

WORX4U ARCHIBUS IMPLEMENTATION:

LEASE-IN: CAPTURE LEASE

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REPUBLIC OF SOUTH AFRICA



WORX4U



DOCUMENT CONTROL SHEET

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CLIENT DISTRIBUTION AND COMMUNICATION

Name	Organisation	Date of Issue (DD/MM/YYYY)
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APPROVAL & SIGN OFF

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This Training Manual covers ARCHIBUS v21.3 and subsequent versions unless this document is superseded by a later revision.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

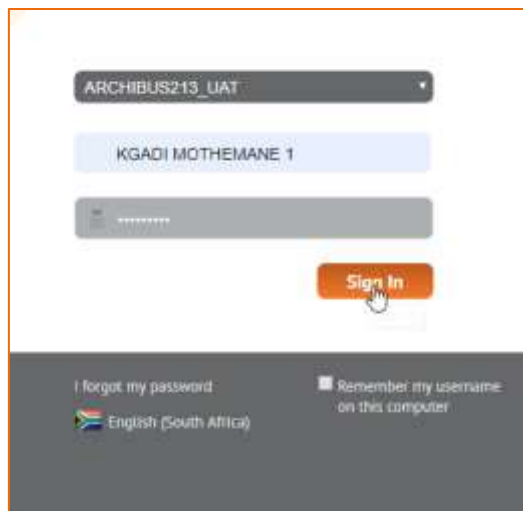


Figure 2: Sign – In

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

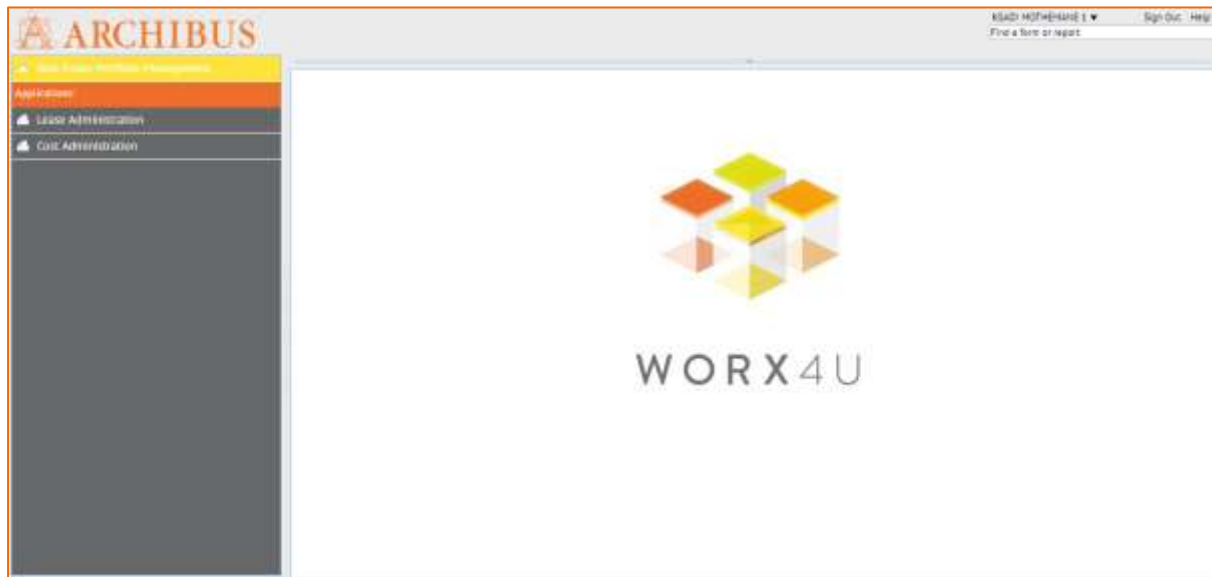


Figure 3: Landing Page

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**

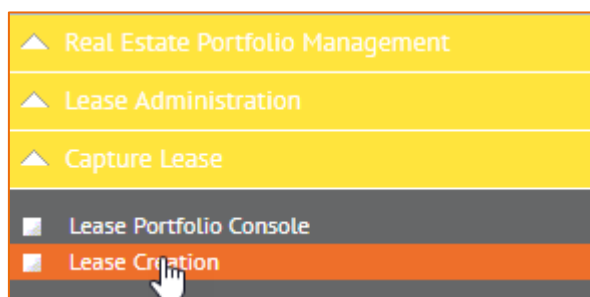


Figure 4: Process Navigator

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

Lease Code	Description	Regional Office	Property File Reference	PMS Code	Landlord Code	Landlord Name	Tenant Code	Tenant Name	Asset Code
1290427	3DR-HASH BUILDING	NEL	6004/0118		3DR-HASH INVESTMENTS		PUB00046	Corrections Services	327123
1290428	vac	NEL			HPV0010002792	01BLACKHEATH INVESTMENTS PTY	2P40000005742	Vodacom Sa	22
1290429	IMPERIAL BUILDING		285/255		2P400000067982	Persa van real westerdijk	PUB00000	South African Police Services	329293
1290430	IMPERIAL BUILDING		9800/0024/566		2P400000067985	Hi-Tech Security	PUB00000	South African Police Services	329296
1290431	IMPERIAL BUILDING		8150/5008/213		2P400000067994	Black Cloud	PUB00000	South African Police Services	329279
1290432	IMPERIAL BUILDING		7412/8512/965		2P400000067995	van der vaal locksmith & hardware	PUB00000	South African Police Services	329280
1290433	land test	NEL	1254/2584/254		2P400000067999	Chiefs Electrical Contractors	PUB00046	Defence	329345
1290434	land test	NEL	1254/2584/254		2P400000067999	Wakroo - lac	PUB00033	Site	329345
1290435	Accommodated dry run test 5	NEL	1254/2584/254		2P400000067999	D & M Building Trust	PUB00011	Social Development	329345
1290436	land test	NEL	1254/2584/254		2P400000067999	Wakroo - lac	PUB00033	Site	329345
1290437	land test	NEL	1254/2584/254		2P400000067999	Wakroo - lac	PUB00033	Site	329345
1290438	land test	NEL	1254/2584/254		2P400000067999	Wakroo - lac	PUB00033	Site	329345

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

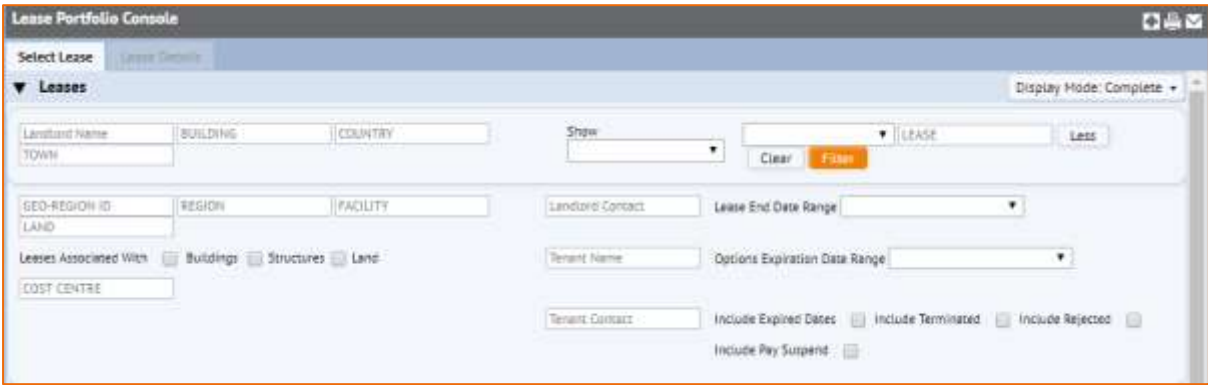


Figure 7: Expanded Filter

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.

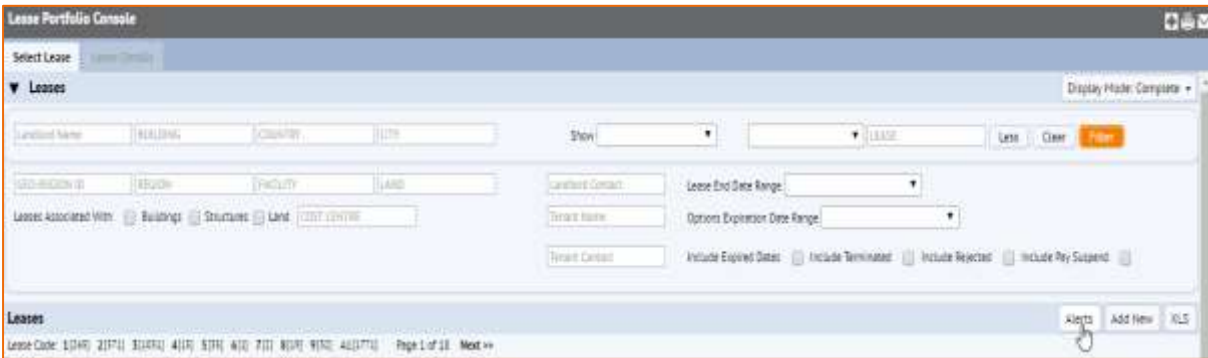


Figure 8: Alerts tab

- 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	5214073		2016/06/01	2016/06/30
Lease Due Date	5214077		2016/06/02	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	1990392		2013/11/01	2016/10/31
Lease Due Date	1990982		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.

Figure 9: Alerts for Leases and Options

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

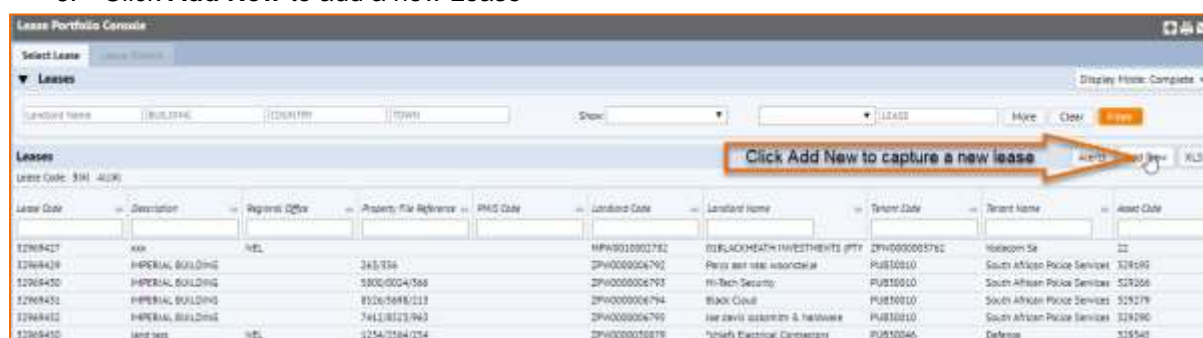


Figure 10: Lease Portfolio Console- Add New Asset

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.

The screenshot shows the 'Add New Lease' form. It contains various fields for lease information, including Lease Code, Description, Landlord Code, Tenant Code, Date Start, Date End, Lease Signed Date, Occupation Date, Bid Committee Approval Date, Restriction Notes, VAT Excluded, Purchase Requirement, Notice Period in Months, Tenant Installation, Asset Code, Landlord Name, Tenant Name, Regional Office, Lease Type, Number of Occupants, Area - Reg. Browsable, Advance/Notice, Pay Suspense, Notice Date, Rent %, Lease Period, and a 'Save' button. A red arrow points to the 'Save' button, with the text 'The user clicks save once all the relevant lease information, including all mandatory fields, has been completed'.

Figure 11: Add New Lease

The screenshot shows the bottom section of the 'Add New Lease' form. It contains fields for Verification Comments, Objective Allocation, Asset Allocation, Property Allocation, Data Verified, Authorized By, Punct Allocation, Region Allocation, Lease Capture Date, Verified By, Lease Amended Date, and a 'Close' button.

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 (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.

The screenshot shows the 'Lease Portfolio Console' with the 'Lease Details' tab selected. The 'General Lease Information' panel is expanded, showing various fields for lease details. Below this panel are four sections: 'Contacts', 'Recurring Costs', 'Clauses', and 'Options'. Each section displays 'No records to display' and has an 'Add New' button. The 'Contacts' section also has an 'Assign Landlord' button. The 'Recurring Costs', 'Clauses', and 'Options' sections have 'Add New' and 'XLS' buttons.

Figure 13: Lease Details

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

The screenshot shows the 'Lease Portfolio Console' with the 'Options' tab selected. The 'Options' panel is expanded, showing three sections: 'Available Suites - Not Yet Assigned', 'Suites Assigned to the Selected Lease/Sublease', and 'Suites Assigned to Other Leases/Subleases'. Each section displays 'No records to display' and has an 'Add New' button. The 'Available Suites - Not Yet Assigned' section also has a 'Use the Assign button to assign available suites to the selected lease/sublease' message.

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	Investment Decision from REIM	Investment Decision from REIM		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**

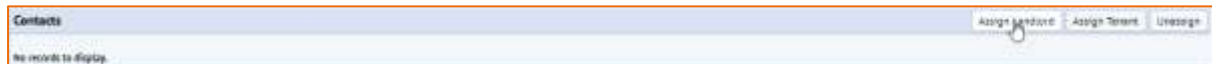


Figure 16: Contacts

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

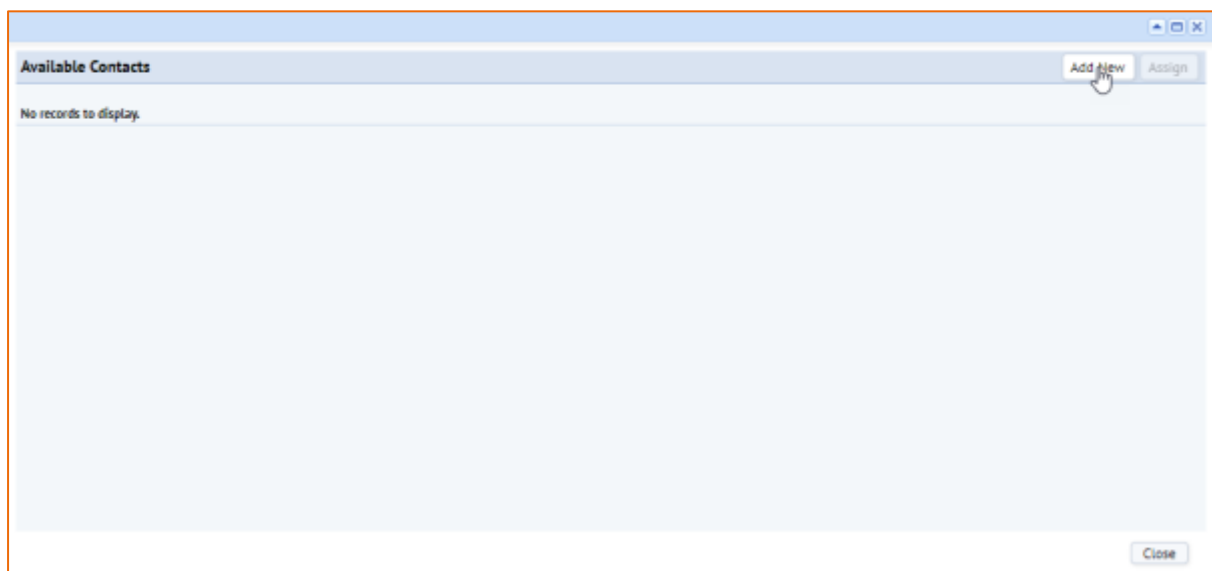


Figure 17: Add New

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

- 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

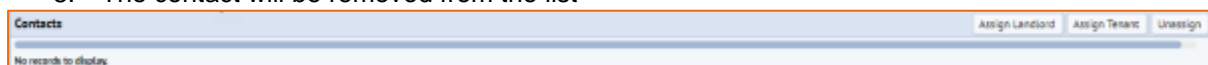


Figure 23: Unassigned

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**

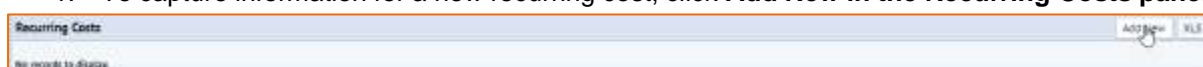


Figure 24: Recurring Costs

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.

The screenshot shows the 'Add Recurring Cost' form. At the top, there is a header bar with 'Add Recurring Cost' on the left and 'Click Save once done capturing', 'Save', 'Delete', and 'Cancel' buttons on the right. The form contains several fields:

- Recurring Cost Code: (empty)
- 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: (empty text area)
- 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

 An orange arrow points to the 'Save' button with the text 'Click Save once done capturing'.

Figure 25: Add Recurring Cost

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

Recurring Costs										Add New	XLS
Recurring Cost Code	Cost Category	Amount Income - Base (Reynard)	Amount Income - VAT (Reynard)	Amount Income - Total (Reynard)	Amount Expense - Base (Reynard)	Amount Expense - VAT (Reynard)	Amount Expense - Total (Reynard)	Currency (Reynard)	Country Code	VAT %	
66230	BASE REHT	80.00	80.00	80.00	81,390.00	8,510.00	81,390.00	DAK	DAK		

Figure 26: Recurring Cost

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

Recurring Costs										Add New	XLS
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 No	
84250	8452 RHIT	80.00	80.00	80.00	81,500.00	8350.00	81,530.00	ZAR	ZAF		

Figure 27: Recurring Cost Code

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

Edit Recurring Cost

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
☒ 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* 14.000

Active? NO ▾
End Date* 2020/07/31

Saves Delete Cancel

Figure 28: Edit Recurring Cost

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

Figure 29: Delete Recurring Cost

- 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.

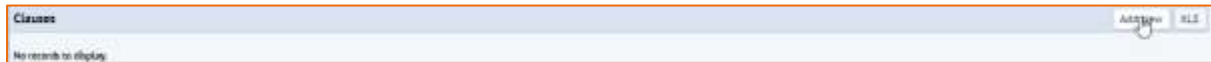


Figure 31: Clauses

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.

Clause Code	Clause Type Code	Description	Responsible Party	Contract name	Clause Dates Match Lease?	Date Start	Date End	Location in Document	Document
CLAUSE 5.5		LANDLORD			Yes	2019/01/01	2025/01/01		D4FA.docx

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.

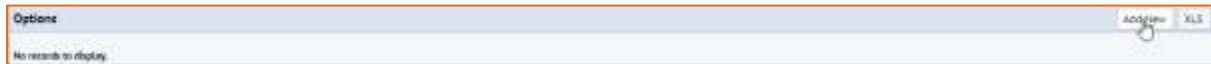


Figure 35: Options

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

Figure 36: Add Option

- 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?	Exercised By	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**.

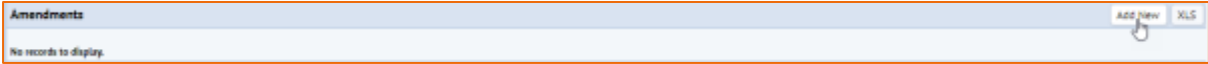


Figure 39: Amendments

- 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 bar with the title 'Add Amendment' and two buttons, 'Save' and 'Delete'. The form contains several input fields: 'Lease Amendment ID' (a text box), 'Description*' (a text box), 'Date Requested' (a date picker), 'Date Effective' (a date picker), 'Document' (a button labeled 'Upload a document'), and 'Exercised By' (a text box). There is also a large text area for 'Comments'. At the bottom right of the form, there is a 'Close' button.

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.

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

Amendments **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**.

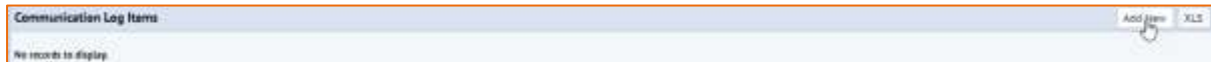


Figure 43: Communication Log Items

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: "Add Log" and "Edit Details". Below the header, the main content area is white and contains a form with the following fields:

- Comm. Log Code*: [text input field]
- Lease Code*: [text input field with value 32969451]
- Date of Comm.: [text input field with value 2019/07/05]
- Time of Comm.: [text input field with value 12:30] [text input field with value 12:30 PM]
- Contact Code: [text input field]
- Action Item ID: [text input field]
- Recorded By: KGADI MOTHEMANE 1

 At the top right of the form area is a button labeled "Save and Next". At the bottom right of the window is a button labeled "Close".

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				ls_comm-6-doc.docx	

Figure 47: Communication Log Items

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

Figure 49: Documents

Figure 50: Upload Document

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

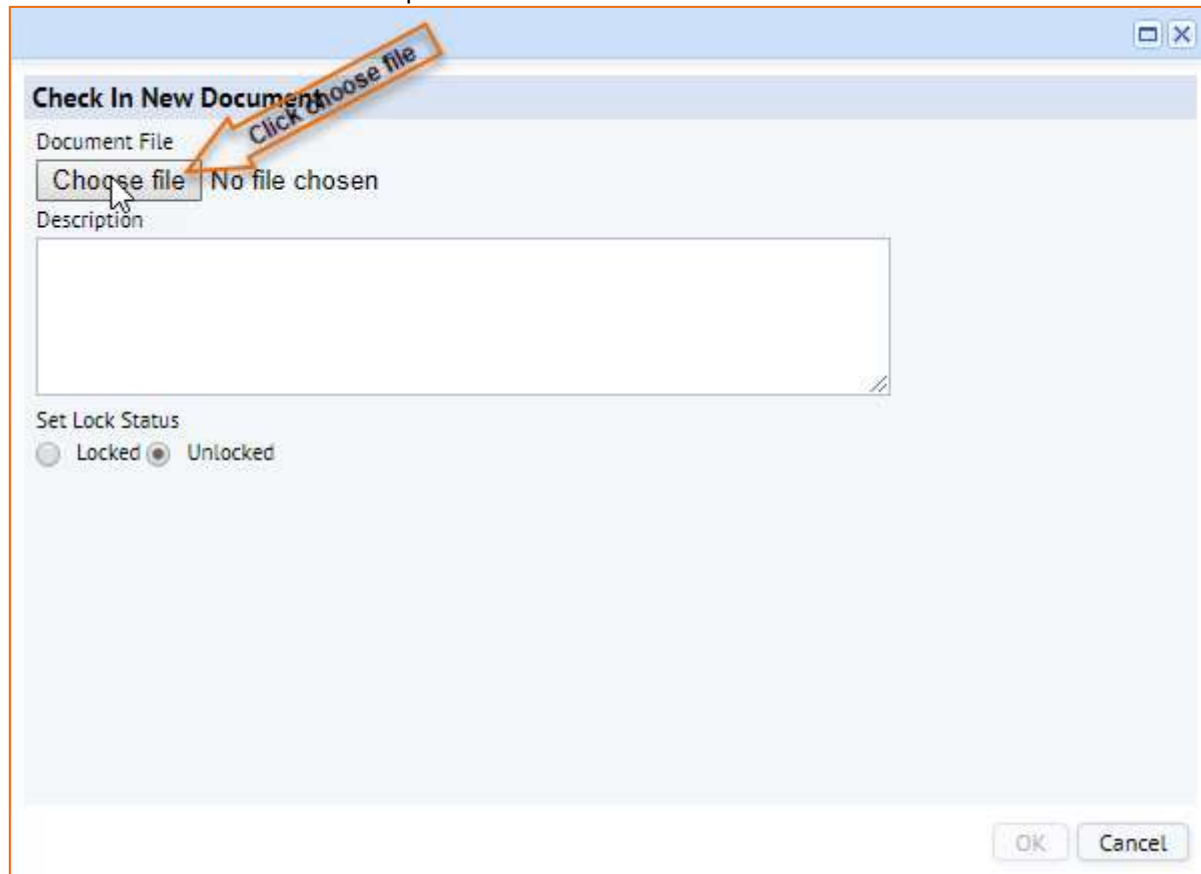


Figure 51: Choose File

- Choose a file from your computer.

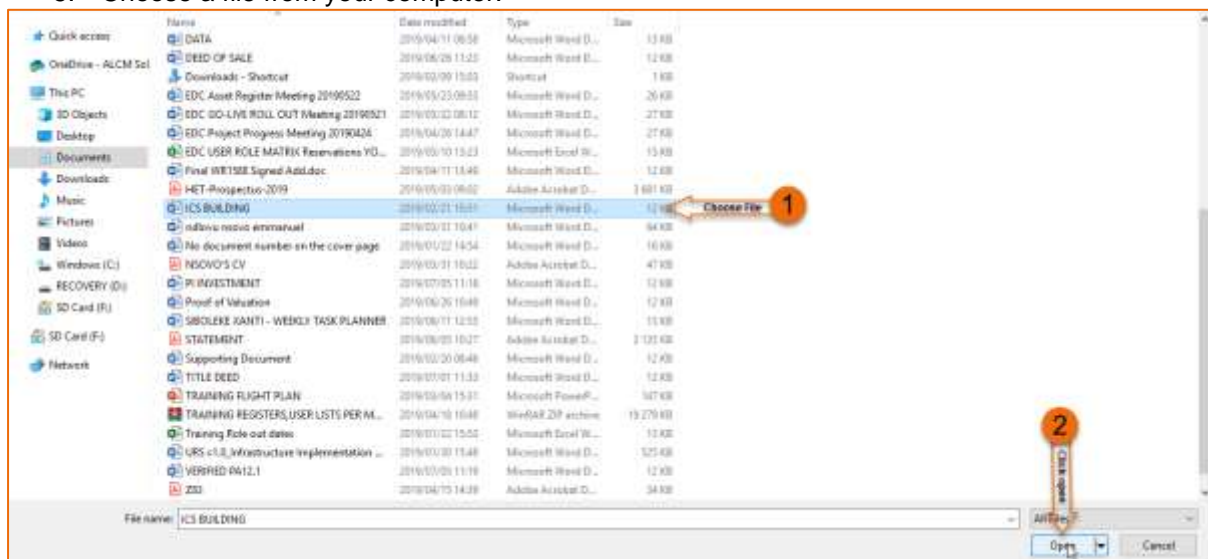


Figure 52: Choose File

- 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

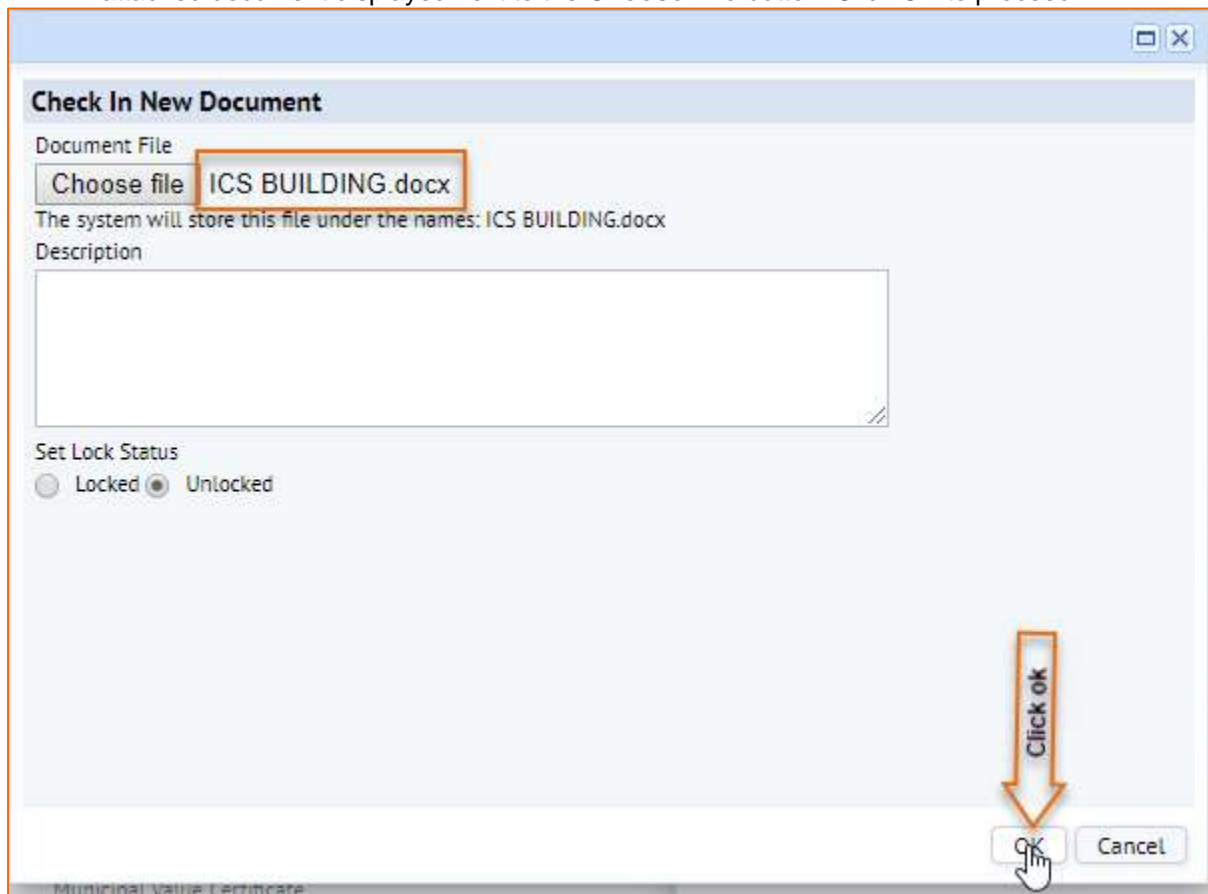


Figure 53: Ok Button

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

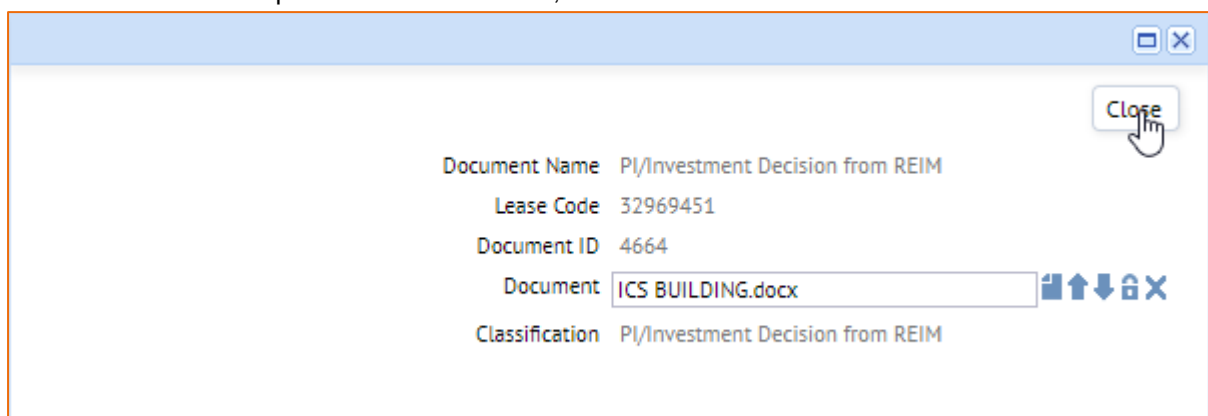


Figure 54: Document Uploaded

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

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	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
Lease Document	Investment Decision from BMO	Investment Decision from BMO	123 30432345.docx	Investment Decision from BMO

Figure 55: Documents

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

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	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
Lease Document	Certified Original Lease Agreement	Certified Original Lease Agreement	123 30432345.docx	Certified Original Lease Agreement
Lease Document	Investment Decision from BMO	Investment Decision from BMO	123 30432345.docx	Investment Decision from BMO
Lease Document	Verified OHSA / Compliance Certificate	Verified OHSA / Compliance Certificate	123 30432345.docx	Verified OHSA / Compliance 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**

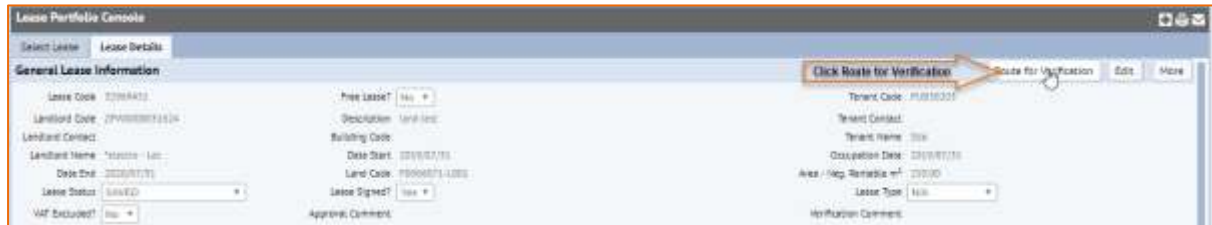


Figure 57: Route for Verification

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

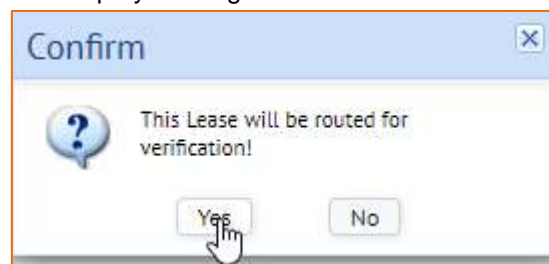


Figure 58: Confirm

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.

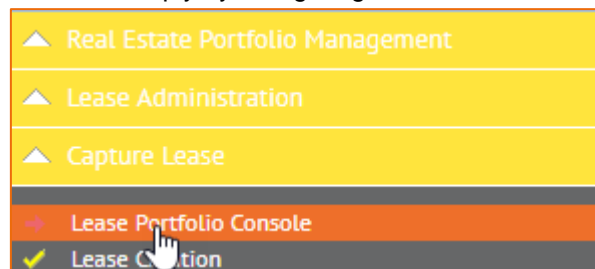


Figure 60: Navigation

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

Display Mode: Complete

Standard Name

PROPERTY

COUNTRY

TOWN

Show

LEASE

More

Clear

Filter

Leases

Lease Code: 511 512 513 432 44011

Alerts

Add New

XLS

Click on the Lease Code

Lease Code	Description	Assigned Office	Property File Reference	PLS Code	Landlord Code	Landlord Name	Tenant Code	Tenant Name
1296434	land test	NEL	1254/2564/254	ZPW000001624	Electro - Lec	PUB0000	Site	
1296435	land test	NEL	1254/2564/254	ZPW000001624	Electro - Lec	PUB0000	Site	Defence
1296440	Option 1 test	NEL	1000/1100/010	ZPW000001540	136 Victoria Embankment Co	PUB0000		Human Settlements
1296433	IDE	NEL	0000/0000/000	ZPW000000000	Wetherspoon quantity surveyors	PUB0000		South African Police SA
1296432	IMPERIAL BUILDING	NEL	7411/8525/902	ZPW0000000795	Joe de la Jockery & hardware	PUB0000		South African Police SA
1296431	IMPERIAL BUILDING	NEL	8526/9098/213	ZPW0000000794	Black Cloud	PUB0000		South African Police SA
1296430	IMPERIAL BUILDING	NEL	1800/0004/346	ZPW0000000795	W-Tech Security	PUB0000		South African Police SA
1296429	IMPERIAL BUILDING	NEL	245/336	ZPW0000000792	Renserv serval international	PUB0000		South African Police SA
1296427	xxx	NEL		HPW0000002782	SIBLACKBATH INVESTMENTS (PTY)	ZPW0000000742		Vodacom SA
1296419	TEST1	NEL	1010/1010/101	ZPW0000000346	Zog Technologies Co	PUB0000		Energy
1296407	Automated any run test 2	NEL	1254/4542/569	ZPW0000009627	D & H Building Trust	PUB0000		Social Development
1296404	Option 1 test	NEL	1000/1100/010	ZPW000001540	136 Victoria Embankment Co	PUB0000		Human Settlements
1296391	mainflow testing 1	NEL	1590/1100/010	ZPW0000000442	SAZ 1 to 81 Project 24	PUB0000		Small Business Devlop

Figure 61: Lease Code

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

The screenshot shows the 'Lease Details' view. It includes a 'General Lease Information' section with the following details:

- Lease Code: 1296431
- Landlord Code: ZPW000001624
- Landlord Contact: 1296431 - 101
- Date End: 2020/07/31
- Lease Status: WAIT FOR VERIFICATION
- VAT Excluded?: No
- Free Lease?: No
- Description: land test
- Building Code: 1296431
- Date Start: 2019/07/31
- Land Code: PLS000015301
- Lease Signed?: Yes
- Approved Comment:
- Tenant Code: PUB0000
- Tenant Contact: 1296431
- Tenant Name: 1296431
- Occupation Date: 2019/07/31
- Area - Reg. Renewable ref: 1296431
- Lease Type: 1296431
- Verification Comments:

Figure 62: Lease Details

The screenshot shows the 'Lease Details' view with two additional sections: 'Recurring Costs' and 'Clauses'.

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
64210	BASE RENT	80.00	80.00	80.00	80.00	80.00	80.00	ZAR	ZAF	

Clause Code	Clause Type Code	Description	Related to Party	Contract Name	Clause Dates Match Lease?	Date Start	Date End	Location in Document	Document
CLAUSE 2.1		LANDLORD	Yes	2019/07/31	2020/07/31				DATA.docx

Figure 63: Lease Details

Amendments

Lease Amendment ID

Description

Date Requested

Date Effective

Overlaid By

Document

Comments

30

Amendment

2019/09/04

2019/10/30

A RESANA

103 BUILDING.docx

Communication Log Items

Date of Comm

Time of Comm

Comm Log Code

Contact Code

Company

Lease Code

Action Item ID

Document

Description

2019/07/08

12:30 PM

MEETING MINUTES

5298423

5_comm-6.docx.docx

Available Suites - Not Yet Assigned

Use the Assign button to assign available suites to the attached 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

Configuration

Document Name

Document

Description

Amendment

103 BUILDING.docx

Amendment

Case

10_comm-6.docx.docx

Communication Log

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 OHS4 / Compliance Certificate

Verified OHS4 / Compliance Certificate

Verified OHS4 / 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

103/103 - LEASE AGREEMENT.docx

Certified Original Lease Agreement

Lease Document

Pinvestment Decision from BDM

Pinvestment Decision from BDM

103 BUILDING.docx

Pinvestment Decision from BDM

Lease Document

SUSPEND APPROVAL

Suspend Approval

Suspend Document.docx

Suspend Approval

Lease Document

Verified PA12.3 Document

Verified PA12.3 Document

103/103 PA12.3.docx

Verified PA12.3 Document

Option

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:

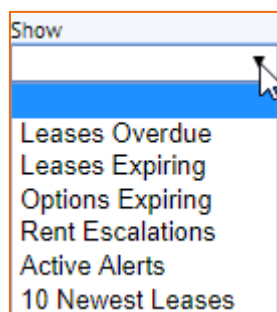


Figure 67: Show

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

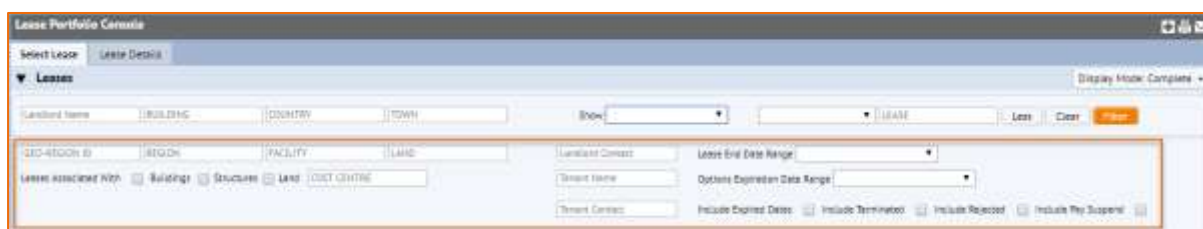


Figure 69: Leases Filter

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

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

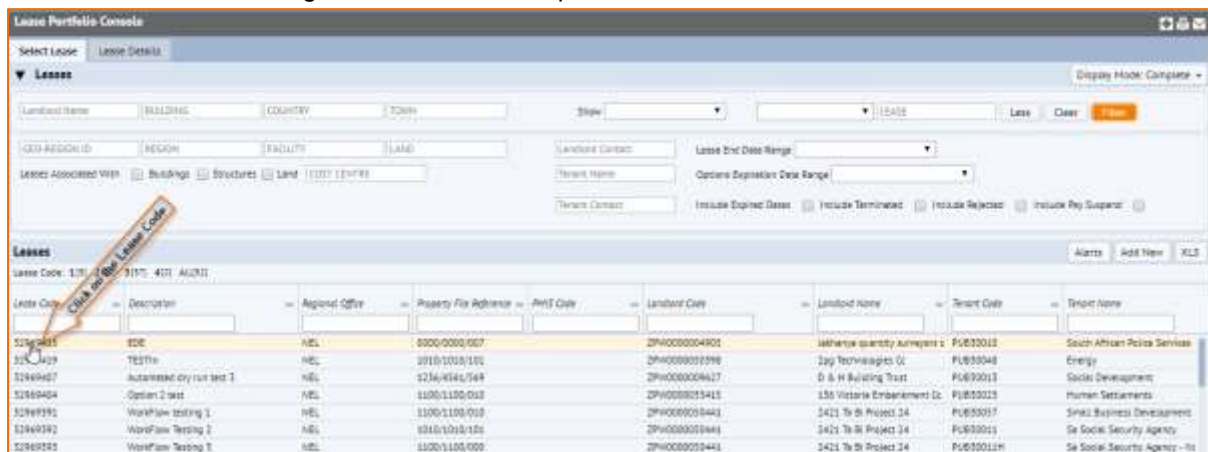


Figure 70: Leases

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

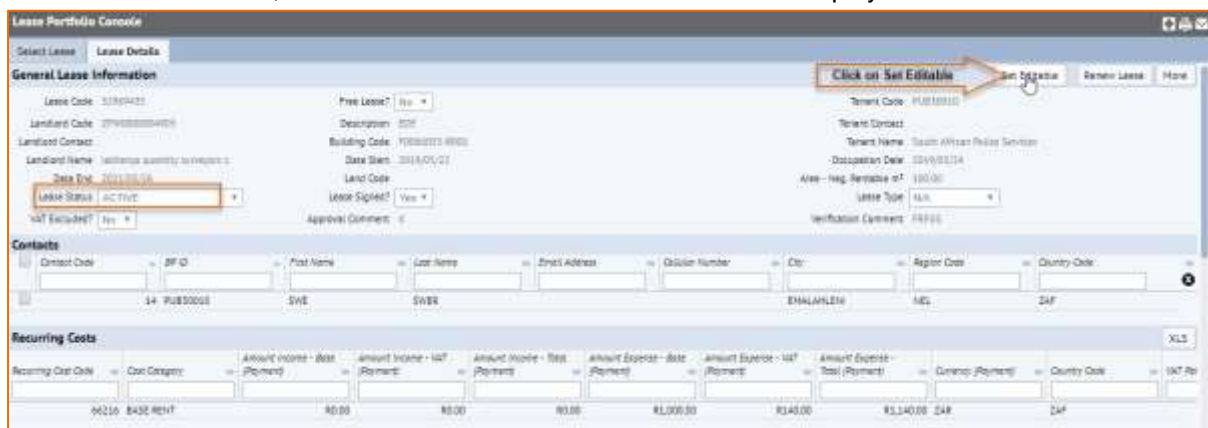


Figure 71: Lease Details Selected Lease Code

- 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**.

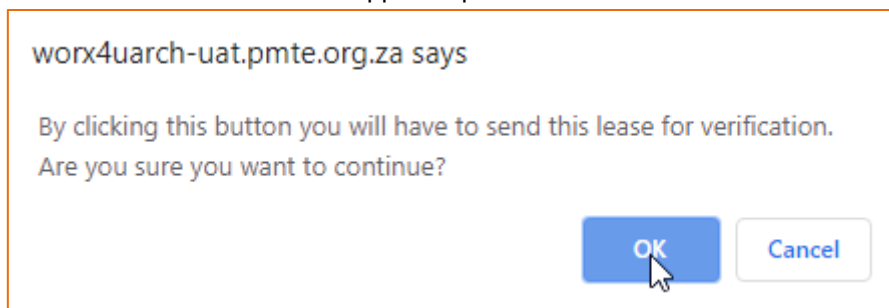


Figure 72: Confirm

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

The screenshot shows the 'Lease Portfolio Console' with the 'Lease Details' tab selected. The 'General Lease Information' section displays fields for Lease Code, Landlord Code, Landlord Contact, Date End, Lease Status (set to 'Saved'), and VAT Excluded. The 'Contacts' section shows contact details for the landlord. The 'Recurring Costs' section displays a table of costs. An arrow points to the 'Edit' button in the top right corner.

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**.

The screenshot shows the 'Edit Lease' view. The 'Save' button is highlighted with an arrow. The form contains various fields for editing lease details, including Lease Code, Description, Asset Code, Landlord Code, Landlord Name, Tenant Code, Date Start, Date End, Lease Signed Date, Occupation Date, Bill Committee Approval Date, Restriction Notes, VAT Excluded, Purchase Requirement, Notice Period in Months, and Tenant Information.

Figure 74: Edit Lease -Save Button

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

The screenshot shows the 'Lease Portfolio Console' with the 'Lease Details' tab selected. The 'General Lease Information' section displays fields for Lease Code, Landlord Code, Landlord Contact, Date End, Lease Status (set to 'Saved'), and VAT Excluded. The 'Contacts' section shows contact details for the landlord. The 'Recurring Costs' section displays a table of costs. An arrow points to the 'Route for Verification' button in the top right corner.

Figure 75: Lease Details- Route for Verification

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

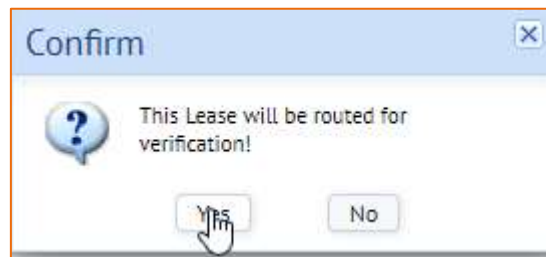


Figure 76: Confirm

- 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!