

Adjust Target Sales By Department (Task 2)

Overview

mySchedule allows for manual editing of forecasted sales.

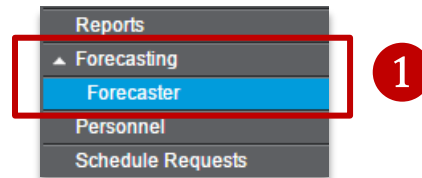
Process

Enter sales targets for departments in the Forecaster page.

Note: If you have just completed the Review Forecasted Sales task, go to Step 7.

From the main menu:

1. Expand the **Forecasting** tab then select **Forecaster**.



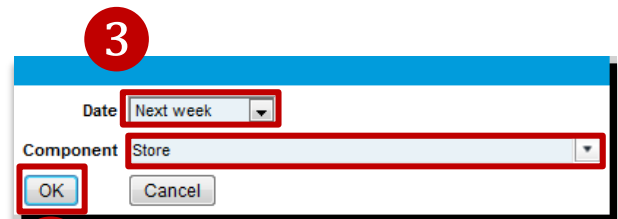
2. Select the **Filter** icon. A selection window will appear.



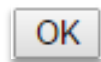
2



3. Change the settings to the desired week (Next week) and component (Store) by using the **drop down menu**.



4. Click **OK**. You will be returned to the previous screen.

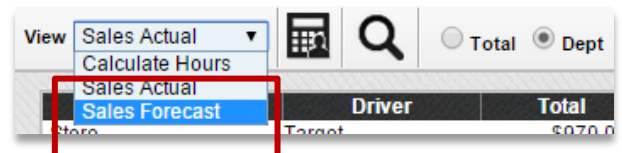


4

5. Select **Sales Forecast** from the secondary toolbar by using the drop down menu.

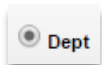


5

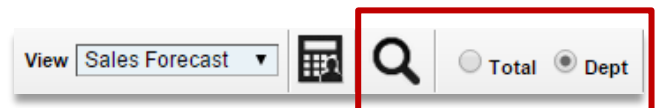


Sales Forecast

6. Toggle from Total Store to Department by selecting the **magnifying glass** icon OR selecting the **Dept** radio button.



6



Adjust Target Sales By Department (continued)

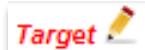
Scroll up and down the screen to review all departments.

Component	Driver	Total	Sun-10/12	Mon-10/13	Tue-10/14	Wed-10/15	Thu-10/16	Fri-10/17	Sat-10/18
311 GMHBC	System Frc	\$64,821	\$11,703	\$9,154	\$8,706	\$8,733	\$8,152	\$8,881	\$9,492
311 GMHBC	Target	\$62,837	\$11,345	\$8,874	\$8,439	\$8,466	\$7,903	\$8,610	\$9,001
311 GMHBC	Last Year	\$60,819	\$10,977	\$8,575	\$8,164	\$8,182	\$7,668	\$8,352	\$8,902
311 GMHBC	Selected Week -1	\$35,192	\$10,695	\$8,408	\$7,497	\$8,622	\$0	\$0	\$0
311 GMHBC	Selected Week -2	\$63,655	\$11,267	\$8,966	\$8,075	\$8,131	\$8,383	\$9,006	\$10,227
315 Floral	System Frc	\$18,213	\$2,030	\$1,509	\$2,353	\$4,071	\$2,153	\$2,790	\$3,905
315 Floral	Target	\$17,655	\$1,968	\$1,463	\$2,281	\$3,946	\$2,088	\$2,705	\$3,004
315 Floral	Last Year	\$16,379	\$1,834	\$1,330	\$2,134	\$3,626	\$1,967	\$2,563	\$2,926
315 Floral	Selected Week -1	\$8,046	\$2,277	\$2,187	\$1,848	\$1,734	\$0	\$0	\$0
315 Floral	Selected Week -2	\$17,491	\$2,502	\$1,691	\$2,161	\$2,349	\$2,547	\$3,114	\$3,128
316 Bakery	System Frc	\$44,079	\$8,635	\$5,655	\$5,631	\$5,754	\$5,214	\$6,158	\$7,030
316 Bakery	Target	\$42,793	\$8,150	\$5,570	\$5,241	\$5,683	\$5,168	\$6,074	\$6,907
316 Bakery	Last Year	\$42,932	\$8,108	\$5,675	\$5,158	\$5,779	\$5,189	\$6,099	\$6,924
316 Bakery	Selected Week -1	\$23,126	\$7,817	\$5,656	\$4,793	\$4,860	\$0	\$0	\$0
316 Bakery	Selected Week -2	\$40,890	\$7,174	\$5,150	\$5,289	\$4,931	\$5,155	\$6,221	\$6,969
328 Coffee Bar	System Frc	\$12,035	\$1,680	\$1,725	\$1,696	\$1,805	\$1,591	\$1,824	\$1,714
328 Coffee Bar	Target	\$11,667	\$1,629	\$1,672	\$1,644	\$1,750	\$1,543	\$1,768	\$1,661
328 Coffee Bar	Last Year	\$12,290	\$1,721	\$1,755	\$1,753	\$1,844	\$1,616	\$1,867	\$1,734
328 Coffee Bar	Selected Week -1	\$5,010	\$1,613	\$1,296	\$1,233	\$668	\$0	\$0	\$0
328 Coffee Bar	Selected Week -2	\$10,176	\$1,410	\$1,251	\$1,478	\$1,346	\$1,308	\$1,576	\$1,806

7. Locate the department and click inside the cell where you would like to change the target sales.

301 Grocery Target

Note: You can change the target sales on any cell in the row where the pencil icon appears.



Component	Driver	Total
Store	System Frc	\$1,038,432
Store	Target	\$1,000,000
Store	Last Year	\$972,192
Store	Selected Week -1	\$547,260
Store	Selected Week -2	\$990,186
301 Grocery	System Frc	\$410,552
301 Grocery	Target	<input type="text" value="\$397,986 x"/>
301 Grocery	Last Year	\$387,886

8. Enter your sales figures inside the cell.

301 Grocery Target

Component	Driver	Total
Store	System Frc	\$1,038,432
Store	Target	\$1,000,000
Store	Last Year	\$972,192
Store	Selected Week -1	\$547,260
Store	Selected Week -2	\$990,186
301 Grocery	System Frc	\$410,552
301 Grocery	Target	<input type="text" value="\$450,000 x"/>
301 Grocery	Last Year	\$387,886

9. Click inside the next cell you would like to edit or press the **Tab** key to move one cell to the right.

Sun-10/12
\$186,480
\$180,098
\$175,450
\$178,462
\$183,735
\$81,715
<input type="text" value="\$79,214 x"/>
\$77,313
\$75,220

10. Repeat steps 7 and 8 for the next departments to change target sales.

11. Click the **Save** icon when you are finished entering the target sales.



11



Note: If any adjustments have been made you will need to recalculate the hours using by going to view calculate hours then save. –See Task 4 for more details.