

RE80: Maintain Property (Legalisation and Property Completion) Transaction Guide

This guide shows you how to use transaction RE80 (Real Estate Navigator) to maintain details for existing properties (architectural objects) that will be fully consumed by road, and is part of the PM5.4 Legalisation and Property Completion process.

Use either the short description quick-step procedure below or the follow the more detailed description with screen shots that follows.

Access the transaction using either:

- 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.	On the Object Overview tab, select Architectural Object from the drop-down list and click the Find icon. Result: The Restrict Value Range dialog box displays.
2.	Select a suitable search (e.g. Architectural Object by Address).
3.	Enter search criteria (e.g. part of the address) and press Enter.
4.	Select the architectural object (property) from the displayed list by double-clicking on the item in the list that displays. Result: The Architect. Object Property <88*****> Display: General Data screen displays. Note: If a search list does not display, review your selection criteria, make any changes and press Enter to search again.
5.	Click the Changes Between Display <-> Change icon. Result: The Architect. Object Property <88*****> Change: General Data screen displays (i.e. the property details can now be changed).
6.	Change the Acq/Disposal Status field (e.g. select either Formed as Road or Legalised as Road) in the Property Reference Data section of the screen.
7.	Change the User Status field (e.g. ACQ – Acquisition) in the Status Display section. Note: The User Status field impacts some fee calculations and checks for the business partners needed for the property.
8.	Add other types of measurements on the Measurements tab, if required, by doing the following: <ul style="list-style-type: none"> • Click on the Add New Measurements icon. • Select a measurement type from the Permitted Measurement Types dialog box and enter the measurement details. Note: If at any time, you wish to remove a measurement, select the line and click on the Remove Measurements icon.

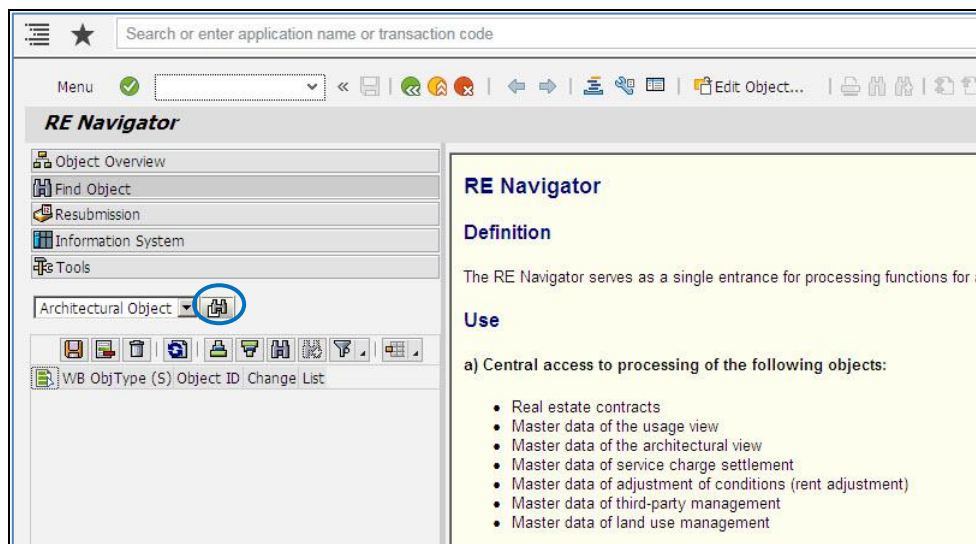
Continued on next page...

Step	Action
9.	<p>Add resubmission rules on the Alerts/Milestones tab, if required, by doing the following:</p> <ul style="list-style-type: none"> • Click the Create Reminder Rule icon. • Select either 'One Time occurrence' or 'As of date...' • Enter a Resubmission Reason and Date in the Create Reminder Rule dialog box (e.g. One Time Occurrence on 20.05.2013 – Survey and Legalisation). • Press Enter.
10.	<p>Click Save. The message '<i>Architect. Object no 88***** was changed</i>' displays in the bottom left-hand side of the screen.</p>

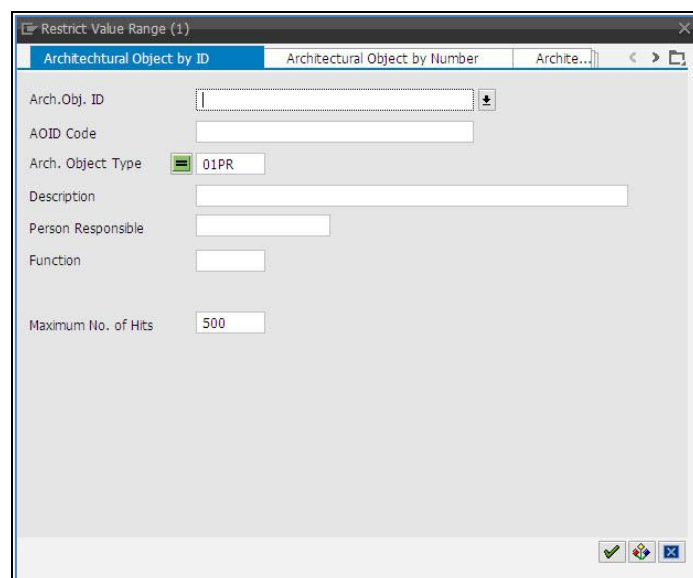
Detailed procedure

Follow the steps below to complete this transaction.

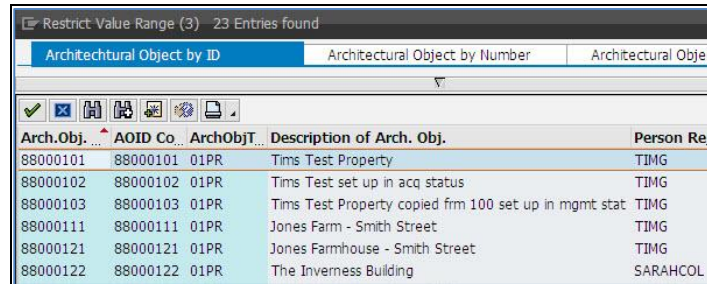
1. On the **Object Overview** tab, select **Architectural Object** from the drop-down list and click the **Find** icon (circled in blue below).



Result: The **Restrict Value Range** dialog box displays.



2. Select a suitable search (e.g. Architectural Object by Address).
3. Enter search criteria (e.g. part of the address) and press Enter.
4. Select the architectural object (property) from the displayed list by double-clicking on the item in the list that displays.



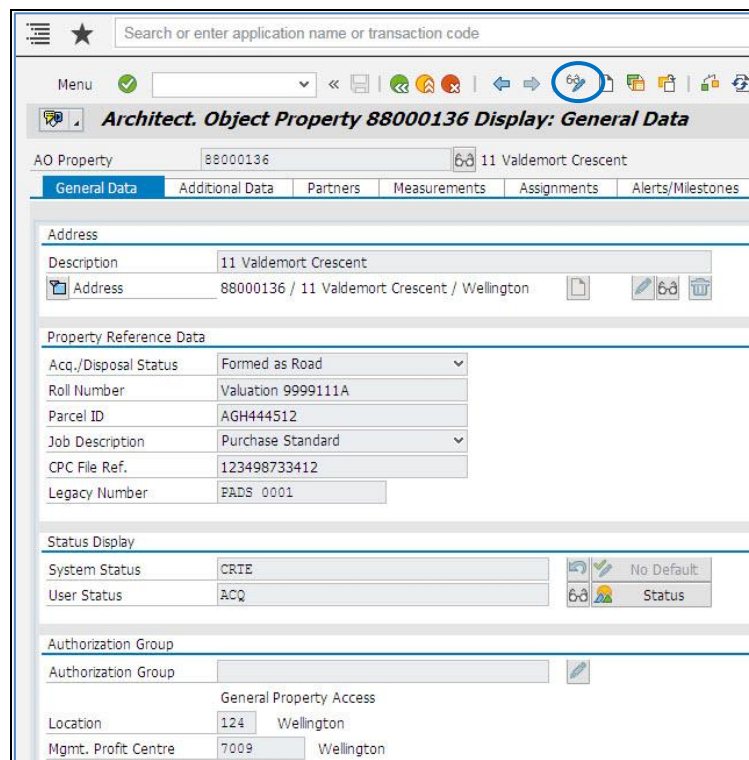
Arch.Obj.	AOID Co.	ArchObjT...	Description of Arch. Obj.	Person Re.
88000101	88000101	01PR	Tims Test Property	TIMG
88000102	88000102	01PR	Tims Test set up in acq status	TIMG
88000103	88000103	01PR	Tims Test Property copied frm 100 set up in mgmt stat	TIMG
88000111	88000111	01PR	Jones Farm - Smith Street	TIMG
88000121	88000121	01PR	Jones Farmhouse - Smith Street	TIMG
88000122	88000122	01PR	The Inverness Building	SARAHCOL

Result: The Architect. Object Property <88*****> Display: General Data screen displays.

Note: If a search list does not display, review your selection criteria, make any changes and press Enter to search again.

5. Click the **Changes Between Display <-> Change** icon (circled below).

Result: The Architect. Object Property <88*****> Change: General Data screen displays (i.e. the property details can now be changed).



Search or enter application name or transaction code

Menu

Architect. Object Property 88000136 Display: General Data

AO Property: 88000136 | 11 Valdemort Crescent

General Data | Additional Data | Partners | Measurements | Assignments | Alerts/Milestones

Address

Description: 11 Valdemort Crescent

Address: 88000136 / 11 Valdemort Crescent / Wellington

Property Reference Data

Acq./Disposal Status: Formed as Road

Roll Number: Valuation 9999111A

Parcel ID: AGH444512

Job Description: Purchase Standard

CPC File Ref.: 123498733412

Legacy Number: PADS 0001

Status Display

System Status: CRTE

User Status: ACQ

Authorization Group

Authorization Group: General Property Access

Location: 124 Wellington

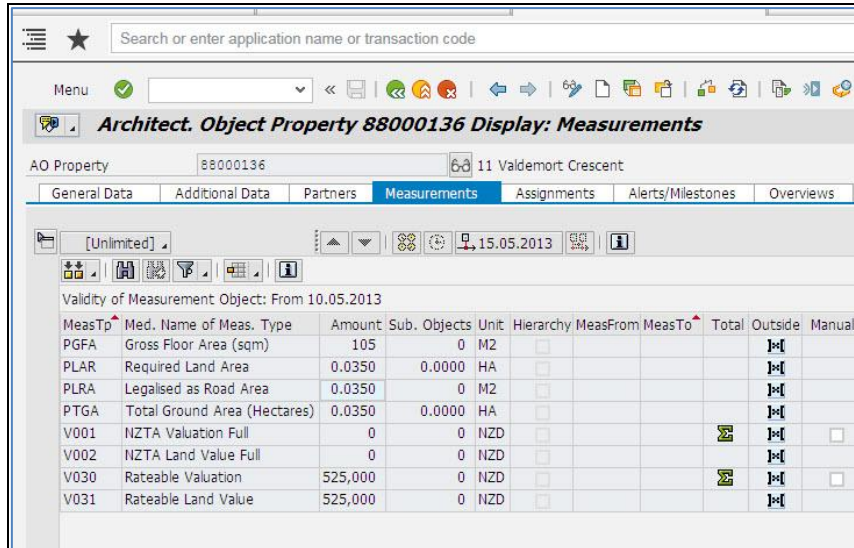
Mgmt. Profit Centre: 7009 Wellington

6. Change the Acq/Disposal Status field (e.g. select either Formed as Road or Legalised as Road) in the **Property Reference Data** section of the screen.
7. Change the User Status field (e.g. ACQ - Acquisition) in the **Status Display** section.

Note: The User Status field impacts some fee calculations and checks for the business partners needed for the property.

8. Add other types of measurements on the **Measurements** tab, if required, by doing the following:
 - Click on the **Add New Measurements** icon.
 - Select a measurement type from the **Permitted Measurement Types** dialog box and enter the measurement details.

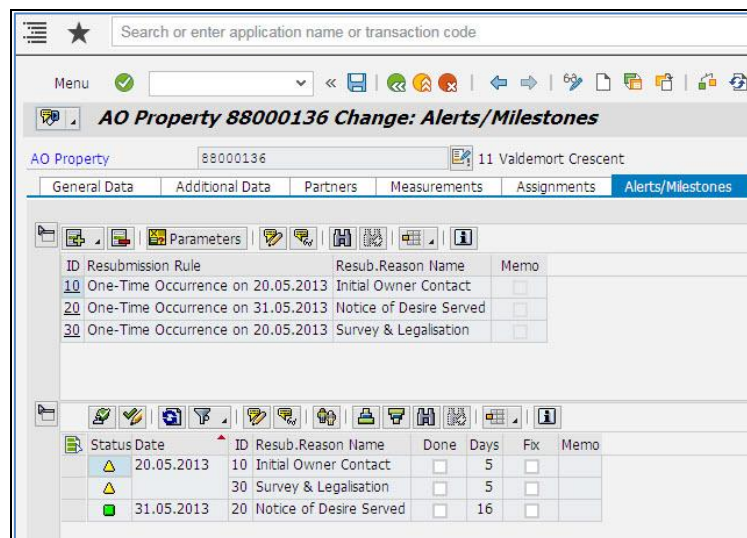
Note: If at any time, you wish to remove a measurement, select the line and click on the **Remove Measurements** icon.



Validity of Measurement Object: From 10.05.2013

MeasTp	Med. Name of Meas. Type	Amount	Sub. Objects	Unit	Hierarchy	MeasFrom	MeasTo	Total	Outside	Manually
PGFA	Gross Floor Area (sqm)	105	0	M2					Y	
PLAR	Required Land Area	0.0350	0.0000	HA					Y	
PLRA	Legalised as Road Area	0.0350	0	M2					Y	
PTGA	Total Ground Area (Hectares)	0.0350	0.0000	HA					Y	
V001	NZTA Valuation Full	0	0	NZD				Σ	Y	
V002	NZTA Land Value Full	0	0	NZD					Y	
V030	Rateable Valuation	525,000	0	NZD				Σ	Y	
V031	Rateable Land Value	525,000	0	NZD					Y	

9. Add resubmission rules on the **Alerts/Milestones** tab, if required, by doing the following:
 - Click the **Create Reminder Rule** icon.
 - Select either 'One Time occurrence' or 'As of date...'
 - Enter a Resubmission Reason and Date in the **Create Reminder Rule** dialog box (e.g. One Time Occurrence on 20.05.2013 – Survey and Legalisation).
 - Press Enter.



ID	Resubmission Rule	Resub.Reason Name	Memo
10	One-Time Occurrence on 20.05.2013	Initial Owner Contact	
20	One-Time Occurrence on 31.05.2013	Notice of Desire Served	
30	One-Time Occurrence on 20.05.2013	Survey & Legalisation	

Status	Date	ID	Resub.Reason Name	Done	Days	Fx	Memo
▲	20.05.2013	10	Initial Owner Contact	<input type="checkbox"/>	5	<input type="checkbox"/>	
▲	31.05.2013	20	Notice of Desire Served	<input type="checkbox"/>	16	<input type="checkbox"/>	
▲	20.05.2013	30	Survey & Legalisation	<input type="checkbox"/>	5	<input type="checkbox"/>	

10. Click **Save**. The message **'Architect. Object no 88***** was changed'** displays in the bottom left-hand side of the screen.