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About Contracts

In Planon ProCenter, the Contracts TSI is used to create and manage various types of contracts, such as service contracts and lease contracts.

If you have Rentable Units , you can link rentable units to a (lease) contract in the Contracts TSI.



For details on adding and maintaining rentable units, see the Rentable Units user documentation.

For details on SLA services and SLAs, refer to the *SLA Management* user documentation.

For details on working with lease accounting contracts in Contracts , refer to the *Lease accounting* user documentation.

Contracts - Concepts

This section describes the key concepts and their relation with each other to understand how Contracts is used in Essentials Edition .



For details on the basic principles of using Essentials Edition , see the *Fundamentals* documentation.

See the links below for more information:

- [Overview](#)
- [Contracts](#)
- [Contract statuses](#)
- [Supplement](#)
- [Contract lines](#)
- [Contract line statuses](#)
- [Contract line booking on budgets](#)
- [Price indexation](#)
- [Contracting parties](#)
- [Contract groups](#)
- [Contract categories](#)
- [Contract options](#)
- [Contract actions and contractual terms](#)
- [Communication logs](#)
- [Equal scopes](#)
- [Life cycle](#)
- [Reference date](#)
- [History](#)
- [Show related contracts](#)

Overview



Apportionment

A division of financial obligations that is triggered by an amount change within a period, or applied when the period is a 'broken' period.

'Broken' period

A 'broken' period is a time period that includes a part of a period, for example: 2,5 months. When calculating a financial obligation for a 'broken' period, apportionment can be applied.

Contracts

Contracts are the main elements. A contract is an agreement between two parties for the deliverance of goods or services. A contract contains:

- General agreements that apply to the contract as a whole.
- Agreements on the items/services to be delivered like the property, rentable unit, space, asset etc., to which it applies.
- Price agreements for each item/service that is delivered. These price agreements can vary in time.

A contract is a hierarchical element and can therefore contain subcontracts.

For details on adding contracts in Planon ProCenter, see [Adding contracts](#).

Contract actions and contractual terms

A contract action is an event relating to a contract that is scheduled to take place at a particular point in time, such as a contract review. You can link contract actions to a contract.

Furthermore, you can link contractual terms to a contract. An example of an agreement that can be linked to a contract is a declaration of costs for refuse collection.

For details on adding actions and contractual terms to a contract, see [Linking actions to a contract](#) and [Linking contractual terms to a contract](#).



You can archive the obsolete contract actions to remove them from the element section.

Contract categories

A contract category is an element used to group any type of contract. **Contract categories** are non-hierarchical elements. Examples are:

- Annual contract
- Temporary contract
- Service contracts with periodic maintenance
- Service contracts with incidental maintenance

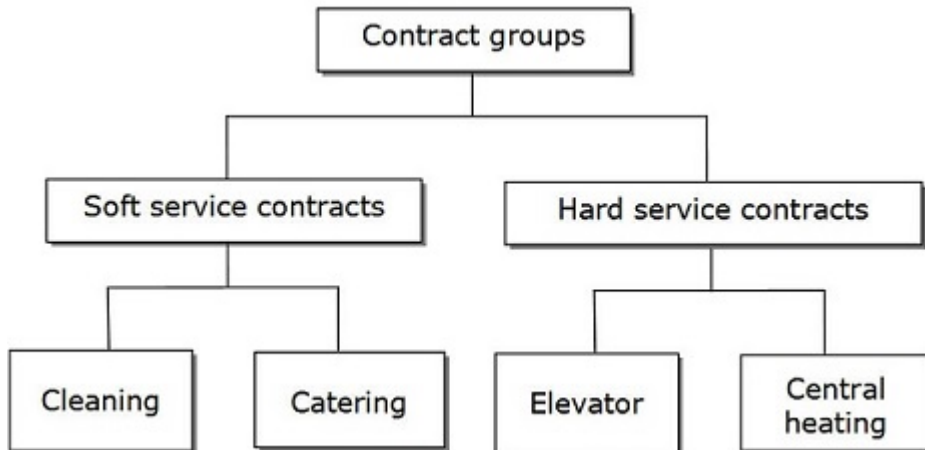
For more details, see [Defining contract categories](#).

Contract groups

Contract groups are elements that are used to group contracts into categories such as service contracts, purchase contracts or lease contracts. Since a contract group is a hierarchical element, it can be divided into subgroups. As a contract group is not linked to a specific property, the categorization of contracts into groups is therefore identical for all properties.

Example

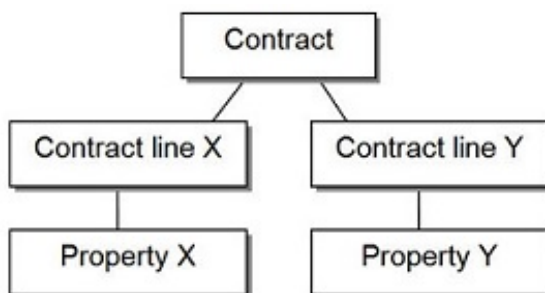
A Contract group can be divided in to **Hard service contracts** and **Soft service contracts** based on the type of work. The **Soft service contracts** group can contain the subgroups **Cleaning** and **Catering**. The **Hard service contracts** group can contain the subgroups **Elevator** and **Heating**.



For details on groups, see [Defining contract groups](#).

Contract lines

The agreements associated with each contract are specified via contract lines. A contract line is always linked to one specific property. Contracts on the other hand can apply to one or several properties. As a contract can contain several contract lines, it can be linked to several properties.



Contract line statuses

Contract lines can have various statuses. The possible status transitions available to a contract line depend on the current contract status.

For an overview of the available contract line statuses, refer to [Contract line statuses fields](#).

Contract options

A contract option is a feature included in a contract that enables a contracting party to extend a contract for a specific period of time, or to shorten or end it. Several options can be linked to a contract:

Renewal options can be used to extend the contract's end date. Renewal options can be applied multiple times.

Shortening options can be used to shorten the contract's end date. Shortening options can be applied multiple times.

Termination options can be used to terminate the contract and make the end date final (this an action which cannot be reversed).

For details on adding and using contract options, see [Using contract options](#).

Contract statuses

Contracts can exist in various statuses. The possible status transitions available to a contract depend on the current contract status.

For details on contract statuses in Planon ProCenter, refer to [Contract statuses fields](#).

For details on changing the contract status manually, refer to [Manually changing a contract status](#).

Contracting parties

Contracting parties are the ones involved in the contractual agreement.

Contracting parties can be linked to a contract, contract actions and contractual terms. Planon ProCenter enables you to define your own contracting parties. For details, see [Adding contracting parties](#).

Addresses from Addresses and persons from Personnel can be linked to a contracting party, and thus to a contract. For details on linking addresses and/or people to contracting parties, see [Contracting party data fields](#).

Communication logs

Communication logs are records of communication regarding an item that is added to Essentials Edition . These records are added manually in the respective TSIs and they can include all types of communication such as emails, faxes, reports, transcriptions of phone calls etc.

You can upload documents as reference or even include a link to a URL, which will always open in a separate browser window.

Communication logs can be added for many types of elements in Essentials Edition , for example orders (all order types), properties, visitors, budgets, invoices and so on.



You can create an action definition in Alerts to automatically delete communication logs based on a schedule.

History

Planon ProCenter enables you to display a history of changes made to a contract. This includes the user who changed the value in a field, the old and new values of the field and the time and date at which the

value was changed. You can select which data fields of an active contract or contract line you want to keep a history on.

For details see [Maintaining a contract's history](#).

Journal entries

A journal entry is logging of transactions in the general ledger. It details all the financial transactions of a business and the accounts these transactions effect.

Journal entries are created for financial commitments, accounting commitments and orders for which budgets are registered and need to be updated.

Life cycle

Planon ProCenter's life cycle concept allows you to keep track of changes that have been made to a contract in the course of time. A contract life cycle can be defined as a series of stages through which a contract passes during its lifetime. A contract has a start date and an end date. In the period in-between, a contract can enter various stages depending on the changes that are applied to its data. Changes can be applied to:

- General contract data, such as contract period, accepting and granting contracting parties etc.
 - Contract line data, such as the price agreement, indexation method and cost center etc.
- The **Contract lines > life cycle** selection step provides information on a contract line's life cycle.

The **Reference date** feature allows you to view a contract's progress on a specific date for a particular contract or a contract line.

For details on using reference dates, see [Reference date](#).



Price indexation

In Contracts , you can index contract prices according to an indexation method you defined in Supporting data . Planon ProCenter supports price indexation based on:

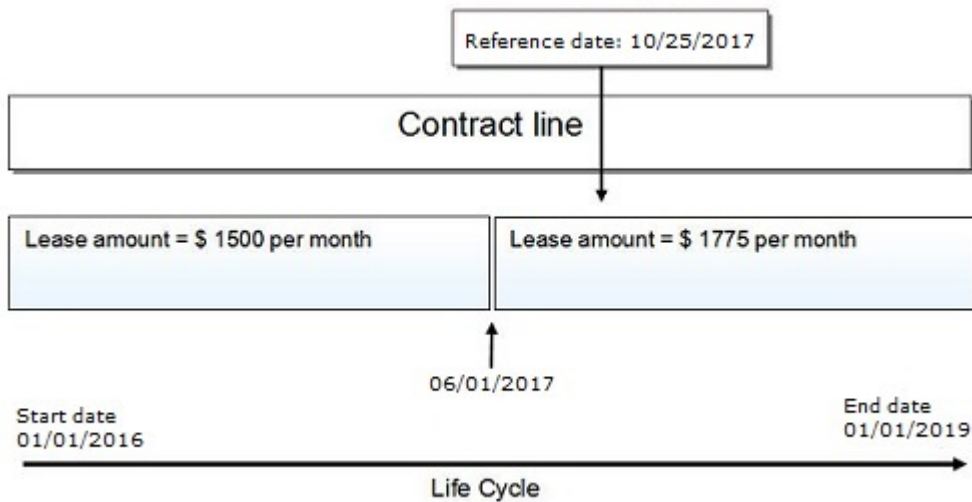
- Percentage
- Index groups
- Base amount

Reference date

You can use a reference date to access time-dependent data. Setting a reference date allows you to only display elements that are valid either on, before or after this date.

For example, you can specify that elements are only displayed if their start date is earlier than or equal to the reference date and whose end date is later than or equal to the reference date.


You can use the reference date to reveal the progress of a contract or contract line at a specific point in time.



- By default, the system date is the reference date.
- The reference date is activated by default, but you can switch it off on the toolbar.
- In order to run a report, the reference date must be active. If your contract contains life cycles, the Planon application needs a reference date in order to know what data to report on.

Show related contracts

When contracts are filtered, the related sub or parent contracts may not be displayed. Clicking the **Show**

related contracts  button on the tool bar, will show all the related contracts of the main/sub contract.

Supplement

For accounting and invoicing purposes, Planon ProCenter allows you to close contract amounts up to and including a specified date. For changes to amounts that have already been closed, Planon ProCenter automatically creates a supplement. For details on supplements, see [Supplements](#).

Working with Contracts

This section identifies the processes and tasks that can be performed in the Contracts TSI.

Defining contract groups

You can define your own contract groups at the **Components > Contract groups** selection step. A maximum of four levels can be defined.

A number of data fields are available for contract groups. For a description of these fields, refer to [Contract group data fields](#).

Defining contract categories

You can define your own contract categories at the **Components > Contract categories** selection step.

The following data fields are available to contract categories: **Code**, **Description** and **Comment**. The use of these fields is straightforward and is therefore not discussed.

Adding contracting parties

This section generally explains how to add new contracting parties in Planon ProCenter.

Procedure

1. Go to **Components > Contracting parties**.
2. On the action menu, click **Add**.
3. Complete the fields in the data section.

For details on the available fields, refer to [Contracting party data fields](#).

4. Click **Save**.

You have now added a new contracting party.



A contracting party is generated whenever a new address is added to the Addresses TSI.



For more information, see *Contact Management*.

Adding contracts

You can add various types of contracts such as service contracts and lease contracts at the **Contracts** selection level.

Follow the steps given below to add a contract.

Procedure

1. Go to the **Contracts** selection level.
2. On the action menu, click **Add service contract/Add lease contract**.
3. Complete the fields in the data section.

For details on the available fields, refer to [Contract data fields](#).

4. Click **Save**.

You have now added a new contract.

For data fields specifically for lease contracts, refer to [Additional fields for lease contracts](#).

A new contract is automatically assigned the **In preparation** status. This status indicates that data is not yet finalized and it therefore allows changes to be made. If a contract is validated, its status must be manually set to **Active**.

For details on changing a contract's status, see [Manually changing a contract status](#).



If the reference date is active, the expired contracts (i.e. contracts whose end date has already passed or contracts that are terminated) are not visible in the elements list.



At the **Contracts** selection level, the **Contracts without contract lines**  toggle button allows you to either show *all* contracts or only the contracts *without* contract lines. By default, all contracts are shown. Click the **Contracts without contract lines** button to only show contracts without contract lines.

See also

[Making contracts invoiceable](#)

Copying a contract

To add a contract that is similar to an existing contract which is either in the **In preparation**, **Active**, **Renewed**, **Terminated** or **Expired** statuses, you can use the **Copy** option on the action menu.



You cannot copy a contract whose date effective is empty.

Procedure

1. At the **Contracts** selection level, click the contract you want to copy.
2. On the action menu, click **Copy**.
The **Copying...** window is displayed.
3. You can see many options in the copying window.
4. **Copy as of:** Specify the date as of which contract data should be copied.
5. Note: This is not the start date of the copied contract, but rather, since contract data varies over time, the date on which the data you want to copy is valid for the selected contract.
6. **Copy modifications:** option if you also want to copy future modifications.
7. Note: the modifications are only included if their start dates are after the date specified in the **Copy as of** field.

If required, you can also copy the related subcontracts, contract actions, contract options, contractual terms, contract lines and SLA data, by selecting the relevant option.

8. Click **OK**.

The selected contract is now copied and is automatically assigned the **In preparation** status.

Linking actions to a contract

Actions can be linked to the currently selected contract via the **Contract details > Contract actions** selection step.



You can keep a history of contract actions at the **Life cycle contract lines > History of contract actions** selection step. For details on the history functionality, see [Life cycle modifications](#).

A number of data fields are available at the **Contract actions** selection step. For information on the fields, refer to [Action data fields](#).

Linking contractual terms to a contract

Contractual terms can be linked to the selected contract via the **Contract details > Contractual terms** selection step.

Several data fields are available for contractual terms. For information on the fields, refer to [Contractual terms data fields](#).

Adding contract lines

After creating a contract, you can add the corresponding contract lines. Contract lines are added at the **Contract details > Contract lines** selection step.



If the reference date is active, the expired contract lines (i.e. contract lines whose end date has already passed or contract lines that are terminated) are not visible in the elements list.

The procedure to add a contract line is as follows:

Procedure

1. At the **Contracts** selection level, click the contract to which you want to add contract lines.
2. Descend to **Contract details** > **Contract lines**.
3. On the action menu, click **Add**.



Contract lines of the type SLA can be used to link Service Level Agreements (SLAs) to a contract. For details, see the *SLA Management documentation*.

4. Complete the fields in the data section.
For details on the available fields, see [Contract line data fields](#).
5. Click **Save**.
You have now added a new contract line.



A contract is always linked to a property via a contract line.

See also

[Making contracts invoiceable](#)

Copying contract lines

To add a contract line that is similar to an existing contract line that is either in the **Inactive**, **Active** or **Terminated** status, you can simply use the **Copy** option from the action menu.



You cannot copy a contract line whose date effective is empty.

Procedure

1. Go to **Contract details** > **Contract lines**.
2. Select the contract line you want to copy.
3. On the action menu, click **Copy**.
The **Copying...** window is displayed.
4. You can see many options in the copying window.

5. **Copy as of:** Specify the date as of which contract data should be copied.

Note: This is not the start date of the copied contract, but rather, since contract data varies over time, the date on which the data you want to copy is valid for the selected contract.

6. **Copy modifications:** option if you also want to copy future modifications.

Note: the modifications are only included if their start dates are after the date specified in the **Copy as of** field.

If required, you can also copy the related SLA data by selecting the **Copy linked SLAs** and, subsequently, the **Copy SLA scopes** and/or **Copy SLA contract line costs** check boxes.

Note that you can copy SLA scope if the **Copy linked SLAs** option is enabled.

For contract service plans, you can copy **Contract service plan linked to asset** and its associated costs, by selecting the relevant option.

7. Select **Copy Linked properties** to copy contract lines along with properties.
8. Click **OK**.

The selected contract line is now copied and added to the same contract as the original contract line and the copy is automatically assigned the **Inactive** status.



- If you linked a rentable unit to a lease contract line, the **Rentable unit** field and all related calculated fields are cleared in the contract line's copy.
- If the original contract line has already been indexed, the **Indexation method** field is cleared in the contract line's copy.

Deleting contracts/contract lines

You can delete contracts with the **In Preparation** status (before the **Active** status).

Procedure

1. Select the contract/contract line.
2. On the action menu, click **Delete**.
Click **Proceed** in the confirmation message.
The selected contracts/contract lines will be removed.

Using - Advance delete

You can delete a contract even after it is moved to the **Active** status. For example, if a mistake is discovered after the activation of the contract/contract line.

Note that no invoices should be present on the contract.



Contracts and contract lines with closed lease accounting commitments cannot be deleted.

Procedure

1. Select a contract/contract line in the **Active** status.
2. On the action menu, click **Advance delete**.
3. Click **OK** in the confirmation message.

The selected contracts/contract lines will be removed.

However, deleting a contract in the **Active** status is restricted by the setting **Restrict deletion of contracts** in **Field Definer > Contracts > Business object settings**.

If **No** is selected, the **Advance delete** action will be available on the contracts. **Yes** is selected by default.



For more information on the setting, see *Field Definer > Settings for the contracts business object*.

The user should also be authorized to use the **Advance delete** feature.



For more information on authorization, refer to *Authorization > Function profiles*.

Manually changing a contract status

Various statuses can be assigned to contracts. The possible status transitions available for a contract depend on the current contract status.

- Every contract added is automatically assigned the **In preparation** status.
- A contract's status changes automatically from **Active** to **Renewed** as soon as an option for renewal is applied.
- A contract's status changes to **Terminated** as soon as an option for termination is applied.
- If a contract is not terminated by either party before its end date, its status can be manually set to **Expired** once the end date is reached. If you set a contract's status to **Expired**, any linked active contract lines are automatically assigned the **Expired** status.

For details on contract options, see [Using contract options](#).



A contract status can only be changed if the reference date is active. For details on using reference dates, see [Reference date](#).

You can also set individual contract lines to **Expired**.

The procedure to manually change a contract's status is as follows.

Procedure

1. At the **Contracts** selection level, click the contract(s) whose status you want to change.



To change the status of several contracts simultaneously, use the **Action on selection** option.



For details on using the **Action on selection** option, see the *Fundamentals* documentation.

The available status transitions are displayed on the **Status transitions** action menu.

2. On the **Status transitions** action menu, click the required status.

The status will be changed. The **System status** field is automatically populated with the new contract status.



Activating a contract by clicking the **Active** status causes the contract to become active from the contract's date effective, irrespective of the reference date. Once you have activated a contract (line), the data fields become read-only.

For details on modifying the data of an active contract (line), see [Modifying contract \(line\) data](#).



You can only activate a contract if either the **Customer** or the **Accepting contracting party** field is populated.

Modifying contract (line) data

To modify active contract data proceed as described below. You can follow the same procedure to change active contract line data at the **Contract details**> **Contract lines** selection step.



Some changes in contracts, contract lines and contract options must first be approved by a group of responsible persons before they can be applied. In Planon, you can specify which contract changes require approval. For more information on this subject, refer to the *Lease Accounting* user documentation.

Active contracts are contracts that are in one of the following statuses:

- **Active**
- **Renewed**
- **Terminated**

Procedure

1. Select the contract (line) to modify the data.
2. On the action menu, click **Add modification**.


The **Enter values** window is displayed. Here you can specify the date on which the change is to become effective. By default, the reference date is selected in the **Add modification on:** field. Click **OK** if you want to use this date.

3. To select another date, click **Select a date** button in the **Add modification on:** field.
4. Click **OK**.
5. In the **SLA amount** window, make the required change(s) to the amounts.
6. Click **OK**.

The contract (line) is now modified.

Changes made to an active contract or to an active contract line are automatically added at the respective life cycle selection step or level (**Contracts - life cycle** or **Contract lines - life cycle**), together with a modification record. Refer to the example below.



The fields indicated by the  icon are life cycle aware fields and changes in these fields are added at the life cycle selection level / step.

Example: Life cycle of a contract with 2 modification records

Record 1

From 01/06/2017 until 30/09/2017:
 Cost center = Research and Development;
 Department = Research and Development

Stat...	Code	Name	Start date - contract	End date
	0194	Lease Contract1	01/01/2017	31/05/2017
	0194	Lease Contract1	01/06/2017	30/09/2017
	0194	Lease Contract1	01/10/2017	

General	
Code	0194
Name	Lease Contract1
Contract group	01, Lease contracts
Cost centre	030000, Research & Development
Payment contract (Y/N)	Yes
Department	03, Research & Development
Deposit amount	

Record 2

As from 01/10/2017 onwards:
 Cost center = Sales & Marketing;
 Department = Sales & Marketing

Stat...	Code	Name	Start date - contract	End date
	0194	Lease Contract1	01/01/2017	31/05/2017
	0194	Lease Contract1	01/06/2017	30/09/2017
	0194	Lease Contract1	01/10/2017	

General	
Code	0194
Name	Lease Contract1
Contract group	01, Lease contracts
Cost centre	060000, Sales & Marketing
Payment contract (Y/N)	Yes
Department	06, Sales & Marketing
Deposit amount	

If you want to keep track of changes made to contracts in the **In preparation** status and contract lines in the **Inactive** status, set the **Suppress modification records during In Preparation status** option to **No** in

FieldDefiner. For each change made to a contract or contract line, Planon ProCenter now creates a record in the respective life cycle level or step.

If a life cycle-aware field is set to mandatory, an error message prompting about empty life cycle fields will appear. To fix this issue, fill out this specific field for every life cycle, starting at the first one.

If an intermediate life cycle already contains a value, Planon ProCenter cannot determine what the value of this field should subsequently be.

As a workaround:

7. Temporarily set the life cycle field to not mandatory.
8. Fill out the fields manually.
9. Set the field to mandatory again.



Do not use selection step filters on life cycle steps. Such a filter does not have any added value on these steps, as it is not possible to drill down from them. Moreover, and more importantly, the drill down results will be adversely affected by the step filter.

Making life cycle modifications

The following business objects support life cycles:

- Life cycles are available in Contracts
- Contract lines
- Rentable units
- Usage with rating

On **Contract details** level it is possible to add or undo modifications to existing life cycles.

For enhanced flexibility, it is possible to add modifications to a contract's life cycle.

Procedure

1. Go to **Contracts**. Select the contract to which you want to add a modification.
2. Descend to the **Contract details** selection level, and select the **Contracts life cycle** step.
3. Select a life cycle from the list and on the action menu, click **Add modification**.
A dialog box displaying the reference date appears.
4. Enter the date on which you want to apply the modification.
5. Click **OK**.

A new life cycle is added to the list.

The previous life cycle is automatically ended on the day prior to the new life cycle's start date. The new life cycle will adopt the previous life cycle's end date. The **Add modifications** action is available on all business objects that support life cycles.

Undoing a life cycle modification

By undoing a life cycle modification, you rollback the changes made to the previous life cycle.


To undo a life cycle modification

1. On the **Contract details** selection level, select the **Contracts life cycle** step.

2. Select the life cycle whose modifications you want rollback.
3. On the action menu, click **Undo life cycle changes**.



Undo life cycle changes does not revert the last changes to the life cycle. Instead, the selected life cycle adopts the life cycle field data of the previous life cycle.

A life cycle field is identified by the icon  preceding the field name.

Maintaining a contract's history

The **Contract history** selection step displays a contract's history by listing the changes made to values in specified fields belonging to an active contract. Similarly, the **Contract line history** selection step displays a contract line's history by listing the changes made to values in specified fields belonging to an active contract line.



For non-life cycle fields of contracts in the **In preparation** status and contract lines in the **Inactive** status, you can choose whether or not Planon ProCenter maintains history. By default, Planon ProCenter does not maintain a history of changes made during the **In Preparation** and **Inactive** statuses. If you want to keep track of changes made to contracts in the **In preparation** status and contract lines in the **Inactive** status, you can use the **Log history - In preparation status** setting in **Field Definer**.



For more information on this setting, refer to the Field Definer documentation.

In **Field Definer**, you can enable an automatic **History** option for individual fields belonging to contracts and contract lines. Once this option is enabled for a field, changes to that field's value are saved automatically. These changes can then be viewed on the **History** selection step. For a description of these fields, refer to [History fields](#).



For details on changing the field attributes, see the *Field Definer* documentation.

Using priority coloring for contracts and contract actions

If the **Show color based priority** setting is applied in Contracts , the contract and contract action descriptions in the elements list are displayed in different colors, indicating their priority. Contracts are colored based on the **next notice date offering party/accepting party**; contract actions are colored based on the **action date**. The descriptions are colored in accordance with the settings made in Supporting data and with the **Date-time coloring** set on the contract / contract action.



For more information on coloring based on priority settings, see Supporting data > *Priority coloring*.

Procedure

1. Make sure that the color settings in the **Priority coloring** TSI in Supporting data are configured.
2. In Contracts go to the **Contracts / Contract actions** selection step and click the **Show color based priority** button to enable priority coloring for contracts / contract actions.
3. In the pop-up, specify the number of preceding and subsequent days (with respect to the current date) for which the contracts / contract actions need to be colored.



This setting is set *per user*: each user can have his specific setting based on his role and responsibilities.

Adjusting contract prices using indexation

Price indexation can be used to adjust contract prices and it is available on the **Contracts** selection level. All contract lines linked to the selected contract are indexed up to and including the selected date. You can index contract prices according to:

- An indexation method based on a percentage (see [Indexation based on a percentage](#)).
- An indexation method based on an index group (see [Indexation based on index groups](#)).
- An indexation method based on Base amount (see [Base amount indexation](#)).



Before starting the indexation, ensure an indexation method is specified for the contract lines linked to the contracts for which you want to index prices. For details, see [Contract line data fields](#).



The Indexation methods are defined in Supporting data . For more information on defining indexation methods, see the Supporting data documentation.

Planon ProCenter automatically recalculates indexed prices if one of the following contract line items is changed before or on the last indexation moment:

- The amount
- The base amount for indexation
- The year or month of base amount indexation
- The indexation method



If you change the indexation method in the course of time, the indexation method you most recently selected is applied in future indexations. If you manually change an amount on an

indexation moment, the amount is not indexed. Planon ProCenter saves the amount you entered manually and no indexation is performed. If you want to reverse a manual price change and get the amount indexed again, you can do this by changing the amount back to its previous value. Please refer to the following example.

Example

Amount indexed 10% each month, starting from Feb. 1st:

	January	February	March
Amount	100	110	121

March 1st Indexation moment

Feb. 1st Indexation moment

Case 1: Manual price change on indexation moment

Amount is changed manually to 150 on Feb. 1st (= indexation moment). The amount is not indexed on Feb. 1st:

	January	February	March
Amount	100	150	165

Feb. 1st

March 1st

To undo this manual price change you should change the amount back to its previous value (=100) as of Feb. 1st. The amount will then be indexed as of Feb. 1st.

Case 2: Manual price change on a non-indexation moment

Amount is changed manually to 150 on January 10 (no indexation moment). The amount is indexed on the next indexation moment:

	January	February	March
Amount	100	150	165
			181,50

March 1st

Feb. 1st

Jan. 10

Manual price change

To undo this manual price change you should change the amount back to its previous value (=100) as of January 10.

Indexing contract prices

To index contract prices, proceed as follows.

Procedure

1. Go to **Contracts > Contract lines** and specify an indexation method.
2. Go to the **Contracts** selection level, click the contract for which you want to index prices.
3. On the action menu, click **Index**.

The **Enter values** window is displayed. By default, the last day of the current month is selected in the **Indexed up to and incl.** field. Click **OK** if you want to use this date.

4. To select another date, click  in the **Indexed up to and incl.** field.

The date picker appears.

5. Select the required date.

All contract lines linked to the selected contract are now indexed up to and including this date.

Indexation based on a percentage

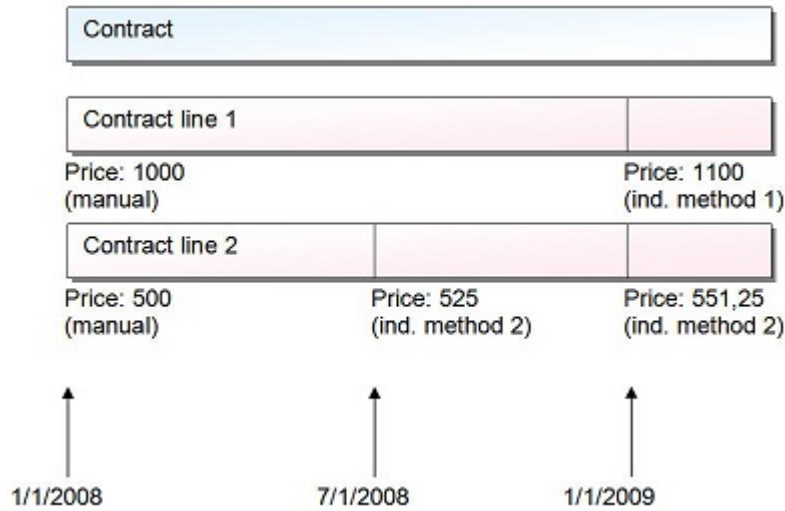
The following examples illustrate how price indexation based on a percentage is used.

Example 1 - Indexation based on a percentage

For contract X, the following are defined:

- Contract's start date: 1/1/2008
- 2 contract lines with start date 1/1/2008
- **Indexation method 1:**
indexation percentage = 10%
indexation period = every year
- **Indexation method 2:**
indexation percentage = 5%
indexation period = every 6 months
- For contract line 1, price indexation based on method 1 is started at 1/1/2009.
For contract line 2, price indexation based on method 2 is started at 7/1/2008.

Indexation is executed up to and including 1-1-2009. The following figure provides an overview after indexation:

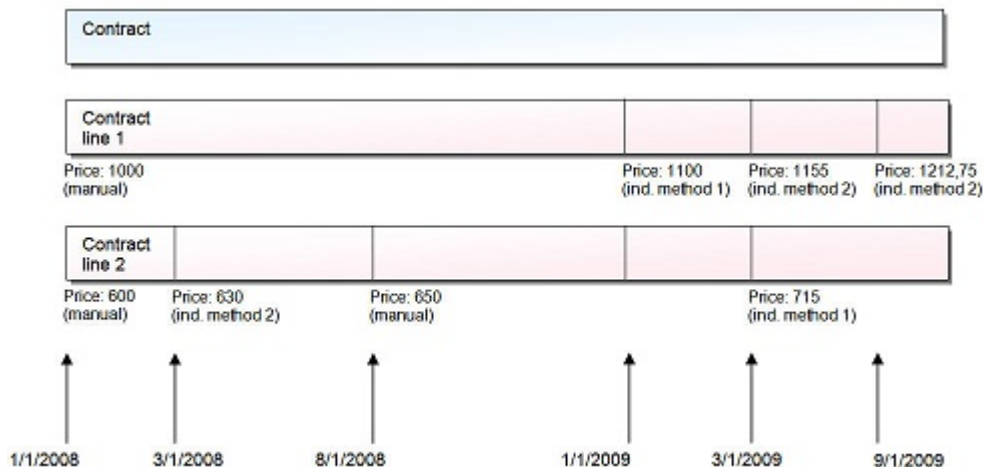


Example 2 - Indexation based on a percentage

For contract Y, the following has been defined:

- Contract's start date: 1/1/2008
- 2 contract lines with start date 1/1/2008
- **Indexation method 1:**
indexation percentage = 10%
indexation period = every year
- **Indexation method 2:**
indexation percentage = 5%
indexation period = every 6 months
- For contract line 1, price indexation based on method 1 is started at 1/1/2009;
At 3/1/2009, the indexation method is changed from method 1 to method 2.
For contract line 2, price indexation based on method 2 is started at 3/1/2008.
At 8/1/2008 the price has been manually changed to 650. At 3/1/2009, the indexation method is changed from method 2 to method 1.

Indexation will be executed up to and including 1-1-2010. The following figure illustrates the scenario after indexation:





When a contract line based on lease accounting is activated with predefined indexation (based on percentage), the indexation is applied for the whole contract line at activation and then the initial set of accounting commitments are generated. This means that the indexation process takes place at the activation of the contract.



For details on working with lease accounting in Planon, refer to *Lease accounting*.

Indexation based on index groups

When you index prices according to an indexation method based on index groups, the new price is calculated as follows:

$$\frac{\text{Index number numerator}}{\text{Index number denominator}} * \text{Old price} = \text{New price}$$

In Supporting data, you can specify the required index numbers and indicate which index numbers should be used as numerator/denominator. For more information, see [Index group method fields](#) in the Supporting data documentation.



For details on index groups, see the Supporting data documentation.

The following example illustrates how price indexation based on index groups works.

Example

- The price specified in the contract line is 200. This price must be indexed.
- In Supporting data, the following index numbers are specified for index group x:

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2006	105		107									
2005		104		105								

- In Supporting data > **Indexation Methods** > **Add index group method**, the user has defined a numerator and a denominator.
- The indexation date is set to 1/1/2007. The index number of January 2006 is used as the numerator (105). The index number of February 2005 is used as the denominator (104).
- The new price is calculated as follows:
 $105 / 104 * 200 = 201.92$



If no index numbers are defined, the indexation process is stopped and the price is not indexed.

Base amount indexation

When you index prices according to an indexation method based on a base amount, the new price is calculated as follows:

$$\frac{\text{Index number numerator}}{\text{Index number denominator}} * \text{Base amount} = \text{New price}$$

You can specify base amount indexation methods in Supporting data > **Indexation methods**.



For more information on defining Base amount indexation method, see the Supporting data documentation.

The following example illustrates the working of base amount indexation.

Example

- Specified an index group and index number(s) (in this case a year index number) in Supporting data > **Index groups**.
- Specified a base amount indexation method in Supporting data > **Indexation methods**.

In this example the year index number is used as denominator and the index number of the relative year (the year of the index group -1) as numerator. The index number for 2007 is 105 and the index number for 2008 is 110.

Enter base amount indexation method and a base amount in Contracts > **Contract details** > **Contract lines**.

The base amount specified in the contract line is 200. The chosen year for indexation is 2008. The base amount is used to calculate the indexed price. After you have indexed the contract, for example for a period of one year, the new price will be:

$$105/110 * 200 = 190.91$$

A new contract line and life cycle is subsequently added. The new price is specified in the contract line.



The fields **Index base amount**, **Index base amount month** and **Index base amount year** are only available if you selected a base amount indexation method in the **Indexation method** field. If you selected another indexation method, these fields will be read-only. If the index numbers are changed, re-indexation is initiated and all the associated contract lines are recalculated.

Using minimum and maximum indexation values

If you are using a base amount indexation method or an indexation based on index groups, you can also specify a minimum and maximum indexation value in the appropriate fields at the **Contract details > Contract lines** step.

If the calculated indexation percentage is greater than the percentage you specified in the **Maximum indexation value** field, amounts are indexed based on the percentage entered in the **Maximum indexation value** field. If the calculated indexation percentage is less than the percentage you specified in the **Minimum indexation value** field, amounts are indexed based on the percentage entered in the **Minimum indexation value** field. If the calculated indexation percentage is between the minimum and maximum indexation percentage, amounts are indexed based on the calculated percentage.

Example

Maximum indexation value = 6%

Minimum indexation value = 3%

Consider the following scenarios:

Scenario 1: The calculated indexation percentage (6.3%) is greater than the maximum indexation value specified in the contract line. The amount in the contract line will be indexed by 6%.

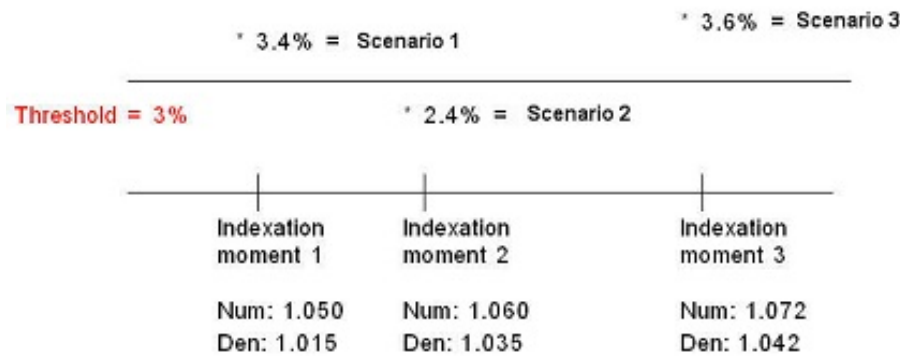
Scenario 2: The calculated indexation percentage (2.8%) is below the minimum indexation value specified in the contract line. The amount in the contract line will be indexed by 3%.

Scenario 3: The calculated indexation percentage (4.2%) is between the minimum value and the maximum value specified in the contract line. The amount in the contract line will be indexed by 4.2%.

Using a threshold value

If you are using a base amount indexation method or an indexation based on index groups, you can also specify a threshold value in the appropriate field at the **Contract details > Contract lines** step. If the calculated indexation percentage is less than the threshold value specified, no indexation takes place. However, Planon ProCenter notes the date and time at which indexation was attempted and the denominator of this failed indexation is carried over to be used as the denominator in the next indexation attempt. In the calculation of the next indexation, the denominator of the previous indexation attempt and the numerator of the current indexation are used.

Example



Scenario 1: The calculated indexation percentage (numerator = 1.050 / denominator = 1.015 = 3.4%) is greater than the threshold value specified in the contract line. The amount in the contract line will be indexed by 3.4%.

Scenario 2: The calculated indexation percentage (numerator = 1.06 / denominator = 1.035 = 2.4%) is below the threshold value specified in the contract line. Therefore, the amount in the contract line **will not** be indexed. Planon ProCenter will only register the indexation moment (=indexation moment 2).

Scenario 3: The calculated indexation percentage (numerator 1.072 / denominator = 1.035 = 3.6%) is greater than the threshold value specified in the contract line. The amount in the contract line will be indexed for indexation moment 3. Note that the denominator used is not the denominator of indexation moment 3 but the denominator of indexation moment 2!

Using a correction factor

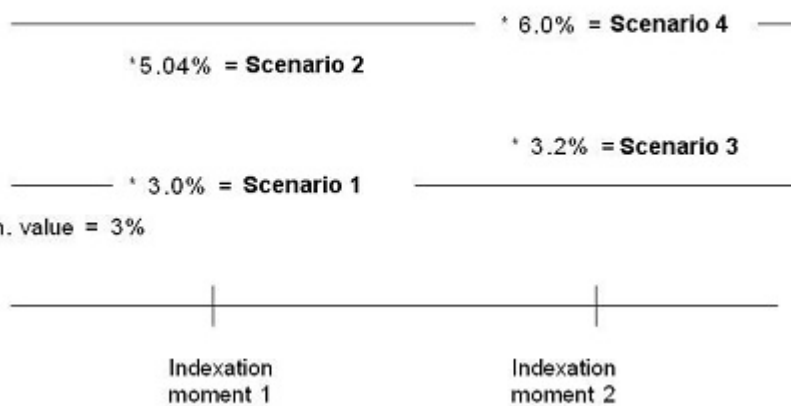
If you are using a base amount indexation method or an indexation based on index groups, you can also specify a correction factor on the indexation percentage in the appropriate field at the **Contract details > Contract lines** step.

The calculated indexation percentage will be multiplied by the correction factor. The result of this calculation is used to index the amount in the contract line. For example, if the calculated indexation percentage is 3% and the specified correction factor is 60%, the amount will be indexed by 1.8%.

Example

Correction factor = 80%

Max. value = 6%



Min. value = 3%

Scenario 1: The calculated indexation percentage is 3.5 %. After the correction factor is applied, the indexation percentage is 2.80% ($80\% * 3.5\% = 2.80\%$). As this percentage lies below the minimum value, the amount in the contract line will be indexed by 3%.

Scenario 2: The calculated indexation percentage is 6.3%, which is above the maximum value. After the correction factor is applied, the indexation percentage is 5.04% ($80\% * 6.3\% = 5.04\%$). The amount in the contract line is indexed by this percentage.

Scenario 3: The calculated indexation percentage is 4.0%, which is above the minimum value and even after applying the correction factor it stays above the minimum. The amount in the contract line will be indexed by 3.2% ($80\% * 4\% = 3.2\%$).

Scenario 4: The calculated indexation percentage is 8.0 %, which is above the maximum value specified. Even after applying the correction factor, it stays above the maximum value ($8\% * 80\% = 6.4\%$). The amount in the contract line will be indexed based on the maximum value (= 6%).

Using contract options

Linking contract options enables you to:

- Renew a contract
- Shorten a contract
- Terminate a contract

In addition to the above-mentioned contract options, Planon ProCenter also supports general contract options. You can use these to add your own contract options.

You can maintain a history of contract options at the **Life cycle contract lines > History of contract options** selection step. For details on the history functionality, see [Maintaining a contract's history](#).



You can also terminate a contract by setting its status to **Terminated**. For details on this subject, see [Terminating a contract](#).

Linking contract options to a contract

Proceed as follows to link contract options to a contract:

Procedure

1. On the **Contracts** selection level, select the contract to which you want to link a contract option.
2. Go to the **Contract details > Contract options** selection step.
3. On the action menu, click the required **Add** option.
4. In the data section, complete the relevant fields.

For a description of these fields, refer to [Contract options fields](#).

5. Click **Save**.

You have now created a contract option and linked it to the selected contract. A contract option is assigned the **In preparation** status by default. To activate an option, on the **Status transitions** action menu, click **Active**. For details on applying contract options, see [Applying contract options](#).

Applying contract options

Options that have been added to a contract can be applied if the contract's status is either **Active** or **Renewed**. An option can only be applied if the reference date is active.

For details on using reference dates, see [Reference date](#).

Proceed as follows to apply contract options:

Procedure

1. At the **Contracts** selection level, select the contract to which you want to apply a contract option.
2. Go to **Contract details > Contract options**.

3. Select the contract option you want to apply.
4. On the **Status transitions** action menu, click **Applied**. The contract option's status is now set to **Applied**.

Depending on the contract option type you are using, the following takes place:

- If you are using a renewal option, this option is now applied. Essentials Edition automatically changes the contract's status from **Active** to **Renewed** while modifying the end date. The new end date is calculated as follows: current end date + renewal term.
- If you are using a shortening option, this option is now applied. Essentials Edition automatically changes the contract's end date.
- If you are using a termination option, the following question is displayed:

The contract will be terminated, with <actual end date calculated by Planon> as end date. Would you like to continue? (Please select No to change the date).

If you select **Yes**, Essentials Edition automatically changes the contract's status to **Terminated** while populating the contract's **Actual end date** field. The actual end date is calculated as follows: Date specified in the option's **Ultimate notification date** field + term of notice.

If you select **No**, a dialog box is displayed allowing you to choose another actual end date for the contract.

Examples of using renewal options

The examples in this section describe several possibilities for registering and using renewal options. All combinations of the listed examples are permitted. Executing options can be done in three ways:

- Manually: by changing the status of the option from **Active** to **Applied**;
- Manually: by using the **Automatic renew** action on the **Contracts** selection level (if the *proposed expiration date* – *term of notice* is before the current system date, the option with the highest priority will be executed.);
- Automatically: by using an action definition in the Alerts TSI (if the *proposed expiration date* – *term of notice* is before the current system date, the option with the highest priority will be executed.).

Renewal options - example 1

Case: contract with an end date (specified duration). The duration of the contract is five years, with two renewal options for five years. After that, a repeated renewal of one year.

Contract 5 years	Renewal: 5 years Priority 1 Repeat: No	Renewal 5 years Priority 2 Repeat: No	Renewal: yearly Priority 3 Repeat: Yes	Yearly renewal	Yearly renewal
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The following settings are used:

Contract

Field	Field value
Start date contract	1/1/2011
Duration	5 years
Notice term	3 months
Proposed expiration date	31/12/2015

Renewal option 1

Field	Field value
Description	Renewal 5 years
Priority	1
Renewal term	5 years
Repeat renewal	No
Status	Active

Renewal option 2

Field	Field value
Description	Renewal 5 years
Priority	2
Renewal term	5 years
Repeat renewal	No
Status	Active

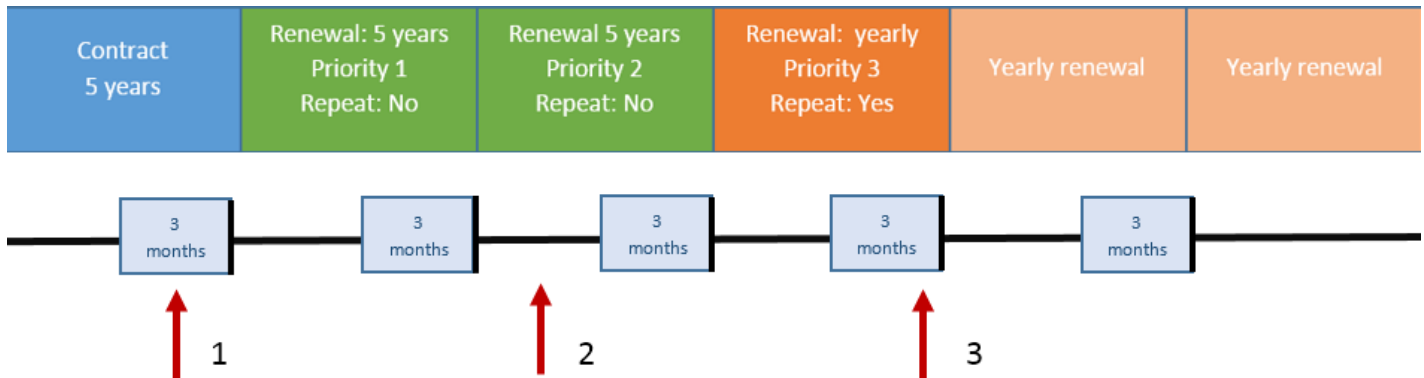
Renewal option 3

Field	Field value
Description	Yearly renewal
Priority	3
Renewal term	1 year
Repeat renewal	Yes
Status	Active

Applying the option

The renewal option can be applied:

- manually by choosing the **Automatic renew** option from the action menu at the **Contracts** selection level
- or automatically by executing the action defined in Alerts .



The red arrow is the current system date. The option will be applied if the *proposed expiration date – term of notice* is before the current system date.

- Proposed expiration date – term of notice* is before the current system date. Option 1 will be applied.
- Proposed expiration date – term of notice* is after the current system date. Option 3 will not be applied.
- Proposed expiration date – term of notice* is before the current system date. Option 4 will be applied and a new option will be active (because of repeated renewal)

After the renewal is applied the following fields will be changed:

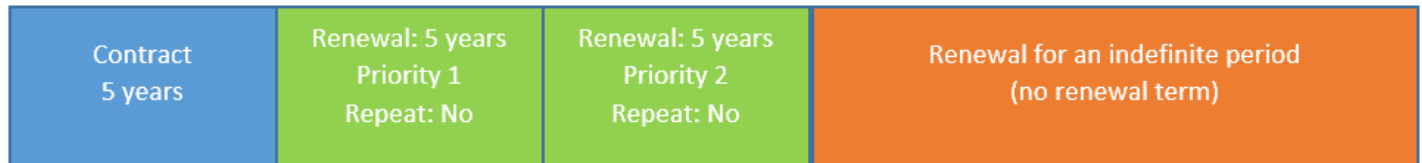
Field	New value
Status	Renewed
Duration	+ duration renewal term
Proposed expiration date	+ duration renewal term
Option counter	1



The contract lines (=amounts) will also be renewed if the **Renew together with contract** field is set to **Yes**.

Renewal options - example 2

Case: contract with an end date (specified duration). The duration of the contract is five years, with two renewal options for 5 years. Subsequently, it becomes a contract of indefinite duration.



The following settings are used:

Contract

Field	Field value
Start date contract	1/1/2011
Duration	5 years
Notice term	3 months
Proposed expiration date	31/12/2015

Renewal option 1

Field	Field value
Description	Renewal 5 years
Priority	1
Renewal term	5 years
Repeat renewal	No
Status	Active

Renewal option 2

Field	Field value
Description	Renewal 5 years
Priority	2
Renewal term	5 years
Repeat renewal	No
Status	Active

Renewal option 3

Field	Field value
Description	Renewal for indefinite period of time
Priority	3
Renewal term	-
Repeat renewal	No
Status	Active



For information on applying the option and viewing the results on the **Contracts** selection level, see [Renewal options - example 1](#).

Renewal options - example 3

Case: contract with an end date (specified duration). The duration of the contract is five years. After five years, there is a choice to renew the contract with 5+5 years or 2+2+2+2+2 years.

Contract 5 years	Renewal: 5 years			Renewal: 5 years		
	Renewal: 2 years	Renewal: 2 years	Renewal: 2 years	Renewal: 2 years	Renewal: 2 years	Renewal: 2 years

Since the organization can choose after five years which renewal option they want to use, it is possible to add both renewal 'methods' to the contract. In Planon, it is mandatory to populate either the **Priority** field or the field **Valid up to and including**. In that respect, it is important to leave the status of the option **In preparation**. Once the organization has decided which options they will use, those options can be set to **Active**. The options that are not used, have to be assigned the **Canceled** status.



For information on applying the option and viewing the results on the **Contracts** selection level, see [Renewal options - example 1](#).

Examples of using termination options

The examples in this section describe several possibilities for registering and using termination options. All combinations of the listed examples are permitted. Termination options can be used for two reasons:

- To terminate a contract
- For contracts with a recurring termination option, automatic processing of the termination option ensures that the contract and contract options always display the next possible end dates (next end date) and the next possible notice date (next notice date) for both the granting and the accepting party. These dates are displayed on the **Contracts** selection level.

To calculate the **Next end date** or the **Next notice date**, a recurring termination option is required. To display the latest dates on the **Contracts** level you can use the **Update termination date** action or use **Alerts** to check options on a scheduled base. With this action the contract will NOT be terminated. Only the fields **Next end date** and **Next notice date** will be updated.

If you want to terminate the contract you can apply a termination option or use the **Terminated** status on the **Contracts** selection level.

Termination options - example 1

Case: contract without an end date (without a specified duration). Possibility to end the contract after one year, with a term of notice of three months for both the granting and the accepting party.



The following settings are used:

Contract

Field	Field value
Start date contract	1/1/2015
Duration	-
Notice term	3 months
Proposed expiration date	-

Termination option

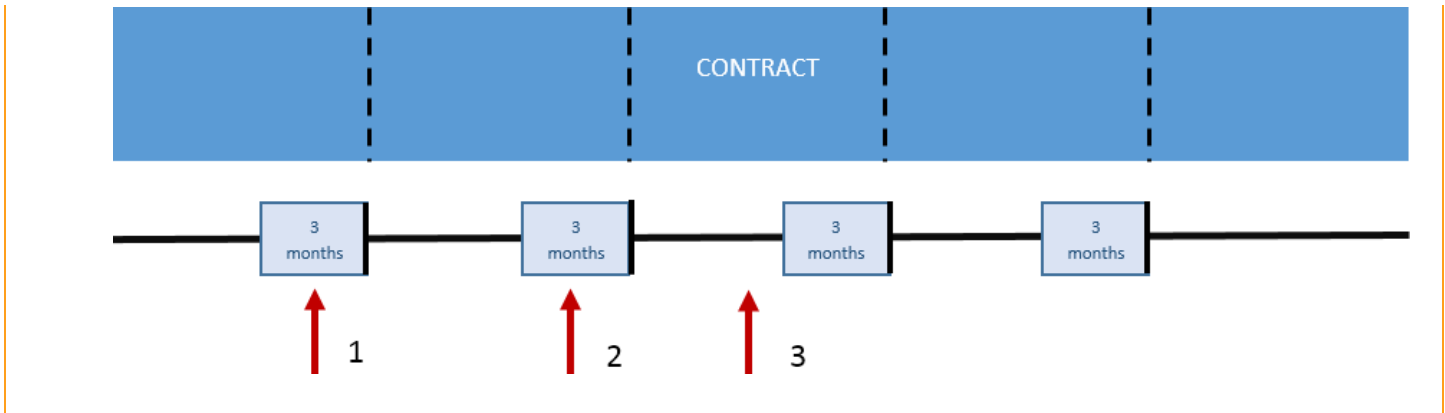
Field	Field value
Description	Yearly termination
Exercising possible by	Both
Based on	End date
Next possible end date	31/12/2015
Notice term	3 months
Ultimate notification date	30/09/2015 (calculated automatically)
Recurrence - Interval	1 year
Status	Active



All kinds of recurrence settings are possible. The result and functionality is the same.

Result of the option in Active status

When the option's status is **Active** and the initial **Valid up to and including** date or the date in the **Ultimate notification date** field is in the past, Planon will automatically change the dates to the next possible dates.



By using the **Update termination date** action on the **Contracts** selection level or using alerts to check active options on a scheduled basis, the **Next end date** and **Next notice date** fields are updated. The red arrow is the current system date.

1. The **Next notice date** and **Next end date** have passed. Planon will display the new **Next notice date** and **Next end date**:
 Next end date - Accepting party: 31/12/2015
 Next end date - Granting party: 31/12/2015
 Next notice date - Accepting party: 30/09/2015
 Next notice date - Granting party: 30/09/2015
 Notice term: 3 months
2. The **Next notice date** and **Next end date** have passed. Planon will display the new next notice date and next end date. (in this example: Next end date = 31/12/2015 and Next notice date = 30/9/2012)
3. The **Next notice date** and **Next end date** have not passed. In this case, the next notice date and next end date will be the same.

Applying the termination option

Applying the termination option can be done in two ways:

- By setting the status of the termination option to **Applied**. The suggested date will be the **Actual end date**. This date is the same as the date in the **Next end date** field. It is possible to change the date.
- By setting the status of the contract to **Terminated**. The suggested date will be the **Actual end date**. This date is the same as the date in the **Next end date** field. It is possible to change the date.

When applying termination options, contract lines (amounts) will be terminated as well. As long as the **Actual end date** is after the current system date, all functionality (invoicing, indexing, etc.) on the contract is possible.

Termination options - example 2

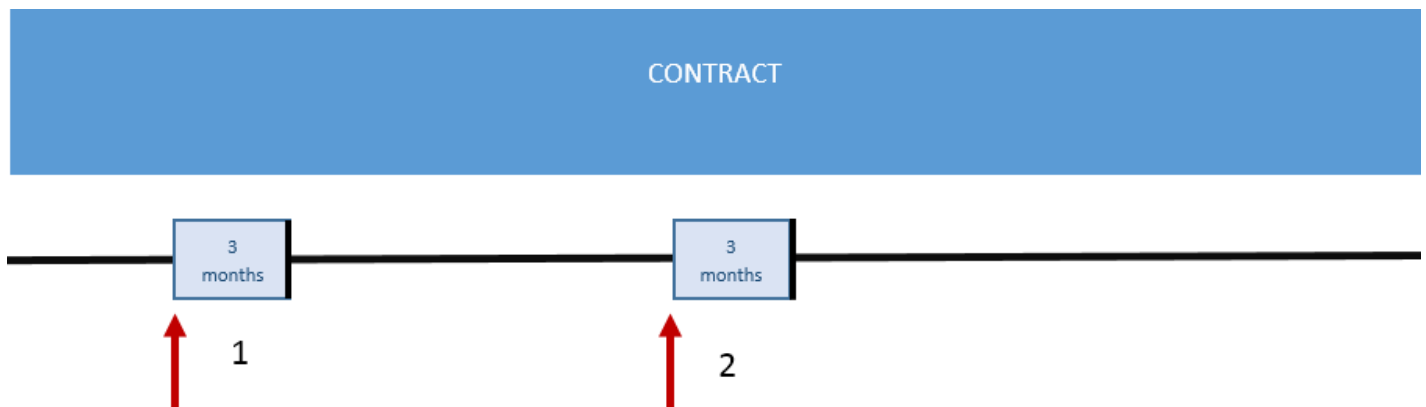
Case: contract without an end date (without a specified duration). The contract can be terminated at any moment, but Planon has to take the term of notice of three months into account.

The following settings are used:

Contract

Field	Field value
Start date contract	1/1/2015
Duration	-
Notice term	3 months
Proposed expiration date	-

In this case, do not use an option, but use the **Terminated** status change on the **Contracts** selection level. There is a field available to display the current system date + term of notice: **Proposed termination date**.



The red arrow is the current system date.

1. System date is 1-4-2015. Planon calculates: current system date + term of notice (1-4-2015 + 3 months). The **Proposed termination date** will be 30-6-2015.
2. System date is 10-8-2015. Planon calculates: current system date + term of notice (10-8-2015 + 3 months). The **Proposed termination date** will be 10-11-2015.

Examples of using shortening options

A shortening option can be applied to correct the duration of on an active contract.

Shortening options - example 1

Case: contract start date is 1/1/2015; the contract has a duration of five years. The contract is active. You want to shorten the contract by two years.

The following settings are used:

Contract

Field	Field value
Start date contract	1/1/2015
Duration	5 years
Notice term	3 months
Proposed expiration date	31/12/2019

Shortening option

Field	Field value
Description	Shortening with 2 years
Ultimate notification date	31/12/2017
Brought backward contract end date	31/12/2017

Applying the shortening option

Set the status of the option to **Applied**. The **Proposed termination date** field will be populated with the same date as the **Brought forward contract end date** (31/12/2017). The contract status is still **Active**.

Shortening options - example 2

Case: contract start date is 1/1/2015; the contract has a duration of 5 years. A renewal option of 5 years is applied. The status of the contract is **Renewed**. You want to shorten the contract by 4 years.

The following settings are used:

Contract

Field	Field value
Start date contract	1/1/2015
Duration	10 years (after applying the renewal option)
Notice term	3 months
Proposed expiration date	31/12/2024

Shortening option

Field	Field value
Description	Shortening with 4 years
Ultimate notification date	31/12/2020
Brought backward contract end date	31/12/2020

Applying the shortening option

Set the status of the option to **Applied**. The **Proposed termination date** field will be populated with the same date as the **Brought backward contract end date** (31/12/2020). The contract status is still **Renewed**.

Extending or shortening individual contract lines

You can extend or shorten the duration of individual contract lines by changing the contract line's end date.

Procedure

1. At the **Contract lines** selection step, select the contract line you want to extend or shorten.
2. On the action menu, click **Change end date**.

The **Enter values** window is displayed. By default, the current end date is selected in the **End date** field.

3. In the **Enter values** window, click  in the **End date** field to select another end date.



If you clear the **End date** field of the **Enter values** window, the contract line's **End date** field is cleared too.

4. Click the required date and click **OK**.

The contract line's end date has now been changed.



If a contract line is extended, the corresponding costs, if any, are also extended.

Terminating a contract

There are two ways to terminate a contract:

- By using a termination option.
For details, see [Using contract options](#).
- By setting the contract's status to **Terminated**.

The following procedure describes how to terminate a contract by setting its status to **Terminated**.

Procedure

1. Select the contract that you want to terminate.
2. Select the **Terminated** status from the action menu.
3. Click **Yes** to use this date as termination date or click **No** to select another date.

The contract will now terminate on the specified date.

The same procedure can also be used to terminate individual contract lines of a contract. Select the contract line you want to terminate and select the **Terminated** status from the action menu.

If you terminate a contract, the corresponding contract lines are terminated as well. Contract lines whose end date has already passed before the termination date get the **Expired** status.



If you specified a term of notice for the contract, Planon ProCenter automatically calculates the next possible end date based on the end date and the term of notice.

Contract communication logs

In Planon ProCenter you can add or view memos of all relevant communications regarding the selected contract, such as emails, telephone calls, reports, etc. at the **Contract details > Communication logs — contracts** selection step.



For more information on communication logs, see The *Fundamentals* documentation.

Calculating and displaying financial commitments

A contract results in financial commitments and contains information regarding the dates at which amounts must be paid or received. The **Financial commitments** selection step provides a forecast of the financial

commitments for a specific period. Financial commitments can be calculated and shown for all types of contracts, provided that the contracts are in the **Active, Renewed, Terminated, Expired** or **Blocked** status.



You can also get a tabular overview of financial commitments. For details, see [Financial overview](#).

If a contract line has an end date, the financial commitments are calculated and displayed until the end date. But, if a contract line does not have an end date, the number of financial commitments displayed is based on the setting **Cash flow calculation – years** in **FieldDefiner**. Here, you can specify the number of years in advance for which Planon should calculate and display financial commitments on the **Financial commitments** selection step. The maximum value is 100 years.

If the **Cash flow calculation – years** setting is changed, the financial commitments are not updated automatically, to do this, go to the **Contracts** selection level and click **Recalculate commitments** on the action panel.

When an amount related change is applied on the contract, the financial commitments are re-calculated automatically, taking the **Cash flow calculation – years** setting in to account.



For details on this setting in FieldDefiner, see the *FieldDefiner* documentation.

Financial commitments are calculated individually for each contract line, based on the amount specified in the contract line.

Planon ProCenter automatically recalculates amounts at the **Contract line details > Financial commitments** selection step if:

- A contract is terminated or renewed
- Contract prices are adjusted
 - manually
 - via indexation
 - via a discount percentage
 - via a tax rate
- If the payment frequency has changed

For changes to amounts that have already been closed, Planon ProCenter automatically creates a supplement. For details on closing amounts, see [Closing amounts](#). For details on supplements, see [Supplements](#).

Several data fields are available for financial commitments. For a description of these fields, refer to [Financial commitments data fields](#).

Financial overview

A tabular overview of financial commitments is displayed by selecting the **Financial overview** tab at the **Contract details > Financial commitments** selection step.

Months	2016	Contract line groups overview				Incl. VAT	Excl. VAT
1	2	S Service c...	L Lease costs	P Settlements	Other	Totals	
2016.01		€ 1,846.84	€ 45,435.61	€ 5,666.66	€ -94,341.67	€ -41,392.56	
2016.02		€ 1,846.84	€ 13,813.28	€ 5,666.67	€ -67,341.67	€ -46,014.88	
2016.03		€ 1,846.82	€ 13,813.28	€ 5,666.67	€ -67,341.66	€ -46,014.89	
2016.04		€ 1,846.84	€ 45,435.61	€ 5,666.66	€ -81,741.67	€ -28,792.56	
2016.05		€ 1,846.84	€ 21,799.12	€ 6,333.34	€ -67,341.67	€ -37,362.37	
2016.06		€ 1,846.82	€ 21,799.11	€ 6,333.34	€ -67,341.66	€ -37,362.39	
2016.07		€ 1,846.84	€ 53,421.44	€ 6,333.32	€ -83,901.67	€ -22,300.07	
2016.08		€ 1,846.84	€ 21,799.13	€ 6,333.34	€ -67,341.67	€ -37,362.36	
2016.09		€ 1,846.82	€ 21,799.10	€ 6,333.34	€ -67,341.66	€ -37,362.40	
2016.10		€ 1,846.84	€ 53,421.45	€ 6,333.32	€ -81,741.67	€ -20,140.06	
2016.11		€ 1,846.84	€ 21,799.12	€ 6,333.34	€ -67,341.67	€ -37,362.37	
2016.12		€ 1,846.82	€ 21,799.11	€ 6,333.34	€ -88,221.66	€ -58,242.39	
Totals		€ 22,162.00	€ 356,135.36	€ 73,333.34	€ -901,340...	€ -449,709...	


- 1 Financial commitments can be shown per year / quarter / month / week. If indicated in the contract settings (see [Contract settings](#)), you can also show financial commitments per English / (Old) Scottish / Irish years, English / (Old) Scottish / Irish quarters.
- 2 Select the year for which you want to display financial commitments, or select **All years** to display the financial commitments of all years.
- 3 Financial commitments can be displayed in different views. Select from:
 - **Contract line types overview** - financial commitments are grouped by contract line type: Lease, Service and SLA.
 - **Overview including payments** - This view can be used by customers using Cashflow Management. It provides a clearer overview of financial data than the financial commitment's list view. The financial commitments are grouped by commitments, cashflow, and balance.




The commitments displayed in this view are cumulative. If you double click a line, it opens a detailed view of all commitments incurred against the contract. The Cashflow, Balance, and Cumulative Balance columns only show data as of the as per the cashflow start date.


For an overview of these fields, refer to [Overview including payments - fields](#).

- **Contract lines overview** - financial commitments are grouped by contract line
- **Contract line groups overview** - financial commitments are grouped by contract line group.

 Contract line groups can be defined in Supporting data . For more information, see the Supporting data documentation.

- 4 Select if the financial commitments displayed must include VAT or exclude VAT. By default, the displayed values are always including VAT.
- 5 Financial commitments can be exported to Microsoft Excel using the **Export** button.

 Selecting a cell in the financial overview displays a detailed overview of the relevant month or week. The official day on which a week begins is determined by the language in which you use in Essentials Edition . If you use US English, a week begins on Sunday and ends on Saturday. For other languages, a week can begin on Monday and end on Sunday. This is why the data shown in the Financial overview can differ per user language. When drilling down directly from the **Properties** level to the **Financial overview** step, not all the contracts may be displayed since the reference date is taken in to account. To display all contracts, go to **Properties > Contracts** level and click **Deactivate reference date** on the toolbar, and then proceed to the **Financial overview** step.

 In Field definer > **Contracts**, on the action panel click **Business object settings** to specify how amounts of the type Pay and Receipt should be displayed in the Financial overview. For both types of amounts, you can specify if they should be shown as positive (+) or negative (-). For more information on this, refer to *FieldDefiner*.

Interpreting values

The sign prefixing the commitments in the overview indicate whether money is paid or received. For an explanation of the meaning of these signs, please refer to following table. The explanation in this table is based on the default display settings as defined in Field definer > **Contracts**, on the action panel click **Business object settings** .

Contract line type	Sign	Meaning
Payment	positive	Cash in (receipt)

Contract line type	Sign	Meaning
	negative	Cash out (payment)
Receipt	Positive	Cash in (receipt)
	negative	Cash out (payment)

Interpreting values – example

The following examples explain how to interpret the data in the Overview including payments view.

Example 1

- Payment (defined on contract line)
- No cashflow start balance
- Cashflow start date = 01 January 2010

	Commitments	Cashflow	Balance	Cumulative Balance
2010.01	-100	0	100	100
2010.02	-100	0	100	200

An amount of 100 is required to be paid on 2010.01, no cashflow is registered (nothing is paid), hence the balance and cumulative balance (money to be paid) is 100.

On 2010.02, again an amount of 100 is to be paid. No cashflow is registered, so the balance for the line is 100 (to be paid). Now, the cumulative balance is 200 (adding up the previous cumulative balance and the current balance).

Example 2

- Payment (defined on contract line)
- Cashflow start balance = 200 (to be paid – no money is registered in Essentials Edition yet)
- Cashflow start date = 01 January 2010

	Commitments	Cashflow	Balance	Cumulative Balance
2010.01	-100	0	100	300
2010.02	-100	-200	-100	200

On 2010.01, 100 is due, no cashflow is registered (nothing is paid), so the balance is 100 (debit). The cumulative balance is 200 (cashflow start balance) + current balance = 300.

On 2010.02, 100 is due. 200 is paid, so the balance for this month is -100 (credit). The cumulative balance is 300 – 100 = 200.

Example 3

- Receipt (defined on contract line)
- No cashflow start balance
- Cashflow start date = 01 January 2010

	Commitments	Cashflow	Balance	Cumulative Balance
2010.01	100	0	-100	-100
2010.02	100	0	-100	-200

On 2010.01, 100 is due to be received. No cashflow is registered (nothing is paid), so the balance is -100 (credit), and the cumulative balance is -100.

On 2010.02, again 100 is due to be received. No cashflow is registered, so the balance for that month is -100. The cumulative balance is $-100 + -100 = -200$ (credit).

Example 4

- Receipt (defined on contract line)
- Cashflow start balance = -200 (to be received)
- Cashflow start date = 01 January 2010

	Commitments	Cashflow	Balance	Cumulative Balance
2010.01	100	0	-100	-300
2010.02	100	200	100	-200

On 2010.01, 100 is due to be received, but no cashflow was registered. Consequently, the balance is -100 (credit). Taking into account the cashflow start balance of -200, this brings the cumulative balance to #300.

On 2010.02, again 100 is due to be received, and 200 is paid. The balance for that month is 200 (paid) -100 (due) = 100. The cumulative balance is $-300 + 100 = -200$.



For a correct and complete overview we recommend not to filter out any data as this may render an incorrect view.



You can pay money against contract commitments via invoices or via cashflow. For more information, see [Invoices](#) or [Cashflow](#).

Closing amounts

For accounting and invoicing purposes, Planon ProCenter allows you to close contract amounts up to and including a specified date. Since this financial data is used for payments, accounting and invoicing, it is vital that it is correct. For this reason, Planon ProCenter enables you to first run a trial closure of amounts to provide a preview on the financial data so that you can check for any mistakes. As soon as you have approved this data, the amounts can be closed definitively.

Financial data and accounting data can be closed separately in Planon. You must always close the financial data first, before you can close the accounting data. For more information on closing accounting data, refer to the *Lease Accounting* documentation.



For changes to amounts that have already been closed, Planon ProCenter automatically creates a supplement. For details, see [Supplements](#)

See also

[Making contracts invoiceable](#)

The amount closure process



Running a trial amount closure

The purpose of trial amount closure is to allow you to check if the contract data and the financial data that will be generated for a certain period is correct. It is also possible to temporarily freeze contract (line) data, for example if you want to make a last check before the final amount closure is run. In this case, use the **Trial close & freeze data** option. The procedure to run a trial closure is as follows.


Procedure

1. At the **Contracts** selection level, click the contract for which you want to perform a trial amount closure.
2. On the action menu, click **Trial close** or **Trial close & freeze data**.

In a situation where you are absolutely certain that financial data will not be changed, you can use **Trial close**. This will result in faster results, but you have to be absolutely sure that data is not changed. This situation might fit a small business.

If financial data changes on the fly, it is best to perform a **Trial close & freeze**. By doing this, the data is locked for the set of contracts for which you are performing a trial closure. The trial closure run will take a bit longer, but your data remains unchanged. This situation better fits a medium/larger business.

The **Enter values** window is displayed. By default, the last day of the current month is selected in the **Trial closure until** field. Click **OK** if you want to use this date.

3. To select another date, click  in the **Trial closure until** field.
4. Select the required date.

The contract data and financial data now are automatically available in the **Closure date overview** TSI of the Contracts launch group. **Closure date overview** allows you to check the correctness of the data. For details on this TSI, see [Closure date overview](#).

After you have checked and approved the correctness of the financial and contract data, you can run a final amount closure. For details, see [Running a final amount closure](#).

Running a final amount closure

The procedure to run a final amount closure is as follows.

Procedure

1. At the **Contracts** selection level, click the contract for which you want to close the amounts.
2. On the action menu, click **Close amounts**.

All amounts of contract lines linked to the selected contract are now closed up to and including this date. The data in the **Closure date overview** TSI now becomes final. For details on this TSI, see [Closure date overview](#).

Closure date overview

After you have ran a trial amount closure, the invoice information of a contract is automatically available in Contracts > **Closure date overview**. This enables you to check the correctness of the financial data and contract data before the final amount closure is run and before invoices are actually created and sent to customers.



The field settings in **FieldDefiner** for the **Contract Management** and **Closure date overview** TSIs must be identical. This is maintained automatically by Planon ProCenter.



For details on field settings, see the *FieldDefiner* documentation.

The **Closure date overview** TSI contains the following data:

- The **Closures dates** selection level displays all closures dates. For a description of these fields, refer to [Closure date fields](#).
- The **Contracts** selection level displays all contract data as it is on the closure date. Most fields on this selection level are equal to the fields on the **Contracts** selection level of the Contracts TSI. For details on these fields, see [Contract data fields](#). For a description of the fields that are specific for the **Closure date overview** TSI, refer to [Closure date overview- contracts](#).
- The **Contract lines** selection level displays all contract line data as it is on the closure date. Most fields on this selection level are the same as the fields on the **Contract lines** selection level of the Contracts TSI. For details on these fields, see [Contract line data fields](#). For a description of the fields that are specific for the **Closure date overview** TSI, refer to [Closure date overview- contract lines](#).
- The **Financial commitments** selection level displays all financial data as it is on the closure date. Most fields on this selection level are the same as the fields on the **Financial commitments** selection step of the Contracts TSI. For details on these fields, see [Financial commitments data fields](#). For a description of

the fields that are specific for the **Closure date overview** TSI, refer to [Closure date overview- financial commitments](#).

- The **Accounting commitments** selection level displays all lease accounting data as it is on the closure date. For details on these fields, see the **Accounting commitment data** section in the Lease accounting documentation. For a description of the fields that are specific for the **Closure date overview** TSI, refer to the section [Closure date overview -accounting commitments](#) in the Lease accounting documentation.



Note that the data in this TSI is read-only. You can run as many trial closures as needed. The previous trial closure data will be then deleted and replaced with the new data. You can also manually delete the closure data and run a new trial closure. To manually delete trial closure data, use one of the following options:

- The **Delete trial closure** option at the **Contracts > Contracts** selection level
- or
- The **Delete** option at the **Closure date overview > Contracts** selection level
- After you have run a final closure, the data will be marked as final and can no longer be deleted.

Financial overview based on closure date

Displays the total commitments and supplements of a contract based on the closure date or start/end date on the Financial overview.

The Financial overview depends on the **Display financial overview based on the closure date** setting in **FieldDefiner > Contracts > Business object settings**.



For more information on contracts business object settings, see *FieldDefiner > Settings* for the Contracts business object.

For example, there is a financial commitment of 800 Euros per month from 1st April 2014 to 31st March 2015. The commitments for April & May 2014 are closed. In June 2014, due to a change in the commitment from 800 to 1000 Euros (from the beginning of the contract line), supplements of 200 Euros per month are generated for the closed months (April & May 2014).

The overview based on the closure date shows 1400 Euros in June, that is, 800 commitment for the month of June and additional 400 as previous months supplement amounts. Whereas, the overview based on start/end date shows commitments and supplements belonging to the corresponding months.

See the following tables for further illustration of the changed financials:

Overview based on closure date:

Date	Financial commitments
1st April 2014	800
1st May 2014	800
1st June 2014	1400

Date	Financial commitments
1st July 2014	1000

Overview based on start/end date:

Date	Financial commitments
1st April 2014	1000
1st May 2014	1000
1st June 2014	1000
1st July 2014	1000

Supplements

Supplements are generated over a period that is financially frozen, i.e. a period of which the amounts have already been closed. If you change an amount of a frozen period, Planon ProCenter automatically creates a supplement. The amount of the supplement is calculated as follows:

new amount – original amount = supplement amount.



A supplement is calculated per commitment period. If the amount change is so far in the past that more commitment periods are influenced, then a supplement will be generated for each commitment period.

Supplements are shown on the **Contract line details > Financial commitments** selection step.

Example

For Contract X the following is defined:

- Contract period: 1 year (01/01/2008 – 12/31/2008)
- Amount specified in contract line: \$100 per month
- Amounts closed up to and including: 01/20/2008
- On 02/01/2008, the amount changes from \$100 to \$125

Planon ProCenter will now automatically create a supplement (\$25).



Supplements related to financial commitments in the past must be paid immediately. Whereas, supplements related to financial commitments in the future can be paid on the same date as the regular financial commitments.

Changing payment date for supplements

It is possible to manually change payment date for the supplements using the following procedure.

Procedure

1. In **Contract line details > Financial commitments**, select the supplements for which you want to change the payment date.
2. On the action menu, click **Change payment date**.
3. **Enter values** dialog box appears. Select the changed date on which you want to pay the supplements.
4. Click **OK**.

A message is displayed that the payment date has been changed.



You can manually overrule the payment date of a supplement. However, when you regenerate a supplement (e.g. after changing the price again) while it is still in the initial status, the previous change will be lost.



To change payment dates of multiple supplements at a time, **Action on selection** can be used.

Using budgets

Depending on the setting of the **Payment?** field on the contract line, budgets can be income or expenditure. If this field is set to **Yes**, it is an expenditure, if set to **No**, it is an income. In service contract lines and non-lease accounting contract lines, the amounts can be defined as *positive* numbers or as *negative* numbers. However, Planon only takes the **Payment?** setting on the contract line into account, the sign of the amount (positive or negative) is irrelevant.

Budgets on a contract line can be registered via:

- A **Budget definition**
 - first you have to enable journal entry generation for the contract for the open financial years. You can do this by clicking the **Generate journal entries for contracts** action in the **Financial year** TSI.
 - make sure that the **Budget definition** and the **Budget** have the same **Code** and are linked to the same **Cost group**.
 - The **Budget** must be in the **Open** status.
 - The **Budget category** and the **Contract line** must be linked to the same property.
- Budgets are now initially registered and further financial changes of amounts are allowed.
- A **Capital project** and **Cost group** combination

Budgets on capital projects can be registered and updated by linking a capital project and a cost group to a financial year.



The **Update budgets on basis of budget definition** setting in Field definer > **Contracts** > **Business object settings** should be set to **Yes** to be able to register contract line amounts on budgets.

Every financial change on a contract line results in an update of the corresponding budget. For example, activating a contract line, closing an amount on the contract line, price changes on the contract line. If a budget definition is linked to a contract line:

- Activation of the contract line and recalculation of the financial commitments due to an updated amount updates the total committed costs on a budget.
- Final closure of the financial commitments (see [Closing amounts](#)) updates the total invoiced costs on a budget.



For more information on working with budgets, see the Budgets user documentation.

Shifting contract dates

The **Shift contract dates** option allows you to shift the dates of a contract, together with the dates of all related subcontracts and contract lines. The dates of contract options, contract actions and contractual terms are automatically moved with the contract.

It is recommended that you carefully check the new dates after you have shifted contract dates.

If, initially, the contract's **Date effective** and the **Planon** > **calculation start date** were equal, and the contract's date effective is shifted forward, the Planon calculation start date is moved too. This is only true for contracts with status **In preparation**.

Procedure

1. At the **Contracts** selection level, click the contract for which you want to shift dates. The **Shift contract dates** option is only available for contracts that are in the **In Preparation** status.
2. On the action menu, click **Shift contract dates**.

The **Enter values** window is displayed. The **Enter values** window contains the current start date and the current end date by default.

If you want to shift the contract one month forward, simply specify a start date that is one month later. As the contract period is 1 year, the end date is adjusted automatically.

3. Click **OK**.

The contract dates, including those for subcontracts and contract lines, are now shifted.

Example

Consider a scenario in which the contract line and subcontract have a different start date and/or end date than that of the contract:

Start date contract: 4/28/2009

End date contract: 4/27/2010

Contract period: 1 year

Start date contract line: 6/1/2009

End date contract line: 4/27/2010

Start date subcontract: 7/1/2009

End date subcontract: 12/30/2009

Contract line period: 6 months

Shifting the contract's start date by one month will result in the following:

New start date contract: 5/28/2009

New end date contract: 5/27/2010

Contract period: 1 year

New start date contract line: 7/1/2009

End date contract line remains 4/27/2010

New start date subcontract: 8/1/2009

New end date subcontract: 1/30/2010

Making contracts invoiceable

Procedure

1. From the **Contracts** list, select a contract or on the actions menu, add a new contract by clicking on **Add service contract** or **Add lease contract**.
2. In the data section, fill the mandatory fields with relevant information to make a contract invoiceable. For a description of these fields, refer to [Contract invoiceable fields](#).
3. Click **Save**.
4. Click **Contract details** in the selection level and descend to **Contract lines**. You will see all the corresponding contract lines for the selected contract.
5. Select a contract line from the list for which you want to create an invoice.
6. In the data section, verify the mandatory fields.
7. You should perform a trial closure and close the amounts for the contract before you can add an invoice to it. Since the financial data is crucial for accounting and invoicing purpose, Essentials Edition enables you to run a trial closure and check for any mistakes before the amounts are closed definitively.
8. Select an address from **Payment address of external party**, if there are contract lines for which invoices are to be sent to another address than the invoice address specified on the contract. A separate invoice will be created for the closed amounts of this contract line. If there are several contract lines with the same deviating invoice address, they will be grouped into one invoice.



A contract should be in active status to be able to add an invoice. To know more about invoices, refer to the Invoices documentation.

See also

[Adding contracts](#)

[Adding contract lines](#)

[Closing amounts](#)

Rounding off numbers in commitments calculations

Financial commitments, Operating lease accounting commitments and Additional accounting commitments are calculated very precisely. The calculation will always take the exact numbers into account. The amounts are calculated without rounding off the numbers. This means that fractions are stored in the memory and will be used in every next calculation step. Only the last amount is rounded off, based on the remainder of the latest calculation.

If an amount of 1,000 euros has to be paid in 12 months, the amounts are calculated as in the below example. If the system would round off each amount individually, all amounts would be rounded off to 83.33 but this doesn't add up to 1,000 at the end. By adding the remaining fractions, the system will now add 1 to the last digit of the amount if the sum of remainders is ≥ 1 .

The remainder is changed with -1; this algorithm will be repeated until the end. The remainder at the end will be used to round off the latest amount. If the sum of the remainders ≥ 0.5 after the last calculation, 1 is added, else nothing is added. The same applies if the sum of the remainders will be ≤ -1 and ≤ -0.5 .

Month	Payment per month (1,000 euros per year)	Payment +Remainder fraction	Remainder fraction	Sum remainder
January	83.33	$83.33 + 1/3$	1/3	1/3
February	83.33	$83.33 + 1/3$	1/3	2/3
March	83.34	$83.33 + 1/3$	1/3	1 (==>-1)
April	83.33	$83.33 + 1/3$	1/3	1/3
May	83.33	$83.33 + 1/3$	1/3	2/3
June	83.34	$83.33 + 1/3$	1/3	1 (==>-1)
July	83.33	$83.33 + 1/3$	1/3	1/3
August	83.33	$83.33 + 1/3$	1/3	2/3
September	83.34	$83.33 + 1/3$	1/3	1 (==>-1)
October	83.33	$83.33 + 1/3$	1/3	1/3
November	83.33	$83.33 + 1/3$	1/3	2/3
December	83.34	$83.33 + 1/3$	1/3	1 (==>-1)

Because a calculation based on fractions is very precise, the performance will drop if the calculations take a lot of steps; the fraction of the remainder will be based on exponentially large numbers.

To avoid performance issues, the rounding off of calculations for financial lease accounting commitments and for the present value is not based on the calculation with fractions. Some numbers are rounded off in intervals. For the present value calculation, the system will round off the interest percentages per period. Based on the calculated present value, the depreciation is calculated based on big fractions, as these are easy calculations. The interest percentages for calculating the interest, based on the liability / receivable

for every accounting period, will also be rounded off. Since rounding off is based on a very large number of digits, it will have no impact on the outcome and it will improve the performance significantly.

Contracts - Statuses and field descriptions

Contract statuses

Status	Description
In preparation	Each newly added contract is assigned this status automatically. All contract data can still be changed as long as a contract is in this status.
Active	Changing a contract status to Active must be done manually. If a contract is set to this active status, any changes to the contract should be made via Add modifications action on the Contracts BO. For more information see Modifying contract (line) data .
Renewed	A contract's status automatically changes from Active to Renewed as soon as an option for renewal is applied. For details on using options, see Applying contract options .
Blocked	<p>A contract that is in the status Active, Renewed or Terminated can be manually blocked by assigning it the Blocked status. In the Blocked status, any modifications or actions on the contract are not allowed. You can resume making changes, only if you move the contract to the previous status.</p> <p>To unblock a contract, you have to move only to the status present at the time of blocking the contract.</p>
Terminated	A contract's status automatically changes to Terminated as soon as an option for termination is applied. A contract can also be terminated by a state change on the contract. The system will suggest a termination date but this date can be overruled. A contract in the Terminated status can no longer be changed. For details on using options, see Applying contract options .
Expired	<p>A contract's status can be changed to Expired by the user if the end date of the contract is in the past. This status change is given manually to be certain that the contract cannot be renewed later.</p> <p>A contract that is in the In preparation, Blocked, Terminated or Expired status cannot be used.</p>

Contract line statuses

Status	Description
Inactive	This is the initial status when a contract line is created.
Active	If you activate a contract, the corresponding contract lines are also activated. Any modification on a contract line can be performed only via Add modifications action on the Contracts BO. For more information see Modifying contract (line) data . After a contract is activated, the financial and accounting commitments will be registered.

Status	Description
	<p>For more information on Financial commitments, see Calculating and displaying financial commitments.</p> <p>For more information on Accounting commitments, see the <i>Accounting commitments</i> section in the <i>Lease accounting</i> documentation.</p>
Terminated	If a contract is terminated, the linked contract lines are also assigned Terminated status. You can also terminate a single contract line with a status change.
Expired	An expired contract line ends without an explicit action from the user if the end date of the contract is in the past. User can move the contract to expired status to be certain that the contract cannot be renewed later.

Contract group data fields

Field	Description
Code	Enter the code of the contract group
Description	Enter a description of the contract group.
Code group	<p>Automatically displays the code of the contract group and all groups at the parent level. Codes of different groups are separated by a dot.</p> <p>Example</p> <p>The group Technical contracts (code 2) contain the subgroup Central Heating (code 10). The value 2.10 for the Central Heating group is displayed in the Code group field.</p>

Contracting party data fields

Several data fields are available to contracting parties. The use of some of these fields is quite straightforward and is not discussed here.

Field	Description
Address	Allows you to link an address from Addresses to the contracting party.
Person	Allows you to link a person from Personnel to the contracting party.

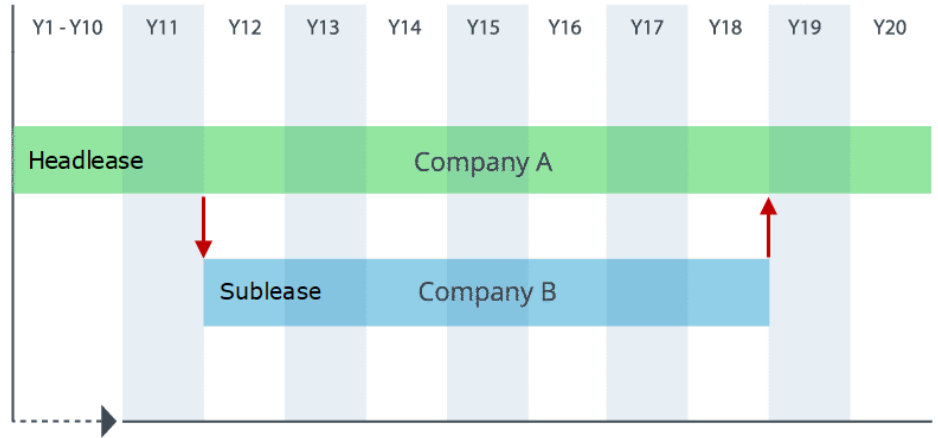
Contract data fields

Field	Description
Customer	This field displays the name of the customer to whom services are provided.

Field	Description
Contract ID of other party	<div data-bbox="623 317 1463 369" style="border: 1px solid orange; padding: 5px;">  The customer cannot be changed once the contract is active. </div> <p>Enter the other party's contract ID (i.e. the code used to represent the other contracting party).</p>
Contract group	<p>Enter the code group and the group name that apply to the contract. A pick list is available for this field. The value in this field can be overwritten.</p>
Contract category	<p>Enter the contract category. For example, a contract could be a service contract or an all-in-one contract. A pick list is available for this field, and can be maintained by your organization.</p>
Parent level	<p>If a subcontract is added to a main contract, this field automatically shows the name of the main contract.</p>
Project	<p>Enter one of the available projects from a pick list containing the projects defined in Work Orders .</p> <div data-bbox="623 1016 1455 1079" style="border: 1px solid blue; padding: 5px;">  For details on creating and maintaining projects, see <i>Service Manager</i>. </div>
Risk category	<p>Enter the relevant risk category from a pick list containing the risk categories defined in Supporting data .</p>
Automatic renewal?	<p>Specify whether automatic contract renewal applies to the contract. When selected, the renewal process automatically processes renewal options based on either priority or on date.</p> <div data-bbox="623 1413 1442 1476" style="border: 1px solid orange; padding: 5px;">  The Automatic renewal feature is <i>not</i> supported for Lease accounting. </div>
Payment contract?	<p>This Yes/No field enables you to define if the amount specified in a contract is to be paid to or received from the other party. Once you have activated the contract, it is no longer possible to change this setting.</p> <div data-bbox="623 1774 1511 1869" style="border: 1px solid red; padding: 5px;">  If you change the setting on a lease contract, the rentable unit is removed from all the linked lease contract lines and a warning message appears. </div>

Field	Description
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Part of sublease?	<p>When you want to create one or more subleases for your asset, you must indicate this on the main asset (headlease) by setting the Part of sublease? field to Yes. Subsequently, you can add a sublease to the headlease contract; the value of the Part of sublease? field is inherited from the headlease contract.</p> <p>The costs for the headlease and the sublease are recalculated based on the Percentage of headlease and the sublease duration.</p>
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Option counter	This read-only field indicates the number of times the contract has been renewed.
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Contract date	Enter the date the contract was drawn up.
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Date effective	Enter the contract's start date.
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Planon calculation start date	Enter the date from which Planon ProCenter can use the amounts entered for its own calculations. Initially, Planon ProCenter inherits this value from the Date effective field. This date can then be modified manually, however it should never be set to a value that is earlier than that in Date effective .
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Contract period	<p>Select a contract duration from the list:</p> <ul style="list-style-type: none"> • Unknown • Day • Week • Month • Year • Undefined
-----------------	---

Specify the quantity for Day, Week, Month and Year.
 Depending on the period and duration selected, the **End date** is automatically calculated and updated using the formula given below.
End date =
Date effective + Contract period - 1 day.

Example

Field	Description
	<p>An annual contract is valid from 1-1-2007 up to 31#12-2007.</p> <p>If you select Unknown or Undefined, the end date is not specified.</p>
	<div style="border: 1px solid orange; padding: 10px;">  After you have activated the contract, this field becomes read-only. </div>
Horizon date	<p>Specify the horizon date for lease calculations. The Horizon Date is used to determine the calculation date until which Planon creates commitments.</p> <p>A contract can be for an undefined period of time, but lease calculations must have an end date. You can use the horizon date in Planon to set an end date for the lease calculations. For more information, see .</p>
End date	<p>The contract's end date. If a value is entered for Contract period, the end date is automatically calculated and displayed in this field. You can also manually enter an end date in this field, which will cause the Contract period to be adjusted automatically. Note that after you have activated the contract, this field becomes read-only.</p> <p>If you change the Date effective, the End date is adjusted accordingly.</p> <p>If you change the End date, the values in the Contract period, Next end date (for accepting and granting party), and Next notice date (for accepting and granting party) fields are adjusted accordingly.</p> <p>If the contract is renewed with a renewal option, the End date is adjusted accordingly.</p>
Actual end date	<p>This field is only populated if a contract is terminated with a termination option and indicates the date on which the contract actually ends. The Actual end date occurs before the End date.</p>
In possession as of	<p>Indicates the date from which the tenant is granted access to the property / space / rentable unit.</p>
Occupancy as of	<p>Indicates the date on which the property / space / rentable unit was formally occupied.</p>
Previous reconciliation date of contract amounts	<p>Indicates the date on which the contract amounts in Planon ProCenter were last compared to accounting records.</p>
Accepting / granting contracting party	<p>Use these fields to specify the contracting party to whom the service/goods are delivered (accepting party) and the contracting party that delivers the service/goods (granting party). The required contracting party can be selected from a pick list containing contracting parties that were defined at the Components > Contracting > parties selection step.</p>

Field	Description
	 Users of the Service Provider's solution, must use the Customer field instead of the Accepting contracting party field.
Closed until date	Indicates the date until which contract amounts have been closed.
Trial closure date - acct.	Displays the date up to which the trial closure of contract amounts is valid.
Trial closure until	Indicates the date up to which a trial closure of amounts is valid.
Closed until date - acct.	Displays the date up to which contract amounts were closed.
Cost center	Select the cost center that applies to the contract from a pick list containing the cost centers defined in Supporting data .
	 A cost center is a hierarchical element. This means it can be divided into sub-cost centers. The maximum number of levels in the hierarchical structure is six.
Department	Select the department the contract was drawn up with from a pick list. This list contains the departments added to Planon ProCenter.
External coordinator address	Select the address of the external person responsible for coordinating the task from the pick list containing the addresses of external persons defined in Supporting data .
External coordinator contact	Select the contact details of the external person responsible for coordinating the task from the pick list containing the contact details of external persons defined in Supporting data .
External tradesperson address	Select the company address, if an external company completes the order from the pick list containing the addresses of external companies defined in Supporting data .
External tradesperson contact	Select the contact details of the external person responsible for carrying out the task from the pick list containing the contact details of external persons defined in Supporting data .
Internal coordinator	Select the internal employee in the organization responsible for coordinating execution of the order from the pick list containing the internal employees in the organization defined in Supporting data .
Internal tradesperson	Select the internal employee in the organization responsible for carrying out the order from the pick list containing the internal employees in the organization defined in Supporting data .
Subcontractor	Select the relevant subcontractor from the list. Selecting a subcontractor indicates that the contract is a 'subcontractor' contract.

Field	Description
Standard cost category	<div data-bbox="623 285 1524 411" style="border: 1px solid orange; padding: 5px; margin-bottom: 10px;">  This field is editable only in Service Providers solution mode. </div> Select the relevant standard cost category from a pick list containing standard cost categories defined in Supporting data .
Standard cost type	Select the relevant standard cost type from a pick list containing the standard cost types defined in Supporting data .
Indexed up to (date)	Indicates the date until which contract amounts have been indexed. This field is automatically populated by Planon ProCenter.
Notice term - accepting party	<div data-bbox="623 747 1560 873" style="border: 1px solid blue; padding: 5px; margin-bottom: 10px;">  For more information on Indexing and modifying the index numbers, see Supporting data . </div> Select the term of notice required by the accepting party when terminating a contract. You can choose the relevant unit of time (Day, Week, Month, and Year), together with the desired quantity of the selected unit. If you change the value in this field, the value of the Next notice date - accepting party field is calculated automatically on saving the contract.
Notice term - granting party	Select the term of notice required by the granting party when terminating a contract. You can choose the relevant unit of time (Day, Week, Month, and Year), together with the desired quantity of the selected unit. If you change the value in this field, the value of the Next notice date - granting party field is calculated automatically on saving the contract.
Next notice date – accepting/granting party	<div data-bbox="623 1402 1524 1528" style="border: 1px solid orange; padding: 5px; margin-bottom: 10px;">  The notice term specified in this field will also be used as a default when adding a termination option. </div> The value of the Next notice date field is calculated automatically in either of the following ways or a combination of both: <ul style="list-style-type: none"> • Specifying a Notice term on the contract • Defining contract options If you add a contract termination option (together with a notice term on the contract), and then activate it, the next notice date is calculated automatically when you save the contract. You can also click Update termination date on the action panel to update the dates if the contract end date has passed. The earliest next notice date is taken into account.

Field	Description
	If you apply a contract renewal or contract shortening option (together with a notice term on the contract), the next notice date is calculated automatically.
Proposed termination date	Indicates the proposed termination date for the contract. Default this is the current date + the term of notice. Note that if the In Use option of the Proposed termination date field has been set to No in FieldDefiner , it is not possible to terminate a contract. For details on setting field attributes in FieldDefiner , see the <i>FieldDefiner</i> documentation.
Prices announced up to	Indicates the date up to which prices have been announced in a price announcement letter for the selected contract.
Cash flow start date	The date from which we start recording cash flow on the contract. The payment date of cash flow assigned to this contract must be on or after this date.
Cash flow start balance	This is the payment balance on the cash flow start date.

Additional fields for lease contracts

Field	Description
Deposit amount	Enter the amount used for a deposit.
Interest amount on deposit	Enter the interest accumulated on the deposit amount.
End date of deposit	The date at which the deposit can be ended.
Start date of deposit	Enter the date on which the deposit was received.
Return date of deposit	The date on which the lessor repays the amount of the deposit to the lessee at the end of the lease.
Guarantee type	Enter the relevant guarantee type from a pick list containing the guarantee types defined in Supporting data .
Guarantee number	The number under which the guarantee has been added.

Action data fields

Field	Description
Contract	A read-only field in which Planon ProCenter automatically indicates the contract number and the description of the contract to which the action has been linked.
Action date	Enter the date the action has to be executed. This field contains the contract's start date by default.

Field	Description
Action applied on	Enter the date on which the action was actually applied. This field contains the contract's end date by default.
Action type	Select the required action type from a picklist, for example contract review, conditions adjustment, discuss price change.
Person responsible	Enter the person who is responsible for executing this action. The required person can be selected from a picklist containing persons that were added in the Personnel TSI.
Contracting party	Enter the required contracting party from a picklist containing contracting parties that were defined at the Components > Contracting parties step. For details on adding and maintaining contracting parties, see Adding contracting parties .





You can archive the obsolete contract actions to remove them from the element section.

Contractual terms data fields

Field	Description
Contract	In this read-only field, Planon ProCenter automatically indicates the contract number and the description of the contract to which the agreement has been added.
Date of contractual terms	Enter the date the contractual terms were added to the contract.
Start date	Enter the date on which the contractual terms become effective. This field contains the contract's start date by default.
End date	Enter the contractual terms' end date.
Agreement with	Enter the contracting party accepting the contractual terms from a pick list containing contracting parties that were defined at the Components > Contracting parties step. For details on adding and maintaining contracting parties, see Adding contracting parties .
Agreement by	Enter the contracting party initiating the contractual terms from a pick list containing contracting parties that were defined at the Components > Contracting parties step. For details on adding and maintaining contracting parties, see Adding contracting parties .
Document	Use this link field to link a file that was not created in Planon ProCenter, such as a document that contains all of the special circumstances that relate to a contract.

Contract line fields

Field	Description
Advance?	This Yes/No field enables you to specify if the payment is based on a fixed amount (an advance) per period and a payment afterwards.
Amount	The commercial price of the service or goods delivered. Note that this is the price per unit of time (day, week, month, year, or once-only). The amount period must be specified in the Amount per field.
Amount per	Enter the unit of time to which the amount applies (day, week, month, year) or indicate a once-only amount. You can no longer change the value in this field if: The contract line is in the Active status. or You have linked a rentable unit to the contract line and clicked Save . Note that the value in this field is inherited from the rentable unit and can be changed as long as you have not clicked Save . Once you click Save , this field becomes read-only.
Asset	Enter the asset the contract line applies to from a pick list containing the assets that are added to Planon ProCenter. This version of Planon ProCenter only allows you to use simple assets. Once the contract line is in the Active status, you can no longer change this field.
Budget definition	Enter the budget definition of the budget to which contract costs are booked.
	<div style="border: 1px solid blue; padding: 5px;">  Budget definitions are maintained in Supporting data > <i>Budget definitions</i>. </div>
Apportionment calculation method	<p>This field will determine whether the first and last financial commitment will be calculated based on a day price that is calculated from the amount per either:</p> <ul style="list-style-type: none"> • Month • Quarter • Year <p>Also in case of a price/VAT change in the middle of a financial commitment period, the financial commitment over that period is also calculated using the day price.</p>
	<div style="border: 1px solid orange; padding: 5px;">  If you specified a deviating quarter type in the Quarter type field, for example Scottish or English quarters, the Apportionment calculation method can only be Quarter. </div>

Field	Description
Commercial quantity	Use this field to enter the quantity leased in the contract line from a commercial perspective. This field initially inherits the value specified in Physical quantity .
Contract	In this read-only field, Essentials Edition automatically indicates the contract number and the description of the contract to which the contract line is added.
Contract line group	Enter the relevant contract line group from a pick list containing the contract line groups defined in Supporting data . In Contracts , contract line groups are used to logically group financial commitments in the Financial overview . For details on the Financial overview , see Financial overview .
Contract line period	<p>Enter the contract line's duration. As soon as a value has been entered, Planon ProCenter automatically calculates and shows the End date using the formula:</p> <p>End date = Date effective + Contract line period – 1 day</p> <p>Example</p> <p>An annual contract line is valid from 1-1-2007 up to and including 31-12-2007.</p> <p>Once the contract is in the Active status, you can no longer change this field.</p>
Correction factor	<p>Use this field to specify a correction (in %) on the indexation percentage. This field is only available if you are using a base amount indexation method or an indexation based on index groups.</p> <p>For details on the use of this field, see Using a correction factor.</p>
Cost center	Enter the cost center that applies to the contract line from a pick list containing cost centers defined in Planon ProCenter.
Date effective	Enter the contract line's start date. This field contains the contract's Date effective by default.
Start of regular payment	<p>Enter the date of starting the regular payment. This field is mandatory. From this date onwards, payment is made at the frequency specified in Payment frequency.</p> <p>Example</p> <p>If a contract starts on the 1st of the month but you want the financial commitments to be paid on the 15th of the month, enter the 15th of the month as a start date. This field contains the start date of the contract line by default.</p> <p>Once the contract is in the Active status, you can no longer change the date specified in this field.</p>

Field	Description																																																																																	
	<table border="1"> <thead> <tr> <th>Contract Line</th> <th>Contract data</th> <th>Start date commitment</th> <th>End date commitment</th> <th>Payment start date</th> <th>Payment amount</th> </tr> </thead> <tbody> <tr> <td rowspan="4">1</td> <td>Date effective</td> <td>1-Jan-19</td> <td>1-Jan-19</td> <td>31-Jan-19</td> <td>1-Jan-19</td> <td>€ 2,000.00</td> </tr> <tr> <td>End date</td> <td>31-Dec-36</td> <td>1-Feb-19</td> <td>28-Feb-19</td> <td>1-Feb-19</td> <td>€ 2,000.00</td> </tr> <tr> <td>Start of regular payment</td> <td>1-Jan-19</td> <td>1-Mar-19</td> <td>31-Mar-19</td> <td>1-Mar-19</td> <td>€ 2,000.00</td> </tr> <tr> <td>Payment frequency</td> <td>1 month</td> <td>1-Apr-19</td> <td>30-Apr-19</td> <td>1-Apr-19</td> <td>€ 2,000.00</td> </tr> <tr> <td rowspan="4">2</td> <td>Date effective</td> <td>1-Jan-19</td> <td>1-Jan-19</td> <td>14-Jan-19</td> <td>1-Jan-19</td> <td>€ 903.23</td> </tr> <tr> <td>End date</td> <td>31-Dec-36</td> <td>15-Jan-19</td> <td>14-Feb-19</td> <td>1-Feb-19</td> <td>€ 2,000.00</td> </tr> <tr> <td>Start of regular payment</td> <td>15-Jan-19</td> <td>15-Feb-19</td> <td>14-Mar-19</td> <td>1-Mar-19</td> <td>€ 2,000.00</td> </tr> <tr> <td>Payment frequency</td> <td>1 month</td> <td>15-Mar-19</td> <td>14-Apr-19</td> <td>1-Apr-19</td> <td>€ 2,000.00</td> </tr> <tr> <td rowspan="4">3</td> <td>Date effective</td> <td>15-Jan-19</td> <td>15-Jan-19</td> <td>31-Jan-19</td> <td>1-Jan-19</td> <td>€ 1,096.77</td> </tr> <tr> <td>End date</td> <td>31-Dec-36</td> <td>1-Feb-19</td> <td>28-Feb-19</td> <td>1-Feb-19</td> <td>€ 2,000.00</td> </tr> <tr> <td>Start of regular payment</td> <td>1-Feb-19</td> <td>1-Mar-19</td> <td>31-Mar-19</td> <td>1-Mar-19</td> <td>€ 2,000.00</td> </tr> <tr> <td>Payment frequency</td> <td>1 month</td> <td>1-Apr-19</td> <td>30-Apr-19</td> <td>1-Apr-19</td> <td>€ 2,000.00</td> </tr> </tbody> </table>	Contract Line	Contract data	Start date commitment	End date commitment	Payment start date	Payment amount	1	Date effective	1-Jan-19	1-Jan-19	31-Jan-19	1-Jan-19	€ 2,000.00	End date	31-Dec-36	1-Feb-19	28-Feb-19	1-Feb-19	€ 2,000.00	Start of regular payment	1-Jan-19	1-Mar-19	31-Mar-19	1-Mar-19	€ 2,000.00	Payment frequency	1 month	1-Apr-19	30-Apr-19	1-Apr-19	€ 2,000.00	2	Date effective	1-Jan-19	1-Jan-19	14-Jan-19	1-Jan-19	€ 903.23	End date	31-Dec-36	15-Jan-19	14-Feb-19	1-Feb-19	€ 2,000.00	Start of regular payment	15-Jan-19	15-Feb-19	14-Mar-19	1-Mar-19	€ 2,000.00	Payment frequency	1 month	15-Mar-19	14-Apr-19	1-Apr-19	€ 2,000.00	3	Date effective	15-Jan-19	15-Jan-19	31-Jan-19	1-Jan-19	€ 1,096.77	End date	31-Dec-36	1-Feb-19	28-Feb-19	1-Feb-19	€ 2,000.00	Start of regular payment	1-Feb-19	1-Mar-19	31-Mar-19	1-Mar-19	€ 2,000.00	Payment frequency	1 month	1-Apr-19	30-Apr-19	1-Apr-19	€ 2,000.00
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For once-only amounts, the **Start of regular payment** field is automatically populated with the contract line's start date (as specified in the **Date effective** field) and becomes read-only.

Denominator

Displays the denominator that is used to calculate the new indexed amount, according to this formula:

$$(Numerator / denominator) * amount\ before\ indexation = new\ indexed\ amount$$

This read-only field is automatically populated by Planon after you have indexed a contract, based on the linked indexation method. Indexation methods can be defined in Supporting data . For more information on this subject, refer to the Supporting data documentation. For more information on indexing and for some calculation examples, see [Adjusting contract prices using indexation](#).

Department

Enter the department that drew up the contract line from a pick list. This list contains all departments that are added to Planon ProCenter.

Discount/surcharge %

You can apply a discount or a surcharge using this field. If the discount % is positive the price is reduced. For example, if the discount is 10%, the price will be reduced. If the discount % is negative, a surcharge will be applied. For example, with a -10%, the price will increase. In case of a rent-free period (i.e. for which no rent must be paid), enter a discount percentage of 100%.

End date

Enter the contract line's end date. If the **Contract line period** field is completed, the end date is automatically calculated and displayed in this field. If you manually enter an end date, the **Contract line period** is then automatically calculated and displayed. If you change the **Date effective**, the **End date** changes accordingly.


Once the contract line is in the **Active** or **Terminated** status, you can use the **Change end date** option on the **Contract lines** action menu to change the end date, if required. For details on this subject, see [Automated processing of contract options](#).




Field	Description
External coordinator address	Select the address of the external person responsible for coordinating the task from the pick list containing the addresses of external persons defined in Supporting data .
External coordinator contact	Select the contact details of the external person responsible for coordinating the task from the pick list containing the contact details of external persons defined in Supporting data .
External tradesperson address	Select the company address, if an external company completes the order from the pick list containing the addresses of external companies defined in Supporting data .
External tradesperson contact	Select the contact details of the external person responsible for carrying out the task from the pick list containing the contact details of external persons defined in Supporting data .
Execution date of indexation	Indicates the date at which the indexation was performed.
Renew together with contract?	This Yes/No field allows you to define whether the contract line is renewed whenever the contract it is linked to is extended. For contract lines related to Lease accounting, Yes must be selected in this field.
Indexation amount	<p>Displays the amount before indexation that is used to calculate the new indexed amount, according to this formula:</p> $(Numerator / denominator) * amount\ before\ indexation = new\ indexed\ amount$ <p>Example</p> <p>Numerator = 116.58, denominator = 115.83 Amount before indexation = 823,790.94 The new indexed amount is calculated as follows: $(116.58 / 115.83) * 823,790.94 = 829,124.99$</p> <p>This read-only field is automatically populated by Planon after you have indexed a contract, based on the linked indexation method.</p> <p>Indexation methods can be defined in Supporting data . For more information on this subject, refer to the Supporting data documentation. For more information on indexing and for some calculation examples, see Adjusting contract prices using indexation</p>
Index base amount	The base amount used to calculate the new price after base amount indexation.



Contract lines that are related to Lease accounting, whose **Contract type** field contains the value Operating lease or Financial lease, must have an end date.

Field	Description
Indexation date	<p>Note: if you specified a base amount indexation method, the Index base amount field automatically inherits the value in the Amount field.</p> <p>Indicates the date until which contract amounts have been indexed. For details on indexation, see Adjusting contract prices using indexation.</p>
Indexation method	<p>Enter an indexation method. Indexation methods can be defined in Supporting data . For more information on this subject, refer to the Supporting data documentation. Refer to Adjusting contract prices using indexation for more information on indexing and for some calculation examples.</p>
Index rate multiplier	<p>This field stores the result of dividing two index numbers. The value in this field is derived from the calculation performed in the Indexation rounding field.</p> <p>If the Indexation rounding field is empty, this field will also remain empty.</p>
Indexation rounding	<p>Specify the number of digits for rounding the result of division of two index numbers. If this field is empty, rounding will not be applied. Rounding is calculated on the (percentage of) change, please check the example below.</p> <p><i>Example</i></p> <p>Numerator: 110 Denominator: 106 Index based on: $110 / 106 = 1.037735890566037735849056603774$ If Indexation Rounding is set to 2 digits: 3.77 % If Indexation Rounding is set to 4 digits: 3.7735% If Indexation Rounding is empty: 3.7735890566037735849056603774 If the last digit ends in 0-4, it will not be rounded. If the last digit ends in 5-9, this digit will be incremented by 1. Planon ProCenter will store the result after rounding in the Index rate multiplier field. Rounding will also affect the Minimum/Maximum indexation value, and the Threshold value.</p>
Maximum / Minimum indexation value	<p>Use these fields to specify a minimum and maximum indexation value (in %). These fields are only available if you are using a base amount indexation method or an indexation based on index groups.</p> <p>For details on the use of these fields, see Using minimum and maximum indexation values.</p>
Index base amount month	<p>Enter a month to determine the index number that is used in the calculation when base amount indexation is applied.</p>

Field	Description
Next indexation date	<p>Indicates the next date the amount specified in the contract line will be indexed. Planon ProCenter automatically calculates and shows this date using the following formula:</p> <p>Next indexation date = Indexation date + Indexation period.</p> <p>Example: Indexation method: indexation per year Indexation date: 1/1/2008 Date of next indexation: 1/1/2009</p> <p>Note that if the contract line has the status Inactive, you can use this field to specify the date the first indexation has to take place. Once a contract line has the Active status, the Next indexation date field becomes read-only and is calculated and populated automatically by Planon ProCenter.</p>
Numerator	<p>Displays the numerator that is used to calculate the new indexed amount, according to this formula:</p> <p><i>(Numerator / denominator) * amount before indexation = new indexed amount</i></p> <p>This read-only field is automatically populated by Planon after you have indexed a contract, based on the linked indexation method. Indexation methods can be defined in Supporting data . For more information on this subject, refer to the Supporting data documentation. For more information on indexing and for some calculation examples, see Adjusting contract prices using indexation</p>
Payment?	<p>This Yes/No field enables you to define if the amount specified is to be paid to or received from the other party. By default, this field contains the value specified in the Payment contract? field of the contract to which the contract line is linked.</p>
<p> Once you have activated the contract line, it is no longer possible to change this setting.</p>	
Payment date offset to next possible closure date (in days)	<p>Specify the payment date of a financial commitment by entering the number of days it is to occur on relative to the day preceding the closure date.</p> <p>A positive value indicates the payment date is before the day preceding the closure date. Zero indicates the payment date is actually on the day preceding the closure date. A negative value indicates the payment date is after the day preceding the closure date.</p> <p>Examples: -1 sets the payment date to the closure date itself. -2 sets the payment date to one day after the closure date.</p>

Field	Description
	<p>1 sets the payment date to one day before the day preceding the closure date.</p> <p>2 sets the payment date to two days before the day preceding the closure date.</p> <p>For details on financial commitments and cash flow calculations, see Calculating and displaying financial commitments.</p>
	<div style="border: 1px solid orange; padding: 10px;"> <p> You must choose between the fields Payment date offset to next possible closure date or Payment pattern start date to decide on the payment date. For more information on Payment pattern start date, see Payment pattern start date.</p> </div>
Payment address of external party	<p>Select an address of the receiver of the invoice for this contract line.</p> <div style="border: 1px solid orange; padding: 10px; margin-top: 10px;"> <p> This only needs to be filled if the address deviates from the invoice address of the contract.</p> </div>
Payment frequency	<p>Enter the frequency with which the amount specified in the contract line is to be paid or received. For example: pay every 3 months.</p> <p>Note: this field is used in combination with the Amount per field. The following combinations are currently supported:</p> <p>Amount per week, payment frequency per x weeks</p> <p>Amount per month, payment frequency per x months and per x years</p> <p>Amount per year, payment frequency per x months and per x years</p> <p>Once only amount, whereby the Payment frequency field can be left empty.</p> <div style="border: 1px solid red; padding: 10px; margin-top: 10px;"> <p> The Payment frequency field cannot be changed after a contract line is activated. For lease accounting, you cannot change this field during the contract period.</p> </div>
Payment in advance?	<p>This Yes/No field enables you to specify if payment is to be made in advance or in arrears (i.e. if payment is to be made before or at the end of the commitment period).</p>
Payment pattern start date	<p>Select a date for the payment pattern start date. This field enables you to have control over the payment date for the recurring payments.</p> <p>To decide on the payment date, you have to choose between Payment pattern start date or Payment date offset to next possible closure date.</p>

Field	Description	
	<p>For more information on payment date offset, see Payment date offset to next possible closure date (in days).</p> <p>For example,</p> <p>Depending on the payment frequency in years, months, weeks or days, the payment pattern start date recurs on the same date.</p>	
	Frequency	Start date
	Year	28-2- 2014
	Month	27-1- 2014 28-2- 2014
	Week	31-1- 2014
		Payment pattern
		28-2-2014, 28-2-2015, 29-2-2016...
		27-1-2014, 27-2-2014, 27-3-2014...
		28-2-2014, 31-3-2014, 30-4-2014...
		31-1-2014, 7-2-014, 14-2-2014...



Depending on the **Payment in advance?** option, the commitments are grouped based on their start or end date and are displayed on the financial overview.



The payment pattern start date cannot be changed after the first commitment is closed.

Property

Select a property to add to the contract line from the pick list.



Once the contract line is in the **Active** status, you can no longer change the value of this field.

However, you can also link additional properties to the contract line in one go by clicking **Link properties** in the action menu.




These additional properties can be unlinked if necessary.

Quarter type


For the sake of budgeting, financial years are often subdivided into quarters. The exact dates for these quarters are culturally dependent. For more information on the start and end dates of the different quarters, refer to .

This field allows you to select:

- English

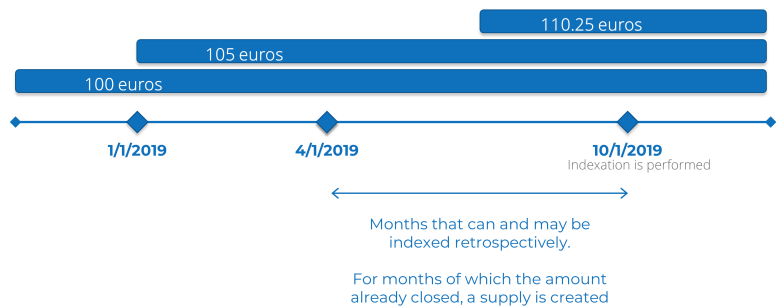
Field	Description
	<ul style="list-style-type: none"> • Scottish • Old Scottish • Irish <p>English/(Old) Scottish/Irish quarters determine the period of the financial obligation as well as the date of the first payment.</p> <div data-bbox="618 516 1531 651" style="border: 1px solid orange; padding: 5px;"> <p> If you specified one of these quarter types, the Apportionment calculation method can only be Quarter.</p> </div> <p>In case the field is left empty, “modern” quarters apply whereby it is possible to enter any date of the first payment. It is only possible to select the English/(Old) Scottish/Irish quarter type in combination with a payment frequency of 3 months.</p> <div data-bbox="618 858 1531 993" style="border: 1px solid orange; padding: 5px;"> <p> English, (Old) Scottish and Irish quarters are not supported if you are working with lease accounting.</p> </div>
Reason for price change	<p>If a price change has occurred, and you want to document why this has happened, for example in a price announcement letter, enter the reason for the price change in this field.</p>
Rentable unit	<p>If Rentable Units is available, this field lets you link a rentable unit to a contract. The dialog box in which you can select a rentable unit is context-sensitive: if the selected contract is a payment contract, the dialog box will only display Rent from units; if the contract is not a payment contract, it will display Rent to units. You can only link rentable units to a lease contract if they are in the Not rented status. After linking a rentable unit to a lease contract line that is in the In > preparation status, the rentable unit is automatically assigned the Option status. As soon as the lease contract line is activated, the status of the linked rentable unit changes from Option to Rented. This only applies to rentable units linked to lease contract lines. Once the contract line is in the Active status, you can no longer change this field.</p> <div data-bbox="618 1633 1531 1892" style="border: 1px solid orange; padding: 5px;"> <p> It is possible to link Rentable units to an active Lease contract line. However, when the Lease contract line is inactive some field information (Price, Quantity, Unit of measurement) are taken from the Rentable unit. When the lease contract line is activated no fields are copied from Rentable unit to Lease contract line.</p> </div>

Field	Description
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 For details on rentable units and their possible statuses, see the Rentable Units documentation.

Retrospective indexation (max. no. of months)

Use this field to specify the number of months that can and may be indexed retrospectively, starting from the system date.
 Example of retrospective indexation
 Contract X was indexed on 10/1/2019 (=Execution date of indexation)
 Amount = 100 euro per month
 Indexation method = 5% per half year
 Retrospective indexation = 6 months



Space

Enter the space the contract line applies to from a pick list containing spaces registered in Planon ProCenter.
 Once the contract line is in the **Active** status, you can no longer change this field.

Standard cost category

Enter the relevant standard cost category from a pick list containing standard cost categories defined in Supporting data .

Standard cost type

Select a standard cost type from the pick list containing the standard cost types defined in Supporting data .

Indexation threshold %

Use this field to specify a threshold value (in %) for the indexation. This field is only available if you are using a base amount indexation method or an indexation based on index groups. Note that if you have already specified a value in the **Minimum indexation value** field, you cannot use this field.

For details on the use of this field, see [Using a threshold value](#).


Internal coordinator

Select the internal employee in the organization responsible for coordinating the execution of the order from the pick list containing

Field	Description
Internal tradesperson	<p>the internal employees in the organization defined in Supporting data .</p> <p>Select the internal employee in the organization responsible for carrying out the order from the pick list containing the internal employees in the organization defined in Supporting data .</p>
Index base amount year	<p>Enter a year used to determine the index number that is used in the calculation when base amount indexation is applied.</p>

Planon PMFS / AppSuite settings - copied from contract line to linked order


EHS required? Select **Yes** if the field engineer has to acknowledge health and safety information when working on the order for this contract line.


 Only applicable if the **EHS check required?** order setting in the Planon AppSuite is set to **EHS required**. For more information, see *Planon AppSuite - Configuration Guide*.

Sign-off required? Click **Yes** if it is required that the customer signs off the job on the mobile device of the field engineer, to acknowledge that the work was completed as agreed.


Sign-off by engineer required? Click **Yes** if it is required that the engineer signs off the job on the mobile device upon completing the job, to acknowledge that the job has been fully executed.

Appointment booking? Click **Yes** if the PMFS order for the contract line must appear as an appointment booking on the mobile device of the field engineer (internal tradesperson). Once the order is made into an appointment booking, its start date is fixed.

 If you are working with *multiple work assignments* (licensed feature), this field is set to **Yes** if one of the order's work assignments is an appointment booking (its **Appointment booking?** field is set to **Yes**). See the *Work Assignments* documentation for information on the relation between orders and work assignments.


 If the **Start date-time** of the order is not filled in, the order will not show as appointment booking on the mobile device. In the PMFS app, field engineers can recognize appointment bookings by their icon. They should not start earlier or work longer on the order without consulting the customer first.

The default setting in this field is **No** (no fixed start date).

Field	Description
High priority?	<p>Click Yes if the PMFS order for this contract line must appear as a high priority order on the mobile device of the field engineer (internal tradesperson). Field engineers can recognize high priority orders by their icon in the PMFS app.</p> <p>The default setting in this field is No (no high priority).</p> <div style="border: 1px solid orange; padding: 10px; margin-top: 10px;"> <p> It is possible to make an order both a high priority order <i>and</i> an appointment booking, by setting both fields to Yes. In that case, the PMFS order on the field engineer's mobile device is marked by a merged icon.</p> </div>

Lease contract line fields

Field	Description
Rentable unit amount	<p>A read only field that indicates the rentable unit's recommended price on the selected reference date, calculated from:</p> <p>Physical quantity of rentable unit x Recommended price per unit of measurement</p>
Physical quantity	The quantity of the leased rentable unit linked to the contract line.
Unit of measurement	This field indicates the unit of measurement used for the rentable unit. If you linked a rentable unit to the contract line, the value in this field is inherited from the rentable unit and it becomes read only.
Physical quantity of rentable unit	A read only field that indicates the physical quantity of the rentable unit on the selected reference date.
Recommended price per unit of measurement	Enter the recommended price per unit of measurement to be used for the rentable unit.
Price per unit of measurement (commercial)	<p>This field displays the commercial price per unit of measurement, calculated from:</p> <p>Amount / Commercial quantity</p> <p>If the value of this field is manually modified, Amount is recalculated from:</p> <p>Amount = Commercial quantity x Price per unit of measurement (commercial)</p>
Price per unit of measurement (physical)	<p>A read-only field that displays the price per unit of measurement (e.g. in EUR per sq. meter) on the selected reference date.</p> <p>This is calculated from:</p> <p>Amount / Physical quantity of rentable unit</p>

Field	Description
	<div style="border: 1px solid orange; padding: 10px;">  There are additional contract line fields for lease accounting. For details, refer to the Lease accounting documentation. </div>

History fields

Field	Description
Modification date-time	The date-time at which the change was entered in Planon ProCenter.
History added manually?	Whether the history line was added manually via the Add button on the Contract history menu.
Planon user	The name of the Planon user who made the change.
User field name	The field name of the changed field as it is known to the user.
System field name	The field name of the changed field as it is defined in the system.
Old value	The contents of the field prior to the modification.
New value	The contents of the field after the modification.
Contract (line)	The contract or contract line to which the change applies.
Start date	The date at which the change becomes effective.

Contract options fields

Field	Description
General	
Contract	Enter the contract to which the contract option applies.
Contract line	Enter the contract line to which the contract option applies.
Valid from	Enter the date from which the contract option can be applied.
Valid up to and including	Enter the date up to and including which the contract option can be applied. In the automated renewal process, renewal options are processed when this date has passed.
Contracting party - fine	Enter the contracting party that is required to pay a fine.

Field	Description
Contracting party - fee	Enter the contracting party that receives a fee.
Renewal options	
Renewal term	Enter the period by which the contract can be extended. This field is only available for renewal options. Not completing this field results in the contract being extended for an indefinite period of time.
Repeat renewal	To specify whether the contract option should be copied to be applied later. If set to Yes , when processing this renewal option, Planon will create a copy of the option and will increment the priority so that the process of renewal will run continuously until it is ended by setting the value for this field to No . To use this feature, renewal options must be based on priority and not on date. If this field is set to No , the renewal option will only be processed once, after which its status changes to Exercised .
Priority	The automated renewal process operates based on the value you set in this field. The contract option with the highest priority (1) is processed first. Contract options for the same contract cannot have the same priority. For more information on automatic renewal, see Renewal options .
Tentative contract end date	The date that appears in this field is based on the following calculation: Contract end date + Renewal term = Tentative contract end date Example: 31-12-2018 + Year = 31-12-2019 This date is a tentative date, because it may shift as a result of changing the contract end date. This date will only be calculated if the renewal option status is Active or In preparation .
Termination options / Purchase options	
Exercisable by	Specify the contracting party that can exercise the termination / purchase option (Both, Accepting party, Offering party).
Based on	Specify whether you want to execute the termination / purchase option either based on: <ul style="list-style-type: none"> the end date the notice date This field is specifically relevant if the schedule is based on the value in either of the following fields: Recurrence - calendar , Recurrence - month(s) , or Recurrence - interval
Term of notice - offering party	Specify the term of notice required by the offering party.

Field	Description
Recurrence - calendar	<p>For automatically applying termination options based on dates, select the specific date(s) to be used.</p> <p>To select multiple dates, hold down the CTRL key when clicking the various dates.</p> <p>To clear multiple dates in the Calendar pop-up, click a different date, and then press CTRL and click a date again. All dates are now cleared.</p>
Recurrence - month(s)	For automatically applying termination options based on month(s), select the specific month(s) to be used.
Recurrence - interval	<p>For automatically applying termination options based on a period, specify the period to be applied.</p> <p>For more information on automated processing of termination options, see .</p>

Financial commitments data fields



The fields for the functional currency have the prefix "FC" (only applies to contracts based on lease accounting).

Field	Description
Contract line	Displays the contract line to which the financial commitment applies.
Closure date	<p>Indicates the date on which amounts can be closed. This date depends on whether payment is in advance or in arrears.</p> <p>Example: A user has agreed that rent is to be paid monthly in advance. The commitment period is 1/1/2008 - 1/31/2008. In this case, the closure date is 1/1/2008. If the user agrees that the amount is to be paid in arrears, the closure date is 1/31/2008.</p>
Payment date	Displays the date at which the financial commitment is to be settled.
Start date commitment	Displays the start date of the financial commitment.
End date commitment	Displays the end date of the financial commitment.
Payment?	Indicates if the amount specified is to be paid to or received from the other party.



You can use this field in reports to make the correct calculations. For details on creating reports, see the *Report Manager* documentation.

Field	Description
Amount (incl. / excl. tax)	<p>The financial commitment amount in this field is calculated based on the values specified in the Amount, Amount per and Payment frequency fields of the corresponding contract line at the Contract details > Contract lines selection step.</p> <p>Example 1</p> <p>Amount (contract line) = \$ 1500</p> <p>Amount per = month (monthly amount)</p> <p>Payment frequency: 3 months</p> <p>Amount financial commitment = \$1500 * 3 = \$ 4500</p> <p>Example 2</p> <p>Amount (contract line) = \$ 12000</p> <p>Amount per = year (annual amount)</p> <p>Payment frequency = 3 months</p> <p>Amount financial commitment = (\$12000/12) * 3 = \$ 3000</p>
FC - amount excl. VAT	If you are using functional currencies in lease accounting contracts (see the <i>Lease accounting</i> documentation), this field displays the financial commitment amount based on the functional currency.
FC - spot exchange rate	If you are using functional currencies in lease accounting contracts (see the <i>Lease accounting</i> documentation), this field displays the spot exchange rate that is used to calculate the functional currency. Planon uses the spot rate that was valid on the financial commitment's Payment date .
VAT rate	Displays the VAT rate that applies to the financial commitment.



Note that if the VAT rate is changed within a payment period, separate financial commitments (or supplements) are created. Please refer to the following example.

Example

Amount (contract line) = \$ 100

Amount per = month

Payment frequency = 3 months

VAT rate = 6%

This results in the following financial commitment:

1/1/2010 – 3/31/2010:

Amount incl. VAT = \$ 318

(300 + 18,00 VAT based on 6% VAT)

Assume the VAT tariff changes on 2/1/2010 from 6% to 19%. The following 2 financial commitments are created:

1/1/2010 – 1/31/2010

Field	Description
	Amount incl. VAT = \$ 106 (100 + 6,00 VAT based on 6% VAT) 2/1/2010 – 3/31/2010: Amount incl. VAT = \$ 238 (200 + 38,00 VAT based on 19% VAT)
Send to financial system?	Planon uses this field to indicate whether postings should be sent to your financial system.
Technical comment	This field can be used by exporting interfaces to store additional information about the export in addition to the Send to financial system field. Technical comments can include for example an export batch ID. This field is populated by Planon and cannot be changed by users.

Overview including payments - Fields

Column	Description
Commitments	Displays the financial commitments generated by the contract.
Cashflow	Displays the registration of payments/receipts against the contract's commitments.
Balance	Displays the balance between commitments and receipts. (Commitments – Cashflow).
Cumulative balance	Displays the addition of the previous cumulative balance and the current balance. This column takes into account the Cashflow start balance data (for more information, see Interpreting values - example).

Price announcement letter fields

Field	Description
Accepting contract party	Specify if the price announcement letter is to be addressed to a Person or to an Address of the accepting contracting party. This field is mandatory.
Code	Enter a code for the price announcement letter. This field is mandatory.
Include price changes only	If you want to only include contract lines in which price changes have occurred, set this field to Yes . If you want to include contract lines in which any change has occurred, set this field to No .
Period start date	Specify the start date of the period for which changes are to be announced. This field is mandatory.

Field	Description
Period end date	Specify the end date of the period for which changes are to be announced. This field is mandatory.
Template	Specify the mail merge report definition template you created in step 2 of the procedure. This field is mandatory.
Copy to person or address	Specify if a copy of the price announcement letter is to be addressed to a Person or to an Address defined for the contract.
Name	Enter a name for the price announcement letter form.
Allow duplicates for period	If for a particular contract, you want to allow the price announcement letter to be used to report changes for a period of time that overlaps with periods of time already reported on, set this field to Yes . If you set this field to No , you can only create a price announcement letter if no letter has already been created for the entire period specified.
Include once-only contract lines	If you want to also report changes to contract lines in which only a single payment is made (i.e. with payment frequency set to once only), set this field to Yes .
Include starting & ending contract lines	To include contract lines that start or end within the specified period, set this option to Yes .
Save as PDF	If you select Yes , the price announcement letters are stored as PDF, ready to be printed or to be sent via email.
Email subject report	Select a data-only report to be used for specifying the email subject of a form that will be sent by email.

Yes/No field settings

Include price changes only	Include contract lines with only payment frequency	Include contract lines with start and end date	Price announcement letter then includes contract lines with:
Yes	No	No	Changes to price fields only, with a payment frequency other than once only.
Yes	Yes	No	Changes to price fields only, and those with a payment frequency of once only.
Yes	No	Yes	Changes to price fields only, with a payment frequency other than once only. If a contract line's start or end date falls within the specified period, it is also included.
Yes	Yes	Yes	Changes to price fields only, and those with a payment frequency of once only and those with a start or end date that falls within the specified period.

Include price changes only	Include contract lines with once only payment frequency	Include contract lines with start and end date	Price announcement letter then includes contract lines with:
No	No	No	Changes to any field, with a payment frequency other than once only.
No	Yes	No	Changes to any field.
No	No	Yes	Changes to any field, with a payment frequency other than once only.
No	Yes	Yes	Changes to any field.

Closure date fields

Field	Description
Closure date	Displays the date until which amounts have been closed

Closure date overview fields - contracts

Field	Description
Closed until date	Displays the date until which contract amounts are closed
Closure date of contract	Displays the date from which the contract data is retrieved. This date is equal to the Closed until date .
Trial closure Y/N	Indicates if the amount closure is a trial closure.

Closure date overview fields- contract lines

Field	Description
Closure date of contract line	Displays the date from which the contract line data is retrieved. This date is equal to the Closed until date .
Contract data	Indicates the contract the contract line belongs to.
Trial closure Y/N	Indicates if the amount closure is a trial closure.

Closure date overview fields – financial commitments

Field	Description
Contract line data	Indicates the contract line the financial commitment belongs to.
Batch ID	Use this field to indicate that the financial data has been processed in the financial system. This is the only field in the Closure date overview TSI that users can edit.
Closure date of financial commitment	Displays the date from which the amount closure data is retrieved. This date is equal to the Closed until date .

Contract invoiceable fields

Field	Description
Payment contract?	Set the option as No since Planon supports sales invoices currently.
Is invoiceable from	Enter a valid date to indicate the date from when the closed amounts of a contract can be invoiced. When creating a new contract, set this date as Planon > calculation start date .
Invoice address	Enter a valid address of the receiver of the invoice. If an address is already specified for an accepting contract party in Planon ProCenter, by default, it is displayed in this field.

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