



# Cost Chargeback & Invoicing

Improve the process of charging back costs, issuing invoices, and tracking receivables to reduce administrative expense

Increasing efficiency and reducing errors in performing chargebacks and executing invoicing/receivables processes is essential for reducing the administrative cost of managing properties. Now both goals can be achieved with the ARCHIBUS Cost Chargeback & Invoicing application. This Web-based solution's sophisticated Wizards enable lease administrators and portfolio managers to automate all real estate-related accounting functions. The Chargeback Wizard provides users with an intuitive tool for flexible cost allocation to internal cost centers and/or external tenants, while the Invoicing/Receivables Wizard enables accurate, automated billing and payment processes for enhanced account management.

## Reports and Summary Tables:

- View Invoice Details
- View Accounts Receivable
- View Invoices by Lease/Building/Property/Account
- View Prepayments
- View Lease Chargeback Agreements
- View Actual Costs by Lease/Building/Property/Account/Department

## Benefits

- Increases transparency of costs to improve real estate portfolio decision-making
- Improves operational efficiency through simplified chargeback/invoice/payment processing
- Decreases administrative errors with automated chargeback calculations and invoice/payment monitoring
- Streamlines chargeback and invoicing processes through intuitive Wizard-based interfaces
- Supports multi-currency and value added tax (VAT) costs

The screenshot shows the ARCHIBUS software interface for managing invoices. The top navigation bar includes links for AFM, Sign Out, Help, and a search bar. The main window is titled "Invoice Details" and displays the following information:

**Invoices** (List):

- 1997000001 Invoice for services performed to improve tenan...
- 2005000006 Base Rent for Lease Code 100 for January and Fe...
- 2005000007 Base rent for lease code 100 for the month of M...
- 2005000008 Base Rent for the month of April 2009
- 2005000009 Base Rent for Lease Code 100 for the month of M...
- 2005000010 sample invoice created for demonstration purposes
- 2011009867 Lease Monthly Base Rent
- 2011009889 Lease Monthly Base Rent
- 2011012333 Lease Monthly Base Rent
- 2011012394 Lease Monthly Base Rent
- 2011013900 Lease Monthly Base Rent
- 2011014120 Lease Monthly Base Rent

**Invoice Number:** 2005000006  
**Date:** 07/1/2014  
**Invoice Status:** CLOSED  
**Invoice Currency:**   
**Amount Paid:** 4,000.00  
**Amount Balance:** 0.00  
**Date Billed:** 07/7/2009  
**Send To:** J-BERNHART  
**Send Address1:** 3547 Ryan Avenue  
**Send Address2:** Philadelphia, PA 19136  
**Send City:** PHILADELPHIA  
**Send State:** PA  
**Send Zip Code:**  
**Description:** Base Rent for Lease Code 100 for January and February 2009

**Invoice Number:** 2005000006  
**Terms:** 60 DAYS  
**Amount Invoice:** 4,000.00  
**Amount VAT:**  
**Amount Base:**  
**Date Due:** 10/5/2009  
**Remit Payment To:** M-DEERFIELD  
**Remit Address1:** 815 Ripley St  
**Remit Address2:** Philadelphia, PA 19111  
**Remit City:** PHILADELPHIA  
**Remit State:** PA  
**Remit Zip Code:**

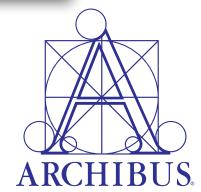
Date Due	Cost Category	Description	Net Base	Net VAT	Net Total Amount	CAM Cost?
8/17/2010	RENT - BASE RENT	Base Rent for Lease 100	\$2,000.00	\$0.00	\$2,000.00	Non-CAM Cost
9/17/2010	RENT - BASE RENT	Base Rent for Lease 100	\$2,000.00	\$0.00	\$2,000.00	Non-CAM Cost

**Total Costs for this Invoice:** \$4,000.00    \$0.00    \$4,000.00

Date Paid	Description	Amount - Income	Payment Currency	Payment Number
12/3/2010		\$4,000.00	USD	3482-1

**Total Payment:** \$4,000.00

View details for any invoice in one location that includes due dates, terms, contacts, associated costs, payments, and more



## Increase Cost Transparency

Cost Chargeback & Invoicing provides increased transparency into the cost process to improve portfolio decision-making. Managers can easily access consolidated reports on payment status, actual costs, and accounts receivables, with drill-down capabilities to specific invoices. Every authorized function or individual in your organization (or your service provider's) can look-up required information on invoices and payments and generate the associated reports.

- *Improve the quality of decisions through visibility into the cost process and payments received from tenants*
- *Record and track changes to costs and payments continuously to avoid processing bottlenecks and to maintain an accurate, "real time" representation of your occupancy cost structure*
- *Maintain effective oversight and accountability from outsourced service providers through the centralized data store and reporting features*

## Improve Operational Efficiency

Eliminating time-consuming manual processes for calculating costs (scheduled, recurring and actual) and invoicing is an imperative as organizations attempt to control costs and improve service. Real estate managers and lease administrators who can automate these accounting processes not only improve operational efficiency, they also raise their own profiles as strategic contributors within their organizations. Cost Chargeback & Invoicing provides proactive professionals with systemic intelligence and the tools needed to save time and reduce administrative expense through the automation of time-consuming chargeback and invoicing processes.

- *Define and calculate chargeback costs automatically*
- *Allocate occupancy costs to internal departments, cost centers, and external tenants*
- *Automate transfer of costs to invoices*
- *Issue and track invoices without manual processing*
- *Generate consolidated managerial reports with a single click*
- *Integrate with complementary ARCHIBUS Cost Administration and Portfolio Forecasting applications to optimize cost control, cash flow, and planning functions*

## Decrease Chargeback and Invoicing Errors

Chargeback and invoicing mistakes are inevitable in manual systems. They are also highly preventable by using applications that automate and streamline those processes. Cost Chargeback & Invoicing offers a combination of capabilities that let users avoid accounting oversights before they impact efficiency and cash flows. The application provides a full range of safeguards to reduce human error, and the wasted time needed to correct it, so organizations can concentrate on more productive measures that aid in tracking and managing occupancy costs.

- *Identify chargeback errors because of a poorly defined portfolio hierarchy*
- *Avoid issuing chargebacks calculated from mistaken departmental space allocation*
- *Employ flexible, user-defined chargeback rules to correctly determine roll-up costs, prorating, and more*
- *Apply lease chargeback agreement definitions for greater invoicing precision*
- *Define and track prepayments and overpayments for future invoice allocation to avoid accounting disputes*

## Streamline Processes with Powerful Wizards

The sophisticated automation capabilities of Cost Chargeback & Invoicing are made possible by a pair of powerful Wizards that help streamline, monitor, and manage chargeback and invoicing processes. The rules-driven Chargeback Wizard and Invoicing/Receivables Wizard provide the multi-step processing capabilities needed for selecting, identifying, and approving costs and associated billing/payment activities.

- *Select costs to consolidate or chargeback*
- *Identify and correct exceptions to the automated roll-up and chargeback processes*
- *Approve and execute chargebacks*
- *Associate one or more cost components – and apply partial or multi-part payments – to an invoice*
- *Monitor invoices/payments using flexible reports to track current balances per invoice recipient*

For more information, visit [www.archibus.com/cci](http://www.archibus.com/cci)

