

## 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 <b>Object Overview</b> in the Navigation area.
2.	Select <b>Real Estate Contract</b> from the drop-down list, and then either: <ul style="list-style-type: none"> <li>• if known, enter the Real Estate Contract number (e.g. 1000/1*****), press Enter and go to step 5, or</li> <li>• if unknown, click the <b>Search</b> icon and go to step 3.</li> </ul>
3.	Do the following in the <b>Restrict Value Range (1)</b> dialog box that displays: <ul style="list-style-type: none"> <li>• Select the type of search to make (e.g. Active Contracts).</li> <li>• Enter one or more of the following search criteria: <ul style="list-style-type: none"> <li>○ Company Code (e.g. 1000 NZTA).</li> <li>○ Contract Type (e.g. CO02 Residential Lease).</li> <li>○ Contract Start date (e.g. 01.05.2013).</li> <li>○ Contract Name (e.g. I* for Isaacs).</li> </ul> </li> <li>• Click the <b>Find</b> icon (Binoculars).</li> </ul>
4.	The <b>Contract Type (1)</b> dialog box displays. Either: <ul style="list-style-type: none"> <li>• select the contract and click the <b>Enter</b> icon (tick) to confirm, or</li> <li>• go back to step 2 to redefine the search options.</li> </ul> <p><b>Result:</b> The REC &lt;Type of Contract&gt; Lease 1000/&lt;Lease number&gt; Display: <b>General Data</b> screen displays.</p>
5.	Click the <b>Changes Between Display &lt; - &gt; Change</b> icon to open the REC <Type of Contract> Lease 1000/<Lease number> Change: <b>General Data</b> screen. <b>Note:</b> The System Status is "ACTV REL".
6.	On the <b>Terms</b> tab, select <b>Notice</b> .
7.	Click the <b>Notice</b> button. <b>Result:</b> The <b>Give Notice</b> pane is displayed. This screen remains blank until you click the <b>Create Notice</b> icon in the next step.
8.	Click the <b>Create Notice</b> icon and select <b>Give Notice on Contract</b> . <b>Result:</b> The <b>Notice Data</b> pane is displayed.

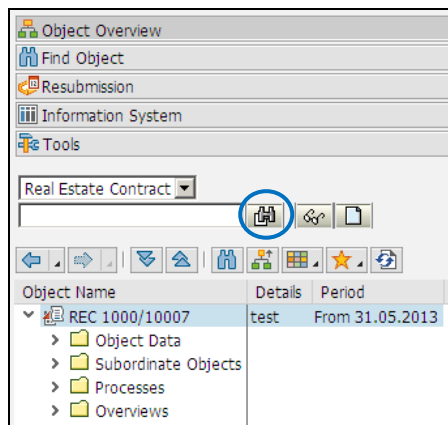
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Step	Action
9.	<p>Complete the following fields as required and press Enter:</p> <ul style="list-style-type: none"> <li>• Entry Date (e.g. 13.06.2013).</li> <li>• Reason for Notice (e.g. 13 Delinquent Rent).</li> <li>• Notice Per (e.g. 15.06.2013).</li> <li>• Notice Request (e.g. blank) if required.</li> <li>• Follow-up post due (e.g. 13.06.2013).</li> <li>• Consider Request (e.g. not selected) if required.</li> <li>• Approved on (e.g. 15.06.2013).</li> <li>• Withdrawn on (e.g. blank) if required.</li> <li>• Objection on (e.g. blank) if required.</li> <li>• Rejected on (e.g. blank) if required.</li> <li>• Legal Department on (e.g. blank) if required.</li> <li>• Reason for Rejection (e.g. blank) if required.</li> </ul>
10.	<p>When all details are complete, click the <b>Activate</b> icon.</p> <p><b>Result:</b> The Give Notice on Contract is now “Active”.</p>
11.	<p>When all details are complete, click the <b>Save</b> icon.</p> <p><b>Result:</b> At the bottom left-hand side of the screen, the message '<i>Real Estate Contract no. &lt;1000/1****&gt; was changed</i>' is displayed.</p>
12.	To go back to the Real Estate contract, click the <b>Back</b> icon.
13.	On the <b>Conditions</b> tab, click the <b>Display</b> button to check the Cash flow is as expected.
14.	On the <b>General Data</b> tab, check the system Status is “ACTV CANC REL”.
15.	<p>On the <b>Term</b> tab, check the Term is end dated and referenced with “Notice Given”.</p> <p><b>Result:</b> When the lease reaches the end date, the lease will be terminated.</p>

## Detailed procedure

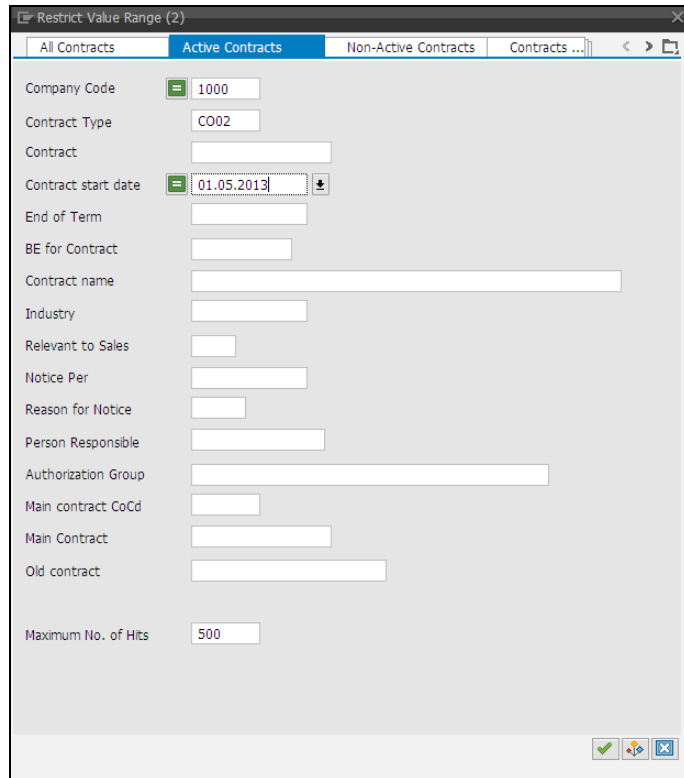
Follow the steps below to complete this transaction.

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.



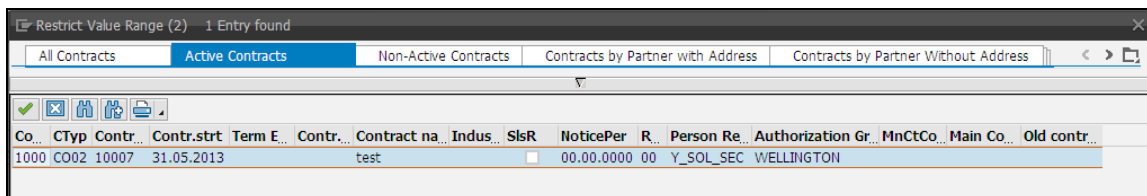
3. Do the following in the **Restrict Value Range (1)** dialog box that displays:

- 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).



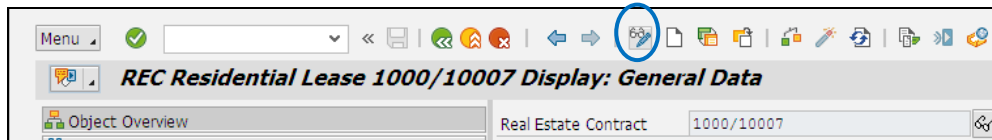
4. The **Contract Type (1)** dialog box displays. Either:

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



Co...	CType	Contr...	Contr.start	Term E...	Contr...	Contract na...	Indus...	SlsR	NoticePer	R...	Person Re...	Authorization Gr...	MnCtCo...	Main Co...	Old contr...
1000	CO02	10007	31.05.2013			test			00.00.0000	00	Y_SOL_SEC	WELLINGTON			

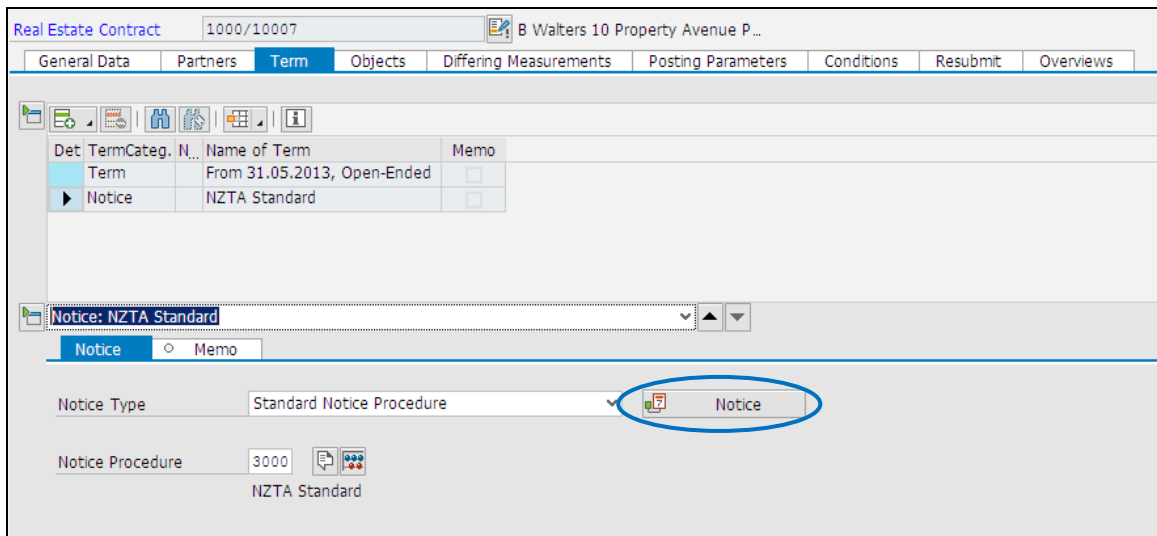
**Result:** The REC <Type of Contract> Lease 1000/<Lease number> Display: General Data screen displays.



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.

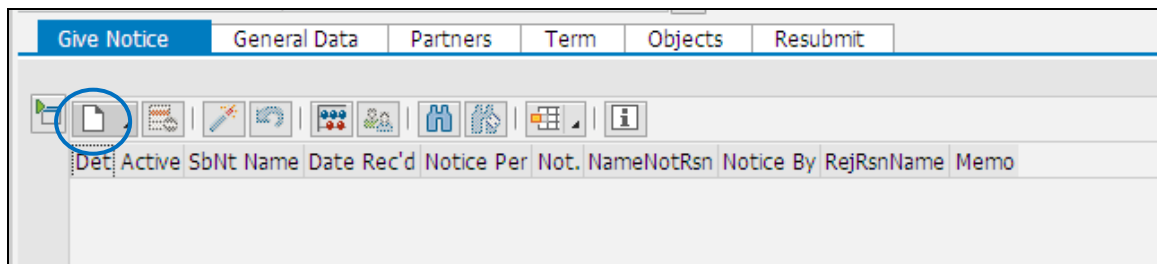
**Note:** The System Status is "ACTV REL".

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.

Det	Active	Subj.	Notice Name	Date Rec'd	Notice Per	Not.	NameNotRsn	Notice By	RejRsnName	Memo
▶	<input type="checkbox"/>	Give Notice on Contract		30.06.2013	21.07.2013	<input checked="" type="checkbox"/>	Not specified	Contractee		<input type="checkbox"/>

Give Notice on Contract: 21.07.2013 (Inactive)

Notice Data  Memo

Entry Date: 30.06.2013  
 Calculated Notice: 21.07.2013  
 Notice Per: 21.07.2013

Reason for Notice:  Not specified  
 Extraordinary Reason  
 Notice Given By: Contractee  
 H E C & M J TENNENT / 100 LOWE ROAD / H...

Notice request:   
 Consider Request  
 Approved on:   
 Objection on:   
 Legal department on:   
 Notice Activated On:

Follow-up post. due: 21.07.2013  
 Withdrawal on:   
 Rejected on:   
 Reason for Rejection:   
 Reversed on:

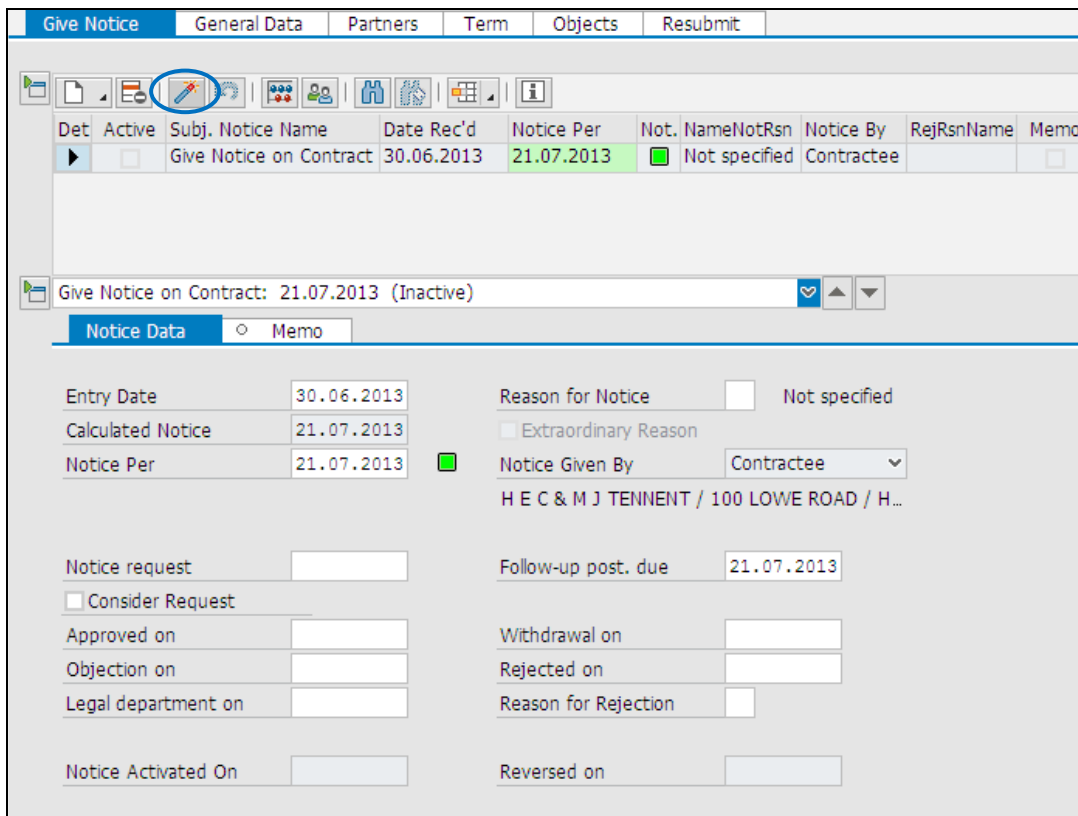
9. Complete the following fields as required and press Enter:

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). <b>Dependencies:</b> 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). <b>Note:</b> 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	<p>Due date for follow-up postings (e.g. 13.06.2013).</p> <p>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.</p> <p>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.</p> <p>Effects of the due date:</p> <ul style="list-style-type: none"> <li>• Controls dunning of overdue items in Accounts Receivable (item due since...).</li> <li>• Assists selection of advance payments made, during service charge settlement. (The system selects those advance payments that were due during the settlement time period.)</li> </ul>
Consider Request	<p>Specifies if the requested notice date is taken into account during the creation of offers (e.g. not selected).</p> <p>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.</p>
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	<p>If the notice should not become effective, enter a reason for the rejection (e.g. 01 Notice Period not adhered to).</p> <p><b>Note:</b> After a rejection reason has been entered, it is not possible to activate the notice.</p>

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



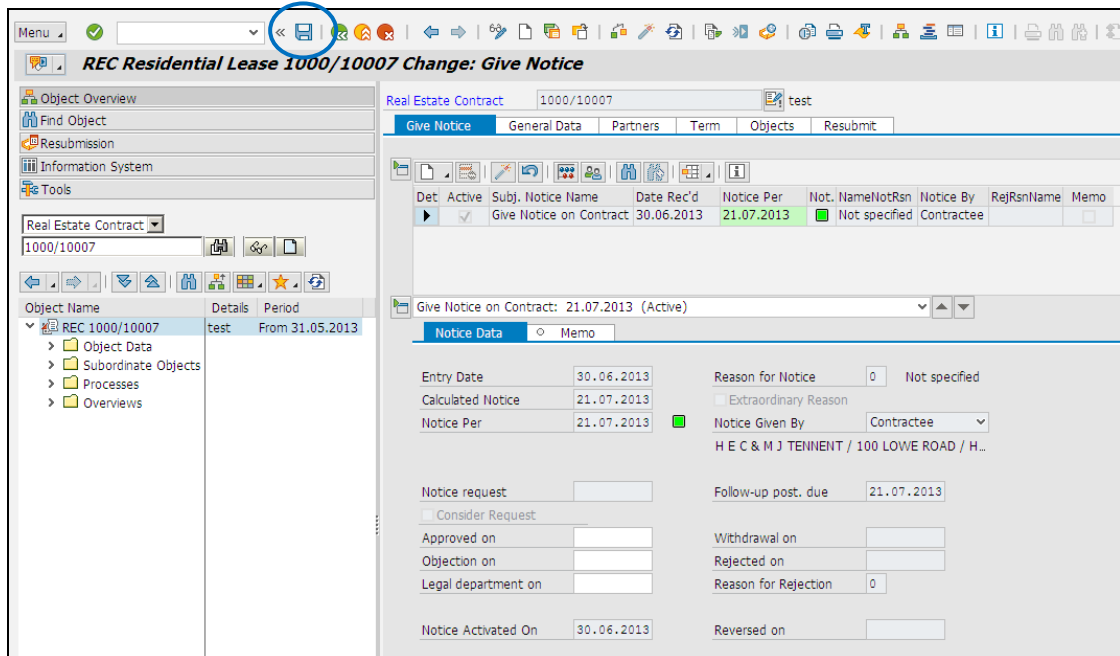
The screenshot shows the SAP 'Give Notice' form. The 'Active' checkbox is checked, and the 'Activate' icon (a green square with a white checkmark) in the top toolbar is circled in red. The form displays the following data:

Det	Active	Subj. Notice Name	Date Rec'd	Notice Per	Not. NameNotRsn	Notice By	RejRsnName	Memo
▶	<input checked="" type="checkbox"/>	Give Notice on Contract	30.06.2013	21.07.2013	<input checked="" type="checkbox"/> Not specified	Contractee		<input type="checkbox"/>

Below the table, the 'Notice Data' section shows:

- Entry Date: 30.06.2013
- Calculated Notice: 21.07.2013
- Notice Per: 21.07.2013
- Reason for Notice:  Not specified
- Extraordinary Reason:
- Notice Given By: Contractee (dropdown)
- Address: H E C & M J TENNENT / 100 LOWE ROAD / H...
- Follow-up post. due: 21.07.2013
- Notice Activated On:

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



The screenshot shows the SAP system interface. The 'Save' icon (a floppy disk) in the top toolbar is circled in red. The message at the bottom left reads: 'Real Estate Contract no. <1000/1 \*\*\*\*> was changed'. The 'Give Notice' form is now active, with the 'Active' checkbox checked and the 'Activate' icon in the toolbar also checked.

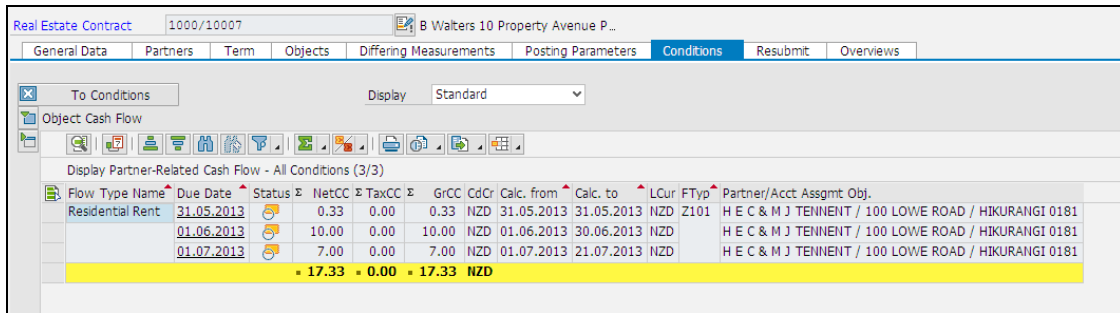
Det	Active	Subj. Notice Name	Date Rec'd	Notice Per	Not. NameNotRsn	Notice By	RejRsnName	Memo
▶	<input checked="" type="checkbox"/>	Give Notice on Contract	30.06.2013	21.07.2013	<input checked="" type="checkbox"/> Not specified	Contractee		<input type="checkbox"/>

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.



Real Estate Contract 1000/10007 B Walters 10 Property Avenue P...

General Data Partners Term Objects Differing Measurements Posting Parameters **Conditions** Resubmit Overviews

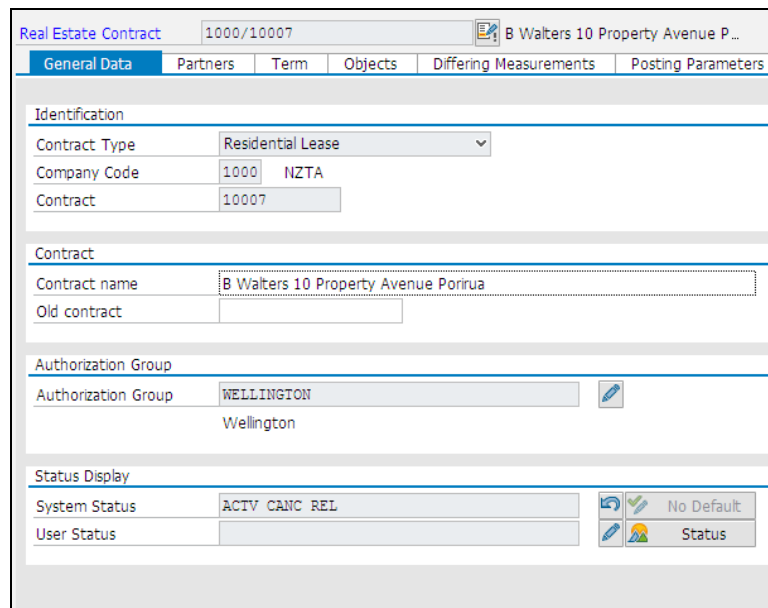
To Conditions Display Standard

Object Cash Flow

Display Partner-Related Cash Flow - All Conditions (3/3)

Flow Type Name	Due Date	Status	NetCC	TaxCC	GrCC	CdCr	Calc. from	Calc. to	LCur	FType	Partner/Acct	Assgmt Obj.
Residential Rent	31.05.2013		0.33	0.00	0.33	NZD	31.05.2013	31.05.2013	NZD	Z101	H E C & M J TENNENT / 100 LOWE ROAD / HIKURANGI 0181	
	01.06.2013		10.00	0.00	10.00	NZD	01.06.2013	30.06.2013	NZD		H E C & M J TENNENT / 100 LOWE ROAD / HIKURANGI 0181	
	01.07.2013		7.00	0.00	7.00	NZD	01.07.2013	21.07.2013	NZD		H E C & M J TENNENT / 100 LOWE ROAD / HIKURANGI 0181	
			<b>17.33</b>	<b>0.00</b>	<b>17.33</b>	<b>NZD</b>						

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



Real Estate Contract 1000/10007 B Walters 10 Property Avenue P...

**General Data** Partners Term Objects Differing Measurements Posting Parameters

Identification

Contract Type Residential Lease

Company Code 1000 NZTA

Contract 10007

Contract

Contract name B Walters 10 Property Avenue Poriria

Old contract

Authorization Group

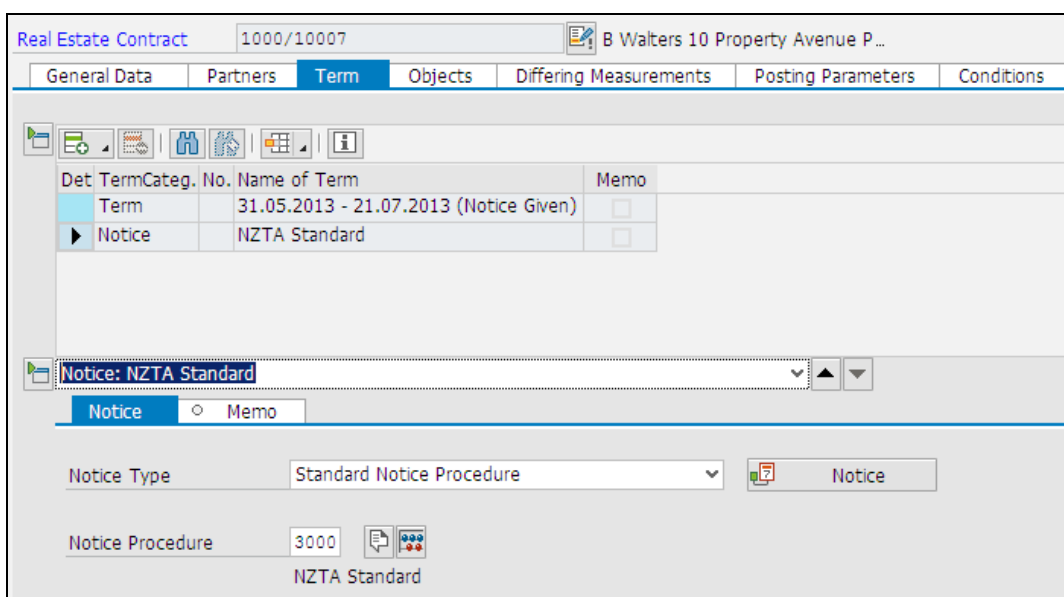
Authorization Group WELLINGTON Wellington

Status Display

System Status **ACTV CANC REL** No Default

User Status Status

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



Real Estate Contract 1000/10007 B Walters 10 Property Avenue P...

General Data Partners **Term** Objects Differing Measurements Posting Parameters Conditions

Det	TermCateg.	No.	Name of Term	Memo
	Term		31.05.2013 - 21.07.2013 (Notice Given)	
	Notice		NZTA Standard	

Notice: NZTA Standard

Notice Memo

Notice Type Standard Notice Procedure Notice

Notice Procedure 3000 NZTA Standard

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