# Oracle® Retail Merchandise Financial Planning Retail Cloud Service

User Guide

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Oracle Retail Merchandise Financial Planning Retail Cloud Service User Guide, Release 16.0.1

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# Preface

This document describes the Oracle Retail Merchandise Financial Planning Cloud Service user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface.

## Audience

This document is for users and administrators of Oracle Retail Merchandise Financial Planning Cloud Service. This includes merchandisers, buyers, business analysts, and administrative personnel.

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- *Oracle Retail Merchandise Financial Planning Cloud Service Administration Guide*
- *Oracle Retail Merchandise Financial Planning Cloud Service Implementation Guide*
- *Oracle Retail Merchandise Financial Planning Cloud Service Release Notes*
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# 1

# Introduction

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

> **Note:** There are two versions of MFP Cloud Service: MFP Retail Cloud Service and MFP Cost Cloud Service. This guide describes MFP Retail Cloud Service.
>
> For information about MFP Cost Cloud Service, see the *Oracle Retail Merchandise Financial Planning Cost Cloud Service User Guide*.

MFP Cloud Service provides both pre-season and in-season planning with key financial indicators that include sales, markdowns, receipts, inventory, gross margin, and open-to-buy. MFP Cloud Service users can bring many plans together for quick and easy reconciliation and approval through consistent, disciplined processes. Furthermore, MFP Cloud Service can be used to plan for multiple retail channels including Brick & Mortar, Direct, and Wholesale/Franchise. Additionally, it includes support for location planning and reconciliation with Merch plans.

MFP Cloud Service enables users to perform the following tasks:

- Create a financial plan in a structured way
- Set and pass targets
- Reconcile a plan
- Submit and approve a plan
- Monitor a plan
- Maintain a plan
- Replan

## Merch Planning Process

The Merch planning process can be separated into two sub-processes: pre-season and in-season planning. Creating the merchandise financial plan occurs during pre-season planning. Managing and updating the merchandise financial plan occurs during in-season planning. Pre-season planning focuses on creating the Original Plan (Op) against which to benchmark in-season progress. In the pre-season process, the plan is

initialized by seeding from Last Year (Ly) or from a forecast. This seeding gives users a curve of demand against which to spread a new plan. Users then plan sales, receipts inventory, turn, and gross margin measures.

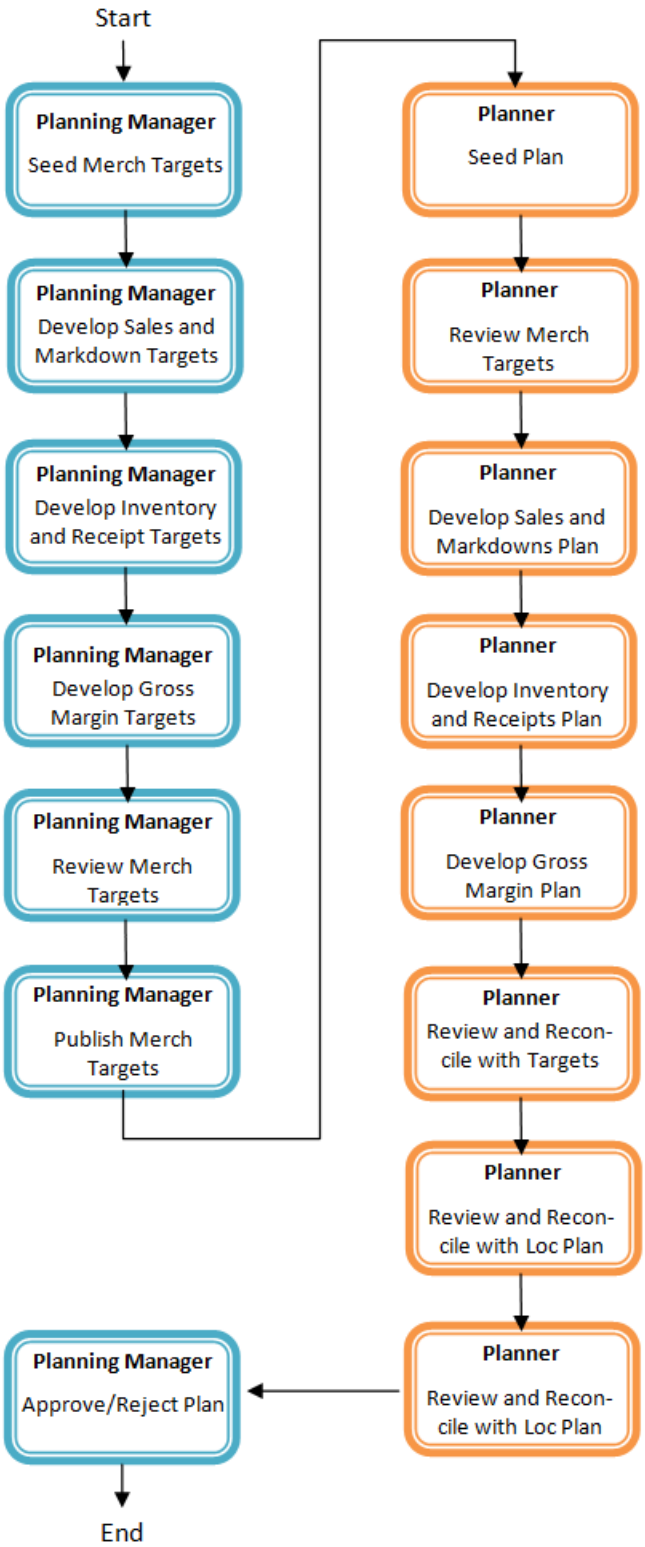
There are two types of users in MFP Cloud Service:

- Planning Managers. These users are planning directors or managers. They create the overall targets for the Merch Plan.
- Planner. These users are the merchandise planners. They create Op and Cp plans for approval by the Planning Managers role.

The targets are published by superior levels to the subsequent level: Planning Managers passes targets to the Planner. The Planner then submits the Op, Cp, or both to the Planning Manager for approval. The Op and Cp plans are not created until they are approved by the Planning Manager.

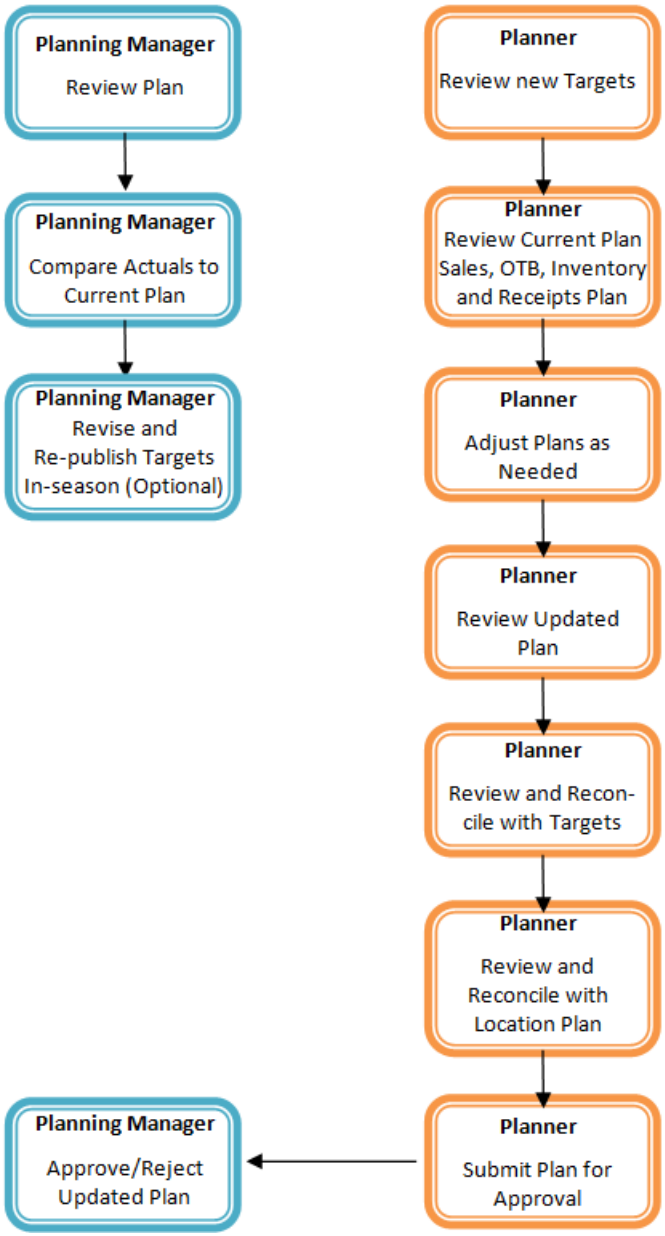
This process is shown in Figure 1–1 and Figure 1–2.

*Figure 1–1 Create Merchandise Financial Targets and Plan Process*




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

*Figure 1–2 Manage/Update Merchandise Financial Plan Process*




## Location Planning Process

The Location Planning (LP) process is also separated into two sub-processes: pre-season and in-season planning. Creating the location plan occurs during pre-season planning. Managing and updating the location plan occurs during in-season planning. Pre-season planning focuses on creating the Original Plan (Op) against which to benchmark in-season progress. In the pre-season process, the plan is initialized by seeding from Last Year (Ly) or from a forecast. This seeding gives users a curve of demand against which to spread their new plan. Users then plan sales, receipts, inventory, turn, and gross profit measures.

There are two types of users in LP:

- Location Planning Manager. This role may be performed by location planning managers or location planners, meaning that the location targets and plan may be

created by the same user. This role's task is to create a version of LY Sales/Markdowns that is corrected for non-repeating events such as store closures due to bad weather, construction, and so on. These are passed down as targets to the location planner.

- Location Planner. This role is often performed by the same user as the merch Planner. This role's task is to create Op and Current Plans (Cp). The total sales, markdowns, and so on are planned through the use of average store metrics, using a number of user-defined hierarchies with location attributes (such as comp, volume, size, climate, and demographics).

The targets are published by superior levels to the subsequent levels: top location targets pass targets to the location plan. The location planner self-approves the Op, Cp, or both. Once the working plan is approved, it is promoted to either the Op or Cp.

This process is shown in Figure 1–3 and Figure 1–4.

***Figure 1–3 Create Location Targets and Plan Process***

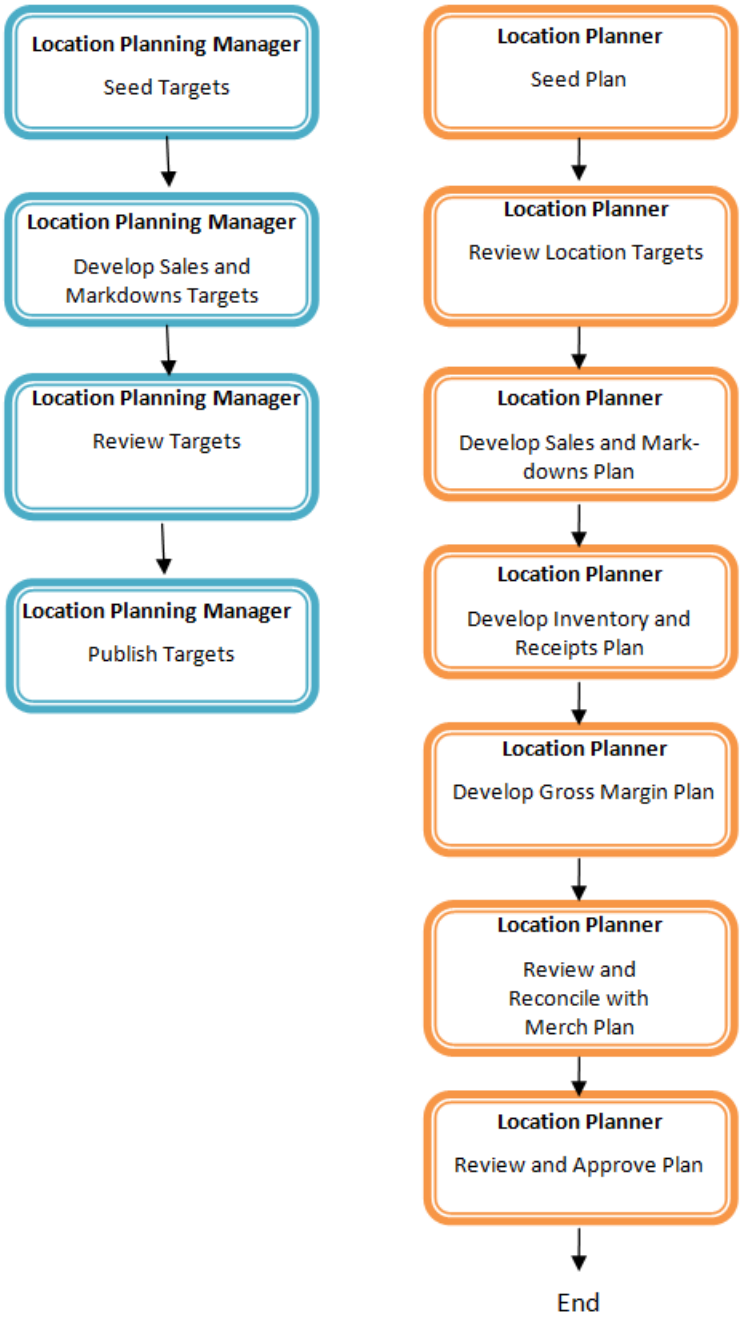
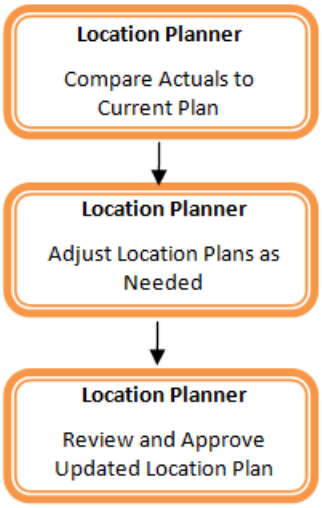


*Figure 1–4 Manage/Update Location Plan Process*




## Target and Plan Alignment

Merch Targets and Merch Plans align with one another. Location Targets and Location Plans align with one another through seeding the plan with the Target. Merch and Location Plans align with one another.

## Role Planning Overview

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

The Manager sets targets for the Planner, both for Merchandise Financial Planning and Location Planning. The approved plans can be made visible to an item planner using a separate product, Oracle Retail Item Planning.

### Planning Roles

Planning roles serve the following purposes:

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

Each role is part of a bottom-up or a top-down process (see Table 1–1). The role's base intersection defines the lowest level of product to which that role has access when building a plan. The planning role is also used to define the range of planning responsibilities and controls the measures shown in planning views along with those measures' accessibility.

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

- Planning Manager: sets the merch targets
- Planner: produces the merch plan

- Location Planning Manager: sets location plan targets
- Location Planner: produces the location plan.

The range of planning and the role relationships for these roles are listed in Table 1–1.

***Table 1–1 Range of Planning and Role Relationships***

| Role | Base Intersection | Range of Planning | Lowest-Level Time Period |
|---|---|---|---|
| Planning Manager | Department/Week/Channel | Company - Department | Week |
| Planner | Subclass/Week/ Channel | Department - Subclass | Week |
| Location Planning Manager | Company/Week/Location | Channel-Location | Week |
| Location Planner | Department/Week/Location | Channel-Location | Week |

## Merchandise Financial Planning Components and Key Processes

The key components and features of MFP Cloud Service provide the basis for standard processes and activities that are necessary for planners to perform their planning functions.

Key components include:

- **Workbook**

  The primary element used in building a plan. A workbook contains one or more Views. A planner uses a workbook to build and maintain plans throughout the season.

- **Views**

  Contained within a workbook. The views contain pre-defined lists of measures and are arranged to reflect a step in the standard planning process, allowing a user to work in a logical path to build a plan.

- **Measures**

  The data displayed within a view. It is used to save, commit, and edit plan data.

- **Forecasting**

  The forecast is a future projection of sales based on historical sales.

- **Plan Versions**

  MFP Cloud Service functionally provides the capability to have more than one version of the plan. This allows users to track actual data against the original plan, replan the current season, and save to a new plan.

- **Plan Reconciliation and Approvals**

  Plan reconciliation is a process of combining lower-level plans and comparing them to a higher-level target. Plan approval is a built-in application process that allows a Merch Plan role to submit a plan for approval to the Merch Targets role, who can approve or reject it.

## Workbook

An MFP Cloud Service user accomplishes multiple planning tasks using workbooks. A workbook consist of views and graphical charts used for planning, viewing, and analyzing data pertinent to the business. Workbooks organize related planning information and divide levels of user responsibility. This framework allows a user to easily view, create, modify, and store datasets that are common to repeated tasks.

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

A workbook structure consists of the following elements:

- Product dimension and its levels such as Department, Class, and Sub-Class.
- Calendar dimension and its levels such as Season, Month, and Week.
- Location dimension and its levels which may reflect multiple channels within an organization at their aggregate level, such as total Brick and Mortar departments, Catalog, or e-Commerce.
- Plan versions such as Working Plan (Wp), Original Plan (Op), Current Plan (Cp), and Last Year (Ly).
- Metrics, called Measures, and corresponding business rules such as Sales, Receipts, and Inventory.

  Data in a workbook can be displayed using both multidimensional spreadsheets and charts. The data can be viewed at a detailed level or at an aggregate level.

## Views

Planning views are multidimensional pivot tables that provide users with views of the data contained in a workbook. Oracle Retail Merchandise Financial Planning comes with a series of built-in views that support an industry-standard business process. Each view can contain its own unique product, calendar, location, and metric information. This approach enables users across an organization to use a standard planning process.

Views can be personalized for each user. Rotating, pivoting, and formatting functions allow a user to create individual views within a view. Each user can also display the data in a graphical format by using the charting functionality.

### Editing View Data

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

### Measure Aggregation and Spreading

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

Each measure that is used in the MFP Cloud Service solution is assigned a default aggregation and spreading behavior. A measure's aggregation method controls how data is calculated at aggregate levels of the dimension, such as month or department.

A measure's spread method controls how data is spread to lower levels of a dimension when the user enters data at an aggregate level. Table 1–2 provides a list of relevant aggregation and spread methods that are used in MFP Retail Cloud Service.

### Aggregation Methods

Table 1–2 displays aggregation methods, their results, and their types of measures.

***Table 1–2 Aggregation Methods***

| Aggregation (Agg) Methods | Result | Types of Measures |
|---|---|---|
| Total | Values are summed up dimensions. | Value or unit measures such as sales and receipts. |
| Recalc | Value is recalculated at aggregate levels based on its rule calculation. | Percentage measures such as Gross Margin%. Also other calculated measures such as TO and Forward Cover. |
| PST - Period Start Total | Value is summed up non-calendar dimensions. Value at aggregate time equals the same value as the first child period's value belonging to the aggregate parent. | Beginning of Period Inventory (BOP). |
| PET - Period End Total | Value is summed up non-calendar dimensions. Value at aggregate time equals the same value as the last child period's value belonging to the aggregate parent. | End of Period Inventory (EOP). |
| AMBG | All values within and across dimensions are equal; otherwise a **?** is displayed at aggregate levels. | Used by informational text measures, such as **Event Information** or pick list **Approve/Reject**. |
| B_AND | For Boolean types only referring to situations that are either **true** or **false**. Value is **on** or **true** at an aggregate level if all values below the level are **on**. | Boolean (check box) **Submit**. |

### Spread Methods

Table 1–3 displays spread methods, their results, and their types of measures.

***Table 1–3 Spread Methods***

| Spread Methods | Result | Types of Measures |
|---|---|---|
| Proportional | Typically used in conjunction with Total Agg type. Value is spread proportionally to the child levels when a value is entered at an aggregate level. | Value or unit measures such as sales and receipts. |

*Table 1–3 (Cont.) Spread Methods*

| Spread Methods | Result | Types of Measures |
|---|---|---|
| None | The result of the edit is passed to another measure. The spread method for the measure that inherits the edit is used to spread the new value to the child levels. For example, an edit to Wp Sales var Ly R% at an aggregate level (Month) results first in the Sales R value being recalculated at the Month level, reflecting the edited percent increase over Ly Sales R. Then the new Sales R value is spread to the week level proportionally. Finally, the Wp Sales var to Ly R% is recalculated at the week level. | Variance measures such as Wp Sales var to Ly R%, Wp Mkd var to Op R%. |
| PS (Period Start) | For edits at an aggregate level, the edited value is placed into the first logical child level beneath the level of the edit. For example, an edit to BOP Inv at the Month level spreads the edited BOP Inv value to the first week reporting to the Month. | NA |
| PE (Period End) | For edits at an aggregate level, the edited value is placed into the last logical child level beneath the level of the edit. For example, an edit to EOP Inv at the Month level spreads the edited EOP Inv value to the last week reporting to the Month. | Typically used in conjunction with EOP Inv, Avg Inv. |

### Overriding Default Spread Methods

A measure's default spread method can be overridden on a data entry by using the override spread method function. The default spread method is overridden for that specific data edit and is not permanently changed. To use an alternate spread method, enter a number in a data cell at an aggregate level followed by an **r**, **e**, **p**, or **d**. This applies the replicate, even, proportional, or delta distribution function to spread that number to the lowest level.

> **Note:** Save information in the workbook before trying these features. If the results are not satisfactory, use the **Edit - Revert** command to undo the changes. The Revert command resets the workbook back to its state after the last save was issued.

## Explanation of Spread Types

This section describes the following spread types.

- Replicate
- Even
- Proportional
- Delta

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

*Table 1–4 Example for Spread Types*

| | February | Week1 | Week2 | Week3 | Week4 |
|---|---|---|---|---|---|
| Department1 | 570 | 155 | 170 | 100 | 145 |

*Table 1–4 (Cont.) Example for Spread Types*

| | February | Week1 | Week2 | Week3 | Week4 |
|---|---|---|---|---|---|
| Class1 | 120 | 20 | 20 | 40 | 40 |
| Class2 | 100 | 25 | 25 | 25 | 25 |
| Class3 | 200 | 100 | 50 | 20 | 30 |
| Class4 | 150 | 10 | 75 | 15 | 50 |

### Replicate

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

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

**Example:** Enter **50r** for Feb/Department1. The values at every intersection of week and class belonging to Feb/Department1 are changed to 50. The aggregate total is then recalculated as the sum of the lower-level cells, 800. See Table 1–5 for the results.

*Table 1–5 Example for Replicate Method*

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

### Even

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

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

**Example**: Enter **600e** for Feb/Department1. The value at every intersection of week and class belonging to Feb/Department1 changes to 37.5. The aggregate total is then recalculated as the sum of the lower-level cells, 600. See Table 1–6 for the results.

*Table 1–6 Example for Even Method*

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

### Proportional

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

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

**Example**: Enter **1140p** for Feb/Department1. The value for every intersection of week and class belonging to Feb/Department1 doubles. The percentage contribution of the base cell to the aggregate remains unchanged. See Table 1–7 for the results.

***Table 1–7 Example for Proportional Method***

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

### Delta

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

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

**Example**: Enter **670d** for Feb/Department1. The value for every intersection of week and class belonging to Feb/Department1 increases by the same value, 100/16 or 6.25. See Table 1–8 for the results.

***Table 1–8 Example for Delta Method***

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

## Saving Workbook Data

Two options, Save and Commit, are available to ensure that data is saved during the planning process:

- Save. Data is auto-saved to a user database and does not affect the master database. This allows you to manipulate details and evaluate the impact of the changes without changing the master data. Any data saved with the auto-save option is saved to a local copy of the database. Other users are not able to view the saved data by default.

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

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

- Refresh. Click the refresh button to retrieve data from the master database into an existing workbook.
- Build. When the user follows the wizard selection process to select the products, locations, and periods for a segment, the segment workbook is built from the most up to date data.

## Unit of Measure Labels

Throughout MFP Cloud Service, you will see standard labeling for the Unit of Measure of any given metric. The following table lists the label you will see on a measure (concatenated with other label descriptions) and what it represents.

***Table 1–9 Unit of Measure Labels***

| Label | Description |
|---|---|
| R | Retail |
| LR | Local Retail Value |
| U | Units |
| C | Cost |
| AUR | Average Unit Retail |
| AUC | Average Unit Cost |
| % | Percent |

## 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 merchandise financial 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 financial plan figures. At this point, there is no reason to mistrust the financial 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.

## Plan Versions

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

### Working Plan (Wp)

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

### Target (Tgt)

- Target measures contain values set by a higher role that are then passed to a lower role. For example, the Planning Manager role passes a target plan version down to the Planner role.
- Targets are created from Wp by way of the **Publish Targets** custom menu, which is executed by the Manager role. After the data is committed to the database, those targets become available to the Planner role.

### Waiting for Approval (Wa)

- A plan awaiting approval by the Planning Manager. The Planner submits Wp for approval, which copies the plan data from the Wp version to the Wa version.
- The Planning Manager and Planner access the same Wa version. The Planner owns this version, and the Planning Manager reads from this version to approve or reject the plan. The Wa version is read-only for both roles.
- If the plan is approved, a Waiting for Approval plan is promoted to either the Original Plan (Op) version, the Current Plan (Cp), or both the Op and Cp, depending on whether Op Approval is enabled by the administrator.
- If the plan is rejected, the Working Plan (Wp) version is not promoted to Original Plan or Current Plan. Needed adjustments are made by the Planner before the plan is resubmitted for approval.

### Original Plan (Op)

- A pre-season plan that has been approved and promoted from Waiting for Approval (Wa) to Original Plan (Op) version. This plan is considered the budget.
- The planner’s plan is the only plan that is approved and becomes the Original Plan (a manager plan becomes the Target).
- All roles can view the Op version measures.

### Current Plan (Cp)

- Cp starts out identical to the Original Plan. Then, actual data values are loaded into the Cp (and Wp) version for historical (elapsed) time periods.
- When an in-season plan has been approved, it is promoted to Cp (and not Op).
- All roles can view the Cp version measures.

- The planner's plan is the only one that is approved and becomes the Current Plan.

***Figure 1–5 Plan Versions Created by Manager***

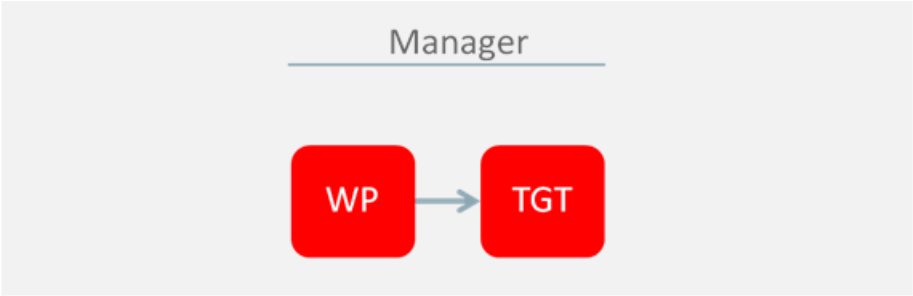
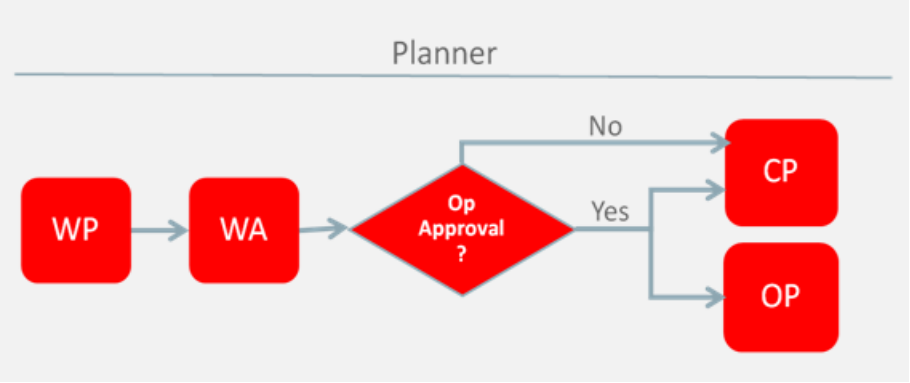



***Figure 1–6 Plan Versions Created by Planner***




### This Year (Ty)

- Plan version containing the actualized data.
- Actualized data is unadjusted for holiday remapping or 53rd week, and so on.
- Note also that Actual values are also loaded into Cp and Wp versions for historical (elapsed) time periods.

### Last Year (Ly)

- A plan version that references the year prior, adjusted for holiday remapping or 53rd week, and so on. LY is always based on the working plan for the prior year mapped period. Working Plan is actualized weekly, therefore, LY will reflect actual historical data when available; otherwise, it will utilize the in-flight/un-actualized Working Plan.

### Last, Last Year (Lly)

- Same as LY, but for 12 months prior.

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

***Table 1–10 Plan Versions Visible to MFP Cloud Service***

| Plan Version | Merch Plan | Merch Targets | Location Plan | Location Targets |
|---|---|---|---|---|
| Working Plan (Wp) | X | X | X | X |

*Table 1–10 (Cont.) Plan Versions Visible to MFP Cloud Service*

| Plan Version | Merch Plan | Merch Targets | Location Plan | Location Targets |
|---|---|---|---|---|
| Last Year (Ly) | X | X | X | X |
| Original Plan (Op) | X | X | X | X |
| Target (Tgt) | X | X | X | X |
| Current Plan (Cp) | X | X | X | X |
| Waiting for Approval (Wa) | X | X | NA | NA |

## Plan Reconciliation

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

# 2

# MFP Setup Task

MFP Setup is part of the MFP Maintenance Activity. In MFP Setup, the administrator will maintain basic application settings related to the planning calendar, local currency, and VAT.

The steps within the MFP Setup Task:

- History Mapping Step
- Local Currency Step
- VAT Setup Step
- Manage Export Step

## History Mapping Step

The History Mapping step is used by the administrator to map the weeks for last year and last last year (two years ago).

The History Mappings step contains one view, History Mapping.

### History Mapping View

Within this view, you can set the mappings for the last year and the last last year. The last year's mapping is used to identify which week to map to when determining last year's values in a workbook. The last last year is used to identify which week to map to when determining the prior values from the past two years in a workbook.

*Figure 2–1 History Mapping*

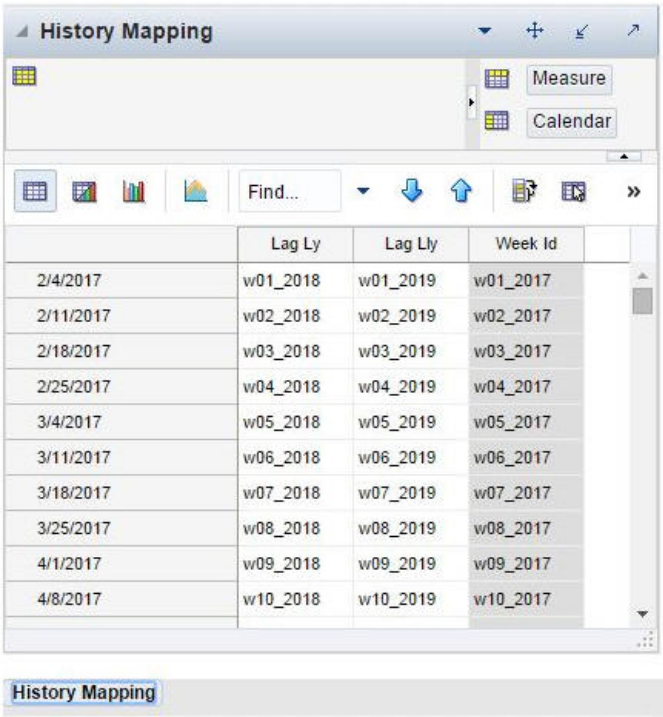



*Table 2–1 Mapping View Measures*

| Measure | Description |
|---|---|
| Lag Ly | Identifies the week used for mapping as adjusted last year. |
| Lag Lly | Identifies the week that is being used for mapping as last last year (two years ago). |
| Week ID | Identifies the internal week position for the current week for reference. This is useful for copying week positions when manually setting Lag Ly and Lag Lly. |

# Local Currency Step

The Local Currency step provides support for administering the local currency configuration. This view is only available when the provision option with local currency is implemented.

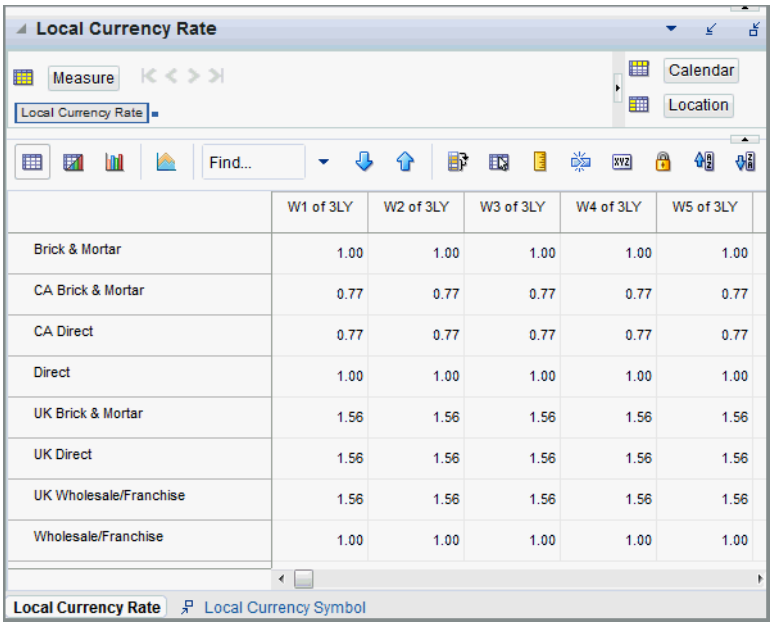
The Local Currency step contains two views:

- Local Currency Rate View
- Local Currency Symbol View

## Local Currency Rate View

Within this view, you set the local currency conversion rate for each Channel by Week. The conversion rate is set in relation to the sales currency, often the corporate currency.

*Figure 2–2 Local Currency Rate View*




| | W1 of 3LY | W2 of 3LY | W3 of 3LY | W4 of 3LY | W5 of 3LY |
|---|---|---|---|---|---|
| Brick & Mortar | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| CA Brick & Mortar | 0.77 | 0.77 | 0.77 | 0.77 | 0.77 |
| CA Direct | 0.77 | 0.77 | 0.77 | 0.77 | 0.77 |
| Direct | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| UK Brick & Mortar | 1.56 | 1.56 | 1.56 | 1.56 | 1.56 |
| UK Direct | 1.56 | 1.56 | 1.56 | 1.56 | 1.56 |
| UK Wholesale/Franchise | 1.56 | 1.56 | 1.56 | 1.56 | 1.56 |
| Wholesale/Franchise | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |

*Table 2–2 Local Currency Rate View Measure*

| Measure | Description |
|---|---|
| Local Currency Rate | The rate used to convert values to the local currency for a given Channel/Week. |

## Local Currency Symbol View

Within this view, the planning administrator sets the local currency symbol for each channel. This currency symbol can be included as the Location attribute in all Local Currency views.

For example, in Figure 2–3 the BRA Brick & Mortar channel has R$ as its local currency symbol, which indicates that local currency values for this channel are in Brazilian Real. All local currency BRA Brick & Mortar monetary values are displayed with R$.

*Figure 2–3 Local Currency Symbol View*

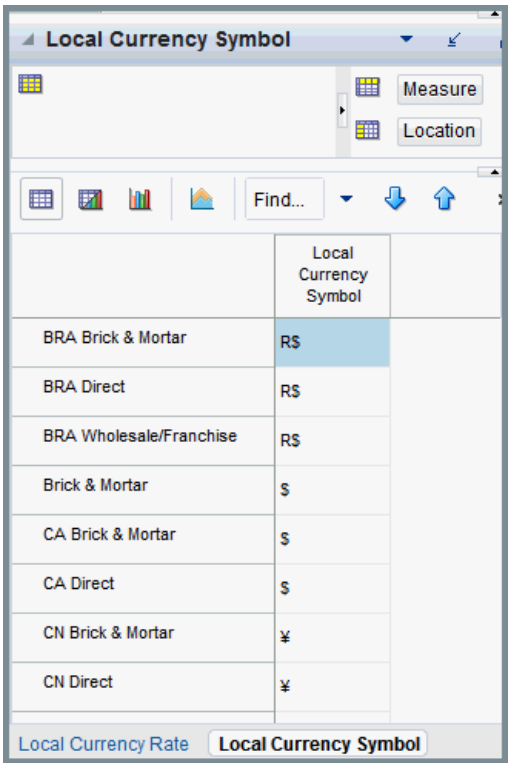



*Table 2–3 Local Currency Symbol View Measure*

| Measure | Description |
|---|---|
| Local Currency Symbol | The graphic symbol associated with the channel's local currency. |

# VAT Setup Step

The VAT Setup step allows a planning administrator to enter the Value Added Tax (VAT) rate for each subclass by week.

The VAT Setup step contains a single view, VAT Setup.

## VAT Setup View

In this view, the planning administrator inputs the VAT% rate.

When planning sales retail, the VAT% rate is applied to gross sales and then returns are subtracted to calculate net sales. If no VAT% rate is planned, then net sales are simply determined as gross sales less returns.

VAT Rate% is stored at Week/Subclass/Channel.

*Figure 2–4 VAT Setup View*

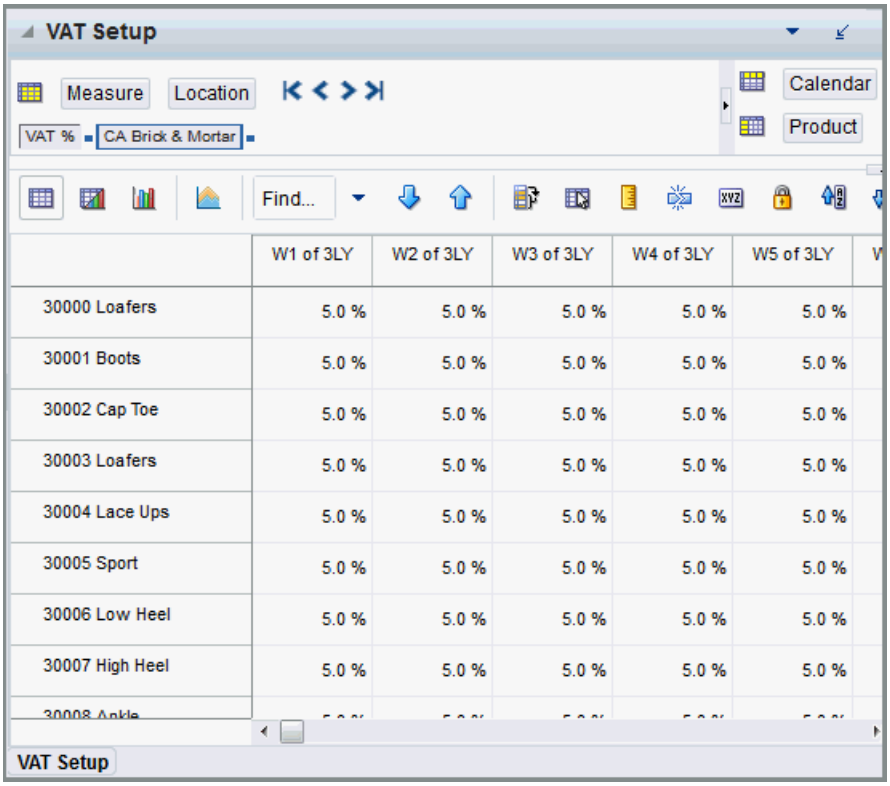



*Table 2–4 VAT Setup View Measure*

| Measure | Description |
|---|---|
| VAT% | The default Value Added Tax (VAT) rate percentage for the Subclass/Channel. |

# Manage Export Step

The Manage Export step provides the ability to control which periods and positions are included when plans are exported. The values set in this step are employed in batch (along with corresponding Approved/Submitted/Seeded Info measures) to set export flags for all the plan versions that are exportable from MFP Retail Cloud Service:

- Merch Plan Current Plan (MP Cp)
- Merch Plan Original Plan (MP Op)
- Merch Plan Waiting for Approval Plan (MP Wa)
- Merch Plan Working Plan (MP Wp)
- Location Plan Current Plan (LP Cp)
- Location Plan Original Plan (LP Op)
- Location Plan Working Plan (LP Wp)
- Merch Targets Target (MT Tgt)
- Merch Targets Working Plan (MT Wp)
- Location Targets Target (LT Tgt)

- Location Targets Working Plan (LT Wp)

The planner or administrator indicates whether elapsed periods should be included and which positions should be exported in the following two views:

- Export Elapsed Setting View
- Manage Export View

## Export Elapsed Setting View

Within this view, the planner or administrator designates whether or not elapsed periods should be included when exporting plan data.

***Figure 2–5 Export Elapsed Setting View***

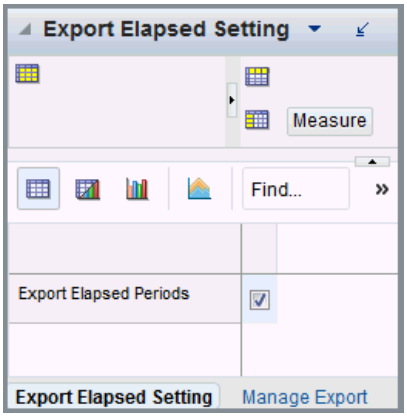



***Table 2–5 Export Elapsed Setting View Measure***

| Measure | Description |
|---|---|
| Export Elapsed Periods | When selected, this flag indicates that data for the elapsed periods must be exported. By default, this value is unchecked, meaning that only data for unelapsed periods will be included in the exported plan data. |

## Manage Export View

Within this view, the planning administrator selects the positions that will be included when exporting plan data for all versions.

*Figure 2–6 Manage Export View*

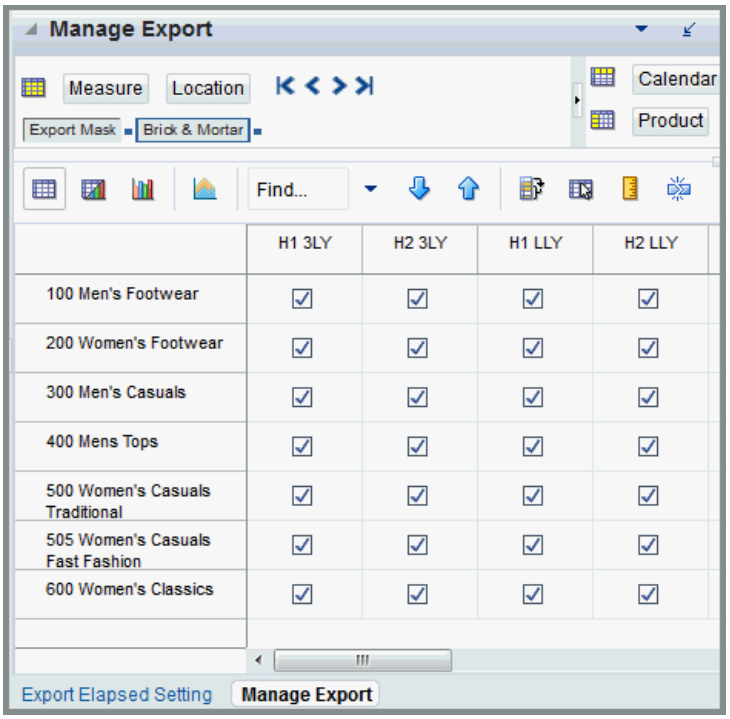



*Table 2–6 Manage Export View Measure*

| Measure | Description |
|---|---|
| Export Mask | Allows the user to control which positions are exported for all plan versions. When selected, the Department/Channel/Half is included when exporting plan data. By default, this Boolean is checked for all positions. If the user wants to exclude any Department/Channel/Half from exporting, the user must un-check this Boolean. |

The export flags are set based on Export Mask and Approved or Submitted Info for Approved or Submitted Plans and Seeded Info for Working Plans.

# 3

# Location Setup Task

Location Setup is part of the MFP Maintenance Activity. In Location Setup, the administrator maintains the general-purpose attributes of a location such as space, status, or Wholesale/Franchise indicators. Location Setup is also where Like Location details are defined.

The steps within the Location Setup Task:

- Location Info Step
- Like Location Step
- Channel Type Step

## Location Info Step

In the Location Info step, you set a few simple attributes of the store.

The Location Info step includes two views:

- Location Info View
- Location Space View

### Location Info View

In this view, the administrator sets information related to stores, such as description and status of location, and indicates if the location is a wholesaler or franchisee.

*Figure 3–1 Location Info View*

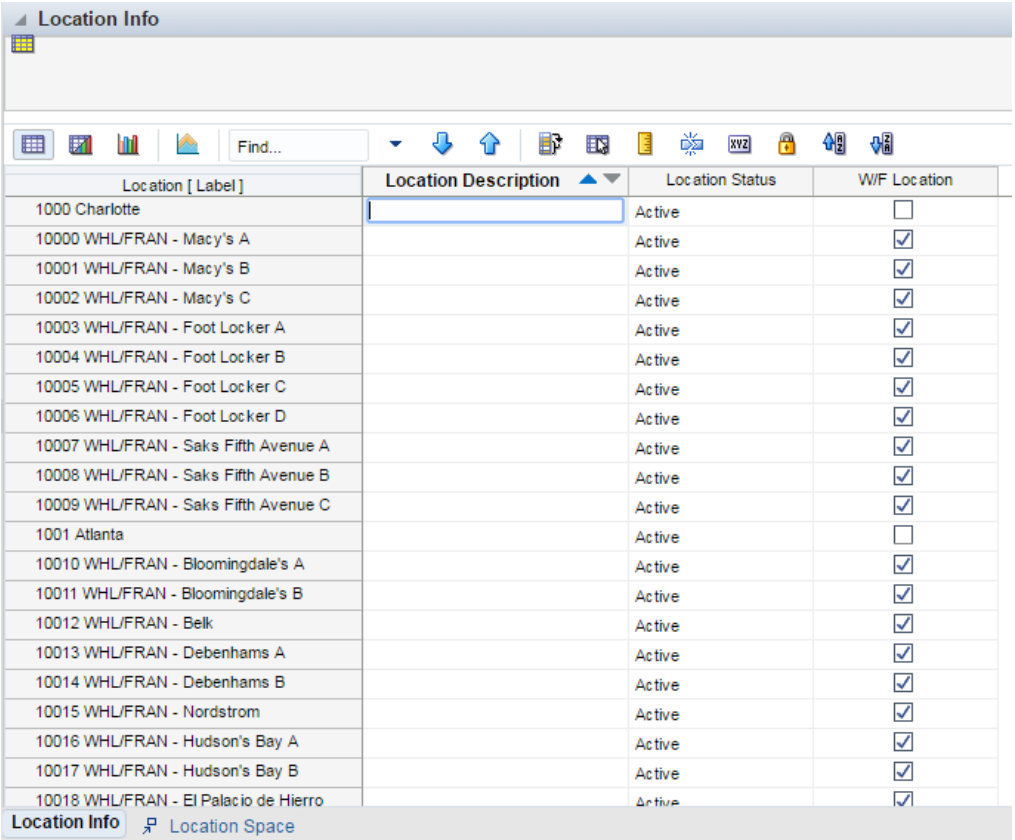


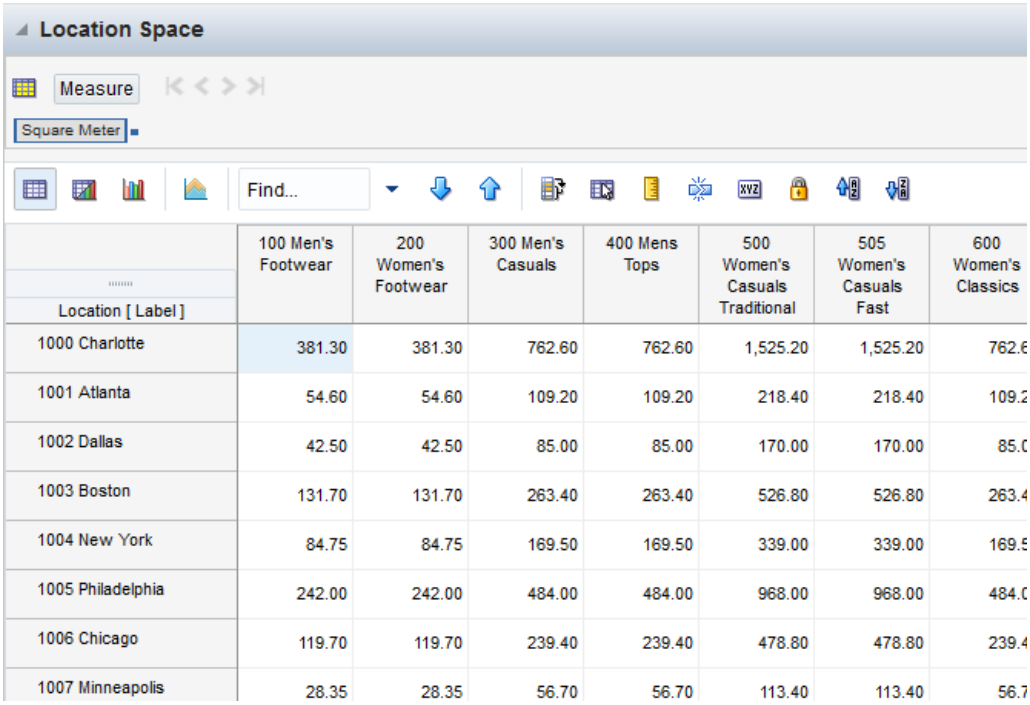

*Table 3–1 Location Info View Measures*

| Measure | Description |
|---|---|
| Location Description | Often used to describe the attributes employed in associating like stores (why are these locations alike). Provide a short description of the location, for example, Southern High-Income Hot Dry. |
| W/F Location | Set the flag to true for all locations that are in a W/F channel. |
| Location Status | Range: Active, Closed, Refurbish. |

## Location Space View

This is the total physical area that a department occupies within the location, expressed in square meters.

*Figure 3–2 Location Space View*




| Location [ Label ] | 100 Men's Footwear | 200 Women's Footwear | 300 Men's Casuals | 400 Mens Tops | 500 Women's Casuals Traditional | 505 Women's Casuals Fast | 600 Women's Classics |
|---|---|---|---|---|---|---|---|
| 1000 Charlotte | 381.30 | 381.30 | 762.60 | 762.60 | 1,525.20 | 1,525.20 | 762.6 |
| 1001 Atlanta | 54.60 | 54.60 | 109.20 | 109.20 | 218.40 | 218.40 | 109.2 |
| 1002 Dallas | 42.50 | 42.50 | 85.00 | 85.00 | 170.00 | 170.00 | 85.0 |
| 1003 Boston | 131.70 | 131.70 | 263.40 | 263.40 | 526.80 | 526.80 | 263.4 |
| 1004 New York | 84.75 | 84.75 | 169.50 | 169.50 | 339.00 | 339.00 | 169.5 |
| 1005 Philadelphia | 242.00 | 242.00 | 484.00 | 484.00 | 968.00 | 968.00 | 484.0 |
| 1006 Chicago | 119.70 | 119.70 | 239.40 | 239.40 | 478.80 | 478.80 | 239.4 |
| 1007 Minneapolis | 28.35 | 28.35 | 56.70 | 56.70 | 113.40 | 113.40 | 56.7 |

*Table 3–2 Location Space View Measure*

| Measure | Description |
|---|---|
| Square Meter | The total store area in square meters. |

# Like Location Step

Like Locations are set up by the system administrator. Like Location is set for new locations that do not have a sales history. The Like Location is used to seed Targets or a Plan.

The Like Location step includes one view: Like Location.

## Like Location View

In this view, set up like location information for new locations to use historical sales for Ly in Location Plan workbooks. Setting an end date for the like location defines the date after which the application will stop using historical sales of the like location and start using historical sales for the same location in Ly.

*Figure 3–3 Like Location View*

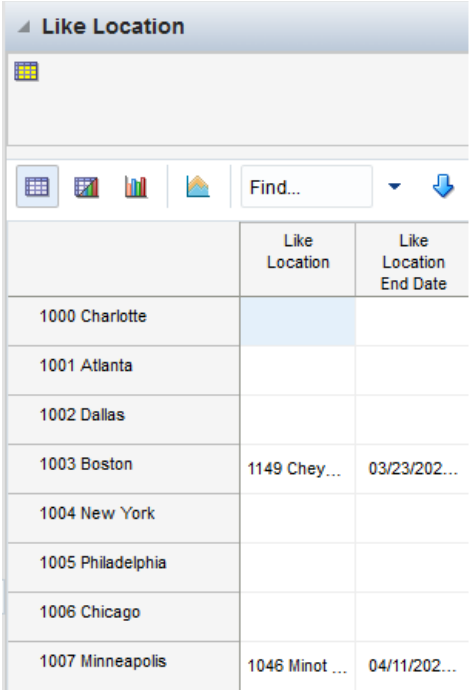



*Table 3–3 Like Location View Measures*

| Measure | Description |
|---|---|
| Like Location | Identifies the Like Store for the new location. Using the location dimension, determine a similar store based on location along with the attributes indicated in alternates (for example, income, climate, and so on.) |
| Like Location End Date | Date after which Like Location information will be ignored in favor of using the location's own historical sales data for Ly. |

# Channel Type Step

In the Channel Type step, you simply map the channels to pre-defined types such as Direct (to customer), Wholesale/Franchise, Brick and Mortar, and so on.

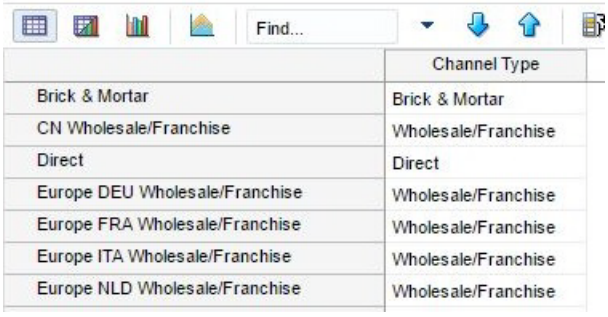
The Channel Type step includes one view:

- Channel Type View

## Channel Type View

In this view, the administrator sets the channel type. The channel type is used in planning activities such as Fulfillment Planning and Returns Maintenance.

***Figure 3–4 Channel Type View***




| | Channel Type |
|---|---|
| Brick & Mortar | Brick & Mortar |
| CN Wholesale/Franchise | Wholesale/Franchise |
| Direct | Direct |
| Europe DEU Wholesale/Franchise | Wholesale/Franchise |
| Europe FRA Wholesale/Franchise | Wholesale/Franchise |
| Europe ITA Wholesale/Franchise | Wholesale/Franchise |
| Europe NLD Wholesale/Franchise | Wholesale/Franchise |

# 4

# Enable Op Approval Task

The MFP Maintenance activity consists of the following tasks:

- MFP Setup
- Location Setup
- Enable Op Approval
- Load Validate

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

## Merch Plan Step

In this step, you manipulate the Planners' ability to submit a plan for approval. Typically, this is enabled, allowing for submissions, until shortly before the period becomes in-season.

Select the weeks by department that you want to enable Planners to submit and approve plans to the original plan. Once you are satisfied with the setting updates you have made, commit the workbook in order to retain your changes.

***Figure 4–1 Allow OP Approval View***

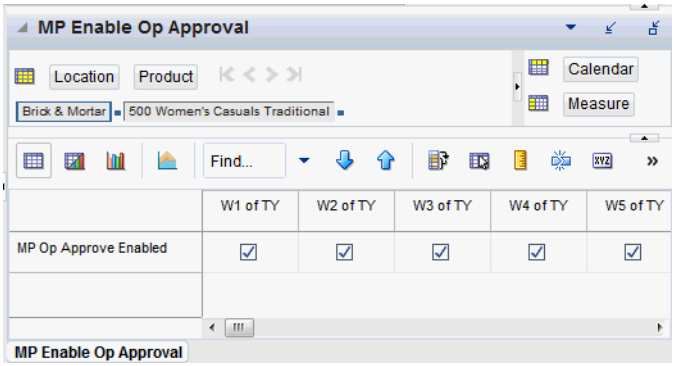


*Table 4–1 Allow OP Approval View Measure*

| Measure | Description |
|---|---|
| MP Op Approve Enabled | Place a check mark in this measure to enable merch Planners to submit plans for approval. If approved, the plan can be promoted to Original Plan. |

# Location Plan Step

In this step, you manipulate the Location Planners' ability to submit a plan for approval. Typically this is enabled, allowing for submissions, until shortly before the period becomes in-season.

The Location Plan step has one view: LP Enable OP Approval.

Select the weeks by department that you want to enable Location Plan users to submit and approve plans to the original plan. Once you are satisfied with the setting updates you have made, commit the workbook in order to retain your changes.

*Figure 4–2 LP Enable OP Approval View*

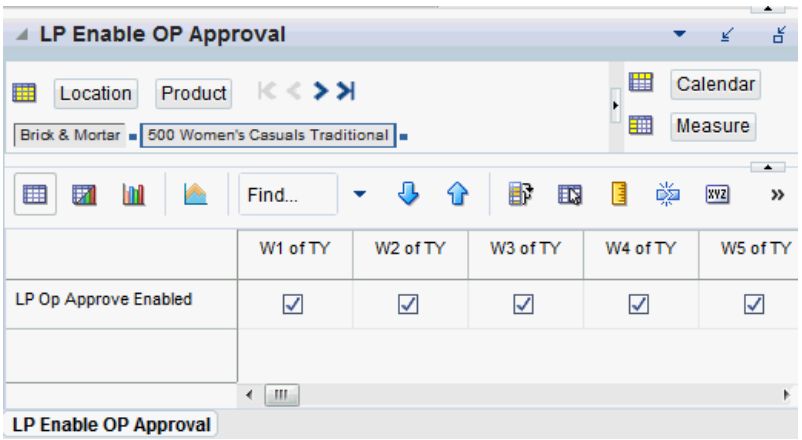



*Table 4–2 LP Enable OP Approval View Measure*

| Measure | Description |
|---|---|
| LP Op Approve Enabled | Select this measure to enable Location Plan users to approve plans which can then be promoted to Original Plan. |

# 5

# Load Validate Task

The Load Validate task belongs to the MFP Maintenance activity which consists of the following tasks:

- MFP Setup
- Location Setup
- Enable Op Approval
- Load Validate

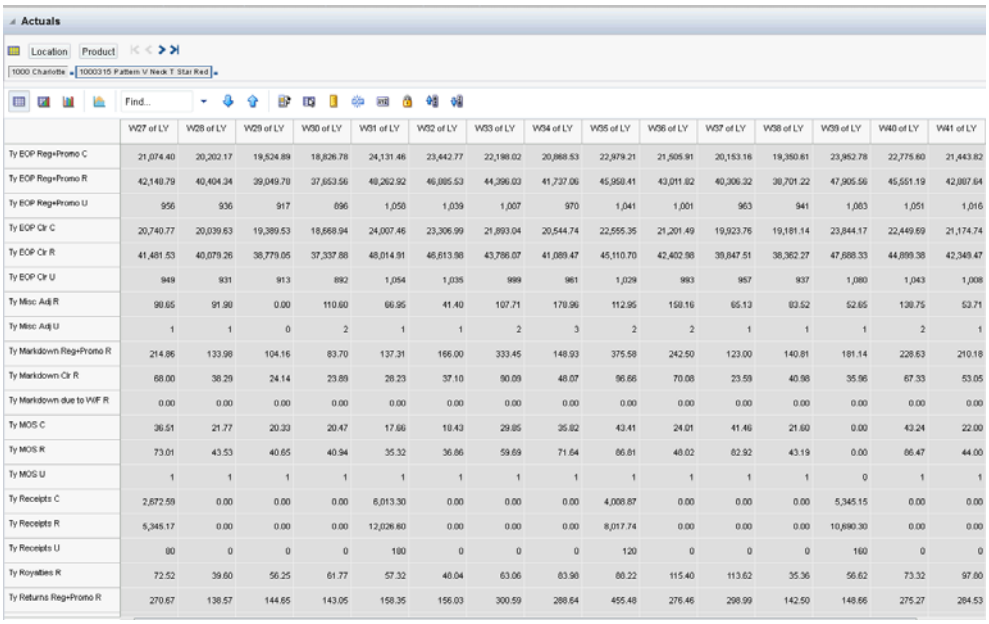
The Load Validate Task steps:

- Actuals Step
- Merch Target Step
- Merch Plan Step
- Location Target Step
- Location Plan Step

## Actuals Step

The Actuals step includes a single view of the same name, the Actuals view. Use this view to validate that the actuals data was loaded in the batch process.

***Figure 5–1 Actuals View***



Actuals

Location | Product

1000 Charlotte | 1000315 Pattern V Neck T Star Red

Find...

| | W27 of LY | W28 of LY | W29 of LY | W30 of LY | W31 of LY | W32 of LY | W33 of LY | W34 of LY | W35 of LY | W36 of LY | W37 of LY | W38 of LY | W39 of LY | W40 of LY | W41 of LY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Ty EOP Reg+Promo C | 21,074.40 | 20,202.17 | 19,524.89 | 18,826.78 | 24,131.46 | 23,442.77 | 22,198.02 | 20,868.53 | 22,979.21 | 21,505.91 | 20,153.16 | 19,350.61 | 23,952.78 | 22,775.60 | 21,443.82 |
| Ty EOP Reg+Promo R | 42,148.79 | 40,404.34 | 39,049.78 | 37,653.56 | 48,262.92 | 46,885.53 | 44,396.03 | 41,737.06 | 45,959.41 | 43,011.82 | 40,306.32 | 38,701.22 | 47,905.56 | 45,551.19 | 42,887.64 |
| Ty EOP Reg+Promo U | 956 | 936 | 917 | 896 | 1,058 | 1,039 | 1,007 | 970 | 1,041 | 1,001 | 963 | 941 | 1,083 | 1,051 | 1,016 |
| Ty EOP Clr C | 20,740.77 | 20,039.63 | 19,389.53 | 18,668.94 | 24,007.46 | 23,306.99 | 21,893.04 | 20,544.74 | 22,555.35 | 21,201.49 | 19,923.76 | 19,181.14 | 23,844.17 | 22,449.69 | 21,174.74 |
| Ty EOP Clr R | 41,481.53 | 40,079.26 | 38,779.05 | 37,337.88 | 48,014.91 | 46,613.98 | 43,786.07 | 41,089.47 | 45,110.70 | 42,402.98 | 39,847.51 | 38,362.27 | 47,688.33 | 44,899.38 | 42,349.47 |
| Ty EOP Clr U | 949 | 931 | 913 | 892 | 1,054 | 1,035 | 999 | 961 | 1,029 | 993 | 957 | 937 | 1,080 | 1,043 | 1,008 |
| Ty Misc Adj R | 99.65 | 91.99 | 0.00 | 110.60 | 66.95 | 41.40 | 107.71 | 179.96 | 112.95 | 159.16 | 65.13 | 93.52 | 52.65 | 139.75 | 53.71 |
| Ty Misc Adj U | 1 | 1 | 0 | 2 | 1 | 1 | 2 | 3 | 2 | 2 | 1 | 1 | 1 | 2 | 1 |
| Ty Markdown Reg+Promo R | 214.86 | 133.98 | 104.16 | 83.70 | 137.31 | 166.00 | 333.45 | 148.93 | 375.58 | 242.50 | 123.00 | 140.81 | 181.14 | 228.63 | 210.18 |
| Ty Markdown Clr R | 68.00 | 38.29 | 24.14 | 23.89 | 28.23 | 37.10 | 90.09 | 48.07 | 96.66 | 70.08 | 23.59 | 40.98 | 35.96 | 67.33 | 53.05 |
| Ty Markdown due to W/F R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Ty MOS C | 36.51 | 21.77 | 20.33 | 20.47 | 17.66 | 18.43 | 29.85 | 35.82 | 43.41 | 24.01 | 41.46 | 21.60 | 0.00 | 43.24 | 22.00 |
| Ty MOS R | 73.01 | 43.53 | 40.65 | 40.94 | 35.32 | 36.86 | 59.69 | 71.64 | 86.81 | 48.02 | 82.92 | 43.19 | 0.00 | 86.47 | 44.00 |
| Ty MOS U | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 |
| Ty Receipts C | 2,872.59 | 0.00 | 0.00 | 0.00 | 6,013.30 | 0.00 | 0.00 | 0.00 | 4,008.87 | 0.00 | 0.00 | 0.00 | 5,345.15 | 0.00 | 0.00 |
| Ty Receipts R | 5,345.17 | 0.00 | 0.00 | 0.00 | 12,026.60 | 0.00 | 0.00 | 0.00 | 8,017.74 | 0.00 | 0.00 | 0.00 | 10,690.30 | 0.00 | 0.00 |
| Ty Receipts U | 80 | 0 | 0 | 0 | 180 | 0 | 0 | 0 | 120 | 0 | 0 | 0 | 160 | 0 | 0 |
| Ty Royalties R | 72.52 | 39.60 | 56.25 | 61.77 | 57.32 | 40.04 | 63.06 | 83.96 | 88.22 | 115.40 | 113.62 | 35.36 | 56.62 | 73.32 | 97.80 |
| Ty Returns Reg+Promo R | 270.67 | 138.57 | 144.65 | 143.05 | 158.35 | 156.03 | 300.59 | 288.64 | 455.48 | 276.46 | 298.99 | 142.50 | 148.66 | 275.27 | 284.53 |

***Table 5–1 Actuals View Measures***

| Measure | Description |
|---|---|
| Ty Sales Reg+Promo R | This Year Reg+Promo Sales Retail |
| Ty Sales Reg+Promo U | This Year Reg+Promo Sales Units |
| Ty Sales Clr R | This Year Clearance Sales Retail |
| Ty Sales Clr U | This Year Clearance Sales Units |
| Ty Returns Reg+Promo R | This Year Reg+Promo Returns Retail |
| Ty Returns Reg+Promo U | This Year Reg+Promo Returns Units |
| Ty Returns Clr R | This Year Clearance Returns Retail |
| Ty Returns Clr U | This Year Returns Clearance Units |
| Ty Markdown Reg+Promo R | This Year Markdown Reg+Promo Retail |
| Ty Markdown Clr R | This Year Markdown Clearance Retail |
| Ty Markdown due to W/F R | This Year Markdown W/F Retail |
| Ty EOP Reg+Promo C | This Year Reg+Promo End of Period Inventory Cost |
| Ty EOP Reg+Promo R | This Year Reg+Promo End of Period Inventory Retail |
| Ty EOP Reg+Promo U | This Year Reg+Promo End of Period Inventory Unit |
| Ty EOP Clr C | This Year End of Period Inventory Clearance Cost |
| Ty EOP Clr R | This Year Clearance End of Period Inventory Retail |
| Ty EOP Clr U | This Year Clearance End of Period Inventory Unit |
| Ty Receipts C | This Year Receipts Cost |
| Ty Receipts R | This Year Receipts Retail |
| Ty Receipts U | This Year Receipts Units |
| Ty Shrink C | This Year Shrink Cost |

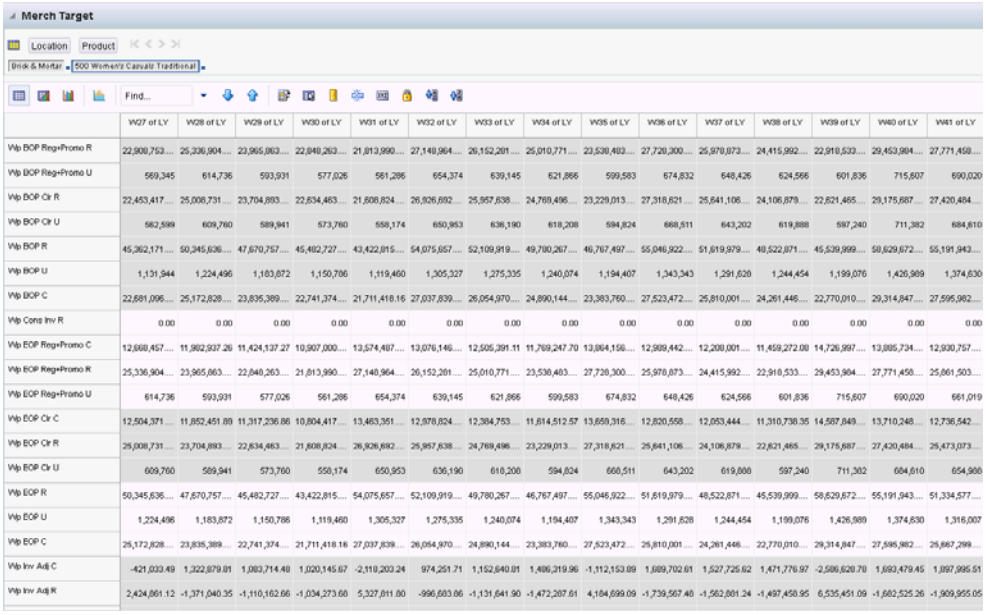
*Table 5–1 (Cont.) Actuals View Measures*

| Measure | Description |
|---|---|
| Ty Shrink R | This Year Shrink Retail |
| Ty Shrink U | This Year Shrink Units |
| Ty MOS C | This Year Marked Out of Stock Cost represents the Cost value of inventory reductions other than markdowns or sales. |
| Ty MOS R | This Year Marked Out of Stock Retail represents the Retail value of inventory reductions other than markdowns or sales. |
| Ty MOS U | This Year Marked Out of Stock Units represents the Units value of inventory reductions other than markdowns or sales. |
| Ty Misc Adj R | This Year Miscellaneous Adjustments Retail |
| Ty Misc Adj U | This Year Miscellaneous Adjustments Unit |
| Ty Royalties R | This Year Royalties Retail |
| Ty Vendor Funds R | This Year Vendor Funds (Rebates + Deals) Retail |
| Ty W/F Markdown R | This Year Wholesale Franchise Markdown Retail |
| Ty W/F Markup R | This Year Wholesale Franchise Mark Up Retail |
| Ty Cons Inv R | This Year Consignment Inventory as % of Total EOP Cost |

# Merch Target Step

The Merch Targets step includes a single view of the same name, the Merch Target view. In this view, you can review or correct aspects of the Targets plan.

*Figure 5–2 Merch Target View*




| | W27 of LY | W28 of LY | W29 of LY | W30 of LY | W31 of LY | W32 of LY | W33 of LY | W34 of LY | W35 of LY | W36 of LY | W37 of LY | W38 of LY | W39 of LY | W40 of LY | W41 of LY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Wip BOP Reg+Promo R | 22,900,753.... | 25,336,904.... | 23,965,863.... | 22,848,263.... | 21,813,990.... | 27,148,964.... | 26,152,281.... | 25,010,771.... | 23,538,483.... | 27,728,300.... | 25,978,873.... | 24,415,992.... | 22,918,533.... | 29,453,984.... | 27,771,458.... |
| Wip BOP Reg+Promo U | 569,345 | 614,736 | 593,931 | 577,026 | 561,286 | 654,374 | 639,145 | 621,866 | 599,583 | 674,832 | 648,426 | 624,566 | 601,836 | 715,607 | 690,020 |
| Wip BOP Clr R | 22,453,417.... | 25,008,731.... | 23,704,893.... | 22,634,463.... | 21,608,824.... | 26,926,692.... | 25,957,638.... | 24,789,496.... | 23,229,013.... | 27,318,821.... | 25,641,106.... | 24,106,879.... | 22,621,465.... | 29,175,687.... | 27,420,484.... |
| Wip BOP Clr U | 562,599 | 609,760 | 589,941 | 573,760 | 558,174 | 650,953 | 636,190 | 618,208 | 594,824 | 668,511 | 643,202 | 619,888 | 597,240 | 711,382 | 684,610 |
| Wip BOP R | 45,362,171.... | 50,345,636.... | 47,670,757.... | 45,482,727.... | 43,422,815.... | 54,075,657.... | 52,109,919.... | 49,780,267.... | 46,767,497.... | 55,046,922.... | 51,619,979.... | 48,522,871.... | 45,539,999.... | 58,629,672.... | 55,191,943.... |
| Wip BOP U | 1,131,944 | 1,224,496 | 1,183,872 | 1,150,786 | 1,119,460 | 1,305,327 | 1,275,335 | 1,240,074 | 1,194,407 | 1,343,343 | 1,291,628 | 1,244,454 | 1,199,076 | 1,426,989 | 1,374,630 |
| Wip BOP C | 22,681,096.... | 25,172,828.... | 23,835,389.... | 22,741,374.... | 21,711,418.16 | 27,037,839.... | 26,054,970.... | 24,890,144.... | 23,383,760.... | 27,523,472.... | 25,810,001.... | 24,261,446.... | 22,770,010.... | 29,314,847.... | 27,595,982.... |
| Wip Cons Inv R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wip EOP Reg+Promo C | 12,668,457.... | 11,892,937.26 | 11,424,137.27 | 10,907,000.... | 13,574,487.... | 13,076,146.... | 12,505,391.11 | 11,769,247.70 | 13,864,156.... | 12,989,442.... | 12,208,001.... | 11,459,272.08 | 14,726,997.... | 13,885,734.... | 12,930,757.... |
| Wip EOP Reg+Promo R | 25,336,904.... | 23,965,863.... | 22,848,263.... | 21,813,990.... | 27,148,964.... | 26,152,281.... | 25,010,771.... | 23,538,483.... | 27,728,300.... | 25,978,873.... | 24,415,992.... | 22,918,533.... | 29,453,984.... | 27,771,458.... | 25,861,503.... |
| Wip EOP Reg+Promo U | 614,736 | 593,931 | 577,026 | 561,286 | 654,374 | 639,145 | 621,866 | 599,583 | 674,832 | 648,426 | 624,566 | 601,836 | 715,607 | 690,020 | 661,019 |
| Wip EOP Clr C | 12,504,371.... | 11,852,451.89 | 11,317,236.86 | 10,804,417.... | 13,463,351.... | 12,978,824.... | 12,384,753.... | 11,614,512.57 | 13,659,316.... | 12,820,558.... | 12,053,444.... | 11,310,738.35 | 14,587,849.... | 13,710,248.... | 12,736,542.... |
| Wip EOP Clr R | 25,008,731.... | 23,704,893.... | 22,634,463.... | 21,608,824.... | 26,926,692.... | 25,957,638.... | 24,789,496.... | 23,229,013.... | 27,318,821.... | 25,641,106.... | 24,106,879.... | 22,621,465.... | 29,175,687.... | 27,420,484.... | 25,473,073.... |
| Wip EOP Clr U | 609,760 | 589,941 | 573,760 | 558,174 | 650,953 | 636,190 | 618,208 | 594,824 | 668,511 | 643,202 | 619,888 | 597,240 | 711,382 | 684,610 | 654,988 |
| Wip EOP R | 50,345,636.... | 47,670,757.... | 45,482,727.... | 43,422,815.... | 54,075,657.... | 52,109,919.... | 49,780,267.... | 46,767,497.... | 55,046,922.... | 51,619,979.... | 48,522,871.... | 45,539,999.... | 58,629,672.... | 55,191,943.... | 51,334,577.... |
| Wip EOP U | 1,224,496 | 1,183,872 | 1,150,786 | 1,119,460 | 1,305,327 | 1,275,335 | 1,240,074 | 1,194,407 | 1,343,343 | 1,291,628 | 1,244,454 | 1,199,076 | 1,426,989 | 1,374,630 | 1,316,007 |
| Wip EOP C | 25,172,828.... | 23,835,389.... | 22,741,374.... | 21,711,418.16 | 27,037,839.... | 26,054,970.... | 24,890,144.... | 23,383,760.... | 27,523,472.... | 25,810,001.... | 24,261,446.... | 22,770,010.... | 29,314,847.... | 27,595,982.... | 25,867,299.... |
| Wip Inv Adj C | -421,033.49 | 1,322,879.81 | 1,083,714.48 | 1,020,145.67 | -2,119,203.24 | 974,251.71 | 1,152,640.01 | 1,486,319.96 | -1,112,153.89 | 1,689,702.61 | 1,527,725.62 | 1,471,776.97 | -2,586,628.70 | 1,693,479.45 | 1,897,995.51 |
| Wip Inv Adj R | 2,424,861.12 | -1,371,040.35 | -1,110,162.66 | -1,034,273.68 | 5,327,811.80 | -996,683.86 | -1,131,641.90 | -1,472,287.61 | 4,184,699.09 | -1,739,567.40 | -1,562,881.24 | -1,497,450.95 | 6,535,451.09 | -1,682,525.26 | -1,909,955.05 |

# Merch Plan Step

The Merch Plan step includes a single view of the same name, the Merch Plan view.

***Figure 5–3 Merch Plan View***

Merch Plan

Location | Product

Brick & Mortar | 30018 Short Sleeve Tees

Find...

| | W27 of LY | W28 of LY | W29 of LY | W30 of LY | W31 of LY | W32 of LY | W33 of LY | W34 of LY | W35 of LY | W36 of LY | W37 of LY | W38 of LY | W39 of LY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Wp BOP Reg+Promo R | 2,096,071.66 | 2,207,336.76 | 2,116,872.49 | 2,041,649.31 | 1,966,632.53 | 2,568,452.83 | 2,493,733.15 | 2,359,991.78 | 2,209,748.24 | 2,450,016.17 | 2,282,146.74 | 2,130,022.42 | 2,039,527.94 |
| Wp BOP Reg+Promo U | 54,372 | 56,657 | 55,264 | 54,120 | 52,984 | 63,349 | 62,199 | 60,164 | 57,901 | 62,423 | 59,848 | 57,516 | 56,129 |
| Wp BOP Clr R | 2,029,175.91 | 2,176,825.85 | 2,101,519.70 | 2,026,705.11 | 1,951,270.68 | 2,553,265.24 | 2,478,648.43 | 2,329,040.19 | 2,178,607.90 | 2,404,639.05 | 2,252,286.78 | 2,099,216.98 | 2,024,159.24 |
| Wp BOP Clr U | 53,362 | 56,190 | 55,039 | 53,901 | 52,752 | 63,122 | 61,979 | 59,708 | 57,426 | 61,691 | 59,391 | 57,062 | 55,913 |
| Wp BOP R | 4,125,247.57 | 4,384,162.61 | 4,218,392.19 | 4,068,354.42 | 3,917,903.21 | 5,121,718.07 | 4,972,381.58 | 4,689,031.97 | 4,388,356.14 | 4,854,655.22 | 4,534,433.52 | 4,229,239.40 | 4,063,687.18 |
| Wp BOP U | 107,734 | 112,847 | 110,303 | 108,021 | 105,736 | 126,471 | 124,178 | 119,872 | 115,327 | 124,114 | 119,239 | 114,578 | 112,042 |
| Wp BOP C | 2,062,624.55 | 2,192,082.18 | 2,109,196.86 | 2,034,178.00 | 1,958,952.47 | 2,560,859.90 | 2,486,191.57 | 2,344,516.81 | 2,194,178.96 | 2,427,328.46 | 2,267,217.64 | 2,114,620.49 | 2,031,844.46 |
| Wp EOP Reg+Promo R | 2,207,336.76 | 2,116,872.49 | 2,041,649.31 | 1,966,632.53 | 2,568,452.83 | 2,493,733.15 | 2,359,991.78 | 2,209,748.24 | 2,450,016.17 | 2,282,146.74 | 2,130,022.42 | 2,039,527.94 | 2,566,304.84 |
| Wp EOP Reg+Promo U | 56,657 | 55,264 | 54,120 | 52,984 | 63,349 | 62,199 | 60,164 | 57,901 | 62,423 | 59,848 | 57,516 | 56,129 | 65,226 |
| Wp EOP Clr U | 56,190 | 55,039 | 53,901 | 52,752 | 63,122 | 61,979 | 59,708 | 57,426 | 61,691 | 59,391 | 57,062 | 55,913 | 65,010 |
| Wp EOP Clr R | 2,176,825.85 | 2,101,519.70 | 2,026,705.11 | 1,951,270.68 | 2,553,265.24 | 2,478,648.43 | 2,329,040.19 | 2,178,607.90 | 2,404,639.05 | 2,252,286.78 | 2,099,216.98 | 2,024,159.24 | 2,551,685.02 |
| Wp EOP R | 4,384,162.61 | 4,218,392.19 | 4,068,354.42 | 3,917,903.21 | 5,121,718.07 | 4,972,381.58 | 4,689,031.97 | 4,388,356.14 | 4,854,655.22 | 4,534,433.52 | 4,229,239.40 | 4,063,687.18 | 5,117,989.86 |
| Wp EOP U | 112,847 | 110,303 | 108,021 | 105,736 | 126,471 | 124,178 | 119,872 | 115,327 | 124,114 | 119,239 | 114,578 | 112,042 | 130,236 |
| Wp EOP C | 2,192,082.18 | 2,109,196.86 | 2,034,178.00 | 1,958,952.47 | 2,560,859.90 | 2,486,191.57 | 2,344,516.81 | 2,194,178.96 | 2,427,328.46 | 2,267,217.64 | 2,114,620.49 | 2,031,844.46 | 2,558,995.86 |
| Wp Comp Sales R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp GM R | 50,118.12 | 26,285.37 | 26,330.45 | 26,396.09 | 26,067.98 | 26,262.96 | 50,120.19 | 50,151.25 | 74,164.53 | 50,192.09 | 50,393.61 | 26,680.17 | 26,607.00 |
| Wp Inv Adj R | 110,992.87 | -90,464.27 | -74,566.95 | -75,016.78 | 601,057.36 | -74,719.68 | -132,721.30 | -150,243.54 | 239,889.70 | -167,070.33 | -152,124.32 | -90,494.48 | 526,776.90 |
| Wp Inv Adj U | 2,276 | -1,393 | -1,126 | -1,136 | 10,346 | -1,150 | -2,012 | -2,263 | 4,511 | -2,552 | -2,332 | -1,387 | 9,097 |
| Wp Markdown Clr R | 3,219.06 | 1,681.20 | 1,625.82 | 1,652.37 | 1,662.15 | 1,596.63 | 3,108.14 | 3,204.73 | 4,359.12 | 3,158.02 | 3,119.21 | 1,645.25 | 1,584.01 |

# Location Target Step

The Location Target step includes a single view of the same name, the Location Target view.

***Figure 5–4 Location Target View***

Location Target

Location | Product

1000 Charlotte | 1 Acme

Find...

| | 8/5/2017 | 8/12/2017 | 8/19/2017 | 8/26/2017 | 9/2/2017 | 9/9/2017 | 9/ |
|---|---|---|---|---|---|---|---|
| Wp Markdown R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Wp Returns R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Wp Returns U | 0 | 0 | 0 | 0 | 0 | 0 | |
| Wp Sales R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Wp Sales U | 0 | 0 | 0 | 0 | 0 | 0 | |

# Location Plan Step

The Location Plan step includes a single view of the same name, the Location Plan view.

***Figure 5–5 Location Plan View***

Location Plan

Location | Product

1000 Charlotte | 300 Men's Casuals

Find...

| | 8/5/2017 | 8/12/2017 | 8/19/2017 | 8/26/2017 | 9/2/2017 | 9/9/2017 | 9/16/2017 |
|---|---|---|---|---|---|---|---|
| Wp BOP C | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp BOP R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp BOP U | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wp EOP C | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp EOP R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp EOP U | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wp Markdown due to W/F R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Markdown R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Net Sales R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Net Sales U | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wp On Order Adj C | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp On Order Adj R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp On Order Adj U | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wp On Order C | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp On Order R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp On Order U | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wp Receipts C | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Receipts R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Receipts U | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wp Returns R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Location Plan

# 6

# Create Merch Plan Targets Task

The Planning Manager role is usually associated with senior and middle management in the merchandise planning organization. The objective of the Planning Manager is to develop strategic and department-level targets that set the financial guidance for the planning organization.

Planning Managers typically begin planning at a minimum two to six months in advance of the period being planned. This is known as pre-season planning. During this time, the planning manager will create the high level merchandise financial plan (targets) for the season or for the entire year.

The Planning Manager is presented with the activity called Create Merch Plan Targets and a task of the same name. This task belongs solely to the Planning Manager role.

This task includes the following steps:

- Create Targets Step
- Review and Publish Targets Step
- Review and Approve Plan Step
- In-Season Review and Re-Project Targets Step

The first two steps are related to pre-season creation and publication of targets to the Merch Planner. The third step involves reviewing and approving or rejecting plans submitted by the Merch Plan role. The fourth step is used for in-season adjustments to targets.

The Planning Manager must complete the first two steps to publish the strategic targets to the Planner.

## Create Targets Step

To create the Merch Targets the basic approach is to complete the following steps within the views provided in the Create Targets step:

1. Seed the plan using Last Year (Ly) or Forecast (Fcst) to create a base plan.
2. In Sales/Markdowns, plan the sales, markdowns, returns, and so on, you are projecting. Use forecasted sales and Ly as a guide.
3. Plan the required inventory and receipts.
4. Review Gross Margin results.

**Tip:** As you build your plan, click the Commit button when you are happy with the intermediate state. This creates a permanent snapshot of the as-is state. This creates a restore point you can revert back to if you go down a path that is unsatisfactory.

## Seed Plan Sub-Step

The first action that the Planning Manager completes when creating new targets is to seed the plan within the Initialize view. In order to seed the plan, you can first review the LY plan and forecast in the Sales/Markdowns view. This will help you determine which plan you will use for seeding.

### Initialize View

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

***Figure 6–1 Initialize View***

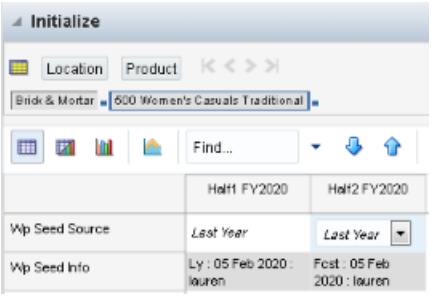



***Table 6–1 Initialize View Measures***

| Measure | Description |
|---|---|
| Seed Source | The seed source used to seed the working plan. Use this option to seed or not seed the working plan. You can seed with Last Year's (Ly) or Forecast (Fcst) data. Or, you can choose the Blank option if you do not want to seed the working plan. |
| Seed Info | Includes a few pertinent facts about the last time that the Seed custom menu was executed: last seed source concatenated with last seeded date and the last user to seed.<br>If blank, then the given intersection has never been seeded. |

### Seeding the Plan

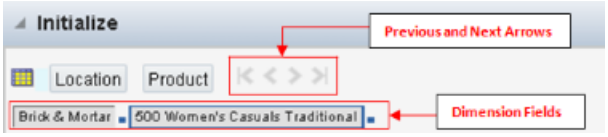
When seeding the plan, you can choose which information is seeded. For instance, you can seed just one half or all halves in the workbook. You can also choose what locations and products to seed.

There are two ways you can seed. You can seed each level individually, or you can seed several levels at once by changing the dimension level shown in the view, as illustrated in Figure 6–6.

**Seeding One Level at a Time** To seed one target at a time you will set the seed source information. Then, to seed the next department in the Product dimension within the Brick & Mortar channel, complete the following steps:

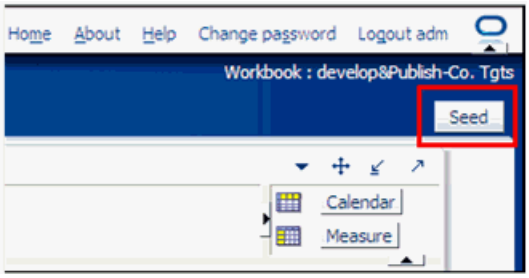
1. Click on the Dimension whose value (position) you want to change, as shown in Figure 6–2.
2. Click the **Next** or **Previous** arrow, as shown in Figure 6–2.

***Figure 6–2 Changing a Position with Page Arrows***




3. The page refreshes and the next position in the department level is displayed in the page edge. Notice that the Seed Source measure is not populated for this department.
4. Select the half that you want to seed with Ly or Forecast data.
5. Click the **Next** arrow to view and seed the next department.
6. When you have selected all the data you want to seed, click **Seed** in the top right corner.

***Figure 6–3 Seed Button***




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

   After you have seeded, the view refreshes and the Last Seed Source and Last Seed Date measures contain the source and date of the last seed.

**Seeding Several Levels at Once** If you want to seed several locations and several products at once, change the displayed level of the dimensions.

The default setting of the Initialize Plan view is set to show the Half level of the Calendar, the Channel level of the Location dimension, and the Department level of the Product dimension.

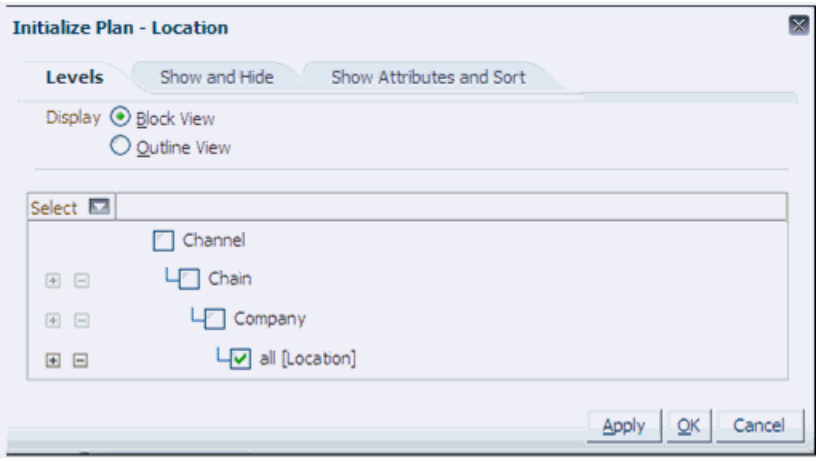
To change the dimension shown in the page edge or grid, complete the following steps:

1. Click the Dimension Tile button of the dimension level you want to change.

***Figure 6–4 Location Dimension Tile***

2. The dimension window is displayed. Select the level of the dimension that you want to appear in the page edge. If you want to view more than one level at a time in the page edge or grid, select multiple levels and Outline View. In Figure 6–5, Channel was deselected and all [Location] was selected instead.

***Figure 6–5 Location Dimension Window***

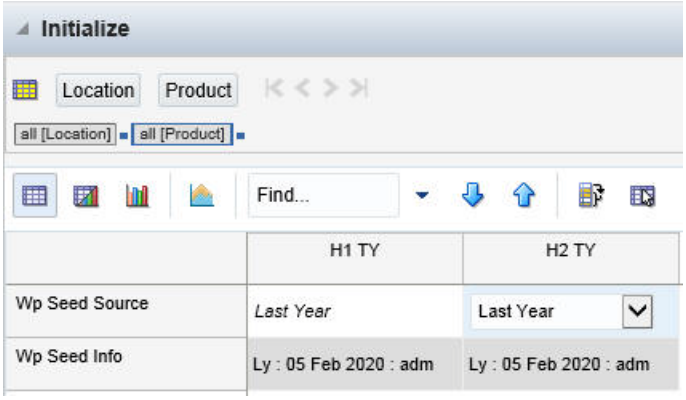



3. Click **OK** when finished.
4. Repeat Steps 1 through 3 for other dimensions if necessary.
5. After the dimensions are at the level you want, select the halves that you want to seed.

   In Figure 6–6, the Location and Product dimensions are at the highest level, Company, and the half *Half1 FY2020* has been set to seed from last year.
6. When you have selected all the data you want to seed, click **Seed** in the bottom right corner.

   Remember that regardless of the level selected for viewing and seeding, the actions in a workbook are ultimately limited by the positions you have selected for the workbook, that is, the Departments, Channels, and Halves.

***Figure 6–6 Seeding Several Levels at Once***




7. The view refreshes. The Seed Info measure contains the last seed source concatenated with last seeded date and the last user to seed. A confirmation message is displayed, stating that the data has been successfully seeded. Click **OK**.

After you have seeded the departments, continue to the next sub-step: "Sales/Markdowns Sub-Step".

### Sales/Markdowns View

In this view you can review the LY plan and forecast to determine which you will use to seed the plan.

## Sales/Markdowns Sub-Step

The second action within the Create Targets step is Sales/Markdowns. The number of views in the Sales and Markdowns action depends on your system settings. Typically, there is one view. However, if Wholesale/Franchise and/or the Local Currency options are enabled, then there are additional views.

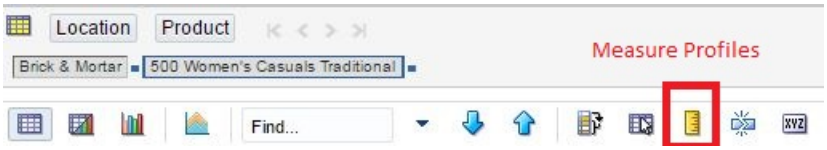
### Sales and Markdowns View

In the Sales and Markdowns view, you plan sales, promotions, and markdowns. Sales are the revenue generated by selling goods or services. Regular priced sales yield the greatest margin, however successful promotions drive more traffic and completion of sales. Though the promotional sale likely includes markdown, the overall increase in sales should outweigh the markdown and drive at good margins.

There are several measure profiles available to logically guide you through the plan variables.

A measure profile is selected by clicking the Ruler icon in the toolbar.

***Figure 6–7 Toolbar Ruler Icon***




- **Sales and Markdowns (Default)**

  The measures in this profile represent totals which are not broken down by *type* of sale such as Promo, clearance, and so on. This view also incorporates the forecast for viewing on top of all Ly actuals.

- **Sales by Type**

  The measures in this profile display and capture sales and returns figures by type of sale: Regular + Promotional, and Clearance. Regular + Promo, and Clearance added together equate to the total sale or total return.

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

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

- **Markdowns by Type**

  Markdown is the difference between the original retail price and the actual selling price. The measures in this profile display and capture markdown figures as a total as well as by sales type: Regular + Promotional, and Clearance. The markdown types added together equate to the markdown (Wp Markdown R).

- **Units**

Some lines of businesses may prefer to build the plan, or at least closely couple the financial plan, by sales in terms of units. You also use this view to review the Average Unit Retail (AUR) to ensure it aligns with your strategic plans for the department.

- **Direct**

  This measure profile contains the KPIs for direct to consumer channels.

- **Fulfillment Planning**

  This measure profile is focused on planning returns which result from Online purchases that are returned to a store location. The Buy Online Return in Store customer journey often results in congruent merchandise assortments. Retailers are able to determine whether or not to transfer goods back to their online fulfillment warehouse. This functionality allows returns to be rightfully attributed to the correct channel and ultimately a more accurate impact of net sales.

  MFP Cloud Service also provides the ability to input restocking costs associated with returns to warehouse, returns to store, and returns to store that are transferred back to warehouse. The restocking costs are then associated with each type of return and are reflected in the net gross margin of the respective channel.

***Figure 6–8 Sales and Markdowns View***

1. Sales and Markdowns

Location | Product

Brick & Mortar | 500 Women's Casuals Traditional

Find...

| | 2/8/2020 | 2/15/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 | 3/21/2020 | 3/28/2020 | 4/4/2020 | 4/11/2020 | 4/18/2020 | 4/25/2020 | 5/2/2020 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Wp Sales R | 870,500.39 | 1,061,633.94 | 1,269,472.86 | 1,471,233.07 | 1,084,892.53 | 923,938.01 | 903,281.57 | 832,949.16 | 833,659.18 | 1,121,844.63 | 1,254,639.60 | 1,146,760.97 | 1,484,025.19 |
| Fcst Sales R | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 |
| Wp Sales R var Fcst % | -39.9 % | -26.8 % | -12.4 % | 1.5 % | -25.2 % | -36.3 % | -37.7 % | -42.5 % | -42.5 % | -22.6 % | -13.4 % | -20.9 % | 2.4 % |
| Ly Sales R | 870,500.39 | 1,061,633.94 | 1,269,472.86 | 1,471,233.07 | 1,084,892.53 | 923,938.01 | 903,281.57 | 832,949.16 | 833,659.18 | 1,121,844.63 | 1,254,639.60 | 1,146,760.97 | 1,484,025.19 |
| Wp Sales R var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| . | | | | | | | | | | | | | |
| MT Wp Sales R contrib Prod % | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| MT Ly Sales R contrib Prod % | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| MT Wp Sales R contrib Time % | 0.01 | 0.02 | 0.02 | 0.02 | 0.02 | 0.01 | 0.01 | 0.01 | 0.01 | 0.02 | 0.02 | 0.02 | 0.02 |
| MT Ly Sales R contrib Time % | 0.01 | 0.02 | 0.02 | 0.02 | 0.02 | 0.01 | 0.01 | 0.01 | 0.01 | 0.02 | 0.02 | 0.02 | 0.02 |
| . | | | | | | | | | | | | | |
| Wp Net Sales R | 522,339.25 | 631,714.03 | 749,886.42 | 865,378.16 | 644,704.67 | 552,507.28 | 541,569.37 | 502,275.30 | 502,505.51 | 998,324.59 | 1,112,656.11 | 1,019,771.14 | 1,314,743.78 |
| Ly Net Sales R | 522,339.25 | 631,714.03 | 749,886.42 | 865,378.16 | 644,704.67 | 552,507.28 | 541,569.37 | 502,275.30 | 502,505.51 | 998,324.59 | 1,112,656.11 | 1,019,771.14 | 1,314,743.78 |
| Wp Net Sales R var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |

Follow these steps to basic sales and markdown generation:

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

   When building the targets for Wholesale/Franchise channels, plan Sales and then go directly to the W/F - Sales and Markdowns view.

2. Change the measure profile to Sales by Type.

3. In the Sales by Type measure profile, plan your sales by type. The sales types are Total Sales, Regular + Promo Sales, and Clearance Sales.

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

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

4. Return to the Sales and Markdowns measure profile.
5. With the total Wp Sales R populated, you can adjust the total to your target while still maintaining the relationships between the different sales types.
6. Change the measure profile to Markdown by Type. In the Markdown by Type profile, edit the Wp Markdown Reg+Promo R% to adjust the Wp Markdown Reg+Promo Rate.

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

### Returns Maintenance Setup View

With the continual increase of Direct sales proportional to the total business, cross channel returns have increased. As assortments become more localized, it is increasingly important to plan the impact of returns across channels.

This view is used to set up return rates for Buy Online, Return in Store (BORIS) versus Buy Online, Return Online. These values along with % BORIS back to Warehouse enable planning the cross channel impacts of returns and ultimately drive at more accurate Open to Buy, Ending Inventory, and Gross Margin figures.

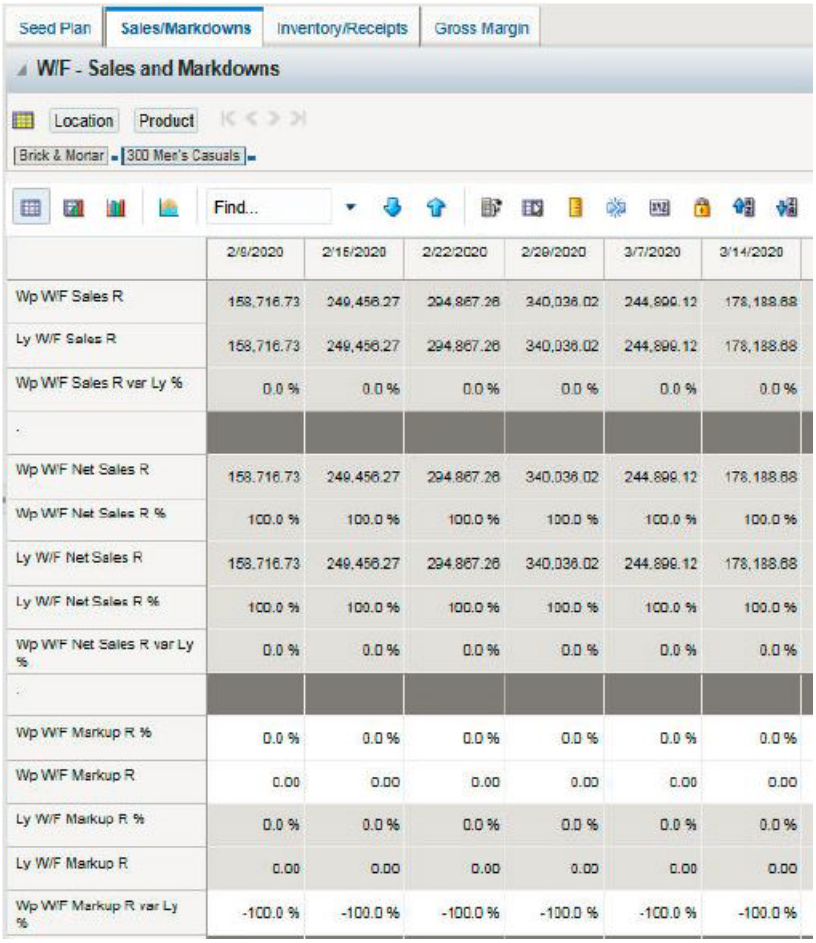
Factoring in the restocking costs associated with returns improves the accuracy of net gross margins.

### W/F - Sales and Markdowns View

If the Wholesale/Franchise option is provisioned, you plan sales here.

Wholesale/Franchise sales are typically tracked and managed as a separate channel of a retail business. Use the Wholesale/Franchise Sales and Markdowns view to build your target sales, markup, and markdowns that you will make as wholesaler or franchisor.

***Figure 6–9 W/F Sales and Markdowns***

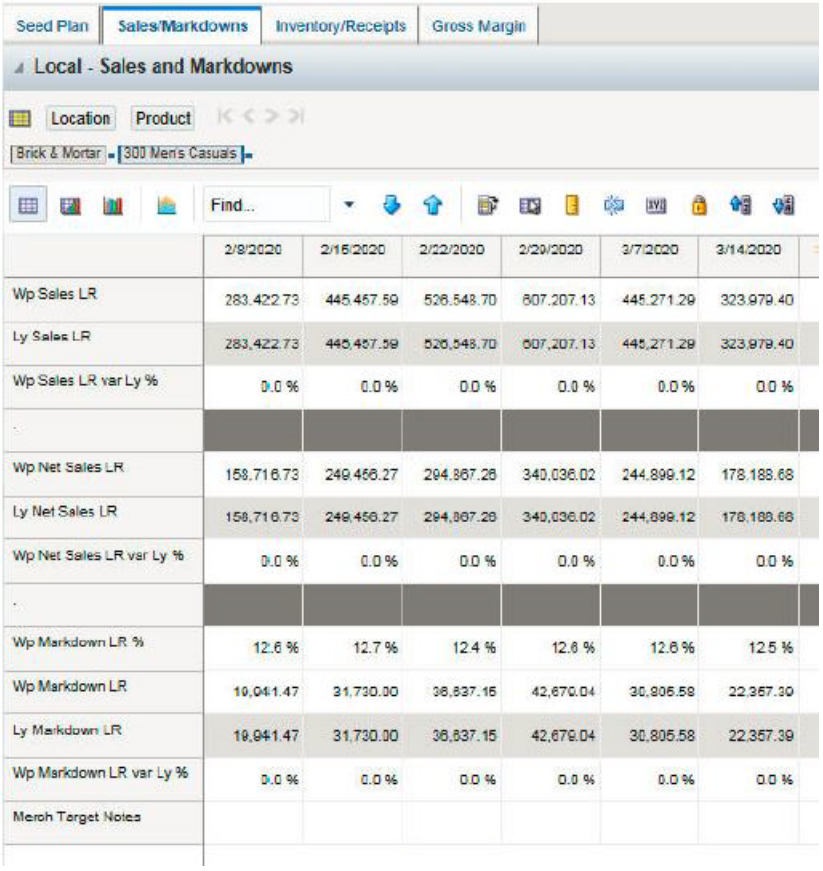



| | 2/9/2020 | 2/15/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 |
|---|---|---|---|---|---|---|
| Wp W/F Sales R | 158,716.73 | 249,456.27 | 294,867.26 | 340,036.02 | 244,899.12 | 178,188.68 |
| Ly W/F Sales R | 158,716.73 | 249,456.27 | 294,867.26 | 340,036.02 | 244,899.12 | 178,188.68 |
| Wp W/F Sales R var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| . | | | | | | |
| Wp W/F Net Sales R | 158,716.73 | 249,456.27 | 294,867.26 | 340,036.02 | 244,899.12 | 178,188.68 |
| Wp W/F Net Sales R % | 100.0 % | 100.0 % | 100.0 % | 100.0 % | 100.0 % | 100.0 % |
| Ly W/F Net Sales R | 158,716.73 | 249,456.27 | 294,867.26 | 340,036.02 | 244,899.12 | 178,188.68 |
| Ly W/F Net Sales R % | 100.0 % | 100.0 % | 100.0 % | 100.0 % | 100.0 % | 100.0 % |
| Wp W/F Net Sales R var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| . | | | | | | |
| Wp W/F Markup R % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Wp W/F Markup R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Ly W/F Markup R % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Ly W/F Markup R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp W/F Markup R var Ly % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % |

## Local - Sales and Markdowns View

If the Local Currency option is provisioned, you use this view. The key planning KPIs are available in local currency for cross-referencing and high-level planning.

*Figure 6–10 Local -Sales and Markdowns*




| | 2/8/2020 | 2/15/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 |
|---|---|---|---|---|---|---|
| Wp Sales LR | 283,422.73 | 445,457.59 | 526,548.70 | 607,207.13 | 445,271.29 | 323,979.40 |
| Ly Sales LR | 283,422.73 | 445,457.59 | 526,548.70 | 607,207.13 | 445,271.29 | 323,979.40 |
| Wp Sales LR var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| . | | | | | | |
| Wp Net Sales LR | 158,716.73 | 249,456.27 | 294,867.28 | 340,036.02 | 244,899.12 | 178,188.68 |
| Ly Net Sales LR | 158,716.73 | 249,456.27 | 294,867.28 | 340,036.02 | 244,899.12 | 178,188.68 |
| Wp Net Sales LR var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| . | | | | | | |
| Wp Markdown LR % | 12.6 % | 12.7 % | 12.4 % | 12.6 % | 12.6 % | 12.5 % |
| Wp Markdown LR | 19,941.47 | 31,730.00 | 36,837.15 | 42,679.04 | 30,805.58 | 22,357.39 |
| Ly Markdown LR | 19,941.47 | 31,730.00 | 36,837.15 | 42,679.04 | 30,805.58 | 22,357.39 |
| Wp Markdown LR var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Merch Target Notes | | | | | | |

## Inventory/Receipts Sub-Step

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

### Inventory and Receipts View

Inventory and Receipts is where you will plan Beginning-of-period (BOP)/End-of-period (EOP) inventory, receipts, turn, and so on. This view is frequently planned at a month level. At a month level, EOP is usually targeted to be about the same as BOP and then ramp up for holiday gift giving is factored in. After planning the month, it is wise to review the results at a week level to ensure there are no undesirable anomalies.

Inventory turn is an important indicator of the effectiveness of the planned inventory. It tells you how many times stock is being sold and repurchased over a given period of time. The goal is to increase your turn as much as possible, without having to take markdowns. Turn (Wp CUM Turn R) is reviewed in this worksheet view.

Another important indicator is Stock to Sales Ratio. The stock to sales ratio is the proportion of inventory on hand at the beginning of a period (such as a week or month) that will support the planned sales in that period.

If the Stock to Sales Ratio rises, (due to an increase in inventory without an accompanying rise in sales), then you are adding more stock without increasing sales.

Unless you are intentionally ramping up stock for holiday, promo, and so on, then it is time to hold off on receipts and work on selling down the quantity on that item. The ultimate goal is to reduce your Stock to Sales Ratio as low as possible, without losing sales.

**Note:** This sub-step is not performed for W/F channels.

There are several measure profiles available to guide you through various approaches to planning inventory and receipts.

**Note:** The adjustments you made to the Sales and Markdowns view are visible in this view if you have clicked Calculate.

- **Retail (Default)**

  The Retail profile is the default profile. The planning is focused on total retail rather than units, and sale *type*. This profile is the most comprehensive view of variables impacting inventory.

- **Inventory by Type**

  In this profile, you can review and maintain a breakdown of inventory by sales type, Regular + Promo, and clearance.

- **Units**

  In this view, you can directly maintain EOP inventory, Mark Out of Stock (MOS), and Move to Clearance in terms of units.

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

  1. Plan the receipt flow and then evaluate the average inventory and turn.
  2. Review the Receipts Markup (MU) for accuracy. Often this will follow the keystone 50%, but many variables can impact the decision on markup-from competitor pricing to freight costs, and overhead operating expense.
  3. Review the Wp CMU % measure. Cumulative markup rate (CMU %) is a blend of the beginning of period (BOP) inventory retail and cost with the future receipt retail and receipt cost. The Wp CMU % directly affects the cost of goods sold (COGS), which then affects the gross margin.
  4. Adjust the Wp Stock to Sales R measure accordingly. These adjustments affect the receipts for both the current month and prior month. However, the total plan period receipts do not increase or decrease; they only shift from month to month

- **Fulfillment Planning**

  This measure profile focuses on planning the impacts of Buy Online, Pickup in Store and Buy in Store, Ship to Customer.

  These fulfillment methods are relevant because inventory is planned for a channel based on its projected sales. When the sales are attributed to one channel but fulfilled by another, the fulfillment channel's inventory must reflect the increased inventory need (increased OTB).

***Figure 6–11 Inventory and Receipts View***

1. Receipts and Inventory

Location | Product | Calendar | Measure

Brick & Mortar

Find...

| | 2/8/2020 | 2/15/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 | 3/21/2020 | 3/28/2020 | 4/4/2020 | 4/11/2020 | 4/18/2020 | 4/25/2020 | 5/2/2020 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Wp BOP R | 56,622,971... | 56,010,538... | 55,264,945... | 58,303,104... | 57,268,353... | 56,508,557... | 55,861,512... | 59,805,059... | 59,221,067... | 58,637,768... | 57,436,393... | 61,853,306... | 60,626,077... |
| Ly BOP R | 41,298,877... | 40,032,895... | 38,572,417... | 44,569,794... | 42,536,586... | 40,964,118... | 39,666,487... | 47,830,963... | 46,982,268... | 45,837,216... | 43,565,151... | 50,986,597... | 48,914,623... |
| . | | | | | | | | | | | | | |
| Wp Receipts R | 0.00 | 0.00 | 3,932,315.06 | 0.00 | 0.00 | 0.00 | 4,574,750.24 | 0.00 | 0.00 | 0.00 | 5,763,283.62 | 0.00 | 0.00 |
| Wp Receipts MU % | 0.0 % | 0.0 % | 50.0 % | 0.0 % | 0.0 % | 0.0 % | 50.0 % | 0.0 % | 0.0 % | 0.0 % | 50.0 % | 0.0 % | 0.0 % |
| Ly Receipts R | 0.00 | 0.00 | 3,932,315.06 | 0.00 | 0.00 | 0.00 | 4,574,750.24 | 0.00 | 0.00 | 0.00 | 5,763,283.62 | 0.00 | 0.00 |
| Ly Receipts MU % | 0.0 % | 0.0 % | 50.0 % | 0.0 % | 0.0 % | 0.0 % | 50.0 % | 0.0 % | 0.0 % | 0.0 % | 50.0 % | 0.0 % | 0.0 % |
| Wp Receipts R var Ly % | -100.0 % | -100.0 % | 0.0 % | -100.0 % | -100.0 % | -100.0 % | 0.0 % | -100.0 % | -100.0 % | -100.0 % | 0.0 % | -100.0 % | -100.0 % |
| . | | | | | | | | | | | | | |
| Wp Net Sales R | 522,339.25 | 631,714.03 | 749,886.42 | 865,378.16 | 644,704.67 | 552,507.28 | 541,569.37 | 502,275.30 | 502,505.51 | 998,324.59 | 1,112,656.11 | 1,019,771.14 | 1,314,743.78 |
| Ly Net Sales R | 522,339.25 | 631,714.03 | 749,886.42 | 865,378.16 | 644,704.67 | 552,507.28 | 541,569.37 | 502,275.30 | 502,505.51 | 998,324.59 | 1,112,656.11 | 1,019,771.14 | 1,314,743.78 |
| Wp Markdown R % | 12.6 % | 12.4 % | 12.6 % | 12.5 % | 12.5 % | 12.4 % | 12.4 % | 12.5 % | 12.3 % | 12.4 % | 12.3 % | 12.5 % | 12.4 % |
| Ly Markdown R % | 12.6 % | 12.4 % | 12.6 % | 12.5 % | 12.5 % | 12.4 % | 12.4 % | 12.5 % | 12.3 % | 12.4 % | 12.3 % | 12.5 % | 12.4 % |
| Wp Markdown R | 65,732.68 | 78,485.05 | 94,704.21 | 108,427.08 | 80,528.71 | 68,710.72 | 67,060.09 | 62,571.55 | 61,649.01 | 123,536.47 | 136,828.69 | 127,441.68 | 163,444.35 |
| Ly Markdown R | 65,732.68 | 78,485.05 | 94,704.21 | 108,427.08 | 80,528.71 | 68,710.72 | 67,060.09 | 62,571.55 | 61,649.01 | 123,536.47 | 136,828.69 | 127,441.68 | 163,444.35 |

### Move To Clearance View

In this view, you plan clearance sales. This is an important step in creating Reg + Promo and Clearance balance sets.

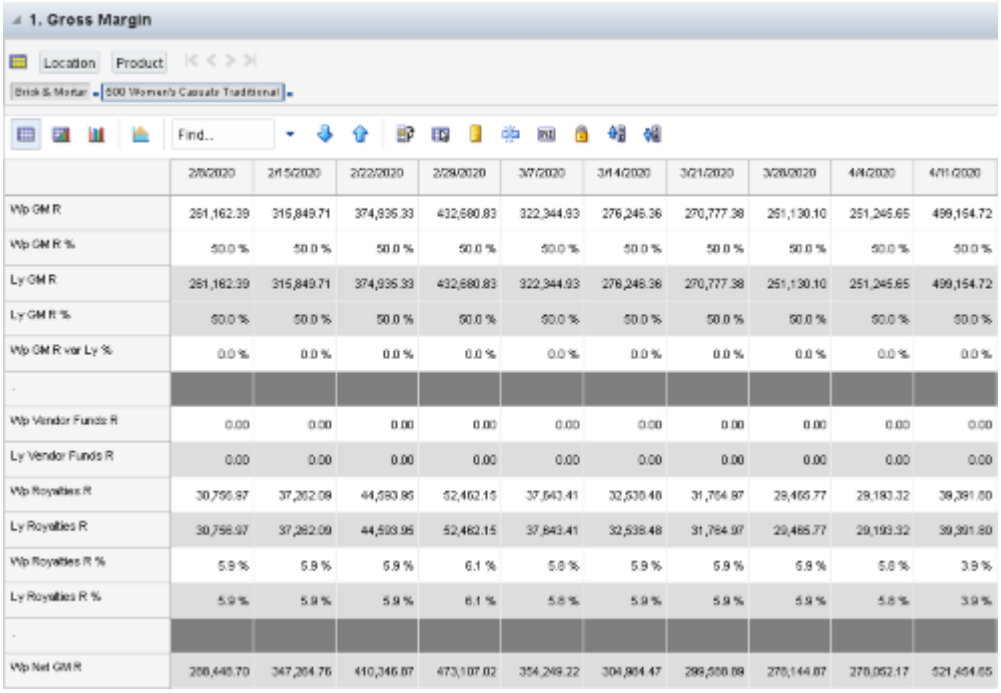
## Gross Margin Sub-Step

You build your plan with a close eye on gross margins and net gross margin. Gross Margin is a percentage (or ratio) of gross profit to net sales. Gross profit (expressed as Wp GM R) is the difference between net sales and Cost of Goods Sold (COGS). Gross margin and gross profit are very important measures of the profitability and financial performance of a company.

### Gross Margin View

Use the Gross Margin view to evaluate the gross margin created from your sales and markdown plan and receipts and inventory plan. Determine whether the planned gross margin meets your gross margin goal. If it does not, return to the Develop Sales and Markdown Plan and Develop Inventory and Receipt Plan steps to adjust your receipt markups and receipt flow. Finally, return to the Gross Margin view to adjust additional contributors to net gross margin such as vendor funds and royalties.

*Figure 6–12 Gross Margin View*

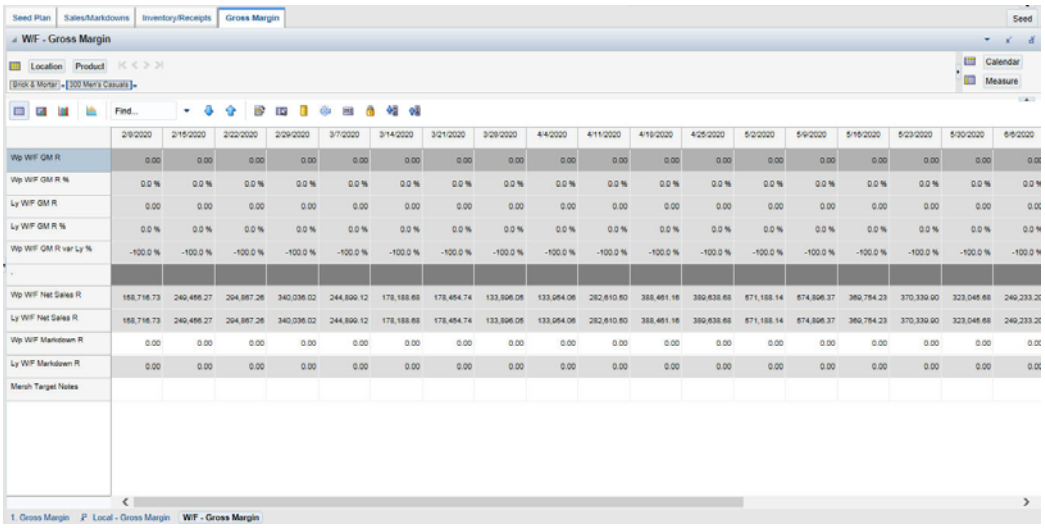



## W/F - Gross Margin View

If the Wholesale Franchise option is provisioned, you plan W/F channels in this view.

Wholesale/Franchise sales are typically tracked and managed as a separate channel of a retail business. In the Wholesale/Franchise Gross Margin, you review the planned gross margin on your wholesale/franchise sales.

*Figure 6–13 W/F Gross Margin*




## Local - Gross Margin View

If the Local Currency option is provisioned, then there is an additional view to support planning Gross Margin.

The key planning KPIs contributing to gross margin are available in local currency for cross-referencing and high-level planning.

***Figure 6–14 Local Gross Margin***

Local - Gross Margin

Location | Product

Brick & Mortar | 300 Men's Casuals

Find...

| | 2/8/2020 | 2/15/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 | 3/21/2020 |
|---|---|---|---|---|---|---|---|
| Wp GM LR | 63,500.74 | 98,418.33 | 117,234.94 | 134,577.80 | 97,340.72 | 71,197.65 | 71,006.34 |
| Wp GM LR % | 40.0 % | 39.5 % | 39.8 % | 39.6 % | 39.7 % | 40.0 % | 39.8 % |
| Ly GM LR | 63,500.73 | 98,418.30 | 117,234.92 | 134,577.77 | 97,340.69 | 71,197.62 | 71,006.32 |
| Wp GM LR var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| . | | | | | | | |
| Wp Net GM LR | 93,037.88 | 144,487.04 | 172,902.06 | 197,243.34 | 143,364.28 | 104,715.36 | 104,973.79 |
| Wp Net GM LR % | 58.6 % | 57.9 % | 58.6 % | 58.0 % | 58.5 % | 58.8 % | 58.8 % |
| Ly Net GM LR | 93,037.87 | 144,487.01 | 172,902.04 | 197,243.31 | 143,364.25 | 104,715.33 | 104,973.77 |
| Wp Net GM LR var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| . | | | | | | | |
| Wp Net Sales LR | 158,716.73 | 249,456.27 | 294,867.26 | 340,036.02 | 244,899.12 | 178,188.68 | 178,454.74 |
| Ly Net Sales LR | 158,716.73 | 249,456.27 | 294,867.26 | 340,036.02 | 244,899.12 | 178,188.68 | 178,454.74 |
| Wp Sales LR var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| . | | | | | | | |
| Wp Markdown LR | 19,941.47 | 31,730.00 | 36,637.15 | 42,679.04 | 30,805.58 | 22,357.39 | 22,764.65 |

1. Gross Margin | Local - Gross Margin | W/F - Gross Margin

## Review and Publish Targets Step

The Review and Publish Targets step is performed after you have completed creation or revision of targets in the Create Targets step. You can choose to review and publish many targets at once or one at a time as you complete building the targets of each Dept/Channel/Half.

The key action in this task is publishing the targets so that your planners can view them and begin to build their plans. To learn about the Planner's role, see Chapter 8.

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

## Review Targets Sub-Step

In this sub-step, review the targets you created in the previous step. If you need to alter the targets, return to the Create Targets step to make edits.

### Review Targets View

There are several measure profiles in this view to quickly guide you to the plans you wish to review:

- **Default**

  This measure profile shows the main Working Plan metrics for comparison with last year metrics. This is the profile you will use after initially performing the Create Targets step.

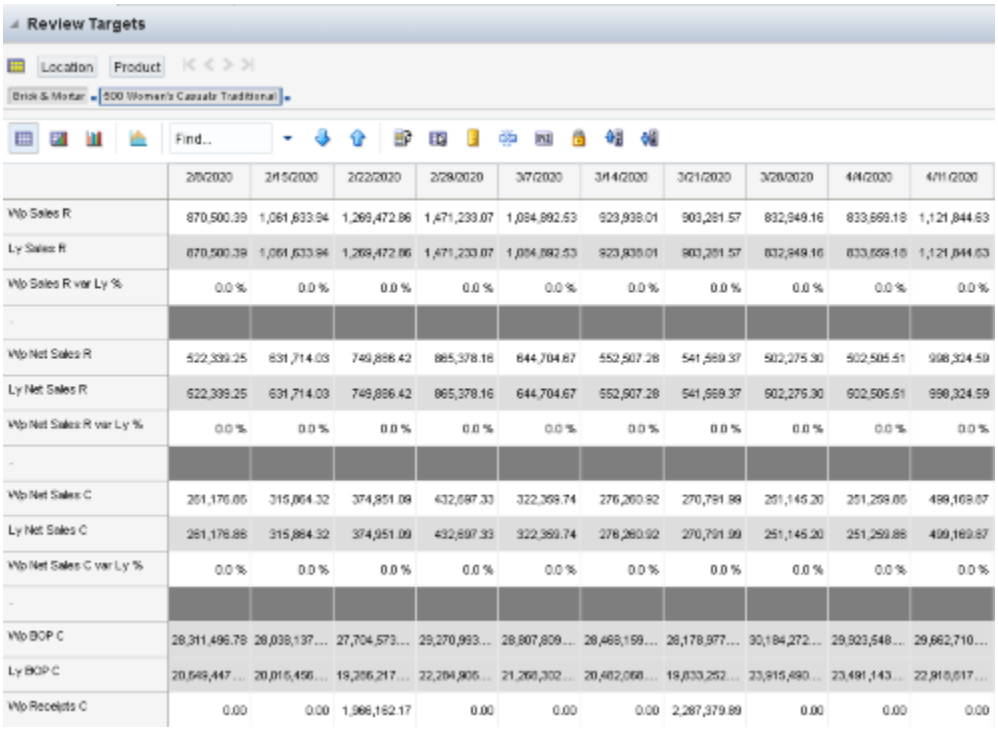
- **Tgt with Cp**

  This measure profile shows the main Working Plan metrics for comparison with Current Plan metrics. Current Plan is a version of the plan that is approved in-season (and is actualized for elapsed/historical periods).

- **Tgt with Op**

  This measure profile shows the main Working Plan metrics for comparison with Original Plan metrics. Original Plan is the plan as it was initially approved-typically it got approved pre-season and stays fixed when the period becomes in-season.

***Figure 6–15 Review Targets View***




| | 2/8/2020 | 2/15/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 | 3/21/2020 | 3/28/2020 | 4/4/2020 | 4/11/2020 |
|---|---|---|---|---|---|---|---|---|---|---|
| Wp Sales R | 870,500.39 | 1,061,633.94 | 1,269,472.86 | 1,471,233.07 | 1,094,892.53 | 923,938.01 | 903,281.57 | 832,949.16 | 833,669.18 | 1,121,844.63 |
| Ly Sales R | 870,500.39 | 1,061,633.94 | 1,269,472.86 | 1,471,233.07 | 1,094,892.53 | 923,938.01 | 903,281.57 | 832,949.16 | 833,669.18 | 1,121,844.63 |
| Wp Sales R var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| | | | | | | | | | | |
| Wp Net Sales R | 622,339.25 | 631,714.03 | 749,886.42 | 865,378.16 | 644,704.67 | 552,907.28 | 541,569.37 | 502,275.30 | 502,505.51 | 998,324.59 |
| Ly Net Sales R | 622,339.25 | 631,714.03 | 749,886.42 | 865,378.16 | 644,704.67 | 552,907.28 | 541,569.37 | 502,275.30 | 502,505.51 | 998,324.59 |
| Wp Net Sales R var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| | | | | | | | | | | |
| Wp Net Sales C | 261,176.86 | 315,864.32 | 374,951.09 | 432,697.33 | 322,369.74 | 276,260.92 | 270,791.99 | 251,145.20 | 251,259.86 | 499,169.87 |
| Ly Net Sales C | 261,176.86 | 315,864.32 | 374,951.09 | 432,697.33 | 322,369.74 | 276,260.92 | 270,791.99 | 251,145.20 | 251,259.86 | 499,169.87 |
| Wp Net Sales C var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| | | | | | | | | | | |
| Wp BOP C | 28,311,496.78 | 28,038,137.... | 27,704,573.... | 29,270,993.... | 28,807,809.... | 28,468,159.... | 28,178,977.... | 30,184,272.... | 29,923,648.... | 29,662,710.... |
| Ly BOP C | 20,649,447.... | 20,015,456.... | 19,256,217.... | 22,284,905.... | 21,268,302.... | 20,462,068.... | 19,633,252.... | 23,915,490.... | 23,491,143.... | 22,916,617.... |
| Wp Receipts C | 0.00 | 0.00 | 1,966,162.17 | 0.00 | 0.00 | 0.00 | 2,287,379.89 | 0.00 | 0.00 | 0.00 |

**Note:** If you have not published Merch Targets yet, the Tgt measures have no values.

## Publish Targets Sub-Step

Publishing a target copies the targets you built in the Wp measures to the target (Tgt) measures, and then commits them to the database. Once committed, Planners can retrieve those targets and take action planning to them.

The Tgt measures are shown in the Publish Targets view found in the Review and Publish Targets step. These measures initially have zero values. After the targets are published in this step, those measures are populated with the target information.

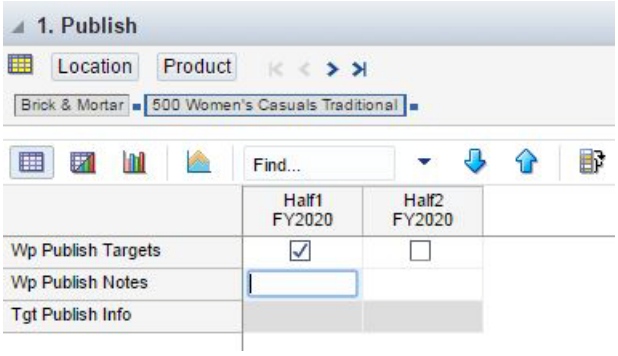
### Publish Targets View

To publish the targets, complete the following steps:

1. Select the halves in the Wp Publish Targets measure that you want to publish.
2. If needed, enter relevant information in the Wp Publish Notes measure. This is optional.
3. Repeat Steps 1 and 2 for other channels and departments as desired.
4. Click **Publish Targets**. This button is located in the top right corner.
5. A success message is displayed. Click **Dismiss** to close it.

   The view refreshes and clears the data in Wp Publish Targets and Wp Publish Notes measures. It populates the data for Tgt Publish Info measure as name:date:notes.

***Figure 6–16 Publish Targets View***




### Published Targets View

The targets in this view initially have existing targeted values. After the targets are published in this step, these measures are populated with the updated target information.

***Figure 6–17 Successfully Published Targets***

2. Published Targets

Location Product

Brick & Mortar - 600 Women's Casuals Traditional -

Find...

| Measure [ Label ] | 2/8/2020 | 2/15/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 | 3/21/2020 | 3/28/2020 | 4/4/2020 | 4/11/2020 |
|---|---|---|---|---|---|---|---|---|---|---|
| Tgt Sales R | 870,600.39 | 1,061,633.94 | 1,259,472.86 | 1,471,233.07 | 1,084,882.53 | 923,938.01 | 903,281.57 | 832,949.16 | 833,659.18 | 1,121,844.63 |
| Tgt Sales Reg+Promo R | 708,175.47 | 857,223.62 | 1,026,883.42 | 1,184,127.00 | 876,837.55 | 748,720.34 | 732,192.19 | 675,386.58 | 676,245.68 | 904,408.92 |
| Tgt Sales Clr R | 164,324.92 | 204,410.32 | 242,809.44 | 287,106.07 | 208,254.98 | 175,217.67 | 171,089.38 | 157,562.58 | 157,413.90 | 217,435.71 |
| Tgt Net Sales R | 522,338.25 | 631,714.03 | 749,085.42 | 865,378.16 | 644,704.67 | 552,507.28 | 541,569.37 | 502,275.30 | 502,505.51 | 896,324.59 |
| Tgt Net Sales Reg+Promo R | 416,379.99 | 503,183.14 | 600,624.08 | 691,230.99 | 514,888.09 | 441,472.80 | 432,589.16 | 399,897.32 | 400,394.74 | 796,853.52 |
| Tgt Net Sales Clr R | 105,958.26 | 128,550.89 | 148,262.36 | 174,147.17 | 129,816.58 | 111,034.68 | 108,980.21 | 102,377.98 | 102,110.77 | 201,671.07 |
| Tgt Net Sales C | 261,176.88 | 315,864.32 | 374,951.09 | 432,897.33 | 322,359.74 | 276,260.92 | 270,791.99 | 251,145.20 | 251,259.85 | 499,169.87 |
| Tgt Net Sales Reg+Promo C | 208,194.24 | 251,595.85 | 300,316.56 | 345,620.03 | 257,447.42 | 220,740.66 | 216,298.84 | 199,953.21 | 200,201.62 | 398,331.17 |
| Tgt Net Sales Clr C | 52,982.62 | 64,276.47 | 74,634.53 | 87,077.30 | 64,912.32 | 55,520.26 | 54,493.15 | 51,191.99 | 51,055.24 | 100,835.70 |
| Tgt Markdown R % | 12.8 % | 12.4 % | 12.8 % | 12.5 % | 12.5 % | 12.4 % | 12.4 % | 12.5 % | 12.3 % | 12.4 % |
| Tgt Markdown R | 65,732.60 | 78,485.05 | 94,704.21 | 108,427.00 | 80,528.71 | 68,710.72 | 67,060.08 | 62,571.55 | 61,648.01 | 123,536.47 |
| Tgt Markdown Reg+Promo R | 52,358.98 | 62,549.24 | 75,882.83 | 88,883.43 | 64,303.82 | 54,915.87 | 53,540.83 | 49,834.80 | 49,110.86 | 98,627.84 |
| Tgt Markdown Clr R | 13,373.70 | 15,936.81 | 18,841.58 | 21,763.66 | 16,224.89 | 13,795.05 | 13,519.46 | 12,736.75 | 12,538.35 | 24,908.63 |
| Tgt GM R | 261,152.39 | 315,849.71 | 374,935.33 | 432,680.63 | 322,344.93 | 276,246.35 | 270,777.38 | 251,130.10 | 251,245.65 | 499,154.72 |

# Review and Approve Plan Step

The Review and Approve Plan step is performed after the Planner has built a merch plan that aligns with the Targets you previously created and published. In the Create Merch Plan task, the planner must submit their plan for approval at which point their working plan is copied into the Waiting Approval (Wa) plan version which you can view here.

---

**Note:** The Approve sub-step is used to both approve and reject the submitted plan.

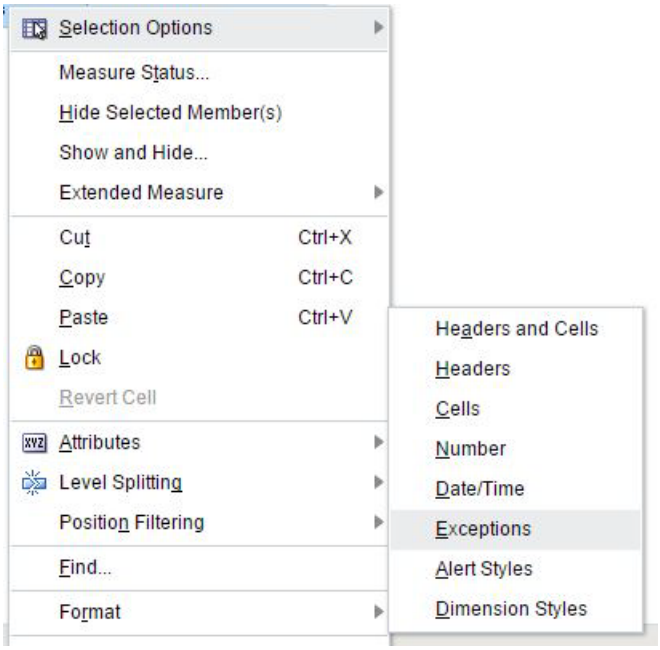
---

## Review Plan Sub-Step

In the Review Plan sub-step, you directly compare the Planners Wa plan to the targets. The are several Tgt-to-Wa variance measures that quickly guide you to areas of difference.

**Tip:** Use exception formatting on the variance measures to highlight variances. To reach the formatting dialog, right click the measure label and choose *Format* from the popup menu.

*Figure 6–18 Format Dialog*




If plans have been published, republished, submitted, or re-submitted since you created the workbook, click the refresh button to reload the latest values. A refresh will reload all data in the workbook to the last committed version, so you must commit all of your plan work first, or it will be reverted to the last point of commit.

Continue to the Approve step to set the plan's *Approved* status to either approved or rejected.

### Approve Sub-Step

In the Approve sub-step, you set the plan status to either Approved or Rejected. If rejected, the planner must rework their plan until it satisfactorily meets targets. For rejected plan, repeat the Review and Approve step once the planner resubmits the plan.

The Op Approve Enabled indicator controls whether or not a plan can be submitted for Op approval. This indicator is usually set to False after all plans are approved, before the plan becomes in-season. This setting can be modified by the system administrator. If false, approved plans can only be promoted to Cp, and not Op.

Once approved, the Planner must take action to copy the Wa plan to the Original Plan (Op) version and Current Plan (Cp) version in the Create Merch Plan task.

## In-Season Review and Re-Project Targets Step

The Planning Manger uses the Create Merch Plan Targets task during the in-season process to review plans and compare those plans to the season actuals. Planning Managers review the targets and the plans created by the lower level users and determine how those plans compare to actuals.

One of the key steps of in-season management is reviewing Open to Buy (OTB). OTB is the amount of money budgeted during the in-season to purchase goods that have not yet been received or ordered. The Planner decides in-season how to spend this money to reach strategic targets.

In-Season Review and Re-project Targets has the following sub-steps:

- Review and Re-Project Sub-Step
- Publish Targets Sub-Step
- Review Plan Sub-Step
- Approve Sub-Step
- Open to Buy Sub-Step
- Projection Sub-Step

## Review and Re-Project Sub-Step

Use the Review and Re-project sub-step to compare and rework your Wp targets with the current plan, the original plan, and last year's actuals.

### Review Targets View

Use the following measure profiles in this view to review and re-project as desired:

- **Default**

  Use this profile to see Wp and Ly values.
- **Tgt with Cp**

  Use this profile to see Wp and Cp values.
- **Tgt with Op**

  Use this profile to see Wp and Op values.

## Publish Targets Sub-Step

Perform this sub-step when you are ready to publish the in-season adjusted targets you created. Publishing a target copies your Wp measure information to the Tgt measures and then it commits those target measures to the database so that Planners can retrieve those targets.

### Publish View

To publish the targets, complete the following steps:

1. Place a check mark in the Wp Publish Targets measure to select the halves the that you want to publish.
2. If necessary, enter relevant information in the Wp Publish Notes measure. This is optional.
3. Repeat Steps 1 and 2 for other locations and products if necessary.
4. Click **Publish Targets**. This button is located in the bottom right corner.
5. A success message is displayed. Click **Dismiss** to close it.

   The view refreshes and clears the data in Wp Publish Targets and Wp Publish Notes measures. It populates the data for Tgt Publish Info measure as name:date:notes. The Tgt measures in this view are populated.

### Published Targets View

The targets in this view initially have existing targeted values. After the targets are published in this step, these measures are populated with the updated target information.

## Review Plan Sub-Step

Similar to pre-season, the Review Plan sub-step is performed to review the Planner's in-season plan which is awaiting approval.

### Review Plan View

This view shows the currently published targets compared to the Waiting Approval (Wa) plan.

## Approve Sub-Step

In the Approve sub-step, you set the plan status to either Approved or Rejected. If rejected, the planner must rework their plan until it satisfactorily meets targets. For rejected plans, repeat the Review and Approve step once the planner resubmits the plan.

> **Note:** The Op Approve Enabled indicator controls whether or not a plan can be submitted for Op approval. If false, approved plans are only promoted to Cp and not Op. This indicator is usually set to False after all plans are approved, before the plan becomes in-season. This setting can be modified by the system administrator.

Once approved, the Planner must take action to copy the Wa plan to the Current Plan (Cp) in the Create Merch Plan task.

## Open to Buy Sub-Step

This sub-step has one view.

### Open to Buy View

Use Open to Buy (OTB) to understand the variance between the current planned receipts and the on order plus any on order adjustments. This variance is shown in the Wp OTB C measure. OTB indicate how many additional receipts can be purchased. Users should understand if their planned receipts keep them on the overall Cp EOP inventory plan. To understand the variance between the Cp EOP inventory plan and the Wp EOP inventory plan, reference the measure Wp EOP C var Cp%. Use this view to validate what OTB you have available and then start adjusting your plan. Then, confirm that your updates can be obtained given the OTB constraints you may have. Use the following best practices to adjust OTB:

- To understand the difference between the current approved receipts and the net on order, compare Cp Receipts C to Wp Net On Order C.
- If receipts are booked for upcoming (non-elapsed) periods, you can enter the Wp Receipt C data into the Wp On Order Adj C to capture the Wp OTB C measure. For example, this may occur if receipts book daily for the retailer, and OTB is completed on a Tuesday. By using the Wp On Order Adj measures, you can capture all receipts for comparing the Net On Order to the Cp receipt plan.

This view has two measure profiles:

- **Default**

  This measure profile focuses on key metrics of total sales, markdowns, receipts, and on order to summarize open to buy.

- **Units**

  This measure profile focuses on unit and average unit cost key metrics for sales, receipt, and on order.

## Projection Sub-Step

The Projection view has three measure profiles available:

- **Default**

  This measure profile displays Reg+Promo, Clearance, and Net Sales and Markdowns and the corresponding inventory.

- **Direct**

  Key metrics for e-commerce are displayed including traffic, transactions, and returns.

- **Local Currency**

  If the Local Currency option is enabled, key metrics are viewed in local currency.

# 7

# Create Merch Plan Task

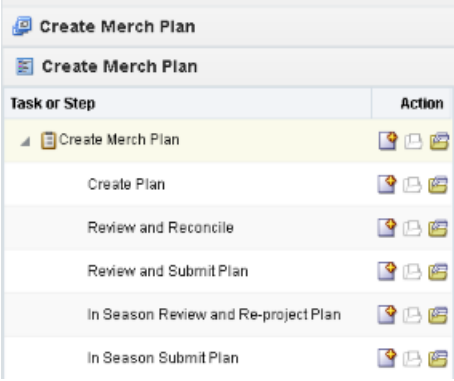
The Planner role is usually associated with the merchandise planner in the merchandise planning organization. During the pre-season, the Planner receives department targets from the Planning Manager. The Planner references those targets when creating the subclass merch plans.

The Planner will start pre-season activity with the Create Merch Plan task. This task belongs only to the merch Planner role. It includes the following steps:

- Create Plan Step
- Review and Reconcile Step
- Review and Submit Plan Step
- In-Season Review and Re-Project Plan Step
- In-Season Submit Plan Step

The Planner must complete the first three steps in the Create Merch Plan task for all subclasses in the department in order to create plans and submit them for approval to the Planning Manager. The fourth and fifth steps are used during in-season planning.

***Figure 7–1 Create Merch Plan Task***




The available tasks depend on your user role.

## Create Plan Step

To create the plan, the basic approach is to complete the following steps within the views provided in the Create Plan step:

1. The first time you begin the Create Plan step for a particular season, department, and channel, you will want to first review the Targets to understand the

department totals you need to produce. The Targets are easily reviewed in the Review and Reconcile step > Review with Target sub-step.

Because you have not seeded any plans, the Wp versions of the plan will be irrelevant in the Target review. Another option you may prefer is to initially seed the entire department to generate the base Wp version for initial comparison against Targets.

2. Seed the plan using Last Year (Ly) or Forecast (Fcst) to create a base plan.
3. In Sales/Markdowns, plan the sales, markdowns, returns, and so on, you are projecting. Use forecasted sales and Ly as a guide.
4. Plan the required inventory and receipts.
5. Review the Gross Margin results.

**Tip:** As you build your plan, click the Commit button when you are happy with the intermediate state. This creates a permanent snapshot of the as-is state. This creates a restore point you can revert back to if you go down a path that is unsatisfactory.

## Seed Plan Sub-Step

The first action that the Merch Plan users complete when creating a new plan is to seed the plan with the Initialize view. This view is found in the Create Plan Step: Seed Plan.

### Initialize View

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

***Table 7–1 Merch Plan Measures***

| Measure | Description |
|---|---|
| Seed Source | The seed source used to seed the working plan. Use this option to seed or not seed the working plan. You can seed with Last Year's (Ly) or Forecast (Fcst) data. Alternatively, choose the Blank option if you do not want to seed the working plan. |
| Seed Info | Includes a few pertinent facts about the last time that the Seed custom menu was executed: last seed source concatenated with last seeded date and the last user to seed.<br>If blank, then the given intersection has never been seeded. |

### Seeding the Plan

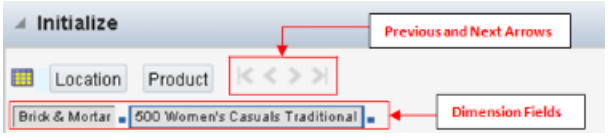
When seeding the plan, you can choose which information is seeded. For instance, you can seed just one half or all halves in the task. You can also choose what locations and products to seed.

There are two ways you can seed. You can seed each level individually, or you can seed several levels at once by changing the dimension level shown in the view.

**Seeding One Level at a Time** To seed one target at a time, you set the seed source information. Then, to seed the next department in the Product dimension within the Brick & Mortar channel, complete the following steps:

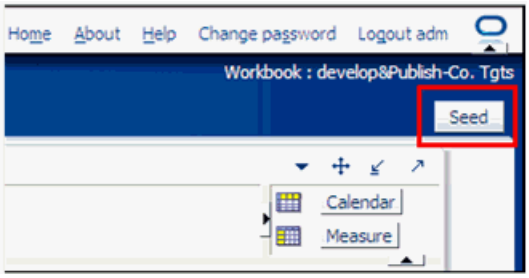
1. Click the dimension whose value (position) you want to change, as shown in Figure 7–2.
2. Click the **Next** or **Previous** arrow, as shown in Figure 7–2.

***Figure 7–2 Changing a Dimension Level with Page Arrows***




3. The page refreshes and the next position in the department dimension is displayed in the page edge. Note that the Seed Source measure is not populated for this department.
4. Select the half that you want to seed with Ly or Forecast data.
5. Click the **Next** arrow to view and seed the next department.
6. When you have selected all the data you want to seed, click **Seed** in the top right corner.

***Figure 7–3 Seed Button***




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

   After you have seeded, the view refreshes and the Last Seed Source and Last Seed Date measures contain the source and date of the last seed.

**Seeding Several Levels at Once** The default setting of the Initialize Plan view is set to show the Half level of the Calendar, the Channel level of the Location dimension, and the department level of the Product dimension.

To change the dimension level shown in the page edge or grid, complete the following steps:

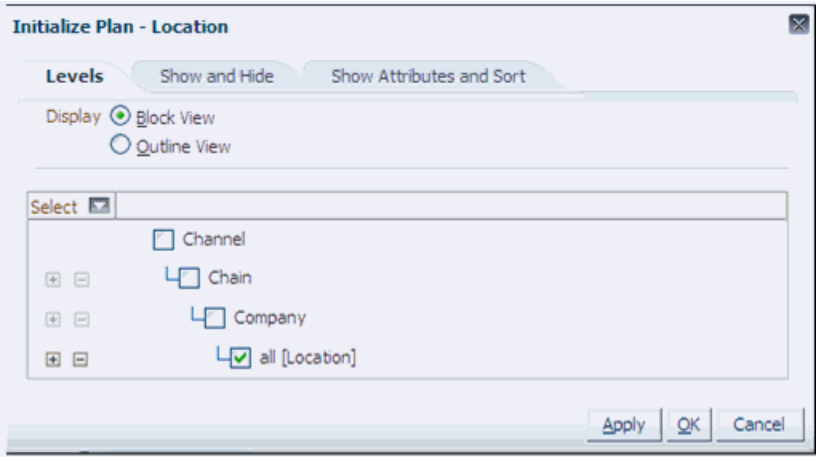
1. Click the dimension tile of the dimension level you want to change.

***Figure 7–4 Location Dimension Tile***

2. The dimension window is displayed. Select the level of the dimension that you want to appear in the page edge. If you want to view more than one level at a time

in the page edge or grid, select multiple levels. In Figure 7–5, Channel was deselected and All [Location] was selected instead.

***Figure 7–5 Location Dimension Window***

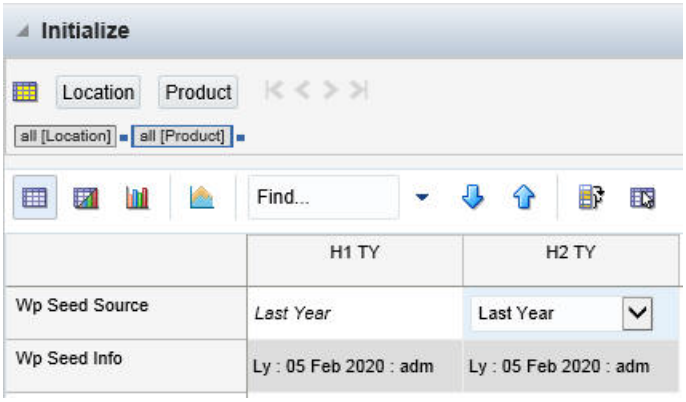



3. Click **OK** when finished.
4. Repeat Steps 1 through 3 for other dimensions if necessary.
5. After the dimensions are at the level you want, select the halves that you want to seed.

   In Figure 7–6, both the Location and Product dimensions are at the highest level, All, and the half *Half1 FY2020* are set to seed from last year.
6. When you have selected all the data you want to seed, click **Seed** in the bottom right corner.

   Remember that regardless of the level selected for viewing and seeding, the actions in a workbook are ultimately limited by the positions you have selected for the workbook, that is, the Departments, Channels, and Halves.

***Figure 7–6 Seeding Several Levels at Once***




7. The view refreshes. The Seed Info measure contains the last seed source concatenated with last seeded date and the last user to seed. A confirmation message is displayed, stating that the data has been successfully seeded. Click **OK**.

   After you have seeded the departments, continue to the next sub-step: "Sales/Markdowns Sub-Step".

### Sales and Markdown View

The Sales and Markdown view displays loaded Last Year and Forecast values to help the user determine their Seed Source.

## Sales/Markdowns Sub-Step

After you have seeded, develop the sales and markdown plan for those departments. The second tab within the Create Plan step, Sales and Markdowns, has one default view: Sales and Markdowns.

### Sales and Markdowns View

In the Sales and Markdowns view, you plan sales, promotions, and markdowns. Sales are the revenue generated by selling goods or services. Regular priced sales yield the greatest margin, however successful promotions drive more traffic and completion of sales. Though the promotional sale likely includes markdown, the overall increase in sales should outweigh the markdown and drive at good margins.

There are several measure profiles available to logically guide you through the plan variables.

A measure profile is selected by clicking the rule toolbar icon next to the Measure tile.

- **Sales and Markdowns (Default)**

  The measures in this profile represent totals which are not broken down by *type* of sale such as Promo, clearance, and so on. This view also incorporates the forecast for viewing on top of all Ly actuals.

- **Sales by Type**

  The measures in this profile display and capture sales and returns figures by type of sale: Regular + Promotional, and Clearance. Regular + Promo, and Clearance added together equate to the total sale or total return.

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

- **Markdowns by Type**

  Markdown is the difference between the original retail price and the actual selling price. The measures in this profile display and capture markdown figures as a total as well as by sales type: Regular + Promotional, and Clearance. The markdown types added together equate to the markdown (Wp Markdown R).

- **Units**

  Some lines of businesses may prefer to build the plan, or at least closely couple the financial plan, by sales in terms of units. You also use this view to review the Average Unit Retail (AUR) to ensure it aligns with your strategic plans for the department.

- **Direct**

  This measure profile contains the KPIs for direct to consumer channels.

- **Fulfillment Planning**

  This measure profile is focused on planning returns which result from Online Purchases that are returned to a store location. The Buy Online Return in Store customer journey often results in congruent merchandise assortments. Retailers are able to determine whether or not to transfer goods back to their online fulfillment warehouse. This functionality allows returns to be rightfully attributed to the correct channel and ultimately gives a more accurate impact of net sales.

MFP Cloud Service also provides the ability to input restocking costs associated with returns to the warehouse, returns to store, and returns to store that are transferred back to warehouse. The restocking costs are then associated with each type of return and are reflected in the net gross margin of the respective channel.

***Figure 7–7 Sales and Markdowns View***

1. Sales and Markdowns

Location | Product

Brick & Mortar | 500 Women's Casuals Traditional

Find...

| | 2/8/2020 | 2/15/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 | 3/21/2020 | 3/28/2020 | 4/4/2020 | 4/11/2020 | 4/18/2020 | 4/25/2020 | 5/2/2020 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Wp Sales R | 870,500.39 | 1,061,633.94 | 1,269,472.86 | 1,471,233.07 | 1,084,892.53 | 923,938.01 | 903,281.57 | 832,949.16 | 833,659.18 | 1,121,844.63 | 1,254,639.60 | 1,146,760.97 | 1,484,025.19 |
| Fcst Sales R | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 | 1,449,489.72 |
| Wp Sales R var Fcst % | -39.9 % | -26.8 % | -12.4 % | 1.5 % | -25.2 % | -36.3 % | -37.7 % | -42.5 % | -42.5 % | -22.6 % | -13.4 % | -20.9 % | 2.4 % |
| Ly Sales R | 870,500.39 | 1,061,633.94 | 1,269,472.86 | 1,471,233.07 | 1,084,892.53 | 923,938.01 | 903,281.57 | 832,949.16 | 833,659.18 | 1,121,844.63 | 1,254,639.60 | 1,146,760.97 | 1,484,025.19 |
| Wp Sales R var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| . | | | | | | | | | | | | | |
| MT Wp Sales R contrib Prod % | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| MT Ly Sales R contrib Prod % | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| MT Wp Sales R contrib Time % | 0.01 | 0.02 | 0.02 | 0.02 | 0.02 | 0.01 | 0.01 | 0.01 | 0.01 | 0.02 | 0.02 | 0.02 | 0.02 |
| MT Ly Sales R contrib Time % | 0.01 | 0.02 | 0.02 | 0.02 | 0.02 | 0.01 | 0.01 | 0.01 | 0.01 | 0.02 | 0.02 | 0.02 | 0.02 |
| . | | | | | | | | | | | | | |
| Wp Net Sales R | 522,339.25 | 631,714.03 | 749,886.42 | 865,378.16 | 644,704.67 | 552,507.28 | 541,569.37 | 502,275.30 | 502,505.51 | 998,324.59 | 1,112,656.11 | 1,019,771.14 | 1,314,743.78 |
| Ly Net Sales R | 522,339.25 | 631,714.03 | 749,886.42 | 865,378.16 | 644,704.67 | 552,507.28 | 541,569.37 | 502,275.30 | 502,505.51 | 998,324.59 | 1,112,656.11 | 1,019,771.14 | 1,314,743.78 |
| Wp Net Sales R var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |

Follow these steps to basic sales and markdown generation:

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

   If you are planning a Wholesale/Franchise channel, use this view to plan Net Sales. Then go to the W/F Sales and Markdowns view to complete planning.

2. Change the measure profile to Sales by Type.

3. In the Sales by Type measure profile, plan your sales by type. The sales types are Total Sales, Regular + Promo Sales, and Clearance Sales.

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

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

4. Return to the Sales and Markdowns measure profile.

5. With the total Wp Sales R populated, you can adjust the total to your target while still maintaining the relationships between the different sales types.

6. Change the measure profile to Markdown by Type. In the Markdown by Type profile, edit the Wp Markdown Reg+Promo R% to adjust the Wp Markdown Reg+Promo Rate.

---

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

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### Returns Maintenance Setup View

With the continual increase of Direct sales proportional to the total business, cross channel returns have increased. As assortments become more localized, it is increasingly important to plan the impact of returns across channels.

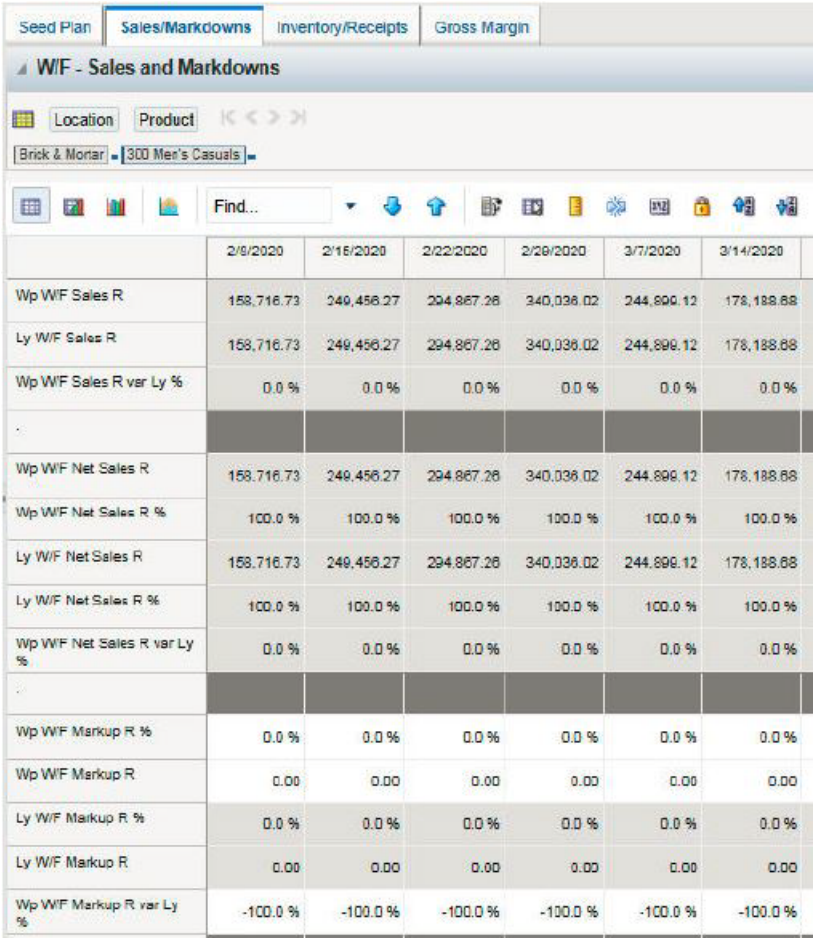
This view is used to set up return rates for Buy Online, Return in Store (BORIS) versus Buy Online, Return Online. These values along with % BORIS back to Warehouse enable planning the cross channel impacts of returns and ultimately drive at more accurate Open to Buy, Ending Inventory, and Gross Margin figures.

Factoring in the restocking costs associated with returns improves the accuracy of net gross margins.

### W/F - Sales and Markdowns View

If the Wholesale/Franchise option is provisioned, you plan sales here. Wholesale/Franchise sales are typically tracked and managed as a separate channel of a retail business. Use the Wholesale/Franchise Sales and Markdowns view to build your target sales, markup, and markdowns that you will make as wholesaler or franchisor.

***Figure 7–8 W/F Sales and Markdowns***

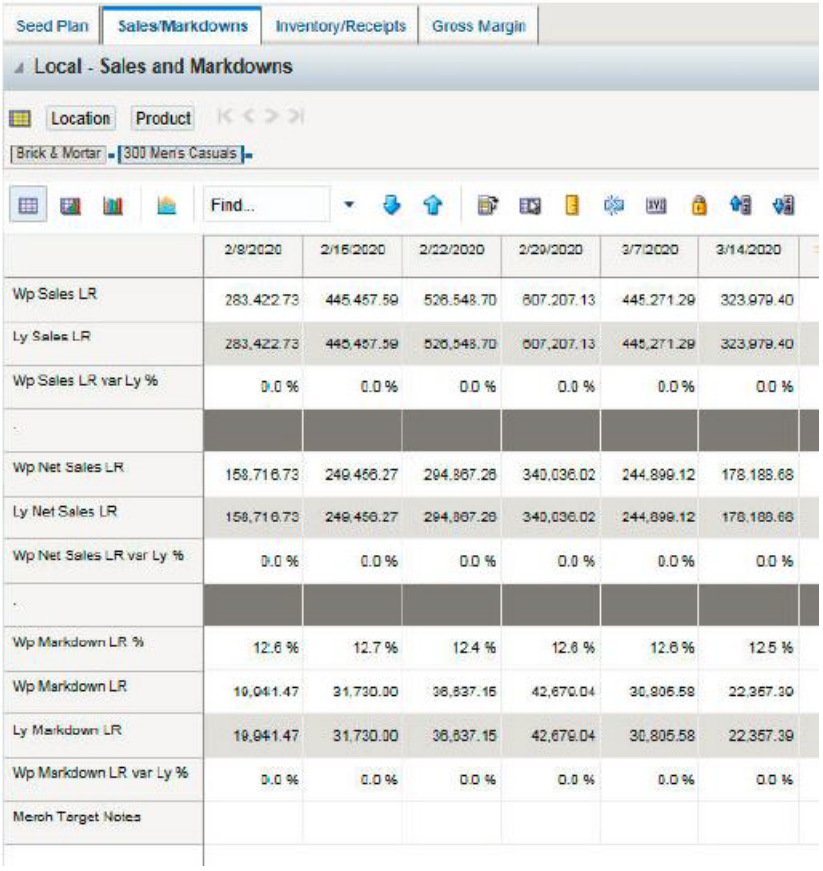



| | 2/9/2020 | 2/16/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 |
|---|---|---|---|---|---|---|
| Wp W/F Sales R | 158,716.73 | 249,456.27 | 294,867.26 | 340,036.02 | 244,899.12 | 178,188.68 |
| Ly W/F Sales R | 158,716.73 | 249,456.27 | 294,867.26 | 340,036.02 | 244,899.12 | 178,188.68 |
| Wp W/F Sales R var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| . | | | | | | |
| Wp W/F Net Sales R | 158,716.73 | 249,456.27 | 294,867.26 | 340,036.02 | 244,899.12 | 178,188.68 |
| Wp W/F Net Sales R % | 100.0 % | 100.0 % | 100.0 % | 100.0 % | 100.0 % | 100.0 % |
| Ly W/F Net Sales R | 158,716.73 | 249,456.27 | 294,867.26 | 340,036.02 | 244,899.12 | 178,188.68 |
| Ly W/F Net Sales R % | 100.0 % | 100.0 % | 100.0 % | 100.0 % | 100.0 % | 100.0 % |
| Wp W/F Net Sales R var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| . | | | | | | |
| Wp W/F Markup R % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Wp W/F Markup R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Ly W/F Markup R % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Ly W/F Markup R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp W/F Markup R var Ly % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % |

### Local - Sales and Markdowns View

If the Local Currency option is provisioned, you utilize this view. The key planning KPIs are available in local currency for cross-referencing and high-level planning.

***Figure 7–9 Local -Sales and Markdowns***




| | 2/8/2020 | 2/15/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 |
|---|---|---|---|---|---|---|
| Wp Sales LR | 283,422.73 | 445,457.59 | 526,548.70 | 607,207.13 | 445,271.29 | 323,979.40 |
| Ly Sales LR | 283,422.73 | 445,457.59 | 526,548.70 | 607,207.13 | 445,271.29 | 323,979.40 |
| Wp Sales LR var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| | | | | | | |
| Wp Net Sales LR | 158,716.73 | 249,456.27 | 294,867.28 | 340,036.02 | 244,899.12 | 178,188.68 |
| Ly Net Sales LR | 158,716.73 | 249,456.27 | 294,867.28 | 340,036.02 | 244,899.12 | 178,188.68 |
| Wp Net Sales LR var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| | | | | | | |
| Wp Markdown LR % | 12.6 % | 12.7 % | 12.4 % | 12.6 % | 12.6 % | 12.5 % |
| Wp Markdown LR | 19,941.47 | 31,730.00 | 36,837.15 | 42,679.04 | 30,805.58 | 22,357.39 |
| Ly Markdown LR | 19,941.47 | 31,730.00 | 36,837.15 | 42,679.04 | 30,805.58 | 22,357.39 |
| Wp Markdown LR var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Merch Target Notes | | | | | | |

## Inventory/Receipts Sub-Step

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

### Inventory and Receipts View

Inventory and Receipts is where you will plan Beginning-of-period (BOP)/End-of-period (EOP) inventory, receipts, turn, and so on.

Inventory turn is an important indicator of the effectiveness of the planned inventory. It tells you how many times stock is being sold and repurchased over a given period of time. Turn is reviewed in this workbook view.

**Note:** This sub-step is not performed for W/F channels.

**Note:** The adjustments you made to the Sales and Markdowns view are visible in this view if you have clicked Calculate.

There are several measure profiles available to guide you through various approaches to planning inventory and receipts:

- **Retail (Default)**

  The Retail profile is the default profile. The planning is focused on total retail rather than units, and sale *type*. This profile is the most comprehensive view of variables impacting inventory.

- **Inventory by Type**

  In this profile, you can review and maintain a breakdown of inventory by sales type: Regular + Promo, and Clearance.

- **Units**

  The most important asset metrics are inventory units and inventory cost because these metrics impacts cash flow. In this view, you can directly maintain EOP inventory, Average Unit Retail, plus shrink, Mark Out of Stock (MOS), and Move to Clearance (MOC) in terms of units.

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

  1. Plan the receipt flow and then evaluate the average inventory and turn.
  2. Review the Receipts Markup (MU) for accuracy. Often this will follow the keystone 50%, but many variables can impact the decision on markup: from competitor pricing to freight costs, and overhead operating expense.
  3. Review the Wp CMU % measure. Cumulative markup rate (CMU %) is a blend of the beginning of period (BOP) inventory retail and cost with the future receipt retail and receipt cost. The Wp CMU % directly affects the cost of goods sold (COGS), which then affects the gross margin.
  4. Adjust the Wp Stock to Sales R measure accordingly. These adjustments affect the receipts for both the current month and prior month. However, the total plan period receipts do not increase or decrease; they only shift from month to month.

- **Fulfillment Planning**

  This measure profile focuses on planning the impacts of Buy Online, Pickup in Store and Buy in Store, Ship to Customer.

  These fulfillment methods are relevant because inventory is planned for a channel based on its projected sales. When the sales are attributed to one channel but fulfilled by another, the fulfillment channel's inventory must reflect the increased inventory need (increased OTB).

***Figure 7–10 Inventory and Receipts View***

1. Receipts and Inventory

Location | Product | Calendar | Measure

Brick & Mortar

Find...

| | 2/8/2020 | 2/15/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 | 3/21/2020 | 3/28/2020 | 4/4/2020 | 4/11/2020 | 4/18/2020 | 4/25/2020 | 5/2/2020 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Wp BOP R | 56,622,971... | 56,010,538... | 55,264,945... | 58,303,104... | 57,268,353... | 56,508,557... | 55,861,512... | 59,805,059... | 59,221,067... | 58,637,768... | 57,436,393... | 61,853,306... | 60,626,077... |
| Ly BOP R | 41,298,877... | 40,032,895... | 38,572,417... | 44,569,794... | 42,536,586... | 40,964,118... | 39,666,487... | 47,830,963... | 46,982,268... | 45,837,216... | 43,565,151... | 50,986,597... | 48,914,623... |
| . | | | | | | | | | | | | | |
| Wp Receipts R | 0.00 | 0.00 | 3,932,315.06 | 0.00 | 0.00 | 0.00 | 4,574,750.24 | 0.00 | 0.00 | 0.00 | 5,763,283.62 | 0.00 | 0.00 |
| Wp Receipts MU % | 0.0 % | 0.0 % | 50.0 % | 0.0 % | 0.0 % | 0.0 % | 50.0 % | 0.0 % | 0.0 % | 0.0 % | 50.0 % | 0.0 % | 0.0 % |
| Ly Receipts R | 0.00 | 0.00 | 3,932,315.06 | 0.00 | 0.00 | 0.00 | 4,574,750.24 | 0.00 | 0.00 | 0.00 | 5,763,283.62 | 0.00 | 0.00 |
| Ly Receipts MU % | 0.0 % | 0.0 % | 50.0 % | 0.0 % | 0.0 % | 0.0 % | 50.0 % | 0.0 % | 0.0 % | 0.0 % | 50.0 % | 0.0 % | 0.0 % |
| Wp Receipts R var Ly % | -100.0 % | -100.0 % | 0.0 % | -100.0 % | -100.0 % | -100.0 % | 0.0 % | -100.0 % | -100.0 % | -100.0 % | 0.0 % | -100.0 % | -100.0 % |
| . | | | | | | | | | | | | | |
| Wp Net Sales R | 522,339.25 | 631,714.03 | 749,886.42 | 865,378.16 | 644,704.67 | 552,507.28 | 541,569.37 | 502,275.30 | 502,505.51 | 998,324.59 | 1,112,656.11 | 1,019,771.14 | 1,314,743.78 |
| Ly Net Sales R | 522,339.25 | 631,714.03 | 749,886.42 | 865,378.16 | 644,704.67 | 552,507.28 | 541,569.37 | 502,275.30 | 502,505.51 | 998,324.59 | 1,112,656.11 | 1,019,771.14 | 1,314,743.78 |
| Wp Markdown R % | 12.6 % | 12.4 % | 12.6 % | 12.5 % | 12.5 % | 12.4 % | 12.4 % | 12.5 % | 12.3 % | 12.4 % | 12.3 % | 12.5 % | 12.4 % |
| Ly Markdown R % | 12.6 % | 12.4 % | 12.6 % | 12.5 % | 12.5 % | 12.4 % | 12.4 % | 12.5 % | 12.3 % | 12.4 % | 12.3 % | 12.5 % | 12.4 % |
| Wp Markdown R | 65,732.68 | 78,485.05 | 94,704.21 | 108,427.08 | 80,528.71 | 68,710.72 | 67,060.09 | 62,571.55 | 61,649.01 | 123,536.47 | 136,828.69 | 127,441.68 | 163,444.35 |
| Ly Markdown R | 65,732.68 | 78,485.05 | 94,704.21 | 108,427.08 | 80,528.71 | 68,710.72 | 67,060.09 | 62,571.55 | 61,649.01 | 123,536.47 | 136,828.69 | 127,441.68 | 163,444.35 |

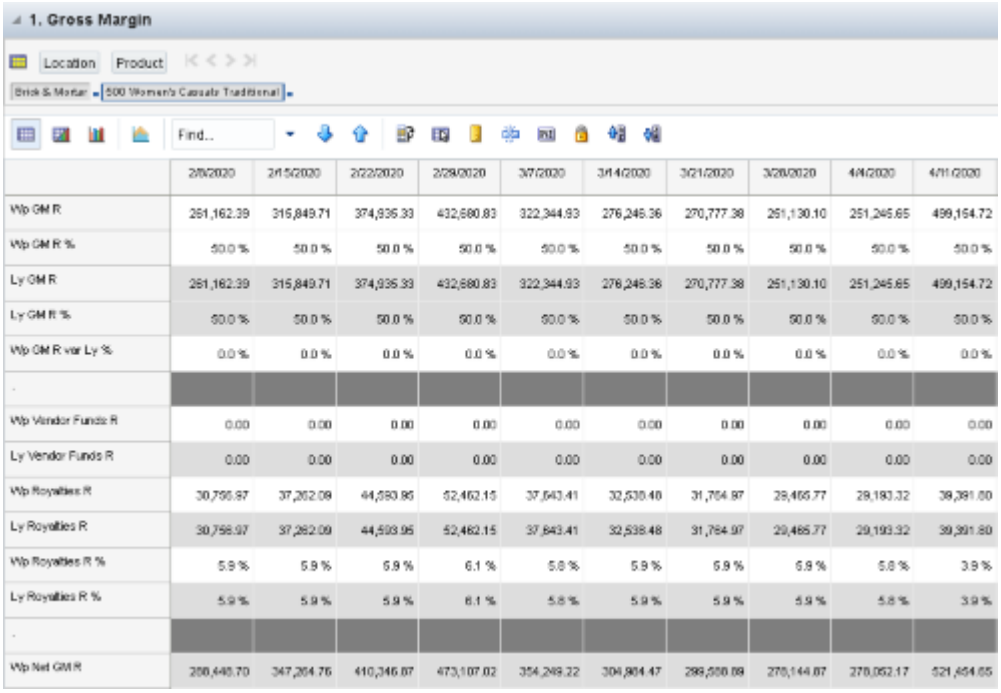
## Gross Margin Sub-Step

You build your plan with a close eye on gross margins and net gross margin. Gross Margin is a percentage (or ratio) of gross profit to net sales. Gross profit (expressed as Wp GM R) is the difference between net sales and Cost of Goods Sold (COGS). Gross margin and gross profit are very important measures of the profitability and financial performance of a company.

### Gross Margin View

Use the Gross Margin view to evaluate the gross margin created from your sales and markdown plan and receipts and inventory plan. Determine whether the planned gross margin meets your gross margin goal. If it does not, return to the Develop Sales and Markdown Plan and Develop Inventory and Receipt Plan steps to adjust your receipt markups and receipt flow. Finally, return to the Gross Margin view to adjust additional contributors to net gross margin such as vendor funds and royalties.

***Figure 7–11 Gross Margin View***



1. Gross Margin

Location | Product

Brick & Mortar - 500 Women's Casualr Traditional

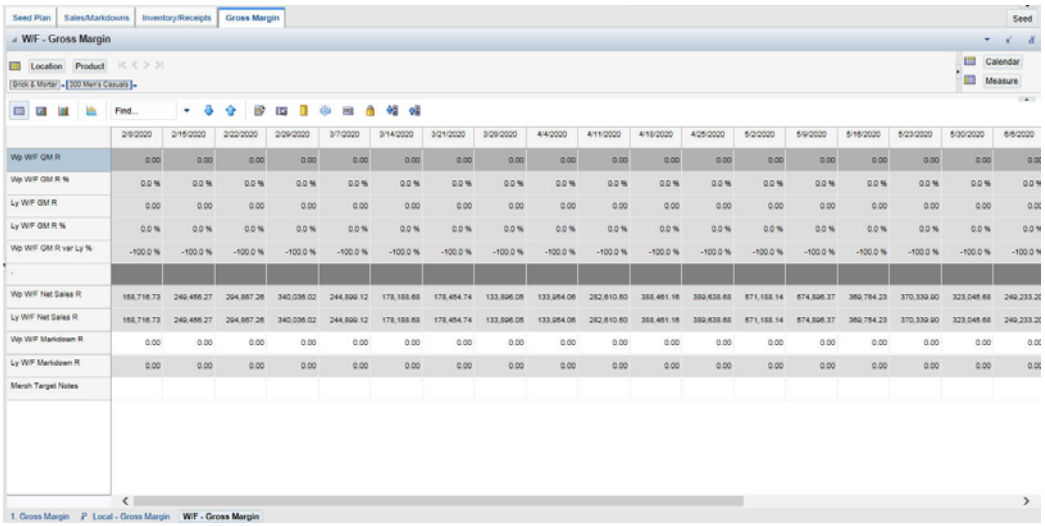
| | 2/8/2020 | 2/15/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 | 3/21/2020 | 3/28/2020 | 4/4/2020 | 4/11/2020 |
|---|---|---|---|---|---|---|---|---|---|---|
| Wp GM R | 251,162.39 | 315,849.71 | 374,935.33 | 432,680.83 | 322,344.93 | 276,246.36 | 270,777.38 | 251,130.10 | 251,245.65 | 499,154.72 |
| Wp GM R % | 50.0 % | 50.0 % | 50.0 % | 50.0 % | 50.0 % | 50.0 % | 50.0 % | 50.0 % | 50.0 % | 50.0 % |
| Ly GM R | 251,162.39 | 315,849.71 | 374,935.33 | 432,680.83 | 322,344.93 | 276,246.36 | 270,777.38 | 251,130.10 | 251,245.65 | 499,154.72 |
| Ly GM R % | 50.0 % | 50.0 % | 50.0 % | 50.0 % | 50.0 % | 50.0 % | 50.0 % | 50.0 % | 50.0 % | 50.0 % |
| Wp GM R var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| . | | | | | | | | | | |
| Wp Vendor Funds R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Ly Vendor Funds R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Royalties R | 30,756.97 | 37,282.09 | 44,593.95 | 52,462.15 | 37,643.41 | 32,538.48 | 31,764.97 | 29,465.77 | 29,193.32 | 39,391.80 |
| Ly Royalties R | 30,756.97 | 37,282.09 | 44,593.95 | 52,462.15 | 37,643.41 | 32,538.48 | 31,764.97 | 29,465.77 | 29,193.32 | 39,391.80 |
| Wp Royalties R % | 5.9 % | 5.9 % | 5.9 % | 6.1 % | 5.8 % | 5.9 % | 5.9 % | 5.9 % | 5.8 % | 3.9 % |
| Ly Royalties R % | 5.9 % | 5.9 % | 5.9 % | 6.1 % | 5.8 % | 5.9 % | 5.9 % | 5.9 % | 5.8 % | 3.9 % |
| . | | | | | | | | | | |
| Wp Net GM R | 200,446.70 | 247,264.76 | 410,346.07 | 473,107.02 | 354,249.22 | 304,804.47 | 299,500.09 | 270,144.87 | 270,052.17 | 521,454.65 |

## W/F - Gross Margin View

If the Wholesale Franchise option is provisioned, you plan W/F channels in this view.

Wholesale/Franchise sales are typically tracked and managed as a separate channel of a retail business. In the Wholesale/Franchise Gross Margin, you review the planned gross margin on your wholesale/franchise sales.

***Figure 7–12 W/F Gross Margin***



Seed Plan | Sales/Markdowns | Inventory/Receipts | Gross Margin

W/F - Gross Margin

Location | Product

Brick & Mortar - 500 Men's Casuals

Calendar | Measure

| | 2/8/2020 | 2/15/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 | 3/21/2020 | 3/28/2020 | 4/4/2020 | 4/11/2020 | 4/18/2020 | 4/25/2020 | 5/2/2020 | 5/9/2020 | 5/16/2020 | 5/23/2020 | 5/30/2020 | 6/6/2020 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Wp W/F GM R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp W/F GM R % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Ly W/F GM R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Ly W/F GM R % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Wp W/F GM R var Ly % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % |
| . | | | | | | | | | | | | | | | | | | |
| Wp W/F Net Sales R | 158,716.73 | 249,466.27 | 294,867.26 | 340,036.02 | 244,899.12 | 178,188.68 | 178,464.74 | 133,896.05 | 133,954.06 | 282,610.60 | 388,461.16 | 389,638.68 | 571,188.14 | 574,896.37 | 369,784.23 | 370,339.90 | 323,045.68 | 249,233.2 |
| Ly W/F Net Sales R | 158,716.73 | 249,466.27 | 294,867.26 | 340,036.02 | 244,899.12 | 178,188.68 | 178,464.74 | 133,896.05 | 133,954.06 | 282,610.60 | 388,461.16 | 389,638.68 | 571,188.14 | 574,896.37 | 369,784.23 | 370,339.90 | 323,045.68 | 249,233.2 |
| Wp W/F Markdown R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Ly W/F Markdown R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Merch Target Notes | | | | | | | | | | | | | | | | | | |

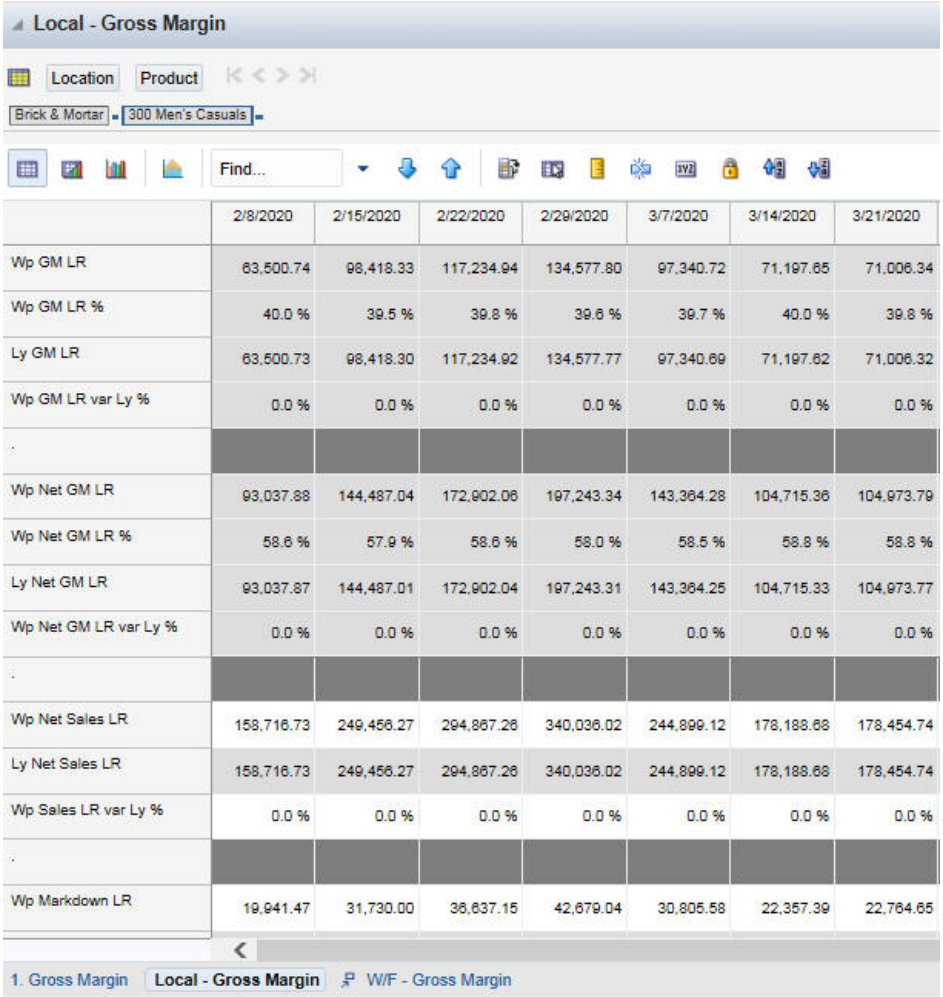
1. Gross Margin | Local - Gross Margin | W/F - Gross Margin

## Local - Gross Margin View

If the Local Currency option is provisioned, then there is an additional view to support planning Gross Margin.

The key planning KPIs contributing to gross margin are available in local currency for cross-referencing and high-level planning.

***Figure 7–13 Local Gross Margin***




| | 2/8/2020 | 2/15/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 | 3/21/2020 |
|---|---|---|---|---|---|---|---|
| Wp GM LR | 63,500.74 | 98,418.33 | 117,234.94 | 134,577.80 | 97,340.72 | 71,197.65 | 71,006.34 |
| Wp GM LR % | 40.0 % | 39.5 % | 39.8 % | 39.6 % | 39.7 % | 40.0 % | 39.8 % |
| Ly GM LR | 63,500.73 | 98,418.30 | 117,234.92 | 134,577.77 | 97,340.69 | 71,197.62 | 71,006.32 |
| Wp GM LR var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| . | | | | | | | |
| Wp Net GM LR | 93,037.88 | 144,487.04 | 172,902.06 | 197,243.34 | 143,364.28 | 104,715.36 | 104,973.79 |
| Wp Net GM LR % | 58.6 % | 57.9 % | 58.6 % | 58.0 % | 58.5 % | 58.8 % | 58.8 % |
| Ly Net GM LR | 93,037.87 | 144,487.01 | 172,902.04 | 197,243.31 | 143,364.25 | 104,715.33 | 104,973.77 |
| Wp Net GM LR var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| . | | | | | | | |
| Wp Net Sales LR | 158,716.73 | 249,456.27 | 294,867.26 | 340,036.02 | 244,899.12 | 178,188.68 | 178,454.74 |
| Ly Net Sales LR | 158,716.73 | 249,456.27 | 294,867.26 | 340,036.02 | 244,899.12 | 178,188.68 | 178,454.74 |
| Wp Sales LR var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| . | | | | | | | |
| Wp Markdown LR | 19,941.47 | 31,730.00 | 36,637.15 | 42,679.04 | 30,805.58 | 22,357.39 | 22,764.65 |

# Review and Reconcile Step

The Review and Reconcile step is performed after you have completed the Create Plan step for all subclass in a department.

If at any time during the pre-season you need to revise your plans to better align with the targets, you can follow the same procedures described in this chapter. Since you have already created a working plan, there is no need to seed the task again, unless you want to start over with Ly (Last Year) or Fcst (Forecast) data.

In this step, you can review your created or adjusted plan against department targets and location plans.

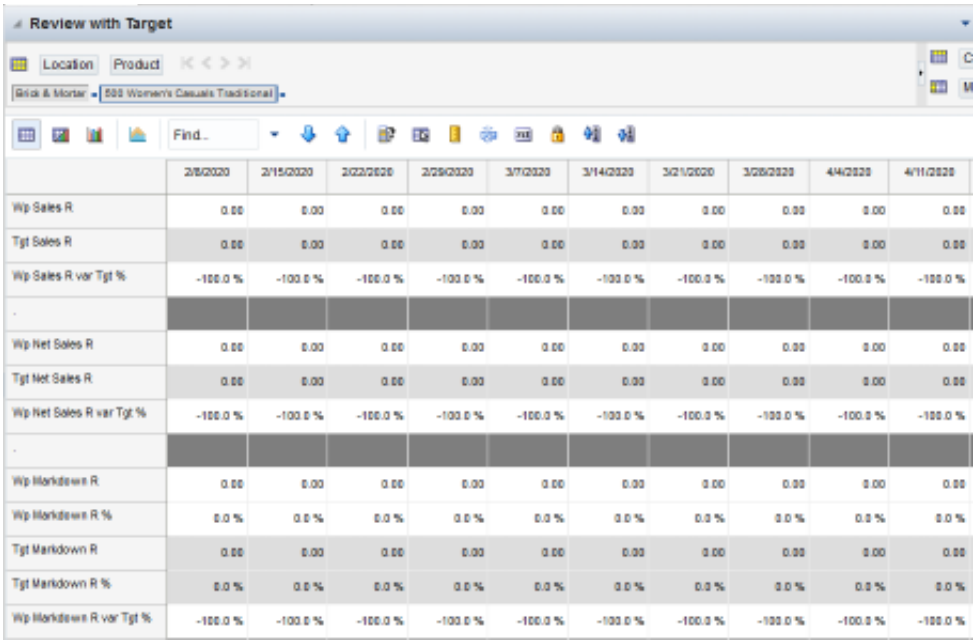
## Review with Target Sub-Step

This sub-step can be performed at any point in the planning process when you wish to get a gauge of how the plans thus far measure up to the targets. This sub-step must be completed before submitting your proposed plan to the Planning Manager.

## Review with Target View

The Review with Target view contains the Planning Manager's Target (Tgt) measures as well as planning (Wp) measures. Use this view to compare the Tgt measures to the corresponding Wp measures. By comparing the targets to the planning metrics, you can better understand what your plan needs to achieve. The are several Tgt-to-Wp variance measures that quickly guide you to areas of difference.

***Figure 7–14 Review with Target View***

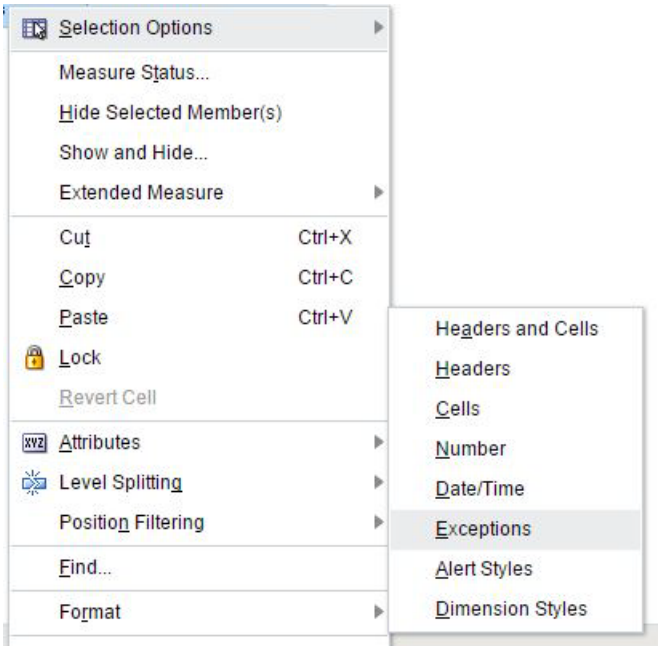



| | 2/8/2020 | 2/15/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 | 3/21/2020 | 3/28/2020 | 4/4/2020 | 4/11/2020 |
|---|---|---|---|---|---|---|---|---|---|---|
| Wp Sales R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Tgt Sales R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Sales R var Tgt % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % |
| . | | | | | | | | | | |
| Wp Net Sales R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Tgt Net Sales R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Net Sales R var Tgt % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % |
| . | | | | | | | | | | |
| Wp Markdown R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Markdown R % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Tgt Markdown R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Tgt Markdown R % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Wp Markdown R var Tgt % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % |

In the Review Plan sub-step, you directly compare the Planners Wa plan to the targets. The are several Tgt-to-Wa variance measures that quickly guide you to areas of difference.

> **Tip:** Use exception formatting on the variance measures to highlight variances. To reach the formatting dialog, right click the measure label and choose *Format* from the popup menu. Click the Exceptions tab and set the conditions where you want the exception formatting to show.

***Figure 7–15 Format Dialog***




If targets are not published yet, the Tgt measures have no values. If targets have been published or republished by the Planning Manager since you last reviewed them, click the refresh button to reload the latest values. A refresh will reload all data in the workbook to the last committed version, so you must commit all of your plan work first, or it will be reverted to the last point of commit.

### Next Steps

If you are reviewing your plans completed thus far but have not completed all subclasses in the department, you must repeat the Create Plan step until the plans for all subclasses in the department/channel are fully built out.

If you have just completed a pre-season plan for the first time:

1. No Location Plans exist yet, so you skip the Review with Location Plan sub-step.
2. Expand the list of steps and select Review and Submit Plan, then choose the sub-step: Submit and Copy Approved Plan.

   Follow the necessary actions to submit your plan to the Planning Manager for approval. You may wish to now get started on Location Plan creation however, if the Planning Manager requires the plan to be adjusted, this may impact the work you started on your Location Plans.

If you are adjusting a pre-season plan that has already been submitted for approval:

1. If location plans are created, perform the Review with Location Plan sub-step to understand the implications to Location Plans.
2. Expand the list of steps and select Review and Submit Plan, then choose the sub-step: Submit and Copy Approved Plan.

   Follow the necessary actions to submit your plan to the Planning Manager for approval.
3. Perform the Create Location Plan task to make adjustments to any Location Plans that have been started.

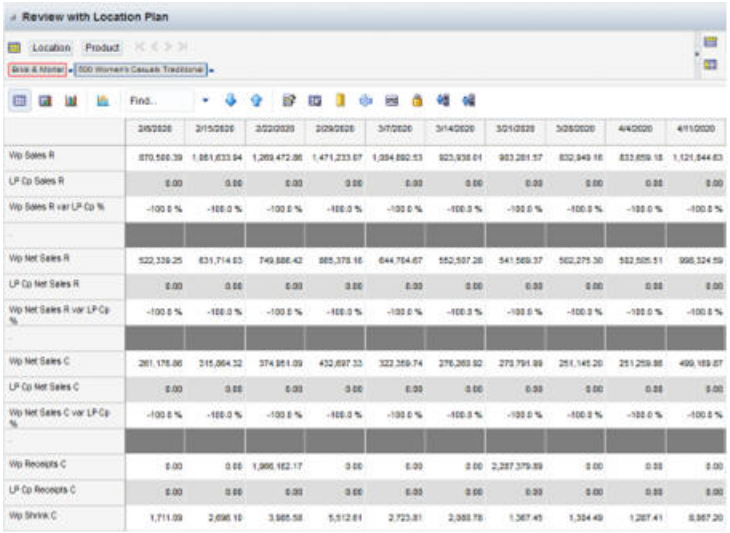
## Review with Location Plan Sub-Step

This sub-step is performed anytime you make adjustments to the merch Plan after location plans have been created.

### Review with Location Plan View

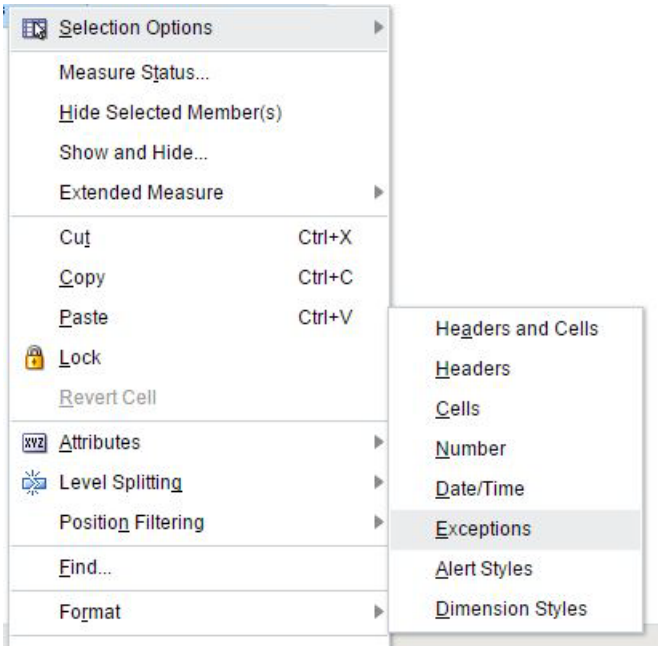
In the Review with Location Plan view, you directly compare Wp (working merch plan) to the current location plan. By comparing the merch plan to the location plan metrics, you can better understand where there are misalignments that need to be corrected. There are several variance measures that quickly guide you to areas of difference.

***Figure 7–16 Review with Location Plan View***




**Tip:** Use exception formatting on the variance measures to highlight variances. To reach the formatting dialog, right click the measure label and choose *Format* from the popup menu. Click the Exceptions tab and set the conditions where you want the exception formatting to show.

*Figure 7–17 Format Dialog*




There are several measure profiles in this view to quickly guide you to the plans you wish to review:

- **Wp/LPCp**

  This measure profile shows the key Working Plan metrics for comparison with Location Plan, Current Plan metrics. Current Plan is a version of the plan that is approved in-season (and is actualized for elapsed/historical periods).

- **Wp/LPOp**

  This measure profile shows the key Working Plan metrics for comparison with Location Plan, Original Plan metrics. Original Plan is the plan as it was initially approved-typically it got approved pre-season and stays fixed when the period becomes in-season.

# Review and Submit Plan Step

This step is performed when you are ready to submit your working plan to the Planning Manager for approval.

## Review Plan Sub-Step

When you believe you are ready to submit your working plan to the Planning Manager for approval, first use the Review Plan view to make sure the plan meets expectations.

There are several measure profiles in this view to quickly guide you to the plans you wish to review:

- **Wp with Ly (Default)**

  This measure profile shows the main Working Plan metrics for comparison with last year metrics. This is the profile you will use after initially performing the Create Plan step.

- **Wp with Cp**

  This measure profile shows the main Working Plan metrics for comparison with Current Plan metrics. Current Plan is a version of the plan that is approved in-season (and is actualized for elapsed/historical periods).

- **Wp with Op**

  This measure profile shows the main Working Plan metrics for comparison with Original Plan metrics. Original Plan is the plan as it was initially approved. Typically, it got approved pre-season and stays fixed when the period becomes in-season.

## Submit and Copy Approved Plan Sub-Step

This sub-step is performed when you have built a pre-season merch plan for all subclasses in a department for a given channel and period.

Submitting a plan copies the merch plans you built in the Wp measures to the Waiting Approval (Wa) measures, and then commits then to the database. Once committed, the Planning Manager can retrieve those plans and take action reviewing and approving them in the Create Merch Plan Targets task.

The Wa measures are shown in the Submitted and Approved view. These measures initially have zero values. After the merch plans are submitted in this step, those measures are populated with the Wa information.

### Submit and Approve Plan View

In this view, you can submit the completed merch plans for approval by the Planning Manager. You can also view the approval status of a submitted plan in the Wp Approval measure. If the status is rejected, you need to go back the Create Merch Plan steps to make adjustments. Since you have already created a working plan, there is no need to seed the task again unless you want to start again with Ly (Last Year) data.

Once approved, follow the steps described below to copy the approved plan into the Original Plan (Op) version.

#### Submit a Plan

To submit a plan for approval by the Planning Manager:

1. Select a check mark in the Wp Submit measure.
2. Optional: Enter information about the working plan in the Wp Submit Notes field.
3. Click the **Submit Plan** button at the top right of the view.
4. A success message is displayed. Click **OK** to close it.

---

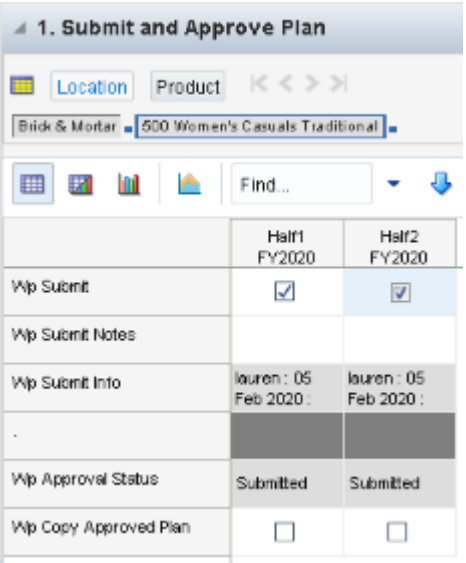
**Note:** The planning manager will determine the point when the pre-season planning process has been finalized and will lock down Op. When locked, you will be unable to submit a plan for approval and promotion to Op. However, you can submit a plan for approval and promotion to Cp.

In rare circumstances the planning manager, working with the system administrator, may chose to unlock the plan and enable submission and approval of a modified Op.

---

As a result of completing submission of the plan, the Wp Submit and Wp Submit Info measures are cleared, the Wp Approval Status is set to Submitted, and the Wa Submit Info measure is populated. In addition, your working plan is copied into a Waiting for Approval (Wa) plan.

***Figure 7–18 Submit and Approve Plan View***




### Promote an Approved Plan to Op and/or Cp

Once a plan is approved by the Planning Manager, it must be promoted to the Original Plan and/or the Cp version by the Planner.

1. Select a check mark in the Wp Copy Approved Plan measure.
2. Click the **Copy Approved Plan** button in the top right corner.
3. A success message is displayed. Click **OK** to close it.

When the Op is locked down (typically during in-season), this action only promotes the approved plan to Cp. Otherwise, this action promotes the plan to both Op and Cp.

## Submitted and Approved Plan View

In this view, you can verify the plan that is awaiting approval.

*Figure 7–19 Submit and Approved Plan View*

2. Submitted and Approved Plan

Location | Product

Brick & Mortar » 30018 Short Sleeve Tees »

Find...

| Measure [ Label ] | W1 of TY | W2 of TY | W3 of TY | W4 of TY | W5 of TY | W6 of TY | W7 of TY | W8 of TY | W9 of TY | W10 of TY |
|---|---|---|---|---|---|---|---|---|---|---|
| Wk Sales R | 57,723.30 | 115,452.64 | 115,412.93 | 115,416.86 | 115,485.21 | 115,521.05 | 118,119.03 | 59,951.29 | 60,037.78 | 120,015.49 |
| Wk Sales Reg+Promo R | 47,372.57 | 93,443.19 | 93,124.92 | 93,252.64 | 92,663.48 | 93,172.55 | 94,686.87 | 48,701.68 | 48,851.12 | 96,259.80 |
| Wk Sales Clr R | 10,350.73 | 22,009.45 | 22,288.01 | 22,164.02 | 22,741.73 | 22,348.50 | 23,432.16 | 11,249.61 | 11,186.66 | 23,755.69 |
| Wk Net Sales R | 34,932.78 | 67,513.15 | 67,366.58 | 67,394.74 | 67,427.30 | 67,415.40 | 68,962.55 | 36,154.96 | 36,153.93 | 106,340.89 |
| Wk Net Sales Reg+Promo R | 28,196.46 | 54,197.61 | 54,012.46 | 54,086.53 | 53,744.78 | 54,040.06 | 54,916.36 | 28,967.43 | 29,053.35 | 84,679.13 |
| Wk Net Sales Clr R | 6,736.32 | 13,316.14 | 13,354.12 | 13,308.21 | 13,682.52 | 13,375.34 | 14,044.19 | 7,187.53 | 7,100.58 | 21,661.76 |
| Wk Markdown R | 4,103.74 | 8,200.46 | 8,344.57 | 8,817.57 | 8,594.89 | 7,737.40 | 8,160.12 | 4,386.18 | 4,582.91 | 13,537.10 |
| Wk Markdown Reg+Promo R | 3,317.11 | 6,588.03 | 6,689.00 | 7,081.68 | 6,867.52 | 6,179.67 | 6,483.31 | 3,524.09 | 3,660.88 | 10,771.29 |
| Wk Markdown Clr R | 786.63 | 1,602.43 | 1,655.57 | 1,735.89 | 1,727.37 | 1,557.73 | 1,676.81 | 862.09 | 902.03 | 2,765.81 |
| Wk GM R | 15,017.13 | 27,642.21 | 27,584.63 | 27,609.32 | 27,345.88 | 27,694.41 | 28,421.50 | 15,442.30 | 15,436.67 | 42,578.62 |
| Wk Net GM R | 17,086.60 | 30,705.11 | 30,655.89 | 31,073.79 | 30,734.28 | 30,896.11 | 31,837.29 | 17,525.37 | 17,525.31 | 44,760.76 |
| Wk BOP R | 4,920,032.25 | 4,880,200.97 | 4,799,519.31 | 5,148,417.82 | 5,068,199.71 | 4,987,325.77 | 4,907,002.50 | 5,399,341.13 | 5,357,915.82 | 5,316,481.32 |
| Wk Receipts R | 0.00 | 0.00 | 429,448.47 | 0.00 | 0.00 | 0.00 | 574,375.55 | 0.00 | 0.00 | 0.00 |
| Wk Shrink R | 88.96 | 790.42 | 813.72 | 732.32 | 971.28 | 998.30 | 873.77 | 0.00 | 67.08 | 2,337.47 |
| Wk MOS R | 0.00 | 939.80 | 984.09 | 647.29 | 711.13 | 881.30 | 954.84 | 0.00 | 0.00 | 2,016.71 |
| Wk Move to Clr R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

# In-Season Review and Re-Project Plan Step

The Planner uses the Create Merch Plan task during the in-season to review plans and compare those plans to the season actuals. Planners can also adjust the plans.

One of the key steps of in-season management is reviewing Open to Buy (OTB). OTB is the amount of money budgeted during the in-season to purchase goods that have not yet been received or ordered. The Planner will decide in-season how to spend this money to reach strategic targets.

In Season Review and Re-project Plan has the following sub-steps:

- Review Plan Sub-Step
- Review with Target Sub-Step
- Review with Location Plan Sub-Step
- Open to Buy Sub-Step
- Projection Sub-Step

## Review Plan Sub-Step

Use the Review Plan sub-step to review your core plan metrics with the current plan, the original plan, and last year's actuals.

### Review Plan View

There are several measure profiles in this view to quickly guide you to the plans you wish to review:

- **Wp with Ly (Default)**

This measure profile shows the main Working Plan metrics for comparison with last year metrics.

- **Wp with Cp**

  This measure profile shows the main Working Plan metrics for comparison with Current Plan metrics. Current Plan is a version of the plan that is approved in-season (and is actualized for elapsed/historical periods).

- **Wp with Op**

  This measure profile shows the main Working Plan metrics for comparison with Original Plan metrics. Original Plan is the plan as it was initially approved. Typically, it got approved pre-season and stays fixed when the period becomes in-season.

## Review with Target Sub-Step

This sub-step can be performed at any point in the planning process when you wish to get a gauge of how the plans thus far measure up to the targets. This sub-step must be completed before submitting your proposed plan to the Planning Manager.

### Review with Target View

The Review with Target view contains the Planning Manager's Target (Tgt) measures as well as planning (Wp) measures. Use this view to compare the Tgt measures to the corresponding Wp measures. By comparing the targets to the planning metrics, you can better understand what your plan needs to achieve. The are several Tgt-to-Wp variance measures that quickly guide you to areas of difference.

## Review with Location Plan Sub-Step

This sub-step is performed anytime you make adjustments to the merch Plan after location plans have been created.

### Review with Location Plan View

In the Review with Location Plan view, you directly compare Wp (working merch plan) to a location plan. By comparing the merch plan to the location plan metrics, you can better understand where there are misalignments that need to be corrected. There are several variance measures that quickly guide you to areas of difference.

There are several measure profiles in this view to quickly guide you to the plans you wish to review:

- **Wp/LPCp (Default)**

  This measure profile shows the key Working Plan metrics for comparison with Location Plan, Current Plan metrics. Current Plan is a version of the plan that is approved in-season (and is actualized for elapsed/historical periods).

- **Wp/LPOp**

  This measure profile shows the key Working Plan metrics for comparison with Location Plan, Original Plan metrics. Original Plan is the plan as it was initially approved. Typically, it got approved pre-season and stays fixed when the period becomes in-season.

## Open to Buy Sub-Step

Managing Open to Buy (OTB) is the primary in-season task for the Planner. Each week, you will review last week's sales and its impact on your BOP/EOP inventory for the current and future weeks.

### Open to Buy View

OTB helps identify out how much inventory you need to buy to make your sales projections. It represents the amount of money you have available to spend on merchandise. Simply put, OTB is the difference between how much inventory is needed and how much is actually available. This includes on hand, and on-order (including in-transit).

You will look to increase receipts if you have available open to buy and decrease receipts if not. You may have some flexibility to go over your OTB for a week as long as the month is on target. Consider the month as a whole and whether you want to withhold some OTB for opportunity buys that may come up.

Use OTB to understand the variance between the current planned receipts and the on order plus any on order adjustments. This variance is shown in the Wp OTB C measure. OTB indicate how many additional receipts can be purchased. Users should understand if their planned receipts keep them on the overall Cp EOP inventory plan. To understand the variance between the Cp EOP inventory plan and the Wp EOP inventory plan, reference the measure Wp EOP C var Cp%. Use this view to validate what OTB you have available and then start adjusting your plan. Then, confirm that your updates can be obtained given the OTB constraints you may have.

## Projection Sub-Step

This view contains three measure profiles for analysis:

- **Default**

  This measure profile displays Reg+Promo, Clearance, and Net Sales and Markdowns and the corresponding inventory.

- **Direct**

  Key metrics for e-commerce are displayed including traffic, transactions, and returns.

- **Local Currency**

  If the Local Currency option is enabled, key metrics are viewed in local currency.

# In-Season Submit Plan Step

In this view, you can submit the completed merch plans for approval by the Planning Manager. You can also view the approval status of a submitted plan in the Wp Approval measure. If the status is rejected, you need to go back to In Season Review and Re-project to make adjustments.

Once approved, follow the steps described below to copy the approved plan.

### Submit a Plan

To submit a plan for approval by the Planning Manager:

1. Select a check mark in the Wp Submit measure.
2. Optional: Enter information about the working plan in the Wp Submit Notes field.

3. Click the **Submit Plan** button at the top right of the view.
4. A success message is displayed. Click **OK** to close it.

> **Note:** The planning manager will determine the point when the pre-season planning process has been finalized and will lock down Op. When locked, you will only be able to submit for approval and promotion to Cp.

As a result of completing submission of the plan, the Wp Submit and Wp Submit Info measures are cleared, the Wp Approval Status is set to Submitted, and the Wa Submit Info measure is populated. In addition, your working plan is copied into a Waiting for Approval (Wa) plan.

### Promote an Approved Plan to Cp

Once a plan is approved, it must be promoted to the Current Plan version by the Planner.

1. Place a check mark in the Wp Copy Approved Plan measure.
2. Click the **Copy Approved Plan** button in the top right corner.
3. A success message is displayed. Click **OK** to close it.

## Submitted and Approved Plan View

In this view, you can verify the plan that is awaiting approval.

# 8

# Create Location Targets Task

The Create Location Targets task is usually assigned to a planner in the merchandise planning organization. The Create Location Targets task is the process in which planners create the financial targets for all products in a channel. These targets are then reconciled to the location plan to ensure proper execution.

This task includes the following steps:

- Create Targets Step
- Review and Publish Step
- All Measures Step

## Create Targets Step

In the Create Targets step, begin by seeding the plan and then developing high-level sales, returns, and gross margin figures.

### Sales and Markdowns Sub-Step

The number of views in the Sales and Markdowns action depends on your system settings. If the Local Currency option is enabled, then there is an additional view.

#### Seed Sales View

The first action to complete when creating new targets is to seed the plan. Seeding occurs at the Channel/Half level. Choose a seed source of Last Year or Forecast and click the Seed button in the low right corner of the workbook.

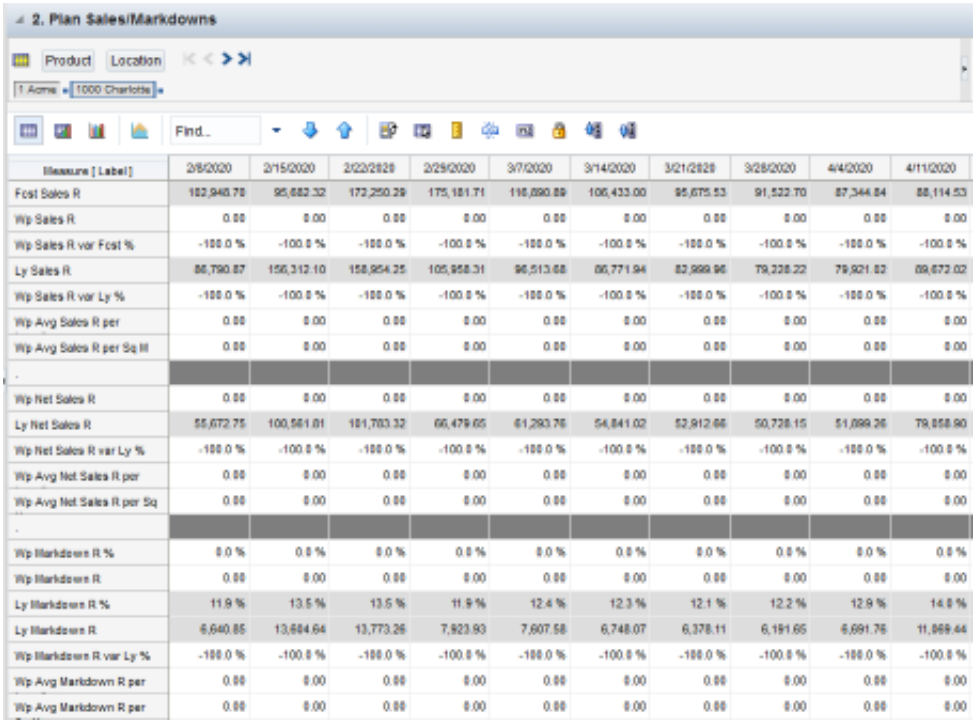
***Table 8–1 Initialize Plan Measures***

| Measure | Description |
|---|---|
| Seed Source | The seed source used to seed the working plan. Use this option to seed or not seed the working plan. You can seed with Last Year's (Ly) or Forecast (Fcst) data. Or, you can choose the Blank option if you do not want to seed the working plan. |
| Seed Info | Includes a few pertinent facts about the last time that the Seed custom menu was executed: last seed source concatenated with last seeded date and the last user to seed.<br>If blank, then the given intersection has never been seeded. |

### Plan Sales/Gross Margin % View

In the Sales and Gross Margin % view, you plan sales, returns, and gross margins for each location.

***Figure 8–1 Plan Sales/Markdowns View***




| Measure [ Label ] | 2/8/2020 | 2/15/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 | 3/21/2020 | 3/28/2020 | 4/4/2020 | 4/11/2020 |
|---|---|---|---|---|---|---|---|---|---|---|
| Fcst Sales R | 102,946.70 | 95,682.32 | 172,250.29 | 175,181.71 | 116,090.89 | 106,433.00 | 95,675.53 | 91,522.70 | 87,344.84 | 88,114.53 |
| Wp Sales R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Sales R var Fcst % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % |
| Ly Sales R | 86,790.87 | 156,312.10 | 158,954.25 | 105,958.31 | 96,513.68 | 86,771.94 | 82,999.96 | 79,228.22 | 79,921.82 | 89,672.02 |
| Wp Sales R var Ly % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % |
| Wp Avg Sales R per | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Avg Sales R per Sq M | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| . | | | | | | | | | | |
| Wp Net Sales R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Ly Net Sales R | 55,672.75 | 100,561.01 | 101,703.32 | 66,479.65 | 61,293.76 | 54,841.02 | 52,912.66 | 50,728.15 | 51,099.26 | 79,058.90 |
| Wp Net Sales R var Ly % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % |
| Wp Avg Net Sales R per | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Avg Net Sales R per Sq | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| . | | | | | | | | | | |
| Wp Markdown R % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Wp Markdown R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Ly Markdown R % | 11.9 % | 13.5 % | 13.5 % | 11.9 % | 12.4 % | 12.3 % | 12.1 % | 12.2 % | 12.9 % | 14.0 % |
| Ly Markdown R | 6,640.85 | 13,684.64 | 13,773.26 | 7,923.93 | 7,607.58 | 6,748.07 | 6,378.11 | 6,191.65 | 6,691.76 | 11,069.44 |
| Wp Markdown R var Ly % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % | -100.0 % |
| Wp Avg Markdown R per | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Avg Markdown R per | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

There are several measure profiles available to logically guide you through the plan variables:

- **Retail (Default)**

  The measures in this profile display and capture sales, returns, and so on, in terms of their retail value.

- **Units**

  The measures in this profile display and capture sales, returns, and so on, in terms of units.

### Local Currency Plan View

If the Local Currency option is provisioned, you use this view. In the Local Currency Plan view, you plan sales in the local currency.

## Review and Publish Step

After initially developing plans for all locations in a channel, you use the Publish sub-step to review and publish the targets. Later, if adjustments are made, use the Review and Reconcile sub-step to reconcile the Working Plan (Wp) targets to Location Plans (Lp).

## Review and Reconcile Sub-Step

The Review and Reconcile sub-step is for comparing the Wp Targets against Lp. This allows you to identify the variances between the targets and the location plans.

### Review and Reconcile View

This view provides a comparison between key Wp targets and location plan sales figures. This view has measure profiles defined to quickly guide your comparison of different location plan versions:

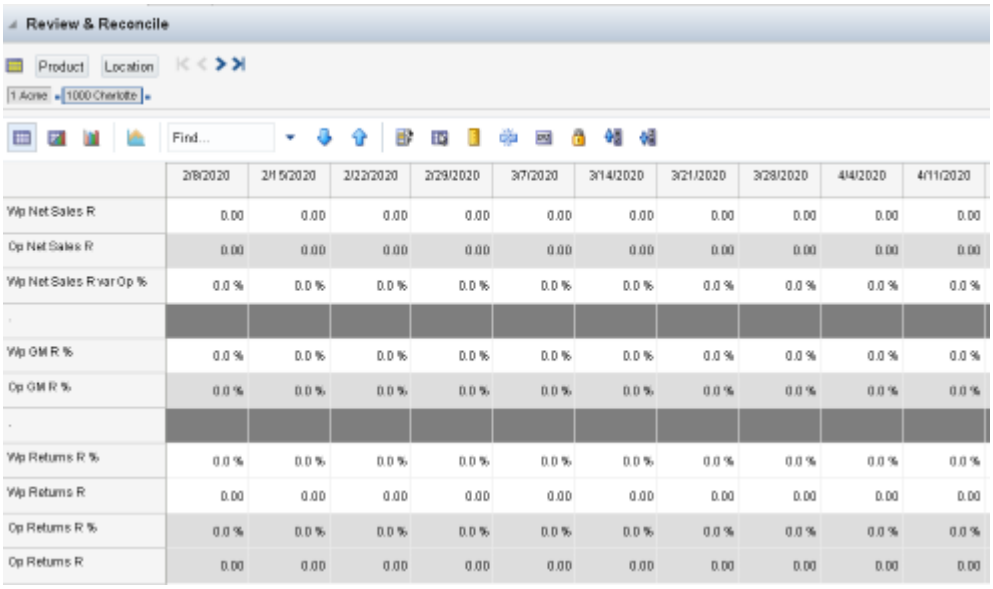
- **PoC Op Plan (Default)**

  The Point of Commerce (PoC) Op profile is shown by default when the workbook is opened. This measure profile shows the Wp target measures and Location Plan Op measures.

- **PoC Cp Plan**

  This profile shows the Wp target measures and Location Plan Cp measures.

***Figure 8–2 Review & Reconcile View***




| | 2/8/2020 | 2/15/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 | 3/21/2020 | 3/28/2020 | 4/4/2020 | 4/11/2020 |
|---|---|---|---|---|---|---|---|---|---|---|
| Wp Net Sales R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Op Net Sales R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Net Sales R var Op % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| | | | | | | | | | | |
| Wp GM R % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Op GM R % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| | | | | | | | | | | |
| Wp Returns R % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Wp Returns R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Op Returns R % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| Op Returns R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

## Publish Sub-Step

This sub-step is performed when the targets are completed for all locations in a channel.

Publishing a target copies the targets you built in the Wp measures to the target (Tgt) measures, and then commits then to the database. Once committed, Location Planners can retrieve those targets and take action planning to them.

The Tgt measures are shown in the Review Targets view found in this sub-step. These measures initially have zero values. After the targets are published in this step, those measures are populated with the target information.

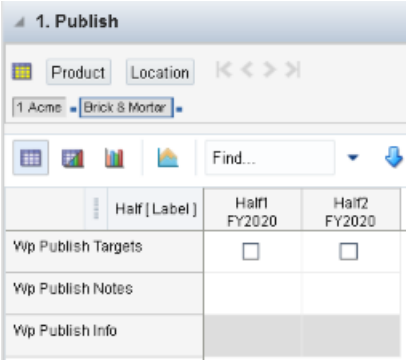
### Publish View

To publish the targets:

1. Place a checkmark in the Wp Publish Targets measure for the halves that you want to publish.
2. If desired, enter relevant information in the Wp Publish Notes measure. This is optional.
3. Repeat Steps 1 and 2 for other channels as desired.
4. Click **Publish Targets**. This button is located in the top right corner.
5. A success message is displayed. Click **Dismiss** to close it.

   The view refreshes and clears the data in Wp Publish Targets and Wp Publish Notes measures. The action has populated Tgt Publish Info with name:date:notes.

***Figure 8–3 Publish View***

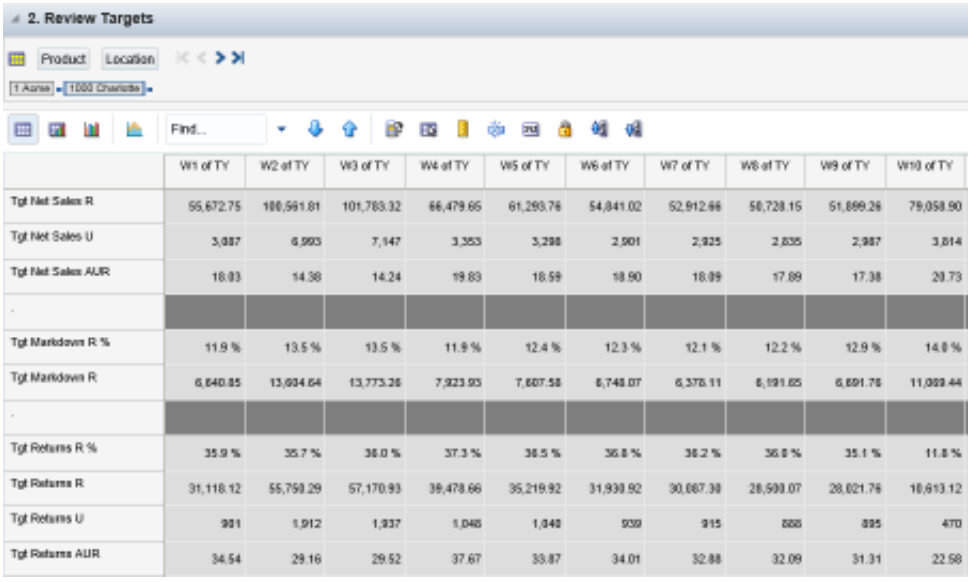



## Review Targets

This view can be used to verify and review the currently published targets. The targets in this view are static and not editable. Changes to targets must be executed in the Wp plan and then published into the Tgt version.

If plans have been published or republished since you created the worksheet, click the refresh button to reload the latest values. A refresh will reload all data in the worksheet to the last committed version.

*Figure 8–4 Review Targets View*



2. Review Targets

Product | Location

1 Aarse - 1000 Charlotte

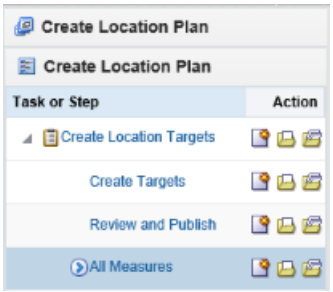
Find...

| | Wk1 of TY | Wk2 of TY | Wk3 of TY | Wk4 of TY | Wk5 of TY | Wk6 of TY | Wk7 of TY | Wk8 of TY | Wk9 of TY | Wk10 of TY |
|---|---|---|---|---|---|---|---|---|---|---|
| Tgt Net Sales R | 55,672.75 | 100,591.81 | 101,783.32 | 66,479.65 | 61,293.76 | 54,841.02 | 52,912.66 | 50,728.15 | 51,899.26 | 79,058.90 |
| Tgt Net Sales U | 3,087 | 6,993 | 7,147 | 3,353 | 3,298 | 2,901 | 2,925 | 2,835 | 2,987 | 3,814 |
| Tgt Net Sales AUR | 18.03 | 14.38 | 14.24 | 19.83 | 18.59 | 18.90 | 18.09 | 17.89 | 17.38 | 20.73 |
| . | | | | | | | | | | |
| Tgt Markdown R % | 11.9 % | 13.5 % | 13.5 % | 11.9 % | 12.4 % | 12.3 % | 12.1 % | 12.2 % | 12.9 % | 14.0 % |
| Tgt Markdown R | 6,640.85 | 13,694.64 | 13,773.26 | 7,923.93 | 7,607.58 | 6,748.07 | 6,376.11 | 6,191.65 | 6,691.76 | 11,069.44 |
| . | | | | | | | | | | |
| Tgt Returns R % | 35.9 % | 35.7 % | 36.0 % | 37.3 % | 36.5 % | 36.8 % | 36.2 % | 36.0 % | 35.1 % | 11.8 % |
| Tgt Returns R | 31,118.12 | 55,750.29 | 57,170.93 | 39,478.66 | 35,219.92 | 31,930.92 | 30,087.38 | 28,500.07 | 28,021.76 | 10,613.12 |
| Tgt Returns U | 901 | 1,912 | 1,937 | 1,046 | 1,040 | 939 | 915 | 888 | 895 | 470 |
| Tgt Returns AUR | 34.54 | 29.16 | 29.52 | 37.67 | 33.87 | 34.01 | 32.88 | 32.09 | 31.31 | 22.58 |

# All Measures Step

The purpose of this step is to allow you to create a view of workbook measures that you may not be able to view at the same time in other views.

*Figure 8–5 All Measures*



Create Location Plan

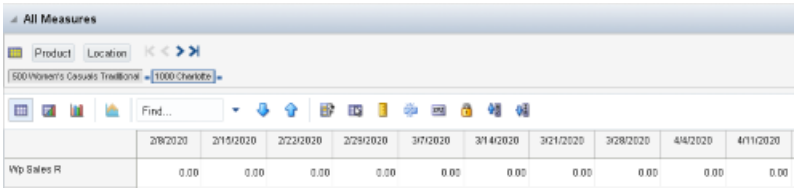
Create Location Plan

| Task or Step | Action |
|---|---|
| Create Location Targets | |
| Create Targets | |
| Review and Publish | |
| All Measures | |

## All Measures View

The All Measures view contains all the measures contained in the workbook; however, only the Wp Sales R measure is visible in the default measure profile.

*Figure 8–6 All Measures View*



All Measures

Product | Location

500 Women's Casuals Traditional - 1000 Charlotte

Find...

| | 2/8/2020 | 2/15/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 | 3/21/2020 | 3/28/2020 | 4/4/2020 | 4/11/2020 |
|---|---|---|---|---|---|---|---|---|---|---|
| Wp Sales R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

# 9

# Create Location Plan Task

The Location Planner role is usually the same persons that generate merch plans in the merchandise planning organization. During the pre-season, the Location Planner generates merch plans and location plan targets. The Location Planner references those targets when creating the department level location plans.

The Planner will start the Create Location Plan task after location targets are published. Location Planning is the process in which planners create the location plans at the store level. These plans are then ultimately compared to and reconciled against the Merch Plan.

This task includes the following steps:

- Create Plan Step
- Review and Reconcile to MFP Step
- Review and Approve Step
- Review and Re-Approve Step

## Create Plan Step

Location Plan creation is important for ensuring that each location's receipts are in-line so that the organization can achieve the plans and targets set forth. Location planning requires a balance and understanding of the store's promotional-nature, seasonality/climate, size, and so on. On top of that, consideration of the *events* of last year that impact that particular location's sales history become crucial. Examples of significant events that impact the Ly sales history:

- Hurricane or other natural disasters that close the store
- Competition: competitor opened or closed a store
- A remodel or reformat

### Seed Plan Sub-Step

The first action to take when creating a new plan is to seed the plan.

*Figure 9–1 Create Plan - Seed Plan Initialize*

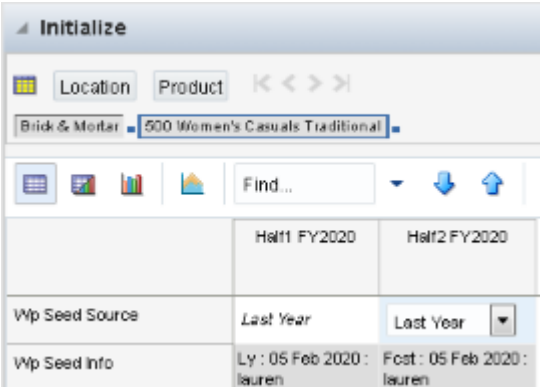



*Table 9–1 Top Down Initialize Plan Measures*

| Measure | Description |
|---|---|
| Wp Seed Source | The seed source used to seed the working plan. Use this option to seed or not seed the working plan. You can seed with Last Year's (Ly) or Forecast (Fcst) data. Alternatively, choose the Blank option if you do not want to seed the working plan. |
| Wp Seed Info | Includes a few pertinent facts about the last time that the Seed custom menu was executed: last seed source concatenated with last seeded date and the last user to seed.<br>If blank, then the given intersection has never been seeded. |

With this view, you can choose to seed your plan Last Year (Ly), Forecast (Fcst), or Targets (Tgt) data to create a demand curve on which to initially spread the new plan. Or, you can instead choose to not seed the plan, which allows you to create a plan that is not influenced by last year's performance or forecast (plus last year's performance).

The following table shows a list of measures that are seeded for different seeding options.

*Table 9–2 Seeding Options*

| Seeded Measure | Seed with Version |
|---|---|
| Wp Sales R | Ly/Fcst/Tgt<br>**Note:** Only Target measures corresponding Variance to Ly (var Ly) measures will be seeded. |
| Wp Sales U | Ly/Fcst/Tgt<br>**Note:** Only Target measures corresponding Variance to Ly (var Ly) measures will be seeded. |
| Wp Markdown R % | Ly/Tgt |
| Wp Returns R % | Ly/Tgt |
| Wp Returns AUR | Ly/Tgt |
| Wp Receipts R | Ly |
| Wp Receipts U | Ly |
| Wp Receipts MU % | Ly |
| Wp Shrink R % | Ly |
| Wp Shrink AUR | Ly |

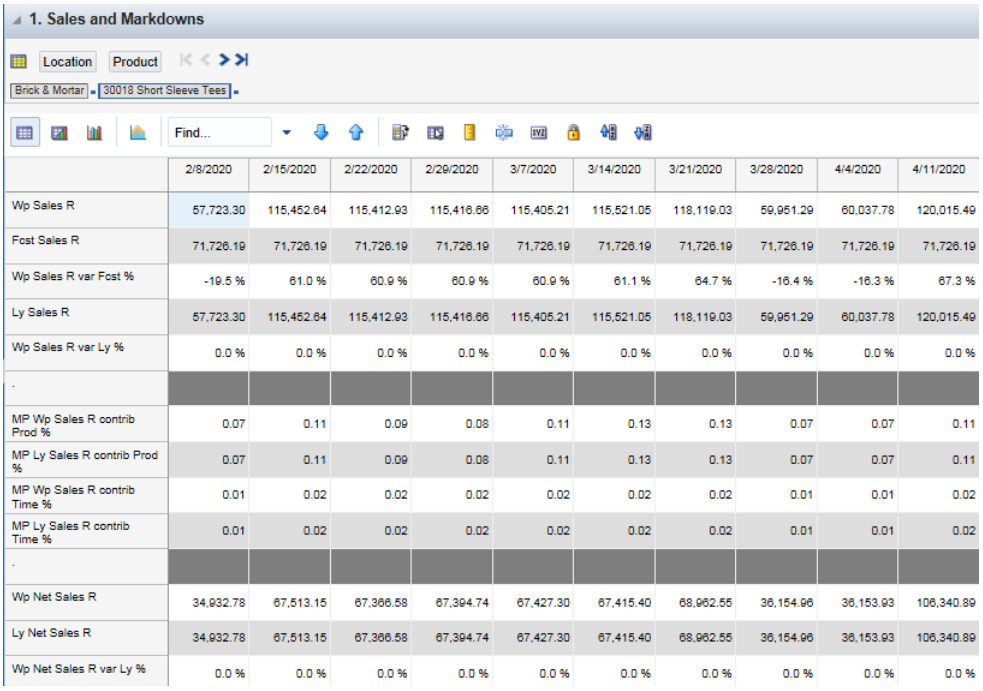
*Table 9–2 (Cont.) Seeding Options*

| Seeded Measure | Seed with Version |
|---|---|
| Wp Shrink MU % | Ly |
| Wp Transfers In/Out R | Ly |
| Wp Transfers In/Out U | Ly |
| Wp W/F Owned by Retailer R % | Ly |
| Wp W/F Markup R % | Ly |
| Wp W/F Markdown R % | Ly |

## Sales and Markdowns Sub-Step

After seeding, you can verify the seeded sales and markdown data in this view.

*Figure 9–2 Sales and Markdowns View*




| | 2/8/2020 | 2/15/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 | 3/21/2020 | 3/28/2020 | 4/4/2020 | 4/11/2020 |
|---|---|---|---|---|---|---|---|---|---|---|
| Wp Sales R | 57,723.30 | 115,452.64 | 115,412.93 | 115,416.66 | 115,405.21 | 115,521.05 | 118,119.03 | 59,951.29 | 60,037.78 | 120,015.49 |
| Fcst Sales R | 71,726.19 | 71,726.19 | 71,726.19 | 71,726.19 | 71,726.19 | 71,726.19 | 71,726.19 | 71,726.19 | 71,726.19 | 71,726.19 |
| Wp Sales R var Fcst % | -19.5 % | 61.0 % | 60.9 % | 60.9 % | 60.9 % | 61.1 % | 64.7 % | -16.4 % | -16.3 % | 67.3 % |
| Ly Sales R | 57,723.30 | 115,452.64 | 115,412.93 | 115,416.66 | 115,405.21 | 115,521.05 | 118,119.03 | 59,951.29 | 60,037.78 | 120,015.49 |
| Wp Sales R var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| . | | | | | | | | | | |
| MP Wp Sales R contrib Prod % | 0.07 | 0.11 | 0.09 | 0.08 | 0.11 | 0.13 | 0.13 | 0.07 | 0.07 | 0.11 |
| MP Ly Sales R contrib Prod % | 0.07 | 0.11 | 0.09 | 0.08 | 0.11 | 0.13 | 0.13 | 0.07 | 0.07 | 0.11 |
| MP Wp Sales R contrib Time % | 0.01 | 0.02 | 0.02 | 0.02 | 0.02 | 0.02 | 0.02 | 0.01 | 0.01 | 0.02 |
| MP Ly Sales R contrib Time % | 0.01 | 0.02 | 0.02 | 0.02 | 0.02 | 0.02 | 0.02 | 0.01 | 0.01 | 0.02 |
| . | | | | | | | | | | |
| Wp Net Sales R | 34,932.78 | 67,513.15 | 67,366.58 | 67,394.74 | 67,427.30 | 67,415.40 | 68,962.55 | 36,154.96 | 36,153.93 | 106,340.89 |
| Ly Net Sales R | 34,932.78 | 67,513.15 | 67,366.58 | 67,394.74 | 67,427.30 | 67,415.40 | 68,962.55 | 36,154.96 | 36,153.93 | 106,340.89 |
| Wp Net Sales R var Ly % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |

### Plan Sales/Markdowns View

You can verify the seeded sales and markdown data in this view. After you have seeded, develop the sales and markdown location plan for those departments.

If you are planning a Wholesale/Franchise location, use this view to plan Net Sales. Then use the W/F Sales and Markup View to complete planning.

There are several measure profiles available to logically guide you through the plan variables.

A measure profile is selected by clicking the Edit View button next to the Measure tile.

- **Retail (Default)**

  The retail measure profile shows the key sales planning metrics including sales, net sales, markdowns, and returns.

To use the Average Sales/Net Sales/Returns Per Location measures to see averages, you must roll up the Location dimension to a dimension above Location. The average calculated is limited to the average of the active locations of the workbook. A workbook with one location will have an average equal to the Wp. In the same way, a level with only a single location which rolls up to it will also have an average equal to the Wp.

- **Units**

  The sales measure profile shows the key sales units planning metrics including sales, net sales, and returns.

  To use the Average Sales/Net Sales/Returns Per Location measures to see averages, you must roll up the Location dimension to a level above Location. The average calculated is limited to the average of the active locations of the workbook. A workbook with one location will have an average equal to the Wp. In the same way, a level with only a single location which rolls up to it will also have an average equal to the Wp.

### Local Currency Plan View

If the Local Currency option is provisioned, then the Local Currency view is available. The Local Currency view displays your plan using the local currency conversion set up by the administrator.

### Plan W/F Sales and Markup View

If the Wholesale Franchise options are provisioned, then this view is available to plan. Wholesale/Franchise sales are typically tracked and managed as a separate channel of a retail business. Use the Wholesale/Franchise Sales and Markdowns view to build your sales, markup, and markdowns that you will make as wholesaler or franchisor.

## Inventory & Gross Margin Sub-Step

Inventory & Gross Margin is the third sub-step in Create Plan step.

### Plan Receipts/Inventory View

After you have developed the sales and markdown plan, develop a receipts and inventory plan that can support the sales and markdown plan. The purpose of this step is to ensure that you have a receipt and inventory plan that supports the sales that you are projecting. Like the Plan Sales and Markdowns view, the Plan Receipts/Inventory view contains several Ly metrics that you can reference when setting your targets. Additional measures can be used to adjust your inventory targets.

### Gross Margin View

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

### Local Currency Plan View

If the Wholesale Franchise or Local Currency options are provisioned, then there are additional views to support planning sales and markdowns specifically catered to those options.

The Local Currency Plan view shows the Gross Margin plan using the local currency conversion set up by the administrator.

### W/F Gross Margin View

The W/F Gross Margin view shows planned Wholesale Franchise Gross Margin, if this option is provisioned.

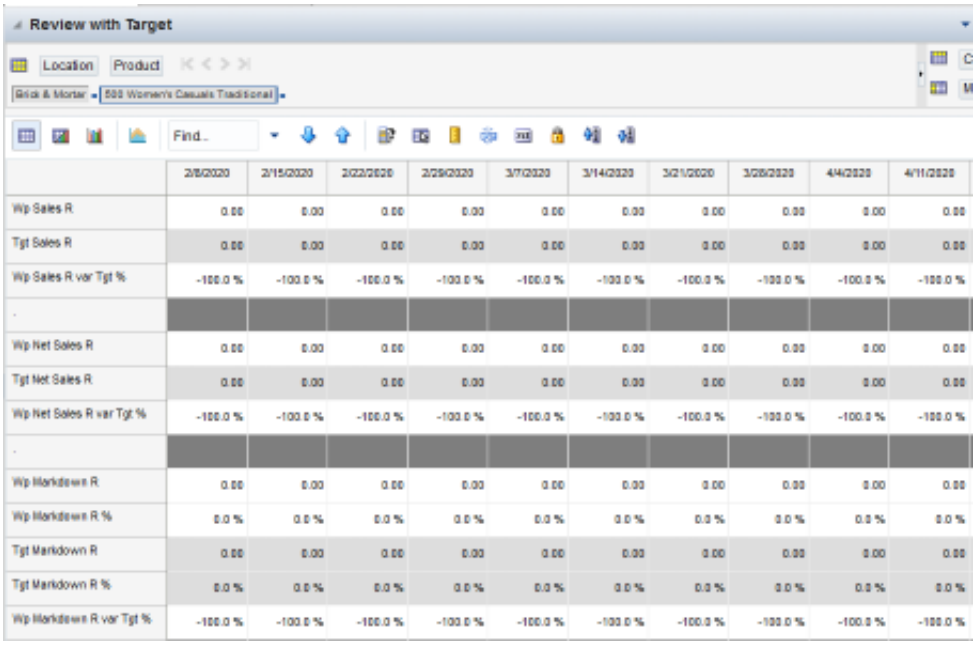
# Review and Reconcile to MFP Step

In this step, review and compare your plan to ensure the goals set forth in the merch plan are being met.

## Review and Reconcile View

Use the MFP OP and the MFP CP measure profiles to reconcile your location plan to the merch plan.

***Figure 9–3 Review and Reconcile View***



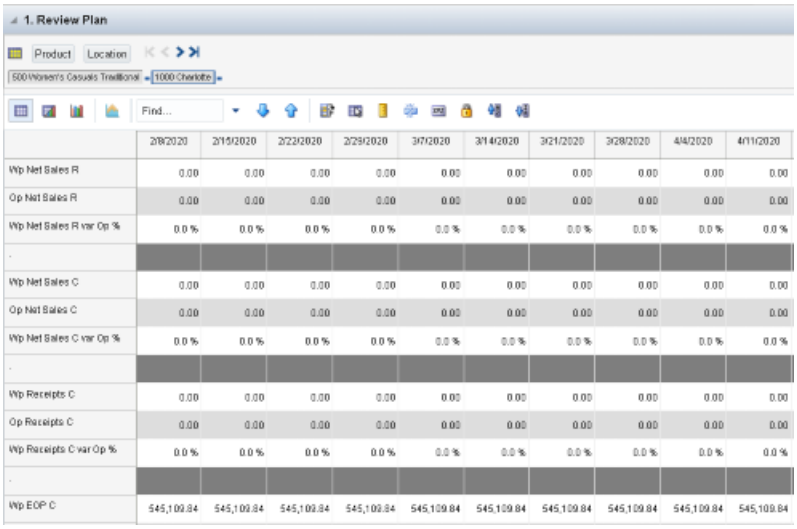

# Review and Approve Step

In this step, the location planner can review and approve the created location plan. The Review and Approve step contains two views: Review Plan and Approve Plan.

## Review Plan View

In this step, review the location plan you created. The purpose of reviewing the plan is so that you can understand the goals that your plan should meet.

***Figure 9–4 Review Plan View***




| | 2/8/2020 | 2/15/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 | 3/21/2020 | 3/28/2020 | 4/4/2020 | 4/11/2020 |
|---|---|---|---|---|---|---|---|---|---|---|
| Wp Net Sales R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Op Net Sales R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Net Sales R var Op % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| . | | | | | | | | | | |
| Wp Net Sales C | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Op Net Sales C | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Net Sales C var Op % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| . | | | | | | | | | | |
| Wp Receipts C | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Op Receipts C | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Receipts C var Op % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| . | | | | | | | | | | |
| Wp EOP C | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 |

## Approve Plan View

Click the Approve Plan button when you are ready to approve the location plan you created. The approved versions will be committed after the process is complete.

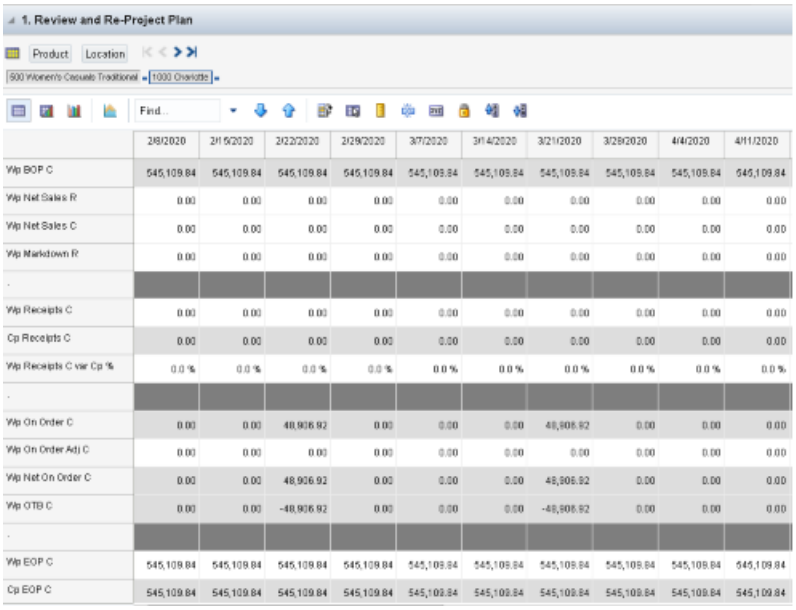
# Review and Re-Approve Step

Use this step to review the location plan during in-season for On Order and Open to Buy and to update the plan and reapprove if necessary. The Review and Re-Approve step has two views: Review and Re-Project Plan and Approve Plan.

## Review and Re-Project Plan

In this view, you can review the On Order and Open To Buy during in-season and adjust planned inventory data as needed and reapprove the CP Plan.

*Figure 9–5 Review and Re-Project Plan View*

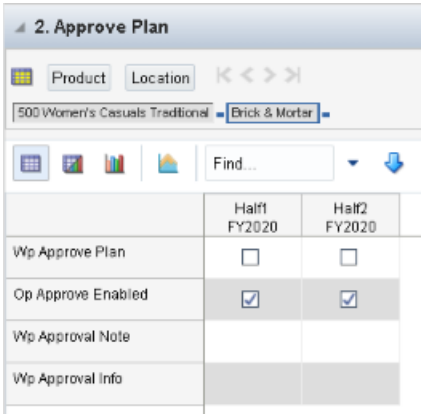



| | 2/8/2020 | 2/15/2020 | 2/22/2020 | 2/29/2020 | 3/7/2020 | 3/14/2020 | 3/21/2020 | 3/28/2020 | 4/4/2020 | 4/11/2020 |
|---|---|---|---|---|---|---|---|---|---|---|
| Wp BOP C | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 |
| Wp Net Sales R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Net Sales C | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Markdown R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| . | | | | | | | | | | |
| Wp Receipts C | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cp Receipts C | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Receipts C var Cp % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % | 0.0 % |
| . | | | | | | | | | | |
| Wp On Order C | 0.00 | 0.00 | 48,906.92 | 0.00 | 0.00 | 0.00 | 48,906.92 | 0.00 | 0.00 | 0.00 |
| Wp On Order Adj C | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wp Net On Order C | 0.00 | 0.00 | 48,906.92 | 0.00 | 0.00 | 0.00 | 48,906.92 | 0.00 | 0.00 | 0.00 |
| Wp OTB C | 0.00 | 0.00 | -48,906.92 | 0.00 | 0.00 | 0.00 | -48,906.92 | 0.00 | 0.00 | 0.00 |
| . | | | | | | | | | | |
| Wp EOP C | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 |
| Cp EOP C | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 | 545,109.84 |

## Approve Plan

When you are ready to reapprove your working plan during in-season, use the Approve Plan view and custom menu Approve Plan to reapprove the plan.

*Figure 9–6 Approve Plan View*




| | Half1 FY2020 | Half2 FY2020 |
|---|---|---|
| Wp Approve Plan | ☐ | ☐ |
| Op Approve Enabled | ☑ | ☑ |
| Wp Approval Note | | |
| Wp Approval Info | | |

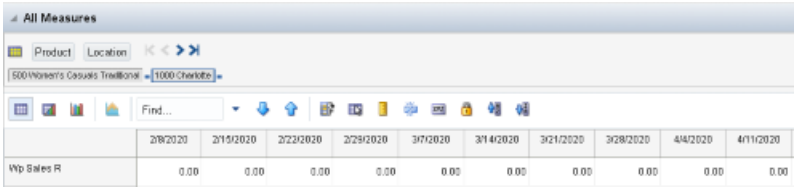
# All Measures

Use this workbook to create a view of workbook measures that you may not be able to view at the same time in other views.

## All Measures View

The All Measures view contains all the measures contained in the workbook; however, only the Wp Sales R measure is visible in the default measure profile. All remaining measures are available in Show/Hide.

***Figure 9–7 All Measures View***



# A

# Appendix: Measure Calculations

This appendix provides additional information on a few of the core retail calculations to help aid you understand that a particular measure can be calculated in many ways because it is impacted by many different input measures. When a value is changed that impacts other editable values, the impacted measures that then need to be recalculated are *protected* so that you cannot also update those values. This prevents a *deadlock* or circular calculation in which you do not know where to start recalculating.

| Measure Label | Measure Calculation | Notes |
|---|---|---|
| **Margin** | | |
| GM R | Net Sales R - COGS | |
| COGS | (Net Sales R + Mkd R + Shrink R) * (1 - CMU%) | |
| CMU% | (BOP R + Receipts R - Shrink R - MOS R) - (BOP C + Receipts C - Shrink C - MOS C)) / (BOP R + Receipts R - Shrink R - MOS R) | |
| Net GM R | GM R + Vendor Funds R + Royalties R - Restocking Cost R - MOS R - Mkd Due to W/F | |
| Net GM % | Net GM R / Net Sales R | |
| GM R exc VAT | Net Sales R exc VAT - COGS C | |
| GM R% exc VAT | GM R exc VAT / Net Sales R exc VAT | |
| Net GM R exc VAT | GM R exc VAT + Vendor Funds R + Royalties - Restocking Cost - MOS R/(1+VAT%) - Mkd Due to W/F/(1+VAT%) | |
| Net GM R % exc VAT | Net GM R exc VAT / Net Sales R exc VAT | |
| **Sales** | | |
| Sales R | Sales Reg+Promo R + Sales Clr R | |
| Sales R | Sales U * Sales AUR | |
| Sales U | Sales R / Sales AUR | |
| Sales AUR | Sales R / Sales U | |
| Net Sales R | Net Sales Reg+Promo R + Net Sales Clr R | An edit to Net Sales will proportionally spread the change to Net Reg+Promo and Net Sales Clr. |
| Net Sales R exc VAT | Sales R / (1 + VAT%) | |
| Net Sales Reg+Promo R | Sales Reg+Promo - Net Return Reg+Promo | |

| Measure Label | Measure Calculation | Notes |
|---|---|---|
| Net Sales Clr R | Sales Clr R - Net Return Clr R | |
| Returns R | Returns Reg+Promo R + Returns Clr R | |
| Returns R % | Returns R / Sales R | |
| Net Return R | Return R + Return Back to Online R | |
| **Markdowns** | | |
| Mkd R | Reg+Promo Mkd R + Clr Mkd R | |
| Mkd R | Mkd % * Net Sales R | |
| Mkd % | Mkd R / Net Sales R | |
| Mkd Due to W/F | W/F Mkd R * % Owned by Retailer | |
| **Inventory** | | |
| EOP R | Reg+Promo EOP r + Clr EOPr | |
| Reg+Promo EOP R | Reg+Promo BOP R + Receipts R - Net Sales Reg+Promo R - Mkd Reg+Promo R - Shrink R - Misc Adj R - Move to Clr R + Inv Adj R - Pick Up in Store Reg + Promo R - Ship to Customer Reg+Promo R | |
| Clr EOP R | Clr BOP R - Net Sales Clr R - Clr Mkd R - MOS R + Move to Clr R | |
| Receipt R | Reg+Promo EOP R - Reg+Promo BOP R + Net Sales Reg+Promo R + Reg Promo Mkd R + Shrink R + Misc Adj R + Move to Clr R - Inv Adj R | |
| EOP C | EOP R * (1 - CMU %) | |
| Forward Cover R | Forward cover uses an internal function that counts the number of future periods which EOP can cover the future Sales.<br>As the end of the calendar horizon in the segment is reached, the future sales do not exist to calculate cover. In this case, the function *copies* the Sales for the segment's calendar horizon (such as the half) into the future to enable calculating a forward cover value. | |
| **On Order** | | |
| Net On Order R | On Order R + On Order Adj R | |
| OTB R | For Un-elapsed: CP EOP R - WP EOP R + WP Receipts R - Net On Order R<br>For Elapsed: 0 | For Targets, CP is labeled as Tgt. Therefore, in the given calculation, CP EOP equates to Tgt EOP. |
| On Order Adj C | On Order Adj R - (On Order Adj IMU % * On Order Adj R) | |
| Net On Order IMU % | (Net On Order R - Net On Order C) / Net On Order R | |
| **Key Performance Indicators** | | |
| Avg Sales R per Location | Net Sales R / # of Location count | Count of Locations open/active |
| Cum Turn R | sum(Sales R) / Cum Avg Inv R | |
| Sell Thru R % | Sales R / (BOP R + Receipts R) | |
| Stock to Sales Ratio R | BOP R / Sales R | |
| Wp var to LY % | (Wp - Ly) / Ly | |

| Measure Label | Measure Calculation | Notes |
|---|---|---|
| **Fulfillment** | | |
| Pickup In Store R | Direct Channel: (Sales R * BOPIS %) * -1<br>Brick & Mortar: Sales R (of Direct Channel) * BOPIS | Buy Online Pickup in Store % (BOPIS %) |
| Ship to Customer R | Direct Channel: Sales R (of Brick & Mortar Channel) * BSSC<br>Brick & Mortar: (Sales R * BSSC) * -1 | Buy in Store Ship to Customer % (BSSC %) |
| BORIS Return R | Round(Return R (of Direct Channel) / BORO %) - Return R (of Direct Channel) | Buy Online Return Online % (BORO %) |
| Return Back to Online R | Direct Channel: BORIS Return R * % BORIS back to Warehouse<br>Brick & Mortar: (BORIS Return R * %BORIS back to Warehouse) * -1 | |
| Restocking Cost R | Direct Channel: (Return U * Warehouse Restocking $/U) + (Return Back to Online U * Store to Warehouse Restocking $/U)<br>Brick & Mortar: (Return U + Return Back to Online U) * Store to Warehouse Restocking $/U | |