

RE80: Maintain and Create Property for Disposal/ Severances Transaction Guide

This guide shows you how to use RE80 (Real Estate Navigator) to maintain details for a property being split into two where road will cut through the middle of the property as part of the PM5.4 Legalisation and Property Completion process.

The existing architectural property object/record will require the following actions to take place:

- A new property record will be set up with one of the two parts updated as 'declared surplus', measurements updated and a new title assigned for the first severance.
- A new property record will be set up for the second of the two parts, measurements updated, assigned with the same statuses (e.g. 'declared surplus') and a new title assigned for the second severance.
- The remaining part (e.g. the original property architectural object) will be absorbed into Road Reserve with the measurements and statuses updated accordingly (e.g. formed as road etc.).

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**.

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 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 Change Between Display <-> Change icon/button. Result: The Architect. Object Property <88*****> Change: General Data screen displays.

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Step	Action																
6.	<p>In the Legal Description section, do the following</p> <ul style="list-style-type: none"> • edit the details for the current record (first row) • select it as current title, and • click on the Insert Row icon to add in the new details for the two severances as in the example below: <table border="1" data-bbox="343 472 1353 667"> <thead> <tr> <th>Linz Parcel ID</th> <th>Roll Number</th> <th>Title Reference</th> <th>Appellation</th> </tr> </thead> <tbody> <tr> <td>Linz Ref 121</td> <td>1214</td> <td>CFRCB1105A</td> <td>Lot 22 NEW ROAD</td> </tr> <tr> <td>Linz Ref 121</td> <td>1213</td> <td>CFRCB1105B</td> <td>Lot 22 Severance 1</td> </tr> <tr> <td>Linz Ref 121</td> <td>1213</td> <td>CFRCB1105A</td> <td>Lot 22 Severance 2</td> </tr> </tbody> </table>	Linz Parcel ID	Roll Number	Title Reference	Appellation	Linz Ref 121	1214	CFRCB1105A	Lot 22 NEW ROAD	Linz Ref 121	1213	CFRCB1105B	Lot 22 Severance 1	Linz Ref 121	1213	CFRCB1105A	Lot 22 Severance 2
Linz Parcel ID	Roll Number	Title Reference	Appellation														
Linz Ref 121	1214	CFRCB1105A	Lot 22 NEW ROAD														
Linz Ref 121	1213	CFRCB1105B	Lot 22 Severance 1														
Linz Ref 121	1213	CFRCB1105A	Lot 22 Severance 2														
7.	Click Save . The message ' <i>Architect. Object no 88***** was changed</i> ' displays in the bottom left-hand side of the screen.																
8.	Click on the Create Arch. Object from Template icon/button to copy details of this property to a new one for the first severance property.																
9.	<p>Click the Deselect icon to remove all selected options then check the following boxes:</p> <ul style="list-style-type: none"> • Address. • Measurements. • Fixtures and Furniture Characteristics. • Partners. • Order Assignment. • Functional Location Association. • Asset Association. • Resubmission rules. 																
10.	Click Create in the Select Source for Architect. Object dialog box.																
11.	<p>The following fields are available to change on the General Data screen:</p> <ul style="list-style-type: none"> • Description (e.g. Ex Jane Smith 14 Taylor Way Severance 1). • Acq./Disposal Status (e.g. Declared Surplus). • User Status (e.g. DISP - disposal). • Management Status (e.g. unleaseable). • Current Title (tick box) in the Legal Description section to select the line for Severance 1. 																

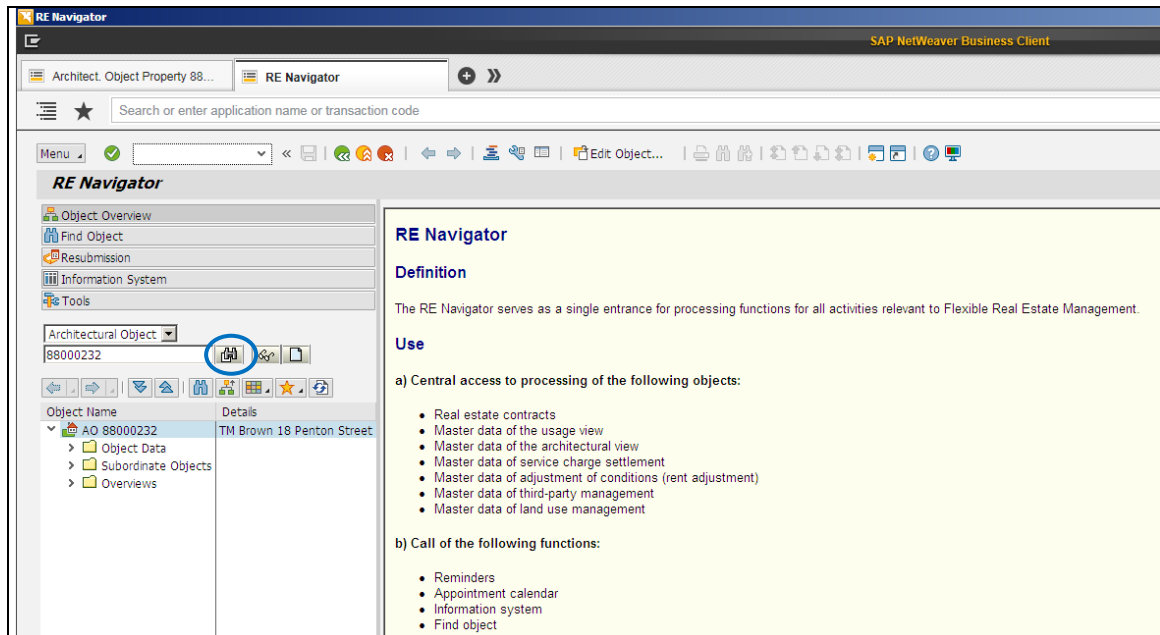
Continued on next page...

Step	Action
12.	<p>Do the following on the Partners tab:</p> <ul style="list-style-type: none"> • Click the Assign New Partner icon. • Select an option from the drop-down list (e.g. Mandatory partners: NZTA Disposal Manager, Property Disposal Company, and NZTA Disposal Manager). • In the Business Partner Search dialog box that displays, either: <ul style="list-style-type: none"> ○ use search terms to find an existing partner, or ○ select Create in Role and enter the new details for the person/organisation (for more detail, refer to the RE80 (Create Business Partner) transaction guide). • Complete the Start relationship (e.g. 17.05.2013). • Repeat the steps above for each additional role to be added. <p>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 earlier (e.g. DISP - Disposal).</p>
13.	Go to the Measurements tab and add the PFDA (Area for disposal) (e.g. 0.0100 HA).
14.	Click Save . The message <i>'Architect. Object no 88***** was changed'</i> displays in the bottom left-hand side of the screen.
15.	Go back to the General Data tab to create a new property record for the other remaining part of the property
16.	Click on the Create Arch. Object from Template icon/button to copy details of the current property to a new one for the second Severance property.
17.	Click Create in the Select Source for Architect. Object dialog box. Result: The General Data tab displays with the previous data already populated.
18.	Update the Description field and Legal Description section as follows: <ul style="list-style-type: none"> • Description (e.g. Jane Smith 14 Taylor Way Severance 2). • Deselect Severance 1 as current title. • Select Curr Title for Severance 2.
19.	Click Save . The message <i>'Architect. Object no 88***** was changed'</i> displays in the bottom left-hand side of the screen.
20.	Open up the original property object and change the details to reflect it now being formed as road: <ul style="list-style-type: none"> • Acq./Disposal Status (e.g. Formed as road). • Measurements (e.g. 200m² to Legalised as road).
21.	Click Save . The message <i>'Architect. Object no 88***** was changed'</i> displays in the bottom left-hand side of the screen.

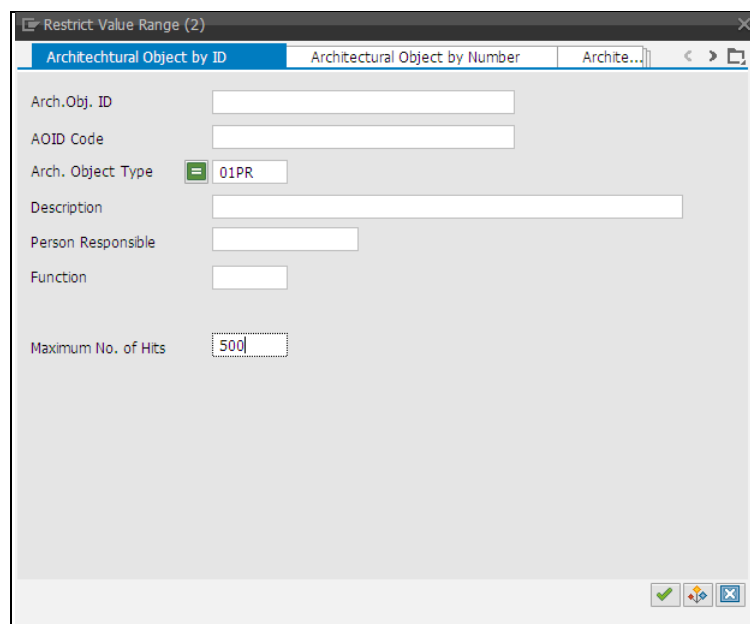
Detailed procedure

Follow the steps below to complete this transaction.

1. On the **Object Overview** tab, select **Architectural Object** from the drop down list and click the **Find** icon (circled 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...	AOID Co.	ArchObjT...	Description of Arch. Obj.	Person Re., Functi..
88000205	88000205	01PR	Barry Morten 176 Dunbars Road	KRISCO
88000206	88000206	01PR	Ex Barry Morten 176 Dunbars Road - Severance 1	KRISCO
88000224	88000224	01PR	Ex - Barry Morten 176 Dunbars Road - Severance 2	SHAUND

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.

Architect. Object Property 88000205 Display: General Data

AO Property: 88000205 Barry Morten 176 Dunbars Road

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

Address
Description: Barry Morten 176 Dunbars Road
Address: 88000205 / 176 Dunbars Road / Christchurch 8...

Property Reference Data

Acc./Disposal Status	33	
Full/Partial Purch.	100	Land All
Property Interest	10	Freehold
Legacy Number		
CPC File Ref.		
Management Status	1	
<input checked="" type="checkbox"/> Disposal Potential		

Status Display

System Status	CRTE	No Default
User Status	ACQ	Status

Control

Location	141	Canterbury
Mgmt. Profit Centre	7011	Canterbury
Valid From	29.05.2013	To

Legal Description

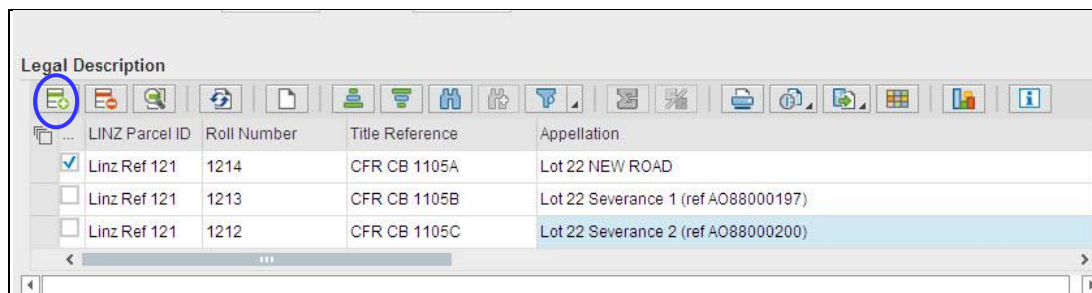
C LINZ Parcel ID	Roll Number	Title Reference	Appellation
3447844	23442 00700	CB417/255	Lot 6 DP 6920

- Click the **Change Between Display <-> Change** icon/button.

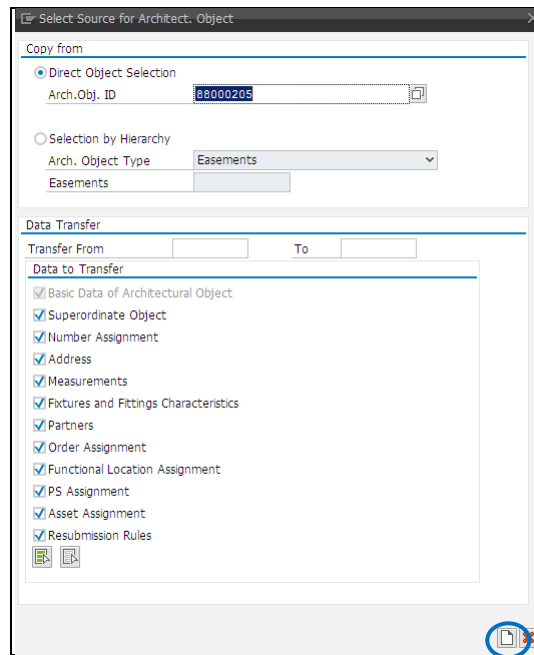
Result: The **Architect. Object Property <88*****> Change: General Data** screen displays.

- Add in the new details for the severances in the Legal Description area by clicking the **Insert Row** icon (circled below) as displayed below and editing the following fields:

Field	Description
LINZ parcel ID	The LINZ reference title of the property (e.g. LINZ ref 121).
Roll Number	The valuation number of the property (e.g. 1212)
Title reference	The Computer Freehold Register Reference (e.g. CFR CB1105B).
Appellation	Legal name/description of the property (e.g. Lot 22 Severance 1).



- Click **Save**. The message '*Architect. Object no 88***** was changed*' displays in the bottom left-hand side of the screen.
- Click on the **Create Arch Object from template** button to copy details of this property to a new one for the first Severance property.
- Click the **Deselect** icon to remove all selected options then check the following boxes:
 - Address.
 - Measurements.
 - Fixtures and Furniture Characteristics.
 - Partners.
 - Order Assignment.
 - Functional Location Association.
 - Asset Association.
 - Resubmission rules.
- Click **Create** in the **Select Source for Architect. Object** dialog box (circled below).



Result: The **General Data** tab displays with the previous data already populated.

11. Update the following fields on the **General Data** tab:

Field	Description
Description	The owner and address of the property (e.g. Ex Jane Smith 14 Taylor Way Severance 1).
Acq./Disposal Status	Describes the general type of building usage options according to the land use map (e.g. Declared Surplus).
Management Status	The management status of the property (e.g. Unleaseable).
User Status	Defines the status of the Property Object (e.g. DISP - Disposal).
Current Title (tick box)	Select the row for the current Appellation and Property Title such as the top row for the new severance (e.g. Severance 1) in the Legal Description section.

AO Property 88000206 Ex Barry Morten 176 Dunbars Ro...

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

Address

Description **Ex Barry Morten 176 Dunbars Road - Severance 1**

Address 88000206 / 176 Dunbars Road / Christchurch 8...

Property Reference Data

Acq./Disposal Status Disposal Agent Instructed

Full/Partial Purch. 100 Land All

Property Interest 10 Freehold

Legacy Number

CPC File Ref.

Management Status 1

Disposal Potential

Status Display

System Status CRTE No Default

User Status ACQ Status

Control

Location 141 Canterbury

Mgmt. Profit Centre 7011 Canterbury

Valid From 29.05.2013 To

Legal Description

C LINZ Parcel ID	Roll Number	Title Reference	Appellation
<input checked="" type="checkbox"/> 3447844	23442 00700	CB417/255	Section 5 SO 456360

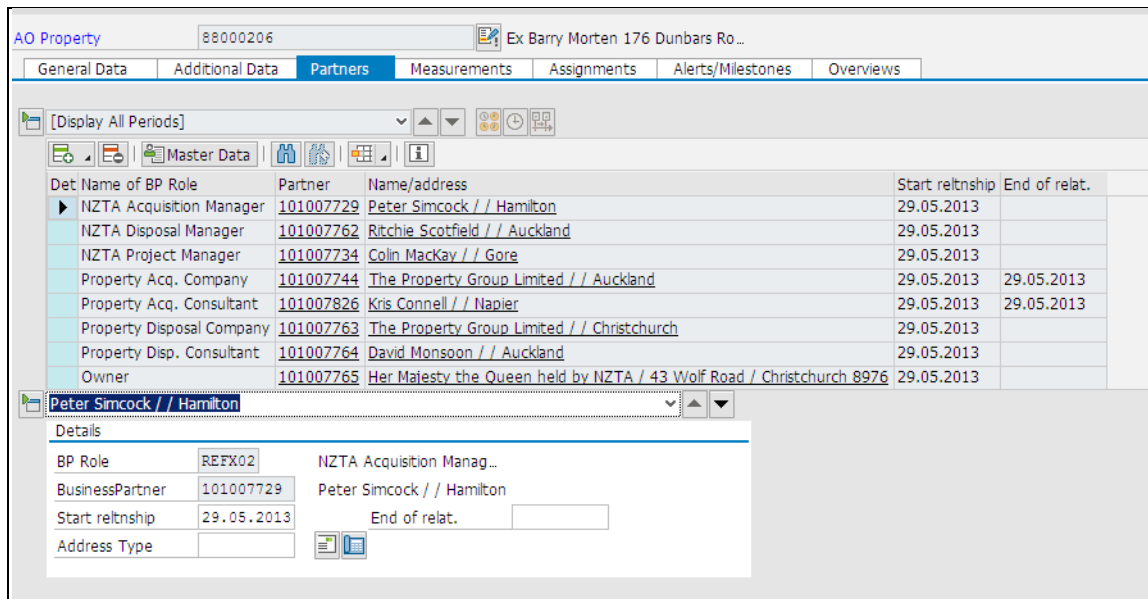
Legal Description

...	LINZ Parcel ID	Roll Number	Title Reference	Appellation
<input checked="" type="checkbox"/>	Linz Ref 121	1212	CFR CB 1105 B	Lot 22 Severance 1
<input type="checkbox"/>	Linz Ref 121	1213	CFR CB 1105 C	Lot 22 Severance 2 (ref AO 88000200)
<input type="checkbox"/>	Linz Ref 121	1214	CFR CB 1105 A	Lot 22 NOW ROAD (ref AO 88000196)

12. 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: NZTA Disposal Manager, Property Disposal Company, and NZTA Disposal Manager).
- In the **Business Partner Search** dialog box that displays, either:
 - use search terms to find an existing partner, or
 - select **Create in Role** and enter the new details for the person/organisation (for more detail, refer to the [RE80 \(Create Business Partner\)](#) transaction guide).
- Complete the Start reltnship (e.g. 21.05.2013).
- 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 earlier (e.g. DISP - Disposal).



AO Property 88000206 Ex Barry Morten 176 Dunbars Ro...

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

[Display All Periods]

Det Name of BP Role	Partner	Name/address	Start reltnship	End of relat.
NZTA Acquisition Manager	101007729	Peter Simcock // Hamilton	29.05.2013	
NZTA Disposal Manager	101007762	Ritchie Scotfield // Auckland	29.05.2013	
NZTA Project Manager	101007734	Colin MacKay // Gore	29.05.2013	
Property Acq. Company	101007744	The Property Group Limited // Auckland	29.05.2013	29.05.2013
Property Acq. Consultant	101007826	Kris Connell // Napier	29.05.2013	29.05.2013
Property Disposal Company	101007763	The Property Group Limited // Christchurch	29.05.2013	
Property Disp. Consultant	101007764	David Monsoon // Auckland	29.05.2013	
Owner	101007765	Her Majesty the Queen held by NZTA / 43 Wolf Road / Christchurch 8976	29.05.2013	

Peter Simcock // Hamilton

Details

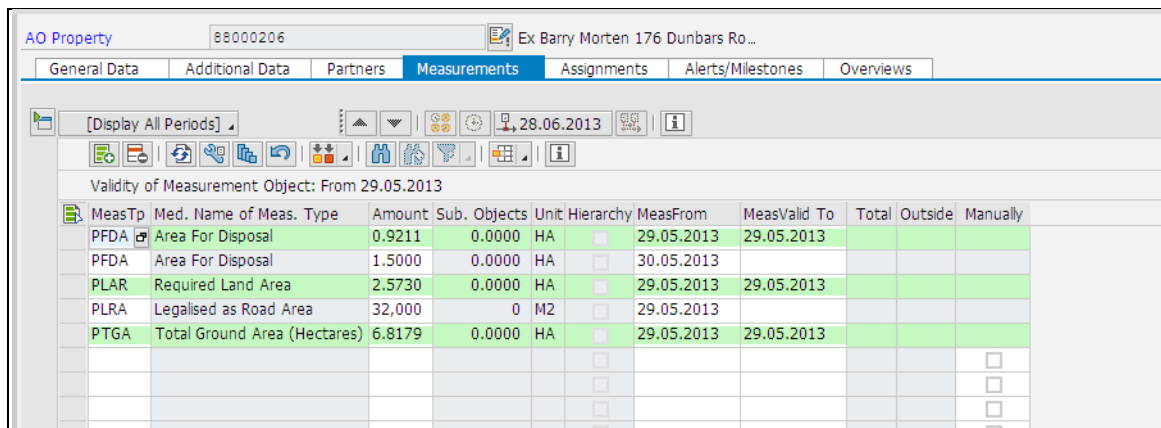
BP Role REFX02 NZTA Acquisition Manag...

BusinessPartner 101007729 Peter Simcock // Hamilton

Start reltnship 29.05.2013 End of relat. []

Address Type []

13. Go to the **Measurements** tab and add PFDA (Area for disposal) (e.g. 0.0100 HA).



AO Property 88000206 Ex Barry Morten 176 Dunbars Ro...

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

[Display All Periods] 28.06.2013

Validity of Measurement Object: From 29.05.2013

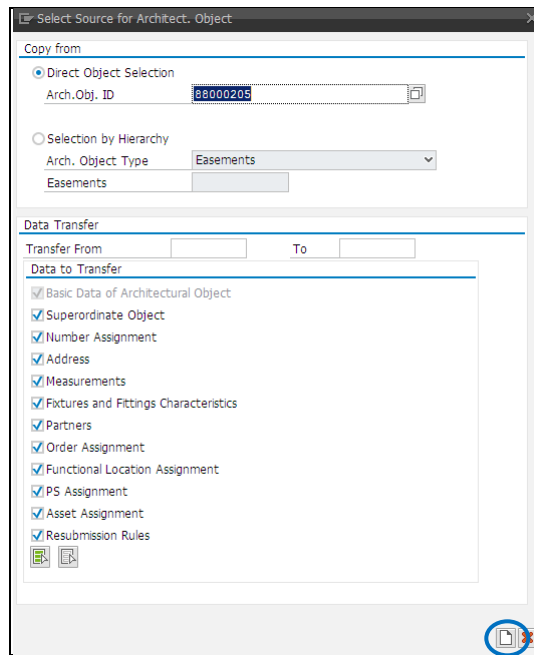
MeasTp	Med. Name of Meas. Type	Amount	Sub. Objects	Unit	Hierarchy	MeasFrom	MeasValid To	Total	Outside	Manually
PFDA	Area For Disposal	0.9211	0.0000	HA		29.05.2013	29.05.2013			
PFDA	Area For Disposal	1.5000	0.0000	HA		30.05.2013				
PLAR	Required Land Area	2.5730	0.0000	HA		29.05.2013	29.05.2013			
PLRA	Legalised as Road Area	32,000	0	M2		29.05.2013				
PTGA	Total Ground Area (Hectares)	6.8179	0.0000	HA		29.05.2013	29.05.2013			

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

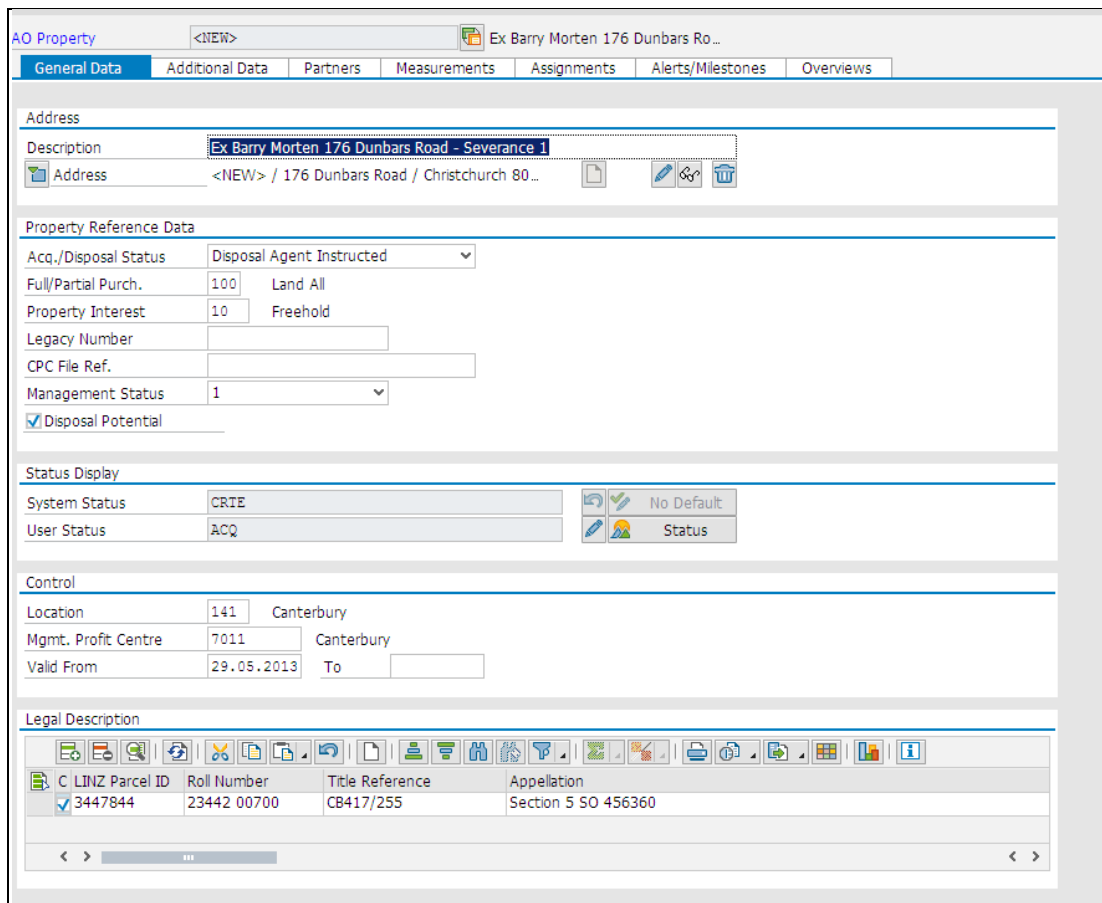
15. Go back to the **General Data** tab to create a new property record for the second severance.

16. Click the **Create Arch. Object from Template** icon/button.

17. Click **Create** in the **Select Source for Architect. Object** dialog box (circled below).



Result: The General Data tab displays with the previous data already populated.



18. Update the Description field and **Legal Description** section as follows:

- Description (e.g. Jane Smith 14 Taylor Way Severance 2).
- Deselect Severance 1 as current title.
- Select Curr Title for Severance 2.

AO Property <NEW> Ex Barry Morten 176 Dunbars Ro...

General Data Additional Data Partners Measurements Assignments Alerts/Milestones Overviews

Address

Description Ex Barry Morten 176 Dunbars Road - Severance 2

Address <NEW> / 176 Dunbars Road / Christchurch 80...

Property Reference Data

Acq./Disposal Status Disposal Agent Instructed

Full/Partial Purch. 100 Land All

Property Interest 10 Freehold

Legacy Number

CPC File Ref.

Management Status 1

Disposal Potential

Status Display

System Status CRTE No Default

User Status ACQ Status

Control

Location 141 Canterbury

Mgmt. Profit Centre 7011 Canterbury

Valid From 29.05.2013 To

Legal Description

C LINZ Parcel ID	Roll Number	Title Reference	Appellation
<input checked="" type="checkbox"/> 3447844	23442 00700	CB417/255	Severance 2
<input type="checkbox"/> 3447844	23442 00700	CB417/255	Section 5 SO 456360

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

20. Open up the original property object and change the details to reflect it now being formed as road by changing fields in the **General Data** and **Measurements** tab as shown:

- Acq./Disposal Status (e.g. Formed as road).
- Measurements (e.g. 200m² to Legalised as road).

AO Property 88000205 Barry Morten 176 Dunbars Road -...

General Data Additional Data Partners Measurements Assignments Alerts/Milestones Overviews

Address

Description **Barry Morten 176 Dunbars Road - Now Road**

Address 88000205 / 176 Dunbars Road / Christchurch 8...

Property Reference Data

Acq./Disposal Status **Legalised as Road**

Full/Partial Purch. 100 Land All

Property Interest 10 Freehold

Legacy Number

CPC File Ref.

Management Status **Unisble Formed as Rd**

Disposal Potential

Status Display

System Status **CRTE** No Default

User Status **ACQ** Status

Control

Location 141 Canterbury

Mgmt. Profit Centre 7011 Canterbury

Valid From 29.05.2013 To

Legal Description

C LINZ Parcel ID	Roll Number	Title Reference	Appellation
<input checked="" type="checkbox"/> 3447844	23442 00700	CB417/255	Now Road

Architect. Object Property 88000205 Change: Measurements

SAP NetWeaver Business Client

Architect. Object Property 88... Architect. Object Property 8...

Search or enter application name or transaction code

Menu

Architect. Object Property 88000205 Change: Measurements

Architectural Object 88000205

Object Name Details

AO 88000205 Barry Morten 176 Dunbars Ro

Object Data

Subordinate Objects

Overviews

AO Property 88000205 Barry Morten 176 Dunbars Road -...

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

[Display All Periods]

Validity of Measurement Object: From 29.05.2013

MeasTo	Meas. Name of Meas.	Type	Amount	Sub. Objects	Unit	Hierarchy	MeasFrom	MeasValid To	Total	Outside	Manually
PFDA	Area For Disposal		3.5000	0.0000	HA		29.05.2013				
PLAR	Required Land Area		2.5730	0.0000	HA		29.05.2013	29.05.2013			
PLRA	Legalised as Road Area		32.0000	0	M2		29.05.2013	29.05.2013			
PTGA	Total Ground Area (Hectares)		6.8179	0.0000	HA		29.05.2013	29.05.2013			

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