

Integrated Trade Promotion Management



¿TPM Admin Release & Install Notes

Version 25.1.1 Update

February 2025

Revised February 27, 2025





CG Squared, Inc. 3001 North Rocky Point Drive East, Suite 200, Tampa Florida 33607 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 <u>Release Notes</u> at the top of the page or <u>Link to Table of Contents</u> at the bottom of the page.

Quick Reference: UPDATE iTPM to version 25.1.1	4
1.0 Overview	5
1.1 Enhancements in iTPM 25.1.1	5
1.2 Upcoming changes	12
1.3 Known issues:	13
1.4 iTPM Bundle Details:	14
2.0 Installing or Updating the iTPM Bundle	15
2.1 Prerequisites to first-time installation	15
2.2 First-time Sandbox or Production Install (Skip if Updating)	16
2.3 First-time Administrator Set-up Tasks (Skip if Updating)	17
2.3 A. First time install tasks: Non-One World Accounts	17
2.3 B: First time install tasks: Decide which scripts should be scheduled:	17
2.3 C. First time install tasks: Deduction management	22
2.3 D. First time install tasks: Configure Apply Off-invoice features	23
2.3 E. First time install tasks: Document script parameters changes (if any)	27
2.4 UPDATE iTPM in your Sandbox (or Release Preview account)	31
Step 1: Prepare for updating iTPM:	31
Step 2: Update the iTPM SuiteApp:	31
2.5 UPDATE iTPM in production	32
Step 1: Contact CG Squared to schedule the update to iTPM in production	32
Step 2: Prepare for updating iTPM:	32
2.6 iTPM Administrator tasks (After Updating iTPM)	33
2.6 Task #1: Review custom support scripts (if any)	33
2.6 Task #2 Review and update permissions in custom roles (if any)	
2.6 Task #3: Review scheduled iTPM scripts	33
2.6 Task #4: Review customized iTPM script parameters (if any)	
2.6 Update to 25.1.1: February 2025	35
2.6 Update to 24.2.2: October 2024	
2.6 Update to 24.2.1: August 2024	
2.6 Update to 24.1.2: May 2024	41

Release Notes

*i*TPM

Version 25.1.1 Update

2.6 Update to 24.1.1: January 2024	42
2.6 Updating from iTPM from 23.1.1 or older:	42
2.7 Suggested Sandbox Testing	51
2.8 Schedule iTPM scripts After a Sandbox Refresh	52
3.0 Support	53
3.1 Troubleshooting	53
3.2 Contacting Support	53
4.0 Terms and Conditions	54



Quick Reference: UPDATE TPM to version 25.1.1

Use the Administrator User Guide and follow first-time tasks when installing \(\textit{TPM} \). This check list is for UPDATING \(\textit{TPM} \) 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 <u>2.6 iTPM Administrator tasks (After first-time install or Update)</u>. We test *i*TPM using the Chrome browser.



You may be required to update to 25.1.1 before ¿TPM 25.1.2 is published. Any NetSuite accounts not updated by this date will be notified when their account will be updated.

Milestone	UPDATE TPM: Tasks for the TPM Administrator	Status / Comments
1. TPM 25.1.1 is available.	As time allows, read <u>Chapter 1</u> and <u>Section 2.6</u> in these technical release notes and the <i>What's New</i> in this new version of <i>i</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 TPM 25.1.1. 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 ¿TPM Administrator tasks (After first-time install or Update)	
4. Test!	Test <i>T</i> PM. Suggested areas to include are in section <u>2.7 Suggested</u> <u>Sandbox Testing</u>	
5. Authorize update to your production	Email CG Squared to update ¿TPM in production, described in section 2.5 UPDATE ¿TPM in production	
6. Perform admin tasks in production	Perform admin tasks as described in section 2.6 ¿TPM Administrator tasks (After first-time install or Update)	
7. Monitor	Monitor iTPM to confirm it's working as expected.	



1.0 Overview

1.1 Enhancements in TPM 25.1.1

The following changes were made to iTPM 24.2.1 and are included in iTPM version 25.1.1.

- TPM 24.2.2 was tested with NetSuite 2025.1, and recertified as Build-for-NetSuite
- This list begins with Agile Development iteration #346 through #360
- 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 ¿TPM:

Iteration 346

Publish iTPM 24.2.2 S-05099, S-05055

- D-01572: Process Plan for Approved Promotions must still work when the item base price is null. (Also changed is the Overnight Allowance script)
- S-05080: When creating a new promotion, the broker must only see their customers in the list. (See also S-05001)
- S-05094: Refactor: Simplify how iTPM filters voided settlements and adjustments in saved searches used in the promotion form.
- S-05106: Refactor: The *iTPM -> Resolutions -> All Settlements* saved search needs new logic for 'green' shading'.
- S-05113: Eliminate the "script already running" error message for "- iTPM MR KPI New Calculations 1 and 2" now that they are both scheduled.
- S-04210: New Summary KPI: Stored Original Approved Estimated spend
- S-05105: Broker partner role: Missing lump-sum account means broker's can't enter lump sum into production.

Iteration 347

- S-05116: Refactor: Change how we chain-run 14 MR scripts to use the new NS feature to prevent script "already running" error.
- D-01638: iTPM -> Resolutions -> All Settlements has the wrong color highlight for regular settlements in some iTPM standard roles.
- D-01625: Plan to Promotion defect: The "All items get this discount" does not get checked or unchecked in the promotion when the promotion is updated by the script.
- D-01611: The warning banner on the monthly base form says there are duplicates then there are no duplicates. (It must include the year when looking for duplicates.)

Republish 24.2.2 (S-05106, and S-05130)



- D-01636: Actions -> Copy does not clear all the stored KPI measures in the promotion header.
- S-04797: Calendar reports: If the role is Broker Partner, the customer list needs to be filtered, and the "all customers" checkbox must be filtered.
- S-05122: The Dashboard reminder portal is not locked for the Broker Partner role.
- S-05155: Add viewing restriction of calendar lists to only iTPM Partner = mine to the broker role. (Same change as in S-05125)
- S-05124: In the broker partner role, don't require the user to select the GL when creating a new promotion.
- D-01618: The Plan to Promotion script must apply the UOM conversion to item price and item revenue. (See also S-03861)
- S-05162: In the Event Plan form, change the item price level file name to prevent confusion.
- D-01640: In the Plan to Promotion MR script, the UOM conversion for calculated base is not correct. (See also S-03861.)

Iteration 349

- S-05123: For the Broker Partner role, when creating a new promotion, hide the NetSuite price level menu and default it using the value from the customer record or iTPM permissions. (See also S-05145)
- S-05195: Broker Customer partner: The customer list in the COPY PROMOTION button form shows all customers. It should only show customers assigned to the broker user.

Iteration 350

- S-05226: Make changes to the Broker role (custom center) to align with "iTPM Promotion Planning' role.
- S-05228: When a broker creates or edits a calendar, they should only see their customers: iTPM -> Promotions -> Calendar Summary.
- Remove "Edit and view ONLY" in Broker partner role
- S-05229: The Broker role should default the customer selection menu to 'no selection'.
- S-05228: When a broker creates or edits a calendar, they should only see their customers: iTPM -> Promotions -> Calendar Detail.
- S-05227: Missing 'view item' permission in the Broker role that caused a blank screen when clicking on the MODIFY button on approved promotions.

Republish iTPM 24.2.2 to include the locked Broker Partner Dashboard.

Iteration 351

• S-05201: Simplify the help selections for the Broker center tab role.

Iteration 352

• S-05271: Add journal entry as an acceptable transaction type in the deduction transaction field.



Iteration 353

- S-05281: Remove unnecessary role permissions from "- iTPM Customer Support SO" role.
- D-01648: The Plan to Promotion script does not always work for NetSuite Non-One World accounts.
- D-01647: Copy Promotion doesn't always work for NetSuite Non-One World accounts.
- D-01646: Maximum Liability and Estimated Liability in the KPI records for future promotions is sometimes not correct. Both should always be zero.

Republish iTPM 24.2.2 to include the D-01647 and D-01648

Iteration 354

- S-05279: Design an option for the old un-optimized NBOI script to only process exceptions that the new optimized NBOI script can't process.
- S-05284: Create a new parameter in the non-optimized NBOI script, "Only process exceptions". Add logic that when checked, the NBOI script only processes sales orders where "Processing Exception" is checked.
- D-01650: In some situations, the NBOI script sometimes uses the sales order transaction date instead of ship date.
- S-05290: User must have EDIT or higher permission to create a deduction from a journal entry, "- iTPM Create DDN from JE permission" record.
- D-01645: Sometimes Net-bill is not applied to the sales order if no other discounts like off-invoice overlap
 the sales order.
- S-05260: Option to create a deduction from a journal entry.
- D-01651: The SO EDI report sometimes incorrectly shows the "use ship dates" checkbox UNCHECKED when it should be checked.

Iteration 355

- D-05304: Put the fix for D-01651 into Dev 2 for inclusion in the next release of iTPM.
- S-05307: Rename the button on the journal entry from Deduction to 'iTPM Deduction'.
- S-05306: Design a script button parameter called "Deduction button enabled". Only show the "iTPM Deduction" button on a journal entry if this is checked AND the user's role has the appropriate permissions.
- S-05189: Option to create an iTPM deduction from a journal entry for those clients that do not want to use credit memos, and for some users that need this feature to create correcting data for the iTPM open deduction clearing account.
- S-05398: The "Overnight Allowances Sold" script should also include sales orders MODIFIED in the last 2 days, not just sales orders with a transaction date in the last two days.
- S-05245: Design how iTPM should populate department in the iTPM discount item in the sales order.
- S-05245: Design how to populate department in the sales order discount item records. If department is



populated in the discount item, use it. If NULL, use the department from the item record.

- S-05306: Design a script button parameter for the "iTPM Deduction" on the JE called, "Deduction button enabled on JEs"
- D-01654: If the Event Plan description and/or other reference code is NULL, the P2P script should still create the promotion.
- S-05305: Document changes that support the role permission, "- iTPM Create DDN from JE Permission", when permission is EDIT or nigher.
- S-05310: Create the "- iTPM Create DDN from JE Permission" record in Dev 2 for release in the next iTPM published version.
- S-04174: Design how the KPIs can use actual sales over the last 52 weeks to better allocate the lump sum in promotion KPIs.
- S-05315: New yellow warning banner on the promotion when the planning record processing message includes "duplicate".
- S-05288: Put the new "Only process exception" and related logic into the NBOI script in the iTPM dev 2 development account.

Iteration 356

 S-05345: Populate department in the sales order discount record from either the discount item or item record value.

Iteration 357

- S-05289: Fix the issue where sometimes the processing message show "Duplicate item" when there is no duplicate planning item.
- D-01653: For some items, the OI discount conversion UOM was not correct in the SO EDI report under the iTPM subtab on the sales order.

Iteration 358

- D-01657: Sometimes "one save' the NBOI script doesn't keep "Apply iTPM discounts" checked when it should.
- D-01658: Sometimes settlements get stuck processing when the rounding error is negative.

Iteration 358

• S-05347: Epic: Auto-create JE for GST on each settlement when deductions include GST tax.

NOTE: Native NetSuite does not support GST on custom transactions. iTPM Deductions, iTPM Accrual, and iTPM Settlements are NetSuite custom transactions, so GST must be specifically managed by iTPM.

- S-05368: GST01: To support GST, new field in the iTPM Preferences "Default Deductions to include tax".
- S-05369: GST02: To support GST, new checkbox in the deduction, "Deduction includes tax" checkbox.
- S-05370: GST03: To support GST, new checkbox in the settlement header, "Taxable"



- S-05377: When iTPM applies header level discounts to sales orders, populate department in the discount item using either the department in the discount item, or department in the item that's in the sales order.
- S-005329: New button, "iTPM Deduction" on the JE, that is used to "Create a deduction from JE". This is a user event script that has a parameter to enable or disable.
- GST-03: To support GST, add a checkbox in the settlement header, "Taxable".
- S-05389: When checking "Default deduction to include tax" in one subsidiary in the iTPM preferences record, don't check it for the other subsidiaries.
- S-05392: Change the "iTPM Support Admin ALL" example role used by the CG Squared support staff to include all subsidiaries.
- S-05325: Design how promotion KPI allocations can use the last 52 weeks of sales for lump-sums.
- S-05373: To support GST, store the GST tax code in the promotion type.

Iteration 359

- S-0541: Change all Suitelets 'run-as-roles' currently running as "Administrator" to run using the "- iTPM Support Admin' role as requested for BFN 2025.1 approval.
- S-05350: Complete the BFN questionnaire, testing with NetSuite 2025.1 with iTPM 24.2.2, and submit iTPM for BFN re-certification.
- D-01660: Fix in Dev 2: The KPI refresh banner should only use the most recent record to display the banner when there are multiple records in the queue.
- D-01661: Fix to the KPI refresh, so the KPI refresh does not get stuck when there are too many items in the promotion.
- S-05418: GST-04b: To support GST, add a new field called "tax reason code" to the promotion type.
- S-05441: Add a missing permission in the Broke role for MODIFY: Lists -> Items -> View
- S-05436: Design: The KPI script for draft promotions should set ALL record for a promotion to done when multiple open records are in the queue.
- S-05419: GST-09b: To support GST, move the field "- iTPM created from" to the settlement subtab called "iTPM".
- S-05415: GST-05 & 06: To support GST, add three new fields into the JE to support GST
- S-05417: GST-07: To support GST, create a new field in the settlement header: "Expense Queue ID for tax",
- S-05416: GST-27 To support GST, if deduction is created from a journal entry, auto-check "Used to create deduction" in the JE
- S-05419 GST-09b: To support GST, moved the field "- iTPM created from" to the settlement subtab, "iTPM".
- S-05420: GST-09: To support GST, added a new field to show the open deduction amount net of tax in the settlement form.



- S-05421: GST-01b: To support GST, added new field to iTPM preferences: Default Tax code
- S-0524: GST-13: To support GST, default "Taxable" in the settlement to checked or unchecked based on the deduction tax checkbox
- S-05423: GST -12 To support GST, default Check "Deduction includes tax" in deduction if iTPM preferences "default deductions to taxable" is checked
- S-0-5438: GST-27a To support GST, iF "Used to create deduction" is CHECKED, then the UE script "iTPM JE Process" script will SKIP the JE and not do anything. [View, Edit, Apply]
- D-01664: Dev2 : Saved search issue sometimes creates duplicate draft promotion KPI refresh queue records every night
- D-01659: Sometimes the "Process Plan for Approved Promotions" script (PP4AP) creates duplicate item processing notes when it should not.
- D-01665: Sometimes KPI refresh gets stuck if there are duplicate records in the KPI refresh queues.

Iteration 360

- D-01666: Add missing permission to "- iTPM Support Admin" role for executing Suitelets: (Change Subsidiary field permission)
- S-05422: GST-11 To support GST, add three new fields in the deduction header, "net of tax"
- S-05451: GST-08 To support GST, add 3 new fields to the Settlement header, under the iTPM subtab
- S-05473: GST-11c To support GST, test split with the three new fields in the deduction header, "net of tax" They should recalculate 'net of tax' fields.
- S-05425: GST-14: To support GST, limit the settlement to deduction open balance net of tax if "taxable" is checked.
- S-05454: GST-14: To support GST, limit the settlement to deduction open balance net of tax if "taxable" is checked.
- S-05427: GST 15: To support GST, if settlement is taxable, calculate tax, and create an expense queue record for the tax ON FIRST SAVE
- S-05428: GST 16: To support GST, If settlement is taxable, write the expense queue record ID for the tax back into the settlement.
- S-05451: GST15b: To support GST, Bulk Deduction Expense script to populate Fields in JE if JE is for taxes
- S-05452: GST-31: To Support GST, exclude JEs that create DDNs from "Applied JE Amount" in the DDN form
- S-05472: GST-11b To support GST, move three new fields in the deduction header, "net of tax" to the 5th column in form

Iteration 360

S-05493: New filter in the saved search for iTPM -> Admin tools -> Mass Status Update Queue



- S-05405: For annual planning to support NetSuite fiscal years, add a drop-down menu in the Monthly Base Forecast record and form allowing user to select Calendar or Fiscal years.
- S-05482: GST-15: To support GST, the tax amount stored in the settlement calculation must include or exclude GST depending on the "Taxable?" checkbox.
- S-05485: GST-31b: To support GST, Exclude the JEs that created deductions from "Applied JE Amount" saved search sublist in the deduction form. [Logic to use this selection is in a future story.]

iTPM 25.1.1 published

• Development continues...



1.2 Upcoming changes



You may be required to update to 25.1.x before *i*TPM version 25.2.x 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.

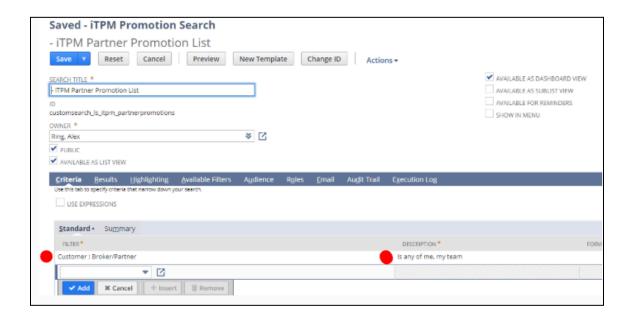
<i>i</i> TPM Anticipated Releases	Anticipated Date Generally Available*
25.1.x	Minor updates as needed. ¿TPM 25.1.x will be minor releases to fix critical bugs, and the addition of critical features requested by clients.
25.2.x	Summer 2025 Major release with significant enhancements After ¿TPM 25.2.x 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 *i*TPM releases**:

- DO NOT change the concurrency of any TPM scheduled scripts without first consulting CG Squared. Script concurrency should be 1 for all 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 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**.
- Email support@cgsquared.com for help configuring iTPM for broker access.





1.4 ¿TPM Bundle Details:

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

The following describes *i*TPM Release 25.1.1.

ĭTPM Bundle Details	Release 25.1.1
Design, development, testing and publishing	October 2024 - February 2025
Bundle release date	Latest release is February 2025
Publisher ID	44277 CG Squared, Inc.
Bundle ID	Bundle #312604
NetSuite Built-for-NetSuite review?	<i>i</i> TPM 24.2.1 was tested with Netsuite 2025.1 and received Built-for-Netsuite certification.
Admin tasks required AFTER installation?	See 2.3 First-time Administrator Set-up Tasks (Skip if Updating) the first time setup tasks after you install iTPM.
	See <u>2.6 Administrator tasks (Updating iTPM)</u> for the tasks when you update <i>i</i> TPM in a sandbox, release preview account, and/or in production.



IMPORTANT: DO NOT UNINSTALL ITPM 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.



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 <u>2.3 First-time Administrator Set-up Tasks (Skip if Updating)</u> and in <u>2.6 iTPM Administrator tasks (After Updating iTPM)</u>



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 TPM and you are just updating TPM. Before you install the 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

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



Helpful Hint: We recommend "Allow Non-GL changes is set by Default" is checked.

Setup -> Accounting -> Accounting Preferences, General subtab, General Ledger section.



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.



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



Note: if you have accounting preference "Allow Transaction date outside of posting period" set to "Disallow", you'll need to set the Split-deduction parameter configuration to "Always use current date"



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



Updates to 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. After the first-time install, only CG Squared can push *i*TPM 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 TPM.
- 2. Confirm prerequisites in section 2.1.
- 3. Go to Customization > SuiteBundler > Search & Install Bundles to install the ¿ΤΡΜ SuiteApp.



IMPORTANT: Do NOT use the Install process to UPDATE TPM in your SANDBOX if TPM is already installed in your sandbox. UPDATE, don't install. Installing could install two copies of 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 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 ¿TPM in your SANDBOX and/or Release Preview account for testing BEFORE installing in your live production account. While ¿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.

2.3 A. First time install tasks: Non-One World Accounts

Skip to the next task if you are using NetSuite One-World.

- How do you know if you have NetSuite Non-One-World? If you don't see the subsidiary in the iTPM preferences list, then you have Non-One-World. *iTPM -> Setup -> Preferences*.
- The subsidiary in NetSuite Non-One World accounts may not be populated on the first install of NetSuite.
- If you are unable to populate the subsidiary using *iTPM -> Setup -> Preferences*, then enter "iTPM Preferences" in the NetSuite global search, and use the alternative page to populate the subsidiary field.
- You will do this when performing the tasks in section 4.3 in the Admin User Guide.

2.3 B: First time install tasks: Decide which scripts should be scheduled:

You will schedule or unschedule scripts based on which iTPM features will be used:

- 1. These are the typical <u>iTPM Scheduled scripts:</u>
- 2. Scheduled scripts for **Deduction Management ONLY**:
- 3. Scheduled scripts for **Promotional Settlements**:
- 4. Scheduled scripts for **Promotion Planning**:
- 5. Scheduled scripts for Promotion KPIs by Netsuite Period:
- 6. Scheduled scripts for Applying Off-invoice to Sales orders
- 7. Scheduled scripts for Creating promotions using an Excel Planning Template:
- 8. Scheduled scripts for Creating Accruals



Note: See section 6.9 in the Admin Role User Guide for more details on *i*TPM scheduled scripts. In NetSuite, go to *iTPM -> Help -> Admin User Guide*



2.3 B.1 These are the typical aTPM SCHEDULED scripts: (Changed in 24.2.2)

If you only use the deduction module, only schedule the 7 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_delete_processplan	- iTPM - MR Inactive Related Records(Sc)
customdeploy_itpm_mr_inactive_relatedrec	- iTPM - MR Inactive Related Records(Sc)
customdeploy_itpm_mr_kpi_newcalschedule1	- iTPM - MR KPI New Calculations •
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
customdeploy_itpm_promolinked_approved	- iTPM PromoLinked Records for approved

Optional: If you need KPIs by promotion, period **AND item** also schedule these scripts:

- iTPM MR By Item Period Share,
- iTPM MR Inactive By Item Period Share,
- ITPM MR Update By Item Period Share

The list above shows typical scripts that should be scheduled if you use all 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)

• Schedule "- iTPM MR Period Based Transactions" to create iTPM period accruals.



2.3 B.2 Scheduled scripts For Deduction Management ONLY: (No promotion planning, no promotional settlements)

₹PM form and button: Deductions	Map Reduce Scripts to SCHEDULE	UNSCHEDULED scripts that are chain-run by the scheduled script
Deduction: SPLIT, CSV SPLIT buttons	- iTPM - MR Deduction Split Process	
Mass Non G/L Update form	- iTPM - MR Non GL Mass Update	
Mass Expense form Deduction: EXPENSE, and CSV Bulk Expense	- iTPM - MR Deduction Write-Off (Sc) —>	- iTPM - Deduction Bulk Expense - iTPM MR Deduction Last Resolved
CSV Split button	- iTPM - Deduction Split CSV Import Task (Type = Scheduled task, not Map-Reduce)	
Re-apply deduction to the invoice	- iTPM - MR Apply Detached Invoice	
Update Deduction status and open balance when the ¿TPM Statement Charge is deleted.	- iTPM MR SC Related Deduction Updation	

2.3 B.3 Scheduled scripts for Promotional Settlements:

√TPM form and button: Deductions	Map Reduce Scripts to SCHEDULE	UNSCHEDULED scripts that are chain-run by the scheduled script
Deduction: SETTLEMENT button	- iTPM - MR Settlement Lines	
CSV Bulk Settlement (Also the Resolve Deductions button on the promotion.)	- iTPM - MR Bulk Settlement Process	



2.3 B.4 Scheduled scripts for Promotion Planning: Schedule these if you create promotions.

	Map Reduce Scripts to SCHEDULE	UNSCHEDULED scripts that are chain-run by the scheduled script
Promotion: Process Plan button	- iTPM MR Inactive Related Records (Sc) —>	- iTPM - Create Promo Linked Records
Overnight process	- iTPM MR Allowance for New Item (Sc)>	- iTPM MR Overnight Allowances sold
Allowances & KPIs	- iTPM MR Overnight Process Plan —>	- iTPM MR Schedule KPI Queue
Promotion: Update Estimate, Modify buttons	- iTPM PromoLinked Records for approved	
Refresh KPIs	- iTPM - MR All Contribution for Draft(Sc)	- iTPM - MR KPI Draft Promo Calculations - iTPM - MR KPI Summary Field Calcs
	- iTPM - MR Allocation Contribution (SC) —	- iTPM - MR KPI New Calculations - iTPM - MR KPI Summary Field Calcs
	- iTPM - MR KPI Summary Field Calcs (Other Promotions)	- iTPM - MR KPI New Calculations
Promotion: Copy Promotion button	- iTPM - Copy Promotion	
Promotion: Delete Promotion button	- iTPM Delete Promotion Record	
For new items added to NetSuite item groups	- iTPM MR Allowance for New Item(Sc)	
Clean-up scripts:	- iTPM - MR Inactive By Item Period Share - iTPM - MR Inactive Related Records - iTPM - MR Inactive Related Records(delete) - iTPM - MR Delete KPI Queue Records - iTPM MR Delete Period Share Records	

B.5 For Promotion KPIs by Netsuite Period: (Optional) Schedule these if you need KPIs by NetSuite Period

<i>i</i> TPM form and button: Promotions	Map Reduce Scripts to SCHEDULE	UNSCHEDULED scripts that are chain-run by the scheduled script
Optional: Allocate promotion KPIs to NetSuite Periods	- iTPM - MR Promotion Period Share - iTPM - MR Update promotion Period Share	
Optional: Allocate promotion KPIs period and item.	- iTPM - MR Update item Period Share - iTPM - MR By Item Period Share	



2.3 B.6 Scheduled scripts for Applying Off-invoice to Sales orders:

√TPM form and button: Sales Orders	Map Reduce Scripts to SCHEDULE	UNSCHEDULED scripts that are chain-run by the scheduled script
Sales order: "Apply iTPM discounts" sales order checkbox.	- iTPM - MR NBOI Processing (remove)>	- iTPM - MR NBOI Processing

2.3 B.7 Scheduled scripts for creating promotions an Excel Planning Template:

ቭPM form and button: Event Plans	Map Reduce Scripts to SCHEDULE	UNSCHEDULED scripts that are chain-run by the scheduled script
Plan to Promotion script validate and create TPM Promotions from your Event plan data. Only schedule if you use this feature.	- iTPM - MR - Plan to Promotion (Sc)>	- iTPM - MR - Plan item Delete

2.3 B.8 Scheduled scripts for creating accruals:

¿TPM Accruals	Map Reduce Scripts to SCHEDULE	UNSCHEDULED scripts that are chain-run by the scheduled script
Event-based accrual Accruals.	- iTPM MR Transaction Accruals (Sc)>	- iTPM MR Estimated Accruals- iTPM MR LumpSum Accruals- iTPM - MR Overpay Accruals- iTPM - MR Accrual CorrectAdjustment
Period-based accruals	- iTPM MR Period Based Transactions	



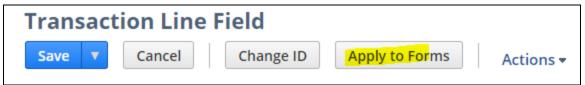
2.3 C. First time install tasks: Deduction management

If you want to use ι TPM reason codes in your credit memos, confirm the ι TPM reason code field is applied to the lines of the credit memo form that you'll use to create ι 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 FORMS



- 4. Look for the rows with the credit memos you use, and **check the checkbox** to SHOW reason codes in the form.
- 5. SAVE





2.3 D. First time install tasks: Configure Apply Off-invoice features

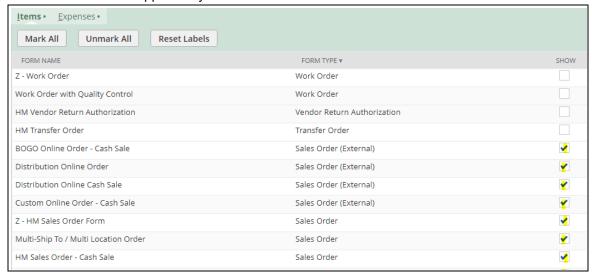
- **D. Task #1 for applying off-invoice:** If you will use *i*TPM to apply off-invoice to sales orders, these steps will apply the "*iTPM Discounts Applied?*" field to your sales order transaction lines. (Make sure you do this for all the sales order forms you use with *i*TPM.)
 - Go to Customizations->List/Records & 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.





- 2.3 D. Task #2 for applying off-invoice: (This is optional. You don't have to use these buttons.)
- If you use iTPM to apply off-invoice discounts to sales orders, these steps enable " **Apply or ReApply Discounts**" and "**Process Ol 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: VIEW 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 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





2.3 D. Task #3 for applying off-invoice:

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

Below are example internal IDs. Your IDs will be different.

You can also use blank parameters to get started and run the report without comparing *i*TPM values to your EDI values.

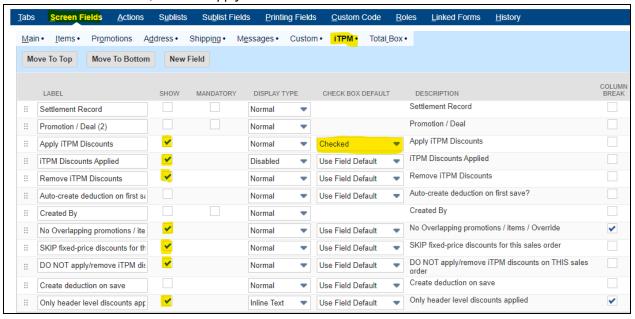




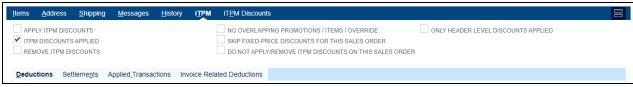
2.3 D. Task #4 for applying off-invoice:

For those sales order forms where you want *i*TPM to apply discounts, you will need to make *i*TPM checkboxes visible under the *i*TPM subtab on the sales order.

- 1. VIEW a sales order, hover over CUSTOMIZE in the upper right corner, and click on CUSTOMIZE FORM.
- 2. Go to the Screen Field subtab, and the *i*TPM sublist.
- 3. Check these checkboxes, and set "Apply iTPM Discounts" to default to CHECKED in new sales orders:



- Do the above steps for every sales order that iTPM will apply discounts.
- 5. Confirm these checkboxes are visible on this sales order.



Note: "Only header level discounts applied" is available in *i*TPM version 24.2.2 and later versions. You'll also need to create a subtotal item for if you apply discounts to sales orders and don't already have one:

2.3 D. Task #5 for applying off-invoice:

- 1. Setup -> Accounting -> Item-> New
- 2. Select the type as "Subtotal"
- 3. Enter "Sub-total" as the name, then SAVE.



Note: If you enter "Subtotal" without the hyphen, you may get a message that there already is a subtotal by that name. Enter the description with a "-" to get around the error message.



2.3 E. First time install tasks: Document script parameters changes (if any)

If you change any of the default *i*TPM script parameters, be sure to document your changes.

¿TPM Script: Deductions	Default Parameter setting	Туре
- iTPM - MR Deduction Split Process	New Deductions always have a current date: Default = UNCHECKED	MR
- iTPM MR Settlement Lines	- iTPM Settlement record type ID - iTPM Settlement	MR
- iTPM - MR Apply Detached Invoice	iTPM MR Deduction Invoice Search: - iTPM Deductions Detached from Invoices	MR
- iTPM - Deduction Buttons Applies to - iTPM Deduction	UE_DDN_CLIENT Script Path /iTPM_Attach_Deduction_Buttons.js - iTPM Settlement Permission Rec Type ID - iTPM Settlements Permission - iTPM Deductions Permission Rec Type ID - iTPM Deductions Permission - iTPM Expense Queue Rec Type ID - iTPM Expense Queue - iTPM Deduction Approval by Sal Rec Type ID - iTPM Deduction Approval By Sales - iTPM Deductions Delete Permission Rec Type ID - iTPM Deductions Change Cust Permission - iTPM Deduction Assign to Customer sales Rep when created Default: UNCHECKED - iTPM Deduction Do not change assign-to on split Default: UNCHECKED	User Event
- iTPM - Invoice Deduction Buttons Applies to Invoice	- iTPM Deduction Permission - iTPM Deductions Permission - iTPM Deduction Record Type ID - iTPM Deduction - iTPM Deduction Assign to sales rep Default: UNCHECKED	User Event
- iTPM - Invoice Deduction Buttons Applies to Credit Memo	- iTPM Deduction Permission - iTPM Deductions Permission - iTPM Deduction Record Type ID - iTPM Deduction - iTPM Deduction - iTPM Deduction Assign to customer sales rep when created Default: UNCHECKED	User Event
- iTPM SU Related Promotions	Customer Attribute employee Customer Attribute FieldID on Customer Record salesrep	Suitelet
- iTPM - Deduction Promotion List	- iTPM Customer Attribute salesrep Include matching promotions across all subsidiaries Default: UNCHECKED	Suitelet
- iTPM - Deduction Split CSV Import Task	- iTPM CSV Task IMport ID Default: Blank (ID the last time this script executed.)	Scheduled



It is a good practice to do a quick review of custom parameter settings every time you update iTPM to a new version.

¿TPM Script: Promotions	Default Parameter setting	Туре
- iTPM - MR KPI New Calculations	- iTPM KPI Process: EDITED	MR
- iTPM - MR KPI New Calculations 1	- iTPM KPI Process: SCHEDULED	MR
- iTPM - MR KPI New Calculations 2	- iTPM KPI Process: SCHEDULED	MR
- iTPM - Copy Promotion	Copied Promotion/Deal ID: NULL	MR
- iTPM MR - Promotion Period Share	Period Share Queue Search - iTPM Promotion Period Share Queue	MR
- iTPM - Promotion Processing	- iTPM Settlement Permission Record - iTPM Settlements Permission	User Event
	- iTPM Promotion Permission record - iTPM Promotion	
	- iTPM promotion type permission record - iTPM Promotion type	
	- iTPM Preferences Permission record - iTPM Preferences	
	- iTPM Estimated Quantity Permission - iTPM Estimated Quantity	
	- iTPM Promotion Planning Permission - iTPM Promotion Planning	
	- iTPM Modify Approved Promotion - iTPM Modify Approved Promotion	
	Is partner available in customer record? Default is UNCHECKED	
- iTPM SU Mass Copy Promotion	- iTPM Promotion Record Permission - iTPM Promotion	Suitelet
	- iTPM Promotion Planning Permission - iTPM Promotion Planning	
- iTPM SU Change Pending Form	Is partner available in customer record? Default is UNCHECKED	Suitelet



¿TPM Scripts: Apply Off-invoice	Default Parameter setting	Туре
- iTPM - MR NBOI Processing (Remove Discounts)	Rate in 4 decimals: Default is UNCHECKED	MR
- iTPM - MR NBOI Processing	Rate in 4 decimals: Default is UNCHECKED Only Process Exceptions? Default is UNCHECKED	MR
- iTPM SU SO EDI Report	- iTPM EDI UOM Field Internal ID custcol_itpm_edit_uom - iTPM EDIT price field internal ID custcol_example_edit_price	Suitelet

¿TPM Scripts: Accruals	Default Parameter setting	Туре
- iTPM - MR Estimated Accruals	Is estimated Qty Modified? Default is CHECKED	MR
- iTPM - MR Estimated Accruals 2	Is estimated Qty Modified? Default is UNCHECKED	MR
- iTPM MR Transaction Accruals	iTPM MR Transaction Accrual Search: - iTPM Event Accrual Source	MR
- iTPM UE Period Based Accruals	- iTPM Include Customer Attribute partner - iTPM Exclude Customer Attribute employee	User Event
- iTPM SU Period Based Accruals	Include Customer attribute employee Exclude customer attribute partner	Suitelet
- iTPM MR Period Based Transactions	Include Customer Attribute salesrep Exclude customer attribute partner Date Default: NULL Allow Accruals for customers above transaction sub Default: UNCHECKED Include Item Attribute Default: Classification	MR



Use Chapter 4 in the *Administrator User Guide* to finish the first-time setup and configuration of *i*TPM: (Skip the bolded steps below if only using the deduction management *i*TPM functionality.)

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 iTPM 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 JTPM 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 ¿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 ¿TPM Setup	
Step 20: Document your transition plan for promotions / deductions	



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

Updating a NetSuite Managed Bundle should generally follow the standard NetSuite updating steps.

Step 1: Prepare for updating TPM:

- For task #1, get screenshots of the scheduled custom support scripts, and the standard *i*TPM scripts that were replaced (if any).
- For task #2, make a list of the custom roles with τTPM permissions (if any).
- For task #3, make a screenshot of the scripts that are currently scheduled.
- For task #4, confirm you have the list of your customized iTPM script parameters.
- See if you need to download a list of settlement adjustments and voided settlements <u>before updating</u> iTPM.

Step 2: Update the TPM SuiteApp:

- 1. Confirm your account is not scheduled for maintenance when you want to update TPM.
- 2. Go to Customization > SuiteBundler > Search & Install Bundles -> LIST.
- 3. Scroll up/down and find iTPM.
- 4. If 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)

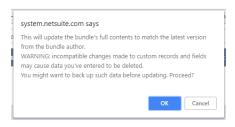


- 7. Follow the NetSuite update steps.
 - a. Click UPDATE BUNDLE.

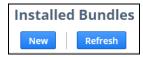
Preview Bundle Update



b. Click OK.



c. Click REFRESH to see the status of the iTPM update.



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



2.5 UPDATE iTPM in production

ONLY CG Squared can push updates of iTPM in production accounts.

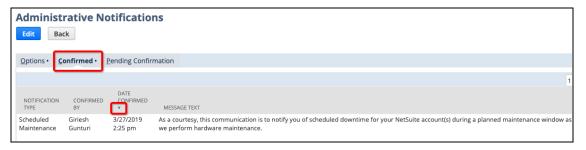
Step 1: Contact CG Squared to schedule the update to APM in production.

Step 2: Prepare for updating ¿TPM:

- For <u>task #1</u> after the update, get screenshots of the scheduled custom support scripts, and the standard *i*TPM scripts that were replaced (if any).
- For task #2 after the update, make a list of the custom roles with iTPM permissions (if any).
- For task #3 after the update, make a screenshot of the scripts that are currently scheduled.
- For task #4 after the update, confirm you have the list of your customized ¿TPM script parameters.

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

- 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 πPM 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 ITPM in your SANDBOX and/or Release Preview account for testing BEFORE UPDATING ITPM in your live production account. While ITPM 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 <u>prerequisites</u>.
- 2. Email support@cgsquared.com to let us know you want iTPM 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 iTPM 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, you may see a few script errors. These errors typically end after 12 midnight on the day TPM is updated. Email support@cgsquared.com if you observe TPM NetSuite error messages the day after TPM has been updated.



2.6 TPM Administrator tasks (After Updating TPM)



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.

2.6 Task #1: Review custom support scripts (if any)

- If your organization or the CG Squared team created custom support scripts, it is important to review support scripts.
- Before updating *i*TPM, you took screenshots of the scheduled custom support scripts, and the standard *i*TPM scripts that were replaced.
 - In script lists, these typically are next to each other in the list
 - Both scripts typically start with the same name. The support script ends with supp.
- If the new version of *i*TPM made changes to the script that was replaced by a support script, then the *i*TPM team may need to update the support script code for it to work properly.
- After *i*TPM is updated, compare your screenshots to the scripts. Unschedule, and sometimes un-deploy, the standard *i*TPM scheduled scripts that were replaced by custom scripts.



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

2.6 Task #2 Review and update permissions in custom roles (if any)

- If you use
 iTPM standard roles, no action is needed. Skip ahead to task #3.
- If you add *i*TPM permissions to your custom roles, then do these tasks:
 - Make a list of the custom roles with *i*TPM permissions
 - Release notes will identify if permissions changed in any standard *i*TPM role.
 - You can also use Setup -> Users/Roles -> Show Role Differences and compare your custom roles with *i*TPM permissions to the corresponding *i*TPM standard role.
 - Add permissions as appropriate to your custom roles.
- More details on role permissions in Chapter 5 of the iTPM Admin User Guide.

2.6 Task #3: Review scheduled iTPM scripts

- Typically, the same scheduled scripts should also be scheduled after *i*TPM is updated.
- Before updating iTPM, you took screenshots of the scripts that were scheduled.
- After *i*TPM is updated, review the map-reduced scheduled scripts in NetSuite versus the scripts that were scheduled before the update.
- Compare the scheduled scripts to the typical scheduled scripts on the next page.
- For more details on schedule scripts go to <u>First time install tasks</u>: <u>Decide which scripts should be</u> scheduled:



The list below shows typical scripts that should be scheduled if you use all iTPM 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)
```

• Schedule "- iTPM MR Period Based Transactions" to create iTPM period accruals.

These are the typical iTPM SCHEDULED scripts: (changed for 24.2.2)

If you only use the deduction module, only schedule the 7 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_delete_processplan	- iTPM - MR Inactive Related Records(Sc)
customdeploy_itpm_mr_inactive_relatedrec	- iTPM - MR Inactive Related Records(Sc)
customdeploy_itpm_mr_kpi_newcalschedule1	- iTPM - MR KPI New Calculations *
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
customdeploy_itpm_promolinked_approved	- iTPM PromoLinked Records for approved

Optional: If you need KPIs by promotion, period **AND item** also schedule these scripts:

- iTPM MR By Item Period Share,
- iTPM MR Inactive By Item Period Share,
- ITPM MR Update By Item Period Share



2.6 Task #4: Review customized ¿TPM script parameters (if any)

- Most iTPM script parameters are not changed from default values.
- If you have any customized parameters, review the stored <u>parameter value in iTPM scripts</u> to confirm they haven't changed when *i*TPM was updated.

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

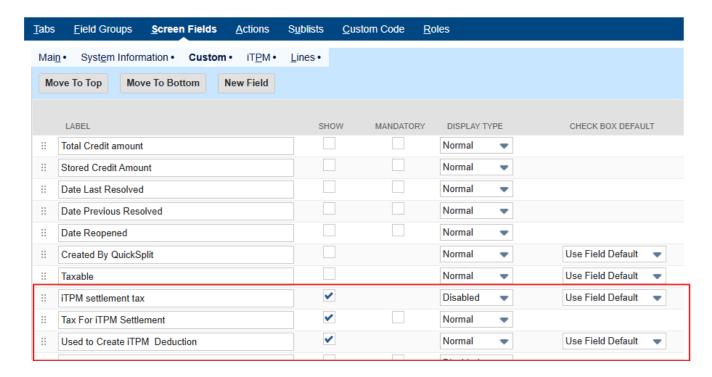
2.6 Update to 25.1.1: February 2025

TPM now supports deductions that include tax: If you need to use the new support for GST tax, you can configure iTPM to automatically create the GST tax journal. See section 2.17 in the *iTPM Admin User Guide* for more details.

If your deductions do not include tax, you can skip to the <u>next task</u>.

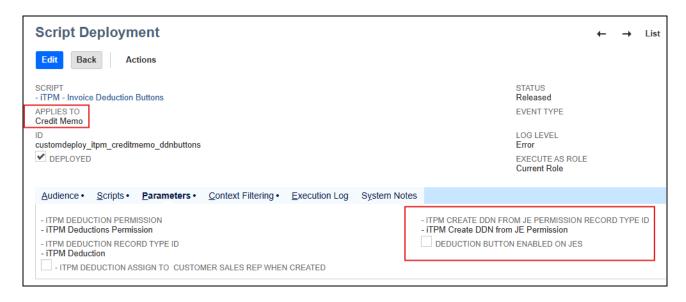
For help configuring *i*TPM for GST, email support@cgsquared.com.

For example, these fields need to be available in journal entries for *i*TPM to process Deductions that include tax.

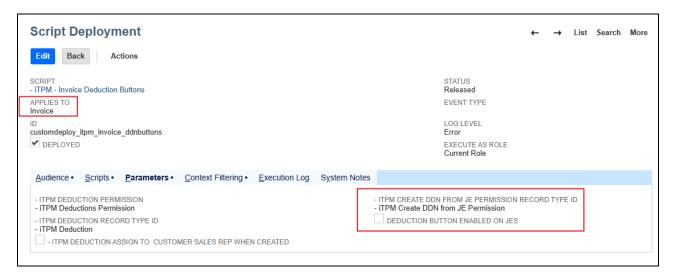




New parameter in the script "- iTPM - Invoice Deduction Buttons" is populated with these values below, including "- iTPM Create DDM from JE Permission" and a checkbox "Deduction button enabled on JES". The checkbox defaults to UNCHECKED. (User Event, with record type = "Credit Memo")

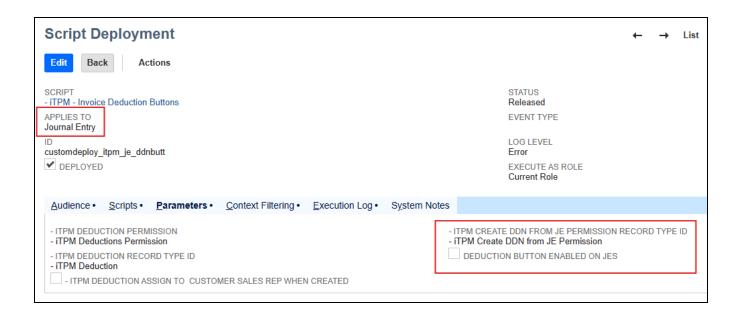


New parameter in the script "- iTPM - Invoice Deduction Buttons" is populated with these values below, including "- iTPM Create DDM from JE Permission" and a checkbox "Deduction button enabled on JES". The checkbox defaults to UNCHECKED. (User Event, with record type = "Invoice")

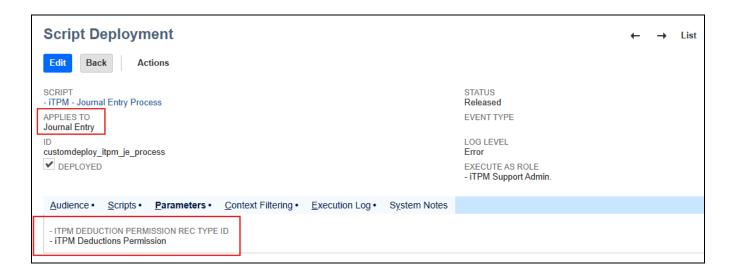




New parameter in the script "- iTPM - Invoice Deduction Buttons" is populated with these values below, including "- iTPM Create DDM from JE Permission" and a checkbox "Deduction button enabled on JES". The checkbox defaults to UNCHECKED. (User Event, with record type = "Journal Entry")



New script called "- iTPM - Journal Entry Process". Populate the "- iTPM deductions permission rec type ID" with "- iTPM Deductions Permission". (User Event)





2.6 Update to 24.2.2: October 2024

A: If you use *i*TPM to create period-based accruals, version 24.2.2 includes a new parameter for filtering period accruals by item attribute. (**Suitelet** called *iTPM SU Item Attribute Period based*)

In the example below, the NetSuite class attribute is entered as 'classification' as the parameter.



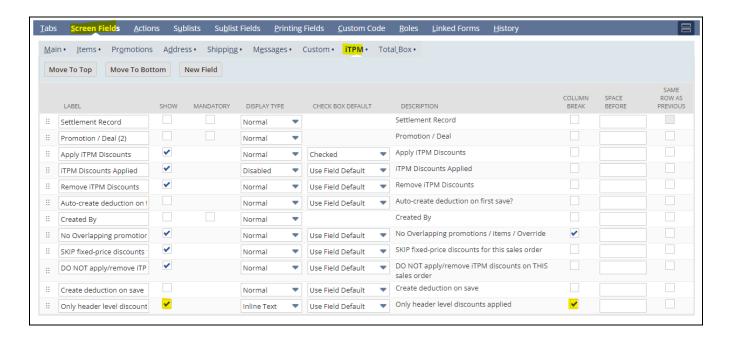


Note: If you use a custom segment to determine which item qualify for the period-accrual, you'll need to contact the TPM Help Desk at support@cgsquared.com.



B: If you use *i*TPM to apply discounts to sales orders, you'll also need to make this new "*Only header level discounts applied*" checkbox visible on sales orders where *i*TPM applies discounts:

- 1. VIEW a sales order, hover over CUSTOMIZE in the upper right corner, and click on CUSTOMIZE FORM.
- 2. Go to the Screen Field subtab, and the iTPM sublist.
- 3. Check these checkboxes, and set "Only header level discounts applied" to show, and in a new column.



- 4. Do the above steps for every sales order that iTPM will apply discounts.
- 5. Confirm these checkboxes are visible on this sales order.



C: If you apply discounts to sales orders, you'll need to create a subtotal item if you don't already have one:

- 1. Setup -> Accounting -> Item-> New
- 2. Select the type as "Subtotal"
- 3. Enter "Sub-total" as the name.
- 4. Save.



Note: If you enter "Subtotal" without the hyphen, you may get a message that there already is a subtotal by that name. Enter the description with a "-" to get around the error message.



D: If you are updating to 24.2.2 and you used TPM before January 2023, we recommend you use a CSV import to populate two checkboxes in your settlements. TPM version 23.1.1 was the first version to specifically identify voiding settlements and settlement adjustments using a checkbox in the settlement header.

This step is optional. If you do not populate these checkboxes, the *iTPM -> Resolutions -> All Settlements* will not have the correct color shading in settlements created before iTPM 23.1.1.

Before updating to 24.2.2, take these steps. (The ¿TPM support team can do this for you.)

- Create a CSV import using *iTPM -> Resolutions -> Voiding settlements*. Use a CSV import to check the "Voiding Settlement" checkbox in these settlements.
- Create a CSV import using *iTPM -> Resolutions -> Settlement Adjustments*. Use a CSV import to check the "Settlement Adjustment" checkbox in these settlements.

2.6 Update to 24.2.1: August 2024

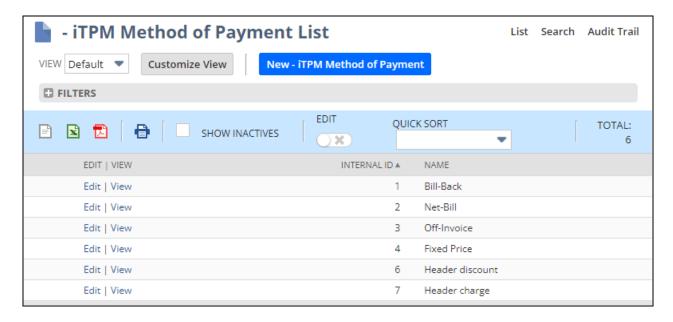
Version 24.2.1 added two new method-of-payments to *i*TPM. *i*TPM will use these new MOPs in the next version to apply discounts to sales orders at the header level.

No action is required if:

- If you are installing iTPM for the first time, then you will have the new MOPs, ID=6 and ID=7.
- If you do not need to use these new MOPs,
- Note: you can add these extra records in the future as needed.

If you use *i*TPM to apply discounts to sales orders, and you do not see "Header discount" and "Header charge" in the "- iTPM Method of Payment" list, contact the *i*TPM team.

This table is locked, and the new MOPs must be IDs 6 and 7 for this new feature to work.





2.6 Update to 24.1.2: May 2024

See new overview of 24.1.2 new features: In NetSuite, go to iTPM -> Help -> See what is new in iTPM

Task #1: (Update to 24.1.2)

New parameters in the script "- iTPM - Promotion Processing" are populated with these values below, including "- iTPM Modify Approved Promotion" and a checkbox "Is partner available in customer record?" The checkbox defaults to UNCHECKED. (User Event, with record type = "- iTPM Promotion")



Task #2: (Update to 24.1.2)

There are two new role permissions for planning to make changes to approved promotions:

- iTPM Modify Promotion
 - -> EDIT gives permission to see the MODIFY button.
 - -> FULL gives permission to APPROVE & REJECT changes to approved promotions.
- iTPM Planning Permission
 - -> EDIT or higher gives permission to add new items to approved promotions.

If you have customized roles with iTPM permissions, add these permissions to your roles if you want these roles to be able to request and/or approve changes to approved promotions.

If your planning team currently uses the UPDATE ESTIMATE button, you can decide if you want to turn off this feature and require all changes to approved promotions to be approved.



2.6 Update to 24.1.1: January 2024

See new overview of 24.1.1 new features: In NetSuite, go to iTPM -> Help -> See what is new in iTPM

Task #1: (Update to 24.1.1)

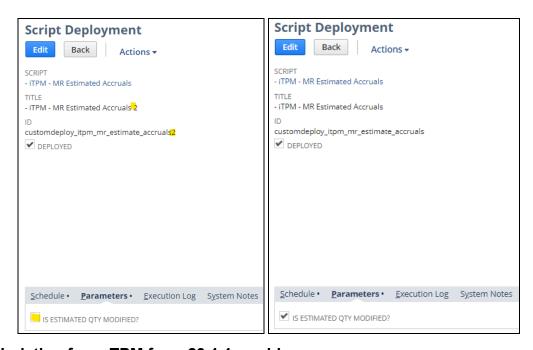
After updating to iTPM 24.1.1, users may not see the CLOSE button on the promotion when they should. This is because the promotion workflow is changed to use a specific role permission.

Simply clicking on KPI Refresh will make the button visible. You can also use QUICK EDIT, then cancel without making changes. Another option is to put all promotions into the KPI Refresh queue.

- 1. Go to iTPM -> Promotions -> List, and set your filter to see all APPROVED promotions.
- 2. Use a CSV import to put these promotions into the KPI Refresh queue
 - a. Custom record is "- iTPM KPI Queue"
 - b. Map promotion "Name / Title" to Name
 - c. Set Queue Request type to "Ad Hoc"
- 3. To monitor the results, go to iTPM -> Promotions -> KPI Processing Queue

Task #2: (Update to 24.1.1)

Confirm the IS ESTIMATED QTY MODIFIED? parameter which is checked in "- iTPM - MR Estimated Accruals" is UNCHECKED in "- iTPM - MR Estimated Accruals2". (Map Reduce script)



2.6 Updating from ¿TPM from 23.1.1 or older:

- If you are updating iTPM from 23.2.1 or newer to 24.1.2, you are done with the administrative tasks.
- If your current version of τTPM is older than 23.2.1, continue on with the tasks in this chapter.



If updating from JTPM 23.1.1: (Skip if you previously performed this task.)

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)



If you are updating TPM with **21.1.1** from an older version of 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'.

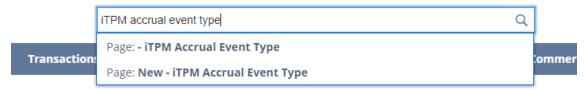


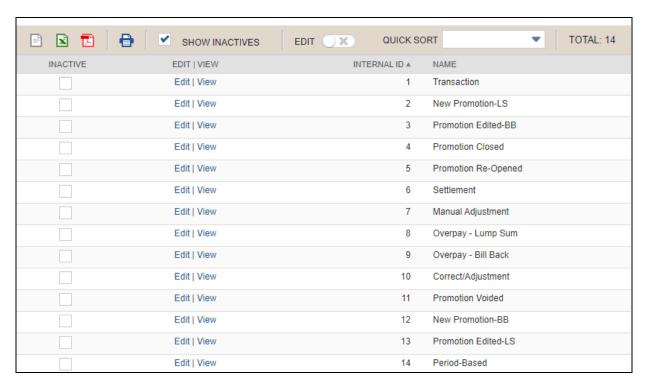


If updating from **iTPM 2021.1.x:** (**Skip** if you previously performed this task.)

If you installed ¿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 iTPM support if your records are locked.



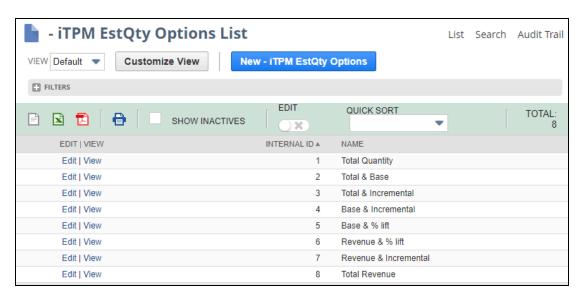




If updating from iTPM 2021.x.x: (Skip if you previously performed this task.)

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





You may need to add these records.

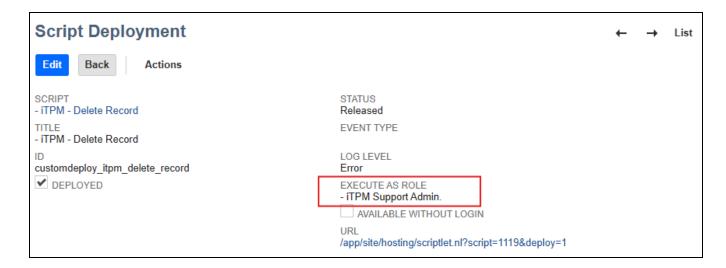
Contact your *i*TPM support team to perform this task. Because this list is locked, these will need to be added by CSV import.

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



If updating from **iTPM 2021.x.x:** (**Skip** if you previously performed this task.)

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**)



If updating from iTPM 21.x.x: (Skip if you previously performed this task.)

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



Task: 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: 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.

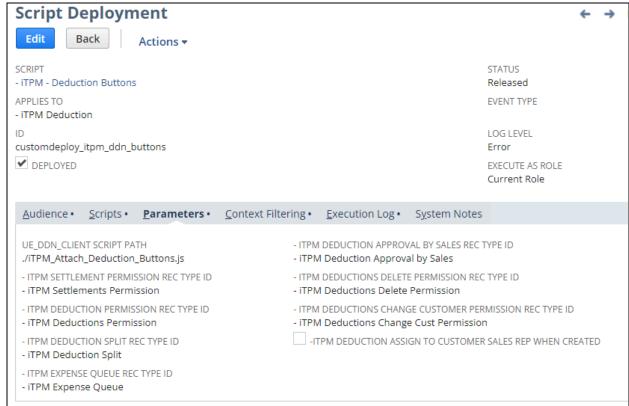


Task: The default is to assign newly created deductions to the user that creates them. If you changed this default, after the iTPM update you may need to re-check the parameter in these two scripts (**User Event)**:

- 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.

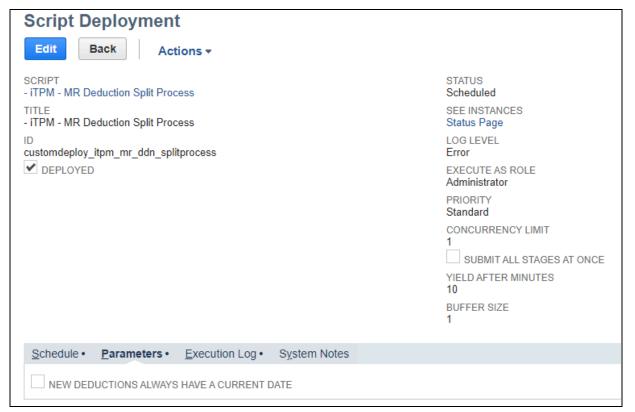








Task: If you changed the default parameter in '- iTPM - MR Deduction Split Process ', then make sure it is still checked after updating iTPM.: (MR script)





Note: If you customized any of the *i*TPM scripts, make sure the log level is set to ERROR: (Optional)

Search for scripts that may be incorrectly set to DEBUG log level.

- 1. View any script
- 2. Click on SEARCH in the upper right corner:



3. Search for scripts that have the log level = Debug or Audit



4. EDIT the scripts that are *Debug* and *Audit* log level and change to ERROR log.





2.7 Suggested Sandbox Testing

We recommend clients that have sandboxes test iTPM before updating their production account.



Note: If you installed the IPM 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 IPM 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 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 TPM configurations.



Helpful hints for testing in Release Preview Accounts: Scheduled 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 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 *i*TPM 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 $\imath TPM$ 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 ¿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, they just add to the email thread.

3.2 Contacting Support

There are many 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
	www.i-TPM.com/see-what-is-new-in-iTPM
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.

IN NO EVENT SHALL NETSUITE HAVE ANY LIABILITY TO YOU OR ANY THIRD PARTY ARISING OUT OF OR RELATED TO YOUR USE OF THE BUNDLE FOR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, COVER OR PUNITIVE DAMAGES, HOWEVER CAUSED, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER THEORY OF LIABILITY, AND WHETHER OR NOT YOU HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. WITHOUT LIMITING THE FOREGOING, NETSUITE SHALL HAVE NO LIABILITY FOR LOSS OF PROFITS, REVENUE OR DATA OR FOR INTERRUPTIONS IN SERVICE ARISING OUT OF OR RELATED TO YOUR USE OF THE BUNDLE. THE FOREGOING DISCLAIMER SHALL NOT APPLY TO THE EXTENT PROHIBITED BY APPLICABLE LAW.

4.2 ¿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,

<u>www.i-TPM.com/professional-services-agreement</u>, incorporated as **Exhibit A**, and the **Professional Services Agreement**, <u>www.i-TPM.com/professional-services-agreement</u>, incorporated as **Exhibit B**.