WORX4U ARCHIBUS IMPLEMENTATION:

LEASE-IN: CAPTURE LEASE

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REPUBLIC OF SOUTH AFRICA

WORX4U

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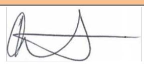
K. Nekhumbe		DD:ICT Applications	31/07/2019
A. Joubert		D: Revenue and Debt	27/08/2019

QUERIES AND COMMENTS

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

ALCM Solutions (Pty) Ltd
Office 1A
8 Kikuyu Road
Sunninghill
Sandton
2191

Contact Person:
Mongi Simelane
Email: msimelane@alcm.co.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 National 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This Training Manual covers ARCHIBUS v21.3 and subsequent versions unless this document is superseded by a later revision.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**.

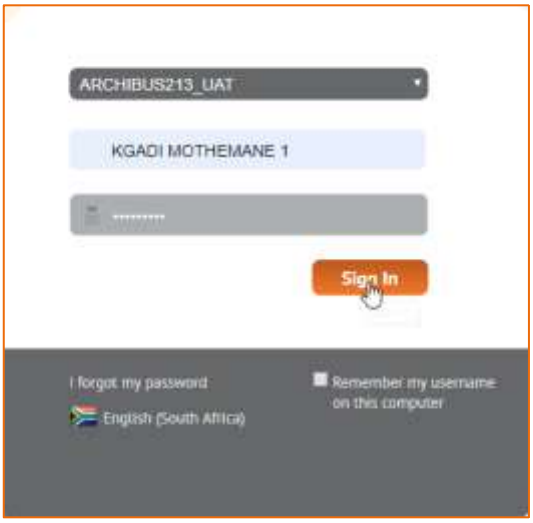


Figure 2: Sign – In

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**

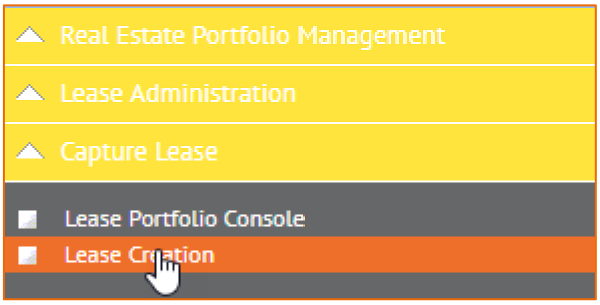


Figure 4: Process Navigator

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

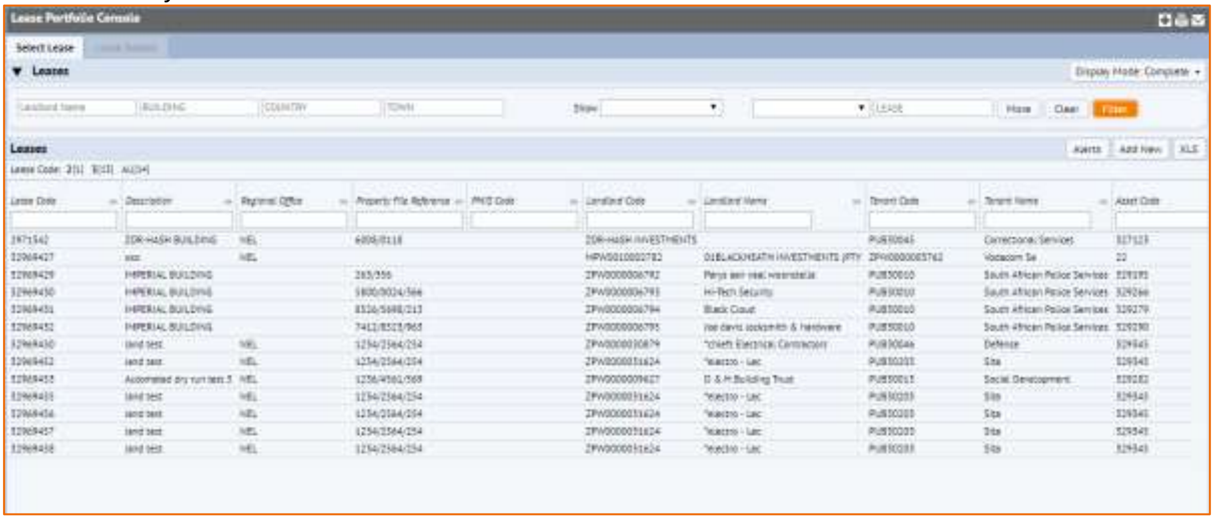


Figure 5: Lease Portfolio Console

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

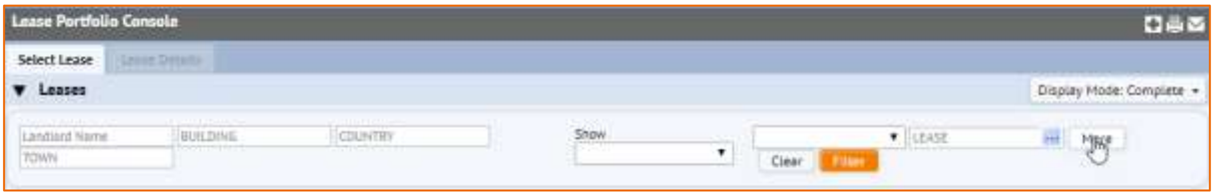


Figure 6: Expandable Filter

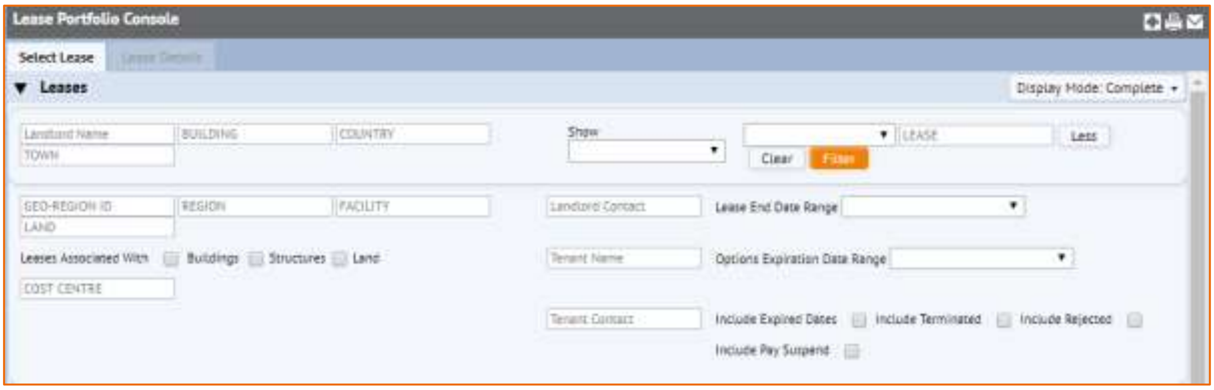


Figure 7: Expanded Filter

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.

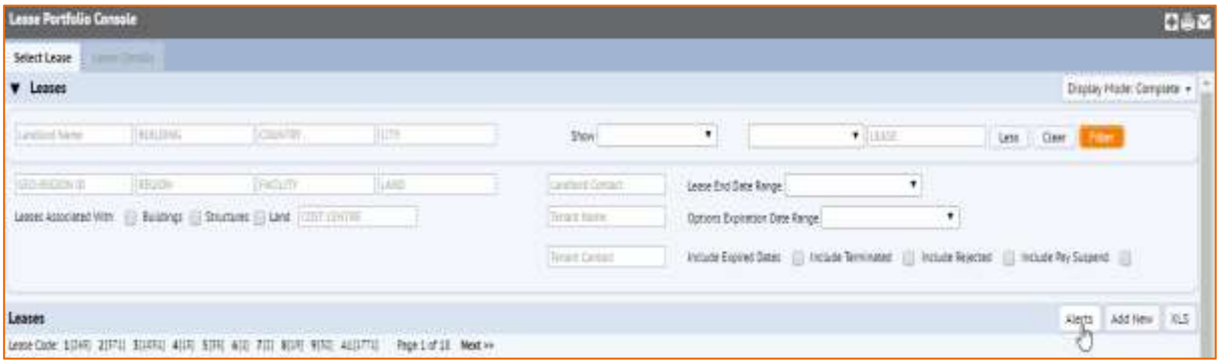


Figure 8: Alerts tab

5. 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.

Alerts for Leases and Options PDF

Alert Type	Lease Code	Option Code	Date Start	Date End
Lease Due Date	3214073		2016/06/01	2016/09/30
Lease Due Date	3214077		2016/06/02	2016/09/30
Lease Due Date	4492		2013/10/01	2016/09/30
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	2754012		2013/11/01	2016/10/31
Lease Due Date	2954772		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	3005922		2013/11/01	2016/10/31
Lease Due Date	3011922		2013/11/01	2016/10/31
Lease Due Date	3020412		2013/11/01	2016/10/31
Lease Due Date	3029362		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		2009/11/01	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	3125413		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	1553112		2013/12/01	2016/11/30
Lease Due Date	1596612		2013/12/01	2016/11/30
Lease Due Date	1604722		2011/12/01	2016/11/30
Lease Due Date	1867923		2013/12/01	2016/11/30

Not all records are shown.

Close

Figure 9: **Alerts for Leases and Options**

6. Click **Add New** to add a new Lease

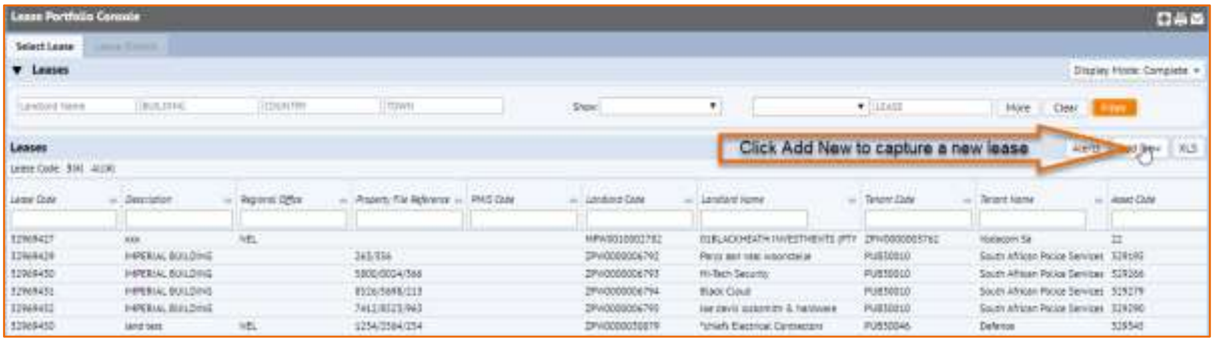


Figure 10: Lease Portfolio Console- Add New Asset

7. The Add New Lease view will open, displaying the capture date of the lease and who is capturing the lease see figure 12 below. User needs to complete all mandatory field requirements displayed on the Add New Lease form. Once all the relevant lease information is completed click **Save.**
   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.

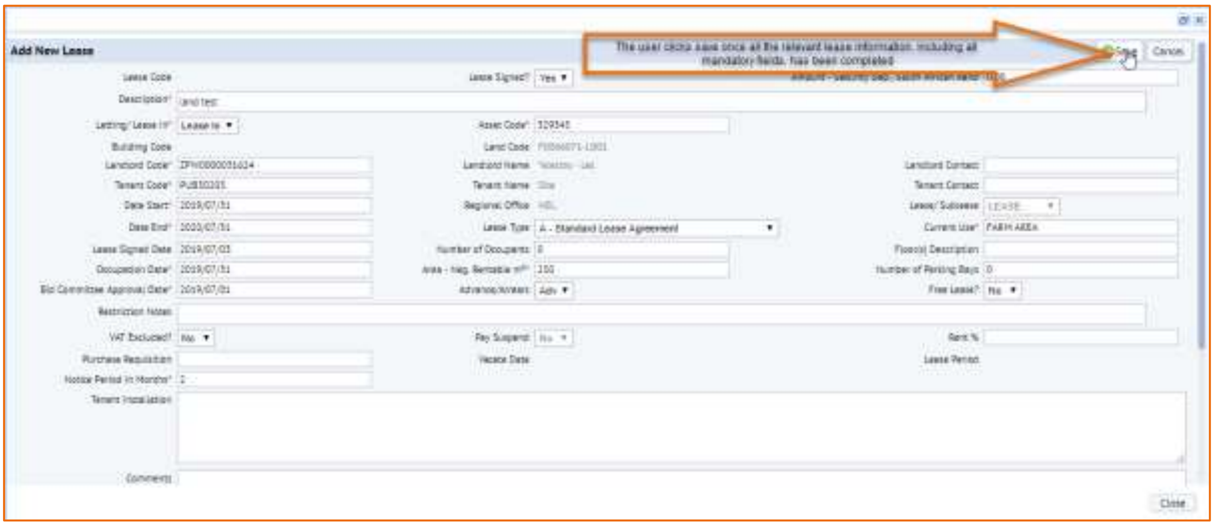


Figure 11: Add New Lease

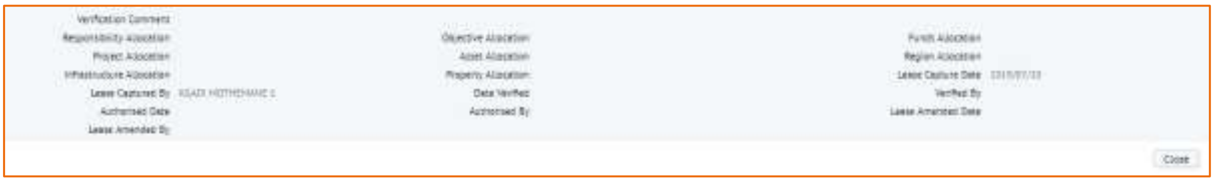


Figure 12: Add New Lease

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 (M^2)*
- *BID Committee Approval Date*
- *Notice Period in Months*
- *Current Use*

8. 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.

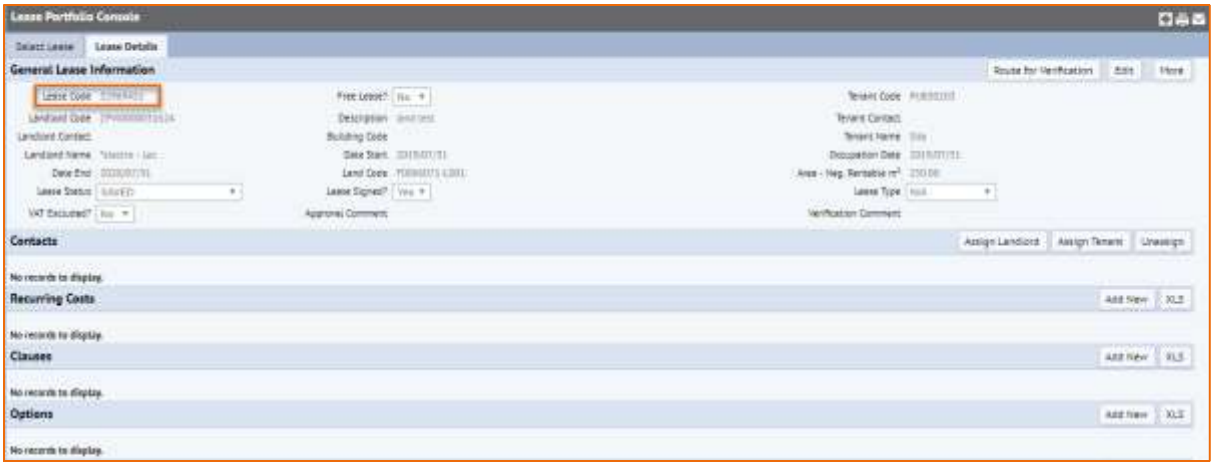
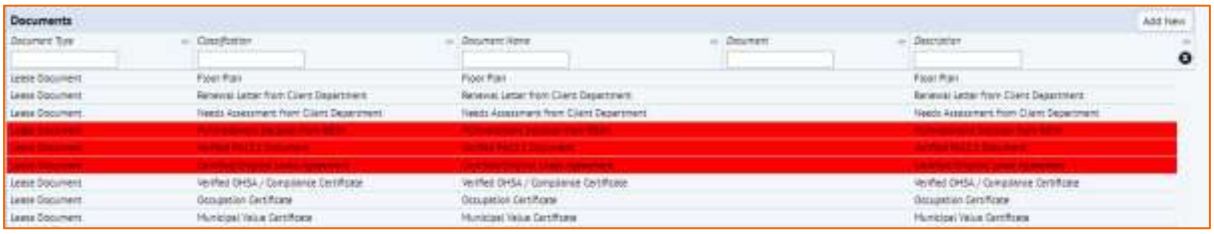


Figure 13: Lease Details

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

Figure 14: Options



Documents Add New

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 PA12.1 Document	Verified PA12.1 Document		Verified PA12.1 Document
Lease Document	Certified/Original Lease Agreement	Certified/Original Lease Agreement		Certified/Original Lease Agreement
Lease Document	Verified OHSA / Compliance Certificate	Verified OHSA / Compliance Certificate		Verified OHSA / 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

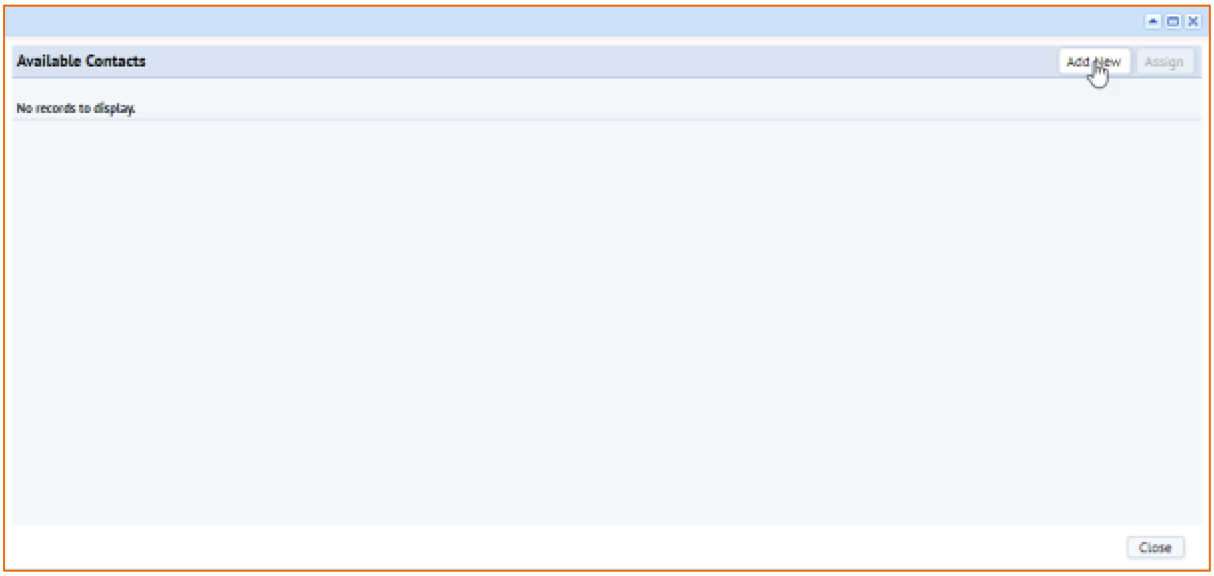


Figure 17: Add New

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**.

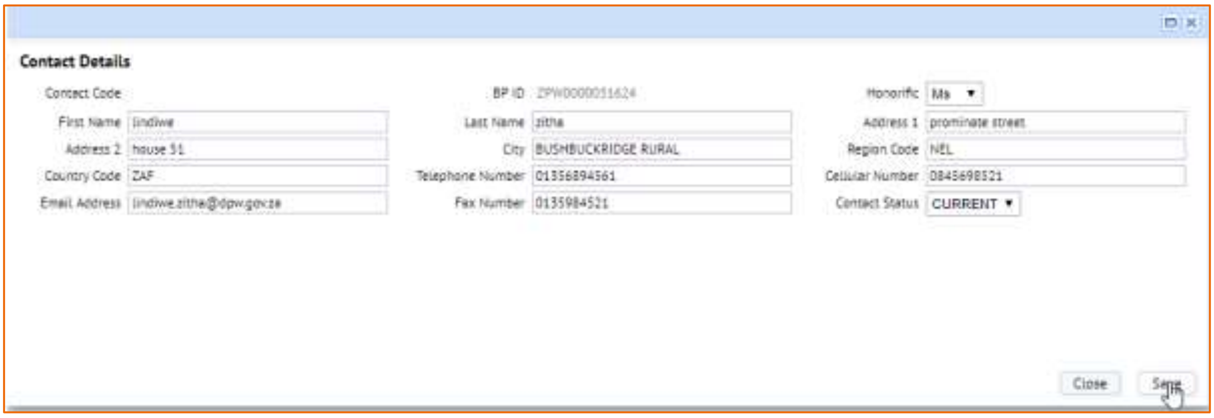


Figure 18: Contact Details

4. 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.

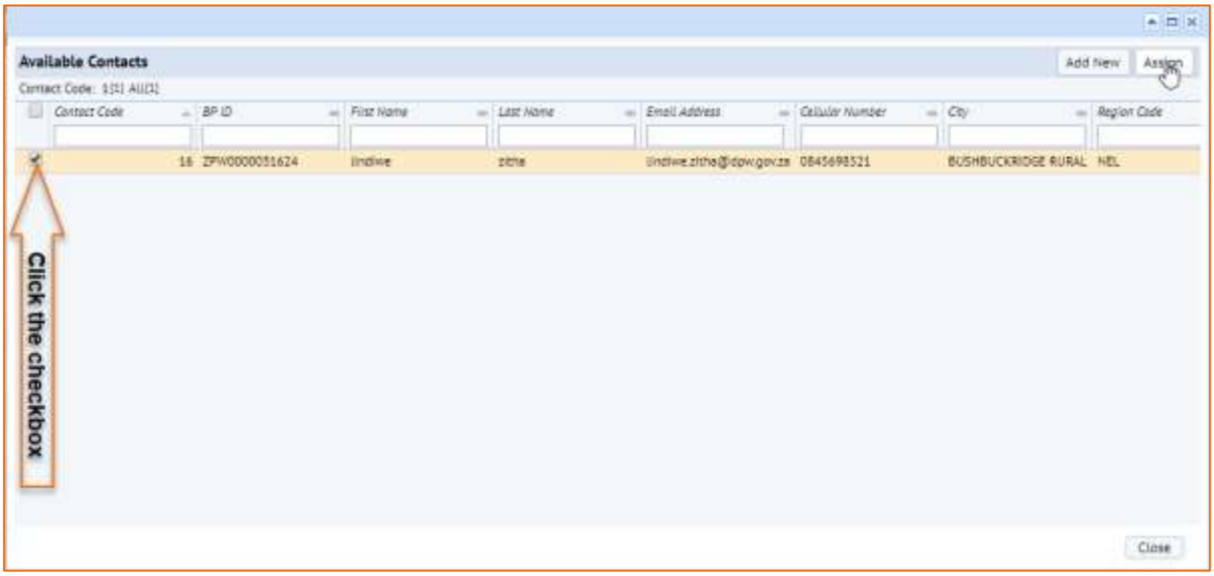


Figure 19: Available Contacts

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

Figure 20: Contacts

6. To unassign a contact, click in the checkbox then click unassign

Figure 21: Contacts

7. Confirm by clicking **Yes.**

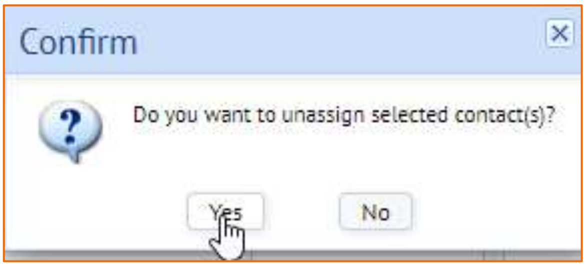


Figure 22: Unassign Confirmation

8. 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**

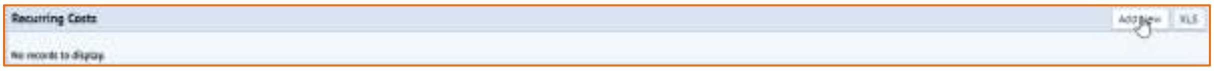


Figure 24: Recurring Costs

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.*

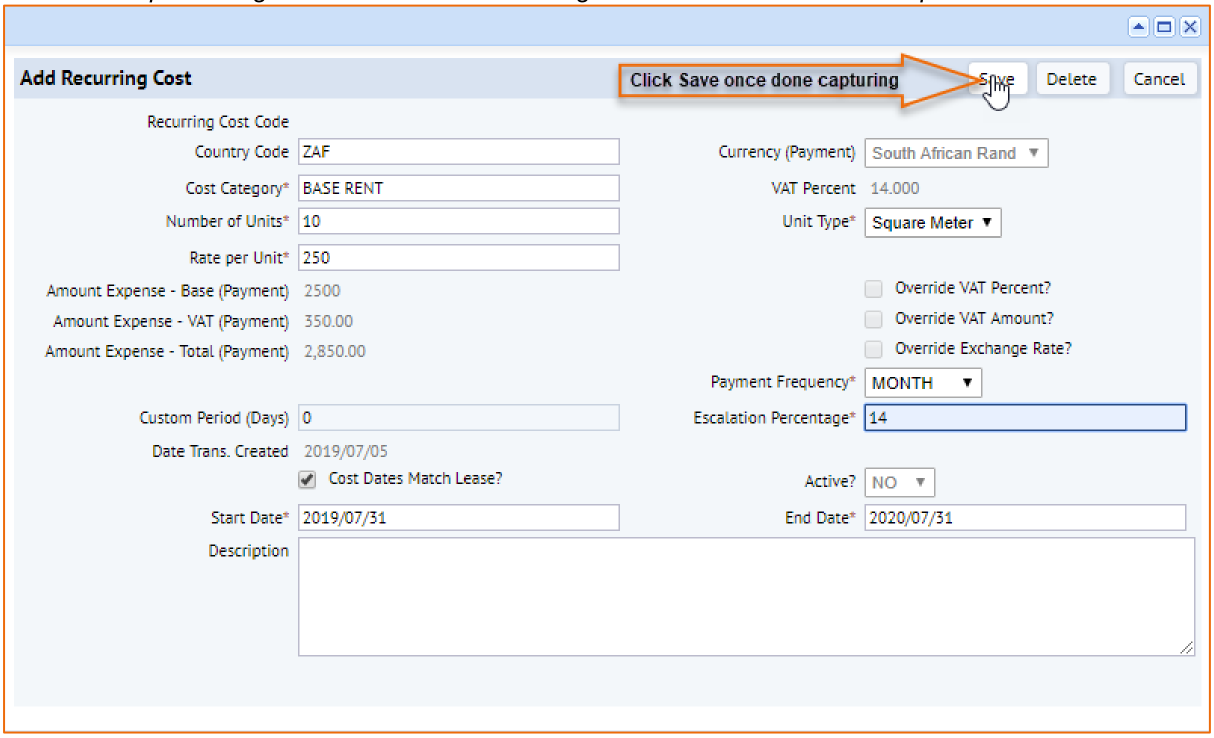


Figure 25: Add Recurring Cost

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

Figure 26: Recurring Cost

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

Figure 27: Recurring Cost Code

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

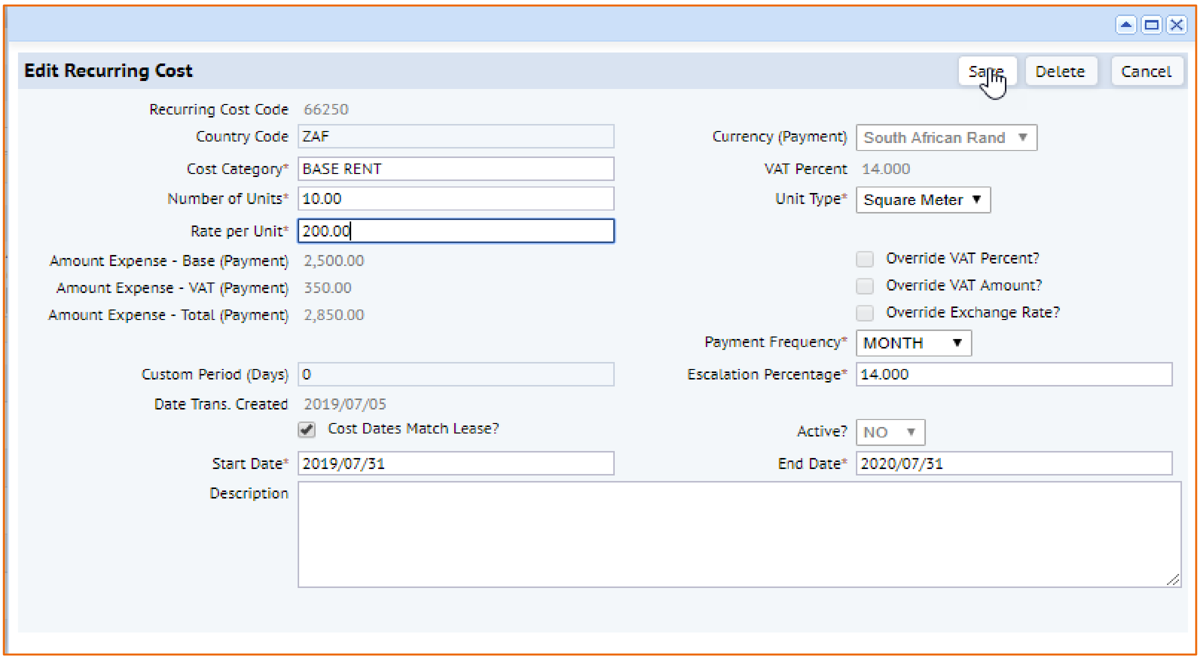


Figure 28: Edit Recurring Cost

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

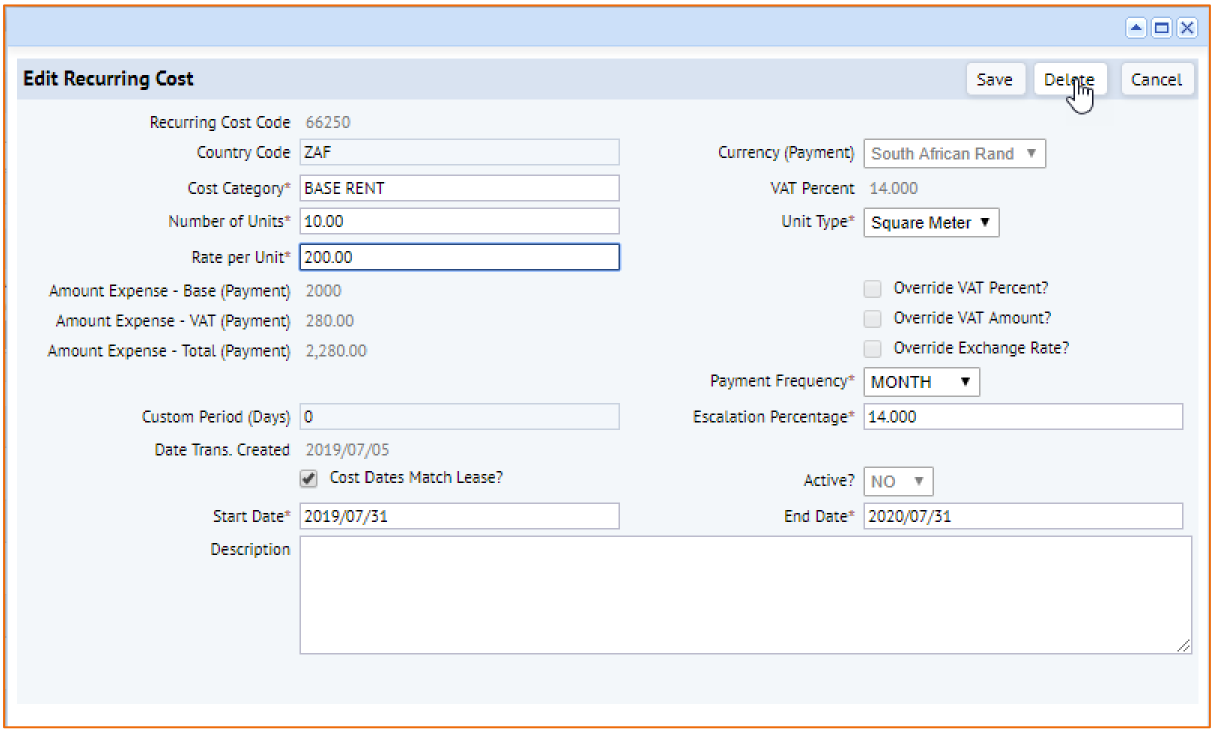


Figure 29: Delete Recurring Cost

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

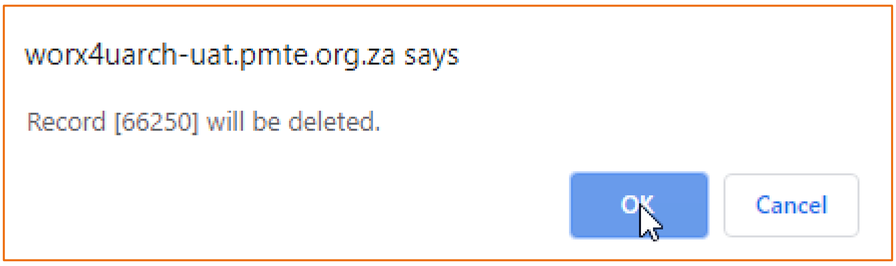


Figure 30: Delete Record confirm

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.

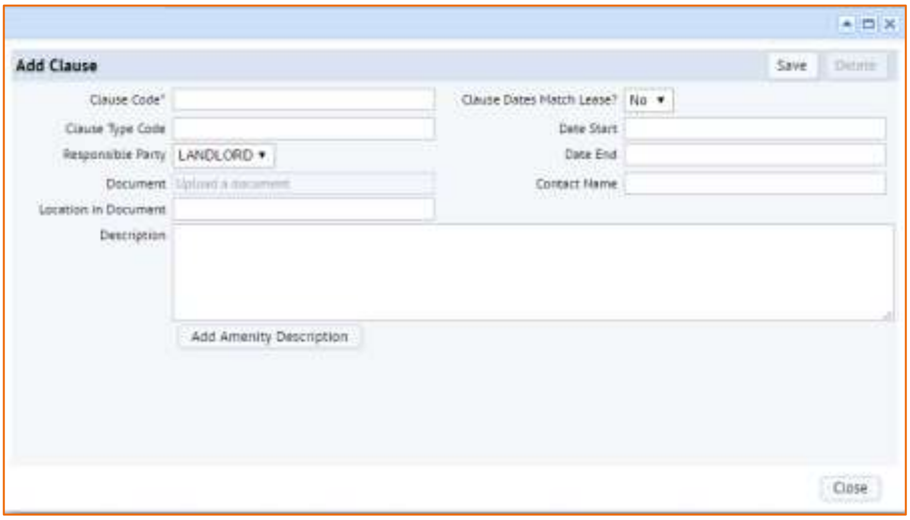


Figure 32: Add Clause

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

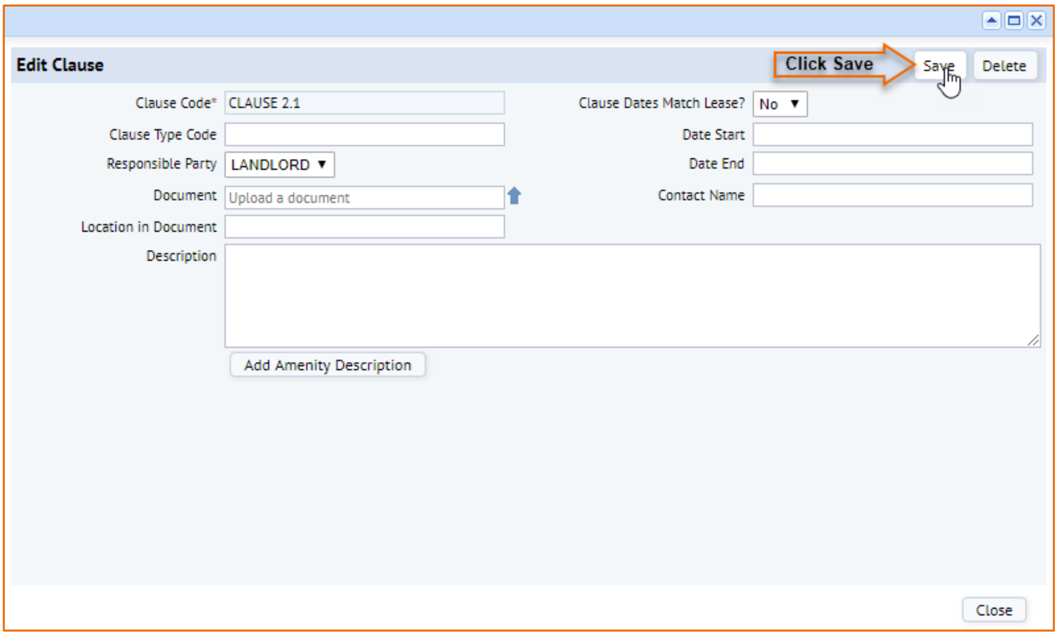


Figure 33: Add Clause – Save

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.

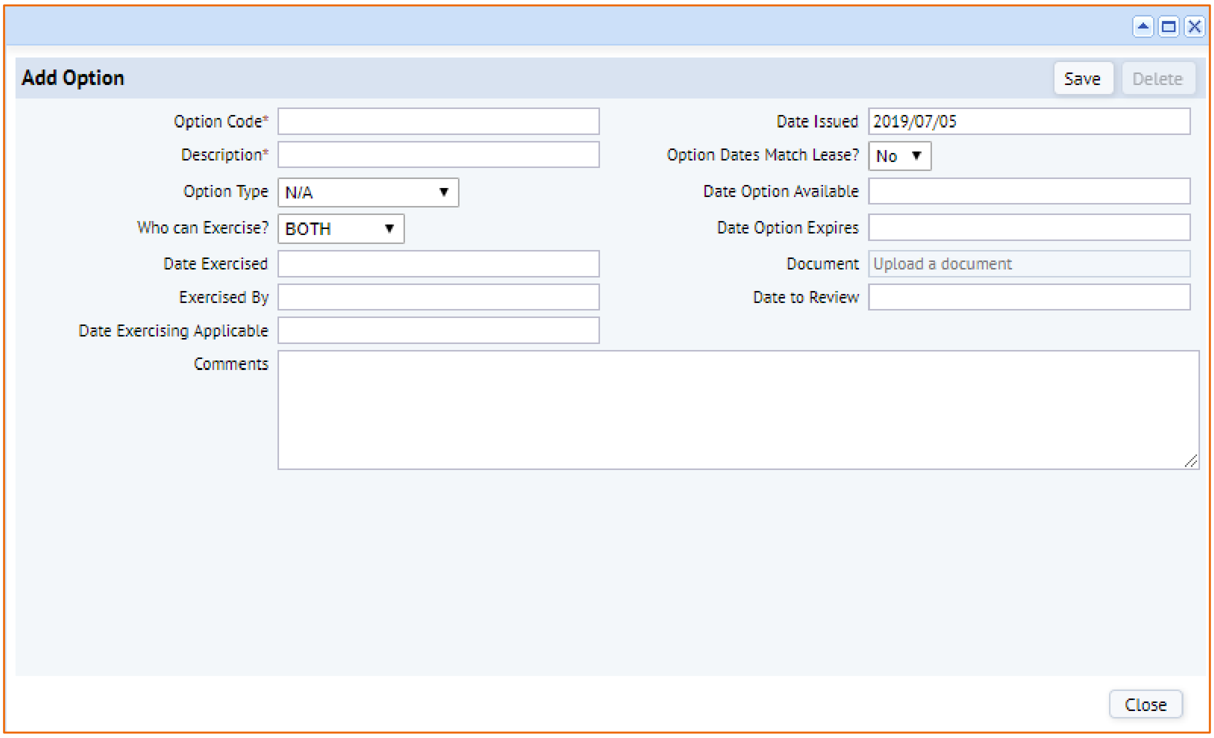


Figure 36: Add Option

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

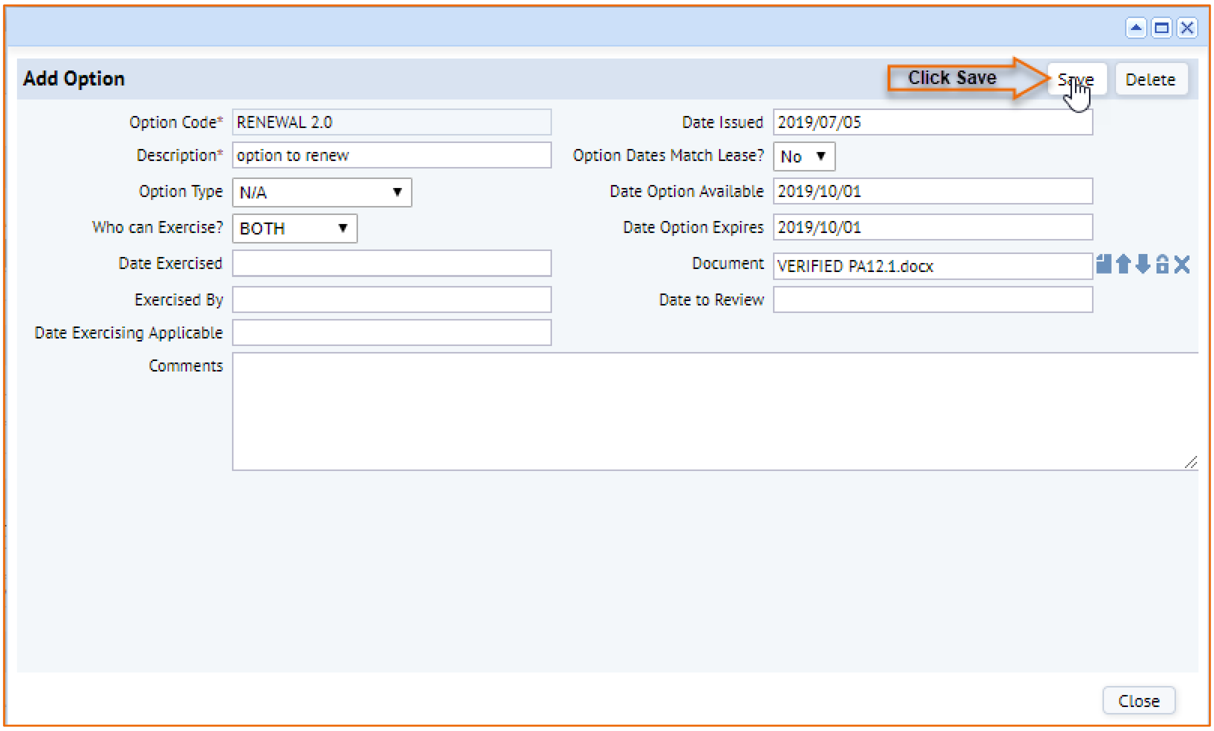


Figure 37: Option

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

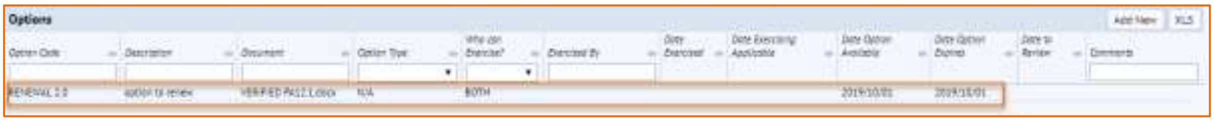


Figure 38: Options

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**.

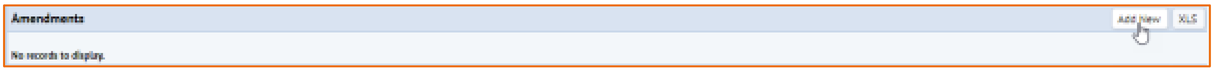


Figure 39: Amendments

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

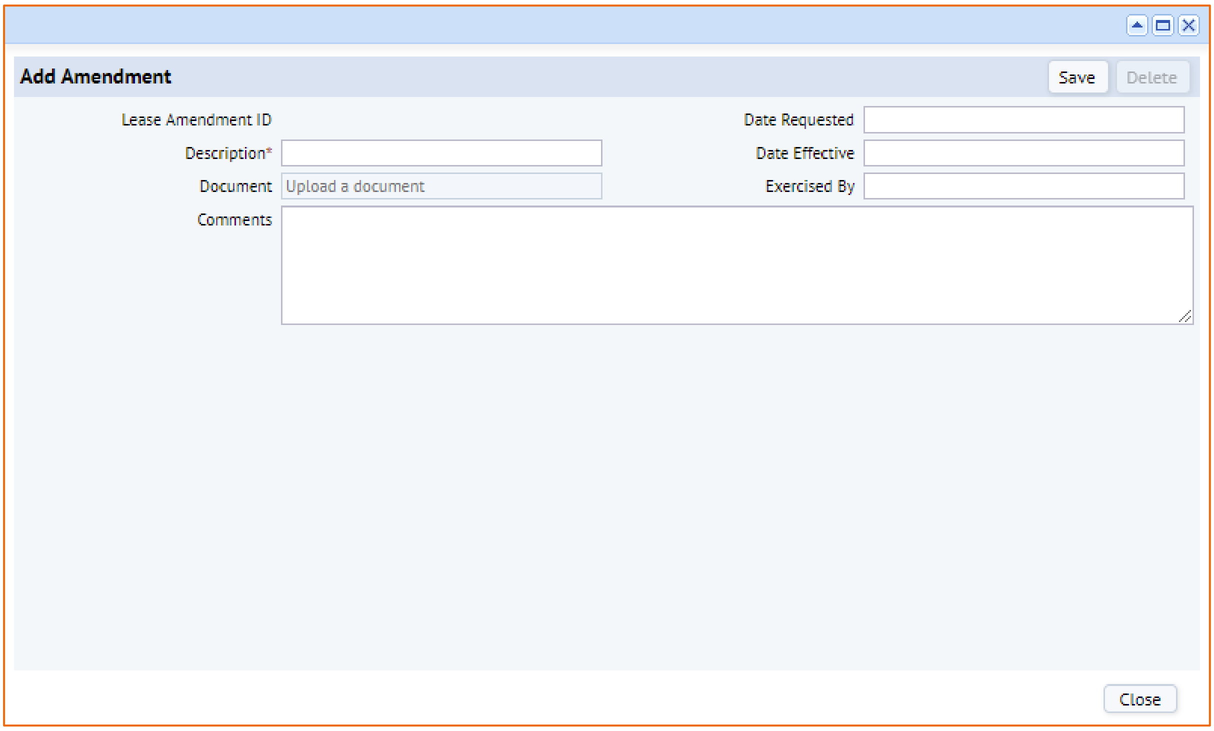


Figure 40: Add Amendment

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

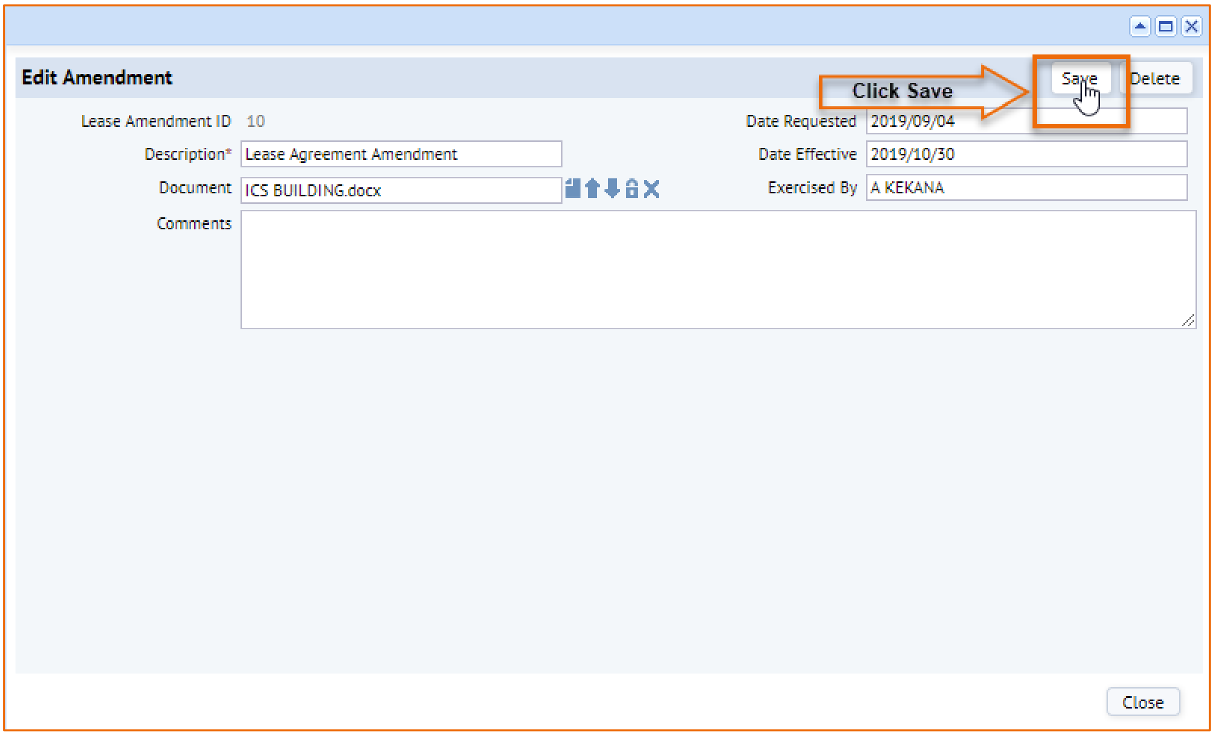


Figure 41: Add Amendment

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

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.

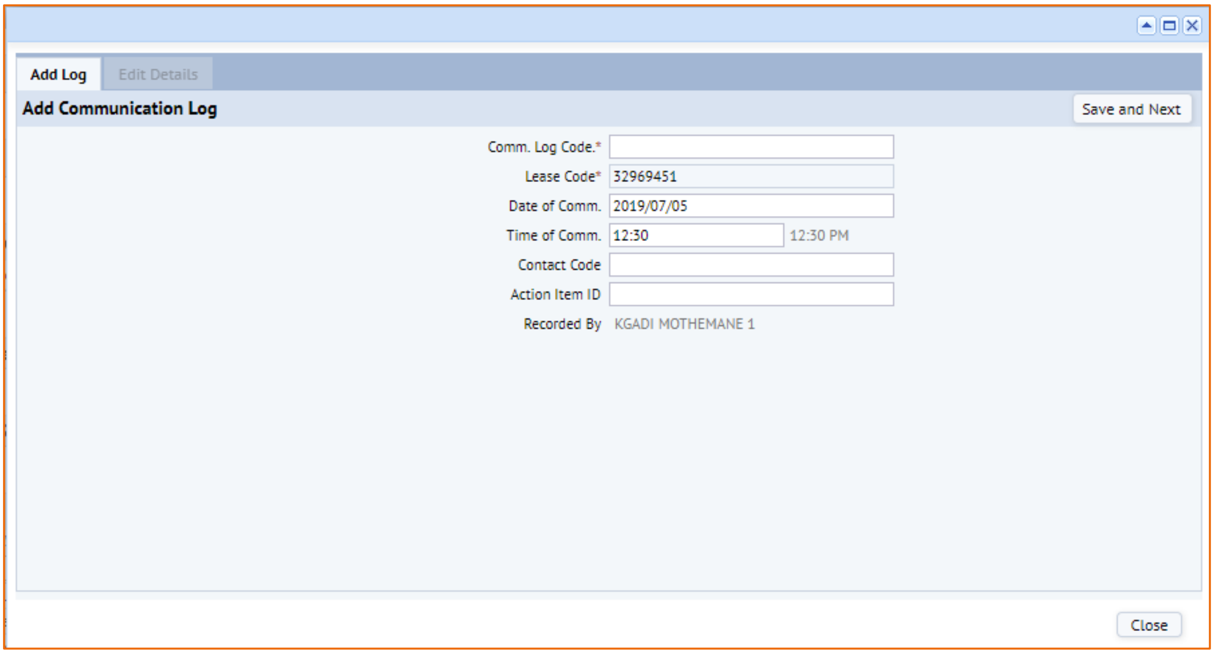


Figure 44: Add Communication Log

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

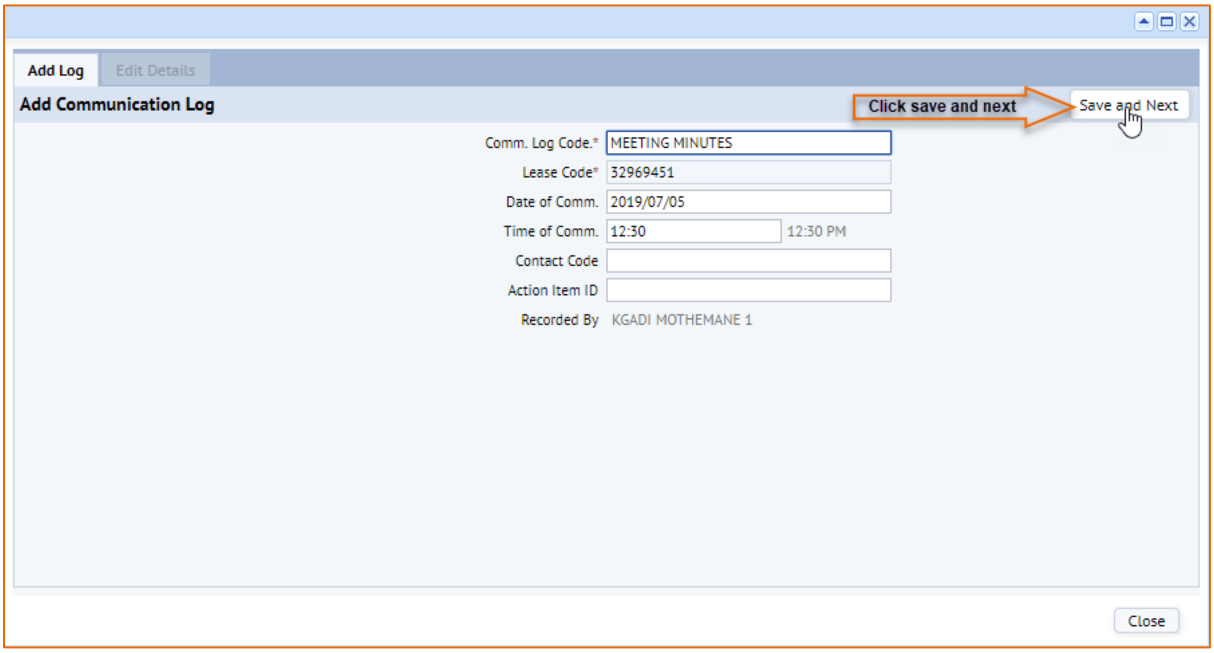


Figure 45: Add Log

4. 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.**

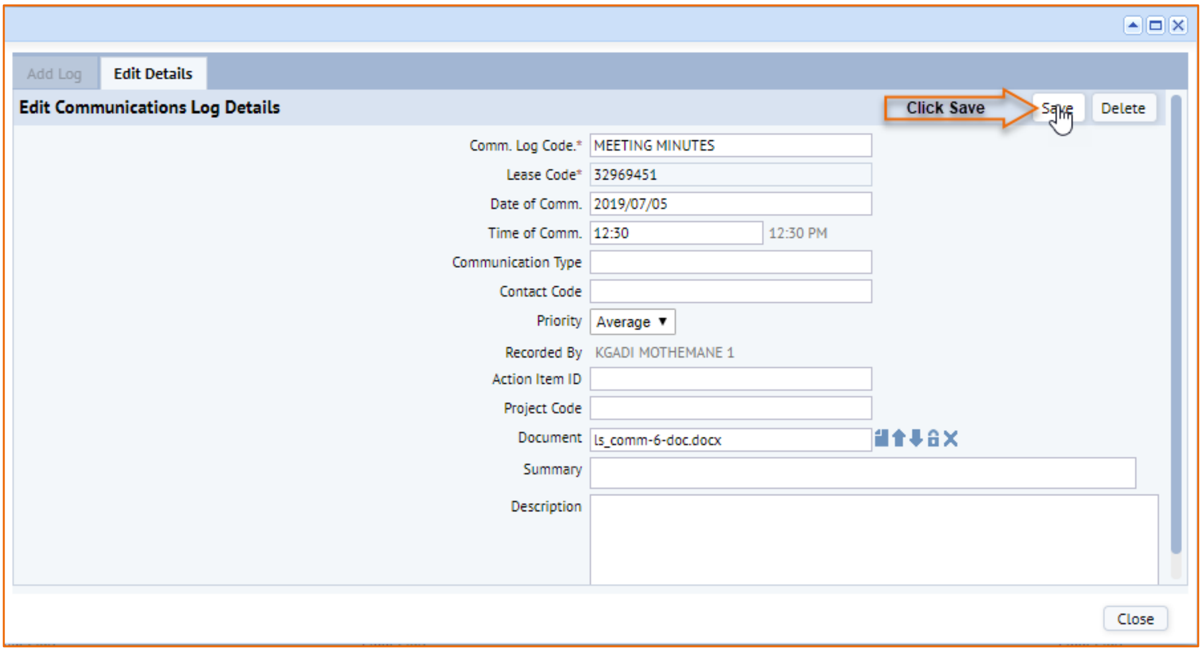


Figure 46: Edit Communication Log Details

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

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.

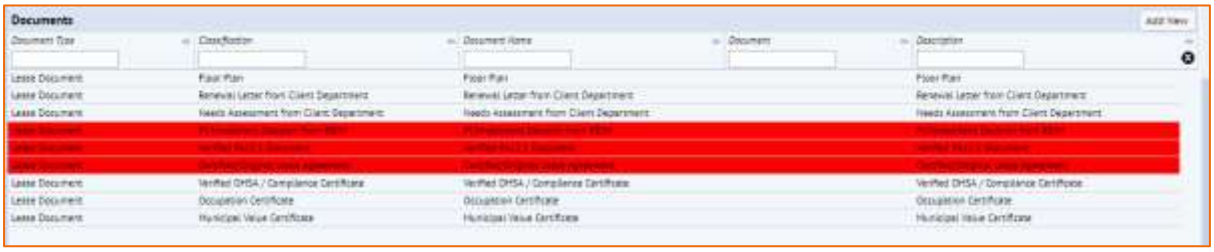


Figure 48: Documents

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

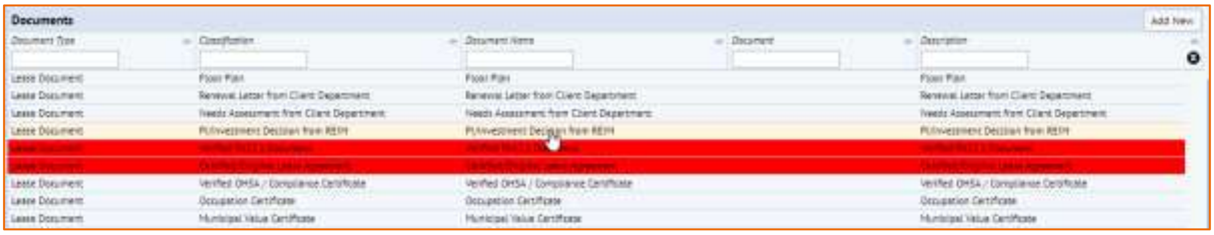


Figure 49: Documents

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

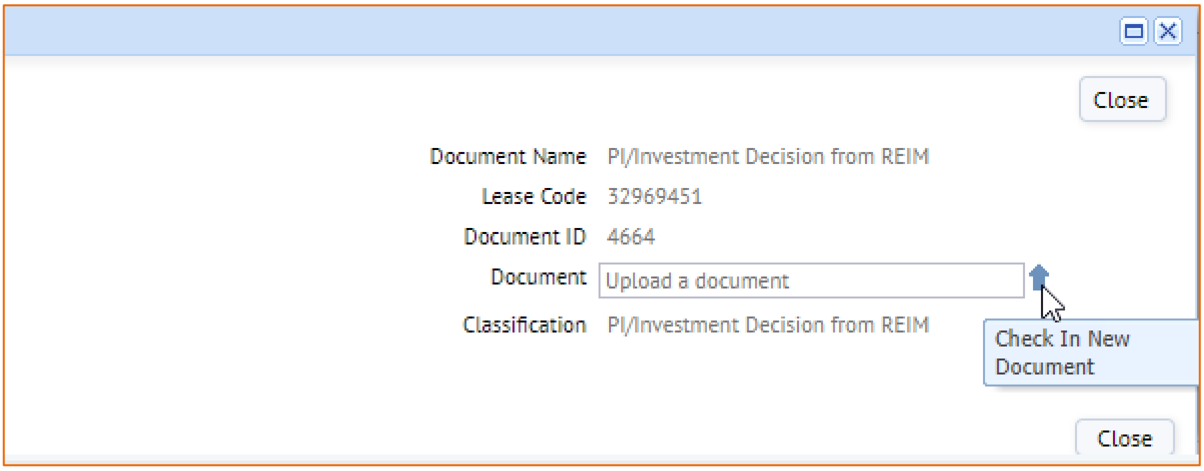


Figure 50: Upload Document

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

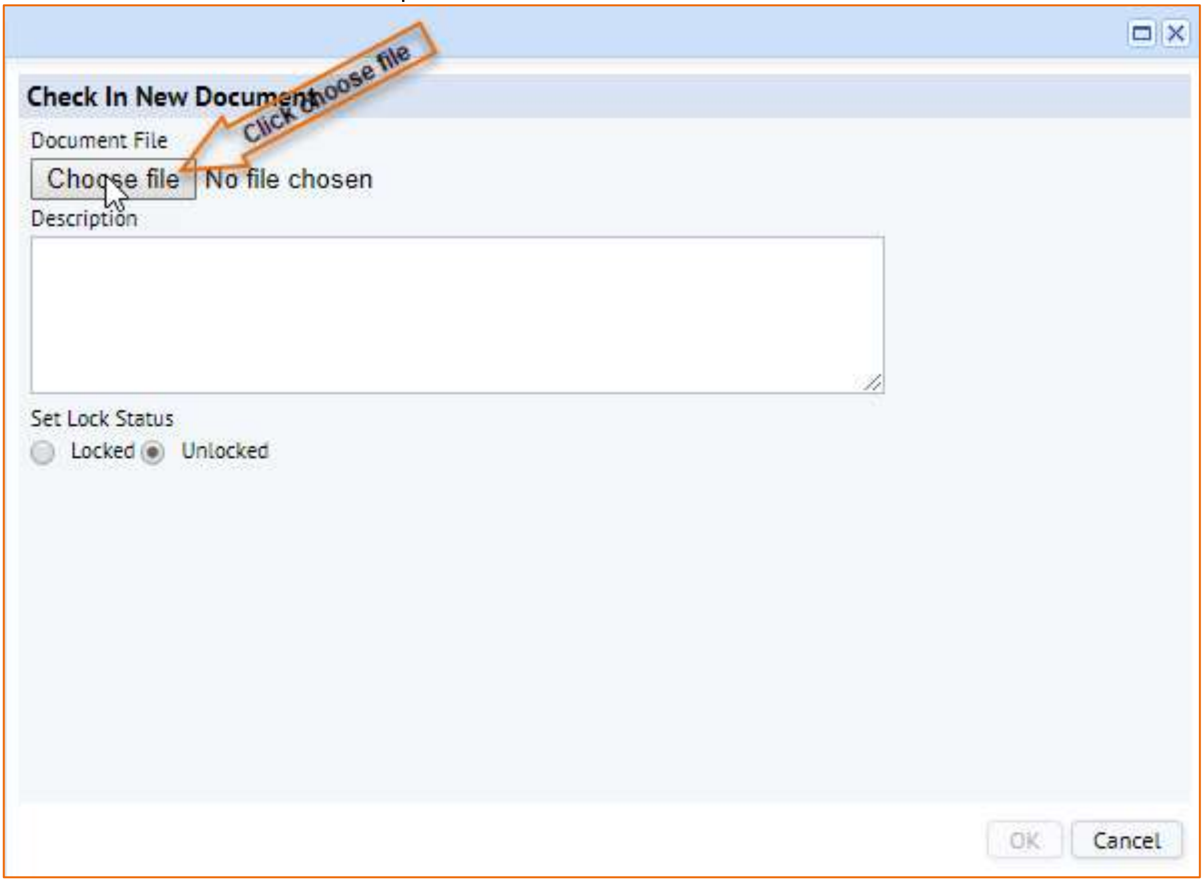


Figure 51: Choose File

5. Choose a file from your computer.

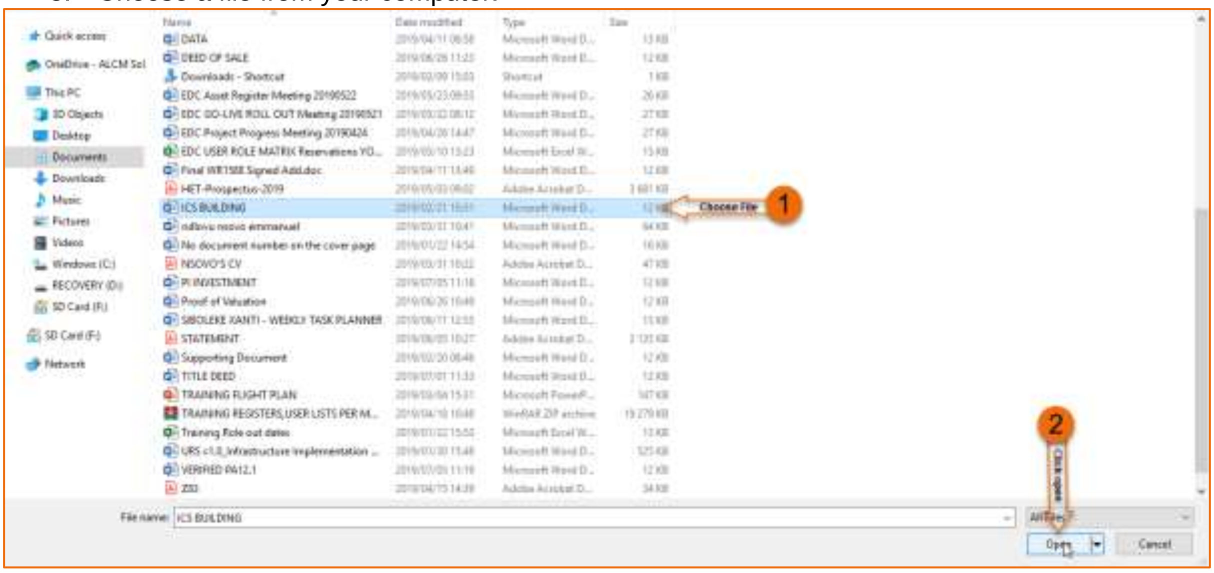


Figure 52: Choose File

6. 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

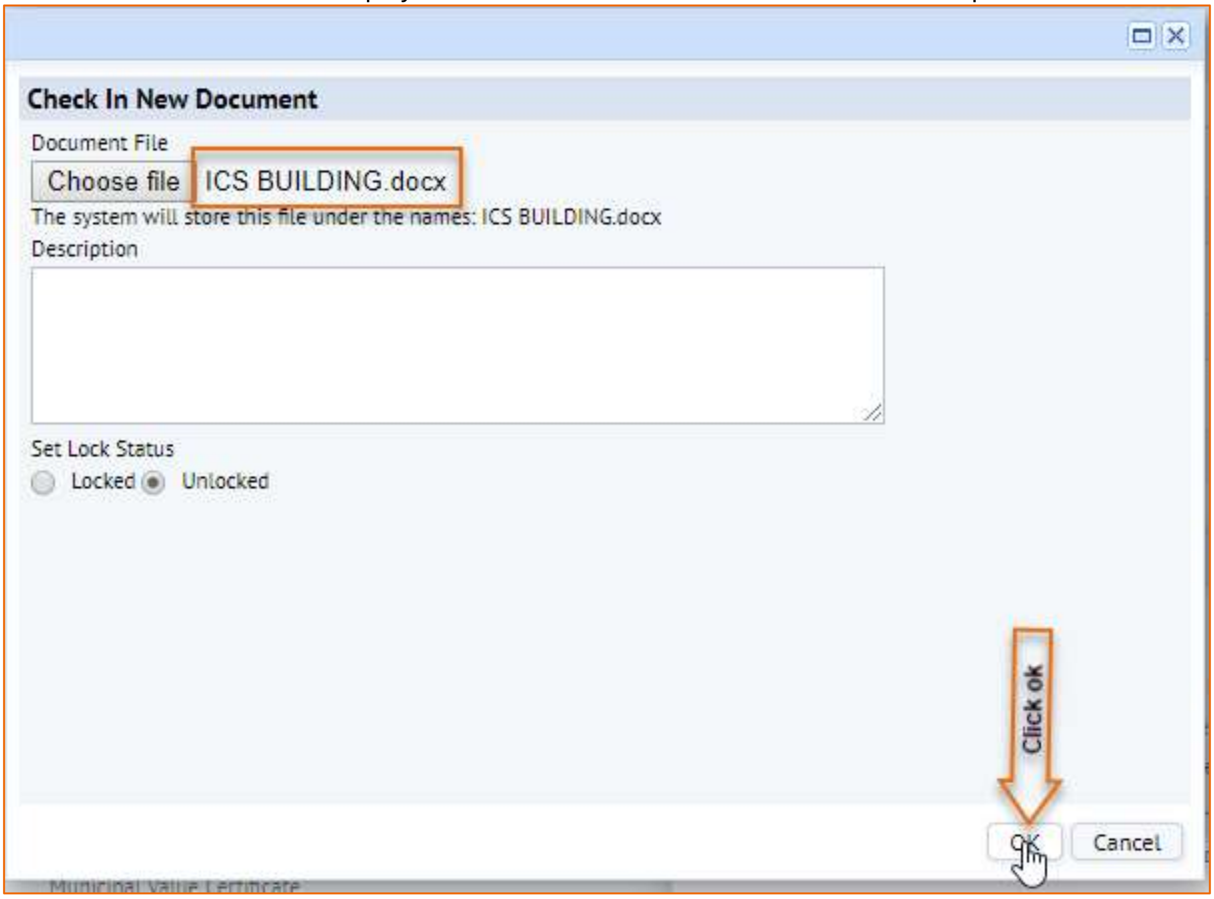


Figure 53: Ok Button

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

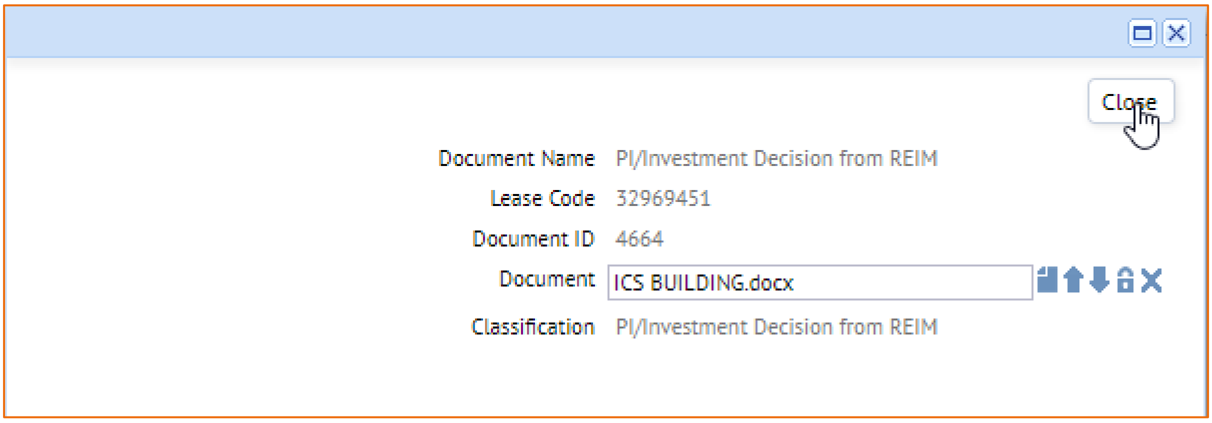


Figure 54: Document Uploaded

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

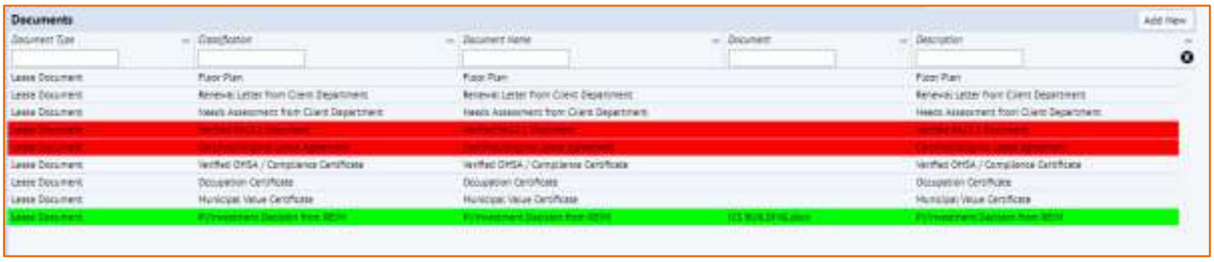


Figure 55: Documents

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

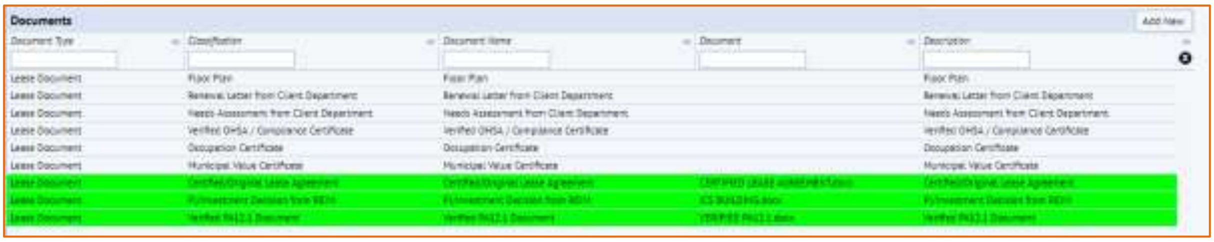


Figure 56: Documents

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.**

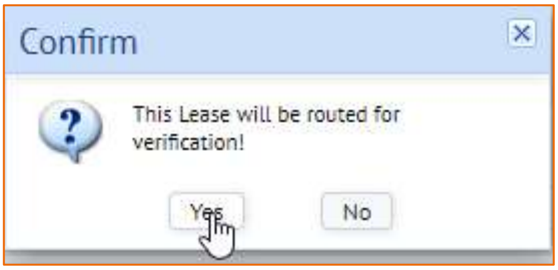


Figure 58: Confirm

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.

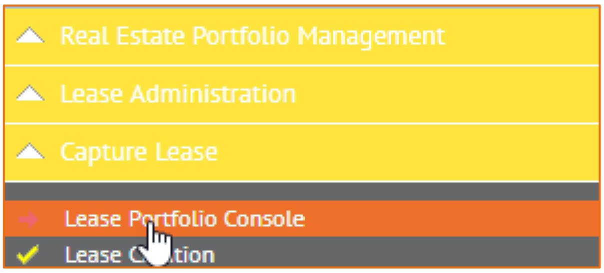


Figure 60: Navigation

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

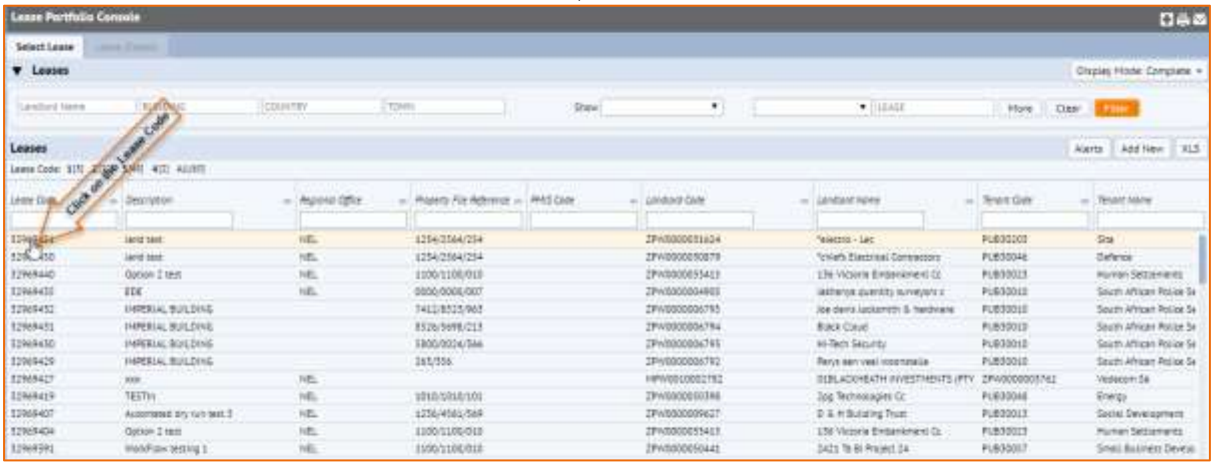


Figure 61: Lease Code

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

Figure 62: Lease Details

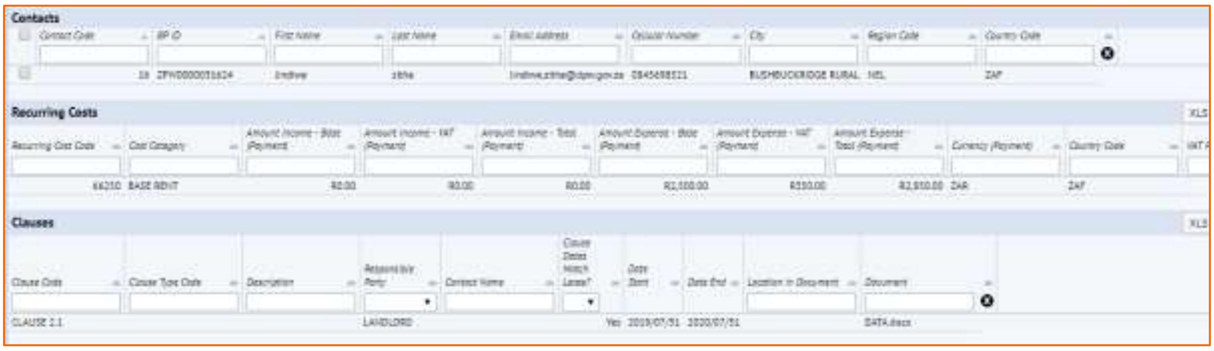


Figure 63: Lease Details

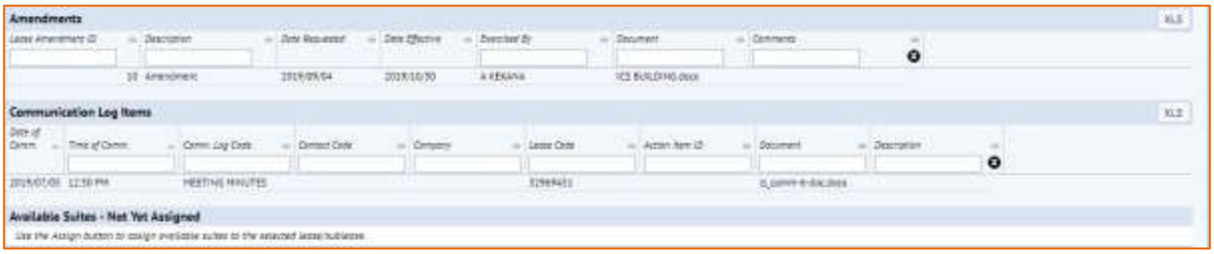


Figure 64: Lease Details

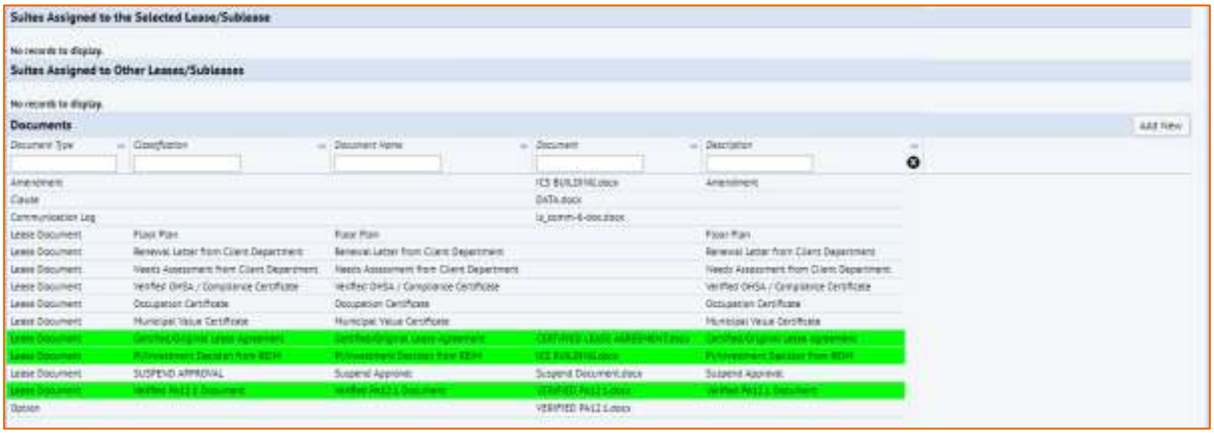


Figure 65: Lease Details

Locating leases by filtering

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

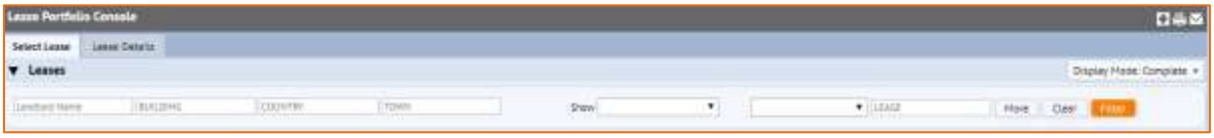


Figure 66: Filter

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

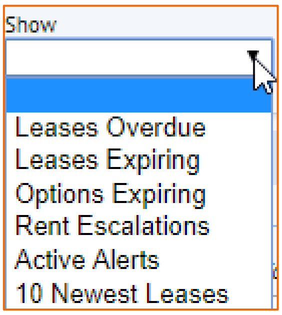


Figure 67: Show

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

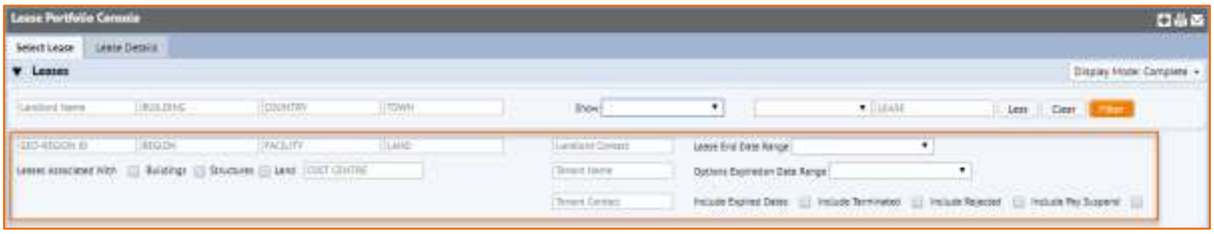


Figure 69: Leases Filter

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

1. To edit an existing lease, select the required lease.

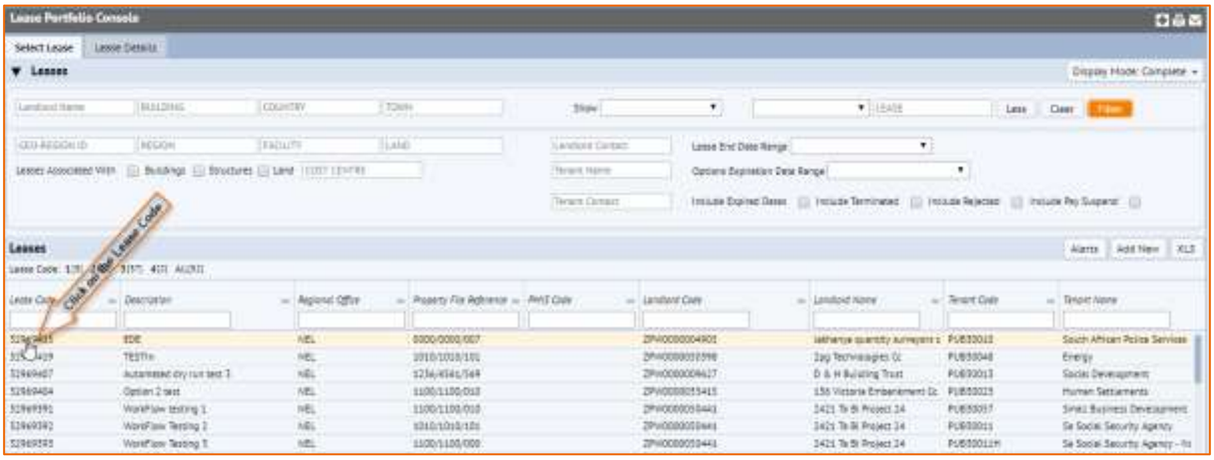


Figure 70: Leases

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

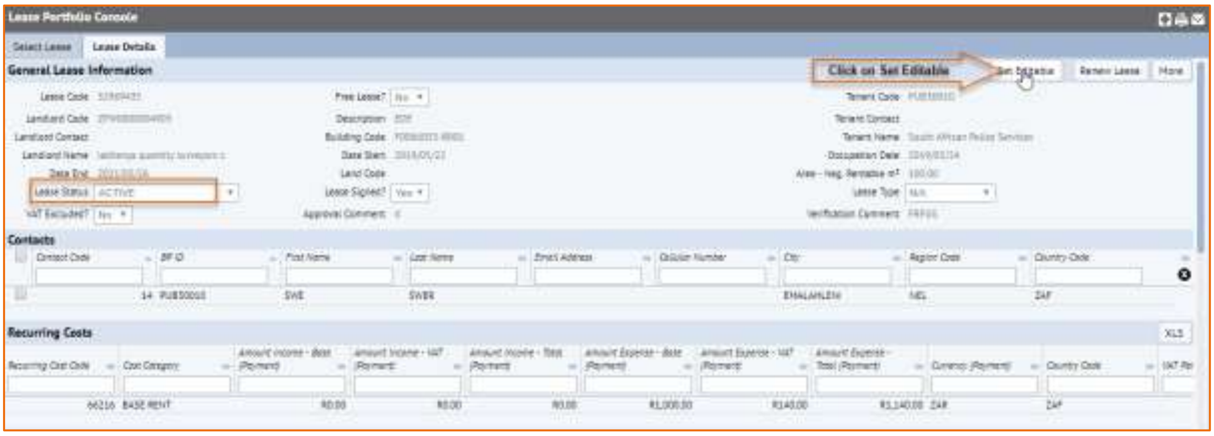


Figure 71: Lease Details Selected Lease Code

3. The system will inform you that if you proceed with editing the lease information the lease will have to follow the verification and approval process. Click **OK.**

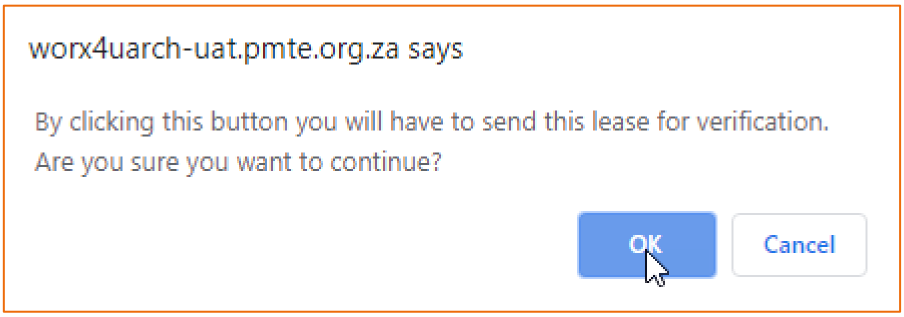


Figure 72: Confirm

4. The status of the lease will change to saved. The **Edit** option will be made available. Click **Edit.**

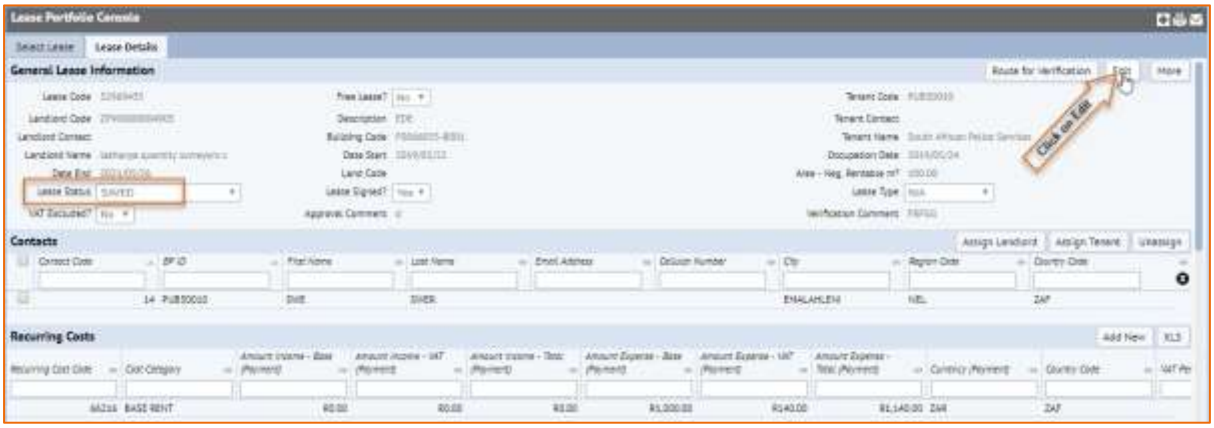


Figure 73: Lease Details

5. The **Edit Lease** View will open for the lease to be edited. Once all the information for the lease has been updated select **Save**.

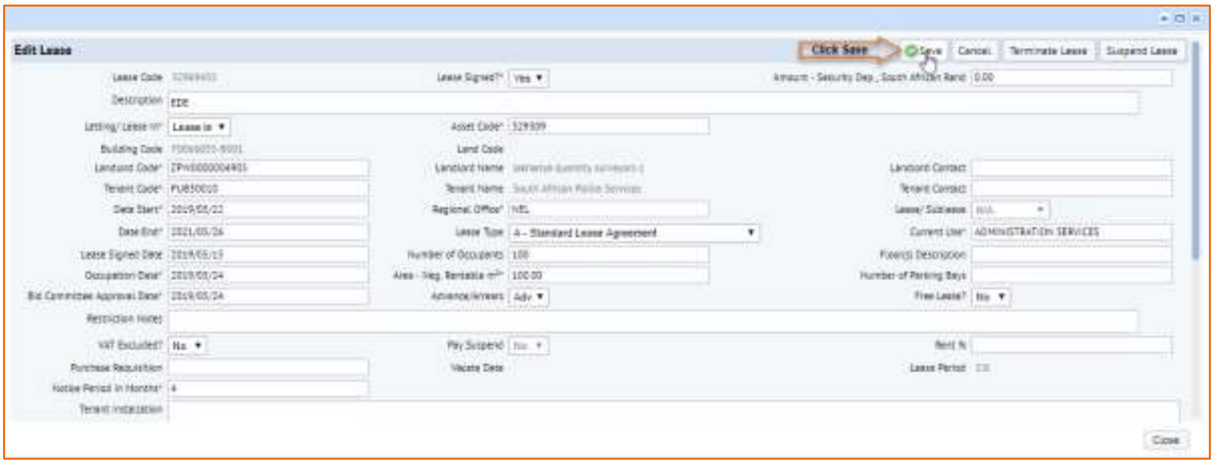


Figure 74: Edit Lease -Save Button

6. Once the updated information has been saved the lease will have to be routed for verification.

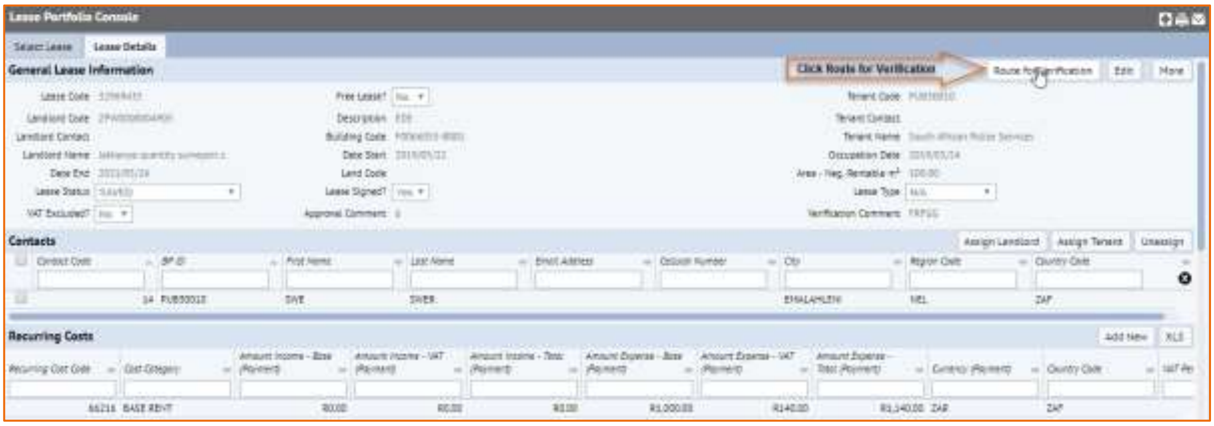


Figure 75: Lease Details- Route for Verification

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

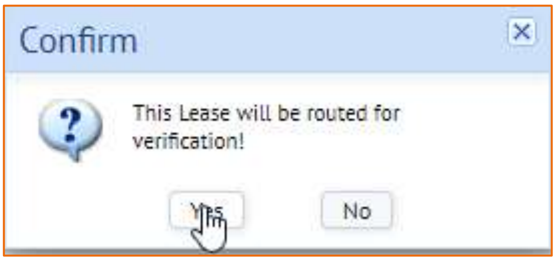


Figure 76: Confirm

8. The status of the lease will be updated to **Sent for Verification**.

Figure 77: General Lease Information – Lease Status

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

THE END!