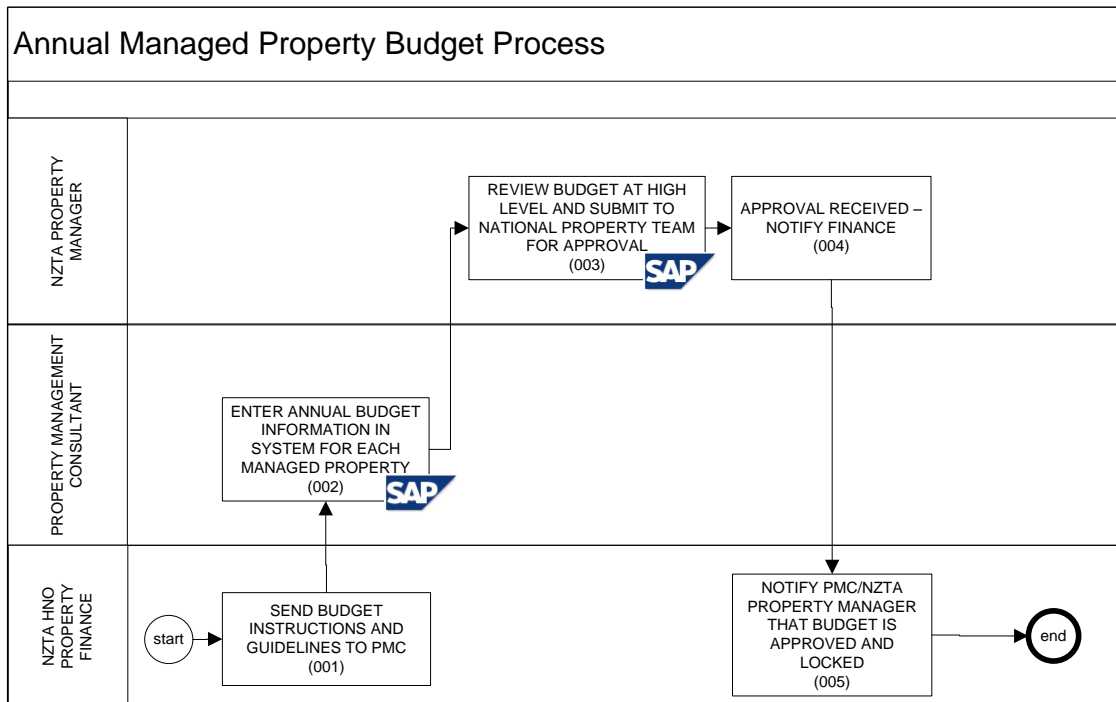# Annual Managed Property Budget (PM8.1)

This process details the steps required to complete the creation of an annual budget for each managed property.

Process flow diagram

The process flow is shown below.

Process steps

The steps for this process are detailed below.

Step	Action
1.	NZTA HNO Property Finance provide budget instructions and deadlines to the Property Management Consultant, so they may enter annual budget information per property.
2.	The Property Management Consultant enters the annual budget information in the system for each managed property WBS element using transaction CJR4. For more detail, refer to the CJR4 (Enter Property Management Forecast) transaction guide. They draw on historical budget information, actuals and how long the property is required for to assist in setting the annual budget. **Notes**: • This needs to include budgeting for large item expenditure. • SAP displays the profile of the property (i.e. held for 5 years, 10 years etc.).
3.	The NZTA Property Manager does the following: • reviews the budgets for each property at a high-level using transaction CJR4 (for more detail, refer to the CJR4 (Enter Property Management Forecas)t transaction guide), and • submits them to National Office Property for approval.

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Step	Action
4.	National Office Property review and approve the budget.
5.	NZTA HNO Property Finance notifies the NZTA Property Manager and Property Management Consultant that the budget is approved.

Business rules

There are no business rules for this business process. Note, however, that budget processes may be enhanced in future using Business Planning and Consolidation (BPC).