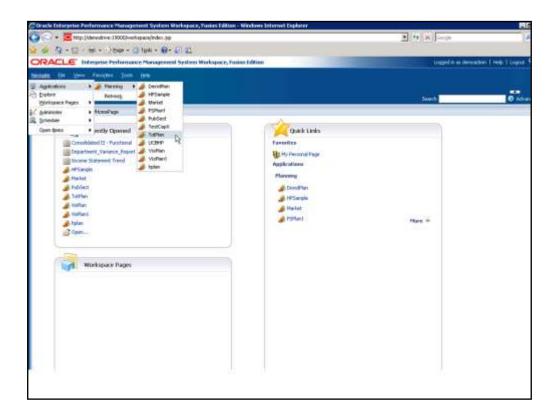
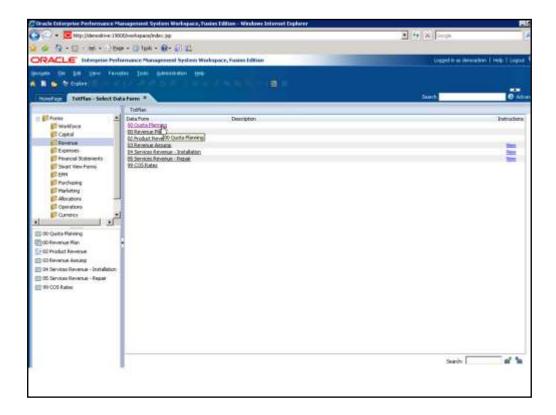


Log into Workspace

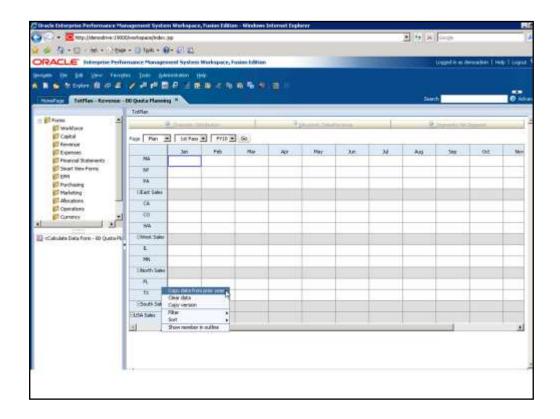


Launch the TotPlan application from Navigate > applications > Planning > TotPlan.



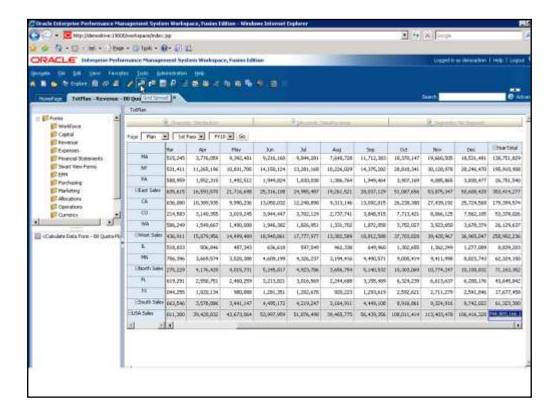
Click on the Quota Planning form in the Revenue folder.

As we're planning the next fiscal year, we don't yet have any data in our  $1^{st}$  Pass version. Let's copy last year's actual data as a starting point to next year's plan.



Right click in the blue area next to MA and select Copy data from prior year.

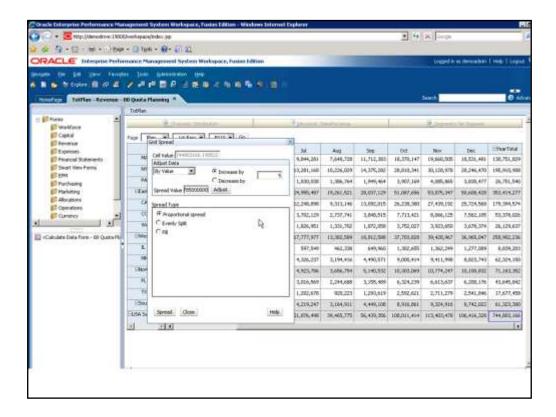
The goal here is to copy actual data from the prior year to the next year as a starting point.



FY09 actual data is now copied into our FY10 plan.

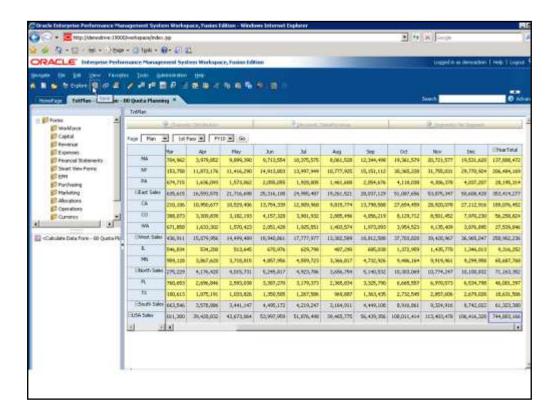
Let's assume that management wants to increase the annual target for all entities to 785 million.

Highlight the YearTotal cell for USA Sales and click the Grid Spread icon.



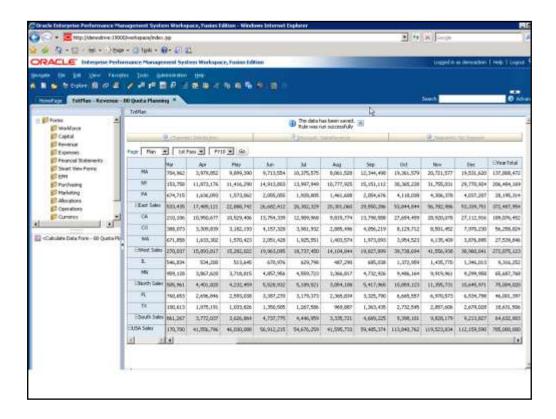
Enter 785000000 in the Spread Value box and click Spread.

We're able to quickly do a proportional spread of a new target across multiple hierarchies, e.g., time and department.

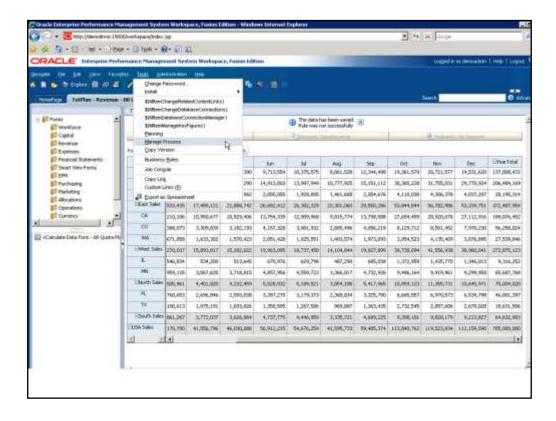


The data that is modified turns yellow.

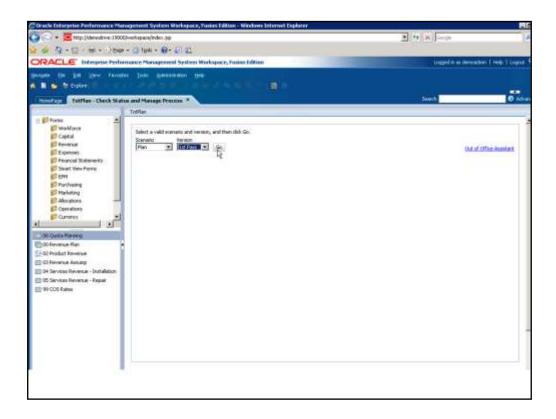
Click on the Save button in order to recalculate all data.



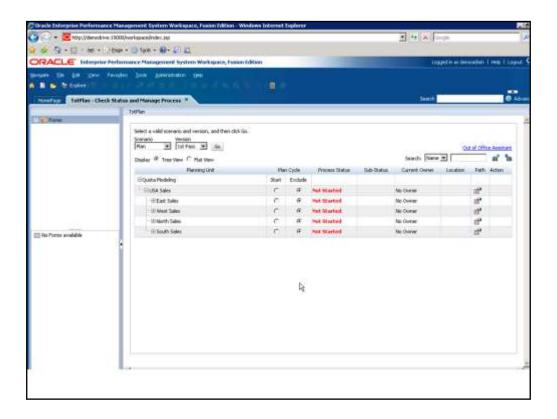
Senior Management has finished setting quotas based on historical data with some uplift adjustments, and will now send this data to regional managers via Planning's process management.



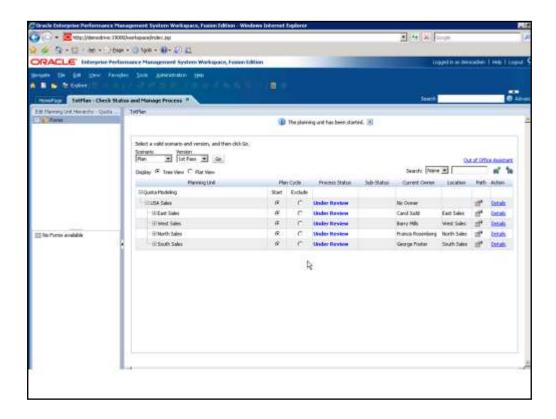
Select Tools > Manage Process.



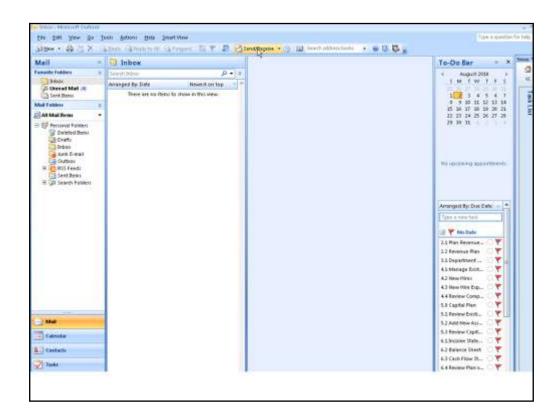
Select Plan for the Scenario and 1st Pass for the Version. Click Go.



In the Tree view, click Start for USA Sales.

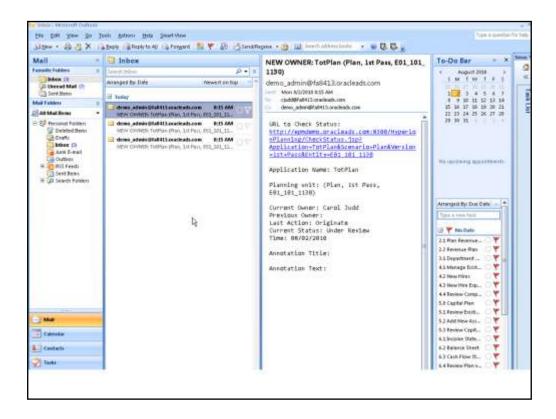


When the process is initiated, ownership automatically flows to the first person in the hierarcy. As shown here, the East Sales region is now Under Review in Carol Judd's hands.

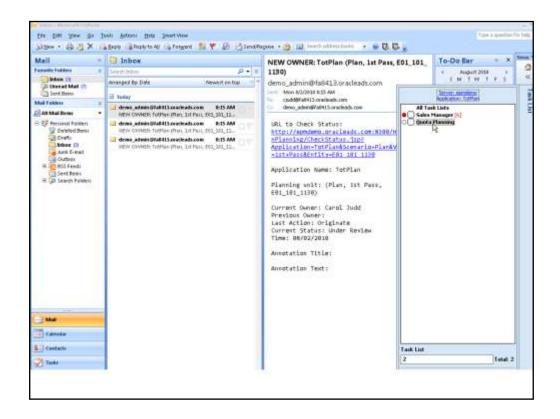


Return to Microsoft outlook. Planning is tightly integrated with Microsoft Outlook, Excel, Powerpoint and Word. When ownership of a Planning Unit changes hands, an email notification can be sent.

Click on Send/Receive.

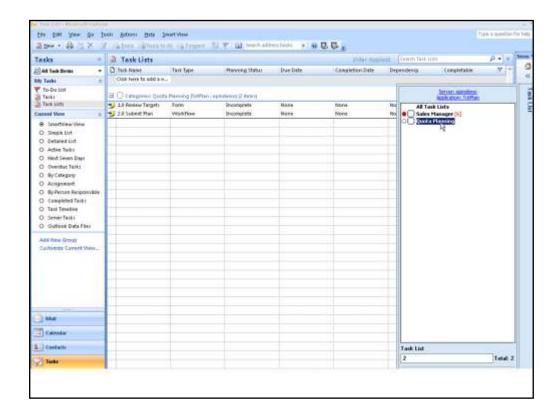


Carol has received notifications saying she's the new owner of the East Sales region plans.

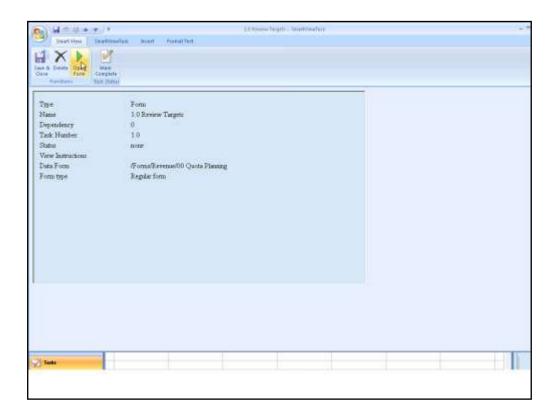


Planning tasks are organized in the form of Task Lists, and these can be viewed within Microsoft.

Click on the Quota Planning Task List.

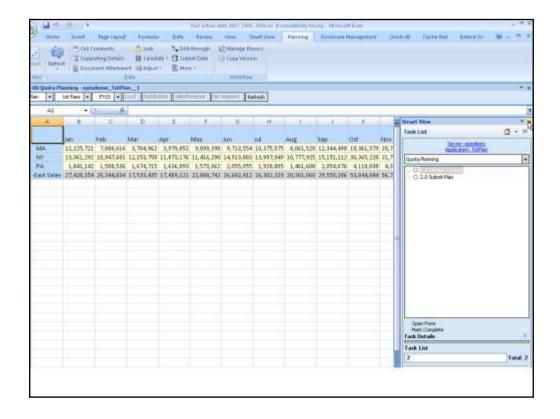


Click on Task List, then Quota Planning Task List. Double-click on the Review Targets task to open it.

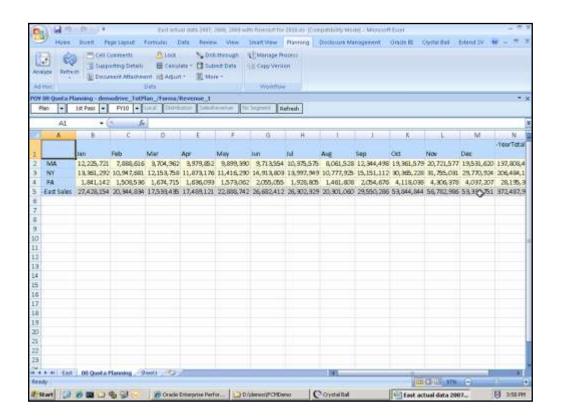


You can launch a task from Outlook directly into Microsoft Excel.

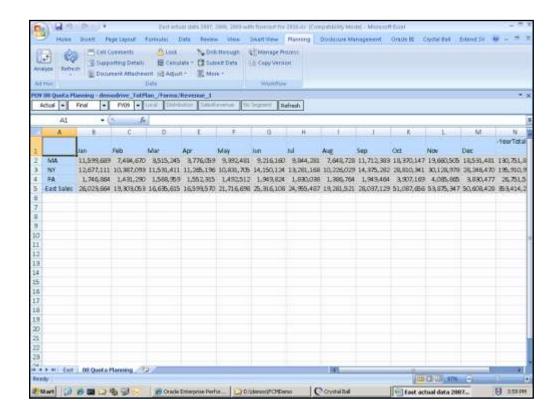
Click on Open Form.



From here, users can navigate through their task list in an environment they are very familiar with. Close the SmartView box to gain more real estate.



Carol sees that her target for FY10 has been set at 372M. She's concerned that it may be higher than can be achieved with her current resources, but she wants to analyze the data before making any sort of counter proposal.



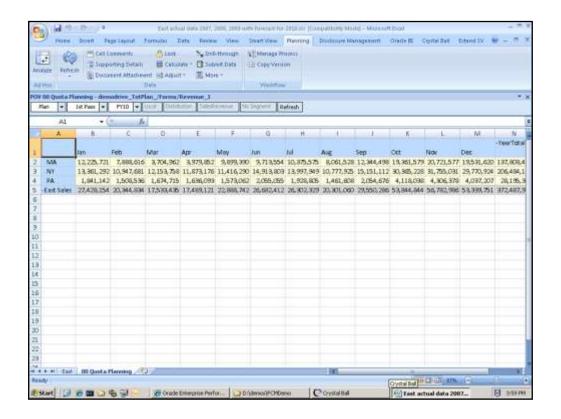
First, she views the actual FY09 numbers for her region.

Change the POV to Actual, Final, FY09 and click Refresh.

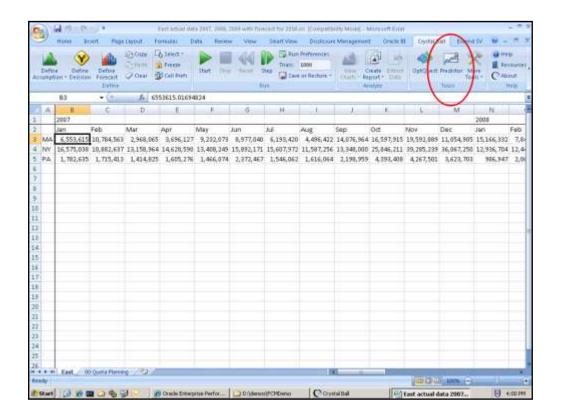
Actual revenue was 353M; a new goal of about 20M more for her region seems high. Before agreeing to the new target for next year, Carol wants to do some additional analysis to understand what the likelihood is of her achieving the target.

If, as she suspects, the new target might be too high for the resources currently available, she wants to know

- 1)What is the probability that, given her current resources, she can achieve a target of 372M
- 2)If 372M is too high, what is a more reasonable objective to offer as a counter-proposal.
- 3)Can she back up her hunch with a rigorous analysis.

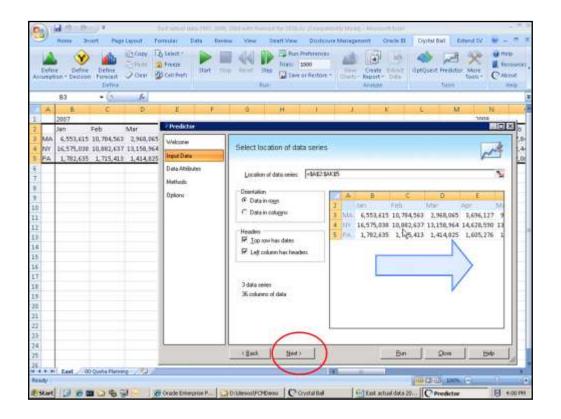


Reset the form to Plan, 1<sup>st</sup> Pass, FY10 and Refresh. Go to the tab called East. Once there, click the Crystal Ball tab in the top Excel Ribbon to bring up the Crystal Ball ribbon menu.



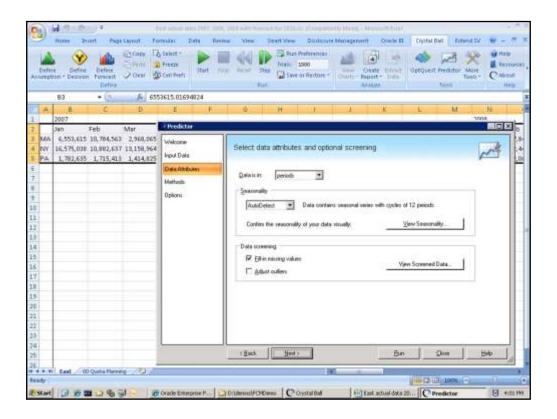
She wants to start by using the last 3 years of actual data for her region to forecast next year.

(Click anywhere within the data series, then click the Predictor icon. It will bring up this first screen in the Predictor wizard. Click next.)

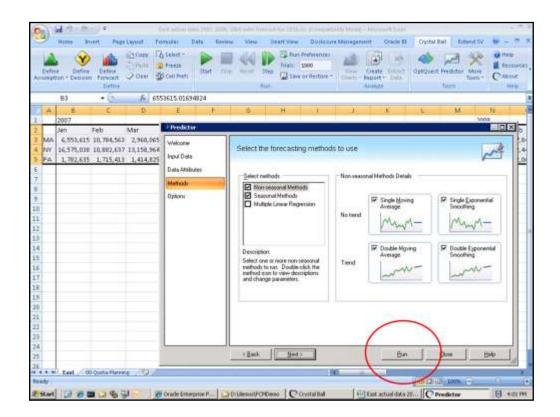


She uses Predictor, a time-series forecasting tool. Predictor automatically detects the range of values as well as the column and row headers. This tool will analyze the past three years of historical data for Carol's region and, using several time-series forecasting techniques or methods, will choose the best forecast for the next 12 months, accounting for the variability in the historical data.

(Click next.)

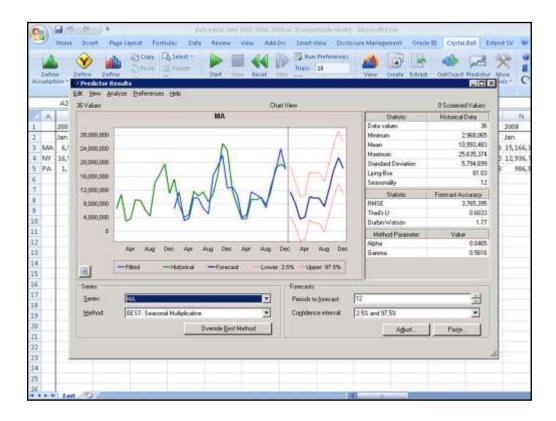


The software lets you adjust several forecasting parameters including seasonality, filling in missing values and adjusting outliers. (click next)



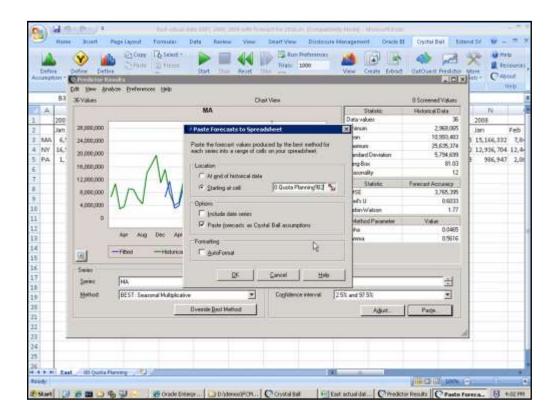
Predictor has 8 time-series methods and will automatically select the one that provides the best fit to the data.

Click run



Predictor results are shown in a chart. The left side of the chart in green is the historical data. The blue line on the left shows the results of the best method that fits the historical data. On the right side, the line in blue is the forecast data, bounded by a confidence interval (the red dotted lines).

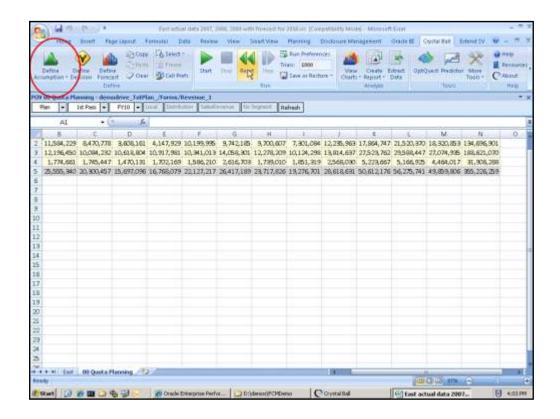
This is important because the forecast is not just giving one number, which is likely to be wrong, but rather is showing the range of possible outcomes.



Click Paste and choose the settings as shown. This will paste the forecast for the next 12 periods as well as the confidence interval into the spreadsheet.

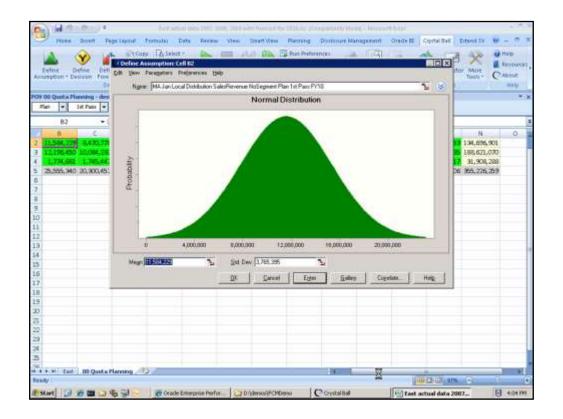
To choose the correct starting cell, click the cell picker (the black/red/white icon), then go to the Quota Planning tab and click cell B2.

Once the numbers are pasted, close the chart (click the X in the upper right corner).



Go to the Planning tab. You'll see that the values in the cells have changed. They have been replaced with Crystal Ball assumptions.

Click Define Assumption to view an assumption



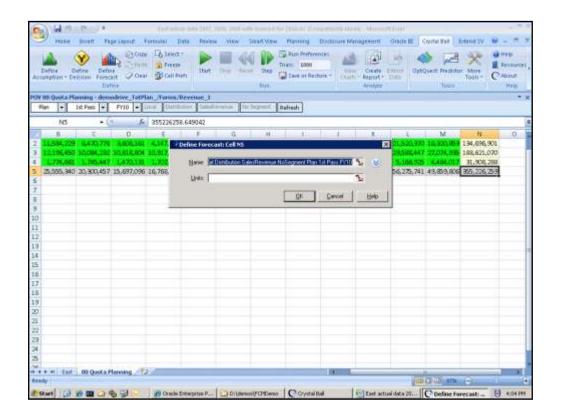
Predictor shows that given historical data, the likely value for next year should be around 355M (the total in cell N5). Yet our target is 372, much higher. Carol now needs to evaluate the likelihood of reaching a revenue target of 382. If the probability of success is too low – i.e. it's too risky – then she can choose a more conservative target and suggest that instead.

First, we look at what Predictor has provided as the output. For each month in our forecast, we've replaced the single value with a range of possible values. This says that for January, we should expect to do about 11.5M, but there could be quite a wide range of possibilities.

Each of the green cells similarly contains such an assumption. We're going to use these assumptions to answer out first question:

-What is the probability that, given her current resources, she can achieve a target of 372M

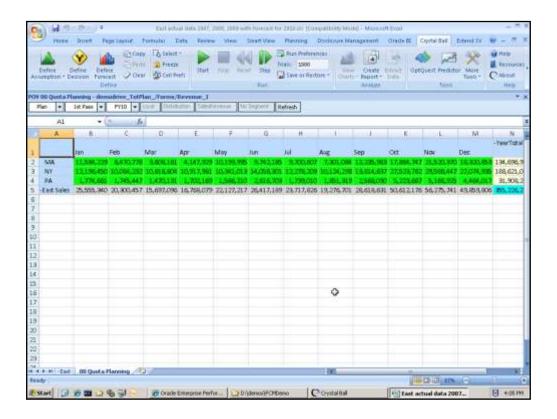
-(click cancel to close the Assumption window)



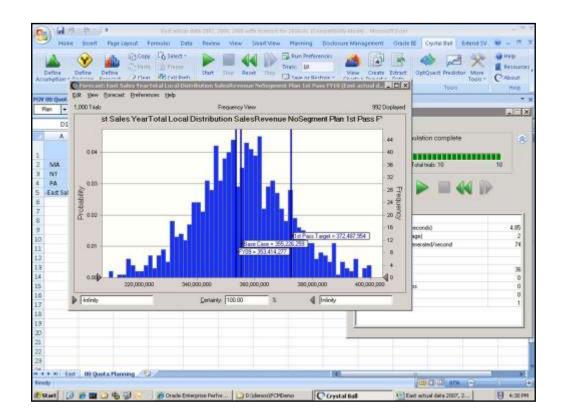
To determine the likelihood of reaching a revenue target of 372, we're going to use a statistical technique called Monte Carlo simulation. This technique uses the variability that we can predict around the model inputs to forecast a full range of possible outcomes. From this forecast, the software will compute the required probabilities.

(Click on cell N5 and click Define Forecast.)

Here we're simply telling the software which output to track. (Click OK to close the Define Forecast window).

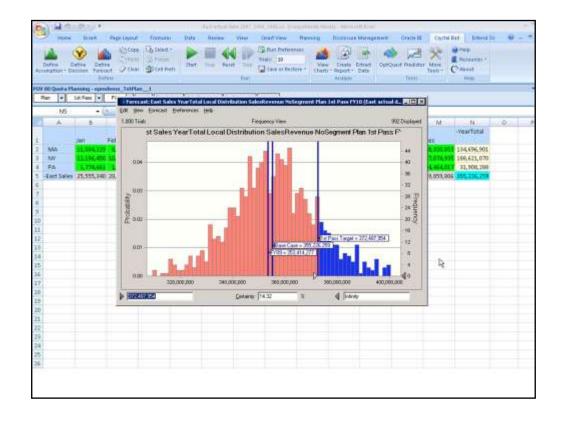


The cell will turn blue. Click the green start button



At the end of the simulation the completed forecast chart will open. This chart also shows the base case (what we expect given historical data), last year's actual revenue and next year's target.

Let's answer our question: What's the likelihood of Carol achieving her target

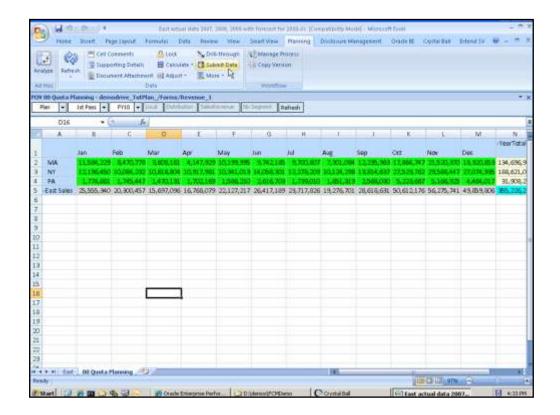


Type the number 372,487,954 in the bottom left box and hit enter. Most of the chart will turn red. You can read the probability of achieving her target in the certainty box: 14%.

As suspected, a low probability of achieving that target. Carol would like to suggest a more achievable goal and decides to choose the base case of \$355M, which she has about a 50% chance of hitting.

Carol has now answered her first two questions:

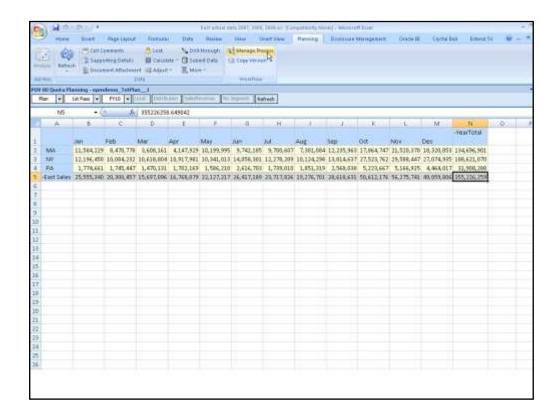
- What is the probability that, given her current resources, she can achieve a target of 372M – answer: only 14%
- 2) If 372M is too high, what is a more reasonable objective to offer as a counter-proposal.: answer about \$355M is a more reasonable amount with a 50% chance of meeting or exceeding that goal. Not a sure thing, but achievable.



Carol submits her results to Planning

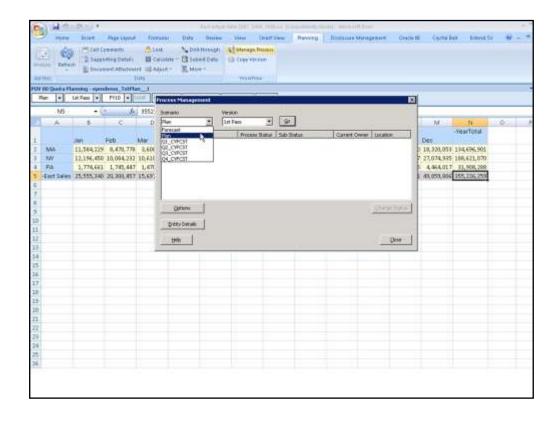
Click submit data.

Carol also decides to save her spreadsheet so that she has a strong analytical case to back up her recommendation.

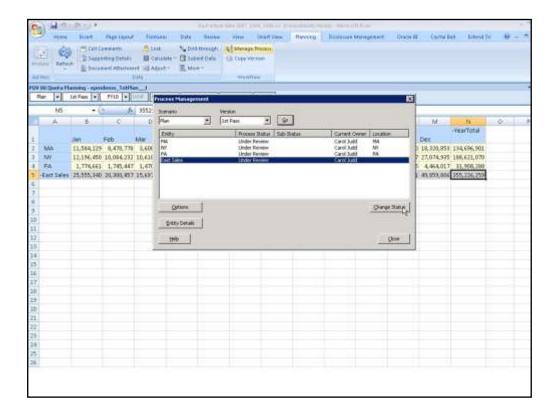


Carol will now submit her plan to senior management.

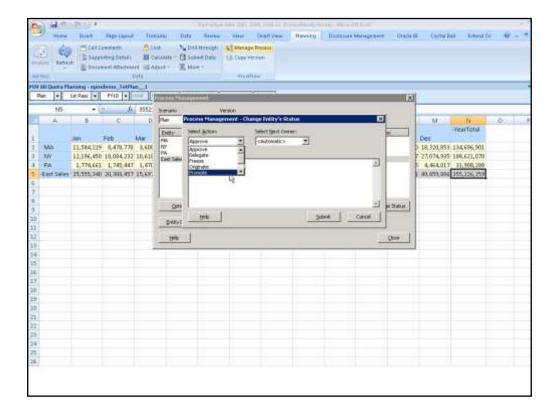
Click Manage Process.



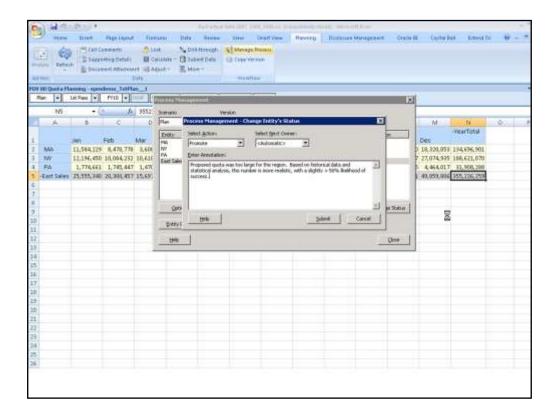
Select Plan for the Scenario and 1st Pass for the Version. Click Go.



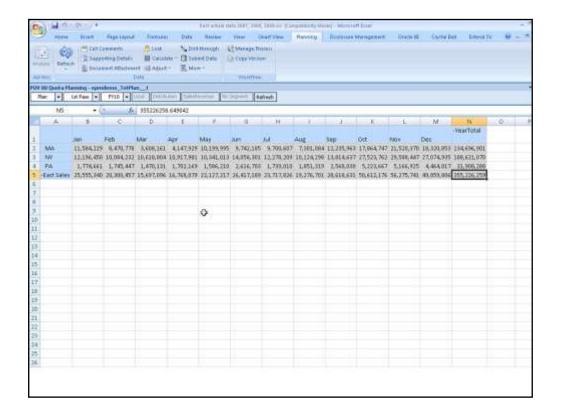
Highlight East Sales and click Change Status.



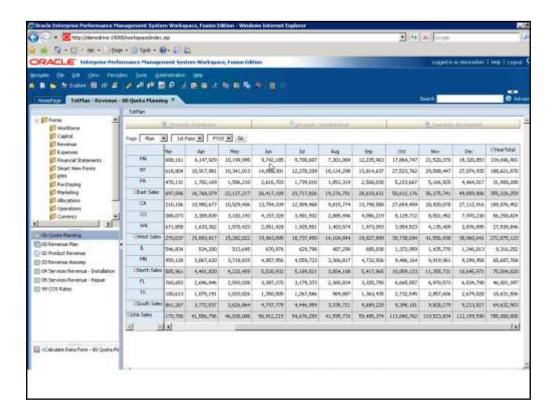
Select Promote.



Enter an annotation and click Submit.



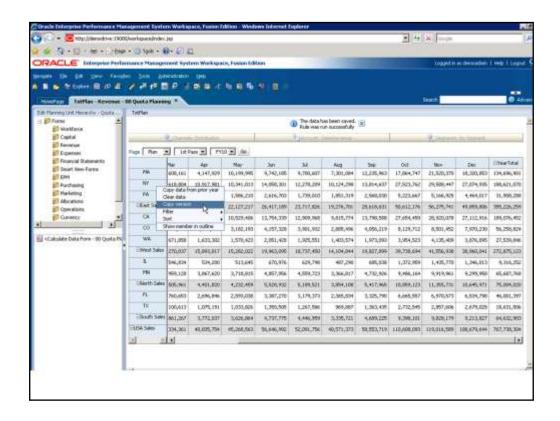
Click Refresh. The ownership of data is now back to Senior Management, and Carol is no longer able to make changes.



Return to the Planning web as demoadmin and navigate to the 00 Quota Planning webform.

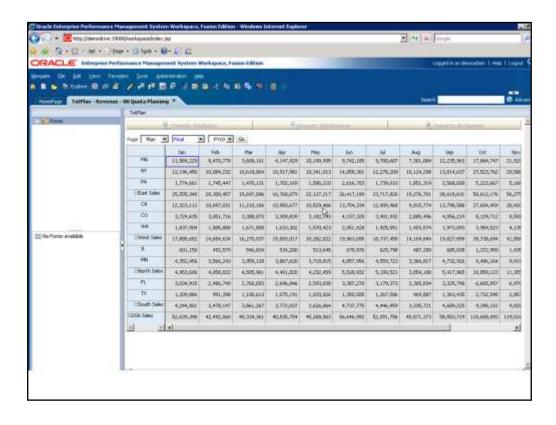
Note changes done at the East Sales region.

Click on Save in order to reaggregate data for USA Sales.



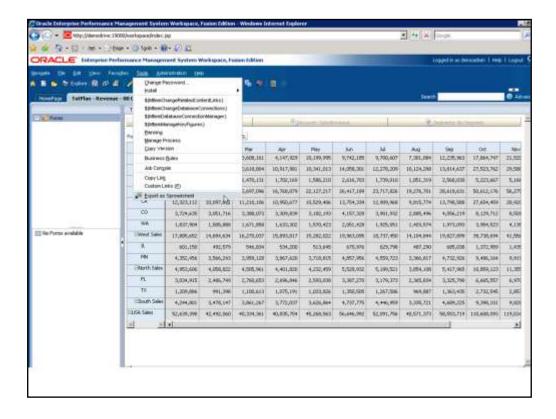
Senior Management is ok with these changes. In order to finalize the budget, we need to copy the 1<sup>st</sup> Pass version to the Final version.

Right-click in a blue cell and select Copy version.



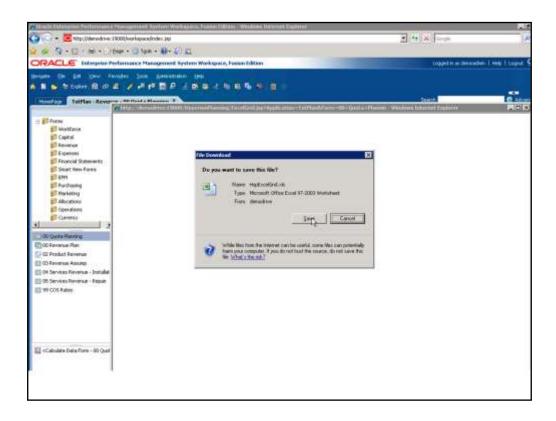
When the calculation is done, change the Version Point of View from 1st Pass to Final.

The plan has been finalized.

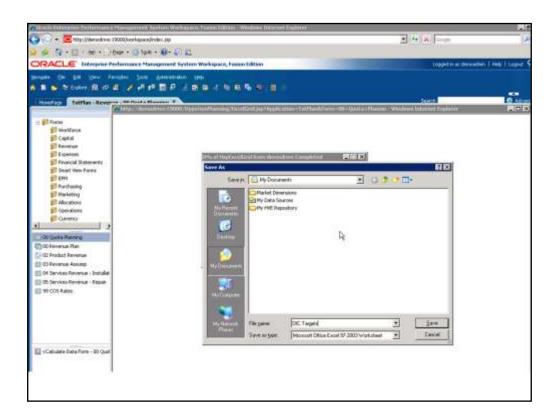


The last step is to export the final plan so that OIC can load the targets.

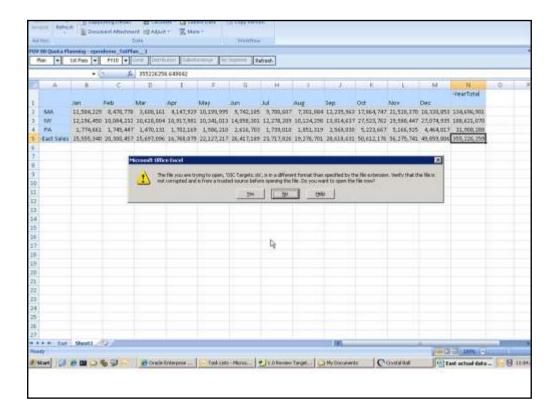
Select Tools > Export as Spreadsheet.



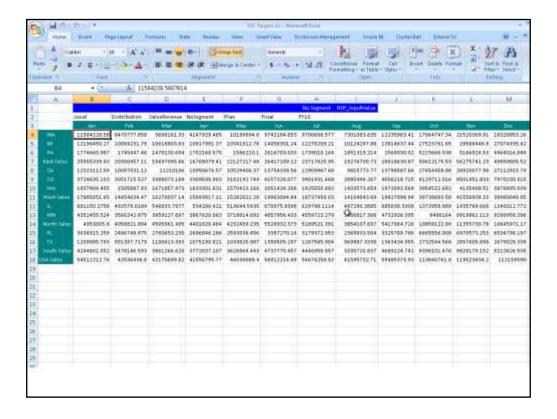
Click Save.



Save the file.



Open the file and click Yes.

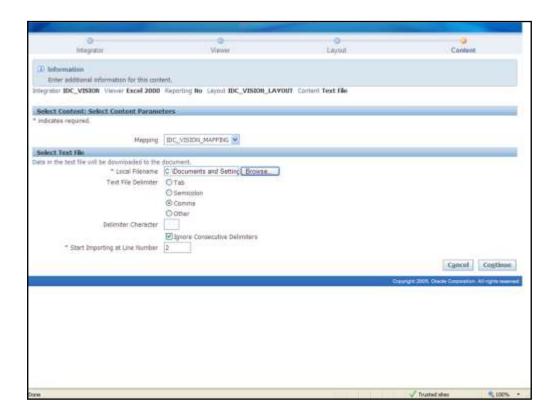


The quotas are extracted from Planning to Excel.



Log into Oracle Incentive Compensation

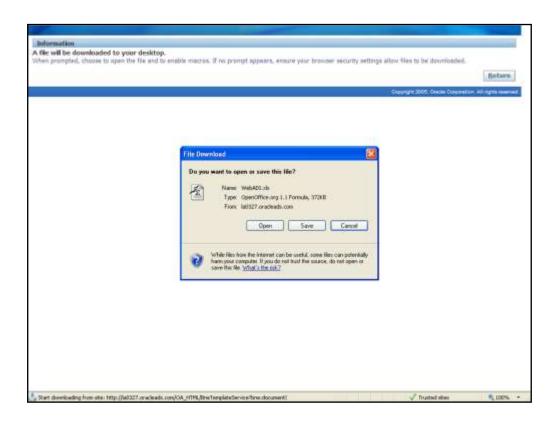
Click **Vision (Quota Uploading)** hyperlink in **Resource Review** portlet at top-left of the screen.



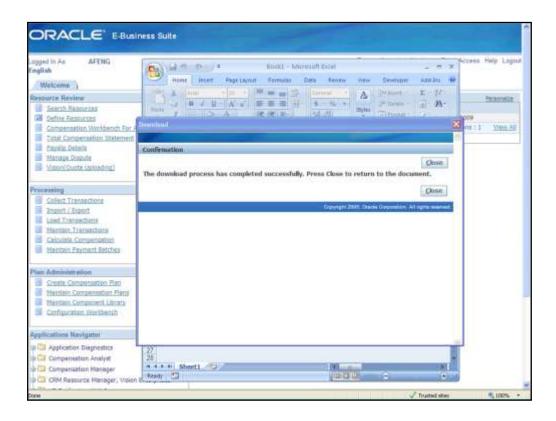
This is the quota import utility tool.

Click Browse button, and query to find the SmartView xls/csv file generated in previous slide.

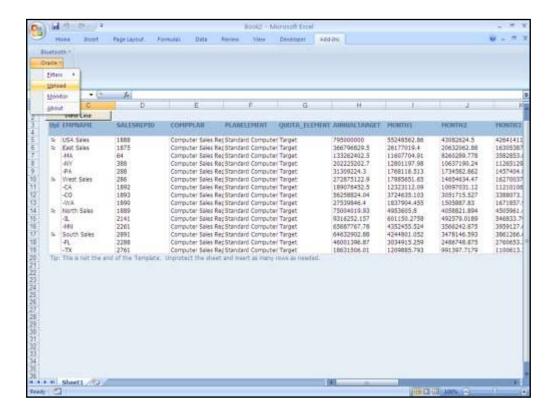
**Click Continue** 



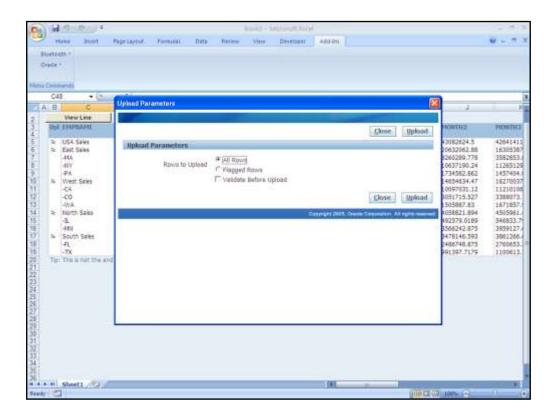
Click Open



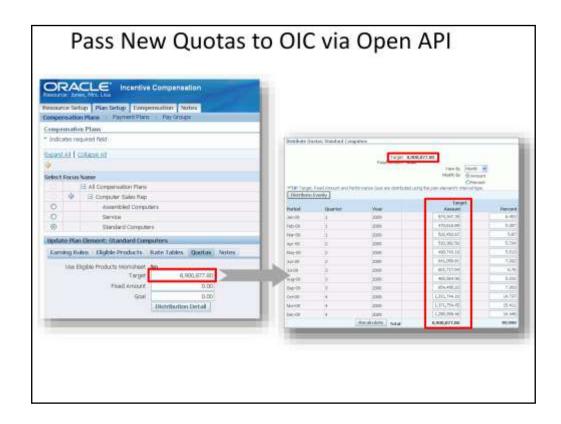
Click Close



Preview file before uploading. When satisfied, navigate to Add-Ins ribbon, and select Oracle > Upload



Select All Rows to be Uploaded



Log back into OIC. You'll note the total Yearly number has been uploaded, as well as the monthly allocation.

## FOR MORE INFORMATION...



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