

WORX4U ARCHIBUS IMPLEMENTATION:

LEASE-IN: CAPTURE LEASE

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WORX4U

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■

DISTRIBUTION LIST

Name	Department	Date of Issue (DD/MM/YYYY)
Edward Nkuna	REMS	22/09/2022
Andre Joubert	Finance	22/09/2022
Morris Mabinja	REMS	22/09/2022

APPROVAL & SIGN OFF

Name		Signature	Title	Date of Issue
EDWARD	NKUNA		Deputy Director	23/09/2022
Andre Joubert			Director	2022-09-30

QUERIES AND COMMENTS

All queries and comments in respect of this document must be addressed in writing to:

Mongi Simelane

Email: mongi.simelane@dpw.gov.za

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1. INTRODUCTION

This user guide provides details about how to Capture a New Lease, Assigning Contacts to a Lease, Add Recurring Costs, add clause and options, add amendment, Upload documents, View and Edit existing lease and how to route for verification.

2. SCOPE

2.1 PURPOSE

This training manual is intended for the Department of Public Works Property Management Trading Entity (PMTE).

The purpose of this document is to provide details about how to:

- Add New Lease- Only a capturer can perform this function.

2.2 APPLICABILITY

This Training Manual covers ARCHIBUS v21.3 and subsequent versions unless this document is superseded by a later revision. The document is applicable to:

Web Central v21.3

3. CONNECT TO ARCHIBUS

Using the Web Central application is the easiest way to access ARCHIBUS.

To access the data, only a web browser (Internet Explorer, Google Chrome or Mozilla Firefox) and a URL (Internet address) is required

1. URL:e.g. <https://worx4uarch-uat.pmte.org.za/archibus/login.axvw-> this URL is for exercise purposes

Note: The browser cache (history) must be deleted to view the updated ARCHIBUS functions.

2. Enter your username and password.



Figure 1: Sign in Window

Once all login information has been typed,

3. Click **Sign In**.



Figure 2: Sign - In

4. The following screen - landing page - will be displayed:



Figure 3: Landing Page

General Rules:

- Only a capturer can perform this function.
- A field with a red Asterix (*) means the field is a mandatory field.
- Document highlighted in red means they are mandatory documents to be uploaded and once they are uploaded, they will turn green.
- By selecting Save it means that you are saving all the information you have captured, and the asset will be sitting with the capturer on a saved status.
- Route for verification means that you are sending the lease transaction for verification.

4. CAPTURE LEASE

To access the Lease Creation

1. Select **Real Estate Portfolio Management | Lease Administration | Capture Lease | Lease Creation**

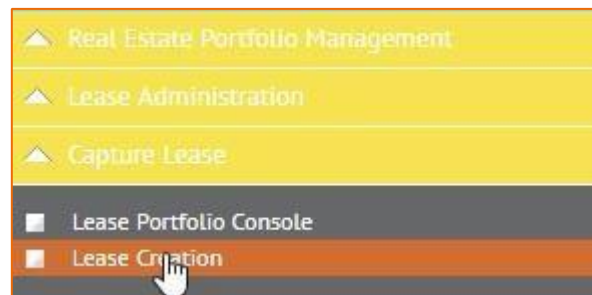


Figure 4: Process Navigator

2. The console includes an expandable filter that enables you to quickly locate the leases that need your attention.

Lease Code	Description	Regional Office	Property File Reference	PHD Code	Landlord Code	Landlord Name	Spent Code	Spent Name	Alert Code
12909417	DR-HASH BUILDING	NEL	4000/0118		DR-HASH INVESTMENTS		PUR00041	Construction Services	027133
12909429	WIL	NEL			HPA001000782	GILBLACKHEATH INVESTMENTS PTY	2PW0000005742	Violation Fee	02
12909430	IMPERIAL BUILDING	NEL	263/355		2PW000000792	Pepe and pepi wardrobes	PUR00010	South African Police Services	029190
12909431	IMPERIAL BUILDING	NEL	4605/0034/364		2PW000000798	W-Pet Security	PUR00010	South African Police Services	029246
12909432	IMPERIAL BUILDING	NEL	4136/0488/013		2PW000000794	Black Cloud	PUR00010	South African Police Services	029279
12909433	IMPERIAL BUILDING	NEL	7412/0511/901		2PW000000791	per davis workshop & hardware	PUR00010	South African Police Services	029280
12909434	WIL	NEL	12/54/2344/234		2PW0000010079	South African Police Services	PUR00046	Defense	029445
12909435	WIL	NEL	12/54/2344/234		2PW0000010024	Wardro - car	PUR00010	Site	029445
12909436	Accommodated dry run test 3	NEL	12/54/2344/234		2PW0000009027	D & M Building Trust	PUR00010	Social Development	029445
12909437	WIL	NEL	12/54/2344/234		2PW0000011004	Wardro - car	PUR00010	Site	029445
12909438	WIL	NEL	12/54/2344/234		2PW0000011004	Wardro - car	PUR00010	Site	029445
12909439	WIL	NEL	12/54/2344/234		2PW0000011004	Wardro - car	PUR00010	Site	029445

Figure 5: Lease Portfolio Console

3. The console includes an expandable filter that enables the user to quickly locate the leases that need attention:

- The **Show list** includes predefined filters, such as filters to locate expiring leases or options, overdue leases or the ten most recently entered leases.
- The **Alerts** button provides a list of leases and options that are close to expiring.

In addition to the expandable filter, the user can see a list of all lease records currently added to the system in the Leases panel.



Figure 6: Expandable Filter

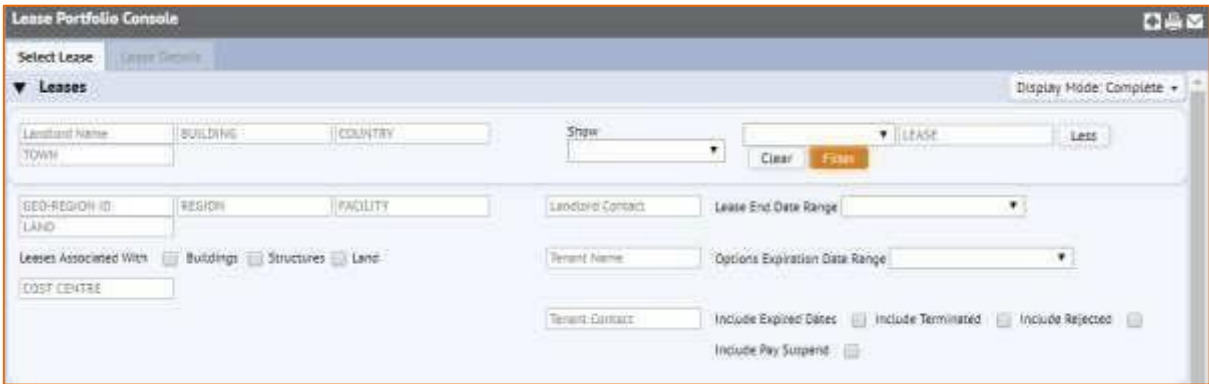


Figure 7: Expanded Filter

4. The Alerts button provides a list of leases and options that are close to expiring. To view the lease due dates, Click on the Alerts Button.

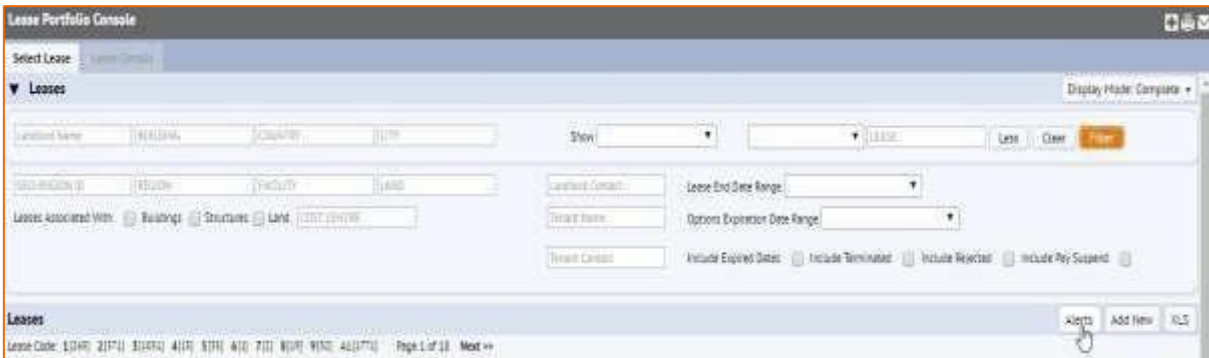


Figure 8: Alerts tab

- Alerts are color-coded for three levels of urgency: green, yellow, and red. Typically, green alerts are the least urgent and are issued further from the due date than yellow or red. Yellow is more urgent than green and appears closer to the due date. Red is the most urgent and would appear closest to the due date of any alert.

Alert Type	Lease Code	Option Code	Date Start	Date End
Lease Due Date	3214075		2016/06/01	2016/06/30
Lease Due Date	3214077		2016/06/01	2016/06/30
Lease Due Date	4492		2013/10/01	2016/06/30
Lease Due Date	1625073		2013/11/01	2016/10/31
Lease Due Date	1626442		2013/11/01	2016/10/31
Lease Due Date	1651221		2006/12/01	2016/10/31
Lease Due Date	2535081		2006/11/01	2016/10/31
Lease Due Date	1754012		2013/11/01	2016/10/31
Lease Due Date	1954772		2013/11/01	2016/10/31
Lease Due Date	2990392		2013/11/01	2016/10/31
Lease Due Date	2990982		2013/11/01	2016/10/31
Lease Due Date	3003922		2013/11/01	2016/10/31
Lease Due Date	3011922		2013/11/01	2016/10/31
Lease Due Date	3020411		2013/11/01	2016/10/31
Lease Due Date	3025562		2013/11/01	2016/10/31
Lease Due Date	3031762		2013/11/01	2016/10/31
Lease Due Date	3037241		2013/11/01	2016/10/31
Lease Due Date	3063991		2006/12/01	2016/10/31
Lease Due Date	3063992		2006/11/01	2016/10/31
Lease Due Date	3063993		2014/04/01	2016/10/31
Lease Due Date	3071072		2014/11/01	2016/10/31
Lease Due Date	3077442		2011/11/01	2016/10/31
Lease Due Date	3078902		2011/11/01	2016/10/31
Lease Due Date	3096401		2006/12/01	2016/10/31
Lease Due Date	3096431		2006/12/01	2016/10/31
Lease Due Date	3115413		2014/11/01	2016/10/31
Lease Due Date	3150151		2009/11/01	2016/10/31
Lease Due Date	3166871		2008/11/01	2016/10/31
Lease Due Date	3184041		2011/11/01	2016/10/31
Lease Due Date	1553041		2013/12/01	2016/11/30
Lease Due Date	1555112		2013/12/01	2016/11/30
Lease Due Date	1596612		2013/12/01	2016/11/30
Lease Due Date	1604722		2011/11/01	2016/11/30
Lease Due Date	1867923		2013/12/01	2016/11/30

Not all records are shown.

Figure 9: Alerts for Leases and Options

Portfolio Console

- Note:** Date Start: Can be back dated. Date End cannot be dated before start date. Lease Signed date only applicable one "Lease Signed?" is equal to yes. Occupation date cannot be dated after end date. Bid Committee Approval Date cannot be dated after start date of lease.

The user can save once all the relevant lease information, including all mandatory fields, has been completed.

Note: The minimum requirements (mandatory fields) for adding a new lease are as follows: •

Description

- Landlord Code
- End date of the lease
- Start date of the lease
- Occupation Date
- Lease Signed Date
- Landlord/Tenant code
- Area Rentable (M²)
- BID Committee Approval Date
- Notice Period in Months
- Current Use

- The Lease Details view will display with the new lease code added in the General Lease Information panel. In addition to the general lease information the system will allow the user to add additional information such as **Contacts**, **Recurring Costs**, **Clauses**, **Options**, **Amendments**, **Communication Log Items** and **Documents** for the lease.

Figure 13: Lease Details

Note: The Lease Code is generated by the system once the lease transaction is saved.

Figure 14: Options

Document Type	Classification	Document Name	Document	Description
Lease Document	Floor Plan	Floor Plan		Floor Plan
Lease Document	Renewal Letter from Client Department	Renewal Letter from Client Department		Renewal Letter from Client Department
Lease Document	Needs Assessment from Client Department	Needs Assessment from Client Department		Needs Assessment from Client Department
Lease Document	Needs Assessment from Client Department	Needs Assessment from Client Department		Needs Assessment from Client Department
Lease Document	Verified PA12.1 Document	Verified PA12.1 Document		Verified PA12.1 Document
Lease Document	Verified QMSA / Compliance Certificate	Verified QMSA / Compliance Certificate		Verified QMSA / Compliance Certificate
Lease Document	Occupation Certificate	Occupation Certificate		Occupation Certificate
Lease Document	Municipal Value Certificate	Municipal Value Certificate		Municipal Value Certificate

Figure 15: Documents

Note: Mandatory Documents to be uploaded are as follows:

- *PI/Investment Decision from REIM*
- *Verified PA12.1 Document*
- *Certified/Original Lease Agreement*

Assigning Contacts to a Lease

Use the **Contacts** tab to assign existing contacts to a lease and to add new contacts if needed.

These contacts are stored in the Contacts table. Adding contacts in this way enables the user to add the most complete contact information and to add this same contact record to multiple leases if applicable.

The **Contact Type** designates the role the contact has for this lease. The user can add a Landlord and a Tenant Contact as well as other types of secondary contacts, such as Building Supervisor, Property Manager etc.

1. To assign a Contact for the lease, click **Assign Landlord / Assign Tenant**

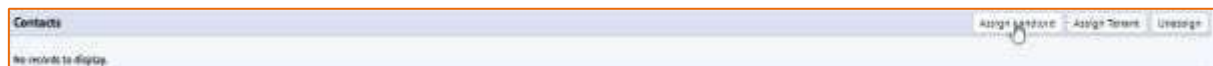


Figure 16: Contacts

2. Click on the **Add New** button



Figure 17: Add New

3. A **Contact Details** view will open where the information of the new contact can be captured. Once all the contact information has been captured, click **Save**.

Figure 18: Contact Details

- When the contact has been saved it reflects in the **Available Contacts** list and can then be assigned to the lease by clicking the checkbox next to the contact record & then clicking the **Assign** button.



Figure 19: Available Contacts

- The contact will be on the list of contacts for the lease once it been assigned.



Figure 20: Contacts

- To unassign a contact, click in the checkbox then click unassign



Figure 21: Contacts

- Confirm by clicking **Yes**.



Figure 22: Unassign Confirmation

- The contact will be removed from the list

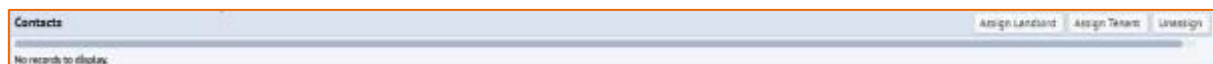


Figure 23: Unassigned

Add Recurring Costs

A regularly occurring cost or estimated cost which is documented with one record - a **Recurring Cost record** - that describes the income or expense and its pattern (how often it occurs, the rate at which it increases or decreases, the time period during which the cost applies, and so forth). If you pay a monthly rent you can develop one Recurring Cost record that describes the expense, the date of the month it is due and the time period during which the monthly rent is due.

Recurring costs provide a means of quickly modeling their expenses and income. You can use recurring cost information to analyze cost history and cash flow; however, you cannot charge back recurring costs.

If you develop recurring costs and then find that you prefer to track individual expenses (rather than the summary expenses documented by recurring costs), you can generate individual Scheduled Cost records from your Recurring Cost records.

1. To capture information for a new recurring cost, click **Add New in the Recurring Costs panel**

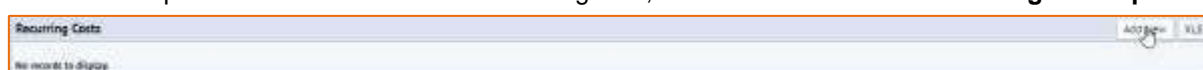


Figure 24: Recurring Costs

2. Complete all the relevant information in the Add Recurring Cost view displayed. Once the information has been captured click **save**.

Note: The system calculates the cost amount by using the Number of Units and the Rate per Unit. The status of the cost record, it's currently set to NO because it has not been approved. The percentage will be different according to the document used to capture the asset.

 A screenshot of the 'Add Recurring Cost' form. The form contains various input fields and buttons. A callout box with the text 'Click Save once done capturing' and an arrow points to the 'Save' button in the top right corner. The form fields include:

- Recurring Cost Code
- Country Code: ZAF
- Cost Category*: BASE RENT
- Number of Units*: 10
- Rate per Unit*: 250
- Amount Expense - Base (Payment): 2500
- Amount Expense - VAT (Payment): 350.00
- Amount Expense - Total (Payment): 2,850.00
- Custom Period (Days): 0
- Date Trans. Created: 2019/07/05
- ☒ Cost Dates Match Lease?
- Start Date*: 2019/07/31
- Description
- Currency (Payment): South African Rand
- VAT Percent: 14.000
- Unit Type*: Square Meter
- ☐ Override VAT Percent?
- ☐ Override VAT Amount?
- ☐ Override Exchange Rate?
- Payment Frequency*: MONTH
- Escalation Percentage*: 14
- Active?: NO
- End Date*: 2020/07/31

Figure 25: Add Recurring Cost

3. The new recurring cost record will reflect in the Recurring Cost panel

Recurring Cost Code	Cost Category	Amount Income - Base (Payment)	Amount Income - VAT (Payment)	Amount Income - Total (Payment)	Amount Expense - Base (Payment)	Amount Expense - VAT (Payment)	Amount Expense - Total (Payment)	Currency (Payment)	Country Code	VAT Rate
66250 - BASE RENT		80.00	80.00	80.00	R2,500.00	R350.00	R2,850.00	ZAR	ZAF	

Figure 26: Recurring Cost

4. To edit or delete the recurring cost click on the **Recurring Cost Code**.

Recurring Cost Code	Cost Category	Amount Income - Base (Payment)	Amount Income - VAT (Payment)	Amount Income - Total (Payment)	Amount Expense - Base (Payment)	Amount Expense - VAT (Payment)	Amount Expense - Total (Payment)	Currency (Payment)	Country Code	VAT Rate
66250 - BASE RENT		80.00	80.00	80.00	R2,500.00	R350.00	R2,850.00	ZAR	ZAF	

Figure 27: Recurring Cost Code

5. The Edit Recurring Cost view will be displayed. Once the information has been edited, click **Save**.

Recurring Cost Code

66250

Country Code

ZAF

Cost Category*

BASE RENT

Number of Units*

10.00

Rate per Unit*

200.00

Amount Expense - Base (Payment)

2,500.00

Amount Expense - VAT (Payment)

350.00

Amount Expense - Total (Payment)

2,850.00

Custom Period (Days)

0

Date Trans. Created

2019/07/05

Start Date*

2019/07/31

Description

Currency (Payment)

South African Rand

VAT Percent

14.000

Unit Type*

Square Meter

Payment Frequency*

MONTH

Escalation Percentage*

14.000

Active?

NO

End Date*

2020/07/31

☐ Override VAT Percent?
 ☐ Override VAT Amount?
 ☐ Override Exchange Rate?

☒ Cost Dates Match Lease?

Save

Delete

Cancel

Figure 28: Edit Recurring Cost

6. To delete the recurring cost record, click Delete in the **Edit Recurring Cost** view.

Figure 29: Delete Recurring Cost

7. A screen will display prompting the user to confirm that the recurring cost record should be deleted. To confirm, click **OK**.



Figure 30: Delete Record confirm

Note: For leases where the Department is the Landlord the user will only be able to add income costs and for leases where the Department is the Tenant the user will be able to add expense costs.

Clauses

Use the Clauses tab to add clauses to lease agreements that detail responsibilities for either tenants or landlords.

If a responsibility is split between tenant and landlord, create two clause records with the relevant responsible party assigned to the record.

1. Click **Add New** to add a new clause to the lease.

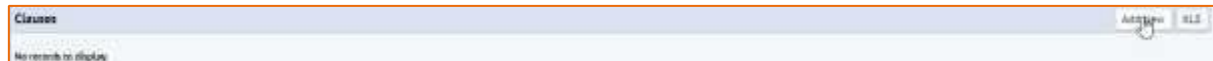


Figure 31: Clauses

2. The Add Clause view will open requiring information such as the Clause Code, Clause Type Code, Responsible Party, etc. to be added.

Figure 32: Add Clause

3. Once all the clause information has been captured, click **Save**

Figure 33: Add Clause - Save

4. The lease will be updated with the new clause.

Figure 34: Clauses

Note: Once the clauses have been saved the upload document field will be enabled, allowing the user to upload a document and attach it to the clauses. By saving the clause, a document type and name will also be created under the documents field where the document can be uploaded at a later stage.

Options

Use the Options tab to add information for lease options. These are legal time-sensitive options that can be exercised on a lease such as the right of first refusal to buy the property or the right to rent space that becomes vacant. The user can then receive alerts from the console when these options are about to expire.

- 1. Click **Add New** to capture the lease option.

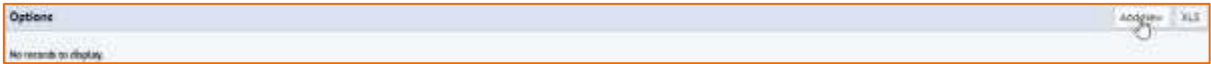


Figure 35: Options

- 2. An **Add Option** view will open requiring information input for the option to be added.

A screenshot of a software window titled "Add Option". The window has a light blue header bar with the title "Add Option" on the left and "Save" and "Delete" buttons on the right. Below the header, the form is divided into two columns. The left column contains: "Option Code*" (text input), "Description*" (text input), "Option Type" (dropdown menu with "N/A" selected), "Who can Exercise?" (dropdown menu with "BOTH" selected), "Date Exercised" (text input), "Exercised By" (text input), "Date Exercising Applicable" (text input), and "Comments" (text area). The right column contains: "Date Issued" (text input with "2019/07/05" entered), "Option Dates Match Lease?" (dropdown menu with "No" selected), "Date Option Available" (text input), "Date Option Expires" (text input), "Document" (text input with "Upload a document" placeholder), and "Date to Review" (text input). At the bottom right of the window is a "Close" button.

Figure 36: Add Option

- Once all the information has been captured, click **Save**.

Add Option

Option Code: RENEWAL 2.0

Description: option to renew

Option Type: N/A

Who can Exercise?: BOTH

Date Exercised:

Exercised By:

Date Exercising Applicable:

Comments:

Date Issued: 2019/07/05

Option Dates Match Lease?: No

Date Option Available: 2019/10/01

Date Option Expires: 2019/10/01

Document: VERIFIED PA12.1.docx

Date to Review:

Click Save → Save Delete

Close

Figure 37: Option

- The lease will be updated with the new **Option**.

Option Code	Description	Document	Option Type	Who can Exercise?	Date Exercised	Date Exercising Applicable	Date Option Available	Date Option Expires	Date to Review	Comments
RENEWAL 2.0	option to renew	VERIFIED PA12.1.docx	N/A	BOTH			2019/10/01	2019/10/01		

Figure 38: Options

Note: Once the option has been saved the upload document field will be enabled, allowing the user to upload a document and attach it to the option. By saving an option, a document type and name will also be created under the documents field where the document can be uploaded at a later stage.

Amendments

The user can record amendments to track changes to the lease agreement. You can also attach the relevant documents confirming the changes for the amendment.

- 1. To record the amendment, click **Add New**.

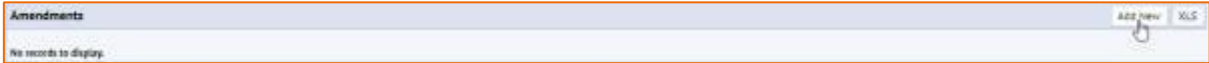


Figure 39: Amendments

- 2. The **Add Amendment** view will open for the user to capture the details of the amendment.

A screenshot of the 'Add Amendment' form in a web application. The form has a light blue header with the title 'Add Amendment' and 'Save' and 'Delete' buttons. The form fields include: 'Lease Amendment ID' (a text input), 'Description*' (a text input), 'Document' (a button labeled 'Upload a document'), 'Comments' (a large text area), 'Date Requested' (a date input), 'Date Effective' (a date input), and 'Exercised By' (a text input). A 'Close' button is located at the bottom right of the form.

Figure 40: Add Amendment

3. Once all the information has been captured, click **Save**.

Edit Amendment

Lease Amendment ID: 10

Description*: Lease Agreement Amendment

Document: ICS BUILDING.docx

Comments:

Date Requested: 2019/09/04

Date Effective: 2019/10/30

Exercised By: A KEKANA

Click Save → **Save** **Delete**

Close

Figure 41: Add Amendment

4. The lease will be updated with the amendment record.

Amendments

Lease Amendment ID	Description	Date Requested	Date Effective	Exercised By	Document	Comments
10	Lease Agreement Amendment	2019/09/04	2019/10/30	A KEKANA	ICS BUILDING.docx	

Add New **XLS**

Figure 42: Amendment

Communication Log items

The **Communication Log** records written correspondence and verbal communication about the lease. Use them to enter notes about conversations, phone calls, e-mail, etc. For written correspondence, the user can create a communication log summarizing a letter or fax, scan the document and store it in the Document field for the log.

1. To record correspondence, click **Add New**.

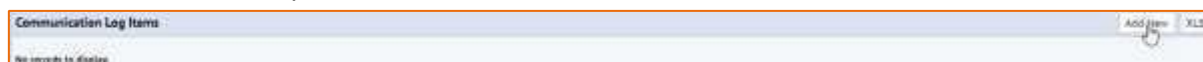


Figure 43: Communication Log Items

2. The **Add Communication Log** view will open to capture the details of the correspondence.

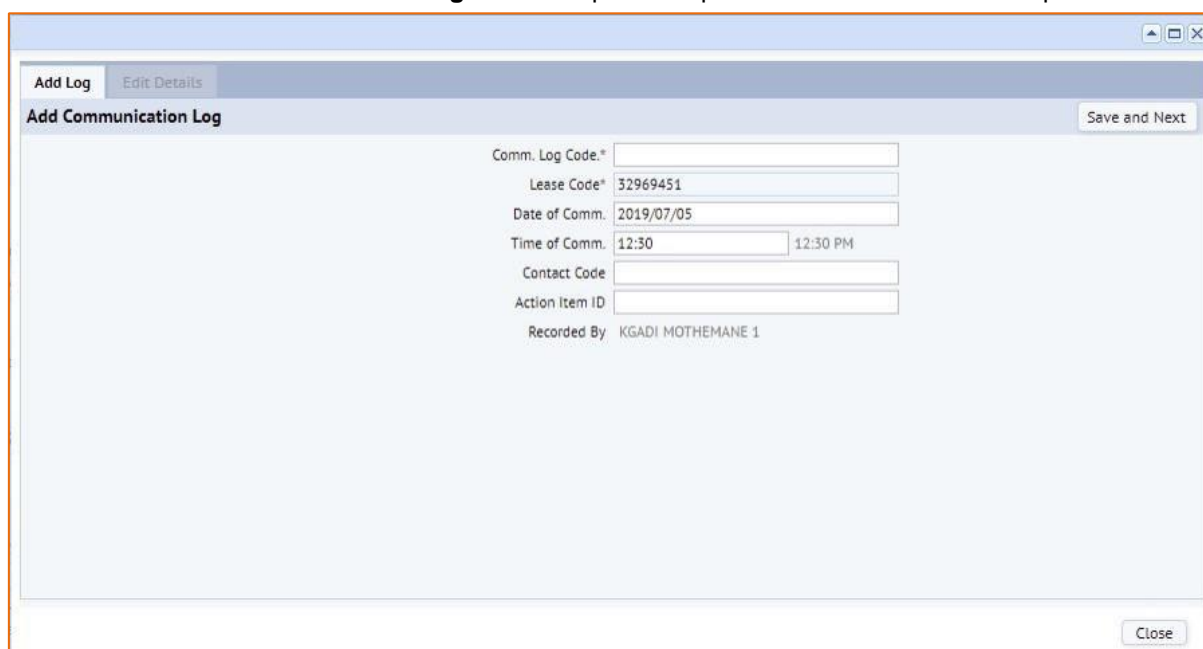
A screenshot of a web application window titled 'Add Communication Log'. The window has a light blue header bar with the title and two buttons on the right: 'Save and Next' and 'Close'. Below the header, the main area is white and contains a form with the following fields: 'Comm. Log Code*' (text input), 'Lease Code*' (text input with value '32969451'), 'Date of Comm.' (text input with value '2019/07/05'), 'Time of Comm.' (text input with value '12:30' and a dropdown menu showing '12:30 PM'), 'Contact Code' (text input), 'Action Item ID' (text input), and 'Recorded By' (text input with value 'KGADI MOTHEMANE 1').

Figure 44: Add Communication Log

- Once all the information has been captured, click **Save and Next**.

Add Log **Edit Details**

Add Communication Log

Comm. Log Code* MEETING MINUTES

Lease Code* 32969451

Date of Comm. 2019/07/05

Time of Comm. 12:30 12:30 PM

Contact Code

Action Item ID

Recorded By KGADI MOTHEMANE 1

Click save and next → Save and Next

Close

Figure 45: Add Log

- Enter the rest of the information in the **Edit Communication Log Details** view, upload any communication documents such as emails, faxes or minutes then click **Save**.

Add Log **Edit Details**

Edit Communications Log Details

Comm. Log Code* MEETING MINUTES

Lease Code* 32969451

Date of Comm. 2019/07/05

Time of Comm. 12:30 12:30 PM

Communication Type

Contact Code

Priority Average ▼

Recorded By KGADI MOTHEMANE 1

Action Item ID

Project Code

Document ls_comm-6-doc.docx

Summary

Description

Click Save → Save Delete

Close

Figure 46: Edit Communication Log Details

- The lease will be updated with the Communication Log Item record.

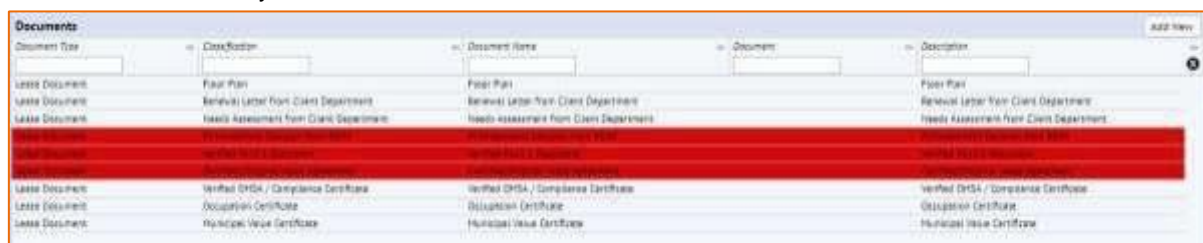
Date of Comm.	Time of Comm.	Comm. Log Code	Contact Code	Company	Lease Code	Action Item ID	Document	Description
2019/07/05	12:30 PM	MEETING MINUTES	32969451	KGADI MOTHEMANE 1	32969451		ls_comm-6-doc.docx	

Figure 47: Communication Log Items

Documents

Use the **Documents** tab to select documents to associate with the selected lease, to edit, update or delete an existing document.

1. The user can add, edit, delete or view documents. When adding documents, they will be available to all authorized users. The information entered for documents is included in the **Documents by Lease Report** generated from the Portfolio Management application and the **Lease Details Reports** available from Lease Administration. The red highlighted documents are mandatory documents.



Document Type	Classification	Document Name	Document	Description
Lease Document	Floor Plan	Floor Plan		Floor Plan
Lease Document	Renewal Letter from Client Department	Renewal Letter from Client Department		Renewal Letter from Client Department
Lease Document	Needs Assessment from Client Department	Needs Assessment from Client Department		Needs Assessment from Client Department
Lease Document	PI/Investment Decision from REIM	PI/Investment Decision from REIM		PI/Investment Decision from REIM
Lease Document	Verified DHS / Compliance Certificate	Verified DHS / Compliance Certificate		Verified DHS / Compliance Certificate
Lease Document	Occupation Certificate	Occupation Certificate		Occupation Certificate
Lease Document	Municipal Value Certificate	Municipal Value Certificate		Municipal Value Certificate

Figure 48: Documents

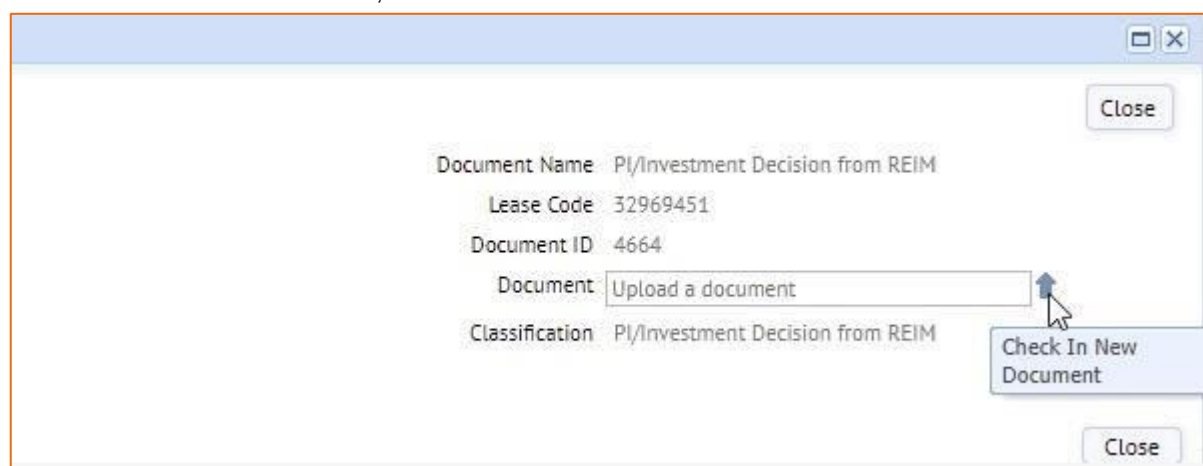
2. To upload **Documents** to the document records already prepopulated click on the **Document Name**.



Document Type	Classification	Document Name	Document	Description
Lease Document	Floor Plan	Floor Plan		Floor Plan
Lease Document	Renewal Letter from Client Department	Renewal Letter from Client Department		Renewal Letter from Client Department
Lease Document	Needs Assessment from Client Department	Needs Assessment from Client Department		Needs Assessment from Client Department
Lease Document	PI/Investment Decision from REIM	PI/Investment Decision from REIM		PI/Investment Decision from REIM
Lease Document	Verified DHS / Compliance Certificate	Verified DHS / Compliance Certificate		Verified DHS / Compliance Certificate
Lease Document	Occupation Certificate	Occupation Certificate		Occupation Certificate
Lease Document	Municipal Value Certificate	Municipal Value Certificate		Municipal Value Certificate

Figure 49: Documents

3. To attach the document, click on the Check In New Document icon.



Document Name PI/Investment Decision from REIM

Lease Code 32969451

Document ID 4664

Document Upload a document

Classification PI/Investment Decision from REIM

Check In New Document

Figure 50: Upload Document

- Click on **Choose File** to upload a file.



Figure 51: Choose File

- Choose a file from your computer.

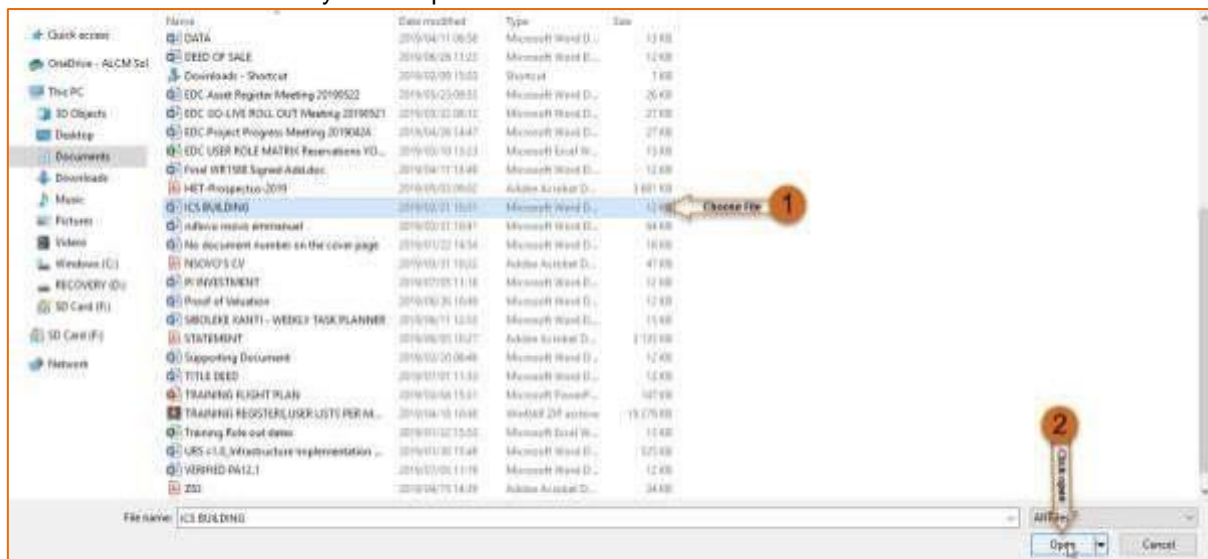


Figure 52: Choose File

- The system will take you back to the Check In New Document view with the name of the attached document displayed next to the **Choose File** button. Click OK to proceed

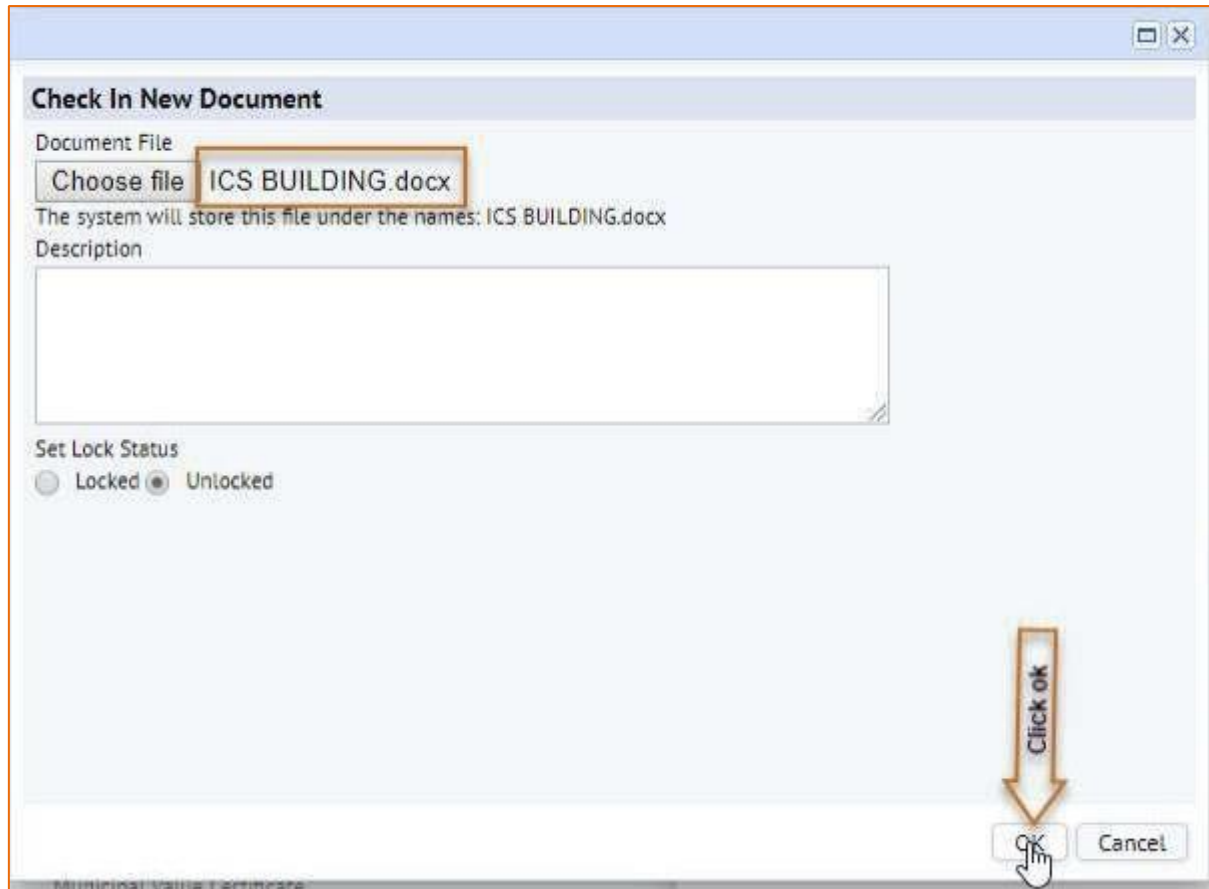


Figure 53: Ok Button

- Once the floor plan has been attached, click **Close**.

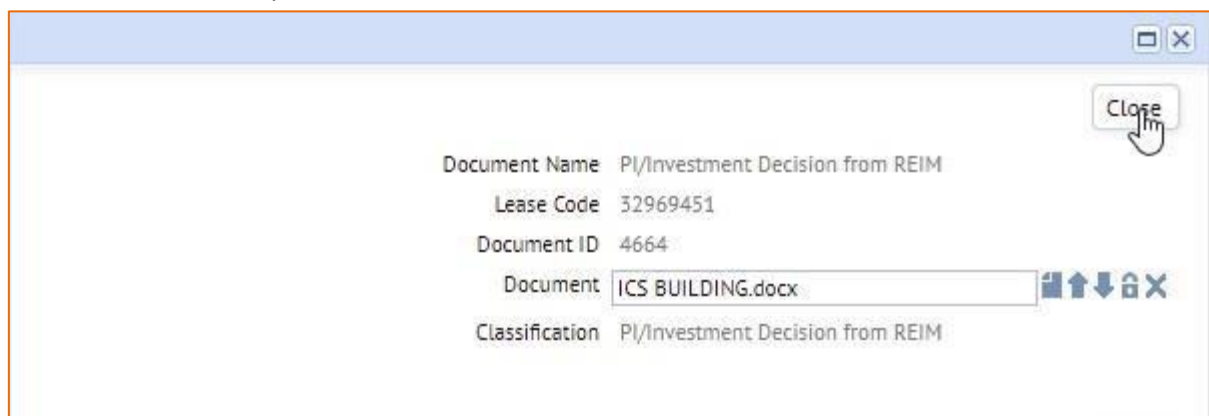


Figure 54: Document Uploaded

8. The document will be loaded against the lease. Each document record with an attachment will be highlighted in green

Document Type	Classification	Document Name	Document	Description
Lease Document	Floor Plan	Floor Plan		Floor Plan
Lease Document	Renewal Letter from Client Department	Renewal Letter from Client Department		Renewal Letter from Client Department
Lease Document	Needs Assessment from Client Department	Needs Assessment from Client Department		Needs Assessment from Client Department
Lease Document	Verified ORSA / Compliance Certificate	Verified ORSA / Compliance Certificate		Verified ORSA / Compliance Certificate
Lease Document	Occupation Certificate	Occupation Certificate		Occupation Certificate
Lease Document	Municipal Value Certificate	Municipal Value Certificate		Municipal Value Certificate
Lease Document	Environmental Assessment from ARCC	Environmental Assessment from ARCC	115, 1016, 1016, 1016	Environmental Assessment from ARCC

Figure 55: Documents

9. Once all the mandatory Documents are uploaded, they should all be highlighted in green.

Document Type	Classification	Document Name	Document	Description
Lease Document	Floor Plan	Floor Plan		Floor Plan
Lease Document	Renewal Letter from Client Department	Renewal Letter from Client Department		Renewal Letter from Client Department
Lease Document	Needs Assessment from Client Department	Needs Assessment from Client Department		Needs Assessment from Client Department
Lease Document	Verified ORSA / Compliance Certificate	Verified ORSA / Compliance Certificate		Verified ORSA / Compliance Certificate
Lease Document	Occupation Certificate	Occupation Certificate		Occupation Certificate
Lease Document	Municipal Value Certificate	Municipal Value Certificate		Municipal Value Certificate
Lease Document	Environmental Assessment from ARCC	Environmental Assessment from ARCC	115, 1016, 1016, 1016	Environmental Assessment from ARCC
Lease Document	Verified ORSA / Compliance Certificate	Verified ORSA / Compliance Certificate		Verified ORSA / Compliance Certificate
Lease Document	Occupation Certificate	Occupation Certificate		Occupation Certificate
Lease Document	Municipal Value Certificate	Municipal Value Certificate		Municipal Value Certificate

Figure 56: Documents

Route for Verification

Once all the information has been captured for the lease and all relevant documents have been uploaded the lease can be routed for verification.

1. Click **Route for Verification**



Figure 57: Route for Verification

2. Confirm the verification step by clicking **Yes**.

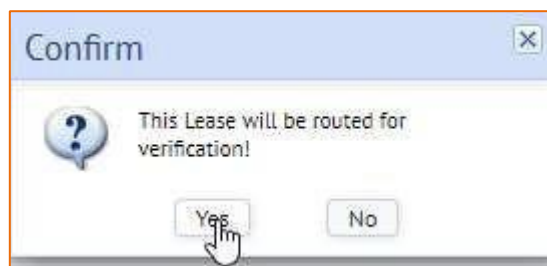


Figure 58: Confirm

3. Once the Lease is routed for verification the status will change to **Sent for Verification**.



Figure 59: Lease Status

View existing leases

1. Leases can be viewed simply by Navigating to the **Lease Portfolio Console** task.

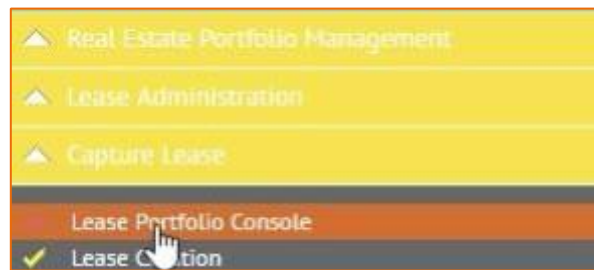


Figure 60: Navigation

2. On the Lease Portfolio Console view, Click on the Lease Code to view the lease details.

Lease Portfolio Console

Select Lease

Lease Details

Leases

Lease Name

Lease Code

Country

Term

Show

1

2

3

4

5

6

7

8

9

10

Filter

Clear

Apply

Display Mode: Compact

Leases

Lease Code

Description

Regional Office

Property File Address

PLS Code

Lease Code

Lease Name

Block Code

Block Name

1296404

land 888

NEL

4254/2364/2364

2PWS00001824

Newcom - Ltd

PUB9000

Site

1296410

land 888

NEL

4254/2364/2364

2PWS00001828

Smith Electrical Commission

PUB9004

Defense

1296440

Optim 1 test

NEL

1000/1100/010

2PWS00001843

12th Victoria Embankment Co

PUB9003

Human Settlements

1296435

IDE

NEL

0000/0000/000

2PWS00000480

Waterloo Security Services

PUB9005

South African Police

1296432

IMPERIAL BUILDING

NEL

7411/8713/963

2PWS000005785

See dems Jackson & Newman

PUB9006

South African Police

1296431

IMPERIAL BUILDING

NEL

8326/1095/213

2PWS000006794

Black Court

PUB9009

South African Police

1296430

IMPERIAL BUILDING

NEL

1800/0034/346

2PWS000006795

W-Ren Security

PUB9009

South African Police

1296429

IMPERIAL BUILDING

NEL

181/336

2PWS000006793

Renys den vel insurance

PUB9009

South African Police

1296427

war

NEL

HPWS000002782

SOBLACONKATH INVESTMENTS (PTY

2PWS000005762

Valeport SA

1296419

TEST1

NEL

1210/0101/101

2PWS000003386

3ig Technologies Co

PUB9004

Group

1296407

Assessment by Van der

NEL

4254/4162/568

2PWS000009627

D & M Building Trust

PUB9003

Social Development

1296406

Optim 1 test

NEL

4200/1100/010

2PWS000014103

12th Victoria Embankment Co

PUB9003

Human Settlements

1296401

ImpFlowTesting 1

NEL

1550/1100/010

2PWS000010442

SACS To Bi Project 24

PUB9007

Small Business Devlop

Figure 61: Lease Code

3. The **Lease Details** view will open showing the lease information.

The image shows the 'Lease Details' view. It has tabs for 'Select Lease' and 'Lease Details'. The 'Lease Details' tab is active, showing 'General Lease Information'. The form contains various fields for lease details, including 'Lease Code', 'Lease Type', 'Lease Name', 'Lease Status', and 'Lease Type'.

Figure 62: Lease Details

The image shows the 'Lease Details' view with two additional sections: 'Recurring Costs' and 'Clauses'. The 'Recurring Costs' section shows a table of costs with columns for 'Recurring Cost Code', 'Cost Category', 'Amount Income - 300', 'Amount Income - 100', 'Amount Income - Total', 'Amount Expense - 300', 'Amount Expense - 100', 'Amount Expense - Total', 'Currency (Payment)', and 'Country Code'. The 'Clauses' section shows a table of clauses with columns for 'Clause Code', 'Clause Type Code', 'Description', 'Related to', 'Contract Name', 'Clause Date', 'Date Start', 'Date End', 'Location in Document', and 'Document'.

Figure 63: Lease Details

Amendments

Lease Amendment ID

Description

Date Requested

Date Effective

Expiry Date

Document

Comments

10

Amendment

2019-09-04

2019-10-30

3 EXHIBIT

103 BUILDING.docx

Communication Log Items

Date of Entry

Time of Entry

Comm Log Entry

Contact Date

Company

Lease Date

Author App ID

Document

Description

2019-07-01

12:30 PM

RENTING HOURS

STREETS

103 BUILDING.docx

Available Suites - Not Yet Assigned

Use the Assign button to assign available suites to the selected lease/sublease

Figure 64: Lease Details

Suites Assigned to the Selected Lease/Sublease

No records to display.

Suites Assigned to Other Leases/Subleases

No records to display.

Documents

Document Type

Document Name

Document

Description

Amendment

103 BUILDING.docx

Amendment

Case

103 BUILDING.docx

Communication Log

103 BUILDING.docx

103 BUILDING.docx

Lease Document

Renewal Letter from Client Department

Renewal Letter from Client Department

Renewal Letter from Client Department

Lease Document

Needs Assessment from Client Department

Needs Assessment from Client Department

Needs Assessment from Client Department

Lease Document

Verified OSHA / Compliance Certificate

Verified OSHA / Compliance Certificate

Verified OSHA / Compliance Certificate

Lease Document

Occupation Certificate

Occupation Certificate

Occupation Certificate

Lease Document

Municipal Value Certificate

Municipal Value Certificate

Municipal Value Certificate

Lease Document

Certified Original Lease Agreement

Certified Original Lease Agreement

Certified Original Lease Agreement

Lease Document

Investment Decision from BDM

Investment Decision from BDM

Investment Decision from BDM

Lease Document

SUSPEND APPROVAL

Suspend Approval

Suspend Approval

Lease Document

Verified PA12 / Document

Verified PA12 / Document

Verified PA12 / Document

Option

VSBP102 PA12.docx

Figure 65: Lease Details

Locating leases by filtering

1. The **Filter** has a range of options with which to search by, e.g. Landlord, Location, Lease Code etc.



Figure 66: Filter

2. The user can also use the **Show** list to filter:



Figure 67: Show

3. The **More** button opens more options that can be applied to the filter such as filtering leases only associated with **Buildings, Structures, Land, Cost Centre, Lease End Date Range, Including Expired Dates** etc.



Figure 68: More Button

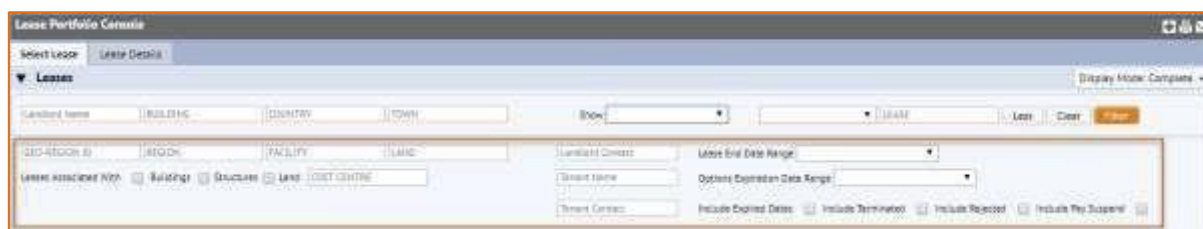


Figure 69: Leases Filter

Note: When the filter function is used, the user will need to clear the field that was filtered and then select the filter button again to remove the filter restriction and see all the data once more.

Editing existing leases

***NB* Leases will be locked and therefore need to be sent to the capturer for editing upon request under the “Sent for Review” status.**

- 1. Capturer will need to use the filter to search for the lease and thereafter select the lease that requires editing.

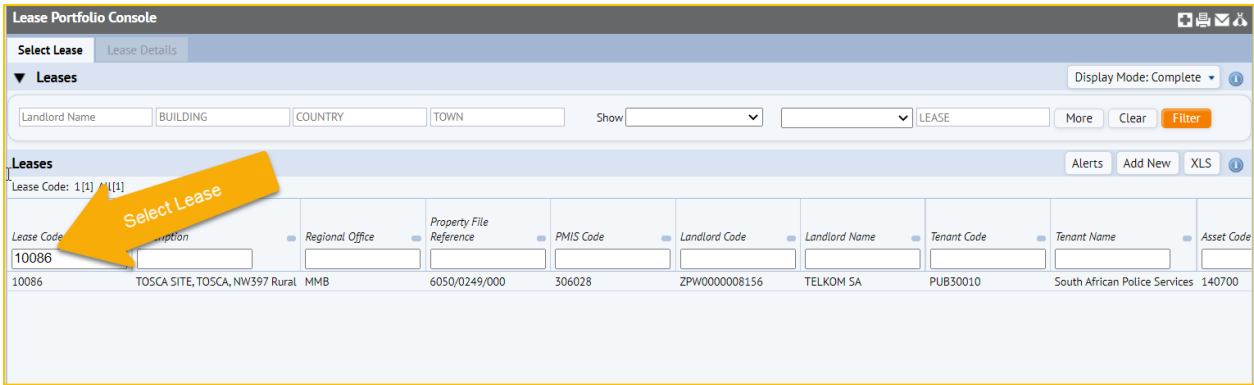


Figure 70: Lease Portfolio Console

2. A second view, **Lease Details: Selected Lease Code x** is displayed. Click **Edit**

Lease Portfolio Console

Select Lease: **Lease Details**

General Lease Information

Lease Code: 10086 Free Lease?: No Tenant Code: PUB30010
 Landlord Code: ZPW0000008156 Description: TOSCA SITE, TOSCA, NW397 Rural Tenant Contact: South African Police Services
 Landlord Contact: 596 Building Code: TELKOM SA Tenant Name: South African Police Services
 Landlord Name: TELKOM SA Date Start: 2019/04/01 Occupation Date: 2005/01/01
 Date End: 2019/09/30 Land Code: F0039786-L0001 Area - Neg. Rentable m²: 1.00
 Lease Status: SENT FOR REVIEW Lease Signed?: Yes Lease Type: N/A
 VAT Applicable?: Standard Approval Comment: Verification Comment: Please edit...

Contacts

Contact Code: BP ID: First Name: Last Name: Email Address: Cellular Number: City: Region Code: Country Code:
 596 ZPW0000008156 JACQUI RAYNDERS ZAF

Recurring Costs

Recurring Cost Code	Cost Category	Amount Income - Base (Payment)	Amount Income - VAT (Payment)	Amount Income - Total (Payment)	Amount Expense - Base (Payment)	Amount Expense - VAT (Payment)	Amount Expense - Total (Payment)	Currency (Payment)	Country Code	VAT Percent	VAT Percent Override	VA
12423	OFFICE RENTAL M TO M	R0.00	R0.00	R0.00	R4,912.26	R736.84	R5,649.10	ZAR	ZAF	15.00	0.000	
16985	OPERATING COSTS M TO M	R0.00	R0.00	R0.00	R819.67	R122.95	R942.62	ZAR	ZAF	15.00	0.000	

Clauses

No records to display.

Options

No records to display.

Figure 71: Lease Details

3. The **Edit Lease** View will open for the lease to be edited. Once all the information for the lease has been updated and a comment has been added (System will not let the user proceed without adding a comment) select **Save**.

Lease Portfolio Console

Select Lease: **Edit Lease**

Lease Code: 10086 Lease Signed?: Yes Asset Code: 140700
 Description: TOSCA SITE, TOSCA, NW397 Rural Land Code: F0039786-L0001
 Landlord Code: ZPW0000008156 Landlord Name: TELKOM SA Landlord Contact: 596
 Tenant Code: PUB30010 Tenant Name: South African Police Services Tenant Contact: LEASE
 Date Start: 2019/04/01 Regional Office: MMB Lease Type: R - Renewal Current Use: VACANT LAND
 Lease Signed Date: 2005/03/02 Number of Occupants: 0 Floor(s) Description:
 Occupation Date: 2005/01/01 Area - Neg. Rentable m²: 1.00 Number of Parking Bays: 0
 Bid Committee Approval Date: 2004/06/17 Advance/Arrears: Adv Free Lease?: No
 Restriction Notes: Pay Suspend: No Vacate Date: Rent %:
 VAT Applicable?: Standard Purchase Requisition: Lease Period: Month To Month No
 Notice Period In Months: 0 Tenant Installation: Month To Month No
 Comments: Changed lease end date...

Recurring Costs

Recurring Cost Code	Cost Category	Amount Income - Base (Payment)	Amount Income - VAT (Payment)	Amount Income - Total (Payment)	Amount Expense - Base (Payment)	Amount Expense - VAT (Payment)	Amount Expense - Total (Payment)	Currency (Payment)	Country Code	VAT Percent	VAT Percent Override	VA
12423	OFFICE RENTAL M TO M	R0.00	R0.00	R0.00	R4,912.26	R736.84	R5,649.10	ZAR	ZAF	15.00	0.000	
16985	OPERATING COSTS M TO M	R0.00	R0.00	R0.00	R819.67	R122.95	R942.62	ZAR	ZAF	15.00	0.000	

Clauses

No records to display.

Options

No records to display.

Figure 72: Edit Lease

- Once lease information has been updated the saved lease will have to be sent for verification.

The screenshot shows the 'Lease Portfolio Console' interface. The 'Lease Details' tab is active. The 'General Lease Information' section displays various fields including Lease Code (10086), Landlord Code (ZPW0000008156), Landlord Contact (596), Landlord Name (TELKOM SA), Date End (2019/09/30), Lease Status (SAVED), and VAT Applicable? (Standard). An orange arrow points to the 'Route for Verification' button in the top right corner of the 'Lease Details' section.

Figure 73: Route for Verification

- The system will require confirmation to proceed with routing the transaction for verification. Confirm by clicking on **Yes**.

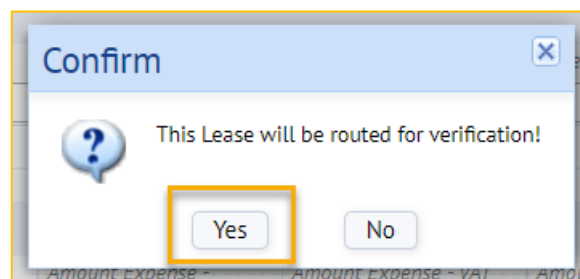


Figure 74: Confirmation

- Lease Status will change to "Sent for Verification".

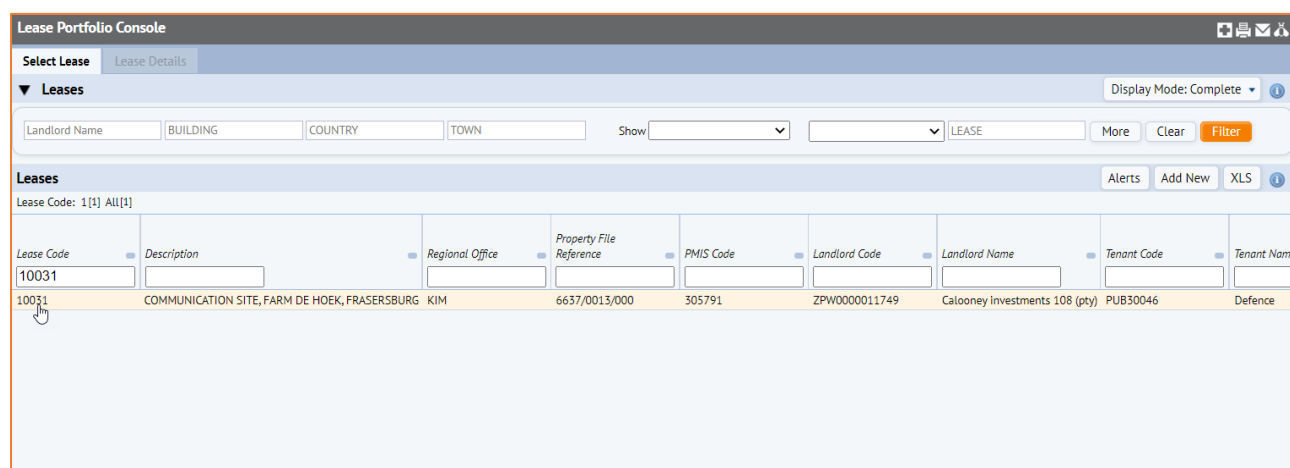
The screenshot shows the 'Lease Portfolio Console' interface with the 'Lease Details' tab active. The 'General Lease Information' section shows the 'Lease Status' field updated to 'SENT FOR VERIFICATION'. The 'Record was successfully saved' message is visible at the top left of the 'General Lease Information' section. The 'Lease Status' dropdown menu is highlighted with an orange box.

Figure 75: General Lease Information- Lease status

Adding an adjustment recurring cost

***NB* Adjustment recurring costs can only be adding onto active/existing leases. Leases will be locked and therefore need to be sent to the capturer for editing upon request under the “Sent for Review” status.**

1. Capturer will need to use the filter to search for the lease and thereafter select the lease that requires editing.



Lease Portfolio Console

Select Lease | Lease Details

Leases

Display Mode: Complete

Landlord Name | BUILDING | COUNTRY | TOWN | Show | LEASE | More | Clear | Filter

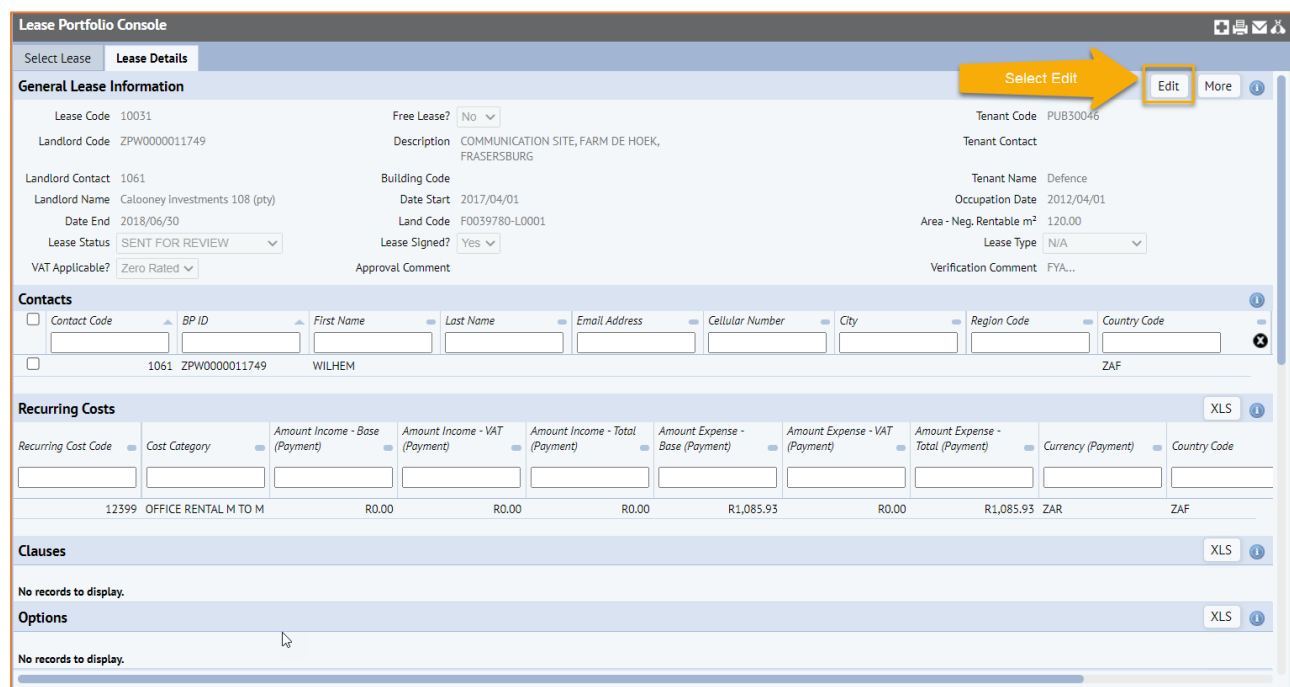
Leases

Lease Code: 1 [1] All [1]

Lease Code	Description	Regional Office	Property File Reference	PMIS Code	Landlord Code	Landlord Name	Tenant Code	Tenant Name
10031	COMMUNICATION SITE, FARM DE HOEK, FRASERSBURG	KIM	6637/0013/000	305791	ZPW0000011749	Calooney Investments 108 (pty)	PUB30046	Defence

Figure 76: General Lease Information- Lease status

2. A second view, **Lease Details: Selected Lease Code x** is displayed. Click **Edit**



Lease Portfolio Console

Select Lease | Lease Details

General Lease Information

Lease Code: 10031 | Free Lease?: No | Tenant Code: PUB30046

Landlord Code: ZPW0000011749 | Description: COMMUNICATION SITE, FARM DE HOEK, FRASERSBURG | Tenant Contact:

Landlord Contact: 1061 | Building Code: | Tenant Name: Defence

Landlord Name: Calooney Investments 108 (pty) | Date Start: 2017/04/01 | Occupation Date: 2012/04/01

Date End: 2018/06/30 | Land Code: F0039780-L0001 | Area - Neg. Rentable m²: 120.00

Lease Status: SENT FOR REVIEW | Lease Signed?: Yes | Lease Type: N/A

VAT Applicable?: Zero Rated | Approval Comment: | Verification Comment: FYA...

Contacts

Contact Code	BP ID	First Name	Last Name	Email Address	Cellular Number	City	Region Code	Country Code
1061	ZPW0000011749	WILHEM						ZAF

Recurring Costs

Recurring Cost Code	Cost Category	Amount Income - Base (Payment)	Amount Income - VAT (Payment)	Amount Income - Total (Payment)	Amount Expense - Base (Payment)	Amount Expense - VAT (Payment)	Amount Expense - Total (Payment)	Currency (Payment)	Country Code
12399	OFFICE RENTAL M TO M	R0.00	R0.00	R0.00	R1,085.93	R0.00	R1,085.93	ZAR	ZAF

Clauses

No records to display.

Options

No records to display.

Figure 77: Lease Details

3. The **Edit Lease** View will open for the lease to be edited. User should add a comment, “adding an adjustment for correction” (System will not let the user proceed without adding a comment) select **Save**.

The screenshot shows the 'Edit Lease' window with the following details:

- Lease Code:** 10031
- Description:** COMMUNICATION SITE, FARM DE HOEK, FRASERSBURG
- Landlord Code:** ZPW0000011749
- Tenant Code:** PUB30046
- Lease Signed?** Yes
- Amount:** security Dep., South African Rand 0.00
- Comments:** Adding an adjustment for correction...

Figure 78: Edit Lease

4. Select recurring cost to that needs correction/ adjusting.

The screenshot shows the 'Lease Details' window with the following details:

- Lease Code:** 10031
- Description:** COMMUNICATION SITE, FARM DE HOEK, FRASERSBURG
- Landlord Code:** ZPW0000011749
- Tenant Code:** PUB30046
- Lease Signed?** Yes
- Amount:** security Dep., South African Rand 0.00
- Comments:** Adding an adjustment for correction...

Recurring Cost Code	Cost Category	Amount Income - Base (Payment)	Amount Income - VAT (Payment)	Amount Income - Total (Payment)	Amount Expense - Base (Payment)	Amount Expense - VAT (Payment)	Amount Expense - Total (Payment)	Currency (Payment)	Country Code	VAT Percent	VAT Percent Override	VAT A
12399	OFFICE RENTAL M TO M	R0.00	R0.00	R0.00	R1,085.93	R0.00	R1,085.93	ZAR	ZAF	0.00	0.000	

Figure 79: Lease Details

5. Select adjustment.

Figure 80: Edit Recurring Cost

6. Input the corrections and select save.

- The system will automatically use the original details of the recurring cost that needs to be corrected apart from the “Number of Units” and “Rate of Units”. These two fields will be used to make corrections.
- Apart from “arrears” cost category the adjustments cost category can also be set as a negative number in the “rate per unit” field in order to create a credit note (money owed to the department) for suppliers.

Figure 81: Edit Recurring Cost

- The new recurring cost will appear in the recurring cost section on the lease details. Thereafter the lease will need to be sent for verification and approval for the change new recurring cost (the adjustment) to be active. User needs to select “route for verification” after adding the adjustment.

Lease Portfolio Console

Select Lease | **Lease Details**

General Lease Information

Lease Code: 10031 | Free Lease?: No | Tenant Code: PUB30046
 Landlord Code: ZPW0000011749 | Description: COMMUNICATION SITE, FARM DE HOEK, FRASERSBURG | Tenant Contact:
 Landlord Contact: 1061 | Building Code: | Tenant Name: Defence
 Landlord Name: Calooney Investments 108 (pty) | Date Start: 2017/04/01 | Occupation Date: 2012/04/01
 Date End: 2018/06/30 | Land Code: F0039780-L0001 | Area - Neg. Rentable m²: 120.00
 Lease Status: SAVED | Lease Signed?: Yes | Lease Type: N/A
 VAT Applicable?: Zero Rated | Approval Comment: | Verification Comment: FYA...

Contacts

Assign Landlord | Assign Tenant | Unassign

Contact Code	BP ID	First Name	Last Name	Email Address	Cellular Number	City	Region Code	Country Code
1061	ZPW0000011749	WILHEM						ZAF

Recurring Costs

Recurring Cost Code	Cost Category	Amount Income - Base (Payment)	Amount Income - VAT (Payment)	Amount Income - Total (Payment)	Amount Expense - Base (Payment)	Amount Expense - VAT (Payment)	Amount Expense - Total (Payment)	Currency (Payment)	Country Code	VAT Percent	VAT Percent Overri
12399	OFFICE RENTAL M TO M	R0.00	R0.00	R0.00	R1,085.93	R0.00	R1,085.93	ZAR	ZAF	0.00	
20453	OFFICE RENTAL M TO M ADJUSTMENT	R0.00	R0.00	R0.00	R-1,085.00	R0.00	R-1,085.00	ZAR	ZAF	0.00	

Clauses

No records to display.

Options

Figure 82: Lease Details

You have now reached the end of the manual and the lease transaction will be awaiting verification.

THE END!