



# Cost Settlement

## Planon Software Suite

Version: L105

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# 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](mailto: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 Cost Settlement

**Cost Settlement** is about distributing the (service) costs you are making as building owner over your building's lessees. Being the lessor, you are also responsible for the division of the costs. The process of **Cost Settlement** is simple, you:

1. Gather all costs that must be divided over the lessees
2. Define a formula per cost type which determines how the costs should be divided
3. Execute calculations for a certain period
4. Create reports on these calculations and send them to the lessees
5. Invoice the lessees for the costs they owe and take their prepayments into account

You can give your building users a complete and specified overview of the costs per cost type and of their share of the costs. Think of the following cost types:

- Heating
- Water
- Electricity
- Waste
- Cleaning
- Garden maintenance
- Etc.

# Concepts

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

## Assets

An asset is an item of value owned by an organization that is registered in Assets .

In order to be able to include counter readings in a settlement run, you must create assets in the Meters TSI. The purpose of these assets is that they enable the use of counters and counter readings in a settlement run. You create main assets and sub assets; the linked counters are automatically main counters and sub counters.



For more information on creating meters and meter definitions, see the Meters documentation.

## Consumption

The material, energy or time consumed by an asset as measured by a counter. Consumption can refer to items such as electricity, printer paper, car fuel or operational hours.

An asset's consumption is automatically calculated in Planon ProCenter by comparing a previous and a current counter reading. The difference is displayed in the **Consumption** field of a counter reading.

## Cost settlement profile (CSP)

A Cost Settlement Profile (CSP) is a group of [spaces](#) or [rentable units](#) used to organize the cost allocation to a group of lessees. The most important characteristic of a cost settlement profile is the 'scope' or grouping of the spaces or rentable units under which the costs are distributed.

You can select one or more properties (sub-properties are automatically included) or you can select a set of individual spaces. In case you select one or more properties , you can still select a set of spaces that should be excluded from this selection (for more information on including or excluding spaces, see [Cost settlement profile fields](#) and [Spaces and Space usage fields](#)).

Each CSP contains a definition for one or more cost types like gas, water, electricity, etc. which are defined in the so-called CSP line(s). A CSP line is linked to a [formula](#) that describes how the costs of that specific type should be divided over the spaces / rentable units.

# Counter

A device linked to an asset that continuously records ascending or descending values.

Counters are subtypes of meters. Counters are added and maintained in the Meters TSI.

In **Cost Settlement**, [counter readings](#) are used to on-charge service or energy costs pro-rata to lessees and lessors.

## Counter readings

The value of a [counter](#) at a specific instant of time. Counter readings are added and maintained in Meters .



At least two counter readings must be added to a counter that is used in **Cost Settlement**. The first counter reading must be before or on the settlement run end date; the second counter reading must be on or after the settlement run start date. The first reading must be before the second counter reading.

### Example

- Electricity meter readings
- Water meter readings
- Gas meter readings

## Formula

A method to make a calculation in **Cost Settlement**, in order to divide (service) costs among various parties.

A maximum of two formulas can be linked to each [CSP](#) line. Example: 70% of the heating costs will be divided based on meter readings, whereas 30% will be split based on the m3 of the rentable unit. It is also possible to define a formula that uses the counter readings that are linked to the counter (gas / water / electricity / ...) of that rentable unit (or group of rentable units).

In your formula, you can specify a field of one of the following business objects: space usage, rentable unit (RU), contract or contract line. This field is the basis for the cost distribution. Example of a cost distribution field: **Net area** of the space usage. You can influence / correct the figures from this field by specifying a second field that serves as a (multiplication) correction factor (the use of a factor field is optional). The values of that field will be used to multiply the values of the cost distribution field.

Formula:  $\langle \text{Value from Space usage field} \rangle * \langle \text{value from space usage correction factor field} \rangle =$  the share of this space (usage) in the total distribution key.

If a space is partially empty, the calculation is:



$(\langle \text{Value from Space dimensions field} \rangle * \langle \text{value from space dimensions correction factor field} \rangle) - (\text{minus}) (\langle \text{Value from Space usage field} \rangle * \langle \text{value from space usage correction factor field} \rangle)$

If there is no space usage or a space is not rented out, you must also specify a field and correction factor field (optional) of the Space dimensions business object in your formula:

$\langle \text{Value from Space dimensions field} \rangle * \langle \text{value from space dimensions correction factor field} \rangle =$  the share of this space in the total distribution key.



In this case, it is about vacancy and these costs usually go to the lessor. However, these can also be divided among the other lessees (if the **Charge costs to lessor at vacancy** option is set to **Yes**; see [Cost settlement profile line fields](#)).

## Costs to be settled

The costs to be settled can come from the following sources:

- external systems: can be imported via Enterprise Talk
- Actual costs from orders: these are automatically registered as invoices if you have entered the order costs fields.
- Costs (=closed financial commitments) from contracts: you can import contract costs (financial commitments) from both lease and service contracts. For more information, see [Importing contract costs](#)

## Meter definition

The general attributes of a meter which are shared by all counters that are added to it.

A meter definition is either a counter definition or a gauge definition. In **Cost Settlement**, you can use both counter definitions and gauge definitions, which can be added and maintained in Meters .



For more information on creating meters and meter definitions, see the Meters documentation.

## Prepayments

The amounts that are already paid in advance by the lessees. Prepayments are deducted from the invoiceable costs that are charged to the lessees.

In most situations there is only one contract line per contract that represents the prepayments for the service costs. If the lease contract contains multiple prepayment contract lines, the amounts will be added up and treated as one prepayment amount. The prepayment contract lines must be classified in a **Contract line group** so that Planon can distinguish them as prepayment contract lines for that contract.

Contract line groups are merged into a group combination. This group combination must be linked to the cost settlement processing, so that it is clear which prepayments are included in the settlement.



For more information on adding and maintaining contract line groups and group combinations, see the Supporting data part of the user documentation.



The final settlement is executed on *contract* level and not on the level of the contract line or rentable unit.

## Rentable units

A rentable unit is (a part of) a property that can be leased or subleased as an undividable entity. A rentable unit is always linked to a property. A rentable unit is a hierarchical element. A maximum of two levels can be defined.

There are two types of rentable units:

- Rentable units *rented from* another party; in this case you are the lessee.
- Rentable units *rented out to* another party; in this case you are the lessor.

### Example

The building rented by your organization consists of five floors. These five floors are registered as one rentable unit. This rentable unit is of the type 'Rent from' unit.

Each of the floors can be rented out as an individual entity. You want to rent these floors to external subtenants. You can do this by registering five 'Rent to' units.

In **Cost Settlement**, costs can be distributed based on [spaces](#) or 'Rent to' units.

## Cost settlement solution

The **Cost settlement** solution in Planon includes the following TSIs:

- Cost settlement profiles
- Cost settlement run
- Formula library
- Costs to be settled
- Lessor costs
- Lessee costs

## Cost settlement run TSI

A TSI that is used to calculate how service or energy costs charged by external suppliers or service providers must be divided between lessees and lessors.

## Cost settlement status

The extent to which a cost settlement has been carried out.

A cost settlement can assume three statuses: **In preparation**, **Calculated**, **Under review** or **Settled**.

## Spaces

Rooms in a physical building. Spaces can be added and maintained in Spaces & Workspaces .

Each space is linked to a specific property and floor. Spaces are time-dependent elements, which mean they have a start date and an optional end date. Spatial information that is linked to the start date and end date can be checked against a set reference date. This enables you to keep a history of the relevant space and its usage.

In **Cost Settlement**, costs can be distributed based on spaces or [rentable units](#).




You can link a lease contract line to a space usage in Spaces & Workspaces if you want to allocate the costs to the lessee of the lease contract line. If you do not link a lease contract line, the costs typically go to the lessor (or to the other lessees, if the **Charge costs to lessor at vacancy?** option of the CSP line is set to **No**).

# Working with Cost Settlement

This section identifies the processes and tasks that can be performed in **Cost Settlement**.

## Defining a cost settlement profile and cost settlement profile lines

You define **cost settlement profiles** to correctly apportion (service) costs between lessee(s) and lessor. You can link multiple cost settlement profile lines for different costs to a cost settlement profile.


 The cost settlement profile must have the status **Completed** to be included in a cost settlement run.

### Procedure

1. Go to Cost settlement profiles > Cost settlement profiles.
2. Click Add on the action panel.


 You can add a cost settlement profile based on spaces or on rentable units.

3. In the data panel, complete the relevant fields. For a description of these fields, see Cost settlement profile fields.
4. On the action panel, click Link properties to link the relevant property (-ies) and click OK.

 The spaces / rentable units from all linked properties and their subproperties are taken into account per CSP in the cost settlement run.

5. Click Save.
6. Go to Cost settlement profile lines.
7. Click Add on the action panel.
8. In the data panel, complete the relevant fields. For a description of these fields, see Cost settlement profile line fields.
9. Click Save.

**You have now defined a cost settlement profile. You can define as many cost settlement profile lines as needed.**

 For the rentable units that are linked to a lease contract line in the cost settlement period, the distributed costs will be charged to the accepting party of the linked contract. Costs for rentable units that are *not* linked to a lease contract line in the cost settlement period,

will be charged to the lessor. However, if the **Charge costs to lessor at vacancy** option of the cost settlement profile line is set to **No**, the costs are charged to the other lessees. For more information, see [Cost settlement profile line fields](#).

## Creating formulas

You can create [formulas](#) in order to divide (service) costs among various parties.

### Procedure

1. Go to Formulas > Formulas.
2. Click Add Space-based / Rentable unit based formula on the action panel (depending on which type of formula you want to use).
3. In the data panel, complete the relevant fields. For a description of these fields, see Formula fields
4. Click Save.

## Enabling counters for cost settlement

You can on-charge (service) costs which are based on [counters](#) (consumption based on [counter readings](#)). You can link a counter to

- the cost type that it represents (gas, water, etc.)
- one or more spaces or rentable units

Example: you can link an electricity meter to the cost type *Electricity*. Based on the readings of this electricity meter, electricity costs are invoiced to the lessor. The lessor can subsequently on-charge these costs fully or partly to the lessees of the space / rentable unit.

1. Go to the Meters TSI.
2. Define the required counter(s). At the Meters selection level, link the counter to a cost type via the Cost type field. For more information, see the Meters documentation.
3. Click Link spaces / Link rentable units on the action panel. A dialog box appears where you can link spaces / rentable units.



You can also link spaces / rentable units at Meters > Linked spaces / Linked rentable units. The link between the meter and the rentable units / spaces is time aware. This means that the costs are only settled for the linked rentable units / spaces for the period that the link exists.

## Adding invoices and invoice lines

Costs from incoming invoices can be registered per cost type in Planon. The owner of the building subsequently on-charges these costs partly or fully to the lessees of the various spaces or rentable units according to the specifications registered in the applicable cost settlement profile.

Example: the annual energy bill (gas and electricity) for a specific building.

### Procedure

1. Go to Costs to be settled > CSP invoices.
2. Click Add on the action panel.
3. In the data panel, complete the relevant fields. For a description of these fields, see Invoice fields.
4. Click Save.
5. Go to CSP invoice lines.
6. Click Add on the action panel.
7. In the data panel, complete the relevant fields. For a description of these fields, see Invoice line fields.
8. Click Save.


 You can add as many invoice lines as needed. To be able to settle costs, you must set the status of the invoice line to **Ready to be settled**.


## Importing contract costs

You can include costs from lease contracts or service contracts in a cost settlement. To do this, you must import the contract costs that you want to settle.

### Procedure

1. Go to Costs to be settled > CSP invoices.
2. On the action panel, click Import contract costs.
3. In the dialog box that appears, specify the relevant cost period in the Start date of cost period and End date of cost period fields.

 Contracts for which you want to import the costs must be financially closed for the cost period that you specify.

 For more information on working with contracts in Planon, see the Contracts user documentation.

4. Select the relevant cost settlement profile(s) and cost type(s).

 By default, the **Select all cost types** and **Select all cost settlement profiles** checkboxes are checked.

5. Click OK.

Planon now collects all contracts with contract lines of which the Cost settlement applicable? field is set to Yes. CSP invoice lines will be created (or modified in case they already exist) for each financial commitment in the specified period. The Cost settlement applicable? field is 'life cycle aware'. This means that only the financial commitments for which this field has the value Yes on the start date of the financial commitment, will be imported.

## Adding a cost settlement

In a cost settlement, you define the cost settlement profiles and the period for which costs have to be settled and charge the lessees and lessor with their contractual part of the settlement costs.

### Procedure

1. Go to Cost settlement run > Properties.
2. Select a property.
3. Go to Cost settlement. This property is only there to find your cost settlement run. It has no function during the settlement process itself.
4. Click Add on the action panel.
5. In the data panel, complete the relevant fields. For a description of these fields, see Cost settlement fields.
6. Click Save.
7. On the Links action panel, click Link cost settlement profile on the action panel.

### The Link cost settlement profiles dialog box opens.

8. In the Available section, select the cost settlement profile to which you want to link the cost settlement.
9. Click OK to close the dialog box.

**You have now added a cost settlement. The cost settlement's initial status is In preparation.**

## Using a deviating currency for a cost settlement

In [System settings](#) you can specify the *standard* currency you want to use in all money fields in Planon. Planon also supports the use of a currency that deviates from the standard system currency. You can link a currency other than the default currency to a cost settlement. All related money fields within this cost settlement will be then be calculated and displayed in this deviating currency. Example: If your organization has properties in Europe and the US, you can register and run a cost settlement per property, in the currency of the country where the property is located. Within one cost settlement, all financial data should be in the same currency.



When using the currency feature, the related contract lines and rentable units cannot be linked to orders and budgets.

### Procedure

1. Make sure that the currency you want to use is registered in Supporting data > Currencies.
2. Make sure that the Contract currency field is populated for the related lease / service contract line(s). See Using deviating currencies.
3. Go to the Currency field on the Cost settlement and select the currency you want to use. For more information on defining a cost settlement, see Adding a cost settlement.
4. Go to the Currency field of the linked Cost settlement profile and select the currency you want to use. For more information on defining a cost settlement profile, see Defining a cost settlement profile and cost settlement profile lines.



The cost settlement and the cost settlement profile(s) linked to it must have the same currency.

5. Click Save.

You can now proceed to [run the cost settlement](#).

## Settling costs

After you have added a cost settlement in Planon (see [Adding a cost settlement](#)), you can proceed by settling the costs.

### Procedure

1. Go to Cost settlement run > Cost settlement.
2. Select the cost settlement of which you want to settle the costs.
3. Click Settle costs on the action panel.

**Planon will now calculate the costs as a batch process. For more information, see the *Batch processing* documentation. After the batch process is completed, the cost settlement automatically gets the status Calculated. You can manually change the status to Under review or you can reset the calculation (Resetting calculation status). To complete the cost settlement, you can set its status to Settled.**




A cost settlement's final status is **Settled**. This status is selected manually and can be reset by using the **Reset cost settlement** action. When resetting a cost settlement, the generated once-only contract lines are not automatically removed. You must remove these manually!

**After you have run a cost settlement:**



- Cost settlement results for the lessee become available in **Lessee costs** (see [Viewing the costs for lessees](#) and [Viewing prepayments](#)).
- Cost settlement results for the lessor become available in **Lessor costs** (see [Viewing the costs for the lessor](#) )

 In the **Cost settlement run TSI**, the **Validate cost settlement** action is available to validate a cost settlement. When using this action and meter-based formulas are configured (see [Formula fields](#)) to be part of the cost settlement, Planon will validate the scope of the cost settlement profile in comparison to the scope of the involved main meters and submeters (see [Enabling counters for cost settlement](#)).

## Finalizing a settlement

To finalize a settlement, you can create once-only contract lines to settle the costs per contract.

### Procedure

1. Perform a cost settlement as described in [Settling costs](#).
2. Set the status of this cost settlement to Settled.

**After setting the status from Under review to Settled, Planon creates a once-only contract line to charge costs to the lessees. Whether once-only amounts are created depends on:**

- The setting of the cost settlement's **Once-only amount** field You can choose between:
  - **Do not create once-only amount**
  - **Create 'once-only' amount for costs excl. VAT only**
  - **Create separate 'once-only' amounts for costs excl. VAT and VAT costs**
  - **Create combined 'once-only' amount for costs excl. VAT and VAT costs.** For more information, see [Cost settlement fields](#).



If you select this option, the individual threshold values for costs excl. VAT and for VAT costs (as stored in the contract) are taken into account before the combined amount is composed.

- The settings of the following contract fields:
  - **Settle net costs?**
  - **Threshold for net costs to be settled**
  - **Settle VAT costs?**
  - **Threshold for VAT costs to be settled**

For more information, see [Contract fields](#).



A cost settlement's final status is **Settled**. This status is selected manually and can be reset by using the **Reset cost settlement** action. When resetting a cost settlement, the generated once-only contract lines are not automatically removed. You must remove these manually!

## Viewing the costs for lessees

You can view and check the amounts that have to be paid by the lessees of the spaces / rentable units involved in the cost settlement.

### Procedure

1. Go to Lessee costs.
2. On the Properties selection level, select the relevant property.
3. Go to the Cost settlement selection level and select the relevant cost settlement.
4. Go to the Lessees selection level to view the total costs to be paid by the lessees. For a description of these fields, see Lessee costs - fields.
5. Go to the Settled CSP lines selection level to view the settled CSP lines.
6. Go to the Settled costs - settlement units selection level to see the costs per space / per rentable unit.

## Viewing prepayments

You can view and check the amounts that are already paid in advance by the lessees. Prepayments are deducted from the invoiceable costs that are charged to the lessees.



Note that the financial data only become available after you have run a closure in the Contracts TSI.

### Procedure

1. Go to Lessee costs.

For a description of the fields, see [Lessee costs - fields](#).



Planon keeps track of which parts of prepayments have already been settled in an earlier cost settlement and which parts still have to be settled in a new cost settlement. This prevents prepayments from being settled more than once.

## Viewing the costs for the lessor

You can view and check the amounts that have to be paid by the lessor.

## Procedure

1. Go to Lessor costs.
2. On the Properties selection level, select the relevant property.
3. Go to the Cost settlement selection level and select the relevant cost settlement.
4. Go to the Settled costs - CSPs selection level and select the relevant cost settlement profile.
5. Go to the Lessors selection level to view the total costs to be paid by the lessor. For a description of these fields, refer to Lessor costs - fields.
6. Go to the Settled CSP lines selection level to view the settled CSP lines.
7. Go to the Settled costs - settlement units selection step to see the costs per space / per rentable unit.

## Deep copying a cost settlement profile

You can make a comprehensive duplicate of an existing cost settlement profile (CSP) using deep copy. This way you can easily re-use the cost settlement profile lines and other associated items for a new CSP that is very similar on many aspects of the configuration.

When deep copying, the following associated items are included:

- all cost settlement cost profile lines
- all linked spaces / rentable units

With the required authorization, you can deep copy CSPs, using the following procedure:

## Procedure

1. Go to Cost settlement profiles > Cost settlement profiles and select the cost settlement profile you want to deep copy.
2. On the action panel, click Deep copy.
3. Click OK to confirm.

**A comprehensive copy is made of the cost settlement profile.**

## Deep copying a cost settlement

You can make a comprehensive duplicate of an existing cost settlement using deep copy. This way you can easily re-use the cost settlement along with all associated items to create a new cost settlement.

When deep copying, the following associated items are included:

- all cost settlement fields
- all linked cost settlement profiles

With the required authorization, you can deep copy a cost settlement, using the following procedure:

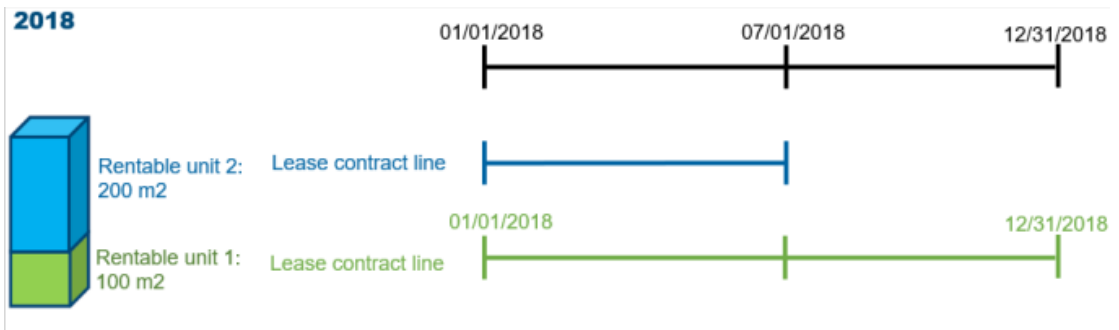
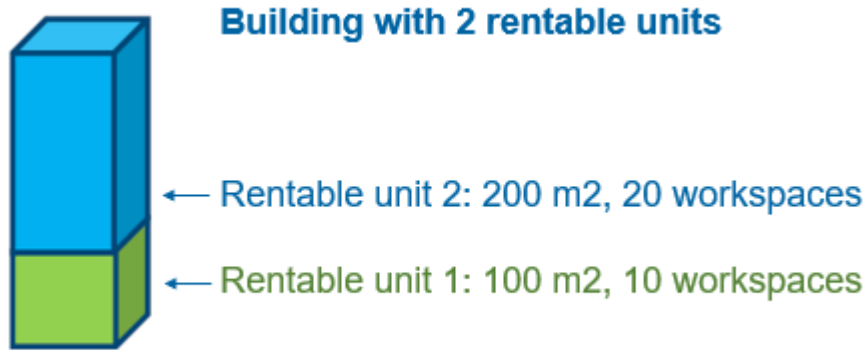
### Procedure

1. Go to Cost settlement run > Cost settlement and select the cost settlement you want to deep copy.
2. On the action panel, click Deep copy.
3. Click OK to confirm.

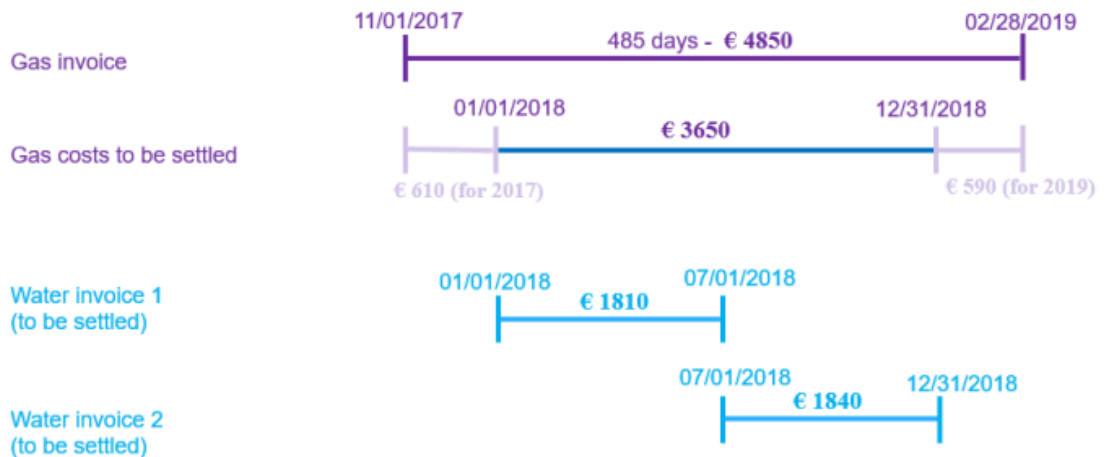
**A comprehensive copy is made of the cost settlement.**

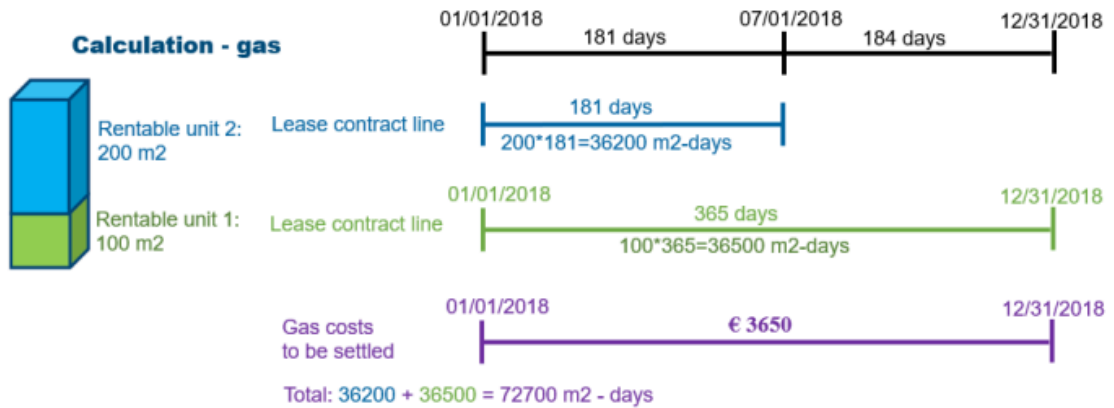
# Cost settlement - example

This section explains the calculations in Cost settlement using a simple example.



## Invoices

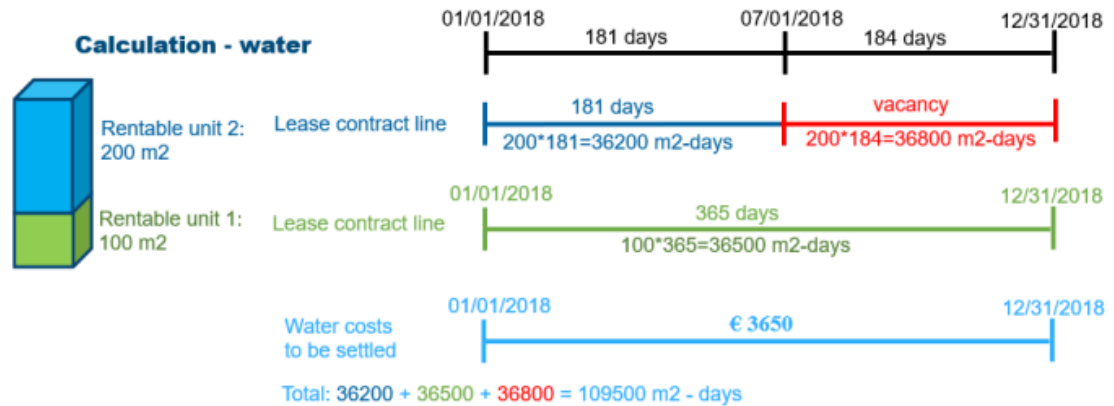




No owner costs for gas

Cost settlement rentable unit 1:  $(36500 / 72700) \times € 3650 = € 1832,53$

Cost settlement rentable unit 2:  $(36200 / 72700) \times € 3650 = € 1817,47$



With owner costs for water

Cost settlement rentable unit 1:  $(36500 / 109500) \times € 3650 = € 1216,67$


Cost settlement rentable unit 2:  $(36200 / 109500) \times € 3650 = € 1206,67$


Owner:  $(36500 / 109500) \times € 3650 = € 1226,67$

# Field descriptions

The following section(s) describe(s) the fields, their purpose and meaning.

## Cost settlement profile fields

Field	Description
Code	Enter the code of the cost settlement profile.
Name	Enter the name of the cost settlement profile.
System type	Displays if the cost settlement profile is based on rentable units or on spaces.
Space selection method	<p>Specify which spaces should be included in your profile: <b>All spaces of property, All spaces of property, except from list, Only spaces from list.</b></p> <p>If you choose <b>Only spaces from list</b>, you can use the <b>List spaces</b> action to select the spaces you want to include in your cost settlement profile.</p> <p>If you choose <b>All spaces of property, except from list</b>, you can use the <b>List spaces</b> action to select the spaces you want to exclude from your cost settlement profile.</p>
	<div data-bbox="560 1213 1317 1535" style="border: 1px solid #0070C0; padding: 10px;"><p> A space that is excluded from cost settlement via the <b>Space selection method</b> setting, remains excluded from the cost distribution if the <b>Included in cost settlement?</b> field on Spaces is set to <b>Yes</b> (see <a href="#">Spaces and Space usage fields</a>). It is a two-tiered system: 1) the <b>Space selection method</b> settings determine the spaces that are included in a cost settlement; 2) spaces can still be excluded via the <b>Included in cost settlement?</b> field on Space.</p></div>
Included in list	This field displays the spaces included in your cost settlement profile. This field is only visible if you have selected <b>Only spaces from list</b> as space selection method.
Excluded from list	This field displays the spaces excluded from your cost settlement profile. This field is only visible if you have selected <b>All spaces of property, except from list</b> as space selection method.

Field	Description
Rentable unit selection method	Specify which rentable units should be included in your profile (only applies to 'rent-out' rentable units): <b>All rentable units of property, All rentable units of property, except from list, Only rentable units from list.</b>  If you choose <b>All rentable units of property, except from list</b> , you can use the <b>List rentable units</b> action to select the rentable units you want to exclude from your cost settlement profile.
Included in list	If you specified <b>Only rentable units from list</b> as <b>Rentable unit selection method</b> , this field displays the rentable units included in the profile.
Excluded from list	If you specified <b>All rentable units of property, except from list</b> as <b>Rentable unit selection method</b> , this field displays the rentable units excluded from the profile.
Linked properties	Displays the property (-ies) to which you linked the profile. For more information, see <a href="#">Defining a cost settlement profile and cost settlement profile lines</a> .
Lessor	This field is mandatory if you selected <b>Based on spaces</b> .  <div data-bbox="560 1060 1315 1249" style="border: 1px solid #0070C0; padding: 5px;"> <p> If the costs are divided based on rentable units, the owner is determined per rentable unit. If one of the formulas is a meter-based formula, this field must also be completed, even if it is a cost settlement profile based on rentable units.</p> </div>
Comments	Enter additional information if necessary.
Status	Displays the profile's status ( <b>Under construction</b> or <b>Completed</b> ). The cost settlement profile must have the status <b>Completed</b> to execute the cost settlement.

## Cost settlement profile line fields

Field	Description
Code	Enter the code of the cost settlement profile line.
Name	Enter the name of the cost settlement profile line.
Cost settlement profile	Select the cost settlement profile to which you want to link the cost settlement profile line.



Field	Description
Start date / End date	Enter the start date and end date of the cost settlement profile line. The costs are distributed in the period between the start date and the end date. The different CSP lines do not have to be contiguous, but an overlap of CSP lines with the same cost type is not allowed.

**i** The 'costs to be distributed' are added up for a whole year and are distributed in proportion to the number of days of the CSP line. See the example below.



The number of days for CSP line 1:  $30 + 31 + 30 = 91$   
The number of days for CSP line 2:  $31 + 30 + 31 = 92$   
Total number of days = 183

The cost that are distributed according to **F 1** water are:  $91 / 183 * € 1,000 = € 497.27$   
The cost that are distributed according to **F 2** water are:  $92 / 183 * € 1,000 = € 502.73$

Chargeable?	Specify if the costs must be allocated to the lessees. The default value is <b>Yes</b> , because in most cases the costs must be allocated to lessees. If <b>Chargeable? = Yes</b> , the costs are chargeable to the lessee, but the lessee must have a contract. If the value is <b>No</b> , the cost distribution is calculated, but all costs will be allocated to the lessor at the end.
Charge costs to lessor at vacancy	Set this field to <b>No</b> to charge costs to lessees in case of vacancy. An example where this could be applied is a CSP line for the 'waste' cost type. If a space is empty, no waste is produced by the owner. The other lessees must therefore pay the waste costs. For such a CSP line you would set the value of this field to <b>No</b> (no charge to lessor).  If you want to charge costs to the lessor, but with a reduced ratio, you could choose to set the value of the Space dimensions correction factor field to 0.1 in the vacancy period. The lessor then only participates in the cost distribution for 10% of the original ratio (for example on the basis of m2).
Contract line group	Specify the required contract line group. Contract line groups are used to register costs that are paid in advance by the lessees (prepayments). You only complete this field if your organization has also broken down the prepayments per cost type (an advance amount for gas, a separate amount for electricity, etc.). Cost settlement is done per contract and all prepayments are combined, but you can view the prepayment amounts per cost type in the <b>Cost</b>


Field	Description
	<b>settlement results.</b> This gives your organization information about which lessees have paid too high or too low amounts per cost type.
Cost type	Enter the cost type that you want to link to the profile line, for example 'Cleaning', 'Heating', 'Water', etc.
Formula 1	Select the required formula for dividing the costs. You can select one of the formulas from the formula library.  The formula is only valid between the start and end date of the profile line. If you want to change the formula over time, you must create a new profile line with a new start and end date.
Share (%) from formula 1	Enter the percentage for which the formula should be applied. Example: 70% of the heating costs will be divided based on meter readings, whereas 30% will be split based on the m3 of the rentable unit. Default setting of this field is 100%. <b>Share (%) from formula 1</b> and <b>Share (%) from formula 2</b> together must be 100%.
Formula 2	If you want to use a second formula, you can select one of the formulas from the formula library.
Share (%) from formula 2	Enter the percentage for which the formula should be applied. By default this field is empty. <b>Share (%) from formula 1</b> and <b>Share (%) from formula 2</b> together must be 100%.
Lessor	Select the lessor that has to pay the percentage specified in the <b>Lessor's % of amount</b> field.
Lessor's % of amount	Enter the percentage that must be paid directly by the lessor of the space.
Administration costs %	Enter the percentage that you want to charge as administration costs. Within the CSP line, administration costs are only calculated for the lessee part and not for the lessor part.
VAT administration costs	Enter the VAT percentage that applies to the administration costs.
Comments	Enter additional information if necessary.

## Formula fields

Field	Description
Code	Enter the code of the formula.
Name	Enter the name of the formula.
System type	Displays if the formula is based on rentable units or on spaces.
Meter-based?	Specify if the formula is meter-based.
Settlement field	For formulas based on rentable units, specify a numerical field from the Rentable units, Contracts or Contract lines business object. For formulas based on spaces, specify a numerical field from the Space usage business object.
Correction factor	<div data-bbox="561 758 1317 877" style="border: 1px solid black; padding: 5px;"> <p> You must always specify this field. In case of a meter-based formula, this field is used to divide the consumption of the meter/counter</p> </div>
Settlement field in case of vacancy	<p>For formulas based on rentable units, specify a numerical field from the Rentable units, Contracts or Contract lines business object. For formulas based on spaces, specify a numerical field from the Space usage business object.</p> <p>The numerical value in this field represents the factor by which the values of the <b>Settlement field</b> are multiplied, for example if you want to charge a supplement or give a discount. The use of correction factors is optional. If no field is selected, the value <b>1</b> is automatically applied.</p>
Settlement field in case of vacancy	<p>For formulas based on rentable units, specify a field from the Rentable units business object. For formulas based on spaces, specify a field from the Space dimensions business object.</p>
Correction factor for 'Vacancy'	<div data-bbox="561 1409 1317 1629" style="border: 1px solid black; padding: 5px;"> <p> This field is mandatory. The value of this field is applied if the rentable unit/space is vacant. For spaces, it is also used to check whether a space is partially vacant. This is the case when the value of the space dimensions field - (minus) the value of the space usage field is greater than zero (0).</p> </div>
Correction factor for 'Vacancy'	<p>For formulas based on rentable units, specify a field from the Rentable units business object. For formulas based on spaces, specify a field from the Space dimensions business object. The numerical value in this field represents the factor by which the values of the <b>Settlement field in case of vacancy</b> are multiplied.</p>

Field	Description
	The use of this field is optional. If no field is selected, the value <b>1</b> is automatically applied.
Comments	Enter additional information if necessary.


## Invoice fields


Field	Description
Code	Enter the code of the invoice.
Name	Enter the name of the invoice.
Start date of cost period / End date of cost period	Displays the date that marks the start / the end of the invoice period. These fields are optional and for information only. Planon calculates with the <b>Start date of cost period</b> and <b>End date of cost period</b> that you have specified at invoice line level (see <a href="#">Invoice line fields</a> ).
Company	Enter the name of the company that sent the invoice.
Invoice date	Displays the invoice date.
Total net costs	This read-only field displays the total costs of all invoice lines excluding VAT.
Total VAT costs	This read-only field displays the total VAT amount of all invoice lines.
Total costs	This read-only field displays the total costs of all invoice lines including VAT.
Order	This read-only field displays the order in which the relevant costs are registered.
	<div data-bbox="581 1457 1317 1814" style="border: 1px solid #00a0e3; padding: 10px;"> <p> You can enter actual costs in a work order and by entering the correct cost settlement profile and cost type, the actual costs can be created as an invoice in Cost Settlement. This copy of the actual order costs is created at the moment that the order gets the <b>Administratively completed</b> system status. At the moment that the order is put back to a previous status, the CSP invoice (and CSP invoice lines) will be removed. This only happens if the costs have not yet been settled.</p> </div>
Contract line	Displays the service contract line or lease contract line in which the relevant costs are registered. This read-

Field	Description
	only field is automatically populated after you have imported contract costs via the <b>Import contract costs</b> action on <b>Invoices</b> (see <a href="#">Importing contract costs</a> ).
Comments	Enter additional information if necessary.

## Invoice line fields

Field	Description
Code	Enter the code of the invoice line.
Name	Enter the name of the invoice line.
Invoice	Select the invoice to which you want to link the invoice line.
Invoice date	Select the invoice date.
Start date of cost period /	Enter the date that marks the start /the end of the invoice period.
End date of cost period	

 These dates determine which part of the costs are applicable in the cost settlement run: only the part that overlaps with the settlement period is distributed (in proportion to the number of days). See the example below.



The invoice line is split, so that only the part of **2019** is used in the cost settlement

Total nr. of days 2018:	61
Total nr. of days 2019:	365
Total nr. of days 2020:	59
Total nr. of days:	485

Costs included in the cost settlement run of **2019**:  $365 / 485 * € 1,000 = € 752.58$   
The remainder of the costs will be divided over the **2018** and **2020** settlement runs.

Status	This read-only field displays the status that is assigned to the invoice line: <b>In preparation</b> , <b>Settled</b> or <b>Partially settled</b> . The <b>Partially settled</b> status is used in situations as described in the previous example.
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Field	Description
Cost type	Select the cost type on which the costs of the invoice line must be registered.
Cost settlement profile	Enter the <a href="#">cost settlement profile</a> to which you want to link the invoice line.
Total costs excl. VAT	Enter the total amount of the invoice line excluding VAT.
Total VAT costs	Enter the total VAT amount of the invoice line.
Total costs incl. VAT	Displays the total amount of the invoice line including VAT. This amount is calculated automatically, after completing the fields <b>Total costs excl. VAT</b> and <b>Total VAT costs</b> .
Lessor	Enter the lessor who pays the part of the invoice (line) as specified in the <b>Lessor's % of amount</b> or <b>Amount for lessor</b> field. If you want to allocate part of the invoice line costs directly to the lessor, you must enter this field. In all other cases you can leave it empty.
Lessor's % of amount	Enter the percentage that must be paid directly by the lessor. If you rather specify a specific amount, enter an amount in the <b>Amount for lessor</b> field.
Amount for lessor	Enter the amount (excl. VAT) that must be paid directly by the lessor. If you rather specify a percentage, enter a percentage in the <b>Lessor's % of amount</b> field.
VAT amount for lessor	Enter the VAT amount that has to be paid by the lessor.
Contract	Select the contract for the assignment of costs. If you specify the <b>Lessee's % of amount</b> or <b>Amount for lessee</b> field, the costs are directly assigned to the accepting party of this contract.
Lessee's % of amount	Enter the percentage that must be paid directly by the lessee. If you rather specify a specific amount, enter an amount in the <b>Amount for lessee</b> field.
Amount for lessee	Enter the amount (excl. VAT) that must be paid directly by the lessee. If you rather specify a percentage, enter a percentage in the <b>Lessee's % of amount</b> field.
VAT amount - lessee	Enter the VAT amount that has to be paid by the lessee.


Field	Description
External contractor	If relevant, select an external party hired by either the lessor or a contracting party (for example the costs charged by this external contractor are included in the total invoice costs). There is no further functionality behind this field.
Order costs	Displays the order costs registered in Work Orders .
Financial commitments	Displays the financial commitments of costs arising from service contracts / lease contracts registered in Contracts . This field is only (automatically) populated when you have imported the costs from service contracts / lease contracts.

## Cost settlement fields

Field	Description
Code	Enter the code of the cost settlement.
Name	Enter the name of the cost settlement.
Property	This field is only for organizing your cost settlement runs. It is completely independent of the cost settlement profiles linked to the cost settlement run. The field allows you to easily drill down from a property on the first selection level to the cost settlement runs that you expect under that building.
Start date / End date	Enter the start date / end date of the cost settlement. Note that only the costs between the start date and the end date are included in the cost distribution. The start date and end date also determine the CSP lines involved in the cost settlement.
Linked cost settlement profiles	This read-only field displays the cost settlement profiles that are linked to the selected cost settlement.
Status	This read-only field displays the status that is assigned to the cost settlement ( <b>In preparation</b> , <b>Calculated</b> , <b>In review</b> or <b>Settled</b> ). Once-only contract lines are created if you set the cost settlement's status from <b>In review</b> to <b>Settled</b> .



A cost settlement's final status is **Settled**. This status is selected manually and can be reset by using the **Reset cost settlement** action. When resetting a cost

Field	Description
	settlement, the generated once-only contract lines are not automatically removed. You must remove these manually!
Date of last run	Displays the last date a settlement was executed.
Administration costs	Enter the amount that you want to charge as administration costs to the lessee(s).
Administration costs %	Enter the percentage that you want to charge as administration costs to the lessee(s). This amount is calculated over the lessee part only, including any directly allocated costs as specified in the invoice line(s), but excluding the administration costs of the CSP line (see <a href="#">Cost settlement profile line fields</a> ).
VAT % administration costs	Enter the VAT percentage that applies to the administration costs.
Comments	Enter additional information if necessary.
Once-only amount	<p>Specify if you want to create a once-only amount. Possible settings:</p> <ul style="list-style-type: none"> <li>• <b>Do not create once-only amount</b></li> <li>• <b>Create 'once-only' amount for costs excl. VAT only</b></li> <li>• <b>Create separate 'once-only' amounts for costs excl. VAT and VAT costs</b></li> <li>• <b>Create combined 'once-only' amount for costs excl. VAT and VAT costs</b></li> </ul>
	 It always concerns the amounts to be charged.
Take prepayments into account?	Specify if you want to include the <a href="#">prepayments</a> in the cost settlement. Planon now keeps track of which parts of prepayments have already been settled in an earlier cost settlement and which parts still have to be settled in a new cost settlement. This prevents prepayments from being settled more than once.
Treat invoice line amounts as 'Tax included'	If you set this option to <b>Yes</b> , Planon processes cost settlement calculations with tax included in the net amounts of the invoice lines.
Contract line group combination	This field is mandatory if prepayments have to be taken into account. The prepayment contract lines must be classified in a <b>Contract line group</b> so that Planon can



<b>Field</b>	<b>Description</b>
	distinguish them as prepayment contract lines for that contract.

## Lessors costs - fields

<b>Field</b>	<b>Description</b>
Code	Displays the code of the lessor.
Name	Displays the name of the lessor.
Settlement run	Displays the cost settlement to which the costs for the lessor apply.
Start date	Displays the start date of the cost settlement.
End date	Displays the end date of the cost settlement.
Lessor	Displays the lessor that has to pay the costs.
Status	Displays the status of the cost settlement.
Net total of settled costs	Displays the total net amount that has to be paid by the lessor.
VAT amount of total settled costs	Displays the total VAT amount that has to be paid by the lessor.
Net total of directly assigned costs	Displays the total net amount of direct costs that has to be paid by the lessor.
Total VAT amount of directly assigned costs	Displays the total VAT amount of direct costs that has to be paid by the lessor.

## Lessee costs - fields

<b>Field</b>	<b>Description</b>
Code	Displays the code of the lessee.
Name	Displays the name of the lessee.
Cost settlement	Displays the cost settlement to which the costs for the lessee apply.

<b>Field</b>	<b>Description</b>
Lessee	Displays the lessee that has to pay the costs.
Status	Displays the status of the cost settlement.
Net costs settled?	Displays if the net service costs as specified in the contract must be settled (see <a href="#">Contract fields</a> ).
VAT costs settled?	Displays if the VAT costs as specified in the contract must be settled (see <a href="#">Contract fields</a> ).
Settlement threshold	Displays the threshold amount, as specified in the contract, for the service costs and the VAT costs to be settled (see <a href="#">Contract fields</a> ). If the costs are equal to or below this threshold, the costs will not be charged to the lessee.
Total costs (excl. VAT)	Displays the total amount excl. VAT that has to be paid by the lessee.
VAT to be paid	Displays the VAT amount that has to be paid by the lessee.
Net total of settled costs	Displays the total net amount of costs that has to be paid by the lessee. This amount is calculated by Planon, based on the total of all settled CSP lines.
Net total of directly assigned costs	Displays the total net amount of direct costs that has to be paid by the lessee.
Net administration costs - settled costs	Displays the total net amount of administration costs to be paid by the lessee. This amount is calculated by Planon, based on the total of all settled CSP lines.
Net administration costs	Displays the net amount of administration costs to be paid, as specified in the cost settlement.
Total net costs	Displays the total net amount of costs to be paid by the lessee.
VAT amount of total settled costs	Displays the VAT amount of the total costs to be paid by the lessee. This amount is calculated by Planon, based on the total of all settled CSP lines.
Total VAT amount of directly assigned costs	Displays the total VAT amount of direct costs that has to be paid by the lessee.
VAT administration costs - settled costs	Displays the VAT amount of settled administration costs that has to be paid.

Field	Description
VAT amount of administration costs	Displays the VAT amount of the administration costs.
Total VAT costs	Displays the VAT amount of the total costs to be paid by the lessee.

## Contract fields


This section describes the specific contract fields for Cost Settlement. For more information on the other contract fields, see the Contracts and Lease Accounting documentation. The fields listed below are all life cycle aware. The value of these fields is only checked on the start date of the settlement run. Changes during the settlement run period are not taken into account.

Field	Description
Settle net costs?	Specify if net costs must be settled. If nothing needs to be paid back or charged for a contract, set this option to <b>No</b> .
Threshold for net costs to be settled	Enter a threshold amount for the net costs to be settled. If the service costs are equal to or below this threshold, the costs will not be charged to the lessee.
Settle VAT costs?	Specify if VAT costs must be settled.
Threshold for VAT costs to be settled	Enter a threshold amount for the VAT costs to be settled. If the VAT costs are equal to or below this threshold, the costs will not be charged to the lessee.

## Contract line fields

This section describes the specific contract line fields for Cost Settlement. For more information on the other (lease) contract line fields, see the Contracts and Lease Accounting documentation.


Field	Description
Cost settlement profile	Specify the cost settlement profile to which you want to link the costs. The cost settlement profile is only required if you want to import the financial commitments of this contract line as costs in the <b>Costs to be settled</b> TSI.
Standard cost type	Specify the cost type that applies to the costs, for example 'Cleaning', 'Heating', 'Water', etc. These are the

Field	Description
	'included cost types': the costs included in the contract. These costs are not charged separately to the lessee and are therefore for the lessor. Use <b>Link included cost types</b> to link cost types. The link of the included cost types is not life cycle aware. This means that the linked cost types are included for the entire duration of the contract line.
	<div style="border: 1px solid #0070C0; padding: 5px;">  Use the <b>Import contract costs</b> action to import contract costs that you want to include in the cost settlement. For more information, see <a href="#">Importing contract costs</a> </div>
Cost settlement applicable?	Indicate whether contract costs can be imported, so that these costs can be settled in a settlement.

## Order costs fields


This section describes the specific order costs fields for Cost Settlement. For more information on the other order costs fields, see the Work Orders documentation.

Field	Description
Cost settlement profile	Specify the cost settlement profile to which you want to link the costs. This field is not mandatory. You can also register the cost settlement profile later in the CSP invoice line at Costs to be settled > CSP invoice lines.
Cost type	Specify the cost type that applies to the costs, for example 'Cleaning', 'Heating', 'Water', etc.
To be settled?	Specify if the order costs must be settled. By default, this field is set to <b>No</b> .
Lessor	Specify the lessor who pays a part of the costs directly. This field must only be specified if you want to allocate part of the costs to the lessor. If this is not the case, this field can remain empty.
Lessor's % of amount	Enter the percentage that must be paid directly by the lessor. If you rather specify a specific amount, enter an amount in the <b>Amount for lessor</b> field.
Amount for lessor	Enter the amount that must be paid directly by the lessor. If you rather specify a percentage, enter a percentage in the <b>Lessor's % of amount</b> field.

Field	Description
Amount for lessee	Enter the amount that must be paid directly by the lessee. If you rather specify a percentage, enter a percentage in the <b>Lessee's % of amount</b> field.
Lease contract (lessee)	Enter the contract (lessee) that pays a part of the costs directly. You must only complete this field if you want to allocate a part of the costs directly to the lessee. If this is not the case, the field can remain empty. You can also complete this field later in the CSP invoice line in <b>Costs to be settled</b> .
Lessee's % of amount	Enter the percentage that must be paid directly by the lessee. If you rather specify a specific amount, enter an amount in the <b>Amount for lessee</b> amount field.
Start date of cost period /	Enter the date that marks the start /the end of the cost period.
End date of cost period	<div style="border: 1px solid red; padding: 5px;">  These dates determine which part of the costs are applicable in the cost settlement run: only the part that overlaps with the settlement period is distributed (in proportion to the number of days). </div>

## Spaces and Space usage fields

This section describes specific fields of the **Spaces** and **Space usage** business objects in Spaces & Workspaces that are used for Cost Settlement.

Field	Description
Included in Cost Settlement? (Spaces)	<p>This option allows you to indicate if the selected space should be included in a cost settlement run. By default this option is set to <b>Yes</b>. Set this option to <b>No</b> if you want to exclude spaces from a cost settlement run, for example spaces of a certain type, such as a corridor.</p> <div style="border: 1px solid blue; padding: 5px;">  Please note that even though a space is included in a cost settlement profile, it is <i>not</i> included in the actual cost settlement run if the <b>Included in Cost Settlement?</b> field is set to <b>No</b>. </div>
Lease contract line (Space usage)	Use this field to link a lease contract line. Costs for spaces that are <i>not</i> linked to a lease contract line in the settlement period will be charged to the lessor. Costs of the linked lease contract line are only settled between the start date and end date of the space usage.

## Rentable unit fields

This section describes the specific rentable unit fields for Cost Settlement. For more information on the other rentable unit fields, see the Rentable Units documentation.

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<b>Field</b>	<b>Description</b>
Number of workspaces	Enter the number of workspaces. This field can be used as input for the division of costs.
Number of people	Enter the number of people. This field can be used as input for the division of costs.
Factor fields	You can regulate the values that will be used to distribute the costs. You can do that by specifying a (multiplication) factor field. The values of that field will be used to multiply the values of the cost distribution field.

---

# Volume license in Cost settlement

A [volume license](#) applies for the Cost settlement solution. Planon counts the number of active lessee lease contract lines used in a cost settlement run and verifies if this number exceeds the maximum volume as defined in the license. The number of active lessee contract lines linked to a cost settlement profile is counted based on the setting **Part of Cost Settlement? = Yes** on lease contract lines. For all active lease contract lines this setting is automatically set to **Yes**. For all expired or terminated lease contract lines, this setting is automatically set to **No**.

To find out the number of lease contract lines counted, you can [filter](#) on this setting. Check that the counted number does not exceed the maximum value in your license.

Whenever the limit is reached, the maximum volume of the license should be increased before a cost settlement can be started.

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