



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:							
	 Property Status (e.g. Acquired). User Status (e.g. ACQ - Acquisition). 							
7.	The following fields are available for editing on the Additional Data tab:							
	 Maintenance Level (e.g. 12 Maintain at Current Level). Management Status (e.g. Leaseable). 							

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Step	Action
8.	Additional measurements can be added on the Architect. Object Property <88*****> Change: 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.
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.
10.	Click Save . The message ' <i>Architect. Object no 88****** was changed</i> ' displays in the bottom left-hand side of the screen.

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.





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- 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.

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88000160	88000160	88000160	John Jones 21 Highbury Avenue	SARAHCOL	
88000161	88000161	88000161	State Highway 1, 240	DAMIENG	
88000162	88000162	88000162	Sam Marriot	SARAHCOL	
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146 Entries	found				

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.

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General Data	Additional Data	Partners	Measurements	Assignments	Alerts/Milestones	Overviews]

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

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

Property	88000160		🛃 J(ohn Jones 21 Highbu	iry Avenue		
General Data	Additional Data	Partners	Measurements	Assignments	Alerts/Milestones	Overviews	
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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.			

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General Data	Additional Data	Partners Measurements	Assignments	Alerts/Milestones	Overviews			
Maintenance Plan	ning							
Initiative		D						
Construction Star	t Date							
Maintenance Leve	el 12 I	Maintain at Current Level						
Building condition	3 G	bod						
Valuation Informat	tion							
Main usage type	35	Residential Unimproved						
Rural Use								
Heritage Status								
Floors								
Impr.Built Date								
Dates								
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Declared Surplus								

- 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.

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		PLAR	Required Land Area	0.0350	0.0000	HA]×[
		PTGA	Total Ground Area (Hectares)	0.0350	0.0000	HA]×[
		V001	NZTA Valuation Full	880,000	0	NZD				2]×[
		V002	NZTA Land Value Full	880,000	0	NZD]×[
		V030	Rateable Valuation	890,000	890,000	NZD				22]×[✓
		V031	Rateable Land Value	900,000	0	NZD]×[

- 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.

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