

WORX4U ARCHIBUS IMPLEMENTATION:

LEASE-IN: TERMINATE LEASE

Date of Preparation: 10/07/2019
Date of Issue:

Version No: Version 0.1
Reference No: NDPW-UDO-0016



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA



WORX4U



DOCUMENT CONTROL SHEET

Revision no.	Author	Date of Preparation (DD/MM/YYYY)
Version 0.1	Mpho Nhuvunga	10/07/2019

CLIENT DISTRIBUTION AND COMMUNICATION

Name	Organisation	Date of Issue (DD/MM/YYYY)
	NDPW	
	NDPW	
	NDPW	
	NDPW	
	NDPW	

APPROVAL & SIGN OFF

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1. INTRODUCTION

- This user guide provides details about how to Terminate Lease Agreement. It can be early termination where the tenant has breached the lease agreement or damages the property.

2. SCOPE

2.1 PURPOSE

This training manual is intended for PMTE. The purpose of this document is to provide details about how to:

- Terminate Lease

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This Training Manual covers ARCHIBUS v21.3 and subsequent versions unless this document is superseded by a later revision.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/schema/ab-core/views/process-navigator/navigator-details.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:

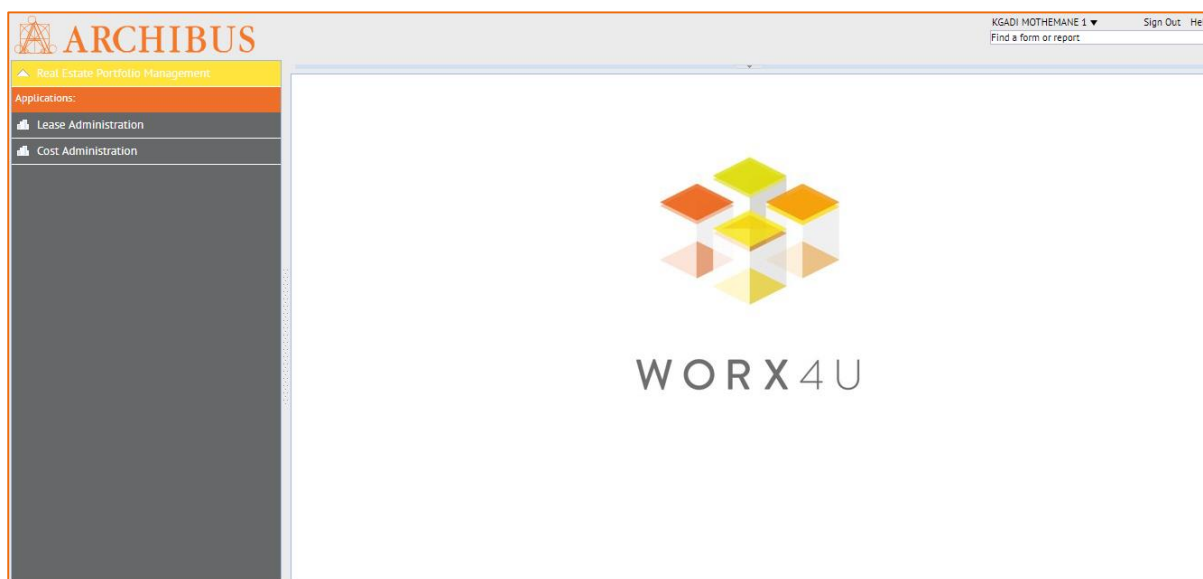


Figure 3: Landing Page

4. TERMINATE LEASE

To access the Lease Portfolio Console,

1. Select **Lease Administration | Capture Lease | Lease Portfolio Console**

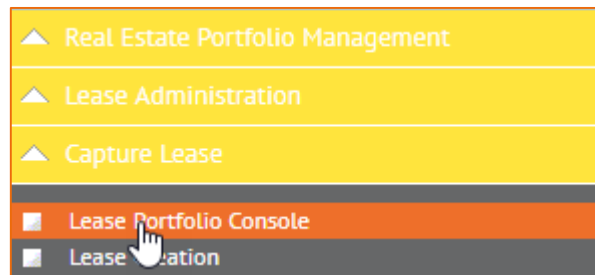


Figure 4: Process Navigator

2. In the Lease Portfolio Console, the users will utilize the filter options to select a specific Lease to be terminated

Lease Portfolio Console

Select Lease

Lease Details

Leases

Display Mode: Complete

Landlord Name

BUILDING

COUNTRY

TOWN

Show

LEASE

More

Clear

Filter

Leases

Alerts

Add New

XLS

Lease Code: 1[3] 2[9] 3[36] 4[2] All[50]

Lease Code	Description	Regional Office	Property File Reference	PMIS Code	Landlord Code	Landlord Name	Tenant Code	Tenant Name
32969457	land test	NEL	1234/2564/254		ZPW0000031624	*electro - Lec	PUB30203	Sita
32969419	TESTin	NEL	1010/1010/101		ZPW0000050398	2pg Technologies Cc	PUB30048	Energy
32969404	Option 2 test	NEL	1100/1100/010		ZPW0000033415	136 Victoria Embankment Cc	PUB30023	Human Settlements
32969391	WorkFlow testing 1	NEL	1100/1100/010		ZPW0000050441	2421 Ta Bi Project 24	PUB30057	Small Business Development E
32969392	WorkFlow Testing 2	NEL	1010/1010/101		ZPW0000050441	2421 Ta Bi Project 24	PUB30011	Sa Social Security Agency
32969393	WorkFlow Testing 3	NEL	1100/1100/000		ZPW0000050441	2421 Ta Bi Project 24	PUB30011H	Sa Social Security Agency - Ns
3120552	REPEATER SITE	NEL	6023/0701		TFMC		PUB30046	Defence
3105613	REAPETER SITE	NEL	6044/0332		ROUX		PUB30046	Defence
3009633	THREE SISTERS TRANSMIT SITE	NEL	6044/0304		ROUX		PUB30046	Defence
3021882	LOTHAIR SILO	NEL	6014/0864		AFGRI OPERATIONS		PUB30010	South African Police Services
3021032	KWAMANDLANGAMPISI: DIRKIESDORP	NEL	6039/0164		TETRA MOBILE RADIO		PUB30010	South African Police Services
3228641	14 DE CLERQ STREET	NEL	H6014/1008		CALSTAR TRUST IT1421/99		PUB30010	South African Police Services
3227551	ZOR-HASH BUILDING	NEL	H6008/0144		ZOR-HASH INVESTMENTS		PUB30027	Labour
3181332	ERF147	NEL	6044/0342		LAEVELD TRUST PTY LTD		PUB30027	Labour
3175837	RAMAI TO BUII DING	NFI	6077/0100		AI ASCO PROPERTIES CC		PUB30019	Rural Development And Land I

Figure 5: Lease Portfolio Console

3. The console includes an expandable filter that enables the user to quickly locate the leases that need attention. In the **lease filter** type in the Lease that needs to be Terminated, and then select the **filter** option

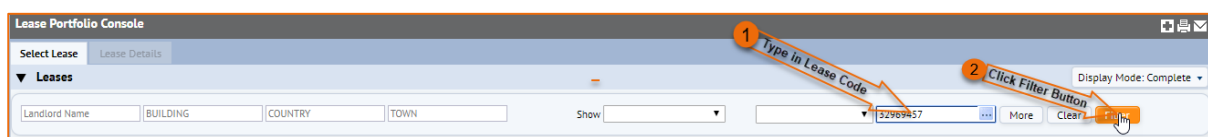


Figure 6: Expandable Filter

Lease Portfolio Console																	
Select Lease		Lease Details															
Leases																	
Lease Code: 1[3] 2[9] 3[36] 4[12] All[190]																	
Landlord Name	BUILDING	COUNTRY	CITY	Show		3232530	Less	Clear	Filter								
GEO-REGION ID	REGION	FACILITY	LAND	Landlord Contact	Lease End Date Range												
Leases Associated With				Tenant Name	Options Expiration Date Range												
				Tenant Contact													
				Include Expired Dates													

Figure 7: Expanded Filter

- Within the Leases panel the system will show the filtered lease. Click on the filtered lease code to open the lease details.

The screenshot shows the 'Lease Portfolio Console' interface. At the top, there are filters for Landlord Name, BUILDING, COUNTRY, and TOWN. Below these is a table of leases. The first row is highlighted, showing the lease code 32969457. An orange arrow points to this code with the text 'Click on the Lease Code'.

Lease Code	Description	Regional Office	Property File Reference	PMIS Code	Landlord Code	Landlord Name	Tenant Code	Tenant Name	Asset Code	Land Code
32969457	land test	NEL	1234/2564/254		ZPW0000031624	*electro - Lec	PUB30203	Sita	329345	F0066071

Figure 8: Lease

- Once selected, the system will open the GeneralLease Information view displaying the information of the lease. Select the **Set Editable** button. Take note that before the **Set Editable** option is selected the **Lease Status** is **Active**.

The screenshot shows the 'General Lease Information' view for lease code 32969457. The 'Lease Status' is 'ACTIVE'. An orange arrow points to the 'Click Set Editable' button. Other details include Landlord Code ZPW0000031624, Description land test, and Date Start 2020/08/01.

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 Per
66252	BASE RENT	R0.00	R0.00	R0.00	R25,000.00	R3,500.00	R28,500.00	ZAR	ZAF	

Figure 9: General Lease Information

- Once the user selects the **set editable** option, the system requires a confirmation from the user that lease information changes will have to be verified and approved before it will be effected on the lease. To proceed click OK.

The screenshot shows a confirmation dialog box. The text inside reads: '10.128.78.48:8088 says By clicking this button you will have to send this lease for verification. Are you sure you want to continue?'. There are two buttons: 'OK' and 'Cancel'. An orange arrow points to the 'OK' button.

Figure 10: Confirmation Option

7. Select the **edit** option to enable the termination functionality

The screenshot shows the 'Lease Portfolio Console' with the 'Lease Details' tab selected. The 'General Lease Information' section includes fields for Lease Code, Landlord Code, Landlord Contact, Date Start, Date End, Lease Status, and Free Lease?. The 'Contacts' section has buttons for 'Assign Landlord', 'Assign Tenant', and 'Unassign'. The 'Recurring Costs' section shows a table with columns for Cost Category, Amount Income - Base, Amount Income - VAT, Amount Income - Total, Amount Expense - Base, Amount Expense - VAT, Amount Expense - Total, Currency, and Country Code. The 'Clauses' section shows a table with columns for Clause Code, Clause Type Code, Description, Responsible Party, Contact Name, Clause Dates Match Lease?, Date Start, Date End, Location in Document, and Document.

Figure 11: Lease Details

8. In order to terminate the lease, the user selects the **termination option**

The screenshot shows the 'Edit Lease' form. The 'Terminate Lease' button is highlighted with a red box and an arrow pointing to it with the text 'Click Terminate Lease'. The 'Save', 'Cancel', and 'Suspend Lease' buttons are also visible. The form includes fields for Lease Code, Description, Letting/Lease In, Asset Code, Land Code, Landlord Code, Landlord Name, Tenant Code, Tenant Name, Date Start, Date End, Lease Signed Date, Occupation Date, Bid Committee Approval Date, Restriction Notes, VAT Excluded?, Purchase Requisition, Notice Period in Months, Tenant Installation, Lease Signed?, Land Code, Landlord Name, Regional Office, Lease Type, Number of Occupants, Area - Neg. Rentable m², Advance/Arrears, Free Lease?, Rent %, and Lease Period.

Figure 12: Terminate Lease

9. Once the user selects the termination option, the system requires a confirmation from the user that the subsequent tasks will result in the termination of the lease

The screenshot shows a 'Confirm' dialog box with the message 'This will Terminate the Lease! Are you sure?'. There are 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box and an arrow pointing to it with the text 'Click Yes Button'.

Figure 13: Termination Confirmation

10. The user needs to complete all required fields and upload supporting documentation, before the transaction can be saved

The screenshot shows the 'Lease Termination' form. The 'Termination Information' section contains the following fields: Lease Code (32969457), Terminate by (blank), Lease Terminated? (Yes), Termination Date (2021/10/13), Termination Reason (damages), and Termination Description (damages). Below this is the 'Termination Documents' section, which has a table with one row: 'Termination Approval' with a 'Document' icon, an 'Edit' button, a 'View Document' button, and a 'Delete' button. The form has 'Save' and 'Close' buttons at the top right and bottom right.

Figure 14: Termination Information

11. Click Edit to upload a document.

This screenshot is identical to Figure 14, but with an orange arrow pointing to the 'Edit' button in the 'Termination Documents' table. The arrow has the text 'Click Edit Button' written along it.

Figure 15: Edit Button

12. Click on the pointing up arrow to check in new document to upload.

The screenshot shows the 'Edit Document' form. It contains the following fields: Document Name* (Termination Approval), Classification (TERMINATION APPROVAL), Description* (Termination Approval), and Document (Upload a document). There is a 'Check In New Document' button and a 'Save' button at the bottom right. A mouse cursor is pointing at the 'Check In New Document' button.

Figure 16: Edit to Upload Document

13. Click choose file to upload a document.

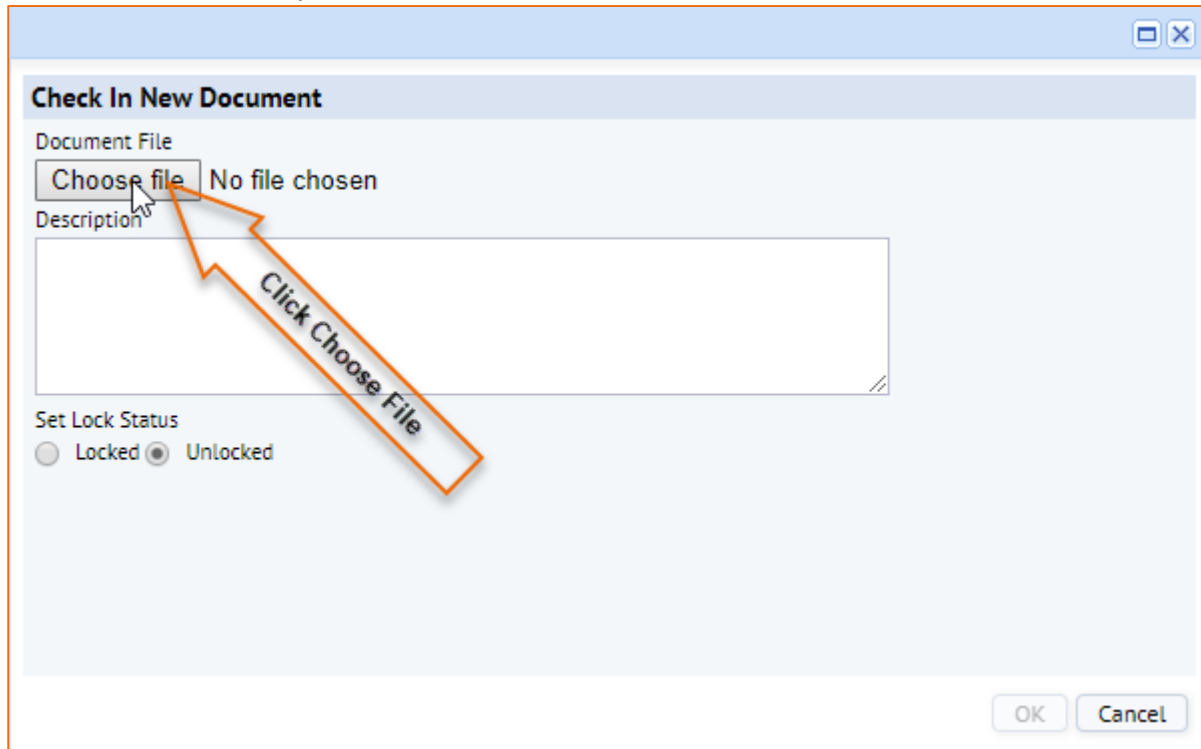


Figure 17: Choose a File

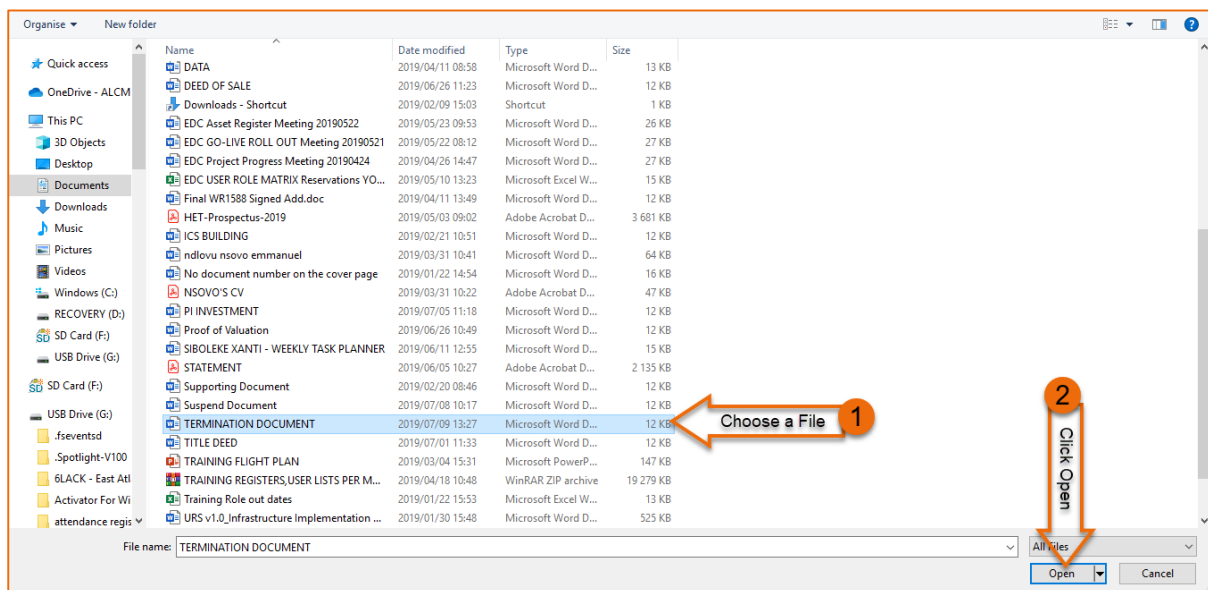


Figure 18: Choose a File

14. User can now click on Ok Button.

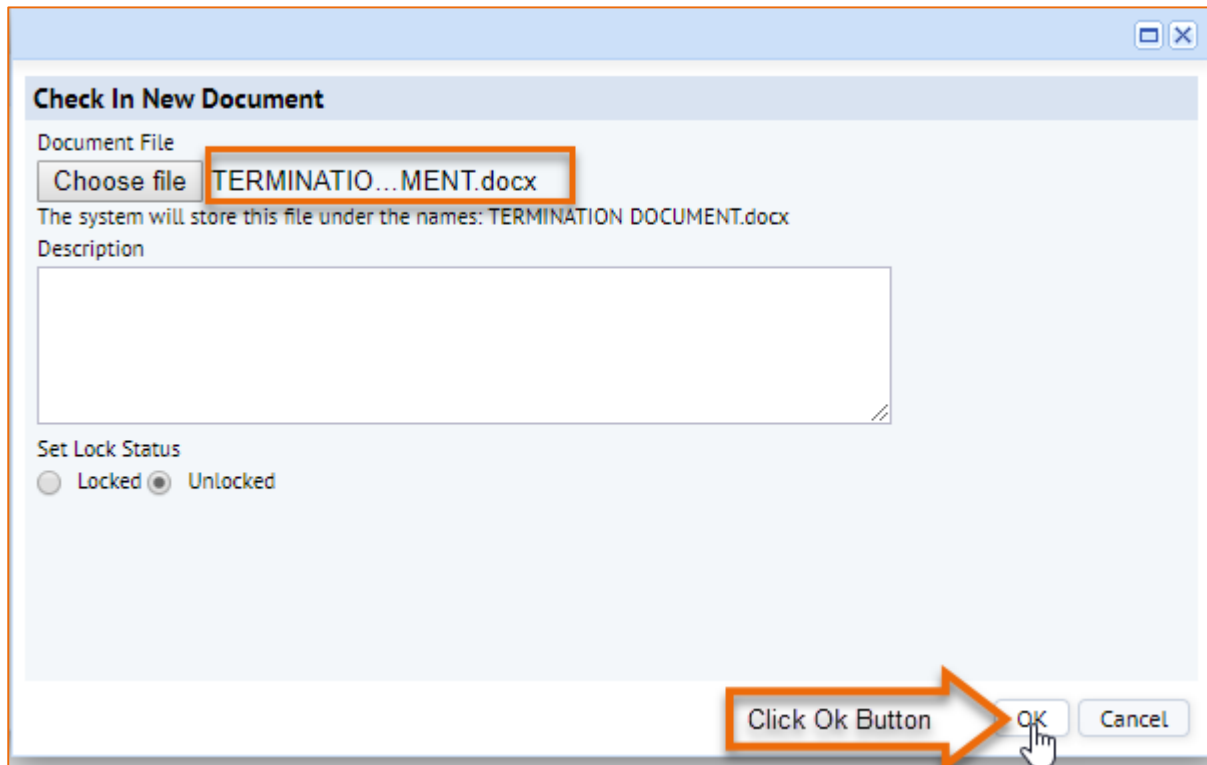


Figure 19: Ok Button

15. Upload supporting documentation and select save option in order to save the uploaded supporting document

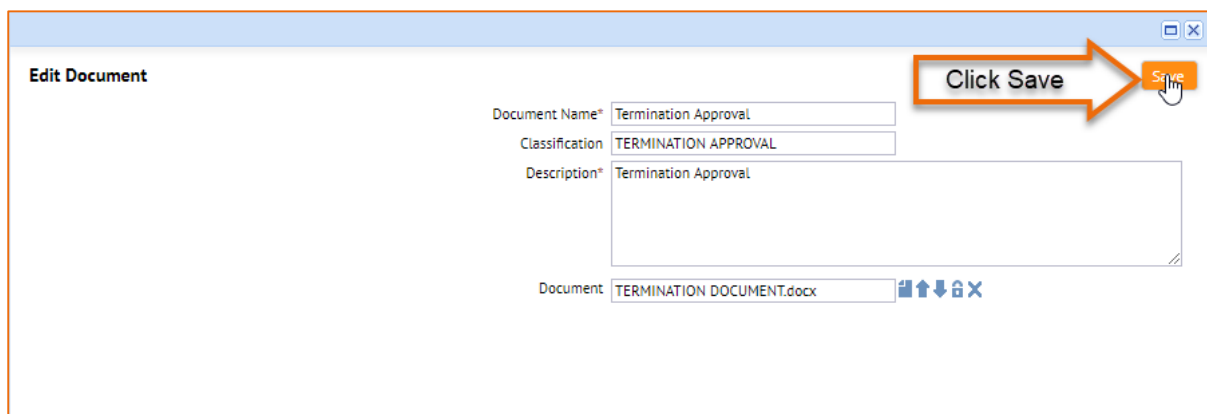
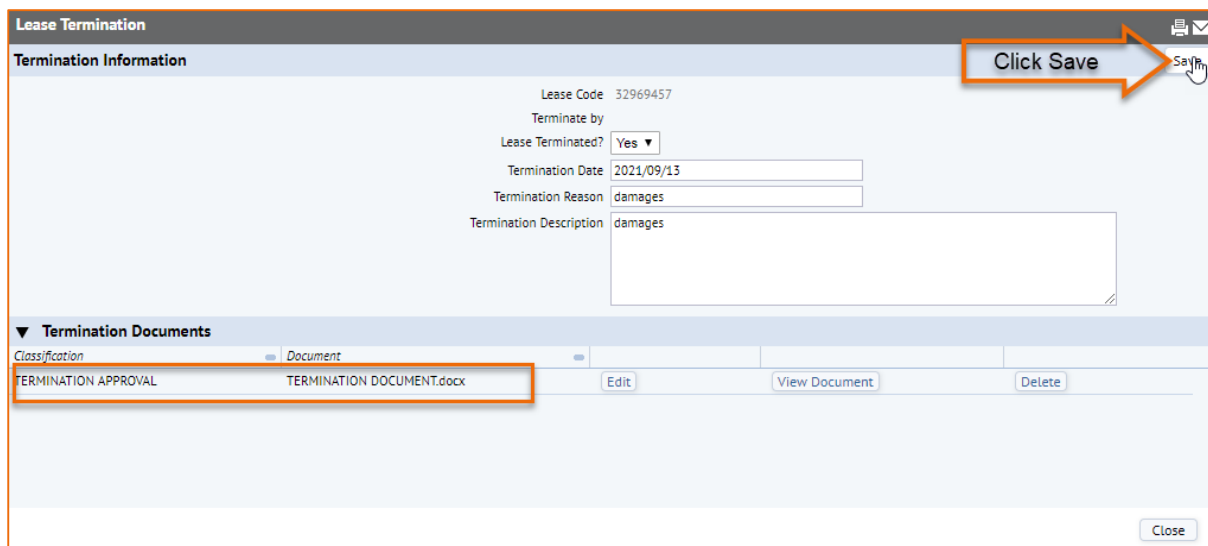


Figure 20: Save



Lease Termination

Termination Information

Lease Code: 32969457

Terminate by: [text field]

Lease Terminated?: Yes ▾

Termination Date: 2021/09/13

Termination Reason: damages

Termination Description: damages

Termination Documents

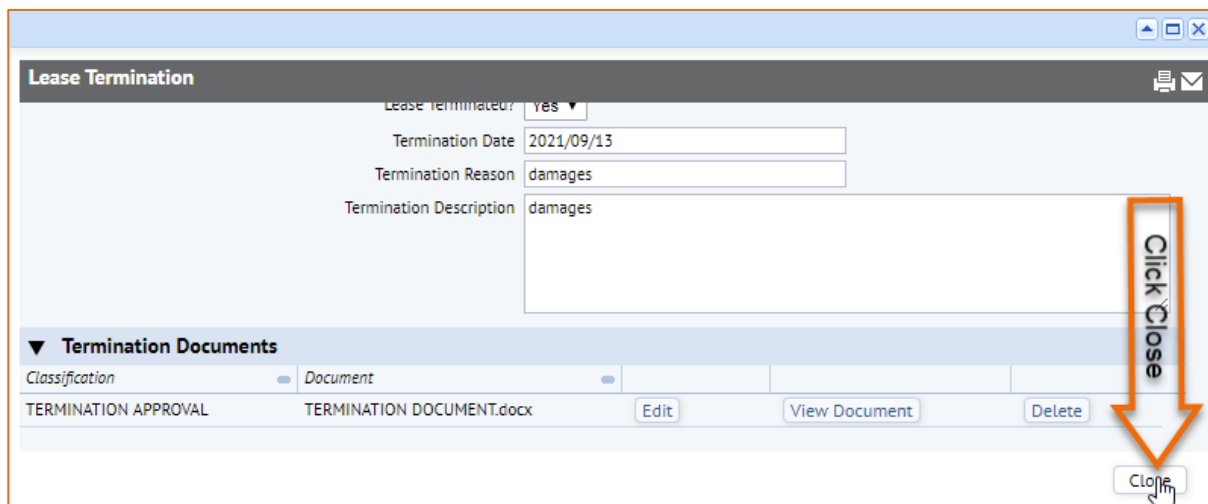
Classification	Document	
TERMINATION APPROVAL	TERMINATION DOCUMENT.docx	Edit View Document Delete

[Close](#)

Click Save →

Figure 21: Save Button

16. Click close to close the view.



Lease Termination

Lease Terminated?: Yes ▾

Termination Date: 2021/09/13

Termination Reason: damages

Termination Description: damages

Termination Documents

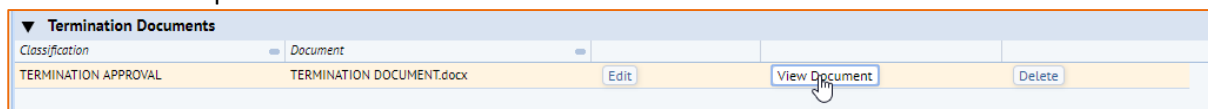
Classification	Document	
TERMINATION APPROVAL	TERMINATION DOCUMENT.docx	Edit View Document Delete

[Close](#)

Click Close ↓

Figure 22: Close

17. To view the uploaded document User need to Click on View Document Button



Termination Documents

Classification	Document	
TERMINATION APPROVAL	TERMINATION DOCUMENT.docx	Edit View Document Delete

→ [View Document](#)

Figure 23: View Document

18. The system will generate a word document file for User to view.

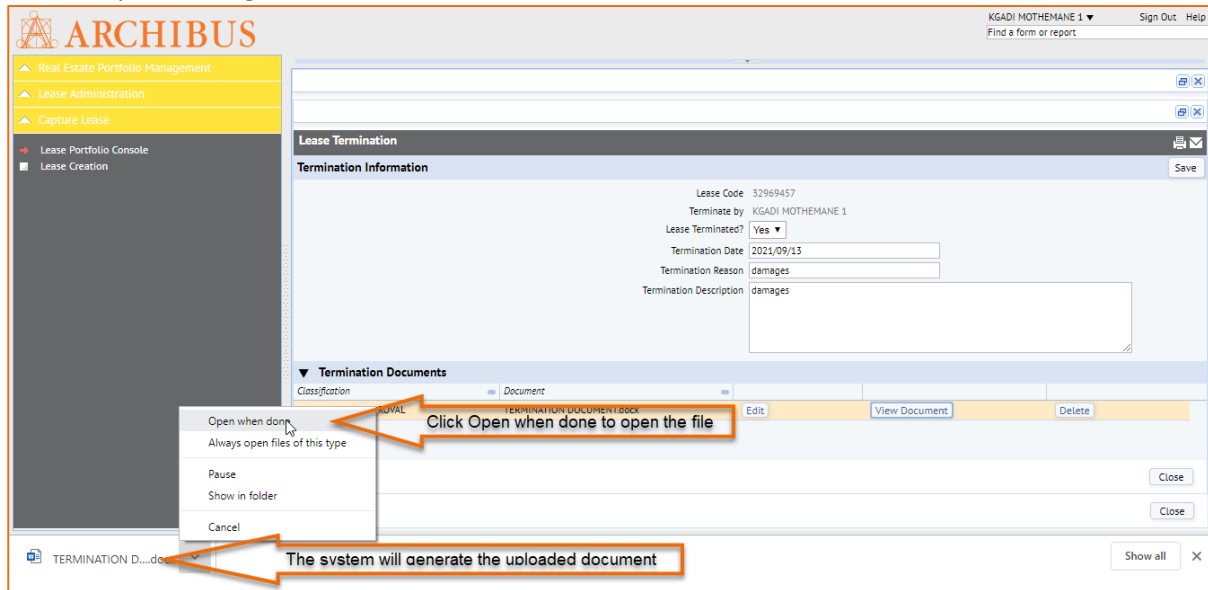


Figure 24: View Document

19. To Delete the uploaded document User need to Click on Delete Button

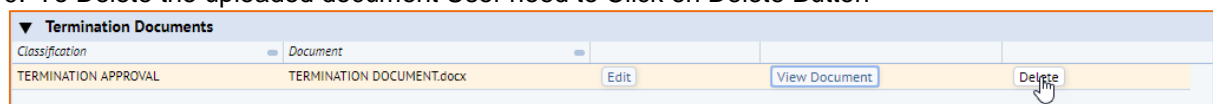


Figure 25: Delete

20. The system requires a confirmation from the user to delete the Uploaded document.

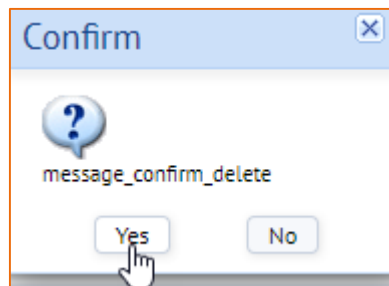


Figure 26: Delete Confirmation

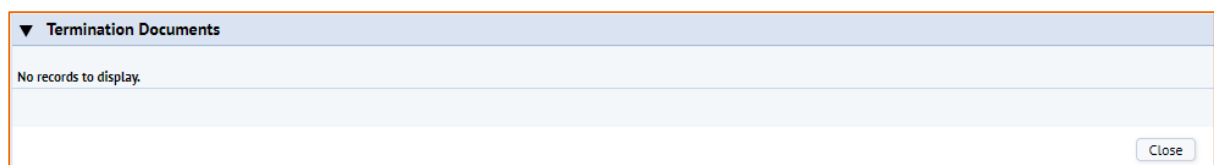


Figure 27: Deleted

18. Once all information has been saved , it can be routed for Verification

Lease Portfolio Console

Select Lease: **Lease Details**

General Lease Information

Lease Code: 32969457 Free Lease?: No
 Landlord Code: ZPW0000031624 Description: land test
 Landlord Contact: Building Code: Land Code: F0066071-1.001
 Landlord Name: *electro - Lec Date Start: 2020/08/01
 Date End: 2024/08/01 Land Code: F0066071-1.001
 Lease Status: SAVED Lease Signed?: Yes
 VAT Excluded?: No Approval Comment: Tenant Code: PUB30205
 Tenant Contact: Tenant Name: Sita
 Occupation Date: 2019/07/31
 Area - Neg. Rentable m²: 250.00
 Lease Type: N/A
 Verification Comment:

Contacts

Assign Landlord Assign Tenant Unassign

No records to display.

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 Per
66252	BASE RENT	R0.00	R0.00	R0.00	R25,000.00	R3,500.00	R28,500.00	ZAR	ZAF	

Clauses

Clause Code	Clause Type Code	Description	Responsible Party	Contact Name	Clause Dates Match Lease?	Date Start	Date End	Location in Document	Document

Figure 28: Route for Verification

19. The system will display a confirmation message before **Route for Verification**

Confirm

? This Lease will be routed for verification!

Yes No

Figure 29: Route for Verification

20. Once the transaction routed for verification the status of the lease transaction will change to **Send for Verification**

Lease Portfolio Console

Select Lease: **Lease Details**

General Lease Information

Lease Code: 32969457 Free Lease?: No
 Landlord Code: ZPW0000031624 Description: land test
 Landlord Contact: Building Code: Land Code: F0066071-1.001
 Landlord Name: *electro - Lec Date Start: 2020/08/01
 Date End: 2024/08/01 Land Code: F0066071-1.001
 Lease Status: SENT FOR VERIFICATION Lease Signed?: Yes
 VAT Excluded?: No Approval Comment: Tenant Code: PUB30205
 Tenant Contact: Tenant Name: Sita
 Occupation Date: 2019/07/31
 Area - Neg. Rentable m²: 250.00
 Lease Type: N/A
 Verification Comment:

Contacts

Assign Landlord Assign Tenant Unassign

No records to display.

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 Per
66252	BASE RENT	R0.00	R0.00	R0.00	R25,000.00	R3,500.00	R28,500.00	ZAR	ZAF	

Clauses

Clause Code	Clause Type Code	Description	Responsible Party	Contact Name	Clause Dates Match Lease?	Date Start	Date End	Location in Document	Document

Figure 30: Lease Status