RE80: Maintain Property Declared Surplus/Disposal Transaction Guide

This guide shows you how to use RE80 (Real Estate Navigator) to maintain details for an existing architectural property object/property record that has been declared surplus by NZTA and is now being disposed of.

This is part of the PM5.4 Legalisation and Property Completion and PM9.1 Regional Property Review processes.

Use either the short description quick-step procedure set out below or refer to the more detailed description with screen shots which 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.	Enter search criteria (e.g. part of the property description) and press Enter.
3.	Select the relevant architectural object from the displayed list. **Result**: The selected object displays on the **Architect. Object Property** <*88*******> **Display**: **General Data screen**.
4.	Click the **Changes Between Display <-> Change** icon. **Result**: The **Architect. Object Property** <*88*******> **Change**: **General Data** screen displays.
5.	Review, and change if appropriate, the following fields are available to change on the **Architect Object Property <88******> Change**: **General Data** screen: • Acq./Disposal Status (e.g. Declared Surplus or Disposal Agent Instructed). • User Status (e.g. DISP - disposal).

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Step	Action

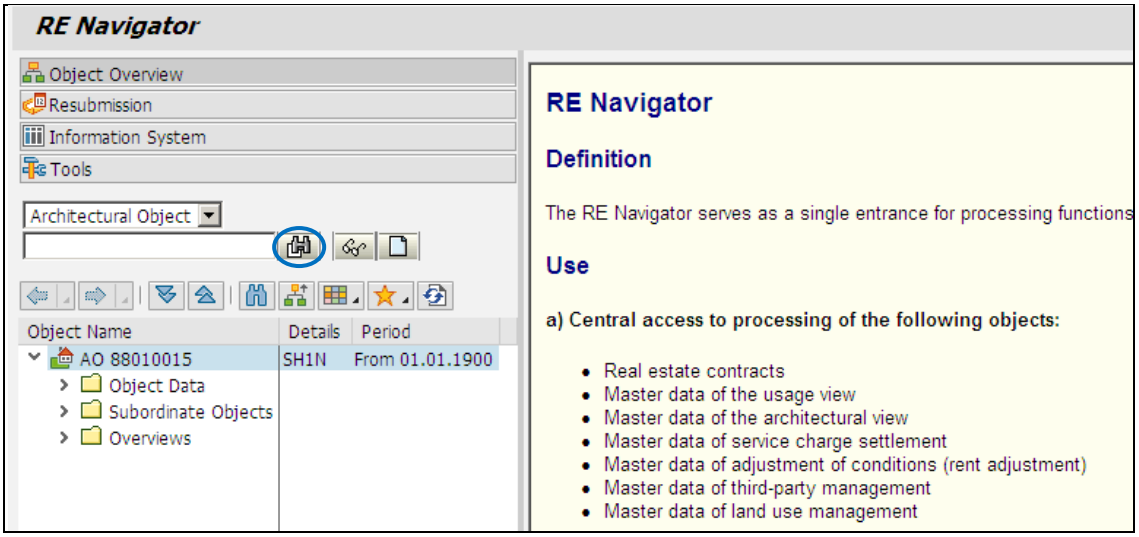
6.	Do the following on the **Partners** tab:
	• Click the **Assign New Partner** icon.
	• Select an option from the drop-down list (e.g. Mandatory partners: NZTA Disposal Manager, Property Disposal Company, and NZTA Disposal Manager).
	• In the Business **Partner Search** dialog box that displays, either:
	  ○ Use search terms to find an existing partner.
	  ○ Select **Create in Role** and enter the new details for the person/organisation (for more detail, refer to the RE80 (Create Business Partner) transaction guide).
	• Complete the Start reltnship (e.g. 17.05.2013).
	• Repeat the steps above for each additional role to be added.
	Note: If you click Save without selecting the mandatory partners, the system will display an error message at the bottom of the screen prompting you to choose a partner (or partners) that corresponds to the **User Status** (e.g. DISP - Disposal).

7.	Resubmission rules can be added on the **AO Property** <*88******> **Change**: **Alerts/Milestones** tab: • Click the **Create Reminder Rule** icon. • Select either One Time occurrence. • Enter a Resubmission Reason and Date in the **Create Reminder Rule** dialog box (e.g. One Time Occurrence on 17.05.2013 – Declared Surplus). • Press Enter. **Note**: These fields are the equivalent of the PADS Disposal milestones. NZTA would like to see the key milestones created with targets dates at this stage – when the property has been declared surplus.
8.	Click **Save**. The message *'Architect. Object no 88****** was changed'* displays in the bottom left-hand side of the screen.

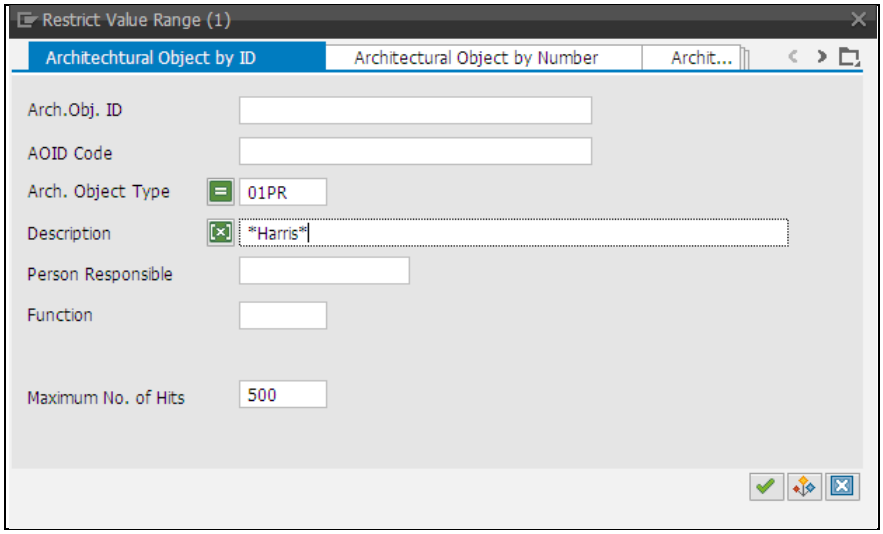
Detailed procedure

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 below).

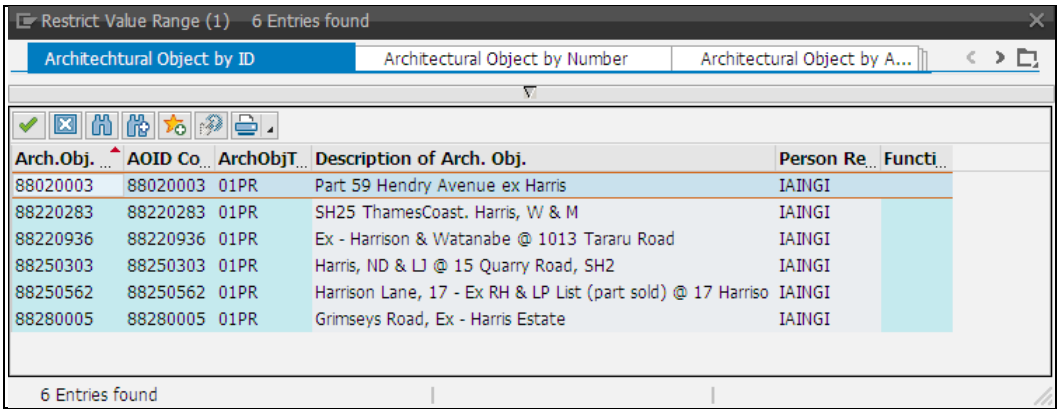


Result: The **Restrict Value Range** dialog box displays.

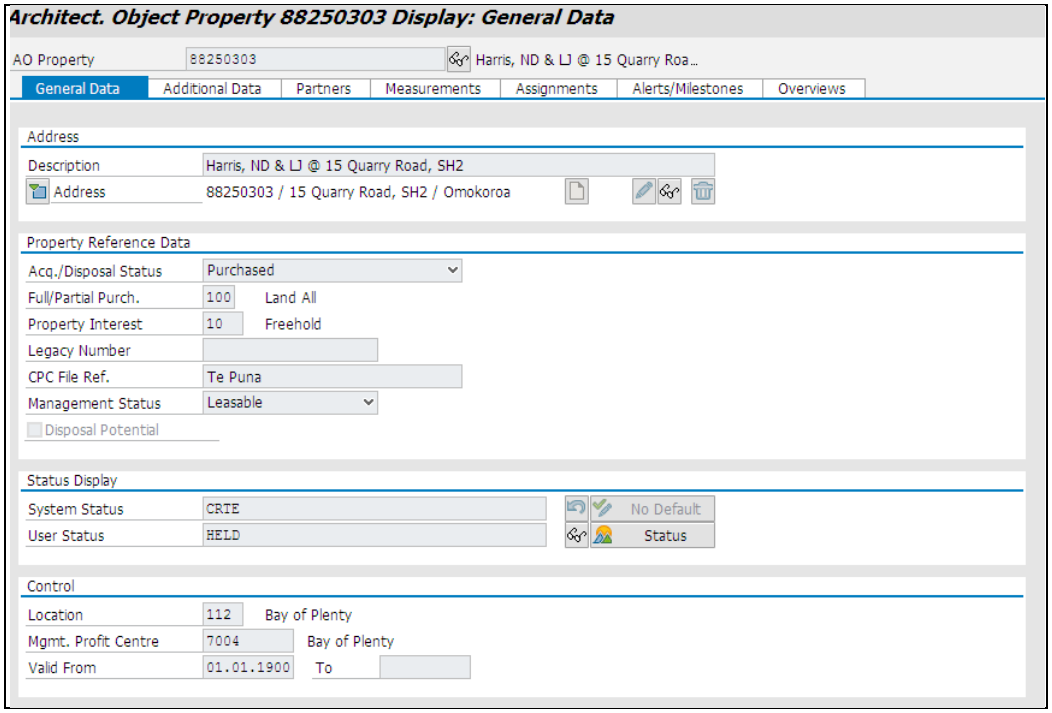


2. Enter search criteria (e.g. part of the property description) and press Enter.

3. Select the relevant architectural object from the displayed list.

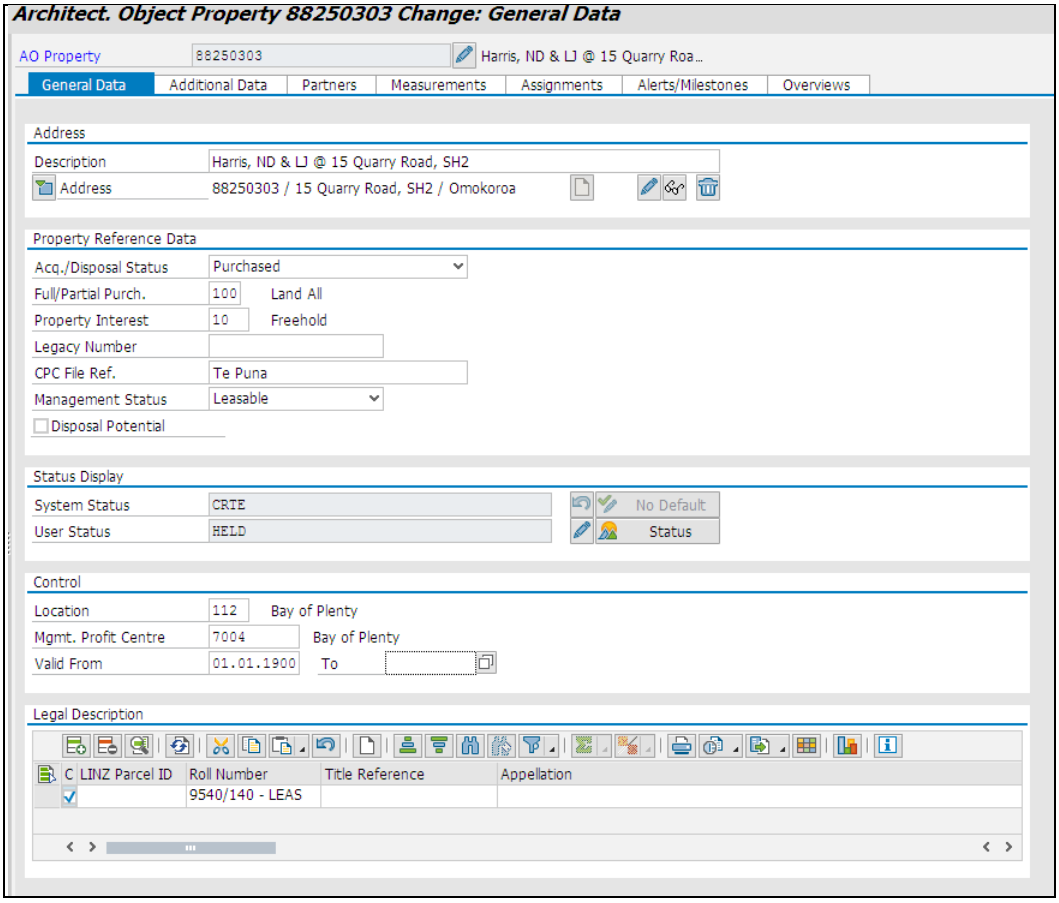


Result: The selected object displays on the **Architect. Object Property** <*88******>
Display: **General Data screen**.



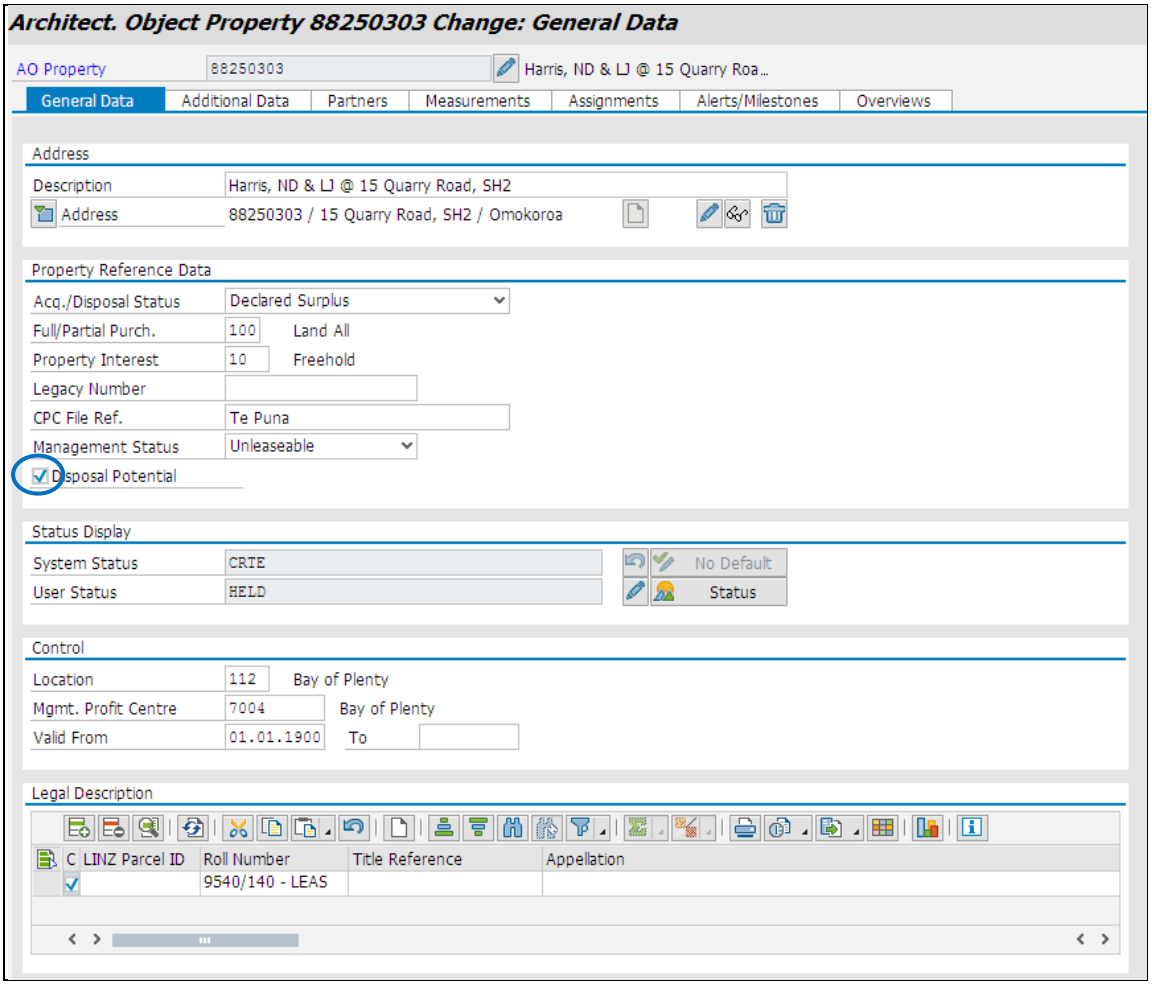
4. Click the **Changes Between Display <-> Change** icon.

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



5. Review, and change if appropriate, the following fields are available to change on the **Architect Object Property <88******> Change**: **General Data** screen:

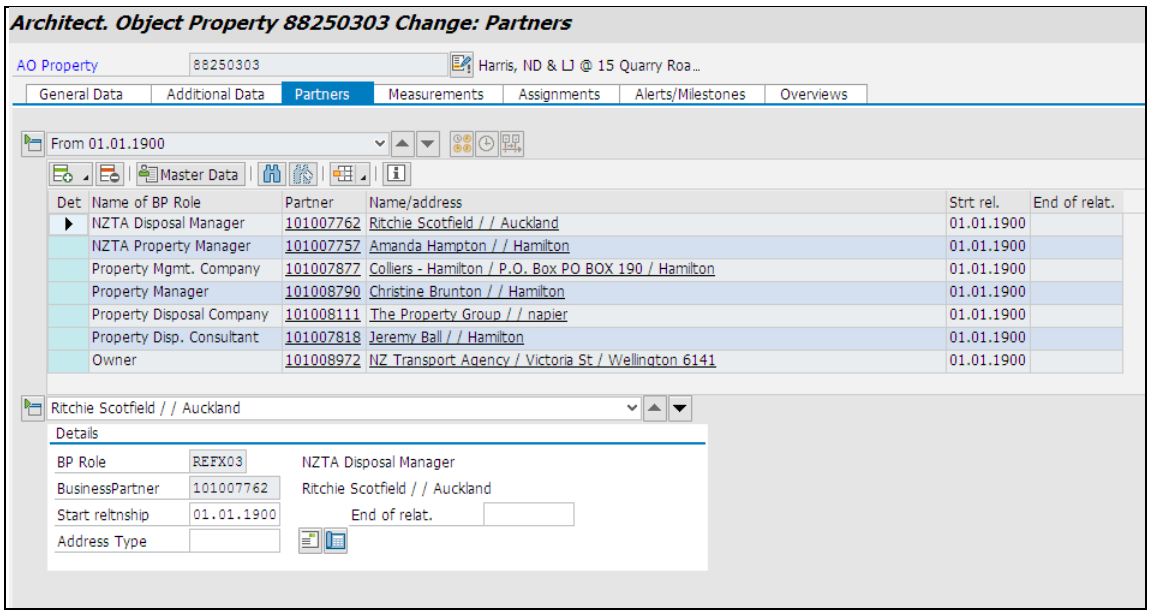
Field	Description
Acq./Disposal Status	Describes the general type of building usage options according to the land use map (e.g. Disposal Agent Instructed or Declared Surplus).
User Status	Defines the status of the Property Object (e.g. DISP – Disposal).



6. Do the following on the **Partners** tab:

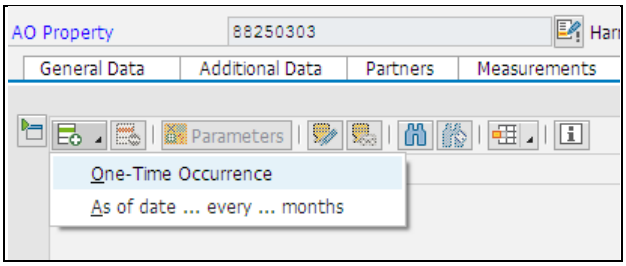
- Click the **Assign New Partner** icon.
- Select an option from the drop-down list (e.g. Mandatory partners: NZTA Disposal Manager, Property Disposal Company, and NZTA Disposal Manager).
- In the **Business Partner Search** dialog box that displays, either:
  - Use search terms to find an existing partner.
  - Select **Create in Role** and enter the new details for the person/organisation (for more detail, refer to the RE80 (Create Business Partner) transaction guide).
- Complete the Start reltnship (e.g. 17.05.2013).
- Repeat the steps above for each additional role to be added.

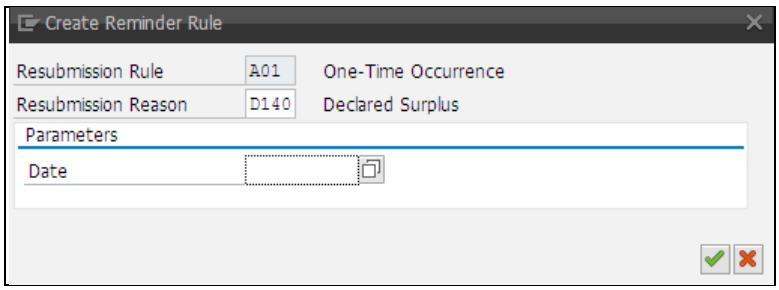
Note: If you click **Save** without selecting the mandatory partners, the system will display an error message at the bottom of the screen prompting you to choose a partner (or partners) that corresponds to the **User Status** selected in step 9 (e.g. DISP - Disposal).



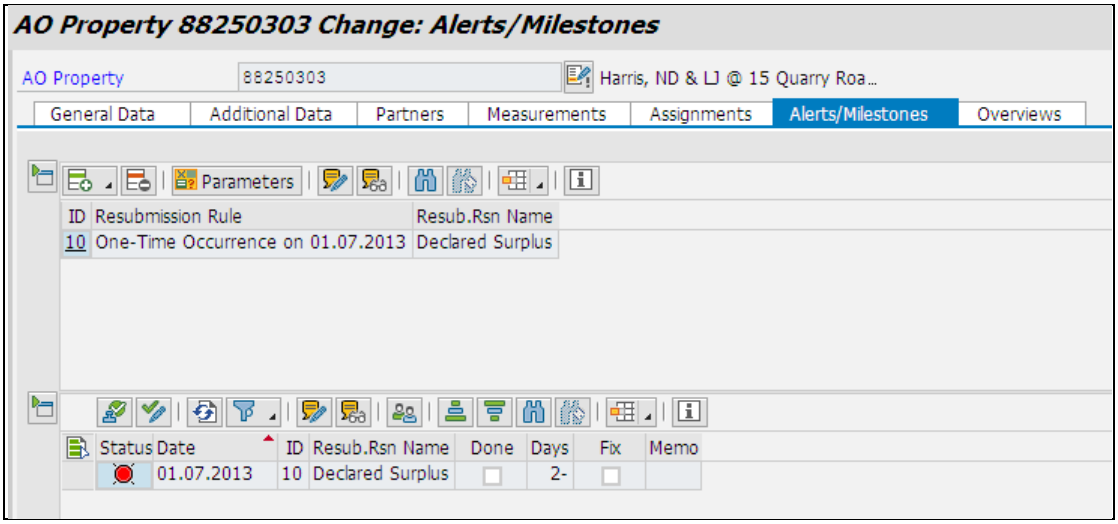
7. Other types of resubmission rules can be added on the **AO Property** <*88******> **Change: Alerts/Milestones** tab:

- Click the **Create Reminder Rule** icon.
- Select **One Time occurrence**.
- Enter a **Resubmission Reason** and **Date** in the **Change Reminder Rule** dialog box (e.g. One Time Occurrence on 17.05.2013 – Declared Surplus).
- Press Enter.





Note: These fields are the equivalent of the PADS Disposal milestones. NZTA would like to see the key milestones created with targets dates at this stage – when the property has been declared surplus.



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