



RE80: Create Property Object (Purchase Property) Transaction Guide

This transaction shows you how to use RE80 (Real Estate Navigator) to create an architectural object for a property that NZTA is going to acquire.

This is part of the PM5.3 Purchase Property process.

Use either the quick-step procedure or the detailed procedure. Access the transaction using either:

- transaction code **RE80**, or
- the menu path: Real Estate Management > Master Data > RE Navigator.

Quick-step procedure

Follow the steps below to complete this transaction.

Step	Action		
1.	On the Object Overview tab, select Architectural Object from the drop down list, then click the Create icon.		
2.	Complete the Arch. Object Type (e.g. 01PR) field in the Create Architectural Object dialog box and press Enter.		
	Result: The Architect. Object Property <new> Create: General Data screen displays.</new>		
3.	Do the following in the Address section:		
	 Complete the Description field (e.g. John Jones 21 Highbury Avenue). Click the Create New Address icon. (The Create Address for Object AO <new> dialog box displays.) Note: Press Tab to complete the following field. Do not press Enter until all fields are complete.</new> Enter the Country, Region, City, Suburb, Street, House Number (e.g. NZ, Wlg, Wellington, Highbury Ave, 21). Press Enter. The Create Address Architectural Object dialog box displays the detail you have just entered. Press Enter to return to the Architect. Object Property <new> Create: General Data screen.</new> 		
4.	Complete the following fields in the Property Reference Data section:		
	 Acq./Disposal Status (e.g. Acquisition in progress or Purchased). Full/partial Purchase (e.g. 100 Land all). Property Interest (e.g. 10 Freehold). Legacy Number (e.g. PADS 42111). CPC File Ref. (e.g. 191919A). Management Status (e.g. Not Purchased Yet or Leasable). 		
	Note : After completing the Address details, the system may default an error message requiring you to complete the Mgmt. Profit Centre field before completing the other fields.		
5.	Complete the User Status (e.g. ACQ – Acquisition) in the Status Display section. (To change this, click the Change User Status icon (the pencil), and search for/select INV – Investigation.)		

Continued on next page...





Step	Action		
6.	Complete the following fields in the Control section (if required):		
	 Location (e.g. 00124 Wellington). Mgmt. Profit Center (e.g. 7009 Wellington). Valid From (e.g. today's date or 01.01.1900). 		
7.	Complete the following fields in the Legal Description section:		
	 Current Title (tick box if current title). LINZ parcel ID (e.g. LINZ 9999ABC). Roll Number (e.g. 98989898). Title Reference (e.g. Computer Freehold Register Reference - CFR CB/222 or GAZ 2008 p115). Appellation (e.g. Lot 11 DP 10043). 		
8.	Complete the following fields on the Additional Data tab (the options on this tab will vary depending on the type of object selected):		
	 Maintenance Level (e.g. 00012 Maintain at current level). Building Condition (e.g. 03 Good). Main Usage Type (e.g. 35 Residential Unimproved). 		
9.	Do the following on the Partners tab:		
	 Click the Assign New Partner icon. Select an option from the drop-down list (e.g. Mandatory partners for Acquisition are: NZTA Acquisition Manager, Property Acq. Company, Property Acq. Consultant and Owner). In the Business Partner Search dialog box that displays, either: Use Find in Role to find an existing partner (e.g. NZTA Acquisition Manager Stephen Cottrell), or Select Create in Role and enter the new details for the person/organisation (e.g. Owner: John Jones). Refer to the <u>RE80 (Create Business Partner</u>) transaction guide for more detail. Complete the Start reltnship date field (e.g. 17.05.2013). The start field date must match the validity date of the object specified in step 6 otherwise it will not save the record. Repeat the steps above for each additional role to be added. 		
	Note : If you click Save without selecting the mandatory partners, the system will display an error message at the bottom of the screen prompting you to choose a partner (or partners) that corresponds to the User Status selected in step 5 (e.g. ACQ - Acquisition).		
10.	Complete the following mandatory fields in the Measurements tab:		
	 Note the Gross floor Area (PGFA) (e.g. 130 M2). Note the Required Land area (PLAR) (e.g. 0.0350 HA). Note the Total Ground Area (PTGA) (e.g. 0.0350 HA). 		
	Select and note any other relevant measurement types such as:		
	 V002 NZTA Land Value Full (e.g. 880,000 NZD). (Note that V001 NZTA Valuation Full automatically updates with the V002 NZTA Land Value Full amount.) V030 Rateable Valuation (e.g. 890,000). V031 Rateable Land Value (e.g. 900,000). 		

Continued on next page...



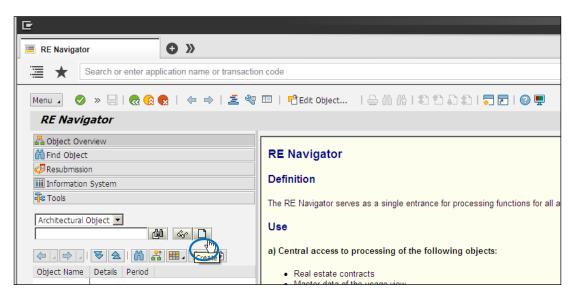


Step	Action	
11.	Do the following in the Alerts/Milestones tab, if required:	
	 Click the Create Reminder Rule icon. Select either 'One Time occurrence' or 'As of date'. Enter a Resubmission Reason and Date in the Create Reminder Rule dialog box (e.g. Agreement Construction Entry 03.07.2013). Press Enter. 	
12.	Click Save . The message <i>'Architectural object ID no 88***** has been created'</i> displays in the bottom left-hand side of the screen.	
	WBS Assignment: Once the record is saved the WBS numbers are auto-created and can be displayed/changed by going into the Assignments tab.	
	 WBS Prefix for ACQ - 87. WBS Prefix for MGMT - 88 (will be the same as the AO number). WBS Prefix for DISP - 89. 	

Detailed procedure

Follow the steps below to complete this transaction.

1. On the **Object Overview** tab, select **Architectural Object** from the drop down list, then click the **Create** icon (circled in blue below).



2. Complete the **Arch. Object Type** (e.g. 01PR) field in the **Create Architectural Object** dialog box and press Enter.

Dbject	×
01RR	
Object	
D	
	Dbject Object

Result: The **Architect**. **Object Property <NEW> Create**: **General Data** screen displays.





3. Do the following in the Address section:

Field	Description
Description	Enter a description of the property (e.g. Owner John Jones 21 Highbury Avenue).
Address	 Click the Create New Address icon. (The Create address for Object AO <new> dialog box displays.)</new> Press Tab to complete the following fields or use the mouse to enter the address details. Do not press Enter until all fields complete. Enter the Country, Region, Postal Code, City, Suburb, Street, House Number (e.g. NZ, Wlg, Wellington, Brooklyn, Highbury Ave, 21). Press Enter. (The Create Address Architectural Object dialog box displays the detail you have just entered.) Press Enter to return to the General Data tab of the Architect. Object Property <new> Create: General Data screen.</new>

4. Complete the following fields in the **Property Reference Data** section:

Field	Description
Acq./Disposal Status	Current status of the property (e.g. select 'Acquisition in progress' or 'Purchased').
Full/Partial Purch.	Indicates the purchase quantity or Financial Interest in a property (e.g. 100 Land all).
Property Interest	Description of the ownership type of a property (e.g. 10 Freehold).
Legacy number	The legacy system PADS and/or OPM references may be stored in this field separated by a " ," or supplier references (e.g. PADS42111).
CPC file Ref.	Crown Property Clearances (LINZ ID) (e.g.191919A).
Management Status	Description of the current status of the property for NZTA (e.g. Not purchased yet or Leaseable).

Note: After completing the Address details, the system may default an error message requiring you to complete the Mgmt. Profit Centre field before completing the other fields.

5. Complete the following fields in the **Status Display** section:

Field	Description
User Status	Describes the status of a property (e.g. ACQ – Acquisition). (To change this, click the Change User Status icon (the pencil), and search for/select INV – Investigation.)





6. Complete the following fields in the **Control** section (if required):

Field	Description
Location	Region that is managing the property (e.g. 00124 Wellington).
Mgmt. Profit Centre	The Management Profit Centre is the Profit Centre adopted in the automatic creation of the accounting object. It is essential that this field is correct from the initial creation of the Investigation Property record, and at the time the user status is updated to Management, the trigger point for creation (e.g. 7009 Wellington).
	Note : Subsequent updates of this field after creation does not update the Profit Centre on the Accounting object.
Valid From	The date from which the Property Object Record is created in SAP (e.g. the date entering the information today 17.05.2013 or 01.01.1900).
	Notes:
	 To enable accurate calculations of management fees, this field should be populated with the date range from: 01.01.1900 and To 31.12.9999 (or leave the To field blank which equates to 31.12.9999). The Partners tab must also contain the exact same start dates otherwise the record is unable to be saved.

7. Complete the following fields in the Legal Description section:

Field	Description
Current Title (tick box)	Select if the Appellation and Property Titles are current.
LINZ parcel ID	The LINZ reference title of the property (e.g. LINZ 9900 AB).
Roll Number	Name of the development plan (e.g. 98989898).
Title Reference	The Computer Freehold Register Reference (e.g. CFR CB/222 or GAZ 2008 p115).
Appellation	Legal name/description of the property (Lot 11 DP 10043).

		SAP NetWeaver Business Client
Architect. Object Property	• »	
	application name or transact	ion code
	application name of transact	
Menu 🖌 🥑	🖌 🖌 🖌 🗸	良 । 🗢 🔿 । 🕫 🖻 । 🚰 🔁 । 🕼 🕫 🥔 🖉 । 🖓 🖨 🤞 着 🗸 💷 । 🗓 । 🗁 🕅 👘 🖆 💭 🏚 । 류 🗖
Architect. Object P	roperty <new> Cre</new>	eate: General Data
🖧 Object Overview		AO Property (NEW) TH Brown 18 Penton Street Feil.
🛗 Find Object		General Data Additional Data Partners Measurements Assignments Alerts/Milestones Overviews
🥏 Resubmission		
iii Information System		Address
🖡 Tools		Description TM Brown 18 Penton Street Feilding
Architectural Object 💌		🔁 Address 🛛 <inew> / 18 Penton Street / Feilding 4702 🗋 🖉 🐼 📅</inew>
88000232	🛗 😽 🗋	
		Property Reference Data
<> ↓ ⇒ ↓ ▼ 金 ₩	🕌 🎟 🗶 🛧 🕗	Acq./Disposal Status Acquisition in Progress V
Object Name	Details	Ful/Partial Purch. 100 Land All
Y 📥 AO 88000232	TM Brown 18 Penton Street	Property Interest 10 Freehold
 Object Data Subordinate Object: 		Legacy Number 0F310.94; 230493
 Coverviews 	,	CPC File Ref. 12455521
		Management Status Leasable 🗸
		Disposal Potential
		Status Display
		System Status CRIE No Default
		User Status ACQ 🖉 🧟 Status
		Control
		Control
		Location 124 Wellington
		Mgmt. Profit Centre 7008 Manawatu-Whanganui
		Valid From 26.06.2013 To 01.01.9999
		Last Description
		C LINZ Parcel ID Rol Number Ttle Reference Appelation

8. Complete the following fields on the **Additional Data** tab (the options on this tab will vary depending on the type of object selected):

Field	Description
Maintenance Level	Indicates the approach taken to maintaining the property (e.g. 12 Maintain at Current Level).
Building Condition	Indicator for the general state of the building (e.g. 03 Good).
Main Usage Type	Describes the main usage for the property (e.g. 35 Residential Unimproved).

E	SAP NetWeaver Business Client
Architect. Object Property 🕒 📎	
Search or enter application name of	r transaction code
Menu 🖌 🔮 🔍 👻 🤘	@ @ @ ← ⇒ ≫ D 🖻 ඦ 4 월 ╠ ⋊ ⊘ @ ≙ 종 4 초 프 1 ⊖ M & 1 1 1
Architect. Object Property <ne< th=""><th>N> Create: Additional Data</th></ne<>	N> Create: Additional Data
🖧 Object Overview	AO Property AO Property TM Brown 18 Penton Street Feil
🛗 Find Object	General Data Additional Data Partners Measurements Assignments Alerts/Miestones Overviews
Resubmission	
iii Information System	Maintenance Planning
🖥 Tools	Initiative
Architectural Object	Construction Start Date
88000232 🕅 🛷 🗋	Maintenance Level 12 Maintain at Current Level
	Building condition 3 Good
🔷 🔎 🔎 🗶 🕲 🛗 👫 🎞 🗙 🛧 ·	
Object Name Details	Valuation Information
AO 88000232 TM Brown 18 Pen	ton Street Main usage type 35 Residential Unimproved
> 🖸 Object Data	Rural Use
 Subordinate Objects Overviews 	Heritage Status
	Floors
	Impr.Built Date

NZ TRANSPORT AGENCY

SADopoble





- 9. Do the following on the **Partners** tab:
 - Click the Assign New Partner icon.
 - Select an option from the drop-down list (e.g. Mandatory partners for Acquisition are: NZTA Acquisition Manager, Property Acq. Company, Property Acq. Consultant and Owner).
 - In the **Business Partner Search** dialog box that displays, either:
 - Use **Find in Role** to find an existing partner (e.g. NZTA Acquisition Manager Stephen Cottrell), or
 - Select Create in Role and enter the new details for the person/organisation (e.g. Owner: John Jones). Refer to the <u>RE80 (Create Business Partner)</u> transaction guide for more detail.
 - Complete the Start reltnship date field (e.g. 17.05.2013). The start field date must match the validity date of the object specified in step 6 otherwise it will not save the record.
 - Repeat the steps above for each additional role to be added.

Note: If you click **Save** without selecting the mandatory partners, the system will display an error message at the bottom of the screen prompting you to choose a partner (or partners) that corresponds to the **User Status** selected in step 5 (e.g. ACQ - Acquisition).

Architect. Object Property <new> Create: Partners</new>									
·	SAP NetWeaver Business Client								
Architect. Object Property									
Search or enter application name or transa	action code								
Menu 🖌 📀 🔍 👻 🦷 🔛	8 🕏 ⇔ ⇒ ୬ 🗅 🖻 11 🗗 12 15 🕫 🖉 10 🚔 4 11 12 11 12 11 12 1								
Architect. Object Property <new> C</new>									
Remeet Object Property (NEW > C									
Find Object Overview									
Resubmission	General Data Additional Data Partners Measurements Assignments Alerts/Milestones Overviews								
III Information System	▶ 26.06.2013-01.01.9999 ▲ ▼ 第6日期								
Tools									
	Det Name of BP Role Partner Name/address Start reitnship End of relat.								
Architectural Object	NZTA Acquisition Manager 101007731 Amanda Hampton // Hamilton 26.06.2013 01.01.9999								
88000232	Property Acg. Company 101008111 The Property Group / / napler 26.06.2013 01.01.9999								
<	Property Acq. Consultant 101007813 Heather Bryant / / Wellington 26.06.2013 01.01.9999								
Object Name Details	Owner 101009591 Tony M Brown / 18 Penton Street / Felding 4702 26.06.2013 01.01.9999								
AO 88000232 TM Brown 18 Penton Stre	et l								
> 🗋 Object Data									
Subordinate Objects									
> 🗋 Overviews	🎦 Amanda Hampton / / Hamilton								
	Details								
	BP Role REFX02 NZTA Acquisition Manag_								
	BusinessPartner 101007731 Amanda Hampton / / Hamilton								
	Start reltnship 26.06.2013 End of relat. 01.01.9999								
	Address Type								

10. Select the Measurements tab, then do the following:

- Click the Add measurements icon (circled in blue below).
- Select measurement from the **Permitted Measurement types** dialog box.
- Click Continue.

Enter the value in the amount column on the **Measurements** tab:

- Note the Gross Floor Area (PGFA) Gross Floor Area (sqm) (e.g. 130 m²).
- Note the Required Land area (PLAR) (e.g. 0.0350 HA) mandatory field.
- Note the Total Ground Area (PTGA) (e.g. 0.0350 HA) mandatory field.

Select and note any other relevant measurement types:

- V002 NZTA Land Value Full (e.g. 880,000 NZD). Note that V001 NZTA Valuation Full automatically updates with the V002 NZTA Land Value Full amount.
- V030 Rateable Valuation (e.g. 890,000).
- V031 Rateable Land Value (e.g. 900,000).

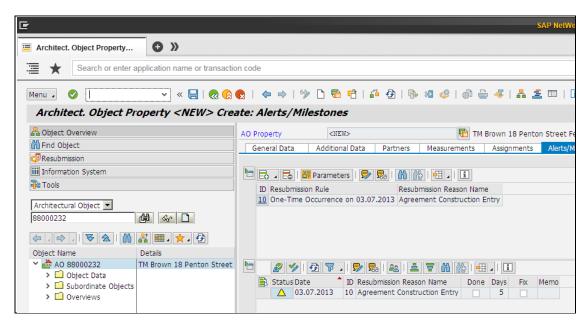




Note: You can delete a measurement type by selecting the line, then pressing the **Remove measurements** icon (circled in green below).

E	SAP NetWeaver Business Client												
Architect. Object Property													
Earch or enter application name or transaction code													
Menu 🖌 🥥 🔍 👻 🤘 🥵	👷 🖕 🔿	💖 🗅 🔁 🖻 🖨 🦻	🔂 🕅	🕹 🚳		🤻 🗛	<u>i</u> 🗆	🖪	ê (i	前日	ð 19 .		
Architect. Object Property <new> Create: Measurements</new>													
Real Object Overview	AO Property												
Find Object	General Data Additional Data Partners Measurements Assignments Alerts/Milestones Ov								Overv	iews			
C Resubmission													
III Information System													
न्दिः Tools													
Architectural Object	Validity of Measurement Object: 26.06.2013-01.01.9999												
88000232	🖹 Meas	Tp Med. Name of Meas. Type	Amount	Sub. Objects	Unit	Hierarchy	MeasFrom	MeasTo	Total	Outside	Manual		
	PGF/		75	-	M2]×[
⟨= ↓ => ↓ ♥ ▲ ₼ 器 Ⅲ↓ ★↓ ⊉	PLAF		2.0000	0.0000]×[
Object Name Details	PTG	A Total Ground Area (Hectares)	2.0000	0.0000	HA]×[_		
Y 🚵 AO 88000232 TM Brown 18 Penton Street													
> 🗋 Object Data											<u> </u>		
Subordinate Objects Overviews													
Verviews													

- 11. Do the following in the **Alerts/Milestones** tab, if required:
 - Click the Create Reminder Rule icon.
 - Select either 'One Time occurrence' or 'As of date...'.
 - Enter a Resubmission Reason and Date in the **Create Reminder Rule** dialog box (e.g. Agreement construction Entry 03.07.2013).
 - Press Enter.



12. Click **Save**. The message 'Architectural object ID no 88***** has been created' displays in the bottom left-hand side of the screen.

Note: Once the record is saved the WBS numbers are auto-created and can be displayed and/or changed by going into the **Assignments** tab:

- WBS Prefix for ACQ 87.
- WBS Prefix for MGMT 88 (will be the same as the AO number).
- WBS Prefix for DISP 89.