

Integrated Trade Promotion Management



User Guide: Deduction Management

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CG Squared, Inc.
3001 North Rocky Point Drive East, Suite 200, Tampa Florida 33607
support@CGsquared.com

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Note: This user manual is written with the assumption that iTPM users are already familiar with NetSuite and have received basic NetSuite training on navigation and features. Users unfamiliar with NetSuite should read the **NetSuite Basics** User Guide at www.i-TPM.com/training-resources.com

Quick Reference: DEDUCTIONS

HELP! Email questions & issues to support@cgsquared.com



FIRST TIME USER OF NETSUITE? Read the first three chapters of the **NetSuite Basics User Guide** found at www.i-TPM.com/training-resources.com.

Deduction CONDITION: Based on open deduction balance	Deduction DISPUTED? checkbox:
<p>Open: Deduction has an open balance.</p> <p>Pending: Associated journal entry is awaiting approval.</p> <p>Processing: Deduction SPLIT is being processed.</p> <p>Resolved: Deduction has a zero balance.</p>	<p>Checked Disputed</p> <p>Deduction validity is questioned. You may re-invoice, return to customer A/R</p> <p>UnChecked: Deduction assumed to be valid.</p>

CREATE a deduction from an OPEN INVOICE:	CREATE a deduction from a CREDIT MEMO
<ol style="list-style-type: none"> VIEW AN OPEN SHORT-PAID INVOICE (STANDARD NETSUITE) CLICK THE DEDUCTION BUTTON <ul style="list-style-type: none"> SHORT-PAY TAKEN AGAINST ONE INVOICE SHORT-PAY TAKEN ACROSS MULTIPLE INVOICES NEXT ACTION & DATE (OPTIONAL) ASSIGN DEDUCTION, REASON CODE (OPTIONAL) NOTES, ATTACHMENTS (OPTIONAL) NOTE: ALL OF THE OPEN BALANCE BECOMES A DEDUCTION SAVE 	<ol style="list-style-type: none"> VIEW A CREDIT MEMO CREATED TO PROCESS A SHORT-PAY CLICK THE DEDUCTION BUTTON NEXT ACTION & DATE (OPTIONAL) ASSIGN DEDUCTION, REASON CODE (OPTIONAL) NOTES, ATTACHMENTS (OPTIONAL) NOTE: ALL OF THE CREDIT MEMO BECOMES A DEDUCTION SAVE

Ways to MANAGE deductions: (OPTIONAL WORKFLOW)	Three ways to RESOLVE OPEN DEDUCTIONS:
<ol style="list-style-type: none"> VIEW OPEN DEDUCTION LIST NEXT ACTION & DATE ASSIGN A DEDUCTION, REASON CODE NOTES, ATTACHMENTS DISPUTE A DEDUCTION & DEDUCTION STATUS QUICK SPLIT AND/OR SPLIT A DEDUCTION AND/OR SPLIT (CSV) UPLOAD CSV FILE AND SPLIT A DEDUCTION, AND OPTION TO ALSO RESOLVE IT Use Deduction Aging & Open Deduction Report 	<p>Promotional Deduction: SETTLEMENT button, or use EXPENSE buttons.</p> <p>Non-Promotional Deduction: Expense to a GL-account: QUICK EXPENSE button. Re-invoice disputed deduction: REINVOICE button.</p> <p>For more details, See Quick Reference for Resolutions</p>

For a list of your deductions, **iTPM -> Deductions -> List** Click **VIEW**, or the deduction ID to view the deduction.
To see deduction splits that are in the queue awaiting processing, go to **iTPM -> Deductions -> SPLIT Queue**

TPM terminology and reference section

- Split:** The result of breaking up deductions to represent the individual claims that were rolled up into one iTPM deduction.
- Settlement:** In iTPM, a settlement is customer's promotional claim that you associate with a specific iTPM promotion. Settlements reduce a promotion's net liability, and optionally also reduce the iTPM accrual balance.
- Short-pay:** Customer short-pays one or more invoices without explanation. You need to research so you can properly resolve it.
- Deduction:** Customer is owed promotional money, so they subtract the amount owed from their payment of an unrelated invoice(s). This term also relates to deductions created in iTPM. Research each deduction and resolve in one of three ways.

I made a mistake, what do I do?

Here are some common settlement & deduction mistakes, and how to fix them:

If you create an **incorrect SETTLEMENT**:

- Examples: Wrong amount, wrong method-of-payment, wrong event, wrong deduction, etc.
- Find and VOID the settlement.
- Amount is returned to deduction's open balance and available to start over again.

If you have a **settlement that appears stuck in processing status**:

- Click on the link to view the promotion, and click the *REFRESH KPI* button
- If the settlement is still stuck, simply EDIT and SAVE any allowance.
- For most back-dated promotions, the settlement should be *applied* within an hour or less.

If you accidentally **EXPENSE a deduction to the wrong GL-account**:

- Find the journal entry that resolved the deduction
- EDIT the journal entry, and change the GL-account
- Save the journal entry. (This assumes the period is still open.)

If you accidentally **create a deduction** when you did not want to:

- If there are no resolutions for that deduction, and the period is not closed, a NetSuite admin user can DELETE the deduction. No difference if created from a credit memo or invoice.

If you **accidentally created a deduction, and you can't delete it** because there are transactions associated with it, or the period is closed and can't be reopened:

- REINVOICE the deduction to put it back into A/R. If you split the deduction, Reinvoice every split.
- Reinvoice creates a journal entry that returns the open balance of the deduction to A/R. You can edit the journal entry and change the lines if needed, but DON'T change the total amount of the journal entry.

If you **incorrectly REINVOICE a deduction** and need it to go back to being a deduction:

- You will not be able to undo the Reinvoice, but these steps will reduce the customer statement and create a deduction for the same amount:
- Create a credit memo for the same amount
- Click DEDUCTION button on that credit memo
- ADD reference #, etc. to deduction
- Deduction is ready for correct resolution, and A/R is reduced by the same amount.
- Apply the credit memo to the reinvoyed amount in A/R

If you **split a deduction by mistake**:

- Current version of iTPM does NOT support UN-SPLIT or the ability to Merge Deductions
- Resolve every split as you would the original
- Email support@cgsquared.com if you need UN-SPLIT as a future enhancement

If you **find a duplicate journal entry associated with a deduction**:

- Email support@cgsquared.com with the details so we can determine what happened.
- While this should NOT happen, here's how to fix it.
- Option 1: If the period is open, you can void the duplicate journal entry.
- Option 2: If the period is closed, make a copy of the duplicate and reverse the JE lines.

*If you have a **deduction stuck in processing status** (because you had an incorrect reason code):*

- See section [4.7](#) for steps on how to fix your CSV Split data entry error.

If you have a **deduction stuck in pending status** (because you approve ALL journal entries):

- Approve the journal entry associated with the deduction.
- If the JE is approved, then simply viewing the JE will change the deduction to CLOSED status.

Quick Reference: RESOLUTIONS

HELP! Email questions & issues to support@cgsquared.com

RESOLUTION WORKFLOW	Settlement Workflow:	TYPES of valid deductions:
<p>Proactive: You pay the vendor by check. Use ADJUST SPEND to update KPIs</p> <p>Reactive: Customer already deducted. You need to research it. Three ways to resolve a deduction:</p> <ul style="list-style-type: none"> Promotional Settlement Expense to GL-account Dispute and REINVOICE 	<p>Voided: Settlement is voided.</p> <p>In Process: Settlement is being allocated to items in the promotion.</p> <p>Applied: Settlement completed.</p>	<p>Promotional: Settlements are mapped to specific promotional events. View deduction and use the SETTLEMENT button. View promotion & use RESOLVE DEDUCTIONS button. No promotion in iTPM? You can use the EXPENSE button and expense to the appropriate promotional G/L</p> <p>Non-Promotional: Expense these to a NetSuite GL-account you select.</p>

RESOLVE PROMOTIONAL DEDUCTIONS when you have APPROVED, Active/Completed PROMOTIONS.

SETTLEMENT button on DEDUCTIONS	RESOLVE DEDUCTIONS button on PROMOTIONS
<ol style="list-style-type: none"> FIND AND VIEW THE OPEN DEDUCTION TO RESOLVE SETTLEMENT BUTTON FIND THE PROMOTION, AND CLICK ON THE ID UNDER APPLY TO. ENTER AMOUNT TO RESOLVE. SELECT CLASSIFICATIONS (OPTIONAL) SAVE COMMUNICATION SUBTAB: NOTES & ATTACHMENTS (OPTIONAL) CLOSE PROMOTION IF NO MORE SETTLEMENTS 	<ol style="list-style-type: none"> FIND AND VIEW THE APPROVED PROMOTION RESOLVE DEDUCTIONS BUTTON SELECT METHOD-OF-PAYMENT. (LUMP SUM, BILL-BACK, MISSED OI) CHECK ONE OR MORE DEDUCTIONS TO RESOLVE <p>NOTE: ALL OF THE OPEN BALANCE WILL BE RESOLVED.</p> <ol style="list-style-type: none"> SAVE

Promotion KPIs for Trade Promotion Spending

Estimated	LE: Latest Estimate	Expected Liability	Net Liability	Actual
What you THINK will happen.	What is most likely to happen.	Your expected deal cost as of today, including paid and unpaid amounts.	What you owe but haven't paid.	What has been paid or resolved as of today.

For a list of your settlements, *iTPM -> Resolutions-> ALL Settlements* Click VIEW, or the settlement ID to view the settlements by item associated with the settlement. Click VIEW on any of the item rows to open the settlement form.

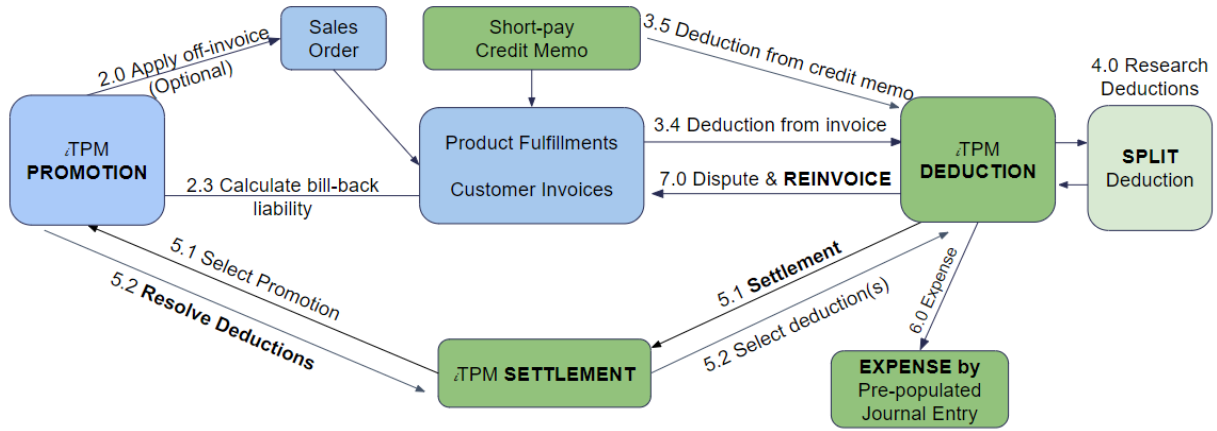
iTPM-> Resolutions -> Settlements by Month, or Reports -> Saved Reports -> All Reports and VIEW [Settlements by Month](#)

EXPENSE NON-PROMOTIONAL deductions and short-pays QUICK EXPENSE button on a deduction	DISPUTE, and/or RE-INVOICE a Deduction for repay REINVOICE button on a deduction
<ol style="list-style-type: none"> FIND AND VIEW THE OPEN DEDUCTION TO EXPENSE NOTE: ALL OF THE OPEN BALANCE WILL BE EXPENSED EXPENSE BUTTON CHANGE GL-ACCOUNT AS NEEDED (OPTIONAL) SAVE JOURNAL ENTRY ADD NOTES, ATTACHMENTS (OPTIONAL) <p>NOTE: PROMOTIONAL EXPENSES CAN BE EXPENSED TO PROMOTIONAL GL-ACCOUNTS IF NO PROMOTION HAS BEEN CREATED. (LEGACY RESOLUTIONS)</p> <p>USE THE EXPENSE BUTTON TO PARTIALLY RESOLVE A DEDUCTION.</p>	<ol style="list-style-type: none"> FIND AND VIEW THE OPEN DEDUCTION TO DISPUTE / REINVOICE NOTE: ALL OF THE OPEN BALANCE IS RE-INVOICED AND RETURNED TO CUSTOMER'S STATEMENT EDIT, CHECK THE CHECKBOX <i>DISPUTED?</i> (OPTIONAL) SAVE ADD NOTES, ATTACHMENTS (OPTIONAL) CLICK REINVOICE BUTTON.

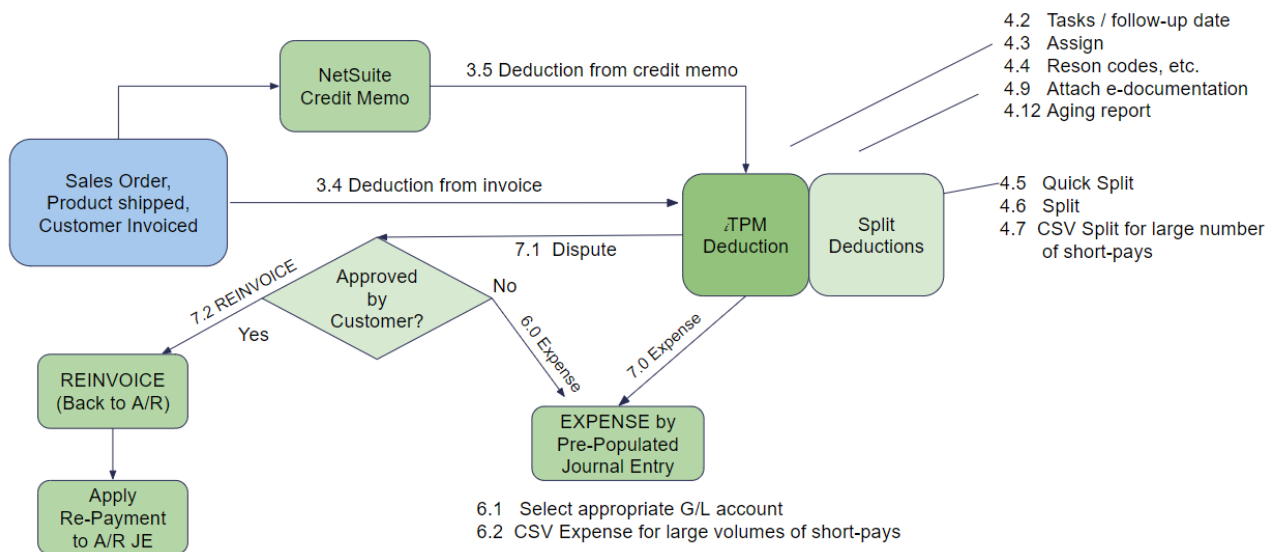
ONLY use the iTPM DEDUCTION MODULE?	Other features
<p>IF YOU ONLY USE THE DEDUCTION MODULE:</p> <ul style="list-style-type: none"> SELECT A PROMOTIONAL REASON CODE USE THE EXPENSE BUTTONS ON THE DEDUCTION. SETTLEMENTS ARE ONLY POSSIBLE IF YOU CREATE PROMOTIONS IN iTPM 	<p>ADJUST SPEND button on promotions to update KPIs for vendor payments</p> <p>CSV Bulk-Settlements and <i>iTPM -> Resolutions -> Settlement Queue</i></p> <p>CSV Bulk Expense and <i>iTPM -> Resolutions -> Expense Queue</i></p> <p>ADJUST SPEND button on promotions to adjust KPIs for vendor payments</p> <p>EXPENSE button allows you to partially resolve deductions.</p>

1.0 Overview: Deductions & Resolutions

Below is an overview of Trade Promotion Management (TPM) using all iTPM modules:



Below is an overview of deduction management without creating iTPM promotions and settlements:




1.1 Overview of Deduction & Resolution Tasks

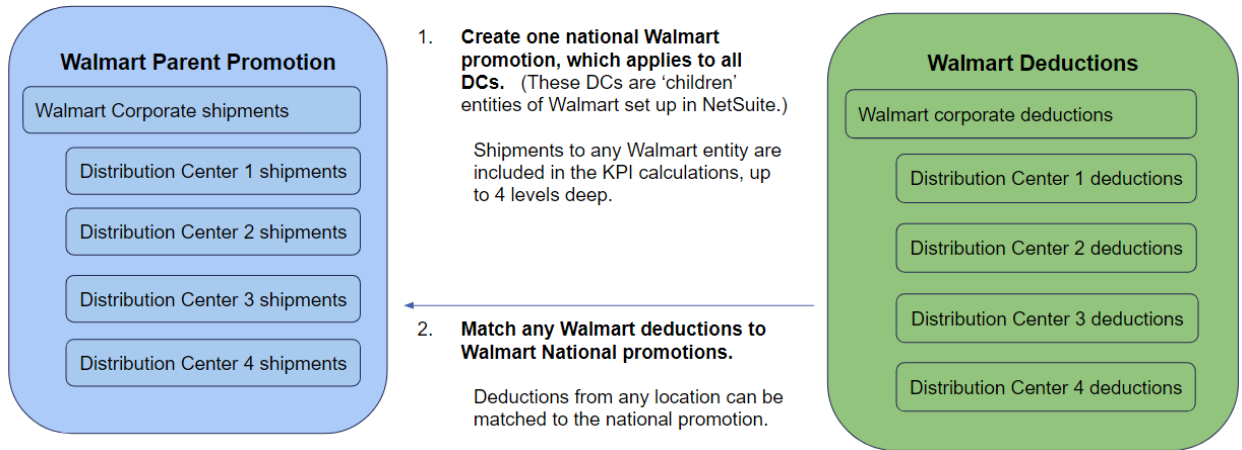
This user Guide will show you how to use iTPM to perform these tasks for your organization.

- **Process the deductions and/or short-pays** by creating iTPM deductions
- **Research iTPM deductions** to determine resolution(s)
- **Resolve deductions** in one of three ways:
 - **Settlement:** Match the deduction to one or more promotions
 - **Expense** the deduction using a Journal Entry. (You choose the GL-account)
 - **Dispute** the deduction
 - **If customer will repay, RE-INVOICE** to move amount to A/R.
 - **If customer will NOT repay, then EXPENSE** to 'bad-debt' or other GL-account

1.2 Settlement Overview, Corporate Level Promotions

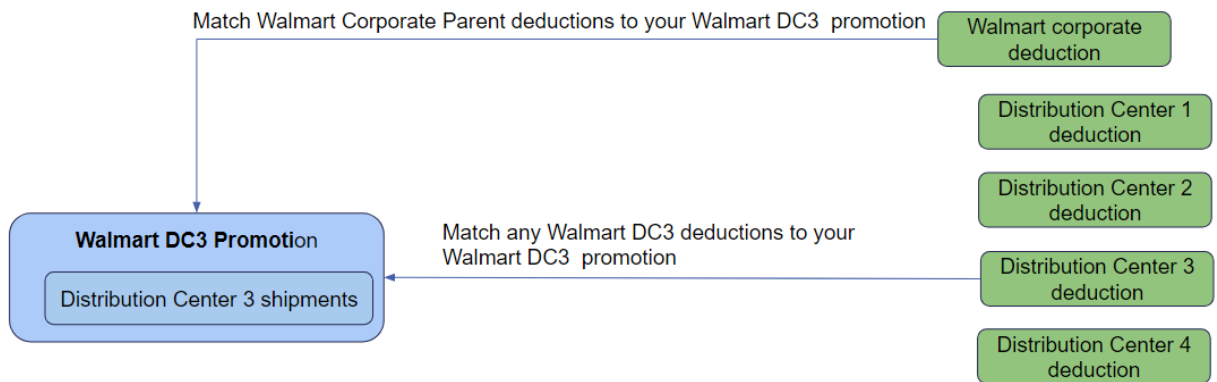
iTPM gives you the option to create a promotion at the parent level, and have it apply to all of the children entities set up in NetSuite. Alternatively, users can create promotions for each of the customers associated with the corporate parent. The picture below shows a typical application of this feature:

 **Note:** iTPM promotions ALWAYS apply to ALL of the children of the customer selected on the promotion, up to 4 levels deep.



1.3 Settlement Overview, DC or 'child' Level Promotions

Create a promotion for a specific Walmart Distribution Center, i.e. DC3.
(This DC is a 'child' entity of Walmart Corporate in NetSuite.)



Note: Deductions in other DCs can't be matched to the Walmart DC3 promotion.

2.0 Off-invoice and Net-Bill Allowances

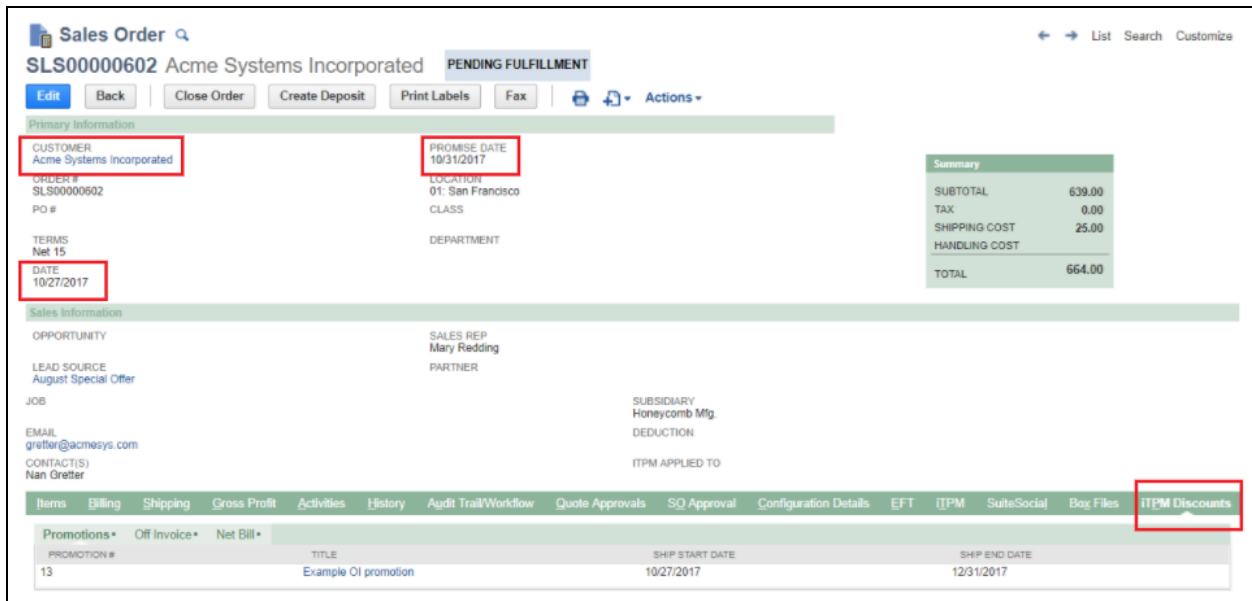
Here is a simplified overview of NetSuite sales orders and its relationship to invoices:

EDI Order (optional) -----> Sales Order -----> Fulfillment -----> Invoice

Based on your organization’s business practices, you can:

- Apply off-invoice to the sales order. The invoice created from the sales order will have the off-invoice allowances.
- Skip discounts on the sales order, and only apply the off-invoice discounts to the invoice.

The iTPM subtab shows you qualifying off-invoice and net-bill allowances after the sales order is saved. You will also have the **option** to have iTPM apply these allowances to your sales order or invoice.



iTPM uses **four criteria** to determine if an order or invoice qualifies for off-invoice or net-bill allowances:

1. **Customer:** The iTPM promotion must be for this customer or its ‘parent’, i.e., Sales order is for a DC, and the off-invoice promotion was created for the corporate parent.
2. **Date:** (One of these two options)
 - a. If the “Use ship-date to apply iTPM discounts” flag is checked on the customer record, then the **promise date on the order**, (which is the anticipated ship date) must be equal to or in between the **ship dates on the promotion**
 - b. If the “Use ship-date to apply iTPM discounts” flag is NOT checked on the customer record, the **order or invoice date** must be equal to or in between the **order dates** on the promotion. Note: If order dates are blank, iTPM uses the promotion’s ship dates.
3. **Method of Payment:** The method of payment must be either off-invoice or net-bill.
4. **Item:** The item on the order must match the item on the promotion allowance.

The first two must match to see a promotion in the Promotion sublist.

The first three must match to see the allowances in the off-invoice or net-bill sublist.

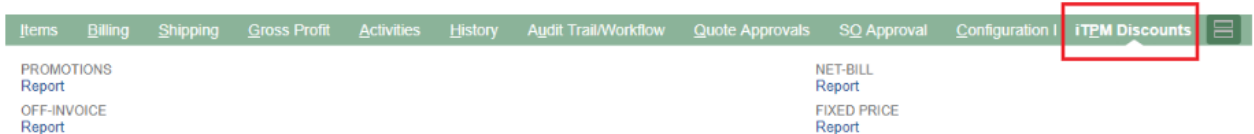
ALL four of the above must match for iTPM to apply an off-invoice or net-bill to a sales order.

2.1 Reviewing iTPM OI and NB allowances on EDI orders

EDI orders can have net-bill and off-invoice allowances already applied to the order. When the order is saved, the iTPM subtab will show you what promotions apply to the sales order. **You can use iTPM to visually confirm the accuracy of the EDI order before approving the order for fulfillment.**

If the sales order matches three criteria of customer, ship date and item, then qualifying promotions and allowances will be shown in the sublists under the iTPM subtab on the sales order.

Click on the iTPM Discounts subtab on the sales order or invoice to see qualifying allowances:




Promotions: Use the promotion link to see all promotions that intersect the customer & dates.

Off invoice: This report is filtered to only show off-invoice allowances in the promotions that intersect the customer, and dates. An accurate EDI order will only show these discounts.

Net Bill: This report is filtered to only show net-bill allowances in the promotions that intersect the customer, and dates. An accurate EDI order will have a purchase or list price that is net of these allowances. In other words, the EDI order will not specifically show a discount, but reflect the discount in the purchase price.

Fixed price: This report will only show those allowances where the method-of-payment is a fixed price. The EDI order price should match the iTPM allowance fixed-price.


 **Helpful hints:** Set up a NetSuite reminder to show you sales orders that are processing off-invoice, net-bill and fixed-price allowances.

Use the NetSuite **Audit Trail/Workflow subtab**, and the **Workflow sublist** on the sales order or invoice to see changes made by iTPM.

Additional detail of iTPM changes to sales orders and invoices is available to NetSuite and iTPM administrators, and users with permissions to view the Discount Log and Log lines.

Reminders

4 - iTPM Sales Orders Processing OI

 **Note:** These are the limitations when iTPM applies off-invoice to sales orders or invoices:

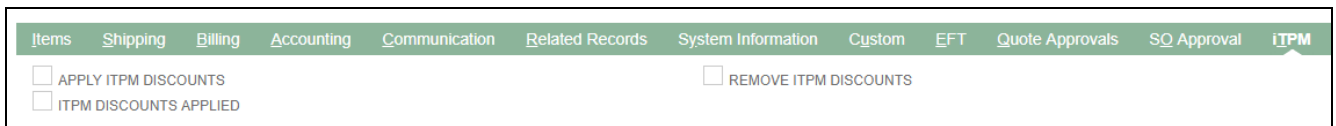
- If more than one fixed-price allowances is eligible for an item on a sales order or invoice, only ONE fixed-price allowance will be applied to an item on an order. All of the other overlapping fixed-price allowances will be skipped.
- iTPM does not allow you to stack both fixed-price and net-bill allowances on the same sales order: If a sales order or invoice has both fixed-price allowances AND net-bill allowances that apply to any item, then iTPM will skip ALL of the net-bill allowances for ALL items and ONLY apply the fixed-price allowance.

2.2 Option: Apply iTPM OI and NB allowances to an order or invoice

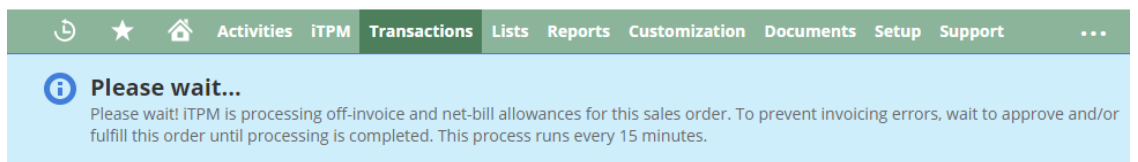
You have the option to use iTPM to save you time when you manually apply off-invoice and net-bill allowances on your orders or invoices. If you manually apply discounts to sales orders or invoices, **first use the iTPM Discounts subtab to know which off-invoice allowances may qualify.** See [section 2.1](#) for details.

You have the **option to save mouse clicks and use iTPM to apply** qualifying off-invoice and net-bill allowances to your order.

1. **Click on the iTPM subtab** on the sales order. If iTPM already applied allowances to the order or invoice, “iTPM Discounts Applied” checkbox will be checked.
2. **Check the box, “Apply iTPM discounts”.**



3. **Save the sales order. Wait for the script to run before approving or fulfilling your order.**



4. **Look for off-invoice allowance rows on your order or invoice:**

You will see the following when the iTPM script is done processing:

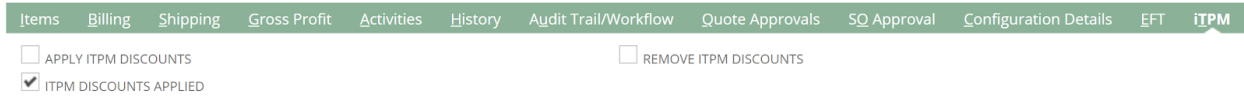
- There will be **one or more discount rows** under each item that qualifies for qualifying **off-invoice** allowances. Discounts apply to the item row above the discount row.
- The **net price in the existing row is changed** if the item qualifies for **NET-BILL** allowances.
- If you already applied iTPM discounts to a sales order or invoice, iTPM automatically removes and reapplies allowances to prevent duplication.

In the screenshot below, the discount applies to the item “PRI00002”.

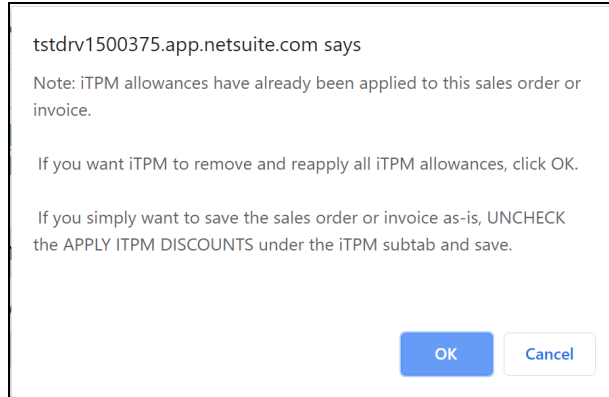
ITEM	ON HAND	AVAILABLE	QTY	UM	DESCRIPTION	PRICE LEVEL	PRICE	AMOUNT	TAX CODE	TAX	COMMIT	COMMITMENT CONFIRMED	ORDER PRIORITY	EXPECTED SHIP DATE
PRI00002	-11	19	1	Ea	ManuScript 1000 Laser Printer - 1200 dpi b&w	List Price	699.00	699.00	-Not Taxable-		Available Qty			
DIS00000					Off Invoice discount for Item PRI00002 from Promotion Alex test	Custom	-60.00	-60.00	-Not Taxable-					

Note: DO NOT APPROVE THE SALE ORDER for fulfillment until after you have reviewed iTPM off invoice allowances and net-bill applied to list price for accuracy.

Note: If you previously checked “**Apply iTPM discounts**” and saved the sales order, you will see the “*iTPM Discounts Applied*” checkbox checked.



If you previously applied discounts to your order or invoice, checking “*Apply iTPM Discounts*” will remove then re-apply off-invoice and net-bill allowances. When you click SAVE, you will see this message:



Note: iTPM will apply ALL qualifying off-invoice and net-bill allowances to each item on the sales order, including DUPLICATE OVERLAPPING promotions. Example: Kroger Corporate gets \$2.40 OI, and Kroger Columbus has a \$3.60 OI. If these allowances were not intended to be stackable, then **MANUALLY DELETE duplicate discount rows caused by incorrect overlapping promotions and other promotional errors.**

Note: If *expected delivery dates* are blank on the order or invoice, iTPM is NOT able to apply off-invoice discounts that are based on order dates.

Note: iTPM will NOT apply discount if the line on the order has an error. i.e., minimum quantity, etc. In these situations, iTPM will NOT create the discount item. Fix the line with the issue and re-apply iTPM discounts.

Helpful hints:

- iTPM Administrators and NetSuite Administrators can view - *iTPM Discount Log* and *-iTPM Discount Log Lines* custom records for more detail.
- iTPM keeps an audit trail of changes to your sales order. To see iTPM changes to your order, use the NetSuite *Audit Trail/Workflow subtab*, and the *Workflow sublist*.

2.3 Promotion KPIs: Off-invoice and Net-bill versus Bill-back

When viewing a promotion, the KPI subtab will display results for off-invoice and net-bill allowances.

Promotion KPIs are described in more detail in the *User Guide for Promotions*, section 4.2, found at www.i-TPM.com/promotion-planning.

Planning	Allowances	Estimated Quantity	Retail Info	KPI's	Settlements	Reports	Files	Communication	Workflow	System Information	Accrual
KPI Summary		KPI Summary : Lump Sum		KPI Summary : Bill Back		KPI Summary : Off Invoice		KPI Summary : Net Bill			
ESTIMATED SPEND : PROMOTION 24,007.50		ESTIMATED SPEND : LUMP SUM 500.00		ESTIMATED SPEND : BILL BACK 14,490.00		ESTIMATED SPEND : OFF INVOICE 9,017.50		ESTIMATED SPEND : NET BILL 0.00			
LE SPEND : PROMOTION 24,151.50		LE SPEND : LUMP SUM 500.00		LE SPEND : BILL BACK 14,490.00		LE SPEND : OFF INVOICE 9,161.50		LE SPEND : NET BILL 0.00			
MAXIMUM LIABILITY : PROMOTION 2,727.00		MAXIMUM LIABILITY : LUMP SUM 500.00		MAXIMUM LIABILITY : BILL-BACK 98.00		MAXIMUM LIABILITY : OI 2,129.00		MAXIMUM LIABILITY : NET BILL 0.00			
EXPECTED LIABILITY : PROMOTION 2,727.00		EXPECTED LIABILITY : LUMP SUM 500.00		EXPECTED LIABILITY : BILL-BACK 98.00		EXPECTED LIABILITY : OI 2,129.00		EXPECTED LIABILITY : NET BILL 0.00			
ACTUAL SPEND : PROMOTION 2,129.00		ACTUAL SPEND : LUMP SUM 0.00		ACTUAL SPEND : BILL-BACK 0.00		ACTUAL SPEND : OI 2,129.00		ACTUAL SPEND : NET BILL 0.00			
NET LIABILITY : PROMOTION 598.00		NET LIABILITY : LUMP SUM 500.00		NET LIABILITY : BILL-BACK 98.00		NET LIABILITY : OI 0.00		NET LIABILITY : NET BILL 0.00			
OVERPAY : PROMOTION 0.00		OVERPAY : LUMP SUM 0.00		OVERPAY : BILL-BACK 0.00		OVERPAY : OI 0.00		OVERPAY : NET BILL 0.00			
REQUESTED SPEND : PROMOTION 0.00		REQUESTED SPEND : LS		REQUESTED SPEND : BB		REQUESTED SPEND : OI		REQUESTED SPEND : NB 0.00			
PENDING SPEND : PROMOTION 0.00		PENDING SPEND : LS		PENDING SPEND : BB		PENDING SPEND : OI		PENDING SPEND : NB 0.00			

Helpful hint: If off-invoice allowances are missed and not entered on an invoice, the customer will deduct for 'missed off-invoice'

- If the missed OI deduction is valid (customer, items and dates are correct in the iTPM promotion), then use the EXPENSE button on the deduction to expense it to the appropriate GL-account. The iTPM KPIs assume off-invoice allowances are applied to qualifying orders. The promotion KPIs for off-invoice already reflect this missed amount that was deducted.
- If the missed OI deduction is outside iTPM validations (customer, items, and / or dates), then you have several options to resolve:
 - Dispute if it is invalid. REINVOICE if/when repaid.
 - Use the SETTLEMENT button to match it back to the promotion. This will show an off-invoice OVERPAYMENT for the promotion.

Note: Missed Net-bill amounts that are deducted should be entered as missed-off-invoice. If net-bill is the ONLY valid method-of-payment for the promotion, the off-invoice field will NOT be open for settlement amounts:

- Enter the missed net-bill as a lump-sum.
- If your net-bill promotion does not have a lump-sum amount, you will need to add a lump sum amount before you will be able to match your missed net-bill deduction to your net-bill promotion. As a NetSuite administrator, edit the promotion and enter a non-zero lump sum. Example, \$1. This will make the lump-sum field open for settlements for your promotion.

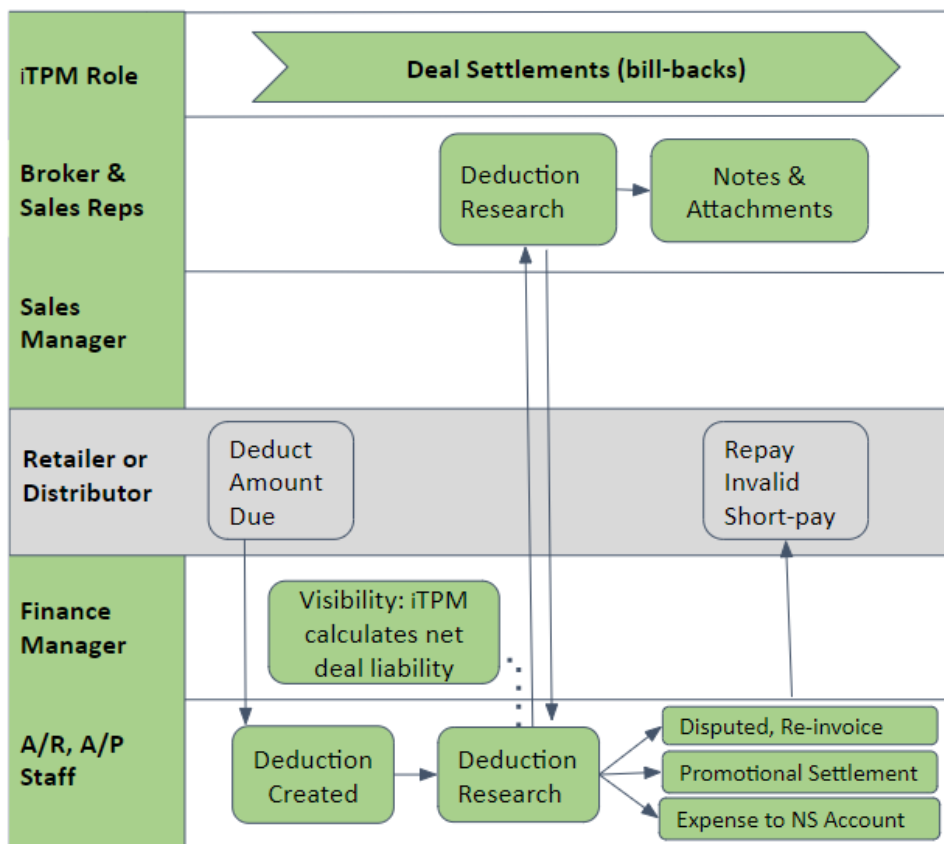
Note: The fixed price method-of-payment is not included in promotion KPI calculations.

3.0 Create iTPM Deductions (Process partial payments)

This chapter describes how to process your customer’s short-pays by creating deductions. After you create iTPM deductions, your team will need to research these deductions and resolve them to a zero balance. You will resolve these open deduction one of four ways:

- [Chapter 4: Research and prepare to resolve your deductions](#)
- [Chapter 5: Resolve promotional deductions](#)
- [Chapter 6: Resolve non-promotional deductions by Expensing with a Journal Entry](#)
- [Chapter 7: Resolve invalid deductions by Disputing and re-invoicing](#)

3.1 iTPM Deduction and Resolution workflow by role



What is your role in managing deductions and resolutions?

- Account Managers:** Research short-pays and deductions.
- A/R and A/P Staff:** Create, research and resolve deductions.
- All User roles:** Attach electronic documentation and user notes.

Helpful Hint: If you don't see the iTPM workflow buttons you need to do your job, your NetSuite role may not have the required permissions. Contact your iTPM administrator.

3.2 Deduction vs Short-Pay vs a Normal Open Receivable

So what's the difference between a standard open receivable, a deduction and a short-pay? All three can show up as balance due on a customer's invoice. However, the difference is that you expect to get payment on a normal receivable. For many CG manufacturers, deductions should not be reported as an asset, because a high percentage of customer deductions are actually valid... 95% or more.

TYPES	DESCRIPTION OF OPEN BALANCE TYPES
Normal Receivable	<ul style="list-style-type: none"> The full amount of the invoice is unpaid. You expect payment in full. If this invoice is being paid in installments, the payment received does not include documentation that the customer is deducting for monies due. Normal receivables are an asset and shown on the standard aging report.
Return	<p>The open balance on a receivable needs to be adjusted because of a return. A RETURN can be applied to the original invoice. Most often returns are NOT specifically related to trade promotions. Use standard NetSuite functionality to process.</p> <p>Note: If the return is related to a promotion because product has exceeded shelf life while in the customer's warehouse, then consider expensing the return to a trade-promotion related GL-account, and/or, use the classification or custom segment or reason code to document this for reporting. Use standard NetSuite functionality to process.</p>
Credit	<p>A credit is applied to reduce the open balance of a receivable, but the credit may be connected to a service or product deficiency. Example: The product arrived late, so the customer does not pay for shipping. A credit is applied to adjust the open invoice balance down by the amount of the shipping. Use standard NetSuite functionality to process. Most often you will use a NetSuite credit memo for this.</p>
Short Pays & Non promotional Deductions	<ul style="list-style-type: none"> Short-pays typically have no documentation or stated reason for the short-pay. The customer just paid less than what you invoiced. You can process with standard NetSuite credit memos You can also create an iTPM deduction and resolve using the EXPENSE button to create journal entries.
Promotional Deductions	<ul style="list-style-type: none"> There is a partial payment of the invoiced amount. Deductions typically include documentation of why the customer is deducting Deductions are taken against invoices that are NOT related to the activity associated with the deduction. Example: Customer deducts \$1,000 for a December promotion on Product A, but deducts the \$1,000 on a January invoice for Product B. These are the deductions to be managed using iTPM.

Of all the types above, iTPM is designed to help you manage promotional and non-promotional deductions and short-pays. When you receive a partial payment, it can be days, even weeks before you can validate each deduction and short-pay.

3.3 Two ways to process partial payments using iTPM

There are two ways to process partial payments in iTPM . Regardless of which approach you choose to create the iTPM deduction, the resolution process is the same.

Example #1 below:

The iTPM deduction is created **when viewing an invoice** that's been partially paid with deductions and/or short-pays. (Available for payments associated with up to 25 invoices.)

Pro: The iTPM deduction will have direct links to the invoices that were partially paid. (Option two has links to the credit memo, which has links back to the invoices.)

Con: Applying a partial payment across multiple invoices in NetSuite is not automated, and requires manual data entry of the applied amount. For these situations, example #2 is better.

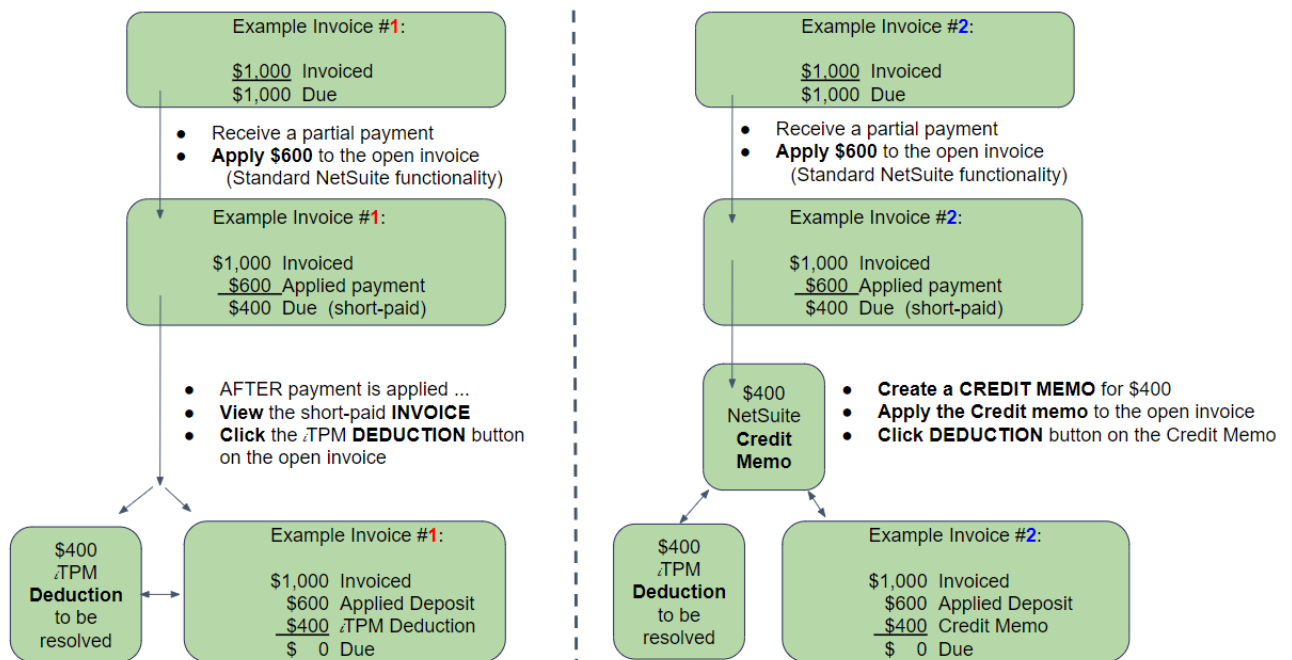
Example #2 below:

The deduction is created when **viewing a credit memo** that is applied to partially-paid invoices.

Pro: Only the credit memo will appear on the customer's statement. In addition, you have the option to start researching and resolving the iTPM deduction *BEFORE* you apply the customer's partial payment and credit memo(s) to the invoice(s).

Con: This requires an extra step to create a standard NetSuite Credit Memo, and apply it to the partially-paid invoices.

Two ways to process a Customer Partial Payment in iTPM

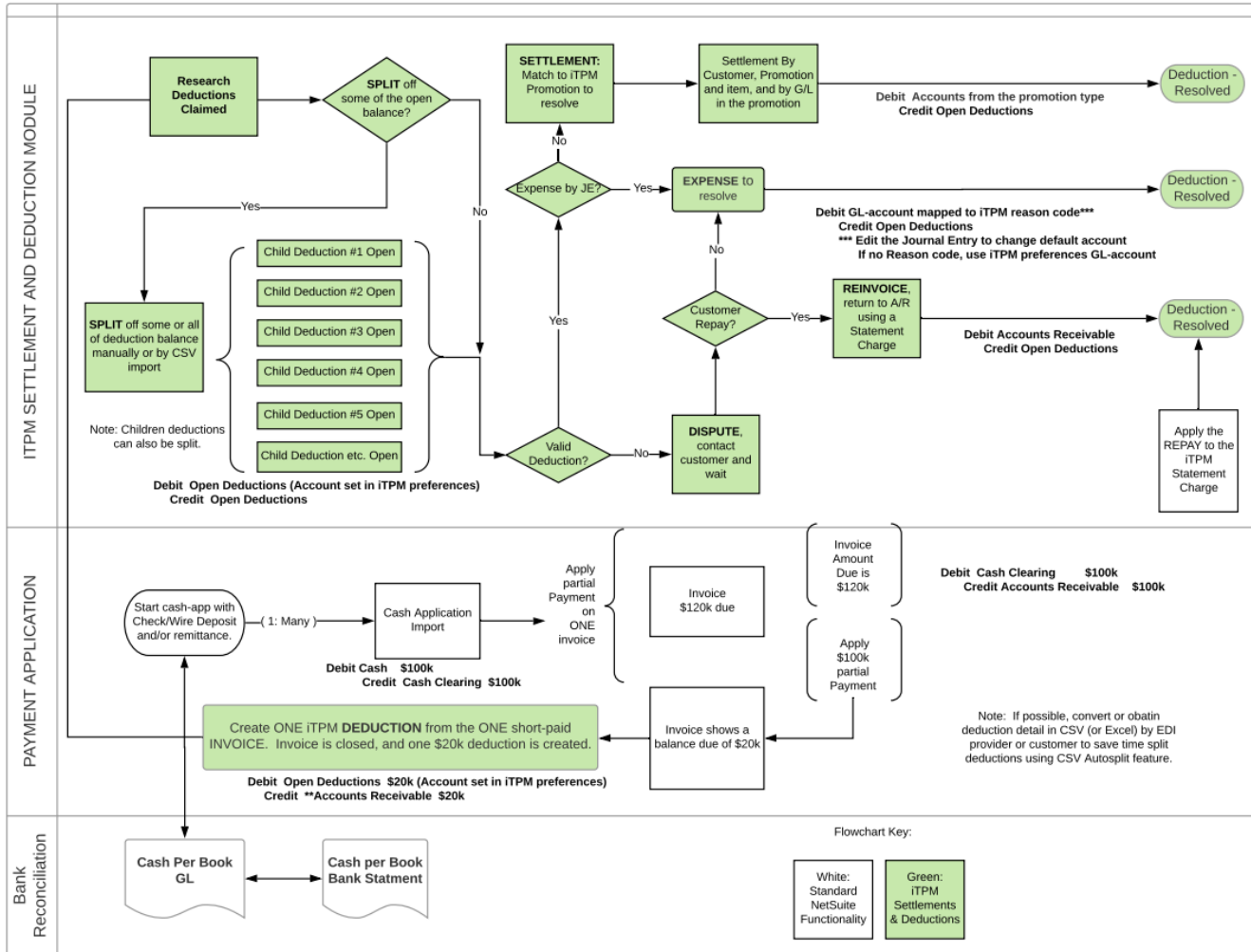


3.4 Option 1: Process partial payment applied to ONE INVOICE


The following flowchart shows how creating a deduction and resolving it fits into the overall cash-app workflow in NetSuite:

iTPM Deduction Management Workflow: Create DEDUCTION from ONE INVOICE

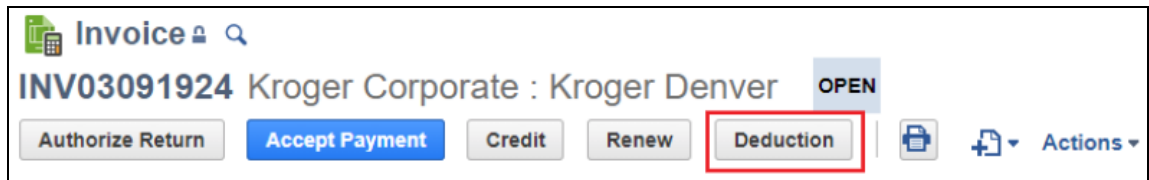
Revised August 15, 2019




In the CG industry, it is common for customers to deduct for promotional monies due. Here’s how to use iTPM as part of your cash-application workflow to process deductions:

1. **Apply the partial payment** to the open invoice as you normally do. The invoice summary will show an amount due, like the summary example to the right.
2. If there is an amount due, the iTPM  **button appears** on the invoice if your role has the appropriate permissions. See example below:


Summary	
SUBTOTAL	3,992.00
TRANSACTION DISCOUNT	
TAX	0.00
SHIPPING COST	28.73
HANDLING COST	
TOTAL	4,020.73
AMOUNT DUE	1,000.00



 **Helpful hint:** You do not have to use iTPM to process the entire amount of the short-pay. If you have information to process damages, fees, and other expenses, you can use your standard NetSuite functionality to expense these PRIOR to creating an iTPM deduction. Example, apply your credit memo for damages directly to the short-paid invoice, then use the DEDUCTION button to move the promotional amounts into iTPM.

After you create credit memos, iTPM will create a deduction with an amount equal to the remaining open balance.

What type of transactions are my iTPM deductions? iTPM deductions are NetSuite custom transactions that use an expense GL-account selected by your iTPM administrator.

 **Note:** While you can create a deduction from an invoice in any closed period, you can’t create a deduction from a credit memo in a closed or locked period unless the period has “Allow non-G/L changes” checked.

If “Allow non-G/L changes” is NOT checked, iTPM will give you a message. Contact your NetSuite or iTPM administrator if you get this message:

To close your open invoice and create a deduction in iTPM, enter the following:

- A: Enter a description or **other reference code** (optional): *Example, DC-14333*
- B: Review the **Date:** (Used for the aging report): *Example, Dec 27, 2018*
- C: Review the **Posting Date:** *Example, November 2018*
- D: Review the **Reference Date/ Follow-up:** *Example, leave blank if none*
- E: Check **Customer Approves Repay if appropriate:** *Example, Unchecked*
- F: Check **disputed** if this deduction is invalid: *Example, Unchecked (not-disputed)*
- G: Select **Research Status:** (optional) *Example, Contact Customer*
- H: Select **Next Steps:** (optional) *Example, Request Back-up*
- I: Select **Group:** (optional) *Example, Retail Division*
- J: Select **Class, Location and Department** that apply: (optional) *Example, Location = San Francisco*
- K: **Assign** this deduction to someone to resolve *Example, Alex Ring*
- L: Review the **Due Date/ Follow-up:** *Example, Nov 27, 2019*
- M: Use **Memo** to enter a description (optional): *Example, eDoc attached with more detail*
- N: Select Reason Code (optional): *Example, Promotional*

The screenshot shows the 'iTPM Deduction' form with several sections and fields. Callouts A through N point to specific fields as follows:

- A:** Points to the 'ITPM OTHER REFERENCE CODE' field (value: DC-14333).
- B:** Points to the 'DATE' field (value: 12/27/2018).
- C:** Points to the 'POSTING PERIOD' field (value: Dec 2018).
- D:** Points to the 'REFERENCE DATE' field.
- E:** Points to the 'CUSTOMER APPROVES REPAY?' checkbox.
- F:** Points to the 'DISPUTED?' checkbox.
- G:** Points to the 'RESEARCH STATUS' dropdown menu.
- H:** Points to the 'NEXT STEPS' dropdown menu.
- I:** Points to the 'GROUP' dropdown menu.
- J:** Points to the 'CLASS', 'DEPARTMENT', and 'LOCATION' dropdown menus.
- K:** Points to the 'ASSIGNED TO' dropdown menu (value: Alex Ring).
- L:** Points to the 'DUE DATE / FOLLOW UP' field (value: 1/10/2019).
- M:** Points to the 'MEMO' text area (value: Multiple deductions taken).
- N:** Points to the 'REASON CODE' dropdown menu (value: Promotional).

Click **SAVE** when done to **close the invoice**, and **create an iTPM deduction**.

How will I know my closed invoice had a short-pay or deduction? When viewing your invoice, look at the iTPM subtab. When you first create the deduction, the status will be *OPEN*. After you resolve this deduction to a zero balance, the status will be resolved and you will see one or more records under these subtabs:

Deductions subtab: This is a list of all the deductions related to your invoice, including splits.

Settlements subtab: This is a list of settlements that resolved some or all of this deduction.


Transactions subtab: This is a list of journal entries that were used to resolve some or all of this deduction. If you created the deduction from a credit memo, it may also appear under this subtab.

Items Billing Shipping Gross Profit Activities History Audit Trail/Workflow Quote Approvals SQ Approval EFT Configuration Details **iTPM**

APPLY ITPM DISCOUNTS

Deductions • Settlements Applied Transactions

EDIT	DATE ▲	STATUS	DOCUMENT NUMBER	ORIGINAL DEDUCTION	OPEN BALANCE	DUE DATE
Edit	11/13/2018	Open	33	- ITPM Deduction #33	1,000.00	11/27/2018

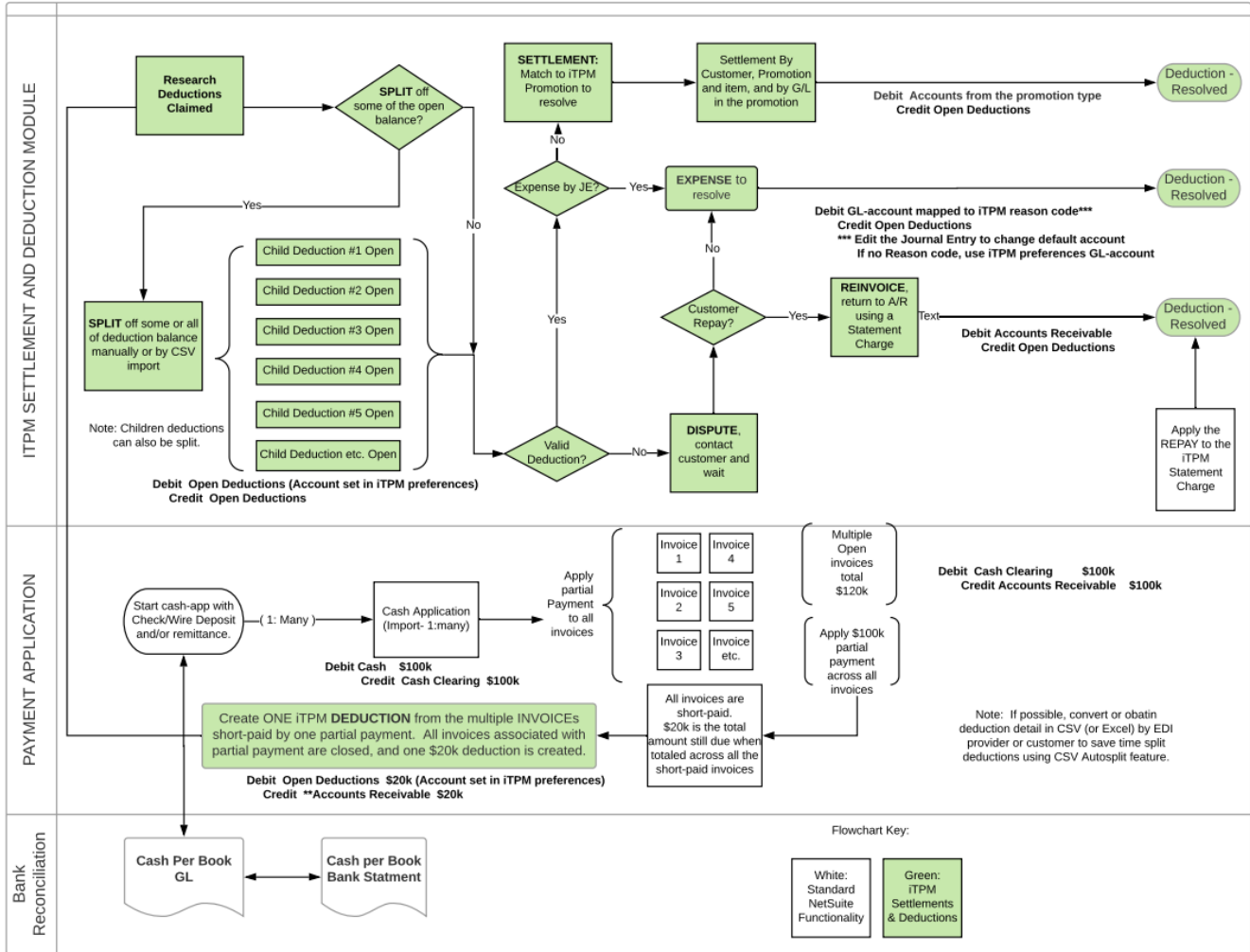
 **Helpful hint:** The dot after the subtab tells you there are records in that subtab. Subtabs that don't have dots after the subtab name do not have transaction records.

3.5 Option 2: Process partial payment applied to MANY INVOICES

The following flowchart shows how to create a simple credit memo to process a complex partial payment that includes many open invoices and multiple deductions:

iTPM Deduction Management Workflow: Create DEDUCTION from MULTIPLE INVOICES

Revised August 15, 2019



Note: If the payment linked to your invoice is associated with more than 25 short-paid invoices, you will get this message:

For these situations, use a credit memo to process the partial payment, and [create your deduction from the credit memo.](#)

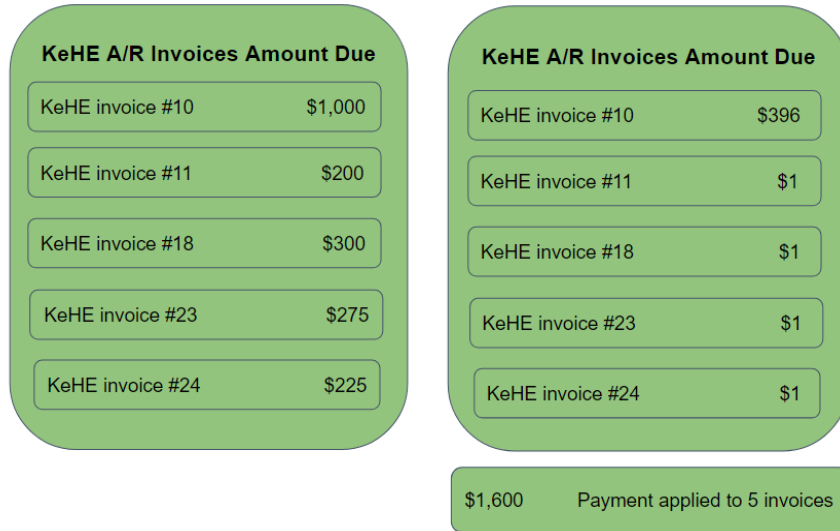
Warning!

There are more than 25 open invoices associated with the payment corresponding to this invoice. Please create one or more credit memos to close the invoices and then create a deduction from the credit memo(s).

OK

\$1,600 check received as payment for 5 invoices totaling \$2,000

Step 1. Apply \$1,600 payment to 5 invoices (Standard NetSuite functionality)



Step One: Use standard NetSuite functionality to apply a payment to multiple invoices. If any invoices have partial payments, you'll need to enter some amount to link these invoices to the payment. We suggest you enter \$1 as payment for every invoice that was 100% short paid. [\(Your alternative is to use the credit memo approach.\)](#)

In the example below, the customer sent a check for \$323.00 covering three open invoices. Rather than allocating this amount across all three invoices, it is easier to simply enter \$1.00 for the first two invoices, and the balance in the third. The third invoice amount is the check amount of \$323, minus two times \$1, or \$321. This approach is easy and doesn't require a calculator or spreadsheet. After you apply this payment, you'll end up with three invoices with an open unpaid balance.

APPLY	DATE	PROJECT/SUB	TYPE	REF NO.	ORIG. AMT.	AMT. DUE	CURRENCY	DISC. DATE	DISC. AVAIL.	DISC. TAKEN	PAYMENT
<input checked="" type="checkbox"/>	7/7/2015		Invoice	INV03091661	1,125.00	1,125.00	USA			0.00	1.00
<input type="checkbox"/>	8/31/2015		Invoice	INV03091668	1,350.00	1,350.00	USA				
<input type="checkbox"/>	9/7/2015		Invoice	INV03091669	1,575.00	1,575.00	USA			0.00	1.00
<input checked="" type="checkbox"/>	11/7/2015		Invoice	INV03091696	1,575.00	1,575.00	USA			0.00	321.00
<input type="checkbox"/>	1/31/2016		Invoice	INV03091684	2,025.00	2,025.00	USA				

Note: An invoice must have an open balance for NetSuite to associate the invoice with the payment. NetSuite does not support a payment with a zero amount. Alternative: Use credit memo approach.

Note: The iTPM deduction button looks for other invoices ONLY based on the applied payment, NOT credit memos and journal entries. Alternative: Use credit memo approach.

Step 2.

View any one of the invoices that were associated with the short-pay.
Click on the iTPM **Deduction** button

Step 3.

Click **YES** to create **one** \$400 iTPM deduction and resolve all 5 short-paid invoices

KeHE A/R Invoices Amount Due	
KeHE invoice #10	\$396
KeHE invoice #11	\$1
KeHE invoice #18	\$1
KeHE invoice #23	\$1
KeHE invoice #24	\$1

KeHE A/R Invoices Amount Due	
KeHE invoice #10	\$0
KeHE invoice #11	\$0
KeHE invoice #18	\$0
KeHE invoice #23	\$0
KeHE invoice #24	\$0

\$400	iTPM open deduction
-------	---------------------

Step Two:

Use standard NetSuite functionality to view any one of these three invoices with the open balance. Click on the **DEDUCTION** button to [create a deduction](#) in iTPM. (You will only see the **DEDUCTION** button if your role has the appropriate permissions.)

iTPM will look at all the invoices that were paid at the same time as the invoice you selected. If iTPM finds any other invoices that were partially paid with the same payment, you will get the following screen with information about all the invoices that were short-paid, and the option to create just one deduction and close all the associated invoices.



Helpful Hint: If a user creates a deduction by mistake, **ONLY** a NetSuite Administrator will have the permissions to delete the deduction, and see the **DELETE** button on the deduction. Don't wait to delete the deduction you created by mistake. If the period with the credit memo or invoice associated with the iTPM deduction is closed or locked, then NetSuite will not allow the iTPM deduction to be deleted.

- iTPM Deduction

More

Yes No Cancel

The payment applied to this Invoice was also applied to other Invoices. The list below shows the other Invoices to which the payment was applied, but were not paid in full. Would you like to apply the iTPM Deduction to all related open Invoices?

Current Invoice	
INVOICE NUMBER Invoice #INV03091661	TOTAL AMOUNT 1,125.00
CUSTOMER Advanced Machining Techniques Inc.	DEDUCTION AMOUNT IF APPLIED TO THIS INVOICE 1,124.00
DATE 7/7/2015	DEDUCTION AMOUNT IF APPLIED TO ALL INVOICES 3,952.00
AMOUNT REMAINING 1,124.00	

Other Related Invoices •			
DATE	TITLE	AMOUNT(TOTAL)	▲ AMOUNT REMAINING
9/7/2015	Invoice #INV03091669	1,575.00	1,574.00
11/7/2015	Invoice #INV03091696	1,575.00	1,254.00

Step Three, YES:

If you select **YES**, one deduction will be created to resolve **ALL** the invoices that were short-paid and related to this same payment. The one deduction amount will include the amount total short-paid across all of the invoices associated with the same payment. ALL of the associated invoices with the payment will be closed when you click **SAVE** and create the deduction.

- iTPM Deduction

Submit Cancel

Primary Information

ENTRY NO. To Be Generated

DATE 10/9/2017 DISPUTED?

INVOICE Invoice #INV03091661 Invoice #INV03091669 Invoice #INV03091696

STATUS Open

CUSTOMER Advanced Machining Techniques Inc.

APPLIED TO TRANSACTION

ORIGINAL DEDUCTION

PARENT DEDUCTION

OTHER REFERENCE CODE

Classification

SUBSIDIARY Honeycomb Mfg. LOCATION DEPARTMENT CLASS

CURRENCY USA

Task Detail

ASSIGNED TO * Aiden Somerhalder DUE DATE * 10/23/2017 MEMO

Transaction Detail

AMOUNT * 3,952.0 OPEN BALANCE 3,952.0

TOTAL SETTLEMENTS TOTAL EXPENSES 0.0

Step Three, NO:

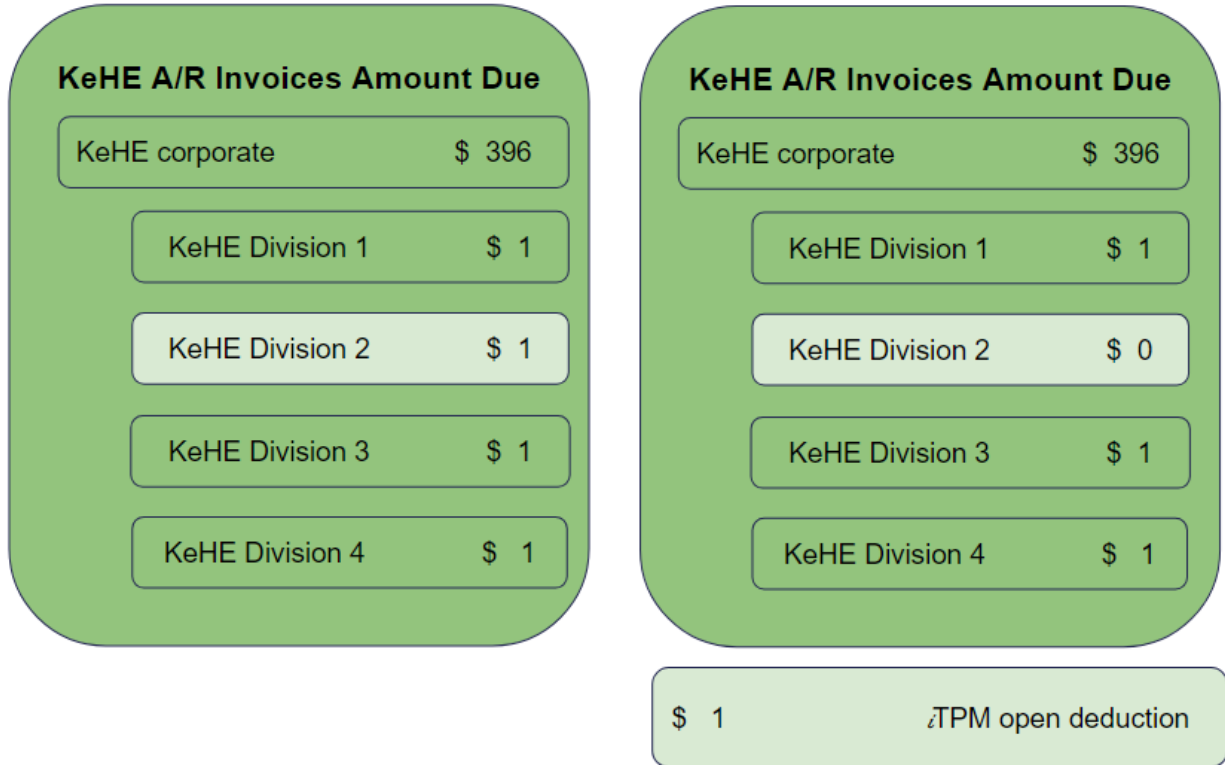
If you select **NO** in the screen above, **one deduction will be created for ONLY the invoice you selected**. Only the invoice you were viewing will be closed.

Step 2.

View any one of the invoices that were associated with the short-pay.
Click on the iTPM **Deduction** button

Step 3.

Click **NO** to create only **one** iTPM deduction, and close only one invoice.



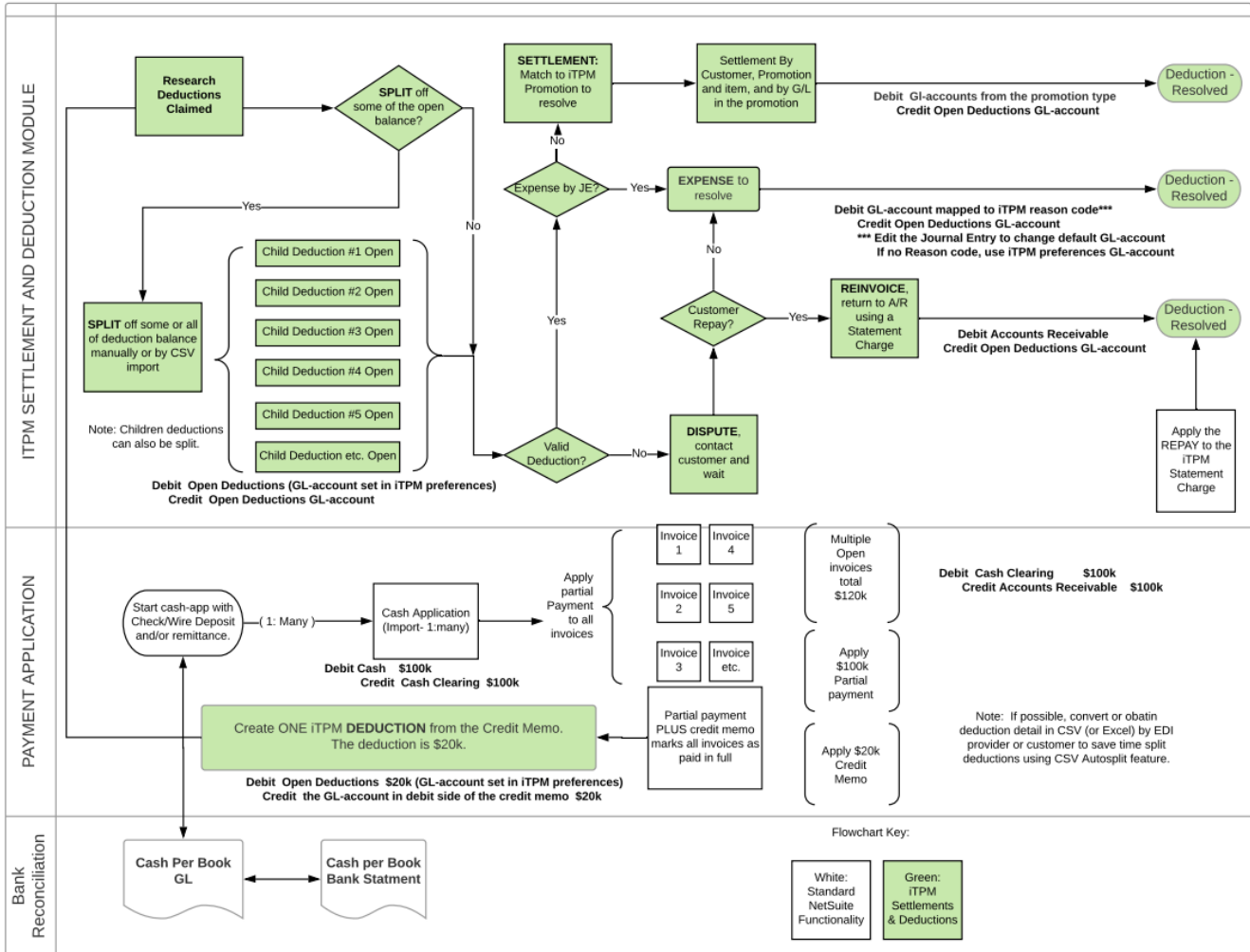
Helpful Hint: To create a deduction and close the one invoice you've selected, follow the same steps as [deductions taken against a single invoice](#).

3.6 Create a Deduction from CREDIT MEMO applied to invoices

The following flowchart shows how creating a deduction and resolving it fits into the overall cash-app workflow in NetSuite:

iTPM Deduction Management Workflow: Create DEDUCTION from a CREDIT MEMO

Revised August 15, 2019



Helpful Hint: This is the preferred and simpler approach when customers pay many invoices in full with a partial payment and multiple deductions.

Recommendation: For your credit memo, create a **NON-INVENTORY** item associated with the same account you selected as your open deduction GL-account. The credit memos you create will put the credit memo amount directly into your suspense account. Creating the deduction from this credit memo has no net financial impact because the debits and credits will also be in the same suspense account.

Here are the steps to create a deduction from a credit memo:

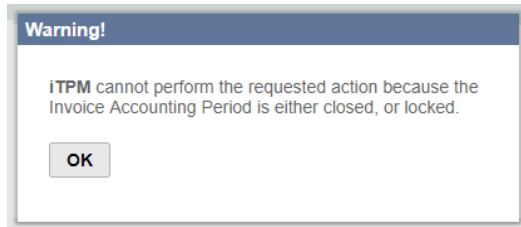
1. Find and **view the approved credit memo**.
2. **Click on the DEDUCTION** button.
3. **Click SAVE**. You have created a deduction from a credit memo.

The screenshot shows the 'Credit Memo' interface for 'MEM00000035 Kroger Company'. The status is 'OPEN'. A navigation bar includes buttons for 'Edit', 'Back', 'Refund', 'Deduction', and 'Match to Deduction'. The 'Deduction' button is highlighted. Below the navigation bar, there are three columns of data: CUSTOMER (Kroger Company), LOCATION (01: San Francisco), and EST. EXTENDED COST (0.00); DATE (11/13/2018), SALES REP (Mary Redding), and EST. GROSS PROFIT (2,000.00); and CREDIT # (MEM00000035), CURRENCY (USA), and PO #. A 'Summary' table on the right shows a subtotal of 2,000.00 and a total of 2,000.00.

Helpful Hint: Just create a summary, two line credit memo if you intend on creating a deduction from your credit memo. Consider using a non-inventory item in your credit memo that places the deducted amount into your open deduction account. The deduction resolutions will move the amounts to the appropriate GL-accounts.

Helpful Hint: To see a list of the credit memos you used to create iTPM deductions, go to *iTPM -> Deductions -> Credit Memos*.

The credit memo must be in an open accounting period, or “Allow non G/L changes” must be checked. If not and the period is locked or closed, you will receive this message:



Helpful Hint: If a user creates a deduction by mistake, ONLY a NetSuite Administrator will have the permissions to delete the deduction, and see the *DELETE* button on the deduction.

4.0 Research & Prepare to Resolve Deductions

Now that you've created a deduction, your team's next task is to **research this deduction** to determine how it should be resolved. You will have four ways to resolve a deduction in iTPM:

- **Settlement:** Match the deduction to a promotion ([Chapter 5](#))
- **Expense** the deduction using a pre-populated Journal Entry, select GL-account: ([Chapter 6](#))
- **Dispute** the deduction. If customer will repay, re-invoice. ([Chapter 7](#))

For a picture of the workflow, go to [section 3.1 Deduction and Resolution Workflow by Role](#).

The following describes the four deduction statuses in iTPM:

Status	Deduction Status Description	Required Action
Open	This is a deduction with an open balance greater than zero .	Research deduction to determine how they should be resolved.
Processing	Deduction is being SPLIT into multiple parts.	None. Wait for processing to be done in about an hour.
Pending	This is a deduction with one or more of the resolutions have journal entries that are pending approval or awaiting being applied. A deduction may briefly be in pending status while NetSuite saves its resolutions.	The journal entries associated with this deduction need to be approved. If a deduction is pending because someone is saving a resolution, simply wait a few seconds for the status to change to open or resolved.
Resolved	This is a short-pay with a zero open balance , AND all settlements related to this deduction are in APPROVED status.	No further action is required.

Every deduction starts as *OPEN*. As you create settlements to resolve promotions, the open balance goes down until it reaches zero.






Helpful Hint: The objective is to research and create resolutions until **every** deduction is in **RESOLVED** condition.

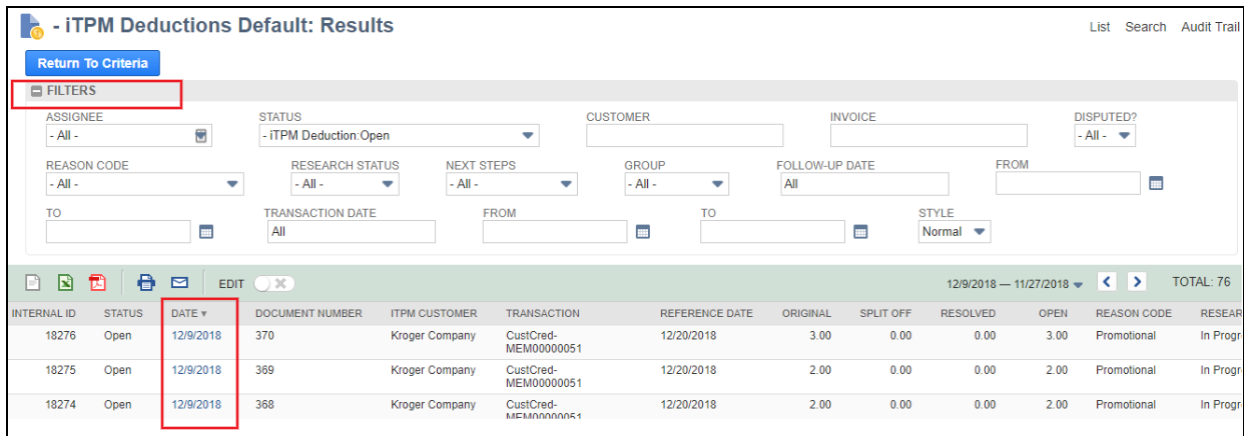
Why can't I change the customer on my deduction? When you create a deduction, the deduction retains the customer from the original invoice or credit memo.

Why should I take time to enter the optional workflow fields? These optional deduction fields are proven to save you time and provide structured workflow as you work to research and resolve every open deduction.


4.1 View & Research Deductions

The first step is to view the deduction you want to research. Here is one way to view your deductions:

- Click on **iTPM-> Deductions -> List**
- Click on the **“plus sign”** next to filters 
- **Optional: Change your filter** to view deductions you want to research.
- Find a deduction that you want to research and click on the date link (Some roles will have a **VIEW** link)
- Use arrows in the upper right corner to view other deductions in your list.  

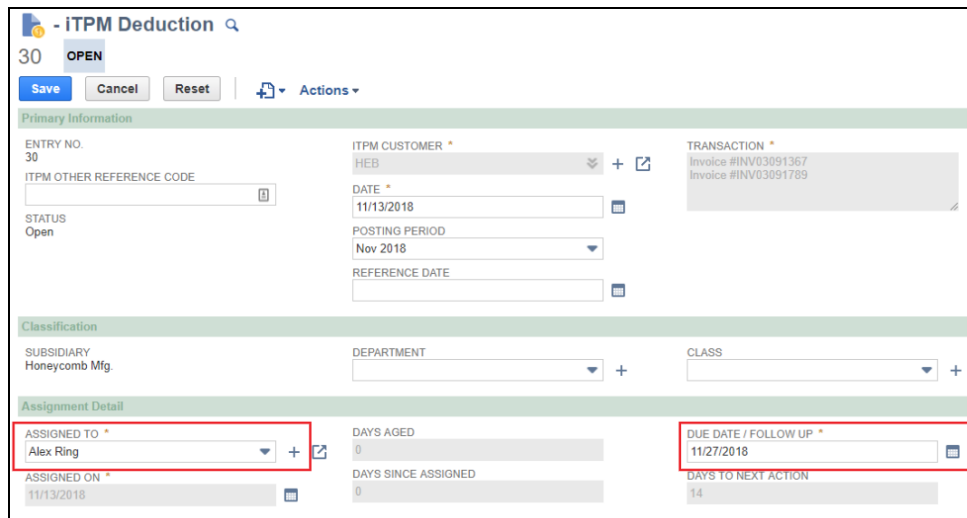


INTERNAL ID	STATUS	DATE	DOCUMENT NUMBER	ITPM CUSTOMER	TRANSACTION	REFERENCE DATE	ORIGINAL	SPLIT OFF	RESOLVED	OPEN	REASON CODE	RESEARCH
18276	Open	12/9/2018	370	Kroger Company	CustCred-MEM00000051	12/20/2018	3.00	0.00	0.00	3.00	Promotional	In Progr
18275	Open	12/9/2018	369	Kroger Company	CustCred-MEM00000051	12/20/2018	2.00	0.00	0.00	2.00	Promotional	In Progr
18274	Open	12/9/2018	368	Kroger Company	CustCred-MEM00000051	12/20/2018	2.00	0.00	0.00	2.00	Promotional	In Progr

 **Helpful Hint:** Use VIEW, not EDIT in the list view. Workflow buttons are NOT visible when you EDIT the deduction, and when your deduction is in PENDING or PROCESSING status.

Use EDIT to change these attributes to help you manage the deduction research and resolution workflow:

- [Next Action Date](#) , and Memo to identify next action.
- [Assigned To](#), so you know who’s responsible



Primary Information

ENTRY NO. 30
 ITPM OTHER REFERENCE CODE
 STATUS: Open
 ITPM CUSTOMER: HEB
 DATE: 11/13/2018
 POSTING PERIOD: Nov 2018
 REFERENCE DATE
 TRANSACTION: Invoice #INV03091367, Invoice #INV03091789

Classification

SUBSIDIARY: Honeycomb Mfg.
 DEPARTMENT
 CLASS

Assignment Detail

ASSIGNED TO: Alex Ring
 ASSIGNED ON: 11/13/2018
 DAYS AGED: 0
 DAYS SINCE ASSIGNED
 DUE DATE / FOLLOW UP: 11/27/2018
 DAYS TO NEXT ACTION: 14

How do I manage deductions in my deduction list?

Your job is to research and resolve EVERY deduction to a zero balance ASAP.

- **Set the filter to show only OPEN deductions.** These are the only ones you need to work on.
- (Optional). If you have multiple people resolving deductions, set the filter to see only deductions assigned to you.
- **Use these three measures:**
 - **STATUS:** Open You need to research this deduction and work on it until it is resolved.
 - **OPEN:** \$ amount This is how much of the deduction still needs to be resolved.
 - **Followup:** Date This is the date you need to take action. (Optional)

ITPM Deductions Default: Results List Search Audit Trail

[Return To Criteria](#)

FILTERS

ASSIGNEE: - All - STATUS: - ITPM Deduction: Open CUSTOMER: INVOICE: DISPUTED?: - All - REASON CODE: - All -

RESEARCH STATUS: - All - NEXT STEPS: - All - GROUP: - All - FOLLOW-UP DATE: All FROM: TO: TRANSACTION DATE: All

FROM: TO: STYLE: Normal

INTERNAL ID	STATUS	DATE	DOCUMENT NUMBER	ITPM CUSTOMER	TRANSACTION	REFERENCE DATE	ORIGINAL	SPLIT OFF	RESOLVED	OPEN	REASON CODE	RESEARCH STATUS	NEXT STEPS	GROUP	FOLLOW UP
18276	Open	12/9/2018	370	Kroger Company	CustCred-MEM00000051	12/20/2018	3.00	0.00	0.00	3.00	Promotional	In Progress	Contact Customer	Retail	12/23/2018
18275	Open	12/9/2018	369	Kroger Company	CustCred-MEM00000051	12/20/2018	2.00	0.00	0.00	2.00	Promotional	In Progress	Contact Customer	Retail	12/23/2018

Can I export deductions to Excel to create reports for additional analysis?

Yes. If you were given the NetSuite permission, and Excel icon appears in the banner of your deduction list. Here are suggestions for reporting:

- **Set the filter to show only OPEN deductions.** These are the only ones you need to work on. If you include resolved deductions, split deductions will be in your list.
- **Sum the measure OPEN.** This is how much you have outstanding that needs to be resolved.
- Optional: Use the measure *iTPM Customer* in your pivot table to show the open deduction balance by customer.
- The SPLIT column shows you how much of the deduction was resolved by splitting off the amount and creating a new deduction..

EDIT

INTERNAL ID	STATUS	DATE	DOCUMENT NUMBER	ITPM CUSTOMER
18276	Open	12/9/2018	370	Kroger Company
18275	Open	12/9/2018	369	Kroger Company

4.2 Update the Deduction Next Action Date (Optional Workflow)

As you research a deduction, you may need to change the follow-up date for your next task:

- **Find and view a deduction** in your list that needs an updated follow-up date.
- **Click EDIT**
- **Change the follow-up date** based on your research

DUE DATE / FOLLOW UP

5/23/2017

May 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Pick

- **Use the memo field** to enter your next action; Example, '*Request Backup*'
- **Click SAVE**

To help the next person work the deduction you can use one of the deduction drop-down menu attributes, you can add text to the deduction memo field, and/or create a NetSuite task associated with the deduction. Here are some example tasks:

- Request Backup
- First Email / Call
- Follow-up Email / Call
- Send Repay Letter / Email
- Wait for backup
- Wait for call-back
- ... and more



Helpful Hint: Use follow-update to manage your time each day and focus on the deductions that need your attention. iTPM provides a number of [deduction aging](#) measures.

4.3 Assign, Reassign Deductions (Optional Workflow)

As you research a deduction, you may learn the deduction isn't related to your customers, and should be reassigned to another person.

- **Find and view a deduction** in your list that needs to be reassigned.
- **Click EDIT**
- Based on your research, **change the person assigned** responsibility for this deduction.



- **Click SAVE**



Helpful Hint: If some amounts of the deduction need to be researched and resolved by different people, [split the deduction](#) and assign each deduction to the appropriate person.



Helpful Hint: Under the communication subtab you can also use standard NetSuite functionality to assign tasks to other NetSuite users related to your deduction.



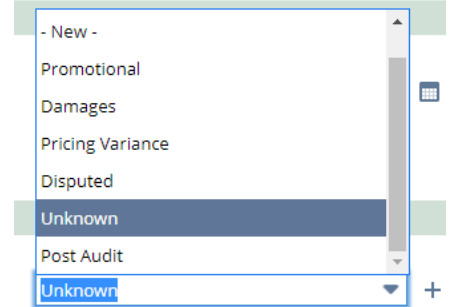
Note: The list of NetSuite users is not filtered based on role or access to iTPM. This list contains ALL of your NetSuite users. Don't assign a deduction to someone that doesn't have permissions to use iTPM, or does not have the responsibility to research and resolve deductions.

4.4 Select, Update Reason Code, Research Status, Next Steps

Reason code on the deduction can be used for reporting, and to help with deduction workflow. Reason codes can be associated with GL-accounts, which can save you time and mouse clicks if you use the EXPENSE button to resolve the deduction.

Follow these steps to change the reason code on a deduction:

- Find a deduction with an open balance in your deduction list.
- Click on **EDIT**
- Check the appropriate reason code for your deduction:
- Click **SAVE**



Transaction Detail		
ITPM AMOUNT *	SPLIT OFF	REASON CODE
7,448.00	0.00	Unknown
OPEN BALANCE *	TOTAL SETTLEMENTS	MEMO
7,448.00		Deduction applied on Invoices INV03091291


Update these other fields to save time when searching for deductions by *Research Status*, *Next Steps*, *Group*, and *Reference Date*. These fields can also be used for reporting and in NetSuite workbooks.

- iTPM Deduction **OPEN**

Save **Cancel** **Reset**

Primary Information

ENTRY NO. 370	ITPM CUSTOMER * Kroger Company
ITPM OTHER REFERENCE CODE 6150017507	DATE * 12/9/2018
STATUS Open	REFERENCE DATE 12/20/2018
RESEARCH STATUS In Progress	
NEXT STEPS Contact Customer	
GROUP Retail	

 **Helpful Hint:** Reason codes can be associated with a GL-account. When using the EXPENSE button, the reason code GL-account is used as the default in the journal entry.

4.5 QUICK SPLIT a Deduction

Sometimes retailers combine several promotions and expenses into one deduction, or you may have created one deduction from a credit memo that represented multiple deductions.

Use **QUICK SPLIT** when you only need to split off just **ONE** amount from the total. There is no processing required. Your split deductions will be ready for resolution immediately after splitting. If your deduction has an open balance, the **QUICK SPLIT** button will appear on your deduction.

Consider the following example: A \$1,000 deduction that has \$700 open.

You click the QUICK SPLIT button, and enter \$250 to be split off from this deduction.

Parent Deduction #	Deduction #	Status	Amount	Amount Split-off	Amount Resolved	Amount Open
1	1	OPEN	\$1,000	\$0	\$300	\$700

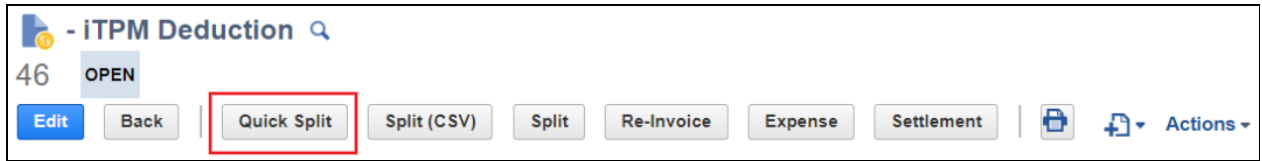
QUICK SPLIT off \$250 from deduction #1, and end up with 3 deductions:

Parent Deduction #	Deduction #	Status	Amount	Amount Split-off	Amount Resolved	Amount Open
1	1	RESOLVED	\$1,000	\$700	\$300	\$0
1	2	OPEN	\$250	\$0	\$0	\$250
1	3	OPEN	\$450	\$0	\$0	\$450

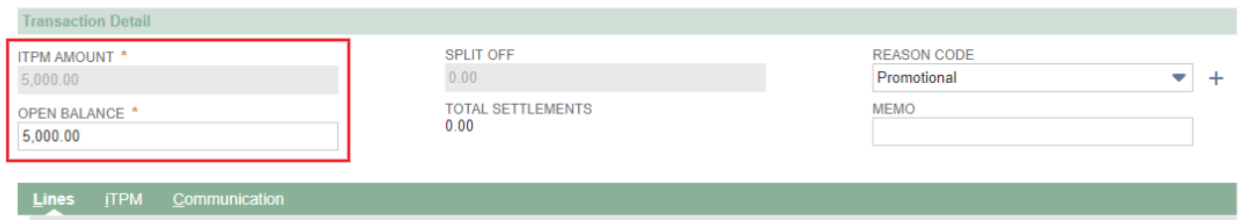
After you click SAVE, you will end up with three deductions:

- You can't split off more than the open amount of the deduction. In this example that's \$700.
- After the split, the original deduction will be resolved and show a zero balance. In this example Deduction #1 shows \$700 is now split off and the deduction is resolved.
- In addition to the amount you split off, a deduction will be created with the remaining open balance. In this example, that's deduction #3. You split off \$250, so \$700 minus \$250 is \$450.
- All of the split deductions will show the original deduction as the parent deduction. In this example, see how deductions #2 and #3 show deduction #1 as the parent. That's because they were split off from deduction #1.
- If a deduction is not split, the parent deduction will be the same as the deduction number. In this example, Deduction #1 wasn't split off from any other deduction. That's why deduction #1 shows itself as the parent.

The screen to *QUICK SPLIT* deductions is the same as the form used to create deductions with one exception: **When splitting a deduction you enter the amount to be split off the original deduction.** (It defaults to the open balance.) Enter an amount to split off that is less than the open balance.



1. **View** an open deduction you want to split into two individual deductions.
2. Click **QUICK SPLIT** to create another deduction with some of the open balance:
3. Enter the amount you want to split off. This will become a separate deduction.




4. Optional: Change any information that's carried forward from the deduction you are splitting:

<p>A: Enter a description or other reference code (optional):</p> <p>B: Review the Date: (Used for the aging report):</p> <p>C: Review the Posting Date:</p> <p>D: Review the Reference Date/ Follow-up:</p> <p>E: Check Customer Approves Repay if appropriate:</p> <p>F: Check disputed if deduction is invalid:</p> <p>G: Select Class, Location and Department: (optional)</p> <p>H: Assign this deduction to someone to resolve</p> <p>I: Review the Due Date/ Follow-up:</p> <p>J: Use Memo to enter a description (optional):</p> <p>K: Select Reason Code (optional):</p>	<p><i>Example, 1234</i></p> <p><i>Example, Nov 13, 2018</i></p> <p><i>Example, November 2018</i></p> <p><i>Example, leave blank if none</i></p> <p><i>Example, Unchecked</i></p> <p><i>Example, Checked=disputed</i></p> <p><i>Example, Location = Detroit</i></p> <p><i>Example, Alex Ring</i></p> <p><i>Example, Nov 27, 2018</i></p> <p><i>Example, eDoc attached</i></p> <p><i>Example, Promotional</i></p>
---	---
5. Click **SAVE** when done to **end up with two deductions:** The split deduction with an open balance you entered, and a deduction with the remaining open balance and the original workflow attributes.

Note: iTPM prevents you from entering a split amount greater than the open amount of the deduction. Splitting off a zero amount is also prevented.

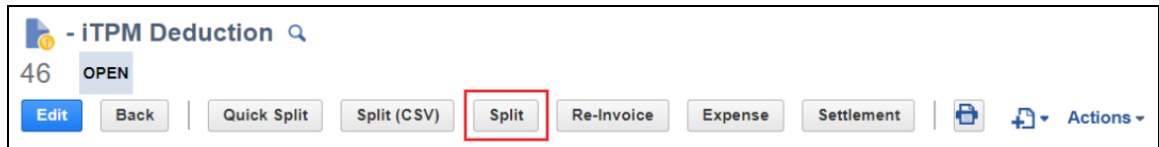
4.6 SPLIT a Deduction

You can manually enter data to split a deduction into many parts using the *SPLIT* button.

 **Helpful Hint:** If you need to split a deduction into many parts AND you have the split data in electronic form, consider using [Split \(CSV\)](#) to save time and prevent data entry errors.

Step One: Find and [VIEW the deduction](#) you want to split.

Step Two: Click on *SPLIT*




Step Three: Enter data for each of your splits, then click *ADD*:

Reference code, Memo, Split Amount, Disputed? Reference date, Reason Code, and check EXPENSE if you want this split deduction amount to be resolved to the GL-account associated with the reason code you selected.

The screenshot shows the 'iTPM Deduction Split' form. At the top, there are 'Save', 'Cancel', and 'Reset' buttons. Below are several input fields: 'CUSTOM FORM *' (set to '- iTPM Deduction Split Form'), 'ITPM DEDUCTION' (set to '- iTPM Deduction #189'), and 'ITPM AMOUNT' (1,234.56). On the right, there are summary statistics: 'ITPM OPEN BALANCE 1,234.56', 'TOTAL LINE AMOUNT 1,234.56', and checkboxes for 'ITPM SPLIT PROCESS COMPLETED?' and 'ITPM IMPORT COMPLETED?'. The main part of the form is a table with columns: SPLIT REFERENCE CODE, SPLIT MEMO, SPLIT AMOUNT*, SPLIT DISPUTED?, SPLIT DEDUCTION, SPLIT REFERENCE DATE, SPLIT REASON CODE, and EXPENSE?. The table contains three rows: 123 (Ad Fee January, 500.00), 456 (Damages (approved), 234.56), and 789 (Ad Fee December (duplicate), 500.00, with a checked 'SPLIT DISPUTED?' box). Below the table are buttons for 'OK', 'Cancel', 'Insert', and 'Remove', and an '+ Add Row' link.

Step Four: Click *SAVE* when your split lines equal the open balance of the promotion. The total of the split lines you add are shown at the top of the form. (See red dots in the screenshot above.)

Step Five: Wait for the deduction process to split the deduction. **Click on the iTPM DEDUCTION link to go back to the deduction view.** (If you click the BACK button, just ignore the error message.)

 **Helpful Hint:** You will NOT be allowed to edit the deduction until processing is complete, typically in 60 minutes or less. When processing is complete, you can confirm your splits by viewing the original deduction, iTPM subtab, and view the [SPLIT sublist](#).


You have two options to **expense a deduction as part of the split**:

Option 1: Specifically IDENTIFY THE REASON CODE for the split deduction.

- If the reason code for the split deduction is valid and has a valid GL-account associated, iTPM uses that GL-account to resolve the newly created split deduction with a journal entry.
- If the reason code for the split deduction is NOT valid (i.e. not valid for the deduction subsidiary, or misspelled), then iTPM will NOT expense the split deduction. The newly created split deduction will remain open. No journal entry is created.

Option 2: Leave the REASON CODE BLANK on your split record.

- If the reason code field is blank for the split deduction, iTPM, uses the GL-account associated with the reason code of the original iTPM Deduction being split. iTPM creates a journal entry and marks the newly created split deduction as resolved.
- If the original deduction being split has no reason code, or if the original deduction reason code is NOT valid for any reason, then iTPM uses the default GL-account set in iTPM Preferences to create the journal entry and resolve the deduction.

 **Helpful Hint:** Identify the reason code for each split deduction if you do NOT want iTPM to use the default GL-account in iTPM Preferences when there is invalid or incomplete split data.

To check the status of your deduction split, go to **iTPM -> Deductions -> Splits Queue**

- iTPM Deduction Split List List Search Audit Trail

VIEW: Default

FILTERS

		SHOW INACTIVES	QUICK SORT	TOTAL: 28			
EDIT VIEW	INTERNAL ID	ID	ITPM DEDUCTION	ITPM AMOUNT	ITPM OPEN BALANCE	ITPM SPLIT PROCESS COMPLETED?	ITPM IMPORT COMPLETED?
Edit View	29	29	- iTPM Deduction #211	6.11	0.00	Yes	Yes
Edit View	28	28	- iTPM Deduction #225	40.00	0.00	Yes	Yes


To check the status of any deductions \you expensed as part of your split, go to **iTPM -> Deductions -> Expense Queue**

- iTPM Expense Queue List List Search Audit Trail

VIEW: Default

FILTERS

		SHOW INACTIVES	EDIT	QUICK SORT	TOTAL: 44				
EDIT VIEW	INTERNAL ID	ID	ITPM DEDUCTION	OPEN BALANCE	REASON CODE	ACCOUNT	REQUESTED EXPENSE AMOUNT	EXPENSE JOURNAL ENTRY	PROCESSING NOTES
Edit View	39	ITPM_EQ0039	- iTPM Deduction #65	15.00	Damages	5040 Damaged Goods	10.00	Journal #JOU00000741	

 **Helpful Hint:** When reviewing the iTPM Expense Queue record, if the account field is blank, you will see "*No account specified*" in that deduction's processing notes. If this happens, that means that the reason code used on the deduction did not have an Expense account associated with it.

4.7 SPLIT (CSV) a Deduction

When you need to split a deduction into many parts, AND you have this information in an Excel spreadsheet or other electronic form, use the SPLIT (CSV) feature to save time and prevent data entry errors.

Step 1. Create a CSV file with the following information for the deduction you want to split:

Go to www.i-TPM.com/training-resources, download our CSV template, or find the template in **Documents -> Files -> File Cabinet**, in the SuiteBundles folder for the iTPM managed bundle #287592 in the *iTPM_templates* sub folder.

Row 1: The header with standard iTPM column descriptions.

Rows 2 & more: Each row represents one deduction you want to create. If *Expense?* is YES, the split deduction will also be resolved by a journal entry using the [reason code GL-account](#).

Example CSV file to split deduction #225 into three deductions:

A	B	C	D	E	F	G	H	
1	Deduction_ID	Split_Amount	Split_Disputed?	Split_Memo	Split_ReferenceCode	Split_ReferenceDate	Split_ReasonCode	Expense?
2	- iTPM Deduction #225	19.00	NO	One	101		Damages	YES
3	- iTPM Deduction #225	21.00	NO	Two	102			NO
4	- iTPM Deduction #225	112.45	YES	Duplicate claim				NO

To save time or if you get an error message, review these [CSV helpful hints](#) in section 4.8.

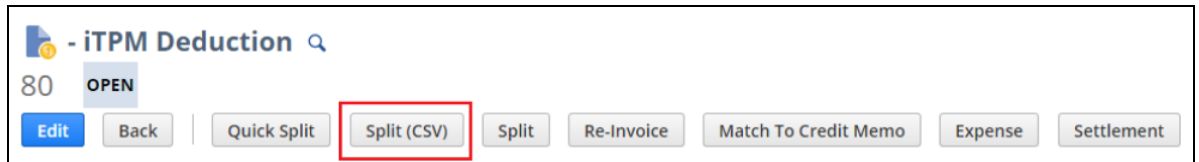
Instructions :

- Delete the top three instructional rows (filled in gray) of this sheet before attempting a CSV Import in NetSuite.
- Do NOT delete the Header row (row 4, filled in yellow) of this sheet.
- Do not enclose the values in double or single quotes.
- Do not place leading or trailing whitespaces.
- Do not include any currency symbols in the Amount column.
- After entering the split values, save this in CSV format before attempting to import into NetSuite.

A	B	C	D	E	F	G	H	
1	Use the iTPM Deduction Number in this column to identify the Deduction being split. For example - iTPM Deduction #33							Enter the Reason Code for this split . This will be populate in the Reason Code of the Split Deduction. This is a Dropdown List, we can enter any of Promotional, Damages, Prime Variance
2	Enter the amount that should be split off from the Deduction. This MUST be GREATER THAN zero and LESS THAN the Deduction's Open Balance. For example 476.98	If this split amount is Disputed, enter YES, else enter NO. This value is required for each import row.	Enter a descriptive Memo for this split. This will be populated in the Memo field of the split deduction. For example This is a split for shipping damages and is non-promotional.	Enter a reference code for this split. This will be populated in the Other Reference Code of the split deduction. For example SHIP_DMG_DDN_33	Enter a Reference Date for this split . This will be populate in the Reference Date of the Split Deduction.		If you want to create Expense JE for Split Amount, enter YES, else enter NO. This value is required for each import row.	
3	REQUIRED	REQUIRED	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	REQUIRED	
4	Deduction_ID	Split_Amount	Split_Disputed?	Split_Memo	Split_ReferenceCode	Split_ReferenceDate	Split_ReasonCode	Expense?

Step Two: [Find and VIEW the deduction](#) you want to split.

Step Three: Click on **SPLIT (CSV)**



Step Four: Enter the file name of your CSV file, then click *SUBMIT*.

Simple Form

|

UPLOAD CSV FILE *
 No file chosen

DEDUCTION ID
- iTPM Deduction #80

Step Five: Wait for your deduction to be split. Within approximately an hour your deduction will be split. (This split script is scheduled to run every hour, but other NetSuite scripts could delay your split.)

To check the status of your split, go to *iTPM -> Deductions -> Split Queue*
Click *VIEW* next to any split record to view the status of that split process


- iTPM Deduction Split List List Search Audit Trail


VIEW Default | Customize View | New - iTPM Deduction Split

FILTERS
STYLE: Normal

SHOW INACTIVES QUICK SORT TOTAL: 4

EDIT VIEW	INTERNAL ID	ID ▲
Edit View	1	1
Edit View	2	2

 **Helpful Hint:** To prevent the creation of bad data, all the deduction action buttons will NOT be visible on deductions that are in PROCESSING status. Deductions action buttons appropriate to your role permissions will again be available after your CSV split is completed.

 **Note:** Don't use the standard NetSuite CSV import to split deductions, use the **SPLIT (CSV)** button. iTPM does NOT validate split data imported through a standard NetSuite CSV import process.

Under the iTPM subtab, the **SPLITS** sub-list, you will see the date and time you requested the CSV split.

EDIT	LAST MODIFIED	LAST MODIFIED BY	ID ▲	ITPM AMOUNT	ITPM OPEN BALANCE	ITPM SPLIT PROCESS COMPLETED?
Edit	2/15/2018 12:53 am	Alex Ring	1	300.00	150.00	No

When processing is complete, you will see all of the splits under the iTPM subtab, the **SPLITS** sublist.

DATE	STATUS	DEDUCTION ▼	OPEN BAL	PARENT DEDUCTION	DISPUTED?	MEMO
2/15/2018	Open	16	25.00	- iTPM Deduction #13	No	late truck fee
2/15/2018	Open	15	25.00	- iTPM Deduction #13	No	late truck fee
2/15/2018	Open	14	100.00	- iTPM Deduction #13	No	Ad fee January
2/7/2018	Resolved	13	0.00		No	Deduction applied on Invoice #INV03091238

NOTE: If you don't EXACTLY match the reason code description, the NetSuite CSV import process will not import that row from your CSV file, and your deduction will get stuck in *processing* status.

Here is an example REASON CODE error and how to fix it:

Here is a CSV Split file we used with an incorrect reason code: *Pricing* should be *Pricing Variance*

	A	B	C	D	E	F	G
1	Deduction_ID	Split_Amc	Split_Dis	Split_Memo	Split_Reference	Split_Referenc	Split_ReasonCode
2	- iTPM Deduction #371	400	NO	Promotional	CSV split #1	10/3/2018	Promotional
3	- iTPM Deduction #371	400	NO	Promotional	CSV split #2	10/3/2018	Promotional
4	- iTPM Deduction #371	175	NO	In correct reason code	CSV split #3	11/14/2018	Pricing •
5	- iTPM Deduction #371	25	YES	Duplicate	CSV split #4	9/30/2019	Disputed

View the deduction stuck in processing status, go to the *iTPM* subtab, *SPLIT* sublist, and click on the *ID*.

Lines iTPM Communication System Information Box Files						
Related Deductions • Applied Transactions Splits • Related Applied Transactions						
EDIT	LAST MODIFIED	LAST MODIFIED BY	ID ▲	ITPM AMOUNT	ITPM OPEN BALANCE	ITPM SPLIT PROCESS COMPLETED?
Edit	1/31/2019 3:57 pm	Alex Ring	40 •	1,000.00	1,000.00	No

Notice that the \$175 split row is missing, and that the total of the splits is only \$825, short \$175.

- iTPM Deduction Split

Edit Cancel Actions ▾

ID: 40
 OWNER: Alex Ring
 DATE CREATED: 1/31/2019 3:57 pm
 LAST MODIFIED BY: 1/31/2019 3:57 pm Alex Ring
 INACTIVE

ITPM DEDUCTION: - iTPM Deduction #371

ITPM AMOUNT: 1,000.00
 ITPM OPEN BALANCE: • 1,000.00
 ITPM SPLIT PROCESS COMPLETED?
 ITPM IMPORT COMPLETED?
 TOTAL LINE AMOUNT: • 825.00

Splits Notes Files Workflow Box Files

VIEW: - iTPM DEDUCTION SPLIT LINE
 Default View ▾

New - iTPM Deduction Split Line Attach

EDIT	ID	SPLIT REFERENCE CODE	SPLIT MEMO	SPLIT AMOUNT ▲	SPLIT DISPUTED?	SPLIT DEDUCTION	SPLIT REFERENCE DATE	SPLIT REASON CODE
Edit	2168	CSV split #4	Duplicate	25.00	Yes		9/30/2019	Disputed
Edit	2166	CSV split #1	Promotional	400.00	No		10/3/2018	Promotional
Edit	2167	CSV split #2	Promotional	400.00	No		10/3/2018	Promotional

To fix this error, click the *NEW - iTPM DEDUCTION SPLIT LINE* button and add the \$175 split record with the correct reason code. After you click save, the split amount should now equal the iTPM open balance. If you've corrected the data issue, the next time the split script runs, the deduction you are splitting should move to resolved status, and you will see the new split deductions.

4.8 Helpful Do's and Don't for CSV import files

Here are some helpful hints for using CSV files with NetSuite:



Helpful Hint: If you need to edit the deduction ID using Excel, put a single quote at the front of the iTPM deduction ID. Without this quote Excel thinks the deduction ID is a formula. Example: ' - iTPM Deduction #80

Don't forget the space between the dash - and iTPM in the deduction ID.

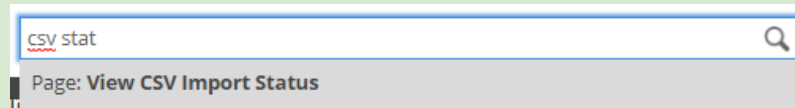


Helpful Hint: A single quote ' at the beginning of the your reference code. Excel and NetSuite will process your code as text. Do this to include leading zeros, and prevent your reference code from being converted into scientific notation format like this:

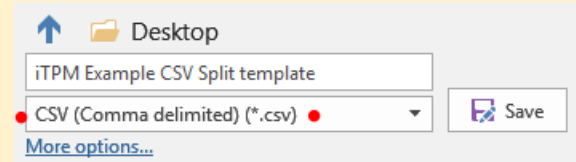
```
ITPM OTHER REFERENCE CODE
1.51E+19
```



Helpful Hint: Use standard NetSuite to check on your CSV imports. In the global search, type CSV status and choose **View CSV Import Status**



Note: Only files with the **.CSV** extension will work with **SPLIT (CSV)**. If you use Excel to create your file, be sure to use SAVE AS and save your file in the **CSV (Comma delimited) (*.csv)** format. .XLS extensions files will not work.



Note: Only files using **CSV (Comma delimited) (*.csv)** will work. **SPLIT CSV** will not work with other encoding formats.

Note: Don't re-use the same filename. **ALWAYS** use a different filename.

Note: Do NOT put commas in your amounts. Enter \$1,020.15 as 1020.15

Note: Do NOT change column names. NetSuite needs the column names to match the data to the correct fields in the deduction.

Note: Use the date format that matches your NetSuite account. Example, if NetSuite is configured to accept dates as MMDDYYYY, then that is how you should enter dates in your CSV import file.

4.9 How to view the original deduction and all the splits?

Find and view a deduction. ([See section 4.1 describes how to do this.](#))

To view ALL of the deductions *related to the deduction* you are viewing, including all splits and the original deduction, click on the *iTPM* subtab, and view the *Related Deductions* subtab.

EDIT	DATE	STATUS	DEDUCTION	AMOUNT	OPEN BAL	PARENT DEDUCTION	APPLIED TO	DISPUTED?	MEMO
Edit	7/19/2017	Open	440	365.00	365.00	- iTPM Deduction #3	- iTPM Deduction #3	No	Deduction split from Deduction #3
Edit	7/19/2017	Resolved	439	35.00	0.00	- iTPM Deduction #3	- iTPM Deduction #3	Yes	Deduction split from Deduction #3
Edit	7/13/2017	Resolved	432	400.00	0.00			No	Deduction applied on invoice #101082

The example above shows that our \$35.00 deduction was split from the original \$400.00 deduction, creating two deductions using QUICK SPLIT: \$365.00 and a \$35.00. The \$35.00 deduction is resolved and has a zero balance. The \$365.00 deduction has the full amount open, and therefore is in *OPEN* status.



Helpful Hint: When researching deductions, the *iTPM* subtab is the fastest way to view the history of a deduction, including the original created from the customer's short-pay.



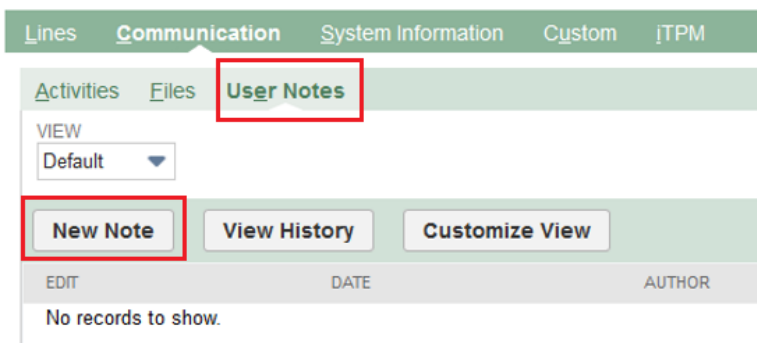
Helpful Hint: If you used the SPLIT button on the deduction you are viewing, the SPLITS sublist will show you all of the deductions created by the SPLIT button from this promotion.

4.10 Add Notes, Attachments to a deduction (Optional)

When viewing deductions, use the *Communication* subtab to add notes and attach electronic files to your open deductions.

Use standard NetSuite functionality to add notes, attach documents, and assign activities:

- **Find and view a deduction** in your list.
- **Click on the COMMUNICATION** subtab
- **Add comments** with *User Notes*
- **Attach electronic documents** using *Files*
- **Use NetSuite Tasks** to assign specific tasks to other users



Here are some ways to use notes and files for deduction management

- Attach customer emails as a note or PDF
- Document phone conversations
- Attach customer's deduction backup documentation
- Document internal discussions
- ... and more

Use the *Activities* subtab to create and assign tasks to other people using standard NetSuite functionality.



Helpful Hint: Notes and attachments can save your team effort when defending against post-audits.




Helpful Hint: If you are new to NetSuite, the *NetSuite Basics User Guide* has additional documentation on standard NetSuite functionality. It is available at www.i-TPM.com/training-resources

4.11 FYI: Deductions on Customer Statements

For Your Information: When you use iTPM to process a short-pay, the deduction you create will appear as a line on the customer’s statement, much in the same way payments appear.

One way to generate a customer statement is **Transactions -> Customers -> Individual Statement**

The line will include the iTPM deduction reference number, and amount that the customer short-paid. This is one of the ways iTPM helps document the customer’s short-pay for future reference.

 <p>Honeycomb Mfg. 2955 Campus Drive Suite 100 San Mateo CA 94403 United States</p>		Statement												
		<table border="1"> <tr> <th>Date</th> <td>6/14/2019</td> </tr> </table>			Date	6/14/2019								
Date	6/14/2019													
<table border="1"> <tr> <th>Bill To</th> <td>Brian Chapel Bentonville AR United States</td> </tr> </table>		Bill To	Brian Chapel Bentonville AR United States	<table border="1"> <tr> <th>Amount Due</th> <td>\$1,523,039.96</td> </tr> <tr> <th>Amount Encl.</th> <td></td> </tr> <tr> <th>Currency</th> <td>USA</td> </tr> <tr> <th>Subsidiary</th> <td>Honeycomb US-East</td> </tr> </table>			Amount Due	\$1,523,039.96	Amount Encl.		Currency	USA	Subsidiary	Honeycomb US-East
Bill To	Brian Chapel Bentonville AR United States													
Amount Due	\$1,523,039.96													
Amount Encl.														
Currency	USA													
Subsidiary	Honeycomb US-East													
Date	Description	Charge	Payment	Balance										
5/14/2019	Balance Forward			1,520,652.46										
5/16/2019	Invoice #INV10000212	4,032.87		1,524,685.33										
5/19/2019	Invoice #INV10000214	1,580.87		1,526,266.20										
5/21/2019	Credit Memo #MEM00000221		1,234.56	1,525,031.64										
6/4/2019	Invoice #INV10000220	1,008.93		1,526,040.57										
6/6/2019	Credit Memo #MEM00000223		3,629.57	1,522,411.00										
6/7/2019	Payment #PAY00000410		490.07	1,521,920.93										
6/9/2019	Invoice #INV10000221	908.03		1,522,828.96										
6/14/2019	Statement Charge for - iTPM Deduction #227	11.00		1,522,839.96										
6/14/2019	Statement Charge for - iTPM Deduction #224	200.00		1,523,039.96										

4.12 Deduction Aging Report & Visibility

With so many open deductions, it's not possible to touch every deduction every day. So the question is, **what deductions need my attention today?**

Use the iTPM deduction attributes and aging to create a deduction to-do list every work day.

The reason to actively manage deductions is similar to how you manage your receivables.

Best Business Practices for open deductions:

The longer a deduction goes un-researched and unresolved, the lower your odds of repayment and backup information!

Work your open deductions with the same passion and resolve that you apply to your open invoices.

Problems never get better with age.

Timely communication with the customer is beneficial in many ways:

- The retailer will discover you have a TPM solution, and may adjust their deduction policies to reduce invalid deductions.
- You'll get better turn-around on your requests if your communication is timely.
- Disputed deductions can be quickly invoiced, adding the short-pay back into the retailer's outstanding balance. This can prevent over-extension of credit and potential bad-debt.

Unlike your typical one-date aging report for receivables, there are three dates to age your open deduction balance:

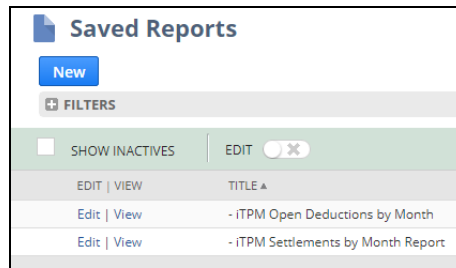
Measure	Measure description and how to use it
Days since assigned	Use this to proactively work on deductions that are recently assigned to you. The deduction may be old, but this measure tells you it's new to your responsibility.
Days to Next Action date	Use this for timely follow-up on the deductions you've previously touched. This aging date is based on the <i>Next Action Date</i> you entered when you last touched this deduction.
Days Aged	This shows the age of the deduction using the date it was created.

Deduction Aging report by Month:

Go to *iTPM -> Deductions -> Open Deductions by Month Report*

You can also run this report just like any other NetSuite report:

1. Go to **Reports -> Saved Reports -> All Reports** to see the Deduction Aging report in a list of iTPM saved reports.
2. **Click on VIEW** next to *-iTPM Open Deductions by Month*



This is a standard NetSuite report. Click on the amount to view and drill down to open deductions.




Note: This report does NOT show open deductions as of the end date of the report. If you resolve a deduction in April, and in April run the Open Deductions report through March, the resolved deduction will NOT show up on the report. This report is not based on a log which shows the open balance as of any point in time.

NAME	DEDUCTION NUMBER	ORIGINAL DEDUCTION	DATE CREATED	TRANSACTION STATUS: DESCRIPTION	ASSIGNED ON	DECEMBER 2017 Open Balance	JANUARY 2018 Open Balance	FEBRUARY 2018 Open Balance	MARCH 2018 Open Balance	APRIL 2018 Open Balance	MAY 2018 Open Balance	TOTAL Open Balance
Aaron Abbott							1,551.48	6,020.73	2,571.85	2,158.61		12,302.67
Johnson & Johnson	116	116	5/7/2018	Open	5/7/2018						4,875.00	4,875.00
Walmart	114	114	5/5/2018	Open	5/5/2018						4,701.64	4,701.64
Smith Inc. : Smith East : South East								1,658.85		357.83		2,016.68
Smith Inc. : Smith East : South East : North East	103	99	5/4/2018	Open	5/4/2018						675.73	675.73
Smith Inc.												
	108	104	5/4/2018	Open	5/4/2018						500.00	500.00
	109	104	5/4/2018	Open	5/4/2018						262.57	262.57
	106	104	5/4/2018	Open	5/4/2018						43.69	43.69
	110	104	5/4/2018	Open	5/4/2018						5.67	5.67
Total - Smith Inc.											811.93	811.93
Acera												
	112	112	5/4/2018	Open	5/4/2018						300.01	300.01
	89	76	4/16/2018	Open	4/16/2018					254.02		254.02
	88	76	4/16/2018	Open	4/16/2018					250.00		250.00
	87	76	4/16/2018	Open	4/16/2018					200.00		200.00
	93	76	12/1/2017	Open	4/16/2018	50.00						50.00
Total - Acera						50.00				704.02	300.01	1,054.03
Smith Photographic Equipment	115	115	5/7/2018	Open	5/7/2018						109.32	109.32
Total						50.00	1,551.48	7,679.58	2,571.85	3,220.46	11,473.63	26,547.00



Helpful Hint: This is not traditional aging report grouped by 30, 60, and 90 days aged. This report shows all OPEN deduction by NetSuite period. For traditional views of open deductions by 30/60/90 days old, use the iTPM Dashboard portlet views published and documented for the Settlements & Deduction role.



Helpful Hint: Use at  the bottom of the review window to export your report to Excel.

5.0 Resolve PROMOTIONAL Deductions: SETTLEMENTS

You've been busy researching deductions. You're now ready to match some or all of your deduction to a promotion.

Now that you know which promotion is associated with your deduction, you can....

- **Partially resolve your deductions.** Match some of the open balance to *approved, completed* (and depending on the promotion type configuration, also *approved, active*) promotions.
- **Split off the amount you want to resolve** and resolve it.

There is no right or wrong way to resolve your deductions. Talk to your iTPM administrator. If you have questions on which approach is best for your company.

What if my customer deducted the promotion cost across two invoices and I created two deductions? All you have to do is resolve each deduction to the same promotion.

You have TWO ways to resolve your deduction:

- View a DEDUCTION, use the SETTLEMENT button and select the promotion.
- View a PROMOTION, use the RESOLVE DEDUCTIONS button to select deduction(s).

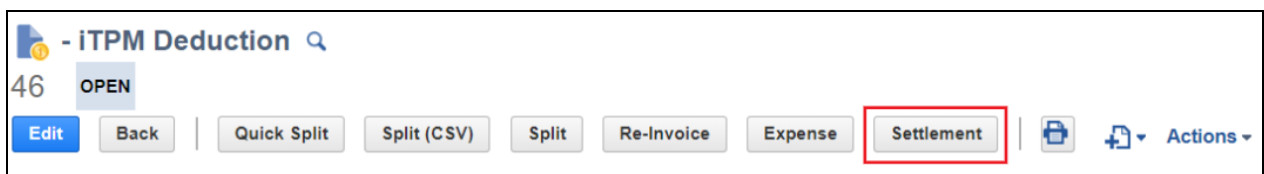
For a picture of the settlement and deduction workflow, go to [section 3.1](#).



Helpful Hint: You don't need to create promotions and use settlement to resolve all your promotional deductions. You can choose to use the EXPENSE button and use a journal entry to expense the deduction to the appropriate GL-account. This approach is most useful for promotions executed before you implemented iTPM, and for promotions to small customers that are not large enough to be planned in iTPM.

5.1 SETTLEMENT button while viewing a DEDUCTION

Step 1: [View the open deduction](#) and Click on the **SETTLEMENT** button.



Note: It can take up to 30 minutes before your **APPROVED** promotion is available for **settlements**. After your promotion is approved, iTPM allocates estimated spending to individual items, and calculates allocation factors needed to spread your settlements to the items in your promotion. You will know that your promotion is available for settlements when you see the **RESOLVE DEDUCTIONS** button(s) on your promotion.

Step 2: Select a Promotion

The list will contain **only COMPLETED and APPROVED** promotions for the customer on your deduction.

Sometimes **ACTIVE** promotions for some promotion types will also be on the list. (iTPM configuration)

Promotions List

Cancel

APPLY TO	PROMOTION TITLE	OTHER REF CODE	PROMOTION TYPE	CONDITION	SHIP START DATE	SHIP END DATE
9	400pm Test		MCB (direct accounts)	Active	8/21/2018	8/31/2018
6	iPad test 1	iPad test 1	Slotting	Active	8/20/2018	9/21/2018
43	Promotion for testing Buttons 08/22 #7		Slotting	Completed	8/13/2018	8/21/2018

1. Find the promotion on the list. Use all the information in the list to find the correct promotion:
2. Click the promotion number in the APPLY TO column.



Note: Promotion KPIs in the promotion list do NOT include settlements being processed.

Why isn't an approved promotion listed?

- The promotion you need may already be closed. Some promotion types may be set to 'auto-close' after "x" days, or may have been manually closed. To make it available for a settlement, view the promotion and use the *REOPEN* button. Note: Only a NetSuite or iTPM Admin role can reopen promotions.
- Only promotions with bill-back allowances or lump sum will appear on the list. If your promotion has only off-invoice allowances and you have a deduction for missed off-invoice, use the *EXPENSE* button, or view the promotion and use *RESOLVE DEDUCTIONS*.
- Promotions in *future* condition don't appear on the list. Active promotions will only be on the list if you configure the promotion type to allow it.



Helpful Hint: If you're not sure which promotion to select, you can select the promotion and on the next screen, either right-click on the promotion link to view it in another browser tab, or cancel the settlement and return to the list of promotions.

Instead of overpaying a promotion, why can't I just match some spending to promotions that are under-spent? Best business practice is to match spending to the activity. To plan better promotion next year, we need good data to tell us what worked last year. Promotions that are closed will release the unused liability, so in a roll-up the underspend of one promotion will still off-set the overspend of another promotion.



Helpful Hint: Don't edit the lines subtab of your settlement, just enter the information in the settlement form. If you change the lines of a settlement, iTPM will overwrite your lines to insure data integrity.

Step 3: Enter Amount to Resolve & More

The deduction number and open balance is displayed on the screen. See Red Box below.

Enter the following information to resolve some or all of the open deduction balance, and match the expense to your selected promotion:

- A:** Enter a **Reference Code** for this settlement Request: *Example, CLAIM-1234*
- B:** Enter a **Date:** (optional): *Example, March TPR*
- C:** Select **Location:** (optional): *Example, Retail, Mkting, Tampa*
- D:** Enter a **Memo:** (optional): *Example, March TPR*
- E:** Enter **Lump Sum* to pay:** (Compare to Net Liability) *Example, \$0*
- F:** Enter **Bill Back* to pay:** (Compare to Net Liability) *Example, \$576*
- G:** Enter **Missed Off-Invoice* to pay:** (Compare to Net Liability) *Example, \$0*

* This field will only be available if your promotion has this type of allowance

The screenshot shows the 'iTPM Settlement' form with several sections: Primary Information, Classification, Promotion Detail, and Transaction Detail. Annotations A through G point to specific fields:

- A:** Points to the 'ITPM OTHER REFERENCE CODE' field.
- B:** Points to the 'DATE' field.
- C:** Points to the 'LOCATION' dropdown menu.
- D:** Points to the 'MEMO' field.
- E:** Points to the 'SETTLEMENT : LUMP SUM' field.
- F:** Points to the 'SETTLEMENT : BILL-BACK' field.
- G:** Points to the 'SETTLEMENT : MISSED OFF-INVOICE' field.

A red box highlights the 'ITPM APPLIED TO -ITPM Deduction #34' and 'DEDUCTION OPEN BALANCE * 23,132.11' fields in the Primary Information section.


If this isn't the correct promotion, or if you Click **CANCEL**.

If your settlement request is complete, click SAVE when done.

To help confirm the amount for this promotion, review the *Transaction Detail* section.


- o Net Promotional Liability: This is the net amount that iTPM calculates you owe.

If you pay more than the *Net Liability* amount, the amount above net liability is an overpayment. When you close a promotion, any remaining net liability is released and set to zero.

 **Note:** iTPM does NOT prevent you from paying more than what you owe. Why?

- The calculated liability may not be accurate for a number of reasons, including dates that changed, shipments before or after the official promotion dates, changes in retail execution, and many other reasons.
- For indirect accounts, the only way to calculate what you owe is to use other data sources, which you may not have.

For all these reasons, iTPM must allow settlements in excess of net liability. It is the user's responsibility to enter the correct amount due. The finance team can use iTPM KPIs and standard NetSuite alerts to review settlements that exceed calculated net liability.

 **Note:** It can take up to 15 minutes before VOIDED settlements are reflected in the KPIs. Admin roles can void settlements in any status, including processing status.

After you click **SAVE**, your settlement request will go to “*Processing*” status.

- **Every iTPM promotional settlement is saved at the item allowance level.** This level of detail is necessary for more accurate profit-and-loss statements by item. To help reduce data entry effort, iTPM uses a methodology to allocate each settlement to each individual allowance within the promotion.
- Allocations are done separately for each method-of-payment to improve accuracy. The allocation methodology is documents in the *Admin User Guide for Settlements and Deduction*.
- While iTPM is allocating your settlement to the items in your promotion, the settlement status will be “*Processing*”. When processing is completed, your settlement request will go to “*Applied*” status, and each item in the promotion will show a settlement amount based on the calculated allocation factors. In the example below, a \$50 lump sum is allocated to 5 items evenly.
- When processing is completed, the promotion will be added to the KPI processing queue, and the KPIs updated the next time the KPI script runs... typically every 15 minutes.

Lines	Communication	System Information	Custom	iTPM	EFT	Configuration Details	Box Files	
ACCOUNT	DEBIT	CREDIT	MEMO	NAME	LS BB OI	ITPM ITEM	ALLOCATION FACTOR	
4009 Sales : Trade Promotion (contra revenue)	10.00		LS Settlement for Item : CHA00002® on Promotion Copy of Promo with many items #2, with Est Qty	Johnson & Johnson	Lump Sum	CHA00002®	0.2	
4009 Sales : Trade Promotion (contra revenue)	10.00		LS Settlement for Item : ACC00002 on Promotion Copy of Promo with many items #2, with Est Qty	Johnson & Johnson	Lump Sum	ACC00002	0.2	
4009 Sales : Trade Promotion (contra revenue)	10.00		LS Settlement for Item : ACC00004 on Promotion Copy of Promo with many items #2, with Est Qty	Johnson & Johnson	Lump Sum	ACC00004	0.2	
4009 Sales : Trade Promotion (contra revenue)	10.00		LS Settlement for Item : ACC00005 on Promotion Copy of Promo with many items #2, with Est Qty	Johnson & Johnson	Lump Sum	ACC00005	0.2	
4009 Sales : Trade Promotion (contra revenue)	10.00		LS Settlement for Item : ACC00001 on Promotion Copy of Promo with many items #2, with Est Qty	Johnson & Johnson	Lump Sum	ACC00001	0.2	
2000 Accounts Payable		50.00	Settlement Created From Promotion # Copy of Promo with many items #2, with Est Qty	Johnson & Johnson	Lump Sum		0	

Step 4: Add Notes, Attachments (Optional)

Use the *COMMUNICATION* subtabs to add additional documentation to your deduction settlement.

You may have already attached electronic notes to the deduction. If so, add a note to your settlement for users to look for documentation attached to the deduction.

When considering what to document, think about the information you'd want to have if your customer or your supervisor questions you on this settlement months or years from now. Here are a few suggestions on what to document:

- Do you have an invoice or claim from your customer?
- What was the actual promoted retail price point?
- Do you have any pictures of the retail in-store performance?
- Do you have any related documents or emails from your customer, sales team and/or broker?
- Do you have any screenshots or reports from your customer's deal portal?

Use the **Activities** subtab to create and assign tasks to other people using standard NetSuite functionality.

Step 5: Review the updated deduction balance (optional)

You've now matched some or all of the deduction open balance to a specific promotion.

If you resolved only part of the open balance, the deduction status will remain *OPEN*, and you'll see the remaining amount as the open balance. **Continue to research how to resolve the deduction.**

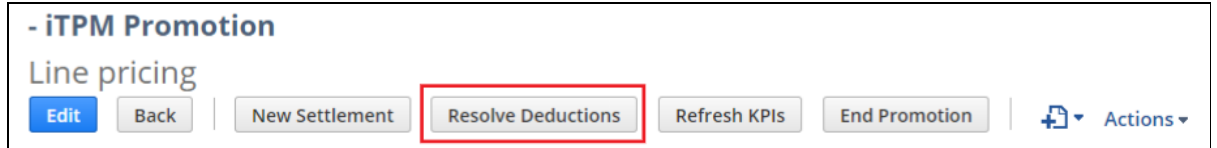
If your journal entry was for the entire open balance, your deduction status will be resolved, and the open balance will be zero, as shown below. **Your work on this deduction is done.**

The screenshot shows the iTPM Deduction record for DED00004. The status is 'RESOLVED'. The record is categorized under 'Primary Information', 'Classification', and 'Detailed Information'. The 'OPEN BALANCE' is 0.00.

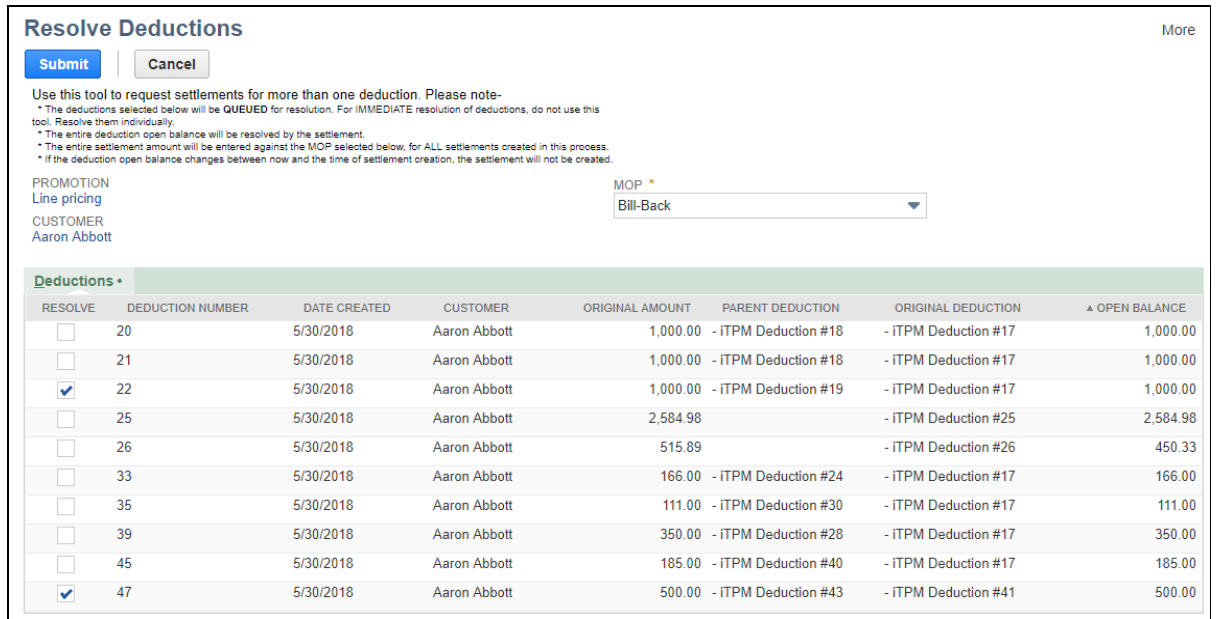
Primary Information				
ENTRY NO. DED00004	INVOICE Invoice #INV10000001	STATUS Resolved	DATE 2/9/2017	
ORIGINAL DEDUCTION	OTHER REFERENCE CODE Changed Code	CUSTOMER Aaron Abbott : 3M : Chess Art Gallery	POSTING PERIOD Feb 2017	PARENT Aaron Abbott : 3M
Classification				
CLASS Consumer Goods	LOCATION 01: San Francisco	DEPARTMENT Engineering		
Detailed Information				
AMOUNT 501.93	DUE DATE / FOLLOW UP 1/31/2018	ASSIGNED TO Tajuddin S	SUBSIDIARY Honeycomb US-East	CURRENCY British pound
TOTAL PROMOTIONAL SETTLEMENTS	DAYS SINCE ASSIGNED: 103	<input type="checkbox"/> DISPUTED?	EXCHANGE RATE 1.9922964	
TOTAL NON-PROMOTIONAL EXPENSE	DAYS TO NEXT ACTION DATE: -14	MEMO Test		
OPEN BALANCE 0.00	DAYS AGED 103			


5.2 RESOLVE DEDUCTIONS button from a PROMOTION

Step 1: View the promotion and click on the RESOLVE DEDUCTIONS button.



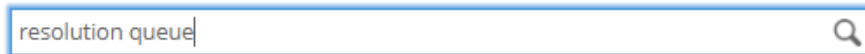
Step 2: Select one or more DEDUCTIONS to resolve.



 **Helpful Hint: Each checked deduction will be resolved in FULL.** To resolve less than the open balance, view the deduction and use the SETTLEMENT button.

Step 3: Review status of your multi-DEDUCTION resolutions

1. iTPM -> Resolutions -> Resolution Queue, or type Resolution Queue in the global search:



Page: - iTPM Resolution Queue

2. Look for your CSV import in the list

EDIT VIEW	INTERNAL ID	ID #	OWNER	DATE CREATED	LAST MODIFIED	ITPM PROMOTION	ITPM DEDUCTION	ITPM SETTLEMENT	OPEN BALANCE	MOP
Edit View	65	ITPM_SQ65	Alex Ring	6/16/2018 9:38 pm	6/16/2018 10:02 pm	Test Promotion - 05/29	- iTPM Deduction #33	- iTPM Settlement #66	0.00	Bill-Back

5.3 ADJUST Spend (Settlement)

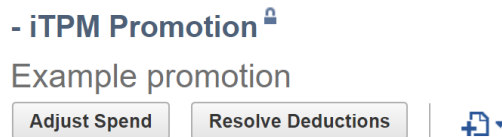
The *ADJUST SPEND* button creates settlements that adjust your spending KPIs and accruals for a promotion, but have NO financial impact.

Examples of when to use *ADJUST SPEND*:

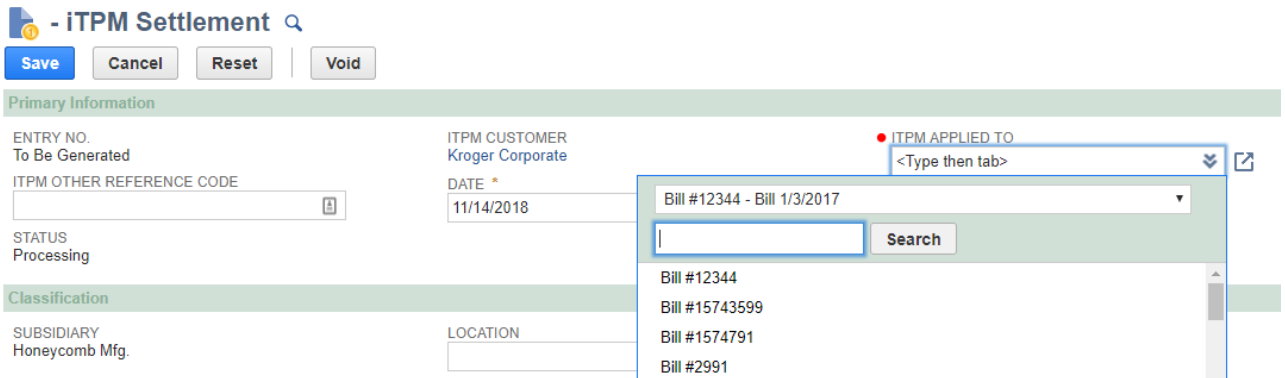
- You paid an indirect account by check or ACH, and you want a promotion KPIs to reflect the spending. For example, you paid \$100 directly to a specific retailer, and UNFI will not deduct on behalf of this retailer.
- You have spending that's related to the promotion, but it's already expensed correctly. Examples include promotional drop ship charges, cardboard for customer specific display units, etc.
- You realize that the KPIs for this promotion over state spending. You don't want to void and reprocess the settlement because last year's financials are final. However, you want to adjust this promotion's KPIs so they more accurately reflect the promotion's results.

1: Find and view the promotion.

2: Click *ADJUST SPEND*



3. OPTIONAL: Select a vendor bill, payment, or other NetSuite transaction to associate with this spend adjustment. No G/L impact is created by this selection. This is just a searchable field to help with reporting and documenting your KPI spend adjustment. If you select a deduction, the open balance will NOT be resolved or changed using a spend adjustment, but the promotion KPI will be adjusted.



Helpful Hint: To search for a specific bill, type in "bill #" and the first view letters or digit of the bill.

4. Enter a memo which describes your adjustment, and the LUMP sum and/or Bill-back settlement amounts to adjust your KPIs. (We support both positive and negative adjustments)

Transaction Detail		
ITPM AMOUNT *	NET LIABILITY : LUMP SUM	NET LIABILITY : BILL-BACK
<input type="text"/>	56,292.00	0.00
MEMO	SETTLEMENT REQUEST : LUMP SUM	SETTLEMENT REQUEST : BILL-BACK
<input type="text"/>	0.00	0.00
	UNDER (OVER) PAID : LUMP SUM	UNDER (OVER) PAID : BILL-BACK
	0.00	135.00

5. SAVE.

When the KPIs are refreshed in about 15 minutes, your KPIs will be adjusted accordingly. While the settlement is being processed, your adjustment will appear under the *Pending Spend* KPI columns under the KPI subtab on your promotion.

Helpful Hint: SPEND ADJUSTMENTS for KPIs do not support negative amounts. To reduce actual spending for any promotion, simply void the settlements associated with the promotion.

Helpful Hint: You can use ADJUST SPEND to match pre-paid trade spending to promotional events. While these do NOT have a financial impact, they can provide insight that helps with post-promotion analysis and promotional planning.

You can also use ADJUST SPEND to match trade spending from a prior year to a promotion's KPIs without any financial impact.

Another application of ADJUST SPEND is the ability to match a deduction taken by one customer for a promotion created in another customer that's not lined-up in NetSuite.

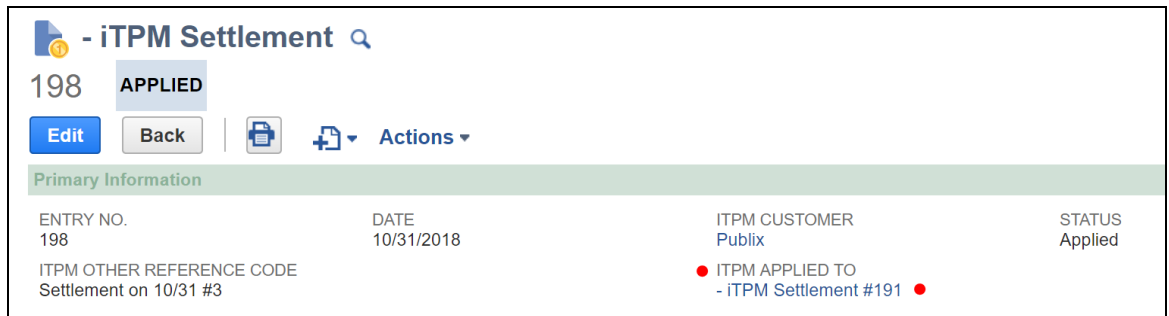
Example: A KeHe deduction for the indirect customer Target, but the Target promotion is under UNFI. You can process the promotional payment using the EXPENSE button on the deduction. You select the appropriate GL-account for promotions. Next, create an ADJUST SPEND settlement on the Target promotion to reflect the fact that a deduction was taken and processed.


5.4 VOID a Settlement


1. **View the settlement** you need to VOID. ([5.7 Find and Review Settlement Requests](#))
(You will only see the *VOID* button if your role has the appropriate permissions.)
2. **Click on the 'VOID' button.**



iTPM creates a mirror image settlement to reverse your settlement. The voided settlement status will be VOIDED, and the reversing settlement will be APPLIED. The reversing settlement will show the voided settlement number in the "iTPM Applied to" field.



 **Note:** It can take up to 60 minutes before VOIDED settlements are reflected in the promotion KPIs for active and completed promotions.

 **Helpful Hint:** To void your settlement, iTPM will create and apply a mirror-image settlement that essentially reverses the voided settlement. Look for the matching settlement in the 'iTPM Applied To' field.

5.5 Review & CLOSE PROMOTION if no more payments.

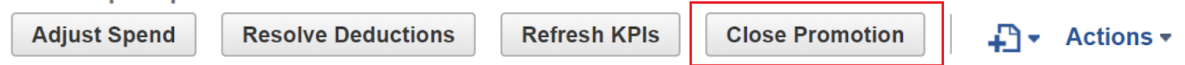
You've now resolved deductions to a promotion. If you have to make multiple payments against a promotion, use the *RESOLVE DEDUCTIONS* button for each request.

If you do not anticipate any further settlements against the promotion, click the *CLOSE PROMOTION* button. When you CLOSE your promotion:

- Net-liability for this promotion will be set to Zero.
- The *RESOLVE DEDUCTIONS* button will no longer be available and visible.

- iTPM Promotion ^u

Example promotion



If you closed the promotion in error, or if you now have a claim that you need to pay for this promotion, iTPM administrators can use the *RE-OPEN* button to change the promotion's status back to *APPROVED*. This will make the *RESOLVE DEDUCTIONS* button available.

- iTPM Promotion ^u

Example promotion



Helpful Hint: Only NetSuite and iTPM administrators have permissions to *REOPEN* a closed promotion.



Helpful Hint: You can save mouse clicks by using the auto-close feature. Your iTPM administrator can set a promotion type to auto-close a specific number of days after the promotion ends.

5.6 Settlement Statuses

The following table shows the workflow to complete iTPM settlement requests:

Settlement Status	Required Next Action
Processing	Your settlement request is being allocated to the items in your promotion. Wait until processing is complete. This script runs every 60 minutes. (unless changed by your NetSuite or iTPM administrator)
Requested	<p>Wait for your settlement requests to be processed. These are created from the RESOLVE DEDUCTION button on the promotion. When you click SAVE, your request goes into a queue to be processed. To see the status of these settlements, go to <i>iTPM -> Resolutions -> Resolution Queue</i></p> <p>You can also see these requests on the promotion under the KPI subtab in the row labeled "Requested Spend."</p>
Applied	<p>No further action is required. Settlements in this status have been applied to a deduction or check.</p> <p>All Settlements created when viewing a DEDUCTION automatically go to Processing status when they are saved.</p> <p>VOID* the settlement request if it is incorrect.</p>
Voided	The settlement has been voided.



Helpful Hint: Sometimes when promotions are backdated or edited after being approved, not all the KPI measures are recalculated. If you see a settlement that's been in Processing status for more than a few hours, your settlement may be stuck. Most times, here's how to fix it:

- View the settlement that's stuck in *Processing* status.
- Click on the link to the associated promotion.
- Typically when this happens, the ADJUST SPEND and RESOLVE DEDUCTIONS buttons will NOT be visible.
- **While viewing the promotion, click on REFRESH KPI.**
- In about 15 minutes after the KPIs are refreshed, you'll see the ADJUST SPEND and RESOLVE DEDUCTIONS on your promotion.
- In about 30 minutes or so you should see your settlement move from *Processing* to *Applied* status.

5.7 Find and Review Settlements

Here are the steps to view settlements.

- Click on **iTPM -> Resolutions -> ALL Settlements**
- Optional: Click on the “plus sign” next to filters **+ FILTERS**
- Optional: Change the Filter to help you find your settlement.
- Optional: Click on a column to change the sort order. Again to reverse sort order.
- **Find a settlement** that you want to view and **click on the blue SETTLEMENT #** or click on **VIEW** to view the settlement.

- iTPM Settlements All: Results List Search Audit Trail

[Return To Criteria](#) [Edit this Search](#)

FILTERS

STATUS: - All - CUSTOMER: - All - PROMOTION: - All -

STYLE: Normal

EDIT TOTAL: 11

EDIT VIEW	SETTLEMENT # ▼	DATE	STATUS	CUSTOMER	PROMOTION	MEMO (MAIN)	AMOUNT	APPLIED TO
Edit View	21	12/27/2018	Applied	Kohl's	Test Promotion #2 (Resolve Deduction Test)		75.00	- iTPM Deduction #16
Edit View	20	12/27/2018	Applied	Kohl's	Test Promotion #2 (Resolve Deduction Test)		4.00	- iTPM Deduction #170
Edit View	19	12/27/2018	Applied	Kohl's	Test Promotion #2(Copy) - Resolve Deductions	Voiding Settlement # 1	10.00	- iTPM Settlement #1
Edit View	18	12/27/2018	Applied	Kohl's	Test Promotion #2 (Resolve Deduction Test)	Example Spend Adjustment	500.00	Bill 8/8/2016
Edit View	17	12/21/2018	Applied	Kohl's	Test Promotion #2(Copy) - Resolve Deductions	Voiding Settlement # 3	50.00	- iTPM Settlement #3
Edit View	16	12/20/2018	Applied	Kohl's	Test Promotion #2 (Resolve Deduction Test)	Paid this by check: #2014	100.00	Check #2014
Edit View	15	12/20/2018	Applied	AB&I Holdings	Promotion on 12/04 #2		1.00	- iTPM Deduction #90
Edit View	13	12/19/2018	Applied	AB&I Holdings	Promotion on 12/04 #2		0.25	- iTPM Deduction #118
Edit View	3	12/4/2018	Voided	Kohl's	Test Promotion #2(Copy) - Resolve Deductions	example settlement	50.00	- iTPM Deduction #15
Edit View	2	11/27/2018	Applied	Kohl's	Test Promotion #2(Copy) - Resolve Deductions		50.00	- iTPM Deduction #19
Edit View	1	11/27/2018	Voided	Kohl's	Test Promotion #2(Copy) - Resolve Deductions		10.00	- iTPM Deduction #12

[Voiding Settlement](#) • [Voided](#) • [Adjustment](#)

Helpful Hint: Under the *iTPM -> Resolutions* menu, there are list views:

- **All Settlements:** All settlements
- **Regular Settlements:** This excludes voided settlements, settlements that void other settlements, and adjust-spend settlements.
- **Adjustment settlements:** These settlements have no financial impact. They only adjust promotion KPIs.
- **Voiding Settlements:** This includes both voided settlements, and settlements that void other settlements.

5.8 CSV Bulk-Settlements

When you need to resolve many promotional deductions AND you have this information in an Excel spreadsheet, use the NetSuite CSV upload feature to save time and prevent data entry errors.

Step 1. Create a CSV file with the following information for the settlements you want to create:

Go to www.i-TPM.com/deduction-managaement, download our CSV template, or find the template in **Documents -> Files -> File Cabinet**, in the SuiteBundles folder for the iTPM managed bundle #247293 in the *iTPM_templates* sub folder.

To save time and prevent errors, review [CSV helpful hints](#) in section 4.8.

Row 1: The header with standard iTPM column descriptions.

Rows 2 & more: Each row represents one deduction AND one settlement you want to create.

Example CSV file to create three settlements, and resolving three deductions:

	A	B	C	D	E	F
1	Promotion_Internal_ID	Deduction_Number	Resolution_Amount	MOP	Memo	
2	6	- iTPM Deduction #43	342.35	Bill-Back	This will partially resolve deduction #43 \$100 remaining	
3	6	- iTPM Deduction #43	100	Lump Sum	This will fully resolve deduction #43	
4	4	- iTPM Deduction #46	600	Lump Sum	This will fully resolve deduction #46	

To save time or if you get an error message, review these [CSV helpful hints](#) in section 4.8.

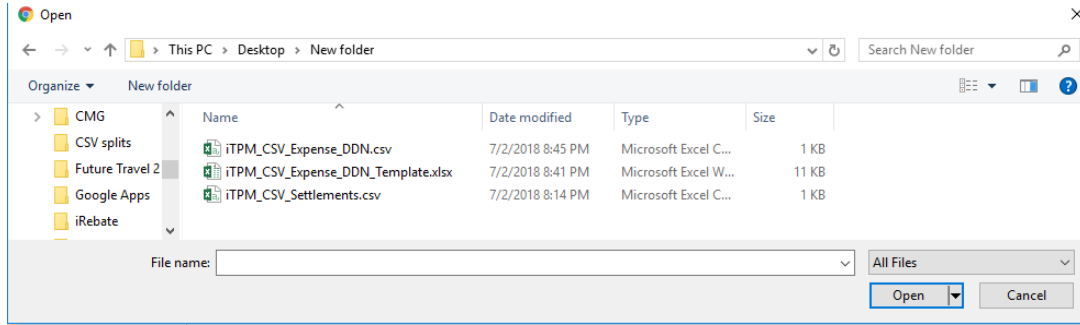
	A	B	C	D	E
1	Enter the iTPM Promotion Internal ID in this column to specify the promotion on which the settlement should be created. The iTPM Promotion specified here must be Approved & Completed, or Approved & Active with the "ALLOW SETTLEMENTS WHEN PROMOTION IS ACTIVE?" checkbox on the iTPM Promotion Type checked. For example 16	Use the iTPM Deduction Number in this column to identify the Deduction and to Apply the Settlement. For example - iTPM Deduction #106	Resolution Amount should be equal to the current deduction Open Balance. For example 44.97	Enter MOP(Method of Payment) and the Settlement will be created against to this particular MOP only with the resolution amount. Applicable Values Lump Sum/Bill-Back/Off-Invoice	Enter Memo and this will be populated in the iTPM Other Reference Code of the Settlement. For example Settlement #1 created through bulk settlement process
2					
3	REQUIRED	REQUIRED	REQUIRED	REQUIRED	OPTIONAL
4	Promotion_Internal_ID	Deduction_Number	Resolution_Amount	MOP	Memo
5					

Step 2: If you use standard NetSuite CSV imports for other tasks, these steps will be familiar:

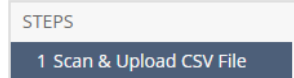
Go to Setup -> Import/Export -> Saved CSV Imports

Click on "- iTPM Bulk Settlements"

Step 3: Click on  , select your CSV file and click 



Import Assistant

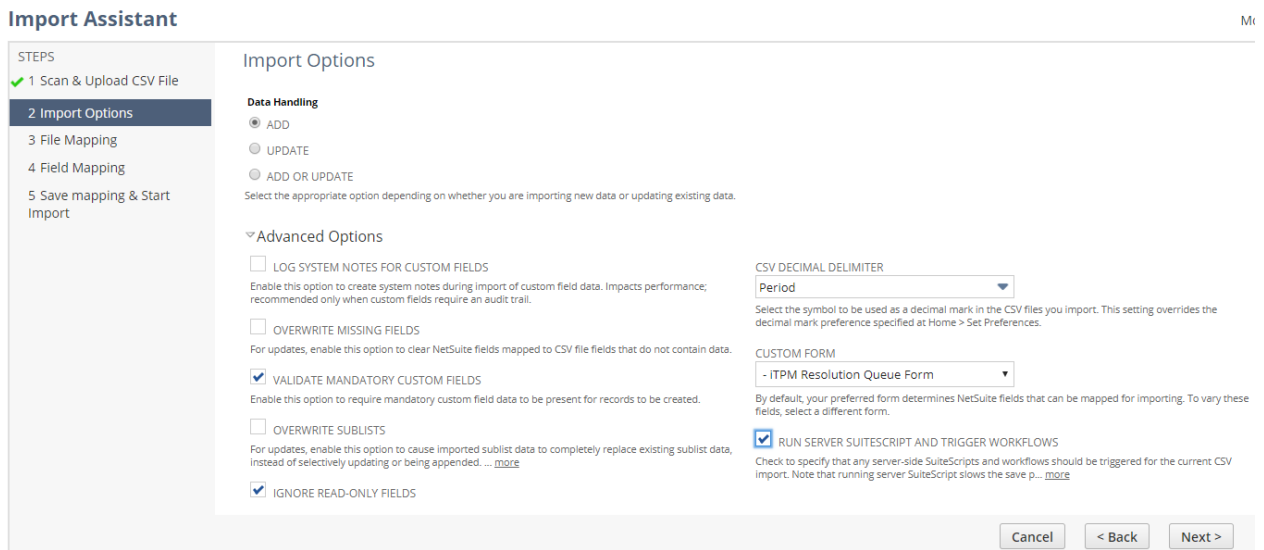


Step 4: You are on step 1 in NetSuite. (see this in upper left corner)

Click **NEXT** in the lower right corner.

Step 5: Make sure "RUN SERVER SUITESCRIPT and TRIGGER WORKFLOW" is checked, then

Click **NEXT** in the lower right corner. (be sure to check "Run server script...")



Step 6:

Import Assistant

- STEPS
- ✓ 1 Scan & Upload CSV File
- ✓ 2 Import Options
- ✓ 3 File Mapping
- 4 Field Mapping

Next >

Click in the lower right corner

Step 7: Click the drop down menu and click RUN.

Import Assistant

STEPS

- ✓ 1 Scan & Upload CSV File
- ✓ 2 Import Options
- ✓ 3 File Mapping
- ✓ 4 Field Mapping
- 5 Save mapping & Start Import

Save mapping & Start Import

Your CSV files are ready to be imported into your NetSuite account. You can save your Field Mapping to be used again later (optional). To work with a saved import, go to the "saved Imports" page under the Setup > Impo Tab.

IMPORT MAP NAME
-ITPM Bulk Settlements
Provide a unique Import Map name to save the current mapping choices for future imports.

DESCRIPTION
This saved import is used to import the details into ITPM Resolution Queue custom record.
(Optional) Provide a useful description for this Import Map.

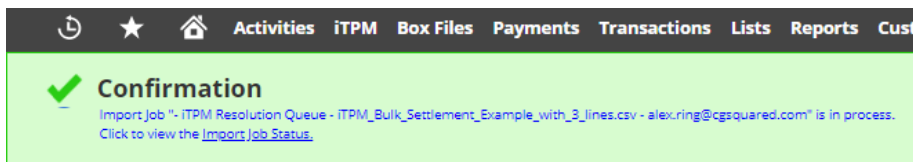
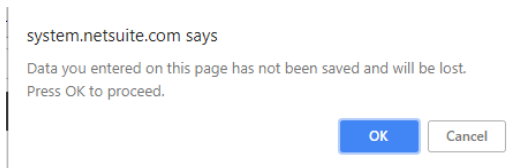
ID
_ITPM_BULK_SETTLEMENTS
(Optional) Provide a unique ID to identify this Import Map in SuiteScript. Your entry here is prefixed with CUSTIMPORT.

Cancel < Back Save As & Run

Run
Save As

vascript:NLMultiButton_doAction('multibutton_saveasrun', 'finish');return false;

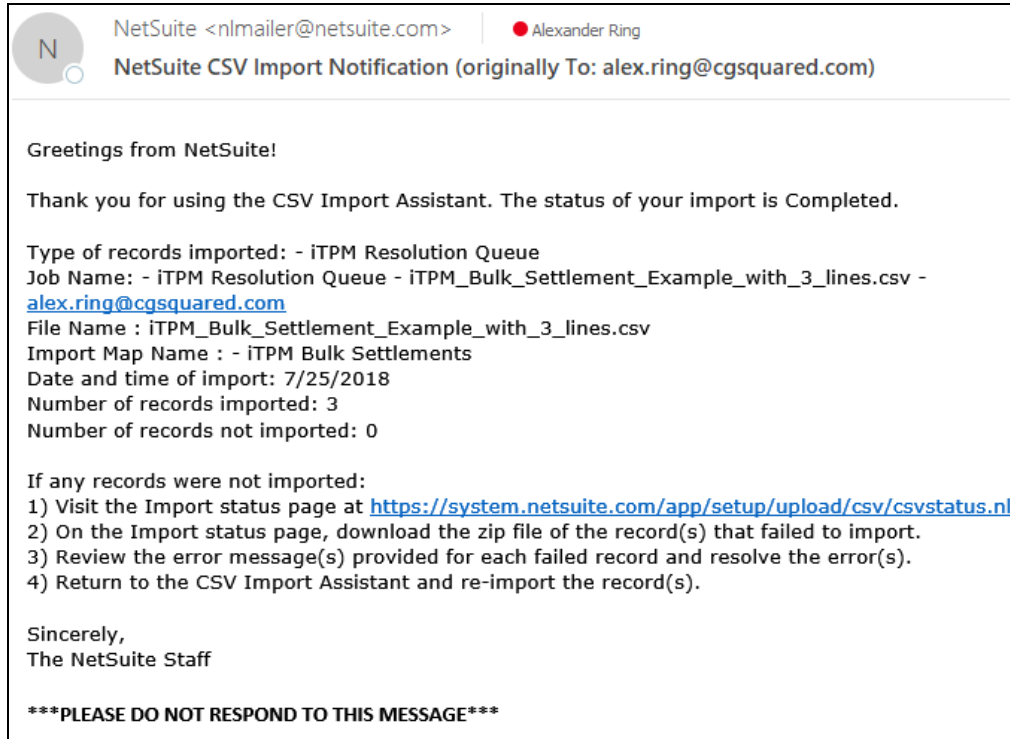
Ignore this warning that you are not saving. Click **OK**.



Import Assistant

Step 8: Wait for your CSV import file to be processed. This CSV import process runs every hour, but other NetSuite scripts could delay your split.

When your CSV file is successfully uploaded, you will get an email status update:



Helpful Hint: If any of the deductions are changed after you submit the CSV bulk settlements, and before the process runs, iTPM will skip that row if the information in your CSV file no longer matches the current deduction status. This is to prevent the creation of bad data. Read your email notifications to confirm every line was processed as expected.

Step 9: To see the status of your CSV Bulk Settlement import,

- Go to *iTPM -> Resolutions -> Resolution Queue*
- Scroll up/down to view the status and other information on your bulk CSV Settlements
- Settlements will NOT appear on the promotion KPIs until the record in the queue is processed.

- iTPM Resolution Queue List List Search Audit Trail

VIEW: Default | Customize View | **New - iTPM Resolution Queue**

FILTERS

SHOW INACTIVES													QUICK SORT	TOTAL: 4
EDIT VIEW	INTERNAL ID #	ID	OWNER	DATE CREATED	LAST MODIFIED	ITPM PROMOTION	ITPM DEDUCTION	ITPM SETTLEMENT	OPEN BALANCE	MOP	REQUESTED RESOLUTION AMOUNT	PROCESSING NOTES		
Edit View	1	ITPM_SQ1	alex Ring	7/24/2018 9:42 am	7/24/2018 10:27 pm	Example with actual sales	- iTPM Deduction #3	- iTPM Settlement #5	0.00	Off-Invoice	200.00	The Open balance of the Deduction in this queue record is .00, hence not processed.		
Edit View	2	ITPM_SQ2	alex Ring	7/25/2018 3:38 pm	7/25/2018 3:38 pm	Test 7.20.5	- iTPM Deduction #43		442.35	Bill-Back	342.35			
Edit View	3	ITPM_SQ3	alex Ring	7/25/2018 3:38 pm	7/25/2018 3:38 pm	Test 7.20.5	- iTPM Deduction #43		442.35	Lump Sum	100.00			
Edit View	4	ITPM_SQ4	alex Ring	7/25/2018 3:38 pm	7/25/2018 3:38 pm	Test 7.20.3	- iTPM Deduction #46		600.00	Lump Sum	600.00			

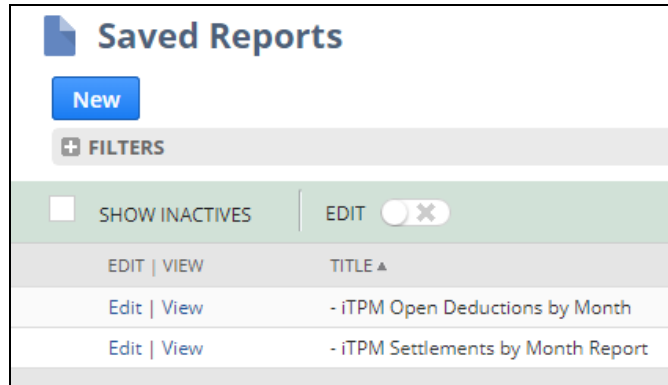
5.9 Settlements by Month Report

In addition to the [list view of settlements](#) , you can also review settlements by month by customer.

Go to **iTPM -> Resolutions -> Settlements by Month Report**

You can also run this report just like any other NetSuite report:

1. Go to **Reports -> Saved Reports -> All Reports** to see the Settlements by Month report in a list of iTPM saved reports.
2. **Click on VIEW** next to **-iTPM Settlements by Month Report**



This is a standard NetSuite report. Click on the amount to drill-down & view any settlement in more detail.

- iTPM Settlements by Month Report																
NAME	DOCUMENT NUMBER	ITPM APPLIED TO DEDUCTION	DATE	TRANSACTION STATUS	ITPM Settlement Amount	Settlement Request : Bill-back	MARCH 2018 Settlement Request : Lump Sum	Settlement Request : Missed Off-Invoice	ITPM Settlement Amount	Settlement Request : Bill-back	APRIL 2018 Settlement Request : Lump Sum	Settlement Request : Missed Off-Invoice	ITPM Settlement Amount	Settlement Request : Bill-back	TOTAL Settlement Request : Lump Sum	Settlement Request : Missed Off-Invoice
Aaron Abbott					5.00				1,016.97				1,021.97			
Smith Inc.									110.00	10.00	100.00	0.00	110.00	10.00	100.00	0.00
	25		4/17/2018	Requested / Unapplied					350.00	350.00	0.00	0.00	350.00	350.00	0.00	0.00
	24		4/17/2018	Requested / Unapplied					20.00	10.00	10.00	0.00	20.00	10.00	10.00	0.00
	21	43	4/12/2018	Applied					480.00			0.00	480.00			0.00
Total - Smith Inc. Acera					20.00				20.00	0.00	20.00	0.00	20.00	0.00	20.00	0.00
Smith Inc. : Smith East : South East									20.00	20.00	0.00	0.00	20.00	20.00	0.00	0.00
	19	8	4/6/2018	Applied					70.00	50.00	20.00	0.00	70.00	50.00	20.00	0.00
	14		4/4/2018	Requested / Unapplied					1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00
	18		4/6/2018	Requested / Unapplied					4,000.00	0.00	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00
	16		4/4/2018	Requested / Unapplied					4,091.00			0.00	4,091.00			0.00
Total - Smith Inc. : Smith East : South East																
Smith Inc. : Smith East									40.00	25.00	15.00	0.00	40.00	25.00	15.00	0.00
	7		3/27/2018	Applied					39.60	39.60	0.00	0.00	39.60	39.60	0.00	0.00
	8		3/27/2018	Requested / Unapplied					79.60			0.00	79.60			0.00
Total - Smith Inc. : Smith East					79.60				79.60			0.00	79.60			0.00
Total					84.60				5,607.97			0.00	5,692.57			0.00

Helpful Hint: Use the Excel icon at the bottom of the review window to export your report to Excel. If you have permissions, you can also customize this report by adding, moving and removing columns, etc.

6.0 Resolve Deductions by Journal Entry: EXPENSE

You've researched a deduction and determined it's valid, but not related to a specific promotion. You need a quick way to expense some or all of the deduction to one of your GL-accounts.

The expense journal entry will use the default GL-account that your iTPM administrator setup in iTPM preferences, or the GL-account associated with the reason code on your deduction. iTPM automatically creates a pre-populated journal entry for you to review and modify as appropriate:

- The pre-populated journal entry saves you time.
- **The reason code in your deduction will be used to default the appropriate GL-account**
- You have the option to change the default GL-account before you click save.

QUICK EXPENSE creates the journal entry in real-time, but the entire open deduction balance is resolved. EXPENSE: This allows you to resolve only part of a deduction's open balance, but it is not real-time.

For a picture of the settlement and deduction workflow, go to [section 3.1](#).



Helpful Hint: You do NOT have to process non-promotional deductions using iTPM.

- You can create standard NetSuite credit memos and apply the credit memo directly to your short-paid invoices.
- iTPM has this functionality so you can resolve non-promotional amounts
 - Example 1: An iTPM deduction is created before research determines that some or all of it is non-promotional
 - Example 2: An iTPM deduction is inadvertently created for a non-promotional short-pay.
 - For example 1 or 2, the steps to resolve the short-pay using iTPM or with standard NetSuite functionality should result in the same end result from an accounting point-of-view.

Why use iTPM for non-promotional short-pays?

- Standardizing your short-pay workflow for all short-pays (promotional and non-promotional) can help prevent errors and simplify the process.
- iTPM provides one source for reporting of short-pays.



Helpful Hint: You have the option to process promotional deductions using the EXPENSE buttons. For example, you may have legacy promotional deductions from promotions run before you implemented iTPM, or you may have post-audit deductions where there are no approved promotions to select.

In these situations, you can click QUICK EXPENSE, then select the appropriate promotional or accrual GL-account. The only difference is that a settlement will allocate the deduction to the items within the promotion based on actual or estimated sales. The journal entry created by the QUICK EXPENSE button does not allocate the expense to any items.

6.1 View a deduction, click **QUICK EXPENSE** button

1. **Find and view the deduction** with an open balance that you want to write-off **quickly** to the GL-account in the deduction's reason code, or to the default GL-account in iTPM preferences.



Note: When you click **QUICK EXPENSE**, **ALL** of the deduction's open balance is expensed.

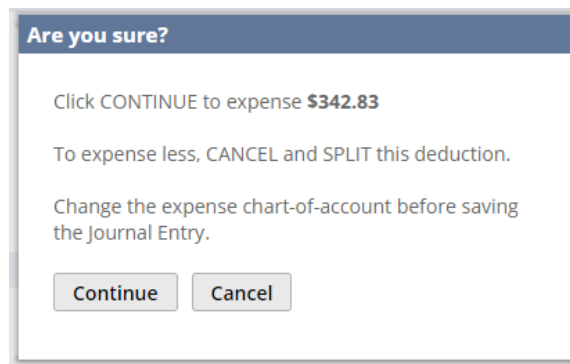
If you only want to expense part of the open balance, use the **EXPENSE** button. You can also use the **QUICK SPLIT** feature to create a deduction with the exact amount you want to expense to your non-promotional GL-account,

2. Click the **QUICK EXPENSE** button.

(The **QUICK EXPENSE** button is visible only if your role has the appropriate permissions.)



3. Read the pop-up message box and click on the **CONTINUE** button.



The following happens after you click **QUICK EXPENSE**:

- A pre-populated expense journal entry is automatically created, but NOT saved.
- To save you data-entry time, iTPM auto-populates the lines with information from your deduction.
- **If your deduction has a reason code selected, the journal entry will default the GL-account to the one associated with that reason code.**
- If it does not have a valid account, or if no reason code has been selected, then the expense journal entry will have the default GL-account for expenses identified in iTPM preferences.

3. **Change the GL-account** where you want the deduction to be expensed as needed. (optional)

This is standard NetSuite functionality.

Journal List Search More

Save Cancel Reset

Primary Information

ENTRY NO. JOU00000305 EXCHANGE RATE 1.00

OUT OF BALANCE BY DEBIT CREDIT DATE 1/24/2019

CURRENCY USA REVERSAL DATE DEFER ENTRY

MEMO Expense for Deduction 718 SUBSIDIARY Honeycomb Mfg.

Lines Communication

0.00

Clear All Lines

ACCOUNT	DEBIT	CREDIT	MEMO	NAME	DEPARTMENT	CLASS	LOCATION
6013 Open Deductions		21.30	Expense for Deduction 718. Reference Date(Deduction): 12/11/2018. Other Ref. Code(Deduction): ref #. Reason Code(Deduction): Damages.	Mackenzie Corporation	Marketing	Consumer Goods	01: San Francisco
5040	21.30		Expense for Deduction 718. Reference Date(Deduction): 12/11/2018. Other Ref. Code(Deduction): ref #. Reason Code(Deduction): Damages.	Mackenzie Corporation	Marketing	Consumer Goods	01: San Francisco

OK Cancel Make Copy Insert Remove

+ Add Row



Note: iTPM prevents you from saving a journal entry with an amount that doesn't match the deduction's open amount.

system.netsuite.com says

The current Journal Entry amount does not match the Open Balance of the Deduction.

OK

4. **SAVE the journal entry.**

(Note: If you CANCEL and don't save the JE, the open deduction balance will not change.)

5: Add Notes, Attachments (Optional)

Use the **COMMUNICATION** subtab on the deduction to add additional documentation to your non-promotional expense. When considering what to document, think about the information you'd want to have if your customer or your supervisor questions you on this settlement months or years from now. Here are a few suggestions on what to document:

- Do you have an invoice or claim from your customer or related third-party?
- Do you have any related documents or emails from your customer, salesforce and/or broker?
- Do you have any screenshots or reports from a third-party portal.

Use the **Activities** subtab to create and assign tasks to other people using standard NetSuite functionality.

6.2 View a deduction, click the EXPENSE button



Helpful Hint: Use the *EXPENSE* when you need to expense ONLY part of the deduction's open balance.

Unlike the QUICK EXPENSE button, the EXPENSE button is NOT real-time. Alternatively, you can **QUICK SPLIT** feature to create a deduction with the exact amount you want to expense to your non-promotional GL-account, and use the EXPENSE button.

1. **Find and view the deduction** with an open balance that you want to write-off some of the open balance to the GL-account configured in the iTPM preferences.
2. Click EXPENSE
3. Enter the following information:
 - a. **Requested Expense amount.** This has to be equal or less than the open balance.
 - b. **Memo:** You have the option to enter a memo you want associated with this journal entry that will expense part or all of your deduction.
 - c. **Reason code:** You have the option to select a reason code that's different from the current reason code on the deduction.
 - If you select a reason code, the JE will use the GL-account from the reason code.
 - If your selected reason code doesn't have a valid GL-account, then iTPM will use the GL-account from reason code on the deduction.
 - If the deduction doesn't have a reason code, or there is no valid GL-account associated with that reason code, iTPM will use the default GL-account in iTPM preferences.

- iTPM Expense Queue

Save Cancel Reset

Queue Information

ITPM DEDUCTION *
- iTPM Deduction #202

OPEN BALANCE
2,944.11

REQUESTED EXPENSE AMOUNT *
944.11

MEMO
Test partial settlement of DDN #202

REASON CODE
Promotional (contra revenue)

ACCOUNT
4009 Sales : Trade Promotion (contra revenue)

Record Information

ID
To Be Generated

Remove all

ATTACH FILE *
<Type then tab>

Add Cancel Insert Remove

4. Click SAVE
5. Check the status by *iTPM -> Resolutions -> Expense Queue*

6.3 CSV Bulk Expense

If you have many deductions to expense, AND you have this information in an Excel spreadsheet or other electronic form, use the NetSuite CSV import feature to save time and prevent data entry errors.

Step 1. Create a CSV file with the following information for the deductions you want to expense:

Go to www.i-TPM.com/deduction-management, download our CSV template.

You can also access the CSV templates in **Documents -> Files -> File Cabinet**, in the SuiteBundles folder for the iTPM managed bundle #264626, in the *iTPM_templates* sub folder.

To save time and prevent errors, read [CSV helpful hints](#) in section 4.8.

Row 1: The header with standard iTPM column descriptions.
 Rows 2 & more: Each row represents one deduction you want to expense.



Note: Your reason code must be an EXACT match, and must be valid for the same subsidiary as the deduction.

Example CSV file to expense (19.1.1 format)

	A	B	C	D
1	Deduction_ID	Reason_Code	Expense_Amount	Expense_Memo
2	- iTPM Deduction #70	Damages	3.01	Example resolution with a reason code
3	- iTPM Deduction #65		10	Example without a reason code

To save time or if you get an error message, review these [CSV helpful hints](#) in section 4.8.

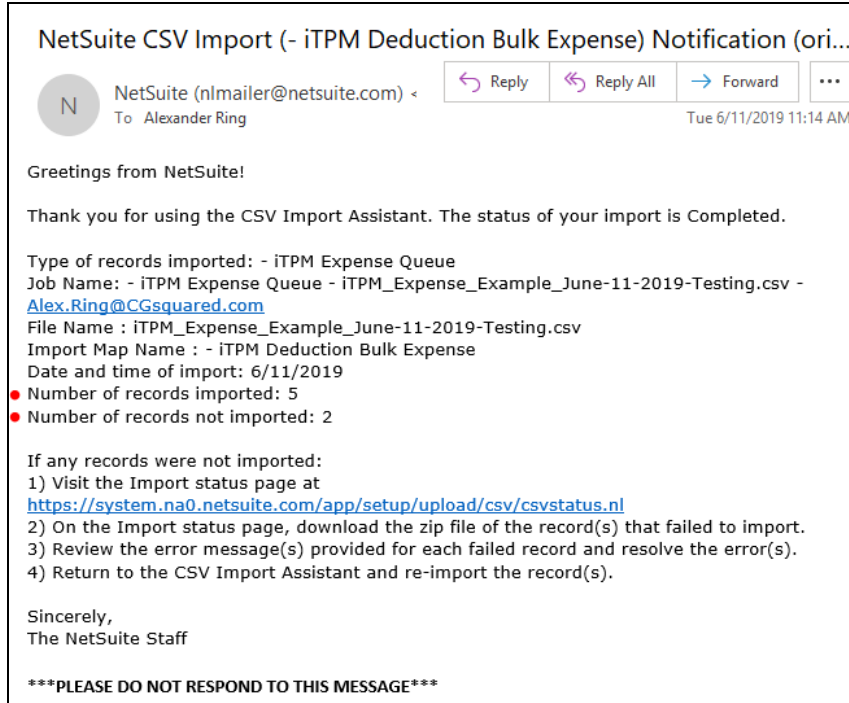
	A	B	C	D
Instructions :				
1. Delete the top three instructional rows (filled in gray) of this sheet before attempting a CSV Import in NetSuite.				
2. Do NOT delete the Header row (row 4, filled in yellow) of this sheet.				
3. Do not enclose the values in double or single quotes.				
4. Do not place leading or trailing whitespaces.				
5. Do not include any currency symbols in the Amount column.				
6. After entering the expense values, save this in CSV format before attempting to import into NetSuite.				
1		Enter the reason code for the expense account to which the expense amount should post. The Reason Code MUST be valid. Include Reason Code Name if that is how your Netsuite reason code is configured. For example	Enter the expense amount that should be applied to the Deduction. This MUST be GREATER THAN zero and LESS THAN the Deduction's Open Balance. For example 44.97	Enter the Memo value which sets the line memo on the Journal Entry. For Example: Expense for Deduction ###
2				
3	REQUIRED	OPTIONAL	REQUIRED	OPTIONAL
4	Deduction_ID	Reason_Code	Expense_Amount	Expense_Memo

Step 2: If you use standard NetSuite CSV imports, these steps will be familiar.

Go to Setup -> Import/Export -> Saved CSV Imports
Click on "- iTPM Deduction Bulk Expense"

Steps 3 through 8: Process your CSV Expense file as you would any CSV saved import. These steps for a CSV Expense import file are the same as [Steps 3](#) through 8 for CSV Settlements in section 5.3.

When your CSV file is uploaded, you will get an email notification similar to this example. Any rows in your CSV file that fail validations will not be imported. i.e. bad reason code, amount exceeds open balance.



Within about an hour your deductions will be expensed. (This Bulk Expense script is scheduled to run every hour, but other NetSuite scripts could delay your split. Your Admin can make the script run more often.)

To check the status of your CSV Bulk Expense, go to **iTPM -> Deductions -> Expense Queue**
 Click VIEW next to any record to view the status of that CSV Bulk Expense process.

- iTPM Expense Queue List									
VIEW: Default Customize View New - iTPM Expense Queue									
FILTERS									
SHOW INACTIVES EDIT QUICK SORT TOTAL: 4									
EDIT VIEW	INTERNAL ID	ID #	ITPM DEDUCTION	OPEN BALANCE	ACCOUNT	REQUESTED EXPENSE AMOUNT	EXPENSE JOURNAL ENTRY	PROCESSING NOTES	
Edit View	1	ITPM_EQ0001	- iTPM Deduction #17	112.00	6130 Miscellaneous Expense	112.00			
Edit View	2	ITPM_EQ0002	- iTPM Deduction #15	250.00	5040 Damaged Goods	11.15			
Edit View	3	ITPM_EQ0003	- iTPM Deduction #15	250.00	5040 Damaged Goods	12.25			
Edit View	4	ITPM_EQ0004	- iTPM Deduction #15	250.00	5040 Damaged Goods	1.60			

6.4 View the Journal Entries (Optional)

You can view the Journal Entries the iTPM creates.

1. Go to **iTPM -> Resolutions -> Journal Entries**
2. Click on the date or document number to view the Journal Entry.

- iTPM Journal Entries: Results								List	Search	Audit Trail
Return To Criteria										
FILTERS										
IS REVERSAL		ITPM CUSTOMER			STYLE					
- All -		- All -			Normal					
TOTAL: 49										
JE DATE	DOCUMENT NUMBER	MEMO	AMOUNT (CREDIT)	AMOUNT (DEBIT)	ITPM APPLIED TO	ITPM CUSTOMER	STATUS	IS REVERSAL		
12/27/2018	JOU00000359	Expense for Deduction 167. Reference Date(Deduction): 12/20/2018. Other Ref Code(Deduction): 1.51E+19. Reason Code(Deduction): Promotional (Honeycomb Mfg).	10.00	10.00	- iTPM Deduction #167	Kroger Company	Pending Approval	No		
12/27/2018	JOU00000358	Expense for Deduction 182. Reference Date(Deduction): 12/27/2018. Other Ref Code(Deduction): 6150017508. Reason Code(Deduction): Post Audit.	4.00	4.00	- iTPM Deduction #182	AB&I Holdings	Pending Approval	No		
12/27/2018	JOU00000357	Expense for Deduction 130. Reference Date(Deduction): 12/27/2018. Other Ref Code(Deduction): SHIP_DMG_DDN_82. Reason Code(Deduction): Post Audit.	240.68	240.68	- iTPM Deduction #130	Albertsons / Safeway	Pending Approval	No		



Helpful Hint: You will see ALL journal entries created by iTPM, including journal entries created by using the EXPENSE button, and REINVOICE buttons prior to version 19.1.1. (Starting with iTPM 19.1.1, REINVOICE uses statement charges.)

The GL-account impact of all iTPM transactions are listed in User Guides for iTPM Administrators, available at www.i-TPM.com/admin-training-resources

Note: Prior to iTPM version 2018.2.1a, settlements and other iTPM transactions also created journal entries. These legacy journal entries will also be on this list.

7.0 Resolve INVALID Deductions: Dispute & RE-INVOICE

For a typical Consumer Goods manufacturer, less than 5% of all deductions are invalid. However, don't let this small percentage discourage your team from finding and disputing invalid deduction.

Here are a few of the reasons your team may dispute a deduction:

- Double pay: The promotional amount was already paid or deducted.
- Claim outside official promotion dates: The shipment didn't comply with the promotion's dates
- Retail Execution: Merchandising at retail didn't comply with the promotion's requirements
- Ineligible SKUs: Retailer is claiming discounts on products not included in the promotion.
- No promotion: Discount claimed when there was no approved promotion for the customer.
- Incorrect claim: Retailer's claim has an error in the rate, quantity, or other value.

For a picture of the settlement and deduction workflow, go to [section 3.1](#).

7.1 Dispute a Deduction / Customer Repay Status

You do NOT have to mark a deduction as *disputed* to re-invoice it.

You do NOT have to *REINVOICE* deductions you dispute. You can still write-off disputed deduction.

However, it is a good business practice to flag invalid deductions as 'disputed' to keep a record of what's valid and what isn't. Here are the steps to dispute a deduction:

- Find a deduction with an open balance in your deduction list.
- Click on *EDIT*
- Check the *Disputed?* box
- Check "*Customer agrees to repay*" if appropriate
- Use the memo field to enter your next action; Example, request details
- Click *SAVE*

Once you dispute a deduction, you can choose to:

- **Keep the deduction open**, while you wait for customer and/or internal feedback. **If the customer agrees to repay, you can keep the deduction open until you receive payment.**
- **Write off a disputed invoice**, and [expense the deduction](#) to a GL-account: There are many reasons you may take this path. The effort to invoice and collect payment could cost more than the amount of the repay. Or perhaps the customer will not agree that the deduction is invalid.
- **Invoice the disputed deduction**: This sets the deduction balance to zero, sets the status to resolved, and creates an accounts receivable in the amount of the disputed deduction.



Helpful Hint: If you later determine the deduction is valid, simply edit the deduction and un-check the "*Disputed?*" checkbox.

7.2 REINVOICE a Disputed Deduction

Consider keeping the deduction in **OPEN** status until you receive the repayment.

Go to *iTPM -> Deductions -> List*, and set the filters to find your disputed deduction.

You can filter your deduction view to include only disputed deductions.

VIEW your disputed deduction.

DISPUTED?
Yes ▾



Note: When you click **RE-INVOICE**, **ALL** of the deduction open balance will be moved out of the deduction expense account, moved back onto the customer’s account receivable statement, and the deduction balance will be set to zero.

If you only want to re-invoice only part of the open balance, use the **SPLIT feature** to create a deduction with the exact amount you want to re-invoice.

Click RE-INVOICE: (REINVOICE is only visible if your role has the ‘create journal entry’ permission)

- You will be prompted, “You are about to reinvoice \$x.xx.”, **CONTINUE** or **CANCEL?**
- If you click **CONTINUE** the deduction balance will go to zero, and the deduction will be resolved.
- The statement charge will be created to decrease deduction expense, and increase the customer’s payables by the amount of the open deduction balance.
 - The deduction expense GL-account identified in iTPM Preferences will be credited.
 - **Accounts Receivable will be debited, and the customer will be identified on this statement charge so it will be included on the customer’s statements.**
 - To see a list of ALL statement charges created by iTPM, including REINVOICE, go to **iTPM-> Resolutions -> Statement Charges**
 - For more details on the journal entries, have your iTPM administrator reference the Admin User Guide for Settlements and Deductions.

Note: This version of iTPM **does not send any communication to the customer** that a short-pay has been disputed and added as a receivable to the customer’s statement.

Use standard NetSuite functionality, call, and/or email your customer to communicate the re-invoicing of disputed deductions.

Note: This version of iTPM **does not create a new invoice** for the amount returned to the customer’s accounts receivable statement

If a new invoice is needed by the customer, use standard NetSuite functionality to re-invoice the disputed deduction.

7.3 Re-Invoiced Deductions appear on the Customer Statement

For Your Information: After you click the *Re-Invoice* button, the amount disputed and re-invoiced will now appear as a line on the customer’s statement.

One way to generate a customer statement is *Transactions -> Customers -> Individual Statement*

The Description on the statement will be statement charge that changed the deduction back to a receivable on the customer’s statement.

Bill To		Amount Due	Amount Encl.	Currency	Subsidiary
Brian Chapel Bentonville AR United States		\$1,523,039.96		USA	Honeycomb US-East
Date	Description	Charge	Payment	Balance	
5/14/2019	Balance Forward			1,520,652.46	
5/16/2019	Invoice #INV10000212	4,032.87		1,524,685.33	
5/19/2019	Invoice #INV10000214	1,580.87		1,526,266.20	
5/21/2019	Credit Memo #MEM00000221		1,234.56	1,525,031.64	
6/4/2019	Invoice #INV10000220	1,008.93		1,526,040.57	
6/6/2019	Credit Memo #MEM00000223		3,629.57	1,522,411.00	
6/7/2019	Payment #PAY00000410		490.07	1,521,920.93	
6/9/2019	Invoice #INV10000221	908.03		1,522,828.96	
6/14/2019	Statement Charge for - iTPM Deduction #227	11.00		1,522,839.96	
6/14/2019	Statement Charge for - iTPM Deduction #224	200.00		1,523,039.96	

Note: iTPM does NOT back-date the disputed deduction to the original short-pay date. The disputed deduction will appear on the customer’s aging report based on the date the disputed deduction was re-invoiced and changed back to a receivable.

Helpful Hint: Use standard NetSuite functionality to add the iTPM settlement and deduction memos and other information to your customer statements.

It should not be necessary to *EDIT* the statement charge that re-invoiced your deduction. If you need to edit this statement charge, use standard NetSuite functionality.

Note: If you EDIT the statement charge, **do not change the amount of the** statement charge. The amount of the statement charge matches the amount of the deduction that was resolved.

- If you increase the amount, you will over resolve the deduction.
- If you decrease the amount, the deduction is marked as resolved, and the deduction will not be updated to show an open balance of the under pay.

Helpful Hint: Your iTPM administrator can set a iTPM preference to remove deduction splits from the customer statement.

8.0 Reference

8.1 Help!

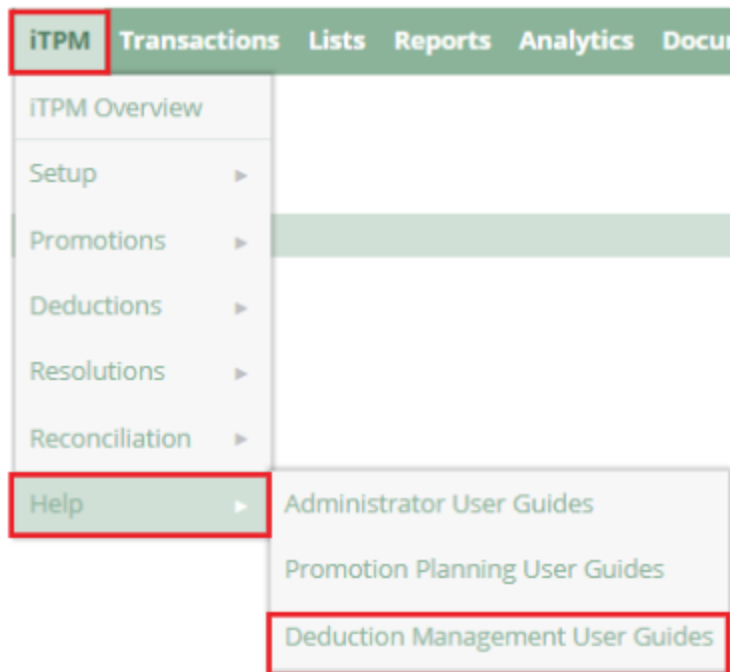
There are 2 ways for you to get **help**, report **issues**, ask **questions**, and share your enhancement **ideas**:

How to get Help!	Description
Online documentation	Use www.i-tpm.com/deduction-management for User Guide PDFs and Training videos specific to iTPM settlements and deductions.
Email	Just email your question or issue to support@cgsquared.com .

Access iTPM Online Documentation:

If you have appropriate permissions to see the iTPM menu, you also have easy access to our online documentation.

Click **iTPM -> Help -> Deduction Management User Guides** to open our web page with links to our User Guides and training videos.



You can also access our online documentation by pasting this link into your browser:

www.i-tpm.com/training-resources

CG Squared, Inc. and this User Guide

CG Squared designs, develops and supports the iTPM SuiteApp. CG Squared, or CG², stands for **C**onsumer **G**oods **C**onsulting **G**roup. Our passion and 100% focus is trade promotion for the CG industry. We have more than 30 years experience delivering closed-loop, trade promotion management solutions. CG² is committed to providing you world-class software and services:



- **Implementation services** to get iTPM configured, installed and ready for live production.
- **Training**, so your staff can efficiently use iTPM for trade promotion management.
- **Help Desk** support to answer your questions and help solve any issues.
- **Ongoing software enhancements**, with two new releases scheduled every year.
- Optional **TPM best-practices consulting**.

Learn more and follow our TPM blog at www.CGsquared.com.

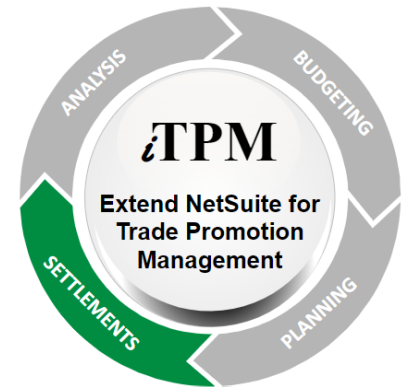
CG² services are bound to the terms of service of the Professional Services Agreement between the parties.

iTPM Deduction Management

iTPM is a native SuiteApp built for NetSuite. iTPM is published and installed into your NetSuite account as a managed bundle.

This User Guide is written for the following iTPM users:

- Users that manage accounts receivable, as you encounter deductions, including promotional and non-promotional deductions.
- A/P, A/R staff the research and resolve deductions and short-pays taken by vendors.



This manual has been designed for two-sided printing to save paper if you print this!

We invite you to follow our iTPM blog at www.i-TPM.com.

Because we publish updates to iTPM at least twice each year, features and screenshots in this User Guide may not match what you see in iTPM. Look for *What's New in iTPM* at www.i-TPM.com/training-resources for a release notes on new iTPM features and functionality.

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