



# Space Chargeback

Streamline the chargeback process to increase space accountability and reduce occupancy costs

When department managers are internally billed for their use of space, they are more apt to reduce inefficient space usage. That inefficient use of space, when eliminated across multiple departments, can produce not only significant reductions in the space itself, but also in the associated occupancy costs such as utilities, housekeeping, taxes, and more. Web-based ARCHIBUS Space Chargeback provides tools for setting up, calculating, and reporting on the costs for space. The result is improved space efficiency and reduced occupancy costs throughout the entire organization as well as distributed sharing of space information that supports more informed long-term planning and decision-making.

## Reports and Summary Tables:

- View Detailed Chargeback Analysis
- View Financial Statement by Division
- View Prorate Report
- View Remaining Area
- Highlight Common Area Rooms/Groups

## Benefits

- Improves accuracy of departmental cost reporting for greater accountability on dedicated and common area space costs
- Assures more accurate planning based on current space costs and planned future growth projections that improve critical decisions on consolidations, moves, and acquisitions
- Satisfies flexible reporting needs with easy-to-use Web-based features and forms to modify out-of-the-box reports

View Financial Statement by Division										
Division Code	Division Name	Chargeable Cost	Chargeable Area ft <sup>2</sup>	Room Area ft <sup>2</sup>	Group Area ft <sup>2</sup>	Total Common Area ft <sup>2</sup>	Occupiable Common Area ft <sup>2</sup>	Non-Occupiable Common Area ft <sup>2</sup>	Group Common Area ft <sup>2</sup>	Service Common Area ft <sup>2</sup>
ACCESSORIES	Bicycle Accessories	\$136,971.40	13,697.14	4,600.00	0.00	9,097.14	3,690.84	5,406.30	0.00	0.00
ELECTRONIC SYS.	Electronic Systems	\$839,132.74	29,791.87	20,300.44	0.00	9,491.43	1,412.85	7,988.58	0.00	0.00
EXECUTIVE	Executive	\$505,791.92	18,032.27	11,762.60	0.00	6,269.67	467.08	5,802.59	0.00	0.00
FACILITIES	Facilities	\$621,915.61	20,304.90	11,639.92	2,790.50	5,874.48	79.60	3,935.66	1,275.60	1,125.62
HUMAN RESOURCES	Human Resources	\$479,668.80	15,988.96	11,424.70	0.00	4,564.26	158.62	4,405.64	0.00	0.00
MANAGEMENT CONS.	Management Consulting	\$454,921.79	15,777.19	9,536.63	0.00	6,240.56	230.06	6,010.50	0.00	0.00
SOFTWARE APP.	Software Applications	\$42,211.87	2,218.54	1,401.27	0.00	817.27	226.96	590.31	0.00	0.00

  

Departments of Division Code: FACILITIES										
Department Code	Department Name	Chargeable Cost	Chargeable Area ft <sup>2</sup>	Room Area ft <sup>2</sup>	Group Area ft <sup>2</sup>	Total Common Area ft <sup>2</sup>	Occupiable Common Area ft <sup>2</sup>	Non-Occupiable Common Area ft <sup>2</sup>	Group Common Area ft <sup>2</sup>	Service Common Area ft <sup>2</sup>
CONSTRUCTION	Construction	\$166,951.00	6,043.40	2,707.40	1,238.44	2,097.54	0.00	1,011.85	566.13	499.56
DESIGN	Design	\$427,453.40	15,285.89	8,108.10	1,552.04	3,625.75	79.60	2,210.62	709.47	626.06
PLANNING	Facilities Planning	\$27,512.21	975.61	824.42	0.00	151.19	0.00	151.19	0.00	0.00

  

Workspace Transactions and Groups of Department Code: FACILITIES-DESIGN											
Building Code	Floor Code	Room Code	Group Number	Chargeable Cost	Chargeable Area ft <sup>2</sup>	Area	Total Common Area ft <sup>2</sup>	Occupiable Common Area	Non-Occupiable Common Area	Group Common Area	Service Common Area
BO0-HED	01	1620IT		\$4,429.80	147.66	147.66	0.00	0.00	0.00	0.00	0.00
BO0-HED	01	165G		\$5,677.80	189.26	125.51	62.75	2.18	60.57	0.00	0.00
BO0-HED	01	165H		\$3,800.40	126.68	126.68	0.00	0.00	0.00	0.00	0.00
BO0-HED	01	165I		\$3,707.70	123.59	123.59	0.00	0.00	0.00	0.00	0.00
BO0-HED	01	165J		\$3,044.40	101.48	101.48	0.00	0.00	0.00	0.00	0.00
BO0-HED	01	167A		\$5,049.30	168.51	112.51	55.80	1.94	53.86	0.00	0.00



Easily locate a variety of space types charged to individual departments, and use detailed chargeback reports to promote departmental accountability



### Improve Chargeback Reporting, Accountability

The ARCHIBUS Space Chargeback application supports business unit and department managers who want self-service access to space cost and chargeback reports for their organization. It provides an integrated solution for capturing and analyzing financial information on owned or leased space and for executing and reporting on space chargeback. With this application, managers can be held accountable for their space usage because they are better able to make decisions on space-related initiatives based on their current usage/cost profile.

- Provide tools for automating the set-up, calculation, and reporting of space chargeback to help reduce occupancy costs
- Employ Unified Method for calculating space chargeback for both rooms and groups, with combined reporting on both layers
- Flag rooms of different categories to be either included in, or excluded from, roll-up and chargeback calculations using the Room-within-Room accounting feature
- Support detailed analysis by room, issue financial statements by department, and define/calculate shared workplace chargebacks

### Assure Accurate Planning and Forecasting

Knowing where your space costs are today is important. Knowing how they might change using various scenarios is central to cost-efficient planning for space acquisitions, divestitures, and consolidations. With online access to chargeback information and reports, ARCHIBUS Space Chargeback provides space, department, or financial managers, with historical data and sophisticated analyses of cost structures for improved accountability and decision support.

- Improve accuracy of planning for future space use based on current space costs and planned future growth
- Access all space chargeback reports for sharing of critical cost information, support of strategic decisions, and planning for future needs
- Distribute space costs to divisions and departments to support budgeting and improve decision-making
- Use the enhanced Web Central platform for intuitive summaries and drill-downs by organization and space hierarchies
- Combine usage and financial data with new Web-based paginated reports featuring highlighted drawings for better visualization, analysis, and planning

### Personalize Reporting with Easy-to-Use Features

ARCHIBUS Space Chargeback supports extensive out-of-the-box reporting capabilities. But managers may have their own unique perspectives on their organization and what is or is not important in calculating space usage and chargebacks. That is why Web-based Space Chargeback also has the tools needed to define unique queries and extract data that deliver transformative spatial and financial insights into your current or future space management planning.

- Generate and report on space costs easily across any site, and summarized by multiple parameters
- Report chargebacks accurately to minimize potential departmental space disputes
- Employ easy-to-use Web-based features and interactive forms to personalize existing out-of-the-box reports
- Tailor reports into a format most useful to the needs of space, departmental and financial managers, as well as to business process owners
- Enable fresh perspectives on, and improved management of, the chargeback process to improve space use and cost allocation

### Leverage Other Space Management Applications

ARCHIBUS Space Chargeback can be integrated with other ARCHIBUS applications to optimize space-related management and maintenance tasks.

- Assign and re-assign people to rooms, and report on space vacancy and availability, with greater speed and accuracy using ARCHIBUS Personnel & Occupancy
- Define all rooms and groups, and report on all space usage, with ARCHIBUS Space Inventory & Performance
- Automate building operations and other workplace services that depend on an accurate space inventory with ARCHIBUS On Demand Work, Preventive Maintenance, Service Desk, and Reservations
- Work with existing drawings by implementing ARCHIBUS Overlay with Design Management for AutoCAD and Revit

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

