TERNPOINT

USER GUIDE

TPS Rebates, Commissions & Deductions

TERNPOINT.SOLUTIONS

TPS Rebates, Commissions and Deductions

TPS Rebates, Commissions and Deductions (TRC) is a Ternpoint App for Microsoft Dynamics 365 Business Central (BC), that allows for the automatic calculation and optional accrual of rebates and commissions on sales documents. After the commission and rebate amount is posted to the trade ledger during the standard invoicing process, the trade can be credited to the customer account or paid out to a vendor, when a payment request is made or payment deduction is taken.

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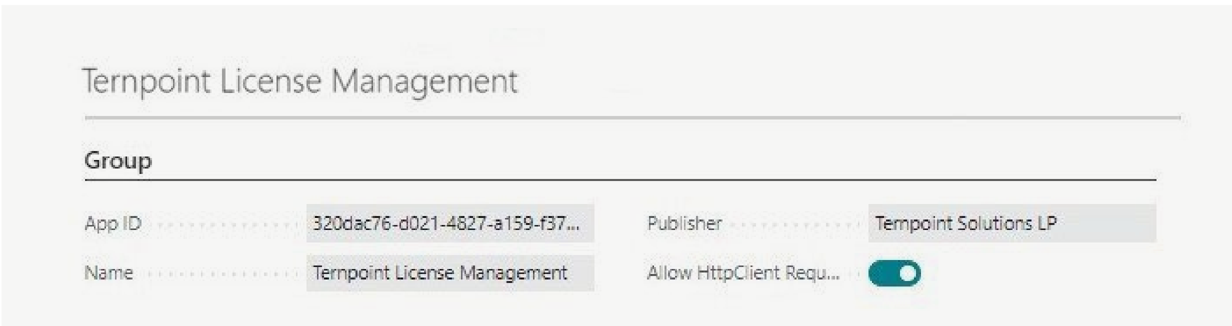
LICENSING

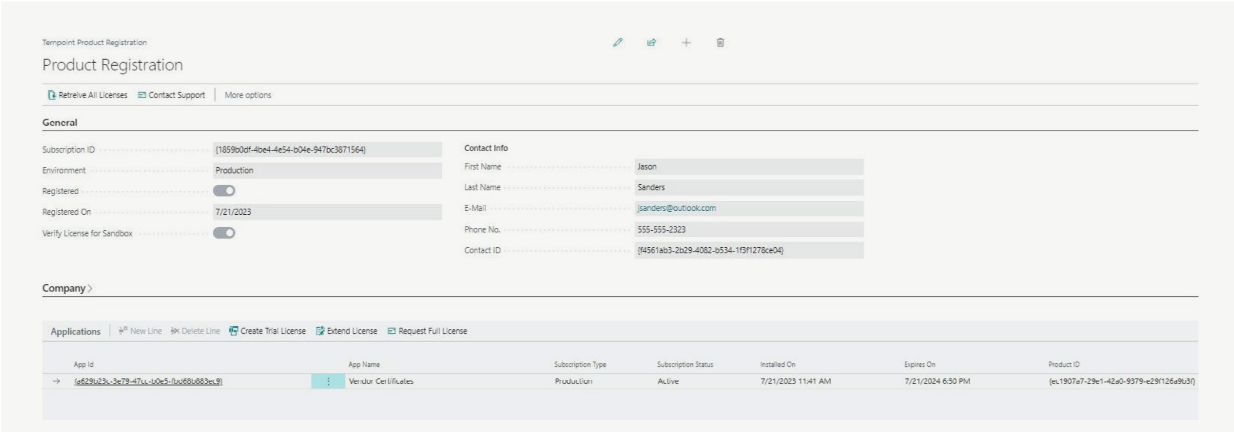
A companion app to manage licensing is automatically installed when any app from Ternpoint Solutions is installed. This means if you have installed any other app from Ternpoint Solutions you can skip to step 3.

1. A new **Permissions Set** was added as part of the companion app install. **TPS LM LICENSE MGT.** Assign this permission sets to users in advance of use, on the **User Setup** card.
2. Extension Setup.
    a. Search for and open **Extension Management.**
    b. Select **Ternpoint License Management** and open.
    c. Ensure *Allow HttpClient* Requests is activated.



3. Ternpoint Product Registration (must be completed in each BC company the app is being used in).
    a. Search for and open **Ternpoint Product Registration.**
        i. On this page all subscription types *Ternpoint Solutions apps* that have been installed are shown.
        ii. Also from this page you can:
            i. Contact Support
            ii. View your subscription status
            iii. Create a trial license
            iv. Apply for an extension to your trial license
            v. Request a full one year license.
        iii. Enter appropriate Contact Info and select **Register** in the ribbon.
            i. *The license fee is per Business Central tenant. This means if other Ternpoint Solutions apps have already been purchased, you should ensure that the same contact information is used across all Business Central companies to avoid a second monthly subscription fee.*
        iv. In the line section of the page select **Create Trial License.**
4. A 30 day trial license will be created for evaluation purposes.
5. If more time is needed to evaluate the app please select the **Extend License** or **Contact Support.**
6. In order to purchase a full license please select **Request Full License.**
    a. Email setup must be enabled in order to send emails requesting licenses or to contact support using the link.
7. In order to uninstall the app, navigate to Extension Management, select the app and select Uninstall in the ribbon.

NOTE: For any licensing issues or questions please contact Licensing@Ternpoint.Solutions.

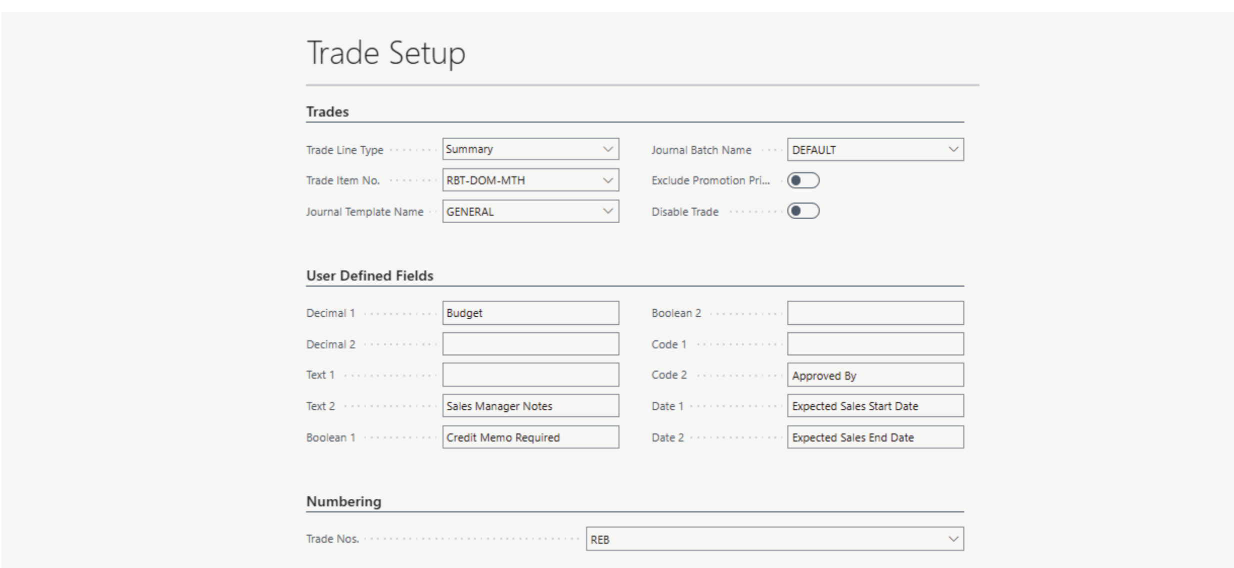


TRC PERMISSIONS

1. Three new **Permissions Sets** were added as part of the main app install. **TPS TRC TRADECOMM, TPS TRC TRADE READ** and **TPS TRC TRADE EDIT.** Assign these permissions sets to users in advance of use, on the **User Setup** card or through Entra.

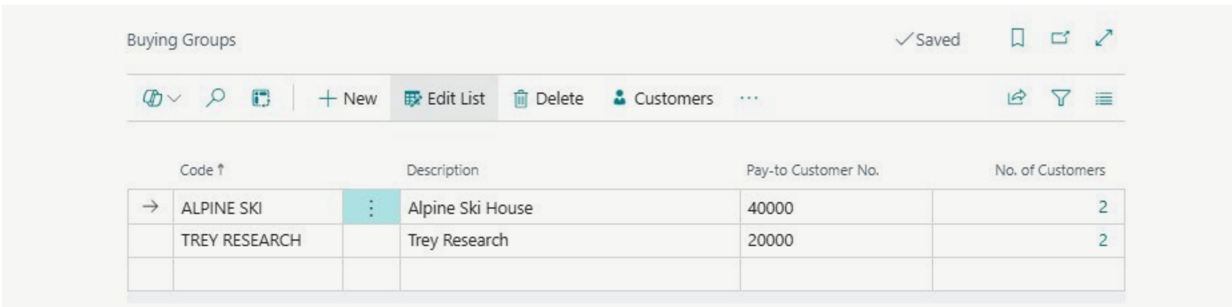
SETUP

1. Search for **Trade Setup** and open the page. The setups here are:
    a. The number series.
    b. Whether trade is posted as detail or summary – leave set to detail for maximum reporting capabilities.
    c. A default non inventory item can be selected to be defaulted on Trade Contracts in the Trade Item No. field.
    d. If **Ternpoint Promotions** is also installed the **Exclude Promotional Pricing** can be used to ensure that the line unit price not promotional price is used for **Trade** calculations.
    e. The **Disable Trade** option is provided to disable the app without uninstalling.
    f. **User Defined Fields** (2 per data type) have been added for additional data tracking. Once a field caption is entered the field will then show on the **Trade Contract**. Fields without a caption are not shown.



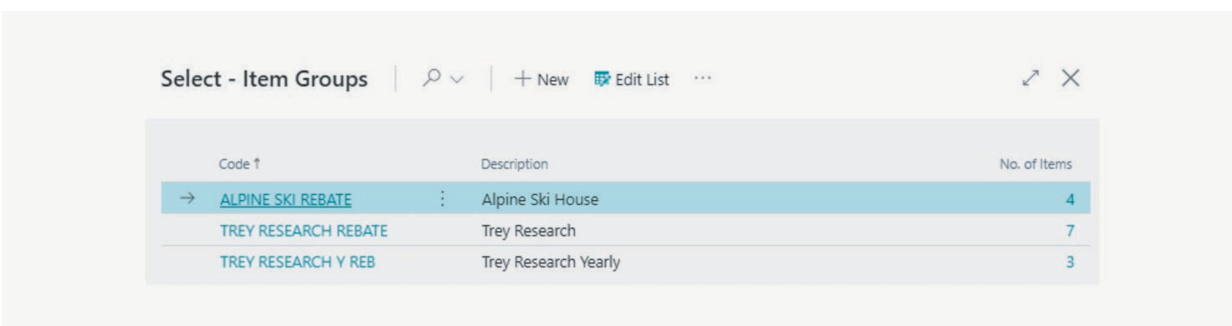
CUSTOMER BUYING GROUPS

1. Search for **Buying Groups** and open the page.
2. Enter a new **Code** and **Description**.
3. Enter a default **Pay- to Customer No.** for the Buying Group (can be changed on an individual **Trade Contract**).
4. To add a customer, select **Customers** and add a new customer(s).
5. To add multiple customers at once select **Add Multiple Customers**, on the customer list that opens, select the **button** with 3 dots then **Select More** and select additional customers with the radio button and press **OK** when done.
6. Press **OK** to complete adding customers to **Buying Groups**.



ITEM GROUPS

1. Search for **Item Groups** and open the page.
2. Enter a **Code** and **Description**.
3. To add an **Item**, select the Items option in the ribbon and add a new Item record in the list that opens.
4. To add multiple items at once select **Add Multiple Items**, on the Item list select the **button** with 3 dots then **Select More** and select additional Items.
   a. From the list filter, select Items and, then select multiple items.
   b. Press **OK** when done.
5. Press **OK** to complete adding Items to **Item Groups**.



TRADE CONTRACT

A **Trade Contract** is the part of the app that defines the customer(s), item(s), dates and values for the **Contract**.

1. Search for **Trade Contract** and open page.
2. The **Contract No.** will populate from the number series populated in the Setup section above.
3. Enter a **Description** for the program.
4. Select a **Contract Type** of either a **Rebate** or **Commission** (functionality for Automated **Deduction** handling will be added in a Fall 2025 release)
5. Select the **Source Type** as either a specific customer, all customers or a group of customers.
    a. Note: Customers are linked to Trade Contracts at the **Sell-to Customer** Level. If there are multiple customer locations or Sell-To Customers that should be included in the contract, then the **Buying Group Source Type** should be selected to include all customer locations.
6. Select a **Contract Type** of either a **Rebate, Commission,** or **Deduction** (functionality for Deduction handling will be added in a future release).
    a. Note **Pay-to Type** cannot be changed if there are open Trade Ledger Entries.
7. Select the **Source No**.
8. Select **Accrue Trade** select this field if accruing trade to the G/L is required. Posting of orders will always automatically create detailed and summary Trade Ledger Entries.
9. If **Accrue Trade** is selected then select the accompanying **Trade Accural** and **Trade Spend** accounts for the journal entry that will be posted.
10. Select a **Ship-to** Code for the trade program if needed - only available when **Source Type** is Customer.
11. Select Pay to Bill to Customer to earn the trade for the **Bill-to Customer** instead of the Sell-to Customer (default). If this is not selected the Sell-to will be the earner - field only available when **All Customers** is used as the **Source Type**.
12. Select the **Pay-to Type** of who (customer or vendor) will be paid or credited for the Trade. This could be a different entity other than the customer on the sales order such as a broker or salesperson or customer buying group.
    a. For Rebates when the **Pay-to Type** is a Customer a **Sales Credit Memo** will be created and posted. These are generally for rebates where the end Customer will be short paying a future invoice or sending you an invoice for this trade that has been earned based on sales to them. Typically seen in manufacturer-customer relationships in the large grocery chains.
    b. For Rebates when the **Pay-to Type** is Vendor a **Purchase Credit Memo** will be created and posted. These are generally for rebates where the vendor has incented the resale of their products and you the buyer and reseller will be short paying an invoice to account for this trade. Typically seen in Distributor-Buyer (you) -Customer relationships.
    c. For Commission types only the **Pay-to Type** of Vendor is permitted, and when processing trade a **Purchase Invoice** will be created and posted to the pay to. This type covers the payment to brokers or buying groups or sales people for earned trade.
13. Select the **Pay-to No.** for the customer or vendor will be receiving the credit for this program.
14. Select the duration of the program by filling in the **Starting Date** and **Ending Date**
    NOTE: the contract needs to be setup before orders are post invoiced and cannot be setup retroactively as trade is calculated during posting. See Trade Adjustment Journal section of this user guide on how to make adjustments.
15. Select a 'non-inventory' Type Item in the Trade Item No. that will be used on the lines of the Credit Memo or Invoice that will be created.
    a. The **Gen. Product Posting Group** on the Item card determines which GL Account the Credit Memo or Invoice Lines are posted to.
    b. If a new Item is needed, create it and set the Type to Non-Inventory.
16. Select a **Payment Terms Code** to calculate the Due Date for the rebate to be paid .
    a. If you don't see a Payment Terms Code that match the payment due date, create a new Payment Term:
        i. Click in the **Payment Terms** drop down field on the **Trade Contract**.
        ii. Select **+New** at the bottom of the list.
        iii. Enter a **Code** that represents the terms (view similar terms on the Payment Terms list to help format your code).

iv. Enter the **Due Date formula:** Follow this link for Using Due Date Formulas.

v. IF applicable: Enter the **Invoice Disc Due Date formula** & Enter the **Invoice Discount %** , otherwise leave blank.

vi. Enter a **Description**.

vii. Navigate back to the Trade Contract.

17. Select **Global Dimension 1 and 2 codes** if applicable (names of these Dimensions will be unique to your setup in the GL setup for global Dimension 1 and 2).
18. Leave **Currency Code** blank for local currency (multi-currency functionality will be added in a later release).
19. Select a **Calculation Type** from the drop down. If the Trade will be calculated on a 'document by document' basis select **Document,** else select a time period for how often the Trade will be calculated. **Document** is the standard selection.
20. Select **Trade Accrual** if you wish to post trade to the G/L (else trade is just posted to trade ledger until a payment/credit is posted). Once **Trade Accrual** is activated the **Trade Accrual Account** and **Trade Spend Account** are available for entry. At the time of post-invoicing a sales order the trade will be posted as a journal entry using these accounts.
21. In the lines.

    a. In the **Line Type** select whether the contract is for all Items one Item or a group of Items.

    b. In the **No.** Field select an Item code or an Item Group code depending on what was selected in the **Line** Type. Leave blank for all Items.

    c. If appropriate, enter a **Minimum Quantity.** This will be on an order-by-order basis for the minimum that must be ordered for the line to become active.

    d. Optionally, if using **Item** as the **Line Type** you can specify a **Unit of Measure Code,** and **Variant Code**, else these fields are ignored.

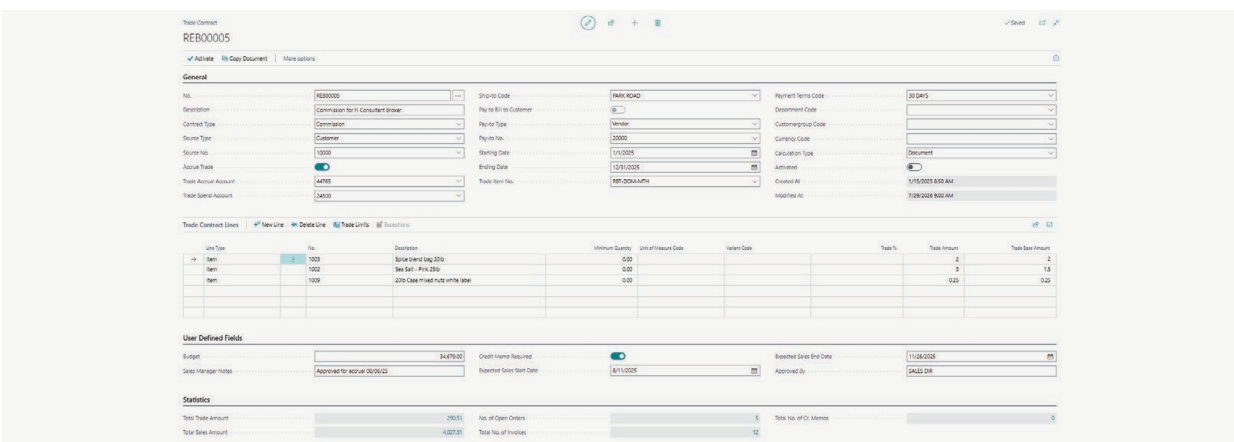
    e. Enter a **Trade %** or a **Trade Amount.** If using limits skip these values and move to line modifiers section below.

    i. If entering a **Trade %** this will be multiplied by the line amount on the sales line.

    ii. If entering a **Trade Amount** will be used for calculating the trade value. The **Trade Base Amount** is not editable and is calculated based on the **Trade Amount**.

    iii. When specifying a **Unit of Measure Code** the **Trade Amount** is based on this **Unit of Measure** not specific to a sales line in this **Unit of Measure.** If using **Trade %** the **Unit of Measure** is ignored.

    1. For example if the line is set to LB and the **Trade Amount** is $0.05, that is 5 cents per lb no matter what **Sales Unit of Measure** the item is transacted in.



22. Trade Contract Line Modifiers

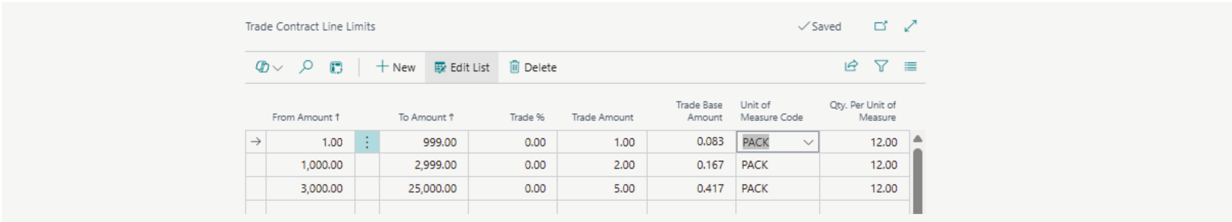
    a. In the ribbon of the line select the **Manage** option. Here you can set **Trade Limits** or **Exceptions**.

    b. If the line type is Item select **Trade Limits** and open the sub page.

    i. Enter a **From** and **To Amount** as the limits to what cumulative sales dollar amounts apply. For example, for $100 to $999 in total sales for this trade line the customer gets 2%, from $1,000 to $2,999, they get 3% and from $3,000 to $25,000 the customer will get 5% etc

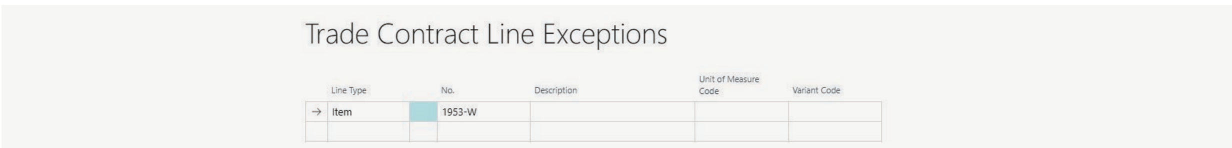
    ii. Enter a **Trade %** or a **Trade Amount** for those limits.

    iii. The **Unit of Measure** flows from the trade line and is not editable.


Trade Contract Line Limits

From Amount	To Amount	Trade %	Trade Amount	Trade Base Amount	Unit of Measure Code	Qty. Per Unit of Measure
1.00	999.00	0.00	1.00	0.083	PACK	12.00
1,000.00	2,999.00	0.00	2.00	0.167	PACK	12.00
3,000.00	25,000.00	0.00	5.00	0.417	PACK	12.00

c. If using **All Items** on the trade contract line, you can also use the **Exceptions** option to exclude specific items or groups.
   i. Select **Exceptions** and open the subpage.
   ii. Select **Items** or **Item Groups** to exclude from the **All Items** setup on the line.


Trade Contract Line Exceptions

Line Type	No.	Description	Unit of Measure Code	Variant Code
Item	1953-W			

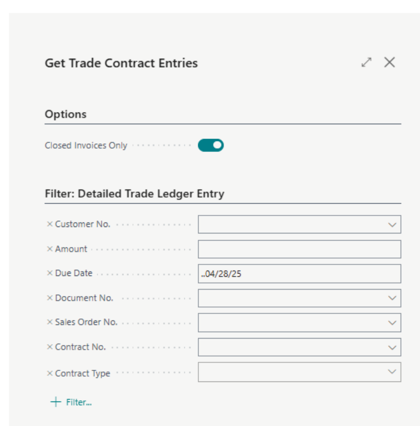
USING TRADE ON SALES ORDERS

1. When entering orders if the Customer, Item and Date setups match then the expected trade values will be calculated on **Release** of the Sales Order or by manually using the function to calculate it.
2. To manually calculate the Trade value, select **Release ▸ Calculate Trade** at any time in the order entry process to calculate the expected Trade value.
3. To check on expected trade that has been calculated on an open Sales Order select **Navigate ▸ Trade Ledger Entries** from the header or **Line▸Related Information▸Trade▸Detail ledger Entries**. If nothing is showing but was expected, check the contract setup.
4. Posted ledger entries can be found by searching for **Trade Ledger Entries** or by opening the **Trade Contract** and reviewing the **Statistics** tab. There is a summary and detail ledger for ease of reporting.

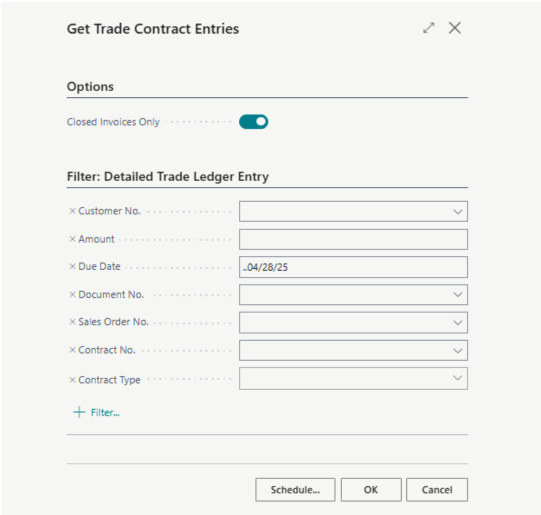
NOTE: Multiple **Trade Contracts** can be active on the same sales order line.
NOTE: Expected amounts will show in the Trade Ledger until the Sales Order is Invoiced, then actual amounts are shown.

TRADE JOURNAL (PAYING REBATES OR COMMISSIONS)

The Trade Journal is used to calculate and post Credits or Invoices for Rebates or Commissions, which can then be applied to short payments/open Invoices or paid out to the Customer or Vendor using the Payment Journal.



1. Search **Trade Journal** and open the page.
2. Select a **Batch** or create a new Batch for the journal.
3. Calculating **Rebates**.
   a. Under the **Actions** select **Calculate Rebates**.
   b. Enter filters for the **Date Range** and/or **Contract** and/or **Customer** you want the system to calculate for as well as whether to only includes closed (fully paid) invoices, and press OK.



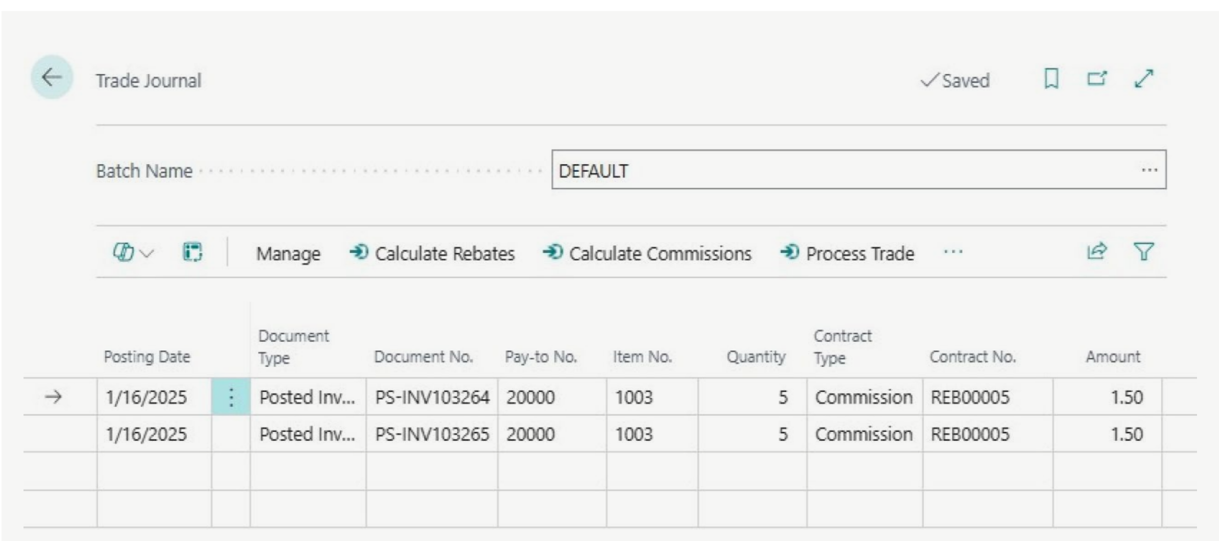
c. If applicable enter an **Adjustment Amount** (positive value) to reduce the credit amount payable. The net amount that will be credited will be auto calculated into the **Settled Amount** field. The entire trade ledger entry will be closed and the settled amount recorded alongside the original amount.

4. Calculating **Commissions**.
    a. Under the **Actions** select **Calculate Commissions.**
    b. Enter filters for the **Date Range** and/or **Contract** and/or **Customer** you want the system to calculate for as whether or not to include only closed (fully paid) invoices and press **OK**.

c. If applicable enter an **Adjustment Amount** (positive value) to reduce the credit amount payable. The net amount that will be credited will be auto calculated into the **Settled** Amount field. The entire Trade Ledger Entry will be closed and the settled amount recorded alongside the original amount.

5. When the journal is complete, select **Process Trade** to create **Posted Credit Memos** to the **Pay-to Customer** account or Posted Purchase Invoices to the **Pay-to Vendor** account.
    a. Lines can be added/deleted from the journal without affecting the system until the process is completed.

NOTE: if an error occurs in the auto-post routine the Credit Memo will still be created. Navigate to the open **Sales Credit Memos** or **Purchase Invoices** screen, fix any setup that's required and Post.



ADJUSTMENT JOURNAL

The **Trade Adjustment Journal** is used to adjust posted entries (for instance a **Trade Contract** is setup for 20% instead of 2% and entries are posted and need correcting) or can be used to create open balances when this extension is activated. Note that Configuration Packages can be used to import the opening entries into the **TPS TRC Trade Journal Line** table. See learning documentation on the Microsoft learning portal https://docs.microsoft.com/en-us/learn/modules/migrate-data-dynamics-365-business-central/.

1. Search for **Trade Adjustment Journal** and press ok.
2. Fill in the relevant fields on the line with the details of the adjustment ensuring that a **Customer No.** and an **Item No.** are filled in to provide accurate reporting.
    a. The **Amount** field should always be a positive number as the **Entry Type** controls whether the line is a debit or credit.
3. When complete select **Actions > Post.**