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Supporting Data - Commercial Facility Management

The '**Commercial Facility Management**' part of Supporting data includes the following subjects:

- Indexation
- Financial years

When you read on, you will learn more about these subjects in Essentials Edition .

Defining indexation methods

In Contracts , contract prices can be adjusted based on an indexation method. Indexation methods can be defined in Supporting data > Indexation methods.

When end users want to index contract prices in Contracts , they can select an indexation method from the pick list containing all the indexation methods which have been defined in Supporting data > Indexation methods.



For more information on using indexation methods to adjust contract prices, refer to *Contracts*.

Adding an indexation method

Prerequisites

To add indexation methods based on index groups, you must first define the required index group(s) and the corresponding index numbers in **Index groups** launch item. For more information, refer to [Defining index groups and index numbers](#).

Procedure

1. Go to Supporting data > **Indexation methods**.
2. From the action menu, select one of the following options:
 - **Add percentage method** - to add an indexation method based on a percentage.
 - **Add index group method** - to add an indexation method based on an index group.
 - **Add base amount indexation** - to add an indexation method based on an index group and a base amount.
3. Complete the fields in the data section.
For a description of these fields, refer to:
 - [Percentage method](#)
 - [Index group method](#)
 - [Base amount indexation](#)
4. Click **Save**.
You have now added a new indexation method.

Defining index groups and index numbers

Prerequisite

If you want to use indexation methods based on index groups, you have to define the required index group(s) and corresponding index numbers. In Supporting data > **Indexation groups** you can add index

groups and their corresponding index numbers. After index numbers have been linked to an index group, indexing calculations can be made.

Adding an index group

To add an index group

Procedure

1. Go to **Index groups**.
2. From the action menu, select **Add**.
3. Complete the fields in the data section.
4. Click **Save**.

You have now added a new index group. Subsequently, you can add index numbers to the index group. Refer to [Adding index numbers](#).

Adding index numbers

To add index numbers

Procedure

1. Go to **Index groups**> **Index numbers**.
2. On the action menu, select **Add**.
3. Complete the fields in the data section. For a description of these fields, refer to [Index number data](#).
4. Click **Save**. You have now added new index numbers for a specific year. Repeat the above steps for each year for which you want to define index numbers.

Financial years

Financial years can be added, maintained and closed in **Supporting data > Financial years**.

Adding a financial year

Procedure

1. Go to Supporting data > **Financial years**.
2. On the action panel, click **Add**.
3. In the data panel, complete the relevant fields.

For a description of these fields, refer to [Financial year fields](#).

4. Click **Save**.

A new financial year has been added.

The following actions are available for a financial year:

- **Generate journal entries for contracts** – This action is run as a background action (see) and generates - per contract line - all required journal entries and corresponding postings for the selected financial year. If there is too much data to process in one run for a specific financial year, you must repeat the **Generate journal entries for contracts** action until all journal entries are generated. Once all contracts have been processed, Planon automatically switches the setting **Journal entries generated for contract lines** to **Yes** and the **Generate journal entries for contracts** action is no longer available.



The setting **Update budgets on basis of budget definition** in **FieldDefiner > Contracts > Business object settings** should be set to **Yes**.

- **Adopt recurring budgets** - Selecting this option will enable you to adopt the budgets of a particular financial year.
- **Close all budgets of financial year** - Selecting this option will close all the budgets related to the selected financial year.



For more information, see [Budgets](#) .

- **Closed** status transition - Enables you to close the selected financial year. A financial year can only be closed if all budgets linked to it have been closed too. If you want to close the budgets linked to a particular financial year in one go, you can select **Close all budgets of financial year**.

Supporting data – Field Descriptions

Base amount indexation fields

Field	Description
Index group	Use this field to specify the index group the index method belongs to. You can select the relevant index group from a pick list. This pick list contains the index groups defined in Supporting data > Index groups .
Period	Use this field to specify how often you wish to index, for example yearly or quarterly.
Is based on year index	Use this field to specify whether you want to use the year index number as a numerator.
Relative year for numerator	Use this field if you want to use the index number of a relative year as a numerator. The relative year number indicates the number of years that has to be subtracted from the actual year in the indexation process. Example: if the indexation date is 1/1/2007 and the value specified in this field is -2, the index number of January 2005 will be used as numerator.
Relative month for numerator	Use this field if you want to use the index number of a relative month as a numerator. The relative month number indicates the number of months that has to be subtracted from the actual month in the indexation process.
Fixed month for numerator	When you index contract prices according to an indexation method based on both an index group and a base amount, the new price will be calculated as follows: $\frac{\text{Index number numerator}}{\text{Index number denominator}} * \text{Base amount} = \text{New price}$ <p>If you want to use the index number of a fixed month as a numerator, you can use the Fixed month for numerator field to specify a fixed month. The index number of this month will then be used as numerator.</p>

Index group method fields

Field	Description
Index group	Use this field to specify the index group the index method belongs to. You can select the relevant index group from a pick list. This pick list contains the index groups defined in Supporting data > Index groups .
Period	Use this field to specify how often you wish to index, for example yearly or quarterly.

Field	Description
Fixed month for numerator/denominator	<p>When you index contract prices according to an indexation method based on index groups, the new price will be calculated as follows:</p> $\frac{\text{Index number numerator}}{\text{Index number denominator}} * \text{Fixed price} = \text{New price}$ <p>If you want to use the index number of a fixed month as a numerator/denominator, you can use the Fixed month for numerator/denominator fields to specify a fixed month. The index number of this month will then be used as numerator/denominator.</p>
Relative month for numerator/denominator	<p>Use this field if you want to use the index number of a relative month as a numerator/denominator. The relative month number indicates the number of months that has to be added to the actual month in the indexation process. You can also use this field in combination with the Relative year for numerator/denominator field.</p> <p>Example: if the indexation date is 1/1/2007 and the value specified in this field is 1, the index number of February will be used as numerator/denominator.</p> <div style="border: 1px solid orange; padding: 5px; margin-top: 10px;"> <p> If you omit to complete this field, the month of the indexation date will be used as numerator/denominator.</p> </div>
Relative year for numerator/denominator	<p>Use this field if you want to use the index number of a relative year as a numerator/denominator. The relative year number indicates the number of years that has to be added to the actual year in the indexation process. You can also use this field in combination with the Relative month for numerator/denominator field.</p> <p>Example: Indexation date is 1/1/2007 of a yearly indexation.</p> <ul style="list-style-type: none"> Relative month used for this index: 4 months in the past. Value in this field for the numerator: -4. The index number of September 2006 will be used. Value for the denominator: -16 (or relative year -1 + relative month -4). The index number of September 2005 will be used.
Is based on year index	Use this field to specify whether you want to use the year index number as a numerator/denominator.

Index number data fields

Field	Description
Index group	In this field, you can select the relevant index group from a pick list. This pick list contains the index groups defined at the Index groups selection level.

Field	Description
Year	Use this field to specify the year to which the index numbers apply.
Year index number	Use this field to specify the year index number for the relevant year.
Index number — month (1-12)	Use this field to specify the index number for the relevant month.

Percentage method fields

Field	Description
Percentage	Use this field to specify the percentage of the indexation method.
Period	Use this field to specify how often you wish to index, for example yearly or quarterly.

Financial year fields

Field	Description
Year	Enter a year that represents the new financial year.
Description	Enter a description for the financial year.
Start date	The start date is automatically populated by adding one day to the end date of the previous financial year.
End date	Select an end date for the financial year.



If the setting **Year end date set by Planon** is set to **Yes** in **FieldDefiner > Financial years > Business object settings**, the end date is automatically populated and Planon will define the financial year as an exact year with a fixed start date.

Costs excl. VAT	When creating a financial year, typically, the default setting is taken from System Settings . Here you can overrule this setting for a selected financial year, if required. Click No , if you want to calculate costs including VAT or click Yes if you want to calculate costs excluding VAT.
Status	The status of the financial year is displayed: Open or Closed .
Journal entries generated for contract lines	If you applied the Generate journal entries for contracts action, this field will be automatically set to Yes . Journal entries are created for those contracts which belong to the selected financial year and are

Field	Description
	linked to a budget definition. For more information on the Generate journal entries for contracts action, see Adding a financial year .

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