Budgets

Planon Software Suite

About this Document

Intended Audience

This document is intended for *Planon Software Suite* users.

Contacting us

If you have any comments or questions regarding this document, please send them to: support@planonsoftware.com.

Document Conventions

Bold
Names of menus, options, tabs, fields and buttons are displayed in bold type.

Italic text
Application names are displayed in italics.

CAPITALS
Names of keys are displayed in upper case.

Special symbols

	Text preceded by this symbol references additional information or a tip.
	Text preceded by this symbol is intended to alert users about consequences if they carry out a particular action in Planon.

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About Budgets

The Budgets TSI is used to add and manage budgets. The main objective of Budgets is to monitor the depletion of approved budgets.

Budgets can be classified as capital project-related or property-related budgets. By linking a capital project to a cost group, budgets can be defined for every combination of project and cost group. The progress of projects and the status of corresponding budgets are displayed on the **Financial console**.

Budgets are affected via journal entries generated through changes in contracts and orders in the Work Orders and Contracts TSIs.

> Contracts based on lease accounting cannot be used in combination with budgets. Although it is possible to link a budget (definition) to a lease accounting contract line, this has *no* effect on the budget.

Budgets - Concepts

This section explains concepts available in the Budgets TSI and the way they are related to each other.

Capital project

A project created to manage capital expenditure/income. A capital project provides an absolute control over the costs and budgets of a project.

You can specify your project either as capital expenditure or operational expenditure.
If your capital project is of the capital expenditure type, you can only link CapEx budgets.
If your project is of the operational expenditure type, you can only link OpEx budgets to it.

Cost groups

Cost groups are used to divide budget categories into groups, such as Services, Housing costs, Projects and Service costs. A cost group needs to be specified for each budget category.

A cost group is a hierarchical element. This means it can be divided into subgroups. The maximum number of levels in the hierarchical structure is seven. Cost group structures only have to be defined once in Planon and can then be reused and linked to multiple projects.

Cost groups are not linked to a property.

Cost categories

Cost categories are used to group budget categories with their budgets, for example Electro Technical Maintenance, Constructional Maintenance.

Budget categories

By using budget categories, you can group budgets with identical cost groups (such as Services), but different cost centers (such as Research & Development or Facility Management). The budget category allows you to monitor the total amount of these budgets.

There are two types of budget categories:

- Operating costs: can be linked to one or more properties.

- Capital investment: can be linked to a main capital project and main cost group. You can define budgets for the combination of project and cost group.

  Capital investments can be linked multiple times to the same cost group.

Budgets

An estimate of income and expenditure for a set period of time. A budget is an assigned amount to be spent on a task or a project. A budget belongs to a specific budget category.

Budgets can have the following statuses: **Initial**, **Open** or **Closed**. In its initial status, a budget can be marked as either an income or expenditure. Any changes on a budget can be done in the **Initial** status only. Once a budget is moved to the **Open** status, the changes can be registered only via **Budget modifications**. If a budget is moved from the **Initial** status to another status, it is not possible to remove the budget.

A budget can be reset from the **Open** status to the **Initial** status, but only if:

- there are no budget modifications linked to the budget;
- no committed costs or invoiced costs are incurred against the budget.

Budgets can be of two types:

- Operational expenditure budget (OpEx)
- Capital expenditure budget (CapEx)

Operational expenditure budget (OpEx)

- Operational expenditure (OpEx) budgets are expenses that you incur during the ordinary business operations in a financial year.
  For example, you can assign OpEx budgets to common expenditures such as wages, maintenance/repair of machinery, utilities, rent etc.
- Property-related budgets can only be of the OpEx type.
- OpEx budgets should always be related to a financial year.

Capital expenditure budget (CapEx)

- Capital expenditure (CapEx) budgets are expenses that create future benefits. For example, you can assign CapEx budgets for buying equipment, buildings, acquiring intellectual property assets like patents etc.
- A capital expenditure is incurred when a business spends money either to buy fixed assets or add to the value of an existing asset. The life of such budgets can extend beyond a tax year.

- Capital project related budgets can be OpEx or CapEx.
- CapEx budgets are not related to a financial year.

> ℹ️ The decision to choose CapEx/OpEx for a capital project has to be made when defining the project.

Grouping example

The categorization of cost groups, budget categories and budgets may vary per organization, depending on their preferences. The figures below illustrate two examples of grouping.

An example of property independent budgets. The Cleaning budget category can be divided into multiple budgets. For each budget a unique department (= cost center) is specified.

An example of property dependent budgets. Each property has its own different budgets for Constructional Maintenance and Complaint handling. By using a budget category the total amount spent on maintenance can be monitored per property.
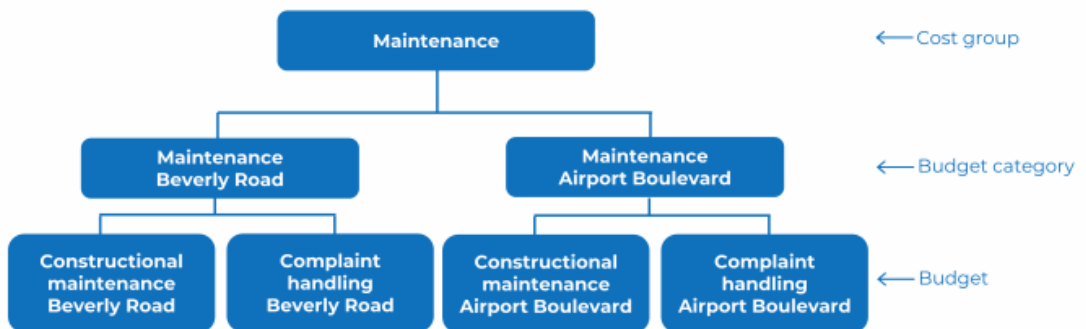
Budget modifications

Making changes to a budget which is in the **Open** status. Budget modifications can be done with either the **Budget change** or **Budget transfer** option. **Budget change** is for changes on the same budget. **Budget transfer** is for transferring amounts from one budget to another.

The change or transfer should be approved by authorized personnel. After the approval, the budget is updated automatically.

Forecast

A forecast is about estimating and allocating a budget in advance for a property or a project.

A forecast depends on the expenditure patterns of the currently allocated budget. Based on this forecast, the balance budget is calculated and the predicted expenditure is transferred to a real expenditure (orders / contracts).

Before a forecast is made, the commitments from the current orders and contracts as well as the upcoming expenditure must be considered. After a forecast is defined, the budget (for that forecast) cannot be changed.

A forecast can have hard and soft values. A hard forecast projects the real forecast value that gives the remaining budget.
A soft forecast provides a prediction of any possible changes that can influence the hard forecast.

Funds

A sum of money made available for a particular purpose.
For example: educational fund, library fund, building fund etc.

To know how a fund is utilized you can link it to a budget. A fund can be linked to multiple budgets. This will give an overview of money spent on different areas (budgets).
For example: If an organization allocates a fund to build a separate wing in a university, many budgets may be involved such as a budget for raw material, a budget for employees etc. The fund manager should have a proper overview of where the funds are utilized.

Subfunds can also be added to a main fund. The time scope of a subfund should be within the time scope of the main fund.

Funds can have the following statuses: **Initial**, **Active** or **Closed**. You can also add other intermediate statuses, if required.
Once the fund moves from the **Initial** to **Active** status, it is no longer possible to change the fund amount. Any modification can be done in **Budget categories** > **Fund modification**.

Any modifications on funds can be registered as fund history.

> A fund can only be deleted in the initial status.
> If funds are registered in fund transfer or fund change, they cannot be deleted.

Fund modification

Making changes to a fund which is in the **Active** status.

To modify a fund in the **Active** status, an approval process is necessary.

Fund modifications can have the following statuses: **Initial**, **Active** and **Closed**. The fund change or transfer should be approved by an authorized person for example, a fund manager. Multiple persons can be assigned to the approval process. The modified fund amount is updated after the status is set to **Approved**. You can see the change reflected in the original and new amounts.
There can be one change/transfer of a fund at one point of time.

You can modify funds in two different ways:

- Fund change
- Fund transfer

Fund change

Changing a fund amount in the **Active** status.
For example: money added periodically to a fund.

Fund transfer

Transferring an amount from one fund to another.
For example: if two funds are maintained by the same funder, then the surplus amount in one fund can be transferred to the other fund.

For fund transfer, both source fund and destination fund should be in the **Active status**. Transfer to the same fund is not allowed.

Any changes on fund modifications can be registered as fund modification history.

> ⚠️ If a fund change/transfer is moved from the **Initial** status to another status, it is no longer possible to remove the fund change/transfer.

Financial year

The year to which a budget category applies. The active financial year can be set with the (📅) **Financial year** button on the toolbar. After setting a financial year, only budgets and budget categories for the active financial year are shown in the Budgets TSI.

The default value for the active financial year is the year of the current system date, provided that the current year has been defined as a financial year. For more information on setting the active financial year, see Setting the active financial year.

Working with Budgets

This section describes the processes and tasks that can be performed in the Budgets TSI.

Adding cost categories

To add a cost category, proceed as follows.

Procedure

1. Go to the Components > Cost categories selection step.
2. From the action panel, select Add cost categories.
3. Complete the fields in the data panel.

   For more information on the available fields, refer to Cost category fields.

4. Click Save.
   A new cost category is created.

Adding cost groups

To add a cost group, proceed as follows.

Procedure

1. Go to the Components > Cost groups selection step.
2. From the action panel, select Add cost groups.
3. Complete the fields in the data panel.

   For more information on the available fields, refer to Cost groups fields.

4. Click Save.

   A new cost group is created.

Setting the active financial year

Budgets and budget categories for the active budget year are shown in the Budgets TSI. The default value for the active financial year is the year of the current system date,

provided that the current year has been defined as a financial year. Financial years can be added and maintained in Supporting data .

> ℹ️ For more information on maintaining financial years, see Financial years.

Procedure

1. Go to Budget categories.
2. Click the Financial year button in the toolbar. The Select the active financial year window opens. Here you can select the required financial year.

   It is also possible to have the budget categories and budgets displayed of all financial years. For example, if you want to generate reports over several financial years. To view the budget categories and budgets of all financial years, you can disable the filter on financial year by clicking the **Financial year active** toggle button.

Adding budget categories

This section generally explains how to add a new budget category.

Procedure

1. Go to the Budget categories selection level.

   ◦ If you drill down from a specific property, the budget categories linked to that specific property are displayed.
   If you want to view the general budget categories that are not linked to the active property, click the **General categories included** button in the toolbar.

   ◦ By default, only the budget categories of the active financial year are shown. If you also want to view the budget categories of other financial years, click the **Financial year active** toggle button.

2. From the action panel, select Add capital investment budgets / Add operating costs budgets.
3. Complete the fields in the data panel.

   For more information on the available budget category fields, see Capital investment budget fields and Operating costs budget fields.

4. Click Save.

   You have created a new budget category.

> ℹ️ Use the **Property** option in the **Links** menu to link an operating costs budget category to one or more properties.

Copying a budget category

Instead of adding a new budget category, you could copy an existing budget category. Copying budget categories can be useful if for example there are many similarities between budget categories and budgets for various properties.

All relevant data and any budgets that belong to the budget category concerned can be copied together with it. If the current budget category is linked to one or more budgets, Planon ProCenter will ask you if you want to copy the budgets that belong to this budget category. If the current budget category is linked to one or more properties, Planon ProCenter will ask you if these properties should also be linked to the copied budget category.

Adopting budget categories with their budgets

Planon ProCenter enables you to adopt budget categories with the budgets belonging to them to a new financial year. The budget amounts specified can be adopted and increased by a certain percentage.

Once-only budget categories and their budgets are never adopted whereas recurring budget categories are. A recurring budget category (property-related) may include both once-only and recurring budgets (OpEx type). Only recurring OpEx budgets are adopted.

Procedure

1. Go to the Budget categories selection level.

2. If you want to adopt budget categories and budgets from one specific financial year, set this year as the active financial year. The elements list will then only display the budget categories of the active financial year. For more information on how to set the active financial year, see Setting the active financial year.

   If you want to adopt budget categories and budgets from various financial years at the same time, make sure all financial years are displayed. For more information on how to do this, see Setting the active financial year.

3. Select the budget category (-ies) you want to adopt.

4. From the action panel, select Adopt recurring budgets.

   The **Adopt recurring budgets** dialog box is displayed.

5. In the To financial year field enter the financial year to which you want to adopt the selected budget categories and their budgets.

6. Click the Including amounts option button if you want to adopt the budget categories and budget amounts. You can add a percentage with which the original budget amounts are to be increased.

> ℹ️ If the budget category is based on budget calculation method 1 (**Budget % of budget category**), the percentage will be applied to the budget (amount) of the budget category. In case the budget category is based on calculation method 2 (**Budget category budget total**), the percentage will be applied to each individual budget.

7. If budget categories are linked to one or more properties, you can select the Including linked properties check box if you want to adopt these links too.

8. Click OK to confirm the settings made in this dialog box.

Planon ProCenter will now create budget categories and budgets for the specified financial year.

Generating maintenance budgets

The **Generate maintenance budgets** option allows you to create maintenance budgets (OpEx type) for the maintenance activities of a specific property (related to property budget category), for a specific financial year.

Prerequisites

Before you generate maintenance budgets in Budgets TSI, you must first check the following in Maintenance > Planner:

Ensure the maintenance plan to which maintenance activities belong is **definitive** and in the **Active** status.

- Specify a budget definition for the activity definition to which the maintenance activities belong.

- The activity definition must be in either the **Balanced** or **Unbalanced** status.

> ℹ️ For more information on using **Planned Maintenance**, see Planned Maintenance.

Procedure

1. Go to Budget categories.

2. On the Budget categories action panel, click Generate maintenance budgets.

   The **Generate maintenance budgets** window appears.

3. Select a Financial year from the list.

4. Select one or more properties for which you want to generate maintenance budgets.

5. Click OK.

Maintenance budgets are now generated for the specified properties and financial year. The generated budgets are shown at the **Budgets** selection level.

> ℹ️ Whenever you modify a maintenance activity definition, you must regenerate the budgets.

The budget value is automatically calculated by Planon ProCenter using the following formula:

Expected costs as specified in the maintenance activity definition * Number of times the maintenance activity occurs

If required, you can manually adjust the budget in the **Budget** field.

Adding CapEx budgets

This section explains how to add a new capital expenditure budget. To add a CapEx budget, proceed as follows:

Procedure

1. Go to the Budget categories selection level and select the budget category to which you want to add a budget.
2. Go to the Budgets selection level.

    In the elements list the existing budgets are shown.

3. From the action panel, select Add CapEx budgets.
4. Complete the fields in the data panel.

    For more information on the available fields, refer to CapEx budget data fields.

5. Click Save.

    Estimated costs can only be specified for a combination of specific order types and status transitions. See refer to the following table.

	Accepted	Techni- cally completed	Approved	Planned	In progress	Made
Contract order	x	x				
Planned maintenance order	x	x				

	Accepted	Techni-cally completed	Approved	Planned	In progress	Made
Maintenance plan group order	x	x				
Move order	x	x				
Move request			x	x		
Purchase order	x	x				
Request					x	
Catalog item request	x	x			x	
Reservation						x
Work order	x	x				

Remaining budget calculation

Scenario 1: expecting costs (estimates > 0)

This scenario can result in two different calculations:

- The costs exceed the estimate: only costs are taken into account (no further costs are expected).
- Estimate exceeds the costs: estimate and costs are both taken into account (additional costs are expected).

Scenario 2: expecting profit (estimates < 0)

- This scenario can result in two different calculations:

  The costs exceed the estimate: estimate and costs are both taken into account (additional profit is expected).
- Estimate exceeds the costs: only costs are taken into account (no further profit is expected).

These scenarios are illustrated in the following example:

Estimate	Cost	Budget	Total expected	Total invoiced	Remaining budget
5	2	100	3	2	95
5	7	100	0	7	93

Estimate	Cost	Budget	Total expected	Total invoiced	Remaining budget
5	-2	100	7	-2	95
-5	-2	100	-3	-2	105
-5	-7	100	0	-7	107
-5	2	100	-7	2	105

Adding OpEx budgets

This section explains how to add new operational income/expenditure budgets in Planon ProCenter .

To add an OpEx budget, proceed as follows:

Procedure

1. Go to the Budget categories selection level and select the budget category to which you want to add a budget.

> ℹ️ By default, only the budget categories of the active financial year are shown. If you also want to view the budget categories of other financial years, click the **Financial year active** button in the toolbar.

2. Go to the Budgets selection level.
3. From the action panel, select Add OpEx budgets.
4. Complete the fields in the data panel.

    For more information on the available fields, refer to OpEx budget data fields.

5. Click Save.

Adding a forecast

To add a forecast, proceed as follows:

Procedure

1. Go to the Budget details > Forecast step.
2. On the action panel, click Add.
3. Complete the fields in the data panel.
4. For information on the available fields, refer to Forecast data fields.
5. Click Save.

Multiple forecasts can be added to a single budget. The sum of active forecasts is treated as main forecast on the budget. Forecasts are only calculated if the budget is in the **Active** status. A forecast becomes inactive once the budget is closed.

Example: for constructing a building, a budget of 10,000 Euros is allocated for material. Forecast for the material is 5000 Euros. Purchase order is 3000 Euros. If the budget is in **Open** status, the balance budget is 10,000 - (5000+3000) = 2000 Euros.

A forecast assignment is the cost-related assignment on a budget via a forecast.
Forecast assignments can be done by applying a status transition on the forecast.

Forecasts can have the following statuses: **Inactive**, **Active**, **Committed** and **Paid**. Forecasts in the **Inactive** and **Active** statuses are used as estimations on the budget. Forecasts with **Committed** and **Paid** statuses are used as quick orders on the budget. These status transitions generate journal entries and the budget is updated accordingly. The following table shows the effect of different forecast statuses on the budget.

Forecast status	Influence on budget
Inactive	No influence on the budget.
Active	The forecast will not update the budget but the available budget is influenced.
Committed / Paid	The forecast will update the budget and journal entries will be generated. The budget is updated with the value in the field **Forecast amount hard** (see CapEx budget data fields).

> **i** A forecast can only influence a budget if the budget is in the **Open** status.

Modifying a budget

To modify a budget, proceed as follows:

Procedure

1. Go to the Budget details > Budget modifications step.
2. On the action panel, click Add Budget changes/Add Budget transfers.
3. Complete the fields in the data panel.

   For information on the available fields, refer to Budget modification data fields.

4. Click Save.

   Budget modifications can have the following statuses: **Initial**, **Approval requested** or **Approved/Rejected**.

   ○ Budget amounts can be modified only in the **Initial** status.

   ○ A budget modification can be approved only when the involved budget(s) is in the **Open** status.

   ○ For a budget transfer, both source budget and destination budget should be in the **Active** status.

   ○ There can only be one change or transfer at a time for a budget.

   ○ Deleting budget changes/transfers is not possible once the change moves out of the **Initial** status.

   ○ Any changes on budget modifications can be registered as budget modification history.

Closing budgets

If you have the appropriate authorization, you can close a budget. If a budget is closed, you can no longer enter costs for this budget.

You can close a budget only if:

- The orders related to the budget must be either in **Administratively completed** or **Canceled** status.

- The amounts/financial commitments on all the related contract lines must be closed.

Budgets can be closed in the following ways:

Procedure

1. Close each budget separately
   . On the Budgets selection level, click Closed status on the action panel.

   Or

2. Close all budgets in a budget category. On the Budgets categories selection level, click Closed status on the action panel. If you want to close all budgets of various budget categories simultaneously, you can use the Action on selection option.

Or

3. Close all budgets related to a financial year. On the Financial year selection level, click Close all budgets of financial year on the action panel.

ℹ️ For more information on the **Action on selection** option, see Fundamentals.

Modifying closed contract line budgets

It is possible to modify the budget amount on a contract line, even after the budget is closed.

The budget amount can be modified in the following situations:

- If the budget is already closed but the financial year is still open -
  To modify the budget amount, another budget with the same code can be created to register the changes.

- If both the budget and financial year are closed -
  To modify the budget amount, the next open financial year can be used to register the changes.

- If the budget linked via a fixed project is closed -
  To modify the budget amount, create a new budget and link this budget to a new contract line to register the changes.

Updating budgets based on order status

Budgets are updated based on the system status of the related order. Actual order costs are always subtracted from the budget. For estimated order costs, the following three situations apply:

1. The order is not yet accepted. In this case, no costs are committed to the budget.
2. The order is accepted but not closed yet. In this stage, estimations are registered as committed costs. When you register actual costs, committed costs will be transferred into actual costs. If the actual costs exceed the estimate, estimate and costs are both taken into account (additional costs are expected).
3. The order is closed. In this stage, the estimates that exceed the actual costs are not committed to the budget.

The following tables list the system statuses per order type that apply to the above situations.

Situation 1: the order is not accepted

Order type	Order statuses
Contract orders	Reported, Proposal
Maintenance orders	Reported, Proposal
Maintenance planning group orders	Reported, Proposal
Move orders	Reported, Proposal
Move requests	Reported
Purchase orders	Reported, Confirmed
Requisitions catalog items	Reported, Confirmed
Reservation	Requested, Option
Work order	Reported, Proposal

Situation 2: the order accepted but not closed yet

Order type	Order statuses
Contract orders	Accepted, Technically completed
Maintenance orders	Accepted, Technically completed
Maintenance planning group orders	Accepted, Technically completed
Move orders	Accepted, Technically completed
Move requests	Approved, Technically completed
Purchase orders	Accepted, Technically completed
Requisitions catalog items	In progress, Technically completed
Reservation	Made
Work order	Accepted, Technically completed

Situation 3: the order is closed

Order type	Order statuses
Contract orders	Canceled, Administratively completed

Order type	Order statuses
Maintenance orders	Canceled, Administratively completed
Maintenance planning group orders	Canceled, Administratively completed
Move orders	Canceled, Administratively completed
Move requests	Canceled, Executed
Purchase orders	Canceled, Administratively completed
Requisitions catalog items	Canceled, Administratively completed
Request	Canceled, Completed
Reservation	Canceled, Administratively completed
Work order	Canceled, Administratively completed

Maintaining a budget's history

The **Budget history** selection level displays a budget's history by listing the changes made to values in specified fields belonging to a budget.

In Field definer , you can enable an automatic **History** option for individual fields belonging to budgets. 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 level.

For a description of fields for maintaining the budget history, refer to Budget history fields.

It is also possible to manually add history for the selected budget. In the action panel, click **Add** and type a comment in the **Comment** field.

For details on changing field attributes, see Field definer.

Adding a fund

To add a fund, proceed as follows:

Procedure

1. Go to Components > Fund.
2. On the action panel, click Add.
3. Complete the fields in the data panel.

For information on the available fields, refer to Fund data.

4. Click Save.

> ℹ️ The funds in the elements list are displayed based on the reference date. By default this is the current date. Clicking the **Reference date** button causes a date picker to appear from which you can select another date that is in the past or in the future.
> You can deactivate the reference date by clicking **Reference date** button and selecting **Inactive**.

Modifying a fund

To modify a fund, proceed as follows:

Procedure

1. Go to Budget categories > Fund modification.

2. On the action panel, click Add Fund change/Add Fund transfer.

3. Complete the fields in the data panel.

    For information on the available fields, refer to Fund modification data.

4. Click Save.

General Ledger

The general ledger works as a central repository for accounting information. The summaries of all financial transactions during a period are recorded. It maintains transaction history and reference to budget information.

Journal entries

A journal entry is a logging of transactions in the general ledger. It details all the financial transactions of a business and the accounts these transactions affect. Every journal entry registered is either a credit or a debit. This is because a credit in one account is offset by a debit in a different account. The debit and credit for a single transaction should be in balance.

Journal entries are generated automatically from orders and contracts.

Journal entries on orders are generated:

- If there is a status transition.
- If there are changes in the amount/budget.
- If an order is added or deleted.
- If the budget reference is changed.

    Journal entries on contracts are generated:

- If financial commitments are added/deleted/status changed.
- If financial commitments in the **Open** status are changed. Here, journal entries are registered as committed costs.
- If financial commitments are closed. Here, journal entries are registered as invoiced costs.

Journal entries are only generated if budgets are involved that have the **Open** status. No journal entries are generated if:

- There are no budgets.
- The related budget is closed.
- There are multiple open budgets matching the data for the contract line created.

Adding a journal entry

Journal entries are registered automatically. However, you can also add journal entries manually in order to balance the general ledger or in case of a mistake.

To add a journal entry, proceed as follows:

Procedure

1. Go to the **Ledgers** > **Journal entries** step.
2. On the action panel, click **Add Credit entry/Add Debit entry**.
3. Complete the fields in the data panel.

   For information on the available fields, refer to Journal entry data.
4. Click **Save**.

Deep archiving a journal entry

To limit the number of journal entries in the elements list, you can deep archive them:

- To remove entries that are no longer required
- This action is permanent: deep archived items can no longer be retrieved.
- To perform this action on multiple items, use **Action on selection**.

Procedure

1. Go to the **Ledgers** > **Journal entries** step.
2. Select the journal entries that you want to deep archive.
3. On the action panel, click **Transfer to archive**.
4. On the action panel, click **Deep archive**.

   Only after you transfer a journal entry to archive, you can deep archive it. The deep archived elements are displayed in the **Archived journal entry** selection step.

Financial console

The **Financial console** provides a graphical overview that gives an insight into various financial aspects of a capital project.

The information displayed on the Financial console is read-only and cannot be edited.

When you open the **Financial console**, the **Project search page** is displayed. Here you can select a project directly or search by a project code/name.

> ℹ Projects and cost groups that are linked to budget categories in Budgets TSI are displayed in the project search page. For more information see Budget categories.

After selecting a project, the **Financial Console Details** page is displayed. It contains an overview table with capital projects on the horizontal axis and cost groups on the vertical axis. All existing budgets are displayed at the point of intersection of the respective project and cost group combination in the grid.

By default the Financial console displays the main projects and cost groups along with their subs. The main and sub projects/cost groups can be expanded or collapsed. In the expanded form, the individual budgets are displayed. When collapsed, the budgets in the table are shown as aggregated. It is displayed as stack in the cell. The aggregated budget contains the sum of all available budgets including its subs. A budget cell can be empty if there is no budget defined.

On the Financial console details page, budget types are available in a drop-down list on the top right corner. The budget(s) displayed reflect(s) the budget type selected from this list. If you change the budget type, the budget displayed on the console is also changed accordingly.

The types of budgets that are available on the Financial console are:

- Actual budgets

- Available budgets
- Balance budgets

For calculations of budget types, see Appendix - Budget calculations.

> ℹ️ If the balance budget amount is below zero, the budget amount is displayed in red.

The **÷ Number** gives the dividing factor for the budgets. For example, ÷ 1000 indicates that the budget amount shown in the grid is actually multiple of 1000.

The refresh button reloads the data and rebuilds the page.

The legend button gives inferences of colors on budgets and project. It also shows the currency, decimal symbol etc.

> ℹ️ The budget and project color gives their respective statuses.
> Aggregated budgets do not have a color indication.

Budget details table

When you click a budget cell in the financial console, the **Budget details** table opens. This table displays additional information of the selected budget. Details like budget, expenditures and payments are displayed. You can select single budgets and aggregated budgets to be opened in the **Budget details** table. The budgets are highlighted in blue color indicating that they are opened in the **Budget details** table.

In the **Budget modifications** pop-up, the **Result** field displays the resultant value of each change. The modification values are displayed as aggregated or individual, depending on the type of budget you select.

> ℹ️ The total of the **Result** field must match with the budget modification value in the **Budget details** table.

For calculations of the fields in Budget Details table, see Appendix - Budget calculations.

Icons	Description
0	The triangle on the top right corner of the cell indicates that more information is available as a pop-up. The pop-up displays details of the changes on the **Budget modifications** or the **Forecast to go**.
▲	Indicates the **Reserve budget** for a project. In budget calculations, reserve budgets are treated as commitments. When you hover the mouse over the alert icon, the reserve budget value is displayed.
✕	Close budgets in the budget details table. You can close individual budgets or you can close all budgets by selecting **Totals**.

Budgets - Field descriptions

Cost group data fields

Field	Description
Code	A cost group code. This field is used to display the cost group in the elements list.
Description	A cost group description. This field is used to display the cost group in the elements list.
Code group	Planon ProCenter automatically adopts the code you have specified in the **Code** field. The value in this field cannot be modified.
Type	If applicable, specify the cost group type. This can be selected from a pick list.

Cost category data fields

Field	Description
Code	A cost category code. This field is used to display the cost category in the elements list.
Description	A cost category description. This field is used to display the cost category in the elements list.

Operating costs budget fields

Field	Description
Code	A budget category code. This field is used to display the budget category in the elements list. The budget category code has to be unique per financial year.
Description	A budget category description. This field is used to display the budget category in the elements list.

Field	Description
Once-only budget category	This field enables you to specify whether a budget category is a once-only budget category (**Yes**) or a recurring budget category (**No**). Budgets for a new financial year can be created on the basis of budgets of other financial years. This can be done by adopting budget categories and their underlying budgets. If a budget category is recurring, then all underlying recurring budgets will be included when adopting the budgets. However, underlying once-only budgets will not be included. If a budget category is once-only, then the underlying budgets - whether they are defined as recurring or not - will not be adopted. For more information on adopting budget categories with their budgets, refer to Adopting budget categories with their budgets.
Budget	The total budget for the active budget category. The contents of this field can be typed or automatically calculated, depending on the value specified in the **Calculation method** field.
Modification date	The date on which the latest budget adjustment has taken place. The moment the value in the **Budget** field is modified, the current system date is automatically placed in the field, i.e. the day the adjustment took place. The contents of the field can be adopted manually.
Calculation method	There are two ways to specify the amounts for budget categories and budgets. The total amount for a budget category can be specified and divided over the various budgets on the basis of a percentage. Select the **Budget % of budget category** option to use this method. Alternatively specify the amounts for each budget. In a budget category's **Budget** field the various amounts are added. To use this method, select the **Budget category budget total** option.
Cost group	The cost group a budget category belongs to can be selected from a pick list. The list contains the cost groups specified at the **Components** > **Cost groups** selection step. For more information on cost groups, refer to Working with Budget Management.
Cost category	The cost category, for example catering or automation can be selected from a pick list. The list contains the cost categories specified at the **Components** > **Cost categories** selection step. For more information on cost categories, refer to Cost categories.

Field	Description
Comment	Here you can enter an unrestricted amount of text, such as information regarding the relevant budget category.
Financial year	The financial year to which a budget category applies. For each added budget, the current (=active) financial year is automatically entered. The contents of the field cannot be modified. For more information on setting the active financial year, refer to Setting the active financial year.
Status	When a new budget category is added, the status will initially be **Open**. Planon ProCenter will automatically populate the **Status** field with the value **Open**. If the relevant budget category has been closed, the value **Closed** is specified here. The value in this field cannot be overwritten manually.
	For more information on closing budgets, refer to Closing budgets.

Capital investment budget fields

Field	Description
Code	Enter a budget category code.
Description	Enter a budget category description.
Budget	This is a read-only field that displays the total of the underlying budgets for the active budget category.
Cost group	Select the cost group to which a budget category belongs. The list contains the cost groups specified at the **Components** > **Cost groups** selection step.
Project	Select a capital project.
	⚠ The reference to a cost group and project cannot be changed after the budget is activated.
Cost category	Select a cost category for the budget category.
Comment	Here you can enter information relevant to the budget category.

OpEx budget data fields

Field	Description
Code	A budget code. This field is used to display the budget in the elements list. The budget code has to be unique per financial year.
Description	A budget description. This field is used to display the budget in the elements list.
Is expenditure	Specify if the budget is an income or expenditure.
Once-only budget	This field enables you to specify whether a budget is a once-only budget (value **Yes**) or a recurring budget (value **No**). Budgets for a new financial year can be created on the basis of budgets of other financial years. This can be done by adopting budget categories and their underlying budgets. If a budget category is recurring, then all underlying recurring budgets will be included when adopting the budgets. However, underlying once-only budgets will not be included. If a budget category is once-only, then the underlying budgets - whether they are defined as recurring or not - will not be adopted. For more information on adopting budget categories with their budgets, refer to Adopting budget categories with their budgets.
% of budget category	This calculated field displays the part of the total budget size of the budget category available to this budget. If the value **Budget % of budget category** is specified for the budget category in the **Calculation method** field (refer to Property budget category data fields) you can use this field to specify the percentage of the amount of the budget category that is intended for this budget. The calculated budget amount is shown in the **Budget** field.
Budget	The budget value. If the value **Budget % of budget category** is specified for the budgets category in the **Calculation method** field (refer to Property budget category data fields) and a percentage is specified for the budget in the **% of budget category** field, the budget is calculated according to the following formula: Budget (of budget category) * % of budget category 100 If for a budget category the value **Budget category budget total** is specified in the **Calculation method** field, you can specify a value in the **Budget** field.

Field	Description
Total committed	This field displays the total value of the estimated costs for all the orders that are linked to a budget using the Work Orders , Service Desk and/or Reservations TSIs.
	Estimated costs can only be specified for a combination of specific order types and status transitions. For more information, see Adding CapEx budgets.
	If a budget is linked to a contract line, activating the contract line updates the total of committed costs. Depending on the setting of the **Payment?** field on the contract line, budgets can be income or expenditure. If the **Payment?** 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.
	ℹ For more information on this subject, see Using budgets.
Total invoiced/actual costs	In the **Total invoiced/actual costs** field the total **Costs excluding VAT** are specified for both actual costs and labor hours for the orders linked to the budget.
	If a budget is linked to a contract line, final closing of the financial commitments updates the total invoiced costs.
	ℹ For more information on this subject, see Using budgets.
Remaining budget	The remaining budget is calculated as follows: budget – total committed – total invoiced/actual costs – reserved amount.
	A remaining budget for running orders is calculated by subtracting the following cost items from the budget:
	• Costs
	• Estimates
	ℹ When using negative amounts for estimates, you indicate to expect a profit, whereas using positive amounts for estimates indicates you expect costs. For a description on how this affects budget calculation, see Remaining budget calculation.

Field	Description
Last adjustment	The date on which the latest budget adjustment has taken place. The moment the value in the **Budget** field is modified, the current system date is automatically placed in the field. The contents of the field can always be modified.
Budget category	The budget category to which the budget belongs. The budget category is automatically specified by Planon ProCenter .
Cost center	The cost center for a budget. The required cost center can be chosen from a pick list containing all cost centers.
Comment	A note of any length can be typed.
Status	When the active budget is closed, Planon ProCenter automatically enters the value **Closed** here. If the relevant budget has not been closed, the value **Open** is specified here. The value in this field cannot be overwritten manually.
Financial year	The financial year that applies to the budget. For each added budget, the current financial year is automatically entered. The contents of the field cannot be modified. For more information on setting the financial year, refer to Financial year.

CapEx budget data fields

Field	Description
Code	Specify a budget code.
Description	Enter a budget description.
Is expenditure	Specify if the budget is an income or expenditure.
Balance	This field is automatically updated with the calculated balance amount. Project managers are interested in the balance of a budget to know how a budget is performing. The balance indicates if the budget is negative or positive. To know how the **Balance** amount is calculated, see Appendix - Budget calculations.

Field	Description
Budget manager	Select the budget manager.
Budget	Enter the budget value.
Cost center	Select the cost center for a budget.
Cost group	Select the cost group.
Project	Select the project.
Forecast end of work	This field is automatically updated with the calculated amount. Forecast end of work is calculated as follows: Commitments + Hard forecast + Reserve budget
Fund	Select the fund for this budget.
Initial amount	This field is updated automatically when budget is changed from initial to **Open** status. It contains the actual budget amount and this amount does not change.
Reserved amount	Specify an amount that you want to set aside as a reserve in the budget.
Forecast amount hard	This field is updated with the hard forecast amount when a forecast is added to this budget and the budget is in the active status.
Forecast amount soft	This field is updated with the soft forecast amount when a forecast is added to this budget and the budget is in the active status.

Forecast data fields

Field	Description
Amount hard	Specify the amount for the hard forecast. The amount entered here affects the budget calculation.
Amount soft	Specify the amount for the soft forecast. This amount does not affect the budget calculation. It is only used for estimations and reports.
Budget	Select the budget for which the forecast has to be calculated.

Budget modification data fields

Field	Description
Code	Enter a code for the budget modification.
Amount change	Specify the amount that you want change or transfer in a budget.
Approval date	Select a date on which the budget change/transfer should become active.
Target budget	Select a target budget for change/transfer.
Approved date	The date when the budget change/transfer is approved. On this date, the budget change/transfer will be applied.
Name	Enter an appropriate name for budget change/transfer.
New amount target budget	The target budget amount (updated) after transfer/change.
Original amount target budget	The target budget amount (original) before transfer/change.
Source budget	Select a source budget from which the budget transfer should take place.
New amount source budget	The source budget amount (updated) after transfer.
Original amount source budget	The source budget amount (original) before transfer.

> ℹ The above three fields are available for budget transfers only.

Budget 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 **Budget history** menu.

Field	Description
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.
Budget	The budget to which the change applies.
Start date	The date at which the change becomes effective.

Fund data

Field	Description
Code	Enter a code for the fund.
Name	Enter a descriptive name for the fund.
Amount	Specify the amount that you want to initiate for a fund.
Start date	Specify a date on which the fund can be started.
End date	Enter the end date for the fund.
Funder	Select a person/organization who initiates the fund.
Fund manager	Select a person who manages the fund. This person will be responsible for the fund and its approval process.
Parent level	Displays the main fund (if the fund is a sub fund).

Fund modification data

Field	Description
Code	Enter a code for the fund modification.
Amount change	Specify the amount that you want change or transfer from a fund.

Field	Description
Approval date	Select a date on which the fund change/transfer should be active for approval.
Approved date	The date when the fund change/transfer is approved.
Destination fund	Select a destination fund for change/transfer.
Original amount destination	The destination fund amount (original) before transfer/change.
New amount destination	The destination fund amount (updated) after transfer/change.
Source fund	Select a source fund from which the fund transfer should take place.
Original amount source	The source fund amount (original) before transfer.
New amount source	The source fund amount (updated) after transfer.

> ⬥ The above three fields are available for fund transfer only.

Journal entry data

The following fields should be registered to add a journal entry:

Field	Description
Amount	Specify the amount for the type of journal entry (credit or debit).
Increment budget type	Specify the increment budget type. Selecting **Yes** will increment the budget and **No** will decrement.
Start date	Specify the start date for the journal entry.
Budget	Select a budget for which you want to create the journal entry.
Budget type	Select a budget type. The budget is updated based on the journal entry. You can select from the following budget types:

Field	Description
	Invoiced, **Committed** and **Estimated**. These budget types correspond with budget fields. Note that **Invoiced** and **Committed** have a direct impact on the budget.
Contract line	A journal entry related to a contract line shows the financial data arising from that contract line.
Financial year	Select the financial year of the budget.
Fixed account	Select the appropriate fixed account. There are seven types of fixed accounts available for journal entries. All journal entries belong to one of these fixed accounts. These accounts cannot be changed. Some accounts have a direct influence on the budget. The following table illustrates the impact of fixed accounts on budgets.

Fixed account type	Impact on budget
Expenditure	N
Income	N
Creditor	Y
Debtor	Y
Cash	Y
Work	N
Open commitments	Y

Field	Description
Order	Select the order that is related to the journal entry.
Project	If a project is related to the journal entry, all money transactions of the project are displayed.
Remark	Enter remarks, if any.

Appendix - Budget calculations

The following table describes the formulas for calculating the various budget scenarios in Capital Project Management:

Item	TSI/ FC	Calculations
Original budget	TSI/ FC	Budget.Inital amount
Modifications	TSI/ FC	Approved budget changes + Approved budget transfers
Actual budget	TSI/ FC	Original budget + modifications
Commitments	FC	Expected costs + invoiced costs
Available budget	TSI/ FC	Actual budget – (commitments + reserved budget size)
Forecast to go	FC	Active forecasts to go
Forecast end of work	TSI/ FC	Commitments + forecasts to go + reserved budget size
Balance	TSI/ FC	Actual budget - forecast end of work
Payments	TSI/ FC	Invoiced costs
Payments to do	TSI/ FC	Expected costs
Open amounts to pay	TSI	Expected costs (field will be canceled)
Estimated costs	TSI	Estimated costs

TSI: Capital Project Management

FC: Financial Console

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