



## Quick guide for BMS

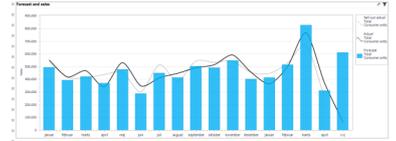


Check the Setup planning window to learn about how you setup the baseline.



### Show forecast and actual sales

Click the name of the customer in the top of the menu to the left. Here you will see a graph showing the forecasted consumer units compared to the actual sales of consumer units.



### Advanced insert

Use Advanced insert to insert baseline for the selected product hierarchy.

Click Advanced insert in the ribbon, mark the product hierarchy you want to enter the baseline for in the list to the left and then enter the period and/or mode.

Check Apply flat amount to enter baseline.

Enter the period you want to be displayed in baseline.



### Advanced edit

Use Advanced edit to change either year, quarter or month percentwise of the baseline.

Click Advanced edit in the ribbon and select either year, quarter or month dependent on which period you want to change the baseline in.

Enter the percent in the chosen field and click Apply and Close, if you are done editing.

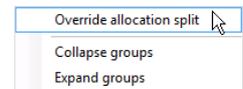


### Allocation key override

The Forecast allocation split % in Details is an allocation key divided on all products in the baseline. You can select a specific product and override the allocation key for that product.

Right-click in the baseline field and click Details and find the Forecast allocation split % header.

Right-click in the field and click Override allocation split. Enter the percent in the pop-up window and click Ok.



## Other costs

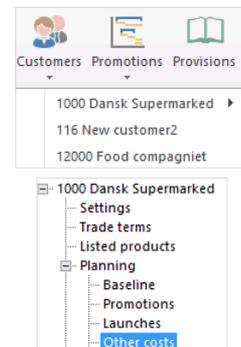
In Other costs you have an overview of costs to the customer that is not related to product units. Other costs is defined by financial values.



### 1 Open customer and find other costs

Find Customer in ribbon and choose the customer you want to work with. You can both choose top level customer and banner level customer.

In the menu to the left, find Other costs under Planning.



### 2 Choose view

Choose the view you want to see. Promotion allowances opens by default.

You can also select to see other costs for launches and next year.



### 3 Enter Fixed promo allowance, input

Enter the Fixed promo allow, input in Forecast value. This is the value you forecast to pay in promotion allowance.

Planning Mask	Stream	Jan 2017	
		Actual Y-1 Value	Forecast Value
	Fixed Promotion Allowance, Input	0	4,500.000
	Fixed Promotion Allowance, Promo	0	500.000
	<b>Fixed Promotion Allowance, Total</b>	<b>0</b>	<b>5,000.000</b>
Tomat	Fixed Promotion Allowance, Input	0	317.149
	Fixed Promotion Allowance, Promo	0	68.874
	<b>Fixed Promotion Allowance, Total</b>	<b>0</b>	<b>386.023</b>

### Sell out estimate

#### Sell out estimate

BMS contains a scenario called Baseline stream, which you can use for forecasting sell out. This functions the same way as baseline.

## Planning baseline

### Questions & Answers



*What if I want to plan the baseline per kg instead of consumer units?*

You can choose how to plan the baseline below the different views in the upper right corner of the tab. Click the drop-down list in plan on. Here you can choose between planning on consumer units, sales units and per kg.