RE80: Maintain Lease (Termination) Transaction Guide

This guide shows you how to use RE80 (Real Estate Navigator) to terminate a property lease. Use either the quick-step procedure below or the detailed procedure with screen shots which follows.

This transaction is used to end the lease and is part of the PM7.4 Termination Lease process.

Access the **RE Navigator** initial screen through either:

- the 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.	Select **Object Overview** in the Navigation area.
2.	Select **Real Estate Contract** from the drop-down list, and then either: • if known, enter the Real Estate Contract number (e.g. 1000/1*****), press Enter and go to step 5, or • if unknown, click the **Search** icon and go to step 3.

3.	Do the following in the **Restrict Value Range (1)** dialog box that displays:
	• Select the type of search to make (e.g. Active Contracts).
	• Enter one or more of the following search criteria:
	  ○ Company Code (e.g. 1000 NZTA).
	  ○ Contract Type (e.g. CO02 Residential Lease).
	  ○ Contract Start date (e.g. 01.05.2013).
	  ○ Contract Name (e.g. I* for Isaacs).
	• Click the **Find** icon (Binoculars).

4.	The **Contract Type (1)** dialog box displays. Either: • select the contract and click the **Enter** icon (tick) to confirm, or • go back to step 2 to redefine the search options. **Result**: The **REC <Type of Contract> Lease 1000/<Lease number> Display**: **General Data** screen displays.
5.	Click the **Changes Between Display < - > Change** icon to open the **REC <Type of Contract> Lease 1000/<Lease number> Change**: **General Data** screen. **Note**: The System Status is "ACTV REL".
6.	On the **Terms** tab, select **Notice**.
7.	Click the **Notice** button. **Result**: The **Give Notice** pane is displayed. This screen remains blank until you click the **Create Notice** icon in the next step.
8.	Click the **Create Notice** icon and select **Give Notice on Contract**. **Result**: The **Notice Data** pane is displayed.

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Step	Action
9.	Complete the following fields as required and press Enter: • Entry Date (e.g. 13.06.2013). • Reason for Notice (e.g. 13 Delinquent Rent). • Notice Per (e.g. 15.06.2013). • Notice Request (e.g. blank) if required. • Follow-up post due (e.g. 13.06.2013). • Consider Request (e.g. not selected) if required. • Approved on (e.g. 15.06.2013). • Withdrawn on (e.g. blank) if required. • Objection on (e.g. blank) if required. • Rejected on (e.g. blank) if required. • Legal Department on (e.g. blank) if required. • Reason for Rejection (e.g. blank) if required.
10.	When all details are complete, click the **Activate** icon. **Result**: The Give Notice on Contract is now "Active".
11.	When all details are complete, click the **Save** icon. **Result**: At the bottom left-hand side of the screen, the message *'Real Estate Contract no. <1000/1*****> was changed'* is displayed.
12.	To go back to the Real Estate contract, click the **Back** icon.
13.	On the **Conditions** tab, click the **Display** button to check the Cash flow is as expected.
14.	On the **General Data** tab, check the system Status is "ACTV CANC REL".
15.	On the **Term** tab, check the Term is end dated and referenced with "Notice Given". **Result**: When the lease reaches the end date, the lease will be terminated.

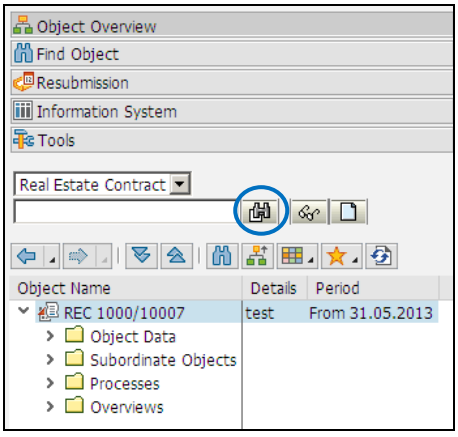
Detailed procedure

Follow the steps below to complete this transaction.

1. Select **Object Overview** in the Navigation area.

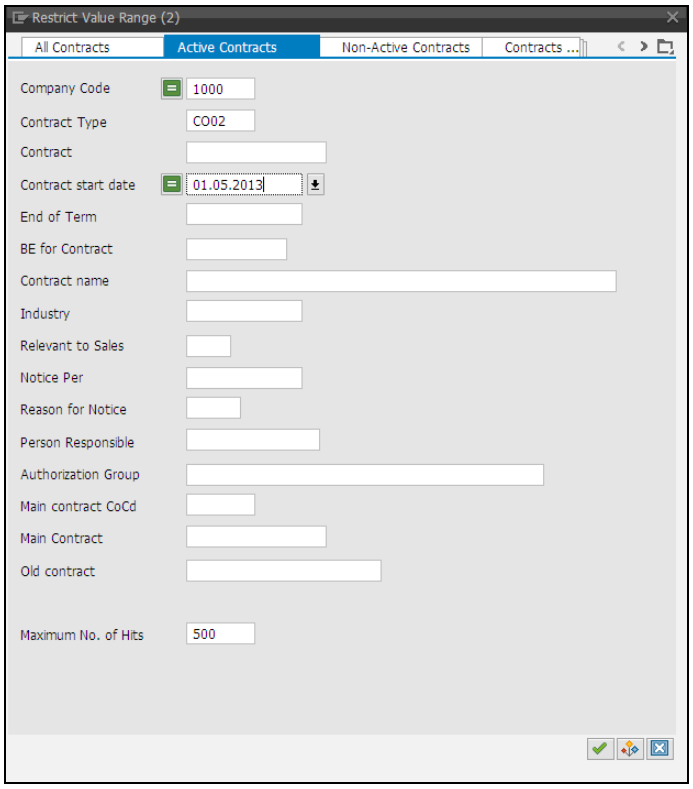
2. Select Real Estate Contract from the drop-down list, and then either:

   - if known, enter the Real Estate Contract number (e.g. 1000/1****), press Enter and go to step 5, or
   - if unknown, delete any contract numbers in entry box, and then click the **Find** icon (Binoculars) icon (circled below), then go to step 3.



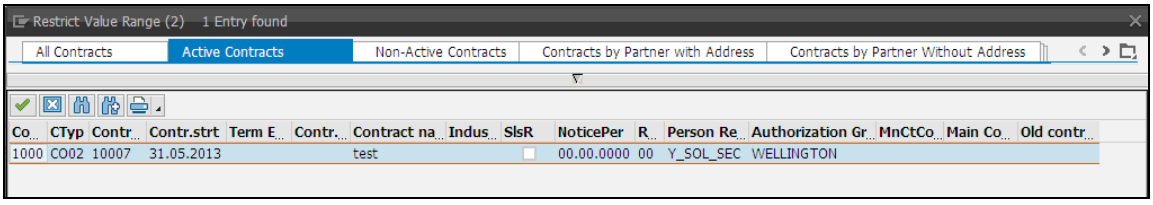
3. Do the following in the **Restrict Value Range (1)** dialog box that displays:

   - Select the type of search to make (e.g. Active Contracts).
   - Enter one or more of the following search criteria, and
     - Company Codes (e.g. 1000 NZTA).
     - Contract Type (e.g. CO02 Residential Lease).
     - Contract Start date (e.g. 01.05.2013).
     - Contract Name (e.g. I* for Isaacs).
   - Click the **Find** icon (Binoculars).

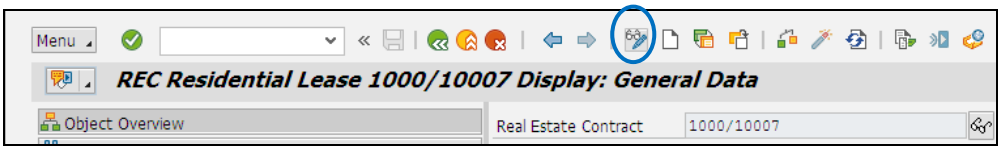


4. The **Contract Type (1)** dialog box displays. Either:

   - select the contract and click the **Enter** icon (tick) to confirm, or
   - go back to step 2 to redefine the search options.



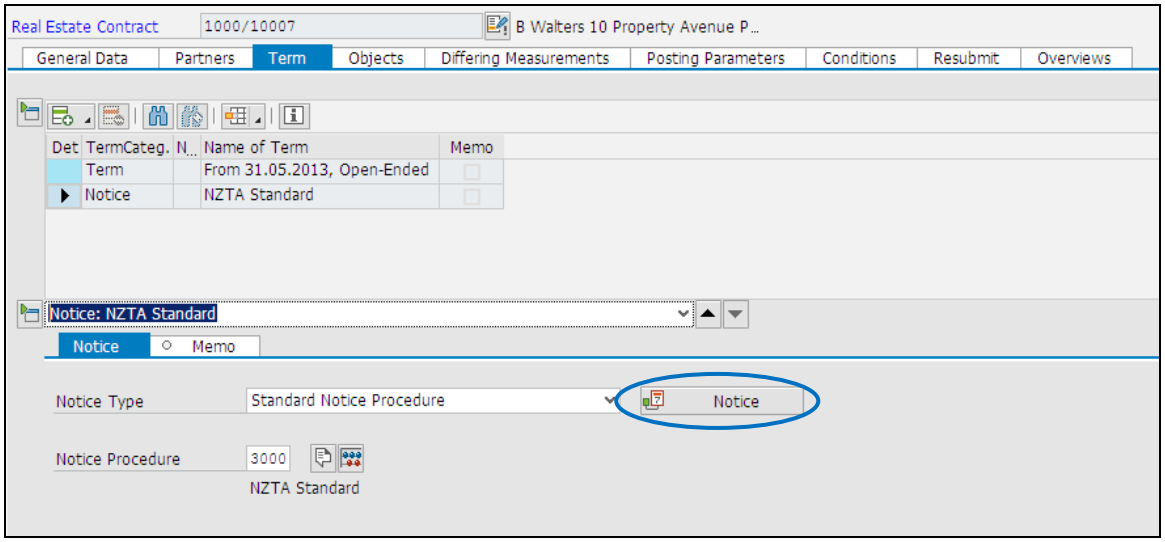
Result: The **REC <Type of Contract> Lease 1000/<Lease number> Display**: **General Data** screen displays.



5. Click the **Changes Between Display < - > Change** icon (circled above) to open the **REC <Type of Contract> Lease 1000/<Lease number> Change**: **General Data** screen.

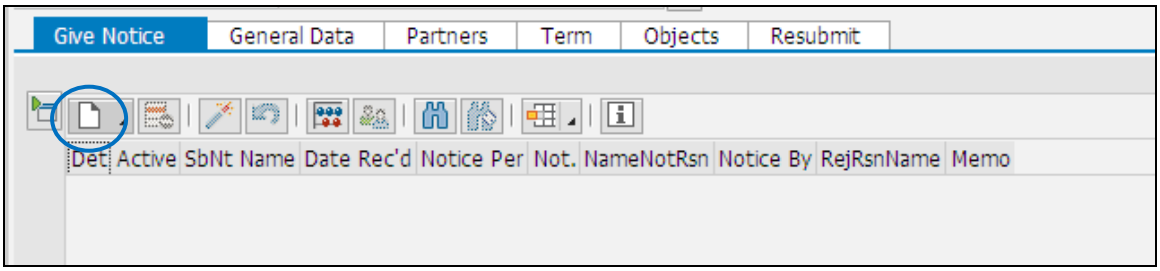
   Note: The System Status is "ACTV REL".

6. On the **Terms** tab, select **Notice**.



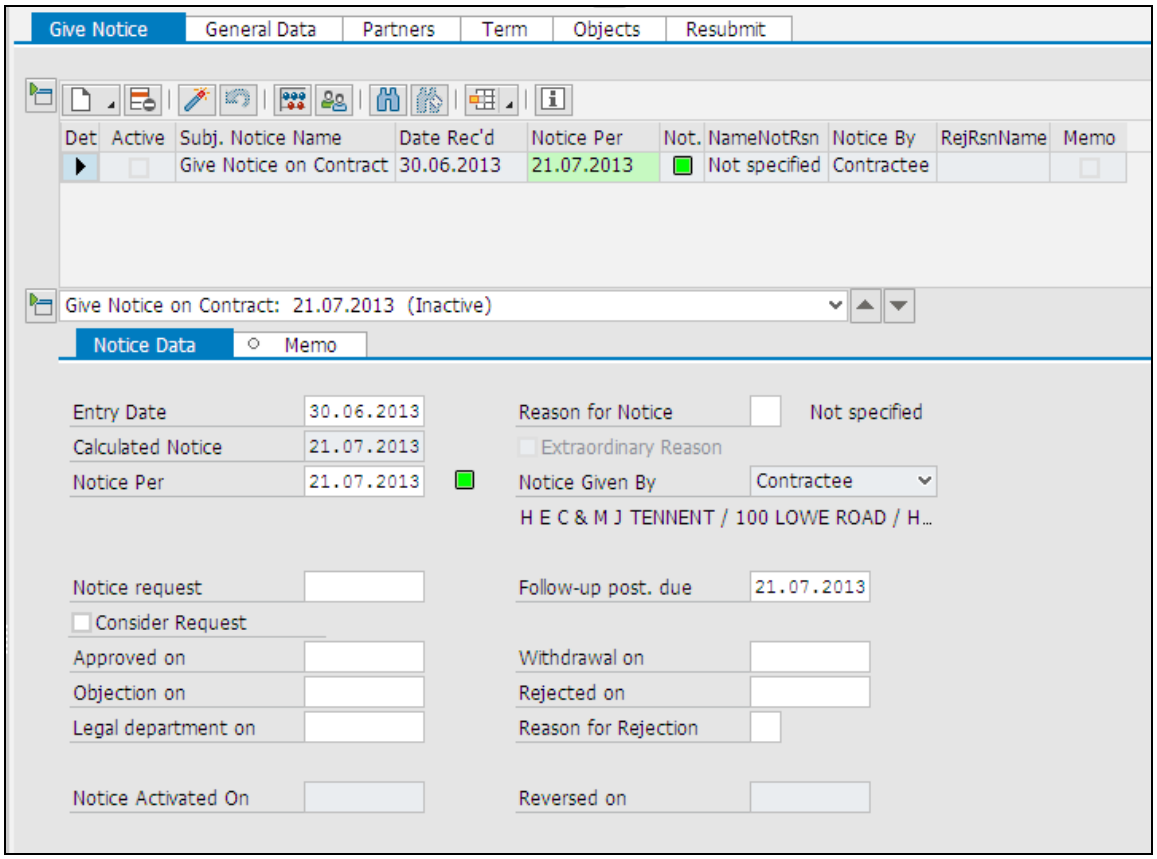
7. Click the **Notice** button (circled above).

   Result: The **Give Notice** pane is displayed. This screen remains blank until you click the **Create Notice** icon in the next step.



8. Click the **Create Notice** icon (circled above) and select **Give Notice on Contract**.

   Result: The **Notice Data** pane is displayed.



9. Complete the following fields as required and press Enter:

Field	Description
Entry Date	Date of receipt of Notice (e.g. 13.06.2013).
Reason for Notice	Reason for giving notice of cancellation (e.g. 13 Delinquent Rent). **Dependencies**: The Reason for Notice determines the value in the Notice Given By field (e.g. Contractor).
Notice Per	Date Notice is to be taken from (e.g. 15.06.2013). **Note**: Green square beside field indicates the Notice Per is acceptable given the date entered in the field Entry Date.
Notice Request	Notice request date of the tenant is stored for information purposes (e.g. blank).

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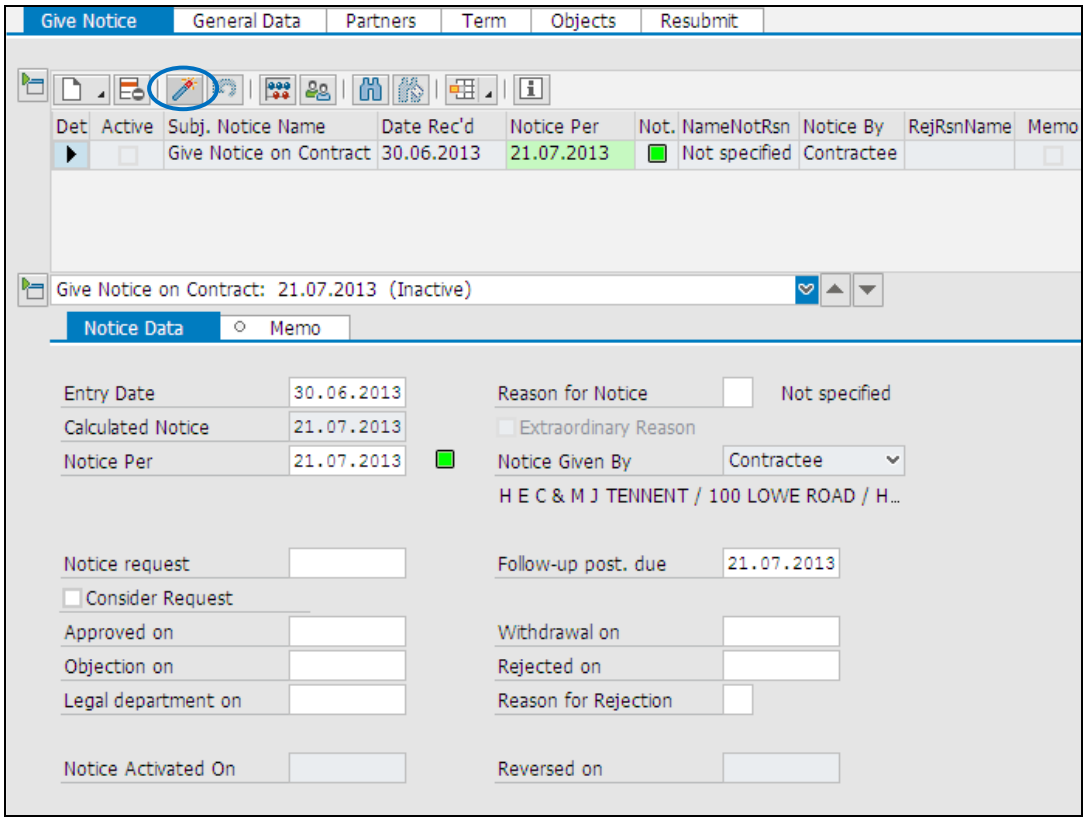
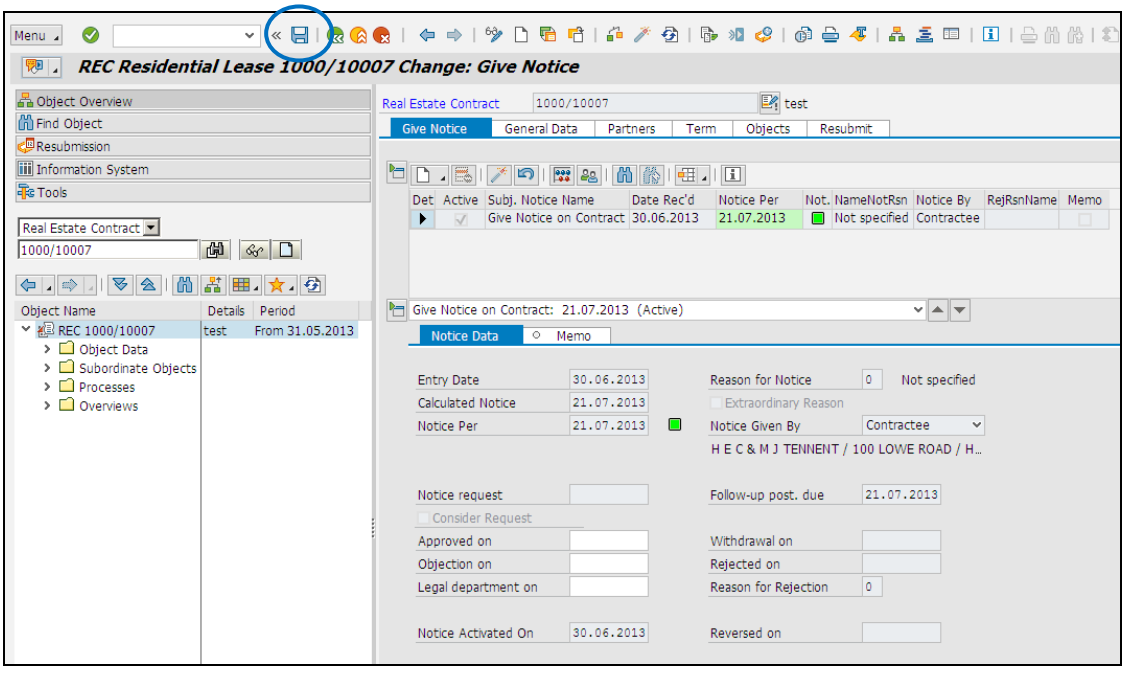
Field	Description
Follow-up post due	Due date for follow-up postings (e.g. 13.06.2013). When you change conditions retroactively, this can result in follow-up postings. Here you enter the due date that should be set for these follow-up postings. The due date you enter here is used only for subsequent receivables. If the retroactive change to conditions results in a credit memo, then the due date is set to the due date of the original flow. Effects of the due date: • Controls dunning of overdue items in Accounts Receivable (item due since...). • Assists selection of advance payments made, during service charge settlement. (The system selects those advance payments that were due during the settlement time period.)
Consider Request	Specifies if the requested notice date is taken into account during the creation of offers (e.g. not selected). If the requested notice date is taken into account, then the system treats the offered object (for the object on which notice has been given) as available one day after the requested notice date. If you want to convert the contract offer for the offered object into a contract, you can adjust the existing notice date in a user dialog.
Approved on	Date on which the landlord or tenant agreed to the notice of cancellation (e.g. 15.06.2013).
Withdrawn on	Date on which notice, given either by the tenant or landlord, is withdrawn (e.g. a date or blank).
Objection on	Date on which the tenant objected to the notice of cancellation (e.g. a date or blank).
Rejected on	Date on which the landlord rejected the tenant's notice (e.g. a date or blank).
Legal Department on	Date notice submitted to legal department (e.g. a date or blank).
Reason for Rejection	If the notice should not become effective, enter a reason for the rejection (e.g. 01 Notice Period not adhered to). **Note**: After a rejection reason has been entered, it is not possible to activate the notice.

10. When all details are complete, click the **Activate** icon (circled below).



Result: The Give Notice on Contract is now "Active".

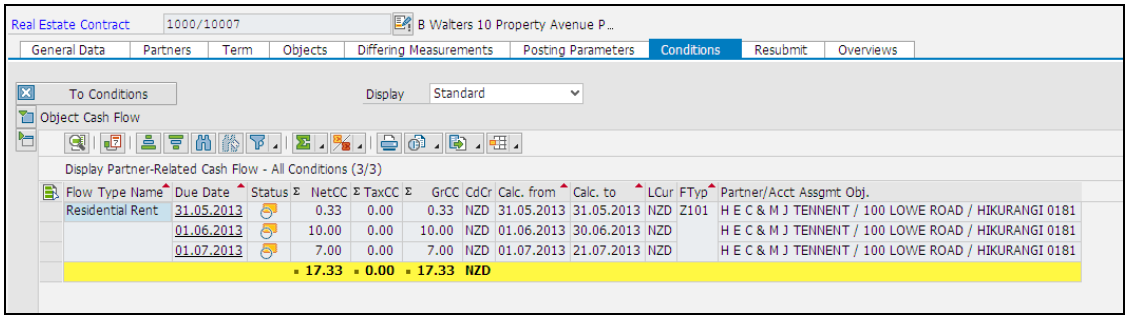


11. When all details are complete, click the **Save** icon (circled above).

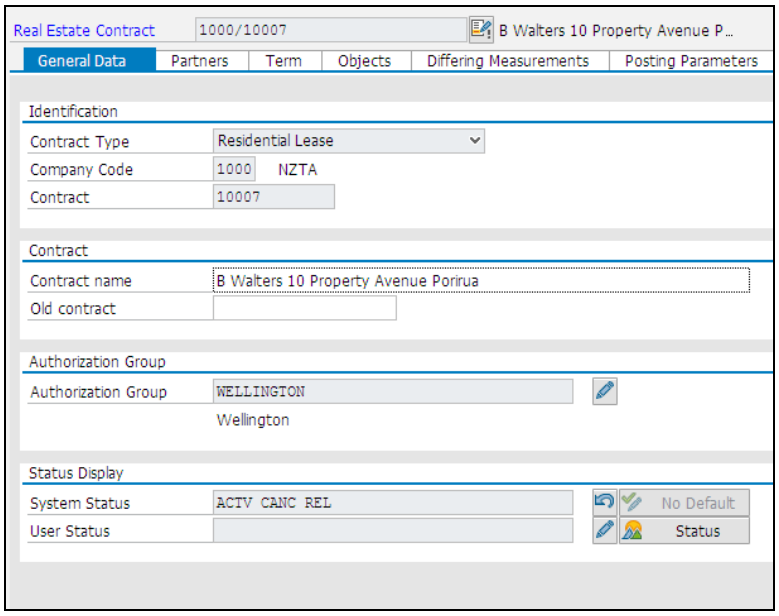
    Result: At the bottom left-hand side of the screen, the message *'Real Estate Contract no. <1000/1*****> was changed'* is displayed.

12. To go back to the Real Estate contract, click the **Back** icon.

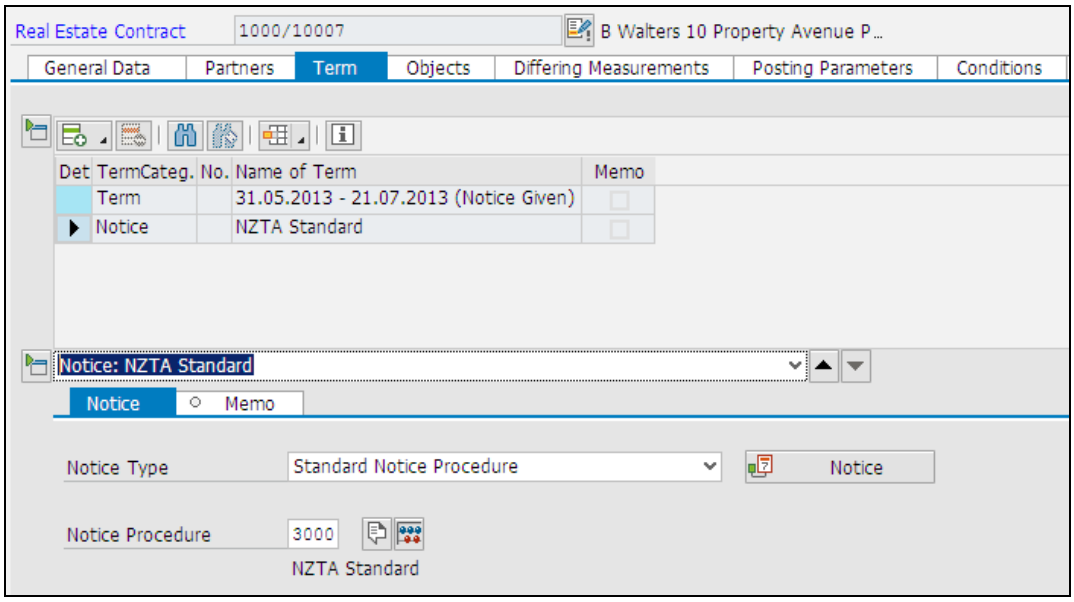
13. On the **Conditions** tab, click the **Display** button to check the Cash flow is as expected.



14. On the **General Data** tab, check the system Status is "ACTV CANC REL".



15. On the **Term** tab, check the Term is end dated and referenced with "Notice Given".



Result: When the lease reaches the end date, the lease will be terminated.