Integrated Trade Promotion Management
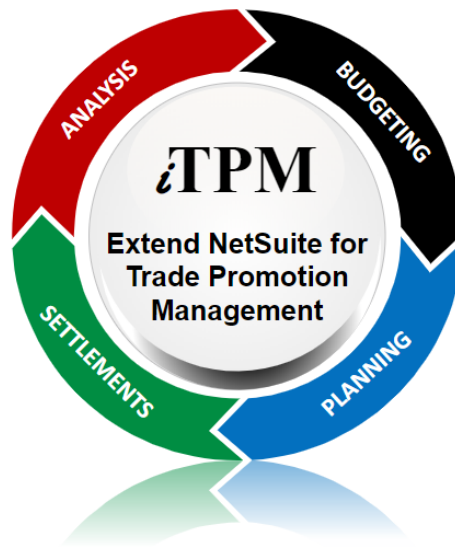
Built for
ORACLE
NETSUITE

Native SuiteApp

*i*TPM Admin Release & Install Notes

Version 2**3**.**2**.**1** Update

July 2023

Revised July 3, 2023

CG Squared, Inc.
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support@CGsquared.com

Table of Contents

> **Helpful Hint:** When viewing this as a PDF, click on the topic to go directly to that section. To get back to the Table of Contents, click on *Release Notes* at the top of the page or *Link to Table of Contents* at the bottom of the page.

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Quick Reference: UPDATE *i*TPM to version 23.2.1

Use the Administrator User Guide and follow first-time tasks when installing *i*TPM.
This check list is for UPDATING *i*TPM in your sandbox and/or production account.

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

> ⚠️ **Test in your sandbox before installing in production**. We recommend you test this new version in your sandbox before installing in production to prevent issues, and to practice performing the administrative tasks in section 2.6 iTPM Administrator tasks (After first-time install or Update).
> We test *i*TPM using the Chrome browser.

> ⚠️ **You may be required to update to 23.2.1** before *i*TPM 24.1.1 is published. Any NetSuite accounts not updated by this date will be notified when their account will be updated.

Milestone	UPDATE *i*TPM: Tasks for the *i*TPM Administrator	Status / Comments
1. *i*TPM 23.2.1 is available.	As time allows, **read Chapter 1 and Section 2.6** in these technical release notes and the *What's New* in this new version of *i*TPM.	
2. Update your sandbox Skip to step 5 if you don't have a sandbox.	To **update your sandbox**, follow instructions in section 2.4 UPDATE iTPM in your Sandbox (or Release Preview account) to update your sandbox to *i*TPM 23.2.1. If you don't have a sandbox, update and test in your Release Preview account if available. **If you don't have a sandbox or release preview account, skip to step 5.**	
3. Perform admin tasks in your sandbox	**Perform admin tasks** as described in section 2.6 *i*TPM Administrator tasks (After first-time install or Update)	
4. Test!	**Test *i*TPM.** Suggested areas to include are in section 2.7 Suggested Sandbox Testing	
5. Authorize update to your production	**Email CG Squared** to update *i*TPM in production, described in section 2.5 UPDATE *i*TPM in production	
6. Perform admin tasks in production	**Perform admin tasks** as described in section 2.6 *i*TPM Administrator tasks (After first-time install or Update)	
7. Monitor	Monitor *i*TPM to confirm it's working as expected.	

*i*TPM

1.0 Overview

1.1 Enhancements in *i*TPM 23.2.1

The following changes were made to iTPM are included in iTPM version 23.2.1.

- *i*TPM 23.2.1 will be tested with NetSuite 2023.2, and submitted for re-certified as Build-for-NetSuite
- This list begins with Agile Development iteration #261 through #272   :
- **Defect** tickets start with "**D**".
- **Enhancement** tickets start with an "**S**"
- **Notable enhancements are bolded and described in the What's new in iTPM? PowerPoint.**

The following stories were added to *i*TPM 23.2.1:

Published 23.1.2 March 29, 2023 (Fix minor defects)

- **S-04021: Make the customer filter in the Mass Copy form a multi-select**

- S-04073: Change text in the section of the Event Plan form.

- S-04072: In some situations, Process Plan gets stuck when the item;s price level and it's base price have a null value.

- S-04071: Remove the 52 week sublists from the Planning subtab in the promotion (... this was replaced by report links)

Iteration 262

- **S-04069: Add a new column to the Promotion report on the sales order that shows the iTPM promotion type configuration, "Don't apply off-invoice, track only".**

- S-04061: Create report links under the promotion plan subtab in the promotion to show what items were sold in the last 52 weeks for the promotion customer and the promotion customer's parent.

- S-04075: Rename the customized iTPM Accrual Setup form to match the iTPM style guide.

Iteration 263

- D-01471: Total units in the Plan is not always re-calculated when the calculated base changes

- S-04086: Add amount as a new column in the Financial Accrual sublist under the Accrual subtab in the promotion.

- S-03983 **Enhance 2 of the 5 the existing accrual scripts to create financial accruals (Linked sales and Settlements)**

Iteration 264:

- S-04092: Add a new column to the Off-invoice report on the sales order that shows the iTPM promotion type configuration, "Don't apply off-invoice, track only".

- S-4093: Add "Open Amount" to the iTPM Statement Charge" saved search.

- S-04091:   Change the financial accrual sublist in the promotion to show the debit and credit GL, and to

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summarize the data by event trigger and day.

- **S-04088: Enhance 3 of the 5 the existing accrual scripts to create financial accruals (Lump sum, adjust for overpays, and correction/adjustment)**

- S-04070: Add a yellow warning banner to the iTPM Accrual Setup form if the GLs are not populated and the checkboxes are checked.

- S-04093: Add "Open Amount" to the iTPM Credit memo saved search, similar to S-04095

- D-01470: Process Plan gets stuck with no error message in both Base and Revenue are entered in the planning record.

  Iteration 265

- S-04084: Change the currency filter used by Process plan because under some situations, a dummy 'Fixed Fee' item used in promotion planning may not work with Process Plan.

- S-04103: Percent lift in the Event Plan must allow a number greater than 100.

  NOTE: If you create Event Plans, and if you use % lift to estimate volume, BEFORE updating to iTPM 23.1.2, export % lift so you can re-import it. Updating to the new version will cause the stored value of % lift in the plan to be lost. Your iTPM support team can preserve this value for you.

- S-04106: If % lift is 0% and incremental units are populated, calculated total units are not correct.

- S-04115: Accrual records should always have the customer field populated.

- S-04113: Always write a Correction/Adjustment event trigger to the financial accruals if one is written to the accrual log.

- **S-04096: Financial Accrual will use the promotion's start date to see what GLs to use. (current year, last year, or post-audit)**

  Iteration 266

- D-01479: When creating a promotion from an Event plan, date validations for performance dates must support the Day/Month/Year format.

- D-01475: To prevent data issues, the script that creates and updates promotions using the Event Plan must skip promotions where the Process Plan is already running, and wait until Process Plan is done to process the Event Plan.

- S-04118:   Re-applied fix from D-01442 where roles with Level approval permission did not see the APPROVE button under some situations.

- D-01474: Accruals created for bill-backs are not correct.

- S-04125: Closing a promotion should trigger a Correction Adjustment accrual log record if the OPEN or CLOSE accrual records were missed for any reason.

- S-04062: The calculated base should support Day/Month/Year format when using promotion dates to process Monthly Forecast data.

  Iteration 267

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- S-04110: Closing a promotion should trigger a "Promotion Closed" event trigger. This will be created by the Close/Adjustment/Correction MR script.

- D-01478: Under some situations, prevent an overpay reversal accrual record from being created.

- S-04130: Change "- iTPM - MR Allocation Contribution (SC) script to start at 12 midnight to better support financial accruals.

- S-04135: Change the Event Plan filter default from 2022 to 2023.

- S-04137: The Lump-Sum MR accrual script should not create any accrual log or accrual records for CLOSED status promotions. The Adjust/Correct/Close MR script covers this use-case.

  Iteration 268

- S-04143: Change the iTPM Accrual custom NetSuite transaction type from Non-Posting to Posting.

- S-04062: Under some circumstances, the calculated base #s using day/month/year format did not get the correct value for the calculated base in the Event Plan.

- S-04154: Change the iTPM Accrual record permission from VIEW to FULL in the iTPM Settlement & Deduction Admin role.

  Iteration 269

- **S-04117: Create Period-Based accrual records from the Period-accrual configuration records.**

  Iteration 270

- D-01482: The filter to populate lump-sum and identify duplicates should include promotion type. Criteria used to group plans = customer & promotion type & promotion name & promotion dates

- S-04156: Period-Based Accruals. Minor changes to the period-accrual form.

- D-01480: The "Update Estimate" does not create an audit trail if only lump-sum is changed.

- S-04140: The Process Plan option to skip items not sold in the last 52 weeks should not apply to items, only item groups.

- S-04149: If both % discount and rate in the planning record are NULL, Process Plan needs to calculate bill-back KPIs.

- S-04165: The NetSuite permission "Custom transaction Fields" = VIEW is added to the iTPM standards roles that manage deductions. This makes the reason code visible in custom reports and saved searches.

- S-04150: Add reason code and reference date to the deduction list in the "Resolve Deductions" form.

  Iteration 271

- S-03972: Deductions processed in the Expense queue will also have the deduction reason code populated.

- **S-04163: Add a new field in the deduction form to store another reference code: iTPM Other Reference Code 2.**

- D-04170: Split Line button: Increase the maximum from 30 to 45 lines in the credit memo.

- S-04159: Period-Base Accruals: Include children of "include" customers or "exclude" customers selected.

- S-04164: Period-Based Accruals: Add 2 new fields, "all customers" checkbox, and menu to select 'excluding customers' .

- S-04175: Period-Based Accruals: Support 5 use cases, including new features of "all customers" checkbox, and excluding specific customers and their children.

- S-04179: Period-Based Accruals: Work on use case "All customers" checkbox.

- S-04190: Move fields in the Period-Accrual form to make it easier to use.

  Iteration 272

- S-04182: Period-Accrual testing: Add a new date parameter in the script. When populated, it can create period-accruals for any specific date.

- Iteration 273

- S-04208: Add cross-subsidiary viewing to the "- iTPM View Only" role.

- **S-04191: Add saved searches under the Accrual Subtab to allow quick visual validation of accrual logs and financial accruals.**

- S-04171: Remove the "Available for iTPM" filter and add column to the "Last 52 week" report to show if the item has this checkbox checked.

- S-04194: Change the Last 52 week reports under the Planning subtab on the promotion to include sub-customers.

- S-04203: Identiday scripts, forms, tec. of the "Match to Deductions" button on the credit memo that was deprecated in 2019, so it can be turned back on to support deduction resolutions with RMA credit memos.

- D-01483: The Plan to Promotion script needs to ignore any plans with "Ignore" and not include them in processing. Example: Exclude them when looking for duplicate plans.

- **S-04193: Change the Period-Accrual to include one debit line from the invoice, and include the item code to support accrual reporting by item. (Also S-04200)**

- Iteration 274

- S-04186: Add new fields to the accrual record: Void accrual checkbox and field used by workflow to create reversing accrual.

- S-04199: Add a new Accrual Detail subtab on the promotion, similar to the "log detail" subtab.

- Iteration 275

- S-04200:

  Publish iTPM 23.2.1

  Development continues…

1.2 Upcoming changes

⚠️ **You may be required to update to 23.2.1 on or before *i*TPM version 24.1.1 is published.** Any accounts not updated by this date may be notified of when their account will be updated.

Release Schedule:

The following is the anticipated schedule of future *i*TPM versions.   * Release dates subject to change.

*i*TPM Anticipated Releases	Anticipated Date Generally Available*
23.2.x	Minor updates as needed. *i*TPM 23.2.x will be minor releases to fix critical bugs, and the addition of minor features requested by clients.
24.1.x	Winter 2024 Major release with significant enhancements After *i*TPM 23.1.x is published, no bug fixes will be published to previous versions.

1.3 Known issues:

As of the release date, the following are known issues in *i*TPM releases**:

- **DO NOT change the concurrency of any *i*TPM scheduled scripts** without first consulting CG Squared. Script concurrency should be 1 for all *i*TPM scripts, except for the NBOI script that applies off-invoice to sales orders. Concurrency of 2 or more may result in the creation of incorrect data.

- S-01981 This is only a one-time issue if you have brokers that use the Advanced Partner Center to access *i*TPM. If you have a partner management **not enabled** before you update or install *i*TPM, the criteria in the saved search, "*- iTPM Partner Promotion List*" will not have the correct search criteria. After you enable partner management, edit this search to enter the correct criteria shown below, **or simply update *i*TPM again**.

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1.4 *i*TPM Bundle Details:

For details on how to update your existing *i*TPM bundle, or install *i*TPM for the first time, go to 2.0 Installing the Bundle.

The following describes *i*TPM Release 23.2.1.

*i*TPM Bundle Details	Release 23.2.1
Design, development, testing and publishing	March 2023 - July 2023
Bundle release date	Latest release is July , 2023
Publisher ID	44277 CG Squared, Inc.
Bundle ID	Bundle #312604
NetSuite Built-for-NetSuite review?	*i*TPM 23.1.1 was tested with Netsuite 2023.1 and received Built-for-Netsuite certification. *i*TPM 23.2.1 will be tested with Netsuite 2023.2 in July 2023 and submitted for Built-for-Netsuite certification.
Admin tasks required AFTER installation?	See 2.6 Administrator tasks (First-time install or Update) You will need to review and update *i*TPM preferences, and you may need to make some changes to your customized roles that access *i*TPM .

> ⚠️ **IMPORTANT: DO NOT UNINSTALL *i*TPM from your live production account.**
> Doing so after go-live will result in the loss of *i*TPM data, including all promotional data and custom transaction records that resolve your short-pays.

> ⚠️ **IMPORTANT: Install *i*TPM in your SANDBOX account for testing BEFORE installing in your live production account.** While *i*TPM is easy to install, and requires a minimum amount of effort to configure, **trade promotion has a material impact on your company's financial statements.** We recommend sandbox testing prior to go-live in production.

> ℹ️ **Helpful Hint:** This is an incremental update to the previous version.   For prerequisites, and additional *i*TPM technical details, **refer to release Notes for previous releases you didn't install**, available at www.i-TPM.com/admin-training-resources
>
> Perform admin tasks as outlined in 2.6 iTPM Administrator tasks (After every Install or Update)

2.0 Installing or Updating the _i_TPM Bundle

2.1 Prerequisites to first-time installation

You can skip this section if you have already installed _i_TPM and you are just updating _i_TPM.
Before you install the _i_TPM SuiteApp, these features must be enabled:

Go to _**Setup > Company > Enable Features**_.

    Company subtab
- Multiple Units of Measure

    Accounting subtab
- Accounting
- A/R
- A/P
- Accounting Periods

    SuiteCloud subtab
- Custom Records
- Advanced PDF / HTML Templates
- Client SuiteScript
- Server SuiteScript
- SuiteFlow
- Custom Transactions

_i_TPM will install with the following configurations, but may not work properly after installation:

⚠️ **Company Date Format Preference:**
Go to _**Setup > Company > General Preferences**_
    Date Format: M/D/YYYY, D/M/YYYY, DD/MM/YYYY or MM/DD/YYYY
    If your date format is not one of these, email support@cgsquared.com

⚠️ **If journal entries must be approved or have workflow, check this accounting preference:**
**Setup -> Accounting -> Accounting Preferences**
Under the _**General**_ subtab, if "_Require Approvals on Journal Entries_" is checked, you MUST also check "_Allow user events on bulk journal approval_" just below it.

⚠️ **Note**: If you use custom segments, email support@cgsquared to discuss customizing some _i_TPM forms and/or creating some scripts and configurations.

ℹ️ **Helpful Hint:** We recommend **"_Allow Non-GL changes is set by Default_"** is checked.
**Setup -> Accounting -> Accounting Preferences,** _General_ subtab, _General Ledger_ section.

⚠️ **Updates to _i_TPM in Production after the first install**:
Only Administrators can do the first-time install of _i_TPM. The user installing _i_TPM is the 'owner' of _i_TPM. CG Squared will push _i_TPM updates to production. After testing the new version in your sandbox, email support@cgsquared.com to request an update to _i_TPM in production.

2.2 First-time Sandbox or Production Install (Skip if Updating)

Bundle installation should generally follow the standard installation steps provided in the NetSuite Help Center topic *Installing Bundles into Your NetSuite Account*.

1. Confirm your account is not scheduled for maintenance when you want to install *i*TPM.
2. Confirm prerequisites in section 2.1.
3. Go to ***Customization > SuiteBundler > Search & Install Bundles*** to install the *i*TPM SuiteApp.

⚠️ **IMPORTANT: Do NOT use the Install process to UPDATE *i*TPM in your SANDBOX if *i*TPM is already installed in your sandbox. UPDATE, don't install. Installing could install two copies of *i*TPM in your sandbox, and require a sandbox refresh to fix.**

4. Use the following information to ***search*** for the *i*TPM SuiteApp:
   - **Bundle Name:** *iTPM : Trade Promotion Management*   **Bundle ID:** 312604

Search & Install Bundles

[Search]

Basic | Advanced

LEAVE THE KEYWORDS BOX BLANK AND CLICK SEARCH TO VIEW THE MOST POPULAR SUITEAPPS

KEYWORDS

iTPM

Installation Terms of Service

NAME	BUNDLE ID	VERSION	MANAGED	COMPANY NAME	PUBLISHER ID	CREATED ON	AVAILABILITY
iTPM : Trade Promotion Management	312604	20.1.2	Yes	CG Squared, Inc. - 0 - TSTDRV1500358		26-DEC-19	Shared

5. Click on the ***iTPM : Trade Promotion Management*** link
6. Click the ***INSTALL*** button.
7. Click the ***INSTALL BUNDLE*** button and follow directions. (Click *OK* to install the bundle).
8. After *i*TPM is successfully installed, be sure to perform Administrator tasks:
   a. See section   2.3 First-time Administrator Set-up Tasks (Skip if Updating)
   b. See section   2.6 Administrator tasks (First-time install or Update)

⚠️ **IMPORTANT: Install *i*TPM in your SANDBOX and/or Release Preview account for testing BEFORE installing in your live production account.** While *i*TPM is easy to install, and requires a minimum amount of effort to configure, **trade promotion has a material impact on your company's financial statements.** We recommend sandbox testing prior to go-live in production.

ⓘ **Note: If the Install button is NOT available**: *"You have not been granted access"* message.
   - The *i*TPM SuiteApp may not have been shared with your account. To get access to *i*TPM, contact the *i*TPM Help Desk at support@cgsquared.com.

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2.3 First-time Administrator Set-up Tasks (Skip if Updating)

⚠️ **Important: You, as *i*TPM administrator, are responsible for setting up preferences**, NetSuite settings, and performing other tasks that are required by this updated version of *i*TPM. Be sure to read ALL of the tasks in this chapter before you begin testing *i*TPM in your sandbox.

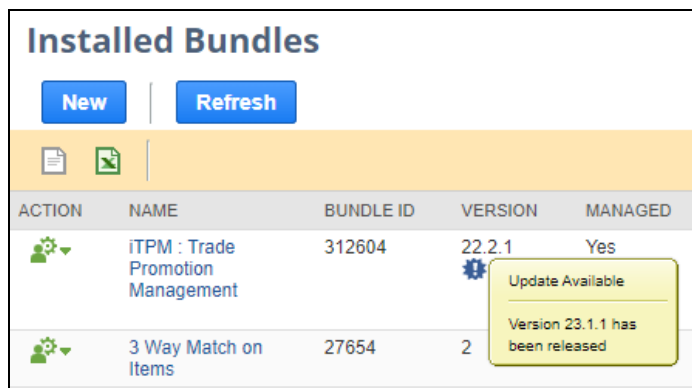Use Chapter 4 in the *Administrator User Guide* to setup and configure *i*TPM for the first time:

Setup tasks: (Skip bolded steps if only using Deduction Management)	Status / Notes
Step 1: Setup the GL-accounts for Trade Promotion	
Step 2: **Setup off-invoice discount item & statement charge item**	
Step 3: Setup *i*TPM Preferences	
Step 4: **Setup Promotional Activity (Optional)**	
Step 5: **Setup Promotion Types**	
Step 6: Setup Deduction Reason Codes, Research Status, Next Steps, & Group	
Step 7: **Flag Items available for *i*TPM allowances**	
Step 8: **Create NetSuite Item Groups for Allowances (optional)**	
Step 9: **Set the Default Sales Order Status and Configure Sales Order Report**	
Step 10: Setup *i*TPM roles and permissions	
Step 11: **Show both item code, display name, Review UOM Descriptions (optional)**	
Step 12: **Set NetSuite Accounting Preference for JE bulk approval (Optional)**	
Step 13: **Setup customers that apply off-invoice based on ship dates**	
Step 14: Dashboard Portlets, Workbooks and Reminders (optional)	
Step 15: **Configure Event-Based Accruals (Optional)**	
Step 16: **Update your new Item checklist / workflow**	
Step 17: Update your Month-end close checklist and reconciliation	
Step 18: TPM Cut-over date and legacy data options	
Step 19: Test your *i*TPM Setup	
Step 20: Document your transition plan for promotions / deductions	

2.4 UPDATE *i*TPM in your Sandbox (or Release Preview account)

Updating a NetSuite Managed Bundle should generally follow the standard NetSuite updating steps provided in the NetSuite Help Center.

To update the *i*TPM SuiteApp,

1. Confirm your account is not scheduled for maintenance when you want to update *i*TPM.
2. Go to **Customization > SuiteBundler > Search & Install Bundles -> LIST**.
3. Scroll up/down and find *i*TPM.
4. If *i*TPM is already installed in your account, NetSuite will show you that an update is available.

5. Click on the [icon] green person/gear to the left of *i*TPM for a drop-down menu.
6. **On the drop-down menu select *UPDATE*.** (DO NOT SELECT UNINSTALL)

Installed Bundles

ACTION	NAME	BUNDLE ID	VERSION	MANAGED
[icon]	iTPM : Trade Promotion Management	312604	22.2.1	Yes
[icon]	3 Way Match on Items	27654	2	

Update Available — Version 23.1.1 has been released

7. Follow the NetSuite update steps.

   a. Click UPDATE BUNDLE.

   Preview Bundle Update

   [Cancel] [Update Bundle]

   b. Click OK.

   system.netsuite.com says

   This will update the bundle's full contents to match the latest version from the bundle author.
   WARNING: incompatible changes made to custom records and fields may cause data you've entered to be deleted.
   You might want to back up such data before updating. Proceed?

   [OK] [Cancel]
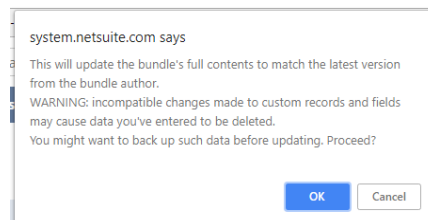
   c. Click REFRESH to see the status of the *i*TPM update.

   ## Installed Bundles

   [New] | [Refresh]

After *i*TPM is updated, be sure to perform ALL administrator tasks listed in section 2.6.

2.5 UPDATE *i*TPM in production

ONLY CG Squared can push updates of *i*TPM in production accounts. Contact CG Squared to request your production account be updated to this *i*TPM version.

Make sure your account is not scheduled for maintenance when you are updating *i*TPM.

1. Go to Setup-> Company -> Administrative Notifications
2. Go to the *Confirmed* subtab and sort the notices so the newest notices are on the top.

Administrative Notifications

| Edit | Back |

| Options ▾ | **Confirmed ▾** | Pending Confirmation |

| | | | | 1 |

NOTIFICATION TYPE	CONFIRMED BY	DATE CONFIRMED ▾	MESSAGE TEXT
Scheduled Maintenance	Giriesh Gunturi	3/27/2019 2:25 pm	As a courtesy, this communication is to notify you of scheduled downtime for your NetSuite account(s) during a planned maintenance window as we perform hardware maintenance. Account TSTDRV1837465 is **scheduled for maintenance downtime on March 28, 2019 from 11:00 pm to 12:00 am (Eastern Daylight Time).**

3. Look at the list and confirm there is no maintenance or down-time scheduled. Postpone your *i*TPM update if your account is scheduled for maintenance or downtime.

⚠️ **IMPORTANT: DO NOT UNINSTALL *i*TPM from your live production account.**
Doing so after go-live will result in the loss of *i*TPM data, including all promotional data and custom transaction records that resolve your short-pays.

⚠️ **IMPORTANT: UPDATE *i*TPM in your SANDBOX and/or Release Preview account for testing BEFORE UPDATING *i*TPM in your live production account.** While *i*TPM is easy to update, **trade promotion has a material impact on your company's financial statements.** We recommend sandbox testing prior to updating in production.

1. Before you request *i*TPM to be installed for the first time, confirm your production account has all of the necessary prerequisites.

2. Email support@cgsquared.com to let us know you want *i*TPM installed in your production account. CG Squared will typically push the update after business hours, as recommended by NetSuite. Your administrator will receive notification that *i*TPM has been updated.

3. **After the update is done, review and perform the administrator tasks listed in section 2.6.**

ℹ️ **Note:** After *i*TPM is updated, sometimes we see a few script errors. That's because a script from our older managed bundle is still running or hasn't been reset. We typically only see these errors after the update and before 12 midnight on the day *i*TPM is updated. You'll see "module not found" and similar messages because the old script has been replaced by a new script in the updated managed bundle.
Email support@cgsquared.com if you observe NetSuite error messages for *i*TPM the day after *i*TPM has been updated.

2.6 *i*TPM Administrator tasks (After every Install or Update)

⚠️ **Important:** If you skipped any *i*TPM updates, be sure to read the release notes for previous versions. You may need to perform some or all of those administrator tasks for the previous versions. If in doubt as to what tasks to perform after *i*TPM is updated, contact support@cgsquared.com.

Note: The subsidiary in NetSuite NON-One World accounts may not be populated on the first install of NetSuite. See section 4.3 in the Admin User Guide on how to populate subsidiary in *i*TPM Preferences.for Non-One-World.,

Task #1: **If you or the CG Squared team created any custom support scripts, it is important to review support scripts. They may need updating by the CG Squared team.**

TASK #2 OPTIONAL: **Make these changes for custom roles** for access to these deduction buttons:
- Add FULL permission to the deduction permission custom record =FULL for any user that needs access to the CHANGE CUSTOMER button. (You can keep the deduction transaction record permission = EDIT)
- DELETE button on deductions needs "- *iTPM Deduction Delete*" permission = FULL.
- More details on role permissions in Chapter 5 of the iTPM Admin User Guide.

TASK #3: **Review schedule and unscheduled MapReduce scripts** for your organization:
- If *i*TPM applies discounts to sales orders, you'll need to also schedule the *Remove NBOI* script.
  - You may also need to make the "**No overlapping promotions/override**" checkbox visible in your sales order form.
  - You may need to make the "**Do not apply iTPM discounts**" checkbox visible in your customer record.
- If your organization uses KPIs by period, review the period share MR script schedules.
- See Admin User Guide for more details. Sections 1.8, 1.13, and 6.9

    UN-SCHEDULE these Map Reduce scripts, these scripts are now chain-run by another script.

- - iTPM - Create Promo Linked Records
- - iTPM - MR Accrual CorrectAdjustment
- - iTPM - MR Deduction Bulk Expense
- - iTPM - MR Estimated Accruals
- - iTPM - MR Draft Promo Calculations
- - iTPM - MR KPI New Calculations
- - iTPM - MR KPI Summary Field Calcs (customdeloy_itpm_mr_kpi_sum_field_calc2)
- - iTPM - MR KPI Summary Field Calcs (customdeloy_itpm_mr_kpi_sum_field_calc)
- - iTPM - MR LumpSum Accruals
- - iTPM - MR Overpay Accruals
- - iTPM - MR Schedule KPI Queue
- - iTPM - MR Overnight Allowances sold

⚠️ **IMPORTANT: If you have custom support scripts, the standard iTPM script must be un-schedule and undeployed after iTPM is updated.** Email support@cgsquared.com for help updating iTPM in your NetSuite instances.

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The list below shows typical scripts that should be scheduled if you use all *i*TPM modules.:
- If you don't use *i*TPM to apply off-invoice to sales orders, don't schedule this:

customdeploy_itpm_mr_nboi_rem_discounts	- iTPM - MR NBOI Processing

- If you don't use the iTPM Excel planner, then you don't need to schedule this:

customdeploy_itpm_mr_plan	- iTPM - MR - Plan to Promotion(Sc)

These are the typical iTPM SCHEDULED scripts:
For Deduction CSV splits, you will also need to schedule *- iTPM Deduction Split CSV Import Task*
If you only use the deduction module, only schedule the 6 yellow-highlight scripts below:

ID	SCRIPT ▲
customdeploy_itpm_promodeal_cpy	- iTPM - Copy Promotion
customdeploy_itpm_ddn_splitcsvtaskimport	- iTPM - Deduction Split CSV Import Task
customdeploy_itpm_mr_allcontrbtnfordraft	- iTPM - MR All ContributionForDraft(SC)
customdeploy_itpm_mr_allocationcontrbtn	- iTPM - MR Allocation Contribution(SC)
customdeploy_itpm_mr_apply_detachec_inv	- iTPM - MR Apply Detached Invoice
customdeploy_itpm_mr_ddn_splitprocess	- iTPM - MR Deduction Split Process
customdeploy_itpm_mr_ddn_writeoff	- iTPM - MR Deduction Write-Off(Sc)
customdeploy_itpm_mr_delete_period_share	- iTPM - MR Delete Period Share Records
customdeploy_itpm_mr_est_qty_update	- iTPM - MR Estimated Quantity Update
customdeploy_itpm_mr_delete_processplan	- iTPM - MR Inactive Related Records(Sc)
customdeploy_itpm_mr_inactive_relatedrec	- iTPM - MR Inactive Related Records(Sc)
customdeploy_itpm_mr_kpi_sum_field_calc3	- iTPM - MR KPI Summary Field Calcs
customdeploy_itpm_mr_nboi_rem_discounts	- iTPM - MR NBOI Processing
customdeploy_itpm_mr_nongl_mass_update	- iTPM - MR Non GL Mass Update
customdeploy_itpm_mr_promo_period_share	- iTPM - MR Promotion Period Share
customdeploy_itpm_mr_schedule_kpi_queue	- iTPM - MR Schedule KPI Queue
customdeploy_itpm_mr_settlementlines	- iTPM - MR Settlement Lines
customdeploy_itpm_mr_transaction_accrual	- iTPM - MR Transaction Accruals (Sc)
customdeploy_itpm_delete_promotion_recor	- iTPM Delete Promotion Record
customdeploy_itpm_mr_allow_new_item_grp	- iTPM MR Allowance for New Item(Sc)
customdeploy_itpm_mr_bulk_settlement_pro	- iTPM MR Bulk Settlement Process
customdeploy_itpm_mr_kpi_deletequeuerec	- iTPM MR Delete KPI Queue Records
customdeploy_itpm_mr_overnight_proplan	- iTPM MR Overnight Process Plan
customdeploy_itpm_mr_sc_rel_ddn_update	- iTPM MR SC Related Deduction Updation
customdeploy_itpm_update_pr_period_share	- iTPM MR Update Promotion Period Share

TASK #4: If you skipped updating to a version of iTPM, you may need to populate this parameter in the "-*iTPM SU Mass Copy Promotions*" script".   (**Suitelet**)   (or .- iTPM Promotion)

TASK #5: If you are updating *i*TPM with 21.2.1 from an older version of *i*TPM, you may need to populate some of these fields in the script "*- iTPM - Deduction Buttons*":   (**User Event** on the record type = '- iTPM Deduction record'.

TASK #6: If you are using the new Sales Order EDI report, you'll need to configure the parameter in the script so *i*TPM knows what field stores the customer requested price. This is used to compare the customer's price to the sales order and *i*TPM expected prices: (**Suitelet**)

Below are example internal IDs. Your external ID will be different. You can also use blank parameters and run the report without comparing *i*TPM values to your EDI values.

Script Deployment

Edit   Back | Actions ▾

SCRIPT - iTPM SU SO EDI Report	STATUS Released
TITLE - iTPM SU SO EDI Report	EVENT TYPE
ID customdeploy_itpm_su_so_edi_report	LOG LEVEL Debug
✔ DEPLOYED	EXECUTE AS ROLE Current Role
	☐ AVAILABLE WITHOUT LOGIN
	URL /app/site/hosting/scriptlet.nl?script=1944&deploy=1

Audience •   Links   **Parameters** •   Execution Log   System Notes

- ITPM EDI UOM FIELD INTERNAL ID custcol_itpm_edi_uom	- ITPM EDI PRICE FIELD INTERNAL ID custcolreq_price

TASK #6: OPTIONAL: You may need to change the following if you customized *i*TPM
- If you changed links in the *i*TPM center tab menus, you may need to edit the menu so it points to your customized form, report, and or list view.
- If you changed frequency for any *i*TPM scripts, they may revert back to the default frequency after *i*TPM is updated. Edit these scripts and change the frequency as needed.

TASK #8: If you installed _i_TPM before November 2021,
- Confirm these records are in your "- _iTPM Accrual Event Type_" Custom list
- Go to _Customization -> Lists, Records & Fields -> Lists_
- If missing, contact CG Squared to add these records by CSV import if your list is locked.
- NOTE: You may need to make the Settlement ID=6 record ACTIVE.
- Contact _i_TPM support if your records are locked.

iTPM accrual event type

Page: **- iTPM Accrual Event Type**

Page: **New - iTPM Accrual Event Type**

Transaction: Commer
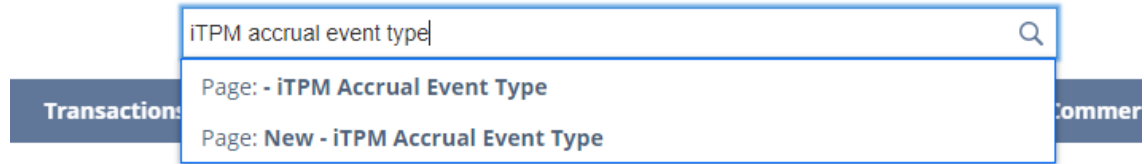
INACTIVE	EDIT | VIEW	INTERNAL ID ▲	NAME
☐	Edit | View	1	Transaction
☐	Edit | View	2	New Promotion-LS
☐	Edit | View	3	Promotion Edited-BB
☐	Edit | View	4	Promotion Closed
☐	Edit | View	5	Promotion Re-Opened
☐	Edit | View	6	Settlement
☐	Edit | View	7	Manual Adjustment
☐	Edit | View	8	Overpay - Lump Sum
☐	Edit | View	9	Overpay - Bill Back
☐	Edit | View	10	Correct/Adjustment
☐	Edit | View	11	Promotion Voided
☐	Edit | View	12	New Promotion-BB
☐	Edit | View	13	Promotion Edited-LS
☐	Edit | View	14	Period-Based

SHOW INACTIVES   EDIT   QUICK SORT   TOTAL: 14

Task #9: If you installed _i_TPM before January 2021, you may need to configure **promotion approval levels** in _i_TPM Preferences and in the roles that approve promotions.
- Enable auto-approve by promotion type
- You have more control over promotion approvals by role
  - Total Estimated Spend that can be approved
  - Is the role allowed to approve back-dated promotions?
  - Is the role allowed to approve promotions they create?
- See section 1.14 in the Admin User guide for more details

Task #10: If you installed *i*TPM before January 2022, and use the promotion planning module, enter "- *iTPM EstQty Options*" in your global search:

iTPM estqty opt

Page: **- iTPM EstQty Options**

Page: **New - iTPM EstQty Options**

Files   **Transactions**   **ommerce**   **S**
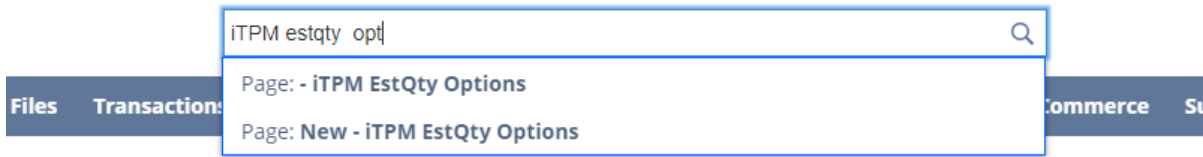
- iTPM EstQty Options List   List   Search   Audit Trail

VIEW Default ▼   **Customize View** | **New - iTPM EstQty Options**

➕ FILTERS

					EDIT	QUICK SORT		TOTAL: 8

SHOW INACTIVES

EDIT | VIEW	INTERNAL ID ▲	NAME
Edit | View	1	Total Quantity
Edit | View	2	Total & Base
Edit | View	3	Total & Incremental
Edit | View	4	Base & Incremental
Edit | View	5	Base & % lift
Edit | View	6	Revenue & % lift
Edit | View	7	Revenue & Incremental
Edit | View	8	Total Revenue

You may need to add these records.

Contact your *i*TPM support team to perform this task. Because this list is locked, these will need to be added by CSV import.

Add	Revenue & % lift	ID=6
Add	Revenue & Incremental	ID=7
Add	Total Revenue	ID=8

TASK 11: If you skipped a few updates to *i*TPM and your organization uses *i*TPM to apply off-invoice discounts to sales orders, you should confirm that the "*iTPM Discounts Applied?*" field is applied to the sales order transaction lines.
- Go to *Customizations->List/Records & Fields->Transaction Line Field* then select "*iTPM Discounts Applied?*"
- Make sure this field is applied to your sales order form.
- See section 4.9 in the Admin User Guide for details.

TASK 12: Confirm the parameter in the script "- iTPM - Promotion Processing" is populated with these values: *"-iTPM Estimated Quantity"*   (**User Event**, with record type = "- iTPM Promotion")

Task #13: If you installed *i*TPM before January 2022, if you have a role that says "Role needs permission to manage periods" to delete the deduction, then make this change: (**Suitelet**)

iTPM

Task #14: If you installed *i*TPM before January 2022, and you want to use *i*TPM reason codes in your credit memos, confirm the *i*TPM reason code field is applied to the lines of the credit memo form that you'll use to create *i*TPM deductions:
1. ***Customization -> Lists, records and fields -> Transaction Line fields***
2. Look for and find "***iTPM Reason Code for Deductions***", and click on the link.

3. Click on **APPLY TO FORM**S

4. Look for the row with the sale order you use, and **check the checkbox** to SHOW reason codes in the form.
5. SAVE

Task #15: If you updated iTPM to 22.2.1, confirm this parameter is checked in "- *iTPM - MR Estimated Accruals*" AND "- *iTPM - MR Estimated Accruals2*" (**Map Reduce** script)
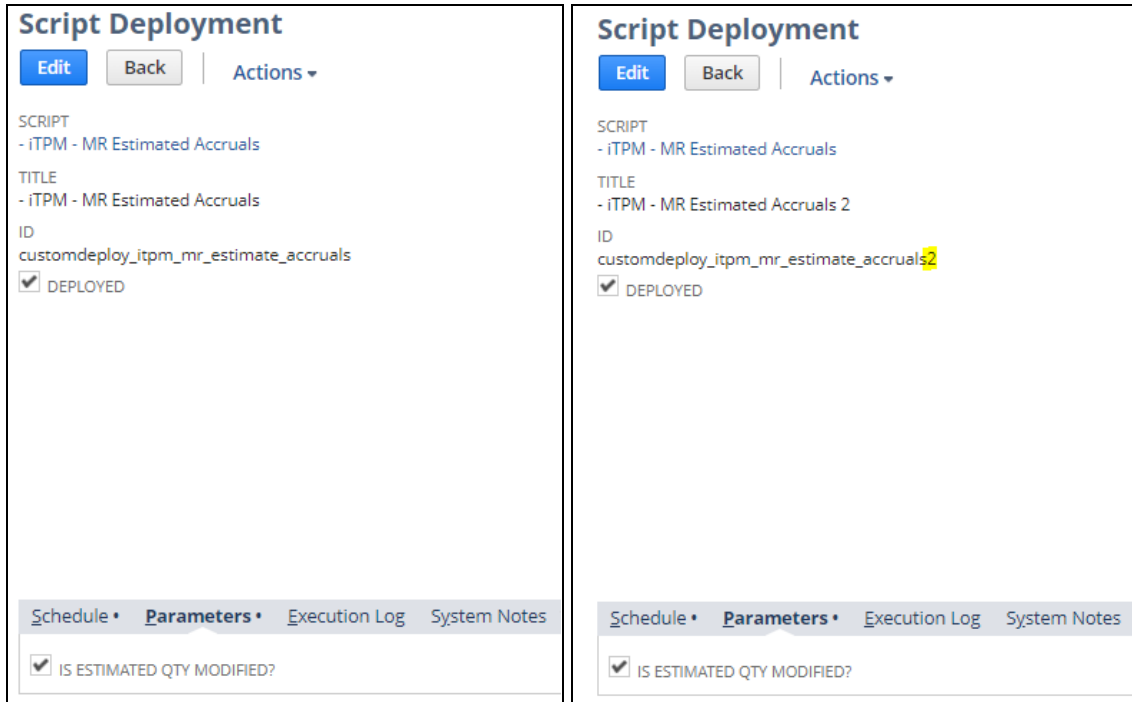
Task #16: If you use *i*TPM to apply off-invoice to sales orders, it is always good to confirm this:

Make sure the field *"iTPM discounts applied?"* is applied to your sales order.

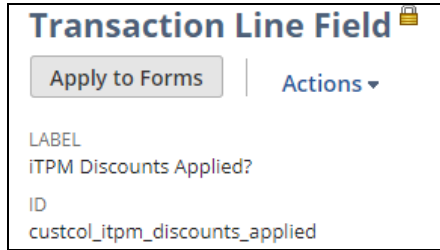(From section 4.9 in the Admin User Guide)

If you skipped a few updates to *i*TPM and your organization uses *i*TPM to apply off-invoice discounts to sales orders, you should confirm that the "*iTPM Discounts Applied?*" field is applied to the sales order transaction lines.

- Go to *Customizations->List/Records & Fields ->Transaction Line Field*
- Select "*iTPM Discounts Applied?*"

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*i*TPM
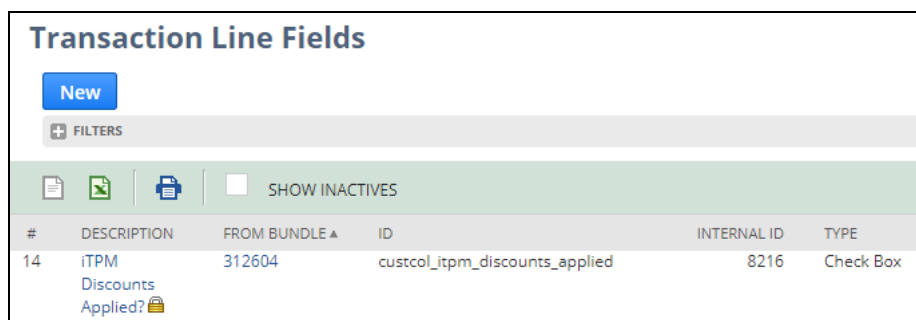
- Click the "Apply to Forms" button

Transaction Line Field 🔒
[Apply to Forms] | Actions ▾

LABEL
iTPM Discounts Applied?

ID
custcol_itpm_discounts_applied

- Make sure this field is applied to your sales order form.

FORM NAME	FORM TYPE ▾	SHOW
Z - Work Order	Work Order	☐
Work Order with Quality Control	Work Order	☐
HM Vendor Return Authorization	Vendor Return Authorization	☐
HM Transfer Order	Transfer Order	☐
BOGO Online Order - Cash Sale	Sales Order (External)	✔
Distribution Online Order	Sales Order (External)	✔
Distribution Online Cash Sale	Sales Order (External)	✔
Custom Online Order - Cash Sale	Sales Order (External)	✔
Z - HM Sales Order Form	Sales Order	✔
Multi-Ship To / Multi Location Order	Sales Order	✔
HM Sales Order - Cash Sale	Sales Order	✔

Items •   Expenses •
[Mark All]   [Unmark All]   [Reset Labels]

Task #17: OPTIONAL If you created Event Plans and if you imported and used percent lift to calculate your estimated volume, then be aware that updating to 23.1.2 will cause your stored lift to be lost.

S-04103: Percent lift in the Event Plan must allow a number greater than 100.

Here are the steps your iTPM support team will do for you.

- Export your Event Plan data prior to updating to iTPM 23.1.2
- Update iTPM to 23.1.2
- Import the % lift

Note: This does NOT apply to you if

- You don't create Event Plans in the Annual Planner
- If you don't use % lift.
- If all your Event Plans are already approved status promotions. The script does not update promotions in approved status.

Task #18: OPTIONAL   If you use iTPM to apply off-invoice discounts to sales orders, these steps enable " **Apply or ReApply Discounts**" and "**Process OI Now**" buttons on the sales order form that will save you mouse clicks:

      Step 1: Go to **Customizations -> Scripting -> Scripts**
      Step 2: Set filter to see scripts from bundle 312604, and User Event
      Step 3: Select the script **- iTPM Button on Sales order**

Step 4: Go to **Deployment** subtab and open the deployment script. (Click on *Sales order* link)

Step 5: EDIT, check the DEPLOYED deployed checkbox, then click SAVE.
      (If Status is *Testing*, change to *Release,* and Log level = error.)
      Now Buttons will appear on the sales order as designed

Task #19:   If you use Period Accruals, make sure you review the parameters in each of the

Make sure the **parameters** in step 15c in the Admin User Guide are populated correctly.

- User Event Script: - iTPM Period Based Accruals
- Suitelet: - iTPM SU Period Based Accruals
- Suitelet: - iTPM Period Based Exclude Customers
- Map Reduce Script: - iTPM MR Period Based Tranactions

2.7 Suggested Sandbox Testing

The following are suggested use-cases *i*TPM administrators should add to your standard testing scripts:

- We recommend clients that have sandboxes test *i*TPM before updating their production account.

⚠ **Note: If you installed the *i*TPM managed bundle, your user ID cannot be used for role-based testing.** As the implementer, your ID may show workflow buttons that should not be visible based on the role you are testing. **Role-based testing should be done with user IDs that have not installed or updated the *i*TPM managed bundle**.

⚠ **IMPORTANT: Install *i*TPM in your SANDBOX account for testing *BEFORE* installing in your live production account.** While *i*TPM is easy to install, and requires a minimum amount of effort to configure, **trade promotion has a material impact on your company's financial statements.** We recommend sandbox testing prior to go-live in production.

⚠ **Important: You, as *i*TPM administrator, are responsible for setting up any new preferences**, NetSuite settings, and performing any other tasks that are required by this updated version of *i*TPM. Be sure to read ALL of the tasks in this chapter before you begin testing *i*TPM in your sandbox.

⚠ **Important:** Your organization is responsible for configuring the GL-account for open deductions and other *i*TPM financial configurations. Always create and resolve deductions in your sandbox before implementing them in production. Run financial reports to confirm the financial impact is correct and acceptable to your organization. **It is possible to incorrectly configure the open deduction GL account, reason codes, promotion types, etc. in a way that creates 'bad data'. You are responsible for confirming the GL impact of your *i*TPM configurations.**

ⓘ **Helpful hints for testing in Release Preview Accounts:** Schedule scripts do not run in release preview accounts. To run *i*TPM scheduled scripts manually, go to section 6.9 in the Admin User Guide.

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*i*TPM

2.8 *i*TPM Tasks After a Sandbox Refresh

As a NetSuite administrator, you have the ability to schedule map-reduce scripts.

- In NetSuite 2023.1 and newer, a sandbox refresh changes all scheduled scripts to UNSCHEDULED.
- These are the typical iTPM SCHEDULED scripts:
- These are steps to re-schedule *i*TPM scripts after your sandbox refresh:
    1. Login to production to get a list of scheduled scripts in production
    2. To view these scheduled scripts,
        - go to ***Customization -> Scripting -> Script Deployments***,
        - set the *TYPE* filter to *Map/Reduce*, and
        - Status to *Scheduled.*
        - Sort the list on script NAME so the iTPM scripts sort to the top.
        - Print or save the list
    3. Login in your sandbox.
    4. To view MR UNscheduled scripts,
        - go to ***Customization -> Scripting -> Script Deployments***,
        - set the *TYPE* filter to *Map/Reduce*, and
        - Status to UNSCHEDULED*.*
        - Sort the list on script NAME so the iTPM scripts sort to the top.
        - For each scheduled script in production….
            - EDIT each UNSCHEDULED script in your sandbox that should be scheduled.
            - Change the script to SCHEDULED, and
            - SAVE.

3.0 Support

3.1 Troubleshooting

Email your issues to support@cgsquared.com.

Please include the following in your email to *i*TPM support:

- Your name, your NetSuite role, and the sandbox or account with the issue.
- Describe the issue.
- If appropriate, describe the steps or actions that led up to the issue.
- Add screenshots if possible.
- Give us contact information, along with your current timezone.
- Replies to support emails do NOT create new support tickets, it just adds to the email thread.

3.2 Contacting Support

There are two 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/admin-training-resources for User Guide PDFs and Training videos. Documentation also available at: www.i-TPM.com/planning-resources www.i-TPM.com/deduction-management www.i-TPM.com/apply-off-invoice www.i-TPM.com/analytics www.i-TPM.com/annual-planning
Email	Just email your question or issue to support@cgsquared.com.

4.0 Terms and Conditions

4.1 NetSuite Disclaimer

NetSuite does not test, approve, or support SuiteBundles developed by our partners or our customers.

NETSUITE MAKES NO WARRANTIES OF ANY KIND RELATED TO BUNDLES, INSTALLATION OF A BUNDLE IN A NETSUITE ACCOUNT OR ITS USE WITH A NETSUITE ACCOUNT, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND NETSUITE SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT OF THIRD PARTY RIGHTS, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, NETSUITE DOES NOT REPRESENT OR WARRANT THAT USE OF THE BUNDLE WILL MEET YOUR REQUIREMENTS OR THAT YOUR USE OF NETSUITE SERVICE WITH THE BUNDLE WILL BE UNINTERRUPTED, TIMELY, SECURE OR FREE FROM ERROR.

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4.2 *i*TPM Terms and Conditions

By installing the *i*TPM managed bundle, you accept your **_i_TPM Acceptance Form Agreement** entered into between the purchasing company ("**Customer**") and CG Squared, Inc. (**CG²**), and agree to be bound by the **_i_TPM License Agreement**, www.i-TPM.com/professional-services-agreement, incorporated as **Exhibit A**, and the **Professional Services Agreement**, www.i-TPM.com/professional-services-agreement, incorporated as **Exhibit B**.

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