

# Retek<sup>®</sup> TopPlan<sup>™</sup> and Retek<sup>®</sup> ChannelPlan<sup>™</sup> 10.5

## Administration Guide



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- Exact error message received.
- Screen shots of each step you take.



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# Chapter 1 – Introduction

## Overview

This document discusses the administration functions of Retek® TopPlan™ and Retek® ChannelPlan™, which are solutions in the Retek Predictive Planning Suite.

- TopPlan provides strategic and financial product planning functions, such as setting and achieving financial targets.
- ChannelPlan provides financial location planning functions, such as setting store open and close dates and computing store status (Comp/Non-Comp/Closed).

Both applications also provide functions for creating pre-season and in-season financial plans in a structured method, reconciling and approving plans, and monitoring and re-assessing plans.

The TopPlan/ChannelPlan administrator controls the user role definition and security which in turn control the functions a user may perform.

## Audience and purpose

This document is written for persons who have administration responsibility for TopPlan and/or ChannelPlan. It contains general procedures for controlling functions, such as:

- Adding and deleting users and groups
- Assigning and maintaining access to application components (workbooks, worksheets, measures)
- Seeding and loading data

It is assumed that administrators have a general knowledge of the Retek Predictive Application Server (RPAS) and basic TopPlan and/or ChannelPlan end-user functions.

### Related documentation

For end-user features and functions of the Retek Predictive Application Server (RPAS), TopPlan, and ChannelPlan, refer to the following documents:

- RPAS User Guide and online help
- TopPlan User Guide
- ChannelPlan User Guide

### Solution versus RPAS administration

Administration functions are grouped into two categories: solution administration and RPAS administration. The solution administration functions apply to the specific solution, either TopPlan or ChannelPlan.

The TopPlan-specific administration functions include:

- Inventory Initialization – used once to establish the Beginning of Period and End of Period inventory values in the domain using loaded Stock on Hand data.
- Seeding Administration – used to copy data from a selected plan version to the working plan version prior to starting the Pre-Season plan.
- TopPlan Administration – used to set Store Counts and map historical data to account for time shifts.

The ChannelPlan-specific administration functions include:

- Set up store open and close dates.
- Set up comp and non-comp store status.

RPAS administration consists of the following activities:

- User and Group Management – used to add, delete, and modify users, and to add and delete user groups.
- Security Management – used to provide access to workbook templates, measures, hierarchies, and dimensions.



## Chapter 2 – TopPlan administration

### Overview

TopPlan administration consists of two workbooks that allow the administrator to perform the following activities:

- Inventory Initialization workbook – Used once to establish Beginning of Period and End of Period inventory values in the domain using loaded Stock on Hand data.
- Seeding Administration workbook – Seeds the working financial plans with data from a selected version.
- TopPlan Administration workbook – Sets high-level store information, such as store counts and square footage. The administrator also uses this administration workbook to map time periods to account for holiday and other calendar shifts and for 5253 week year mapping.

### Inventory Initialization workbook

The Inventory Initialization workbook is used once to calculate a beginning inventory position in the domain using the currently known stock on hand value.

Many times when a company implements a planning solution, historical data is loaded. The data that is usually available for loading is related to sales, markdowns, and/or receipts. However historical inventory positions are typically not available to be loaded. If the current period stock on hand value is available, it can be loaded into the TopPlan domain and the historical inventory positions can be calculated. The Inventory Initialization workbook allows a company to set historical inventory values (beginning of period (BOP) and end of period (EOP)) for the domain using the current Stock on Hand value.

### Usage notes

This process is only performed once for a given domain. Once the historical inventory positions are calculated, this workbook does not need to be built again.

The time periods selected for this workbook include the current period for which the stock on hand is loaded and all previous (historical) time periods for which the inventory needs to be calculated.

### Inventory initialization process

Before you begin, be sure to load the stock on hand value for the applicable time period using the Stock On Hand interface program.

#### Create an Inventory Initialization workbook

- 1 Click **New** on the toolbar. The New dialog box is displayed.
- 2 Click the Planning Administration tab.
- 3 Select Inventory Initialization, and click **OK**. The Inventory Initialization wizard is displayed.
- 4 Select the desired channels, products, and time periods on the respective pages of the wizard. Select the last time period for which stock on hand was loaded. Click **Finish**. The Inventory Initialization workbook is created.

**Note:** No calculations or data edits are required.

The end of season measure (EOS) in the workbook is set equal to the Stock on Hand measure (not viewable in the workbook). The difference between EOS and the EOP is placed in the Stock On hand Adjustment measure and the EOP is recalculated for the last period to match the EOS/Stock on Hand value. All historical EOP and BOP values will recalculate when the last week's EOP is reset.

## Seeding Administration workbook

The Seeding Administration workbook allows users that have administration access to define the source of data for the Wp plan measures that will be seeded and to initiate the actual seeding process. This seeding process is typically done at the beginning of a Pre-Season planning period. Data for pre-defined measures are copied from the selected plan version to those same measures for the Wp plan version.

- Data are seeded from one product to that same product from one year to the next. TopPlan does not currently allow users to seed data across different products.
- The user must select the products, channels, and time periods that are to be seeded at the time the Seeding Administration workbook is built. If the time period to be seeded is the year 2004, then the user must select the entire FY 2004 time period when building the workbook. The time period to be seeded from (such as 2003) does not need to be included in the workbook.
- Alternatively, actual users may initiate the seeding process from inside their workbooks. They cannot, however, select the data source that the measures are seeded from. That can only be executed in the System Administration workbook.

## Seeding process

### Create a Seeding Administration workbook

- 1 Click **New** on the toolbar. The New dialog box is displayed.
- 2 Click the Planning Administration tab.
- 3 Select Seeding Administration, and click **OK**. The Seeding Administration wizard is displayed.
- 4 Select the desired channels, products, and time periods on the respective pages of the wizard. Click **Finish**. The Seeding Administration workbook is created.

## Set up the source data

- 1 Select the Source Setup tab to display the Source Setup worksheet.
- 2 For each Product select the plan version from which the data is to be copied into the Wp. Different sources may be selected for different time periods, and for different products.

The available plan versions are:

- Do nothing – Data will not be seeded for Wp
- Ly – Last year data
- Ly Op – Last year, original plan data
- Ly Cp – Last year, current plan data

**Note:** A selection can be made at an aggregate time/product/channel level, and the selection replicates to the lower levels.

- 3 Once the selections have been made, click **Calculate**. This replicates the selections to lower hierarchy dimension members.
- 4 From the File menu, select Commit Now option. This will commit the seed data source selections to the database so they are available for planners when they opt to seed their plans from their workbooks.

OR , if the desire is to have all plans pre-seeded at one time by the Sytem Administrator, then the next step is executed:

- 5 From the main menu, select the TopPlan > Seed. A message will display indicating the successful completion of the seeding process.

**Note:** This process automatically commits the data to the database.

## Review the results of seeding

**Note:** The procedure applies only if Step 5 in the previous procedure has been executed.

- 1 Select the Seeding Results tab to review the Seeding Results worksheet. The measures for the first product are displayed.
- 2 Scroll through the list of products to view the measures for each successive product.
- 3 Repeat the seeding process if necessary.

## TopPlan Administration workbook

The TopPlan Administration workbook allows users that have administration access to set the values for certain measures and to set up week mappings to account for calendar and other holiday shifts and 53-week years. This process is typically done at the beginning of a Pre-Season planning period, but it can be done In-Season as well. Note, however, that data cannot be changed for historical time periods (elapsed time).

### Establish store counts

There are three Store Count measures that can be set in the TopPlan Administration workbook: Store Count, Non-Comp Store Count, Comp Store Count.

Store Count is used to calculate the following measures:

- Average Store Sales
- Average Store Inventory (EOP)

There is no relationship defined between Store Count and the Comp and Non-Comp Store count measures. If the administrator chooses to utilize all three measures, all three values must be entered.

Comp and Non-Comp Store Counts are used for informational purposes only. They are available to the planning users in the planning workbooks as read-only measures. They are not used in any calculations.

**Note:** The values for Comp and Non-Comp Store Sales are assumed to be loaded measures and are not calculated or determined in the solution.

Product is not available in this workbook. The store count value entered here applies to the entire product hierarchy. To view the store count in a financial plan workbook, the hierarchy dimension [All Product] must be displayed.

The channel hierarchy is available in this workbook. A store count value may be entered for each channel location.

The calendar hierarchy is available in this workbook. Different store counts may be entered for different time periods in the workbook. Store counts may also be entered for historical time periods. A store count viewed at an aggregate time period (month) reflects the value in the last child time period belonging to the aggregate parent.

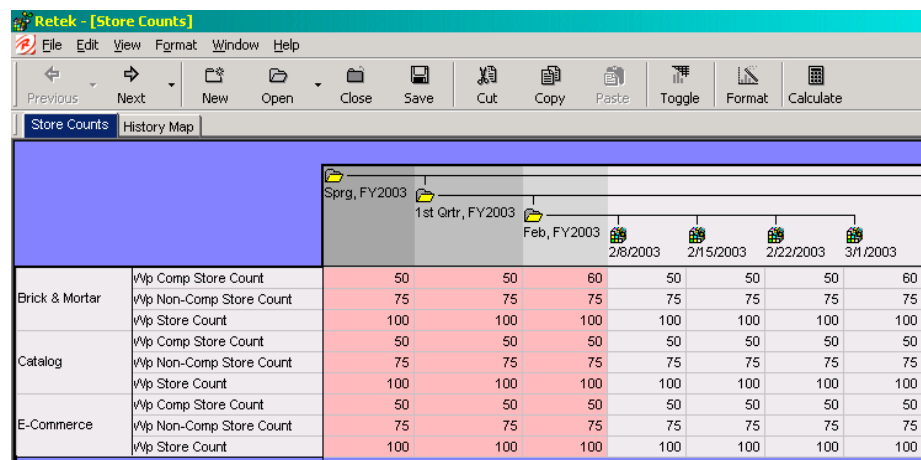
## Store count process

### Create a TopPlan Administration workbook

- 1 Click **New** on the toolbar. The New dialog box is displayed.
- 2 Click the Planning Administration tab.
- 3 Select TopPlan Administration, and click **OK**. The TopPlan Administration wizard is displayed.
- 4 Select the desired channels and time periods on the respective pages of the wizard. Click **Finish**. The TopPlan Administration workbook is created.

### Set up the store counts

- 1 Select the Store Counts tab to display the Store Counts worksheet.
- 2 Enter the applicable store counts. Store counts may not be entered at aggregate time periods. The Edit > Fill option is available to enter one store count value for all time periods.



The screenshot shows the 'Store Counts' worksheet in the Retek application. The worksheet has a menu bar (File, Edit, View, Format, Window, Help) and a toolbar with icons for Previous, Next, New, Open, Close, Save, Cut, Copy, Paste, Toggle, Format, and Calculate. The worksheet is divided into two tabs: 'Store Counts' and 'History Map'. The 'Store Counts' tab is active, displaying a table with columns for time periods and rows for store counts. The table is organized into a hierarchy: 'Sprg, FY2003' (1st Qtr, FY2003) and 'Feb, FY2003' (2/8/2003, 2/15/2003, 2/22/2003, 3/1/2003). The rows are grouped by category: Brick & Mortar, Catalog, and E-Commerce. Each category has three sub-rows: 'vWp Comp Store Count', 'vWp Non-Comp Store Count', and 'vWp Store Count'. The values are entered in the cells, with some cells highlighted in red (e.g., 50, 75, 100, 60) and others in blue (e.g., 50, 75, 100, 50).

		Sprg, FY2003				Feb, FY2003			
		1st Qtr, FY2003							
						2/8/2003	2/15/2003	2/22/2003	3/1/2003
Brick & Mortar	vWp Comp Store Count	50	50	60	50	50	50	50	60
	vWp Non-Comp Store Count	75	75	75	75	75	75	75	75
	vWp Store Count	100	100	100	100	100	100	100	100
Catalog	vWp Comp Store Count	50	50	50	50	50	50	50	50
	vWp Non-Comp Store Count	75	75	75	75	75	75	75	75
	vWp Store Count	100	100	100	100	100	100	100	100
E-Commerce	vWp Comp Store Count	50	50	50	50	50	50	50	50
	vWp Non-Comp Store Count	75	75	75	75	75	75	75	75
	vWp Store Count	100	100	100	100	100	100	100	100

*Store Counts worksheet*

**Note:** In the above example, store counts are protected at aggregate levels. You must manually enter a value for each week or use Edit > Fill to enter multiple weekly values at one time. Additionally the value for Brick and Mortar, Comp Store Count for February reflects the last value in the month, 60.

## Mapping time periods

The History Map worksheet sets the value of a measure called History Map (PWPLAGMAP). This measure is used to calculate the Adjusted Last Year Sales Measure (Adj Ly Sales R) that is viewable in the planning workbooks. The Adj Ly Sales R measure uses the History Map measure to pull last year sales from a time period other than 52 weeks in the past (the default for all LY measures).

History Mapping is an “all or none” concept; the procedure applies to all products. The TopPlan solution contains only one mapped measure called Adj Ly Sales R. However, you can create multiple mapped measures (for example Adj Ly Markdowns R) from the same LAGMAP measure. If two adjusted measures are created from the same LAGMAP measure, then they will reflect the same week to week mapping created in this mapping workbook. If different week to week mappings are required for different measures, then a separate LAGMAP measure must be created in the configuration and added to the mapping workbook template.

For more information on adding new measures, refer to the *RPAS 11.0 Configuration Guide*.

There are two situations that may occur during the year or planning cycle that may require a history map to be created:

- Holiday or key planning time periods shift (typically Easter or Hanukkah)
- There are 53 weeks in the planning period, or in the current or last year.

### Holiday period shifts

It is common for certain key holiday periods to shift by weeks or even a month from year to year. If a planner views the measure Ly Sales R in a current year, that value represents the Sales R value from 52 weeks prior. So a planner trying to plan sales for Easter this year, may not have an accurate LY Sales R value that reflects Easter from last year. Therefore the LAGMAP measure is used to specify which week should be used and places the corresponding value in Adj LY Sales R.

### 53-week years

A 53-week year occurs when a company utilizes a 4-5-4 or 4-4-5 financial calendar. 53-week years occur approximately once every six years. When the planning cycle moves from a 53-week to a 52-week year, the History Mapping worksheet can be used to account for the extra week.

**Note:** The current History Mapping worksheet cannot be used to map weeks when moving from a 52-week to a 53-week year. Please see Appendix A for more information on how to handle this scenario.

## Mapping time periods process

### Create a TopPlan Administration workbook

- 1 Click **New** on the toolbar. The New dialog box is displayed.
- 2 Click the Planning Administration tab.
- 3 Select TopPlan Administration, and click **OK**. The TopPlan Administration wizard is displayed.
- 4 Select the desired channels and time periods on the respective pages of the wizard. Both the year to be mapped and the year being mapped from need to be selected. Click **Finish**. The TopPlan Administration workbook is created.

**Note:** Although a channel page is displayed in the wizard, it is not used in the history mapping process. It is used only for setting the store counts.

### Set up the history map

- 1 Select the History Map tab to display the History Map worksheet.
- 2 Select the Year time period and Outline mode to produce the following layout:

TPI Vlp History Mapping	
FY 2003	?
Sprg, FY 2003	?
1st Qtr, FY 2003	?
Feb, FY 2003	?
2/8/2003	
2/15/2003	
2/22/2003	
3/1/2003	
Mar, FY 2003	?
3/8/2003	
3/15/2003	
3/22/2003	
3/29/2003	
4/5/2003	
Apr, FY 2003	?
4/12/2003	
4/19/2003	
4/26/2003	
5/3/2003	
2nd Qtr, FY 2003	?
May, FY 2003	?
5/10/2003	
5/17/2003	
5/24/2003	
5/31/2003	
Jun, FY 2003	?
6/7/2003	
6/14/2003	
6/21/2003	
6/28/2003	
7/5/2003	
Jul, FY 2003	?
7/12/2003	

*History Map worksheet*

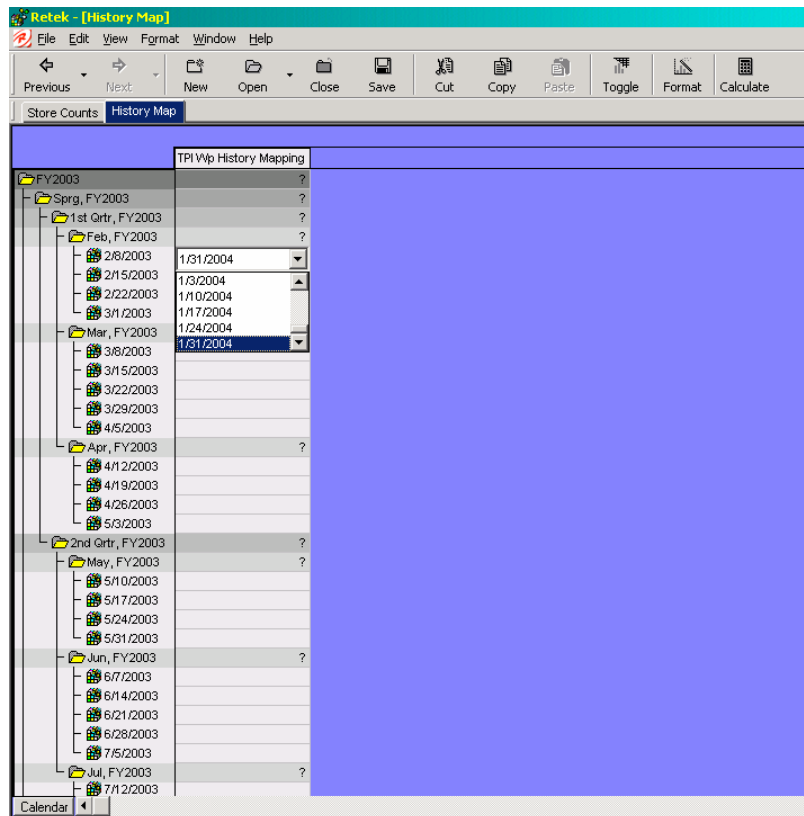


The weeks that are displayed as rows on the worksheet represent the weeks to be used as the source of the data (essentially the “Last Year” being pulled from). The measure TPI History Mapping is a pick list that represents the destination week, (essentially the “map to” week).

**Note:** The pick list is populated from the weeks that were selected on the calendar page of the wizard when the workbook was built.

- 3 Select the week to be mapped to for each week in the outline. As specific weeks are selected, a pick list appears that displays all of the weeks in the time periods that were previously selected during the initial workbook build selection process.

In the screenshot below, week 2/8/2003 is being mapped to week 1/31/2004. Once this mapping is committed to the database, the value in Adj Ly Sales R for week ending 1/31/2004 will be equal to the Sales R value in week 2/8/2003.



*History Map worksheet*

- 4 After the mapping the time periods, commit the data to the database.
- 5 Build a new Financial Plan workbook and view the Adj LY Sales R measure to see the effects of the mapping.



## Chapter 3 – ChannelPlan administration

### Overview

ChannelPlan administration consists of one workbook that allows the administrator to perform the following activities:

- Set store status (Comp, Non-Comp, Closed).
- Set square footage by location.
- Set a location's open and close dates.

The ChannelPlan Administration workbook consists of one worksheet and x measures. Each measure's functionality is described in one of the three sections below.

### Store status

A location in ChannelPlan must be categorized as Closed, Comp, or Non-Comp. The rules governing the definition of Comp and Non-Comp are company specific and have not been incorporated into this ChannelPlan release. Each store must have its status manually set for the time periods in the workbook. The Edit > Fill functionality can be used to facilitate data entry.

The measure Store Status is a pick list measure with the values Closed, Non-Comp, and Comp. Closed is the default value. It is based at the level of store/week/company and has an aggregation method of PET. The PET aggregation method sets the value at aggregate time period to be the value of the last period in the aggregate period.

**Note:** The value contained in this Store Status measure drives the calculation of Comp and Non-Comp Sales R in the ChannelPlan financial plan workbook.

### Store counts

Non-Comp Store Count and Comp Store Count are calculated measures driven off the value of Store Status. The store count measures are based at the level of store/week/company and have an aggregation method of PET. The PET aggregation method sets the value at an aggregate time period to be the value of the last period in the aggregate period. The values are totaled up the channel hierarchy.

## Square footage

Store square footage can be entered for each store location. Store square footage is used to calculate the following measures:

- Avg Square Footage – Store Square footage averaged by the number of location hierarchy members reporting to the aggregate level location
- Sales per Square Foot R – Sales per store square foot

## Open and close dates

A store's open and close dates can be set. The open and close dates are informational only and are not used in any measure calculations. These measures are viewable and are read-only in the ChannelPlan planning workbooks.

## Seed data

The Seeding process for ChannelPlan is a predefined process that copies Ly Sales R into Wp Sales R for the time periods in the ChannelPlan planning workbook. Administrator rights are not required to seed the Wp plan.

Seed Wp is only available in a Pre-Season Planning workbook. It is not available In-Season.

### Create a Channel Planner Pre Season workbook

- 1 Click **New** on the toolbar. The New dialog box is displayed.
- 2 Click the ChannelPlan tab.
- 3 Select Channel Planner Pre Season, and click **OK**. The Channel Planner Pre Season wizard is displayed.
- 4 Select the desired retailers, locations, and time periods on the respective pages of the wizard. Click **Finish**. The Channel Planner Pre Season workbook is created.

### Seed the workbook

- From the main menu, select ChannelPlan > Seed. A message box is displayed when the seeding process has been completed.

## Chapter 4 – User administration and security

User administration and security setup involves the following tasks:

- Set up users and administrators
- Set up user groups
- Set up user access to workbooks, measures, hierarchies, and dimensions
- Set up optional measures for workbooks

### Set up users and user groups

User administration is the process by which administrators add, edit, and/or delete authorized system users, add and/or delete user groups, and change user passwords. These tasks are performed using wizards which are accessed via the User Administration tab.

The following is a collection of standard procedures performed from the User Administration tab:

- Add a user (system user or administrator)
- Add a user group
- Delete a user
- Delete a user group
- Edit a user

#### Add a user

- 1 Click **New** on the toolbar. The New dialog box is displayed.
- 2 Click the User Administration tab.
- 3 Select Add User, and click **OK**. The Add User wizard is displayed.
- 4 In the User Name field, enter the ID string that the user will enter when logging on to the system.

**Note:** Each user name must begin with a letter, must contain no spaces (the underscore character is acceptable), and must not exceed eight characters in length.

- 5 In the User Label field, enter a description for the user ID (for example, the user's full name). This identifying label will appear in various locations throughout the application. For example, labels appear on the File > Open dialog box to identify the owner of a given workbook.
- 6 Select the user group to which the user belongs. User groups must be created before users can be assigned to them. If a user is to be assigned to a group that does not yet exist, you must exit from this wizard to first create the new user group.
- 7 In the Password field, enter a password for the user.
- 8 In the Password Verification field, enter the same password as entered in the Password field.
- 9 If the user should have Administrator status, which allows that user to create system-wide default styles for workbook templates, select the Administrator check box.

**Note:** Administrator status enables users to perform the Format menu option Save Format/Admin, which creates new system-wide default styles for workbook templates. If you are not sure whether a user should be granted this ability, note that a user's Administrator status can later be modified.

- 10 If the password is an initial password that must be changed by the user when they log in for the first time, select the Force Password Change check box.
- 11 To prevent the user ID from being used to log in to the system, select the Lock User Account check box. The user ID will not allow access to the domain.
- 12 Click **Finish**.
- 13 When prompted to acknowledge the addition, click **OK**.

You can now assign workbook template and measure access rights to the user.

## Add a user group

User groups provide an intermediate level of security to workbooks created and saved by specific users. When you assign new users to the system, they must be assigned to existing user groups. User groups generally consist of individuals with similar job functions or responsibilities; that is, the user group corresponds to the user's role in the planning process.

- 1 Click **New** on the toolbar. The New dialog box is displayed.
- 2 Click the User Administration tab.
- 3 Select Add User Group, and click **OK**. The Add User Group wizard is displayed.
- 4 In the Group Name field, enter the ID of the user group.
- 5 In the Group Label field, type a label describing the user group. This identifying label will appear in various locations throughout the application. .
- 6 Click **Finish**.
- 7 When prompted to acknowledge the addition, click **OK**.

## Delete a user

To maintain system security, delete user profiles that are no longer needed.

- 1 Click **New** on the toolbar. The New dialog box is displayed.
- 2 Click the User Administration tab.
- 3 Select Delete User, and click **OK**. The Delete User wizard is displayed.
- 4 Select a user from the Users list.
- 5 Click **Finish**.
- 6 When prompted to acknowledge the deletion, click **OK**.

## Delete a user group

If a user group no longer exists, you should delete the group from the system as soon as possible to maintain system security.

**Note:** Deleting a user group will remove every user in that group.

- 1 Click **New** on the toolbar. The New dialog box is displayed.
- 2 Click the User Administration tab.
- 3 Select Delete User Group, and click **OK**. The Delete User Group wizard is displayed.
- 4 Select a user group from the User Group list.
- 5 Click **Finish**.
- 6 When prompted to acknowledge the deletion, click **OK**.

## Edit a user

- 1 Click **New** on the toolbar. The New dialog box is displayed.
- 2 Click the User Administration tab.
- 3 Select Edit User, and click **OK**. The Edit User wizard is displayed.
- 4 In the User IDs field, select a user label, and click **Next**.
- 5 On the next page of the wizard, edit the enabled fields as necessary.
- 6 Click **Finish**.
- 7 When prompted to acknowledge the edits, click **OK**.



## Set up user access to workbooks and measures

After users and user groups are created, you may set up and maintain access permissions to workbook templates and measures within those workbook templates. That is, you can determine which templates individual users can access, as well as the measures that users can access while manipulating workbooks in the system. Additionally, you can specify and restrict the measures that are available to be added to a given workbook template. The ability to set access permissions in this way provides a high degree of measure security, as users can be restricted to viewing and editing only certain relevant measures.

User access to workbooks and measures is controlled through the Security Administration Workbook. Using this workbook, you can:

- Assign and modify the access rights of each user to all workbook templates. User/template permissions are set in the Workbook Template Rights worksheet.
- Assign and restrict user access to individual measures. User/measure permissions are established in the Measure Rights worksheet.
- Determine which optional measures are accessible through individual workbook templates. Template/measure permissions are set in the Workbook Template Measure Rights worksheet.
- Set hierarchy permissions in the Hierarchy Modification Rights worksheet.
- Set dimension permissions in the Dimension Modification Rights worksheet.

### Set or modify user access to workbook templates

- 1 Click **New** on the toolbar. The New dialog box is displayed.
- 2 Click on the Administration tab.
- 3 Select Security Administration, and click **OK**.
- 4 On the Workbook Template Rights worksheet, select each template for which a user needs access rights. For templates to which a user should not have access rights, make sure there is no check mark.
- 5 To save the workbook, click **Save** on the toolbar. If the workbook was not previously saved, the Save As dialog box is displayed. Enter a name for the workbook and the level at which it should be saved. Then click **OK**.
- 6 From the File menu, select Commit Now. Changes must be committed to the master database for them to take effect.
- 7 When prompted to acknowledge the action, click **OK**.

- 8 To close the workbook, click **Close** on the toolbar.

### Assign or restrict user access to measures

- 1 Click **New** on the toolbar. The New dialog box is displayed.
- 2 Click on the Administration tab.
- 3 Select Security Administration, and click **OK**.
- 4 On the Measure Rights worksheet, indicate whether the user should have Read Only or Read/Write access to each measure. The default permission is Denied.
- 5 To save the workbook, click **Save** on the toolbar. If the workbook was not previously saved, the Save As dialog box is displayed. Enter a name for the workbook and the level at which it should be saved. Then click **OK**.
- 6 From the File menu, select Commit Now. Changes must be committed to the master database for them to take effect.
- 7 When prompted to acknowledge the action, click **OK**.
- 8 To close the workbook, click **Close** on the toolbar.

### Set measure availability for workbook templates

- 1 Click **New** on the toolbar. The New dialog box is displayed.
- 2 Click on the Administration tab.
- 3 Select Security Administration, and click **OK**.
- 4 On the Workbook Template Measure Rights worksheet, select each measure to be included in a workbook template. For measures that are not included in a workbook template, make sure there is no check mark.
- 5 To save the workbook, click **Save** on the toolbar. If the workbook was not previously saved, the Save As dialog box is displayed. Enter a name for the workbook and the level at which it should be saved. Then click **OK**.
- 6 To commit any changes, select Commit Now from the File menu. Changes must be committed to the master database for them to take effect.
- 7 When prompted to acknowledge the action, click **OK**.
- 8 To close the workbook, click **Close** on the toolbar.

### Assign or restrict user access to hierarchies

- 1 Click **New** on the toolbar. The New dialog box is displayed.
- 2 Click on the Administration tab.
- 3 Select Security Administration, and click **OK**.
- 4 On the Hierarchy Modification Rights worksheet, select each hierarchy for which the user needs access rights. For hierarchies to which the user should not have access, make sure there is no check mark.
- 5 To save the workbook, click **Save** on the toolbar. If the workbook was not previously saved, the Save As dialog box is displayed. Enter a name for the workbook and the level at which it should be saved. Then click **OK**.
- 6 To commit any changes, select Commit Now from the File menu. Changes must be committed to the master database for them to take effect.
- 7 When prompted to acknowledge the action, click **OK**.
- 8 To close the workbook, click **Close** on the toolbar.

### Assign or restrict user access to dimensions

- 1 Click **New** on the toolbar. The New dialog box is displayed.
- 2 Click on the Administration tab.
- 3 Select Security Administration, and click **OK**.
- 4 On the Dimension Modification Rights worksheet, select each dimension for which the user needs access rights. For dimensions to which the user should not have access, make sure there is no check mark.
- 5 To save the workbook, click **Save** on the toolbar. If the workbook was not previously saved, the Save As dialog box is displayed. Enter a name for the workbook and the level at which it should be saved. Then click **OK**.
- 6 To commit any changes, select Commit Now from the File menu. Changes must be committed to the master database for them to take effect.
- 7 When prompted to acknowledge the action, click **OK**.
- 8 To close the workbook, click **Close** on the toolbar.



## Appendix A – 52-week to 53-week year history mapping

The TopPlan History Map worksheet (located in the TopPlan Administration workbook) allows users to map history from year to year, as well as to map weeks when moving from a 53- to 52-week year. However, the functionality does not allow users to create a mapping when moving from a 52-week to a 53-week year. This particular year to year mapping must be set up by the system administrator who manipulates the data directly in the database.

In TopPlan GA, the fiscal calendar runs from February to January, so weeks 52 and 53 would typically be part of January. In this example, FY2003 has 52 weeks and FY2004 has 53 weeks. To account for the extra week in the 53 week year, the administrator must decide from which week the data should be pulled in order to populate the 53rd week. In this example, the administrator replicates the week52 data for week53. The mappings for the rest of the weeks map 1 to 1 (week1 to week1 through week51). Week52 of FY2003 is mapped to week52 of FY2004 and to week53 of FY2004.

**Note:** The administrator uses the History Map worksheet (TopPlan Administration workbook) to map all weeks up to and including week51 for FY2003.

To complete the 52- to 53-week mapping, an Administrator must load the PWpLagMap measure via the load measure RPAS utility. The content of a load file, based on the above scenario, is given below:

```
w52_2003w52_2004 w53_2003 (note the space before w53)
```

where w52\_2003 is the source, and w52\_2004 and w53\_2004 are the destination weeks.

Refer to the *RPAS Operations Guide* for information regarding loading measures.