

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: <ul style="list-style-type: none"> • Acq./Disposal Status (e.g. Declared Surplus or Disposal Agent Instructed). • User Status (e.g. DISP - disposal).

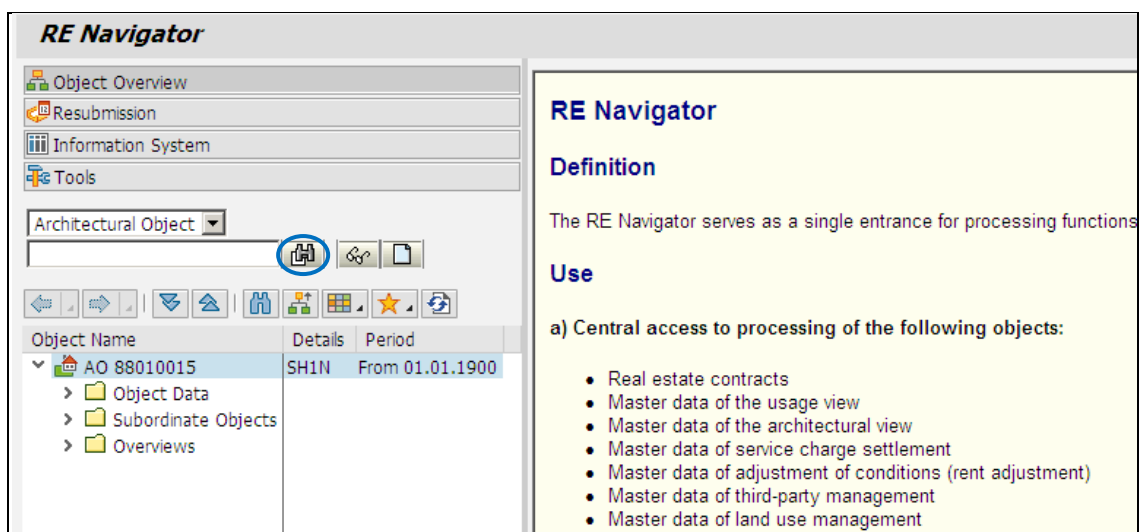
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Step	Action
6.	<p>Do the following on the Partners tab:</p> <ul style="list-style-type: none"> Click the Assign New Partner icon. Select an option from the drop-down list (e.g. Mandatory partners: NZTA Disposal Manager, Property Disposal Company, and NZTA Disposal Manager). In the Business Partner Search dialog box that displays, either: <ul style="list-style-type: none"> 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 relationship (e.g. 17.05.2013). Repeat the steps above for each additional role to be added. <p>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).</p>
7.	<p>Resubmission rules can be added on the AO Property <88*****> Change: Alerts/Milestones tab:</p> <ul style="list-style-type: none"> 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. <p>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.</p>
8.	<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 below).



RE Navigator

Definition

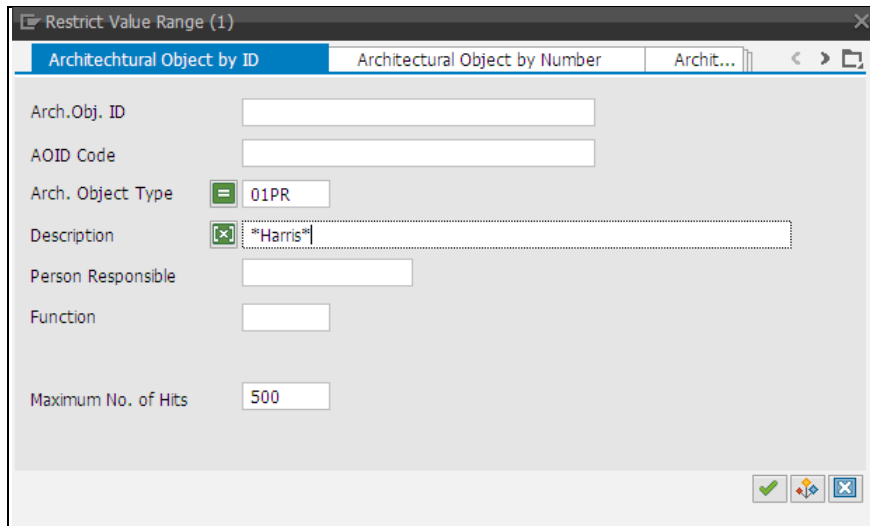
The RE Navigator serves as a single entrance for processing functions

Use

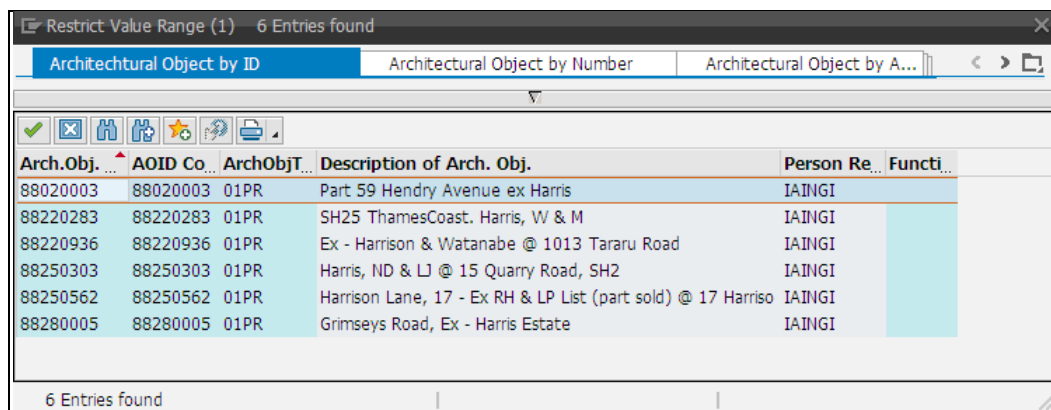
a) Central access to processing of the following objects:

- Real estate contracts
- Master data of the usage view
- Master data of the architectural view
- Master data of service charge settlement
- Master data of adjustment of conditions (rent adjustment)
- Master data of third-party management
- Master data of land use management

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.



Arch.Obj.	AOID Co.	ArchObjT.	Description of Arch. Obj.	Person Re.	Functi..
88020003	88020003	01PR	Part 59 Hendry Avenue ex Harris	IAINGI	
88220283	88220283	01PR	SH25 ThamesCoast. Harris, W & M	IAINGI	
88220936	88220936	01PR	Ex - Harrison & Watanabe @ 1013 Tararu Road	IAINGI	
88250303	88250303	01PR	Harris, ND & LJ @ 15 Quarry Road, SH2	IAINGI	
88250562	88250562	01PR	Harrison Lane, 17 - Ex RH & LP List (part sold) @ 17 Harriso	IAINGI	
88280005	88280005	01PR	Grimseys Road, Ex - Harris Estate	IAINGI	

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

Architect. Object Property 88250303 Display: General Data

AO Property 88250303 Harris, ND & LJ @ 15 Quarry Roa...

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

Address

Description Harris, ND & LJ @ 15 Quarry Road, SH2

Address 88250303 / 15 Quarry Road, SH2 / Omokoroa

Property Reference Data

Acq./Disposal Status Purchased

Full/Partial Purch. 100 Land All

Property Interest 10 Freehold

Legacy Number

CPC File Ref. Te Puna

Management Status Leasable

Disposal Potential

Status Display

System Status CRTE No Default

User Status HELD Status

Control

Location 112 Bay of Plenty

Mgmt. Profit Centre 7004 Bay of Plenty

Valid From 01.01.1900 To

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

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

Architect. Object Property 88250303 Change: General Data

AO Property 88250303 Harris, ND & LJ @ 15 Quarry Roa...

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

Address

Description Harris, ND & LJ @ 15 Quarry Road, SH2

Address 88250303 / 15 Quarry Road, SH2 / Omokoroa

Property Reference Data

Acq./Disposal Status Purchased

Full/Partial Purch. 100 Land All

Property Interest 10 Freehold

Legacy Number

CPC File Ref. Te Puna

Management Status Leasable

Disposal Potential

Status Display

System Status CRTE No Default

User Status HELD Status

Control

Location 112 Bay of Plenty

Mgmt. Profit Centre 7004 Bay of Plenty

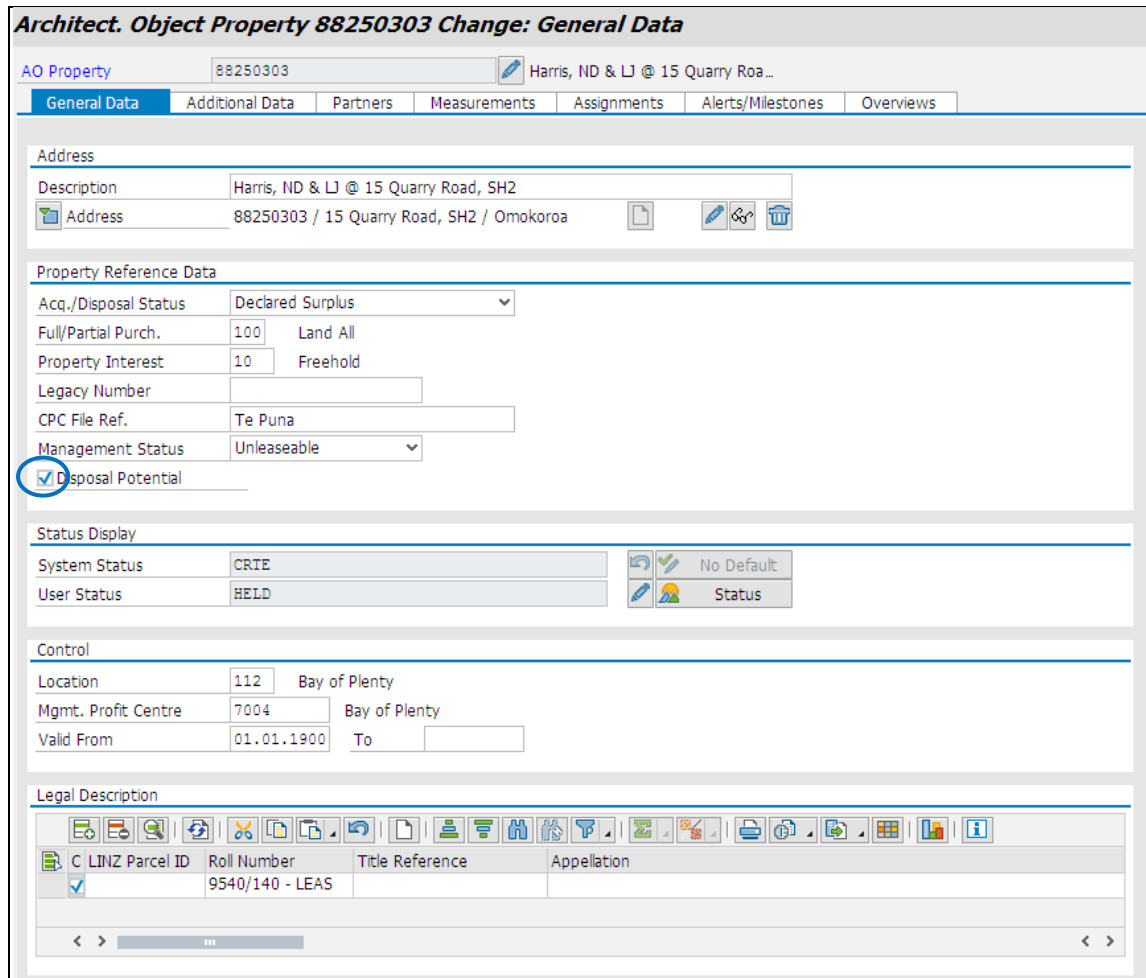
Valid From 01.01.1900 To

Legal Description

C LINZ Parcel ID	Roll Number	Title Reference	Appellation
<input checked="" type="checkbox"/>	9540/140 - LEAS		

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).



Architect. Object Property 88250303 Change: General Data

AO Property: 88250303 Harris, ND & LJ @ 15 Quarry Roa...

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

Address

Description: Harris, ND & LJ @ 15 Quarry Road, SH2

Address: 88250303 / 15 Quarry Road, SH2 / Omokoroa

Property Reference Data

Acq./Disposal Status: Declared Surplus

Full/Partial Purch.: 100 Land All

Property Interest: 10 Freehold

Legacy Number:

CPC File Ref.: Te Puna

Management Status: Unleaseable

Disposal Potential

Status Display

System Status: CRIE No Default

User Status: HELD Status

Control

Location: 112 Bay of Plenty

Mgmt. Profit Centre: 7004 Bay of Plenty

Valid From: 01.01.1900 To:

Legal Description

C LINZ Parcel ID	Roll Number	Title Reference	Appellation
<input checked="" type="checkbox"/>	9540/140 - LEAS		

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 relationship (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).

Architect. Object Property 88250303 Change: Partners

AO Property 88250303 Harris, ND & LJ @ 15 Quarry Roa...

General Data Additional Data **Partners** Measurements Assignments Alerts/Milestones Overviews

From 01.01.1900

Det	Name of BP Role	Partner	Name/address	Strt rel.	End of relat.
▶	NZTA Disposal Manager	101007762	Ritchie Scotfield // Auckland	01.01.1900	
	NZTA Property Manager	101007757	Amanda Hampton // Hamilton	01.01.1900	
	Property Mgmt. Company	101007877	Collers - Hamilton / P.O. Box PO BOX 190 / Hamilton	01.01.1900	
	Property Manager	101008790	Christine Brunton // Hamilton	01.01.1900	
	Property Disposal Company	101008111	The Property Group // napier	01.01.1900	
	Property Disp. Consultant	101007818	Jeremy Ball // Hamilton	01.01.1900	
	Owner	101008972	NZ Transport Agency / Victoria St / Wellington 6141	01.01.1900	

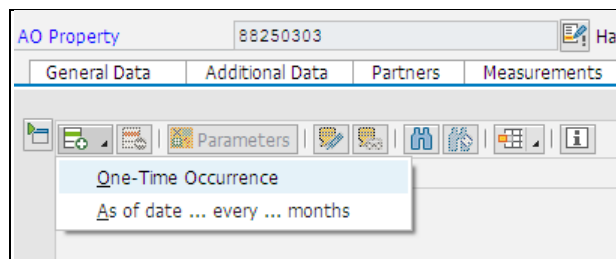
Ritchie Scotfield // Auckland

Details

BP Role	REFX03	NZTA Disposal Manager
BusinessPartner	101007762	Ritchie Scotfield // Auckland
Start reltnship	01.01.1900	End of relat.
Address Type		

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.

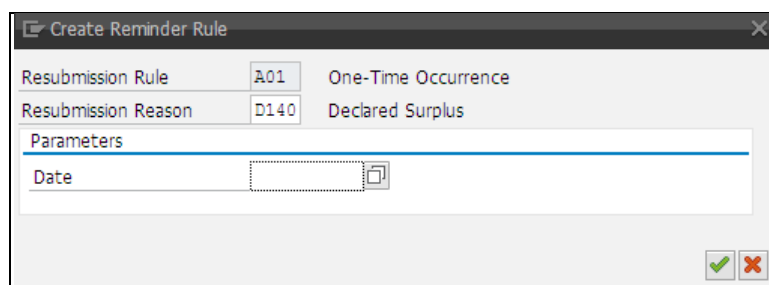


AO Property 88250303 Han

General Data Additional Data **Partners** Measurements

Parameters

One-Time Occurrence
As of date ... every ... months



Create Reminder Rule

Resubmission Rule	A01	One-Time Occurrence
Resubmission Reason	D140	Declared Surplus

Parameters

Date

✓ ✗

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.

AO Property 88250303 Change: Alerts/Milestones

AO Property 88250303 Harris, ND & LJ @ 15 Quarry Roa...

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

Parameters

ID	Resubmission Rule	Resub.Rsn Name
10	One-Time Occurrence on 01.07.2013	Declared Surplus

Status Date ID Resub.Rsn Name Done Days Fix Memo

01.07.2013	10	Declared Surplus	<input type="checkbox"/>	2-	<input type="checkbox"/>	
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- Click **Save**. The message *'Architect. Object no 88***** was changed'* displays in the bottom left-hand side of the screen.