

The **Pacing with Sales Stages Report** allows you to see how something (category, outlet, etc.) is performing against a similar point in time last year. This is a more detailed view than the standard Pacing Report as it breaks out your pending into Sales Stages instead of a single Pending amount.



- 1 **Time Controls** Controls the data that is displayed in the chart and report data areas. Optionally, you can also use the \$ Change since field to see how your booked revenue changes week to week as it correlates to your pacing.
- 2 **Sort By** Contains available sort options.
- 3 **Favorite** Initiates the process of saving the report as a Favorite report. If the report in view is already a favorite, the star will appear yellow. Clicking the yellow star allows you to either save updates to an existing Favorite, or save the report as a new Favorite.
- 4 **Download** Select Excel or CSV options before tapping the download icon for an offline version of the report.
- 5 **Full Screen** Expands the report to a full screen view. When you are in full screen view, the button is replaced with the Exit Full Screen button.
- 6 **Charts** The charts are based on the first item selected in the hierarchy. The green bar chart on the left displays up to 5 of the top gainers posting a gain in the **Pace \$ Diff** column. The red bar chart on the right displays up to 5 of the bottom losers posting a loss in the **Pace \$ Diff** column.
- 7 **Report Toolbar** Contains options to work with the report, such as paging tools and Find.
- 8 **Report Columns**
  - Name:** Displays the items, per your selection(s) in the Hierarchy section of the Edit Report Options dialog box.
  - TY Pace:** Displays this year's booked dollars as of the last import from the Traffic system. If no data exists, a \$0 will display.
  - \$ Change:** Displays the comparison between the selected date and the TY Pace value. *This column will display only if a date is selected in the \$ Change since field.*
  - LY Pace:** Displays last year's booked dollars from a corresponding import from a similar date last year. If no data exists, a \$0 will display.
  - Pace \$ Diff:** The dollar difference between TY Pace and LY Pace. If no data exists, a \$0 will display.
  - Pace % Diff:** The percentage difference between TY Pace and LY Pace. If no data exists, a \$0 will display.
  - LY Final:** The booked dollars for the item as of the last time it was imported for the selected time period.
  - LY \$ Remaining:** The difference between LY Final and LY Pace.
  - % to LY Final:** The percentage difference between LY Final and LY Pace.
  - Sales Stages:** Depending on what your sales stages are, various names can display in these columns and will display the pending amount according to the stage that each dollar is attributed to
  - TY Forecast:** - The item's forecasted amount. (Reminder: The forecast amount equals the booked plus pending dollars. Deals must have a status of Open-Pending in order to be included in the Forecast.)
  - TY Weighted Forecast:** - The item's weighted forecasted amount. (Reminder: The weighted forecast amount equals the booked plus weighted pending dollars. Deals must have a status of Open-Pending in order to be included in the Forecast.)
  - Budget:** The item's budget amount. If an item does not have a budget, a zero will display in the field.
  - \$ to Budget:** TY Pace to Budget as a dollar amount
  - % to Budget:** TY Pace to Budget as a percentage