Integrated Trade Promotion Management

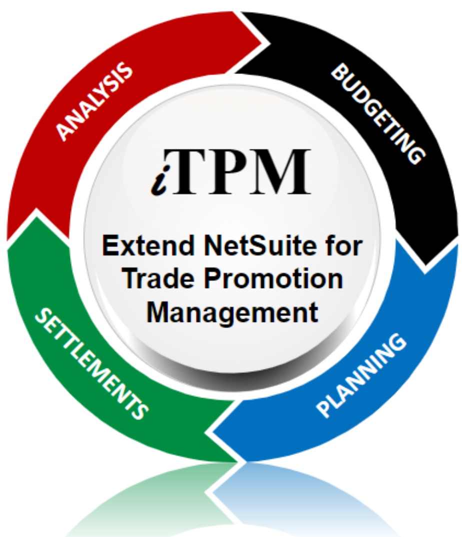
Built for ORACLE NETSUITE
Native SuiteApp

iTPM Admin Release & Install Notes

Version 24.1.1 Update

January 2024 version

Revised January 15, 2024



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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.

Quick Reference: UPDATE *i*TPM to version 24.1.1

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 24.1.1 before *i*TPM 24.2.1 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 24.1.1 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 24.1.1. 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.	

1.0 Overview

1.1 Enhancements in iTPM 24.1.1

The following changes were made to iTPM are included in iTPM version 24.1.1.

- iTPM 24.1.1 will be tested with NetSuite 2024.1, and submitted for re-certified as Build-for-NetSuite
- This list begins with Agile Development iteration #275 through #302 :
- **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 iTPM 23.2.1:

Re-publish 23.2.1 to unlock some scripts to fix issues, including a new check box in the credit memo, "Create deduction on save".

- S-04220: The debit amount in the Financial Accrual sublist under the Accrual subtab in the promotion should be changed to 'foreign currency'.
- S-04226: Period accruals: Discounts items in the invoice should create negative accrual amounts.
- S-04229: Fix transaction line amounts in the period accruals.
- S-04238: Period accruals. Script is not creating accruals for include-attribute selections.
- S-04235: Check the NetSuite "Subsidiary enabled" setting in scripts for issue I-02414.

Iteration 276:

- S-04235: Cosmetic change: Move a field on the deduction form.

Iteration 277

- D-01487: When revenue $ are 0, Process Plan should not create an error process message.
- S-04242: Show "foreign currency" amount in the header of the iTPM Accrual record.
- S-04239: Center Tab for accounting needs the same iTPM menu for accrual setup as the classic center.

Iteration 278

- **S-04243: New Features in the deduction settlement form: *Related Promotions* and *Change Promotion Customer*.**

Republish 23.2.1: Includes new features in the settlement form

- S-04244: Add the word "Setup" to the name of this accrual list.
- S-04262: Add subsidiary filter to the related promotions result set, to make sure the promotion subsidiary always matches the deduction subsidiary.
- D-01489: Deductions are auto-created from a credit memo every time a credit memo is saved.

Republish iTPM 23.2.1 to fix D-01489

Iteration 279

- S-04036: Create a sub-set of Process Plan functionality that works on approved status promotions. This can be deployed to customer instances as needed to fix issues. It is not included in the iTPM bundle.
- D-01492: The Plan to Promotion script creates planning record in the promotion with Processed?=Yes. It should always be set to Processed?=No.
- S-04268: Under some situations where a NetSuite account has thousands of customers and millions of historical sales records, process plan gets stuck.
- S-04271: Fix the Period-to-Promotion issue, where the date validation for m/d/yyyy format does not work correctly if the company format is d/m/yyyy.
- Iteration 280
- D-01488: Fix date issue in the Resolution Queue, when the company date format is different from the user's local date format, the settlement year and date could be incorrect.

Iteration 281

- D-01493: Fix the missing subsidiary value when creating Settlement Adjustments for Non-One-World NetSuite Accounts.
- D-01490: Add subsidiary logic for the "Resolve Deductions" button in Non-OW NetSuite accounts.
- S-04278: Allow the Plan-to-Promotion script and the Process Plan scripts to work when there a parent has thousands of sub-customers.
- **S-04294: Refactoring: When expensing a deduction as part of a split, the deduction should be go into the Expense queue instead of a separate split process.**
- D-01495: Class was not populating in journal entries that were created using the Expense Queue. (Mass Expense and Expense buttons)
- S-04284: Period accruals should use 'date-created instead of 'date last modified'.

Iteration 282

- S-04304: Period Accruals should include "Cash Sales", not just invoices.
- S-04305: Period Accruals should include all items, not just items with "Available for iTPM?" checked.

Re-publish 23.2.1 for unlocking some scripts so we can work on defects in NetSuite Non One-World accounts

- S-04309: Simplify the list of iTPM journal entries to just the iTPM amount. Don't show both debit and credit amounts, just the amount.
- **S-04252: Add filters to the settlement forms, "Change Promotion Customer" and "Related Promotions"**
- D-01493: Fix a missing subsidiary value when creating a Settlement Adjustment in Non-OW NetSuite accounts.

Iteration 283

- S-04318: Add view permission for "Custom Lists" to all iTPM role.
- S-04318: Change logic, so no financial event-based accruals are created using the correction/adjustment log records.

Iteration 284

- S-04315: Plan-to-promotion: Change the logic that checks for duplicates when the Group?=no option is used in the plan. Without this change, sometimes the plan was incorrectly identified as a duplicate.
- **S-04074: Add new fields in the deduction record under the Custom subtab to support reporting of closed deductions: Date closed, Date reopened, and Date previously closed.**
- S-04331: Create new fields to store the deduction resolution date in the deduction; date resolved, and date previously resolved, and date reopened.
- D-01497: Financial Event accrual reversals didn't have the GL impact reversed.

Iteration 285

- D-01498: Fix the issue where the subsidiary field for deductions in the settlement queue is not populated correctly for NetSuite One-World accounts. (Resolve Deduction button on the promotion)
- D-01499: Sometimes the level 3 promotion approval level doesn't work as expected.
- S-04306 Put the deduction # and clickable link into the settlement buttons, "Change Promotion Customer" and "Related Promotions" forms.:
- **S-04312: Enable the "%" wild card search feature in the Related Promotion button search form.**
- S-04340: Add Mass Status Change queue permission to the iTPM Support Admin role.
- S-04345: Add promotion # to the Expense Queue list view.

Iteration 286

- D-01494: Fix an issue with Adjust Spend settlements where the settlement date was not correct when the user's date format was different from the company date format.
- **S-04333: Populate Department in the event-based financial accruals using the department value in the configuration record.**
- **S-04334: Populate Department in the period-based financial accruals using the department value in the configuration record.**
- **S-02881: New "Quick Edit" button on the promotion allows users to make minor changes to the promotion without triggering a KPI refresh.**
- S-04336: Minor change to logic for the deduction's "date previously resolved" field to support running the MR script multiple times a day. (See also S-04339)
- **S-04339: Update the deduction "days aged" formula in the deduction to use date resolved. (See also S-04336)**

Iteration 287

- D-01432: The END PROMOTION button changed the promotion status when it should only change the promotion dates.
- S-04356: Have the Mass Expense script chain run the new 'resolved on' script.
- S-04359: The VOID or CHANGE button should not be visible on promotions with accrual records.
- S-03443: **Populate a new field in the settlement called 'created-by' with the user's name that created the resolution, including settlements that were created through the Resolutions Queue.**
- S-04324: Change how the copy promotion button works, so that it can work when there are more than 80k customer records in the NetSuite account.
- **S-04360: Move the promotion owner to the header to make it easier to see who owns the promotion.**

Iteration 288

- S-04347: Change the MR script that deletes inactive voided promotions to also delete promotions in draft status.
- S-04358: Change the Mass Status Change banner from blue to yellow, and change the warning text.
- **S-04314: Populate a new field in the journal entry called 'created-by' with the user's name that created the resolution, including JEs that were created through the Deduction Expense Queue.**
- S-04367: Show and allow the UPDATE ESTIMATE button on promotions that are pending approval, not just approved status promotions.
- S-04254: Change Process Plan to ignore nulls and zeros when determining the method of data import.
- S-04343: Create reminders that show what promotions have their KPIs being refreshed.

Iteration 289

- D-01504: Fix an issue where the lump-sum is changed, and the accrual log and financial accrual reversal uses the old lump sum amount instead of the most recent lump-sum.
- **S-04362: Create a new role permission for the CLOSE PROMOTION button.**
- **S-04311: When resolving deductions starting on the deduction, create a new FILTER button on the settlement form to filter the promotion list.**
- **S-04383: Add filters fields to the Change Promotion Customer button on the settlement form list of promotions.**
- S-04384: Change the Process Plan message with different text when the GL account is null in the planning record.

Iteration 290

- **S-04382: Set up two separate iTPM menus, one for event-accruals, and one for period-accruals.**
- S-03849: Expense Queue reason codes are not filtered by subsidiary.
- S-04144: Filter the reason code drop-down for the selected subsidiary in the Mass Non GL update form.

Iteration 291

- **S-04400: Enhance Mass Expense to populate a field in the expense queue with the user and change the Expense Queue script to use this new field.**
- D-01507: Fix and issue with Mass Expense / Bulk Expense where deductions in the expense queue were generating script errors.
- S-03586: Add a validation to ensure the deduction currency is the same as the promotion currency
- S-04404: Add the "- iTPM Promotion Period Share" permission to the "- iTPM Admin Role"
- **S-04396: Enhance the script that applies discounts to sales order to support overlapping Fixed-Prices discounts for the same item in a sale order.**
- S-04412: Change the column title "Name" to "Promotion Title / Reference Code" in promotion lists.

Iteration 292

- **S-04352: Add iTPM -> Help -> Accruals to the iTPM menus**
- S-03586: Add a settlement validation to ensure currency of the deduction is the same as the promotion.
- S-03494: Simplify the existing Actions-> Copy and Mass Promotion process to work the same way as the Copy Promotion button.
- **S-04405: In the promotion, under the Planning subtab, add Source as a column in the monthly forecast grid.**
- S-04409: Change the text in the promotion type form, to "Do not update liability based on actual shipments"
- S-04403: The Plan to Promotion script should create a date error message if either the start or end ship dates are null.
- S-004394: Change process plan to create allowances even when the base price is null. [See also S-04034]

Iteration 293

- D-01509: The Plan to Promotion script does not honor the Group? = NO checkbox when creating new promotions.
- **S-04350: Add a new validation to the Plan to Promotion script to prevent bad data. If the % lift or % discount or % redemption is less than .1, then assume the import was stored in Excel as a fraction and times the value by 100.**
- S-04414: To eliminate NBOI script errors, have iTPM skip memorized sales orders when applying off-invoice discounts.
- S-04419: Don't show "Please wait while applying iTPM discounts…" on memorized sales orders, and exclude memorized sales orders in saved search reminders for sales orders.
- **S-04418: Eliminate the "Actual Spend" KPI delay in the "Resolve Deductions" form and the "Promotion List: form when resolving deductions.**

- D-01510: Sometimes the GL in the planning record is not populated. Create workflow so that it is always populated.
- S-03878: Plan to Promotion Script: Add a new promotion # link field to the plan form under the System Info tab to better link plans and promotions for NetSuite workbook analysis.
- Iteration 294
- S-04420: Change text in the banner on the Mass Status change form: 160 to 125
- S-04421: Change the SO banner "Please wait while removing discounts.." to ONLY include sales orders that are "pending approval" and "Pending Fulfillment" status.
- **S-04325: Enable NetSuite TASKS in the promotion form under the Communication form.**
- **S-03993: New checkbox option in the promotion type to change the settlement GL for this year, last year, or post-audit year based on comparing the promotion end date to today's date.**

Iteration 295

- S-04337: New parameter in the script. When checked, assigned-to in a newly created deduction from a credit memo is the sales rep of the deduction customer. Unchecked assigned-to is the person creating the deduction.,

Iteration 296

- D-01513: Stored credit amount is not always populated in the settlement. (Similar to D-01477)
- S-04440: Add "event" to the form, now called "- iTPM Event Accrual Setup"
- D-01512: Customer was blank in some Event Accrual Records.
- D-01515: The Update Estimate form should filter out inactive items.
- S-04433: Add a checkbox to deduction to identify if the deductions were created by the Quick Split button. Note: This checkbox will not be checked in deductions created before updating to this version of iTPM.
- S-04427: Shorten the heading name in the Settlement promotion list columns by removing the word "Promotion".

Iteration 297

- S-04447: Change Promotion button scripts to run in "Current Role", and add the "Edit" permission to the iTPM Standard roles that manage both deductions and settlements. (This is to allow KPIs to be updated for the Settlement button promotion list.)
- S-04448: Change permission in the two promotion buttons from 'Create or Higher' to 'EDIT or higher': Copy promotion and Process Plan. (Related to S-04418)
- S-04434: Uncheck the "Show in List" checkbox so iTPM fields are not by default added to transactions saved searches.
- S-04439: Remove the radio buttons in the "Related Promotions" form now that filter fields are in the form.
- S-04449: Trigger an update to the Pending KPI values then a settlement is created by the 'Resolution Queue' map reduce script.

- S-04452: Change the calculation in the Settlement promotion list to match the calculation under the KPI subtab in the promotion.

Iteration 298

- S-04369: The split dates must be in the current period if the NetSuite preference of "Allow trans date outside posting date" is set to Disapprove. Adhere to this accounting preference by a checkbox parameter in the '- iTPM - MR Deduction Split Process' MR script.

Iteration 299

- S-04469: Add a new price level menu selection called "Customer Specific Price" for Process Plan to use. (See als S-04394)
- **S-04034: Enhance Process Plan to use the customer's specific price instead of the NetSuite price level price.**
- S-04476: Highlight the summary rows in the new "- iTPM Settlements ALL" saved search.
- S-04451: Add planning record validation to the COPY promotion button so the standard deduction management roles will not see the COPY promotion and MASS Promotion Copy form. (Related to S-04418)
- S-04472: If a customer-specific price isn't found, Process Plan will create a processing message "Customer price not found", and will default the price to the item's List or Base Price.
- S-04473: Plan-to-Promotion script should have the option to use customer specific prices, the same as Process Plan in the promotion. (See S-04034)
- S-04464: Change the formula for net-liability in the Resolved Deductions form to include requested spend. (When using the "Resolve Deductions" button.)

Iteration 300

- S-04480: The "Resolve Deduction for Indirect Customers" form needs to have the same format as the "Resolve Deductions" form. See also S-04464.
- D-01517: Change the Net Liability calculation in the Settlement promotion list. (Net liability should not go negative, and should match the KPIs in the promotion.)
- S-04481: Change the form name from "Mass Write-Off" to "iTPM Deduction Mass Expense" so it is consistent with other menus.

Iteration 301

- D-01518: When a settlement is created through the resolution queue, the stored credit amount in the settlement list is zero, when it should be populated with the settlement amount.
- S-04486: All EDIT for the NetSuite Admin role and iTPM Support Admin role in workflow of planning records for approved promotions. This allows users to use a CSV import to update promotion base volume.

Iteration 302

- S-04487: Item is now the default sort in the "All promotions in this group" subtab in the Event Plan.

- S-04428: Add % redemption to the Update Estimated Quantity form grid.
- S-04501: Create a new reminder that shows approved promotions that have the 'Update Estimate' in progress.
- S-04466: Add external ID to the Event Plan lists and the Monthly Base Forecast views to help with CSV imports.
- S-04444: New saved search for "All Settlements" uses the NetSuite 'group' to make sure the result set is available for all roles and iTPM clients that use iTPM across multiple subsidiaries.
- D-01519: Fix an issue where a settlement was unable to be created if an approved promotion had a lump sum with a null value and a GL populated.
- D-01596: The filter in the saved searches under the overlapping promotions subtab in the promotion showed more than just promotions related to the promotion customer.

  Publish iTPM 24.1.1

- Development continues…

1.2 Upcoming changes

You may be required to update to 24.1.1 on or before ¿TPM version 24.1.2 is published. Any accounts not updated by this date may be notified of when their account will be updated.

Release Schedule:

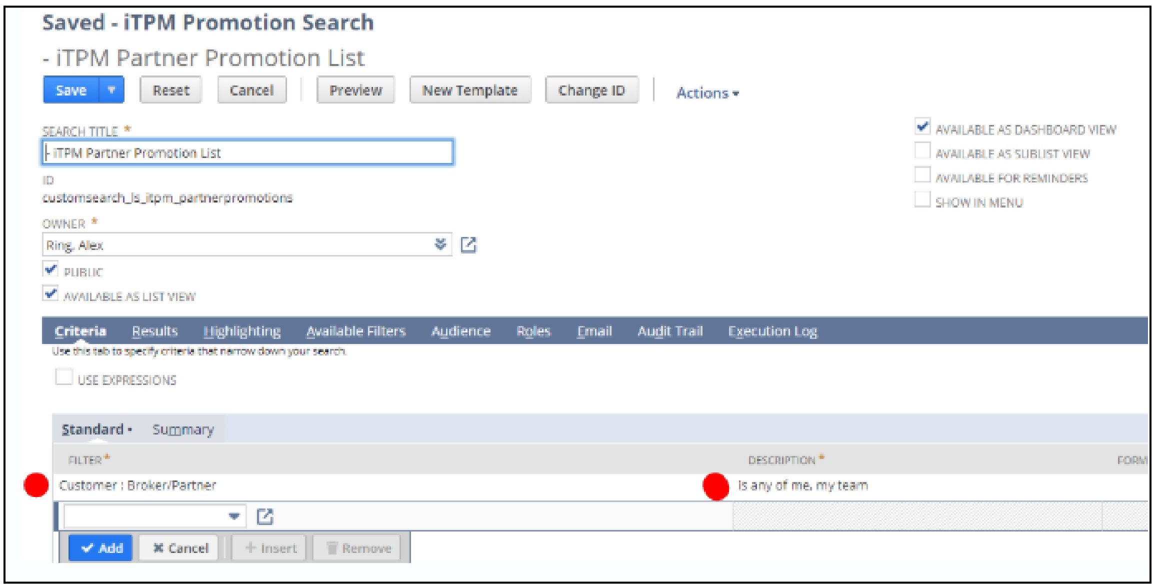
The following is the anticipated schedule of future ¿TPM versions. * Release dates subject to change.

¿TPM Anticipated Releases	Anticipated Date Generally Available*
24.1.x	Minor updates as needed. ¿TPM 24.1.x will be minor releases to fix critical bugs, and the addition of minor features requested by clients.
24.2.x	Winter 2024 Major release with significant enhancements After ¿TPM 24.2.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 iTPM releases**:

- **DO NOT change the concurrency of any iTPM scheduled scripts** without first consulting CG Squared. Script concurrency should be 1 for all iTPM 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 iTPM. If you have a partner management **not enabled** before you update or install iTPM, 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 iTPM again**.



1.4 iTPM Bundle Details:

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

The following describes iTPM Release 24.1.1.

iTPM Bundle Details	Release 24.1.1
Design, development, testing and publishing	July 2023 - January 2024
Bundle release date	Latest release is January 2024
Publisher ID	44277 CG Squared, Inc.
Bundle ID	Bundle #312604
NetSuite Built-for-NetSuite review?	iTPM 23.2.1 was tested with Netsuite 2023.2 and received Built-for-Netsuite certification. iTPM 24.1.1 will be tested with Netsuite 2024.1 in January 2024 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 iTPM preferences, and you may need to make some changes to your customized roles that access iTPM .

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

IMPORTANT: Install iTPM in your SANDBOX account for testing BEFORE installing in your live production account. While iTPM 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.

Helpful Hint: This is an incremental update to the previous version. For prerequisites, and additional iTPM 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 iTPM Bundle

2.1 Prerequisites to first-time installation

You can skip this section if you have already installed iTPM and you are just updating iTPM.
Before you install the iTPM 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

iTPM 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: You'll need to use a work-around for deduction splits if you have accounting preference "*Allow Transaction date outside of posting period*" set to "*Disallow*"

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

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 iTPM in Production after the first install:
Only Administrators can do the first-time install of iTPM. The user installing iTPM is the 'owner' of iTPM. CG Squared will push iTPM updates to 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

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.

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:

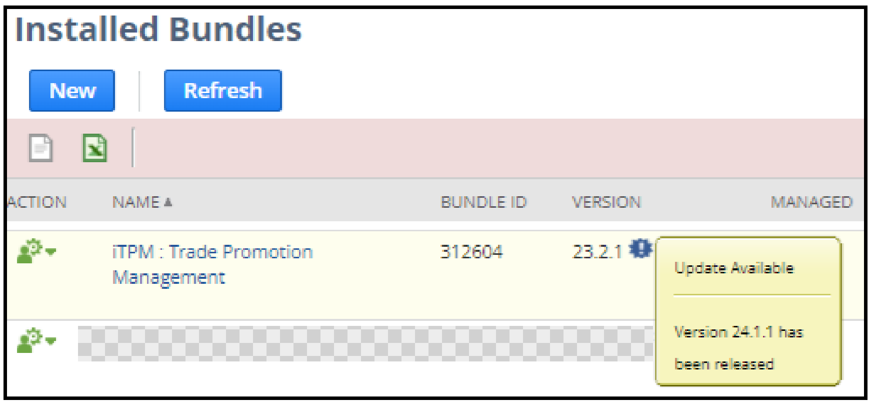
Setup tasks: (Skip bolded steps if only using Deduction Management)	Status / Notes
Step 1: Setup the GL-accounts for Trade Promotion	
Step 2: **Setup off-invoice discount item & statement charge item**	
Step 3: Setup *i*TPM Preferences	
Step 4: Setup Promotional Activity (Optional)	
Step 5: Setup Promotion 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.

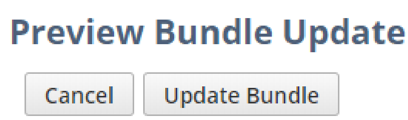
To update the *i*TPM SuiteApp,

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  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)**

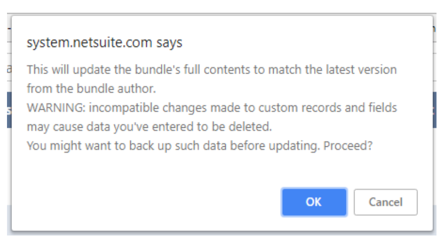


7. Follow the NetSuite update steps.

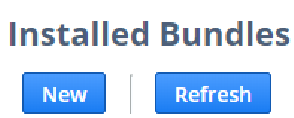
a. Click UPDATE BUNDLE.



b. Click OK.



c. Click REFRESH to see the status of the *i*TPM update.



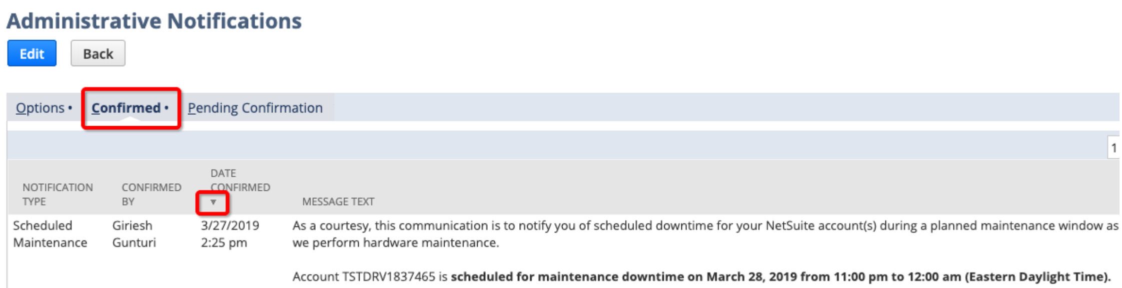
After *i*TPM is updated, be sure to perform ALL administrator tasks listed in section 2.6.
The *i*TPM support team can do this for you. Email support@cgsquared.com.

2.5 UPDATE ¿TPM in production

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

Make sure your account is not scheduled for maintenance when you are updating ¿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.



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

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

IMPORTANT: UPDATE ¿TPM in your SANDBOX and/or Release Preview account for testing BEFORE UPDATING ¿TPM in your live production account. While ¿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 ¿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 ¿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 ¿TPM has been updated.

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

Note: After ¿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 ¿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 ¿TPM the day after ¿TPM has been updated.

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

Important: If you skipped any *¿*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 *¿*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 *¿*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 *¿*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.

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:

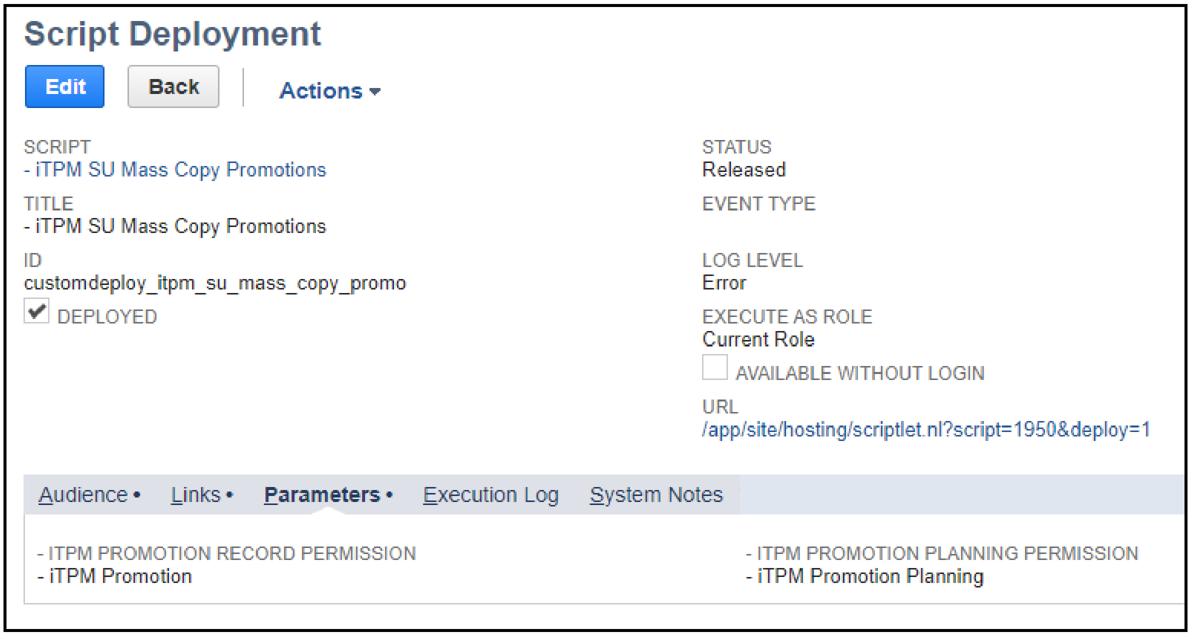
customdeploy_itpm_mr_plan	- iTPM - MR - Plan to Promotion(Sc)

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:

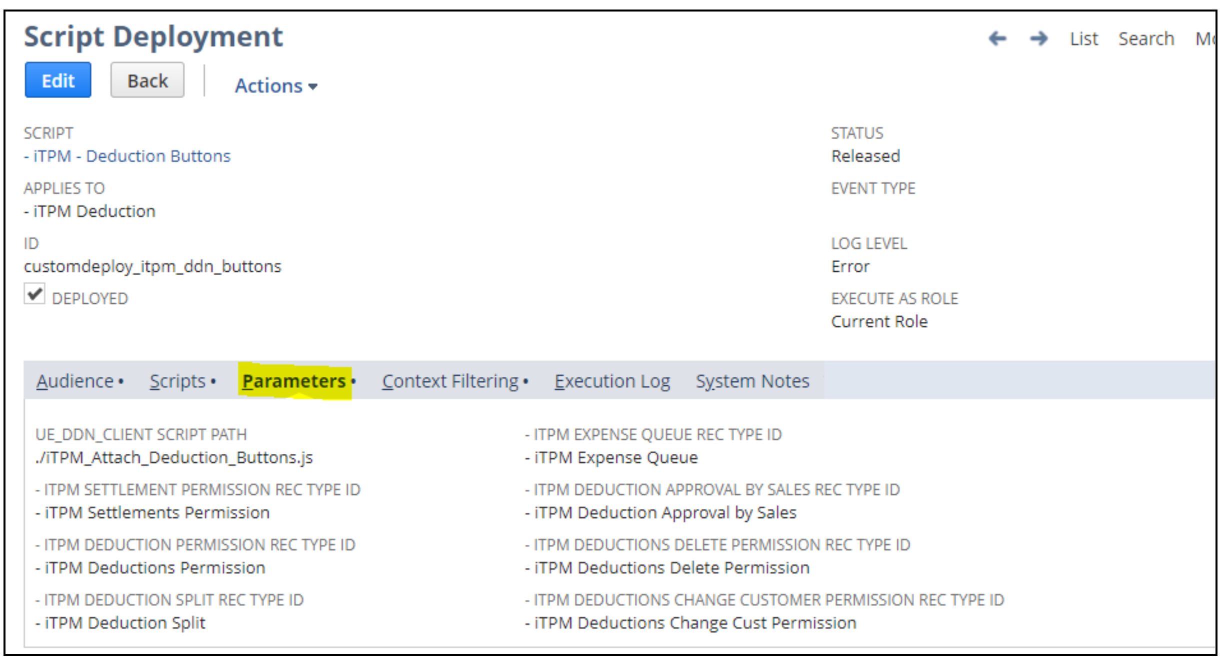
ID	SCRIPT ▲
customdeploy_itpm_promodeal_cpy	- iTPM - Copy Promotion
customdeploy_itpm_ddn_splitcsvtaskimport	- iTPM - Deduction Split CSV Import Task
customdeploy_itpm_mr_allcontrbtnfordraft	- iTPM - MR All ContributionForDraft(SC)
customdeploy_itpm_mr_allocationcontrbtn	- iTPM - MR Allocation Contribution(SC)
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_inactive_relatedrec	- iTPM - MR Inactive Related Records(Sc)
customdeploy_itpm_mr_delete_processplan	- 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_ddn_last_resolved	- iTPM MR Deduction Last Resolved
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

Optional: If you need KPIs by promotion, period **AND item** also schedule these scripts:
- iTPM - MR By Item Period Share,
- iTPM - MR Inactive ByItem Period Share,
- ITPM - MR Update By Item 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)

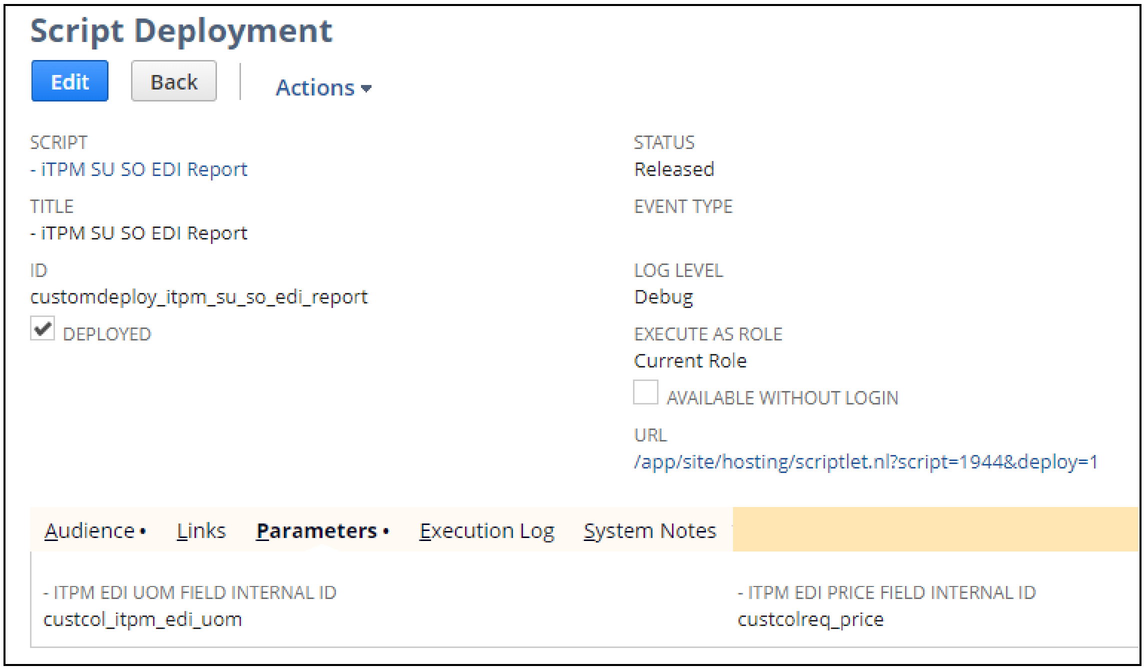


TASK #5: If you are updating *i*TPM with 21.2.1 from an older version of *i*TPM, you may need to populate some of these fields in the script "- *iTPM - Deduction Buttons*": (**User Event** on the record type = '- iTPM Deduction record'.



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.

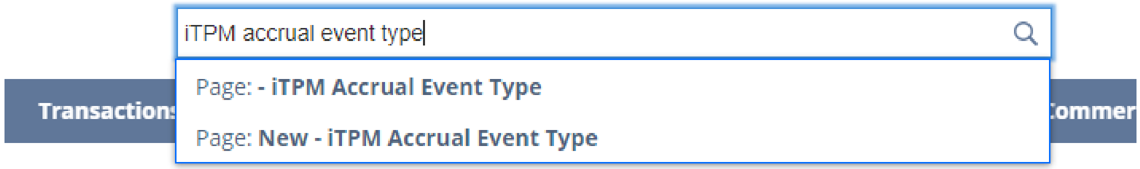


TASK #6: OPTIONAL: You may need to change the following if you customized *i*TPM

- 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.



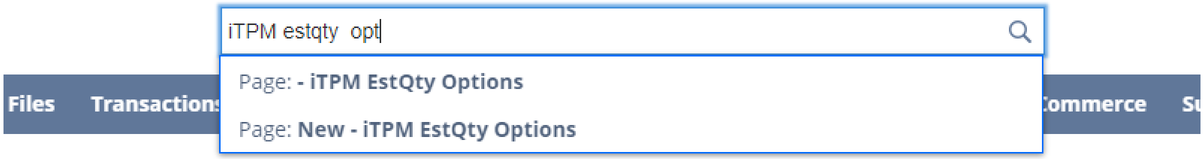
SHOW INACTIVES EDIT QUICK SORT TOTAL: 14

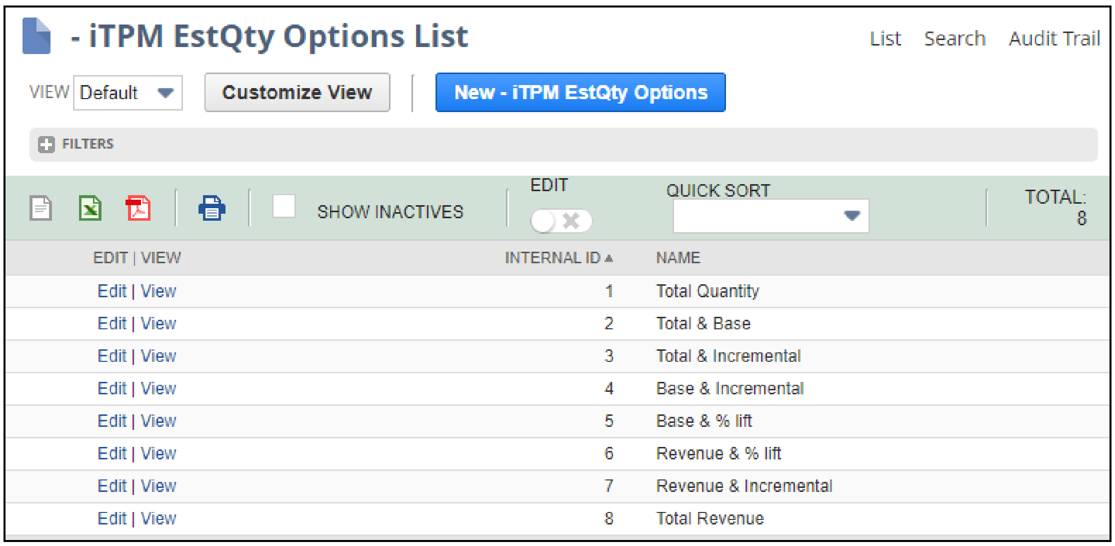
INACTIVE	EDIT | VIEW	INTERNAL ID ▲	NAME
☐	Edit | View	1	Transaction
☐	Edit | View	2	New Promotion-LS
☐	Edit | View	3	Promotion Edited-BB
☐	Edit | View	4	Promotion Closed
☐	Edit | View	5	Promotion Re-Opened
☐	Edit | View	6	Settlement
☐	Edit | View	7	Manual Adjustment
☐	Edit | View	8	Overpay - Lump Sum
☐	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

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 Options List

List Search Audit Trail

VIEW Default | Customize View | New - iTPM EstQty Options

FILTERS

SHOW INACTIVES | EDIT | QUICK SORT | TOTAL: 8

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

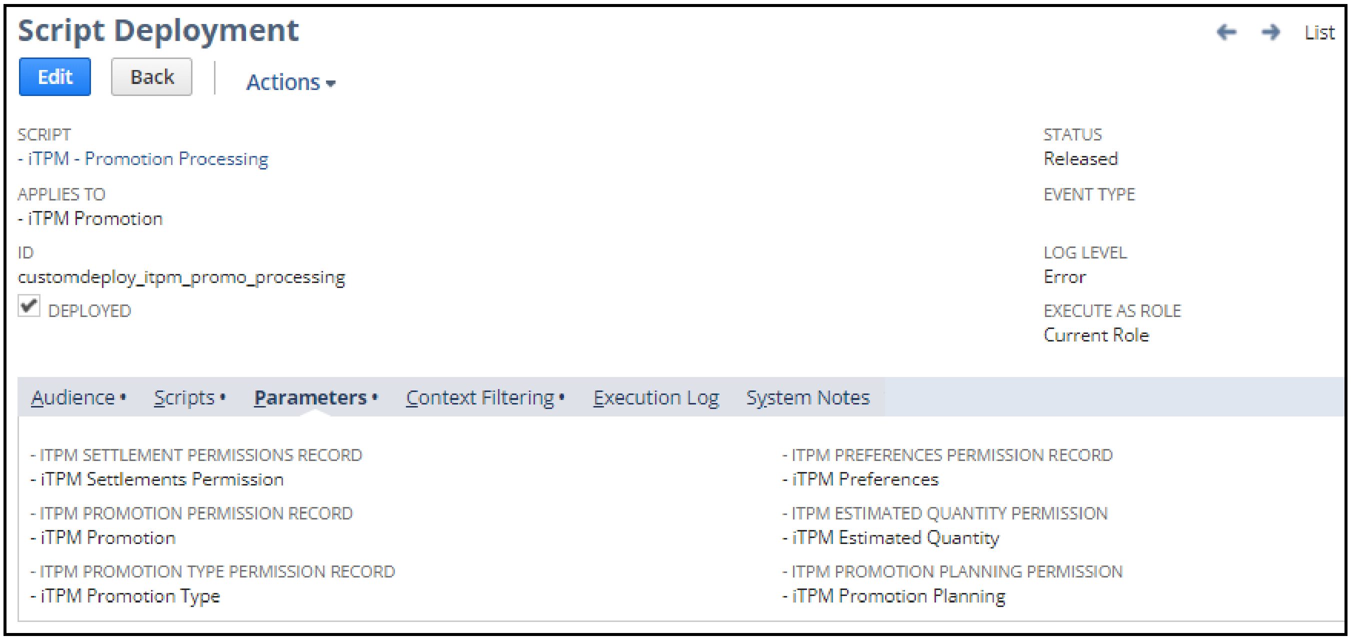
You may need to add these records.
Contact your *i*TPM support team to perform this task. Because this list is locked, these will need to be added by CSV import.

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

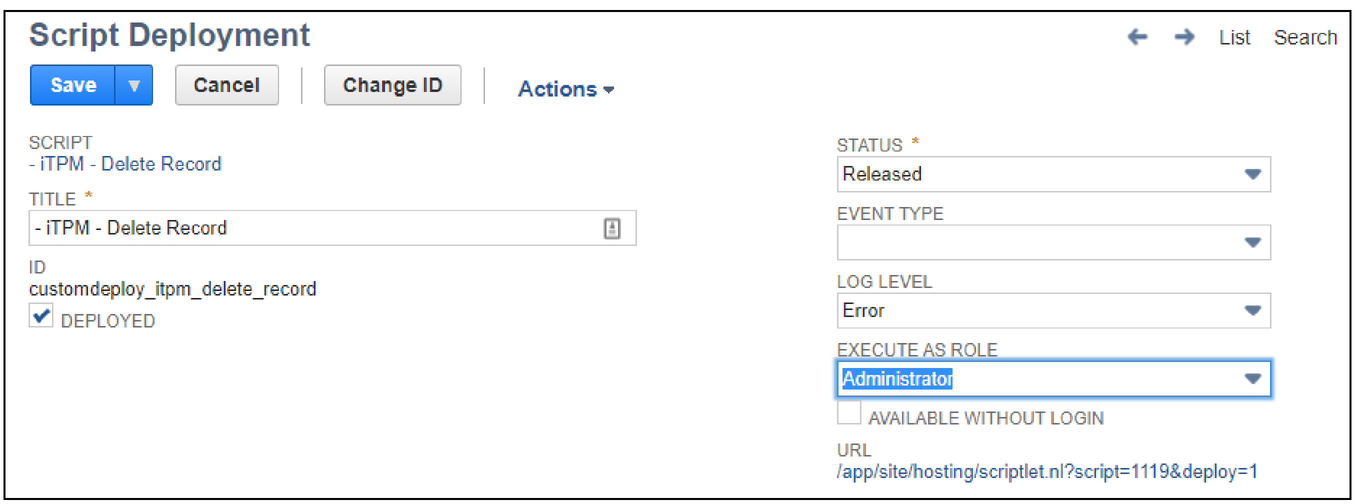
TASK 11: If you skipped a few updates to *i*TPM and your organization uses *i*TPM to apply off-invoice discounts to sales orders, you should confirm that the "*iTPM Discounts Applied?*" field is applied to the sales order transaction lines.

- 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")

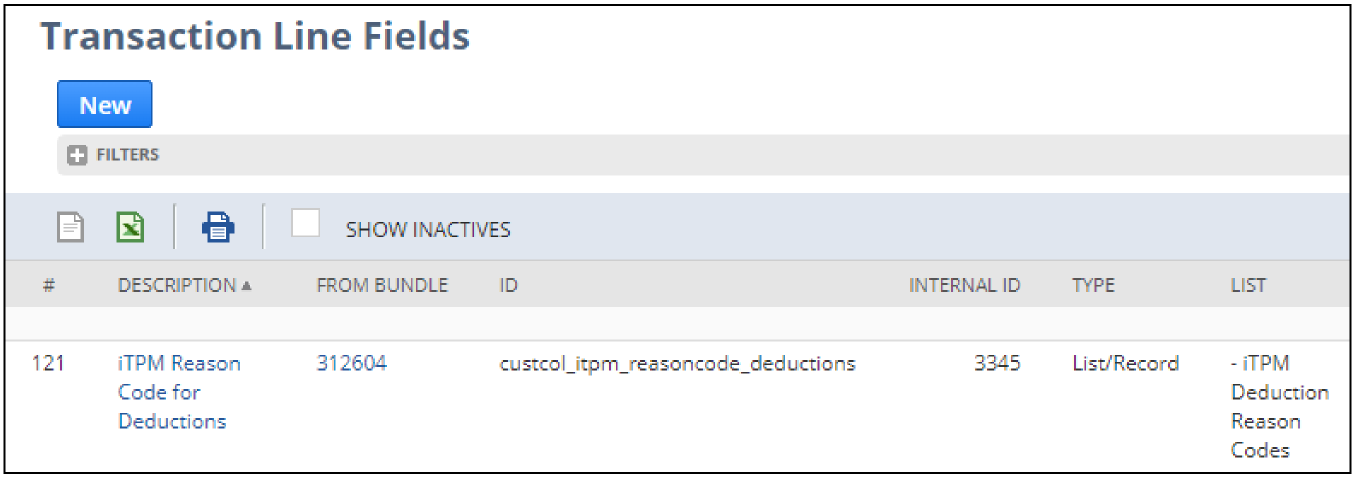


Task #13: If you installed *i*TPM before January 2022, if you have a role that says "Role needs permission to manage periods" to delete the deduction, then make this change: (**Suitelet**)

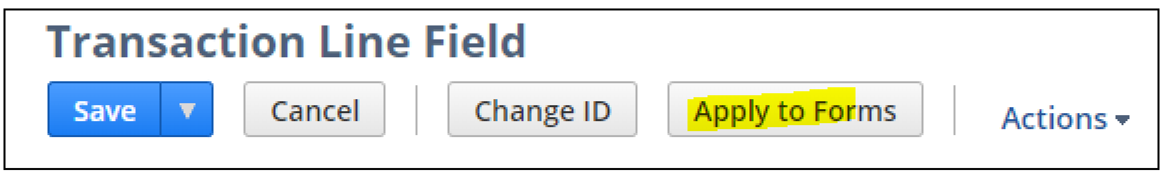


Task #14: If you installed iTPM before January 2022, and you want to use iTPM reason codes in your credit memos, confirm the iTPM reason code field is applied to the lines of the credit memo form that you'll use to create iTPM deductions:

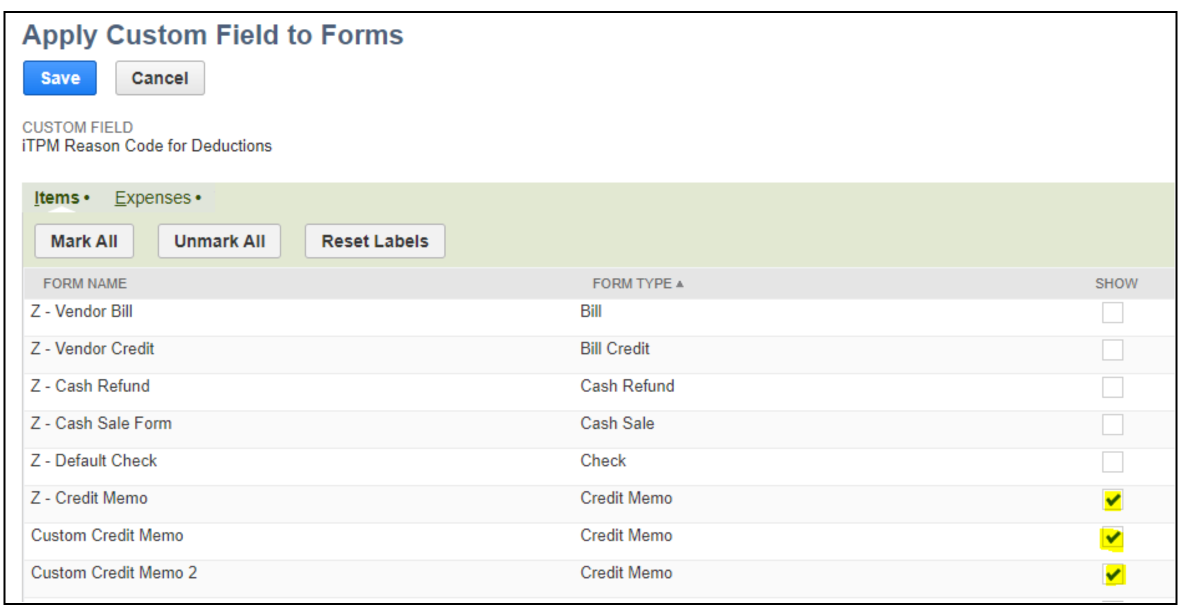
1. ***Customization -> Lists, records and fields -> Transaction Line fields***
2. Look for and find "***iTPM Reason Code for Deductions***", and click on the link.



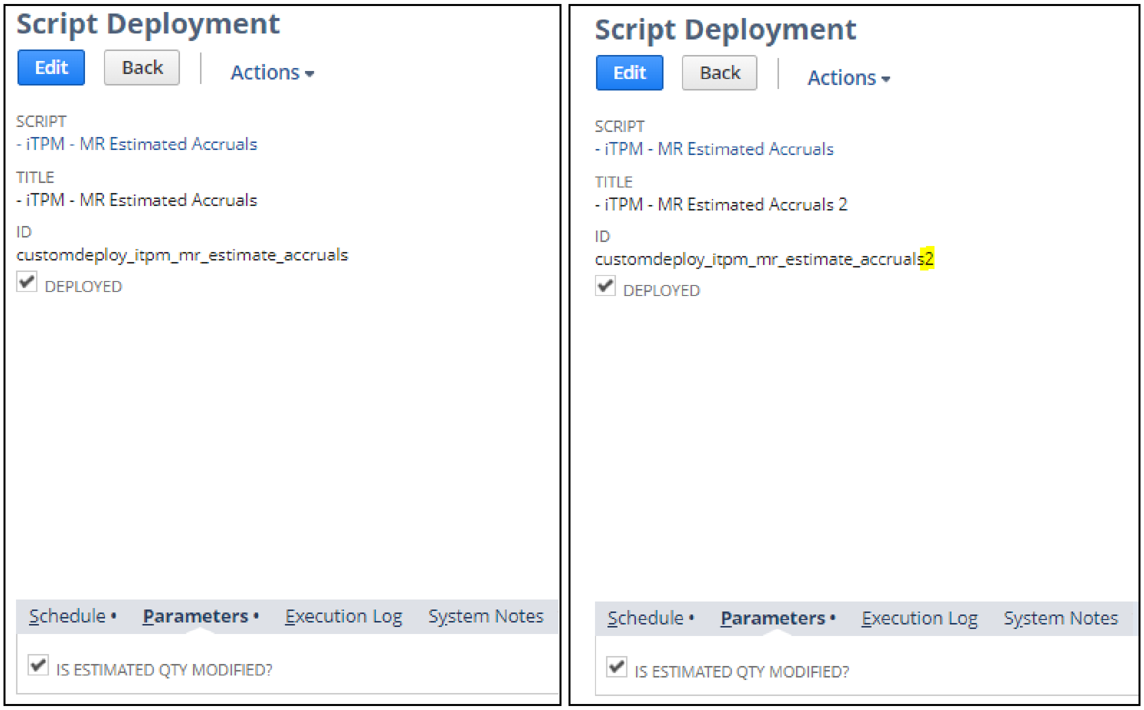
3. Click on **APPLY TO FORM**S



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)



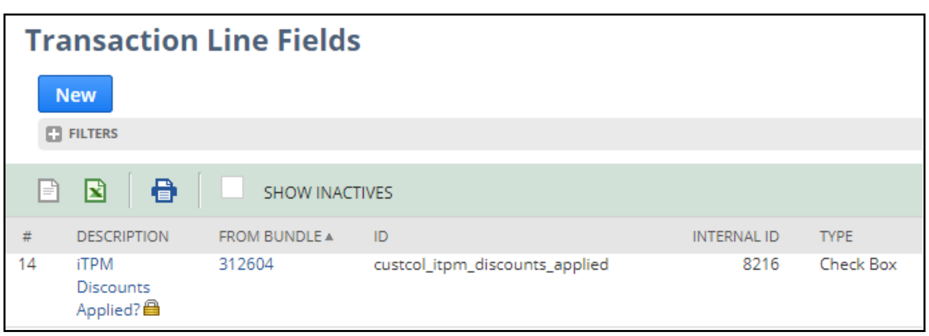
Task #16: If you use *i*TPM to apply off-invoice to sales orders, it is always good to confirm this:

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

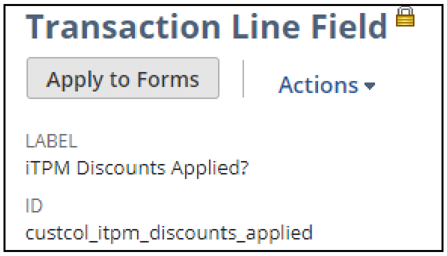
(From section 4.9 in the Admin User Guide)

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.

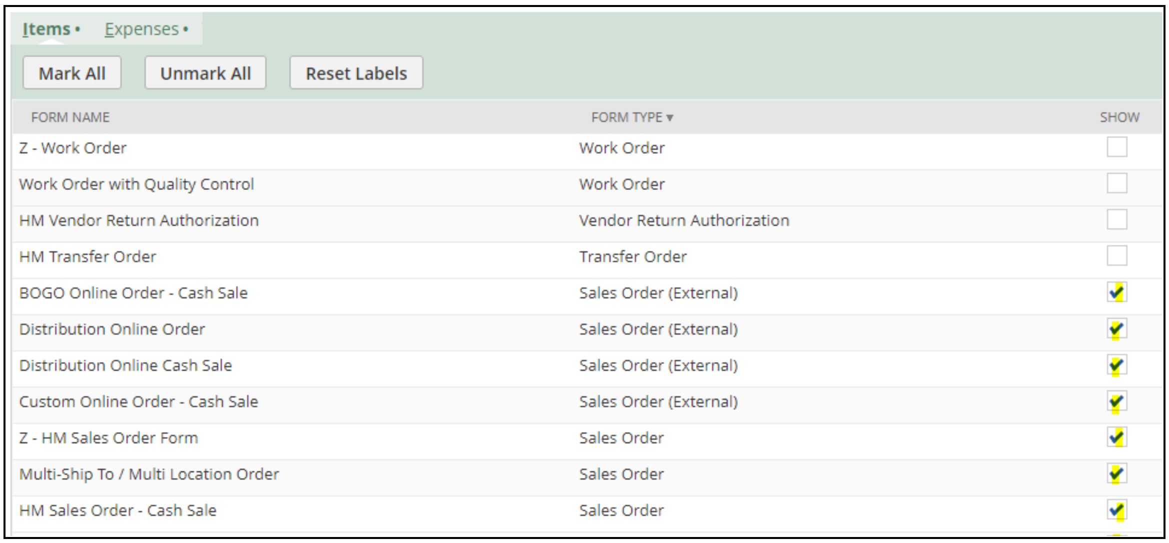
- Go to *Customizations->List/Records & Fields ->Transaction Line Field*
- Select "*iTPM Discounts Applied?*"



- Click the "Apply to Forms" button



- 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	☑

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.

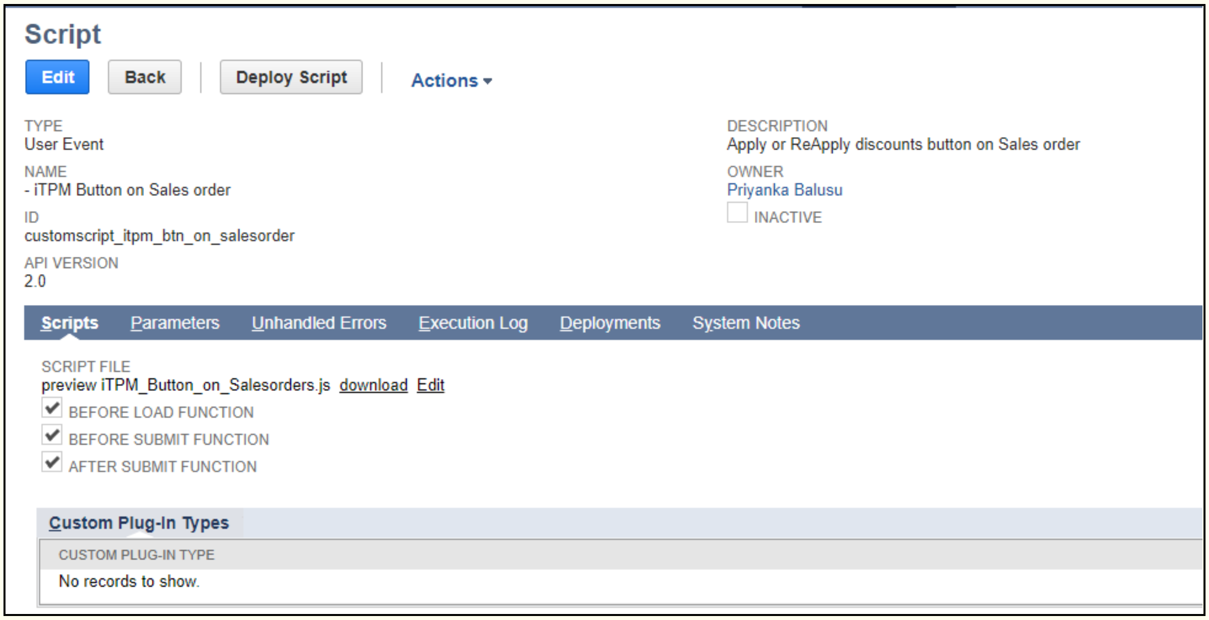
- Export your Event Plan data prior to updating to iTPM 23.1.2
- Update iTPM to 23.1.2
- Import the % lift

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.

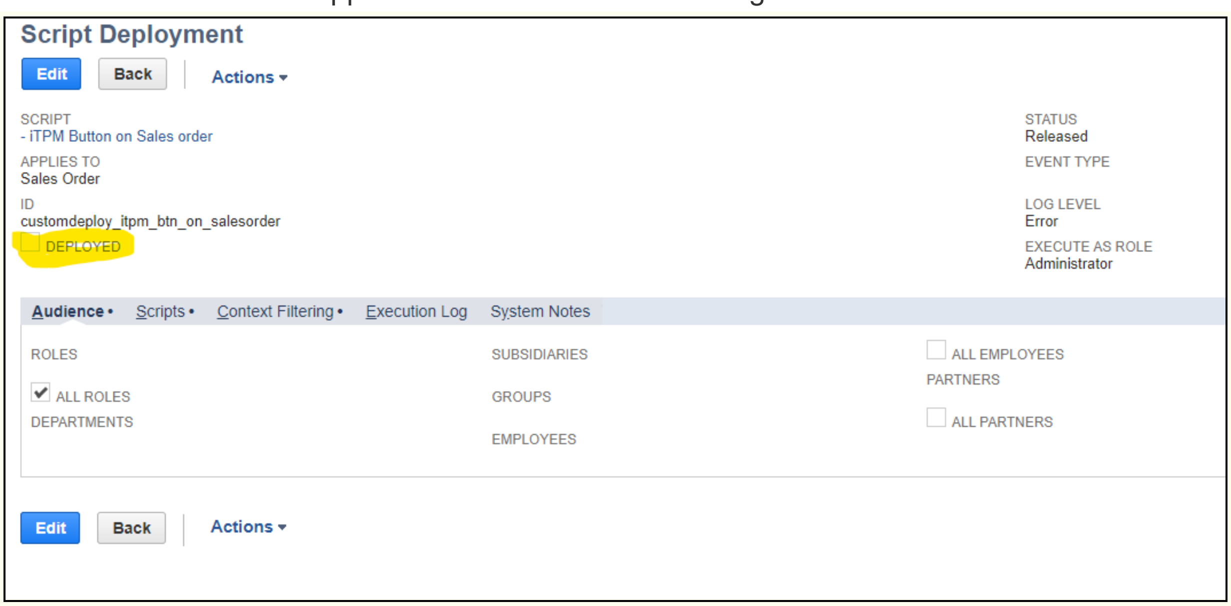
Task #18: OPTIONAL If you use iTPM to apply off-invoice discounts to sales orders, these steps enable " ***Apply or ReApply Discounts***" and "***Process OI Now***" buttons on the sales order form that will save you mouse clicks:

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 ***Deployments*** subtab and open the deployment script. (Click on ***Sales order*** link)

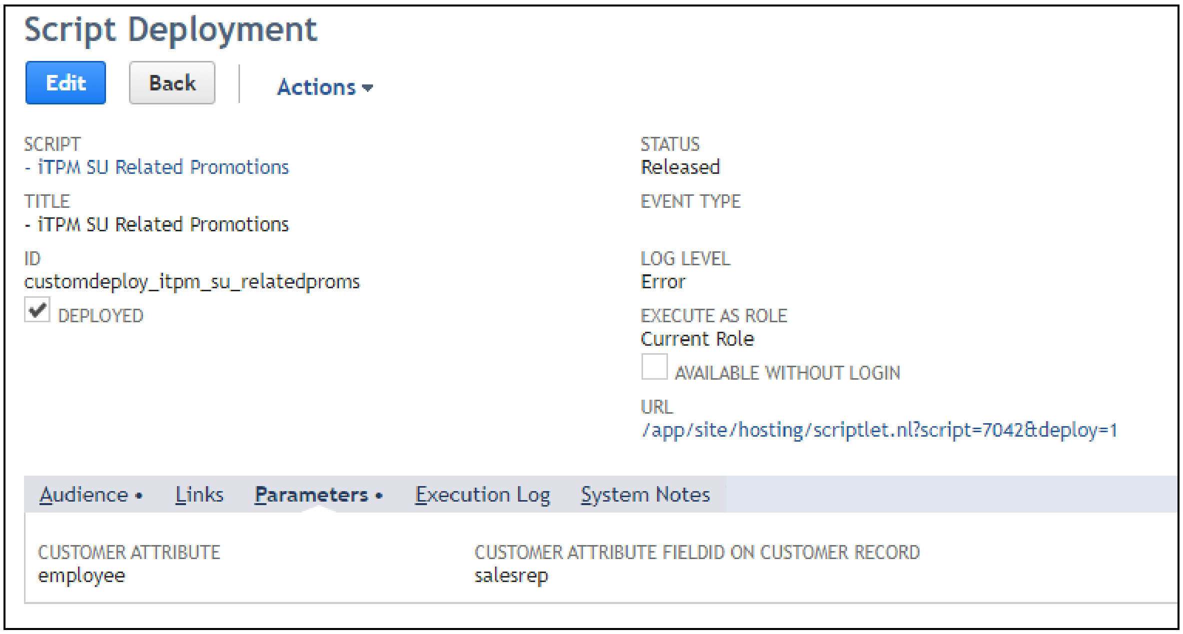
Step 5: EDIT, check the DEPLOYED deployed checkbox, then click SAVE.
(If Status is *Testing*, change to *Release,* and Log level = error.)
Now Buttons will appear on the sales order as designed

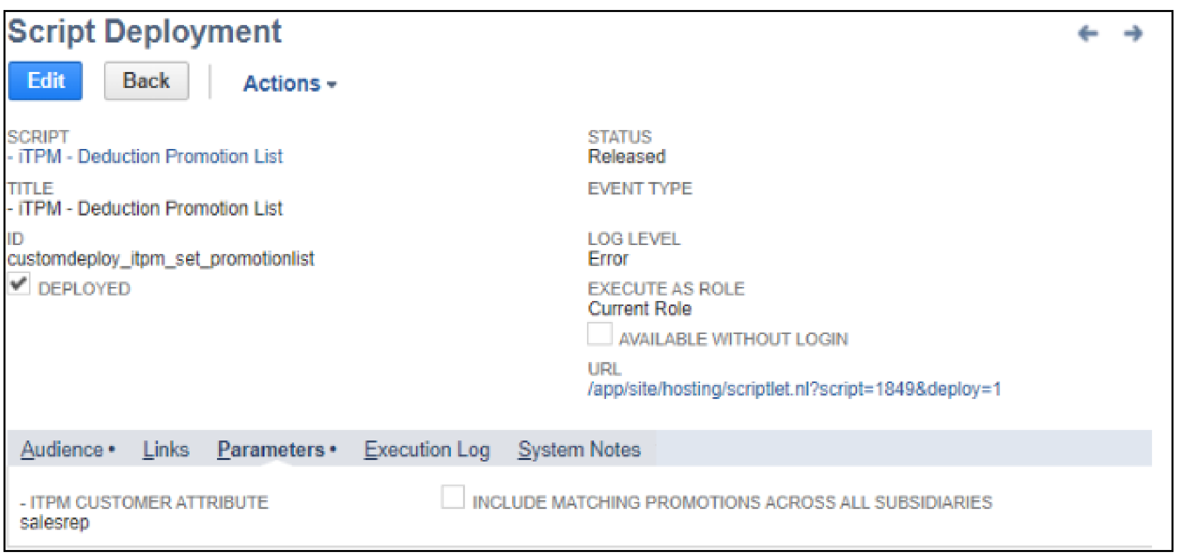


Task #19: If you use Period Accruals, this is an important task. Review the parameters in each of these scripts! Make sure the **parameters** in step 15c in the Admin User Guide are populated correctly.

- User Event Script: - iTPM UE Period Based Accruals
- Suitelet: - iTPM SU Period Based Accruals
- Map Reduce Script: - iTPM MR Period Based Transaction

Task #20: If you use the "Related Promotions" feature, be sure to review and populate the parameters in the "- iTPM SU Related Promotions" and "- iTPM Deduction Promotion List" scripts. **(Suitelet)**



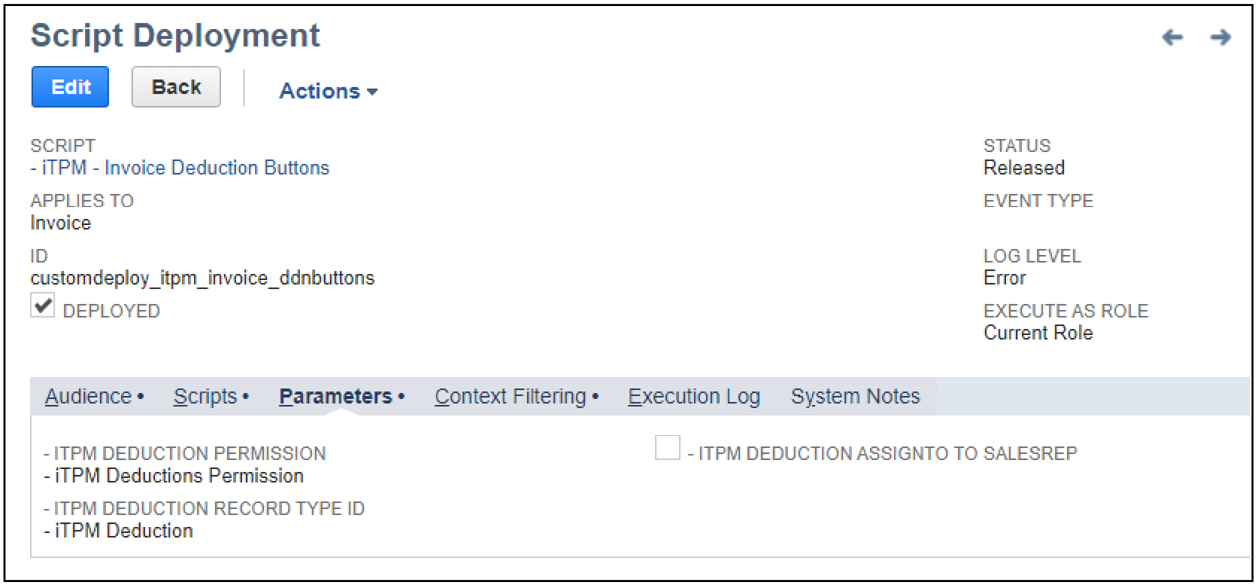


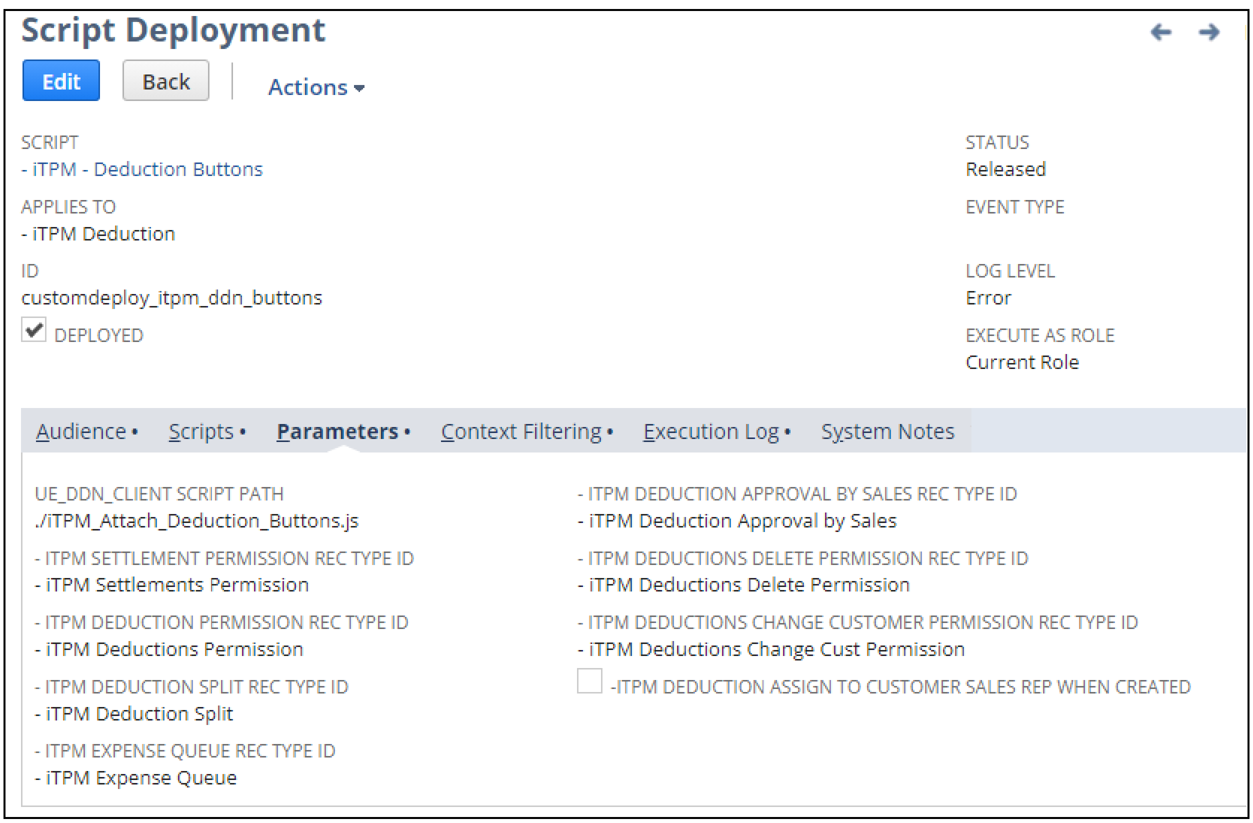
NOTE: The "Include Matching Promotions Across all Subsidiaries" is a configuration option that you can check to match deductions from one subsidiary to promotions in another subsidiary.

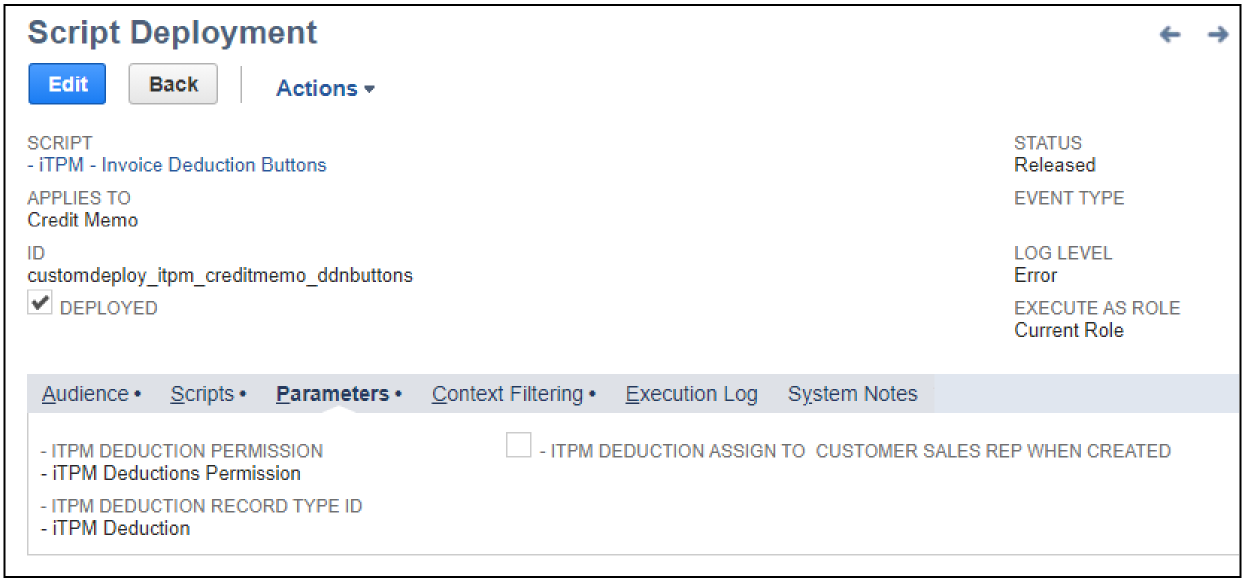
Task #21: The default is to assign newly created deductions to the user that creates them. If you changed this default, after the iTPM update you may need to re-check the parameter in these two scripts: (User Event)

- iTPM - Deduction Buttons and - iTPM - Invoice Deduction Buttons

When these checkboxes are checked, deductions will be auto-assigned to the sales rep that's stored in the deduction customer. If there is no sales rep, then the deduction will be assigned to the person creating the deduction.







Task #22: If you changed the default parameter in '- iTPM - MR Deduction Split Process ', then make sure it is still checked after updating iTPM.: (MR script)

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.

2.8 Schedule *i*TPM scripts 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**.

All of the iTPM features that work by scheduled script will stop working after a sandbox refresh.
Here are examples of what will NOT work until you re-schedule iTPM scripts:

- Split, CSV Split
- Expense, Mass-Expense
- Actions->Copy of a promotion
- Mass Copy of Promotions
- Mass Non-GL Update
- Applying and Removing off-invoice discounts to sales orders
- Allocating items in a settlement
- Create promotions from plans
- … and more

- 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 www.i-TPM.com/accruals
Email	Just email your question or issue to support@cgsquared.com.

4.0 Terms and Conditions

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4.2 *i*TPM Terms and Conditions

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