Cashflow

Planon Software Suite

Version: L105

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 Cashflow

Cashflow is the movement of cash in or out of a business, project or a financial product. Cashflow is used to register the inflow or outflow of cash for contracts and invoices.

For users who do not use Invoices , Planon ProCenter offers **Contract Cashflow Management**instead of Cashflow .

Users who do not use Invoices in Planon ProCenter can skip the topics related to invoices in this manual.

To know more about contracts and invoices, see Contracts and Invoices.

Cashflow – Concepts

The following topics describe the concepts that are key to understanding the functionality.

Cashflow

Cashflow corresponds to **Cash in** and **Cash out**. Cash in is the money which is received from a customer and Cash out is the money which is paid to a supplier.

Example

Cash in: Your lessee pays you money for lease (lease contract).

Cash out: You pay money to your supplier for supplying goods or services (service contract).

Contract

A contract is an agreement between two parties to deliver goods or services. Contracts can include the following clause:

- General agreements that apply to the contract as a whole.

- Agreements on the items/services to be delivered such as the property, rentable unit, space, asset 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. You can add and maintain various types of contracts, such as service Contracts and lease contracts.

Invoice

Invoice refers to a document issued by an offering contract party for payment detailing the goods or services provided to the accepting contract party, the cost(s), and any tax / VAT due.

In Invoices , you can approve an invoice for a lease contract or a service contract with the invoice data created in Contracts . Currently, Planon ProCenter only supports sales invoices.

Example: A sales invoice is created for the service contract you executed with your customer.

Outstanding invoice

Outstanding invoice is an invoice for which payment has not been (completely) received. In Cashflow , you can view a list of outstanding invoices.

Invoice address

An invoice address indicates the address of the accepting contracting party.

Cashflow account

A cashflow account is an internal account of the Planon ProCenter user.

Cashflow assignment

An amount that is received (cash in) can be assigned to a contract or an invoice to indicate that the amount was received for the specific contract or invoice. An amount that is paid (cash out) can be assigned to a contract or an invoice to indicate that the amount was paid for a specific contract or invoice.

Unassigned cashflow

Unassigned cashflow indicates that the cashflow amount has not been completely assigned to contracts or invoices.

Cashflow history

This feature enables you to display history of the changes made to cashflow. This includes the name of 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.

For more information on the history feature, see History.

Working with Cashflow

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

Adding a cashflow account

Prerequisites

To assign cashflow for a contract, the following fields must be filled on a contract:

- **Cashflow start date**: The date from which you start recording cashflow on the contract. The payment date of cashflow assigned to this contract must be on or after this date.

- **Cashflow start balance**: This is the payment balance on the cashflow start date.

Example: If your customer has arrears in payment, say, $1000, enter the amount as -1000. If your customer has paid you an advance of $1000, enter the amount as +1000. If your customer is up to date with payments, enter the amount as 0 (zero).

It is presumed that the display settings for amounts is **+** for cash in and **-** for cash out. You can decide to use other display settings and record the cash balance accordingly.

If **Invoiceable from** is enabled from the Planon > effective date (start of administration in Planon ProCenter), it is not possible to assign cashflow to a contract. Assignment must be done by reconciling the invoices.

Procedure

1. Go to Properties **>** Accounts.
2. On the actions panel, click Add.
3. In the data panel, complete the relevant fields. For a description of these fields, see Cashflow account fields.
4. Click Save.

Adding a cashflow

Procedure

1. Go to Cash flows **>** All cash flow .
2. On the actions panel, click Add Cash in.
3. In the data panel, complete the relevant fields. For a description of these fields, see Cashflow fields.

4. Click Save.

When a cashflow is created without being assigned to a contract or an invoice, it is saved as an unassigned cashflow.

> ℹ️ Adding Cash out is a similar process. The cashflow account is the account you pay the money from and the external bank account number is the number you send the money to.

Assigning cashflow to a contract

You can add cashflow and immediately assign the entire amount to a contract.

Procedure

1. Go to Cash flows > All cash flow.
2. On the action panel, click Add Cash in or Add Cash out. For more information, see Adding cashflow.
3. In the Contract field, select the contract to which you want to assign the cashflow amount.
4. Click Save.

> ℹ️ The **Linked contracts** field displays the contract(s) to which the cashflow is assigned. Cashflow can be assigned to one or more contracts. If a cashflow is linked to one contract, both the **Contract** and **Linked contracts** fields at the **Cashflow** selection level will be populated with the contract details. If a cashflow is linked to multiple contracts, the **Contract** field will be empty, and the **Linked contracts** field will show all the linked contracts.

Adding cashflow assignments to a contract

Cashflow can be assigned to contracts by one of the following procedures:

- By linking a contract while adding cashflow. See Assigning cashflow to a contract.

- By adding a contract cashflow assignment.

> ℹ️ When a cashflow is created without linking it to a contract or an invoice , it is saved as an unassigned cashflow. To assign the unassigned cashflow to a contract, use the following procedure:

Procedure

1. Go to Cash flows > Unassigned cash flow.
2. Select an unassigned cashflow.
3. Go to the Details selection step.

4. On the action panel, click Add Contract cashflow > assignment.

5. In the data panel, complete the relevant fields. For a description of these fields, seeCashflow assignments to a contract.

6. Click Save.

> ℹ If you want to view contracts specific to a property, go to Cashflow , **Properties**. Select a property and go to **Contracts**. You will see contracts pertaining to the property you have selected.
> On the contract level you can see that the **Cashflow total** field has increased (or decreased for cash out) when an amount is assigned to the contract.
> It is possible to assign one cashflow to more than one contract. You can add cashflow assignments until the unassigned cashflow amount of the cashflow is empty.

Assigning a cashflow to an invoice

You can add cashflow and immediately assign the entire amount to an invoice.

Procedure

1. Go to Cash flows > All cash flow.

2. Create cashflow (cash in or cash out). .

   For more information, see Adding cashflow

3. While creating cashflow, fill in the Invoice field before saving it. For a description of this field, see Invoice cashflow assignment - fields.

4. Click Save after filling the other relevant fields.

   Now you have assigned the whole cashflow amount to an invoice. If you go to Details > Cash flow assignments, you can see that an assignment is created for the full cashflow amount on the invoice to which it was assigned.

Adding cashflow assignments to an invoice

When a cashflow is created without linking it to a contract or an invoice, it is saved as an unassigned cashflow.
To assign the unassigned cashflow to an invoice, use the following procedure:

Procedure

1. Go to Cashflows > Unassigned cashflow.

2. Select an unassigned cashflow.

3. Go to the Details selection level.

4. On the action panel, click Add Invoice cashflow > assignment.

5. In the data panel, complete the relevant fields. For a description of this field, see Invoice cashflow assignment - fields.

6. Click Save.

   The assigned amount is deducted from the **Outstanding amount** field of the invoice. Invoices with outstanding amounts are listed as **Outstanding invoices**. You can view the outstanding invoices by going to Cashflow > Invoices > Outstanding invoices.

> ℹ️ It is possible to assign one cashflow to more than one invoice. You can add cashflow assignments until the unassigned cashflow amount of the cashflow is empty.
>
> Because Planon ProCenter only supports sales invoices, **Cash in** can only be assigned to debit invoices, whereas, **Cash out** can only be assigned to credit invoices.
>
> Amounts assigned to an invoice are also added to the **Cash flow total** field of the related contract.
>
> For contracts that generate invoices (**Is invoiceable from** date is filled), cash should be assigned to the invoices of that contract, not directly to the contract itself.

Maintaining cashflow history

Planon ProCenter enables you to keep track of changes made to fields individual fields belonging to cashflow, cashflow account, and cashflow assignment by enabling the **History** functionality. 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. Your application manager can enable an automatic **History** option for individual fields in Field definer.

If automatic history has been enabled, any modification to a field's value will be saved automatically and can be viewed as follows:

Procedure

1. Go to History > History - Cash flow assignment > .

2. From the list, select an item to view the changes.

3. To manually add History - Cash flow assignment, click Add on the action menu .

4. Select an assigned cashflow from the list and click Save.

Cashflow – Field Descriptions

Cashflow account fields

Field	Description
Code	Enter a code for the cashflow account.
Description	Enter a description for the cashflow account.
Account number	Enter the bank account number of the cashflow account.

Cashflow fields

Field	Description
System type	Displays the type of the cashflow ('cashflow in' or 'cashflow out').
Cashflow account	Select the cashflow account you want to assign for cash in or cash out.
Code	Enter a code for cash in or cash out which is usually the bank statement number.
Payment date	Enter the date on which payment was received / sent.
Contract	Select the contract to which you want to assign the cashflow.
Invoice	Select the invoice to which you want to assign the cashflow.
Address	Select the address of the sender / receiver.
External bank account number	The account number from which money was sent / received.
Amount	Enter the cashflow amount.
Assigned amount	Displays the total assigned amount.

Field	Description
Unassigned amount	Displays the total unassigned amount.

Contract cashflow assignments - fields

Field	Description
Code	Enter a code for the cashflow assignment.
Cashflow	Select the unassigned cashflow to which the contract should be assigned.
Amount	Enter the amount of the cashflow that you want to assign for the contract.
	ℹ The amount must be equal or less than the unassigned amount of the cashflow.
Contract	Select the contract for which you want to assign cashflow amount.

Invoice cashflow assignment - fields

Field	Description
Code	Enter a code for the cashflow assignment.
Cashflow	Select the unassigned cashflow to which the invoice should be assigned.
Amount	Enter the amount of the cashflow that you want to assign for the invoice.
Invoice	Select the invoice for which you want to assign cashflow amount.
	ℹ This is a special field. By filling this field you create an assignment for the full amount of cashflow for this invoice. After saving this cashflow, the invoice field has no meaning anymore and it will be empty and read only. The invoice reference is not stored in the cashflow, but in the automatically created cashflow assignment.

History fields

Field	Description
Cashflow assignment	Displays the cashflow to which the change applies.
Added manually?	Displays whether the history line was added manually through the **Add** action .

Field	Description
Planon user	Displays the name of the Planon ProCenter user who made the change.
Property set code	Displays the code of the property set being used.
System code	Automatically generated code by Planon ProCenter .
Business Object type	Displays the type of business object in question.
Comment	A field to enter comments for the history that is being added.
Database field name	Displays the name of the field in the Planon ProCenter database.
Modification date-time	Displays the date-time at which the change was entered in Planon ProCenter .
New value	Displays the contents of the field after the modification.
Old value	Displays the contents of the field prior to the modification.
Update count	Incremented value indicating the number of times this field has been updated.
User field name	Displays the field name of the changed field as it is known to the user.

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