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PeopleSoft Enterprise Promotions Management 9.0 PeopleBook

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PeopleSoft Enterprise Promotions Management 9.0 PeopleBook
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About This PeopleBook Preface

PeopleSoft Enterprise PeopleBooks provide you with the information that you need to implement and use PeopleSoft Enterprise applications from Oracle.

This preface discusses:

- PeopleSoft Enterprise application prerequisites.
- Application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only elements, such as fields and check boxes, that require additional explanation. If an element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft Enterprise applications are defined in this preface.

PeopleSoft Enterprise Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft Enterprise applications.

You might also want to complete at least one introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft Enterprise menus, pages, or windows. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft Enterprise applications most effectively.

Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft Enterprise applications.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

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The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft Enterprise applications. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Download and order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on Oracle's PeopleSoft Customer Connection website. Through the Documentation section of Oracle's PeopleSoft Customer Connection, you can download files to add to your PeopleBooks Library. You'll find a variety of useful and timely materials, including updates to the full line of PeopleSoft Enterprise documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check Oracle's PeopleSoft Customer Connection for updates to the upgrade instructions. Oracle continually posts updates as the upgrade process is refined.

See Also

Oracle's PeopleSoft Customer Connection, http://www.oracle.com/support/support_peoplesoft.html

Downloading and Ordering Printed Documentation

In addition to the complete line of documentation that is delivered on your PeopleBook CD-ROM, Oracle makes PeopleSoft Enterprise documentation available to you via Oracle's website. You can:

- Download PDF files.
- Order printed, bound volumes.

Downloading PDF Files

You can download PDF versions of PeopleSoft Enterprise documentation online via the Oracle Technology Network. Oracle makes these PDF files available online for each major release shortly after the software is shipped.

See Oracle Technology Network, http://www.oracle.com/technology/documentation/psftent.html.

Ordering Printed, Bound Volumes

You can order printed, bound volumes of selected documentation via the Oracle Store.

See Oracle Store, http://oraclestore.oracle.com/OA_HTML/ibeCCtpSctDspRte.jsp?section=14021

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Additional Resources

The following resources are located on Oracle's PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Support, Documentation, Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Pre-Built Integrations for PeopleSoft Enterprise and JD Edwards EnterpriseOne Applications
Minimum technical requirements (MTRs)	Implement, Optimize + Upgrade; Implementation Guide; Supported Platforms
Documentation updates	Support, Documentation, Documentation Updates
PeopleBooks support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Release Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

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Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft Enterprise or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
`Monospace font`	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).

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Typographical Convention or Visual Cue	Description
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft Enterprise system.

Note. Example of a note.

If the note is preceded by *Important!,* the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading "See Also" or on a separate line preceded by the word *See.* Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: "(FRA) Hiring an Employee"

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

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Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other Oracle reference and training materials. Please send your suggestions to your product line documentation manager at Oracle Corporation, 500 Oracle Parkway, Redwood Shores, CA 94065, U.S.A. Or email us at appsdoc@us.oracle.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements Used in PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.

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Once, Always, and **Don't Run**	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	An ID that represents a set of selection criteria for a report or process.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.
User ID	An ID that represents the person who generates a transaction.

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PeopleSoft Promotions Management Preface

This preface discusses:

- PeopleSoft application fundamentals.
- Common elements used in this PeopleBook.

Note. This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then it either requires no additional explanation or is documented with the common elements for the section, chapter, or PeopleBook.

PeopleSoft Application Fundamentals

The *PeopleSoft Enterprise Promotions Management PeopleBook* provides you with implementation and processing information for Oracle's PeopleSoft Enterprise Promotions Management application. However, additional, essential information describing the setup and design of your system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across the Financials, Enterprise Service Automation, and Supply Chain Management product lines. You should be familiar with the contents of these PeopleBooks.

The following companion PeopleBooks contain information that applies specifically to PeopleSoft Promotions Management.

- *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*
- *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook*
- *PeopleSoft Enterprise Order Management 9.0 PeopleBook*
- *PeopleSoft Enterprise Bank Setup and Processing 9.0 PeopleBook*
- *PeopleSoft Enterprise Managing Items 9.0 PeopleBook*
- *PeopleSoft Enterprise Source-to-Settle Common Information 9.0 PeopleBook*
- *PeopleSoft Enterprise Pricer 9.0 PeopleBook*
- *PeopleSoft Enterprise Supply Chain Management Common Information 9.0 PeopleBook*

Common Elements Used in This PeopleBook

Business Unit — An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.

Description — Freeflow text up to 30 characters.

Effective Date — Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can

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	view and change the information. Pages or panels and batch processes that use the information use the current row.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Language or **Language Code**	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Process Frequency (group box)	Designates the appropriate frequency in the Process Frequency group box: *Once* executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. *Always* executes the request every time the batch process runs. *Don't Run* ignores the request when the batch process runs.
Process Monitor	This button takes you to the Process List page, where you can view the status of submitted process requests.
Report ID	The report identifier.
Report Manager	This button takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Run Control ID	A request identification that represents a set of selection criteria for a report or process.
SetID	An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define an organization's structure and processing options.
Short Description	Freeflow text up to 15 characters.
User ID	The system identifier for the individual who generates a transaction.

See Also

Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Process Scheduler

Enterprise PeopleTools 8.48 PeopleBook: Using PeopleSoft Applications

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CHAPTER 1

Getting Started With PeopleSoft Promotions Management

This chapter provides an overview of PeopleSoft Promotions Management business processes and discusses:

- PeopleSoft Promotions Management integrations.
- Promotions Management implementation.

Promotions Management Business Processes

Oracle's Enterprise PeopleSoft Promotions Management is a comprehensive promotions management application that uses a relational database for unparalleled performance in managing trade funds. PeopleSoft Promotions Management contains your full promotional structure and all of the promotional activity for an organization's environment.

The PeopleSoft Promotions Management business processes are:

- Promotions management structure definition.
- Fund definition and allocation.
- Promotion planning.
- Promotion execution.
- Promotional payments authorization.
- Promotional effectiveness analysis.

We discuss these business processes in the business process chapters in this PeopleBook.

PeopleSoft Promotions Management Integrations

PeopleSoft Promotions Management integrates with the following PeopleSoft applications:

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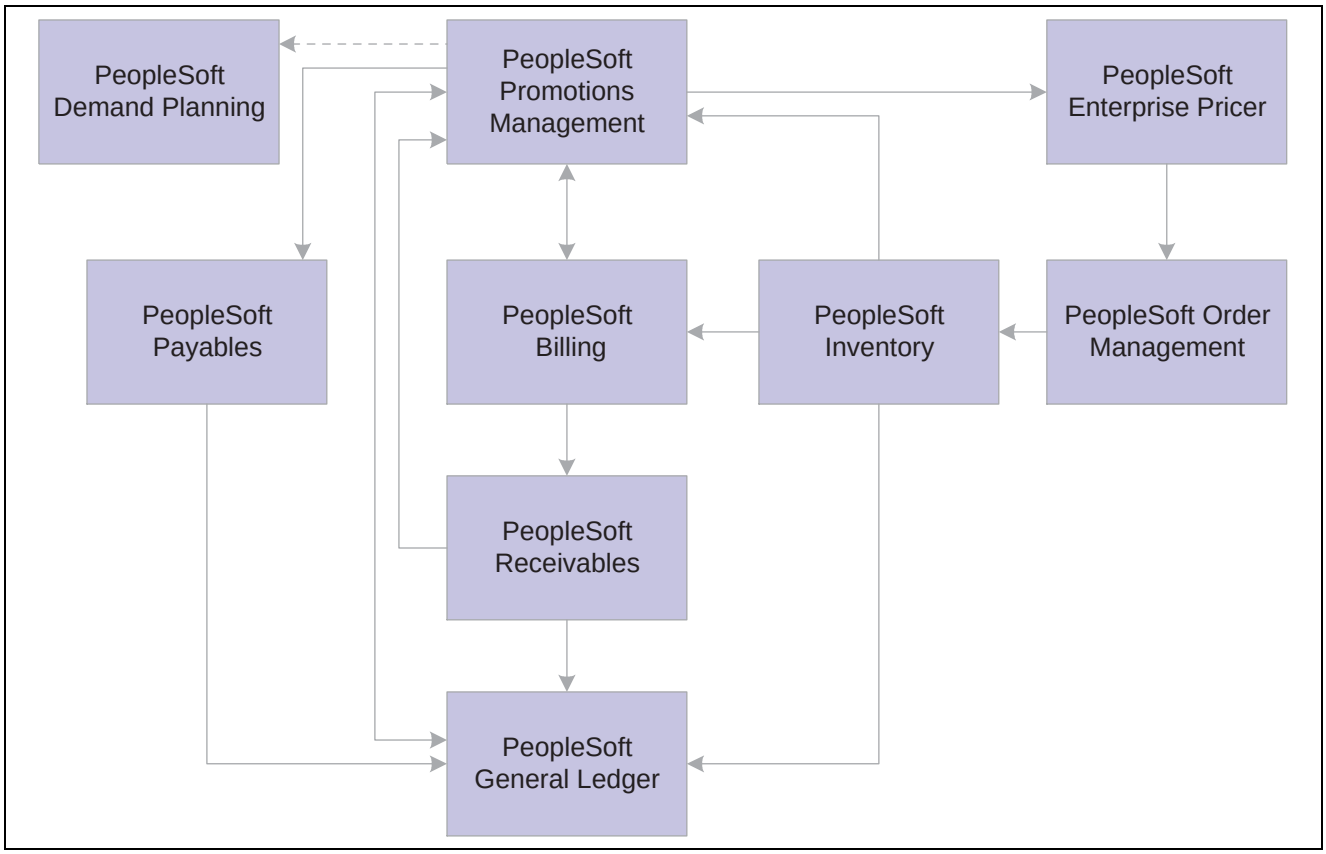

How PeopleSoft Promotions Management works with other PeopleSoft applications

PeopleSoft Promotions Management can be used in conjunction with any or all of these PeopleSoft applications:

- PeopleSoft Order Management
- PeopleSoft Enterprise Pricer
- PeopleSoft Inventory
- PeopleSoft Billing
- PeopleSoft Receivables
- PeopleSoft Payables
- PeopleSoft General Ledger
- PeopleSoft Demand Planning

If these PeopleSoft applications are not being used in your organization's environment, you'll need to integrate PeopleSoft Promotions Management with the organization's existing systems to receive maximum benefit from Promotions Management system.

We discuss integration considerations in the implementation chapters in this PeopleBook.

Supplemental information about third-party application integrations is located on the PeopleSoft Customer Connection website.

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See Also

Chapter 3, “Understanding PeopleSoft Promotions Management,” Understanding Promotions Management, page 7

PeopleSoft Promotions Management Implementation

PeopleSoft Setup Manager enables you to review a list of setup tasks for your organization for the products that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps. A complete list of these resources appears in the preface in the PeopleSoft Application Fundamentals for Financials, Enterprise Service Automation, and Supply Chain Management PeopleBook, with information about where to find the most current version of each.

See Also

Chapter 7, “Defining Promotions,” page 69

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CHAPTER 2

Navigating in PeopleSoft Promotions Management

This chapter discusses how to navigate in Promotions Management.

Navigating in Promotions Management

PeopleSoft Promotions Management provides custom navigation pages that contain groupings of folders that support a specific business process, task, or user role.

Note. In addition to the PeopleSoft Promotions Management custom navigation pages, PeopleSoft provides menu navigation and standard navigation pages.

See Also

Enterprise PeopleTools 8.48 PeopleBook: Using PeopleSoft Applications

Pages Used to Navigate in PeopleSoft Promotions Management

This table lists the custom navigation pages that are used to navigate in Promotions Management:

Page Name	Navigation	Usage
Promotions Management Center	Promotions, Promotions Management Center	Contains a grouping of folders to set up, manage, and analyze trade promotions. All promotions management business processes can be managed from this page.
Analyze Promotional Spending	Click the Analyze Promotional Spending link from the Promotions Management Center page.	Track a promotion throughout its entire life cycle. Track fund spending and actual promotion performance.
Define Promotion Data	Click the Define Promotion Data link from the Promotions Management Center page.	Promotions Management provides a set of business rules that enable you to setup and configure the system to match the way you do business.
Execute Promotions	Click the Execute Promotions link from the Promotions Management Center page.	For promotions based on sales orders, orders are placed. For promotions based on retailer activity, proof of performance is recorded.

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Page Name	Navigation	Usage
Manage Funds	Click the Manage Funds link from the Promotions Management Center page.	Create, allocate, and analyze the performance of trade spending. Create budgets, secure, allocate, and re-allocate funds.
Manage Payments and Deductions	Click the Manage Payments and Deductions link from the Promotions Management Center page.	Authorize payments, create claims, and integrate with Financials (Payables, Billing, and Receivables).
Plan and Approve Promotions	Click the Plan and Approve Promotions link from the Promotions Management Center page.	Plan promotions (customer-specific or national allowances) by targeting accounts and products to be promoted, determining merchandising activities and discount methods, and allocating funding.
Create and Maintain Promotions	Click the Create and Maintain Promotions link from the Plan and Approve Promotions page.	Create and maintain national allowances and customer-specific promotions.
Reports	Click the Reports link from the Plan and Approve Promotions Page.	Request reports for promotion planning.
Review Promotion Information	Click the Review Promotion Information link from the Plan and Approve Promotions page.	Review promotion details and activity summary.

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CHAPTER 3

Understanding PeopleSoft Promotions Management

This chapter provides an overview of Promotions Management and discusses integration with other PeopleSoft applications.

Understanding Promotions Management

Today's companies are faced with competitive pressures to reduce and manage costs, analyze and manage promotions effectively, and satisfy the customer. As competition intensifies the successful management and profitability of promotions is essential.

One of the ways an organization can improve its competitive position is in the successful analysis, creation, execution, and tracking of promotions in their environment. Promotion information is an extremely valuable asset if you can obtain and use it properly. Without the means to capture and share that information, costly mistakes and loss of money can occur. You need an application that provides the right information at the right time to the right individuals.

Now, with Promotions Management, you can effectively manage promotions and strengthen your competitive edge. Promotions Management integrates with several other PeopleSoft applications to give you a complete and overall solution to assist you with a closed loop promotion management environment. Through the implementation of Promotions Management, you can move one step closer to achieving world class success in managing trade spending and tracking the effectiveness of promotions.

Creating Overall Sales and Promotion Strategy

The first step in the successful management of promotions is to identify who the customers are and the products you want to promote. Once this is established, you can present and execute promotions (incentive programs) for those customers and products.

In Promotions Management you define the current sales organization and the manner in which customers fit into that structure by defining customer trees. Customer trees are easily created and are flexible enough to accommodate organizational needs. Customer trees enable you to:

- Define current sales organization using a tree structure.
- Assign security access for funding, processing, and promotion tracking for each node in the tree.

In Promotions Management, identifying the products and groups of products you want to promote is accomplished by defining product trees. Product trees are flexible enough to accommodate all organizational needs in defining promotional product structure. Product trees enable you to:

- Define products and promotion groups you want to promote using a tree structure.
- Assign security access for using these products or promotion groups in promotional activities.

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In addition, Promotions Management enables you to easily copy customer or product trees to new customer or product trees.

Developing and Allocating Funds

The next step in the successful management of promotions is to determine the budget for the funds that will be used to support the promotional activity. Using Promotions Management you can:

- Define discretionary and non-discretionary funds associated with a top down or accrual (fixed, zero-based, rolling) funding method.
- Allocate the budget amounts to all levels of a sales organization for a top down fund.
- Determine the budgets for an accrual method type fund using an accrual rate and time period that you define.

Defining Customer Promotions and National Allowances

The most important step in managing a successful promotion program is determining the products or promotion groups (grouping of products) you want to promote, which customers you are going to promote the products to, and then establishing how you want to promote those products to customers.

Using Promotions Management you can promote products or promotion groups to customers by creating either national allowance or customer-specific promotions. In addition, Promotions Management has made it easy to create one promotion associated with multiple customers with its multiple customer promotion functionality.

National allowance promotions are used to promote an organization's products to all of its customers, or a subset of its customers. All customers defined for the national allowance receive the same promotional discount, and the discount is not negotiated with a customer. This type of promotion doesn't require the customer to perform any merchandising activities to receive the promotional discount; they only need to purchase the promoted products to receive the discount.

Customer specific promotions are used to promote products and to create a deal with individual customers. This type of promotion is negotiated with the customer and requires them to perform a merchandising activity to receive the promotional discount.

In addition, for all of the promotions or merchandising activities associated with a promotion you can associate one or more funds to cover the expense of the promotion. The system uses these fund amounts to cover the cost of the promotional activity.

Authorizing Payments for Promotional Activity

One of the last steps in managing a successful promotion program is authorizing and paying customers for executing the agreed-upon promotional activities. Promotions Management provides complete functionality regarding authorizing payments, making payment claims for an organization's customers, and accruing its incurred liability. Using Promotions Management you can:

- Review a customer's promotion performance.
- Authorize payment to a customer if the customer has performed the required promotional activities.
- Submit claims for payment to a customer for performing their promotional activities.
- Accrue the liability incurred as a result of promotional activities.

PeopleSoft Promotions Management integrates with Payables, Billing, Receivables, and General Ledger to complete the payment cycle.

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See Also

Chapter 9, “Processing Payments for Promotional Activity,” page 141

Evaluating Promotion and Sales Effectiveness

The final step in managing a successful promotion program is evaluating the profitability of the promotions you have defined and offered to customers. After the promotion has been completed you’ll want to review promotional spending associated with funds and review the profitability and return on investment of the promotions.

Reviewing this type of information from time to time gives you the ability to make adjustments to the current promotional structure and gives you the necessary information to plan and execute profitable promotions in the future.

PeopleSoft Promotions Management provides a Promotional Activity inquiry page, the Create Customer-Specific Promo - Metrics page, and the Planned vs. Actual page to assist you with evaluating and determining the effectiveness and profitability of a promotion.

In addition, to see the results of the promotional activity against fund amounts, Promotions Management provides you with the ability to define an online report (checkbook). The Review Checkbook - Checkbook inquiry page displays user-defined information pertaining to promotional activities such as planned amounts, incurred amounts, or actual amounts.

The Back Out Returns feature enables you to analyze the affect of returned promotional products against promotion effectiveness. You can set system settings to determine whether to back out returns from promotional data and the number of days after an activity has been completed that returns will affect the promotional data. For fund accrual calculations, you can also indicate whether returns should affect the budgeted amount for the accrual.

Integrating With Other PeopleSoft Applications

PeopleSoft Promotions Management integrates with several other PeopleSoft Applications: Inventory, Order Management, Billing, Receivables, Enterprise Pricer, Payables, General Ledger, and Demand Planning.

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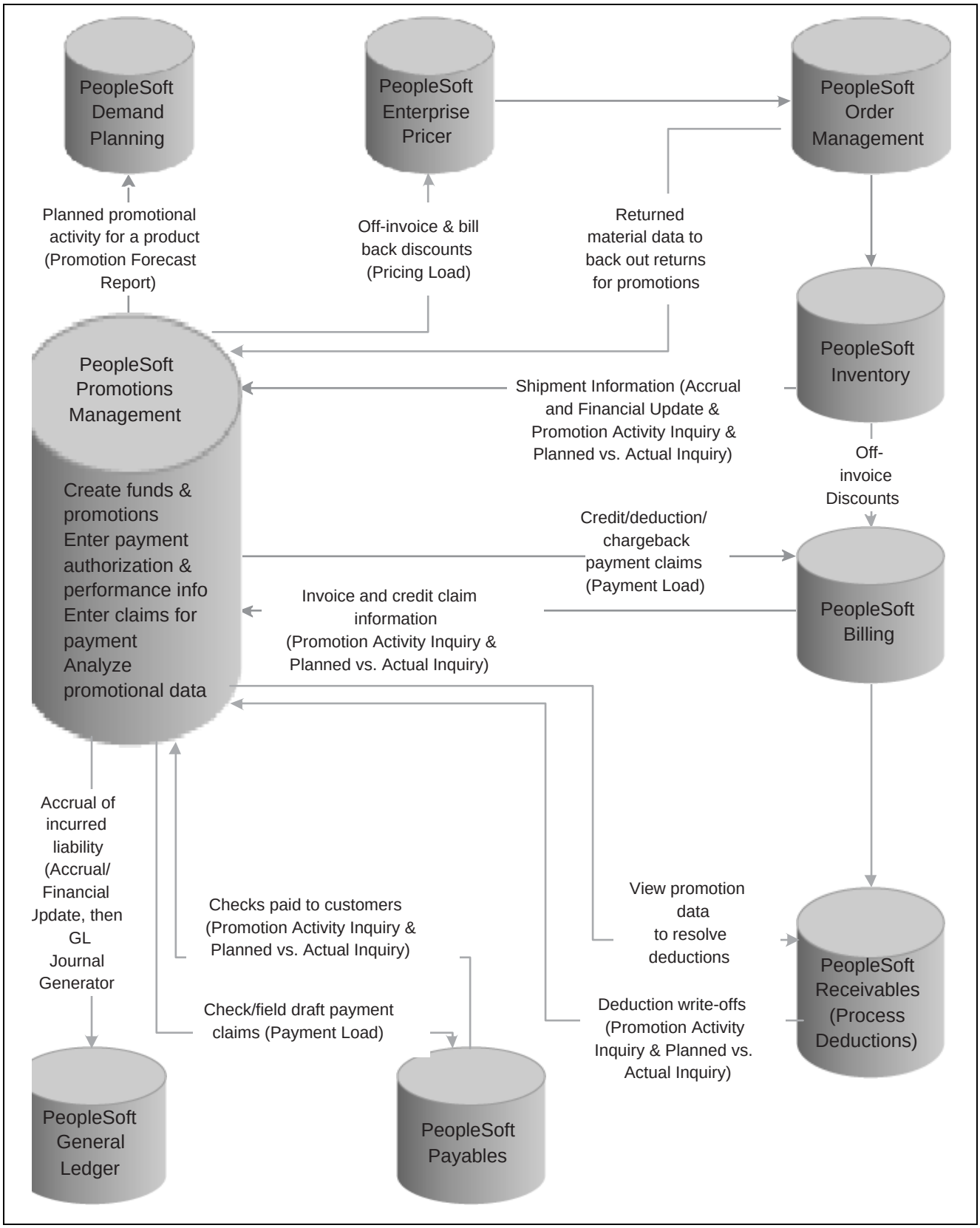

PeopleSoft Promotions Management integration with other PeopleSoft applications

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PeopleSoft Enterprise Pricer

After you create promotions in Promotions Management, you run the Pricing Load process to move the promotional discounts (off-invoice and bill back) into the Enterprise Pricer by creating price rules. Price rules define the parameters for the price adjustments that are applied to an order line during sales order entry.

Enterprise Pricer enables you to build arbitration plans to ensure that, if trade promotions exist, those promotions are considered during arbitration. You can have both trade promotions and company funded promotions. You want the system to apply the trade promotions only if there are matches found during arbitration. The Price Rule Source can be used to determine if the Price Rule was created manually in Enterprise Pricer, or automatically by running the Pricing Load process in Promotions Management.

See Also

PeopleSoft Enterprise Supply Chain Management 9.0 Common Information PeopleBook, "Using Workflow and Managing Approvals," Defining Alert Criteria

PeopleSoft Order Management

PeopleSoft Order Management uses the off-invoice or bill back promotional discounts that exist in the Enterprise Pricer to automatically apply price adjustments to a particular product when defining a sales order. The user can also manually apply promotional discounts, or price rules, to a sales order line if the order dates fall within the grace days defined for the customer specific promotion or national allowance.

In addition, off-invoice discounts are then passed from Order Management to Billing for processing. Bill back discounts are passed to Order Management for informational purposes only since they have no affect on the invoice amount and are paid through the Promotions Management payment process.

If the system is configured to process returns for promotional data, PeopleSoft Promotions Management uses promotion details defined on Returned Material Authorizations (RMAs) to determine the amount that should be backed out of the incurred liability for the promotion and the fund budget amounts for funds associated with one of the accrual (rolling, zero-based, and fixed) funding methods. You can view return information on the Promotional Activity - Shipments page as negative shipments. Returned information is also used as input to the Planned vs. Actual inquiry page in Promotions Management.

See Also

PeopleSoft Enterprise Order Management 9.0 PeopleBook, "Introduction to Sales Order Entry"

PeopleSoft Inventory

After you create promotions, place sales orders using those promotions, and ship those sales orders, Promotions Management uses the shipment information to determine what promotional liabilities you have to the customers and then creates General Ledger accrual transactions for that incurred liability.

PeopleSoft Promotions Management uses product shipment information from Inventory to determine fund budget amounts for funds associated with one of the accrual (rolling, zero-based, and fixed) funding methods. These funds are then associated with customer promotions or national allowances.

In addition, the shipment information created by Inventory can be viewed on the Promotional Activity inquiry page and is used as input to the Planned vs. Actual inquiry page in Promotions Management.

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See Also

Chapter 7, “Defining Promotions,” Understanding Planned and Actual Promotion Values, page 127

Chapter 7, “Defining Promotions,” Understanding Planned and Actual Promotion Values, page 127

Chapter 11, “Viewing Promotional Activity,” page 181

Chapter 9, “Processing Payments for Promotional Activity,” Generating Accrual Transactions for Incurred Liability, page 156

PeopleSoft Billing and Receivables

When payments are created against promotions using a credit memo, deduction or chargeback payment method, this information is passed from Promotions Management to Billing using the Payment Load process. Billing processes credit memo and deduction payments by creating customer credit invoices, and moves these credits into Receivables, reducing the customer’s liability. Plus, through Receivables, credit invoices can be matched against invoices and you can write off any of the customer’s outstanding liability. Billing processes chargeback payments by creating customer invoices, and moves these invoices into Receivables, increasing the customer’s liability.

The invoice and credit invoice information created by Billing and the deduction write-offs created by Receivables can be viewed on the Promotional Activity inquiry page and is used as input to the Planned vs. Actual inquiry page in Promotions Management.

See Also

Chapter 11, “Viewing Promotional Activity,” page 181

Chapter 7, “Defining Promotions,” Understanding Planned and Actual Promotion Values, page 127

Chapter 9, “Processing Payments for Promotional Activity,” page 141

PeopleSoft Payables

When bill back or lump sum payments are created against promotions using a check or field draft payment method, voucher information is passed from Promotions Management to Payables using the Payment Load process. Payables then processes the vouchers as either a scheduled payment (check payment method) or a recorded payment (field draft payment method).

The voucher and check information created by Payables can be viewed on the Promotional Activity inquiry page and is used as input to the Planned vs. Actual inquiry page in Promotions Management.

See Also

Chapter 11, “Viewing Promotional Activity,” page 181

Chapter 7, “Defining Promotions,” Understanding Planned and Actual Promotion Values, page 127

Chapter 9, “Processing Payments for Promotional Activity,” page 141

PeopleSoft General Ledger

Accrual transactions that are generated from Promotions Management for incurred liability are passed to General Ledger to be posted to the general ledger. The posted accrual transactions can be viewed in Promotions Management using the GL Accruals inquiry page or in General Ledger.

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See Also

Chapter 9, “Processing Payments for Promotional Activity,” Generating Accrual Transactions for Incurred Liability, page 156

PeopleSoft Demand Planning

Using Promotions Management you can generate the Promotion Forecast report. This report provides a tool to enable you to synchronize Demand Planning events with planned promotional activities that you create in Promotions Management.

PeopleSoft Demand Planning operators can use this report to make the appropriate Demand Planning event entries to assist them in their planning.

See Also

Chapter 7, “Defining Promotions,” Generating the Promotion Forecast Report, page 133

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CHAPTER 4

Defining the Operational Structure in PeopleSoft Promotions Management

This chapter provides an overview of Promotions Management business units and discusses how to:

- Establish Promotions Management business units.
- Define Promotions Management options.

Understanding PeopleSoft Promotions Management Business Units

Before you implement Promotions Management for the organization, examine how you currently manage promotional activities. To make the most of our flexible design, decide how to map the operational business structures into Promotions Management.

PeopleSoft defines a business unit as an operational subset of an organization; defining the business units enables you to plan operations around the way that you work.

In Promotions Management, establish business units to:

- Define the relationship of the Promotions Management business unit to the Billing and Payables business units.
- Establish the General Ledger business unit where promotional activity will be posted.

Establishing PeopleSoft Promotions Management Business Units

To define Promotions Management Business Units, use the Promotions Definition component (BUS_UNIT_TBL_TD). This section discusses how to establish Promotions Management business units.

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Page Used to Establish PeopleSoft Promotions Management Business Units

Page Name	Object Name	Navigation	Usage
Promotions Definition	BUS_UNIT_TBL_TD1	Set Up Financials/Supply Chain, Business Unit Related, Promotions Management, Promotions Definition	Establish Promotions Management business units and their relationships to the Billing and Payables business units.

Establishing PeopleSoft Promotions Management Business Units

Access the Promotions Definition page.

Business Unit Select the Promotions Management business unit. The Default SetID field and the Create BU (create business unit) button appear when the Promotions Management business unit does not already exist for another PeopleSoft application.

Note. The Promotions Management application was designed to have a one to one relationship between a Promotions Management business unit and a General Ledger business unit. You cannot have multiple promotions management business units point to the same general ledger unit.

The relationship between the Promotions Management business unit with the General Ledger business unit is an integral part of the closed loop trade promotions environment. Accrual transactions that are generated from Promotions Management for incurred liability are passed to General Ledger to be posted to the general ledger. The posted accrual transactions can then be viewed in Promotions Management using the GL Accruals inquiry page or in General Ledger.

Description Enter a description for the Promotions Management business unit.

Default SetID Select the default setID from the available options to create a business unit and associate it with an existing setID, or enter the default setID that is equal to the Promotions Management business unit name that you entered.

The default setID that you select determines the preliminary TableSet sharing setup by determining the setIDs that are assigned to each record group for the new business unit. The setID that is assigned to a record group determines which TableSet is used as valid values for that specific business unit.

Create BU Click this button to establish the setID controls for the Promotions Management business unit.

The Billing Unit and Payables Unit fields become enabled.

Promotions Unit System defaults the promotions unit based on the Promotions Management business unit that you select for tracking promotional activities.

Short Description Enter a brief description to identify the promotions definition.

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Billing Unit

Select the Billing business unit to associate with the Promotions Management business unit.

The Billing business unit determines where the system sends for payment all promotion claims that have a payment method of credit, deduction, or chargeback.

After you select the Billing business unit, the system displays the General Ledger business unit associated with the Billing business unit that you selected.

Note. If Billing is not installed, you cannot enter a Billing business unit.

Note. The Billing business unit and Payables business unit must be associated with the same General Ledger unit. You receive an error message if the General Ledger business unit is not the same for both of these business units.

Payables Unit

Select the Payables business unit to associate with the Promotions Management business unit.

The Payables business unit determines where the system sends for payment all promotion claims that have a payment method of check or field draft.

Note. If Payables is not installed, you cannot enter a Payables business unit.

General Ledger Unit

Review the General Ledger business unit to associate with funds and promotions. This is where Promotions Management posts its accrual transactions and expenses.

The general ledger unit will default based on the billing unit that you select.

See Also

Chapter 9, "Processing Payments for Promotional Activity," Understanding the Payment Process for Promotional Activity, page 141

Defining Promotions Management Options

To define promotions management options, use the Promotions Options component (TD_SETID_PREF).

This section provides an overview of promotion options, lists prerequisites and common elements, and discusses how to:

- Define general options.
- Define payment options.
- Define pricing options.
- Define tree options.

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Understanding Promotion Options

The system uses the options that you define in this component as default values when creating or processing a promotion or promotion payment. You can change some of the defaults when creating a new promotion or promotion payment.

Among the options you define using this component are general, payment, pricing, and tree options. Using general options, you setup basic information for defining and executing the promotional activity. In addition, using general options, you:

- Define where funds or products are assigned to the promotion.
- Establish methods for backing out returns from promotional activities.
- Indicate whether to use approval workflows for promotions, claims, and payments.
- Define approved users or roles for updating active funds.

Using payment options, you:

- Set requirements for manual authorization before a claim is made for activity against a customer promotion or a national allowance.
- Define default values used to send promotional claims to the PeopleSoft Billing application.
- Define default values used to send promotional claims to the PeopleSoft Accounts Payable applications.
- Define default values used to post accrual transactions for incurred liability to the PeopleSoft General Ledger application.
- Set up accrual accounts.

Using pricing options, you:

- Define pricing prefixes for customer promotions and national allowances.
- Select promotional pricing dates.
- Define discount pricing options.
- Define product add options.
- Define other pricing factors, such as cascaded or summed pricing, price action type, and the default pricing type.

Using tree options, you:

- Define the active customer, product, and approval trees.
- Set display values for customer and product trees.
- Define the expanded number of tree levels for initial display of a customer or product tree.
- Select trees to secure by the row-level security defined on the customer or product tree.
- Select trees to automatically display upon initial entry of a page.

Prerequisites

To ensure that the promotional discounts are applied to sales orders correctly, you must set up some specific pricing key combinations on the arbitration plan. The combinations include:

- Sold to customer.
- Sold to customer and product.

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- Sold to customer and product group.
- Customer group and product.
- Customer group and product group.

Include each price type (extended price or quantity) that you use in the environment on the arbitration plan.

See *PeopleSoft Enterprise Pricer 9.0 PeopleBook*, "Using the Arbitration Plan".

Common Element Used in This Section

Promotion Refers to both national allowances and customer promotions, unless indicated otherwise.

Pages Used to Define Promotions Management Options

Page Name	Object Name	Navigation	Usage
General Options	TD_SETID_PREF	Set Up Financials/Supply Chain, Business Unit Related, Promotions Management, Promotions Options	Define general options that include basic setup and default options for Promotions Management.
Payment Options	TD_SETID_PREF1	Set Up Financials/Supply Chain, Business Unit Related, Promotions Management, Promotions Options Select the Payment Options tab on the Promotion Options page.	Define payment-related options for Promotions Management.
Pricing Options	TD_SETID_PREF2	Set Up Financials/Supply Chain, Business Unit Related, Promotions Management, Promotions Options Select the Pricing Options tab on the Promotions Options page.	Define pricing options for Promotions Management.
Tree Options	TD_SETID_TREES	Set Up Financials/Supply Chain, Business Unit Related, Promotions Management, Promotions Options Select the Tree Options tab on the Promotions Options page.	Define tree options for Promotions Management.

Defining General Options

Access the General Options page.

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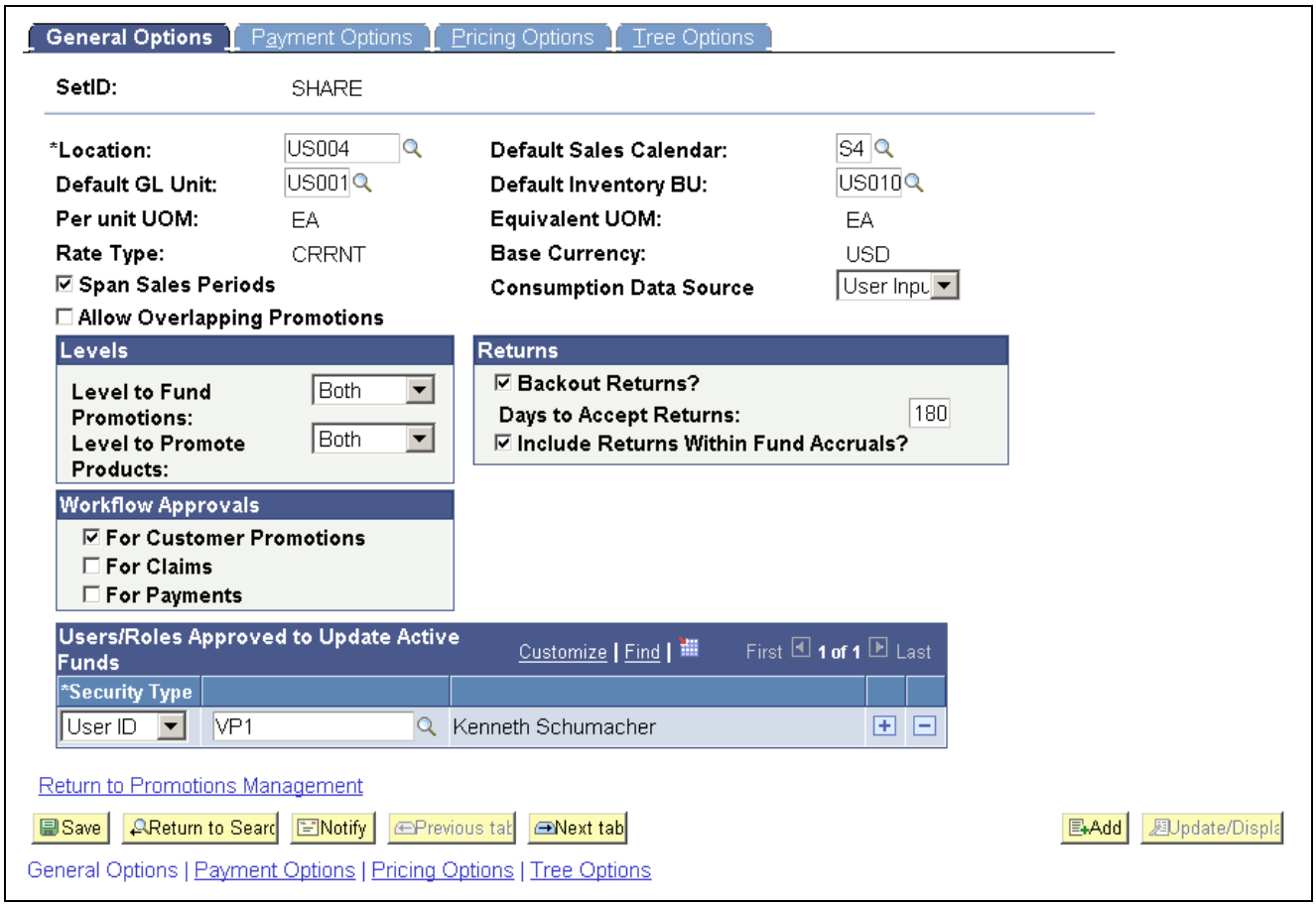

Promotions Options - General Options page

Location Select the location for the manufacturer. The location is used to determine what address to print on the Promotion Contract report.

Default Sales Calendar (Optional) Select the sales calendar to use when defining promotions. This sales calendar appears by default when defining promotions.

Default GL Unit (default general ledger unit) Select the General Ledger business unit to associate with funds and promotions. The General Ledger business units that appear for selection are the ones that you define by using the Promotions Definition page.

Note. If General Ledger is installed, then the Default GL Unit is a required field.

Default Inventory BU Select the default inventory business unit to retrieve the price for a product on a promotion.

This field will also default to the Planned vs. Actual page and will be used to retrieve the product cost information for a customer promotion.

Note. The default inventory business unit will only default to the Planned vs. Actuals page if the View Product Cost option is checked for the user on the Promotions Management User Preferences page.

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Per Unit UOM (per unit of measure)
Select the unit of measure (required). The system converts and displays the quantities of all products on a promotion to a single item-level unit of measure. This enables you to compare quantities and amounts between promotions.

Equivalent UOM (equivalent unit of measure)
Select the unit of measure (required). The promotions that you create in Promotions Management can have a different unit of measure than this equivalent unit of measure. All promotion quantities are converted to this unit of measure, and that information is displayed on the customer promotion to enable you to compare multiple promotions.

Rate Type
Select the type (required) to use for this setID. The system uses this rate type when performing currency conversion.

Base Currency
Select the currency (required). When defining promotions, you can use any currency. Promotions Management converts the promotion currency to this base currency, and that information is stored in the database.

Span Sales Periods
Select to have a promotion span multiple sales periods. If you do not select this check box, the promotion must begin and end within a specific sales period as defined in the sales calendar.

Allow Overlapping Promotions
Select to have customer promotions and national allowances that overlap in the environment. Overlapping promotions enable you to have multiple promotions that are related to the same customer, and the same product, at the same time. If you do not allow overlapping promotions, the system prevents you from entering multiple promotions that are related to the same customer and product at the same time and you receive an error message.

Consumption Data Source
Select the source to use as the default value on the Planned vs. Actuals page. Values are: *ACNielsen, Demand PL, IRI, Other,* or *User Input.*

This field also determines the data source to retrieve data from to populate the Actual Consumed column on the Planned vs. Actuals page.

Level to Fund Promotions and **Level to Promote Products**
Select where the funds or products are assigned to the promotion. Options are:

- *Both:* Assign funds or products at both the merchandising level and at the promotion level. The funds or products that you enter at the promotion level will appear by default at the merchandising level, and can be maintained at the merchandising level.
- *Merch:* Assign funds or products at the merchandising level only.
- *Promo:* Assign funds or products at the promotion level only.

Backout Returns?
Select this check box to indicate that the system should back out returns from promotional activity.

Backing out returns provides you with a method to more accurately account for promotional items that were returned. Using promotion analytics enables you to plan future promotions based on past performance. Incorporating returns into analytics provides you with more accurate calculations and assists you in planning for future promotions.

Days to Accept Returns
Enter the number of days after the order date that you want to back out returns from promotional activity. After this number of days has passed, the system will not permit you to enter promotional details on a Returned Material Authorization (RMA). If the return is based on sales order shipment history, the system uses the order date as the start of the time period. If the return is not

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based on sales order shipment history, the system uses the last order date on the promotion to determine if the return is eligible.

Because returns cannot be backed out of promotional activity after a certain number of days, you can better control promotional analytics data. This field remains disabled until you select the Backout Returns? check box.

Include Returns Within Fund Accruals? Select this check box to back out returns within fund accruals. Here's an example of using this option. Suppose you have a fixed accrual fund and you use an accrual period of last month, and last month you shipped 10,000 units, but 8,000 were returned. By selecting this check box, the new fund would use only 2,000 as accrued units. By not selecting this check box, the new fund would use all 10,000 units. This field is not available for use until you select the Backout Returns? check box.

When you select this check box, the system selects the Include Returns Within Fund Accruals? check box on the Maintain Funds page, but you can override the value for each fund you define.

For Customer Promotions, For Claims, and **For Payments** (Optional) Select one or more of the workflow approvals processes to activate for routing transaction approvals for customer promotions, customer claims, and payment authorizations. The value in the *Active Approval Tree* field will determine the workflow approval route that you will use to review and authorize promotion transactions.

Promotions Management workflow is not required and will be deactivated by default in the system. In order to activate the workflow processes, the options need to be enabled on the Promotions Options component.

Security Type Select a value to use when defining users who can update active Fixed Accrual and Top Down fund types. Select *User ID* to define approved users based on their user IDs. Select *Role* to define users based on the role they are assigned to in the organization. Based on your selection for the security type, use the Look Up button to either select a user, or a role ID.

Note. After you start defining promotions, you cannot change the values that are associated with the Equivalent UOM, Per unit UOM, Base Currency, or Rate Type fields.

See Also

Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Establishing PeopleSoft Promotions Management Business Units, page 15

Chapter 5, "Setting Up PeopleSoft Promotions Management," Establishing Customer Trees, page 35

Chapter 5, "Setting Up PeopleSoft Promotions Management," Establishing Product Trees, page 40

Chapter 5, "Setting Up PeopleSoft Promotions Management," Defining Sales Calendars, page 47

Chapter 6, "Defining Funds," page 55

Chapter 12, "Defining and Using Promotions Management Approval Workflow," page 189

Defining Payment Options

Access the Payment Options page.

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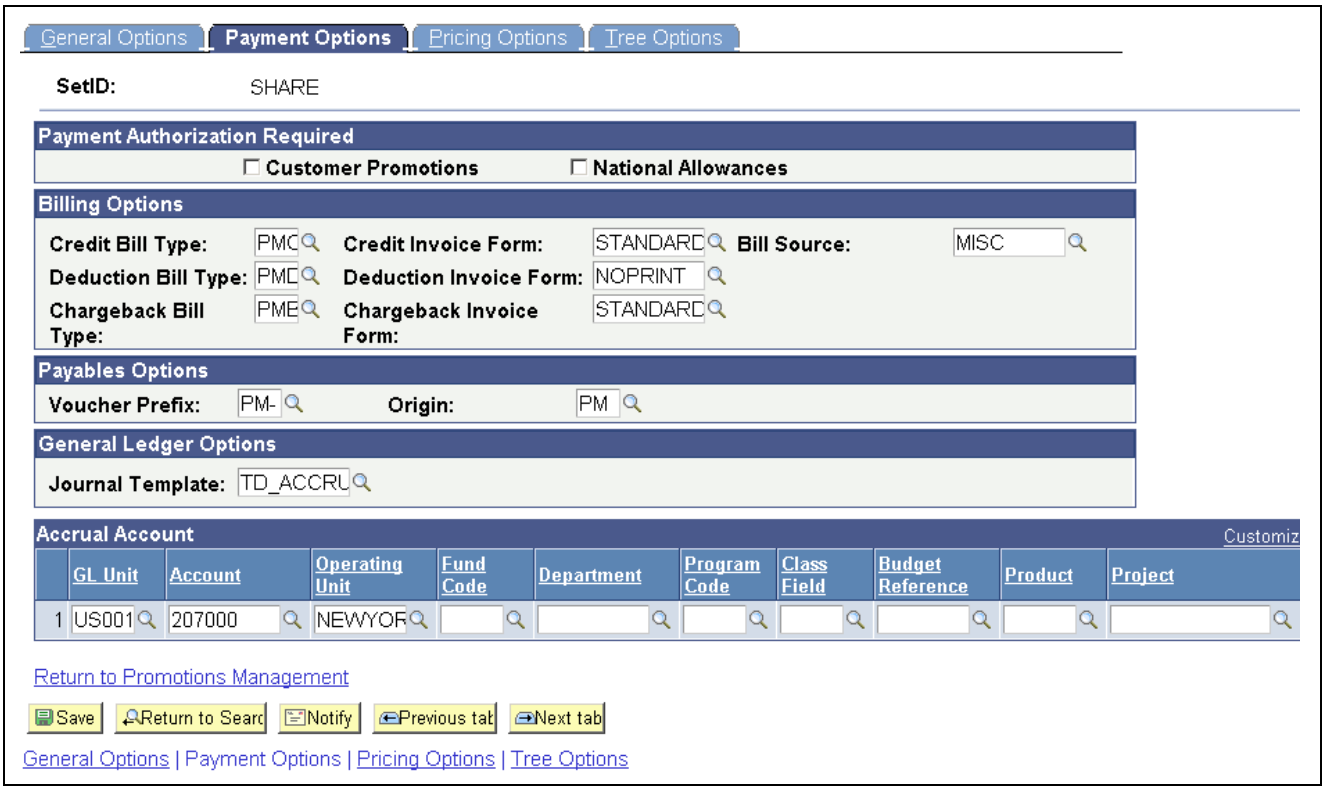

Promotions Options - Payment Options page

Payment Authorization Required

Customer Promotions and **National Allowances** — Select if you require manual authorization before a claim is made for activity against a customer promotion or a national allowance. Otherwise, the Accrual and Financial Update process (TD_FINUP) automatically authorizes for payment what has been incurred to date against the promotional activity.

Billing Options

Credit Bill Type — Select the credit bill type to send to Billing when you create a claim against a promotion by using a credit payment method.

Credit Invoice Form — (Optional) Select the form to send to Billing when you create a claim against a promotion by using a credit payment method.

Bill Source — Select the bill source to send to Billing during the Payments Load process (TD_PAYMENTS) when you create a claim against a promotion by using either a credit, deduction, or chargeback payment method.

Deduction Bill Type — Select the deduction bill type to send to Billing when you create a claim against a promotion by using a deduction payment method.

Deduction Invoice Form — (Optional) Select the form to send to Billing when you create a claim against a promotion by using a deduction payment method.

Chargeback Bill Type — Select the chargeback bill type to send to Billing when you create a claim against a promotion by using a chargeback payment method.

Charge backs are processed similar to credits and deductions, but you use this field and the Chargeback Invoice Type field when you create a claim against

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a promotion by using a chargeback payment method. The system makes this payment method available in the Customer Claims and the Payment Authorization components.

Chargeback Invoice Type (Optional) Select the form to send to Billing when you create a claim against a promotion by using a chargeback payment method.

Note. The Credit and Deduction claim payment methods create a credit invoice in the PeopleSoft Billing application. The Chargeback claim payment method creates an invoice in the PeopleSoft Billing application that can be used to invoice a customer for any promotional activity that has already been paid to the customer. For instance, if a claim was paid for a bill back promotion, but the customer returns some of the product, then you may want to invoice them for the some of the promotional money they already received.

Note. If Billing is installed in the environment, then Credit Bill Type, Deduction Bill Type, Chargeback Bill Type and Bill Source are required fields.

Payables Options

Voucher Prefix Select the prefix that the system uses in the Promotions Management integration process to Payables. The Payments Load process (TD_PAYMENTS) uses this voucher prefix when it creates vouchers for payments against promotions using either a check or field draft payment method. Defining a unique prefix for use by Promotions Management gives you a way to determine which vouchers were created from Promotions Management.

Origin Select the origin that the system uses in the Promotions Management integration process to Payables. The Payments Load process (TD_PAYMENTS) uses this origin when it creates vouchers for payments against promotions using either a check or field draft payment method.

Note. If Payables is installed in your environment, then Voucher Prefix and Origin are required fields.

General Ledger Options

Journal Template Select the journal template that the Journal Generator process (FSPGJGEN) uses to post the Promotions Management general ledger accrual transactions to General Ledger.

TD_ACCRUE journal template is defined to use for posting Promotions Management general ledger accrual transactions to General Ledger.

Accrual Account

GL Unit (general ledger unit) Select the general ledger unit to which the accrual entries post. The value for this field appears by default from the default general ledger unit that is defined on the Promotions Options - General Options page.

ChartFields Select the G/L Unit, Account, Operating Unit, Fund Code, Department, Program Code, Class Field, Budget Reference, Product, Project, Affiliate,

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Fund Affiliate, and Operating Unit Affiliate ChartField values to use when creating accrual accounting entries for Promotions Management.

If the General Ledger business unit is using balanced ChartFields, Promotions Management supports the *Always Inherit* ChartField inheritance option when generating accounting transactions. It uses these ChartFields to generate the transactions.

Note. If General Ledger is installed in your environment, then the Journal Template and accrual account fields are required.

See Also

PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Automatic Numbering

PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, "Using Journal Generator"

PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, "Defining and Using ChartFields"

PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance"

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Structuring Bills"

PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook, "Defining Procurement Options," Specifying Voucher Build Criteria

Defining Pricing Options

Access the Pricing Options page.

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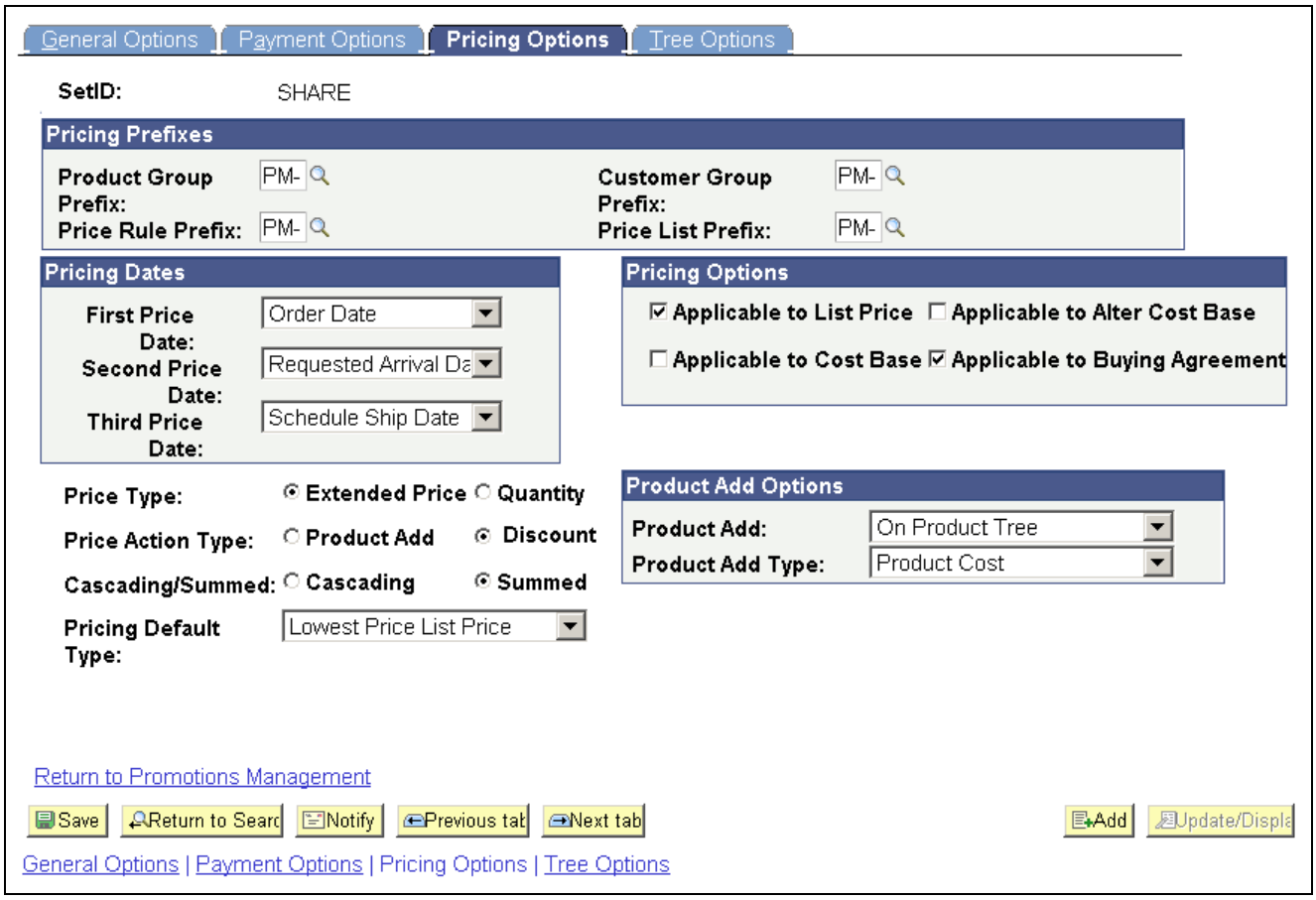

Promotions Options - Pricing Options page

Product Group Prefix Select the prefix. The Pricing Load process (TD_LOADPRC) uses the value in this field to automatically create a product group if a customer promotion or national allowance has more than 15 products defined for a promotion group.

Customer Group Prefix Select the prefix. The Pricing Load process (TD_LOADPRC) uses the value in this field to automatically create a customer group if a national allowance has more than 15 customers defined for it.

Price Rule Prefix Select the prefix. The Pricing Load process (TD_LOADPRC) uses the value in this field to automatically create price rules for each merchandising activity that is defined on a customer promotion or for each adjustment type that is defined on a national allowance.

Price List Prefix Select the prefix. The Pricing Load process (TD_LOADPRC) uses the value in this field to automatically create price lists for each customer promotion that uses the Send Prices option.

First Price Date (Required) Select the date that you use to apply price adjustments in Order Management. Values are:

- *Order Date:* Date that the order header is created.
- *Requested Arrival Date:* Date that the customer wants the order to arrive at his or her site.
- *Schedule Ship Date:* Date that the order line is scheduled to ship.

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Second Price Date (Optional) Select a second date. The date options are the same as the options for the first price date. If you select a second price date, this date is passed to all price rules that are created through the Pricing Load process (TD_LOADPRC), and the first price date and second price date are checked before applying the promotional discount to the sales order.

Third Price Date (Optional) Select the third date. The date options are the same as the options for the first price date. If you select a third price date, this date is passed to all price rules that are created through the Pricing Load process (TD_LOADPRC), and the first price date, second price date, and third price date are checked before applying the promotional discount to the sales order.

Note. Enter at least a first price date. If you enter a second price date, it must be different from the first price date. If you enter a third price date, it must be different from the first price date and second price dates. You cannot enter a third price date if a second price date is not entered. If all three dates are entered here, they are passed to Enterprise Pricer and a promotional discount is applied only if the corresponding dates on the sales order fall within the dates specified on the promotion.

Price Type Select a type. Values are: Extended Price or Quantity. The price type determines how the price rules are created when you execute the Pricing Load process (TD_LOADPRC). The system uses the price type that you select on this page as the default value when creating promotions, but you can override it.

Price Action Type Select an action type. Values are: Product Add or Discount. The price action type determines the type of discount that you offer for the promotion. The system uses the price action type that you select on this page as the default value when creating promotions, but you can override it.

Cascading/Summed Select a value. Values are: Cascading or Summed. The cascading/summed value determines how discounts are applied if multiple discounts are applied to a sales order. The system uses the value that you select on this page as the default value when creating promotions. You can override this value when creating promotions.

For example, suppose that you have two discounts that are eligible for the promotion, a 10 and 20 percent discount. If the Cascading/Summed field is defined as Summed, and the original line amount was 100.00 USD, the system applies discounts in this manner: the 10 percent and 20 percent discounts are combined, for 30 percent of 100.00 USD. The unit price for the order line is 70.00 USD.

If the Cascading/Summed field is defined as cascading, the system applies the discounts in this manner: 10 percent off of 100.00 USD and 20 percent off of 90.00 USD. The unit price for the order line is 72.00 USD.

Pricing Default Type Select a pricing default type. Values are: *Full Pricing Simulation, Inventory Business Unit,* or *Lowest Price List Price.*The pricing default type value provides a method to determine how the system will retrieve the product price to default to the customer promotion.

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Note. The Default Inventory BU field on the General Options page is the business unit used by the system to determine the default price for the full price simulation and inventory business unit selection in the Pricing Default Type field.

Applicable to List Price Select applicable to list price if you want the promotional discount to be applicable to a list price. The system uses the value that you select on this page as the default value when creating promotions. You can override this value when creating promotions.

Applicable to Cost Base Select applicable to cost base if you want the promotional discount to be applicable to the unit cost. The system uses the value that you select on this page as the default value when creating promotions. You can override this value when creating promotions.

Applicable to Alter Cost Base (applicable to alternate cost base) Select applicable to alternate cost base if you want the promotional discount to be applicable to the alternate unit cost. The system uses the value that you select on this page as the default value when creating promotions. You can override this value when creating promotions.

Applicable to Buying Agreement Select applicable to buying agreement if you want the promotional discount to be applicable to a buying agreement price. The system uses the value that you select on this page as the default value when creating promotions. You can override this value when creating promotions.

Product Add and **Product Add Type** Select a product add and product add type default. For Product Add, values are *Any Product* or *On Product Tree.* For Product Add Type, values are *List Price* or *Product Cost.*

The Product Add value will determine the prompt used on the product add Product field to determine which products are valid for the promotion.

The Product Add Type value will be used as the default value when creating promotions, but you can override this value.

See Also

PeopleSoft Enterprise Pricer 9.0 PeopleBook, “Creating Price Lists”

PeopleSoft Enterprise Pricer 9.0 PeopleBook, “Creating Price Rules”

Defining Tree Options

Access the Tree Options page.

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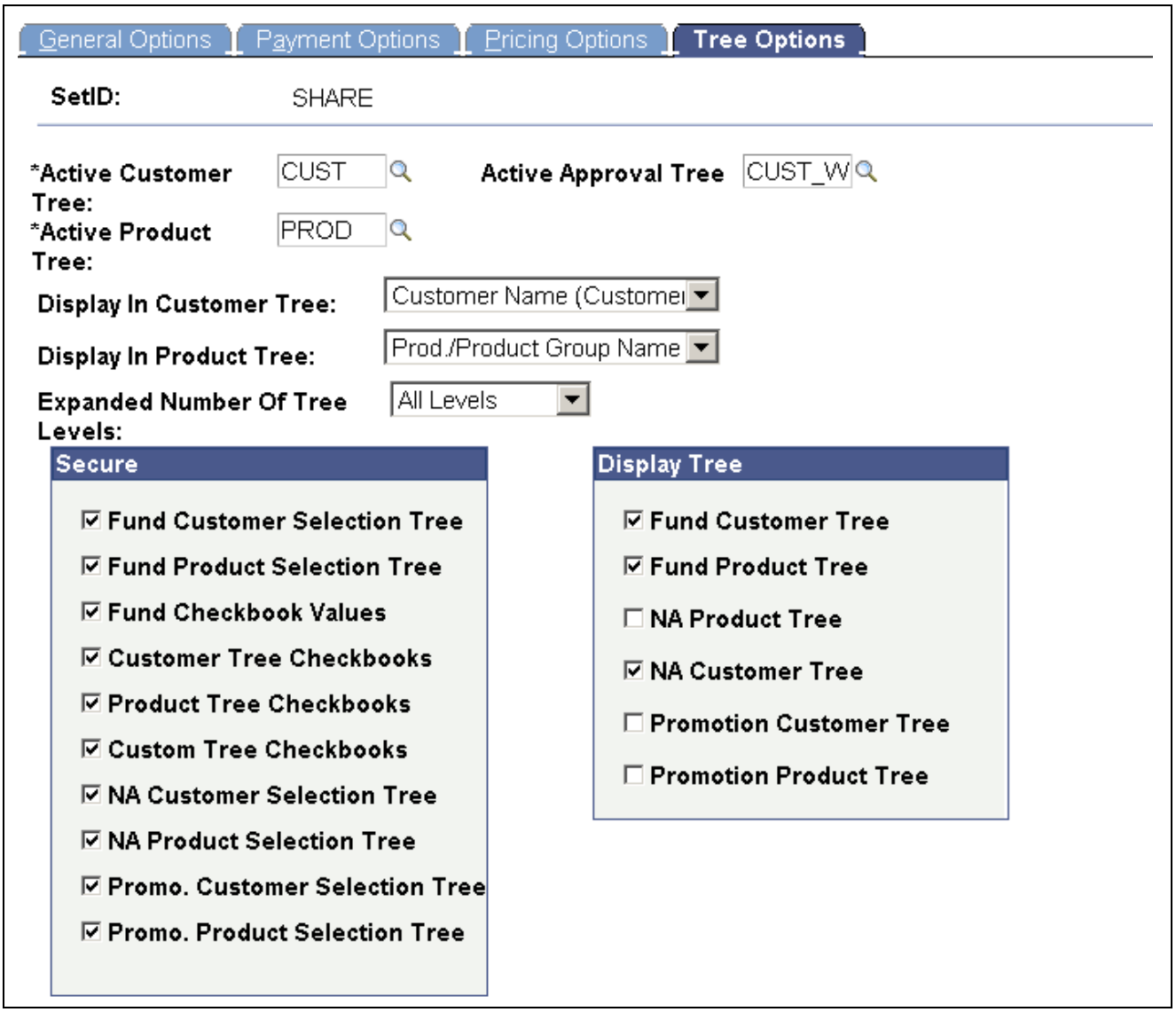

Promotions Options - Tree Options page

Active Customer Tree Select the active customer tree to use when defining promotional data. This customer tree appears when you define promotions and funds, and when you review checkbook data. You can override the default value when you create a new fund or checkbook definition.

Active Product Tree Select the active product tree to use when defining promotional data. This product tree appears when you define promotions and funds, and when you review checkbook data. You can override the default value when you create a new fund or checkbook definition.

Active Approval Tree (Optional) Select the active approval tree to use when the selection is made to activate workflow approvals for customer promotions, for claims, or for payments. The active approval tree is used to determine which group of reviewers are required to review and approve promotion transactions.

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Note. When workflow approvals are not activated for customer promotions, claims or payments, the system uses the Active Customer Tree to determine who is authorized to approve customer promotions, claims and payments. The system always uses the Active Customer Tree to determine who is authorized to approve national allowances and funds.

Display in Customer Tree Select the format in which you want customer information to appear on active trees. You can select to display descriptive names, system ID numbers, or a combination of both name and system ID number for each customer on the tree. Format values include:

- *Customer ID*
- *Customer ID (Customer Name)*
- *Customer Name*
- *Customer Name (Customer ID)*

Display in Product Tree Select the format in which you want product information to appear on active trees. You can select to display descriptive names, system ID numbers, or a combination of both name and system ID number for each product on the tree. Format values include:

- *Prod./Product Group ID*
- *Prod./Product Group ID (Name)*
- *Prod./Product Group Name*
- *Prod./Product Group Name (ID)*

Expanded Number of Tree Levels Select the number of tree levels that you want to display when you initially access a page with the tree display enabled. You can display from zero to five levels in the tree by default, but you can expand or collapse the tree as needed once you access the component.

Secure Select the check box for the Promotions Management functional area on which you want to place tree security. If you do not select a functional area to secure, then users will have full access to all nodes on the tree, regardless of the user or role security defined on the active tree. You might find the Secure options beneficial for tree performance when only a few people perform maintenance in a particular area, and you manage security through standard PeopleSoft page or component security.

Display Tree Use the check boxes in the Display Tree section to select which trees you want to appear automatically when creating a fund using the Maintain Funds component, a national allowance using the Create National Allowance component, or a promotion using the Create Customer-Specific Promo or Create Multiple Customer Promo components. If you do not select to automatically display the product tree in these components, you can manually select to display the tree after you access the component.

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CHAPTER 5

Setting Up PeopleSoft Promotions Management

This chapter provides an overview of the setup for Promotions Management and discusses how to:

- Define customer classes.
- Define customer product lists.
- Establish customer trees.
- Establish product trees.
- Copy trees.
- Delete trees.
- Define fund usage.
- Define sales calendars.
- Define promotion periods.
- Define merchandising types.
- Define merchandising subtypes.

Understanding the Setup for PeopleSoft Promotions Management

Before you can use Promotions Management for the first time, do the following:

- Define application security in the environment.
- Install Promotions Management in the environment.
- Define PeopleSoft general options (user preferences and automatic numbering) in the environment.

  Use the Auto Numbering page to define the prefixes for promotion funds, claim numbers, voucher IDs, customer groups, product groups, price rules, price lists, and promotion codes if you plan to use automatic numbering when you create these entities in Promotions Management.

  Note. The automatic numbering feature for voucher ID, customer group, and product group is for use with Promotions Management only and is not to be used for manual entry into the pages. For example, NEXT functionality is not available when adding new customer groups.

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Note. The automatic numbering feature is optional for promotion funds, claim numbers, and promotion codes. You can always manually enter the entity. The automatic numbering feature is required for voucher ID if Payables is installed, and it's required for customer group, product group, price list, and price rule if Enterprise Pricer is installed.

- Define the inventory environment (items, locations, and inventory business units) if you use Inventory.
- Define the order management environment (products, customers, and Order Management business units) if you use Order Management.
- Define the enterprise pricer environment (arbitration plans) if you use Enterprise Pricer.
- Define the billing environment (Billing business units, bill types, bill source IDs, invoice formats, and invoice numbering IDs) if you use Billing.
- Define the accounts receivable and deduction environment if you use Receivables.
- Define the accounts payable environment (vendors, voucher origin and accounts payable business units) if you use Payables.
- Define the general ledger environment (accounting entry definitions, and journal templates) if you use General Ledger.
- Define Promotions Management business units and options.
- Define Promotions Management setup information.

See Also

PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, "Defining User Preferences"

Enterprise PeopleTools 8.48 PeopleBook: Security Administration

Defining Customer Classes

To define customer classes, use the Customer Classes component (TD_CUST_TYPE). Before you can use Promotions Management, define customer classes.

Typically, a promotion environment comprises several different classes of customers, each with different handling requirements. Configure Promotions Management to emulate the different classes of customers by creating customer classes. Only customers with an active customer status are associated with the predefined customer classes. These classes are also used to determine which customers appear when you define Promotions Management customer trees.

PeopleSoft Promotions Management delivers the following predefined customer classes:

Customer Type	Description	Image Name	Edit Table
DIRECT	Direct Customer	TD_DIRECT	TD_CUSTSOLDTOVW

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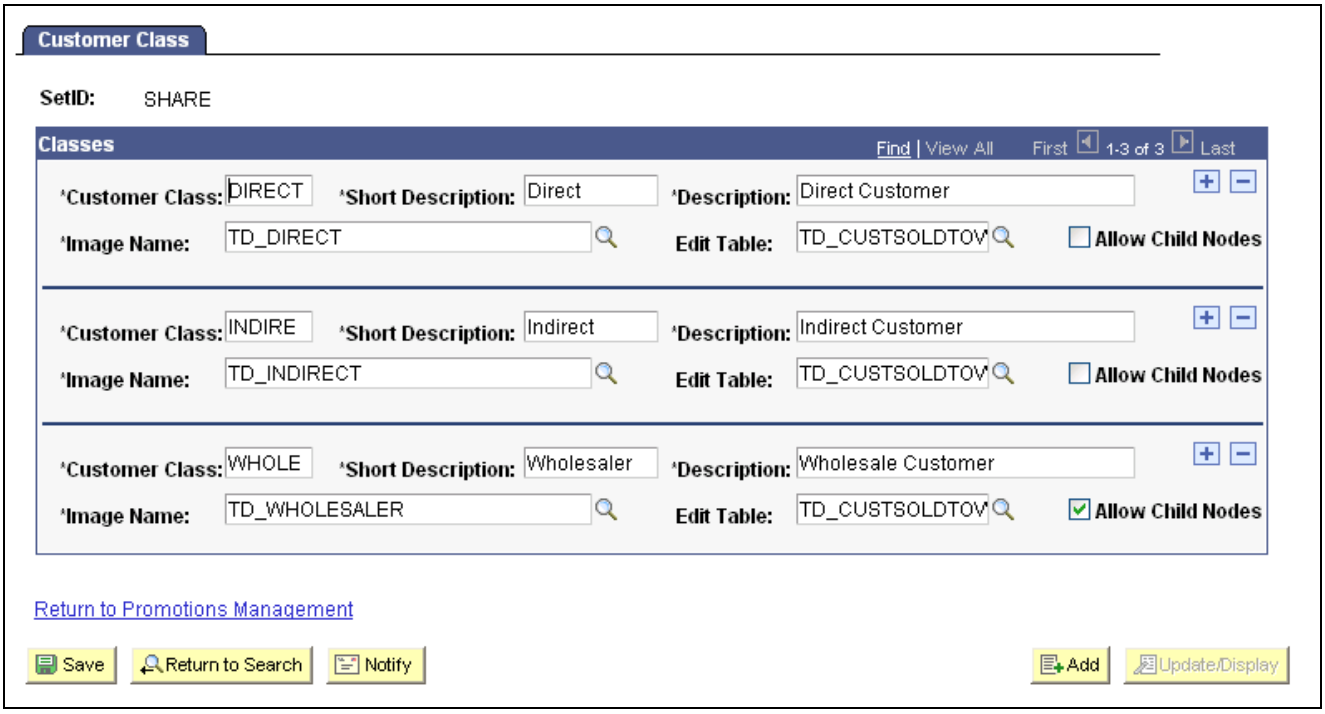
Customer Type	Description	Image Name	Edit Table
INDIRE	Indirect Customer	TD_INDIRECT	TD_CUSTSOLDTOVW
WHOLE	Wholesale Customer	TD_WHOLESALER	TD_CUSTSOLDTOVW

Page Used to Define Customer Classes

Page Name	Object Name	Navigation	Usage
Customer Class	TD_CUST_TYPE	Set Up Financials/Supply Chain, Product Related, Promotions Management, Customer Classes, Customer Class	Define the class of customers (direct, indirect, or wholesale) that you use for promotions.

Defining Customer Classes

Access the Customer Class page.



Customer Class page

Image Name Select the object for the customer class. The image object is a Graphic Interchange Format (GIF) file that is used to graphically depict the customer class. This icon appears next to the customer when you add this type of customer to a customer tree.

Edit Table Select the PeopleSoft table to associate with the customer class. It determines which customers appear for the selected customer class when you add customers to a customer tree.

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Allow Child Nodes Select if you want this class of customer to have children underneath them on the customer tree.

For example, you might have a wholesale customer class with multiple indirect customers.

Defining Customer Product Lists

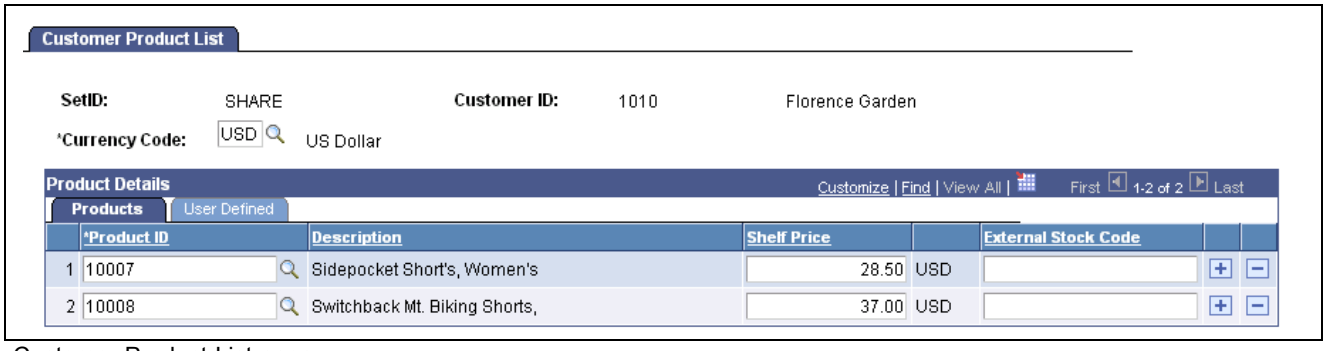
To define customer product lists, use the Customer Product List component (TD_ACCT_ITEM). Defining a customer product list is optional in Promotions Management.

Page Used to Define Customer Product Lists

Page Name	Object Name	Navigation	Usage
Customer Product List	TD_ACCT_ITEM	Set Up Financials/Supply Chain, Product Related, Promotions Management, Customer Product List	Maintain a list of products that customers typically buy.

Defining Customer Product Lists

Access the Customer Product List page.



Customer Product List page

Currency Code Select the currency in which the customer normally does business.

Product Details

Shelf Price Enter the customer price for the product by using the currency in which the customer normally does business. The value that you define here becomes the default shelf price on the Products and Product Details pages in the Customer Promotion or Multiple Customer Promotion component for any promotions that are defined for the same customer ID and product ID.

External Stock Code Enter the external stock code for the product. The default is the customer product ID that is defined on the General Information - Sold To Options - Product Aliases page.

User Defined 1 and **User Defined 2** Enter any user-defined value to associate additional product information for a customer on the User-Defined tab.

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See Also

PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook, "Maintaining General Customer Information"

Establishing Customer Trees

To establish customer trees, use the Customer Tree component (TD_CUST_TREE_MAN).

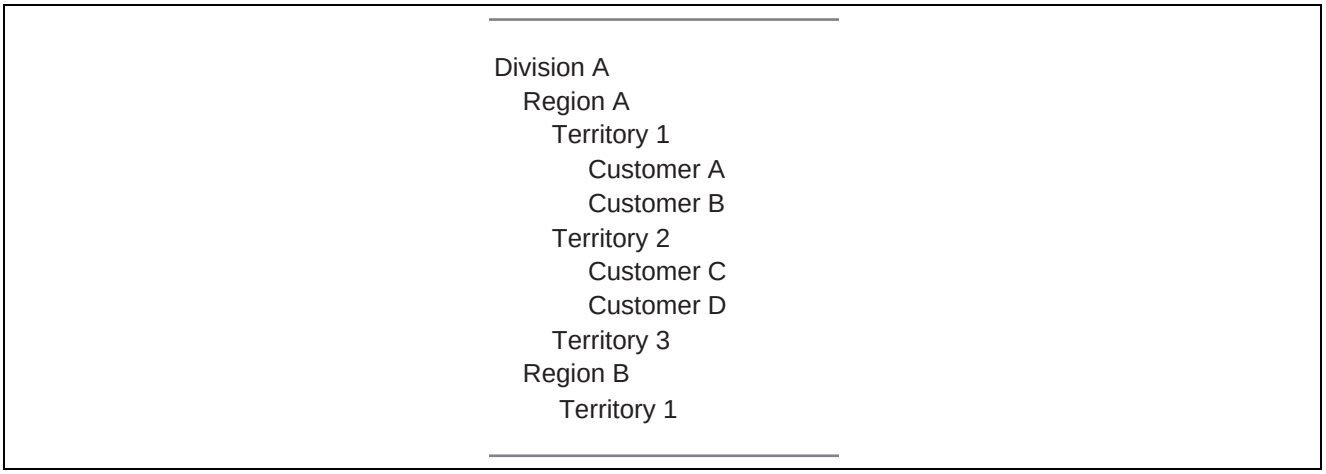
To update tree statistics, use the Update Tree Statistics component (TD_GAPTREE_RQST).

This section provides an overview of using customer trees and discusses how to:

- Define general customer tree information.
- Define the customer tree structure.

Using Customer Trees

To define customer trees, use the Customer Tree component (TD_CUST_TREE_MAN). In Promotions Management, customer trees are used to represent the current sales organization and to assign security access to create and maintain promotions for specific customers. This example illustrates a customer tree:



Customer tree

Customer trees are separated into branches to speed overall performance. You can create several branches as part of a larger tree. You can only create a new branch from the root section of the tree and with a node type of Node. To create a new branch, use the Customer Tree page to create a new node and then select the branch link. When you create a new branch, the system saves the branch so that you can immediately work on the new branch. You can also collapse a branch of the tree back into the root tree by selecting that branch in the root tree and selecting the Unbranch link.

You can quickly manipulate customer data using trees within different components. These components include:

- Maintain Funds
- Create National Allowance
- Create Customer Specific Promo
- Create Multiple Customer Promo

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Customer trees displayed in these components do not visually display the customer IDs that have been selected for the page, instead a grid below the tree contains the list of customers that have been selected, or the customer ID is populated in a field on the page. In the tree, the customer nodes are represented by the icons defined for the customer class.

While working with a customer tree within one of these components, you can select a single customer or all customers belonging to a particular node. You can add and remove customers from the associated grid by selecting the Add All or Remove All icon next to each node on the tree.

This example shows how a customer tree might appear:

Customer tree example

Use this page to define valid customers for a fund code. You can also view the list of customers defined for the fund and control the list of valid customers for the fund.

Hide Tree Click to display only the customer ID and name in the grid at the bottom of the page. After the tree is hidden, click the Display Tree button to view the tree again.

Add All Select the button next to the tree node that you want to add to the customer grid. When you select the button, the system adds all applicable customers to the grid below the tree.

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Remove All Select the button next to the tree node you want to remove from the customer grid. When you select the button, the system removes all applicable customers from the grid below the tree.

Open Branch Select to go from the current view of the customer tree to another branch to view a customer that does not appear in the current tree. When you select the button, the system navigates to a different branch in the tree structure. To move back up the tree, select the link for the tree node that appears above the display of the current tree branch.

Pages Used to Establish Customer Trees

Page Name	Object Name	Navigation	Usage
Customer Tree - General Info	TD_TREE_HDR	Set Up Financials/Supply Chain, Product Related, Promotions Management, Customer Tree, General Info	Define general information about the customer tree.
Customer Tree - Customer Tree	TD_CUST_TREE	Set Up Financials/Supply Chain, Product Related, Promotions Management, Customer Tree, Customer Tree	Define the structure of the sales organization.
Authorized Users & Roles	TD_TREE_USERS_WRK	From the Customer Tree - Customer Tree page, click the View All Access link.	View which users or roles have access to a particular level of the customer tree.

Defining General Customer Tree Information

Access the Customer Tree - General Info page.

Defining a customer tree begins with entering general information about the tree. To define a tree:

1. Enter general information (effective date, description, and comments) about the customer tree.
2. Select the Allow Duplicate Customers check box if you want to allow the tree to contain duplicate customers.
3. Indicate how you want to update the tree.

   The system uses the Update Tree Statistics (TD_GAPTREE_RQST) process to update the tree structure after changes are made on the Customer Tree page. Options for updating the tree include:

   - Automatically Run Process: Select to automatically run the update process when the tree is saved. When you select the option, the Run Control ID field appears with the default run process. When you save the tree, and this option is selected, the system submits the batch process to the Process Scheduler. The system then returns to the Customer Tree search page.
   - Manually Run Process: Select to run the update process manually. When you select this option, the system displays the Update Tree button and the Run Control ID field. You can change the value in the Run Control ID field. You can also select to run the Update Tree Statistics process by clicking the Update Tree button, or by submitting a request from the Update Tree Statistics component.
   - Online Update: Select this option to run the Update Tree Statistics process automatically online, without any further action by you.

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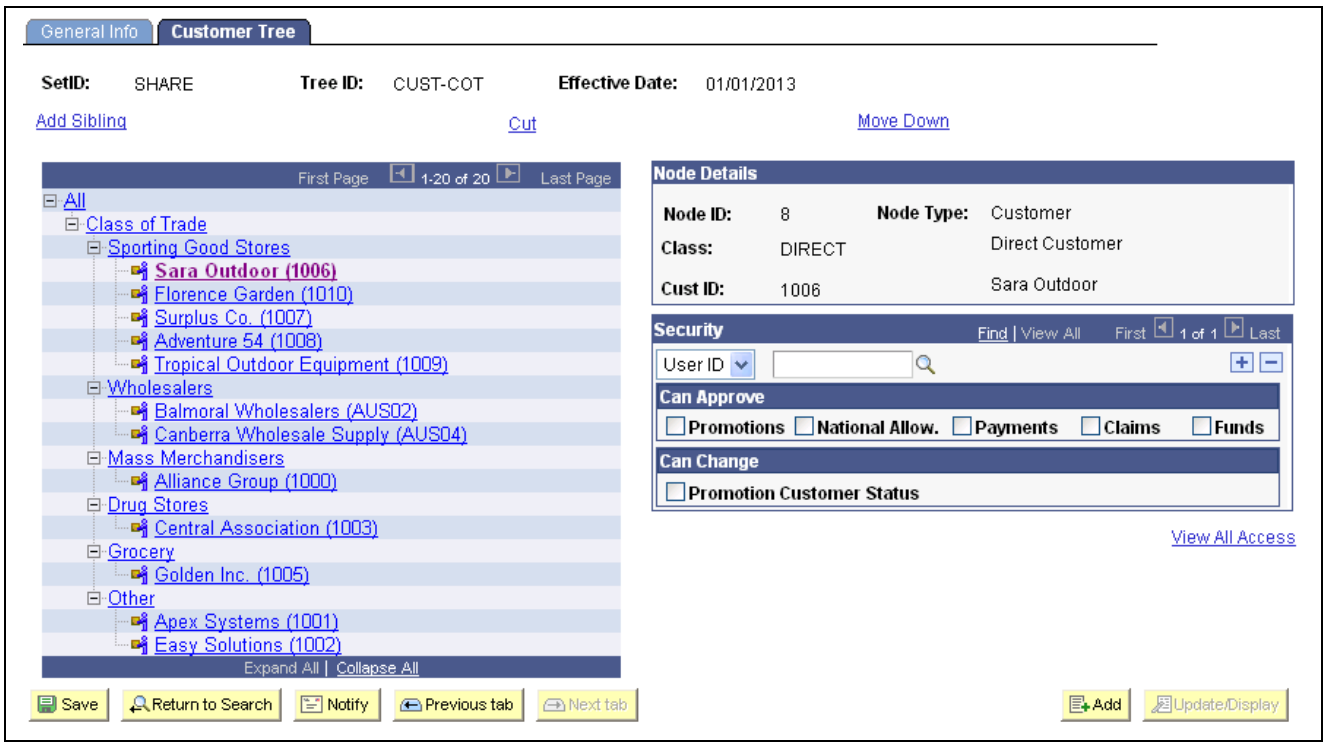
Defining the Customer Tree Structure

Access the Customer Tree - Customer Tree page.



Customer Tree - Customer Tree page

This section discusses how to:

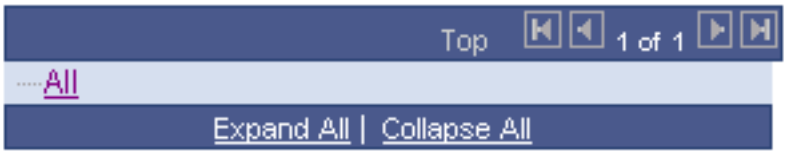
- Define a customer tree.
- Maintain a customer tree.

Defining Customer Trees

To define a customer tree:

1. Access the Customer Tree page and click the All link.

   When you open this page for the first time, the system displays All as the only node. The Node Details and Security regions of the page are available only after you click the All node link.



   Initial view of tree

2. Change the high-level node information (node type and description).
3. Define other nodes for the customer tree.
   a. Click the Add Child link to add a child to the tree.
   b. Click the Add Sibling link to add a sibling.

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After you click either of these links, the system displays *(Blank)* in the customer tree in the appropriate position for either the sibling or child that you are adding.

4. Enter the node details for the child or sibling.

Node ID The system displays and maintains the node ID (an internally generated number that is used to identify a node within the tree).

Node Type Select a type. Values are: *Node* and *Customer*.

If you select *Node,* enter a description for the node.

If you select *Customer,* select the class of customer and the customer ID.

Promotions Management provides several useful functions to assist in the creation of customer trees. You can cut and paste entire sections of trees from one level to another, and you can easily delete nodes. You can also make it easier to maintain large trees by adding branches to the tree. Branches make it easy to collapse entire sections of the tree and to maintain smaller sections of the tree one at a time.

To cut and paste an entire section from one level of the tree to another, select the node that you want to cut, then click the Cut link. Place the cursor on the node where you want the information to be placed, and click either the Paste Child, Paste Sibling, or Cancel Cut links.

To delete a node, select the node and click the Delete link. The system displays a message giving you the details of the node that you selected for deletion. You can then proceed to delete the node or cancel the deletion.

To add a branch to the tree, select the node that you want to branch, then click the Branch link. To unbranch a section of the tree, select the node that you want to unbranch, then click the Unbranch link

5. Define the security level for the node.
   a. Select how to maintain the level of security for this node (whether it is a node or a customer node). Values are: *Role* or *User ID*.
   b. Select the activities that this user ID or role can approve throughout the rest of the Promotions Management application.

      Options are: Promotions, National Allow. (national allowances), Payments, Claims, and Funds.
   c. Indicate whether this user ID or role can change the promotion status to customer approved.

      Select Promotion Customer Status if this user ID or role can change the promotion status for all promotions that are created for customers at or below this node in the customer tree.

Note. If you assign a user or role to a high-level node, then that user or role has access to everything below that node in the customer tree. You do not need to attach the user or role to every node on the tree. Also, for security purposes, if no user or role exists on a lower-level node, the system examines each higher-level node of the customer tree until it finds a level that has a role or user specified.

---

   d. View the users or roles that have access to a particular level of the tree.

      Select a node, and then click the View All Access link. The Authorized Users & Roles page appears. Use the Authorized Users & Roles page to view every user and role that has access to that node on the tree.

Maintaining Customer Trees

To maintain a customer tree:

1. Display the customer tree.

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If you place the cursor over the customer image, the system displays the customer ID.

2. Modify the customer tree.

   If the customer tree status is inactive, you can:

   - Change the node details or security for the existing levels of the tree.
   - Add new levels to the tree.
   - Branch and unbranch nodes on the tree.
   - Delete levels of the tree.

3. If the customer tree status is active, you can:
   - Change the node details or security for the existing levels of the tree.
   - Add new levels to the tree.
   - Branch and unbranch nodes on the tree.
   - Delete any new levels of the tree that you are currently adding.

You cannot delete any of the existing levels of the tree if the customer tree status is active.

See Also

Chapter 5, “Setting Up PeopleSoft Promotions Management,” Defining Customer Classes, page 32

Establishing Product Trees

To establish product trees, use the Product Tree component (TD_PROD_TREE_MAN).

This section provides an overview of using product trees and discusses how to:

- Define general product tree information.
- Define the product tree structure.

Using Product Trees

To define product trees, use the Product Tree component (TD_PROD_TREE_MAN). Use the Product Tree component to establish Promotions Management product trees, which represent products and how you want to promote them. You can also define a promotional group when defining a product tree. Products and promotional groups can be at the same level on the tree. This example illustrates a product tree:

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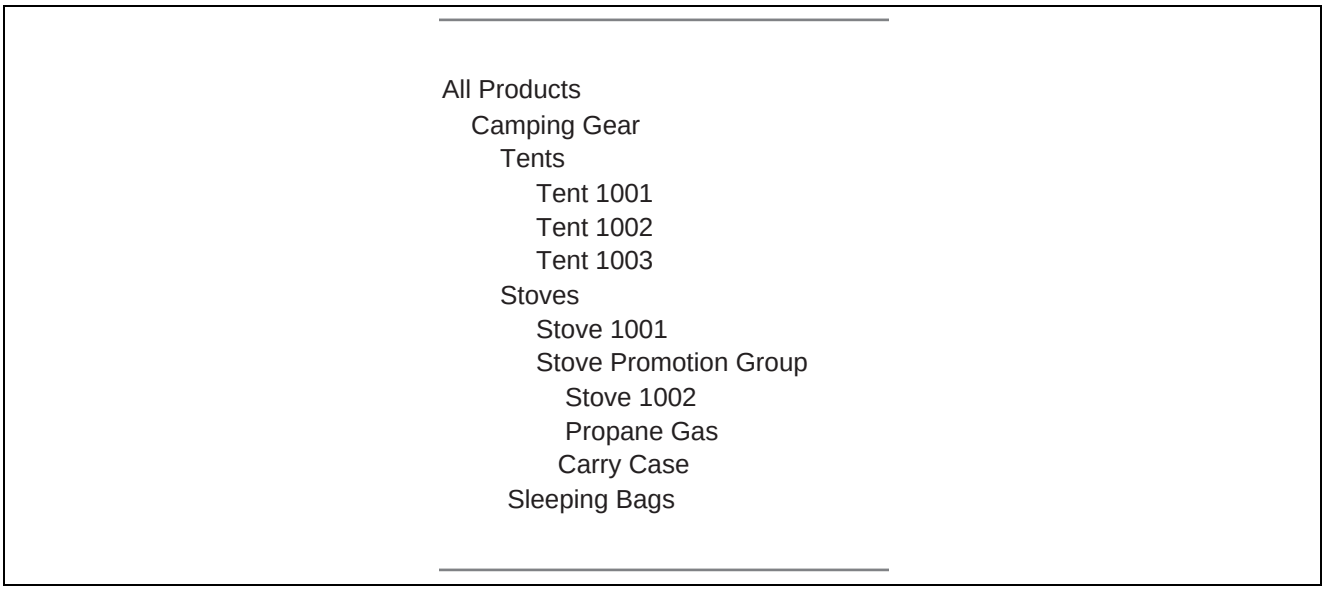

Product tree

Product trees are separated into branches to speed overall performance. You can create several branches as part of a larger tree. You can only create a new branch from the root section of the tree and with a node type of Node. To create a new branch, use the Product Tree page to create a new node and then select the branch link. When you create a new branch, the system saves the branch so that you can immediately work on the new branch. You can also collapse a branch of the tree back into the root tree by selecting that branch in the root tree and selecting the Unbranch link.

You can quickly manipulate product data using trees within different components. These components include:

- Maintain Funds
- Create National Allowance
- Create Customer Specific Promo
- Create Multiple Customer Promo

The product trees displayed in these components do not visually display the products or promotion groups that have been selected for the page, instead a grid below the tree contains the list of products and promotion groups that have been selected, or the product ID is populated in a field on the page. In the tree, the product and promotion group nodes are represented by icons.

While working with a product tree within one of these components, you can select a single product or promotion group or all products and promotion groups belonging to a particular node. You can add and remove products and promotion groups from the associated grid by selecting the add all or remove all icon next to each node on the tree.

This example shows how a product tree might appear:

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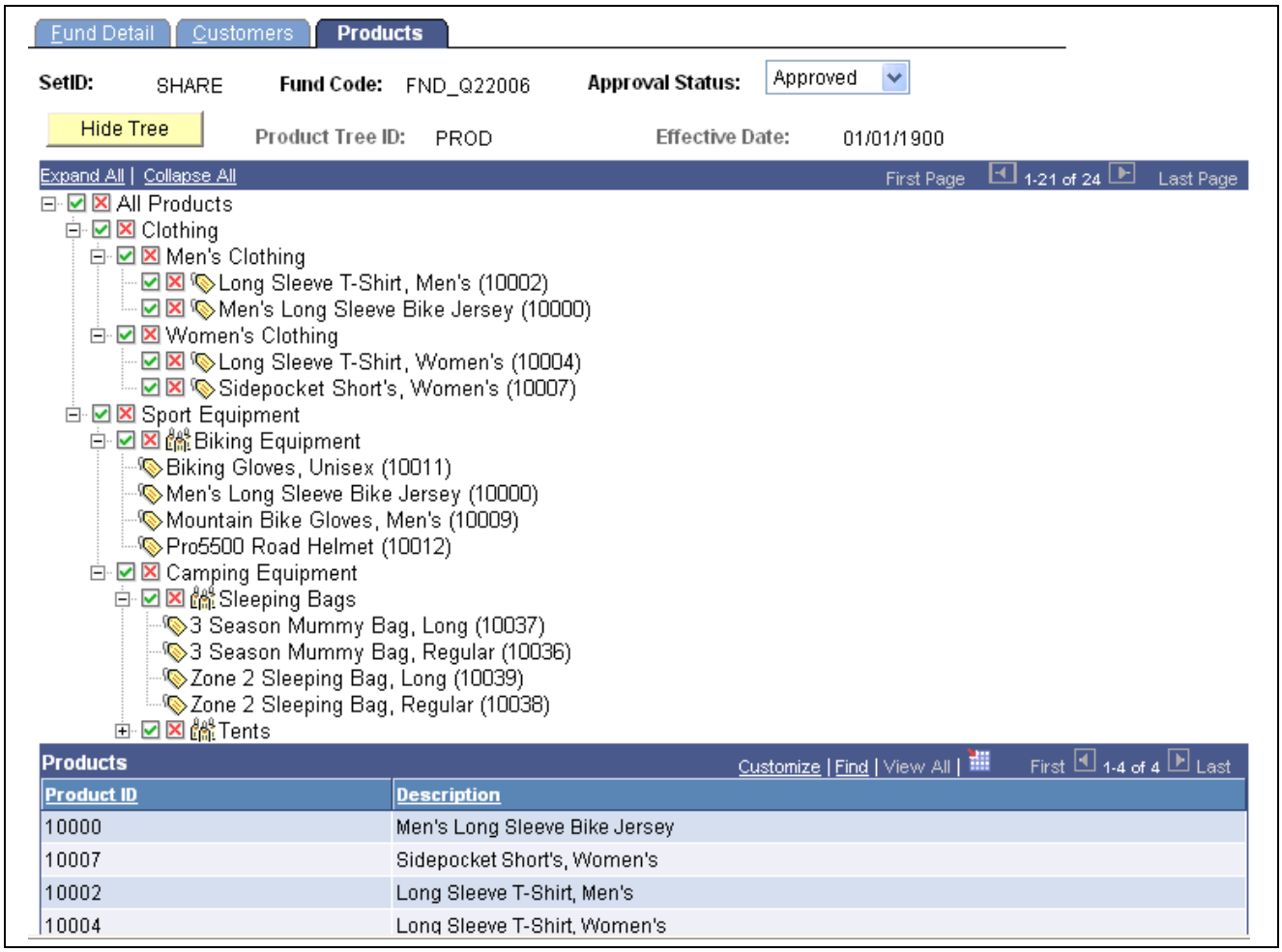

Product tree example

Use this page to define valid products and promotion groups for a fund code. You can also view the list of products and promotion groups defined for the fund and control the list of valid products and promotion groups for the fund.

Hide Tree Click to display only the product IDs and promotional groups along with their descriptions in the grid at the bottom of the page. After the tree is hidden, click the Display Tree button to view the tree again.

Add All Select the button next to the tree node that you want to add to the product or promotional group grid. When you select the button, the system adds all applicable products and promotional groups to the grid below the tree.

Remove All Select the button next to the tree node you want to remove from the product or promotional group grid. When you select the button, the system removes all applicable products and promotional groups from the grid below the tree.

Open Branch Select this button to go from the current view of the product tree to another branch to view a product or promotional group that does not appear in the current tree. When you select the button, the system navigates to a different branch in the tree structure. To move back up the tree, select the link for the tree node that appears above the display of the current tree branch.

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Pages Used to Establish Product Trees

Page Name	Object Name	Navigation	Usage
Product Tree - General Info	TD_TREE_HDR	Set Up Financials/Supply Chain, Product Related, Promotions Management, Product Tree, General Info	Define general product tree information.
Product Tree - Product Tree	TD_PROD_TREE	Set Up Financials/Supply Chain, Product Related, Promotions Management, Product Tree, Product Tree	Define product trees.
Authorized Users & Roles	TD_TREE_USERS_WRK	From the Product Tree - Product Tree page, click the View All Access link	View which users or roles have access to a particular level of the product tree.

Defining General Product Tree Information

Access the Product Tree - General Info page.

Defining a product tree begins with entering general information about the tree. To define a tree:

1. Enter general information (effective date, description, and comments) about the product tree.
2. Indicate how you want to update the tree.

   The system uses the Update Tree Statistics (TD_GAPTREE_RQST) process to update the tree structure after changes are made on the Product Tree page. Options for updating the tree include:

   - Automatically Run Process: Select to automatically run the update process. When you select the option, the Run Control ID field appears with the default run process. When you save the tree and this option is selected, the system submits the batch process to the Process Scheduler. The system then returns to the Product Tree search page.
   - Manually Run Process: Select to run the update process manually. When you select this option, the system displays the Update Tree button and the Run Control ID field. You can change the value in the Run Control ID field. You can also select to run the Update Tree Statistics process by clicking the Update Tree button, or by submitting a request from the Update Tree Statistics component.
   - Online Update: Select this option to run the Update Tree Statistics process automatically online, without any further action by you.

Defining the Product Tree Structure

Access the Product Tree - Product Tree page.

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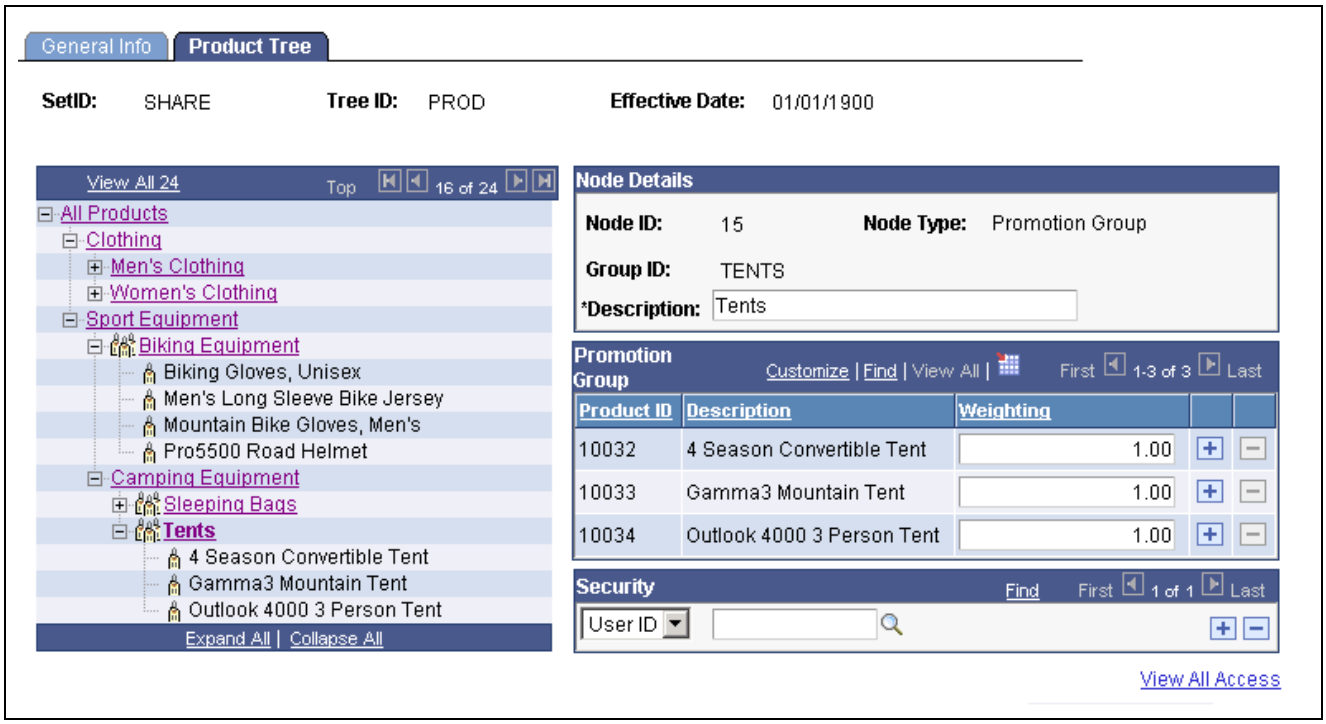


Product Tree - Product Tree page

This section discusses how to:

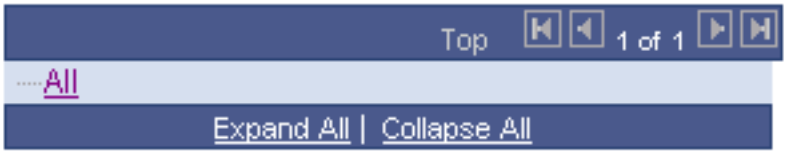
- Define product trees.
- Maintain product trees.

Defining Product Trees

To define a product tree:

1. Access the Product Tree page, and click the All link.

   When you open this page for the first time, the system displays All as the only node. The node details and security regions of the page are available only after you click the All node link.



   Initial view of tree

2. Change the high-level node information (node type and description).
3. Define other nodes for the product tree.
   a. Click the Add Child link to add a child to the tree.
   b. Click the Add Sibling link to add a sibling.

      After you click either of these links, the system displays *(Blank)* in the product tree in the appropriate position for either the sibling or child that you are adding.
4. Enter the node details for the child or sibling.

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Node ID The system displays and maintains the node ID (an internally generated number that is used to identify a node within the tree).

Node Type Select a type. Values are: *Node, Product,* and *Promotion Group.*

If you select a node type of *Product,* select the product ID.

If you select a node type of *Promotion Group,* enter a group ID and description for the promotion group. Then select the product ID to associate with the group. You can select more than one product ID.

Enter the weighting for each product in the promotion group in the Weighting field. Use this field to define how much you sell of one particular product in the promotion group in relationship to the other products in the group. For example, a weighting of 2.00 for Product A and of 1.00 for Product B means you sell twice the amount of Product A as Product B.

Note. PeopleSoft Promotions Management uses the Weighting field in its profitability calculations for customer promotions that are defined for a promotion group.

Promotions Management provides several functions to assist in the creation of product trees. You can cut and paste entire sections of a tree from one level to another, and you can easily delete a node. You can also make it easier to maintain large trees by adding branches to the tree. Branches make it easy to collapse entire sections of the tree and to maintain smaller sections of the tree one at a time.

To cut and paste an entire section from one level of the tree to another, select the node that you want to cut, then click the Cut link. Place the cursor on the node where you want the information to be placed and click either the Paste Child, Paste Sibling, or Cancel Cut links.

To delete a node, select the node and click the Delete link. The system displays a message giving you the details of the node that you selected for deletion. You can then proceed to delete the node or cancel the deletion.

To add a branch to the tree, select the node that you want to branch, then click the Branch link. To unbranch a section of the tree, select the node that you want to unbranch, then click the Unbranch link

5. Define the security level for this node.

    a. Select how you want to maintain the level of security for this node, whether it is a node, a product node, or a promotional group node. Options include: *Role* or *User ID.*

    Note. If you assign a user or role to a high-level node, then that user or role has access to everything below that node in the product tree. You do not need to attach the user or role to every node on the tree. Also, for security purposes, if no user or role exists on a lower-level node, the system examines each higher-level node of the product tree until it finds a level that has a role or user specified.

    ---

    b. View the users or roles that have access to that particular level of the tree.

    Select a node and click the View All Access link. The Authorized Users & Roles page appears. Use the Authorized Users & Roles page to view every user and role that has access to that node on the tree.

Maintaining Product Trees

To maintain a product tree

1. Display the product tree.

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If you place the cursor over the product image, the system displays the product ID.

2. Modify the product tree.

   If the product tree status is inactive, you can:

   - Change the node details or security for existing levels of the tree.
   - Add new levels to the tree.
   - Branch and unbranch nodes on the tree.
   - Delete levels of the tree.

3. If the product tree status is active, you can:

   - Change the node details or security for existing levels of the tree.
   - Add new levels to the tree.
   - Branch and unbranch nodes on the tree.
   - Delete any new levels of the tree that you are currently adding.

You cannot delete any of the existing levels of the tree if the product tree status is Active.

Note. To maintain the products under a promotion group, you must select the promotion group from the product tree and not the individual products that exist under the promotion group.

Copying Trees

The Copy Promotions Mgmt Tree (copy promotions management tree) application engine process (TD_COPY_TREE) copies a customer or product tree to another customer or product tree.

Note. The default status of the new tree is inactive. You must change the tree to an active status before you can use it in the system.

See Also

Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Process Scheduler

Page Used to Copy Trees

Page Name	Object Name	Navigation	Usage
Copy Tree	TD_COPYTREE_RQST	Set Up Financials/Supply Chain, Product Related, Promotions Management, Copy Trees, Copy Tree	Initiates the Copy Promotions Mgmt Tree process.

Deleting Trees

The Delete Promotions Mgmt Tree (delete promotions management tree) application engine process (TD_DEL_TREE) deletes a customer or product tree with a status of *inactive* or *active*.

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Note. Be sure that the tree that you are deleting is not being used in the system. The system does not prevent you from deleting a tree that is defined as an active customer tree, active product tree, or active approval tree on the Promotions Options - General Options page.

See Also

Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Process Scheduler

Page Used to Delete Trees

Page Name	Object Name	Navigation	Usage
Delete Tree	TD_DELTREE_RQST	Set Up Financials/Supply Chain, Product Related, Promotions Management, Delete Trees, Delete Tree	Initiate the Delete Promotions Mgmt Tree process.

Defining Fund Usage

To define fund usage, use the Fund Usage component (TD_FUND_USAGE).

This section discusses how to define fund usage.

Page Used to Define Fund Usage

Page Name	Object Name	Navigation	Usage
Fund Usage	TD_FUND_USAGE	Set Up Financials/Supply Chain, Product Related, Promotions Management, Fund Usage	Define usage to categorize funds.

Defining Sales Calendars

To define sales calendars, use the Sales Calendar component (CALENDAR_BLDR_TD).

This section discusses how to define sales calendars.

Note. Before you can use Promotions Management, you must define a sales calendar.

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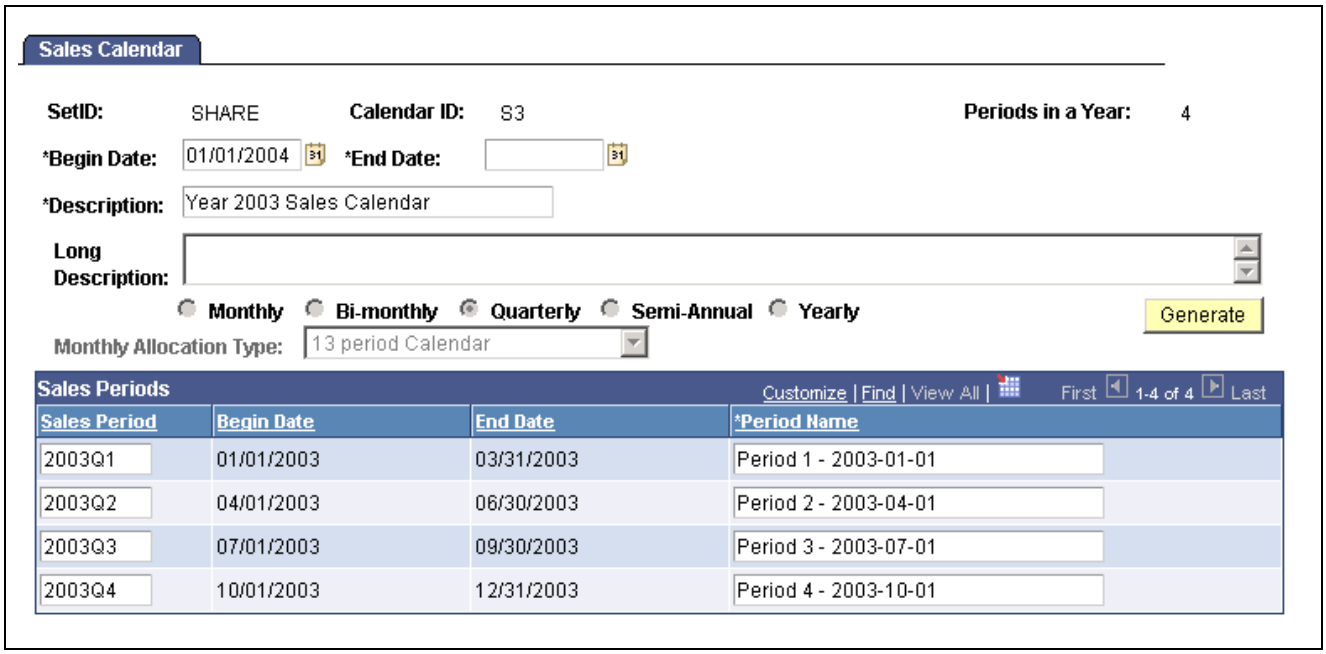
Page Used to Define Sales Calendars

Page Name	Object Name	Navigation	Usage
Sales Calendar	CALENDAR_BLDR_TD	Set Up Financials/Supply Chain, Product Related, Promotions Management, Sales Calendar	Define the calendar on which to base promotional activity.

Defining Sales Calendars

Access the Sales Calendar page.



Sales Calendar page

To define a sales calendar:

1. Select a begin date and end date for the sales calendar.
2. Select a type of calendar period.

Calendar Period Select the type of period. Options are: *Monthly, Bi-Monthly, Quarterly, Semi-Annual,* or *Yearly.*

Monthly Allocation Type If you use a monthly calendar period, select a monthly allocation type:

12 period Calendar: monthly.

13 period Calendar: 13 periods of 4 weeks each.

12 non-monthly periods, divided into four sets of three periods each, with the three periods in each set made up, respectively, of either four, four, and five weeks *(445 Calendar);* or four, five, and four weeks *(454 Calendar);* or five, four, and four weeks *(544 Calendar).*

Periods in a Year This field is directly related to the type of period selection. For example, if you select *Monthly* as the period type, the system displays *12* in the Periods in a Year field.

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3. Click the Generate button to generate the periods in the sales calendar.
4. Verify the sales periods and make changes to the sales period, begin date, end date, and period names as required.

   The system displays a row for each period in the range that you indicated, with the information automatically inserted in the Sales Period, Begin Date, End Date, and Period Name fields. You can then change any of these fields for each period.

Defining Promotion Periods

To define promotion periods, use the Promotion Periods component (TD_PROMO_PERIOD).

When you enter a promotion period during the creation of a customer promotion or national allowance, the system displays by default the dates (first order date, last order date, first scheduled ship date, last scheduled ship date, first requested arrival date, last requested arrival date, first performance date, and last performance date) for this period. You can override the dates.

Page Used to Define Promotion Periods

Page Name	Object Name	Navigation	Usage
Promotion Periods	TD_PROMO_PERIOD	Set Up Financials/Supply Chain, Product Related, Promotions Management, Promotion Periods	Define the promotion periods.

Defining Merchandising Types

To define merchandising activities, use the Merchandising Types component (TD_MERCH_TYPE).

This section discusses how to define merchandising types.

Page Used to Define Merchandising Types

Page Name	Object Name	Navigation	Usage
Merchandising Types	TD_MERCH_TYPE	Set Up Financials/Supply Chain, Product Related, Promotions Management, Merchandising Types	Define merchandising types for a promotional environment.

Defining Merchandising Types

Access the Merchandising Types page.

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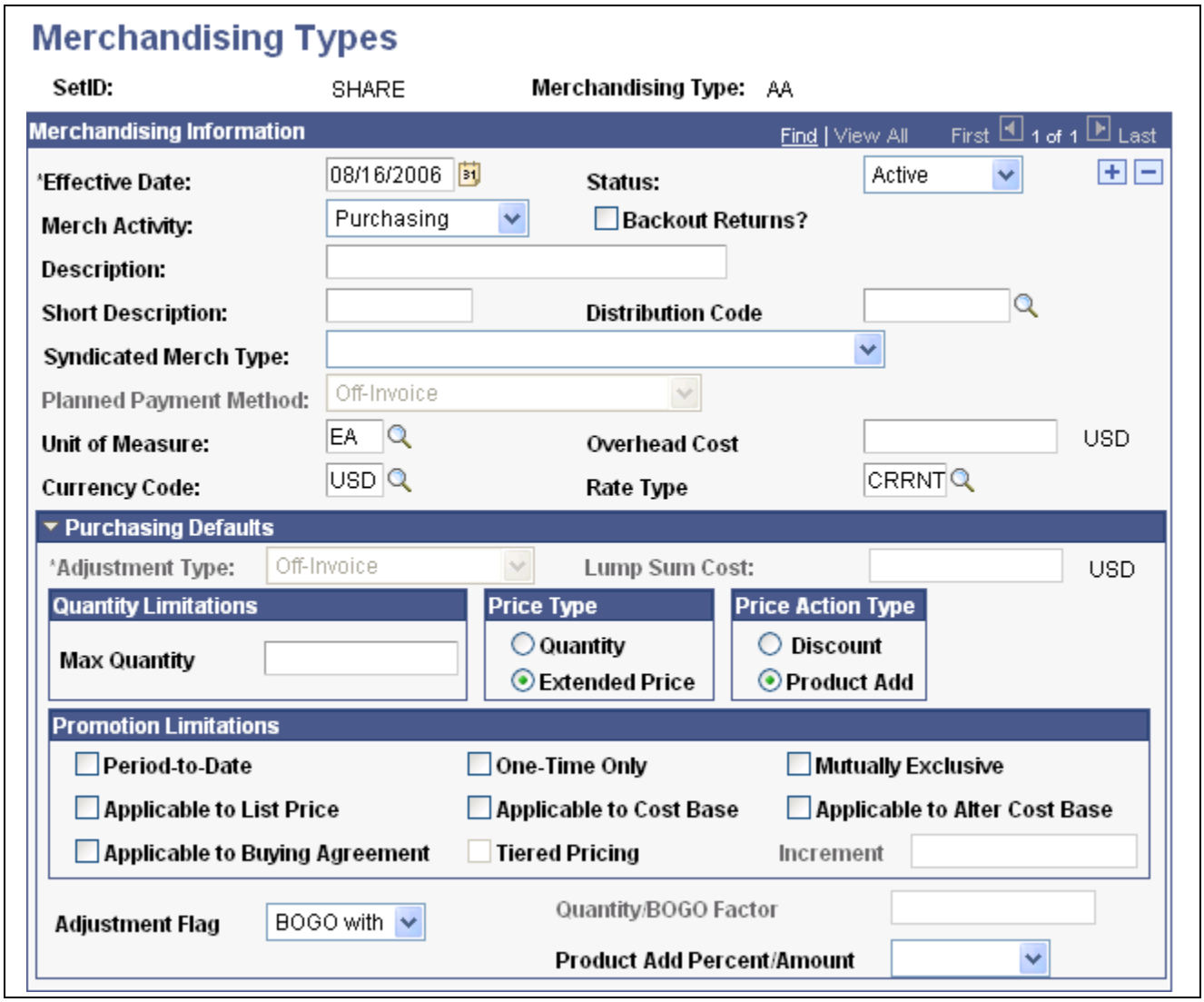

Merchandising Types page

When you create a customer promotion, you specify discounts for specific merchandising types. Merchandising types define the different types of merchandising activities that exist in your promotional environment. Using this page, you can define default values that the system applies to a customer promotion or multiple customer promotions when you enter the merchandising type on the promotion.

Note. Depending on the values you select, the content of this page can change.

Effective Date Select a date on which this merchandising type will become effective.

Status Select a status for the merchandising type. Statuses include *Active* and *Inactive.*

Merch Activity (merchandising activity) Select an activity. Values are:

Consumption: This type of activity typically benefits the end consumer, although the customer may also receive some benefits or cost savings from this merchandising activity (for example, a frequent shopper card or coupon). When you select this value, the Consumption Defaults group box appears where you can define default values for units, coupon code, redemption percentage, handling costs, and insertion costs.

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Purchasing: This type of activity typically benefits the customer, although the customer may pass on some of the cost savings to the end consumer (for example, an end-aisle display of a product). When you select this value, the Purchasing Defaults group box appears where you can define default values for promotional merchandising activities.

Backout Returns? Select this check box to indicate that the system should back out returns from promotional activities to which this merchandising type has been applied. Backing out returns provides you with a method to more accurately account for promotional items that are returned. If backout returns has been selected on the Promotions Options - General Options page, the default value for this check box is selected.

Syndicated Merch Type (syndicated merchandising type) If you are using consumption data, this is the merchandising type that outside sources know, such as A.C. Nielsen and I.R.I. Options are: *Display, Feature, Feature & Display, Frequent Shopper,* and *Temporary Price Reduction.*

Distribution Code Select the distribution code for use with this merchandising type. Distribution codes determine the expense account and chartfields that will be passed to Billing or Payables when making promotional payments.

Planned Payment Method Select a planned payment method. Methods include: *Check, Credit Memo, Deduction, Field Draft, Off-Invoice.*

Overhead Cost Enter the total of all overhead costs that will be associated with the merchandising activities that use this merchandising type.

Purchasing Defaults

Use this group box to define merchandising type default values for purchasing merchandising activities. The group box is available when you select *Purchasing* in the Merch Activity field.

If you specify an Adjustment Type of *Bill Back* or *Off-Invoice,* you can define default values for the maximum quantity, price type, price action type, and whether to cascade or sum discounts when multiple discounts are applied for the promotion. You can also specify default values for promotional limitations that include for example, whether you want customers to receive promotional discounts based on their period-to-date totals, to allow the promotional discount to be applied to a list price, or to allow the promotional discount to be applied to a buying agreement price.

See Chapter 7, "Defining Promotions," Defining Products and Product Discounts for the National Allowance, page 79.

If you select the Tiered Pricing check box, the Increment field becomes available for you to enter the increments for pricing. Tiered pricing is only available for promotional activities when Discount is selected as the price action type, and Quantity is selected as the price type.

If you select an Adjustment Type of *Lump Sum,* you can define a default value for the Lump Sum Cost.

Adjustment Type Select an adjustment type for the promotional discount. Values are:

Bill Back: Select to define a discount that doesn't directly affect the invoice amount. This discount is paid to the customer by entering a claim through Promotions Management. The system passes a discount with a bill back adjustment type to Order Management and stores it on a price rule for informational purposes only.

Lump Sum: Select to define an adjustment for which you plan to pay the customer a set amount for performing the specified merchandising activity.

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In this case, there is no condition to purchase anything to qualify for the promotion discount. Enter the lump sum cost.

Off-Invoice: Select to define a discount that directly affects the invoice amount. The discount is taken off the sales price, and you can view the discount taken off the invoice amount.

Lump Sum Cost Enter the lump sum cost that should default to the merchandising activity when this merchandising type is selected. The field becomes available when you select *Lump Sum* in the Adjustment Type field.

Adjustment Flag Select *Amount* or *Percentage* if the Price Action Type is *Discount* to establish how you want to enter the product discount for the merchandising activity.

Select *BOGO Factor, BOGO with Price, Quantity,* or *Quantity with Price* if the Price Action Type is *Product Add* to define how you want to give away products for the merchandising activity.

Quantity/BOGO Factor and **Product Add Percent/Amount** Specify the quantity/BOGO factor if the Price Action Type is *Product Add.* Select *Amount* or *Percentage* if the Price Action Type is *Product Add,* and the Adjustment Flag is *BOGO with Price* or *Quantity with Price.*

Consumption Defaults

Use this group box to define merchandising type default values for consumption merchandising activities. The group box is available when you select *Consumption* in the Merch Activity field.

Unit Value Enter the value for the offer. For example, the unit value would be the value of the coupon discount if you selected a coupon merchandising type.

Coupon Code Enter a coupon code, if applicable.

Unit Handling Cost Enter the per unit cost of running the merchandising activity. For example, the manufacturer might pay a per-unit charge to a coupon clearinghouse for running a particular coupon.

Redemption Percent Enter the percentage of coupons that you expect to be redeemed during the promotional period. The amount should be specified as a percentage of the planned ship quantity.

Insertion Costs Enter any additional charges for the merchandising activity. For example, an additional charge might be the manufacturer's cost for installing a coupon holder in the retailer's store.

Defining Merchandising Subtypes

To define merchandising subtypes, use the Merchandising Subtypes component (TD_MERCH_SUBTYPE).

Use the Merchandising Subtypes page to define subtypes for the merchandising activities.

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Page Used to Define Merchandising Subtypes

Page Name	Object Name	Navigation	Usage
Merchandising Subtypes	TD_MERCH_SUBTYPE	Set Up Financials/Supply Chain, Product Related, Promotions Management, Merchandising Subtypes	Define subtypes for the merchandising types. Merchandising subtypes are used to further categorize a specified merchandising type. The merchandising subtype is for informational purposes only and is not used to report any data or to process promotional transactions.

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CHAPTER 6

Defining Funds

This chapter provides an overview of Promotions Management funding methods and discusses how to:

- Maintain funds.
- Update accrual fund amounts.

Understanding PeopleSoft Promotions Management Funding Methods

PeopleSoft Promotions Management provides a flexible environment for managing promotional funds. Funds are budgets that account managers use to run promotional events for specified brands to increase sales volume. Promotions Management supports four funding methods that you can associate with funds:

- Top down.
  - Manufacturer establishes a budget at the headquarter level.
  - Typically distributed in lump sums throughout the sales force to plan promotional events.
- Fixed accrual.
  - Fund budgets are calculated based on past shipments of a particular product to a customer, using a specified accrual rate.
  - Past shipments are a basis for discretionary or nondiscretionary funding in another period.

    For example: (shipped amount for a past accrual period) * (unit of measure conversion) * (accrual rate as currency).
- Zero-based accrual.
  - Funds with an initial budget of zero dollars and a fund amount that accrues as shipments are made.
  - Funds accrue and are spent in the same period and cannot accrue across periods.
  - Current shipments are the basis for funding and accruing budget amounts.

    For example: (shipped amount for the current accrual period) * (unit of measure conversion) * (accrual rate as currency).
- Rolling accrual.
  - Combination of fixed and zero-based accrual funds.

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- The initial budget is calculated based on a past shipment period and as shipments are made, the fund accrues additional budget amounts.

  For example: [(shipped amount for a past accrual period) * (unit of measure conversion) * (accrual rate as currency)] + [(shipped amount for the current accrual period) * (unit of measure conversion) * (accrual rate as currency)]

Use these funding methods for funding a customer promotion (discretionary spending) or national allowance (nondiscretionary spending).

Common Element Used in This Chapter

Approval Status Values are: *Approved, Initial, Pending,* and *Rejected.*

To authorize a user to change a fund approval status, you must select the Can Approve Funds check box for that user in the customer tree. Users who are not authorized to change a fund approval status can submit their changes for approval. The default value is *Initial.*

Maintaining Funds

This section discusses how to:

- Define overall fund details.
- Select customers to associate with funds.
- Select products to associate with funds.
- Define accrual periods and rates.
- Maintain budget amounts for funds.

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Pages Used to Maintain Funds

Page Name	Object Name	Navigation	Usage
Maintain Funds - Fund Detail	TD_FUND_MASTER	Promotions, Funds, Maintain Funds, Fund Detail	Define overall fund details that are related to a fund, such as the fund type and funding method.
Maintain Funds - Customers	TD_FUND_CUST	Promotions, Funds, Maintain Funds, Customers	Select customers to associate with funds.
Maintain Funds - Products	TD_FUND_PROD	Promotions, Funds, Maintain Funds, Products	Select products to associate with funds.
Maintain Fund Accruals/Budget - Accruals	TD_FUND_ACCRUAL	Promotions, Funds, Maintain Fund Accruals/Budget, Accruals	Define accrual periods and rates for a fund that has an accrual funding method. In addition, you can override the accrual rate by customer and override the product selection by accrual period.
Maintain Fund Accruals/Budget - Budget	TD_FUND_DIST	Promotions, Funds, Maintain Fund Accruals/Budget, Budget	View the budget amounts associated with all funds and maintain the budget amounts for top-down and fixed accrual type funds.

Defining Overall Fund Details

Access the Maintain Funds - Fund Detail page.

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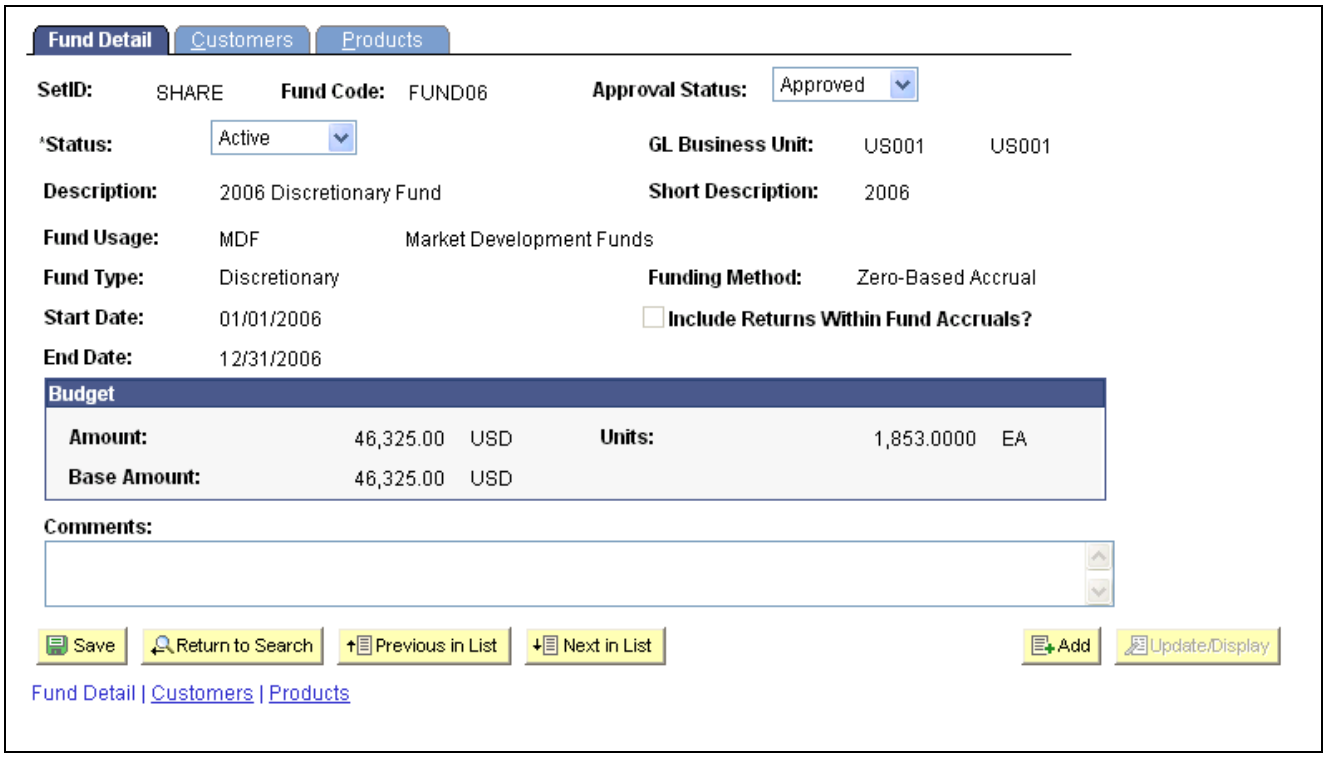

Maintain Funds - Fund Detail page

Use this page to add and maintain basic fund information. After defining fund details, customer, and product information, use the Maintain Fund Accruals/Budget component to add accrual and budget information if necessary.

Note. To update active fixed accrual and top-down funds, you must be defined as a user in the Users/Roles Approved to Update Active Funds grid on the Promotions Options - General Options page.

Approval Status

Select the appropriate approval status for the fund.

If the user can approve funds, select the *Approved* status.

If the user cannot approve funds, select the Submit for Approval check box. This changes the approval status to pending. A user with appropriate access can then approve or reject the fund.

Note. If a fund has an approval status of *Approved,* you cannot set the fund status to *Inactive* if open promotional activity exists for the fund.

Status

Select the status for the fund. Statues are: *Active* and *Inactive.*

After the fund has an approved status, anyone with access to the component can change the status to Active.

Note. The fund status must be Approved and Active before you can associate it with a national allowance or customer promotion.

GL Business Unit (general ledger business unit)

The general ledger unit that you defined on the Promotions Options - General Options page appears. You can select another general ledger unit if you choose.

Fund Usage

Select a fund usage to categorize this fund.

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Fund Type Select the fund type. Types are:

- *Discretionary:* For customer promotions.
- *Non-Discretionary:* For national allowances.

Funding Method Select the funding method. Funding methods are: *Fixed Accrual, Rolling Accrual, Top Down,* and *Zero-Based Accrual.*

Note. If you select a top-down funding method, the system does not display the Maintain Fund Accruals/Budget - Accruals page. If you select an accrual funding method, the system displays the Maintain Fund Accruals/Budget - Accruals page.

Start Date and **End Date** Select the fund start date and end date. This is the time frame that the fund can be used for planning and executing promotions. When you create customer promotions or national allowances, all the dates must be within the start date and end date that you enter for the fund.

Include Returns Within Fund Accruals? Select if you want returns to be backed out of fund accrual calculations. For example, you have a fixed accrual fund with an accrual period of last month, and you shipped 10,000 units last month, but 8,000 units were returned. By selecting this check box, the new fund would use only 2,000 units to accrue the fund budget. By not selecting the check box, the new fund would use all 10,000 units to accrue the fund budget.

Currency and **Unit of Measure** The currency and unit of measure fields appear with the values that you defined on the Promotions Options - General Options page. You can select a different currency and unit of measure if you choose.

For funds with a *top-down* funding method, this is the currency in which you enter budget amounts and the unit of measure in which you enter units for this fund. The system displays these values on the Maintain Fund Accruals/Budget - Budget page.

For funds with *Fixed Accrual, Rolling Accrual,*or *Zero-Based Accrual* funding methods, this is the currency and unit of measure that the accrual process uses. The system displays the currency that you select on the Maintain Fund Accruals/Budget - Accruals page and the currency and unit of measure that you select on the Maintain Fund Accruals/Budget - Budget page.

See Also

Chapter 5, “Setting Up PeopleSoft Promotions Management,” Defining Fund Usage, page 47

Chapter 6, “Defining Funds,” Understanding PeopleSoft Promotions Management Funding Methods, page 55

Chapter 4, “Defining the Operational Structure in PeopleSoft Promotions Management,” Defining Promotions Management Options, page 17

Chapter 13, “Updating Financial Information in PeopleSoft Promotions Management,” page 215

Selecting Customers to Associate With Funds

Access the Maintain Funds - Customers page.

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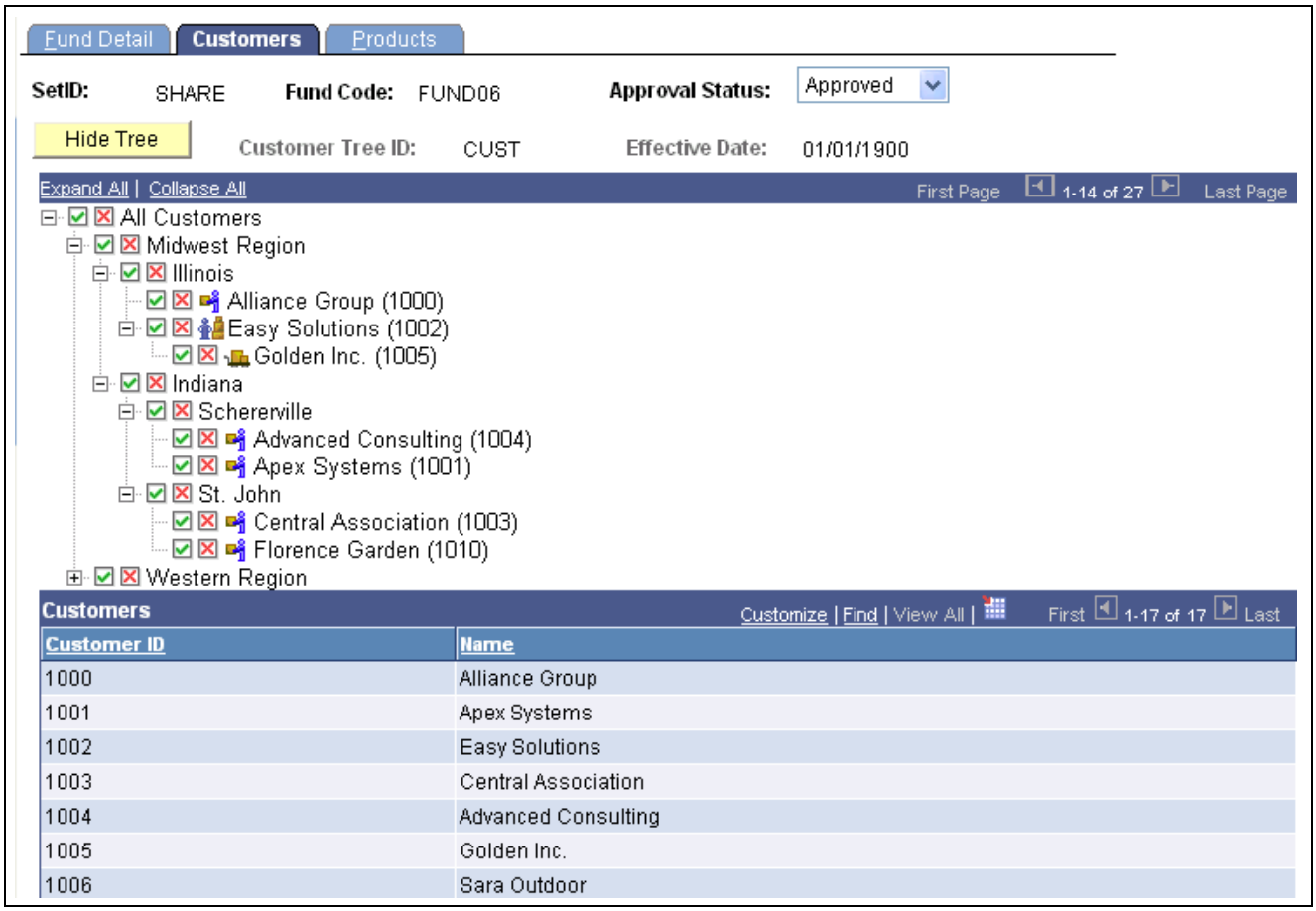

Maintain Funds - Customers page

The system displays the active customer tree that you define on the Promotions Options - Tree Options page and uses this tree to distribute the funds to customers. If you want to use a different customer tree for this fund, select a valid customer tree ID and effective date.

Select the customers to include or exclude for this fund:

- To select all customers, click the Add All button on the top node of the customer tree, or enter the customer IDs directly into the Customers grid at the bottom of the page.
- To select specific customers or subsets of customers, click the Add All button on individual customer nodes or on higher nodes. You can also enter the customer IDs directly into the Customers grid at the bottom of the page.
- To exclude customers, click the Remove All button on individual nodes or on higher nodes, or delete individual rows from the Customers grid at the bottom of the page.

When you select a customer on this page, the fund is valid for that customer when you create national allowances or customer promotions.

See Also

Chapter 5, “Setting Up PeopleSoft Promotions Management,” Establishing Customer Trees, page 35

Selecting Products to Associate With Funds

Access the Maintain Funds - Products page.

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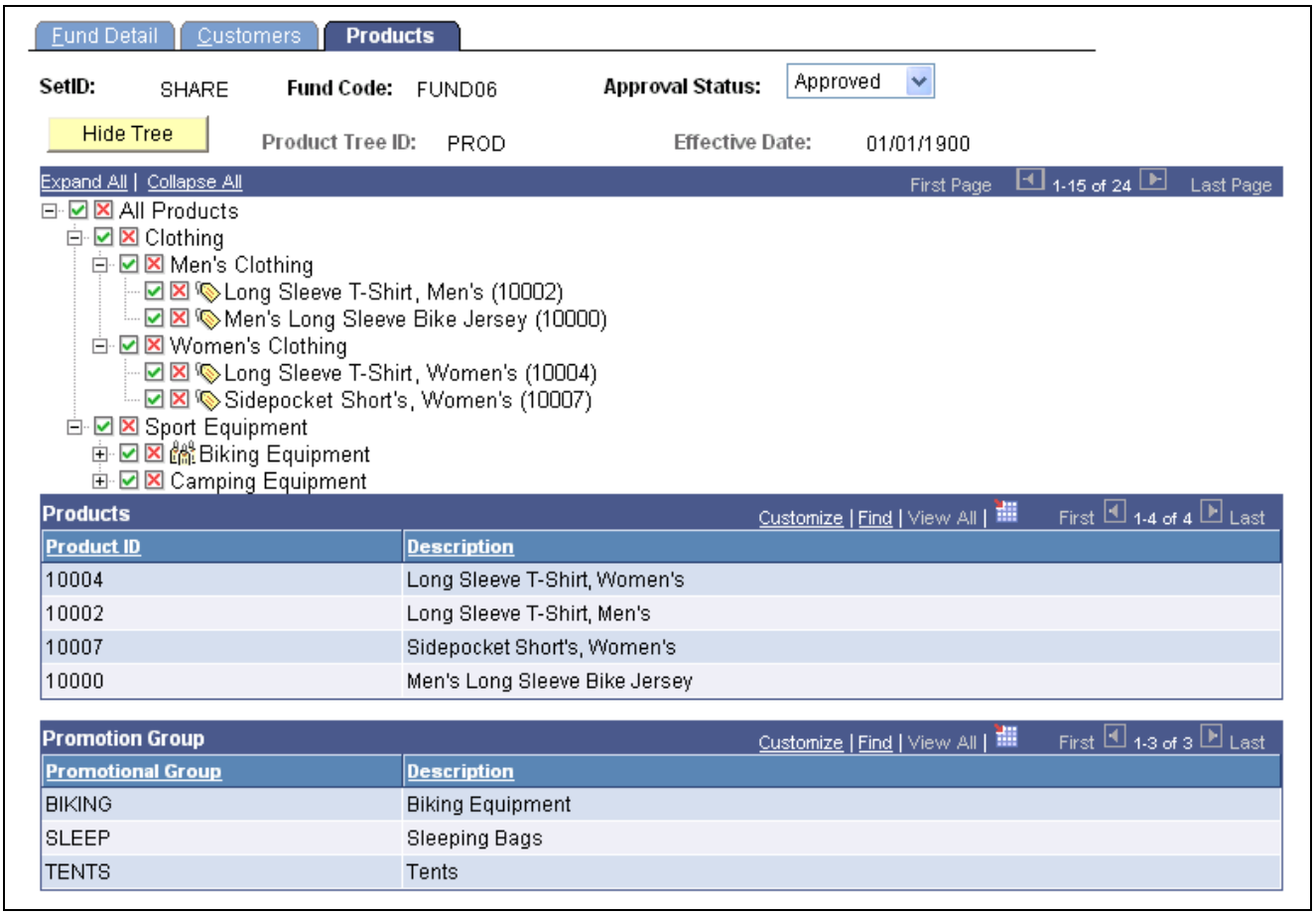

Maintain Funds - Products page

The system displays the product tree that you define on the Promotions Options - Tree Options page and uses this tree to determine the products for which the fund is valid. If you wish to use a different product tree for this fund, select a valid product tree ID and effective date.

Select the products and promotion groups to include or exclude for this fund:

- To select all products and promotion groups, click the Add All button on the top node of the product tree, or enter the products and promotion groups directly into the Products and Promotion Group grids at the bottom of the page.
- To select specific products and promotion groups, or subsets of products and promotion groups, click the Add All button on individual product tree nodes or on higher nodes. You can also enter the products and promotion groups directly into the Products and Promotion Group grids at the bottom of the page.
- To exclude products or promotion groups, click the Remove All button on individual nodes or on higher nodes, or delete individual rows from the Products and Promotion Group grids at the bottom of the page.

When you select a product or promotion group on this page, the fund is valid for that product or promotion group when you create national allowances or customer promotions.

See Also

Chapter 5, “Setting Up PeopleSoft Promotions Management,” Establishing Product Trees, page 40

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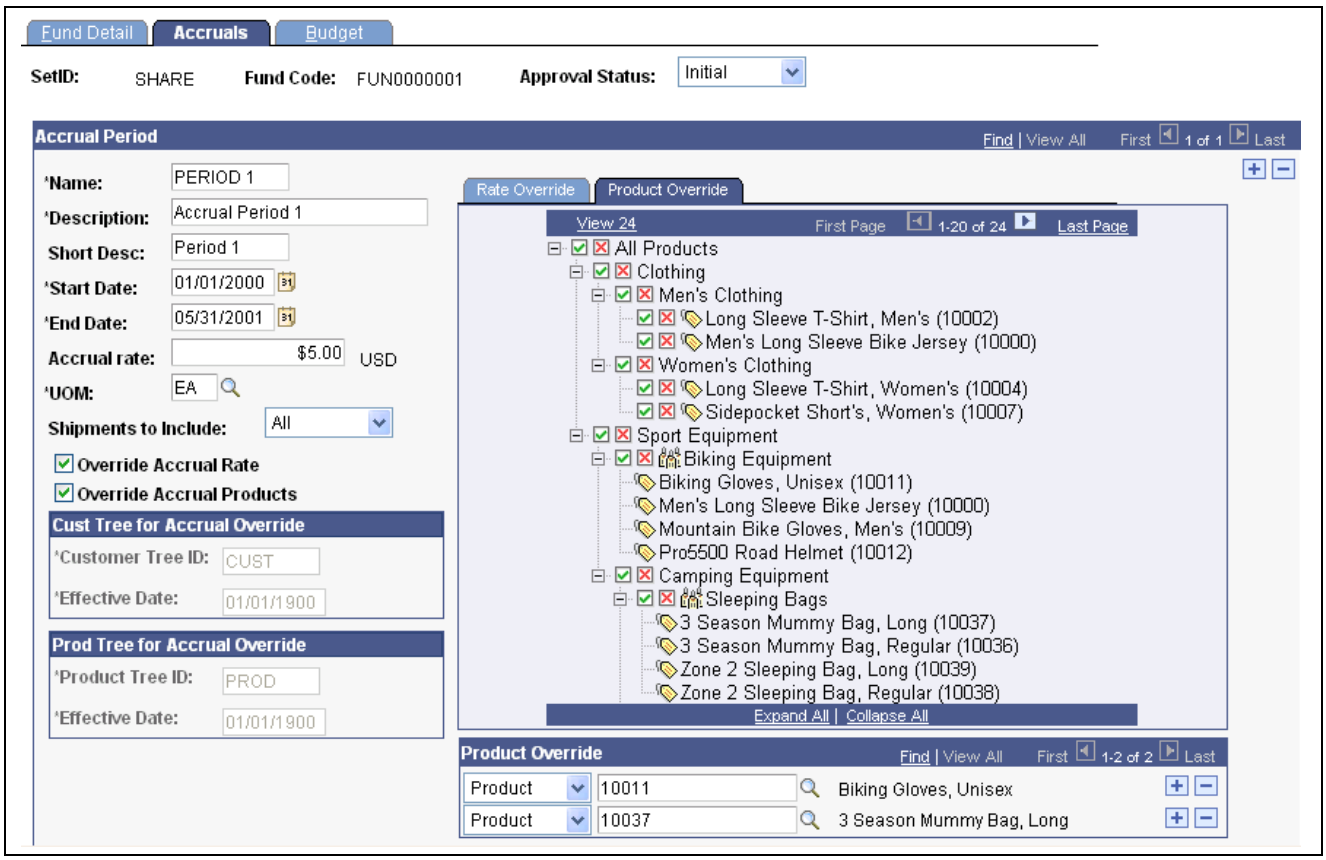
Defining Accrual Periods and Rates

Access the Maintain Fund Accruals/Budget - Accruals page.



Maintain Fund Accruals/Budget - Accruals page: Product Override tab

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Note. The Accruals page is available only if you have a fund associated with one of the following accrual funding methods: fixed, rolling, or zero based. Before you can use the Maintain Fund Accruals/Budget component, you must create the fund using the Maintain Funds component. The system uses information that you define in that component as a basis for the data you enter in the Maintain Fund Accruals/Budget component.

When this page initially appears, the Override Accrual Rate and Override Accrual Products check boxes are not selected. In addition, the right region of the page is blank and the customer and product tree information is not available.

This section discuss how to:

- Define an accrual rate and period.
- Define an accrual rate and period with accrual rate overrides.
- Define an accrual rate and period with product overrides.

Note. In addition to defining accrual information, you use this page to indicate how the Accrual and Financial Update Application Engine process (TD_FINUP) should calculate accruals for this fund. Use the Shipments to Include field to indicate whether the process should summarize the shipments for all sales orders or for only those sales orders associated with promotional activity as the basis of the accrual calculations when you select to run fund accrual processing.

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See Chapter 13, "Updating Financial Information in PeopleSoft Promotions Management," Running the Accrual and Financial Update Application Engine Process, page 218.

Defining an Accrual Rate and Period

To define an accrual rate and period:

1. Enter a name and description for this fund accrual period.
2. Select a start date and end date for the accrual period.

   The system uses this time period to calculate the shipment values for accruals against this fund. The system validates these dates against the fund accrual method:

   - Fixed accrual dates must be prior to the valid fund dates.
   - Zero-based accrual dates must be within the valid fund dates.
   - Rolling accrual dates are not validated.
3. Enter the accrual rate for the accrual period.

   In the Currency field, the currency that you define on the Maintain Funds - Fund Detail page appears. The system uses this rate when calculating the accrual for shipments that are processed during this specified period.

   The accrual rate is directly tied to the discounts that you plan to give for specific products during the fund start and end dates. Before you enter this rate, determine the amount that you plan to spend on promotional activities per unit of measure of this product.

   To calculate the amounts, the system multiplies the accrual rate by all applicable shipments within the period for each unit of measure. For example, if you have a 5.00 USD accrual rate, unit of measure of each, and shipments are in cases, the system determines how many eaches are in the case and then performs the calculation.
4. Select the unit of measure for the accrual period.
5. Determine what shipments to include in the accrual calculations:

   - All shipments.
   - Only shipments associated with promotional activity.

Note. If you do not select the override options, the Accrual and Financial Update Application Engine process performs the accrual process for all the products that you select on the Maintain Funds - Products page and for all customers that you select on the Maintain Funds - Customers page.

Defining an Accrual Rate and Period With Accrual Rate Overrides

To define an accrual rate and period with accrual rate overrides:

1. Perform the procedure to define an accrual rate and period.
2. Select the Override Accrual Rate check box.

   The Rate Override tab in the right region of the page appears, along with the Customer Tree ID and Effective Date fields.
3. (Optional) Select a different customer tree and effective date.
4. Select the Rate Override tab in the right region of the page.

   The customer tree that is associated with the customer tree ID and effective date that you select on this page appears. Next to each node on the customer tree is the accrual rate that you previously entered.

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5. Enter the rate overrides for the different customers.

   Change the accrual rate for any customer by entering a new accrual rate. If you do not want to accrue a fund amount for a specific customer, change the accrual rate to *zero* for that customer. Otherwise, the customer is assigned a fund amount during the Accrual and Financial Update process if shipments exist for the accrual period specified.

Note. In this case, the Accrual and Financial Update process performs the accrual process for all customers using the accrual rates that you entered on the Rate Override tab.

Defining an Accrual Rate and Period With Product Overrides

To define an accrual rate and period with product overrides:

1. Perform the procedure to define an accrual rate and period.
2. Select the Override Accrual Products check box.

   The Product Override tab appears, along with the Product Tree ID and Effective Date fields.
3. (Optional) Select a different product tree and effective date.
4. Select the Product Override tab.

   The product tree associated with the product tree ID and effective date appears.
5. Select the product to associate with this accrual fund period by clicking the Add All button next to individual product nodes or on higher nodes, or by entering the product IDs or promotional groups directly onto the Product Override grid at the bottom of the Product Override tab.

   The products that you define on this page determine which data the system uses to accrue the fund amounts during the Accrual and Financial Update process. When you first select to override products, the system displays the selections that you define on the Maintain Funds - Products page.

Note. When the Accrual and Financial Update process runs, it accrues the fund amounts using the products that you selected on this page. The fund amounts that are generated are then valid for the products that you select on the Maintain Funds - Products page. Product overrides are especially useful when you have a new product introduction and shipment history does not exist for the product that you want to promote.

See Also

Chapter 13, “Updating Financial Information in PeopleSoft Promotions Management,” page 215

Maintaining Budget Amounts for Funds

Access the Maintain Fund Accruals/Budget - Budget page.

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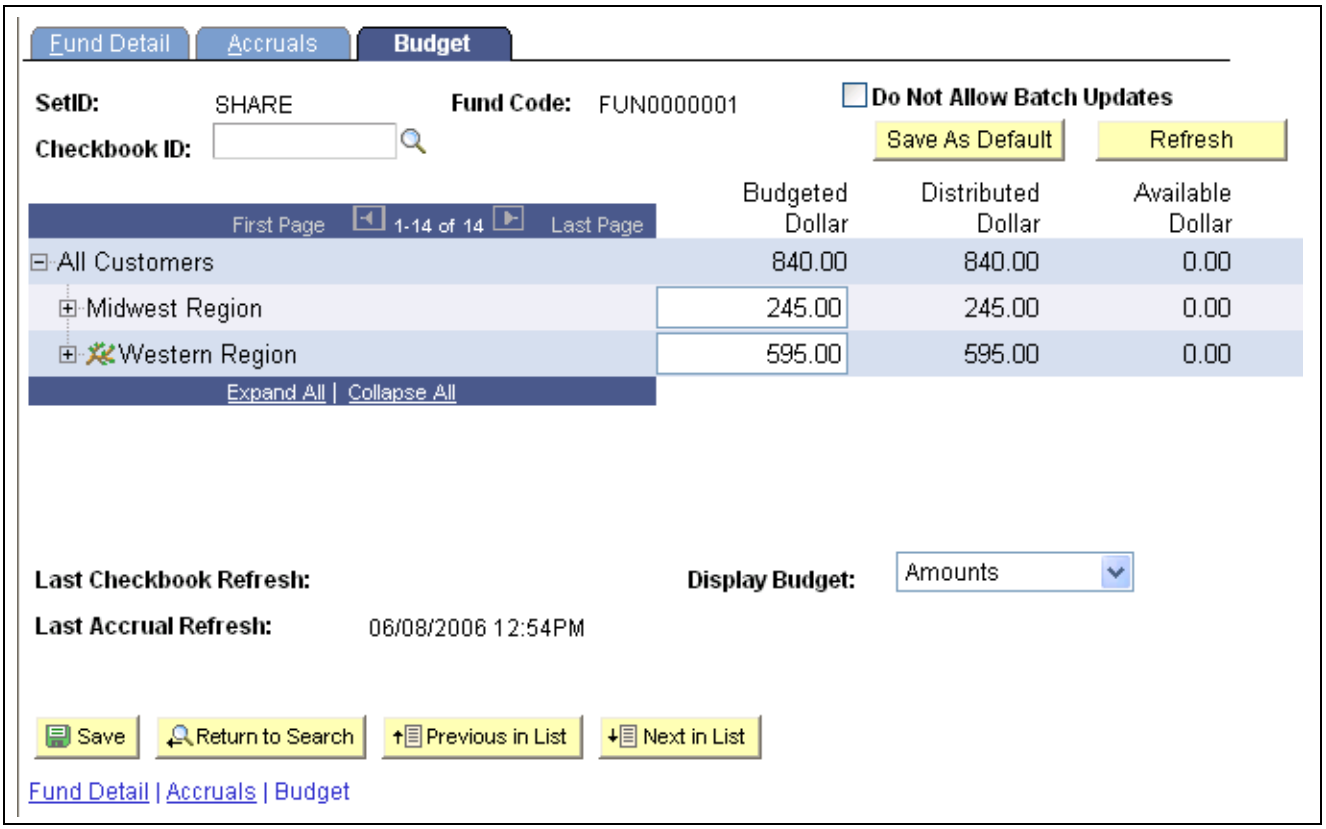

Maintain Fund Accruals/Budget - Budget page

This section discusses how to:

- Display fund amounts for a fund.
- Enter budget data for a fund with a top down funding method.

Displaying Fund Amounts

To display fund amounts for a fund:

1. Display a fund by entering the selection criteria.
    a. If you select a setID and fund code, the budgeted, distributed, and available columns appear with their data for the setID and fund code.

       The system automatically displays the budgeted fund amount, distributed fund amount, and available fund amount columns using the default checkbook definition that it creates.

       To view additional fund amounts, create a checkbook definition, and then select that checkbook ID on this page.

    b. If you select a setID, fund code, and checkbook ID and click the Refresh button, the associated columns and amounts appear next to the budgeted column.

       Select a predefined checkbook ID to see additional columns with fund amounts that you define, such as planned amounts, actual amounts, and incurred amounts.

       Note. You can select only discretionary fund budget or nondiscretionary fund budget type checkbook definitions on this page. If you are working with a discretionary fund, select only discretionary fund budget type checkbook definitions. If you are working with a nondiscretionary fund, select only nondiscretionary fund budget type checkbook definitions.

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2. (Optional) Select a different display budget option:

   Amounts Only the budget amounts with no units.

   Amounts & Units Both budget amounts and units.

   Units Only the budget units with no amounts.

   Note. The display budget values affect only the budgeted columns on this page. All other column values appear as amounts.

3. View the budget fund amounts that are associated with the fund.

   For accrual type funds, the system calculates and displays the budget amounts and units for you. The system always displays the budgeted and distributed columns and populates them with fund information.

   Note. Before information appears on this page for accrual type funds, you must perform the Accrual and Financial Update process.

   Note. If you are associated with a user ID or role that is authorized to update active top-down and fixed accrual funds on the Promotions Options - General Options page, then you can maintain the budgeted amounts for these types of funds when the fund status is *Active.* If you maintain the budgeted amounts for a fixed accrual fund and do not want the amounts to be updated by the Accrual and Financial Update process, then you can select the Do Not Allow Batch Updates check box at the top of the Maintain Fund Accruals/Budget - Budget page.

4. (Optional) Save the selected checkbook ID as a default value for your user ID.

   If you want to save the selected checkbook ID as a default value for your user ID, click the Save As Default button. The next time you view this page for the same fund, the checkbook ID will be populated for you and you will see all of the columns defined for the checkbook.

Amount and Unit Calculations for Budgeted, Distributed, and Available Fund Amounts

Column Heading	Calculation	Means of Entry
Budgeted	Equals the amount and units that are allocated to this level of the customer tree.	Top down: You enter the amount and units. Accrual methods: The Accrual and Financial Update process populates amount and units. Amount and units change each time that the Accrual and Financial Update process runs for rolling and zero-based accrual funds, unless you check the Do Not Allow Batch Updates option for fixed accrual funds.

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Column Heading	Calculation	Means of Entry
Distributed	Equals the amount and units that are distributed to lower (child) nodes of the customer tree.	The system calculates this information for all fund types.
Available	Budgeted amount minus distributed amount.	The system calculates this information for all fund types.

Entering Budget Data for Top-Down Funds

To enter budget data for a fund with a top-down funding method:

1. Display a top-down fund by entering the selection criteria.

   Perform the procedure to display fund amounts for a fund as described above.

2. Distribute the budget amount to all levels of the organization.

   For top-down funds, manually distribute the budget amount to all the levels of the organization using the customer tree that appears on this page.

   Depending on which value you choose in the Display field, you can enter budgeted amounts or budgeted units or both the budgeted amount and units at the same time. As you enter the amounts or units, the system calculates and displays the distributed and available column amounts.

   In addition, you can view the high-level budget information that you entered on this page on the Fund Detail page.

   Note. You can enter budget amounts starting at the lower levels of the tree and work the way up. The system changes the available amounts on all nodes as you go. In this case, budgeted amounts at the upper levels could go negative. If you have negative amounts, you can go to that level of the tree and make adjustments to correct the negative value.

See Also

Chapter 10, “Maintaining Checkbooks,” Defining Checkbooks, page 164

Chapter 13, “Updating Financial Information in PeopleSoft Promotions Management,” page 215

Updating Accrual Fund Amounts

When you define accrual type funds, you must determine the starting budget for those funds and distribute the fund amounts to the sales organization in the promotional environment. In addition, because the fund is used for promotional activity, you must determine how that affects the budgeted amounts and where the fund money is allocated at any point in time. You select the Run Fund Accrual Processing option when requesting the Accrual and Financial Update process to make this determination.

See Also

Chapter 13, “Updating Financial Information in PeopleSoft Promotions Management,” Running the Accrual and Financial Update Application Engine Process, page 218

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CHAPTER 7

Defining Promotions

This chapter provides an overview of the different types of promotions supported by Promotions Management, an overview of the customer promotion structure, and discusses how to:

- Maintain consumption data.
- Maintain national allowances.
- Maintain customer promotions.
- Copy customer promotions.
- Perform mass maintenance on promotions.
- View the promotion calendar.
- Compare planned and actual promotion values.
- Maintain consumption actuals.
- Generate the Promotion Forecast report.

Understanding the Different Types of Promotions Supported by PeopleSoft Promotions Management

PeopleSoft Promotions Management supports:

- National allowance promotions.
- Customer-specific promotions.

National Allowance Promotions

These promotions are usually funded by the manufacturer's national marketing organization, where the parameters of the associated deals, in terms of discounts, dates, and funding, are the same for all customers or a group of customers. This type of discount usually requires that the customer order products during a specified time frame; no future performance is required. These allowances are not related to a specific merchandising activity and are usually charged against non-discretionary funds. Discount types are:

- Off-invoice
- Bill back

These discount types are rate-based (by unit) deals.

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Customer-Specific Promotions

These are promotions that the field sales organization funds and the local sales representatives (account managers), who understand the local requirements, give to the customer. This type of promotional activity is specific to a customer and funded from discretionary funds provided by the manufacturer to encourage customers to buy certain products within a specified time frame. A customer-specific promotion requires that the customer perform some type of merchandising activity for example, features or end-aisle displays, to qualify for payment of funds. Discount types are:

- Off-invoice
- Bill back
- Lump sum

Off-invoice and bill back discount types are rate-based (by unit) deals, while lump sum is a flat-amount deal.

Understanding the Customer Promotion Structure

Using the Create Customer-Specific Promo (create customer-specific promotions) component, you can define promotions targeted for a specific customer. If you want to define a promotion for multiple customers, perform the initial definition of the promotion using the Create Multiple Customer Promo (create multiple customer promotions) component, and then return to the Create Customer-Specific Promo component to make the individual changes that are necessary for each customer.

How you define a customer-specific or multiple-customer promotion in Promotions Management depends on the setting for the Level to Fund Promotions and the Level to Promote Products fields on the Promotions Options - General Options page. These field settings determine which pages appear and how pages are rendered when defining a customer-specific or multiple-customer promotion.

Level to Fund Promotions

In this section, the structure of the Create Customer-Specific Promo component is discussed with the different settings for the Level to Fund Promotions field. The same page structure occurs for the Create Multiple Customer Promo component as that of the Create Customer-Specific Promo component.

If you select *Merch* (merchandising activity) as the level to fund promotions, then you define the funding for the promotion at the merchandising activity level only. The Fund Code, Description, and Amount fields are available on the Create Customer-Specific Promo - Merchandising Activities page. Enter the funds and fund amounts for the promotion using the Create Customer-Specific Promo - Merchandising Activities page. If you select *Merch* as the level to fund promotions, then each merchandising activity defined for a promotion can be funded from a different fund code.

If you select *Promo* (promotion) as the level to fund promotions, then you define the funding for the promotion at the promotion level only. The Create Customer-Specific Promo - Funds page appears, but the fund fields do not appear on the Create Customer-Specific Promo - Merchandising Activities page. Enter the funds and fund amounts for the promotion using the Create Customer-Specific Promo - Funds page. If you select *Promo* as the level to fund promotions, all merchandising activities defined for a promotion will be funded from the same fund code.

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If you select *Both* (merchandising activity and promotion) as the level to fund promotions, then you can define funds at both the promotion level and the merchandising activity level. The Create Customer-Specific Promo - Funds page appears and the fund fields appear on the Create Customer-Specific Promo - Merchandising Activities page. The fund information that you enter at the promotion level will automatically default to the merchandising activity level. You can change the fund information or add additional fund information at the merchandising activity level. The fund information that you enter at the promotion level is only used for defaulting the information to the merchandising activity level. The system always retrieves the fund information from the merchandising activity level.

Level to Promote Products

In this section, the structure of the Create Customer-Specific Promo component is discussed with the different settings for the Level to Promote Products field. The same page structure occurs for the Create Multiple Customer Promo component as that of the Create Customer-Specific Promo component.

If you select *Merch* (merchandising activity) as the level to promote products, then you define the products for the promotion at the merchandising activity level only. The Promotion Type and Promotion Group/Product fields are available on the Create Customer-Specific Promo - Merchandising Activities page. Enter the product or promotion group for the promotion using the Create Customer-Specific Promo - Merchandising Activities page. If you select *Merch* as the level to promote products, then you can define a different product for each merchandising activity defined for a promotion.

If you select *Promo* (promotion) as the level to promote products, then you define the products for the promotion at the promotion level only. The Create Customer-Specific Promo - Products page appears, but the product fields do not appear on the Create Customer-Specific Promo - Merchandising Activities page. Enter the product or promotion group for the promotion using the Create Customer-Specific Promo - Products page. If you select *Promo* as the level to promote products, then you can only define one product for all merchandising activities defined for a promotion.

If you select *Both* (merchandising activity and promotion) as the level to promote products, then you can define products at both the promotion level and the merchandising activity level. The Create Customer-Specific Promo - Products page appears and the products fields appear on the Create Customer-Specific Promo - Merchandising Activities page. The product or promotion group that you enter at the promotion level will automatically default to the merchandising activity level. You can change the product or promotion group at the merchandising activity level. The product information that you enter at the promotion level is only used for defaulting the information to the merchandising activity level. The system always retrieves the product information from the merchandising activity level.

Even though you can define a different product or promotion group for each merchandising activity on a customer promotion, when you specify the product information, for example, base quantity, planned ship quantity, and price, you are actually defining the data for the entire promotion. For instance, the planned ship quantity that you define for the product is the quantity that you plan to ship for the entire promotion, not just for the merchandising activity that you are maintaining.

Common Elements Used in This Chapter

Reference Enter reference information. Reference information is free-form text and can be up to 30 alphanumeric characters.

Currency Select the currency code for the user ID that appears as the default on the promotion pages. If you do not select an operator currency, then the base currency that you defined in the Promotions Options component appears.

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Distribution Code Select the distribution code for the national allowance or customer promotion. The distribution code determines the expense account and chartfields that will be passed to Billing or Payables when making promotional payments.

Calendar The default sales calendar ID that you defined in the Promotions Options component appears.

Calendar Click this link to access the Promotion Calendar inquiry page and view a list of customer promotions and national allowances that are available for a specific customer in a graphical calendar format.

GL Unit (general ledger unit) The default GL unit that you defined in the Promotions Options component appears. This is where Promotions Management posts its accrual transactions and expenses.

Contact ID Select the contact ID that is associated with the user ID (for the individual creating the national allowance or customer promotion). The contact ID is the broker or sales person responsible for the promotion. The contact name is printed on the Promotion Contract report.

Grace Days Enter the number of days to extend the validity of the national allowance or customer promotion. The number of days that you enter here determines valid promotions when manual price overrides are performed during sales order entry in Order Management.

For example, suppose that a promotion runs January 15 through January 31, you allow three grace days, and the current date is February 2. Through normal pricing, the customer does not receive a promotional discount because it's only effective through January 31. However, because you have the option of manually applying price changes to the order line for a specific promotion, you can select the promotion where the current date is within the promotion dates, plus or minus the grace days.

Promotion Period Select the promotion period for the national allowance or customer promotion. The system populates all the shipment dates and performance dates with the dates that you specified for the promotion period.

Payment Method Select the payment method for the promotional discount. The payment method will default to the promotional claim for payment, but can be overridden when creating the claim. Methods are:

- *Check:* Select if you plan to create an accounts payable check for payment to the customer. This method of payment goes through Payables as a scheduled payment.
- *Credit Memo:* Select if you plan to create a credit invoice for payment to the customer. This method of payment goes through Billing; use it when you do not expect the customer to take a deduction against the invoiced amounts for this promotion.
- *Deduction:* Select if you plan to create a credit invoice for payment to the customer. This method of payment goes through Billing; use it when you expect the customer to take a deduction against the invoiced amounts for this promotion.
- *Field Draft:* Select if you plan to write a manual check for payment to the customer. This method of payment goes through Payables as a recorded payment.

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- *Off-Invoice:* Select if you plan to take the amount off of the customer invoice for payment to the customer. This payment method is only valid for an adjustment type of off-invoice and is not paid through the promotional payment process.

See Also

Chapter 7, "Defining Promotions," Setting Up and Running the Promotion Contract Report, page 117

Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining Promotions Management Options, page 17

Chapter 5, "Setting Up PeopleSoft Promotions Management," Defining Promotion Periods, page 49

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Structuring Bills," Setting Up Distribution Codes

PeopleSoft Enterprise Order Management 9.0 PeopleBook, "Maintaining Order Header and Line Information," Modifying Pricing Information

PeopleSoft Enterprise Order Management 9.0 PeopleBook, "Maintaining Order Schedule Information," Modifying Pricing Information for the Order Schedule

Maintaining Consumption Data

To maintain consumption data, use the Maintain Consumption Data component (TD_CNSMPTN_DATA).

This section discusses how to maintain consumption data.

Page Used to Maintain Consumption Data

Page Name	Object Name	Navigation	Usage
Consumption Data	TD_CNSMPTN_DATA	Promotions, Manage Promotions, Maintain Consumption Data, Consumption Data	(Optional) Maintain consumption data or syndicated data that you receive from different sources, such as A. C. Nielsen and Information Resources, Inc. (IRI).

Maintaining Consumption Data

Access the Consumption Data page.

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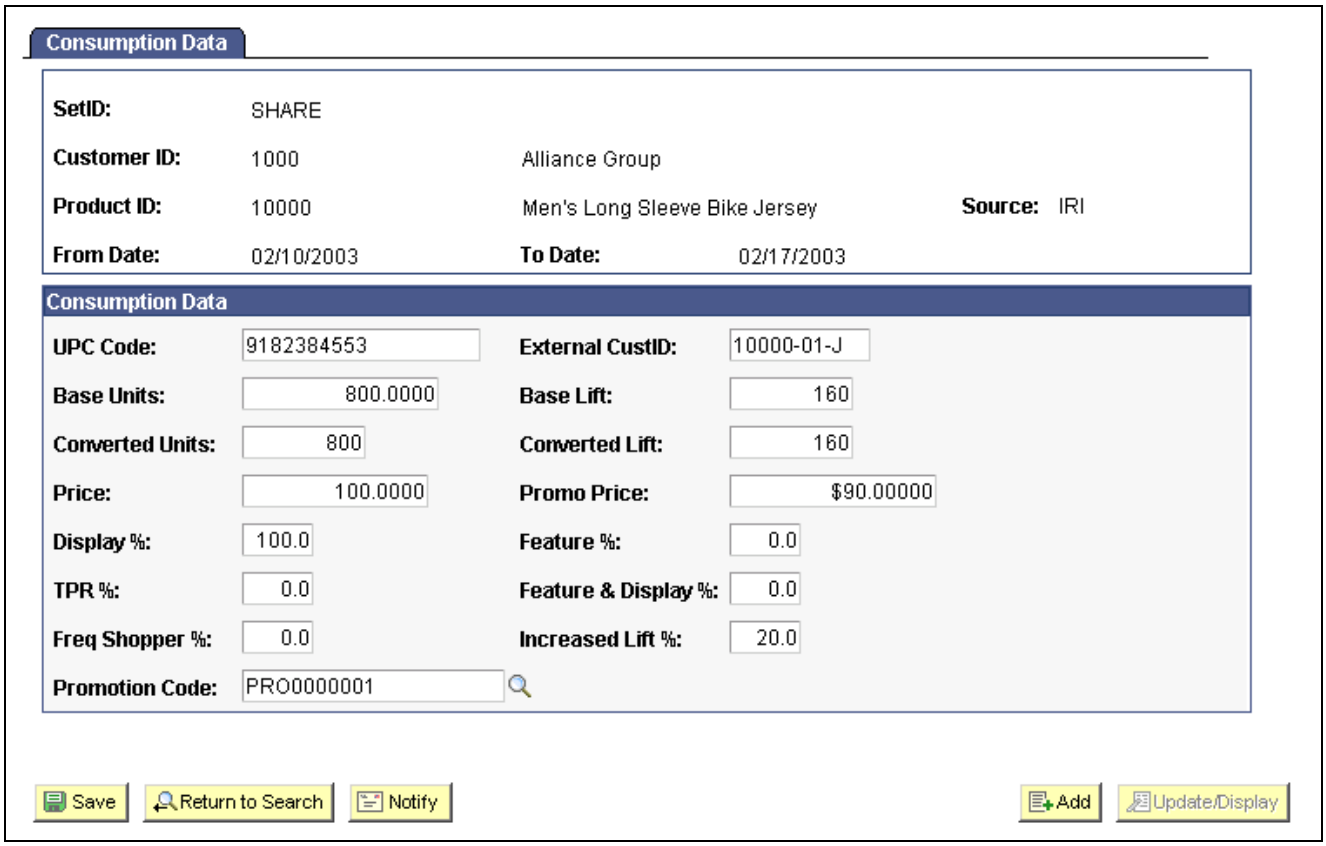

Consumption Data

Base Units Enter the number of units of this product sold to this customer during the specified time period without the promotion.

Base Lift Enter the actual lift in units above the base units that the customer actually consumed during the specified time period.

Converted Units Enter the base units value, converted to the equivalent unit of measure (UOM) that you entered on the Promotions Options - General Options page.

Converted Lift Enter the base lift value, converted to the equivalent UOM that you entered on the Promotions Options - General Options page.

Price Enter the shelf price that the end consumer would normally see on the customer's shelf for this product.

Promo Price (promotion price) Enter the discounted price for the product received from the promotion.

Display % (display percent) Enter the percentage of sales generated in the presence of a display type of merchandising activity only.

Feature % (feature percent) Enter the percentage of sales generated in the presence of a feature type of merchandising activity only.

TPR % (total price reduction percent) Enter the percentage of sales generated in the presence of a total price reduction merchandising activity only.

Feature & Display % (feature and display percent) Enter the percentage of sales generated in the presence of both a feature and a display merchandising activity.

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Freq Shopper % (frequent shopper percent)	Enter the percentage of sales generated in the presence of a frequent shopper incentive price.
Increased Lift % (increased lift percentage)	Enter the percentage increase in sales from the promotion during the specified time period.

See Also

Chapter 4, “Defining the Operational Structure in PeopleSoft Promotions Management,” Defining Promotions Management Options, page 17

Maintaining National Allowances

This section discusses how to:

- Define general overall information for the national allowance.
- Define customers for the national allowance.
- Define products and product discounts for the national allowance.
- View promotion group details.

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Pages Used to Maintain National Allowances

Page Name	Object Name	Navigation	Usage
Create National Allowance - Details	TD_PROMO_MAIN	Promotions, Manage Promotions, Create National Allowance, Details	Define the general overall information to associate with the national allowance.
Create National Allowance - Customers	TD_NATIONAL_CUST	Promotions, Manage Promotions, Create National Allowance, Customers	Select the customers to associate with the national allowance.
Create National Allowance - Product Discounts	TD_NATIONAL_PROD	Promotions, Manage Promotions, Create National Allowance, Product Discounts	Define the products and the product discounts to associate with the national allowance.
Promotion Group Details	TD_PROMO_PROD_HIDE	Click the Details link next to the promotion group on the Create National Allowance - Product Discounts page.	View the products in the promotion group. **Note.** This page is available if Group is the value of the Promotion Type field.
National Allowances - Details	TD_PROMO_MAIN	Promotions, Manage Promotions, Review Promotion Information, National Allowances, Details	View the general overall information associated with a specific national allowance.
National Allowances - Customers	TD_NATIONAL_CUST	Promotions, Manage Promotions, Review Promotion Information, National Allowances, Customers	View the customers associated with a specific national allowance.
National Allowances - Product Discounts	TD_NATIONAL_PROD	Promotions, Manage Promotions, Review Promotion Information, National Allowances, Product Discounts	View the product information and product discounts associated with a specific national allowance.
Promotions Group Details	TD_PROMO_PROD_HIDE	Click the Details link next to the promotion group on the National Allowances - Product Discounts page.	View the products in the promotion group associated with a specific national allowance. **Note.** This page is available if Group is the value of the Promotion Type field.

Defining General Overall Information for the National Allowance

Access the Create National Allowance - Details page.

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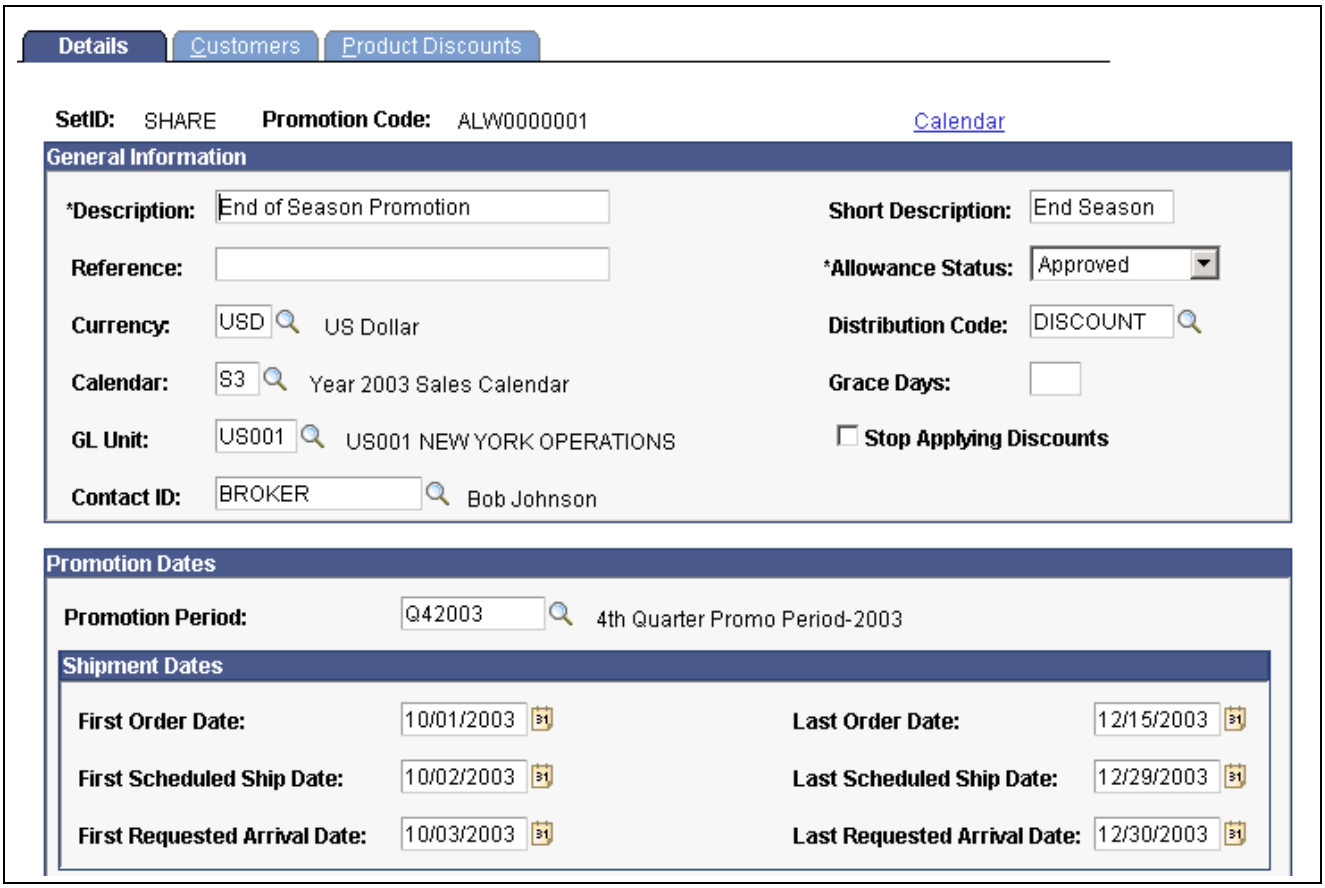
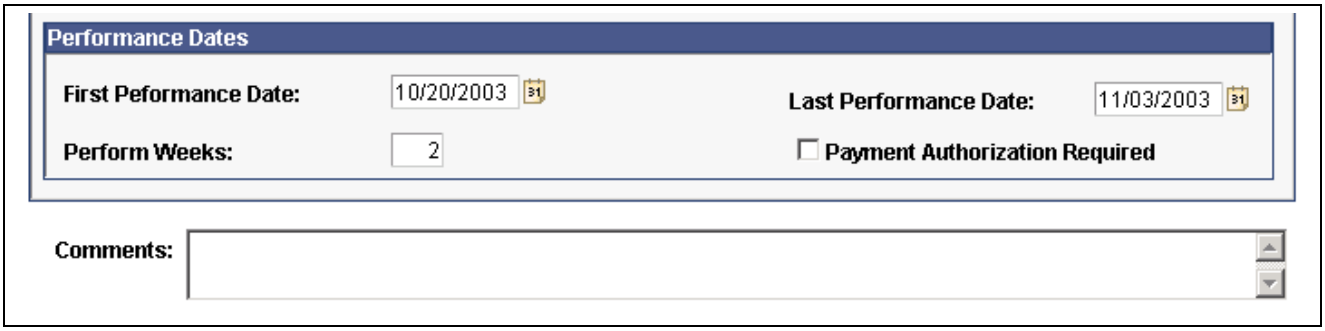


Create National Allowance - Details page (1 of 2)



Create National Allowance - Details page (2 of 2)

Allowance Status Change the allowance status of the national allowance as it progresses through the environment. Only the users who have the option set on the active customer tree to approve national allowances can change the status to *Approved*. The active customer tree is defined on the Promotions Options - General Options page. Before you can apply a national allowance discount to a sales order, the status must be *Approved*.

Stop Applying Discounts Select this check box to have the Pricing Load process set the Stop Processing Here flag on the price rule that it creates. This flag is an indicator to stop applying discounts for the customer and product.

When you use Order Management to take a sales order it stops applying further price adjustments as soon as the system finds a match with this price rule.

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This gives you the ability to prevent multiple price adjustments (related to multiple promotions) on a sales order.

For example, you may run two types of promotions for a particular time frame. The Stop Applying Discounts option gives you the ability to ensure that only one of the promotional discounts is applied to the sales order.

Promotion Dates, Shipment Dates, and **Performance Dates**

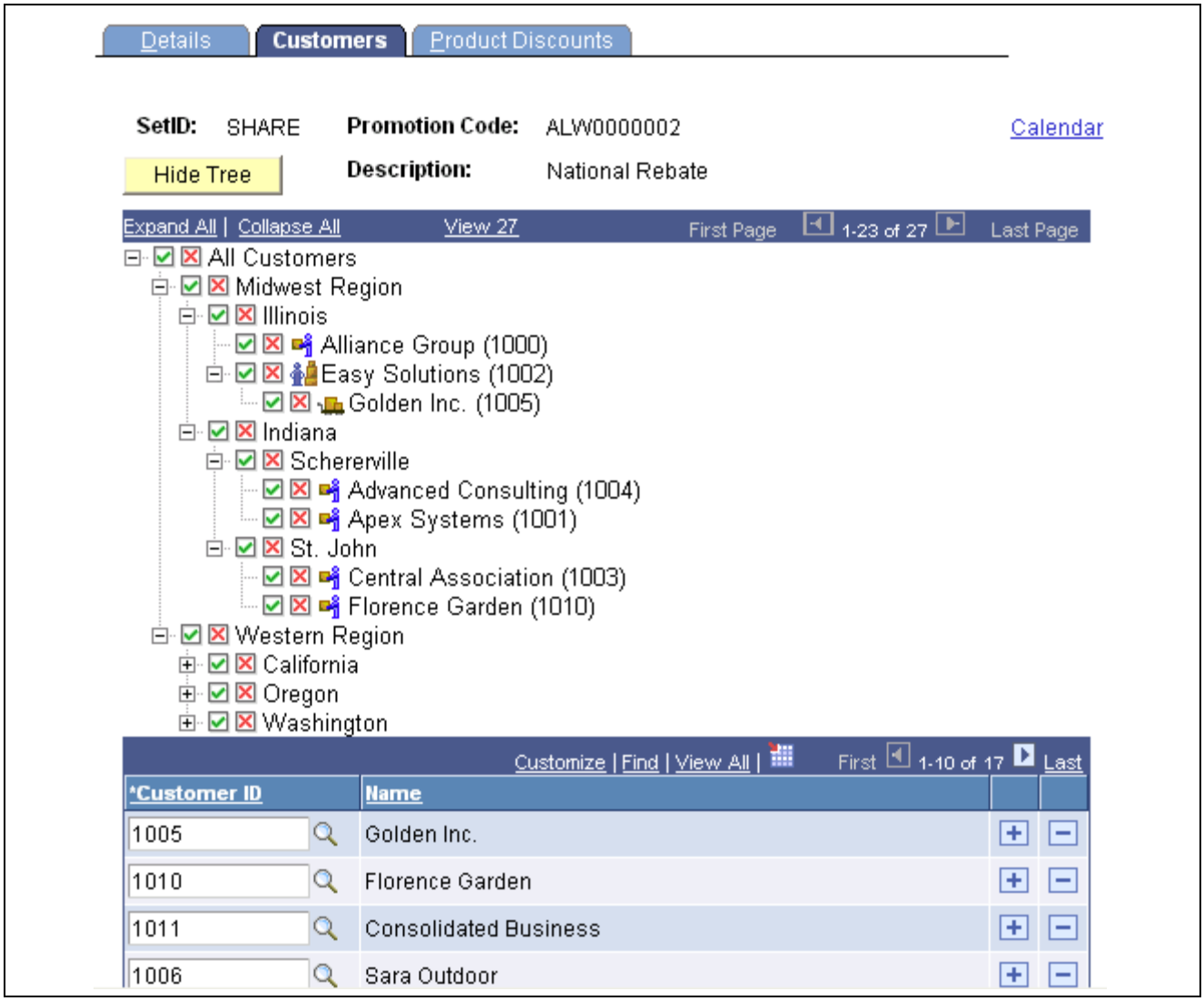
Note. If you do not select the option to span sales periods using the Promotions Options component, then all the dates that you enter in the Shipment Dates group box must fall within one sales calendar period.

See Also

Chapter 5, "Setting Up PeopleSoft Promotions Management," Establishing Customer Trees, page 35

Defining Customers for the National Allowance

Access the Create National Allowance - Customers page.



Create National Allowance - Customer page

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Selecting Customers

The customer tree that you defined as the active customer tree on the Promotions Options - Tree Options page appears on the page.

To select customers to associate with the national allowance, click the Add All button next to the customers or nodes in the customer tree, or manually enter the applicable customer IDs in the Customers group box at the bottom of the page. If you select a node, the system automatically selects everything under that node.

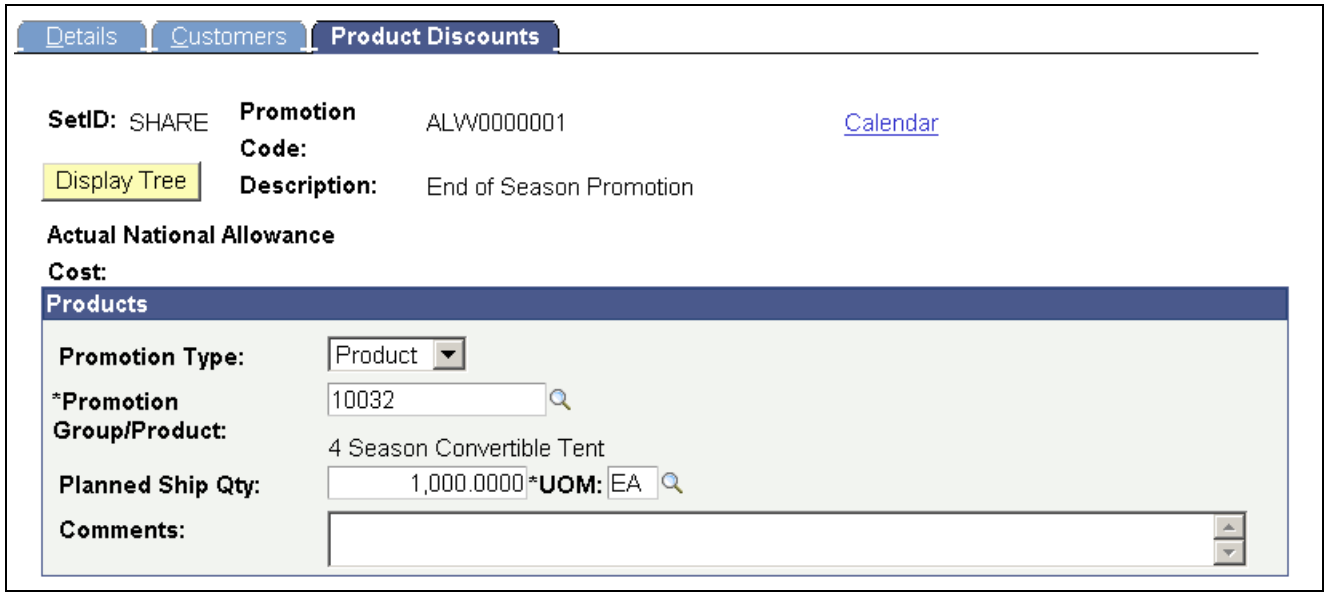
To remove customers from the Customer group box, click the Remove All button next to the customers or nodes in the customer tree, or manually delete the customer IDs from the Customers group box at the bottom of the page.

See Also

Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining Promotions Management Options, page 17

Defining Products and Product Discounts for the National Allowance

Access the Create National Allowance - Product Discounts page.



Create National Allowance - Product Discounts page (1 of 2)

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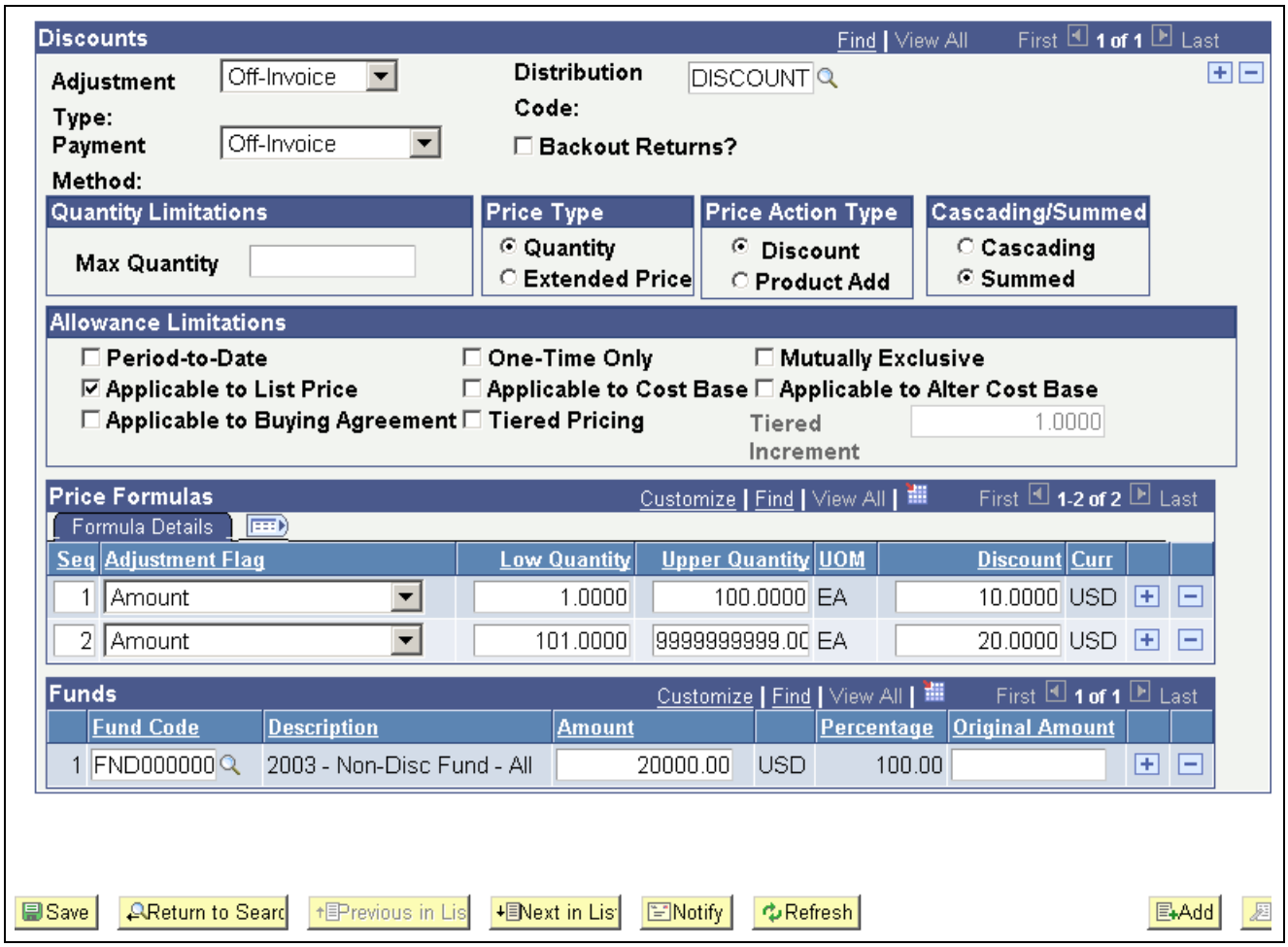

Create National Allowance - Product Discounts page (2 of 2)

Product Tree

The product tree that you defined as the active product tree on the Promotions Options - Tree Options page appears in the upper portion of the page if you selected Display Promo Trees by Default on that component. Click the Hide Tree or Display Tree buttons to manage the display of the product tree.

The Actual National Allowance Cost field displays the actual cost of this national allowance, including all amounts paid to the customer through claims and all off-invoice discounts given to the customer. This amount can assist you in determining the correct fund amount for the national allowance, and to recover unspent funds when you are ready to close the allowance. The system does not automatically set the fund amount to equal the actual national allowance cost, but you can manually change the amount to meet organizational needs.

See Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining Promotions Management Options, page 17.

Selecting a Product or Promotion Group

There are two ways to select a product or promotion group to associate with a national allowance:

- Click the product or promotion group in the actual product tree that appears in the upper region of the page.

  When you click the product or promotion group in the product tree, the system populates the Promotion Type and Promotion Group/Product fields in the Products group box.

- Select the promotion type and enter the promotion group or product in the Products group box.

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Products

Promotion Type Select the type. Values are *Group* and *Product.*

Promotion Group/Product If you select a promotion type of *Product,* then select the product in this field. The equivalent UOM that you defined on the Promotions Options - General Options page appears in the UOM field.

If you select a promotion type of *Group,* then select the promotion group in this field. The equivalent UOM that you defined on the Promotions Options - General Options page appears in the UOM field. In addition, the Details link also appears next to the Promotion Group/Product field.

Note. The system verifies that the product and pricing UOM is valid on the Product Discount page, or an error message will display. In addition, if the UOM is updated on the Product Discount page, this change will update the UOM on additional pages of the promotion.

Note. The system also validates that the products selected for a national allowance do not have a Pricing Option of *NDP* (no discount product) or *KVI* (known value item) on the Product Attributes by UOM page. You cannot apply discounts to these types of products, so they are not valid for national allowances.

Details Click this link to access the Promotion Group Details page where you can view the products in the promotion group.

Planned Ship Qty (planned ship quantity) The total quantity of the product or promotion group you plan to ship to all customers defined for the national allowance. This field is for informational purposes only.

Discounts

Use the following link to view additional information about this section.

See Chapter 7, "Defining Promotions," Common Elements Used in This Chapter, page 71.

Adjustment Type Select an adjustment type for the promotional discount. Values are:

Bill Back: This value doesn't directly affect the invoice amount. This discount is paid to the customer by entering a claim through Promotions Management. The system passes a discount with a bill back adjustment type to Order Management and stores it on a price rule for informational purposes only.

Off-Invoice: This value directly affects the invoice amount. The discount is taken off the sales price and you can view the discount taken off the invoice amount.

Note. You can associate both adjustment types with a national allowance at the same time, but you can only define one bill back and one off-invoice adjustment type for a given national allowance.

Backout Returns? Select this check box to indicate that the system should back out returns of promotional products for this national allowance. Backing out returns provides

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you a method to more accurately account for promotional items that were returned. This field is available if you select the Backout Returns? check box on the Promotions Options - General Options page.

Max Quantity (maximum quantity)

Enter the maximum quantity for which the customer can receive the promotional discount.

The customer sales order quantity cannot exceed the maximum quantity for the promotional discount based on the parameters of the price rules.

For example, you may want to promote a new product at a discount price, but you want to limit the quantity of the products in the discount program.

Price Type

When this page initially appears, the option that you defined on the Promotions Options - Pricing Options page appears by default in this group box. The option that you select in this group box affects which fields appear in the Price Formulas group box.

If you select Quantity, the fields in the Price Formulas group box appear as quantities. If you select Extended Price, the fields in the Price Formulas group box appear as amounts.

Price Action Type

Select the type of price action that you want for the product. The selection for this field affects which fields appear in the Price Formulas group box. Select Discount to offer a discount for the product. Select Product Add to offer a product as a giveaway or a discounted giveaway.

If you select Discount, enter the discount amount or percentage in the Price Formulas group box. If you select Product Add, enter the product and the product add information in the Price Formulas group box.

Cascading/Summed

These options only appear if you selected Discount as the price action type. The system uses this field in conjunction with the price action type to determine the correct method for applying the discount for this product on this promotion.

Allowance Limitations

Define limitations to the use of the promotional discount when applied to a sales order. These limitations will default to the price rule created for the promotional discount in the Pricing Load process. Options are:

- *Period-to-Date:* Select this check box if you want customers to receive promotional discounts based on their period-to-date totals from their sales orders for a national allowance. If you select period-to-date on a national allowance, the system processes the price rule as *By Rule.*

  Enabling this option results in the system calculating price adjustments based on purchases within a determined time frame, rather than individual transactions.

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For example, suppose that you are offering a promotional discount of 10.00 USD if a customer orders a quantity of 1 through 500 of product A and you have selected three customers (1000, 1002 and 1004) on the national allowance. Customer 1000 places the first order for a quantity of 200. This order gets the promotional discount. Customer 1002 places the second order for a quantity of 200, and that order also gets the promotional discount. If customer 1004 places the next order for a quantity of 300, then that order does not get the promotional discount if the Period-to-Date check box was selected, because the accumulated quantity ordered for product A for this price rule is over 500. This last order would apply the promotional discount if the Period-to-Date check box was not selected because each customer ordered less than 500 units on the sales order.

- *One-Time Only:* Select this check box if you want to create a one time only price rule that can only apply by customer for a promotional activity.

  For example, you can create a price rule that would offer a 10 percent discount in the month of February, if customer 1005 agrees to order 1000.00 USD or more of a product. This rule would apply to customer 1005 on the first order only.

- *Mutually Exclusive:* Select this check box if you want to support mutually exclusive price rules for a promotional activity. This price rule would apply to a sales order and no additional discounts or surcharges would apply to the order line.

  For example, if the customer agrees to spend over 5000.00 USD then you will receive 20 percent off of the order line. No other discounts will apply.

- *Applicable to List Price:* Select this check box if you want to allow the promotional discount to be applied to a list price.

  The value for this check box will default from the Promotions Options - Pricing Options page for the promotional activity.

- *Applicable to Cost Base:* Select this check box if you want to allow the promotional discount to be applied to a unit cost.

  The value for this check box will default from the Promotions Options - Pricing Options page for the promotional activity.

- *Applicable to Alter Cost Base* (applicable to alternate cost base): Select this check box if you want to allow the promotional discount to be applied to an alternate unit cost.

  The value for this check box will default from the Promotions Options - Pricing Options page for the promotional activity.

- *Applicable to Buying Agreement:* Select this check box if you want to allow the promotional discount to be applied to a buying agreement price.

  The value for this check box will default from the Promotions Options - Pricing Options page for the promotional activity.

  For example, you may have an annual buying agreement with customer 1002 that states for the year 2005, they can purchase product 2234 for 12.00 USD each. You can create a price rule for a promotion that would offer product 2234 for 10.00 USD during the month of March. This rule would apply as an adjustment to the buying agreement price for one month only and then would return to the original buying agreement price after the promotional period.

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- *Tiered Pricing:* Select this check box if you want to support tiered pricing requirements. In addition, the field Tiered Increment will be enabled to store the value required to support tiered pricing.

Note. Tiered pricing is only available for promotional activities when Discount is selected for the Price Action Type, and Quantity is selected for the Price Type.

For example, you can set up a price formula that gives a customer a 5.00 USD discount if they order 1 to 25 of Product A, and another price formula that gives a customer a 10.00 USD discount if they order more than 25 of Product A. Assume the list price for Product A is 30.00 USD. If the customer orders 35 units of Product A, the first 25 will be priced at 25.00 USD while the remaining 10 units will be priced at 20.00 USD each.

Tiered Increment Enter the increment value when you select to use tiered pricing.

Price Formulas

Adjustment Flag This field will display different options based on if you select Discount or Product Add in the price action type field.

If you select Discount, you must decide how you want to enter the discount for the product on the allowance, whether it will be based on *Amount* or *Percentage.*

If you select Product Add, select the factor and quantity range by which you will give away a product. The Product Add tab will display with different fields based on the value that you select in the *Adjustment Flag* field. Values are:

BOGO Factor (buy-one-get-one): Specify how the Enterprise Pricer will calculate the quantity of a giveaway product by summing the quantities from the order schedules that match the price rule and dividing them by the BOGO factor.

BOGO with Price: Specify the BOGO factor to calculate the product add quantity based on a calculated price or cost adjustment.

Quantity: Specify the quantity to give away for a given order quantity.

Note. If you select the price action type of Product Add, the Adjustment Flag will default to *Quantity.*

Quantity with Price: Specify the parameters that you will use to determine the product and quantity to give away for the allowance. This is based on a calculated price or cost adjustment.

Low Quantity and **Upper Quantity** These fields appear if you select Quantity as the price type. Select the lower and upper quantity that must be met on a sales order to receive the discount.

Discount This field appears if you select Discount as the price action type. Enter the amount per unit or the percentage discount.

Low Amount and **Upper Amount** These fields appear if you select Extended Price as the price type. Select the lower amount and upper amount that must be met on a sales order to receive the discount.

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Product Add and **Quantity/BOGO Factor**

These fields appear if you select Product Add as the price action type.

If you select *Quantity* or *Quantity with Price* as the adjustment type, then select the product and quantity that you plan to give away on a sales order for the allowance.

If you select *BOGO Factor* or *BOGO with Price* as the adjustment type, then select the product and the value to use as a factor for calculating the number of products to give away on a sales order for the allowance.

Product Add Type

This field appears if you select Product Add as the price action type and *Quantity with Price* or *BOGO with Price* for the adjustment flag field. Select the value of *List Price* or *Product Cost* to determine the basis for calculating the product adjustment.

Pct/Amt (percent or amount)

This field appears if you select Product Add as the price action type and *Quantity with Price* or *BOGO with Price* for the adjustment flag field. Select the value of *%* (percent) or *Amt* (amount) to determine if an amount per unit or percentage will be used to calculate the product adjustment.

Product Add Adjustment

This field appears if you select Product Add as the price action type and *Quantity with Price* or *BOGO with Price* for the adjustment flag field. Select the value to be used in the adjustment calculation to determine the product add price on the order line based on the Product Add Type selection. If you select product cost, this value represents the amount or percent that is added to the product cost to determine the price on the order line. If you select list price, this value represents the amount or percent that is subtracted from the list price to determine the price on the order line.

Funds

Fund Code

Select the fund used to cover the costs of the national allowance. The system calculates incurred and actual values for the national allowance if you enter a fund code for the discount.

Amount

Enter the amount, in the transaction currency, to apply to each fund. This amount is an estimate of the promotional cost for the discount that appears. This amount is consumed by the fund when you run the promotion.

Note. Defining funds is optional for national allowances. However, if you do not define a fund, the system will not calculate incurred and actual checkbook values for the adjustment, and the accrued liability calculations for general ledger will be affected.

Percentage

Percentage of the total funded amount. If there is only one fund, the percentage is *100*. If there are two or more funds, the system divides the amount by the total funded amount, multiplies the total by 100, and then displays the result. Checkbook processing uses this percentage to distribute the discount expenses by fund when multiple funds are defined for the discount.

Original Amount

The original amount is derived from the Amount field for the fund each time the amount changes while the promotion is in a planning stage. You can edit the original amount field, but it is meant to keep track of the fund amount that was originally added to the fund for analysis purposes.

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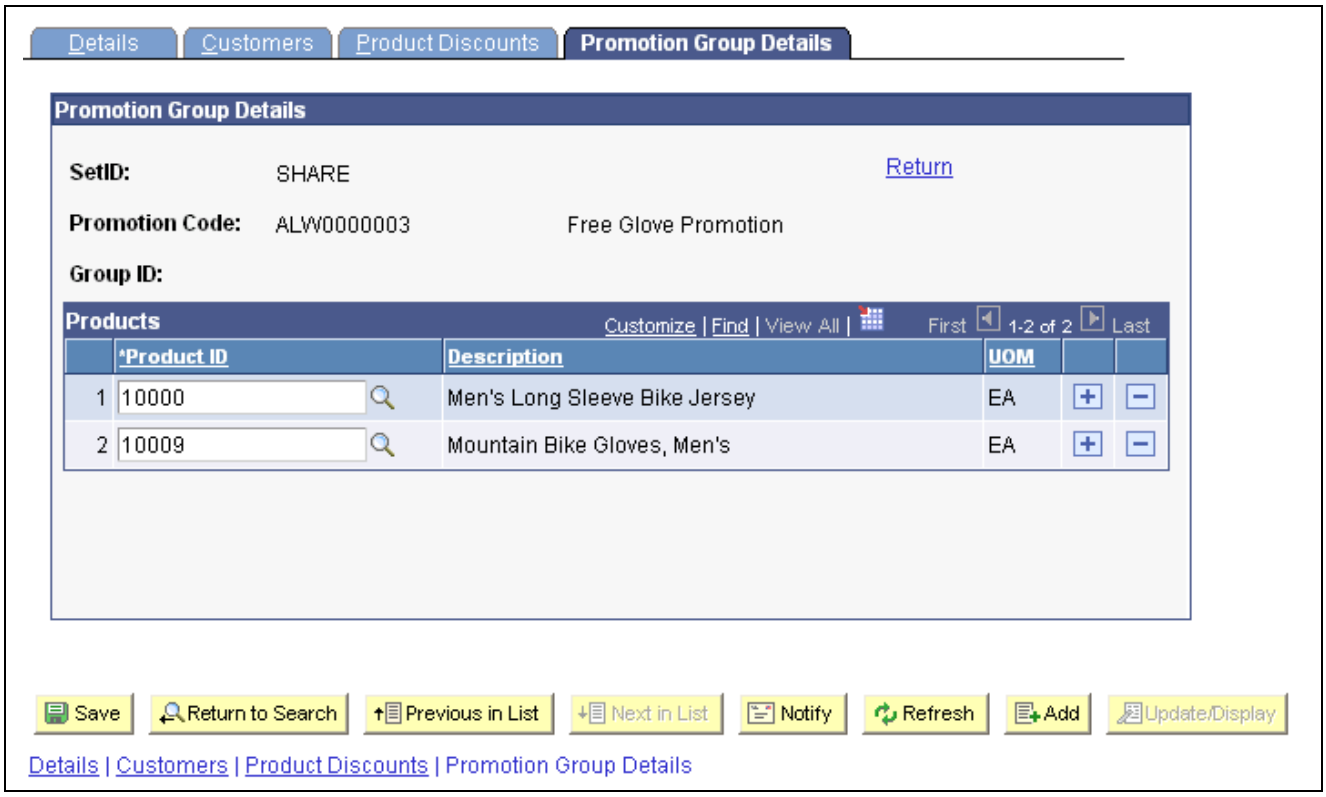
After you approve the allowance, the system no longer automatically updates the Original Amount field to be equal to the Amount field. This prevents the system from overriding the Original Amount field when you adjust the funded amount as you prepare to close the promotion.

To release unused funds from the allowance, change the allowance status to Planned. Then, adjust the funded amount to equal the amount that is expected to be spent or is actually spent on the allowance. Set the allowance status back to either Planned or Closed after you adjust the funded amount.

Viewing Promotion Group Details

Access the Promotion Group Details page.



Create National Allowance - Promotion Group Details page

Use this page to view the products in the promotion group or to delete a product from the promotion group.

You cannot add a product to the promotion group using this page. To add a product to the promotion group, access the Product Tree component, where you define the product tree and update the products that belong to the promotion group.

See Also

Chapter 5, “Setting Up PeopleSoft Promotions Management,” Establishing Product Trees, page 40

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Maintaining Customer Promotions

This section discusses how to:

- Define promotion details for the customer promotion.
- Define the products for the customer promotion.
- Define product prices for the customer promotion.
- Define merchandising activities for the customer promotion.
- Define product details at the merchandising activity level for the customer promotion.
- Define the funds for the customer promotion.
- View metrics associated with the customer promotion.
- Set up and run the Promotion Contract report.

Pages Used to Maintain Customer Promotions

Page Name	Object Name	Navigation	Usage
Create Customer-Specific Promo - Promotion Details	TD_PROMO_CUST_DTL	Promotions, Manage Promotions, Create Customer-Specific Promo, Promotion Details	Define the general overall information to associate with the customer promotion. (Optional) Click the Submit button to initiate the workflow approval process for customer promotions. (Optional) Click the Approve button to review and approve the customer promotion. (Optional) Click the Deny button to reject the customer promotion and notify the originator. (Optional) Click the Pushback button to return the customer promotion to the previous approver on the workflow approval list. See Chapter 12, "Defining and Using Promotions Management Approval Workflow," Approving Customer Promotions, page 200.

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Page Name	Object Name	Navigation	Usage
Promotion Copy	TD_PRM_CPY2	Click the Copy link on the Create Customer-Specific Promo - Promotion Details page.	Copy customer-specific promotion information from an existing customer promotion to a new customer promotion. This option is available only in Add mode. See Chapter 7, "Defining Promotions," Copying Customer-Specific Promotion Information in Real-Time Mode, page 119.
Create Customer-Specific Promo - Products	TD_PROMO_PROD_CUST	Promotions, Manage Promotions, Create Customer-Specific Promo, Products	Define the product or promotion group to associate with the customer promotion. **Note.** This page is available if *Promo* or *Both* are the values in the Level to Promote Products field. See Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining Promotions Management Options, page 17.
Create Customer-Specific Promo - Product Prices	TD_PROMO_PROD_PRIC	Promotions, Manage Promotions, Create Customer-Specific Promo, Product Details Click the Price Details link next to the Promotion Group/Product field on the Create Customer-Specific Promo - Products page.	Maintain the product prices for the products on the customer promotion. **Note.** This page is available if *Promo* is the value of the Level to Promote Products field.

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Page Name	Object Name	Navigation	Usage
Create Customer-Specific Promo - Merchandising Activities	TD_PROMO_MERCH_CUS	Promotions, Manage Promotions, Create Customer-Specific Promo, Merchandising Activities	Define purchasing and consumption merchandising activities for the customer promotion. Purchasing merchandising activities are those in which the manufacturer's customer typically benefits from the discount or promotional activity. The end consumer may or may not benefit from the discount for purchasing merchandising activities (for example, an end-aisle display). Consumption merchandising activities are those in which the end consumer typically benefits from the promotional activity (for example, a coupon).
Create Customer-Specific Promo - Product Tree,	TD_PROMO_TREE	Click the Product Tree link on the Create Customer-Specific Promo - Merchandising Activities page.	Select a product or promotion group to associate with a customer-specific promotion. **Note.** This link is available if *Promo* or *Both* are the values of the Level to Promote Products field. See Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining Promotions Management Options, page 17.
Create Customer-Specific Promo - Product Details	TD_PROMO_PROD_CUST	Click the Product Details link on the Create Customer-Specific Promo - Merchandising Activities page in the Customers group box.	Define the product or promotion group details, such as retailer information, price information, and ship-quantity calculations to associate with the customer promotion. See Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining Promotions Management Options, page 17.

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Page Name	Object Name	Navigation	Usage
Create Customer-Specific Promo - Simulator	EOEP_TEST	• Click the Simulate Pricing link on the Create Customer-Specific Promo - Product Details page. • Click the Simulate Pricing link on the Create Customer-Specific Promo - Product Prices page. • Promotions, Manage Promotions, Simulate Pricing, Simulator	Calculate or review the price of a product and use as input to the product price that you define for the customer promotion. See *PeopleSoft Enterprise Pricer 9.0 PeopleBook*, "Working With the Pricing Simulator".
Create Customer-Specific Promo - Customer Product Price Inquiry	TD_CUS_PROD_PRCINQ	• Click the Price by IBU link next to a product on the Create Customer-Specific Promo - Product Details page in the Promotion Group Product group box. • Click the Price by IBU link below the price field on the Create Customer-Specific Promo - Product Details page in the Product Details group box. • Click the Price by IBU link next to a product on the Create Customer-Specific Promo - Product Prices page.	View the price of a product according to Inventory business units and use as input to the product price that you define for the customer promotion.
Create Customer-Specific Promo - Funds	TD_PROMO_FUND_CUS	Promotions, Manage Promotions, Create Customer-Specific Promo, Funds	Define the funds to use for the promotion costs associated with a customer promotion. **Note.** This page is available if *Promo* or *Both* are the values for the Level to Fund Promotions field. See Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining Promotions Management Options, page 17.
Create Customer-Specific Promo - Metrics	TD_PROMO_MFG_PERF	Promotions, Manage Promotions, Create Customer-Specific Promo, Metrics	Analyze the profitability and cost of a customer promotion.

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Page Name	Object Name	Navigation	Usage
Create Customer-Specific Promo - Planned vs. Actual	TD_PROMO_PLN_ACT	Click the Planned vs. Actual link next in the Customer Metrics group box on the Create Customer-Specific Promo - Metrics page.	Analyze the planned, actual shipped, and actual consumed data of a customer promotion. View the graphical representation for a Quantity Comparisons Chart, Planned vs. Actual Lift% Chart, and Analytic Comparisons Chart.
Promotion Contract	RUN_TD_FORM	Promotions, Manage Promotions, Reports, Promotion Contract	Set up control parameters and run the Promotion Contract Crystal report (TDC1000) for customer promotions to obtain signed acknowledgement and acceptance of the promotional offer from your customer.
Customer Promotions - Promotion Details	TD_PROMO_CUST_DTL	Promotions, Manage Promotions, Review Promotion Information, Customer Promotions, Promotion Details	Review the general overall information associated with a customer promotion.
Customer Promotions - Products	TD_PROMO_PROD_CUST	Promotions, Manage Promotions, Review Promotion Information, Customer Promotions, Products	View the product information associated with a specific customer promotion. **Note.** This page is available if *Promo* or *Both* are the field values for the Level to Promote Products field. See Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining Promotions Management Options, page 17.
Customer Promotions - Product Prices	TD_PROMO_PROD_PRC	Click the Price Details link next to the Promotion Group/Product field on the Customer Promotions - Products inquiry page.	View the product prices for the products on the customer promotion. **Note.** This page is available if *Promo* is the value for the Level to Promote Products field. See Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining Promotions Management Options, page 17.

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Page Name	Object Name	Navigation	Usage
Customer Promotions - Merchandising Activities	TD_PROMO_MERCH_CUS	Promotions, Manage Promotions, Review Promotion Information, Customer Promotions, Merchandising Activities	View the merchandising activity information associated with a specific customer promotion.
Customer Promotions - Product Details	TD_PROMO_PROD_DETL	Click the Product Details link on the Customer Promotions - Merchandising Activities page.	View the product detail information associated with a specific customer promotion.
Customer Promotions - Funds	TD_PROMO_FUND_CUS	Promotions, Manage Promotions, Review Promotion Information, Customer Promotions, Funds	View the fund information associated with a specific customer promotion. **Note.** This page is available if *Promo* or *Both* are the field values for the Level to Fund Promotions field. See Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining Promotions Management Options, page 17.
Customer Promotions - Metrics	TD_PROMO_MFG_PERF	Promotions, Manage Promotions, Review Promotion Information, Customer Promotions, Metrics	View the profitability and cost information associated with a specific customer promotion.
Customer Promotions - Planned vs. Actual	TD_PROMO_PLN_ACT	Click the Planned vs. Actual link next in the Customer Metrics group box on the Customer Promotions - Metrics inquiry page.	Analyze the planned, actual shipped, and actual consumed data of a customer promotion. View the graphical representation for a Quantity Comparisons Chart, Planned vs. Actual Lift% Chart, and Analytic Comparisons Chart.

Defining Promotion Details for the Customer Promotion

Access the Create Customer-Specific Promo - Promotion Details page.

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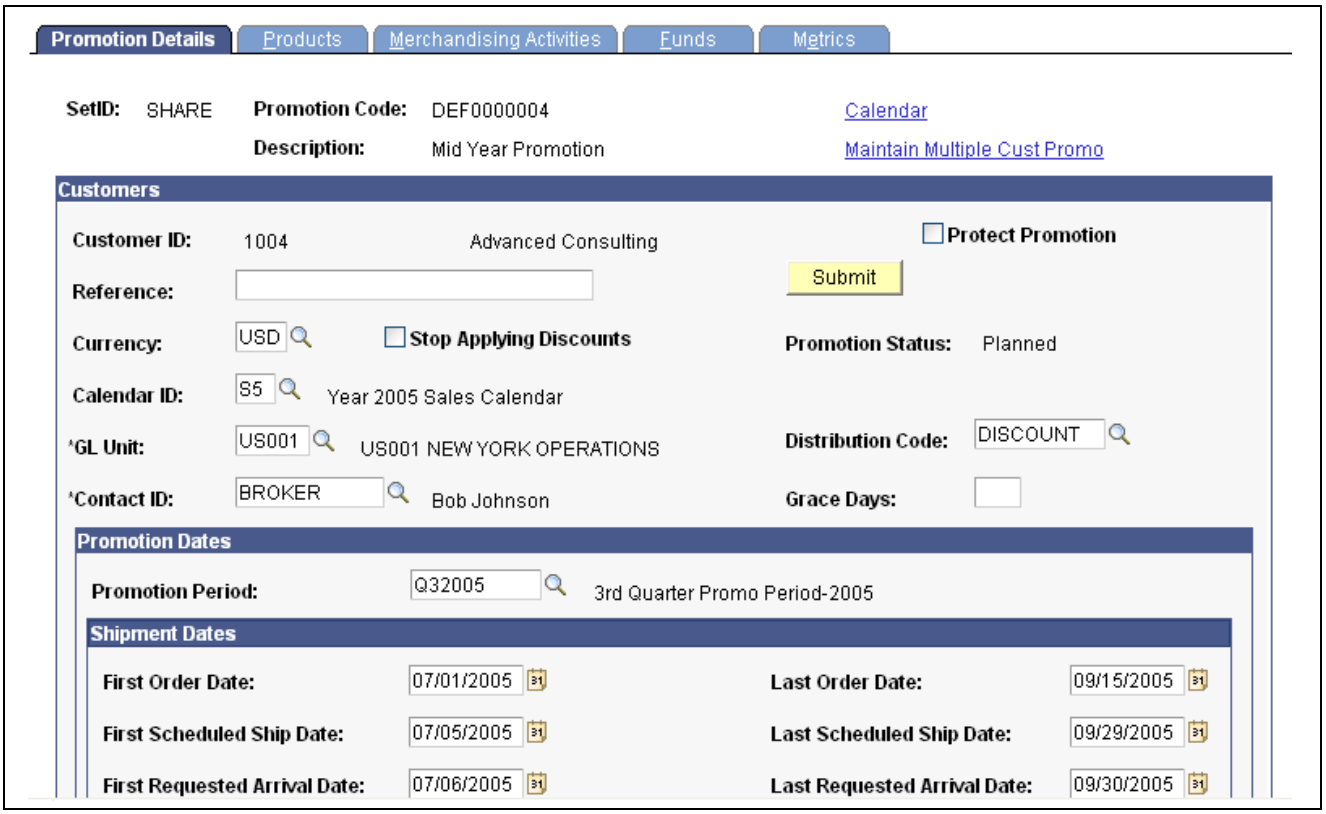
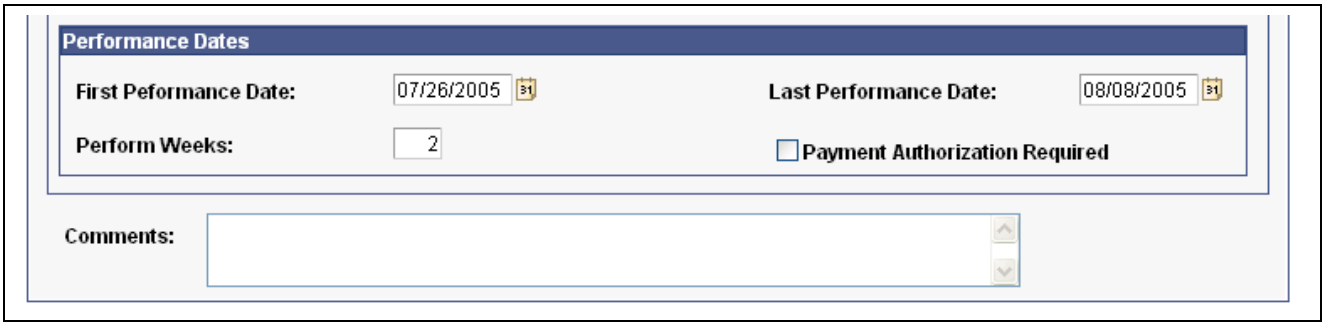


Create Customer-Specific Promo - Promotion Details page (1 of 2)



Create Customer-Specific Promo - Promotion Details page (2 of 2)

Promotion Status

Change the status of the customer promotion as it progresses through the environment. If workflow is not activated for customer promotions on the Promotions Options - General Options page, only the users who have the option set on the active customer tree to approve customer promotions can change the status to *Management Approved.* Users who have the option set on the active customer tree to change promotion customer status, can then change the status from *Management Approved* to *Customer Approved.*

Before you can apply a customer promotion discount to a sales order, the status must be *Customer Approved.*

Protect Promotion

Select this check box if you do not want changes that are made through the Create Multiple Customer Promo component to affect this promotion. When you set the promotion status to *Management Approved* or *Customer Approved,* the system selects this check box and you cannot change the field.

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Submit

(Optional) Click the Submit button to initiate the workflow approval process for the customer promotion. If you select submit, the first approvers on the workflow approval list will be notified.

Note. This button is only available if you activate the For Customer Promotions option on the Promotions Options - General Options page.

Approve, Deny, and **Pushback**

(Optional) Click the Approve, Deny, or Pushback button to route workflow transactions to the next approver, the previous approver, or to the initiator to take action on the workflow notification message.

Note. These buttons will only display if you select the Submit button to activate the workflow approval process and activate the For Customer Promotions option on the Promotions Options - General Options page.

Copy

Click the Copy link to access the Promotion Copy page. Use the Promotion Copy page to copy a specific customer's customer promotion information to the current customer promotion. This link is available only in Add mode.

Stop Applying Discounts

Select this check box if you want the Pricing Load process to set the Stop Processing Here flag on the price rule that it creates indicating that additional discounts for the customer and product should not be applied.

Then when a sales order is being taken in Order Management, as soon as the system finds a match with this price rule, it stops applying further price adjustments. This gives you the ability to prevent multiple price adjustments (related to multiple promotions) to a sales order all at one time.

For example, suppose that you run two types of promotions for a particular time frame. The Stop Applying Discounts check box gives you the ability to ensure that only one of the promotional discounts is applied to the sales order.

Promotion Dates, Shipment Dates, and **Performance Dates**

Note. If you don't select the option to span sales periods using the Promotions Options component, then all the dates that you enter on this page must fall within one sales calendar period.

See Also

Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining General Options, page 19

Chapter 12, "Defining and Using Promotions Management Approval Workflow," Approving Customer Promotions, page 200

Chapter 5, "Setting Up PeopleSoft Promotions Management," Establishing Customer Trees, page 35

Chapter 7, "Defining Promotions," Copying Customer Promotions, page 117

Defining the Products for the Customer Promotion

Access the Create Customer-Specific Promo - Products page.

Note. This page is only available if you have the Level to Promote Products field set to *Both* or *Promo.*

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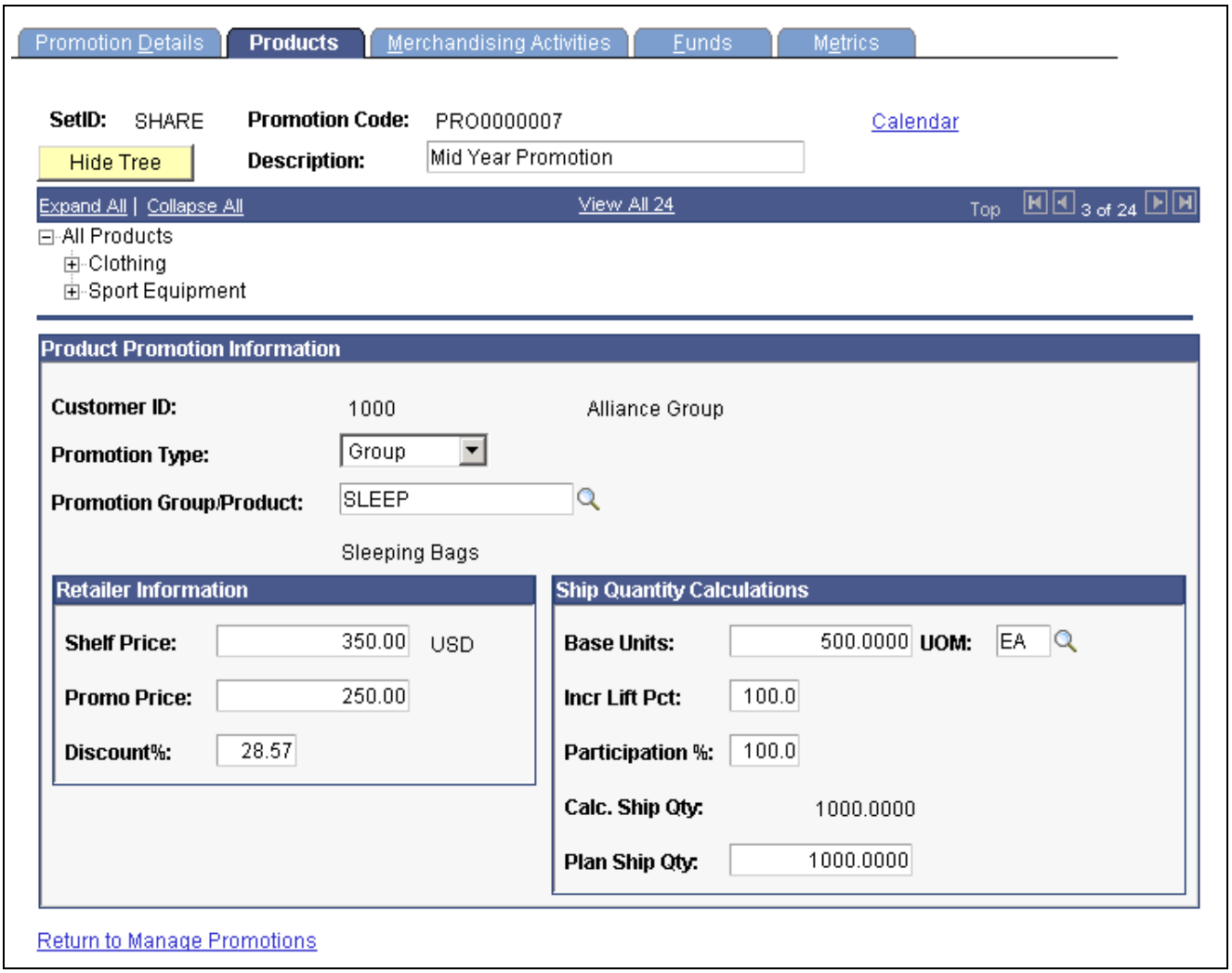

Create Customer-Specific Promo - Products page

Product Tree

The product tree that you defined as the active product tree in the Promotions Options component appears in the upper portion of the page if you have selected the Display Promo Trees by Default option on that component. Click the Hide Tree or Display Tree buttons to manage the display of the product tree.

See Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining Promotions Management Options, page 17.

Selecting a Product or Promotion Group

There are two ways to select a product or promotional group to associate with this customer promotion:

- Click the product or promotion group in the product tree that appears in the upper region of the page.

  When you click the product or promotion group in the product tree, the system populates the Promotion Type and Promotion Group/Product fields in the Product Promotion Information group box.

- Select the promotion type and enter the promotion group or product in the Product Promotion Information group box.

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Product Promotion Information

Promotion Type Select the type. Values are *Group* or *Product.*

Promotion Group/Product If you select a promotion type of *Product,* then select the product in this field.

If you select a promotion type of *Group,* then select the promotion group in this field.

Price Details Click this link to display the Create Customer-Specific Promo - Product Details page, where you can view the product and its price or the products that are in the promotion group, along with their prices.

Note. The Price Details link only appears if you have the level to promote products set to *Promo.* Otherwise, you define the product prices using the Create Customer-Specific Promo - Product Details page.

Note. The system will verify the product and pricing UOM is valid on the Product Discount page, or an error message will display. In addition, if the UOM is updated on the Product Discount page, this change will update the UOM on additional pages of the promotion.

Note. The system also validates that products selected for a promotion do not have a Pricing Option of *NDP* (no discount product) or *KVI* (known value item) on the Product Attributes by UOM page. You cannot apply discounts to these types of products, so they are not valid for customer promotions.

See Chapter 7, "Defining Promotions," Defining Product Details at the Merchandising Activity Level for the Customer Promotion, page 109.

Retailer Information

Shelf Price Enter the price that a consumer would normally pay to purchase the product from the retailer. The system displays the currency that you defined in the Create Customer-Specific Promo - Promotion Details page.

Note. If you previously defined a shelf price for a customer using the Customer Product List component, the system displays that shelf price on this page. The shelf price that appears for a promotion group is the weighted average of the shelf prices defined on the Customer Product List page for each individual product and the specified customer. The weights are defined for each product when you create the promotion group using the Product Tree component.

See Chapter 5, "Setting Up PeopleSoft Promotions Management," Defining Customer Product Lists, page 34.

Promo Price (promotion price) Enter the price a consumer normally pays to purchase the product from the retailer with the promotional discount applied.

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Discount % (discount percent) Enter the consumer's discount percent for the product or promotion group.

Note. The Shelf Price, Promo Price, and Discount % fields work together. For example, when you enter a shelf price and a promotion price, the system calculates and displays the discount percent. When you enter a shelf price and discount percent, the system calculates and displays the promotion price.

Ship Quantity Calculations

Base Units Enter the number of units of this product or the promotion group that this customer would typically order in the specified time period without the customer promotion. The system displays the equivalent UOM that you defined on the Promotions Options - General Options page. You can change this to the UOM in which you sell the product to the customer. This UOM is referred to as the promotion UOM.

Incr Lift Pct (incremental lift percentage) Enter the percentage increase over the base units that you expect to sell during the customer promotion.

Participation % (participation percentage) Enter the percentage of the customer's stores or locations that are to participate in this customer promotion.

Calc. Ship Qty (calculated ship quantity) Displays the calculated ship quantity using the base units, incremental lift percent, and participation percent.

Plan Ship Qty (plan ship quantity) Enter the quantity that you plan to ship for this promotion. If you do not enter a value, the system populates the field with the calculated ship quantity value.

Calculating the Calculated Ship Quantity

The system uses base units, incremental lift percent, and participation percent to calculate the calculated ship quantity.

Consider the following example:

- Base units = 100
- Incremental lift percent = 10 percent
- Participation percent = 100 percent

The calculated ship quantity is 110.

Also, for example:

- Base units = 100
- Incremental lift percent = 10 percent
- Participation percent = 50 percent

The calculated ship quantity is 105.

In these examples, the participation percent affects only incremental lift quantity.

In the second example, a 10 percent incremental lift on 100 base units equals 10 units. A 50 percent participation percent on 10 units equals 5 incremental units. So, 100 base units plus 5 incremental units equals a calculated ship quantity of 105.

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See Also

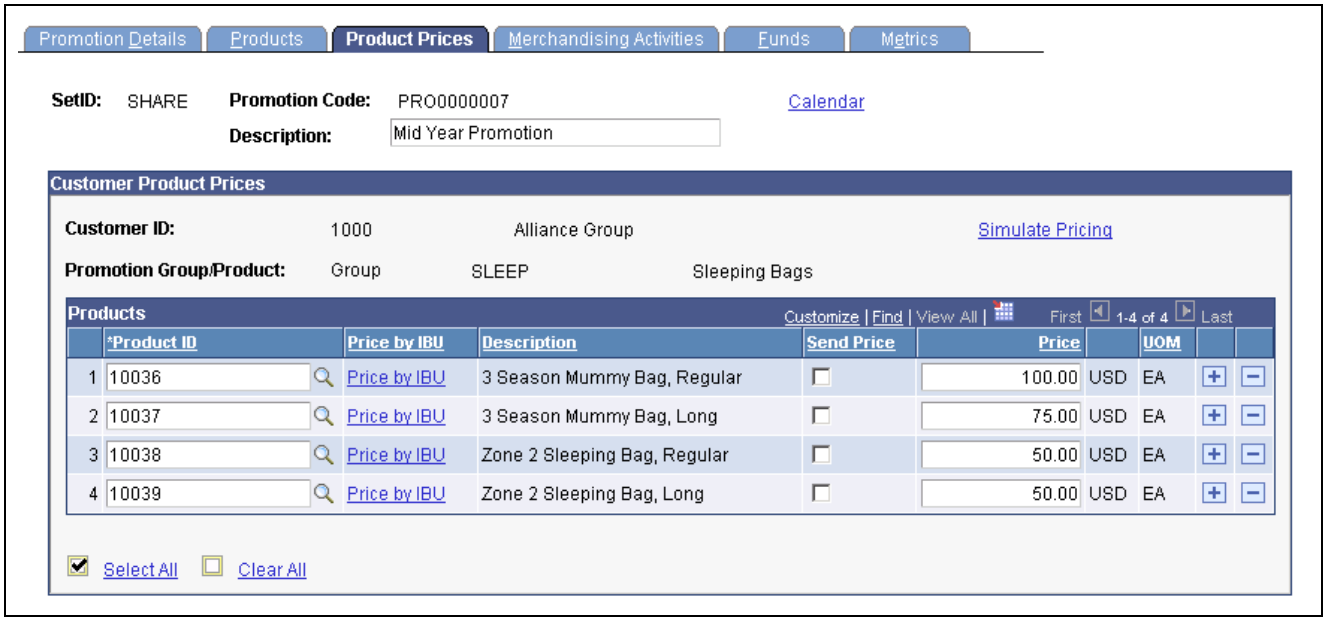
Chapter 7, "Defining Promotions," Defining Product Prices for the Customer Promotion, page 98

Chapter 5, "Setting Up PeopleSoft Promotions Management," Establishing Product Trees, page 40

Defining Product Prices for the Customer Promotion

Access the Create Customer-Specific Promo - Product Prices page.

Note. This page in only available if you have the Level to Promote Products field set to *Promo.* Otherwise, define product prices using the Create Customer-Specific Promo - Product Details page.



Create Customer-Specific Promo - Product Prices page

If you access this page for a promotion group, *Group* appears in the Promotion Group/Product field. If you access this page for a product, *Product* appears in this field.

On this page, you can:

- Delete a product from the promotion group.
- Change the price of a product.

Note. If the Pricing Default Type is set to *Lowest Price List Price* on the Promotions Options - Pricing Options page and more than one price list is set up for the product ID and customer being maintained, the minimum price appears by default in the Price field on this page.

- Perform price simulation for a product.

Simulate Pricing — Click this link to access the Simulator page. Use the Simulator page to calculate and review the price of a product. You can then use the calculated price to populate the Price field on the Product Price page.

Price by IBU (price by Inventory business unit) — Click this link to access the Customer Product Price Inquiry page. Use this page to view the price of a product by Inventory business unit. You can

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	then select one of the prices that appear and populate the Price field on the Product Price page.
Send Price	Select this check box if you want the Pricing Load process to create a price list with these products and prices and then associate that price list with the price rule that it creates. When you use Order Management to take a sales order for that product and customer, this is one of the product prices that could be used to determine the base price for the sales order. If you do not select this check box, then no price list is created and Order Management prices the product using an existing price list or other standard pricing logic.
	Click the Select All button to mark the Send Price field for all products in the Products group box.
	Click the Clear All button to clear the Send Price field for all products that were previously selected.

Note. You cannot add a product to the promotion group using this page. To add a product to the promotion group, access the Product Tree component, where you define the product tree, and make the changes to the promotion group there.

See Also

Chapter 8, “Pricing Promotions,” page 137

Chapter 5, “Setting Up PeopleSoft Promotions Management,” Establishing Product Trees, page 40

PeopleSoft Enterprise Pricer 9.0 PeopleBook, “Working With the Pricing Simulator”

Defining Merchandising Activities for the Customer Promotion

Access the Create Customer-Specific Promo - Merchandising Activities page.

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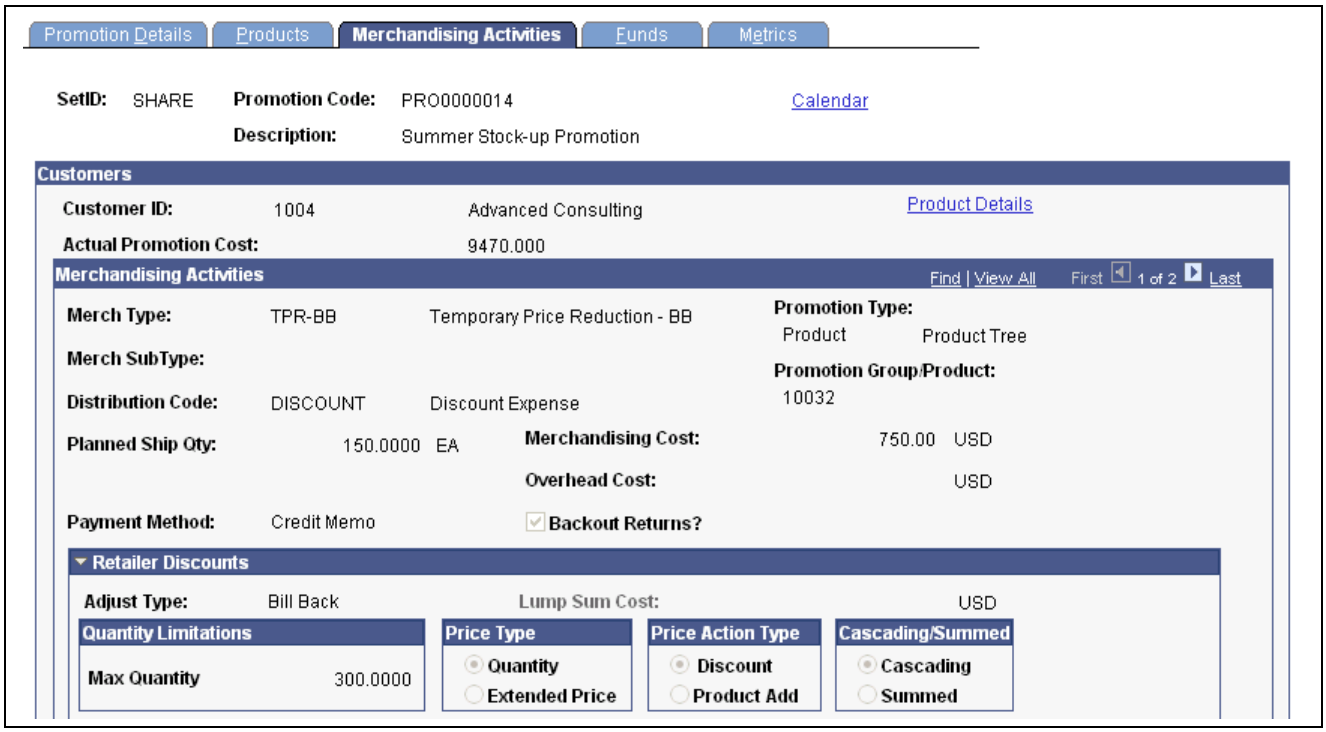
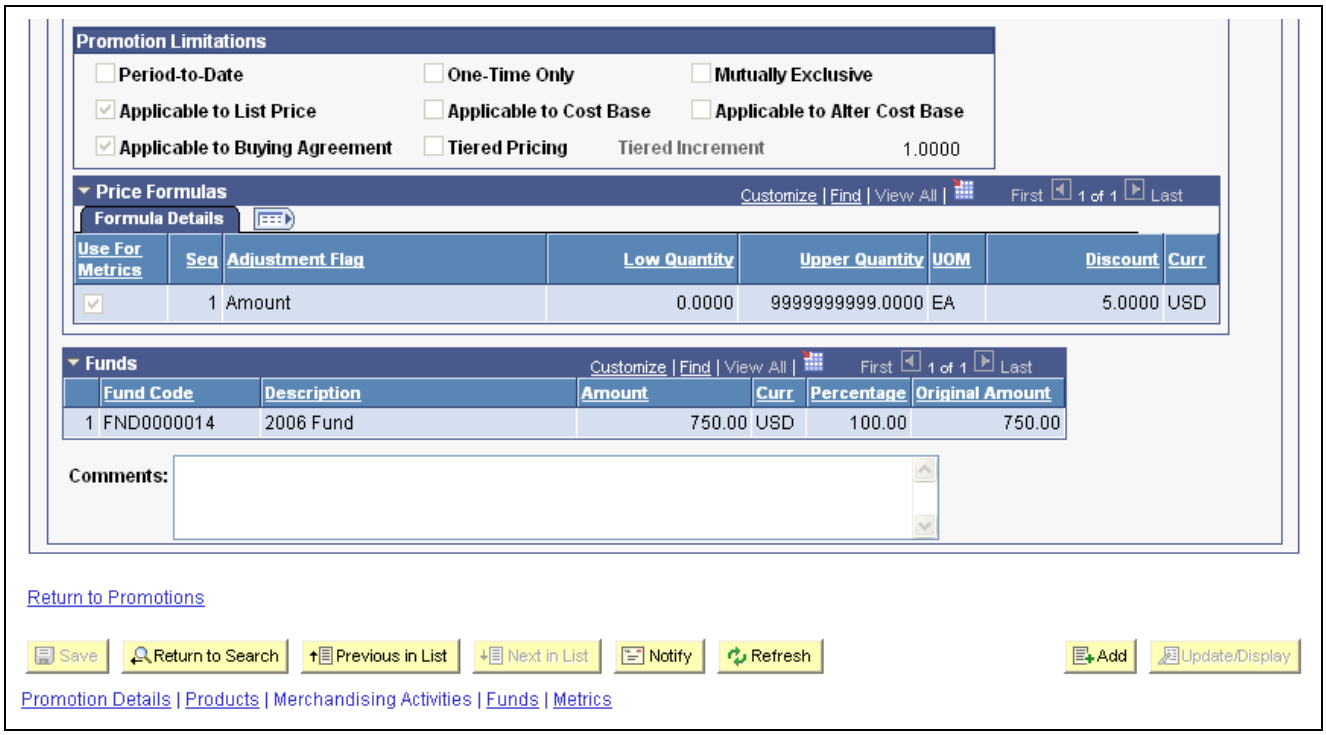


Create Customer-Specific Promo - Merchandising Activities page (1 of 2)



Create Customer-Specific Promo - Merchandising Activities page (2 of 2)

Click the Calendar link to access the Promotion Calendar page. Click the Maintain Multiple Cust Prom link (maintain multiple customer promotions) to access the Create Multiple Customer Promo - Details page where you can maintain data for multiple customers.

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The Actual Promotion Cost field displays the total actual cost of the promotion to date, including all amounts paid to the customer through claims, and all off-invoice discounts given to the customer. This amount can assist you in determining the correct merchandising costs and fund amounts for the promotion, and to recover unspent funds once you are ready to close the promotion. The system does not automatically set the merchandising cost and fund amount to equal the actual promotion cost, but you can manually change the amounts to meet organizational needs.

This section discusses how to:

- Define a purchasing merchandising activity.
- Define a consumption merchandising activity.

Note. The system automatically populates default values stored on the merchandising type to the merchandising activity after you enter values for the Merch Type (merchandising type) and Promotion Group/Product fields. The system also defaults values to the merchandising activity for both purchasing and consumption merchandising activities.

Defining a Purchasing Merchandising Activity

To define a purchasing merchandising activity:

1. Select a merchandising type related to a purchasing merchandising activity.

   When you select a merchandising type related to a purchasing merchandising activity, the fields in the Retailer Discounts group box become available.

2. (Optional) Select a merchandising subtype.
3. Select the product or product group that you want to associate with the merchandising activity.

   If *Both* is the value for the Level to Promote Products field on the Promotions Options - General Options page, and you defined a product or promotion group at the promotion level, then that product or promotion group appears by default for the merchandising activity.

   If *Both* or *Merch* are the values for the Level to Promote Products field on the Promotions Options - General Options page, select the promotion type and select the promotion group or product that you want to assign to the merchandising activity for the promotion by either using these fields individually or by navigating the product tree using the Product Tree link.

4. Click the Product Details link and enter the product details for the product or promotion group.

   When you click this link the Product Details page appears. Enter the product detail information or review the product detail information for the product or promotion group that was previously defined at the promotion level or for another merchandising activity.

5. Review the planned ship quantity on the Create Customer-Specific Promo - Merchandising Activities page.

   The system displays the planned ship quantity in the UOM that you defined on the Create Customer-Specific Promo - Product Details page.

6. Enter a distribution code if one has not already been defaulted from the Create Customer-Specific Promo - Promotion Details page, or from the selected merchandising type. The distribution code is required on the merchandising activity.
7. Select the Payment Method for the promotion. The payment method that you enter here appears by default on all claims that you create for this merchandising activity.
8. (Optional) Select Alt Pay To Customer (alternate pay to customer) for the merchandising activity, if you selected *Check* or *Field Draft* as the payment method.

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The alternate pay to customer functionality gives you the ability to pay different customers (vendors) for each of the different costs incurred for the promotion. For example, you might set up a promotion with the customer who is a distributor to have an end aisle display put up at their customer site Jack and Jill's store. When Jack and Jill's store puts up the end aisle display with the product, you need to pay Jack and Jill's store instead of the distributor.

9. Enter the overhead cost for this merchandising activity, if required.

   Overhead costs are used to track a cost element against the customer promotion but are not paid to the customer on a promotional payment.

10. Select the adjustment type for this merchandising activity.

Note. If you select a lump sum adjustment type, you plan to pay the customer a set amount for performing the specified merchandising activity. In this case, there is no condition to purchase anything to qualify for the promotion discount. Enter the lump sum cost.

---

11. (Optional) Select Backout Returns? if you want to back out returns from the promotional activity for this merchandising activity.

    Backing out returns provides you with a method to more accurately account for promotional items that were returned. This field is available if you select the Backout Returns? check box on the Promotions Options - General Options page.

Note. The Backout Returns? option is only available for bill back and off-invoice adjustment types. This option is not available for lump-sum adjustment types.

---

12. Review the options in the Quantity Limitations, Promotion Limitations, Price Type, Price Action Type, and Cascading/Summed group boxes and make necessary changes.

    The system displays the settings for the Price Type, Price Action Type, Cascading/Summed, Applicable to List Price, Applicable to Cost Base, Applicable to Alter Cost Base, and Applicable to Buying Agreement fields that you defined on the Promotions Options - Pricing Options page.

    See Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining Promotions Management Options, page 17.

13. Enter the discount or the product add information for this merchandising activity using the fields in the Price Formulas group box, if you select an *Off-Invoice,* or *Bill Back* adjustment type.

Use For Metrics — Select this check box next to the discount information that you want the system to use when calculating the metrics information that appears on the Create Customer-Specific Promo - Metrics page.

Adjustment Flag — Select *Amount* or *Percentage* if the Price Action Type is *Discount* to establish how you want to enter the product discount for the merchandising activity.

Select *BOGO Factor, BOGO with Price, Quantity,* or *Quantity with Price* if the Price Action Type is *Product Add* to define how you want to give away products for the merchandising activity.

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Note. The Number of Orders field is used to estimate the number of orders that you expect to be created for the promotion. The field appears when you select a Price Action Type of *Product Add* and an Adjustment Flag of *Quantity* or *Quantity with Price.* The number of orders defaults to *1,* but you can change the value to be anything greater than zero. The field enables you to estimate how many orders will be coming in for a promotion so the number of free products can be properly calculated to determine the merchandising cost.

Low Quantity and **Upper Quantity**

These fields appear if you select Quantity as the price type. Select the lower and upper quantity that must be met on a sales order to receive the promotional discount.

Low Amount and **Upper Amount**

These fields appear if you select Extended Price as the price type. Select the lower amount and upper amount that must be met on a sales order to receive the promotional discount.

Discount

This field appears if you select Discount as the price action type. Enter the amount or the percentage discount per unit.

Product Add, Product Add Type, Quantity/BOGO Factor, Pct/Amt (Percent/Amount), Product Add Adjustment, and **Product Add Price/Cost**

These fields appear if you select Product Add as the price action type. Select the product, product add type, quantity/BOGO factor, percent/amount, product add adjustment, and the price/cost for the product that you plan to give away for the promotion.

Note. The Product Add Type, Pct/Amt, and Product Add Adjustment fields only appear if the Adjustment Flag is equal to *BOGO with Price* or *Quantity with Price.*

Note. If the Product Add Type equals *List Price,* the value in the Product Add Adjustment field represents the amount or percentage that is subtracted from the product's list price to determine the price on the order line.

If the Product Add Type equals *Product Cost,* the value in the Product Add Adjustment field represents the amount or percentage that is added to the product's unit cost to determine the price on the order line.

14. Review the merchandising cost for this purchasing merchandising activity.

    Note. Refer to the following section discussing *Reviewing Merchandising Cost Calculations.*

15. Select the fund information for this merchandising activity.

    If *Both* is the value in the Level to Fund Promotions field on the Promotions Options - General Options page, and you defined fund information at the promotion level, then that fund information appears by default for the merchandising activity.

    If *Both* or *Merch* are values in the Level to Fund Promotion field on the Promotions Options - General Options page, select the fund code and the amount that you want to assign to the merchandising activity for the promotion.

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If *Promo* is the value in the Level to Fund Promotions field on the Promotions Options - General Options page, select the fund code and amount that you want to assign to the merchandising activity for the promotion on the funds page.

Fund Code Select the fund used to cover the costs of the merchandising activity. The system calculates planned, incurred and actual values for the fund code you select for the merchandising activity.

Amount Enter the amount, in the transaction currency, to apply to each fund. This amount is consumed by the fund when you run the promotion.

Percentage Percentage of the total funded amount. If there is only one fund, the percentage is *100.* If there are two or more funds, the system divides the amount by the total funded amount, multiplies the total by 100, and then displays the result. Checkbook processing uses this percentage to distribute the expenses by fund when multiple funds are defined for the merchandising activity.

Original Amount The original amount is derived from the Amount field for the fund each time the amount changes while the promotion is in a planning stage. You can always edit the Original Amount field, but it is meant to keep track of the fund amount that was originally added to the fund for analysis purposes.

After the customer approves the promotion, the system no longer automatically updates the Original Amount field to be equal to the Amount field. This prevents the system from overriding the Original Amount field when you adjust the funded amount as you prepare to close the promotion.

To release unused funds from the promotion, change the promotion status to Planned. Then, adjust the Funded Amount to equal the amount that is expected to be spent or is actually spent on the merchandising activity. Set the promotion status back to either Planned or Closed after adjusting the Funded Amount.

Note. The total of all fund amounts for a merchandising activity must equal the merchandising cost that appears on the Create Customer-Specific Promo - Merchandising Activities page.

Reviewing Merchandising Cost Calculations

You can review the merchandising cost for a purchasing merchandising activity using the Create Customer-Specific Promo - Merchandising Activities page. The following table illustrates the calculations for a purchasing merchandising activity based on the Adjustment Type value selected:

Note. The merchandising cost is calculated based on the Price Formula for off-invoice and bill back adjustment types. The Use for Metrics check box is selected and incorporated into the merchandising cost calculations, unless otherwise noted:

Adjustment Type selection for *Off-Invoice* and *Bill Back:*

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Price Action Type	Adjustment Flag	Calculation
Discount	Amount	Merchandising Cost = (Planned Ship Qty * Discount Amount) + Overhead Cost
	Percentage	Merchandising Cost = (Planned Ship Qty * (Price * Discount %)) + Overhead Cost
Product Add	BOGO Factor	Merchandising Cost = ((Planned Ship Qty / Quantity/BOGO Factor) * Product Add Price/Cost) + Overhead Cost
	BOGO Factor with Price	If Product Add Typeis equal to *List Price:* %/Amt = % (percent/amount = percent): Merchandising Cost = ((Planned Ship Qty / Quantity/BOGO Factor) * (Product Add Price/Cost * (Product Add Adjustment / 100))) + Overhead Cost %/Amt = Amt (percent/amount = amount): Merchandising Cost = ((Planned Ship Qty / Quantity/BOGO Factor) * (Product Add Price/Cost - Product Add Adjustment)) + Overhead Cost If Product Add Typeis equal to *Product Cost:* %/Amt = % (percent/amount = percent): Merchandising Cost = ((Planned Ship Qty / Quantity/BOGO Factor) * (Product Add Price/Cost * (1 + (Product Add Adjustment / 100)))) + Overhead Cost %/Amt = Amt (percent/amount = amount): Merchandising Cost = ((Planned Ship Qty / Quantity/BOGO Factor) * (Product Add Price/Cost + Product Add Adjustment)) + Overhead Cost

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Price Action Type	Adjustment Flag	Calculation
	Quantity	Merchandising Cost = ((Quantity/BOGO Factor * Product Add Price/Cost) * # of Orders) + Overhead Cost
	Quantity with Price	If Product Add Type is equal to *List Price:* %/Amt = %: Merchandising Cost = ((Quantity/BOGO Factor * (Product Add Price/Cost * (Product Add Adjustment / 100))) * # of Orders) + Overhead Cost %/Amt = Amt: Merchandising Cost = ((Quantity/BOGO Factor * (Product Add Price/Cost – Product Add Adjustment)) * # of Orders) + Overhead Cost If Product Add Type is equal to *Product Cost:* %/Amt = %: Merchandising Cost = ((Quantity/BOGO Factor * (Product Add Price/Cost * ((1 + Product Add Adjustment) / 100))) * # of Orders) + Overhead Cost %/Amt = Amt: Merchandising Cost = ((Quantity/BOGO Factor * (Product Add Price/Cost + Product Add Adjustment)) * # of Orders) + Overhead Cost

Note. If a Max Quantity (maximum quantity) is defined for the merchandising activity, and it is less than the Planned Ship Qty (planned ship quantity), the system will use the Max Quantity instead of the Planned Ship Qty in the merchandising cost calculations.

Note. If you select the Period-to-Date check box on the merchandising activity and the Tiered Pricing check box is *not* selected, then the Discount associated with the price formula, matching the Planned Ship Qty (or Max Quantity if applicable), is used to calculate the merchandising cost.

Note. If you select the Tiered Pricing check box, the system sums the merchandising cost from all *Price Formulas* until the Planned Ship Qty (or Max Quantity if applicable) is consumed. The Use for Metrics check box will be hidden when you select the Tiered Pricing check box since multiple rows are required for the calculation. For example, assume the Planned Ship Qty (planned ship quantity) is equal to 100 and you have the following *Price Formulas* set up:

Low Quantity	Upper Quantity	Discount
1	25	1 USD
26	50	2 USD
51	999999	3 USD

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The system would calculate the total merchandising cost as (25 * 1 USD) + (25 + 2 USD) + (50 * 3 USD) = 225 USD

Adjustment Type selection for *Lump Sum*:

Merchandising Cost = Lump Sum Cost + Overhead Cost

Defining a Consumption Merchandising Activity

To define a consumption merchandising activity:

Note. Values that appear by default in fields discussed in this procedure are values that you entered on the Promotion Details page, unless otherwise noted.

---

1. Select a merchandising type related to a consumption merchandising activity.

   When you select a merchandising type related to a consumption merchandising activity, the fields in the Forecasted Consumption Costs group box become available.

2. (Optional) Select a merchandising subtype.

3. Select the product or product group that you want to associate with the merchandising activity.

   If *Both* is the value in the Level to Promote Products field on the Promotions Options - General Options page, and you defined a product or promotion group at the promotion level, then that product or promotion group appears by default for the merchandising activity.

   If *Both* or *Merch* is the value in the Level to Promote Products field on the Promotions Options - General Options page, select the promotion type and enter the promotion group or product that you want to assign to the merchandising activity for the promotion by either using these fields individually or by using the Product Tree link.

   If *Promo* is the value in the Level to Promote field on the Promotions Options - General Options page, then the product and promotion group fields are not available.

4. Click the Product Details link, and enter the product details for the product or promotion group.

   When you click this link, the Product Details page appears. Enter the product detail information or review the product detail information for the product or promotion group that was previously defined at the promotion level or for another merchandising activity.

5. Review the planned ship quantity on the Create Customer-Specific Promo - Merchandising Activities page.

   The system displays the planned ship quantity in the UOM that you defined on the Create Customer-Specific Promo - Product Details page.

6. Enter a Distribution Code if one has not already been defaulted from the Create Customer-Specific Promo - Promotion Details page or from the selected merchandising type. The distribution code is required on the merchandising activity.

7. Select the payment method for the promotion. The payment method that you enter here appears by default on all claims that you create for this merchandising activity.

8. (Optional) Select Alt Pay To Customer (alternate pay to customer) for the merchandising activity, if you have selected *Check* or *Field Draft* as the payment method.

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The alternate pay to customer functionality gives you the ability to pay different customers (vendors) for each of the different costs incurred for the promotion. For example, you might create a consumption merchandising activity for a coupon that includes a unit handling and unit value amount. You must pay the customer for the unit value amounts that accumulate for this promotion and merchandising activity, but you may need to pay a coupon clearinghouse, instead of the customer, for the unit handling charges that are accumulated for this same promotion.

9. Enter the overhead cost for this merchandising activity, if required.

   Overhead costs are used to track a cost element against the customer promotion, but are not paid to the customer on a promotional payment.

10. Enter the value of the offer in Unit Value.

    For example, the unit value would be the value of the coupon discount, if you selected a coupon merchandising activity.

11. Enter either the redemption percent or the number of units redeemed.

    The system displays a redemption percentage of *100* and units redeemed are equal to the plan ship quantity, until you enter a value in one of the fields. Then the system calculates and displays the field that you do not enter.

    The redemption fields should reflect the anticipated number of coupons redeemed during the promotion. The system displays the per unit UOM that you defined on the Promotions Options component.

12. Enter the per unit cost of running this merchandising activity in the Unit Handling Cost field.

    For example, the manufacturer might pay a per unit charge to a coupon clearinghouse for running a particular coupon.

13. Enter the coupon code, if applicable.

14. Enter the start date for this consumption merchandising activity.

15. Enter the number of weeks in Perform Weeks field that the activity is to run.

16. Review the variable costs.

    The system calculates and displays the variable costs for the merchandising activity, as follows:

    Variable Cost = (Unit Value * Units Redeemed) + (Unit Handling Cost * Units Redeemed)

17. Enter any additional charges for the merchandising activity in the Insertion Costs field.

    For example, this might be the manufacturer's cost for installing a coupon holder in the retailer's store.

18. Review the merchandising cost for this consumption merchandising activity:

    Merchandising Cost = (Unit Value * Units Redeemed) + (Unit Handling Cost * Units Redeemed) + Insertion Costs + Overhead Cost

19. Select the fund information for this merchandising activity.

    If *Both* is the value in the Level to Fund Promotions field on the Promotions Options - General Options page, and you defined fund information at the promotion level, then that fund information appears by default for the merchandising activity.

    If *Both* or *Merch* is the value in the Level to Fund Promotion field on the Promotions Options - General Options page, select the fund code and amount that you want to assign to the merchandising activity for the promotion.

    If *Promo* is the value in the Level to Fund Promotions field on the Promotions Options - General Options page, select the fund code and amount that you want to assign to the merchandising activity for the promotion on the funds page.

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Fund Code Select the fund used to cover the costs of the merchandising activity. The system calculates planned, incurred and actual values for the fund code that you select for the merchandising activity.

Amount Enter the amount, in the transaction currency, to apply to each fund. This amount is consumed by the fund when you run the promotion.

Percentage Displays the percentage of the total funded amount. If there is only one fund, the percentage is *100*. If there are two or more funds, the system divides the amount by the total funded amount, multiplies the total by 100, and then displays the result. Checkbook processing uses this percentage to distribute the expenses by fund when multiple funds are defined for the merchandising activity.

Original Amount The original amount is derived from the Amount field for the fund each time the amount changes while the promotion is in a planning stage. You can always edit the Original Amount field, but it is meant to keep track of the fund amount that was originally added to the fund for analysis purposes.

After the customer approves the promotion, the system no longer automatically updates the Original Amount field to be equal to the Amount field. This prevents the system from overriding the Original Amount field when you adjust the funded amount as you prepare to close the promotion.

To release unused funds from the promotion, change the promotion status to Planned. Then, adjust the Funded Amount to equal the amount that is expected to be spent or is actually spent on the merchandising activity. Set the promotion status back to either Planned or Closed after adjusting the funded amount.

Note. The total of all fund amounts for a merchandising activity must equal the merchandising cost that appears on the Create Customer-Specific Promo - Merchandising Activities page.

See Also

Chapter 4, “Defining the Operational Structure in PeopleSoft Promotions Management,” Defining Promotions Management Options, page 17

Chapter 5, “Setting Up PeopleSoft Promotions Management,” Defining Merchandising Types, page 49

Chapter 5, “Setting Up PeopleSoft Promotions Management,” Defining Merchandising Subtypes, page 52

Defining Product Details at the Merchandising Activity Level for the Customer Promotion

Access the Create Customer-Specific Promo - Product Details page.

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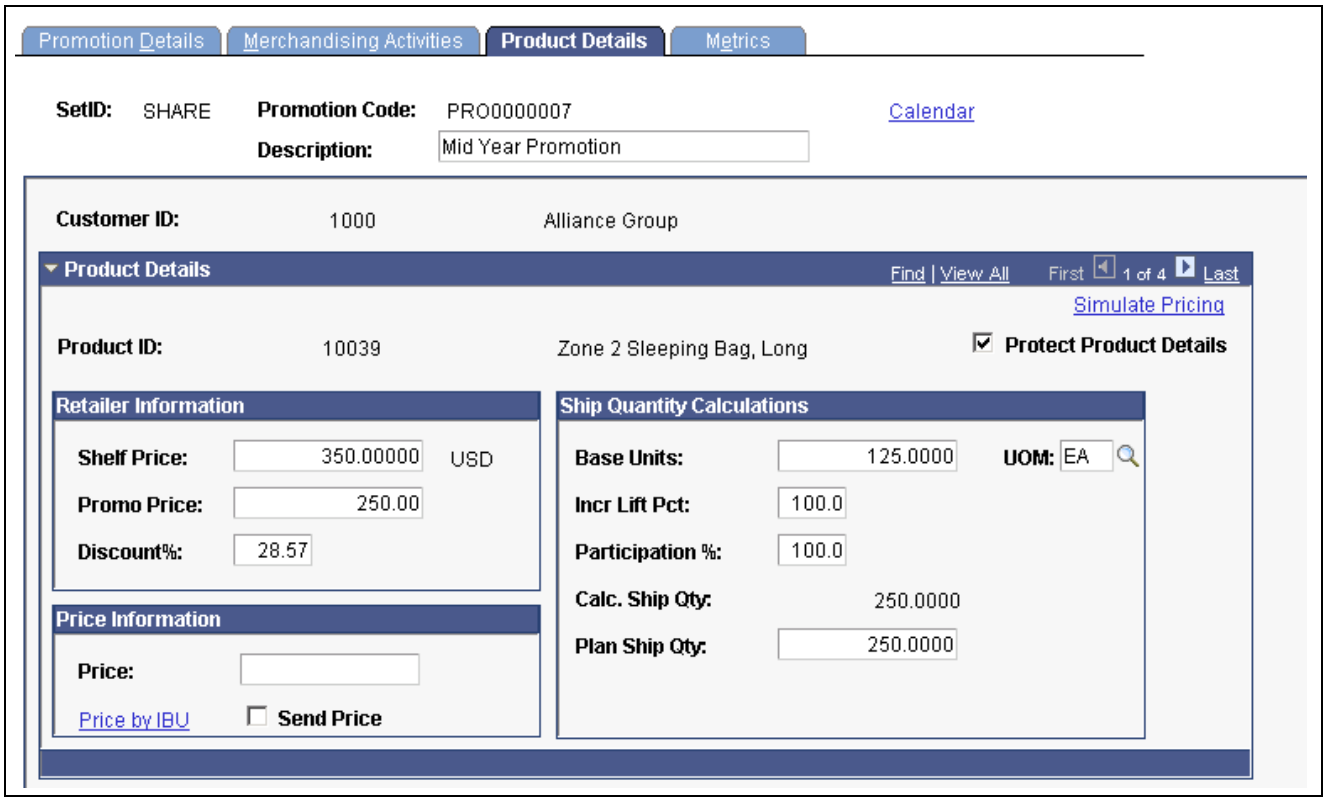
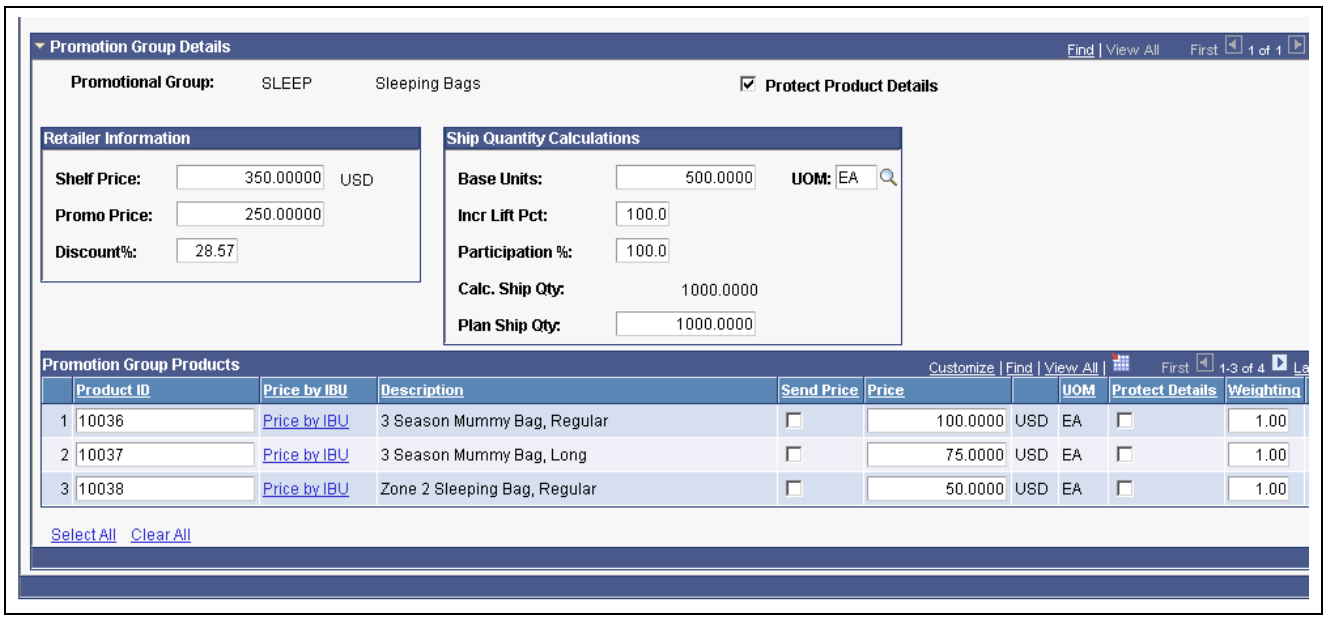


Create Customer-Specific Promo - Product Details (1 of 2)



Create Customer-Specific Promo - Product Details (2 of 2)

This page functions basically the same as the Create Customer-Specific - Products and Create Customer-Specific Product Prices page.

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When this page initially appears, either the Product Details or Promotion Group Details group box expands, depending on whether there is a product or promotion group associated with the merchandising activity from which you transferred. For example, if you define a merchandising activity associated with a promotion group, when you transfer to this page the Promotion Group Details group box expands (showing you all the products in the promotion group) and the Product Details group box is collapsed. Expand both the Product Details and Promotion Group Details group boxes to view all the product detail information for the promotion.

To make it easier to define retailer information and ship quantity calculations for a promotion group, you can define these values in the Promotion Group Details group box. The system distributes the promotion group values among each of the individual products that make up the promotion group based on the product's weighting value. The details for each of the individual products are updated in the Product Details group box. Any maintenance of the products that belong to a promotion group can be performed in either the Product Details or Promotion Group Details group box.

Note. If a product is defined on a promotion and the same product is defined as part of a promotion group for the same promotion, you must evaluate the overall impact of defining multiple merchandising activities on the retailer information and ship quantity calculations for that specific product. The system always uses the calculations defined in the Product Details group box to analyze the promotion; make sure that the information is defined correctly for the product in that group box. The information that you define in the Promotion Group Details group box is only used as a basis to calculate the information for the individual products that make up the promotion group and is used to update the information in the Product Details group box.

Protect Product Details Select this check box if you do not want the product detail information to change on this page if you modify the product information on the Create Customer-Specific Promo - Products or Product Prices pages or if you do not want modifications made to the promotion group on this page to affect the individual product details on this page.

Weighting The weighting information for a product appears by default from the product tree, but you can change this information. The Weighting field defines how much you sell of one particular product in the promotion group in relation to the other products in the group.

See Also

Chapter 7, "Defining Promotions," Defining the Products for the Customer Promotion, page 94

Chapter 7, "Defining Promotions," Defining Product Prices for the Customer Promotion, page 98

Defining the Funds for the Customer Promotion

Access the Create Customer-Specific Promo - Funds page.

Note. This page in only available if you have the Level to Fund Promotion field set to *Both* or *Promo* on the Promotions Options - General Options page.

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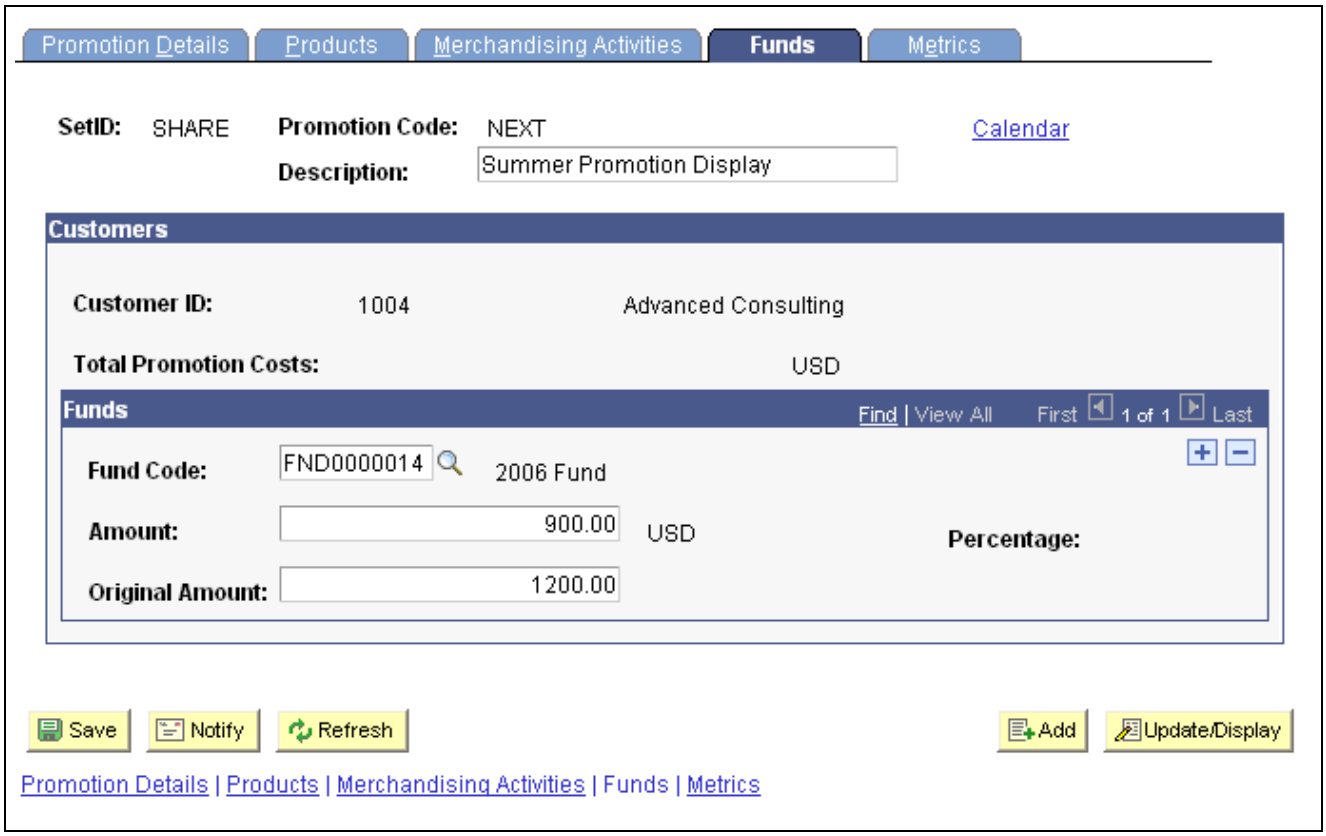

Create Customer-Specific Promo - Funds page

You must select a fund code and amount to determine which funds cover the promotional costs for all of the merchandising activities.

If *Both* is the value in the Level to Fund Promotions field in the Promotions Options - General Options page, and you defined fund information on this page, then the fund information appears by default for each merchandising activity that you define for the promotion.

The system displays the base currency that you defined in the Promotions Options component and calculates the percentage of the merchandising costs allocated to the selected fund code. If you select one fund, the percentage is *100.* If you select two or more funds, the system divides the amount by the total funded amount, multiplies the total by 100, and then displays the result. Checkbook processing uses this percentage to distribute the discount expenses to each fund that you select.

The system automatically populates the Original Amount field with the fund amount until the promotion status is changed to Customer Approved. After the promotion is approved, the system no longer populates the field; however, you can manually change the field while the promotion's status is Planned.

Note. The total fund amounts and the total promotion costs must be equal.

See Also

Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining Promotions Management Options, page 17

Viewing Metrics Associated With the Customer Promotion

Access the Create Customer-Specific Promo - Metrics page.

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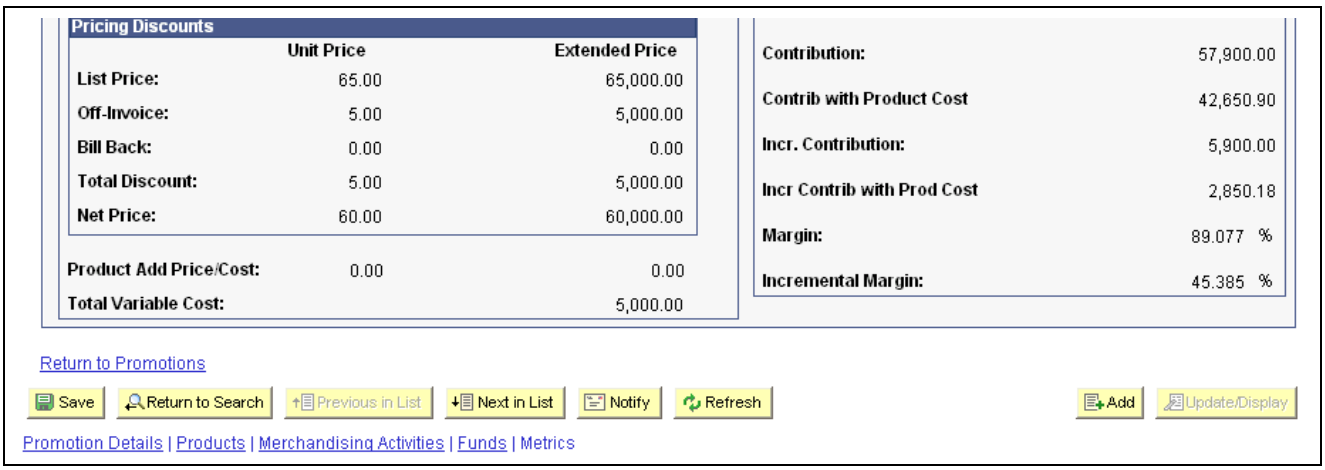
Create Customer-Specific Promo - Metrics page (1 of 2)



Create Customer-Specific Promo - Metrics page (2 of 2)

Customer Metrics

The system calculates and displays all the fields on this page from other information that is associated with the customer promotion. This includes:

- Using the values that you defined in the Create Customer-Specific Promo - Merchandising Activities and Product Details pages to calculate the values that appear in the Variable Costs and Fixed Costs group boxes.
- Displaying the quantities associated with the customer promotion that you defined on the Create Customer-Specific Promo - Product Details page in the Forecasted Consumption group box.

  The promotion quantities are converted to the equivalent UOM and then to the per unit UOM. The customer promotion defines the promotion UOM, and the Promotions Options component determines the equivalent UOM and per unit UOM.

Currency Code Displays the promotion currency for the values that appear on this page.

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Planned vs. Actual	Click this link to review planned, actual shipped, and actual consumed data for the customer promotion.

Forecasted Consumption

Base Qty (Promotion) (base quantity [promotion])	Displays the total base units for the customer promotion in the customer promotion UOM. This is the number of units that you typically ship to the customer without a promotion.
Base Qty (Equivalent) (base quantity [equivalent])	Displays the total base units for the customer promotion in the equivalent UOM that you defined in the Promotions Options component.
Base Qty (Per Unit) (base quantity [per unit])	Displays the total base units for the customer promotion in the per unit UOM that you defined in the Promotions Options component.
Incremental Qty (Promotion) (incremental quantity [promotion])	Displays the total incremental quantity for the customer promotion in the customer promotion UOM. This is the additional quantity that you expect to ship to the customer during the promotion.
Incremental Qty (Equivalent) (incremental quantity [equivalent])	Displays the total incremental quantity for the customer promotion in the equivalent UOM that you defined in the Promotions Options component.
Incremental Qty (Per Unit) (incremental quantity [per unit])	Displays the total incremental quantity for the customer promotion in the per unit UOM that you defined in the Promotions Options component.
Consumption Qty (Promotion) (consumption quantity [promotion])	Displays the consumption quantity (Calc. Ship Qty field on the Product Details page) for the customer promotion in the customer promotion UOM. This is the total quantity that you expect to ship to the customer during the promotion.
Consumption Qty (Equivalent) (consumption quantity [equivalent])	Displays the consumption quantity for the customer promotion in the equivalent UOM that you defined in the Promotions Options component.
Consumption Qty (Per Unit) (consumption quantity [per unit])	Displays the consumption quantity for the customer promotion in the per unit UOM that you defined in the Promotions Options component.
Shipped Qty (Promotion) (shipped quantity [promotion])	Displays the shipped quantity (Plan Ship Qty field on the Product Details page) for the customer promotion in the customer promotion UOM.
Shipped Qty (Equivalent) (shipped quantity [equivalent])	Displays the shipped quantity for the customer promotion in the equivalent UOM that you defined in the Promotions Options component.
Shipped Qty (Per Unit) (shipped quantity [per unit])	Displays the shipped quantity for the customer promotion in the per unit UOM that you defined in the Promotions Options component.

Variable Costs - Product Costs

Product(s) Cost (Unit Price)	Displays the weighted average unit cost of all products associated with the customer promotion defined in the promotion unit of measure.
Product(s) Cost (Extended Price)	Displays the extended unit cost for the customer promotion. Product(s) Costs (Unit Price) * Shipped Qty (Promotion)

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Note. The product cost fields will only be displayed if the View Product Cost? option is checked on the User Preferences - Promotions Management page.

Variable Costs - Consumption Costs

Redemption Costs
Displays the total redemption cost for all the consumption merchandising activities for the customer promotion.

Unit Value * Units Redeemed

Handling Costs
Displays the total handling cost for all the consumption merchandising activities for the customer promotion.

Unit Handling Cost * Units Redeemed

Total Cost
Displays the total of all the consumption costs for the customer promotion.

Redemption Costs + Handling Costs

Variable Costs - Pricing Discounts

List Price (Unit Price)
Displays the weighted average unit price of all product prices associated with the customer promotion defined in the promotion unit of measure.

List Price (Extended Price)
Displays the extended list price for the customer promotion.

List Price (Unit Price) * Shipped Qty (Promotion)

Off-Invoice (Unit Price)
Displays the sum of all off-invoice discounts for the customer promotion.

Off-Invoice (Extended Price)
Displays the extended off-invoice price for the customer promotion.

Off Invoice (Unit Price) * Shipped Qty (Promotion)

Bill Back (Unit Price)
Displays the sum of all bill back discounts associated with the customer promotion.

Bill Back (Extended Price)
Displays the extended bill back price for the customer promotion.

Bill Back (Unit Price) * Shipped Qty (Promotion)

Total Discount (Unit Price)
Displays the sum of all the discounts for the customer promotion.

Off-Invoice (Unit Price) + Bill Back (Unit Price)

Total Discount (Extended Price)
Displays the extended total discount for the customer promotion.

Off-Invoice (Extended Price) + Bill Back (Extended Price)

Net Price (Unit Price)
Displays the net price for all products associated with the customer promotion.

List Price (Unit Price) –(minus) Total Discount (Unit Price)

Net Price (Extended Price)
Displays the extended net price for the customer promotion.

List Price (Extended Price) –(minus) Total Discount (Extended Price)

Product Add Costs

Product Add Price/Cost (Unit Price)
Displays the weighted average unit price for all product add products associated with the customer promotion.

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Product Add Price/Cost (Extended Price)

Displays the extended product add price for the customer promotion.

Product Add Price (Unit Price) * Planned Ship Qty for the Product Add Product

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Note. The Planned Ship Qty for the Product Add Product is based on the Adjustment Flag defined for the price formula.

If the Adjustment Flag equals *BOGO Factor* or *BOGO with Price,* then the planned ship quantity for the product add product equals:

Shipped Qty (Promotion) / BOGO Factor

If the Adjustment Flag equals *Quantity* or *Quantity with Price,* then the planned ship quantity for the product add product equals the Quantity/BOGO Factor multiplied by the # of Orders (number of orders) defined for the price formula.

Variable Costs

Total Variable Cost

Displays the total of all variable costs for the customer promotion.

Total Discount (Extended Price) + Total (consumption) Cost + Product Add Price/Cost (Extended Price)

Fixed Costs

Insertion Costs

Displays the sum of all insertion costs associated with consumption merchandising activities for the customer promotion.

Lump Sum Costs

Displays the sum of all lump sum costs associated with purchasing merchandising activities for the customer promotion.

Overhead Costs

Displays the sum of all overhead costs associated with the merchandising activities for the customer promotion.

Total Fixed Costs

Displays the total fixed costs associated with the merchandising activities for the customer promotion.

Insertion Costs + Lump Sum Costs + Overhead Costs

Promotion Totals

Sales

Displays the total gross sales for the customer promotion. This value equals the value for list price (extended price).

List Price (Unit Price) * Shipped Qty (Promotion)

Incremental Sales

Displays the total of incremental gross sales for the customer promotion.

List Price (Unit Price) * Incremental Qty (Promotion)

Promotion Costs

Displays the total promotion costs for the customer promotion.

Total Variable Cost + Total Fixed Costs

Cost Per Shipped Qty (cost per shipped quantity)

Displays the unit cost for the shipped quantity.

Promotion Costs / Shipped Qty (Promotion)

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Cost Per Incr. Ship Qty (cost per incremental shipped quantity)	Displays the unit cost for the shipped incremental quantity. Promotion Costs / Incremental Qty (Promotion)
Contribution	Displays the planned net sales for running the customer promotion. Sales – (minus) Promotion Costs
Contrib with Product Cost (contribution with product cost)	Displays the planned net sales for running the customer promotion, including product cost. Contribution – (minus) Product(s) Cost (Extended Price)
Incr. Contribution (incremental contribution)	Displays the additional planned net sales that results from running the promotion, based on incremental sales. Incremental Sales – (minus) Promotion Costs
Incr Contrib with Prod Cost (incremental contribution with product cost)	Displays the additional planned net sales for running the customer promotion based on incremental sales and including product cost. Incr. Contribution – (minus) [Product(s) Cost (Unit Price) * Incremental Qty (Promotion)]
Margin	Displays the profit margin that the manufacturer makes from the customer promotion, based on promotional costs only. (Contribution / Sales) * 100
Incremental Margin	Displays the profit margin that the manufacturer makes on the additional sales as a result of the promotion, based on promotional costs only. (Incr. Contribution / Incremental Sales) * 100

Note. The Contib with Product Cost and Incr Contrib with Prod Cost fields will only be displayed if the View Product Cost? option is checked on the User Preferences - Promotions Management page.

Setting Up and Running the Promotion Contract Report

Access the Promotion Contract report page.

See Appendix A, "PeopleSoft Promotions Management Reports," TDC1000 - Promotion Contract Report, page 222.

Copying Customer Promotions

This section discusses how to:

- Copy a customer promotion in batch mode.
- Copy customer-specific promotion information in real-time mode.

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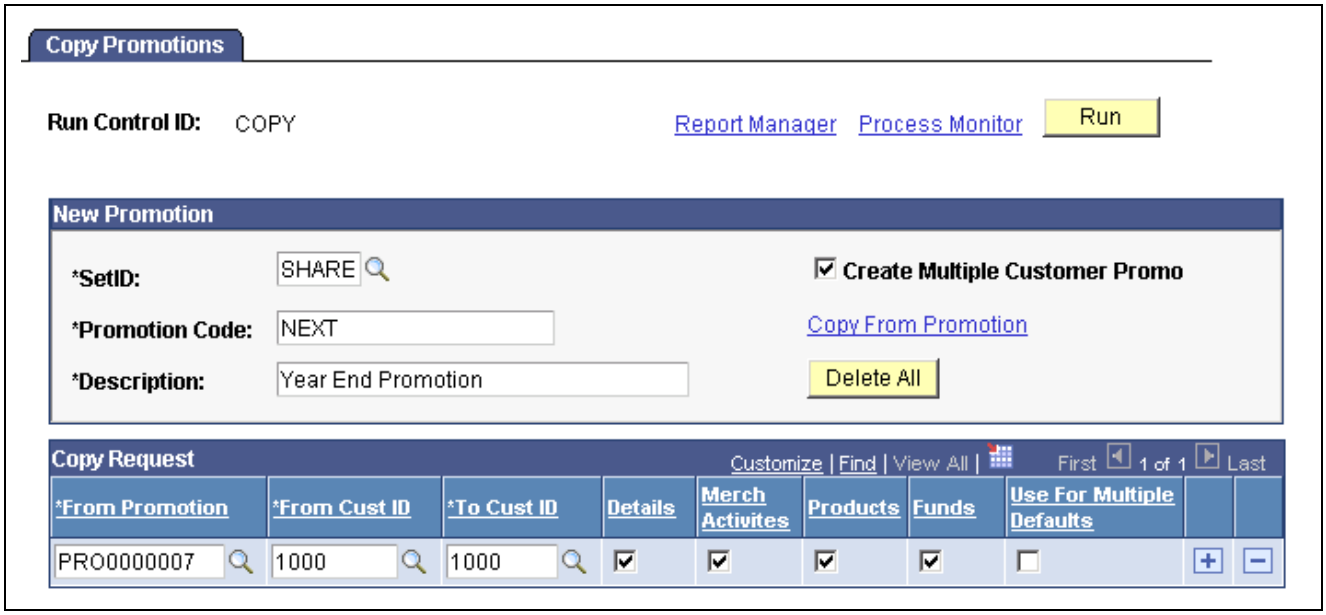
Pages Used to Copy Customer Promotions

Page Name	Object Name	Navigation	Usage
Copy Promotions	TD_PRM_COPY	Promotions, Manage Promotions, Copy Customer Promotions, Copy Promotions	Copy one or more existing customer promotions to create the new customer promotion. Use this page to run the Copy Customer Promotions Application Engine process (TD_CPY_PROMO).
Copy From	TD_COPYFROM_POP	Click the Copy From Promotion link on the Copy Promotions page.	Specify an existing customer promotion and the type of promotion information that you want to copy.
Promotion Copy	TD_PRM_COPY2	Click the Copy link on the Create Customer-Specific Promo - Promotion Details page.	Copy customer-specific promotion information from an existing customer promotion to a new customer promotion in a real-time mode. This option is available only in Add mode.

Copying a Customer Promotion in Batch Mode

Access the Copy Promotions page.



Copy Promotions page

To copy one or more existing customer promotions to a new customer promotion in batch mode:

1. Select the setID, and enter the promotion code and promotion description in the New Promotion group box for the new promotion that you are creating.
2. Identify whether you are creating a single customer or multiple customer promotion.

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Select the Create Multiple Customer Promo check box if you are going to associate multiple customers with one promotion. This check box appears selected by default. In addition, the Use For Multiple Defaults column appears in the Copy Request group box when you select this option.

Clear the Create Multiple Customer Promo check box if you are going to associate a single customer with this new promotion.

3. Select the existing single or multiple customer promotion that you want to copy.

   There are two methods for selecting the existing promotion:

   - Click the Copy From Promotion link in the New Promotion group box. When you click this link, the Copy From page appears. Select the existing customer promotion and the type of data (details, funds, merchandising activities, and products) that you want to copy, and then click the OK button. After you click the OK button, the system automatically populates the fields in the Copy Request group box on the Copy Promotions page.
   - Select the existing customer promotion and associated information directly in the Copy Request group box on the Copy Promotions page.

4. Select the type of promotion information that you would like to copy.

   You can copy promotion details, fund information, merchandising activities, and products from the existing promotion information or just a subset of that information.

   When you select these check boxes using the Copy From page, the system automatically selects those check boxes next to each customer in the Copy Request group box on the Copy Promotions page. You can clear or select these check boxes for each set of copy information that you request.

   Note. The system does not copy product prices from one customer promotion to another because they need to be relevant to the customer and the current effective date. The Copy Customer Promotions process determines a price for each product defined on the new customer promotion based on the Pricing Default Type defined on the Promotions Options - Pricing Options page.

   ---

5. Select the Use for Multiple Defaults check box in the Copy Request group box to determine what set of data is to be defined for all customers on the new multiple customer promotion.

   Select only one set of copy information for the multiple customer default information.

6. Verify that the copy information is correct, and then click the Run button to run the Copy Customer Promotions Application Engine process (TD_CPY_PROMO).

7. Define the rest of the customer promotion information or modify the copied information using the Create Customer-Specific Promo component or the Create Multiple Customer Promo component.

See Also

Chapter 7, “Defining Promotions,” Maintaining Customer Promotions, page 87

Copying Customer-Specific Promotion Information in Real-Time Mode

Access the Promotion Copy page.

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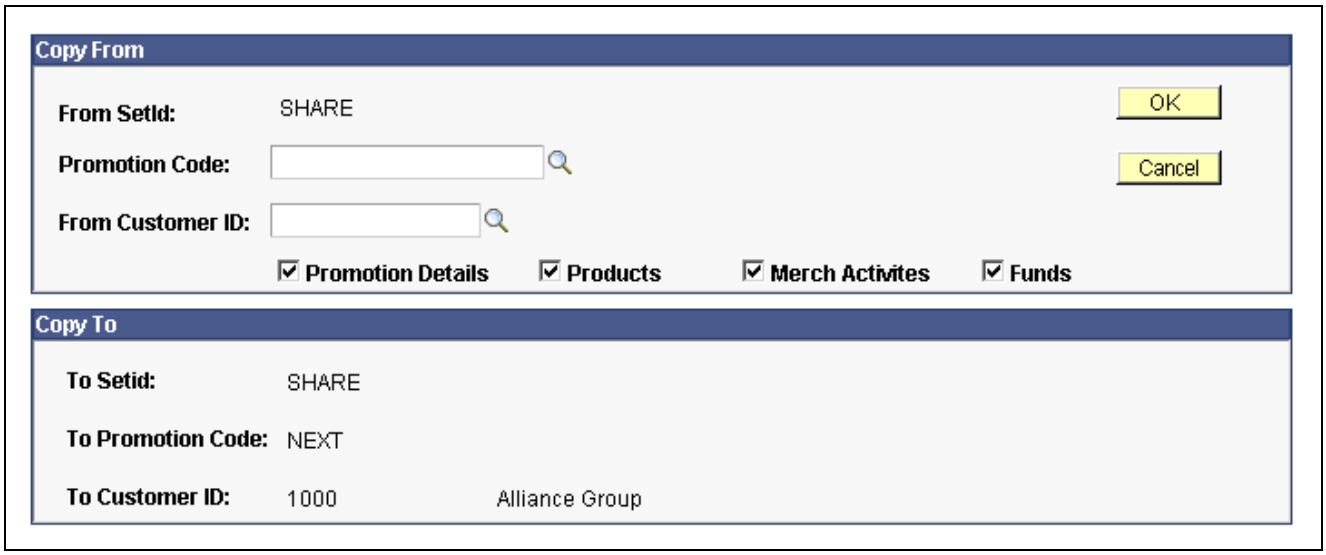

Promotion Copy page

To copy an existing promotion:

1. Access the Create Customer-Specific Promo - Promotion Details page in Add mode.
2. Click the Copy link next to the customer on the Create Customer-Specific Promo - Promotion Details page.

   The Promotion Copy page appears. The new customer promotion information appears by default in the Copy To group box.
3. In the Promotion Code field in the Copy From group box, select the existing customer promotion from which you want to copy the information.
4. In the From Customer ID field, select the customer from which you want to copy the information.
5. Select the promotion information that you want to copy from the customer that you specified.

   You can copy promotion details, products, merchandising activities, and fund information from the existing customer promotion.

   Note. The system doesn't copy product prices from an existing customer promotion, because they must be relevant to the customer and the current effective date. However, it will default a price to each product defined on the new customer promotion based on the Pricing Default Type defined on the Promotions Options - Pricing Options page.

   ---
6. Verify the copy information, and then click the OK button to perform the copy.

   The Create Customer-Specific Promo - Promotion Details page appears with the copied information.
7. Define the rest of the customer promotion information or modify the copied information using the Create Customer- Specific Promo component.

See Also

Chapter 7, "Defining Promotions," Maintaining Customer Promotions, page 87

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Performing Mass Maintenance on Promotions

This section provides an overview of mass maintenance and discusses how to:

- Define the details for the customer promotion.
- Define the products for the customer promotion.
- Define the customers offered the promotion.
- Define the merchandising activities for the customer promotion.
- Define the product details for the customer promotion.
- Define the funds for the customer promotion.
- View promotion group details.

See Also

Chapter 7, “Defining Promotions,” Maintaining Customer Promotions, page 87

Understanding Mass Maintenance

Use the Create Multiple Customer Promo (create multiple customer promotion) component to define a promotion that you want to associate with multiple customers at once. Using the Create Multiple Customer Promo component, you define the same overall information associated with a customer promotion to multiple customers. Then, change specific details for the promotion associated with a particular customer by using the Create Customer-Specific Promo component.

In addition, information that you view on the Create Customer-Specific Promo pages reflects changes that you make using the Create Multiple Customer Promo pages. There is an option to set (protect promotion) on the Create Customer-Specific Promo - Promotion Details page that prevents changes that you make using the Create Multiple Customer Promo pages to affect a specific customer’s promotion information.

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Pages Used to Perform Mass Maintenance on Promotions

Page Name	Object Name	Navigation	Usage
Create Multiple Customer Promo - Details	TD_PROMO_MAIN	Promotions, Manage Promotions, Create Multiple Customer Promo, Details	Define the general overall information to associate with the customer promotion.
Create Multiple Customer Promo - Products	TD_PROMO_PROD	Promotions, Manage Promotions, Create Multiple Customer Promo, Products	Define the product or promotion group to associate with the customer promotion. **Note.** This page is available if the value of the Level to Promote Products field is *Promo* or *Both.*
Create Multiple Customer Promo - Customers	TD_PROMO_CUST	Promotions, Manage Promotions, Create Multiple Customer Promo, Customers	Select the customers to associate with this customer promotion.
Create Multiple Customer Promo - Merchandising Activities	TD_PROMO_MERCH	Promotions, Manage Promotions, Create Multiple Customer Promo, Merchandising Activities	Define purchasing and consumption merchandising activities to associate with the customer promotion.
Create Multiple Customer Promo - Product Details	TD_PROMO_PROD_MDTL	Click the Product Details link on the Create Multiple Customer Promo - Merchandising Activities page.	Define the product details for each product defined for the customer promotion.
Create Multiple Customer Promo - Funds	TD_PROMO_FUND	Promotions, Manage Promotions, Create Multiple Customer Promo, Funds	Define the funds to use for the promotion costs associated with the customer promotion. **Note.** This page is available if the value of the Level to Fund Promotions field is *Promo* or *Both.*
Create Multiple Customer Promo - Promotion Group Details	TD_PROMO_GP_OVRIDE	Click the Details link next to the promotion group on the Create Multiple Customer Promo - Products page.	View the products that are in the promotion group. **Note.** This page is available if the value of the Level to Promote Products field is *Promo* or *Both* and the Promotion Type is *Group.*

Defining the Details for the Customer Promotion

Access the Create Multiple Customer Promo - Details page.

This page functions in the same way as the Create Customer-Specific Promo - Promotion Details page. The only difference is that the customer ID and the customer description fields are not on this page.

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See Also

Chapter 7, "Defining Promotions," Defining Product Details at the Merchandising Activity Level for the Customer Promotion, page 109

Defining the Products for the Customer Promotion

Access the Create Multiple Customer Promo - Products page.

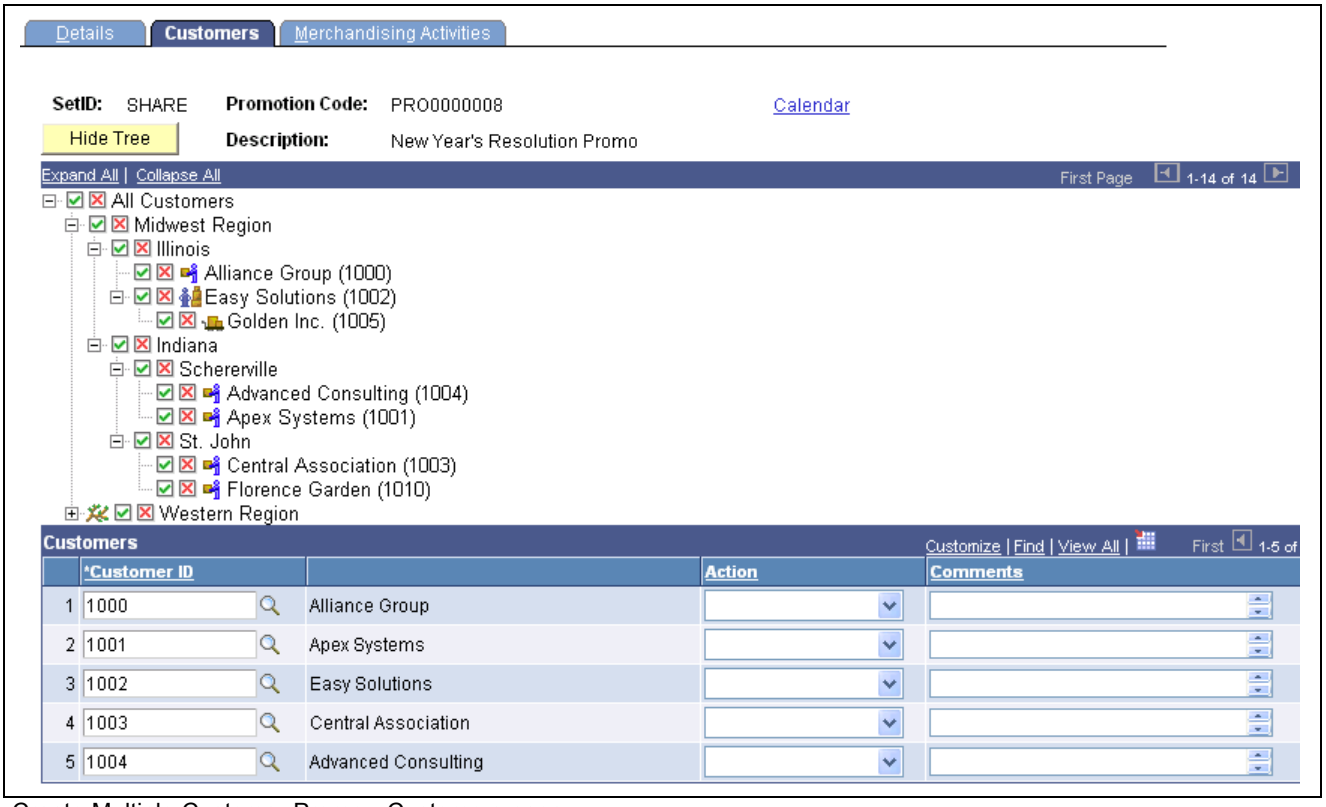
This page functions the same way as the Create Customer-Specific Promo - Products page. The only difference is that the customer ID and the customer description fields are not on this page.

See Also

Chapter 7, "Defining Promotions," Defining the Products for the Customer Promotion, page 94

Defining the Customers Offered the Promotion

Access the Create Multiple Customer Promo - Customers page.



Create Multiple Customer Promo - Customers page

Selecting Customers

To select a customer to associate with the customer promotion, you can:

- Click the Add All button next to a customer or node in the customer tree.

  When you click the Add All button next to a node, the system automatically selects everything under that node, and the customers that you select appear in the Customers group box.

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Click the Remove All button next to a customer or node in the customer tree if you want to remove some or all customers from the Customers group box.

- Select the customers that you want to associate with the multiple customer promotion by manually entering the Customer ID in the Customers group box at the bottom of the page.

Customers

Action Select an action for the customer. When you select an action, the system takes you to the Create Customer-Specific Promo component where you can maintain the data specific to the customer next to the action field. The value that you select determines the page that appears next. Values are:

- *Funds:* Displays the Create Customer-Specific Promo - Funds page. This action is only available if the Level to Fund Promotions option on the Promotions Options - General Options page is *Both* or *Promo*.
- *Merchandising Activities:* Displays the Create Customer-Specific Promo - Merchandising Activities page.
- *Metrics:* Displays the Create Customer-Specific Promo - Metrics page.
- *Products:* Displays the Create Customer-Specific Promo - Products page. This action is only available if the Level to Promote Products option on the Promotions Options - General Options page is *Both* or *Promo*.
- *Promotion Details:* Displays the Create Customer-Specific Promo - Promotion Details page.

See Also

Chapter 7, “Defining Promotions,” Maintaining Customer Promotions, page 87

Defining Merchandising Activities for the Customer Promotion

Access the Create Multiple Customer Promo - Merchandising Activities page.

This page functions the same way as the Create Customer-Specific Promo - Merchandising Activities page. The only difference is that the customer ID and description fields are not on this page.

See Also

Chapter 7, “Defining Promotions,” Defining Merchandising Activities for the Customer Promotion, page 99

Defining the Product Details for the Customer Promotion

Access the Create Multiple Customer Promo - Product Details page.

This page functions the same way as the Create Customer-Specific Promo - Product Details page. The only difference is that the customer ID and description fields are not on this page.

See Also

Chapter 7, “Defining Promotions,” Defining Product Details at the Merchandising Activity Level for the Customer Promotion, page 109

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Defining the Funds for the Customer Promotion

Access the Create Multiple Customer Promo - Funds page.

This page functions the same way as the Create Customer-Specific Promo - Funds page. The only difference is that the customer ID and description fields are not on this page.

See Also

Chapter 7, "Defining Promotions," Defining the Funds for the Customer Promotion, page 111

Viewing Promotion Group Details

Access the Create Multiple Customer Promo - Promotion Group Details page.

This page functions the same way as the Create Customer-Specific Promo - Product Prices page. The differences are the customer ID and description fields are not on this page and you cannot enter product prices.

See Also

Chapter 7, "Defining Promotions," Defining Product Prices for the Customer Promotion, page 98

Viewing the Promotion Calendar

This section discusses how to view the promotion calendar.

Page Used to View the Promotion Calendar

Page Name	Object Name	Navigation	Usage
Promotion Calendar (inquiry)	TD_PROMO_CALENDAR	Promotions, Manage Promotions, Review Promotion Information, Promotion Calendar Click the Calendar link on the Create Customer-Specific Promo component, Create Multiple Customer Promo component, or Create National Allowance component.	View all customer promotions and national allowances for a specific customer and time frame.

Viewing the Promotion Calendar

Access the Promotion Calendar inquiry page.

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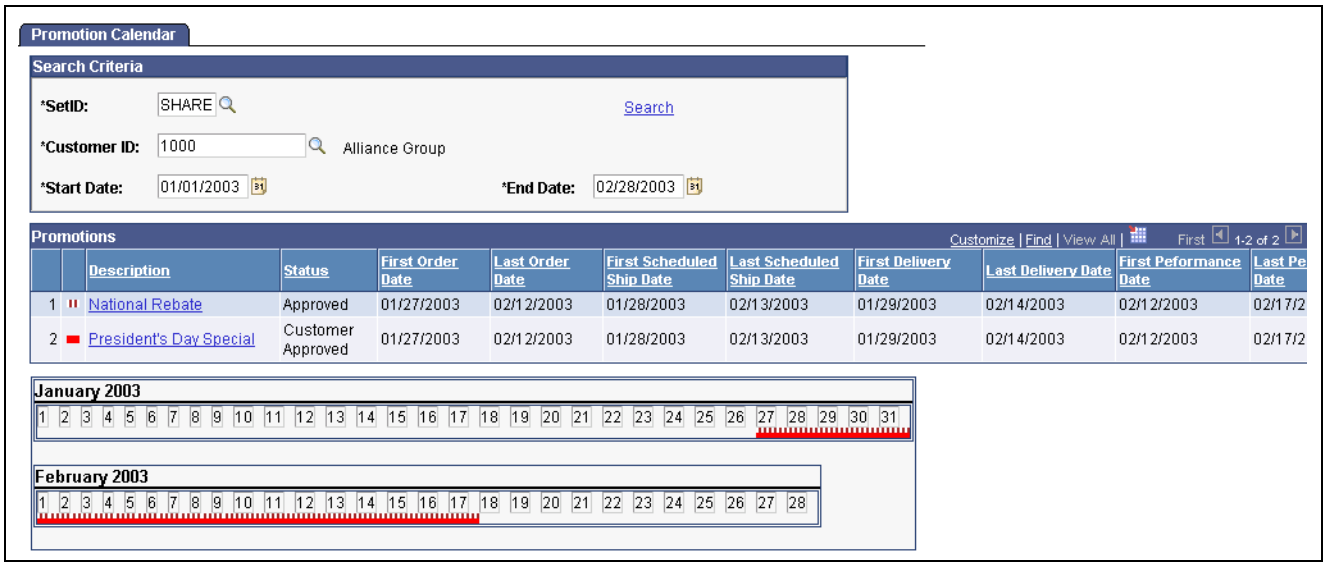

Promotion Calendar inquiry page

Search Criteria

Search Click this link to view the national allowances and customer promotions associated with the selection criteria that you entered.

Promotions

The system lists all the promotions that meet the selection criteria and assigns a color bar to each customer promotion and two vertical bars for each national allowance.

Description When you click the Promotion Description link either the National Allowances inquiry component or the Customer Promotions inquiry component appears depending on the type of promotion.

Using either of these components, you can view the details for the specific promotion.

Calendar

This section displays information about customer promotions and national allowances using a calendar format. The system marks the time frame for the promotion with either the colored bars or colored vertical bars it assigned. The bars start with the first order date for the promotion and end with the last performance date for the promotion.

Comparing Planned and Actual Promotion Values

This section discusses how to:

- Review planned, actual, and consumed promotion values.
- View charts for planned and actual values.

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Understanding Planned and Actual Promotion Values

The Planned vs. Actual component is used to compare planned, actual shipped, and actual consumed values on a single analytic page. Using the Planned vs. Actual component, you have the ability to compare the actual performance of a customer promotion against the planned metrics and consumed analytic information. If a similar or prior year promotion contains analytic history, the planned, actual shipped, and actual consumed metrics can be analyzed in order to create, copy, or adjust new customer promotions. In addition to promotion costs, you can also consider product cost when reviewing promotional data if the user is authorized to view this secure information. After you approve and execute the promotion, you have the capability to monitor progress against the promotion on an ongoing basis.

If consumer information is available, the promotion can be analyzed by comparing planned, actual shipped, and now consumed metrics to determine the promotion profitability.

Customer promotion metric charts can be viewed from the Planned vs. Actual page representing a graphical format of selected promotion quantity, lift, and sales/cost information.

Pages Used to View Planned vs. Actuals

Page Name	Object Name	Navigation	Usage
Planned vs. Actuals	TD_PROMO_PLN_ACT	Promotions, Analysis, Planned vs. Actual, Planned vs. Actual Click the Planned vs. Actual link from the Create Customer Specific-Promo - Metrics page Click the Planned vs. Actual link from the Customer Promotion -Metrics page	View Planned, Actual Shipped, and Actual Consumed Data and comparison charts for a promotion. View Quantity Comparison Chart by selecting the arrow to expand the section. View Planned vs. Actual Lift % Chart by selecting the arrow to expand the section. View Analytic Comparisons Chart by selecting the arrow to expand the section.

Reviewing Planned and Actual Values

Access the Planned vs. Actual page.

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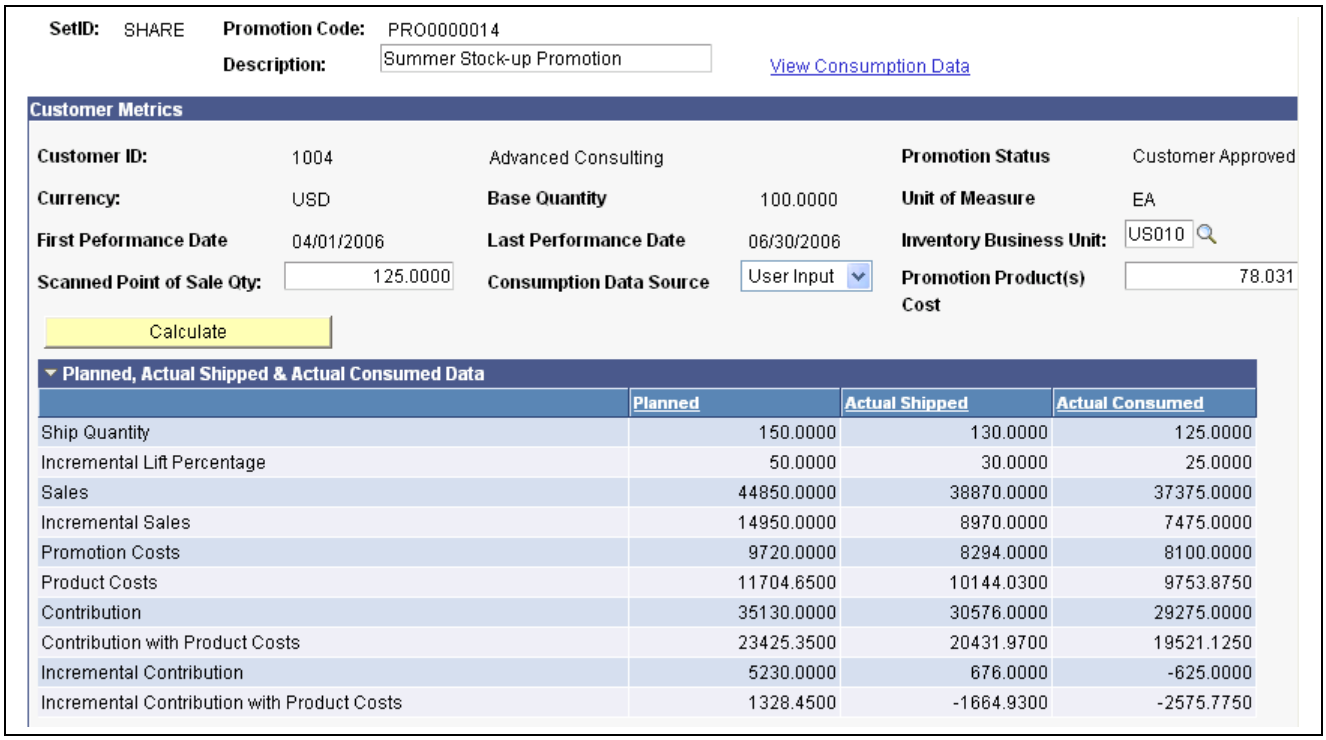
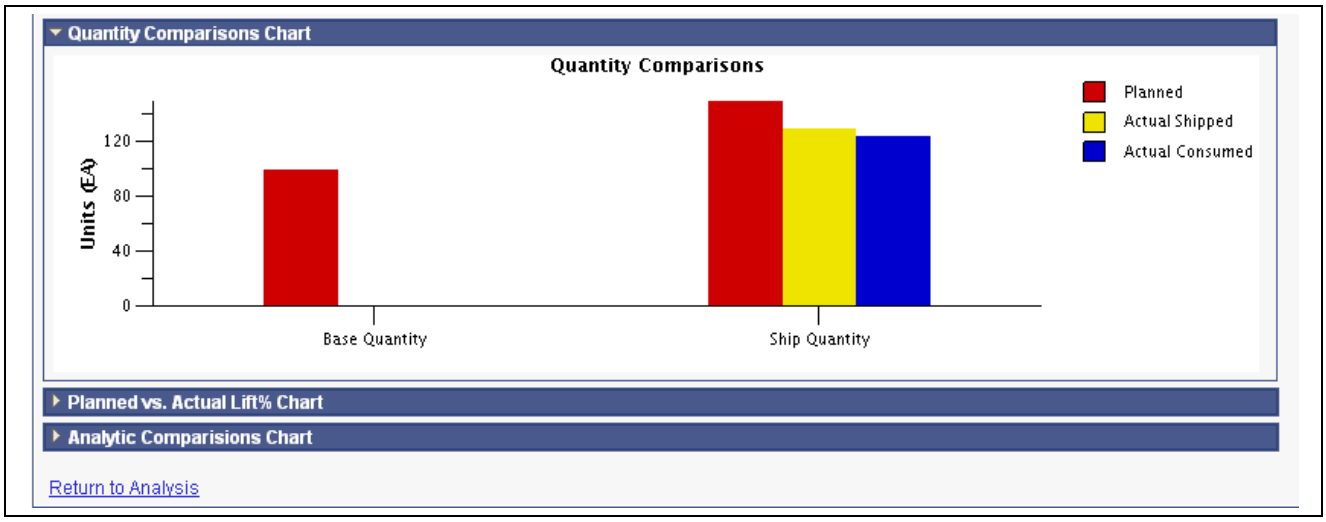


Planned vs. Actual page (1 of 2)



Planned vs. Actual page (2 of 2)

Customer Metrics

The system calculates and displays the fields on this page from other information that is associated with the customer promotion, including returns data taken into account when the Backout Returns? check box is selected for any of the merchandising activities for the promotion. The calculations displayed in the:

- Planned column on the Planned, Actual Shipped & Actual Consumed Data group box are based on the planned ship quantities for all merchandising activities on the customer promotion. Most of these same values are also displayed in the forecasted consumption and the promotion totals values on the Metrics page.
- Actual Shipped column on the Planned, Actual Shipped & Actual Consumed Data group box are based on the actual shipped quantities, returned amounts, if applicable, invoiced amounts, credit amounts and paid amounts for all merchandising activities on the customer promotion.

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- Actual Consumed column on the Planned, Actual Shipped & Actual Consumed Data group box are based on the actual consumption data entered on the Maintain Consumption Data page. The system retrieves data for the Consumption Data Source entered and defaults the values to the Scanned Point of Sale Qty field. The consumption data is summarized for dates between the First Performance Date and Last Performance Date to calculate the scanned point of sale quantity:

  Scanned Point of Sale Qty = Converted Units + Converted Lift.

Scanned Point of Sale Qty (scanned point of sale quantity)

Displays a total of the consumption data records for a specific customer/product and performance dates depending on the consumption data source selected on the Planned vs. Actual page.

You can also manually enter a numeric value in the *Scanned Point of Sale Qty* field and then click the Calculate button to update the Actual Consumed column.

Consumption Data Source

Displays the consumption data source selected on the Promotions Options - Generation Options page. This field determines what data source is used to retrieve data for the Actual Consumed column.

Note. You can change the *Consumption Data Source* field on the Planned vs. Actuals page, and then click the Calculate button to recalculate the values in the Actual Consumed column.

Inventory Business Unit

Displays the default inventory business unit selected on the Promotions Options - General Options page. This field determines the business unit from which the system will retrieve the product cost.

You can change the *Inventory Business Unit* field on the Planned vs. Actual page, and then click the Calculate button to recalculate the value in the Promotion Product(s) Cost field.

Note. This field will only display if the View Product Cost? option is selected in the user preferences to allow you access to view product cost information.

Promotion Product(s) Cost

Displays the average of all product costs for the customer promotion calculated from the default inventory business unit selected on the Promotions Options - General Options page.

You can change the *Promotion Product(s) Cost* field on the Planned vs. Actuals page, and then click the Calculate button to recalculate the values in the Planned, Actual Shipped & Actual Consumed Data group box.

Note. This field will only display if the View Product Cost? option is selected in the user preferences to allow you access to view product cost information.

Planned, Actual Shipped & Actual Consumed Data

The Planned, Actual Shipped & Actual Consumed Data group box displays metrics from these three columns shown in the table below:

Columns	Description
Planned	Displays what you predict will be sold for a promotion.

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Columns	Description
Actual Shipped	Displays what was actually shipped, returned, and paid for a promotion.
Actual Consumed	Displays what was actually sold to end consumers.

Ship Quantity Displays the product quantity you expect to ship/shipped in the customer promotion UOM.

Incremental Lift Percentage Displays the percentage increase over the base units that you expect to sell/sold during the customer promotion.

(Ship Qty/Base Qty – 1) * 100

Sales Displays the total gross sales across all merchandising activities for the customer promotion.

Ship Qty * Average Price of all Products on the Promotion

Incremental Sales Displays the total for incremental gross sales across all merchandising activities for the customer promotion.

(Ship Qty - Base Qty) * Average Price of all Products on the Promotion

Promotion Costs Displays the total promotion costs for all merchandising activities for the customer promotion.

Total Variable Costs + Total Fixed Costs

Note. Variable costs include all unit costs such as off-invoice, bill back, product add and consumption costs. Fixed costs include insertion, lump sum and overhead costs.

See Chapter 7, "Defining Promotions," Viewing Metrics Associated With the Customer Promotion, page 112.

Product Costs Displays the average product cost of all products defined on the customer promotion in the customer UOM.

Average Product Cost * Ship Qty

Note. This field will only display if the View Product Cost? option is selected in the user preferences to allow a user security access to view product cost information.

Contribution Displays the net sales for running the customer promotion.

Sales - Promotion Costs

Contribution with Product Costs Displays the net sales for running the customer promotion including the product cost.

Sales - Promotion Costs - Product Costs

Note. This field will only display if the View Product Cost? option is selected in the user preferences to allow a user security access to view product cost information.

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Incremental Contribution	Displays the additional net sales that result from running the promotion, based on incremental sales. Incremental Sales - Promotion Costs
Incremental Contribution with Product Costs	Displays the additional net sales that result from running the promotion, based on incremental sales including the product cost. Incremental Sales - Promotion Costs - Product Costs

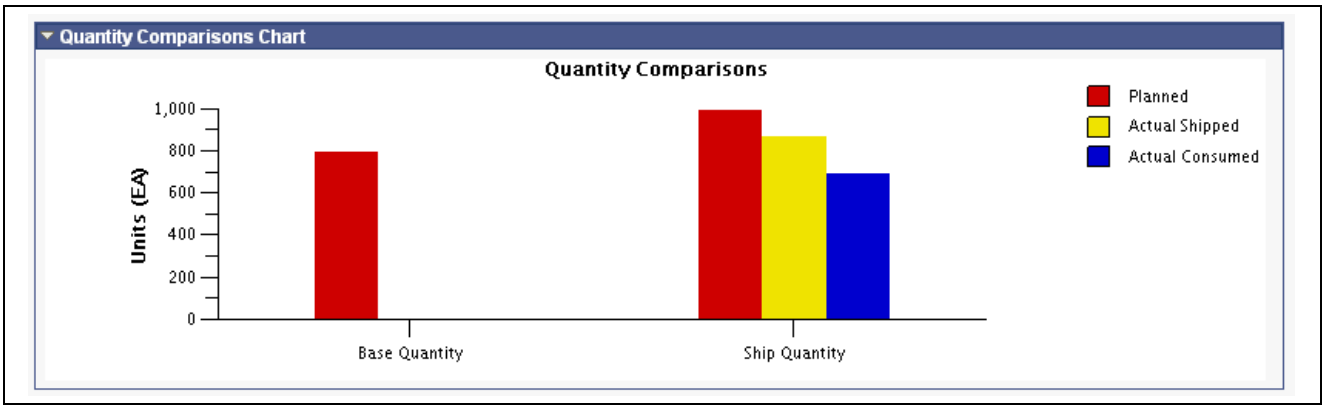
Note. This field will only display if the View Product Cost? option is selected in the user preferences to allow a user security access to view product cost information.

See Also

Chapter 7, "Defining Promotions," Viewing Metrics Associated With the Customer Promotion, page 112

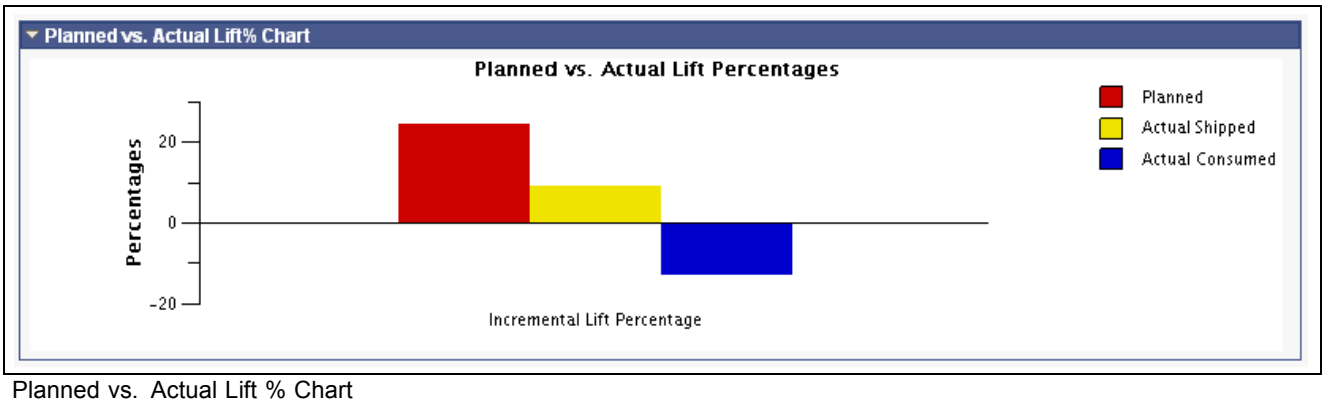
Using Charts to View Planned and Actual Values

Access the Quantity Comparisons Chart.



Quantity Comparisons Chart

Access the Planned vs. Actual Lift % Chart.



Planned vs. Actual Lift % Chart

Access the Analytic Comparisons Chart.

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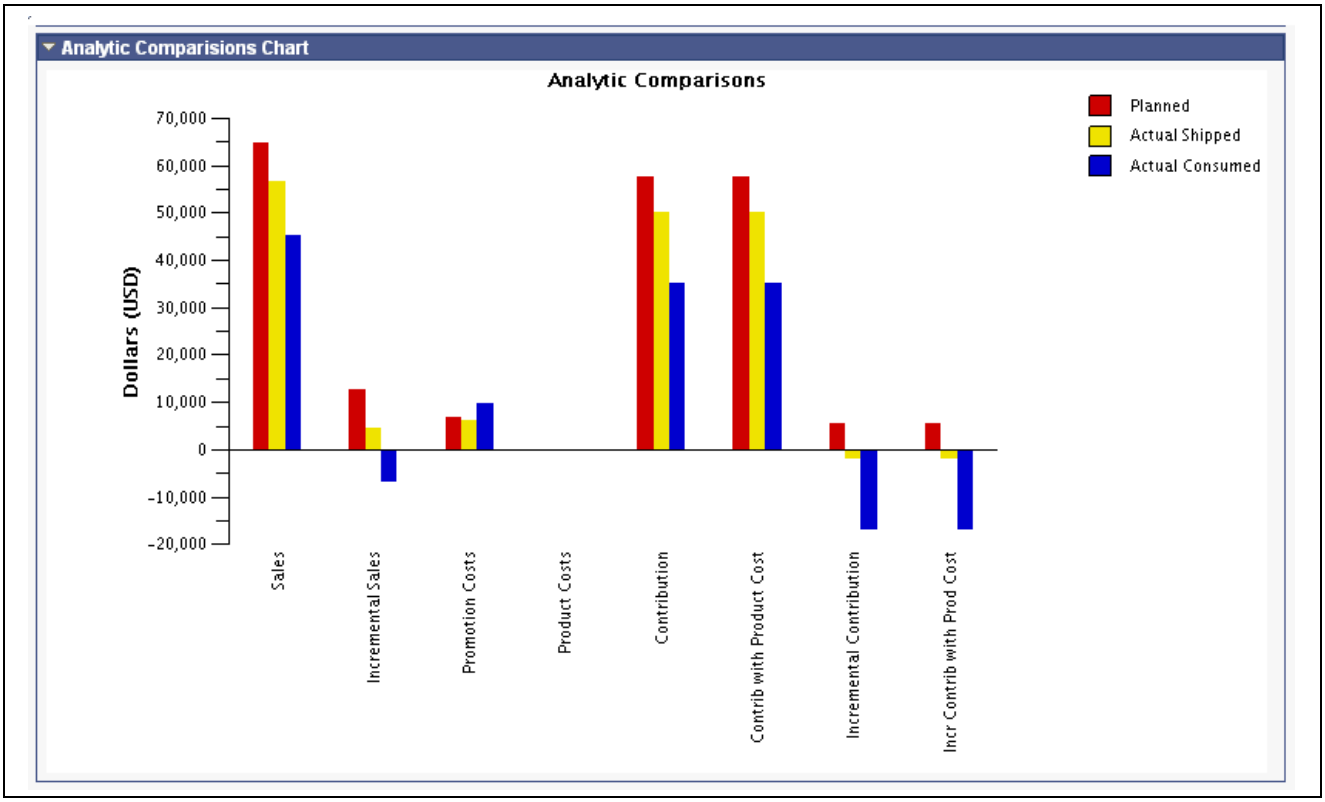

Analytic Comparisons Chart

Maintaining Consumption Actuals

This section discusses how to define consumption actuals.

Page Used to Maintain Consumption Actuals

Page Name	Object Name	Navigation	Usage
Actual Unit Consumption	TD_ACTUAL_CONSUMPT	Promotions, Payments, Specify Consumption Actuals, Actual Unit Consumption	Enter incurred and actual units redeemed for a consumption merchandising activity. By entering this information you can monitor and track consumption merchandising activity associated with a customer promotion.

Defining Consumption Actuals

Access the Actual Unit Consumption page.

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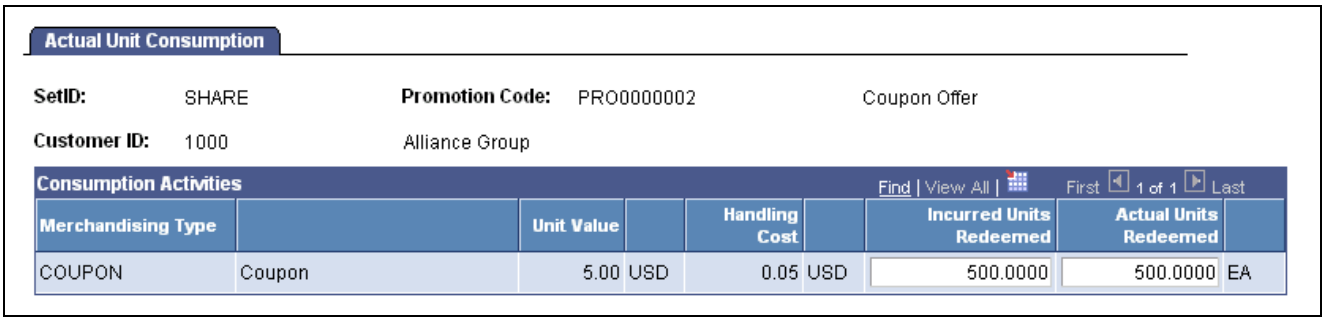

Actual Unit Consumption page

Incurred Units Redeemed Enter the number of incurred units redeemed for the consumption merchandising activity. The incurred units redeemed is used to generate general ledger accrual transactions for incurred liability during the Accrual and Financial Update process. The incurred units redeemed is not used to authorize promotional payments during the Accrual and Financial Update process.

Actual Units Redeemed Enter the number of actual units redeemed for the consumption merchandising activity. The system populates the value that you enter for actual units redeemed into the incurred units redeemed field.

The actual units redeemed is used to determine the authorization amount for promotional payments during the Accrual and Financial Update process. In addition, the actual units redeemed is used to calculate the Unit Value and Unit Handling amounts that are displayed on the Payment Authorization page and calculated for checkbook data.

See Also

Chapter 13, "Updating Financial Information in PeopleSoft Promotions Management," page 215

Chapter 10, "Maintaining Checkbooks," page 161

Generating the Promotion Forecast Report

This section provides an overview of the Demand Planning integration and discusses how to generate the Promotion Forecast report.

Understanding PeopleSoft Demand Planning Integration

It's imperative that you plan the product demand for promotional activities. The Promotion Forecast report provides the tool necessary to sync Demand Planning events with promotional activities that you create in Promotions Management.

Using the Promotion Forecast report, you can view a product's *planned* promotional activity for customer promotions in a status of planned, approved, or planned and approved for a particular time frame and forecaster. This report can be sorted in a variety of methods determined by product, customer, item, or customer or product groups.

Demand Planning operators can use this report to make the appropriate Demand Planning event entries to assist them in their planning.

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See Appendix A, "PeopleSoft Promotions Management Reports," TDS1000 - Promotion Forecast Report, page 225.

Page Used to Generate the Promotion Forecast Report

Page Name	Object Name	Navigation	Usage
Promo Forecast	RUN_TDS1000	Promotions, Manage Promotions, Reports, Promotion Forecast, Promo Forecast	Set up control parameters and generate the Promotion Forecast SQR report (TDS1000).

Generating the Promotion Forecast Report

Access the Promo Forecast page.

Forecaster If you enter a value in this field, the Promotion Forecast report only reports items that are forecasted by the selected forecaster in any Inventory business unit.

Date Option Select the date option that you want to use to generate data for the report. Values are:

- Order: The report only selects promotions with order dates that are valid at any time during the selected from date and to date.
- Scheduled Ship: The report only selects promotions with scheduled ship dates that are valid at any time during the selected from date and to date.
- Requested Arrival: The report only selects promotions with requested arrival dates that are valid at any time during the selected from date and to date.

Promotion Status Select the status that you want to use to generate data for the report. Values are:

- *Approved Promotions Only:* The report only selects promotions with a status of Customer Approved (CA).
- *Planned & Approved Promotions:* The report selects promotions with a status of Planned (PL), Released (RL), Pending Approval (PA), Manager Approved (MA), and Customer Approved (CA).
- *Planned Promotions Only:* The report only selects promotions with a status of Planned (PL), Released (RL), Pending Approval (PA), and Manager Approved (MA).

Report Quantity Select the type of quantity that you want to appear on the report. Values are:

- *Plan Qty:* Plan ship quantity is the planned ship quantity that you entered on the promotion. The system calculates the lift quantity and percent by subtracting the base units that you entered on the promotion from the planned ship quantity. You can override the planned ship quantity on the promotion, and this option captures the override. If the promotion is for a promotion group instead of an individual product, all quantities are weighted according to the weights defined on the Create Customer-Specific Promo - Product Details page.
- *Target Qty:* Plan ship quantity is the calculated ship quantity on the promotion. The system calculates the calculated ship quantity by multiplying

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the base units that you entered on the promotion by the incremental lift percentage and by the participation percentage, which you defined on the promotion. The Promotion Forecast report does not check the planned shipped quantity that was entered for the promotion. If the promotion is for a promotion group instead of an individual product, all quantities are weighted according to the weights defined on the Create Customer-Specific Promo - Product Prices page.

Sort Option Select the sort option for the report. Values are:

- *Cust Group:* (customer group) The report is sorted by customer group.
- *Customer:* The report is sorted by customer.
- *Item ID:* The report is sorted by item ID. With this option the system prints a total lift quantity for each item before printing the next item.
- *Product Group:* The report is sorted by product group.
- *Product ID:* The report is sorted by product ID. With this option the system prints a total lift quantity for each product before printing the next product.

See Also

Appendix A, “PeopleSoft Promotions Management Reports,” TDS1000 - Promotion Forecast Report, page 225

Chapter 7, “Defining Promotions,” Common Elements Used in This Chapter, page 71

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CHAPTER 8

Pricing Promotions

This chapter provides an overview of pricing promotions and discusses how to:

- Create price rules.
- View price rules for a promotion.
- Apply promotional discounts during order entry.

Understanding Pricing Promotions

After creating promotions in Promotions Management, run the Pricing Load process (TD_LOADPRC) to move promotional discounts into the Enterprise Pricer by creating price rules. Price rules define the parameters for the price adjustments that are applied to an order line during order entry.

Promotions Management only passes the promotion discount information to the Enterprise Pricer if the status of the national allowance is approved or the status of the customer promotion is customer approved.

In addition, you can have the Promotions Management Pricing Load process create a price list for the products that are on a customer promotion and associate that price list with the price rule that it creates by selecting the Send Prices check box on the Create Customer-Specific Promo - Product Details page.

You can place an indicator (Stop Processing Here) on the last price rule that is created for the promotion to stop applying discounts during sales order entry if the system finds a match with this particular price rule that is created from Promotions Management. Do this by selecting the Stop Applying Discounts check box on the Create National Allowance - Details, Create Customer-Specific Promo - Promotion Details, or the Create Multiple Customer Promo - Details pages. This indicator prevents you from giving customers double discounts for the same products if they are associated with multiple promotions or price rules.

The Promotions Management Pricing Load process interfaces all promotions with off-invoice and bill-back adjustment types to the Enterprise Pricer pricing routines and translates the allowances into discounts that are applied during order entry. Off-invoice discounts are automatically applied during order entry using price rules that are created through the Pricing Load process. Bill back discounts are also automatically applied during order entry, but no changes are made to the base price. Both types of discounts create price adjustments that appear on the Price Detail page when applied to a sales order line. Order Management contains a link from the Price Detail page so that you can view the promotion details for those price adjustments that originated from Promotions Management.

If the Period-to-Date option is selected for a merchandising activity, the Pricing Load process associates the Period-to-Date indicator with the price rule that it creates for that particular promotion and merchandising activity. The Period to Date Totals indicator is set using the Create Customer-Specific Promo - Merchandising Activities, Create Multiple Customer Promo - Merchandising Activities, or Create National Allowance - Product Discounts pages. Order Management uses the discount quantities that are associated with the price rule and this indicator for its period-to-date pricing of a product on multiple sales orders.

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You can use order dates, shipment dates, and requested arrival dates on price rules that are created in Promotions Management to determine whether the system applies a price rule to a sales order. You can select one or all of these dates on the Promotions Options - Pricing Options page. When the Pricing Load process creates a Price Formula record, it also creates a Date Range ID for each set of dates entered on the Promotions Options - Pricing Options page and then associates each of those Date Range IDs to the Price Formula it creates. All of the dates selected on the Promotions Options - Pricing Options page are used to determine whether an order line is eligible for the promotional discount.

The system selects price rules to apply to the sales order line as defined by the arbitration plan. The following key combinations may result in the selection of a price rule originating from Promotions Management:

- Sold To Customer.
- Sold To Customer and Product.
- Sold To Customer and Product Group.
- Customer Group and Product.
- Customer Group and Product Group.

If a price rule is created for Promotions Management, you can view it on the Create Pricing Information - Price Rules component, the Review Pricing Information - Price Rules component, or the Pricing Simulator component, but you cannot make any changes to the price rule. You can also view the associated promotion code and merchandising type on these pages. If you need to make changes to a price rule that was created from Promotions Management, you need to make the changes on the customer promotion or national allowance and then rerun the Pricing Load process to update the existing price rules.

Bill back adjustments for promotions that are created in Promotions Management are not passed to the Billing Interface tables. These discounts are given to the customer through claims created in the Promotions Management payment process. The system does not pass the adjustment to the Billing interface tables if the Order Price Adjustment record has a bill back adjustment type that was created by the Pricing Load process.

During sales order entry, you can manually enter a Promotions Management promotion code on a sales order when you perform a manual price override on the Line Pricing Data page or Schedule Pricing Data page. You can only enter a manual price override for a promotion when the current date is either before or after the promotion dates, but still within the number of grace days defined on the promotion. The system finds all of the price rules that are associated with the promotion code that you enter, and it applies the associated price adjustments to the base price.

If you create a new promotion and set the promotion’s status to Customer Approved and run the Pricing Load process, the system creates new price rules in a Deployed status. If the promotion or national allowance has more that 15 customers or more than 15 products, the system also creates customer and product groups. If you change the promotion status back to Planned and run the Pricing Load process, the system sets the rules and customer and product groups to an Inactive status.

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See Also

Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining Promotions Management Options, page 17

Chapter 9, "Processing Payments for Promotional Activity," page 141

PeopleSoft Enterprise Pricer 9.0 PeopleBook, "Creating Price Lists"

PeopleSoft Enterprise Pricer 9.0 PeopleBook, "Creating Price Rules"

PeopleSoft Enterprise Pricer 9.0 PeopleBook, "Using the Arbitration Plan"

PeopleSoft Enterprise Order Management 9.0 PeopleBook, "Maintaining Order Header and Line Information," Modifying Pricing Information

PeopleSoft Enterprise Order Management 9.0 PeopleBook, "Maintaining Order Schedule Information," Modifying Pricing Information for the Order Schedule

Prerequisites

Before you begin creating price adjustments for the promotions, you should:

- Set up pricing prefixes, dates, price type options, price action type options, cascading or summed options, pricing default type, applicable to list price, cost base, alternate cost base and buying agreement options, and product add options on the Promotions Options - Pricing Options page.
- Create customer promotions or national allowances in Promotions Management.
- Set up pricing key combinations on the arbitration plan.

Creating Price Rules

Use the Pricing Load page to request the Promotions Management Pricing Load Application Engine process (TD_LOADPRC). This process moves the promotional discounts for approved promotional activity into the Enterprise Pricer by creating price rules.

See Also

Chapter 7, "Defining Promotions," page 69

Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Process Scheduler

Page Used to Create Price Rules

Page Name	Object Name	Navigation	Usage
Pricing Load	TD_RUN_LOADPRC	Promotions, Manage Promotions, Send Promo Prices to Pricing, Pricing Load	Move promotional discounts into the Enterprise Pricer by creating price rules.

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Viewing Price Rules for a Promotion

After you run the Pricing Load process, you can view the promotion price rules that are created on the Create Pricing Information - Price Rules component, the Review Pricing Information - Price Rules component, or the Pricing Simulator component in the Enterprise Pricer.

Select the price rule prefix or the promotion code and merchandising activity in these components to view the price rules that are created by the Pricing Load process. You can also determine the price rules that are created through the Pricing Load process by selecting a source of promotions management.

Note. You cannot make any changes to the price rules that are created by the Promotions Management Pricing Load process.

See Also

PeopleSoft Enterprise Pricer 9.0 PeopleBook, "Creating Price Rules"

PeopleSoft Enterprise Pricer 9.0 PeopleBook, "Working With the Pricing Simulator"

Applying Promotional Discounts During Order Entry

When you perform a manual price override on a sales order, you can enter a promotion code. If a promotion code is entered on the Order Line - Pricing page or Order Schedule - Price page, the system finds all price rules that are associated with the promotion code, and it applies those price adjustments to the base price.

Promotional pricing can be based on the order date, shipment date, and requested arrival date. In addition to these standard pricing dates, the manual price override process takes promotional grace days into account when validating the promotion code that you enter. The grace days extend the validity of the promotion by adding the grace days to the promotion end dates (order, shipment, and requested arrival) and subtracting them from the promotion begin dates. The manual price override process validates the dates, plus the grace days, and displays an error message if any of the dates that are entered on the sales order are not valid for the promotion code that you select.

See Also

PeopleSoft Enterprise Order Management 9.0 PeopleBook, "Maintaining Order Header and Line Information," Modifying Pricing Information

PeopleSoft Enterprise Order Management 9.0 PeopleBook, "Maintaining Order Schedule Information," Modifying Pricing Information for the Order Schedule

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CHAPTER 9

Processing Payments for Promotional Activity

This chapter provides an overview of the payment process for promotional activity and discusses how to:

- Authorize payments for promotional activity.
- Define customer claims.
- Process claims for payment.
- Generate accrual transactions for incurred liability.
- View customer claims.

Note. Promotions Management does not support Sales/Use Tax, value-added tax (VAT), or Canadian VAT tax processing when creating promotional payments.

Understanding the Payment Process for Promotional Activity

After verifying that a customer has performed the merchandising activity as required, enter the verification information into the system and authorize promotional payments. You can authorize the entire planned amount for payment or change the existing authorized amount by entering an exception.

To change the authorized amount, create a payment exception to increase or decrease the original authorized amount. If you authorize more than the planned amount, you must select a fund for this new amount and obtain approval before you can create claims against the new amount.

Creating payment authorizations can be optional, depending on how you configure the system. You can require users to manually authorize payments by selecting the Payment Authorization Required check box on the Create Customer-Specific Promo - Promotion Details, Create Multiple Customer Promo - Details, and the Create National Allowance - Detail pages.

If you do not require payment authorization, the Accrual and Financial Update process (TD_FINUP) automatically creates payment authorizations for all incurred liability when you select the Authorize Promotional Payments check box on the Accrual and Financial Update request page. When the system creates payment authorizations automatically, or when you create payment authorizations manually, the system maintains a history of the authorization amounts in the TD_PAYMENT_HIST table. You can view this history data on the Authorize Payments - Payment Authorization History page.

Promotional Activity Payment Process

To process payments for promotional activity:

1. Authorize the payment.

   If you require payment authorization, enter the authorized amount, performance information, and proof of performance documentation by using the Authorize Payments component. Otherwise, the system automatically authorizes payments for the incurred amounts when the Accrual and Financial Update process is run with the Authorize Promotional Payments check box selected.

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Note. The approval of payment authorizations can be routed through an automated workflow approval process. This process, if activated for payment authorizations on the Promotions Options - General Options page, would notify approvers to take action on a task notification message and would then forward the payment authorization to the next approver in the group list to approve.

2. To change the authorized amount, enter a payment exception by using the Authorize Payments component, and obtain approval if the authorized amount is more than the planned amount for the merchandising activity.

   Note. After a payment exception is created for a merchandising activity, the Accrual and Financial Update process will not authorize any additional amounts for the merchandising activity. Any changes to the authorized amount must be made in the Authorize Payments component.

3. Create and approve claims against authorized amounts by using the Authorize Payments component or the Create Customer Claim component.

   Note. The approval of customer claims can be routed through an automated workflow approval process. This process, if activated for claims on the Promotions Options - General Options page, would notify approvers to take action on a task notification message and then would forward the claim to the next approver in the group list to approve.

4. Run the Promotions Management Payment Load process (TD_PAYMENTS) to send payments to Billing and Payables.

   Billing receives claims with deduction, credit memo, and chargeback payment methods and processes these claims through the Billing Interface process (BIIF0001). Payables receives claims with check and field draft payment methods and processes these claims through the Voucher Build process (AP_VCHRBLD).

5. Verify that claims are processed correctly by using the Customer Claims inquiry page.
6. View actual payment activity, such as credits and cash postings by customer, promotion, and merchandising or adjustment type by using the Promotional Activity component.
7. Run the Accrual and Financial Update process to create checkbook data and to generate accrual transactions for the general ledger.

   This process generates the Promotions Management accrual transactions for incurred liability and updates the checkbook amounts, including incurred and actuals, when requested.

8. View the financial status of the promotional activity by using the Review Checkbook component.
9. Run the Generate Journals process (FS_JGEN) from the Generate Journals request page.

   The Generate Journals process updates the General Ledger with the Promotions Management accrual transactions at period end and reverses the entries at the beginning of the next period.

10. View the Promotions Management accrual transactions that are posted to the general ledger using the GL Accruals inquiry page.

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See Also

Chapter 9, “Processing Payments for Promotional Activity,” Authorizing Payments for Promotional Activity, page 145

Chapter 9, “Processing Payments for Promotional Activity,” Defining Customer Claims, page 153

Chapter 9, “Processing Payments for Promotional Activity,” Processing Claims for Payment, page 155

Chapter 9, “Processing Payments for Promotional Activity,” Generating Accrual Transactions for Incurred Liability, page 156

Chapter 9, “Processing Payments for Promotional Activity,” Viewing Customer Claims, page 158

Chapter 7, “Defining Promotions,” page 69

Chapter 13, “Updating Financial Information in PeopleSoft Promotions Management,” page 215

Chapter 10, “Maintaining Checkbooks,” page 161

Chapter 11, “Viewing Promotional Activity,” page 181

Prerequisites

Before you begin processing payments for promotional activity, complete the following steps:

- Set up payment options on the Promotions Options - Payment Options page.
- Set up bank defaults on the User Preferences - Promotions Management page.

See Also

Chapter 4, “Defining the Operational Structure in PeopleSoft Promotions Management,” Defining Promotions Management Options, page 17

PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, “Defining User Preferences”

Common Elements Used in This Chapter

Status Select a status for the payment, exception, or claim. Values are:

Approved: The payment exception is approved and the authorization amount is updated, or the claim is approved and ready to be sent to Billing or Payables.

Once a claim is approved, you can send it to Billing or Payables by running the Payments Load process (TD_PAYMENTS).

Authorized: The payment is authorized, and you can create claims for the promotional activity.

Closed: The payment authorization is closed, and you cannot create claims for the promotional activity.

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Initial: The payment exception or claim is entered but not yet approved, and you can't create or process claims for the promotional activity.

Not Authorized: The payment is not yet authorized, and you cannot create claims for the promotional activity.

Pending: The payment exception or claim is pending approval, and you cannot create claims for the promotional activity.

Pending Approval: The payment authorization is pending approval, and you cannot create claims for the promotional activity.

Rejected: The payment authorization, payment exception, or claim has been rejected, and you cannot create claims for the promotional activity.

Released: The payment authorization is released for approval, and you cannot create claims for the promotion.

Note. If workflow approvals are activated for payment authorizations or claims on the Promotions Options - General Options page, then the user will not be able to manually select these statues. Instead, the workflow approval process would notify approvers to take action on a task notification message and the approver would select to approve, deny or pushback the approval for the payment authorization or customer claim.

Business Unit

Enter the Promotions Management Business Unit in which to post the claim. The business unit determines the Payables business unit in which to send check and field draft payments and the Billing business unit in which to send credit memo, deduction, and chargeback payments.

Amount

Enter the amount of the claim; use the base currency that you entered on the Promotions Options - General Options page.

Payment Method

Select a payment method for the claim. Values are:

Chargeback: Payments are made in the form of an invoice in the Billing system. Use this payment method to recover any money that has already been paid to the customer. Returns are one example that may cause a chargeback payment method to be necessary.

Check: Payments are made in the form of a scheduled payment in the Payables system. Use this payment method to send accounts payable (AP) checks to the customers for payment of their promotional activities.

Credit Memo: Payments are made in the form of a credit invoice in the Billing system. Use this payment method when you do not expect the customer to take a deduction for promotional activities.

Deduction: Payments are made in the form of a credit invoice in the Billing system. Use this payment method when you expect the customer to take a deduction for promotional activities (remit less than the total amount that is due on the invoice).

Field Draft: Payments are made in the form of a recorded payment in the Payables system. Use this payment method when a broker or sales representative issues a manual check to the customer for payment of promotional activities.

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Distribution Code Enter a code to determine the account to which the system posts the promotional expense. The system displays by default the distribution code for the claim that you enter when defining a customer promotion or national allowance, but you can override that code here.

Merch Cost (merchandising cost) The total merchandising cost appears for this promotion and merchandising activity. The system uses the information you entered for the customer promotion to populate this field.

Overhead Cost The overhead cost appears for this promotion and merchandising activity. The system uses the information you entered for the customer promotion to populate this field.

Lump Sum Cost The lump sum cost appears for this promotion and merchandising activity. The system uses the information you entered for the customer promotion to populate this field.

Insertion Cost The planned insertion cost appears for this promotion and merchandising activity. The system uses the information you entered for the customer promotion to populate this field.

Unit Value Cost The actual unit value cost appears for this promotion and merchandising activity. The system uses the actual units redeemed you entered on the Actual Unit Consumption page for this merchandising activity and the unit value you entered for the customer promotion to populate this field.

Unit Value Cost = Unit Value * Actual Units Redeemed

Unit Handling Cost The actual unit handling cost appears for this promotion and merchandising activity. The system uses the actual units redeemed you entered on the Actual Unit Consumption page for this merchandising activity and the unit handling you entered for the customer promotion to populate this field.

Unit Handling Cost = Unit Handling * Actual Units Redeemed.

Authorizing Payments for Promotional Activity

This section discusses how to:

- Search for promotional activity that requires payment authorization.
- Enter payment authorizations.
- Enter payment exceptions.
- Create customer claims for a specific customer, promotion code, and merchandising or adjustment type.

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Pages Used to Authorize Payments for Promotional Activity

Page Name	Object Name	Navigation	Usage
Payment Search	TD_PAYMENT_MAINT	Promotions, Payments, Authorize Payments, Payment Search	View a list of merchandising or adjustment types for which to create and maintain payment authorizations and claims.
Payment Authorization	TD_PAYMENT_INFO	Promotions, Payments, Authorize Payments, Payment Authorization	Document proof of performance, enter an authorized amount, and authorize payments for promotional activities. (Optional) Click the Submit button to initiate the workflow approval process for payment authorizations. (Optional) Click the Approve button to review and approve the payment authorization. (Optional) Click the Deny button to reject the payment authorization and notify the originator. (Optional) Click the Pushback button to return the payment authorization to the previous approver on the workflow approval list. See Chapter 12, "Defining and Using Promotions Management Approval Workflow," Approving Payment Authorizations, page 203.
Payment Exceptions	TD_PAYMENT_EXCEPT	Promotions, Payments, Authorize Payments, Payment Exceptions	Create exceptions to the payment amount that is currently authorized for the selected customer, promotion, and merchandising or adjustment type.

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Page Name	Object Name	Navigation	Usage
Claim Entry	TD_CLAIMS	Promotions, Payments, Authorize Payments, Claim Entry	Create claims against the authorized amount for a specific customer, promotion code, and merchandising or adjustment type. (Optional) Click the Submit button to initiate the workflow approval process for customer claims. (Optional) Click the Approve button to review and approve customer claims. (Optional) Click the Deny button to reject the customer claim and notify the originator. (Optional) Click the Pushback to return the customer claim to the previous approver on the workflow approval list. See Chapter 12, "Defining and Using Promotions Management Approval Workflow," Approving Customer Claims, page 206.
Payment Authorization History	TD_PAYMENT_HIST	Promotions, Payments, Authorize Payments, Payment Authorization History	View payment authorization history for changes that are made to the authorized amount either manually or automatically by the Accrual and Financial Update process (TD_FINUP).

Searching for Promotional Activity That Requires Payment Authorization

Access the Payment Search page.

Search Criteria

Search Click this button to display the promotional activities in the Promotions group box that match the search criteria. For example, you might enter a customer ID and select the Include Closed Promotions check box. In this case, the search will retrieve promotions with a status of Customer Approved and Closed and allowances with a status of Approved and Closed for the specified customer ID.

General Tab

Action Select a payment action. Values are:

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Authorize: Marks the promotional activity as authorized when the authorized amount was previously entered on the Payment Authorization page.

Note. This action is not available if workflow is activated for payment authorizations on the Promotions Options - General Options page.

Claims: Displays the Claim Entry page, where you can enter claims for promotional activity that has been authorized for payment.

Exception: Displays the Payment Exception page, where you can enter payment exceptions for the authorized amount.

History: Displays the Payment Authorization History page, where you can view payment history.

Maintain: Displays the Payment Authorization page, where you can document the proof of performance, enter an authorized amount, and authorize a payment.

Note. A national allowance that has not yet been maintained in the Payment Authorization component or authorized by the Accrual and Financial Update process will not be displayed in the Promotions group box. If the environment is not set up to automatically authorize payments for national allowances, the first time that you authorize a payment for a national allowance, select a payment action of *Maintain* on the blank record in the Promotions area of the page. Then, on the Payment Authorization page, indicate the customer ID, promotion code, and merchandising/adjustment type for the national allowance that you are maintaining and save the page. The next time you need to maintain this national allowance, it will be displayed in the Promotions group box if valid search criteria is selected.

Entering Payment Authorizations

Access the Payment Authorization page.

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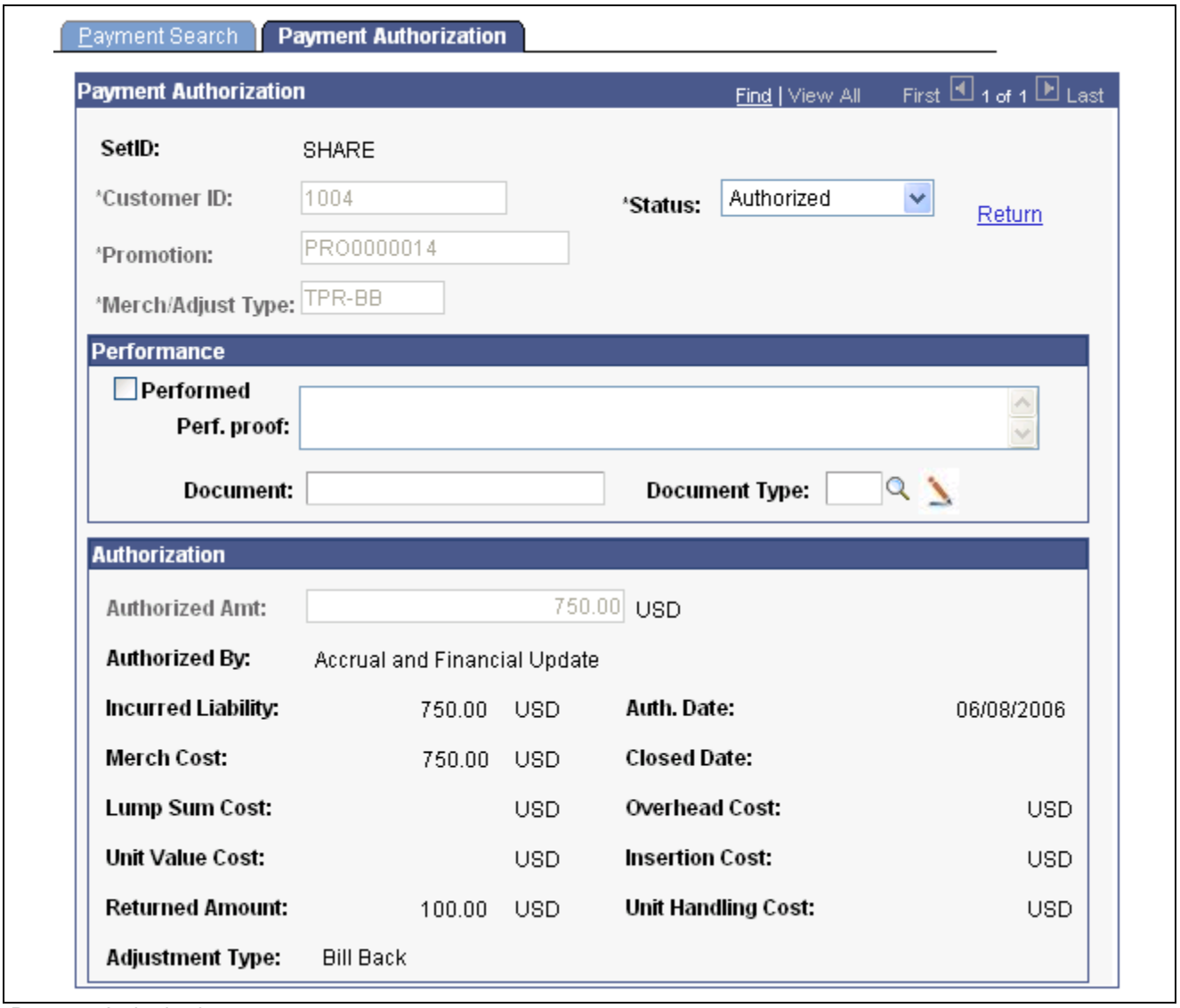

Payment Authorization page

Note. When authorizing the first payment for a national allowance, you must enter the customer ID, promotion code, and merchandising/adjustment type, if they do not appear. If you select a record with a promotion code, merchandising/adjustment type, and customer ID on the Payment Search page, the system enters those values on the Payment Authorization page for you.

Submit (Optional) Click the Submit button to initiate the workflow approval process for payment authorizations. If you select submit, the first approvers on the workflow approval list will be notified.

Note. This button is only available if you activate the For Payments check box on the Promotions Options - General Options page.

Approve, Deny, and **Pushback** (Optional) Click the Approve, Deny, or Pushback button, to route payment authorizations to the next approver, the previous approver, or back to the initiator to take action on the workflow notification message.

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Note. You must have previous approvers on the workflow approval list for the Pushback button to display.

Note. These buttons are only available if you activate the For Payments check box on the Promotions Options - General Options page and the originator selected the Submit button.

Performance

Click the Launch File button to view the attached performance documentation.

Authorization

Authorized Amt (authorized amount) Enter the authorized amount; use the base currency that you entered on the Promotions Options - General Options page. You cannot update the authorized amount once the status changes to *Authorized.* To update the authorized amount after the status changes to *Authorized,* create a payment exception by selecting a payment action of *Exception* on the Payment Search page.

Incurred Liability Indicates the incurred liability amount as of the last run of the Accrual and Financial Update process.

Returned Amount Displays the returned amount for the promotional discounts associated with returned material authorizations. Use this field to help determine the correct amount to authorize for the promotional activity, or to determine if a chargeback claim is necessary.

See Also

Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining Promotions Management Options, page 17

Chapter 12, "Defining and Using Promotions Management Approval Workflow," Approving Payment Authorizations, page 203

Chapter 13, "Updating Financial Information in PeopleSoft Promotions Management," page 215

PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Defining Additional Common Information

PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook, "Defining Procurement Options," Preparing to Dispatch by Fax and Email

Entering Payment Exceptions

Access the Payment Exceptions page.

You might need to create a payment exception for an authorized payment amount when:

- A customer performs the promotional activity above or below expectations
- You have unplanned payments for promotional activities.

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- A customer returns goods associated with promotional activity.

If a payment exception is less than the planned amount for the promotional activity, no additional approval is required before you can enter any claims against the exception amount.

If a payment exception is greater than the amount that is planned for the promotional activity, enter a fund code and the authorized amount for the fund code. An authorized user must then approve the exception before you can enter any claims against the exception amount.

Payment Exception

Exception Amount Enter the amount of the exception; use the base currency that you entered on the Promotions Options - General Options page. The system adds the exception amount to the payment authorization amount if you enter a positive amount, and the system subtracts the exception amount from the payment authorization amount if you enter a negative amount.

Creating Customer Claims for a Specific Customer, Promotion Code, and Merchandising or Adjustment Type

Access the Claim Entry page.

Claim Entry page (1 of 2)

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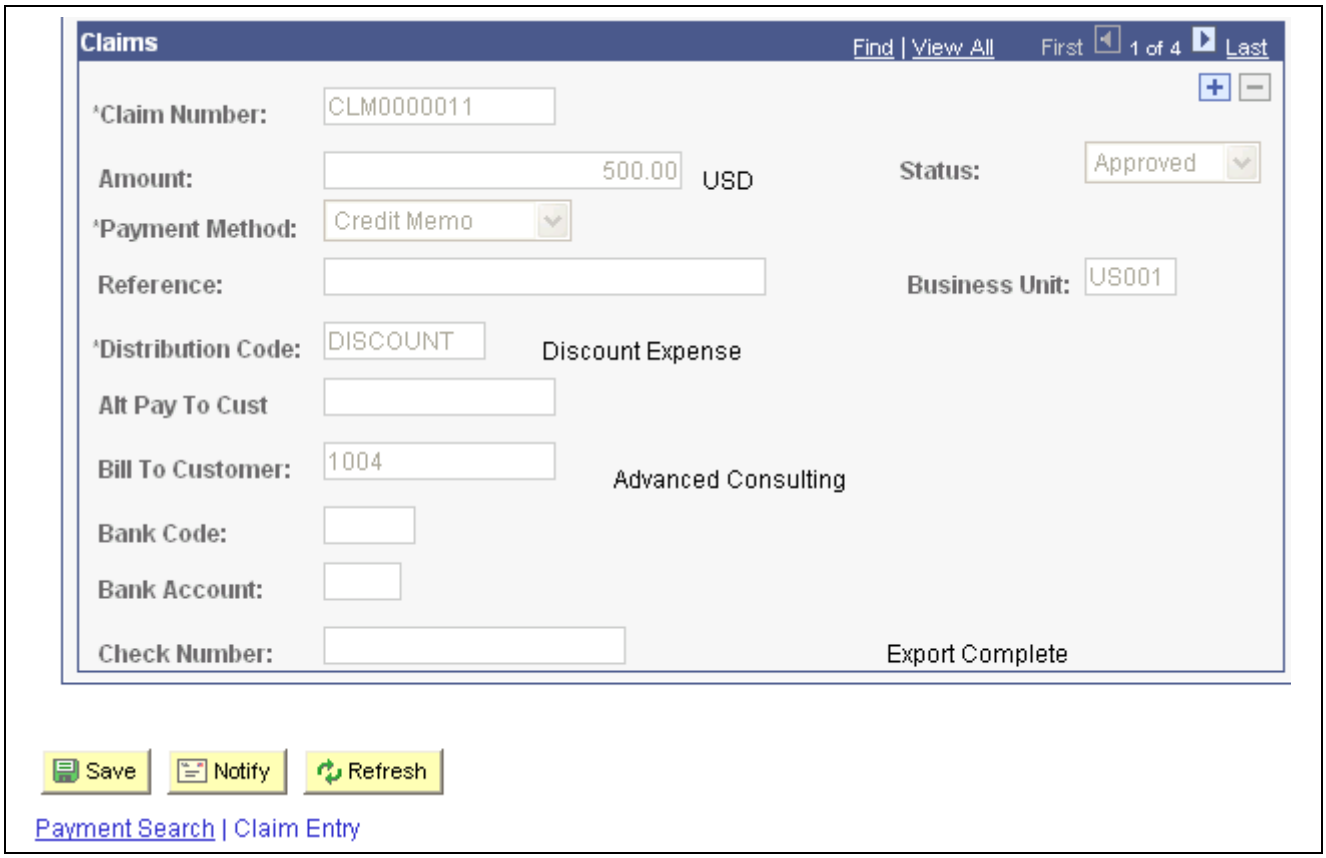

Claim Entry page (2 of 2)

Submit (Optional) Click the Submit button to initiate the workflow approval process for customer claims. If you select submit, the first approvers on the workflow approval list will be notified.

Note. This button is only available if you activate the For Claims check box on the Promotions Options - General Options page.

Approve, Deny, and **Pushback** (Optional) Click the Approve, Deny, or Pushback button, to route customer claims to the next approver, the previous approver, or back to the initiator to take action on the workflow notification message.

Note. You must have previous approvers on the workflow approval list for the Pushback button to display.

Note. These button are only available if you activate the For Claims check box on the Promotions Options - General Options page and the originator clicks the Submit button.

Depending on the payment method, complete these fields as follows:

- If you select a payment method of *Check* or *Field Draft,* link the customer ID to a vendor ID using the Vendor Information - Identifying Information page under the Additional ID Numbers section.

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Optionally select an alternate pay to customer. The alternate pay to customer value appears by default from the Create Customer-Specific Promo - Merchandising Activities page or the Create Multiple Customer Promo - Merchandising Activities page, but you can override the value here. If you enter an alternate pay to customer, the payment will be sent to this customer instead of the customer for which the promotion was created.

- If you select a payment method of *Deduction*, *Credit Memo,* or *Chargeback,* select the Bill To Customer who receives the credit or invoice. The system displays the bill to customer associated with the promotion customer ID by default, but you can override the value here.
- If you select a payment method of *Field Draft,* enter a bank code, bank account, and check number.

  The bank code and bank account values appear by default from the User Preferences - Promotions Management page, but you can override them here.
- If you select a payment method of *Chargeback,* you can also enter an RMA number to which you want to associate the chargeback claim.

See Also

PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook, "Maintaining Vendor Information," Entering Vendor Identifying Information

Defining Customer Claims

This section discusses how to define a customer claim for a single customer and multiple merchandising activities at once.

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Page Used to Define a Customer Claim

Page Name	Object Name	Navigation	Usage
Customer Claims	TD_CLAIMS_CUST	Promotions, Payments, Create Customer Claim, Customer Claims	Create claims against authorized amounts for all of a specified customer's promotional activities. (Optional) Click the Submit button to initiate the workflow approval process for customer claims. (Optional) Click the Approve button to review and approve customer claims. (Optional) Click the Deny button to reject the customer claim and notify the originator. (Optional) Click the Pushback button to return the customer claim to the previous approver on the workflow approval list. See Chapter 12, "Defining and Using Promotions Management Approval Workflow," Approving Customer Claims, page 206.

Defining a Customer Claim

Access the Customer Claims page.

Submit (Optional) Click the Submit button to initiate the workflow approval process for customer claims. If you select submit, the first approvers on the workflow approval list will be notified.

Note. This button is only available if you activate the For Claims check box on the Promotions Options - General Options page.

Approve, Deny, and **Pushback** (Optional) Click the Approve, Deny, or Pushback button, to route customer claims to the next approver, the previous approver, or to the initiator to take action on the workflow notification message.

Note. You must have previous approvers on the workflow approval list for the Pushback button to display.

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Note. These buttons are only available if you activate the For Claims check box on the Promotions Options - General Options page and the originator selected the Submit button.

Depending on the payment method, complete these fields as follows:

- If you select a payment method of *Check* or *Field Draft,* link the customer ID to a vendor ID using the Vendor Information - Identifying Information page under the Additional ID Numbers section.

  Optionally select an alternate pay to customer. If you enter an alternate pay to customer, the payment will be sent to this customer instead of the customer for which the promotion was created.
- If you select a payment method of *Deduction*, *Credit Memo,* or *Chargeback,* select the bill to customer who receives the credit or invoice.
- If you select a payment method of *Field Draft,* enter a bank code, bank account, and check number. The bank code and bank account values appear by default from the User Preferences - Promotions Management page, but you can override them here.
- If you select a payment method of *Chargeback,* you can also enter an RMA number to which you want to associate the chargeback claim.

See Also

PeopleSoft Enterprise Source to Settle Common Information 9.0 PeopleBook, "Maintaining Vendor Information," Entering Vendor Identifying Information

Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining General Options, page 19

Chapter 12, "Defining and Using Promotions Management Approval Workflow," Approving Customer Claims, page 206

Processing Claims for Payment

This section discusses how to run the Promotions Management Payment Load process (TD_PAYMENTS).

Page Used to Process Claims for Payment

Page Name	Object Name	Navigation	Usage
Payments Load	TD_RUN_PAYMENTS	Promotions, Payments, Send Claims to Billing and AP, Payments Load	Initiate the Promotions Management application engine process (TD_PAYMENTS), which loads the credit memo, deduction, and chargeback payments into the Billing system and the check and field draft payments into the Payables system for the promotional activity.

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Running the Promotions Management Payment Load Application Engine Process

Access the Payments Load page.

Run Option Select the run option for this process. Values are:

By Claim Number: Enter the setID and claim number to process.

By Customer ID: Enter the setID and customer ID to process.

By SetID Only: Enter the setID to process.

Note. You do not need to run the Promotions Management Payments Load process if Billing and Payables are not installed on the system.

See Also

Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Process Scheduler

Generating Accrual Transactions for Incurred Liability

This section discusses how to:

- Generate accrual entries.
- Post accrual entries to General Ledger.
- View general ledger accrual entries.

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Pages Used to Generate Accrual Transactions for Incurred Liability

Page Name	Object Name	Navigation	Usage
Accrual and Financial Update	TD_FINUP_RQST	Promotions, Payments, Run Accrual/Financial Updates, Accrual and Financial Update	Accrue budgeted amounts for a fund, update checkbook information, automatically authorize promotional payments, generate general ledger accrual transactions, or notify users about situations that might require chargeback claims to be entered.
Generate Journals Request	JRNL_GEN_REQUEST	General Ledger, Journals, Subsystem Journals, Generate Journals, Generate Journals Request	Initiate journal generator processing to post accrual transactions to General Ledger.
GL Accruals	TD_GL_DRILL	Promotions, Payments, Review Payment Information, GL Accruals, GL Accruals	View Promotions Management accrual transactions that are posted to General Ledger.

Generating Accrual Entries

Access the Accrual and Financial Update page.

See Chapter 13, "Updating Financial Information in PeopleSoft Promotions Management," page 215.

Posting Accrual Entries to PeopleSoft General Ledger

Access the Generate Journals Request page.

See Chapter 13, "Updating Financial Information in PeopleSoft Promotions Management," page 215.

Viewing General Ledger Accrual Entries

Access the GL Accruals inquiry page.

GL Journal Click this link to access the Journal Lines page in the Review Journal Status component in General Ledger.

The system displays the General Ledger business unit, journal, date, ledger, ledger line, line description, ChartField values (account, alternate account, operating unit, fund code, department, program code, class field, budget reference, product, project, ChartField 1, ChartField 2, ChartField 3, affiliate, fund affiliate, and operating unit affiliate), base credit amount, base debit amount, transaction credit amount, transaction debit amount, and statistical amount for the selected GL journal ID.

For each accrual transaction, the system displays the setID, promotion code, promotion description, merch/adjust type, customer ID, customer name, accounting date, monetary amount, and foreign amount.

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See Also

PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, "Using Journal Generator"

Viewing Customer Claims

This section discusses how to view customer claims.

Pages Used to View Customer Claims

Page Name	Object Name	Navigation	Usage
Customer Claims (inquiry)	TD_PAYMENT_CUST	Promotions, Payments, Review Payment Information, Customer Claims	View promotion claims by customer ID or customer ID and claim ID or customer ID and promotion code, or customer ID, promotion code and merch/adjust type.
Customer Claims - Voucher Build Error Detail	VCHR_BATCHERR_PG	Click a Voucher Build Error Detail link (red square) on the Export Information tab of the Customer Claims page.	View errors from the Voucher Build process. **Note.** Information appears on this page if you encounter errors during the Voucher Build process (AP_VCHRBLD) for claims passed to Payables by the Promotions Management Payments Load process.
Customer Claims - Billing Interface Errors	TD_BILL_INTFC_ERR	Click the Billing Interface Error link (red square) on the Export Information tab of the Customer Claims page.	View errors from the Billing Interface process. **Note.** Information appears on this page if you encounter errors during the Billing Interface process for claims that are passed to Billing by the Promotions Management Payments Load process.

Viewing Customer Claims

Access the Customer Claims inquiry page.

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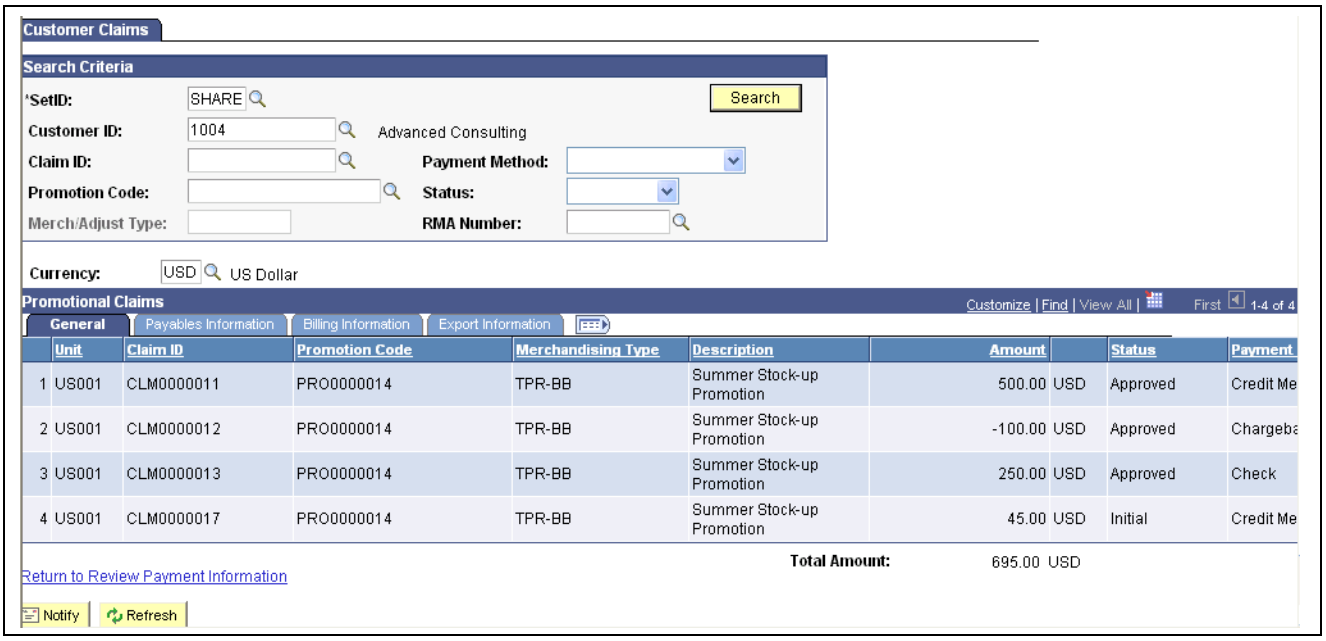

Customer Claims inquiry page: General tab

Search Criteria

Currency The base currency that is entered on the Promotions Options - General Options page appears by default in the Currency field. All of the amounts appear in that currency. You can select a different currency.

Export Information Tab

The system displays the export status, voucher build error link, voucher ID, voucher line, billing interface error link, interface ID, interface line, and RMA number for each promotional claim.

If there is a voucher build error or billing interface error, the system displays a red square; otherwise, nothing appears. Click the red square link to display the error details. When you click a red square link in the Batch Vchr Error (batch voucher error) column, the Voucher Build Error Detail page appears. When you click a red square link in the Bill Intf Error (billing interface error) column, the Billing Interface Errors page appears. Use these pages to review errors and make corrections as necessary.

Export Status Values include:

Not Yet Processed: The claim is waiting to be processed by the Payments Load process.

Export Complete: The Payments Load process has successfully processed the claim.

Error: An error was encountered in the Payments Load process for this claim.

See Also

Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining Promotions Management Options, page 17

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Processing Billing Interface Activity"

PeopleSoft Enterprise Billing 9.0 PeopleBook, "Correcting Billing Interface Process Errors"

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CHAPTER 10

Maintaining Checkbooks

This chapter provides an overview of checkbook definitions and discusses how to:

- Define checkbooks.
- Define checkbook formulas.
- Update checkbooks.
- Display the checkbook definition.

Understanding Checkbook Definitions

After you define funds, you associate those funds with different promotions or specific merchandising activities associated with a promotion. Eventually the funds are consumed to support promotional activity. To keep an eye on trade spending, it is essential to know their financial status. The checkbook functionality is key to the successful reporting of financial status and the analysis of funds.

Promotions Management gives you the ability to define two types of checkbook definitions (checkbook review or fund budget) to use for viewing promotional fund amounts during various stages of the promotion process. You define the columns (layout) of these checkbooks and you determine the value (any pre-defined amounts associated with a fund or promotion, such as planned, incurred, and actual or user-defined formulas using those amounts) that you want to associate with each column in the checkbook. The Accrual and Financial Update process (TD_FINUP) then processes the promotional activity. You can then view the results of the checkbook definition in either the Review Checkbook component or the Maintain Fund Accruals/Budget component, depending on the type of checkbook that you defined.

When defining a checkbook review type checkbook definition, specify how you want to display the columns of financial data for the checkbook definition on the Review Checkbook - Checkbook page. Display formats are:

- Customer tree
- Product tree
- Custom

If you select the customer tree display format, when you display the checkbook definition, the customer tree appears on the left side of the page and the columns of financial data are organized by customer level in the customer tree.

If you select the product tree display format, when you display the checkbook definition, the product tree appears on the left side of the page and the columns of financial data are organized by product or promotion group in the product tree.

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If you select the custom display format, then you must also define the different levels (customer, fund, merchandising type, product/promo group, or promotion) for the custom format. You can specify up to five levels for the custom format. Then when you display the checkbook definition, the custom format tree appears on the left side of the page and the columns of financial data are organized by the levels in the custom format tree.

For example, you may define a checkbook definition with a custom display format with one level associated to a promotion. When you display this checkbook definition, the left side of the page lists the individual promotions the user has access to and the financial data is summed by promotion code. You may define another checkbook definition with two levels: level 1 associated with fund and level 2 associated with customer. In this case, when you display this checkbook definition, a custom tree appears on the left side of the page. This tree has all the funds listed at the root level and all customers attached to each fund below the respective funds. Then the system displays all financial data by these two criteria.

When defining a fund budget type checkbook definition (discretionary or non-discretionary), you can only display the fund amounts associated with the checkbook definition using the customer tree format. The system uses the customer tree format when it displays the information on the Maintain Fund Accruals/Budget - Budget page.

Common Elements Used in This Chapter

Value

Select the value to associate with the checkbook definition column or when defining a checkbook formula. Select any of these values when defining a checkbook definition associated with a fund budget type. Select any of these values except *Fund Available, Fund Budgeted* and *Fund Distributed* when defining a checkbook definition associated with a checkbook review type. Values are:

Actual Chargeback Amt (actual chargeback amount): Invoice amounts associated with chargeback payment methods created in Promotions Management and interfaced to Billing as bill interface IDs.

Actual Credit Amount: Credit invoice amounts associated with credit and deduction payment methods created in Promotions Management and interfaced to Billing as bill interface IDs.

Actual Deduction WO Amount (actual deduction write-off amount): Write-off deduction amounts from Receivables associated with a merchandising activity.

Actual Off Invoice Amount: Invoice amounts from Billing with off-invoice discounts associated with a merchandising activity.

Actual Overhead Cost: The overhead cost after the first performance date associated with a merchandising activity.

Actual Payment Amount: Payment amounts associated with check and field draft payment methods created in Promotions Management and interfaced to Payables as vouchers.

Actual Returned Amount: Returned amounts associated with bill back and off-invoice promotional activity on returned material authorizations created in Order Management.

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Actual Returned Units: Returned units associated with bill back and off-invoice promotional activity on Returned Material Authorizations created in Order Management.

All Actual Amounts: All actual amounts (Actual Chargeback Amt, Actual Credit Amount, Actual Deduction WO Amount, Actual Off Invoice Amount, Actual Overhead Cost, and Actual Payment Amount minus Actual Returned Amount) summarized into one value. A formula is not required.

All Actual Units: All actual units (Actual Shipped Quantity for off invoice and bill back promotions and national allowances and Actual Units Redeemed for consumption-based promotions minus All Returned Units) summarized into one value. All *actual* activity can be converted to any unit of measure when the checkbook is displayed.

All Incurred Amounts: All incurred amounts (Incurred Bill Back Amount, Incurred Insertion Amount, Incurred Lump Sum Amount, Incurred Off Invoice Amount, Incurred Overhead Amount, Incurred Unit Handling, and Incurred Unit Value) summarized into one value. Formula not required.

All Incurred Units: All incurred units (Actual Shipped Quantity for Bill Back and Off Invoice promotions and national allowances, and Incurred Units Redeemed for consumption-based promotions) summarized into one value. All incurred activity can be converted to any unit of measure when the checkbook is displayed.

All Planned Amounts: All planned amounts (Planned Bill Back Amount, Planned Insertion Amount, Planned Lump Sum Amount, Planned Off Invoice Amount, Planned Overhead Amount, Planned Unit Handling Amount, and Planned Unit Value Amount) summarized into one value. Formula not required.

All Planned Units: All planned units (Planned Ship Quantity for Off Invoice, Bill Back and Lump Sum promotions and Planned Units Redeemed for consumption-based promotions) summarized into one value. All planned activity can be converted to any unit of measure when the checkbook is displayed. The Planned Units for each merchandising activity is based on the percentage of the total merchandising cost for the promotion and product. For example, if the merchandising cost for Merchandising Activity OI is 80 percent of the total merchandising cost for Promotion 1 and Product A, then 80 percent of the Planned Ship Quantity for Product A on Promotion 1 will be allocated to the Planned Units for Merchandising Activity OI.

Constant Value: User-defined numeric value. This value is most often used when defining a formula.

Formula: The result of a formula as defined in the Define Checkbook Formulas component.

Fund Available: The Fund Budgeted amount minus the Fund Distributed amount. Formula not required.

Fund Budgeted: The budgeted amount entered for top down fund types or accrued for fixed, rolling, and zero-based accrual fund types.

Fund Distributed: The budgeted amount that is distributed to child nodes in a fund, either through the accrual process or manual entry.

Incurred Bill Back Amount: Bill back amount based on actual shipments for a merchandising activity.

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Incurred Insertion Amount: Insertion amount after the first performance date defined for a merchandising activity.

Incurred Lump Sum Amount: Lump sum amount after the first performance date defined for a merchandising activity.

Incurred Off Invoice Amount: Off-invoice amount based on actual shipments for a merchandising activity.

Incurred Overhead Amount: Overhead amount after the first performance date defined for a merchandising activity.

Incurred Unit Handling: Incurred unit handling amount (Unit Handling Cost defined for the merchandising activity * Incurred Units Redeemed from the Actual Unit Consumption page) for a merchandising activity.

Incurred Unit Value: Incurred unit value (Unit Value defined for the merchandising activity * Incurred Units Redeemed from the Actual Unit Consumption page) for a merchandising activity.

Original Planned Amount: Original planned funded amount that you can view in a checkbook review and fund budget types of checkbooks.

Planned Bill Back Amount: Planned bill back amount based on merchandising activities defined in Promotions Management.

Planned Insertion Amount: Planned insertion amount based on merchandising activities defined in Promotions Management.

Planned Lump Sum Amount: Planned lump sum amount based on merchandising activities defined in Promotions Management.

Planned Off Invoice Amount: Planned off-invoice amount based on merchandising activities defined in Promotions Management.

Planned Overhead Amount: Planned overhead amount based on merchandising activities defined in Promotions Management.

Planned Unit Handling Amount: Planned unit handling amount (the unit handling cost defined for the merchandising activity multiplied by the planned units redeemed) based on merchandising activities defined in Promotions Management.

Planned Unit Value Amount: Planned unit value amount (the unit value defined for the merchandising activity multiplied by the planned units redeemed) based on merchandising activities defined in Promotions Management.

Defining Checkbooks

To define checkbooks, use the Define Checkbook component (TD_CHECKBOOK_DEFN).

This section discusses how to:

- Define the overall checkbook definition information.
- Define the checkbook columns.
- Assign users to the checkbook definition.

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Pages Used to Define Checkbooks

Page Name	Object Name	Navigation	Usage
Define Checkbook - Definition	TD_CHECKBOOK_DEFN	Promotions, Analysis, Define Checkbook, Definition	Define where this checkbook definition is available for use in Promotions Management, which customer and product tree you want to associate with the checkbook, and options and filters you want to use to display the checkbook data.
Define Checkbook - Levels	TD_CHECK_LEVEL	Promotions, Analysis, Define Checkbook, Levels	Define up to five levels for a custom display format checkbook definition. Data will be displayed for each level you define for the checkbook.
Define Checkbook - Columns	TD_CHECKBOOK_COL	Promotions, Analysis, Define Checkbook, Columns	Define the column layout for the checkbook. View this layout and its associated information using either the Review Checkbook - Checkbook page or the Maintain Fund Accruals/Budget - Budget page.
Define Checkbook - Authorized Users/Roles	TD_CHECK_USERS	Promotions, Analysis, Define Checkbook, Authorized Users/Roles	Assign individual users or roles that will have access to view the results of this checkbook definition.

Defining the Overall Checkbook Definition Information

Access the Define Checkbook - Definition page.

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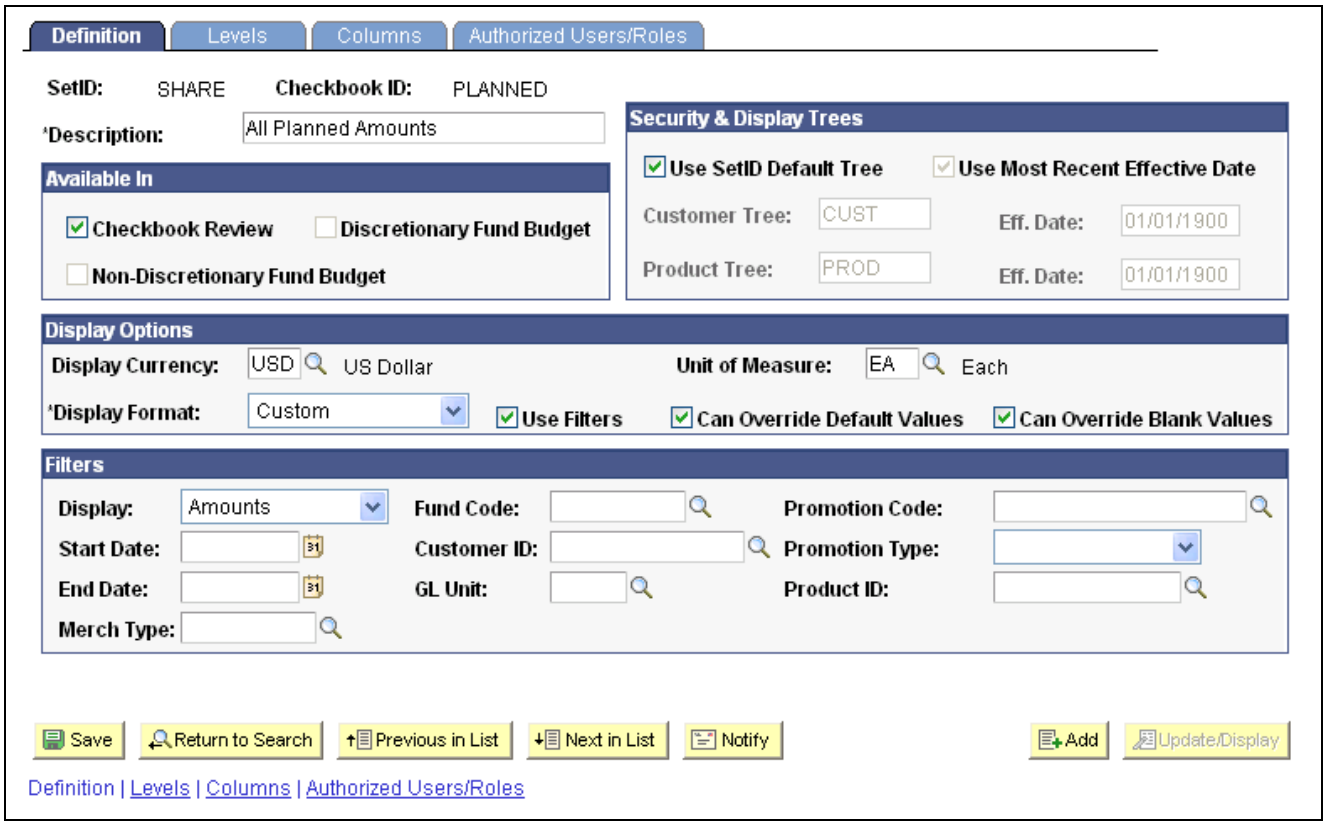

Define Checkbook - Definition page

This section discusses how to:

1. Define overall information for a checkbook review checkbook definition.
2. Define overall information for a discretionary or non-discretionary fund budget checkbook definition.

Note. Define a checkbook definition for use on the Review Checkbook - Checkbook page or for use on the Maintain Fund Accruals/Budget - Budget page. You cannot use one checkbook definition in both situations.

To define overall information for a checkbook review checkbook definition:

1. Enter a Description for the checkbook definition.
2. Select where this checkbook definition is available to be used in Promotions Management.

   Checkbook Review — Select to view the results from the checkbook definition on the Review Checkbook - Checkbook page.

3. Select the security and display trees for the checkbook definition.

   Use SetID Default Tree — Select this check box if you want to associate the active customer and product tree you defined on the Promotions Options component with this checkbook definition. If you select this option, the system displays the customer and product tree and effective dates for the active trees and selects the Use Most Recent Effective Date check box. In this case, you cannot change these fields.

   Customer Tree and **Eff. Date** (effective date) — To associate a customer tree (other than the active customer tree) with the checkbook definition, do not select the Use SetID Default Tree check box. Do select the customer tree that the checkbook will use

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for security and display purposes. Then select an effective date for the customer tree or select the Use Most Recent Effective Date check box. If the Use Most Recent Effective Date check box is selected, the system always retrieves and uses the most recent effective date for the customer tree in its checkbook processing.

Product Tree and **Eff. Date** (effective date) — To associate a product tree (other than the active product tree) with the checkbook definition, do not select the Use SetID Default Tree check box. Do select the product tree that the checkbook will use for security and display purposes. Then select an effective date for the product tree or select the Use Most Recent Effective Date check box. If the Use Most Recent Effective Date check box is selected, the system always retrieves and uses the most recent effective date for the product tree in its checkbook processing.

Note. Selecting a customer or product tree other than the active customer or product tree gives you the flexibility to use the checkbook definition for different reporting options.

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4. Select the display options.

Display Currency — Select the currency that you want all the amounts to be converted to. Checkbook processing converts all the amounts to this currency and displays the amounts on the Review Checkbook - Checkbook page.

Unit of Measure — Select the unit of measure that you want all the units to be converted to. Checkbook processing converts all the units to this unit of measure and displays the units on the Review Checkbook - Checkbook page.

Display Format — Select the checkbook display format. Options are:

Custom: Base the checkbook display on a custom format that you define using this component. When you select this option, the Define Checkbook - Levels page appears.

Customer Tree: Base the checkbook display on the customer tree selected. All amount and unit details are broken down by nodes defined in the customer tree.

Product Tree: Base the checkbook display on the product tree selected. All amount and unit details are broken down by nodes defined in the product tree.

Use Filters — Select this check box to filter the data that appears for the checkbook. When you select this check box, the Filters group box and the Can Override Default Values and Can Override Blank Values check boxes appear.

Can Override Default Values — Select this check box to be able to change any data entered for the checkbook definition filters when displaying the checkbook on the Review Checkbook - Checkbook page.

Can Override Blank Values — Select this check box to be able to change filters left blank on the checkbook definition when displaying the checkbook on the Review Checkbook - Checkbook page.

5. (Optional) Select the filters for the checkbook definition if you have chosen to use filters.

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The data you select using the filter values determines what data appears for the checkbook when viewing the checkbook on the Review Checkbook - Checkbook page.

Note. It is important to use filters whenever possible to refine the search results for the checkbook data. The use of filters will improve response time when displaying the checkbook.

6. (Optional) Define the levels for a custom display format checkbook definition using the Define Checkbook - Levels page.

Content Select the content level for the custom format checkbook definition. Options are: *Customer, Fund, Merchandising Type, Product/Promo. Group* (product/promotion group), and *Promotion.*

Note. The maximum number of levels is currently the maximum number of options, which is five. Also, no level can be repeated in the tree. For example, you cannot have Promotion at Level 1 and Level 3.

Note. The response time when displaying the checkbook can be degraded as more levels are added to the custom display format checkbook definition.

To define overall information for a discretionary or non-discretionary fund budget checkbook definition:

1. Enter a Description for the checkbook definition.
2. Select where this checkbook definition is available to be used in Promotions Management.

Discretionary Fund Budget Select to view the results from the checkbook definition on the Maintain Fund Accruals/Budget - Budget page. Use only discretionary fund budget checkbook definitions for discretionary type funds. Discretionary funds are consumed by customer-specific promotions.

Non-Discretionary Fund Budget Select to view the results from the checkbook definition on the Maintain Fund Accruals/Budget - Budget page. Use only non-discretionary fund budget checkbook definitions for non-discretionary type funds. Non-discretionary funds are consumed by national allowances.

Note. If you are defining a discretionary or non-discretionary fund budget checkbook definition, the checkbook processing uses the customer tree associated with the fund to display the checkbook data. Also, the checkbook processing converts the checkbook amounts to the currency associated with the fund. View these amounts with the associated currency on the Maintain Fund Accruals/Budget - Budgets page.

Defining the Checkbook Columns

Access the Define Checkbook - Columns page.

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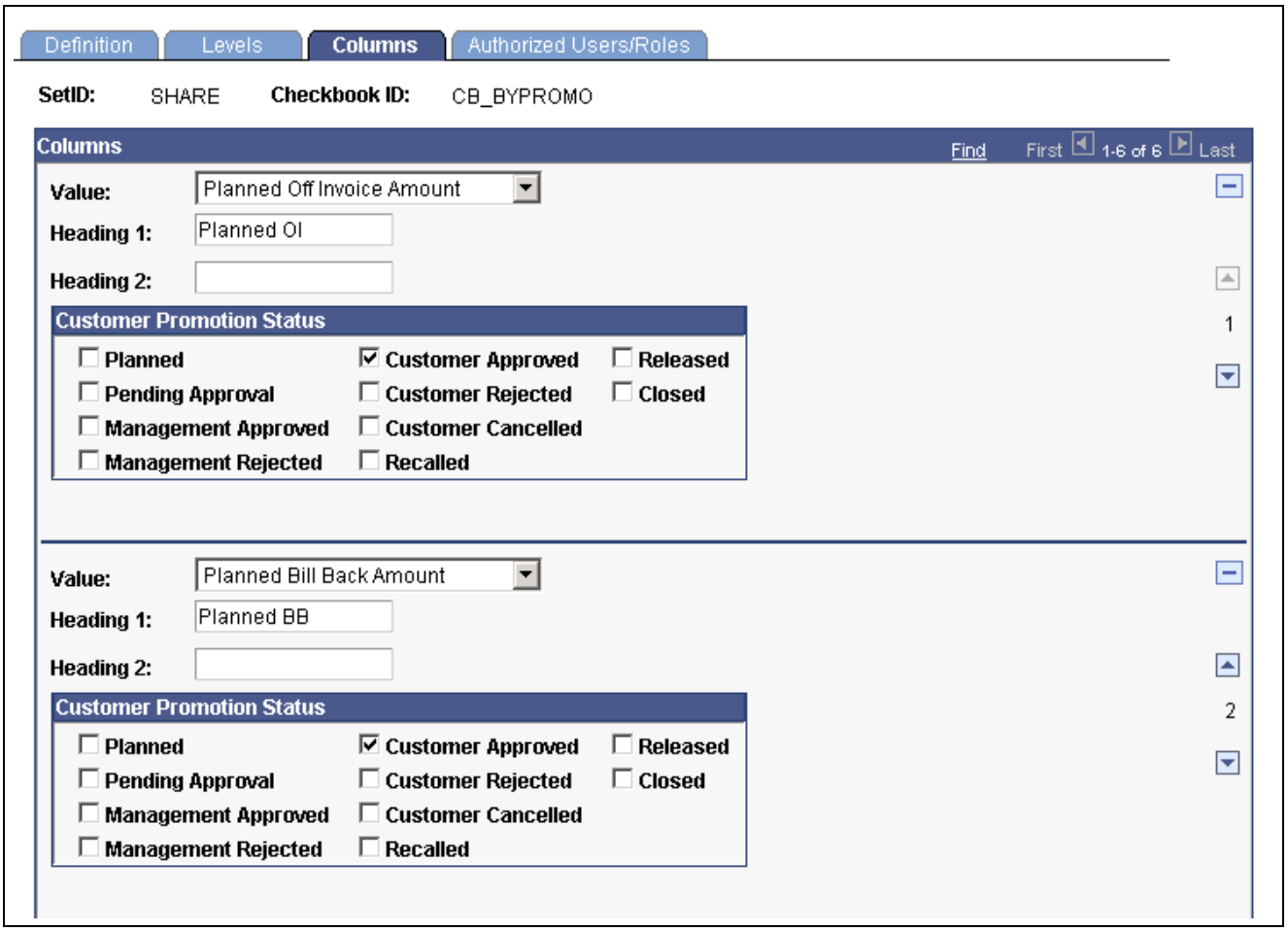

Define Checkbook - Columns page

To define checkbook columns:

1. In the Value field, enter the value to associate with the column in the checkbook.

   If you are defining a checkbook definition to be used for either discretionary or non-discretionary funds, the system populates the first column with a value of *Fund Budgeted,* and you cannot change the display order for this one column.

   Note. The Fund Budgeted column is the only column that operates in this way. The Fund Budgeted column is required for checkbook processing to populate the amounts and units correctly for the fund.

   Note. *Fund Available, Fund Budgeted* and *Fund Distributed* are available only if you are defining a checkbook definition for use with discretionary or non-discretionary funds.

2. Change the default values for the column Heading 1 and Heading 2, if necessary.

   These headings appear on the Review Checkbook - Checkbook page or the Maintain Fund Accruals/Budget - Budget page.

3. Select the status of the promotional activity to include for the checkbook definition.

   The system determines the statuses that appear on this page by the value selection because some values are not valid for national allowances.

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Customer Promotion Status	Select the customer promotion statuses to include for the checkbook definition.
National Allowance Status	Select the national allowance statuses to include for the checkbook definition.

4. Select a Formula ID if you selected a formula value.

   The system displays a Formula ID field in place of the promotion status fields. Select a previously defined formula ID to include in this checkbook definition.

5. Enter an Amount if you selected a constant value.

   The system displays an Amount field in place of the promotion status fields. Enter a constant value in the Amount field. Defining a constant value may be useful in conjunction with a formula definition.

6. Define the order of the columns for the checkbook.

   The column number is on the right side of each row, between the up and down arrows. The columns appear in this order (left to right) when you view the information on the Review Checkbook - Checkbook page or the Maintain Fund Accruals/Budget - Budget page. The system generates the column number.

	Click the Move Down button to move the column down in order of display.
	Click the Move Up button to move the column up in order of display.

See Also

Chapter 10, “Maintaining Checkbooks,” Defining Checkbook Formulas, page 170

Assigning Users to the Checkbook Definition

Access the Define Checkbook - Authorized Users/Roles page.

Select the users or roles that you want to utilize the checkbook definition on the Review Checkbook - Checkbook page or the Maintain Fund Accruals/Budget - Budget page. This selection determines which users or roles can execute the checkbook and view the results.

Defining Checkbook Formulas

To define checkbook formulas, use the Define Checkbook Formulas component (TD_FORMULA).

This section discusses how to:

- Define the checkbook formula definition.
- Define the checkbook formula terms.

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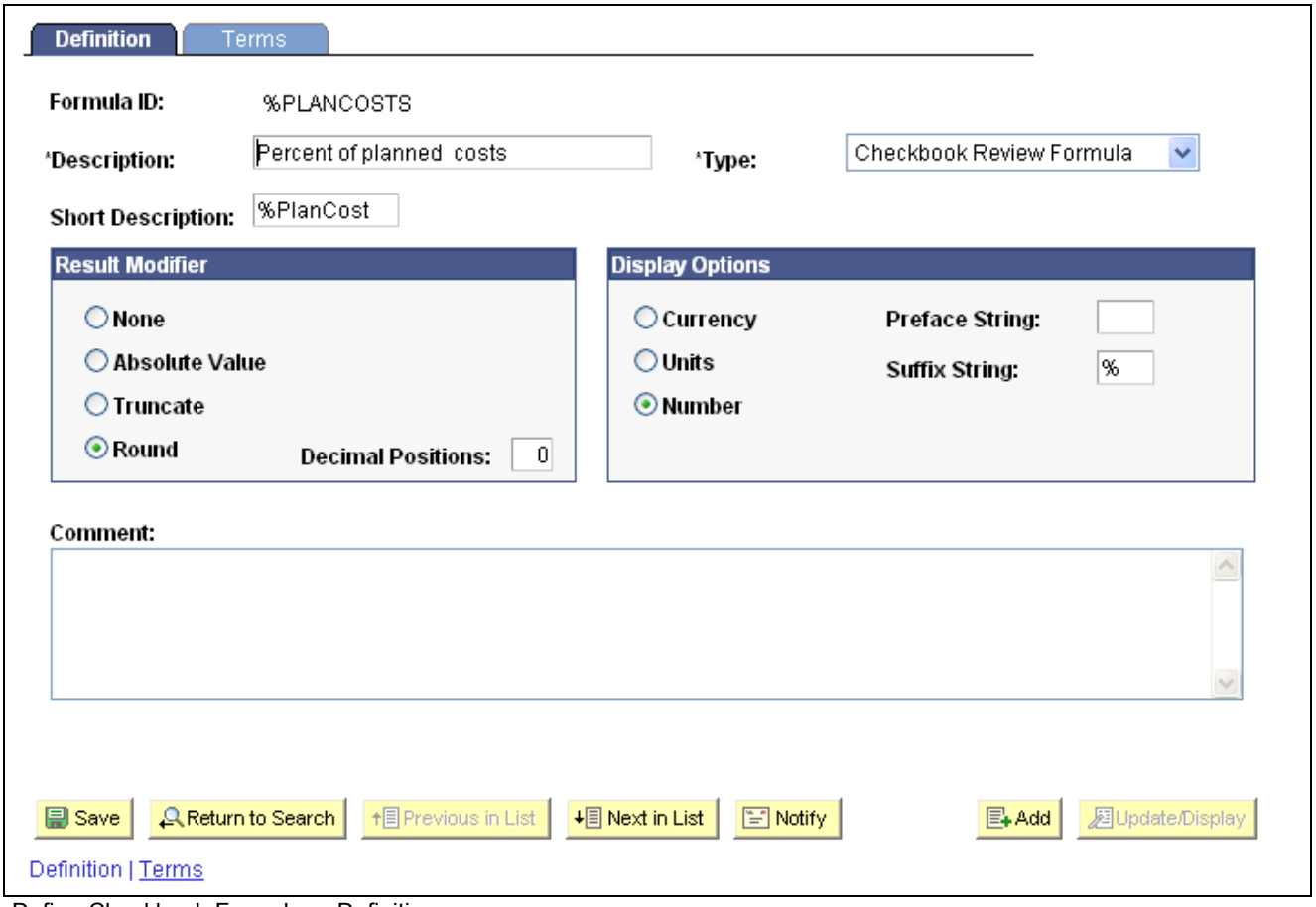
Pages Used to Define Checkbook Formulas

Page Name	Object Name	Navigation	Usage
Define Checkbook Formulas - Definition	TD_FORMULA	Promotions, Analysis, Define Checkbook Formulas, Definition	Define general information associated with the checkbook formula.
Define Checkbook Formulas - Terms	TD_FORMULA_TERM	Promotions, Analysis, Define Checkbook Formulas, Terms	Define a mathematical formula using the checkbook values as part of the equation. These formulas can be associated with a checkbook definition and the results will appear as a column on the Review Checkbook - Checkbook page or Maintain Fund Accruals/Budget - Budget page.

Defining the Checkbook Formula Definition

Access the Define Checkbook Formulas - Definition page.



Define Checkbook Formulas - Definitions page

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Type Select the type of checkbook definition in which this formula can be used. Values are:

Checkbook Review Formula: Can only be associated with a checkbook review type of checkbook definition.

Fund Budget Formula: Can only be associated with a discretionary or non-discretionary fund budget type checkbook definition.

Result Modifier

Selection of a result modifier determines whether the system modifies the result from the formula for display purposes.

None Select this option if you don't want the system to modify the result.

Absolute Value Select this option if you want to display the result as an absolute value.

Truncate Select this option if you want to display a truncated result. Then enter the Decimal Positions for truncation.

Round Select if you want to display a rounded result. Then enter the Decimal Positions for rounding.

Note. The maximum number of decimal positions you can have is five.

Display Options

Currency Select this option if you want the formula result to appear in the same currency in which the checkbook appears.

Units Select this option if you want the formula result to appear in the same unit of measure in which the checkbook appears.

Number Select this option if the formula result is a number and does not have a currency or unit of measure associated with it. If you select number, the system won't format the number in any way.

Preface String Enter the characters you want to appear before the formula result.

Suffix String Enter the characters you want to appear after the formula result.

For example, if the result of the formula is a percentage, you could enter a Suffix String of *%,* (percent) and the system displays the formula result with a percent sign after it. The system displays the preface or suffix string that you enter for each row in the column.

See Also

Chapter 10, "Maintaining Checkbooks," Defining Checkbooks, page 164

Defining the Checkbook Formula Terms

Access the Define Checkbook Formulas - Terms page

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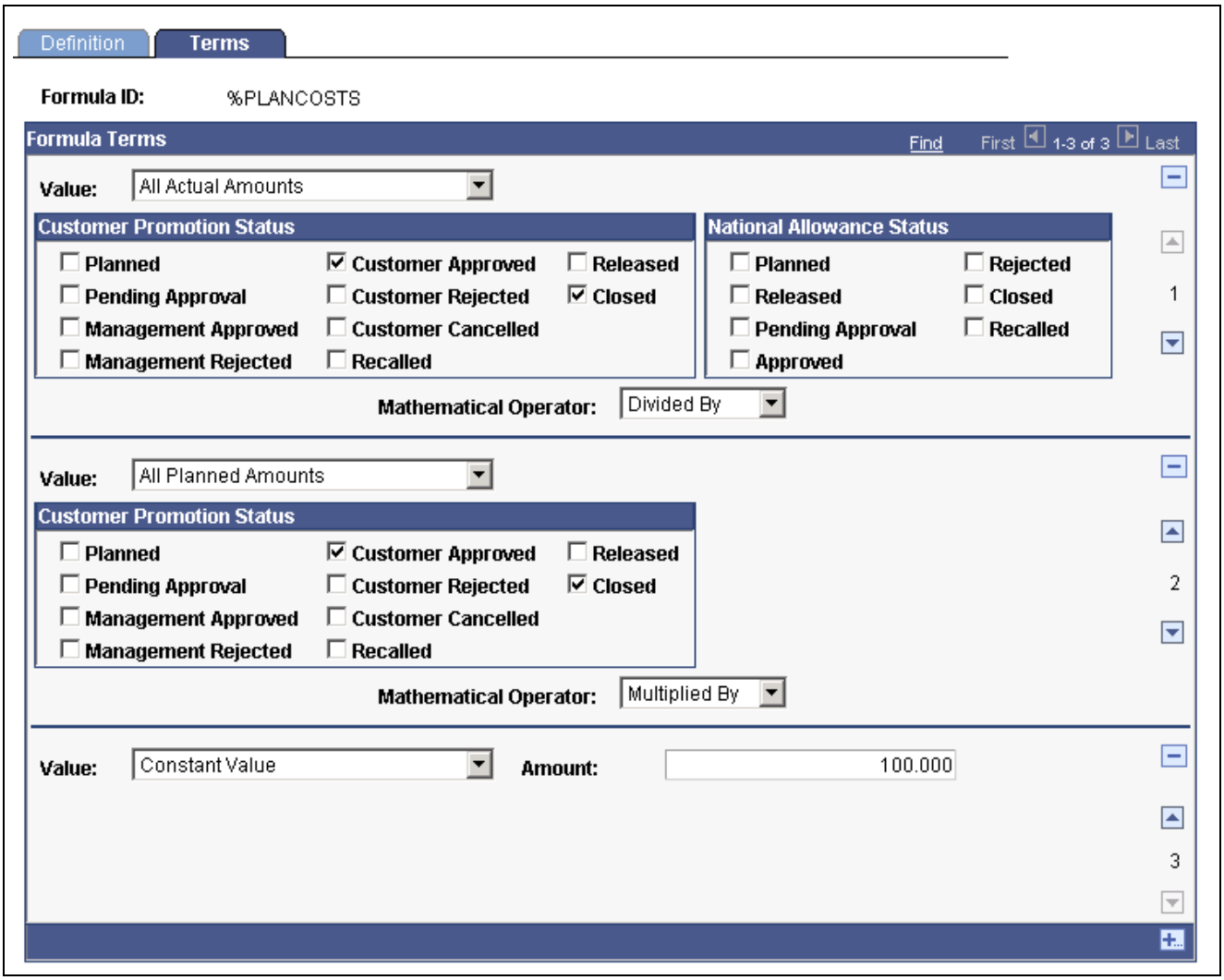

Define Checkbook Formulas - Terms page

To define a formula equation:

1. In the Value field, select a value to associate with one part of the equation or term.

   Note. *Fund Available, Fund Budgeted* and *Fund Distributed* are available only if you are defining a formula for use on a discretionary fund budget or non-discretionary fund budget type checkbook definition.

   If you select a value other than *Formula, Constant Value, Fund Available, Fund Budgeted,* or *Fund Distributed,* the system displays the promotion status fields. If you selected one of these values, select what promotion statuses to include for this formula definition.

   Note. These combinations of fields work the same as they do on the Define Checkbook - Columns page.

2. If you selected *Formula* in the Value field, then in the Formula ID field, select an identifier that you want to include in this equation.

   This enables you to include another formula as part of the equation.

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3. If you selected *Constant Value* in the Value field, then in the Amount field, enter the amount for the constant term.

   A formula can include a constant value as part of the formula. For example, a constant value would be useful if you want to display a percentage of a specific amount.

4. In the Mathematical Operator field, enter the operator (Divided By, Minus, Multiplied By, or Plus) that defines the equation.

   Note. The system does not display the Mathematical Operator field for the last formula term.

5. Define the order of the terms for the formula.

   The term number is on the right side of each row, between the up and down arrows. The term number is generated by the system. The formula is executed in the order of the term numbers. The mathematical operator is used between the current row and the row below it.

   Click the Move Down button to move the term down in execution order for the formula.

   Click the Move Up button to move the term up in execution order for the formula.

   Note. The system calculates the formula result using the exact order of the terms that you define on this page. It doesn't use standard mathematical procedures. For example, in standard mathematical procedure, multiplication and divisions are performed first, before additions and subtractions. If a calculation must be performed in a particular order, you can define a term with a value of another *Formula* so that you can manipulate the order in which the system calculates the formula.

See Also

Chapter 10, "Maintaining Checkbooks," Defining the Checkbook Columns, page 168

Updating Checkbook Data

This section, discusses how to update checkbook entries.

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Page Used to Update Checkbook Data

Page Name	Object Name	Navigation	Usage
Accrual and Financial Update	TD_FINUP_RQST	• Promotions, Funds, Run Accrual/Financial Updates, Accrual and Financial Update • Promotions, Payments, Run Accrual/Financial Updates, Accrual and Financial Update • Promotions, Analysis, Run Accrual/Financial Updates, Accrual and Financial Update	Use this page to initiate the Accrual and Financial Update process (TD_FINUP) that can accrue budgeted amounts for a fund, update checkbook information, automatically authorize promotional payments, or generate general ledger accrual transactions.

Updating Checkbook Entries

Access the Accrual and Financial Update process page.

Before you can view the results of a checkbook definition, you must generate the checkbook data. Select the Update Checkbook Entries check box and run the Accrual and Financial Update process.

See Also

Chapter 13, “Updating Financial Information in PeopleSoft Promotions Management,” page 215

Displaying the Checkbook Definition

This section discusses how to:

- Configure a checkbook review checkbook definition before viewing.
- View a checkbook review type of checkbook definition.
- View a discretionary or non-discretionary fund budget checkbook definition.

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Pages Used to Display the Checkbook Definition

Page Name	Object Name	Navigation	Usage
Checkbook Configuration	TD_CHECKFILTER	Promotions, Analysis, Review Checkbook, Checkbook Configuration	Select the checkbook configuration before you display the checkbook review type of checkbook definition. This page is not displayed if the Auto Display Checkbook check box is selected. However, it can be accessed if you click the Checkbook Config button on the Review Checkbook - Checkbook page.
Checkbook	TD_CHECKBOOK	Promotions, Analysis, Review Checkbook, Checkbook	View a checkbook review type of checkbook definition populated with the amounts calculated by the Accrual and Financial Update process (TD_FINUP). The system uses all the promotional activity that has occurred to populate the data it displays for the checkbook definition.
Maintain Fund Accruals/Budget - Budget	TD_FUND_DIST	Promotions, Funds, Maintain Fund Accruals/Budget, Budget	View a discretionary or non-discretionary type of checkbook definition populated with the amounts calculated by the Accrual and Financial Update process (TD_FINUP).

Configuring a Checkbook Review Checkbook Definition Before Viewing

Access the Checkbook Configuration page.

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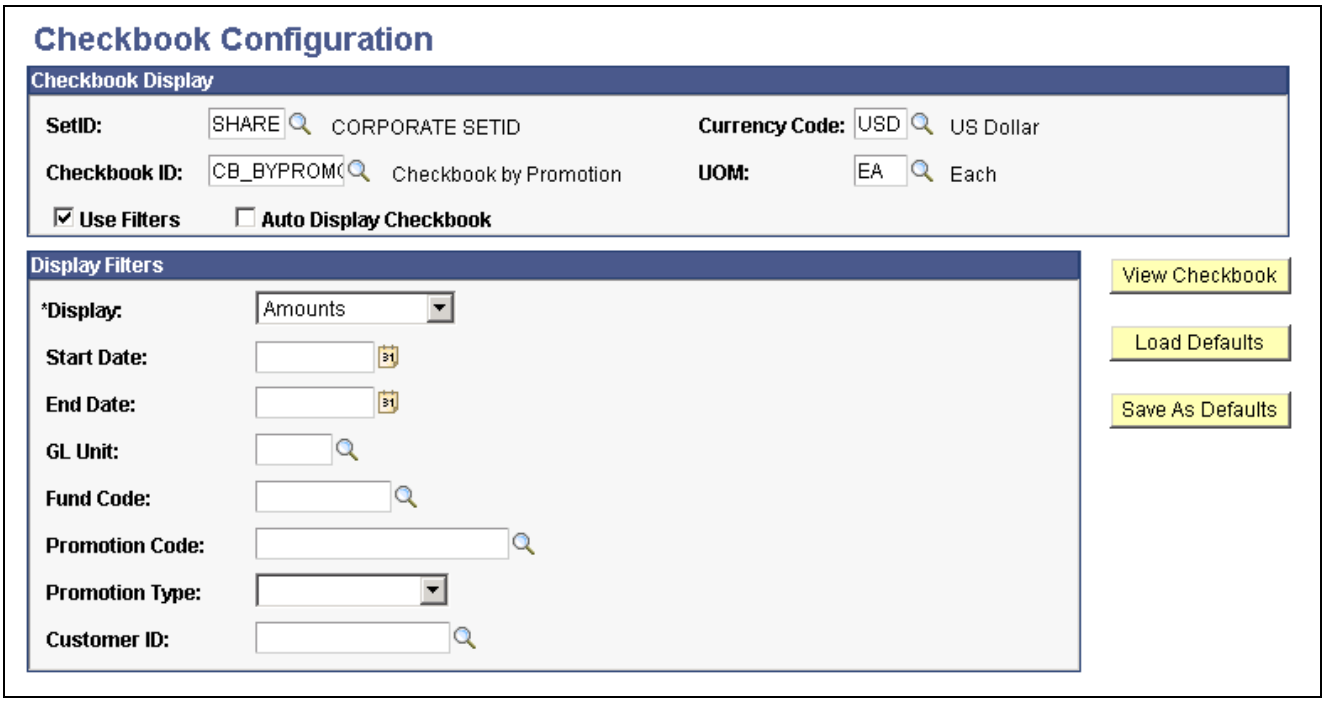

Checkbook Configuration page

Use Filters Select this check box if you want to configure the checkbook definition to have filters for this checkbook review. Then select the fields to filter by in the Display Filters group box.

Auto Display Checkbook Select this check box if you want the system to automatically display this checkbook and its configuration without configuring the display each time. If you select this check box and save the display selections as the defaults, the next time you want to inquire against a checkbook, the Checkbook page automatically appears and this page is bypassed.

Save As Defaults Click this button to have these display selections saved for the next time this user accesses this page. This becomes the default display selection for this user.

Load Defaults Click this button to have the system load the default settings for this user after making changes to the default values.

View Checkbook Click this button to have the system display the information associated with the checkbook ID and display filters that you selected. When you click this button, the Checkbook page appears.

Viewing a Checkbook Review Checkbook Definition

Access the Checkbook page.

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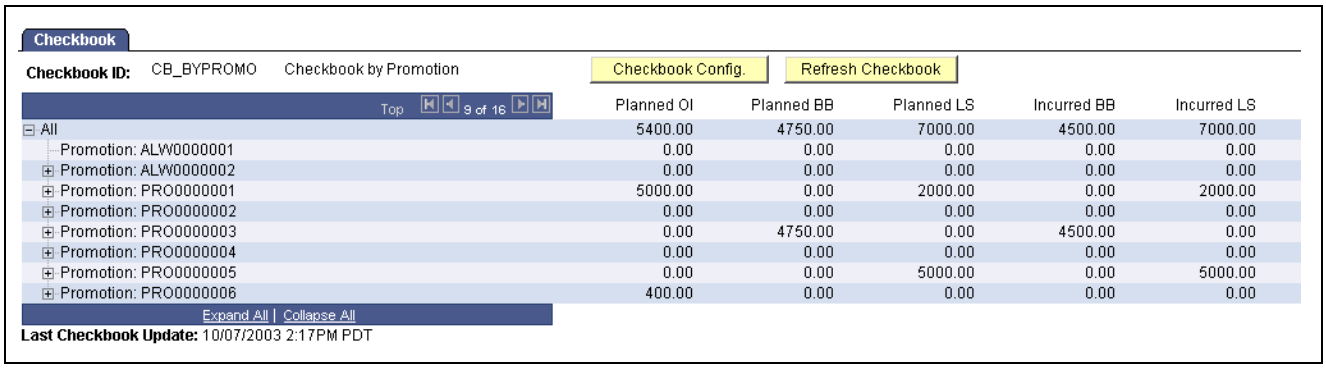

Checkbook page

Left Region of Page

On the left side of the page, the system displays the customer tree, product tree, or custom configuration associated with the checkbook definition.

Checkbook Columns

The columns of information that appear on this page are dependent on the checkbook definition. The checkbook entries that appear for the columns reflect the promotional activity that took place up to the last time the Accrual and Financial Update process ran.

Last Checkbook Update — Displays the last date and time that the Accrual and Financial Update process updated the checkbook entries. A value of *None* means either the Accrual and Financial Update process has not yet run for the checkbook data or no customer promotions or national allowances are associated with this data.

Checkbook Config. (checkbook configuration) — Click this button to display the Checkbook Configuration page and change the display selections.

Refresh Checkbook — Click this button to refresh the checkbook entries with data that may have been generated by a more recent run of the Accrual and Financial Update process.

See Also

Chapter 10, “Maintaining Checkbooks,” Defining Checkbooks, page 164

Viewing a Discretionary or Non-Discretionary Fund Budget Checkbook Definition

Access the Maintain Fund Accruals/Budget - Budget page.

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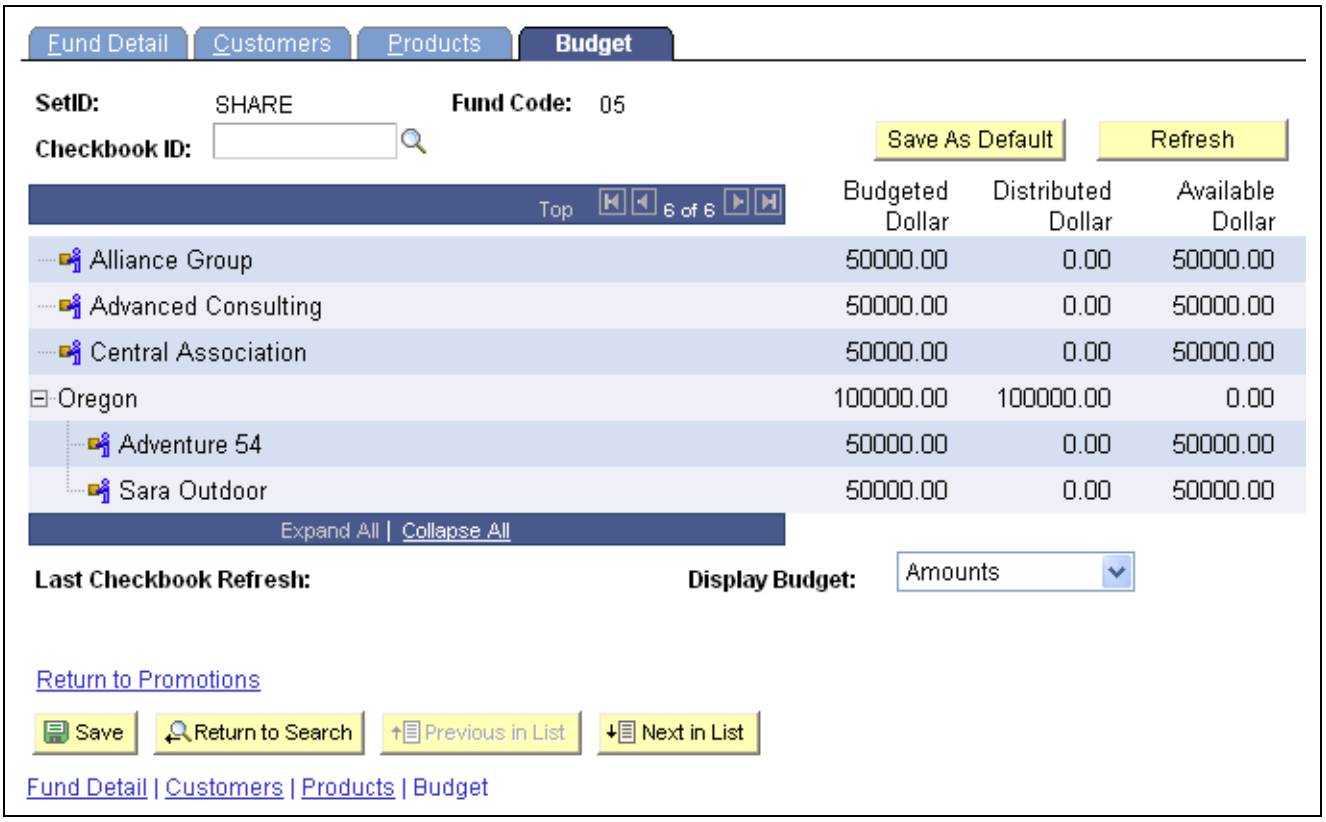

Maintain Fund Accruals/Budget - Budget page

See Chapter 6, "Defining Funds," Maintaining Funds, page 56.

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CHAPTER 11

Viewing Promotional Activity

This chapter provides an overview of the Promotional Activity component and discusses how to view promotional activity.

Understanding the Promotional Activity Component

Use the Promotional Activity component to view at any time what activity has occurred for a promotion that is associated with a specific customer. You can view orders, shipments, returns, invoices, credits, payments, and deduction write-offs that are associated with a promotion.

Viewing Promotional Activity

This section provides an overview of the promotional activity search criteria and discusses how to:

- View promotion activity summary information.
- View order activity.
- View shipment and return activity.
- View invoice activity for off-invoice discounts.
- View credit and chargeback activity.
- View payment activity.
- View deduction write-off activity.

Understanding the Promotional Activity Search Criteria

To view promotional activity, you must select a setID and either a customer ID or promotion code to define the promotion information. In addition, you must select the Unit of Measure and Currency Code in which you want the different types of activity (amounts and units) to appear. All other criteria are optional.

To further restrict the search you can select:

- Customer ID and promotion code.
- Customer ID, promotion code, and merchandising type or adjustment type.
- Promotion code and merchandising type or adjustment type.
- A date from and a date to.

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Select a particular transaction date (order date, ship date, RMA receipt date, invoice date, payment entered date, or deduction posted date). The two dates must be used in conjunction with one another and you can't enter only a date from or only a date to.

The Unit of Measure and Currency Code fields are used to convert all data into the selected values. Both values appear by default from the Promotions Options - General Options page. If a conversion factor doesn't exist between two currencies or units of measure, the system issues one warning message to let you know that data is left out of the totals.

Click the Search button to populate the Promotional Activity component with all the promotional activity that match the criteria.

Note. You can enter search criteria on any of the pages in the Promotional Activity component. Entering new search criteria on any page in the component refreshes all the pages with the new information for the new search criteria.

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Pages Used to View Promotional Activity

Page Name	Object Name	Navigation	Usage
Promotional Activity - Summary	TD_PAYMENT_SUMMARY	Promotions, Manage Promotions, Review Promotion Information, Promotional Activity, Summary	View the overall totals for all the promotional activity for the criteria that you select.
Promotional Activity - Orders	TD_ORDERS	Promotions, Manage Promotions, Review Promotion Information, Promotional Activity, Orders	View a list of all the sales order activity for the promotion criteria that you select.
Promotional Activity - Shipments	TD_SHIPMENTS	Promotions, Manage Promotions, Review Promotion Information, Promotional Activity, Shipments	View all the shipment and return activity for the promotion criteria that you select.
Promotional Activity - Off-Invoice	TD_INVOICES	Promotions, Manage Promotions, Review Promotion Information, Promotional Activity, Off-Invoice	View all the invoice activity for off-invoice discounts associated with the promotion criteria that you select.
Promotional Activity - Credits/Chargebacks	TD_CREDITS	Promotions, Manage Promotions, Review Promotion Information, Promotional Activity, Credits/Chargebacks	View all the credit and chargeback activity for the promotion criteria that you select.
Promotional Activity - Payments	TD_PAYMENTS	Promotions, Manage Promotions, Review Promotion Information, Promotional Activity, Payments	View all the payment activity for the promotion criteria that you select.
Promotional Activity - Deduction Write-Offs	TD_DEDUCTIONS	Promotions, Manage Promotions, Review Promotion Information, Promotional Activity, Deduction Write-Offs	View all the write-off deduction activity for the promotion criteria that you select.

Viewing Promotion Activity Summary Information

Access the Promotional Activity - Summary inquiry page.

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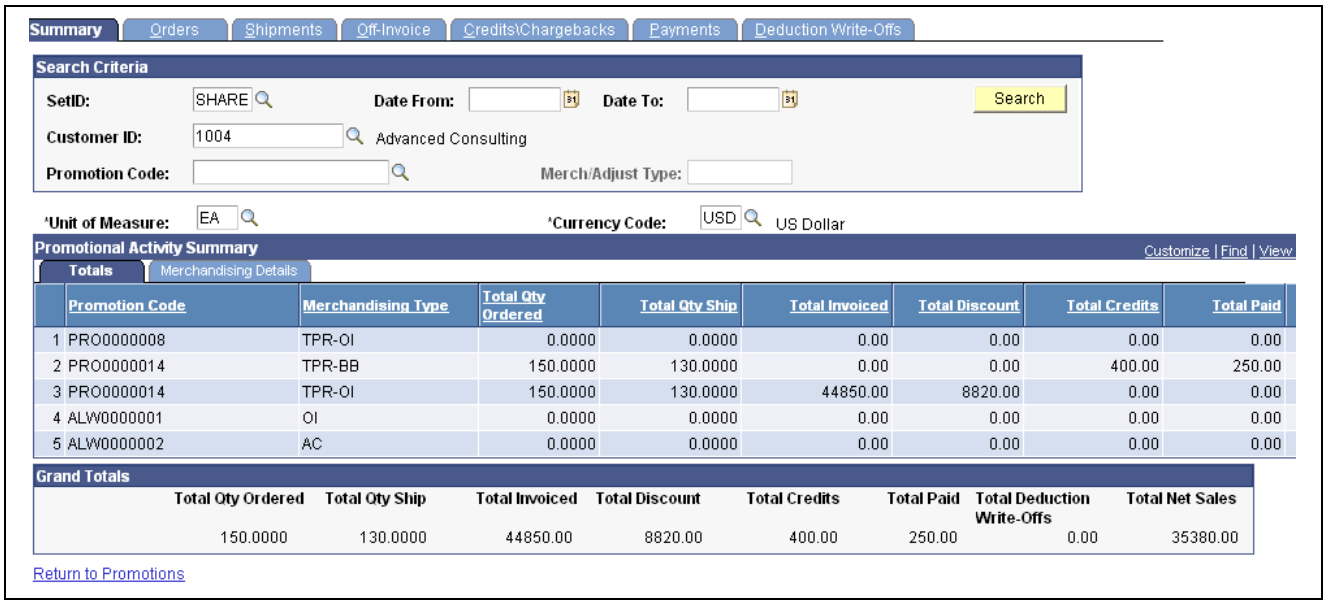

Promotional Activity - Summary inquiry page

The Summary page is a dynamic page. Depending on the search criteria that you select, the data that displays in the lower region of the page is different. The system looks at the information on all the other pages in the component and sums up the information and displays the summed information for you on the Summary page.

Note. Information does not appear on this page until promotional activity is processed in the environment.

SetID and Promotion Code or SetID, Promotion Code and Merch/Adjust Type

If you select a setID and promotion code, or setID, promotion code, and merchandising type or adjustment type as search criteria, with or without a date range, the system displays a Promotional Activity Summary group box and a Grand Totals group box if data exists for the search criteria that you select.

In the Promotional Activity Summary group box, the system displays every customer who is associated with the promotion code with all the promotional activity amounts or quantities (total quantity ordered, total quantity shipped, total invoiced, total discount, total credits, total paid, total deduction write-offs, and total net sales) for each customer and the specific promotion and merchandising or adjustment type summed and displayed.

The system displays the merchandising cost for each merchandising type and merchandising subtype on the Merchandising Details tab.

In the Grand Totals group box, the system displays the total of all quantities from the Promotional Activity Summary group box (total quantity ordered, total quantity shipped, total invoiced, total discount, total credits, total paid, total deduction write-offs, and total net sales).

SetID and Customer ID

If you select a setID and customer ID as search criteria, with or without a date range, the system displays a Promotional Activity Summary group box and a Grand Totals group box if data exists for the search criteria that you select.

In the Promotional Activity Summary group box, the system displays every promotion code that is associated with that customer with all the promotional activity amounts or quantities (total quantity ordered, total quantity shipped, total invoiced, total discount, total credits, total paid, total deduction write-offs, and total net sales) for all promotions and merchandising or adjustment types for that specific customer summed and displayed.

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The system displays the merchandising cost for each merchandising type and merchandising subtype on the Merchandising Details tab.

In the Grand Totals group box, the system displays the total of all quantities from the Promotional Activity Summary group box (total quantity ordered, total quantity shipped, total invoiced, total discount, total credits, total paid, total deduction write-offs, and total net sales).

SetID, Customer ID, and Promotion Code or SetID, Customer ID, Promotion Code, and Merch/Adjust Type

If you select a setID, customer ID, and promotion Code, or setID, customer ID, promotion code, and merchandising or adjustment type as search criteria, with or without a date range, the system displays a Promotional Activity Summary group box and a Promotion Details group box.

In the Promotional Activity Summary group box, the system displays for this promotion, merchandising or adjustment type, and customer all the promotional activity amounts or quantities (total quantity ordered, total quantity shipped, total invoiced, total discount, total credits, total paid, total deduction write-offs, and total net sales) summed.

In addition, the system displays the merchandising cost for each merchandising type and merchandising subtype on the Merchandising Details tab.

In the Promotion Details group box, the system displays all the dates that are associated with the promotion (first order date, last order date, first scheduled ship date, last scheduled ship date, first delivery date, last delivery date, first performance date, and last performance date). If the promotion that you select is a national allowance, the allowance status will also appear in the Promotion Details group box. If the promotion that you select is a customer promotion, the promotion status appears in the Promotion Details box.

Viewing Order Activity

To view order activity:

1. Access the Promotional Activity - Orders page.
2. Enter selection criteria
3. View order activity.

Note. No information appears on this page until order activity is generated for the promotion criteria. You must generate sales orders for which to apply the promotion criteria through Order Management.

The system displays a list of all of the Sales Order Schedules that are associated with the selection criteria you entered, and displays the Order Management business unit, order number, order line number, schedule line number, price schedule line number, sequence, product ID, order quantity, order date, adjustment amount, promotion cost, unit price, and extended price.

Viewing Shipment and Return Activity

To view shipment and return activity:

1. Access the Promotional Activity - Shipments inquiry page.
2. Enter selection criteria.
3. View shipment and return activity.

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Note. No information appears on this page until shipment or return activity is generated for the promotion criteria. You must ship sales orders for the promotion criteria through Inventory, or create returned material authorizations for the promotion criteria through Order Management if your system is set up to back out returns from promotional activity on the Promotions Options - General Options page.

The system displays all shipment and return transactions that are associated with the selection criteria that you select. The sold to customer, Order Management business unit, ship to customer, order number, order line number, schedule line number, demand line number, price schedule number, item, quantity requested, quantity shipped, ship date and time, invoice, RMA number, line, and sequence, and bill of lading appear for shipments and returns that are associated with the promotion criteria.

Note. All return activity appears on the Shipments page with a negative quantity requested and quantity shipped, and RMA information.

Viewing Invoice Activity for Off-Invoice Discounts

To view invoice activity for off-invoice discounts:

1. Access the Promotional Activity - Off-Invoice inquiry page.
2. Enter selection criteria.
3. View invoice activity for off-invoice discounts.

Note. No information appears on this page until invoice activity is generated for the off-invoice discounts associated with the promotion criteria. You must generate invoices for the off-invoice discounts associated with the promotion criteria through Billing.

The system displays all the invoices that are associated with the promotion criteria that you select. The sold to customer, Billing business unit, invoice, invoice line number, bill to customer, discount amount, and gross invoiced amount appear for invoices that are associated with the promotion criteria.

Viewing Credit and Chargeback Activity

To view credit and chargeback activity:

1. Access the Promotional Activity - Credits\Chargebacks inquiry page.
2. Enter selection criteria.
3. View credit and chargeback activity.

Note. Information does not appear on this page until credit or chargeback activity is generated for the promotion criteria. You must have processed credit or chargeback invoices for the promotion criteria through Billing. The credits and invoices must originate from a Promotions Management claim for payment.

The system displays all the credit or chargeback invoices (credit memo or chargeback payment methods on a claim for payment) that are associated with the promotion criteria that you select. The sold to customer, Billing business unit, bill to customer, invoice, invoice line number, credit amount, and bill type appear for credit and chargeback invoices that are associated with the promotion criteria.

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Note. Chargeback invoices appear on the Credits/Chargebacks page with a negative credit amount and the chargeback bill type defined on the Promotions Options - Payment Options page.

Viewing Payment Activity

To view payment activity:

1. Access the Promotional Activity - Payments inquiry page.
2. Enter selection criteria.
3. View payment activity.

Note. No information appears on this page until payment activity is created for the promotion criteria. You must process scheduled or recorded payments for the promotion criteria through Payables. The payments must originate from a Promotions Management claim for payment.

The system displays all the scheduled or recorded payments (check or field draft payment methods on a claim for payment) that are associated with the promotion criteria that you select. The customer (from Promotions Management), alternate pay to customer ID, Payables business unit, vendor ID (associated with the Customer field), claim number, amount, voucher ID, line, reference, and check number appear for payments that are associated with the promotion criteria.

Viewing Deduction Write-Off Activity

To view deduction write-off activity:

1. Access the Promotional Activity - Deduction Write-Offs inquiry page.
2. Enter selection criteria.
3. View deduction write-off activity.

Note. No information appears on this page until deductions are written off for the promotion criteria. You must write off deductions for the promotion criteria through Receivables.

The system displays the deduction write-offs that are associated with the promotion criteria that you select. These are the deductions that are written off in Receivables because they don’t have a matching credit memo. The sold to customer, Receivables business unit, bill to customer (from Receivables), item ID, item line, and entry amount appear for each deduction that is associated with the promotion criteria. The entry amount is the amount that is actually short-paid through the deduction process.

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CHAPTER 12

Defining and Using Promotions Management Approval Workflow

This chapter provides an overview of approval workflow and discusses how to:

- Set up Promotions Management approval workflow.
- Approve customer promotions.
- Approve payment authorizations.
- Approve customer claims.
- Insert ad hoc users.
- Monitor workflow approvals.

Understanding the Approval Workflow Process

Workflow is the process of routing transactions or documents to groups of users that are required to respond to a task notification message. The Promotions Management application manages the approval workflow process using the application workflow engine (AWE). The engine requires the setup of an approval process. The approval workflow process is the framework that enables three levels of users, from technical to end users, to develop and configure transaction approvals that meet their organizational requirements. Approval workflow formalizes the process used to notify approvers of pending tasks requiring action to approve or deny transactions or documents.

Promotions Management uses workflow approvals in conjunction with customer promotions, customer claims, and payment authorizations. Using workflow approvals, you can route promotions management transactions for approval, monitor the approval process from person to person, log who approved or denied transactions, reference comments made during the approval process, and finally update the transaction to an approved status.

In Promotions Management, you can route workflow approval notification messages to an individual or group of approvers to authorize customer promotions, claims, or payment authorizations. The approval process starts with the transaction originator who selects to initiate the workflow authorization process. Approvers receive a notification on their worklist or through email to review the transaction and are presented with options to:

- *Approve:* Workflow routes the message to the next approver to review or sets the transaction to an approved status on final approval.
- *Deny:* Workflow routes the message back to the originator for review.
- *Pushback:* Workflow routes the message to the previous approver for review.

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Implementing Promotions Management Approval Workflow

This section describes implementing Promotions Management approval workflow. It describes tasks that application developers and business analysts perform to make approval workflow available. Other sections, later in this chapter, describe the steps for users to approve and deny approval of promotions, claims, and payments.

Note. Setting up approval workflow requires a technical knowledge of PeopleSoft application development. This chapter highlights the approvals as they relate to Promotions Management. The *PeopleSoft Enterprise Supply Chain Management 9.0 Common Information PeopleBook* provides more detailed information about approval workflow.

See *PeopleSoft Enterprise Supply Chain Management 9.0 Common Information PeopleBook*, "Using Workflow and Managing Approvals".

To implement Promotions Management workflow:

1. Register information with the approval workflow engine by using the Approval Transaction Registry page.

   As part of defining the registry, application developers create a record and table in which to store cross-reference information and set up notification templates for events. This determines the pending approval workflow process and specifies to an application which transaction is being approved or denied.

2. Set up approval process definitions for use with claims, payments, and promotions.

   See Chapter 12, "Defining and Using Promotions Management Approval Workflow," Establishing Approval Workflow Processes, page 195.

3. Configure the transaction component.

   You use the Configure Transaction page in the Approval component to perform this step. You select and define elements that determine what triggers a notification, who receives the notification, and the content of the notification. Notifications are mapped to work with the approval transaction registry and include menus and components and SQL definitions.

   See *PeopleSoft Enterprise Supply Chain Management 9.0 Common Information PeopleBook*, "Using Workflow and Managing Approvals," Configuring Approval Transactions.

4. Set up Promotions Management options to use workflow.

   See Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining General Options, page 19.

5. Establish roles and user-list definitions.

   A role is a list of users who perform the same type of work, such as buyers or managers. You use user-list definitions to associate roles with user lists that define user sources for use with steps in the approval process. Each role has a set of parameters that determine the limits of the role in the organization and in the workflow process.

   See *PeopleSoft Enterprise Supply Chain Management 9.0 Common Information PeopleBook*, "Using Workflow and Managing Approvals," Defining Users for Approval Workflow.

6. Establish a customer tree if you want to route approvals in conjunction with a tree structure.

   The approval workflow engine routes promotion transactions through the approval process using the customer tree hierarchy. Transactions flow up the tree to the appropriate approvers until their final approval and then notifications are routed back to the originator.

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Note. As a default value, Promotions Management approvals are set up to use the Promotions Management Customer Tree to determine the approval chain. However, you can set up the approval workflow engine to use any valid approval chain.

See Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining Tree Options, page 28.

7. Users manage an approval through its life cycle.

   After you set up approval workflow, the system uses the setup information to process promotion, claim, and payment approvals. This is when requesters and approvers perform approval tasks that apply the setup features you defined. During the life cycle:

   a. Requesters submit a promotion, claim, or payment for approval.

      This launches the approval process. The approval workflow engine reads the approval process definition and queues the transaction for approvers. The system queues an approval task to an approver or reviewer using an email, a worklist entry, or both. The URL encoded in the worklist entry points to the corresponding approval component.

   b. Approvers take action on transactions.

      Approvers can approve, deny, or pushback approvals. Use the next links to view more detailed steps for approving promotions, claims, and payments.

   c. Administrators monitor approvals.

      When an error or violation of criteria or rules occur during the approval process, the system notifies the administrator who can then interact to resolve the issue.

      See Chapter 12, "Defining and Using Promotions Management Approval Workflow," Approving Customer Promotions, page 200.

      See Chapter 12, "Defining and Using Promotions Management Approval Workflow," Approving Payment Authorizations, page 203.

      See Chapter 12, "Defining and Using Promotions Management Approval Workflow," Approving Customer Claims, page 206.

      See Chapter 12, "Defining and Using Promotions Management Approval Workflow," Monitoring Approvals, page 210.

Setting Up Promotions Management Approval Workflow

This section discusses how to:

- Define general options for workflow approvals.
- Define the approval transaction registry.
- Establish approval workflow processes.
- Define alert criteria for approval workflows.
- Set up approval workflow paths.
- Define steps for approval workflows.
- Maintain user-list definitions.

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- Authorize Promotions Management approvers.
- Define self-approval criteria.

Pages Used to Set Up Promotions Management Workflow

Page Name	Object Name	Navigation	Usage
General Options	TD_SETID_PREF	Set Up Financials/Supply Chain, Business Unit Related, Promotions Management, Promotions Options	Define basic setup and default options for using the approval workflow engine in Promotions Management.
Approval Transaction Registry	SAC_AW_TXN	Set Up Financials/Supply Chain, Common Definitions, Approvals, Approval Transaction Registry	Register the approval transaction. The transaction definition is the metadata that describes the transaction make-up to the approval workflow engine.
Approval Process Definition	SAC_AW_PRCS_MAIN	Set Up Financials/Supply Chain, Common Definitions, Approvals, Approval Process	Define basic approval process details and approval workflow process stages.
Criteria Definition	SAC_CRITERIA	Click the Alert Criteria link on the Approval Process Definition page.	Define alert criteria for approval workflows.
Approval Path Definition	SAC_AW_PATH_SEC	Click the Path Details link on the Approval Process Definition page.	Set up approval workflow paths.
Approval Step Definition	SAC_AW_STEP_SEC	Click the Step Details link on the Approval Process Definition page.	Define steps for promotion approval workflows.
User List Definition	SAC_USER_LIST	Set Up Financials/Supply Chain, Common Definitions, Approvals, User List	Define user-list definitions.
Approver Authorization	SAC_AW_AUTH	Set Up Financials/Supply Chain, Common Definitions, Approvals, Approval Authorization, Approval Authorization	Authorize approvers.
Criteria Definition	SAC_CRITERIA	Click the Self-Approval Criteria link on the Approval Authorization, Approval Authorizationpage.	Define self-approval criteria.
Define Generic Templates	WL_TEMPLATE_GEN	Set Up Financials/Supply Chain, Common Definitions, Approvals, Generic Templates, Define Generic Templates	Enter generic template definitions.

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Define General Options for Workflow Approvals

Access the Promotions Options - General Options page.

Use this page to select one or more check boxes to activate workflow approvals for customer promotions, customer claims, and payment authorizations. You can activate one or more workflow approvals for use in Promotions Management. The workflow approval check box for promotions, for claims, or for payments must be enabled on the Promotions Options - General Options page to use the workflow approval process.

Select the active approval tree on the Promotions Options - Tree Options page to determine the group of reviewers that you will use to approve these promotion transactions. The workflow approvals will be determined by the customer tree hierarchy and the assigned approver designation. A user or role is considered to be an approver for promotion transactions if the Promotions, Payments or Claims check box is checked in the Can Approve group box on the active approval tree.

See Chapter 4, “Defining the Operational Structure in PeopleSoft Promotions Management,” Defining General Options, page 19.

See Also

Chapter 4, “Defining the Operational Structure in PeopleSoft Promotions Management,” Defining General Options, page 19

Defining the Approval Transaction Registry

Access the Approval Transaction Registry page.

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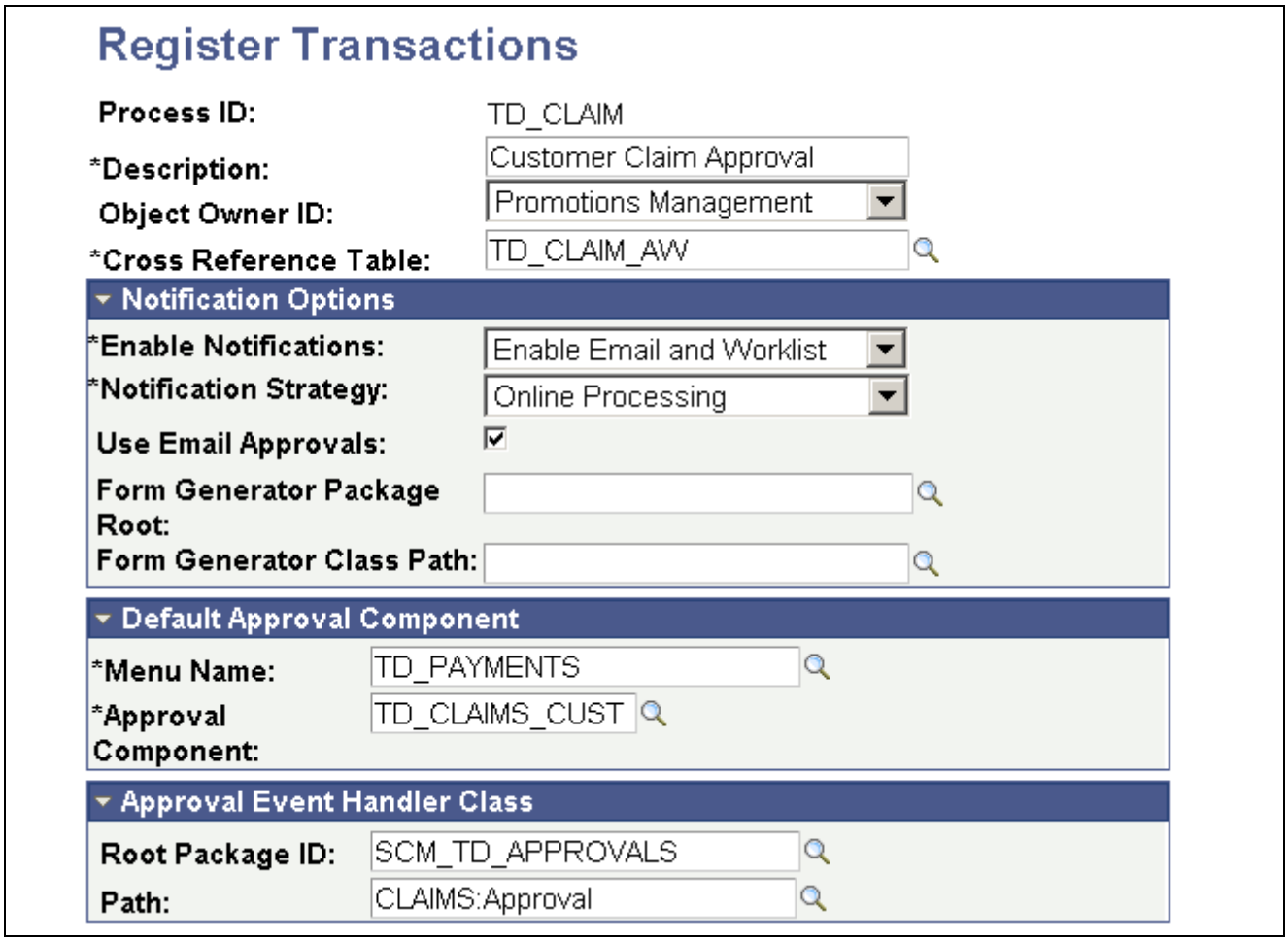

Register Transactions page (1 of 2)

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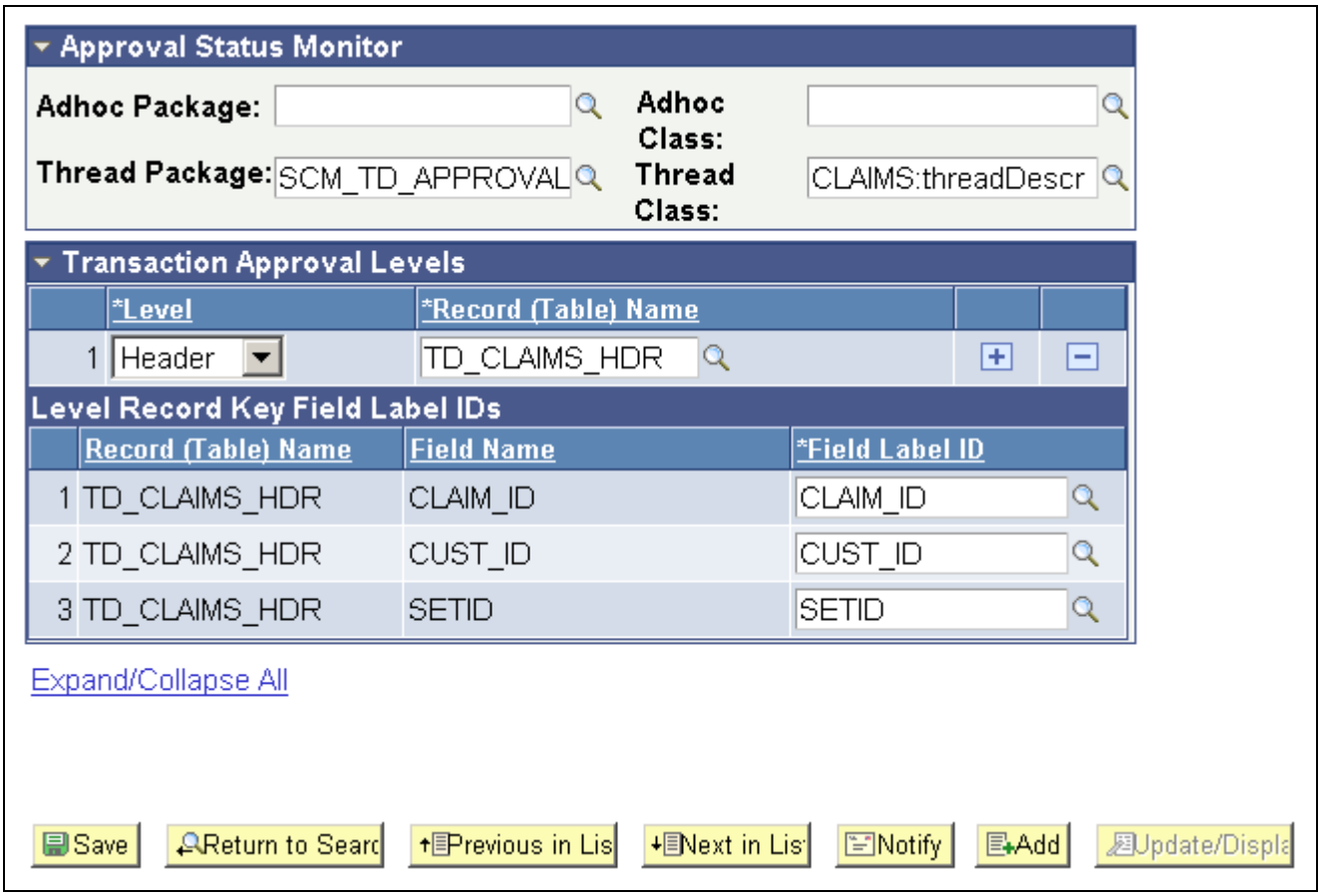

Register Transactions page (2 of 2)

Use this page to register the Promotions Management application with the approval workflow engine. Using the page, you can define how the system interacts with portions of the application that you have defined for approvals. The registry links the components, event handler, records, and classes that you created in the approval process for an application transaction such as a promotion, claim or payment authorization. Application developers register the main records and components that make up the transaction, then functional business analysts select the approval transaction on which to base the approval process definition.

PeopleSoft Promotions Management is delivered with predefined transaction registries for Promotions, Claims, and Payments. You can use these as templates to build registers for other workflow approvals you might want to develop or you can modify the templates. Remember that establishing and updating registries requires PeopleSoft application development knowledge.

See Also

PeopleSoft Enterprise Supply Chain Management 9.0 Common Information PeopleBook, "Using Workflow and Managing Approvals," Defining the Approval Transaction Registry

Establishing Approval Workflow Processes

Access the Approval Process Definition page.

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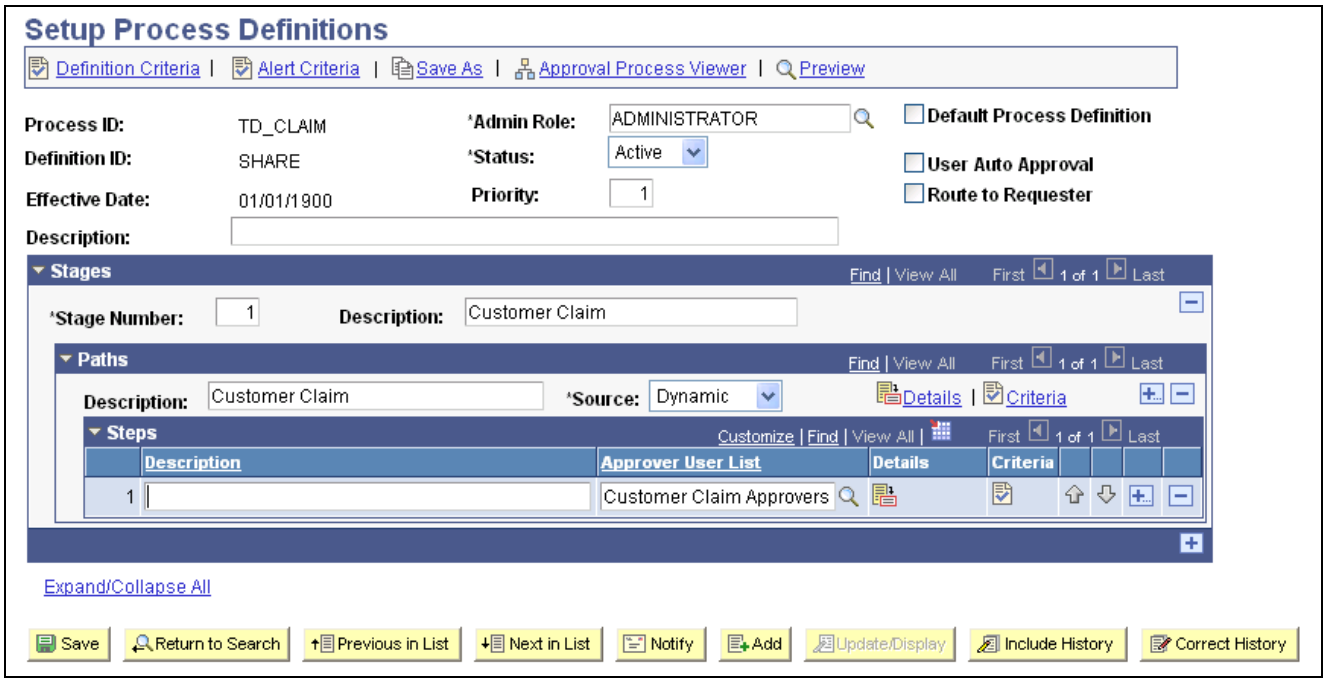

Setup Process Definitions page

Use this page to define an approval process definition. The process is made up of stages, path criteria, and approver requirements. The approval steps that you place on the approval path represent the approval levels that are required for an AWE transaction.

Each PeopleSoft application has a top-level record (known as a header) with keys that uniquely identify a single transaction in an application such as a promotion, claim, or payment request. The application itself typically has other records, but they are children (line-level records) of the header record.

Note. Promotion approvals are processed only at the header level.

Note. A sample approval process definition is provided for each of the promotion transactions (TD_CLAIM, TD_PAYMENT, and TD_PROMOTION). You can change any of the settings to meet business needs.

See Also

PeopleSoft Enterprise Supply Chain Management 9.0 Common Information PeopleBook, "Using Workflow and Managing Approvals," Setting Up Approval Workflow Process Definitions

Defining Alert Criteria for Approval Workflows

Access the Criteria Definition page.

Use this page to define the different types of criteria that you want to apply to a workflow approval process. You can create definitions consisting of a field with a logical operator and a value or definition consisting of an application class that takes in transaction data to process the approval.

Criteria is an entity that evaluates to true or false. Criteria programs the approval workflow engine, using transaction-specific information to change, for example, routing paths. To set the context for the criteria, the engine provides the transaction keys as bind values.

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See Also

PeopleSoft Enterprise eProcurement 9.0 PeopleBook, "Using Approval Workflow Within PeopleSoft eProcurement," Defining Roles, Actions, and User Lists

PeopleSoft Enterprise Supply Chain Management 9.0 Common Information PeopleBook, "Using Workflow and Managing Approvals," Defining Alert Criteria

Setting Up Approval Workflow Paths

Access the Approval Path Definition page.

Use this page to set up additional parameters that determine how the system processes an approval path. A path contains a sequence of steps for a specific stage. Within a stage, paths are processed in sequence. The path entry criteria determines whether a path is processed for a given transaction or transaction line.

Use the escalations feature to define time elements for when an approver takes too long to approve or deny a pending request.

See Also

PeopleSoft Enterprise Supply Chain Management 9.0 Common Information PeopleBook, "Using Workflow and Managing Approvals," Defining Paths for Approval Workflow Processes

Defining Steps for Approval Workflows

Access the Approval Step Definition page.

Use this page to define steps for the approval workflow. A step represents one or more approvers or reviewers. Steps within a path are processed in sequence. Separate criteria for each step determines whether that step is performed. Each step can also have a set of reviewers, who are notified about transaction pending approval by email, if configured, and through the worklist. Workflow will proceed without waiting for a reviewer or approver to take action.

Note. The pre-defined approval process definitions for the promotion transactions are set up to only require one approver, but this can be changed to meet the business needs.

See Also

PeopleSoft Enterprise Supply Chain Management 9.0 Common Information PeopleBook, "Using Workflow and Managing Approvals," Defining Approval Workflow Processes

Maintain User-List Definitions

Access the User List Definition page.

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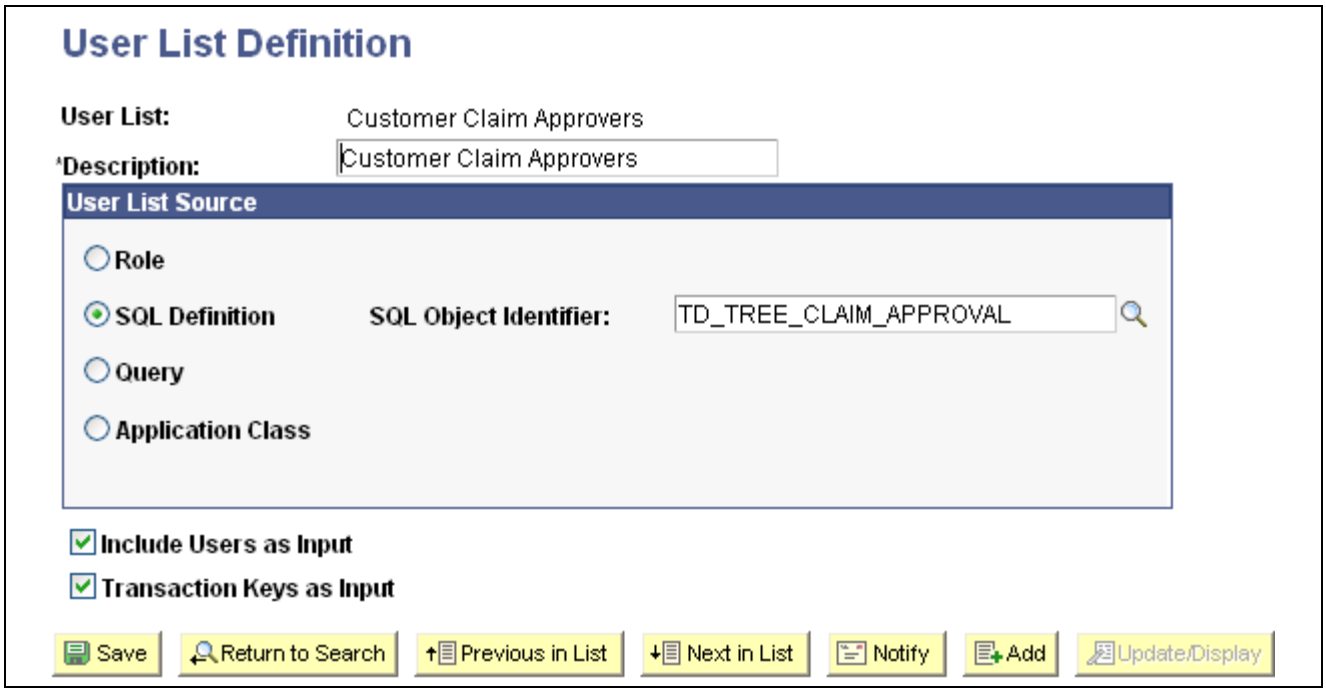

User List Definition page

Use this page to define user sources for use with steps in the customer promotion, claims, or payment processes. Promotions Management uses a user list as a means to map users to certain functional roles; thereby reducing source search time. PeopleSoft delivers a set of default user-list roles corresponding to the roles within an organization. These roles are intended primarily for use with routing controls.

Promotions Management is delivered with samples of users for each of the promotion transactions. They include *Customer Claim Approvers, Customer Payment Approvers,* and *Customer Promotion Approvers*. You can use the sample data to help define workflow user lists. The list is set up to retrieve the user list from a SQL definition that pulls users and roles from the active approval tree defined on the Promotions Options - Tree Options page. You can change the user list to meet organizational needs.

Role

Select to use a role as the source for this user list. A role is a list of users who perform the same type of work, such as claim or payment administrators. Each role has a set of parameters that determine what the roles can and cannot do in the organization and in the workflow process.

Note. The SQL definition, Query, and Application Class user-list sources are dynamic, and can use input values to help identify users.

See *PeopleSoft Enterprise Supply Chain Management 9.0 Common Information PeopleBook*, "Using Workflow and Managing Approvals," Attaching Workflow Roles to Users.

SQL Definition (structured query language definition)

Select to use a SQL definition as the source for this user list.

Query

Select to use a query as the source for this user list. When a source is defined as a query, the system determines who should receive a work item based on the field values on the page that triggers the routing.

Application Class

Select to use an application class as the source for this user list. When you select to use an application class, the system passes in the originator of

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the transaction and then determines the approver for that originator. For subsequent approval steps, the system passes in the approver from the previous step.

Include Users as Input Select to use the originator of a transaction as the first step in each path. For subsequent steps in each path, the system uses the approver from the previous step.

Transaction Keys as Input Select to have the system base the approval routing on transaction keys. Transaction keys are key fields in a database table. System actions depend on the approval level at which a user list is being used. If the approval is at the header level, the system uses transaction record keys from the header record.

See Also

PeopleSoft Enterprise Supply Chain Management 9.0 Common Information PeopleBook, "Using Workflow and Managing Approvals," Defining User Lists

Authorizing Promotions Management Approvers

Access the Authorize Approvers page.

Use this page to define approvers and their approval authorization criteria for use in an approval process.

Approval Process ID Select an approval process for which you want to authorize approvers. The approval processes are those designed by application developers. Applications that are integrated with the AWE use the approval process IDs.

Role Name Select a role that you want authorized as an approver when this approval process is used for promotions, claims, or payment authorizations. You can select a role name or a user ID for each row, but not both.

User ID Select a user that you want to authorize as an approver when this approval process is used for promotions, claims, or payment authorizations.

Criteria Select to access the Criteria Definition page where you can set up approval criteria for each user or user role you select.

Self-Approval Criteria Select to access the Self Criteria Definition page, where you can set up criteria that defines the conditions when users or user roles can approve their own contract documents.

Defining Self-Approval Criteria

Access the Criteria Definition page.

Use this link to enable the check box for self-approvals. If self-approval is enabled, the requester's approval is assumed, and the process continues; however, you can establish criteria that helps control the requester's approval authority. For example, you can place a limit on the monetary amount for the requester so that if the transaction is over that amount, the requester is not used as an approver.

If self-approval is not enabled, then the system does not consider the requester an approver for that transaction. If the transaction requester is an approver on a step in any path in the process, then all prior steps in that path are omitted. Also, if self-approvals are enabled, and the self-approval criteria is met, then that step is omitted.

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See Also

Enterprise PeopleTools 8.48 PeopleBook: Workflow Technology

Approving Customer Promotions

This section discusses the workflow approval process for customer promotions in Promotions Management.

Page Used to Approve Customer Promotions

Page Name	Object Name	Navigation	Usage
Promotion Details	TD_PROMO_CUST_DTL	Promotions, Manage Promotions, Create Customer-Specific Promo, Customer Promotions	Click the Submit button to initiate the workflow approval process for customer promotions. Click the Approve button to review and approve the customer promotion and notify the originator. Click the Deny button to reject the customer promotion and notify the originator. Click the Pushback button to return the customer promotion to the previous approver on the workflow approval list. **Note.** You must have previous approvers on the workflow approval list for the Pushback button to display. Enter notes in the Comments box when you select the approve, deny or pushback button. Click the Approval Status Monitor link to review approval status and comments, and to include ad hoc or secondary workflow approval processes.

Approving Customer Promotions

Access the Create Customer-Specific Promo - Promotions Detail page.

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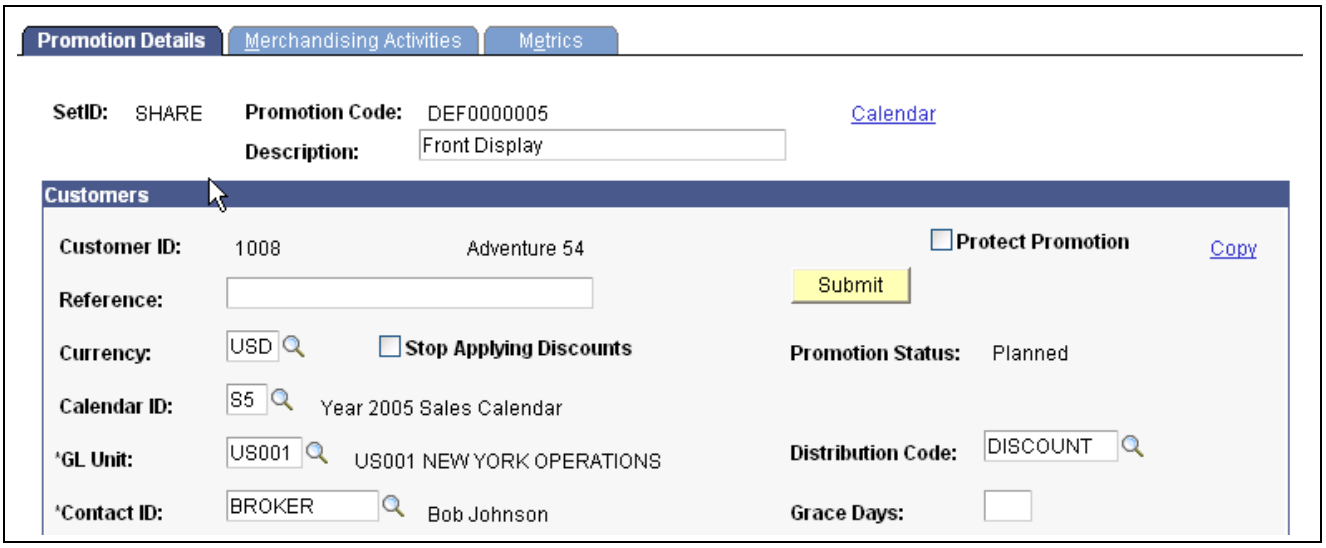
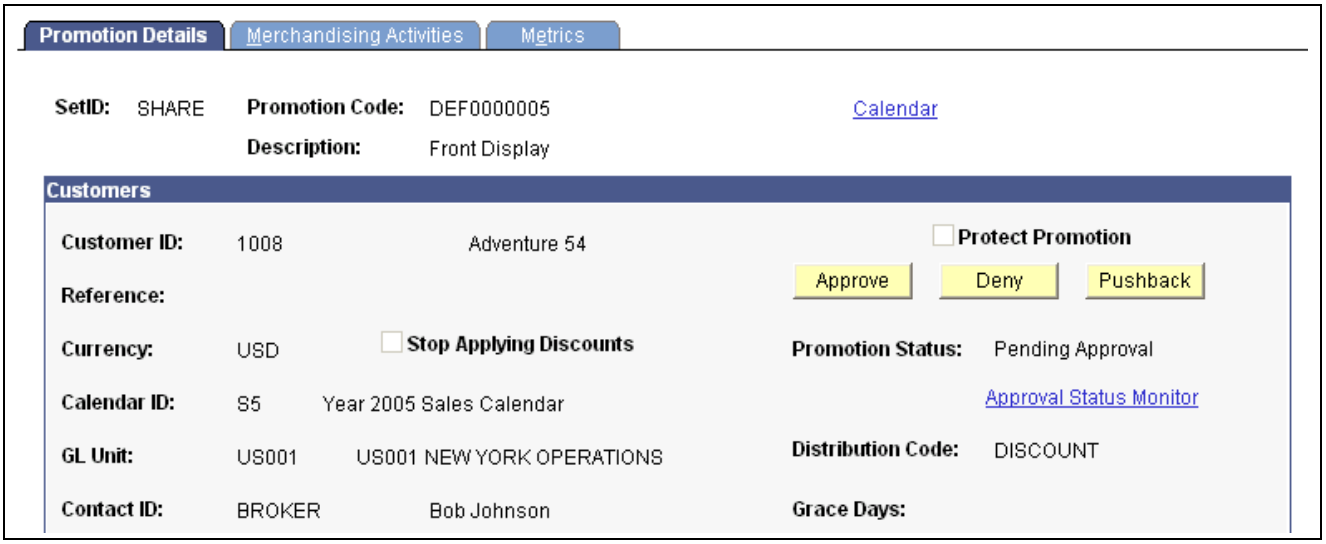


Customer Promotions - Promotion Details page (1 of 3)

This page illustrates the Submit button that you use to initiate the workflow approval process for customer promotions.



Customer Details - Promotion Details page (2 of 3)

This page illustrates the Approve, Deny, and Pushback buttons that you use to accept or reject a promotion during the workflow approval process.

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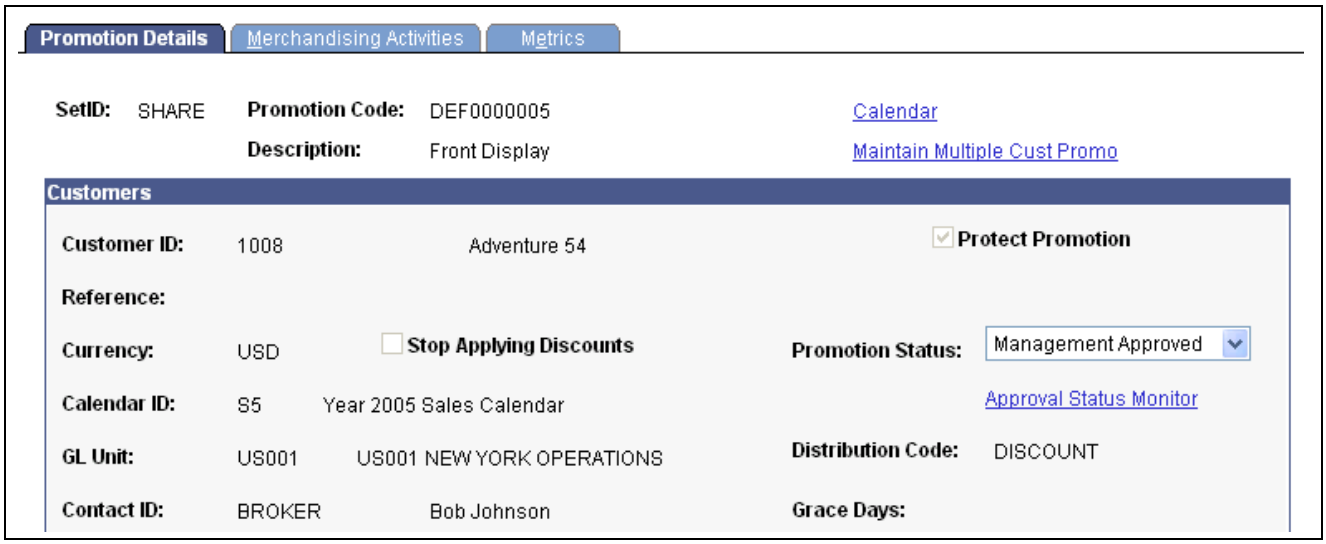

Customer Promotion - Promotion Details page (3 of 3)

This page illustrates the promotion status once all approvals have been accepted for the customer promotion. Approval details can be reviewed if you click the Approval Status Monitor link.

These steps describe the customer promotion approval process:

1. The promotion initiator adds a new customer promotion.

   The system sets the initial approval status to Planned and displays the Promotion Details page.

2. The originator clicks the Submit button to initiate the workflow approval process.

   The system routes the promotion up the customer tree and creates worklist entries for the approvers and reviewers.

   Note. This button will only display if you activate the For Customer Promotions check box on the Promotions Options - General Options page.

   ---

3. Approvers access the system and use one of these methods to determine whether an approval is pending:

   - Approval worklist.
   - Email link.

   The notification provides details about the promotion and a link to access the Create Customer-Specific Promo component for the promotion that requires approval.

4. Approvers access the Promotion Details page.

   The system displays the promotion with a Promotion Status of *Pending Approval*. The page will also present the Approve, Deny, and Pushback buttons. Using this page, approvers can preview the transaction and, if they have the authority, edit it.

   Note. The Pushback button will only display from the second approver forward so that an existing approver is available to accept the pushback.

   ---

5. The Approval Status Monitor link displays so that you can review the approval history and comments for the promotion. Ad hoc approvers or simultaneous workflow approvals can also be initiated from the approval monitor.

6. (Optional). Approver clicks the Approve button.

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The system displays the Approval Comment page where you can enter any necessary comments about the approval. The system will send a workflow message back to the originator when the final approver approves the transaction and will set the Promotion Status to *Management Approved.*

7. (Optional). Approver clicks the Deny button.

   The system displays the Denial Comment page where you can enter any necessary comments about the denial. The system will send a workflow message back to the originator and will set the Promotion Status to *Management Rejected.*

8. (Optional). Approver clicks the Pushback button.

   The system displays the Approval Pushback Comment page where you can enter any necessary comments about the pushback. The system will send a workflow message to the previous approver to make updates to the customer promotion and re-submit it for approval.

   Note. The Pushback button will only display if this is the second approver or higher, indicating that an existing approver is available to accept the pushback.

   Note. The Approve, Deny, and Pushback buttons will only display if the Submit button was previously selected.

9. Click the OK button.

   The system updates the approval status for the current approver and sends the notification to the next approver in the group, to the originator on final approval or denial of the transaction, or to the previous approver on pushback.

10. The originator accesses the Promotion Details page and clicks the Approval Status Monitor link to review status and comments about the approval.
11. Once all reviewers have approved the promotion, the Promotion Status will be updated to *Management Approved*.

Approving Payment Authorizations

This section discusses the workflow approval process for payment authorizations in Promotions Management.

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Pages Used to Authorize Payments

Page Name	Object Name	Navigation	Usage
Payment Authorization,	TD_PAYMENT_INFO	Promotions, Payments, Authorize Payments, Payment Authorization	Click the Submit button to initiate the workflow approval process for payment authorizations. Click the Approve button to review and approve the payment authorization and notify the originator. Click the Deny button to reject the payment authorization and notify the originator. Click the Pushback button to return the payment authorization to the previous approver on the workflow approval list. **Note.** You must have previous approvers on the workflow approval list for the Pushback button to display. Enter notes in the Comments box when you select the approve, deny or pushback button. Click the Approval Status Monitor link to review approval status and comments, and to include ad hoc or secondary workflow approval processes.

Approving Payment Authorizations

Access the Payment Authorization page.

These steps describe the payment authorization approval process:

1. The payment processor uses the Payment Search page to locate the payment authorization.
2. The payment processor selects *Maintain* from the Action field to update the payment authorization.

   The system sets the initial approval status to *Not Authorized* and displays the Payment Authorization page.
3. The payment processor clicks the Submit button to initiate the workflow approval process.

   The system routes the payment authorization up the customer tree and creates worklist entries for the approvers and reviewers.

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Note. This button will only display if you activate the For Payments check box on the Promotion Options - General Options page.

4. Approvers access the system and use one of these methods to determine whether an approval is pending:
   - Approval worklist.
   - Email link.

   The notification provides details about the pending payment authorization and a link to access the Payment Authorization component.
5. Approvers access the Payment Authorization page.

   The system displays the payment authorization with a Status of *Pending Approval.* The page will also present the Approve, Deny, and Pushback buttons. Using this page, approvers can preview the transaction and, if they have the authority, edit it.

   Note. The Pushback button will only display from the second approver forward so that an existing approver is available to accept the pushback.
6. The Approval Status Monitor link displays so that you can review the approval history and comments for the payment authorization. Ad hoc approvers or simultaneous workflow approvals can also be initiated from the approval monitor.
7. (Optional). Approver clicks the Approve button.

   The system displays the Approval Comment page where you can enter any necessary comments about the approval. The system will send a workflow message back to the originator when the final approver approves the transaction and will set the Status to *Authorized.*
8. (Optional). Approver clicks the Deny button.

   The system displays the Denial Comment page where you can enter any necessary comments about the denial. The system will send a workflow message back to the originator and will set the Status to *Rejected.*
9. (Optional). Approver clicks the Pushback button.

   The system displays the Approval Pushback Comment page where you can enter any necessary comments about the pushback. The system will send a workflow message to the previous approver to make updates to the payment authorization and re-submit it for approval.

   Note. The Pushback button will only display if this is the second approver or higher, indicating that an existing approver is available to accept the pushback.

   Note. The Approve, Deny, and Pushback button will only display if the Submit button was previously selected.
10. Click the OK button.

    The system updates the approval status for the current approver and sends the notification to the next approver on the workflow list, to the originator on final approval or denial of the transaction, or to the previous approver on pushback.
11. The originator accesses the Payment Authorization page and clicks the Approval Status Monitor link to review status and comments about the approval.

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12. Once all reviewers have approved the payment authorization transaction, the Status will be updated to *Authorized*.

Approving Customer Claims

This section discusses the workflow approval process for customer claims in Promotions Management.

Pages Used to Approve Customer Claims

Page Name	Object Name	Navigation	Usage
Claim Entry	TD_CLAIMS	Promotions, Payments, Authorize Payments, Claim Entry	Click the Submit button to initiate the workflow approval process for customer claims. Click the Approve button to review and approve the customer claim. Click the Deny button to reject the customer claim and notify the originator. Click the Pushback button to return the customer claim to the previous approver on the workflow approval list. **Note.** You must have previous approvers on the workflow approval list for the Pushback button to display. Enter notes in the Comments box when you select the approve, deny or pushback button. Click the Approval Status Monitor link to review approval status and comments, and to include ad hoc or secondary workflow approval processes.

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Page Name	Object Name	Navigation	Usage
Customer Claims	TD_CLAIMS_CUST	Promotions, Payments, Create Customer Claim, Customer Claims	Click the Submit button to initiate the workflow approval process for customer claims. Click the Approve button to review and approve the customer claim. Click the Deny button to reject the customer claim and notify the originator. Click the Pushback button to return the customer claim to the previous approver on the workflow approval list. **Note.** You must have previous approvers on the workflow approval list for the Pushback button to display. Enter notes in the Comments box when you select the approve, deny or pushback button. Click the Approval Status Monitor link to review approval status and comments, and to include ad hoc or secondary workflow approval processes. See Chapter 12, "Defining and Using Promotions Management Approval Workflow," Approving Customer Claims, page 206.

Approving Customer Claims

Access the Claim Entry or Customer Claims page.

These steps describe the claims approval process:

1. The claim processor creates a claim using the Claim Entry or Customer Claims page.

   The system sets the Status to *Initial* on the Claim Entry or Customer Claims page.

2. The claim processor clicks the Submit button to initiate the workflow approval process.

   The system routes the customer claim up the customer tree and creates worklist entries for the approvers and reviewers.

Note. This button will only display if you activate the For Claims check box on the Promotion Options - General Options page.

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3. Approvers access the system and use one of these methods to determine whether an approval is pending:
   - Approval worklist.
   - Email link.

   The notification provides details about the pending claim and a link to access the Customer Claim component for the claim that requires approval.
4. Approvers access the Claim Entry or Customer Claims page.

   The system displays the claim with a Status of *Pending*. The page will also present the Approve, Deny, and Pushback buttons. Using this page, approvers can preview the transaction and, if they have the authority, edit it.

   Note. The Pushback button will only display from the second approver forward so that an existing approver is available to accept the pushback.
5. The Approval Status Monitor link displays so that you can review the approval history and comments for the customer claim. Ad hoc approvers or simultaneous workflow approvals can also be initiated from the approval monitor.
6. (Optional). Approver clicks the Approve button.

   The system displays the Approval Comment page where you can enter any necessary comments about the approval. The system will send a workflow message back to the originator when the final approver approves the transaction and will set the Status to *Approved*.
7. (Optional). Approver clicks the Deny button.

   The system displays the Denial Comment page where you can enter any necessary comments about the denial. The system will send a workflow message back to the originator and will set the Status to *Rejected*.
8. (Optional). Approver clicks the Pushback button.

   The system displays the Approval Pushback Comment page where you can enter any necessary comments about the pushback. The system will send a workflow message to the previous approver to make updates to the customer claim and re-submit it for approval.

   Note. The Pushback button will only display if this is the second approver or higher, indicating that an existing approver is available to accept the pushback.

   Note. The Approve, Deny, and Pushback button will only display if the Submit button was previously selected.
9. Click the OK button.

   The system updates the approval status for the current approver and sends the notification to the next approver in the workflow list, to the originator on final approval or denial of the transaction, or to the previous approver on pushback.
10. The originator accesses the Claim Entry or Customer Claims page and clicks the Approval Status Monitor link to review the status and comments about the approval.
11. Once all reviewers have approved the customer claim transaction, the Status will be updated to *Approved*.

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Inserting Ad Hoc Users

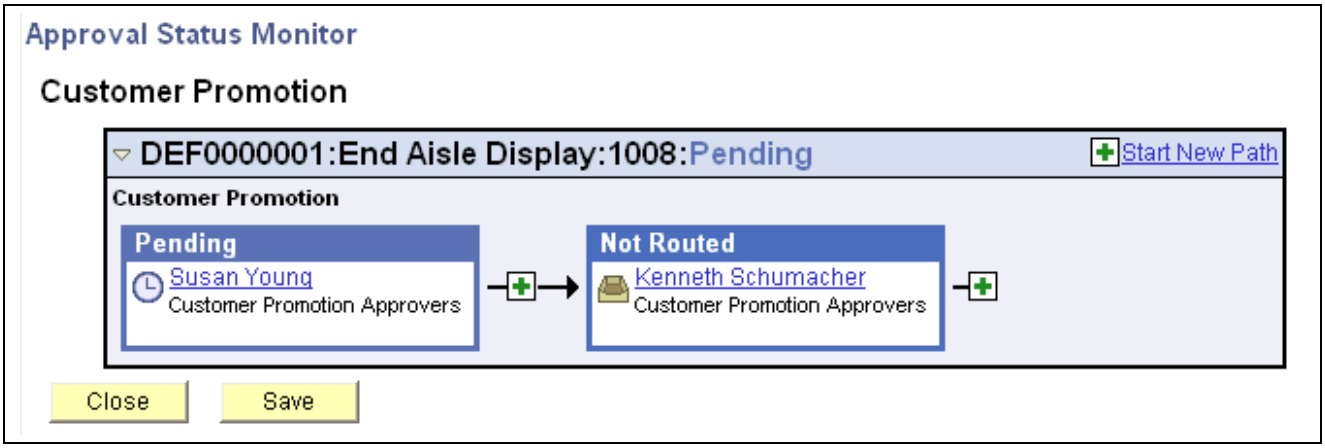
Access the Approval Status Monitor page from the Customer Promotion, Claim Entry, Customer Claim, or Payment Authorization page.

Pages Used to Enter Ad Hoc Users

Page Name	Object Name	Navigation	Usage
Approval Status Monitor	TD_APPR_MONITOR	Promotions, Manage Promotions, Create Customer-Specific Promo, Promotion Details Promotions, Payments, Authorize Payments, Payment Authorization Promotions, Payments, Authorize Payments, Claim Entry Promotions, Payments, Create Customer Claim, Customer Claim Entry	Enter ad hoc approvers or simultaneous workflow approvals can be initiated from the approval monitor.

Inserting Ad Hoc Users

Access the Approval Status Monitor page from the Promotion Details, Claim Entry, Customer Claim, or Payment Authorization page.



Approval Status Monitor - Customer Promotion page.

To add ad hoc approvers and reviewers, click the plus (+) symbol for a pending approval. Another page appears for you to select the user ID and whether the person is an ad hoc approver or reviewer for this path of the Promotions Management transaction.

The symbol appears on both sides of the approver or reviewer, enabling you to place the additional approver or reviewer before or after an existing approver or reviewer. When you add an approver, the system inserts the name and indicates that the user was inserted into the approval process.

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You cannot change ad hoc approvers or reviewers; however, you can delete and add them again to update whether they are approvers or reviewers. To delete an approver or reviewer, click the minus (-) symbol. You can remove only approvers or reviewers that you add. A confirmation message appears when you make the selection.

To add a new workflow approval to simultaneously route a second workflow approval for a promotion transaction, click the (+) Start New Path link. Add a new user ID to initiate the approver or reviewer process for the Promotions Management transaction.

Monitoring Approvals

This section discusses how to monitor approvals.

Page Used to Monitor Approvals

Page Name	Object Name	Navigation	Usage
Monitor Approvals	SAC_AW_ADM_MON_ACT	Set Up Financials/Supply Chain, Common Definitions, Approvals, Monitor Approvals	Monitor approvals.

Monitoring Approvals

Access the Monitor Approvals page.

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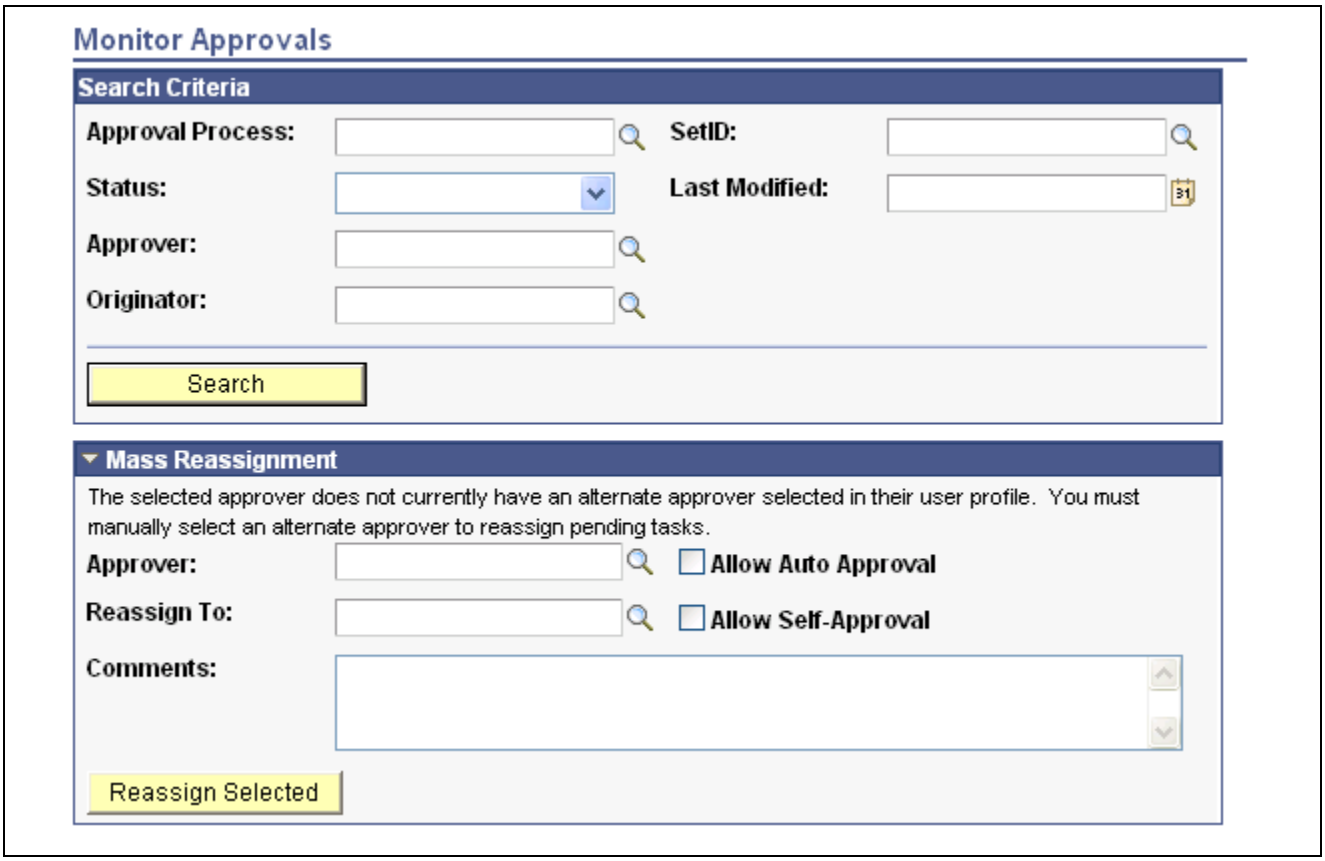
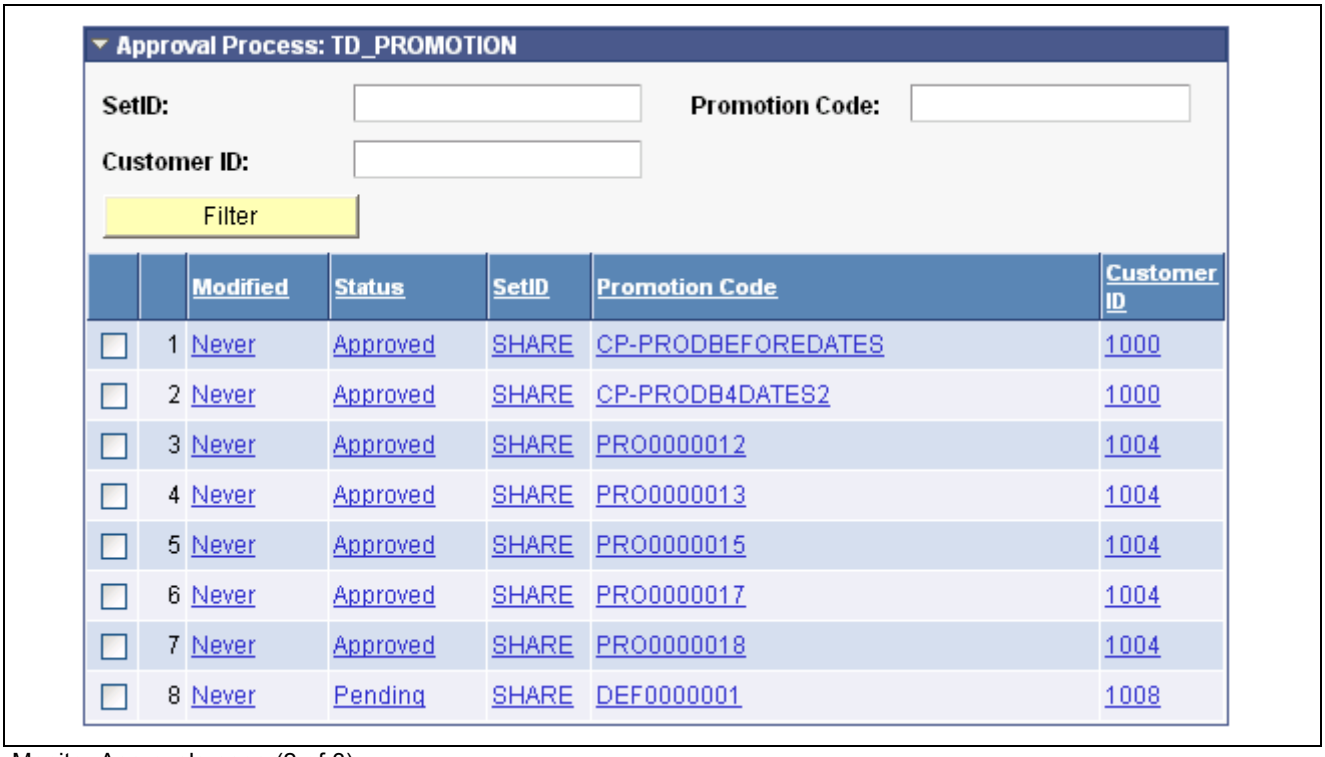


Monitor Approvals page (1 of 3)



Monitor Approvals page (2 of 3)

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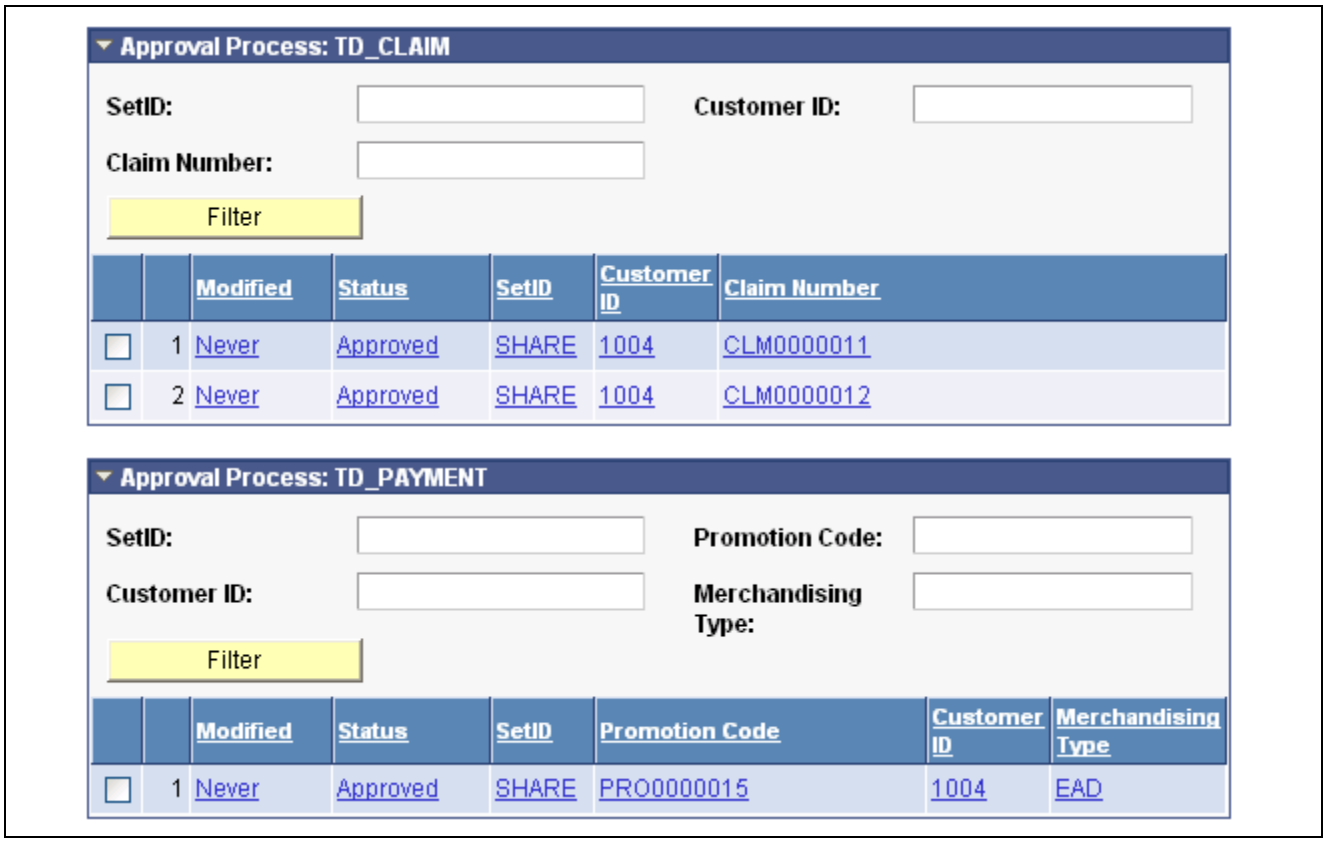

Monitor Approvals page (3 of 3)

The promotions manager uses this page to review a list of customer promotion, claim, or payment authorization transactions occurring in Promotions Management. The manager can also administer approvals by reassigning those that do not have alternates defined for their approval. You can enter criteria to limit the number of approvals that the system displays.

After you perform the search, you can reassign multiple approvals at once. Depending on the criteria that you use for the search, you might be able to reassign all approvals that appear in the search results. To select all approvals for reassignment, click the Select All link in the search results section of the page.

If you decide not to reassign all approvals at once, click the Deselect All link.

Search Criteria

Use this grid to define search criteria for reviewing customer promotion, claim, and payment authorization transactions. If you do not enter search criteria, all promotion transactions appear when you click the Search button. You can limit the search to specific criteria, such as the approver or originator. You can also search for specific approval processes and statuses. The Approval Process IDs for customer promotions, payment authorizations and claims are TD_PROMOTION, TD_PAYMENT and TD_CLAIM respectively.

Mass Reassignment

Use this group box to reassign an approval when an approver does not have and alternate approver assigned. You can assign a single or multiple approvals.

Approver Select a user who is defined as the initial approver and for whom you want to reassign an approval.

Reassign Select the user to which you want to reassign an approval.

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Allow Auto Approval Select to enable the system to remember an approver's action for a process. The next time this approval process is presented to the approver, the system automatically applies the approver's selections. The automatic application of steps in the process is left in place until you clear the User Auto Approval check box.

Allow Self-Approval Select to indicate transaction originators can also approve their own transactions. This applies only if the originator also appears as an approver. You can establish criteria that controls the transaction originator's approval authority by using the Self-Approval Criteria link. If the associated criteria evaluate to true, then self-approval is acceptable. For example, you can place a limit on the monetary amount for the requestor so that if the transaction is over that amount, the requester is not used as an approver.

Comments Enter a description or narrative you have concerning the reassignment of the reassignment of the approvals.

Reassign Selected Click to perform the reassignment of the approval. If you want to reassign multiple approvals, use the promotions, claims, and payments lists in the upper part of the page to select the approvals for reassignment. When you click the Reassign Selected button, the system reassigns the approvals to the new approver.

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CHAPTER 13

Updating Financial Information in PeopleSoft Promotions Management

This chapter provides an overview of the Accrual and Financial Update Application Engine process and discusses how to:

- Perform the Accrual and Financial Update process.
- Defining returns workflow notifications.

Understanding the Accrual and Financial Update Application Engine Process

The Accrual and Financial Update process (TD_FINUP) performs several important functions pertaining to the management of promotions. These functions include:

- Accruing fund budget amounts and units for fixed, rolling, and zero-based accrual funds.
- Updating information pertaining to promotional activity, such as fund balance, amounts incurred, and consumption actuals (which you can view on the Review Checkbook - Checkbook inquiry page or the Maintain Fund Accruals/Budget - Budget page).
- Authorizing customer payments for promotional activity if the Promotions Management environment doesn't require payment authorizations to be entered manually.
- Generating Promotions Management accrual transactions to be posted to General Ledger.
- Notifying users about possible situations where a chargeback claim is necessary due to returns received against promotional activity.

You can perform one or all of these functions at the same time by selecting the run options to perform on the Accrual and Financial Update request page. In addition, you can have this process perform these functions by a particular Promotions Management setID, Promotions Management fund, or General Ledger business unit.

Accruing Budgeted Amounts for a Fund

This process option performs the fund accrual processing for funds that are associated with fixed, rolling, and zero-based accrual funding methods. The process reviews past shipments for fixed and rolling accrual types to determine the accrual amounts of the fund. The process also looks at current shipments to increase the fund amounts for rolling and zero-based accrual types.

Note. The Accrual and Financial Update process checks all shipments if the Shipments to Include option is set to *All,* or it checks shipments for promotional activity only if the Shipments to Include option is set to *Promotion* on the Maintain Fund Accruals/Budget - Accruals page.

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The main purpose of this process is to regularly update the fund amount, so that account managers know the amount that is available to spend on promotional activities. You can view the results of this activity on the Maintain Funds - Budget page.

Updating Checkbook Information

This process option updates all of the information that is related to promotional activity. Plus, the system calculates the incurred unit handling and incurred unit value amounts for a consumption type merchandising activity that is associated with a customer promotion if you enter actual units redeemed for the activity. Then, using the defined checkbook IDs, you can view the different amounts that are associated with a checkbook definition on either the Review Checkbook - Checkbook inquiry page or the Maintain Fund Accruals/Budget - Budget page.

Using a checkbook enables you to view amount information that is associated with promotional activity, such as planned amounts, incurred amounts, and actual amounts.

Authorizing Customer Payments

The Accrual and Financial Update process also authorizes customer payments for promotional activity. This process is necessary if the Promotions Management environment doesn't require manual payment authorization for customer promotions and national allowances. This process option enables you to enter claims for payment to the customers without the additional step of authorizing the payment on the Payment Authorization page.

On the Create Customer-Specific Promo (create customer-specific promotion) and Create National Allowances component, there is a Payment Authorization Required option. If this option is selected, then the salesperson must manually authorize payments. If the option isn't selected, then the Accrual and Financial Update process automatically creates payment authorizations for all incurred liability when the Authorize Promotional Payments run option is selected for the run control ID. When payment authorizations are created automatically, the system maintains a history of the authorized amounts in the TD_PAYMENT_HIST table. You can view this history data on the Authorize Payments - Payment Authorization History page.

Generating General Ledger Accrual Transactions

After you create and ship sales orders using the promotional discounts that you defined in Promotions Management, you want to know what liabilities you have incurred to the customers. The process generates the actual accrual transactions and populates the Promotions Management GL Accrual transaction table (TD_ACCTG_ENTRY). The Journal Generator process takes the transactions from this table and posts them to General Ledger during period end processing.

Promotions Management supports the *Always Inherit* ChartField inheritance option to create balanced accounting transactions if the General Ledger unit is using balanced ChartFields.

The Accrual and Financial Update process generates general ledger accrual transactions for all expenses that are incurred and not paid. Returns are backed out of the incurred amount if the Backout Returns? option is selected on the Promotions Options - General Options page.

Understanding the General Ledger Accrual Business Process

The following procedure describes how the general ledger accrual transactions are created and processed to General Ledger using the Journal Generator process.

To use the general ledger accruals business process:

1. Create and ship sales orders using the off-invoice and bill back promotional discounts that you define in Promotions Management.
2. Run the Accrual and Financial Update process with the generate GL transaction option selected on the Accrual and Financial Update page.

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The Accrual and Financial Update process populates the TD_ACCTG_ENTRY table with the general ledger accrual entries that are created by subtracting actual amounts and returned amounts from incurred amounts, and then adding chargeback amounts to the calculated amount.

Note. Incurred amounts are calculated from shipped sales orders with off-invoice or bill back promotional discounts, from lump sum discounts or insertion amounts where the first performance date has been reached, or from consumption merchandising activities where Incurred Units Redeemed have been recorded for the merchandising activity in the Specify Consumption Actuals component.

Actual amounts are calculated from invoiced sales orders with off-invoice promotional discounts, or from paying customer claims for bill back discounts, lump sum discounts, insertion amounts, or consumption merchandising activities where Actual Units Redeemed have been recorded for the merchandising activity in the Specify Consumption Actuals component.

Returned amounts are calculated from returned material authorizations for off-invoice and bill back promotional discounts that have been received into Inventory if the Backout Returns? option is selected on the Promotions Options - General Options page.

Chargeback amounts are calculated from customer claims with a chargeback payment method that have been processed through Billing.

Note. The Accrual and Financial Update process, with the generate GL transactions option selected, can be run at any time.

---

3. Run the PS/Fin Journal Generator process (FSPGJGEN) from the Journal Generator Request page.

   The PS/Fin Journal Generator process uses the general ledger accrual transaction entries in the TD_ACCTG_ENTRY table as input to populate the Journal Entry tables that General Ledger uses. On the Journal Generator Request page, select TD_ACCRUE in the Template field and TDDEFN in the Accounting Definition Name field. The template that you select controls the accounting line source, journal date, and reversing entry at the beginning of the next period. The accounting definition identifies the system source that distributes data to the general ledger and the record and field names for the accounting entry table.

   Note. The Reversal Code on the Journal Generator Template - Defaults page for the TD_ACCRUE template should be set to beginning of next period to ensure that accounting transactions are posted correctly.

   Note. The Journal Generator process is typically run during period end processing.

   ---

4. Use the GL Accruals inquiry page to view the entries that are posted to General Ledger.

Returns Workflow Notifications

You can define workflow notifications to notify users when returns might cause a promotional chargeback situation. Users who are defined as contacts for customer specific promotions or national allowances can receive worklist or email notifications when the return amounts are greater than the incurred amount minus the actual amount.

For example, if claims have been paid for a promotion, but then returns are processed against the promotional activity, a chargeback should be entered because the customer was paid more than they should receive. After you define a workflow notification for returns, the system processes the notifications when you run the Accrual and Financial Update process. The system sends the notification one time for each chargeback situation.

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See “Understanding PeopleSoft Workflow,”*Enterprise PeopleTools 8.48 PeopleBook: Workflow Technology.*

See Also

Chapter 13, “Updating Financial Information in PeopleSoft Promotions Management,” Running the Accrual and Financial Update Application Engine Process, page 218

Chapter 6, “Defining Funds,” Maintaining Funds, page 56

Chapter 6, “Defining Funds,” Maintaining Budget Amounts for Funds, page 64

Chapter 4, “Defining the Operational Structure in PeopleSoft Promotions Management,” Defining Promotions Management Options, page 17

Chapter 10, “Maintaining Checkbooks,” Defining Checkbooks, page 164

Chapter 9, “Processing Payments for Promotional Activity,” Authorizing Payments for Promotional Activity, page 145

Chapter 9, “Processing Payments for Promotional Activity,” Generating Accrual Transactions for Incurred Liability, page 156

PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, “Using Journal Generator”

Running the Accrual and Financial Update Application Engine Process

This section discusses how to run the Accrual and Financial Update process.

Page Used to Run the Accrual and Financial Update Process

Page Name	Object Name	Navigation	Usage
Accrual and Financial Update	TD_FINUP_RQST	• Promotions, Funds, Run Accrual/Financial Updates, Accrual and Financial Update • Promotions, Payments, Run Accrual/Financial Updates, Accrual and Financial Update • Promotions, Analysis, Run Accrual/Financial Updates, Accrual and Financial Update	Performing the Accrual and Financial Update Process. This includes accruing budgeted amounts for a fund, updating checkbook information, automatically authorizing customer payments, generating general ledger accrual transactions, and notifying users about possible situations where a chargeback claim may be necessary due to returns received against promotional activity.

Performing the Accrual and Financial Update Process

Access the Accrual and Financial Update process page.

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Run By

Select the parameter for running this process. Values are:

- *GL Business Unit* (general ledger business unit): Run this process by a General Ledger business unit that you specify. If you select this value, in the lower region of the page select one or more general ledger business units to process.
- *Promotions Management Fund:* Run this process by a Promotions Management fund that you specify. If you select this value, in the lower region of the page select one or more setIDs and fund codes to process.
- *Promotions Management SetID:* Run this process by a Promotions Management setID that you specify. If you select this value, in the lower region of page select one or more Promotions Management setIDs to process.

Run Options

Run Fund Accrual Processing

Select to perform fund accrual processing for funds that have either fixed, rolling, or zero-based accrual funding methods. If you select this check box, you can also select Skip Previously Run Fixed Acc. (skip previously run fixed accrual). During processing, the system verifies the setting for the Shipments to Include field on the Maintain Fund Accruals/Budget - Accruals page. This setting indicates whether the process should summarize all shipments for the accruals or only promotional shipments for the accruals.

If the Include Returns Within Fund Accruals? check box is selected on the Maintain Funds - Fund Detail page, the system also backs out returns for the accruals.

Note. Fixed funds that have been manually updated and protected are not included in the processing and will not be updated by the Accrual and Financial Update process.

Skip Previously Run Fixed Acc (skip previously run fixed accrual)

This option only applies to fixed accrual funds. Select if you previously ran the accrual processing for all funds with this funding method. When you initially run the accrual processing for a fixed accrual fund, the system determines the budgeted amount by looking at past shipments. The accrual process doesn't need to reprocess this information unless returns have been received and need to be processed. This option prevents the system from reprocessing previously processed information.

Note. Depending on when you perform this process for a fixed accrual fund, the fixed accrual budgeted amount can vary between two completions of the same accrual process. For example, the accrual process might have been run for a period before all shipments and returns are posted. If a fixed fund accrual ran and refreshed every time, the values might have changed.

Update Checkbook Entries

Select to have the system perform all the processing to reflect the promotional activity. This process calculates information such as fund balance and amount incurred against the fund. In addition, if you have entered actual units redeemed for a consumption type merchandising activity, this option determines the incurred unit handling and incurred unit value amounts for that activity. You can see the results of this processing using the Review Checkbook - Checkbook inquiry page or the Maintain Fund Accruals/Budget - Budget page.

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Authorize Promotional Payments	Select to automatically authorize customer payments based on the incurred amount for the promotional activity. After this process is complete, you can create customer claims without the additional step of authorizing the payment on the Payment Authorization page.
Generate GL Transactions (generate general ledger transactions)	Select to create the general ledger accrual transactions that post to the general ledger. This process populates the transactions on the Promotions Management GL Accrual Transaction table, and the General Ledger Journal Generator process reads the transactions from the table and posts them to General Ledger.
Returns Workflow Notification	Select to include workflow notifications for returns that might require a promotional chargeback claim to be entered. The workflow alerts users if a chargeback situation might be necessary because the payment amount is now greater than the incurred amount because of one or multiple returns received against the promotional activity.

See Also

"Using Notification Templates,"*Enterprise PeopleTools 8.48 PeopleBook: Workflow Technology*

Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Process Scheduler

PeopleSoft Enterprise Supply Chain Management 9.0 Common Information PeopleBook, "Using Workflow and Managing Approvals"

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APPENDIX A

PeopleSoft Promotions Management Reports

PeopleSoft applications offer a wide range of query and reporting possibilities. PeopleSoft provides standard reports, as well as reporting tools that you can use to create new reports.

This appendix enables you to:

- View summary tables of all reports.
- View report details.

Note. For samples of these reports, see the Portable Document Format (PDF) files published on CD-ROM with the documentation.

See Also

Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Process Scheduler

PeopleSoft Promotions Management Reports: A to Z

This table lists the Promotions Management reports. The Promotion Contract report that is listed is a Crystal report and the Promotion Forecast Report is an SQR report. If you need more information about these reports, refer to the report details at the end of this appendix.

Report ID and Report Name	Description	Navigation	Run Control Page
TDC1000 Promotion Contract	Records the signed acknowledgement of a customer promotion from the customer.	Promotions, Manage Promotions, Reports, Promotion Contract	RUN_TD_FORM
TDS1000 Promotion Forecast	Provides you with the tool necessary to sync Demand Planning events with planned promotional activities that you create in Promotions Management.	Promotions, Manage Promotions, Reports, Promotion Forecast	RUN_TDS1000

See Also

Appendix A, "PeopleSoft Promotions Management Reports," PeopleSoft Promotions Management Selected Reports, page 222

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PeopleSoft Promotions Management Selected Reports

This section provides detailed information about fields for the individual reports in Promotions Management.

TDC1000 - Promotion Contract Report

Promotion Code and **Description** — References the promotion code and description of the customer promotion offered. The system uses the Promotion Code and Description fields that you defined on the Create Customer-Specific Promo - Promotion Details page for this information.

Customer Name — References the customer name to which the promotion is offered. The system uses the Customer ID field that you defined on the customer promotion for this information.

Broker Name, Broker Phone, and **Broker Address** — References the name and address of the broker who is responsible for the customer promotion. The system uses the Contact ID field that you defined on the Create Customer-Specific Promo - Promotion Details page for the broker name. The system uses the location that you defined on the Promotions Options - General Options page for the broker phone and address information.

From and **To Order Dates** — References the valid order dates for this customer promotion. The system uses the First Order Date and Last Order Date fields on the Create Customer-Specific Promo - Promotion Details page for this information.

From and **To Ship Dates** — References the valid scheduled shipment dates for this promotion. The system uses the First Scheduled Ship Date and Last Scheduled Ship Date fields on the Create Customer-Specific Promo - Promotion Details page for this information.

From and **To Delivery Dates** — References the valid requested arrival dates for this customer promotion. The system uses the First Requested Arrival Date and Last Requested Arrival Date fields on the Create Customer-Specific Promo - Promotion Details page for this information.

From and **To Performance Dates** — References the valid performance dates for this customer promotion. The system uses the First Performance Date and Last Performance Date fields on the Create Customer-Specific Promo - Promotion Details page for this information.

Merchandising Activity — References the merchandising activities that are defined for the customer promotion. Each merchandising activity's information for the promotion is broken out on the report. The system uses the Merch Type field that you defined on the Create Customer-Specific Promo - Merchandising Activities page to retrieve the syndicated data type that you defined for the merch type on the Merchandising Types page for this information. The syndicated data type is printed next to the Merchandising Activity code.

For purchasing merchandising activities the following fields appear:

Lump Sum — References the lump sum costs for any merchandising activities that are associated with the customer promotion. The system uses the Lump Sum Cost field on the Create Customer-Specific Promo - Merchandising Activities page for this information.

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Overhead Costs References the overhead costs for any merchandising activities that are associated with the customer promotion. The system uses the Overhead Cost field on the Create Customer-Specific Promo - Merchandising Activities page for this information.

Period-To-Date References the period-to-date option for the merchandising activity associated with the customer promotion. The system uses the Period-to-Date check box on the Create Customer-Specific Promo - Merchandising Activities page for this information. This field is only printed for merchandising activities with an Adjustment Type of *Off-Invoice* or *Bill Back.*

Tiered References the tiered pricing option for the merchandising activity associated with the customer promotion. The system uses the Tiered Pricing check box on the Create Customer-Specific Promo - Merchandising Activities page for this information. This field is only printed for merchandising activities with an Adjustment Type of *Off-Invoice* or *Bill Back* and a Price Action Type of *Discount.*

Mutually Exclusive References the mutually exclusive option for the merchandising activity associated with the customer promotion. The system uses the Mutually Exclusive check box on the Create Customer-Specific Promo - Merchandising Activities page for this information. This field is only printed for merchandising activities with an Adjustment Type of *Off-Invoice* or *Bill Back.*

One Time Only References the one-time only option for the merchandising activity associated with the customer promotion. The system uses the One-Time Only check box on the Create Customer-Specific Promo - Merchandising Activities page for this information. This field is only printed for merchandising activities with an Adjustment Type of *Off-Invoice* or *Bill Back.*

Buying Agreement References the applicable to buying agreement option for the merchandising activity associated with the customer promotion. The system uses the Applicable to Buying Agreement check box on the Create Customer-Specific Promo - Merchandising Activities page for this information. This field is only printed for merchandising activities with an Adjustment Type of *Off-Invoice* or *Bill Back.*

Adjustment Flag References the adjustment flag for the merchandising activity associated with the customer promotion. The system uses the Adjustment Flag field for the price formula defined on the Create Customer-Specific Promo - Merchandising Activities page for this information. This field is only printed for merchandising activities with an Adjustment Type of *Off-Invoice* or *Bill Back.*

Off-Invoice References the off-invoice discounts for any merchandising activities associated with the customer promotion. The system uses the off-invoice adjustment type Discount field for the price formula defined on the Create Customer-Specific Promo - Merchandising Activities page for this information.

Bill Back References the bill back discounts for any merchandising activities associated with the customer promotion. The system uses the bill back adjustment type Discount field for the price formula defined on the Create Customer-Specific Promo - Merchandising Activities page for this information.

Low Amount and **Upper Amount** References the low amount and upper amount that must be met on a sales order to receive the discount. The system uses the Low Amount and Upper Amount fields for the price formula defined on the Create Customer-Specific Promo - Merchandising Activities page for this information.

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Low Quantity and **Upper Quantity**	References the lower and upper quantity that must be met on a sales order to receive the discount. The system uses the Low Quantity and Upper Quantity fields for the price formula marked as use for metrics on the Create Customer-Specific Promo - Merchandising Activities page for this information.
Discount	References the discount amount or percent for the merchandising activity and promotion. The system uses the Discount field for the price formula defined on the Customer-Specific Promo - Merchandising Activities page for this information. This field is only printed for merchandising activities with an Adjustment Type of *Off-Invoice* or *Bill Back.* and a Price Action Type of *Discount.*
Product Add, Qty/BOGO (quantity/BOGO), and **Product Add Adj** ((product add adjustment)	References the product add product, the quantity/BOGO factor, and the product add adjustment percent or amount of the giveaway for this merchandising activity and promotion. The system uses the Product Add product, Quantity/BOGO Factor, and Product Add Adjustment fields for the price formula defined on the Customer-Specific Promo - Merchandising Activities page for this information. These fields are only printed for merchandising activities with an Adjustment Type of *Off-Invoice* or *Bill Back.* and a Price Action Type of *Product Add.*
Product ID, Product Description, UPC Code, UOM (unit of measure), **Price**, and **Plan Ship Qty** (plan ship quantity)	References the products and their UPC codes that are offered on the customer promotion. The system uses the Product ID, Unit of Measure, Price, and Plan Ship Qty (plan ship quantity) fields that you defined on the Create Customer-Specific Promo - Product Details page for this information.

For consumption merchandising activities the following fields appear:

Insertion Costs	References the insertion costs for the customer promotion and merchandising activity. The system uses the Insertion Costs field on the Create Customer-Specific Promo - Merchandising Activities page for this information.
Unit Value	References the value of the offer for the consumption merchandising activity and promotion. The system uses the Unit Value field on the Create Customer-Specific Promo - Merchandising Activities page for this information.
Unit Handling	References the per unit cost of running this merchandising activity and promotion. The system uses the Unit Handling Cost field on the Create Customer-Specific Promo - Merchandising Activities page for this information.
Product ID, Product Description, UPC Code, UOM (unit of measure), **Price**, and **Plan Ship Qty** (plan ship quantity)	References the products and their UPC codes that are offered on the customer promotion. The system uses the Product ID, Unit of Measure, Price, and Plan Ship Qty (plan ship quantity) fields defined on the Create Customer-Specific Promo - Product Details page for this information.

Information that appears at the bottom of the report:

Signature Block containing **Signed, Date,** and **Comments**	Represents the individual who has agreed to this customer promotion. The system uses the Comments field on the Create Customer-Specific Promo - Merchandising Activities page for this information. The other fields are available so that a signature and date can be entered.

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See Also

Chapter 7, “Defining Promotions,” page 69

TDS1000 - Promotion Forecast Report

Product ID and **Item ID** — References the products and items that are forecasted in any Inventory business unit. If a forecaster was entered on the request page, only the products and items that the forecaster is responsible for will print on the report.

Cust Group (customer group) — References the forecast customer group (group type = FCST) for the customer ID.

Prod Group (product group) — References the forecast product group (group type = FCST) for the product ID.

Base Qty (base quantity) — References the base units defined for the promotion. If the promotion is associated with a promotion group, then the weights that you defined for each product determine the base quantity for the individual product.

Lift Qty (lift quantity) — References either the target lift quantity or planned lift quantity for the product on the promotion.

target lift quantity = (weighted base quantity * incremental lift percent) * participation percent

planned lift quantity = weighted planned ship quantity − weighted base quantity

Lift Pct (lift percent) — References either the target lift percent or the planned lift percent.

target lift percent = ((target plan ship quantity / weighted base quantity) − 1) * 100)

planned lift percent = ((planned plan ship quantity / weighted base quantity) − 1) * 100

Plan Ship Qty (plan ship quantity) — References either the target plan ship quantity or the planned plan ship quantity for the product on the promotion. If the promotion is associated with a promotion group then the weights that you defined for each product determine the planned ship quantity for the individual product.

target plan ship quantity = weighted base quantity + target lift quantity

planned plan ship quantity = weighted planned ship quantity that you defined on the promotion

Promotion Price — References the product price for a product after having taken into account all per unit discounts (off-invoice and bill back) for the promotion.

Total Lift Qty (total lift quantity) — If either item ID or product ID are selected as a sort option, the total lift quantity by product or item appears.

Discount Amount — References the discount amount or percent for the merchandising activity and promotion. The system uses the Discount field for the price formula marked as use for metrics on the Customer-Specific Promo - Merchandising Activities page for this information.

Lump Sum Cost — References the lump sum cost for the merchandising activity and promotion. The system uses the Lump Sum Cost field defined on the Customer-Specific Promo - Merchandising Activities page for this information.

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Product Add, Qty/BOGO (quantity/BOGO), and **Adjustment**	References the product add product, the quantity or BOGO factor, and the product add adjustment of the product add for this merchandising activity and promotion. The system uses the Product Add, Quantity/BOGO Factor, and Product Add Adjustment fields for the price formula defined on the Customer-Specific Promo - Merchandising Activities page for this information.
Cnsmptn Unit Value (consumption unit value)	References the unit value for the consumption merchandising activity and promotion. The system uses the Unit Value field defined on the Customer-Specific Promo - Merchandising Activities page for this information.

See Also

Chapter 7, “Defining Promotions,” page 69

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Glossary of PeopleSoft Enterprise Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
academic career	In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).
academic institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
academic organization	In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.
academic plan	In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.
academic program	In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Enterprise Human Resources, PeopleSoft Enterprise Benefits

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Administration, PeopleSoft Enterprise Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template In PeopleSoft Enterprise Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.

activity In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Enterprise Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

address usage In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.

adjustment calendar In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.

administrative function In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.

admit type In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.

agreement In PeopleSoft Enterprise eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.

allocation rule In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.

alternate account A feature in PeopleSoft Enterprise General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.

analysis database In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered

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	for satisfying a requirement but that are rejected. It also contains information on courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.
Application Messaging	PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft Enterprise and third-party applications. An application message defines the records and fields to be published or subscribed to.
AR specialist	Abbreviation for *receivables specialist.* In PeopleSoft Enterprise Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	The arbiter when multiple price rules match the transaction. This plan determines the order in which the price rules are applied to the transaction base price.
assessment rule	In PeopleSoft Enterprise Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Enterprise Directory Interface, relates the data that makes up an entry in the directory information tree.
auction event	In PeopleSoft Strategic Sourcing, a sourcing event where bidders actively compete against one another to achieve the best price or score.
audience	In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Enterprise Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Enterprise Workforce Analytics Solution, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
bid response	In PeopleSoft Strategic Sourcing, the response by a bidder to an event.
billing career	In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.
bio bit or bio brief	In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.
book	In PeopleSoft Enterprise Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

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budget check In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.

budget control In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

budget period The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.

business activity The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.

business event In PeopleSoft Enterprise Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

In PeopleSoft Enterprise Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).

business process A standard set of 17 business processes are defined and maintained by the PeopleSoft Enterprise product families and are supported by the Business Process Engineering group. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth.

See also *detailed business process.*

business unit constraints In PeopleSoft Strategic Sourcing, these constraints apply to a selected Strategic Sourcing business unit. Spend is tracked across all of the events within the selected Strategic Sourcing business unit.

business task The name of the specific function depicted in one of the business processes.

business unit A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.

buyer In PeopleSoft Enterprise eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.

buy event In PeopleSoft Strategic Sourcing, for event creators, the purchase of goods or services, most typically associated with a request for quote, proposal, or reverse auction.For bidders, the sale of goods or services.

campus In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.

cash drawer A repository for monies and payments taken locally.

catalog item In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.

catalog map In PeopleSoft Enterprise Catalog Management, translates values from the catalog source data to the format of the company's catalog.

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catalog partner In PeopleSoft Enterprise Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.

categorization Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.

category In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.

channel In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.

ChartField A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft Enterprise application. ChartField values represent individual account numbers, department codes, and so forth.

ChartField balancing You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit The process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartKey One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

checkbook In PeopleSoft Enterprise Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.

checklist code In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.

claimback In the wholesale distribution industry, a contract between supplier and distributor, in which monies are paid to the distributor on the sale of specified products or product groups to targeted customers or customer groups.

class In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.

See also *course.*

Class ChartField A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*

clearance In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Enterprise Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.

clone In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

cohort In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *division*.

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collection To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleTools maintains a set of collections (one per language code) for each search index object.

collection rule In PeopleSoft Enterprise Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.

comm key See *communication key.*

communication key In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called *comm keys* or *speed keys*) can be created for background processes as well as for specific users.

compensation object In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.

component interface A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft Enterprise database information using a program instead of the PeopleSoft client.

condition In PeopleSoft Enterprise Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.

configuration parameter catalog Used to configure an external system with PeopleSoft Enterprise. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.

configuration plan In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.

constituents In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).

constraint A business policy or rule that affects how a sourcing event is awarded. There are three types of constraints: business, global, and event.

content reference Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.

context In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.

In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to

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	3C access groups so that you can assign data-entry or view-only privileges across functions. In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
control table	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
cost plus contract line	A rate-based contract line associated with a fee component of Award, Fixed, Incentive, or Other. Rate-based contract lines associated with a fee type of None are not considered cost-plus contract lines.
cost plus pricing	In PeopleSoft Enterprise Pricer, a pricing method that begins with cost of goods as the basis.
cost profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
cost row	A cost transaction and amount for a set of ChartFields.
counter sale	A face-to-face customer transaction where the customer typically selects items from the storefront or picks up products that they ordered ahead of time. Customers pay for the goods at the counter and take the goods with them instead of having the goods shipped from a warehouse.
course	In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab. See also *class.*
course share set	In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.
current learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
data acquisition	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
data cube	In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.
data elements	Data elements, at their simplest level, define a subset of data and the rules by which to group them. For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.
dataset	A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

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delivery method In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.

In PeopleSoft Enterprise Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, and rail). The delivery method is specified when creating shipment schedules.

delivery method type In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.

detailed business process A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.

dimension In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.

direct receipt Items shipped from a warehouse or vendor to another warehouse.

direct ship Items shipped from the vendor or warehouse directly to the customer (formerly referred to as *drop ship*).

directory information tree In PeopleSoft Enterprise Directory Interface, the representation of a directory's hierarchical structure.

division In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *cohort*.

document sequencing A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.

dynamic detail tree A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.

edit table A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft Enterprise application, they can be validated against an edit table to ensure data integrity throughout the system.

effective date A method of dating information in PeopleSoft Enterprise applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.

EIM ledger Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

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elimination set In PeopleSoft Enterprise General Ledger, a related group of intercompany accounts that is processed during consolidations.

entry event In PeopleSoft Enterprise General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.

equitization In PeopleSoft Enterprise General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.

equity item limit In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.

event A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.

In PeopleSoft Enterprise Human Resources, also refers to an incident that affects benefits eligibility.

event constraints In PeopleSoft Strategic Sourcing, these constraints are associated with a specific sourcing event. Spend is tracked within the selected event.

event propagation process In PeopleSoft Enterprise Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. PeopleSoft Enterprise Enterprise Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.

exception In PeopleSoft Enterprise Receivables, an item that either is a deduction or is in dispute.

exclusive pricing In PeopleSoft Enterprise Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.

fact In PeopleSoft Enterprise applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

financial aid term In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.

financial sanctions For U.S. based companies and their foreign subsidiaries, a federal regulation from the Office of Foreign Assets Control (OFAC) requires that vendors be validated against a Specially Designated Nationals (SDN) list prior to payment.

For PeopleSoft Payables, eSettlements, Cash Management, and Order to Cash, you can validate your vendors against any financial sanctions list (for example, the SDN list, a European Union list, and so on).

forecast item A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

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fund In PeopleSoft Enterprise Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.

gap In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.

generic process type In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.

gift table In PeopleSoft Enterprise Campus Solutions, a table or so-called *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Enterprise Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.

GDS Abbreviation for *Global Distribution System.* Broad-based term to describe all computer reservation systems for making travel plans.

GL business unit Abbreviation for *general ledger business unit.* A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit.*

GL entry template Abbreviation for *general ledger entry template.* In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.

GL Interface process Abbreviation for *General Ledger Interface process.* In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

global constraints In PeopleSoft Strategic Sourcing, these constraints apply across multiple Strategic Sourcing business units. Spend is tracked across all of the events from the multiple Strategic Sourcing business units.

group In PeopleSoft Enterprise Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Enterprise Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Enterprise Time and Labor, for example, employees are placed in groups for time reporting purposes.

ideal response In PeopleSoft Strategic Sourcing, a question that requires the response to match the ideal value for the bid to be considered eligible for award. If the response does not match the ideal value, you can still submit the bid, but it will be disqualified and ineligible for award.

incentive object In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, and user interaction objects.

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incentive rule In PeopleSoft Enterprise Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.

incur In PeopleSoft Enterprise Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.

initiative In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.

inquiry access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.

See also *update access.*

institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

integration A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft Enterprise applications to work seamlessly with other PeopleSoft Enterprise applications or with third-party systems or software.

integration point An interface that a system uses to communicate with another PeopleSoft Enterprise application or an external application.

integration set A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.

item In PeopleSoft Enterprise Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Enterprise Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.

In PeopleSoft Enterprise Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

item shuffle In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.

itinerary In PeopleSoft Expenses, a collection of travel reservations. Itineraries can have reservations that are selected and reserved with the travel vendor. These itineraries are not yet paid for and can be referred to as *pending reservations.* Reservations that have been paid for are referred to as *confirmed reservations.*

joint communication In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

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keyword In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Enterprise Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

KPI An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

KVI Abbreviation for *Known Value Item.* Term used for products or groups of products where the selling price cannot be reduced or increased.

landlord In PeopleSoft Real Estate Management, an entity that owns real estate and leases the real estate to tenants.

LDIF file Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft Enterprise data and directory data.

learner group In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.

learning components In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.

learning environment In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.

learning history In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.

lease In PeopleSoft Real Estate Management, a legally binding agreement between a landlord and a tenant, where the tenant rents all or part of a physical property from the landlord.

lease abstract In PeopleSoft Real Estate Management, a summarized version of the complete lease contract with only the important terms. The lease abstract usually fits on one page and does not include legal terminology.

ledger mapping You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

library section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.

line In PeopleSoft Strategic Sourcing, an individual item or service upon which there can be a bid.

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linked section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.

linked variable In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.

LMS Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Enterprise Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.

load In PeopleSoft Enterprise Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Enterprise Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality In PeopleSoft Enterprise HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

logistical task In PeopleSoft Enterprise Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

market template In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.

mass change In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.

See also *3C engine.*

match group In PeopleSoft Enterprise Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.

MCF server Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

merchandising activity In PeopleSoft Enterprise Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

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meta-SQL Meta-SQL constructs expand into platform-specific SQL substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.

metastring Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

multibook In PeopleSoft Enterprise General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).

multicurrency The ability to process transactions in a currency other than the business unit's base currency.

national allowance In PeopleSoft Enterprise Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.

NDP Abbreviation for *Non-Discountable Products.* Term used for products or groups of products where the selling price cannot be decreased.

need In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package is based on the amount of financial need. The process of determining a student's need is called *need analysis.*

node-oriented tree A tree that is based on a detail structure, but the detail values are not used.

Optimization Engine A PeopleTools component that Strategic Sourcing leverages to evaluate bids and determine an ideal award allocation. The award recommendation is based on maximizing the value while adhering to purchasing and company objectives and constraints.

pagelet Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft Enterprise and non-PeopleSoft Enterprise content.

participant In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.

participant object Each participant object may be related to one or more compensation objects.

See also *compensation object.*

partner A company that supplies products or services that are resold or purchased by the enterprise.

pay cycle In PeopleSoft Enterprise Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.

payment shuffle In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.

pending item In PeopleSoft Enterprise Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

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PeopleCode PeopleCode is a proprietary language, executed by the PeopleSoft Enterprise component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft Enterprise applications wherever PeopleCode can be executed.

PeopleCode event See *event.*

PeopleSoft Pure Internet Architecture The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.

performance measurement In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.

period context In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.

person of interest A person about whom the organization maintains information but who is not part of the workforce.

personal portfolio In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.

phase A level 1 task, meaning that if a task had subtasks, the level 1 task would be considered the phase.

pickup quantity The product quantity that the customer is taking with them from the counter sales environment.

plan In PeopleSoft Enterprise Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.

plan template In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.

planned learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.

planning instance In PeopleSoft Enterprise Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

population In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and

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	Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it. See also *division* and *cohort.*
portal registry	In PeopleSoft Enterprise applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
predecessor task	A task that you must complete before you start another task.
price breaks	In PeopleSoft Strategic Sourcing, a price discount or surcharge that a bidder may apply based on the quantity awarded.
price components	In PeopleSoft Strategic Sourcing, the various components, such as material costs, labor costs, shipping costs, and so on that make up the overall bid price.
price list	Enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
price rule	The conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.
price rule conditions	Conditions that select the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields relate to the transaction.
price rule key	The fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
primacy number	In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.
primary name type	In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.
process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	In PeopleSoft Enterprise Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

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process request A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.

process run control A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.

product A PeopleSoft Enterprise or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products appear with the product name and release number.

product adds The pricing functionality where buying product A gets product B for free or at a price (formerly referred to as *giveaways*).

product bidding In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

product category In PeopleSoft Enterprise Incentive Management, indicates an application in the PeopleSoft Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.

product family A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are Oracle's PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified partners.

product line The name of a PeopleSoft Enterprise product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.

programs In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.

progress log In PeopleSoft Enterprise Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.

project transaction In PeopleSoft Enterprise Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion In PeopleSoft Enterprise Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.

proxy bidding In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

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publishing In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

rating components In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

record group A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

record input VAT flag Abbreviation for *record input value-added tax flag.* Within PeopleSoft Enterprise Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Enterprise Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Enterprise Expenses, where it is assumed that you are always recording only input VAT.

record output VAT flag Abbreviation for *record output value-added tax flag.*

See *record input VAT flag.*

recname The name of a record that is used to determine the associated field to match a value or set of values.

recognition In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

reference data In PeopleSoft Enterprise Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, and channels.

reference object In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).

reference transaction In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

regional sourcing In PeopleSoft Enterprise Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

relationship object In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.

remote data source data Data that is extracted from a separate database and migrated into the local database.

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REN server Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.

requester In PeopleSoft Enterprise eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.

reservations In PeopleSoft Expenses, travel reservations that have been placed with the travel vendor.

reversal indicator In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.

RFI event In PeopleSoft Strategic Sourcing, a request for information.

RFx event In PeopleSoft Strategic Sourcing, a request for proposal or request for a quote event when bidders submit their overall best bids and during which bidders do not actively compete against one another.

role Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.

role user A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.

roll up In a tree, to roll up is to total sums based on the information hierarchy.

run control A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.

run control ID A unique ID to associate each user with his or her own run control table entries.

run-level context In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.

saved bid In PeopleSoft Strategic Sourcing, a bid that has been created but not submitted. Only submitted bids are eligible for award.

score In PeopleSoft Strategic Sourcing, the numerical sum of answers (percentages) to bid factors on an event. Scores appear only to bidders on auction events.

SCP SCBM XML message Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.

search query You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.

search/match In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.

seasonal address In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

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section In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.

security event In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

sell event In PeopleSoft Strategic Sourcing, for event creators, the sale of goods or services most typically associated with forward auctions. For bidders, the purchase of goods or services.

serial genealogy In PeopleSoft Enterprise Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production In PeopleSoft Enterprise Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

service impact In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

service indicator In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

session In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Enterprise Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.

In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

session template In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

setup relationship In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

share driver expression In PeopleSoft Enterprise Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

short-term customer A customer not in the system who is entered during sales order entry using a template.

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single signon With single signon, users can, after being authenticated by a PeopleSoft Enterprise application server, access a second PeopleSoft Enterprise application server without entering a user ID or password.

source key process In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.

source transaction In commitment control, any transaction generated in a PeopleSoft Enterprise or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.

sourcing objective For constraints, the option to designate whether a business rule is required (mandatory) or is only recommended (target).

speed key See *communication key.*

SpeedChart A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

staging A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

standard letter code In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.

statutory account Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft Enterprise, this is equivalent to the Alternate Account (ALTACCT) ChartField.

step In PeopleSoft Enterprise Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

storage level In PeopleSoft Enterprise Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.

subcustomer qualifier A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Summary ChartField You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).

summary ledger An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.

summary time period In PeopleSoft Enterprise Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

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summary tree A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

syndicate To distribute a production version of the enterprise catalog to partners.

system function In PeopleSoft Enterprise Receivables, an activity that defines how the system generates accounting entries for the general ledger.

system source The system source identifies the source of a transaction row in the database. For example, a transaction that originates in PeopleSoft Enterprise Expenses contains a system source code of BEX (Expenses Batch).

When PeopleSoft Enterprise Project Costing prices the source transaction row for billing, the system creates a new row with a system source code of PRP (Project Costing pricing), which represents the system source of the new row. System source codes can identify sources that are internal or external to the PeopleSoft Enterprise system. For example, processes that import data from Microsoft Project into PeopleSoft Enterprise applications create transaction rows with a source code of MSP (Microsoft Project).

TableSet A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.

TableSet sharing Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.

target currency The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

task A deliverable item on the detailed sourcing plan.

tax authority In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.

template A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft Enterprise, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft Enterprise portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

tenant In PeopleSoft Real Estate Management, an entity that leases real estate from a landlord.

territory In PeopleSoft Enterprise Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.

third party A company or vendor that has extensive PeopleSoft Enterprise product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft Enterprise applications.

tiered pricing Enables different portions of a schedule to be priced differently from one another.

time span A relative period, such as year-to-date or current period, that various PeopleSoft General Ledger functions and reports can use when a rolling time frame, rather than a specific date, is required.

total cost In PeopleSoft Strategic Sourcing, the estimated dollar cost (sum of real price dollars and potential “soft” or non-price dollars) of a particular award approach.

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travel group In PeopleSoft Expenses, the organization's travel rules and polices that are associated with specific business units, departments, or employees. You must define at least one travel group when setting up the PeopleSoft Expenses travel feature. You must define and associate at least one travel group with a travel vendor.

travel partner In PeopleSoft Expenses, the travel vendor with which the organization has a contractual relationship.

3C engine Abbreviation for *Communications, Checklists, and Comments engine.* In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.

3C group Abbreviation for *Communications, Checklists, and Comments group.* In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.

trace usage In PeopleSoft Enterprise Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.

transaction allocation In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.

transaction state In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing.

Translate table A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.

tree The graphical hierarchy in PeopleSoft Enterprise systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

tuition lock In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or *locked*) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

unclaimed transaction In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.

universal navigation header Every PeopleSoft Enterprise portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

update access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

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	See also *inquiry access*.
user interaction object	In PeopleSoft Enterprise Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All PeopleSoft Enterprise Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Enterprise Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
VAT exception	Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft Enterprise data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.
weight or weighting	In PeopleSoft Strategic Sourcing, how important the line or question is to the overall event. Weighting is used to score and analyze bids. For RFx and RFI events, weightings may or may not appear to bidders.
work order	In PeopleSoft Enterprise Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
worker	A person who is part of the workforce; an employee or a contingent worker.
workset	A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.
worksheet	A way of presenting data through a PeopleSoft Enterprise Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
worklist	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.
XML link	The XML Linking language enables you to insert elements into XML documents to create a links between resources.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
XPI	Abbreviation for *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with JD Edwards EnterpriseOne applications.

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yield by operation In PeopleSoft Enterprise Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT Abbreviation for *zero-rated value-added tax.* A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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