

Retek® TopPlan 10.0



User Guide



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Chapter 1 – Introduction

Retek TopPlan and Retek ChannelPlan (an extension of TopPlan) are part of the Retek Predictive Planning Suite. Retek TopPlan provides strategic and financial product planning functions. These functions support industry planning standards for pre-season and in-season processes. Functions and processes that are a part of the TopPlan application include:

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

TopPlan role definition and security control the functions a user may perform.

This chapter discusses a basic planning process and how it has been incorporated into the TopPlan application. The primary components of the application will be introduced and explained.

About this user guide

This document is intended for TopPlan users who create, manage, and modify financial plans. It is a guide for understanding basic aspects of planning and how to use TopPlan.

This user guide provides detailed information about the TopPlan application and functions and is intended as a reference in everyday work. The chapters are presented in an order to help you understand the application quickly, beginning with basic functionality and process and progressing to more advanced features.

About Retek Predictive Planning

Retek Predictive Planning products are flexible applications providing top-down, bottom-up, middle-out functionality for developing, reconciling, and approving plans. Supported by an industry standard process, the Retek Predictive Planning products are scalable to allow planning at many levels of detail, from high-level strategic planning to in-season financial management.

Built on powerful predictive engines, the Retek Predictive Planning products use integrated demand forecasting to provide an accurate view of customer demand with little human intervention. Exception management functions flag affected areas of a plan that a user may not notice when they are managing large amounts of data.

Process for using Retek Predictive Planning products

Retek Predictive Planning supports the planning lifecycle processes from including high-level strategic planning to detailed financial planning. Product and Channel (specifically location) planning components are supported with a pre-season planning process. Product planning is also supported with an in-season planning process. The diagram below illustrates the business process supported by Retek Predictive Planning.



Process supported by Retek Predictive Planning products

TopPlan components

This section introduces TopPlan key components and features. These provide the basis for standard processes and activities that are necessary for a planner to perform their planning functions.

The key components introduced in this section include:

- **Workbooks** – the primary element used in building a plan. A planner will use a workbook to build and maintain their plans throughout the season.
- **Worksheets** – contained within workbooks. The worksheets are displayed in a tab format and contain pre-defined lists of measures. The worksheets are arranged to reflect a standard planning process, allowing a user to work in a logical path to build a plan.
- **Worksheet data** – Saving, Committing, and editing plan data
- **Planning roles** – Each TopPlan user is assigned to a specific role. These roles control the application functions that are available. They play an integral part in how plans are created.

- Plan versions – TopPlan is delivered with the capability to have more than one version of the plan. This allows a user to be able to track actuals against the original plan, then re-plan the current season and save to a new plan.
- Plan reconciliation and approvals – Plan reconciliation is a process used to bring data together from multiple plans or compare two different plans. Plan approval is a built-in application process that allows a planner to submit a plan for approval to a manager, who then can approve or reject it.

For more information on application functions, see RPAS Online Help or the RPAS User Guide.

Workbooks

A TopPlan user accomplishes multiple planning tasks using workbooks. A workbook is a user-defined data subset (of a master database) that includes selected hierarchical dimensions. These workbooks consist of worksheets and graphical charts that are used for planning, viewing, and analyzing business measures. Workbooks organize related planning information and divide levels of user responsibility. This framework allows a user to easily view, create, modify, and store data sets that are common to repeated tasks.

A workbook structure consists of the following elements:

- **Product levels and members** - for example, Department, Class, Sub-Class for Men's Sweater Department
- **Time levels and members** - for example, Season, Month, Week for Spring 2004 Season
- **Location levels and members** - for example, these members may reflect multiple channels within an organization at their aggregate level such as total Brick & Mortar divisions, Catalog and /or e-Commerce. In the ChannelPlan workbooks the members might be Region, District, Store for North America- East Coast
- **Plan versions** - for example, Working Plan (Wp), Original Plan (Op), Current Plan (Cp), and Last Year (Ly)
- **Measures and corresponding business rules** - for example, Sales, Receipts, Markdowns, Inventory

Note: For more on Product, Time, and Location hierarchies, see RPAS Online Help or the *RPAS User Guide*.

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

Data in a workbook can be displayed using both multi-dimensional spreadsheets and charts. The data can be viewed at a detailed level or at an aggregate level, with the ease of a mouse click.

For descriptions of the Retek TopPlan and ChannelPlan workbooks, see the remaining chapters of this user guide. For more information on manipulating data in the worksheets, see RPAS Online Help or the *RPAS User Guide*.

Worksheets

Planning worksheets are multi-dimensional spreadsheets that provide users with views of the data contained in a workbook. Retek Predictive Planning comes with a series of built-in worksheets that support an industry standard business process. Each worksheet can contain its own unique product, time, and metric information. This approach enables users across an organization to use a standard planning process.

Worksheets can be customized for each user. Rotating, pivoting, and format functions allow a user to create individual views within a worksheet. Each user may also display the data in a graphical format by using the charting function.

For descriptions of the Retek TopPlan worksheets, see Chapters 3 and 4. For more information on manipulating data in the worksheets, see RPAS Online Help or the *RPAS User Guide*.

Editing worksheet data

Users may edit data at many levels of each hierarchy (product, location, time). 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 detailed levels within the department. 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.

A user will use the worksheets to edit and enter data. The application's business rules are implemented throughout the worksheets to ensure consistent edit behavior regardless of where (on which worksheet) the edit is performed.

Saving worksheet data

Two options are available to ensure that data is saved during the planning process.

- **Save** - Data is saved to a user database and does not affect the master database. This allows you to manipulate details and evaluate the impact of the changes without changing the master data. Any data saved via the Save option is saved to a local copy of the database (usually your computer or network folder). Other users are not able to view the saved data by default. You may save the workbook with "global access" enabling others to view your local workbook.
- **Commit** - Data is saved to the master database. Data (including changed) is accessible to all users once their workbooks are rebuilt or refreshed.

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

- Refresh - A user can use the Refresh option to retrieve data from the master database to an existing workbook. A user may retrieve data for all measures in a workbook or select specific measures.
- Build - A user may build a new workbook manually.

As an alternative for building a workbook manually, a TopPlan administrator can run a batch process (delivered with TopPlan) to automatically build a new workbook.

For more information about editing data, saving changes, aggregation, and spreading, see RPAS Online Help or the *RPAS User Guide*.

Planning roles

Planning roles serve three 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 may have a bottom-up role and/or a top-down role associated with it. (See the reference chart below). The base intersection is a TopPlan term that defines the lowest level of time and product to which that roll will have access to for their plan. The planning role defines the range of planning responsibilities and affects the measures shown in planning worksheets and the access permissions to those measures.

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

- Executive (Ex)
- Manager (Mg)
- Planner (Pl)
- Channel Planner (Ch) - ChannelPlan workbook only

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

Role	Base intersection	Range of planning	Lowest-level time period	Bottom-up rule	Top-down rule
Executive (Ex)	Group/Month	Company – Group	Month	Manager	NA
Manager (Mg)	Department/Week	Group – Department	Week	Planner	Executive
Planner (Pl)	Subclass/Week	Department - Subclass	Week	Key Plan Planner	Manager
Channel Planner (Ch)	Store/Week	Channel-Store	Week	NA	NA

Plan versions

The strategic and financial planning processes supported by TopPlan 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 worksheets, for example, to distinguish measures.

The plan versions that are visible to TopPlan users depend on the users' planning roles, and are as follows:

Plan version	Planner	Manager	Executive
Working Plan (Wp)	X	X	X
Last Year (Ly)	X	X	X
Forecast (Fcst)	X	X	X
Target (Tgt)	X	X	
Original Plan (Op)	X		
Submitted Original Plan (SOp)		X	X
Current Plan (Cp)	X		
Submitted Current Plan (SCp)		X	X
Waiting for Approval (Wa)	X		
Submitted Waiting for Approval (Swa)		X	X
Reference Administration (Ra)	X	X	X
Administrative (Ad)	X	X	
KeyPlan (Kp)	X	X	

The following sections describe each plan version.

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 plans.
- This plan version is used to develop and revise plan data.
- For In-Season workbooks, the Wp version contains actual data values for the elapsed time periods for the season.

Last Year (Ly)

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

Forecast (Fcst)

- A plan version that provides a reference to the sales forecast. It is automatically generated and updated from Retek Demand Forecasting (RDF).

Target (Tgt)

- Target measures contain values set by a “higher” role that are then passed to a “lower” role. For example, the Manager receives a Target plan version from the Executive, and the Planner receives a Target plan version from the Manager.

Original Plan (Op)

- A pre-season plan that has been approved and promoted from Waiting for Approval (Wa) to Original Plan (Op) version.
- The Planner's plan is the only plan that is approved and becomes the Original Plan.
- The Manager and Executive have a view to the approved plan via the Submitted Original Plan version.

Summary Original Plan (SOp)

- The Summary Original Plan version is the Manager's or Executive's view of the Original Plan (Op) version created by a planner in a subordinate role. Data that resides in the Original Plan is visible to the Manager and Executive via this Summary Original Plan version.
- The Original Plan version applies to users in the Planner role, while the Summary Original Plan version applies to users in the Manager and Executive planning roles. Only users in the Manager or Executive planning role can view the Summary Original Plan version.
- The Planner's plan is the only plan that gets approved and becomes the Original Plan during the Pre-Season planning process. The Manager has a view to that approved plan via the Summary Original Plan version.

Current Plan (Cp)

- An in-season plan that has been approved and promoted from Waiting for Approval (Wa) to Current Plan (Cp) version.
- The Current Plan version applies to users in the Planner role, while the Submitted Current Plan (SCp) plan version applies to users in the Manager and Executive planning roles. Only users in the Manager or Executive planning role can view the Submitted Current Plan version.
- The Planner's plan is the only plan that gets approved and becomes the Current Plan. The Manager and Executive have a view to the approved plan via the Submitted Current Plan version.

Summary Current Plan (SCp)

- The Summary Current Plan version is the Manager's or Executive's view of the most recent approved Current Plan (Cp) version created by a planner role. Data that resides in the Current Plan is visible to the Manager and Executive via this Summary Current Plan version.
- The Current Plan version applies to users in the Planner role.
- The Planner's plan is the only plan that gets approved and becomes the Current Plan during the In-Season planning process. The Manager has a view to that approved plan via the Summary Current Plan version.

Waiting for Approval (Wa)

- A plan that is awaiting approval by the planner's manager in a superior role. The planner submits their plan for approval, which copies the plan data from the Wp version to the Wa version.
- If the plan is approved, a Waiting for Approval plan is promoted to either the Original Plan (Op) version or Current Plan (Cp).
- If the plan is rejected, the Working Plan (Wp) version is not promoted to Original Plan or Current Plan. Needed adjustments are made before the plan is resubmitted for approval.

Summary Waiting for Approval (Swa)

- A plan version that exists for those in the Executive (Ex) and Manager (Mg) roles. It allows them to view the Planner's Working Plan that has been submitted for approval.

Admin (Ad)

- A plan version used only for the plan approval process. It contains the approval measures that allow the Planner to submit a plan for approval and the Manager to approve or reject plans submitted for approval.

Reference Admin (Ra)

- A plan version used only for the plan approval process that provides the manager with a reference to plans that have been submitted for approval, and the status of your plan. It also provides the planner with information on whether their submitted plan was approved (or rejected) and any comments made by their manager.

KeyPlan (Kp)

- One of the Retek Predictive Solutions, KeyPlan is a unit-and-value-planning tool. KeyPlan enables retailers to plan and monitor items or groups of items whose revenue, profitability, and efficient use of inventory are recognized as being most critical to the success of the retail operation.
- These key items are set up during the pre-season planning time period and linked to the appropriate historical data. In-season, actual information flows from the merchandise transactional system into the key item plan and is compared to the historical figures. A KeyPlan user will evaluate the original plan, forecast, and trend and make any appropriate adjustments. As the season progresses, this process continues as more actual data becomes available, and visibility to the original plan and historical data remains and can be used to make further adjustments.

- In Retek In TopPlan, measure labels from KeyPlan are visible through the KeyPlan (Kp) plan version, though no actual measure data is displayed at this time.

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 planners generate plans, they move through a reconciliation phase, and on to the plan approval phase.

Plan approval

In TopPlan, the Manager and Planner roles participate in the plan approval process. Additional roles may be added to the process, if required.

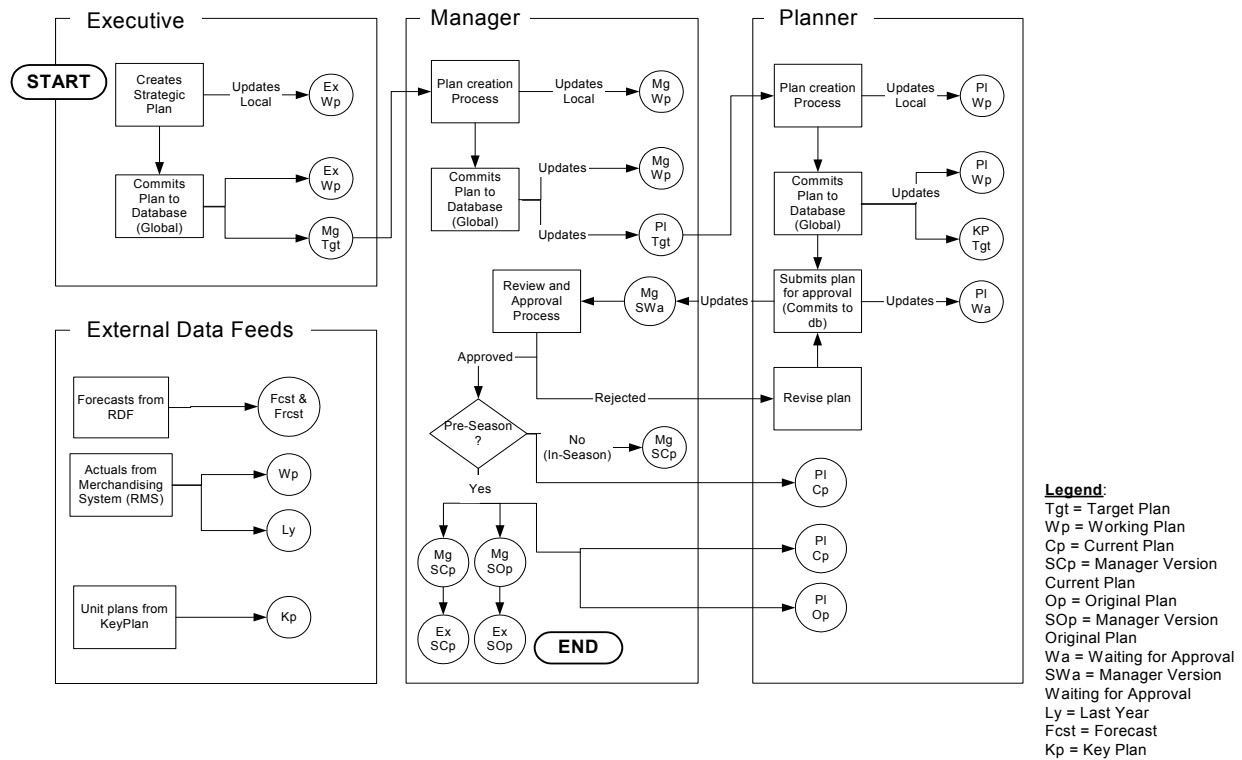
The planner uses the Approval worksheet to submit plans to the manager for approval. The planner may also use this worksheet view the status of their submitted plans. The manager will use their version of the approval worksheet to approve or reject the submitted plans. The planning role assigned to the user determines the actions they are allowed to perform on this worksheet. For example, the Planner role can only submit plans for approval on the worksheet and view the status of the submitted plan. The Manager can approve or reject submitted plans, and comment on the plan being approved or rejected.

For more about plan approval, see “[Approval Worksheet](#)” in Chapter 4 – Financial Planning.

Plan versions, roles and process flows

The following diagram shows a standard TopPlan planning process along with the roles, and plan versions, and how the different process phases and activities change the plan version.

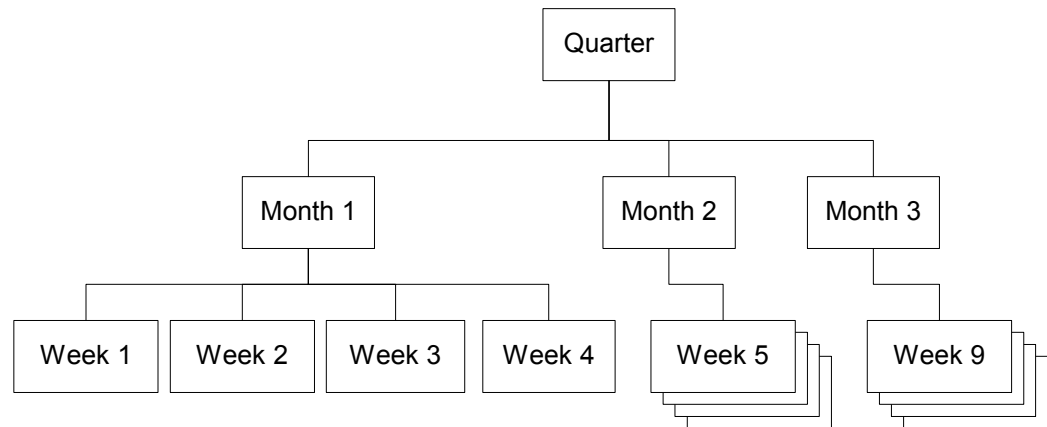
Plan Version Updates by Role



Roles and Versions in the TopPlan Planning Process

Alternate hierarchies

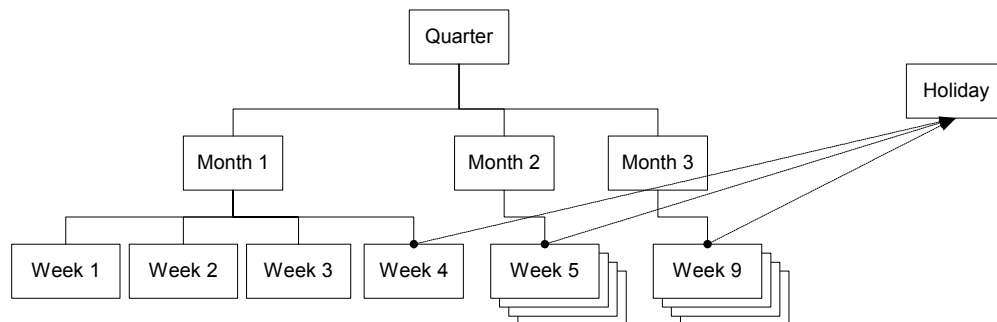
When Retek Predictive Solutions are installed, implementation scripts define the dimensions and hierarchical structures specific to your organization. For example, the system can be built to recognize that weeks roll up into months, that months roll up into quarters. The following diagram shows standard time hierarchy:



A Standard Time Hierarchy

However, it may be necessary to define time periods based on an alternate roll-up design to suit a particular business need. Arbitrary periods in the time hierarchy can be grouped together for use in functions such as planning, forecasting, and measure analysis. These user-defined groupings act as normal dimensional levels; that is, they allow data aggregation from the lower to the higher levels of the hierarchy, and allow spreading from the higher to the lower levels of the hierarchy. For example, an *Easter* holiday period may consist of 2 weeks of February and 2 weeks of March.

Another example is a dimension, in this case called *Holiday*, made up of specific weeks surrounding all the holiday periods in the year. In the diagram below, the alternate time hierarchy, *Holiday* consists of Week 4, Week 5, and Week 9. When the Holiday time period is displayed in a workbook, the user will see these three weeks displayed once the Holiday period is expanded. The user can see the total Holiday measures (such as total Holiday sales), as well as be able to drill-down to the specific weeks within Holiday to see if any one particular week performed better than the others.



A Holiday Time Hierarchy

For more information about creating Alternate Hierarchies, see RPAS Online Help or the RPAS User Guide.

Printing and reporting

TopPlan, users can print planned data at any time using the File> Print option. This option will print the current worksheet and any measures listed on it.

If reporting requirements dictate more sophisticated reports, Retek Data Warehouse (RDW) provides the added benefit. TopPlan data is designed to be interfaced to RDW for storage and reporting purposes. Once Original and Current plans are approved, those figures are sent to RDW for analysis and reporting.

Exception management - Alerts and Exceptions

Alerts are automatic notifications that the values of a specified metric either fall outside of an acceptable range or do not match a given value. Alerts are generated to let you know that a measure may need to be examined and possibly amended in a workbook.

Alerts are used to automatically identify predefined issues and opportunities within your business, and to notify members of your business when these issues and opportunities occur. By setting alert parameters intelligently, you ensure that opportunities and issues that might normally go unrealized or unresolved are quickly identified.

Alerts

The alert capability in TopPlan highlights specific conditions to a user. These conditions are built using the Alert Manager. The conditions (or alerts) consist of a business measure (the data to be analyzed) and a mathematical rule (the rule for determining the alert). These conditions often are used to direct users to exceptions or targets including OTB opportunities, stock outages, sales performance against a plan, and margin opportunities.

A background program called the Alert Finder processes the alerts in a batch mode and finds the areas of a plan that fall outside the thresholds declared by the alert. This will create a message, or alert, that is flagged through the Alert Manager window. You can then go directly to the alerted areas of the workbook and perform the take appropriate action.

The Alert Manager is more sophisticated than simple exception reporting, as it directs you to the specific area of the plan that requires attention.

For more information about creating Alerts, see RPAS Online Help or the *RPAS User Guide*.

Exceptions

Users also have the ability to set a user-defined exception on any measure within their plan workbook. A user-defined exception consists an upper and lower boundary, and a text format for each. The exception is designed to allow you to assign special formatting to be applied in the event the measure value falls outside one of the two boundaries. You may set different formats for the upper and lower boundary values. The exception is displayed on the worksheet when the data meets the exception criteria.

For more information about alerts and exceptions, see the see RPAS Online Help or the *RPAS User Guide*.

Chapter 2 – Administration workbooks

This chapter describes the capabilities of the administration workbook. The planning workbook templates allow authorized users (usually the system administrators) to set up default planning parameters.

Note: Workbooks used to manage system (user, security, template) administration and perform data analysis are located on the Administration and Analysis tabs of the New Workbook Creation wizard window. These workbooks are described in the Retek Predictive Solutions online Help or *Retek Predictive Application Server (RPAS) User Guide*.

Plan Administration options

The following functions are available as part of the Plan Administration workbook:

- Redefine the current season

For a current In-Season Plan, this option allows a user to set new values for the start and end dates or for the label (name) of the plan.

- Redefine an existing Pre-Season

For an existing Pre-Season Plan, this option allows a user to set new values for the start and end dates or for the label (name) of the plan.

- Define a new Pre-Season

To create a new Pre-Season period, this option allows a user to set initial values for start date, end date, and the plan label (name).

- Seed data for a defined Pre-Season

Populate the data fields of an existing Pre-Season time period with data from external merchandise and financial systems.

- Delete a predefined Pre-Season

Remove a previously defined Pre-Season from the TopPlan system.

- Store Count Definition

Allows the system administrator to manually enter the store counts for selected products, locations, and dates.

Store counts are used in certain measure calculations such as average sales per store.

- Synchronize BOP and EOP

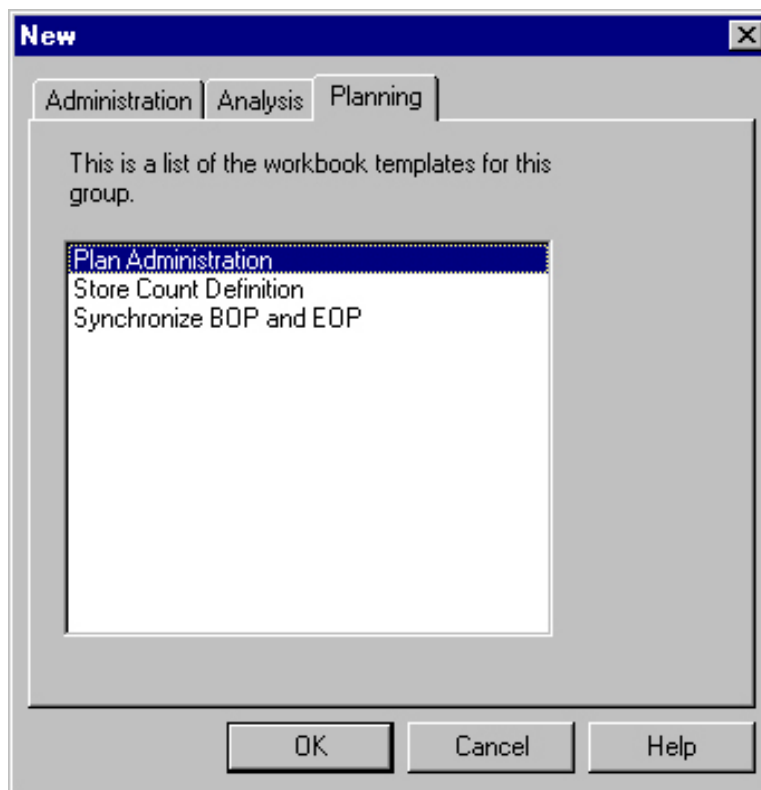
Allows the system administrator to set the BOP (beginning-of-period) inventory for a new Pre-Season plan equal to the EOP (end-of-period) inventory of the previous In-Season plan.

Planning administration default parameters are defined by using “wizards”. Choosing File > New from the main menu, or clicking New launches wizards, which guides you step-by-step through the process of establishing default planning parameters.

Procedures

Use the Administration wizard to create a workbook

- 1 From the main menu, select File > New or click **New**. The New dialog box is displayed.



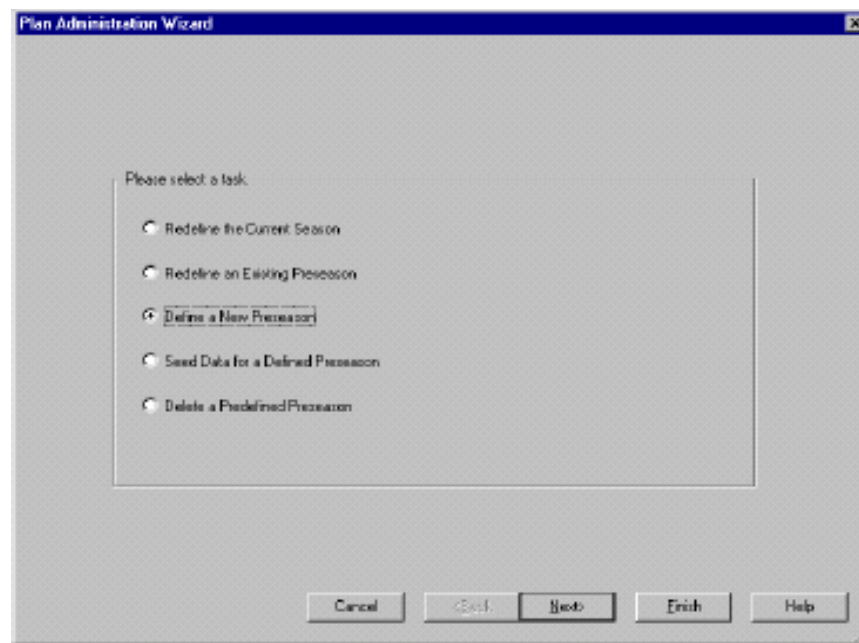
New window

- 2 Select the Planning tab. The list of possible administration workbooks is displayed.
- 3 From the list of workbook templates for the Planning group, click on the workbook template for the workbook type you want to build.

- 4 Click **OK**. A “wizard” is displayed. The wizard guides you step-by-step through the process of establishing default-planning parameters.
 - a Click **Next** and **Back** to move between windows.
 - b Click **Cancel** to stop the wizard during the process without accepting the values you entered so far.
 - c Click **Finish** to accept values you have entered thus far and default values for all remaining parameters.
 - d Click **Help** for general information about using wizards.

Create a Plan Administration workbook

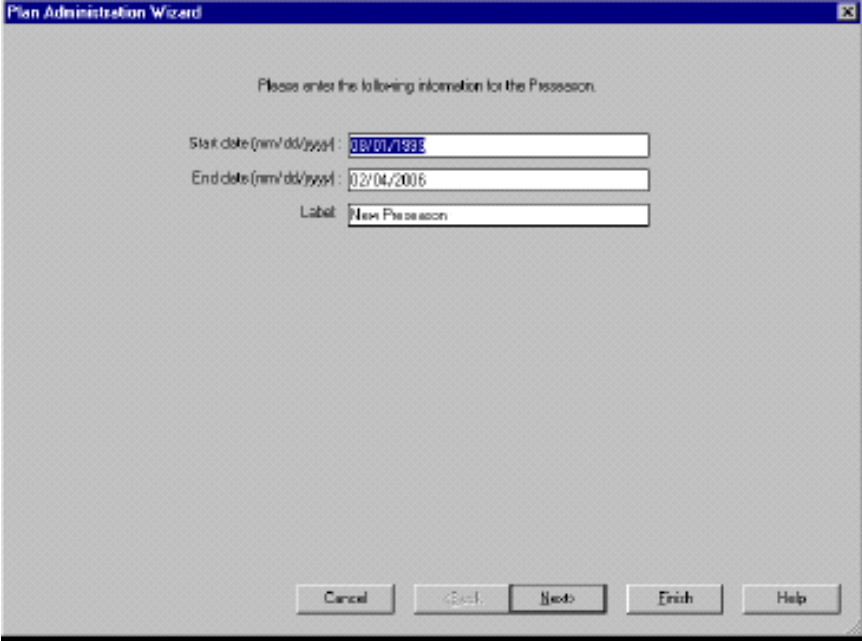
- 1 From the main menu, select File > New or click **New**. The New dialog box is displayed.
- 2 Select Plan Administration from the Planning tab. The Plan Administration wizard is displayed.
- 3 Choose **Define a New Preseason**.



Plan Administration Wizard window- select a task

- 4 Click **Next**. A window for defining start and end dates as well as a name for the preseason is displayed.

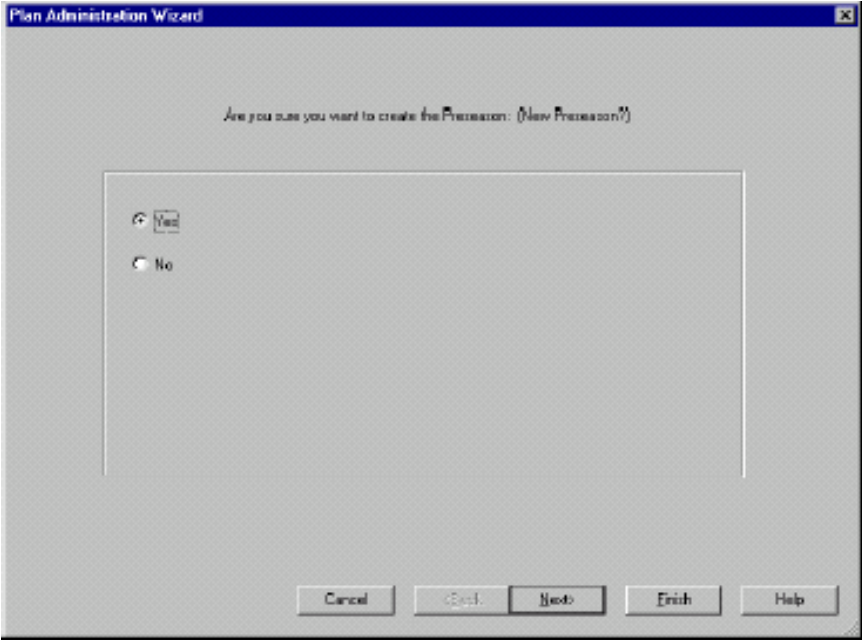
- 5 Enter a Start date, End date, and label (name) for the new preseason.



The screenshot shows the 'Plan Administration Wizard' window. The title bar is blue with the text 'Plan Administration Wizard' and a close button. The main area is gray and contains the text 'Please enter the following information for the Preseason.' Below this text are three input fields: 'Start date (mm/dd/yyyy)' with the value '08/01/1998', 'End date (mm/dd/yyyy)' with the value '02/04/2006', and 'Label' with the value 'New Preseason'. At the bottom of the window are five buttons: 'Cancel', '< Back', 'Next >', 'Finish', and 'Help'.

Plan Administration Wizard window – define preseason dates and label

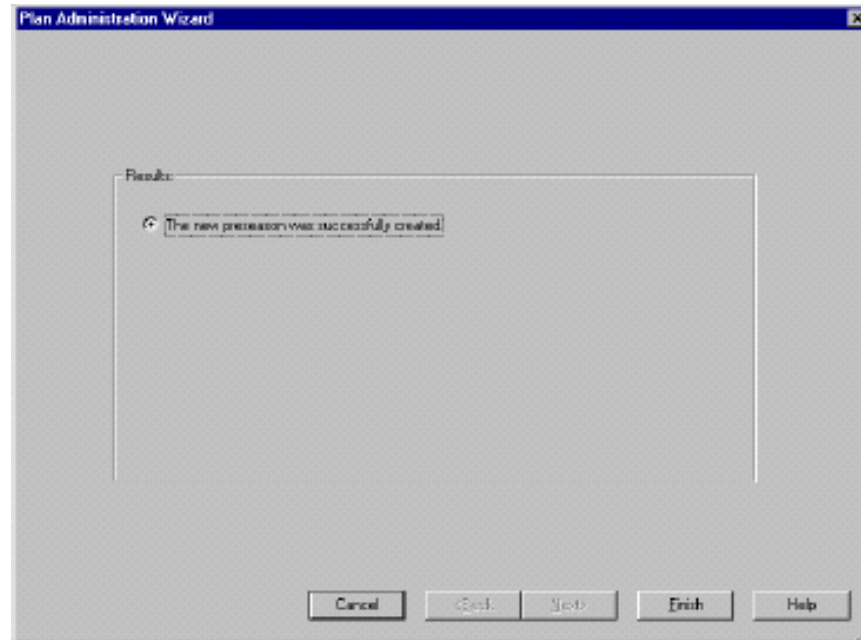
- 6 Click **Next**. A window is displayed to confirm the creation of the new Pre-Season Planning period.



The screenshot shows the 'Plan Administration Wizard' window at a confirmation step. The title bar is blue with the text 'Plan Administration Wizard' and a close button. The main area is gray and contains the text 'Are you sure you want to create the Preseason: (New Preseason?)'. Below this text are two radio buttons: 'Yes' (which is selected) and 'No'. At the bottom of the window are five buttons: 'Cancel', '< Back', 'Next >', 'Finish', and 'Help'.

Plan Administration Wizard window – confirm new preseason creation

- 7 Select **Yes** to confirm the creation of the new season, or select **No** to cancel
- 8 Click **Next**. A window is displayed that indicates if the new preseason was successfully created.



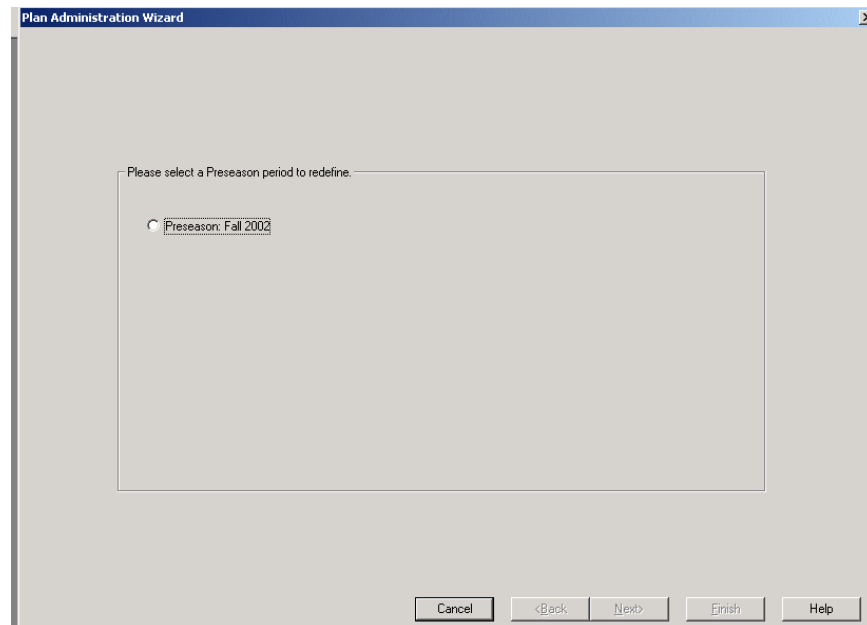
Plan Administration Wizard window – New Preseason Creation Results

- 9 Click **Finish**.

Redefine a Preseason Period

- 1 From the main menu, select File > New or click **New**. The New dialog box is displayed.
- 2 Select Plan Administration from the Planning tab. The Plan Administration wizard is displayed.
- 3 Choose **Redefine an Existing Pre-Season**

- 4 Click **Next**. A window is displayed that allows you to select the Pre-Season period to be redefined.



Plan Administration Wizard window – Select Pre-Season period

- 5 Select the appropriate Pre-Season and click **Next**. A window is displayed allowing you to enter new values for start and end date, and the season name.

The screenshot shows the same "Plan Administration Wizard" window, but at a different step. The text now says "Please enter the following information for the Preseason." There are three input fields: "Start date (mm/dd/yyyy):" with the value "08/10/2002", "End date (mm/dd/yyyy):" with the value "02/01/2003", and "Label:" with the value "Preseason: Fall 2002". The same five buttons ("Cancel", "<Back", "Next>", "Finish", "Help") are at the bottom.

Plan Administration Wizard window – Define Preseason Dates and Label

Messages are displayed confirming the change and that the change was saved.

Redefine a Current Season Period

- 1 Define the Current Season (or In-Season) period the same way you Redefining the Pre-Season period.
- 2 From the Plan Administration Task Selection window, select the option **Redefine the Current Season**.
- 3 Fill in the values on the next window.
- 4 Click the appropriate buttons to confirm the change.

Seed Data for a Pre-Season Period

- 1 From the Plan Administration Task Selection dialog, select the option Seed data for a defined Pre-Season period.
- 2 On the next window, select the Pre-Season period to be seeded with data.
- 3 Confirm that the selected season is to be seeded with data. Click **Next**.

TopPlan will seed the selected Pre-Season period with Last Year data for the key planning measures.

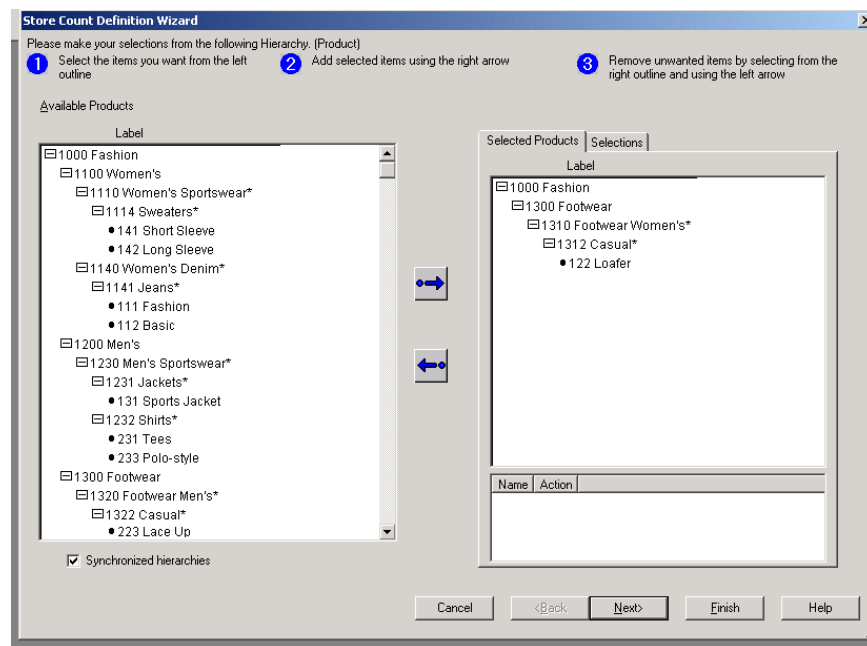
Note: The key measures that are seeded for a Pre-Season plan is determined during the system configuration process. These measures are stored in a parameter file in the TopPlan system and cannot be changed by the user. Typical measures that are seeded include Sales, Markdowns, Receipts, and Shrink.

Delete a Pre-Season Period

- 1 From the Plan Administration Task Selection dialog, select **Delete a Pre-Season period**.
- 2 On the next window, select the Pre-Season period to delete.
- 3 Confirm that the season to be deleted is the season you selected.
- 4 Click **Next**. The selected Pre-Season period is deleted.

Create a Store Count Workbook

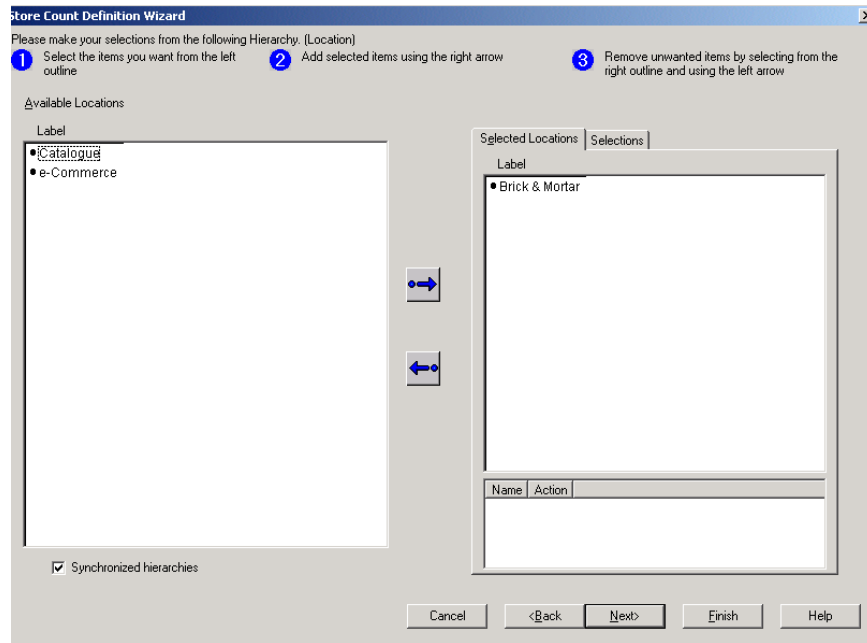
- 1 From the main menu, select File > New or click **New**. The New dialog box is displayed.
- 2 Select Store Count Definition from the Planning tab. The Store Count wizard is displayed.
- 3 From the product selection window, select the product hierarchy and elements that will have a store count defined. Click →, to move available locations on the left to the right. Use ← to move selected locations on the right to the left.



Store Count Definition Wizard window – Select Products

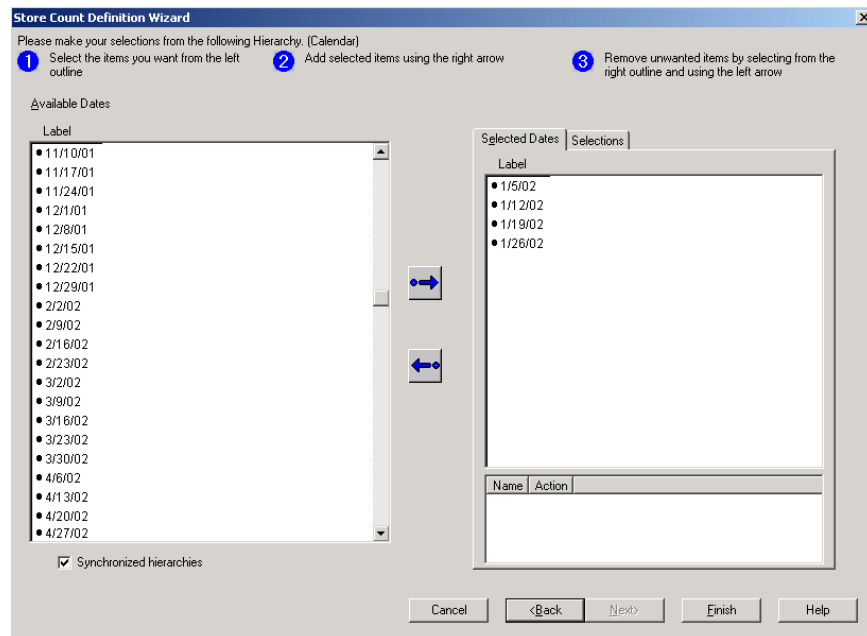
- 4 Click **Next**.

- 5 Select the Chain(s) to include in the store count definition.



Store Count Definition Wizard window – Select Locations

- 6 Click **Next**.
- 7 Select the Dates to include in the store count definition.



Store Count Definition Wizard window – Select Dates

8 Click **Next**.

TopPlan creates a workbook with a single measure, Number of Stores, with the specified product, location, and time periods.

9 Enter the number of stores for each time period and product, commit the changes to the database for the numbers to be used by the entire planning community.

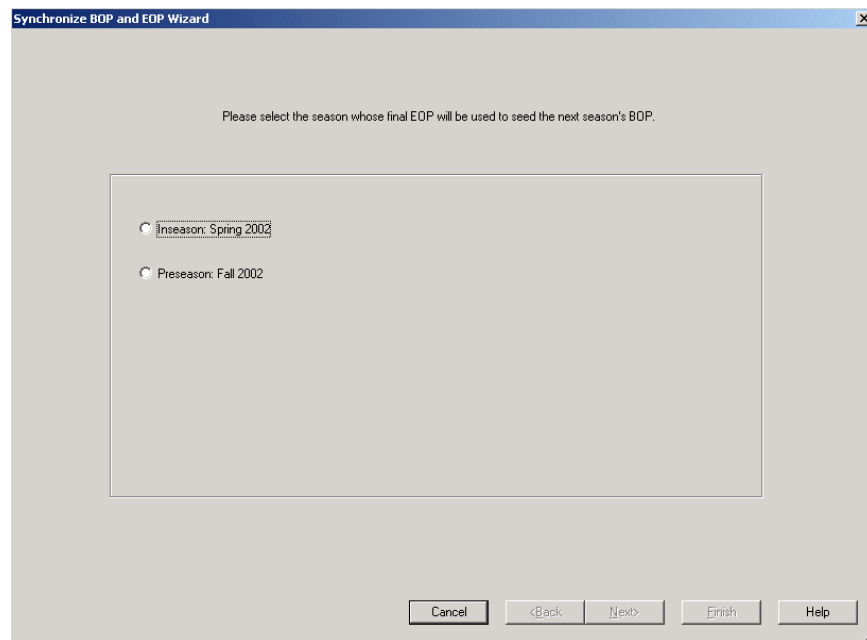
The screenshot shows the 'Store Count Definition' window. It has a 'Product' field with '122 Loafers' and a 'Calendar' button. Below this is a table with columns for 'None Vlp Number of Stores Strs Brick & Mortar' and four time periods: '1/5/02', '1/12/02', '1/19/02', and '1/26/02'. The table contains one row with the value '100' for each time period. At the bottom, there are 'Measure' and 'Location' dropdown menus.

	1/5/02	1/12/02	1/19/02	1/26/02
None Vlp Number of Stores Strs Brick & Mortar	100	100	100	100

Store Count Definition window

Synchronize BOP and EOP

- 1 From the main menu, select File > New or click **New**. The New dialog box is displayed.
- 2 Select Synchronize BOP and EOP from the Planning tab. The Synchronize BOP and EOP wizard is displayed.
- 3 On the next window, select the In-Season or Pre-Season plan from to be used in the synchronization.

***Synchronize BOP and EOB Wizard window – Select the EOP season***

- 4 On the next window, select Yes to move data from the last End of Period inventory for the selected plan, to the Beginning of Period inventory for the time period immediately following the end of the season plan.

Chapter 3 – Strategic planning

Strategic planning is the process by which an “executive” planner develops an executive-level plan. This is usually developed once a year as part of pre-season planning. The strategic plan provides the vehicle to set targets for key planning measures such as sales, markdowns, profit, average inventory, and turnover. Typically, the Executive, perhaps a general merchandise manager (GMM), sets the targets. A Strategic plan often encompasses multiple years in the future.

An Executive plan is comprised of the following elements:

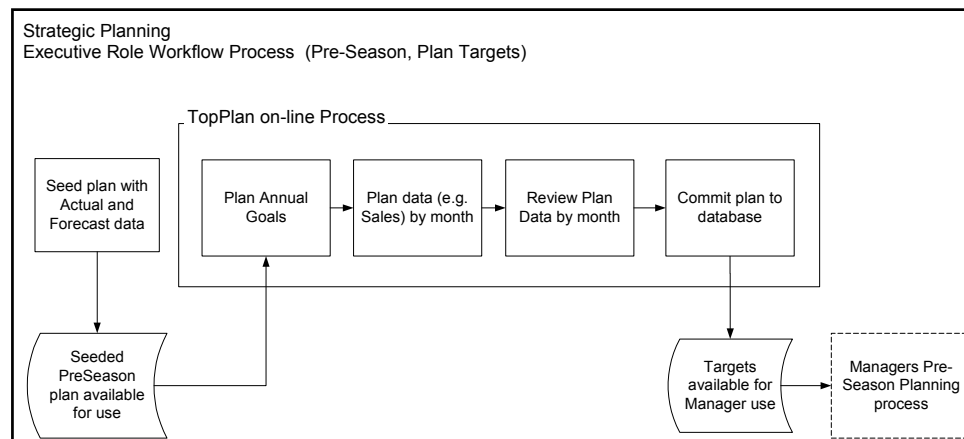
- **Product Hierarchy:** Total Company to Division
- **Time Hierarchy:** Total Time, Year to Month
- **Measures:** Values only (no units); Sales, Markdowns, Gross Margin, Average Inventory and Turnover
- **Plan Versions:** Working, Forecast, Last Year, Submitted Waiting for Approval, Submitted Original Plan, Submitted Current Plan, Reference Administration

Once the plans are complete, the executive makes the plans available to the rest of the planning community. The plans provide a foundation on which more detailed Financial Plans will be created. For more information on developing Financial Plans, see Chapter 4 – Financial Planning.

Strategic planning process

Executive-level planners use the Strategic Target Plan workbook to develop a high-level view of financial targets. Executives can then “send” these target numbers to the system, which allows lower-level roles (Managers and Planners) to access them and use them in their planning processes.

The following diagram shows the steps in the Strategic Planning process:



Executive Role in the Strategic Planning Process

Seeding the plan

Seeding is a process that populates certain data elements/measures with data from either an external system, or a previous year's TopPlan plan. Generally, an Executive relies on two types of data, Actual (for pre-season planning this is Last Year data) and Forecast. Actual data is historical information. Forecast data is scientifically projected based on certain rules, functions, and algorithms and attempts to estimate certain key data elements. Both Actual and Forecast data is gathered or generated by other systems such as, Retek Merchandising System (RMS) or Retek Demand Forecasting (RDF), and fed into TopPlan via an interface program.

Strategic planning worksheets

The Strategic Target Plan workbook contains four worksheets that support the Executive planning process:

- Annual Goals (Plan Annual Targets)
- Sales (Plan Monthly Sales)
- Review Plan (Review Monthly Data)
- Approval

Note: A workbook can be built in one of two ways. It can be created as part of the automated workbook build process. This is a batch program that creates the plan workbook based upon pre-defined parameters (product, location, time). You can also build the workbook manually by running the Planning Workbook wizard via the **New** button on the Toolbar or through the main menu: File > New.

Annual Goals worksheet

This worksheet is used by the Executive to plan annual targets for GM, Sales, Markdowns, and Turn/Avg Inventory.

You may manipulate the data at any level of the time, product, and location level, that is available. Generally, the levels available to the executive are Year to Month, All Company to Division or Group, and an aggregate Channel level.

Assumptions

- 1 Seeding has taken place for LY measures. Measures that are seeded are typically:
 - Sales
 - Markdowns
 - Shrink (*Does not apply to Executive Role*)
 - Projected Receipts (*Does not apply to Executive Role*)
 - Gross Margin (*Is not seeded for Executive Role*)
- 2 LY measures are read-only and cannot be updated.
- 3 Forecast measures are updated with data fed from an external forecasting system such as Retek Demand Forecasting (RDF).
- 4 Default spread and aggregation for a measure is assumed for the result unless otherwise noted.
- 5 A number entered at an aggregate level spreads or be copied downward to only those components of the hierarchy that belong to the aggregate. For example, a new markdown % entered for Fall 2002 is copied only to the Qtrs and Months that fall under Fall 2002.

Measure List

Measure	Description	Access	Result
Wp Sls R	Working Plan Sales Retail	Input	Sls varFest R %, Sls varLy R % recalculate Markdown R recalculates based on Markdown R % GM R recalculates using GM R % TO recalculates Avg Inv. recalculates
Fest Sls R	Working Plan Forecast Sales Retail	Read Only	Updated via feed from Forecasting system
Wp Sls varFest R %	Working Plan Sales variance to Forecast	Input	Sls R is recalculated to reflect the % to Fest value entered Entering 0 into the field Sls varFest R % copies Sls Fest R to Sls
Ly Sls R	Last Year Sales Retail	Read Only	
Wp Sls varLy R %	Working Plan Sales variance to Last Year	Input	Sls R is recalculated to reflect the % to Ly value entered Entering 0 into the field Sls varLy R % copies Sls Ly R to Sls R
Wp Markdowns R	Working Plan Markdown Retail	Read Only	Calculated via Markdown R %
Wp Markdown R %	Working Plan Markdown % (to Sales)	Input	Markdown R recalculates
Ly Markdowns R	Last Year Markdown	Read Only	
Ly Markdowns R %	Last Year Markdown Retail % to Last Year Sales	Read Only	
Wp GM R	Working Plan Gross Margin Retail	Read Only	Calculated using GM R % and Sls R

Measure	Description	Access	Result
Wp GM R %	Working Plan Gross Margin %	Input	GM R recalculates GM R % recalculates at each higher level of the hierarchy where the % was modified, based on the aggregated GM R values
Ly GM R	Last Year Gross Margin Retail	Read Only	
Ly GM R %	Last Year Gross Margin %		
Wp TO	Working Plan (Stock) Turnover	Input	AvgInv R and AvgInv varLY R % recalculate TO recalculates at each higher level of the hierarchy where the Avg Inv R value was modified
Ly TO	Last Year (Stock) Turnover	Read Only	
Wp AvgInv R	Working Plan Average Inventory Retail	Read Only	Calculated with a change to TO
Ly AvgInv R	Last Year Average Inventory Retail	Last Year AvgInv R	Calculated using Last Year Sales
Wp Avg Inv varLy R %	Working Plan Average Inventory Retail % variance to Last Year	Read Only	Calculated with a change to AvgInv

Supporting (Non-Visible) Measures

- Wp GMROI
- Ly GMROI
- Wp Ttl Available CMU
- Ly Ttl Available CMU

Sales worksheet

This worksheet is used by the Executive to plan monthly sales targets (usually for the current plan year only). Additional measures are available on this worksheet to enable the Executive to plan based on contribution to product and time.

Assumptions

- 1 Seeding has taken place for LY measures. Measures that are seeded are typically:
 - Sales
 - Markdowns
 - Shrink *(Does not apply to Executive Role)*
 - Projected Receipts *(Does not apply to Executive Role)*
 - Gross Margin *(Is not seeded for Executive Role)*
- 2 LY measures are read-only and cannot be updated
- 3 Forecast measures are updated with data fed from an external forecasting system such as Retek Demand Forecasting
- 4 Default spread and aggregation for a measure is assumed for the result unless otherwise noted.
- 5 A number entered at an aggregate level spreads or is copied downward to only those components of the hierarchy that belong to the aggregate. For example, a new markdown % entered for Fall 2002 is copied only to the Qtrs and Months that fall under Fall 2002.

Measure List

Measure	Description	Access	Result
Wp Sls R	Working Plan Sales Retail	Input	Sls varFcst R %, Sls varLy R %, Sls contTime R %, Sls contProd R %, Sls build rate R % recalculate
Fcst Sls R	Forecast Sales Retail	Read Only	Updated via feed from Forecasting system
Wp Sls varFcst R %	Working Plan Sales % variance to Forecast Sales Retail	Input	Sls R is recalculated to reflect the % to Fcst value entered Entering 0 into the field Sls varFcst R % copies Sls Fcst R to Sls R
Ly Sls R	Last Year Sales Retail	Read Only	
Wp Sls varLy R %	Working Plan Sales % variance to Last Year Sales	Input	Sls R is recalculated to reflect the % to Ly value entered Entering 0 into the field Sls varLy R % copies Sls Ly R to Sls R
Wp Sls contTime R %	Working Plan Sales Retail % contribution to Time	Input	Sls R recalculates based on the % of the aggregate time hierarchy contTime R % for the other members of the time hierarchy, where the value was edited, is adjusted up or down, opposite of the value entered, so that the total contTime % for the hierarchy is 100 %
Fcst Sls contTime R %	Forecast Sales Retail % contribution to Time	Read Only	Calculated using Forecast Sales Retail
Ly Sls contTime R %	Last year Sales Retail % contribution to Time	Read Only	Calculated using Last Year Sales Retail
Wp Sls contProd R %	Working Plan Sales Retail % contribution to Product	Input	Sls R recalculates based on the % of the aggregate product hierarchy Sls contProd R % for the other members of the product hierarchy, where the value was edited, is adjusted up or down, opposite of the value entered, so that the total contProd % for the hierarchy is 100 %

Measure	Description	Access	Result
Fcst Sls contProd R %	Forecast Sales Retail % contribution to Product	Read Only	Calculated using Forecast Sales Retail
Ly Sls contProd R %	Last Year Sales Retail % contribution to Product	Read Only	Calculated using Last Year Sales Retail
Wp Sls build rate R %	Working Plan Sales Retail Build Rate %	Read Only	Calculated using Working Plan Sales Retail
Fcst Sls build rate R %	Forecast Sales Retail Build Rate %	Read Only	Calculated using Forecast Sales Retail
Ly Sls build rate R %	Last Year Sales Retail Build Rate %	Read Only	Calculated using Last Year Sales Retail

Supporting (Non-Visible) Measures

- None

Review Plan worksheet

The Executive uses the Review Plan worksheet to review and adjust monthly sales targets. This worksheet includes the values from the Strategic Plan and Monthly Sales targets. This worksheet also includes the measures that the Manager has updated (SOp, SCp plan versions). The manager values are made available to the Executive when the manager commits their data to the database.

Assumptions

- Seeding has taken place for LY measures. Measures that are seeded are typically:
 - Sales
 - Markdowns
 - Shrink (*Does not apply to Executive Role*)
 - Projected Receipts (*Does not apply to Executive Role*)
 - Gross Margin (*Is not seeded for Executive Role*)
- Default spread and aggregation for a measure is assumed for the result unless otherwise noted.

- 3 A number entered at an aggregate level spreads or is copied downward to only those components of the hierarchy that belong to the aggregate. For example, a new markdown % entered for Fall 2002 is copied only to the Qtrs and Months that fall under Fall 2002.
- 4 SWa measures represent the values the Planners have submitted to the Manager for approval.
- 5 Ex SCp and Ex SOp values are 0 or blank until a manager approves a submitted plan and commits them to the database. Once the manager approves the plan, their Mg SCp and Mg SOp values are made available to the executive via the Ex SCp and Ex SOp measures. SOp and SCp will match in Pre-Season and will differ in In-Season as subsequent In-Season plans are approved and SCp is updated.

Measure List

Measure	Description	Access	Result
Wp Sls R	Working Plan Sales Retail	Input	Sls varLy R %, Markdown R, GM R, GM R %, TO, Avg Inv. recalculate
SWa Sls R	Submitted Waiting for Approval Sales Retail	Read Only	Updated when the planner submits to manager for approval
SCp Sls R	Planners Current Plan Sales Retail	Read Only	Manager's view of the Planner's Current Plan. Updated when the Manager approves the plan.
Ly Sls R	Last Year Sales Retail	Read Only	
Wp Sls varLy R %	Working Plan Sales % variance to Last Years Sales Retail	Input	Sls R is recalculated to reflect the % to LY value entered Note: Entering 0 into the field Sls varLy R % copies Sls Ly R to Sls R
Wp Markdowns R	Working Plan Markdowns Retail	Read Only	Calculated via an edit to Markdown R %

Measure	Description	Access	Result
Wp Markdowns R %	Working Plan Markdown % (to Sales)	Input	Markdown R recalculates Mkd R % recalculates at each higher level of the hierarchy where the % was modified, based on the aggregated Mkdn R value
SWa Markdowns R	Submitted Waiting for Approval Markdowns Retail	Read Only	Updated when the planner submits the plan to manager for approval
SWa Markdowns R %	Submitted Waiting for Approval Markdown % (to Sales)	Read Only	Updated when the planner submits the plan to manager for approval
SCp Markdowns R	Planner's Current Plan Markdown Retail	Read Only	Manager's view of the Planner's Current Plan. Updated when the Manager approves the plan.
SCp Markdowns R %	Planner's Current Plan Markdown Retail % (to Sales)	Read Only	Manager's view of the Planner's Current Plan. Updated when the Manager approves the plan.
Ly Markdowns R	Last Year Markdown Retail	Read Only	
Ly Markdowns R %	Last Year Markdown % (to Sales)	Read Only	
Wp Mkd V varLy R %	Markdown Retail % variance to Last Year Markdown Retail	Read Only	Calculated via a change to Markdown R
Wp GM R	Working Plan Gross Margin Retail	Read Only	Calculated via an edit to GM R %
Wp GM R %	Working Plan Gross Margin %	Input	GM R recalculates

Measure	Description	Access	Result
SWa GM R	Submitted waiting for approval Gross Margin Retail	Read Only	Updated when the planner submits to manager for approval
SWa GM R %	Submitted waiting for approval Gross Margin %	Read Only	Updated when the planner submits to manager for approval
SCp GM R	Planners Current Plan Gross Margin Retail	Read Only	Manager's view of the Planner's Current Plan. Updated when the Manager approves the plan.
SCp GM R %	Planners Current Plan Gross Margin %	Read Only	Manager's view of the Planner's Current Plan. Updated when the Manager approves the plan.
Ly GM R	Last Year Gross Margin Retail	Last Year GM R	
Ly GM R %	Last Year Gross Margin %	Last Year GM R %	
Wp TO	Working Plan (Stock) Turnover	Input	AvgInv R and AvgInv varLY R % are recalculated
Wp AvgInv R	Working Plan Average Inventory	Read Only	Updated with an edit to TO
SCp TO	Planner's Current Plan (Stock) Turnover	Read Only	Manager's view of the Planner's Current Plan. Updated when the Manager approves the plan.
SCp AvgInv R	Planner's Current Plan Average Inventory Retail	Read Only	Manager's view of the Planner's Current Plan. Updated when the Manager approves the plan.
Ly TO	Last Year (Stock) Turnover	Read Only	Manager's view of the Planner's Current Plan. Updated when the Manager approves the plan.

Measure	Description	Access	Result
Ly AvgInv R	Last Year Average Inventory Retail	Read Only	Manager's view of the Planner's Current Plan. Updated when the Manager approves the plan.
Wp Avg Inv varLy R %		Read Only	Recalculates with an edit to Avg Inv.

Supporting (Non-Visible) Measures

- Wp Sls varSum (SWa)
- Wp Mkdn varSum (SWa)
- Wp GM varSb (SCp)

Approval worksheet

This worksheet contains the approval measures that the TopPlan approval process updates. The Executive may use this worksheet to review the activity surrounding the approval process (no adjustments are allowed). This is an optional step and no approvals are required on the part of the Executive.

Assumptions

- 1 Typically, a Manager approves or rejects the entire plan. However, a manager may approve or reject *portions* of a plan. Therefore, it is possible that the approve/reject flag may be checked (approved) for some combinations of product/time/location and not others. It is also possible for some combinations to be in one status, and others a different status. This occurs when there are multiple planners who submit their plans at different intervals, and are working on different members of the product hierarchy.

Note: See the Managers Approval process for more information.

Measure List

Measure	Description	Access	Result
Ra Version	The plan version displayed shows whether a plan has been submitted for approval or not.	Read Only	WP = Planner is working on the plan WA = Planner has submitted the plan and is waiting for approval
Ra Version Date	The date that the plan was submitted for approval	Read Only	Updated when the planner submits the plan and commits the data to the database. Updated when the manager takes action on the plan (approve or reject).
Ra Submitted By	The user submitting the plan for approval	Read Only	Updated when the planner submits the plan and commits the data to the database.
Ad Approve/Reject	The indication of the manager's approval decision	Read Only	The manager selects the appropriate decision and commits the data to the database.
Ad Approved By	The user approving or rejecting the plan is displayed after a manager has taken action on a plan submitted for approval.	Read Only	Updated when the manager approves/rejects the plan and commits the data to the database.
Ad Approval Comment	Notes regarding the approval or rejection of a specific plan	Read Only	Entered by the manager when the plan is approved or rejected.

Supporting (Non-Visible) Measures

- None

Chapter 4 – Financial planning

Financial planning is the workhorse of the product planning process. Multiple users perform their planning duties using the financial planning workbooks. Pre-season and in-season processes are supported with sales and profit projections, Open to Buy (OTB) management, and full value and unit calculations. The process brings the plans together through reconciliation and, ultimately, plan approval. This ensures that one version of the plan is approved and used as a foundation against which the company manages its business.

Both Managers and Planners create Financial Plans. The Manager creates an initial plan (using Target from the Executive, Forecast (generated), and LY data) and “sends” that data to the planner. The manager’s data is then visible to the planner via the Tgt (Target) version. The planner then manipulates and adjusts their plan numbers and submits to the Manager for approval. The planning activities performed by the Manager and Planner are nearly identical, except for the plan approval process. This chapter describes TopPlan functionality for both the planner and the manager. Any differences in process or calculation are noted.

Pre-Season financial planning process

The pre-season financial plan is used to develop a plan before the selling period begins. This process begins with the Executive’s Strategic Plan and continues with the Manager’s Financial Plan. The Manager performs some initial planning, and passes those numbers down to the Planners as targets.

Multiple pre-season periods

An authorized user (usually the system administrator) can create multiple pre-season time periods via the system administration wizard. This feature may be useful when different planners in the organization require different pre-season periods. The following examples describe situations where multiple pre-season periods may be useful:

- When planners in the Executive role need a pre-season period defined for a 3-year Strategic Plan comprising the years 2004, 2005, and 2006 while the rest of the company only needs Spring 2004.
- When the whole company needs Spring 2004, but the Men's Import Sweater planner needs to be working on Fall 2004 now.

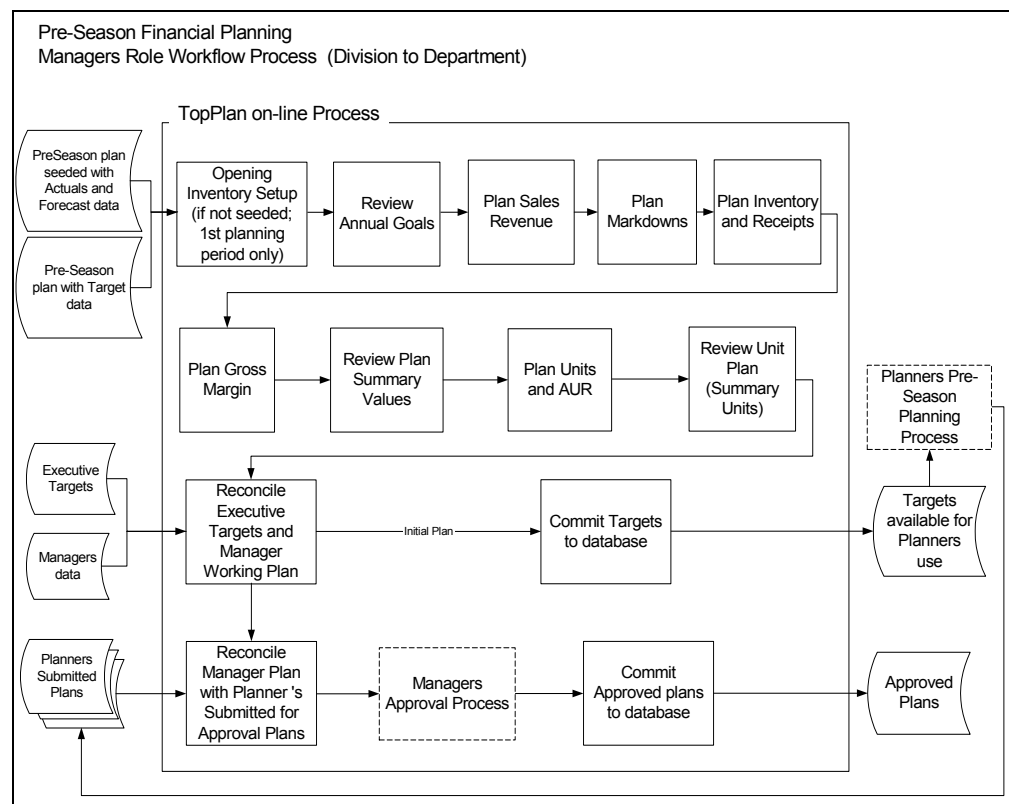
Manager’s process

The Manager’s Financial Plan is comprised of the following elements:

- **Product Hierarchy:** Division to Department
- **Time Hierarchy:** Total Time, Year to Week

- **Measures:** Values and units
- **Plan Versions:** Working Plan, Forecast, Target, Last Year, Summary Waiting for Approval, Summary Original Plan, Summary Current Plan, Administrative and Reference Administration, Key Plan

The following diagram shows the process steps covered by the Manager Pre-Season Planning process:



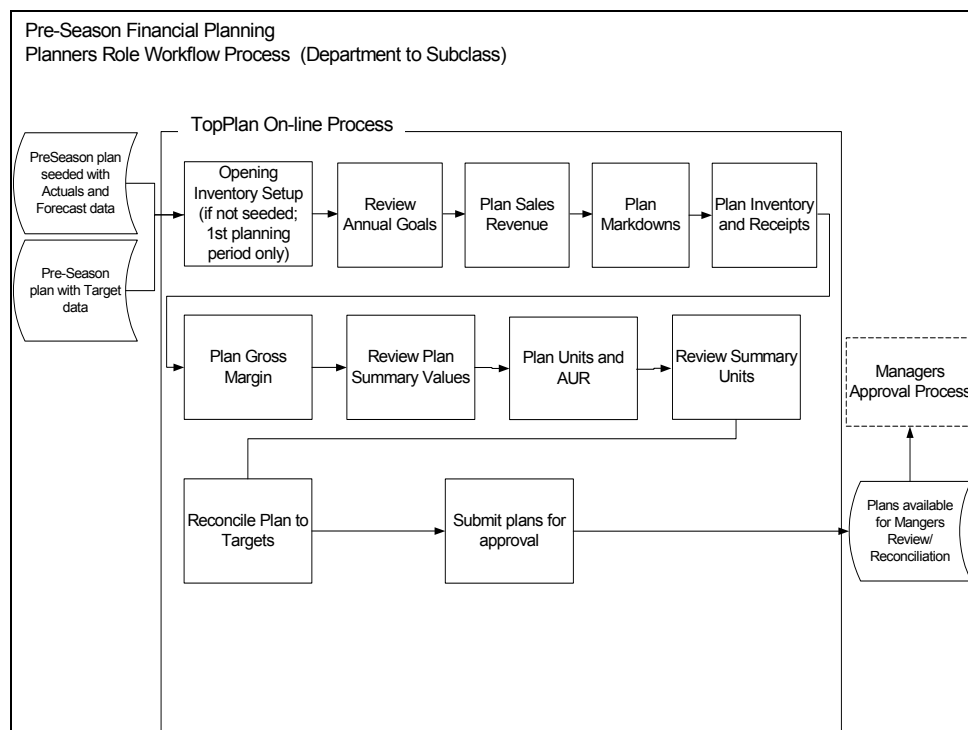
Manager Role in the Pre-Season Planning Process

Planner's process

Once the Manager sets the initial plan values, these numbers are made available to the planners as Targets when the Manager commits the data to the database. The Planner uses the Financial Plan Workbook to plan and adjust both values and units for the season. Characteristics of this plan are nearly identical to that used by the manager and include:

- **Product Hierarchy:** Department to Sub-Class
- **Time Hierarchy:** Total Time, Year to Week
- **Measures:** Values and units
- **Plan Versions:** Working Plan, Forecast, Target, Original Plan, Current Plan, Last Year, Waiting for Approval, Administrative, and Reference Administration

The following diagram shows the Planner's steps in the Planner Pre-Season Financial Planning process:



Planner Role in the Pre-Season Planning Process

Pre-Season financial plan worksheets

The Pre-Season Financial Plan workbook contains the following worksheets that support the Financial planning process:

- Opening Inventory Setup
- Annual Goals
- Sales
- Markdowns
- Receipts/Inventory
- Gross Margin
- Summary Values
- Units/AUR
- Summary Units
- Reconcile
- Approval

Note: A workbook can be built in one of two ways. It can be created as part of the automated workbook build process. This is a batch program that creates the plan workbook based upon pre-defined parameters (product, location, time). You can also build the workbook manually by running the Planning Workbook wizard via the **New** button on the Toolbar or through the main menu: File > New.

Opening Inventory Setup worksheet

A manager or planner will use the Opening Inventory Setup worksheet to populate initial inventory values in the plan workbook. In certain instances, these initial values are available from an external system (such as RMS). If so, then they can be extracted from that system and fed into TopPlan into the initial inventory values. Initial inventory values may also be copied from the prior TopPlan planning period's ending inventory plan. If either of these two methods is used, then the values will display on this worksheet. If the values are not available, you must enter them using this worksheet.

Use this worksheet to set initial BOP retail, cost and unit inventory values for the Pre-Season.

Assumptions

- 1 This worksheet is used to populate the first planning period only.
- 2 The Calendar hierarchy must be displayed in Outline mode with the ALL [Calendar] dimension displayed.
- 3 A change to any one of the value measures in this worksheet performed at the All Calendar rollup results in the following data movement to the lower levels of the time hierarchy:

- 4 The changed value is replicated down to the Year, 1st Season in the year, 1st qtr in the season, 1st month in the qtr, and 1st week in that month contained within the All Calendar period.

Note: Subsequent BOP R data following the initialization periods (such as 1st year, season, qtr, month, week) is recalculated based on the standard calculation for BOP R, (EOP R – TtlRec R – Markups R - Transfer In - Reclass In R + Sls R + Markdown R + Shrink R + Employee Discount R + Transfer Out R + Reclass Out R + Return to Vendor R).

- 5 This recalculation is indicated in the Result section below as “BOP R recalculated based on assumption 4”.

Note: subsequent BOP C data following the initialization periods (such as 1st year, season, qtr, month, week) is recalculated based on the standard calculation for BOP C, ((BOP R * (1 – CMU%)).

- 6 This recalculation is indicated in the Result section below as “BOP C recalculated based on assumption 5”.

Note: subsequent BOP U data following the initialization periods (such as 1st year, season, qtr, month, week) is recalculated based on the standard calculation for BOP U, (EOP U – TtlRec U – Markups U - Transfer In U - Reclass In U + Sls U + Markdown U + Shrink U + Employee Discount U + Transfer Out U + Reclass Out U + Return to Vendor U). This recalculation is indicated in the Result section below as “BOP U recalculated based on assumption 6”.

Measure List

Measure	Description	Access	Result
BOPI R	Working Plan Beginning of Period Inventory Retail Initialization	Input (All Calendar time period only)	Value entered is copied to BOP R for the All Calendar, Year, 1 st Season, 1 st Qtr, 1 st Month, 1 st Week time periods
IMU BOPI R %	Working Plan Initial Markup % for Beginning of Period Inventory Retail Initialization	Input (All Calendar time period only)	BOPI C is recalculated
BOPI C	Working Plan Beginning of Period Inventory Cost Initialization	Input (All Calendar time period only)	IMU BOPI R % is recalculated BOPI C is copied to BOP C for the All Calendar, Year, 1 st Season, 1 st Qtr, 1 st Month, 1 st Week time periods

Measure	Description	Access	Result
BOPI U	Working Plan Beginning of Period Inventory Units Initialization	Input (All Calendar time period only)	BOPI U is copied to BOP U for the All Calendar, Year, 1 st Season, 1 st Qtr, 1 st Month, 1 st Week time periods
BOP R	Working Plan Beginning of Period Inventory Retail	Input (All Calendar time period only)	<p>BOP R is copied to any lower time periods (1st position only) and to BOPI R</p> <p>IMU BOPI R % is unchanged</p> <p>BOPI C & BOP C are adjusted to reflect the change to BOPI R (based on IMU BOPI R%)</p> <p>BOP AUR holds, BOPI U and BOP U recalculate</p>
BOP C	Working Plan Beginning of Period Inventory Cost	Read Only	Populated via edit to BOPI C
BOP U	Working Plan Beginning of Period Inventory Units	Read Only	Populated via edit to BOPI U
BOP AUR	Working Plan Beginning of Period Average Unit Retail	Read Only	Calculated via change to BOP R

Supporting (Non-Visible) Measures

- Ly BOP R
- Ly BOP C
- Ly BOP U
- Ly BOP AUR
- Ly BOP IMU

Annual Goals worksheet

Use the Annual Goals worksheet to review the goals and targets created by the Executive (if Manager) or Manager (if Planner). You may use this worksheet to compare Plan to Targets, Last Year, or Forecast.

Assumptions

- 1 The plan is automatically seeded with Ly data as a starting point for key planning metrics such as Sales, Markdowns, Shrink, Projected Receipt.
- 2 No direct action is expected to be taken on the worksheet.
- 3 Plan adjustments should be made on the worksheets that follow this one. However, full measure functionality exists such that edits made on this worksheet are valid.
- 4 Manager Target values (Mg Tgt measures) are only displayed if the Group product dimension (or higher) and Month (or higher) time dimension are displayed.
- 5 Planner Target values (Pl Tgt measures) are only displayed if the Group product dimension (or higher) and Month (or higher) time dimension are displayed.

Measure List

Measure	Description	Access	Result
Tgt Sls R	Target Sales Retail	Read Only	Updated by Executive (for manager role) Updated by Manager (for planner role)
Wp Sls R	Working Plan Sales Retail	Input	Shrink R recalculates based on Shrink % Markdown R recalculates based on Markdown % ProjRec R recalculates (to hold EOP) TO recalculates Avg Inv recalculates Sls varFrst R %, Sls varLy R %, Sls varTgt R % recalculate to reflect the change to Sls R

Measure	Description	Access	Result
Wp Sls varTgt R %	Working Plan Sales Retail % variance to Target Sales Retail	Planner: Input at Department level or above Manager: Input at Group or Division	Wp Sls R is recalculated to reflect the % to Tgt value entered Entering 0 into the field Wp Sls varTgt R % will copy Wp Sls Tgt R to Wp Sls R
Frst Sls R	Forecast Sales Retail	Read Only	Updated from external feed from Forecasting System or the automatically generated sales forecast from RDF embedded in TopPlan
Wp Sls varFrst R %	Working Plan Sales Retail % variance to Forecast Sales Retail	Input	Wp Sls R is recalculated to reflect the % to Frst value entered Entering 0 into the field Wp Sls varFrst R % will copy Wp Sls Frst R to Wp Sls R
Ly Sls R	Last Year Sales Retail	Read Only	
Wp Sls varLy R %	Working Plan Sales Retail % variance to Last Year Sales Retail	Input	Wp Sls R is recalculated to reflect the % to Ly value entered Entering 0 into the field Wp Sls varLy R % will copy Wp Sls Ly R to Wp Sls R
Tgt Markdown s R	Target Markdowns Retail	Read Only	Updated by Executive (if manager role) Updated by Manager (if planner role)
Tgt Markdown s R %	Target Markdown % (to Sales)	Read Only	Updated by Executive (if manager role) Updated by Manager (if planner role)
Wp Markdown s R	Working Plan Markdowns Retail	Input	Markdown % recalculates based on the \$ entered
Wp Markdown s R %	Working Plan Markdown % (to Sales)	Input	Markdown \$ recalculates based on the % entered

Measure	Description	Access	Result
Ly Markdowns R	Last Year Markdowns Retail	Read Only	
Ly Markdowns R %	Last Year Markdown % (to Sales)	Read Only	
Tgt GM R	Target Gross Margin Retail	Read Only	Updated by Executive (if manager role) Updated by Manager (if planner role)
Tgt GM R %	Target Gross Margin %	Read Only	Updated by Executive (if manager role) Updated by Manager (if planner role)
Wp GM R	Working Plan Gross Margin Retail	Read Only	Updated via changes to Wp Sls R, Markdown R, Shrink R, Employee Discount R, or COGS
Wp GM R %	Working Plan Gross Margin %	Read Only	Updated via changes to Wp Sls R and COGS
Ly GM R	Last Year Gross Margin Retail	Read Only	
Ly GM R %	Last Year Gross Margin %	Read Only	
Tgt AvgInv R	Target Average Inventory at Retail	Read Only	Updated by Executive (if manager role) Updated by Manager (if planner role)
Wp AvgInv R	Working Plan Average Inventory at Retail	Read Only	Updated via changes to BOP or EOP
Wp Avg Inv varTgt R %	Working Plan Average Inventory at Retail % variance to Target Average Inventory	Read Only	Updated via change to AvgInv
Ly AvgInv R	Last Year Average Inventory at Retail	Read Only	

Measure	Description	Access	Result
Wp Avg Inv varLy R %	Working Plan Average Inventory at Retail % variance to Last Year	Read Only	Updated via change to AvgInv
Tgt TO	Target (Stock) Turnover	Read Only	Updated by Executive (if manager role) Updated by Manager (if planner role)
Wp TO	Working Plan (Stock) Turnover	Read Only	Updated via changes to Sls R or AvgInv R
Ly TO	Last Year (Stock) Turnover	Read Only	

Supporting (Non-Visible) Measures

- Tgt Proj Rec
- Tgt Ttl Rec
- Tgt IMU R %
- Tgt BOP R
- Tgt EOP R
- Tgt RTV R
- Tgt Shrink R
- Tgt Shrink R %
- Tgt CMU R %

Sales worksheet

Use the Sales worksheet to plan Sales, Sales Types and Customer Returns in the Pre-Season Planning process. This worksheet includes variances and other sales analysis measures such as contribution to time and contribution to product.

A Manager may initially set a plan for a defined product, location, and time period. Usually the manager will set plans for aggregate levels of the hierarchy, such as season/month, and department/class. A Planner is typically responsible for setting the detailed month/week and class/sub-class plans.

Assumptions

- 1 The plan is automatically seeded with Ly data as a starting point for key planning metrics such as Sales, Markdowns, Shrink, Projected Receipts.
- 2 Planning Customer Returns is optional. Customer Returns are added to total (Net) Sales to arrive at Total Gross Sales Demand (Wp TtlSls Dmnd Grs Sls R).
- 3 Only the planner has the ability to plan sales by Regular, Promotional and Clearance types.
- 4 Sales contTime R % is used to calculate Sales contribution of Week or Month to the Season by displaying Week, Month and Season dimensions on the worksheet.
- 5 Sales contProd R % is used to calculate Sales contribution of SubClass, Class, Department, Group, Division to the next higher level of the product hierarchy in the workbook.
- 6 Sales Build Rate R % is used to calculate the Ratio of Sales for a specific period (such as. week 10) to the Sales for the prior displayed period (such as week 11).

Measure List

Measure	Description	Access	Result
Tgt Sls R	Target Sales Retail	Read Only	Updated by Executive (if manager role) Updated by Manager (if planner role)
Wp Sls varTgt R %	Working Plan Sales Retail % variance to Target Sales Retail	Planner: Input at Department level or above Manager: Input at Group or Division	Wp Sls R is recalculated to reflect the % to Tgt value entered Entering 0 into the field Wp Sls varTgt R % will copy Wp Sls Tgt R to Wp Sls R

Measure	Description	Access	Result
Wp Sls R	Working Plan Sales Retail	Input	<p>Sls varFest R %, Sls varLY R %, Sls contTime R %, Sls contProd R %, Sls varTgt R %, Sls Build Rate R %, are recalculated</p> <p>Planner only:</p> <p>Sls R is spread proportionally to Reg, Prom, Clr Sales (at the lower level hierarchy), and reaggregated</p> <p>Reg, Prom, Clr Sls varLY R % are recalculated</p> <p>Reg, Prom, Clr Sls contTtl R % are recalculated</p>
Frst Sls R	Forecast Sales Retail	Read Only	Updated from external feed from Forecasting System or the automatically generated sales forecast from RDF embedded in TopPlan
Wp Sls varFrst R %	Working Plan Sales Retail % variance to Forecast Sales Retail	Input	<p>Wp Sls R is recalculated to reflect the % to Frst value entered</p> <p>Entering 0 into the field Wp Sls varFrst R % will copy Wp Sls Frst R to Wp Sls R</p>
Ly Sls R	Last Year Sales Retail	Read Only	

Measure	Description	Access	Result
Wp Sls varLy R %	Working Plan Sales Retail % variance to Last Year Sales Retail	Input	Wp Sls R is recalculated to reflect the % to Ly value entered Entering 0 into the field Wp Sls varLy R % will copy Wp Sls Ly R to Wp Sls R
Wp Reg Sls R	Working Plan Regular Sales (a component of Wp Sls R)	Planner Only Input	Sls R is updated to reflect the change to Reg Sales Reg Sls cont Ttl Sls R, Reg Sls varLy R % recalculate
Wp Promo Sls R	Working Plan Promotional Sales (a component of Wp Sls R)	Planner Only Input	Same result as for Regular Sales (4) above, except the Promo Sls contribution and variances are recalculated
Wp Clr Sls R	Working Plan Clearance Sales (a component of Wp Sls R)	Planner Only Input	Same result as for Regular Sales (4) above, except the Clr Sls contribution and variances are recalculated
Wp Reg Sls cont Ttl Sls R %	Working Plan Regular Sales Retail % contribution to Total Sales Retail	Planner Only Input	Reg Sls R recalculates to reflect the % of total sales (Sls R) entered Prom Sls cont Ttl Sls R %, Clr Sls cont Ttl Sls R % recalculate
Wp Prom Sls cont Ttl Sls R %	Working Plan Promotional Sales Retail % contribution to Total Sales Retail	Planner Only Input	Same result as for Regular Sales contribution to total (7) above, except changes are made to the Promo Sls R, Promo contribution, and Promo variances recalculate

Measure	Description	Access	Result
Wp Clr Sls cont Ttl Sls R %	Working Plan Clearance Sales Retail % contribution to Total Sales Retail	Planner Only Input	Same result as for Regular Sales contribution to total (7) above, except changes are made to the Clr Sls R, Clr contribution, and Clr variances recalculate
Ly Reg Sls R	Last Year Regular Sales Retail	Read Only	
Ly Promo Sls R	Last Year Promotional Sales Retail	Planner Only Input	
Ly Clr Sls R	Last Year Clearance Sales Retail	Planner Only Input	
Wp Reg Sls varLY Sls R %	Working Plan Regular Sales % variance to Last Year Regular Sales Retail	Planner Only Input	Reg Sls R updated to reflect the % var to LY entered here
Wp Prom Sls varLY Sls R %	Working Plan Promotional Sales % variance to Last Year Promotional Sales Retail	Planner Only Input	Same result as for Regular Sales variance to LY (10) above, except changes are made to Promo Sls R
Wp Clr Sls varLY Sls R %	Working Plan Clearance Sales % variance to Last Year Clearance Sales Retail	Planner: Only Input	Same result as for Regular Sales variance to LY (10) above, except changes are made to Clr Sls R
Wp Cust Returns R	Working Plan Customer Returns Retail	Read Only	Recalculated with an edit to Wp Cust. Returns R %
Wp Cust. Returns R %	Working Plan Customer Returns % (to Sales)	Manager: Read nnly Planner: Input only	Cust Returns R is calculated Cust. Ret varLY % is recalculated

Measure	Description	Access	Result
Ly Cust. Returns R %	Last Year Customer Returns % (to Sales)	Read Only	
Wp Cust Ret varLY R %	Working Plan Customer Returns Retail % variance to Last Year Returns Retail	Read Only	Recalculates with an change to Cust Returns R %
Wp Sls contTime R %	Working Plan Sales Retail % contribution to Time	Manager: Read nnly Planner: Input only	Sls R is updated to reflect the entered percent contribution to time Sls contTime R % is recalculated a the lower and higher levels
Wp Reg Sls cont Time R %	Working Plan Regular Sales Retail % contribution to Time	Planner only: Input	Reg Sls R is updated to reflect the entered percent contribution to time Remaining updates are identical to those for Reg Sls R (4) above, except the contribution to time % entered here does not change
Wp Prom Sls cont Time R %	Working Plan Promotional Sales Retail % contribution to Time	Planner Only Input	Prom Sls R is updated to reflect the entered percent contribution to time Remaining updates are identical to those for Prom Sls R (5) above, except the contribution to time % entered here does not change

Measure	Description	Access	Result
Wp Clr Sls cont Time R %	Working Plan Clearance Sales Retail % contribution to Time	Planner Only Input	Reg Sls R is updated to reflect the entered percent contribution to time Remaining updates are identical to those for Prom Sls R (5) above, except the contribution to time % entered here does not change
Frst Sls contTime R %	Forecast Sales Retail % contribution to Time	Read Only	Calculated from Frst Sls R
Ly Sls contTime R %	Last Year Sales Retail % contribution to Time	Read Only	
Wp Sls contProd R %	Working Plan Sales Retail % contribution to product	Input	Sls R is updated to reflect the entered percent contribution to product (current period only) Sls contProd R % is recalculated at the higher levels
Frst Sls contProd R %	Forecast Sales Retail % contribution to product	Read Only	Calculated from Frst Sls R
Ly Sls contProd R %	Last Year Sales Retail contribution to product	Read Only	
Wp Sls build rate R %	Working Plan Sales % Build Rate	Read Only	Recalculated via edits to Sls R
Frst Sls build rate R %	Forecast Sales % Build Rate	Read Only	Calculated from Frst Sls R
Ly Sls build rate R %	Last Year Sales % Build Rate	Last Year Sls build rate R %	

Supporting (Non-Visible) Measures

- Ttl Sls Dmnd – Grs Sls
- Ttl Sls Dmnd – Grs Sls varLY
- Ly Cust Returns R
- Ly Reg Sls cont Ttl Sls R %
- Ly Prom Sls cont Ttl Sls R %
- Ly Clr Sls cont Ttl Sls R %
- Ly Avg Str Sales R
- Wp Avg Str Sales R
- Ly Number of Stores
- Wp Number of Stores
- Wp Event Text
- Ly Event Text
- Wp Sales Text
- Ly Sales Text

Markdowns worksheet

You may plan markdowns using the Markdowns worksheet. This worksheet allows you to plan markdowns using a variety of methods, including:

- Entering values into any of the markdown types, or total markdowns
- Entering the markdown percent to sales for any of the markdown types or total markdowns
- Employee Discount (percent only) and Shrink (percent only) can also entered on this worksheet.

Assumptions

- 1 Edits to Sls R, Markdowns R, Shrink R and Empl Disc R will recalculate Projected Receipts (located on the Receipts/Inventory worksheet) to hold the current periods EOP R.

Note: See Receipts/Inventory worksheet for more information on Project Receipts and EOP.

- 2 Markdown R is a sum total of Permanent, Clearance, and Promotional Markdown values.
- 3 Edits made to Markdown R when one or more of the markdown types is 0 will only spread the change amount to those types that are non-zero (for example,. TopPlan will not change a component markdown value from 0 to non-zero when spreading a number entered at a total level).

Note: Promo Markdowns will always hold when Markdown R (Total Markdowns) is edited, except when Clearance and Permanent Markdowns are zero and Promo Markdowns is non-zero.

Measure List

Measure	Description	Access	Result
Wp Sls R	Working Plan Sales	Input	Markdown R \$ is recalculated based on the change to Sls R and the existing Markdown %
Ly Sls R	Last Year Sales	Read Only	
Wp Markdown R %	Working Plan Markdown % (to Sales)	Input	<p>Markdown R is recalculated based on the % entered.</p> <p>Note: See assumption 3 above</p>
Ly Markdowns R %	Last Year Markdown % (to Sales)	Read Only	
Tgt Markdowns R %	Target Markdown % (to Sales)	Read Only	<p>Updated by Executive (if manager role)</p> <p>Updated by Manager (if planner role)</p>
Ly Markdowns R	Last Year Markdowns Retail	Read Only	
Wp Markdown R	Working Plan Markdown Retail	Input	<p>Mkdn R is spread proportionally to Mkdn Perm, and Mkdn Clear</p> <p>Mkdn %, Mkdn Clear %, Mkdn Perm % are recalculated</p> <p>Mkdn Promo R and % are unchanged</p>
Tgt Markdowns R	Target Markdown Retail	Read Only	<p>Updated by Executive (if manager role)</p> <p>Updated by Manager (if planner role)</p>
Wp Mkd Clear %	Working Plan Markdown Clearance % (to Sales)	Input	<p>Mkdn Clear R is recalculated based on the % entered</p> <p>(Total) Mkdn R is updated</p> <p>(Total) Mkdn % is recalculated</p>

Measure	Description	Access	Result
Ly Mkd Clear R %	Last Year Markdown Clearance % (to Sales)	Read Only	
Wp Mkd Clear R	Working Plan Clearance Markdown Retail	Input	Mkdn Clear % is recalculated (Total) Mkdn R is recalculated (Total) Mkdn % is recalculated
Ly Mkd Clear R	Last Year Markdown Clearance Retail	Read Only	
Ly Mkd Perm R %	Last Year Permanent Markdown % (to Sales)	Read Only	
Wp Mkd Perm %	Working Plan Permanent Markdown % (to Sales)	Input	Edits to Mkdn Perm% have the same results as edits to Mkdn Clear
Ly Mkd Perm R	Last Year Permanent Markdown Retail	Read Only	
Wp Mkd Perm R	Working Plan Permanent Markdown Retail	Input	Edits to Mkdn Perm R have the same results as edits to Mkdn Clear
Ly Mkd Promo R %	Last Year Promotional Markdown Retail % (to Sales)	Read Only	
Wp Mkd Promo %	Working Plan Promotional Markdown % (to Sales)	Input	Edits to Mkdn Promo % have the same results as edits to Mkdn Clear
Wp Mkd Promo R	Working Plan Promotional Markdown Retail	Input	Edits to Mkdn Promo R have the same results as edits to Mkdn Clear
Ly Mkd Promo R	Last Year Promotional Markdown Retail	Read Only	
Wp Shrink R %	Working Plan Shrink Retail % (of Sales)	Input	Shrink R is recalculated based on the % entered
Ly Shrink R %	Last Year Shrink Retail % (of Sales)	Read Only	
Wp Shrink R	Working Plan Shrink Retail	Read Only	Calculated based on edit made to Shrink R %

Measure	Description	Access	Result
Wp Empl Disc R %	Working Plan Employee Discount Retail % (of Sales)	Input	Empl. Disc. R is recalculated based on the % entered
Ly Empl. Disc. R %	Last Year Employee Discount Retail % (of Sales)	Read Only	
Wp Empl. Disc. R	Working Plan Employee Discount Retail	Read Only	Calculated from Empl. Disc. R %

Supporting (Non-Visible) Measures

- Ly Shrink R
- Ly Empl. Disc. R
- Ly Markup R
- Ly Markup R %
- Wp Markup R
- Wp Markup R %

Receipts/Inventory worksheet

A User may plan Receipts and Inventory using the Receipts/Inventory worksheet. Other measures that affect Receipts and Inventory may also be planned on this worksheet including: Returns to Vendor, RTV IMU %, (Inventory) Transfer In and Transfer Out, Transfer In IMU %, Transfer Out IMU %, Reclass In and Reclass Out, Reclass In IMU %, Reclass Out IMU %. Use this worksheet to review Average Inventory, Turnover, Stock to Sales ratio, Weeks of Supply, and Sell Thru %.

An edit to EOP R will shift Projected Receipts between the period the edit is made and the following period. The next period's Stk/Sls R is recalculated and the ProjRec R for the current and following periods adjust.

Edits to BOP R will also shift Projected Receipts between the period the edit is made and the prior period. The prior periods EOP R adjusts to match the BOP R edit, the current periods Stk/Sls R recalculates and ProjRec R for the current and prior periods adjusts.

Edits made directly to Projected Receipts will recalculate EOP R and the difference will affect all forward BOP R and EOP R measures.

Enter Projected Receipts IMU % to calculate Projected Receipts Cost.

Assumptions

- 1 Edits to Sls R, Markdowns R, Shrink R and Empl Disc R will recalculate Projected Receipts (located on the Receipts/Inventory worksheet) to hold the current periods EOP R.
- 2 Edits to RTV, Transfer In/Out, Reclass In/Out, will recalculate EOP R and all subsequent BOP R and EOP R.
- 3 When input as a positive number, the following measures will *reduce* the value in EOP:
 - Returns to Vendor
 - Reclass Out
 - Transfer Out
- 4 When input as a positive number, the following measures will *increase* the value in EOP:
 - Receipts (Projected Receipts, Received)
 - Reclass In
 - Transfer In
 - Markups
- 5 When input as a positive number, the following measures will *increase* the value in Projected Receipts:
 - Sales (excluding Regular, Permanent, Clearance)
 - Markdown (including Promotional, Clearance, Permanent)
 - Shrink
 - Employee Discount

Measure List

Measure	Description	Action	Result
Wp Sls R	Working Plan Sales Retail	Input	<p>Projected Receipts are recalculated to hold EOP</p> <p>Wp Stk/Sls is recalculated</p> <p>Wp WOS (weeks of supply) recalculates</p> <p>Wp SellThru % recalculates</p>
Wp BOP R	Working Plan Beginning of Period Inventory at Retail	Input	<p>ProjRec R for the current and prior period changes</p> <p>Prior period's EOP R changes to match the change to BOP R</p> <p>Current period Stk/Sls R recalculates</p> <p>Current period SellThru % recalculates</p> <p>Current period WOS recalculates</p>
Ly BOP R	Last Year Beginning of Period Inventory at Retail	Read Only	
Wp BOP varLy R %	Working Plan Beginning of Period Inventory % variance to Last Year	Read Only	Updated by a change to BOP R

Measure	Description	Action	Result
Wp ProjRec R	Working Plan Projected Receipts	Input	<p>Current and forward period Avg Inv recalculates</p> <p>Current period EOP R adjusts based on the entry to ProjRec R</p> <p>Current period ProjRec R varRecvdLy R % recalculates</p> <p>Current period Ttl Rec R is updated.</p> <p>Current period SellThru % recalculates</p> <p>Forward period BOP R and EOP R adjust to reflect the change to Proj. Rec R</p> <p>The forward periods' Stk/Sls R, WOS recalculate</p>
Wp IMU ProjRec R %	Working Plan Initial Markup % for Projected Receipts	Input	ProjRec C will re-calculate based on the % entered
Ly Recvd R	Last Year Received Retail	Read Only	
Ly IMU Recvd R %	Last Year % Initial Markup for Received Retail	Read Only	
Wp ProjRec varRecvdLy R %	Working Plan Projected Receipts % variance to Last Year Received Retail	Read Only	Updated via edit to Projected Receipts R
Wp TtlRec R	Working Plan Total Receipts (received plus projected)	Read Only	<p>Updated with a change to Projected Receipts R</p> <p>Change to Ttl Rec R recalculates Sell Thru</p>
Wp IMU Ttl Rec R %	Working Plan % Initial Markup for Total Receipts Retail	Read Only	Updated with a change to Proj Rec R
Wp Return to Vendor R	Working Plan Return to Vendor Retail	Input	<p>Current and all future period EOP R recalculates</p> <p>Projected Receipts do not recalculate</p>

Measure	Description	Action	Result
Wp IMU RTV R %	Working Plan Initial Markup % on Returns To Vendor	Input	Return to Vendor C will recalculate
Ly Return to Vendor R	Last Year Return To Vendor Retail	Read Only	
Ly IMU RTV R %	Last Year Initial Markup % on Return to Vendor Retail	Read Only	
Wp Transfer In R	Working Plan Transfer in Retail	Input	Current and all future period EOP R recalculate based on the value entered in Transfer In R Projected Receipts do not recalculate
Wp Transfer Out R	Working Plan Transfer Out Retail	Input	Current and all future period EOP R recalculate based on the value entered for Transfer Out R Projected Receipts do not recalculate
Ly Transfer In R	Last Year Transfer In Retail	Read Only	
Ly Transfer Out R	Last Year Transfer Out Retail	Read Only	
Wp IMU Trans In R %	Working Plan Initial Markup % on Transfers In Retail	Input (planner only)	Updates Trans In C
Wp IMU Trans Out R %	Working Plan Initial Markup % on Transfers Out Retail	Input (planner only)	Updates Trans Out C
Wp Reclass In R	Working Plan Reclassifications In Retail	Input	Current and all future period EOP R recalculate based on the value entered for Reclass In R Projected Receipts do not recalculate

Measure	Description	Action	Result
Wp Reclass Out R	Working Plan Reclassifications Out Retail	Input	Current and all future period EOP R recalculate based on the value entered for Reclass Out R Projected Receipts do not recalculate
Ly Reclass In R	Last Year Reclassification In Retail	Read Only	
Ly Reclass Out R	Last Year Reclassifications Out Retail	Read Only	
Wp EOP R	Working Plan End of Period Inventory Retail	Input	ProjRec R for the current and future periods recalc and shift to accommodate the new EOP R Following period BOP R changes to match the change to EOP R Following period Stk/Sls, SellThru %, and WOS recalculate
Ly EOP R	Last Year End of Period Inventory Retail	Read Only	
Wp EOP varLy R %	Working Plan End of Period Inventory % variance to Last Year EOP Inventory	Read Only	Recalculates with a change to EOP
Tgt AvgInv R	Target Average Inventory at Retail	Read Only	Set by Executive (if manager role) Set by Manager (if planner role)
Wp Avg Inv varTgt R %	Working Plan Average Inventory Retail % variance to Target	Read Only	Recalculates with a change to Wp Avg Inv
Wp AvgInv R	Working Plan Average Inventory at Retail	Read Only	Recalculates with a change to BOP or EOP
Ly AvgInv R	Last Year Average Inventory at Retail	Read Only	

Measure	Description	Action	Result
Wp Avg Inv varLy R %	Working Plan Average Inventory % variance to Last Year	Read Only	Recalculates with a change to Wp Avg. Inv
Tgt TO	Target (Stock) Turnover	Read Only	Set at Executive level (if manager role) Set at Manager level (if planner role)
Wp TO	Working Plan (Stock) Turnover	Read Only	Recalculates with a change to Wp Avg. Inv or Wp Sls R
Ly TO	Last Year (Stock) Turnover	Read Only	
Wp Stk/Sls	Working Plan Stock to Sales ratio	Input	BOP R recalculates (see edit to BOP R for additional results)
Ly Stk/Sls	Last Year Stock to Sales ratio	Read Only	
Wp Sell Thru	Amount of merchandise sold as a value expressed as a percentage of total available inventory for a period of time Last Year	Read Only	Recalculates with a change to BOP R or Ttl Rec R
Ly Sell Thru	Amount of merchandise sold as a value expressed as a percentage of total available inventory for a period of time Last Year	Read Only	
Wp WOS	Working plan (stock) weeks of supply	Read Only	Recalculates with a change to Wp BOP or Wp Sales
Ly WOS	Last Year Weeks of Supply	Read Only	

Supporting (Non-Visible) Measures

- Wp Proj Rec C
- Ly Received C
- Wp Ttl Rec C
- Wp RTV C
- Ly RTV C
- Wp Transfer In C
- Wp Transfer Out C
- Ly Transfer In C
- Ly Transfer Out C
- Ly Transfer In IMU %
- Ly Transfer Out IMU %
- Wp Reclass In C
- Wp Reclass Out C
- Ly Reclass In C
- Ly Reclass Out C
- Ly Reclass In IMU %
- Ly Reclass Out IMU %
- Wp BOP C
- Wp EOP C
- Ly BOP C
- Ly EOP C
- Wp Forward Cover
- Ly Forward Cover

Gross Margin worksheet

A User may review and affect Gross Margin using the Gross Margin worksheet.

Gross Margin is recalculated on this worksheet from edits made to IMU Projected Receipts % (lower time and product levels), Sales, Markdown %, Employee Discount %, Shrink % or Projected Receipts.

Use the Gross Margin worksheet to review resulting CMU % and GMROI.

Assumptions

- 1 Gross Margin R is defined as Sales R less Cost of Goods Sold (COGS).

Note: See measure definition section for a definition of COGS.

- 2 IMU % reflects the Initial Markup on Total Receipts
- 3 Total Available CMU % reflects the markup on the cumulative inventory position at any point in time. The calculation includes BOPI, Total Receipts, Return to Vendor, Reclass In/Out, Transfer In/Out, Markups, and Freight.

Measure List

Measure	Description	Access	Result
Wp Sls R	Working Plan Sales Retail	Input	GM R and GM R % recalculate based on the change to sales
Wp Markdown R %	Working Plan Markdown Retail % (of Sales)	Input	Markdown R recalculates GM R and GM R % recalculate based on the change to Markdown R
Wp Empl. Disc R %	Working Plan Employee Discount Retail % (of Sales)	Input	Empl Disc. R recalculates GM R and GM R % recalculate based on the change to Empl. Disc R
Wp Shrink R %	Working Plan Shrink % (of Sales)	Input	Shrink R recalculates GM R and GM R % recalculate based on the change to Shrink R
Tgt GM R	Target Gross Margin	Read Only	Set by Executive (if manager role) Set by Manager (if planner role)
Tgt GM R %	Target Gross Margin %	Read Only	Set by Executive (if manager role) Set by Manager (if planner role)
Wp GM R	Working Plan Gross Margin Retail	Read Only	Recalculates with a change to Sales, Markdowns, Shrink, Empl. Disc., all IMU %, Proj Receipts, Return to Vendor, Reclass In/Out, Transfer In/Out
Wp GM R %	Working Plan Gross Margin Retail %	Read Only	Recalculates with a change to GM R
Ly GM R	Last Year Gross Margin Retail	Read Only	
Ly GM R %	Last Year Gross Margin R %	Read Only	
Wp ProjRec R	Working Plan Projected Receipts Retail	Input	GM R and GM R % recalculate based on the change to Proj Rec.

Measure	Description	Access	Result
Wp IMU ProjRec R %	Working Plan Initial Markup % for Projected Receipts	Input	GM R and GM R % recalculate based on the change to IMU ProjRec R %
Ly Recvd R	Last Year Received Retail	Read Only	
Ly IMU Recvd R %	Last Year Initial Markup % for Received Retail	Read Only	
Wp TtlRec R	Working Plan Total Receipts (Received plus Projected)	Read Only	Recalculates via a change to Proj Rec.
Wp IMU R %	Working Plan Initial Markup Received Retail	Read Only	Recalculates via a change to Total Rec. R or Total Rec C
Tgt CMU R %	Target Cumulative Markup Percentage	<u>Planner Only:</u> Read Only	
Wp CMU R %	Working Plan Cumulative Markup Percentage. The percentage difference between total delivered cost and total original retail value of merchandise handled within a stated time frame, inclusive of the accumulated inventory	Read Only	
Ly CMU R %	Last Year Cumulative Markup Percentage	Read Only	
Wp GMROI R	Working plan Gross Margin Return on Investment	Read Only	Updated with a change to GM R, Avg Inv. R, CMU R %
Ly GMROI R	Last Year Gross Margin Return on Investment	Read Only	

Supporting (Non-Visible) Measures

- Wp Markdown E
- Wp Empl Disc R
- Wp Shrink R
- Ly Markdown R
- Ly Empl Disc R
- Ly Shrink R
- Wp BOP R
- Wp EOP R
- Ly BOP R
- Ly EOP R
- Wp BOP C
- Wp EOP C
- Wp Proj Rec C
- Wp Ttl Rec C
- Ly BOP C
- Ly EOP C
- Ly Proj Rec C
- Ly Ttl Rec C
- Wp Avg Inv R
- Ly Avg Inv R
- Wp COGS
- Ly COGS

Summary Values worksheet

Users may use the Summary Values worksheet to review plan values and adjust measures as needed. This worksheet is a summary of measures that are planned in more detail on the Sales, Markdowns, Receipts, and Gross Margin worksheets.

Both managers and planners may compare and manipulate the working plan values to Last year values via the % variance measures (for example, Sls varLY %). This worksheet also allows the manager to compare the working plan to the Current Plan via the SCp measures.

This worksheet may be used to produce and print a summary report that can be taken to meetings.

Assumptions

- 1 Gross Margin is defined as Sales less Cost of Goods Sold (COGS). See measure definition section for a definition of COGS.
- 2 Current Plan measures (SCp) are read-only and cannot be edited.

Measure List

Measure	Description	Access	Result
Wp BOP R	Working Plan Beginning of Period Inventory at Retail	Input	Prior period EOP changes to reflect the change to BOP
Mg SCp BOP R	Planner's Beginning of Period Inventory at Retail	<u>Manager only:</u> Read Only	
Ly BOP R	Last Year Beginning of Period Inventory at Retail	Read Only	
Wp Sls R	Working Plan Sales Retail	Input	Markdown R recalculates based on the Markdown R % Shrink R recalculates based on Shrink % GM R and GM R % recalculate Sales variance %s recalculate
Mg SCp Sls R	Planner's Sales Retail	<u>Manager only:</u> Read Only	
Mg Wp Sls varSb R %	Working Plan Sales % variance to the Submitted Waiting for Approval Sales	<u>Manager only:</u> Read only	Calculated from Mg Sls R and SWa Sales R
Ly Sls R	Last Year Sales Retail	Read Only	
Wp Sls varLy R %	Working Plan Sales % variance to Last Year	Input	Sls R recalculates based on the % entered
Wp Cust. Returns R %	Working Plan Customer Returns Retail % (of Sales)	Input	Cust. Return R recalculated based on % entered
Ly Cust. Returns R %	Last Year Customer Returns R % (of sales)	Last Year Cust. Returns %	

Measure	Description	Access	Result
Wp Markdowns R	Working Plan Markdowns Retail	Input	Markdown R % recalculates GM R and GM R % recalculate Proj. Receipts recalculate to ensure EOP holds
Wp Markdowns R %	Working Plan Markdowns % (of sales)	Input	Markdown R recalculates based on % entered GM R and GM R % decreases
Mg SCp Markdown R	Planner's Current Plan Markdown Retail	<u>Manager only:</u> Read Only	
Mg SCp Markdown R %	Planner's Current Plan	<u>Manager only:</u> Current plan Markdown R %	
Ly Markdowns R	Last Year Markdowns Retail	Read Only	
Ly Markdowns R %	Last Year Markdowns % (to sales)	Read Only	
Wp Mkd V varLy R %	Working Plan Markdown % variance to Last Year Retail	Read Only	Recalculates with a change to Markdown R
Wp Empl. Disc. R %	Working Plan Employee Discount % (of sales)	Input	Empl Disc. R recalculates GM R and GM R % recalculates
Mg SCp Empl. Disc R %	Planners Employee Discount % (of sales)	<u>Manager only:</u> Read Only	
Ly Empl. Disc. R %	Last Year Employee Discount % (of sales)	Read Only	
Wp ProjRec R	Working Plan Project Receipts Retail	Input	Total Receipts updated to reflect the new Proj Rec value GM R and GM R % recalculate

Measure	Description	Access	Result
Wp IMU ProjRec R %	Working Plan Initial Markup % of Projected Receipts	Input	Proj. Rec R recalculates based on % entered GM R and GM R % recalculates
Mg SCp Proj Rec R	Planners Projected Receipts at Retail	<u>Manager only:</u> Read Only	
Mg SCp IMU Proj Rec %	Planners Initial Markup % on Project Receipts	<u>Manager only:</u> Read Only	
Ly Recvd R	Last Year Received Retail	Read Only	
Ly IMU Recvd R %	Last Year Initial Markup % on Received Retail	Read Only	
Wp EOP R	Working Plan End of Period Inventory Retail	Input	ProjRec R for the prior and current periods recalc and shift to accommodate the new EOP R
Mg SCp EOP R	Planners End of Period Inventory Retail	<u>Manager only:</u> Read Only	
Ly EOP R	Last Year End of Period Retail	Read Only	
Wp EOP varLy R %	Working Plan End of Period Retail % variance to Last Year	Read Only	Recalculates with a change to EOP
Wp AvgInv R	Working Plan Average Inventory at Retail	Read Only	Recalculates with a change to BOP or EOP
Mg SCp Avg Inv	Planners Average Inventory at Retail	<u>Manager only:</u> Read Only	
Ly AvgInv R	Last Year Average Inventory at Retail	Read Only	
Wp TO	Working Plan (stock) turnover	Read Only	Recalculates with a change to Wp Avg. Inv or Sales
Mg SCp TO	Planners (stock) Turnover	<u>Manager only:</u> Read Only	

Measure	Description	Access	Result
Ly TO	Last Year (stock) Turnover	Read Only	
Wp GM R	Working Plan Gross Margin Retail	Read Only	Recalculates with a change to Sales, Markdowns, Shrink, Empl. Disc., IMU
Wp GM R %	Working Plan Gross Margin Retail %	Read Only	Recalculates with a change to GM R, or Sales
Mg SCp GM R	Planners Gross Margin	<u>Manager only:</u> Read Only	
Mg SCp GM R %	Planners Gross Margin Retail %	<u>Manager only:</u> Read Only	
Ly GM R	Last Year Gross Margin Retail	Read Only	
Ly GM R %	Last Year Gross Margin Retail %	Read Only	
Wp GM varLy R %	Working Plan Gross Margin % variance to Last Year	Read Only	Recalculates with a change to GM R
Wp GMROI R	Working Plan Gross Margin Return on Investment	Read Only	Updated with a change to GM R, Avg Inv. R, CMU R %
Mg SCp GMROI	Planners Gross Margin Return on Investment	<u>Manager only:</u> Read Only	
Ly GMROI R	Last Year Return on Investment	Read only	

Supporting (Non-Visible) Measures

Wp Reg Sales R (Planner)

Wp Clr Mkdn

Wp Promo Sales R (Planner)

Wp WOS

Wp Clr Sales R (Planner)

Wp Forward Cover

Wp Shrink

Wp Stk/SlS

Wp Promo Mkdn

Wp SellThru

Wp Clr Mkdn

Units/AUR worksheet

Users may use this worksheet to convert the value plan to a unit plan, and enter/view Average Unit Retail (AUR). The measures on this worksheet are represented in three forms, Retail, AUR, and Units.

Enter AURs into Sales, Shrink, Proj. Receipts, Return to Vendor, Reclass In/Out, and Transfer In/Out measures for the units to result based on the retail values already in place for these measures.

Enter Units into Sales, Proj. Receipts, Return to Vendor, Reclass In/Out, and Transfer In/Out measures for the AUR's to results based on the retail values already in place for these measures.

BOP U and EOP U result from a unit balance set equation. They are not editable. BOP AUR and EOP AUR are calculated from the retail and units values.

Assumptions

- 1 Retail values and AUR's may be entered without Units being present.
- 2 Average unit retail (AUR) is calculated from the expression Retail/Units.
- 3 A change made to the Unit version of a measure will result in the corresponding AUR version being updated. The retail value will not change.
- 4 An update to Retail will also result in Units being recalculated. AUR will not change (if AUR is non-zero).
- 5 A change made to the AUR version of a measure will result in the corresponding Unit version being updated.
- 6 In the planner role, a change made to SIs R is spread proportionally to the sales buckets (Reg, Promo, Clearance).
- 7 BOP U and EOP U result from a unit balance set calculation and are not editable. BOP AUR and EOP AUR are calculated based on their retail and unit measures.

Measure List

Measure	Description	Access	Result
Wp BOP R	Working Plan Beginning of Period Inventory Retail	Input	Recalculates Wp BOP AUR and Wp BOP U
Wp BOP AUR	Working Plan Beginning of Period Inventory Average Unit Retail	Read Only	Recalculates based on the Balance Set (for Retail and Unit values) and pulls on values from the prior period's EOP R and EOP U
Wp BOP U	Working Plan Beginning of Period Inventory Units	Read Only	Recalculates based on the Balance Set (using Unit values) and pulls on values from the prior period's EOP
Ly BOP R	Last Year Beginning of Period Inventory Retail	Read Only	
Ly BOP AUR	Lat Year Beginning of Period Inventory Average Unit Retail	Read Only	
Ly BOP U	Last Year Beginning of Period Inventory Units	Read Only	

Measure	Description	Access	Result
Wp Sls R	Working Plan Sales Retail	Input	<p>Recalculates Sls U, Sls AUR is unchanged</p> <p>Planner: Recalculates Regular, Promo, Clear. Sls R and U (AUR's do not change)</p> <p>Recalculates Shrink R based on Shrink %, Recalculates Shrink U (AUR unchanged)</p> <p>Recalculates Mkdn R based on Mkdn %</p> <p>Recalculates Employee Discount R</p> <p>Recalculates Proj. Receipts R and U</p> <p>Cust Return \$ recalculates EOP U and EOP AUR recalculate</p>
Wp Sls AUR	Working Plan Sales Average Unit Retail	Input	<p>Recalculates Sls U, Sales R does not change</p> <p>Recalculates Proj. Receipt U, AUR</p>
Wp Sls U	Working Plan Sales Units	Input	<p>Recalculates Sls AUR, Sls R is unchanged</p> <p>Recalculates Proj. Rec U and Proj. Rec AUR</p> <p>Updates AvgInv U, Stk/Sls U, SellThru U, WOS U</p>
Ly Sls R	Last Year Sales Retail	Read Only	
Ly Sls AUR	Last Year Sales Average Unit Retail	Read Only	
Ly Sls U	Last Year Sales Units	Read Only	
Wp Sls contProd U %	Working Plan Sales Units % contribution to Product	Read Only	Recalculates with a change to Sls R, Sls U, Sls AUR

Measure	Description	Access	Result
Ly Sls contProd U %	Last Year Sales Units % contribution to Product	Read Only	
Wp Sls contTime U %	Working Plan Sales Units % contribution to Time	Read Only	Recalculates with a change to Sls R, Sls U, Sls AUR
Ly Sls contTime U %	Last Year Sales Units % contribution to Time	Read Only	
Wp Cust. Returns R %	Working Plan Customer Returns Retail % (of sales)	Input	Recalculates Cust Returns R \$
Wp Cust. Returns R \$	Working Plan Customer Returns Retail	Read Only	Recalculates with a change to Cust. Return % No effect on Receipts, EOP
Wp Cust Ret AUR	Working Plan Customer Returns Average Unit Retail	Input	Recalculates Cust. Returns U, Cust Return \$ unchanged
Wp Cust. Returns U	Working Plan Customer	Input	Recalculates Cust. Returns AUR, Cust Return \$ unchanged
Ly Cust. Returns U	Last Year Customer Returns Units	Read Only	
Wp Shrink R %	Working Plan Shrink Retail % (of sales)	Input	Recalculates Shrink \$
Wp Shrink R	Working Plan Shrink Retail	Read Only	Projected Receipts R and Proj Rec U are updated to reflect the change to Shrink R Recalculates Shrink U EOP R is unchanged

Measure	Description	Access	Result
Wp Shrink AUR	Working Plan Shrink Average Unit Retail	Input	Recalculates Shrink U Recalculates Proj. Rec U, Proj Receipts AUR, EOP U, EOP AUR Shrink R is unchanged
Wp Shrink U	Working Plan Shrink Units	Read Only	Updated by a change to Shrink AUR
Wp ProjRec R	Working Plan Projected Receipts Retail	Input	Recalculates ProjRec Units, ProjRec AUR is unchanged Recalculates EOP R, EOP U, EOP AUR
Wp ProjRec AUR	Working Plan Projected Receipts Average Unit Retail	Input	Recalculates ProjRec AUR, ProjRec R is unchanged EOP U and EOP AUR recalculate
Wp ProjRec U	Working Plan Project Receipts Units	Input	Recalculates ProjRec AUR, ProjRec R is unchanged
Ly Recvd R	Last Year Received Retail	Read Only	
Ly Recvd AUR	Last Year Received Average Unit Retail	Read Only	
Ly Recvd U	Last Year Received Units	Read Only	
Wp Return to Vendor R	Working Plan Return to Vendor Retail	Input	RTV U is recalculated, RTV AUR is unchanged EOP is recalculated to reflect the change to RTV R EOP U and EOP AUR recalculate
Wp Return to Vendor AUR	Working Plan Return to Vendor Average Unit Retail	Input	RTV U is recalculated, RTV R is unchanged EOP U and EOP AUR recalculate

Measure	Description	Access	Result
Wp Return to Vendor U	Working Plan Return to Vendor Units	Input	RTV AUR is recalculated, RTV R is unchanged EOP U and EOP AUR recalculate
Ly Return to Vendor R	Last Year Return to Vendor Retail	Read Only	
Ly Return to Vendor U	Last Year Return to Vendor Units	Read Only	
Wp Transfer In R	Working Plan Transfer In Retail	Input	Transfer In U is recalculated, Transfer In AUR is unchanged EOP R is recalculated to reflect the change to Transfer In R EOP U and EOP AUR recalculate
Wp Trans In AUR	Working Plan Transfer In Average Unit Retail	Input	Transfer In U is recalculated, Transfer In R is unchanged EOP U and EOP AUR recalculate
Wp Transfer In U	Working Plan Transfer In Units	Input	Transfer In AUR is recalculated, Transfer In R is unchanged EOP U and EOP AUR recalculate
Wp Transfer Out R	Working Plan Transfer Out Retail	Input	Transfer Out U is recalculated, Transfer Out AUR is unchanged EOP R is updated to reflect the change to Transfer In R EOP U and EOP AUR recalculate
Wp Trans Out AUR	Working Plan Transfer Out Retail	Input	Transfer Out U is recalculated, Transfer Out R is unchanged EOP U and EOP AUR recalculate

Measure	Description	Access	Result
Wp Transfer Out U	Working Plan Transfer In Units	Input	Transfer Out AUR is recalculated, Transfer Out R is unchanged EOP U and EOP AUR recalculate
Ly Transfer In U	Last Year Transfer In Units	Read Only	
Ly Transfer Out U	Last Year Transfer Out Units	Read Only	
Wp Reclass In R	Working Plan Reclass In Retail	Input	Reclass In U is recalculated, Reclass In AUR is unchanged EOP R is updated to reflect the change to Reclass In R EOP U and EOP AUR recalculate
Wp Reclass In AUR	Working Plan Reclass In Average Unit Retail	Input	Reclass In U is recalculated, Reclass In R is unchanged EOP U and EOP AUR recalculate
Wp Reclass In U	Working Plan Reclass In Units	Input	Reclass In AUR is recalculated, Reclass In R is unchanged EOP U and EOP AUR recalculate
Wp Reclass Out R	Working Plan Reclass Out Retail	Input	Reclass Out U is recalculated, Reclass Out AUR is unchanged EOP R is updated to reflect the change to Reclass Out R EOP U and EOP AUR recalculate
Wp Reclass Out AUR	Working Plan Reclass Out Average Units Retail	Input	Reclass Out U is recalculated, Reclass Out R is unchanged EOP U and EOP AUR recalculate

Measure	Description	Access	Result
Wp Reclass Out U	Working Plan Reclass Out Units	Input	Reclass Out AUR is recalculated, Reclass Out R is unchanged EOP U and EOP AUR recalculate
Ly Reclass In U	Last Year Reclass In Units	Read Only	
Ly Reclass Out U	Last Year Reclass Out Units	Read Only	
Wp EOP R	Working Plan End of Period Inventory at Retail	Input	Projects Receipts R and U change for the current and next period BOP R, U and AUR for the next period changes to reflect the change to EOP R EOP U and EOP AUR for the current period recalculate
Wp EOP AUR	Working Plan End of Period Inventory at Retail	Read Only	Recalculates based on the change to EOP U
Wp EOP U	Working Plan End of Period Inventory Units	Read Only	Recalculates based on the balance set
Ly EOP U	Last Year End of Period Inventory Units	Read Only	
Wp AvgInv U	Working Plan Average Inventory Units	Read Only	Recalculates with a change to BOP U or EOP U
Ly AvgInv U	Last Year Average Inventory Units	Read Only	
Wp TO U	Working Plan (Stock) Turnover Units	Read Only	Recalculates with a change to Wp Avg. Inv U or Sales U
Ly TO U	Last Year (Stock) Turnover Units	Read Only	

Measure	Description	Access	Result
Wp Stk/Sls U	Working Plan Stock to Sales Units	Read Only	Recalculates with a change to BOP U or Sls U, Shrink U, Proj Rec U
Ly Stk/Sls U	Last Year Stock to Sales Units	Read Only	
Wp SellThru U	Working Plan Sell Thru Units	Read Only	Updated by an edit to Sls U, BOP U, Proj Rec U, Shrink U
Ly SellThru U	Last Year Sell Thru Units	Read Only	
Wp WOS U	Working Plan Weeks of Supply Units	Read Only	Recalculates with a change to Wp BOP U or Wp Sales U, Shrink U, Proj Rec U
Ly WOS U	Last Year Weeks of Supply Units	Read Only	
Wp Reg Sls R	Working Plan Regular Sales Retail	<u>Planner Only:</u> Input	Sls R, Sls U, Sls AUR recalculate Recalculates Reg Sls U, Reg Sls AUR is unchanged
Wp Reg Sls AUR	Working Plan Regular Sales Average Unit Retail	<u>Planner Only:</u> Input	Recalculates Reg Sls U Sls U is updated based on the update to Reg Sls U Sls AUR is updated based on the update to Sls U
Wp Reg Sls U	Working Plan Regular Sales Units	<u>Planner Only:</u> Input	Recalculates Reg Sls AUR Sls AUR is updated based on the update to Reg Sls AUR Sls U is updated based on the update to Sls AUR
Wp Promo Sls R	Working Plan Promotional Sales Retail	<u>Planner Only:</u> Input	Recalculates Sls R, Sls U, Sls AUR Recalculates Promo Sls U, Promo Sls AUR is unchanged

Measure	Description	Access	Result
Wp Promo Sls AUR	Working Plan Promotional Sales Average Unit Retail	<u>Planner Only:</u> Input	Recalculates Promo Sls U Sls U is updated based on the update to Promo Sls U Sls AUR is updated based on the update to Sls U
Wp Promo Sls U	Working Plan Promotional Sales Units	<u>Planner Only:</u> Input	Recalculates Promo Sls AUR Sls AUR is updated based on the update to Promo Sls AUR Sls U is updated based on the update to Sls AUR
Wp Clr Sls R	Working Plan Clearance Sales Retail	<u>Planner Only:</u> Input	Recalculates Sls R, Sls U, Sls AUR Recalculates Clr Sls U, Clr Sls AUR is unchanged
Wp Clr Sls AUR	Working Plan Clearance Sales Average Unit Retail	<u>Planner Only:</u> Input	Recalculates Clr Sls U Sls U is updated based on the update to Clr Sls U Sls AUR is updated based on the update to Sls U
Wp Clr Sls U	Working Plan Clearance Sales Units	<u>Planner Only:</u> Input	Recalculates Clr Sls AUR Sls AUR is updated based on the update to Clr Sls AUR Sls U is updated based on the update to Sls AUR
Wp Reg Sls varLY Sls U %	Working Plan Regular Sales Units % variance to Last Year Regular Sales Units	<u>Planner Only:</u> Read Only	Recalculates with a change to Reg Sls U
Wp Prom Sls varLY Sls U %	Working Plan Promotional Sales Units % variance to Last Year Promotional Sales Units	<u>Planner Only:</u> Read Only	Recalculates with a change to Prom Sls U

Measure	Description	Access	Result
Wp Clr Sls varLY Sls U %	Working Plan Clearance Sales Units % variance to Last Year Clearance Sales Units	Planner Only: Read Only	Recalculates with a change to Clr Sls U

Supporting (Non-Visible) Measures

- Ly Shrink AUR
- Ly Shrink U
- Ly RTV AUR
- Ly Transfer In AUR
- Ly Transfer Out AUR
- Ly Transfer In R
- Ly Transfer Out R
- Ly Reclass In AUR
- Ly Reclass Out AUR
- Ly Reclass In R
- Ly Reclass Out R
- Ly EOP AUR
- Ly EOP R
- Wp Forward Cover U
- Ly Forward Cover U
- Ly Reg Sls R
- Ly Prom Sls R
- Ly Clr Sls R
- Ly Reg Sls U
- Ly Prom Sls U
- Ly Clr Sls U
- Ly Reg Sls AUR
- Ly Prom Sls AUR
- Ly Clr Sls AUR

Summary Units worksheet

The Summary Units worksheet allows users to review plan units and AUR with the ability to adjust numbers if needed. This worksheet is a summary of measures that are planned in more detail on the Units/AUR worksheet.

Both managers and planners can compare their working plan measures to last year via the % variance measures (for example, Sls varLY %). The manager role may additionally compare their working plan to the current plan via the SCp measures.

Assumptions

- 1 Average unit retail (AUR) is calculated from the expression Retail/Units.
- 2 A change made to the Unit version of a measure will result in the corresponding AUR version being updated.
- 3 A change made to the AUR version of a measure will result in the corresponding Unit version being updated.

Measure List

Measure	Description	Access	Result
Wp BOP U	Working Plan Beginning of Period Inventory Units	Read Only	Set at Year time level on Inventory Setup worksheet
Ly BOP U	Last Year Beginning of Period Inventory Units	Read Only	
Wp BOP AUR	Working Plan Beginning of Period Inventory Average Unit Retail	Read Only	
Wp Sls U	Working Plan Sales Units	Input	Recalculates Sls AUR, Sls R is unchanged Recalculates Proj. Rec U and Proj. Rec AUR Updates AvgInv U, Stk/Sls U, SellThru U, WOS U
Ly Sls U	Last Year Sales Units	Read Only	
Wp Sls varLy U %	Working Plan Sales Units % variance to Last Year Sales Units	Read Only	Recalculates with a change to Sls U
Wp Sls AUR	Working Plan Sales Average Unit Retail	Input	Recalculates Sls U Recalculated with a change to Sls U
Ly Sls AUR	Last Year Sales Average Unit Retail	Read Only	
Wp Sls AUR varLy %	Working Plan Sales Average Unit Retail % variance to Last Year Sales Average Unit Retail	Read Only	Recalculates with a change to Sls AUR
Wp Shrink U	Working Plan Shrink Units	Read Only	Recalculates with a change to Shrink R % and Shrink R
Ly Shrink U	Last Year Shrink Units	Read Only	
Wp ProjRec U	Working Plan Projected Receipts Units	Input	Recalculates ProjRec AUR Recalculated with change to AUR

Measure	Description	Access	Result
Ly Recvd U	Last Year Received Units	Read Only	
Wp ProjRec AUR	Working Plan Project Receipts Average Unit Retail	Input	Recalculates ProjRec U Recalculated with a change to ProjRec U
Ly Recvd AUR	Last Year Received Average Unit Retail	Read Only	
Wp Return to Vendor U	Working Plan Return to Vendor Units	Input	RTV AUR is recalculated, RTV R is unchanged EOP U and EOP AUR recalculate
Ly Return to Vendor U	Last Year Return to Vendor Units	Read Only	
Wp Transfer In U	Working Plan Transfer In Units	Input	Transfer In AUR is recalculated, Transfer In R is unchanged EOP U and EOP AUR recalculate
Wp Transfer Out U	Working Plan Transfer Out Units	Input	Recalculate Transfer Out AUR Recalculated with a change to Transfer Out AUR
Wp EOP U	Working Plan End of Period Inventory Units	Read Only	Recalculates based on the balance set
Ly EOP U	Last Year End of Period Inventory Units	Read Only	
Wp EOP varLy U %	Working Plan End of Period Inventory Units variance to Last Year Inventory Units	Read Only	Recalculates with a change to EOP U
Wp EOP AUR	Working Plan End of Period Inventory Average Unit Retail	Read Only	Recalculates with a change to EOP U
Ly EOP AUR	Last Year End of Period Inventory Average Unit Retail	Read Only	

Measure	Description	Access	Result
Wp AvgInv U	Working Plan Average Inventory Units	Read Only	Recalculates with a change to BOP U or EOP U
Ly AvgInv U	Last Year Average Inventory Units	Read Only	
Wp TO U	Working Plan (Stock) Turnover Units	Read Only	Recalculates with a change to Sls U or Avg Inv U
Ly TO U	Last Year (Stock) Turnover Units	Read Only	
Wp Stk/Sls U	Working Plan Stock to Sales Units	Input	Recalculates with a change to BOP U or Sls U, Shrink U, Proj Rec U
Ly Stk/Sls U	Last Year Stock to Sales Units	Read Only	
Wp SellThru U	Working Plan Sell Thru Units	Read Only	Updated by an edit to Sls U, BOP U, Proj Rec U, Shrink U
Ly SellThru U	Last Year Sell Thru Units	Read Only	
Wp WOS U	Working Plan Weeks of Supply Units	Read Only	Recalculates with a change to Wp BOP U or Wp Sales U, Shrink U, Proj Rec U
Ly WOS U	Last Year Weeks of Supply Units	Read Only	

Supporting (Non-Visible) Measures

- Wp BOP R
- Ly BOP R
- Wp Sls R
- Wp Sls AUR
- Wp Shrink R
- Ly Shrink R
- Wp Shrink AUR
- Wp ProjRec R
- Wp Return to Vendor R
- Wp Transfer In R
- Wp Transfer Out R
- Wp EOP R
- Ly EOP R
- Wp Avg Inv R
- Wp Avg Inv AUR
- Ly EOP R

Reconcile worksheet

Managers and planners may use this worksheet to compare Plan to Targets, Last Year, and Summary plan (for managers) versions during the Pre-season Planning process.

Planners reconcile their data to the Managers Targets using the Tgt (Target) plan version. Managers reconcile the Planners' data using the Summary (waiting for approval) version and the (Executive) Strategic Targets using their Tgt plan version.

Assumptions

- 1 The Executive sets targets for the Manager Role. The Manager sets targets for the Planner Role.
- 2 SWa measures are updated via the Planner submitting those measures for approval and committing them to the database.

Measure List

The Reconcile worksheet contains the following measures displayed in the table below. SWa measures are only in the Managers workbook; Wa measures are only in the Planner's workbook. Not all Tgt measures are available in the Managers workbook because the Executive does not set Targets for the full set of planning metrics. For descriptions of these measures, please refer to Chapter 5 – TopPlan Measures List.

Measure	Description	Access	Result
Wp BOP R	Working Plan Beginning of Period Inventory Retail	Input	
SWa BOP R	Planner's Submitted Waiting for Approval Beginning of Period Inventory Retail	Read Only	See Assumption 2
Tgt Sls R	Target Sales Retail	Read Only	Updated by Executive (if manager role) Updated by Manager (if planner role)
Wp Sls varTgt R %	Working Plan Sales Retail % variance to Target Sales Retail	Input	Recalculates with an edit to Sls R Calculates Sales R based on the varTgt R % entered

Measure	Description	Access	Result
Wp Sls R	Working Plan Sales Retail	Input	Markdown R recalculates based on Markdown % Proj Rec R recalculates All Sales variances recalculates
SWa Sls R	Planner's Submitted Waiting for Approval Sales Retail	Read Only	See Assumption 3
Wp Sls R varSum R %	Working Plan Sales Retail % variance to Submitted waiting for approval Sales Retail	Input	Calculates Sls R based on the % to SWa entered. Note: If SWa Sls R is 0, entering a value here will result in Wp Sls R recalculating to 0.
Tgt Markdowns R	Target Markdowns Retail	Read Only	
Tgt Markdowns R %	Target Markdowns Retail % (of Sales)	Read Only	
Wp Mkd varTgt R %	Working Plan Markdowns Retail % variance to Target	Read Only	Recalculates with an edit to Markdown R
Wp Markdowns R	Working Plan Markdowns Retail	Input	Recalculates Markdown R %, Mkd varSum R %, Mkd varTgt R %
Wp Markdowns R %	Working Plan Markdowns Retail % (of sales)	Input	Recalculates Markdown R \$
SWa Markdowns R	Submitted Waiting for Approval Markdown Retail	Read Only	See Assumption 2
SWa Markdowns R %	Submitted Waiting for Approval Markdown Retail % (of sales)	Read Only	See Assumption 2
Wp Mkd varSum R %	Working Plan Markdown Retail % variance to Submitted Waiting for Approval Markdown Retail	Read Only	Recalculates with edit to Wp Markdown R or SWa Markdown R
Wp ProjRec R	Working Plan Projected Receipts Retail	Input	Recalculates EOP

Measure	Description	Access	Result
SWa ProjRec R	Submitted Waiting for Approval Projected Receipts Retail	Read Only	See Assumption 3
Wp ProjRec varSum R %	Working Plan Projected Receipts % variance to Submitted Waiting for Approval Projected Receipts	Read Only	Recalculates with change to Wp Proj Rec. or SWa Proj. Rec
Wp IMU ProjRec R %	Working Plan Initial Markup % on Projected Receipts Retail	Input	Proj. Rec C recalculates based on % entered
SWa IMU ProjRec R %	Submitted Waiting for Approval Initial Markup % on Projected Receipts	Read Only	See Assumption 2
Wp EOP R	Working Plan End of Period Inventory Retail	Input	ProjRec R for the prior and current periods recalculate and shift to accommodate the new EOP R
SWa EOP R	Submitted Waiting for Approval End of Period Inventory Retail	Read Only	See Assumption 2
Wp EOP varSum R %	Working Plan End of Period Inventory % variance to Submitted Waiting for Approval End of Period Inventory	Read Only	Recalculates with an edit to EOP R or SWa EOP R
Tgt AvgInv R	Target Average Inventory Retail	Read Only	
Wp AvgInv R	Working Plan Average Inventory Retail	Read Only	Recalculates with a change to BOP R or EOP R
Wp Avg Inv varTgt R %	Working Plan Average Inventory % variance to Target Average Inventory	Read Only	Recalculates with an edit to Avg Inv or Tgt Avg. Inv
SWa AvgInv R	Submitted Waiting for Approval Average Inventory Retail	Read Only	See Assumption 2

Measure	Description	Access	Result
Wp Avg Inv varSum R %	Working Plan Average Inventory % variance to Submitted Waiting for Approval Average Inventory	Read Only	Recalculates with a change to Wp Avg Inv or Tgt Avg Inv
Tgt TO	Target (stock) Turnover	Read Only	
Wp TO	Working Plan (stock) Turnover	Read Only	Recalculates with a change to Avg. Inv or Sls R
SWa TO	Submitted Waiting for Approval (Stock) Turnover	Read Only	See Assumption 3
Tgt GM R	Target Gross Margin Retail	Read Only	
Tgt GM R %	Target Gross Margin Retail %	Read Only	
Wp GM R	Working Plan Gross Margin Retail	Read Only	Recalculates with a change to Sales, Markdowns, Shrink, Empl. Disc., IMU
Wp GM R %	Working Plan Gross Margin Retail %	Read Only	Recalculates with a change to GM R or Sls R
Wp GM varTgt R %	Working Plan Gross Margin Retail % variance to Target Gross Margin	Read Only	Recalculates with a change to GM R or Tgt GM R
SWa GM R	Submitted Waiting for Approval Gross Margin Retail	Read Only	
SWa GM R %	Submitted Waiting for Approval Gross Margin Retail %	Read Only	Recalculates with an edit to SWa GM R
Wp GM varSum R %	Working Plan Gross Margin Retail % variance to Submitted Waiting for Approval Gross Margin	Read Only	Recalculates with an edit to GM R or SWa GM R

Supporting (Non-Visible) Measures

Manager Only:

- SWa Clr Sales R
- SWa Prom Sales R
- SWa Reg Sales R
- SWa Mkdn Clear R
- SWa Mkdn Prom R
- SWa Mkdn Perm R

Approval worksheet

Users may use the Plan Approval worksheet to approve submitted plans, and view the status of submitted plans. The planning role determines the allowed actions on this worksheet. Planners can submit plans for approval on this worksheet and view the status of the submitted plan. Managers can approve or reject submitted plans using this worksheet. A separate version, Submitted Waiting for Approval (Swa), is provided for the Manager to view the plans submitted for approval from the Planner role. Separate versions, Submitted Original Plan (SOp) and Submitted Current Plan (SCp), are provided for the Manager and Executive to view the Planners approved Original Plan (Op) and Current Plan (Cp) versions

If the current planning period is a pre-season period, the approval process promotes the plan from Submitted Waiting for Approval to both Original Plan (Op) and Current Plan (Cp). If the current planning period is a pre-season period, the approval process promotes the plan from Submitted Waiting for Approval only to Current Plan (Cp). The Original Plan approved during the pre-season planning process is considered the locked “plan of record” and no changes are allowed. The frequency of the approval process can be different for each season – usually once for pre-season and monthly or as desired for in-season.

Assumptions

- 1 The approval process is documented here as a Manager Role would use it. For an explanation of Executive Approval process, refer to the Executive Role Worksheets.
- 2 The planner view of the approval process is documented to show how a plan is submitted for approval.

Measure List - Manager

The (Manager's) Approval Worksheet contains the following measures.

Measure	Description	Access	Result
Mg Ra Version	The plan version displayed shows whether a plan has been submitted for approval or not.	Read Only – Automatically updated when the planner submits the plan and commits the data to the database.	If a plan has not been submitted for approval, the Ra Version will display WP. If a plan has been submitted and is waiting for approval, the Ra Version will display WA
Mg Ra Version Date	The date that the plan was submitted for approval	Read Only – Automatically updated when the planner submits the plan and commits the data to the database.	System populates with current date when planner submits plan for approval
Mg Ra Submitted By	The user submitting the plan for approval	Read Only – Automatically updated when the planner submits the plan and commits the data to the database.	User ID of the planner who submitted the plan is displayed
Mg Ad Approve/Reject	The indication of the manager's approval decision	Selected from a drop-down list by the manager	System displays "Approve" for those time periods or departments approved by the manager. System displays "Reject" for those time periods or departments rejected by the manager. System displays "N/A" for those time periods or departments where no action has been taken.
Mg Ad Approved By	The user approving or rejecting the plan	Automatically updated with the manager's TopPlan ID when the manager approves the plan	Manager's TopPlan ID is displayed for those values approved or rejected by the manager
Mg Ad Approval Comment	Notes regarding the approval or rejection of a specific plan item	Entered by the manager	Any entered comments are stored and displayed to the user.

Measure List - Planner

The (Planner's) Approval Worksheet contains the following measures.

Measure	Description	Access	Result
Pl Ad Submit	A check box used to indicate submitted plan	Input by planner for those values they want to submit for approval	Checked items are submitted to the manager for approval when the planner commits the data to the database.
Pl Ad Version	The plan version displayed shows whether a plan has been submitted for approval or not.	Read Only – System updates the version once the planner marks the plan (or portion of the plan) to be approved, and commits the plan to the database.	If a plan has not been submitted for approval, the Ad Version will display WP. If a plan has been submitted and is waiting for approval, the Ad Version will display WA.
PL Ad Version Date	The date that the plan was submitted for approval	Read Only – Automatically updated when the planner submits the plan and commits the data to the database.	System populates with current date when planner submits plan for approval
Pl Ad Submitted By	The user submitting the plan for approval	Read Only – Automatically updated when the planner submits the plan and commits the data to the database.	User ID of the planner who submitted the plan is displayed
Pl Ra Approve/Reject	The indication of the manager's approval decision	Read Only - Selected from a drop-down list by the manager	System displays "Approve" for those values approved by the manager. System displays "Reject" for those values rejected by the manager. System displays "N/A" for those values where no action has been taken.
Pl Ra Approved By	The user (manger) approving or rejecting the plan	Read Only - Automatically updated with the manager's TopPlan ID when the manager approves the plan	Manager's TopPlan ID is displayed for those values approved or rejected by the manager

Measure	Description	Access	Result
Pl Ra Approval Comment	Notes regarding the approval or rejection of a specific plan	Read Only - Entered by the manager	Optionally entered by the manager when the plan is approved or rejected.

Supporting (Non-Visible) Measures

The planner may verify their Working Plan (Wp) was promoted to Wa after a "submit for approval" process by adding the desired Wa measures to either the Reconcile or Approval tab. After submitting a plan for approval and committing the data to the database, the planner may add both the Wp and Wa versions for the measures to be verified to the approval tab and refresh the workbook. If the Wp was promoted, the value in the Wa and Wp versions for the measures should be identical.

In-Season financial planning process

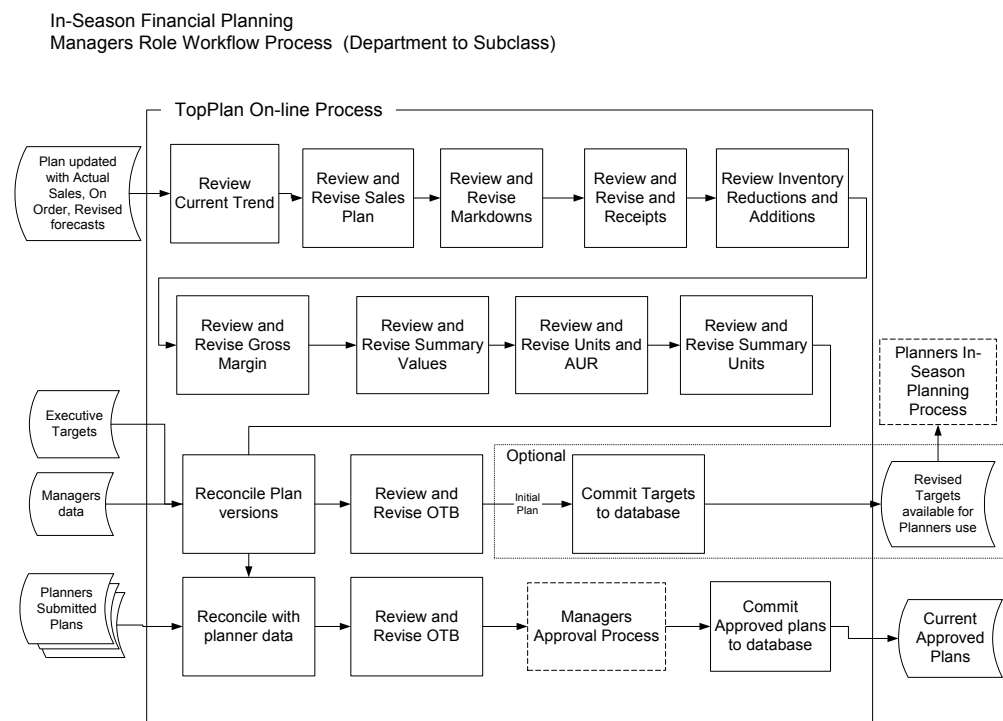
Once the selling period begins, you use the In-Season Planning worksheets to review progress against the plan and make adjustments to the plan.

In-season financial planning is performed using the In-Season Financial Plan workbook. The worksheets in this workbook include measures that show how the selling season is performing relative to plan. This workbook includes all worksheets that are part of the Pre-Season workbook, and two additional ones. Two Open-To-Buy (OTB) worksheets are available to assist you in controlling OTB and to identify opportunities and actions.

Two plan versions are updated with data as during the In-Season Planning process. Certain Working Plan (Wp) measures (such as Sales, Markdowns and Receipts) are updated weekly with Actual data. A regenerated demand sales forecast (Fcst) is updated to take into account the loaded actuals. Using the loaded data and the current plan, a user may adjust the Working plan measures for future time periods (for example, non-elapsed time). When the new plan is approved, the Current Plan (Cp (SCp)) measures are updated with the changed data. The Original Plan approved during the Pre-Season planning process is never changed.

Manager's process

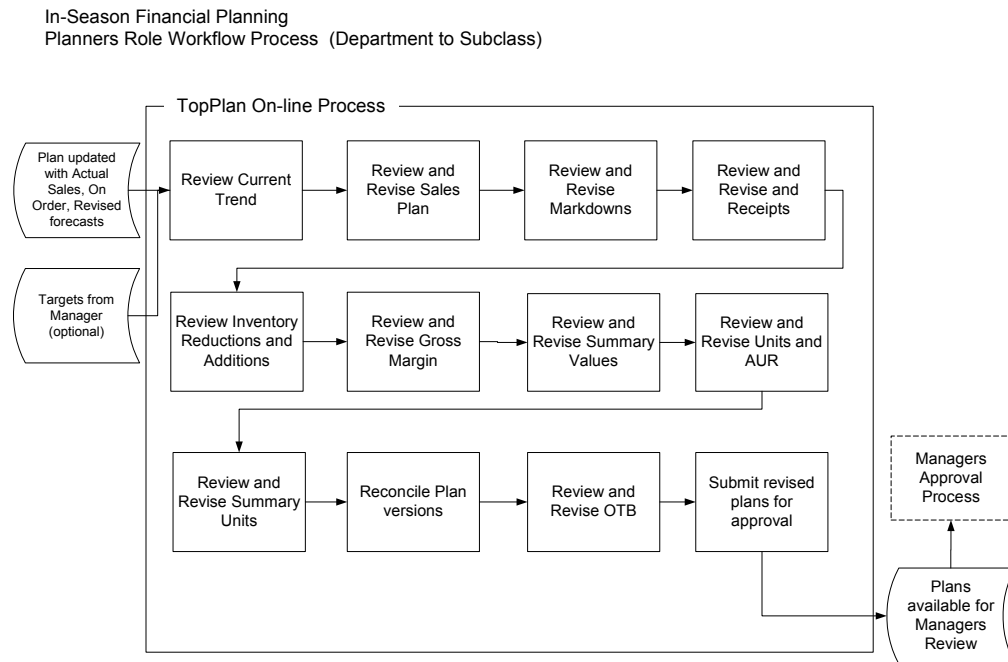
The following diagram shows the manager's steps in the In-Season Planning process:



Manager's Role in the In-Season Planning Process

Planner's process

The following diagram shows the planner's steps in the In-Season Planning process:



Planner's Role In-Season Planning Process

In-Season financial plan worksheets

The In-Season Financial Plan workbook contains the following worksheets:

- Trend
- Sales
- Markdowns
- Receipts
- Inventory
- Gross Margin
- Summary Values
- Units/AUR
- Summary Units
- Reconcile
- Value OTB
- Unit OTB
- Approval

The workbook can be initially created as part of the regular automated workbook build process. The workbook can also be built manually by running the Planning Workbook Wizard. On each worksheet the Current Plan (Cp (SCp)) version is displayed in addition to Working Plan and LY.

Note: A workbook can be built in one of two ways. It can be created as part of the automated workbook build process. This is a batch program that creates the plan workbook based upon pre-defined parameters (product, location, time). You can also build the workbook manually by running the Planning Workbook wizard via the **New** button on the Toolbar or through the main menu: File > New.

Trend worksheet

Users may use the Trend worksheet to review current values for sales, markdowns, receipts, inventory (including turn), and gross margin, and compare them to the current plan and forecasted sales. This worksheet provides you with a snapshot of the current state of many of the key planning performance indicators including variances to LY and Current Plan (CP (SCp)). This worksheet is similar to the Annual Goals – Pre-Season worksheet except the comparisons in this worksheet are primarily to the Current Plan instead of Target.

Assumptions

- 1 The In-Season plan is automatically seeded with Current Plan data as a starting point for key planning metrics such as Sales, Markdowns, Shrink, Projected Receipts.
- 2 The Working Plan version is automatically updated with Actual data for elapsed time periods and cannot be changed.
- 3 Current Plan values cannot be changed directly on the worksheet. Current Plan is updated when the Working Plan is submitted for approval and approved by the manager.
- 4 No direct action is expected to be taken on the worksheet. Plan adjustments should be made on the appropriate workflow worksheets that follow this. However, full measure functionality exists such that edits made on this worksheet are valid.

Measure List

The Trend worksheet contains the following measures. Refer to the measure list for Annual Goals Pre-Season worksheet or the TopPlan Measure List (Section 4) for a description of the measure and its calculation.

- Wp Sls R
- Fcst Sls R
- Wp Sls varFcst R %
- CP/SCp Sls R
- Wp Sls varSb R %
- Ly Sls R
- Wp Sls varLy R %
- Wp Cust. Returns R %
- CP/SCp Cust. Returns R %
- Ly Cust. Returns R %
- Wp Markdowns R
- Wp Markdowns R %
- CP/SCp Markdowns R
- CP/SCp Markdowns R %
- Wp Mkd varSb R %
- Ly Markdowns R
- Ly Markdowns R %
- Wp Mkd V varLy R %
- Wp TtlRec R
- Wp IMU R %
- CP/SCp TtlRec R
- CP/SCp IMU R %
- Ly TtlRec R
- Ly IMU R %
- Wp EOP R
- CP/SCp EOP R
- Wp EOP varSb R %
- Ly EOP R
- Wp EOP varLy R %
- Wp GM R
- Wp GM R %
- CP/SCp GM R
- CP/SCp GM R %
- Wp GM varSb R %
- Ly GM R
- Ly GM R %
- Wp GM varLy R %
- Wp AvgInv R
- CP/SCp AvgInv R
- Ly AvgInv R
- Wp TO
- CP/SCp TO
- Ly TO

Supporting (Non-Visible) Measures

- None.

Sales worksheet

On the Sales worksheet, you may review values and change variances or change sales values for any forward time period in the workbook. You may use the Sales worksheet to view actual Sales, Sales Types, and Customer Returns values and variances to the current plan. This worksheet includes variances and other sales analysis measures such as contribution to time and contribution to product, and sales build rate.

Assumptions

- 1 The plan is automatically seeded with Current Plan data as a starting point for key planning metrics such as Sales, Markdowns, Shrink, Projected Receipts.
- 2 The Working Plan version is automatically updated with Actual data for elapsed time periods and cannot be changed.
- 3 If a value or variance is changed at a time level that includes historical data (Actual), the data in the Actual time periods will not change. The aggregate changed value will be spread/replicated to non-expired time only.

Measure List

The Sales worksheet contains the following measures. Refer to the measure list for Sales Pre-Season worksheet or the TopPlan Measure List for a description of the measure and its calculation.

- | | |
|--------------------------|-----------------------------|
| • Wp Sls R | • Wp Sls contProd R % |
| • Fcst Sls R | • Fcst Sls contProd R % |
| • Wp Sls varFcst R % | • Ly Sls contProd R % |
| • Fcst Sls varLy R % | • Wp Sls build rate R % |
| • CP/SCp Sls R | • Fcst Sls build rate R % |
| • Wp Sls varSb R % | • CP/SCp Sls build rate R % |
| • CP/SCp Sls varFcst R % | • Ly Sls build rate R % |
| • CP/SCp Sls varLy R % | • Wp Cust. Returns R |
| • Ly Sls R | • Wp Cust. Returns R % |
| • Wp Sls varLy R % | • CP/SCp Cust. Returns R % |
| • Wp Sls contTime R % | • Ly Cust. Returns R % |
| • Fcst Sls contTime R % | • Wp Cust Ret varLY R % |
| • Ly Sls contTime R % | |

Supporting (Non-Visible) Measures

- None

Markdowns worksheet

You may use the Markdowns worksheet to review the three types of markdowns: Promotional, Clearance, and Permanent. Other measures such as Markdown percentages, Employee Discount and Shrinkage percentages are also included and are editable.

Assumptions

- 1 The plan is automatically seeded with Current Plan data as a starting point for key planning metrics such as Sales, Markdowns, Shrink, Projected Receipts.
- 2 The Working Plan version is automatically updated with Actual data for elapsed time periods and cannot be changed.

Note: If a value or variance is changed at a time level that includes historical data (Actual), the data in the Actual time periods will not change. The aggregate changed value will be spread/replicated to non-expired time only.

Measure List

The Markdowns worksheet contains the following measures. Refer to the measure list for Markdowns Pre-Season worksheet or the TopPlan Measure List for a description of the measure and its calculation.

- Wp Sls R
- CP/SCp Sls R
- Ly Sls R
- Wp Markdowns R
- Wp Markdowns R %
- CP/SCp Markdowns R
- CP/SCp Markdowns R %
- Ly Markdowns R
- Ly Markdowns R %
- Wp Mkd Promo R
- Wp Mkd Promo R %
- CP/SCp Mkd Promo R
- CP/SCp Mkd Promo R %
- Wp Mkd Perm R
- Wp Mkd Perm R %
- CP/SCp Mkd Perm R
- CP/SCp Mkd Perm R %
- Wp Mkd Clear R
- Wp Mkd Clear R %
- CP/SCp Mkd Clear R
- CP/SCp Mkd Clear R %
- Wp Shrink R
- Wp Shrink R %
- CP/SCp Shrink R %
- Ly Shrink R %
- Wp Empl. Disc. R
- Wp Empl. Disc. R %
- CP/SCp Empl. Disc. R %
- Ly Empl. Disc. R %

Supporting (Non-Visible) Measures

- None

Receipts worksheet

You may use the Receipts worksheet to review actual values for Received, On-Order, and Projected Receipts in the In-Season Planning process. Projected Receipts are editable for future time periods so you can manipulate and balance the stock/sales position. Initial Markup Percents (IMU%) for receipts and on-order are included on this sheet. IMU Percents for Projected Receipts only (future time periods) are editable.

You may edit Commitments and On-Order Cancel measures so that an accurate On-Order value may be achieved. Commitments is used to account for orders that have been placed. On-Order Cancel is used to account for orders cancelled since the last on-order file was loaded. Changes to Commitments and On Order Cancel will affect the amount of Open to Buy available. They do not impact Total or Projected Receipts.

Assumptions

- 1 The plan is automatically seeded with Ly data as a starting point for key planning metrics such as Sales, Markdowns, Shrink, Projected Receipts.
- 2 The Working Plan version is automatically updated with Actual data for elapsed time periods and cannot be changed.

Note: If a value or variance is changed at a time level that includes historical data (Actual), the data in the Actual time periods will not change. The aggregate changed value will be spread/replicated to non-expired time only.

Measure List

The Receipts worksheet contains the following measures. Refer to the measure list for Receipts Pre-Season worksheet or the TopPlan Measure List (Section 4) for a description of the measure and its calculation.

Measure	Description	Access	Result
Wp Sls R	See Pre-Season Receipts worksheet		
Wp BOP R	See Pre-Season Receipts worksheet		
Wp Recvd R	Received (Actual Receipts) Inventory	Read Only	Updated when Actuals are loaded to elapsed time periods. Projected Receipts are set to 0 for each elapsed time period where Received R is loaded
Wp IMU Recvd R %	Markup % on Received Inventory	Read Only	Calculated when Received is loaded

Measure	Description	Access	Result
Wp ProjRec R	See Pre-Season Receipts worksheet		
Wp IMU ProjRec R %	See Pre-Season Receipts worksheet		
Wp On Order R	On Order Value	Read Only	On Order is loaded via a feed from an external system.
Wp IMU On Order R %	Difference between On-Order Value and On-Order Cost expressed as a percentage of On-Order	Read Only	Calculated when On Order R is loaded
Wp On Order Cxl R	Retail value of On-Order that has been cancelled and not reflected in the last on-order data load	Input	Increasing On Order Cxl will increase the amount of Open to Buy by the same amount Decreasing On Order Cxl will decrease the amount of Open to Buy by the same amount
Wp IMU On Order Cxl R %	Difference between Cancelled On-Order Value and Cancelled On-Order Cost expressed as a percentage of Cancelled On-Order Value	Input	Recalculates On Order Cancelled Cost
Wp Commitmnts R	Retail Value of Commitments ordered but not approved in the purchase order system	Input	Recalculates IMU Commitmnts R %
Wp IMU Commitmnts R %	Difference between Commitment Value and Commitment Cost expressed as a percentage of Commitment Value	Input	Recalculates Commitmnts Cost
Wp TtlRec R	Total of Projected Receipts and Received	Read Only	Updated with a change to Proj Receipts R or a loading of Received R

Measure	Description	Access	Result
Wp IMU R %	Difference between Total Receipt Value and Total Receipt Cost expressed as a percentage of Total Receipt Value	Read Only	Updated with a change to Ttl Rec R
Wp Ttl Available CMU R %	Cumulative Markup Percentage . The percentage difference between total delivered cost and total original retail value of merchandise handled within a stated time frame, inclusive of the accumulated inventory	Read Only	Updated with a change to BOP R, Ttl Rec R, Reclass In/Out R, Transfer In/Out R, Return to Vendor R, or BOP C, Ttl Rec C, Reclass In/Out C, Transfer In/Out C, Return to Vendor C
CP/SCp Sls R	Current Plan Sales	Read Only	
CP/SCp BOP R	Current Plan Beginning of Period Inventory	Read Only	
CP/SCp Recvd R	Current Plan Received Inventory	Read Only	
CP/SCp ProjRec R	Current Plan Project Receipts	Read Only	
CP/SCp IMU ProjRec R %	Current Plan Initial Markup on Projected Receipts	Read Only	
CP/SCp On Order R	Manager View of the Current Plan On Order Retail Value	Read Only	
CP/SCp IMU On Order R %	Manager View of the Current Plan IMU % On Order Retail	Read Only	
CP/SCp On Order Cxl R	Manager View of the Current Plan On Order Cancelled Retail Value	Read Only	
CP/SCp IMU On Order Cxl R %	Manager View of the Current Plan IMU % On Order Cancelled Retail Value	Read Only	

Measure	Description	Access	Result
CP/SCp Commitmnts R	Manager View of the Current Plan Retail Value of Commitments ordered but not approved in the purchase order system		
CP/SCp IMU Commitmnts R %	Manager View of the Current Plan IMU Commitments Retail %		
CP/SCp TtlRec R	See Pre-Season Receipts worksheet		
CP/SCp IMU R %	See Pre-Season Receipts worksheet		
CP/SCp CMU R %	See Pre-Season Receipts worksheet		
Ly Sls R	See Pre-Season Receipts worksheet		
Ly BOP R	See Pre-Season Receipts worksheet		
Ly Recvd R	See Pre-Season Receipts worksheet		
Ly IMU Recvd R %	See Pre-Season Receipts worksheet		
Ly On Order R	Last Year On Order Retail Value	Read Only	
Ly IMU On Order R %	Last Year IMU On Order Retail %	Read Only	
Ly On Order Cxl R	Last Year On Order Cancelled Retail Value	Read Only	
Ly IMU On Order Cxl R %	Last Year IMU On Order Cancelled Retail %	Read Only	
Ly Commitmnts R	Last Year Commitments Retail Value	Read Only	
Ly IMU Commitmnts R %	Last Year IMU Commitments R %	Read Only	
Ly TtlRec R	See Pre-Season Receipts worksheet		

Measure	Description	Access	Result
Ly IMU R %	See Pre-Season Receipts worksheet		
Ly CMU R %	See Pre-Season Receipts worksheet		

Supporting (Non-Visible) Measures

- None.

Inventory worksheet

You may review inventory and receipt values using the Inventory worksheet. BOP inventory, EOP inventory, Projected Receipts, and the stock-to-sales ratio are editable for future time periods. Additional inventory additions and reduction measures are available that when changed, will affect EOP: Returns to Vendor, Transfers In, Transfers Out, Reclassifications In and Reclassifications Out.

Projected Receipts changes will flow through to all forward EOP R's and BOP R's. Editing EOP R has a smoothing effect on Projected Receipts in that they are shifted between the period the edit is made and the following period. Edits to BOP R will also shift Projected Receipts between the period the edit is made and the prior period provided the prior period is not expired time.

Assumptions

- 1 The plan is automatically seeded with Current Plan data as a starting point for key planning metrics such as Sales, Markdowns, Shrink, Projected Receipts.
- 2 The Working Plan version is automatically updated with Actual data for elapsed time periods and cannot be changed.

Note: If a value or variance is changed at a time level that includes historical data (Actual), the data in the Actual time periods will not change. The aggregate changed value will be spread/replicated to non-expired time only.

Measure List

The Inventory worksheet contains the following measures. Refer to the measure list for Receipts Pre-Season worksheet or the TopPlan Measure List (Section 4) for a description of the measure and its calculation.

- Wp Sls R
- Wp BOP R
- Wp Recvd R
- Wp ProjRec R
- Wp TtlRec R
- Wp IMU R %
- Wp Return to Vendor R
- Wp IMU Return to Vendor R %
- Wp Transfer In R
- Wp IMU Trans In R %
- Wp Transfer Out R
- Wp IMU Trans Out R %
- Wp EOP R
- Wp CMU R %
- CP/SCp Sls R
- CP/SCp BOP R
- CP/SCp Recvd R
- CP/SCp ProjRec R
- CP/SCp TtlRec R
- CP/SCp IMU R %
- CP/SCp Return to Vendor R
- CP/SCp Transfer In R
- CP/SCp Transfer Out R
- CP/SCp EOP R
- CP/SCp CMU R %
- Ly Sls R
- Ly BOP R
- Ly Recvd R
- Ly TtlRec R
- Ly IMU R %
- Ly Return to Vendor R
- Ly Transfer In R
- Ly Transfer Out R
- Ly EOP R
- Ly CMU R %
- Wp AvgInv R
- CP/SCp AvgInv R
- Ly AvgInv R
- Wp Avg Inv varLy R %
- Wp TO
- CP/SCp TO
- Ly TO
- Wp Stk/Sls
- CP/SCp Stk/Sls
- Ly Stk/Sls
- Wp WOS
- CP/SCp WOS
- Ly WOS

Supporting (Non-Visible) Measures

- None.

Gross Margin worksheet

You may review and adjust gross margin with the Gross Margin worksheet. If an issue is identified here, you usually adjust the specific values on the other planning worksheets. On this worksheet, you can adjust sales, markdowns (total), Shrink %, Employee Disc %, or EOP (which adjusts projected receipts) to affect Gross Margin R and Gross Margin R %.

Assumptions

- 1 The plan is automatically seeded with Current Plan data as a starting point for key planning metrics such as Sales, Markdowns, Shrink, Projected Receipts.
- 2 The Working Plan version is automatically updated with Actual data for elapsed time periods and cannot be changed.

Note: If a value or variance is changed at a time level that includes historical data (Actual), the data in the Actual time periods will not change. The aggregate changed value will be spread/replicated to non-expired time only.

Measure List

The Inventory worksheet contains the following measures. Refer to the measure list for Gross Margin Pre-Season worksheet or the TopPlan Measure List for a description of the measure and its calculation.

- | | |
|--------------------------|-------------------|
| • Wp Sls R | • Ly GM R % |
| • CP/SCp Sls R | • Wp TtlRec R |
| • Ly Sls R | • CP/SCp TtlRec R |
| • Wp Markdowns R % | • Ly TtlRec R |
| • CP/SCp Markdowns R % | • Wp IMU R % |
| • Ly Markdowns R % | • CP/SCp IMU R % |
| • Wp Empl. Disc. R % | • Ly IMU R % |
| • CP/SCp Empl. Disc. R % | • Wp EOP R |
| • Ly Empl. Disc. R % | • CP/SCp EOP R |
| • Wp Shrink R % | • Ly EOP R |
| • CP/SCp Shrink R % | • Wp CMU R % |
| • Ly Shrink R % | • CP/SCp CMU R % |
| • Wp GM R | • Ly CMU R % |
| • Wp GM R % | • Wp GMROI R |
| • CP/SCp GM R | • CP/SCp GMROI R |
| • CP/SCp GM R % | • Ly GMROI R |
| • Ly GM R | |

Supporting (Non-Visible) Measures

- None.

Summary Values worksheet

You may review all values using the Plan Summary Values worksheet. This worksheet is similar to the Plan Summary – Values worksheet for pre-season planning except it includes the Current Plan (Cp (SCp)) version. You may compare plan variances to Current Plan (Cp/SCp) and LY.

Assumptions

- 1 The plan is automatically seeded with Current Plan data as a starting point for key planning metrics such as Sales, Markdowns, Shrink, Projected Receipts.
- 2 The Working Plan version is automatically updated with Actual data for elapsed time periods and cannot be changed.

Note: If a value or variance is changed at a time level that includes historical data (Actual), the data in the Actual time periods will not change. The aggregate changed value will be spread/replicated to non-expired time only.

Measure List

The Inventory worksheet contains the following measures. Refer to the measure list for Summary Values Pre-Season worksheet or the TopPlan Measure List (Section 4) for a description of the measure and its calculation.

- | | |
|------------------------|-------------------|
| • Wp BOP R | • Ly TtlRec R |
| • CP/SCp BOP R | • Ly IMU R % |
| • Ly BOP R | • Wp CMU R % |
| • Wp Sls R | • CP/SCp CMU R % |
| • CP/SCp Sls R | • Ly CMU R % |
| • Wp Sls varSb R % | • Wp EOP R |
| • Ly Sls R | • CP/SCp EOP R |
| • Wp Sls varLy R % | • Ly EOP R |
| • Wp Markdowns R | • Wp AvgInv R |
| • Wp Markdowns R % | • CP/SCp AvgInv R |
| • CP/SCp Markdowns R | • Ly AvgInv R |
| • CP/SCp Markdowns R % | • Wp TO |
| • Wp Mkd varSb R % | • CP/SCp TO |
| • Ly Markdowns R | • Ly TO |
| • Ly Markdowns R % | • Wp GM R |
| • Wp Mkd V varLy R % | • Wp GM R % |

- Wp Empl. Disc. R %
- CP/SCp Empl. Disc. R %
- Ly Empl. Disc. R %
- Wp TtlRec R
- Wp IMU R %
- CP/SCp TtlRec R
- CP/SCp IMU R %
- CP/SCp GM R
- CP/SCp GM R %
- Ly GM R
- Ly GM R %
- Wp GMROI R
- CP/SCp GMROI R
- Ly GMROI R

Supporting (Non-Visible) Measures

- None.

Units/AUR worksheet

Using the Units and AUR worksheet, you may review actual values, units and Average Unit Retail (AUR). You may change future AUR amounts, which will recalculate future units, or you may adjust unit amounts to recalculate the AUR. If you edits either units or AUR, the retail values will remain unchanged.

Enter AURs into Sales, Shrink, Proj. Receipts, Return to Vendor, Reclass In/Out, and Transfer In/Out measures for the units to result based on the retail values already in place for these measures.

Enter Units into Sales, Proj. Receipts, Return to Vendor, Reclass In/Out, and Transfer In/Out measures for the AUR's to results based on the retail values already in place for these measures.

BOP U and EOP U result from a unit balance set equation. They are not editable. BOP AUR and EOP AUR are calculated from the retail and units values.

Assumptions

- 1 The plan is automatically seeded with Current Plan data as a starting point for key planning metrics such as Sales, Markdowns, Shrink, Projected Receipts.
- 2 The Working Plan version is automatically updated with Actual data for elapsed time periods and cannot be changed.

Note: If a value or variance is changed at a time level that includes historical data (Actual), the data in the Actual time periods will not change. The aggregate changed value will be spread/replicated to non-expired time only.

Measure List

The Inventory worksheet contains the following measures. Refer to the measure list for Units/AUR Pre-Season worksheet or the TopPlan Measure List (Section 4) for a description of the measure and its calculation.

- Wp BOP R
- Wp BOP U
- CP/SCp BOP R
- CP/SCp BOP U
- Ly BOP R
- Ly BOP U
- Wp Sls R
- Wp Sls AUR
- Wp Sls U
- Wp On Order Cxl R
- Wp On Order Cxl AUR
- Wp On Order Cxl U
- Wp Commitmnts R
- Wp Commitmnts AUR
- Wp Commitmnts U
- CP/SCp Recvd U
- CP/SCp On Order U
- CP/SCp On Order Cxl U

- CP/SCp Sls R
- CP/SCp Sls AUR
- CP/SCp Sls U
- Ly Sls R
- Ly Sls AUR
- Ly Sls U
- Wp Sls contProd U %
- Ly Sls contProd U %
- Wp Sls contTime U %
- Ly Sls contTime U %
- Wp Cust. Returns R
- Wp Cust. Returns U
- CP/SCp Cust. Returns U
- Ly Cust. Returns U
- Wp Cust Ret AUR
- Wp Shrink AUR
- Wp Shrink U
- CP/SCp Shrink U
- Ly Shrink U
- Wp TtlRec R
- Wp TtlRec AUR
- Wp TtlRec U
- CP/SCp TtlRec R
- CP/SCp TtlRec AUR
- CP/SCp TtlRec U
- Ly TtlRec R
- Ly TtlRec AUR
- Ly TtlRec U
- Wp Recvd R
- Wp Recvd AUR
- Wp Recvd U
- Wp ProjRec R
- CP/SCp Commitmnts U
- CP/SCp ProjRec U
- Wp Return to Vendor R
- Wp Return to Vendor AUR
- Wp Return to Vendor U
- CP/SCp Return to Vendor U
- Ly Return to Vendor U
- Wp Transfer In U
- CP/SCp Transfer In U
- Ly Transfer In U
- Wp Transfer Out U
- CP/SCp Transfer Out U
- Ly Transfer Out U
- Wp Reclass In U
- CP/SCp Reclass In U
- Ly Reclass In U
- Wp Reclass Out U
- CP/SCp Reclass Out U
- Ly Reclass Out U
- Wp EOP R
- Wp EOP U
- CP/SCp EOP R
- CP/SCp EOP U
- Ly EOP R
- Ly EOP U
- Wp AvgInv U
- CP/SCp AvgInv U
- Ly AvgInv U
- Wp TO U
- CP/SCp TO U
- Ly TO U
- Wp Stk/Sls U

- Wp ProjRec AUR
- Wp ProjRec U
- Wp On Order R
- Wp On Order AUR
- Wp On Order U
- CP/SCp Stk/Sls U
- Wp SellThru U
- CP/SCp SellThru U
- Wp WOS U
- CP/SCp WOS U

Supporting (Non-Visible) Measures

- None.

Summary Units worksheet

Using the Unit Summary worksheet, you may review the adjusted unit plan and variances.

Assumptions

- 1 The plan is automatically seeded with Current Plan data as a starting point for key planning metrics such as Sales, Markdowns, Shrink, Projected Receipts.
- 2 The Working Plan version is automatically updated with Actual data for elapsed time periods and cannot be changed.

Note: If a value or variance is changed at a time level that includes historical data (Actual), the data in the Actual time periods will not change. The aggregate changed value will be spread/replicated to non-expired time only.

Measure List

The Summary Units worksheet contains the following measures. Refer to the measure list for Summary Units Pre-Season worksheet or the TopPlan Measure List (Section 4) for a description of the measure and its calculation.

- Wp BOP U
- CP/SCp BOP U
- Ly BOP U
- Wp Sls U
- CP/SCp Sls U
- Wp Sls varSb U %
- Ly Sls U
- Wp Sls varLy U %
- Wp Sls AUR
- CP/SCp Transfer Out U
- Ly Transfer Out U
- Wp EOP U
- CP/SCp EOP U
- Wp EOP varSb R %
- Ly EOP U
- Wp EOP varLy R %
- Wp EOP AUR
- CP/SCp EOP AUR

- CP/SCp Sls AUR
- Ly Sls AUR
- Wp Sls AUR varLy %
- Wp TtlRec U
- CP/SCp TtlRec U
- Ly TtlRec U
- Wp TtlRec AUR
- CP/SCp TtlRec AUR
- Ly TtlRec AUR
- Wp Return to Vendor U
- CP/SCp Return to Vendor U
- Ly Return to Vendor U
- Wp Transfer In U
- CP/SCp Transfer In U
- Ly Transfer In U
- Wp Transfer Out U
- Ly EOP AUR
- Wp AvgInv U
- CP/SCp AvgInv U
- Ly AvgInv U
- Wp TO U
- CP/SCp TO U
- Ly TO U
- Wp Stk/Sls U
- CP/SCp Stk/Sls U
- Ly Stk/Sls U
- Wp SellThru U
- CP/SCp SellThru U
- Ly SellThru U
- Wp WOS U
- CP/SCp WOS U

Supporting (Non-Visible) Measures

- None.

Reconcile worksheet

You may use the Reconcile worksheet to reconcile the adjusted plan to LY, the last approved Current Plan, the Original Plan and/or Summary versions.

Assumptions

- 1 The plan is automatically seeded with Current Plan data as a starting point for key planning metrics such as Sales, Markdowns, Shrink, Projected Receipts.
- 2 The Working Plan version is automatically updated with Actual data for elapsed time periods and cannot be changed.

Note: If a value or variance is changed at a time level that includes historical data (Actual), the data in the Actual time periods will not change. The aggregate changed value will be spread/replicated to non-expired time only.

Measure List

The Reconcile worksheet contains the following measures. Refer to the measure list for Reconcile Pre-Season worksheet or the TopPlan Measure List (Section 4) for a description of the measure and its calculation.

- | | |
|------------------------|---------------------|
| • Wp BOP R | • Wp IMU R % |
| • SWa BOP R | • CP/SCp IMU R % |
| • Wp Sls R | • Wp EOP R |
| • SWa Sls R | • SWa EOP R |
| • Wp Sls V varSum R % | • Wp EOP varSum R % |
| • CP/SCp Sls R | • CP/SCp EOP R |
| • Wp Sls varSb R % | • Wp EOP varSb R % |
| • Wp Markdowns R | • Wp TO |
| • Wp Markdowns R % | • SWa TO |
| • SWa Markdowns R | • CP/SCp TO |
| • SWa Markdowns R % | • Wp GM R |
| • Wp Mkd varSum R % | • Wp GM R % |
| • CP/SCp Markdowns R | • SWa GM R |
| • CP/SCp Markdowns R % | • SWa GM R % |
| • Wp Mkd varSb R % | • Wp GM varSum R % |
| • Wp TtlRec R | • CP/SCp GM R |
| • CP/SCp TtlRec R | • CP/SCp GM R % |
| • Wp TtlRec varSb R % | • Wp GM varSb R % |

Supporting (Non-Visible) Measures

- None.

Value OTB worksheet

You may use the Value OTB worksheet during the In-Season Planning period to review retail measures and determine future Open to Buy action.

The Open to Buy Retail measure is calculated by subtracting On Order Retail and Commitments Retail from Total Planned Receipts Retail and adding back in any On Order Cancellations Retail. Using this worksheet, you may determine further actions, such as whether to buy additional goods, shift future On Order or add to On Order cancellations.

Assumptions

- 1 The plan is automatically seeded with Current Plan data as a starting point for key planning metrics such as Sales, Markdowns, Shrink, Projected Receipts.
- 2 The Working Plan version is automatically updated with Actual data for elapsed time periods and cannot be changed.

Note: If a value or variance is changed at a time level that includes historical data (Actual), the data in the Actual time periods will not change. The aggregate changed value will be spread/replicated to non-expired time only.

Measure List

The Value OTB worksheet contains the following measures.

- Wp BOP R
- Wp Sls R
- Wp Markdowns R
- Wp Markdowns R %
- Wp Empl. Disc. R
- Wp Empl. Disc. R %
- Wp Shrink R
- Wp Shrink R %
- Wp ProjRec R
- Wp Recvd R
- Wp On Order R
- Wp On Order Cxl R
- Wp Commitmnts R
- Wp Return to Vendor R
- Wp EOP R
- Wp OTB R
- Wp TtlRec R
- Manager Only:
- SCp On Order R
- SCp On Order Cxl R
- SCp Commitmnts R
- SCp OTB R
- SWa On Order R
- SWa On Order Cxl R
- SWa Commitmnts R
- SWa OTB R

Supporting (Non-Visible) Measures

- None.

Unit OTB worksheet

You may use the Unit OTB worksheets during the In-Season Planning process to review unit measures and determine future Open to Buy action.

The Open to Buy Unit measure is calculated by subtracting On Order Units and Commitments Units from Total Planned Receipts Units and adding back in any On Order Cancellations Units. Using this worksheet, you may determine further actions, such as whether to buy additional goods, shift future On Order or add to On Order cancellations.

Assumptions

- 1 The plan is automatically seeded with Current Plan data as a starting point for key planning metrics such as Sales, Markdowns, Shrink, Projected Receipts.
- 2 The Working Plan version is automatically updated with Actual data for elapsed time periods and cannot be changed.

Note: If a value or variance is changed at a time level that includes historical data (Actual), the data in the Actual time periods will not change. The aggregate changed value will be spread/replicated to non-expired time only.

Measure List

- | | |
|-------------------------|-----------------------------|
| • Wp BOP U | <i>Manager Only:</i> |
| • Wp Sls U | • SCp On Order U |
| • Wp Shrink U | • SCp On Order Cxl U |
| • Wp ProjRec U | • SCp Commitmnts U |
| • Wp Recvd U | • SCp OTB U |
| • Wp TtlRec U | • SWa On Order U |
| • Wp On Order U | • SWa On Order Cxl U |
| • Wp On Order Cxl U | • SWa Commitmnts U |
| • Wp Commitmnts U | • SWa OTB U |
| • Wp Return to Vendor U | |
| • Wp EOP U | |
| • Wp OTB U | |

Supporting (Non-Visible) Measures

- None

Approval worksheet

You may use the Plan Approval worksheet to approve submitted plans, and view the status of submitted plans. Your planning role determines the allowed actions on this worksheet.

This worksheet is used for approving both pre-season and in-season financial plans. For a description and list of measure for this worksheet refer to the Approval Worksheet – Pre Season Planning.

Chapter 5 – TopPlan measures list

The table on the following pages contains a complete list of the measures that are delivered with TopPlan. Every measure has four components: Role, Version, Metric, Unit of Measure.

Roles

The roles that apply to a specific measure are marked in the appropriate role column: Planner (Pln), Manager (Mgr) and Executive (Exec). No mark for that measure and role means that the measure is not defined, that is, does not exist, for that role.

Plan versions

The Plan Version columns indicate the versions that exist for the specific measure and corresponding role. Planner role is indicated as “P”, Manager as “M”, and Executive as “E”. No role mark indicates that the measure is not defined for that plan version for the Planner, Manager, or Executive roles.

[illegible]

Measure	Calculation	Role		Plan Versions													
		Pln	Mgr	Exec	Wp	Ly	Fcst	Tgt	Op	Cp	SOp	SCp	SWa	Wa	Ra	Ad	Kp
AppRej	Visibility to see if the last plan submitted for approval was Approved or Rejected by the Manager	X	X	X											P,E	M	
Avg Store Inv R	The amount of End of Period Inventory in the average store expressed as a Retail Value.	X	X		P,M	P,M		P	P	P	M	M	M	P			
Avg Store Inv U	The amount of End of Period Inventory in the average store expressed as Units.	X	X		P,M	P,M		P	P	P	M	M	M	P			
Avg Store Sls R	The amount of Sales in the average store expressed as a Retail Value.	X	X		P,M	P,M		P	P	P	M	M	M	P			
Avg Store Inv U	The amount of Sales in the average store expressed in Units.	X	X		P,M	P,M		P	P	P	M	M	M	P			
BOP AUR	Average Unit Retail value of the Beginning of Period Inventory	X	X		P,M	P,M				P							P
BOP C	Beginning of Period Inventory at cost	X	X		P,M	P,M		P	P	P	M	M	M	P			
BOP R	Beginning of Period Inventory			X							E	E					
	(EOP R – TtlRec R – Markups R - Transfer In - Reclash In R + Sls R + Markdown R + Shrink R + Employee Discount R + Transfer Out R + Reclash Out R + Return to Vendor R)	X	X		P,M	P,M		P	P	P	M	M	M	P			P,M

[illegible]

Measure			Description	Calculation	Role		Plan Versions										
					Pln	Mgr	Exec	Wp	Ly	Fcst	Tgt	Op	Cp	SOp	SCp	SWa	Ra
Clr Sls var Ly R %	Percentage increase or decrease of Wp Clearance Sales value over Last Year.	((Wp Clr Sls R - Ly Clr Sls R)/Ly Clr Sls R)	X			P											
Clr Sls var Ly U %	Description: Percentage increase or decrease of Wp Clearance Sale units over Last Year.	((Wp Clr Sls U - Ly Clr Sls U)/Ly Clr Sls U)	X			P											
CMU %	Cumulative Markup Percentage The percentage difference between total delivered cost and total original retail value of merchandise handled within a stated time frame, inclusive of the accumulated inventory.	None [(First Period (BOP R) + cumulative TtlRec R + cumulative Markups R + cumulative Transfer In R - cumulative Transfer Out R + cumulative Reclass In V - cumulative Reclass Out V - cumulative Return to Vendor V) - (First Period (BOP C) + cumulative TtlRec C + cumulative Transfer In C - cumulative Transfer Out C + cumulative Reclass In C - cumulative Reclass Out C - cumulative Return to Vendor C - cumulative Freight C + cumulative Out Freight C)]/(First Period (BOP R) + cumulative TtlRec R + cumulative Markups R + cumulative Transfer In R - cumulative Transfer Out R + cumulative Reclass In R - cumulative Reclass Out R - cumulative Return to Vendor R)	X	X		P,M	P,M		P	P	P	M	M	E	E		
COGS C	Cost of goods sold	((Sls R + Mkd R + Shrink R + Empl Disc R)*(1 - CMU%))	X	X		P,M	P,M		P	P	P	M	M	M		P	
Commitmnts AUR	Average Units Retail Value of Commitments ordered but not approved in the purchase order system	(Commitments R / Commitments U)	X	X		P,M	P,M				P			M			

Measure			Description		Calculation	Role		Plan Versions											
			Pln	Mgr	Exec	Wp	Ly	Fcst	Tgt	Op	Cp	SOp	SCp	SWa	Wa	Ra	Ad	Kp	
Commitmnts C		Cost of Commitments ordered but not approved in the purchase order system	X	X		P,M	P,M		P	P	P	M	M	M	P				
Commitmnts U		Unit Commitments ordered but not approved in the purchase order system.	X	X		P,M	P,M		P	P	P	M	M	M	P				
Commitmnts R		Retail Value of Commitments ordered but not approved in the purchase order system	X	X		P,M	P,M		P	P	P	M	M	M	P				
Cost Adjustment C		Cost Adjustments	X	X		P	P		P	P	P	M	M	M	P				
Cost Adjustment C %		Cost Adjustments as a percentage of Total Receipts Cost	X	X		P,M	P,M		P	P	P	M	M	M	P				
Cost Variance C		Cost Variance	X	X		P,M	P,M												
CurVsn		Visibility to see the current version of the Planners Plan	X	X	X											M,E	P		
CurVsnDte		Visibility to the date the last plan was submitted for approval by the Planner	X	X	X											M,E	P		
Cust Ret AUR		Average Unit Retail value of Customer Returns	X	X		P,M	P,M		P	P	P	M	M	M	P				
Cust Ret C		Customer Returns Cost	X	X		P,M	P,M			P	P	M		M	P				

Measure			Description	Calculation	Role		Plan Versions										
					Pln	Mgr	Exec	Wp	Ly	Fcst	Tgt	Op	Cp	SOp	SCp	SWa	Ra
Cust Ret R	Customer Returns Retail Value	Cust Returns R % * Sls R	X	X		P,M	P,M		P	P	P	M	M	M	P		
Cust Ret R %	Customer Returns expressed as a percentage of Sales	Cust Returns R / Sls R	X	X		P,M	P,M		P	P	P	M	M	M	P		
Cust Ret U	Customer Returns Units	(Cust Returns R / Cust Returns AUR)	X	X		P,M	P,M		P	P	P	M	M	M	P		
Cust Ret U %	Customer Return units expressed as a percentage of Sales units.	Cust Returns U / Sls U	X	X		P,M	P,M		P	P	P	M	M	M	P		
Cust Ret var Ly R %	Percentage increase or decrease of the Wp Customer Return value over Last Year	((Wp Cust Returns R - Ly Cust Returns R)/Ly Cust Returns R)	X	X		P,M											
Cust Ret var Ly U %	Percentage increase or decrease of the Wp Customer Return units over Last Year.	((Wp Cust Returns U - Ly Cust Returns U)/Ly Cust Returns U)	X	X		P,M											
Empl Disc R	Employee Discount Retail Value	(Empl Disc R % * Sls R)	X	X		P,M	P,M		P	P	P	M	M	M	P		
Empl Disc R %	Employee Discount Value expressed as a percentage of Sales	(Empl Disc R / Sls R)	X	X		P,M	P,M		P	P	P	M	M	M	P		
EOP AUR	Average Unit Retail value of the End of Period Inventory	EOP R / EOP U	X	X		P,M	P,M			P			M				
EOP C	End Of Period Inventory Cost	(EOP R * (1 - CMU%))	X	X		P,M	P,M			P	P	M	M	M	P		
EOP R	End of Period Inventory	None for Executive			X								E	E			

Measure			Description	Calculation	Role		Plan Versions												
					Pln	Mgr	Exec	Wp	Ly	Fcst	Tgt	Op	Cp	SOp	SCp	SWa	Ra	Ad	Kp
		Retail		(BOP R + TtlRec R + Markup R - Sls R - Mkd R – Shrink R - RetVen R + Transfer In R – Transfer Out R + RclsIn R - RclsOut R)	X	X		P,M	P,M		P	P	P	M	M	M	P		
EOP U		End Of Period Inventory Units		(BOPU + TtlRecU - SlsU - ShrinkU - RetVenU + Transfer In U – Transfer Out U + RclsInU – RclsOutU)	X	X		P,M	P,M		P	P	P	M	M	M	P		
EOP var Cp (SCp) R %		Percentage increase or decrease of Wp End of Period Inventory value over Current Plan		(Wp EOP R – Cp (SCp) EOP R) / (Cp(SCp) EOP R)	X	X		P,M											
EOP var Ly R %		Percentage increase or decrease of Wp End of Period Inventory value over Last Year.		(Wp EOP R - Ly EOP R)/(Ly EOP R)	X	X		P,M											
EOP var Ly U %		Percentage increase or decrease of Wp End of Period Inventory units over Last Year.		(Wp EOP U - Ly EOP U)/(Ly EOP U)	X	X		P,M											
EOP var SWa R %		Percentage increase or decrease of Wp End of Period Inventory value over Summary Waiting for Approval.		((Wp EOP R - SWa EOP R)/(SWa EOP R)		X		M											
EOP varTgt R %		Percentage increase or decrease of Wp End of Period Inventory value over Target		((Wp EOP R - Tgt EOP R)/Tgt EOP R)	X			P											
Event Text		Event Comments		None	X	X		P,M	P,M										
Forward Cover R		Inventory coverage of forward looking Sales Values		(BOP R / (Sum of forward period Sales R for the number of periods that the BOP R will cover)	X	X		P,M	P,M			P			M				

[illegible]

Measure			Description	Calculation	Role		Plan Versions													
					Pln	Mgr	Exec	Wp	Ly	Fcst	Tgt	Op	Cp	SOp	SCp	SWa	Wa	Ra	Ad	Kp
GM var	Tgt R %		Percentage increase or decrease of Wp Gross Margin over Target.	((Wp GM R - Tgt GM R)/Tgt GM R)	X	X		P,M												
IMU BOP	R %		Difference between Beginning of Period Inventory Value and Beginning of Period Inventory Cost expressed as a percentage of Beginning of Period Inventory Value	((BOP R – BOP C) / BOP R)	X	X		P,M	P,M		P	P	P	M	M	M				
IMU BOPI	R %		Difference between the very first Beginning of Period Inventory Value and the very first Beginning of Period Inventory Cost expressed as a percentage of the very first Beginning of Period Inventory Value	((BOP R – BOP C) / BOP R)	X	X		P,M												
IMU R %			Difference between Total Receipt Value and Total Receipt Cost expressed as a percentage of Total Receipt Value	((Ttl Rec R – Ttl Rec C) / Ttl Rec R)	X	X		P,M	P,M		P	P	P	M	M		P			
IMU Commitmnts	R %		Difference between Commitment Value and Commitment Cost expressed as a percentage of Commitment Value	((Commitments R - Commitments C) / Commitments R)	X	X		P,M	P,M		P	P	P	M	M					

[illegible]

Measure	Description	Calculation	Role		Plan Versions											
			Pln	Mgr Exec	Wp	Ly	Fcst	Tgt	Op	Cp	SOp	SCp	SWa	Wa	Ra	Ad Kp
Inventory Text	Inventory Comments	None	X	X	P,M	P,M										
Markdowns R %	Total Markdowns expressed as a percentage of Sales.	(Markdown R / Sales R)	X	X	P,M	P,M		P,M	P	P	M,E	M,E	M,E	P		
Markdown R	Total Markdown value	(Markdown % * Sales R)		X	E	E					E	E	E			
Mkd Clear %	Clearance Markdowns expressed as a percentage of Sales	(Markdown Clearance R + Markdown Perm R + Markdown Promo R)	X	X	P,M	P,M		P,M	P	P	M	M	M	P		P,M
Mkd Clear R	Clearance Markdown. Price reduction used to clear aged or slow moving inventory expressed as a Value	(Markdown Clearance R / Sales R)	X	X	P,M	P,M			P	P	M	M				
Mkd Perm R %	Permanent Markdown. Permanent Markdowns expressed as a percentage of Sales	(Markdown Clearance R % * Sales R)	X	X	P,M	P,M			P	P	M	M	M	P		
Mkd Perm R	Permanent Markdown. Permanent value decrease to the owned inventory price of merchandise for strategic downward re-pricing decisions	(Markdown Perm R / Sales R)	X	X	P,M	P,M			P	P	M	M	M	P		
Mkd Promo R %	Promotional Markdowns expressed as a percentage of Sales	(Markdown Promo R / Sales R)	X	X	P,M	P,M			P	P	M	M	M			

Measure			Description	Calculation	Role		Plan Versions											
					Pln	Mgr Exec	Wp	Ly	Fcst	Tgt	Op	Cp	SOp	SCp	SWa	Wa	Ra	Ad
Markups R	Mark-Up Value. Permanent value increase to the owned inventory price of merchandise for strategic upward re-pricing decisions	None	X	X	P,M	P,M												
Mkup Cxl R	Markup Cancel Value	None	X	X	P,M	P,M												
On Order AUR	Average Unit Retail value of On-Order	(On Order R / On Order U)	X	X	P,M	P,M												
On Order C	On-Order Cost	None	X	X	P,M	P,M												
On Order R	On-Order Retail Value.	None	X	X	P,M	P,M												
On Order U	On-Order Units	None	X	X	P,M	P,M												
On Order Cxl AUR	Average Unit Retail value of Cancelled On-Order	(On Order Cancel R / On Order Cancel U)	X	X	P,M	P,M												
On Order Cxl C	Cancelled On-Order Cost	(On Order Cancel R*(1 - IMU On Order Cancelled %)	X	X	P,M	P,M												
On Order Cxl R	Cancelled On-Order Value	None	X	X	P,M	P,M												
On Order Cxl U	Cancelled On-Order Units	(On Order Cxl R / On Order Cxl AUR)	X	X	P,M	P,M												
OTB C	Cost of goods that may be received into stock without exceeding Current Plan End of Period Inventory levels	(Ttl Receipts C – On Order C-Commitments C + On Order Cancel C)	X	X	P,M	P,M												

Measure	Description	Calculation	Role		Plan Versions										
			Pln	Mgr Exec	Wp	Ly	Fcst	Tgt	Op	Cp	SOp	SCp	SWa	Ra	Ad Kp
OTB R	Value of goods that may be received into stock without exceeding Current Plan End of Period Inventory levels	(Ttl Receipts R – On Order R- Commitments R + On Order Cancel R)	X	X	P,M	P,M		P	P	P	M	M	M	P	
OTB U	Number of Unit that may be received into stock without exceeding Current Plan End of Period Inventory levels	(Ttl Receipts U – On Order U- Commitments U + On Order Cancel U)	X	X	P,M	P,M		P	P	P	M	M	M	P	
Outbound Freight C	Outgoing Freight Cost on Returns to Vendor	(Return to Vendor C * Outbound Freight C%)	X	X	P,M	P,M		P	P	P	M	M	M	P	
Outbound Freight C %	Outgoing Freight Cost expressed as a percent of Returns to Vendor Cost	(Outbound Freight C/ Returns to Vendor C)	X	X	P,M	P,M		P	P	P	M	M	M	P	
Outbound Freight varLY C%	Percentage increase or decrease of Wp Outbound Freight cost over Last Year.	(Wp Outbound Freight C – Ly Outbound Freight C)/Ly Outbound Freight C)	X	X	P,M										
PrfTxt	Profitability Text	None	X	X	P,M	P,M									
ProjRec AUR	Average Unit Retail value of Projected Receipts	(Projected Receipts R / Projected Receipts U)	X	X	P,M				P		M				
ProjRec C	Cost of Projected Receipts	(Projected Receipts R *(1 - IMU Projected Receipts %)	X	X	P,M				P	P	M	M	M	P	
ProjRec U	Unit Projected Receipts	(Proj Rec R / Proj Rec AUR)	X	X	P,M			P	P	P	M	M	M	P	

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Measure		Description	Calculation	Role		Plan Versions												
				Pln	Mgr	Exec	Wp	Ly	Fcst	Tgt	Op	Cp	SOp	SCp	SWa	Ra	Ad	Kp
Promo Sls cont Ttl Sls U %		Promotional Sale Units contribution to Sales	(Promo Sls U / Promo U)	X			P											
Promo Sls cont Time R %		The contribution that a Last Year Promotional Sales Value at a specific calendar hierarchy level bears to the Total Last Year Promotional Sales Value at the highest calendar level.	(Promo Sls R / 'Year' Promo Sls R)	X			P	P										
Promo Sls var Ly R %		Percentage increase or decrease of Wp Promotional Sales value over Last Year	((Wp Promo Sls R - Ly Promo Sls R)/Ly Promo Sls R)	X			P											
Promo Sls var Ly U %		Percentage increase or decrease of Wp Promotional Sale units over Last Year	((Wp Promo Sls U - Ly Promo Sls U)/Ly Promo Sls U)	X			P											
Reclass In AUR		Average Unit Retail value of Re-Classification additions	(Reclass In R / Reclass In U)	X	X		P,M	P,M			P	P	M	M	M	P		
Reclass In C		Inventory Re-Classification additions expressed at Cost	(Reclass In R * (1 – IMU Reclass In R %))	X	X		P,M	P,M		P	P	P	M	M	M	P		
Reclass In U		Inventory Re-Classification additions expressed as Units	(Reclass In R / Reclass In AUR)	X	X		P,M	P,M		P	P	P	M	M	M	P		
Reclass In R		Inventory Re-Classification additions expressed as a Value.	None	X	X		P,M	P,M		P	P	P	M	M	M	P		

Measure	Description	Calculation	Role		Plan Versions										
			Pln	Mgr Exec	Wp	Ly	Fcst	Tgt	Op	Cp	SOp	SCp	SWa	Ra	Ad Kp
Reclass Out AUR	Average Unit Retail value of Re-Classification reductions	(Reclass Out R / Reclass Out U)	X	X	P,M	P,M			P	P	M	M	M	P	
Reclass Out C	Inventory Re-Classification reductions expressed at Cost	(Reclass Out R * (1 – IMU Reclass Out R %))	X	X	P,M	P,M		P	P	P	M	M	M	P	
Reclass Out R	Inventory Re-Classification reductions expressed as a Value	None	X	X	P,M	P,M		P	P	P	M	M	M	P	
Reclass Out U	Inventory Re-Classification reductions expressed as Units	(Reclass Out R / Reclass Out AUR)	X	X	P,M	P,M		P	P	P	M	M	M	P	
Recvd AUR	Average Unit Retail value of merchandise Received into	(Received R / Received U)	X	X	P,M	P,M									
Recvd C	Cost of merchandise received into inventory.	None	X	X	P,M	P,M			P	P	M	M	M	P	
Recvd R	Value of merchandise Received into inventory	None	X	X	P,M	P,M			P	P	M	M	M	P	
Recvd U	Units of merchandise Received into inventory	None	X	X	P,M	P,M			P	P	M	M	M	P	
Return to Vendor AUR	Average Unit Retail value of merchandise Returned to Vendors	(Return to Vendor R / Return to Vendor U)	X	X	P,M	P,M									
Return to Vendor C	Cost of merchandise returned to vendor	(Return to Vendor R * (1 – IMU Return To Vendor R %))	X	X	P,M	P,M		P	P	P	M	M	M	P	

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Measure			Description	Calculation	Role		Plan Versions											
					Pln	Mgr	Exec	Wp	Ly	Fcst	Tgt	Op	Cp	SOp	SCp	SWa	Wa	Ra
Reg Sls var Ly U %	Percentage increase or decrease of Wp Regular Sale units over Last Year	((Wp Reg Sls U - Ly Reg Sls U)/Ly Reg Sls U)	X			P												
Selling Store On Hand R	Selling Store On Hand Value	None	X	X		P,M	P,M			P	P	M	M	M	P			
Selling Store On Hand U	Selling Store On Hand Units	None	X	X		P,M	P,M			P	P	M	M	M	P			
SellThru U %	Amount of merchandise sold in units expressed as a percentage of total available inventory for a period of time	(Sales U / (BOP U + TtlRec U))	X	X		P,M	P,M				P		M					
SellThru R %	Amount of merchandise sold as a value expressed as a percentage of total available inventory for a period of time	(Sales R / (BOP R + TtlRec R))	X	X		P,M	P,M			P	P	M	M					
Shrink %	Shrinkage expressed as a percentage of Sales	(Shrink R / Sales R)	X	X		P,M	P,M			P	P	M	M	M				
Shrink AUR	Average Unit Retail value of Shrinkage	(Shrink R / Shrink U)	X	X		P,M	P,M				P		M					
Shrink R	Shrinkage value, the total value of lost inventory over time due to damage, misplacement, or theft	(Sales R * Shrinkage %)	X	X		P,M	P,M			P	P	M	M	M	P			

Measure			Description	Calculation	Role			Plan Versions												
					Pln	Mgr	Exec	Wp	Ly	Fcst	Tgt	Op	Cp	SOp	SCp	SWa	Wa	Ra	Ad	Kp
SlS exc VAT			Sales Excluding VAT Value	None	X	X		P,M	P,M		P	P	P	M	M	M	P			
SlS Txt			Sales Text	None	X	X		P,M	P,M											
Stk OH C			Stock On Hand Cost	None	X	X		P,M	P,M											
Stk OH R			Stock On Hand Value	None	X	X		P,M	P,M											
Stk OH U			Stock On Hand Units	None	X	X		P,M	P,M											
Stock Adjustment C			Stock Adjustment Cost	(BOP C – Stock On Hand C)	X	X		P,M												
Stock Adjustment R			Stock Adjustment Value	(BOP R – Stock OnHand R)	X	X		P,M												
Stock Adjustment U			Stock Adjustment Units	(BOP U – Stock On Hand U)	X	X		P,M												
Stk/SlS U			Stock to sales ratio units	(BOP U / Sales U)	X	X		P,M	P,M				P		M					
Stk/SlS R			Stock-to-sales ratio	(BOP R / Sales R)	X	X		P,M	P,M			P	P	M	M					
Sub			Submit Plan for Approval Flag	None	X													P		
SubBy			Visibility to the Planner that submitted the plan waiting for approval.	None	X	X	X											M,E	P	
TO			Turnover based on values, or frequency with which inventory value is sold and replaced over a stated time period.	Sales R / Avg Inv R	X	X	X	P,M,E	P,M,E		P,M	P	P	M,E	M,E	M	P			

Measure			Description	Calculation	Role		Plan Versions													
					Pln	Mgr	Exec	Wp	Ly	Fcst	Tgt	Op	Cp	SOp	SCp	SWa	Wa	Ra	Ad	Kp
TO U			Turnover based on Units. Frequency with which inventory units are sold and replaced over a stated time period	(Sales U / Average Inventory U)	X	X		P,M	P,M			P	P	M	M		P			
TO var SCp			Percentage increase or decrease of Wp Turn Over to Current Plan	(Mg Wp TO-Mg SCp TO) / Mg SCp TO	X		M													
Trns In C			Transfer additions to Inventory expressed at Cost	None	X	X		P,M	P,M		P	P	P	M	M	M	P			
Trns In R			Transfer additions to Inventory expressed at Retail	None	X	X		P,M	P,M		P	P	P	M	M	M	P			
Trns In U			Transfer additions to Inventory expressed in Units	None	X	X		P,M	P,M		P	P	P	M	M	M	P			
Trns Out C			Transfer reductions to Inventory expressed at Cost	None	X	X		P,M	P,M		P	P	P	M	M	M	P			
Trns Out R			Transfer reductions to Inventory expressed at Retail	None	X	X		P,M	P,M		P	P	P	M	M	M	P			
Trns Out U			Transfer reductions to Inventory expressed in Units	None	X	X		P,M	P,M		P	P	P	M	M	M	P			
Trns In AUR			Average Unit Retail value of Transfer additions to Inventory	None	X	X		P,M	P,M		P	P	P	M	M	M	P			

Measure			Description	Calculation	Role		Plan Versions													
					Pln	Mgr	Exec	Wp	Ly	Fcst	Tgt	Op	Cp	SOp	SCp	SWa	Wa	Ra	Ad	Kp
Trns Out AUR		Average Unit Retail value of Transfer reductions to Inventory	None		X	X		P,M	P,M		P	P	P	M	M	M	P			
TtlRec AUR		Average Unit Retail value of Total Receipts	(Total Receipts R / Total Receipts U)		X	X		P,M	P,M				P		M					P
TtlRec C		Total receipts cost	(Receipts C + Projected Receipts C)		X	X		P,M	P,M		P	P	P	M	M	M	P			
TtlRec U		Total receipts units	(Receipts U + Projected Receipts U)		X	X		P,M	P,M		P	P	P	M	M	M	P			P
TtlRec R		Total Receipts expressed as a Value	(Receipts R + Projected Receipts R)		X	X		P,M	P,M		P	P	P	M	M	M	P			P,M
TtlRec contr R%		KeyPlan Receipt Value expressed as a contribution to TopPlan Wp Total Receipt Value.	(Kp Total Rcpt R / Wp Total Rcpt R)		X	X														P,M
TtlRec contr U%		KeyPlan Receipt Units expressed as a contribution to TopPlan Wp Total Receipt Units	(Kp Total Rcpt U / Wp Total Rcpt U)		X															P
TtlRec varCP (SCp) R		Percentage increase or decrease of Wp Total Receipts value over Current Plan	((Ttl Receipts R - Cp (SCp) Ttl Receipts)/Cp (SCp)/Ttl Receipts)		X	X		P,M												
TtlRec var Ly R %		Percentage increase or decrease of Wp Total Receipts value over Last Year	((Ttl Receipts R - Ly Ttl Receipts R)/Ly Ttl Receipts R)		X	X		P,M												
Ttl Ret Process Fee C		Total Return to Vendor Processing Fee at Cost.	(Return To Vendor U * Ret Process Fee C)		X	X		P,M	P,M			P	P	M	M	M	P			
Ttl Sls Dmnd – Grs Sls AUR		Average Unit Retail value of Gross Sales	(Ttl Sls Dmnd – Grs Sls R / Ttl Sls Dmnd – Grs Sls U)		X	X		P,M	P,M		P	P	P	M	M	M	P			

			Role		Plan Versions												
Measure	Description	Calculation	Pln	Mgr Exec	Wp	Ly	Fcst	Tgt	Op	Cp	SOp	SCp	SWa	Wa	Ra	Ad	Kp
Ttl Sls Dmnd – Grs Sls R	Total Demand (Gross Sales) Value , the combination of Sales and Customer Returns	(Sls R + Cust Returns R)	X	X	P,M	P,M		P	P	P	M	M	M	P			
Ttl Sls Dmnd – Grs Sls U	Total Demand (Gross Sales) Units, the combination of Sales and Customer Returns	(Sls U + Cust Returns U)	X	X	P,M	P,M		P	P	P	M	M	M	P			
Ttl Sls Dmnd – Grs Sls var LY R %	Percentage increase or decrease of Wp Gross Sales value over Last Year	(Wp Ttl Sls Dmnd – Grs Sls R – Ly Ttl Sls Dmnd – Grs Sls R)	X	X	P,M												
Ttl Sls Dmnd – Grs Sls var LY U %	Percentage increase or decrease of Wp Gross Sales units over Last Year	(Wp Ttl Sls Dmnd – Grs Sls U – Ly Ttl Sls Dmnd – Grs Sls U)	X	X	P,M												
Wkrm C	Workroom Cost and other Cost of Sales	None	X	X	P,M	P,M		P	P	P	M	M	M	P			
WOS U	Weeks of Supply Ratio of Beginning of Period Inventory Units to Sales Units for a specific period of time	BOP U / (Sales U / (number of weeks in period))	X	X	P,M	P,M			P	P	M	M	M	P			
WOS R	Weeks of Supply Ratio of Beginning of Period Inventory Value to Sales Value for a specific period of time	(BOP R / (Sales R / number of weeks in period))	X	X	P,M	P,M			P	P	M	M	M	P			