

## **WORX4U ARCHIBUS IMPLEMENTATION:**

### **LEASE-IN: COST ADJUSTMENT**

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Department:  
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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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	NDPW	
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## 1. INTRODUCTION

Cost change/adjustment functionality serves to correct and highlight past financial inaccuracies and errors that may have been done. These include overpayments and underpayments the PMTE may have made on specific leases. The cost adjustment function should not be used to extent leases or for renegotiation of leases. The normal renew function should be used for extensions and amendments to leases. Only a capturer will be able to perform this task.

## 2. SCOPE

### 2.1 PURPOSE

This training manual is intended for the PMTE. This User Guide provides details about **How to Make a Cost Adjustment**.

### 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This Training Manual covers ARCHIBUS v21.3 and subsequent versions unless this document is superseded by a later revision.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. <http://10.128.78.48:7000/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**.

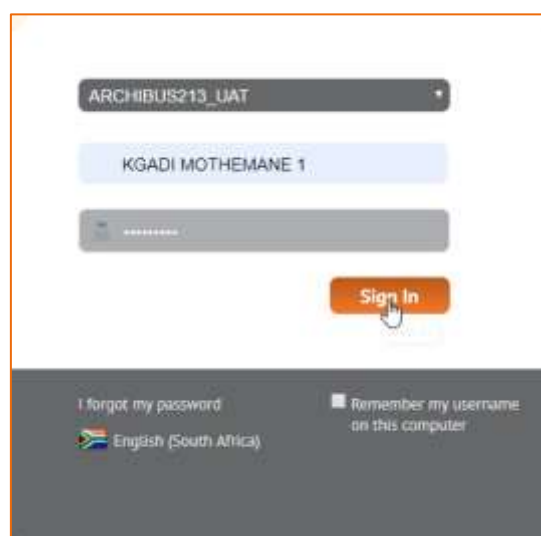


Figure 2: Sign-In

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



**Figure 3: Landing Page**

## 4. LEASE PORTFOLIO CONSOLE

To access the task: **Lease Portfolio Console**,

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

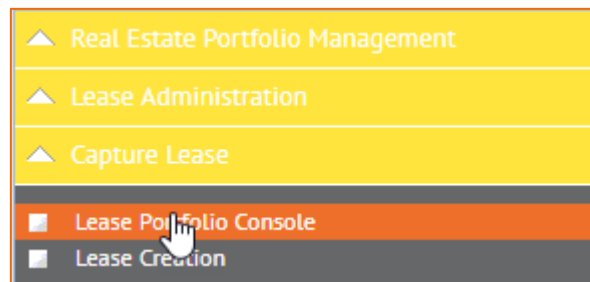


Figure 4: Process Navigator

2. The system will show the **Leased Portfolio Console** view which keeps records of all **Leases**.

The screenshot shows the 'Lease Portfolio Console' interface. At the top, there are tabs for 'Select Lease' and 'Lease Details'. Below the tabs, there are search filters for 'Landlord Name', 'BUILDING', 'COUNTRY', and 'TOWN'. There is also a 'Show' dropdown and a 'Filter' button. The main area displays a table of leases. A red arrow points to the 'Lease Code' column header with the text 'Click on the Lease Code'.

Lease Code	Description	Regional Office	Property File Reference	PNIS Code	Landlord Code	Landlord Name
3296034	Automated dry run test 3	NEL	1236/4561/569		ZPW0000009627	D & H Building Trust
3296039	TESTin	NEL	1010/1010/101		ZPW0000005098	2pg Technologies Cc
3296040	Option 2 test	NEL	1100/1100/010		ZPW00000033415	136 Victoria Embankmen
3296091	Workflow testing 1	NEL	1100/1100/010		ZPW00000050441	2421 Ta Bi Project 24
3296092	Workflow Testing 2	NEL	1010/1010/101		ZPW00000050441	2421 Ta Bi Project 24
3296093	Workflow Testing 3	NEL	1100/1100/000		ZPW00000050441	2421 Ta Bi Project 24
3120552	REPEATER SITE	NEL	6023/0701		TFHC	
3105613	REAPETER SITE	NEL	6044/0332		ROUX	
3009633	THREE SISTERS TRANSMIT SITE	NEL	6044/0304		ROUX	
3021882	LOTHAIR SILO	NEL	6014/0864		AFGR1 OPERATIONS	
3021052	KWAMANDLANGAMPSE DIRKIESDOORP	NEL	6059/0164		TETRA MOBILE RADIO	
3228641	14 DE CLERQ STREET	NEL	16014/1008		CALSTAR TRUST IT1421/99	

Figure 5: Lease Portfolio Console



- Lease Portfolio Console

Select Lease

Lease Details

General Lease Information

Lease Code

S2960454

Landlord Code

ZPW0000009623

Landlord Contact

Landlord Name

D & H Building Trust

Date End

2023/12/31

Lease Status

ACTIVE

VAT Excluded?

Yes

Free Lease?

Yes

Description

Automated dry run test 3

Building Code

F0066033-R001

Date Start

2023/05/06

Land Code

Lease Signed?

Yes

Approval Comment

Tenant Code

PLU

Tenant Contact

Tenant Name

Sun

Occupation Date

2023

Area - Neg. Rentable m<sup>2</sup>

5000

Lease Type

NV

Verification Comment

Click Set Editable

Set Editable

Renew Lease

More

Contacts

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)
66251	BASE RENT	R0.00	R0.00	R0.00	R25,000.00	R0.00	R25,000

Clauses

No records to display.

Options

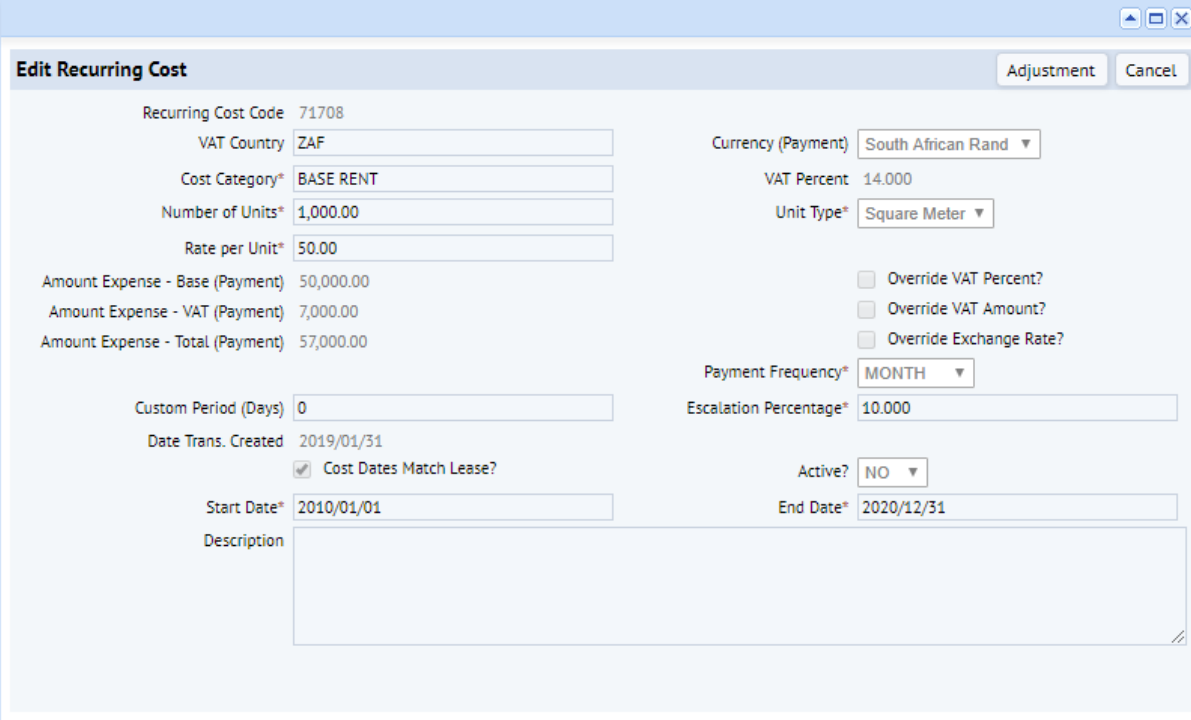
- By clicking *Set Editable* you will have to send this lease for Verification again in order to verify and approve any changes made to an active lease. See *Figure 7* below for system message.



5. In order to add a cost adjustment User needs to **click on the existing** recurring cost.



6. The edit Recurring Cost will appear with the existing recurring cost.

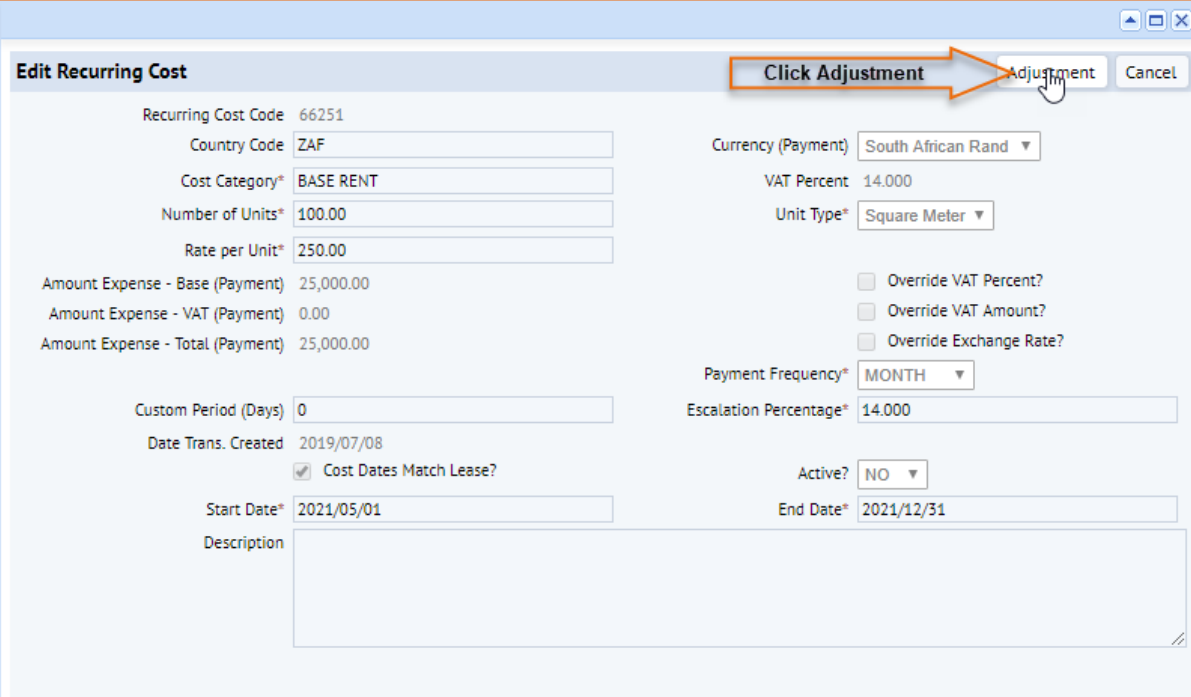


The screenshot shows the 'Edit Recurring Cost' window with the following data:

Field	Value
Recurring Cost Code	71708
VAT Country	ZAF
Cost Category*	BASE RENT
Number of Units*	1,000.00
Rate per Unit*	50.00
Amount Expense - Base (Payment)	50,000.00
Amount Expense - VAT (Payment)	7,000.00
Amount Expense - Total (Payment)	57,000.00
Custom Period (Days)	0
Date Trans. Created	2019/01/31
Cost Dates Match Lease?	<input checked="" type="checkbox"/>
Start Date*	2010/01/01
End Date*	2020/12/31
Description	
Currency (Payment)	South African Rand
VAT Percent	14.000
Unit Type*	Square Meter
Payment Frequency*	MONTH
Escalation Percentage*	10.000
Active?	NO
Override VAT Percent?	<input type="checkbox"/>
Override VAT Amount?	<input type="checkbox"/>
Override Exchange Rate?	<input type="checkbox"/>

Figure 9: Recurring Cost

7. To add a cost adjustment. Select Adjustment.



The screenshot shows the 'Edit Recurring Cost' window with the following data:

Field	Value
Recurring Cost Code	66251
Country Code	ZAF
Cost Category*	BASE RENT
Number of Units*	100.00
Rate per Unit*	250.00
Amount Expense - Base (Payment)	25,000.00
Amount Expense - VAT (Payment)	0.00
Amount Expense - Total (Payment)	25,000.00
Custom Period (Days)	0
Date Trans. Created	2019/07/08
Cost Dates Match Lease?	<input checked="" type="checkbox"/>
Start Date*	2021/05/01
End Date*	2021/12/31
Description	
Currency (Payment)	South African Rand
VAT Percent	14.000
Unit Type*	Square Meter
Payment Frequency*	MONTH
Escalation Percentage*	14.000
Active?	NO
Override VAT Percent?	<input type="checkbox"/>
Override VAT Amount?	<input type="checkbox"/>
Override Exchange Rate?	<input type="checkbox"/>

An orange arrow points from the text 'Click Adjustment' to the 'Adjustment' button in the top right corner of the window.

Figure 10: Edit Recurring Cost

8. The system will prompt a message that you are about to do a cost adjustment. Select OK to continue.

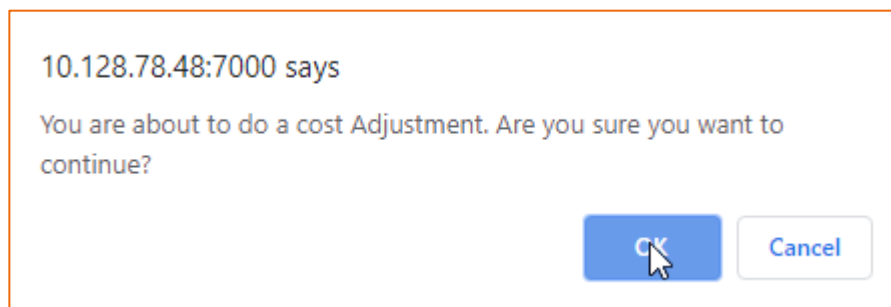


Figure 11: Confirmation to Continue with the Adjustment

9. Fill in all mandatory fields. Cost Adjustments can be an increase or a decrease. If a decrease a negative sign must be filled in in order to indicate that this is an overpayment that is due back to the PMTE. Thereafter save the recurring cost by clicking on the **Save** button

**Edit Recurring Cost**

Country Code: ZAF  
 Cost Category\*: BASE RENT ADJUSTMENT  
 Number of Units\*: 100  
 Rate per Unit\*: -20  
 Amount Expense - Base (Payment): -2000  
 Amount Expense - VAT (Payment): 0.00  
 Amount Expense - Total (Payment): -2,000.00  
 Custom Period (Days): 0  
 Date Trans. Created: 2019/07/11  
☒ Cost Dates Match Lease?  
 Start Date\*: 2021/05/01  
 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\*: 2021/12/31

Buttons: Click Save (arrow), Save, Delete, Cancel

Figure 12: Save Button

10. The new recurring cost appears in the Recurring cost view.

Recurring Cost Code	Cost Category	Amount Income - Base (Payment)	Amount Income - VAT (Payment)	Amount Income - Total (Payment)	Amount Expense - Base (Payment)	Amount Expense - VAT (Payment)	Amount Expense - Total (Payment)	Currency (Payment)	Country Code	VAT Rate
66701	BASE RENT	80.00	80.00	80.00	825,000.00	80.00	825,000.00	ZAR	ZAF	
67301	BASE RENT ADJUSTMENT	80.00	80.00	80.00	8-2,000.00	80.00	8-2,000.00	ZAR	ZAF	

Figure 13: Recurring cost view

11. This lease is now ready to be **routed for Verification**. User needs to click the **Route for Verification** button.

The screenshot shows the 'Lease Portfolio Console' with the 'Lease Details' tab selected. The 'General Lease Information' section contains fields for Lease Code, Landlord Code, Landlord Contact, Landlord Name, Date End, Lease Status, VAT Excluded?, Free Lease?, Description, Building Code, Date Start, Land Code, Lease Signed?, Tenant Code, Tenant Contact, Tenant Name, Occupation Date, Area - Reg. Rentable m², Lease Type, and Verification Comments. The 'Lease Status' field is highlighted with a red box, and a red arrow points to the 'Route for Verification' button. Below this are sections for 'Contacts', 'Recurring Costs', 'Clauses', and 'Options'.

Figure 14: Lease Details

12. A system message will appear in order to confirm routing for verification.

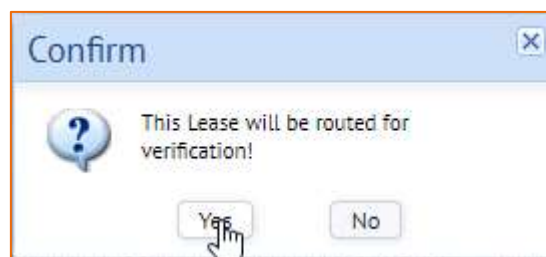


Figure 15: Confirmation

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

The screenshot shows the 'Lease Portfolio Console' with the 'Lease Details' tab selected. The 'Lease Status' field is highlighted with a red box and the text 'Sent for Verification'. The 'Lease Status' field is also highlighted with a red box. Below this are sections for 'Contacts', 'Recurring Costs', 'Clauses', and 'Options'.

Figure 16: General Lease Information – Lease Status

*This lease will now appear on the verifiers screen. He/she will therefore verify this lease (Only if all information is correct) and send for approval, where the approval will approve the changes.*

**\*Note:** Cost Adjustment functionality is only meant to be used as a form of correcting previously captured cost records. All positive adjustments will be flagged as suspended by the system and

**will be sent through to SAGE X3 during the payment run as suspended, this is only for back dated cost records. Current and future cost records that have a positive adjustment will not be suspended by the system. Unlike positive adjustments, negative adjustments (money owed to the department) will not be suspended but will create a Debit Note within SAGE X3 which will be used in getting that amount back from the landlord.**