchy when the user enters data at an aggregate level. Below is a list of relevant aggregation and spread methods that are used in Merchandise Financial Planning Retail.

Aggregation Methods

The following table displays aggregation methods, their results, and their types of measures.

Aggregation (Agg) Methods	Result	Types of Measures
Total	Values are summed up the hierarchy dimensions.	Value or Unit measures such as Sales, Markdowns, and Receipts.
Recalc	Value is recalculated at aggregate levels based on its rule calculation.	% measures such as GM R %, Markdown %, Customer Returns %; also other calculated measures such as TO, Forward Cover.
PST – Period Start Total	Value is summed up non-calendar hierarchies. Value at aggregate time equals the same value as the 1st child period's value belonging to the aggregate parent.	Beginning of Period Inventory (BOP).
PET – Period End Total	Value is summed up non-calendar hierarchies. Value at aggregate time equals the same value as the last child period's value belonging to the aggregate parent.	End of Period Inventory (EOP).
AMBG	All values within and across hierarchies are equal otherwise a "?" is displayed at aggregate levels.	Used by informational text measures such as "Event Information" or pick list "Approve/Reject".
B_AND	For Boolean types only referring to situations that are either "true" or "false". Value is "on" or "true" at an aggregate level if all values within a hierarchy level are "on".	Boolean (check box) "Submit".

Spread Methods

The following table displays spread methods, their results, and their types of measures.

Spread Methods	Result	Types of measures
Proportional	Typically used in conjunction with Total Agg Type. Value is spread proportionally to the child dimensions when a value is entered at an aggregate level.	Value or Unit measures such as Sales, Markdowns, and Receipts.
None	The result of the edit is passed to another measure. The spread method for the measure that inherits the edit is used to spread the new value to the child dimensions. For example, an edit to Wp Sales var Ly R% at an aggregate level (Month) results first in the Sales R value being recalculated at the Month level, reflecting the edited percent increase over Ly Sales R; then the new Sales R value is spread to the week level proportionally. Finally, the Wp Sales var to LY R% is recalculated at the week level.	Variance measures such as Wp Sales var to Ly R%, Wp Mkd var to Op R%.
PS (Period Start)	For edits at an aggregate level, the edited value is placed into the first logical child dimension beneath the level of the edit, for example, an edit to BOP Inv at the Month level will spread the edited BOP Inv value to the first week reporting to the Month.	
PE (Period End)	For edits at an aggregate level, the edited value is placed into the last logical child dimension beneath the level of the edit. For example, an edit to EOP Inv at the Month level will spread the edited EOP Inv value to the last week reporting to the Month.	Typically used in conjunction with EOP Inv, Avg Inv.

When editing cells at an aggregate hierarchy level, the default spread method for a measure can be overridden by typing a numeric value into the cell followed by an “r” (replicate), “e” (even), “d” (delta) or “p” (proportional).

Overriding Default Spread Methods

A measure’s default spread method can be overridden on a data entry by using the override spread method function. The default spread method is overridden for that specific data edit and is not permanently changed. To use an alternate spread method, enter a number in a data cell at an aggregate level followed by an r, e, p, or d. This will apply the Replicate, Even, Proportional, or Delta distribution function to spread that number to the lowest level.

Note: Save information in the workbook before trying these features. If you are not comfortable with the results, simply use the **Edit** – **Revert** command to undo the changes. The Revert command will reset the workbook back to its state after that last SAVE was issued.

Explanation of Spread Types

Assume the following hierarchy and values are in place:

	February	Week1	Week2	Week3	Week4
Department1	**570**	**155**	**170**	**100**	**145**
Class1	**120**	20	20	40	40
Class2	**100**	25	25	25	25
Class3	**200**	100	50	20	30
Class4	**150**	10	75	15	50

Replicate – Copies the entered value to all cells below the aggregate dimension. This method can be used for measures that have an aggregation method of Total or Recalc.

If a value is entered at more than one aggregate dimension (such as aggregate product and time), then the value is copied to ALL lower-level base cells below the aggregate time and product.

Example

Enter 50r for Feb/Department1, the values at every intersection of week and class belonging to Feb/Department1 are changed to 50. The aggregate total is then recalculated as the sum of the lower-level cells, 800. See results below.

	February	Week1	Week2	Week3	Week4
Department1	**800**	**200**	**200**	**200**	**200**
Class1	**200**	50	50	50	50
Class2	**200**	50	50	50	50
Class3	**200**	50	50	50	50
Class4	**200**	50	50	50	50

Even – Divides the entered value evenly to all cells below the aggregate dimension. This method can be used for measures that have an aggregation method of Total or Recalc.

If a value is entered at more than one aggregate dimension (such as aggregate product and time), then the value is copied to ALL lower-level base cells below the aggregate time and product.

Example

Enter 600e for Feb/Department1, the value at every intersection of week and class belonging to Feb/Department1 changes to 37.5. The aggregate total is then recalculated as the sum of the lower-level cells, 600. See results below

	February	Week1	Week2	Week3	Week4
Department1	**600**	**150**	**150**	**150**	**150**
Class1	**150**	37.5	37.5	37.5	37.5
Class2	**150**	37.5	37.5	37.5	37.5
Class3	**150**	37.5	37.5	37.5	37.5
Class4	**150**	37.5	37.5	37.5	37.5

Proportional – Spread the difference between the original and entered value to all cells below the aggregate dimension based on that cell's percent contribution to the original value in the edited cell. This method can be used for value or unit measures that have an aggregation method of Total.

If a value is entered at more than one aggregate dimension (such as aggregate product and time), then the value is copied to ALL lower-level base cells below the aggregate time and product.

Example

Enter 1140p for Feb/Department1, the value for every intersection of week and class belonging to Feb/Department1 doubles (the % contribution of the base cell to the aggregate remains unchanged). See results below.

	February	Week1	Week2	Week3	Week4
Department1	**1140**	**310**	**340**	**200**	**290**
Class1	**240**	40	40	80	80
Class2	**200**	50	50	50	50
Class3	**400**	200	100	40	60
Class4	**300**	20	150	30	100

Delta – Spread the difference between the original and entered value evenly to all cells below the aggregate dimension. This method can be used for value or unit measures that have an aggregation method of Total.

If a value is entered at more than one aggregate dimension (such as aggregate product and time), then the value is copied to ALL lower-level base cells below the aggregate time and product.

Example

Enter 670d for Feb/Department1, the value for every intersection of week and class belonging to Feb/Department1 increases by the same value, 100/16 or 6.25.

	February	Week1	Week2	Week3	Week4
Department1	**670**	**155**	**170**	**100**	**145**
Class1	**120**	26.25	26.25	46.25	46.25
Class2	**100**	31.25	31.25	31.25	31.25
Class3	**200**	106.25	56.25	26.25	36.25
Class4	**150**	16.25	81.25	21.25	56.25

Saving Worksheet Data

Two options are available to ensure that data is saved during the planning process.

- **Save** – Data is saved to a user database and does not affect the master database. This allows you to manipulate details and evaluate the impact of the changes without changing the master data. Any data saved via the Save option is saved to a local copy of the database (usually your computer or network folder). Other users are not able to view the saved data by default. You may save the workbook with "global access" enabling others to view your local workbook.
- **Commit** – Date is saved to the master database. Data (including changed) is accessible to all users once their workbooks are rebuilt or refreshed.

There are two methods for retrieving updated data from the master database to a local workbook:

- **Refresh** – A user can use the Refresh option to retrieve data from the master database to an existing workbook. A user may retrieve data for all measures in a workbook or select specific measures.
- **Build** – A user may build a new workbook manually. As an alternative for building a workbook manually, a Merchandise Financial Planning administrator can run a batch process (delivered with Merchandise Financial Planning) to automatically build a new workbook.

Planning Roles

Planning roles serve the following purposes:

- They identify the organizational level at which planning occurs.
- They set the product level at which that role will plan.
- They set the time period at which that role will plan.

Each role is part of a bottom-up and/or a top-down process (see the reference chart below). The role's base intersection defines the lowest level of time and product to which that role will have access when building a plan. The planning role defines the range of planning responsibilities and also controls the measures shown in planning worksheets and those measures' accessibility.

While the planning roles can be customized during implementation, a standard set of planning roles is supplied with Merchandise Financial Planning:

- Executive (Ex)
- Manager (Mg)
- Planner (Pl)

The range of planning and the role relationships for these roles are as follows:

Role	Base Intersection	Range of Planning	Lowest-Level Time Period	Bottom-up Rule	Top-down Rule
Executive (ex)	Group/month	Company – group	Month	Manager	None
Manager (mg)	Department/ week	Group – department	Week	Planner	Executive
Planner (pl)	Subclass/week	Department - subclass	Week	Item Planner	Manager

Plan Versions

The strategic and financial planning processes supported by MFP use plan versions to designate different plan types that are used throughout the planning horizon. These version names and their abbreviations are used frequently in planning worksheets; for example, to distinguish measures.

The plan versions that are visible to MFP users depend on the users' planning roles, and are as follows:

Plan Version	Planner	Manager	Executive
Working Plan (Wp)	X	X	X
Last Year (Ly)	X	X	X
Forecast (FrcPr, FrcIn)	X	X	X
Target (Tgt) *	X	X	X
Original Plan (Op)	X	X	X
Current Plan (Cp)	X	X	X
Waiting for Approval (Wa)	X	X	

The Planner has access to the target passed from the Manager. The Manager has access to the target passed from the Executive, as well as their published targets. The Executive has visibility to his or her own published targets.

The following sections describe each plan version in more detail.

Working Plan (Wp)

- The plan version that is editable for a particular pre-season or in-season period. This plan version is used initially to develop and revise plans.
- This plan version is used to develop and revise plan data.
- Actual data values are loaded into the Wp (and Cp) version for all elapsed time periods.

Last Year (Ly)

- A plan version that provides a reference to last year's actual historical data.

Forecast (FrcPr, FrcIn)

- The plan versions that provides reference to the Pre-Season and In-Season Demand sales forecasts. They are automatically generated and updated from Oracle Retail Demand Forecasting (RDF).

Target (Tgt)

- Target measures contain values set by a "higher" role that are then passed to a "lower" role. For example, the Manager receives a Target plan version from the Executive, and the Planner receives a Target plan version from the Manager.
- Targets are created by the role via the "Publish Targets" process, which is initiated by the user. Once the data is committed to the database, those targets become available to the next lower role.

Waiting for Approval (Wa)

- A plan that is awaiting approval by the planner's manager in a superior role. The planner submits their plan for approval, which copies the plan data from the Wp version to the Wa version.
- The Manager and Planner access the same Wa version. The planner role owns this version, and the Manager reads from this version to populate measures. The Wa version is read-only for both roles.
- If the plan is approved, a Waiting for Approval plan is promoted to either the Original Plan (Op) version or Current Plan (Cp).
- If the plan is rejected, the Working Plan (Wp) version is not promoted to Original Plan or Current Plan. Needed adjustments are made before the plan is resubmitted for approval.

Original Plan (Op)

- A pre-season plan that has been approved and promoted from Waiting for Approval (Wa) to Original Plan (Op) version.
- The Planner's plan is the only plan that is approved and becomes the Original Plan.
- All Roles have visibility to the OP version measures.

Current Plan (Cp)

- An in-season plan that has been approved and promoted from Waiting for Approval (Wa) to Current Plan (Cp) version.
- The Planner's plan is the only plan that is approved and becomes the Original Plan.
- All Roles have visibility to the CP version measures.
- Actual data values are loaded into the Cp (and Wp) version for all elapsed time periods.

Plan Reconciliation

The goal of plan reconciliation, an important step of the financial planning process, is to achieve a single, unified plan that all contributing parties have reviewed and approved. As planners generate plans, they move through a reconciliation phase, and on to the plan approval phase.

MFP Custom Menu Options

A custom menu for MFP named **Planning Actions** is available on the menu bar for some workbooks.

RPAS Client Menu Bar with the Planning Actions Custom Menu

The **Planning Actions** drop-down menu options will vary depending on the currently open workbook:

- **Top Down Role**
  - Planning Actions
    - Seed
    - Publish Targets
- **Middle Out Role**
  - Planning Actions
    - Seed
    - Publish Targets
    - Approve/Reject
- **Bottom Up Role**
  - Planning Actions
    - Seed
    - Submit

> **Note:** Usage descriptions of these custom menu options are provided in "Planning" sections throughout this guide.

Seeding the Plan

Seeding is a process that populates certain data elements/measures with data from either an external system, or a previous year's Merchandise Financial Planning plan. Seeding facilitates the ability to create a plan by providing seasonal curves across time and relationships between products and locations. Once edits are made to a Working Plan measure that has been seeded, the new edit will spread to lower hierarchical members based on the data that has already been seeded, maintaining the seasonal curves and relationships between products and locations.

Generally, planners reply on two types of data, Actual (for pre-season planning, this is Last Year data) and Forecast. Actual data is historical information. Forecast data is scientifically projected based on certain rules, functions, and algorithms and attempts to estimate certain key data elements. Both Actual and Forecast data is gathered or generated by other systems such as, Oracle Retail Merchandising System (RMS) or Oracle Retail Demand Forecasting, and fed into MFP via an interface program.

Plan Approval

In MFP, the Manager and Planner roles participate in the plan approval process.

The planner uses the Approval worksheet to submit plans to the manager for approval. The planner also uses this worksheet to view the status of their submitted plans. The manager will use their approval worksheet to approve or reject the submitted plans.

Submit for approval functionality is available through the Planning Actions custom menu. Under this menu, the "Submit" option allows a user to submit the plan and move the data to the Wa version. This process also automatically commits the data to the database.

Publishing Targets

In MFP, the Manager and Executive roles may set target values for key measures. Each role then makes these targets available to the role below them in the planning process.

Executives create their plan and will use their Publish tab to update their target measures with the data in their plan. The data is committed to the database automatically when they invoke the Planning Action custom menu option "Publish Targets". Then managers have access to these target values in their workbooks.

2

Mapping Setup Workbook

Overview

The Mapping Setup workbook is used by the Administrator only to adjust historical sales to accommodate calendar shifts. The adjusted sales then appear in the Merchandise Planning workbook templates for reference while planning. This functionality is helpful when events shift from one week to another or when there are different numbers of weeks from one calendar year to another.

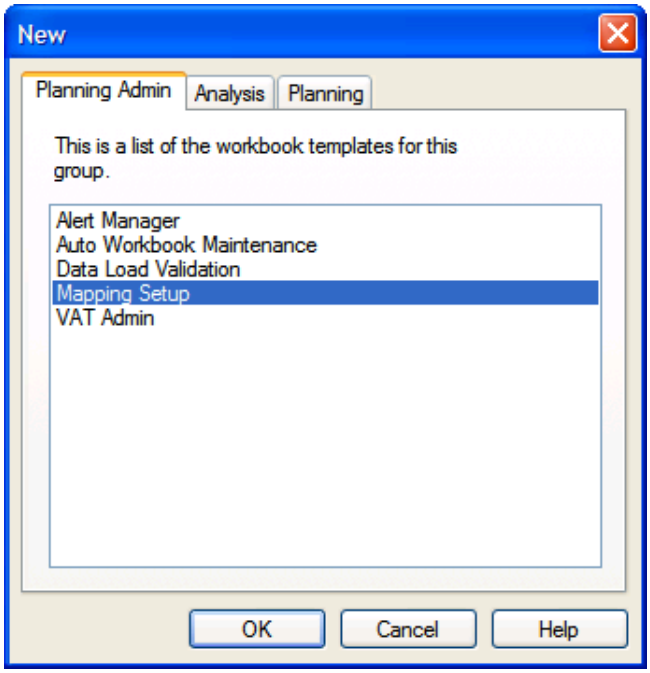
The Mapping Setup workbook contains the following tabs and worksheets:

- Mapping Tab
  - Mapping Worksheet

Mapping Setup Wizard

To open a Mapping Setup workbook:

1. Select **File** – **New**, or click on the **New** button.
2. On the **Planning Admin** tab, select "Mapping Setup", and click **OK**.



Creating a New Mapping Setup Workbook

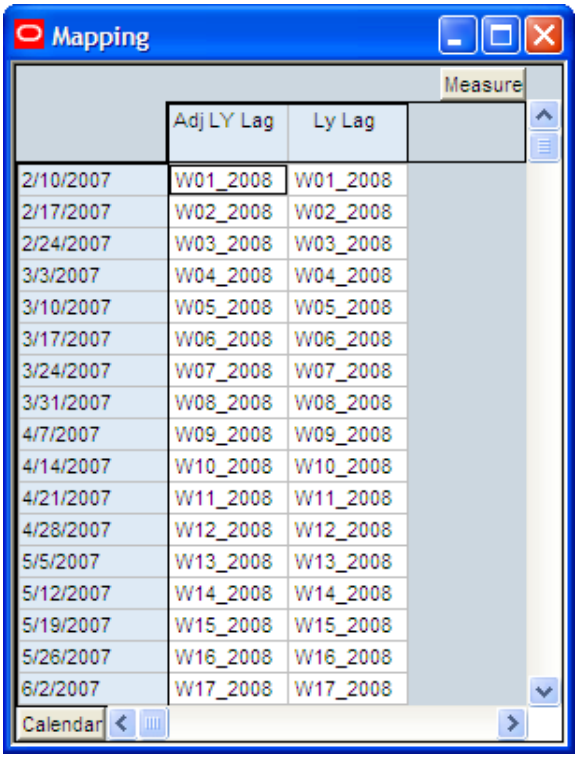
The Mapping Setup workbook builds.

Mapping Tab

The following sections describe the worksheets available under the Mapping Tab:

- Mapping Worksheet

Mapping Worksheet



Mapping Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Week Mapping Adjusted Last Year	Identifies the week that is being used for mapping as adjusted last year.
Week Mapping Last Year	Identifies the week that is being used for mapping as last year.

3

Top Down Role Workbook

Overview

The Top Down Role is usually associated with Senior Management in the Merchandise Planning organization. The Top Down Role will be providing the top down plan targets to the Planning Manager (Middle out Role) who will then pass these targets down to the Merchandise Planner (Bottom up Role). In this workbook, the Top Down Role will be Initializing the plan and setting top down targets for available measures. The user of this workbook will also be able to review the plan, both current and original, as well as maintain in season open to buy.

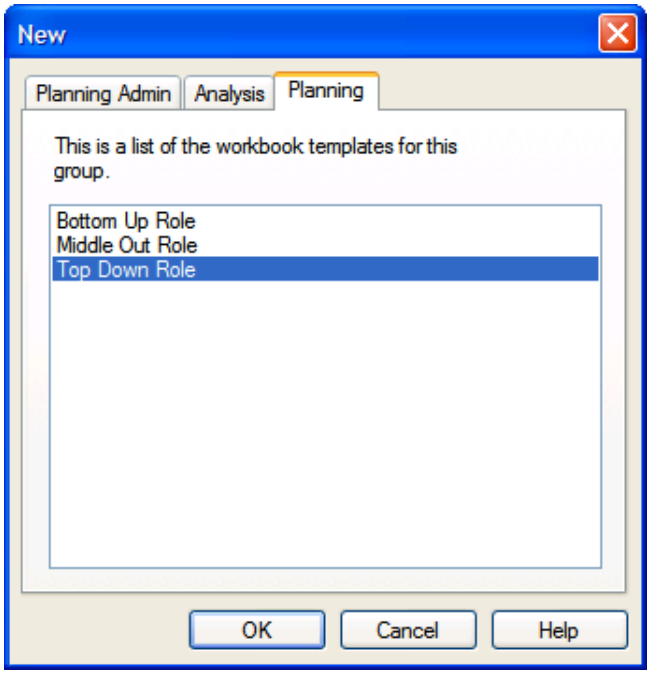
The Top Down Role workbook contains the following tabs and worksheets:

- Getting Started Tab
  - 1. Initialize Worksheet
  - 2. Target Overview Worksheet
  - 3. Original Plan Overview Worksheet
  - 4. Current Plan Overview Worksheet
- Sales Tab
  - Sales Worksheet
- Rec / Inv Tab
  - 1. Rec/Inv Value Plan Worksheet
  - 2. Rec/Inv Unit Plan Worksheet
- Margin Tab
  - Margin Worksheet
- Open to Buy Tab
  - Open to Buy Worksheet
- Review / Publish Targets Tab
  - 1. Review Plan Worksheet
  - 2. Publish Targets Worksheet
  - 3. Original Plan Summary Worksheet
  - 4. Current Plan Summary Worksheet
- All Measures Tab
  - All Measures Worksheet

Top Down Role Wizard

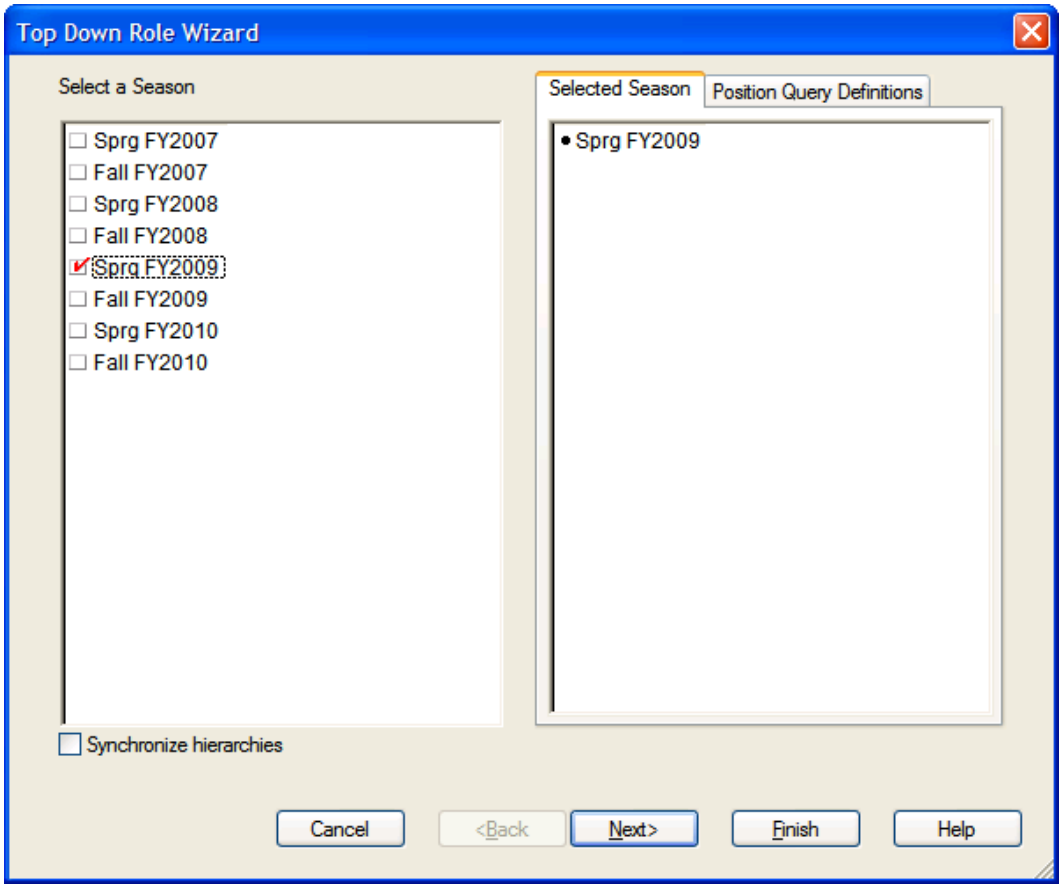
To open a Top Down Role workbook:

1. Select **File** – **New**, or click on the **New** button.
2. On the **Planning** tab, select "Top Down Role", and click **OK**.



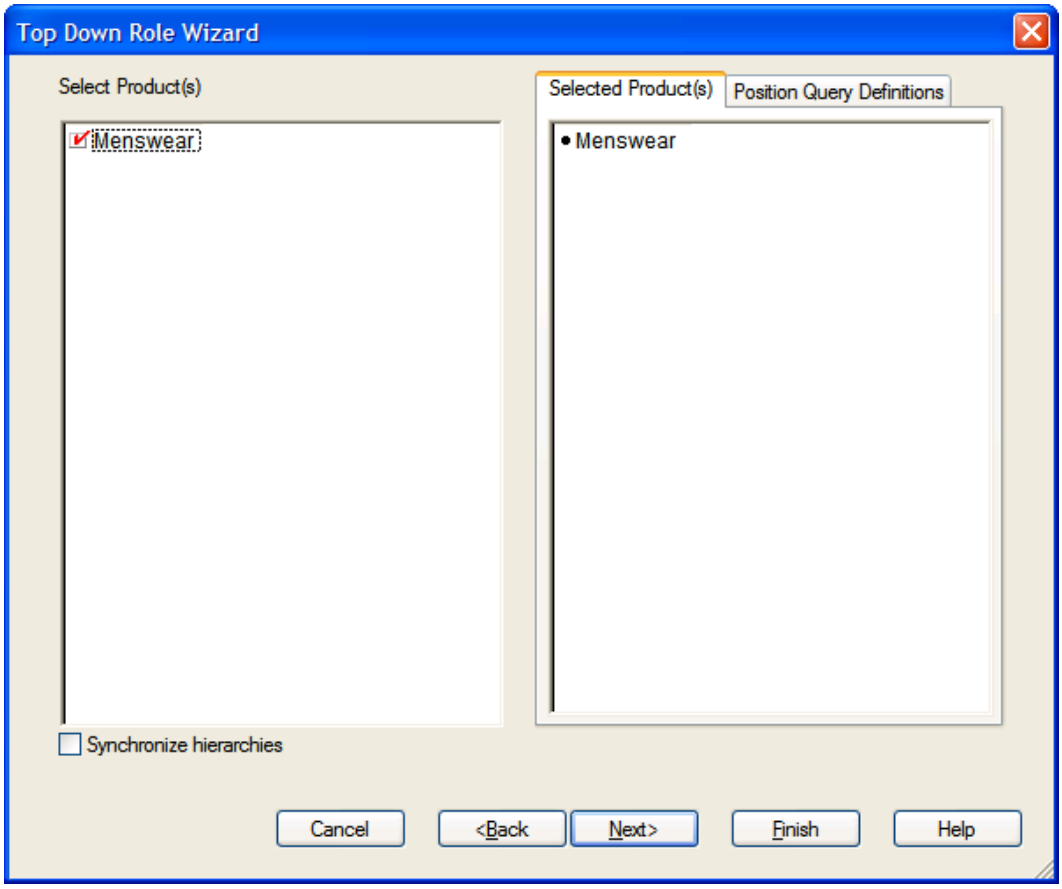
Creating a New Top Down Role Workbook

3. The **Select a Season** screen will display. Select the season you would like to examine, and click **Next**.



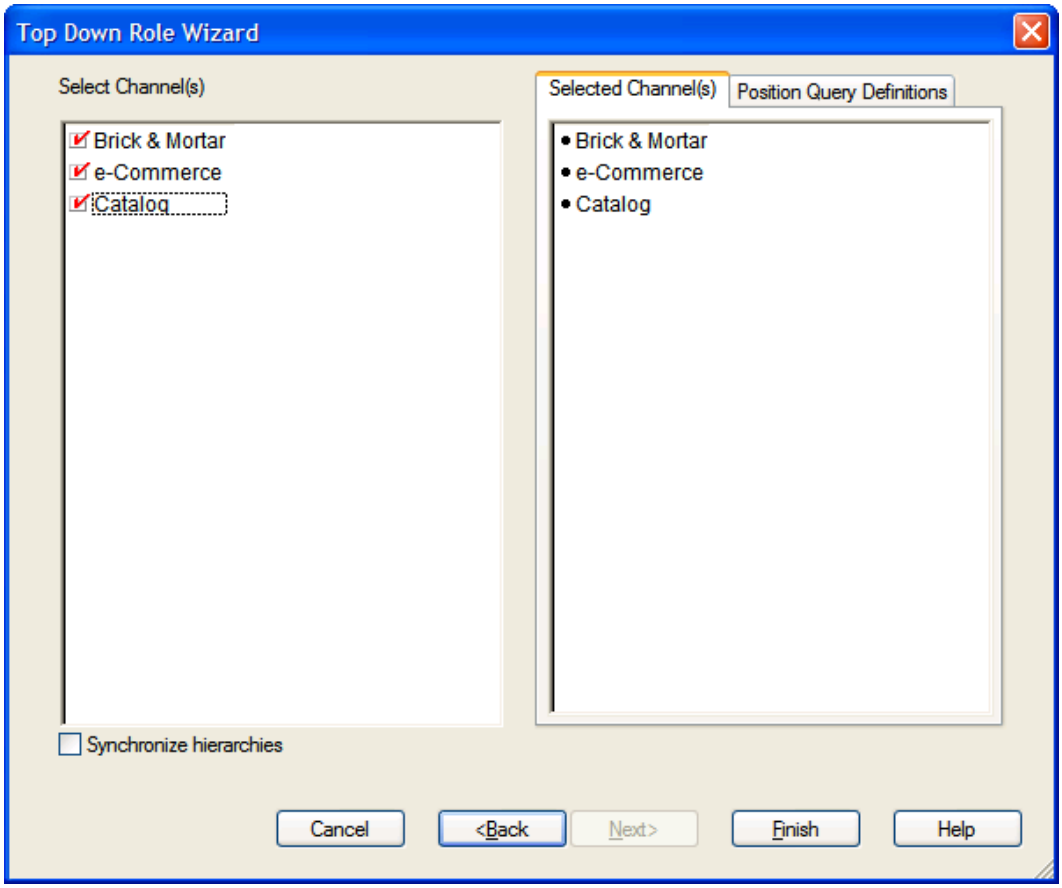
Top Down Role Wizard – Select a Season Screen

4. The **Select Product(s)** screen will display. Select the products you would like to examine, and click **Next**.



Top Down Role Wizard – Select Product(s) Screen

5. The **Select Channel(s)** screen will display. Select the channels you would like to examine, and click **Finish**.



Top Down Role Wizard – Select Channel(s) Screen

The Top Down Role workbook builds.

Getting Started Tab

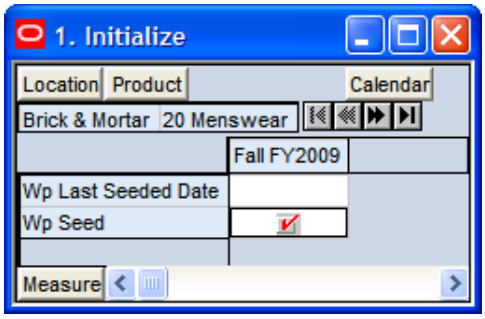
The following sections describe the worksheets available under the Getting Started Tab:

- 1. Initialize Worksheet
- 2. Target Overview Worksheet
- 3. Original Plan Overview Worksheet
- 4. Current Plan Overview Worksheet

1. Initialize Worksheet

Planning Actions – Seed

The **Planning Actions – Seed** custom menu option will allow the plan to be seeded with LY (Last Year) sales to create a demand curve on which to spread the new plan's initial targets.

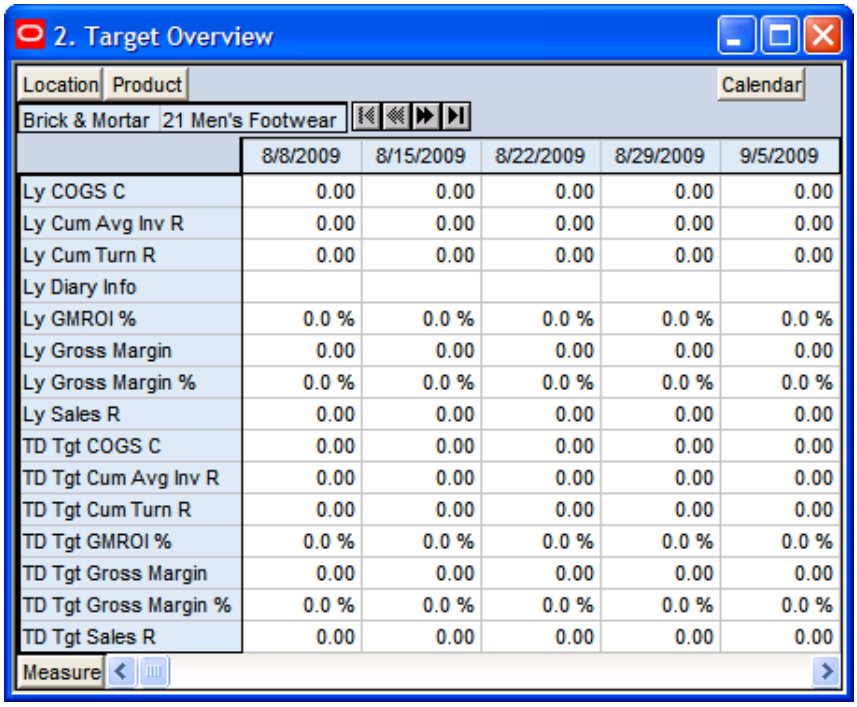


1. Initialize Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Wp Last Seeded Date	The last time the WP Plan was seeded.
Wp Seed	Working Plan Seed.

2. Target Overview Worksheet



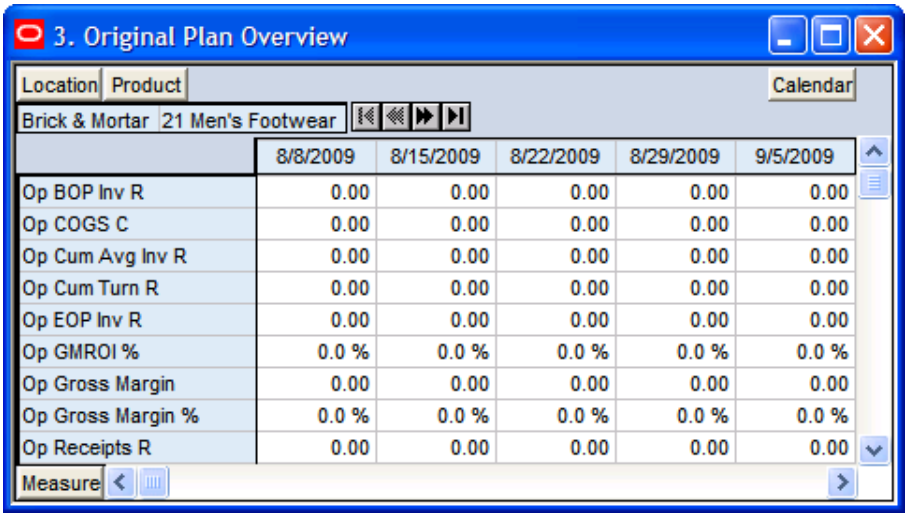
	8/8/2009	8/15/2009	8/22/2009	8/29/2009	9/5/2009
Ly COGS C	0.00	0.00	0.00	0.00	0.00
Ly Cum Avg Inv R	0.00	0.00	0.00	0.00	0.00
Ly Cum Turn R	0.00	0.00	0.00	0.00	0.00
Ly Diary Info					
Ly GMROI %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %
Ly Gross Margin	0.00	0.00	0.00	0.00	0.00
Ly Gross Margin %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %
Ly Sales R	0.00	0.00	0.00	0.00	0.00
TD Tgt COGS C	0.00	0.00	0.00	0.00	0.00
TD Tgt Cum Avg Inv R	0.00	0.00	0.00	0.00	0.00
TD Tgt Cum Turn R	0.00	0.00	0.00	0.00	0.00
TD Tgt GMROI %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %
TD Tgt Gross Margin	0.00	0.00	0.00	0.00	0.00
TD Tgt Gross Margin %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %
TD Tgt Sales R	0.00	0.00	0.00	0.00	0.00

2. Target Overview Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Ly COGS C	Last Year Cost of Goods Sold Cost.
Ly Cum Avg Inv R	Last Year Cumulative Average Inventory Retail.
Ly Cum Turn R	Last Year Cumulative Turn Retail.
Ly Diary Info	Last Year Diary Input.
Ly GMROI %	Last Year Gross Margin Return on Investment rate.
Ly Gross Margin	Last Year Gross Margin.
Ly Gross Margin %	Last Year Gross Margin Rate.
Ly Sales R	Last Year Sales Retail Value.
TD Tgt COGS C	Top Down Target Cost of Goods Sold Cost.
TD Tgt Cum Avg Inv R	Top Down Target Cumulative Average Inventory Retail.
TD Tgt Cum Turn R	Top Down Target Cumulative Turn Retail.
TD Tgt GMROI %	Top Down Target Gross Margin Return on Investment Rate.
TD Tgt Gross Margin	Top Down Target Gross Margin.
TD Tgt Gross Margin %	Top Down Target Gross Margin Rate.
TD Tgt Sales R	Top Down Target Sales Retail.

3. Original Plan Overview Worksheet



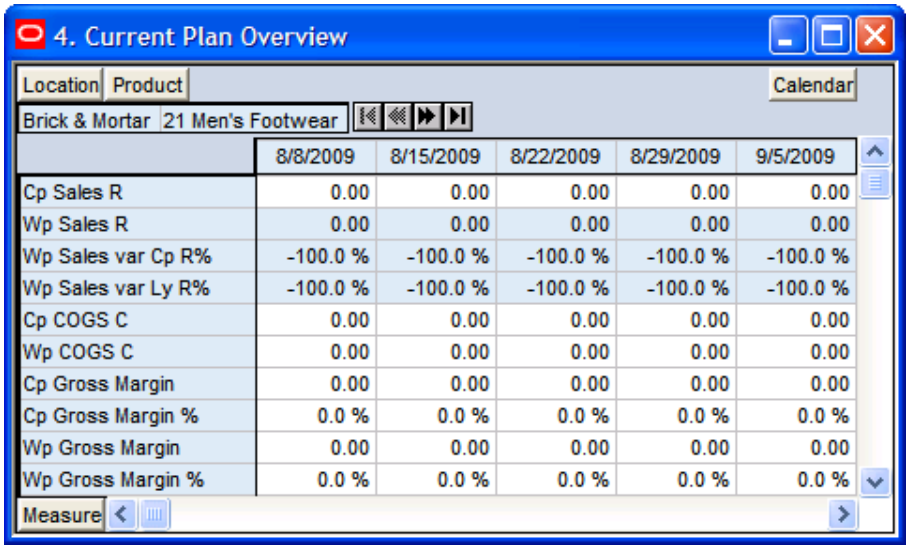
3. Original Plan Overview Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Op BOP Inv R	Original Plan Beginning of Period Inventory Retail Value.
Op COGS C	Original Plan Cost of Goods Sold Cost.
Op Cum Avg Inv R	Original Plan Cumulative Average Inventory Retail.
Op Cum Turn R	Original Plan Cumulative Turn Retail.
Op EOP Inv R	Original Plan End Of Period Inventory Retail.
Op GMROI %	Original Plan Gross Margin Return on Investment Rate.
Op Gross Margin	Original Plan Gross Margin.
Op Gross Margin %	Original Plan Gross Margin %.
Op Receipts R	Original Plan Receipts Retail Value.
Op Sales R	Original Plan Sales Retail Value.
Wp BOP Inv R	Working Plan Beginning of Period Inventory Retail Value.
Wp COGS C	Working Plan Cost of Goods Sold Cost.
Wp Cum Avg Inv R	Working Plan Cumulative Average Inventory Retail.
Wp Cum Turn R	Working Plan Cumulative Turn Retail.
Wp Diary Info	Working Plan Diary.
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.
Wp EOP Inv R var Op %	Working Plan End Of Period Inventory Retail variance to Original Plan expressed as a rate.
Wp GMROI %	Working Plan Gross Margin Return on Inventory Rate.
Wp Gross Margin	Working Plan Gross Margin.
Wp Gross Margin %	Working Plan Gross Margin Rate.

Measure	Description
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Receipts R var Op %	Working Plan Receipts Retail variance to Original Plan expressed as a rate.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sales var Ly R %	Working Plan Sales Retail variance to Last Year expressed as a rate.
Wp Sales var Op R %	Working Plan Sales Retail variance to Original Plan expressed as a rate.

4. Current Plan Overview Worksheet



4. Current Plan Overview Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Cp BOP Inv R	Current Plan Beginning of Period Inventory Retail Value.
Cp COGS C	Current Plan Cost of Goods Sold Cost.
Cp Cum Avg Inv R	Current Plan Cumulative Average Inventory Retail.
Cp Cum Turn R	Current Plan Cumulative Turn Retail.
Cp EOP Inv R	Current Plan End Of Period Inventory Retail.
Cp Gross Margin	Current Plan Gross Margin.
Cp Gross Margin %	Current Plan Gross Margin Rate.
Cp Receipts R	Current Plan Receipt Retail.
Cp Sales R	Current Plan Sales Retail Value.
Wp BOP Inv R	Working Plan Beginning of Period Inventory Retail Value.
Wp COGS C	Working Plan Cost of Goods Sold Cost.

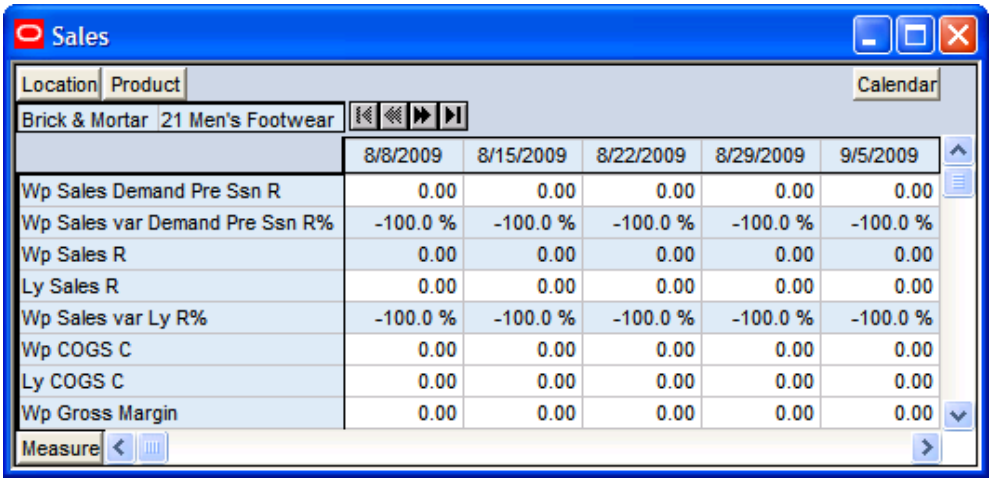
Measure	Description
Wp Cum Avg Inv R	Working Plan Cumulative Average Inventory Retail.
Wp Cum Turn R	Working Plan Cumulative Turn Retail.
Wp Diary Info	Working Plan Diary.
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.
Wp EOP Inv R var Cp %	Working Plan End Of Period Inventory Retail variance to Current Plan expressed as a rate.
Wp GMROI %	Working Plan Gross Margin Return on Inventory Rate.
Wp Gross Margin	Working Plan Gross Margin.
Wp Gross Margin %	Working Plan Gross Margin Rate.
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Receipts R var Cp %	Working Plan Receipts Retail variance to Original Plan expressed as a rate.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sales var Cp R %	Working Plan Sales Retail variance to Current Plan expressed as a rate.
Wp Sales var Ly R %	Working Plan Sales Retail variance to Last Year expressed as a rate.

Sales Tab

The following sections describe the worksheets available under the Sales Tab:

- Sales Worksheet

Sales Worksheet



Sales Worksheet

The following table lists the measures available on this worksheet.

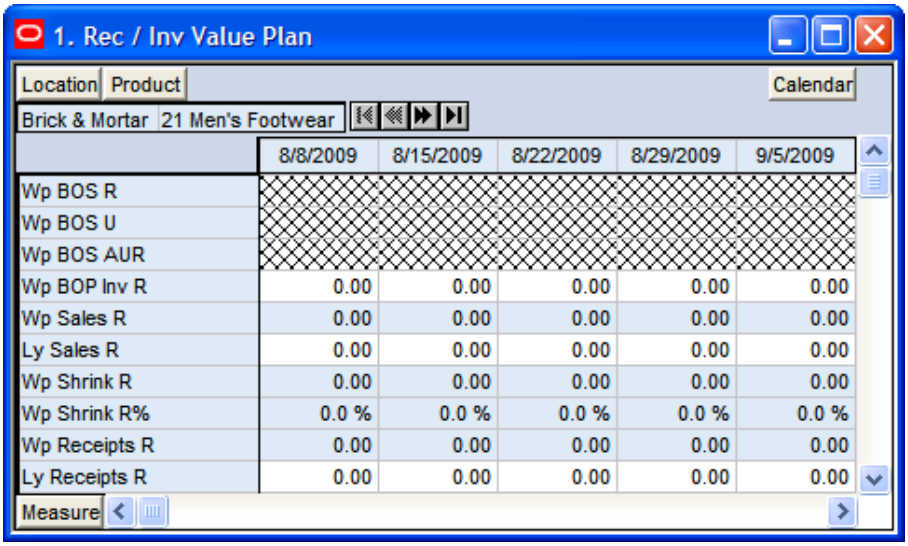
Measure	Description
Ly COGS C	Last Year Cost of Goods Sold Cost
Ly Gross Margin	Last Year Plan Gross Margin.
Ly Gross Margin %	Last Year Gross Margin Rate.
Ly Sales AUR	Last Year Sales Average Unit Retail.
Ly Sales R	Last Year Sales Retail Value.
Ly Sales U	Last Year Sales Units.
Wp COGS C	Working Plan Cost of Goods Sold Cost.
Wp Gross Margin	Working Plan Gross Margin.
Wp Gross Margin %	Working Plan Gross Margin Rate.
Wp Sales AUR	Working Plan Sales Average Unit Retail.
Wp Sales contrib Prod R %	Working Plan Sales Contribution by Product expressed as a rate.
Wp Sales contrib Time R %	Working Plan Sales Contribution by Time expressed as a rate
Wp Sales var Demand Pre-Ssn R %	Working Plan Sales variance Demand Pre Season expressed as a rate.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sales U	Working Plan Sales Units.
Wp Sales var Demand Pre Ssn R%	Working Plan Sales Variance to Demand Pre Season expressed as a rate.
Wp Sales var Ly R%	Working Plan Sales Retail variance to Last Year expressed as a rate.

Rec / Inv Tab

The following sections describe the worksheets available under the Rec / Inv Tab:

- 1. Rec/Inv Value Plan Worksheet
- 2. Rec/Inv Unit Plan Worksheet

1. Rec/Inv Value Plan Worksheet



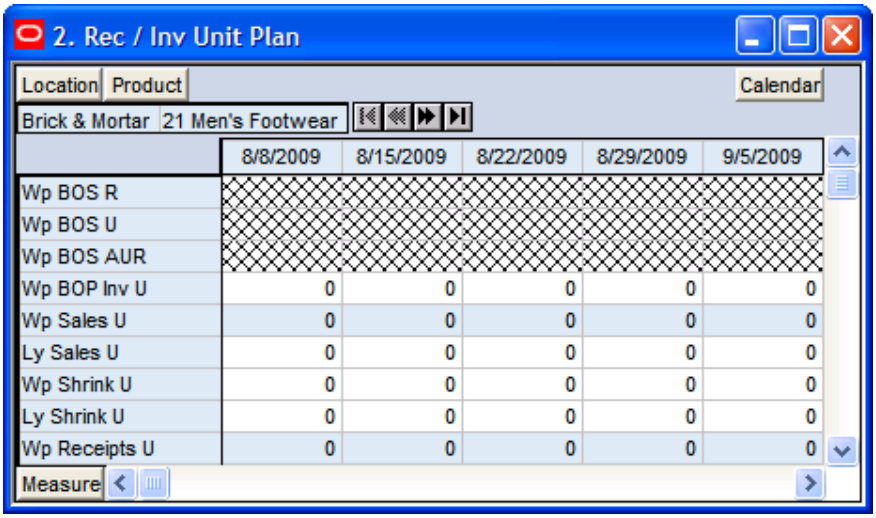
1. Rec/Inv Value Plan Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Ly Cum Avg Inv R	Last Year Cumulative Average Inventory Retail.
Ly Cum Turn R	Last Year Cumulative Turn Retail.
Ly EOP Inv R	Last Year End Of Period Inventory Retail.
Ly Forward Cover R	Last Year The number of future periods' Retail Sales the current End of Period Inventory will cover.
Ly Receipts R	Last Year Receipts Retail Value.
Ly Sales R	Last Year Sales Retail Value.
Wp BOP Inv R	Working Plan Beginning of Period Inventory Retail Value.
Wp BOS Inv AUR	Working Plan Beginning of Season Inventory Average Unit Retail.
Wp BOS R	Working Plan Beginning of Season Retail.
Wp BOS U	Working Plan Beginning of Season Unit.
Wp Cum Avg Inv R	Working Plan Cumulative Average Inventory Retail.
Wp Cum Turn R	Working Plan Cumulative Turn Retail.
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.
Wp Forward Cover R	Working Plan The number of future periods' Retail Sales the current End of Period Inventory will cover.
Wp Misc In R	Working Plan miscellaneous In Retail.
Wp Misc Out R	Working Plan miscellaneous Out Retail.
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Sales R	Working Plan Sales Retail Value.

Measure	Description
Wp Sell Thru R %	Working Plan Percent of total available inventory Retail value sold for a period of time.
Wp Shrink R	Working Plan Shrink Retail.
Wp Shrink R %	Working Plan Shrink Retail Rate.
Wp Stock to Sales R Ratio	Working Plan Stock to Sales Retail Ratio.

2. Rec/Inv Unit Plan Worksheet



2. Rec/Inv Unit Plan Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Ly Cum Avg Inv U	Last Year Cumulative Average Inventory Units.
Ly Cum Turn U	Last Year Cumulative Turn Units.
Ly EOP Inv U	Last Year End Of Period Inventory Units.
Ly Misc In U	Last Year Misc In Unit.
Ly Misc Out U	Last Year Misc Out Unit.
Ly Receipts U	Last Year Receipts Units.
Ly Sales U	Last Year Sales Units.
Ly Shrink U	Last Year Shrink Units.
TD Tgt Receipts AUR	Top Down Target Receipts Average Unit Retail.
Wp BOP Inv U	Working Plan Beginning of Period Inventory Units.
Wp BOS Inv AUR	Working Plan Beginning of Season Inventory Average Unit Retail.
Wp BOS R	Working Plan Beginning of Season Retail.
Wp BOS U	Working Plan Beginning of Season Unit.

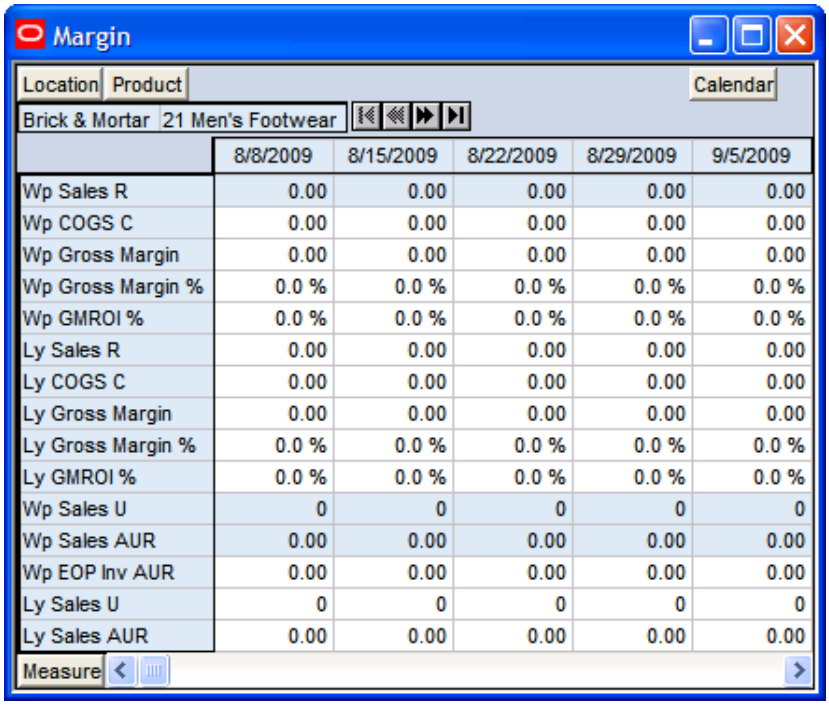
Measure	Description
Wp Cum Avg Inv U	Working Plan Cumulative Average Inventory Units.
Wp Cum Turn U	Working Plan Cumulative Turn Units.
Wp EOP Inv AUR	Working Plan End of Period Inventory Average Unit Retail.
Wp EOP Inv U	Working Plan End Of Period Inventory Units.
Wp Misc In U	Working Plan miscellaneous In Unit.
Wp Misc Out U	Working Plan miscellaneous Out Unit.
Wp Receipts U	Working Plan Receipts Units.
Wp Sales AUR	Working Plan Sales Average Unit Retail.
Wp Sales U	Working Plan Sales Units.
Wp Shrink U	Working Plan Shrink Units.

Margin Tab

The following sections describe the worksheets available under the Margin Tab:

- Margin Worksheet

Margin Worksheet



	8/8/2009	8/15/2009	8/22/2009	8/29/2009	9/5/2009
Wp Sales R	0.00	0.00	0.00	0.00	0.00
Wp COGS C	0.00	0.00	0.00	0.00	0.00
Wp Gross Margin	0.00	0.00	0.00	0.00	0.00
Wp Gross Margin %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %
Wp GMROI %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %
Ly Sales R	0.00	0.00	0.00	0.00	0.00
Ly COGS C	0.00	0.00	0.00	0.00	0.00
Ly Gross Margin	0.00	0.00	0.00	0.00	0.00
Ly Gross Margin %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %
Ly GMROI %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %
Wp Sales U	0	0	0	0	0
Wp Sales AUR	0.00	0.00	0.00	0.00	0.00
Wp EOP Inv AUR	0.00	0.00	0.00	0.00	0.00
Ly Sales U	0	0	0	0	0
Ly Sales AUR	0.00	0.00	0.00	0.00	0.00

Margin Worksheet

The following table lists the measures available on this worksheet.

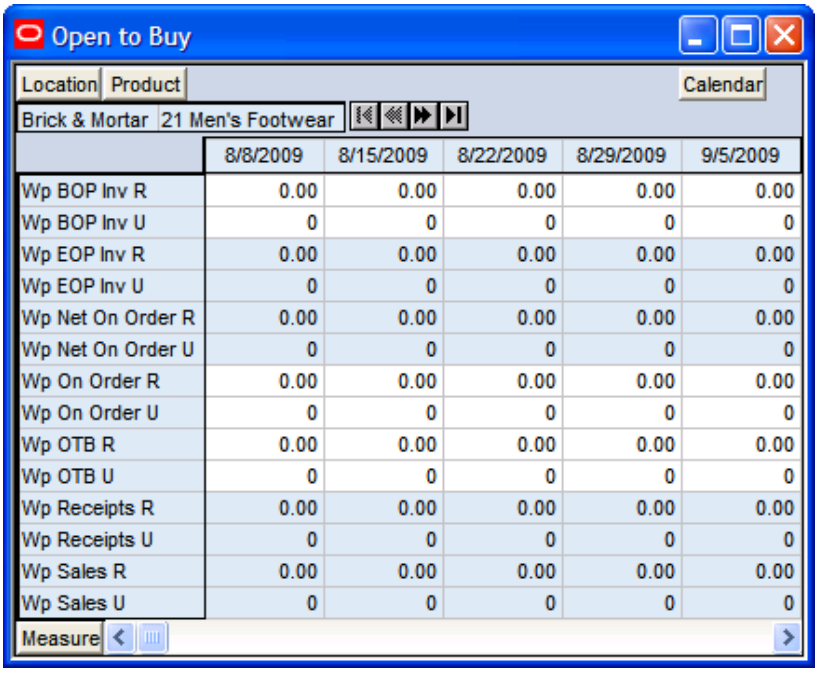
Measure	Description
Ly COGS C	Last Year Cost of Goods Sold Cost.
Ly GMROI %	Last Year Gross Margin Return on Investment rate.
Ly Gross Margin	Last Year Gross Margin.
Ly Gross Margin %	Last Year Gross Margin Rate.
Ly Sales AUR	Last Year Sales Average Unit Retail.
Ly Sales R	Last Year Sales Retail Value.
Ly Sales U	Last Year Sales Units.
Wp COGS C	Working Plan Cost of Goods Sold Cost.
Wp EOP Inv AUR	Working Plan End of Period Inventory Average Unit Retail.
Wp GMROI %	Working Plan Gross Margin Rate.
Wp Gross Margin	Working Plan Gross Margin.
Wp Gross Margin %	Working Plan Gross Margin Rate.
Wp Sales AUR	Working Plan Sales Average Unit Retail.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sales U	Working Plan Sales Units.

Open to Buy Tab

The following sections describe the worksheets available under the Open to Buy Tab:

- Open to Buy Worksheet

Open to Buy Worksheet



Open to Buy Worksheet

The following table lists the measures available on this worksheet.

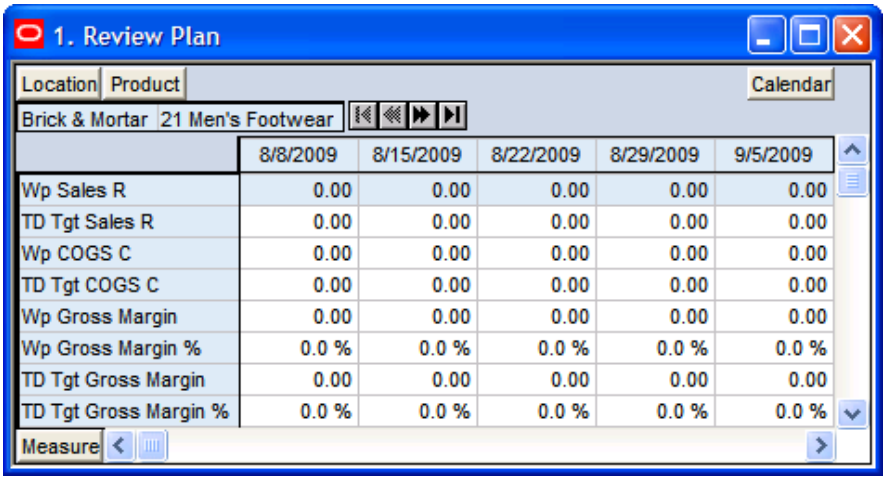
Measure	Description
Wp BOP Inv R	Working Plan Beginning of Period Inventory Retail Value.
Wp BOP Inv U	Working Plan Beginning of Period Inventory Units.
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.
Wp EOP Inv U	Working Plan End Of Period Inventory Units.
Wp Net On Order R	Working Plan Net On Order Retail.
Wp Net On Order U	Working Plan Net On Order Units.
Wp On Order R	Working Plan On Order Retail Value.
Wp On Order U	Working Plan On Order Units.
Wp OTB R	Working Plan Open to Buy Retail Value of goods that may be received into stock without exceeding Current Plan End of Period Inventory Retail.
Wp OTB U	Working Plan Open to Buy Units that may be received into stock without exceeding Current Plan End of Period Inventory Units.
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Receipts U	Working Plan Receipts Units.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sales U	Working Plan Sales Units.

Review / Publish Targets Tab

The following sections describe the worksheets available under the Review / Publish Targets Tab:

- 1. Review Plan Worksheet
- 2. Publish Targets Worksheet
- 3. Original Plan Summary Worksheet
- 4. Current Plan Summary Worksheet

1. Review Plan Worksheet



1. Review Plan Worksheet

The following table lists the measures available on this worksheet.

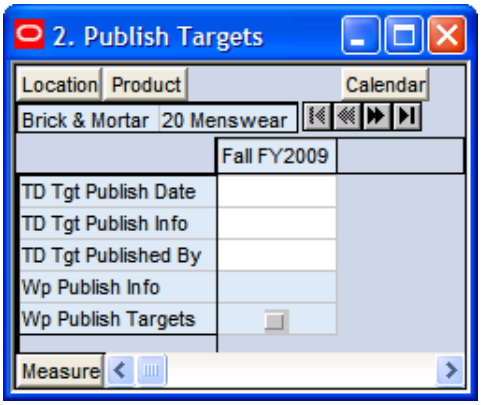
Measure	Description
TD Tgt BOP Inv R	Top Down Target Beginning of Period Inventory Retail.
TD Tgt COGS C	Top Down Target Cost of Goods Sold Cost.
TD Tgt Cum Avg Inv R	Top Down Target Cumulative Average Inventory Retail.
TD Tgt Cum Turn R	Top Down Target Cumulative Turn Retail.
TD Tgt EOP Inv R	Top Down Target End of Period Inventory Retail.
Wl GMROI %	Working Plan Gross Margin Return on Investment.
TD Tgt Gross Margin	Top Down Target Gross Margin.
TD Tgt Gross Margin %	Top Down Target Gross Margin Rate.
TD Tgt Receipts R	Top Down Target Receipts Retail.
TD Tgt Sales R	Top Down Target Sales Retail.
Wp BOP Inv R	Working Plan Beginning of Period Inventory Retail Value.
Wp COGS C	Working Plan Cost of Goods Sold Cost.
Wp Cum Avg Inv R	Working Plan Cumulative Average Inventory Retail.
Wp Cum Turn R	Working Plan Cumulative Turn Retail.
Wp Diary Info	Working Plan Diary.

Measure	Description
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.
Wp GMROI %	Working Plan Gross Margin Rate.
Wp Gross Margin	Working Plan Gross Margin .
Wp Gross Margin %	Working Plan Gross Margin Rate.
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Sales R	Working Plan Sales Retail Value.

2. Publish Targets Worksheet

Planning Actions – Publish Target

The **Planning Actions – Publish Target** custom menu option will allow the user to publish targets to the Middle Out Role.

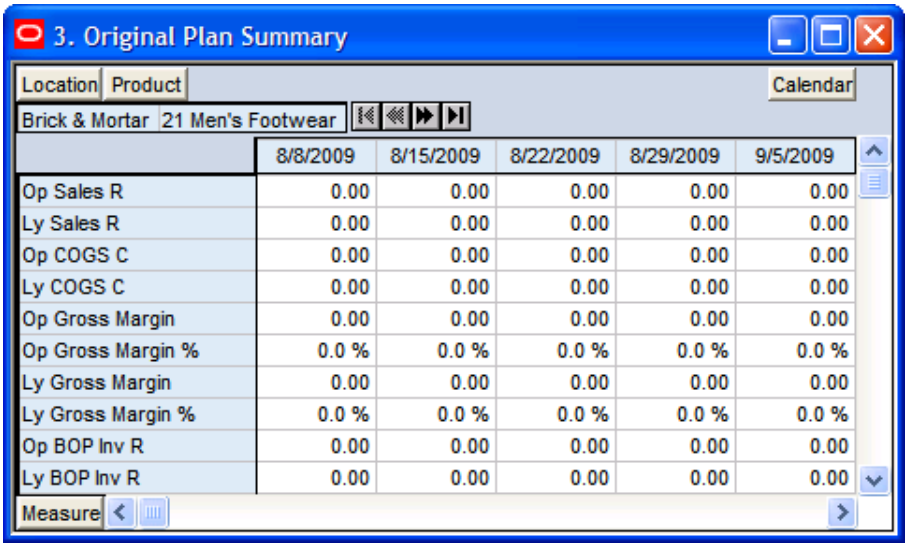


2. Publish Targets Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
TD Tgt Publish Date	Top Down Target Publish Targets Date.
TD Tgt Publish Info	Top Down Target Publish Information.
TD Tgt Published By	Top Down Target Published by.
Wp Publish Info	Working Plan Publish Information.
Wp Publish Targets	Working Plan Publish Targets.

3. Original Plan Summary Worksheet



	8/8/2009	8/15/2009	8/22/2009	8/29/2009	9/5/2009
Op Sales R	0.00	0.00	0.00	0.00	0.00
Ly Sales R	0.00	0.00	0.00	0.00	0.00
Op COGS C	0.00	0.00	0.00	0.00	0.00
Ly COGS C	0.00	0.00	0.00	0.00	0.00
Op Gross Margin	0.00	0.00	0.00	0.00	0.00
Op Gross Margin %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %
Ly Gross Margin	0.00	0.00	0.00	0.00	0.00
Ly Gross Margin %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %
Op BOP Inv R	0.00	0.00	0.00	0.00	0.00
Ly BOP Inv R	0.00	0.00	0.00	0.00	0.00

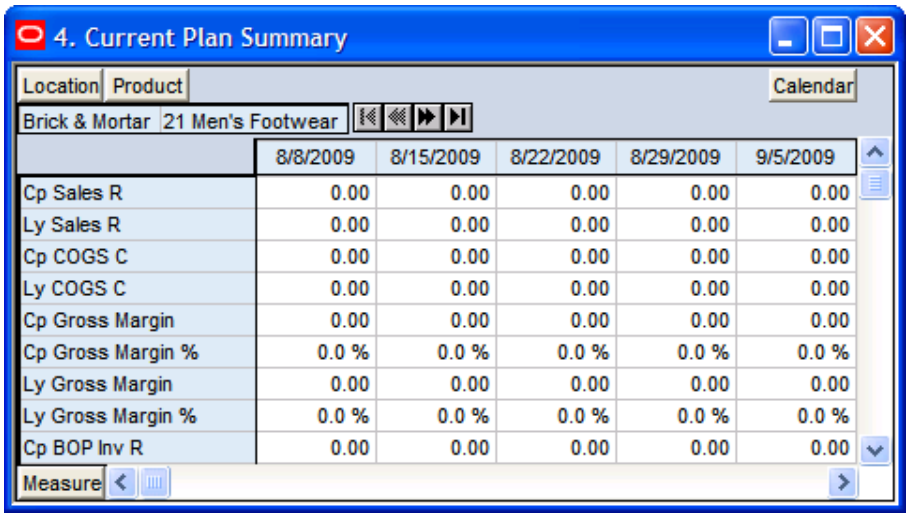
3. Original Plan Summary Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Ly BOP Inv R	Last Year Beginning of Period Inventory Retail Value.
Ly COGS C	Last Year Cost of Goods Sold Cost.
Ly Cum Avg Inv R	Last Year Cumulative Average Inventory Retail.
Ly Cum Avg Inv U	Last Year Cumulative Average Inventory Units.
Ly Cum Turn R	Last Year Cumulative Turn Retail.
Ly Cum Turn U	Last Year Cumulative Turn Units.
Ly EOP Inv R	Last Year End Of Period Inventory Retail.
Ly Forward Cover R	Last Year The number of future periods' Retail Sales the current End of Period Inventory will cover.
Ly GMROI %	Last Year Gross Margin Return on Investment rate.
Ly Gross Margin	Last Year Gross Margin.
Ly Gross Margin %	Last Year Gross Margin Rate.
Ly Receipts R	Last Year Receipts Retail Value.
Ly Receipts U	Last Year Receipts Units.
Ly Sales AUR	Last Year Sales Average Unit Retail.
Ly Sales R	Last Year Sales Retail Value.
Ly Sales U	Last Year Sales Units.
Ly Stock to Sales R ratio	Last Year Stock to Sales Retail Ratio.
Op BOP Inv R	Original Plan Beginning of Period Inventory Retail Value.
Op COGS C	Original Plan Cost of Goods Sold Cost.

Measure	Description
Op Cum Avg Inv R	Original Plan Cumulative Average Inventory Retail.
Op Cum Avg Inv U	Original Plan Cumulative Average Inventory Units.
Op Cum Turn R	Original Plan Cumulative Turn Retail.
Op Cum Turn U	Original Plan Cumulative Turn Units.
Op EOP Inv R	Original Plan End Of Period Inventory Retail.
Op Forward Cover R	Original Plan The number of future periods' Retail Sales the current End of Period Inventory will cover.
Op GMROI %	Original Plan Gross Margin Return on Investment Rate.
Op Gross Margin	Original Plan Gross Margin.
Op Gross Margin %	Original Plan Gross Margin %.
Op Receipts R	Original Plan Receipts Retail Value.
Op Receipts U	Original Plan Receipts Units.
Op Sales AUR	Original Plan Sales Average Unit Retail.
Op Sales R	Original Plan Sales Retail Value.
Op Sales U	Original Plan Sales Units.
Op Stock to Sales R ratio	Original Plan Stock to Sales Ratio.

4. Current Plan Summary Worksheet



4. Current Plan Summary Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Cp BOP Inv R	Current Plan Beginning of Period Inventory Retail Value.
Cp COGS C	Current Plan Cost of Goods Sold Cost.

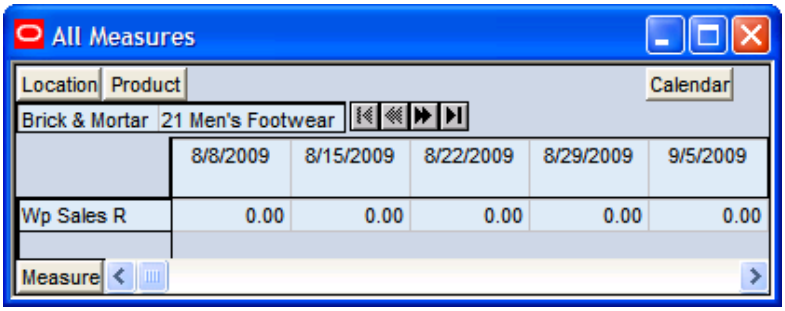
Measure	Description
Cp Cum Avg Inv R	Current Plan Cumulative Average Inventory Retail.
Cp Cum Avg Inv U	Current Plan Cumulative Average Inventory Units.
Cp Cum Turn R	Current Plan Cumulative Turn Retail.
Cp Cum Turn U	Current Plan Cumulative Turn Units.
Cp EOP Inv R	Current Plan End Of Period Inventory Retail.
Cp Forward Cover R	Current Plan The number of future periods' Retail Sales the current End of Period Inventory will cover.
Cp GMROI %	Current Plan Gross Margin Return on Investment Rate.
Cp Gross Margin	Current Plan Gross Margin.
Cp Gross Margin %	Current Plan Gross Margin Rate.
Cp Receipts R	Current Plan Receipt Retail.
Cp Receipts U	Current Plan Receipts Units.
Cp Sales AUR	Current Plan Sales Average Unit Retail.
Cp Sales R	Current Plan Sales Retail Value.
Cp Sales U	Current Plan Sales Units.
Cp Stock to Sales R ratio	Current Plan Stock to Sales Retail Ratio.
Ly BOP Inv R	Last Year Beginning of Period Inventory Retail Value.
Ly COGS C	Last Year Cost of Goods Sold Cost.
Ly Cum Avg Inv R	Last Year Cumulative Average Inventory Retail.
Ly Cum Avg Inv U	Last Year Cumulative Average Inventory Units.
Ly Cum Turn R	Last Year Cumulative Turn Retail.
Ly Cum Turn U	Last Year Cumulative Turn Units.
Ly EOP Inv R	Last Year End Of Period Inventory Retail.
Ly Forward Cover R	Last Year The number of future periods' Retail Sales the current End of Period Inventory will cover.
Ly GMROI %	Last Year Gross Margin Return on Investment rate.
Ly Gross Margin	Last Year Gross Margin.
Ly Gross Margin %	Last Year Gross Margin Rate.
Ly Receipts R	Last Year Receipts Retail Value.
Ly Receipts U	Last Year Receipts Units.
Ly Sales AUR	Last Year Sales Average Unit Retail.
Ly Sales R	Last Year Sales Retail Value.
Ly Sales U	Last Year Sales Units.
Ly Stock to Sales R ratio	Last Year Stock to Sales Retail Ratio.

All Measures Tab

The following sections describe the worksheets available under the All Measures Tab:

- All Measures Worksheet

All Measures Worksheet



All Measures Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Wp Sales R	Working Plan Sales Retail Value.

4

Middle Out Role Workbook

Overview

The Middle Out Role is usually associated with middle Management in the Merchandise Planning organization. The Middle Out Role will be providing the top down plan targets to the Merchandise Planner (Bottom up Role). In this workbook, the Middle Out Role will be Initializing the plan and setting top down targets for available measures. The user of this workbook will also be able to review the plan, both current and original, as well as maintain in season open to buy.

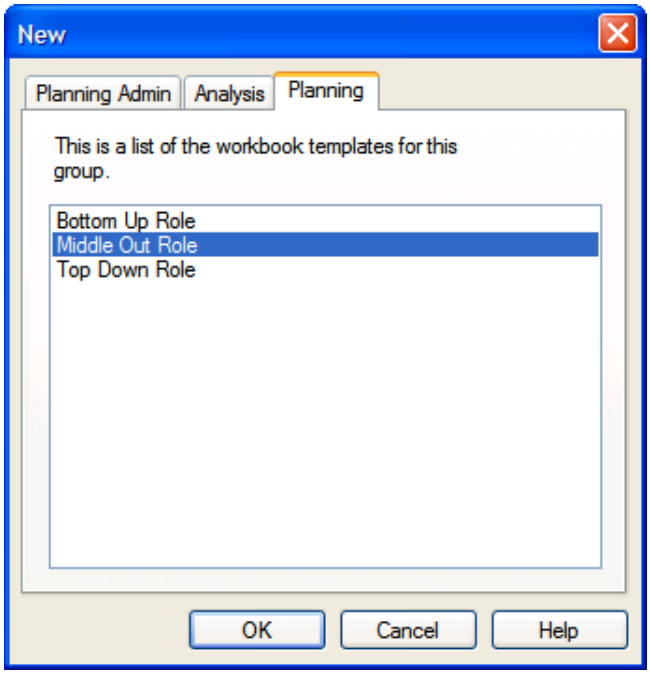
The Middle Out Role workbook contains the following tabs and worksheets:

- Getting Started Tab
  - 1. Initialize Worksheet
  - 2. Target Overview Worksheet
  - 3. Original Plan Overview Worksheet
  - 4. Current Plan Overview Worksheet
- Sales Tab
  - Sales Worksheet
- Rec / Inv Tab
  - 1. Rec/Inv Value Plan Worksheet
  - 2. Rec/Inv Unit Plan Worksheet
- Margin Tab
  - Margin Worksheet
- Open to Buy Tab
  - Open to Buy Worksheet
- Reconcile / Publish Targets Tab
  - 1. Review Plan Worksheet
  - 2. Reconcile Targets Worksheet
  - 3. Publish Targets Worksheet
- Reconcile/Approve Plan Tab
  - 1. Review Submitted Plan Worksheet
  - 2. Approve Plan Worksheet
  - 3. Original Plan Summary Worksheet
  - 4. Current Plan Summary Worksheet
- All Measures Tab
  - All Measures Worksheet

Middle Out Role Wizard

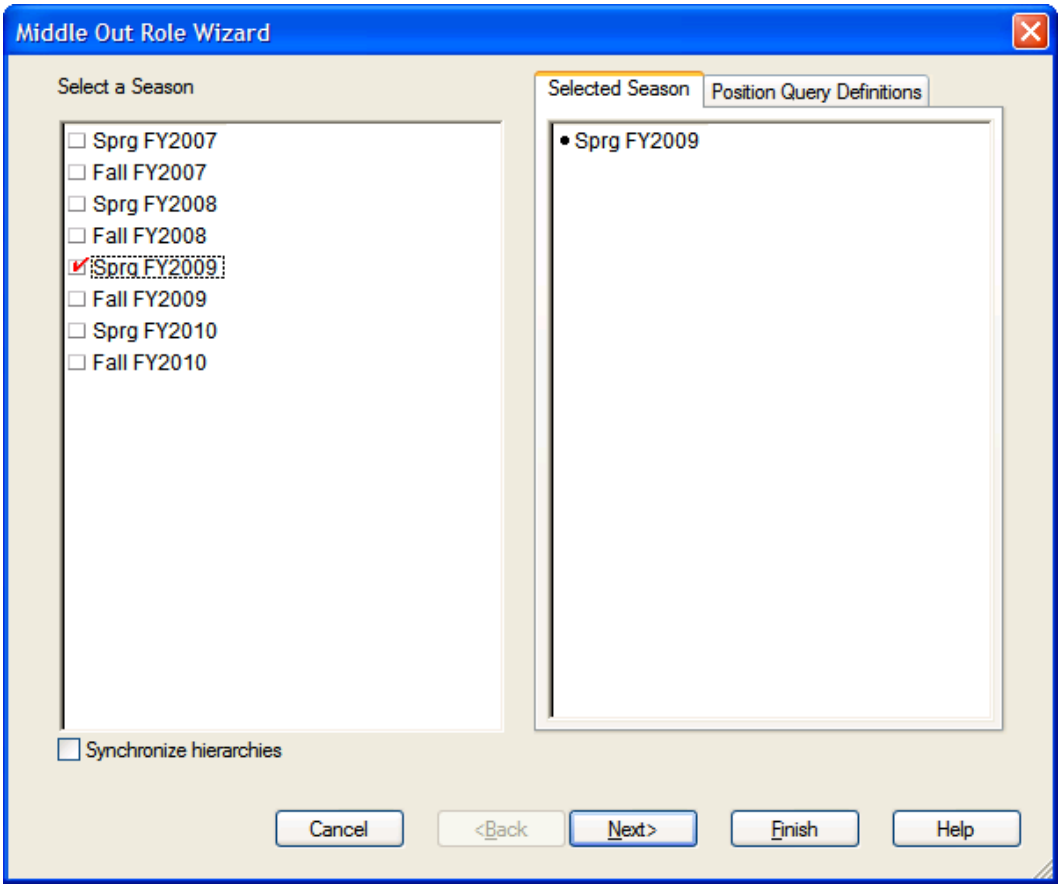
To open a Middle Out Role workbook:

1. Select **File** – **New**, or click on the **New** button.
2. On the **Planning** tab, select "Middle Out Role", and click **OK**.



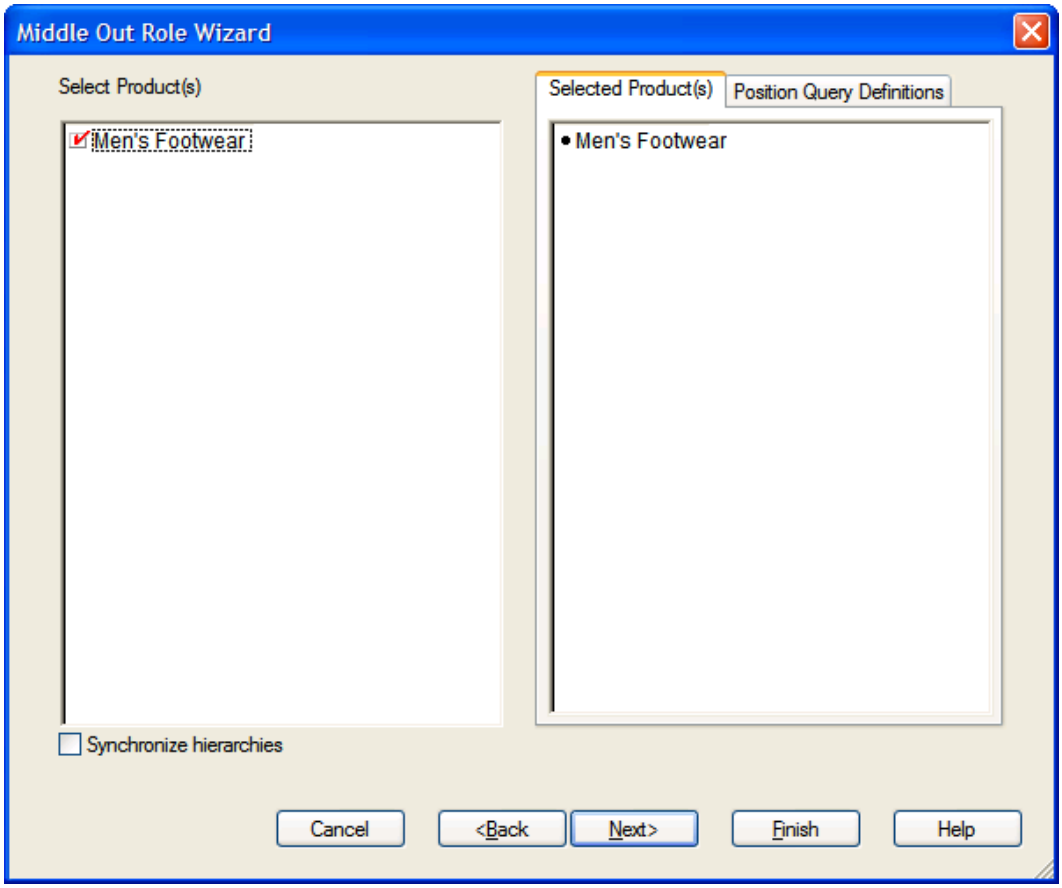
Creating a New Middle Out Role Workbook

3. The **Select a Season** screen will display. Select the season you would like to examine, and click **Next**.



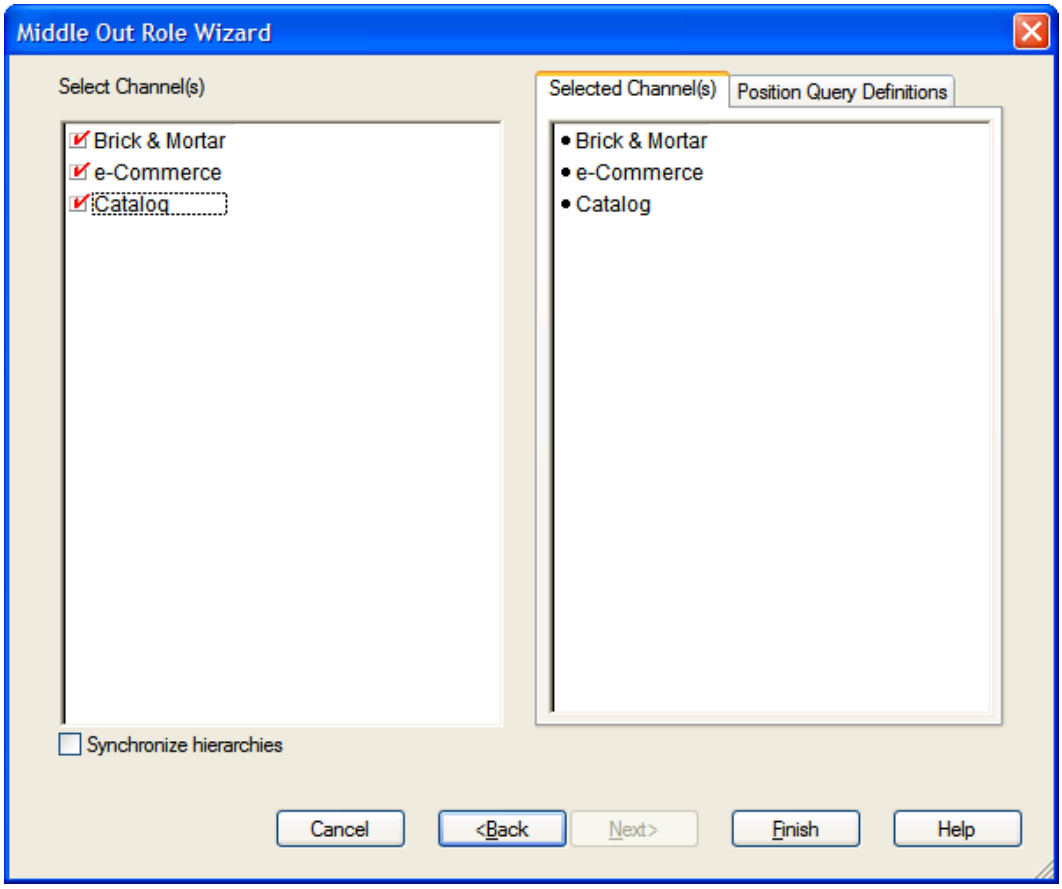
Middle Out Role Wizard – Select a Season Screen

4. The **Select Product(s)** screen will display. Select the products you would like to examine, and click **Next**.



Middle Out Role Wizard – Select Product(s) Screen

5. The **Select Channel(s)** screen will display. Select the channels you would like to examine, and click **Finish**.



Middle Out Role Wizard – Select Product(s) Screen

The Middle Out Role workbook builds.

Getting Started Tab

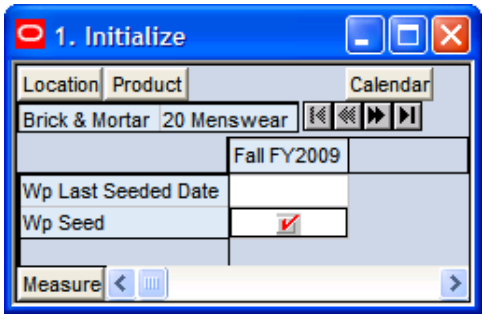
The following sections describe the worksheets available under the Getting Started Tab:

- 1. Initialize Worksheet
- 2. Target Overview Worksheet
- 3. Original Plan Overview Worksheet
- 4. Current Plan Overview Worksheet

1. Initialize Worksheet

Planning Actions – Seed

The **Planning Actions – Seed** custom menu option will allow the plan to be seeded with LY (Last Year) sales to create a demand curve on which to spread the new plan's initial targets.

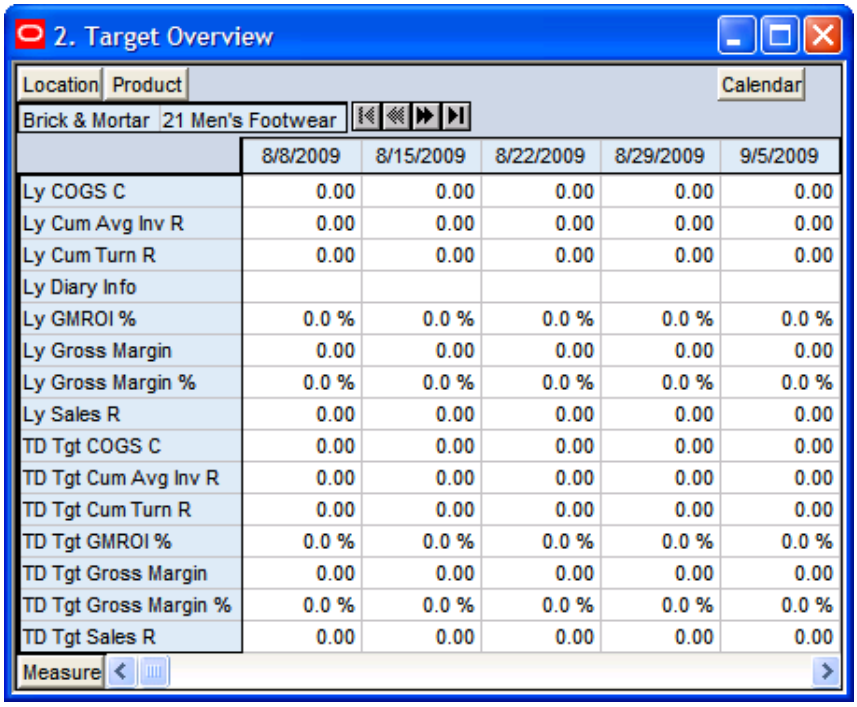


1. Initialize Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Wp Last Seeded Date	The last time the WP Plan was seeded.
WP Seed	Working Plan Seed.

2. Target Overview Worksheet



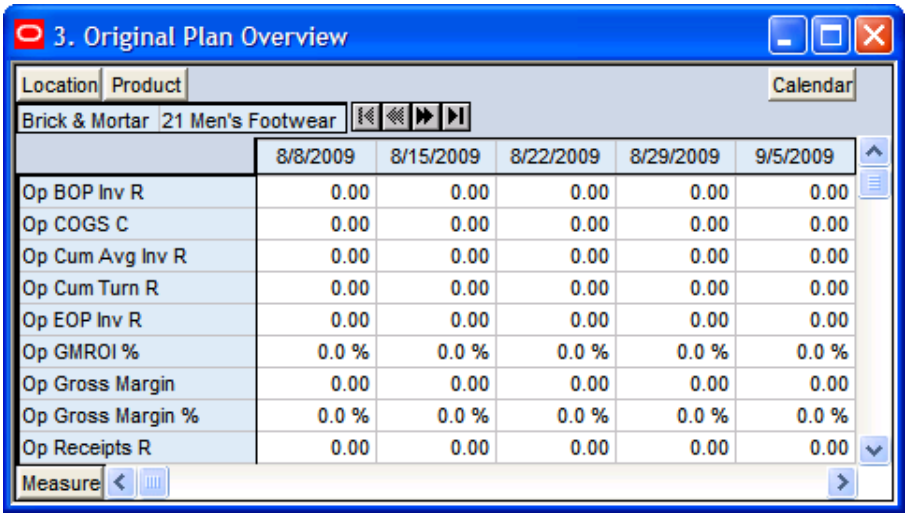
	8/8/2009	8/15/2009	8/22/2009	8/29/2009	9/5/2009
Ly COGS C	0.00	0.00	0.00	0.00	0.00
Ly Cum Avg Inv R	0.00	0.00	0.00	0.00	0.00
Ly Cum Turn R	0.00	0.00	0.00	0.00	0.00
Ly Diary Info					
Ly GMROI %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %
Ly Gross Margin	0.00	0.00	0.00	0.00	0.00
Ly Gross Margin %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %
Ly Sales R	0.00	0.00	0.00	0.00	0.00
TD Tgt COGS C	0.00	0.00	0.00	0.00	0.00
TD Tgt Cum Avg Inv R	0.00	0.00	0.00	0.00	0.00
TD Tgt Cum Turn R	0.00	0.00	0.00	0.00	0.00
TD Tgt GMROI %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %
TD Tgt Gross Margin	0.00	0.00	0.00	0.00	0.00
TD Tgt Gross Margin %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %
TD Tgt Sales R	0.00	0.00	0.00	0.00	0.00

2. Target Overview Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Ly COGS C	Last Year Cost of Goods Sold Cost.
Ly Cum Avg Inv R	Last Year Cumulative Average Inventory Retail.
Ly Cum Turn R	Last Year Cumulative Turn Retail.
Ly GMROI %	Last Year Gross Margin Return on Investment rate.
Ly Gross Margin	Last Year Gross Margin.
Ly Gross Margin %	Last Year Gross Margin Rate.
Ly Sales R	Last Year Sales Retail Value.
TD Tgt COGS C	Top Down Target Cost of Goods Sold Cost.
TD Tgt Cum Avg Inv R	Top Down Target Cumulative Average Inventory Retail.
TD Tgt Cum Turn R	Top Down Target Cumulative Turn Retail.
TD Tgt GMROI %	Top Down Target Gross Margin Return on Investment Rate.
TD Tgt Gross Margin	Top Down Target Gross Margin.
TD Tgt Gross Margin %	Top Down Target Gross Margin Rate.
TD Tgt Sales R	Top Down Target Sales Retail.

3. Original Plan Overview Worksheet



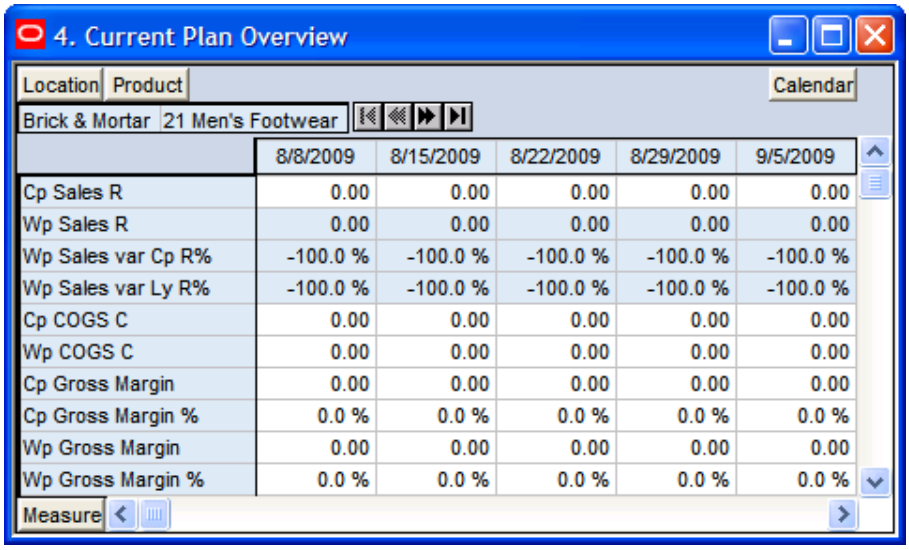
3. Original Plan Overview Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Op BOP Inv R	Original Plan Beginning of Period Inventory Retail Value.
Op COGS C	Original Plan Cost of Goods Sold Cost.
Op Cum Avg Inv R	Original Plan Cumulative Average Inventory Retail.
Op Cum Turn R	Original Plan Cumulative Turn Retail.
Op EOP Inv R	Original Plan End Of Period Inventory Retail.
Op GMROI %	Original Plan Gross Margin Return on Investment Rate.
Op Gross Margin	Original Plan Gross Margin.
Op Gross Margin %	Original Plan Gross Margin %.
Op Receipts R	Original Plan Receipts Retail Value.
Op Sales R	Original Plan Sales Retail Value.
Wp BOP Inv R	Working Plan Beginning of Period Inventory Retail Value.
Wp COGS C	Working Plan Cost of Goods Sold Cost.
Wp Cum Avg Inv R	Working Plan Cumulative Average Inventory Retail.
Wp Cum Turn R	Working Plan Cumulative Turn Retail.
Wp Diary Info	Working Plan Diary.
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.
Wp EOP Inv R var Op %	Working Plan End Of Period Inventory Retail variance to Original Plan expressed as a rate.
Wp GMROI %	Working Plan Gross Margin Rate.
Wp Gross Margin	Working Plan Gross Margin.
Wp Gross Margin %	Working Plan Gross Margin Rate.

Measure	Description
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Receipts R var Op %	Working Plan Receipts Retail variance to Original Plan expressed as a rate.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sales var Ly R %	Working Plan Sales Retail variance to Last Year expressed as a rate.
Wp Sales var Op R %	Working Plan Sales Retail variance to Original Plan expressed as a rate.

4. Current Plan Overview Worksheet



4. Current Plan Overview Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Cp BOP Inv R	Current Plan Beginning of Period Inventory Retail Value.
Cp COGS C	Current Plan Cost of Goods Sold Cost.
Cp Cum Avg Inv R	Current Plan Cumulative Average Inventory Retail.
Cp Cum Turn R	Current Plan Cumulative Turn Retail.
Cp EOP Inv R	Current Plan End Of Period Inventory Retail.
Cp Gross Margin	Current Plan Gross Margin.
Cp Gross Margin %	Current Plan Gross Margin Rate.
Cp Receipts R	Current Plan Receipt Retail.
Cp Sales R	Current Plan Sales Retail Value.
Wp BOP Inv R	Working Plan Beginning of Period Inventory Retail Value.
Wp Cum Avg Inv R	Working Plan Cumulative Average Inventory Retail.

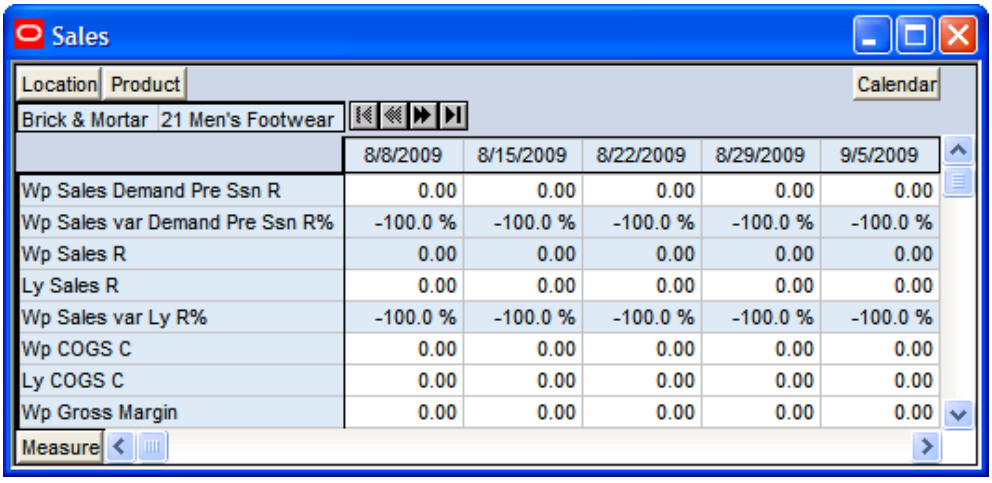
Measure	Description
Wp Cum Turn R	Working Plan Cumulative Turn Retail.
Wp Diary Info	Working Plan Diary.
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.
Wp EOP Inv R var Cp %	Working Plan End Of Period Inventory Retail variance to Current Plan expressed as a rate.
Wp GMROI %	Working Plan Gross Margin Rate.
Wp Gross Margin	Working Plan Gross Margin.
Wp Gross Margin %	Working Plan Gross Margin Rate.
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Receipts R var Cp %	Working Plan Receipts Retail variance to Original Plan expressed as a rate.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sales var Cp R %	Working Plan Sales Retail variance to Current Plan expressed as a rate.
Wp Sales var Ly R %	Working Plan Sales Retail variance to Last Year expressed as a rate.

Sales Tab

The following section describes the worksheet available under the Sales Tab:

- Sales Worksheet

Sales Worksheet



Sales Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Ly COGS C	Last Year Cost of Goods Sold Cost.

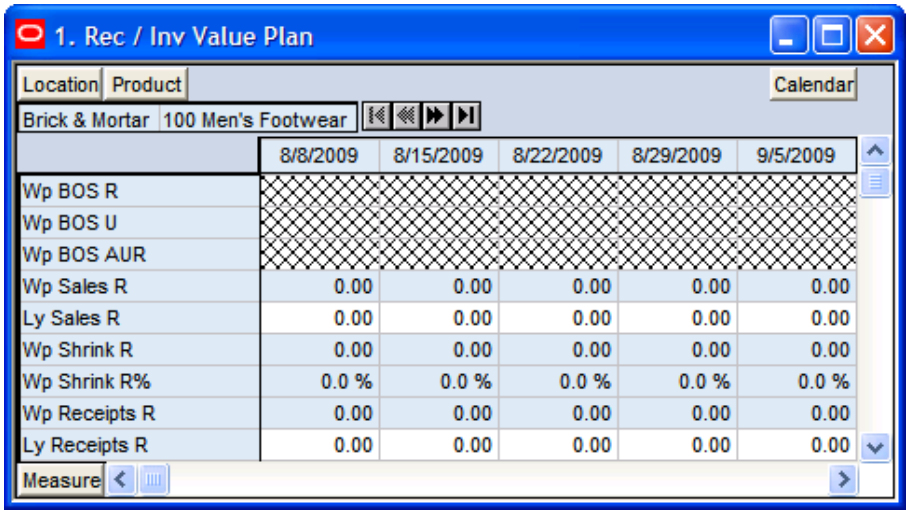
Measure	Description
Ly Gross Margin	Current Plan Gross Margin.
Ly Gross Margin %	Current Plan Gross Margin Rate.
Ly Sales AUR	Last Year Sales Average Unit Retail.
Ly Sales R	Current Plan Sales Retail Value.
Ly Sales U	Last Year Sales Units.
Wp COGS C	Working Plan Cost of Goods Sold Cost.
Wp Gross Margin	Working Plan Gross Margin.
Wp Gross Margin %	Working Plan Gross Margin Rate.
Wp Sales AUR	Working Plan Sales Average Unit Retail.
Wp Sales contrib Prod R%	Working Plan Sales Contribution by Product expressed as a rate.
Wp Sales contrib Time R%	Working Plan Sales Contribution by Time expressed as a rate.
Wp Sales Demand Pre Ssn R	Working Plan Sales Demand Pre Season Retail Value.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sales U	Working Plan Sales Units.
Wp Sales var Demand Pre Ssn R%	Working Plan Sales variance to Demand Pre Season expressed as a rate.
Wp Sales var Ly R %	Working Plan Sales Retail variance to Last Year expressed as a rate.

Rec / Inv Tab

The following sections describe the worksheets available under the Rec / Inv Tab:

- 1. Rec/Inv Value Plan Worksheet
- 2. Rec/Inv Unit Plan Worksheet

1. Rec/Inv Value Plan Worksheet



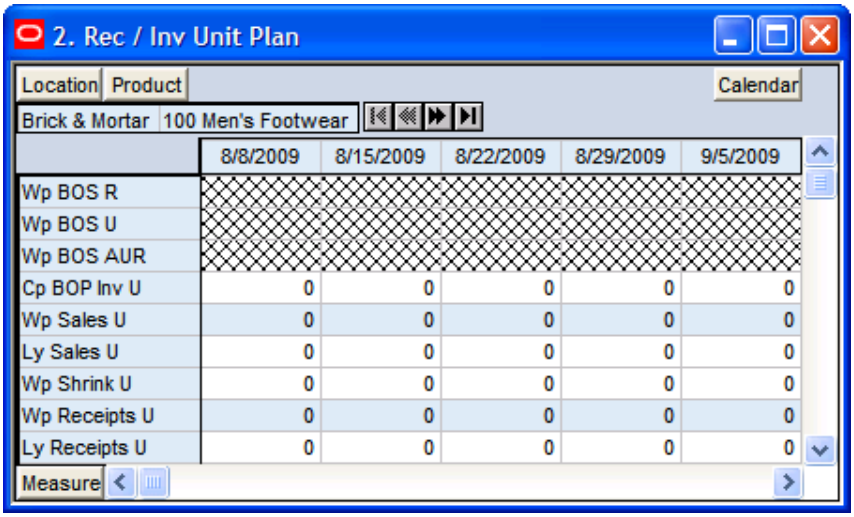
1. Rec/Inv Value Plan Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Ly Cum Avg Inv R	Last Year Cumulative Average Inventory Retail.
Ly Cum Turn R	Last Year Cumulative Turn Retail.
Ly EOP Inv R	Last Year End Of Period Inventory Retail.
Ly Forward Cover R	Last Year The number of future periods' Retail Sales the current End of Period Inventory will cover.
Ly Receipts R	Last Year Receipt Retail.
Ly Sales R	Last Year Sales Retail Value.
Wp BOS AUR	Working Plan Beginning of Season Average Unit Retail.
Wp BOS R	Working Plan Beginning of Season Retail.
Wp BOS U	Working Plan Beginning of Season Unit.
Wp Cum Avg Inv R	Working Plan Cumulative Average Inventory Retail.
Wp Cum Turn R	Working Plan Cumulative Turn Retail.
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.
Wp Forward Cover R	Working Plan The number of future periods' Retail Sales the current End of Period Inventory will cover.
Wp Misc In R	Working Plan miscellaneous In Retail.
Wp Misc Out R	Working Plan miscellaneous Out Retail.
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sell Thru R%	Working Plan Sell Through expressed as a rate.
Wp Shrink R	Working Plan Shrink Retail.

Measure	Description
Wp Shrink R%	Working Plan Shrink rate.
Wp Stock to Sales R ratio	Working Plan Stock to Sales Retail Ratio.

2. Rec/Inv Unit Plan Worksheet



2. Rec/Inv Unit Plan Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Cp BOP Inv U	Current Plan Beginning of Period Inventory Unit.
Ly Cum Avg Inv U	Last Year Cumulative Average Inventory Units.
Ly Cum Turn U	Last Year Cumulative Turn Units.
Ly EOP Inv U	Last Year End Of Period Inventory Units.
Ly Receipts U	Last Year Receipts Units.
Ly Sales U	Last Year Sales Units.
Wp BOS AUR	Working Plan Beginning of Season Average Unit Retail.
Wp BOS R	Working Plan Beginning of Season Retail.
Wp BOS U	Working Plan Beginning of Season Unit.
Wp Cum Avg Inv U	Working Plan Cumulative Average Inventory Units.
Wp Cum Turn U	Working Plan Cumulative Turn Units.
Wp EOP Inv AUR	Working Plan End of Period Inventory Average Unit Retail.
Wp EOP Inv U	Working Plan End Of Period Inventory Units.
Wp Misc In U	Working Plan miscellaneous In Unit.
Wp Misc In AUR	Working Plan miscellaneous In Unit.

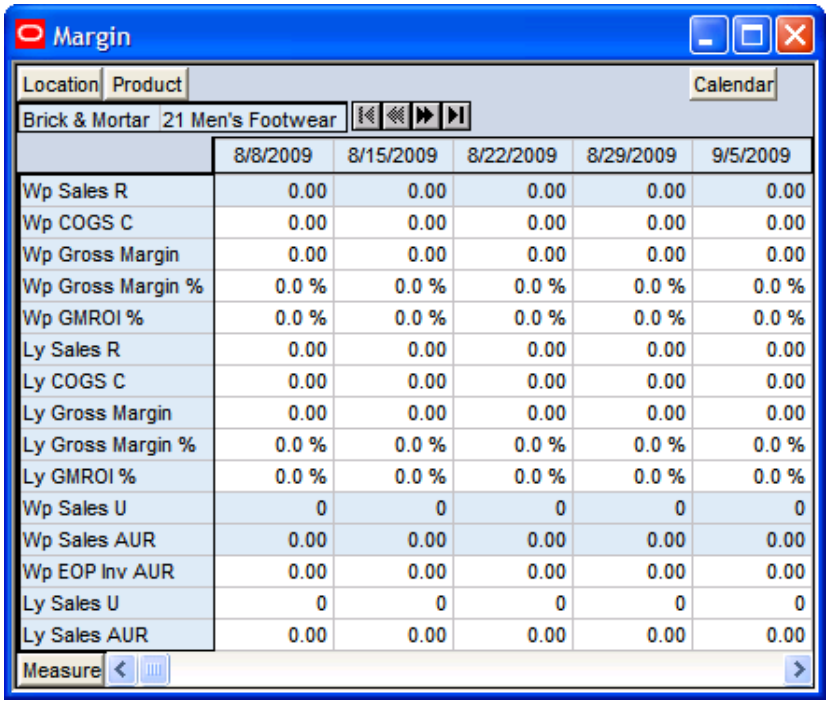
Measure	Description
Wp Misc Out U	Working Plan miscellaneous Out Unit.
Wp Misc Out AUR	Working Plan miscellaneous Out Unit.
Wp Receipts U	Working Plan Receipts Units.
Wp Receipts AUR	Working Plan Receipts Average Unit Retail.
Wp Sales U	Working Plan Sales Units.
Wp Sales AUR	Working Plan Sales Average Unit Retail.
Wp Shrink U	Working Plan Shrink Units.
Wp Shrink AUR	Working Plan Shrink Average Unit Retail.

Margin Tab

The following section describes the worksheet available under the Margin Tab:

- Margin Worksheet

Margin Worksheet



Margin Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Ly COGS C	Last Year Cost of Goods Sold Cost.
Ly GMROI %	Last Year Gross Margin Return on Investment rate.

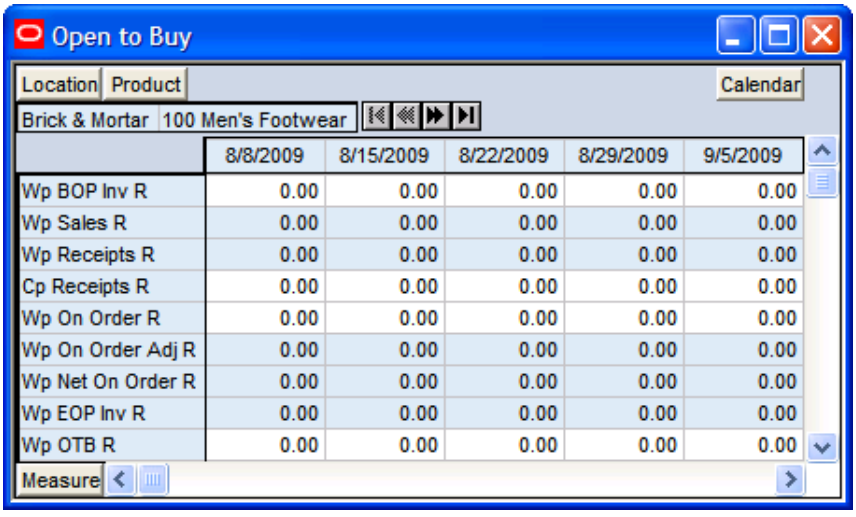
Measure	Description
Ly Gross Margin	Last Year Gross Margin.
Ly Gross Margin %	Last Year Gross Margin Rate.
Ly Sales AUR	Last Year Sales Average Unit Retail.
Ly Sales R	Last Year Sales Retail Value.
Ly Sales U	Last Year Sales Units.
Wp COGS C	Working Plan Cost of Goods Sold Cost.
Wp EOP Inv AUR	Working Plan End of Period Inventory Average Unit Retail.
Wp GMROI %	Working Plan Gross Margin Rate.
Wp Gross Margin	Working Plan Gross Margin.
Wp Gross Margin %	Working Plan Gross Margin Rate.
Wp Sales AUR	Working Plan Sales Average Unit Retail.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sales U	Working Plan Sales Units.

Open to Buy Tab

The following section describes the worksheet available under the Open to Buy Tab:

- Open to Buy Worksheet

Open to Buy Worksheet



Open to Buy Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Cp Receipts R	Current Plan Receipt Retail.

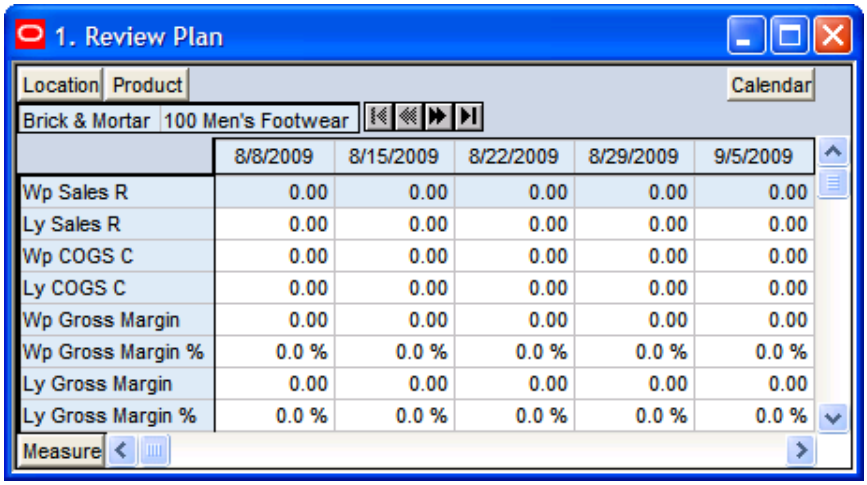
Measure	Description
Cp Receipts U	Current Plan Receipts Units
Wp BOP Inv R	Working Plan Beginning of Period Inventory Retail Value.
Wp BOP Inv U	Working Plan Beginning of Period Inventory Units.
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.
Wp EOP Inv U	Working Plan End Of Period Inventory Units.
Wp Net On Order R	Working Plan Net On Order Retail.
Wp Net On Order U	Working Plan Net On Order Units.
Wp On Order Adj R	Working Plan On Order Adjustment Retail Value.
Wp On Order Adj U	Working Plan On Order Adjustment Unit.
Wp On Order R	Working Plan On Order Retail Value.
Wp On Order U	Working Plan On Order Units.
Wp OTB R	Working Plan Open to Buy Retail Value of goods that may be received into stock without exceeding Current Plan End of Period Inventory Retail.
Wp OTB U	Working Plan Open to Buy Units that may be received into stock without exceeding Current Plan End of Period Inventory Units.
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Receipts U	Working Plan Receipts Units.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sales U	Working Plan Sales Units.

Reconcile / Publish Targets Tab

The following sections describe the worksheets available under the Reconcile / Publish Targets Tab:

- 1. Review Plan Worksheet
- 2. Reconcile Targets Worksheet
- 3. Publish Targets Worksheet

1. Review Plan Worksheet

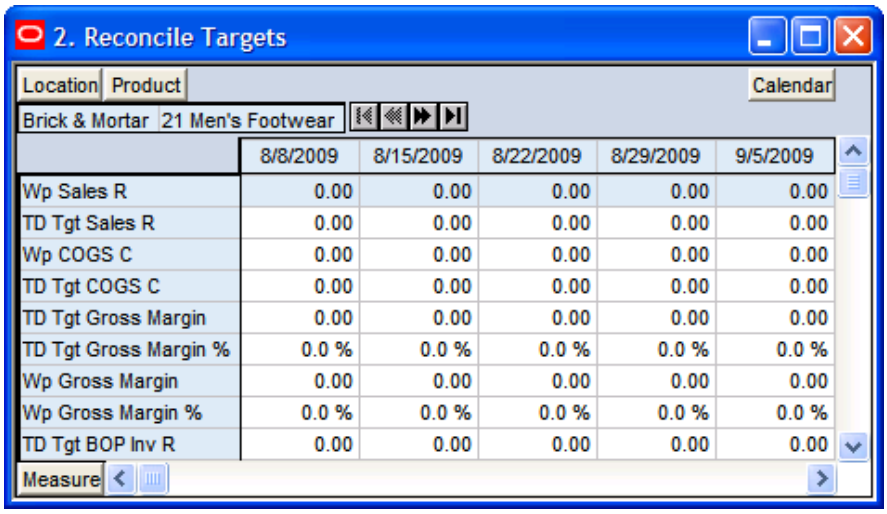


1. Review Plan Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Ly BOP Inv R	Last Year Beginning of Period Inventory Retail Value.
Ly COGS C	Last Year Cost of Goods Sold Cost.
Ly Cum Avg Inv R	Last Year Cumulative Average Inventory Retail.
Ly Cum Turn R	Last Year Cumulative Turn Retail.
Ly EOP Inv R	Last Year End Of Period Inventory Retail.
Wl GMROI %	need to follow up on 'WI'.
Ly Gross Margin	Last Year Gross Margin.
Ly Gross Margin %	Last Year Gross Margin Rate.
Ly Receipts R	Last Year Receipts Retail Value.
Ly Sales R	Last Year Sales Retail Value.
Wp BOP Inv R	Working Plan Beginning of Period Inventory Retail Value.
Wp COGS C	Working Plan Cost of Goods Sold Cost.
Wp Cum Avg Inv R	Working Plan Cumulative Average Inventory Retail.
Wp Cum Turn R	Working Plan Cumulative Turn Retail.
Wp Diary Info	Working Plan Diary.
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.
Wp GMROI %	Working Plan Gross Margin Rate.
Wp Gross Margin	Working Plan Gross Margin .
Wp Gross Margin %	Working Plan Gross Margin Rate.
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Sales R	Working Plan Sales Retail Value.

2. Reconcile Targets Worksheet



	8/8/2009	8/15/2009	8/22/2009	8/29/2009	9/5/2009
Wp Sales R	0.00	0.00	0.00	0.00	0.00
TD Tgt Sales R	0.00	0.00	0.00	0.00	0.00
Wp COGS C	0.00	0.00	0.00	0.00	0.00
TD Tgt COGS C	0.00	0.00	0.00	0.00	0.00
TD Tgt Gross Margin	0.00	0.00	0.00	0.00	0.00
TD Tgt Gross Margin %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %
Wp Gross Margin	0.00	0.00	0.00	0.00	0.00
Wp Gross Margin %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %
TD Tgt BOP Inv R	0.00	0.00	0.00	0.00	0.00

2. Reconcile Targets Worksheet

The following table lists the measures available on this worksheet.

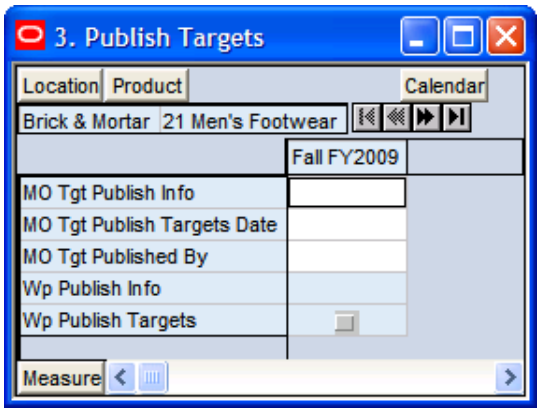
Measure	Description
TD Tgt BOP Inv R	Top Down Target Beginning of Period Inventory Retail.
TD Tgt COGS C	Top Down Target Cost of Goods Sold Cost.
TD Tgt Cum Avg Inv R	Top Down Target Cumulative Average Inventory Retail.
TD Tgt Cum Turn R	Top Down Target Cumulative Turn Retail.
TD Tgt EOP Inv R	Top Down Target End of Period Inventory Retail.
TD Tgt GMROI %	Top Down Target Gross Margin Return on Investment Rate.
TD Tgt Gross Margin	Top Down Target Gross Margin.
TD Tgt Gross Margin %	Top Down Target Gross Margin Rate.
TD Tgt Receipts R	Top Down Target Receipts Retail.
TD Tgt Sales R	Top Down Target Sales Retail.
Wp BOP Inv R	Working Plan Beginning of Period Inventory Retail Value.
Wp COGS C	Working Plan Cost of Goods Sold Cost.
Wp Cum Avg Inv R	Working Plan Cumulative Average Inventory Retail.
Wp Cum Turn R	Working Plan Cumulative Turn Retail.
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.
Wp GMROI %	Working Plan Gross Margin Rate.
Wp Gross Margin	Working Plan Gross Margin.
Wp Gross Margin %	Working Plan Gross Margin Rate.
Wp Receipts R	Working Plan Receipts Retail Value.

Measure	Description
Wp Sales R	Working Plan Sales Retail Value.

3. Publish Targets Worksheet

Planning Actions – Publish Target

The **Planning Actions – Publish Target** custom menu option will allow the user to publish targets to the Bottom Up Role.



3. Publish Targets Worksheet

The following table lists the measures available on this worksheet.

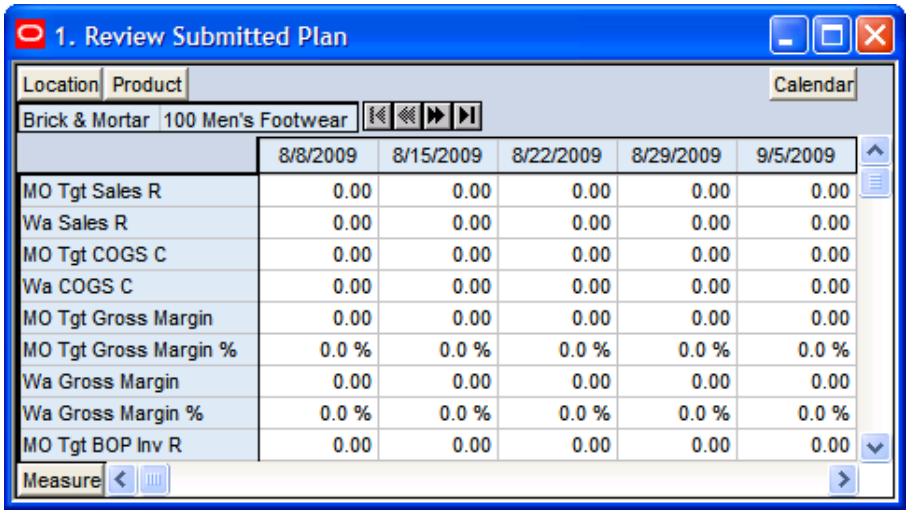
Measure	Description
MO Tgt Publish Targets Date	Middle Out Target Publish Targets Date.
MO Tgt Publish Info	Middle Out Target Publish Information.
MO Tgt Published By	Middle Out Target Published by.
Wp Publish Info	Working Plan Publish Information.
Wp Publish Targets	Working Plan Publish Targets.

Reconcile/Approve Plan Tab

The following sections describe the worksheets available under the Review/Approve Plan Tab:

- 1. Review Submitted Plan Worksheet
- 2. Approve Plan Worksheet
- 3. Original Plan Summary Worksheet
- 4. Current Plan Summary Worksheet

1. Review Submitted Plan Worksheet



1. Review Submitted Plan Worksheet

The following table lists the measures available on this worksheet.

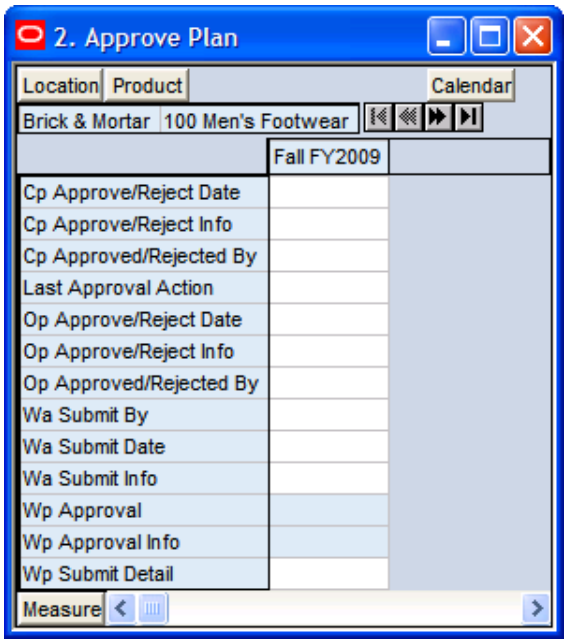
Measure	Description
MO Tgt BOP Inv R	Middle Out Target Beginning of Period Inventory Retail.
MO Tgt COGS C	Middle Out Target Cost of Goods Sold Cost.
MO Tgt Cum Avg Inv R	Middle Out Target Cumulative Average Inventory Retail.
MO Tgt Cum Turn R	Middle Out Target Cumulative Turn Retail.
MO Tgt EOP Inv R	Middle Out Target End of Period Inventory Retail.
MO Tgt Forward Cover R	Middle Out Target Forward Cover Retail.
MO Tgt GMROI %	Middle Out Target Gross Margin Return on Investment Rate.
MO Tgt Gross Margin	Middle Out Target Gross Margin.
MO Tgt Gross Margin %	Middle Out Target Gross Margin Rate.
MO Tgt Receipts R	Middle Out Target Receipts Retail.
MO Tgt Sales R	Middle Out Target Sales Retail.
Wa BOP Inv R	Waiting Approval Target Beginning of Period Inventory Retail.
Wa COGS C	Waiting Approval Cost Of Goods Sold Cost.
Wa Cum Avg Inv R	Waiting Approval Target Cumulative Average Inventory Retail.
Wa Cum Turn R	Waiting Approval Target Cumulative Turn Retail.
Wa EOP Inv R	Waiting Approval Target End of Period Inventory Retail.
Wa Forward Cover R	Waiting Approval Target Forward Cover Retail.
Wa GMROI %	Waiting Approval Gross Margin Return on Investment Rate.
Wa Gross Margin	Waiting Approval Target Gross Margin.
Wa Gross Margin %	Waiting Approval Target Gross Margin Rate.

Measure	Description
Wa Receipts R	Waiting Approval Target Receipt Retail.
Wa Sales R	Waiting Approval Target Sales Retail.

2. Approve Plan Worksheet

Planning Actions – Approve/Reject

The **Planning Actions – Approve/Reject** custom menu option will allow the user to approve or reject the plan from the Bottom Up Role.



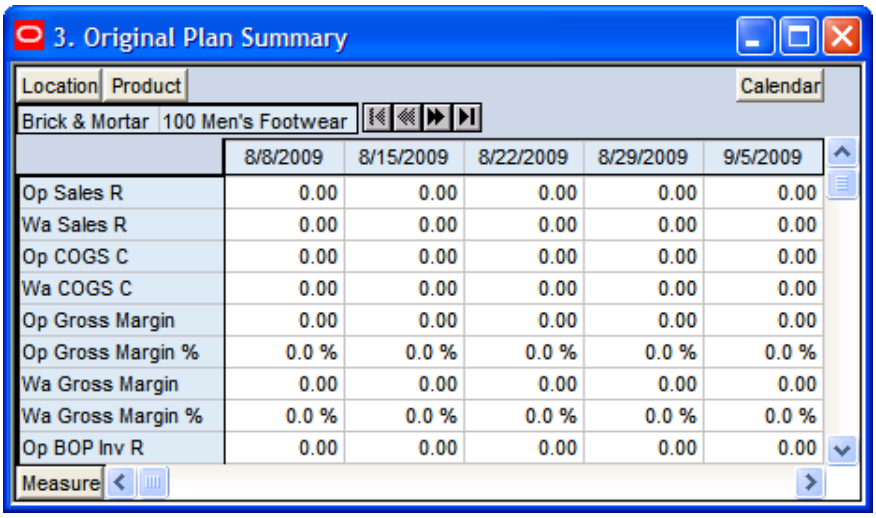
2. Approve Plan Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Cp Approve/Reject Date	Current Plan Approve Reject Date.
Cp Approve/Reject Info	Current Plan Approve Reject Information.
Cp Approve/Rejected By	Current Plan Approve / Rejected By.
Last Approval Action	The last approval action that was taken.
Op Approve/Reject Date	Original Plan Approve / Reject Date.
Op Approve/Reject Info	Original Plan Approve / Reject Information.
Op Approve/Rejected By	Original Plan Approve / Rejected By.
Wa Submit By	Waiting Approval Submitted By.
Wa Submit Date	Waiting Approval Submitted Date.
Wa Submit Info	Waiting Approval Submitted Information.

Measure	Description
Wp Approval	Working Plan Approval.
Wp Approve/Reject Info	Working Plan Approve / Reject information.
Wp Submit Detail	Working Plan Submit Detail.

3. Original Plan Summary Worksheet



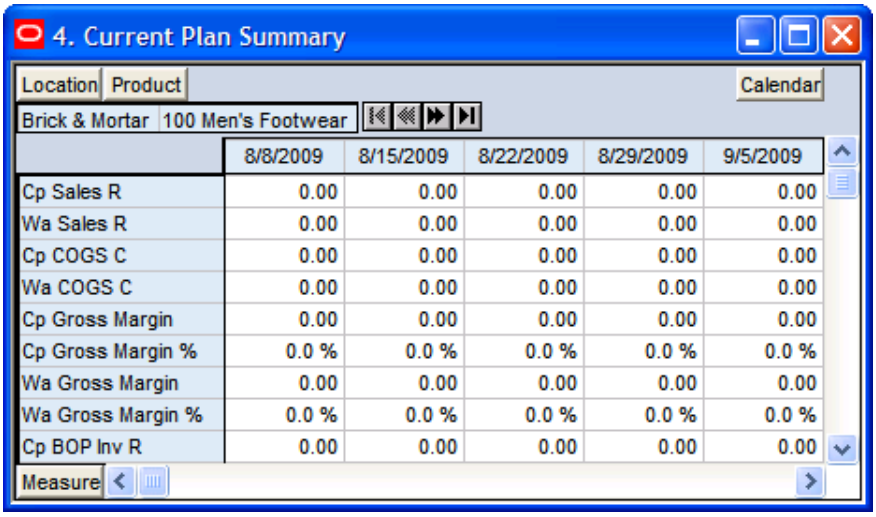
3. Original Plan Summary Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Op BOP Inv R	Original Plan Beginning of Period Inventory Retail Value.
Op COGS C	Original Plan Cost of Goods Sold Cost.
Op Cum Avg Inv R	Original Plan Cumulative Average Inventory Retail.
Op Cum Avg Inv U	Original Plan Cumulative Average Inventory Units.
Op Cum Turn R	Original Plan Cumulative Turn Retail.
Op Cum Turn U	Original Plan Cumulative Turn Units.
Op EOP Inv R	Original Plan End Of Period Inventory Retail.
Op Forward Cover R	Original Plan The number of future periods' Retail Sales the current End of Period Inventory will cover.
Op GMROI %	Original Plan Gross Margin Return on Investment Rate.
Op Gross Margin	Original Plan Gross Margin.
Op Gross Margin %	Original Plan Gross Margin Rate.
Op Receipts R	Original Plan Receipts Retail Value.
Op Receipts U	Original Plan Receipts Units.
Op Sales AUR	Original Plan Sales Average Unit Retail.

Measure	Description
Op Sales R	Original Plan Sales Retail Value.
Op Sales U	Original Plan Sales Units.
Wa BOP Inv R	Waiting Approval Beginning of Period Inventory Retail Value.
Wa COGS C	Waiting Approval Cost Of Goods Sold Cost.
Wa Cum Avg Inv R	Waiting Approval Cumulative Average Inventory Retail.
Wa Cum Avg Inv U	Waiting Approval Cumulative Average Inventory Units.
Wa Cum Turn R	Waiting Approval Cumulative Turn Retail.
Wa Cum Turn U	Waiting Approval Cumulative Turn Units.
Wa EOP Inv R	Waiting Approval End Of Period Inventory Retail.
Wa Forward Cover R	Waiting Approval The number of future periods' Retail Sales the current End of Period Inventory will cover.
Wa GMROI %	Waiting Approval Gross Margin Return on Investment Rate.
Wa Gross Margin	Waiting Approval Gross Margin.
Wa Gross Margin %	Waiting Approval Gross Margin %.
Wa Receipts R	Waiting Approval Receipts Retail Value.
Wa Receipts U	Waiting Approval Receipts Units.
Wa Sales AUR	Waiting Approval Sales Average Unit Retail.
Wa Sales R	Waiting Approval Sales Retail Value.
Wa Sales U	Waiting Approval Sales Units.

4. Current Plan Summary Worksheet



4. Current Plan Summary Worksheet

The following table lists the measures available on this worksheet.

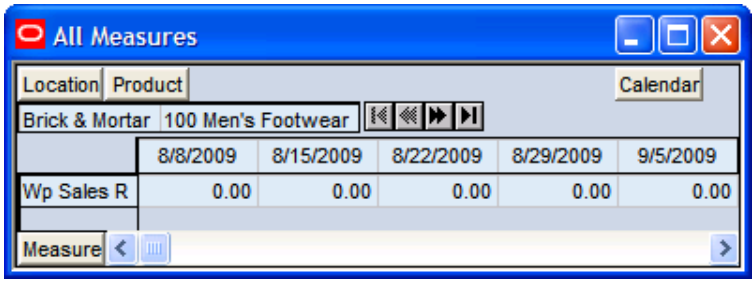
Measure	Description
Cp BOP Inv R	Current Plan Beginning of Period Inventory Retail Value.
Cp COGS C	Current Plan Cost of Goods Sold Cost.
Cp Cum Avg Inv R	Current Plan Cumulative Average Inventory Retail.
Cp Cum Avg Inv U	Current Plan Cumulative Average Inventory Units.
Cp Cum Turn R	Current Plan Cumulative Turn Retail.
Cp Cum Turn U	Current Plan Cumulative Turn Units.
Cp EOP Inv R	Current Plan End Of Period Inventory Retail.
Cp Forward Cover R	Current Plan The number of future periods' Retail Sales the current End of Period Inventory will cover.
Cp GMROI %	Current Plan Gross Margin Return on Investment Rate.
Cp Gross Margin	Current Plan Gross Margin.
Cp Gross Margin %	Current Plan Gross Margin Rate.
Cp Receipts R	Current Plan Receipt Retail.
Cp Receipts U	Current Plan Receipts Units.
Cp Sales AUR	Current Plan Sales Average Unit Retail.
Cp Sales R	Current Plan Sales Retail Value.
Cp Sales U	Current Plan Sales Units.
Wa BOP Inv R	Waiting Approval Beginning of Period Inventory Retail Value.
Wa COGS C	Waiting Approval Cost Of Goods Sold Cost.
Wa Cum Avg Inv R	Waiting Approval Cumulative Average Inventory Retail.
Wa Cum Avg Inv U	Waiting Approval Cumulative Average Inventory Units.
Wa Cum Turn R	Waiting Approval Cumulative Turn Retail.
Wa Cum Turn U	Waiting Approval Cumulative Turn Units.
Wa EOP Inv R	Waiting Approval End Of Period Inventory Retail.
Wa Forward Cover R	Waiting Approval The number of future periods' Retail Sales the current End of Period Inventory will cover.
Wa GMROI %	Waiting Approval Gross Margin Return on Investment Rate.
Wa Gross Margin	Waiting Approval Gross Margin.
Wa Gross Margin %	Waiting Approval Gross Margin Rate.
Wa Receipts R	Waiting Approval Receipts Retail Value.
Wa Receipts U	Waiting Approval Receipts Units.
Wa Sales AUR	Waiting Approval Sales Average Unit Retail.
Wa Sales R	Waiting Approval Sales Retail Value.
Wa Sales U	Waiting Approval Sales Units.

All Measures Tab

The following section describes the worksheet available under the All Measures Tab:

- All Measures Worksheet

All Measures Worksheet



All Measures Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Wp Sales R	Working Plan Sales Retail Value.

5

Bottom Up Role Workbook

Overview

The Bottom Up Role is usually associated with the Merchandise Planner in the Merchandise Planning organization. The Bottom Up Role will be providing the top down plan targets to the Item Planner (s) – Separate product (Item Planning). In this workbook, the Bottom Up Role will be Initializing the plan and setting top down targets for available measures. The user of this workbook will also have the ability to reconcile his or her plan to the Middle Out / Top Down Target(s). The user of this workbook will also be able to review the plan, both current and original, as well as maintain in season open to buy.

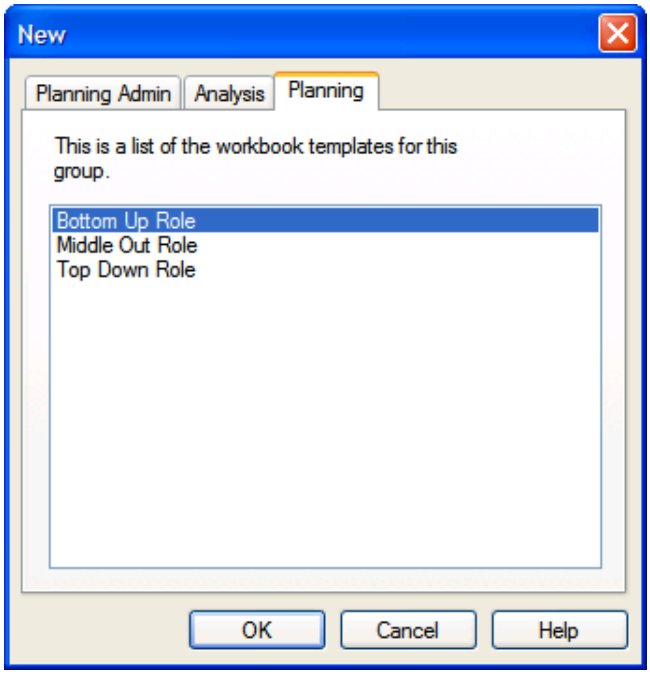
The Bottom Up Role workbook contains the following tabs and worksheets:

- Getting Started Tab
  - 1. Initialize Worksheet
  - 2. Target Overview Worksheet
  - 3. Original Plan Overview Worksheet
  - 4. Current Plan Overview Worksheet
- Sales Tab
  - Sales Worksheet
- Rec / Inv Tab
  - 1. Rec/Inv Value Plan Worksheet
  - 2. Rec/Inv Unit Plan Worksheet
- Margin Tab
  - Margin Worksheet
- Open to Buy Tab
  - Open to Buy Worksheet
- Reconcile / Review MFP Plan Tab
  - 1. Reconcile Targets Worksheet
  - 2. Original Plan Summary Worksheet
  - 3. Current Plan Summary Worksheet
- Review Item Plan Tab
  - 1. Review Item Plan Op Plan Worksheet
  - 2. Review Item Plan Cp Plan Worksheet
- Approval Tab
  - Approval Worksheet
- All Measures Tab
  - All Measures Worksheet

Bottom Up Role Wizard

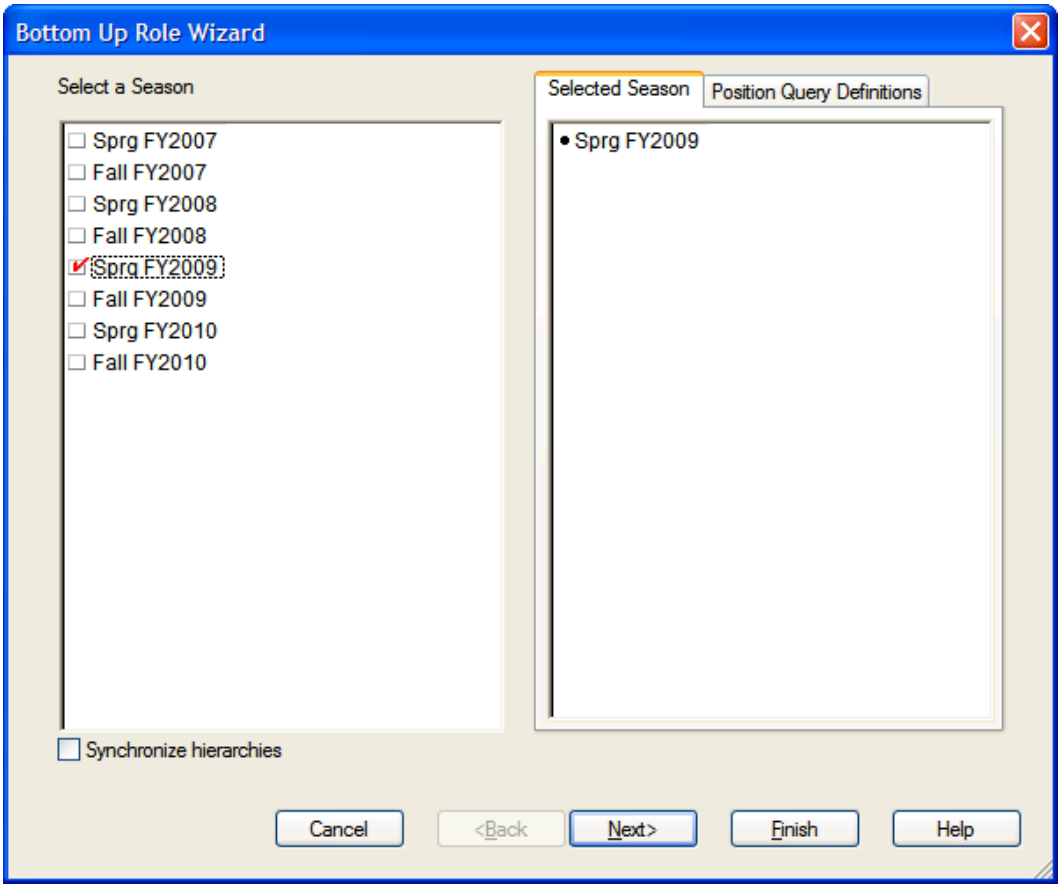
To open a Bottom Up Role workbook:

1. Select **File** – **New**, or click on the **New** button.
2. On the **Planning** tab, select "Bottom Up Role", and click **OK**.



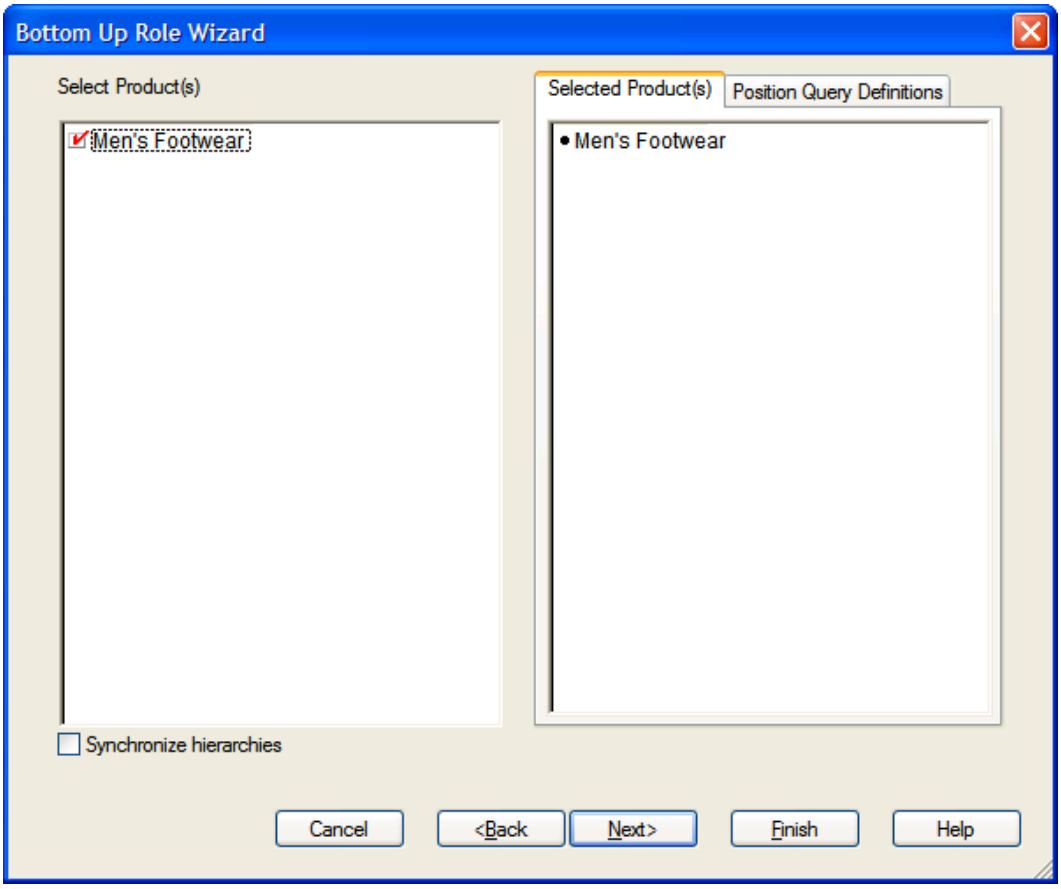
Creating a New Bottom Up Role Workbook

3. The **Select a Season** screen will display. Select the season you would like to examine, and click **Next**.



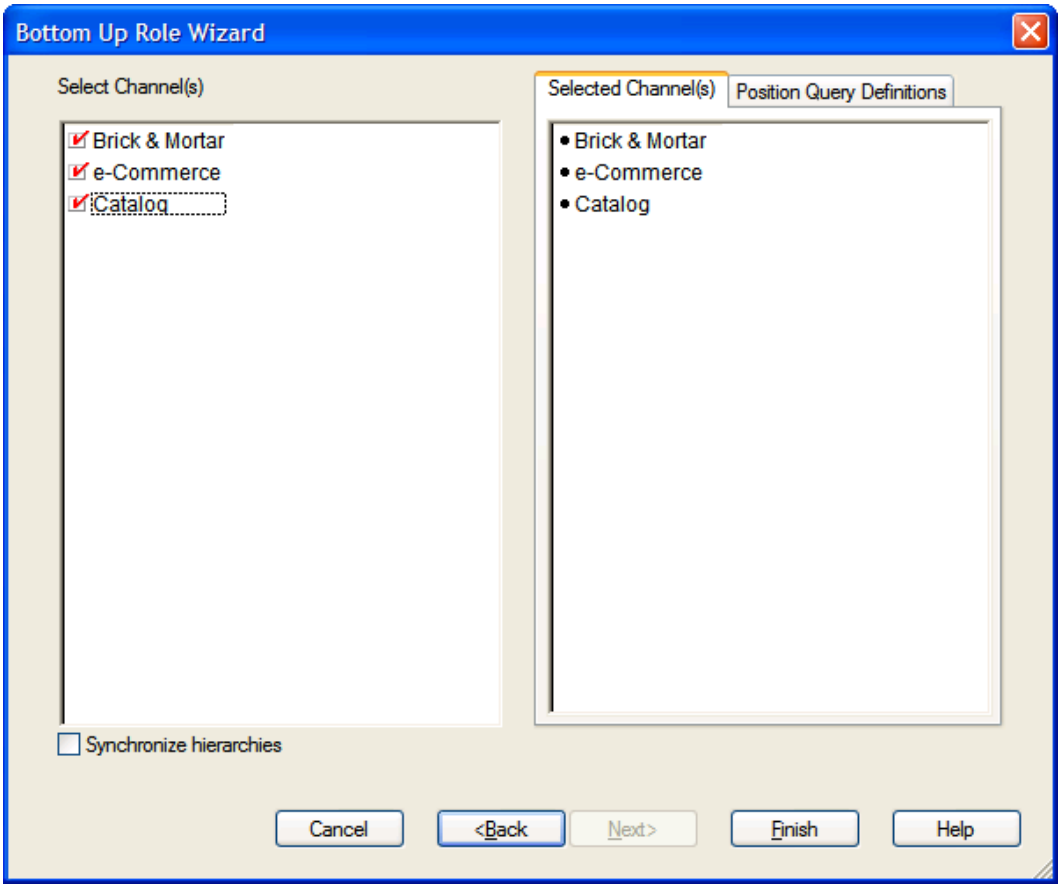
Bottom Up Role Wizard – Select a Season Screen

4. The **Select Product(s)** screen will display. Select the products you would like to examine, and click **Next**.



Bottom Up Role Wizard – Select Product(s) Screen

5. The **Select Channel(s)** screen will display. Select the channels you would like to examine, and click **Finish**.



Bottom Up Role Wizard – Select Channel(s) Screen

The Bottom Up Role workbook builds.

Getting Started Tab

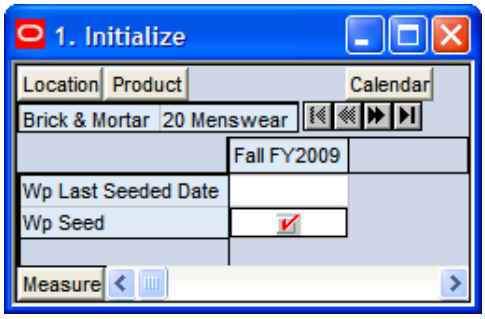
The following sections describe the worksheets available under the Getting Started Tab:

- 1. Initialize Worksheet
- 2. Target Overview Worksheet
- 3. Original Plan Overview Worksheet
- 4. Current Plan Overview Worksheet

1. Initialize Worksheet

Planning Actions – Seed

The **Planning Actions – Seed** custom menu option will allow the plan to be seeded with LY (Last Year) sales to create a demand curve on which to spread the new plan's initial targets.

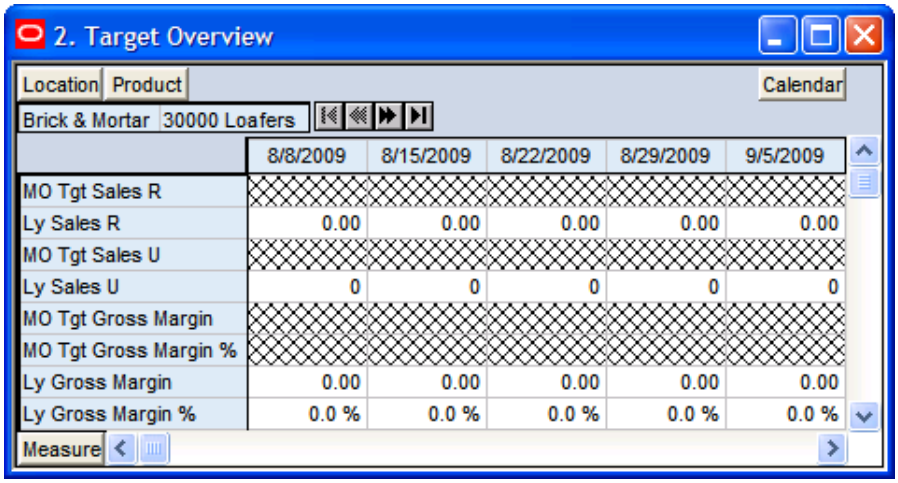


1. Initialize Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Wp Last Seeded Date	The last time the WP Plan was seeded.
Wp Seed	Working Plan Seed.

2. Target Overview Worksheet

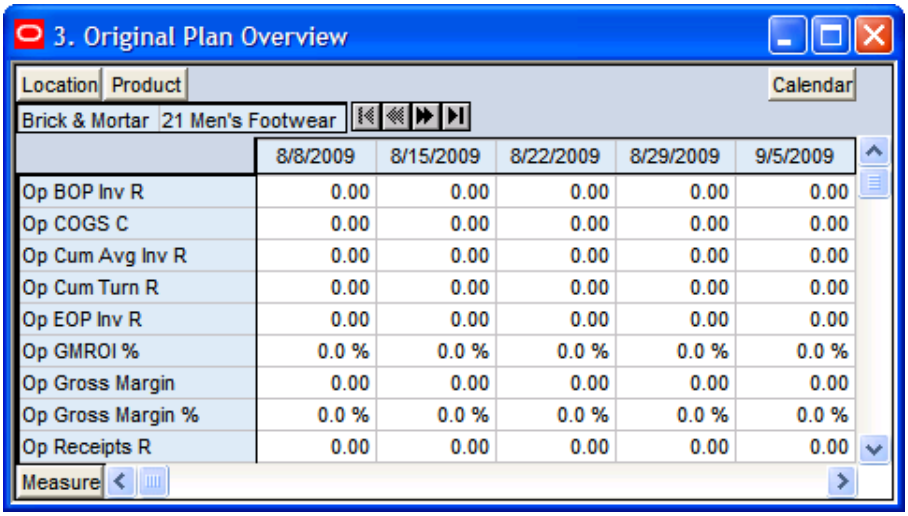


2. Target Overview Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Ly Cum Avg Inv R	Last Year Cumulative Average Inventory Retail.
Ly Cum Turn R	Last Year Cumulative Turn Retail.
Ly GMROI %	Last Year Gross Margin Return on Investment rate.
Ly Gross Margin	Last Year Gross Margin.
Ly Gross Margin %	Last Year Gross Margin Rate.
Ly Sales R	Last Year Sales Retail Value.
Ly Sales U	Last Year Sales Units.
MO Tgt Cum Avg Inv R	Middle Out Target Cumulative Average Inventory Retail.
MO Tgt Cum Turn R	Middle Out Target Cumulative Turn Retail.
MO Tgt GMROI %	Middle Out Target Gross Margin Return on Investment Rate.
MO Tgt Gross Margin	Middle Out Target Gross Margin.
MO Tgt Gross Margin %	Middle Out Target Gross Margin Rate.
MO Tgt Sales R	Middle Out Target Sales Retail.
MO Tgt Sales U	Middle Out Target Sales Units.

3. Original Plan Overview Worksheet



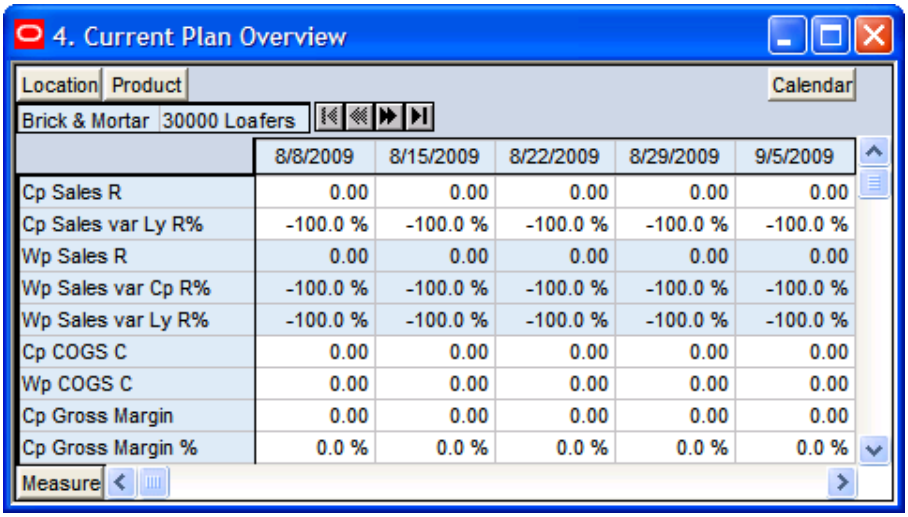
3. Original Plan Overview Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Op BOP Inv R	Original Plan Beginning of Period Inventory Retail Value.
Op COGS C	Original Plan Cost of Goods Sold Cost.
Op Cum Avg Inv R	Original Plan Cumulative Average Inventory Retail.

Measure	Description
Op Cum Turn R	Original Plan Cumulative Turn Retail.
Op EOP Inv R	Original Plan End Of Period Inventory Retail.
Op GMROI %	Original Plan Gross Margin Return on Investment Rate.
Op Gross Margin	Original Plan Gross Margin.
Op Gross Margin %	Original Plan Gross Margin %.
Op Receipts R	Original Plan Receipts Retail Value.
Op Sales R	Original Plan Sales Retail Value.
Op Sales var LY R%	Original Plan Sales variance to Last Year rate.
Wp BOP Inv R	Working Plan Beginning of Period Inventory Retail Value.
Wp COGS C	Working Plan Cost of Goods Sold Cost.
Wp Cum Avg Inv R	Working Plan Cumulative Average Inventory Retail.
Wp Cum Turn R	Working Plan Cumulative Turn Retail.
Wp Diary Info	Working Plan Diary.
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.
Wp EOP Inv R var Op %	Working Plan End Of Period Inventory Retail variance to Original Plan expressed as a rate.
Wp GMROI %	Working Plan Gross Margin Rate.
Wp Gross Margin	Working Plan Gross Margin.
Wp Gross Margin %	Working Plan Gross Margin Rate.
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Receipts R var Op %	Working Plan Receipts Retail variance to Original Plan expressed as a rate.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sales var Ly R %	Working Plan Sales Retail variance to Last Year expressed as a rate.
Wp Sales var Op R %	Working Plan Sales Retail variance to Original Plan expressed as a rate.

4. Current Plan Overview Worksheet



4. Current Plan Overview Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Cp BOP Inv R	Current Plan Beginning of Period Inventory Retail Value.
Cp COGS C	Current Plan Cost of Goods Sold Cost.
Cp Cum Avg Inv R	Current Plan Cumulative Average Inventory Retail.
Cp Cum Turn R	Current Plan Cumulative Turn Retail.
Cp EOP Inv R	Current Plan End Of Period Inventory Retail.
Cp Gross Margin	Current Plan Gross Margin.
Cp Gross Margin %	Current Plan Gross Margin Rate.
Cp Receipts R	Current Plan Receipt Retail.
Cp Sales R	Current Plan Sales Retail Value.
Cp Sales var Ly R%	Current Plan Sales variance to Last Year expressed as a rate.
Wp BOP Inv R	Working Plan Beginning of Period Inventory Retail Value.
Wp COGS C	Working Plan Cost of Goods Sold Cost.
Wp Cum Avg Inv R	Working Plan Cumulative Average Inventory Retail.
Wp Cum Turn R	Working Plan Cumulative Turn Retail.
Wp Diary Info	Working Plan Diary.
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.
Wp EOP Inv R var Cp %	Working Plan End Of Period Inventory Retail variance to Current Plan expressed as a rate.
Wp GMROI %	Working Plan Gross Margin Rate.
Wp Gross Margin	Working Plan Gross Margin.
Wp Gross Margin %	Working Plan Gross Margin Rate.

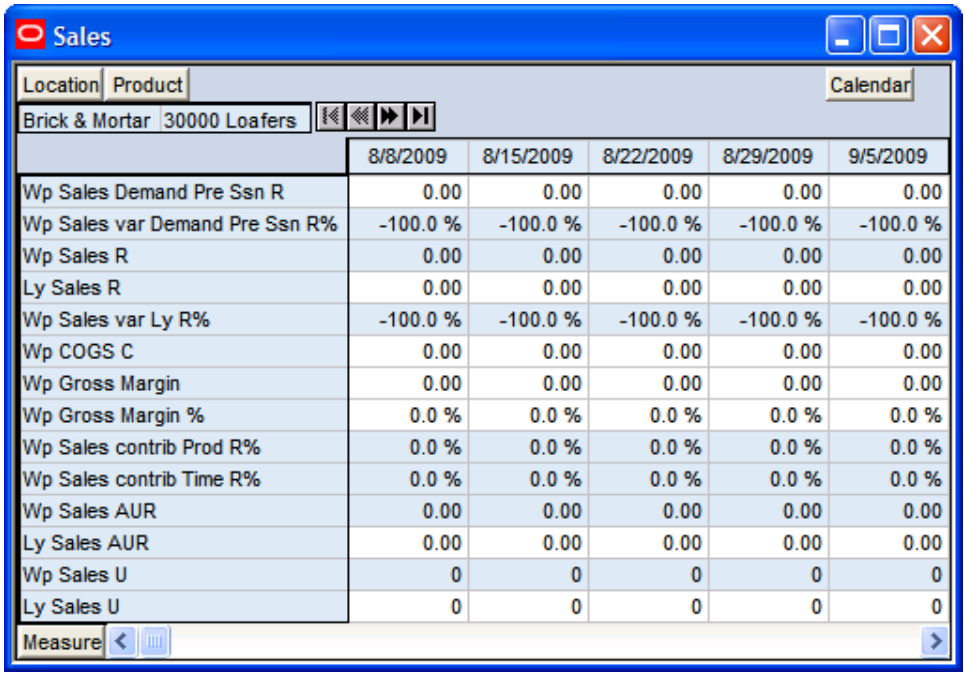
Measure	Description
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Receipts R var Cp %	Working Plan Receipts Retail variance to Original Plan expressed as a rate.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sales var Cp R %	Working Plan Sales Retail variance to Current Plan expressed as a rate.
Wp Sales var Ly R %	Working Plan Sales Retail variance to Last Year expressed as a rate.

Sales Tab

The following section describes the worksheet available under the Sales Tab:

- Sales Worksheet

Sales Worksheet



Sales Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Ly Sales AUR	Last Year Sales Average Unit Retail.
Ly Sales R	Last Year Sales Retail Value.
Ly Sales U	Last Year Sales Units.
Wp COGS C	Working Plan Cost of Goods Sold Cost.

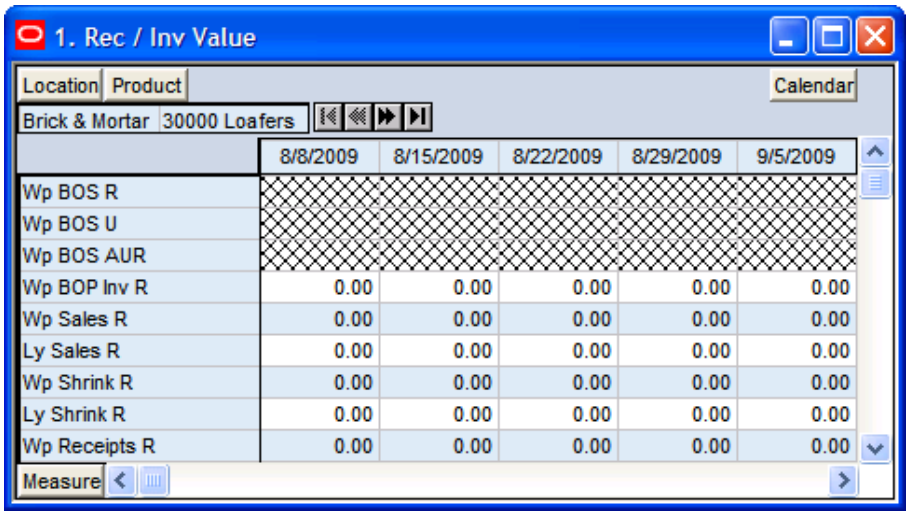
Measure	Description
Wp Gross Margin	Working Plan Gross Margin.
Wp Gross Margin %	Working Plan Gross Margin Rate.
Wp Sales AUR	Working Plan Sales Average Unit Retail.
Wp Sales contrib Prod R %	Working Plan Sales Contribution by Product expressed as a rate.
Wp Sales contrib Time R %	Working Plan Sales Contribution by Time expressed as a rate.
Wp Sales var Demand Pre Ssn R %	Working Plan Sales variance to Demand Pre Season expressed as a rate.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sales U	Working Plan Sales Units.
Wp Sales var Ly R%	Working Plan Sales Retail variance to Last Year expressed as a rate.

Rec / Inv Tab

The following sections describe the worksheets available under the Rec / Inv Tab:

- 1. Rec/Inv Value Plan Worksheet
- 2. Rec/Inv Unit Plan Worksheet

1. Rec/Inv Value Plan Worksheet



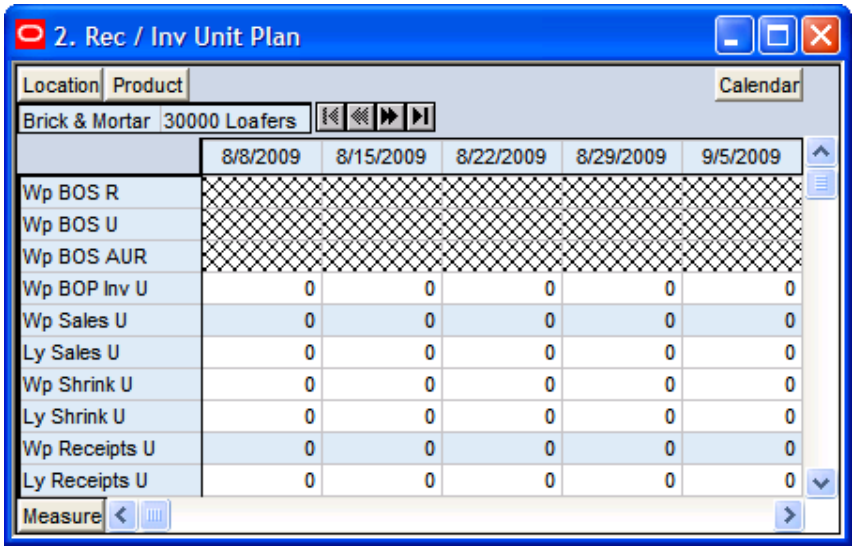
1. Rec/Inv Value Plan Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Ly Cum Avg Inv R	Last Year Cumulative Average Inventory Retail.
Ly Cum Turn R	Last Year Cumulative Turn Retail.
Ly EOP Inv R	Last Year End Of Period Inventory Retail.

Measure	Description
Ly Forward Cover R	Last Year The number of future periods' Retail Sales the current End of Period Inventory will cover.
Ly Misc Out R	Last Year Misc Out Retail.
Ly Receipts R	Last Year Receipts Retail Value.
Ly Sales R	Last Year Sales Retail Value.
Ly Shrink R	Last Year Shrink Retail.
Wp BOP Inv R	Working Plan Beginning of Period Inventory Retail Value.
Wp BOS Inv AUR	Working Plan Beginning of Season Inventory Average Unit Retail.
Wp BOS R	Working Plan Beginning of Season Retail.
Wp BOS U	Working Plan Beginning of Season Unit.
Wp Cum Avg Inv R	Working Plan Cumulative Average Inventory Retail.
Wp Cum Turn R	Working Plan Cumulative Turn Retail.
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.
Wp Forward Cover R	Working Plan The number of future periods' Retail Sales the current End of Period Inventory will cover.
Wp Misc Out R	Working Plan miscellaneous Out Retail.
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sell Thru R %	Working Plan Percent of total available inventory Retail value sold for a period of time.
Wp Shrink R	Working Plan Shrink Retail.
Wp Stock to Sales R Ratio	Working Plan Stock to Sales Retail Ratio.

2. Rec/Inv Unit Plan Worksheet



2. Rec/Inv Unit Plan Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Ly Cum Avg Inv U	Last Year Cumulative Average Inventory Units.
Ly Cum Turn U	Last Year Cumulative Turn Units.
Ly EOP Inv U	Last Year End Of Period Inventory Units.
Ly Misc Out U	Last Year Misc Out Unit.
Ly Receipts U	Last Year Receipts Units.
Ly Sales U	Last Year Sales Units.
Ly Shrink U	Last Year Shrink Units.
Wp BOP Inv U	Working Plan Beginning of Period Inventory Units.
Wp BOS AUR	Working Plan Beginning of Season Average Unit Retail.
Wp BOS R	Working Plan Beginning of Season Retail.
Wp BOS U	Working Plan Beginning of Season Unit.
Wp Cum Avg Inv U	Working Plan Cumulative Average Inventory Units.
Wp Cum Turn U	Working Plan Cumulative Turn Units.
Wp EOP Inv AUR	Working Plan End of Period Inventory Average Unit Retail.
Wp EOP Inv U	Working Plan End Of Period Inventory Units.
Wp Misc In AUR	Working Plan miscellaneous In Unit.
Wp Misc Out AUR	Working Plan miscellaneous Out Unit.
Wp Misc Out U	Working Plan miscellaneous Out Unit.
Wp Receipts U	Working Plan Receipts Units.
Wp Receipts AUR	Working Plan Receipts Average Unit Retail.

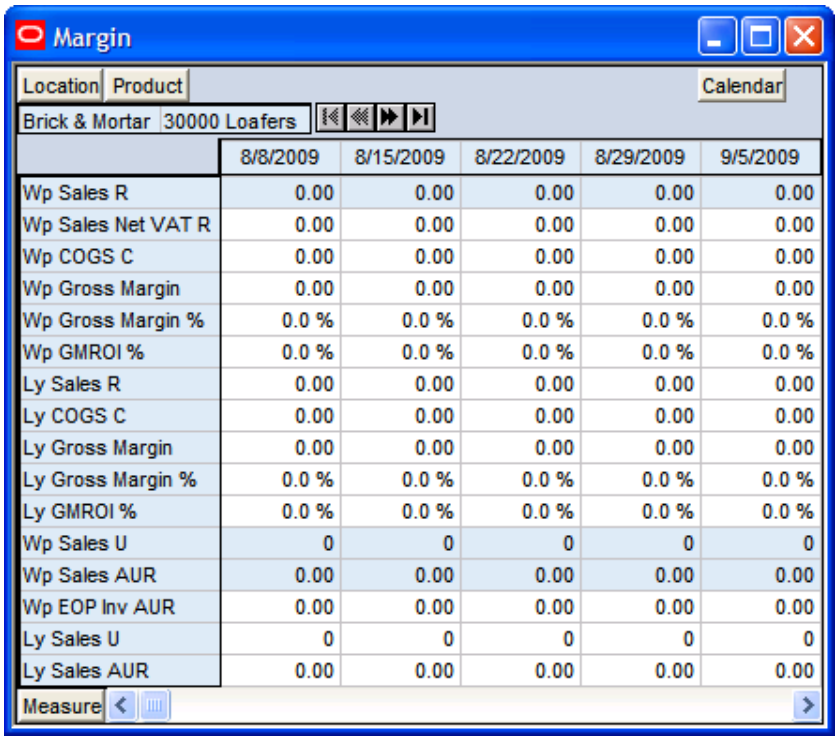
Measure	Description
Wp Sales AUR	Working Plan Sales Average Unit Retail.
Wp Sales U	Working Plan Sales Units.
Wp Shrink U	Working Plan Shrink Units.
Wp Shrink AUR	Working Plan Shrink Average Unit Retail.

Margin Tab

The following sections describe the worksheets available under the Margin Tab:

- Margin Worksheet

Margin Worksheet



Margin Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Ly COGS C	Last Year Cost of Goods Sold Cost.
Ly GMROI %	Last Year Gross Margin Return on Investment rate.
Ly Gross Margin	Last Year Gross Margin.
Ly Gross Margin %	Last Year Gross Margin Rate.
Ly Sales AUR	Last Year Sales Average Unit Retail.

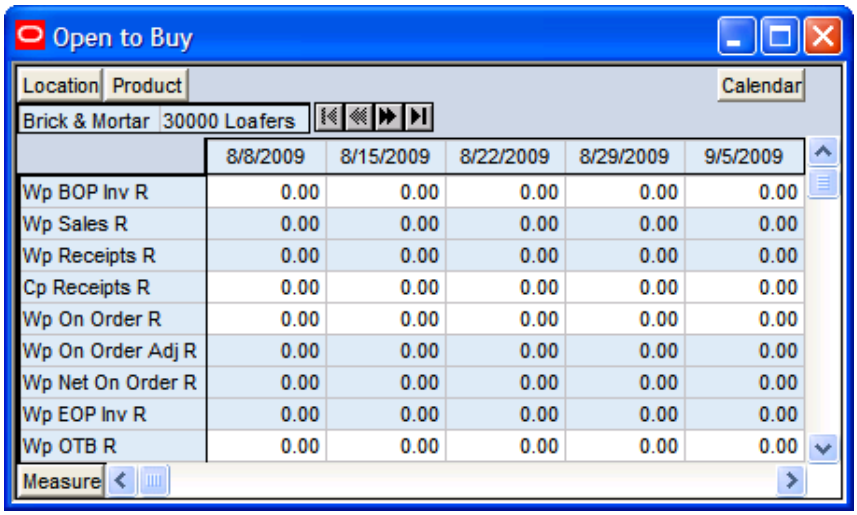
Measure	Description
Ly Sales R	Last Year Sales Retail Value.
Ly Sales U	Last Year Sales Units.
Wp COGS C	Working Plan Cost of Goods Sold Cost.
Wp EOP Inv AUR	Working Plan End of Period Inventory Average Unit Retail.
Wp GMROI %	Working Plan Gross Margin Rate.
Wp Gross Margin	Working Plan Gross Margin.
Wp Gross Margin %	Working Plan Gross Margin Rate.
Wp Sales AUR	Working Plan Sales Average Unit Retail.
Wp Sales Net VAT R	Working Plan Sales Net Value Added Tax Retail Value.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sales U	Working Plan Sales Units.

Open to Buy Tab

The following section describes the worksheet available under the Open to Buy Tab:

- Open to Buy Worksheet

Open to Buy Worksheet



Open to Buy Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Cp Receipts R	Current Plan Receipt Retail.
Wp BOP Inv R	Working Plan Beginning of Period Inventory Retail Value.
Wp BOP Inv U	Working Plan Beginning of Period Inventory Units.

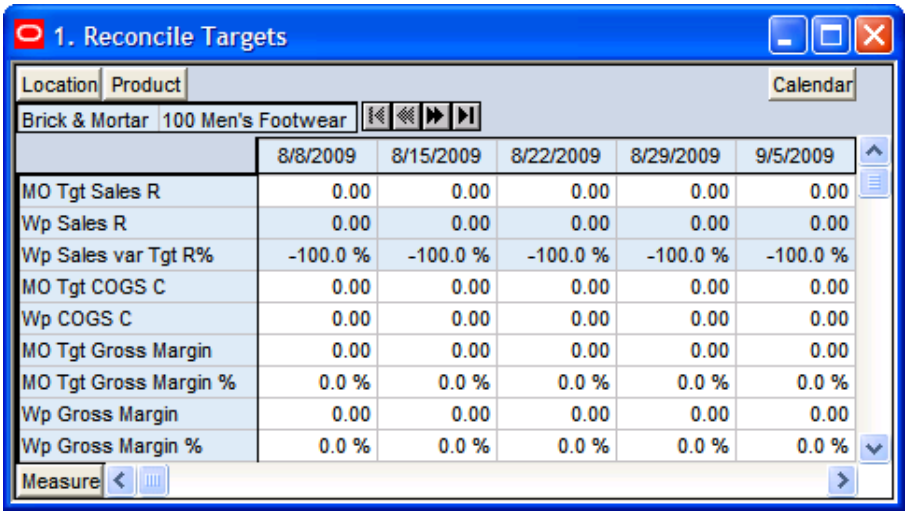
Measure	Description
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.
Wp EOP Inv U	Working Plan End Of Period Inventory Units.
Wp Net On Order R	Working Plan Net On Order Retail.
Wp Net On Order U	Working Plan Net On Order Units.
Wp On Order R	Working Plan On Order Retail Value.
Wp On Order U	Working Plan On Order Units.
Wp OTB R	Working Plan Open to Buy Retail Value of goods that may be received into stock without exceeding Current Plan End of Period Inventory Retail.
Wp OTB U	Working Plan Open to Buy Units that may be received into stock without exceeding Current Plan End of Period Inventory Units.
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Receipts U	Working Plan Receipts Units.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sales U	Working Plan Sales Units.

Reconcile / Review MFP Plan Tab

The following sections describe the worksheets available under the Reconcile / Review MFP Plan Tab:

- 1. Reconcile Targets Worksheet
- 2. Original Plan Summary Worksheet
- 3. Current Plan Summary Worksheet

1. Reconcile Targets Worksheet



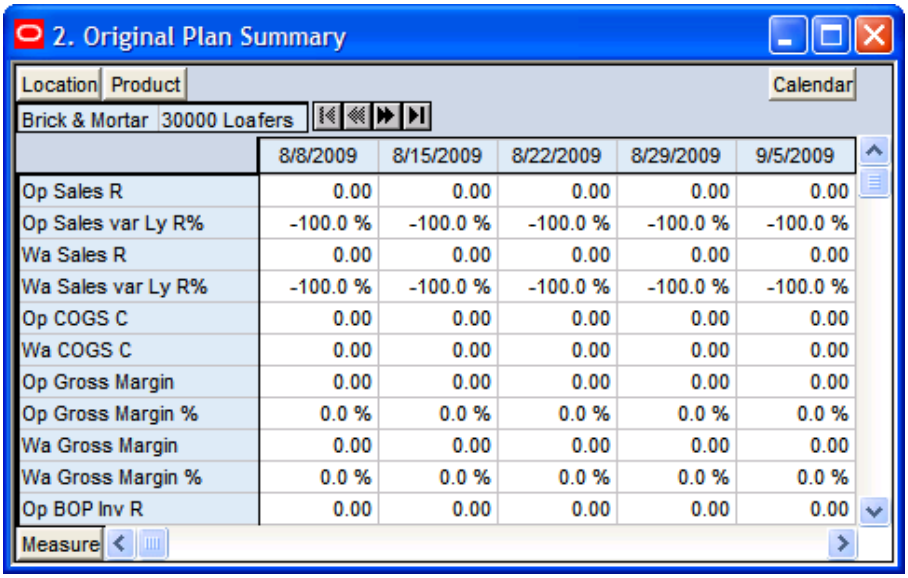
1. Reconcile Targets Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
MO Tgt BOP Inv R	Middle Out Target Beginning of Period Inventory Retail.
MO Tgt BOP Inv U	Middle Out Target Beginning of Period Inventory Units.
MO Tgt COGS C	Middle Out Target Cost of Goods Sold Cost.
MO Tgt Cum Avg Inv R	Middle Out Target Cumulative Average Inventory Retail.
MO Tgt Cum Avg Inv U	Middle Out Target Cumulative Average Inventory Units.
MO Tgt Cum Turn R	Middle Out Target Cumulative Turn Retail.
MO Tgt EOP Inv R	Middle Out Target End of Period Inventory Retail.
MO Tgt EOP Inv U	Middle Out Target End of Period Inventory Units.
MO Tgt GMROI %	Middle Out Target Gross Margin Return on Investment Rate.
MO Tgt Gross Margin	Middle Out Target Gross Margin.
MO Tgt Gross Margin %	Middle Out Target Gross Margin Rate.
MO Tgt Receipts R	Middle Out Target Receipts Retail.
MO Tgt Receipts U	Middle Out Target Receipts Units.
MO Tgt Sales R	Middle Out Target Sales Retail.
MO Tgt Sales U	Middle Out Target Sales Units.
Wp BOP Inv R	Working Plan Beginning of Period Inventory Retail Value.
Wp BOP Inv U	Working Plan Beginning of Period Inventory Units.
Wp COGS C	Working Plan Cost of Goods Sold Cost.
Wp Cum Avg Inv R	Working Plan Cumulative Average Inventory Retail.
Wp Cum Avg Inv U	Working Plan Cumulative Average Inventory Units.
Wp Cum Turn R	Working Plan Cumulative Turn Retail.
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.
Wp EOP Inv R var Tgt %	Working Plan End Of Period Inventory Retail variance to Target expressed as a rate.
Wp EOP Inv U	Working Plan End Of Period Inventory Units.
Wp GMROI %	Working Plan Gross Margin Rate.
Wp Gross Margin	Working Plan Gross Margin.
Wp Gross Margin %	Working Plan Gross Margin Rate.
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Receipts R var Tgt %	Working Plan Receipts Retail variance to Target expressed as a rate.
Wp Receipts U	Working Plan Receipts Units.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sales U	Working Plan Sales Units.
Wp Sales var Tgt R%	Working Plan Sales variance to Target expressed as rate.

Measure	Description
Wp Sales var Tgt U%	Working Plan Sales variance to Target expressed as unit.

2. Original Plan Summary Worksheet



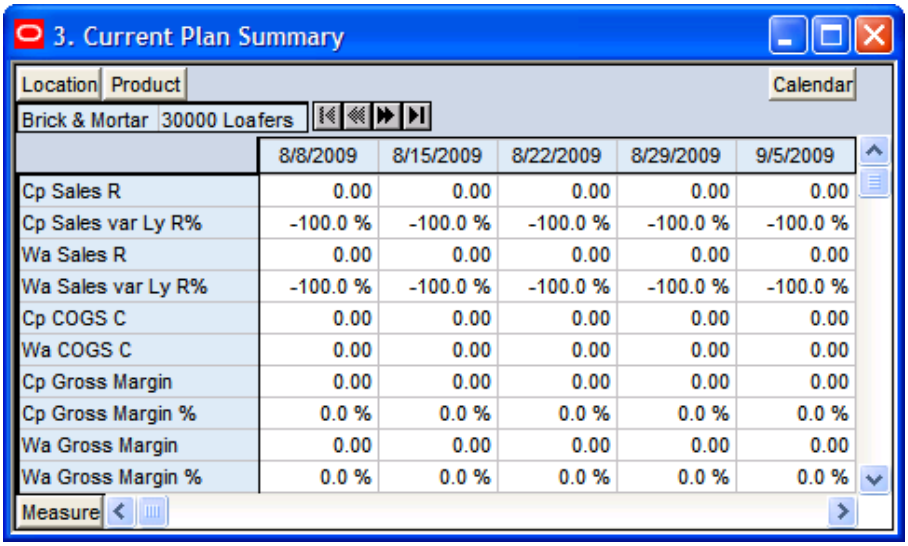
2. Original Plan Summary Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Op BOP Inv R	Original Plan Beginning of Period Inventory Retail Value.
Op COGS C	Original Plan Cost of Goods Sold Cost.
Op Cum Avg Inv R	Original Plan Cumulative Average Inventory Retail.
Op Cum Avg Inv U	Original Plan Cumulative Average Inventory Units.
Op Cum Turn R	Original Plan Cumulative Turn Retail.
Op Cum Turn U	Original Plan Cumulative Turn Units.
Op EOP Inv R	Original Plan End Of Period Inventory Retail.
Op Forward Cover R	Original Plan The number of future periods' Retail Sales the current End of Period Inventory will cover.
Op GMROI %	Original Plan Gross Margin Return on Investment Rate.
Op Gross Margin	Original Plan Gross Margin.
Op Gross Margin %	Original Plan Gross Margin %.
Op Receipts R	Original Plan Receipts Retail Value.
Op Receipts U	Original Plan Receipts Units.
Op Sales AUR	Original Plan Sales Average Unit Retail.
Op Sales R	Original Plan Sales Retail Value.

Measure	Description
Op Sales U	Original Plan Sales Units.
Op Sales var Ly R%	Original Plan Sales variance to Last Year rate.
Op Stock to Sales R ratio	Original Plan Stock to Sales Ratio.
Wa BOP Inv R	Waiting Approval Beginning of Period Inventory Retail Value.
Wa COGS C	Waiting Approval Cost Of Goods Sold Cost.
Wa Cum Avg Inv R	Waiting Approval Cumulative Average Inventory Retail.
Wa Cum Avg Inv U	Waiting Approval Cumulative Average Inventory Units.
Wa Cum Turn R	Waiting Approval Cumulative Turn Retail.
Wa Cum Turn U	Waiting Approval Cumulative Turn Units.
Wa EOP Inv R	Waiting Approval End Of Period Inventory Retail.
Wa Forward Cover R	Waiting Approval The number of future periods' Retail Sales the current End of Period Inventory will cover.
Wa GMROI %	Waiting Approval Gross Margin Return on Investment Rate.
Wa Gross Margin	Waiting Approval Gross Margin.
Wa Gross Margin %	Waiting Approval Gross Margin Rate.
Wa Receipts R	Waiting Approval Receipts Retail Value.
Wa Receipts U	Waiting Approval Receipts Units.
Wa Sales AUR	Waiting Approval Sales Average Unit Retail.
Wa Sales R	Waiting Approval Sales Retail Value.
Wa Sales U	Waiting Approval Sales Units.
Wa Stock var Ly R%	Waiting Approval Stock variance to Last Year expressed as a rate.
Wa Stock to Sales R ratio	Waiting Approval Stock to Sales Retail Ratio.

3. Current Plan Summary Worksheet



3. Current Plan Summary Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Cp BOP Inv R	Current Plan Beginning of Period Inventory Retail Value.
Cp COGS C	Current Plan Cost of Goods Sold Cost.
Cp Cum Avg Inv R	Current Plan Cumulative Average Inventory Retail.
Cp Cum Avg Inv U	Current Plan Cumulative Average Inventory Units.
Cp Cum Turn R	Current Plan Cumulative Turn Retail.
Cp Cum Turn U	Current Plan Cumulative Turn Units.
Cp EOP Inv R	Current Plan End Of Period Inventory Retail.
Cp Forward Cover R	Current Plan The number of future periods' Retail Sales the current End of Period Inventory will cover.
Cp GMROI %	Current Plan Gross Margin Return on Investment Rate.
Cp Gross Margin	Current Plan Gross Margin.
Cp Gross Margin %	Current Plan Gross Margin Rate.
Cp Receipts R	Current Plan Receipt Retail.
Cp Receipts U	Current Plan Receipts Units.
Cp Sales AUR	Current Plan Sales Average Unit Retail.
Cp Sales R	Current Plan Sales Retail Value.
Cp Sales U	Current Plan Sales Units.
Cp Sales var Ly R%	Current Plan Sales variance to Last Year expressed as a rate.
Cp Stock to Sales R ratio	Current Plan Stock to Sales Retail Ratio.
Wa BOP Inv R	Waiting Approval Beginning of Period Inventory Retail Value.

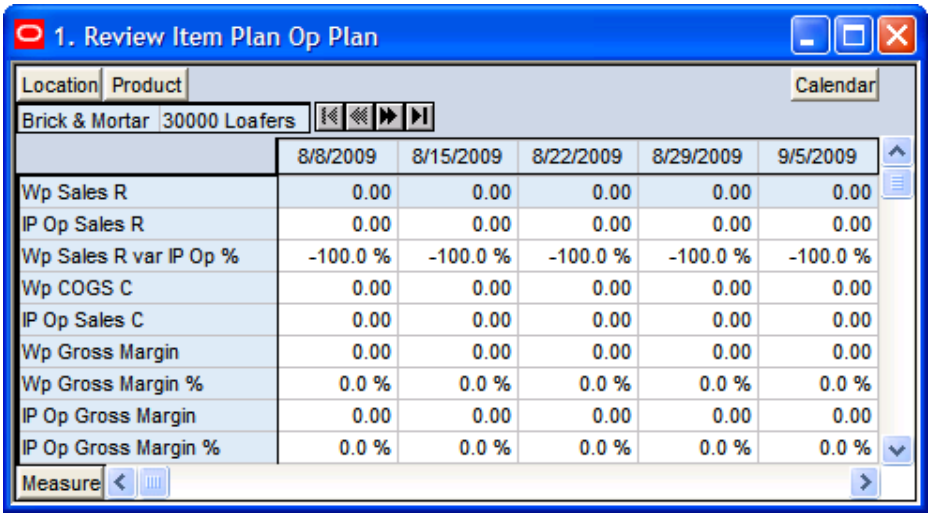
Measure	Description
Wa COGS C	Waiting Approval Cost Of Goods Sold Cost.
Wa Cum Avg Inv R	Waiting Approval Cumulative Average Inventory Retail.
Wa Cum Avg Inv U	Waiting Approval Cumulative Average Inventory Units.
Wa Cum Turn R	Waiting Approval Cumulative Turn Retail.
Wa Cum Turn U	Waiting Approval Cumulative Turn Units.
Wa EOP Inv R	Waiting Approval End Of Period Inventory Retail.
Wa Forward Cover R	Waiting Approval The number of future periods' Retail Sales the current End of Period Inventory will cover.
Wa GMROI %	Waiting Approval Gross Margin Return on Investment Rate.
Wa Gross Margin	Waiting Approval Gross Margin.
Wa Gross Margin %	Waiting Approval Gross Margin Rate.
Wa Receipts R	Waiting Approval Receipts Retail Value.
Wa Receipts U	Waiting Approval Receipts Units.
Wa Sales AUR	Waiting Approval Sales Average Unit Retail.
Wa Sales R	Waiting Approval Sales Retail Value.
Wa Sales U	Waiting Approval Sales Units.
Wa Sales var Ly R%	Waiting Approval Sales variance to Last Year expressed as a rate.
Wa Stock to Sales R ratio	Waiting Approval Stock to Sales Retail Ratio.

Review Item Plan Tab

The following sections describe the worksheets available under the Review Item Plan Tab:

- 1. Review Item Plan Op Plan Worksheet
- 2. Review Item Plan Cp Plan Worksheet

1. Review Item Plan Op Plan Worksheet



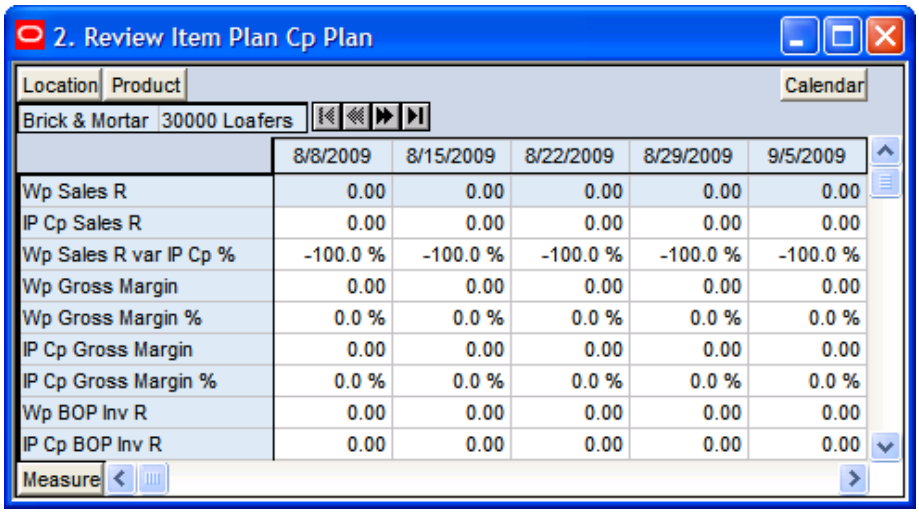
1. Review Item Plan Op Plan Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
IP Op BOP Inv R	Item Plan Original Plan Beginning of Period Inventory Retail.
IP Op BOP Inv U	Item Plan Original Plan Beginning of Period Inventory Units.
IP Op Cum Avg Inv U	Item Plan Original Plan Cumulative Average Inventory Units.
IP Op Cum Turn U	Item Plan Original Plan Cumulative Turn Units.
IP Op EOP Inv R	Item Plan Original Plan End of Period Inventory Retail.
IP Op EOP Inv U	Item Plan Original Plan End of Period Inventory Unit.
IP Op Gross Margin	Item Plan Original Plan Gross Margin.
IP Op Gross Margin %	Item Plan Original Plan Gross Margin Rate.
IP Op Per Avg Inv R	Item Plan Original Plan Periodic Average Inventory.
IP Op Per Turn R	Item Plan Original Plan Periodic Turnover.
IP Op Receipts R	Item Plan Original Plan Receipt Retail.
IP Op Receipts U	Item Plan Original Plan Receipt Units.
IP Op Sales C	Item Plan Original Plan Sales Retail.
IP Op Sales R	Item Plan Original Plan Sales Retail.
IP Op Sales U	Item Plan Original Plan Sales Units.
Wp BOP Inv R	Working Plan Beginning of Period Inventory Retail Value.
Wp BOP Inv U	Working Plan Beginning of Period Inventory Units.
Wp COGS C	Working Plan Cost of Goods Sold Cost.
Wp Cum Avg Inv R	Working Plan Cumulative Average Inventory Retail.
Wp Cum Avg Inv U	Working Plan Cumulative Average Inventory Units.

Measure	Description
Wp Cum Turn R	Working Plan Cumulative Turn Retail.
Wp Cum Turn U	Working Plan Cumulative Turn Units.
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.
Wp EOP Inv R var IP Op %	Working Plan End of Period Inventory Retail variance to Item Plan Original Plan expressed as a rate.
Wp EOP Inv U	Working Plan End Of Period Inventory Units.
Wp EOP Inv U var IP Op %	Working Plan End of Period Inventory Units variance to Item Plan Original Plan expressed as a rate.
Wp Gross Margin	Working Plan Gross Margin.
Wp Gross Margin %	Working Plan Gross Margin Rate.
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Receipts R var IP Op %	Working Plan Receipts Retail variance to Item Plan Original Plan expressed as a rate.
Wp Receipts U	Working Plan Receipts Units.
Wp Receipts U var IP Op %	Working Plan Receipts Unit variance to Item Plan Original Plan expressed as a rate.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sales R var IP Op %	Working Plan Sales Retail variance to Item Plan Original Plan expressed as a rate.
Wp Sales U	Working Plan Sales Units.
Wp Sales U var IP Op %	Working Plan Sales Unit variance to Item Plan Original Plan expressed as a rate.

2. Review Item Plan Cp Plan Worksheet



2. Review Item Plan Cp Plan Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
IP Cp BOP Inv R	Item Plan Current Plan Beginning of Period Inventory Retail.
IP Cp BOP Inv U	Item Plan Current Plan Beginning of Period Inventory Units.
IP Cp Cum Avg Inv R	Item Plan Current Plan Cumulative Average Inventory Retail.
IP Cp Cum Avg Inv U	Item Plan Current Plan Cumulative Average Inventory Units.
IP Cp Cum Turn R	Item Plan Current Plan Cumulative Turn Retail.
IP Cp Cum Turn U	Item Plan Current Plan Cumulative Turn Units.
IP Cp EOP Inv R	Item Plan Current Plan End of Period Inventory Retail.
IP Cp EOP Inv U	Item Plan Current Plan End of Period Inventory Units.
IP Cp Gross Margin	Item Plan Current Plan Gross Margin.
IP Cp Gross Margin %	Item Plan Current Plan Gross Margin Rate.
IP Cp Receipts R	Item Plan Current Plan Receipt Retail.
IP Cp Receipts U	Item Plan Current Plan Receipt Units.
IP Cp Sales R	Item Plan Current Plan Sales Retail.
IP Cp Sales U	Item Plan Current Plan Sales Units.
Wp BOP Inv R	Working Plan Beginning of Period Inventory Retail Value.
Wp BOP Inv U	Working Plan Beginning of Period Inventory Units.
Wp Cum Avg Inv R	Working Plan Cumulative Average Inventory Retail.
Wp Cum Avg Inv U	Working Plan Cumulative Average Inventory Units.
Wp Cum Turn R	Working Plan Cumulative Turn Retail.
Wp Cum Turn U	Working Plan Cumulative Turn Units.
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.
Wp EOP Inv R var IP Cp %	Working Plan End of Period Inventory Retail variance to Item Plan Current Plan expressed as a rate.
Wp EOP Inv U	Working Plan End Of Period Inventory Units.
Wp EOP Inv U var IP Cp %	Working Plan End Of Period Inventory Units variance to Item Plan Current Plan expressed as a rate.
Wp Gross Margin	Working Plan Gross Margin.
Wp Gross Margin %	Working Plan Gross Margin Rate.
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Receipts R var IP Cp %	Working Plan Receipts Retail variance to Item Plan Current Plan expressed as a rate.
Wp Receipts U	Working Plan Receipts Units.
Wp Receipts U var IP Cp %	Working Plan Receipts Unit variance to Item Plan Current Plan expressed as a rate.
Wp Sales R	Working Plan Sales Retail Value.

Measure	Description
Wp Sales R var IP Cp %	Working Plan Sales Retail variance to Item Plan Current Plan expressed as a rate.
Wp Sales U	Working Plan Sales Units.
Wp Sales U var IP Cp %	Working Plan Sales Unit variance to Item Plan Current Plan expressed as a rate.

Approval Tab

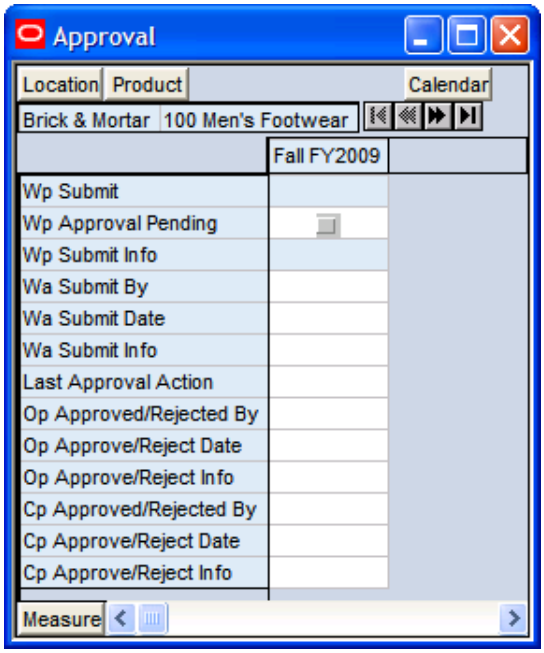
The following section describes the worksheet available under the Approval Tab:

- Approval Worksheet

Approval Worksheet

Planning Actions – Submit

The **Planning Actions – Submit** custom menu option will allow the user to submit the plan to the Middle Out Role for Approval.



Approval Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Cp Approve/Reject Date	Current Plan Approve Reject Date.
Cp Approve/Reject Info	Current Plan Approve Reject Information.
Cp Approved/Rejected By	Current Plan Approve / Rejected By.
Last Approval Action	The last approval action that was taken.

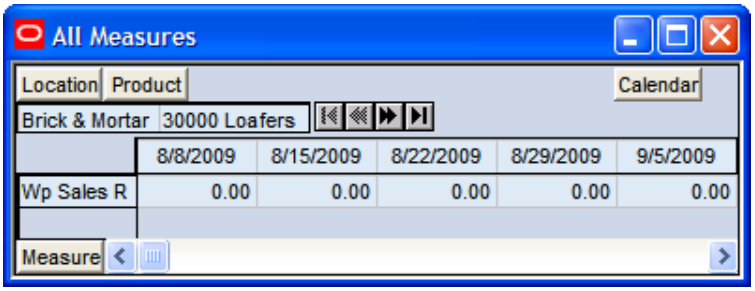
Measure	Description
Op Approve/Reject Date	Original Plan Approve / Reject Date.
Op Approve/Reject Info	Original Plan Approve / Reject Information.
Op Approved/Rejected By	Original Plan Approve / Rejected By.
Wa Submit By	Waiting Approval Submitted By.
Wa Submit Date	Waiting Approval Submitted Date.
Wa Submit Info	Waiting Approval Submitted Information.
Wp Approval Pending	Working Plan Approval Pending.
Wp Submit	Working Plan Submit.
Wp Submit Info	Working Plan Submit Information.

All Measures Tab

The following section describes the worksheet available under the All Measures Tab:

- All Measures Worksheet

All Measures Worksheet



All Measures Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Wp Sales R	Working Plan Sales Retail Value.

6

VAT Admin Workbook

Overview

This workbook allows Administrator enter the value added tax rate by week.

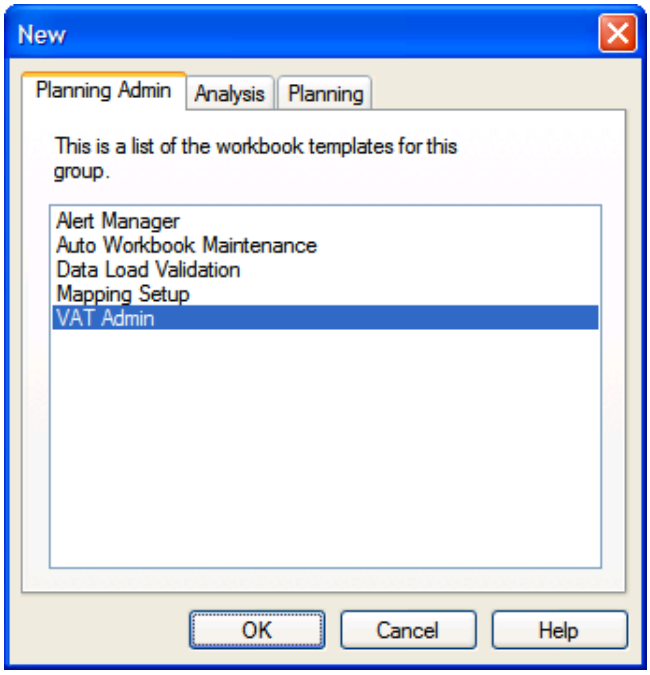
The VAT Admin workbook contains the following tab and worksheet:

- VAT Setup Tab
  - VAT Setup Worksheet

VAT Admin Wizard

To open a VAT Admin workbook:

1. Select **File – New**, or click on the **New** button.
2. On the **Planning Admin** tab, select "VAT Admin", and click **OK**.



Creating a New VAT Admin Workbook

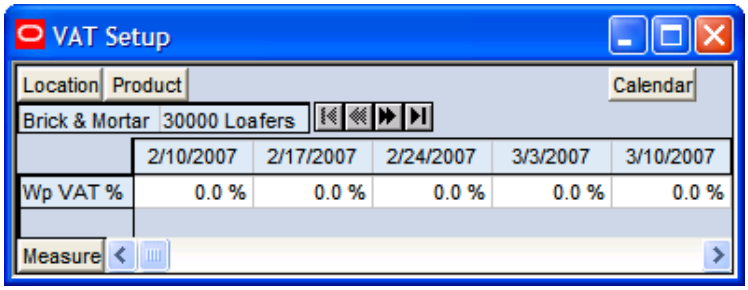
The VAT Admin workbook builds.

VAT Setup Tab

The following section describes the worksheet available under the VAT Setup Tab:

- VAT Setup Worksheet

VAT Setup Worksheet



VAT Setup Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Wp VAT %	Working Plan Value Added Tax expressed as a rate.

7

Data Load Validation Workbook

Overview

The Data Validation workbook template contains all measures which are either loaded or touched during the batch calculation process. This template is used by the Administrator only to verify the results of data loads and batch processes.

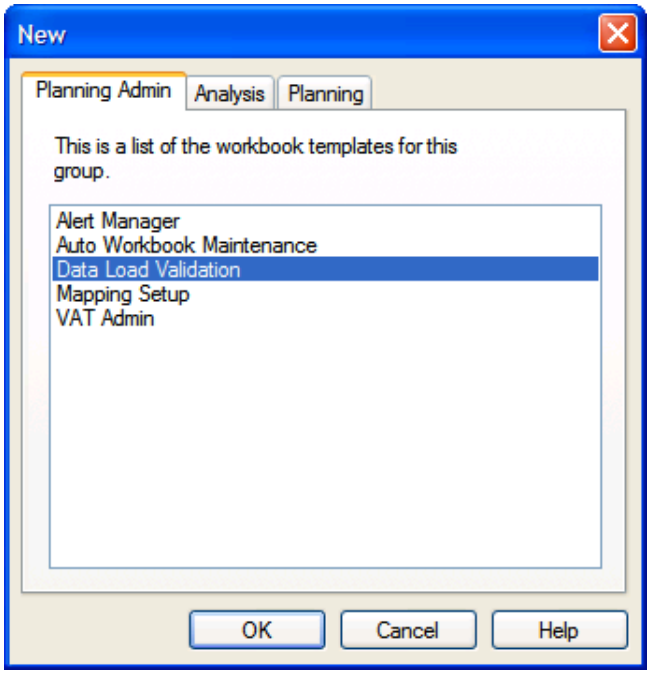
The Data Load Validation workbook contains the following tabs and worksheets:

- Bottom Up Working Plan Tab
  - Bottom Up Working Plan Worksheet
- Middle Out Working Plan Tab
  - Middle Out Working Plan Worksheet
- Top Down Working Plan Tab
  - Top Down Working Plan Worksheet
- Misc. Measures Tab
  - Misc. Measures Worksheet

Data Load Validation Wizard

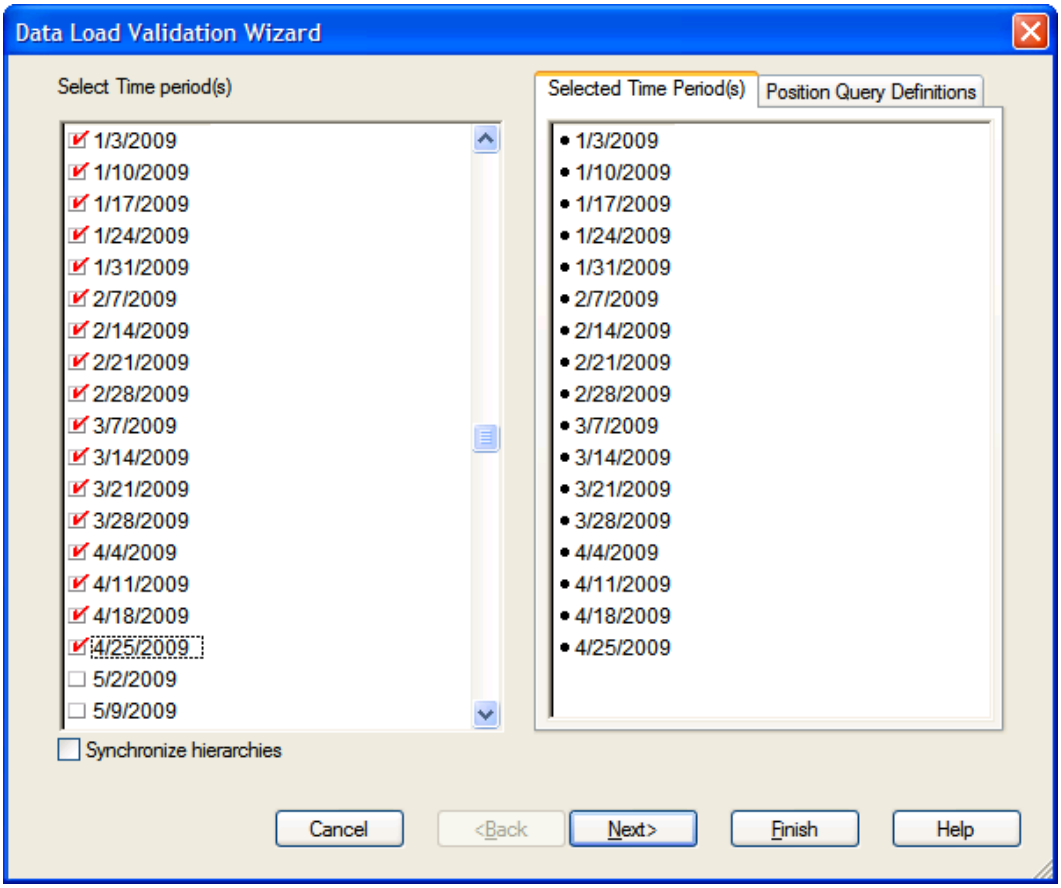
To open a Data Load Validation workbook:

1. Select **File** – **New**, or click on the **New** button.
2. On the **Planning Admin** tab, select "Data Load Validation", and click **OK**.



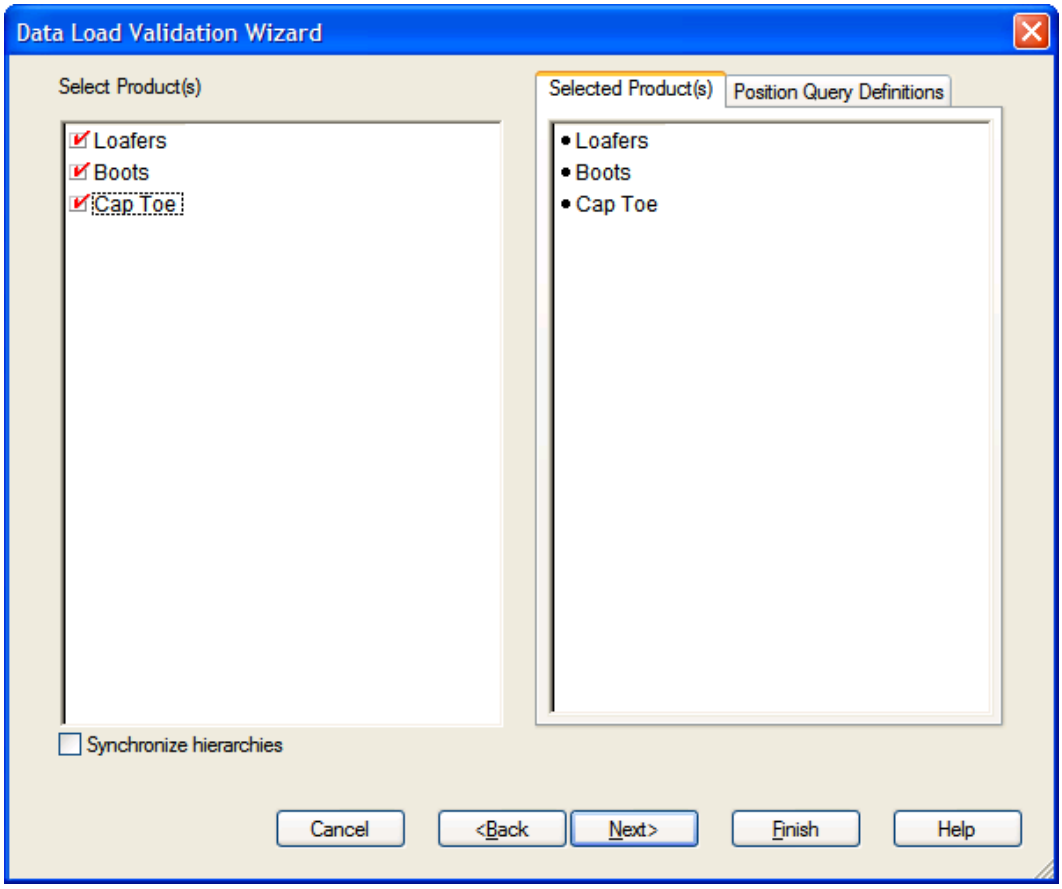
Creating a New Data Load Validation Workbook

3. The **Select Time period(s)** screen will display. Select the time period you would like to examine, and click **Next**.



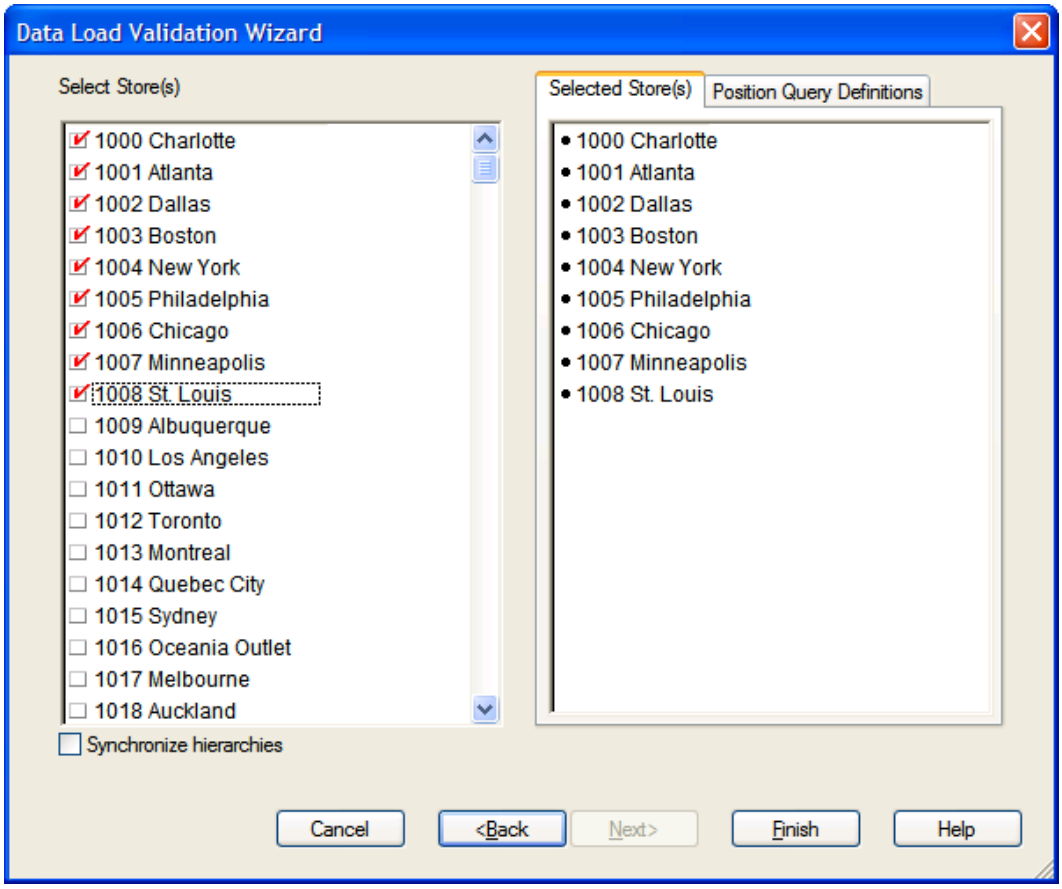
Data Load Validation Wizard – Select Time period(s) Screen

4. The **Select Product(s)** screen will display. Select the products you would like to examine, and click **Next**.



Data Load Validation Wizard – Select Product(s) Screen

5. The **Select Store(s)** screen will display. Select the stores you would like to examine, and click **Finish**.



Data Load Validation Wizard – Select Store(s) Screen

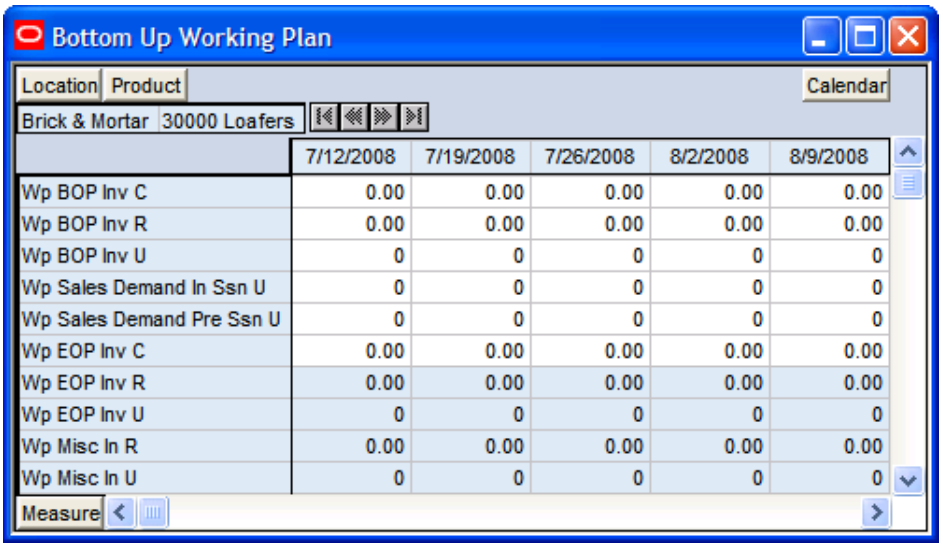
The Data Load Validation workbook builds.

Bottom Up Working Plan Tab

The following section describes the worksheet available under the Bottom Up Working Plan Tab:

- Bottom Up Working Plan Worksheet

Bottom Up Working Plan Worksheet



Bottom Up Working Plan Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Wp BOP Inv C	Working Plan Beginning of Period Inventory Cost.
Wp BOP Inv R	Working Plan Beginning of Period Inventory Retail Value.
Wp BOP Inv U	Working Plan Beginning of Period Inventory Units.
Wp EOP Inv C	Working Plan End of Periond Inventory Cost.
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.
Wp EOP Inv U	Working Plan End Of Period Inventory Units.
Wp Markdown R	Working Plan Markdown Retail.
Wp MarkUp R	Working Plan Markup Retail.
Wp Misc In R	Working Plan miscellaneous In Retail.
Wp Misc In U	Working Plan miscellaneous In Unit.
Wp Misc Out R	Working Plan miscellaneous Out Retail.
Wp Misc Out U	Working Plan miscellaneous Out Unit.
Wp On Order C	Working Plan On Order Cost Value.
Wp On Order R	Working Plan On Order Retail Value.
Wp On Order U	Working Plan On Order Units.
Wp Receipts C	Working Plan Receipt Cost.

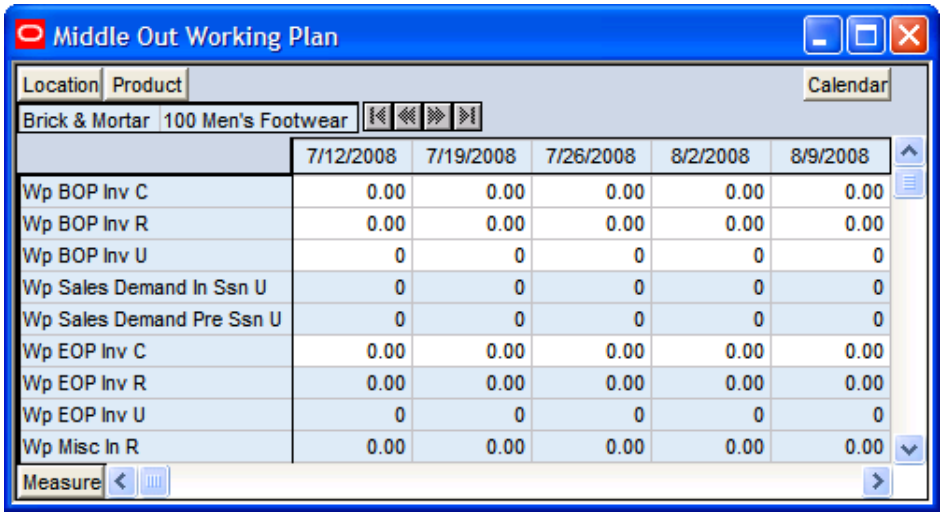
Measure	Description
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Receipts U	Working Plan Receipts Units.
Wp Sales Demand In Ssn U	Working Plan Sales Demand In Season Unit.
Wp Sales Demand Pre Ssn U	Working Plan Sales Demand Pre Season Unit.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sales U	Working Plan Sales Units.
Wp Shrink R	Working Plan Shrink Retail.
Wp Shrink U	Working Plan Shrink Units.

Middle Out Working Plan Tab

The following section describes the worksheet available under the Middle Out Working Plan Tab:

- Middle Out Working Plan Worksheet

Middle Out Working Plan Worksheet



Middle Out Working Plan Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Wp BOP Inv C	Working Plan Beginning of Period Inventory Cost Value.
Wp BOP Inv R	Working Plan Beginning of Period Inventory Retail Value.
Wp BOP Inv U	Working Plan Beginning of Period Inventory Units.
Wp EOP Inv C	Working Plan End Of Period Inventory Cost.
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.

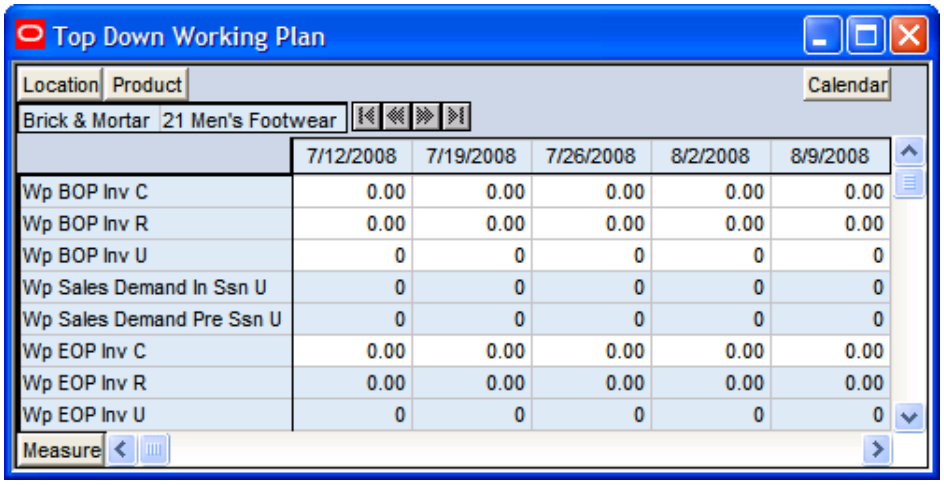
Measure	Description
Wp EOP Inv U	Working Plan End Of Period Inventory Units.
Wp Markdown R	Working Plan Markdown Retail.
Wp MarkUp R	Working Plan Markup Retail.
Wp Misc In R	Working Plan miscellaneous In Retail.
Wp Misc In U	Working Plan miscellaneous In Unit.
Wp Misc Out R	Working Plan miscellaneous Out Retail.
Wp Misc Out U	Working Plan miscellaneous Out Unit.
Wp On Order C	Working Plan On Order Cost Value.
Wp On Order R	Working Plan On Order Retail Value.
Wp On Order U	Working Plan On Order Units.
Wp Receipts C	Working Plan Receipts Cost Value.
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Receipts U	Working Plan Receipts Units.
Wp Sales Demand In Ssn U	Working Plan Sales Demand In Season Unit.
Wp Sales Demand Pre Ssn U	Working Plan Sales Demand Pre Season Unit.
Wp Sales R	Working Plan Sales Retail Value.
Wp Sales U	Working Plan Sales Units.
Wp Shrink R	Working Plan Shrink Retail.
Wp Shrink U	Working Plan Shrink Units.

Top Down Working Plan Tab

The following section describes the worksheet available under the Top Down Working Plan Tab:

- Top Down Working Plan Worksheet

Top Down Working Plan Worksheet



Top Down Working Plan Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Wp BOP Inv C	Working Plan Beginning of Period Inventory Cost Value.
Wp BOP Inv R	Working Plan Beginning of Period Inventory Retail Value.
Wp BOP Inv U	Working Plan Beginning of Period Inventory Units.
Wp EOP Inv C	Working Plan End Of Period Inventory Cost.
Wp EOP Inv R	Working Plan End Of Period Inventory Retail.
Wp EOP Inv U	Working Plan End Of Period Inventory Units.
Wp Markdown R	Working Plan Markdown Retail.
Wp MarkUp R	Working Plan Markup Retail.
Wp Misc In R	Working Plan miscellaneous In Retail.
Wp Misc In U	Working Plan miscellaneous In Unit.
Wp Misc Out R	Working Plan miscellaneous Out Retail.
Wp Misc Out U	Working Plan miscellaneous Out Unit.
Wp On Order C	Working Plan On Order Cost Value.
Wp On Order R	Working Plan On Order Retail Value.
Wp On Order U	Working Plan On Order Units.
Wp Receipts C	Working Plan Receipts Cost Value.
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Receipts U	Working Plan Receipts Units.
Wp Sales Demand In Ssn U	Working Plan Sales Demand In Season Unit.
Wp Sales Demand Pre Ssn U	Working Plan Sales Demand Pre Season Unit.

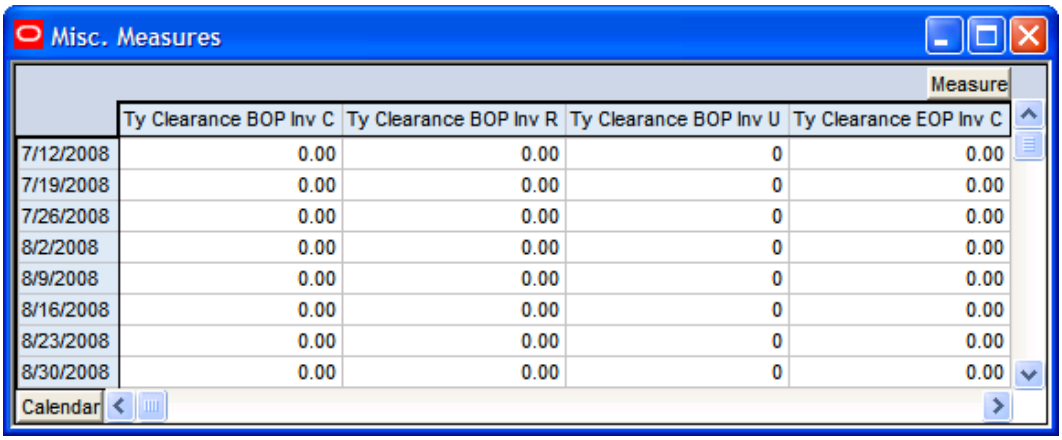
Measure	Description
Wp Sales R	Working Plan Sales Retail Value.
Wp Sales U	Working Plan Sales Units.
Wp Shrink R	Working Plan Shrink Retail.
Wp Shrink U	Working Plan Shrink Units.

Misc. Measures Tab

The following section describes the worksheet available under the Misc. Measures Tab:

- Misc. Measures Worksheet

Misc. Measures Worksheet



Misc. Measures Worksheet

The following table lists the measures available on this worksheet.

Measure	Description
Ty Clearance BOP Inv C	This Year Clearance Beginning of Period Inventory Cost.
Ty Clearance BOP Inv R	This Year Clearance Beginning of Period Inventory Retail.
Ty Clearance BOP Inv U	This Year Clearance Beginning of Period Inventory Unit.
Ty Clearance EOP Inv C	This Year Clearance End of Period Inventory Cost.
Ty Clearance EOP Inv R	This Year Clearance End of Period Inventory Retail.
Ty Clearance EOP Inv U	This Year Clearance End of Period Inventory Units.
Ty Clearance Sales R	This Year Clearance Sales Retail Value.
Ty Clearance Sales U	This Year Clearance Sales Units.
Ty Markdown R	This Year Markdown Retail Value.
Ty MarkUp R	This Year Markup Retail Value.
Ty Misc In R	This Year Miscellaneous In Retail Value.
Ty Misc In U	This Year Miscellaneous In Units.

Measure	Description
Ty Misc Out R	This Year Miscellaneous Out Retail Value.
Ty Misc Out U	This Year Miscellaneous Out Units.
Ty On Order C	This Year On Order Cost.
Ty On Order R	This Year On Order Retail.
Ty On Order U	This Year On Order Units.
Ty Promo Sales R	This Year Promotional Sales Retail.
Ty Promo Sales U	This Year Promotional Sales Units.
Ty Receipts C	This Year Receipt Cost.
Ty Receipts R	This Year Receipt Retail Value.
Ty Receipts U	This Year Receipt Units.
Ty Regular BOP Inv C	This Year Regular Beginning of Period Inventory Cost.
Ty Regular BOP Inv R	This Year Regular Beginning of Period Inventory Retail Value.
Ty Regular BOP Inv U	This Year Regular Beginning of Period Inventory Units.
Ty Regular EOP Inv C	This Year Regular End of Period Inventory Cost.
Ty Regular EOP Inv R	This Year Regular End of Period Inventory Retail Value.
Ty Regular EOP Inv U	This Year Regular End of Period Inventory Units.
Ty Regular Sales R	This Year Regular Sales Retail Value.
Ty Regular Sales U	This Year Regular Sales Units.
Ty Shrink R	This Year Shrink Retail Value.
Ty Shrink U	This Year Shrink Units.
Wp BOP Unelapsed	Working Plan Beginning of Period Unelapsed (time).
Wp Forecast Start Date	Working Plan Forecast Start Date.
Wp Unelapsed	Working Plan Unelapsed (time).