

Oracle® Retail Item Planning
User Guide
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Preface

The Oracle Retail Item Planning User Guide describes the application's user interface and how to navigate through it.

Audience

This document is intended for the users and administrators of Oracle Retail Document Template. This may include merchandisers, buyers, and business analysts.

Related Documents

For more information, see the following documents:

- Oracle Retail Item Planning Release Notes
- Oracle Retail Item Planning Installation Guide
- Oracle Retail Predictive Application Server documentation

Customer Support

- <https://metalink.oracle.com>

When contacting Customer Support, please provide:

- Product version and program/module name.
- Functional and technical description of the problem (include business impact).
- Detailed step-by-step instructions to recreate.
- Exact error message received.
- Screen shots of each step you take.

Conventions

Navigate: This is a navigate statement. It tells you how to get to the start of the procedure and ends with a screen shot of the starting point and the statement "the Window Name window opens."

Note: This is a note. It is used to call out information that is important, but not necessarily part of the procedure.

This is a code sample
It is used to display examples of code

A [hyperlink](#) appears like this.

Introduction

Overview

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

Item level planning provides the following benefits:

- Quantified financial plans
- Unified financial and item strategies
- Company wide focus and standards for key item performance
- Proactive rather than reactive approach towards business trends
- More efficient use of inventory
- Reduced markdowns
- Increased profits
- Increased return on investment

Item Planning provides the following features:

- Item/Channel/Week planning
- Multi channel support
- Unit plans converted into values
- Reconciliation to financial targets
- Pre and in season workflow process support
- Item demand forecast
- Alternate key item plus traditional planning hierarchies
- View to weekly marketing strategy for each item
- Promotional sales planning
- Like item functionality
- Placeholder functionality
- Flexible key item definition
- Self approval process
- Robust planning and assessment measure set

Item Planning Business Process

There are three main process steps in Item Planning supporting item planning. The first is item definition, followed by pre-season planning, and finishing with in-season management. The process steps are diagrammed below followed by a high-level overview of each.



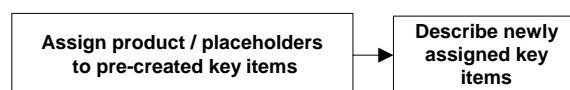
Item Definition

The item planning process begins with the definition of item groupings or 'key items'. These groupings represent merchandising concepts not necessarily apparent in the traditional product hierarchy. The result of this process is the formation of the components of an alternate key item hierarchy. In addition to the traditional hierarchy, the key item alternate hierarchy can be used in planning and viewing actualized data.

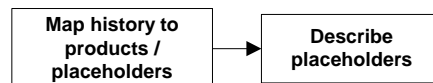
Once the items are defined, new items with no prior sales history may be mapped to another for the purposes of providing history used in the generation of a customer item demand forecast.

The following diagram illustrates the item definition process supported in the Item Planning solution.

Key Item Definition Workbook



History Mapping Workbook



The following table describes the key item definition activities and associated Item Planning workflow tabs.

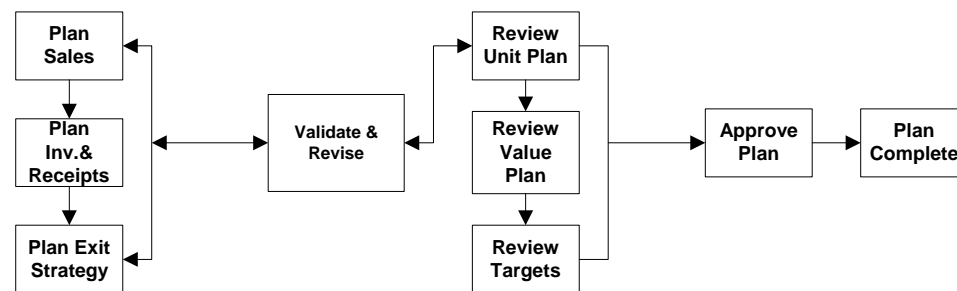
Workflow Tab	Purpose	User Activity
KeyItem Definition (KeyItem Definition workbook)	Map Skus	<ul style="list-style-type: none"> Assign product / placeholder membership to the pre defined key items
	Label Key Items	<ul style="list-style-type: none"> Describe the key item by entering text information in the field provided
History Mapping (History Mapping workbook)	History Mapping	<ul style="list-style-type: none"> Map new item to a pre existing item history available in the single select drop down list.
		<ul style="list-style-type: none"> Describe placeholders

Pre-Season Planning

Now that the item definition process is completed, the pre-season planning process may begin. The purpose of pre-season planning is the creation of an original plan that will act as the benchmark for measuring in season performance.

During this step of the process, regular unit sales are planned. Marketing strategies are formulated, promotional prices are determined and a lift is applied to regular unit sales deriving the promotional unit sales. Once the regular and promotional sales are known, the inventory quantity and receipt flow required to achieve those sales are identified. The next workflow step is the planning of the exit strategy. The completed plan is assessed using the compiled unit and extended value plan views. The plan is validated by comparing the aggregated item plan results to the financial targets. If the plan falls within an acceptable range of tolerance for soft reconciliation, it is approved. If not, the plans are revised and re-assessed. Upon approval, the plan is promoted from the working plan version to the locked, non-editable original plan. The pre season planning process is now complete.

The following diagram illustrates the pre-season planning process supported in the Item Planning solution.



The following table describes the pre-season planning activities and associated Item Planning workflow tabs.

Workflow Tab	Purpose	User Activity
Plan Unit Sales	Plan Unit Sales	<ul style="list-style-type: none"> Review/revise weekly regular retail price Review/revise weekly cost price Review demand forecast Review last year regular unit sales performance Plan weekly regular unit sales Enter weekly marketing strategy Enter weekly promotional price or % reduction Enter anticipated promotional sales lift Review resulting promotional unit sales Review resulting regular plus promotional unit sales Enter sales planning observations in the text field provided
Plan Inventory and Receipts	Plan Inventory Parameters	<ul style="list-style-type: none"> Enter projected beginning of season inventory units
	Plan Inventory and Receipts	<ul style="list-style-type: none"> Review current on order Plan additional receipts Assess resulting inventories Project units to be sent to clearance status Revise receipts if necessary Enter inventory and receipt planning comments in text measure provided
Plan Exit Strategy	Plan Exit Strategy	<ul style="list-style-type: none"> Apply weekly sell through to derive sales Enter clearance price / percentage off regular retail price for first and further markdowns Review resulting promotional, permanent, and clearance markdown dollars Apply markdown allowances Review resulting gross margin dollars and percent Adjust exit strategy as necessary Enter Exit Strategy comments in text measure provided
Review Unit Plan	Review Unit Plan	<ul style="list-style-type: none"> Review compiled unit plan Return to initially planning processes to make pricing, sales and receipt adjustments
Review Value Plan	Review Value Plan	<ul style="list-style-type: none"> Review unit to value converted plan Return to initially planning processes to make pricing, sales and receipt adjustments

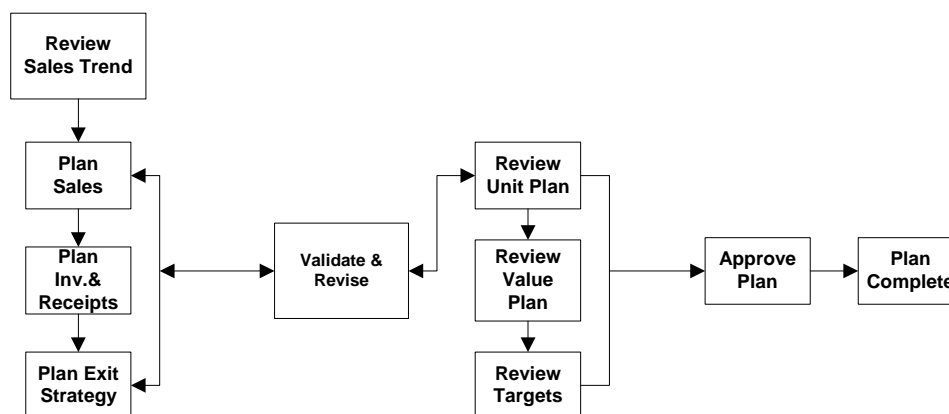
Workflow Tab	Purpose	User Activity
Review Targets	Review Targets	<ul style="list-style-type: none">▪ Compare results of the aggregated unit plans to the class level financial unit and value targets▪ Return to initially planning processes to make pricing, sales and receipt adjustments
Approval	Approval	<ul style="list-style-type: none">▪ Indicate approved plan week using Boolean checkmark

In-Season Planning

At season start, the in-season re-planning process begins with actualized data being imported from the transaction system.

The first workflow process step offers a worksheet with a quick view for what-if sales scenarios. Supporting this process step is a view to the original plan sales, current planned sales, updated weekly item demand, projected sales based upon last six week and life of item sales trends, last year sales, and a weighted average sales projection dependent upon User assigned weights to original plan and trend sales. Once the regular unit sales are defined, the marketing plan is reviewed, and promotional pricing and sales are re-projected. The receipt flow is adjusted to accommodate the re-planned sales and the exit strategy is reviewed, adjusted as necessary. Like the pre season planning process, compiled unit and value plans are reviewed. Validation of the plan takes place in the Review Targets workflow worksheet. The soft reconciliation with financial plan targets takes place at the class level. Approval follows. The working plan data is then promoted to the non-editable current plan version. The in season management process is now complete.

The following diagram illustrates the in-season planning supported in the Item Planning solution.



The following table describes the pre-season planning activities and associated Item Planning workflow tabs.

Workflow Tab	Purpose	User Activity
Review Trend	What-if Options	<ul style="list-style-type: none"> Review season to data plan sales Review season to date actualized sales Enter plan % or trend % to derive weighted average sales trend calculation Chose sales plan option from drop down list to populate weekly sales.

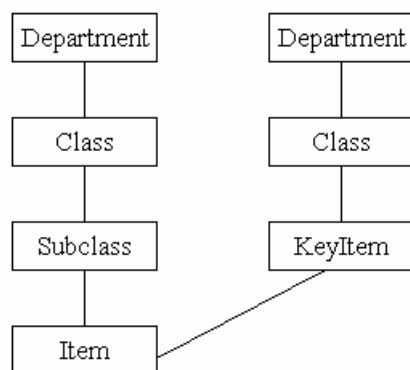
Workflow Tab	Purpose	User Activity
	Review Trend	<ul style="list-style-type: none"> ▪ Review updated demand forecast ▪ Review last year regular unit sales performance ▪ Review original plan regular unit sales ▪ Review 6 week sales trend ▪ Review life of item sales trend ▪ Review weighted average sales trend ▪ Select sales trend option for planning sales ▪ Review projected weekly inventory positions.
Review Unit Sales	Review Unit Sales	<ul style="list-style-type: none"> ▪ Review/ revise weekly regular retail price ▪ Review/ revise weekly cost price ▪ Review weekly marketing strategy ▪ Review weekly promotional price or % reduction ▪ Revise anticipated promotional sales lift ▪ Review resulting promotional unit sales ▪ Review resulting regular plus promotional unit sales ▪ Enter sales planning observations in the text field provided
Review Inventory & Receipts	Review Inventory & Receipts	<ul style="list-style-type: none"> ▪ Review current on order ▪ Plan additional receipts / cancellations ▪ Assess resulting inventories ▪ Re-project units to be sent to clearance status
Review Inventory & Receipts (continued)	Review Inventory & Receipts (continued)	<ul style="list-style-type: none"> ▪ Revise receipts if necessary ▪ Enter inventory and receipt planning comments in text measure provided
Review Exit Strategy	Review Exit Strategy	<ul style="list-style-type: none"> ▪ Review / adjust weekly sell through to derive sales ▪ Revise clearance timing and pricing strategy ▪ Review impact on markdown dollars ▪ Apply markdown allowances ▪ Review resulting gross margin dollars and percent ▪ Adjust exit strategy as necessary ▪ Enter Exit Strategy comments in text measure provided

Workflow Tab	Purpose	User Activity
Review Unit Plan	Review Unit Plan	<ul style="list-style-type: none">▪ Review compiled unit plan▪ Return to initial planning processes to make pricing, sales and receipt adjustments
Review Value Plan	Review Value Plan	<ul style="list-style-type: none">▪ Review unit to value converted plan▪ Return to initial planning process steps to make pricing, sales and receipt adjustments
Review Targets	Review Targets	<ul style="list-style-type: none">▪ Compare results of the aggregated unit plans to the class level financial unit and value targets▪ Return to initial planning process steps to make pricing, sales and receipt adjustments
Approval	Approval	<ul style="list-style-type: none">▪ Indicate approved plan week using Boolean checkmark

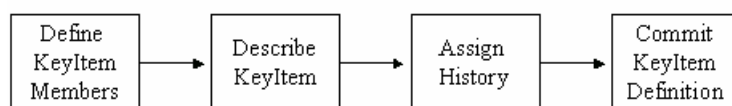
Key Item Setup

Overview

Item Planning offers the flexibility to plan items within the structure of the traditional product hierarchy or as merchandising concepts, groups of items linked together and planned as such. These groupings are thought of as concepts 'key' to the successful achievement of the financial goals of the department.. The groupings are seen in the Item Planning solution as an alternative hierarchy off of the traditional hierarchy. If you are planning the merchandising concept, you must use this alternative hierarchy. The merchandising concept may cross sub-classes, but not classes. Therefore, the key item alternative hierarchy is defined from item to Key item to class, as shown in the diagram below.



The key items must be defined before planning may begin. The process steps for that definition are shown below.

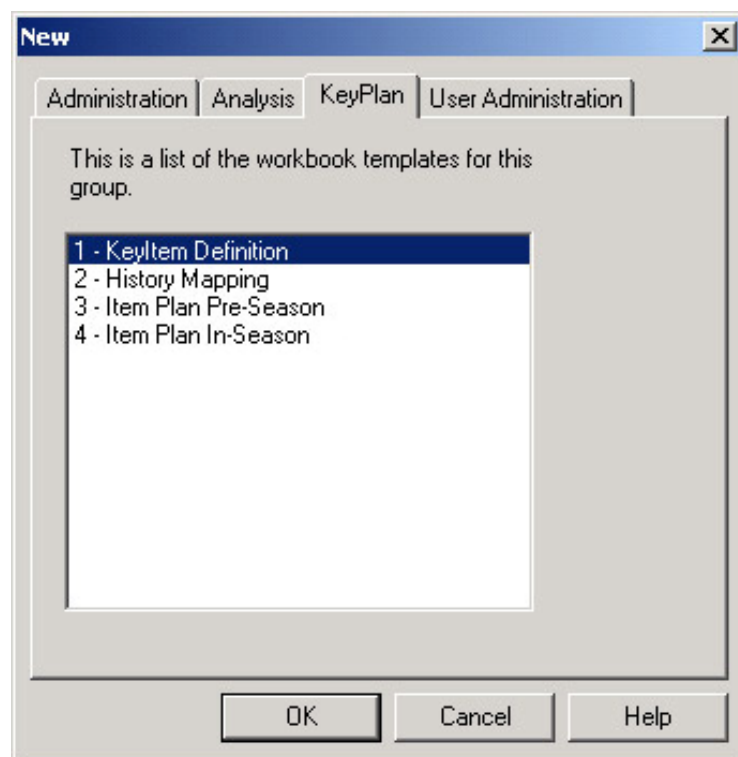


Define a Key Item

When you define a key item, you select the items that will be contained within the key item. To accomplish this, you make selections from the traditional product hierarchy, which is imported from the merchandise transaction system. A key item definition occurs at the item level and may cross sub-classes but not classes.

Defining a Key Item

1. Click **New** on the toolbar. The New dialog box is displayed.

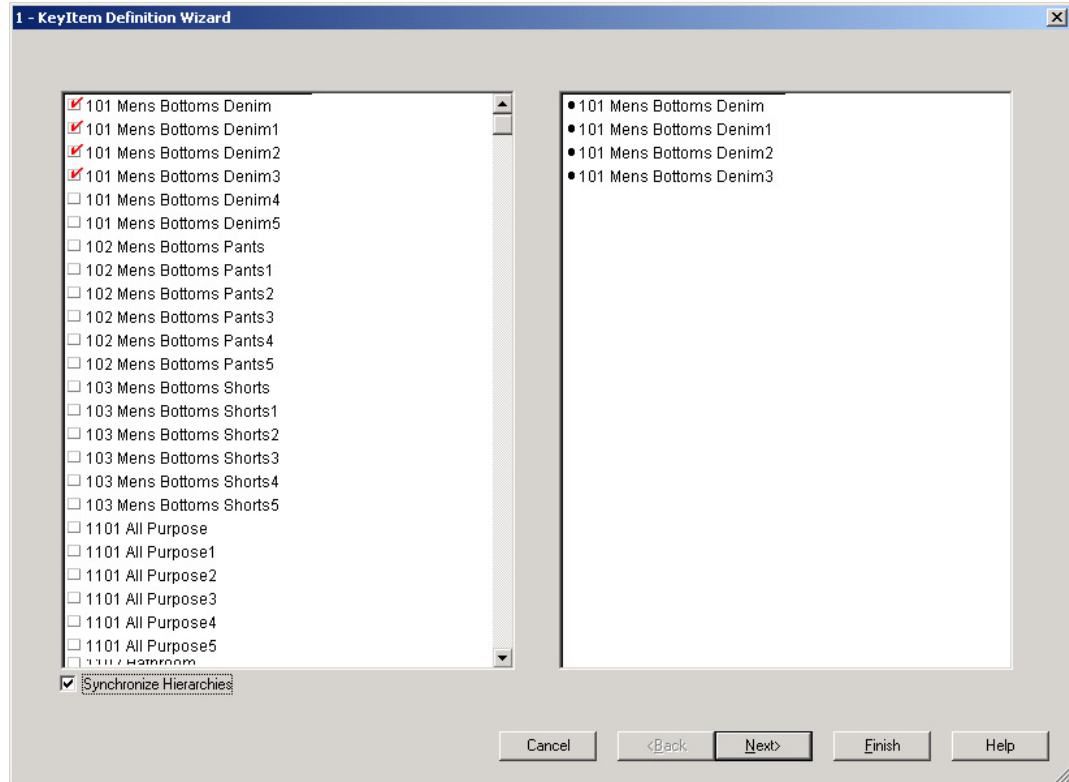


New Dialog Box

2. On the KeyPlan tab, select **1 - KeyItem Definition**, and click **OK**.

The KeyItem Definition Wizard is displayed. The wizard process consists of two “pages.” The first page lists pre-defined item positions for each class. .

Select the Synchronize Hierarchies checkbox located below the left pane. For more information on these options, refer to the RPAS online Help or user guide.



KeyItem Definition Wizard

3. From the left pane, select the classes to which your key items will belong, for example, 101 Mens Bottoms Denim (without the numerical suffix). Within the class, select any key item positions within the class, for example, 101 Mens Bottoms Denim1, 101 Mens Bottoms Denim2, and so on. Selections from the left pane appear in the right pane of the window.

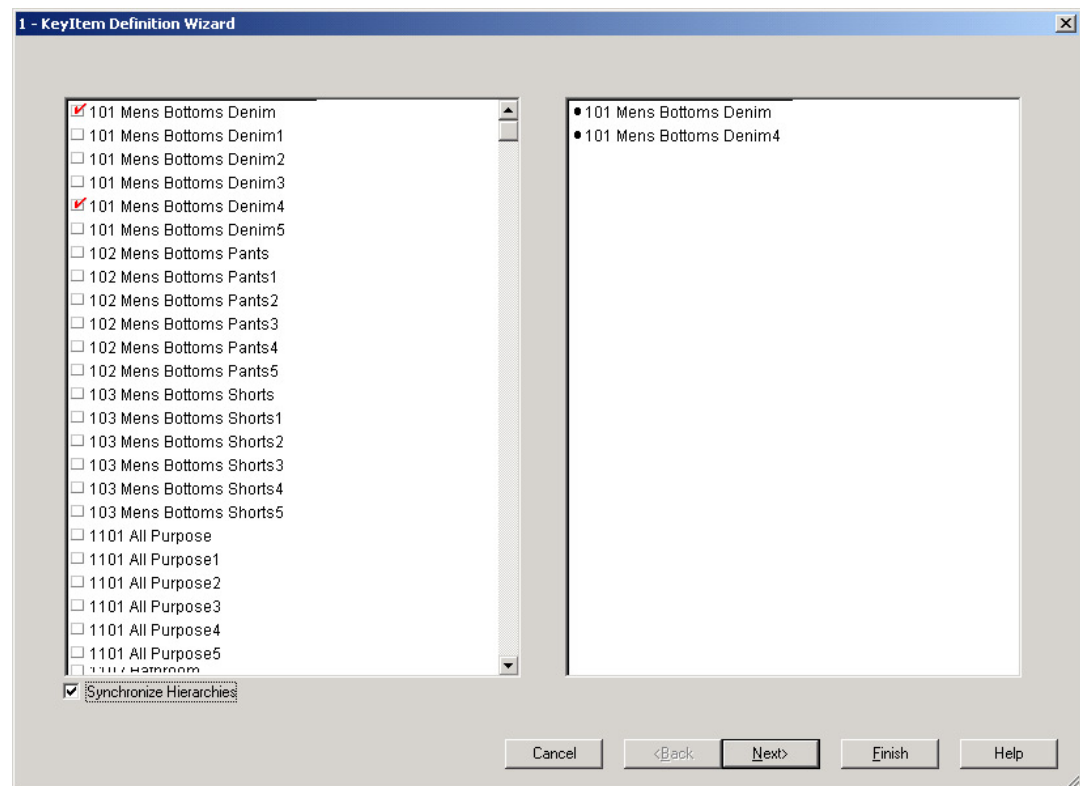
4. Select **Next** to move to the next page of the wizard.

The second page of the KeyItem Definition wizard displays a traditional product hierarchy from which you can select products for your key item definitions.

To change the hierarchy level displayed in the left pane of the page, right-click in the pane, and use Select Dimensions and Select Rollup options. For example, to display the hierarchy at the class level without SKUs:

- a. Right-click in the pane, then choose Select Rollup – Sku / Class.
- b. Right-click in the pane, then choose Select Dimensions, then deselect SKU from the Dialog box and click **OK**.

The left pane is displayed in a format similar to the example below. For more information on these options, see the RPAS online Help or user guide.



5. From the left pane, select the products in your key item definitions. Make sure that you match products and key items class-to-class. A key item definition occurs at the item level and may cross sub-classes but not classes.
6. Click **Finish**. The workbook is built and displayed.

7. Save the workbook.
 - a. Click **Save**, or from the main menu, select File – Save As. A dialog box will display asking if you want to save changes to this workbook before committing. Click **Yes**. The Save As dialog box is displayed.

Name	Owner	Template group	User group	Type
untitled	ADMINISTRATOR	KEYPLAN	ADMINISTRATION	1 - KEYITEM DEFINITION

Workbooks:

Save Access:

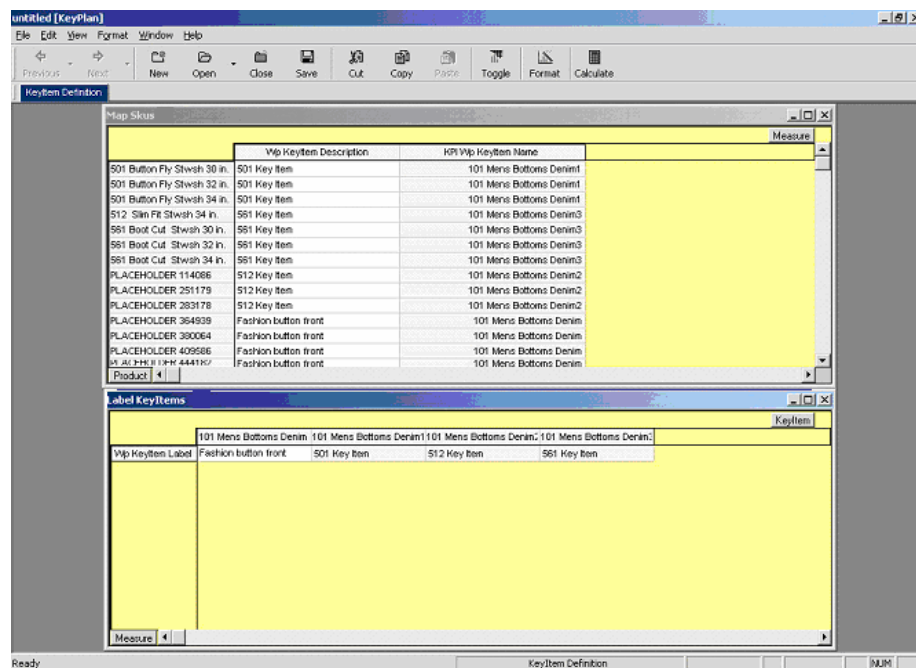
☒ List all workbooks

OK Cancel Help

Save As Dialog

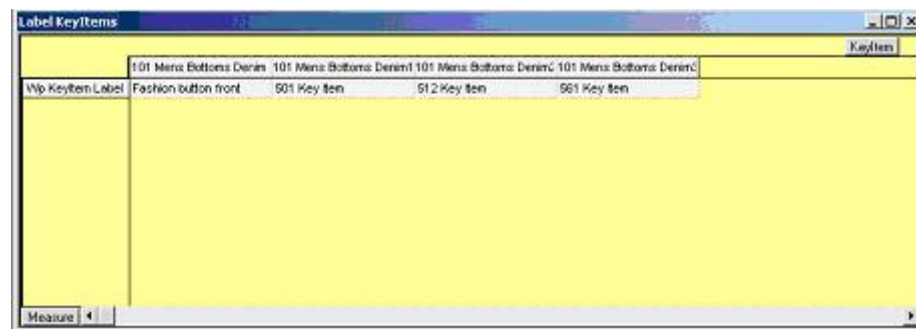
- b. In the Workbooks field, provide a name for the workbook, and specify the Save Access As level. This option controls who can make changes to this workbook.
- c. Click **OK**. The Key Item Definition workbook is built and displayed.

The Key Item Definition workbook contains two worksheets: Map SKUs and Label KeyItems. These worksheets allow you to provide descriptions to key items and to assign existing and placeholder items to those key items.



It may be helpful to re-size each worksheet so that they are both visible.

8. Select the **Label KeyItem** worksheet.



- In the WP KeyItem Label field, provide a description for each key item.
- Click **Calculate**. Any changes you made to the item descriptions will be visible on other worksheets, including the Map SKUs worksheet.

9. Select the **Map SKUs** worksheet.

	Vip KeyItem Description	KPI Vip KeyItem Name	Measure
501 Button Fly Stwsh 30 in.	501 Key Item	101 Mens Bottoms Denim1	
501 Button Fly Stwsh 32 in.	501 Key Item	101 Mens Bottoms Denim1	
501 Button Fly Stwsh 34 in.	501 Key Item	101 Mens Bottoms Denim1	
512 Slim Fit Stwsh 34 in.	551 Key Item	101 Mens Bottoms Denim3	
561 Boot Cut Stwsh 30 in.	561 Key Item	101 Mens Bottoms Denim3	
561 Boot Cut Stwsh 32 in.	561 Key Item	101 Mens Bottoms Denim3	
561 Boot Cut Stwsh 34 in.	561 Key Item	101 Mens Bottoms Denim3	
PLACEHOLDER 114086	512 Key Item	101 Mens Bottoms Denim2	
PLACEHOLDER 251179	512 Key Item	101 Mens Bottoms Denim2	
PLACEHOLDER 283178	512 Key Item	101 Mens Bottoms Denim2	
PLACEHOLDER 364939	Fashion button front	101 Mens Bottoms Denim	
PLACEHOLDER 380054	Fashion button front	101 Mens Bottoms Denim	
PLACEHOLDER 409586	Fashion button front	101 Mens Bottoms Denim	
PLACEHOLDER 444110	Fashion button front	101 Mens Bottoms Denim	

You may find it useful to change the positions of the Measure and Products hierarchy on the worksheet. In the example above, the original positions were switched by dragging and dropping one hierarchy tile on top of the other. See “Work with a Grid” in the RPAS online Help or user guide for more information changing the appearance of a worksheet.

Note: To save the format of the worksheets within the workbook, select from the main menu **Format – Save Format – User**, or press **Save** on the toolbar, which saves both the workbook and the worksheet format.

- a. From the **KPL WP KeyItem Name** list, select the key item name to which the item in the Product list should be mapped. You may assign more than one item from the Product list to a key item to create a key item group. You can use Placeholder items to assign future items to a key item.
 - b. Click **Calculate** to finish the assignment of items to key items.
10. Commit the data to the database and save the workbook:
- a. From the main menu, select **File – Commit Now**. A dialog box will display asking if you want to save changes to this workbook before committing. Click **Yes**.

If this is the first time saving the workbook, The Save As dialog box is displayed. In the Workbooks field, provide a name for the workbook, and specify the Save Access As level. This option controls who can make changes to this workbook. Click **OK**.

The Commit was Successful dialog box is displayed.

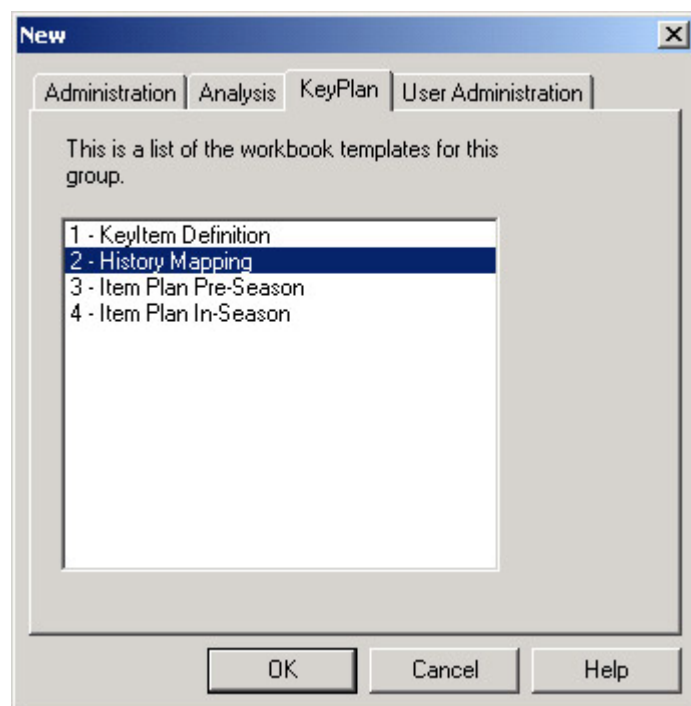
- b. Click **OK**. The workbook is saved.

Choose History for Each Key Item

It is important to have historical data as a point of reference in planning key items and generating a forecasted demand. When you map item history, you decide what historical data Item Planning should use as a basis for the key items you are currently planning. You map the key item to a similar item from the product hierarchy. (Multiple items cannot be mapped to a single key item.) The newly assigned history is viewed in the last year unit sales measure inside the planning workbooks.

Mapping the Sales History to a Key Item Plan

1. Click **New** on the toolbar. The New dialog box is displayed.



New Dialog Box

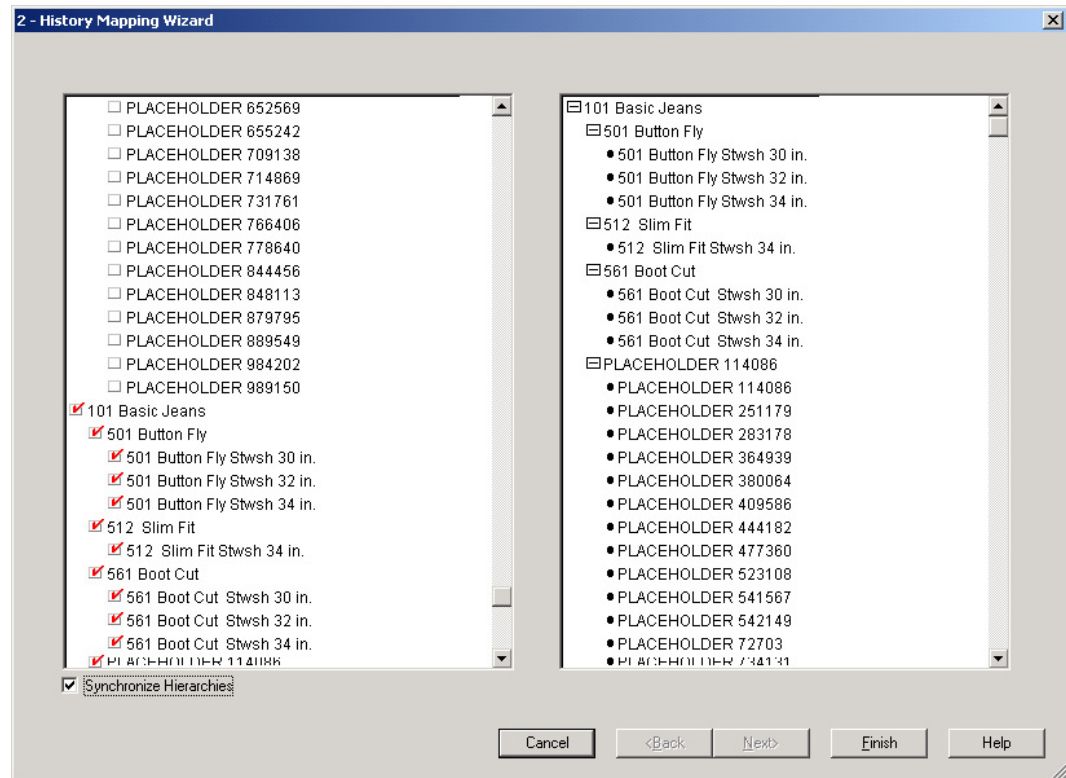
2. On the KeyPlan tab, select **2 - History Mapping**, and click **OK**.

The History Mapping Wizard is displayed. The wizard process consists of one “page,” which lists the traditional product hierarchy item positions at the class level.

To change the hierarchy level displayed in the left pane of the page, right-click in pane, and use Select Dimensions and Select Rollup options. For example, to display the hierarchy at the subclass level:

- a. Right-click in the pane, then choose **Select Rollup – Subclass**.
- b. Select the **Synchronize Hierarchies** checkbox located below the left pane.

The left pane is displayed in a format similar to the example below. For more information on these options, refer to the RPAS online Help or user guide.



History Mapping Wizard

- From the left pane of the window, select both the items whose history you want to use and the items that will be mapped. Selected items appear in the right pane. (To delete an item from the selected item list, right-click on the item in the right pane and choose Remove Selection.)
- Click **Finish**. The History Mapping workbook is built and displayed.

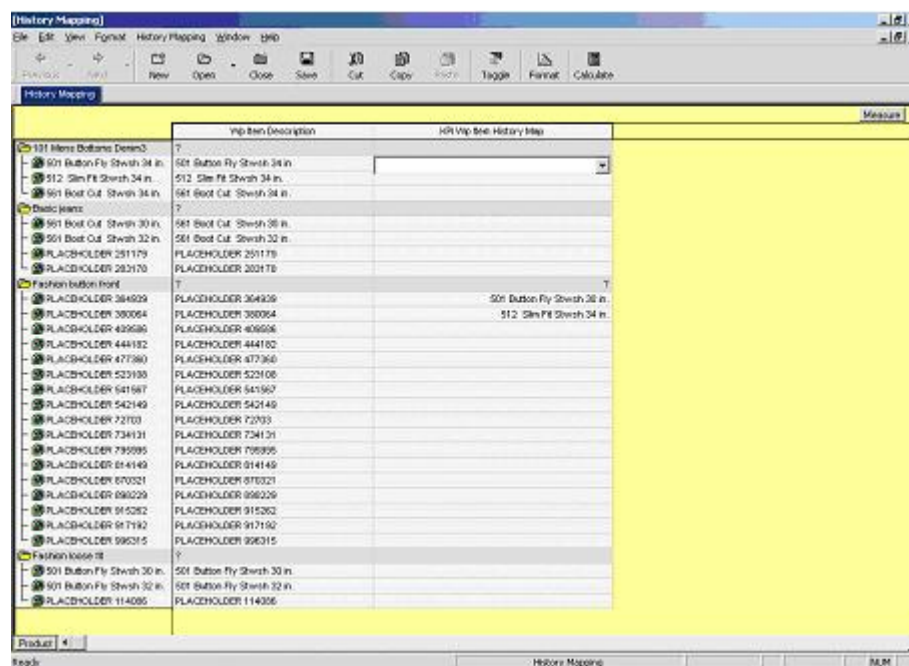
The History Mapping workbook contains one worksheet, which allows you to select item history to map to key items.

To change the Product hierarchy level displayed in the workbook, right-click in the Product column, and use Select Dimensions and Select Rollup options. For example, to display the hierarchy at the item level in outline view:

- Right-click in the Product column, then choose **Select Rollup - Item**.
- Right-click in the Product column, then choose **Outline** view.

The worksheet should then be displayed in a format similar to the example below. For more information on these options, refer to the RPAS online Help or user guide.

Note: To save the format of the worksheet within the workbook, select from the main menu **Format – Save Format – User**, or press **Save** on the toolbar, which saves both the workbook and the worksheet format.



- For each key item, select a like item from which you want to map sales history from the Wp Key Item Mapping drop-down list.
- Optionally, you may change the item description in Wp Item Description field. This allows you to rename placeholders with more meaningful names.
- Click **Calculate** to process the mapping selections.
- From the main menu, select **History Mapping – Like Item Mapping** to initiate the history assignment. When the operation is successful, an informational dialog box appears. Click **OK** to proceed.
- Commit the data to the database and save the workbook:
 - From the main menu, select **File – Commit Now**. A dialog box will display asking if you want to save changes to this workbook before committing. Click **Yes**.

If this is the first time saving the workbook, The Save As dialog box is displayed. In the Workbooks field, provide a name for the workbook, and specify the Save Access As level. This option controls the users that can make changes to this workbook. Click **OK**.

The Commit was Successful dialog box is displayed.

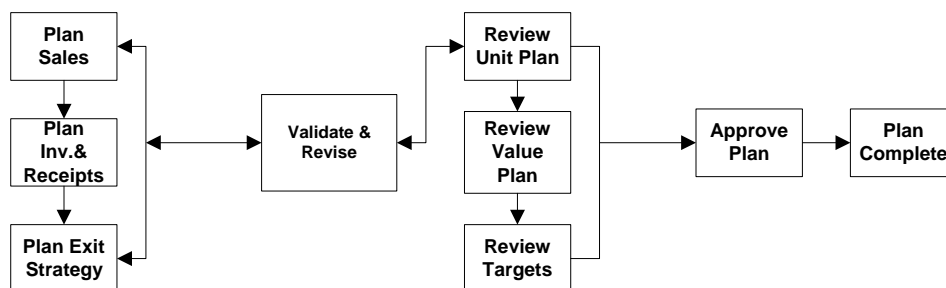
- Click **OK**. The workbook is saved.

Pre-Season Planning

In the pre-season planning phase, you establish the original plan for the items. These pre-season plans are the benchmarks for measuring in-season performance and can be reconciled with the top line financial plans to ensure a fit to the overall inventory and sales goals established at the higher levels.

Overview

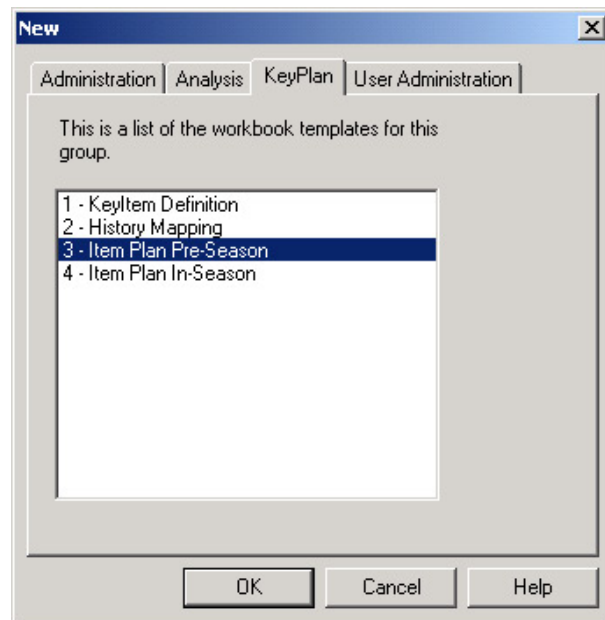
Pre season planning is supported by several workflow process steps visible as workflow tabs in the planning workbook. Each workflow tab is supported by worksheets containing measures that are planned and are used in plan assessment. The process, illustrated below, begins by planning sales, inventory and receipts, and exit strategy. A total plan view in both units and values is provided as are target assessment and approval. The ability to identify placeholders is also supported.



Building the Pre-Season Workbook

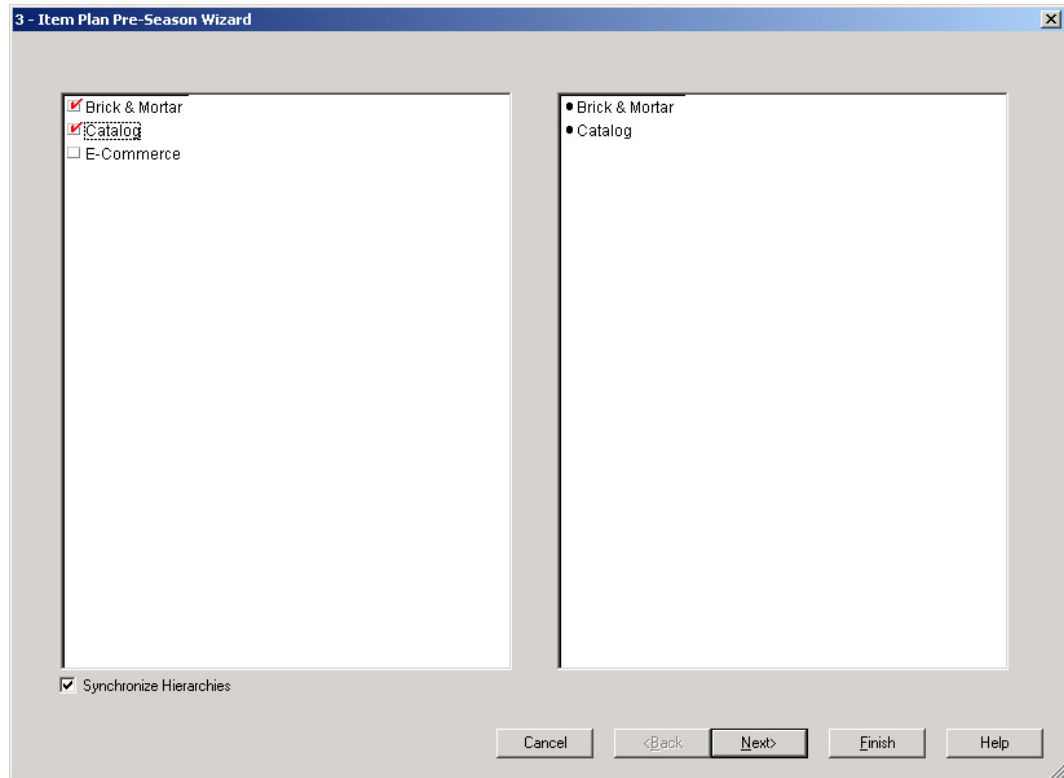
Building the Plan Workbook

1. Click **New** on the toolbar. The New dialog box appears.



New Dialog Box

2. On the KeyPlan tab, select **3 - Item Plan Pre-Season**, and click **OK**.
The Item Plan Pre-Season Wizard is displayed. The wizard process consists of three “pages.” The first page lists available channels from the location hierarchy.



itemPlan Pre-Season Wizard

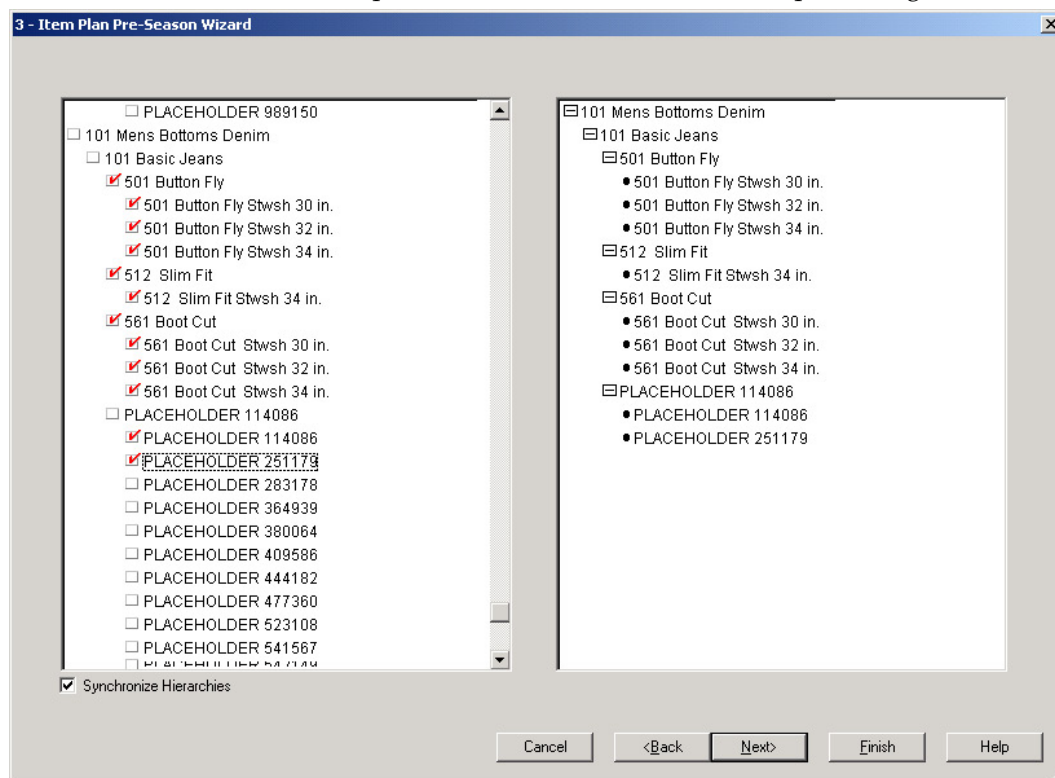
3. Select the **Synchronize Hierarchies** checkbox located below the left pane.
4. From the left pane, select the channels you want included in the plan. Selections from the left pane appear in the right pane of the window.
5. Select **Next** to move to the next page of the wizard.

The second page of the Item Plan Pre-Season wizard displays a traditional product hierarchy from which you can select products for your key item definitions.

To change the hierarchy level displayed in the left pane of the page, right-click in the pane, and use Select Dimensions and Select Rollup options. For example, to display the hierarchy at the class level:

- a. Right-click in the pane, then choose **Select Rollup - Item / Class**.
- b. Select the **Synchronize Hierarchies** checkbox located below the left pane.

The left pane is displayed in a format similar to the example below. For more information on these options, refer to the RPAS online Help or user guide.



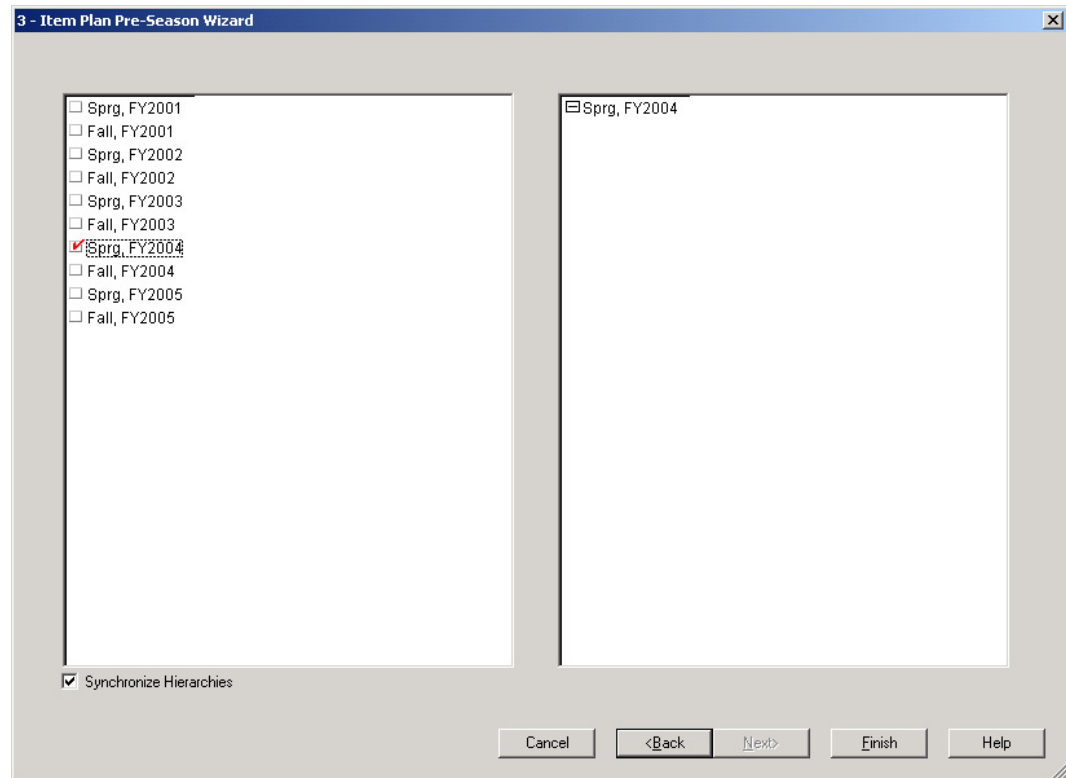
6. From the left pane, select the key items you want included in the plan. Selections from the left pane appear in the right pane of the window.
7. Select **Next** to move to the next page of the wizard.

The last page of the Item Plan Pre-Season wizard displays a calendar hierarchy from which you can select time periods, such as seasons, for your key item pre-season plan.

To change the hierarchy level displayed in the left pane of the page, right-click in pane, and use **Select Dimensions** and **Select Rollup** options. For example, to display the hierarchy at the season level only:

- a. Right-click in the pane, then choose **Select Rollup – Season**.
- b. Right-click in the pane, then choose **Select Dimensions**, then deselect **Quarter**, **Month**, and **Week** from the dialog box and click **OK**.
- c. Select the **Synchronize Hierarchies** checkbox located below the left pane.

The left pane is displayed in a format similar to the example below. For more information on these options, refer to the RPAS online Help or user guide.



8. Select the time period for the item plan.
9. Click **Finish**. The Item Plan Pre-Season workbook is built and displayed.
The Item Plan Pre-Season workbook consists of eight workflow tabs which represent planning process steps. The steps are discussed later in this chapter.
10. Save the workbook.
 - a. Click **Save**, or from the main menu, select **File – Save As**. The Save As dialog box is displayed.
If this is the first time saving the workbook, The Save As dialog box is displayed. In the Workbooks field, provide a name for the workbook, and specify the Save Access As level. This option controls the users who can make changes to this workbook. Click **OK**.
 - b. Click **OK**. The workbook is saved.

The process descriptions in this chapter are written with the assumption that the pre-season workbook is already open. To open a workbook, see “**Error! Reference source not found.**” in Chapter 2.

Identifying Placeholders

If you have selected item placeholders, you can provide meaningful descriptions for them with the Identify Placeholders worksheet. This is an optional step, which you may perform at any time during the pre-season planning process.

In order to map history to the newly identified placeholder, you must return to the History Mapping workbook

Perform the following procedure to identify placeholders:

1. Select the **Identify Placeholders** tab. The worksheet appears.

Vnp Item Description	Measure
501 Button Fly Shwsh 30 in.	
501 Button Fly Shwsh 32 in.	
501 Button Fly Shwsh 34 in.	
New 512	
512 Slns F8 Shwsh 34 in.	
501 Boot Out Shwsh 30 in.	
501 Boot Out Shwsh 32 in.	
501 Boot Out Shwsh 34 in.	

You may find it useful to change the positions of the Measure and Products hierarchy on the worksheet. In the example above, the original positions were switched by dragging and dropping one hierarchy tile on top of the other. See “Work with a Grid” in the RPAS online Help or user guide for more information changing the appearance of a worksheet.

To change the Product hierarchy level displayed in the worksheet, right-click in the Product column, and use Select Dimensions and Select Rollup options. For example, to display the hierarchy at the item level in outline view:

- a. Right-click in the **Product** column, then choose **Select Rollup – Item / Department**.
- b. Right-click in the **Product** column, then choose **Outline** view.
- c. Right-click in the **Product** column, then choose **Outline** view.
- d. Right-click in the **Product** column, then choose **Show/Hide**. From the drop-down list, select SKU to work with. Use the arrow buttons in the Attributes to Display area to move Label to the Unused column and Wp Item Description to the Display column. Then click **OK**.

The worksheet should then be displayed in a format similar to the example above. For more information on these options, refer to the RPAS online Help or user guide.

Note: To save the format of the worksheet within the workbook, select from the main menu Format – Save Format – User, or press **Save** on the toolbar, which saves both the workbook and the worksheet format.

2. For each placeholder item, provide a description in the Wp Item Description field.
3. Click **Calculate** on the toolbar.
4. Click **Save** on the toolbar.

Note: We recommend that you save your work often, at least whenever you finish with a worksheet. Refer to Chapter 2 for various save options.

Plan Unit Sales

When you plan unit sales, you focus on all the relevant business measures necessary to determine the optimal unit sales for a key item. In addition to determining regular sales units, you may also formulate a weekly marketing strategy and plan anticipated promotional sales resulting from that marketing strategy. Decision support is provided by views to last year history and a forecasted item demand.

Once this process step is complete, regularly priced and promotionally driven unit sales are derived and weekly regular and promotional pricing is assigned. The item sales potential is now known.

Plan Unit Sales for an Item

1. Select the **Plan Unit Sales** tab. The worksheet appears.

Plan Unit Sales																	Measure	
Product / Location		Key Items: Dress & Make															Measure	
		Vip Price AUC	Vip Regular Price AUR	Vip Regular Sales U	Ly Regular Sales U	Vip Regular Sales var Ly U %	Profit Demand U	Vip Regular Sales var Demand U %	Vib Marketing Strategy	Vip Promo Disc R %	Vip Promo Price AUR	Vip Promo Lift U %	Vip Promo Sales U	Vib Promo Sales U	Vib Regular Sales AUR	Vip P		
Spring, FY2004	15030	40.00	7000.00	18005.00	5.33	15008.71	47.77	7	0.95	2.08	0.01	450.00	78450.00	40.00	39.94			
	15030	40.00	12000.00	27002.00	3.21	247.43	49.30	7	0.91	7.88	0.04	480.00	124450.00	40.00	39.94			
	15030	40.00	3000.00	726.00	3.13	61.67	54.70	Window	0.25	30.00	0.15	450.00	24500.00	40.00	39.76			
	15030	40.00	3000.00	867.00	3.56	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
	15030	40.00	3000.00	674.00	3.07	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
May, FY2004	15030	40.00	3000.00	773.00	2.88	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
	15030	40.00	15000.00	3647.00	3.11	308.37	47.49	7	0.88	4.88	0.00	0.00	15000.00	30000.00	40.00	40.00		
	15030	40.00	3000.00	942.00	2.58	61.67	47.49	Super Sa	0.04	24.00	0.00	330.00	30000.00	40.00	40.00			
	15030	40.00	3000.00	649.00	3.62	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
	15030	40.00	3000.00	966.00	2.41	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
Apr, FY2004	15030	40.00	3000.00	600.00	3.41	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
	15030	40.00	3000.00	598.00	4.03	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
	15030	40.00	12000.00	2020.00	3.28	247.43	47.49		1.00	0.00	0.00	330.00	12000.00	40.00	40.00			
	15030	40.00	3000.00	668.00	3.48	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
	15030	40.00	3000.00	709.00	3.23	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
May, FY2004	15030	40.00	3000.00	662.00	3.53	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
	15030	40.00	3000.00	701.00	2.84	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
	15030	40.00	12000.00	2400.00	3.56	247.43	47.49		1.00	0.00	0.00	330.00	12000.00	40.00	40.00			
	15030	40.00	3000.00	530.00	4.88	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
	15030	40.00	3000.00	561.00	4.35	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
Jun, FY2004	15030	40.00	3000.00	656.00	3.62	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
	15030	40.00	3000.00	862.00	3.53	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
	15030	40.00	15000.00	3644.00	3.12	306.37	47.49		1.00	0.00	0.00	330.00	15000.00	40.00	40.00			
	15030	40.00	3000.00	748.00	3.01	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
	15030	40.00	3000.00	660.00	2.38	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
Jul, FY2004	15030	40.00	3000.00	792.00	2.75	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
	15030	40.00	3000.00	696.00	3.41	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
	15030	40.00	3000.00	738.00	3.08	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
	15030	40.00	3000.00	696.00	3.41	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			
	15030	40.00	3000.00	738.00	3.08	61.67	47.49		1.00	0.00	0.00	330.00	30000.00	40.00	40.00			

You may find it useful to change the positions of the hierarchy tiles on the worksheet. In the example above, the original Measure and Calendar positions were switched by dragging and dropping one hierarchy tile on top of the other. See “Work with a Grid” in the RPAS online Help or user guide for more information changing the appearance of a worksheet.

To change the hierarchy levels displayed in the worksheet, right-click on the hierarchy tile, and use Select Dimensions and Select Rollup options. For example, to display worksheet like the example above:

- a. Right-click on the **Product** tile, then choose **Select Rollup – Item**.
- b. Right-click on the **Product** tile, then choose **Select Dimensions**, then deselect **SKU** from the dialog box and click **OK**.
- c. Right-click on the **Calendar** tile, then choose **Select Rollup – Season**.
- d. Right-click on the **Calendar** tile, then choose **Outline** view.
- e. Right-click on the **Calendar** tile, then choose **Select Dimensions**, then deselect **Quarter** from the dialog box and click **OK**.
- f. Right-click in the **Measure** column, then choose **Select Display and Sort Attributes**. Choose the **Sort by User Specified Sort Order** checkbox. Then click **OK**.

- g. Re-size columns and headings to maximize the amount of information you can see.

The worksheet should then be displayed in a format similar to the example above. For more information on these options, refer to the RPAS online Help or user guide.

Use the VCR arrows at the top left of the worksheet to select item and location combinations.

Note: To save the format of the worksheet within the workbook, select from the main menu **Format – Save Format – User**, or press **Save** on the toolbar, which saves both the workbook and the worksheet format.

2. Enter weekly cost, regular retail and regular unit sales figures in one or more of the following fields:

Note: In some cases, the Edit-Fill function can make data entry faster by allowing you to fill selected columns or rows with a single value and choosing a spread method. Highlight the column or row you want to fill with data, select **Edit – Fill** from the main menu, then enter the value and choose a spread method. For more information on this option, refer to the RPAS online Help or user guide.

- a. In the Wp Price AUC measure, enter in the weekly average unit cost of the item.
- b. In the Wp Regular Price AUR, enter the weekly average unit regular price for the key item.
- c. In the Wp Regular Sales U measure, enter the average unit regular sales.

Note: Sales measures may be populated if the data has been seeded. Seeding data is an administrative function. Contact your system administrator if you have questions about data seeding.

- d. Click **Calculate** to view the results of your entries.
 - e. Use the following measures to assess your entries:
 - Ly Regular Sales U
 - Wp Regular Sales var Ly U %
 - FrcPr Demand U
 - Wp Regular Sales var Demand U %
 - f. If necessary, make adjustments to your entries in the previous steps. Click **Calculate** to view the results of your entries.
3. Use the Wp Marketing Strategy field to provide a name or description for a marketing or promotional event.

4. Enter the effects of promotional events in one or more of the following fields. Changes to one of these values will be reflected in the other fields.
 - a. In the Wp Promo Disc R % measure, enter the percentage decrease in pricing due to promotions for the item.
 - b. In the Wp Promo Lift U % measure, enter in the percentage lift increase in sales due to promotions for the item.
 - c. In the Wp Promo Price AUR measure, enter average unit retail price for promotions.
 - d. In the Wp Promo Sales U measure, enter sale units for promotions.
 - e. Click **Calculate** to view the results of your entries.
 - f. Use the following measures to assess your entries:
 - Wp Regular-Promo Sales U
 - Wp Regular Sales AUR
 - Wp Regular-Promo Sales AUR
 - g. If necessary, make adjustments to your entries in the previous steps. Click **Calculate** to view the results of your entries.
5. Enter any comments about the plan in the Wp Unit Sales Comments field.
6. Repeat these steps for all of the items and locations for which you are creating a plan.
7. Click **Calculate** on the toolbar.
8. Click **Save** on the toolbar.

Note: We recommend that you save your work often, at least whenever you finish with a worksheet. Refer to Chapter 2 for various save options.

Plan Inventory and Receipts

The purpose of the next process step is to determine the amount of inventory required for each item to achieve its unit sales plan. This step is executed in the worksheets found under the Plan Inventory and Receipts workflow tab.

To begin the inventory planning phase, you must provide estimated opening regular and clearance inventory information should the item already exist and be carrying inventory into the plan. In Item Planning, inventory planning is achieved by adjusting the receipt measure. Once receipts are planned, there additional adjustment measures that account for additions and reductions to inventory that occur outside of the receipt planning process. As the projected inventories are calculated, inventory assessment measures such as sell through, weeks on hand, inventory turn over and forward cover (weeks of supply) are provided.

- j. Right-click on the **Product** tile, then choose **Select Dimensions**, then deselect **SKU** from the dialog box and click **OK**.
- k. Right-click in the **Measure** column, then choose **Select Display and Sort Attributes**. Choose the **Sort by User Specified Sort Order** checkbox. Then click **OK**.

The worksheets should then be displayed in a format similar to the example above. For more information on these options, refer to the RPAS online Help or user guide.

Use the VCR arrows at the top left of the worksheet to select item and location combinations.

Note: To save the format of the worksheet within the workbook, select from the main menu **Format – Save Format – User**, or press **Save** on the toolbar, which saves both the workbook and the worksheet format.

- 2. Select the **Plan Inventory Parameters** worksheet.
- 3. Enter beginning regular and clearance inventory units in the following fields:
 - a. In the Wp Regular BOS Inv U, enter available regular inventory units.
 - b. In the Wp Clearance BOS Inv U, enter available clearance inventory units.
 - c. Click **Calculate** to view the results of your entries.
 - d. Use the following measures to assess your entries:
 - Wp Regular BOS Inv R
 - Wp Clearance BOS Inv R. (This measure populated only after the clearance retail is assigned in the exit strategy planning procedure.)
 - Wp BOS Inv R (total BOS retail)
 - Wp BOS Inv U (total BOS units)
 - e. If necessary, make adjustments to your entries in the previous steps. Click **Calculate** to view the results of your entries.
- 4. Select the **Plan Inv & Rcpt** worksheet.
- 5. Enter inventory units in one of the following fields:
 - a. In the Wp Commitments U, enter unit commitments ordered but not approved in the purchase order system.
 - b. In the Wp On Order Adjusted U, enter adjustments to on order units.
 - c. In the Wp Receipts U, enter receipt units.
 - d. In the Wp Receipts var On Order Adj U%, enter Percentage increase or decrease in Receipts over On Order Adjustments.
 - e. In the Wp Regular Inv Adj U, enter adjustments to regular inventory units.
 - f. Click **Calculate** to view the results of your entries.

- g. Use the following measures to assess your entries:
 - Wp Regular EOP Inv U
 - Ly Regular EOP Inv U
 - Wp Regular Avg Inv U
 - Wp Regular Sell Thru U
 - Wp TO U
 - Wp WHO U
 - h. If necessary, make adjustments to your entries in the previous steps. Click **Calculate** to view the results of your entries.
6. In the Wp Clearance Conv Out U field, enter the regular inventory units of stock moving out of regular and into clearance status.
 - a. Click **Calculate** to view the results of your entries.
 - b. Use the following measures to assess your entries:
 - Wp Regular EOP Inv U
 - Ly Regular EOP Inv U
 - Wp Regular Avg Inv U
 - Wp Regular Sell Thru U
 - Wp TO U
 - Wp WOH U
 - c. If necessary, make adjustments to your entries in the previous steps. Again, click **Calculate** to view the results of your entries
7. Enter any comments about the plan in the Wp Inv & Rcpt Comments field.
8. Repeat these steps for all of the items and locations for which you are creating a plan.
9. Click **Calculate** on the toolbar.
10. Click **Save** on the toolbar.

Note: We recommend that you save your work often, at least whenever you finish with a worksheet. Refer to Chapter 2 for various save options.

Planning Your Exit Strategy

Planning your exit strategy properly plays a significant role in the profitability of a key item. As the markdown strategy unfolds on the planning worksheet, the costly nature of clearance becomes apparent as the markdown values calculate and the average selling retail declines.

Planning Exit Strategy

1. Select the **Plan Exit Strategy** tab. The Plan Exit Strategy workbook appears. It contains one worksheet.

Plan Del Strategy														
Product Location		Measure												
SOL Inv Item, Prod & Month														
		Vp Clearance BOP Inv U	Ly Clearance BOP Inv U	Vp Clearance Price Adj R	Vp Markdown Clear Inv %	Vp Clearance Soft Inv U	Vp Clearance Spec U	Ly Clearance Sales U	Vp Clearance Inv Adj U	Vp Clearance BOP Inv U	Ly Clearance BOP Inv U	Vp Markdown Clear Adj R	Vp Markdown Clear R	Vp Markdown Perm R
Spring, FY2004		0.00	0.00	25.00	0.38	0.90	0.90	3697.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb, FY2004		0.00	0.00	25.00	0.38	0.90	0.90	583.00	0.00	0.00	0.00	0.00	0.00	0.00
200401		0.00	0.00	25.00	0.38	0.90	0.90	136.00	0.00	0.00	0.00	0.00	0.00	0.00
200402		0.00	0.00	25.00	0.38	0.90	0.90	158.00	0.00	0.00	0.00	0.00	0.00	0.00
200403		0.00	0.00	25.00	0.38	0.90	0.90	141.00	0.00	0.00	0.00	0.00	0.00	0.00
200404		0.00	0.00	25.00	0.38	0.90	0.90	152.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar, FY2004		0.00	0.00	25.00	0.38	0.90	0.90	738.00	0.00	0.00	0.00	0.00	0.00	0.00
200405		0.00	0.00	25.00	0.38	0.90	0.90	147.00	0.00	0.00	0.00	0.00	0.00	0.00
200406		0.00	0.00	25.00	0.38	0.90	0.90	134.00	0.00	0.00	0.00	0.00	0.00	0.00
200407		0.00	0.00	25.00	0.38	0.90	0.90	196.00	0.00	0.00	0.00	0.00	0.00	0.00
200408		0.00	0.00	25.00	0.38	0.90	0.90	136.00	0.00	0.00	0.00	0.00	0.00	0.00
200409		0.00	0.00	25.00	0.38	0.90	0.90	129.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr, FY2004		0.00	0.00	25.00	0.38	0.90	0.90	588.00	0.00	0.00	0.00	0.00	0.00	0.00
200410		0.00	0.00	25.00	0.38	0.90	0.90	157.00	0.00	0.00	0.00	0.00	0.00	0.00
200411		0.00	0.00	25.00	0.38	0.90	0.90	136.00	0.00	0.00	0.00	0.00	0.00	0.00
200412		0.00	0.00	25.00	0.38	0.90	0.90	138.00	0.00	0.00	0.00	0.00	0.00	0.00
200401		0.00	0.00	25.00	0.38	0.90	0.90	158.00	0.00	0.00	0.00	0.00	0.00	0.00
May, FY2004		0.00	0.00	25.00	0.38	0.90	0.90	918.00	0.00	0.00	0.00	0.00	0.00	0.00
200402		0.00	0.00	25.00	0.38	0.90	0.90	111.00	0.00	0.00	0.00	0.00	0.00	0.00
200403		0.00	0.00	25.00	0.38	0.90	0.90	108.00	0.00	0.00	0.00	0.00	0.00	0.00
200404		0.00	0.00	25.00	0.38	0.90	0.90	148.00	0.00	0.00	0.00	0.00	0.00	0.00
200405		0.00	0.00	25.00	0.38	0.90	0.90	151.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun, FY2004		0.00	0.00	25.00	0.38	0.90	0.90	718.00	0.00	0.00	0.00	0.00	0.00	0.00
200406		0.00	0.00	25.00	0.38	0.90	0.90	145.00	0.00	0.00	0.00	0.00	0.00	0.00
200407		0.00	0.00	25.00	0.38	0.90	0.90	141.00	0.00	0.00	0.00	0.00	0.00	0.00
200408		0.00	0.00	25.00	0.38	0.90	0.90	163.00	0.00	0.00	0.00	0.00	0.00	0.00
200409		0.00	0.00	25.00	0.38	0.90	0.90	120.00	0.00	0.00	0.00	0.00	0.00	0.00
Total: All														

You may find it useful to change the positions of the Measure and Product hierarchy tiles on the worksheet. In the example above, the original positions were switched by dragging and dropping one hierarchy tile on top of the other. See “Work with a Grid” in the RPAS online Help or user guide for more information changing the appearance of a worksheet.

To change the hierarchy levels displayed in the worksheet, right-click on the hierarchy tile, and use Select Dimensions and Select Rollup options. For example, to display worksheet like the example above:

- Right-click on the **Product** tile, then choose **Select Rollup – Item**.
- Right-click on the **Product** tile, then choose **Select Dimensions**, then deselect **SKU** from the dialog box and click **OK**.
- Right-click on the **Calendar** tile, then choose **Select Rollup – Season**.
- Right-click on the **Calendar** tile, then choose **Outline** view.
- Right-click on the **Calendar** tile, then choose **Select Dimensions**, then deselect **Quarter** from the dialog box and click **OK**.
- Right-click on the **Measure** tile, then choose **Select Display and Sort Attributes**. Choose the **Sort by User Specified Sort Order** checkbox. Then click **OK**.

- g. Re-size columns and headings to maximize the amount of information you can see.

The worksheet should then be displayed in a format similar to the example above. For more information on these options, refer to the RPAS online Help or user guide.

Use the VCR arrows at the top left of the worksheet to select item and location combinations.

Note: To save the format of the worksheet within the workbook, select from the main menu **Format – Save Format – User**, or press **Save** on the toolbar, which saves both the workbook and the worksheet format.

2. Review Inventory information coming from previously planning movement of inventory from regular to clearance.
3. Enter clearance and sell through data in one or more of the following fields. Changes to one of these values will be reflected in the other fields.

Note: In some cases, the Edit-Fill function can make data entry faster by allowing you to fill selected columns or rows with a single value, then choosing a spread method. Highlight the column or row you want to fill with data, select **Edit – Fill** from the main menu, then enter the value and choose a spread method. For more information on this option, refer to the RPAS online Help or user guide.

- a. In the Wp Clearance Price AUR, enter the average unit clearance price.
- b. In the Wp Clearance Sell Thru U, enter the number of clearance sell through units.
- c. In the Wp Markdown Clear Ini R %, enter percentage of the initial retail markdown value of Regular Sales Units that have been moved to Clearance.
- d. In the Wp Clearance Sales U, enter the number of clearance sales unit.
- e. In the Wp Clearance Inv Adj U, enter the number of clearance inventory adjustment units.
- f. Click **Calculate** to view the results of your entries.
- g. Use the following measures to assess your entries:
 - Wp Clearance EOP Inv U
 - Ly Clearance EOP Inv U
 - Wp Clearance Ini R
 - Wp Markdown Clear Add R
 - Wp Markdown Clear R
 - Wp Markdown Perm R
 - Wp Markdown Promo R
 - Wp Markdown R
 - Ly Markdown R
- h. If necessary, make adjustments to your entries in the previous steps. Click **Calculate** to view the results of your entries.

4. Enter any markdown allowances: in the WP Markdown Allowances R field.
 - a. In the WP Markdown Allowances R, enter value of the allowance.
 - b. Click **Calculate** to view the results of your entries.
5. (Optional) To view the impact of markdowns on your gross margin at this time, follow these steps to add the gross margin measures to your worksheet.
 - a. Right-click in the Measure column, then choose Select Display and Sort Attributes. Next choose the Show/Hide tab.
 - b. Select Wp GM R and Wp GM R% from the Hidden measures column and move them to the Visible measures column.
 - c. Click **OK**.
6. Use the Wp Exit Strategy Comments field to provide a description for a clearance or markdown event.
7. Click **Calculate** on the toolbar.
8. Click **Save** on the toolbar.

Note: We recommend that you save your work often, at least whenever you finish with a worksheet. Refer to Chapter 2 for various save options.

Reviewing Unit Plan

On the Review Unit Plan worksheet, you can view a compiled unit plan view of the individual proceeding process steps. All key unit planning measures may be reviewed while in this process step.

Although you may make changes to quantities on this worksheet, it is recommended that you make the changes on original worksheets where the decisions were originally made so that you can view the original thought processes and assessment measures.

Reviewing Unit Totals

1. Select the **Review Unit Plan** tab. The worksheet appears.

The screenshot shows the 'Review Unit Plan' worksheet. The table has columns for Product, Location, Measure, and various financial metrics. The data is organized by month (e.g., Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec) and then by product hierarchy (e.g., 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000).

You may find it useful to change the positions of the Measure and Product hierarchy tiles on the worksheet. In the example above, the original positions were switched by dragging and dropping one hierarchy tile on top of the other. See “Work with a Grid” in the RPAS online Help or user guide for more information changing the appearance of a worksheet.

To change the hierarchy levels displayed in the worksheet, right-click on the hierarchy tile, and use Select Dimensions and Select Rollup options. For example, to display worksheet like the example above:

- a. Right-click on the **Product** tile, then choose **Select Rollup – Item**.
- b. Right-click on the **Product** tile, then choose **Select Dimensions**, then deselect **SKU** from the dialog box and click **OK**.
- c. Right-click on the **Calendar** tile, then choose **Select Rollup – Season**.
- d. Right-click on the **Calendar** tile, then choose **Outline** view.
- e. Right-click on the **Calendar** tile, then choose **Select Dimensions**, then deselect **Quarter** from the dialog box and click **OK**.
- f. Right-click in the **Measure** column, then choose **Select Display and Sort** Attributes. Choose the **Sort by User Specified Sort Order** checkbox. Then click **OK**.

- g. Re-size columns and headings to maximize the amount of information you can see.

The worksheet should then be displayed in a format similar to the example above. For more information on these options, refer to the RPAS online Help or user guide.

Use the VCR arrows at the top left of the worksheet to select item and location combinations.

Note: To save the format of the worksheet within the workbook, select from the main menu Format – Save Format – User, or press **Save** on the toolbar, which saves both the workbook and the worksheet format.

2. Review the totals and quantities for the key item plan. Return to the original process tabs to make any changes.
3. In the Wp Unit Plan Comments field, enter any comment you want to include with the plan.
4. Click **Calculate** on the toolbar.
5. Click **Save** on the toolbar.

Note: We recommend that you save your work often, at least whenever you finish with a worksheet. Refer to Chapter 2 for various save options.

Reviewing Value Plan

The Review Value Plan workflow tab and worksheet allows you to review the unit plan converted into values. A total compiled value and gross margin plan is provided in the view. As with the Review Unit workbook, it is recommended that you make pricing changes on the original worksheets.

Reviewing the Value Totals for the Plan

1. Select the **Review Value Plan** tab. The worksheet appears.

The screenshot displays the 'Review Value Plan' worksheet. The interface includes a top navigation bar with tabs for 'Product', 'Location', and 'Measure'. Below this, a filter bar shows 'SOT Key: Best, Best, & Monitor' and a date range of '10/01/03' to '10/01/04'. The main data area is a large table with columns for various financial metrics. The table is organized hierarchically by Product (e.g., 'Serg, FY2004', 'Feb, FY2004'), Location (e.g., '2/01/0004', '2/01/0004'), and Measure (e.g., 'Vib BOP Inv R', 'Ly BOP Inv R'). The data includes values for sales, receipts, inventory, and other financial indicators, with some cells containing negative values indicating adjustments or losses.

You may find it useful to change the positions of the Measure and Product hierarchy tiles on the worksheet. In the example above, the original positions were switched by dragging and dropping one hierarchy tile on top of the other. See “Work with a Grid” in the RPAS online Help or user guide for more information changing the appearance of a worksheet.

To change the hierarchy levels displayed in the worksheet, right-click on the hierarchy tile, and use **Select Dimensions** and **Select Rollup** options. For example, to display worksheet like the example above:

- a. Right-click on the **Product** tile, then choose **Select Rollup - Item**.
- b. Right-click on the **Product** tile, then choose **Select Dimensions**, then deselect **SKU** from the dialog box and click **OK**.
- c. Right-click on the **Calendar** tile, then choose **Select Rollup - Season**.
- d. Right-click on the **Calendar** tile, then choose **Outline** view.
- e. Right-click on the **Calendar** tile, then choose **Select Dimensions**, then deselect **Quarter** from the dialog box and click **OK**.
- f. Right-click in the **Measure** column, then choose **Select Display and Sort Attributes**. Choose the **Sort by User Specified Sort Order** checkbox. Then click **OK**.

- g.** Re-size columns and headings to maximize the amount of information you can see.

The worksheet should then be displayed in a format similar to the example above. For more information on these options, refer to the RPAS online Help or user guide.

Use the VCR arrows at the top left of the worksheet to select item and location combinations.

Note: To save the format of the worksheet within the workbook, select from the main menu Format – Save Format – User, or press **Save** on the toolbar, which saves both the workbook and the worksheet format.

2. Review the plan totals and values. Return to the prior worksheets to revisit pricing decisions.

Reviewing Targets

The Review Target worksheet allows you to review strategic financial goals from the merchandise financial planning solution, and reconcile the key item plan accordingly.

The view is an aggregate of all items at the class level for comparison to the class level financial plans.

Reviewing the Target Goals with the Plan

1. Select the **Review Targets** tab. The worksheet is displayed.

[illegible]

You may find it useful to change the positions of the Measure and Product hierarchy tiles on the worksheet. In the example above, the original positions were switched by dragging and dropping one hierarchy tile on top of the other. See “Work with a Grid” in the RPAS online Help or user guide for more information changing the appearance of a worksheet.

To change the hierarchy levels displayed in the worksheet, right-click on the hierarchy tile, and use **Select Dimensions** and **Select Rollup** options. For example, to display worksheet like the example above:

- a. Right-click on the **Calendar** tile, then choose **Select Rollup – Season**.
- b. Right-click on the **Calendar** tile, then choose Outline view.
- c. Right-click on the **Calendar** tile, then choose **Select Dimensions**, then deselect **Quarter** from the dialog box and click **OK**.
- d. Right-click in the **Measure** column, then choose **Select Display and Sort Attributes**. Choose the **Sort by User Specified Sort Order** checkbox. Then click **OK**.
- e. Right-click in the **Measure** column, then choose **Select Display and Sort Attributes**. Choose the **Sort by User Specified Sort Order** checkbox. Next choose the **Show/Hide** tab, and all of the hidden measures to the Visible measures column. Use the up and down arrow buttons to group like measures together, such as EOP and BOP. Then click **OK**.
- f. Re-size columns and headings to maximize the amount of information you can see.

The worksheet should then be displayed in a format similar to the example above. For more information on these options, see the RPAS online Help or user guide.

Use the VCR arrows at the top left of the worksheet to select item and location combinations.

Note: To save the format of the worksheet within the workbook, select from the main menu **Format – Save Format – User**, or press **Save** on the toolbar, which saves both the workbook and the worksheet format.

2. Review the target values for the key items.
3. Review Item Planning % contribution to TopPlan target measures.
4. Return to the prior worksheets to make adjustments to the plan.
5. In the Wp Review Targets Comments field, enter any comment you want to include with the plan.
6. Click **Calculate** on the toolbar.
7. Click **Save** on the toolbar.

Note: We recommend that you save your work often, at least whenever you finish with a worksheet. Refer to Chapter 2 for various save options.

Approving the Plan

The final step in pre-season planning is the Self-Approval process. When you have completed the key item plan, you can mark the elements of the plan as “approved”. After processing, the Working Plan (Wp) version of the data is copied to the Original Plan (Op). The Original Plan then becomes the benchmark for accessing in-season performance.

Approving Plans

1. Select the **Approval** tab. The worksheet appears.

Approval					
Product Location		Measure			
XOL Kari Item (by Location)					
		Op Approved By	Op Self Approval Date	Vp Self Approval	Vp Self Approval Comments
Q1 2004	WHL PG2004	adm		0	27
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
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Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	
Q1 2004	WHL PG2004	adm	06/0000	27	

2. Select the **Wp Self-Approval** check box to mark the item plan as approved.
3. Enter any remarks about the plan in the Wp Self-Approve Comments field.
4. Repeat step 2 - 3 for each item/location/date you want to approve.
5. Click **Calculate**.
6. From the main menu, select **KeyPlan – Approve**.
7. Commit the data to the database and save the workbook:

Note: We recommend that you save your work often, at least whenever you finish with a worksheet. Refer to Chapter 2 for various commit and save options.

- a. From the main menu, select **File – Commit Now**. A dialog box will display asking if you want to save changes to this workbook before committing. Click **Yes**.

If this is the first time saving the workbook, The Save As dialog box is displayed. In the Workbooks field, provide a name for the workbook, and specify the Save Access As level. This option controls the users that can make changes to this workbook. Click **OK**.

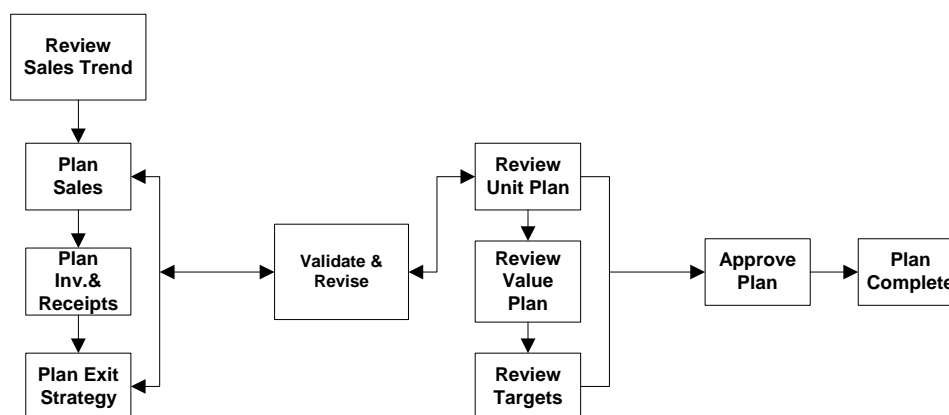
The Commit was Successful dialog box is displayed.

- b. Click **OK**. The workbook is saved, and the data is committed to the data base. Pre-season planning process is complete.

In-Season Planning

Overview

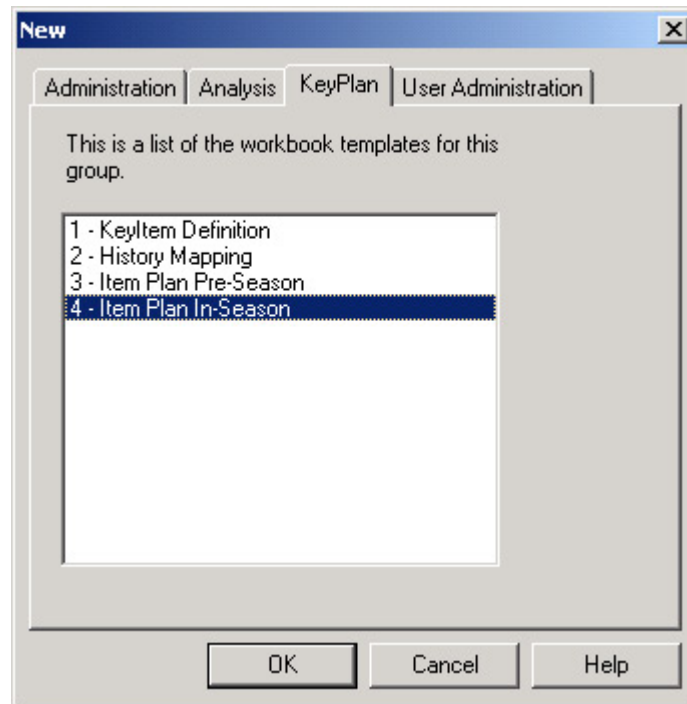
As the season begins, actualized data is downloaded from the merchandise transaction system and updated weekly. Initially, the Working Plan values are the same as the Original Plan values. In-season planning allows you to adjust the Working Plan based on a number of methods, while still having visibility to the Original Plan. By planning in-season, you have the opportunity to be proactive and thereby increase the likelihood that sales are properly planned, inventories are efficiently used, markdowns are taken, and profits are increased.



Building the In-Season Workbook

Perform the following procedure to build the plan workbook:

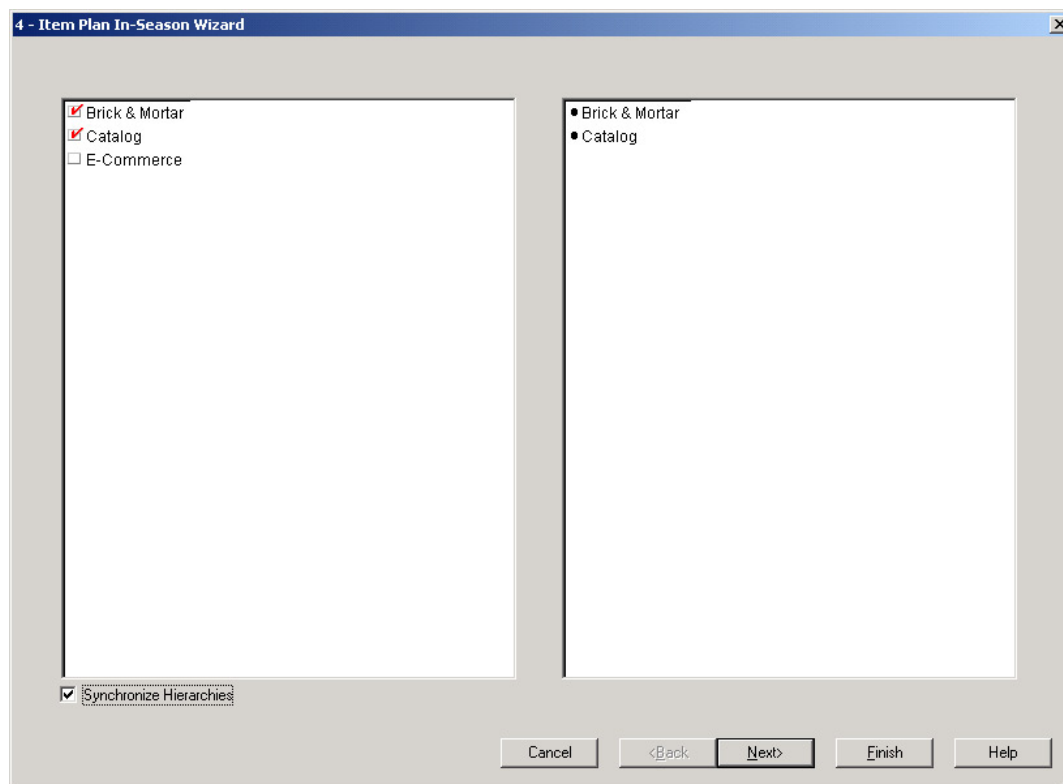
1. Click **New** on the toolbar. The New dialog box appears.



New Dialog Box

2. On the KeyPlan tab, select **4 - Item Plan In-Season**, and click **OK**.

The Item Plan In-Season Wizard is displayed. The wizard process consists of three “pages.” The first page lists available channels from the location hierarchy.



itemPlan In-Season Wizard

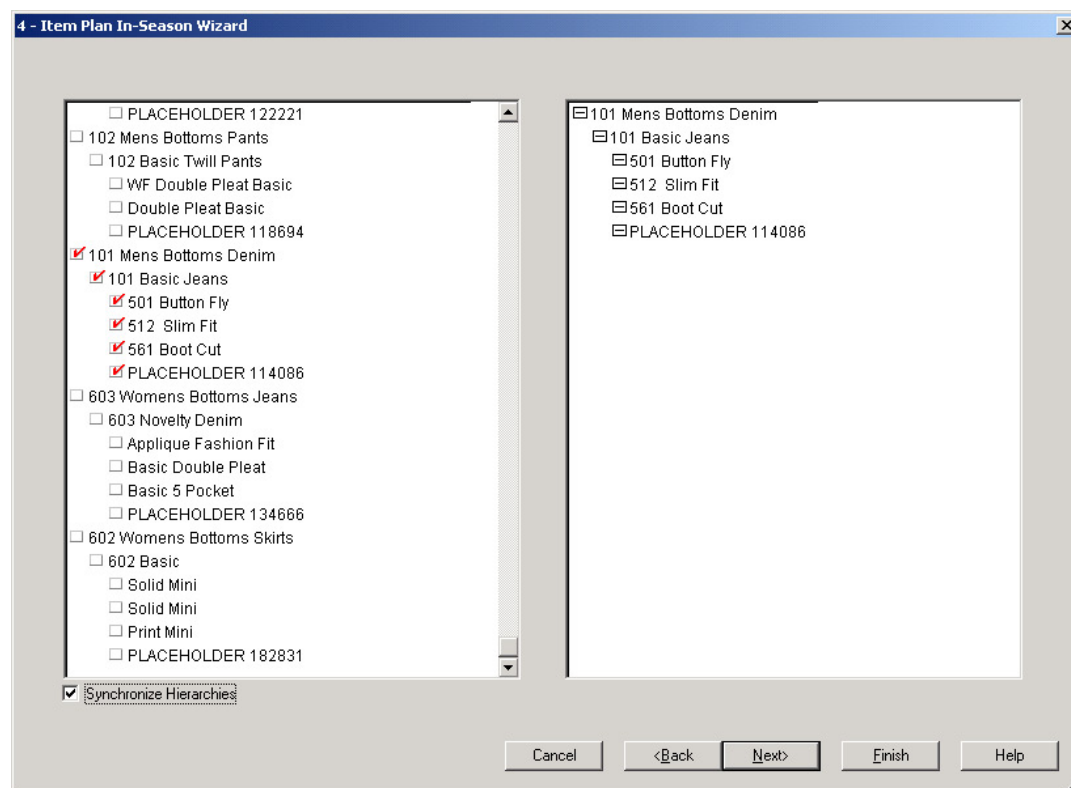
3. Select the **Synchronize Hierarchies** checkbox located below the left pane.
4. From the left pane, select the channels you want included in the plan. Selections from the left pane appear in the right pane of the window.
5. Select **Next** to move to the next page of the wizard.

The second page of the Item Plan In-Season wizard displays a traditional product hierarchy from which you can select products for your key item definitions.

To change the hierarchy level displayed in the left pane of the page, right-click in pane, and use Select Dimensions and Select Rollup options. For example, to display the hierarchy at the class level:

- a. Right-click in the pane, then choose **Select Rollup – Item / Class**.
- b. Select the **Synchronize Hierarchies** checkbox located below the left pane.

The left pane is displayed in a format similar to the example below. For more information on these options, see the RPAS online Help or user guide.



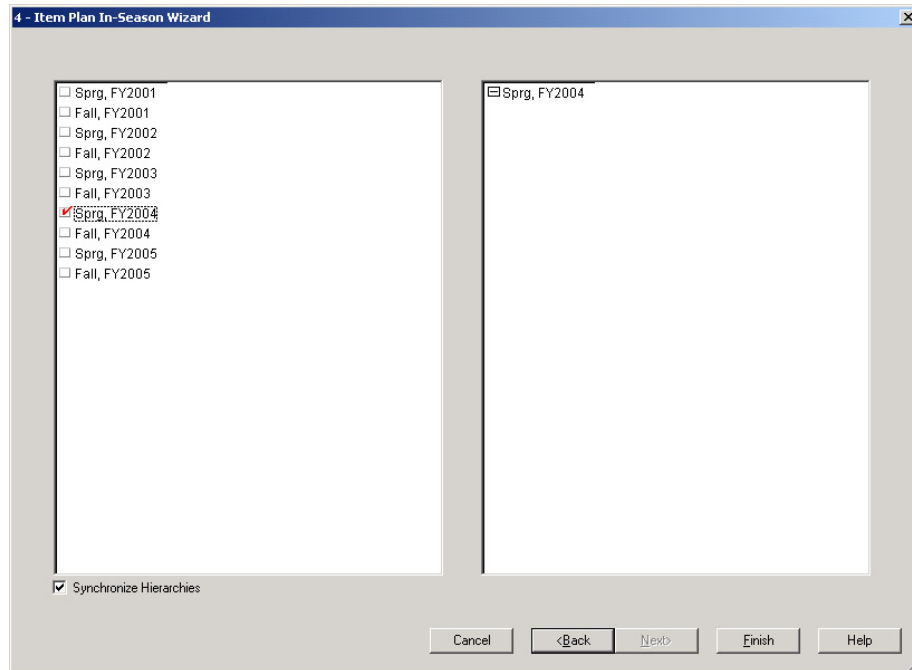
6. From the left pane, select the key items you want included in the plan. Selections from the left pane appear in the right pane of the window.
7. Select **Next** to move to the next page of the wizard.

The last page of the Item Plan In-Season wizard displays a calendar hierarchy from which you can select time periods, such as seasons, for your key item pre-season plan.

To change the hierarchy level displayed in the left pane of the page, right-click in the pane, and use **Select Dimensions** and **Select Rollup** options. For example, to display the hierarchy at the season level only:

- a. Right-click in the pane, then choose **Select Rollup – Season**.
- b. Right-click in the pane, then choose **Select Dimensions**, then deselect **Quarter**, **Month**, and **Week** from the dialog box and click **OK**.
- c. Select the **Synchronize Hierarchies** checkbox located below the left pane.

The left pane is displayed in a format similar to the example below. For more information on these options, refer to the RPAS online Help or user guide.



8. Select the time period for the item plan.
9. Click **Finish**. The Item Plan In-Season workbook is built and displayed.
The Item Plan In-Season workbook consists of eight workflow tabs which represent planning process steps. The steps are discussed later in this chapter.
10. Save the workbook.
 - a. Click **Save**, or from the main menu, select **File – Save As**. The Save As dialog box is displayed.
If this is the first time saving the workbook, The Save As dialog box is displayed. In the Workbooks field, provide a name for the workbook, and specify the Save Access As level. This option controls who can make changes to this workbook. Click **OK**.
 - b. Click **OK**. The workbook is saved.
The process descriptions in this chapter are written with the assumption that the in-season workbook is already open. To open a workbook, see “**Error! Reference source not found.**” in Chapter 2.

Identifying Placeholders

If you have selected item placeholders, you can provide meaningful descriptions for them with the Identify Placeholders worksheet. This is an optional step, which you may perform at any time during the in-season planning process.

As stated earlier, history mapping must take place in the History Mapping workbook.

To identify placeholder, perform the following procedure:

1. Select the **Identify Placeholders** tab. The worksheet appears.

Product	Wp Item Description
501 Mary Item	501 Button Fly Shwsh 30 in.
501 Button Fly Shwsh 30 in.	501 Button Fly Shwsh 32 in.
501 Button Fly Shwsh 32 in.	501 Button Fly Shwsh 34 in.
501 Button Fly Shwsh 34 in.	512 Mary Item
512 Mary Item	New 512
New 512	512 Skin Fit Shwsh 34 in.
512 Skin Fit Shwsh 34 in.	501 Boot Out Shwsh 30 in.
501 Boot Out Shwsh 30 in.	501 Boot Out Shwsh 32 in.
501 Boot Out Shwsh 32 in.	501 Boot Out Shwsh 34 in.
501 Boot Out Shwsh 34 in.	

You may find it useful to change the positions of the Measure and Products hierarchy on the worksheet. In the example above, the original positions were switched by dragging and dropping one hierarchy tile on top of the other. See “Work with a Grid” in the RPAS online Help or user guide for more information changing the appearance of a worksheet.

To change the Product hierarchy level displayed in the worksheet, right-click in the Product column, and use Select Dimensions and Select Rollup options. For example, to display the hierarchy at the item level in outline view:

- a. Right-click in the **Product** column, then choose **Select Rollup - Item/Department**.
- b. Right-click in the **Product** column, then choose **Outline** view.
- c. Right-click in the **Product** column, then choose **Show/Hide**. From the drop-down list, select SKU to work with. Use the arrow buttons in the Attributes to Display area to move Label to the Unused column and Wp Item Description to the Display column. Then click **OK**.

The worksheet should then be displayed in a format similar to the example above. For more information on these options, refer to the RPAS online Help or user guide.

Note: To save the format of the worksheet within the workbook, select from the main menu **Format - Save Format - User**, or press **Save** on the toolbar, which saves both the workbook and the worksheet format.

2. For each placeholder item, provide a description in the Wp Item Description field.
3. Click **Calculate** on the toolbar.
4. Click **Save** on the toolbar.

Note: We recommend that you save your work often, at least whenever you finish with a worksheet. Refer to Chapter 2 for various save options.

Review Trend

The purpose of the Review Trend step is to provide a quick view into each item's performance, what-if sales options, and the impact on inventories if sales are re-planned.

Several sales measures support this view: item demand, last year sales, original plan sales, current unit sales plan, season to date plan, season to date actualized sales, last six weeks sales trend, season to date sales trend, and a weighted average unit sales measure. The weighted average sales projection is dependent upon user inputs, weighing current trend against original plan to derive the sales. You review the sales options and select one to input into the working plan sales measure. Inventories are recalculated and a quick snapshot view on the state of the product and inventory is provided.

Analyzing Sales Trend

1. Select the **Review Trend** tab. This tab contains two worksheets: What-If Options and Review Trends.

Product	Location	Frdn Demand U	Wp Regular Sales U	Wp Regular Sales var Demand U %	Op Regular Sales U	Ly Regular Sales U	Wp Regular Sales var Ly U %	Op Regular Sales U	Wp Regular Sales var Op U %	Wp Sales Trend U	Wp 6 Wks Sales Trend U	Wp Weighted Ave Sales U	Wp Receipts U	Wp Regular DCP Inv U	Wp Regular DCP Inv var Op U %	Measure
Sera, FY2004		0.00	25000.00	0.00	25000.00	0.00	0.00	25000.00	0.00	0.00	0.00	25000.00	1340.04	-2400.00	0.00	
Feb, FY2004		0.00	4000.00	0.00	4000.00	0.00	0.00	4000.00	0.00	0.00	0.00	4000.00	1340.04	-2000.00	0.00	
Mar, FY2004		0.00	1000.00	0.00	1000.00	0.00	0.00	1000.00	0.00	0.00	0.00	1000.00	1340.04	-100.00	0.00	
Apr, FY2004		0.00	1000.00	0.00	1000.00	0.00	0.00	1000.00	0.00	0.00	0.00	1000.00	0.00	-1000.00	0.00	
May, FY2004		0.00	1000.00	0.00	1000.00	0.00	0.00	1000.00	0.00	0.00	0.00	1000.00	0.00	-2000.00	0.00	
Jun, FY2004		0.00	1000.00	0.00	1000.00	0.00	0.00	1000.00	0.00	0.00	0.00	1000.00	0.00	-1000.00	0.00	
Jul, FY2004		0.00	1000.00	0.00	1000.00	0.00	0.00	1000.00	0.00	0.00	0.00	1000.00	0.00	-1000.00	0.00	
Aug, FY2004		0.00	1000.00	0.00	1000.00	0.00	0.00	1000.00	0.00	0.00	0.00	1000.00	0.00	-1000.00	0.00	
Sep, FY2004		0.00	1000.00	0.00	1000.00	0.00	0.00	1000.00	0.00	0.00	0.00	1000.00	0.00	-1000.00	0.00	
Oct, FY2004		0.00	1000.00	0.00	1000.00	0.00	0.00	1000.00	0.00	0.00	0.00	1000.00	0.00	-1000.00	0.00	
Nov, FY2004		0.00	1000.00	0.00	1000.00	0.00	0.00	1000.00	0.00	0.00	0.00	1000.00	0.00	-1000.00	0.00	
Dec, FY2004		0.00	1000.00	0.00	1000.00	0.00	0.00	1000.00	0.00	0.00	0.00	1000.00	0.00	-1000.00	0.00	
Calendar		0.00	1000.00	0.00	1000.00	0.00	0.00	1000.00	0.00	0.00	0.00	1000.00	0.00	-1000.00	0.00	

You may find it useful to change the positions of the hierarchy tiles on the worksheet. In the example above, the original Measure and Calendar positions of the Review Trend worksheet were switched by dragging and dropping one hierarchy tile on top of the other. See "Work with a Grid" in the RPAS online Help or user guide for more information changing the appearance of a worksheet.

To change the hierarchy levels displayed in the Review Trends worksheet, right-click on the hierarchy tile, and use Select Dimensions and Select Rollup options. For example, to display worksheet like the example above:

- a. Right-click on the **Product** tile, then choose **Select Rollup – Item**.
- b. Right-click on the **Product** tile, then choose **Select Dimensions**, then deselect **SKU** from the dialog box and click **OK**.
- c. Right-click on the **Calendar** tile, then choose **Select Rollup – Season**.
- d. Right-click on the **Product** tile, then choose **Select Dimensions**, then deselect **SKU** from the dialog box and click **OK**.
- e. Right-click on the **Calendar** tile, then choose **Outline** view.
- f. Right-click on the **Calendar** tile, then choose **Select Dimensions**, then deselect **Quarter** from the dialog box and click **OK**.
- g. Right-click in the **Measure** column, then choose **Select Display and Sort Attributes**. Choose the **Sort by User Specified Sort Order** checkbox. Then click **OK**.
- h. From the main menu, select **Format – Workbook**. The Format Options dialog appears. Choose the **Workbook** tab if it is not already selected. Select the **Enable Page Synchronized Scrolling** option so that the Location-Product slices in both worksheets scroll together. Click **OK**.
- i. Re-size columns and headings to maximize the amount of information you can see.

To change the hierarchy levels displayed in the What-If Options worksheet, right-click on the hierarchy tile, and use Select Dimensions and Select Rollup options. For example, to display worksheet like the example above:

- j. Right-click on the **Product** tile, then choose **Select Rollup – Item**.
- k. Right-click on the **Product** tile, then choose **Select Dimensions**, then deselect **SKU** from the dialog box and click **OK**.
- l. Right-click in the **Measure** column, then choose **Select Display and Sort Attributes**. Choose the **Sort by User Specified Sort Order** checkbox. Then click **OK**.

The worksheet should then be displayed in a format similar to the example above. For more information on these options, refer to the RPAS online Help or user guide.

Use the VCR arrows at the top left of the worksheet to select item and location combinations.

Note: To save the format of the worksheet within the workbook, select from the main menu **Format – Save Format – User**, or press **Save** on the toolbar, which saves both the workbook and the worksheet format.

2. On the Review Trend worksheet, review sales trends by comparing Wp Regular Sales U to the following measures:
 - Frcln Demand U
 - Wp Regular Sales var Demand U %
 - Cp Regular Sales U
 - Ly Regular Sales U
 - Wp Regular Sales var Op U %
 - Op Regular Sales U
 - Wp Regular Sales var Op U %
 - Wp Sales Trend U
 - Wp 6 Wk. Sales Trend
 - Wp Weighed Ave Sales U
3. To perform What-If unit sales analysis, select the **What-If Options** worksheet.
 - a. Choose one of the following modeling methods from the Wp Select Sales Option drop-down list:
 - Op Regular Sales U
Adjusts the Working Plan sales to be the same as the Original Plan sales.
 - Cp Regular Sales U
Adjusts the Working Plan sales by applying current plan sales to the Working Plan.
 - Ly Regular Sales U
Adjusts the Working Plan sales to match last year's sales
 - Wp Sales Trend U
Adjusts the Working Plan sales by applying the actual weekly sales trend to the Working Plan.
 - Wp 6 Week Sales Trend
Adjusts the Working Plan sales by applying the actual sales trend from the past six weeks to the Working Plan.
 - Wp Weighted Average
Adjusts the Working Plan sales by applying percent contributions of the Original Plan and the actual sales trend to the Working Plan. (See the next step for weighted average trends.)
 - Fi Demand
Adjusts the Working Plan sales by making them equal the forecast.
 - b. Click **Calculate** on the toolbar.
 - c. From the main menu, select **KeyPlan – Sales Options**. Wait for the “success message,” then click **OK** to the confirm message. The resulting sales are populated into the Wp Regular Sales column of the Review Trends worksheet.
 - d. Review the Wp Regular Sales U measure.

4. To use the Weighted Average sales option, select the **What-If Options** worksheet.
 - a. Enter into the Wp Plan U % or Wp Trend U % the desired percent contribution that plan and trend are to be weighted in the calculation (Plan U % and Trend U % add to 1.00).
 - b. Click **Calculate** on the toolbar. The resulting sales are populated into the Wp Weighted Ave Sales U of the Review Trends worksheet.
 - c. To apply the weighted average to future sales, choose **Wp Weighted Average** from the Wp Select Sales Option drop-down list. .
 - d. From the main menu, select **KeyPlan – Sales Options**. Wait for the “success message”, then click **OK** to the confirm message. The resulting sales are populated into the Wp Regular Sales column of the Review Trends worksheet.
 - e. Review the Wp Regular Sales U measure.
5. Click **Save** on the toolbar to save the changes, or select Revert from the Edit menu to revert the previously saved plan.
6. Repeat the previous steps for all desired locations and products.

Review Unit Sales

When you review unit sales, you focus on all the relevant business measures necessary to determine the optimal unit sales for a key item. You may also review the weekly marketing strategy and in-season promotional sales resulting from that marketing strategy.

Decision support is provided by views to last year history, forecasted item demand, original plan sales units, and current plan sales units. Regularly priced and promotionally driven unit sales are derived. Weekly regular and promotional pricing is assigned. The item sales potential is now known.

Review and Revise Unit Sales for an Item

1. Select the **Review Unit Sales** tab. The worksheet appears.

Product	Location	Fixed Demand U	VLP Price AUC	VLP Regular Price AUC	VLP Regular Sales U	VLP Regular Sales U	VLP Regular Sales var Demand U	VLP Regular Sales var U	VLP Regular Sales var L	VLP Regular Sales var Op	VLP Marketing Strategy	VLP Promo Disc R%	VLP Promo Price AUC	VLP Promo LFT U
2004	Jan	0.00	3.33	13.33	26000.00	26000.00	0.00	0.00	0.00	0.00	?	0.95	0.89	0.01
2004	Feb	0.00	3.33	13.33	4000.00	4000.00	0.00	0.00	0.00	0.00	?	0.81	2.50	0.04
2004	Mar	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	0.25	10.00	0.15
2004	Apr	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00
2004	May	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00
2004	Jun	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00
2004	Jul	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00
2004	Aug	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00
2004	Sep	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00
2004	Oct	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00
2004	Nov	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00
2004	Dec	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00
2005	Jan	0.00	3.33	13.33	4000.00	4000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00
2005	Feb	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00
2005	Mar	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00
2005	Apr	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00
2005	May	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00
2005	Jun	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00
2005	Jul	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00
2005	Aug	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00
2005	Sep	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00
2005	Oct	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00
2005	Nov	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00
2005	Dec	0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	1.00	0.00	0.00

You may find it useful to change the positions of the hierarchy tiles on the worksheet. In the example above, the original Measure and Calendar positions were switched by dragging and dropping one hierarchy tile on top of the other. See “Work with a Grid” in the RPAS online Help or user guide for more information changing the appearance of a worksheet.

To change the hierarchy levels displayed in the worksheet, right-click on the hierarchy tile, and use Select Dimensions and Select Rollup options. For example, to display worksheet like the example above:

- a. Right-click on the **Product** tile, then choose **Select Rollup – Item**.
- b. Right-click on the **Product** tile, then choose **Select Dimensions**, then deselect **SKU** from the dialog box and click **OK**.
- c. Right-click on the **Calendar** tile, then choose **Select Rollup – Season**.
- d. Right-click on the **Calendar** tile, then choose **Outline** view.
- e. Right-click on the **Calendar** tile, then choose **Select Dimensions**, then deselect **Quarter** from the dialog box and click **OK**.
- f. Right-click in the **Measure** column, then choose **Select Display and Sort Attributes**. Choose the **Sort by User Specified Sort Order** checkbox. Then click **OK**.
- g. Re-size columns and headings to maximize the amount of information you can see.

The worksheet should then be displayed in a format similar to the example above. For more information on these options, refer to the RPAS online Help or user guide.

Use the VCR arrows at the top left of the worksheet to select item and location combinations.

Note: To save the format of the worksheet within the workbook, select from the main menu **Format – Save Format – User**, or press **Save** on the toolbar, which saves both the workbook and the worksheet format.

2. Review and revise weekly cost and regular retail values.

Note: In some cases, the Edit-Fill function can make data entry faster by allowing you to fill selected columns or rows with a single value, then choosing a spread method. Highlight the column or row you want to fill with data, select **Edit – Fill** from the main menu, then enter the value and choose a spread method. For more information on this option, refer to the RPAS online Help or user guide.

- a. Review the Wp Price AUC measure, enter changes as needed.
 - b. Review the Wp Regular Price AUR measure, enter changes as necessary.
 - c. Click **Calculate** to view the results of your entries.
3. Review the regular units sales planned in the previous step.
 4. Review and revise the Wp Marketing Strategy field should changes be required.

5. Review and revise the effects of promotional events in one or more of the following fields. Changes to one of these values will be reflected in the other fields.
 - a. In the Wp Promo Disc R % measure, enter the percentage decrease in pricing due to promotions for the item.
 - b. In the Wp Promo Lift U % measure, enter in the percentage lift increase in sales due to promotions for the item.
 - c. In the Wp Promo Price AUR measure, enter average unit retail price for promotions.
 - d. In the Wp Promo Sales U measure, enter sale units for promotions.
 - e. Click **Calculate** to view the results of your entries.
 - f. Use the following measures to assess your entries:
 - Wp Regular-Promo Sales U
 - Op Regular-Promo Sales U
 - Cp Regular-Promo Sales U
 - Wp Regular Sales AUR
 - Wp Regular-Promo Sales AUR
 - Op Regular-Promo Sales AUR
 - Cp Regular-Promo Sales AUR
 - g. If necessary, make adjustments to your entries in the previous steps. Again, click **Calculate** to view the results of your entries
6. Enter any comments about the plan in the Wp Unit Sales Comments field.
7. Repeat these steps for all of the items and locations for which you are creating a plan.
8. Click **Calculate** on the toolbar.
9. Click **Save** on the toolbar.

Note: We recommend that you save your work often, at least whenever you finish with a worksheet. Refer to Chapter 2 for various save options.

Review Inventory and Receipts

The purpose of the next process step is to review and adjust the amount of inventory required for each item to achieve its newly revise unit sales plan. This step is executed in the worksheets found under the Plan Inventory and Receipts workflow tab.

In Item Planning, inventory planning is achieved by adjusting the receipts. Once receipts are adjusted, there additional adjustment measures that account for additions and reductions to inventory that occur outside of the receipt planning process. As the projected inventories are calculated, inventory assessment measures such as sell through, weeks on hand, inventory turn over and forward cover (weeks of supply) are provided.

Review and Revise Weekly Inventory and Receipts

1. Select the **Review Inventory and Receipts** tab. It contains one worksheet: Review Inventory and Receipts.

Review Unit Sales														
Product / Location		Measures												
101 Metro Baltimore District3 - Back & Motor														
		From Demand U	Yrb Price AUC	Yrb Regular Price AUR	Yrb Regular Sales U	Qy Regular Sales U	Ly Regular Sales U	Yrb Regular Sales var Demand U %	Yrb Regular Sales var Ly U %	Yrb Regular Sales var Qy U %	Yrb Marketing Strategy	Yrb Promo Dec %	Yrb Promo Price AUR	Yrb Promo Let U %
Qing FY2004		0.00	3.33	13.33	2600.00	2600.00	0.00	0.00	0.00	0.00	?	0.85	0.85	0.01
Feb FY2004		0.00	3.33	13.33	4300.00	4300.00	0.00	0.00	0.00	0.00	?	0.81	2.50	0.04
2/1/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	0.25	10.00	0.15
2/16/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
2/21/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
2/26/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
Mar FY2004		0.00	3.33	13.33	5000.00	5000.00	0.00	0.00	0.00	0.00	?	0.85	1.85	0.00
3/1/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00	?	0.40	0.00	0.00
3/13/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
3/20/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
3/27/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
4/3/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
Apr FY2004		0.00	3.33	13.33	4300.00	4300.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
4/10/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
4/17/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
4/24/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
5/1/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
May FY2004		0.00	3.33	13.33	4300.00	4300.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
5/8/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
5/15/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
5/22/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
5/29/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
Jun FY2004		0.00	3.33	13.33	5000.00	5000.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
6/5/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
6/12/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
6/19/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00
6/26/2004		0.00	3.33	13.33	1000.00	1000.00	0.00	0.00	0.00	0.00		1.00	0.00	0.00

You may find it useful to change the positions of the hierarchy tiles on the worksheet. In the example above, the original Measure and Calendar positions were switched by dragging and dropping one hierarchy tile on top of the other. See “Work with a Grid” in the RPAS online Help or user guide for more information changing the appearance of a worksheet.

To change the hierarchy levels displayed in the Review Inv & Rcpt worksheet, right-click on the hierarchy tile, and use Select Dimensions and Select Rollup options. For example, to display worksheet like the example above:

- Right-click on the **Product** tile, then choose **Select Rollup – Item**.
- Right-click on the **Product** tile, then choose **Select Dimensions**, then deselect **SKU** from the dialog box and click **OK**.
- Right-click on the **Calendar** tile, then choose **Select Rollup – Season**.
- Right-click on the **Calendar** tile, then choose **Outline** view.
- Right-click on the **Calendar** tile, then choose **Select Dimensions**, then deselect **Quarter** from the dialog box and click **OK**.
- Right-click in the **Measure** column, then choose **Select Display and Sort Attributes**. Choose the **Sort by User Specified Sort Order** checkbox. Then click **OK**.

- g. From the main menu, select **Format – Workbook**. The Format Options dialog appears. Choose the **Workbook** tab if it is not already selected. Select the **Enable Page Synchronized Scrolling** option so that the Location-Product slices in both worksheets scroll together. Click **OK**.
- h. Re-size columns and headings to maximize the amount of information you can see.

The worksheet should then be displayed in a format similar to the example above. For more information on these options, see the RPAS online Help or user guide.

Use the VCR arrows at the top left of the worksheet to select item and location combinations.

Note: To save the format of the worksheet within the workbook, select from the main menu **Format – Save Format – User**, or press **Save** on the toolbar, which saves both the workbook and the worksheet format.

- 2. Review and adjust inventory units in one of the following fields:
 - a. In the Wp Commitments U, enter unit commitments ordered but not approved in the purchase order system.
 - b. In the Wp On Order Adjusted U, enter adjustments to on order units.
 - c. In the Wp Receipts U, enter receipt units.
 - d. In the Wp Receipts var On Order Adj U%, enter Percentage increase or decrease in Receipts over On Order Adjustments.
 - e. In the Wp Regular Inv Adj U, enter adjustments to regular inventory units.
 - f. Click **Calculate** to view the results of your entries.
 - g. Use the following measures to assess your entries:
 - Wp Regular EOP Inv U
 - Op Regular EOP Inv U
 - Cp Regular EOP Inv U
 - Wp Regular Avg Inv U
 - Wp Regular Sell Thru U
 - Wp TO U
 - Wp WHO U
 - h. If necessary, make adjustments to your entries in the previous steps. Again, click **Calculate** to view the results of your entries

3. Review the e Wp Clearance Conv Out U measure. Revise as needed.
 - a. Click **Calculate** to view the results of your entries.
 - b. Use the following measures to assess your entries:
 - Wp Regular EOP Inv U
 - Op Regular EOP Inv U
 - Cp Regular EOP Inv U
 - Wp Regular Avg Inv U
 - Wp Regular Sell Thru U
 - Wp TO U
 - Wp WHO U
 - c. If necessary, make adjustments to your entries in the previous steps. Again, click **Calculate** to view the results of your entries
4. Enter any comments about the plan in the Wp Inv & Rcpt Comments field.
5. Repeat these steps for all of the items and locations for which you are creating a plan.
6. Click **Calculate** on the toolbar.
7. Click **Save** on the toolbar.

Note: We recommend that you save your work often, at least whenever you finish with a worksheet. Refer to Chapter 2 for various save options.

Review Exit Strategy

Review and revising your exit strategy properly plays a significant role in the profitability of a key item. As the markdown strategy unfolds on the worksheet, the costly nature of clearance becomes apparent as the markdown values calculate and the average selling retail declines.

Review Exit Strategy

1. Select the **Review Exit Strategy** tab. The Review Exit Strategy workbook appears. It contains one worksheet.

Product	Location	Wp Clearance BOP Inv U	Gp Clearance BOP Inv U	Wp Clearance Price Adj	Wp Markdown Clear In H %	Wp Clearance Sell Thru U	Wp Clearance Sales U	Gp Clearance Sales U	Ly Clearance Sales U	On Clearance Sales U	Wp Clearance Conv In U	Wp Clearance Inv Adj U	Wp Clearance
Spring, FY2004		0.00	0.00	0.21	0.30	0.00	15.59	0.00	0.00	0.00	0.00	-16.67	1.00
Feb, FY2004		0.00	0.00	7.50	0.44	0.00	5.73	0.00	0.00	0.00	0.00	-16.67	10.94
2/7/2004		0.00	0.00	5.00	0.63	0.00	1.67	0.00	0.00	0.00	0.00	-16.67	15.00
2/14/2004		15.00	0.00	8.33	0.38	0.00	1.50	0.00	0.00	0.00	0.00	0.00	13.50
2/21/2004		13.50	0.00	8.33	0.38	0.00	1.35	0.00	0.00	0.00	0.00	0.00	12.15
2/28/2004		12.15	0.00	8.33	0.38	0.00	1.22	0.00	0.00	0.00	0.00	0.00	10.94
Mar, FY2004		10.94	0.00	8.33	0.38	0.00	4.48	0.00	0.00	0.00	0.00	0.00	6.46
3/6/2004		10.94	0.00	8.33	0.38	0.00	1.09	0.00	0.00	0.00	0.00	0.00	9.84
3/13/2004		9.84	0.00	8.33	0.38	0.00	0.98	0.00	0.00	0.00	0.00	0.00	8.86
3/20/2004		8.86	0.00	8.33	0.38	0.00	0.89	0.00	0.00	0.00	0.00	0.00	7.97
3/27/2004		7.97	0.00	8.33	0.38	0.00	0.80	0.00	0.00	0.00	0.00	0.00	7.17
4/3/2004		7.17	0.00	8.33	0.38	0.00	0.72	0.00	0.00	0.00	0.00	0.00	6.46
Apr, FY2004		6.46	0.00	8.33	0.38	0.00	2.22	0.00	0.00	0.00	0.00	0.00	4.34
4/10/2004		6.46	0.00	8.33	0.38	0.00	0.65	0.00	0.00	0.00	0.00	0.00	5.81
4/17/2004		5.81	0.00	8.33	0.38	0.00	0.59	0.00	0.00	0.00	0.00	0.00	5.33
4/24/2004		5.33	0.00	8.33	0.38	0.00	0.52	0.00	0.00	0.00	0.00	0.00	4.71
5/1/2004		4.71	0.00	8.33	0.38	0.00	0.47	0.00	0.00	0.00	0.00	0.00	4.24
May, FY2004		4.24	0.00	8.33	0.38	0.00	1.46	0.00	0.00	0.00	0.00	0.00	2.78
5/8/2004		4.24	0.00	8.33	0.38	0.00	0.42	0.00	0.00	0.00	0.00	0.00	3.91
5/15/2004		3.91	0.00	8.33	0.38	0.00	0.38	0.00	0.00	0.00	0.00	0.00	3.43
5/22/2004		3.43	0.00	8.33	0.38	0.00	0.34	0.00	0.00	0.00	0.00	0.00	3.09
5/29/2004		3.09	0.00	8.33	0.38	0.00	0.31	0.00	0.00	0.00	0.00	0.00	2.78
Jun, FY2004		2.78	0.00	8.33	0.38	0.00	1.14	0.00	0.00	0.00	0.00	0.00	1.64
6/5/2004		2.78	0.00	8.33	0.38	0.00	0.20	0.00	0.00	0.00	0.00	0.00	2.90
6/12/2004		2.90	0.00	8.33	0.38	0.00	0.25	0.00	0.00	0.00	0.00	0.00	2.25
6/19/2004		2.25	0.00	8.33	0.38	0.00	0.23	0.00	0.00	0.00	0.00	0.00	2.03
6/26/2004		2.03	0.00	8.33	0.38	0.00	0.20	0.00	0.00	0.00	0.00	0.00	1.82

You may find it useful to change the positions of the Measure and Product hierarchy tiles on the worksheet. In the example above, the original positions were switched by dragging and dropping one hierarchy tile on top of the other. See “Work with a Grid” in the RPAS online Help or user guide for more information changing the appearance of a worksheet.

To change the hierarchy levels displayed in the worksheet, right-click on the hierarchy tile, and use Select Dimensions and Select Rollup options. For example, to display worksheet like the example above:

- a. Right-click on the **Product** tile, then choose **Select Rollup – Item**.
- b. Right-click on the **Product** tile, then choose **Select Dimensions**, then deselect **SKU** from the dialog box and click **OK**.
- c. Right-click on the **Calendar** tile, then choose **Select Rollup – Season**.
- d. Right-click on the **Calendar** tile, then choose Outline view.
- e. Right-click on the **Calendar** tile, then choose **Select Dimensions**, then deselect **Quarter** from the dialog box and click **OK**.
- f. Right-click on the **Measure** tile, then choose **Select Display and Sort Attributes**. Choose the **Sort by User Specified Sort Order** checkbox. Then click **OK**.

- g. Re-size columns and headings to maximize the amount of information you can see.

The worksheet should then be displayed in a format similar to the example above. For more information on these options, refer to the RPAS online Help or user guide.

Use the VCR arrows at the top left of the worksheet to select item and location combinations.

Note: To save the format of the worksheet within the workbook, select from the main menu Format – Save Format – User, or press **Save** on the toolbar, which saves both the workbook and the worksheet format.

2. Review Inventory information coming from previously planning movement of inventory from regular to clearance.
3. Review and adjust clearance sell through data in one or more of the following fields. Changes to one of these values will be reflected in the other fields.

Note: In some cases, the Edit-Fill function can make data entry faster by allowing you to fill selected columns or rows with a single value, then choosing a spread method. Highlight the column or row you want to fill with data, select **Edit – Fill** from the main menu, then enter the value and choose a spread method. For more information on this option, see the RPAS online Help or user guide.

- a. In the Wp Clearance Price AUR, enter the average unit clearance price.
- b. In the Wp Clearance Sell Thru U, enter the number of clearance sell through units.
- c. In the Wp Markdown Clear Ini R %, enter percentage of the initial retail markdown value of Regular Sales Units that have been moved to Clearance.
- d. In the Wp Clearance Sales U, enter the number of clearance sales unit.
- e. In the Wp Clearance Inv Adj U, enter the n number of clearance inventory adjustment units.
- f. Click **Calculate** to view the results of your entries.
- g. Use the following measures to assess your entries:
- Wp Clearance EOP Inv U
 - Op Clearance EOP Inv U
 - Cp Clearance EOP Inv U
 - Wp Clearance Ini R
 - Wp Markdown Clear Add R
 - Wp Markdown Clear R
 - Wp Markdown Perm R
 - Wp Markdown Promo R
 - Wp Markdown R
 - Op Markdown R
 - Cp Markdown R

- h. If necessary, make adjustments to your entries in the previous steps. Again, Click **Calculate** to view the results of your entries.
4. Enter any markdown allowances: in the WP Markdown Allowances R field.
 - a. In the WP Markdown Allowances R, enter value of the allowance.
 - b. Click **Calculate** to view the results of your entries.
5. (Optional) To view the impact of markdowns on your gross margin at this time, follow these steps to add the gross margin measures to your worksheet.
 - a. Right-click in the **Measure** column, then choose **Select Display and Sort Attributes**. Select the **Show/Hide** tab.
 - b. Select **Wp GM R** and **Wp GM R%** from the Hidden measures column and move them to the Visible measures column.
 - c. Click **OK**.
6. Use the Wp Exit Strategy Comments field to provide a description for a clearance or markdown event.
7. Click **Calculate** on the toolbar.
8. Click **Save** on the toolbar.

Note: We recommend that you save your work often, at least whenever you finish with a worksheet. Refer to Chapter 2 for various save options.

Review Unit Plan

On the Review Unit Plan worksheet, you can view a compiled unit plan view of the individual preceding process steps. All key unit planning measures may be reviewed while in this process step.

Although you may make changes to quantities on this worksheet, it is recommended that you make the changes on original worksheets where the decisions were originally made so that you can view the original thought processes and assessment measures.

Review Unit Totals

1. Select the **Review Unit Plan** tab. The worksheet appears.

Product	Location	Wp BOP Inv U	Cp BOP Inv U	Ly BOP Inv U	Op BOP Inv U	Wp Sales U	Cp Sales U	Ly Sales U	Op Sales U	Wp Receipts U	Cp Receipts U	Wp Inventory Adjustment U	Wp BOP Inv U
Sept, FY2004		0.00	0.00	0.00	0.00	26195.59	26150.00	0.00	26150.00	1340.04	1340.04	-15.57	-2408.80
Oct, FY2004		0.00	0.00	0.00	0.00	4155.73	4150.00	0.00	4150.00	1340.04	1340.04	-15.57	-2709.22
Nov, FY2004		0.00	0.00	0.00	0.00	1151.67	1150.00	0.00	1150.00	1340.04	1340.04	-15.57	-205.04
Dec, FY2004		205.04	180.04	0.00	198.54	1001.50	1000.00	0.00	1000.00	0.00	0.00	0.00	-796.46
Jan, FY2005		-796.46	-609.96	0.00	-609.96	1001.35	1000.00	0.00	1000.00	0.00	0.00	0.00	-1757.81
Feb, FY2005		-1757.81	-1609.96	0.00	-1609.96	1001.22	1000.00	0.00	1000.00	0.00	0.00	0.00	-2199.82
Mar, FY2005		-2199.82	-2009.96	0.00	-2009.96	5004.46	5000.00	0.00	5000.00	0.00	0.00	0.00	-7003.50
Apr, FY2005		-7003.50	-2809.96	0.00	-2809.96	1001.09	1000.00	0.00	1000.00	0.00	0.00	0.00	-3603.11
May, FY2005		-3603.11	-3609.96	0.00	-3609.96	1000.96	1000.00	0.00	1000.00	0.00	0.00	0.00	-4001.10
Jun, FY2005		-4001.10	-4009.96	0.00	-4009.96	1000.89	1000.00	0.00	1000.00	0.00	0.00	0.00	-5001.36
Jul, FY2005		-5001.36	-5009.96	0.00	-5009.96	1000.80	1000.00	0.00	1000.00	0.00	0.00	0.00	-6002.70
Aug, FY2005		-6002.70	-6009.96	0.00	-6009.96	1000.72	1000.00	0.00	1000.00	0.00	0.00	0.00	-7003.50
Sept, FY2005		-7003.50	-7009.96	0.00	-7009.96	4002.22	4000.00	0.00	4000.00	0.00	0.00	0.00	-11005.72
Oct, FY2005		-11005.72	-7009.96	0.00	-7009.96	1000.65	1000.00	0.00	1000.00	0.00	0.00	0.00	-8004.14
Nov, FY2005		-8004.14	-8009.96	0.00	-8009.96	1000.56	1000.00	0.00	1000.00	0.00	0.00	0.00	-9004.73
Dec, FY2005		-9004.73	-9009.96	0.00	-9009.96	1000.52	1000.00	0.00	1000.00	0.00	0.00	0.00	-10005.25
Jan, FY2006		-10005.25	-10009.96	0.00	-10009.96	1000.47	1000.00	0.00	1000.00	0.00	0.00	0.00	-11005.72
Feb, FY2006		-11005.72	-11009.96	0.00	-11009.96	4001.46	4000.00	0.00	4000.00	0.00	0.00	0.00	-15007.19
Mar, FY2006		-15007.19	-11009.96	0.00	-11009.96	1000.42	1000.00	0.00	1000.00	0.00	0.00	0.00	-13006.14
Apr, FY2006		-13006.14	-12009.96	0.00	-12009.96	1000.36	1000.00	0.00	1000.00	0.00	0.00	0.00	-13006.82
May, FY2006		-13006.82	-13009.96	0.00	-13009.96	1000.34	1000.00	0.00	1000.00	0.00	0.00	0.00	-14006.87
Jun, FY2006		-14006.87	-14009.96	0.00	-14009.96	1000.31	1000.00	0.00	1000.00	0.00	0.00	0.00	-15007.18
Jul, FY2006		-15007.18	-15009.96	0.00	-15009.96	5001.14	5000.00	0.00	5000.00	0.00	0.00	0.00	-20008.21
Aug, FY2006		-20008.21	-15009.96	0.00	-15009.96	1000.26	1000.00	0.00	1000.00	0.00	0.00	0.00	-19007.45
Sept, FY2006		-19007.45	-16009.96	0.00	-16009.96	1000.25	1000.00	0.00	1000.00	0.00	0.00	0.00	-17007.20
Oct, FY2006		-17007.20	-17009.96	0.00	-17009.96	1000.23	1000.00	0.00	1000.00	0.00	0.00	0.00	-19007.83
Nov, FY2006		-19007.83	-18009.96	0.00	-18009.96	1000.20	1000.00	0.00	1000.00	0.00	0.00	0.00	-19008.13

You may find it useful to change the positions of the Measure and Product hierarchy tiles on the worksheet. In the example above, the original positions were switched by dragging and dropping one hierarchy tile on top of the other. See “Work with a Grid” in the RPAS online Help or user guide for more information changing the appearance of a worksheet.

To change the hierarchy levels displayed in the worksheet, right-click on the hierarchy tile, and use Select Dimensions and Select Rollup options. For example, to display worksheet like the example above:

- a. Right-click on the **Product** tile, then choose **Select Rollup – Item**.
- b. Right-click on the **Product** tile, then choose **Select Dimensions**, then deselect **SKU** from the dialog box and click **OK**.
- c. Right-click on the **Calendar** tile, then choose **Select Rollup – Season**.
- d. Right-click on the **Calendar** tile, then choose **Outline** view.
- e. Right-click on the **Calendar** tile, then choose **Select Dimensions**, then deselect **Quarter** from the dialog box and click **OK**.
- f. Right-click in the **Measure** column, then choose **Select Display and Sort Attributes**. Choose the **Sort by User Specified Sort Order** checkbox. Then click **OK**.
- g. Re-size columns and headings to maximize the amount of information you can see.

The worksheet should then be displayed in a format similar to the example above. For more information on these options, refer to the RPAS online Help or user guide.

Use the VCR arrows at the top left of the worksheet to select item and location combinations.

Note: To save the format of the worksheet within the workbook, select from the main menu **Format – Save Format – User**, or press **Save** on the toolbar, which saves both the workbook and the worksheet format.

2. Review the totals and quantities for the key item plan. Return to the original process tabs to make any changes.
3. In the Wp Unit Plan Comments field, enter any comment you want to include with the plan.
4. Click **Calculate** on the toolbar.
5. Click **Save** on the toolbar.

Note: We recommend that you save your work often, at least whenever you finish with a worksheet. Refer to Chapter 2 for various save options.

Review Value Plan

The Review Value Plan workflow tab and worksheet allows you to review the unit plan converted into values. A total compiled value and gross margin plan is provided in the view. As with the Review Unit workbook, it is recommended that you make changes to pricing decisions on the original worksheets.

Review the Value Totals for the Plan

1. Select the **Review Value Plan** tab. The worksheet appears.

	Vp BOP Inv R	Cp BOP Inv R	Lp BOP Inv R	Op BOP Inv R	Vp Sales R	Cp Sales R	Lp Sales R	Op Sales R	Vp Receipts R	Cp Receipts R	Vp Inventory Adjustment R	Vp Attributes R
Grand Total	0.00	0.00	0.00	0.00	1044873.00	1044800.00	0.00	1044800.00	53604.78	53604.78	-250.00	1500.00
Category FY2004	0.00	0.00	0.00	0.00	154526.63	164500.00	0.00	164500.00	53604.78	53604.78	-250.00	1500.00
2120004	0.00	0.00	0.00	0.00	44525.00	44500.00	0.00	44500.00	53604.78	53604.78	-250.00	1500.00
2140004	7976.79	7801.79	0.00	7681.79	40037.50	40000.00	0.00	40000.00	0.00	0.00	0.00	0.00
32010004	-30960.71	-32298.21	0.00	-32386.21	40033.75	40000.00	0.00	40000.00	0.00	0.00	0.00	0.00
32020004	-72094.46	-72298.21	0.00	-72396.21	40030.38	40000.00	0.00	40000.00	0.00	0.00	0.00	0.00
32030004	-112124.84	-112298.21	0.00	-112396.21	20011.95	20000.00	0.00	20000.00	0.00	0.00	0.00	0.00
36020004	-112124.84	-112298.21	0.00	-112396.21	40027.34	40000.00	0.00	40000.00	0.00	0.00	0.00	0.00
36130004	-52152.17	-52298.21	0.00	-52396.21	40024.68	40000.00	0.00	40000.00	0.00	0.00	0.00	0.00
36200004	-592176.70	-592298.21	0.00	-592396.21	40022.14	40000.00	0.00	40000.00	0.00	0.00	0.00	0.00
36700004	-232186.82	-232298.21	0.00	-232396.21	40019.90	40000.00	0.00	40000.00	0.00	0.00	0.00	0.00
40020004	-272210.85	-272298.21	0.00	-272396.21	40017.54	40000.00	0.00	40000.00	0.00	0.00	0.00	0.00
40030004	-312236.79	-312298.21	0.00	-312396.21	150055.51	150000.00	0.00	150000.00	0.00	0.00	0.00	0.00
40040004	-312236.79	-312298.21	0.00	-312396.21	40015.14	40000.00	0.00	40000.00	0.00	0.00	0.00	0.00
40050004	-352252.50	-352298.21	0.00	-352396.21	40014.53	40000.00	0.00	40000.00	0.00	0.00	0.00	0.00
40060004	-392267.46	-392298.21	0.00	-392396.21	40013.08	40000.00	0.00	40000.00	0.00	0.00	0.00	0.00
40070004	-432280.53	-432298.21	0.00	-432396.21	40011.77	40000.00	0.00	40000.00	0.00	0.00	0.00	0.00
40080004	-472292.30	-472298.21	0.00	-472396.21	150036.42	150000.00	0.00	150000.00	0.00	0.00	0.00	0.00
40090004	-472292.30	-472298.21	0.00	-472396.21	40010.59	40000.00	0.00	40000.00	0.00	0.00	0.00	0.00
40100004	-512302.89	-512298.21	0.00	-512396.21	40009.53	40000.00	0.00	40000.00	0.00	0.00	0.00	0.00
40110004	-552312.42	-552298.21	0.00	-552396.21	40008.58	40000.00	0.00	40000.00	0.00	0.00	0.00	0.00
40120004	-592321.00	-592298.21	0.00	-592396.21	40007.72	40000.00	0.00	40000.00	0.00	0.00	0.00	0.00
40130004	-632330.72	-632298.21	0.00	-632396.21	200028.48	200000.00	0.00	200000.00	0.00	0.00	0.00	0.00
40140004	-632330.72	-632298.21	0.00	-632396.21	40006.95	40000.00	0.00	40000.00	0.00	0.00	0.00	0.00
40150004	-672335.67	-672298.21	0.00	-672396.21	40006.25	40000.00	0.00	40000.00	0.00	0.00	0.00	0.00
40160004	-712341.82	-712298.21	0.00	-712396.21	40005.63	40000.00	0.00	40000.00	0.00	0.00	0.00	0.00
40170004	-752347.85	-752298.21	0.00	-752396.21	40005.07	40000.00	0.00	40000.00	0.00	0.00	0.00	0.00

You may find it useful to change the positions of the Measure and Product hierarchy tiles on the worksheet. In the example above, the original positions were switched by dragging and dropping one hierarchy tile on top of the other. See “Work with a Grid” in the RPAS online Help or user guide for more information changing the appearance of a worksheet.

To change the hierarchy levels displayed in the worksheet, right-click on the hierarchy tile, and use Select Dimensions and Select Rollup options. For example, to display worksheet like the example above:

- a. Right-click on the **Product** tile, then choose **Select Rollup – Item**.
- b. Right-click on the **Product** tile, then choose **Select Dimensions**, then deselect **SKU** from the dialog box and click **OK**.
- c. Right-click on the **Calendar** tile, then choose **Select Rollup – Season**.
- d. Right-click on the **Calendar** tile, then choose **Outline** view.
- e. Right-click on the **Calendar** tile, then choose **Select Dimensions**, then deselect **Quarter** from the dialog box and click **OK**.
- f. Right-click in the **Measure** column, then choose **Select Display and Sort Attributes**. Choose the **Sort by User Specified Sort Order** checkbox. Then click **OK**.

- g.** Re-size columns and headings to maximize the amount of information you can see.

The worksheet should then be displayed in a format similar to the example above. For more information on these options, refer to the RPAS online Help or user guide.

Use the VCR arrows at the top left of the worksheet to select item and location combinations.

Note: To save the format of the worksheet within the workbook, select from the main menu **Format – Save Format – User**, or press **Save** on the toolbar, which saves both the workbook and the worksheet format.

2. Review the plan totals and values. Return to the prior worksheets to revisit pricing decisions.

Review Targets

The Review Target worksheet allows you to review strategic financial goals from TopPlan, the merchandise financial planning solution, and reconcile the key item plan accordingly. All target measures are non-editable. It is recommended that you make any changes on the original worksheets to adjust the item plan.

The view is an aggregate of all items at the class level for comparison to the class level financial plans.

Review the Target Goals with the Plan

1. Select the **Review Targets** tab. The worksheet appears.

Review Targets																
Product Location		Measures														
131 Basic, Advd, Exp & Motor																
		131 Basic			Advd			Exp			Motor					
		Inv of BOP Inv Contribution to TP U %	Inv of BOP Inv Contribution to TPR %	Inv of BOP Inv Contribution to TFC %	Top BOP Inv AUC	Top BOP Inv C	Top BOP Inv R	Top BOP Inv U	Inv of BOP Inv Contribution to TP U %	Inv of BOP Inv Contribution to TPR %	Inv of BOP Inv Contribution to TFC %	Top BOP Inv AUC	Top BOP Inv C	Top BOP Inv R	Top BOP Inv U	
Feb, FY2004		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Yes, FY2004		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2003/09/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2004/01/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2004/03/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2004/05/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Mar, FY2004		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2004/06/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2004/08/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2004/10/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2004/12/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2005/02/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2005/04/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2005/06/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2005/08/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2005/10/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2005/12/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2006/02/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2006/04/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2006/06/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2006/08/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2006/10/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2006/12/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2007/02/04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Covers																

You may find it useful to change the positions of the Measure and Product hierarchy tiles on the worksheet. In the example above, the original positions were switched by dragging and dropping one hierarchy tile on top of the other. See “Work with a Grid” in the RPAS online Help or user guide for more information changing the appearance of a worksheet.

To change the hierarchy levels displayed in the worksheet, right-click on the hierarchy tile, and use Select Dimensions and Select Rollup options. For example, to display worksheet like the example above:

- a. Right-click on the **Calendar** tile, then choose **Select Rollup – Season**.
- b. Right-click on the **Calendar** tile, then choose **Outline** view.
- c. Right-click on the **Calendar** tile, then choose **Select Dimensions**, then deselect **Quarter** from the dialog box and click **OK**.
- d. Right-click in the **Measure** column, then choose **Select Display and Sort Attributes**. Choose the **Sort by User Specified Sort Order** checkbox. Then click **OK**.
- e. Right-click in the Measure column, then choose Select Display and Sort Attributes. Choose the Sort by User Specified Sort Order checkbox. Next choose the Show/Hide tab, and move all of the hidden measures to the Visible measures column. Use the up and down arrow buttons to group like measures together, such as EOP and BOP. Then click **OK**.
- f. Re-size columns and headings to maximize the amount of information you can see.

The worksheet should then be displayed in a format similar to the example above. For more information on these options, refer to the RPAS online Help or user guide.

Use the VCR arrows at the top left of the worksheet to select item and location combinations.

Note: To save the format of the worksheet within the workbook, select from the main menu Format – Save Format – User, or press **Save** on the toolbar, which saves both the workbook and the worksheet format.

2. Review the target values for the key items.
3. Review Item Planning % contribution to TopPlan target measures.
4. Return to the prior worksheets to make adjustments to the plan.
5. In the Wp Review Targets Comments field, enter any comment you want to include with the plan.
6. Click **Calculate** on the toolbar.
7. Click **Save** on the toolbar.

Note: We recommend that you save your work often, at least whenever you finish with a worksheet. Refer to Chapter 2 for various save options.

Approve Plan

The final step in pre-season planning is the Self-Approval process. When you have completed the key item plan, you can mark the elements of the plan as “approved”. After processing, the Working Plan (Wp) version of the data is copied to the Current Plan (Cp).

Approving Plans

1. Select the **Approval** tab. The worksheet appears.

Item	Location	Date	Wp Self-Approval	Cp Self-Approval
10000000000000000000	10000000000000000000	10000000000000000000	Approved	Approved
10000000000000000000	10000000000000000000	10000000000000000000	Not Approved	Not Approved
10000000000000000000	10000000000000000000	10000000000000000000	Not Self-Approved	Not Self-Approved

To change the hierarchy levels displayed in the worksheet, right-click on the hierarchy tile, and use **Select Dimensions** and **Select Rollup** options. For example, to display worksheet like the example above:

- a. Right-click on the **Calendar** tile, then choose **Select Rollup - Season**.
- b. Right-click on the **Calendar** tile, then choose **Outline** view.
- c. Right-click on the **Calendar** tile, then choose **Select Dimensions**, then deselect **Quarter** from the dialog box and click **OK**.
- d. Re-size columns and headings to maximize the amount of information you can see.

The worksheet should then be displayed in a format similar to the example above. For more information on these options, see the RPAS online Help or user guide.

Use the VCR arrows at the top left of the worksheet to select item and location combinations.

Note: To save the format of the worksheet within the workbook, select from the main menu **Format - Save Format - User**, or press **Save** on the toolbar, which saves both the workbook and the worksheet format.

2. Select the **Wp Self-Approval** check box to mark the item plan as approved.
3. Enter any remarks about the plan in the **Wp Self-Approve Comments** field.
4. Repeat step 2 - 3 for each item/location/date you want to approve.
5. Click **Calculate**.
6. From the main menu, select **KeyPlan - Approve**.
7. Commit the data to the database and save the workbook:

Note: We recommend that you save your work often, at least whenever you finish with a worksheet. Refer to Chapter 2 for various commit and save options.

- a. From the main menu, select **File – Commit Now**. A dialog box will display asking if you want to save changes to this workbook before committing. Click **Yes**.

If this is the first time saving the workbook, The Save As dialog box is displayed. In the Workbooks field, provide a name for the workbook, and specify the Save Access As level. This option controls who can make changes to this workbook. Click **OK**.

The Commit was Successful dialog box is displayed.

- b. Click **OK**. The workbook is saved, and the data is committed to the data base. Pre-season planning process is complete.

Measure Reference

This chapter provides detailed descriptions of the measures used in the Item Planning solution.

Note: Measure descriptions shown in this chapter may differ from those used at your company. For more information on measures used in your version of Item Planning, check with your System Administrator.

About Measures

A measure is any item of data that can be represented on a grid in worksheets, such as Actual Orders, Last Year Units, or Units Sold. It can also be an alert that is displayed in worksheets, such as Buyer Inventory Alert. A standard set of measures (also known as business measures) has been defined for use in the key item planning process. If business requirements call for additional measures, they are definable by a System Administrator.

Measures are comprised of the following components:

- Role (that is, Planner)
- Version, that is, Last Year (LY), Original Plan (OP), Working Plan (WP), Current Plan (Cp)
- Metric (that is, Sales, Inventory)
- Unit of Measure:

Name	Label	Description
R	R	\$ Value
U	U	Units
Rp	R %	\$ Value %
Up	U %	Unit %
C	C	Cost
X	No Units	No Units
Xp	%	No Units %
Tx	Plan Text	Text
D	Plan Date	Date
B	True False	Yes/No

Item Planning Measures

The following tables provide information about the measures used in Item Planning.

Measure Label	Description	Access
Cp Avg Inv R	Average Inventory Retail	Read
Cp Avg Inv U	Average Inventory Units	Read
Cp Regular Avg Inv R	Regular Average Inventory Retail	Read
Cp Regular Avg Inv U	Regular Average Inventory Units	Read
Cp BOP Inv AUC	Average Unit Cost value of the Beginning of Period Inventory	Read
Cp BOP Inv AUR	Average Unit Retail value of the Beginning of Period Inventory	Read
Cp BOP Inv C	Beginning of Period Inventory Cost	Read
Cp BOP Inv R	Beginning of Period Inventory Retail	Read
Cp BOP Inv U	Beginning of Period Inventory Units	Read
Cp Clearance BOP Inv AUR	Clearance Average Unit Retail value of the Beginning of Period Inventory	Read
Cp Clearance BOP Inv R	Beginning of Period Clearance Inventory Retail	Read
Cp Clearance BOP Inv U	Beginning of Period Clearance Inventory Units	Read
Cp Regular BOP Inv AUR	Average Unit Retail value of the Regular Beginning of Period Inventory	Read
Cp Regular BOP Inv R	Beginning of Period Regular Inventory Retail	Read
Cp Regular BOP Inv U	Beginning of Period Regular Inventory Units	Read
Cp Clearance Conv In R	Regular Inventory Retail value of stock moving into clearance from regular status.	Read
Cp Clearance Conv In U	Regular Inventory Unit value of stock moving into clearance from regular status.	Read
Cp Clearance Conv Out R	Regular Inventory Retail value of stock moving out of regular and into clearance status.	Read
Cp Clearance Conv Out U	Regular Inventory Units moving out of regular and into clearance status.	Read
Cp EOP Inv AUR	Average Unit Retail value of the End of Period Inventory	Read
Cp EOP Inv R	End of Period Inventory Retail	Read
Cp EOP Inv U	End of Period Inventory Units	Read
Cp EOP Inv C	End of Period Inventory Cost	Read
Cp Clearance EOP Inv AUR	Average Unit Retail value of the Clearance End of Period Inventory	Read
Cp Clearance EOP Inv R	End of Period Clearance Inventory Retail	Read
Cp Clearance EOP Inv U	End of Period Clearance Inventory Units	Read

Measure Label	Description	Access
Cp Regular EOP Inv AUR	Average Unit Retail value of the Regular End of Period Inventory	Read
Cp Reg EOP Inv R	End of Period Regular Inventory Retail	Read
Cp Reg EOP Inv U	End of Period Regular Inventory Units	Read
Cp Forward Cover U	Inventory coverage of forward looking Sales Units	Read
Cp GM R	Gross Margin	Read
Cp GM R%	Gross Margin Percentage of sales	Read
Cp Inventory Adjustments R	Inventory Adjustment Retail Value	Read
Cp Inventory Adjustments U	Inventory Adjustment Units	Read
Cp Clearance Inventory Adjustments R	Clearance Inventory Adjustment Retail Value	Read
Cp Clearance Inventory Adjustments U	Clearance Inventory Adjustment Units	Read
Cp Regular Inventory Adjustments R	Regular Inventory Adjustment Retail Value	Read
Cp Regular Inventory Adjustments U	Regular Inventory Adjustment Units	Read
Cp Markdown R	Markdown at Retail	Read
Cp Markdown Add. R	Additional Markdown at Retail	Read
Cp Markdown Allowance R	Markdown Allowances at Retail	Read
Cp Markdown Clear R	Clearance Markdown. Price reduction used to clear aged or slow moving inventory expressed as a Value	Read
Cp Markdown Clear Ini R	Initial Clearance Markdown. Retail Value of the initial markdown of Regular Sales Units that have been moved to Clearance. ?	Read
Cp Markdown Perm R	Permanent Markdown. Permanent value decrease to the owned inventory price of merchandise for strategic downward re-pricing decisions	Read
Cp Markdown Promo R	Promotional Markdown. Temporary reduction to the owned inventory price for promotional purposes expressed as a value	Read
Cp Promo Lift U%	Unit percent of promotional sales based on promotional sales over regular sales	Read
Cp Receipts C	Receipt Cost	Read
Cp Receipts R	Receipt Retail	Read
Cp Receipts U	Receipt Units	Read
Cp Receipts AUR	Average Unit Retail Receipts	Read
Cp Receipts AUC	Average Unit Cost Receipts	Read
Cp Sell Thru U Ratio	Amount of merchandise sold in units expressed as a percentage of total available inventory for a period of time	Read

Measure Label	Description	Access
Cp Sales AUR	Average Unit Retail value of Sales	Read
Cp Sales R	Sales Retail	Read
Cp Sales U	Sales Units	Read
Cp Clearance Sales AUR	Average Unit Retail value of Clearance Sales	Read
Cp Clearance Sales R	Clearance Sales Retail	Read
Cp Clearance Sales U	Clearance Sales Units	Read
Cp Sales Contrib to Time U%	The contribution that a Sales value at a specific calendar hierarchy level makes to the total sales value at the highest calendar level.	Read
Cp Promotional Sales AUR	Average Unit Retail value of Promotional Sales	Read
Cp Promotional Sales R	Promo Sales Retail	Read
Cp Promotional Sales U	Promo Sales Units	Read
Cp Regular Sales AUR	Average Unit Retail value of Regular Sales	Read
Cp Regular Sales R	Regular Sales Retail	Read
Cp Regular Sales U	Regular Sales Unit	Read
Cp Reg+Promo Sales R	Promo + Regular Sales Retail	Read
Cp Reg+Promo Sales U	Promo + Regular Sales Units	Read
Cp TO R Ratio	Turnover based on values, or frequency with which Regular inventory value is sold and replaced over a stated time period.	Read
Cp TO U Ratio	Turnover based on Units. Frequency with which Regular inventory units are sold and replaced over a stated time period	Read
Cp WHO U	Weeks on Hand Ratio of Beginning of Period Inventory Value to Sales Value for a specific period of time	Read
FrcIn Demand U	In-season demand forecast units	Read
FrcPr Demand U	Pre-season demand forecast units	Read
Ly Avg Inv R	Average Inventory Retail	Read
Ly Avg Inv U	Average Inventory Units	Read
Ly Regular Avg Inv R	Regular Average Inventory Retail	Read
Ly Regular Avg Inv U	Regular Average Inventory Units	Read
Ly BOP Inv AUC	Average Unit Cost value of the Beginning of Period Inventory	Read
Ly BOP Inv AUR	Average Unit Retail value of the Beginning of Period Inventory	Read
Ly BOP Inv C	Beginning of Period Inventory Cost	Read
Ly BOP Inv R	Beginning of Period Inventory Retail	Read
Ly BOP Inv U	Beginning of Period Inventory Units	Read

Measure Label	Description	Access
Ly Clearance BOP Inv AUR	Clearance Average Unit Retail value of the Beginning of Period Inventory	Read
Ly Clearance BOP Inv R	Beginning of Period Clearance Inventory Retail	Read
Ly Clearance BOP Inv U	Beginning of Period Clearance Inventory Units	Read
Ly Regular BOP Inv AUR	Average Unit Retail value of the Regular Beginning of Period Inventory	Read
Ly Regular BOP Inv R	Beginning of Period Regular Inventory Retail	Read
Ly Regular BOP Inv U	Beginning of Period Regular Inventory Units	Read
Ly Clearance Conv In R	Regular Inventory Retail value of stock moving into clearance from regular status.	Read
Ly Clearance Conv In U	Regular Inventory Unit value of stock moving into clearance from regular status.	Read
Ly Clearance Conv Out R	Regular Inventory Retail value of stock moving out of regular and into clearance status.	Read
Ly Clearance Conv Out U	Regular Inventory Units moving out of regular and into clearance status.	Read
Ly EOP Inv AUR	Average Unit Retail value of the End of Period Inventory	Read
Ly EOP Inv R	End of Period Inventory Retail	Read
Ly EOP Inv U	End of Period Inventory Units	Read
Ly EOP Inv C	End of Period Inventory Cost	Read
Ly Clearance EOP Inv AUR	Average Unit Retail value of the Clearance End of Period Inventory	Read
Ly Clearance EOP Inv R	End of Period Clearance Inventory Retail	Read
Ly Clearance EOP Inv U	End of Period Clearance Inventory Units	Read
Ly Regular EOP Inv AUR	Average Unit Retail value of the Regular End of Period Inventory	Read
Ly Reg EOP Inv R	End of Period Regular Inventory Retail	Read
Ly Reg EOP Inv U	End of Period Regular Inventory Units	Read
Ly GM R	Gross Margin Retail	Read
Ly GM R%	Gross Margin Retail Percentage	Read
Ly Clearance Inventory Adjustments R	Clearance Inventory Adjustment Retail Value	Read
Ly Clearance Inventory Adjustments U	Clearance Inventory Adjustment Units	Read
Ly Regular Inventory Adjustments R	Regular Inventory Adjustment Retail Value	Read
Ly Regular Inventory Adjustments U	Regular Inventory Adjustment Units	Read
Ly Markdown R	Markdowns Retail	Read
Ly Markdown Clear Additional R	Additional Clearance Markdowns	Read

Measure Label	Description	Access
Ly Markdown Allowance R	Markdown Allowances at Retail	Read
Ly Markdown Clear R	Clearance Markdown. Price reduction used to clear aged or slow moving inventory expressed as a Value	Read
Ly Markdown Clear Ini R	Initial Clearance Markdown. Retail Value of the initial markdown of Regular Sales Units that have been moved to Clearance.	Read
Ly Markdown Perm R	Permanent Markdown. Permanent value decrease to the owned inventory price of merchandise for strategic downward re-pricing decisions	Read
Ly Markdown Promo R	Promotional Markdown. Temporary reduction to the owned inventory price for promotional purposes expressed as a value	Read
Ly Markup R	Mark-Up Value. Permanent value increase to the owned inventory price of merchandise for strategic upward re-pricing decisions	Read
Ly Promo Lift U%	Unit percent of promotional sales based on promotional sales over regular sales	Read
Ly Receipts C	Receipt Cost	Read
Ly Receipts R	Receipt Retail	Read
Ly Receipts U	Receipt Units	Read
Ly Sell Thru Ur	Amount of merchandise sold in units expressed as a percentage of total available inventory for a period of time	Read
Ly Sales AUR	Average Unit Retail value of Sales	Read
Ly Sales R	Sales Retail	Read
Ly Sales U	Sales Units	Read
Ly Clearance Sales AUR	Average Unit Retail value of Clearance Sales	Read
Ly Clearance Sales R	Clearance Sales Retail	Read
Ly Clearance Sales U	Clearance Sales Units	Read
Ly Sales Contrib to Time U%	The contribution that a Sales value at a specific calendar hierarchy level makes to the total sales value at the highest calendar level.	Read
Ly Promo Sales AUR	Average Unit Retail value of Promotional Sales	Read
Ly Promo Sales R	Promo Sales Retail	Read
Ly Promo Sales U	Promo Sales Units	Read
Ly Regular Sales AUR	Average Unit Retail value of Regular Sales	Read
Ly Regular Sales R	Regular Sales Retail	Read
Ly Regular Sales U	Regular Sales Unit	Read
Ly Reg+Promo Sales R	Promo + Regular Sales Retail	Read
Ly Reg+Promo Sales U	Promo + Regular Sales Units	Read

Measure Label	Description	Access
Ly TO U Ratio	Turnover based on Units. Frequency with which Regular inventory units are sold and replaced over a stated time period	Read
Ly TO R Ratio	Turnover based on values, or frequency with which Regular inventory value is sold and replaced over a stated time period.	Read
Ly WHO U	Weeks on Hand Ratio of Beginning of Period Inventory Value to Sales Value for a specific period of time	Read
Op Avg Inv R	Average Inventory Retail	Read
Op Avg Inv U	Average Inventory Units	Read
Op Regular Avg Inv R	Regular Average Inventory Retail	Read
Op Regular Avg Inv U	Regular Average Inventory Units	Read
Op BOP Inv AUC	Average Unit Cost value of the Beginning of Period Inventory	Read
Op BOP Inv AUR	Average Unit Retail value of the Beginning of Period Inventory	Read
Op BOP Inv C	Beginning of Period Inventory Cost	Read
Op BOP Inv R	Beginning of Period Inventory Retail	Read
Op BOP Inv U	Beginning of Period Inventory Units	Read
Op Clearance BOP Inv AUR	Clearance Average Unit Retail value of the Beginning of Period Inventory	Read
Op Clearance BOP Inv R	Beginning of Period Clearance Inventory Retail	Read
Op Clearance BOP Inv U	Beginning of Period Clearance Inventory Units	Read
Op Regular BOP Inv AUR	Average Unit Retail value of the Regular Beginning of Period Inventory	Read
Op Regular BOP Inv R	Beginning of Period Regular Inventory Retail	Read
Op Regular BOP Inv U	Beginning of Period Regular Inventory Units	Read
Op Clearance Conv In R	Regular Inventory Retail value of stock moving into clearance from regular status.	Read
Op Clearance Conv In U	Regular Inventory Unit value of stock moving into clearance from regular status.	Read
Op Clearance Conv Out R	Regular Inventory Retail value of stock moving out of regular and into clearance status.	Read
Op Clearance Conv Out U	Regular Inventory Units moving out of regular and into clearance status.	Read
Op EOP Inv AUR	Average Unit Retail value of the End of Period Inventory	Read
Op EOP Inv R	End of Period Inventory Retail	Read
Op EOP Inv U	End of Period Inventory Units	Read
Op EOP Inv C	End of Period Inventory Cost	Read

Measure Label	Description	Access
Op Clearance EOP Inv AUR	Average Unit Retail value of the Clearance End of Period Inventory	Read
Op Clearance EOP Inv R	End of Period Clearance Inventory Retail	Read
Op Clearance EOP Inv U	End of Period Clearance Inventory Units	Read
Op Regular EOP Inv AUR	Average Unit Retail value of the Regular End of Period Inventory	Read
Op Reg EOP Inv R	End of Period Regular Inventory Retail	Read
Op Reg EOP Inv U	End of Period Regular Inventory Units	Read
Op Forward Cover U	Inventory coverage of forward looking Sales Units	Read
Op Inventory Adjustments R	Inventory Adjustment Retail Value	Read
Op Inventory Adjustments U	Inventory Adjustment Units	Read
Op Clearance Inventory Adjustments R	Clearance Inventory Adjustment Retail Value	Read
Op Clearance Inventory Adjustments U	Clearance Inventory Adjustment Units	Read
Op Regular Inventory Adjustments R	Regular Inventory Adjustment Retail Value	Read
Op Regular Inventory Adjustments U	Regular Inventory Adjustment Units	Read
Op Markdown R	Markdowns at Retail	Read
Op Markdown Clearance Additonal R	Additional clearance markdowns at Retail	Read
Op Markdown Allowance R	Markdown Allowances at Retail	Read
Op Markdown Clear R	Clearance Markdown. Price reduction used to clear aged or slow moving inventory expressed as a Value	Read
Op Markdown Clear Ini R	Initial Clearance Markdown. Retail Value of the initial markdown of Regular Sales Units that have been moved to Clearance.	Read
Op Markdown Perm R	Permanent Markdown. Permanent value decrease to the owned inventory price of merchandise for strategic downward re-pricing decisions	Read
Op Markdown Promo R	Promotional Markdown. Temporary reduction to the owned inventory price for promotional purposes expressed as a value	Read
Op Markup R	Mark-Up Value. Permanent value increase to the owned inventory price of merchandise for strategic upward re-pricing decisions	Read
Op Promo Lift U%	Unit percent of promotional sales based on promotional sales over regular sales	Read
Op Receipts C	Receipt Cost	Read
Op Receipts R	Receipt Retail	Read
Op Receipts U	Receipt Units	Read

Measure Label	Description	Access
Op Sell Thru U Ratio	Amount of merchandise sold in units expressed as a percentage of total available inventory for a period of time	Read
Op Sales AUR	Average Unit Retail value of Sales	Read
Op Sales R	Sales Retail	Read
Op Sales U	Sales Units	Read
Op Clearance Sales AUR	Average Unit Retail value of Clearance Sales	Read
Op Clearance Sales R	Clearance Sales Retail	Read
Op Clearance Sales U	Clearance Sales Units	Read
Op Sales Contrib to Time U%	The contribution that a Sales value at a specific calendar hierarchy level makes to the total sales value at the highest calendar level.	Read
Op Promotional Sales AUR	Average Unit Retail value of Promotional Sales	Read
Op Promotional Sales R	Promo Sales Retail	Read
Op Promotional Sales U	Promo Sales Units	Read
Op Regular Sales AUR	Average Unit Retail value of Regular Sales	Read
Op Regular Sales R	Regular Sales Retail	Read
Op Regular Sales U	Regular Sales Unit	Read
Op Reg+Promo Sales R	Promo + Regular Sales Retail	Read
Op Reg+Promo Sales U	Promo + Regular Sales Units	Read
Op TO U Ratio	Turnover based on Units. Frequency with which Regular inventory units are sold and replaced over a stated time period	Read
Op WHO U	Weeks on Hand Ratio of Beginning of Period Inventory Value to Sales Value for a specific period of time	Read
TOp BOP Inv C	Beginning of period inventory cost target from TopPlan	Read
TOp BOP Inv R	Beginning of period inventory retail target from TopPlan	Read
TOp BOP Inv U	Beginning of period inventory units target from TopPlan	Read
TOp BOP Inv AUR	Beginning of period inventory average unit retail target from TopPlan	Read
TOp BOP Inv AUC	Beginning of period inventory average unit cost target from TopPlan	Read
TOp EOP Inv C	End of period inventory cost target from TopPlan	Read
TOp EOP Inv R	End of period inventory retail target from TopPlan	Read
TOp EOP Inv U	End of period inventory units target from TopPlan	Read
TOp EOP Inv AUR	End of period inventory average unit retail target from TopPlan	Read
TOp EOP Inv AUC	End of period inventory average unit cost target from TopPlan	Read

Measure Label	Description	Access
TOp GM R	Gross Margin target from TopPlan	Read
TOp GM R%	Gross Margin percentage of Retail target from TopPlan	Read
TOp Markdown R	Markdowns at Retail target from TopPlan	Read
TOp Receipts C	Receipts cost target from TopPlan	Read
TOp Receipts R	Receipts at Retail target from TopPlan	Read
TOp Receipts U	Receipts units target from TopPlan	Read
TOp Receipts AUR	Receipts average unit retail target from TopPlan	Read
TOp Receipts AUC	Receipts average unit retail target from TopPlan	Read
TOp Sales R	Sales at Retail target from TopPlan	Read
TOp Sales C	Sales cost target from TopPlan	Read
TOp Sales U	Sales units target from TopPlan	Read
TOp Sales AUR	Sales average unit retail target from TopPlan	Read
TOp Sales AUC	Sales average unit cost target from TopPlan	Read
TCp BOP Inv C	Beginning of period inventory cost target from TopPlan	Read
TCp BOP Inv R	Beginning of period inventory retail target from TopPlan	Read
TCp BOP Inv U	Beginning of period inventory units target from TopPlan	Read
TCp BOP Inv AUR	Beginning of period inventory average unit retail target from TopPlan	Read
TCp BOP Inv AUC	Beginning of period inventory average unit cost target from TopPlan	Read
TCp EOP Inv C	End of period inventory cost target from TopPlan	Read
TCp EOP Inv R	End of period inventory retail target from TopPlan	Read
TCp EOP Inv U	End of period inventory units target from TopPlan	Read
TCp EOP Inv AUR	End of period inventory average unit retail target from TopPlan	Read
TCp EOP Inv AUC	End of period inventory average unit cost target from TopPlan	Read
TCp GM R	Gross Margin target from TopPlan	Read
TCp GM R%	Gross Margin percentage of Retail target from TopPlan	Read
TCp Markdown R	Markdowns at Retail target from TopPlan	Read
TCp Receipts C	Receipts cost target from TopPlan	Read
TCp Receipts R	Receipts at Retail target from TopPlan	Read
TCp Receipts U	Receipts units target from TopPlan	Read
TCp Receipts AUR	Receipts average unit retail target from TopPlan	Read
TCp Receipts AUC	Receipts average unit retail target from TopPlan	Read

Measure Label	Description	Access
TCp Sales R	Sales at Retail target from TopPlan	Read
TCp Sales C	Sales cost target from TopPlan	Read
TCp Sales U	Sales units target from TopPlan	Read
TCp Sales AUR	Sales average unit retail target from TopPlan	Read
TCp Sales AUC	Sales average unit cost target from TopPlan	Read
Wp Avg Inv R	Average Inventory Retail	Read
Wp Avg Inv U	Average Inventory Units	Read
Wp Clearance Avg Inv R	Clearance Average Inventory Retail	Read
Wp Clearance Avg Inv U	Clearance Average Inventory Units	Read
Wp Regular Avg Inv R	Regular Average Inventory Retail	Read
Wp Regular Avg Inv U	Regular Average Inventory Units	Read
Wp BOP Inv AUC	Average Unit Cost value of the Beginning of Period Inventory	Read
Wp BOP Inv AUR	Average Unit Retail value of the Beginning of Period Inventory	Read
Wp BOP Inv C	Beginning of Period Inventory Cost	Read
Wp BOP Inv R	Beginning of Period Inventory Retail	Read
Wp BOP Inv U	Beginning of Period Inventory Units	Read
Wp Clearance BOP Inv AUR	Clearance Average Unit Retail value of the Beginning of Period Inventory	Read
Wp Clearance BOP Inv R	Beginning of Period Clearance Inventory Retail	Read
Wp Clearance BOP Inv U	Beginning of Period Clearance Inventory Units	Read
Wp BOP Inv c TP C%	Key Plan BOP Cost percent to TopPlan BOP Cost	Read
Wp BOP Inv c TP R%	Key Plan BOP Retail percent to TopPlan BOP Retail	Read
Wp BOP Inv c TP U%	Key Plan BOP Unit percent to TopPlan BOP Unit	Read
Wp Regular BOP Inv AUR	Average Unit Retail value of the Regular Beginning of Period Inventory	Read
Wp Regular BOP Inv R	Beginning of Period Regular Inventory Retail	Read
Wp Regular BOP Inv U	Beginning of Period Regular Inventory Units	Read
Wp BOS Inv R	Initial Beginning of Season Inventory Retail - Initializes the first period's Beginning of Period Inventory Retail value	Read
Wp BOS Inv U	Initial Beginning of Season Inventory Units - Initializes the first period's Beginning of Period Inventory units	Read
Wp Clearance BOS Inv R	Used to initialize beginning clearance inventory in the case of no historical data	Read
Wp Clearance BOS Inv U	Used to initialize beginning clearance inventory the case of no historical data	Write

Measure Label	Description	Access
Wp Regular BOS Inv R	Used to initialize beginning clearance inventory in the case of no historical data	Read
Wp Regular BOS Inv U	Used to initialize beginning clearance inventory in the case of no historical data	Write
Wp Clearance Conv In R	Regular Inventory Retail value of stock moving into clearance from regular status.	Read
Wp Clearance Conv In U	Regular Inventory Unit value of stock moving into clearance from regular status.	Write
Wp Clearance Conv Out R	Regular Inventory Retail value of stock moving out of regular and into clearance status.	Read
Wp Clearance Conv Out U	Regular Inventory Units moving out of regular and into clearance status.	Write
Wp Commitments U	Unit Commitments ordered but not approved in the purchase order system.	Write
Wp Commitments R	Retail Value of Commitments ordered but not approved in the purchase order system	Read
Wp EOP Inv AUR	Average Unit Retail value of the End of Period Inventory	Read
Wp EOP Inv R	End of Period Inventory Retail	Read
Wp EOP Inv U	End of Period Inventory Units	Read
Wp EOP Inv C	End of Period Inventory Cost	Read
Wp Clearance EOP Inv AUR	Average Unit Retail value of the Clearance End of Period Inventory	Read
Wp Clearance EOP Inv R	End of Period Clearance Inventory Retail	Read
Wp Clearance EOP Inv U	End of Period Clearance Inventory Units	Read
Wp EOP Inv c TP C%	Key Plan EOP Retail percent to TopPlan EOP Cost	Read
Wp EOP Inv c TP R%	Key Plan EOP Retail percent to TopPlan EOP Retail	Read
Wp EOP Inv c TP U%	Key Plan EOP Unit percent to TopPlan EOP Unit	Read
Wp Regular EOP Inv AUR	Average Unit Retail value of the Regular End of Period Inventory	Read
Wp Reg EOP Inv R	End of Period Regular Inventory Retail	Read
Wp Reg EOP Inv U	End of Period Regular Inventory Units	Read
Wp Regular EOP Inv var Ly U%	Unit Percentage increase or decrease in Regular EOP Inventory over Last Year EOP Inventory	Read
Wp Regular EOP Inv var Op U%	Unit Percentage increase or decrease in Regular EOP Inventory over OP EOP Inventory	Read
Wp EOP var Ly R%	Retail Percentage increase or decrease in EOP Inventory over Last Year EOP Inventory	Read
Wp EOP var Ly U%	Unit Percentage increase or decrease in EOP Inventory over Last Year EOP Inventory	Read

Measure Label	Description	Access
Wp Forward Cover U	Inventory coverage of forward looking Sales Units	Read
Wp Generate Opt In Season True False	Generates Optimal plan In Season	Write
Wp Generate Opt Pre Season True False	Generates Optimal Plan Pre Season	Write
Wp GM R	Gross Margin Value	Read
Wp GM R%	Gross Margin expressed as a percentage of Sales Retail	Read
Wp GMROI R	Gross Margin / Return on Investment	Read
Wp Inventory Adjustments R	Inventory Adjustment Retail Value	Read
Wp Inventory Adjustments U	Inventory Adjustment Units	Read
Wp Clearance Inventory Adjustments R	Clearance Inventory Adjustment Retail Value	Read
Wp Clearance Inventory Adjustments U	Clearance Inventory Adjustment Units	Write
Wp Regular Inventory Adjustments R	Regular Inventory Adjustment Retail Value	Read
Wp Regular Inventory Adjustments U	Regular Inventory Adjustment Units	Write
Wp Last 6 Wks Act U	Aggregate value representing of the last six weeks worth of actualized sales units.	Read
Wp Last 6 Wks Plan U	Aggregate value representing of the last six weeks worth of Planned sales units.	Read
Wp Markdown R	Markdown at Retail	Read
Wp Markdown Allowance R	Markdown Allowances at Retail	Write
Wp Markdown Clear R	Clearance Markdown. Price reduction used to clear aged or slow moving inventory expressed as a Value	Read
Wp Mkd Clr Additional R	Additional Clearance Markdown. Retail Value of Clearance Units that has been further reduced	Write
Wp Mkd Clr Initial R	Initial Clearance Markdown. Retail Value of the initial markdown of Regular Sales Units that have been moved to Clearance.	Read
Wp Mkd Clr Initial R%	Retail percent of the initial markdown of Regular Sales Units that have been moved to Clearance.	Read
Wp Mkd c TP R%	KeyPlan Cp Markdown Retail Contribution % to TopPlan Wp Markdown Retail	
Wp Markdown Perm R	Permanent Markdown. Permanent value decrease to the owned inventory price of merchandise for strategic downward re-pricing decisions	Write
Wp Markdown Promo R	Promotional Markdown. Temporary reduction to the owned inventory price for promotional purposes expressed as a value	Read

Measure Label	Description	Access
Wp Markup R	Mark-Up Value. Permanent value increase to the owned inventory price of merchandise for strategic upward re-pricing decisions	Read
Wp Unit Sales Comments Text	Unit Sales Comment Textbox	Write
Wp Marketing Strategy Text	Markdown Strategy Textbox	Write
Wp Inv & Rcpt Comments Text	Wp Inv & Rcpt Comments Textbox	Write
Wp Exit Strategy Comments Text	Wp Exit Strategy Comments Textbox	Write
Wp Unit Plan Comments Text	Unit Plan Comments Textbox	Write
Wp Dollar Plan Comments Text	Dollar Plan Comment Textbox	Write
Wp Target Comments Text	Target Comments Textbox	Write
Wp On Order Adjusted U	Adjustments to On Order Units	Write
Wp On Order Adjusted R	Adjustments to On Order Retail	Read
WP On Order R	On Order Retail	Read
Wp On Order U	On Order Units	Read
Wp On Order C	On Order Cost	Read
Wp Plan U%	Represents the weight of planned sales in the calculation of weighted average sales.	Write
Wp Price AUC	Average Unit Cost	Write
Wp Clearance Price AUR	Clearance Average Unit Retail value	Write
Wp Promo Price AUR	Average Unit Retail Price of Promotional Sales	Write
Wp Regular Price AUR	Regular Ave Unit Retail value	Write
Wp Promo Discount R%	Promotional Markdown. Temporary reduction to the owned inventory price for promotional purposes expressed as retail percent.	Write
Wp Promo Lift U%	Unit percent of promotional sales based on promotional sales over regular sales	Write
Wp Receipts R	Receipt Retail	Read
Wp Receipts U	Receipt Units	Write
Wp Receipts C	Receipt Cost	Read
Wp Receipts AUR	Average Unit Retail value of Receipts	Read
Wp Receipt c Tp C%	Key Plan Receipt Cost percent to TopPlan Receipt Cost	Read
Wp Receipt c Tp R%	Key Plan Receipt Retail percent to TopPlan Receipt Retail	Read
Wp Receipt c Tp U%	Key Plan Receipt Unit percent to TopPlan Receipt Unit	Read
Wp Receipts var On Order Adj U%	Percentage increase or decrease in Receipts over On Order Adjustments	Write
Wp Sell Thru U Ratio	Amount of merchandise sold in units expressed as a percentage of total available inventory for a period of time	Read

Measure Label	Description	Access
Wp Sell Thru U Ratio	Amount of merchandise sold in units expressed as a percentage of total available inventory for a period of time	
Wp Clearance Sell Thru U%	Amount of Clearance merchandise sold in units expressed as a percentage of total available inventory for a period of time	Write
Wp Regular Sell Thru U%	Amount of Regular merchandise sold in units expressed as a percentage of total available inventory for a period of time	Read
Wp Self Approval True False	Self Approval Flag	Write
Wp Self Approval Date Date	The date the user last self approved a plan.	Read
Wp Self Approval Comment Text	Self Approval Comment	Write
Wp Self Approved By	ID of last user to self approve the plan	Read
Wp Sales AUR	Average Unit Retail value of Sales	Read
Wp Sales R	Sales Retail	Read
Wp Sales U	Sales Units	Read
Wp Clearance Sales AUR	Average Unit Retail value of Clearance Sales	Read
Wp Clearance Sales R	Clearance Sales Retail	Read
Wp Clearance Sales U	Clearance Sales Units	Write
Wp KP Sales Contribution to TP C%	Key Plan Sales Cost percent to TopPlan Sales Cost	Read
Wp KP Sales Contribution to TP R%	Key Plan Sales Retail percent to TopPlan Sales Retail	Read
Wp KP Sales Contribution to TP U%	Key Plan Sales Unit percent to TopPlan Sales Unit	Read
Wp Sales Contrib to Time U%	The contribution that a Sales value at a specific calendar hierarchy level makes to the total sales value at the highest calendar level.	Read
Wp Promotional Sales AUR	Average Unit Retail value of Promotional Sales	Write
Wp Promotional Sales R	Promo Sales Retail	Read
Wp Promotional Sales U	Promo Sales Units	Write
WP Regular Sales AUR	Average Unit Retail value of Regular Sales	Write
Wp Regular Sales R	Regular Sales Retail	Read
Wp Regular Sales U	Regular Sales Unit	Write
Wp Regular STD Sales R	Sum of total Planned Regular sales	Read
Wp Regular STD Sales U	Sum of total Planned Regular sales	Read
Wp Regular Sales var Ly R%	Retail Percentage increase or decrease in Regular Sales over Last Year Regular Sales	Read
Wp Regular Sales var Ly U%	Units Percentage increase or decrease in Regular Sales over Last Year Regular Sales	Write
Wp Regular Sales var Op U%	Unit Percentage increase or decrease in Regular Sales over OP Sales.	Read
Wp Reg+Promo Sales AUR	Average Unit Retail value of Promo + Regular Sales	Read

Measure Label	Description	Access
Wp Reg+Promo Sales R	Promo + Regular Sales Retail	Read
Wp Reg+Promo Sales U	Promo + Regular Sales Units	Read
Wp Sales Trend U	Current sales projection based upon actualized vs. planned sales trend.	Read
Wp Sales Trend U	Sales Trend	Read
Wp Sales var Demand U%	Sales units variance to demand	Read
Wp Sales var Demand U%	Sales units variance to demand	Write
Wp Sales var Ly R%	Retail Percentage increase or decrease in Sales over Last Year Sales	Read
Wp Sales var Ly U%	Units Percentage increase or decrease in Sales over Last Year Sales	Write
Wp STD Actuals U	Sum of plan period to date actualized sales	Read
Wp STD Plan U	Sum of plan period to date planned sales	Read
Wp TO U Ratio	Turnover based on Units. Frequency with which Regular inventory units are sold and replaced over a stated time period	Read
Wp TO R Ratio	Turnover based on values, or frequency with which Regular inventory value is sold and replaced over a stated time period.	Read
Wp Trend U%	Represents the weight of trend in the calculation of weighted average sales.	Write
Wp Select Trend Option	Drop down menu for choosing sales method for populating working plan sales in season.	Write
Wp Week U	Temporary Measure to Support Elapsed Time	Read
Wp Weighted Ave Sales U	Sales computed using a weighted average percentage between actualized sales and planned sales.	Read
Wp WHO U	Weeks on Hand Ratio of Beginning of Period Inventory Value to Sales Value for a specific period of time	Read
Wp Regular WHO U	Weeks on Hand Ratio of Beginning of Period Regular Inventory Units to Reg+Promo Sales Units for a specific period of time	Read
Wp Item Description Tx	Text description of key item groupings	Read

Appendix: Item Planning Administration

Overview

Solution versus RPAS Administration

Administration functions are grouped into two categories:

- Solution administration
- RPAS administration

The solution administration functions apply to the specific solution, Item Planning.

The Item Planning-specific administration function includes:

- **Seeding Administration** – Used to copy data from a selected plan version to the working plan version prior to start the Pre-Season plan.

RPAS administration consists of the following activities:

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

Item Planning Administration consists of one workbook that allows the administrator to perform the following activities:

- **Seeding Administration workbook** – Seeds the working item plans with data from a selected version.

Seeding Administration Workbook

The Seeding Administration workbook allows users that have administration access to seed the Wp plan version with data selected from an alternate plan version. This process is typically done at the beginning of a Pre-Season planning period. Data for pre-defined measures are copied from the selected plan version to those same measures for the Wp plan version.

- Data are seeded from one product to that same product from one year to the next. Item Planning does not currently allow users to seed data across different classes.
- The user must select the classes, channels, and time periods that are to be seeded at the time the Seeding Administration workbook is built.

Seeding Process

Create a Seeding Administration Workbook

1. Click **New** on the toolbar. The New dialog box is displayed.
2. Click the Item Planning tab.
3. Select 5 — Seeding Administration, and click **OK**. The Seeding Administration wizard is displayed.
4. Select the desired channels, products, and time periods on the respective pages of the wizard.
5. Click **Finish**. The Seeding Administration workbook is created.

Setting up the Source Data

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

The available plan versions are:

- Ly – Last year data
 - Ly Op – Last year, original plan data
 - Ly Cp – Last year, current plan data
3. Once the selections are made, click **Calculate**. This replicates the selections to lower hierarchy dimension members.
 4. From the main menu, select the Seeding Administration – Seed. A message will display that indicates the successful completion of the seeding process.

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

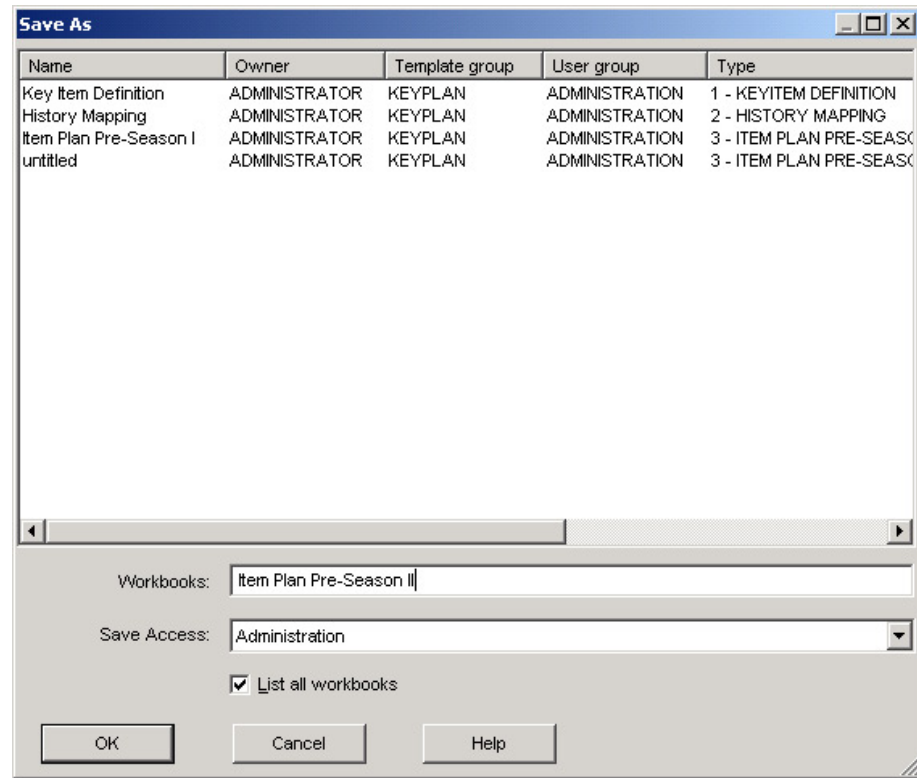
Reviewing the Results of Seeding

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

Saving a Workbook

You can save a newly created workbook at any point in the planning process and open it later to complete the planning process or edit previous steps. This action also allows the flexibility to revise your plan continuously as new information comes in.

1. Select **File – Save** from the main menu. The Save As dialog is displayed.



Save As Dialog Box

The column fields in the list box describe existing plans:

- **Name:** Name of plan
- **Owner:** Administration or user
- **Template Group:** Template Name
- **User Group:** Work group of the plan originator
- **Type:** Type of workbook
- **Date:** Date of origination
- **Access:** User (originator), world or group access

The Save As window displays previously saved workbooks. The first field is blank. When you enter a name for this workbook, it will be displayed in the list of workbooks that can be viewed or edited. This workbook name is displayed on the title line when the workbook is open for further build or editing procedures.

2. Enter an identifying name in the top Workbooks field.
3. In the Save Access As section, select User, World, or Group. Selecting Group allows other users within your group to view or edit your workbook. Selecting User allows only the plan originator to view or edit this workbook. Once selected, it cannot be changed.
4. If you want all workbooks from your group to be displayed for viewing or editing, select the List All Workbooks check box. If this check box is cleared, you will only see the workbooks created by you as Owner.
5. Click **OK**. The parameters of this workbook are saved and the workbook structure is available for continued planning or for access at another time. The Step 1 window is still displayed.

User Administration and Security

For information on user administration and security, refer to the RPAS Administration Guide.

Appendix: 52-Week to 53-Week Year History Mapping

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

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

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

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

w52_2003w52_2004 w53_2003 (note the space before w53)

where w52_2003 is the source, and w52_2004 and w53_2004 are the destination weeks.

Refer to the RPAS Administration Guide for information regarding loading measures.