

RE80: Maintain Purchase Property Transaction Guide

This guide shows you how to use transaction RE80 (Real Estate Navigator) to maintain details for an existing architectural property object/record that NZTA has been instructed to acquire.

This is part of the 5.3 Purchase Property process.

Use either the short description quick-step procedure set out below or refer to the more detailed description with screen shots which follows.

Access the transaction using either:

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

Quick-step procedure

Follow the steps below to complete this transaction.

Step	Action
1.	On the Find Object tab, select Architectural Object from the drop down list and click the Find icon. Result: The Restrict Value Range dialog box displays.
2.	Select a suitable search (e.g. Architectural Object by Address).
3.	Enter search criteria (e.g. part of the address) and press Enter.
4.	Select an architectural object (property) from the displayed list by double-clicking on the item in the list that displays. Result: The Architect. Object Property <88*****> Display: General Data screen displays. Note: If a search list does not display, review your selection criteria, make any changes and press Enter to search again.
5.	Click the Changes Between Display <-> Change icon. Result: The Architect. Object Property <88*****> Change: General Data screen displays.
6.	The following fields are available to change on the General Data tab: <ul style="list-style-type: none"> • Property Status (e.g. Acquired). • User Status (e.g. ACQ - Acquisition).
7.	The following fields are available for editing on the Additional Data tab: <ul style="list-style-type: none"> • Maintenance Level (e.g. 12 Maintain at Current Level). • Management Status (e.g. Leaseable).

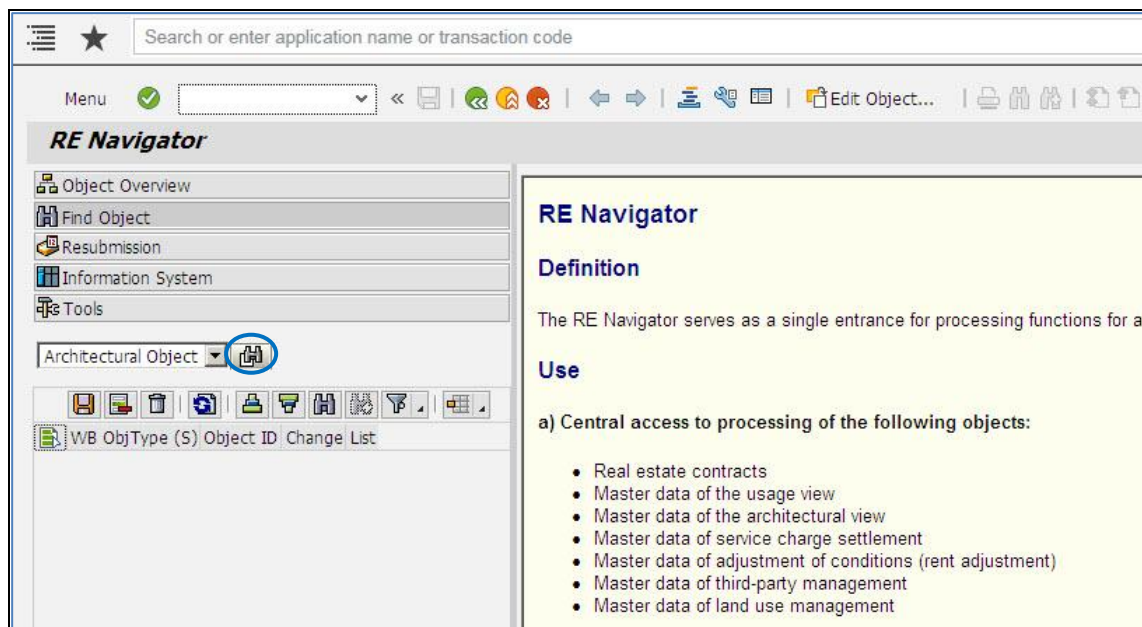
Continued on next page...

Step	Action
8.	<p>Additional measurements can be added on the Architect. Object Property <88*****> Change: Measurements tab:</p> <ul style="list-style-type: none"> • Click on the Add New Measurements icon. • Select a measurement type from the Permitted Measurement Types dialog box and enter the measurement details (e.g. NZTA Land Value Full). (Note that selecting the NZTA Land Value Full field automatically adds the NZTA Valuation full field.) • Enter the measurement details in the Amount field (e.g. NZTA Land Value Full 530,000). (Note that completing the NZTA Land Value Full field amount automatically updates the NZTA Valuation Full field.) <p>Note: If at any time, you wish to remove a measurement, select the line and click on the Remove Measurements icon.</p>
9.	<p>Additional resubmission rules can be added on the Alerts/Milestones tab:</p> <ul style="list-style-type: none"> • 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. One Time Occurrence on 31.05.2013 - Notice of Desire Served). • Press Enter.
10.	<p>Click Save. The message '<i>Architect. Object no 88***** was changed</i>' displays in the bottom left-hand side of the screen.</p>

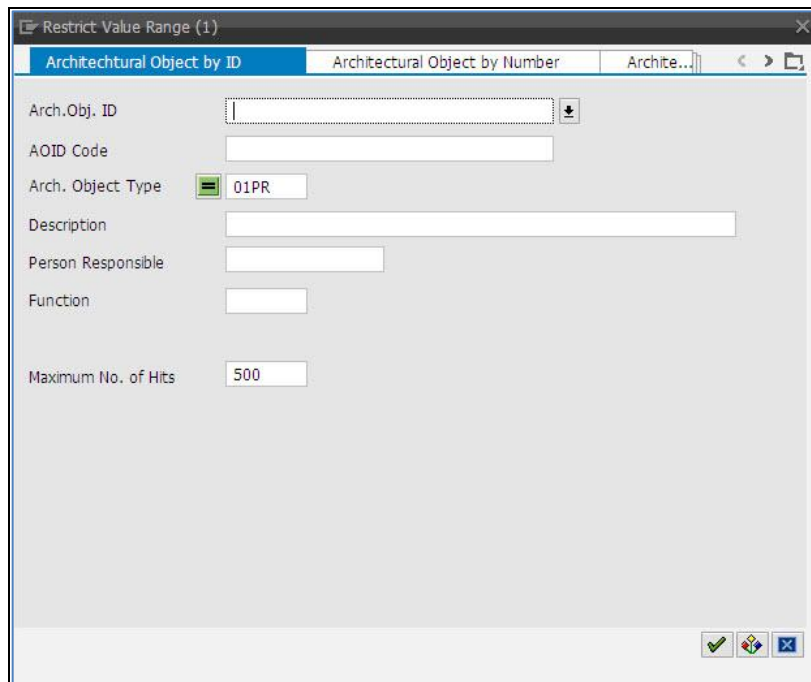
Detailed procedure

Follow the steps below to complete this transaction.

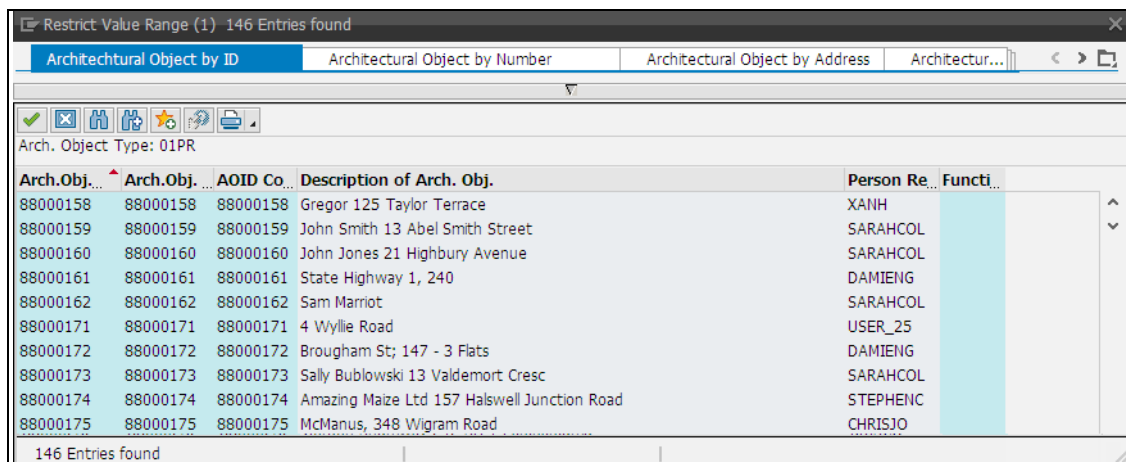
1. On the **Find Object** tab, select **Architectural Object** from the drop down list and click the **Find** icon (circled in blue below).



Result: The **Restrict Value Range** dialog box displays.



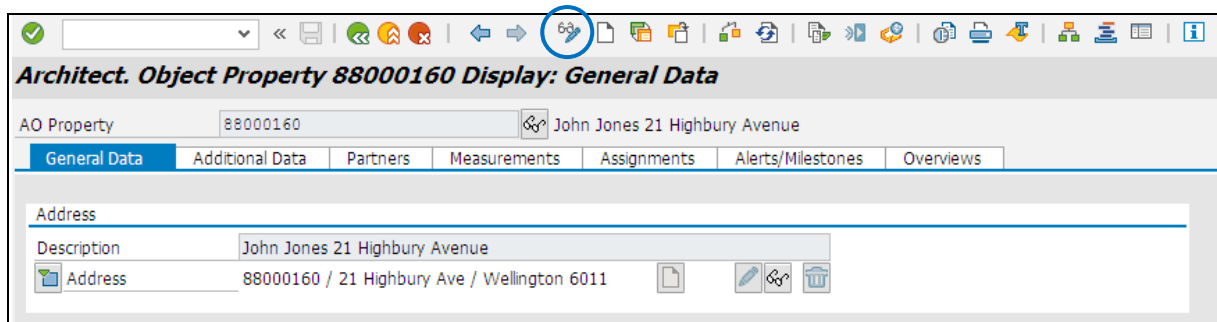
2. Select a suitable search (e.g. Architectural Object by Address).
3. Enter search criteria (e.g. part of the address) and press Enter.
4. Select an architectural object (property) from the displayed list by double-clicking on the item in the list that displays.



Arch.Obj. ...	Arch.Obj. ...	AOID Co. ...	Description of Arch. Obj.	Person Re. ...	Functi. ...
88000158	88000158	88000158	Gregor 125 Taylor Terrace	XANH	
88000159	88000159	88000159	John Smith 13 Abel Smith Street	SARAHCOL	
88000160	88000160	88000160	John Jones 21 Highbury Avenue	SARAHCOL	
88000161	88000161	88000161	State Highway 1, 240	DAMIENG	
88000162	88000162	88000162	Sam Marriot	SARAHCOL	
88000171	88000171	88000171	4 Wylie Road	USER_25	
88000172	88000172	88000172	Brougham St; 147 - 3 Flats	DAMIENG	
88000173	88000173	88000173	Sally Bublowski 13 Valdemort Cresc	SARAHCOL	
88000174	88000174	88000174	Amazing Maize Ltd 157 Halswell Junction Road	STEPHENC	
88000175	88000175	88000175	McManus, 348 Wigram Road	CHRISJO	

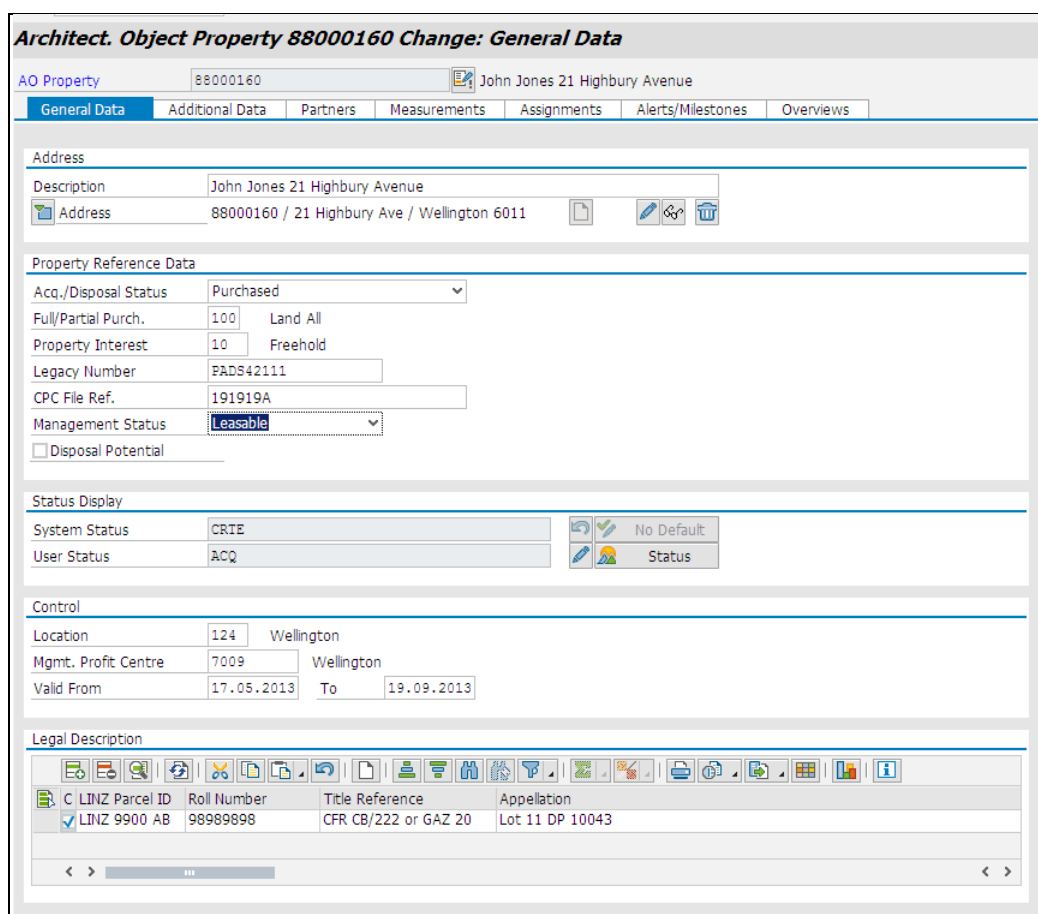
Result: The Architect. Object Property <88*****> Display: General Data screen displays.

Note: If a search list does not display, review your selection criteria, make any changes and press Enter to search again.



5. Click the **Changes Between Display <-> Change** icon (circled above).

Result: The Architect. Object Property <88*****> **Change: General Data** screen displays.



6. The following fields are available to change on the **General Data** tab:

Field	Description
Acq./Disposal Status	Current status of the property (e.g. Acquired or Acquisition in Progress).
Management Status	Description of the current status of the property for NZTA for Management (e.g. Leasable or Not purchased yet).
User Status	Defines the status of the Property Object (e.g. ACQ - Acquisition).

7. The following fields are available for editing on the **Additional Data** tab:

Field	Description
Maintenance Level	Indicates the required maintenance level of the property object (e.g. 12 Maintain at Current Level).
Building Condition	The overall condition of the building (e.g. 3 Good).
Main Usage Type	Describes the main usage for the property (e.g. 30 Residential Improved). Note: An accurate assessment is essential for this field as management company fees are determined from it.

Architect. Object Property 88000160 Change: Additional Data

AO Property: 88000160 | John Jones 21 Highbury Avenue

General Data | **Additional Data** | Partners | Measurements | Assignments | Alerts/Milestones | Overviews

Maintenance Planning

Initiative:

Construction Start Date:

Maintenance Level: Maintain at Current Level

Building condition: Good

Valuation Information

Main usage type: Residential Unimproved

Rural Use:

Heritage Status:

Floors:

Impr.Built Date:

Dates

Vac for Constr:

Declared Surplus:

Date Sold:

8. Additional measurements can be added on the **Measurements** tab:

- Click on the **Add New Measurements** icon.
- Select a measurement type from the **Permitted Measurement Types** dialog box and enter the measurement details (e.g. NZTA Land Value Full). (Note that selecting the NZTA Land Value Full field automatically adds the NZTA Valuation full field.)
- Enter the measurement details in the Amount field (e.g. NZTA Land Value Full 530,000). (Note that completing the NZTA Land Value Full field amount automatically updates the NZTA Valuation Full field.)

Note: If at any time, you wish to remove a measurement, select the line and click on the **Remove Measurements** icon.

Architect. Object Property 88000160 Change: Measurements

AO Property 88000160 John Jones 21 Highbury Avenue

General Data | Additional Data | Partners | **Measurements** | Assignments | Alerts/Milestones | Overviews

[Unlimited] | 01.07.2013

Validity of Measurement Object: 17.05.2013-19.09.2013

MeasTp	Med. Name of Meas. Type	Amount	Sub. Objects	Unit	Hierarchy	MeasFrom	MeasTo	Total	Outside	Manually
PGFA	Gross Floor Area (sqm)	130	0	M2					<input type="checkbox"/>	
PLAR	Required Land Area	0.0350	0.0000	HA					<input type="checkbox"/>	
PTGA	Total Ground Area (Hectares)	0.0350	0.0000	HA					<input type="checkbox"/>	
V001	NZTA Valuation Full	880,000	0	NZD					<input type="checkbox"/>	<input type="checkbox"/>
V002	NZTA Land Value Full	880,000	0	NZD					<input type="checkbox"/>	
V030	Rateable Valuation	890,000	890,000	NZD					<input type="checkbox"/>	<input checked="" type="checkbox"/>
V031	Rateable Land Value	900,000	0	NZD					<input type="checkbox"/>	

9. Additional resubmission rules can be added on the **Alerts/Milestones** tab:

- 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. One Time Occurrence on 31.05.2013 - Notice of Desire Served).
- Press Enter.

AO Property 88000160 Change: Alerts/Milestones

AO Property 88000160 John Jones 21 Highbury Avenue

General Data | Additional Data | Partners | Measurements | Assignments | **Alerts/Milestones** | Overviews

Parameters

ID	Resubmission Rule	Resubmission Reason Name	Memo
10	One-Time Occurrence on 27.05.2013	Agreement Construction Entry	<input type="checkbox"/>

Status	Date	ID	Resubmission Reason Name	Done	Days	Fix	Memo
<input checked="" type="checkbox"/>	27.05.2013	10	Agreement Construction Entry	<input checked="" type="checkbox"/>	35-	<input type="checkbox"/>	

10. Click **Save**. The message 'Architect. Object no 88***** was changed' displays in the bottom left-hand side of the screen.