
PeopleSoft Enterprise Promotions Management 9.1 PeopleBook

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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 9.1 PeopleBook*
- *PeopleSoft Enterprise Global Options and Reports 9.1 PeopleBook*
- *PeopleSoft Enterprise Order Management 9.1 PeopleBook*
- *PeopleSoft Enterprise Bank Setup and Processing 9.1 PeopleBook*
- *PeopleSoft Enterprise Managing Items 9.1 PeopleBook*
- *PeopleSoft Enterprise Source-to-Settle Common Information 9.1 PeopleBook*
- *PeopleSoft Enterprise Pricer 9.1 PeopleBook*
- *PeopleSoft Enterprise Supply Chain Management Common Information 9.1 PeopleBook*

PeopleBooks and the PeopleSoft Online Library

A companion PeopleBook called *PeopleBooks and the PeopleSoft Online Library* contains general information, including:

- Understanding the PeopleSoft online library and related documentation.
- How to send PeopleSoft documentation comments and suggestions to Oracle.
- How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.
- Understanding PeopleBook structure.
- Typographical conventions and visual cues used in PeopleBooks.
- ISO country codes and currency codes.
- PeopleBooks that are common across multiple applications.
- Common elements used in PeopleBooks.
- Navigating the PeopleBooks interface and searching the PeopleSoft online library.
- Displaying and printing screen shots and graphics in PeopleBooks.
- How to manage the locally installed PeopleSoft online library, including web site folders.
- Understanding documentation integration and how to integrate customized documentation into the library.
- Application abbreviations found in application fields.

You can find *PeopleBooks and the PeopleSoft Online Library* in the online PeopleBooks Library for your PeopleTools release.

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 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: <i>Once</i> 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. <i>Always</i> executes the request every time the batch process runs. <i>Don't Run</i> 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 PeopleBook: PeopleSoft Process Scheduler

Enterprise PeopleTools PeopleBook: Using PeopleSoft Applications

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.

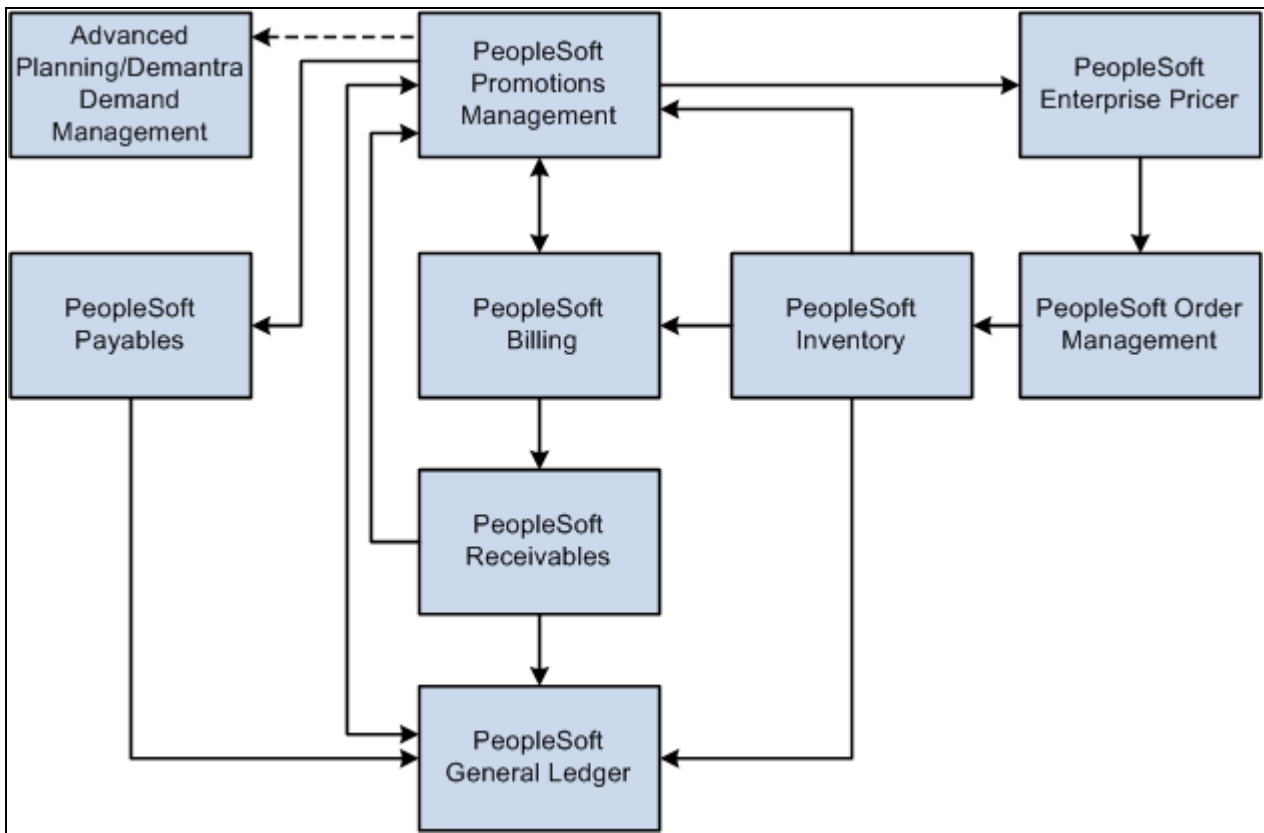
The PeopleSoft Promotions Management business processes are:

- 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 and components:



How PeopleSoft Promotions Management works with other PeopleSoft applications and components

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

Note. Forecast information is available from PeopleSoft Publish Forecast tables in Advanced Planning. This forecast data originates in Oracle's Demantra Demand Management.

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 My Oracle Support website.

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 77

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 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:

<i>Page Name</i>	<i>Navigation</i>	<i>Usage</i>
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.

Page Name	Navigation	Usage
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.
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.

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.

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.

See Also

Chapter 9, "Processing Payments for Promotional Activity," page 157

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.

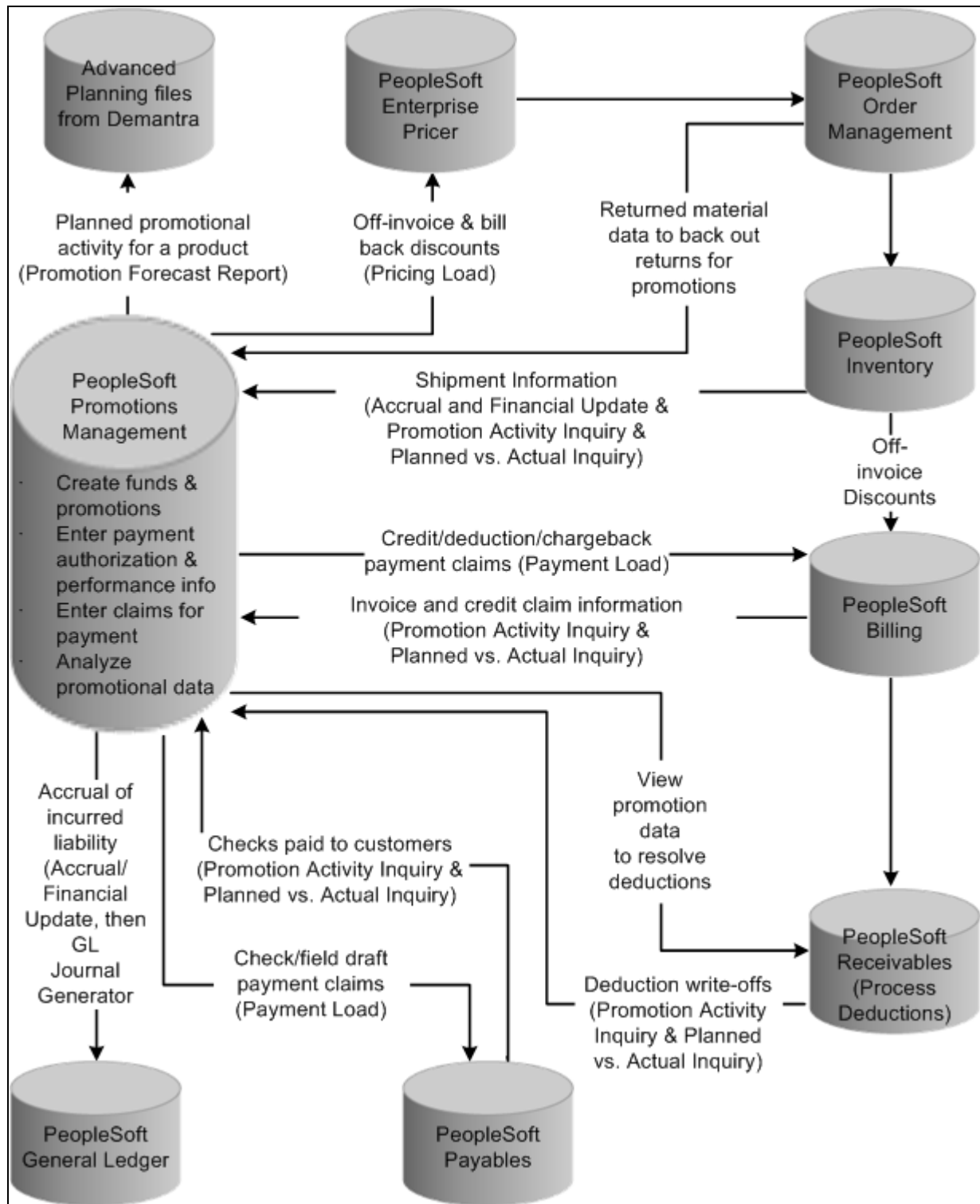
PeopleSoft Promotions Management provides a Promotional Activity inquiry page, the Create Customer-Specific Promo - Metrics page, and the Planned vs. Actual page to assist you with evaluating and determining the effectiveness and profitability of a promotion.

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, and General Ledger. Also, forecast data from Demantra Demand Management is made available through PeopleSoft Publish Forecast tables in the Advanced Planning component. This diagram illustrates the business process tasks and how Promotions Management integrates with other applications and components:



PeopleSoft Promotions Management integration with other PeopleSoft applications and components

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

Chapter 12, "Defining and Using Promotions Management Approval Workflow," Defining Alert Criteria for Approval Workflows, page 216

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 9.1 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.

See Also

[Chapter 7, "Defining Promotions," Understanding Planned and Actual Promotion Values, page 140](#)

[Chapter 7, "Defining Promotions," Understanding Planned and Actual Promotion Values, page 140](#)

[Chapter 11, "Viewing Promotional Activity," page 201](#)

[Chapter 9, "Processing Payments for Promotional Activity," Generating Accrual Transactions for Incurred Liability, page 173](#)

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 201](#)

[Chapter 7, "Defining Promotions," Understanding Planned and Actual Promotion Values, page 140](#)

[Chapter 9, "Processing Payments for Promotional Activity," page 157](#)

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 201

Chapter 7, "Defining Promotions," Understanding Planned and Actual Promotion Values, page 140

Chapter 9, "Processing Payments for Promotional Activity," page 157

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.

See Also

Chapter 9, "Processing Payments for Promotional Activity," Generating Accrual Transactions for Incurred Liability, page 173

Published Forecast Tables

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

See Also

Chapter 7, "Defining Promotions," Generating the Promotion Forecast Report, page 148

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.

Page Used to Establish PeopleSoft Promotions Management Business Units

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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 (Set Up Financials/Supply Chain, Business Unit Related, Promotions Management, Promotions Definition).

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.
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 157

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.

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.
- 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 9.1 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

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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.

Page Name	Definition Name	Navigation	Usage
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 (Set Up Financials/Supply Chain, Business Unit Related, Promotions Management, Promotions Options).

General Options | Payment Options | Pricing Options | Tree Options

SetID: SHARE

*Location: US004 | Default Sales Calendar: S4
 Default GL Unit: US001 | Default Inventory BU: US010
 Per unit UOM: EA | Equivalent UOM: EA
 Rate Type: CRRNT | Base Currency: USD
☒ Span Sales Periods | Consumption Data Source: User Input
☐ Allow Overlapping Promotions

Levels
 Level to Fund Promotions: Both
 Level to Promote Products: Both

Workflow Approvals
☒ For Customer Promotions
☐ For Claims
☐ For Payments

Returns
☒ Backout Returns?
 Days to Accept Returns: 180
☒ Include Returns Within Fund Accruals?

Users/Roles Approved to Update Active Funds | Customize | Find | First 1 of 1 Last

*Security Type	*Operator Id	Description
User ID	VP1	Kenneth Schumacher

[Return to Business Unit Related](#)

Save | Return to Search | Notify | Previous tab | Next tab | Add | Update/Display

General Options | Payment Options | Pricing Options | Tree Options

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.
-

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: <i>ACNielsen</i>, <i>Demand PL</i>, <i>IRI</i>, <i>Other</i>, or <i>User Input</i>. 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: • <i>Both</i>: 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. • <i>Merch</i>: Assign funds or products at the merchandising level only. • <i>Promo</i>: 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 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 processes to activate for routing transaction approvals for customer promotions, customer claims, and payment authorizations. The value in the <i>Active Approval Tree</i> 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 <i>User ID</i> to define approved users based on their user IDs. Select <i>Role</i> 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 40

Chapter 5, "Setting Up PeopleSoft Promotions Management," Establishing Product Trees, page 46

Chapter 5, "Setting Up PeopleSoft Promotions Management," Defining Sales Calendars, page 54

Chapter 6, "Defining Funds," page 61

Chapter 12, "Defining and Using Promotions Management Approval Workflow," page 209

Defining Payment Options

Access the Payment Options page (Set Up Financials/Supply Chain, Business Unit Related, Promotions Management, Promotions Options).

General Options | Payment Options | Pricing Options | Tree Options

SetID: SHARE

Payment Authorization Required

☐ Customer Promotions ☐ National Allowances

Billing Options

Credit Bill Type: PMC Credit Invoice Form: STANDARD Bill Source: MISC

Deduction Bill Type: PMD Deduction Invoice Form: NOPRINT

Chargeback Bill Type: PMB Chargeback Invoice Form: STANDARD

Payables Options

Voucher Prefix: PM- Origin: PM

General Ledger Options

Journal Template: TD_ACCRUE

Accrual Account

	GL Unit	Account	Operating Unit	Fund Code	Department	Program Code	Class Field	Budget Reference	Product	Project	Affiliate
1	US00	207000	NEWYOR								

[Return to Business Unit Related](#)

Save Return to Search Notify Previous tab Next tab Add Update/Display

[General Options](#) | [Payment Options](#) | [Pricing Options](#) | [Tree Options](#)

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 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 GL Unit, Account, Operating Unit, Fund Code, Department, Program Code, Class Field, Budget Reference, Product, Project, Affiliate, 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 9.1 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Automatic Numbering

PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook, "Using Journal Generator"

PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook, "Defining and Using ChartFields"

PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance"

PeopleSoft Enterprise Billing 9.1 PeopleBook, "Structuring Bills"

PeopleSoft Enterprise Source-to-Settle Common Information 9.1 PeopleBook, "Defining Procurement Options," Specifying Voucher Build Criteria

Defining Pricing Options

Access the Pricing Options page (Set Up Financials/Supply Chain, Business Unit Related, Promotions Management, Promotions Options).

General Options		Payment Options		Pricing Options		Tree Options	
SetID: SHARE							
Pricing Prefixes							
Product Group Prefix: PM-		Customer Group Prefix: PM-		Price Rule Prefix: PM-		Price List Prefix: PM-	
Pricing Dates				Pricing Options			
First Price Date: Order Date		Second Price Date: Requested Arrival Date		Third Price Date: Schedule Ship Date		☒ Applicable to List Price ☐ Applicable to Alter Cost Base ☐ Applicable to Cost Base ☒ Applicable to Buying Agreement ☒ Applicable to RMA	
Price Type: ☒ Extended Price ☐ Quantity		Price Action Type: ☐ Product Add ☒ Disc/Surg		Product Add Options			
Cascading/Summed: ☐ Cascading ☒ Summed		Pricing Default Type: Lowest Price List Price		Product Add: On Product Tree			
				Product Add Type: Product Cost			
Return to Business Unit Related Save Return to Search Notify Previous tab Next tab Add Update/Display General Options Payment Options Pricing Options Tree Options							

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.

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: <i>Full Pricing Simulation</i>, <i>Inventory Business Unit</i>, or <i>Lowest Price List Price</i>. The pricing default type value provides a method to determine how the system will retrieve the product price to default to the customer promotion. 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 9.1 PeopleBook, "Creating Price Lists"

PeopleSoft Enterprise Pricer 9.1 PeopleBook, "Creating Price Rules"

Defining Tree Options

Access the Tree Options page (Set Up Financials/Supply Chain, Business Unit Related, Promotions Management, Promotions Options).

General Options | Payment Options | Pricing Options | **Tree Options**

SetID: SHARE

*Active Customer Tree: CUST Active Approval Tree: CUST_WF

*Active Product Tree: PROD

Display In Customer Tree: Customer Name (Customer ID)

Display In Product Tree: Prod./Product Group Name (ID)

Expanded Number Of Tree Levels: All Levels

Secure

- ☒ Fund Customer Selection Tree
- ☒ Fund Product Selection Tree
- ☒ Fund Checkbook Values
- ☒ Customer Tree Checkbooks
- ☒ Product Tree Checkbooks
- ☒ Custom Tree Checkbooks
- ☒ NA Customer Selection Tree
- ☒ NA Product Selection Tree
- ☒ Promo. Customer Selection Tree
- ☒ Promo. Product Selection Tree

Display Tree

- ☒ Fund Customer Tree
- ☒ Fund Product Tree
- ☐ NA Product Tree
- ☒ NA Customer Tree
- ☐ Promotion Customer Tree
- ☐ Promotion Product Tree

Save Return to Search Notify Previous tab Next tab Add Update/Display

[General Options](#) | [Payment Options](#) | [Pricing Options](#) | [Tree Options](#)

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 the PeopleSoft Approval Framework 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.
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: • <i>Customer ID</i> • <i>Customer ID (Customer Name)</i> • <i>Customer Name</i> • <i>Customer Name (Customer ID)</i>
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: • <i>Prod./Product Group ID</i> • <i>Prod./Product Group ID (Name)</i> • <i>Prod./Product Group Name</i> • <i>Prod./Product Group Name (ID)</i>
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.

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.

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 9.1 PeopleBook, "Defining User Preferences"

Enterprise PeopleTools 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:

<i>Customer Type</i>	<i>Description</i>	<i>Image Name</i>	<i>Edit Table</i>
DIRECT	Direct Customer	TD_DIRECT	TD_CUSTSOLDTOVW
INDIRE	Indirect Customer	TD_INDIRECT	TD_CUSTSOLDTOVW
WHOLE	Wholesale Customer	TD_WHOLESALE	TD_CUSTSOLDTOVW

Page Used to Define Customer Classes

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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 (Set Up Financials/Supply Chain, Product Related, Promotions Management, Customer Classes, Customer Class).

Customer Class

SetID: SHARE

Classes Find | View All First 1-3 of 3 Last

*Customer Class:	DIRECT	*Short Description:	Direct	*Description:	Direct Customer	+ -
*Image Name:	TD_DIRECT	Edit Table:	TD_CUSTSOLDTOV	☐ Allow Child Nodes		
*Customer Class:	INDIRE	*Short Description:	Indirect	*Description:	Indirect Customer	+ -
*Image Name:	TD_INDIRECT	Edit Table:	TD_CUSTSOLDTOV	☐ Allow Child Nodes		
*Customer Class:	WHOLE	*Short Description:	Wholesaler	*Description:	Wholesale Customer	+ -
*Image Name:	TD_WHOLESALE	Edit Table:	TD_CUSTSOLDTOV	☒ Allow Child Nodes		

Save
 Return to Search
 Notify
 Add
 Update/Display

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.

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	Definition 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 (Set Up Financials/Supply Chain, Product Related, Promotions Management, Customer Product List).

Customer Product List

SetID: SHARE Customer ID: 1010 Florence Garden

*Currency Code: USD US Dollar

Product Details Customize | Find | View All | First 1-2 of 2 Last

*Product ID	Description	Shelf Price	Currency Code	External Stock Code
1 10007	Sidepocket Short's, Women's	28.50	USD	
2 10008	Switchback Mt. Biking Shorts,	37.00	USD	

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.

See Also

PeopleSoft Enterprise Order to Cash Common Information 9.1 PeopleBook, "Maintaining General Customer Information"

Establishing Customer Trees

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

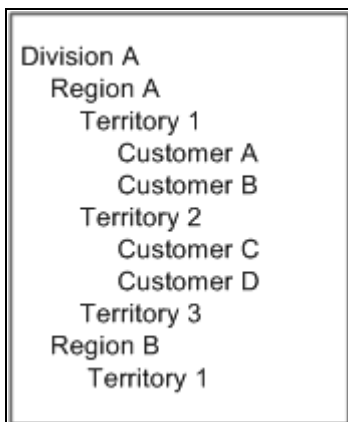
To update tree statistics, use the Update Tree Statistics component (TD_GAPTREE_RQST).

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 for Division A and its regions and territories:



Customer tree illustrating a division, regions, and territories

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

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:

The screenshot displays the 'Fund Detail' page with the 'Customers' tab selected. The 'SetID' is 'SHARE' and the 'Fund Code' is 'SUMMER'. The 'Approval Status' is 'Approved'. The 'Customer Tree ID' is 'CUST' and the 'Effective Date' is '01/01/1900'. The tree shows a hierarchy of customers, including 'All Customers', 'Midwest Region', 'Illinois', 'Indiana', 'Western Region', 'California', 'Oregon', and 'Washington'. Each node has a checkbox for selection. Below the tree is a grid titled 'Customers' showing the list of selected customers.

Customer ID	Name
1000	Alliance Group
1001	Apex Systems
1002	Easv Solutions

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.

 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

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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 (Set Up Financials/Supply Chain, Product Related, Promotions Management, Customer Tree, General Info).

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.

Defining the Customer Tree Structure

Access the Customer Tree - Customer Tree page (Set Up Financials/Supply Chain, Product Related, Promotions Management, Customer Tree, Customer Tree).

General Info Customer Tree

SetID: SHARE Tree ID: CUST-COT Effective Date: 01/01/2013

[Add Sibling](#) [Cut](#) [Move Down](#)

First Page 1-20 of 20 Last Page

[All](#)

- [Class of Trade](#)
 - [Sporting Good Stores](#)
 - [Sara Outdoor \(1006\)](#)
 - [Florence Garden \(1010\)](#)
 - [Surplus Co. \(1007\)](#)
 - [Adventure 54 \(1008\)](#)
 - [Tropical Outdoor Equipment \(1009\)](#)
 - [Wholesalers](#)
 - [Balmoral Wholesalers \(AUS02\)](#)
 - [Canberra Wholesale Supply \(AUS04\)](#)
 - [Mass Merchandisers](#)
 - [Alliance Group \(1000\)](#)
 - [Drug Stores](#)
 - [Central Association \(1003\)](#)
 - [Grocery](#)
 - [Golden Inc. \(1005\)](#)
 - [Other](#)
 - [Apex Systems \(1001\)](#)
 - [Easy Solutions \(1002\)](#)

Expand All Collapse All

Save Return to Search Notify Previous tab Next tab

Node Details

Node ID: 8 Node Type: Customer

Class: DIRECT Direct Customer

Cust ID: 1006 Sara Outdoor

Security Find View All First 1 of 1 Last

User ID

Can Approve

☐ Promotions ☐ National Allow. ☐ Payments ☐ Claims ☐ Funds

Can Change

☐ Promotion Customer Status

[View All Access](#)

[Add](#) [Update/Display](#) [Correct History](#)

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.

First Page 1-1 of 20 Last Page

[+ All](#)

[Expand All](#) [Collapse All](#)

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.

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: <i>Node</i> and <i>Customer</i>. If you select <i>Node</i>, enter a description for the node. If you select <i>Customer</i>, 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.

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 36

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 with the All Products level along with products in Camping Gear products:



Product tree example with camping gear products

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:

Fund Detail | Customers | **Products**

SetID: SHARE Fund Code: FND0000003 Approval Status: Approved

Hide Tree Product Tree ID: PROD Effective Date: 01/01/1900

Expand All | Collapse All First Page 1-15 of 24 Last Page

- ☒ ☒ ☒ All Products
 - ☒ ☒ ☒ Clothing
 - ☒ ☒ ☒ Men's Clothing
 - ☒ ☒ ☒ Long Sleeve T-Shirt, Men's (10002)
 - ☒ ☒ ☒ Men's Long Sleeve Bike Jersey (10000)
 - ☒ ☒ ☒ Women's Clothing
 - ☒ ☒ ☒ Long Sleeve T-Shirt, Women's (10004)
 - ☒ ☒ ☒ Sidepocket Short's, Women's (10007)
 - ☒ ☒ ☒ Sport Equipment
 - ☒ ☒ ☒ Biking Equipment
 - ☒ ☒ ☒ Camping Equipment

&Products	
Product ID	Description
10000	Men's Long Sleeve Bike Jersey
10002	Long Sleeve T-Shirt, Men's
10004	Long Sleeve T-Shirt, Women's
10007	Sidepocket Short's, Women's

Promotion Group	
Promotional Group	Description
BIKING	Biking Equipment
SLEEP	Sleeping Bags

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.

Pages Used to Establish Product Trees

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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 (Set Up Financials/Supply Chain, Product Related, Promotions Management, Product Tree, General Info).

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

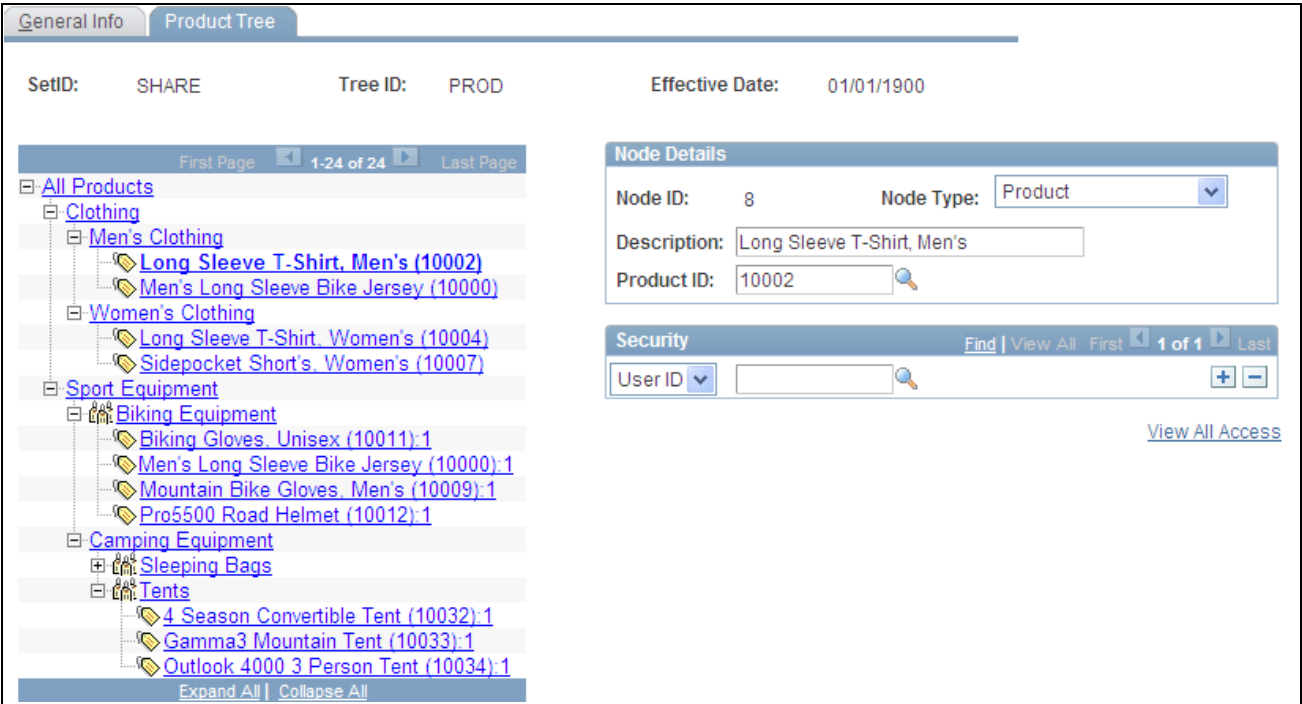
1. Enter general information (effective date, description, and comments) about the product tree.
2. Indicate how you want to update the tree.

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 (Set Up Financials/Supply Chain, Product Related, Promotions Management, Product Tree, Product Tree).



Product Tree - Product Tree page

This section discusses how to:

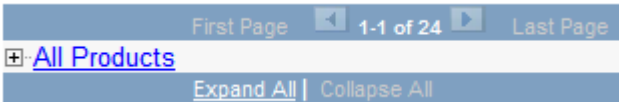
- Define product trees.
- Maintain product trees.

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.

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: <i>Node</i>, <i>Product</i>, and <i>Promotion Group</i>. If you select a node type of <i>Product</i>, select the product ID. If you select a node type of <i>Promotion Group</i>, 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.

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 PeopleBook: PeopleSoft Process Scheduler

Page Used to Copy Trees

Page Name	Definition 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*.

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 PeopleBook: PeopleSoft Process Scheduler

Page Used to Delete Trees

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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.

Page Used to Define Sales Calendars

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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 (Set Up Financials/Supply Chain, Product Related, Promotions Management, Sales Calendar).

Sales Calendar

SetID: SHARECalendar ID: S3Periods in a Year: 4

*Begin Date: 01/01/2004

*End Date:

*Description: Year 2003 Sales Calendar

Long Description:

MonthlyBi-monthlyQuarterlySemi-AnnualYearly

Monthly Allocation Type: 13 period Calendar

Generate

Sales Period	*Begin Date	*End Date	*Period Name		
2003Q1	01/01/2003	03/31/2003	Period 1 - 2003-01-01	+	-
2003Q2	04/01/2003	06/30/2003	Period 2 - 2003-04-01	+	-
2003Q3	07/01/2003	09/30/2003	Period 3 - 2003-07-01	+	-
2003Q4	10/01/2003	12/31/2003	Period 4 - 2003-10-01	+	-

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.

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

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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 (Set Up Financials/Supply Chain, Product Related, Promotions Management, Merchandising Types).

Merchandising Types

SetID: SHARE Merchandising Type: AA

Merchandising Information Find | View All | First 1 of 1 Last

*Effective Date: 08/16/2006 31 Status: Active + -

Merch Activity: Purchasing ▼ ☐ Backout Returns?

Description:

Short Description: Distribution Code: 🔍

Syndicated Merch Type: ▼

Planned Payment Method: Off-Invoice ▼

Unit of Measure: EA 🔍 Overhead Cost: USD

Currency Code: USD 🔍 Rate Type: CRRNT 🔍

Purchasing Defaults

*Adjustment Type: Off-Invoice ▼ USD

Quantity Limitations	Price Type	Price Action Type
Max Quantity: 	☐ Quantity ☒ Extended Price	☐ Disc/Surg ☒ Product Add

Promotion Limitations

☐ Period-to-Date	☐ Applicable to List Price	☐ Applicable to RMA
☒ Use Net Price	☐ Applicable to Buying Agreement	
☐ One-Time Only	☐ Applicable to Cost Base	☒ Tiered Pricing
☐ Mutually Exclusive	☐ Applicable to Alter Cost Base	Increment:

Adjustment Flag: BOGO with Price ▼

Quantity/BOGO Factor: Product Add Percent/Amount: ▼

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: <i>Consumption:</i> 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. <i>Purchasing:</i> 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: <i>Display, Feature, Feature & Display, Frequent Shopper, and Temporary Price Reduction.</i>
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: <i>Check, Credit Memo, Deduction, Field Draft, Off-Invoice.</i>
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 88.](#)

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: <i>Bill Back</i>: 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. <i>Lump Sum</i>: Select to define an adjustment for which 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. <i>Off-Invoice</i>: 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 <i>Lump Sum</i> in the Adjustment Type field.
Adjustment Flag	Select <i>Amount</i> or <i>Percentage</i> if the Price Action Type is <i>Discount</i> to establish how you want to enter the product discount for the merchandising activity. Select <i>BOGO Factor</i>, <i>BOGO with Price</i>, <i>Quantity</i>, or <i>Quantity with Price</i> if the Price Action Type is <i>Product Add</i> 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 <i>Product Add</i>. Select <i>Amount</i> or <i>Percentage</i> if the Price Action Type is <i>Product Add</i>, and the Adjustment Flag is <i>BOGO with Price</i> or <i>Quantity with Price</i>.

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.

Page Used to Define Merchandising Subtypes

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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.

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.
- 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.

Pages Used to Maintain Funds

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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.

Page Name	Definition Name	Navigation	Usage
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 (Promotions, Funds, Maintain Funds, Fund Detail).

Fund Detail
Customers
Products

SetID: SHARE Fund Code: FUND06 Approval Status: Approved

*Status: Active GL Business Unit: US001 US001

Description: 2006 Discretionary Fund Short Description: 2006

Fund Usage: MDF Market Development Funds

Fund Type: Discretionary Funding Method: Zero-Based Accrual

Start Date: 01/01/2006 ☐ Include Returns Within Fund Accruals?

End Date: 12/31/2006

Budget

Amount:	25,000.00	USD	Units:	1,000.0000	EA
Base Amount:	25,000.00	USD			

Comments:

Save
Return to Search
Previous in List
Next in List

Add
Update/Display

Fund Detail | [Customers](#) | [Products](#)

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 <i>Approved</i> 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 <i>Approved</i>, you cannot set the fund status to <i>Inactive</i> if open promotional activity exists for the fund.
Status	Select the status for the fund. Statuses are: <i>Active</i> and <i>Inactive</i>. 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.
Fund Type	Select the fund type. Types are: • <i>Discretionary</i>: For customer promotions. • <i>Non-Discretionary</i>: For national allowances.
Funding Method	Select the funding method. Funding methods are: <i>Fixed Accrual</i>, <i>Rolling Accrual</i>, <i>Top Down</i>, and <i>Zero-Based Accrual</i>. 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 54](#)

[Chapter 6, "Defining Funds," Understanding PeopleSoft Promotions Management Funding Methods, page 61](#)

[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 235](#)

Selecting Customers to Associate With Funds

Access the Maintain Funds - Customers page (Promotions, Funds, Maintain Funds, Customers).

Fund Detail | **Customers** | **Products**

SetID: SHARE Fund Code: FUND06 Approval Status:

Customer Tree ID: CUST Effective Date: 01/01/1900

First Page 1-14 of 27 Last Page

☒ ☐ All Customers

- ☒ ☐ Midwest Region
 - ☒ ☐ Illinois
 - ☒ ☐ Alliance Group (1000)
 - ☒ ☐ Easy Solutions (1002)
 - ☒ ☐ Golden Inc. (1005)
 - ☒ ☐ Indiana
 - ☒ ☐ Schererville
 - ☒ ☐ Advanced Consulting (1004)
 - ☒ ☐ Apex Systems (1001)
 - ☒ ☐ St. John
 - ☒ ☐ Central Association (1003)
 - ☒ ☐ Florence Garden (1010)
- ☒ ☐ Western Region

Customers First 1-17 of 17 Last

Customer ID	Name
1002	Easy Solutions
1003	Central Association
1004	Advanced Consulting
1005	Golden Inc.
1006	Sara Outdoor

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 40

Selecting Products to Associate With Funds

Access the Maintain Funds - Products page (Promotions, Funds, Maintain Funds, Products).

Fund Detail
Customers
Products

SetID: SHARE Fund Code: FUND06 Approval Status: Approved

Product Tree ID: PROD Effective Date: 01/01/1900

Expand All | Collapse All
First Page
1-15 of 24
Last Page

☒ ☐ All Products
☒ ☐ Clothing
☒ ☐ Men's Clothing
☒ ☐ Long Sleeve T-Shirt, Men's (10002)
☒ ☐ Men's Long Sleeve Bike Jersey (10000)
☒ ☐ Women's Clothing
☒ ☐ Long Sleeve T-Shirt, Women's (10004)
☒ ☐ Sidepocket Short's, Women's (10007)
☒ ☐ Sport Equipment
☒ ☐ Biking Equipment
☒ ☐ Camping Equipment

&Products
Customize | Find | View All | First 1-4 of 4 Last

Product ID	Description
10000	Men's Long Sleeve Bike Jersey
10002	Long Sleeve T-Shirt, Men's
10004	Long Sleeve T-Shirt, Women's
10007	Sidepocket Short's, Women's

Promotion Group
Customize | Find | View All | First 1-3 of 3 Last

Promotional Group	Description
BIKING	Biking Equipment
SLEEP	Sleeping Bags
TENTS	Tents

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 46

Defining Accrual Periods and Rates

Access the Maintain Fund Accruals/Budget - Accruals page (Promotions, Funds, Maintain Fund Accruals/Budget, Accruals).

Fund Detail | **Accruals** | **Budget**

SetID: SHARE Fund Code: FUN0000001 Approval Status: Initial

Accrual Period Find | View All First 1 of 1 Last

*Name: PERIOD 1
 *Description: Accrual Period 1
 Short Desc: Period 1
 *Start Date: 01/01/2000
 *End Date: 05/31/2001
 Accrual rate: \$5.00 USD
 *UOM: EA
 Shipments to Include: All
☒ Override Accrual Rate
☒ Override Accrual Products

Cust Tree for Accrual Override
 *Customer Tree ID: CUST
 *Effective Date: 01/01/1900

Prod Tree for Accrual Override
 *Product Tree ID: PROD
 *Effective Date: 01/01/1900

Accrual Overrides Customize | Find | View All First 1 of 1 Last

Rate Override | **Product Override**

View 24 First Page 1-20 of 24 Last Page

- ☒ All Products
 - ☒ Clothing
 - ☒ Men's Clothing
 - ☒ Long Sleeve T-Shirt, Men's (10002)
 - ☒ Men's Long Sleeve Bike Jersey (10000)
 - ☒ Women's Clothing
 - ☒ Long Sleeve T-Shirt, Women's (10004)
 - ☒ Sidepocket Short's, Women's (10007)
 - ☒ Sport Equipment
 - ☒ Biking Equipment
 - ☒ Biking Gloves, Unisex (10011)
 - ☒ Men's Long Sleeve Bike Jersey (10000)
 - ☒ Mountain Bike Gloves, Men's (10009)
 - ☒ Pro5500 Road Helmet (10012)
 - ☒ Camping Equipment
 - ☒ Sleeping Bags
 - ☒ 3 Season Mummy Bag, Long (10037)
 - ☒ 3 Season Mummy Bag, Regular (10036)
 - ☒ Zone 2 Sleeping Bag, Long (10039)
 - ☒ Zone 2 Sleeping Bag, Regular (10038)

Expand All | Collapse All

Product Override Find | View All First 1-2 of 2 Last

Product	Product	Product	Product
10011	Biking Gloves, Unisex	+	-
10037	3 Season Mummy Bag, Long	+	-

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

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.

See [Chapter 13, "Updating Financial Information in PeopleSoft Promotions Management," Running the Accrual and Financial Update Application Engine Process, page 238.](#)

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.

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 235

Maintaining Budget Amounts for Funds

Access the Maintain Fund Accruals/Budget - Budget page (Promotions, Funds, Maintain Fund Accruals/Budget, Budget).

Fund Detail | **Accruals** | **Budget**

SetID: SHARE Fund Code: FUN0000001

Checkbook ID:

[Save As Default](#) [Refresh](#)

	Budgeted Dollar	Distributed Dollar	Creating a mult Dollar
First Page 1-14 of 24 Last Page			
[-] All Customers	840.00	840.00	0.00
[-] Midwest Region	245.00	245.00	0.00
[-] Western Region	595.00	595.00	0.00
Expand All Collapse All			

Last Checkbook Refresh: Display Budget:

Last Accrual Refresh: 06/08/2006 12:54PM

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#)

[Fund Detail](#) | [Accruals](#) | [Budget](#)

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.

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

<i>Column Heading</i>	<i>Calculation</i>	<i>Means of Entry</i>
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.
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 183](#)

[Chapter 13, "Updating Financial Information in PeopleSoft Promotions Management," page 235](#)

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 238](#)

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.

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.

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.

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.
- *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 129

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 56

PeopleSoft Enterprise Billing 9.1 PeopleBook, "Structuring Bills," Setting Up Distribution Codes

PeopleSoft Enterprise Order Management 9.1 PeopleBook, "Maintaining Order Header and Line Information," Modifying Pricing Information

PeopleSoft Enterprise Order Management 9.1 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	Definition 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 (Promotions, Manage Promotions, Maintain Consumption Data, Consumption Data).

Consumption Data

SetID: SHARE
Customer ID: 1000 Alliance Group
Product ID: 10000 Men's Long Sleeve Bike Jersey
Source: IRI
From Date: 02/10/2003 **To Date:** 02/17/2003

Consumption Data

UPC Code:	9182384553	External CustID:	10000-01-J
Base Units:	800.0000	Base Lift:	160
Converted Units:	800	Converted Lift:	160
Price:	100.0000	Promo Price:	\$90.00000
Display %:	100.0	Feature %:	0.0
TPR %:	0.0	Feature & Display %:	0.0
Freq Shopper %:	0.0	Increased Lift %:	20.0
Promotion Code:	PRO0000001 		

 Save
  Return to Search
  Notify

 Add
  Update/Display

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.
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.

Pages Used to Maintain National Allowances

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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. The link is available when you using a group promotion type.	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.

Page Name	Definition Name	Navigation	Usage
Promotions Group Details	TD_PROMO_PROD_HIDE	Click the Details link next to the promotion group on the National Allowances - Product Discounts page. The link is available when you using a group promotion type.	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 (Promotions, Manage Promotions, Create National Allowance, Details).

Details
Customers
Product Discounts

SetID: SHARE Promotion Code: ALW0000001 [Calendar](#)

General Information

Description: End of Season Promotion Short Description: End Season

Reference: *Allowance Status: Approved

Currency: USD US Dollar Distribution Code: DISCOUNT

Calendar: S3 Year 2003 Sales Calendar Grace Days:

GL Unit: US001 US001 NEW YORK OPERATIONS ☐ Stop Applying Discounts

Contact ID: BROKER Bob Johnson

Promotion Dates

Promotion Period: Q42003 4th Quarter Promo Period-2003

Shipment Dates

First Order Date: 10/01/2003 Last Order Date: 12/15/2003

First Scheduled Ship Date: 10/02/2003 Last Scheduled Ship Date: 12/29/2003

First Requested Arrival Date: 10/03/2003 Last Requested Arrival Date: 12/30/2003

Create National Allowance - Details page (1 of 2)

Performance Dates	
First Performance Date:	10/20/2003 
Last Performance Date:	11/03/2003 
Perform Weeks:	2
☐ Payment Authorization Required	
Comments:	

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. 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 40

Defining Customers for the National Allowance

Access the Create National Allowance - Customers page (Promotions, Manage Promotions, Create National Allowance, Customers).

DetailsCustomersProduct Discounts

SetID: SHAREPromotion Code: ALW0000002Calendar

Hide TreeDescription: National Rebate

Expand AllCollapse AllView 27First Page1-23 of 27Last Page

☒ ☐ All Customers

- ☒ ☐ Midwest Region
 - ☒ ☐ Illinois
 - ☒ ☐ Alliance Group (1000)
 - ☒ ☐ Easy Solutions (1002)
 - ☒ ☐ Golden Inc. (1005)
 - ☒ ☐ Indiana
 - ☒ ☐ Schererville
 - ☒ ☐ Advanced Consulting (1004)
 - ☒ ☐ Apex Systems (1001)
 - ☒ ☐ St. John
 - ☒ ☐ Central Association (1003)
 - ☒ ☐ Florence Garden (1010)
 - ☒ ☐ Western Region
 - ☒ ☐ California
 - ☒ ☐ Oregon
 - ☒ ☐ Washington

CustomersCustomizeFindView AllFirst1-10 of 17Last

*Customer ID	Name		
1005	Golden Inc.	+	-
1010	Florence Garden	+	-
1011	Consolidated Business	+	-
1006	Sara Outdoor	+	-

Create National Allowance - Customer page

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 (Promotions, Manage Promotions, Create National Allowance, Product Discounts).

DetailsCustomersProduct Discounts

SetID: SHAREPromotion Code: ALW0000001Calendar

Display TreeDescription: End of Season Promotion

Actual National Allowance Cost:

Products

Promotion Type:Product

*Promotion Group/Product:100324 Season Convertible Tent

Planned Ship Qty:1,000.0000*UOM:EA

Comments:

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

Discounts Find | View All | First 1 of 1 Last

Adjustment Type: Distribution Code:

Payment Method: ☐ Backout Returns?

Quantity Limitations **Price Type** **Price Action Type** **Cascading/Summed**

Max Quantity:

☒ Quantity ☐ Extended Price ☒ Disc/Surg ☐ Product Add ☐ Cascading ☒ Summed

Allowance Limitations

☐ Period-to-Date ☒ Applicable to List Price ☐ Applicable to RMA
☐ Use Net Price ☐ Applicable to Buying Agreement ☐ Tiered Pricing
☐ One-Time Only ☐ Applicable to Cost Base Tiered Increment:
☐ Mutually Exclusive ☐ Applicable to Alter Cost Base

Price Formulas Customize | Find | View All | First 1-2 of 2 Last

Formula Details

Seq	Adjustment Flag	Low Quantity	Upper Quantity	UOM	Discount	Curr		
1	Amount	1.0000	100.0000	EA	10.0000	USD	+	-
2	Amount	101.0000	999999999.0	EA	20.0000	USD	+	-

Funds Customize | Find | View All | First 1 of 1 Last

	Fund Code	Description	Amount	Curr	Percentage	Original Amount		
1	FND0000000	2003 - Non-Disc Fund - All	20000.00	USD	100.00		+	-

[Details](#) | [Customers](#) | [Product Discounts](#)

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.

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 79.](#)

Adjustment Type	Select an adjustment type for the promotional discount. Values are: <i>Bill Back:</i> 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. <i>Off-Invoice:</i> 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 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.

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.

- *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.

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 <i>Quantity with Price</i> or <i>BOGO with Price</i> for the adjustment flag field. Select the value of % (percent) or <i>Amt</i> (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 <i>Quantity with Price</i> or <i>BOGO with Price</i> 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. 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.

See Also

[Chapter 7, "Defining Promotions," page 77](#)

Viewing Promotion Group Details

Access the Promotion Group Details page (click the Details link next to the promotion group on the Create National Allowance - Product Discounts page).

Promotion Group Details

SetID: SHARE [Return](#)

Promotion Code: ALW0000002 National Rebate

Group ID:

Products				Customize	Find	View All	First	1 of 1	Last
	*Product ID	Description	UOM						
1	10000	Men's Long Sleeve Bike Jersey	EA						

[Return to Promotions](#)

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)
[Refresh](#)
[Add](#)
[Update/Display](#)

[Details](#) |
 [Customers](#) |
 [Product Discounts](#) |
 [Promotion Group Details](#)

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 46](#)

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

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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 219.

Page Name	Definition 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 132.
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 <i>Promo</i> or <i>Both</i> 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 <i>Promo</i> is the value of the Level to Promote Products field.

Page Name	Definition 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 <i>Promo</i> or <i>Both</i> 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.

Page Name	Definition 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 <i>PeopleSoft Enterprise Pricer 9.1 PeopleBook</i>, "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 <i>Promo</i> or <i>Both</i> 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.

Page Name	Definition Name	Navigation	Usage
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.
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 <i>Promo</i> or <i>Both</i> are the field values for the Level to Promote Products field. <u>See Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining Promotions Management Options, page 17.</u>

Page Name	Definition Name	Navigation	Usage
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 <i>Promo</i> 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.
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 <i>Promo</i> or <i>Both</i> 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.

Page Name	Definition Name	Navigation	Usage
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 (Promotions, Manage Promotions, Create Customer-Specific Promo, Promotion Details).

Promotion Details
Merchandising Activities
Metrics

SetID: SHARE Promotion Code: PRO0000015 [Calendar](#)
Description:

Customers

Customer ID: 1000 Alliance Group ☒ Protect Promotion
Reference:
Currency: ☐ Stop Applying Discounts Promotion Status: Planned
Calendar ID: Year 2009 Sales Calendar
*GL Unit: US001 NEW YORK OPERATIONS Distribution Code:
*Contact ID: Bob Johnson Grace Days:

Promotion Dates

Promotion Period:

Shipment Dates

First Order Date: Last Order Date:
First Scheduled Ship Date: Last Scheduled Ship Date:
First Requested Arrival Date: Last Requested Arrival Date:

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

The screenshot displays the 'Promotion Details' page for a customer-specific promotion. At the top, there is a 'Performance Dates' section with two date pickers: 'First Performance Date' set to 01/12/2009 and 'Last Performance Date' set to 12/31/2009. Below these, 'Perform Weeks' is set to 50. A checkbox for 'Payment Authorization Required' is present and unchecked. A large text area for 'Comments' is located below the dates. At the bottom of the form, there is a 'Return to Promotions' link and a row of buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'. Below the buttons, there are links for 'Promotion Details', 'Merchandising Activities', and 'Metrics'.

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 through the PeopleSoft Approval Framework 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.

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 20](#)

[Chapter 12, "Defining and Using Promotions Management Approval Workflow," Approving Customer Promotions, page 219](#)

[Chapter 5, "Setting Up PeopleSoft Promotions Management," Establishing Customer Trees, page 40](#)

[Chapter 7, "Defining Promotions," Copying Customer Promotions, page 129](#)

Defining the Products for the Customer Promotion

Access the Create Customer-Specific Promo - Products page (Promotions, Manage Promotions, Create Customer-Specific Promo, Promotion Details).

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

Promotion Details	Products	Merchandising Activities	Funds	Metrics
SetID: SHARE	Promotion Code: NEXT	Calendar		
Display Tree	Description: QTR3			
Product Promotion Information				
Customer ID: 1006	Sara Outdoor			
Promotion Type: Product				
Promotion Group/Product: 10000	Men's Long Sleeve Bike Jersey			
Retailer Information		Ship Quantity Calculations		
Shelf Price: 35.00	USD	Base Units: 50.0000	UOM: EA	
Promo Price: 30.00		Incr Lift Pct: 5.0	Participation %:	
Discount%: 14.29		Calc. Ship Qty:	Plan Ship Qty: 50.0000	
Save Notify Refresh		Add Update/Display		
Promotion Details Products Merchandising Activities Funds Metrics				

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.

Product Promotion Information

Promotion Type	Select the type. Values are <i>Group</i> or <i>Product</i> .
Promotion Group/Product	If you select a promotion type of <i>Product</i>, then select the product in this field. If you select a promotion type of <i>Group</i>, 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 <i>Promo</i>. 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 <i>NDP</i> (no discount product) or <i>KVI</i> (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 121.

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 38.
Promo Price (promotion price)	Enter the price a consumer normally pays to purchase the product from the retailer with the promotional discount applied.

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.

See Also

[Chapter 7, "Defining Promotions," Defining Product Prices for the Customer Promotion, page 109](#)

[Chapter 5, "Setting Up PeopleSoft Promotions Management," Establishing Product Trees, page 46](#)

Defining Product Prices for the Customer Promotion

Access the Create Customer-Specific Promo - Product Prices page (Promotions, Manage Promotions, Create Customer-Specific Promo, Promotion Details).

Note. This page is 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.

Promotion Details | Products | **Product Prices** | Merchandising Activities | Funds | Metrics

SetID: SHARE Promotion Code: PRO0000004 [Calendar](#)
 Description: Buy One Get One Free

Customer Product Prices

Customer ID: 1000 Alliance Group [Simulate Pricing](#)
 Promotion Group/Product: Product

Products								Customize	Find	View All	First	1 of 1	Last
*Product ID	Price by IBU	Description	Send Price	Price	Currency Code	UOM							
1	Price by IBU		☐		USD	EA	+ -						

☒ [Select All](#) ☐ [Clear All](#)

[Return to Promotions](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Promotion Details](#) | [Products](#) | [Product Prices](#) | [Merchandising Activities](#) | [Funds](#) | [Metrics](#)

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 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 151](#)

[Chapter 5, "Setting Up PeopleSoft Promotions Management," Establishing Product Trees, page 46](#)

PeopleSoft Enterprise Pricer 9.1 PeopleBook, "Working With the Pricing Simulator"

Defining Merchandising Activities for the Customer Promotion

Access the Create Customer-Specific Promo - Merchandising Activities page (Promotions, Manage Promotions, Create Customer-Specific Promo, Promotion Details).

Promotion Details | Products | Merchandising Activities | Funds | Metrics

SetID: SHARE Promotion Code: PRO0000004 [Calendar](#)
 Description: Buy One Get One Free

Customers
 Customer ID: 1000 Alliance Group [Product Details](#)

Actual Promotion Cost:

Merchandising Activities Find | View All First 1 of 2 Last

Merch Type: BOGO Buy One Get One Free
 Merch SubType:
 Distribution Code: DISCOUNT Discount Expense

Planned Ship Qty: 1500.0000 EA Merchandising Cost: 30.00 USD
 # of Orders: 1 Overhead Cost: USD
 Payment Method: Off-Invoice ☐ Backout Returns?

▼ Retailer Discounts

*Adjust Type: Off-Invoice Lump Sum Cost: USD

Quantity Limitations	Price Type	Price Action Type
Max Quantity:	☒ Quantity ☐ Extended Price	☐ Discount ☒ Product Add

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

Promotion Limitations

☐ Period-to-Date ☒ Applicable to List Price ☒ Applicable to RMA
☐ Use Net Price ☐ Applicable to Buying Agreement ☐ Tiered Pricing
☐ One-Time Only ☐ Applicable to Cost Base Tiered Increment: 1.0000
☐ Mutually Exclusive ☐ Applicable to Alter Cost Base

▼ Price Formulas Customize | Find | View All | First 1 of 1 Last

Formula Details Product Add

Use For Metrics	Seq	Adjustment Flag	Low Quantity	Upper Quantity	UOM	Curr		
☒	1	Quantity	1.0000	1500.0000	EA	USD	+	-

Comments:

[Return to Promotions](#)

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

[Promotion Details](#) | [Products](#) | [Merchandising Activities](#) | [Funds](#) | [Metrics](#)

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.

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.

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 <i>Amount</i> or <i>Percentage</i> if the Price Action Type is <i>Discount</i> to establish how you want to enter the product discount for the merchandising activity. Select <i>BOGO Factor</i>, <i>BOGO with Price</i>, <i>Quantity</i>, or <i>Quantity with Price</i> if the Price Action Type is <i>Product Add</i> to define how you want to give away products for the merchandising activity. 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 <i>Product Add</i> and an Adjustment Flag of <i>Quantity</i> or <i>Quantity with Price</i>. The number of orders defaults to <i>1</i>, 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 <i>Quantity</i> 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 <i>Extended Price</i> 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 <i>Discount</i> 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 <i>Product Add</i> 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 <i>BOGO with Price</i> or <i>Quantity with Price</i>. Note. If the Product Add Type equals <i>List Price</i>, 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 <i>Product Cost</i>, 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.

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 <i>100</i> . 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*:

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 Type is equal to <i>List Price</i>: %/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 Type is equal to <i>Product Cost</i>: %/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
	Quantity	Merchandising Cost = ((Quantity/BOGO Factor * Product Add Price/Cost) * # of Orders) + Overhead Cost

Price Action Type	Adjustment Flag	Calculation
	Quantity with Price	If Product Add Type is equal to <i>List Price</i>: %/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 <i>Product Cost</i>: %/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

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.

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:

$$\text{Variable Cost} = (\text{Unit Value} * \text{Units Redeemed}) + (\text{Unit Handling Cost} * \text{Units Redeemed})$$

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:

$$\text{Merchandising Cost} = (\text{Unit Value} * \text{Units Redeemed}) + (\text{Unit Handling Cost} * \text{Units Redeemed}) + \text{Insertion Costs} + \text{Overhead Cost}$$

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.

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 <i>100</i> . 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 56

Chapter 5, "Setting Up PeopleSoft Promotions Management," Defining Merchandising Subtypes, page 60

Defining Product Details at the Merchandising Activity Level for the Customer Promotion

Access the Create Customer-Specific Promo - Product Details page (Promotions, Manage Promotions, Create Customer-Specific Promo, Promotion Details).

Promotion Details | Merchandising Activities | **Product Details** | Metrics

SetID: SHARE Promotion Code: PRO0000015 [Calendar](#)
 Description: Biking Promotion

Customer ID: 1000 Alliance Group

Product Details Find | View All First 1 of 4 Last [Simulate Pricing](#)

Product ID: 10000 Men's Long Sleeve Bike Jersey ☐ Protect Product Details

Retailer Information			Ship Quantity Calculations		
Shelf Price:	35.00000	USD	Base Units:	40.0000	UOM: EA
Promo Price:	28.00		Incr Lift Pct:	25.0	
Discount%:	20.00		Participation %:	100.0	
			Calc. Ship Qty:	50.0000	
			Plan Ship Qty:	50.0000	

Price Information

Price: 20.00

Price by IBU ☒ Send Price

Promotion Group Details

[Return to Promotions](#)

[Promotion Details](#) |
 [Merchandising Activities](#) |
 [Product Details](#) |
 [Metrics](#)

Create Customer-Specific Promo - Product Details page

This page functions basically the same as the Create Customer-Specific - Products and Create Customer-Specific Product Prices page.

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 105](#)

[Chapter 7, "Defining Promotions," Defining Product Prices for the Customer Promotion, page 109](#)

Defining the Funds for the Customer Promotion

Access the Create Customer-Specific Promo - Funds page (Promotions, Manage Promotions, Create Customer-Specific Promo, Promotion Details).

Note. This page is only available if you have the Level to Fund Promotion field set to *Both* or *Promo* on the Promotions Options - General Options page.

Promotion Details		Products	Merchandising Activities	Funds	Metrics
SetID:	SHARE	Promotion Code:	PRO0000011		
		Description:	2nd Quarter 2005 Promotion		
Calendar					
Customers					
Customer ID:	1010	Florence Garden			
Total Promotion Costs:	42,000.00	USD			
Funds					
		Find View All First 1 of 1 Last			
Fund Code:					
Amount:	USD	Percentage:			
Original Amount:					
Return to Promotions					
Save	Return to Search	Previous in List	Next in List	Notify	Refresh
		Add	Update/Display		
Promotion Details Products Merchandising Activities Funds Metrics					

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 (Promotions, Manage Promotions, Create Customer-Specific Promo, Promotion Details).

Promotion Details Products Merchandising Activities Funds Metrics						
SetID: SHARE	Promotion Code: PRO0000011		Calendar			
Description:		2nd Quarter 2005 Promotion				
Customer Metrics						
Customer ID: 1010	Florence Garden		Currency Code: USD		Planned vs. Actual	
Forecasted Consumption				Fixed Costs		
	Promotion	EA	Equivalent	EA	Per Unit	EA
Base Qty:	1,000.0000		1,000.0000		1,000.0000	
Incremental Qty:	200.0000		200.0000		200.0000	
Consumption Qty:	1,200.0000		1,200.0000		1,200.0000	
Shipped Qty:	1,200.0000		1,200.0000		1,200.0000	
					Insertion Costs:	0.00
					Lump Sum Costs:	0.00
					Overhead Costs:	0.00
					Total Fixed Costs:	0.00

Create Customer-Specific Promo - Metrics page (1 of 2)

Variable Costs			Promotion Totals	
Product Costs			Sales:	390,000.00
Product(s) Cost	Unit Price	Extended Price	Incremental Sales:	65,000.00
93.0000		111,600.00	Promotion Costs:	42,000.00
Consumption Costs			Cost Per Shipped Qty:	35.00
Redemption Costs:		0.00	Cost Per Incr. Ship Qty:	210.00
Handling Costs:		0.00	Contribution:	348,000.00
Total Cost:		0.00	Contrib with Product Cost	236,400.00
Pricing Discounts			Incr. Contribution:	23,000.00
	Unit Price	Extended Price	Incr Contrib with Prod Cost	4,400.00
List Price:	325.00	390,000.00	Margin:	89.231 %
Off-Invoice:	35.00	42,000.00	Incremental Margin:	35.385 %
Bill Back:	0.00	0.00		
Total Discount:	35.00	42,000.00		
Net Price:	290.00	348,000.00		
Product Add Price/Cost:	0.00	0.00		
Total Variable Cost:		42,000.00		
Return to Promotions				
Save Return to Search Previous in List Next in List Notify Refresh			Add Update/Display	
Promotion Details Products Merchandising Activities Funds Metrics				

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.

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. $\text{Product(s) Costs (Unit Price)} * \text{Shipped Qty (Promotion)}$

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. $\text{Unit Value} * \text{Units Redeemed}$
Handling Costs	Displays the total handling cost for all the consumption merchandising activities for the customer promotion. $\text{Unit Handling Cost} * \text{Units Redeemed}$
Total Cost	Displays the total of all the consumption costs for the customer promotion. $\text{Redemption Costs} + \text{Handling Costs}$

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.
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

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.

$$\text{Total Discount (Extended Price)} + \text{Total (consumption) Cost} + \text{Product Add Price/Cost (Extended Price)}$$

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.

$$\text{Insertion Costs} + \text{Lump Sum Costs} + \text{Overhead Costs}$$

Promotion Totals

Sales Displays the total gross sales for the customer promotion. This value equals the value for list price (extended price).

$$\text{List Price (Unit Price)} * \text{Shipped Qty (Promotion)}$$

Incremental Sales Displays the total of incremental gross sales for the customer promotion.

$$\text{List Price (Unit Price)} * \text{Incremental Qty (Promotion)}$$

Promotion Costs Displays the total promotion costs for the customer promotion.

$$\text{Total Variable Cost} + \text{Total Fixed Costs}$$

Cost Per Shipped Qty Displays the unit cost for the shipped quantity.
 (cost per shipped quantity)

$$\text{Promotion Costs} / \text{Shipped Qty (Promotion)}$$

Cost Per Incr. Ship Qty Displays the unit cost for the shipped incremental quantity.
 (cost per incremental shipped quantity)

$$\text{Promotion Costs} / \text{Incremental Qty (Promotion)}$$

Contribution Displays the planned net sales for running the customer promotion.

$$\text{Sales} - (\text{minus}) \text{Promotion Costs}$$

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 Contrib 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 (Promotions, Manage Promotions, Reports, Promotion Contract).

See [Appendix A, "PeopleSoft Promotions Management Reports," TDC1000 - Promotion Contract Report, page 244.](#)

Copying Customer Promotions

This section discusses how to:

- Copy a customer promotion in batch mode.
- Copy customer-specific promotion information in real-time mode.

Pages Used to Copy Customer Promotions

Page Name	Definition 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 (Promotions, Manage Promotions, Copy Customer Promotions, Copy Promotions).

Copy Promotions

Run Control ID: aaPromo [Report Manager](#) [Process Monitor](#)

New Promotion

*SetID:

Create Multiple Customer Promo: ☒

*Promotion Code: *Description:

[Copy From Promotion](#)

Copy Request

[Customize](#) | [Find](#) | [View All](#) | | | First **1 of 1** Last

*From Promotion	*From Cust ID	*To Cust ID	Details	Merch Activites	Products	Funds	Use For Multiple Defaults		
			☒	☒	☒	☒	☐	+	-

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.

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 96

Copying Customer-Specific Promotion Information in Real-Time Mode

Access the Promotion Copy page (click the Copy link on the Create Customer-Specific Promo - Promotion Details page).

Copy From

From SetId: SHARE

Promotion Code:

From Customer ID:

☒ Promotion Details ☒ Products ☒ Merch Activites ☒ Funds

Return Cancel

Copy To

To SetId: SHARE

To Promotion Code: NEXT

To Customer ID: 1000 Alliance Group

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 96

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 96

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.

Pages Used to Perform Mass Maintenance on Promotions

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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 <i>Promo</i> or <i>Both</i> .
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 <i>Promo</i> or <i>Both</i> .
Create Multiple Customer Promo - Promotion Group Details	TD_PROMO_GP_OVERRIDE	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 <i>Promo</i> or <i>Both</i> and the Promotion Type is <i>Group</i> .

Defining the Details for the Customer Promotion

Access the Create Multiple Customer Promo - Details page (Promotions, Manage Promotions, Create Multiple Customer Promo, Details).

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.

See Also

Chapter 7, "Defining Promotions," Defining Product Details at the Merchandising Activity Level for the Customer Promotion, page 121

Defining the Products for the Customer Promotion

Access the Create Multiple Customer Promo - Products page (Promotions, Manage Promotions, Create Multiple Customer Promo, Products).

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 105

Defining the Customers Offered the Promotion

Access the Create Multiple Customer Promo - Customers page (Promotions, Manage Promotions, Create Multiple Customer Promo, Customers).

Details
Customers
Merchandising Activities

SetID: SHARE Promotion Code: PRO0000008 [Calendar](#)
Hide Tree Description: New Year's Resolution Promo
Expand All Collapse All View 27 First Page 1-14 of 27 Last Page

☒ All Customers
☒ Midwest Region
☒ Illinois
☒ Alliance Group (1000)
☒ Easy Solutions (1002)
☒ Golden Inc. (1005)
☒ Indiana
☒ Schererville
☒ Advanced Consulting (1004)
☒ Apex Systems (1001)
☒ St. John
☒ Central Association (1003)
☒ Florence Garden (1010)
☒ Western Region

Customers
Customize Find View All First 1-5 of 7 Last

*Customer ID	Name	Action	Comments		
1 1000	Alliance Group				+ -
2 1001	Apex Systems				+ -
3 1002	Easy Solutions				+ -
4 1003	Central Association				+ -
5 1004	Advanced Consulting				+ -

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.

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 96](#)

Defining Merchandising Activities for the Customer Promotion

Access the Create Multiple Customer Promo - Merchandising Activities page (Promotions, Manage Promotions, Create Multiple Customer Promo, Merchandising Activities).

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 110](#)

Defining the Product Details for the Customer Promotion

Access the Create Multiple Customer Promo - Product Details page (click the Product Details link on the Create Multiple Customer Promo - Merchandising Activities 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 121

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 122

Viewing Promotion Group Details

Access the Create Multiple Customer Promo - Promotion Group Details page (click the Details link next to the promotion group on the Create Multiple Customer Promo - Products 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 109

Viewing the Promotion Calendar

This section discusses how to view the promotion calendar.

Page Used to View the Promotion Calendar

Page Name	Definition 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 (Promotions, Manage Promotions, Review Promotion Information, Promotion Calendar).

Promotion Calendar

Search Criteria

*SetID:

[Search](#)

*Customer ID: Alliance Group

*Start Date:

*End Date:

Promotions											Customize Find View All First 1-2 of 2 Last
	Description	Status	First Order Date	Last Order Date	First Scheduled Ship Date	Last Scheduled Ship Date	First Delivery Date	Last Delivery Date	First Performance Date	Last Performance Date	
1	National Rebate	Approved	01/27/2003	02/12/2003	01/28/2003	02/13/2003	01/29/2003	02/14/2003	02/12/2003	02/17/2003	
2	President's Day Special	Customer Approved	01/27/2003	02/12/2003	01/28/2003	02/13/2003	01/29/2003	02/14/2003	02/12/2003	02/17/2003	

01 - January 2003

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

02 - February 2003

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

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.

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

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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 (Promotions, Analysis, Planned vs. Actual, Planned vs. Actual).

SetID: SHARE

Promotion Code: PRO0000014

Description: Summer Stock-up Promotion

[View Consumption Data](#)

Customer Metrics

Customer ID: 1004

Advanced Consulting

Promotion Status: Customer Approved

Currency: USD

Base Quantity: 100.0000

Unit of Measure: EA

First Performance Date: 04/01/2006

Last Performance Date: 06/30/2006

Inventory Business Unit: US010

Scanned Point of Sale Qty: 125.0000

Consumption Data Source: User Input

Promotion Product(s) Cost: 78.031

Calculate

Planned, Actual Shipped & Actual Consumed Data

Customize

Find

View All

First

1-10 of 10

Last

Description Line 1	Planned	Actual Shipped	Actual Consumed
Ship Quantity	150.0000	130.0000	125.0000
Incremental Lift Percentage	50.0000	30.0000	25.0000
Sales	44850.0000	38870.0000	37375.0000
Incremental Sales	14950.0000	8970.0000	7475.0000
Promotion Costs	9720.0000	8294.0000	8100.0000
Product Costs	11704.6500	10144.0300	9753.8750
Contribution	35130.0000	30576.0000	29275.0000
Contribution with Product Costs	23425.3500	20431.9700	19521.1250
Incremental Contribution	5230.0000	676.0000	-625.0000
Incremental Contribution with Product Costs	1328.4500	-1664.9300	-2575.7750

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.
- 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:

<i>Columns</i>	<i>Description</i>
Planned	Displays what you predict will be sold for a promotion.
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.

$$(\text{Ship Qty}/\text{Base Qty} - 1) * 100$$

Sales

Displays the total gross sales across all merchandising activities for the customer promotion.

$$\text{Ship Qty} * \text{Average Price of all Products on the Promotion}$$

Incremental Sales

Displays the total for incremental gross sales across all merchandising activities for the customer promotion.

$$(\text{Ship Qty} - \text{Base Qty}) * \text{Average Price of all Products on the Promotion}$$

Promotion Costs

Displays the total promotion costs for all merchandising activities for the customer promotion.

$$\text{Total Variable Costs} + \text{Total Fixed Costs}$$

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 124.](#)

Product Costs

Displays the average product cost of all products defined on the customer promotion in the customer UOM.

$$\text{Average Product Cost} * \text{Ship Qty}$$

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.

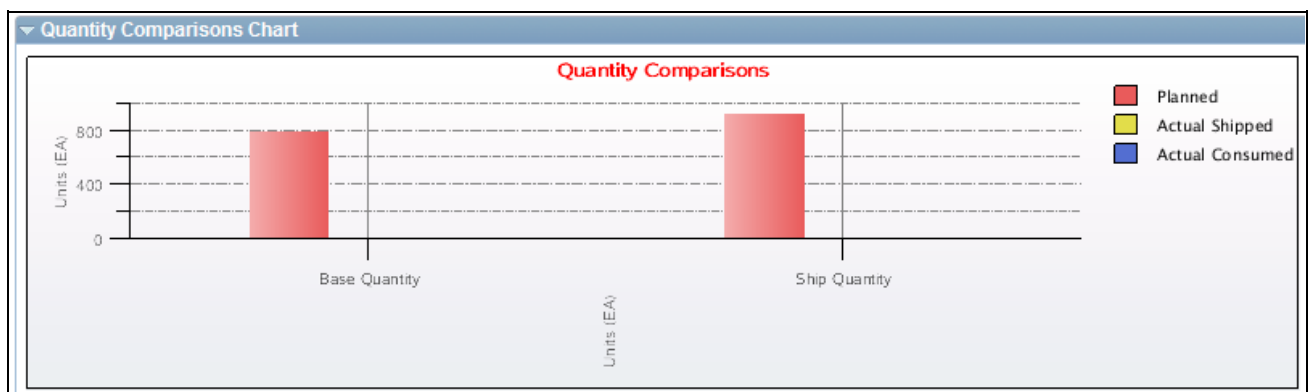
Contribution	Displays the net sales for running the customer promotion. Sales - Promotion Costs
Contribution with Product Costs	Displays the net sales for running the customer promotion including the product cost. Sales - Promotion Costs - Product Costs Note. This field will only display if the View Product Cost? option is selected in the user preferences to allow a user security access to view product cost information.
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 124](#)

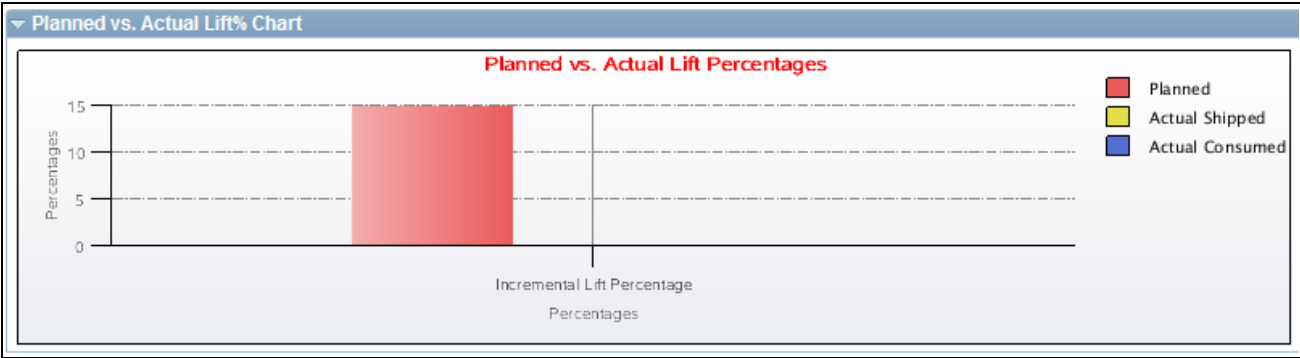
Using Charts to View Planned and Actual Values

Access the Quantity Comparisons Chart (Promotions, Analysis, Planned vs. Actual, Planned vs. Actual and click the Planned vs. Actual link from the Customer Promotion -Metrics page).



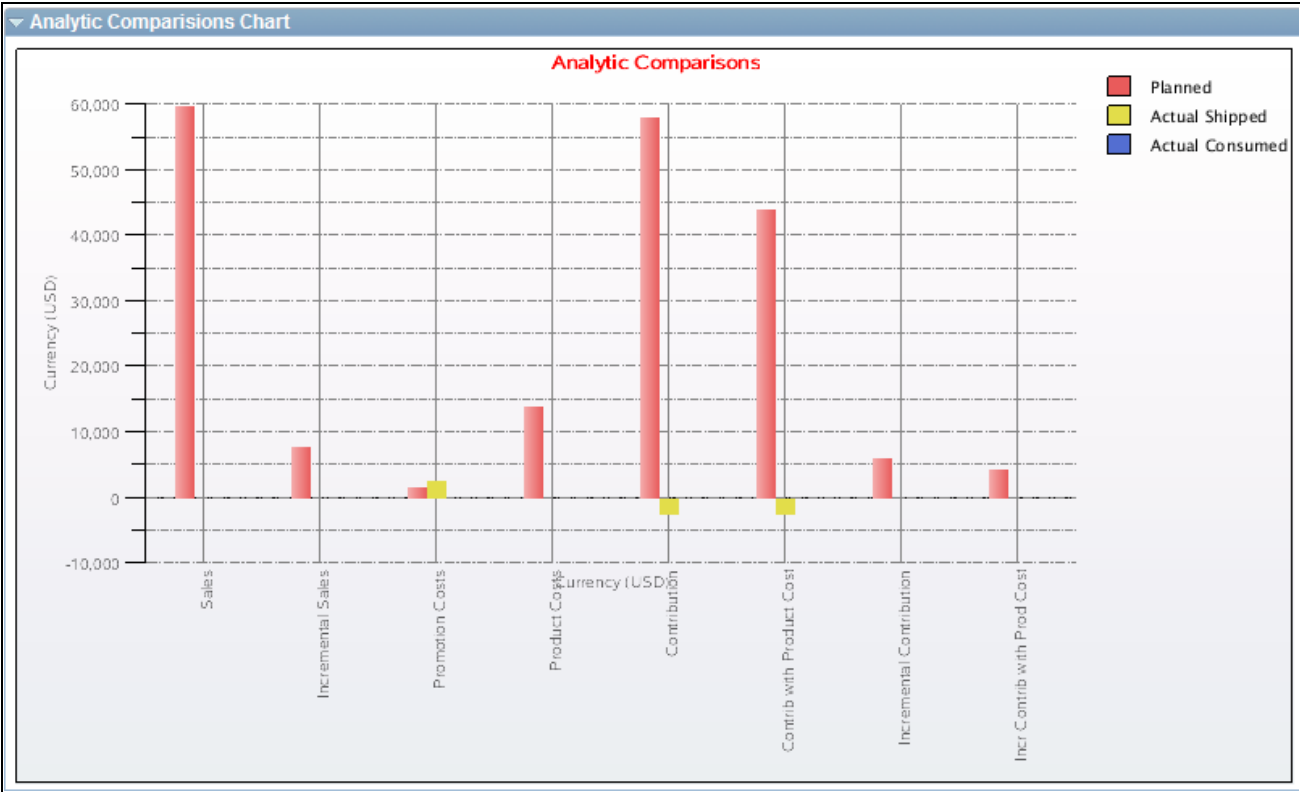
Quantity Comparisons Chart

Access the Planned vs. Actual Lift % Chart.



Planned vs. Actual Lift % Chart

Access the Analytic Comparisons Chart.



Analytic Comparisons Chart

Maintaining Consumption Actuals

This section discusses how to define consumption actuals.

Page Used to Maintain Consumption Actuals

Page Name	Definition 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 (Promotions, Payments, Specify Consumption Actuals, Actual Unit Consumption).

Actual Unit Consumption								
SetID:	SHARE	Promotion Code:	PRO0000002	Coupon Offer				
Customer ID:	1000	Alliance Group						
Consumption Activities								
Merchandising Type	Description	Unit Value	Currency Code	Handling Cost	Currency Code	Incurred Units Redeemed	Actual Units Redeemed	Unit of Measure
COUPON	Coupon	5.00	USD	0.05	USD	500.0000	500.0000	EA

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 235](#)

[Chapter 10, "Maintaining Checkbooks," page 179](#)

Generating the Promotion Forecast Report

This section provides an overview of the demand management integration and discusses how to generate the Promotion Forecast report.

Understanding PeopleSoft Demand Management Integration

It's imperative that you plan the product demand for promotional activities. The Promotion Forecast report provides the tool necessary to sync demand management 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.

Advanced planning operators can use this report to make the appropriate demand management event entries to assist them in their planning.

See [Appendix A, "PeopleSoft Promotions Management Reports," TDS1000 - Promotion Forecast Report, page 247.](#)

Page Used to Generate the Promotion Forecast Report

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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 (Promotions, Manage Promotions, Reports, Promotion Forecast, Promo Forecast).

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 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 247

Chapter 7, "Defining Promotions," Common Elements Used in This Chapter, page 79

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.

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 than 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.

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 157

PeopleSoft Enterprise Pricer 9.1 PeopleBook, "Creating Price Lists"

PeopleSoft Enterprise Pricer 9.1 PeopleBook, "Creating Price Rules"

PeopleSoft Enterprise Pricer 9.1 PeopleBook, "Using the Arbitration Plan"

PeopleSoft Enterprise Order Management 9.1 PeopleBook, "Maintaining Order Header and Line Information," Modifying Pricing Information

PeopleSoft Enterprise Order Management 9.1 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 77

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

Page Used to Create Price Rules

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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.

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 9.1 PeopleBook, "Creating Price Rules"

PeopleSoft Enterprise Pricer 9.1 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 9.1 PeopleBook, "Maintaining Order Header and Line Information," Modifying Pricing Information

PeopleSoft Enterprise Order Management 9.1 PeopleBook, "Maintaining Order Schedule Information," Modifying Pricing Information for the Order Schedule

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.

Note. The approval of payment authorizations can be routed through an automated workflow approval process called the PeopleSoft Approval Framework. 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 called the PeopleSoft Approval Framework. 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.

See Also

[Chapter 9, "Processing Payments for Promotional Activity," Authorizing Payments for Promotional Activity, page 162](#)

[Chapter 9, "Processing Payments for Promotional Activity," Defining Customer Claims, page 171](#)

[Chapter 9, "Processing Payments for Promotional Activity," Processing Claims for Payment, page 172](#)

[Chapter 9, "Processing Payments for Promotional Activity," Generating Accrual Transactions for Incurred Liability, page 173](#)

[Chapter 9, "Processing Payments for Promotional Activity," Viewing Customer Claims, page 175](#)

[Chapter 7, "Defining Promotions," page 77](#)

[Chapter 13, "Updating Financial Information in PeopleSoft Promotions Management," page 235](#)

[Chapter 10, "Maintaining Checkbooks," page 179](#)

[Chapter 11, "Viewing Promotional Activity," page 201](#)

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 9.1 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.

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 the approval framework is activated for payment authorizations or claims on the Promotions Options - General Options page, then the user will not be able to manually select these statuses. Instead, the PeopleSoft Approval Framework 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.

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.

Pages Used to Authorize Payments for Promotional Activity

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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.

Page Name	Definition Name	Navigation	Usage
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 PeopleSoft Approval Framework 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 224.
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.

Page Name	Definition 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 PeopleSoft Approval Framework 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 228.
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 (Promotions, Payments, Authorize Payments, Payment Search).

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:

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 the PeopleSoft Approval Framework 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 (Promotions, Payments, Authorize Payments, Payment Authorization).

Payment Search		Payment Authorization	
Payment Authorization Find View All First 1 of 6 Last			
SetID:	SHARE		
*Customer ID:	1001	*Status:	Authorized Return
*Promotion:	ALW0000004	Approval Status Monitor	
*Merch/Adjust Type:	AC		
Performance			
☐ Performed			
Perf. proof:			
Document: Document Type:			
Authorization			
Authorized Amt: 400.00 USD			
Authorized By: Accrual and Financial Update			
Incurred Liability: 400.00 USD		Auth. Date: 07/06/2006	
Merch Cost:		Closed Date:	
Lump Sum Cost:		Overhead Cost:	
Unit Value Cost:		Insertion Cost:	
Returned Amount: 20.00 USD		Unit Handling Cost:	
Adjustment Type:			
Save Notify Refresh			

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 PeopleSoft Approval Framework 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.

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 224](#)

[Chapter 13, "Updating Financial Information in PeopleSoft Promotions Management," page 235](#)

PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Defining Additional Common Information

PeopleSoft Enterprise Source-to-Settle Common Information 9.1 PeopleBook, "Defining Procurement Options," Preparing to Dispatch by Fax and Email

Entering Payment Exceptions

Access the Payment Exceptions page (Promotions, Payments, Authorize Payments, Payment Exceptions).

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.
- 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.
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Creating Customer Claims for a Specific Customer, Promotion Code, and Merchandising or Adjustment Type

Access the Claim Entry page (Promotions, Payments, Authorize Payments, Claim Entry).

Payment Search

Claim Entry

Payment Authorization

Find | View All | First | 1 of 1 | Last

SetID:

SHARE

Return

Promotion:

Merch Type:

Customer ID:

Authorized Amt:

Adjustment Type:

Merch Cost:

Insertion Cost:

Overhead Cost:

Unit Value Cost:

Lump Sum Cost:

Unit Handling Cost:

Returned Amount

Claim Entry page (1 of 2)

Claims

Find | View All | First | 1 of 1 | Last

*Claim Number:

NEXT

Amount:

Status:

Initial

*Payment Method:

Reference:

Business Unit:

*Distribution Code:

Alt Pay To Cust

Bill To Customer:

Bank Code:

Bank Account:

Check Number:

Return to Payments

Save

Notify

Refresh

Payment Search | Claim Entry

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.

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 9.1 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.

Page Used to Define a Customer Claim

Page Name	Definition 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 228.

Defining a Customer Claim

Access the Customer Claims page (Promotions, Payments, Create Customer Claim, Customer Claims).

Submit

(Optional) Click the Submit button to initiate the PeopleSoft Approval Framework 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.

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 9.1 PeopleBook, "Maintaining Vendor Information," Entering Vendor Identifying Information

[Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining General Options, page 20](#)

[Chapter 12, "Defining and Using Promotions Management Approval Workflow," Approving Customer Claims, page 228](#)

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	Definition 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.

Running the Promotions Management Payment Load Application Engine Process

Access the Payments Load page (Promotions, Payments, Send Claims to Billing and AP, Payments Load).

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 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.

Pages Used to Generate Accrual Transactions for Incurred Liability

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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 (Promotions, Payments, Run Accrual/Financial Updates, Accrual and Financial Update).

See [Chapter 13, "Updating Financial Information in PeopleSoft Promotions Management," page 235.](#)

Posting Accrual Entries to PeopleSoft General Ledger

Access the Generate Journals Request page (General Ledger, Journals, Subsystem Journals, Generate Journals, Generate Journals Request).

See [Chapter 13, "Updating Financial Information in PeopleSoft Promotions Management," page 235.](#)

Viewing General Ledger Accrual Entries

Access the GL Accruals inquiry page (Promotions, Payments, Review Payment Information, GL Accruals, GL Accruals).

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.

See Also

PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook, "Using Journal Generator"

Viewing Customer Claims

This section discusses how to view customer claims.

Pages Used to View Customer Claims

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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.

Page Name	Definition Name	Navigation	Usage
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 (Promotions, Payments, Review Payment Information, Customer Claims).

Customer Claims

Search Criteria

*SetID:

Customer ID: Advanced Consulting

Claim ID:

Promotion Code:

Merch/Adjust Type:

Payment Method:

Status:

RMA Number:

Search

Currency: US Dollar

Promotional Claims

Customize | Find | View All | First 1-3 of 3 Last

General

Payables Information

Billing Information

Export Information

Unit	Claim ID	Promotion Code	Merchandising Type	Description	Amount	Currency Code	Status	Payment Method
1 US001	CLM0000011	PRO0000014	TPR-BB	Summer Stock-up Promotion	500.00	USD	Approved	Credit Memo
2 US001	CLM0000012	PRO0000014	TPR-BB	Summer Stock-up Promotion	-100.00	USD	Approved	Chargeback
3 US001	CLM0000013	PRO0000014	TPR-BB	Summer Stock-up Promotion	250.00	USD	Approved	Check

Total Amount: 650.00 USD

Notify

Refresh

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 9.1 PeopleBook, "Processing Billing Interface Activity"

PeopleSoft Enterprise Billing 9.1 PeopleBook, "Correcting Billing Interface Process Errors"

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.

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.

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.

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.

Payment Exception Amount: Payment exception amount when a customer performs the promotional activity above or below expectations, you have unplanned payments for promotional activities or a customer returns goods associated with promotional activity.

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.

Pages Used to Define Checkbooks

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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 (Promotions, Analysis, Define Checkbook, Definition).

Definition		Levels	Columns	Authorized Users/Roles
SetID:	SHARE	Checkbook ID:	PLANNED	
*Description:	All Planned Amounts			
Available In ☒ Checkbook Review ☐ Discretionary Fund Budget ☐ Non-Discretionary Fund Budget				
Security & Display Trees ☒ Use SetID Default Tree ☒ Use Most Recent Effective Date Customer Tree: CUST Eff. Date: 01/01/1900 Product Tree: PROD Eff. Date: 01/01/1900				
Display Options Display Currency: USD US Dollar Unit of Measure: EA Each *Display Format: Custom ☒ Use Filters ☒ Can Override Default Values ☒ Can Override Blank Values				
Filters Display: Amounts Fund Code: Promotion Code: Start Date: Customer ID: Promotion Type: End Date: GL Unit: Product ID: Merch Type:				
Save Return to Search Notify Add Update/Display				
Definition Levels Columns Authorized Users/Roles				

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 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.

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: <i>Custom:</i> 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. <i>Customer Tree:</i> Base the checkbook display on the customer tree selected. All amount and unit details are broken down by nodes defined in the customer tree. <i>Product Tree:</i> 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.

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: <i>Customer</i> , <i>Fund</i> , <i>Merchandising Type</i> , <i>Product/Promo. Group</i> (product/promotion group), and <i>Promotion</i> .
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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.
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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 (Promotions, Analysis, Define Checkbook, Columns).

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.

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 190](#)

Assigning Users to the Checkbook Definition

Access the Define Checkbook - Authorized Users/Roles page (Promotions, Analysis, Define Checkbook, Authorized Users/Roles).

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.

Pages Used to Define Checkbook Formulas

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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 (Promotions, Analysis, Define Checkbook Formulas, Definition).

DefinitionTerms

Formula ID: %PLANCOSTS

*Description: Percent of planned costs

Short Description: %PlanCost

*Type: Checkbook Review Formula

Result Modifier

☐ None
☐ Absolute Value
☐ Truncate
☒ Round
 Decimal Positions: 0

Display Options

☐ Currency
☐ Units
☒ Number
 Preface String:
 Suffix String: %

Comment:

Save Return to Search Notify

Add Update/Display

DefinitionTerms

Define Checkbook Formulas - Definitions page

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 183

Defining the Checkbook Formula Terms

Access the Define Checkbook Formulas - Terms page (Promotions, Analysis, Define Checkbook Formulas, Terms).

Definition Terms

Formula ID: %PLANCOSTS

Formula Terms Find First 1-3 of 3 Last

Value: All Actual Amounts

Customer Promotion Status

☐ Planned	☒ Customer Approved	☐ Released
☐ Pending Approval	☐ Customer Rejected	☒ Closed
☐ Management Approved	☐ Customer Cancelled	
☐ Management Rejected	☐ Recalled	

National Allowance Status

☐ Planned	☐ Rejected
☐ Released	☐ Closed
☐ Pending Approval	☐ Recalled
☐ Approved	

Mathematical Operator: Divided By

Value: All Planned Amounts

Customer Promotion Status

☐ Planned	☒ Customer Approved	☐ Released
☐ Pending Approval	☐ Customer Rejected	☒ Closed
☐ Management Approved	☐ Customer Cancelled	
☐ Management Rejected	☐ Recalled	

Mathematical Operator: Multiplied By

Value: Constant Value Amount: 100.000

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.

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 188](#)

Updating Checkbook Data

This section, discusses how to update checkbook entries.

Page Used to Update Checkbook Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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 (Promotions, Funds, Run Accrual/Financial Updates, Accrual and Financial Update).

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 235](#)

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.

Pages Used to Display the Checkbook Definition

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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 and click the View Checkbook link.	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 (Promotions, Analysis, Review Checkbook, Checkbook Configuration).

Checkbook Configuration

Checkbook Config.

SetID: CORPORATE SETID Currency Code: US Dollar

Checkbook ID: Checkbook by Promotion UOM: Each

☒ Use Filters ☐ Auto Display Checkbook

Display Filters

*Display:

Start Date: 31

End Date: 31

GL Unit:

Fund Code:

Promotion Code:

Promotion Type:

Customer ID:

Merchandising Type:

View Checkbook

Load Defaults

Save As Defaults

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 (Promotions, Analysis, Review Checkbook, Checkbook).

Checkbook ID:		ACTUALS		All Actual Amounts				Checkbook Config.		Refresh Cr	
			Actual Off	Actual	Actual Credit	Actual Payment	Actual	Actual	Actual		
			Invoice Amount	Overhead Cost	Amount	Amount	Chargeback Amt	Deduction	WO	Returned	
								Am		Amount	
View 29		First Page	1-25 of 29		Last Page						
[-] All			\$14020.00	\$0.00	\$4800.00	\$6112.50	\$0.00	\$300.00		\$0.00	
[-] Alliance Group (1000)			\$4375.00	\$0.00	\$3500.00	\$4925.00	\$0.00	\$0.00		\$0.00	
[-] Apex Systems (1001)			\$825.00	\$0.00	\$800.00	\$937.50	\$0.00	\$0.00		\$0.00	
[-] Easy Solutions (1002)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
[-] Central Association (1003)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
[-] Advanced Consulting (1004)			\$8820.00	\$0.00	\$500.00	\$250.00	\$0.00	\$0.00		\$0.00	
[-] Golden Inc. (1005)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
[-] Florence Garden (1010)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00		\$0.00	
Expand All Collapse All											
Last Checkbook Update: 07/06/2006 7:19AM PDT											

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. Click this button to display the Checkbook Configuration page and change the (checkbook configuration) 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 183

Viewing a Discretionary or Non-Discretionary Fund Budget Checkbook Definition

Access the Maintain Fund Accruals/Budget - Budget page (Promotions, Funds, Maintain Fund Accruals/Budget, Budget).

Fund Detail

Budget

SetID: SHARE

Fund Code: FND0000001

Rollup Customer Funds

Checkbook ID:

Save As Default

Refresh

View 27

First Page

1-14 of 27

Last Page

	Budgeted Dollar	Distributed Dollar	Creating a mult Dollar
All Customers	170000.00	170000.00	0.00
Midwest Region	70000.00	50000.00	20000.00
Western Region	100000.00	100000.00	0.00

Expand All

Collapse All

Last Checkbook Refresh:

Display Budget: Amounts

Save

Return to Search

Previous in List

Next in List

Fund Detail

Budget

Maintain Fund Accruals/Budget - Budget page

See Chapter 6, "Defining Funds," Maintaining Funds, page 62.

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.

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.

Pages Used to View Promotional Activity

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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.

Page Name	Definition Name	Navigation	Usage
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 (Promotions, Manage Promotions, Review Promotion Information, Promotional Activity, Summary).

[Summary](#)
[Orders](#)
[Shipments](#)
[Off-Invoice](#)
[Credits\Chargebacks](#)
[Payments](#)
[Deduction Write-Offs](#)

Search Criteria
SetID: Date From: Date To: [Search](#)
Customer ID: Advanced Consulting
Promotion Code: Merch/Adjust Type:
*Unit of Measure: *Currency Code: US Dollar

Promotional Activity Summary [Customize](#) | [Find](#) | [View All](#)

[Totals](#)
[Merchandising Details](#)

Promotion Code	Merchandising Type	Total Qty Ordered	Total Qty Ship	Total Invoiced	Total Discount	Total Credits	Total Paid	Total Deduction Write-Offs
1 PRO0000008	TPR-OI	0.0000	0.0000	0.00	0.00	0.00	0.00	0.00
2 PRO0000014	TPR-BB	150.0000	130.0000	0.00	0.00	400.00	250.00	0.00
3 PRO0000014	TPR-OI	150.0000	130.0000	44850.00	8820.00	0.00	0.00	0.00
4 ALW0000001	OI	0.0000	0.0000	0.00	0.00	0.00	0.00	0.00
5 ALW0000002	AC	0.0000	0.0000	0.00	0.00	0.00	0.00	0.00

Grand Totals

Total Qty Ordered	Total Qty Ship	Total Invoiced	Total Discount	Total Credits	Total Paid	Total Deduction Write-Offs	Total Net Sales
150.0000	130.0000	44850.00	8820.00	400.00	250.00	0.00	35380.00

[Notify](#)
[Previous tab](#)
[Next tab](#)

[Summary](#) | [Orders](#) | [Shipments](#) | [Off-Invoice](#) | [Credits\Chargebacks](#) | [Payments](#) | [Deduction Write-Offs](#)

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.

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 (Promotions, Manage Promotions, Review Promotion Information, Promotional Activity, Orders).
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 (Promotions, Manage Promotions, Review Promotion Information, Promotional Activity, Shipments).
2. Enter selection criteria.
3. View shipment and return activity.

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 (Promotions, Manage Promotions, Review Promotion Information, Promotional Activity, Off-Invoice).
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 (Promotions, Manage Promotions, Review Promotion Information, Promotional Activity, Credits/Chargebacks).
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.

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 (Promotions, Manage Promotions, Review Promotion Information, Promotional Activity, Payments).
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 (Promotions, Manage Promotions, Review Promotion Information, Promotional Activity, Deduction Write-Offs).
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.

Chapter 12

Defining and Using Promotions Management Approval Workflow

This chapter provides an overview of the approval framework and discusses how to:

- Set up Promotions Management approval framework.
- Approve customer promotions.
- Approve payment authorizations.
- Approve customer claims.
- Insert ad hoc users.
- Monitor approvals.

Understanding the Approval Framework 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 PeopleSoft Approval Framework. The framework 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 the approval framework in conjunction with customer promotions, customer claims, and payment authorizations. Using the approval framework, 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.

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 the PeopleSoft Approval Framework requires a technical knowledge of PeopleSoft application development. This chapter highlights the approvals as they relate to Promotions Management. The *PeopleSoft Enterprise Components: Approval Framework 9.1 PeopleBook* provides more detailed information about approval workflow.

See *PeopleSoft Enterprise Components: Approval Framework 9.1 PeopleBook*.

To implement Promotions Management approval framework:

1. Register information with the approval framework 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 framework 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 Framework Processes, page 215.](#)

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 Components: Approval Framework 9.1 PeopleBook*.

4. Set up Promotions Management options to use workflow.

See [Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining General Options, page 20.](#)

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 *Defining Users for Approval Workflow, PeopleSoft Enterprise Components: Approval Framework 9.1 PeopleBook*.

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.

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 31.](#)

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 219.](#)

See [Chapter 12, "Defining and Using Promotions Management Approval Workflow," Approving Payment Authorizations, page 224.](#)

See [Chapter 12, "Defining and Using Promotions Management Approval Workflow," Approving Customer Claims, page 228.](#)

See [Chapter 12, "Defining and Using Promotions Management Approval Workflow," Monitoring Approvals, page 232.](#)

See *Defining Users for Approval Workflow, PeopleSoft Enterprise Components: Approval Framework 9.1 PeopleBook.*

See *Defining the Approval Transaction Registry, PeopleSoft Enterprise Components: Approval Framework 9.1 PeopleBook.*

Setting Up Promotions Management Approval Framework

This section discusses how to:

- Define general options for the approval framework.
- Define the transaction registry.
- Establish approval framework processes.
- Define alert criteria for the approval framework.
- Set up approval framework paths.
- Define steps for the approval framework.
- Maintain user-list definitions.
- Authorize Promotions Management approvers.
- Define self-approval criteria.

Pages Used to Set Up Promotions Management Workflow

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
General Options	TD_SETID_PREF	Set Up Financials/Supply Chain, Business Unit Related, Promotions Management, Promotions Options	Define general options for the approval framework which includes basic setup and default options for using the approval workflow in Promotions Management.
Transaction Registry	EOAW_TXN	Enterprise Components , Approvals, Approvals, Transaction Registry	Register the approval transaction. The transaction definition is the metadata that describes the transaction make-up to the approval workflow engine.
Setup Process Definitions	EOAW_PRCES_MAIN	Enterprise Components , Approvals, Approvals, Approval Process Setup	Define basic approval process details and approval workflow process stages.
Criteria Definition	EOAW_CRITERIA	Click the Alert Criteria link on the Setup Process Definitions page.	Define alert criteria for the approval framework.
Approval Path Definition	EOAW_PATH_SEC	Click the Path Details link on the Setup Process Definitions page.	Set up approval framework paths.

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Approval Step Definition	EOAW_STEP_SEC	Click the Step Details link on the Setup Process Definitions page.	Define steps for the approval framework.
User List Definition	EOAW_USER_LIST	Enterprise Components, Approvals, Approvals, User List Setup	Define user-list definitions.
Approval Authorization	EOAW_AUTH	Enterprise Components, Approvals, Approvals, Approval Authorization	Authorize Promotions Management approvers.
Criteria Definition	EOAW_CRITERIA	Click the Self-Approval Criteria link on the Approval Authorization page.	Define self-approval criteria.
Generic Template Definition	WL_TEMPLATE_GEN	PeopleTools, Workflow, Notifications, Generic Templates	Enter generic template definitions.

Define General Options for the Approval Framework

Access the Promotions Options - General Options page (Set Up Financials/Supply Chain, Business Unit Related, Promotions Management, Promotions Options).

Use this page to select one or more check boxes to activate the approval framework for customer promotions, customer claims, and payment authorizations. You can activate one or more workflow approvals for use in Promotions Management. The workflow approvals 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 approval framework 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 20.](#)

See Also

[Chapter 4, "Defining the Operational Structure in PeopleSoft Promotions Management," Defining General Options, page 20](#)

Defining the Transaction Registry

Access the Register Transactions page (Enterprise Components , Approvals, Approvals, Transaction Registry).

Register Transactions

Process ID:

TD_CLAIM

*Description:

Customer Claim Approval

Object Owner ID:

Promotions Management

*Cross Reference Table:

TD_CLAIM_AW

Worklist Prefix:

Notification Options

*Enable Notifications:

Enable Email and Worklist

*Notification Strategy:

Online Processing

Use Email Approvals:

☒

Form Generator Package Root:

Form Generator Class Path:

Internal URL Definition

External URL Definitions

Default Approval Component

Approval Event Handler Class

Root Package ID:

SCM_TD_APPROVALS

Class Path:

CLAIMS:Approval

Approval Status Monitor

Transaction Approval Levels

[Expand/Collapse All](#)

Save

Return to Search

Previous in List

Next in List

Notify

Add

Register Transactions page

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 approval framework workflows that you might want to develop or you can modify the templates. Remember that establishing and updating registries requires PeopleSoft application development knowledge.

See Defining the Approval Transaction Registry, *PeopleSoft Enterprise Components: Approval Framework 9.1 PeopleBook*.

Establishing Approval Framework Processes

Access the Setup Process Definitions page (Enterprise Components , Approvals, Approvals, Approval Process Setup).

Setup Process Definitions

Clone Approval Process

Approval Process Viewer

Preview Approval Process

Process ID: TD_CLAIM

Definition ID: SHARE

Effective Date: 01/01/1900

Description:

Definition Options

Definition Criteria

Alert Criteria

Definition Notifications

Timeout Options

*Admin Role: ADMINISTRATOR

*Status: Active

Priority: 1

Default Process Definition

User Auto Approval

Route to Requester

Include Requester

Stages

*Stage Number: 1

Description: Customer Claim

Level: Header

Paths

Description: Customer Claim

*Source: Dynamic

Details

Criteria

Steps

Customize

Find

View All

First

1 of 1

Last

Description	Approver User List	Details	Criteria			
1	Customer Claim Approvers					

Expand/Collapse All

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

Include History

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 approval framework 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.

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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 Setting Up Approval Framework Process Definitions, *PeopleSoft Enterprise Components: Approval Framework 9.1 PeopleBook*

Defining Alert Criteria for Approval Workflows

Access the Criteria Definition page (click the Alert Criteria link on the Setup Process Definitions 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.

See Setting Up Approval Framework Process Definitions, *PeopleSoft Enterprise Components: Approval Framework 9.1 PeopleBook*.

Setting Up Approval Framework Paths

Access the Approval Path Definition page (click the Path Details link on the Setup Process Definitions 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 Setting Up Approval Framework Process Definitions, *PeopleSoft Enterprise Components: Approval Framework 9.1 PeopleBook*.

Defining Steps for the Approval Framework

Access the Approval Step Definition page (click the Step Details link on the Setup Process Definitions 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 Setting Up Approval Framework Process Definitions, *PeopleSoft Enterprise Components: Approval Framework 9.1 PeopleBook*.

Maintain User-List Definitions

Access the User List Definition page (Enterprise Components, Approvals, Approvals, User List Setup).

User List Definition

User List:Customer Claim Approvers

*Description:Customer Claim Approvers

User List Source

☐ Role

☒ SQL Definition

SQL Object Identifier:TD_TREE_CLAIM_APPROVAL

☐ Query

☐ Application Class

☒ Include Users as Input

☒ Transaction Keys as Input

Save

Return to Search

Previous in List

Next in List

Notify

Add

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.

See Defining Users for Approval Framework, *PeopleSoft Enterprise Components: Approval Framework 9.1 PeopleBook*.

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.
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 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 Defining Dynamic Approvals, *PeopleSoft Enterprise Components: Approval Framework 9.1 PeopleBook*.

Authorizing Promotions Management Approvers

Access the Authorize Approvers page (Enterprise Components, Approvals, Approvals, Approval Authorization).

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 approval framework 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 (click the Self-Approval Criteria link on the Approval Authorization 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.

See Setting Up Approval Framework Process Definitions, *PeopleSoft Enterprise Components: Approval Framework 9.1 PeopleBook*.

Approving Customer Promotions

This section discusses the workflow approval process for customer promotions in Promotions Management.

Page Used to Approve Customer Promotions

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Promotion Details	TD_PROMO_CUST_DTL	Promotions, Manage Promotions, Create Customer-Specific Promo, Customer Promotions	Click the Submit button to initiate the approval framework 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 (Promotions, Manage Promotions, Create Customer-Specific Promo, Customer Promotions).

Promotion Details		Merchandising Activities	Metrics
SetID: SHARE	Promotion Code: PRO0000015	Calendar	
Description:	Biking Promotion		
Customers			
Customer ID: 1000	Alliance Group	☒ Protect Promotion	
Reference:		Submit	
Currency: USD	☐ Stop Applying Discounts	Promotion Status: Planned	
Calendar ID: S9	Year 2009 Sales Calendar		
*GL Unit: US001	US001 NEW YORK OPERATIONS		Distribution Code: DISCOUNT
*Contact ID: BROKER	Bob Johnson		Grace Days:
Promotion Dates			
Promotion Period:			
Shipment Dates			
First Order Date:	01/01/2009	Last Order Date:	12/31/2009
First Scheduled Ship Date:	01/02/2009	Last Scheduled Ship Date:	12/31/2009
First Requested Arrival Date:	01/05/2009	Last Requested Arrival Date:	12/31/2009

Customer Promotions - Promotion Details page (1 of 4)

This page illustrates the Submit button that you use to initiate the approval framework process for customer promotions. After you click Submit, the system updates the page to indicate that the promotion is pending approval as shown in this example:

Promotion Details				Merchandising Activities	Metrics
SetID:	SHARE	Promotion Code:	PRO0000015	Calendar	
		Description:	Biking Promotion	Maintain Multiple Cust Promo	
Customers					
Customer ID:	1000	Alliance Group	☒ Protect Promotion		
Reference:					
Currency:	USD	☐ Stop Applying Discounts	Promotion Status: Pending Approval		
Calendar ID:	S9	Year 2009 Sales Calendar	Approval Status Monitor		
GL Unit:	US001	US001 NEW YORK OPERATIONS	Distribution Code: DISCOUNT		
Contact ID:	BROKER	Bob Johnson	Grace Days:		
Promotion Dates					
Promotion Period:					
Shipment Dates					
First Order Date:	01/01/2009	Last Order Date:	12/31/2009		
First Scheduled Ship Date:	01/02/2009	Last Scheduled Ship Date:	12/31/2009		
First Requested Arrival Date:	01/05/2009	Last Requested Arrival Date:	12/31/2009		
Performance Dates					

Customer Details - Promotion Details page (2 of 4)

This page illustrates the Approve, Deny, and Pushback buttons that you use to accept or reject a promotion during the approval process:

Promotion Details				Merchandising Activities	Metrics
SetID:	SHARE	Promotion Code:	PRO0000015	Calendar	
		Description:	Biking Promotion		
Customers					
Customer ID:	1000	Alliance Group	☒ Protect Promotion		
Reference:					
Currency:	USD	☐ Stop Applying Discounts	Approve Deny Pushback		
Calendar ID:	S9	Year 2009 Sales Calendar	Promotion Status: Pending Approval		
GL Unit:	US001	US001 NEW YORK OPERATIONS	Approval Status Monitor		
Contact ID:	BROKER	Bob Johnson	Distribution Code: DISCOUNT		
			Grace Days:		

Customer Details - Promotion Details page (3 of 4)

After an approver approves a promotion, the system updates the Promotion Details page to indicate that the promotion has been approved. You can click the Approval Status Monitor link to view the approval details:

Promotion Details		Merchandising Activities		Metrics	
SetID:	SHARE	Promotion Code:	PRO0000015	Calendar	
		Description:	Biking Promotion	Maintain Multiple Cust Promo	
Customers					
Customer ID:	1000	Alliance Group	☒ Protect Promotion		
Reference:					
Currency:	USD	☐ Stop Applying Discounts	Promotion Status: Management Approved ▼		
Calendar ID:	S9	Year 2009 Sales Calendar	Approval Status Monitor		
GL Unit:	US001	US001 NEW YORK OPERATIONS	Distribution Code: DISCOUNT		
Contact ID:	BROKER	Bob Johnson	Grace Days:		

Customer Promotion - Promotion Details page (4 of 4)

This page illustrates the promotion status after all approvals have been accepted for the customer promotion.

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.

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.

Pages Used to Authorize Payments

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Payment Authorization	TD_PAYMENT_INFO	Promotions, Payments, Authorize Payments, Payment Authorization	Click the Submit button to initiate the approval framework 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 (Promotions, Payments, Authorize Payments, Payment Authorization).

Payment Search
Payment Authorization

Payment Authorization
Find | View All First 1 of 1 Last

SetID: SHARE
*Customer ID: 1000 Status: Pending Approval [Return](#)
*Promotion: PRO0000015 [Approval Status Monitor](#)
*Merch/Adjust Type: EAD

Performance
☒ Performed
Perf. proof:
Document: Document Type:

Authorization
Authorized Amt: 1500.00 USD
Authorized By:
Incurred Liability: USD Auth. Date:
Merch Cost: 2000.00 USD Closed Date:
Lump Sum Cost: 1500.00 USD Overhead Cost: 500.00 USD
Unit Value Cost: USD Insertion Cost: USD
Returned Amount: USD Unit Handling Cost: USD
Adjustment Type: Lump Sum

Payment Authorization page

This page illustrates how the page appears after the payment has been submitted for approval.

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.

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.

12. After 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

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Claim Entry	TD_CLAIMS	Promotions, Payments, Authorize Payments, Claim Entry	Click the Submit button to initiate the approval framework 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.

Page Name	Definition 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 228.

Approving Customer Claims

Access the Claim Entry or Customer Claims page (Promotions, Payments, Authorize Payments, Claim Entry).

Customer claim pages are similar to customer promotion approval pages. 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.

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. After all reviewers have approved the customer claim transaction, the Status will be updated to *Approved*.

Inserting Ad Hoc Users

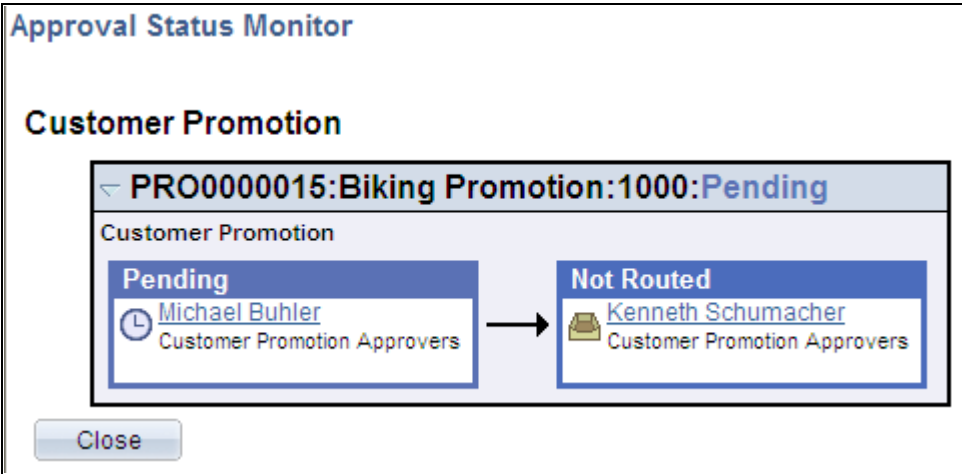
Access the Approval Status Monitor page from the Customer Promotion, Claim Entry, Customer Claim, or Payment Authorization page.

Pages Used to Enter Ad Hoc Users

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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.

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.

See *PeopleSoft Enterprise Components: Approval Framework 9.1 PeopleBook*.

Monitoring Approvals

This section discusses how to monitor approvals.

Page Used to Monitor Approvals

Page Name	Definition Name	Navigation	Usage
Monitor Approvals	EOAW_ADM_MON_ACT	Enterprise Components, Approvals, Approvals, Monitor Approvals	Monitor approvals.

Monitoring Approvals

Access the Monitor Approvals page (Enterprise Components, Approvals, Approvals, Monitor Approvals).

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.

See Using the Approval Monitor, *PeopleSoft Enterprise Components: Approval Framework 9.1 PeopleBook*.

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 an 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.
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.

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.

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.

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.

See "Understanding PeopleSoft Workflow," *Enterprise PeopleTools PeopleBook: Workflow Technology*.

See Also

Chapter 13, "Updating Financial Information in PeopleSoft Promotions Management," Running the Accrual and Financial Update Application Engine Process, page 238

Chapter 6, "Defining Funds," Maintaining Funds, page 62

Chapter 6, "Defining Funds," Maintaining Budget Amounts for Funds, page 72

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

Chapter 10, "Maintaining Checkbooks," Defining Checkbooks, page 183

Chapter 9, "Processing Payments for Promotional Activity," Authorizing Payments for Promotional Activity, page 162

Chapter 9, "Processing Payments for Promotional Activity," Generating Accrual Transactions for Incurred Liability, page 173

PeopleSoft Enterprise Application Fundamentals 9.1 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	Definition 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 (Promotions, Funds, Run Accrual/Financial Updates, Accrual and Financial Update).

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.

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 PeopleBook: Workflow Technology*

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

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 with your online documentation.

See Also

Enterprise PeopleTools 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 synchronize demand management 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 244

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.
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 <i>Off-Invoice</i> or <i>Bill Back</i> .
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 <i>Off-Invoice</i> or <i>Bill Back</i> and a Price Action Type of <i>Discount</i> .
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 <i>Off-Invoice</i> or <i>Bill Back</i> .
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 <i>Off-Invoice</i> or <i>Bill Back</i> .
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 <i>Off-Invoice</i> or <i>Bill Back</i> .

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 <i>Off-Invoice</i> or <i>Bill Back</i> .
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.
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 <i>Off-Invoice</i> or <i>Bill Back</i> . and a Price Action Type of <i>Discount</i> .
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 <i>Off-Invoice</i> or <i>Bill Back</i> . and a Price Action Type of <i>Product Add</i> .
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.
--	---

See Also

Chapter 7, "Defining Promotions," page 77

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.
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 77

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