Forecasting and Reporting Tabs Overview – Quick Reference Guide

Forecasting Workflow

Illumina's forecasting workflow helps illustrate the steps that need to be completed for each node – **Key Account Groups** and "**Other**" nodes:

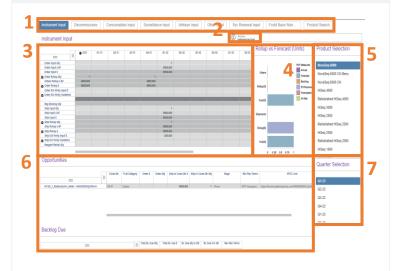


Required Forecast Inputs

Forecast inputs need to be made for each platform as well as all other Illumina products. The table below identifies required inputs for instrument, consumables, infinium, etc.



Sales Forecast Landing Page



http://go/salesforcast

- **1. Navigation bar:** Quick way to navigate and select the product to forecast
- **2. Territory:** Select territory or Key Accounts to view. Inputs are done at Key Account Level
- 3. Input Grid: Input your Orders & Shipment forecast in the editable white cells
- **4. Rollup vs Forecast**: Rollup to forecast comparison eye chart with rollup breakdown
- **5. Product Selection:** Click on a product to filter the data in page for the selection
- **6. Rollup Detail:** Opportunity and Backlog Details available on the same page
- **7. Quarter Selection:** Clicking on a quarter filters the data in the page for the selected quarter

Other Sales Reporting

Supplemental information to support forecast activity.

Reports include:

- Summary
- Trends
- Forecast Accuracy
- Variance Commentary
- Forecast Review
- Slice & dice Opportunity, Backlog, Order & Shipment details

Other Important Items

Any updates to a forecast requires an entry in the Variance Commentary tab located in the Sales Reporting book. The variance commentary provides insight to DSM, Sub-Regional RD and Finance VP and flags changes made to the forecast.

- · Select Sales Reporting book
- Select Var Commentary tab
- Select Territory and Quarter
- Add commentary in the white cell



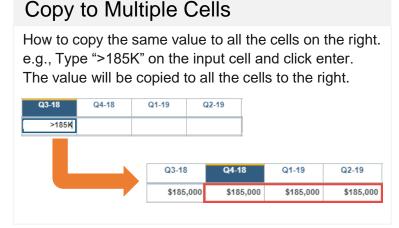
Additional Resources

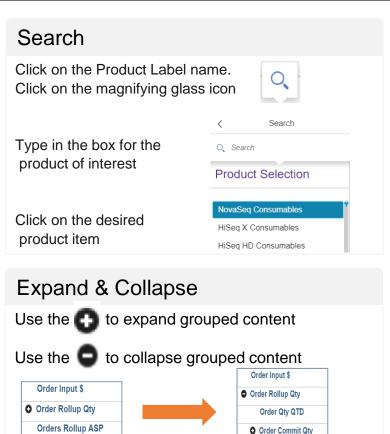
Document Name	Description
IBM Planning Analytics (TM1) Overview	Understanding Illumina's forecasting process and how to use IBM Planning Analytics (TM1) tool
Forecasting Overview at Illumina	Quick Reference Guide (QRG) for users to reference on Illumina's forecasting process
Customise Forecasting Views	Quick Reference Guide (QRG) for users to reference on how to set up a custom view
WalkMe Self Learning with IBM Planning Analytics (TM1)	TM1 Self-Guided experience which provides user the ability to reference key material while inputting or reviewing forecast detail
Advanced Report Creation	Using advanced forecasting reports to review forecast inputs (e.g., var commentary)

Sales Forecast Input – Quick Reference Guide (Windows)

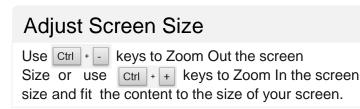


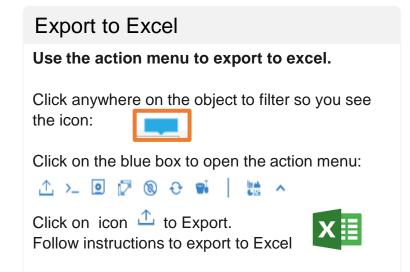


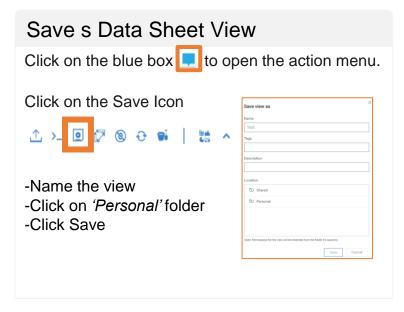




Orders Rollup ASP









Sales Forecast Input – Quick Reference Guide (MAC Friendly)

