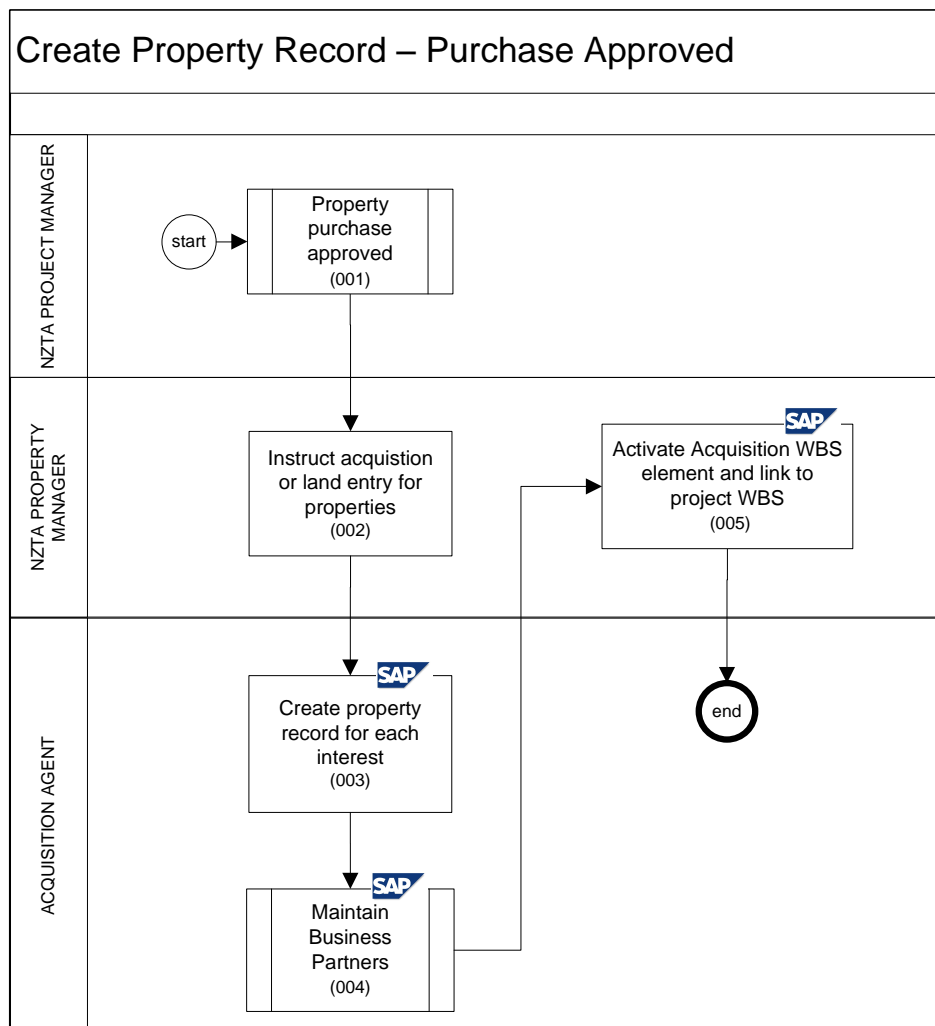# Create Property Record – Purchase Approved (PM5.2)

This process details the steps required to create a Property Object for acquisition or land entry once the purchase of the property has been approved. Some property that NZTA wishes to purchase may have already been set up as a Property Object during the Investigation stage for properties that NZTA is interested in gaining access to but not necessarily purchasing (these would have been created as property type 'Temporary Occupation').

Creating a Property Object also encompasses the purchase of a lease that exists over a property as well. In the instance of both the lease and underlying property two records are set up, one for the freehold property interest and one for the lease purchase.

Note: Property costs and fees at the Property Project stage are to be charged to the matching Work Breakdown Structure (WBS) of the Property Acquisition (and not the Investigation Project WBS).

Process flow diagram

The process flow is shown below.

Process steps

The steps for this process are detailed below.

Step	Action
1.	An NZTA Project Manager reviews the property portfolio strategy and approves the purchase of the property. **Note**: Refer to the HNO Portfolio, Project and Asset Business Process Design document for Project approval.
2.	An NZTA Property Manager instructs the Acquisition Consultant to acquire Property/Leases or negotiate Land Entry agreements.
3.	The Acquisition Agent creates a property record for each property interest to be purchased using transaction RE80. Refer to the RE80 (Create Property - Purchase Approved) transaction guide for more details. This in turn creates an Acquisition, Management and Disposal WBS element (cost object) to forecast and charge costs against.
4.	The Acquisition Agent must follow the Maintain Business Partner business process in order to create a Business Partner type of 'Property Owner' & 'Acquisition Consultant'. It is also possible this Business Partner may already have other Business Partner roles within SAP (i.e. add to the existing record). This is completed from within the RE80 transaction during the previous step. Refer to the RE80 (Create Business Partner) transaction guide for more detail.
5.	When the property record has been created, the NZTA Property Manager activates the Acquisition WBS of the property for settlements and links the WBS element to the project property purchase WBS element.

Business rules

The following business rules apply:

- The Property Acquisition WBS must have been created and activated by the NZTA Property Manager to be able to put property acquisition costs against.

- The 'Acquisition' phase must have been created by the Project Manager in order for the Property entry to link to it.