# Oracle® Retail Item Planning

User Guide for the RPAS Classic Client

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Oracle® Retail Item Planning User Guide for the RPAS Classic Client, Release 16.0

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Oracle Retail Item Planning User Guide for the RPAS Classic Client, Release 16.0

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# Preface

This guide describes the Oracle Retail Item Planning user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface.

## Audience

This User Guide is for users and administrators of Oracle Retail Item Planning. This includes merchandisers, buyers, business analysts, and administrative personnel.

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For more information, see the following documents in the Oracle Retail Item Planning Release 16.0 documentation set:

- *Oracle Retail Item Planning Installation Guide*
- *Oracle Retail Item Planning Operations Guide*
- *Oracle Retail Item Planning Release Notes*
- *Oracle Retail Item Planning 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 Configured for COE documentation
- Oracle Retail Merchandise Financial Planning documentation
- Oracle Retail Assortment Planning documentation
- Oracle Retail Size Profile Optimization documentation

For more information about RPAS and Batch Script Architecture (BSA), see the documents in the Oracle Retail Predictive Application Server documentation set.

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- Exact error message received
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When you install the application for the first time, you install either a base release (for example, 16.0) or a later patch release (for example, 16.0.1). If you are installing the base release or additional patch releases, read the documentation for all releases that have occurred since the base release before you begin installation. Documentation for patch releases can contain critical information related to the base release, as well as information about code changes since the base release.

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http://www.oracle.com/technetwork/documentation/oracle-retail-100266.html

(Data Model documents are not available through Oracle Technology Network. You can obtain them through My Oracle Support.)

## 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 Item Planning (IP) facilitates the translation of merchandise financial plans into execution level, item driven strategies to be followed throughout the life of a product. It represents the bottom-up planning process, complementing, and working in concert with the top-down financial plans. By providing weekly visibility into item performance and financial targets, the item planning process increases the likelihood that merchandising strategies are successfully executed within the financial plan parameters.

## Item Planning Process

Item Planning is part of an overall planning process that involves planning at multiple levels of the product hierarchy. The planning process can be thought of as a continual process where each workbook enhances the following, and prior performance affects plans for future performance. Planning takes input from multiple parties, and communication enhances the process to help drive a financial road map for success. Multiple versions of the plan are created to benchmark success as well as provide insight to opportunities and risk for the in-season period.

## Item Planning Benefits

Item level planning provides the following benefits:

- Quantified financial plans
- Unified financial and item strategies
- A proactive approach towards business trends as opposed to reactive
- More efficient use of inventory
- Reduced markdowns
- Increased profits
- Increased return on investment

# Item Planning Features

Item Planning provides the following features:

- Item/channel/week planning
- Multichannel support
- Unit plans converted into values
- Reconciliation to financial targets
- Preseason and in-season workflow process support
- Item demand forecast
- Promotional sales planning
- Like item functionality
- Placeholder functionality
- Worksheet-to-weekly marketing strategy for each item
- Self approval process
- Robust planning and assessment measure set

# Preseason Planning

Prior to the beginning of the style/color's lifecycle, the preseason planning takes place. The process begins with the planner reviewing external and internal data, such as MFP targets, and input from their merchant partners. The planner then maps history where needed for their items that are new, or perhaps have been included in a hierarchy reclassification, and for which the planner would like to specify which history should be utilized by specified items.

Best practices show that planning the reductions measures first, and within that, planning the sales units first, allows for a logical and smooth item planning process. The sales units set the tone by which the remainder of the planned measures are driven.

On the Item Plan Parameters worksheet, the planner selects parameters that initiate an item plan.

First, the planner defines sales and price based parameters such as Start Sell Week and Out of Stock Week, along with the number of stores to be planned and the Rate of Sale as well as Regular Price and Regular Cost. Then the planner selects the baseline curve to spread the sales units over the regular and promotional lifecycle of the item plan.

Next, the planner plans markdowns, first promotional markdowns by assigning style colors to pre defined promotions. Then the planner selects the clearance cadence to define their clearance sell off.

After the total sales units and values have been planned, the planner then defines the receipt parameters such as initial allocation percentage, presentation minimum, receipt frequency, and safety stock.

After receipts have been flowed, the planner can then review the item plan in total.

The planner then reconciles back to the MFP plans; if the plan is reconciled, the planner self-approves the plan.

If the plan does not reconcile back to the MFP plans, the planner returns to the plan's unit sales and reduction planning, and adjusts areas of the plan that are required to select reconciliation back to the MFP plans.

Because this is an iterative process, clear communication to the planner's superior is integral to the efficiency and effectiveness of this process.

### Plan Versions

The following are versions of the plan:

- Original Plan (Op): The benchmark against which to measure in-season performance.
- Current Plan (Cp): The updated in-season plan to reflect actual and projected performance.
- Working Plan (Wp): The item planner’s plan version to use while creating the Cp.

## In-Season Management

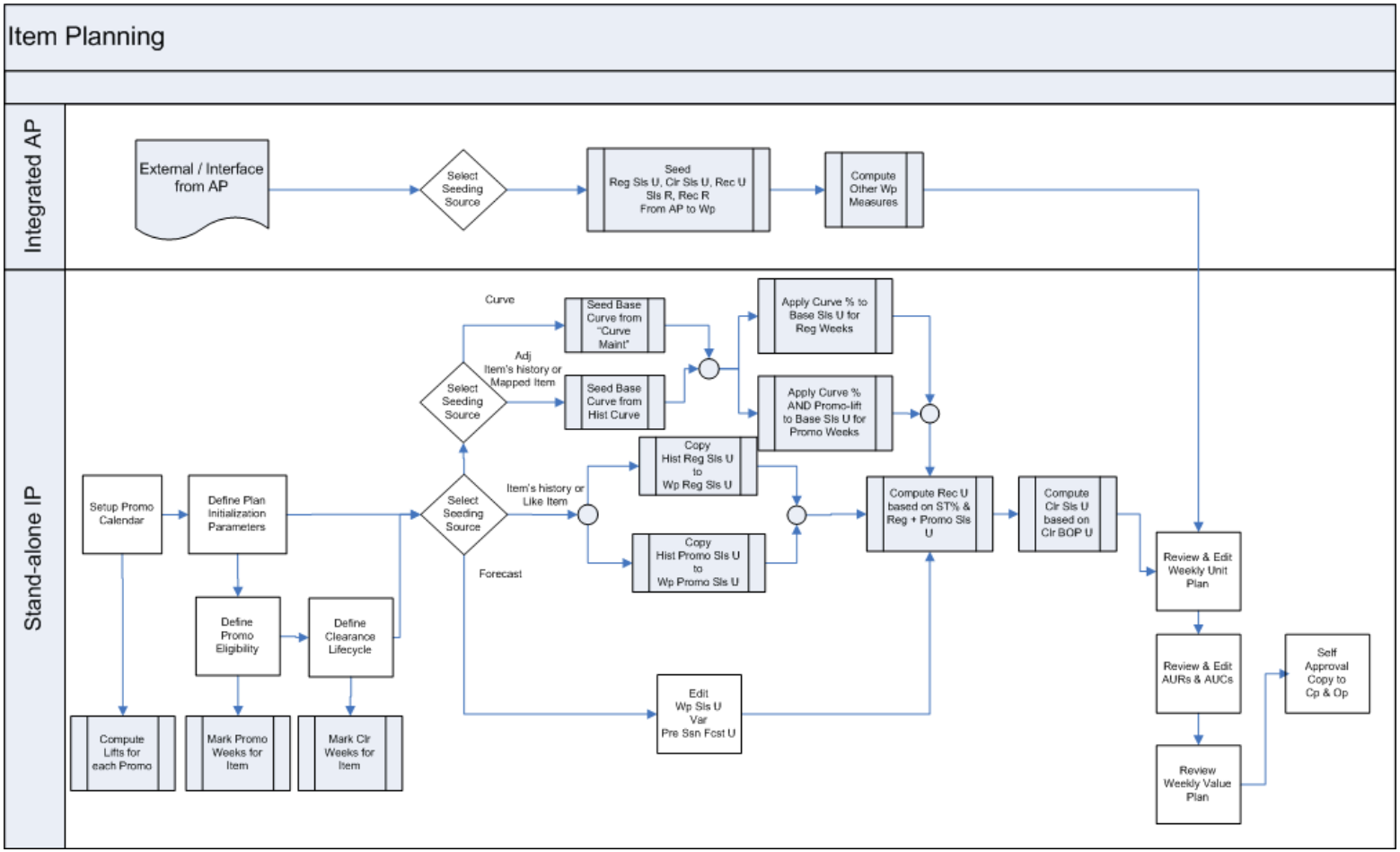
Once the plan period process has begun, in-season planning begins. The planner now uses the plan created in the preseason planning process as the benchmark for successful in-season planning. To begin the in-season planning process, the planner first manually reviews the factors that affect sales.

The planner begins by reviewing the Dashboard worksheet, which highlights the style/colors that are performing differently from the Original Plan. The style/colors that have the largest variance from the plan are likely to need the most attention. By using the exception measures in the Dashboard, the planner can quickly identify the style/colors that needs replanning.

The planner determines whether these events are going, or whether they behave the way they were originally planned. If these special trends does not persist, the planner determines the differences and how they affect the performance of the item. After this process is complete, the planner updates the unit sales, if required. As in the preseason planning process, in which planning sales first is the best way to approach a new plan, sales is the first measure that should be updated for in-season planning. All remaining measures are affected by sales.

Next, the planner adjusts future receipts as needed. The planner also reviews how the new sales and receipts affect the resulting inventory. Then the exit strategy is updated. Once the exit strategy is updated, the planner reviews the result in their plans. Then the planner reconciles to MFP, and if the plans are reconciled, the planner self-approves the plan to the current plan. If the plan is not reconciled, the planner goes back to unit sales and performs adjustments as necessary. This process continues until the item plan is reconciled to the MFP plan.

***Figure 1–1 Item Planning Process Diagram***




# Forecasting

A forecast is a projection of future sales. It can be used for planning financials and inventory. Two forecasting methods are used to generate forecasts for item planning depending on the planned period, pre-season or in-season.

## Pre-Season Forecast

The pre-season forecast is generated using Oracle Retail's AutoES (Automatic Exponential Smoothing) method. The AutoES method evaluates multiple forecast models, such as Simple Exponential Smoothing, Holt Exponential Smoothing, Additive and Multiplicative Winters Exponential Smoothing, Croston's Intermittent Demand Model, and Seasonal Regression forecasting to determine the optimal forecast method to use for a given set of data. The accuracy of each forecast and the complexity of the forecast model are evaluated in order to determine the most accurate forecast method.

## In-Season Forecast

The in-season forecast is generated using Oracle Retail's Bayesian Forecasting method. Bayesian Forecasting assumes that the shape that sales takes is known, but the scale is uncertain. In Bayesian Forecasting, when sales history is unavailable, the forecast figures are equal to the item plan figures. At this point, there is no reason to mistrust the item plan. As point-of-sale data becomes available, the forecast is adjusted and the scale becomes a weighted average between the initial plan's scale and the scale reflected by actual sales history.

# 2

# Week Mapping

The Week Mapping workbook is used only by the administrator to adjust historical sales to accommodate calendar shifts. The adjusted sales then appear in the Item Planning workbook 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.

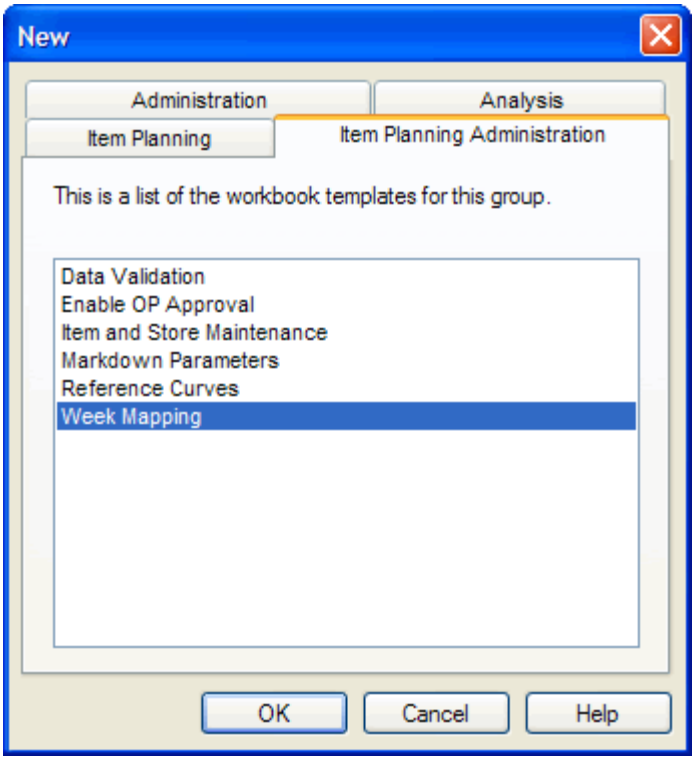
The Week Mapping workbook contains one tab: Week Mapping Tab.

## Building the Week Mapping Workbook

To build a Week Mapping workbook:

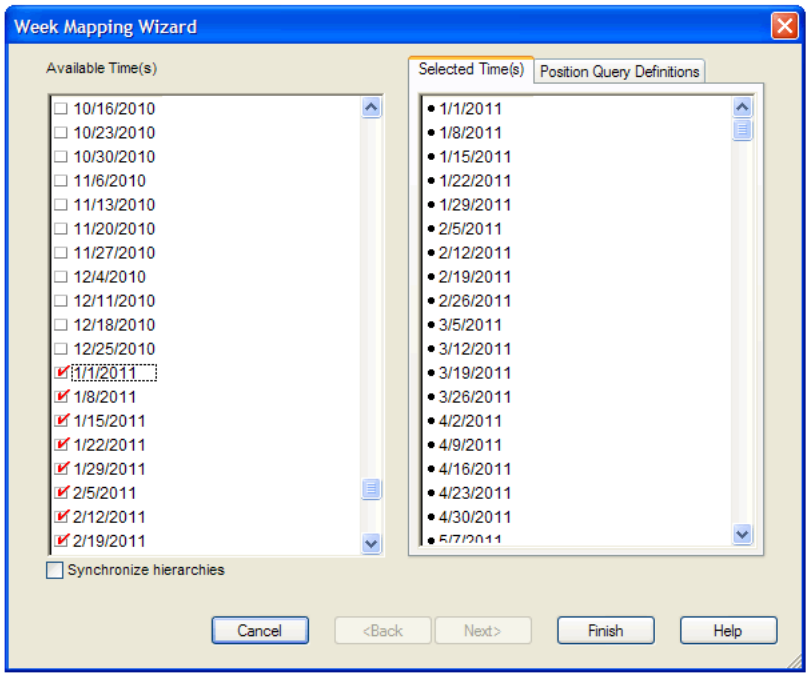
1. Click the **New** icon in the toolbar.
2. The New Workbook dialog box appears. On the Item Planning Administration tab, select **Week Mapping** and click **OK**.

***Figure 2–1 New Workbook Dialog Box***



3. The Week Mapping wizard appears at the calendar step. Select the weeks you want to map and click **Finish**.

***Figure 2–2 Week Mapping Wizard***




The workbook is built.

# Week Mapping Tab

This tab contains a single worksheet called Set LY Mappings.

## Set LY Mappings Worksheet

Use this worksheet to 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 2–3 Set LY Mappings Worksheet*

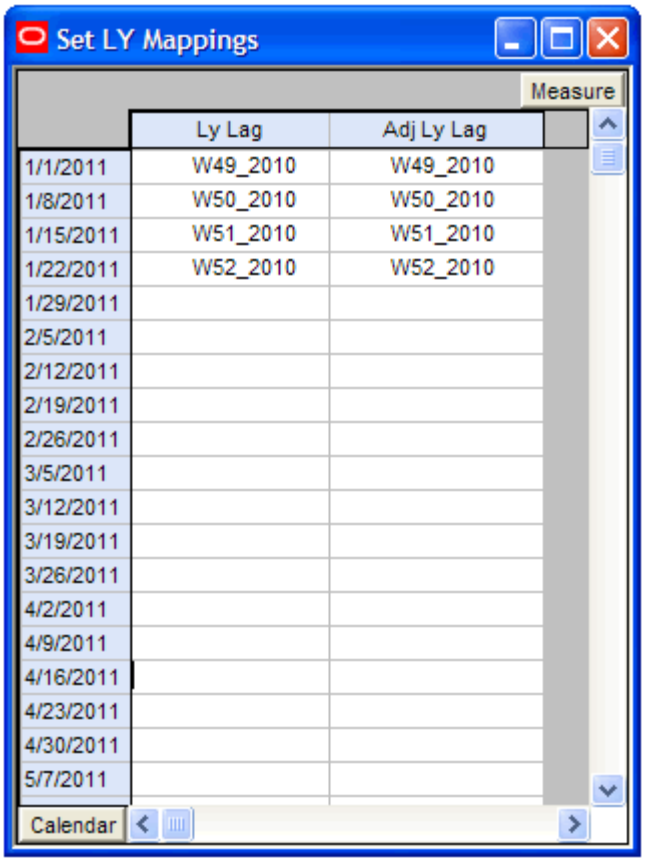



*Table 2–1 Set LY Mappings Worksheet Measures*

| 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. |

## Next Steps

After you have mapped the weeks, build the Reference Curves workbook to create reference curves.

# 3

# Reference Curves

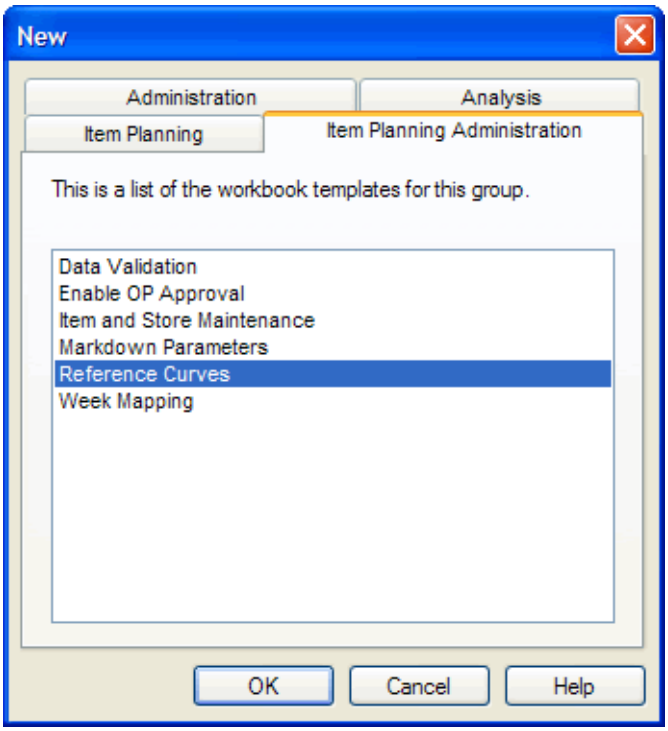
The Reference Curves workbook is used to create reference curves, which are used to spread unit sales to week in the Item Planning workbook. Reference curves are based on percent-to-total sales, and they shrink or stretch to fit the defined regular or promotional sales period. In Item Planning, reference curves are used only for regular and promotional sales periods, unlike Assortment Planning which uses them for the entire Lifecycle of an item.

## Building the Reference Curves Workbook

To build a Reference Curves workbook, perform the following steps:

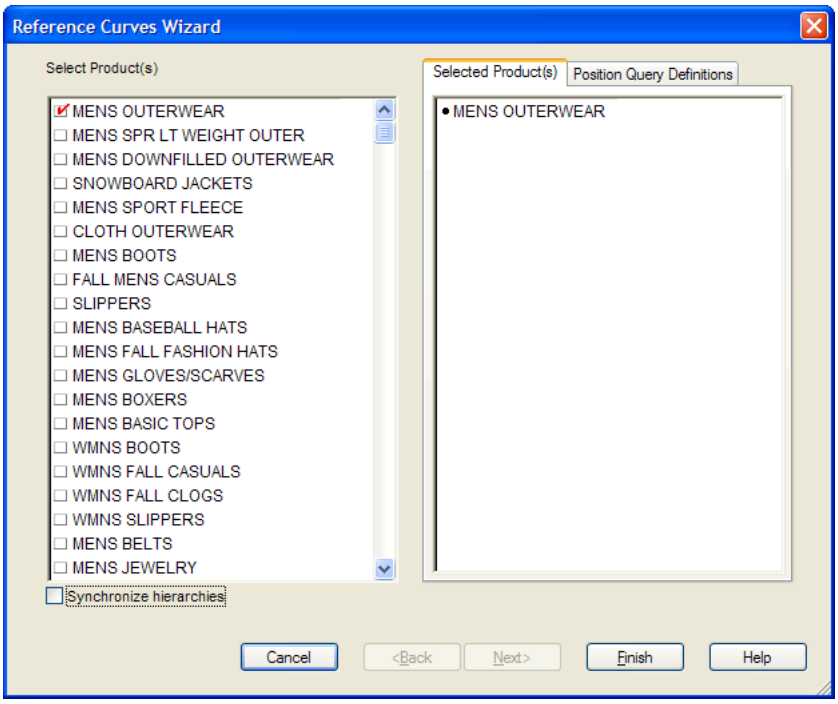
1. Click the **New** icon in the toolbar.
2. The New Workbook dialog box appears. On the Item Planning Administration tab, select **Reference Curves** and click **OK**.

***Figure 3–1 New Workbook Dialog Box***



3. The Reference Curves Wizard appears at the Select Products step. Select the products you want to create curves for and click **Finish**.

***Figure 3–2 Reference Curves Wizard: Select Products***

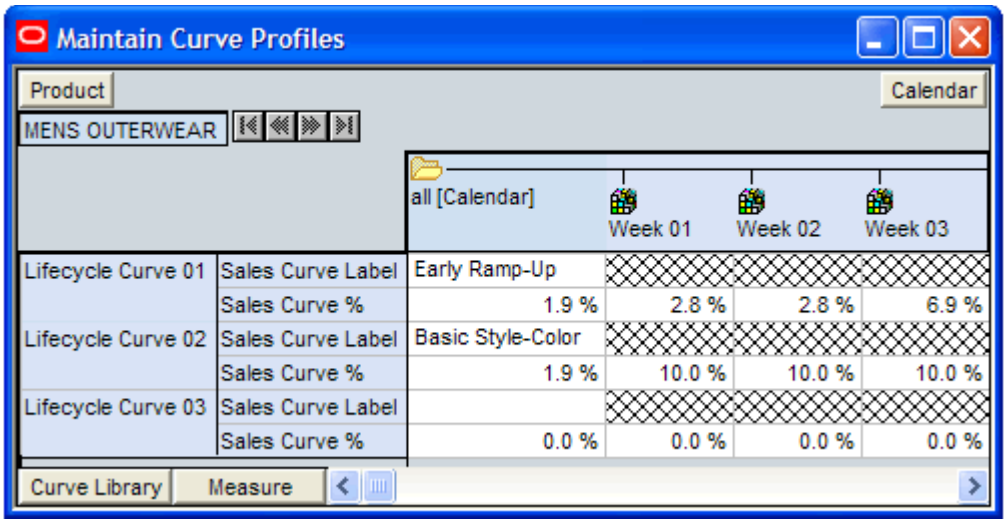



The Reference Curves workbook is built and opens at the Maintain Curve Profiles Worksheet.

## Maintain Curve Profiles Worksheet

The Reference Curves workbook has one worksheet, Maintain Curve Profiles. Use this worksheet to create sales curves to be used in the Item Planning workbook. These curve profiles are based on a percent-to-total sales. Regardless of weeks in the curve, the curves can shrink or stretch to fit the defined regular and promotional sales period.

*Figure 3–3 Maintain Curve Profiles Worksheet*




Perform the following steps to create curve profiles.

1. Ensure that **all[Calendar]** is shown in the Calendar hierarchy.
2. In the intersection of the Sales Curve Label measure and the **all[Calendar]** dimension, enter the label of the curve profile. This label is displayed in the Item Planning workbook.
3. Starting in Week 01, enter the percent-to-total sales percentage in the weeks of the curve profile. The number of defined weeks is up to you.

> **Note:** You must start the curve in Week 01 for the curve to be able to shrink or stretch to fit the defined regular and promotional sales period.

4. Click **Calculate**. The **all[Calendar]** percentage is calculated based on the percentages in the defined weeks.
5. Repeat steps 1 through 4 for additional curve profiles.
6. When finished, save and commit the workbook.

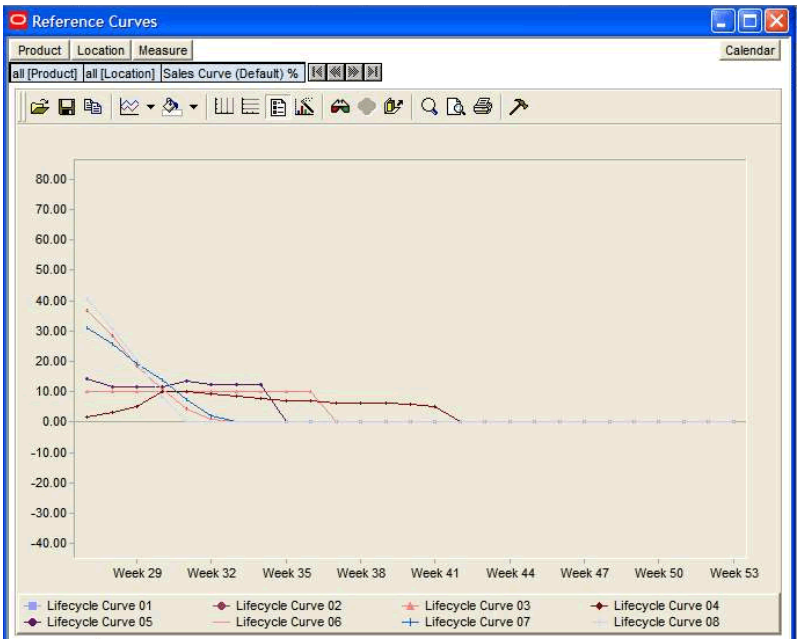
Table 3–1 lists the measures in this worksheet.

*Table 3–1 Maintain Curve Profiles Worksheet Measures*

| Measure | Description |
|---|---|
| Sales Curve Label | Enter a label for the Lifecycle Curve. This label is displayed in the Item Planning workbook. |
| Sales Curve % | Enter percent-to-total sales percentage in the weeks of the curve. |

Use the graph view to see how the curves look over the sales period (Figure 3–4).

***Figure 3–4 Reference Curves***




# Next Steps

After you have created reference curves, build the Markdown Parameters workbook to create promotions and clearance cadences.

# 4

# Markdown Parameters

The Markdown Parameters workbook is used to define the promotions and clearance cadences for corporate, store-wide, or planner-specific promotions. After these are created, you assign them to style/colors in the Item Planning workbook.

This workbook contains the following tabs:

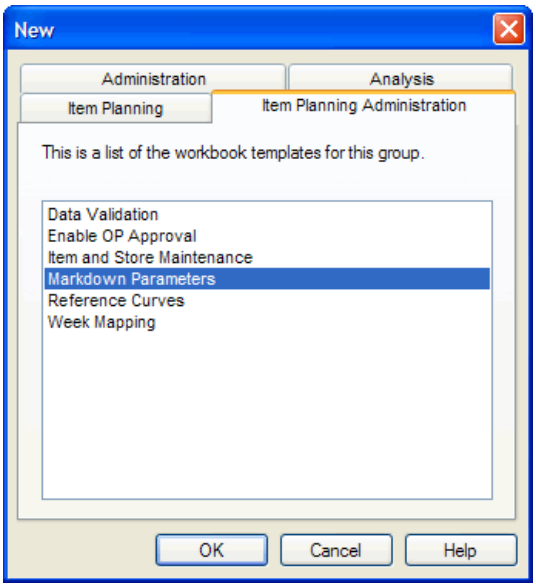
- Promotions Definition Tab
- Markdown Cadence Tab

## Building the Markdown Parameters Workbook

To build a Markdown Parameters workbook, perform the following steps:

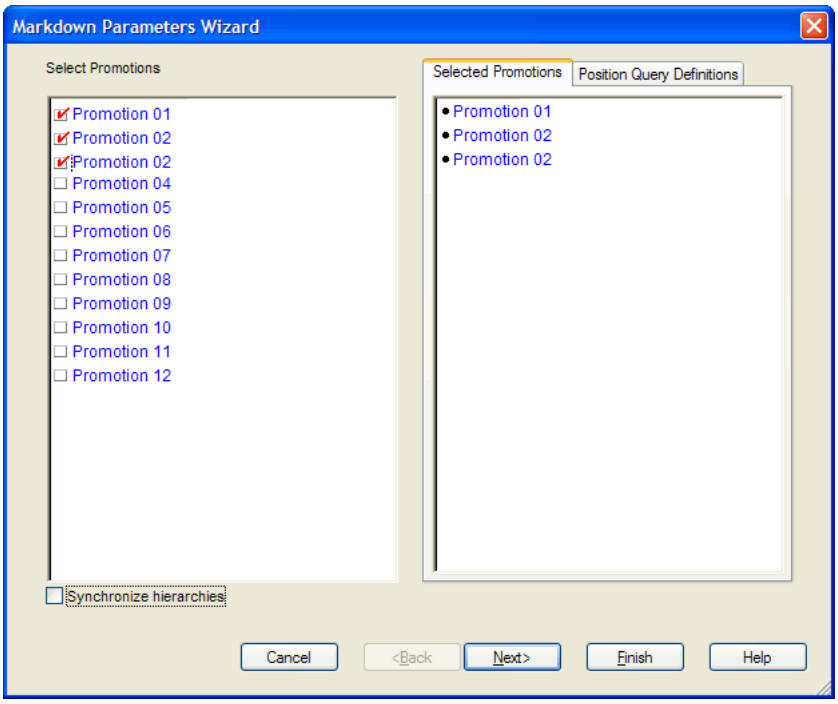
1. Click the **New** icon in the toolbar.
2. The New Workbook dialog box appears. On the Item Planning Administration tab, select **Markdown Parameters** and click **OK**.

***Figure 4–1 New Workbook Dialog Box***



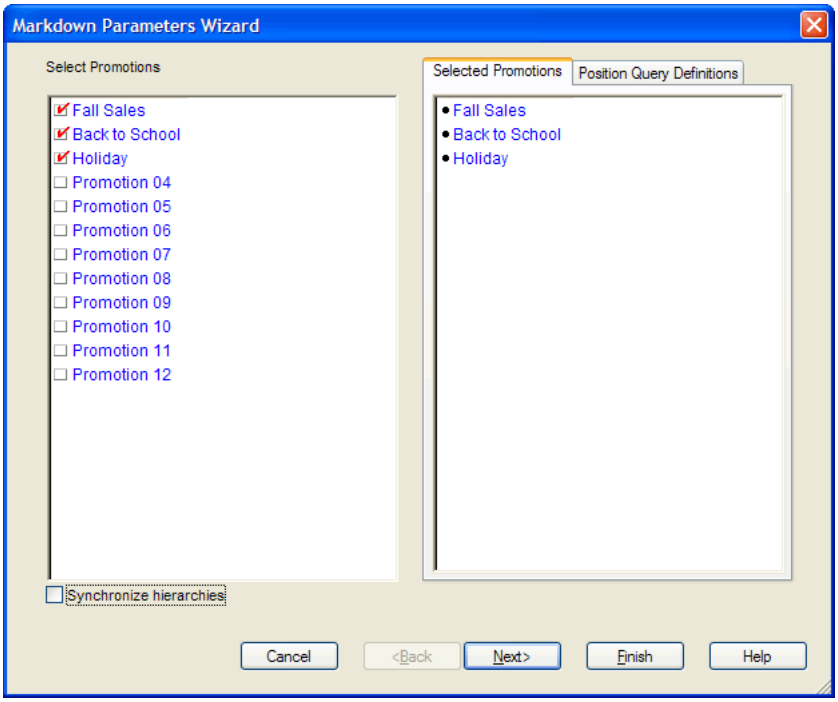

3. The Markdown Parameters Wizard appears at the Select Promotions step. If you have not previously set up promotions, placeholder promotions are available for selection. Select the number of promotions you want to create and click **Next**.

***Figure 4–2 Markdown Parameters Wizard: Select Promotions***



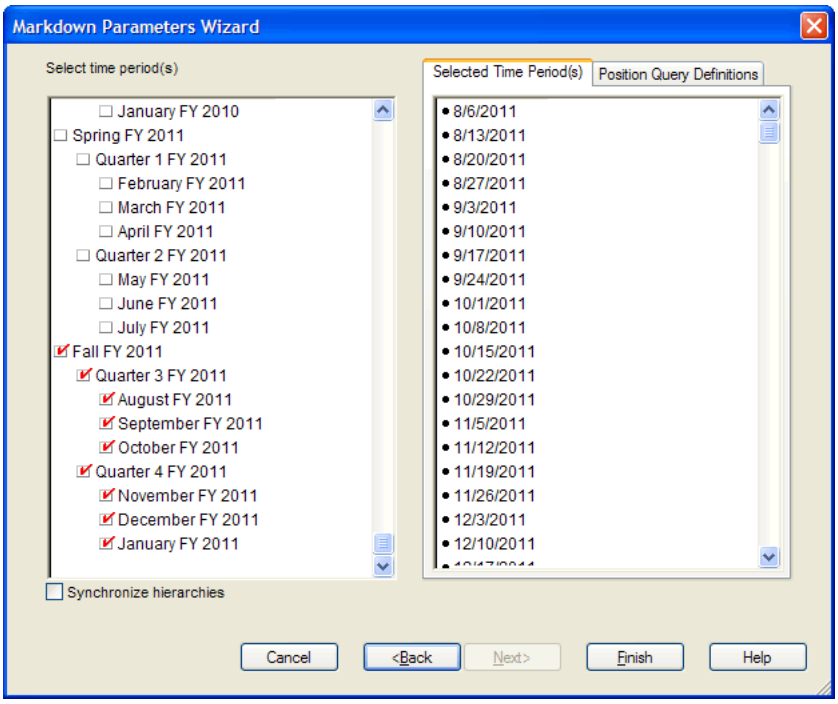

If you have created promotions previously, those promotions are available for selection as shown in Figure 4–3.

***Figure 4–3 Markdown Parameters Wizard: Select Promotions (Option 2)***



4. The Calendar step appears. Select the time periods you want and click **Finish**.

***Figure 4–4 Markdown Parameters Wizard: Select Calendar***




The Markdown Parameters workbook is built and opens at the Promotions Definition Tab.

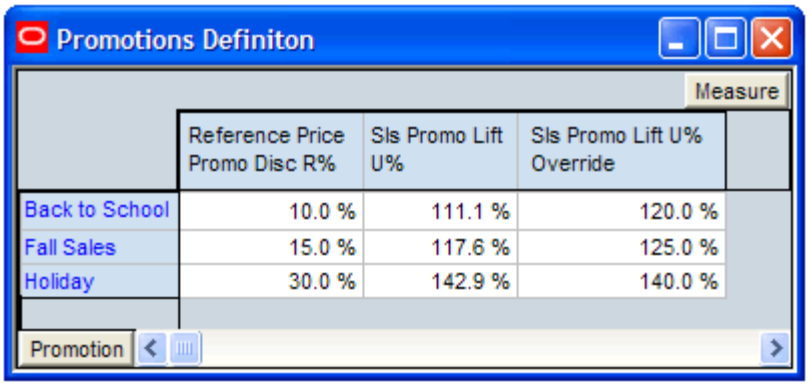
# Promotions Definition Tab

The Promotions Definition tab contains two worksheets: Promotions Weeks Worksheet and Markdown Cadence Worksheet. Use these two worksheets to set the discount rate, lift, lift override, and lifecycle of promotions.

## Promotions Definition Worksheet

Use this worksheet to define the lift for the entire promotion. Remember that you are not defining the lift for specific weeks of the promotions but for the entire promotion in general.

*Figure 4–5 Promotions Definition Worksheet*




Perform the following steps to define the promotional lifts.

1. (Optional): Use DPM to change the promotion label to one that represents the event.
2. In the Reference Price Promo Disc R% measure, enter the discount percentage of the promotion.
3. Click **Calculate**. This automatically calculates the Promo Lift U% measure for the promotion. This is the percent of increased sales that must occur to overcome the decrease in price to sell the same dollar amount.
4. (Optional): To use a different promotional lift than the one calculated in Sls Promo Lift U%, enter it in the Sls Promo Lift U% Override measure.

   **Note:** If you want the override lift to be 20%, enter 120.

   If an override lift exists for a promotion, that lift is used in the Item Planning workbook. Otherwise, the lift created by the Promo Lift U% measure is used. The lift used is the same for every week in the promotion.

Table 4–1 lists the measures in this worksheet.

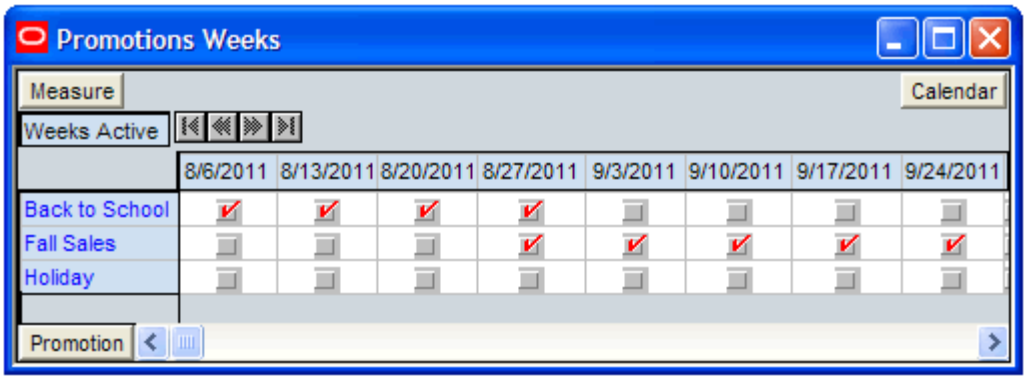
*Table 4–1 Promotions Definition Worksheet Measures*

| Measure | Description |
|---|---|
| Reference Price Promo Disc R% | The discount percentage of the promotion. |
| Sls Promo Lift U% | The promotional lift. This is the percent of increased sales that must occur to overcome the decrease in price to sell the same dollar amount. The lift in this measure is automatically calculated from the Reference Price Promo Disc R% measure when the user clicks **Calculate**. |
| Sls Promo Lift U% Override | Use this measure to manually enter the promotional lift. The lift entered in this measure overrides the lift calculated in the Sls Promo Lift U% measure. |

## Promotions Weeks Worksheet

Use this worksheet to define the promotional period for each promotion. The promotional periods uses the lift or lift override defined in the Promotions Definition Worksheet.

***Figure 4–6 Promotions Weeks Worksheet***




In this worksheet, select the weeks that make up each promotion. This worksheet contains one measure, as described in Table 4–2.

***Table 4–2 Promotions Definition Worksheet Measure***

| Measure | Description |
|---|---|
| Weeks Active | Use this measure to select the weeks of the promotion.<br>Promotions in Item Planning are applied for an entire week. You can also define promotions that are active in non-consecutive weeks. If you have a promotion that is active on the first week of every month, you need to set up only one promotion that is active at each of the selected weeks. |

After you have defined the promotional period and lift for each promotion, continue to the Markdown Cadence Tab.

# Markdown Cadence Tab

The Markdown Cadence tab contains one worksheet: Markdown Cadence.

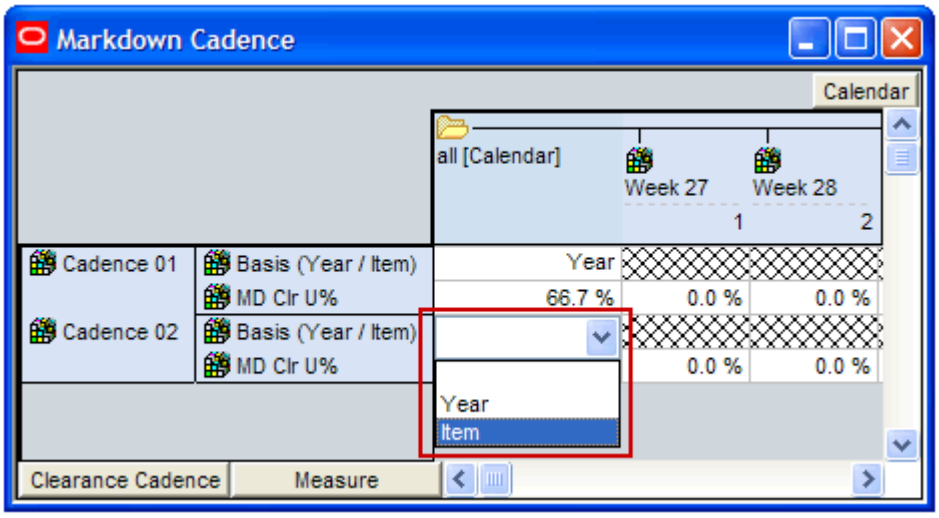
## Markdown Cadence Worksheet

Use the Markdown Cadence worksheet to define clearance cadences. Clearance Cadences are used when style/colors are ready to be put on hard clearance markdown. These cadences can be selected in the Item Plan Parameters Worksheet of the Item Planning workbook.

Perform the following steps to define clearance cadences:

1. Ensure that **all[Calendar]** is shown in the Calendar hierarchy.
2. In the intersection of the Basis (Year/Item) measure and the **all[Calendar]** dimension, select what the cadence is based on. There are two options:
   - **Year**: Based on the absolute year. If the cadence is defined as starting on Week 36/10, it starts on Week 36 of the fiscal year.
   - **Item**: Based on the lifecycle of the item. If the cadence is defined as starting on Week 36/10, it starts on the first week of the item lifecycle.

***Figure 4–7 Markdown Cadence: Basis (Year/Item) Selection***




3. Define the markdown percentages in specific weeks of the cadence, as shown in Figure 4–8 and Figure 4–9.

*Figure 4–8 Markdown Cadence Worksheet: Cadence 01*

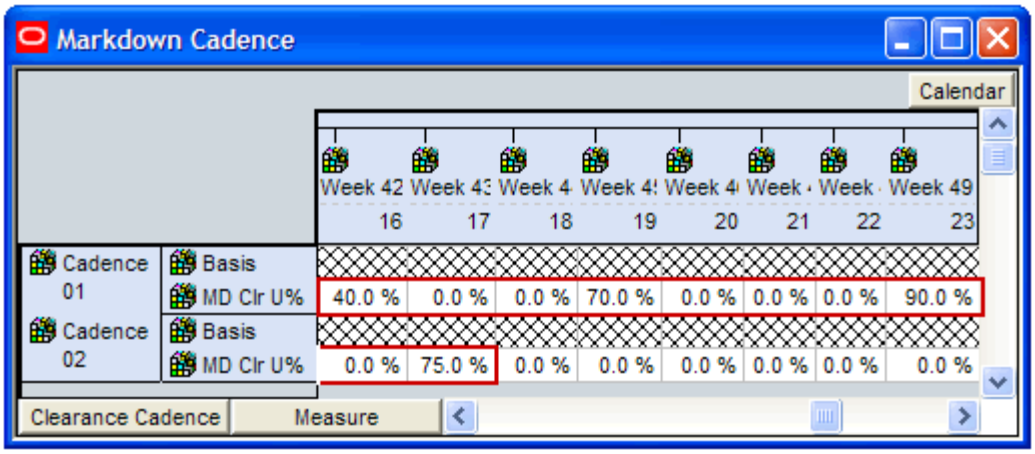
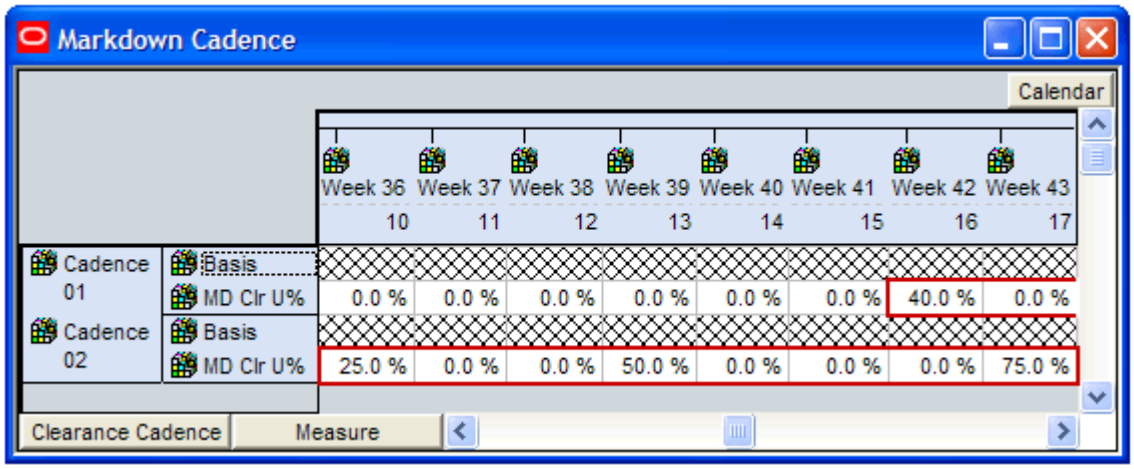



*Figure 4–9 Markdown Cadence Worksheet: Cadence 02*




4. Click **Calculate**. The markdown percentage for all[Calendar] is calculated.
5. Save and commit the workbook.

Table 4–3 lists the measures in this worksheet.

***Table 4–3 Markdown Cadence Worksheet Measures***

| Measure | Description |
|---|---|
| Basis (Year/Item) | The basis of the cadence. Options are year and item.<br>▪ **Year**: Based on the absolute year. If the cadence is defined as starting on Week 36/10, it starts on Week 36 of the fiscal year.<br>▪ **Item**: Based on the lifecycle of the item. If the cadence is defined as starting on Week 36/10, it starts on the tenth week of the item lifecycle. |
| MD Clr U% | The markdown clearance percentage. This is applicable from the selected week onwards. |

# Next Steps

After you have created markdown curves, build the Item and Store Maintenance workbook to map like items.

# 5

# Item and Store Maintenance

The Item and Store Maintenance workbook allows you to map history and validate the results of mapping the history of a single item to a new item. This action provides a regular unit sales curve and quantity for reference when seeding and planning regular sales units.

The Item and Store Maintenance workbook contains two tabs:

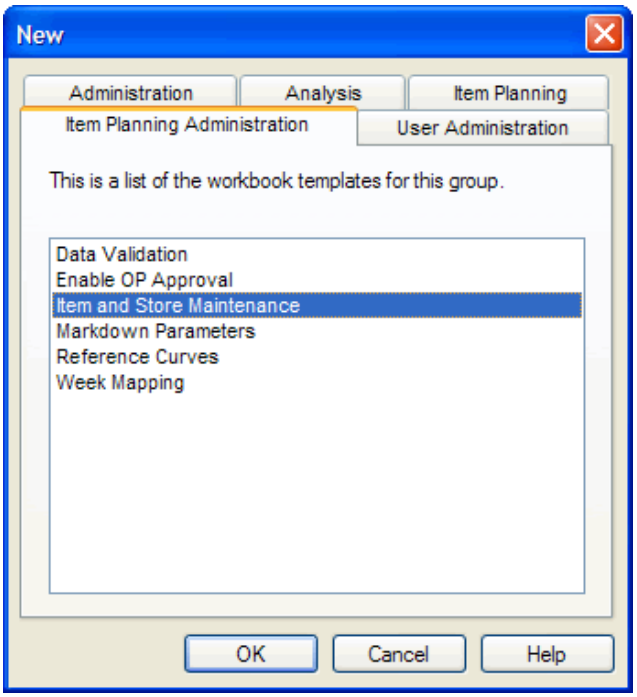
- Map Items Tab
- Validate Mapping Tab

## Building the Item and Store Maintenance Workbook

To build a Item and Store Maintenance workbook, perform the following steps:

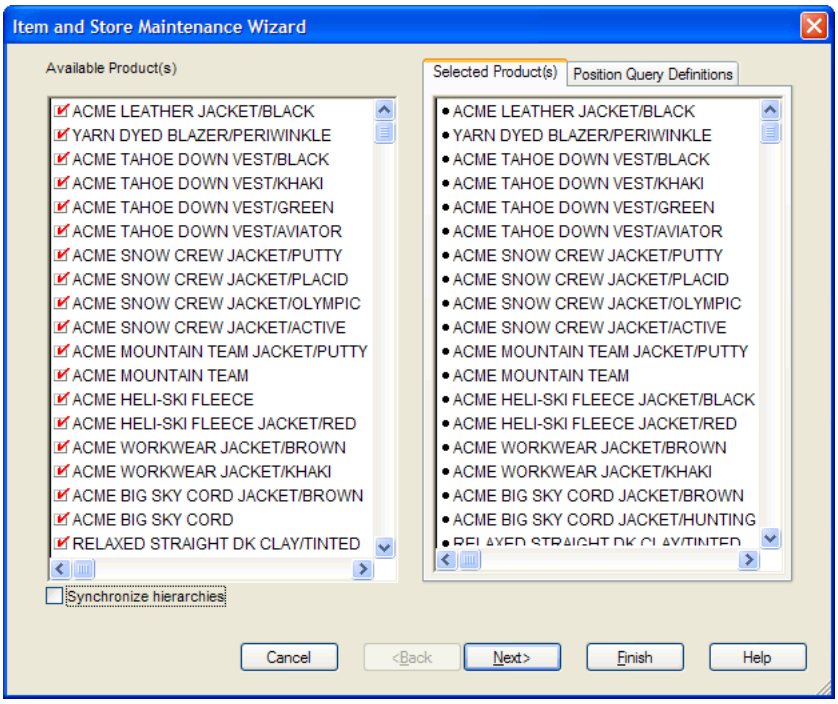
1. Click the **New** icon in the toolbar.
2. The New Workbook dialog box appears. On the Item Planning Administration tab, select **Item and Store Maintenance** and click **OK**.

***Figure 5–1 New Workbook Dialog Box***



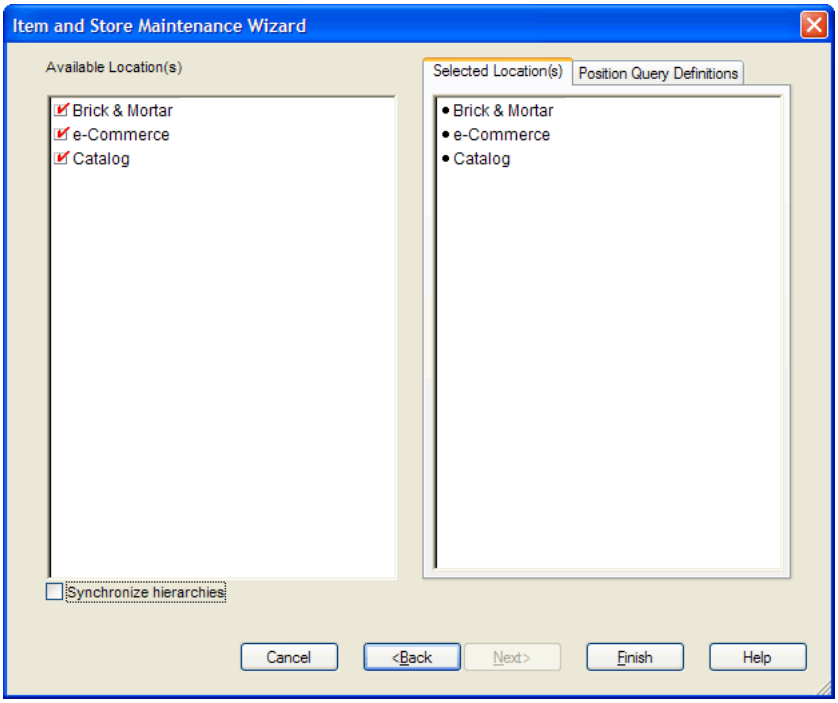
3. The Item and Store Maintenance wizard appears at the Available Products step. Select the products you want to map and click **Next**.

***Figure 5–2 Item and Store Maintenance Wizard: Select Products***




4. The Available Locations step appears. Select the locations you want to map and click **Finish**. The workbook is built.

***Figure 5–3 Item and Store Maintenance Workbook Wizard: Select Channel***



# Map Items Tab

The Map Items tab contains three worksheets:

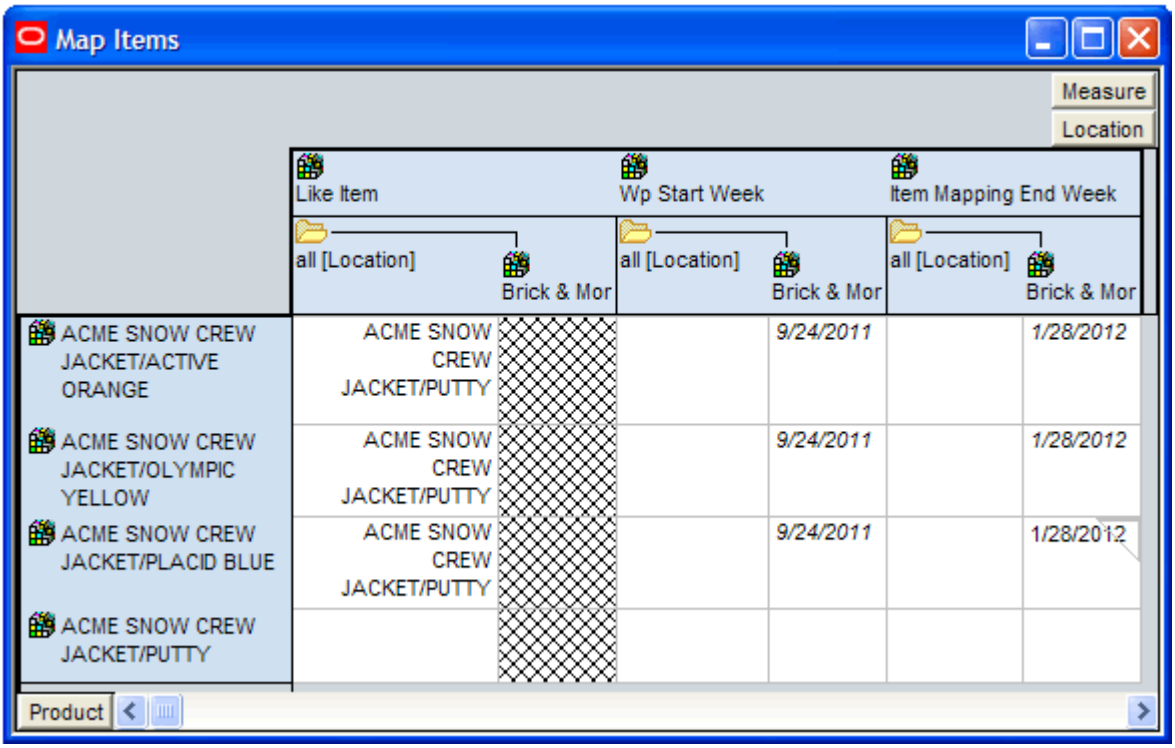
- Map Items Worksheet
- Review and Define Item Attributes Worksheet
- Review and Define Store Attributes Worksheet

## Map Items Worksheet

Use this worksheet to map an item to a like item. This item uses the history of the like item. This is useful for new items that do not have sales history and are expected to have similar sales as the like item. After you have mapped the items, specify the start and end weeks for the mapped history. This selected date range is used for seeding the new item's history.

In order to map an item to a like item, you must build the workbook so that it contains both items.

***Figure 5–4 Map Items Worksheet***



To map items, perform the following steps:

1. Ensure that **all[Location]** is visible in the calendar hierarchy. Like item mapping applies to all channels, it can only be selected at the **all[Location]** level.
2. In the Like Item measure, select the item whose history you want to use for the new item.
3. In the Wp Start Week measure, select the starting date for the mapped history.
4. In the Item Mapping End Week measure, select the ending date for the mapped history. Only the data within the date range that you have created is mapped to the new item.
5. When finished mapping items, select **Map Like Items** in the Planning Actions menu.

***Figure 5–5 Map Like Item Command***

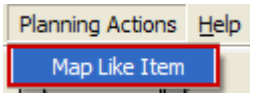



Table 5–1 describes the measures in this worksheet.

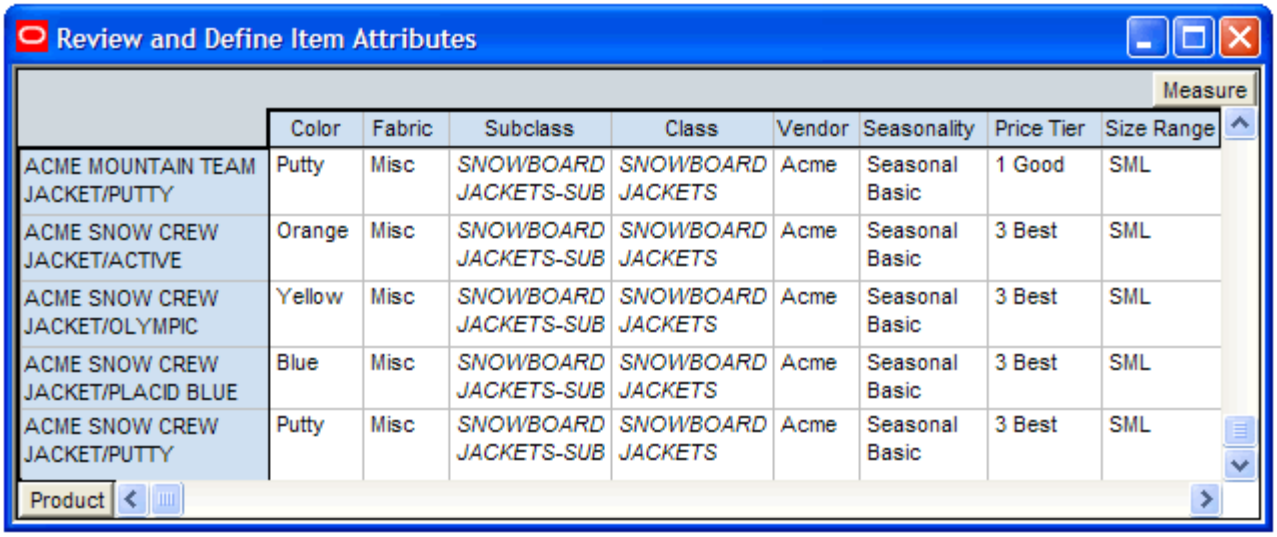
***Table 5–1 Map Items Worksheet Measures***

| Measure | Description |
|---|---|
| Like Item | Use this measure to select an item to use as the source to generate historical values for another item. |
| Wp Start Week | The working plan starting week. This is the first week of the like item history that should be assigned to the item. |
| Item Mapping End Week | The last week of mapping. This is the last week of the like item history that should be assigned to the item. |

## Review and Define Item Attributes Worksheet

Use this worksheet to view the item attributes that were created in the Assortment Planning application. If you do not use Assortment Planning, use this worksheet to enter item attributes and create placeholders for new items.

*Figure 5–6 Review and Define Item Attributes Worksheet*



Review and Define Item Attributes

| | Color | Fabric | Subclass | Class | Vendor | Seasonality | Price Tier | Size Range |
|---|---|---|---|---|---|---|---|---|
| ACME MOUNTAIN TEAM JACKET/PUTTY | Putty | Misc | SNOWBOARD JACKETS-SUB | SNOWBOARD JACKETS | Acme | Seasonal Basic | 1 Good | SML |
| ACME SNOW CREW JACKET/ACTIVE | Orange | Misc | SNOWBOARD JACKETS-SUB | SNOWBOARD JACKETS | Acme | Seasonal Basic | 3 Best | SML |
| ACME SNOW CREW JACKET/OLYMPIC | Yellow | Misc | SNOWBOARD JACKETS-SUB | SNOWBOARD JACKETS | Acme | Seasonal Basic | 3 Best | SML |
| ACME SNOW CREW JACKET/PLACID BLUE | Blue | Misc | SNOWBOARD JACKETS-SUB | SNOWBOARD JACKETS | Acme | Seasonal Basic | 3 Best | SML |
| ACME SNOW CREW JACKET/PUTTY | Putty | Misc | SNOWBOARD JACKETS-SUB | SNOWBOARD JACKETS | Acme | Seasonal Basic | 3 Best | SML |

Table 5–2 describes the measures in this worksheet.

*Table 5–2 Review and Define Item Attributes Measures*

| Measure | Description |
|---|---|
| Color | Display attributes of the item. This is read-only. |
| Fabric | Describes the fabric of the item. This is a user-defined string. |
| Subclass | Display attributes of the item. This is read-only. |
| Class | Display attributes of the item. This is read-only. |
| Vendor | Defines the vendor. This is a user-defined string. |
| Seasonality | Defines the seasonality of the item. The available options are loaded through the batch process. |
| Price Tier | Defines the price tier of the item. The available options are loaded through the batch process. |
| Size Range | Defines the kind of size range used for the item. The available options are loaded through the batch process. |

## Review and Define Store Attributes Worksheet

Use this worksheet to view the performance groups and size groups that were assigned to the store in the Assortment Planning application.

In Assortment Planning, the assortment planner creates a performance group and a size group for each class and buying period. This is why the calendar and product hierarchies are shown in this worksheet instead of just location. Because buying periods are not taken into account for performance groups in Item Planning, item planners typically use the performance group information for all weeks in the buying period. However, because performance groups are created at the class level in Assortment Planning, you can view the stores across classes. This is useful because a store can belong to different clusters for different classes.

*Figure 5–7 Review and Define Store Attributes Worksheet*

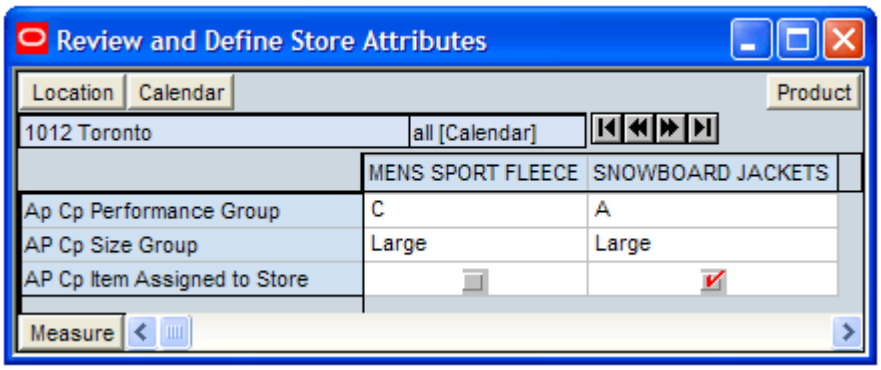



Table 5–3 describes the measures in this worksheet.

*Table 5–3 Review and Define Store Attributes Measures*

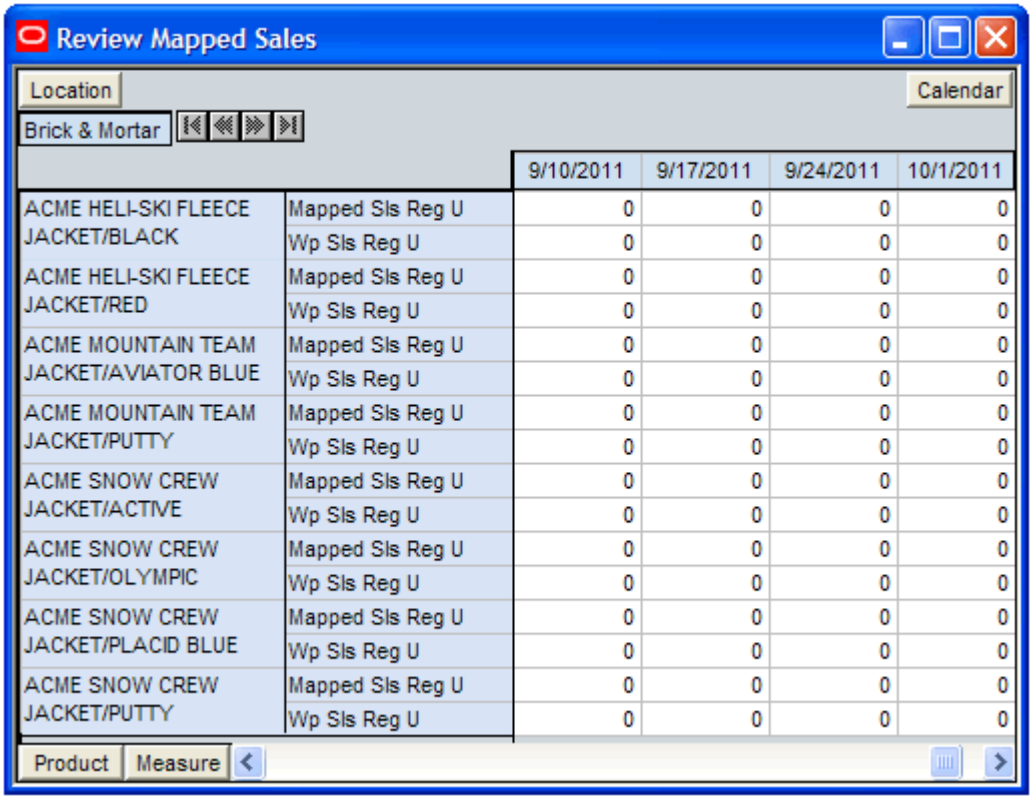
| Measure | Description |
|---|---|
| Ap Cp Performance Group | The performance group that the store was assigned to in Assortment Planning. Assortment planners assign a performance level or grade to a store to denote how well that store sells a particular class of products. The form of measure used to denote performance is determined by the assortment planner. Typical performance group formats: A, B, C; 1, 2, 3, and so on. |
| Ap Cp Size Group | The size group that the store was assigned to in Assortment Planning. Size groups are based on the floor space of the store. The form of measure used to denote the store size is determined by the assortment planner. Typical size group formats: small, medium, large; S, M, L; 1, 2, 3, and so on. |
| Ap Cp Item Assigned to Store | Denotes whether the product (class, subclass, style/color) is assigned to the store. |

# Validate Mapping Tab

The Validate Mapping tab contains a single worksheet called Review Mapped Sales.

Use this worksheet to review the items and item histories of the items that you mapped in the Map Items Worksheet.

*Figure 5–8 Review Mapped Sales*



Review Mapped Sales

Location | Calendar

Brick & Mortar

| | | 9/10/2011 | 9/17/2011 | 9/24/2011 | 10/1/2011 |
|---|---|---|---|---|---|
| ACME HELI-SKI FLEECE JACKET/BLACK | Mapped Sls Reg U | 0 | 0 | 0 | 0 |
| | Wp Sls Reg U | 0 | 0 | 0 | 0 |
| ACME HELI-SKI FLEECE JACKET/RED | Mapped Sls Reg U | 0 | 0 | 0 | 0 |
| | Wp Sls Reg U | 0 | 0 | 0 | 0 |
| ACME MOUNTAIN TEAM JACKET/AVIATOR BLUE | Mapped Sls Reg U | 0 | 0 | 0 | 0 |
| | Wp Sls Reg U | 0 | 0 | 0 | 0 |
| ACME MOUNTAIN TEAM JACKET/PUTTY | Mapped Sls Reg U | 0 | 0 | 0 | 0 |
| | Wp Sls Reg U | 0 | 0 | 0 | 0 |
| ACME SNOW CREW JACKET/ACTIVE | Mapped Sls Reg U | 0 | 0 | 0 | 0 |
| | Wp Sls Reg U | 0 | 0 | 0 | 0 |
| ACME SNOW CREW JACKET/OLYMPIC | Mapped Sls Reg U | 0 | 0 | 0 | 0 |
| | Wp Sls Reg U | 0 | 0 | 0 | 0 |
| ACME SNOW CREW JACKET/PLACID BLUE | Mapped Sls Reg U | 0 | 0 | 0 | 0 |
| | Wp Sls Reg U | 0 | 0 | 0 | 0 |
| ACME SNOW CREW JACKET/PUTTY | Mapped Sls Reg U | 0 | 0 | 0 | 0 |
| | Wp Sls Reg U | 0 | 0 | 0 | 0 |

Product | Measure

Table 5–4 describes the measures in this worksheet.

*Table 5–4 Review Mapped Sales Worksheet Measures*

| Measure | Description |
|---|---|
| Mapped Sls Reg U | Mapped history for regular sales units. |
| Wp Sls Reg U | Working plan for regular sales units. |

# Next Steps

After you have mapped items and maintained store attributes, continue to the Item Planning workbook.

# 6

# Item Planning

During the preseason planning period, the Item Planning workbook allows you to create item plans at the style/color level. During the in-season planning period, you can use this workbook to adjust the item plan.

This workbook has six tabs:

- Dashboard Tab
- Assortment Plan Tab
- Item Planning Parameters Tab
- Pricing Tab
- Item Plan Tab
- Review and Approval Tab

**Note:** The Dashboard tab is only used for in-season planning.

Below is the general process of creating an item plan:

1. Optional: Consult the assortment plan created in the Assortment Planning application in the Assortment Plan Tab.
2. Create a sales and markdown plan in the Item Planning Parameters Tab
3. Assign promotions to style/colors and review their promotional impact in the Pricing Tab.
4. Seed the plan in the Item Planning Parameters Tab.
5. Review the sales and markdowns plan in the Item Plan Tab.
6. Create a receipts and inventory plan and calculate the receipt flow in the Item Plan Parameters Tab: Receipt and Inventory Plan.
7. Review the receipts and inventory plan in the Item Plan Tab: Receipt and Inventory Plan.
8. Review the entire plan for all key items in the class. Compare it to the MFP targets, and then approve the plan in the Review and Approval Tab.

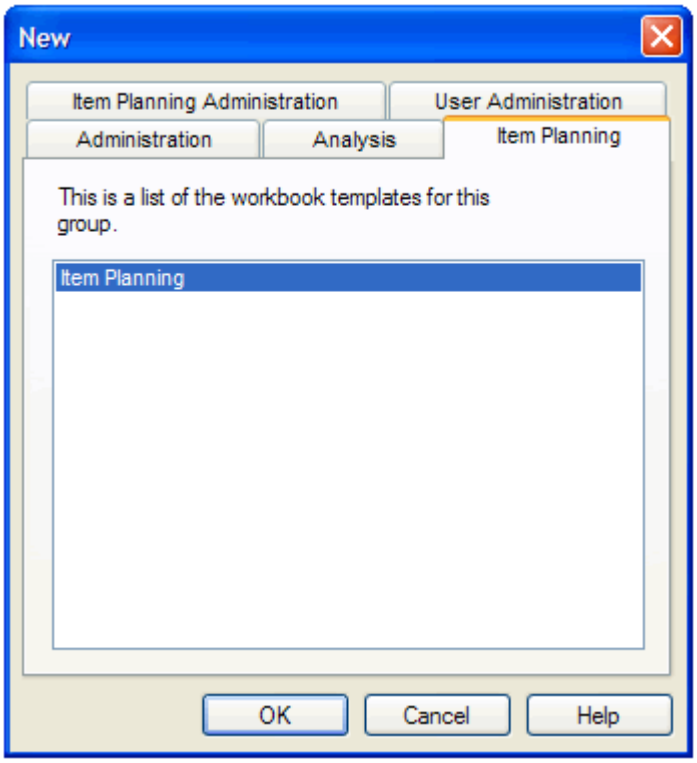
This process is described in detail throughout this chapter.

# Building the Item Planning Workbook

To build the Item Planning workbook, perform the following steps:

1. Click the **New** icon in the toolbar.
2. The New Workbook dialog box appears. On the Item Planning tab, select **Item Planning** and click **OK**.

***Figure 6–1 New Workbook Dialog Box***



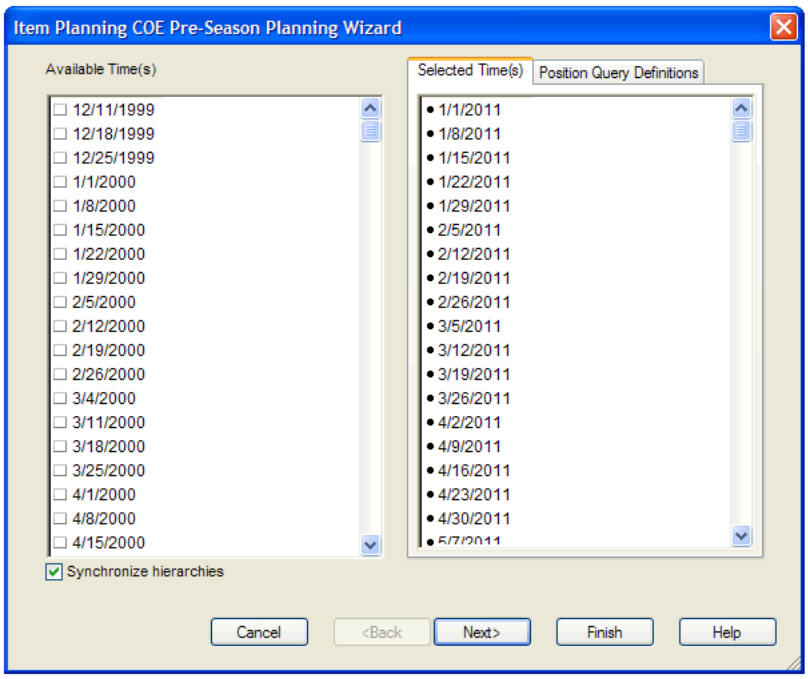

3. The workbook wizard opens at the Calendar Selection step. Select the weeks that you want to plan. Click **Next**.

---

**Note:** When choosing the weeks to include in the workbook, ensure that you accommodate for the receipt arrival week, not just the start sell week. For instance, if the start sell week is 1/15/2011, and the receipt time is two weeks, the workbook should start from 1/1/2011.

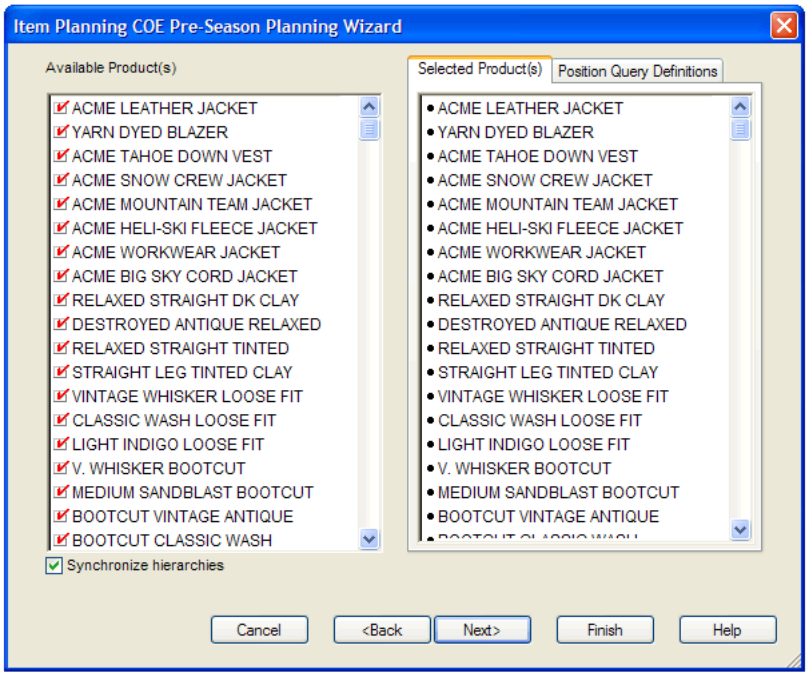
---

***Figure 6–2 Workbook Wizard: Calendar Selection***



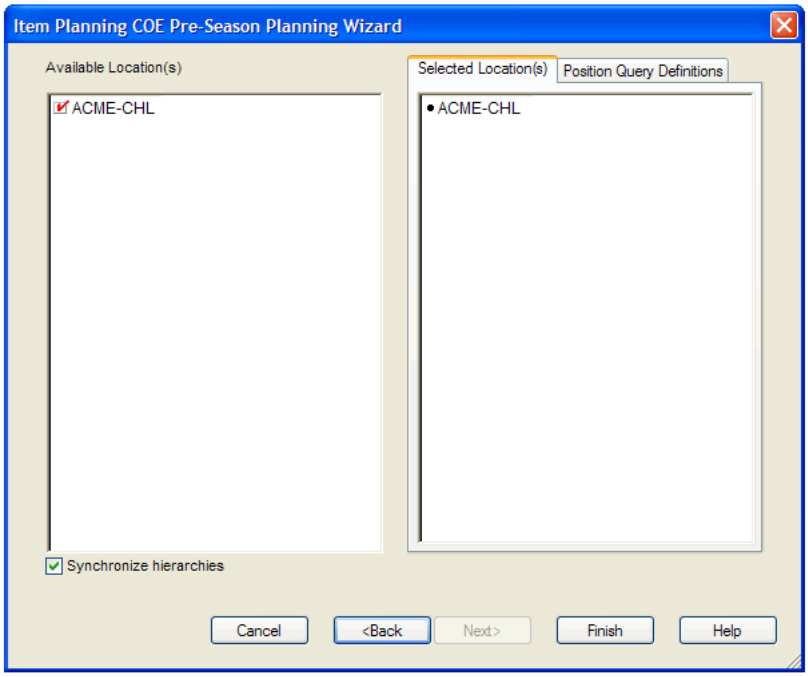

4. The Product Selection step of the workbook wizard appears. Select the styles you want to plan. Click **Next**.

***Figure 6–3 Workbook Wizard: Product Selection***



5. The Location Selection workbook of the workbook wizard appears. Select the channels you want to plan. Click **Finish**.

***Figure 6–4 Workbook Wizard: Location Selection***




The Item Planning workbook is built. Begin at the Assortment Plan Tab.

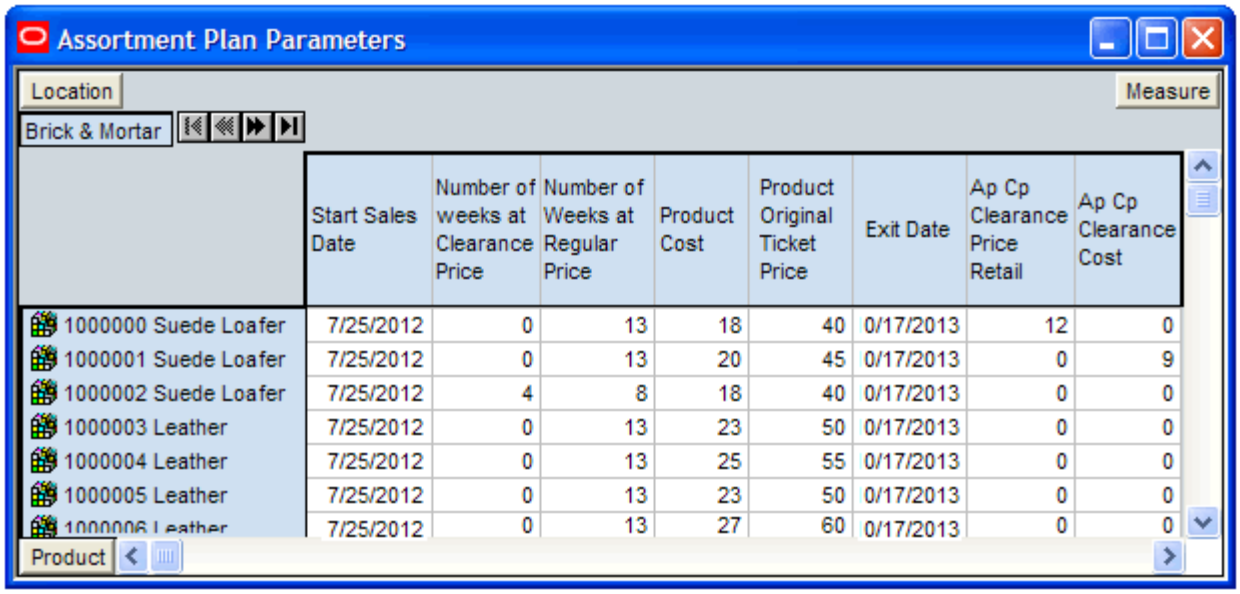
# Assortment Plan Tab

Review the worksheets in the Assortment Plan tab if you have loaded data from the Assortment Planning application. If you do not use Assortment Planning, continue to the Item Planning Parameters Tab.

## Assortment Plan Parameters Worksheet

Use the Review Assortment Plan Parameters worksheet to reference the parameters that the Assortment Planning user set for the same style/color you are planning. When seeding your working plan in the Item Plan Parameters Worksheet, you can choose to seed with this Assortment Plan data.

*Figure 6–5 Assortment Plan Parameters Worksheet*




| | Start Sales Date | Number of weeks at Clearance Price | Number of Weeks at Regular Price | Product Cost | Product Original Ticket Price | Exit Date | Ap Cp Clearance Price Retail | Ap Cp Clearance Cost |
|---|---|---|---|---|---|---|---|---|
| 1000000 Suede Loafer | 7/25/2012 | 0 | 13 | 18 | 40 | 0/17/2013 | 12 | 0 |
| 1000001 Suede Loafer | 7/25/2012 | 0 | 13 | 20 | 45 | 0/17/2013 | 0 | 9 |
| 1000002 Suede Loafer | 7/25/2012 | 4 | 8 | 18 | 40 | 0/17/2013 | 0 | 0 |
| 1000003 Leather | 7/25/2012 | 0 | 13 | 23 | 50 | 0/17/2013 | 0 | 0 |
| 1000004 Leather | 7/25/2012 | 0 | 13 | 25 | 55 | 0/17/2013 | 0 | 0 |
| 1000005 Leather | 7/25/2012 | 0 | 13 | 23 | 50 | 0/17/2013 | 0 | 0 |
| 1000006 Leather | 7/25/2012 | 0 | 13 | 27 | 60 | 0/17/2013 | 0 | 0 |

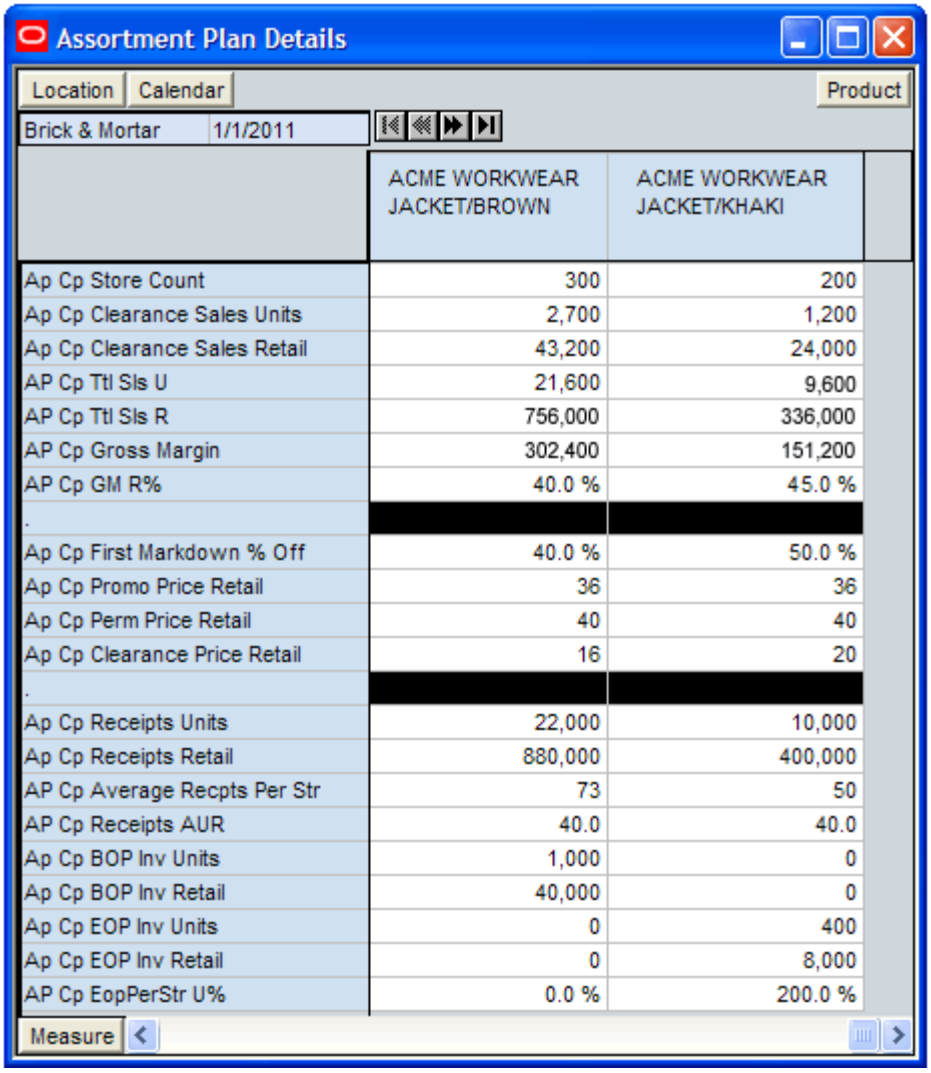
*Table 6–1 Assortment Plan Parameters Worksheet Measures*

| Measure | Description |
|---|---|
| Start Sales Date | The date the product is expected to start selling. |
| Number of weeks at Clearance Price | Number of weeks the item is expected to sell at Clearance Price. |
| Number of Weeks at Regular Price | Number of weeks the item is expected to sell at Regular Price. |
| Product Cost | The cost of the product. |
| Product Original Ticket Price | Initial retail of product. |
| Exit Date | The date that the product should be removed from the sales floor. |
| Ap Cp Clearance Price Retail | The clearance price set up in Assortment Planning. |
| Ap Cp Clearance Cost | The clearance cost set up in Assortment Planning. |

## Assortment Plan Details Worksheet

Use the Review Assortment Plan Details worksheet to see the plan that was created in the Assortment Planning application for the same style/color you are planning.

***Figure 6–6 Assortment Plan Details Worksheet***




| | ACME WORKWEAR JACKET/BROWN | ACME WORKWEAR JACKET/KHAKI |
|---|---|---|
| Ap Cp Store Count | 300 | 200 |
| Ap Cp Clearance Sales Units | 2,700 | 1,200 |
| Ap Cp Clearance Sales Retail | 43,200 | 24,000 |
| AP Cp Ttl Sls U | 21,600 | 9,600 |
| AP Cp Ttl Sls R | 756,000 | 336,000 |
| AP Cp Gross Margin | 302,400 | 151,200 |
| AP Cp GM R% | 40.0 % | 45.0 % |
| . | | |
| Ap Cp First Markdown % Off | 40.0 % | 50.0 % |
| Ap Cp Promo Price Retail | 36 | 36 |
| Ap Cp Perm Price Retail | 40 | 40 |
| Ap Cp Clearance Price Retail | 16 | 20 |
| . | | |
| Ap Cp Receipts Units | 22,000 | 10,000 |
| Ap Cp Receipts Retail | 880,000 | 400,000 |
| AP Cp Average Recpts Per Str | 73 | 50 |
| AP Cp Receipts AUR | 40.0 | 40.0 |
| Ap Cp BOP Inv Units | 1,000 | 0 |
| Ap Cp BOP Inv Retail | 40,000 | 0 |
| Ap Cp EOP Inv Units | 0 | 400 |
| Ap Cp EOP Inv Retail | 0 | 8,000 |
| AP Cp EopPerStr U% | 0.0 % | 200.0 % |

Table 6–2 lists the measures available on this worksheet.

***Table 6–2 Assortment Plan Details Worksheet Measures***

| Measure | Description |
|---|---|
| Ap Cp Store Count | The number of stores for which this style/color is planned for in the approved plan from the Assortment Planning application. |
| Ap Cp Clearance Sales Units | Assortment Planning Current Plan Clearance Sales Units. |
| Ap Cp Clearance Sales Retail | Assortment Planning Current Plan Clearance Sales Retail. |
| Ap Cp Ttl Sls U | Assortment Planning Current Plan Total Sales Units. |

*Table 6–2 (Cont.) Assortment Plan Details Worksheet Measures*

| Measure | Description |
|---|---|
| Ap Cp Ttl Sls R | Assortment Planning Current Plan Total Sales Retail. |
| AP Cp Gross Margin | Assortment Planning Current Plan Gross Margin. |
| Ap Cp GM R% | Assortment Planning Current Plan Gross Margin Rate. |
| Ap Cp First Markdown % Off | Initial Markdown Taken expressed as a rate. |
| Ap Cp Promo Price Change % | Assortment Planning Current Plan Promotional Price Change %. |
| Ap Cp Perm Price Change % | Permanent Price Change expressed as a rate. |
| Ap Cp Clearance Price Retail | Assortment Planning Current Plan Clearance Price Change %. |
| Ap Cp Receipts Units | Receipts expressed as Units. |
| Ap Cp Receipts Retail | Assortment Planning Current Plan Receipts Retail. |
| AP Cp Average Recpts Per Str | Assortment Planning Current Plan Average Receipts per store. |
| AP Cp Receipts AUR | Assortment Planning Current Plan Receipts Average Unit Retail. |
| Ap Cp BOP Inv Units | The Beginning of Period inventory units from Assortment Planning's current plan. |
| Ap Cp BOP Inv Retail | The Beginning of Period inventory retail from Assortment Planning's current plan. |
| Ap Cp EOP Inv Retail | The End of Period inventory retail. |
| Ap Cp EOP Inv Units | The End of Period inventory units. |
| AP Cp EopPerStr U% | Assortment Planning Current Plan End of Period Per Store Unit %. |

After you have reviewed the parameters from the Assortment Planning application, continue to the Item Plan Parameters Worksheet to set your own parameters.

## Item Planning Parameters Tab

Use the worksheets in the Item Planning Parameters tab to create a weekly plan for the style/colors. This tab has three worksheets:

- Reference Curves Worksheet
- Item Plan Parameters Worksheet
- Seed Worksheet

## Reference Curves Worksheet

Use this worksheet to review the reference curves you created in the Reference Curves workbook. This worksheet is for reference only. It is provided to help you assign these curves to the style/colors being planned. To edit the curves, return to the Maintain Curve Profiles Worksheet.

---

**Note:** To view the data in the Sales Curve Label and Sales Curve (Default) % measures, ensure that the calendar hierarchy includes the all[Calendar] dimension and that the location hierarchy displays only the all[Location] dimension.

---

***Figure 6–7 Reference Curves Worksheet***

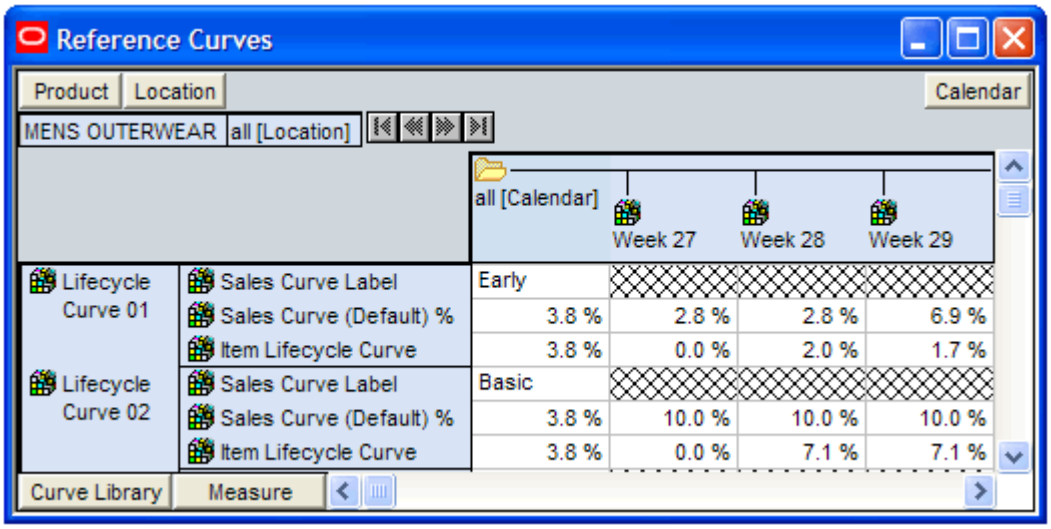



Table 6–3 lists the measures available on this worksheet.

***Table 6–3 Reference Curves Worksheet Measures***

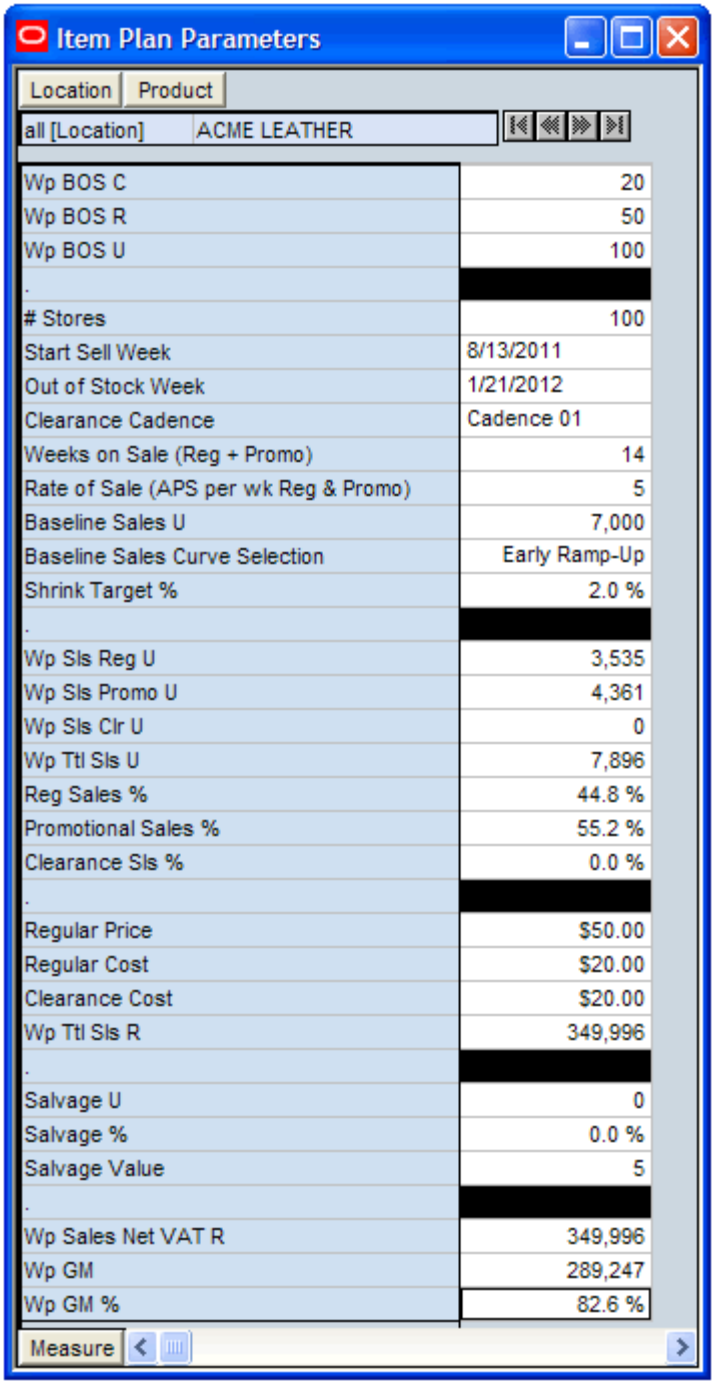
| Measure | Description |
|---|---|
| Sales Curve Label | Displays the label for the lifecycle curve. This label is created in the Reference Curves workbook. |
| Sales Curve (Default)% | Displays percent-to-total sales percentage in the weeks of the curve. This is set in the Reference Curves workbook. |
| Item Lifecycle Curve | Displays the sales curve for the item. |

Next, continue to the Item Plan Parameters Worksheet.

## Item Plan Parameters Worksheet

Use this worksheet to set the parameters of the item plan. This creates the weekly sales unit plan.

***Figure 6–8 Item Plan Parameters - Sales Parameters Measure Profile***




| | |
|---|---|
| Wp BOS C | 20 |
| Wp BOS R | 50 |
| Wp BOS U | 100 |
| . | |
| # Stores | 100 |
| Start Sell Week | 8/13/2011 |
| Out of Stock Week | 1/21/2012 |
| Clearance Cadence | Cadence 01 |
| Weeks on Sale (Reg + Promo) | 14 |
| Rate of Sale (APS per wk Reg & Promo) | 5 |
| Baseline Sales U | 7,000 |
| Baseline Sales Curve Selection | Early Ramp-Up |
| Shrink Target % | 2.0 % |
| . | |
| Wp Sls Reg U | 3,535 |
| Wp Sls Promo U | 4,361 |
| Wp Sls Clr U | 0 |
| Wp Ttl Sls U | 7,896 |
| Reg Sales % | 44.8 % |
| Promotional Sales % | 55.2 % |
| Clearance Sls % | 0.0 % |
| . | |
| Regular Price | $50.00 |
| Regular Cost | $20.00 |
| Clearance Cost | $20.00 |
| Wp Ttl Sls R | 349,996 |
| . | |
| Salvage U | 0 |
| Salvage % | 0.0 % |
| Salvage Value | 5 |
| . | |
| Wp Sales Net VAT R | 349,996 |
| Wp GM | 289,247 |
| Wp GM % | 82.6 % |

To set the item plan parameters, perform the following steps for each channel:

1. Ensure that the following measures are shown in the worksheet:
   - Wp BOS C
   - Wp BOS R
   - Wp BOS U
   - Wp Sales Net VAT R
2. Set the Wp BOS C, Wp BOS R, and WP BOS U measures with the beginning of season inventory cost, retail, and units data. (Perform this step only if the style/color is a carryover item or one that is planned to be received before the start of the planning period).
3. In the # Stores measure, enter the number of stores.
4. Define the start sell and out of stock weeks in the Start Sell Week and Out of Stock Week measures.
5. In the Clearance Cadence measure, select the cadence to be applied to the style/color. These cadences are created in the Markdown Parameters workbook.
6. In the Rate of Sale measure, enter the average units of the style/color that are sold per store, per week. (This is used for baseline sales calculation. It is useful when seeding dales to weeks).
7. Click **Calculate**. The Baseline Sales U measure is calculated. This measure displays the baseline sales units for the regular and promotional period.
8. In the Baseline Sales Curve Selection measure, select the reference curve to apply to the style/color. These reference curves are created in the Reference Curves workbook.
9. In the Shrink Target %, enter the planned shrink for the style/color. Each week is a planned shrink that is based on a certain percentage of sales for the week.
10. In the Regular Price, Regular Cost, and Clearance Cost measures, enter the price, cost, and clearance cost of the style/color.
11. Click **Calculate**.
12. In the Salvage Value measure, enter the amount that the style/color is worth in the last week of the salvage period. The salvage period is when the style/color has reached the end of its life. Therefore, the salvage value is the price you can recover by selling this item to a clearance channel.
13. If you are computing value added tax, edit the Wp Sales Net VAT R measure if needed.

After you have set the parameters, continue to the Seed Worksheet to seed these parameters into the item plan for the style/color.

---

**Note:** If the style/color belongs to a promotion, you should map the promotions to the style/color in the Pricing Tab before seeding.

---

## Seed Worksheet

Use this worksheet to seed the item plan with data. This creates a demand curve on which to spread the initial targets of the item plan. You can seed with any of the following options:

- LY: Last year's data.
- Adj LY: Adjusted last year's data.
- AP: Data from the Assortment Planning (AP) application. If you use AP and you have loaded the AP data into Item Planning, you can review this data in the Assortment Plan Tab.
- Parameters: The parameters that you have created in the Item Plan Parameters Worksheet.
- Accepted Price Plan: This option is used only in the Item Planning Configured for COE application.

Or, you can instead choose to not seed the plan, which allows you to create a plan manually by keying in sales at a weekly level.

***Figure 6–9 Seed Worksheet***

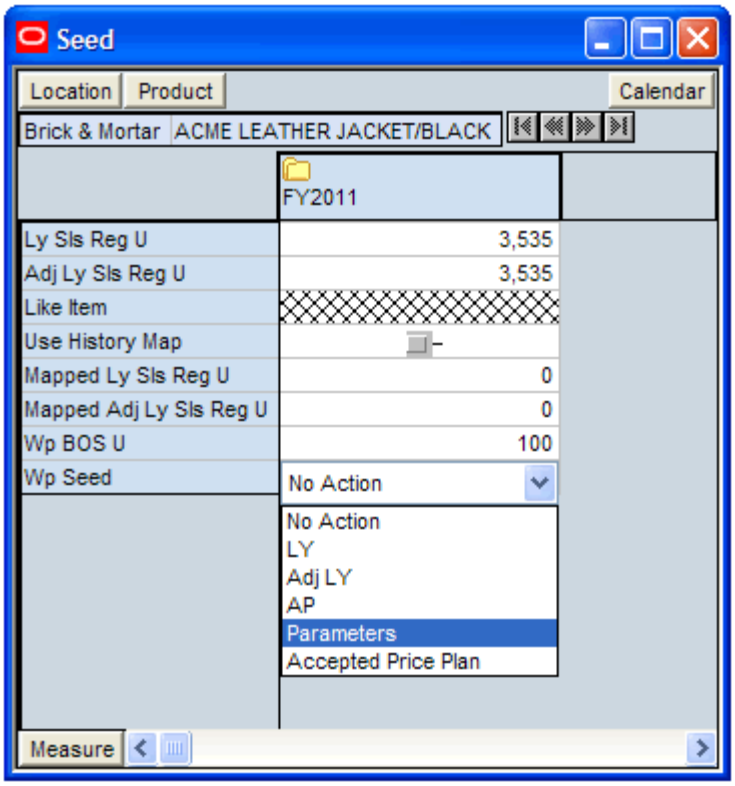


Table 6–4 lists the measures available on this worksheet.

***Table 6–4 Seed Worksheet Measures***

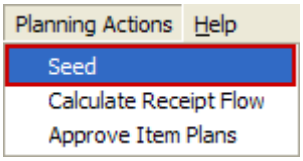
| Measure | Description |
|---|---|
| Ly Sls Reg U | The regular units from last year's sales. |
| Adj Ly Sls Reg U | The adjusted regular units from last year's sales. |
| Like Item | The style/color that you mapped the current style/color to in the Item and Store Maintenance workbook. |
| Use History Map | Select this option to use the history of the style that you mapped the current style to in the Item and Store Maintenance workbook. |
| Mapped Ly Sls Reg U | The regular units from last year's sales of the like item. |
| Mapped Adj Ly Sls Reg U | The adjusted regular units from last year's sales of the like item. |
| Wp BOS U | The planned Beginning of Season total units. |
| Wp Seed | The source used to seed the working plan. Use the dropdown to select the source to use for seeding. |

## Seeding the Plan

Perform the following steps to seed the plan.

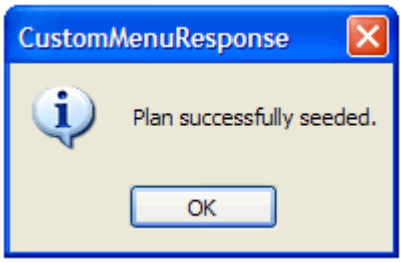
1. Roll the calendar hierarchy up to a year.
2. Select the style/color you want to seed in the product hierarchy.
3. In the Wp Seed measure, choose the seed option.
4. Select **Use Hist Map** if you want to use the data of the like item shown in the Like Item measure.
5. When you have selected all the data you want to seed, click **Seed** in the Planning Actions menu.

***Figure 6–10 Seed Option in the Planning Actions Menu***



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

***Figure 6–11 Seeding Success Message***




After you have seeded, continue to the Plan Approval Worksheet to approve the plan.

## Pricing Tab

The Pricing tab contains four worksheets that help you map style/colors to promotions:

- Promotions Definition Worksheet
- Promotions Weeks Worksheet
- Promo Mapping Worksheet
- Markdown Cadence Worksheet

Use the Promo Mapping Worksheet to map the style/colors and promotions. Use the other worksheets as references about the promotions and markdown cadences.

## Promotions Definition Worksheet

Use this workbook to review the lift and the lift override for the promotions. This worksheet is read-only.

***Figure 6–12 Promotions Definition Worksheet***

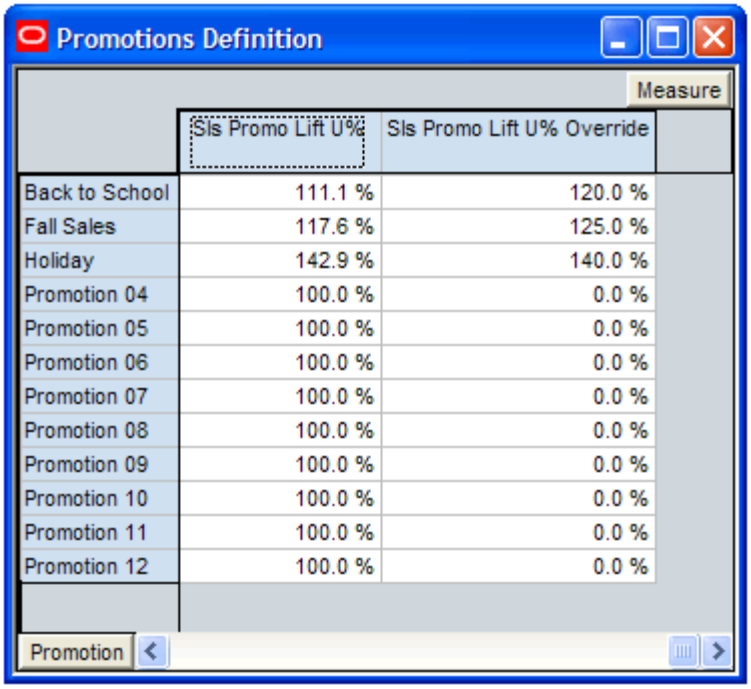



Table 6–5 lists the measures available on this worksheet.

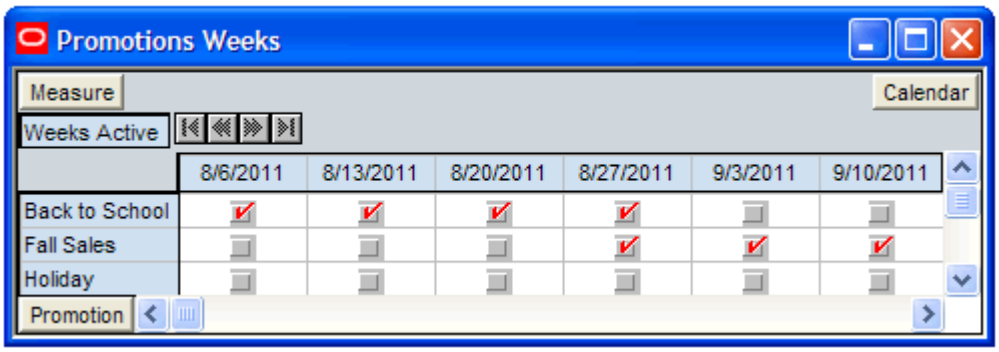
***Table 6–5 Promotions Definition Worksheet Measures***

| Measure | Description |
|---|---|
| Sls Promo Lift U% | The promotional lift. This is the percent of increased sales that must occur to overcome the decrease in price to sell the same dollar amount. |
| Sls Promo Lift U% Override | The lift entered in this measure overrides the lift calculated in the Sls Promo Lift U% measure. |

## Promotions Weeks Worksheet

Use this worksheet to review the promotion periods. This worksheet is read-only.

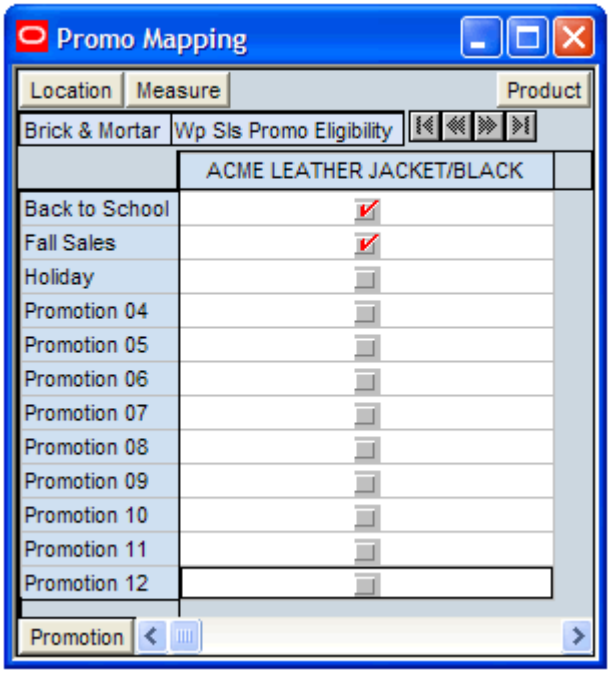
*Figure 6–13 Promotions Weeks Worksheet*




## Promo Mapping Worksheet

Use this worksheet to map the style/color to the promotions it belongs to. Style/colors belongs to more than one promotion, even if the promotions overlap.

*Figure 6–14 Promo Mapping Worksheet*




To map a style/color to a promotion, click the check box. You may select more than one promotion for a style/color.

## Markdown Cadence Worksheet

Use this worksheet to review the markdown cadences you created in the Markdown Parameters workbook. This worksheet is read-only.

---

**Note:** To see the Basis (Year/Item) measure data, ensure that all[Calendar] is displayed in the calendar hierarchy.

---

*Figure 6–15 Markdown Cadence Worksheet*

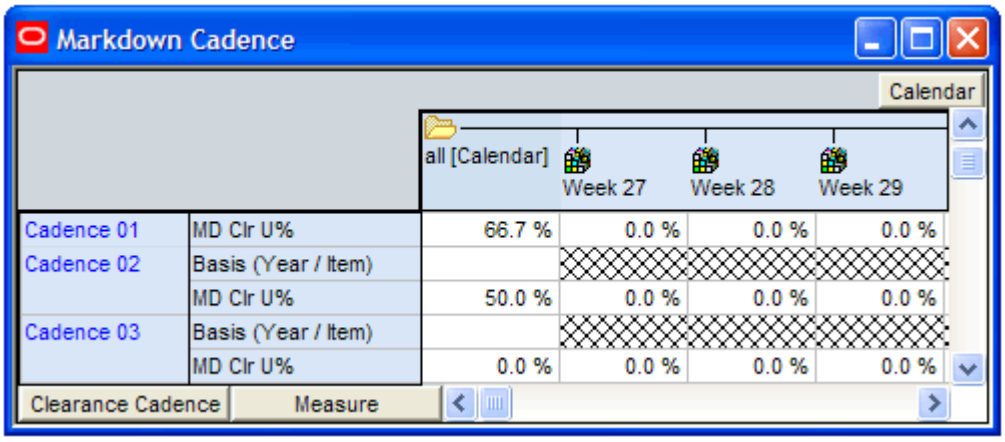



Table 6–6 lists the measures available on this worksheet.

*Table 6–6 Markdown Cadence Worksheet Measures*

| Measure | Description |
|---|---|
| MD Clr U% | The markdown clearance percentage starting from the week of the year or the style/color's lifecycle. |
| Basis (Year/Item) | The basis that the cadence is based on. Options are year and item. |

# Item Plan Tab

The worksheets in this tab display the weekly plan for the sales and markdowns that was created by the parameters you have set so far. Use these worksheets to review the plan.

- Item Plan Worksheet
- Promo Details Worksheet

## Item Plan Worksheet

Use this worksheet to review the weekly plan for the sales and markdowns that has been created by all of the parameters and promotions you have created so far. If you need to adjust the plan, return to the Item Plan Parameters Worksheet to adjust the parameters, seed from parameters in the Seed Worksheet worksheet, and then return to this worksheet to review the results. Continue this process until you are satisfied with the sales and markdown plan.

*Figure 6–16 Item Plan Worksheet*

Item Plan

Location | Product | Calendar

Brick & Mortar | ACME LEATHER JACKET/BLACK

| | all [Calenda | August FY 2011 | September FY 2011 | October FY 2011 | November FY 2011 | 11/5/2011 | 11/12/2011 | 11/19/2011 | 11/26/2011 |
|---|---|---|---|---|---|---|---|---|---|
| AP Cp Ttl Sls U | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wp Fcst Pre-Season U | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wp Ttl Sls U | 7,896 | 620 | 2,711 | 3,825 | 740 | 379 | 361 | 0 | 0 |
| Wp Sls Reg U | 3,535 | 0 | 0 | 2,795 | 740 | 379 | 361 | 0 | 0 |
| Wp Sls Promo U | 4,361 | 620 | 2,711 | 1,030 | 0 | 0 | 0 | 0 | 0 |
| Wp Sls Clr U | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| . | | | | | | | | | |
| Regular Price | $50.00 | $50.00 | $50.00 | $50.00 | $50.00 | $50.00 | $50.00 | $50.00 | $50.00 |
| Wp Sls Reg R | 176,750 | 0 | 0 | 139,750 | 37,000 | 18,950 | 18,050 | 0 | 0 |
| Promo Price | $39.73 | $39.27 | $40.00 | $40.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Wp Sls Promo R | 173,246 | 23,606 | 108,440 | 41,200 | 0 | 0 | 0 | 0 | 0 |
| Clearance Price | $16.50 | $0.00 | $0.00 | $0.00 | $30.00 | $0.00 | $0.00 | $30.00 | $30.00 |
| Wp Sls Clr R | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wp Ttl Sls R | 349,996 | 23,606 | 108,440 | 180,950 | 37,000 | 18,950 | 18,050 | 0 | 0 |
| Wp Ttl Sls AUR | 44.3 | 38.1 | 40.0 | 47.3 | 50.0 | 50.0 | 50.0 | 0.0 | 0.0 |
| Wp Ttl Sls AUC | 20.0 | 20.0 | 20.0 | 20.0 | 20.0 | 20.0 | 20.0 | 0.0 | 0.0 |
| Wp Ttl Sls C | 157,920 | 12,400 | 54,220 | 76,500 | 14,800 | 7,580 | 7,220 | 0 | 0 |
| . | | | | | | | | | |
| Regular Cost | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 |
| Clearance Cost | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 |
| Wp MD Promo R | 44,804 | 7,394 | 27,110 | 10,300 | 0 | 0 | 0 | 0 | 0 |
| Wp MD Clr R | -249,926 | 0 | 0 | 0 | -111,078 | 0 | 0 | -111,078 | 0 |
| Wp GM | 289,209 | 11,010 | 53,318 | 102,954 | 66,354 | 11,214 | 10,681 | 44,459 | 0 |
| Wp GM % | 82.6 % | 46.6 % | 49.2 % | 56.9 % | 179.3 % | 59.2 % | 59.2 % | 0.0 % | 0.0 % |

Measure

## Promo Details Worksheet

This worksheet displays the baseline sales and promotional lift units for the style/color. The baseline sales units measure, Wp Baseline Sales U, displays the number of units that would be sold if no promotions existed. The promotional lift units measure, Wp Promo Lift U, displays the number of additional units that would be sold with the promotion. The Wp Sls Promo U measure is the total units that would be sold. It combines the baseline sales units and the promotional lift units.

*Figure 6–17 Promo Details Worksheet*

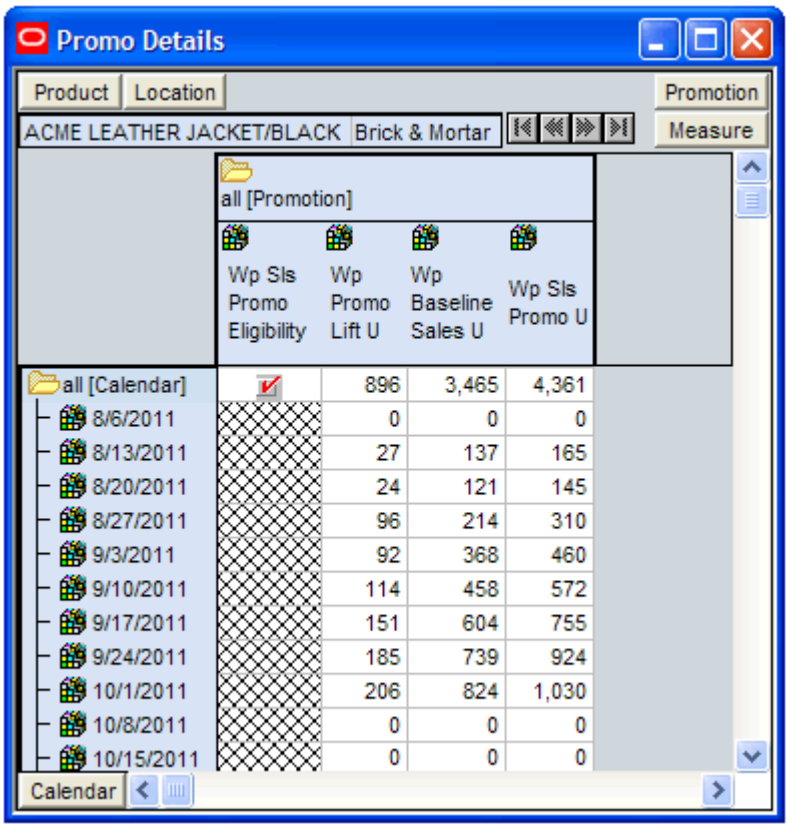



*Table 6–7 Promo Details Worksheet Measures*

| Measure | Description |
|---|---|
| Wp Sls Promo Eligibility | By selecting this boolean, the promotion is being associated to the style/color. You must seed from parameters to apply the promotional details to their style/color plan after selecting this boolean. |
| Wp Promo Lift U | Displays the number of additional units sold with the promotion. |
| Wp Baseline Sales U | Displays the number of units sold if no promotions existed. |
| Wp Sls Promo U | Displays the total units sold. This measure combines the baseline sales units and the promotional lift units. |

Once you are satisfied with the sales plan, return to the Item Plan Parameters Worksheet to create the receipt and inventory plan.

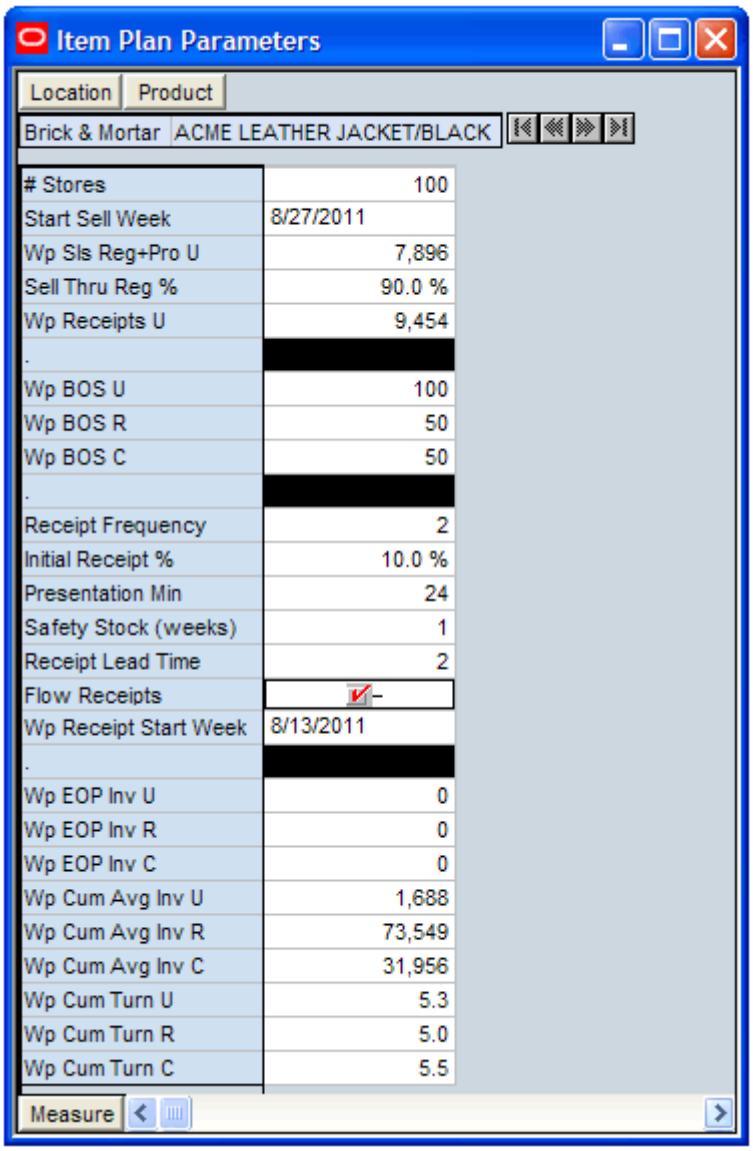
# Item Plan Parameters Tab: Receipt and Inventory Plan

After you have developed the sales and inventory plan, use the Item Plan Parameters worksheet to create the receipt and inventory plan.

## Item Plan Parameters Worksheet: Receipt Parameters Measure Profile

Use the receipt parameters measure profile in this worksheet to develop the receipt and inventory plan.

***Figure 6–18 Item Plan Parameters Worksheet: Receipt Parameters Measure Profile***

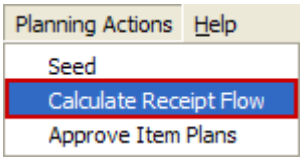



To create a receipt and inventory plan, perform the following steps:

1. Change the measure profile to Receipt Parameters.
2. In the Receipt Lead Time measure, enter the number of weeks before the start sell week that you want to schedule receipts.
3. In the Receipt Frequency measure, enter the number of weeks between each receipt. For example, 1 means that receipts arrive every week. 2 means that receipts arrive every other week.
4. In the Initial Receipt % measure, enter the percentage of total receipts to be included the first receipt drop.

5. In the Presentation Min measure, enter the minimum amount of inventory on the sales floor per store. This is used only in the initial receipt and can be thought of as a fixture fill.
6. In the Safety Stock (Weeks) measure, enter the number of weeks of sales in the future that each receipt drop can fulfill. This safety stock setting applies to all receipt drops except the initial receipt drop. It is based on a future week of sales, not an average week of sales.
7. In the Sell Thru Reg % measure, enter the target percentage of sales to be reached during the regular and promotional periods. This number is used as a guideline for calculating receipts. For instance, if set to 85%, this means that 85% of the style/color is sold during the regular and promotional periods, and 15% is left to be sold during the clearance period.
8. Select the **Flow Receipts** check box.
9. In the Planning Actions menu, click **Calculate Receipt Flow.**

***Figure 6–19 Planning Actions: Calculate Receipt Flow***




The Wp Receipts U and Receipt Start Week measures are populated. After you have calculated the receipt flow, continue to the Item Plan Worksheet: Receipts and Inventory Measure Profile to view the receipt and inventory plan.

***Table 6–8 Item Plan Parameters Worksheet - Receipt Parameters Measure Profile***

| Measure | Description |
|---|---|
| # Stores | The number of stores that sell the style/color. |
| Start Sell Week | The first week that the style/color is sold. |
| Wp Sls Reg + Pro U | The combined total of the planned regular and promotional units. This is a calculated measure. |
| Sell Thru Reg % | The target percentage of sales to be reached during the regular and promotional periods. |
| Wp BOS U | The planned beginning of season units. |
| Wp BOS R | The planned beginning of season retail. |
| Wp BOS C | The planned beginning of season cost. |
| Receipt Frequency | The number of weeks between each receipt drop. |
| Initial Receipt % | The percentage of total receipts to be included in the first receipt drop. |
| Presentation Min | The minimum amount of inventory on the sales floor per store. This is used only in the initial receipt and can be thought of as a fixture fill. |
| Safety Stock (weeks) | The number of weeks of sales in the future that each receipt drop can fulfill. This applies to all receipt drops except the initial one. It is based on a future week of sales, not an average week of sales. |

*Table 6–8 (Cont.) Item Plan Parameters Worksheet - Receipt Parameters Measure Profile*

| Measure | Description |
|---|---|
| Receipt Lead Time | The number of weeks before the start sell week that the initial receipt drop arrives. |
| Flow Receipts | Check this measure to calculate the receipt flow based on the parameters in this worksheet. |
| Wp Receipt Start Week | The week that initial receipt drop occurs. |
| Wp EOP U | The planned end of period units. This is a calculated measure. |
| Wp EOP R | The planned end of period retail. This is a calculated measure. |
| Wp EOP C | The planned end of period cost. This is a calculated measure. |
| Wp Cum Avg Inv U | The planned cumulative average inventory units. This is a calculated measure. |
| Wp Cum Avg Inv R | The planned cumulative average inventory retail. This is a calculated measure. |
| Wp Cum Avg Inv C | The planned cumulative average inventory cost. This is a calculated measure. |
| Wp Cum Turn U | The planned cumulative turn units. This is a calculated measure. |
| Wp Cum Turn R | The planned cumulative turn retail. This is a calculated measure. |
| Wp Cum Turn C | The planned cumulative turn cost. This is a calculated measure. |

# Item Plan Tab: Receipt and Inventory Plan

After you have developed the receipt flow, review the receipt and inventory plan in the Item Plan worksheet.

## Item Plan Worksheet: Receipts and Inventory Measure Profile

Use this worksheet to review the receipt and inventory plan you created in the Item Plan Parameters worksheet.

1. Change the measure profile of the Item Plan worksheet to **Receipts and Inventory**.
2. Review the receipt units in the Wp Receipt U measure.

***Figure 6–20 Item Plan Worksheet: Receipt and Inventory Measure Profile***

Item Plan

Location | Product | Calendar

Brick & Mortar | ACME LEATHER JACKET/BLACK

| | all [Calenda | August FY 2011 | September FY 2011 | October FY 2011 | November FY 2011 | December FY 2011 | January FY 2011 |
|---|---|---|---|---|---|---|---|
| Start Sell Week | 8/27/2011 | | | | | | |
| Ap Cp Receipts Units | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wp BOS U | 100 | | | | | | |
| Wp Ttl Sls U | 8,866 | 620 | 2,711 | 3,825 | 1,025 | 415 | 270 |
| Wp Receipts U | 9,454 | 3,277 | 3,713 | 2,193 | 271 | 0 | 0 |
| Wp Misc In U | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wp Misc Out U | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wp Shrink U | 177 | 12 | 54 | 77 | 21 | 8 | 5 |
| Wp EOP Inv U | 0 | 2,745 | 3,692 | 1,984 | 1,209 | 786 | 0 |
| Wp Cum Avg Inv U | 1,688 | 1,843 | 2,373 | 2,430 | 2,219 | 1,985 | 1,688 |
| Wp Cum Turn U | 5.3 | 0.3 | 1.4 | 2.9 | 3.7 | 4.3 | 5.3 |
| . | | | | | | | |
| Wp BOS R | 50 | | | | | | |
| Wp Ttl Sls R | 368,726 | 23,606 | 108,440 | 180,950 | 45,550 | 8,040 | 2,140 |
| Wp Misc In R | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wp Misc Out R | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wp Shrink R | 7,375 | 472 | 2,169 | 3,619 | 911 | 161 | 43 |
| Wp MkUp R | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wp EOP Inv R | 0 | 135,011 | 182,942 | 97,723 | 34,811 | 10,321 | 0 |
| Wp Cum Avg Inv R | 73,549 | 88,545 | 115,792 | 119,155 | 105,967 | 89,711 | 73,549 |
| Wp Cum Turn R | 5.0 | 0.3 | 1.1 | 2.6 | 3.4 | 4.1 | 5.0 |
| . | | | | | | | |
| Wp BOS C | 50 | | | | | | |
| Regular Cost | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 |
| Clearance Cost | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 |
| Wp Misc In C | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wp Misc Out C | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wp Shrink C | 3,546 | 248 | 1,084 | 1,530 | 410 | 166 | 108 |
| Wp Receipts C | 189,080 | 65,540 | 74,260 | 43,860 | 5,420 | 0 | 0 |
| Wp EOP Inv C | 0 | 52,942 | 71,898 | 37,728 | 22,238 | 13,772 | 0 |

Measure

3. Return to the **Sales and Margin Plan** measure profile.
4. Review the gross margin in the Sales and Margin Plan measure profile. The margin measures are populated now that the receipt markup has been planned.

*Figure 6–21 Item Plan Worksheet: Sales and Margin Plan Measure Profile*

Item Plan

Location | Product | Calendar

Brick & Mortar | ACME LEATHER JACKET/BLACK

| | all [Calenda | August FY 2011 | September FY 2011 | October FY 2011 | November FY 2011 | December FY 2011 | January FY 2011 |
|---|---|---|---|---|---|---|---|
| AP Cp Ttl Sls U | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wp Fcst Pre-Season U | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wp Ttl Sls U | 7,896 | 620 | 2,711 | 3,825 | 740 | 0 | 0 |
| Wp Sls Reg U | 3,535 | 0 | 0 | 2,795 | 740 | 0 | 0 |
| Wp Sls Promo U | 4,361 | 620 | 2,711 | 1,030 | 0 | 0 | 0 |
| Wp Sls Clr U | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | |
| Regular Price | $50.00 | $50.00 | $50.00 | $50.00 | $50.00 | $50.00 | $50.00 |
| Wp Sls Reg R | 176,750 | 0 | 0 | 139,750 | 37,000 | 0 | 0 |
| Promo Price | $39.73 | $39.27 | $40.00 | $40.00 | $0.00 | $0.00 | $0.00 |
| Wp Sls Promo R | 173,246 | 23,606 | 108,440 | 41,200 | 0 | 0 | 0 |
| Clearance Price | $16.50 | $0.00 | $0.00 | $0.00 | $30.00 | $18.75 | $7.50 |
| Wp Sls Clr R | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wp Ttl Sls R | 349,996 | 23,606 | 108,440 | 180,950 | 37,000 | 0 | 0 |
| Wp Ttl Sls AUR | 44.3 | 38.1 | 40.0 | 47.3 | 50.0 | 0.0 | 0.0 |
| Wp Ttl Sls AUC | 20.0 | 20.0 | 20.0 | 20.0 | 20.0 | 0.0 | 0.0 |
| Wp Ttl Sls C | 157,920 | 12,400 | 54,220 | 76,500 | 14,800 | 0 | 0 |
| . | | | | | | | |
| Regular Cost | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 |
| Clearance Cost | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 | $20.00 |
| Wp MD Promo R | 44,804 | 7,394 | 27,110 | 10,300 | 0 | 0 | 0 |
| Wp MD Clr R | -249,926 | 0 | 0 | 0 | -111,078 | -83,309 | -55,539 |
| Wp GM | 289,209 | 11,010 | 53,318 | 102,954 | 66,354 | 33,344 | 22,230 |
| Wp GM % | 82.6 % | 46.6 % | 49.2 % | 56.9 % | 179.3 % | 0.0 % | 0.0 % |

Measure

If you are satisfied with the receipts and inventory plan, continue to the Review and Approval Tab. If not, return to the Item Plan Parameters Worksheet: Receipt Parameters Measure Profile to adjust the plan.

## Review and Approval Tab

After you have developed the sales and margin and receipts and inventory plans, compare them to the plans created in the Merchandise Financial Planning (MFP) application. Once you have reviewed the plans, approve them in the Plan Approval worksheet.

This tab contains three worksheets: Plan Review Worksheet, All Measures, and Plan Approval Worksheet.

## Plan Review Worksheet

Use this worksheet to compare the plan to the plans created in MFP. Several measure profiles are available for comparison:

- Compare to MFP Cost Cp Plan
- Compare to MFP Cost Op Plan
- Compare to MFP Retail Cp Plan
- Compare to MFP Retail Op Plan
- Compare to MFP Unit Plan

***Figure 6–22 Plan Review Worksheet: Compare to MFP Cost Cp Plan***

Plan Review

Location | Product | Calendar

Brick & Mortar | ACME LEATHER JACKET/BLACK

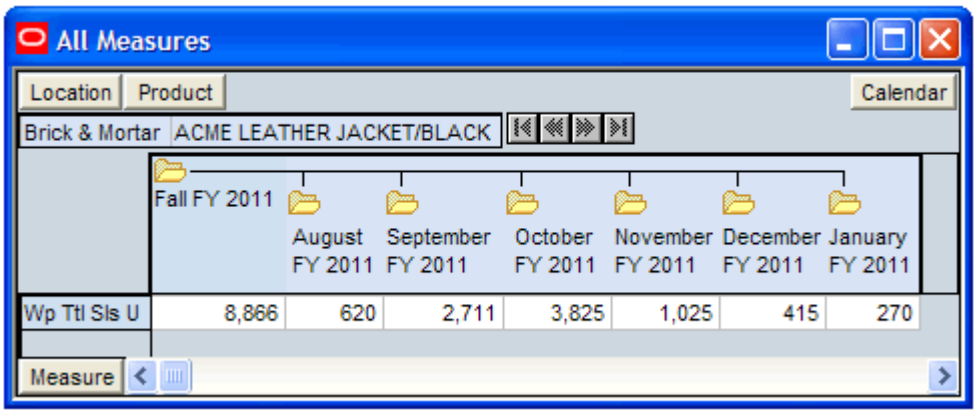
| | all [Calendar] | Fall FY 2011 | August FY 2011 | September FY 2011 | October FY 2011 | November FY 2011 | December FY 2011 | January FY 2011 |
|---|---|---|---|---|---|---|---|---|
| Wp Ttl Sls R | 368,726 | 368,726 | 23,606 | 108,440 | 180,950 | 45,550 | 8,040 | 2,140 |
| Wp Sales Net VAT R | 368,726 | 368,726 | 23,606 | 108,440 | 180,950 | 45,550 | 8,040 | 2,140 |
| MFP Cp Sales Net VAT R | | | | | | | | |
| Wp Sales Net VAT var MFP Cp R% | | | | | | | | |
| Wp Gross Profit | 191,406 | 191,406 | 11,206 | 54,220 | 104,450 | 25,050 | -260 | -3,260 |
| MFP Cp Gross Profit | | | | | | | | |
| Wp Gross Profit var MFP Cp R% | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % |
| Wp Gross Profit % | 51.9 % | 51.9 % | 47.5 % | 50.0 % | 57.7 % | 55.0 % | -3.2 % | -152.3 % |
| MFP Cp Gross Profit % | | | | | | | | |
| Wp Receipts C | 189,080 | 189,080 | 65,540 | 74,260 | 43,860 | 5,420 | 0 | 0 |
| MFP Cp Receipts C | | | | | | | | |
| Wp Receipts var MFP Cp R% | | | | | | | | |
| Wp EOP Inv C | 0 | 0 | 52,942 | 71,898 | 37,728 | 22,238 | 13,772 | 0 |
| MFP Cp EOP Inv C | | | | | | | | |
| Wp EOP Inv var MFP Cp R% | | | | | | | | |
| Wp Cum Avg Inv C | 31,956 | 31,956 | 34,906 | 45,507 | 46,655 | 42,437 | 37,751 | 31,956 |
| MFP Cp Cum Avg Inv C | | | | | | | | |
| Wp Cum Turn C | 5.5 | 5.5 | 0.4 | 1.5 | 3.1 | 3.9 | 4.6 | 5.5 |
| MFP Cp Cum Turn C | | | | | | | | |

Measure

## All Measures

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

*Figure 6–23 All Measures Worksheet*




To see the other measures in this worksheet, perform the following steps:

1. Right-click the **Measure** dimension tile and click **Select Display and Sort Attributes**. The All Measures - Measure window appears.
2. The Tree Options window appears. Click the **Show/Hide** tab.
3. Move measures you want to see in the worksheet from the Hidden Measures box to the Visible Measures box.
4. When finished, click **OK**.

For more information about hidden and visible measures, see the *Oracle Retail Predictive Application Server User Guide for the Classic Client*.

## Plan Approval Worksheet

After you have reviewed the plans, approve them in this worksheet.

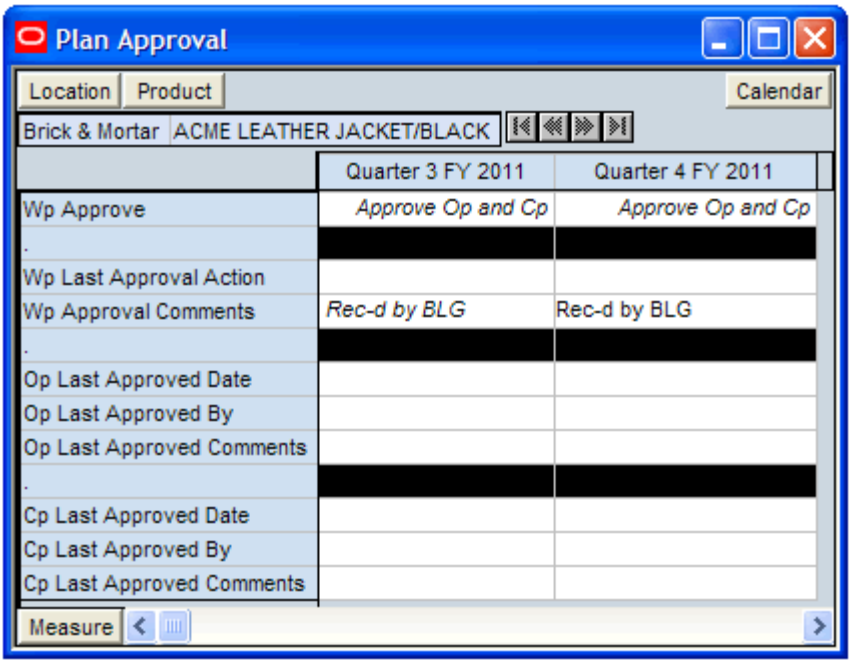
The approval process is self-approved and executed by the item planner. The versions to be updated are determined during the approval process. During preseason, it is recommended that Op and Cp are updated together to ensure synchronization. When in-season planning begins, only the Cp version is updated. If for some reason the Op needs to be updated after in-season planning has begun, you have the option to approve to the Op version only. Note that in this case, only unelapsed time periods are approved from Wp to Op.

By default, all quarters are disabled for Op approval. If the administrator allows users to approve to Op, you can approve the Op.

To approve the plans, perform the following steps:

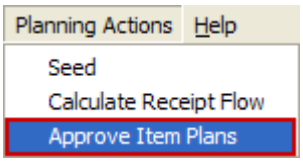
1. Use the Wp Approve measure to approve the plan. You can approve just the current plan, just the original plan, or both plans.
2. Optional: Enter comments in the Wp Approval Comments measure.

*Figure 6–24 Plan Approval Worksheet*



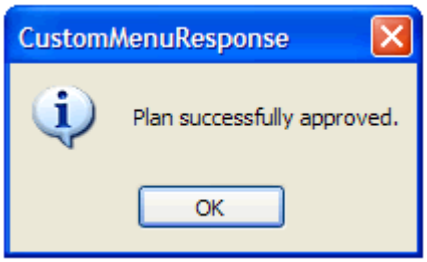

3. When ready to approve, click **Approve Item Plans** in the Planning Actions menu.

*Figure 6–25 Approve Item Plans Option in the Planning Actions Menu*




4. A success message appears, informing you that the plan was successfully approved. Click **OK** to close it.

*Figure 6–26 Plan Approved Message*




The worksheet refreshes and the Wp Approve and Wp Approval Comments measures are cleared. The Wp Last Approval Action measure along with the associated Op and Cp measures are populated (Figure 6–27).

*Figure 6–27 Approved Plans*

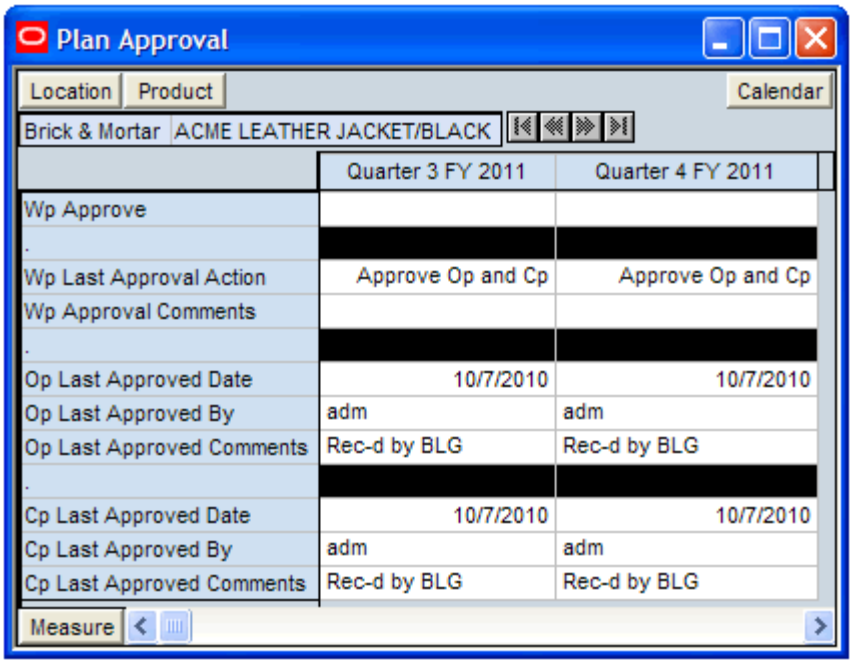



Table 6–9 lists the measures available on this worksheet.

*Table 6–9 Approval Worksheet Measures*

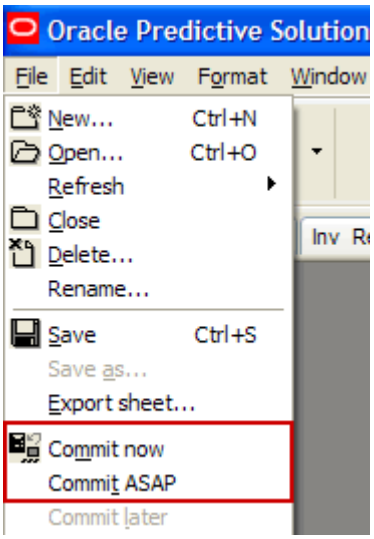
| Measure | Description |
|---|---|
| Wp Approve | Use this measure to approve the plan to the current plan, original plan, or both. |
| Wp Last Approval Action | Displays the last type of approval for the time period. The choices are Approve Op and Cp, Approve Op Only, and Approve Cp Only. |
| Wp Approval Comments | Use this measure to enter comments about the plan. |
| Op Last Approved Date | The date that the last original plan was approved. |
| Op Last Approved By | The username of the person who last approved the original plan. |
| Op Last Approved Comments | The comments about the original plan approval made by the user. |
| Cp Last Approved Date | The date that the last current plan was approved. |
| Cp Last Approved By | The username of the person who last approved the current plan. |
| Cp Last Approved Comments | The comments about the current plan approval made by the user. |

## Committing Targets

To commit your plan, perform the following steps:

1. Approve your plans using the instructions in Plan Approval Worksheet section.
2. In the workbook that you have approved the plans, click **Commit Now** or **Commit ASAP** in the File menu.

*Figure 6–28 Commit a Workbook*




Once the commit has occurred, the commit status changes to Committed.

# Dashboard Tab

Once in-season planning begins, use the worksheets in this tab to review the overall status of each style/color. Until you create and submit an item plan, the dashboard worksheets are empty.

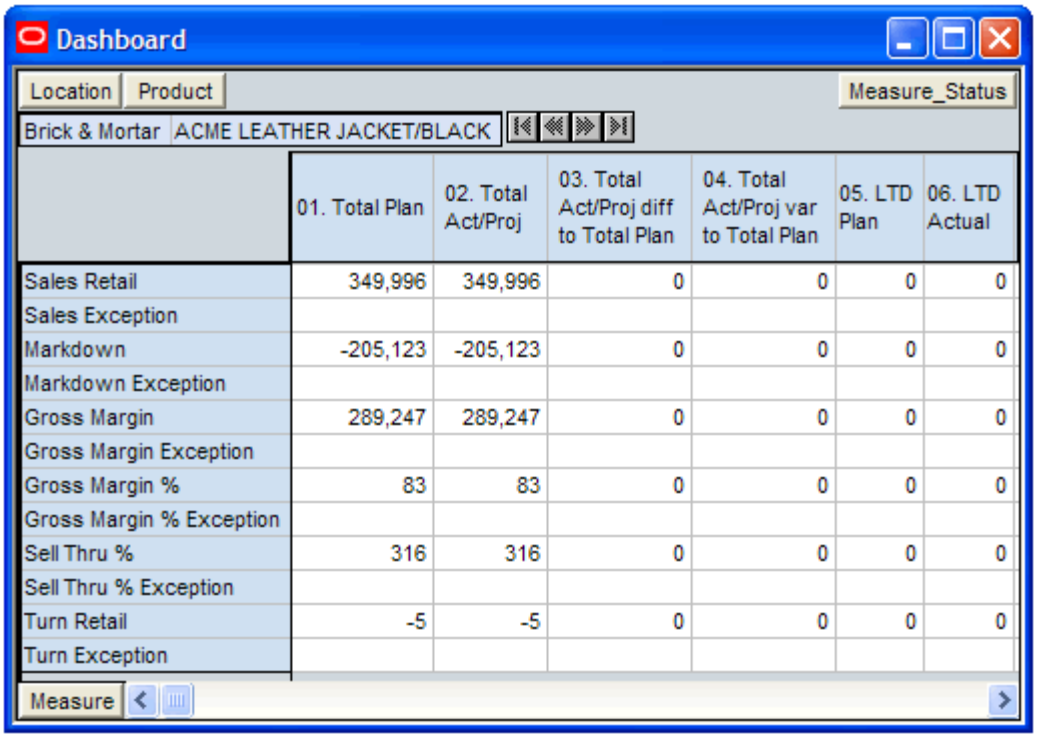
The Dashboard tab has two worksheets: Dashboard Worksheet and Bounds Worksheet.

## Dashboard Worksheet

Use the Dashboard worksheet for a quick overview of each style's data.

The exception measures in this worksheet highlight data that falls within or outside of the bounds set in the next worksheet.

*Figure 6–29 Dashboard Worksheet*




| | 01. Total Plan | 02. Total Act/Proj | 03. Total Act/Proj diff to Total Plan | 04. Total Act/Proj var to Total Plan | 05. LTD Plan | 06. LTD Actual |
|---|---|---|---|---|---|---|
| Sales Retail | 349,996 | 349,996 | 0 | 0 | 0 | 0 |
| Sales Exception | | | | | | |
| Markdown | -205,123 | -205,123 | 0 | 0 | 0 | 0 |
| Markdown Exception | | | | | | |
| Gross Margin | 289,247 | 289,247 | 0 | 0 | 0 | 0 |
| Gross Margin Exception | | | | | | |
| Gross Margin % | 83 | 83 | 0 | 0 | 0 | 0 |
| Gross Margin % Exception | | | | | | |
| Sell Thru % | 316 | 316 | 0 | 0 | 0 | 0 |
| Sell Thru % Exception | | | | | | |
| Turn Retail | -5 | -5 | 0 | 0 | 0 | 0 |
| Turn Exception | | | | | | |

Table 6–10 lists the measures available on this worksheet.

*Table 6–10 Dashboard Worksheet Measures*

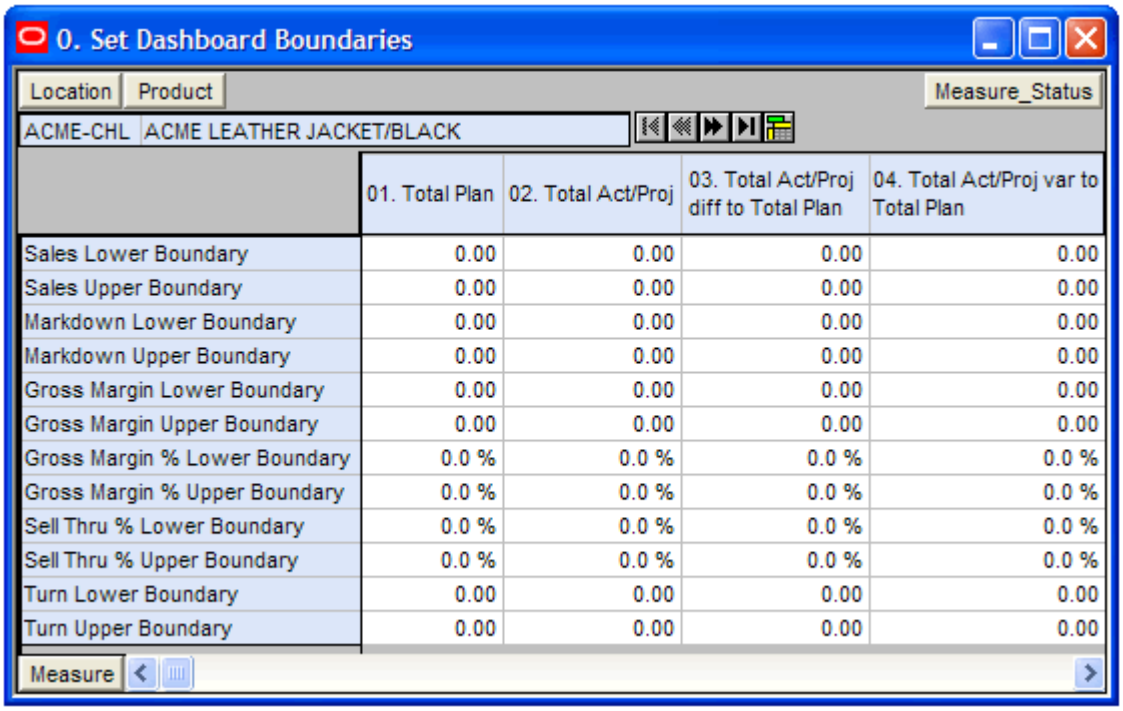
| Measure | Description |
|---|---|
| Sales Retail | The Retail value of Sales. |
| Sales Exception | The Sales exception that is highlighted per the user-defined upper and lower bound limits. |
| Markdown | Total Markdowns Retail. |
| Markdown Exception | The Markdown exception that is highlighted per the user-defined upper and lower bound limits. |
| Gross Profit | Gross Profit Retail. |
| Gross Profit Exception | The Gross profit result that is highlighted per the user-defined upper and lower bound limits. |
| Gross Profit % | Gross Profit Rate. |
| Gross Profit Exception | The Gross profit % result that is highlighted per the user-defined upper and lower bound limits. |
| Sell Thru % | The rate at which sales units are moved through beginning of period inventory. |
| Sell Thru % Exception | The Sell through % exception that is highlighted per the user-defined upper and lower bound limits. |
| Turn Retail | Cumulative Turnover representing the frequency which Inventory is sold and replaced over a stated time period Retail. |
| Turn Exception | The turn exception that is highlighted per the user-defined upper and lower bound limits. |

After you have reviewed the dashboard, continue to the Bounds Worksheet.

## Bounds Worksheet

The Bounds worksheet allows you to set the upper and lower bounds for sales, markdown, gross profit, sell through, and turn.

***Figure 6–30 Bounds Worksheet***




| | 01. Total Plan | 02. Total Act/Proj | 03. Total Act/Proj diff to Total Plan | 04. Total Act/Proj var to Total Plan |
|---|---|---|---|---|
| Sales Lower Boundary | 0.00 | 0.00 | 0.00 | 0.00 |
| Sales Upper Boundary | 0.00 | 0.00 | 0.00 | 0.00 |
| Markdown Lower Boundary | 0.00 | 0.00 | 0.00 | 0.00 |
| Markdown Upper Boundary | 0.00 | 0.00 | 0.00 | 0.00 |
| Gross Margin Lower Boundary | 0.00 | 0.00 | 0.00 | 0.00 |
| Gross Margin Upper Boundary | 0.00 | 0.00 | 0.00 | 0.00 |
| Gross Margin % Lower Boundary | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Gross Margin % Upper Boundary | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Sell Thru % Lower Boundary | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Sell Thru % Upper Boundary | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Turn Lower Boundary | 0.00 | 0.00 | 0.00 | 0.00 |
| Turn Upper Boundary | 0.00 | 0.00 | 0.00 | 0.00 |

Table 6–11 lists the measures available on this worksheet.

***Table 6–11 Bounds Worksheet Measures***

| Measure | Description |
|---|---|
| Sales Lower Bound | User-defined sales lower limit. If the sales of any style/color is below this threshold, it is highlighted in the Dashboard worksheet as an exception. |
| Sales Upper Bound | User-defined sales upper limit. If the sales of any style/color is above this threshold, it is highlighted in the Dashboard worksheet as an exception. |
| Markdown Lower Bound | User-defined markdown lower limit. If the markdown of any style/color is below this threshold, it is highlighted in the Dashboard worksheet as an exception. |
| Markdown Upper Bound | User-defined markdown upper limit. If the markdown of any style/color is above this threshold, it is highlighted in the Dashboard worksheet as an exception. |
| Gross Profit Lower Bound | User-defined gross profit lower limit. If the gross profit of any style/color is below this threshold, it is highlighted in the Dashboard worksheet as an exception. |
| Gross Profit Upper Bound | User-defined gross profit upper limit. If the gross profit of any style/color is above this threshold, it is highlighted in the Dashboard worksheet as an exception. |

*Table 6–11 (Cont.) Bounds Worksheet Measures*

| Measure | Description |
|---|---|
| Gross Profit % Lower Bound | User-defined gross profit percentage lower limit. If the gross profit percentage of any style/color is below this threshold, it is highlighted in the Dashboard worksheet as an exception. |
| Gross Profit % Upper Bound | User-defined gross profit percentage upper limit. If the gross profit percentage of any style/color is above this threshold, it is highlighted in the Dashboard worksheet as an exception. |
| Sell Thru % Lower Bound | User-defined sell through percentage percentage lower limit. If the sell through percentage of any style/color is below this threshold, it is highlighted in the Dashboard worksheet as an exception. |
| Sell Thru % Upper Bound | User-defined sell through percentage upper limit. If the sell through percentage of any style/color is above this threshold, it is highlighted in the Dashboard worksheet as an exception. |
| Turn Lower Bound | User-defined turn percentage lower limit. If the turn of any style/color is below this threshold, it is highlighted in the Dashboard worksheet as an exception. |
| Turn Upper Bound | User-defined turn percentage upper limit. If the turn of any style/color is above this threshold, it is highlighted in the Dashboard worksheet as an exception. |

# 7

# Enable Op Approval Workbook

The Enable Op Approval workbook is used by planning administrators only. They use the workbook to enable and disable the ability of users to approve a quarterly original plan (Op). If the planning administrator disables the Op approval, users cannot approve plans to Op status.

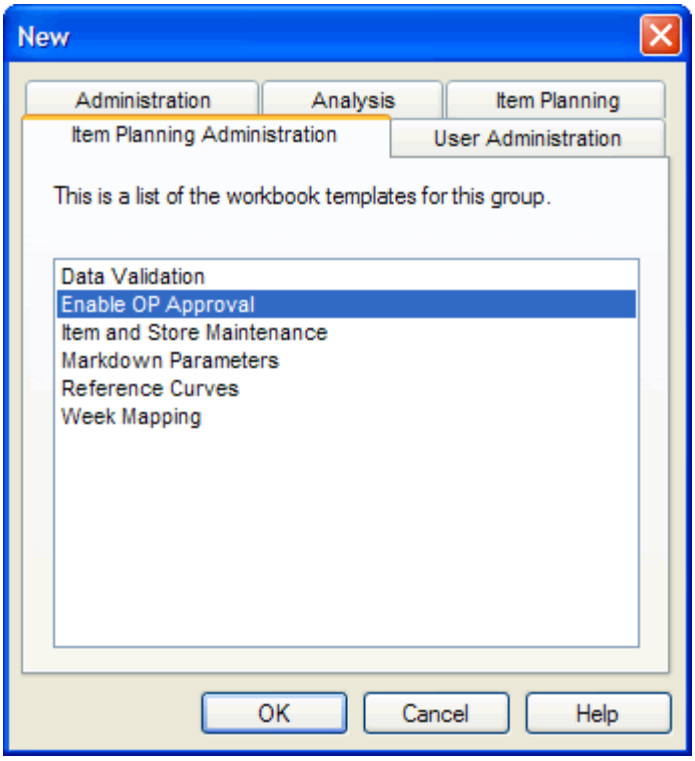
By default, the Op approval is set to enabled.

## Building the Enable Op Approval Workbook

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

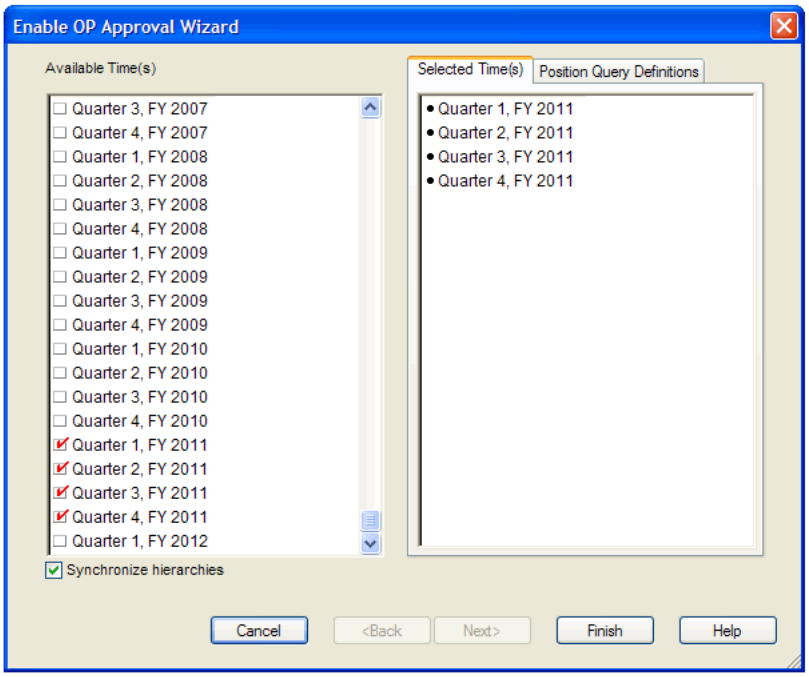
1. Click the **New** icon in the toolbar.
2. The New Workbook dialog box appears. On the Item Planning Administration tab, select **Enable Op Approval** and click **OK**.

***Figure 7–1 New Workbook Dialog Box***



3. The Enable Op Approval Wizard appears at the Select Calendar step. Select the quarters you want to enable and click **Finish**.

***Figure 7–2 Enable Op Approval Wizard: Select Calendar***




The Enable Op Approval workbook is built and opens at the Allow Op Approval Tab.

## Allow Op Approval Tab

The Allow Op Approval tab has one worksheet: Allow OP Approval.

Select the quarters that you want to enable users to approve plans to the original plan.

***Figure 7–3 Allow OP Approval Worksheet***

Table 7–1 lists the measures available on this worksheet.

***Table 7–1 Allow Op Approval Worksheet Measures***

| Measure | Description |
|---|---|
| Op Approval Enabled | Select this measure to enable users to approve plans to the original plan for the quarter. |

# 8

# Data Validation

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:

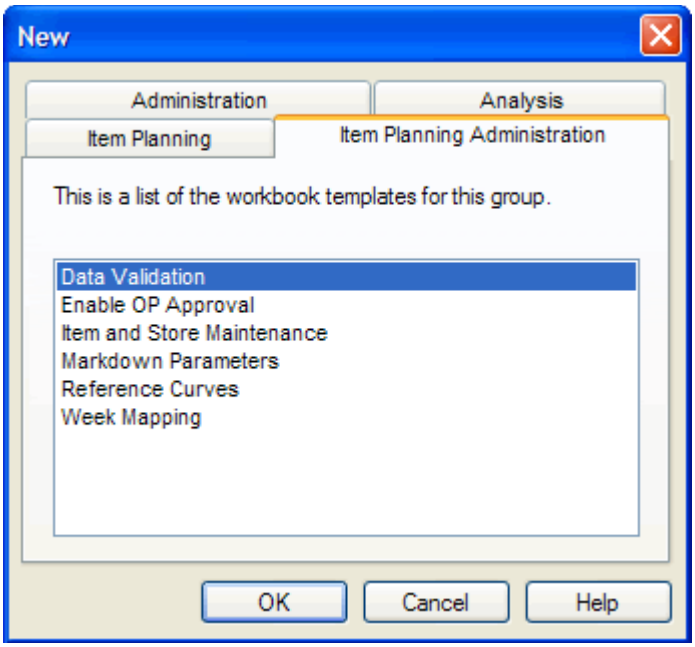
- Building the Data Load Validation Workbook
- Item Planning Measures Worksheet
- MFP Measures Worksheet
- Default Measures Worksheet
- Assortment Planning Measures Worksheet

## Building the Data Load Validation Workbook

To build a Data Load Validation workbook, perform the following steps:

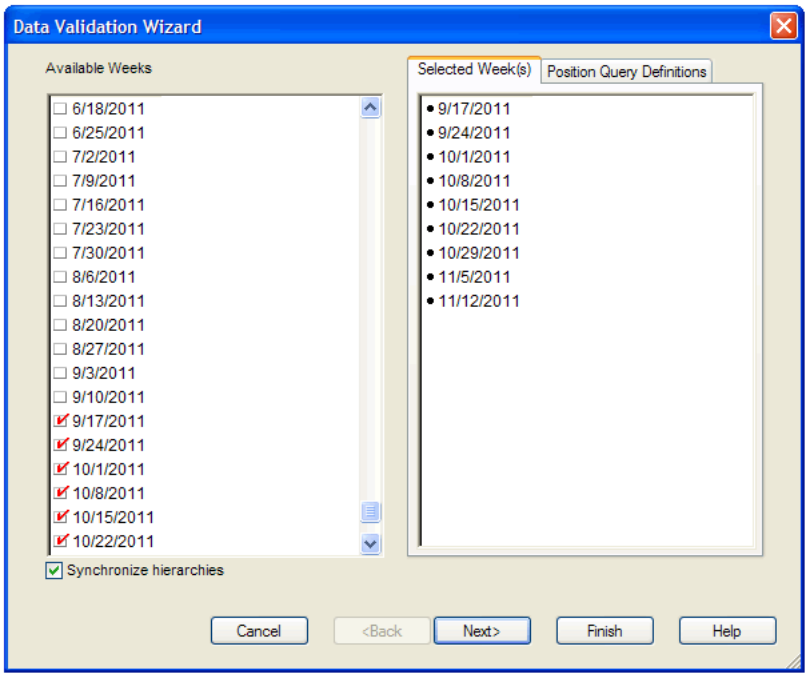
1. Click the **New** icon in the toolbar.
2. The New Workbook dialog box appears. On the Item Planning Administration tab, select **Data Validation** and click **OK**.

*Figure 8–1 New Workbook Dialog Box*



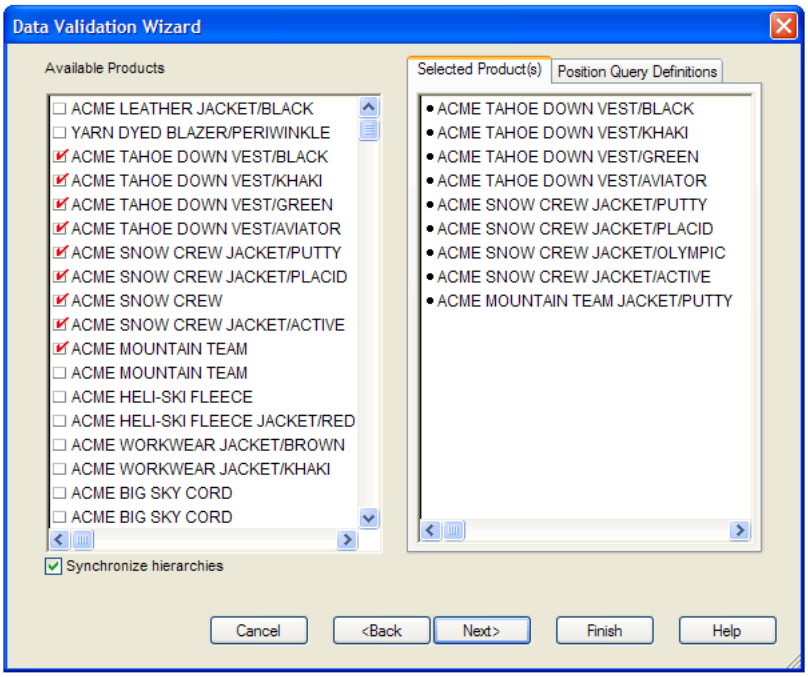

3. The Data Validation Wizard appears at the Select Calendar step. Select the weeks you want to validate and click **Next**.

*Figure 8–2 Data Validation Wizard: Select Calendar*



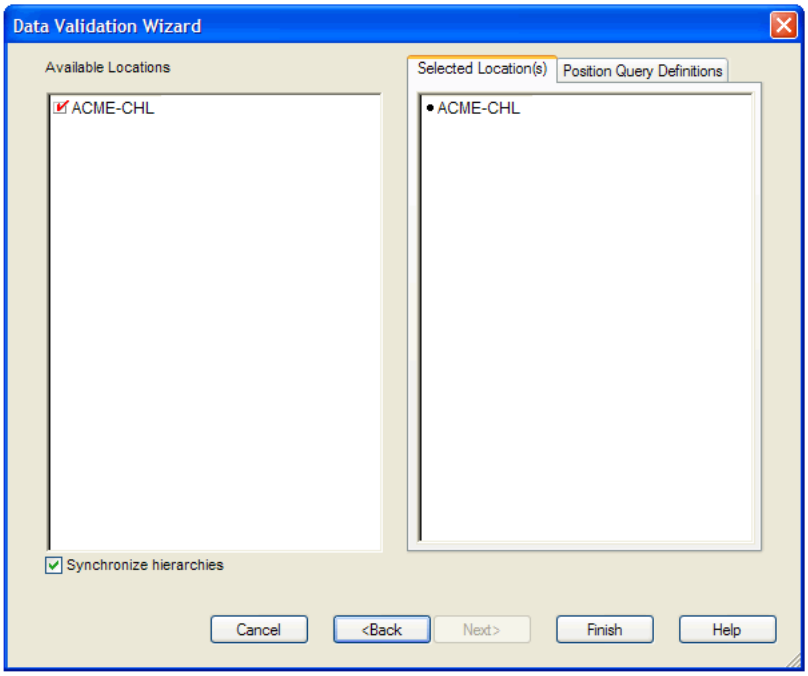

4. The Select Product step appears. Select the products you want to validate and click **Next**.

***Figure 8–3 Data Validation Wizard: Select Product***




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

***Figure 8–4 Data Validation Wizard: Select Location***

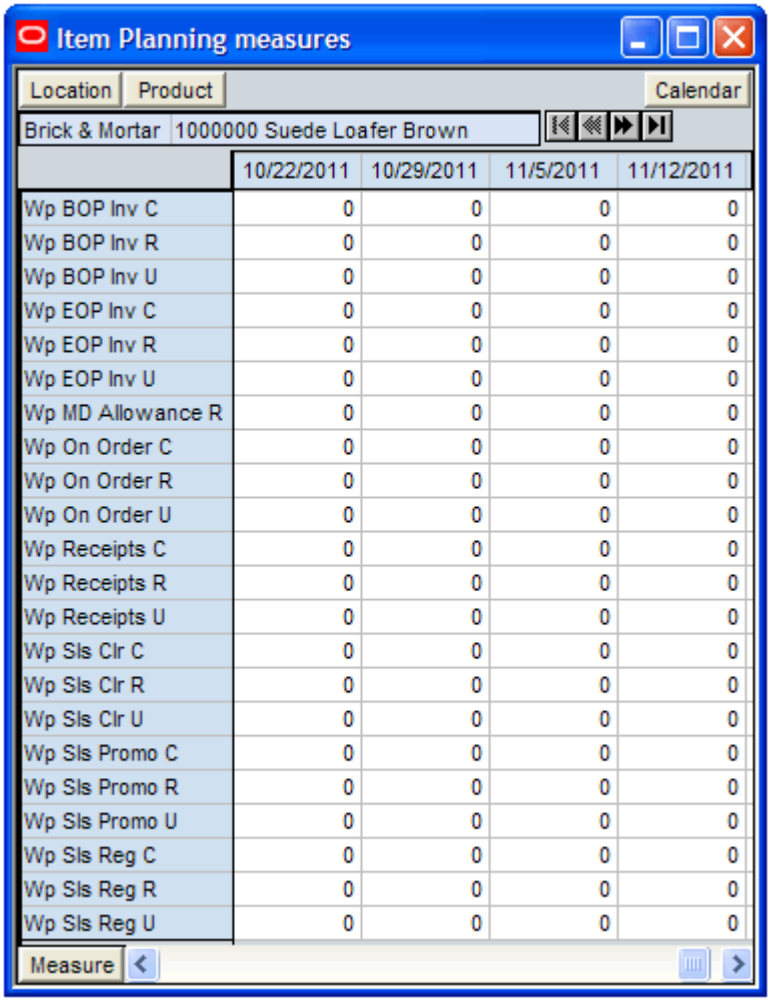



The Data Load Validation workbook is built.

# Item Planning Measures Worksheet

Use the Item Planning Measures worksheet to validate that the Item Planning data was updated in the batch process.

***Figure 8–5 Item Planning Worksheet***




| | 10/22/2011 | 10/29/2011 | 11/5/2011 | 11/12/2011 |
|---|---|---|---|---|
| Wp BOP Inv C | 0 | 0 | 0 | 0 |
| Wp BOP Inv R | 0 | 0 | 0 | 0 |
| Wp BOP Inv U | 0 | 0 | 0 | 0 |
| Wp EOP Inv C | 0 | 0 | 0 | 0 |
| Wp EOP Inv R | 0 | 0 | 0 | 0 |
| Wp EOP Inv U | 0 | 0 | 0 | 0 |
| Wp MD Allowance R | 0 | 0 | 0 | 0 |
| Wp On Order C | 0 | 0 | 0 | 0 |
| Wp On Order R | 0 | 0 | 0 | 0 |
| Wp On Order U | 0 | 0 | 0 | 0 |
| Wp Receipts C | 0 | 0 | 0 | 0 |
| Wp Receipts R | 0 | 0 | 0 | 0 |
| Wp Receipts U | 0 | 0 | 0 | 0 |
| Wp Sls Clr C | 0 | 0 | 0 | 0 |
| Wp Sls Clr R | 0 | 0 | 0 | 0 |
| Wp Sls Clr U | 0 | 0 | 0 | 0 |
| Wp Sls Promo C | 0 | 0 | 0 | 0 |
| Wp Sls Promo R | 0 | 0 | 0 | 0 |
| Wp Sls Promo U | 0 | 0 | 0 | 0 |
| Wp Sls Reg C | 0 | 0 | 0 | 0 |
| Wp Sls Reg R | 0 | 0 | 0 | 0 |
| Wp Sls Reg U | 0 | 0 | 0 | 0 |

Table 8–1 lists the measures available on this worksheet.

***Table 8–1 Item Planning Measures 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. |
| Wp BOP Inv U | Working Plan Beginning of Period Inventory Units. |
| Wp EOP Inv C | Working Plan End of Period Inventory Cost. |
| Wp EOP Inv R | Working Plan End of Period Inventory Retail. |
| Wp EOP Inv U | Working Plan End of Period Inventory Units. |
| Wp MD Allowance R | Working Plan Markdown Allowances Retail. |

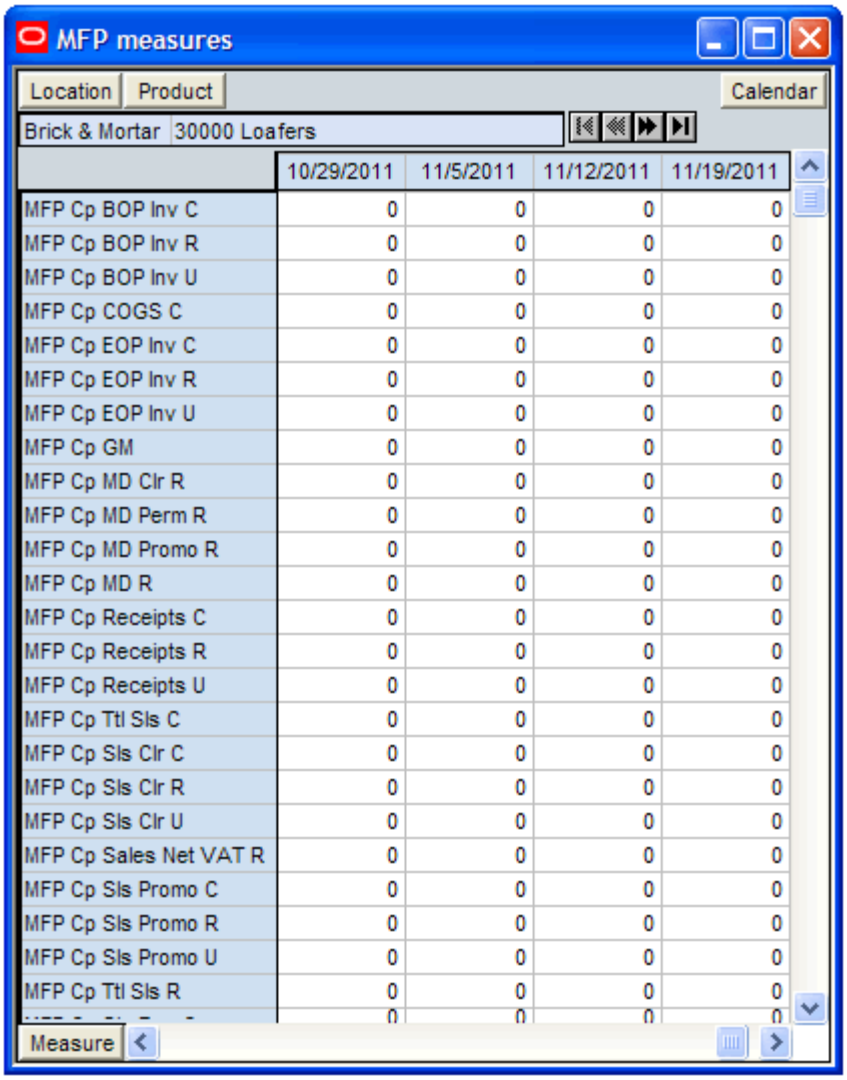
*Table 8–1 (Cont.) Item Planning Measures Worksheet Measures*

| Measure | Description |
|---|---|
| Wp On Order C | Working Plan On Order Cost. |
| Wp On Order R | Working Plan On Order Retail. |
| Wp On Order U | Working Plan On Order Units. |
| Wp Receipts C | Working Plan Receipts Cost. |
| Wp Receipts R | Working Plan Receipts Retail. |
| Wp Receipts U | Working Plan Receipts Units. |
| Wp Sls Clr C | Working Plan Clearance Sales Cost. |
| Wp Sls Clr R | Working Plan Clearance Sales Retail. |
| Wp Sls Clr U | Working Plan Clearance Sales Units. |
| Wp Sls Promo C | Working Plan Promotional Sales Cost. |
| Wp Sls Promo R | Working Plan Promotional Sales Retail. |
| Wp Sls Promo U | Working Plan Promotional Sales Units. |
| Wp Sls Reg C | Working Plan Regular Sales Cost. |
| Wp Sls Reg R | Working Plan Regular Sales Retail. |
| Wp Sls Reg U | Working Plan Regular Sales Units. |

## MFP Measures Worksheet

Use the MFP Measures worksheet to validate that the MFP data was updated in the batch process.

*Figure 8–6 MFP Measures Worksheet*




| | 10/29/2011 | 11/5/2011 | 11/12/2011 | 11/19/2011 |
|---|---|---|---|---|
| MFP Cp BOP Inv C | 0 | 0 | 0 | 0 |
| MFP Cp BOP Inv R | 0 | 0 | 0 | 0 |
| MFP Cp BOP Inv U | 0 | 0 | 0 | 0 |
| MFP Cp COGS C | 0 | 0 | 0 | 0 |
| MFP Cp EOP Inv C | 0 | 0 | 0 | 0 |
| MFP Cp EOP Inv R | 0 | 0 | 0 | 0 |
| MFP Cp EOP Inv U | 0 | 0 | 0 | 0 |
| MFP Cp GM | 0 | 0 | 0 | 0 |
| MFP Cp MD Clr R | 0 | 0 | 0 | 0 |
| MFP Cp MD Perm R | 0 | 0 | 0 | 0 |
| MFP Cp MD Promo R | 0 | 0 | 0 | 0 |
| MFP Cp MD R | 0 | 0 | 0 | 0 |
| MFP Cp Receipts C | 0 | 0 | 0 | 0 |
| MFP Cp Receipts R | 0 | 0 | 0 | 0 |
| MFP Cp Receipts U | 0 | 0 | 0 | 0 |
| MFP Cp Ttl Sls C | 0 | 0 | 0 | 0 |
| MFP Cp Sls Clr C | 0 | 0 | 0 | 0 |
| MFP Cp Sls Clr R | 0 | 0 | 0 | 0 |
| MFP Cp Sls Clr U | 0 | 0 | 0 | 0 |
| MFP Cp Sales Net VAT R | 0 | 0 | 0 | 0 |
| MFP Cp Sls Promo C | 0 | 0 | 0 | 0 |
| MFP Cp Sls Promo R | 0 | 0 | 0 | 0 |
| MFP Cp Sls Promo U | 0 | 0 | 0 | 0 |
| MFP Cp Ttl Sls R | 0 | 0 | 0 | 0 |

Table 8–2 lists the measures available on this worksheet.

*Table 8–2 MFP Measures Worksheet Measures*

| Measure | Description |
|---|---|
| MFP Cp BOP Inv C | MFP Current Plan Beginning of Period Inventory Cost. |
| MFP Cp BOP Inv R | MFP Current Plan Beginning of Period Inventory Retail. |
| MFP Cp BOP Inv U | MFP Current Plan Beginning of Period Inventory Units. |
| MFP Cp COGS C | MFP Current Plan Cost of Goods Sold Cost. |
| MFP Cp EOP Inv C | MFP Current Plan End of Period Inventory Cost. |
| MFP Cp EOP Inv R | MFP Current Plan End of Period Inventory Retail. |
| MFP Cp EOP Inv U | MFP Current Plan End of Period Inventory Units. |
| MFP Cp GPM | MFP Current Plan Gross Margin. |
| MFP Cp MD Clr R | MFP Current Plan Clearance Markdowns Retail. |
| MFP Cp MD Perm R | MFP Current Plan Permanent Markdowns Retail. |

*Table 8–2 (Cont.) MFP Measures Worksheet Measures*

| Measure | Description |
|---|---|
| MFP Cp MD Promo R | MFP Current Plan Promotional Markdowns Retail. |
| MFP Cp MD R | MFP Current Plan Total Markdowns (Clearance + Promotional + Regular) Retail. |
| MFP Cp Receipts C | MFP Current Plan Receipts Cost. |
| MFP Cp Receipts R | MFP Current Plan Receipts Retail. |
| MFP Cp Receipts U | MFP Current Plan Receipts Units. |
| MFP Cp Ttl Sls C | MFP Current Plan Total Sales Cost. |
| MFP Cp Sls Clr C | MFP Current Plan Clearance Sales Cost. |
| MFP Cp Sls Clr R | MFP Current Plan Clearance Sales Retail. |
| MFP Cp Sls Clr U | MFP Current Plan Clearance Sales Units. |
| MFP Cp Sales Net VAT R | MFP Current Plan Sales Net Value Added Tax Retail. |
| MFP Cp Sls Promo C | MFP Current Plan Promotional Sales Cost. |
| MFP Cp Sls Promo R | MFP Current Plan Promotional Sales Retail. |
| MFP Cp Sls Promo U | MFP Current Plan Promotional Sales Units. |
| MFP Cp Ttl Sls R | MFP Current Plan Total Sales Retail. |
| MFP Cp Sls Reg C | MFP Current Plan Regular Sales Cost. |
| MFP Cp Sls Reg R | MFP Current Plan Regular Sales Retail. |
| MFP Cp Sls Reg U | MFP Current Plan Regular Sales Units. |
| MFP Cp Ttl Sls U | MFP Current Plan Total Sales Units. |
| MFP Op BOP Inv C | MFP Original Plan Beginning of Period Inventory Cost. |
| MFP Op BOP Inv R | MFP Original Plan Beginning of Period Inventory Retail. |
| MFP Op BOP Inv U | MFP Original Plan Beginning of Period Inventory Units. |
| MFP Op COGS C | MFP Original Plan Cost of Goods Sold Cost. |
| MFP Op EOP Inv C | MFP Original Plan End of Period Inventory Cost. |
| MFP Op EOP Inv R | MFP Original Plan End of Period Inventory Retail. |
| MFP Op EOP Inv U | MFP Original Plan End of Period Inventory Units. |
| MFP Op GM | MFP Original Plan Gross Margin. |
| MFP Op MD Clr R | MFP Original Plan Clearance Markdowns Retail. |
| MFP Op MD Perm R | MFP Original Plan Permanent Markdowns Retail. |
| MFP Op MD Promo R | MFP Original Plan Promotional Markdowns Retail. |
| MFP Op MD R | MFP Original Plan Total Markdowns (Clearance + Promotional + Regular) Retail. |
| MFP Op Receipts C | MFP Original Plan Receipts Cost. |
| MFP Op Receipts R | MFP Original Plan Receipts Retail. |
| MFP Op Receipts U | MFP Original Plan Receipts Units. |
| MFP Op Ttl Sls C | MFP Original Plan Total Sales Cost. |
| MFP Op Sls Clr C | MFP Original Plan Clearance Sales Cost. |
| MFP Op Sls Clr R | MFP Original Plan Clearance Sales Retail. |

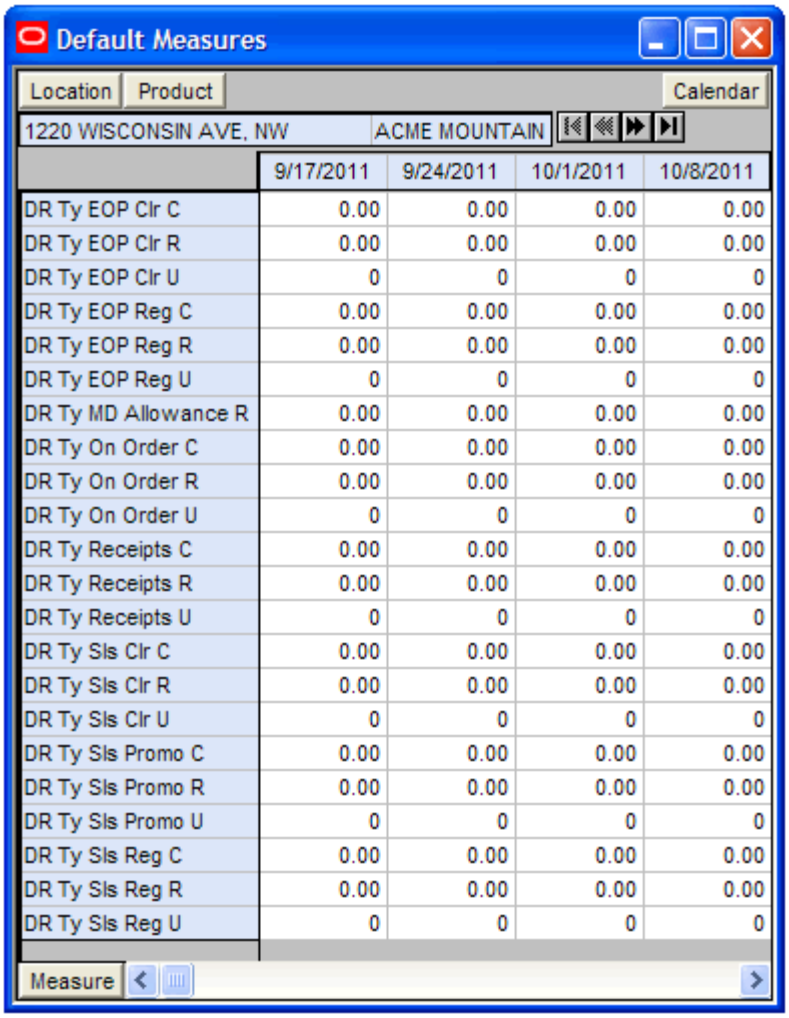
*Table 8–2 (Cont.) MFP Measures Worksheet Measures*

| Measure | Description |
|---|---|
| MFP Op Sls Clr U | MFP Original Plan Clearance Sales Units. |
| MFP Op Sales Net VAT R | MFP Original Plan Sales Net Value Added Tax Retail. |
| MFP Op Sls Promo C | MFP Original Plan Promotional Sales Cost. |
| MFP Op Sls Promo R | MFP Original Plan Promotional Sales Retail. |
| MFP Op Sls Promo U | MFP Original Plan Promotional Sales Units. |
| MFP Op Ttl Sls R | MFP Original Plan Total Sales Retail. |
| MFP Op Sls Reg C | MFP Original Plan Regular Sales Cost. |
| MFP Op Sls Reg R | MFP Original Plan Regular Sales Retail. |
| MFP Op Sls Reg U | MFP Original Plan Regular Sales Units. |
| MFP Op Ttl Sls U | MFP Original Plan Total Sales Units. |

## Default Measures Worksheet

Use the Default Measures worksheet to validate that the default measure data was updated in the batch process.

*Figure 8–7 Default Measures Worksheet*



Default Measures

Location | Product | Calendar

1220 WISCONSIN AVE, NW | ACME MOUNTAIN

| | 9/17/2011 | 9/24/2011 | 10/1/2011 | 10/8/2011 |
|---|---|---|---|---|
| DR Ty EOP Clr C | 0.00 | 0.00 | 0.00 | 0.00 |
| DR Ty EOP Clr R | 0.00 | 0.00 | 0.00 | 0.00 |
| DR Ty EOP Clr U | 0 | 0 | 0 | 0 |
| DR Ty EOP Reg C | 0.00 | 0.00 | 0.00 | 0.00 |
| DR Ty EOP Reg R | 0.00 | 0.00 | 0.00 | 0.00 |
| DR Ty EOP Reg U | 0 | 0 | 0 | 0 |
| DR Ty MD Allowance R | 0.00 | 0.00 | 0.00 | 0.00 |
| DR Ty On Order C | 0.00 | 0.00 | 0.00 | 0.00 |
| DR Ty On Order R | 0.00 | 0.00 | 0.00 | 0.00 |
| DR Ty On Order U | 0 | 0 | 0 | 0 |
| DR Ty Receipts C | 0.00 | 0.00 | 0.00 | 0.00 |
| DR Ty Receipts R | 0.00 | 0.00 | 0.00 | 0.00 |
| DR Ty Receipts U | 0 | 0 | 0 | 0 |
| DR Ty Sls Clr C | 0.00 | 0.00 | 0.00 | 0.00 |
| DR Ty Sls Clr R | 0.00 | 0.00 | 0.00 | 0.00 |
| DR Ty Sls Clr U | 0 | 0 | 0 | 0 |
| DR Ty Sls Promo C | 0.00 | 0.00 | 0.00 | 0.00 |
| DR Ty Sls Promo R | 0.00 | 0.00 | 0.00 | 0.00 |
| DR Ty Sls Promo U | 0 | 0 | 0 | 0 |
| DR Ty Sls Reg C | 0.00 | 0.00 | 0.00 | 0.00 |
| DR Ty Sls Reg R | 0.00 | 0.00 | 0.00 | 0.00 |
| DR Ty Sls Reg U | 0 | 0 | 0 | 0 |

Measure

Table 8–3 lists the measures available on this worksheet.

*Table 8–3 Default Measures Worksheet Measures*

| Measure | Description |
|---|---|
| DR Ty EOP Clr C | Default Role Used for Loading Measures This Year End of Period Clearance Inventory Cost. |
| DR Ty EOP Clr R | Default Role Used for Loading Measures This Year End of Period Clearance Inventory Retail. |
| DR Ty EOP Clr U | Default Role Used for Loading Measures This Year End of Period Clearance Inventory Units. |
| DR Ty EOP Reg C | Default Role Used for Loading Measures This Year End of Period Regular Inventory Cost. |
| DR Ty EOP Reg R | Default Role Used for Loading Measures This Year End of Period Regular Inventory Retail. |
| DR Ty EOP Reg U | Default Role Used for Loading Measures This Year End of Period Regular Inventory Units. |
| DR Ty On Order C | Default Role Used for Loading Measures This Year On Order Cost. |

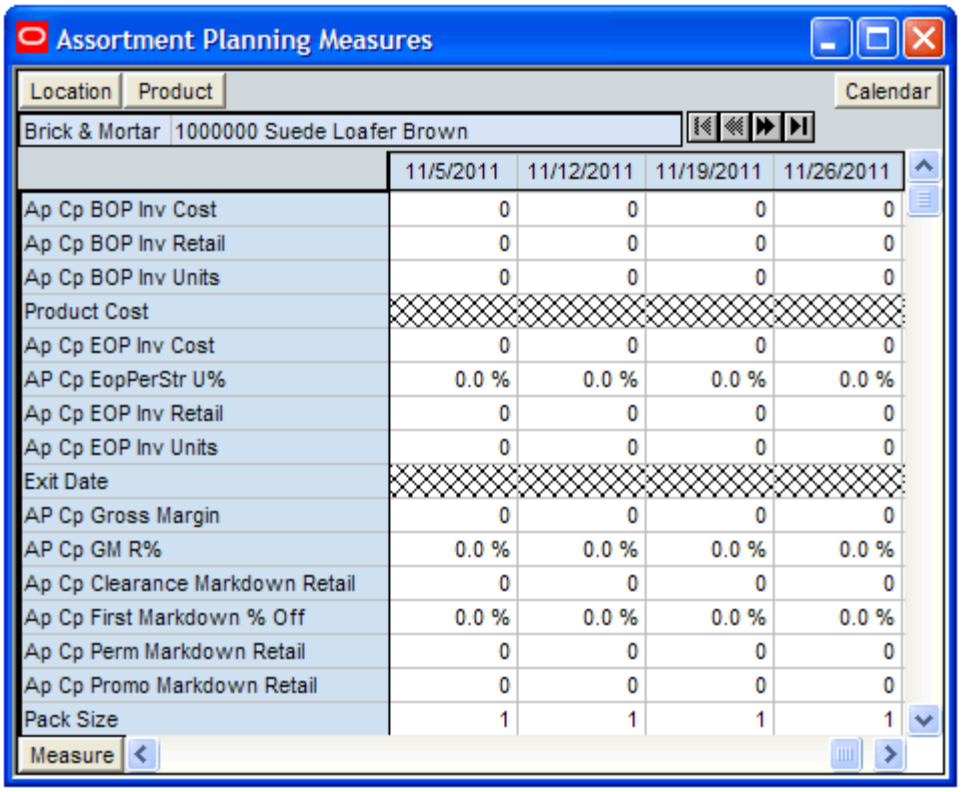
*Table 8–3 (Cont.) Default Measures Worksheet Measures*

| Measure | Description |
|---|---|
| DR Ty MD Allowance R | Default Role Used for Loading Measures This Year Markdown Allowances Retail. |
| DR Ty On Order R | Default Role Used for Loading Measures This Year On Order Retail. |
| DR Ty On Order U | Default Role Used for Loading Measures This Year On Order Units. |
| DR Ty Receipts C | Default Role Used for Loading Measures This Year Receipts Cost. |
| DR Ty Receipts R | Default Role Used for Loading Measures This Year Receipts Retail. |
| DR Ty Receipts U | Default Role Used for Loading Measures This Year Receipts Units. |
| DR Ty Sls Clr C | Default Role Used for Loading Measures This Year Clearance Sales Cost. |
| DR Ty Sls Clr R | Default Role Used for Loading Measures This Year Clearance Sales Retail. |
| DR Ty Sls Clr U | Default Role Used for Loading Measures This Year Clearance Sales Units. |
| DR Ty Sls Promo C | Default Role Used for Loading Measures This Year Promotional Sales Cost. |
| DR Ty Sls Promo R | Default Role Used for Loading Measures This Year Promotional Sales Retail. |
| DR Ty Sls Promo U | Default Role Used for Loading Measures This Year Promotional Sales Units. |
| DR Ty Sls Reg C | Default Role Used for Loading Measures This Year Regular Sales Cost. |
| DR Ty Sls Reg R | Default Role Used for Loading Measures This Year Regular Sales Retail. |
| DR Ty Sls Reg U | Default Role Used for Loading Measures This Year Regular Sales Units. |

## Assortment Planning Measures Worksheet

Use the Assortment Planning Measures worksheet to validate that the Assortment Planning data was updated in the batch process.

***Figure 8–8 Assortment Planning Worksheet***




| | 11/5/2011 | 11/12/2011 | 11/19/2011 | 11/26/2011 |
|---|---|---|---|---|
| Ap Cp BOP Inv Cost | 0 | 0 | 0 | 0 |
| Ap Cp BOP Inv Retail | 0 | 0 | 0 | 0 |
| Ap Cp BOP Inv Units | 0 | 0 | 0 | 0 |
| Product Cost | | | | |
| Ap Cp EOP Inv Cost | 0 | 0 | 0 | 0 |
| AP Cp EopPerStr U% | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Ap Cp EOP Inv Retail | 0 | 0 | 0 | 0 |
| Ap Cp EOP Inv Units | 0 | 0 | 0 | 0 |
| Exit Date | | | | |
| AP Cp Gross Margin | 0 | 0 | 0 | 0 |
| AP Cp GM R% | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Ap Cp Clearance Markdown Retail | 0 | 0 | 0 | 0 |
| Ap Cp First Markdown % Off | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Ap Cp Perm Markdown Retail | 0 | 0 | 0 | 0 |
| Ap Cp Promo Markdown Retail | 0 | 0 | 0 | 0 |
| Pack Size | 1 | 1 | 1 | 1 |

Table 8–4 lists the measures available on this worksheet.

***Table 8–4 Assortment Planning Measures***

| Measure | Description |
|---|---|
| Ap Cp BOP Inv Cost | Assortment Planning Current Plan Beginning of Period Inventory Cost. |
| Ap Cp BOP Inv Retail | Assortment Planning Current Plan Beginning of Period Inventory Retail. |
| Ap Cp BOP Inv Units | Assortment Planning Current Plan Beginning of Period Inventory Units. |
| Product Cost | The cost of the product. |
| Ap Cp EOP Inv Cost | End of Period Inventory Cost. |
| AP Cp EopPerStr U% | Assortment Planning Current Plan EOP Per Store Unit %. |
| Ap Cp EOP Inv Retail | Assortment Planning Current Plan End of Period Inventory Retail. |
| Ap Cp EOP Inv Units | Assortment Planning Current Plan End of Period Inventory Units. |
| Exit Date | Date that inventory should be removed from sales floor. |
| AP Cp Gross Margin | Assortment Planning Current Plan Gross Margin. |
| AP Cp GP R% | Assortment Planning Current Plan Gross Profit Retail %. |
| Ap Cp Clearance Markdown Retail | Assortment Planning Current Plan Clearance Markdowns - Price reduction used to clear aged or slow moving inventory at Retail. |

*Table 8–4 (Cont.) Assortment Planning Measures*

| Measure | Description |
|---|---|
| Ap Cp First Markdown % Off | Assortment Planning Current Plan Initial Markdown Taken expressed as a rate. |
| Ap Cp Perm Markdown Retail | Permanent Markdowns representing a permanent retail decrease to the owned inventory price of merchandise for strategic downward re-pricing decisions at Retail. |
| Ap Cp Promo Markdown Retail | Promotional Markdowns representing the temporary reduction to the owned inventory price for promotional purposes expressed at Retail. |
| Pack Size | Quantity of style / color or styles purchased from Supplier as a pack. |
| Ap Cp Clearance Price Change % | Assortment Planning Current Plan Clearance Price Change %. |
| Ap Cp Clearance Price Retail | Assortment Planning Current Plan Clearance Price Retail. |
| Ap Cp Perm Price Change % | Permanent Price Change expressed as a rate. |
| Ap Cp Product Original Ticket Price | Initial retail of product. |
| Ap Cp Promo Price Change % | Assortment Planning Current Plan Promotional Price Change %. |
| Ap Cp Promo Price Retail | Promotional Price Average Unit Retail. |
| Ap Cp Perm Price Retail | Average Unit Retail resulting from a Permanent Price Change. |
| AP Cp Receipts AUC | Assortment Planning Current Plan Receipts Average Unit Cost. |
| AP Cp Receipts AUR | Assortment Planning Current Plan Receipts Average Unit Retail. |
| Ap Cp Receipts Cost | Assortment Planning Current Plan Receipts Cost. |
| AP Cp Average Recpts Per Str | Assortment Planning Current Plan Average Receipts per store. |
| Ap Cp Receipts Retail | Assortment Planning Current Plan Receipts Retail. |
| Ap Cp Receipts Units | Receipts expressed as Units. |
| AP Cp Receipts U% | Assortment Planning Current Plan Receipts Units rate. |
| Ap Cp Ttl Sls AUC | Assortment Planning Current Plan Total Sales Average Unit Cost. |
| Ap Cp Ttl Sls AUR | Assortment Planning Current Plan Total Sales Average Unit Retail. |
| Ap Cp Ttl Sls C | Assortment Planning Current Plan Total Sales Cost. |
| Ap Cp Sls Clr AUC | Assortment Planning Current Plan Clearance Sales Average Unit Cost. |
| Ap Cp Sls Clr AUR | Assortment Planning Current Plan Clearance Sales Average Unit Retail. |
| Ap Cp Clearance Sales Cost | Assortment Planning Current Plan Clearance Sales Cost. |
| Ap Cp Clearance Sales Retail | Assortment Planning Current Plan Clearance Sales Retail. |
| Ap Cp Clearance Sales Units | See Clearance Sell Thru %. |

*Table 8–4 (Cont.) Assortment Planning Measures*

| Measure | Description |
|---|---|
| AP Cp Avg Sls Per Str U | Assortment Planning Current Plan Average Sales per store represented in units. |
| Ap Cp Ttl Sls R | Assortment Planning Current Plan Total Sales Retail. |
| Ap Cp Sls Reg AUC | Assortment Planning Current Plan Regular Sales Average Unit Cost. |
| Ap Cp Sls Reg AUR | Assortment Planning Current Plan Regular Sales Average Unit Retail. |
| Regular Sales Cost | Assortment Planning Current Plan Regular Sales Cost. |
| Regular Sales Retail | Assortment Planning Current Plan Regular Sales Retail. |
| Regular Sales Units | Assortment Planning Current Plan Regular Sales Units. |
| Start Sales Date | The date the product is expected to start selling. |
| Ap Cp Ttl Sls U | Assortment Planning Current Plan Total Sales Units. |
| Sell Thru % | Assortment Planning Current Plan Sell Thru representing the percent of total available Inventory sold in a period of time Change %. |
| Store Count | Count of Stores. |
| Number of weeks at Clearance Price | Number of weeks the item is expected to sell at Clearance Price. |
| Number of Weeks at Regular Price | Number of weeks the item is expected to sell at Regular Price. |