# Oracle® Retail Allocation Cloud Service

## Manage Allocations User Guide

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# Preface

This document describes the Oracle Retail Allocation 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 Allocation. This includes merchandisers, buyers, business analysts, and administrative personnel.

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`https://docs.oracle.com/en/industries/retail/index.html`

(Data Model documents are not available through Oracle Help Center. You can obtain these documents through My Oracle Support.)

# Conventions

The following text conventions are used in this document:

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

# 1 Introduction

A retailer's most important asset is its inventory. Oracle Retail Allocation helps retailers determine the inventory requirements at the item, store, or warehouse, and week level using real time inventory information. The system calculates individual store or warehouse need based on parameters you set - whether it's the characteristics of the product, the location, or the category. The result is an allocation tailored to each destination location's unique need.

Oracle Retail Allocation allows you to allocate either in advance of the order's arrival or at the last minute to leverage real-time sales and inventory information. And when you do allocate, the system provides you the flexibility of basing your allocation on different methods such as: merchandise plans, sales history or a demand forecast.

## Key Features and Benefits

- Standardize workflow based on user roles and user tasks
- Ability to allocate multiple items as a single entity or as a group using a single store or warehouse demand
- Allocate using demand from various merchandise hierarchy levels
- Ability to determine individual store or warehouse need and the quantity required to be allocated
- Ability to exclude locations globally or by product group
- Copy, save, and edit capability available for allocations
- Logic to create What If scenarios prior to raising a purchase order
- Logic to create Scheduled allocations
- Assign calculation multiples for allocated items in order to perform rounding as per business needs
- Enhanced ability to maintain size profile data at the style level
- Ability to select multiple styles in the same Fashion Group allocation
- Flexibility to range packs at the pack level or the component level
- Available in 17 languages

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# Manage Allocations

This chapter describes how to view, edit, and perform various other operations on an existing allocation. This chapter contains the following topics:

- View Allocations
- Understanding the Allocation Maintenance Window
- Edit Allocations
- Update the Final Allocated Quantity - View Assortment Window
- Update the Final Allocated Quantity

## View Allocations

You can search and select to view allocations from the Manage Allocations window.

To view allocations:

1. From the **Tasks** menu, select **Manage Allocations**. The Manage Allocations window appears.

**Figure 2-1 Manage Allocations Window**

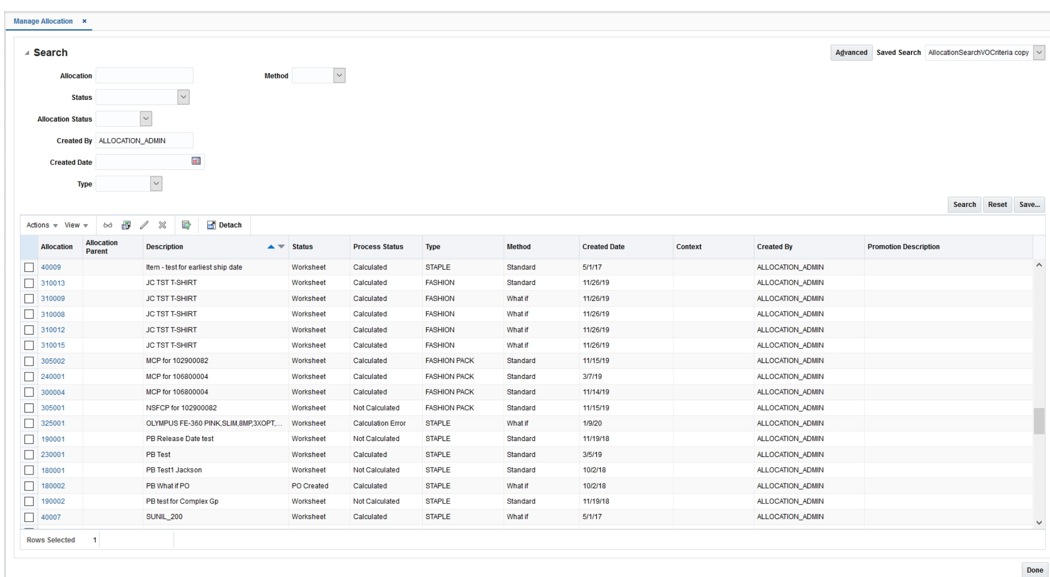
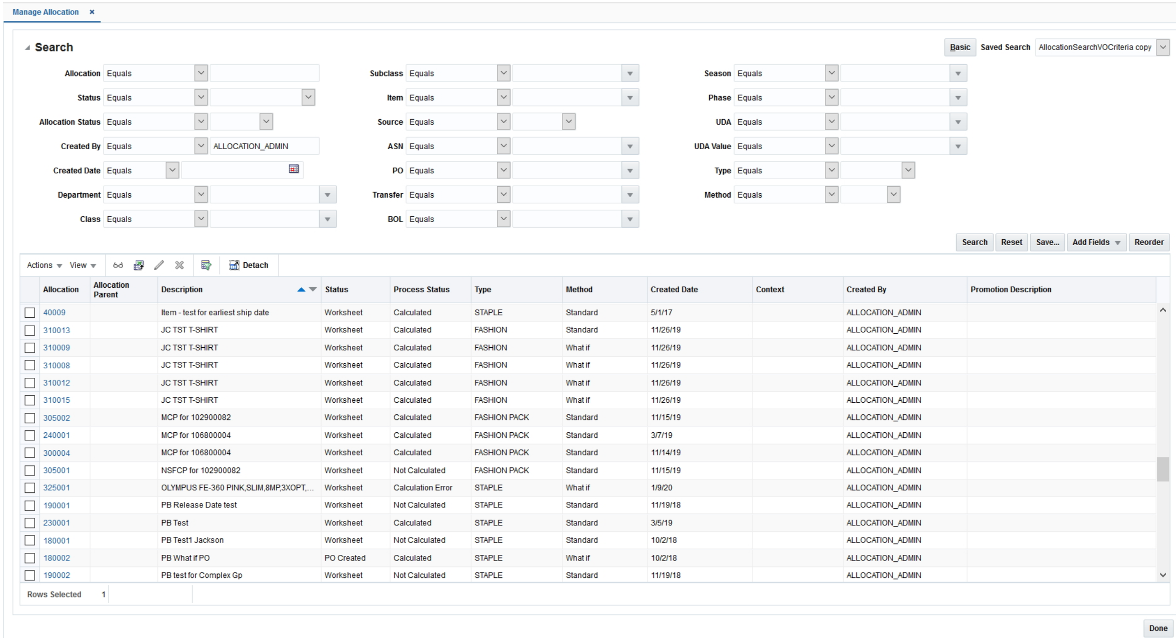


**Figure 2-2 Manage Allocations Window with Advanced Search Options**




2. Optionally, click **Advanced** to see the advanced search options. The Add Field button is added to the window with the extra search fields. Click **Add Fields**, to include more fields for the search.
3. Enter the search criteria in the available fields.
4. Click **Search**. The allocations matching the search criteria are listed.
5. Select the allocation that you want to view.
6. Click **View Allocation**. Alternatively, you can also select **View Allocation** from the **Actions** menu. The Allocation window appears in view mode. You can view the following on the Allocation window:
   - To view the allocation details, select the **Item** tab in the Review section.
   - To view the policies applied, click **View Policy** in the Summary section.
   - To view the item/ source relationship, click the **Item/Source** tab.

# Edit Allocations

You can edit items, locations, and policies, copy or split an allocation, spread the demand/need, or delete an allocation. The following procedures describe how to edit existing allocations.

## Edit Items

To edit items:

1. Search for the allocation on the Manage Allocations window.
2. Click the Allocation ID link for the allocation that you want to edit. The Allocation window appears in edit mode.

## Add Items to an Allocation

1. On the Allocation window, select the **Item/Source** tab.
2. To add more items to the list of items, select **Quick Item Add** from the Actions menu. A window appears with the item search options.
3. Search and retrieve the items you want to add to the allocation. Click **Add to Worksheet**. The items are added to the list on the Item/Source tab.
4. If you want to delete any items from the list, select the items and click the delete icon.
5. Select the items to add and click **Add To Allocation**. The items are added to the **Item** tab on the Allocation Maintenance window.

## Delete Items from an Allocation

To delete items from an allocation:

1. In the Review section of the Allocation Maintenance window, select the items you want to delete.
2. Click the **Delete** icon.

# Edit Locations

To edit locations:

1. Search for the allocation on the Manage Allocations window.
2. Click the Allocation ID link for the allocation that you want to edit. The Allocation window appears in edit mode.
3. On the Allocation Maintenance tab, click **Edit** in the Location section. The Add Locations window appears.
4. Select the locations you want to add and click **Apply**.

# Edit Policies

To edit policies:

1. Search for the allocation on the Manage Allocations window.
2. Click the Allocation ID link for the allocation that you want to edit. The Allocation window appears in edit mode.
3. On the Allocation Maintenance tab, click **Edit** in the Rules section. The Policies window appears.
4. Update as necessary and click **Apply**.

# Copy an Allocation

To copy an allocation:

1. Search for the allocation on the Manage Allocations window.
2. Click the Allocation ID link for the allocation that you want to edit. The Allocation window appears in edit mode.

3. Click **Copy Allocation**. A copy of the existing allocation is created and opened.

   > **Note:**
   >
   > The copied allocation is created in an uncalculated state/worksheet status.

4. Edit the copy of the allocation as necessary.
5. Click **Calculate** to begin the calculation process or click **Save** to commit changes.

## Understanding the Allocation Maintenance Window

The Allocation Maintenance window includes three distinct sections.

- **Summary**: The summary section includes three sub sections.
  - Header section contains general information of the allocation.
  - Locations section enables the selection of location groups.
  - Rules section enables the selection of a policy.
- **Review**: This section contains three tabs Item, Locations, and Quantity Limits, which contain the following tables: an Item Summary Table, a Locations table, and a Quantity Limits table respectively.
  - The Item Summary table shows the items included in the allocation, and allows the entry of optional and required parameters, as well as the management of the available inventory which can be spread across the allocation. For fashion allocations, a parent/diff may be selected from the worksheet and shown on the Item Summary table in place of an item.
  - The Quantity Limits tab allows you to specify quantity limits by location.
- **Results**: This section shows the detailed information of the allocation at the item/location level. It shows the quantity allocated for each location and then allows various methods to manually adjust the allocation. This table appears only after the allocation is calculated.

# Split an Allocation

To split an allocation:

1. Search for the allocation on the Manage Allocations window.
2. Click the Allocation ID link for the allocation that you want to edit. The Allocation window appears in edit mode.
3. Select the items you would like to shift to a separate allocation.
4. Click **Split Allocation**. A new allocation is created with the selected items.

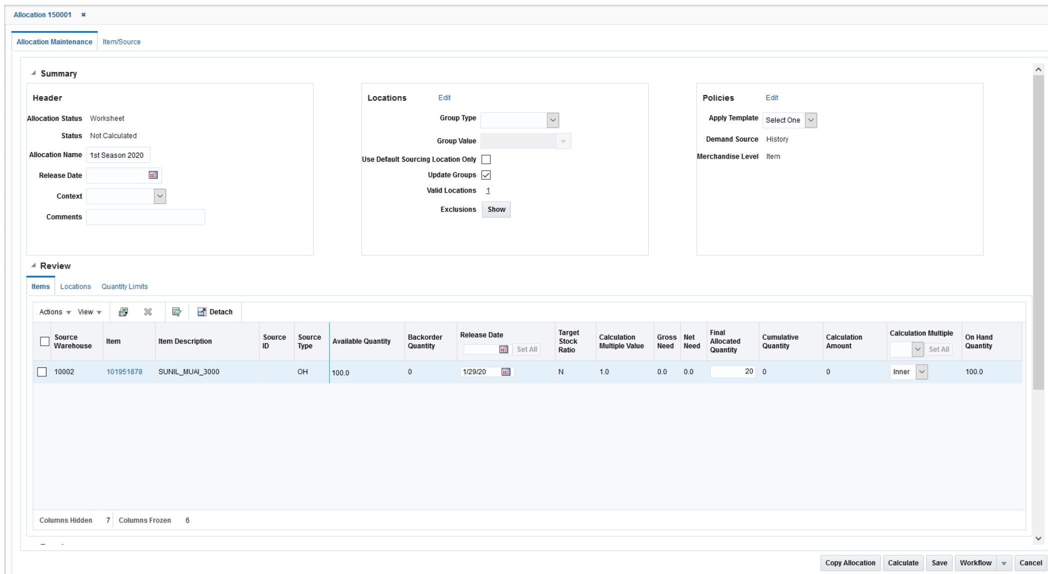
   > **Note:**
   >
   > Split Allocation is disabled when the allocation contains only one item.

# Update the Final Allocated Quantity

To update the final allocated quantity:

1. Search for the allocation with **Calculated** status on the Manage Allocations window.
2. Click the Allocation ID link for the allocation that you want to update. The Allocation Maintenance window appears in edit mode.

**Figure 2-3 Allocation Maintenance Window - Review and Results View**




3. In the review section, enter the quantity in **Final Allocated Quantity** field.
4. From the Actions menu, select **Spread To All Locations**.
5. Click **Recalculate** to recalculate the allocation. The quantity entered is spread to all the locations in the allocation.

## Freeze Final Allocated Quantity

To freeze final allocated quantity before you spread to all locations:

1. In the Results section of the Allocation Maintenance window, select the Freeze check box next to the quantity you want to freeze.
2. Perform the Spread to All Locations operation.

> **Note:**
>
> Currently, the Freeze indicator is not respected by the Recalculate option.

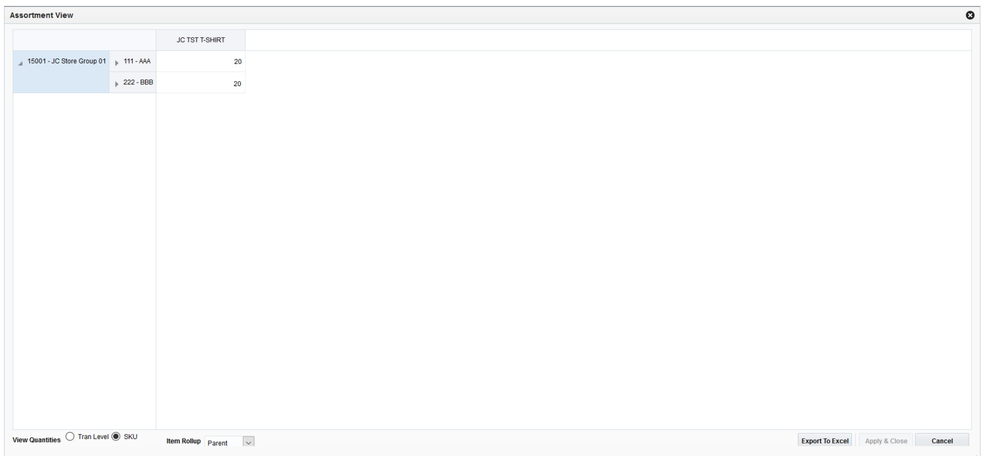
## Update the Final Allocated Quantity - View Assortment Window

To updated allocated quantity using Assortment View window:

1. Search for the allocation on the Manage Allocations window.
2. Click the Allocation ID link for the allocation that you want to update. The Allocation window appears in edit mode.
3. In the Results section, select **Assortment View - SKU Level** or **Assortment View - Transaction Level** from the **Actions** menu. The Assortment View window appears.

   The SKU view breaks down the allocation all the way to SKU level (so packs are broken down into SKU counts). The SKU view is view only. The Transaction Level view shows the specific loose items and packs which will be sent to each store. The Transaction Level view is editable.

**Figure 2-4 Assortment View - SKU Level Window**




4. Click the cell for the store that you want to update and enter the updated quantity.
5. Click **Apply & Close**.

# Delete Allocations

To delete allocations:

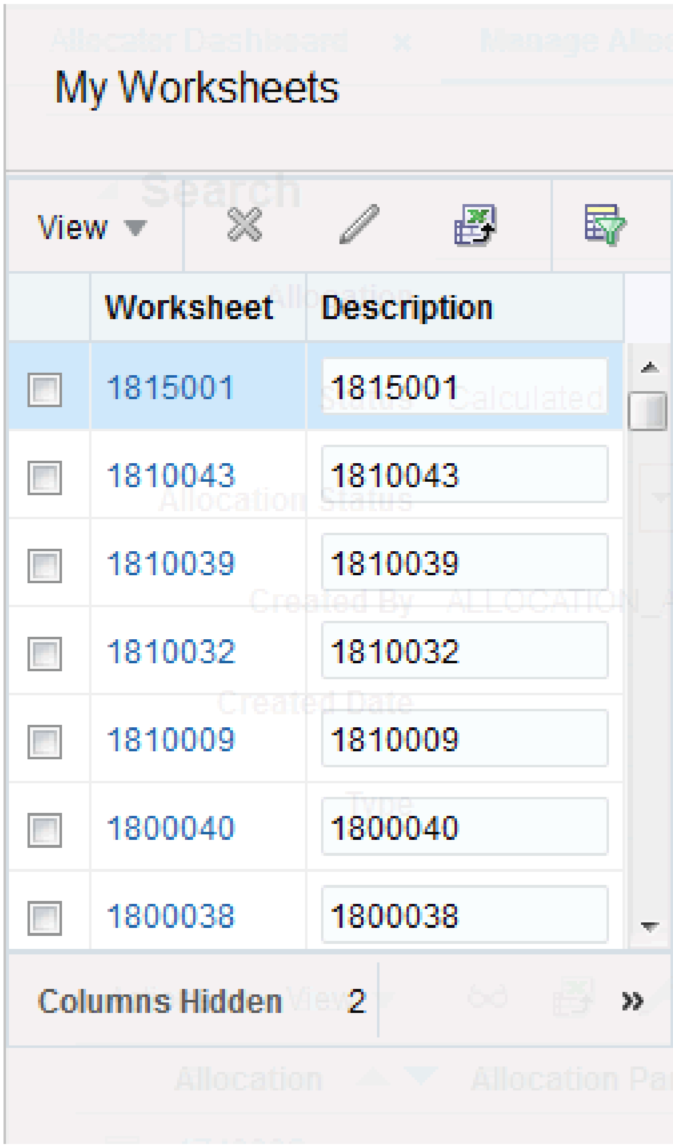
1. Search for the allocations on the Manage Allocations window.
2. Select the allocations to delete.
3. Click the delete icon. Alternately, you can select **Delete** from the **Actions** menu.

# 3 My Worksheets

Worksheets allow you to select items that you want to use while creating an allocation. After you search and select the items you want to allocate and create a worksheet, each worksheet is assigned a unique ID. The newly created worksheet is available in the My Worksheets container and you can provide a description here to better identify the items in the worksheet. At any point of time, while creating an allocation, you can access a worksheet created earlier to allocate items you had already searched for. The worksheets are unique to each Allocation user.

Items are sent to worksheets from multiple sources including the create allocation windows and the quick create allocation container. The My Worksheet container allows you to select an existing worksheet and open it in maintenance mode. In the maintenance mode, you can add more items to the worksheet or select items to allocate. You can also delete worksheets which are no longer required from the My Worksheets container.

**Figure 3-1 My Worksheets in the Left Panel**




# Open a Worksheet

To open a worksheet from the My Worksheet container:

1. From the left panel, select **My Worksheets**. The expanded view of the My Worksheets section appears in the left panel.
2. Select the worksheet you want to open.
3. Click the edit icon. The Worksheet window appears.

# Delete a Worksheet

To delete a worksheet from the My Worksheets container:

1. From the left panel, select **My Worksheets**. The expanded view of the My Worksheets section appears in the left panel.
2. Select the worksheet you want to delete.
3. Click the delete icon. The Worksheet is deleted.