Integrated Trade Promotion Management

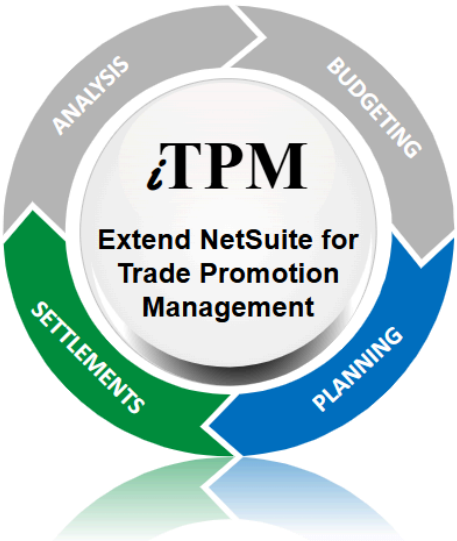
Built for
ORACLE
NetSuite
SuiteCloud Developer Network SuiteApp

User Guide:

iTPM Accruals

August 2026

Revised October 10, 2026



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Important: Accruals have a material impact on your NetSuite Financials.
You are responsible for reviewing iTPM Accruals for accuracy and completeness at least monthly.

- iTPM automated accruals should only be a part of your overall promotion accrual process.
- You are responsible for testing the end-to-end GL impact and approving the final iTPM configurations.

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One Page Quick Reference: Accruals

HELP! Email questions & issues to support@cgsquared.com Documents at www.i-TPM.com/accruals

Four types of Accruals: Three configurations for Event-based, and one for Program-based
• **2.0 Event-Based and 4.0 Allocated Daily:** Accruals are based on promotional events. • **3.0 Program Accruals:** These are based on what you sell to direct customers. No promotion required.

Event-Based Accruals 2.5 Visibility & Reporting 2.6 How to correct accruals and 4.5 Allocated Daily Accruals	
No Financial Impact: **2.2 Event Accrual Log**	• Does not impact any NetSuite financials • ***Accrual*** Subtab in the promotion, ***Log*** sublists • Saved search: ***iTPM -> Accruals -> Event Log*** • Event-Trigger is based on changes to the promotional event • One record created for every event-trigger and promotion and item
	2.3 Log configuration option: • Configure: ***iTPM -> Setup -> Event Accruals*** • '*Create log*?' always checked for Event Accruals, option for Daily Accruals.
Financial Impact: **2.3 Event Accruals** **– or –** **4.1 Daily Accruals*** * Option to create daily, weekly or monthly event accruals by promotion type.	• NetSuite financial transactions : "- *iTPM Accrual*" • ***Accrual*** Subtab in the promotion, ***Financial*** sublist • Saved search: ***iTPM -> Accruals -> Event Accruals*** • Event-Trigger is based on changes to the promotional event • One record created for every event-trigger and promotion
	2.3 vent configuration options: 4.3 Allocated Daily configuration Options: • Configure: ***iTPM -> Setup -> Event Accruals*** • Do *i*TPM events fund accruals? • Do *i*TPM Settlements hit accrual GL? • Debit and credit GLs to use when creating accruals

Program Accruals (Also known as 'Period' accruals) 3.6 Visibility & Reporting	
Financial Impact: **3.0 Program Accrual**	• NetSuite financial transactions : "- *iTPM Accrual*" • Setup new Programs: ***3.2 iTPM -> Setup -> Program Accruals*** • Saved search: ***iTPM -> Accruals -> Program Accruals*** • Event-Trigger is "Program-Based" • One record created for every invoice and program setup configuration
	3.2 Setup new Programs: • Start and End dates • Accrual % • Include & exclude Customers using NetSuite customer hierarchy • Include & exclude Customers using attribute in the customer record • Include Item Attribute • Include or exclude discount items in the accrual (Use net or gross amount?)

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1.0 Accruals: Event-based vs Program-based

One of the big challenges for CPG companies is to anticipate and account for unpaid bill-back liability. This is often difficult because of calculation complexity and the large number of customers, items and trade promotions.

What is a trade promotion accrual? Accruals are a balance sheet fund to cover future bill-backs.

Example: If I know that I have $10k of unpaid bill-backs, financially I should accrue and hold $10k in reserve to pay the $10k. This reserve does several things. First, it identifies the unpaid liability on the financial statements. Second, it recognizes the anticipated liability to the correct accounting period. When the promotional claim (in the form of a check OR deduction) comes in months later, the promotional settlement reduces accrual funds that were set-aside when the original promotional activity occurred.

Pros and Cons of the two types of accruals: *Event-based* versus *Program based* accruals:

Event-based accruals:

Event-based is when accrual amounts are based on promotional events.

Example: If a shipment qualifies for a $5.00/ case bill-back, the quantity times $5.00 is accrued.

Pros: This is very accurate, as it closely matches what's owed.

Cons: If the promotion isn't entered into the TPM solution, or if the promotion is backdated after the fact, the accrual will be understated. Finance will also spend more effort matching the deductions and claims to promotions.

Before you configure accruals in *i*TPM, think about which promotion types you need to calculate a running accrual balance by promotion.

Program accruals (Also known as Period Accruals)

Program-based is when the accrual is just applied to invoices that overlap the program dates, customer and item attributes.

Example. Consider an annual $2.00 per case on to cover trade spending, defective allowances, brand development funds, Subscribe & Save, and/or other forms of working and non-working trade. Any invoice during the year will generate an accrual of $2.00 per case.

Pros: This is simpler to calculate than Event-based accruals. This approach works well for accruing non-trade flat rates, like 1% for defects on all sales.

Cons: This approach does not manage individual events, so the reporting is just funds accrued by customer and item vs. what was claimed by customer.

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Limitations of Event-based accrual logs:

- Promotion must be approved. Promotions in draft and submitted status don't accrue.
- Starting with version 25.1.2, *i*TPM creates transaction accruals for back-dated promotions where the promotion type configuration has *Expected liability* linked to sell-in.
- Lump-sums are not amortized across the promotion dates. If you want lump-sums to be allocated across the weeks and months of the promotion, configure your promotion to use Daily Allocated Accruals, which is described in chapter 4.
- If liability is not linked to shipments, then estimated quantities that are too high or too low can cause your accruals to be less accurate. Examples include indirect accounts, scan events, etc.
- You must create your accrual. *i*TPM does not create the actual accrual. Use *i*TPM to determine the accrual that you will post.

Some of these limitations are eliminated by the Allocated Daily Accruals. See chapter 4 for details.

Note: Use *i*TPM's accruals as one part of your accrual process to reduce manual tasks, not replace them.
** *i*TPM Accruals must be reviewed and verified every NetSuite period for accuracy. **

Here are common ways *i*TPM clients use *i*TPM to manage trade promotion accruals:

Option 1: Don't use *i*TPM to create your financial accruals.

- Use *i*TPM KPIs by promotion along with other data to calculate your accrual outside NetSuite. Manually create journal entry accruals.
- Use the *i*TPM accrual log to help you true-up your accruals by knowing what changed by *i*TPM promotional event, when it changed and how it impacts your trade accruals.

Option 2: Use *i*TPM to create your financial accruals in NetSuite

- Event-Based: Use *i*TPM to create financial accruals based on promotional events.
- Daily Allocated: Simplified, 'self-correcting' approach to event-based accruals.
- Program-Based: Use *i*TPM to create financial accruals based on what you invoice
- Option to configure *i*TPM to create either or both event and program based accruals.

Important: Accruals have a material impact on your NetSuite Financials. It is possible to configure *i*TPM accruals so they create incorrect NetSuite financial transactions.

You are responsible for reviewing *i*TPM Accruals for accuracy and completeness. *i*TPM automated accruals should only be a part of your overall promotion accrual process.

You, the *i*TPM client, are responsible for testing the complete end-to-end GL impact, and approving the final *i*TPM configurations.

You, the *i*TPM client, are also responsible for reviewing and validating accruals every month.

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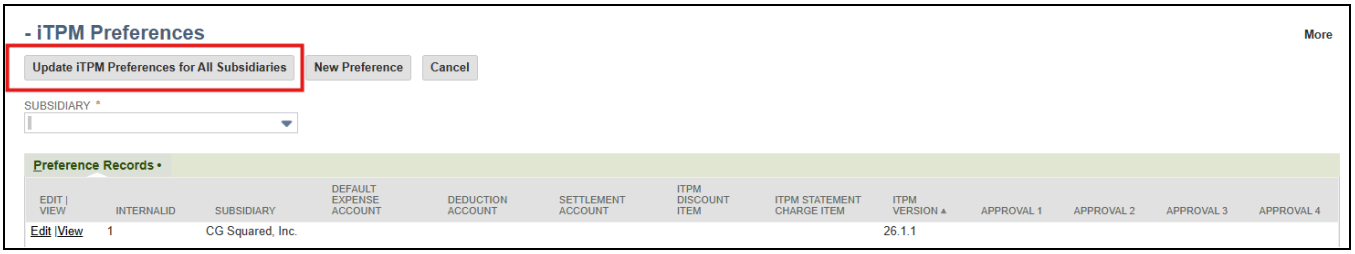
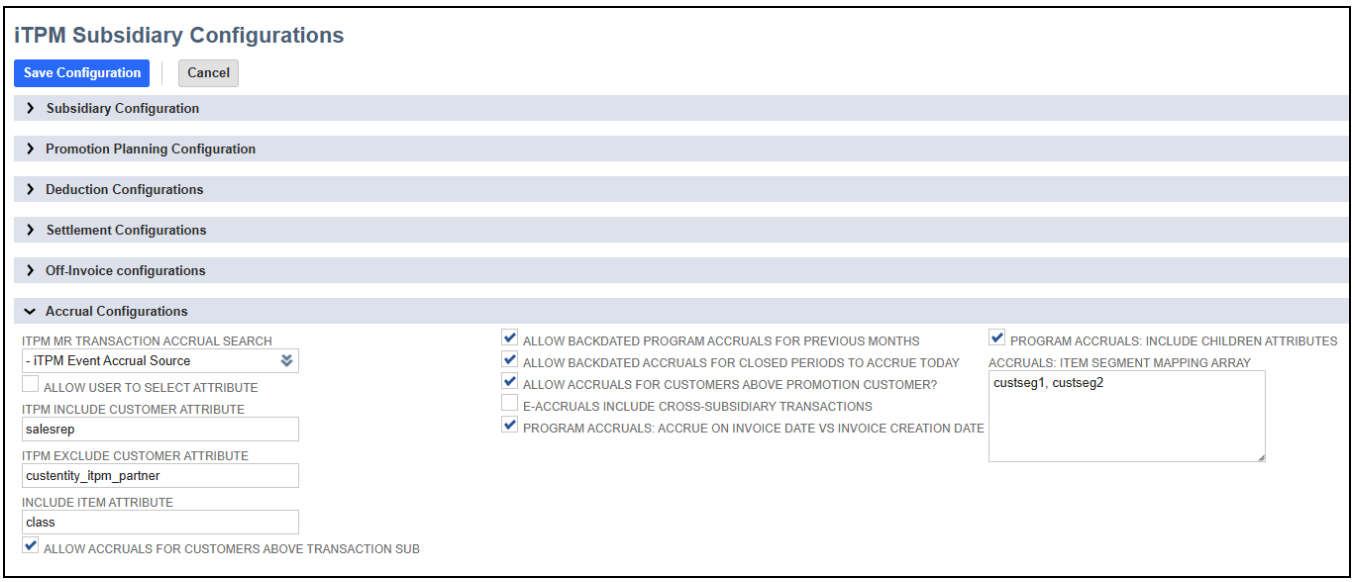
1.1 iTPM Preference configurations for accruals

These steps are for NetSuite One-World instances:
Step 1: Go to ***iTPM -> Setup -> Preferences***
Step 2: Click on the "***Update iTPM Configurations for all Subsidiaries***" button.



Scroll down to view the accrual configuration section:



The table on the next page describes each of these configuration options for accruals.

Helpful hint: These configurations are specific to the type of accrual.
- Event Accruals: These are based on *i*TPM Promotions
- Program Accruals: These are based on Programs. In older versions of *i*TPM, this was previously known as "Period Accruals".

The following table describes PROGRAM accrual configurations you can change in iTPM Preferences:

Field or Checkbox	**PROGRAM** ACCRUAL Configuration Description
Allow user to select attribute	If this checkbox is set to true, When users create/edit - iTPM Program Accrual Setup Records, they will be able to select any attribute.
iTPM Include Customer Attribute	This parameter is used to grab customer attribute used in the scripts - iTPM SU Period Based Accruals Suitelet and - iTPM MR Period Based Transactions MapReduce and - iTPM UE Period Based Accruals Userevent
iTPM Exclude Customer Attribute	This parameter is used to grab customer attribute used in the scripts - iTPM SU Period Based Accruals Suitelet and - iTPM MR Period Based Transactions MapReduce and - iTPM UE Period Based Accruals Userevent
Include Item Attribute	This Parameter is used to garb the date which is used in the scripts like - iTPM MR Period Based Transactions MapReduce
Allow accruals for customers above transaction sub	This Parameter is used to garb the date which is used in the scripts like - iTPM MR Period Based Transactions MapReduce
Allow Backdated program accruals for previous months	If Set to True, Program Accruals can be created for Previous Months.
Allow backdated accruals to accrue today	If Set to TRUE, Program Accruals that are re-run for closed periods will be accrued today.
Accruals: Item Segment Mapping Array	If your organization uses custom segments as attributes for filtering your iTPM support team will populate this field. If populated, Program Accrual records will set the segments based on the itpm item: String of Internal IDs separated by commas for all segments to be mapped from the item record to the accrual line. Example: cseg_segment1, cseg_itpmseg

The following table describes EVENT accrual configurations you can change in iTPM Preferences:

Field or checkbox	**EVENT ACCRUAL** Configuration Description
Allow accruals for customers above the promotion customer.	This Parameter is used to garb the date which is used in the scripts like - iTPM MR Transactions and - iTPM MR Backdated transactions MapReduce
E-Accruals include cross-subsidiary transactions	When checked, promotion matching logic may include promotions from subsidiaries other than the transaction subsidiary. The consuming promotion/accrual script must explicitly read custrecord_itpm_pref_promo_cross_sub and apply the cross-subsidiary logic.

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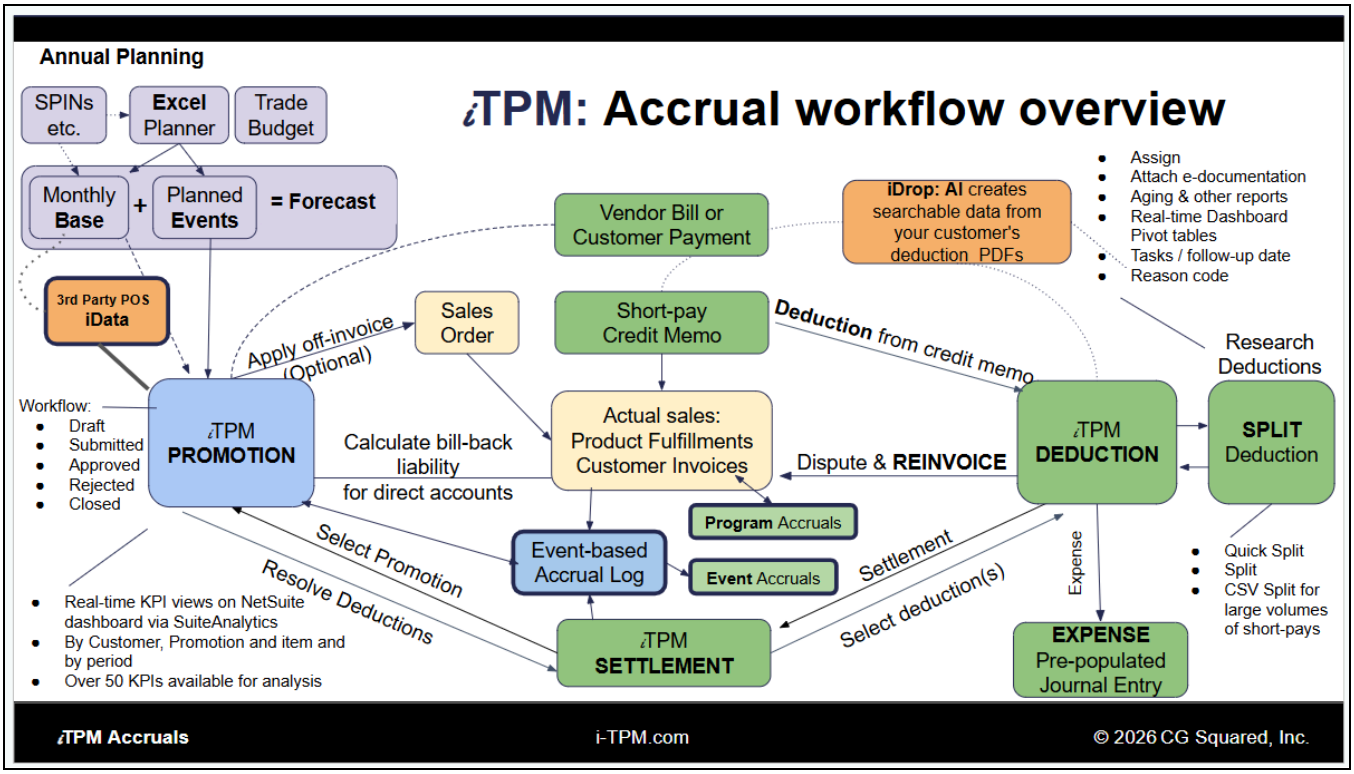
2.0 iTPM Event-based Accruals

Event-based accruals use iTPM promotions to calculate what you need to accrue in anticipation of customer deductions and direct payments.

Here are the three ways to use iTPM for your promotional accruals:

1. Use **Promotion KPIs** at a point in time and manually create your financial accruals.
2. Use the **Event**-based **Accrual Log** and manually create your financial accruals.
3. Configure iTPM to **automatically create event-based financial accruals**
   - Event Accruals, Chapter 2.
   - Daily Allocated Event Accruals, Chapter 4.
4. **Note: Program Accruals** are also financial accruals, but they are not connected promotions. Changes to promotions have no impact on program accruals.



Helpful hint: Before configuring event-accruals, read chapter 4 for a simpler approach to event-based accruals. You can only use Event-based or Daily-Accruals for any promotion type.
Allocated Daily Event Accruals are iTPM's newest accrual type. (New in version 25.1.2)

Helpful hint: If you don't create promotions, iTPM can't create event-based accruals. Skip ahead to the Program-based section in this user guide.

2.1 Promotion KPIs for accruals

The KPI measure "Net Liability" is not a NetSuite financial transaction. It is a calculated measure for each promotion that estimates how much you owe that hasn't been paid or deducted.

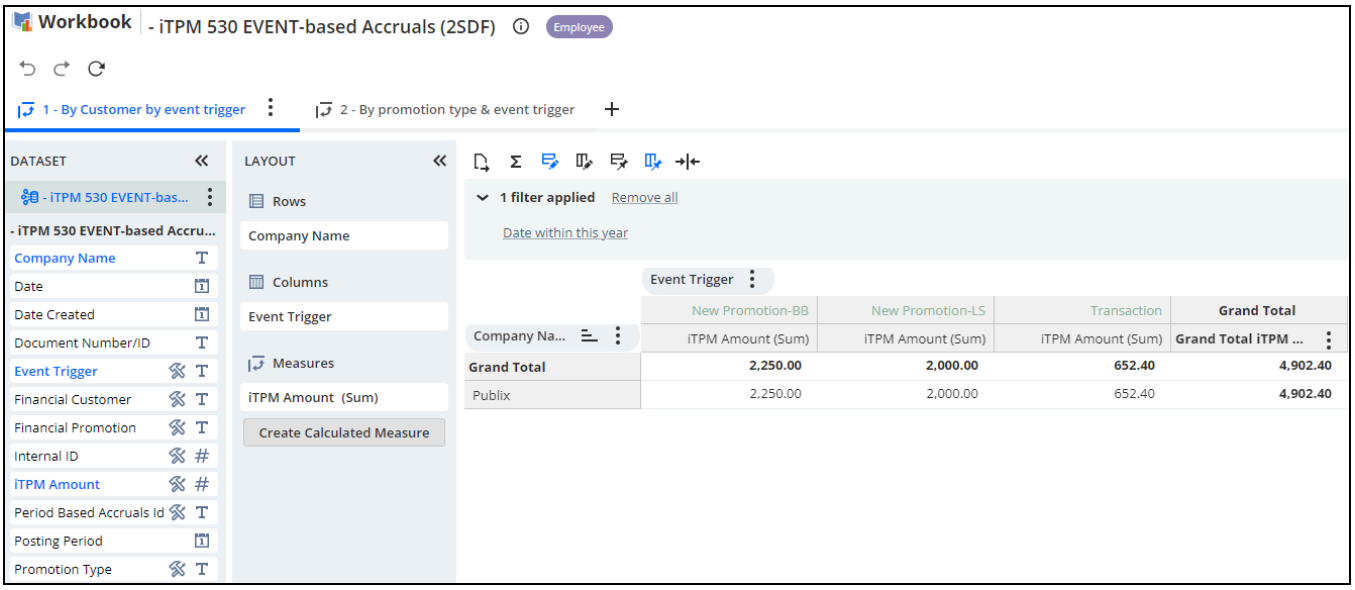
Summary of Net Liability KPI:

- Only Approved promotions that are active or completed can have the KPI of 'Net Liability'.
- The *Net Liability* calculation is *Expected Liability* minus *Actual Trade Spend*.
- Net Liability is set to zero for promotions that are overpaid.
- Net Liability is a calculated measure that can change throughout the day based on activities that impact the promotion. However, the accrual and accrual log is only updated once every evening.
- Net Liability is calculated by method-of-payment, and then summed-up for the promotion.
    - MOPs that can have a net-liability greater than zero include lump-sum and bill-back
    - By definition, discounts directly applied to sales orders and invoices have a net-liability of zero. Off-invoice, net-bill, and fixed-price discount method-of-payments always have a zero net liability.
- By definition, closing an approved promotion sets the Net Liability to zero.
- Reopening a closed promotion recalculates and resets Net Liability based on current data.

Helpful Hint: For more information on how KPIs are calculated, go to section 4.2 in the Promotion User Guide. In NetSuite, *iTPM -> Help -> Promotion Planning*

Where to find KPIs:

- Visible in the promotion under the KPI subtab.
- Compare KPIs across promotions
    - ***iTPM -> Promotions -> List***, select list view WITH KPIs.
    - Available by item by promotion, ***iTPM -> promotions -> Comparison*** Detail Report
- Also available in NetSuite Workbooks, like "*- iTPM 530 EVENT-based Accruals*"



Closing promotions:

IF Settlements hit accrual is UNCHECKED, and iTPM Events FUND accruals is checked.... Then the sum of the accrual records must equal zero, same as the accrual log

- By definition, when a promotion is closed, there is no net liability.
- When settlements do not hit the accrual GL, then accruals are adjusted for each settlement.
- With the close-promotion record, the total of all accrual records for the promotion should add up to zero when the promotion is closed.

IF Settlements hit accrual is CHECKED), and iTPM Events FUND accruals is checked.... Then the sum of the accrual records must equal the total of all settlements.

- Comments: By definition, when a promotion is closed, there is no net liability.
- When settlements directly hit the accrual GL, then net liability of zero means there's nothing to accrue. For zero net accrual, the sum of financial accrual records must equal settlements.
- Use case: Look at the sum of all accruals. With the close-promotion record, the total of all accrual records for the promotion should add up to the sum of all settlements when the promotion is closed.

Helpful Hint: You can use NetSuite workbooks to help validate and track accruals vs promotion KPIs.

iTPM Analysis User Guides have for more details.

In NetSuite, go to ***iTPM -> Help -> Analysis*** or go to www.i-TPM.com/analytics

- Section 5.1: iTPM 510 Accrual Log Workbook
- Section 5.2: iTPM 520 Program based Accrual Workbook (Formerly called Period Accruals)
- Section 5.3: iTPM 530 Event-Based Accrual Workbook.

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2.2 Accrual Logs (no financial impact)

You can use *i*TPM to help you determine your promotional accruals more accurately by keeping a running log of what you owe by promotion. Here's how it works:

During the day, your team does things that affect your promotional accruals:

- Promotions are approved, become active, completed, and closed.
- Deductions are matched to approved promotions.
- *i*TPM creates a log of every situation that may impact your accruals

Overnight, *i*TPM uses this log used to update an accrual log

- Accrual amount is calculated and a log created
  - Date, and what triggered the accrual change
  - By customer, by item, by promotion type
- The Analytics User Guide shows you how to use NetSuite workbooks to gain insight from your accrual log.

Event Accrual Log Calculations:

If you enable a promotion type for accruals, the following events will impact your accrual log balance:

- **Increases** to the ACCRUAL log, causing accrual log record(s) to be written or modified:
  - **Shipment** of product that qualifies for one-or more bill-back allowances.
    - Based on date created (transaction date), not the invoice or fulfillment date(s).
    - Accruals calculated today will be based on transactions created yesterday
  - An approved promotion with a lump-sum **status changes from FUTURE to ACTIVE.**
  - Approved **Settlement is voided.**
  - A **promotion is REOPENED** where Accrual minus Actual for the event is positive.
  - **Manual adjustment** created by *i*TPM Admin user.

- **Decreases** to the ACCRUAL log, causing accrual log record(s) to be written or modified:
  - **Promotion is CLOSED** where Accrual minus Actual is positive.
  - **Settlement is created** and approved for Bill-back and Lump-sums. (NOT OI or NB) (**Overpay amounts should NOT decrease the accrual.**)
  - An approved promotion with a lump-sum **status changes from ACTIVE to FUTURE.** (This happens when a user changes the dates, pushing a promotion into the future.)
  - **Manual adjustment** created by *i*TPM admin user.

> **Helpful hint:** Each night *i*TPM processes accruals for new transactions created yesterday. If an invoice or fulfillment transaction is back or future dated, the *i*TPM accrual will be created the day after the transaction, and it will show the appropriate future or back date(s) in the log.

There is a correcting script that runs every weekend to make sure the net-liability in your promotion is the same as in the accrual log. The log can get out-of-sync if you back-date certain types of promotions.
This correcting script only creates log records, not financial event-accrual records. Review each correcting log record as part of your month-end process to determine if you need to correct event-accruals before the NetSuite period is locked or closed.

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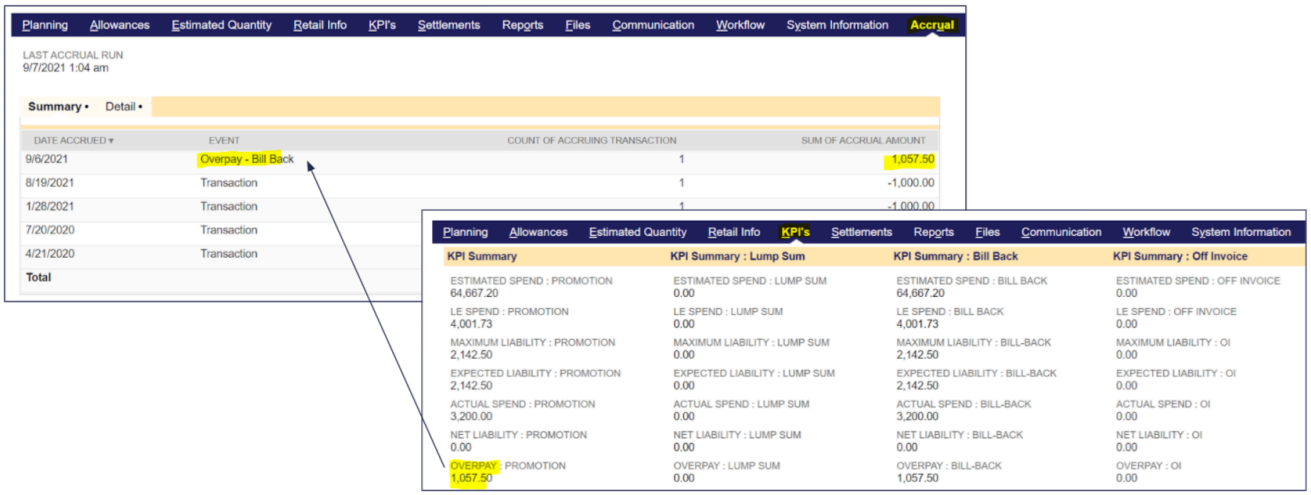
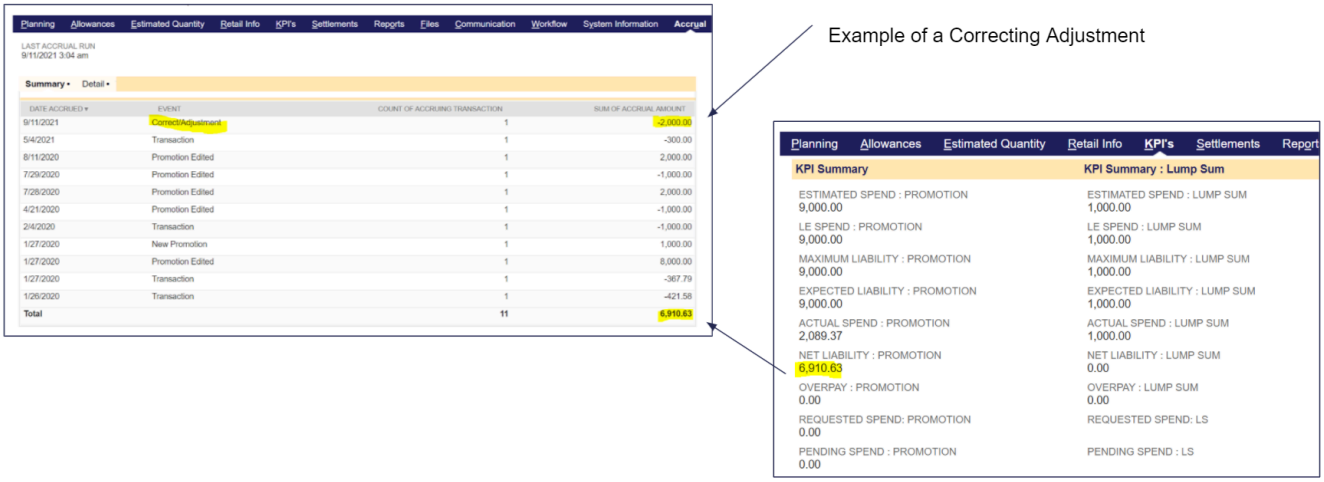
Benefits: Reduces extra filters and formulas in Excel spreadsheets and NetSuite workbooks when using iTPM Accrual Log data.



The iTPM Accrual log now also adjusts for overpays. Overpays on one method-of-payment will not reduce the net-liability of any other MOP.

Benefits: This eliminates manual effort to correct the iTPM Accrual Log if/when something causes the log to become out-of-sync with the net-liability stored in the promotion KPIs. (i.e. back-dated promotion)



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The KPIs reports tell you the current value of Net Liability, but it doesn't tell you when it changes and why. The accrual log tracks changes to the promotion's Net Liability. Add up all the positive and negative changes to Net Liability over time and you'll get the ending value that you see under the KPI subtab in the promotion.

Accrual Log Event Trigger Types

These are the types of changes to Net Liability that are tracked in the accrual log:

Event Trigger	Description
Transaction	If the promotion liability is linked to what you sell, these are sales
Missed Transactions	When a promotion is back-dated, these are the transactions that overlap the promotion but occurred before the promotion was approved. This is only used for financial accruals, not in the accrual log.
New Promotion-LS	Shows the full amount to be accrued on the first day the approved promotion starts.
New Promotion-BB	This is the bill-back amount to be accrued when a new promotion becomes active.
Promotion Edited-LS	If the promotion is edited, this tracks the change in the accrual for the lump-sum
Promotion Edited-BB	If the promotion is edited, this tracks the change in the accrual for the bill-back
Promotion Closed	When the promotion is closed, Net Liability in the accrual log is changed to zero
Promotion Re-Opened	If the promotion is re-opened, Net Liability changes back to the calculated amount
Settlement	These are settlements that are matched to the promotion
Manual Adjustment	These are log records that are manually created.
Overpay-Lump Sum	These adjust net liability for lump-sum overpays. (overpays for one method of payment do not reduce liability for another method of payment.)
Overpay-Bill Back	These adjust net liability for bill-back overpays. (overpays for one method of payment do not reduce liability for another method of payment.)
Correct/Adjustment	If the ending balance of the accrual log does not match the promotion's KPIs, then a correction adjustment record is created to make the log match the KPI.
Promotion Voided	Voided promotions by definition have Net Liability equal to zero. (Promotions with any settlements can't be voided, they must be closed)
Daily Event Accrual	Alternative to all of the above event triggers with accruals by day, week or month. This is only used for financial accruals, not in the accrual log. For a promotion type, you will configure it to either be Daily Allocated Even Accrual, chapter 4, – or – All of the above triggers, which are the Event-Accruals in chapter 2.

Note: For Event Trigger type = "Program-Based", go to chapter 3. (Previously known as Period Accruals)

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Where to find the Accrual Logs:

- Visible in the promotion under the *Accrual* subtab.
  - Log Summary: This shows you a summary of the changes by day by Event Trigger
  - Log Detail: This shows you the actual log records with all the details
- Compare Accrual Logs across promotions
  - ***iTPM -> Accruals -> Accrual Log***
  - Available in NetSuite Workbooks. (See *iTPM -> Help -> Analytics* for more info)

These are the configuration options and what to expect in your accrual log records:

Accrual Log Records (Non-Financial)		
Event Accrual Configuration	**Promotion type: Do not update liability based on sell-in: UN-checked**	**Promotion type: Do not update liability based on sell-in: CHECKED**
Create Accrual Log Records?: **Un-checked** iTPM Funds Accrual?: …….. * Settlements hit accrual?.....* Create Accruals for overpays? * Allocate Accruals Daily?.....**Unchecked**	No records are created.	No records are created.
Create Accrual Log Records?: **Checked** iTPM Funds Accrual?:.....* Settlements hit accrual?.....* Create Accruals for overpays? * Allocate Accruals Daily?..... **Unchecked**	Accrual Log Records show net liability, which is based on **actual shipments** plus the lump sum. Log includes one record for each overlapping transaction for the bill-back method of payment. Transaction New Promotion-LS - Promotion Edited-LS - Promotion Closed Promotion Re-Opened Settlement Overpay-Lump Sum Overpay-Bill Back Correct/Adjustment Promotion Voided Manual Adjustment	Accrual Log Records show net liability based on **estimated volume** plus the lump sum. Log only shows changes to the promotion's estimated volume. - New Promotion-LS New Promotion-BB Promotion Edited-LS Promotion Edited-BB Promotion Closed Promotion Re-Opened Settlement Overpay-Lump Sum Overpay-Bill Back Correct/Adjustment Promotion Voided Manual Adjustment
Create Accrual Log Records?: iTPM Funds Accrual?: Settlements hit accrual? Create Accruals for overpays? Allocate Accruals Daily?.....**Checked**	If "*Allocate Accruals Daily?*" is checked, iTPM will NOT create log records, even if "*Create Accrual Log Records*" is checked.	If "*Allocate Accruals Daily?*" is checked, iTPM will not create log records, even if "*Create Accrual Log Records*" is checked.
* Checked or unchecked, there is no impact on creating accrual logs.		

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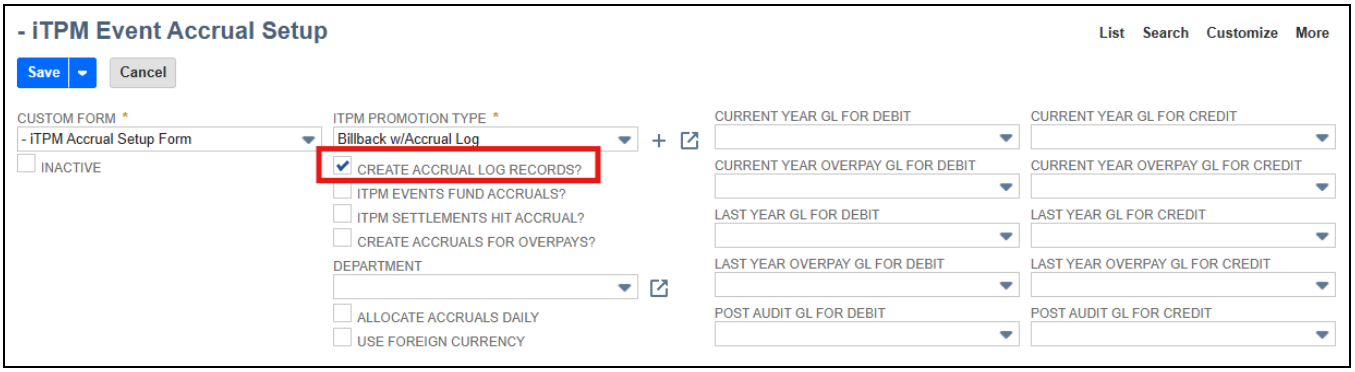
One-time: Turn on the Event-Based Accrual Log: (No financial impact)

With this configuration you are choosing to use iTPM to calculate what should be accrued based on promotional events, but just for non-financial reporting. This configuration does NOT create financial accruals.

See 3.1 Event-Based Accrual Log (No financial impact) for more information on the accrual log.

To setup promotion types for accrual, follow these steps:

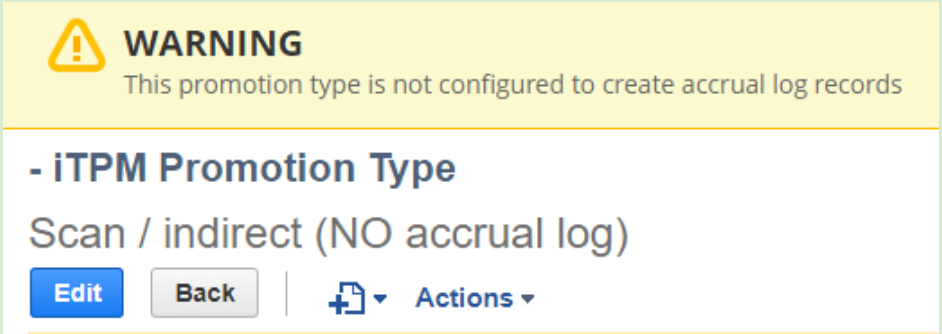
1. Click on Click on ***iTPM -> Setup -> Event Accrual -> New***
2. Select the iTPM promotion type you want to enable for event-based accruals: Example, EDLP
3. Check the "*Create Accrual Log Records?*" checkbox.
4. Click **SAVE**.



To view a list of your accrual configurations, go to ***iTPM -> Setup -> Accrual Setup***

Helpful Hint: Don't create an accrual setup record for the promotion type if you don't want iTPM to create accrual log records or accruals.

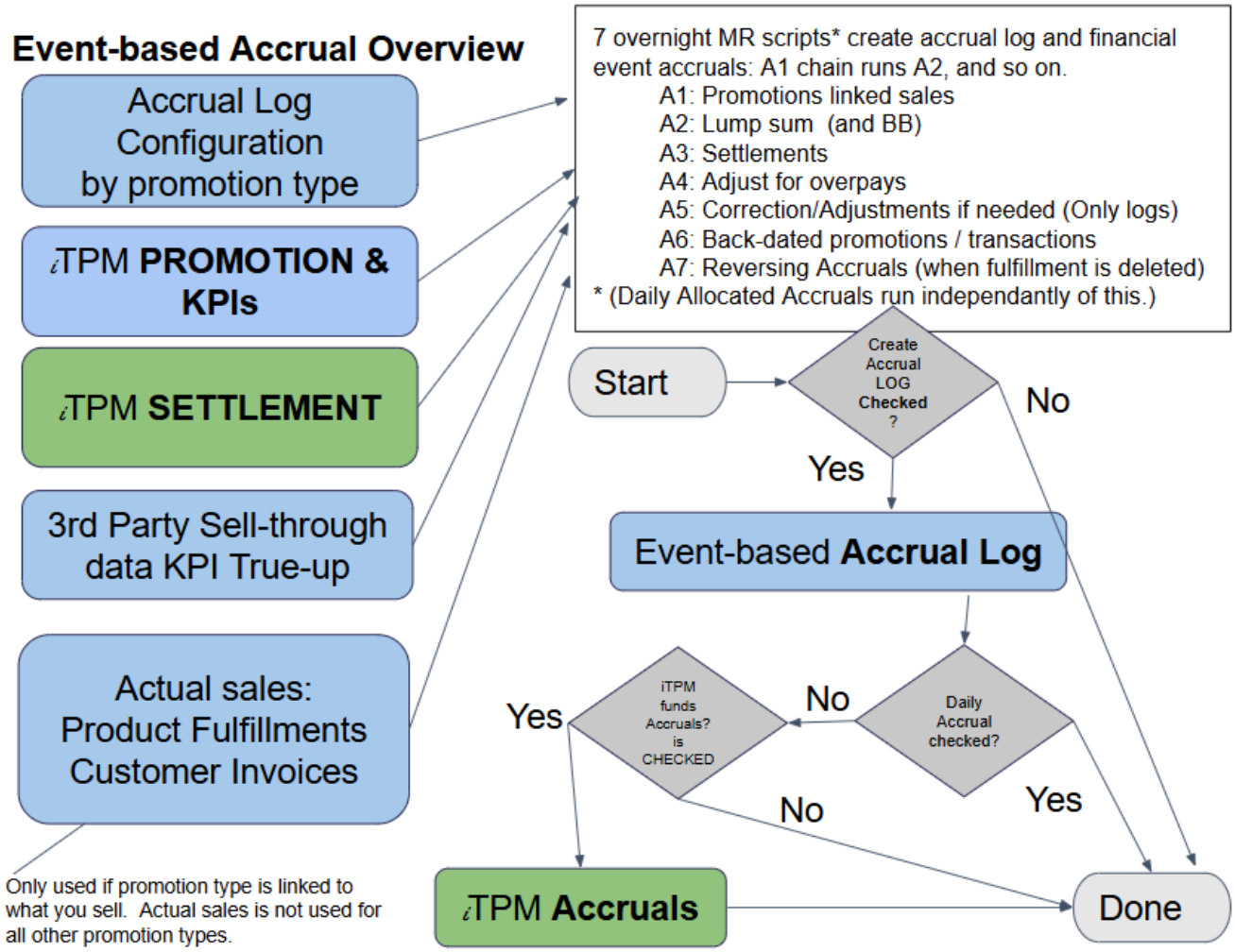
Helpful Hint: When you view a promotion type, if you didn't configure event-based accruals, you'll see a warning banner to remind you. Configuring accruals is an option, it's not required. If you don't need iTPM to create the accrual log and/or financial accruals for the promotion type, just ignore this banner.



2.3 How Event-based accruals work

Note: Use this feature as one part of your accrual process to reduce manual tasks, not replace them. iTPM Accruals must be reviewed and verified each NetSuite period.

The flowchart below shows how iTPM Event-based financial accruals are created: (Not Daily Allocated Accruals)



- At 12 midnight the promotion workflow looks at the promotion dates to determine the promotion condition: Future, Active, or Completed.
- Sometime after 12 midnight the first MR script '- *iTPM MR Transaction Accruals (Sc)*' creates accruals for promotions that have liability linked to what you sell. When this script is done, it chain-runs the next accrual script and so on until all 5 types of Event-Based accruals are created. For more script information, go to the Admin User Guide, section 6.9.
- "Correction/Adjustments" are only created as accrual log records. None are created as financial accruals.

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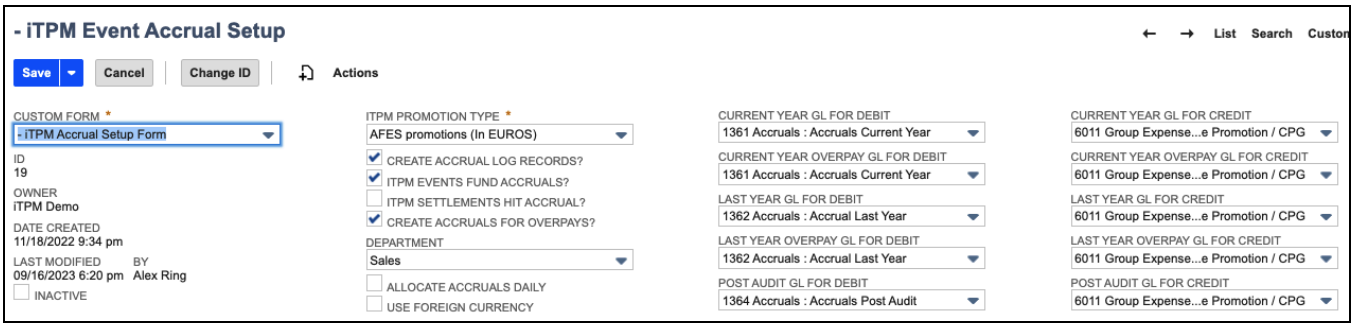
2.3 One-time: Event-based Accrual Configurations

With this configuration you are choosing to use iTPM to calculate what should be accrued based on promotional events AND to create financial accruals that post to NetSuite financials. This configuration creates both the accrual log which is non-posting, and financial accruals, which are NetSuite posting transactions.

Don't create an accrual setup record for the promotion type if you don't need accrual log records or accruals.

To create a configuration for a promotion type:

- ***iTPM -> Setup -> Event Accruals -> NEW***
- Select the promotion type, and fill in the fields
  - See next page for a description of every configuration field.
  - Enter debit and credit GLs ONLY if you create financial accruals. GLs are not needed if you only create the non-financial accrual log.
  - If you don't have different GLs for last year, post audit, etc., you can use the same GLs for all the debits, and the same GL for all the credits. However, the GL field must be populated with a valid GL account.
  - Enter DEPARTMENT if you want iTPM to use this value to populate *Department* in your event accruals.
- SAVE



To review your configurations:

- ***iTPM -> Setup -> Event Accruals***
- Confirm your configurations, and make sure you didn't create two records for the same promotion type

Helpful Hint: If you make changes to these Event-based accrual configurations, they will impact records created tonight and into the future. Config changes do not change historical data.

The map-reduce script "*- iTPM - MR Transaction Accruals (Sc)*" needs to be scheduled if you use this feature.

To turn off this feature you can unschedule the MR script, and/or UNCHECK all the checkboxes in your Event-Based configuration.

Helpful Hint: If you have "Use event accrual debit GLs if promotion is not in the current year?" checked in the promotion type, you need to populate the Debit GLs even if you don't have iTPM auto-create event-based accruals.

Note: If non-allocated event accruals are already created for a promotion type, checking "Create Daily Allocated Accruals" will create incorrect accruals. Email support@cgsquared.com for help switching to the allocated daily accruals.

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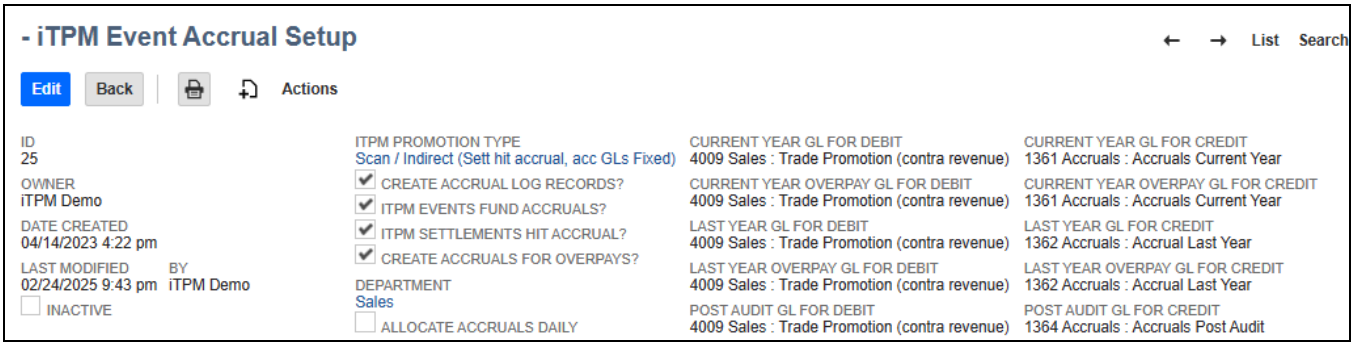
There are two ways to create, view and edit event-accrual configurations:

- ***iTPM -> Setup -> Accrual Setup*** ***— or —***
- ***iTPM -> Setup -> Promotion Type, VIEW*** a promotion type, and look for the ***Accrual Setup*** **subtab**.



Accrual Setup Checkbox	Description
iTPM Events Fund Accruals	When this is CHECKED, financial accruals are created for all event triggers except those related to settlements.
iTPM Settlements Hit Accruals	When this is UNCHECKED, financial accruals are created for event triggers related to settlements.
Create accruals for Overpays	When this is CHECKED, financial accruals are created for settlement overpays.
Create Accrual log records	Accrual log records are created when this is CHECKED. (no financial impact)

GL Account	Description
Current Year	Use when the promotion start date is in the current year
Current Year Overpay	
Last Year	Use when the promotion start date is last year
Last Year Overpay	
Post Audit	Use when the promotion is more than two years ago

Change to Net Liability	What GL to use?
Positive change to Net Liability	Use debit and credit GLs as stored in the accrual setup record
Negative change to Net Liability	Reverse the debit and credit GLs as stored in the accrual setup record. Use the credit GL as the debit GL, and the debit GL as the credit GL.

Department: This value from the setup record will be populated in the program accrual if department is not populated in the item.

Create Accruals Daily checkbox: See chapter 4 to learn how iTPM creates daily allocated event accruals.

Use these checkboxes to control what financial accruals are created by promotion type:

Checkbox	Impact on Event-Based accruals?
Create Accrual Log Records?	Must be checked if *i*TPM is creating financial accruals. If the promotion KPI does not match the ending balance of the accrual log, an accrual will be created with the event trigger *Correction/Adjustment*.
*i*TPM Events Fund Accruals?	**NOT Checked:** No accrual records will be created. Use this if you create accruals outside *i*TPM. **Checked:** *i*TPM creates accruals for the promotion lump-sum and bill-back. Expect to see accruals with these event triggers: ● *New Promotion-LS*, and *Promotion Edited-LS* ● *New Promotion-BB* and *Promotion Edited-BB* ● *Promotion Closed*, and *Promotion Re-Opened* ● *Transaction* (Only if your promotion is linked to shipments)
*i*TPM Settlements Hit Accrual?	**NOT Checked:** Accrual records will be created. Expect to see accruals with the event trigger of *Settlement.* Accrual records will be created for Settlements, Voiding Settlements, and Settlement Adjustments. **Checked:** No accrual records are created for settlements. Check this if your settlements are mapped to the accrual, because the settlement directly reduces the promotional accrual. Voiding a settlement puts the funds back into the accrual without the need for an accrual record.
Create Accruals for Overpay	**NOT Checked:** No accrual records are created for settlement overpays. Use this option if you manually adjust for promotional over settlements. **Checked:** *i*TPM creates accrual records for the amount of the settlement overpay. Expect to see accruals with the event trigger of *Settlement Overpay-LS* and *Settlement Overpay-BB.*

Example Configurations for Event-Based accruals:

	Example configurations		
Event-Based Configuration Checkboxes for each promotion type:	Do not create any financial accruals. Only create the accrual log for reporting to see what changed and why.	You create your accruals outside of *i*TPM, or you may use 'live' accruals instead of event-based accruals. Settlements directly reduce the accrual. Overspends add funds to the accrual.	Allow *i*TPM promotions to auto-fund your accruals. Promotional settlements reduce the accrual. Accrual is automatically increased to cover settlement over spends.
Create Accrual Log Records?	Checked	Checked	Checked
*i*TPM Events Fund Accruals?			Checked
*i*TPM Settlements Hit Accrual?		Checked	Checked
Create Accruals for Overpay		Checked	Checked

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How Accrual Configured Debit and Credit GLs are used in Event Accruals

If the event trigger is **+ Positive** and increases the accrual, **use the Debit and credit as stored in the promotion type**.

If the event trigger is **- Negative** and decreases the accrual, **reverse debit and credit GLs** from what is stored in the accrual setup record.

Example stored values: Debit: 123 Expense Credit: 567 Liability

Example **positive** accrual log record: (use stored values to increase the accrual balance)

+ New Promotion: $100 Debit 123 expense, Credit 567 liability (**what is stored** in accrual setup record)

Example **negative** accrual log record: (use opposite of stored values to reduce the accrual balance)

Example stored values: Debit: 123 Expense Credit: 567 Liability

- Promotion Voided: -$100 Debit 567 liability, Credit 123 expense (**opposite of accrual setup record)**

Change to Net Liability	What GL to use?
Positive change to Net Liability	Use debit and credit GLs as stored in the accrual setup record
Negative change to Net Liability	Reverse the debit and credit GLs as stored in the accrual setup record. Use the credit GL as the debit GL, and the debit GL as the credit GL.

The table below shows which GL account iTPM will use for the accrual record:

Accrual GL	When does iTPM use this GL for accruals?
Current year	When the promotion end-date is in the current year, accruals will use these GLs.
Current year Overpay	Accruals for overpays will use these GLs when the promotion's end-date is in the current year.
Last year	iTPM uses these GLs for the accrual the promotion end date is in the previous year.
Last year Overpay	Accruals for overpays will use these GLs when the promotion's end-date is in the previous year.
Post-Audit GLs	iTPM uses these GLs for the accrual when the year of promotion end date is two or more years older than the current year. This includes overpays.

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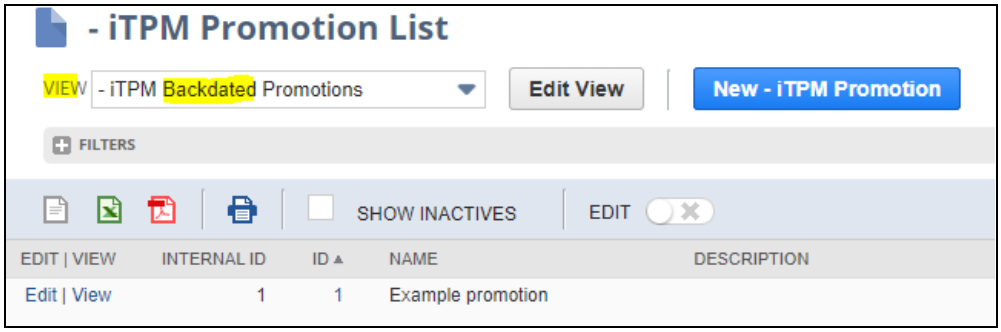
2.4 Backdated Promotions

A backdated promotion is one that is approved after it is in active or completed condition.

Example: Today is December 15th, You approve a backdated promotion, $1.00/case off-invoice, $2.00/case bill-back plus $2,000 lump-sum. The promotion runs from December 1st through the 31st. This promotion type updates liability based on sell-in shipments.

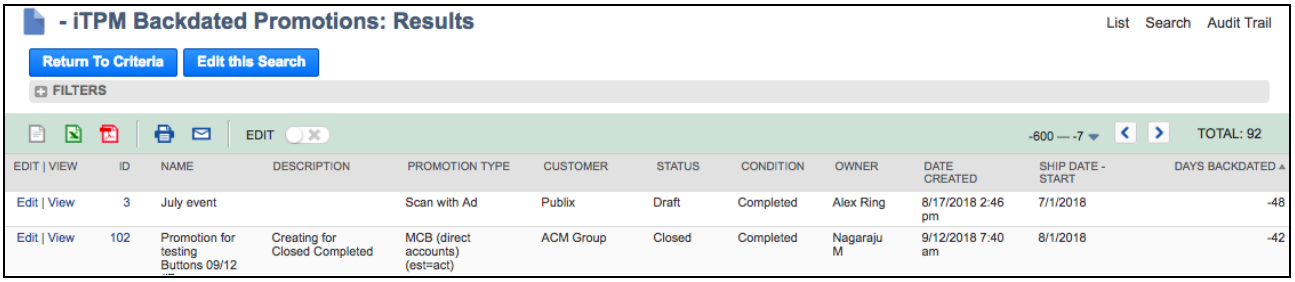
In this example, your accrual will include the $2,000 lump-sum, and any shipment (fulfillment) today through December 31st. What will be missing in your accrual will be the $1.00 per case times all the cases you shipped between December 1st and today, the day you approved the promotion.

iTPM has a saved search to help identify promotions that may have missed accruals for backdated promotions. Go to ***iTPM -> Promotions List***, and select the VIEW for "backdated" promotions.



Use the filter to identify promotions to review as potentially under-accrued:

- Change dates to only those promotions that were created since you last did this analysis
- Change the filter to only include promotion types that adjust liability based on shipments. Promotions using estimated quantity as actual will correctly calculate liability on backdated promotions.
- Change the filter to exclude promotion types with only off-invoice as a method of payment. No amounts are ever accrued for off-invoice promotions. (You may want to look at these so you can anticipate missed-off-invoice deductions.)

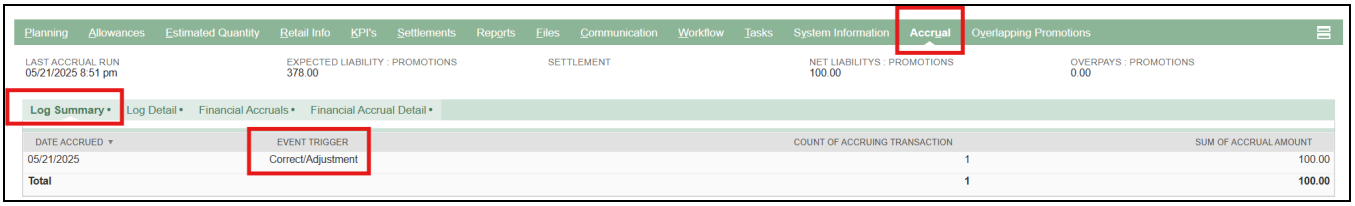


Starting with version 25.1.2, *i*TPM creates transaction accruals for back-dated promotions where the promotion type configuration has Expected liability linked to sell-in.

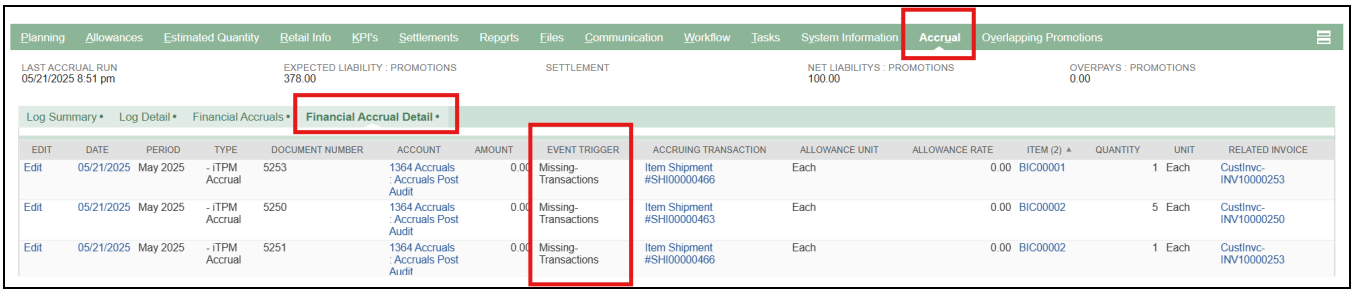
Overnight, if the total of transaction accruals is less than the Expected Liability, *i*TPM searches for transactions between the promotion start and end ship dates that do not have transaction accruals created for them.

If any missed transactions are found, an accrual is created and the event-type trigger will be "Missing - Transactions".

If you have the configuration to create non-posting accrual logs, you'll see a "Correct/Adjustment" log:



Under the *Accruals* subtab, *financial accruals* sublist, you should see "*Missed-Transaction*" accruals for the transactions that overlap your promotion before yesterday.



Helpful Hint: With appropriate role permissions, you are able to edit and/or delete *i*TPM Accruals to correct any based-dated issues between the promotion KPIs and the *i*TPM accruals.

The *i*TPM log records with "*Correct/Adjustment*" identify situations where *i*TPM may need manual overrides and/or corrections to the automatic event-based financial accruals.

Helpful Hint: If you need to create a manual adjustment for a promotion, the best approach is to copy an existing *i*TPM accrual of the promotion, and change it as needed. This ensures that the manually created accrual is linked to your promotion. See section 2.6 for more information.

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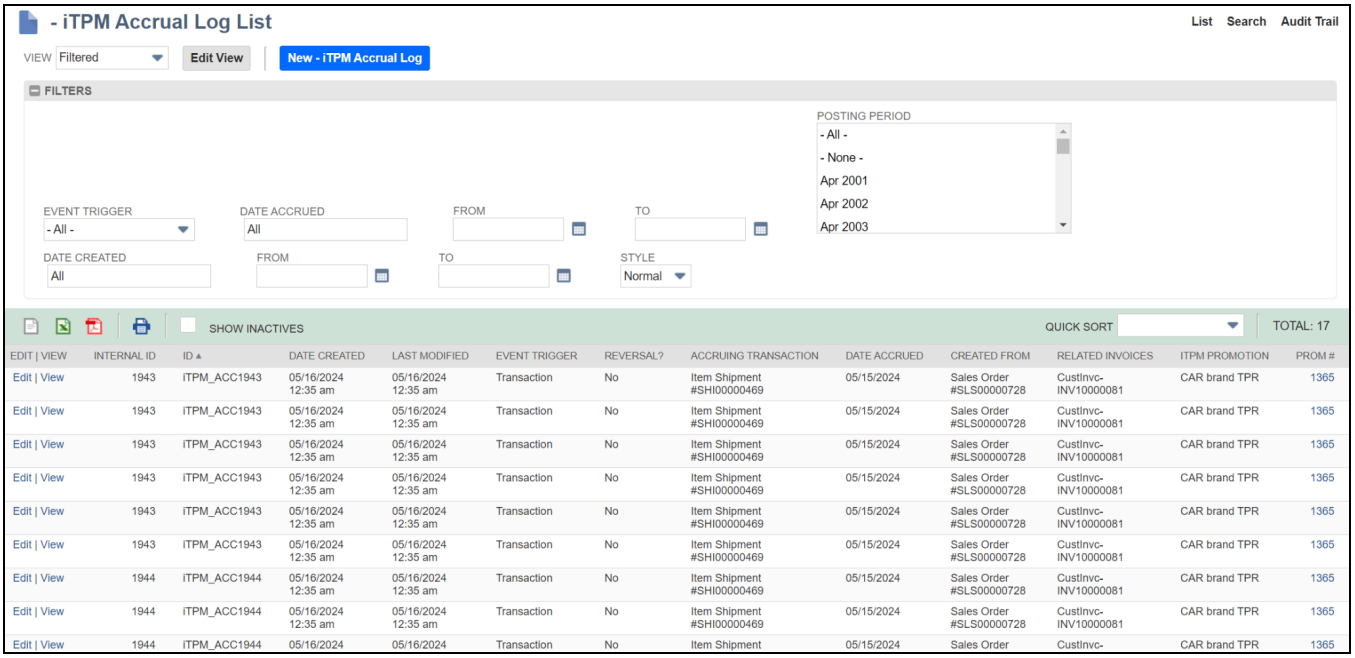
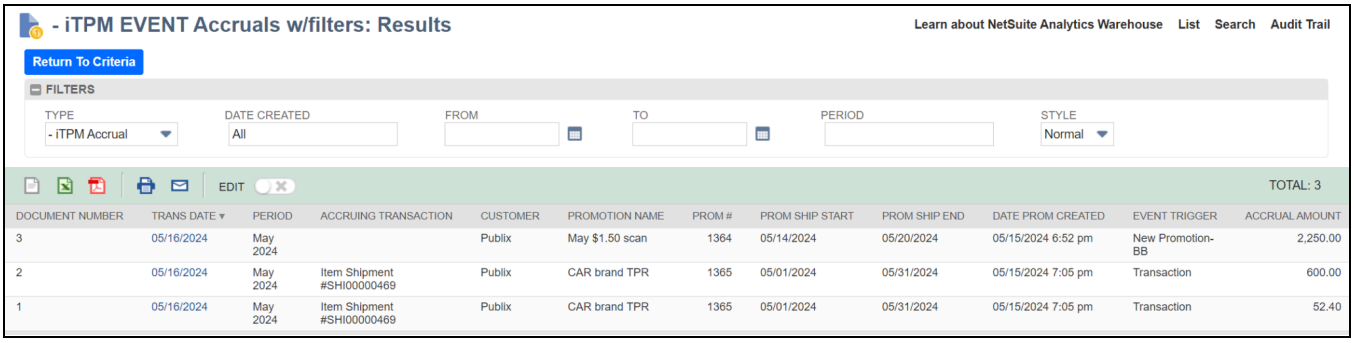
2.5 Event-based accrual visibility and reporting

There are several ways to view iTPM accruals and accrual logs.
If your role has permission to view accruals, go to ***iTPM -> Accruals -> Accrual Logs***
These are the non-financial records that you can use to create your own accruals.



You have the option to only turn on the accrual log and not have iTPM generate financial accruals.
If your role has permission to view financial accruals, and you configured iTPM to create actual event-based accruals that will impact your NetSuite financial reports, go to ***iTPM -> Accruals -> Event Accruals***



Helpful hint: Event-based and Program-based accruals are the same NetSuite custom financial transaction type. The difference is the attribute called 'event trigger'. Program-based accruals have the event-trigger by the same name. All other event-trigger types are for event-based accruals.

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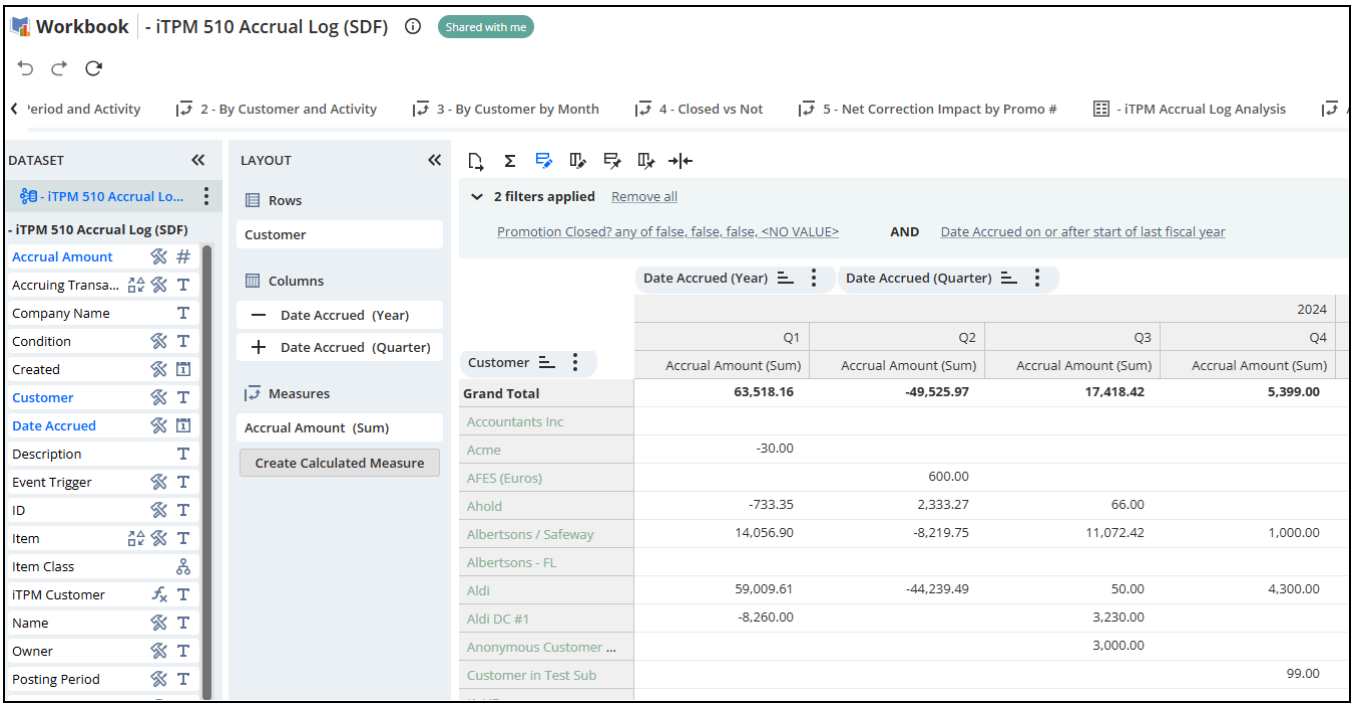
Analysis in NetSuite Workbooks: The Analytics User Guide shows you how to use NetSuite workbooks to gain insight from your accrual log. This is available online at www.i-TPM.com/analytics, and in NetSuite, go to ***iTPM -> Help-> Analytics***.

Example below: By Customer, what accruals should be by quarter for 2024 promotions.

- Drag and drop the fields to create new pivot tables and charts.
- You can add the pivot tables and charts to your dashboard for real-time analysis.



Helpful hint: When a promotion is closed, there is no future bill-back liability. When analyzing the accrual log, set the filter to analyze ONLY promotions where status = approved to see what you owe but haven't paid.

Helpful hint: *Adjustment Log Records* and *Overpay Log Records* in the accrual log are not created by item. These are created at the promotion level, and are not available for reporting by item, class, etc. in NetSuite workbooks.

Helpful hint: To learn more about the *i*TPM workbook templates, in NetSuite, go to ***iTPM -> Help -> Analysis User Guides***.

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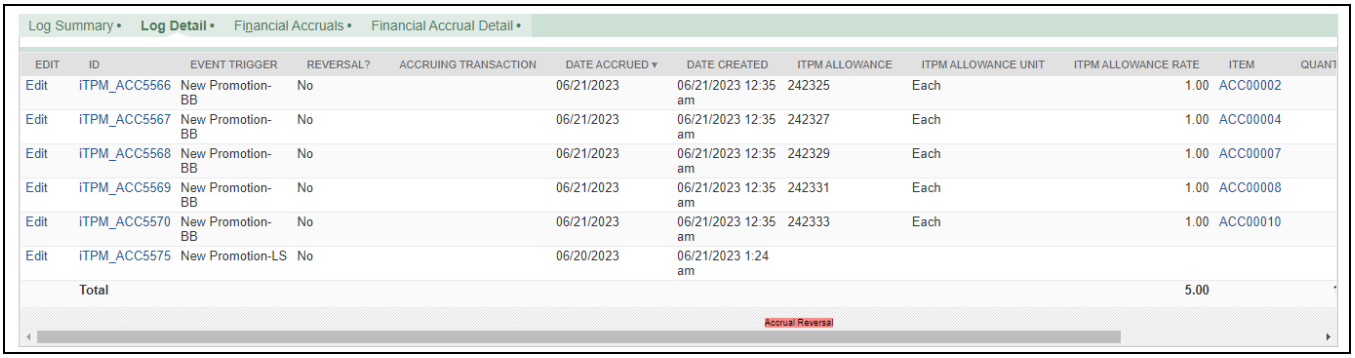
Visibility By Promotion: If the promotion type has been configured for accruals, the amount accrued can be viewed for each promotion under the KPI subtab, along with the date and time the accruals were last updated. (To see the accruals the role must have the permission for the *i*TPM Accruals custom record.)

Log Summary Sublist: This will show a summary of all accrual transactions by day. (... if turned on.)

DATE ACCRUED	EVENT TRIGGER	COUNT OF ACCRUING TRANSACTION	SUM OF ACCRUAL AMOUNT
06/21/2023	New Promotion-BB	1	1,000.00
06/20/2023	New Promotion-LS	1	1,000.00
Total		**2**	**2,000.00**

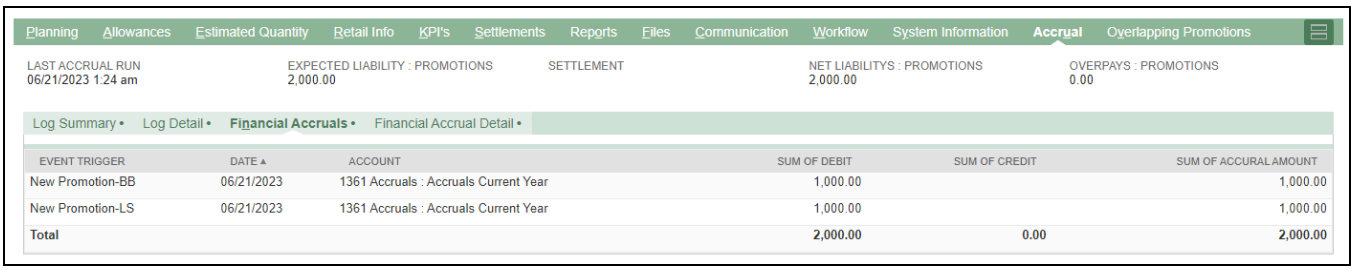
Log Detail Sublist: This shows every transaction that impacts your accruals for the promotion.



EDIT	ID	EVENT TRIGGER	REVERSAL?	ACCRUING TRANSACTION	DATE ACCRUED	DATE CREATED	ITPM ALLOWANCE	ITPM ALLOWANCE UNIT	ITPM ALLOWANCE RATE	ITEM	QUANT
Edit	iTPM_ACC5566	New Promotion-BB	No		06/21/2023	06/21/2023 12:35 am	242325	Each	1.00	ACC00002	
Edit	iTPM_ACC5567	New Promotion-BB	No		06/21/2023	06/21/2023 12:35 am	242327	Each	1.00	ACC00004	
Edit	iTPM_ACC5568	New Promotion-BB	No		06/21/2023	06/21/2023 12:35 am	242329	Each	1.00	ACC00007	
Edit	iTPM_ACC5569	New Promotion-BB	No		06/21/2023	06/21/2023 12:35 am	242331	Each	1.00	ACC00008	
Edit	iTPM_ACC5570	New Promotion-BB	No		06/21/2023	06/21/2023 12:35 am	242333	Each	1.00	ACC00010	
Edit	iTPM_ACC5575	New Promotion-LS	No		06/20/2023	06/21/2023 1:24 am					
	Total								**5.00**		

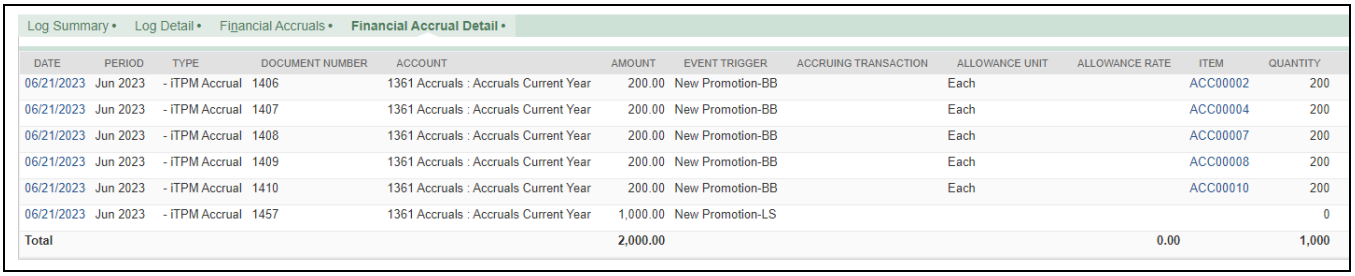
Accrual Reversal

Financial Accruals Sublist: (Available if turned on in the event-accrual configuration for the promotion type.)



EVENT TRIGGER	DATE	ACCOUNT	SUM OF DEBIT	SUM OF CREDIT	SUM OF ACCURAL AMOUNT
New Promotion-BB	06/21/2023	1361 Accruals : Accruals Current Year	1,000.00		1,000.00
New Promotion-LS	06/21/2023	1361 Accruals : Accruals Current Year	1,000.00		1,000.00
Total			**2,000.00**	**0.00**	**2,000.00**

Financial Accrual Details Sublist:



DATE	PERIOD	TYPE	DOCUMENT NUMBER	ACCOUNT	AMOUNT	EVENT TRIGGER	ACCRUING TRANSACTION	ALLOWANCE UNIT	ALLOWANCE RATE	ITEM	QUANTITY
06/21/2023	Jun 2023	- iTPM Accrual	1406	1361 Accruals : Accruals Current Year	200.00	New Promotion-BB		Each		ACC00002	200
06/21/2023	Jun 2023	- iTPM Accrual	1407	1361 Accruals : Accruals Current Year	200.00	New Promotion-BB		Each		ACC00004	200
06/21/2023	Jun 2023	- iTPM Accrual	1408	1361 Accruals : Accruals Current Year	200.00	New Promotion-BB		Each		ACC00007	200
06/21/2023	Jun 2023	- iTPM Accrual	1409	1361 Accruals : Accruals Current Year	200.00	New Promotion-BB		Each		ACC00008	200
06/21/2023	Jun 2023	- iTPM Accrual	1410	1361 Accruals : Accruals Current Year	200.00	New Promotion-BB		Each		ACC00010	200
06/21/2023	Jun 2023	- iTPM Accrual	1457	1361 Accruals : Accruals Current Year	1,000.00	New Promotion-LS					0
Total					**2,000.00**				**0.00**		**1,000**

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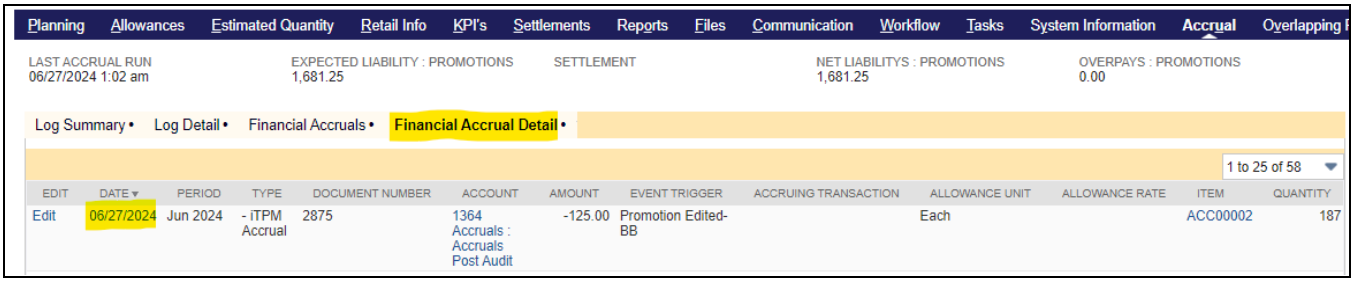
2.6 How to correct Event-based accrual errors

Unfortunately there are still situations and use-cases that can cause accruals to be incorrect.

- Use NetSuite workbooks to **monitor KPIs vs financial accruals**
- Ideally you should **correct accruals before you close the NetSuite period**.
- **Email the *i*TPM support team** know about the issue so the issue is corrected in future versions of *i*TPM

If a promotion's accruals are not correct, there are several ways to fix it.

1. **KPI refresh:** Most often the KPIs didn't completely run, and that's why the financial accruals don't match the promotion KPIs. Click the KPI refresh button. The following day you can review the promotion's accruals to confirm they were corrected.
2. **Update Estimate or Modify:** With promotion accruals that are not a lump-sum, but a rate per unit, you may need to use the UPDATE ESTIMATE or MODIFY buttons to force *i*TPM to re-calculate the bill-back amounts. If you use the MODIFY button, don't forget to approve the changes. The following day you can review the promotion's accruals to confirm they were corrected.
3. **Manually correct the accrual:** If you tried #1 and #2 above, you may need to manually correct the accrual, or create a new accrual.
    - While you could create a correcting journal entry, we don't recommend that approach. The journal entry will not be directly linked to the promotion. By editing or copying an existing accrual for the promotion, the correction will be visible within the promotion under the Accrual subtab..
    - EDIT: If the accrual is in the current open NetSuite period, you can directly EDIT the accrual and change the amount. We recommend adding a note and memo to the accrual to document the reason for your change. NetSuite automatically has an audit trail of your changes.
    - COPY and EDIT:
        - *VIEW* the promotion
        - Go to the *Accrual* subtab
        - Go to the *Financial Accrual Detail* sublist.
        - VIEW the accrual you want to copy by clicking on the date link. (Screenshot below)
        - Use *ACTIONS -> COPY*
        - The copy will default to today's date, and the current posting period.
        - Made appropriate changes to correct the promotion's accrual balance.
            - Review the amount: Negative or Positive impact?
            - If negative, check the "reversal" checkbox
            - Review the amounts for the debit and credit GLs.
            - *SAVE* the new accrual.
        - Browser refresh your promotion view
            - Go back to the financial accrual sublists.
            - Is the net accrual now correct?
            - If yes, you are done. If no, edit your newly created accrual and correct it.
            - Repeat until the ending net accrual for the promotion is the amount you expect.



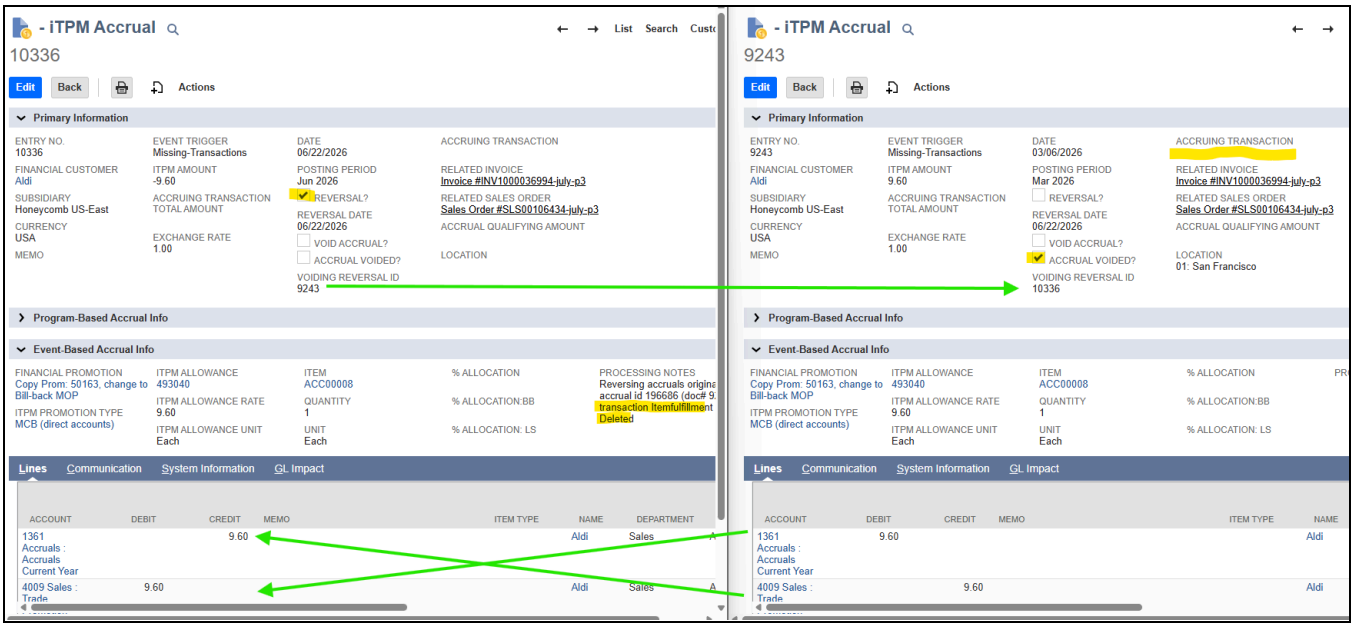
2.7 Automatic Reversing Transaction Accruals

If your accruals are configured and created for each transaction, your organization can sometimes delete fulfillments after the iTPM accrual is created. When this happens, your promotion Expected Liability KPI is reduced accordingly. For transaction (and missed transaction) accruals to match the promotion's Expected Liability, the accrual created for the deleted fulfillment must be reversed.

The overnight script looks for transaction accruals where the fulfillment was deleted, and it creates a reversing accrual in the current period using today's date.

In the example below:

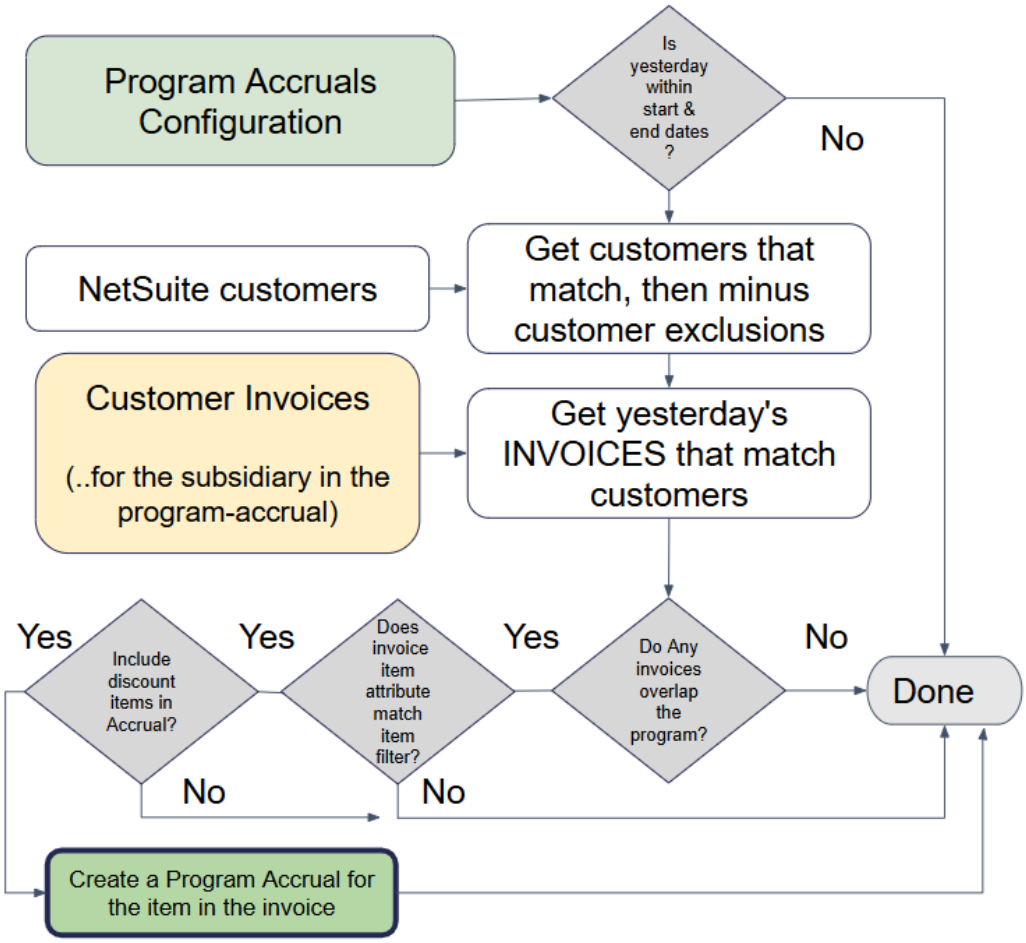
- Accrual 9243 was created because a fulfillment overlapped the promotion: (#SHI00058892 not shown)
- After accrual 9243 was created, the fulfillment was deleted.
- Overnight, the "*- iTPM| MR | Reversing Accruals*" script identified the deleted fulfillment, and created reversing accrual 103336.
- Reversing Accrual:
  - The reversing accrual has "*Reversal?*" checked.
  - The "*Voiding Reversal ID*" has the original accrual document #.
  - "*Processing notes"* documents that a fulfillment was deleted.
  - GLs in the accrual lines are reversed, making it a mirror image of the original accrual.
- Original Accrual:
  - Note that the accruing transaction is blank, because it was deleted after the accrual was created.
  - "*Acccrual Voided?*" is checked.
  - The "*Voiding Reversal ID*" has the reversing accrual document #.



3.0 Program Accruals (Previously known as Period Accruals)

Note: Use this feature as one part of your accrual process to reduce manual tasks, not replace them. *i*TPM Accruals must be reviewed and verified each NetSuite period.

3.1 How Program Accruals work



- A Program accrual record is created with a start date, end date, percent accrual rate, GLs to use in the accrual, and attributes that tell *i*TPM which customers to use for the accrual.
- The script determines what customers overlap this accrual. (See next page for more detail.)
- Overnight a map-reduce script runs and looks for all invoices created yesterday for customers that match the accrual, and creates a financial accrual based on the invoice's date created: **(NOT transaction date)**
    - One record for each invoice that overlaps the accrual
    - There is one debit line in the accrual for each item*
    - If "*Include discount items*" is checked, one debit line for the discount item in the invoice.
    - * You have the option to exclude items based on an item attribute in the item record.
    - Note: sales tax and shipping is excluded from the accrual calculation
    - Event Trigger for the accrual is "Program Accruals" (a.k.a Period Accruals in older versions)
    - Program accruals created on the first day of the month for invoices created the previous day will have 'create date' of today. **The accrual transaction date is the accruing invoice 'date created'**, which is yesterday, so this accrual transaction posts in the previous month.

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You have 6 different ways to create a filter to identify which customers are included in your program accrual:

INCLUDE CUSTOMER filters. (Orange circle in the picture below)

- **"ALL Customers"** checkbox.
- **Include customers**: These are specific customers you select. *i*TPM includes their sub-customers.
- **Include Attribute**: Include customers that have a specific attribute.

EXCLUDE CUSTOMER filters: (Green circle in the picture below)

- **Exclude customers:** These are specific customers you select. *i*TPM also excludes their sub-customers.
- **Exclude Attribute:** Include customers that have a specific attribute.

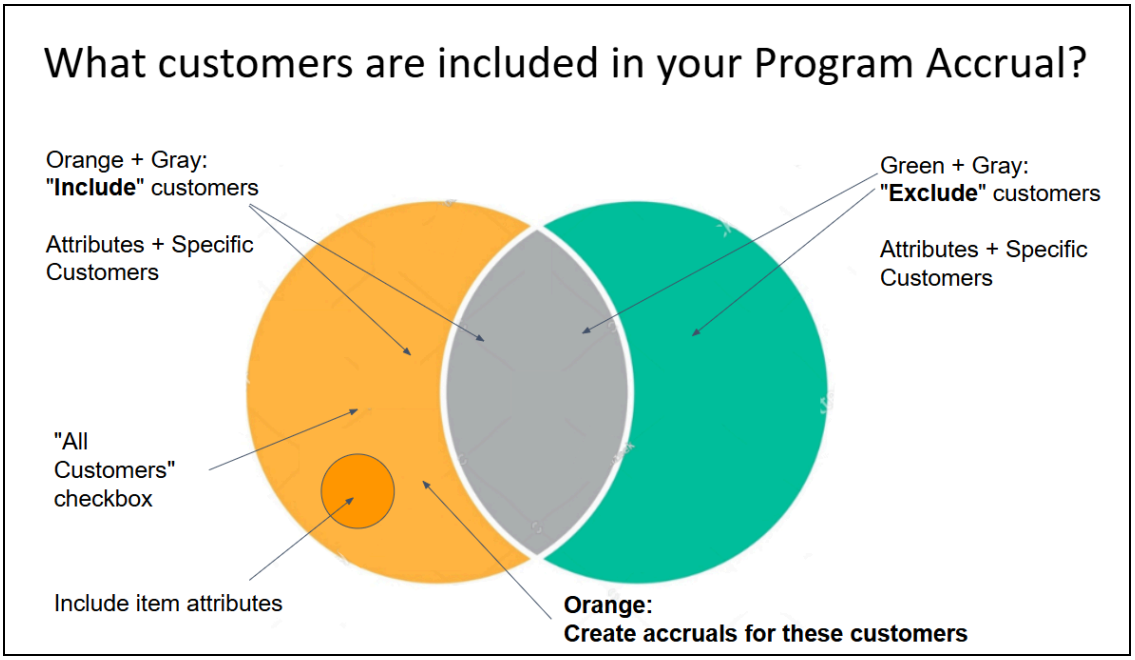
Customers included in the program accrual: (Gray intersection in the picture below)

- 'Include customers' minus the 'Exclude Customers' = customers with accrual
- For specific customers selected for include or exclude,
    a. *i*TPM includes all of the customer's sub-customers, …
    b. and for specific customers selected to exclude. *i*TPM also excludes their sub-customers.
- For attributes selected for include or exclude, *i*TPM ignores the NetSuite hierarchy and only uses the value of the attribute in the customer record. Stated another way, to include or exclude a customer and its sub-customers, all of the sub-customers must have that attribute populated in the customer record.

INCLUDE ITEM Attribute filter

- Checkbox to include ALL items. (If no item attribute filter is selected, *i*TPM assumes you want all items.)
- Include Items: This limits the accrual to only items that match an item attribute in the item record.
- If the invoice's customer is in the orange area of the picture below, then the item filter is applied.
    - If all items are included, then the program accrual includes a line for every line in the invoice.
    - If your program accrual configuration has an item filter, then a line in the accrual is ONLY created if the attribute of the item in the invoice matches the include item attribute filter. (Smallest circle)

INCLUDE Discount Items: Checkbox to include or exclude program accruals for NetSuite discount item.



For the steps to create an *i*TPM Program Accrual, go to Setup a new Program Accrual

3.1 One-time: Configure include / exclude attributes

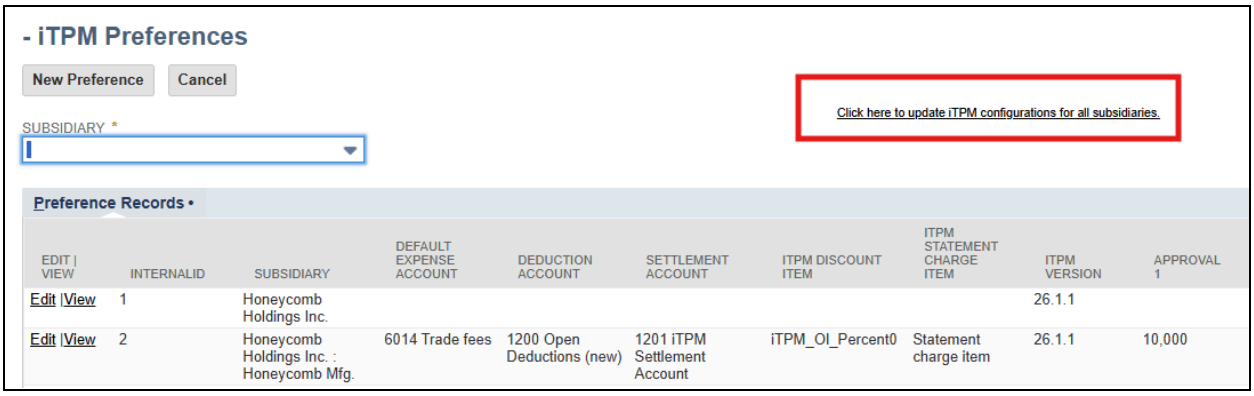
Note: Use this feature as one part of your accrual process to reduce manual tasks, not replace them. iTPM Accruals must be reviewed and verified each NetSuite period.

Parameters in iTPM Preferences identify the field names of the attributes in the customer record that you want to use to include and exclude customers. Your iTPM implementation team will populate these as part of the project.

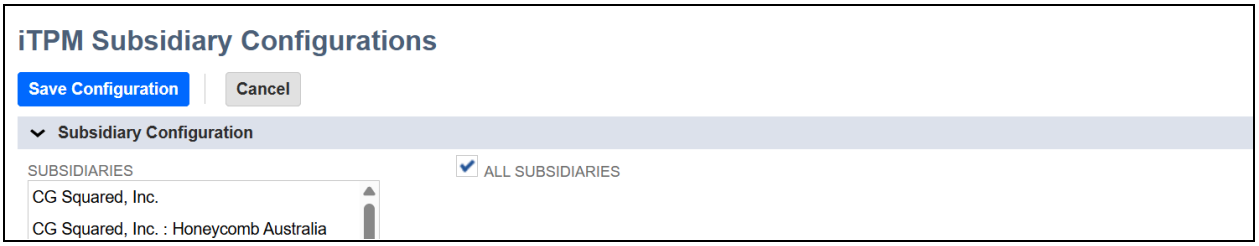
This is a one-time task. However, you'll need to populate these fields if you create new subsidiaries and want to use iTPM in new subsidiaries.

Step 1: Go to ***iTPM -> Setup -> Preferences*** (Admin role permissions required.)

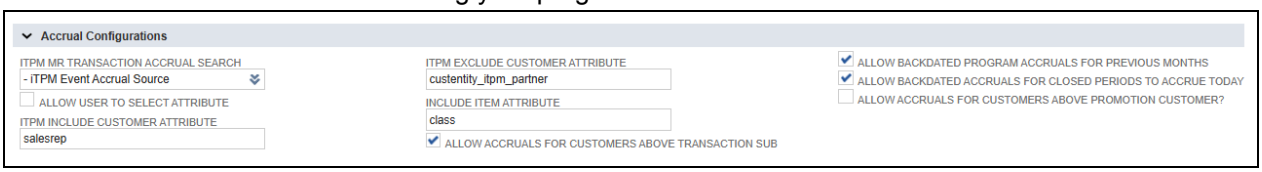
Step 2: "*Click here to update iTPM Configurations for all Subsidiaries*"



Step 3: '*ALL subsidiaries'* should be **checked** by default.



Step 4: Populate these values under the *Accrual Configuration* section.
Use fields from the customer record for the include and exclude customer attribute.
Use a field in the item record for filtering your program accruals.



Step 5: Click ***SAVE CONFIGURATION***.

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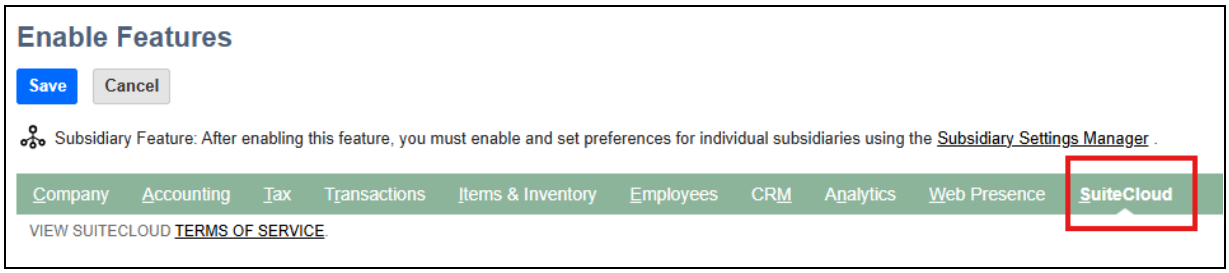
The Program Attribute filter buttons require NetSuite Rest Web Services to be enabled.

1. Go to ***Setup -> Company -> Enable Features***
2. Click on the ***SuiteCloud*** subtab.
3. 

4. Scroll down to ***Suite Talk (Web Services)*** and check "Rest Web Services".

5. Click ***SAVE.***

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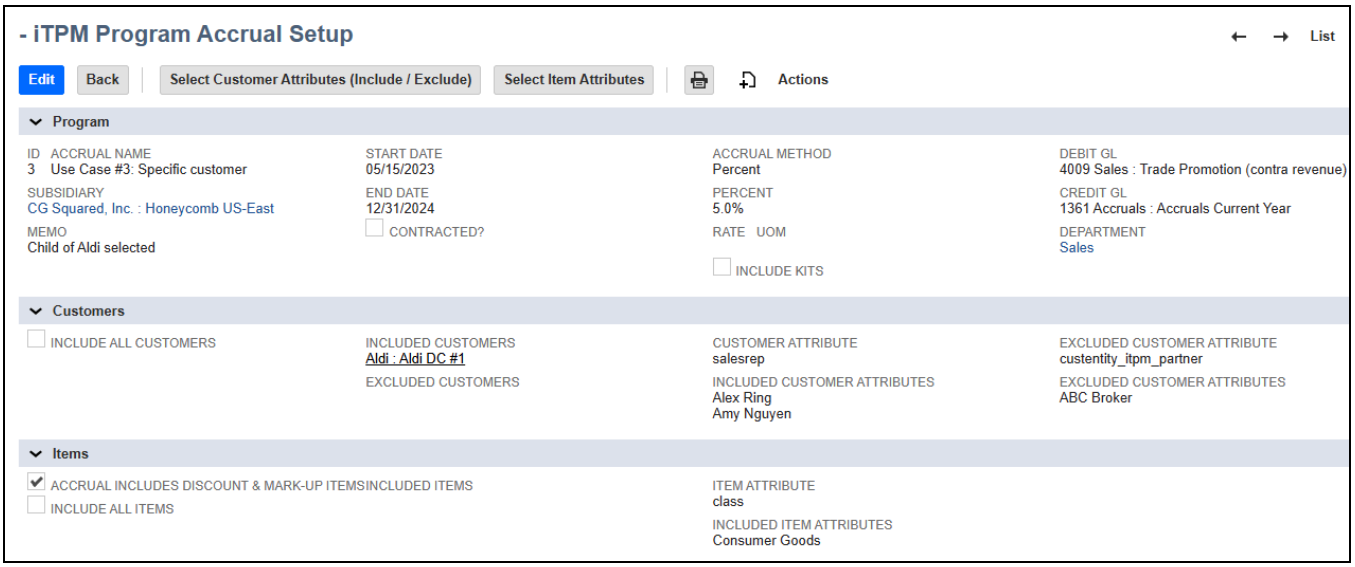
3.2 Setup a new Program Accrual

Note: Use this feature as one part of your accrual process to reduce manual tasks, not replace them. iTPM Accruals must be reviewed and verified each NetSuite period.

With this configuration you are choosing to use iTPM to create financial accruals that post to NetSuite financials every night based on invoices that overlap the customers that you identify by your program-based accrual record.

- ***iTPM -> Setup -> Program Accruals -> NEW***
- **Program Section**: Enter the accrual information:
  - Subsidiary — Accruals only created for customers and invoices in this subsidiary.
  - Accrual Name — Create a name to help you find this in a list.
  - Accrual Method — Select Percent or Rate. (Default is percent)
  - Accrual % or Rate — If you choose a rate, you'll also need to select a unit-of-measure.
  - Include Kits? — If checked, accruals are created for Kits.
  - Memo — Optional: Add a memo
  - Start and End Dates — Invoices between these dates are used to create the accrual
  - Debit and Credit GLs — Accruals use these GLs in the accrual..
- **Customers Section:** What customers for the accrual?
  - Check checkbox to include ALL CUSTOMERS
  - If not all customers, then select specific customers for the accrual. (Includes sub-customers)
  - What specific customer do you want to exclude? (Includes sub-customers)
- **Item Section**: ALL items, or only some items?.
  - To create accruals for only selected items, select specific items.
  - Include Discount and Markup items? Check to reduce the accrual for these items in the invoice.
- **SAVE**, then see **Include/Exclude Customer and Item Attributes** on the next 2 pages.

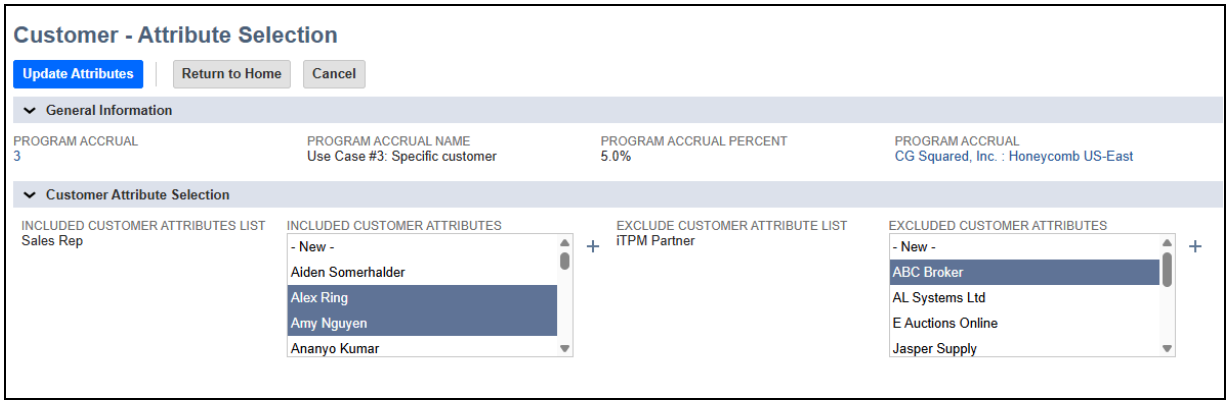


Note: If you use customer attributes, each day which customers are included and excluded is dependent upon the stored attributes in the customer record. Changes in the customer attributes today does not change any accrued amounts before today.

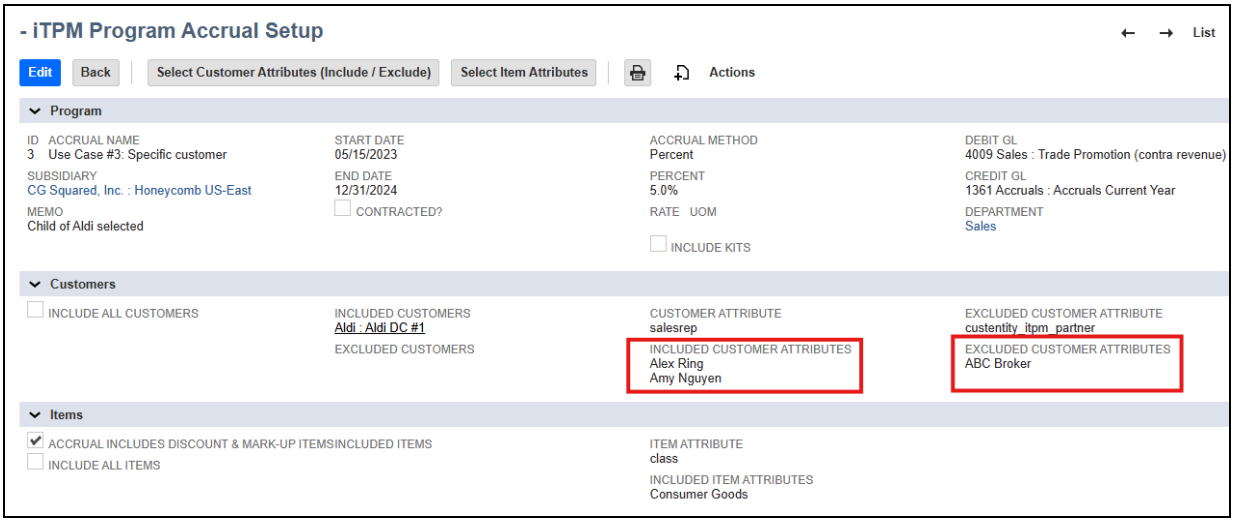
Include / Exclude Customer Attributes: (optional)

Step 1: Click the "***Select Customer Attributes (inlcude/Exclude)***" button.

Step 2: Next, you can multi-select in customer attributes, then click ***UPDATE ATTRIBUTES***.



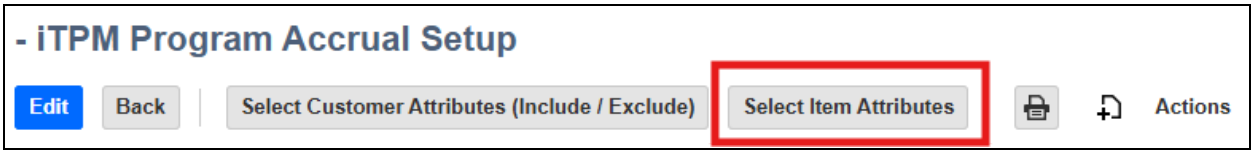
Step 3: Click ***UPDATE ATTRIBUTES***, and confirm see your include and exclude attribute selections: (red boxes)



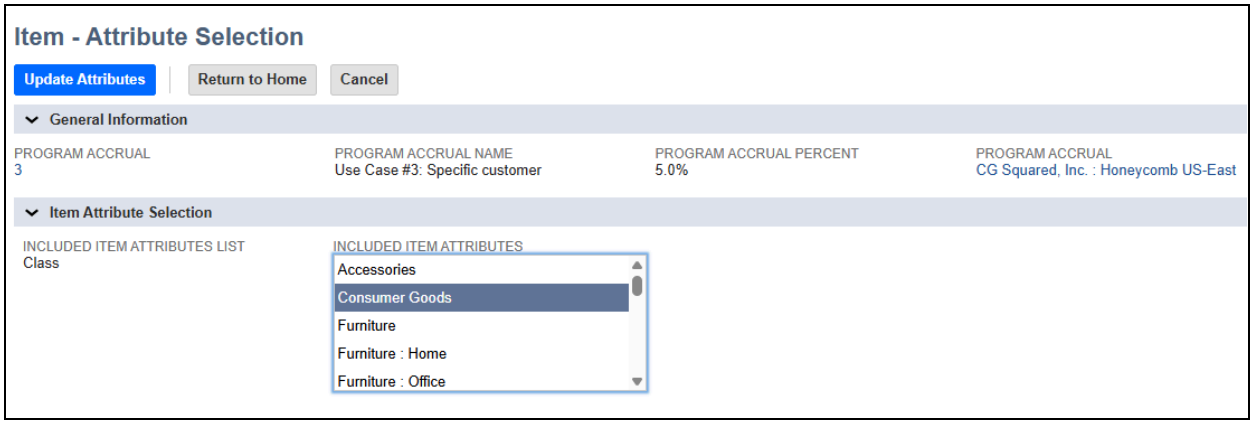
Helpful Hint: The Attribute filter buttons require NetSuite "*Rest Web Services*" to be enabled. See section 3.1 One-time: Configure include / exclude attributes for more details.

Include Items: Optional:

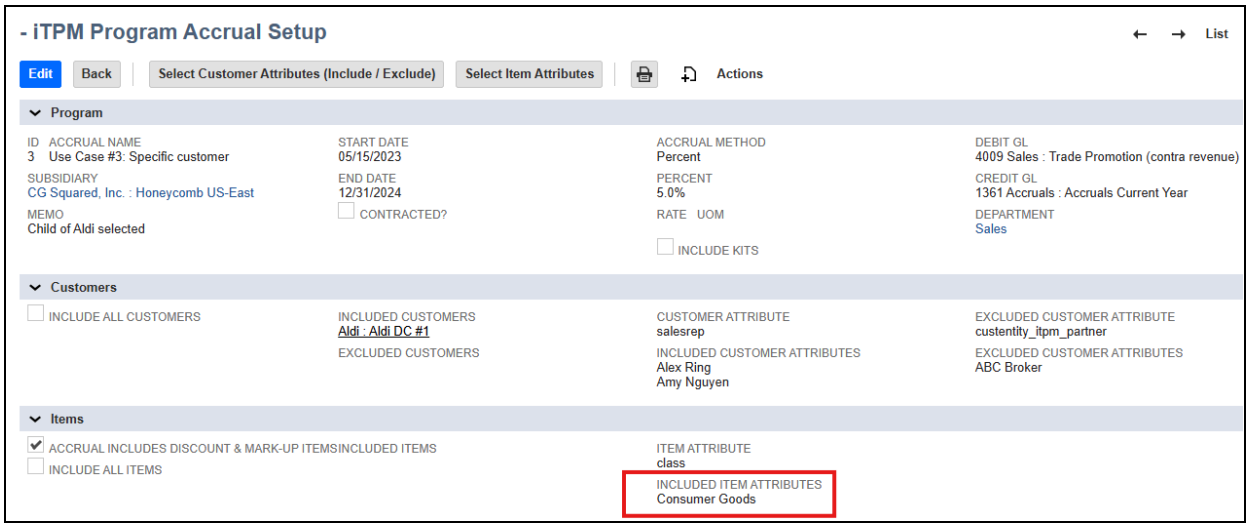
Step 1: Click the "***Select Customer Attributes (inlcude/Exclude)***" button.



Step 2: Next, you can multi-select in item attributes, then click **UPDATE ATTRIBUTES.**.



Step 3: Click ***UPDATE ATTRIBUTES***, and confirm see your include item attribute selections: (red box)



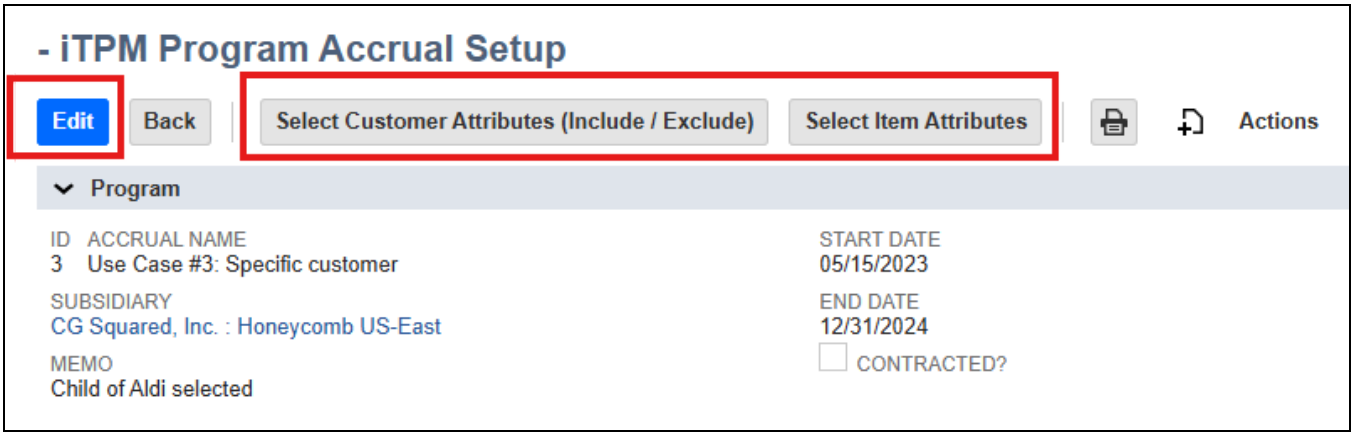
Helpful Hint: The Attribute filter buttons require NetSuite "*Rest Web Services*" to be enabled. See section 3.1 One-time: Configure include / exclude attributes for more details.

3.3 EDIT Program Accruals Setup

Program Accruals typically don't change often. By using attributes to include and exclude customers, new customers are automatically included or excluded as long as they have those attribute fields populated in their customer records.

If you do need to make changes to the accrual, use these steps:

- Go to ***iTPM -> Setup -> Program Accruals***
- ***VIEW*** a program accrual.
- To change the accrual and include or exclude customers, click ***EDIT*** and make changes.
- Click the "Select Customer Attribute (Include / Exclude" or "Select Item Attribute" buttons to make changes to your customer and item filters.



Note: Warning: iTPM version before 26.1.1 did not remember previous selections.
Always confirm customer and item include / exclude selections are correct after creating your accrual or making changes.

Helpful Hint: Changes to your Program-based accruals today will impact records created tonight and into the future. Your changes do not change historical accruals.

3.4 How to END program accruals

To end a specific accrual, EDIT the accrual and change the end date.

To stop ALL program accruals, you can do this by changing a script from scheduled to unscheduled.

The map-reduce script *"- iTPM | OPT | Program Accruals | MR"* needs to be scheduled to create program accruals.

To turn off program accruals, unschedule the MR script, and/or change the end date in your programs to yesterday so no program-accruals will be created from today forward.

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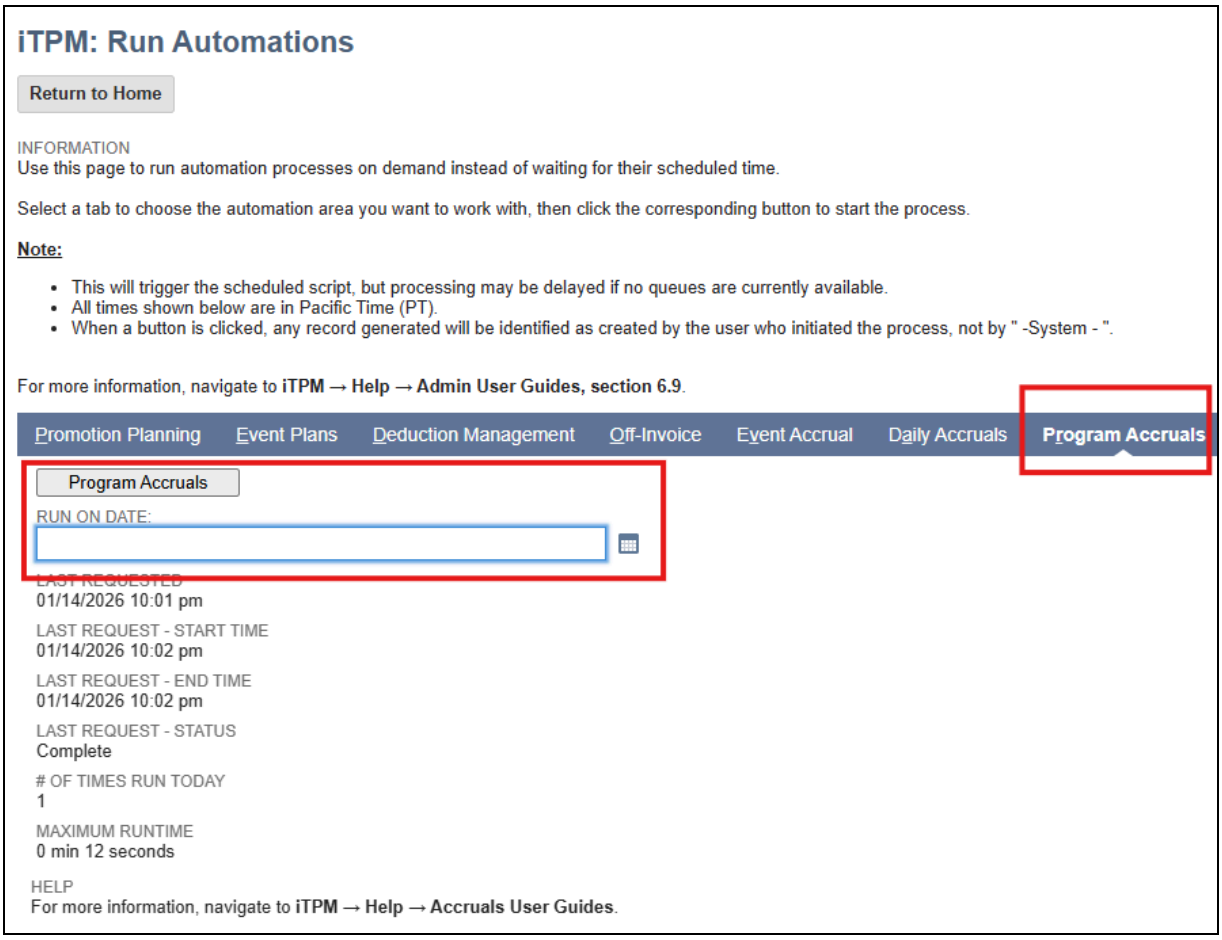
3.5 Missing program accruals for a day?

Sometimes the overnight script may not run because your NetSuite instance is down for maintenance or an update. When this happens, you have the option to manually run the map-reduce script with a parameter that tells the script the date of the missing program accruals.

If your role has the necessary permissions, here are the steps.

- Step 1: ***iTPM -> Admin Tools -> Run Automations***.
- Step 2: Go to the ***Program Accruals Subtab***.
  - If you don't see this subtab, your role doesn't have the necessary permissions.
  - If you can't use the Run Automations feature, the *iTPM Admin User Guide* has instructions on how to run the program accrual map reduce script manually.
- Step 3: **Enter the date of the missed accruals**. This is the NetSuite 'date created' of the invoice.
- Step 4: Click the ***"Program Accruals - Optimized"*** button.
- Step 5: A banner will confirm the map-reduce script was started.
- Step 6: After the script runs, verify that your program accruals were created.
  - ***iTPM -> Accruals -> Program Accruals***, and set the filter to accruals created today.
  - Go to the **Analytics** center tab, and look for *iTPM Workbook 520 Program Accruals (SDF)*.

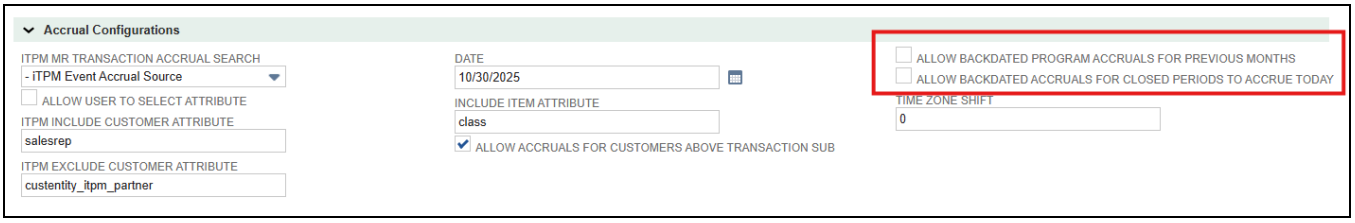


Helpful Hint: iTPM does not create duplicate program accruals if some accruals were created for that day. iTPM skips creating accruals for each program ID and invoice which already has an accrual.

By default, *i*TPM only creates program accruals for the current open period.
Below are the steps to create accruals for previous NetSuite periods:

Step 1: Go to ***iTPM -> Setup -> Preferences*** (Admin role permissions required.)
Step 2: Click the link "*Click here to update iTPM Configurations for all Subsidiaries*"
Step 3: '*ALL subsidiaries'* should be **checked** by default.
Step 4: Check the checkbox to enable missed accruals in previous period:

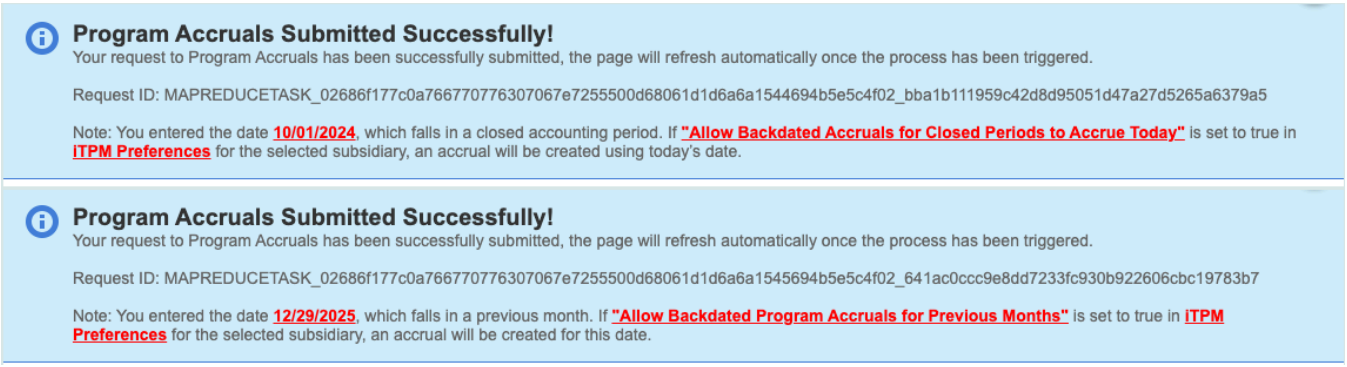
- "*Allow backdated program accruals for periods*":
  When unchecked, only missed accruals can be created in the current period.
- "*Allow backdated program accruals for closed periods*":
  When unchecked, only missed accruals can be created for open periods in previous months.



Helpful Hint: *i*TPM honors the NetSuite accounting preferences and NetSuite period status:

- *i*TPM looks at Accounting Preference "Allow transaction date outside of posting period".
  - IF "Disallow", then the accrual posting date is today minus one day
  - ELSE .... accrual date is the create date of the overlapping invoice
- The script also looks at the status of the NetSuite period.
  - IF it is locked or closed, the accrual posting date is today minus one day
  - ELSE .... accrual date is the create date of the overlapping invoice

If you attempt to create program accruals in a previous month and don't have the above configurations checked, you will see the following banner on the Run Automations form:



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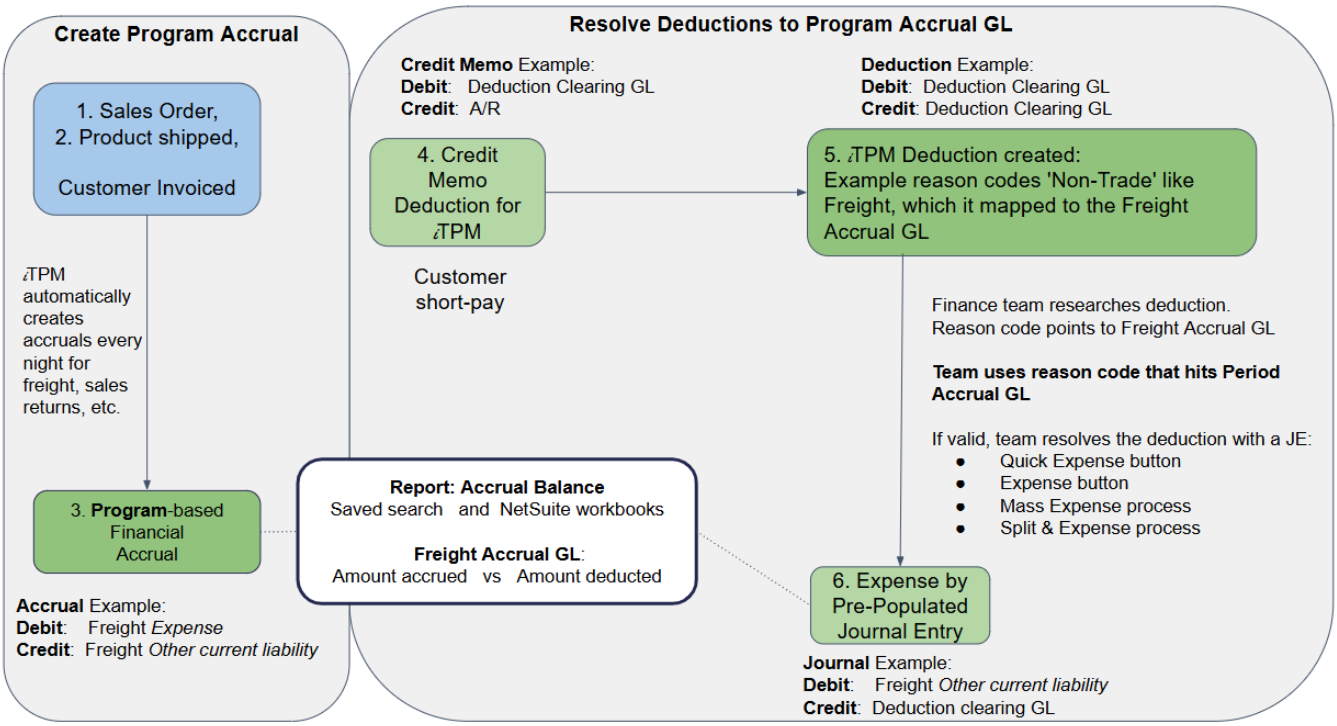
3.6 Program Accrual visibility and reporting

Here are three ways you have visibility to your program-based accruals using NetSuite reports, saved searches, and/or NetSuite Workbooks:

- **Accruals**: iTPM program-accruals have these attributes on every transaction to know when, why and how much went into your accrual fund:
  - Customer
  - Item
  - Invoice
  - Transaction and posting dates.
  - Accrual rate and amount.
- **Non-Trade Resolutions**: When you resolve an open deduction with a reason code, you have these attributes on every transaction:
  - Customer and customer's deduction reference #s
  - Credit Memo, and associated short-paid Invoice(s)
  - Reason code
  - Amount
- **GL Ending Balance**:
  - Ending balance shows you accruals to date minus deduction resolutions to date.
  - Negative or positive balance tells you if you under or over accrued for non-trade as of today.

The following chart shows how iTPM can help with accrual visibility:

- Reports of transactions in boxes 1, 2 and 3 tell you what was accrued.
- Reports of transactions in boxes 5 and 6 tell you how the accrual was used.
- The difference in the accrual GL tells you the difference of accrual in-flows vs out-flows.

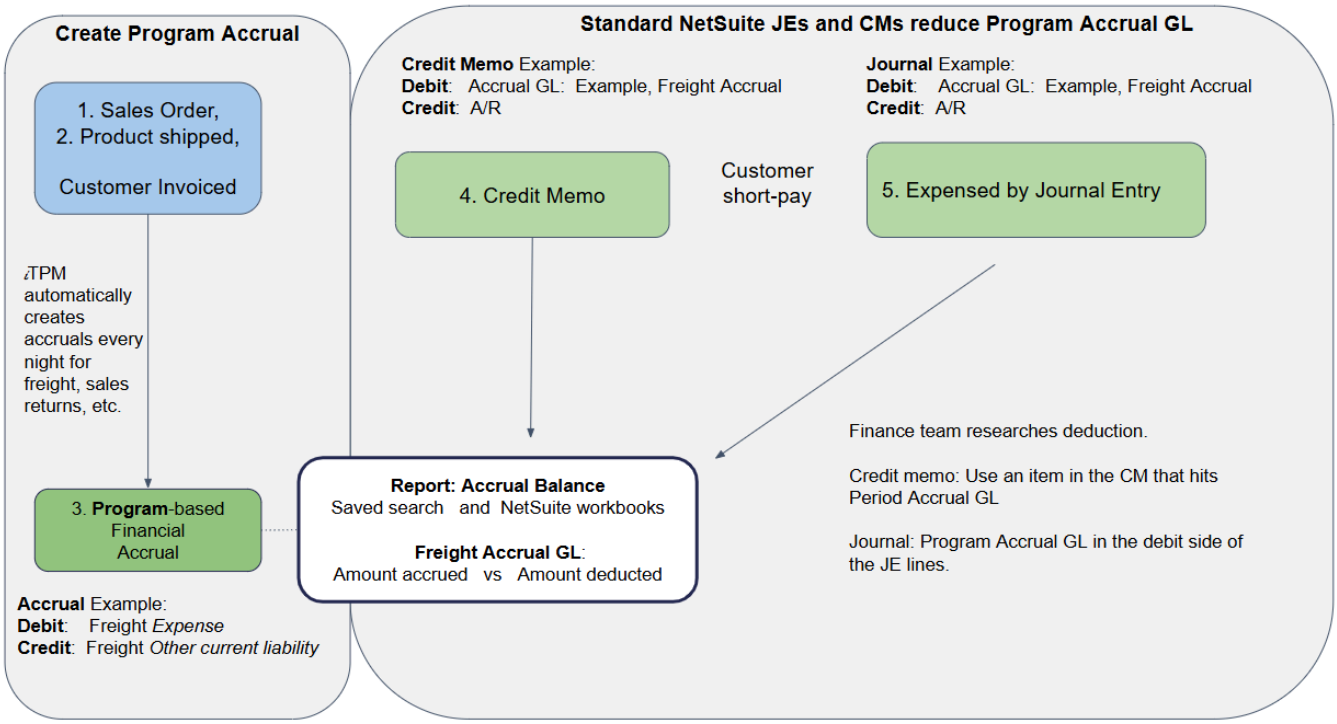


You can use program accruals with iTPM deduction resolutions along with standard NetSuite transactions.

The graphic below shows the GL impact of standard credit memos and journal entries.

The following chart shows how iTPM can help with accrual visibility:

- Reports of transactions in boxes 1, 2 and 3 tell you what was accrued.
- Reports of transactions in boxes 4 and 5 tell you how the accrual was used.
- The difference in the accrual GL tells you the difference of accrual in-flows vs out-flows.



Note: If you use the above approach, the transactions in #4 and #5 above should not hit the iTPM clearing account GL.

- Do NOT use the *"Deduction for iTPM"* item in your credit memo**.** Using this item puts the debit side of the transaction into the iTPM clearing account.
- Do not use the iTPM clearing account GL in your journal entry. Only iTPM transactions should increase or decrease the iTPM Clearing account.

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To see your program accrual transaction, go to ***iTPM -> Accruals -> Program Accruals***

- iTPM Period Accruals w/ filters: Results

Learn about NetSuite Analytics Warehouse List Search Audit

Return To Criteria | Edit this Search

FILTERS

TYPE	DATE CREATED	FROM	TO	PERIOD	STYLE
- iTPM Accrual	All				Normal

EDIT

TOTAL

EDIT | VIEW	INTERNAL ID	DATE	PRINT	TYPE	ACCRUING TRANSACTION	CUSTOMER	PERIOD BASED ACCRUALS ID	EVENT TRIGGER	AMOUNT (FOREIGN CURRENCY)	ACCOUNT (GROUPED)	AMOUNT	PERIOD	DEPARTM
Edit | View	23308	05/16/2024	Print	- iTPM Accrual	Invoice #INV10000080	Walmart	2	Period-Based	($1.00)	4000 - Sales : 4001 - Trade Promotion (contra revenue)	-1.00	May 2024	Retail
Edit | View	23308	05/16/2024	Print	- iTPM Accrual	Invoice #INV10000080	Walmart	2	Period-Based	$0.10	4000 - Sales : 4001 - Trade Promotion (contra revenue)	0.10	May 2024	Retail
Edit | View	23308	05/16/2024	Print	- iTPM Accrual	Invoice #INV10000080	Walmart	2	Period-Based	$0.90	2016 - Accrued trade spend	0.90	May 2024	Retail
Edit | View	23309	05/16/2024	Print	- iTPM Accrual	Invoice #INV10000081	Publix	2	Period-Based	($3.50)	4000 - Sales : 4001 - Trade Promotion (contra revenue)	-3.50	May 2024	Retail
Edit | View	23309	05/16/2024	Print	- iTPM Accrual	Invoice #INV10000081	Publix	2	Period-Based	($39.99)	4000 - Sales : 4001 - Trade Promotion (contra revenue)	-39.99	May 2024	Retail
Edit | View	23309	05/16/2024	Print	- iTPM Accrual	Invoice #INV10000081	Publix	2	Period-Based	$43.49	2016 - Accrued trade spend	43.49	May 2024	Retail
Edit | View	23310	05/16/2024	Print	- iTPM Accrual	Invoice #INV10000082	UNFI (East & West)	2	Period-Based	($39.99)	4000 - Sales : 4001 - Trade Promotion (contra revenue)	-39.99	May 2024	Retail
Edit | View	23310	05/16/2024	Print	- iTPM Accrual	Invoice #INV10000082	UNFI (East & West)	2	Period-Based	$39.99	2016 - Accrued trade spend	39.99	May 2024	Retail
Edit | View	23311	05/16/2024	Print	- iTPM Accrual	Invoice #INV10000081	Publix	3	Period-Based	$17.48	6011 - Trade Promotion : 6013 - Marketing / Trade	17.48	May 2024	Sales
Edit | View	23311	05/16/2024	Print	- iTPM Accrual	Invoice #INV10000081	Publix	3	Period-Based	$199.98	6011 - Trade Promotion : 6013 - Marketing / Trade	199.98	May 2024	Sales

You also have visibility to program accruals through NetSuite workbooks like the one below:

Workbook | - iTPM 520 Financial PERIOD-based Accruals (2SDF) Employee

1 - Accruals by ID | 2 - Period-Accruals by day | 3 - Accrual by Customer and Accrual | 4 - Accrual By Customer, Invoice Today

DATASET

- iTPM 520 Financial P...

- iTPM 520 Financial PERIOD-b...

Accrual %
Accrual Name
Accruing Transa...
Accruing Transactio...
Company Name
Customer
Date (Accrual)
Date Created
Document Number/ID
Event Trigger

LAYOUT

Rows
Company Name
Period Based Accrual Name

Columns
Drop fields

Measures
Accruing Transaction Total A...
iTPM Amount (Sum)
Amount as % Accruing...
Create Calculated Measure

Company ...	Period Based Accrual ...	Accruing Transactio...	iTPM Amount (Sum)	Amount as % Accru...
Grand Total		**12,787.00**	**301.84**	**2.36 %**
Publix		**8,698.00**	**260.95**	**3.00 %**
	Live Accrual for BDF Publix	4,349.00	217.46	5.00 %
	Freight	4,349.00	43.49	1.00 %
UNFI (East & West)		**3,999.00**	**39.99**	**1.00 %**
	Freight	3,999.00	39.99	1.00 %
Walmart		**90.00**	**0.90**	**1.00 %**
	Freight	90.00	0.90	1.00 %

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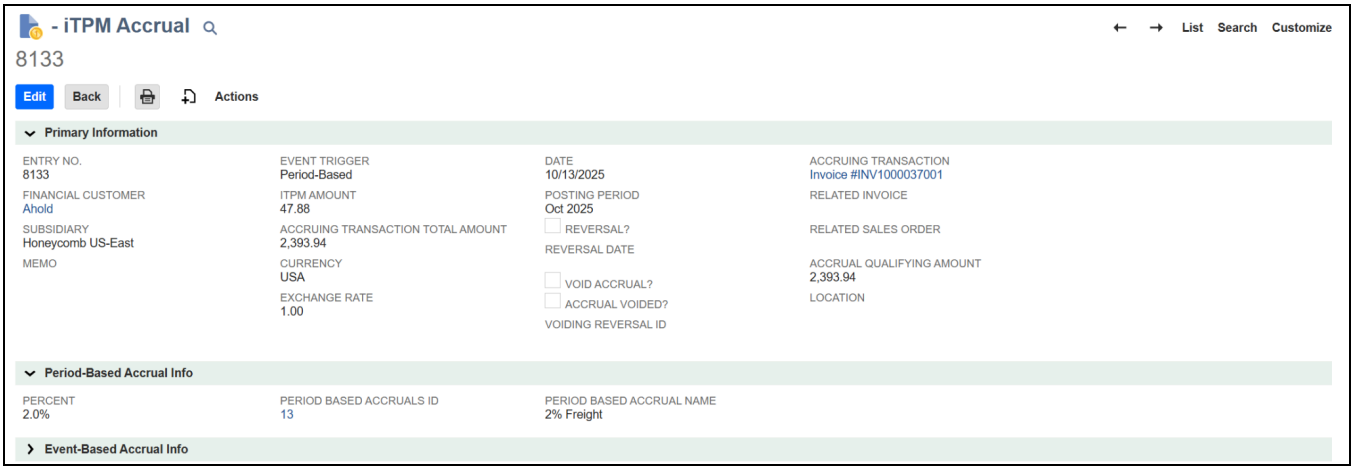
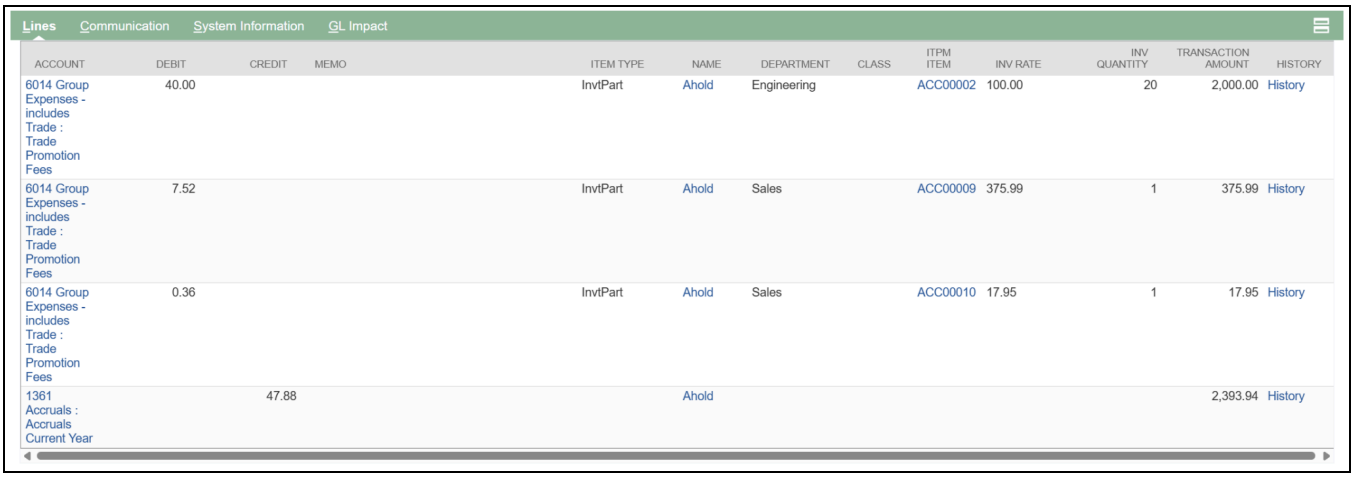
The following information is available in the header of program accruals:

- **Accruing transaction** is the invoice that overlaps the accrual: Date, customer, and item.
- **Accrual Qualifying Amount** is multiplied by the accrual percent to calculate the accrual.
- **iTPM Amount** is the accrual, in the currency of the subsidiary.
- The '**Financial customer**' is the customer from invoice.
- **Accrual date** and **NetSuite posting period** for NetSuite financial reporting.
- **Percent** is used to calculate the accrual amount.
- **Program Accruals ID** is the internal ID of the accrual setup record that defines the accrual.
- **Program Accrual Name:** This is the name of the accrual.



The following information is in the lines of the accrual:

- Debit and credit GLs: These are directly from the program accrual configuration
- Item: This is from the invoice, and there will be one line for every item in the invoice that gets an accrual.
- Department and Class: These are from the item if populated. If blank, these are from the configuration.
- Inv Rate: This is the item's price that is in the accruing invoice
- Inv Quantity: This is the item's quantity that is in the accruing transaction.
- Transaction Amount: This is the accrual for the specific item that's in the invoice.



ACCOUNT	DEBIT	CREDIT	MEMO	ITEM TYPE	NAME	DEPARTMENT	CLASS	ITPM ITEM	INV RATE	INV QUANTITY	TRANSACTION AMOUNT	HISTORY
6014 Group Expenses - includes Trade : Trade Promotion Fees	40.00			InvtPart	Ahold	Engineering		ACC00002	100.00	20	2,000.00	History
6014 Group Expenses - includes Trade : Trade Promotion Fees	7.52			InvtPart	Ahold	Sales		ACC00009	375.99	1	375.99	History
6014 Group Expenses - includes Trade : Trade Promotion Fees	0.36			InvtPart	Ahold	Sales		ACC00010	17.95	1	17.95	History
1361 Accruals : Accruals Current Year		47.88			Ahold						2,393.94	History

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3.7 Validating Program Accruals

Validating Program Accruals can be challenging when using the include and exclude customer options.

Tim Dietrich's SuiteQL Query Tool can be used to look for missing accruals.

Email support@cgsquared.com to discuss options.

In **Tim Dietrich's SuiteQL Query Tool**, the queryFolderID is a JavaScript variable in the tool's script that tells it **where in the NetSuite File Cabinet to save your queries**.

Here's how to determine if your Netsuite instance has the SuiteQL Query Tool. To find the URL:

1. Go to **Customization** → **Scripting** → **Scripts**.
2. Set the **Script Type** filter to **Suitelet**.
3. Search the list for a script related to the **SuiteQL Query Tool** (for example, search for "SuiteQL" or "Query Tool").
4. If the SuiteQL Query Tool Suitelet is available, open the script record.
5. Open the corresponding **Script Deployment** record.
6. On the deployment record, check that the **Deployment Status** is set to **Released.**
7. Also, under the **Audience** section, make sure the **"Select All"** option is selected for Roles (or that all required roles are included). This ensures users with the link have the necessary access to open the SuiteQL Query Tool
8. The **URL** will be available on the Script Deployment record. Clicking that URL will open the SuiteQL Query Tool, where queries can be executed directly in the NetSuite instance.

If the deployment is not **Released**, or the required roles are not included in the Audience, those settings should be updated accordingly so that the users who need the link can access the tool successfully.

Here's how to set it up **Tim Dietrich's SuiteQL Query Tool**:

1. Create a folder in the File Cabinet

1. In NetSuite, go to:
   Documents → Files → File Cabinet
2. Click **New Folder**.
3. Give it a name (e.g., SuiteQL Queries).
4. Save it.

2. Get the folder's internal ID

1. In the File Cabinet, click on the folder you just created.
2. Look at the **URL** in your browser — it will contain something like:
   Copy code
   ...&folder=12345
   Here, 12345 is the **internal ID** of the folder.

3. Set queryFolderID in the script

1. Open the **SuiteQL Query Tool** script file in the **Script Editor** (or wherever it's deployed).
2. Find the line that looks like:
   Javascript
   Copy code
   var queryFolderID = 0;
3. Replace 0 with your folder's internal ID:
   Javascript
   Copy code
   var queryFolderID = 12345; // Your folder's internal ID
4. Save and deploy the script.

4. Test saving a query

- Open the SuiteQL Query Tool in NetSuite.
- Write a query and click **Save** — it should now store the query in your chosen File Cabinet folder.

Helpful Hint: If you don't see the **Save** option, make sure:

- You're using a version of the tool that supports saving queries.
- You have **Create** and **Edit** permissions for the File Cabinet folder.

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If your item attribute is a NetSuite custom segment, extra steps are required to use Tim Dietrich's SuiteQL Query tool to validate your Program accruals.

Email support@cgsquared.com for help using this map reduce script for accrual validations.

- **Script Name:** -iTPM Populate Legacy Field
- **Script ID:** customscript_itpm_mr_populate_legacy

Details:

- The script searches for active Period-Based Accrual records where both item attribute fields are empty.
- It retrieves the record ID, period-based item values, and item attribute type.
- It converts the item values into an array.
- If no item values are available, the record is skipped.
- If the item attribute type is Class, it updates the Item Attribute Inclusion field (custrecord_itpm_include_item_attribute).
- For any other item attribute type, it updates the Item Attribute Segment field (custrecord_itpm_item_attribute_segment).
- The script logs successful updates, skipped records, and processing errors.
- Finally, it summarizes the total input records and any errors.
- This MR script may be documented in CG Squared ticket S-08721.

3.8 Program Accrual Limitations

Currency:

iTPM creates the program accrual using the currency of the subsidiary identified in the program setup record. iTPM will NOT use the primary currency of your customer, and it will NOT use the currency of the invoice. iTPM will use the currency of the subsidiary.

This methodology has been requested by iTPM clients. They adjust the percent or rate up or down to adjust for the currency exchange rate.

If you want iTPM to create the accrual in the currency of the invoice, email support@cgsquared.com.

Changes to Programs.

When you make changes to programs, changes are NOT retroactive. Changes take effect going forward.

If you changed a rate or percent, running the script for previous days will not update the accrual.

If you added a customer or attribute such that an accrual will now be created for an invoice previously missed, then running the script can create the missed accruals. See 3.5 Missing program accruals for a day? for more details.

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4.0 Daily / Weekly / Monthly Allocated Event Accruals

Note: Use this feature as one part of your accrual process to reduce manual tasks, not replace them. iTPM Accruals must be reviewed and verified each NetSuite period.

The daily event accrual option is a **simplified methodology** of the original event-based accrual documented in chapter 2. Daily accruals was created with these design goals:

- **Self correcting** if the script fails to run one day.
- **Self correcting** if the script created bad data the previous day.
- **Self correcting** if the script is run multiple times in the same day.
- **Self correcting** if the promotion is approved after the promotion starts.
- **Self correcting** if the promotion is back-dated, and promotion linked to sell-in shipments
- Does **NOT** use the accrual log data for its calculations.
- ONLY **ONE accrual record per day per promotion**
  - Only one record per week per promotion if configured for weekly accruals
  - Only one record per month per promotion if configured for monthly accruals
- **Item detail** in the accrual lines (not like the existing transaction accruals)
- **Simplified GL logic…** Only use current year debit and credit GLs
- Works even if the time zone of one subsidiary is different from the 'base' corporate NetSuite server time zone.

Here are the pros-and-cons of this simplified approach versus the event-accruals documented in chapter 1.

Pros of Daily Accruals:

- Lump-sums and bill-backs in promotions that are not linked to sell-in are allocated based on how many days of the promotion is completed. For example, a lump sum is not fully accrued the first day of the promotion. The lump sum is allocated today based on what percent of the promotion is completed.
- All accruals have item level detail in the lines, with no exceptions.

Cons of Daily Accruals:

- To understand why an accrual changed on a specific day, the accrual log is required. (Accrual log records do not impact NetSuite financials.)
- For promotions based on Sell-in, each accrual is not specifically created for each overlapping invoice or fulfillment. If you need this level of detail, then Event-Accruals are a better option.
- If you have long promotions and are configured to create accruals every day, you will have many more accrual records than with event-based accruals.

Helpful Hint: You can configure some promotion types to generate event accruals as described in chapter 1, and other promotion types to generate daily accruals as described in this chapter.
The one-time configuration is in 4.3 One-time configuration.

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4.1 How Daily-Allocated Event-Accruals work

These are the four steps of how daily allocated accruals are calculated for promotion types that have the "*Allocate Accruals Daily*" configuration checkbox checked. These steps are done every time the daily accrual script runs for promotion types that have "*Allocate Accruals Daily*" checked. See configuration details in section 4.3

1. **Calculate what the promotion's accrual should be as of today,** including the daily allocation factor.

   - The daily allocation is the percent of the promotion that is completed.
     Example: Day 2 of a 10 day promotion, 2/10 or 20% of the promotion is completed.
   - Use the promotion KPIs by item. (don't include KPI records marked 'inactive')
     - Scroll to the bottom of the page under the KPI subtab in the promotion to see these KPIs.
   - Daily event-accrual configuration: Use Expected Liability or Net Liability for accrual by item:
     - If Settlements directly hit the accrual, use Expected Liability.
     - If Settlements do not directly hit the accrual, then use Net liability KPI.
   - Use a different % allocation based on the promotion's method of payment:

     For a Lump sum: Always % of days completed.

     For the Bill-Back and Net-Bill method of payment:
     IF "*Do no update liability…*" is CHECKED: Allocation factor is % of days completed
     IF *"Do no update liability…*" is NOT CHECKED: Allocation factor is always 100%

2. **Sum up the actual *i*TPM financial e-accruals** in NetSuite already created for the promotion by item.

3. **Calculate the difference** between #1, what the accrual should be, and #2, what it is year-to-date.

   - Calculate the difference by promotion by item.
   - Note: *i*TPM 25.1.2 does not include inactive items in newly created accruals.

4. **IF there is a difference between #1 and #2 for any item in the promotion, then create an accrual**

   - The accrual amount in the header is the net change, positive or negative.
     There can be differences by item in the lines, even though the header net impact is zero.

   - For each item, KPI differences by item determine the accrual GL and amount in the lines.
     If positive, use current year GLs
     If negative, reverse GLs from the stored configurations
     Some items can be positive and some can be negative.
     If the KPI for an item is negative, you'll see "*Decreased*" in the memo
     If the KPI for an item is positive, you'll see "*Increased*" in the memo
     If the KPI for an item has no change, you'll see "*No Change*" in the memo
     The sum of the differences by item (positive and negative) add up to today's net change.

5. After step 4, the sum of all accruals records for the promotion and for each item will equal #1 above.

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Example: Allocated Daily Event Accrual

Consider a 10 day bill-back promotion that starts with an expected liability for $1,000.

- On the first day,
  - The expected liability for the promotion is $1,000.
  - An accrual is created for each item for 1/10, or 10% of the $1,000 by item.
  - See column 3.
- Sometime before the day 2 accrual is created…
  - The expected liability KPI for the promotion is changed to $1,200.
  - See Column 1 for changes by item.
- When the daily accrual is created on day 2:
  - 2/10, or 20% of the promotion is now completed.
  - 20% of the expected liability is calculated for each item. (Column 2)
  - The difference between accruals year-to-date (Column 3) and what they should be (Column 2) is calculated. (column 4).
    - The overall accrual must increase by $350, but
    - The accrual increases for three items. The debit and credit GLs match the configuration.
    - The accrual for item 2 will decrease. The debit and credit GLs are reversed for item 2.
  - The accrual created on day two is shown in column 5.
  - The sum of all accruals (column 6) now equals the KPI Net Liability by item. (column 2)

No reversales, just calculate change

Example: **Day 2** of daily accrual for a 4 day promotion with 4 items

Use "Expected Liability" if Settlements hit accrual is checked, or Use "Net Liability" if Settlement do NOT his accrual.

Expected Liability changes: $1,000 to $1,200

	1. Expected Liability for promotion	2. Today's Daily Accrual 2/4 days = 50%	3. Sum of all Accrual records (1 Day so far)	4. Calculate difference (Column 2 minus 3)	5. Create this Accrual record today	6. New sum of all accrual records.
Promotion: Total	$1,200	x 50% = $600	$250	$350	$350	$600
Item 1	$200	x 50% = $100	$10	$90	$90	$100
Item 2	$100	x 50% = $50	$75	($25)	($25)	$50
Item 3	$600	x 50% = $300	$15	$285	$285	$300
Item 4	$300	x 50% = $150	$150	$0	$0	$150

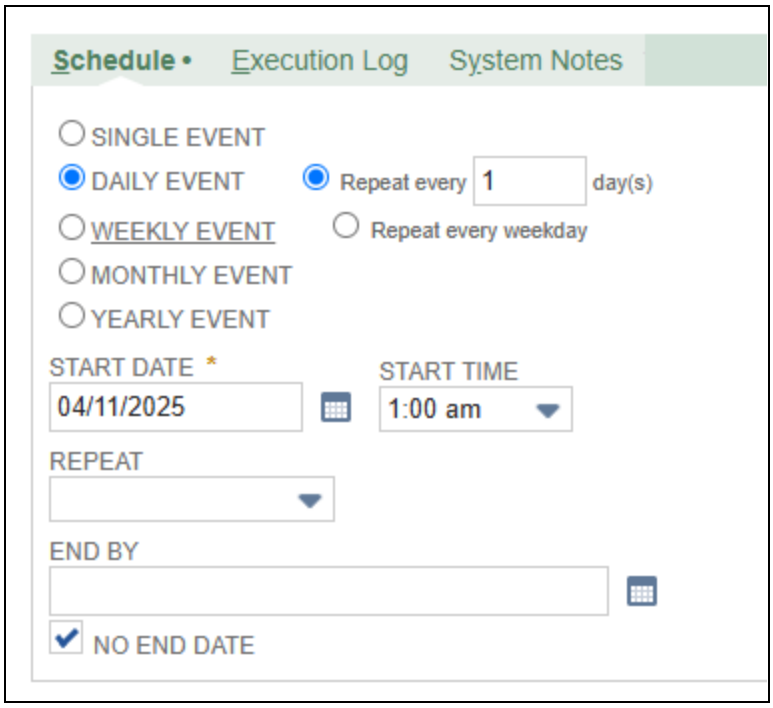
iTPM Accruals i-TPM.com © 2025 CG Squared, Inc.

Helpful Hint: The above calculations are the same if you decide to create daily, weekly or monthly accruals. The example above was a daily accrual example. If you schedule the script weekly or monthly, accruals are created based on the promotion KPI as of that day and time the script runs.

4.2 Configured as Daily, Weekly or Monthly

The frequency of a map-reduce script determines if your allocated event accruals are daily, weekly or monthly.

- Go to ***Customization -> Scripts -> Script Deployments*** (Role with appropriate permissions required.)
  - Set you filter to Map Reduce
  - View the map reduce script - *iTPM - MR Daily Accruals*
- Choose the desired frequency (Daily, weekly or monthly)



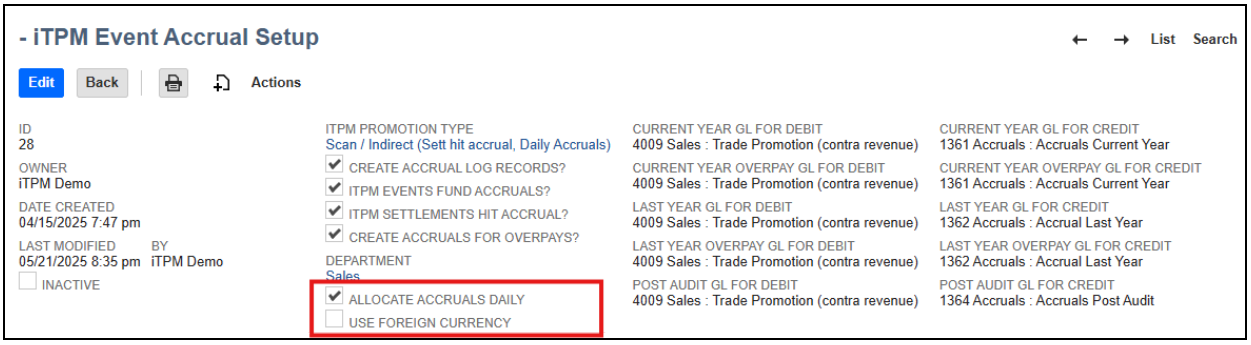
- Change the status from *Not Scheduled* to *Scheduled*.

Note: When you choose the frequency to run the daily accrual script, accruals are created for all promotion types that have "Allocate Accruals Daily" checked. You can't create daily accruals for some promotion types, and monthly accruals for others. Email your CG Squared support team to discuss options.

4.3 One-time configuration of Allocated Accruals

There is a one-time configuration.

1. Go to ***iTPM -> Setup -> Event Accruals -> New***
2. Complete the configuration:
    a. Required: What is the **promotion type**? *Example below, "Scan / Indirect (sett hit accrual, Daily Accruals)*"
    b. Optional: Do you want to create non-financial Accrual log records?
    c. Required: Check ***"iTPM Events fund Accruals***"
    d. Optional: **If the promotion type uses the accrual GL, check "*iTPM Settlements hit accrual?*".**
    e. Required: Check ***"Allocate Accruals Daily***".
    f. Optional: Check "Use Foreign Currency" if appropriate.
    g. Required: Populate the c**urrent year Debit GL**.
    h. Required: Populate the **current year Credit GL**.



Note: You can not turn on daily-accruals for any promotions that already have historical event-based accruals created. Email your CG Squared support team to discuss options.

Event accruals for a promotion type must be either Event-Based, or Allocated Daily, not a mix.

Helpful Hint: Only the Current year debit and credit GLs are used by the allocated daily accruals. The other GLs will need to be populated if the promotion type has "*Use event accrual credit GLs if promotion is not in the current year?*"

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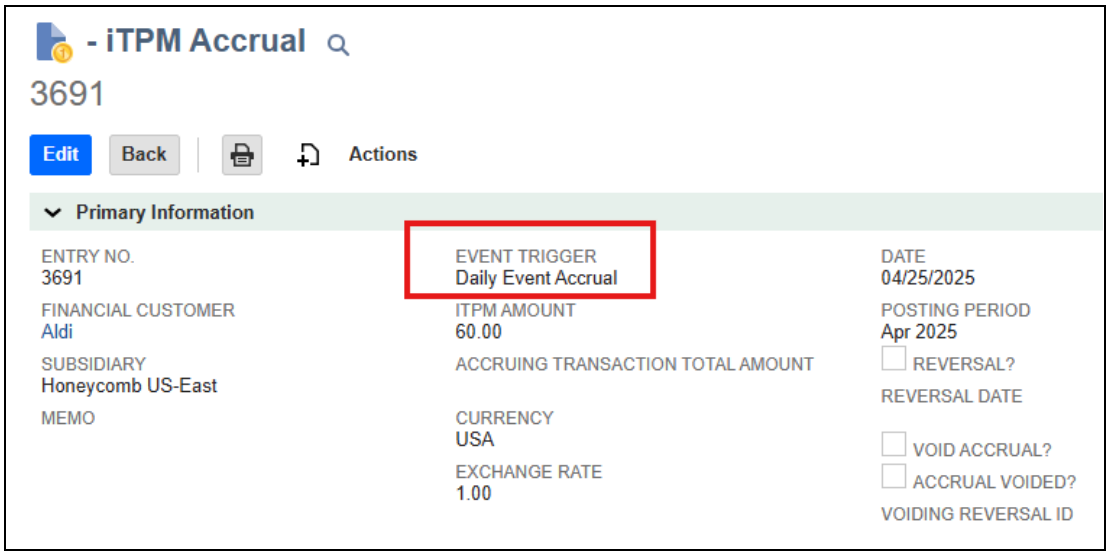
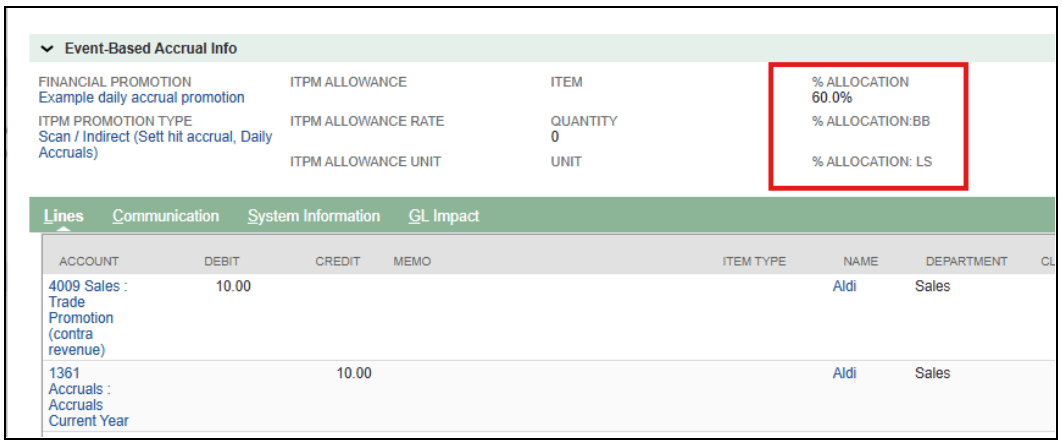
4.4 Visibility and Reporting of Allocated Accruals

Below are the only two differences in reporting between event-accruals described in chapter 2 and allocated daily accruals. Go to section 2.5 for details on event accrual visibility and reporting.

1. The event trigger for daily allocated accruals will be "*Daily Event Accrual*". To identify what changes to the promotion impacted accruals, turn on the accrual log.



2. The promotion's percent completion is available in daily allocated accruals.
   a. This "% of days completed" field for the promotion is blank for event accruals in chapter 2.
   b. In Daily Allocated accrual, look for the percentage allocation that was used for the accrual:



4.5 How to correct & update Daily Allocated Accruals

Correcting Daily accruals is easy. Correct the promotion's KPIs, and the allocated event accruals will automatically get corrected the next time the daily accrual map-reduce script runs.

For example: Here are KPIs for 4 items in a promotion. Expected Liability is $600, and accruals match the KPIs.

New - iTPM KPIs | Attach | Customize View

EDIT	ID	ITEM	ITEM DESCRIPTION	UOM	EST BASE QTY	PROMOTED QTY	EST INC QUANTITY	ACTUAL QTY	ACTUAL QTY UOM	EST SPEND	LE SPEND	MAX LIABILITY	EXPECTED LIABILITY
Edit	456326	ACC00002	Digital Single Line Telephone (4400) for support calls	Each	100	100	0	3	3	100.00	100.00	100.00	100.00
Edit	456327	ACC00004	Merlin 4412D: The most powerful features avail in a 12 button display phone	Each	200	200	0	2	2	200.00	200.00	200.00	200.00
Edit	456328	ACC00007	50 Button Digial Console	Each	0	0	0	0	0	0.00	0.00	0.00	0.00
Edit	456329	ACC00008	Ledendary Panasonic quality at an affordable price	Each	300	300	0	1	1	300.00	300.00	300.00	300.00
	1825310				600.0	600.0	0.0	6.0	6.0	600.00	600.00	600.00	600.00

You determine that estimated units are incorrect for item 2 and 8. (Yellow highlight below)
Simply correct the promotion. KPIs will be automatically updated, and this also corrects the event accruals.

- You can use the **MODIFY** button on the promotion to true up/down your volume:
  - Change the estimated quantity of item Acc002 from 100 to 150, up 50 units
  - Change the estimated quantity of item Acc008 from 300 to 150, down 150 units
- Next, use the **CHANGE PENDING** button to apply these changes.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
12	**Days Completed of 10**	**Item**	**Rate**	**Units**	**Expected Liability**	**Daily accrual Expected Liability**	**Sum of Accrual as of NOW**	**Difference**		**Accrual record GL**	**Accrual Record GL**	**Today's Accrual Amount**		**Total NEW Accrual for Promotion**
13	10													
14		ACC002	$1.00	100	$100	$100	$0.00	$100		GL4009	GL1361	$100	Increase	$100
15		ACC004	$1.00	200	$200	$200	$0.00	$200		GL4009	GL1361	$200	Increase	$200
16		ACC007	$1.00	0	$0	$0	$0.00	$0		GL4009	GL1361	$0	No Change	$0
17		ACC008	$1.00	300	$300	$300	$0.00	$300		**GL4009**	**GL1361**	$300	Increase	$300
18				**600**	**$600**	**$600**	$0.00	**$600**		**GL4009**	**GL1361**	**$600**	**<-- Header amount**	$600
19														
20	**Days Completed**	**Item**	**Rate**	**Units**	**Expected Liability**	**Daily accrual Expected Liability**	**Sum of Accrual as of NOW**	**Difference**		**Accrual record GL**	**Accrual Record GL**	**Today's Accrual Amount**		**Total NEW Accrual for Promotion**
21	10													
22		ACC002	$1.00	150	$150	$150	$100.00	$50		GL4009	GL1361	$50	Increase	$150
23		ACC004	$1.00	200	$200	$200	$200.00	$0		GL4009	GL1361	$0	No change	$200
24		ACC007	$1.00	0	$0	$0	$0.00	$0		GL4009	GL1361	$0	No change	$0
25		ACC008	$1.00	150	$150	$150	$300.00	-$150		GL1361	GL4009	-$150	Decrease	$150
26				**500**	**$500**	$500	$600.00	**-$100**		**GL1361**	**GL4009**	**-$100**	**<-- Header amount**	$500

- When the KPIs refresh is done, the Expected liability KPI for the promotion changes from $600 to $500.
- There's no change for items Acc004 and Acc007, but Acc002 went up, and Acc008 went down.
- On the next page you'll see that updated KPIs under the promotion's KPI subtab reflect these changes.
- The next time the *Allocated Daily Accrua*l script runs, an accrual is created so that the sum of all accruals by item will match the Expected Liability KPI by item. The header amount is the net change for all items.
  - You can wait for the next time the scheduled script runs… or
  - You can manually run the script if you need accruals corrected now!
- The next page shows the updated KPIs, accruals, and the 'change' accrual that's created in this example.

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New - iTPM KPIs | Attach | Customize View

ID	ITEM	ITEM DESCRIPTION	UOM	EST BASE QTY	PROMOTED QTY	EST INC QUANTITY	ACTUAL QTY	ACTUAL QTY UOM	EST SPEND	LE SPEND	MAX LIABILITY	EXPECTED LIABILITY
460226	ACC00002	Digital Single Line Telephone (4400) for support calls	Each	150	150	0	3	3	150.00	150.00	150.00	150.00
460227	ACC00004	Merlin 4412D: The most powerful features avail in a 12 button display phone	Each	200	200	0	2	2	200.00	200.00	200.00	200.00
460228	ACC00007	50 Button Digial Console	Each	0	0	0	0	0	0.00	0.00	0.00	0.00
460229	ACC00008	Ledendary Panasonic quality at an affordable price	Each	150	150	0	1	1	150.00	150.00	150.00	150.00
1840910				500.0	500.0	0.0	6.0	6.0	500.00	500.00	500.00	500.00

Sum of all accruals by item will equal the promotion KPIs by item.

Planning | Allowances | Estimated Quantity | Retail Info | KPI's | Settlements | Reports | Files | Communication | Workflow | Tasks | System Information | Accrual

LAST ACCRUAL RUN

EXPECTED LIABILITY : PROMOTIONS
500.00

SETTLEMENT

Log Summary | Log Detail | Financial Accruals • | Financial Accrual Detail •

EDIT	DATE	PERIOD	TYPE	DOCUMENT NUMBER	ACCOUNT	AMOUNT	EVENT TRIGGER	ACCRUING TRANSACTION
Edit	05/04/2025	May 2025	- iTPM Accrual	3715	4009 Sales : Trade Promotion (contra revenue)	600.00	Daily Event Accrual	
Edit	05/04/2025	May 2025	- iTPM Accrual	3716	4009 Sales : Trade Promotion (contra revenue)	-100.00	Daily Event Accrual	
	Total					500.00		

This accrual when added with the previous accruals will sum up to the KPI Expected Liability for the promotion:

- Below, the net accrual amount posted on May 4th is -$100, which is the next change for all items.
- This -$100 is the sum of item Acc0002 increasing by $50, and item Acc0004 decreasing by $150.

- iTPM Accrual

3716

Edit | Back | Actions

← → List Search Customize

Primary Information

ENTRY NO.
3716

FINANCIAL CUSTOMER
Aldi

SUBSIDIARY
Honeycomb US-East

MEMO

EVENT TRIGGER
Daily Event Accrual

ITPM AMOUNT
-100.00

ACCRUING TRANSACTION TOTAL AMOUNT

CURRENCY
USA

EXCHANGE RATE
1.00

DATE
05/04/2025

POSTING PERIOD
May 2025

REVERSAL?

REVERSAL DATE

VOID ACCRUAL?

ACCRUAL VOIDED?

VOIDING REVERSAL ID

ACCRUING TRANSACTION

RELATED INVOICE

RELATED SALES ORDER

ACCRUAL QUALIFYING AMOUNT

Period-Based Accrual Info

PERCENT

PERIOD BASED ACCRUALS ID

PERIOD BASED ACCRUAL NAME

Event-Based Accrual Info

FINANCIAL PROMOTION
Example daily allocated accrual calculation

ITPM PROMOTION TYPE
Scan / Indirect (Sett hit accrual, Daily Accruals)

ITPM ALLOWANCE

ITPM ALLOWANCE RATE

ITPM ALLOWANCE UNIT

ITEM

QUANTITY
0

UNIT

PROCESSING NOTES

% OF DAYS COMPLETED
100.0%

Lines | Communication | System Information | GL Impact

ACCOUNT	DEBIT	CREDIT	MEMO	ITEM TYPE	TRANSACTION AMOUNT	NAME	DEPARTMENT	CLASS	ITPM ITEM	HISTORY
4009 Sales : Trade Promotion (contra revenue)	50.00		Increase			Aldi	Engineering	Consumer Goods	ACC00002	History
1361 Accruals : Accruals Current Year		50.00	Increase			Aldi	Engineering	Consumer Goods	ACC00002	History
1361 Accruals : Accruals Current Year	150.00		Decrease			Aldi	Sales	Accessories	ACC00008	History
4009 Sales : Trade Promotion (contra revenue)		150.00	Decrease			Aldi	Sales	Accessories	ACC00008	History

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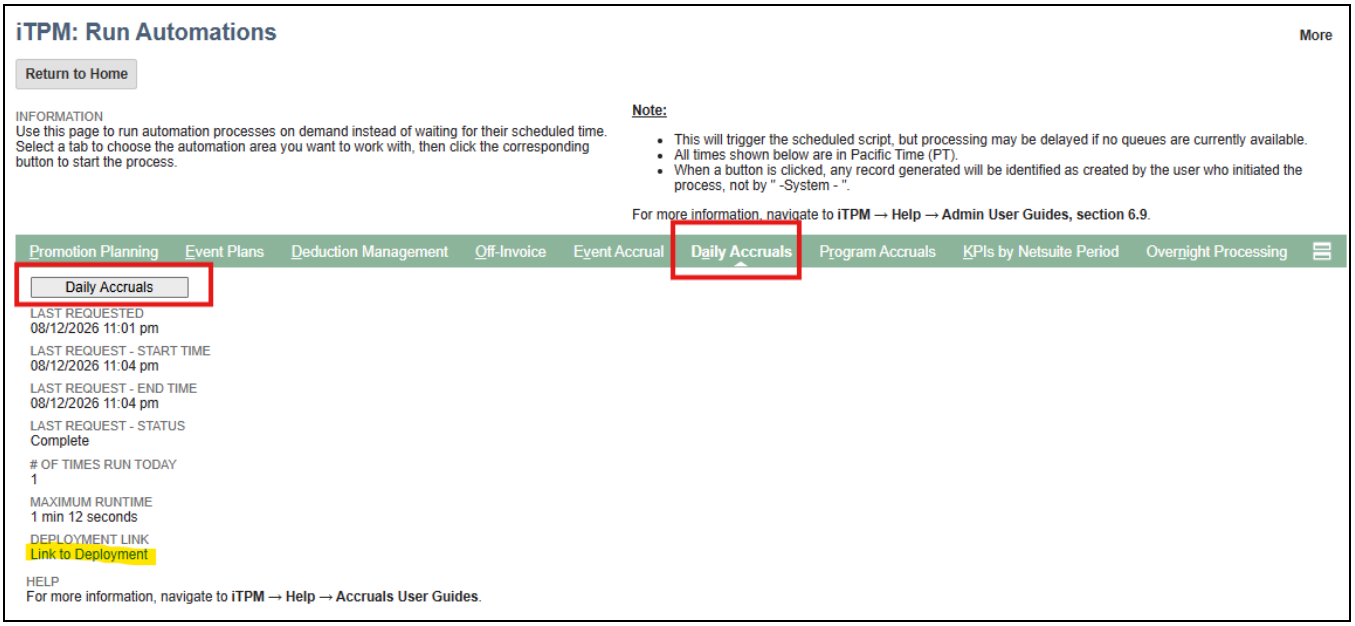
4.5 Run Automations to update Daily Allocated Accruals NOW

Sometimes the overnight script may not run because your NetSuite instance is down for maintenance or an update. When this happens, you have the option to manually run the map-reduce script with a parameter that tells the script the date of the missing program accruals.

If your role has the necessary permissions, here are the steps.

- Step 1: ***iTPM -> Admin Tools -> Run Automations***.
- Step 2: Go to the ***Program Accruals Subtab***. (Role permission required to see the Program subtab.).
- Step 3: Click the ***"Daily Accruals - Optimized***" button.
- Step 4: A banner will confirm the map-reduce script was started.
- Step 5: After the script runs, verify that your event accruals were created.
  - ***VIEW*** the promotion with changed KPIs and verify the Daily Accruals are updated.
  - ***iTPM -> Accruals -> Event Accruals***, and set the filter to accruals created today.
  - Go to the **Analytics** center tab, and look for *iTPM Workbook 530 Event Accruals (SDF)*.



Helpful Hint: iTPM does not create duplicate program accruals if some accruals were created for that day. iTPM skips creating accruals for each program ID and invoice which already has an accrual.

Helpful hints: To see if there are script errors, click on the "*Link to Deployment*" links in the column under the button. Errors, if any, will be under the "*Execution Log*" subtab.

CG Squared, Inc. and this User Guide

CG Squared designs, develops and supports the *i*TPM SuiteApp. CG Squared, or CG^2, stands for ***C***onsumer ***G***oods ***C***onsulting ***G***roup. Our passion and 100% focus is trade promotion for the CG industry. We have more than 30 years experience delivering closed-loop, trade promotion management solutions. CG^2 is committed to providing you world-class software and services:

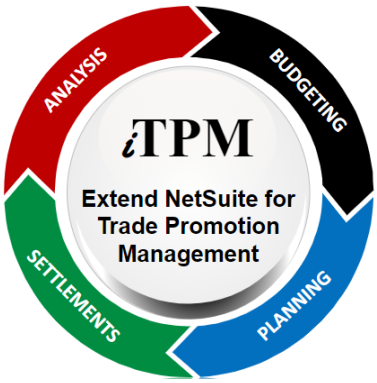
- **Implementation services** to get *i*TPM configured, installed and ready for live production.
- **Training**, so your staff can efficiently use *i*TPM for trade promotion management.
- **Help Desk** support to answer your questions and help solve any issues.
- **Ongoing software enhancements**, with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

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

CG^2 services are bound to terms of service of the Professional Services Agreement between the parties.

*i*TPM Closed Loop Trade Promotion Management

*i*TPM is a native SuiteApp built for NetSuite. *i*TPM is published and installed into your NetSuite account as a managed bundle. CG^2 works to make new releases of *i*TPM backward compatible so you can enjoy new features every few months.



This User Guide is written for people that need to manage trade and non-trade accruals.

This manual has been designed for two-sided printing to save paper!

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

Because we publish updates to *i*TPM twice each year, features and screenshots in this User Guide may not match what you see in *i*TPM. This document is not intended to be a reference for NetSuite features, functionality and version releases.

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