

SAPenable

Real Estate Acquisitions and
Disposals Course Workbook v 1.0

Information Services

NZTA – SAPenable

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Course Overview

This course will cover the business processes and SAP transactions for the following Real Estate modules:

Property Acquisitions

- Investigation Project Process (PM5.1)
 - Create Property Record – Investigation Project TM v0.8 (RE80)
 - Create Business Partner TG v0.9 (External) (RE80)
- Property Project Approved Process (PM5.2)
 - Create Property Record – Property Project Approved TM (RE80)
 - Create Business Partner TG v0.9 (External) (RE80)
- Purchase Property Process (PM5.3)
 - RE80 Create Property Object (Purchase Property) TG v0.2 (BC)
- Legalisation and Property Completion Process (PM5.4)
 - Legalisation and Property Completion Process (PM 5.4)

Property Acquisitions Finance and Forecasting

- Property Acquisition Forecasting (PM6.1)
 - CJR2 Enter Acquisitions Forecast (BC) TG v0.9
- Annual Plan for Property Acquisition Process (PM6.3)
 - CJR2 Enter Acquisitions Forecast (BC) TG v0.9

Property Disposals

- PM9.1 Regional Property Review PG v0.9
 - RE80: Maintain Property Declared Surplus/Disposal Transaction Guide
- PM9.2 Disposal Outcome Strategy PG v0.8
 - RE80 Maintain Property (Disposal/Sale)

Property Disposal Finance and Forecasting

- PM9.3 Annual Plan for Property Disposal PG v0.8
 - CJR2 Enter Disposals Forecast (BC) TG v0.9
- PM9.5 Disposal Post Survey and Legalisation
 - RE80 Maintain Property Object for Disposal/Severances Transaction Guide

This course is scheduled for a 1½ days.

SAP Navigation

This module reviews how to navigate your way around SAP.

Refer to the following documents when completing this module:

- Real Estate Overview Quick Reference Guide.
- Getting Started with SAP Quick Reference Guide.
- RE Navigator Quick Reference Guide.
- SAP Icons SAP Quick Reference Guide.
- Searching in SAP Quick Reference Guide.
- SAP System Messages Quick Reference Guide.

SAP practice

Complete the following exercises with the assistance of your instructor.



Real Estate Overview exercise

Review the Real Estate Overview Quick Reference Guide with your trainer, then answer the questions below.

1. What is a WBS element?

.....

2. Is the following statement true or false? Owners, tenants and Acquisition Agents can all be set-up in SAP as Business Partners.

.....

.....



Getting Started with SAP exercise

Complete the steps below, using the Getting Started with SAP Quick Reference Guide to assist you:

1. Log on to SAP using the Training logon provided by your trainer.
2. Click on the **Real Estate Management** tab. (Your trainer will review the screen features with you.)
3. Click on the link for **RE Navigator** under the Master Data heading.

1. Is the following statement true or false? The **Process Resubmission Dates** screen is now displaying on your screen.

.....



RE Navigator exercise

Your trainer will review the RE Navigator Quick Reference Guide with you. Once this is completed, answer the following questions.

1. What are the different kinds of Architectural property objects that can be created?

.....

2. Is the following statement true or false? The **Object Overview** allows you to view an existing object, or create a new object.

.....



Searching in SAP exercise

Complete the steps below, using the Searching in SAP Quick Reference Guide to assist you:

1. Click **Object Overview**.
2. Select **Architectural Object**.
3. Click the **Choose/Find** icon (binoculars).
4. Select the **Architectural Object by Business Partner** search option. (This is a complex search.)
5. Enter **01PR** in the Arch. Object Type field.
6. Enter ***Smith*** as the Name 1/Last name.
7. Press Enter.
8. Select an object that displays by double-clicking on the object.
9. View the details that display.
10. Click on the drop-down icon on the right-hand side of the Acq./Disposal Status field. (This is a simple search.)
11. Click on the drop-down icon on the right-hand side of the Valid From field. (This is a date search.)
12. Click the **Back** button.

3. What happened when you completed step 12 above?

.....




SAP Icons exercise

Your trainer will review the SAP Icons Quick Reference Guide with you. Once this is completed, answer the following questions.

1. What is the name of this icon?



.....

2. What does the  icon do?

.....



System messages exercise

Review the SAP System Messages Quick Reference Guide with your trainer and answer the questions below.

1. What are the three kinds of message?

.....

.....

2. What kind of message do you always have to take corrective action in order to continue?

.....

.....

PM5.1 - Create Property Record (Investigation Project)

This module reviews the business process and SAP transactions for creating a Property Record during the Investigation stage of the Initiative.

Refer to the following documents when completing this module:

- PM 5.1 Create Property Record: Investigation Project process guide.
- RE80 Create Property Record: Investigation Project transaction guide.
- RE80 Create Business Partner transaction guide.

Business Process review

Answer the following questions relating to this business process:

1. Is the following statement true or false? The NZTA Property Manager creates a property record in SAP.

.....

2. What is the name of the transaction that Acquisition Agents refer to at step 4?

.....

.....


3. What system step do Acquisition Agents carry out at step 3?

.....

.....

SAP practice

Complete the following exercises with the assistance of your instructor.



Create Property Record exercise
Transaction code: RE80 (Create Property Record)

Create a property record for an Investigation project using the following data (attached):

General Data Tab	
Field	Data
Arch. Object Type	01PR
Description	<Your first name> Jones 12 Malaghan Road.
Address (Country)	New Zealand
Address (Region)	Wlg
Address (Suburb)	Brooklyn

Continued on next page...

General Data Tab	
Field	Data
Address (Street, House no)	Malaghan Road, 12
Acq./Disposal Status	Investigation
Full/Partial Purchase	Land Entry only
Property Interest	Freehold
Management Status	Not purchased yet
User Status	INV - investigation
Location	Select 00124 Wellington from dropdown list
Mgmt. Profit Centre	Select 7009 Wellington from dropdown list
Valid from	01.01.1900
Current title	Y
LINZ Parcel ID	<Enter own data>
Roll Number	Valuation number [see data table below]
Appellation	<Enter own data>
Property Title	[see data table below]
Maintenance Level	12 Maintain at current level
Building Condition	03 Good
Main Usage Type	15 Commercial/Industrial unimproved

Business Partners Tab	
Field	Data
Partners	<ul style="list-style-type: none"> NZTA Project Manager (Date validity 01.01.1900) Owner (Date validity 01.01.1900)

Data Table			
Trainee	Roll No	Property Title	Owner
Trainee 1	111222	CB1100	<Your first name> Jones
Trainee 2	111223	CB1101	<Your first name> Jones
Trainee 3	111224	CB1102	<Your first name> Jones
Trainee 4	111225	CB1103	<Your first name> Jones
Trainee 5	111226	CB1104	<Your first name> Jones
Trainee 6	111227	CB1105	<Your first name> Jones
Trainee 7	111228	CB1106	<Your first name> Jones
Trainee 8	111229	CB1107	<Your first name> Jones
Trainee 9	111230	CB1108	<Your first name> Jones
Trainee 10	111231	CB1109	<Your first name> Jones
Trainer	111232	CB1110	<Your first name> Jones

PM5.2 - Create Property Record (Project Approved)

This module reviews the business process and SAP transactions for creating a Property Record for an *approved property project* that has already been set up in PPM (Project and Portfolio Management).

Refer to the following documents when completing this module:

- PM 5.2 Create Property Record Project Property Approved process guide.
- RE80 Create Property Record Property Project Approved transaction guide.
- RE80 Maintain Business Partners transaction guide.

Business Process review

Answer the following questions relating to this business process:

1. Is the following statement true or false? SAP automatically creates individual property records and attributes.

.....

2. Who is responsible for review and approval of the property project?

.....

.....

3. What mandatory Business Partners must be added as part of this process?

.....

.....

SAP practice

Complete the following exercises with the assistance of your instructor.



Create Property Record (Project Approved) exercise
Transaction code: RE80 (Create Property Record - Project Approved)

Create a property record for Property Project Approved using the following data (attached):

General Data tab	
Field	Data
Arch. Object Type	01PR

Continued on next page...

General Data tab	
Field	Data
Description	Owner and address (<your first name> Bolero 14 Buffit Road). Note: Write this down on a piece of paper to refer to for setting up Business Partner.
Address (Country)	New Zealand
Address (Region, Suburb)	Wlg, Thorndon
Address (Street, House no)	Buffit Road, 14
Acq./Disposal Status	Awaiting Purchase Instruction
Full/Partial Purchase	100 Land All
Property Interest	10 Freehold
CPC File ref	<Enter your own data e.g. initials> e.g. SJC1
Management Status	Not purchased yet
User Status	ACQ - Acquisition
Location	Select from dropdown list (e.g. 00124 Wellington)
Mgmt. Profit Centre	Select from dropdown list (e.g. 7009 Wellington)
Valid from	01.01.1900
Roll Number	Valuation number [see data table below]
Appellation	<Enter your own data>
Current title	Y
Property Title	[see data table below]
LINZ Parcel ID	<Trainees enter own data>
Maintenance Level	12 Maintain at current level
Building Condition	03 Good
Main Usage Type	15 Commercial/Industrial unimproved

Continued on next page...

Business Partners tab	
Field	Data
Partners	Add the following partners (date validity from 01.01.1900 for all): <ul style="list-style-type: none"> • Owner. • NZTA Acquisition Manager. • Property Acquisition Company. • Property Acquisition Consultant.

Measurements tab	
Field	Data
Gross Floor Area (PGFA)	130m2
Required Land Area (PLAR)	0.0350 ha
Total Ground Area (PTGA)	0.0350 ha
V002 NZTA Land Value Full	\$800,000 nzd
V030 Rateable Valuation	\$810,000 nzd
V031 Rateable Land Value	\$810,000 nzd

Assignments tab	
Field	Data
WBS Assignment	80000442 New Roads - 7001

Alerts/Milestones tab	
Field	Data
Resubmission Reason	Agreement Construction Entry on 01.08.2013

Data Table			
Trainee	Roll No	Property Title	Owner
Trainee 1	2111	CB101	<your first name> Bolero
Trainee 2	2112	CB102	<your first name> Bolero
Trainee 3	2113	CB103	<your first name> Bolero
Trainee 4	2114	CB104	<your first name> Bolero
Trainee 5	2115	CB105	<your first name> Bolero
Trainee 6	2116	CB106	<your first name> Bolero
Trainee 7	2117	CB107	<your first name> Bolero
Trainee 8	2118	CB108	<your first name> Bolero
Trainee 9	2119	CB109	<your first name> Bolero
Trainee 10	2120	CB110	<your first name> Bolero
Trainer	2121	CB111	<your first name> Bolero

PM5.3 Purchase Property

This module reviews the business process and SAP transactions relating to Standalone acquisitions.

Refer to the following documents when completing this module:

- PM5.3 Purchase Property process guide.
- RE80 Create Property (Project Approved) transaction guide.
- RE80 Maintain Purchase Property transaction guide.
- RE80 Maintain Business Partner transaction guide.

Business Process review

Answer the following questions relating to this business process:

1. Is the following statement true or false? NZTA Accounts Payable are responsible for creating new or maintaining existing property records and vendors.


2. What is the name of the transaction that Acquisition Agents will use to add detailed information to previously created property architectural objects?

.....

.....

SAP practice

Complete the following exercises with the assistance of your instructor.



Maintain Property Record
Transaction code: RE80 (Maintain Purchase Property transaction guide).

The Property Manager has instructed external acquisition agents to proceed with acquisition of several properties. Use the following data to change the details of the existing property record into acquisition:

General Data tab	
Field	Data
Acq./Disposal Status	Acquired
Legacy Number	Job no 4300
CPC File ref	Enter your initials + 1 (e.g. SJC1)
User Status	ACQ – Acquisition
Location	Select from dropdown list (e.g. 00124 Wellington)
Roll Number	Valuation number [see data table]

Continued on next page...

Field	Data
Appellation	<Enter own data>
Current title	Y
LINZ Parcel ID	<Enter own data>
Roll No	[see data table]
Title reference	[see data table]
Appellation	<Enter own data>
Maintenance Level	12 Maintain at current level
Building Condition	03 Good
Main Usage Type	15 Commercial/Industrial unimproved

Business Partners Tab	
Partners	<ul style="list-style-type: none"> • Owner - see name in description (Date validity 01.01.1900) • NZTA Acquisition Manager (Date validity 01.01.1900) • Property Acquisition Company (Date validity 01.01.1900) • Property Acquisition Consultant (Date validity 01.01.1900)

Measurements Tab	
Field	Data
Gross Floor Area (PGFA)	150m2
Required Land Area (PLAR)	0.0450 HA
Total Ground Area (PTGA)	0.0450 HA
V002 NZTA Land Value Full	500,000 NZD
V030 Rateable Valuation	500,000 NZD
V031 Rateable Land Value	500,000 NZD

Assignments Tab	
Field	Data
WBS Assignment	80000495 (SHs) 7003 Property Purchase

Data Table			
Trainee	Roll No	Property Title	Appellation
Trainee 1	1234	CB94	Lot1DP2
Trainee 2	1235	CB95	Lot2DP3
Trainee 3	1236	CB96	Lot3DP4
Trainee 4	1237	CB97	Lot4DP5
Trainee 5	1238	CB98	Lot5DP6
Trainee 6	1239	CB99	Lot6DP7
Trainee 7	1240	CB100	Lot7DP8
Trainee 8	1241	CB101	Lot8DP9
Trainee 9	1242	CB102	Lot9DP10
Trainee 10	1243	CB103	Lot10DP11
Trainer	1244	CB10	Lot11Dp12

PM5.4 Legalisation and Property Completion

This module reviews the business process and SAP transactions relating to Legalisation and Property Completion.

Refer to the following documents when completing this module:

- PM5.4 Legalisation and Property Completion process guide.
- RE80 Maintain Property Legalised as Road transaction guide.

Business Process review

Answer the following questions relating to this business process:

1. Is the following statement true or false? The NZTA Property Manager will perform all survey and legalisation activities to legalise the land into appropriate land types (e.g. Road Reserve, Segregation strips etc).

.....


2. What process is commenced if there is land left over that is not required for the project?

.....

.....

SAP practice

Complete the following exercises with the assistance of your instructor.



RE80 Maintain Property exercise
Transaction code: RE80

Land recently surveyed and legalised for a roading project is now complete. Use the following data to update the property status to be consumed by road:

Trainee	Data
Trainee 1	Property 1
Trainee 2	Property 2
Trainee 3	Property 3
Trainee 4	Property 4
Trainee 5	Property 5
Trainee 6	Property 6
Trainee 7	Property 7
Trainee 8	Property 8
Trainee 9	Property 9
Trainee 10	Property 10
Trainer	Property 11

General Data tab	
Field	Data
Acq./Disposal Status	Legalised as road
Measurements tab	
Field	Data
PLAR Required Land Area	0.0450 HA
PTGA Total ground area	0.0450 HA

PM6.1 – Property Acquisition Forecasting

This module reviews the business process and SAP transactions to forecast the expected costs of acquiring a property.

Refer to the following documents when completing this module:

- PM6.1 Property Acquisition Forecasting PG v.09
- CJR2 Enter Acquisitions Forecast (BC) TG v0.9

Business Process review


Answer the following questions relating to this business process:

1. Is the following statement true or false? The NZTA Project Manager will approve the property project.
.....

2. What is the name of the transaction that Acquisition Agents refer to at step 2?
.....
.....

SAP practice

Complete the following exercises with the assistance of your instructor.



Create Property Record exercise
Transaction code: CJR2 (Enter Acquisitions Forecast)

Create a forecast for the Property Acquisition WBSE created in the Purchase Property exercise - using the data below:

Field	Data
Layout	ZNZTAP002 – Property Acq. Actuals/Forecasts
Fiscal Year	2013
Form Based	Select
WBS Element	87* <select from the Property WBS you created in Purchase Property>
6262 SH Property Purchases (August)	\$6,000,000
6263 SH Compensation: Damage	\$25,000

PM6.3 – Annual Plan for Property Acquisition

This module reviews the business process and SAP transactions for acquisition forecasts for Property WBS's.

Refer to the following documents when completing this module:

- PM6.3 Annual Plan for Property Acquisition Process PG v0.8
- CJR2 Enter Acquisitions Forecast (BC) TG v0.9

Business Process review

Answer the following questions relating to this business process:


1. Is the following statement true or false? The NZTA Property Manager runs a property report to decide which properties will be included in the annual plan.
.....

2. What is the name of the transaction that Acquisition Agents refer to at step 4?
.....
.....

3. Who is responsible for identifying acquisition properties for the forthcoming annual plan?
.....
.....

SAP practice

Complete the following exercises with the assistance of your instructor.



Create Property Record exercise
Transaction code: CJR2 (Enter Acquisitions Forecast)

Create a forecast for the Property Acquisition WBSE created in the Purchase Property exercise - using the data below:

Field	Data
Layout	ZNZTAP002 – Property Acq. Actuals/Forecasts
Fiscal Year	2013
Form Based	Select
WBS Element	87* <select from data table>
6262 SH Property Purchases (August)	\$5,000,000
6263 SH Compensation: Damage	\$400,000

Trainees	Property
Trainee 1	A01
Trainee 2	A02
Trainee 3	A03
Trainee 4	A04
Trainee 5	A05
Trainee 6	A06
Trainee 7	A07
Trainee 8	A08
Trainee 9	A09
Trainee 10	A10
Trainee 11	A11
Trainee 12	A12
Trainer	A13

PM9.1 – Regional Property Review Disposals TM

This module reviews the business process and SAP transactions to forecast the expected costs of acquiring a property.

Refer to the following documents when completing this module:

- PM9.1 Regional Property Review PG v0.9
- RE80 Maintain Property Declared Surplus Disposal TG v0.9 (Portal)

Business Process review


Answer the following questions relating to this business process:

1. Is the following statement true or false? The NZTA Property Manager will update the system with a ‘declared surplus’ status.
.....

2. Who is responsible for identifying potential surplus properties to include for disposal?
.....
.....

SAP practice

Complete the following exercises with the assistance of your instructor.



Create Property Record exercise
Transaction code: RE80 Maintain Property Declared Surplus Disposal TG v0.9 (Portal)

The Regional Property Review meeting has taken place resulting in a list of new Disposal Properties that have a potential disposal status. Use the following data to update the field.

Field	Data
Disposal Potential	Select



Create Property Record exercise

Transaction code: RE80 Maintain Property Declared Surplus Disposal TG v0.9 (Portal)

The property has been identified as being surplus to the requirements of the roading project and will now be disposed of. Use the following data to update the property record as being now 'declared surplus' in the system.

Field	Data
Acq/disposal Status	Declared Surplus
User Status	DISP
Declared Surplus	Enter: <today's date>

Trainee	Property No
Trainee 1	AO 1
Trainee 2	AO 2
Trainee 3	AO 3
Trainee 4	AO 4
Trainee 5	AO 5
Trainee 6	AO 6
Trainee 7	AO 7
Trainee 8	AO 8
Trainee 9	AO 9
Trainee 10	AO 10
Trainee 11	AO 11
Trainee 12	AO 12
Trainer	AO 13

PM9.2 – Disposal Outcome/Strategy

This module reviews the business process and SAP transactions to forecast the expected costs of acquiring a property.

Refer to the following documents when completing this module:

- PM9.2 Disposal Outcome Strategy PG v0.9
- RE80 Maintain Property (Disposal/Sale) TG

Business Process review

Answer the following questions relating to this business process:

1. Is the following statement true or false? If the Property is disposed of through the statutory clearance process, the Disposal Agent will update SAP with the outcome

.....

.....


2. Describe one of the outcomes of selling a property through the statutory clearance process:

.....

.....

SAP practice

Complete the following exercises with the assistance of your instructor.



Create Property Record exercise
Transaction code: RE80 Maintain Property (Disposal/Sale) TG

A property has successfully been sold through the statutory clearance process. Use the following data to update the property record:

Field	Data
Acq./Disposal Status	Sold
User Status	DISP

Additional Data Tab	
Declared Surplus	Enter <today's date>
Date Sold	Enter <today's date>

Business Partners Tab	
NZTA Disposal Manager	<Select from list>
Property Disposal Company	<Select from list>
NZTA Disposal Consultant (e.g. Chris Jones).	<Select from list>
Owner (e.g. new owner).	Create new <enter own data>

Measurements tab	
S001 - Sale Price	e.g. \$1,000,000

Trainee	Property No
Trainee 1	AO 1
Trainee 2	AO 2
Trainee 3	AO 3
Trainee 4	AO 4
Trainee 5	AO 5
Trainee 6	AO 6
Trainee 7	AO 7
Trainee 8	AO 8
Trainee 9	AO 9
Trainee 10	AO 10
Trainee 11	AO 11
Trainee 12	AO 12
Trainer	AO 13

PM9.3 – Annual Plan for Property Disposal

This module reviews the business process and SAP transactions for disposal forecasts for Property WBS's.

Refer to the following documents when completing this module:

- PM9.3 Annual Plan for Property Disposal Process PG v0.8
- CJR2 Enter Disposals Forecast (BC) TG v0.9


Business Process review

Answer the following questions relating to this business process:

1. Is the following statement true or false? The NZTA Property Manager runs a property report to decide which properties will be included in the annual plan.
.....
2. What is the name of the transaction that Acquisition/Disposal Agents refer to at step 4?
.....
.....
3. Who is responsible for identifying disposal properties for the forthcoming annual plan?
.....
.....

SAP practice

Complete the following exercises with the assistance of your instructor.



Create Property Record exercise
Transaction code: CJR2 (Enter Acquisitions Forecast)

Create a forecast for the Property Disposal WBSE using the data below:

Field	Data
Layout	ZNZTAP032 – Property Disp. Actuals/Forecasts
Fiscal Year	2013
Form Based	Select
WBS Element	89* <select from data table>
6251 Professional Services	\$85,000
6287 Survey Fees	\$50,000

Trainees	Property
Trainee 1	A01
Trainee 2	A02
Trainee 3	A03
Trainee 4	A04
Trainee 5	A05
Trainee 6	A06
Trainee 7	A07
Trainee 8	A08
Trainee 9	A09
Trainee 10	A10
Trainee 11	A11
Trainee 12	A12
Trainer	A13

PM9.5 – Disposal Post Survey and Legalisation

This module reviews the business process and SAP transactions to forecast the expected costs of acquiring a property.

Refer to the following documents when completing this module:

- PM9.5 Disposal Post Survey and Legalisation PG v0.8
- RE80 (Create and Maintain Property for Disposal/ Severances)

Business Process review

Answer the following questions relating to this business process:

1. Is the following statement true or false? The NZTA Property Manager will assign a property that cannot be disposed of to the grouping project in SAP

.....
.....

2. What is the name of the transaction used to update properties which have been divided into 2 severances?

.....
.....

3. Who is responsible for deciding the property will be disposed of or not?

.....
.....

SAP practice

Complete the following exercises with the assistance of your instructor.



RE80 Maintain Property Object for Disposal/Severances Transaction Guide

Transaction Code: RE80

A new road is being developed along a route that will affect several properties. Survey and legalisation has determined that the property will be cut in two by the intended road.

Use the following data to create two severance records and update the original property with the new status:

- Property 1 total original measurements: 0.0400 HA (PTGA total ground area).
- Severance 1 = 0.0100 HA (PFDA - area for disposal)
- Severance 2 = 0.0100 HA (PFDA - area for disposal)
- Property 1 final measurements = 0.0200 HA (PLRA Legalised as road area)

1. **Find and Select** property (from list below) then go to page 1 (step 6) in the RE80 Maintain property object for disposal severance transaction guide

Trainee	Data
Trainee 1	Property 1 AO#
Trainee 2	Property 2 AO#
Trainee 3	Property 3 AO#
Trainee 4	Property 4 AO#
Trainee 5	Property 5 AO#
Trainee 6	Property 6 AO#
Trainee 7	Property 7 AO#
Trainee 8	Property 8 AO#
Trainee 9	Property 9 AO#
Trainee 10	Property 10 AO#
Trainee 11	Property 11 AO#
Trainee 12	Property 12 AO#
Trainer	Property 13 AO#

2. In the **Legal Section** add in two extra rows (in yellow) for the two new severance records about to be created - then save the current (original) record:

Curr Title	LINZ Ref	Roll Number	Title Reference	Appellation
Y	Linz Ref 1A	100	CFRCB11	Lot 11 NEW ROAD
	Linz Ref 1B	101	CFRCB12	Lot 11 Severance 1
	Linz Ref 1C	102	CFRCB12	Lot 11 Severance 2

3. **Severance one/new Arch Object:**

General Data tab	
Field	Data
Description	Add text to end of current description < Severance 1 >
Acq./Disposal Status	Declared Surplus
User Status	DISP - disposal
Current Title	Tick

4. **Severance One - Add Partners**

Partners Tab	
Field	Data
Assign new partner	NZTA Disposal Manager
Assign new partner	Property Disposal Company
Assign new partner	NZTA Disposal Manager

5. **Severance One - Adjust Measurements**

Measurements	
Field	Data
PFDA (area for disposal)	0.0100 HA

6. **Severance two/new arch object:**

General Data tab	
Field	Data
Description	Add text: Severance 2
Current Title	Tick

7. Open up original **Architectural Object** and change the following:

General Data tab	
Field	Data
Description	Ex **** - NOW ROAD
Acq./Disposal Status	Formed as road

Measurements tab	
Field	Data
PLRA (Legalised as road area)	0.0200 HA