

Integrated Trade Promotion Management



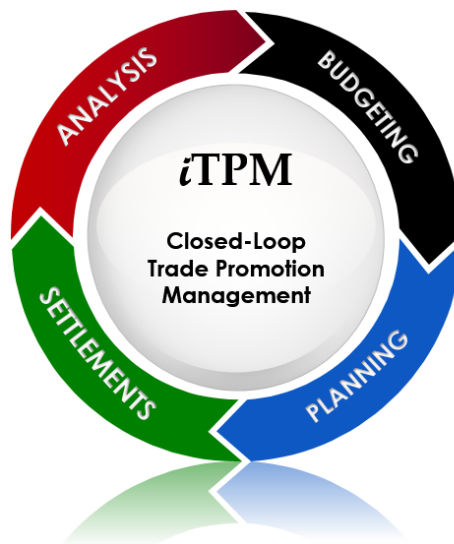
Built-for-NetSuite

iTPM Admin Release & Install Notes

Version 2018.2.1a **Update**

Released November 14, 2018

Notes Revised Nov 28, 2018



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

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Quick Reference: UPDATE iTPM 2018.1.3a to 2018.2.1a

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

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



Test in your sandbox before installing in production. We recommend you test this new version in your sandbox before installing in production to prevent issues, and to practice performing the administrative tasks in section [3.6 iTPM Administrator tasks \(After first-time install or Update\)](#).



You are required to update to 2018.2.1a on or before December 15. Any accounts not updated by this date will be updated in anticipation of the next version, 2018.2.1b.

Milestone	UPDATE iTPM: Tasks for the iTPM Administrator	Status / Comments
1. iTPM 2018.2.1a is available.	If time allows, read all of these technical release notes and the <i>What's New In 2018.2.1a</i> PowerPoint or video at www.i-TPM.com/training-resources	
2. Update your sandbox	To update your sandbox , follow instructions in section 3.4 UPDATE iTPM in you Sandbox (or Release Preview account) to update your sandbox to iTPM 2018.2.1a. If you don't have a sandbox, skip to set 5.	
3. Perform admin tasks in your sandbox	Perform admin tasks as described in 3.6 iTPM Administrator tasks (After first-time install or Update)	
4. Test!	Test iTPM. Suggested areas to include are in section 3.7 Suggested Sandbox Testing	
5. Authorize update to your production	Email CG Squared to update iTPM in production, described in 3.5 UPDATE iTPM in production	
6. Perform admin tasks in production	Perform admin tasks as described in 3.6 iTPM Administrator tasks (After first-time install or Update)	
7. Monitor	Monitor iTPM to confirm it's working as expected and as observed in your sandbox.	

1.0 Overview

1.1 Enhancements in 2018.2.1a (End User Perspective)

All user guides have been updated with information on these enhancements to iTPM:

Top iTPM Enhancements:

- Calculate **Event-Based Accruals**
 - S-01865 Design Event based accruals
 - S-01939 Create transaction based accruals
 - S-01940 Lump Sum Accrual
 - S-01941 Accruals that use estimated to calculate liability
 - R-01330 Create a summary sublist for viewing the accrual log
- Ability to **manually adjust a promotion's KPIs**
 - S-01955 Create manual adjustments with an ADJUST SPEND button on promotions.
 - S-01816 Use a manual adjustment to include vendor bills/payments in promotion KPIs
- Add **new deductions data-entry field** for better management:
 - S-01960 Add REASON CODE field to the deduction form / custom record.
 - S-01962 Add a new date field to deductions called PERFORMANCE DATE.
 - S-01964 Add checkbox on the deduction form: *Customer approves repay.*
 - S-01916 Add PERFORMANCE DATE to default Deduction list view filter.
 - S-01963 Add new DATE PERFORMANCE field to the deduction list view and filters.
 - S-01961 Add reason code to deduction list view and filters.
- S-01923 **Settlement Lines should populate Class**. When a settlement is processed, i.e. when the settlement item lines are created, on lines where there is an item, iTPM should populate the line-level Class field with the Class of the Item for that record. Similarly, populate the line level department field if the Department feature is enabled.

Important technical enhancements:

- S-01937 **Settlements should NOT create journal entries, and not hit the A/P account.**
- S-01926 **Void settlements with settlements**, not with journal entries
- S-01898 Users should be able to CREATE/ EDIT iTPM Deductions without Suitelet screens, and NetSuite admin users should be able to **customize the deduction form**.
- S-01756 Users should be able to CREATE/ EDIT iTPM Settlements without Suitelet screens, and NetSuite admin users should be able to **customize the settlement form**.

Helpful warnings and messages:

- S-01877 Show a confirmation when user clicks Process Plan if all planning records are already processed, then show a confirmation message: "All planning records are already processed. Do you want to submit for processing again?"
- S-01867 Show information from Resolution Queue on deductions. Deductions should show information from the resolution queue so that multiple users do not try to process the same deduction simultaneously.
- S-01876 Warn users on Submit if planning row is unprocessed. When a user clicks Submit on a Promotion, if there are ANY planning records with the "Processed?" field set to NO, then users should see a confirmation message - "This promotion has Planning records that are not processed. It is recommended that you click 'Process Plan' and wait until planning is completely processed before you submit this promotion. Do you still want to Submit?"
- S-01883 Show message on Split records after submit. On Split records, after the user submits, show a message - "Click on the Deduction link to navigate to the iTPM Deduction record, or use the menu bar. Do NOT click on "Back"."

Helpful enhancements to lists, views and forms:

- S-01878 Default the Price Level using the customer's default level in new promotions. If the customer price level is blank, then use the default price level from the iTPM preferences.
- S-01905 Update Overlapping Promotions sublists. The Summary sublist has been renamed to "Promotions". The criteria is now based on the iTPM promotion record fields - Customer, Ship Start Date, Ship End Date. The Detail sublist has been renamed to "Allowances".
- S-01875 Planning records should be marked as unprocessed when edited. On Planning records there is a checkbox to indicate whether the planning record has been processed. When the user edits a planning record, this should be set to NO.
- S-01907 Calendar report should populate the grid with color when a promotion starts before and ends after the calendar report dates.
- S-01413 Allow option to enter % lift and base on the estimated quantity form. (Future enhancement will add this to the planning subtab too.)
- S-01893 Under the Planning subtab, allow the user to select the chart-of-account to be used with the planning record allowances.
- S-01881 Create pagination on the calendar report.
- S-01922 Created a saved promotion list view so brokers can ONLY see their own customers. This saved search with appropriate restrictions will be included with a new broker role to be also published with this update.
- S-01866 Show amounts from Resolution Queue in the KPI subtab of Promotions. When you use "Resolve Deductions" from the promotion, the settlements go into the Resolution Queue. Now these resolutions are visible on the KPI subtab.
- S-01931 Prevent Process Plan when Promotion is approved. This is to prevent overwriting any changes that may have been made under the allowance and estimated quantity subtabs.
- S-01930 Research ways to update a deduction open balance when the period is closed or

locked. iTPM should be able to update the open balance and status of a deduction in a closed period. To accomplish this, iTPM will mandate that accounting periods have the “allow non GL changes when closed” checkbox checked.

- S-01951 Minor changes to saved searches, etc. include:
 - add account to the allowance sublist in promotions, and
 - add memo and other reference to the settlement list under the settlements subtab.
- R-01300 Add customer as a column to the iTPM Discount subtab on a sales order so users know if the promotion is for the customer on the sales order, or if the promotion was created at a high level above the customer, such as the corporate parent. i.e., Kroger Corporate vs. a Kroger KMA.
- R-01308 Add customer name on the detail rows of the Open Deductions by Month report. For clients that have NetSuite configured to only show customer number, this is helpful to see the customer name. For all other clients, this is helpful to see the customer when there are pages of open deductions for one client.
- R-01321 Add a date/time the accrual log was last updated, similar to the date/time shown for KPI refreshes.
- R-01271 Create a saved search to help iTPM administrator find and review all promotions that were backdated. This search compares the date the promotion was created to the start ship date of the promotion.
- S-01978 Added customer as a column to the iTPM discount subtab on sales orders. This is to show if the off-invoice promotion is for the customer or the parent(s) of the customer.
- S-01874 Created a saved search to show sales for a customer for all items sold over the last 52 weeks: “- *iTPM Items Sold in Last 52 Weeks*”. This is a sublist under the Planning subtab.
- S-01979 To prevent confusion, change *SETTLEMENT REQUESTS* subtab to *SETTLEMENTS*

Other enhancements:

- S-01933 Create the iTPM Support role for the iTPM help desk staff
- S-01934 Research and work on month-end close reconciliation of iTPM transactions
- S-01945 Work on locking down a broker Advanced Partner center role
- S-01924 Create a process for updating class and department on all existing settlements for clients that use class for reporting. (This is not a part of the iTPM bundle, but a service offered by the iTPM help desk.)
- S-01985 The Deduction button is still visible on a credit memo after it is Matched-to-Deduction

Additional changes in this version of iTPM:

- [1.2 What's Fixed or Improved](#)
- [2.2 What's New \(Technical Perspective\)](#)


For more details on these enhancements, see the “*What's New in 2018.2.1a*” PowerPoint and Video at www.i-TPM.com/training-resources

1.2 What's Fixed or Improved

The following are iTPM defects and usability issues that have been addressed in this update:

- D-01183 Delete dependency records (Discount log lines) while deleting allowance records.
- D-01133 Estimated quantities automatically setup and not carried over to KPI records.
- D-01077 When splitting a deduction, the split does not honor the *Disputed?* checkbox.
- D-01185 Process Plan button is not visible for some roles.
- D-01179 NetSuite defect: Apply-to lists of promotions and credit-memos show duplicates.
- D-01190 Minor cosmetic rounding error on SPLIT screen.
- D-01131 Different values of allocation factor when alloc. type is "Evenly".
- D-01132 Miscalculated values of allocation factor when alloc. type is "Evenly".
- D-01192 Off-invoice promotion on a parent customer should also apply to the children customers.
- D-01170 Exclude inactive accounts from the iTPM Preferences menu when selecting accounts.
- D-01195 Saved searches for reminders sometimes double the true count.
- D-01198 Promotion KPI PENDING values doesn't always show settlements in processing status.
- D-01194 EDIT on the allowance record does not honor iTPM workflow role permissions.
- D-01177 Backdated promotions require a manual KPI refresh after approval to make settlements available for processing. This issue caused some settlements to get stuck in processing status. With this enhancement, backdated promotions should not require a manual KPI refresh.
- D-01202 On an invoice, the iTPM subtab sometimes showed duplicate lines.
- D-01209 The Process Plan button didn't do anything for brokers using the Advanced Partner Center role. This was due to removing a view permission from the role for files and documents.
- D-01208 The show report button wasn't visible for brokers using the Advanced Partner Center role. This was due to removing a view permission from the broker's role for files and documents.
- D-01207 iTPM allowed an iTPM admin to create a promotion type where the default account is not a valid account for the promotion type. We were not able to reproduce this issue. We added account on the allowance list to help spot this issue if it happens again. See S-01951
- S-01217 REOPEN button doesn't appear on promotions automatically closed by iTPM.
- S-01896 PROCESS PLAN did not trigger KPI refresh on active or completed promotions.
- S01918 Review all iTPM saved searches to prevent duplicate results
- S-01854 Minor change to field label in preferences. Expense Account works differently than it did a year ago. It is now a default account. The field label should say, "Default Expense Account **"
- S-01915 Planning records should honor permissions when using edit link on the planning row.
- S-01903 Show transaction ID on sublist searches to help with researching issues.
- S-01902 Typo in the text of an iTPM message box. Change *reeming* to *remaining*.
- S-01899 iTPM Deduction and Settlement searches should not have duplicate lines.
- S-01219 KPI overpay for the promotion doesn't include the overpay on bill-back on KPI subtab.
- D-01205 Net Liability used Maximum Liability instead of Expected Liability. This only affected promotions where the percent redemption was less than 100%.
- D-01210 Promotion list (Settlements from deductions) should include parent promotions too.
- D-01222 Calendar report returns error if no promotion for the result set

1.3 Upcoming changes

 **You are required to update to 2018.2.1a on or before December 15.** Any accounts not updated by this date will be updated in anticipation of the next version, 2018.2.1a .

Release Schedule:

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

iTPM Anticipated Releases	Anticipated Date Generally Available*
2018.2.1x	December 2018 and as needed. iTPM 2018.2.1x will be minor releases to fix critical bugs, if any.
2019.1.1a	Summer 2019 Major release with significant enhancements After iTPM 2019.1.1a is published, no bug fixes will be published to 2018.2.1x


Enhancement candidates for 2019:

December minor release enhancement candidates that are being considered:

- S-01873 Promotion Incremental analysis & ROI report / view
- S-01957 Accruals should not be reduced by overpay amounts
- S-01958 Write the accrual log to a NetSuite statistical account to support standard NetSuite reporting
- R-01327 When using the Expense button on a deduction, save data entry time by automatically populating the line memos with information from the deduction, like memo and date.
- S-01959 Create report for the statistical account activity: By customer, by item, with subtotals by customer
- I-01064 Standard settlement user should be able to edit a deduction in a locked or closed period if the "allow non G/L changes" is checked.
- S-01934 Continue research and work on month-end close reconciliation of iTPM transactions

2019 'major' release enhancement candidates that are being considered:

- S-01532 Allocate KPIs to NetSuite periods
- R-01263 Basic settlement / deduction approval workflow
- S-01812 Enhanced support for planning indirect accounts
- R-01294 Add % lift to Planning subtab / planning record

 ****Note:** These enhancements and changes are subject to change, and may not be included in the next or future releases. Prioritization changes, technical challenges, and other factors may cause these stories to be delayed or rescheduled.

1.4 Known issues:

As of the release date, the following are being considered for future iTPM releases**:

- **DO NOT change the concurrency of any iTPM scheduled scripts** without first consulting CG Squared. Script concurrency must be equal to 1 for most scripts. Concurrency of 2 or more may result in duplicate settlement and other records.
- I-0162 If you use the NetSuite configuration to require approvals for all Journal Entries, sometimes Deductions can get stuck in 'processing' status after the Journal Entry has been approved. **To change the deduction status to RESOLVED, just view the Journal Entry that is associated with the deduction.**
- D-01223 In some NetSuite accounts, the price level doesn't always default correctly. CG2 is working with NetSuite support to determine the root cause case 3233263. Work around is to manually select the price level when creating a new promotion if it doesn't default correctly, or to populate a default price level for customers.
- S-01981 If you have partner management **not enabled** when you update or install iTPM, the criteria in the saved search, "*- iTPM Partner Promotion List*" will not have the correct search criteria. After you enable partner management, edit this search to enter the correct criteria shown below, or simply update iTPM again. This is only an issue if you have brokers that use your Advanced Partner Center role and iTPM.

Saved - iTPM Promotion Search
- iTPM Partner Promotion List

Save | Reset | Cancel | Preview | New Template | Change ID | Actions

SEARCH TITLE *
- iTPM Partner Promotion List

ID
customsearch_js_itpm_partnerpromotions

OWNER *
Ring, Alex

PUBLIC
 AVAILABLE AS LIST VIEW

AVAILABLE AS DASHBOARD VIEW
 AVAILABLE AS SUBLIST VIEW
 AVAILABLE FOR REMINDERS
 SHOW IN MENU

Criteria | Results | Highlighting | Available Filters | Audience | Roles | Email | Audit Trail | Execution Log

Use this tab to specify criteria that narrow down your search.

USE EXPRESSIONS

Standard | Summary

FILTER * | DESCRIPTION * | FORM

Customer : Broker/Partner | Is any of me, my team

Add | Cancel | Insert | Remove

2.0 Technical Perspective

This chapter contains technical details for the NetSuite administrator.

For details on how to update your existing iTPM bundle, or install iTPM for the first time, go to [3.0 Installing the Bundle](#).

2.1 Bundle Details

The following describes iTPM Release [2018.2.1a](#).

iTPM Bundle Details	Release 2018.2.1a
Design, development, testing and publishing	July 24, 2018 - November 11, 2018
Bundle release date	November 11, 2018
Publisher ID	44277 CG Squared, Inc.
Bundle ID	Bundle # 238399 replaced by ---> 247293
NetSuite Built-for-NetSuite review?	2018.1.3 was tested with Netsuite 2018.2 and received Built-for-Netsuite certification.
Admin tasks required AFTER installation?	Yes. Review and update preferences. See 3.6 Administrator tasks (First-time install or Update)



IMPORTANT: DO NOT UNINSTALL iTPM from your live production account.

Doing so after go-live will result in the loss of iTPM data, including all promotional data and custom transaction records that resolve your short-pays.



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



Helpful Hint: This is an incremental update to the previous version. For prerequisites, and additional iTPM technical details, **refer to release Notes for previous releases you didn't install**, available at www.i-TPM.com/admin-training-resources

2.2 What's New (Technical Perspective)

In addition to the end-user features identified in [1.1 Completed development stories](#), this version includes the following changes to iTPM.

- S-01921 Replace all inline HTML field messages / banners
- S-01949 MOP validation on RESOLVE DEDUCTIONS button on promotions.
- S-01950 Do not set "iTPM Applied to" on the credit memo while creating a deduction. This is not needed. Removing this will prevent confusion on the deduction's iTPM subtab lists.
- S-01928 Validation Workflow: Deductions (convert from scripts to NetSuite workflows now that the deduction form is no longer a Suitelet.
- S-01929 Validation Workflow: Settlements (convert from scripts to NetSuite workflows now that the settlement form is no longer a Suitelet.
- S-01894 Update / calculate contribution when items are added to a promotion
- S-01703 Calculate Allocation Contribution when KPIs are calculated
- S-01929 Update bundle installation for saved searches
- S-01875 System should regularly delete inactive Planning records
- S-01870 Settlements should not hit accounts payable (Changed label in iTPM preferences to settlement account.) Note: This is now only used for ADJUST SPEND settlements.

2.3 What's Removed

This version removes the following from iTPM:

- The SETTLEMENT REQUEST button and associated scripts, workflow and other code has been removed. This feature was not used by clients, in part, because payments to customers are entered as vendor bills in NetSuite. Promotion KPIs can now include these payments by check by using the new ADJUST SPEND feature.
- S-01988 Remove *Match-to-Deduction*, and *Match-to-Credit-Memo*. This feature was not used by clients. It was also confusing to our users, and had the potential to create incorrect data. Removing this feature also simplifies the reconciliation of iTPM data. The new approach is to use the reinvoice button, and return the deduction(s) to A/R. Next, create the credit memo, and apply the deduction(s) to the credit memo.

3.0 Installing or Updating the iTPM Bundle

3.1 Prerequisites to first-time installation

Skip this section if you have already installed iTPM and you are just updating iTPM.



Note: iTPM requires all of these prerequisites to work properly in your NetSuite accounts.



Sandbox and Release Preview Accounts:

- Only Administrators can install the iTPM managed bundle in sandboxes and release preview accounts.
- The user that installs iTPM is the 'owner' of iTPM.



Production:

- Only Administrators can do the first-time install of iTPM.
- CG Squared must push iTPM updates to production accounts. After testing the new version in your sandbox, contact CG Squared to request an iTPM update to your production account.



Note: iTPM does NOT support custom segments. If you have custom segments, email support@cgsquared.

Before you install the iTPM SuiteApp in your sandbox, make sure that the following features are enabled on your sandbox and production accounts:

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

Company subtab

- Multiple Units of Measure

Accounting subtab

- Accounting
- A/R
- A/P
- To use iTPM accruals, statistical accounts must be enabled.

SuiteCloud subtab

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

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

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

1. After you confirm prerequisites in section 3.1, go to **Customization > SuiteBundler > Search & Install Bundles** to install the iTPM SuiteApp.



IMPORTANT: Do NOT use the Install process to UPDATE iTPM in your SANDBOX if iTPM is already installed in your sandbox. Doing so will install two copies of iTPM in your sandbox, and require a sandbox refresh to fix.

2. Use the following information to **search for the iTPM SuiteApp**:
 - **Bundle Name:** iTPM : Trade Promotion Management
 - **Bundle ID:** 238399 -> 247293

NAME	BUNDLE ID	VERSION	MANAGED	COMPANY NAME	PUBLISHER ID
iTPM : Trade Promotion Management	193263	2017.2.1	Yes	CG Squared, Inc.	

2. Click on the **iTPM : Trade Promotion Management** link
3. Click **INSTALL** and follow directions. (*I AGREE*, and *INSTALL BUNDLE*).
4. After iTPM is successfully installed, be sure to perform Administrator tasks:
 - a. See section [3.3 First-time Administrator Set-up Tasks \(Skip if Updating\)](#)
 - b. See section [3.6 Administrator tasks \(First-time install or Update\)](#)



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



Note: If the Install button is not available:

- The iTPM SuiteApp may not have been shared with your account. To get access to iTPM, contact the iTPM Help Desk at support@cgsquared.com.

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



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


1. After installing iTPM, complete all the [administrator tasks](#) listed in section 3.6 for the installation.
2. Then use the *Administrator User Guide* to setup and configure iTPM for the first time:

Setup tasks:	Status / Notes
Step 1: Setup the Chart-of-Accounts for Trade Promotion	
Step 2: Setup iTPM off-invoice discount item	
Step 3: Setup iTPM Preferences	
Step 4: Setup Promotional Activity (optional)	
Step 5: Setup Promotion Types	
Step 6: Setup Deduction Reason Codes (optional)	
Step 7: Flag Items available for iTPM allowances	
Step 8: (Optional) Create NetSuite Item Groups for Allowances	
Step 9: Set the Default Sales Order Status	
Step 10: Setup iTPM roles and permissions	
Step 11: Show both item code and display name (optional)	
Step 12: Configure Event-Based Accruals (Optional)	
Step 13: (Optional) Publish Dashboard Portlets and Reminders	
Step 14: Test your iTPM setup	
Step 15: TPM Cut-over date and legacy data options	
Step 16: Monitor iTPM	

3.4 UPDATE iTPM in you Sandbox (or Release Preview account)



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

To update the iTPM SuiteApp,

1. Go to **Customization > SuiteBundler > Search & Install Bundles -> LIST**.
2. Scroll up/down and find iTPM.
3. If iTPM is already installed in your account, NetSuite will show you that an update is available.
4. Click on the  green person/gear to the left of iTPM for a drop-down menu.
5. **On the drop-down menu select UPDATE. (DO NOT SELECT UNINSTALL)**

Installed Bundles

[New](#) | [Refresh](#)

ACTION	NAME	BUNDLE ID	VERSION	MANAGED
	iTPM : Trade Promotion Management	238399	2018.1.3a 	Yes

Update Available

Version 2018.2.1a has been released

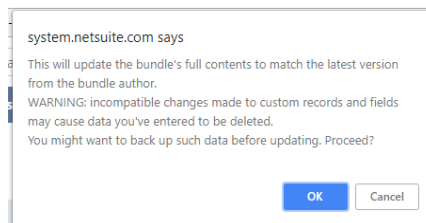
6. Follow the NetSuite update steps.

- a. Click UPDATE BUNDLE.

Preview Bundle Update



- b. Click OK.



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

Installed Bundles

[New](#) | [Refresh](#)

After iTPM is updated, **be sure to perform ALL [administrator tasks](#) listed in section 3.6.**

3.5 UPDATE iTPM in production

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



IMPORTANT: DO NOT UNINSTALL iTPM from your live production account.

Doing so after go-live will result in the loss of iTPM data, including all promotional data and custom transaction records that resolve your short-pays.



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

1. Before you request iTPM to be installed for the first time, confirm your production account has all of the necessary [prerequisites](#).
2. Email support@cgsquared.com to let us know you want iTPM installed in your production account. CG Squared will typically push the update after business hours, as recommended by NetSuite. Your administrator will receive notification that iTPM has been updated.
3. **After the update is done, review and perform the [administrator tasks](#) listed in section 3.6.**

3.6 iTPM Administrator tasks (After every Install or Update)



Important: If you skipped any iTPM updates, be sure to read the release notes for previous versions. Look for the link to the *iTPM Release Notes Archive LINK*. The archive has release notes for all previous version of iTPM. You may need to perform some or all of those administrator tasks for the previous versions.

If in doubt what tasks to perform after iTPM is updated, contact support@cgsquared.com.

There are three tasks for administrators after iTPM is installed or updated from 2018.1.3a to **2018.2.1a**:

TASK #1: Add new permissions to your custom roles. (Details in *iTPM Admin User Guide* chapter 4.)

This permission is required to view data under the *Accrual* subtab on the promotion.

1. Go to **Setup-> Users/Roles -> Manage Roles**
2. **EDIT** each of the roles you use with iTPM
3. Go to the **Permissions subtab, Custom Record** sub-list
 - a. **Add -iTPM Accrual Log**
 - i. **EDIT** permission for your iTPM administrator role, and
 - ii. **VIEW** for roles that view promotions and need to see accrual logs
 - iii. Any role that does not have rights to view promotions doesn't need this permission.

TASK #2: This is a task that's part of your month-end workflow: To enable the processing of deductions in accounting periods that are locked or closed, the "*Allow non-G/L changes*" must be checked in every closed or locked NetSuite period with open deductions and/or deductions to be created from invoices or credit memos.

1. Go to **Setup -> Accounting -> Manage Accounting Periods**
2. **EDIT** the locked or closed NetSuite period where you will create deductions.
3. Check the box for "*Allow non-G/L changes*"
4. **SAVE.**

TASK #3 OPTIONAL: Change the priority of the PROCESS PLAN script from standard to HIGH.

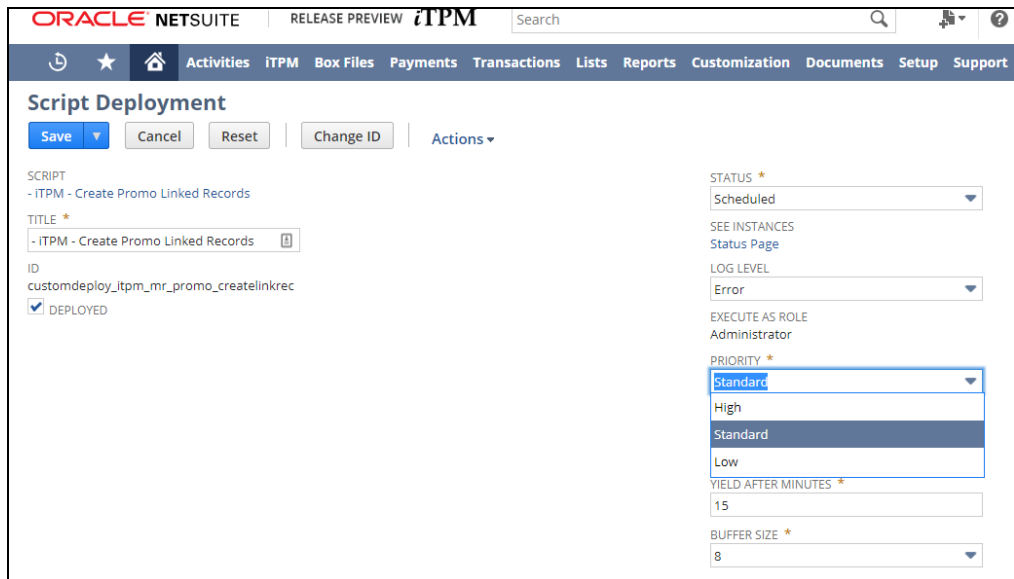
To reduce the time it takes for the PROCESS PLAN button to process your plans, we suggest changing the *-iTPM Create Promo Linked Records* to HIGH priority.

1. Go to **Customization -> Scripting -> Script Deployments**
2. Filter the list to show type= *Map/Reduce*, Status = *Scheduled scripts*.

Script Deployments



3. **EDIT** the script, *- iTPM - Create Promo Linked Records*
4. Change Priority from STANDARD to HIGH.



5. **SAVE.**

3.7 Suggested Sandbox Testing

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

- This update has significant changes to how settlements are created, how they are voided, and now includes product class and division on the settlement detail lines. We suggest you take extra time testing settlements. Be sure to review associated G/L transactions.
- This update has significant changes to the technology of the settlement and deduction forms. We recommend you take extra time to test and review these forms.
- Accrual logs are a new addition to iTPM. We suggest you configure accruals in your sandbox and review the logs to test example use-cases before configuring accruals in your production account.
- Test viewing accrual logs using the accrual subtab on promotions for those roles that you've added this permission.
- With nearly 300 enhancements and changes in this update, we recommend taking extra time for testing before updating your production account.



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



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



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



Important: You, as iTPM administrator, are responsible for testing iTPM BEFORE installing iTPM into your NetSuite production account. Best business practice is to install each new release in your sandbox for testing BEFORE installing in your production account.

4.0 Support

4.1 Troubleshooting

Email your issues to support@cgsquared.com.

Please include the following in your email to iTPM support:

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

4.2 Contacting Support

There are 3 ways for you to get **help**, report **issues**, ask **questions**, and share your enhancement **ideas**:

How to get Help!	Description
Online documentation	Use www.i-tpm.com/admin-training-resources for User Guide PDFs and Training videos.
Email	Just email your question or issue to support@cgsquared.com .

5.0 Terms and Conditions

5.1 NetSuite Disclaimer

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

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

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5.2 iTPM Terms and Conditions

By installing the iTPM managed bundle, you accept your **iTPM Acceptance Form Agreement** entered into between the purchasing company (“**Customer**”) and CG Squared, Inc. (**CG**²), and agree to be bound by the **iTPM License Agreement**, www.i-TPM.com/professional-services-agreement, incorporated as **Exhibit A**, and the **Professional Services Agreement**, www.i-TPM.com/professional-services-agreement, incorporated as **Exhibit B**.

