Oracle® Retail Merchandise Financial Planning Retail

User Guide for the RPAS Classic Client

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Oracle Retail Merchandise Financial Planning Retail User Guide for the RPAS Classic Client, Release 14.1

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Primary Author: Nirmala Suryaprakasha

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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 User Guide is for users and administrators of Oracle Retail Merchandise Financial Planning. This includes merchandisers, buyers, business analysts, planning directors, planning managers, and administrative personnel.

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- *Oracle Retail Batch Script Architecture Implementation Guide*
- *Oracle Retail Merchandise Financial Planning Cost Installation Guide*
- *Oracle Retail Merchandise Financial Planning Cost User Guide for the RPAS Fusion Client*
- *Oracle Retail Merchandise Financial Planning Cost User Guide for the RPAS Classic Client*
- *Oracle Retail Merchandise Financial Planning Operations Guide*
- *Oracle Retail Merchandise Financial Planning Release Notes*
- *Oracle Retail Merchandise Financial Planning Retail Installation Guide*

- *Oracle Retail Merchandise Financial Planning Retail User Guide for the RPAS Fusion Client*
- Oracle Retail Predictive Application Server documentation

For more information about the Fashion Planning Bundle applications see the following documentation sets:

- Oracle Retail Item Planning documentation
- Oracle Retail Item Planning Configured for COE documentation
- Oracle Retail Assortment Planning documentation
- Oracle Retail Size Profile Optimization documentation

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(Data Model documents are not available through Oracle Technology Network. These documents are packaged with released code, or you can obtain them through My Oracle Support).

Documentation should be available on this Web site within a month after a product release.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1

Introduction

Oracle Retail Merchandise Financial Planning (MFP) is one of five planning and optimization solutions represented in the Fashion Planning Bundle. The Fashion Planning Bundle is comprised of Merchandise Financial Planning, Assortment Planning, Item Planning, Item Planning Configured for COE, and Size Profile Optimization, all of which are focused on integrating the core preseason and in-season planning processes.

MFP provides flexible and easy-to-use financial planning solution templates that enable retailers to create high-level, strategic and low-level, detailed financial plans. The solution guides users through best-practice planning processes in an efficient, streamlined manner while providing top-down, middle-out, and bottom-up functionality for developing, reconciling, and approving plans.

Note: There are two versions of MFP: MFP Retail and MFP Cost. This guide describes MFP Retail on the Oracle Retail Predictive Application Server (RPAS) Classic Client.

For information about MFP Cost on the RPAS Classic Client, see the *Oracle Retail Merchandise Financial Planning Cost User Guide for the RPAS Classic Client*.

For information about MFP Retail and Cost on the RPAS Fusion Client, see the *MFP Retail User Guide for the RPAS Fusion Client* and *MFP Cost User Guide for the RPAS Fusion Client*.

MFP provides both preseason and in-season planning with key financial indicators that include sales, markdowns, receipts, inventory, gross margin, and open-to-buy. MFP users can bring many plans together for quick and easy reconciliation and approval through consistent, disciplined processes. Furthermore, MFP can be used to plan for multiple retail channels including stores, internet, and catalog.

MFP enables users to perform the following tasks:

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

MFP Planning Process

The MFP planning process can be separated into two subprocesses: preseason and in-season planning. Creating the merchandise financial plan occurs during preseason planning. Managing and updating the merchandise financial plan occurs during in-season planning. Preseason planning focuses on creating the Original Plan (Op) against which to benchmark in-season progress. In the preseason process, the plan is initialized by seeding from either Last Year (Ly) or Adjusted Last Year (Adj Ly). This seeding gives users a curve of demand against which to spread their new plan. Users then plans sales, receipts inventory, turn, and gross margin measures.

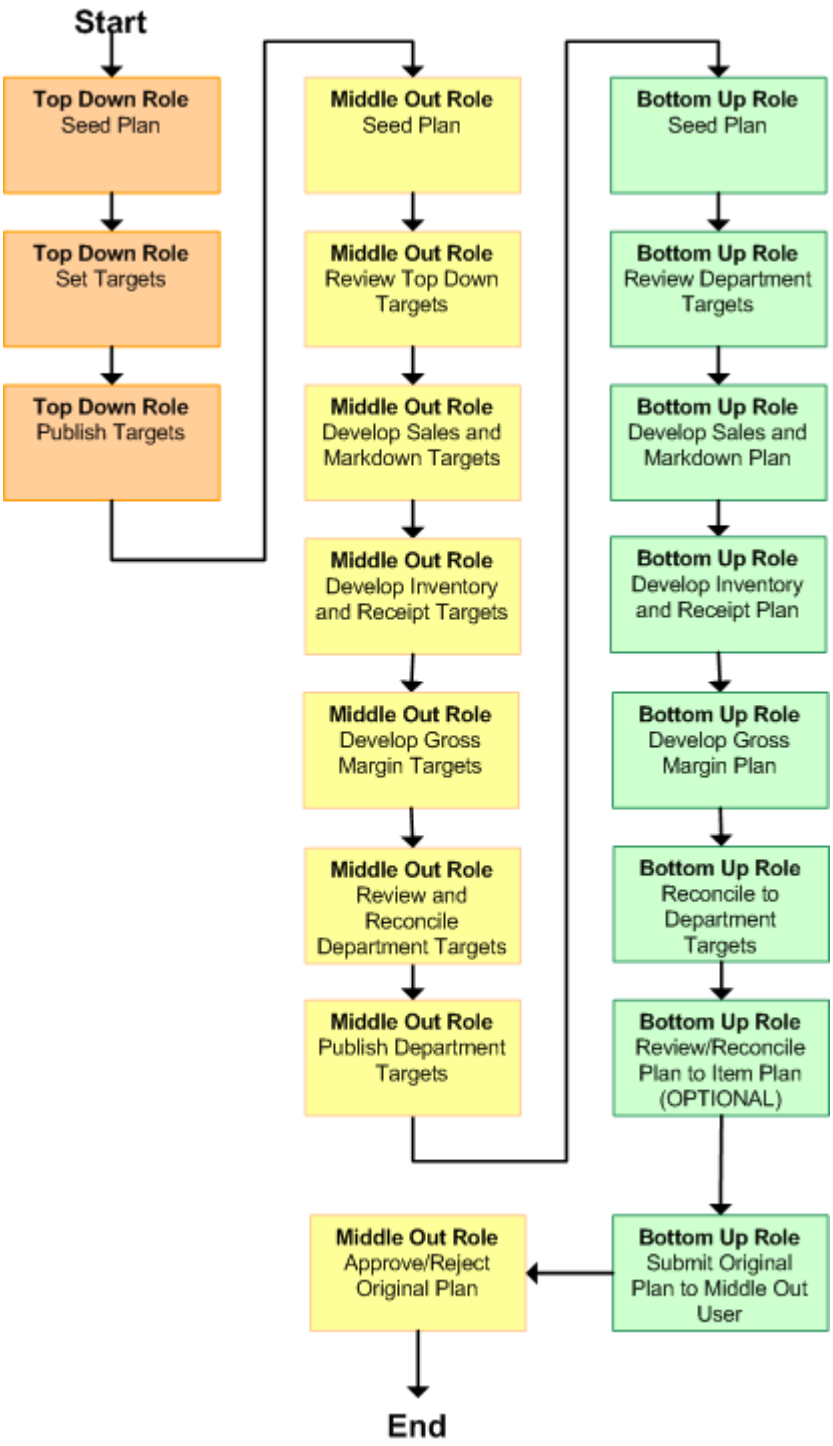
There are three types of users in MFP:

- **Top Down**: These roles are typically planning directors. They create the overall targets for the company down to group level and set top-down group level targets for the middle out role.
- **Middle Out**: These roles are typically planning managers. They create middle-out targets at the department level.
- **Bottom Up**: These roles are typically merchandise planners. They create Op and Cp plans for approval by the middle out role.

The targets are published by superior levels to the subsequent level: top down passes to middle out, and middle out passes to bottom up. The bottom up then submits the Op, Cp, or both to the middle out role for approval. The Op and Cp plans are not created until they are approved by the middle out role.

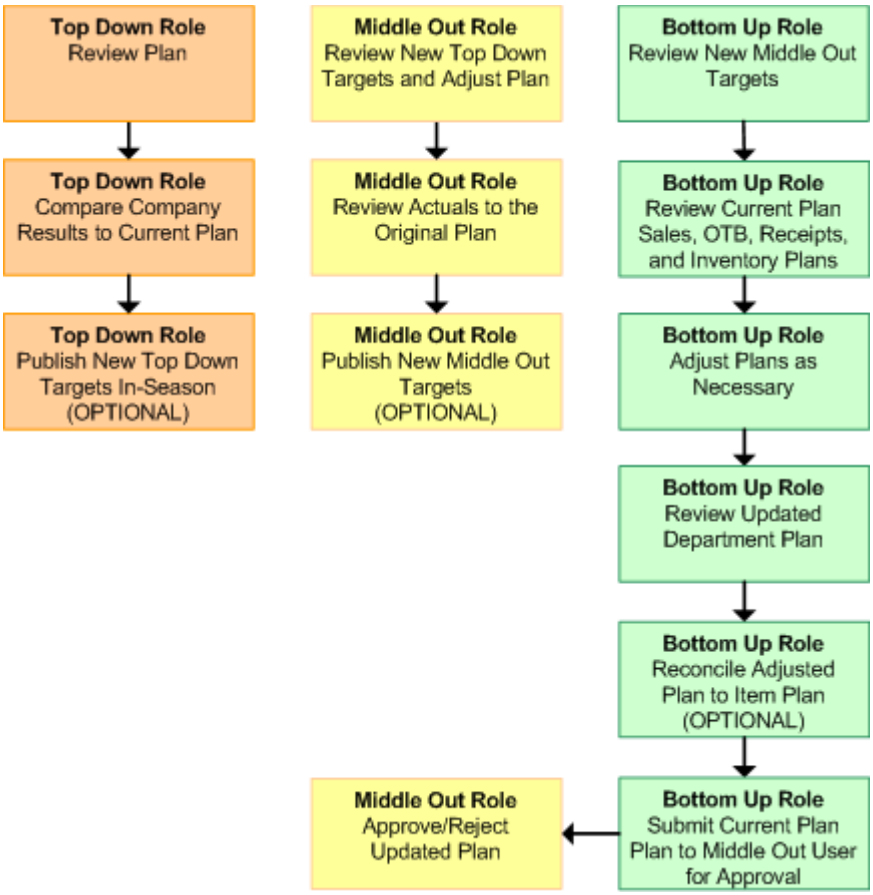
This process is shown in the two diagrams on the following pages.

Figure 1–1 MFP Preseason Planning Process



After the plan period has begun, the process of in-season planning begins. The objective of in-season planning is to identify opportunity and risk for the Op.

Figure 1–2 MFP In-Season Planning Process



Role Planning Overview

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

The top down user passes targets to the middle out user, who passes targets to the bottom up user. The bottom up user's approved plans can be made visible to an item planner using a separate product, Oracle Retail Item Planning.

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 or a top-down process (see the following reference chart). The role's base intersection defines the lowest level of product to which that role has access when building a plan. The planning role defines the range of planning responsibilities and also controls the measures shown in planning views and those measures' accessibility.

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

- Top Down
- Middle Out
- Bottom Up

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

Table 1–1 Range of Planning and Role Relationships

Role	Base Intersection	Range of Planning	Lowest-Level Time Period	Bottom Up Rule	Top Down Rule
Top Down	Group/Month	Company - Group	Month	Middle Out	None
Middle Out	Department/ Week	Group - Department	Week	Bottom Up	Top Down
Bottom Up	Subclass/Week	Department - Subclass	Week	None	Middle Out

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 uses a workbook to build and maintain plans throughout the season.

- **Worksheets**

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

- **Worksheet Data**

  Used to save, commit, and edit plan data.

- **Planning Roles**

  Each MFP user is assigned to a specific role. These roles control the application functions that are available and the level of aggregation in the product hierarchy for that user. 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 of combining lower level plans and comparing them to a higher level target. Plan approval is a built-in application process that allows a bottom up role to submit a plan for approval to a middle out role, who then can approve or reject it.

Workbooks

An MFP user accomplishes multiple planning tasks using workbooks. A workbook is a user-defined data subset (of a master database) that includes selected dimensions levels. These workbooks consist of views and graphical charts 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.
- **Calendar levels and members** such as Half, Month, and Week for the Spring 2010 Season.
- **Location levels and members** may reflect multiple channels within an organization at their aggregate level, such as total Brick & Mortar divisions, Catalog, 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, Inventory.

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

  Data in a workbook can be displayed using both multidimensional 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 multidimensional 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, calendar, 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 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

Users may edit data at many levels of each hierarchy (product, location, calendar). 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.

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. The following 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.

Table 1–2 Aggregation Methods

Aggregation (Agg) Methods	Result	Types of Measures
Total	Values are summed up the hierarchy dimensions.	Value or unit measures such as sales and receipts.
Recalc	Value is recalculated at aggregate levels based on its rule calculation.	Percentage measures such as Gross Margin %. Also other calculated measures such as TO and Forward Cover.
PST - Period Start Total	Value is summed up non-calendar dimensions. Value at aggregate time equals the same value as the first child period's value belonging to the aggregate parent.	Beginning of Period Inventory (BOP).
PET - Period End Total	Value is summed up non-calendar dimensions. 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.

Table 1–3 Spread Methods

Spread Methods	Result	Types of Measures
Proportional	Typically used in conjunction with Total Agg Type. Value is spread proportionally to the child levels when a value is entered at an aggregate level.	Value or unit measures such as sales 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 levels. 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 level beneath the level of the edit. For example, an edit to BOP Inv at the Month level spreads 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 level beneath the level of the edit. For example, an edit to EOP Inv at the Month level spreads the edited EOP Inv value to the last week reporting to the Month.	Typically used in conjunction with EOP Inv, Avg Inv.

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 applies 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, use the **Edit - Revert** command to undo the changes. The Revert command resets the workbook back to its state after the last save was issued.

Explanation of Spread Types

This section describes the following spread types:

- Replicate
- Even
- Proportional
- Delta

For each of the spread types, assume the following hierarchy and values.

Table 1–4 Example for Spread Types

	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

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 the following results:

Table 1–5 Example for Replicate Method

	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

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 the following results:

Table 1–6 Example for Even Method

	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

Proportional spreads 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), 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 percentage contribution of the base cell to the aggregate remains unchanged. See the following results:

Table 1–7 Example for Proportional Method

	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

Delta spreads 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.

Table 1–8 Example for Delta Method

	February	Week1	Week2	Week3	Week4
Department1	670	155	170	100	145

Table 1–8 (Cont.) Example for Delta Method

	February	Week1	Week2	Week3	Week4
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 Workbook Data

Two options, Save and Commit, 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 with the Save option is saved to a local copy of the database. Other users are not able to view the saved data by default. You may save the workbook with global or group access enabling others to view your local workbook.

Commit - Data is saved to the master database. Data (including changed) is accessible to all users after their workbooks are rebuilt or refreshed.

Refresh and Build 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.

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 by using the Auto Workbook Build process. Refer to the *Oracle Retail Predictive Application Server Administration Guide* for more details.

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 views (for example, to distinguish measures).

The plan versions that are visible to MFP users depend on the users' planning roles.

Table 1–9 Plan Versions Visible to MFP

Plan Version	Bottom Up	Middle Out	Top Down
Working Plan (Wp)	X	X	X
Last Year (Ly)	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 bottom up role has access to the target passed from the middle out role. The middle out role has access to the target passed from the top down role, as well as their published targets. The top down role can view 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 preseason or in-season period.
- This plan version is used to develop and revise plan data.
- Actual data values are loaded into the Wp version for all elapsed time periods.

Last Year (Ly)

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

Target (Tgt)

- Target measures contain values set by a higher role that are then passed to a lower role. For example, the top down role passes a target plan down to the middle out role, and the middle out role passes a target plan version down to the bottom up role.
- Targets are created by the role through the Publish Targets option in the Planning Actions menu, which is initiated by the user. After the data is committed to the database, those targets become available to the next lower role.

Waiting for Approval (Wa)

- A plan awaiting approval by the middle out role. The bottom up role submits the plan for approval, which copies the plan data from the Wp version to the Wa version.
- The middle out and bottom up roles access the same Wa version. The Wa version is read-only for both roles.
- If the plan is approved, a Wa plan is promoted to either the Original Plan (Op) version or Current Plan (Cp) version or both the Op and Cp, depending upon the plan version selected by the bottom up role when submitting the plan for approval.
- 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 preseason plan that has been approved and promoted from Waiting for Approval (Wa) to Original Plan (Op) version.
- The bottom up role's plan is the only plan that is approved and becomes the Original Plan.
- All roles can view 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.
- All roles can view the Cp version measures.
- The bottom up role's plan is the only plan that is approved and becomes the Current Plan.
- Actual data values are loaded into the Cp (and Wp) version for all elapsed time periods.

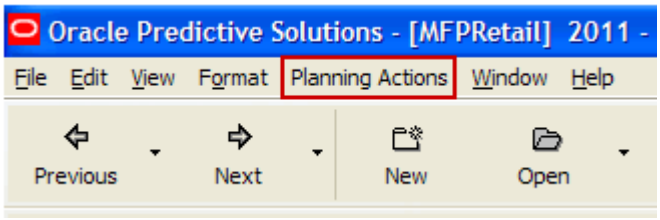
Plan Reconciliation

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 plans are generated, they move through a reconciliation phase, and on to the plan approval phase.

Planning Actions Menu

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

Figure 1–3 RPAS Client Menu Bar with the Planning Actions Menu



The Planning Actions menu options vary depending on the currently open workbook:

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

Note: Descriptions of these planning actions menu options are provided where relevant throughout this guide.

Seeding the Plan

Seeding is a process that populates certain Working Plan data elements with last year's data or adjusted last year's data. Seeding facilitates the ability to create a plan by providing curves across time and relationships between products and locations. After edits are made to a Working Plan measure that has been seeded, the new edit spreads to lower hierarchy members based on the data that has already been seeded, maintaining the curves and relationships between products and locations.

Plan Approval

In MFP, the middle out and bottom up roles participate in the plan approval process.

The bottom up role uses the Submit Plan worksheet to submit plans to the middle out role for approval. The bottom up role also uses this worksheet to view the status of their submitted plans. The middle out role uses the Approve Plan worksheet to approve or reject the submitted plans.

Submit for approval functionality is available through the Planning Actions 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 middle out and top down roles may set target values for key measures. Each role then makes these targets available to the role below them in the planning process.

Top down roles create their plan and use the Target Setting tab to update their target measures with the data in their targets. The data is committed to the database automatically when they invoke the Planning Action menu option: Publish Targets. Then middle out roles have access to these target values in their workbooks by either refreshing a currently open workbook or by building a new workbook.

2

Mapping Setup Workbook

The Mapping Setup workbook is used by the administrator to map weeks for last year and adjusted last year.

The last year mapping is used to identify which week to map to when determining the last year values in a workbook. The adjusted last year is used 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 tab:

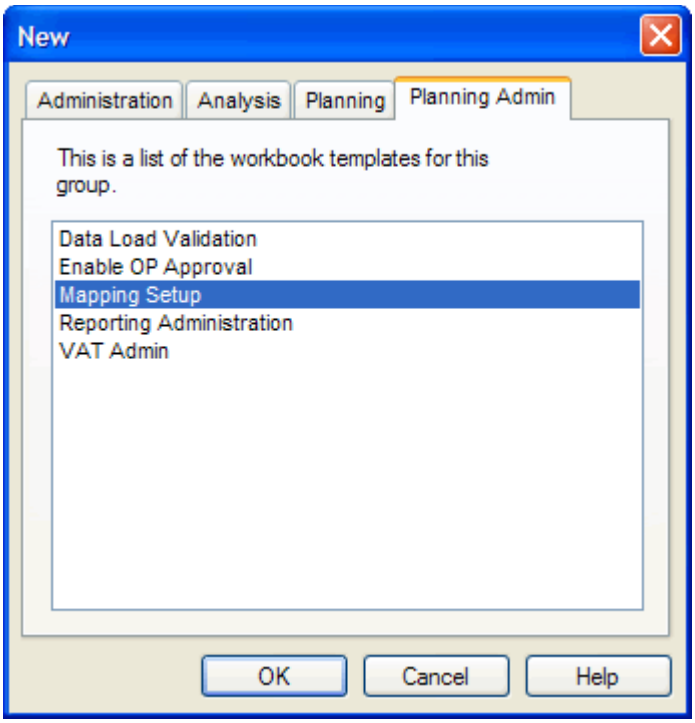
- Mapping Tab

Mapping Setup Wizard

To open a Mapping Setup workbook:

1. Select **New** from the File menu, or click the **New** button in the toolbar.
2. On the Planning Admin tab, select **Mapping Setup** and click **OK**.

Figure 2–1 Creating a New Mapping Setup Workbook



The Mapping Setup workbook is built.

Mapping Tab

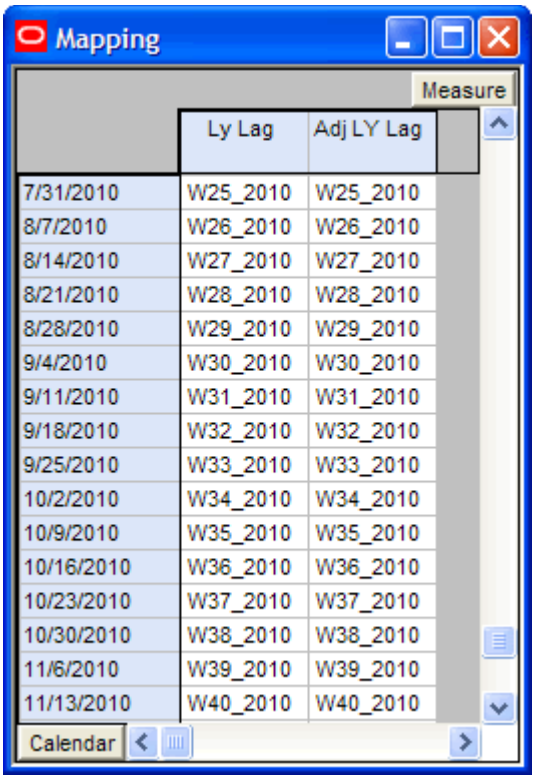
The Mapping tab has one worksheet, the Mapping worksheet.

Mapping Worksheet

Within this worksheet, you can set the mappings for last year and adjusted last year.

The week indicated in the Adj LY Lag measure is where the performance data is retrieved when you look at Ly data.

Figure 2–2 Mapping Worksheet



The following table lists the measures available on this worksheet.

Table 2–1 Mapping Worksheet Measures

Measure	Description
Ly Lag	Identifies the week used for mapping as last year.
Adj LY Lag	Identifies the week used for mapping as adjusted last year.

3

Top Down: Preseason Planning

The top down role is usually associated with senior management in the merchandise planning organization. The overall goal of the top down user is to develop company-level strategic targets that set the financial guidance for the planning organization. To do this, the top down user creates strategic targets that meet this goal and provides them to the planning manager (middle out role), who provides department targets to the merchandise planner (bottom up role).

Top down users typically begin planning two to three years before the planning period. This is known as preseason planning. During this time, top down users create the Merchandise Financial Plan for the season or for the entire year.

The Top Down Target Setting workbook contains the following tabs:

- Getting Started Tab
- Target Setting Tab
- Review Plan Tab
- Publish Targets Tab

The top down role uses the Getting Started, Target Setting, and Publish Targets tabs to publish the strategic targets to the middle out user.

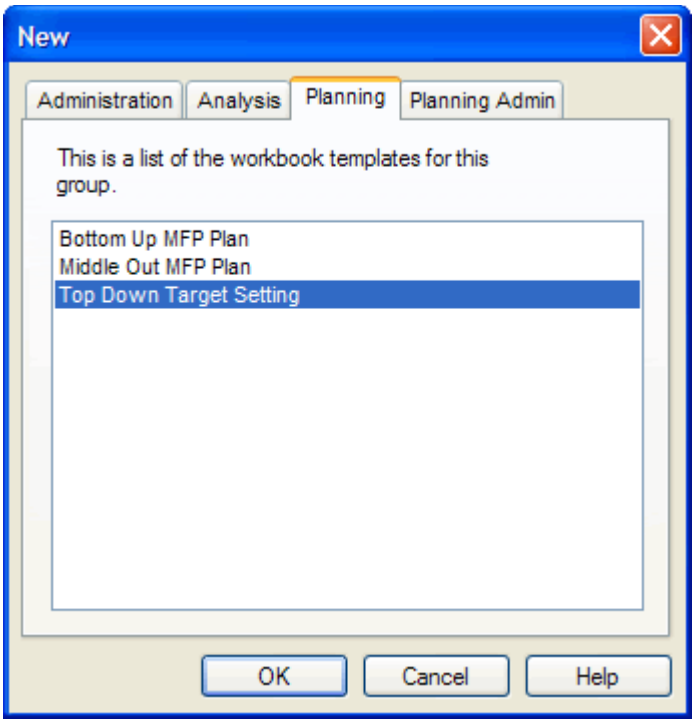
After the middle out user has published the MO targets, the top down user uses the Review Plan tab to review the MO targets. For more information about the Review Plan tab, see Chapter 7, "Top Down: Review Targets".

Top Down Target Setting Wizard

To open a Top Down Target Setting workbook:

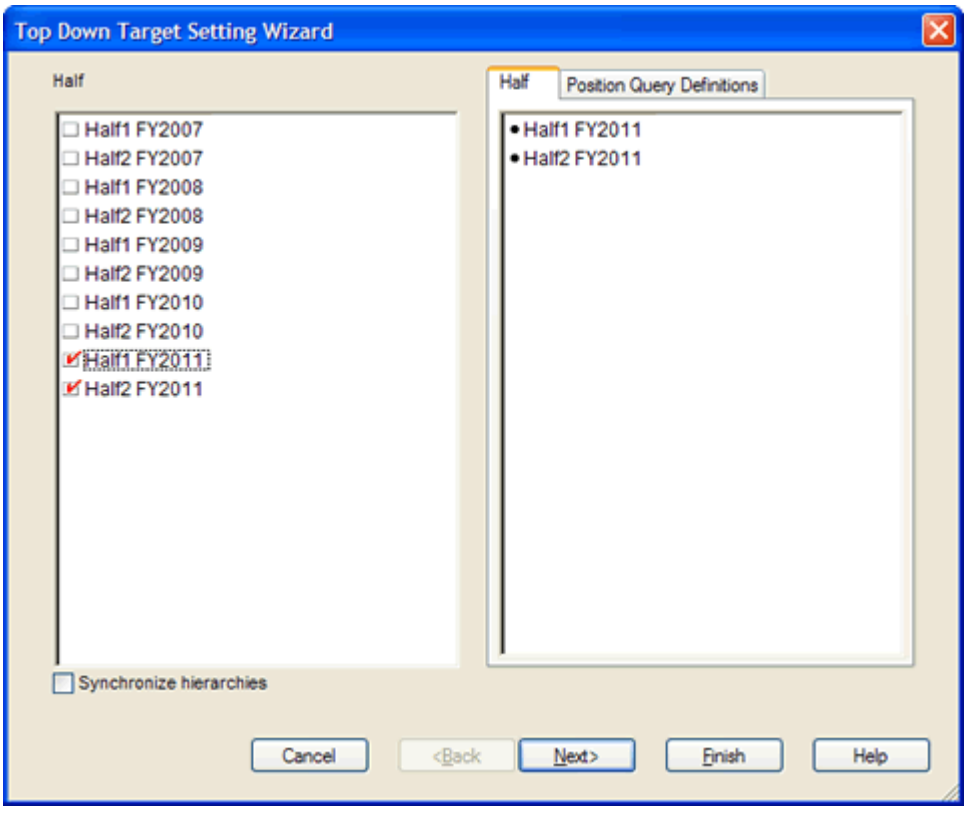
1. Select **New** from the File menu, or click the **New** button in the toolbar.
2. On the Planning tab, select **Top Down Target Setting** and click **OK**.

Figure 3–1 Creating a New Top Down Target Setting Workbook



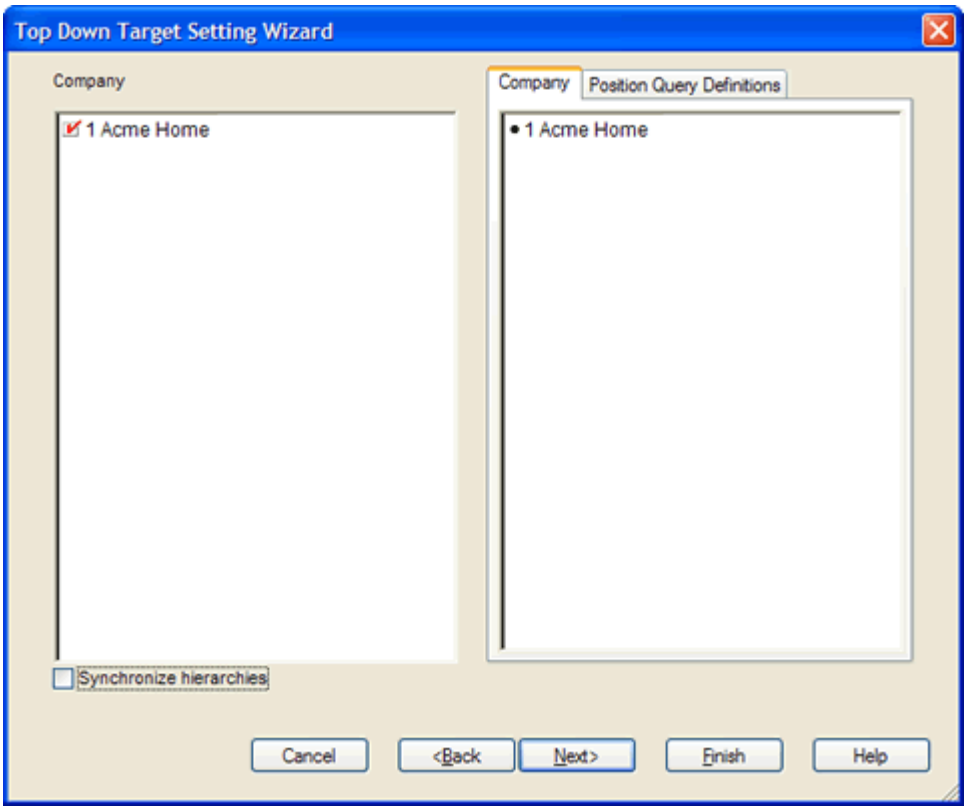
3. The Calendar Selection step appears. Select the halves you want to examine and click **Next**.

Figure 3–2 Top Down Target Setting Wizard: Calendar Selection



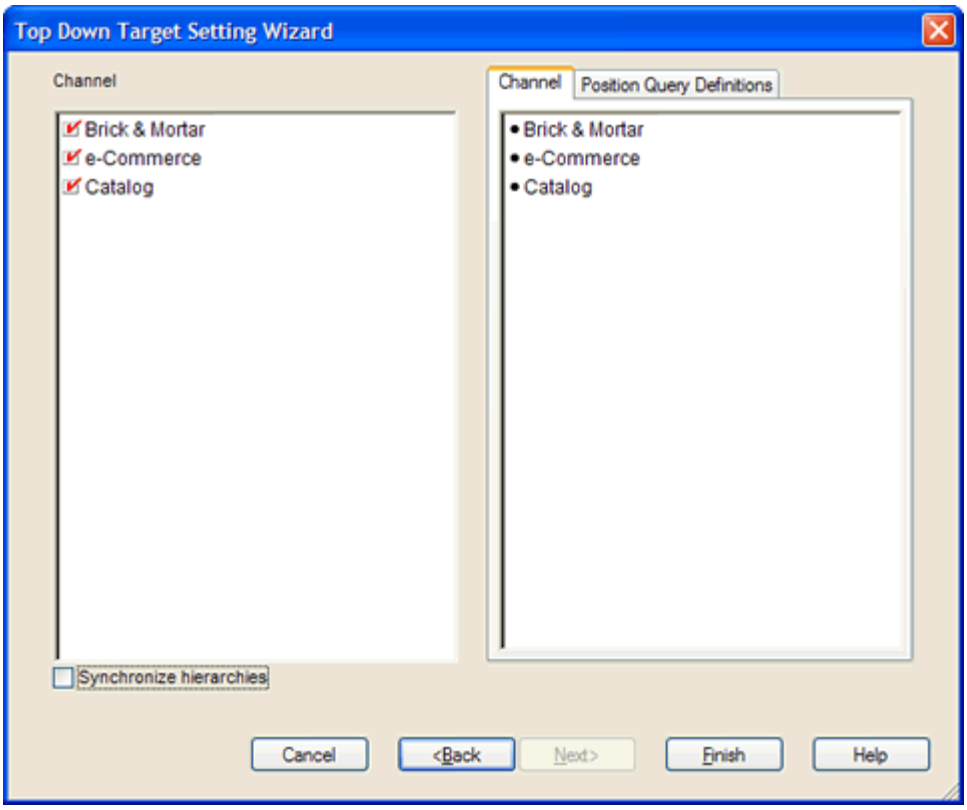
4. The Product Selection step appears. Select the company you want to examine and click **Next**.

Figure 3–3 Top Down Target Setting Wizard: Product Selection



5. The Location Selection step appears. Select the channels you want to examine and click **Next**.

Figure 3–4 Top Down Target Setting Wizard: Location Selection



The Top Down Target Setting workbook is built.

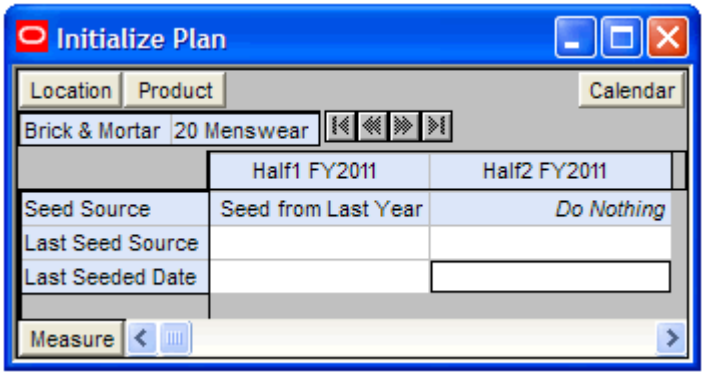
Getting Started Tab

The Getting Started tab contains one worksheet, Initialize Plan.

Initialize Plan Worksheet

The first step that top down users perform after they build the workbook is to seed the plan with the Initialize Plan worksheet.

Figure 3–5 Initialize Plan Worksheet



The following table lists the measures available on this worksheet.

Table 3–1 Initialize Plan Worksheet Measures

Measure	Description
Seed Source	The seed source used to seed the working plan. Use this option to seed or not seed the working plan. You can seed with Last Year's (Ly) or Adjusted Last Year's (Adj Ly) data. Or, you can choose the Do Nothing option if you do not want to seed the working plan.
Last Seed Source	The last seed source that was performed in this workbook. One of three options is shown: ■ Seed from Last Year ■ Seed from Adjusted Last Year ■ Do Nothing
Last Seeded Date	The last time the working plan was seeded.

With this worksheet, you can choose to seed your plan with Last Year (Ly) or Adjusted Last Year (Adj Ly) data to create a demand curve on which to spread the new plan's initial targets. Or, you can instead choose to not seed the plan, which allows you to create a plan that is not influenced by last year's performance.

In the preceding example, the Half1 FY2011 half has been selected to be seeded with Ly data. The Half2 FY2011 half has been selected to not be seeded.

Seeding the Plan

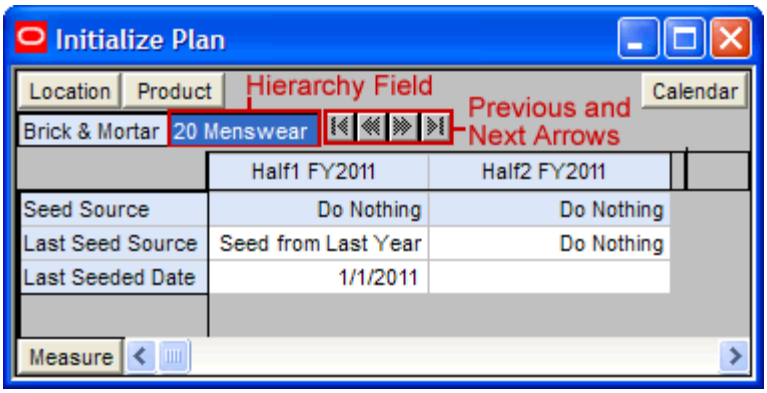
When seeding the plan, you can choose which information is seeded. For instance, you can seed just one half or all halves in the workbook. You can also choose what locations and products to seed.

There are two ways you can seed. You can seed each dimension individually, or you can seed several dimensions at once by changing the hierarchy dimension shown in the worksheet.

Seeding One Dimension at a Time As shown in Figure 3–5, only the 20 Menswear division of the Brick & Mortar channel has been selected to be seeded. This means that the other product divisions have not been selected to be seeded yet. To seed the next division in the Product hierarchy within the Brick & Mortar channel, perform the following steps:

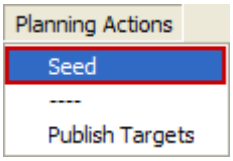
1. Click within the hierarchy field that you want to change, as shown in Figure 3–6.
2. Click the **Next** or **Previous** arrow, as shown in Figure 3–6.

Figure 3–6 Changing a Hierarchy Dimension with Page Arrows



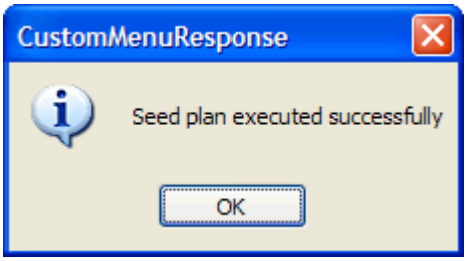
3. The next dimension in the hierarchy appears. Note that the Seed Source measure is now set to Do Nothing.
4. Choose the seed source for one or more halves.
5. Click the **Next** arrow to view and seed the next dimension.
6. When you have selected all the data you want to seed, click **Seed** in the Planning Actions menu.

Figure 3–7 Planning Actions Menu: Seed



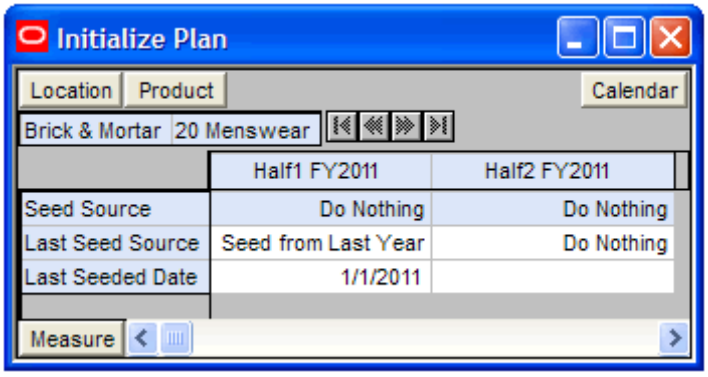
7. A confirmation message appears, stating that the data has been successfully seeded. Click **OK**.

Figure 3–8 Seeding Success Message



After you have seeded, the worksheet is refreshed and the Last Seed Source and Last Seeded Date measures contain the type and date of the last seed, as shown in Figure 3–9.

Figure 3–9 Seeded Working Plan



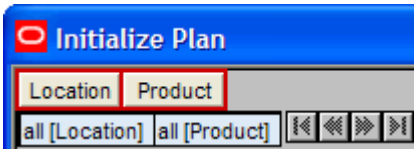
Seeding Several Dimensions at Once If you want to seed several locations and several products at once, you may want to change the dimension of the hierarchies shown in the worksheet.

The default setting of the Initialize Plan worksheet is set to show the Calendar hierarchy at the half dimension, the Location hierarchy at the channel dimension, and the Product hierarchy at the division dimension.

To change the hierarchy dimension shown in the worksheet, perform the following steps:

1. Right-click the hierarchy tile of the hierarchy dimension you want to change.

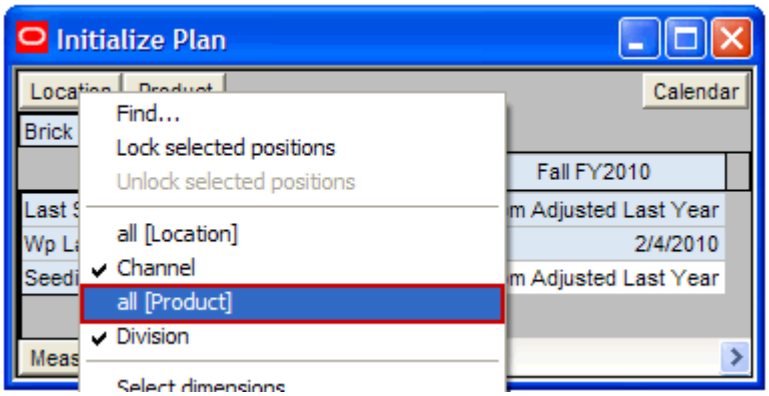
Figure 3–10 Hierarchy Tiles



2. The right-click context menu appears. Select the dimension of the hierarchy that you want to appear, as shown in Figure 3–11.

   If you want to view more than one dimension at a time in the worksheet, select multiple dimensions.

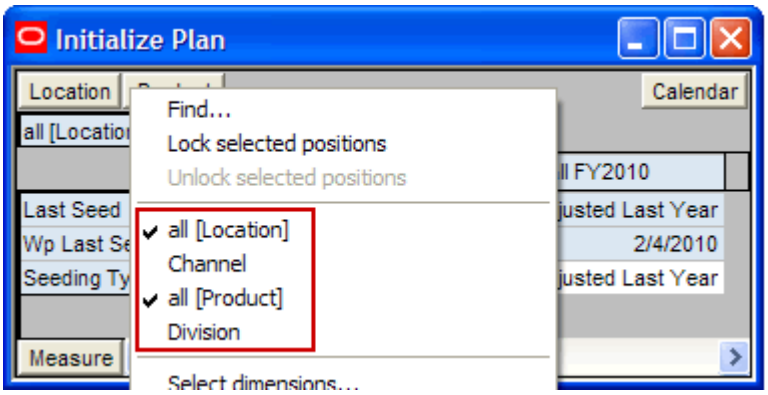
Figure 3–11 Seeding Several Dimensions at Once



3. Deselect the dimensions that you do not want to appear.

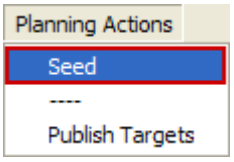
In Figure 3–12, Channel and Division were deselected and all[Location] and all[Product] were selected instead.

Figure 3–12 Seeding All Locations and All Products



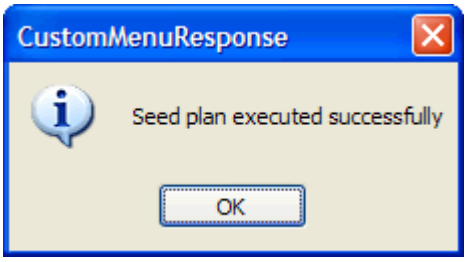
4. When the hierarchies are at the dimension you want, select the Seed Source for each half.
5. When you have selected all the data you want to seed, click **Seed** in the Planning Actions menu, as shown in Figure 3–13.

Figure 3–13 Planning Actions Menu: Seed



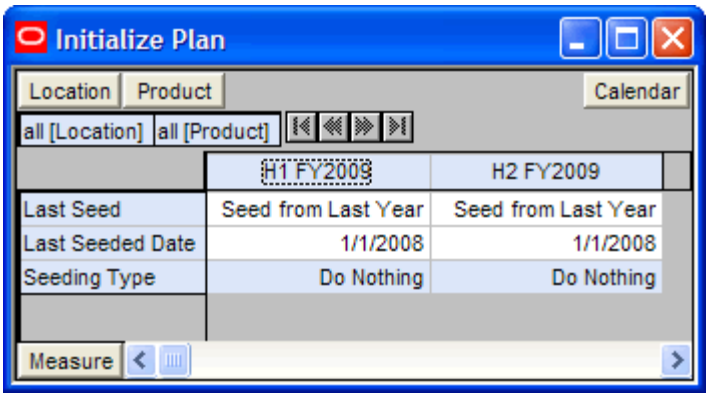
6. A confirmation message appears, stating that the data has been successfully seeded. Click **OK**.

Figure 3–14 Seeding Success Message



After you have seeded, the worksheet is refreshed and the Last Seed Source and Last Seeded Date measures contain the type and date of the last seed.

Figure 3–15 Seeded Working Plan



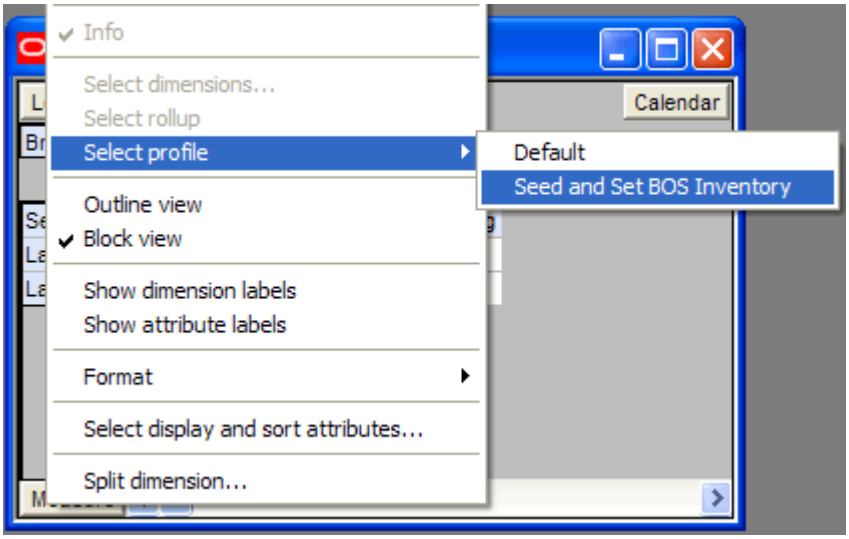
Setting Beginning of Season Inventory

After you have seeded, set the Beginning of Season (BOS) inventory. By entering the BOS inventory that you project for the season, you can set the BOS markup for that inventory, which allows the BOS cost to be calculated.

To set the BOS, perform the following steps:

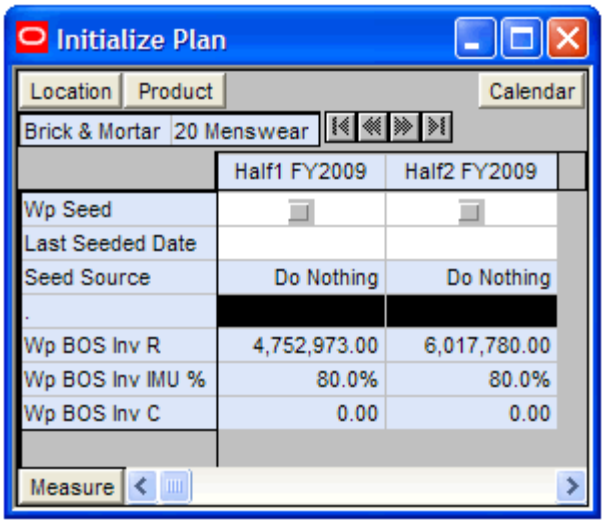
1. In the Initialize Plan worksheet, change the measure profile to **Seed and Set BOS Inventory**.

Figure 3–16 Seed and Set BOS Inventory Measure Profile



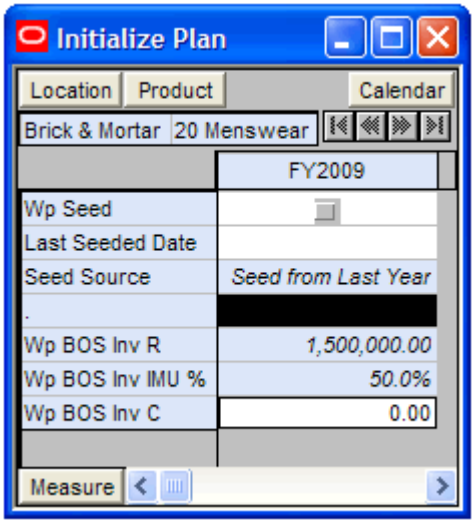
2. The worksheet is refreshed with the Seed and Set BOS Inventory measures visible.

Figure 3–17 Initialize Plan Worksheet with Seed and Set BOS Inventory Measure Profile



3. Change the calendar hierarchy rollup to year.
4. Enter data in the BOS Inv R and BOS Inv IMU% measures.

Figure 3–18 Initialize Plan Worksheet with Seeded and Set BOS Inventory



5. Click **Calculate**.

After you have seeded the divisions and set the BOS, continue to the next tab: Target Setting Tab.

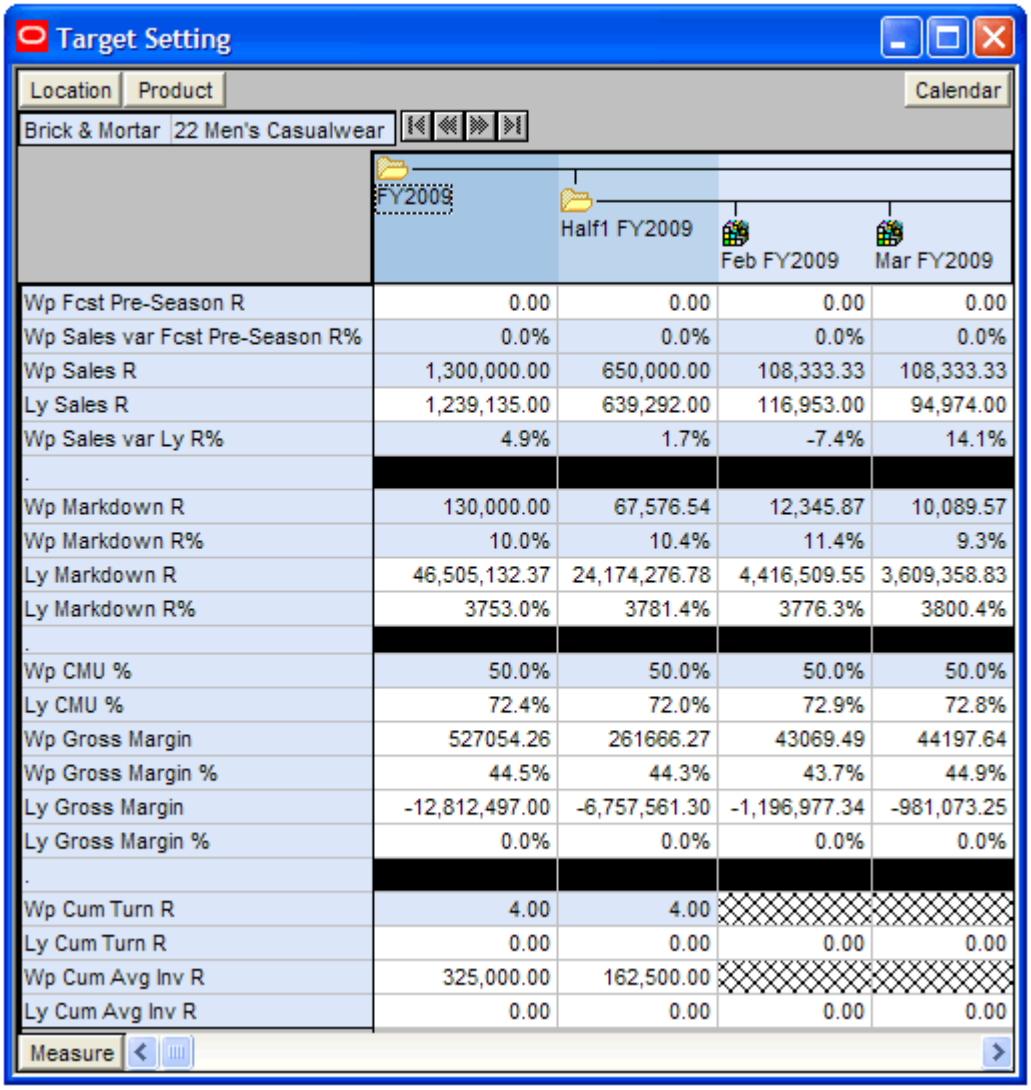
Target Setting Tab

The Target Setting tab contains one worksheet, Target Setting.

Target Setting Worksheet

After you have seeded the divisions, use the Target Setting worksheet to develop the sales and markdown targets for groups within those divisions.

Figure 3–19 Target Setting Worksheet



The following table lists the measures available on this worksheet.

Table 3–2 Target Setting Worksheet Measures

Measure	Description
Wp Fcst Pre-Season R	The preseason forecast.
Wp Sales var Fcst Pre-season R%	The planned preseason sales variance forecast.
Wp Sales R	The planned sales retail value.
Ly Sales R	Last year's sales retail value.
Wp Sales var Ly R%	The planned sales retail variance to last year expressed as a rate.
Wp Markdown R	The planned markdown value.
Wp Markdown R%	The planned markdown value expressed as a rate.
Ly Markdown R	Last year's markdown value.
Ly Markdown R%	Last year's markdown value expressed as a rate.
Wp CMU %	The planned cumulative markup percent. It is cumulated for the same period last year. It corresponds to the start week of the workbook until the current week.
Ly CMU %	The cumulative markup percent from last year.
Wp Gross Margin	The planned gross margin.
Wp Gross Margin %	The planned gross margin rate.
Ly Gross Margin	Last year's gross margin.
Ly Gross Margin %	Last year's gross margin rate.
Wp Cum Turn R	The planned cumulative inventory turns (retail). It is cumulated from the start week of the workbook.
Ly Cum Turn R	Last year's cumulative inventory turns (retail).
Wp Cum Avg Inv R	The planned average cumulative inventory turns (retail). It is cumulated from the start week of the workbook.
Ly Cum Avg Inv R	Last year's average cumulative inventory turns (retail).

To create the top down targets, perform the following steps:

1. Change the Calendar hierarchy so that year is displayed.
2. Enter the WP Sales R that you are projecting. Use the Wp Fcst Pre-Season R measure as a guide.
3. Plan the markdown by editing either the Markdown R or Markdown R% measure.
4. Enter the CMU targets at the month level. These are usually relative to the receipt markup they have for the same plan period.

Note: The Wp CMU% measure is only editable in the Top Down Target Settings workbook. For the middle out and bottom up users, it is read-only.

---

5. Plan the gross margin by editing the Wp Gross Margin measure. Enter the target at the year level. This calculates the Wp Gross Margin % measures based off the Sales net Vat R measure.

   Note: Wp Gross Margin is only editable in the Top Down Target Settings workbook. For the middle out and bottom up users, it is read-only.

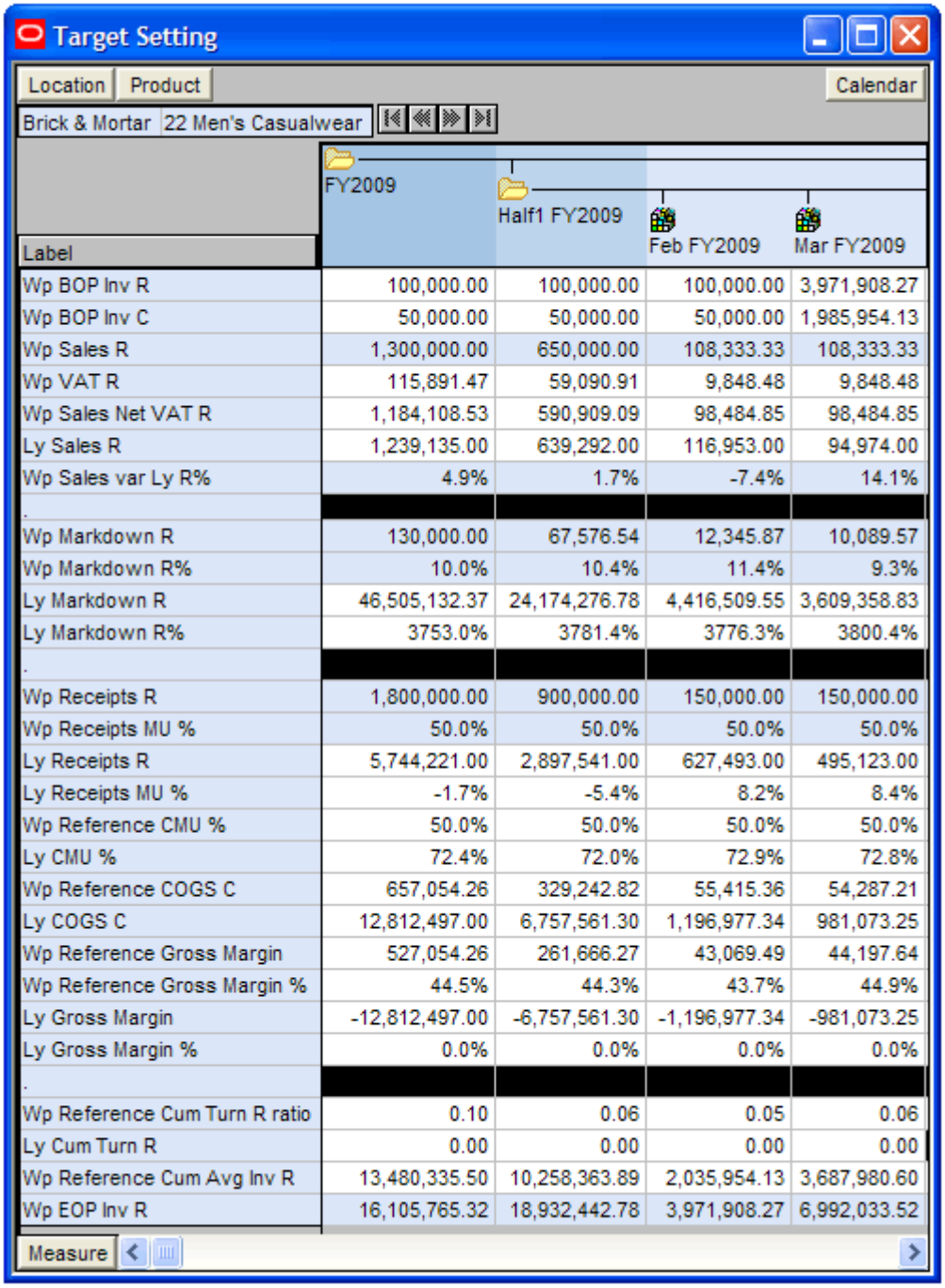
6. After you have entered sales and markdowns, the COGS measure is populated. To apply the CMU% to the COGS, enter CMU at the month level or higher. Click **Calculate**.
7. Optional: Adjust the gross margin by month.
8. Enter the Wp Cum Turn R at the half level.

   Note: The turn at the year is calculated by using the average inventory from the second half as the year average inventory. The turn for the year is calculated from the average inventory at the year level.

9. Click **Calculate** to populate the Wp Cum Avg Inv R measure.
10. Optional: Use the measure profile Reference Measures to assist you to create a more detailed top down target.

    Note: The reference measures may not match the working plan (Wp) measures. Reference measures are read-only. Only Wp measures are editable. The Wp measures are the measures that can be published as top down targets. Wp Reference measures cannot be published.

Figure 3–20 Targets Setting Worksheet, Reference Measures Profile



The Reference Measures profile includes additional measures for receipts and inventory planning. The reference measures in the Reference Measures profile are read-only. The Wp measures, not the reference measures, are the ones that are published. These Wp measure are as follows:

- Wp Sales R
- Wp Sales var Ly R%
- Wp Markdown R
- Wp Markdown R%
- Wp Receipts R
- Wp Receipts MU %
- Wp EOP Inv R

Note: The best practice is to plan sales first and then markdowns. Next, plan receipts to support those sales. Finally, evaluate the margin measures.

11. Return to the default measure profile.
12. Analyze the Wp Gross Margin measure. If you want the working plan gross margin to be based on the Wp Reference CMU %, then edit the Wp Gross Margin measure to match the reference measure. (Wp Gross Margin, not the reference measure, is the one that is published).
13. Evaluate the targets you have created. If you are satisfied, publish them by selecting **Publish Targets** from the Planning Actions menu.

Publish Targets Tab

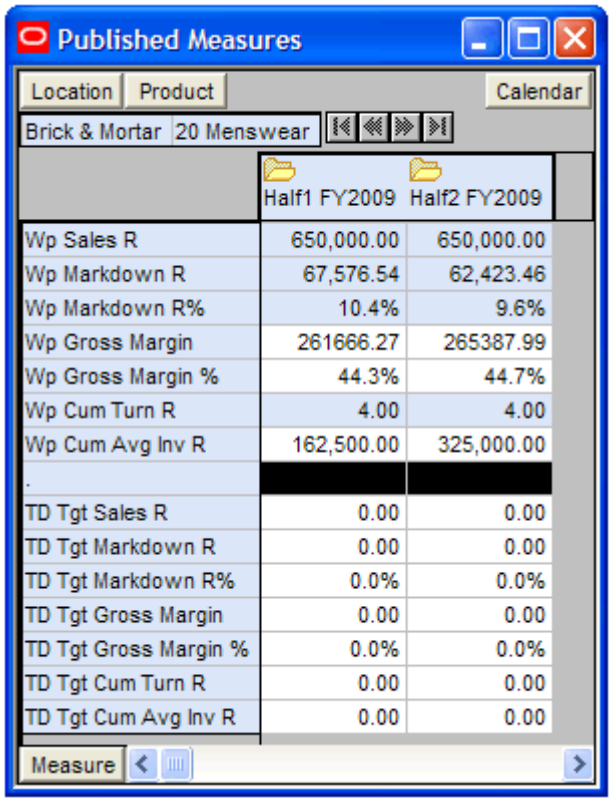
The following sections describe the worksheets available under the Publish Targets Tab:

- Published Measures Worksheet
- Publish Targets Worksheet
- All Measures Worksheet

Published Measures Worksheet

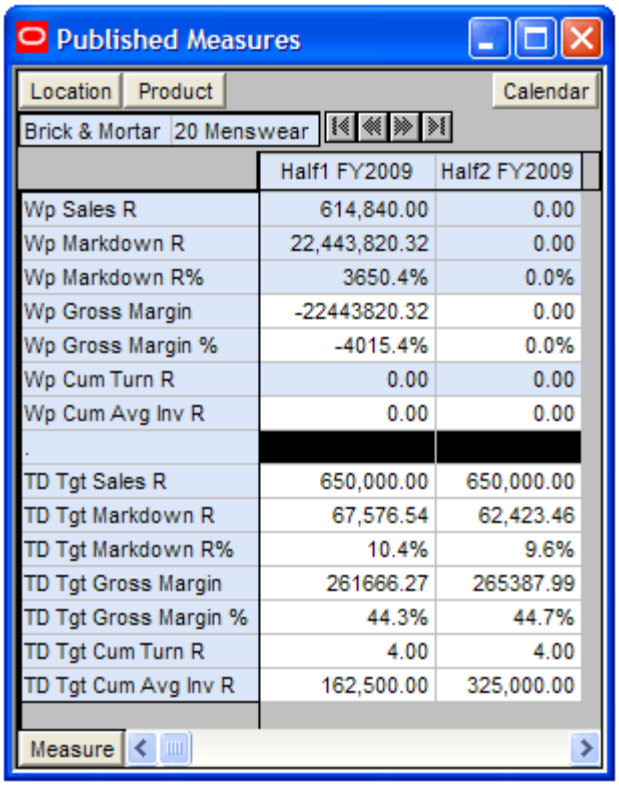
Use this worksheet to review the Wp measures before you publish them.

Figure 3–21 Published Measures Worksheet



If the workbook has never been published, the top down target (TD Tgt) measures have no values, as shown in Figure 3–21. After the workbook has been published, these are populated, as shown in Figure 3–22.

Figure 3–22 Published Measures Worksheet with Populated TD Tgt Measures



The following table lists the measures available on this worksheet.

Table 3–3 Published Measures Worksheet Measures

Measure	Description
Wp Sales R	The planned sales retail value.
Wp Markdown R	The planned markdown value.
Wp Markdown R%	The planned markdown value expressed as a rate.
Wp Gross Margin	The planned gross margin.
Wp Gross Margin %	The planned gross margin rate.
Wp Cum Turn R	The planned cumulative inventory turns (retail). It is cumulated from the start week of the workbook.
Wp Cum Avg Inv R	The planned average cumulative inventory turns (retail). It is cumulated from the start week of the workbook.
TD Tgt Sales R	The published top down target sales retail value.
TD Tgt Markdown R	The published top down target markdown value.
TD Tgt Markdown R%	The published top down target markdown value expressed as a rate.
TD Tgt Gross Margin	The published top down gross margin target.
TD Tgt Gross Margin %	The published top down gross margin rate.
TD Tgt Cum Turn R	The published top down cumulative inventory turns (retail). It is cumulated from the start week of the workbook.

Table 3–3 (Cont.) Published Measures Worksheet Measures

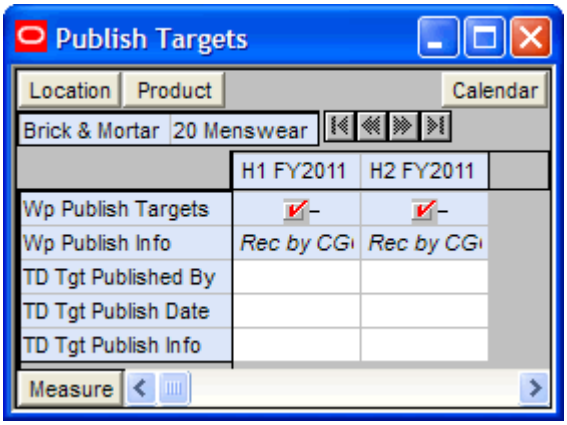
Measure	Description
TD Tgt Cum Avg Inv R	The published top down average cumulative inventory turns (retail) for the working plan. It is cumulated from the start week of the workbook.

After you have reviewed the targets, continue to the Publish Targets Worksheet.

Publish Targets Worksheet

Use the Publish Targets worksheet when you are ready to publish the targets you created. Publishing a target copies the target information to the TD Tgt (Top Down Target) measures in your workbook, and then it commits them to the database. After you have published, the targets are passed down to the middle out user.

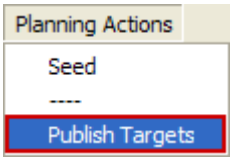
Figure 3–23 Publish Targets Worksheet



To publish the targets, perform the following steps:

1. Select the halves you want to publish in the Wp Publish Targets measure.
2. Optional: Enter useful information about the plan.
3. Repeat steps 1 and 2 for other locations and products if necessary.
4. Select **Publish Targets** from the Planning Actions menu.

Figure 3–24 Planning Actions: Publish Targets



The worksheet is refreshed and the Wp Publish Targets and Wp Publish Info measures are cleared. The TD Tgt measures in this worksheet are populated. These measures are described in detail in the following table:

Figure 3–25 Successfully Published Targets

The following table lists the measures available on this worksheet.

Table 3–4 Publish Targets Worksheet Measures

Measure	Description
Wp Publish Targets	Use this measure to choose the halves to publish targets for.
Wp Publish Info	Use this measure to enter additional information about the working plan.
TD Tgt Published By	Displays the user who published the top down targets.
TD Tgt Publish Date	Displays the date that the top down targets were published.
TD Tgt Publish Info	Displays additional information about the top down targets.

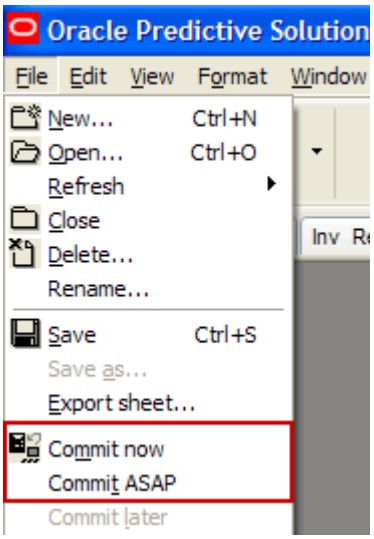
Commit Wp Measures

If you want to commit your working plan (Wp) measures to the database, you need to perform a separate commit in addition to publishing your targets. For more information about committing, see the *Oracle Retail Predictive Application Server User Guide for the Classic Client*.

To commit your Wp measures, perform the following steps:

1. In the workbook that you have published the targets, click a **Commit** option in the File menu.

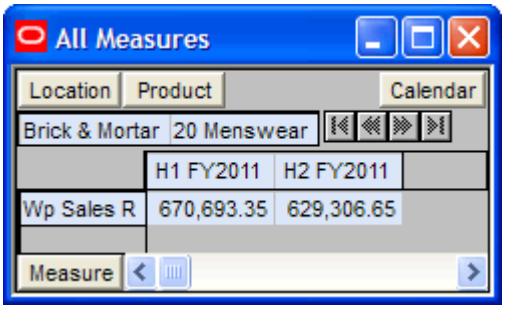
Figure 3–26 Commit a Workbook



All Measures Worksheet

The All Measures worksheet contains all the measures contained in the workbook; however, only the Wp Sales R measure is visible in the default measure profile. The purpose of this worksheet is to allow you to create a view of workbook measures that you may not be able to view all at once in other worksheets.

Figure 3–27 All Measures Worksheet



The following table lists the measures available on this worksheet.

Table 3–5 All Measures Worksheet Measures

Measure	Description
Wp Sales R	The planned sales retail value.

4

Middle Out: Preseason Planning

The middle out role is usually associated with middle management in the merchandise planning organization. The middle out user receives group targets from the top down user. The middle out user references those targets when creating the department targets. After the middle user has created the department targets, the user provides those targets to the bottom up user, who is usually a merchandise planner.

The Middle Out MFP Plan workbook contains the following tabs:

- Getting Started Tab
- Sales / Markdowns Tab
- Receipts / Inventory Tab
- Margin Tab
- Review Plan / Publish Targets Tab
- Submitted Plan Review / Approval Tab

The last tab in the middle out workbook is the Submitted Plan Review / Approval tab. This is where the middle out user approves or rejects the plan that was created by the bottom up user. To learn more about approving or rejecting the original plan, see Chapter 6, "Middle Out: Plan Approval".

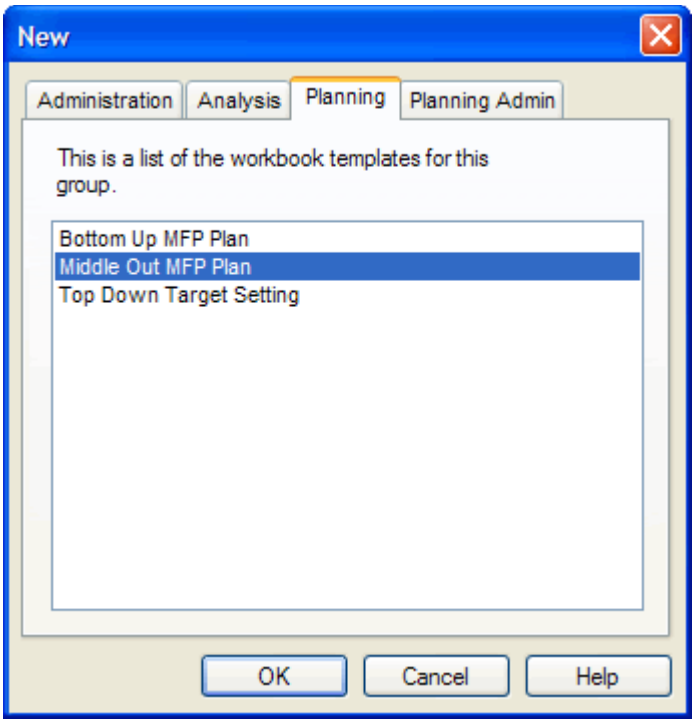
During in-season, the middle out user can publish new middle out targets as necessary to the bottom up user. For more information about in-season activities, see Chapter 8, "In-Season Management".

Middle Out MFP Plan Wizard

To open a Middle Out MFP Plan workbook:

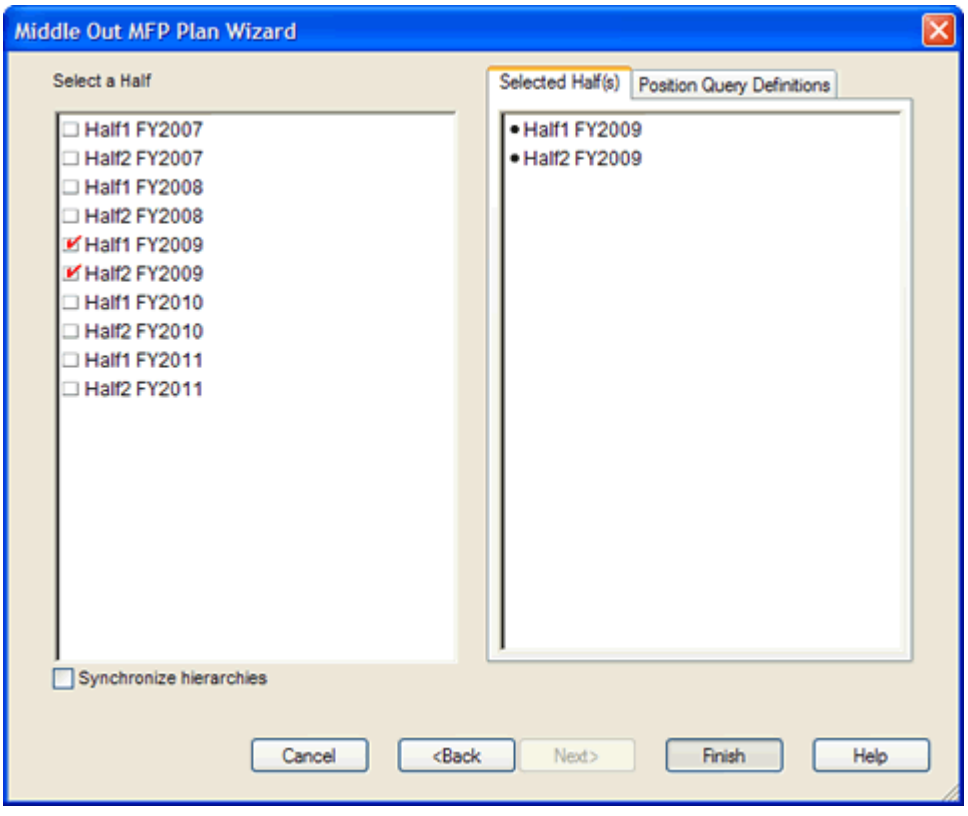
1. Select **New** from the File menu, or click the **New** button in the toolbar.
2. On the Planning tab, select **Middle Out MFP Plan** and click **OK**.

Figure 4–1 Creating a New Middle Out MFP Plan Workbook



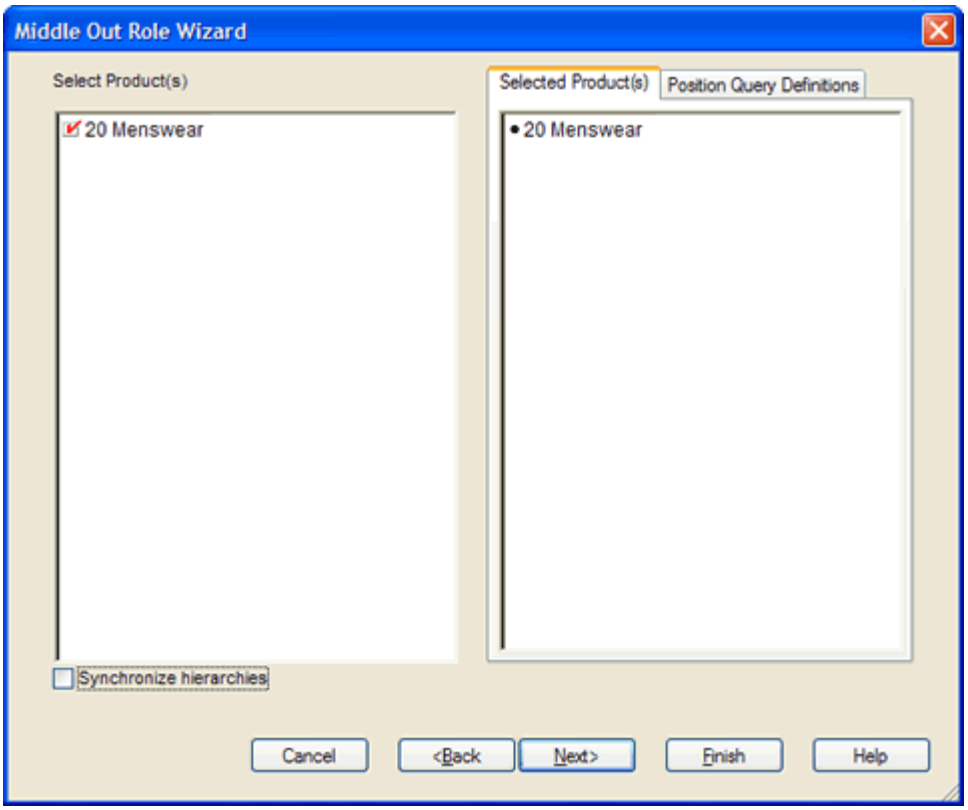
3. The Calendar Selection step appears. Select the half you want to examine and click **Next**.

Figure 4–2 Middle Out MFP Plan Wizard: Calendar Selection



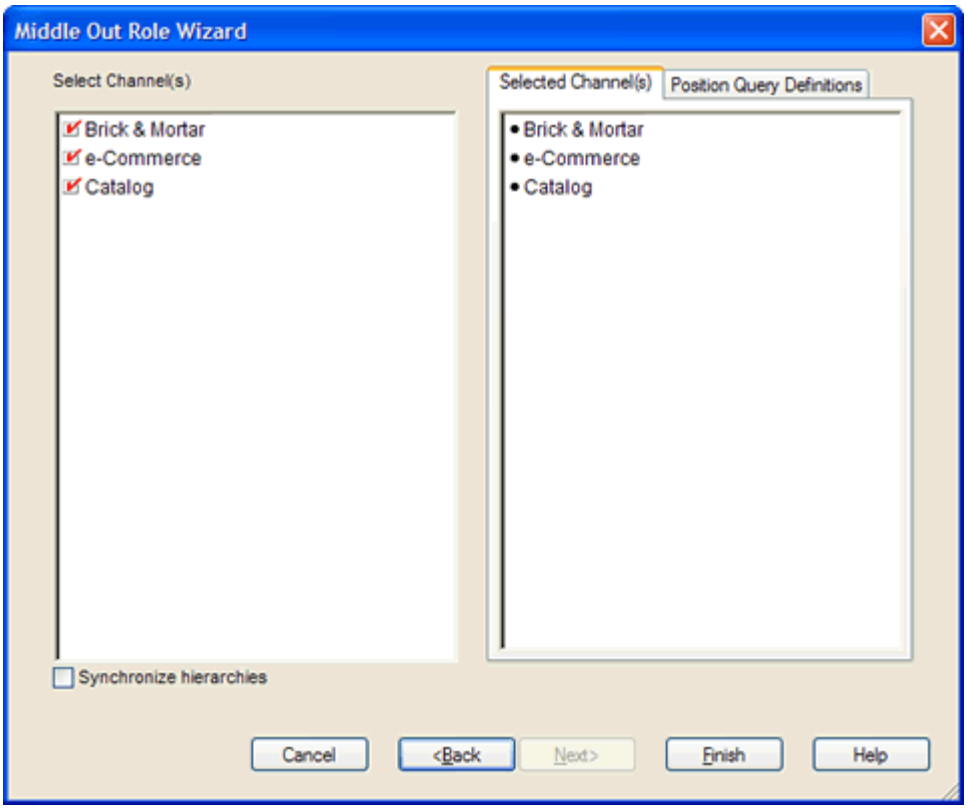
4. The Product Selection step appears. Select the divisions you want to examine and click **Next**.

Figure 4–3 Middle Out MFP Plan Wizard: Product Selection



5. The Location Selection step appears. Select the channels you want to examine and click **Finish**.

Figure 4–4 Middle Out Role Wizard: Location Selection



The Middle Out MFP Plan workbook is built.

Getting Started Tab

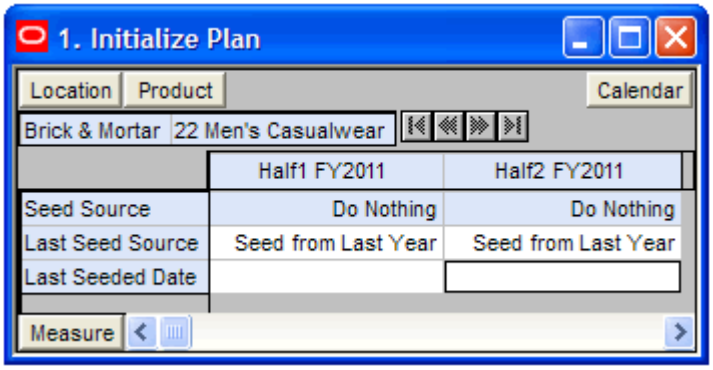
The following sections describe the worksheets available under the Getting Started Tab:

- Initialize Plan Worksheet
- Target Overview Worksheet

Initialize Plan Worksheet

The first step that middle out users perform after they build the workbook is to seed the plan with the Initialize Plan worksheet.

Figure 4–5 Initialize Plan Worksheet



The following table lists the measures available on this worksheet.

Table 4–1 Initialize Plan Worksheet Measures

Measure	Description
Seed Source	The seed source used to seed the working plan. Use this option to seed or not seed the working plan. You can seed with Last Year's (Ly) or Adjusted Last Year's data. Or, you can choose the Do Nothing option if you do not want to seed the working plan.
Last Seed Source	The last type of seed that was performed in this workbook. One of three options is shown: ▪ Seed from Last Year ▪ Seed from Adjusted Last Year ▪ Do Nothing
Last Seeded Date	The last time the working plan was seeded.

With this worksheet, you can choose to seed your plan with Last Year (Ly) or Adjusted Last Year data to create a demand curve on which to spread the new plan's initial targets. Or, you can instead choose to not seed the plan, which allows you to create a plan that is not influenced by last year's performance.

In the preceding example, both the Half1 FY2011 and Half2 FY2011 halves have been selected to be seeded with Ly data.

Seeding the Plan

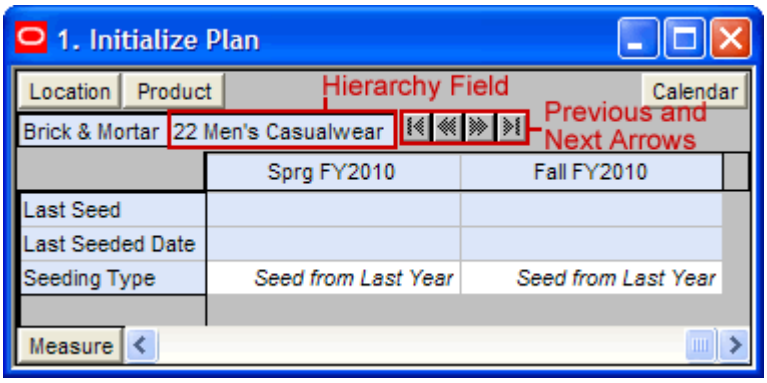
When seeding the plan, you can choose which information is seeded. For instance, you can seed just one half or all halves in the workbook. You can also choose what locations and products to seed.

There are two ways you can seed. You can seed each dimension individually, or you can seed several dimensions at once by changing the hierarchy dimension shown in the worksheet.

Seeding One Dimension at a Time As shown in Figure 4–5, only the 22 Men's Casualwear group of the Brick & Mortar channel has been selected to be seeded. This means that the other product groups have not been selected to be seeded yet. To seed the next department in the Product hierarchy within the Brick & Mortar channel, perform the following steps:

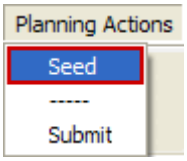
1. Click within the hierarchy field that you want to change, as shown in Figure 4–6.
2. Click the **Next** or **Previous** arrow, as shown in Figure 4–6.

Figure 4–6 Changing a Hierarchy Dimension with Page Arrows



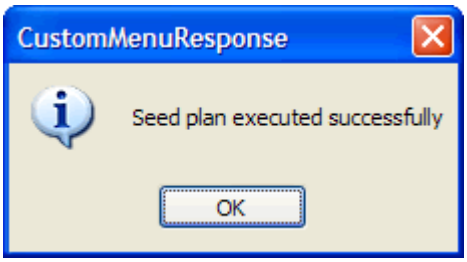
3. The next dimension in the hierarchy appears. Note that the Seeding Type measure is now set to Do Nothing.
4. Choose the seeding type for one or more halves.
5. Click the **Next** arrow to view and seed the next dimension.
6. When you have selected all the data you want to seed, click **Seed** in the Planning Actions menu.

Figure 4–7 Planning Actions Menu: Seed



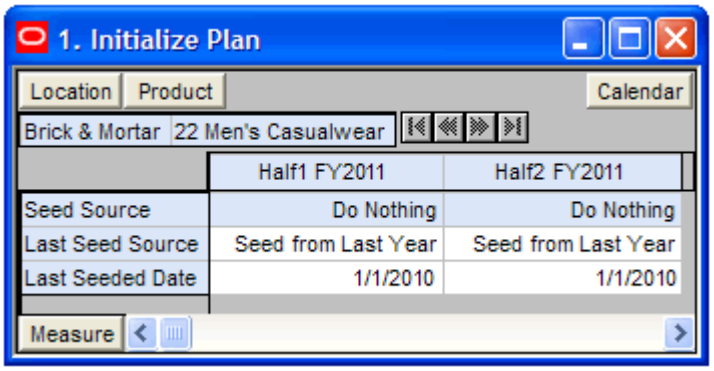
7. A confirmation message appears, stating that the data has been successfully seeded. Click **OK**.

Figure 4–8 Seeding Success Message



After you have seeded, the worksheet is refreshed and the Last Seed Source and Last Seeded Date measures contain the type and date of the last seed, as shown in Figure 4–9.

Figure 4–9 Seeded Working Plan



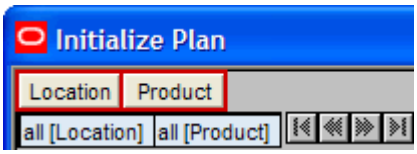
Seeding Several Dimensions at Once If you want to seed several locations and several products at once, you may want to change the dimension of the hierarchies shown in the worksheet.

The default setting of the Initialize Plan worksheet is set to show the Calendar hierarchy at the half dimension, the Location hierarchy at the channel dimension, and the Product hierarchy at the department dimension.

To change the hierarchy dimension shown in the worksheet, perform the following steps:

1. Right-click the hierarchy tile of the hierarchy dimension you want to change.

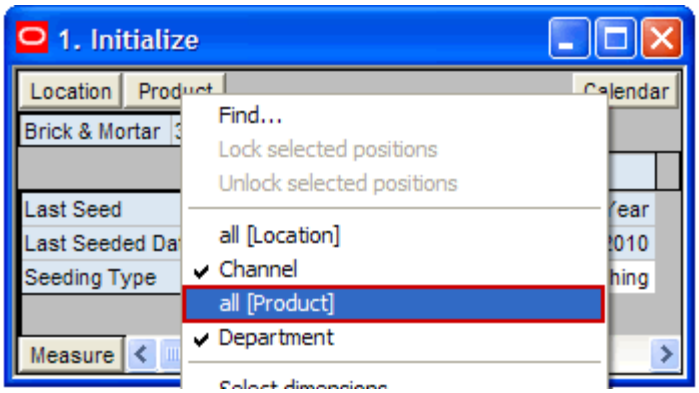
Figure 4–10 Hierarchy Tiles



2. The right-click context menu appears. Select the dimension of the hierarchy that you want to appear, as shown in Figure 4–11.

   If you want to view more than one dimension at a time in the worksheet, select multiple dimensions.

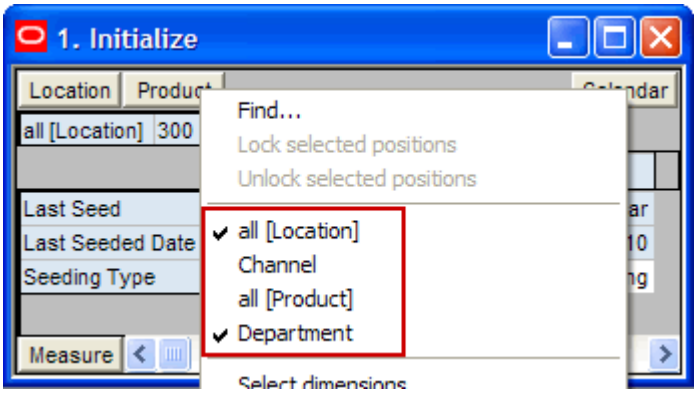
Figure 4–11 Seeding Several Dimensions at Once



3. Deselect the dimensions that you do not want to appear.

   In Figure 4–12, Channel and Department were deselected and all[Location] and all[Product] were selected instead.

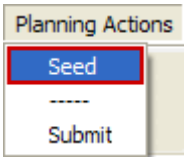
Figure 4–12 Seeding All Locations and All Products



4. After the hierarchies are at the dimension you want, select the Seeding Type for each half.

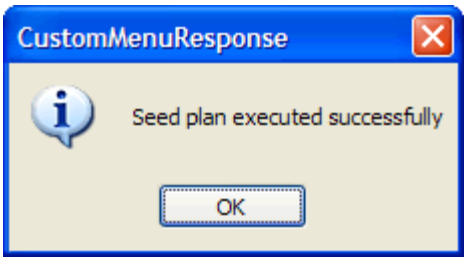
5. When you have selected all the data you want to seed, click **Seed** in the Planning Actions menu, as shown in Figure 4–13.

Figure 4–13 Planning Actions Menu: Seed



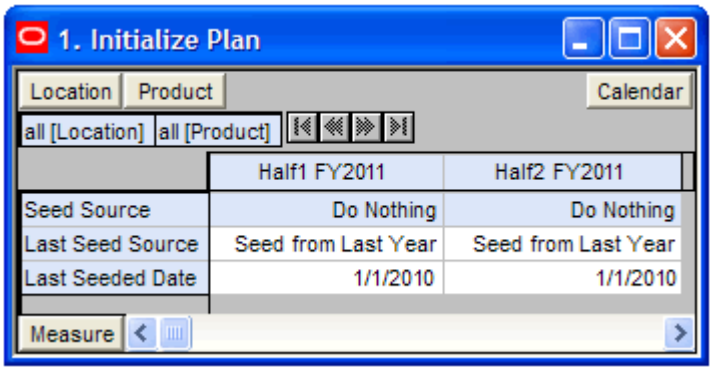
6. A confirmation message appears, stating that the data has been successfully seeded. Click **OK**.

Figure 4–14 Seeding Success Message



After you have seeded, the worksheet is refreshed and the Last Seed Source and Last Seeded Date measures contain the type and date of the last seed.

Figure 4–15 Seeded Working Plan



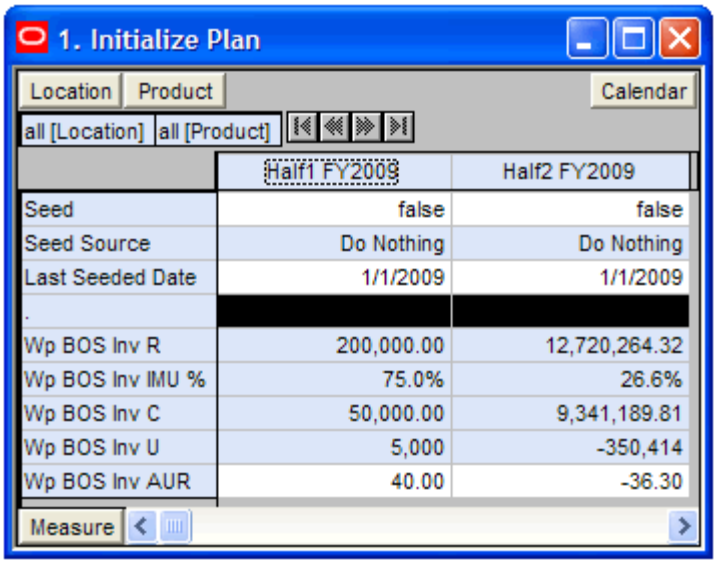
Setting Beginning of Season Inventory

After you have seeded, set the Beginning of Season (BOS) inventory. By entering the BOS inventory that you project for the season, you can set the BOS markup for that inventory, which allows the BOS cost to be calculated.

To set the BOS, perform the following steps:

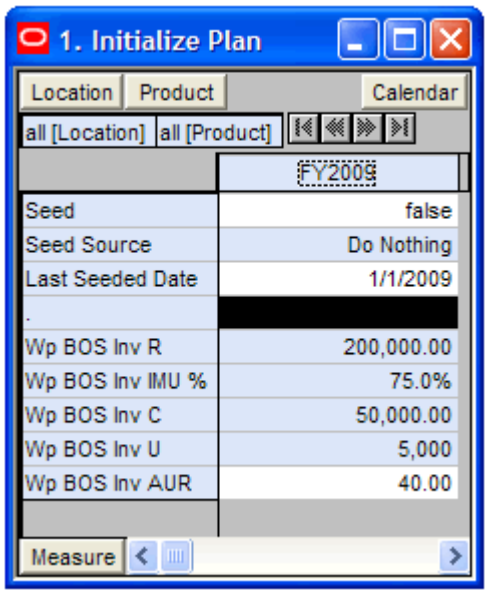
1. In the Initialize Plan worksheet, change the measure profile to Seed and Set BOS Inventory.
2. The worksheet is refreshed and the Seed and Set BOS Inventory measures are visible.

Figure 4–16 Initialize Plan Worksheet with Seed and Set BOS Inventory Measure Profile



3. Change the calendar hierarchy rollup to year.
4. Enter data in the BOS Inv R, BOS Inv IMU% , and Wp BOS Inv U measures.

Figure 4–17 Initialize Plan Worksheet with Seeded and Set BOS Inventory



5. Click **Calculate**.

After the BOS is planned, the cost and AUR is calculated.

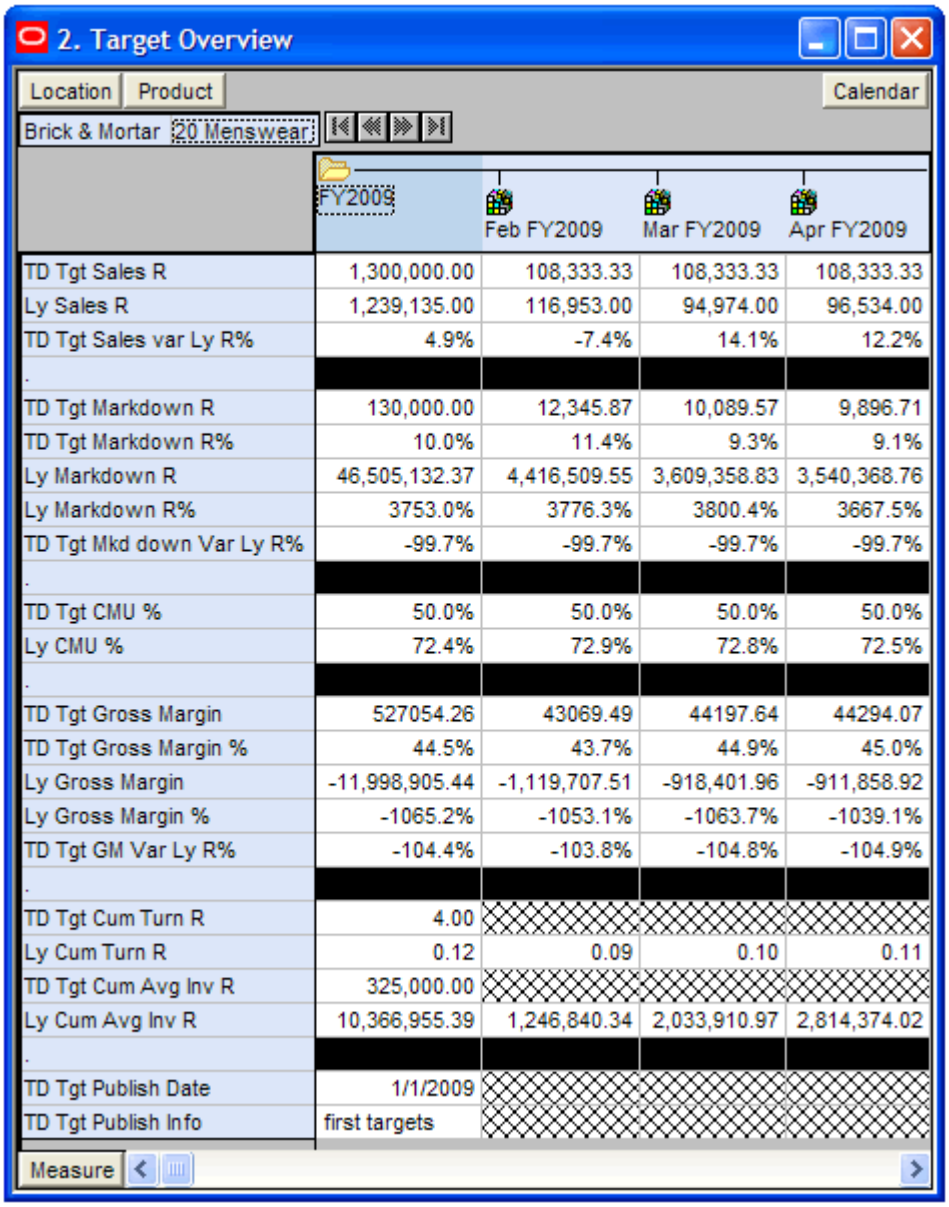
After you have seeded the departments and set the BOS, continue to the Target Overview Worksheet.

Target Overview Worksheet

After you have seeded the groups, use the Target Overview worksheet to review the targets created by the top down user to understand the goal that your plan should meet.

> **Note:** The top down targets are at the group level, but the worksheet shows the department level by default. To see the targets, change the level of the Product hierarchy from department to group. To see the TD Tgt Publish Date and Info measures, change the level to division and include year in the Calendar rollup.

Figure 4–18 Target Overview Worksheet



The Target Overview worksheet contains the top down target (TD Tgt) measures as well as last year (Ly) measures.

Use this worksheet to compare the TD Tgt measures to the corresponding Ly measures. By understanding how the top down targets compare to last year's metrics, you can better understand what your plan needs to achieve.

Note: All measures in the Target Overview worksheet are read-only. The measures that you edit are in other worksheets.

The following table lists the measures available on this worksheet.

Table 4–2 Target Overview Worksheet Measures

Measure	Description
TD Tgt Sales R	The top down target for sales.
Ly Sales R	Last year's sales.
TD Tgt Sales var Ly R%	The top down target for variance between target sales value and last year's sales value, expressed as a percentage of the last year value.
TD Tgt Markdown R	The top down target value for markdowns.
TD Tgt Markdown R%	The top down target for markdown rate.
Ly Markdown R	Last year's value for markdowns.
Ly Markdown R%	Last year's markdown rate.
TD Tgt Mkd down Var Ly R%	The top down target for variance between target markdowns and the last year markdowns, expressed as a percentage of the last year value.
TD Tgt CMU%	The top down target for cumulative markup rate.
Ly CMU %	Last year's cumulative markup rate.
TD Tgt Gross Margin	The top down target for gross margin.
TD Tgt Gross Margin %	The top down target for gross margin rate.
Ly Gross Margin	Last year's gross margin.
Ly Gross Margin %	Last year's gross margin as a percentage of total sales.
TD Tgt GM Var Ly R%	The top down target for variance between the target gross margin and last year's gross margin, expressed as a percentage of the last year value.
TD Tgt Cum Turn R	The top down cumulative inventory turns (retail) target. It is cumulated from the start week of the workbook.
Ly Cum Turn R	Last year's cumulative inventory turns (retail). It is cumulated from the start week of the workbook.
TD Tgt Cum Avg Inv R	The top down average cumulative inventory turns (retail) target. It is cumulated from the start week of the workbook.
Ly Cum Avg Inv R	Last year's average cumulative inventory turns (retail). It is cumulated from the start week of the workbook.
TD Tgt Publish Date	The date that the top down target was published.
TD Tgt Publish Info	Additional information about the top down targets. This information was entered by the top down user who published the targets.

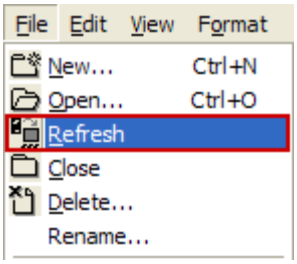
Retrieving Updated Top Down Targets

If the top down user updates the top down targets after you have created your department targets, retrieve those new targets in one of two ways. You can build a new workbook which uses the updated targets from the domain. Or, if you want to bring the new targets into one of your existing workbooks, you can refresh the workbook.

Refresh the Workbook When refreshing a workbook, you can run a refresh group that has been configured in order to retrieve data from the master database.

To refresh a workbook, click the **Refresh** option in the File menu.

Figure 4–19 Refreshing a Workbook



For more information about the refresh option, see the *Oracle Retail Predictive Application Server User Guide for the Classic Client*. For information about creating refresh rule groups, see the *Oracle Retail Predictive Application Server Configuration Tools User Guide*.

After you have reviewed and compared the top down targets to the last year metrics, continue to the Sales / Markdowns Tab.

Sales / Markdowns Tab

The Sales / Markdowns tab contains one worksheet, the Plan Sales and Markdowns worksheet.

Plan Sales and Markdowns Worksheet

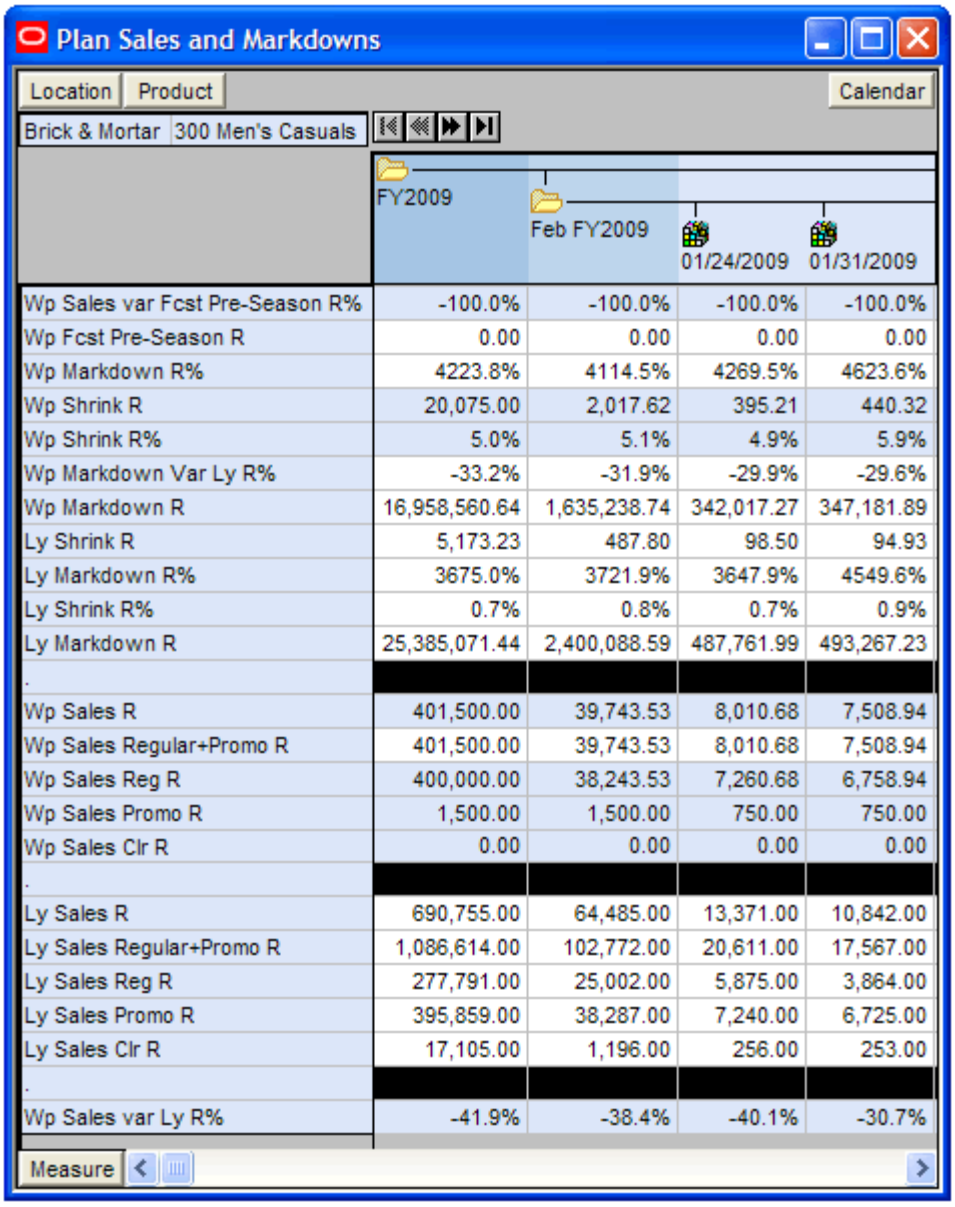
After you have seeded the groups and reviewed the top down group targets, you can plan the sales and markdown targets for the departments within those groups using the Plan Sales and Markdowns worksheet.

The top down user plans top down targets at the month level. As the middle out user, you should use those targets to create more detailed targets at the week level. This allows you to create a weekly EOP plan that has more accurate average inventory and turn-over plans.

Use the following best practices to plan the sales and markdowns.

1. Using the default measure profile, review and compare the total sales to the forecast.
2. Change the measure profile to Sales by Type.

Figure 4–20 Plan Sales and Markdowns Worksheet, Sales by Type Measure Profile



3. In the Sales by Type measure profile, plan your sales by type. The sales types are regular (Reg), promotional (Promo), clearance (Clr), and regular and promotional (Reg + Promo).

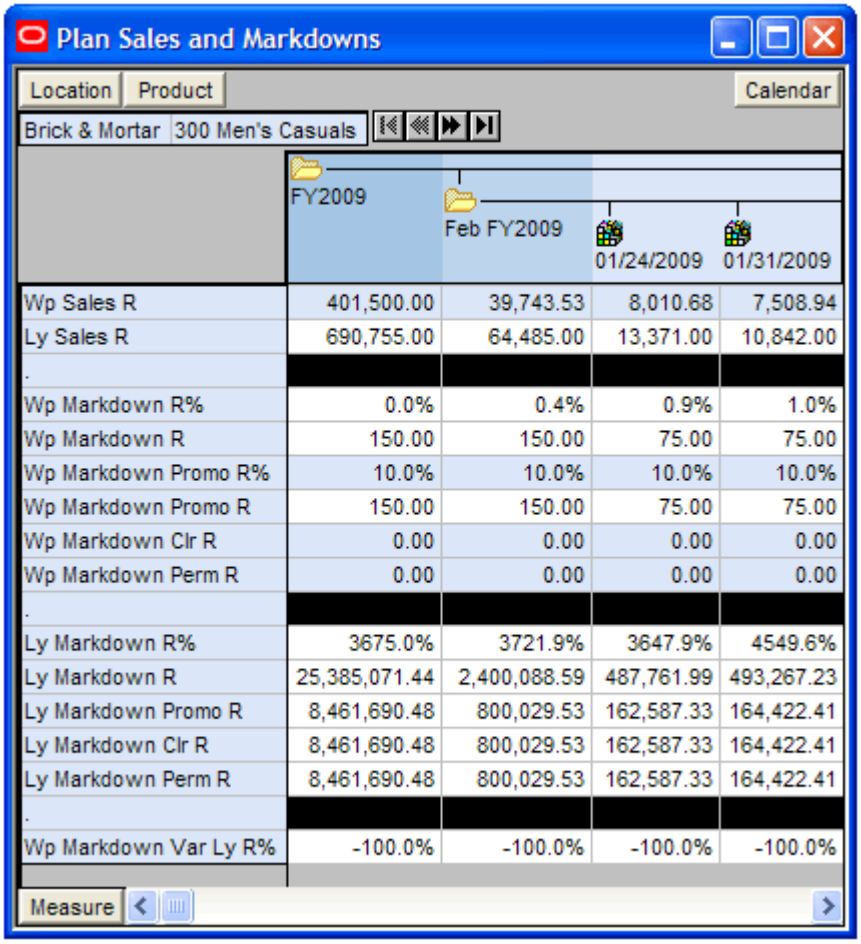
> **Note:** Since Sales and Markdowns are both planned at the type level, the user must first complete the sales by type planning before they can plan the markdowns by type.

Start by planning the regular sales. Then, using your marketing calendar as a guide, align the promotional sales to the calendar. Refer to the calendar again for the exit weeks for the products, and plan the clearance sales for those weeks.

The planned figures for these sales types populates the Wp Sales R measure.

4. With the total Wp Sales R populated, you can adjust the total to your target while still maintaining the relationships between the different sales types.
5. Plan the shrink with either the Wp Shrink R or Wp Shrink R% measure.
6. Change the measure profile to Markdown by Type.
7. In the Markdown by Type profile, edit the Wp Markdown Promo R% to adjust the Wp Markdown Promo Rate.

Figure 4–21 Plan Sales and Markdowns Worksheet, Markdown by Type Measure Profile



The following table lists the measures available on the default measure profile of this worksheet.

Table 4–3 Plan Sales and Markdowns Worksheet Measures

Measure	Description
Wp Fcst Pre-Season R	The preseason forecast.
Wp Sales R	The planned sales retail value.
Wp Sales var Fcst Pre-Season R%	The planned preseason sales variance forecast.
Ly Sales R	Last year's sales retail value.
Wp Sales var Ly R%	The planned sales retail variance to last year expressed as a rate.

Table 4–3 (Cont.) Plan Sales and Markdowns Worksheet Measures

Measure	Description
Ly Sales contrib Prod R%	Last year's sales contribution, expressed as a percentage of sales of all products in the workbook for this period.
Ly Sales contrib Time R%	Last year's sales contribution, expressed as a percentage of sales to one product's total across the workbook for this period.
Wp Markdown R	The planned markdown value.
Wp Markdown R%	The planned markdown value expressed as a rate.
Ly Markdown R	Last year's markdown value.
Ly Markdown R%	Last year's markdown value expressed as a rate.
Wp Markdown Var Ly R%	The planned variance between the target markdown value and last year's actual markdown, expressed as a percentage of last year.
Wp Shrink R	The planned shrink for the period.
Wp Shrink R%	The planned shrink for the period, expressed as a rate.
Ly Shrink R	Last year's actual (or current plan) shrink. Shrink is loss due to reason such as damage or theft.
Ly Shrink R%	Last year's actual (or current plan) shrink, expressed as a percentage of retail sales value.

After you have created the sales and markdown plan, continue to the Receipts / Inventory Tab.

Receipts / Inventory Tab

The Receipts / Inventory tab contains one worksheet, the Plan Receipts / Inventory worksheet.

Plan Receipts / Inventory Worksheet

After you have developed the sales and markdowns plan, develop a receipts and inventory plan that can support the sales that you are projecting in the sales and markdown plan.

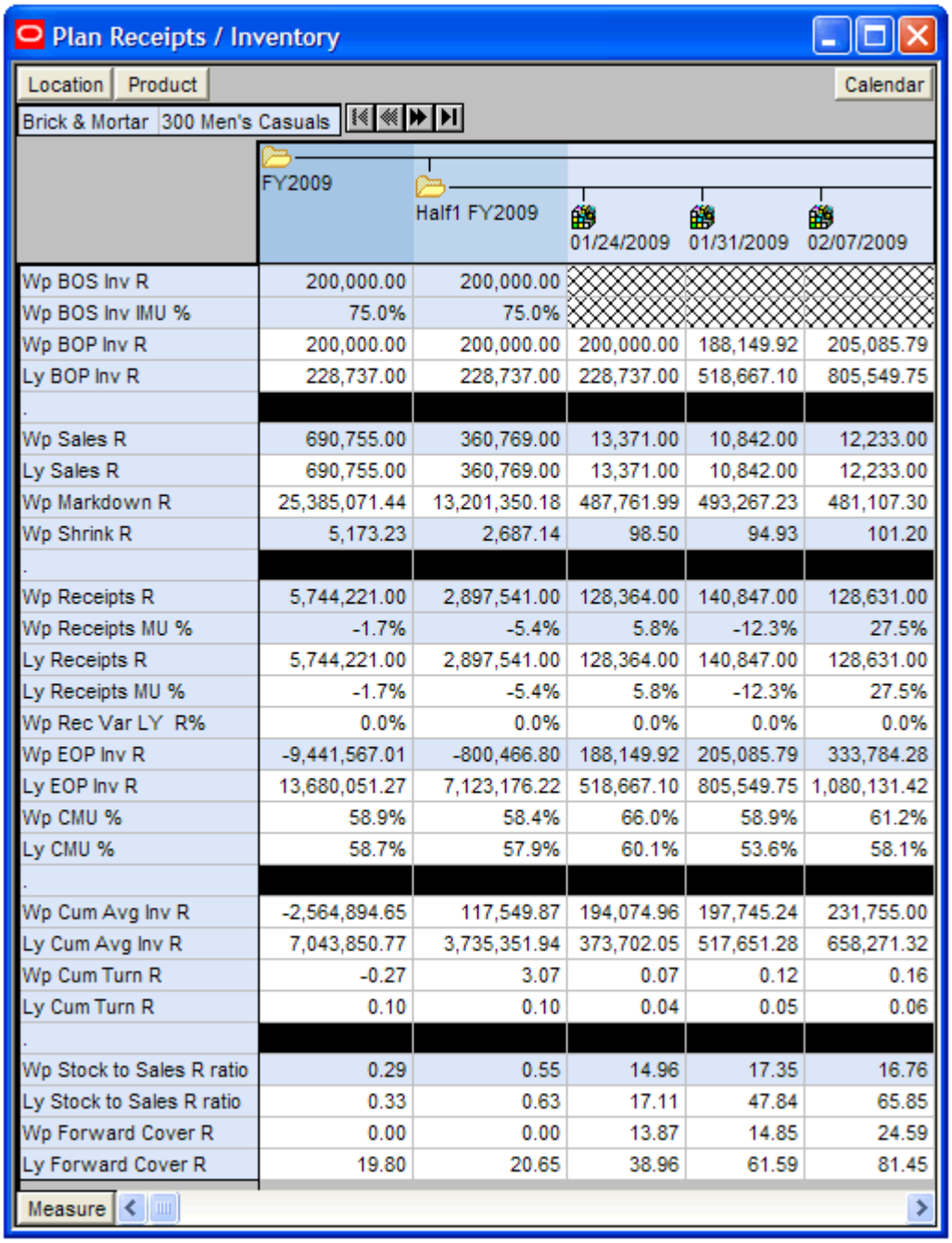
Like the Plan Sales and Markdowns Worksheet, the Plan Receipts / Inventory worksheet contains several Ly metrics that you can reference when setting your targets. There are also additional measures you can use to adjust your inventory targets. Note that the adjustments you made to the Wp Sales R measure in the Plan Sales and Markdowns Worksheet are visible in this worksheet if you have calculated.

Use the following best practices to plan the receipts and inventory.

1. Ensure that you have set the beginning of season (BOS) inventory in the Initialize Plan worksheet in the Getting Started tab. The BOS measures must be set before planning the receipts and inventory. To set the BOS measures, see the Setting Beginning of Season Inventory.
2. Plan the receipt flow and then evaluate the average inventory and turn.
3. Review the Wp CMU % measure. Cumulative markup rate (CMU %) is a blend of the beginning of period (BOP) inventory retail and cost with the future receipt retail and receipt cost. The Wp CMU % directly affects the cost of goods sold (COGS), which then affects the gross margin.

4. Adjust the Wp Stock to Sales R measure accordingly. These adjustments affect the receipts for both the current month and prior month. However, the total plan period receipts do not increase or decrease; they only shift from month to month.

Figure 4–22 Plan Receipts / Inventory Worksheet



	FY2009	Half1 FY2009	01/24/2009	01/31/2009	02/07/2009
Wp BOS Inv R	200,000.00	200,000.00			
Wp BOS Inv IMU %	75.0%	75.0%			
Wp BOP Inv R	200,000.00	200,000.00	200,000.00	188,149.92	205,085.79
Ly BOP Inv R	228,737.00	228,737.00	228,737.00	518,667.10	805,549.75
.					
Wp Sales R	690,755.00	360,769.00	13,371.00	10,842.00	12,233.00
Ly Sales R	690,755.00	360,769.00	13,371.00	10,842.00	12,233.00
Wp Markdown R	25,385,071.44	13,201,350.18	487,761.99	493,267.23	481,107.30
Wp Shrink R	5,173.23	2,687.14	98.50	94.93	101.20
.					
Wp Receipts R	5,744,221.00	2,897,541.00	128,364.00	140,847.00	128,631.00
Wp Receipts MU %	-1.7%	-5.4%	5.8%	-12.3%	27.5%
Ly Receipts R	5,744,221.00	2,897,541.00	128,364.00	140,847.00	128,631.00
Ly Receipts MU %	-1.7%	-5.4%	5.8%	-12.3%	27.5%
Wp Rec Var LY R%	0.0%	0.0%	0.0%	0.0%	0.0%
Wp EOP Inv R	-9,441,567.01	-800,466.80	188,149.92	205,085.79	333,784.28
Ly EOP Inv R	13,680,051.27	7,123,176.22	518,667.10	805,549.75	1,080,131.42
Wp CMU %	58.9%	58.4%	66.0%	58.9%	61.2%
Ly CMU %	58.7%	57.9%	60.1%	53.6%	58.1%
.					
Wp Cum Avg Inv R	-2,564,894.65	117,549.87	194,074.96	197,745.24	231,755.00
Ly Cum Avg Inv R	7,043,850.77	3,735,351.94	373,702.05	517,651.28	658,271.32
Wp Cum Turn R	-0.27	3.07	0.07	0.12	0.16
Ly Cum Turn R	0.10	0.10	0.04	0.05	0.06
.					
Wp Stock to Sales R ratio	0.29	0.55	14.96	17.35	16.76
Ly Stock to Sales R ratio	0.33	0.63	17.11	47.84	65.85
Wp Forward Cover R	0.00	0.00	13.87	14.85	24.59
Ly Forward Cover R	19.80	20.65	38.96	61.59	81.45

The following table lists the measures available on this worksheet.

Table 4–4 Plan Receipts / Inventory Worksheet Measures

Measure	Description
Wp BOS Inv R	The planned beginning of season inventory.
Wp BOS Inv IMU %	The planned beginning of season initial markup. (The BOS Inv IMU% must be planned to get the BOS Cost).
Wp BOP Inv R	The planned beginning of period inventory. The period can be a week, month, or any other calendar period.
Ly BOP Inv R	Last year's beginning of period inventory. The period can be a week, month, or any other calendar period.
Wp Sales R	The planned sales retail value.
Ly Sales R	Last year's sales retail value.
Wp Markdown R	The planned markdown value.
Wp Shrink R	The planned shrink for the period.
Wp Receipts R	The planned receipt value.
Wp Receipts MU %	The planned receipts markup, expressed as a percentage of retail value.
Ly Receipts R	Last year's receipts.
Ly Receipts MU %	Last year's markup percent of receipts, expressed as a percentage of markup to net sales.
Wp Rec Var LY R%	The planned variance between the target receipts and last year's actual receipts, expressed as a percentage of last year.
Wp EOP Inv R	The planned end of period inventory. The period can be a week, month, or any other calendar period.
Ly EOP Inv R	Last year's end of period inventory.
Wp CMU %	The planned cumulative markup percent, cumulated from the start week of the workbook.
Ly CMU %	Last year's cumulative markup percent, cumulated for the same period last year, corresponding to the start week of this workbook until the current week.
Wp Cum Avg Inv R	The planned average cumulative inventory turns (retail). It is cumulated from the start week of the workbook.
Ly Cum Avg Inv R	Last year's cumulative average inventory value (retail), corresponding to the start week of the workbook until the current week.
Wp Cum Turn R	The planned cumulative inventory turns (retail). It is cumulated from the start week of the workbook.
Ly Cum Turn R	Last year's cumulative inventory turns (retail).
Wp Stock to Sales R Ratio	The planned ratio of the BOP inventory to the sales for the same period.
Ly Stock to Sales R Ratio	Last year's ratio of the BOP inventory to the sales for the same period.
Wp Forward Cover R	The planned number of weeks of forward cover for the period. Using the retail values sales of future weeks, this measure indicates how many weeks of sales can be fulfilled with the ending inventory of the period.
Ly Forward Cover R	Last year's forward cover for the period.

After you have created an achievable receipts and inventory plan, continue to the Margin Tab to see if your sales and inventory plans achieve your gross margin goal.

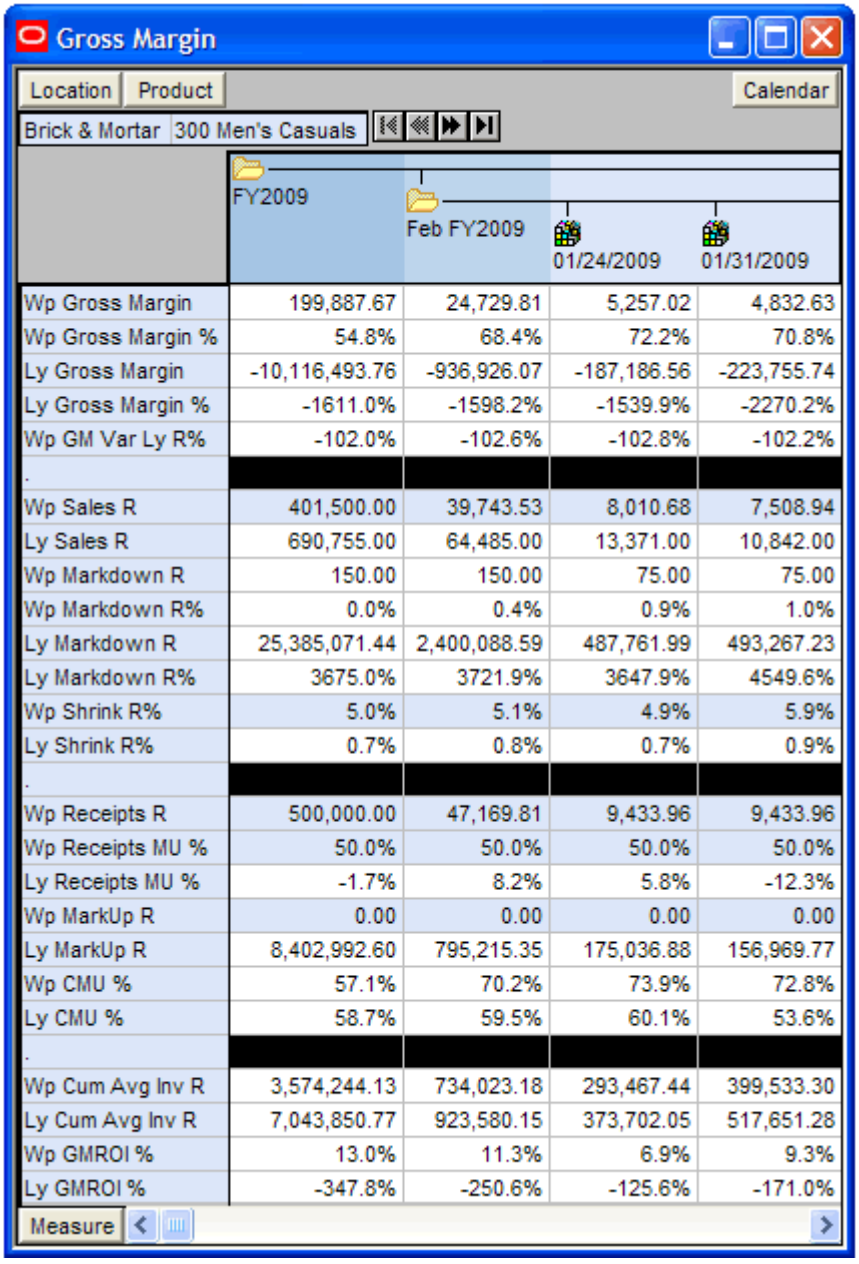
Margin Tab

The Margin tab contains one worksheet, the Gross Margin worksheet.

Gross Margin Worksheet

Use this worksheet to evaluate the gross margin created from your sales and markdown plan and receipts and inventory plan. Determine whether the planned gross margin meets your gross margin goal. If it does not, return to the Plan Sales and Markdowns Worksheet and Plan Receipts / Inventory Worksheet to adjust your receipt markups and receipt flow. When you return to the Plan Sales and Markdowns worksheet, adjust the markdown plans, but do not change the sales. Continue this process until you are satisfied with the gross margin.

Figure 4–23 Gross Margin Worksheet



The following table lists the measures available on this worksheet.

Table 4–5 Gross Margin Worksheet Measures

Measure	Description
Wp Gross Margin	The planned gross margin.
Wp Gross Margin %	The planned gross margin rate.
Ly Gross Margin	Last year's gross margin.
Ly Gross Margin %	Last year's gross margin rate.
Wp GM Var Ly R%	The planned variance between the gross margin and last year's actual gross margin, expressed as a percentage of last year.

Table 4–5 (Cont.) Gross Margin Worksheet Measures

Measure	Description
Wp Sales R	The planned sales retail value.
Ly Sales R	Last year's sales retail value.
Wp Markdown R	The planned markdown value.
Wp Markdown R%	The planned markdown rate.
Ly Markdown R	Last year's actual markdown value.
Ly Markdown R%	Last year's markdown rate.
Wp Shrink R %	The planned shrink rate for the period.
Ly Shrink R%	Last year's shrink rate.
Wp Receipts R	The planned receipts.
Wp Receipts MU %	The planned markup rate for receipts, expressed as a percentage of markup to net sales.
Ly Receipts MU %	Last year's markup percept for receipts, expressed as a percentage of markup to net sales.
Wp MarkUp R	The planned markup value for receipts, expressed as a difference of net sales and cost.
Ly MarkUp R	Last year's markup value for receipts, expressed as a difference of net sales and cost.
Wp CMU %	The planned cumulative markup percent. It is cumulated for the same period last year. It corresponds to the start week of the workbook until the current week.
Ly CMU %	The cumulative markup percent from last year.
Wp Cum Avg Inv R	The planned average cumulative inventory turns (retail). It is cumulated from the start week of the workbook.
Ly Cum Avg Inv R	Last year's average cumulative inventory turns (retail).
Wp GMROI %	The planned gross margin return on inventory.
Ly GMROI %	Last year's gross margin return on inventory.

Now that you have developed your inventory and gross margin targets, continue to the Review Plan / Publish Targets Tab.

Note: The next tab after the Margin tab is Open to Buy. This is used only during in-season management. For more information about Open to Buy, see Chapter 8, "In-Season Management".

Review Plan / Publish Targets Tab

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

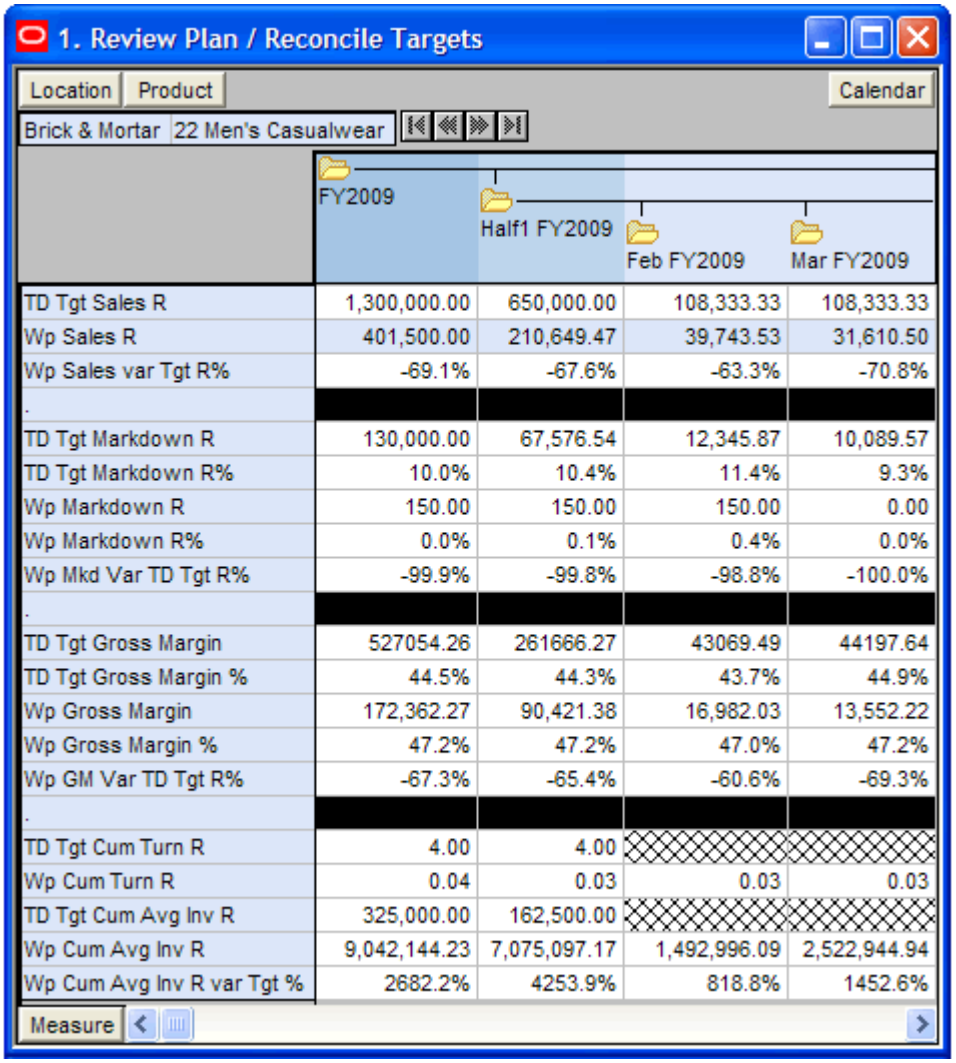
- Review Plan / Reconcile Targets Worksheet
- Publish Targets Worksheet

Review Plan / Reconcile Targets Worksheet

In this worksheet, review the targets created from previous steps. If you need to alter the targets shown in this worksheet, return to the worksheet where you created them and edit them there.

Use the default measure profile to the review the plan in total. Use the Reconcile to TD Targets measure profile to reconcile your plan to the top down targets. When using this profile, set the calendar hierarchy to month and product to group.

Figure 4–24 Review Plan / Reconcile Worksheet, Reconcile to TD Targets Measure Profile

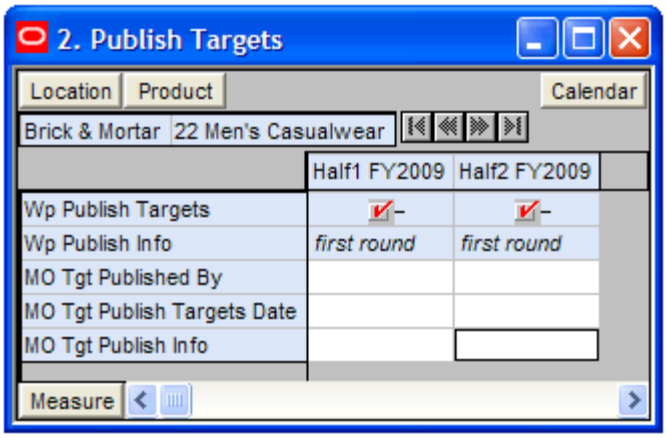


If you are satisfied with the plan you have created, continue to the Publish Targets Worksheet.

Publish Targets Worksheet

Use the Publish Targets worksheet when you are ready to publish the targets you created. Publishing targets copies the target information to the middle out target (MO Tgt) measures in your workbook, and then copies them to the database. After you have published the targets, the targets are passed down to the bottom up user.

Figure 4–25 Publish Targets Worksheet



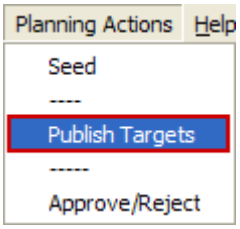
Publish and Commit Targets

Publishing and committing a target copies your middle out Wp measure information to the MO Tgt measures in your workbook.

To publish the targets, perform the following steps.

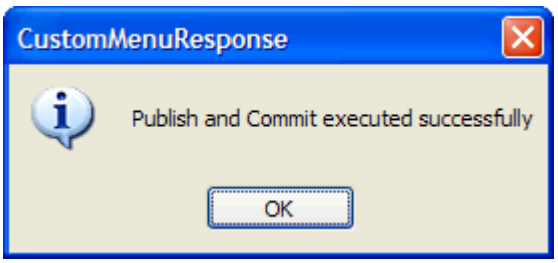
1. Select the halves in the Wp Publish Targets measure that you want to publish.
2. If needed, enter relevant information in the Wp Publish Info measure. This is optional.
3. Repeat steps 1 and 2 for other locations and products if necessary.
4. Click **Publish Targets** in the Planning Actions menu, as shown in Figure 4–26.

Figure 4–26 Planning Actions Menu: Publish Targets



5. A success message appears. Click **OK** to close it.

Figure 4–27 Success Message: Publish Targets



The worksheet is refreshed and the Wp Publish Targets and Wp Publish Info measures are cleared. The MO Tgt measures in this worksheet are populated. These measures are described in detail in the table below.

Figure 4–28 Successfully Published Targets

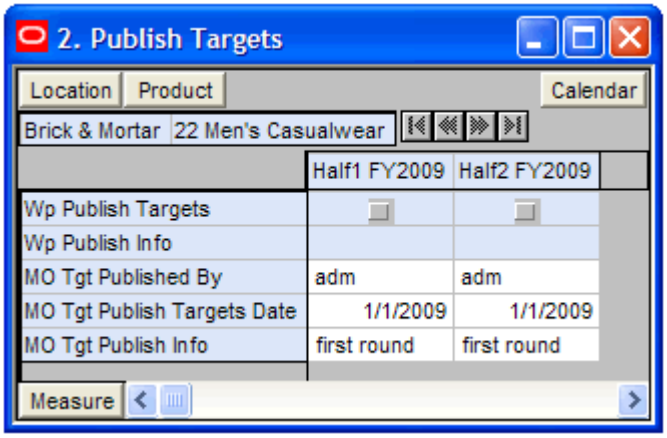


Table 4–6 Publish Targets Worksheet Measures

Measure	Description
Wp Publish Targets	Use this measure to select the targets you want to publish.
Wp Publish Info	Use this measure to enter relevant target information. This measure is optional.
MO Tgt Published By	After a target is published, this measure displays the username of the person who published the targets.
MO Tgt Publish Targets Date	After a target is published, this measure displays the date that the target was published.
MO Tgt Publish Info	After a target is published, this measure displays the information that was entered in the Wp Publish Info measure.

After you have published your targets, the bottom up user can use your department targets to create their class and subclass plans. To learn about the bottom up user's role, see the Bottom Up: Preseason Planning chapter.

If you need to revise your targets at any time during the preseason, you can follow the same procedures described in this chapter. Since you have already created a working plan, there is no need to seed the workbook again unless you want to start again with Ly (Last Year) data.

After the bottom up user has submitted their class and subclass plans to you, you can approve or reject them in the Submitted Plan Review / Approval Tab. For more information about approval, see Chapter 4, "Middle Out: Preseason Planning".

For information about Open to Buy (OTB) and in-season management, see Chapter 8, "In-Season Management".

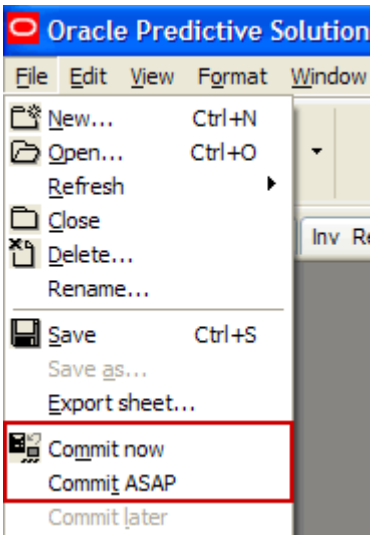
Commit Wp Measures

If you want to commit your working plan (Wp) measures to the database, you need to perform a separate commit in addition to publishing your targets. For more information about committing, see the *Oracle Retail Predictive Application Server User Guide for the Classic Client*.

To commit your Wp measures, perform the following steps:

1. In the workbook that you have published the targets, click a **Commit** option in the File menu.

Figure 4–29 Commit a Workbook



5

Bottom Up: Preseason Planning

The bottom up role is usually associated with the merchandise planner in the merchandise planning organization. During the preseason, the bottom up user receives department targets from the middle out user. The bottom up user references those targets when creating the department, class, and subclass plans.

After bottom up users develop the department plan, they submit their plan to the middle out user for approval using the Submit Plan Worksheet on the Submit Plan for Approval Tab.

The Bottom Up MFP Plan workbook contains the following tabs:

- Getting Started Tab
- Sales / Markdowns Tab
- Receipts / Inventory Tab
- Margin Tab
- Open to Buy Tab
- Review Plan / Reconcile to Targets Tab
- Review Item Plan Tab
- Submit Plan for Approval Tab

During in-season, bottom up users can use MFP to review the Open to Buy (OTB). OTB is the amount of money that is planned to be available during the in-season to purchase goods that have no yet been received or ordered. Reviewing the OTB is one of the key steps of in-season management.

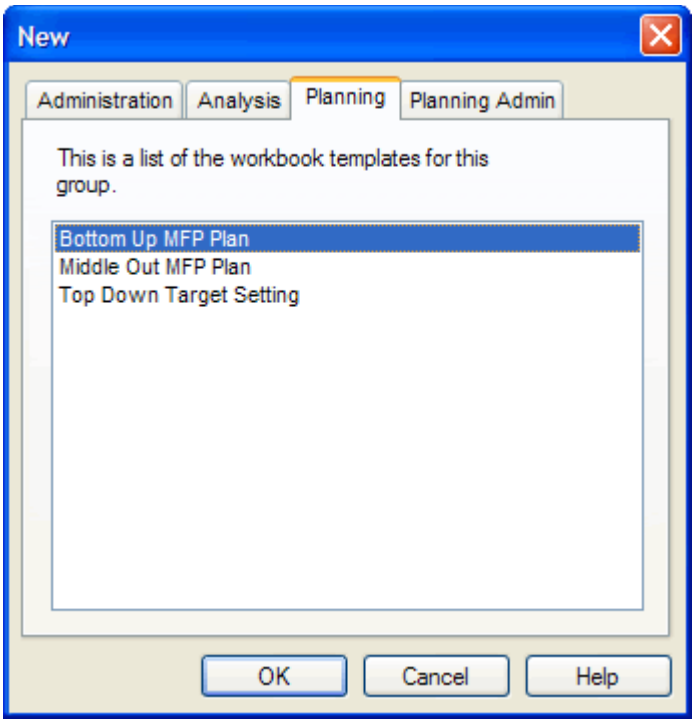
In-season management is described in Chapter 8, "In-Season Management".

Bottom Up MFP Plan Wizard

To open a Bottom Up MFP Plan workbook:

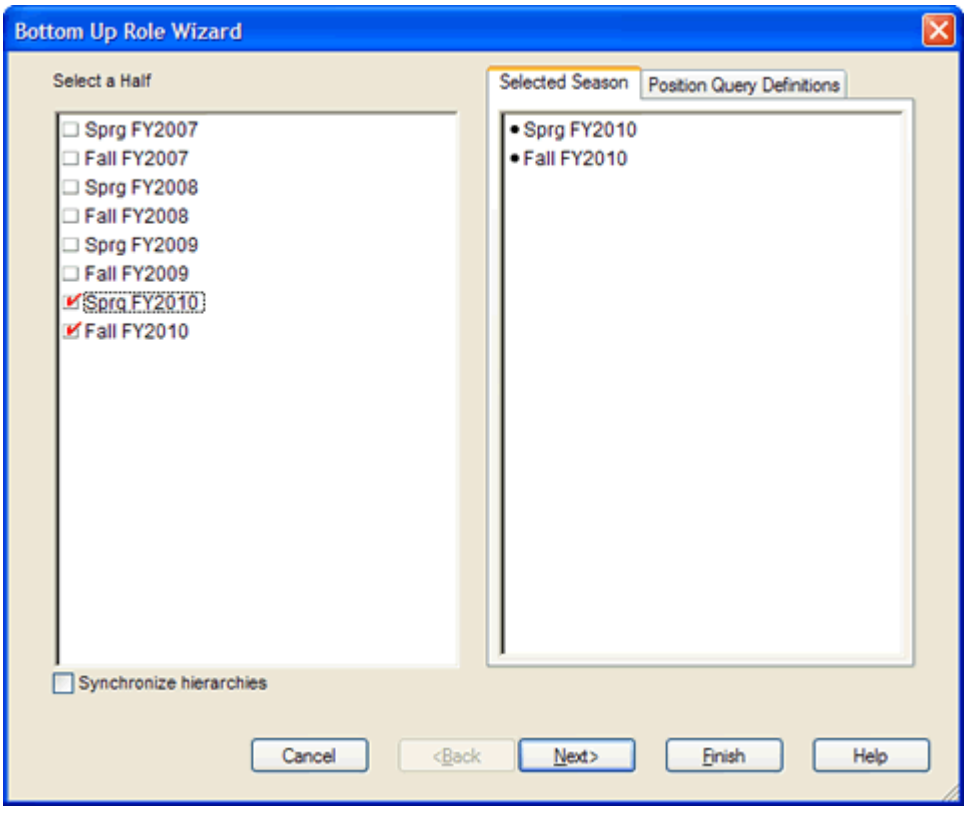
1. Select **New** from the File menu, or click the **New** button in the toolbar.
2. On the Planning tab, select **Bottom Up MFP Plan** and click **OK**.

Figure 5–1 Creating a New Bottom Up MFP Plan Workbook



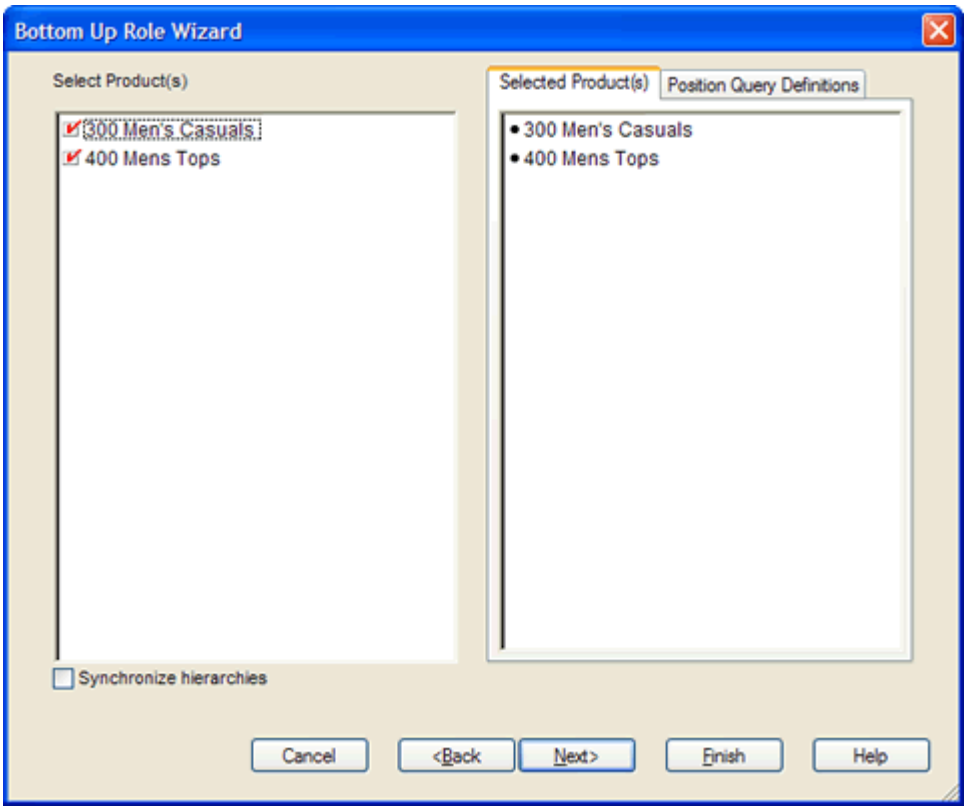
3. The Calendar Selection step appears. Select the halves you want to examine and click **Next**.

Figure 5–2 Bottom Up MFP Plan Wizard: Calendar Selection



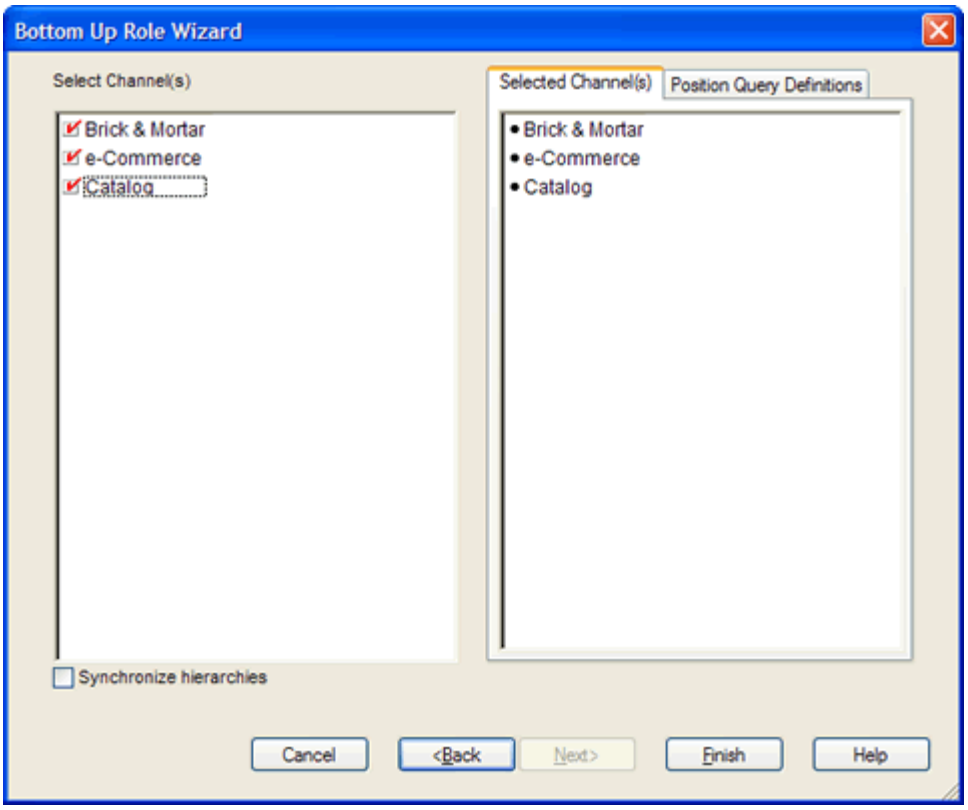
4. The Product Selection step appears. Select the departments you want to examine and click **Next**.

Figure 5–3 Bottom Up MFP Plan Wizard: Product Selection



5. The Location Selection step appears. Select the channels you want to examine and click **Finish**.

Figure 5–4 Bottom Up MFP Plan Wizard: Location Selection



The Bottom Up MFP Plan workbook is built.

Getting Started Tab

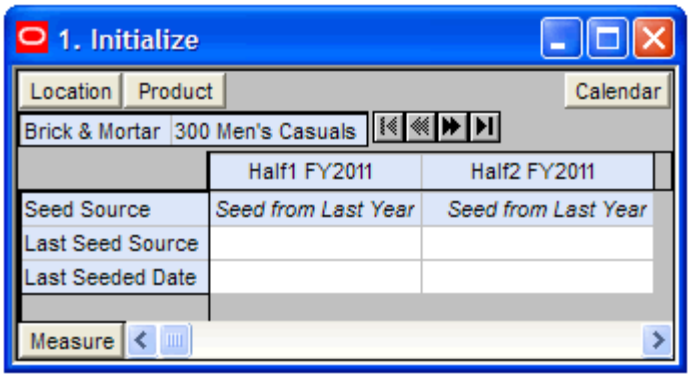
The following sections describe the worksheets available under the Getting Started tab:

- Initialize Worksheet
- Target Overview Worksheet

Initialize Worksheet

The first step that bottom up users perform after they build the workbook is to seed the plan with the Initialize worksheet.

Figure 5–5 Initialize Worksheet



The following table lists the measures available on this worksheet.

Table 5–1 Initialize Plan Worksheet Measures

Measure	Description
Seed Source	The seed source used to seed the working plan. Use this option to seed or not seed the working plan. You can seed with Last Year's (Ly) or Adjusted Last Year's data. Or, you can choose the Do Nothing option if you do not want to seed the working plan.
Last Seed Source	The last type of seed that was performed in this workbook. One of three options is shown: ■ Seed from Last Year ■ Seed from Adjusted Last Year ■ Do Nothing
Last Seeded Date	The last time the working plan was seeded.

With this worksheet, you can choose to seed your plan with Last Year (Ly) or Adjusted Last Year data to create a demand curve on which to spread the new plan's initial targets. Or, you can instead choose to not seed the plan, which allows you to create a plan that is not influenced by last year's performance.

In the preceding example, both the Half1 FY2010 and Half2 FY2010 halves have been selected to be seeded with Ly data.

Seeding the Plan

When seeding the plan, you can choose which information is seeded. For instance, you can seed just one half or all halves in the workbook. You can also choose what locations and products to seed.

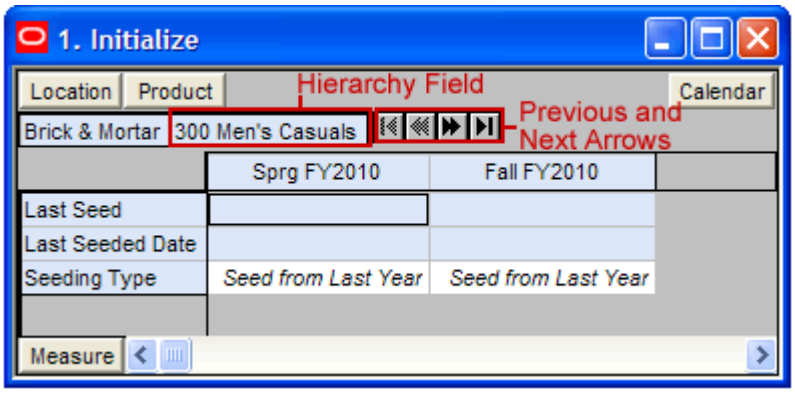
There are two ways you can seed. You can seed each dimension individually, or you can seed several dimensions at once by changing the hierarchy dimension shown in the worksheet.

Seeding One Dimension at a Time As shown in Figure 5–5, only the 300 Men's Casuals department of the Brick & Mortar channel has been selected to be seeded. This means that the other departments have not been selected to be seeded yet. To seed the next department in the Product hierarchy within the Brick & Mortar channel, perform the following steps:

1. Click within the hierarchy field that you want to change, as shown in Figure 5–6.

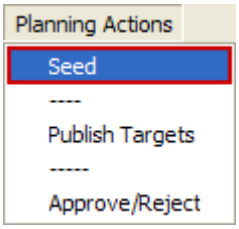
2. Click the **Next** or **Previous** arrow, as shown in Figure 5–6.

Figure 5–6 Changing a Hierarchy Dimension with Page Arrows



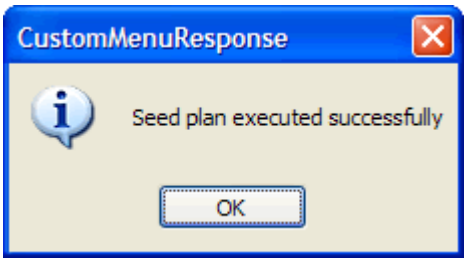
3. The next dimension in the hierarchy appears. Note that the Seeding Type measure is now set to Do Nothing.
4. Choose the seeding type for one or more halves.
5. Click the **Next** arrow to view and seed the next dimension.
6. When you have selected all the data you want to seed, click **Seed** in the Planning Actions menu.

Figure 5–7 Planning Actions Menu: Seed



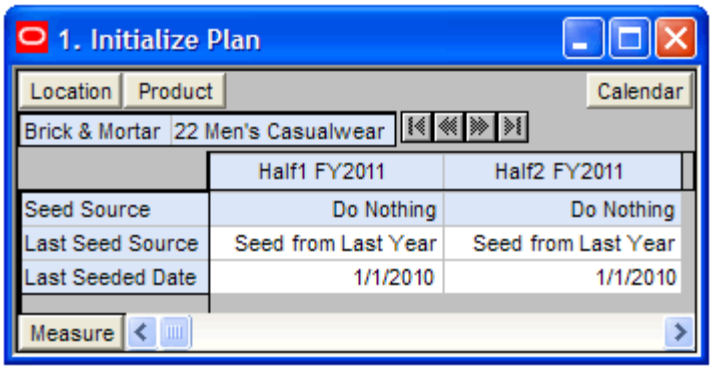
7. A confirmation message appears, stating that the data has been successfully seeded. Click **OK**.

Figure 5–8 Seeding Success Message



After you have seeded, the worksheet is refreshed and the Last Seed Source and Last Seeded Date measures contain the type and date of the last seed, as shown in Figure 5–9.

Figure 5–9 Seeded Working Plan



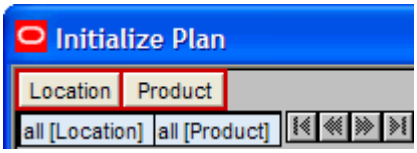
Seeding Several Dimensions at Once If you want to seed several locations and several products at once, you may want to change the dimension of the hierarchies shown in the worksheet.

The default setting of the Initialize Plan worksheet is set to show the Calendar hierarchy at the half dimension, the Location hierarchy at the channel dimension, and the Product hierarchy at the division dimension.

To change the hierarchy dimension shown in the worksheet, perform the following steps:

1. Right-click the hierarchy tile of the hierarchy dimension you want to change.

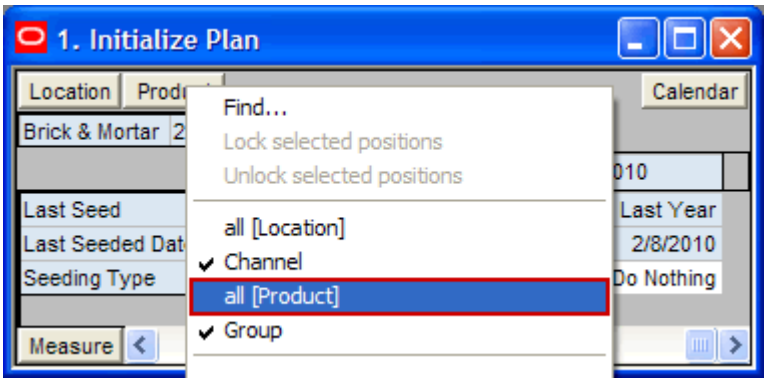
Figure 5–10 Hierarchy Tiles



2. The right-click context menu appears. Select the dimension of the hierarchy that you want to appear, as shown in Figure 5–11.

   If you want to view more than one dimension at a time in the worksheet, select multiple dimensions.

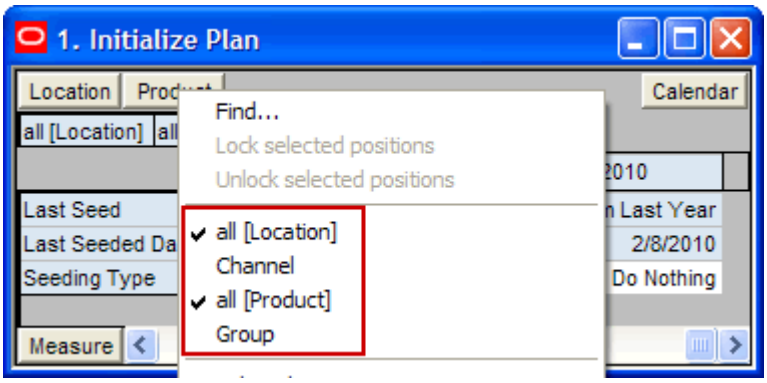
Figure 5–11 Seeding Several Dimensions at Once



3. Deselect the dimensions that you do not want to appear.

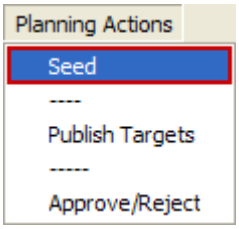
In Figure 5–12, Channel and Group were deselected and all[Location] and all[Product] were selected instead.

Figure 5–12 Seeding All Locations and All Products



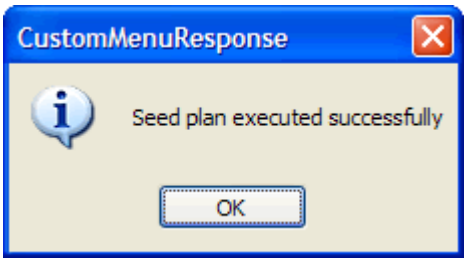
4. After the hierarchies are at the dimension you want, select the Seeding Type for each half.
5. When you have selected all the data you want to seed, click **Seed** in the Planning Actions menu, as shown in Figure 5–13.

Figure 5–13 Planning Actions Menu: Seed



6. A confirmation message appears, stating that the data has been successfully seeded. Click **OK**.

Figure 5–14 Seeding Success Message



After you have seeded, the worksheet is refreshed and the Last Seed and Last Seeded Date measures contain the type and date of the last seed.

Figure 5–15 Seeded Working Plan

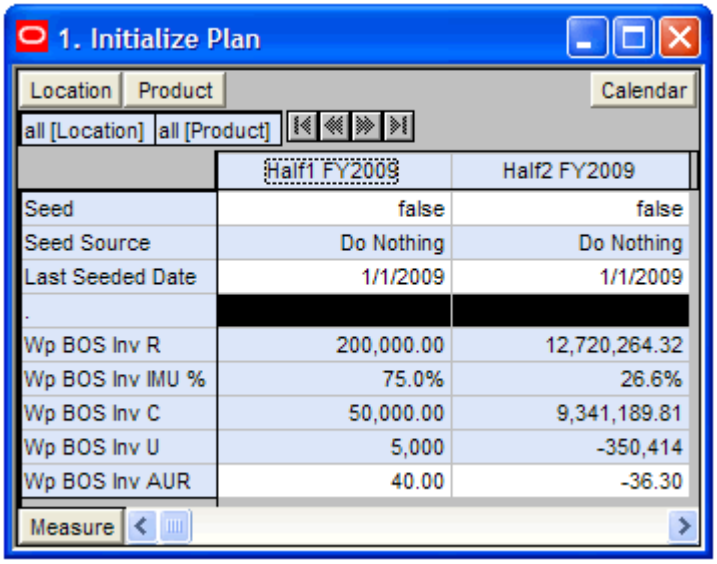
Setting Beginning of Season Inventory

After you have seeded, set the Beginning of Season (BOS) inventory. By entering the BOS inventory that you project for the season, you can set the BOS markup for that inventory, which allows the BOS cost to be calculated.

To set the BOS, perform the following steps:

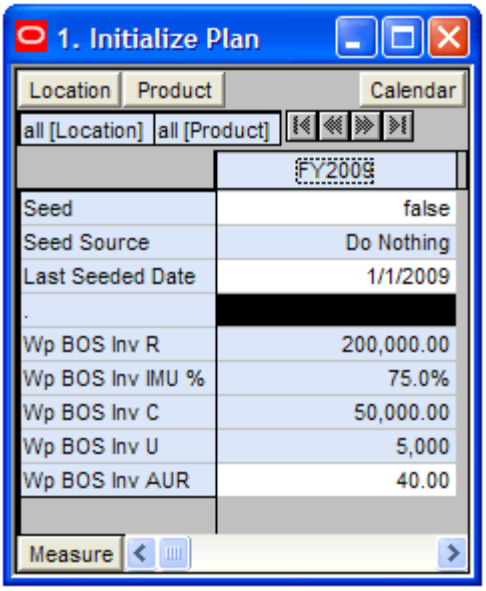
1. In the Initialize Plan worksheet, change the measure profile to Seed and Set BOS Inventory.
2. The worksheet is refreshed and the Seed and Set BOS Inventory measures are visible.

Figure 5–16 Initialize Plan Worksheet with Seed and Set BOS Inventory Measure Profile



3. Change the calendar hierarchy rollup to year.
4. Enter data in the BOS Inv R, BOS Inv IMU%, and Wp BOS Inv U measures.

Figure 5–17 Initialize Plan Worksheet with Seeded and Set BOS Inventory



5. Click **Calculate**.

After the BOS is planned, the cost and AUR is calculated.

After you have seeded and set the BOS, continue to the Target Overview Worksheet.

Target Overview Worksheet

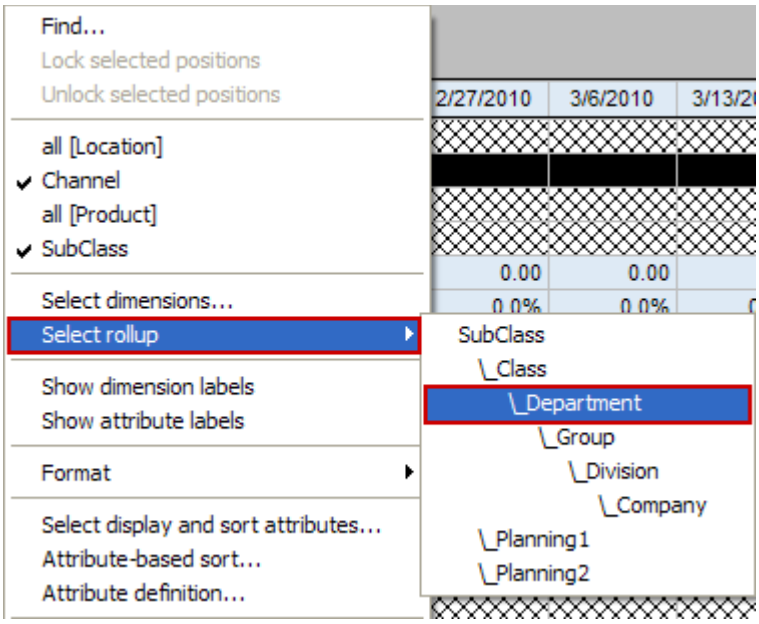
After you have seeded, review the department targets that the middle out user has created for you. The purpose of reviewing the targets is so that you can understand the goal that your plan should meet.

Since you develop subclass targets and that is level of the Product hierarchy that the worksheet defaults to, you must first change the Product hierarchy so that you can see the department level data instead of subclass data.

To change the level of the Product hierarchy that is visible in the worksheet, perform the following steps:

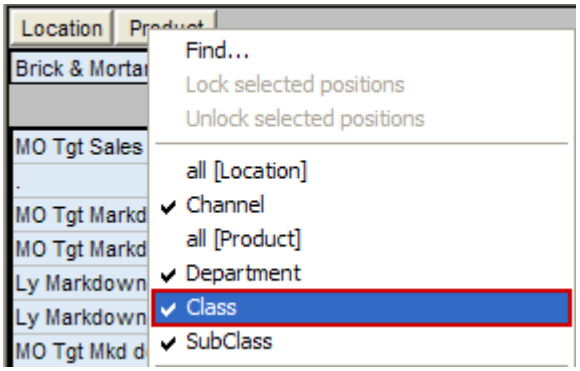
1. Right-click the **Product** dimension tile.
2. In the right-click context menu, click **Select rollup** and choose **Department**. This enables the department level to be visible in the worksheet.

Figure 5–18 Changing the Rollup



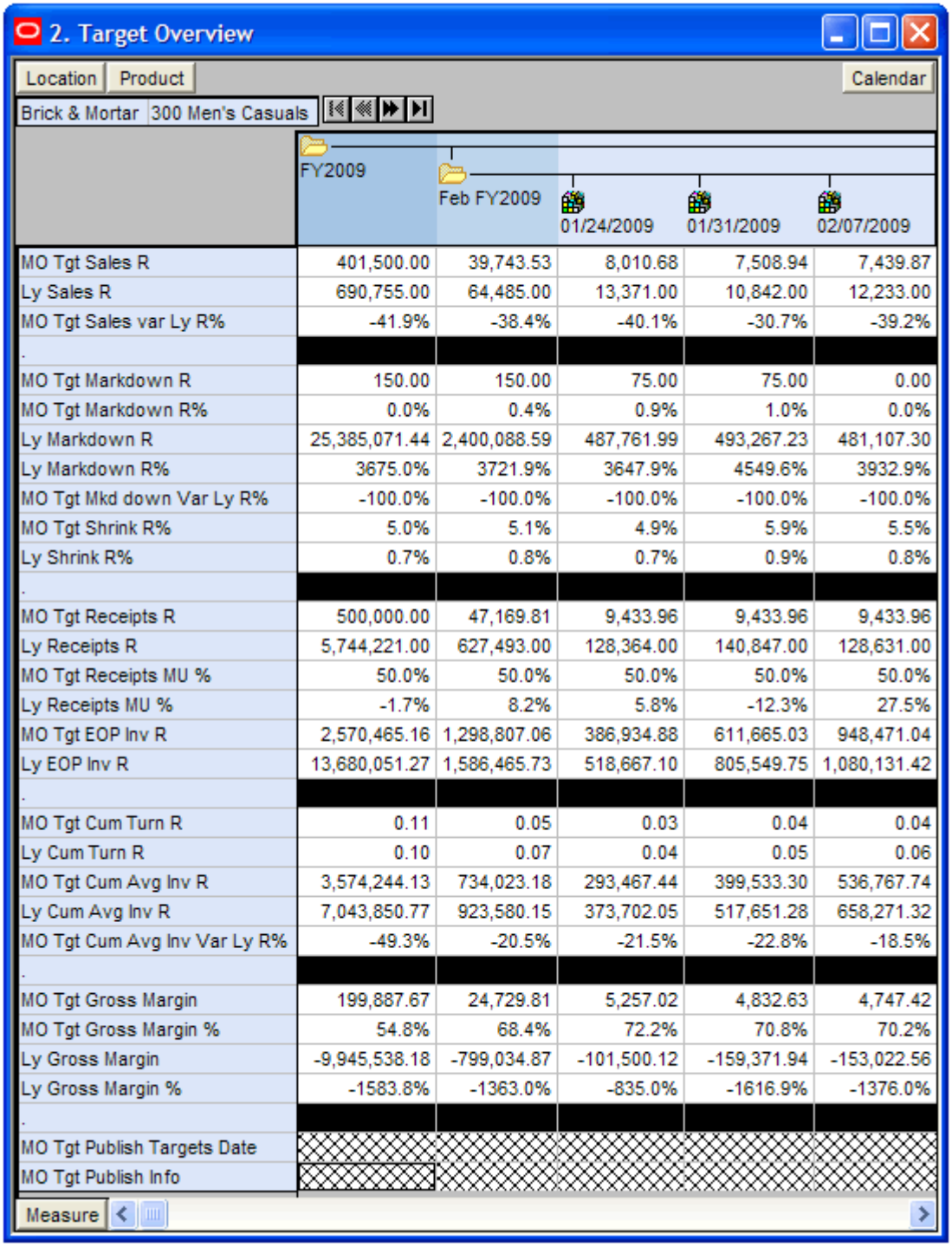
3. Right-click and deselect **Class**. Right-click again and deselect **Subclass**. This hides the class and subclass data.

Figure 5–19 Changing the Dimension Selection



The worksheet is refreshed and the data in the MO Tgt measures is visible. Now you can review the department targets.

Figure 5–20 Target Overview Worksheet



2. Target Overview

Location | Product | Calendar

Brick & Mortar | 300 Men's Casuals

	FY2009	Feb FY2009	01/24/2009	01/31/2009	02/07/2009
MO Tgt Sales R	401,500.00	39,743.53	8,010.68	7,508.94	7,439.87
Ly Sales R	690,755.00	64,485.00	13,371.00	10,842.00	12,233.00
MO Tgt Sales var Ly R%	-41.9%	-38.4%	-40.1%	-30.7%	-39.2%
.					
MO Tgt Markdown R	150.00	150.00	75.00	75.00	0.00
MO Tgt Markdown R%	0.0%	0.4%	0.9%	1.0%	0.0%
Ly Markdown R	25,385,071.44	2,400,088.59	487,761.99	493,267.23	481,107.30
Ly Markdown R%	3675.0%	3721.9%	3647.9%	4549.6%	3932.9%
MO Tgt Mkd down Var Ly R%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
MO Tgt Shrink R%	5.0%	5.1%	4.9%	5.9%	5.5%
Ly Shrink R%	0.7%	0.8%	0.7%	0.9%	0.8%
.					
MO Tgt Receipts R	500,000.00	47,169.81	9,433.96	9,433.96	9,433.96
Ly Receipts R	5,744,221.00	627,493.00	128,364.00	140,847.00	128,631.00
MO Tgt Receipts MU %	50.0%	50.0%	50.0%	50.0%	50.0%
Ly Receipts MU %	-1.7%	8.2%	5.8%	-12.3%	27.5%
MO Tgt EOP Inv R	2,570,465.16	1,298,807.06	386,934.88	611,665.03	948,471.04
Ly EOP Inv R	13,680,051.27	1,586,465.73	518,667.10	805,549.75	1,080,131.42
.					
MO Tgt Cum Turn R	0.11	0.05	0.03	0.04	0.04
Ly Cum Turn R	0.10	0.07	0.04	0.05	0.06
MO Tgt Cum Avg Inv R	3,574,244.13	734,023.18	293,467.44	399,533.30	536,767.74
Ly Cum Avg Inv R	7,043,850.77	923,580.15	373,702.05	517,651.28	658,271.32
MO Tgt Cum Avg Inv Var Ly R%	-49.3%	-20.5%	-21.5%	-22.8%	-18.5%
.					
MO Tgt Gross Margin	199,887.67	24,729.81	5,257.02	4,832.63	4,747.42
MO Tgt Gross Margin %	54.8%	68.4%	72.2%	70.8%	70.2%
Ly Gross Margin	-9,945,538.18	-799,034.87	-101,500.12	-159,371.94	-153,022.56
Ly Gross Margin %	-1583.8%	-1363.0%	-835.0%	-1616.9%	-1376.0%
.					
MO Tgt Publish Targets Date					
MO Tgt Publish Info					

Measure

The Target Overview worksheet contains the middle out target (MO Tgt) measures as well as last year (Ly) measures.

Use this worksheet to compare the MO Tgt measures to the corresponding Ly measures. By understanding how the middle out targets compare to last year's metrics, you can better understand what your plan needs to achieve.

Note: All measures in the Target Overview worksheet are read-only. The measures that you edit are in other worksheets.

The following table lists the measures available on this worksheet.

Table 5–2 Target Overview Worksheet Measures

Measure	Description
MO Tgt Sales R	The middle out target for sales.
Ly Sales R	Last year's sales.
MO Tgt Sales var Ly R%	The middle out target for variance between target sales value and last year's sales value, expressed as a percentage of the last year value.
MO Tgt Markdown R	The middle out target value for markdowns.
MO Tgt Markdown R%	The middle out target for markdown rate.
Ly Markdown R	Last year's value for markdowns.
Ly Markdown R%	Last year's markdown rate.
MO Tgt Mkd down Var Ly R%	The middle out target for variance between target markdowns and the last year markdowns, expressed as a percentage of the last year value.
MO Tgt Shrink R%	The middle out target for shrink for the period, expressed as a rate.
Ly Shrink R%	Last year's shrink rate.
MO Tgt Receipts R	The middle out target value for receipts.
Ly Receipts R	Last year's receipts value.
MO Tgt Receipts MU %	The middle out target markup percent for receipts, expressed as a percentage of markup to net sales.
Ly Receipts MU %	Last year's markup percent for receipts.
MO Tgt EOP Inv R	The middle out target for end of period inventory, expressed in retail value. The period can be a week, month, or any other calendar period.
Ly EOP Inv R	Last year's end of period inventory, expressed in retail value.
MO Tgt Cum Turn R	The middle out cumulative inventory turns (retail) target. It is cumulated from the start week of the workbook.
Ly Cum Turn R	Last year's cumulative inventory turns (retail). It is cumulated from the start week of the workbook.
MO Tgt Cum Avg Inv R	The middle out average cumulative inventory value, expressed in retail value, cumulated from the start of the season.
Ly Cum Avg Inv R	Last year's average cumulative inventory value, expressed in retail value, cumulated from the start of the season.
MO Tgt Cum Avg Inv Var Ly R%	The middle out target rate for variance in the cumulative average inventory. The variance is between the middle out target value and last year's actuals (or current plan).
MO Tgt Gross Margin	The middle out target for gross margin.
MO Tgt Gross Margin %	The middle out target for gross margin rate.
Ly Gross Margin	Last year's gross margin.

Table 5–2 (Cont.) Target Overview Worksheet Measures

Measure	Description
Ly Gross Margin %	Last year's gross margin rate.
MO Tgt Publish Targets Date	The date that the middle out target was published.
MO Tgt Publish Info	Additional information about the middle out targets. This information was entered by the middle out user who published the targets.

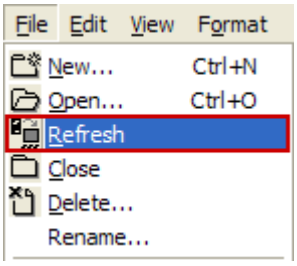
Retrieving Updated Targets

If the middle out user updates the targets after you have created your class and subclass plans, retrieve those new targets in one of two ways. You can build a new workbook which uses the updated targets from the domain. Or, if you want to bring the new targets into one of your existing workbooks, you can refresh the workbook.

Refresh the Workbook When refreshing a workbook, you can run a refresh group that has been configured in order to retrieve data from the master database.

To refresh a workbook, click the **Refresh** option in the File menu.

Figure 5–21 Refreshing a Workbook



For more information about the refresh option, see the *Oracle Retail Predictive Application Server User Guide for the Classic Client*. For information about creating refresh rule groups, see the *Oracle Retail Predictive Application Server Configuration Tools User Guide*.

After you have reviewed and compared the middle out targets to the last year metrics, continue to the Sales / Markdowns Tab.

Sales / Markdowns Tab

The Sales / Markdowns tab contains one worksheet, the Plan Sales and Markdowns worksheet.

Plan Sales and Markdowns Worksheet

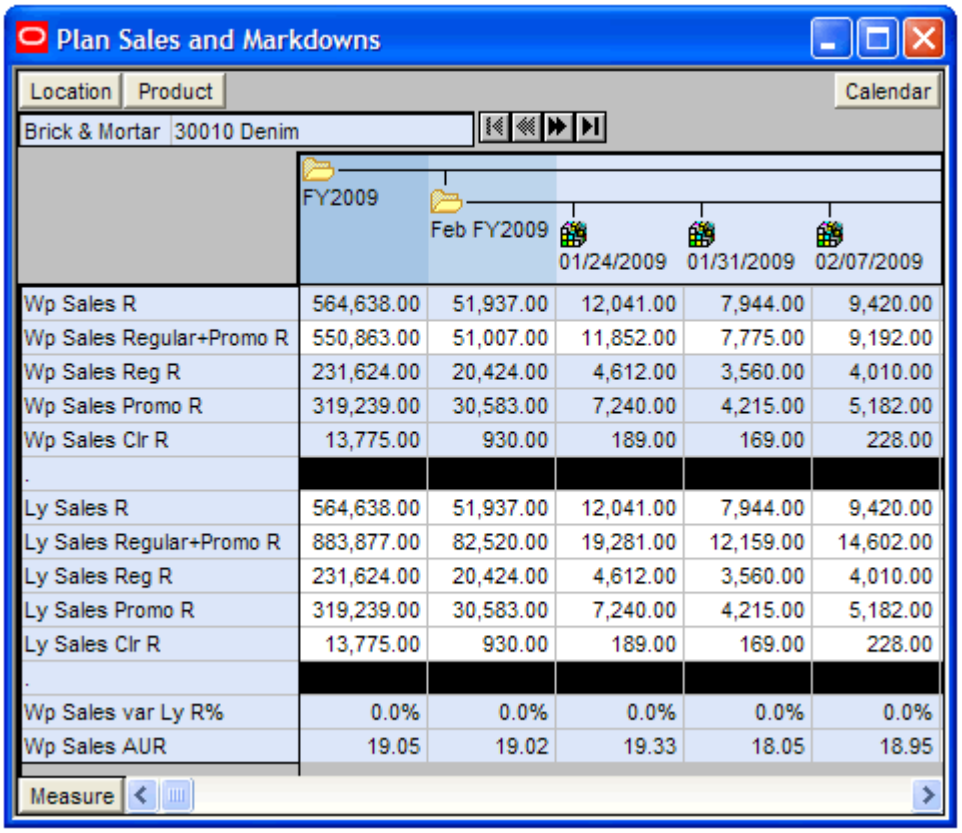
After you have seeded the groups and reviewed the middle out department targets, you can develop the sales and markdown targets for the classes and subclasses within those departments using the Plan Sales and Markdowns worksheet.

Use the following best practices to plan the sales and markdowns.

1. Using the default measure profile, which is Sales and Markdowns, review and compare the total sales to the forecast.

2. Change the measure profile to Sales by Type.

Figure 5–22 Plan Sales and Markdowns Worksheet, Sales by Type Measure Profile



3. In the Sales by Type measure profile, plan your sales by type. The sales types are regular (Reg), promotional (Promo), clearance (Clr), and regular and promotional (Reg + Promo).

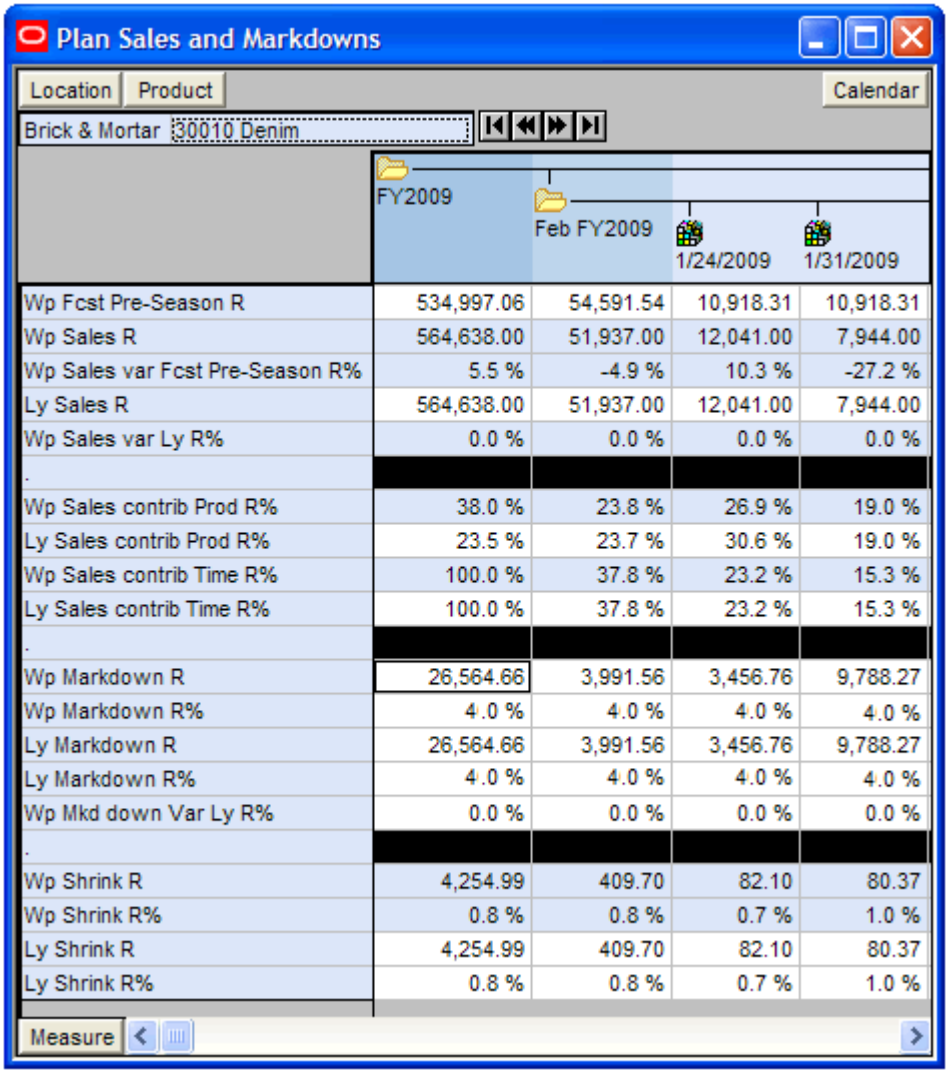
> **Note:** Since Sales and Markdowns are both planned at the type level, you must first complete the sales by type planning before you can plan the markdowns by type.

Start by planning the regular sales. Then, using your marketing calendar as a guide, align the promotional sales to the calendar. Refer to the calendar again for the exit weeks for the products, and plan the clearance sales for those weeks.

The planned figures for these sales types populates the Wp Sales R measure.

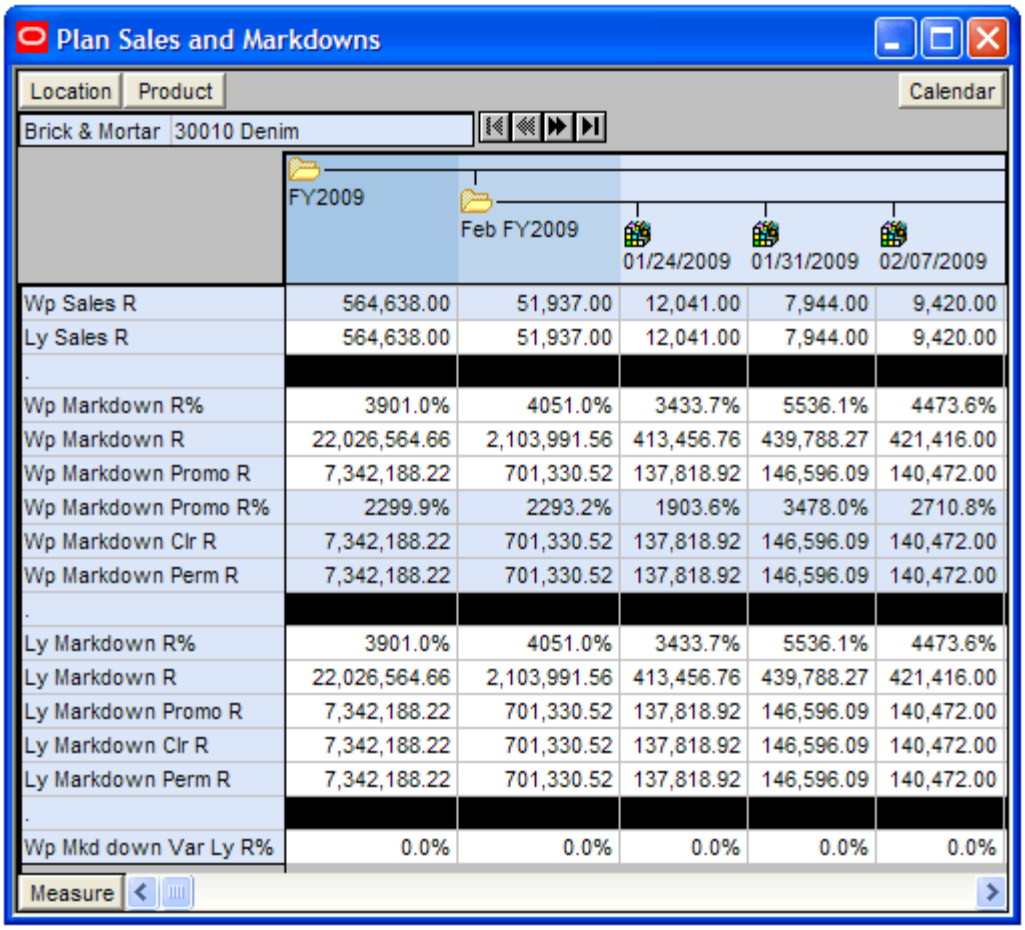
4. Return to the Sales and Markdowns measure profile.

Figure 5–23 Plan Sales and Markdowns Worksheet, Sales by and Markdowns Measure Profile



5. With the total Wp Sales R populated, you can adjust the total to your target while still maintaining the relationships between the different sales types.
6. Plan the shrink with either the Wp Shrink R or Wp Shrink R% measure.
7. Change the measure profile to Markdown by Type.
8. In the Markdown by Type profile, edit the Wp Markdown Promo R% to adjust the Wp Markdown Promo Rate.

Figure 5–24 Plan Sales and Markdowns Worksheet, Markdown by Type Measure Profile



The following table lists the measures available on the default measure profile of this worksheet.

Table 5–3 Plan Sales and Markdowns Worksheet Measures

Measure	Description
Wp Fcst Pre-Season R	The preseason forecast.
Wp Sales R	The planned sales retail value.
Wp Sales var Fcst Pre-Season R%	The planned preseason sales variance forecast.
Ly Sales R	Last year's sales retail value.
Wp Sales var Ly R%	The planned sales retail variance to last year expressed as a rate.
Wp Markdown R	The planned markdown value.
Wp Markdown R%	The planned markdown value expressed as a rate.
Ly Markdown R	Last year's markdown value.
Ly Markdown R%	Last year's markdown value expressed as a rate.
Wp Markdown Var Ly R%	The planned variance between the target markdown value and last year's actual markdown, expressed as a percentage of last year.

Table 5–3 (Cont.) Plan Sales and Markdowns Worksheet Measures

Measure	Description
Wp Shrink R	The planned shrink for the period.
Wp Shrink R%	The planned shrink for the period, expressed as a rate.
Ly Shrink R	Last year's actual (or current plan) shrink. Shrink is loss due to reason such as damage or theft.
Ly Shrink R%	Last year's actual (or current plan) shrink, expressed as a percentage of retail sales value.

After you have adjusted the sales and markdown plan, continue to the Receipts / Inventory Tab.

Receipts / Inventory Tab

The Receipts / Inventory tab contains one worksheet, the Plan Receipts / Inventory worksheet.

Plan Receipts / Inventory Worksheet

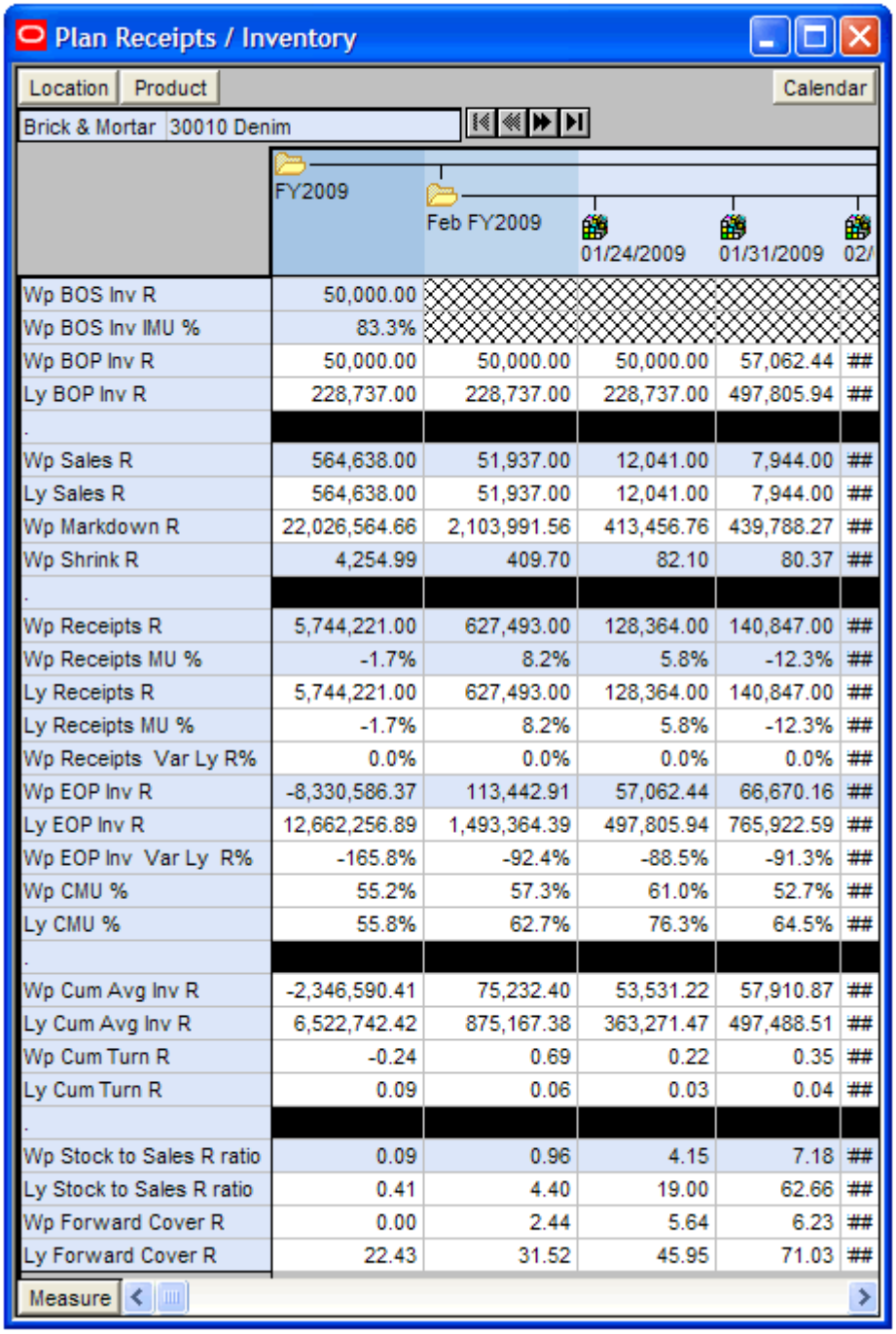
After you have developed the sales and markdown plan, develop a receipts and inventory plan that can support the sales and markdown plan. The purpose of this step is to ensure that you have a receipt and inventory plan that supports the sales that you are projecting.

Like the Plan Sales and Markdowns Worksheet, the Plan Receipts / Inventory worksheet contains several Ly metrics that you can reference when setting your targets. There are also additional measures for adjusting your inventory targets. Note that the adjustments you made to the Wp Sales R measure in the Plan Sales and Markdowns worksheet are visible in this worksheet if you have calculated.

Use the following best practices to plan the receipts and inventory.

1. Ensure that you have set the beginning of season (BOS) inventory in the Initialize Plan worksheet in the Getting Started tab. The BOS measures must be set before planning the receipts and inventory. To set the BOS measures, see the Setting Beginning of Season Inventory.
2. Plan the receipt flow and then evaluate the average inventory and turn.
3. Review the Wp CMU % measure. Cumulative markup rate (CMU %) is a blend of the beginning of period (BOP) inventory retail and cost with the future receipt retail and receipt cost. The Wp CMU % directly affects the cost of goods sold (COGS), which then affects the gross margin.
4. Adjust the Wp Stock to Sales R measure accordingly. These adjustments affect the receipts for both the current month and prior month. However, the total plan period receipts do not increase or decrease; they only shift from month to month.

Figure 5–25 Plan Receipts / Inventory Worksheet



Wp BOS Inv R	50,000.00				
Wp BOS Inv IMU %	83.3%				
Wp BOP Inv R	50,000.00	50,000.00	50,000.00	57,062.44	##
Ly BOP Inv R	228,737.00	228,737.00	228,737.00	497,805.94	##
.					
Wp Sales R	564,638.00	51,937.00	12,041.00	7,944.00	##
Ly Sales R	564,638.00	51,937.00	12,041.00	7,944.00	##
Wp Markdown R	22,026,564.66	2,103,991.56	413,456.76	439,788.27	##
Wp Shrink R	4,254.99	409.70	82.10	80.37	##
.					
Wp Receipts R	5,744,221.00	627,493.00	128,364.00	140,847.00	##
Wp Receipts MU %	-1.7%	8.2%	5.8%	-12.3%	##
Ly Receipts R	5,744,221.00	627,493.00	128,364.00	140,847.00	##
Ly Receipts MU %	-1.7%	8.2%	5.8%	-12.3%	##
Wp Receipts Var Ly R%	0.0%	0.0%	0.0%	0.0%	##
Wp EOP Inv R	-8,330,586.37	113,442.91	57,062.44	66,670.16	##
Ly EOP Inv R	12,662,256.89	1,493,364.39	497,805.94	765,922.59	##
Wp EOP Inv Var Ly R%	-165.8%	-92.4%	-88.5%	-91.3%	##
Wp CMU %	55.2%	57.3%	61.0%	52.7%	##
Ly CMU %	55.8%	62.7%	76.3%	64.5%	##
.					
Wp Cum Avg Inv R	-2,346,590.41	75,232.40	53,531.22	57,910.87	##
Ly Cum Avg Inv R	6,522,742.42	875,167.38	363,271.47	497,488.51	##
Wp Cum Turn R	-0.24	0.69	0.22	0.35	##
Ly Cum Turn R	0.09	0.06	0.03	0.04	##
.					
Wp Stock to Sales R ratio	0.09	0.96	4.15	7.18	##
Ly Stock to Sales R ratio	0.41	4.40	19.00	62.66	##
Wp Forward Cover R	0.00	2.44	5.64	6.23	##
Ly Forward Cover R	22.43	31.52	45.95	71.03	##

The following table lists the measures available on this worksheet.

Table 5–4 Plan Receipts / Inventory Worksheet Measures

Measure	Description
Wp BOS Inv R	The planned beginning of season inventory.
Wp BOS Inv IMU %	The planned beginning of season initial markup. (The BOS Inv IMU% must be planned to get the BOS Cost).

Table 5–4 (Cont.) Plan Receipts / Inventory Worksheet Measures

Measure	Description
Wp BOP Inv R	The planned beginning of period inventory. The period can be a week, month, or any other calendar period.
Ly BOP Inv R	Last year's beginning of period inventory. The period can be a week, month, or any other calendar period.
Wp Sales R	The planned sales retail value.
Ly Sales R	Last year's sales retail value.
Wp Markdown R	The planned markdown value.
Wp Shrink R	The planned shrink for the period.
Wp Receipts R	The planned receipt value.
Wp Receipts MU %	The planned receipts markup, expressed as a percentage of retail value.
Ly Receipts R	Last year's receipts.
Ly Receipts MU %	Last year's markup percent of receipts, expressed as a percentage of markup to net sales.
Wp Rec Var LY R%	The planned variance between the target receipts and last year's actual receipts, expressed as a percentage of last year.
Wp EOP Inv R	The planned end of period inventory. The period can be a week, month, or any other calendar period.
Ly EOP Inv R	Last year's end of period inventory. The period can be a week, month, or any other calendar period.
Wp CMU %	The planned cumulative markup percent, cumulated from the start week of the workbook.
Ly CMU %	Last year's cumulative markup percent, cumulated for the same period last year, corresponding to the start week of this workbook until the current week.
Wp Cum Avg Inv R	The planned cumulative average inventory value, expressed in retail value, cumulated from the start of the season.
Ly Cum Avg Inv R	Last year's cumulative average inventory value (retail), cumulated for the same period last year, corresponding to the start week of the workbook until the current week.
Wp Cum Turn R	The planned cumulative inventory turns (retail). It is cumulated from the start week of the workbook.
Ly Cum Turn R	Last year's cumulative inventory turns (retail).
Wp Stock to Sales R Ratio	The planned ratio of the BOP inventory to the sales for the same period.
Ly Stock to Sales R Ratio	Last year's ratio of the BOP inventory to the sales for the same period.
Wp Forward Cover R	The planned number of weeks of forward cover for the period. Using the retail values sales of future weeks, this measure indicates how many weeks of sales can be fulfilled with the ending inventory of the period.
Ly Forward Cover R	Last year's forward cover for the period.

After you have created an achievable receipts and inventory plan, continue to the Margin Tab to see if your sales and inventory plans achieve the gross margin goal you have been given.

Margin Tab

The Margin tab contains one worksheet, the Gross Margin worksheet.

Gross Margin Worksheet

Use this worksheet to evaluate the gross margin created from your sales and markdown plan and receipts and inventory plan. Determine whether the planned gross margin meets your gross margin goal. If it does not, return to the Plan Sales and Markdowns Worksheet and Plan Receipts / Inventory Worksheet to adjust your receipt markups and receipt flow. When you return to the Plan Sales and Markdowns worksheet, adjust the markdown plans, but do not change the sales. Continue this process until you are satisfied with the gross margin.

Figure 5–26 Gross Margin Worksheet

Gross Margin

Location | Product | Calendar

Brick & Mortar | 30010 Denim

	FY2009	Feb FY2009	01/24/2009	01/31/2009
Wp Gross Margin	29,231.38	3,663.15	817.32	804.50
Wp Gross Margin %	60.3%	77.5%	81.7%	80.4%
Ly Gross Margin	-9,441,100.09	-754,503.11	-89,746.60	-151,528.09
Ly Gross Margin %	-1839.3%	-1598.0%	-819.9%	-2098.2%
Wp GM Var Ly %	-100.3%	-100.5%	-100.9%	-100.5%
.				
Wp Sales R	53,200.00	5,200.00	1,100.00	1,100.00
Ly Sales R	564,638.00	51,937.00	12,041.00	7,944.00
Wp Markdown R	20.00	20.00	10.00	10.00
Wp Markdown R%	0.0%	0.4%	0.9%	0.9%
Ly Markdown R	22,026,564.66	2,103,991.56	413,456.76	439,788.27
Ly Markdown R%	3901.0%	4051.0%	3433.7%	5536.1%
Wp Shrink R	400.09	42.16	7.50	11.13
Wp Shrink R%	0.8%	0.8%	0.7%	1.0%
Ly Shrink R%	0.8%	0.8%	0.7%	1.0%
.				
Wp Receipts R	106,000.00	10,000.00	2,000.00	2,000.00
Wp Receipts MU %	50.0%	50.0%	50.0%	50.0%
Ly Receipts MU %	-1.7%	8.2%	5.8%	-12.3%
Wp MarkUp R	0.00	0.00	0.00	0.00
Ly MarkUp R	7,258,152.41	689,484.33	152,824.78	135,290.74
Wp CMU %	60.7%	77.8%	82.0%	80.9%
Ly CMU %	55.8%	62.7%	76.3%	64.5%
.				
Wp Cum Avg Inv R	2,601,139.67	487,288.16	126,168.01	212,277.84
Ly Cum Avg Inv R	6,522,742.42	875,167.38	363,271.47	497,488.51
Wp GMROI %	2.9%	3.4%	3.6%	4.0%
Ly GMROI %	-327.8%	-231.4%	-104.1%	-136.6%

The following table lists the measures available on this worksheet.

Table 5–5 Gross Margin Worksheet Measures

Measure	Description
Wp Gross Margin	The planned gross margin.
Wp Gross Margin %	The planned gross margin rate.
Ly Gross Margin	Last year's gross margin.
Ly Gross Margin %	Last year's gross margin rate.
Wp GM Var Ly R%	The planned variance between the gross margin and last year's actual gross margin, expressed as a percentage of last year.
Wp Sales R	The planned sales retail value.
Ly Sales R	Last year's sales retail value.
Wp Markdown R	The planned markdown value.
Wp Markdown R%	The planned markdown rate.
Ly Markdown R	Last year's actual markdown value.
Ly Markdown R%	Last year's markdown rate.
Wp Shrink R	The planned shrink for the period.
Wp Shrink R %	The planned shrink rate for the period.
Ly Shrink R%	Last year's shrink rate.
Wp Receipts R	The planned receipts.
Wp Receipts MU %	The planned markup rate for receipts, expressed as a percentage of markup to net sales.
Ly Receipts MU %	Last year's markup percept for receipts, expressed as a percentage of markup to net sales.
Wp MarkUp R	The planned markup value for receipts, expressed as a difference of net sales and cost.
Ly MarkUp R	Last year's markup value for receipts, expressed as a difference of net sales and cost.
Wp CMU %	The planned cumulative markup percent. It is cumulated for the same period last year. It corresponds to the start week of the workbook until the current week.
Ly CMU %	The cumulative markup percent from last year.
Wp Cum Avg Inv R	The planned average cumulative inventory retail. It is cumulated from the start week of the workbook.
Ly Cum Avg Inv R	Last year's average cumulative inventory retail.
Wp GMROI %	The planned gross margin return on inventory.

Now that you have developed your gross margin plans, continue to the Review Plan / Reconcile to Targets Tab.

Note: The next tab after the Margin tab is Open to Buy. This is used only during in-season management. For more information about Open to Buy, see Chapter 8, "In-Season Management".

Review Plan / Reconcile to Targets Tab

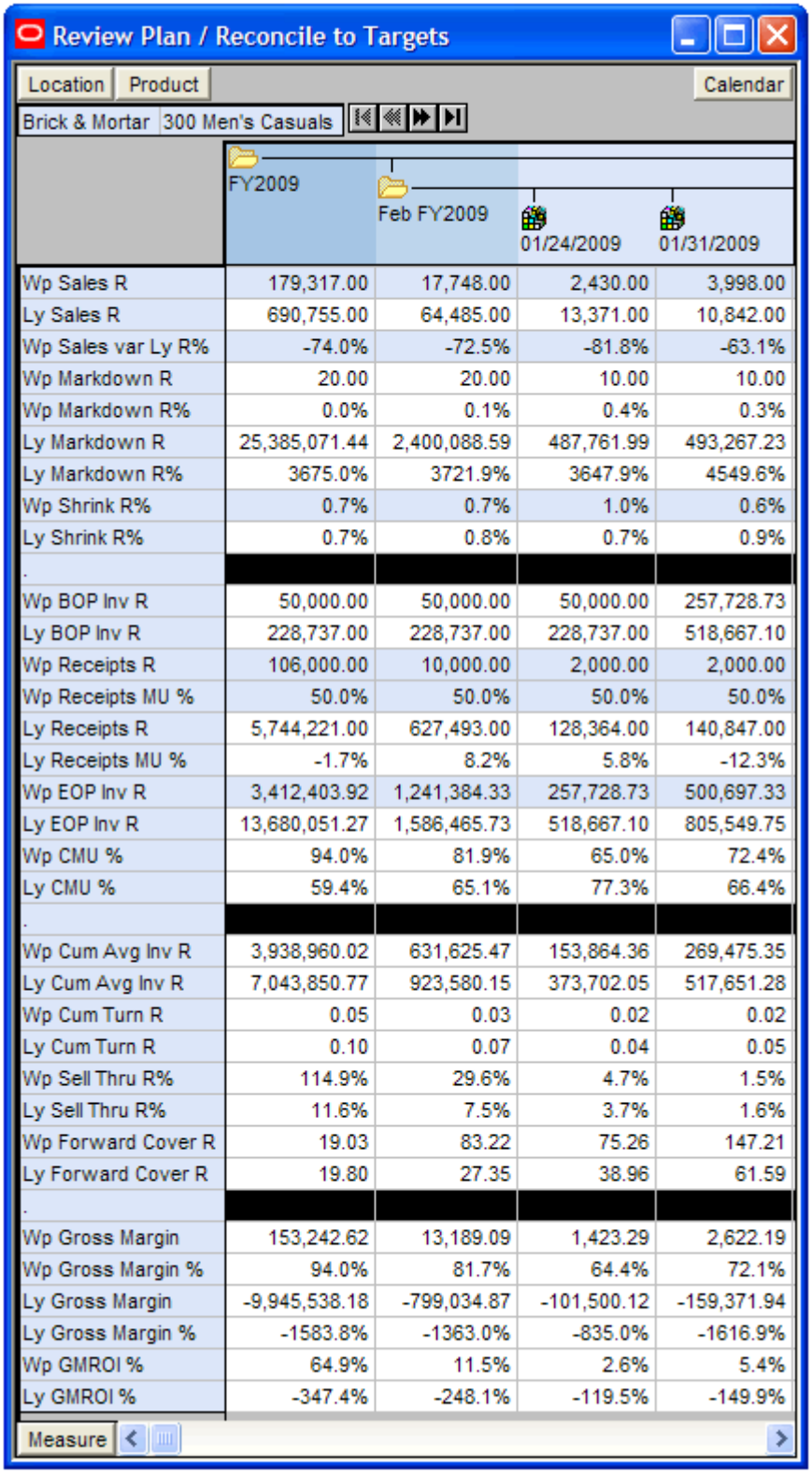
The Review Plan / Reconcile to Targets tab has one worksheet, the Review Plan / Reconcile Targets worksheet.

Review Plan / Reconcile Targets Worksheet

After you have created a plan, compare your plan to the middle out targets to see if you meet the goals created by the middle out user.

Use the default measure profile to the review the plan in total. Use the Reconcile to MO Targets measure profile to reconcile your plan to the middle out targets. When using this profile, set the calendar hierarchy to month.

Figure 5–27 Review Plan / Reconcile Targets Worksheet



Review Plan / Reconcile to Targets

Location | Product | Calendar

Brick & Mortar | 300 Men's Casuals

	FY2009	Feb FY2009	01/24/2009	01/31/2009
Wp Sales R	179,317.00	17,748.00	2,430.00	3,998.00
Ly Sales R	690,755.00	64,485.00	13,371.00	10,842.00
Wp Sales var Ly R%	-74.0%	-72.5%	-81.8%	-63.1%
Wp Markdown R	20.00	20.00	10.00	10.00
Wp Markdown R%	0.0%	0.1%	0.4%	0.3%
Ly Markdown R	25,385,071.44	2,400,088.59	487,761.99	493,267.23
Ly Markdown R%	3675.0%	3721.9%	3647.9%	4549.6%
Wp Shrink R%	0.7%	0.7%	1.0%	0.6%
Ly Shrink R%	0.7%	0.8%	0.7%	0.9%
.				
Wp BOP Inv R	50,000.00	50,000.00	50,000.00	257,728.73
Ly BOP Inv R	228,737.00	228,737.00	228,737.00	518,667.10
Wp Receipts R	106,000.00	10,000.00	2,000.00	2,000.00
Wp Receipts MU %	50.0%	50.0%	50.0%	50.0%
Ly Receipts R	5,744,221.00	627,493.00	128,364.00	140,847.00
Ly Receipts MU %	-1.7%	8.2%	5.8%	-12.3%
Wp EOP Inv R	3,412,403.92	1,241,384.33	257,728.73	500,697.33
Ly EOP Inv R	13,680,051.27	1,586,465.73	518,667.10	805,549.75
Wp CMU %	94.0%	81.9%	65.0%	72.4%
Ly CMU %	59.4%	65.1%	77.3%	66.4%
.				
Wp Cum Avg Inv R	3,938,960.02	631,625.47	153,864.36	269,475.35
Ly Cum Avg Inv R	7,043,850.77	923,580.15	373,702.05	517,651.28
Wp Cum Turn R	0.05	0.03	0.02	0.02
Ly Cum Turn R	0.10	0.07	0.04	0.05
Wp Sell Thru R%	114.9%	29.6%	4.7%	1.5%
Ly Sell Thru R%	11.6%	7.5%	3.7%	1.6%
Wp Forward Cover R	19.03	83.22	75.26	147.21
Ly Forward Cover R	19.80	27.35	38.96	61.59
.				
Wp Gross Margin	153,242.62	13,189.09	1,423.29	2,622.19
Wp Gross Margin %	94.0%	81.7%	64.4%	72.1%
Ly Gross Margin	-9,945,538.18	-799,034.87	-101,500.12	-159,371.94
Ly Gross Margin %	-1583.8%	-1363.0%	-835.0%	-1616.9%
Wp GMROI %	64.9%	11.5%	2.6%	5.4%
Ly GMROI %	-347.4%	-248.1%	-119.5%	-149.9%

Measure

If you are satisfied with the plan you have created, submit it to the middle out user in the Submit Plan for Approval Tab. Or, you can perform an optional step before submitting: reviewing the item plan in the Review Item Plan Tab.

Review Item Plan Tab

The Review Item Plan tab has one worksheet, the Review Item Plan worksheet.

Review Item Plan Worksheet

The Review Item Plan worksheet is optional. If your company uses Oracle Retail Item Planning (IP), you can review and reconcile your subclass plan to the approved item plan that was created with that product.

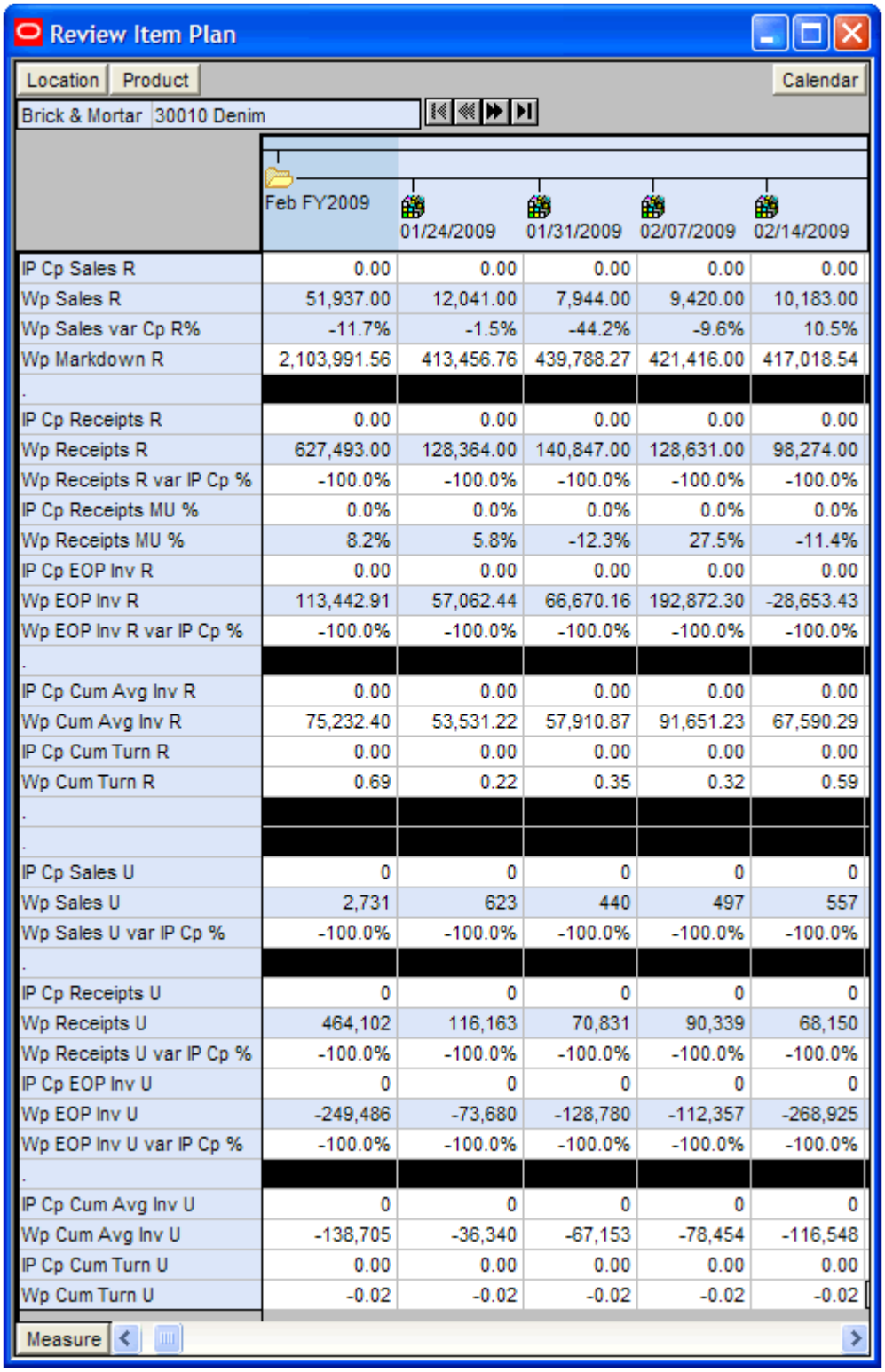
The approved item plan is loaded into MFP from IP through nightly or weekly batch processing. Approved data is exported from IP and loaded into MFP at the subclass level. The aggregation takes place within IP when exporting. Only the plans that have been approved since the last export in IP are imported into MFP.

If an item plan OP or item plan CP has been committed, and the batch has run, which brings those measures in the Bottom Up workbook, then the bottom up planner can use this worksheet to compare them. However, there is no hard reconciliation between MFP and IP.

There are six measure profiles for which you can use to compare your plan:

- Review Item Plan CP Unit Plan
- Review Item Plan CP Value and Units
- Review Item Plan CP Value Plan
- Review Item Plan OP Unit Plan
- Review Item Plan OP Value and Units
- Review Item Plan OP Value Plan

Figure 5–28 Review Item Plan Worksheet: Review Item Plan, CP Value and Units Measure Profile



The following table lists the measures available on this worksheet.

Table 5–6 Review Item Plan Worksheet: Review Item Plan CP Value and Units Measure Profile Measures

Measure	Description
IP Cp Sales R	The Item Planning current plan sales value.
Wp Sales R	The planned sales value.
Wp Sales var Cp R%	The planned variance between target sales value and the current plan sales value, expressed as a percentage of the current plan.
Wp Markdown R	The planned markdown value.
IP Cp Receipts R	The Item Planning current plan receipts value.
Wp Receipts R	The planned receipts value.
Wp Receipts R var IP Cp %	The planned variance between the receipts value and the Item Plan current plan, expressed as a percentage of the current plan.
IP Cp Receipts MU %	The Item Planning current plan receipts markup rate.
Wp Receipts MU %	The planned receipts markup rate.
IP Cp EOP Inv R	The Item Planning current plan end of period inventory. The period can be a week, month, or any other calendar period.
Wp EOP Inv R	The planned end of period inventory. The period can be a week, month, or any other calendar period.
Wp EOP Inv R var IP Cp %	The planned variance between the target end of period inventory and the Item Planning current plan end of period inventory, expressed as a percentage of the Item Planning current plan.
IP Cp Cum Avg Inv R	The Item Planning current plan average cumulative inventory value, expressed in retail value, cumulated from the start of the season.
Wp Cum Avg Inv R	The planned cumulative average inventory value, expressed in retail value, cumulated from the start of the season.
IP Cp Cum Turn R	The Item Planning current plan cumulative inventory turns (retail). It is cumulated from the start week of the workbook.
Wp Cum Turn R	The planned cumulative inventory turns (retail). It is cumulated from the start week of the workbook.
IP Cp Sales U	The Item Planning current plan sales units.
Wp Sales U	The planned sales units.
Wp Sales U var IP Cp %	The planned variance between the sales units and the Item Planning current plan sales units, expressed as a percentage of the Item Planning current plan.
IP Cp Receipts U	The Item Planning current plan receipts units.
Wp Receipts U	The planned receipts units.
Wp Receipts U var IP Cp %	The planned variance between the receipts units and the Item Planning current plan receipts units, expressed as a percentage of the Item Planning current plan.
IP Cp EOP Inv U	The Item Planning current plan end of period inventory units.
Wp EOP Inv U	The planned end of period inventory units.

Table 5–6 (Cont.) Review Item Plan Worksheet: Review Item Plan CP Value and Units Measure Profile Measures

Measure	Description
Wp EOP Inv U var IP Cp %	The planned variance between the end of period inventory units and the Item Planning current plan end of period inventory units, expressed as a percentage of the Item Planning current plan.
IP Cp Cum Avg Inv U	The Item Planning current plan average cumulative inventory units. It is cumulated from the start week of the workbook.
Wp Cum Avg Inv U	The planned average cumulative inventory units. It is cumulated from the start week of the workbook.
IP Cp Cum Turn U	The Item Planning current plan cumulative inventory turns, cumulated from the start week of the workbook.
Wp Cum Turn U	The planned cumulative inventory turns, cumulated from the start week of the workbook.

Submit Plan for Approval Tab

Use this tab when you are ready to submit your working plan to the middle out user for approval.

The following section describes the worksheets available under the Approval tab:

- Submitted Plan Measures
- All Measures
- Submit Plan Worksheet

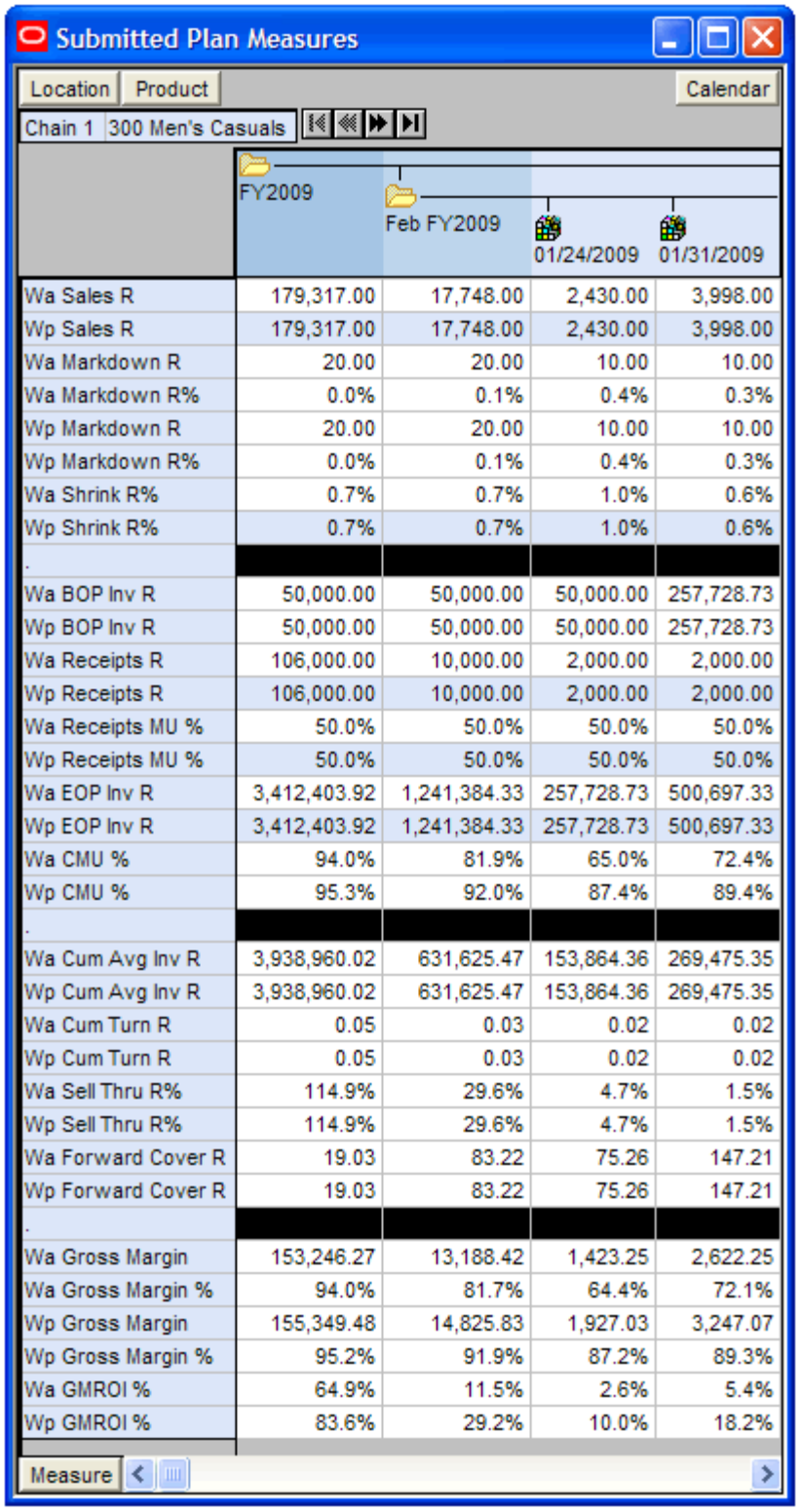
Submitted Plan Measures

Use the Submitted Plan Measures worksheet to compare your Wp to the Wa you may have already submitted. This allows you to identify the differences between the two versions after you have submitted the plan for approval.

The Submitted Plan Measures worksheet has four different measure profiles:

- Default
- Review Submitted Plan to Current Plan
- Review Submitted Plan to Original Plan
- Submitted Plan Unit Measures

Figure 5–29 Submitted Plan Worksheet: Default Measure Profile



	FY2009	Feb FY2009	01/24/2009	01/31/2009
Wa Sales R	179,317.00	17,748.00	2,430.00	3,998.00
Wp Sales R	179,317.00	17,748.00	2,430.00	3,998.00
Wa Markdown R	20.00	20.00	10.00	10.00
Wa Markdown R%	0.0%	0.1%	0.4%	0.3%
Wp Markdown R	20.00	20.00	10.00	10.00
Wp Markdown R%	0.0%	0.1%	0.4%	0.3%
Wa Shrink R%	0.7%	0.7%	1.0%	0.6%
Wp Shrink R%	0.7%	0.7%	1.0%	0.6%
.				
Wa BOP Inv R	50,000.00	50,000.00	50,000.00	257,728.73
Wp BOP Inv R	50,000.00	50,000.00	50,000.00	257,728.73
Wa Receipts R	106,000.00	10,000.00	2,000.00	2,000.00
Wp Receipts R	106,000.00	10,000.00	2,000.00	2,000.00
Wa Receipts MU %	50.0%	50.0%	50.0%	50.0%
Wp Receipts MU %	50.0%	50.0%	50.0%	50.0%
Wa EOP Inv R	3,412,403.92	1,241,384.33	257,728.73	500,697.33
Wp EOP Inv R	3,412,403.92	1,241,384.33	257,728.73	500,697.33
Wa CMU %	94.0%	81.9%	65.0%	72.4%
Wp CMU %	95.3%	92.0%	87.4%	89.4%
.				
Wa Cum Avg Inv R	3,938,960.02	631,625.47	153,864.36	269,475.35
Wp Cum Avg Inv R	3,938,960.02	631,625.47	153,864.36	269,475.35
Wa Cum Turn R	0.05	0.03	0.02	0.02
Wp Cum Turn R	0.05	0.03	0.02	0.02
Wa Sell Thru R%	114.9%	29.6%	4.7%	1.5%
Wp Sell Thru R%	114.9%	29.6%	4.7%	1.5%
Wa Forward Cover R	19.03	83.22	75.26	147.21
Wp Forward Cover R	19.03	83.22	75.26	147.21
.				
Wa Gross Margin	153,246.27	13,188.42	1,423.25	2,622.25
Wa Gross Margin %	94.0%	81.7%	64.4%	72.1%
Wp Gross Margin	155,349.48	14,825.83	1,927.03	3,247.07
Wp Gross Margin %	95.2%	91.9%	87.2%	89.3%
Wa GMROI %	64.9%	11.5%	2.6%	5.4%
Wp GMROI %	83.6%	29.2%	10.0%	18.2%

Table 5–7 Submitted Plan Worksheet: Default Measure Profile Measures

Measure	Description
Wa Sales R	The Waiting for Approval sales.

Table 5–7 (Cont.) Submitted Plan Worksheet: Default Measure Profile Measures

Measure	Description
Wp Sales R	The planned sales.
Wa Markdown R	The Waiting for Approval target value for markdowns.
Wa Markdown R%	The Waiting for Approval markdown rate.
Wp Markdown R	The planned markdowns.
Wp Markdown R%	The planned markdown rate.
Wa Shrink R%	The Waiting for Approval shrink rate.
Wp Shrink R%	The planned shrink rate.
Wa BOP Inv R	The Waiting for Approval beginning of period inventory. The period can be a week, month, or any other calendar period.
Wp BOP Inv R	The planned beginning of period inventory. The period can be a week, month, or any other calendar period.
Wa Receipts R	The Waiting for Approval value for receipts.
Wp Receipts R	The planned value for receipts.
Wa Receipts MU %	The Waiting for Approval markup percent for receipts, expressed as a percentage of markup to net sales.
Wp Receipts MU %	The planned markup percent for receipts, expressed as a percentage of markup to net sales
Wa EOP Inv R	The Waiting for Approval end of period inventory, expressed in retail value. The period can be a week, month, or any other calendar period.
Wp EOP Inv R	The planned end of period inventory, expressed in retail value. The period can be a week, month, or any other calendar period.
Wa CMU %	The Waiting for Approval cumulative markup percent, cumulated from the start week of the workbook.
Wp CMU %	The planned cumulative markup percent, cumulated from the start week of the workbook.
Wa Cum Avg Inv R	The Waiting for Approval average cumulative inventory value, expressed in retail value, cumulated from the start of the season.
Wp Cum Avg Inv R	The planned average cumulative inventory value, expressed in retail value, cumulated from the start of the season
Wa Cum Turn R	The Waiting for Approval cumulative inventory turns (retail). It is cumulated from the start week of the workbook.
Wp Cum Turn R	The planned cumulative inventory turns (retail). It is cumulated from the start week of the workbook.
Wa Sell Thru R%	The Waiting for Approval sell through value, expressed as a percentage of sales to the total receipts and beginning inventory.
Wp Sell Thru R%	The planned sell through value, expressed as a percentage of sales to the total receipts and beginning inventory.
Wa Forward Cover R	The Waiting for Approval number of weeks of forward cover for the period. Using the retail values sales of future weeks, this measure indicates how many weeks of sales can be fulfilled with the ending inventory of the period.

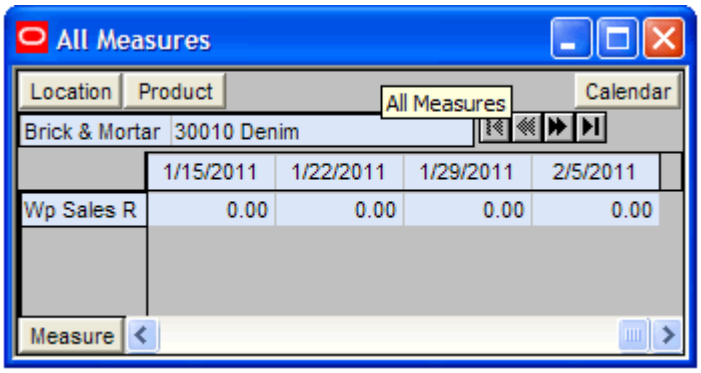
Table 5–7 (Cont.) Submitted Plan Worksheet: Default Measure Profile Measures

Measure	Description
Wp Forward Cover R	The planned number of weeks of forward cover for the period. Using the retail values sales of future weeks, this measure indicates how many weeks of sales can be fulfilled with the ending inventory of the period.
Wa Gross Margin	The Waiting for Approval gross margin.
Wa Gross Margin %	The Waiting for Approval gross margin rate.
Wp Gross Margin	The planned gross margin.
Wp Gross Margin %	The planned gross margin rate.
Wa GMROI %	The Waiting for Approval gross margin return on inventory rate.
Wp GMROI%	The planned gross margin return on inventory rate.

All Measures

The All Measures worksheet includes all the measures contained in the workbook; however, only the Wp Sales R measure is visible in the default measure profile. The purpose of this worksheet is to allow you to see the workbook measures that you may not be able to see all at once in other worksheets.

Figure 5–30 All Measures

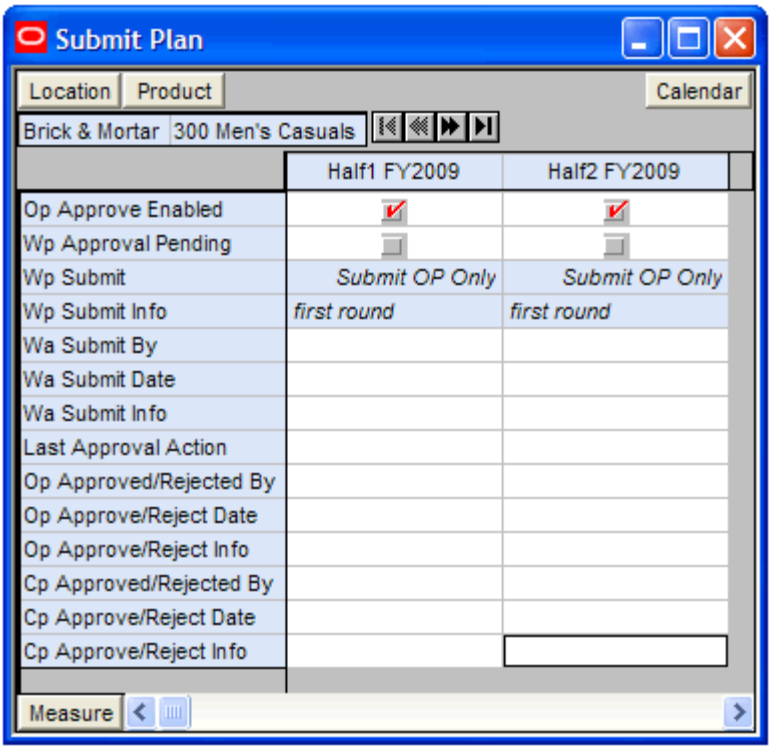


Submit Plan Worksheet

When you are ready to submit your working plan to the middle out user for approval, use the Submit Plan worksheet.

Note: When the Op Approve Enabled measure is selected, you can submit a plan for the Op version. This measure is set by an administrator in the Enable OP Approval administration workbook. The administrator can select or deselect this option at any time. If the administrator deselects it during the in-season, you will not be able to submit a plan for the Op. The administrator may choose to do this after the planning process has been finalized in order to lock down the Op. If this occurs, you will be unable to submit a plan for the Op and the middle out user will be unable to approve a plan for the Op.

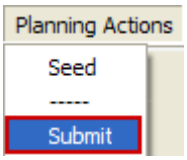
Figure 5–31 Submit Plan Worksheet



To submit the working plan, perform the following steps:

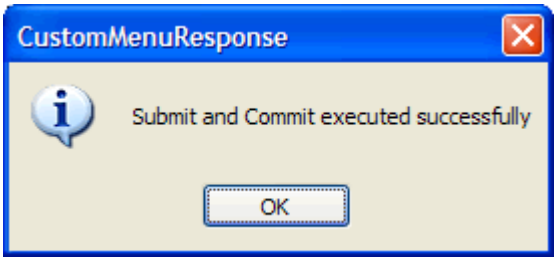
1. Select what you want to submit the working plan to using the Wp Submit measure. Options are Submit Op Only, Submit Cp Only, or Submit Op and Cp.
2. Optional: Enter information about the working plan in the Wp Submit Info measure.
3. When finished, select the **Submit** option in the Planning Actions menu.

Figure 5–32 Planning Actions Menu: Submit



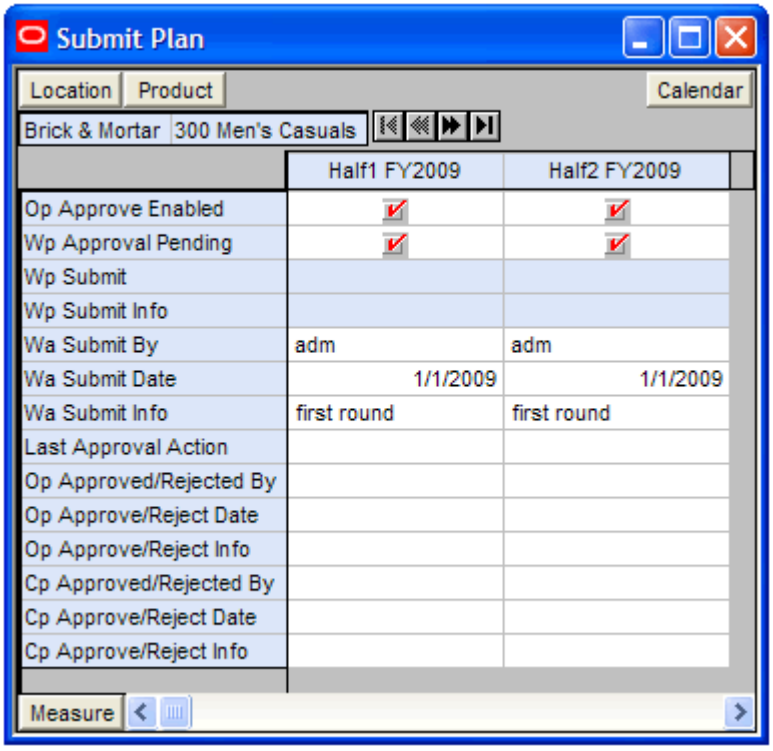
4. A success message appears. Click **OK** to close it.

Figure 5–33 Success Message: Submit and Commit



As a result of the submit option running, the Wp Submit and Wp Submit Info measures are cleared and the Wp Approval Pending check box is checked. The Wa Submit By, Wa Submit Date, and Wa Submit Info measures are populated. In addition, your working plan is copied into a Waiting for Approval (Wa) plan.

Figure 5–34 Successfully Submitted Plan



The following table lists the measures available on this worksheet.

Table 5–8 Submit Plan Worksheet Measures

Measure	Description
Op Approve Enabled	When selected, the bottom up user can submit a plan to the Op.
Wp Approval Pending	When selected, the approval of the working plan is pending.
Wp Submit	Used to select what the working plan is submitted to. Options are Submit Op Only, Submit Cp Only, and Submit Op and Cp.
Wp Submit Info	Used to input information about the submitted plan.
Wa Submit By	Displays the username of the user who submitted the plan.
Wa Submit Date	Displays the date that the plan was submitted.
Wa Submit Info	Displays the information that the user entered about the plan.
Last Approval Action	Displays the last approval action that occurred.
Op Approved/Rejected By	Displays the username of the user who approved or rejected the Original Plan.
Op Approve/Reject Date	Displays the date that the plan was approved or rejected.

Table 5–8 (Cont.) Submit Plan Worksheet Measures

Measure	Description
Op Approve/Reject Info	Displays the information that the user entered about why the Original Plan was approved or rejected.
Cp Approved/Rejected By	Displays the username of the user who approved or rejected the Current Plan.
Cp Approve/Reject Date	Displays the date that the plan was approved or rejected.
Cp Approve/Reject Info	Displays the information that the user entered about why the Current Plan was approved or rejected.

After the middle out user approves or rejects the Wa plan, you can see the approval or rejection information in this worksheet.

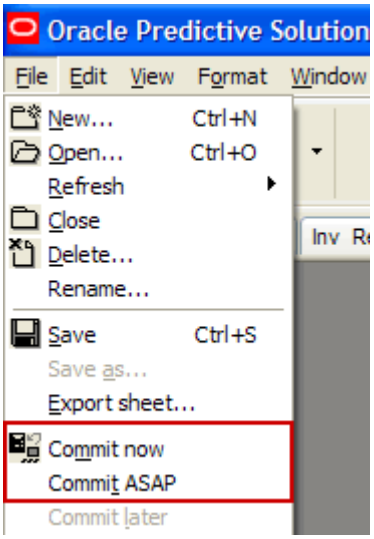
Commit Wp Measures

If you want to commit your working plan (Wp) measures to the database, you need to perform a separate commit in addition to submitting your plan for approval. For more information about committing, see the *Oracle Retail Predictive Application Server Administration Guide for the Classic Client*.

To commit your Wp measures, perform the following steps:

1. In the workbook that you have published the targets, click a **Commit** option in the File menu.

Figure 5–35 Commit a Workbook



6

Middle Out: Plan Approval

The last tab in the middle out workbook is the Submitted Plan Review / Approval tab. This is where the middle out user approves or rejects the plan that was created by the bottom up user.

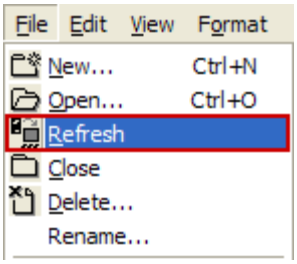
Submitted Plan Review / Approval Tab

After the bottom up user submits a plan, the middle out user can review the plan and approve or reject it in the Submitted Plan Review / Approval tab.

To see the bottom up user's plan, either build a new workbook or open an existing one.

If you open an existing workbook, you must refresh it to see the bottom up user's plan. To refresh a workbook, click the **Refresh** option in the File menu.

Figure 6–1 Refresh Option



The following sections describe the worksheets available under the Submitted Plan Review / Approval tab:

- Review Submitted Plan Worksheet
- All Measures Worksheet
- Approve Plan Worksheet

Review Submitted Plan Worksheet

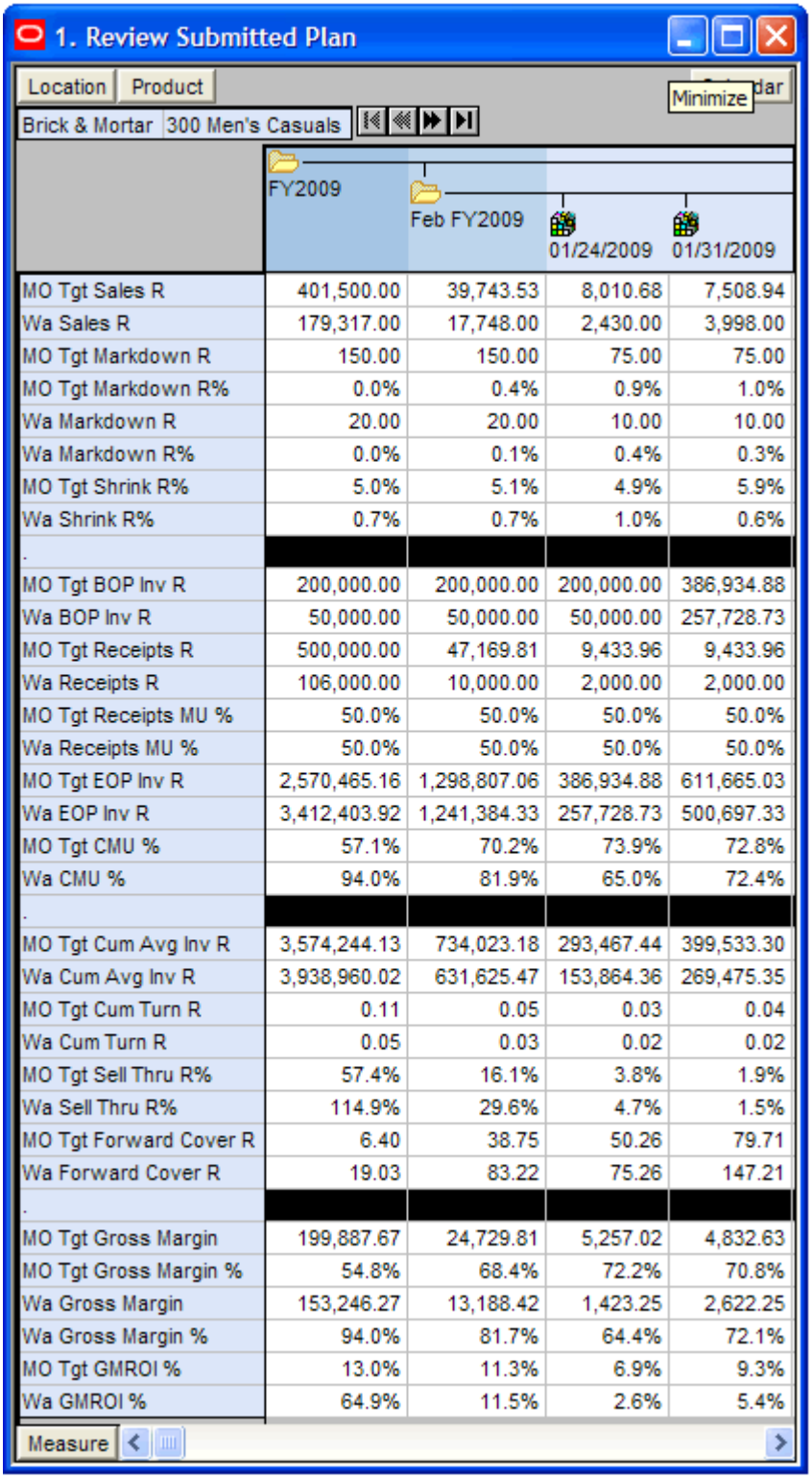
After the bottom up user has submitted the plan, you can review the details of the plan at the Review Submitted Plan worksheet.

There are four measure profiles you can use to review the plan:

- Default
- Review Submitted Plan Units

- Review Submitted Plan to Current Plan
- Review Submitted Plan to Original Plan

Figure 6–2 Review Submitted Plan Worksheet, Default Measure Profile



The following table lists the measures available on this worksheet.

Table 6–1 Review Submitted Plan Worksheet Measures

Measure	Description
MO Tgt Sales R	The middle out target for sales.
Wa Sales R	The Waiting for Approval sales.
MO Tgt Markdown R	The middle out target value for markdowns.
MO Tgt Markdown R%	The middle out target for markdown rate.
Wa Markdown R	The Waiting for Approval target value for markdowns.
Wa Markdown R%	The Waiting for Approval markdown rate.
MO Tgt Shrink R%	The middle out target for shrink for the period, expressed as a rate.
Wa Shrink R%	The Waiting for Approval shrink rate.
MO Tgt BOP Inv R	The middle out target for beginning of period inventory.
Wa BOP Inv R	The Waiting for Approval beginning of period inventory.
MO Tgt Receipts R	The middle out target value for receipts.
Wa Receipts R	The Waiting for Approval value for receipts.
MO Tgt Receipts MU %	The middle out target markup percent for receipts, expressed as a percentage of markup to net sales.
Wa Receipts MU %	The Waiting for Approval markup percent for receipts, expressed as a percentage of markup to net sales.
MO Tgt EOP Inv R	The middle out target for end of period inventory, expressed in retail value. The period can be a week, month, or any other calendar period.
Wa EOP Inv R	The Waiting for Approval end of period inventory, expressed in retail value. The period can be a week, month, or any other calendar period.
MO Tgt CMU %	The middle out target for cumulative markup percent. It is cumulated for the same period last year. It corresponds to the start week of the workbook until the current week.
Wa CMU %	The Waiting for Approval target for cumulative markup percent. It is cumulated for the same period last year. It corresponds to the start week of the workbook until the current week.
MO Tgt Cum Avg Inv R	The middle out target for average cumulative inventory value, expressed in retail value, cumulated from the start of the season.
Wa Cum Avg Inv R	The Waiting for Approval average cumulative inventory value, expressed in retail value, cumulated from the start of the season.
MO Tgt Cum Turn R	The middle out cumulative inventory turns (retail) target. It is cumulated from the start week of the workbook.
Wa Cum Turn R	The Waiting for Approval cumulative inventory turns (retail). It is cumulated from the start week of the workbook.
MO Tgt Sell Thru R%	The middle out target for sell through value, expressed as a percentage of sales to the total receipts and beginning inventory.
Wa Sell Thru R%	The Waiting for Approval target for sell through value, expressed as a percentage of sales to the total receipts and beginning inventory.

Table 6–1 (Cont.) Review Submitted Plan Worksheet Measures

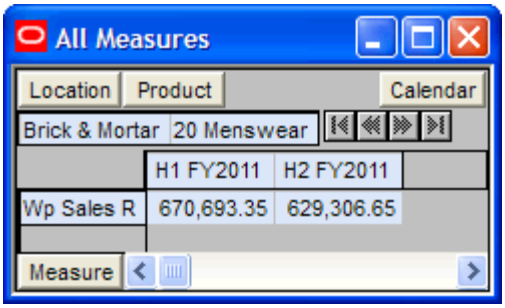
Measure	Description
MO Tgt Forward Cover R	The middle out target number of weeks of forward cover for the period. Using the retail values sales of future weeks, this measure indicates how many weeks of sales can be fulfilled with the ending inventory of the period.
Wa Forward Cover R	The Waiting for Approval target number of weeks of forward cover for the period. Using the retail values sales of future weeks, this measure indicates how many weeks of sales can be fulfilled with the ending inventory of the period.
MO Tgt Gross Margin	The middle out target for gross margin.
MO Tgt Gross Margin %	The middle out target for gross margin rate.
Wa Gross Margin	The Waiting for Approval target for gross margin.
Wa Gross Margin %	The Waiting for Approval target for gross margin rate.
MO Tgt GMROI %	The middle out target gross margin return on inventory.
Wa GMROI %	The Waiting for Approval target gross margin return on inventory.

After you have finished reviewing the Wa plan, continue to the Approve Plan Worksheet.

All Measures Worksheet

The All Measures worksheet contains all the measures contained in the workbook; however, only the Wp Sales R measure is visible in the default measure profile. The purpose of this worksheet is to allow you to create a view of workbook measures that you may not be able to view all at once in other worksheets.

Figure 6–3 All Measures Worksheet



The following table lists the measures available on this worksheet.

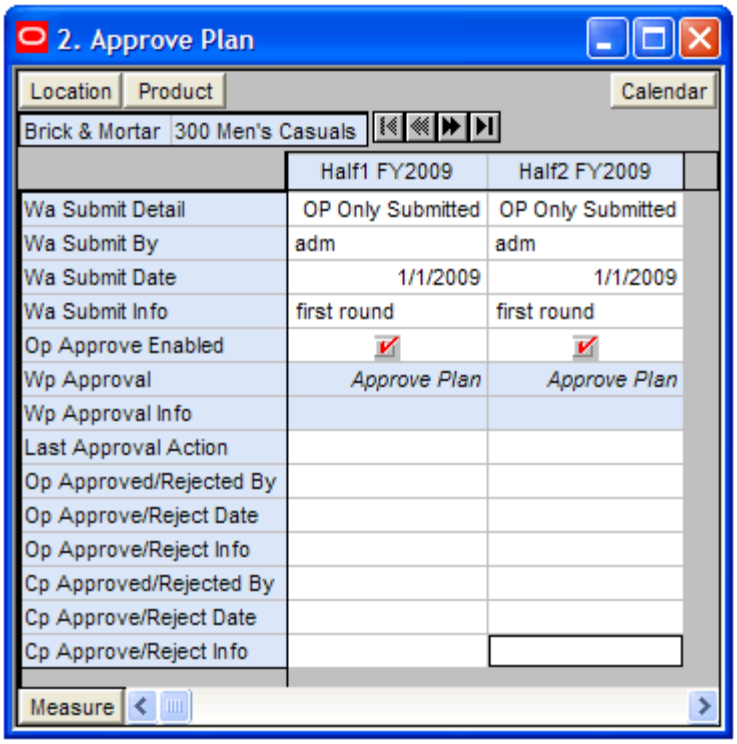
Table 6–2 All Measures Worksheet Measures

Measure	Description
Wp Sales R	The planned sales retail value.

Approve Plan Worksheet

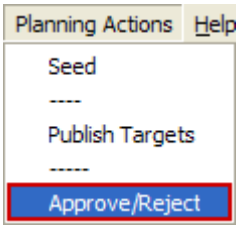
After you have reviewed the submitted Wa plan, approve or reject it in this worksheet.

Figure 6–4 Approve Plan Worksheet



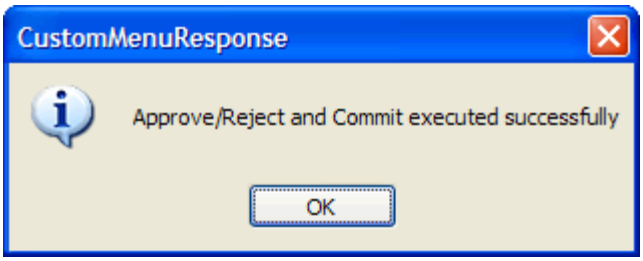
1. In the Wp Approval measure, select one of the two options: **Approve Plan** or **Reject Plan**.
2. In the Wp Approval Info measure, enter any useful information about the plan or your approval decision. This step is optional.
3. Click the **Approve/Reject** option in the Planning Actions menu, as shown in Figure 6–5.

Figure 6–5 Planning Actions Menu: Approve/Reject



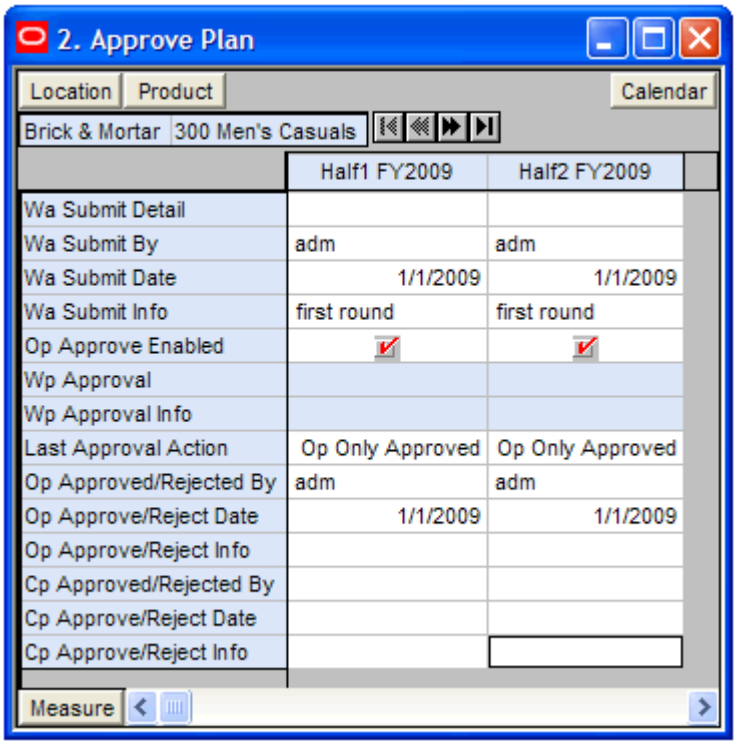
4. A success message appears. Click **OK** to close it.

Figure 6–6 Success Message: Approve/Reject



The worksheet is refreshed and the approval or rejection information is populated in the measures, as shown in Figure 6–7.

Figure 6–7 Approved Plan



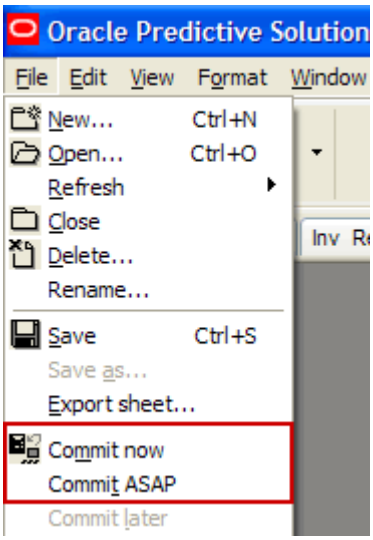
Commit Wp Measures

If you want to commit your working plan (Wp) measures to the database, you need to perform a separate commit in addition to commit that occurs when you approve the plan. For more information about committing, see the *Oracle Retail Predictive Application Server Administration User Guide for the Classic Client*.

To commit your Wp measures, perform the following steps:

1. In the workbook that you have published the targets, click a **Commit** option in the File menu.

Figure 6–8 Commit a Workbook



7

Top Down: Review Targets

The top down user can use the Review Plan worksheet to compare the targets to the plan at any time, preseason or in-season. It is especially helpful to review the targets after the middle out user has published the MO targets.

Note: Refresh this worksheet each time to ensure the data is updated.

Review Plan Tab

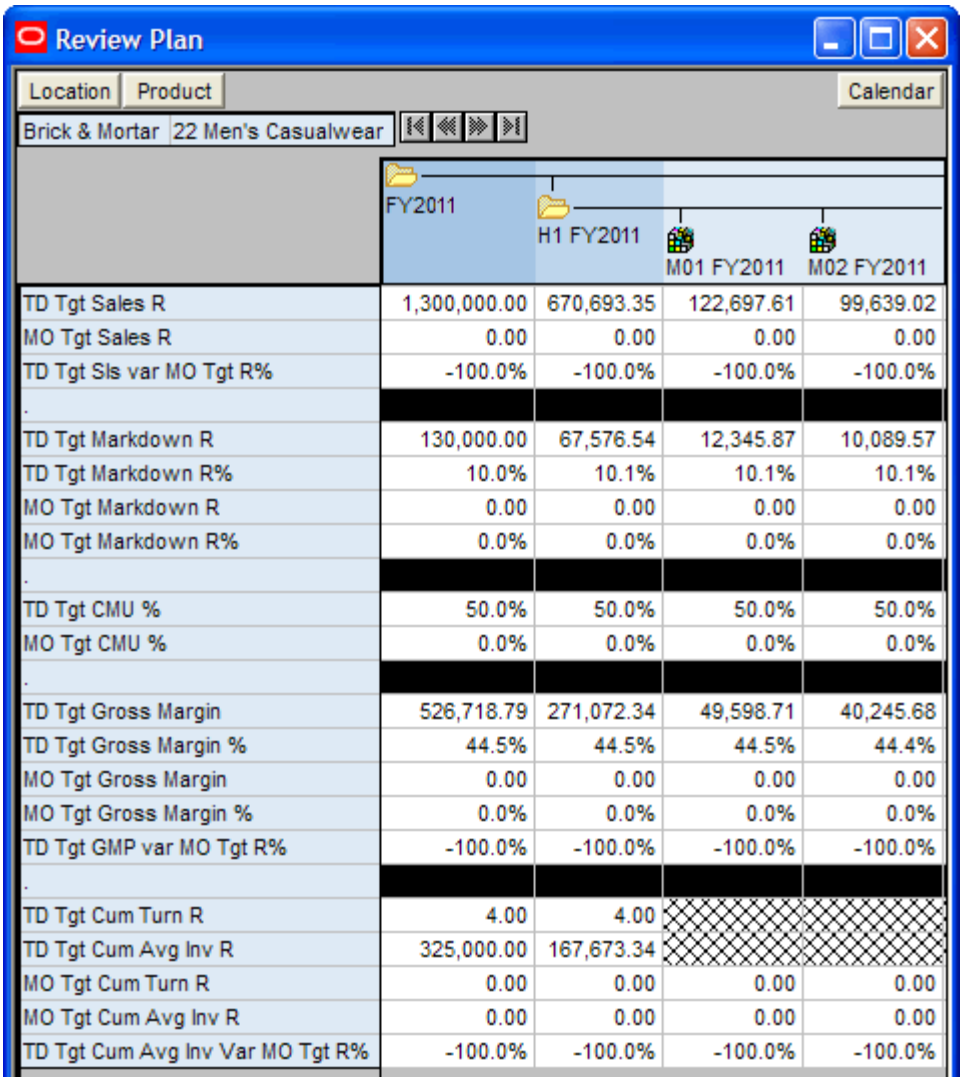
The Review Plan tab contains one worksheet, Review Plan.

Review Plan Worksheet

After you have published the top down targets, use this worksheet to compare those targets to other targets and plans by selecting the appropriate measure profile.

- **Targets Compared to Last Year**: Use this profile to compare the top down targets to last year's actuals.
- **Targets Compared to MO Targets**: Use this profile to compare the top down targets to the middle out targets. The middle out targets are available after the middle out user creates and publishes them.
- **Targets Compared to Original Plan**: Use this profile to compare the top down targets to the original plan of the bottom up planner.
- **Targets Compared to Current Plan**: Use this profile to compare the top down targets to the current plan of the bottom up planner.

Figure 7–1 Review Plan Worksheet, Targets Compared to MO Targets



The following table lists the measures available on this worksheet.

Table 7–1 Review Plan Worksheet Measures, Targets Compared to MO Targets

Measure	Description
TD Tgt Sales R	The top down target for sales.
MO Tgt Sales R	The middle out target for sales.
TD Tgt Sales var MO R%	The top down target for variance between target sales value and the middle out target sales value, expressed as a percentage of the middle out target.
TD Tgt Markdown R	The top down target for markdowns.
TD Tgt Markdown R%	The top down target for markdown rate.
MO Markdown R	The middle out target for markdowns.
MO Markdown R%	The middle out target for markdown rate.
TD Tgt CMU %	The top down target for cumulative markup rate.
MO CMU %	The middle out target for cumulative markup rate.

Table 7–1 (Cont.) Review Plan Worksheet Measures, Targets Compared to MO Targets

Measure	Description
TD Tgt Gross Margin	The top down target for gross margin.
TD Tgt Gross Margin %	The top down target for gross margin rate.
MO Gross Margin	The middle out for gross margin.
MO Gross Margin %	The middle out for gross margin rate.
TD Tgt Gross Margin Var CP R%	The top down target for variance between the target gross margin and the current plan gross margin, expressed as a percentage of the current plan.
TD Tgt Cum Turn R	The top down cumulative inventory turns (retail). It is cumulated from the start week of the workbook.
TD Tgt Cum Avg Inv R	The top down average cumulative inventory turns (retail). It is cumulated from the start week of the workbook.
MO Cum Turn R	The middle out target for cumulative inventory turns (retail).
MO Cum Avg Inv R	The middle out average cumulative inventory turns (retail).
TD Tgt Cum Avg Inv Var CP R%	The top down target for the variance between the target cumulative average inventory and the middle out target cumulative average inventory, expressed as a percentage of the middle out target.

All measures in this worksheet are read-only. To alter the targets shown in this worksheet, return to the Target Setting Worksheet and edit them there.

8

In-Season Management

The middle out and bottom up users can use the same steps they used during preseason to create their plans to review the plan and compare it to the season actuals during in-season. Both the middle out and bottom up users can review their targets, determine how those plans compare to actuals, and adjust their plans as necessary.

Middle Out: In-Season Management

Using the same tabs when creating their plan during preseason, middle out users can review their targets and the plans created by the bottom up users and determine how those plans compare to actuals.

In addition to updating the plan, middle out users can review the Open to Buy (OTB) and adjust it if necessary. OTB is the amount of money that is planned to be available during the in-season to purchase goods that have no yet been received or ordered.

Open to Buy Tab

The Open to Buy tab has one worksheet, the Open to Buy worksheet. For the middle out user, this worksheet is based at the department level.

Open to Buy Worksheet

The Open to Buy worksheet enables you to understand the variance between the current planned receipts and their markup to the on order and any on order adjustments. This variance is shown in the Wp OTB R and Wp Reference OTB MU% measures. These measures show the user how much additional receipts can be purchased as well as what markup to purchase these at for the current approve receipt retail and markup plan. Users should understand if their planned receipts keep them on overall Cp EOP inventory plan. To understand the variance between the Cp EOP inventory plan and the Wp EOP inventory plan, users can reference the measure Wp EOP Inv R Var Cp.

Use this worksheet to validate what OTB you have available and then start adjusting your plan. Then, confirm that your updates can be obtained given the OTB constraints you may have.

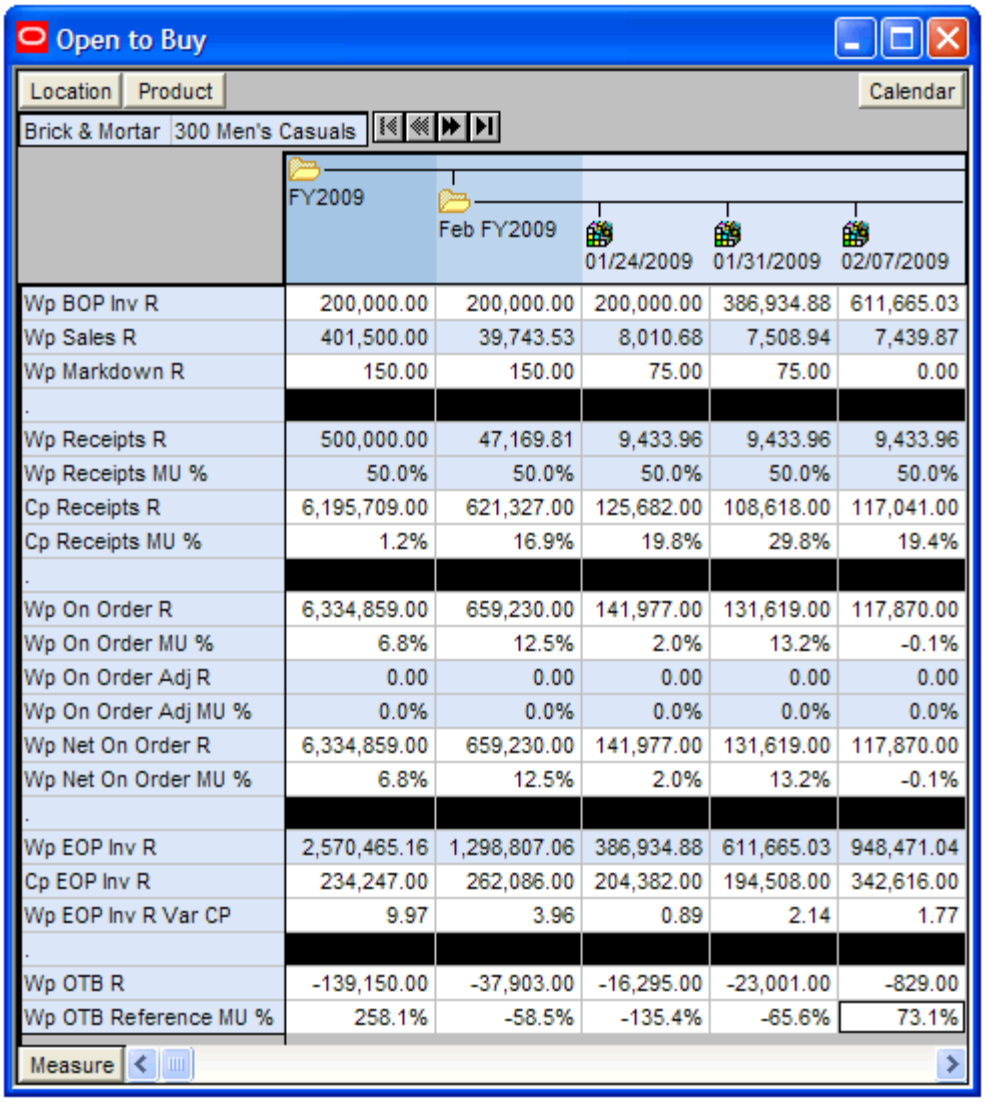
Use the following best practices to adjust OTB.

1. To understand the difference between the current approved receipts and their net on order, compare the Cp Receipts R plan to the Wp Net On Order R.
2. Compare the Cp Receipts MU % plan to the Wp Net On Order MU%. The difference is shown in the measure Wp Reference OTB MU%. If receipts have booked for non-elapsed periods, you can enter this Wp Receipt R and Wp Receipt

MU% data into the Wp On Order Adj R and Wp On Order Adj MU% (respectively) to capture the Wp OTB measures. For example, this may occur if receipts book daily for the retailer, and OTB is done on a Tuesday. By utilizing the Wp On Order Adj measures, you can capture all receipts for comparing the Net On Order to the Cp receipt plan.

3. Examine the Wp OTB R and Wp OTB Reference MU % measures. These measures are the difference between the Cp Receipts R and the Wp Net On Order R.
4. Optional: Compare the Cp Receipts Cost and Wp Net On Order Cost measures. To make these measures visible in the worksheet, perform the following steps:
   a. Right-click the measure hierarchy tile.
   b. Click **Select Display and Sort Attributes** from the right-click menu.
   c. Select the **Show/Hide** tab.
   d. Move the Cp Receipt Cost and Wp Net On Order Cost measures from the Hidden Measures list to the Visible Measures list.
   e. Click **OK**.

Figure 8–1 Middle Out: Open to Buy Worksheet



The following table lists the measures available on this worksheet.

Table 8–1 Middle Out: Open to Buy Worksheet Measures

Measure	Description
Wp BOP Inv R	The planned beginning of period inventory. The period can be a week, month, or any other calendar period.
Wp Sales R	The planned sales retail value.
Wp Markdown R	The planned markdown value.
Wp Receipts R	The planned receipt value.
Wp Receipts MU %	The planned receipts markup, expressed as a percentage of retail value.
Cp Receipts R	The current plan receipts value.
Cp Receipts MU %	The current plan receipts markup rate.
Wp On Order R	The planned on order retail value. This is the retail amount of future orders that are considered part of future inventory.

Table 8–1 (Cont.) Middle Out: Open to Buy Worksheet Measures

Measure	Description
Wp On Order MU %	The planned on order markup percentage. This is the markup of the future orders.
Wp On Order Adj R	The planned on order adjustment retail value. Use this measure to enter future orders that are not yet part of On Order R. This measure is used to perform what-if analysis on how bringing in additional purchases affects the Wp OTB R and Wp OTB MU%.
Wp On Order Adj MU %	The planned on order adjusted markup. This is the markup associated with the Wp On Order Adj R. Use this measure in conjunction with Wp On Order Adj R to perform what-if analysis on how bringing in additional purchases affects the Wp OTB R and Wp OTB MU%.
Wp Net On Order R	The planned net on order retail value. This is the difference between the On Order R and the On Order Adj R. This value is decremented from the Cp Receipt Plan to find the Wp OTB R.
Wp Net On Order MU %	The planned net on order markup percentage. This is the markup of the Wp Net On Order R.
Wp EOP Inv R	The planned end of period inventory. The period can be a week, month, or any other calendar period.
Cp EOP Inv R	The current plan end of period inventory. The period can be a week, month, or any other calendar period.
Wp EOP Inv R Var CP	The planned variance between the target end of period inventory and the current plan end of period inventory, expressed as a percentage of the current plan.
Wp OTB R	The planned open to buy retail value. This is the amount available for purchase in the given period. It is the difference between the Cp Receipt Plan R and the Net On Order R. This value can be positive or negative. If positive, there are additional purchases that can be made. If negative, you should reduce future on order.
Wp OTB Reference MU %	The planned open to buy markup percentage. This is the markup that the Wp OTB R needs to be placed at in order to maintain the current period's Cp Receipt Markup plan. Any additional purchases that are made should be at this markup or higher.

Bottom Up In-Season Management

Bottom up users can review their plans and determine how those plans compare to actuals using the same tabs they used when creating their plan during preseason. Bottom up users can also update any of their plans (department, class, and subclass) during in-season.

In addition to updating plans, bottom up users can review the Open to Buy and adjust it if necessary. This is the primary in-season task for the bottom up user. Open to Buy is the amount of money that is planned to be available during the in-season to purchase goods that have not yet been received or ordered.

Open to Buy Tab

The Open to Buy tab has one worksheet, the Open to Buy worksheet. For the bottom up user, this worksheet is based at the subclass level.

Open to Buy Worksheet

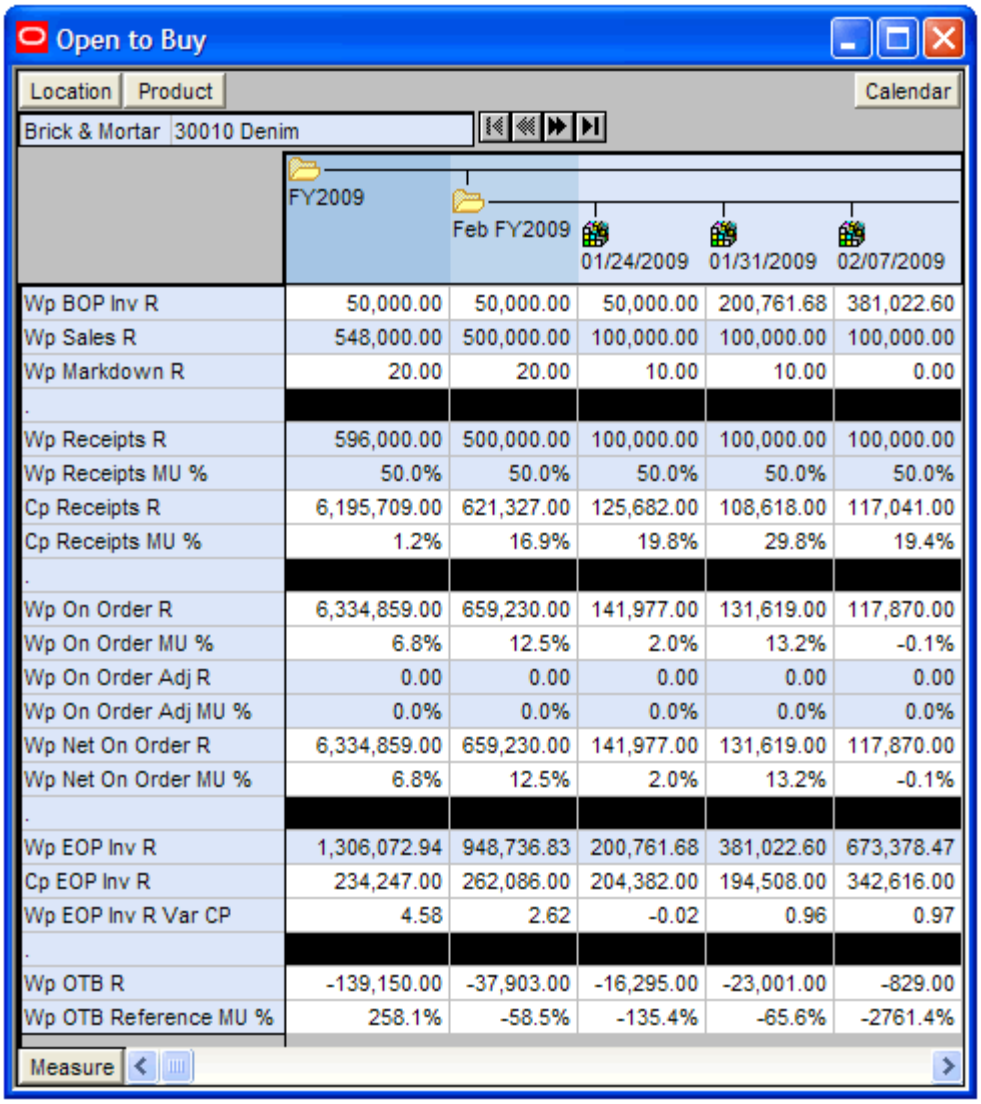
The Open to Buy worksheet enables you to understand the variance between the current planned receipts and their markup to the on order and any on order adjustments. This variance is shown in the Wp OTB R and Wp Reference OTB MU% measures. These measures show the user how much additional receipts can be purchased as well as what markup to purchase these at for the current approve receipt retail and markup plan. Users should understand if their planned receipts keep them on overall Cp EOP inventory plan. To understand the variance between the Cp EOP inventory plan and the Wp EOP inventory plan, users can reference the measure Wp EOP Inv R Var Cp.

Use this worksheet to validate what OTB you have available and then start adjusting your plan. Then, confirm that your updates can be obtained given the OTB constraints you may have.

Use the following best practices to adjust OTB.

1. To understand the difference between the current approved receipts and their net on order, compare the Cp Receipts R plan to the Wp Net On Order R.
2. Compare the Cp Receipts MU % plan to the Wp Net On Order MU%. The difference is shown in the measure Wp Reference OTB MU%. If receipts have booked for non-elapsed periods, you can enter this Wp Receipt R and Wp Receipt MU% data into the Wp On Order Adj R and Wp On Order Adj MU% (respectively) to capture the Wp OTB measures. For example, this may occur if receipts book daily for the retailer, and OTB is done on a Tuesday. By utilizing the Wp On Order Adj measures, you can capture all receipts for comparing the Net On Order to the Cp receipt plan.
3. Examine the Wp OTB R and Wp OTB Reference MU % measures. These measures are the difference between the Cp Receipts R and the Wp Net On Order R.
4. Optional: Compare the Cp Receipts Cost and Wp Net On Order Cost measures. To make these measures visible in the worksheet, perform the following steps:
    a. Right-click the measure hierarchy tile.
    b. Click **Select Display and Sort Attributes** from the right-click menu.
    c. Select the **Show/Hide** tab.
    d. Move the Cp Receipt Cost and Wp Net On Order Cost measures from the Hidden Measures list to the Visible Measures list.
    e. Click **OK**.

Figure 8–2 Bottom Up: Open to Buy Worksheet



	FY2009	Feb FY2009	01/24/2009	01/31/2009	02/07/2009
Wp BOP Inv R	50,000.00	50,000.00	50,000.00	200,761.68	381,022.60
Wp Sales R	548,000.00	500,000.00	100,000.00	100,000.00	100,000.00
Wp Markdown R	20.00	20.00	10.00	10.00	0.00
Wp Receipts R	596,000.00	500,000.00	100,000.00	100,000.00	100,000.00
Wp Receipts MU %	50.0%	50.0%	50.0%	50.0%	50.0%
Cp Receipts R	6,195,709.00	621,327.00	125,682.00	108,618.00	117,041.00
Cp Receipts MU %	1.2%	16.9%	19.8%	29.8%	19.4%
Wp On Order R	6,334,859.00	659,230.00	141,977.00	131,619.00	117,870.00
Wp On Order MU %	6.8%	12.5%	2.0%	13.2%	-0.1%
Wp On Order Adj R	0.00	0.00	0.00	0.00	0.00
Wp On Order Adj MU %	0.0%	0.0%	0.0%	0.0%	0.0%
Wp Net On Order R	6,334,859.00	659,230.00	141,977.00	131,619.00	117,870.00
Wp Net On Order MU %	6.8%	12.5%	2.0%	13.2%	-0.1%
Wp EOP Inv R	1,306,072.94	948,736.83	200,761.68	381,022.60	673,378.47
Cp EOP Inv R	234,247.00	262,086.00	204,382.00	194,508.00	342,616.00
Wp EOP Inv R Var CP	4.58	2.62	-0.02	0.96	0.97
Wp OTB R	-139,150.00	-37,903.00	-16,295.00	-23,001.00	-829.00
Wp OTB Reference MU %	258.1%	-58.5%	-135.4%	-65.6%	-2761.4%

The following table lists the measures available on this worksheet.

Table 8–2 Bottom Up: Open to Buy Worksheet Measures

Measure	Description
Wp BOP Inv R	The planned beginning of period inventory. The period can be a week, month, or any other calendar period.
Wp Sales R	The planned sales retail value.
Wp Markdown R	The planned markdown value.
Wp Receipts R	The planned receipt value.
Wp Receipts MU %	The planned receipts markup, expressed as a percentage of retail value.
Cp Receipts R	The current plan receipts value.
Cp Receipts MU %	The current plan receipts markup rate.
Wp On Order R	The planned on order retail value. This is the retail amount of future orders that are considered part of future inventory.

Table 8–2 (Cont.) Bottom Up: Open to Buy Worksheet Measures

Measure	Description
Wp On Order MU %	The planned on order markup percentage. This is the markup of the future orders.
Wp On Order Adj R	The planned on order adjustment retail value. Use this measure to enter future orders that are not yet part of On Order R. This measure is used to perform what-if analysis on how bringing in additional purchases affects the Wp OTB R and Wp OTB MU%.
Wp On Order Adj MU %	The planned on order adjusted markup. This is the markup associated with the Wp On Order Adj R. Use this measure in conjunction with Wp On Order Adj R to perform what-if analysis on how bringing in additional purchases affects the Wp OTB R and Wp OTB MU%.
Wp Net On Order R	The planned net on order retail value. This is the difference between the On Order R and the On Order Adj R. This value is decremented from the Cp Receipt Plan to find the Wp OTB R.
Wp Net On Order MU %	The planned net on order markup percentage. This is the markup of the Wp Net On Order R.
Wp EOP Inv R	The planned end of period inventory. The period can be a week, month, or any other calendar period.
Cp EOP Inv R	The current plan end of period inventory. The period can be a week, month, or any other calendar period.
Wp EOP Inv R Var CP	The planned variance between the target end of period inventory and the current plan end of period inventory, expressed as a percentage of the current plan.
Wp OTB R	The planned open to buy retail value. This is the amount available for purchase in the given period. It is the difference between the Cp Receipt Plan R and the Net On Order R. This value can be positive or negative. If positive, there are additional purchases that can be made. If negative, you should reduce future on order.
Wp OTB Reference MU %	The planned open to buy markup percentage. This is the markup that the Wp OTB R needs to be placed at in order to maintain the current period's Cp Receipt Markup plan. Any additional purchases that are made should be at this markup or higher.

After you have adjusted the Open to Buy by changing the Wp Receipts R and Wp Receipts MU% measures, submit it to middle out user as described in the Submit Plan for Approval Tab section.

If you want to commit your working plan (Wp) measures to the database, see Commit Wp Measures.

9

Data Load Validation Workbook

The Data Validation workbook contains all measures that 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:

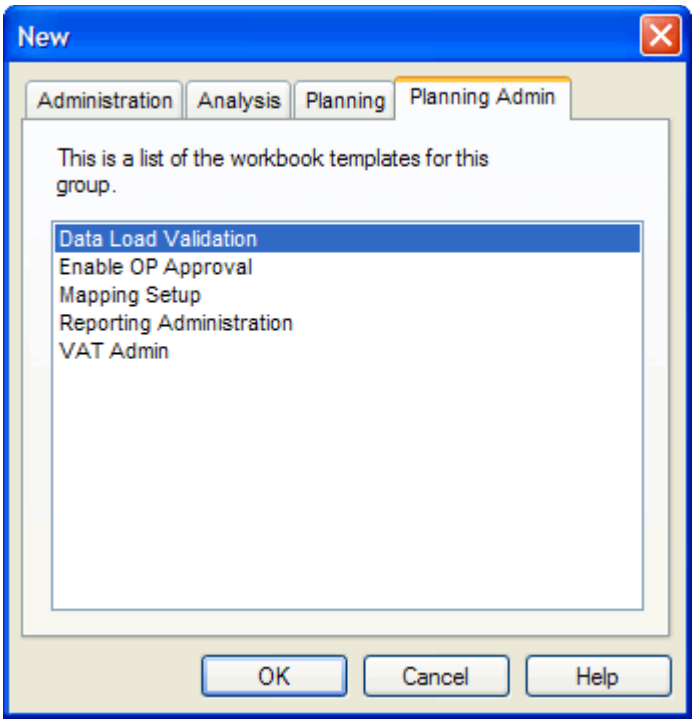
- Bottom Up Working Plan Tab
- Middle Out Working Plan Tab
- Top Down Working Plan Tab
- Miscellaneous Measures Tab

Data Load Validation Wizard

To open a Data Load Validation workbook:

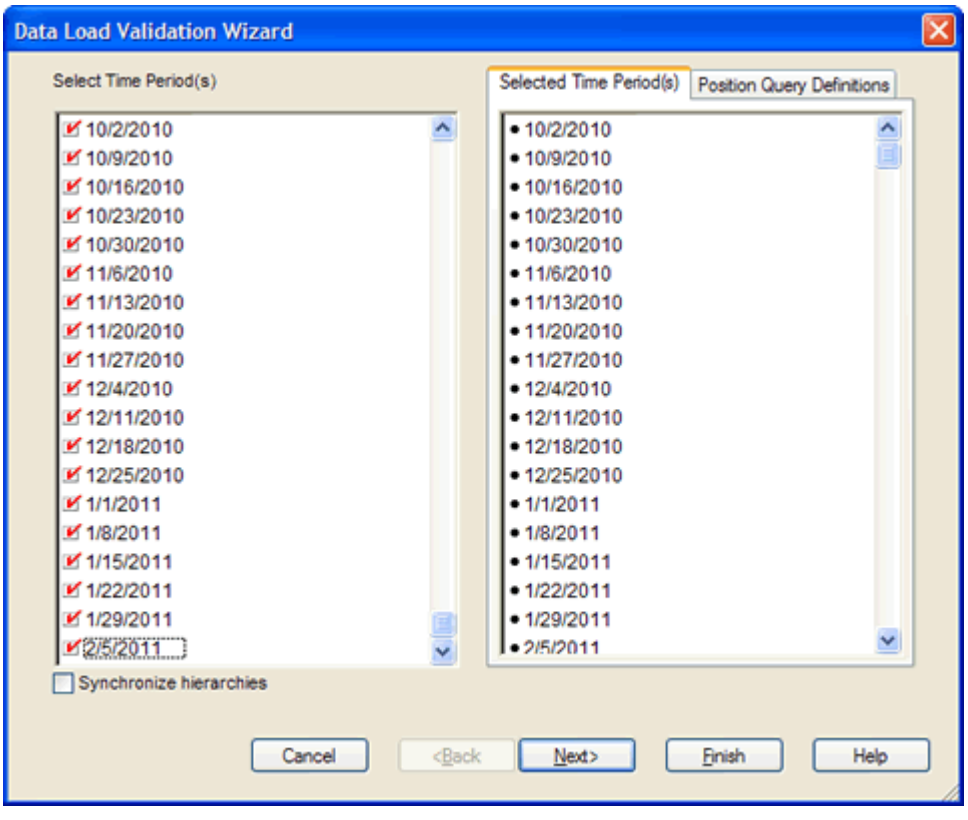
1. Select **New** from the File menu, or click the **New** button in the toolbar.
2. On the Planning Admin tab, select **Data Load Validation** and click **OK**.

Figure 9–1 Creating a New Data Load Validation Workbook



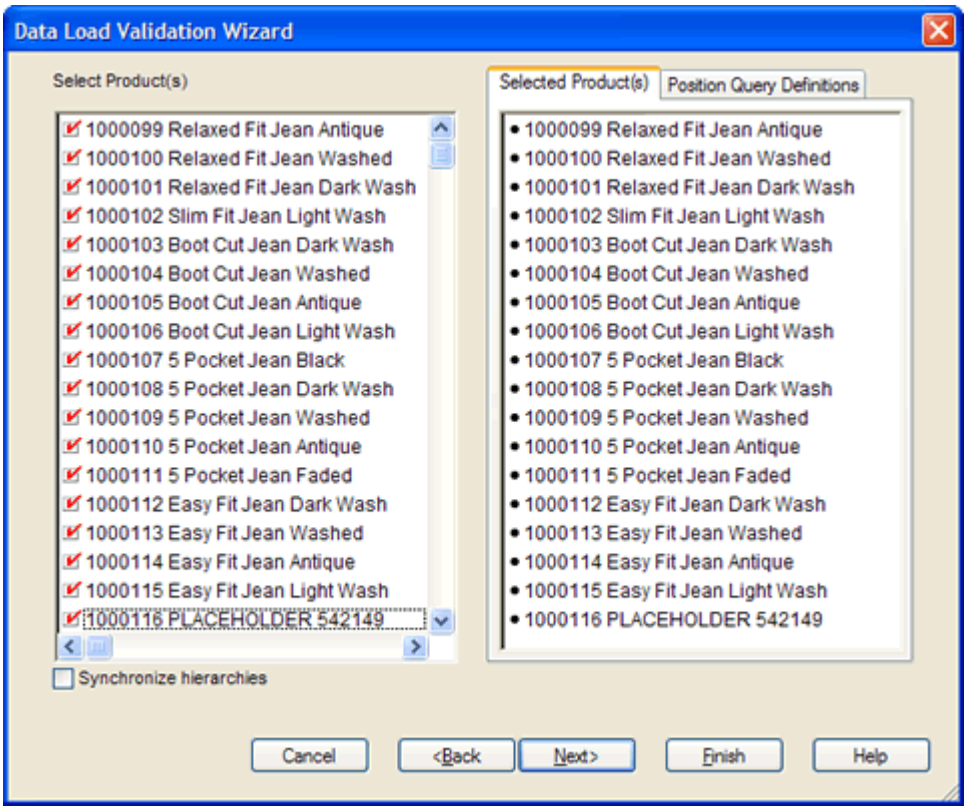
3. The Calendar Selection step appears. Select the weeks you want to examine and click **Next**.

Figure 9–2 Data Load Validation Wizard: Calendar Selection



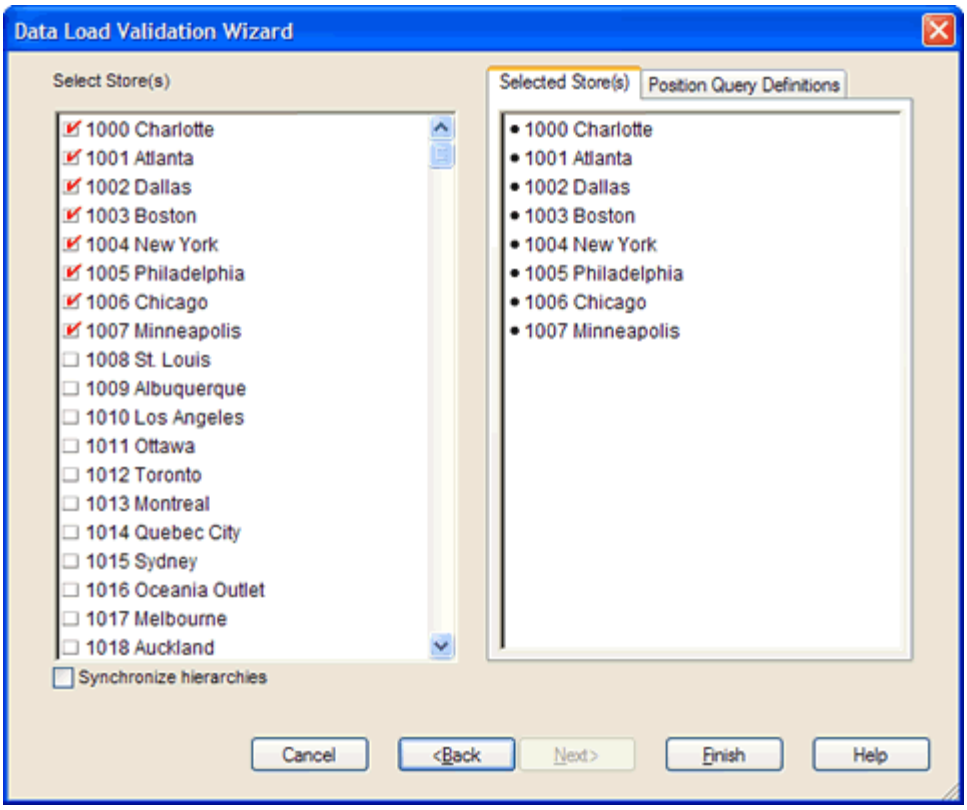
4. The Product Selection step appears. Select the products you want to examine and click **Next**.

Figure 9–3 Data Load Validation Wizard: Product Selection



5. The Location Selection step appears. Select the stores you want to examine and click **Finish**.

Figure 9–4 Data Load Validation Wizard: Location Selection



The Data Load Validation workbook is built.

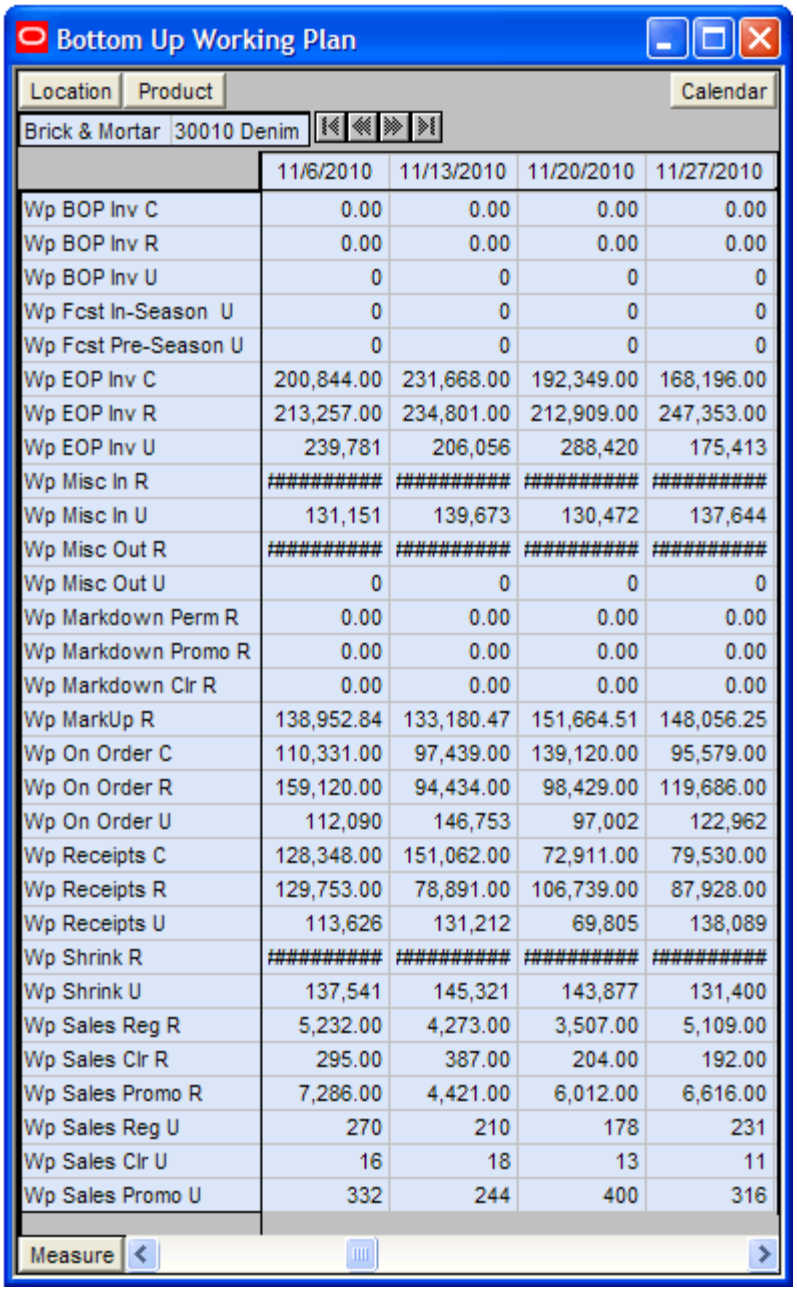
Bottom Up Working Plan Tab

The Bottom Up Working Plan Tab has one worksheet, Bottom Up Working Plan.

Bottom Up Working Plan Worksheet

Use the Bottom Up Working Plan worksheet to validate that the subclass data was updated in the batch process. Note that this worksheet is read-only.

Figure 9–5 Bottom Up Working Plan Worksheet



	11/6/2010	11/13/2010	11/20/2010	11/27/2010
Wp BOP Inv C	0.00	0.00	0.00	0.00
Wp BOP Inv R	0.00	0.00	0.00	0.00
Wp BOP Inv U	0	0	0	0
Wp Fcst In-Season U	0	0	0	0
Wp Fcst Pre-Season U	0	0	0	0
Wp EOP Inv C	200,844.00	231,668.00	192,349.00	168,196.00
Wp EOP Inv R	213,257.00	234,801.00	212,909.00	247,353.00
Wp EOP Inv U	239,781	206,056	288,420	175,413
Wp Misc In R	#########	#########	#########	#########
Wp Misc In U	131,151	139,673	130,472	137,644
Wp Misc Out R	#########	#########	#########	#########
Wp Misc Out U	0	0	0	0
Wp Markdown Perm R	0.00	0.00	0.00	0.00
Wp Markdown Promo R	0.00	0.00	0.00	0.00
Wp Markdown Clr R	0.00	0.00	0.00	0.00
Wp MarkUp R	138,952.84	133,180.47	151,664.51	148,056.25
Wp On Order C	110,331.00	97,439.00	139,120.00	95,579.00
Wp On Order R	159,120.00	94,434.00	98,429.00	119,686.00
Wp On Order U	112,090	146,753	97,002	122,962
Wp Receipts C	128,348.00	151,062.00	72,911.00	79,530.00
Wp Receipts R	129,753.00	78,891.00	106,739.00	87,928.00
Wp Receipts U	113,626	131,212	69,805	138,089
Wp Shrink R	#########	#########	#########	#########
Wp Shrink U	137,541	145,321	143,877	131,400
Wp Sales Reg R	5,232.00	4,273.00	3,507.00	5,109.00
Wp Sales Clr R	295.00	387.00	204.00	192.00
Wp Sales Promo R	7,286.00	4,421.00	6,012.00	6,616.00
Wp Sales Reg U	270	210	178	231
Wp Sales Clr U	16	18	13	11
Wp Sales Promo U	332	244	400	316

The following table lists the measures available on this worksheet.

Table 9–1 Bottom Up Working Plan Worksheet Measures

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 Fcst In-Season U	Working plan in-season forecast demand units.
Wp Fcst Pre-Season U	Working plan preseason forecast demand units.

Table 9–1 (Cont.) Bottom Up Working Plan Worksheet Measures

Measure	Description
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 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 Markdown Perm R	Working plan permanent price markdown for retail.
Wp Markdown Promo R	Working plan promotional price markdown for retail.
Wp Markdown Clr R	Working plan clearance price markdown for retail.
Wp MarkUp R	Working Plan Markup Retail.
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.
Wp Receipts R	Working Plan Receipts Retail Value.
Wp Receipts U	Working Plan Receipts Units.
Wp Shrink R	Working plan shrink retail.
Wp Shrink U	Working plan shrink units.
Wp Sales Reg R	Working Plan Regular Sales Retail Value.
Wp Sales Clr R	Working Plan Clearance Sales Retail Value.
Wp Sales Promo R	Working Plan Promotional Sales Retail Value.
Wp Sales Reg U	Working Plan Regular Sales Units.
Wp Sales Clr U	Working Plan Clearance Sales Units.
Wp Sales Promo U	Working Plan Promotional Sales Units.

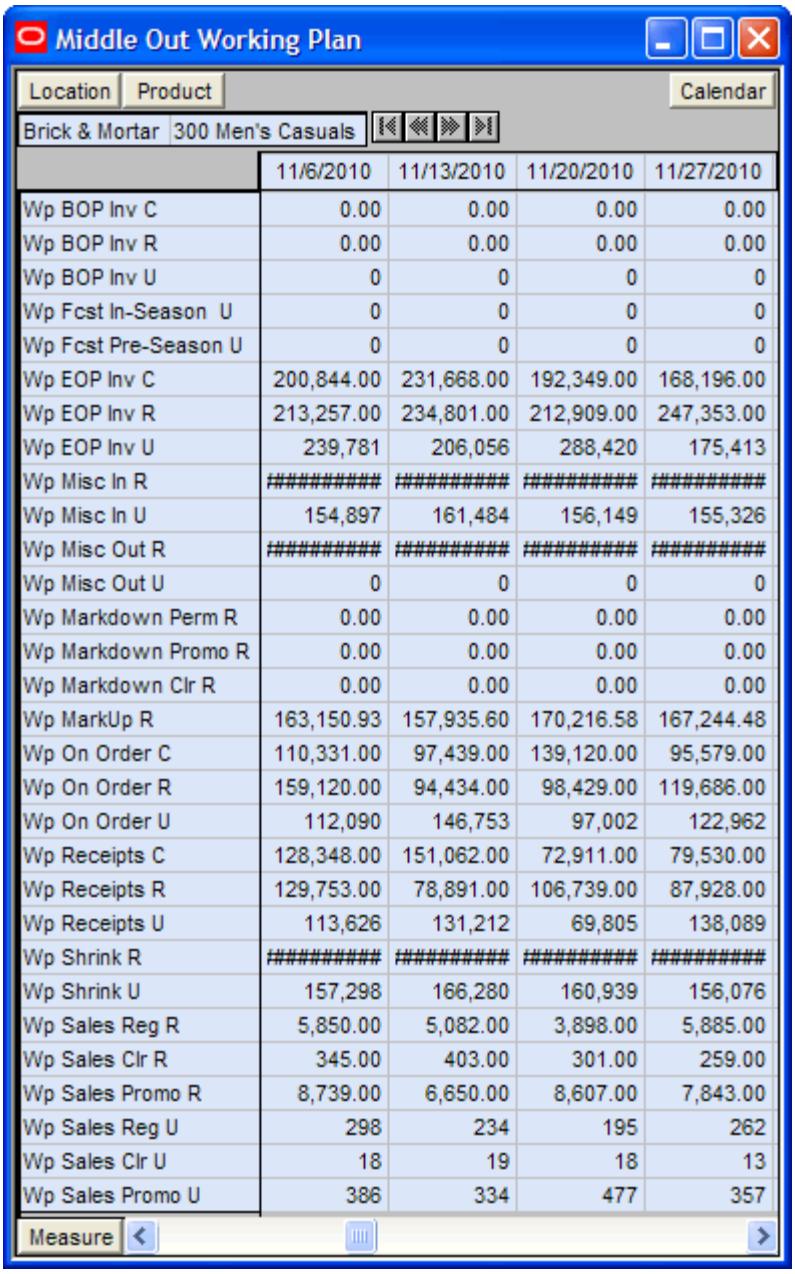
Middle Out Working Plan Tab

The Middle Out Working Plan tab has one worksheet, Middle Out Working Plan.

Middle Out Working Plan Worksheet

Use the Middle Out Working Plan worksheet to validate that the department data was updated in the batch process. Note that this worksheet is read-only.

Figure 9–6 Middle Out Working Plan Worksheet



	11/6/2010	11/13/2010	11/20/2010	11/27/2010
Wp BOP Inv C	0.00	0.00	0.00	0.00
Wp BOP Inv R	0.00	0.00	0.00	0.00
Wp BOP Inv U	0	0	0	0
Wp Fcst In-Season U	0	0	0	0
Wp Fcst Pre-Season U	0	0	0	0
Wp EOP Inv C	200,844.00	231,668.00	192,349.00	168,196.00
Wp EOP Inv R	213,257.00	234,801.00	212,909.00	247,353.00
Wp EOP Inv U	239,781	206,056	288,420	175,413
Wp Misc In R	#########	#########	#########	#########
Wp Misc In U	154,897	161,484	156,149	155,326
Wp Misc Out R	#########	#########	#########	#########
Wp Misc Out U	0	0	0	0
Wp Markdown Perm R	0.00	0.00	0.00	0.00
Wp Markdown Promo R	0.00	0.00	0.00	0.00
Wp Markdown Clr R	0.00	0.00	0.00	0.00
Wp MarkUp R	163,150.93	157,935.60	170,216.58	167,244.48
Wp On Order C	110,331.00	97,439.00	139,120.00	95,579.00
Wp On Order R	159,120.00	94,434.00	98,429.00	119,686.00
Wp On Order U	112,090	146,753	97,002	122,962
Wp Receipts C	128,348.00	151,062.00	72,911.00	79,530.00
Wp Receipts R	129,753.00	78,891.00	106,739.00	87,928.00
Wp Receipts U	113,626	131,212	69,805	138,089
Wp Shrink R	#########	#########	#########	#########
Wp Shrink U	157,298	166,280	160,939	156,076
Wp Sales Reg R	5,850.00	5,082.00	3,898.00	5,885.00
Wp Sales Clr R	345.00	403.00	301.00	259.00
Wp Sales Promo R	8,739.00	6,650.00	8,607.00	7,843.00
Wp Sales Reg U	298	234	195	262
Wp Sales Clr U	18	19	18	13
Wp Sales Promo U	386	334	477	357

The following table lists the measures available on this worksheet.

Table 9–2 Middle Out Working Plan Worksheet Measures

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 Fcst In-Season U	Working plan forecast for in-season units.
Wp Fcst Pre-season U	Working plan forecast for preseason units.
Wp EOP Inv C	Working Plan End Of Period Inventory Cost.

Table 9–2 (Cont.) Middle Out Working Plan Worksheet Measures

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 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 Markdown Perm R	Working plan permanent markdown value.
Wp Markdown Promo R	Working plan promotional price markdown for retail.
Wp Markdown Clr R	Working plan clearance price markdown for retail.
Wp MarkUp R	Working Plan Markup Retail.
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 Shrink R	Working Plan Shrink Retail.
Wp Shrink U	Working Plan Shrink Units.
Wp Sales Reg R	Working plan regular sales retail.
Wp Sales Clr R	Working plan clearance sales retail.
Wp Sales Promo R	Working plan promotional sales retail.
Wp Sales Reg U	Working plan regular sales units.
Wp Sales Clr U	Working plan clearance sales units.
Wp Sales Promo U	Working plan promotional sales units.

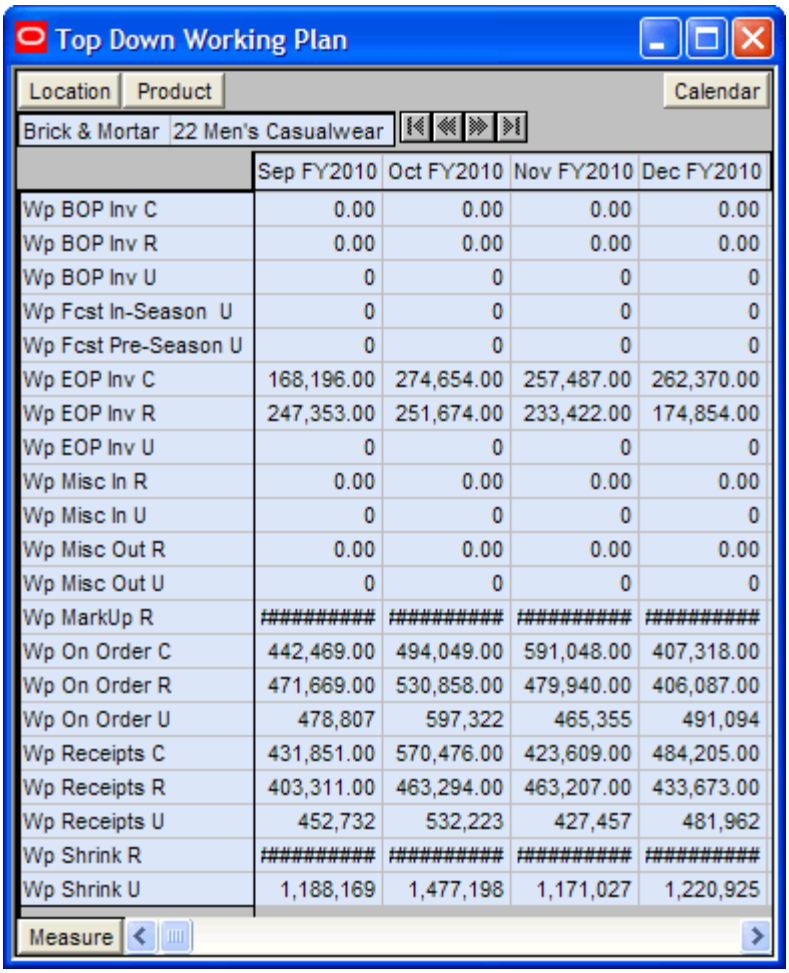
Top Down Working Plan Tab

The Top Down Working Plan tab has one worksheet, Top Down Working Plan.

Top Down Working Plan Worksheet

Use the Top Down Working Plan worksheet to validate that the division-group data was updated in the batch process. Note that this worksheet is read-only.

Figure 9–7 Top Down Working Plan Worksheet



	Sep FY2010	Oct FY2010	Nov FY2010	Dec FY2010
Wp BOP Inv C	0.00	0.00	0.00	0.00
Wp BOP Inv R	0.00	0.00	0.00	0.00
Wp BOP Inv U	0	0	0	0
Wp Fcst In-Season U	0	0	0	0
Wp Fcst Pre-Season U	0	0	0	0
Wp EOP Inv C	168,196.00	274,654.00	257,487.00	262,370.00
Wp EOP Inv R	247,353.00	251,674.00	233,422.00	174,854.00
Wp EOP Inv U	0	0	0	0
Wp Misc In R	0.00	0.00	0.00	0.00
Wp Misc In U	0	0	0	0
Wp Misc Out R	0.00	0.00	0.00	0.00
Wp Misc Out U	0	0	0	0
Wp MarkUp R	##########	##########	##########	##########
Wp On Order C	442,469.00	494,049.00	591,048.00	407,318.00
Wp On Order R	471,669.00	530,858.00	479,940.00	406,087.00
Wp On Order U	478,807	597,322	465,355	491,094
Wp Receipts C	431,851.00	570,476.00	423,609.00	484,205.00
Wp Receipts R	403,311.00	463,294.00	463,207.00	433,673.00
Wp Receipts U	452,732	532,223	427,457	481,962
Wp Shrink R	##########	##########	##########	##########
Wp Shrink U	1,188,169	1,477,198	1,171,027	1,220,925

The following table lists the measures available on this worksheet.

Table 9–3 Top Down Working Plan Worksheet Measures

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 Fcst In-Season U	Working plan in-season forecast units.
Wp Fcst Pre-Season U	Working plan preseason forecast 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 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.

Table 9–3 (Cont.) Top Down Working Plan Worksheet Measures

Measure	Description
Wp Markdown R	Working Plan Markdown Retail.
Wp MarkUp R	Working Plan Markup Retail.
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 Shrink R	Working Plan Shrink Retail.
Wp Shrink U	Working Plan Shrink Units.

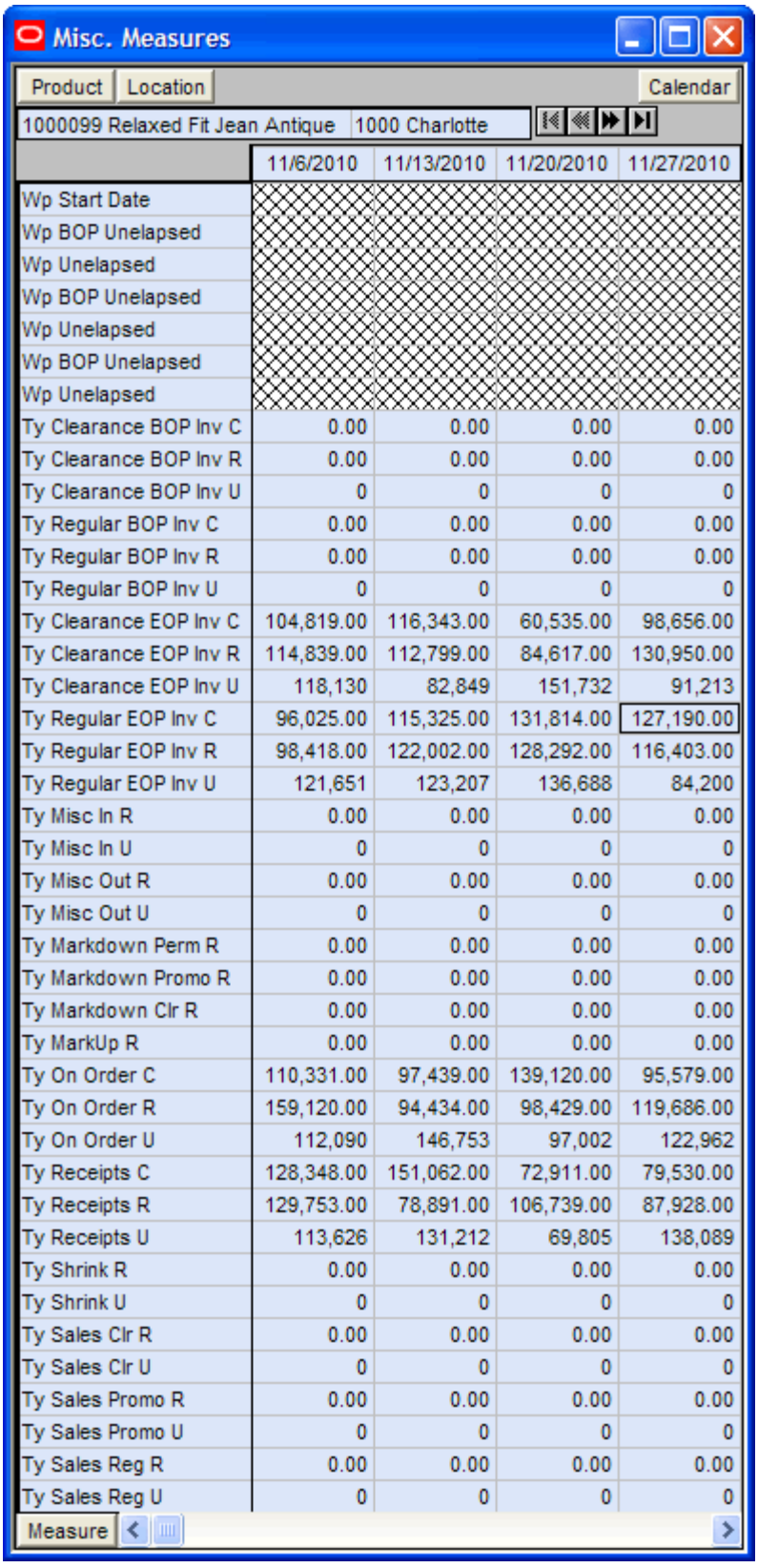
Miscellaneous Measures Tab

The Misc. Measures tab has one worksheet, Misc. Measures.

Miscellaneous Measures Worksheet

Use the Misc. Measures worksheet to validate that the measures were loaded in the batch process. Note that this worksheet is read-only.

Figure 9–8 Misc. Measures Worksheet



Misc. Measures

Product | Location | Calendar

1000099 Relaxed Fit Jean Antique | 1000 Charlotte

	11/6/2010	11/13/2010	11/20/2010	11/27/2010
Wp Start Date				
Wp BOP Unelapsed				
Wp Unelapsed				
Wp BOP Unelapsed				
Wp Unelapsed				
Wp BOP Unelapsed				
Wp Unelapsed				
Ty Clearance BOP Inv C	0.00	0.00	0.00	0.00
Ty Clearance BOP Inv R	0.00	0.00	0.00	0.00
Ty Clearance BOP Inv U	0	0	0	0
Ty Regular BOP Inv C	0.00	0.00	0.00	0.00
Ty Regular BOP Inv R	0.00	0.00	0.00	0.00
Ty Regular BOP Inv U	0	0	0	0
Ty Clearance EOP Inv C	104,819.00	116,343.00	60,535.00	98,656.00
Ty Clearance EOP Inv R	114,839.00	112,799.00	84,617.00	130,950.00
Ty Clearance EOP Inv U	118,130	82,849	151,732	91,213
Ty Regular EOP Inv C	96,025.00	115,325.00	131,814.00	127,190.00
Ty Regular EOP Inv R	98,418.00	122,002.00	128,292.00	116,403.00
Ty Regular EOP Inv U	121,651	123,207	136,688	84,200
Ty Misc In R	0.00	0.00	0.00	0.00
Ty Misc In U	0	0	0	0
Ty Misc Out R	0.00	0.00	0.00	0.00
Ty Misc Out U	0	0	0	0
Ty Markdown Perm R	0.00	0.00	0.00	0.00
Ty Markdown Promo R	0.00	0.00	0.00	0.00
Ty Markdown Clr R	0.00	0.00	0.00	0.00
Ty MarkUp R	0.00	0.00	0.00	0.00
Ty On Order C	110,331.00	97,439.00	139,120.00	95,579.00
Ty On Order R	159,120.00	94,434.00	98,429.00	119,686.00
Ty On Order U	112,090	146,753	97,002	122,962
Ty Receipts C	128,348.00	151,062.00	72,911.00	79,530.00
Ty Receipts R	129,753.00	78,891.00	106,739.00	87,928.00
Ty Receipts U	113,626	131,212	69,805	138,089
Ty Shrink R	0.00	0.00	0.00	0.00
Ty Shrink U	0	0	0	0
Ty Sales Clr R	0.00	0.00	0.00	0.00
Ty Sales Clr U	0	0	0	0
Ty Sales Promo R	0.00	0.00	0.00	0.00
Ty Sales Promo U	0	0	0	0
Ty Sales Reg R	0.00	0.00	0.00	0.00
Ty Sales Reg U	0	0	0	0

Measure

The following table lists the measures available on this worksheet.

Table 9–4 Misc Measures Worksheet Measures

Measure	Description
Wp Start Date	Working plan start date.
Wp BOP Unelapsed	Bottom up working plan beginning of period unelapsed (time).
Wp Unelapsed	Bottom up working plan unelapsed (time).
Wp BOP Unelapsed	Middle out working plan beginning of period unelapsed (time).
Wp Unelapsed	Middle out working plan unelapsed (time).
Wp BOP Unelapsed	Top down working plan beginning of period unelapsed (time).
Wp BOP Unelapsed	Top down working plan unelapsed (time).
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 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 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 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 Misc In R	This Year Miscellaneous In Retail Value.
Ty Misc In U	This Year Miscellaneous In Units.
Ty Misc Out R	This Year Miscellaneous Out Retail Value.
Ty Misc Out U	This Year Miscellaneous Out Units.
Ty Markdown Perm R	This year's permanent price markdown for retail.
Ty Markdown Promo R	This year's promotional price markdown for retail.
Ty Markdown Clr R	This year's clearance price markdown for retail.
Ty MarkUp R	This Year Markup Retail Value.
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 Receipts C	This Year Receipt Cost.
Ty Receipts R	This Year Receipt Retail Value.
Ty Receipts U	This Year Receipt Units.
Ty Shrink R	This Year Shrink Retail Value.
Ty Shrink U	This Year Shrink Units.
Ty Sales Clr R	This year's clearance sales.
Ty Sales Clr U	This year's clearance sales units.

Table 9–4 (Cont.) Misc Measures Worksheet Measures

Measure	Description
Ty Sales Promo R	This year's promotional sales.
Ty Sales Promo U	This Year promotional sales units.
Ty Sales Reg R	This year's regular sales.
Ty Sales Reg U	This year's regular sales units.

10

Enable Op Approval Workbook

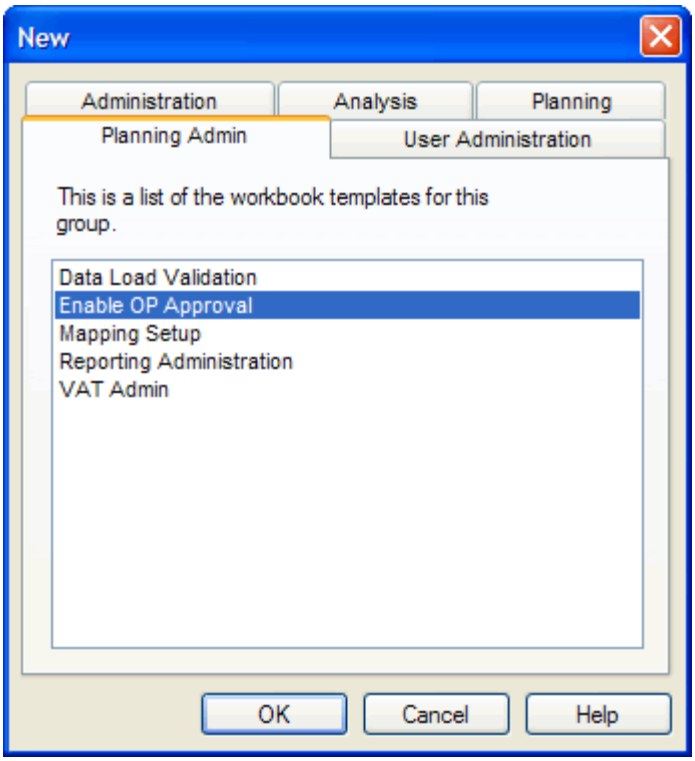
Planning administrators use this workbook to enable middle out and bottom up users to submit and approve plans to the Original Plan (Op). As planning administrator, you can select or deselect this option at any time. If you deselect it during the in-season, middle out and bottom up users cannot submit or approve a plan for the Op. You can choose to do this after the planning process has been finalized in order to lock down the Op.

Enable Op Approval Workbook Wizard

To build a new Enable Op Approval workbook, perform the following steps:

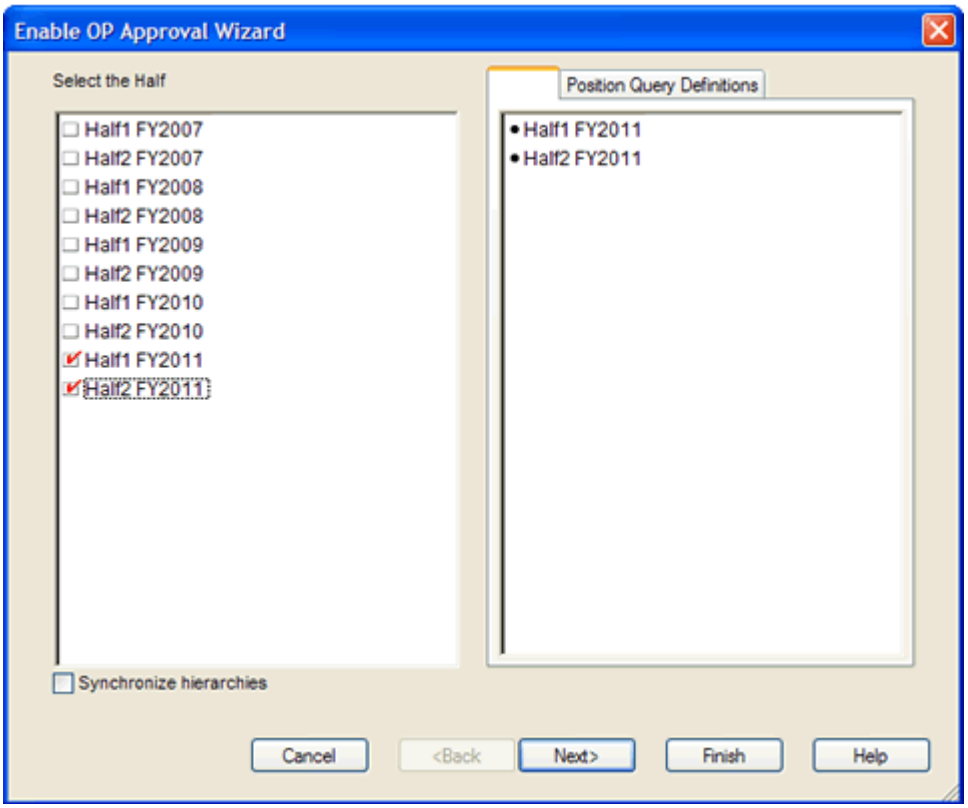
1. Select **New** from the File menu, or click the **New** button in the toolbar.
2. On the Planning Admin tab, select **Enable Op Approval** and click **OK**.

Figure 10–1 Creating a New Enable Op Approval Workbook



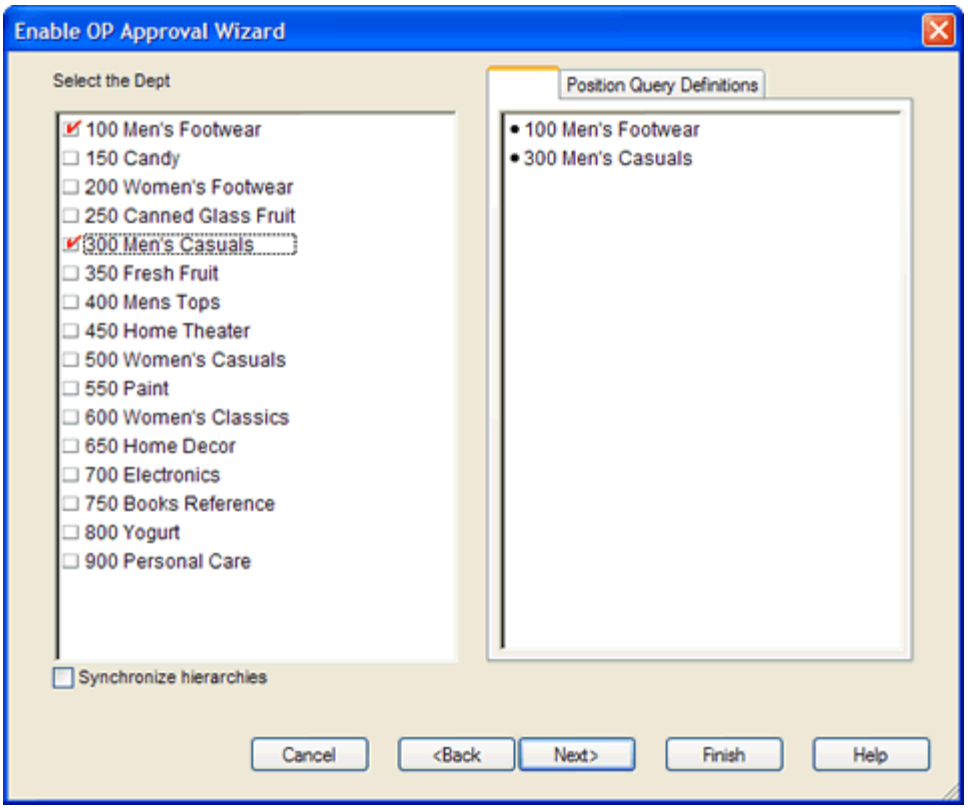
3. The Calendar Selection step appears. Select the halves you want to examine and click **Next**.

Figure 10–2 Enable Op Approval Wizard: Calendar Selection



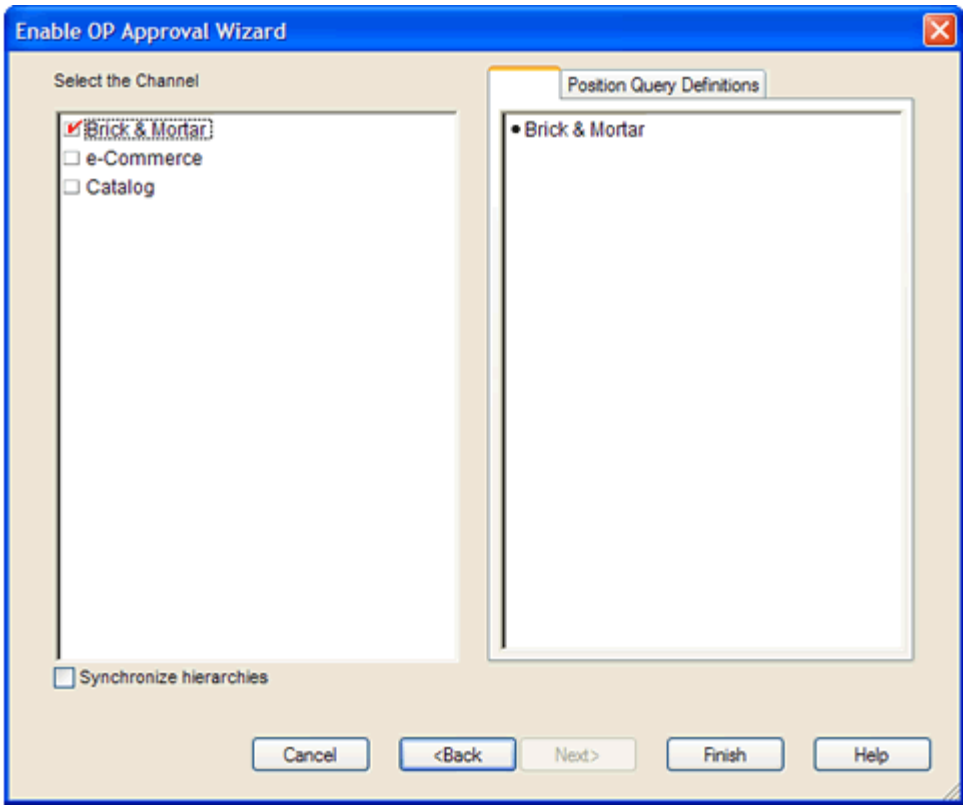
4. The Product Selection step appears. Select the departments you want to examine and click **Next**.

Figure 10–3 Enable Op Approval Wizard: Product Selection



5. The Location Selection step appears. Select the channels you want to examine and click **Finish**.

Figure 10–4 Enable Op Approval Wizard: Location Selection



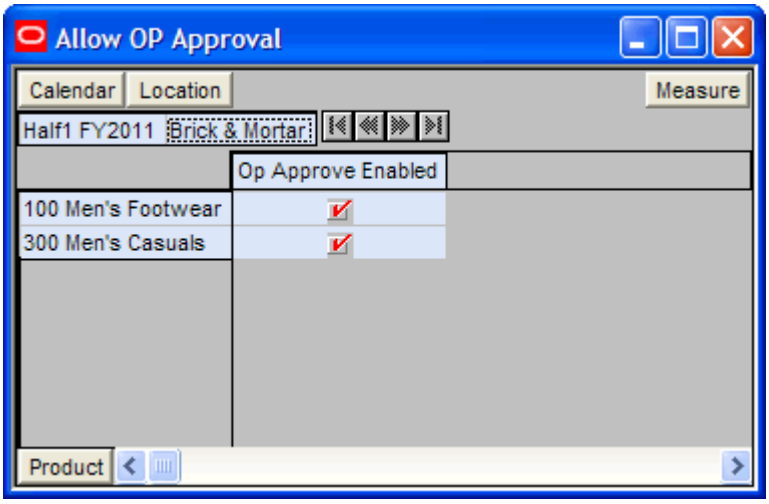
The Enable Op Approval workbook is built.

Allow Op Approval

The Enable Op Approval workbook has one worksheet: Allow Op Approval.

Select the departments that you want to enable middle out and bottom up users to submit and approve plans to the original plan.

Figure 10–5 Allow OP Approval Worksheet



The following table lists the measures available on this worksheet.

Table 10–1 Allow OP Approval Worksheet Measures

Measure	Description
Op Approve Enabled	Select this measure to enable middle out and bottom up users to submit and approve plans to the original plan.

11

VAT Admin Workbook

The VAT Admin workbook allows planning administrators to enter the value added tax (VAT) rate by week.

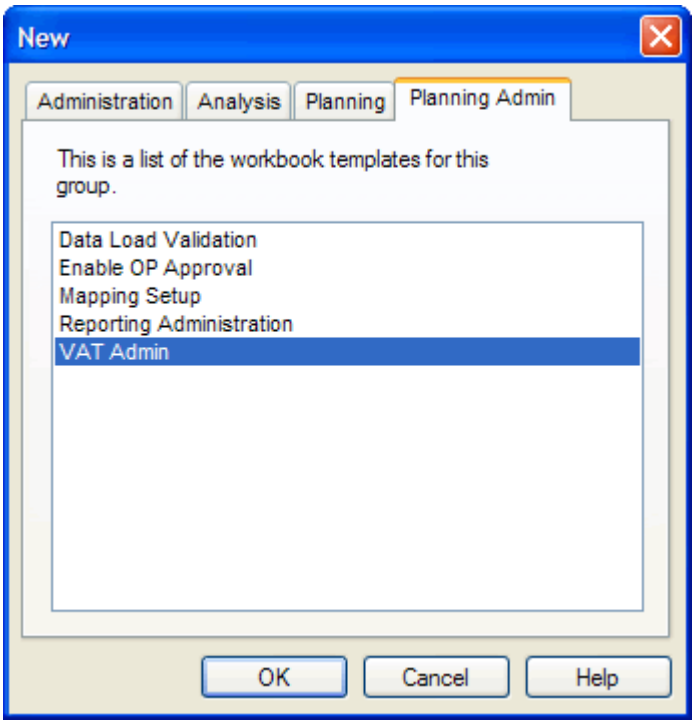
The VAT Admin workbook contains one tab, VAT Setup.

VAT Admin Wizard

To build a new VAT Admin workbook, perform the following steps:

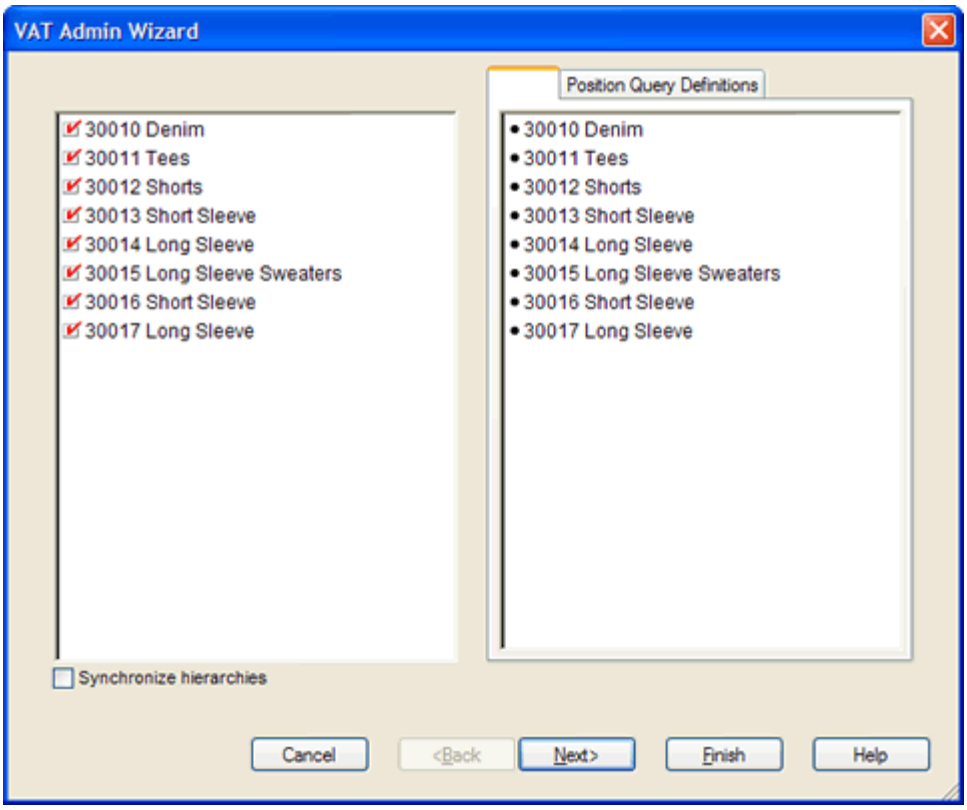
1. Select **New** from the File menu, or click the **New** button in the toolbar.
2. On the Planning Admin tab, select **VAT Admin** and click **OK**.

Figure 11–1 Creating a New VAT Admin Workbook



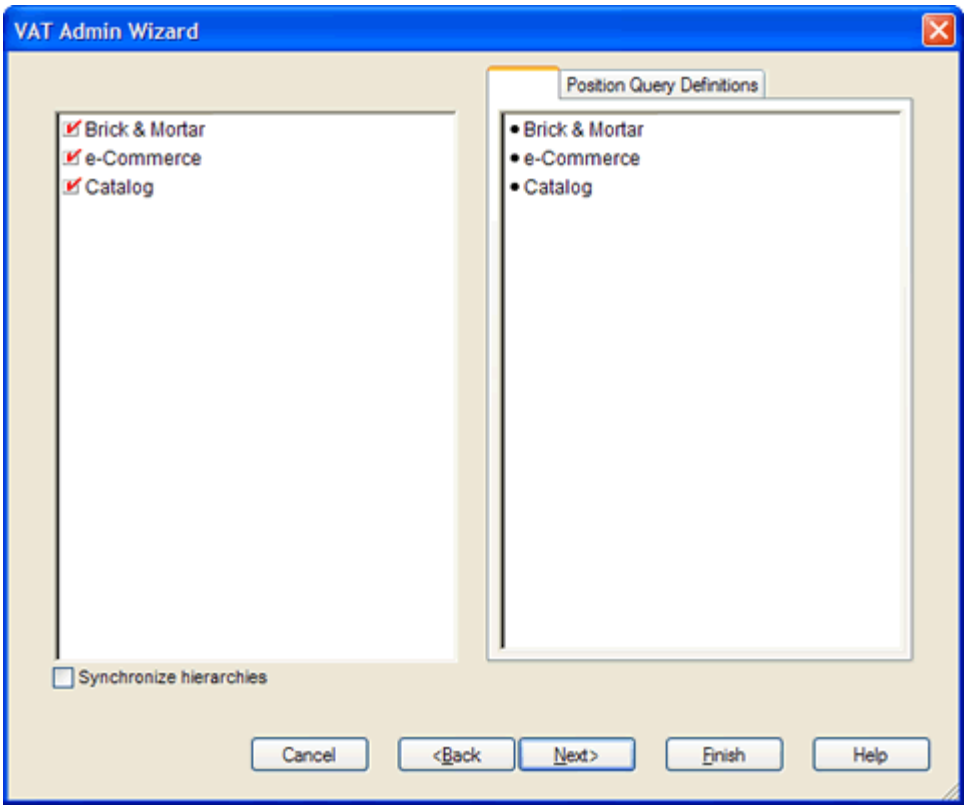
3. The Product Selection step appears. Select the subclass you want to examine, and click **Next**.

Figure 11–2 VAT Admin Wizard: Product Selection Step



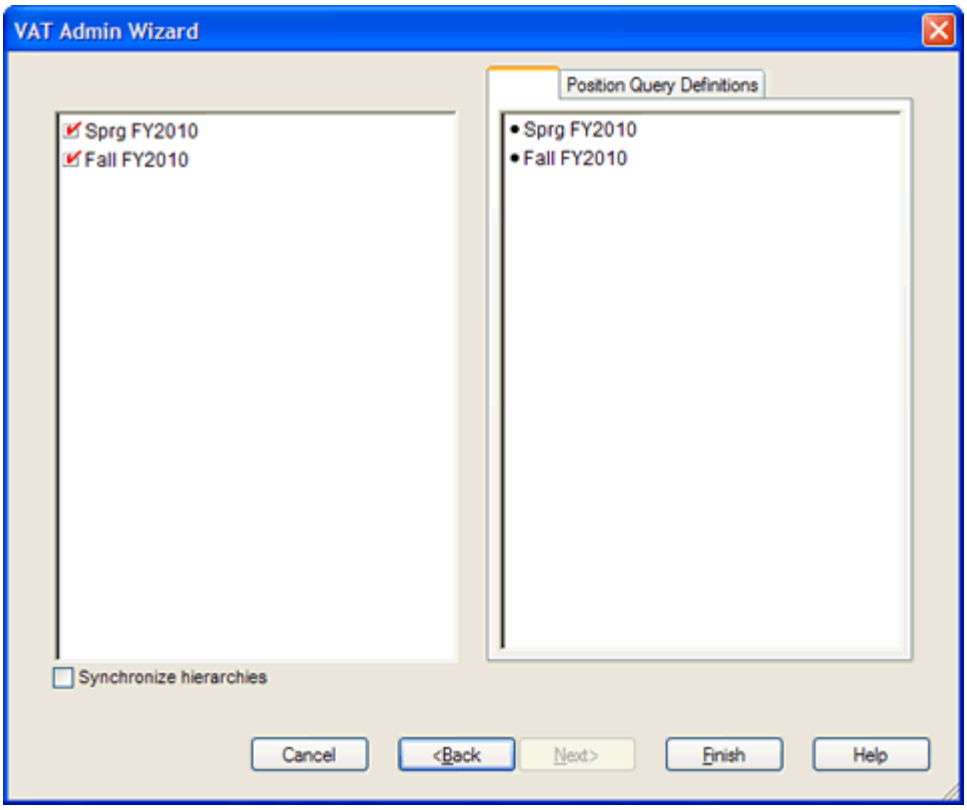
4. The Location Selection step appears. Select the channels you want to examine and click **Next**.

Figure 11–3 VAT Admin Wizard: Location Selection Step



5. The Calendar Selection step appears. Select the halves you want to examine and click **Next**.

Figure 11–4 VAT Admin Wizard: Calendar Selection Step



The VAT Admin workbook is built and opens at the VAT Setup tab with the VAT Setup worksheet in view.

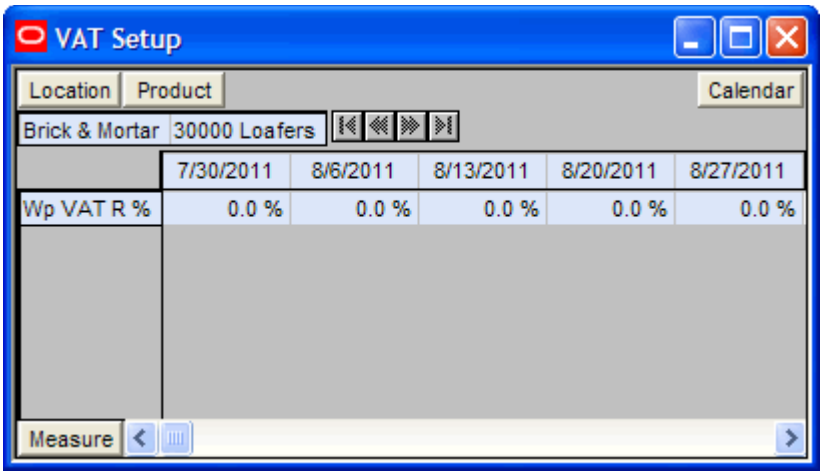
VAT Setup Tab

The VAT Setup tab has one worksheet, VAT Setup.

VAT Setup Worksheet

In this worksheet, enter the value added tax for each subclass in the Wp Vat R % measure. When planning sales retail, the VAT is decremented, and the result is shown in the Wp Sales Net Vat R measure. If no Wp Vat R % is planned, then the Wp Sales Net Vat R and the Wp Sales R are the same value.

Figure 11–5 VAT Setup Worksheet



The following table lists the measures available on this worksheet.

Table 11–1 VAT Setup Worksheet Measures

Measure	Description
Wp VAT R%	The value added tax rate for the working plan.

12

Reporting Administration

The Reporting Administration workbook is used to facilitate the Oracle Retail Fashion Planning Bundle Reports. These reports are unsupported samples provided by Oracle Retail.

The Oracle Retail Fashion Planning Bundle Reports package includes role-based Oracle Business Intelligence (BI) Enterprise Edition (EE) reports and dashboards that provide an illustrative overview highlighting the Fashion Planning Bundle solutions. These dashboards can be leveraged out-of-the-box or can be used along with the other dashboards and reports that may have already been created to support a specific solution or organizational needs. This package includes dashboards for the Assortment Planning, Item Planning, Item Planning Configured for COE, Merchandise Financial Planning Retail Accounting, and Merchandise Financial Planning Cost Accounting applications.

The Oracle Retail Fashion Planning Bundle Reports documentation set includes the following documents that describe how you can install and use the reports and dashboards:

- *Oracle Retail Fashion Planning Bundle Reports Installation Guide* - This guide describes how you can download and install the Fashion Planning Bundle reports. This guide is intended for system administrators and assumes that you are familiar with the Oracle Retail Predictive Application Server (RPAS) and Oracle BI EE.
- *Oracle Retail Fashion Planning Bundle Reports User Guide* - This guide describes the reports and dashboards included for the Oracle Retail Fashion Planning Bundle solutions.

You can download this documentation set from My Oracle Support using the Note ID 1132783.1. Access My Oracle Support at the following URL:

https://support.oracle.com

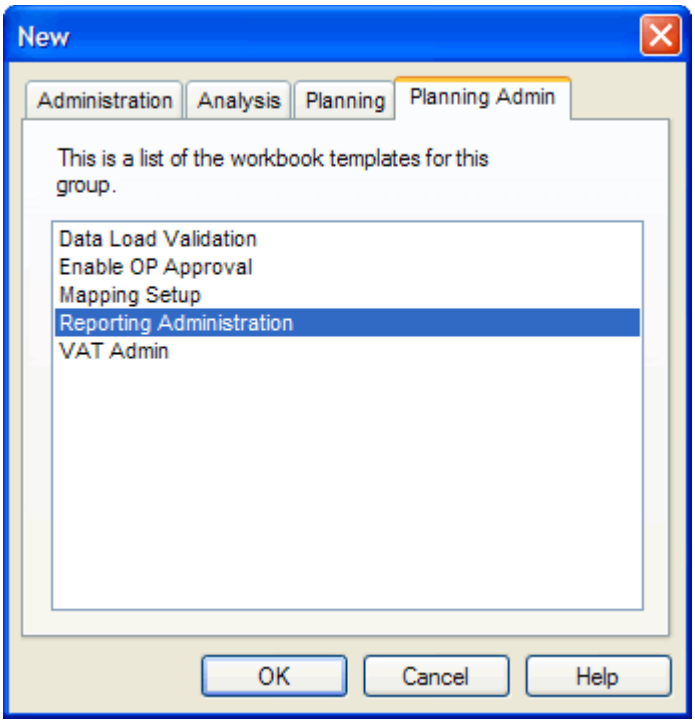
The Reporting Administration workbook in MFP is used to define a threshold between actual sales and planned sales. This threshold is used to highlight sales data in the Oracle BI EE reports. Sales that fall below the threshold appear in red. Sales above the threshold appear in green.

Reporting Administration Wizard

To open a Reporting Administration workbook:

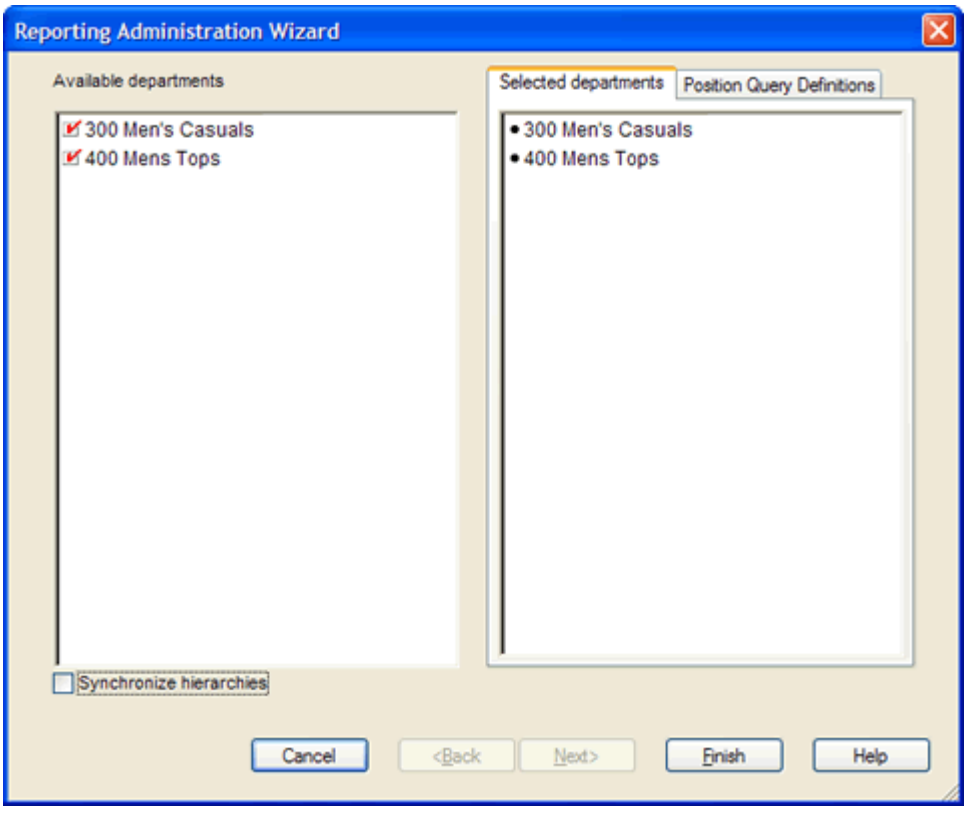
1. Select **New** from the File menu, or click the **New** button in the toolbar.
2. On the Planning Admin tab, select **Reporting Administration** and click **OK**.

Figure 12–1 Creating a New Reporting Administration Workbook



3. The Available Departments step appears. Select the departments you want to examine and click **Finish**.

Figure 12–2 Reporting Administration Wizard: Available Departments



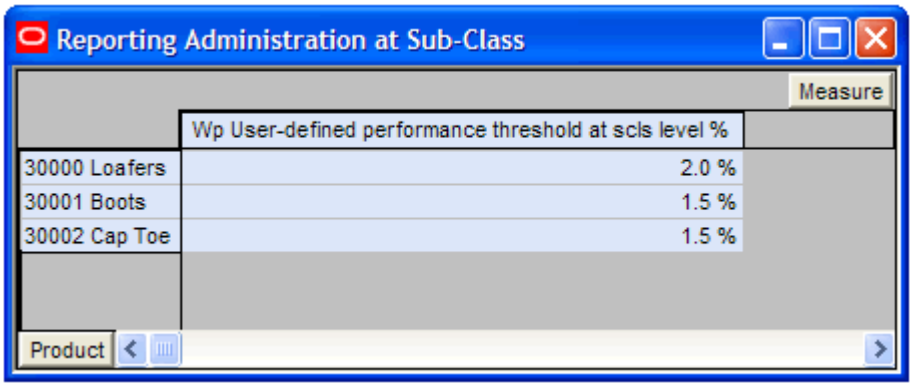
The Reporting Administration workbook is built.

Reporting Administration at Sub-Class Worksheet

Use this worksheet to define a threshold between the actual sales and the planned sales for each subclass. This threshold is used to highlight sales data in the Oracle BI EE reports. Sales that fall below the threshold appear in red. Sales above the threshold appear in green.

Enter a threshold percentage in the Wp User-Defined Performance Threshold measure. When finished, commit the workbook.

Figure 12–3 Reporting Administration at Sub-Class Worksheet

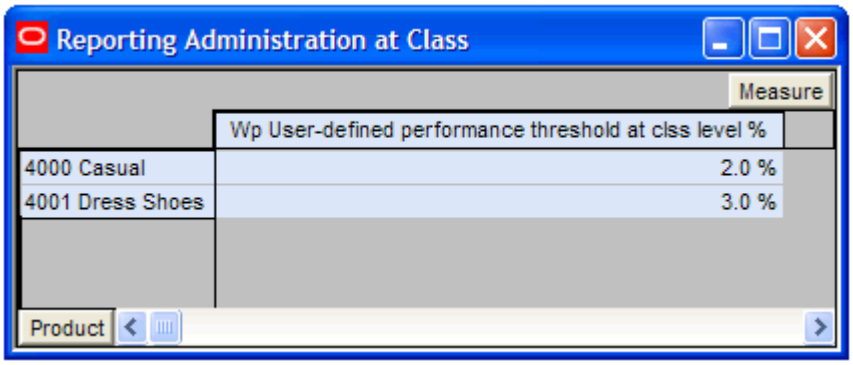


Reporting Administration at Class Worksheet

Use this worksheet to define a threshold between the actual sales and the planned sales for each class. This threshold is used to highlight sales data in the Oracle BI EE reports. Sales that fall below the threshold appear in red. Sales above the threshold appear in green.

Enter a threshold percentage in the Wp User-Defined Performance Threshold measure. When finished, commit the workbook.

Figure 12–4 Reporting Administration at Class Worksheet



Reporting Administration at Department Worksheet

Use this worksheet to define a threshold between the actual sales and the planned sales for each department. This threshold is used to highlight sales data in the Oracle BI EE reports. Sales that fall below the threshold appear in red. Sales above the threshold appear in green.

Enter a threshold percentage in the Wp User-Defined Performance Threshold measure. When finished, commit the workbook.

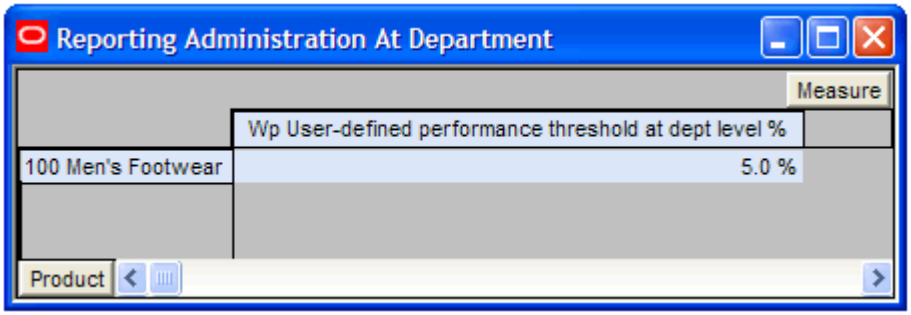



Figure 12–5 Reporting Administration at Department Worksheet