ARCHIBUS® Real Estate Portfolio Management

# COST ADMINISTRATION

Centralize and streamline the processes of defining, allocating, and approving portfolio occupancy costs

## Reports and Summary Tables:

- Cash Flow Report
- Straight Line Rent
- Cost Index adjustments
- CAM Reconciliation Report
- Costs Report
- Analyse Cost Transactions by Lease/
- Property/Account
- View Base Rent Costs by Lease

Accurately tracking and managing an organization's occupancy costs is a competitive advantage… and an organizational challenge, without a centralized repository and the right analytical tools. ARCHIBUS Cost Administration provides proactive real estate managers and lease administrators with a Web-based solution that centralizes and streamlines the definition, allocation, and approval of portfolio occupancy costs. It can reduce administrative overhead and improve decision making. The application also features an intuitive Wizard that tracks lifecycle costs at the invoice- or summary-level until final cost allocations are issued, as well as sophisticated filtering for multidimensional cost analysis, and more.

## BENEFITS

- Complies with current changes to FASB 13, FAS 13 and FAS 13 GAAP requirements

- Improves portfolio occupancy cost management and decision-making with advanced cost analysis/projection capabilities

- Provides visibility to help align occupancy cost structure with organizational mission

- Decreases frequency and expense of errors with streamlined processes that track all portfolio lifecycle costs

- Reduces administrative overhead by eliminating manual processes

- Supports multi-currency and value added tax (VAT) costs



Increase budgeting accuracy with cash flow reports that generate cost projections for leases, buildings, properties, and accounts

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Contract # DIR-TSO-4384

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# SOLUTIONS

## Improve Occupancy Cost Management

Real estate and related occupancy costs are typically an organization's second largest expense after personnel costs. Rapid access to cost analysis and cost projection data is therefore essential for effective management of a portfolio's Total Cost of Occupancy. The Cost Administration application provides all the tools real estate managers and lease administrators need to gather and analyze cost data and turn it into useful information that is actionable for comprehensive cost control.

- View a comprehensive summary of an organization's total cost of occupancy

- Improve decisions with complete, accurate portfolio cost analysis and projections

- Filter data by date range, geography, landlord/ tenant obligations, cost categories, and more, for a multidimensional view of relevant cost factors

- Access and generate consolidated reports for comprehensive cost status, actual cost, and cash flow status

- View highly detailed information with report drill-down capabilities that can locate and examine a specific cost component

## Align Occupancy Costs with Mission

Cost Administration provides the visibility to help align the occupancy cost structure in support of an organization's mission through advanced tracking of property, lease, or building costs and profitability. In addition to increasing cost transparency through Web-based information access and sharing, ARCHIBUS Cost Administration can help improve real estate service levels by maintaining accurate, defensible cost information and supporting portfolio optimization initiatives through integration with other ARCHIBUS real estate and space-related applications.

- Implement benchmarking across the portfolio that uncovers cost containment/ reduction initiatives using uniform cost categories

- Simplify processes through continuous cost change recording/tracking and seamless generation of cost analysis/projection reports

- Enable full oversight of outsourced lease administration tasks through centralized data store and reporting features

- Integrate Cost Administration with the comprehensive ARCHIBUS suite of real estate, space, and asset management applications for more detailed views of space/cost relationships and insights into other operational issues across the portfolio

## Decrease Cost and Frequency of Errors

Manual processes can impose both an efficiency and financial penalty on an organization's performance. To ensure that cost information is easily entered, retrieved, analyzed, and monitored, the Cost Administration application streamlines and automates portfolio cost administration and payment processes. The application lets managers follow every cost through its lifecycle as well as meet all payment obligations in a timely manner.

- Increase accuracy through automated lifecycle cost monitoring

- Minimize lost revenue by identifying all eligible items for invoicing

- Improve management oversight with database generated cash flow analysis and projections

- Employ automated prompts and processes to avoid late payments that may trigger financial penalties

## Reduce Administrative Overhead

ARCHIBUS Cost Administration's labor-saving features help reduce the resources needed to create a consolidated view of the organization's portfolio costs. Users can, for example, with one click generate cash flow reports of past portfolio performance and future projections. Those reports can summarize costs according to categories for leases, buildings, properties, or accounts. They also support user-defined groupings and restrictions. Cost Administration helps users execute occupancy cost containment strategies.

- Manage administrative time more effectively with an intuitive wizard that follows the cost allocation process from initial definition through final approval

- Deploy fast, easy cost-recording processes for an entire portfolio regardless of cost origination

- Produce summary cash flow reports with a single click

- Streamline cost review for a single component or an entire portfolio

- Review and monitor outsourced lease administration resources easily

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