CJR4: Enter Managed Property Forecast Transaction Guide

This guide shows you how to use this transaction. Use either the short description quick-step procedure set out below or refer to the more detailed description with screen shots which follows.

When a Property Object is created in RE80 SAP automatically creates a Property Management Work Breakdown Structure (WBS) element (Accounting Object) which is prefixed with 88. This transaction is used by NZTA Property Management Agents to enter forecast information and view actual costs against the Property Management WBS element.

The **Property Management Planner Profile – PROPERT2** is available to set up in either this transaction, or to be set-up as a default in transaction KP04, as follows:

- **Screen Layout**: ZNZTAP012 Property Man. Actuals / Forecasts.
- **Important Note**: All Property WBS elements in status MGMT are prefixed by 88.

This transaction is part of the PM8.1 Annual Managed Property Budget process.

Prerequisite: The Property Project is funded and the WBS elements for each property record have been created. External Consultants can only forecast and view actual – they cannot create or activate WBS elements - this is the responsibility of NZTA Property Managers.

Access the transaction using either:

- the transaction code **CJR4**, or
- the menu path: **Portfolio and Project Management > Project Systems > Project Plan Data > PS**: **Change plan primary cost element**.

Quick-step procedure

Follow the steps below to complete this transaction.

Step	Action
1.	Either: • go to step 5 if you have already set the default Planner Profile using transaction KP04, or • select **Menu > Settings > Set Planner Profile** on the **Change Planning Primary Costs**: **Initial Screen**. **Note**: If the Set Controlling Area dialog box displays when entering this transaction, enter 1000 (for NZTA) in the Controlling Area field and press Enter.
2.	Drop-down to search in the Planner profile field of the **Set Planner Profile** dialog box to change the planner profile.
3.	Select **PROPERT2** (Property Management) from the **Personal Value List**: **Planner Profile** dialog box.

4.	Do the following:
	• Enter the Financial year the forecasting applies to (e.g. 2014) in the Fiscal Year field.
	• Select Form-Based in the Entry section.
	• Either:
	  ○ enter the WBS Element and go to step 7, or
	  ○ click on the drop-down search in the WBS Element field to find the Property

	WBS.

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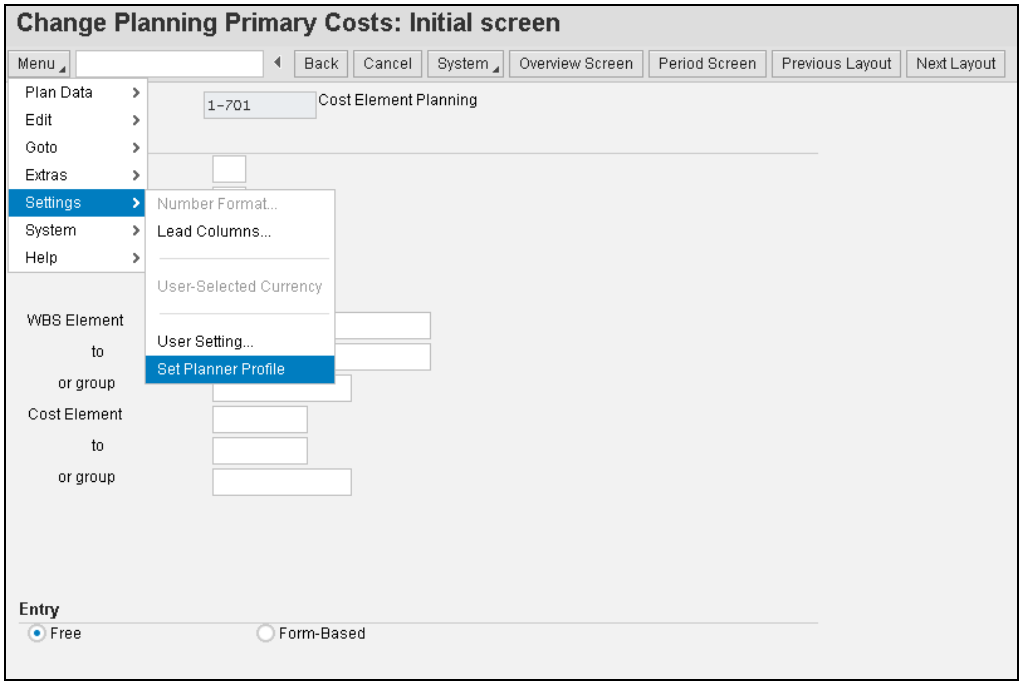
Step	Action
5.	Enter the following search criteria in the **Work Breakdown Structure Element (WBS Element)** dialog box then press Enter: • WBS Element (e.g. 88* to search for all Management property WBS elements). • Description (e.g. '*property*' for property records where owner description includes the word 'property' e.g. Property Avenue).
6.	Select the required option from the **Work Breakdown Structure Element (WBS Element) (1)** dialog box (e.g. 88300033).
7.	Click the **Overview Screen** button. **Result**: The **Change Planning Primary Costs**: **Overview screen** displays. This screen displays the default Cost Elements to allocate forecast amounts against (e.g. 6284 Ground Rent etc.).
8.	Input monthly forecasts for a month or months. **Note**: The G/L account for the Cost Element dictates whether the forecast input is credit or debit.
9.	Click the **Post** button to post and save the data.

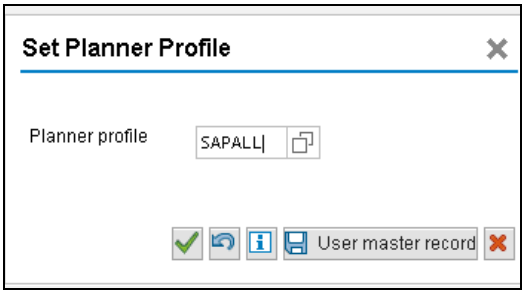
Detailed procedure

Follow the steps below to complete this transaction.

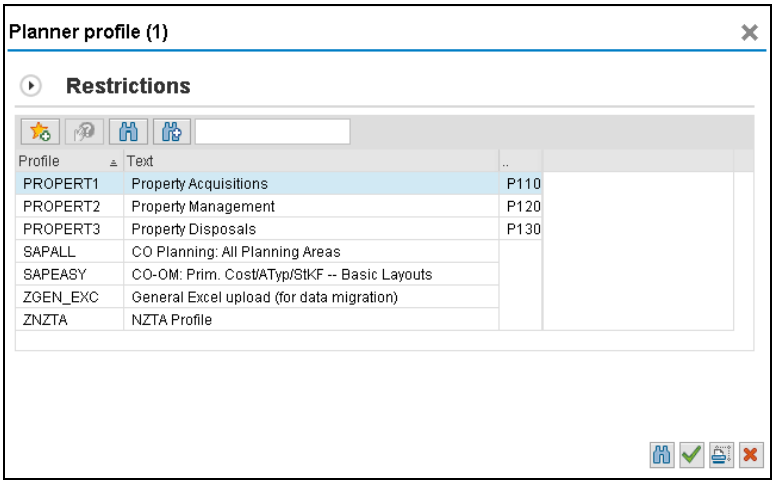
1. Either:
   - go to step 5 if you have already set the default Planner Profile using transaction KP04, or
   - select **Menu** > **Settings** > **Set Planner Profile** on the **Change Planning Primary Costs**: **Initial Screen**.



2. Drop-down to search in the Planner profile field of the **Set Planner Profile** dialog box to change the planner profile.

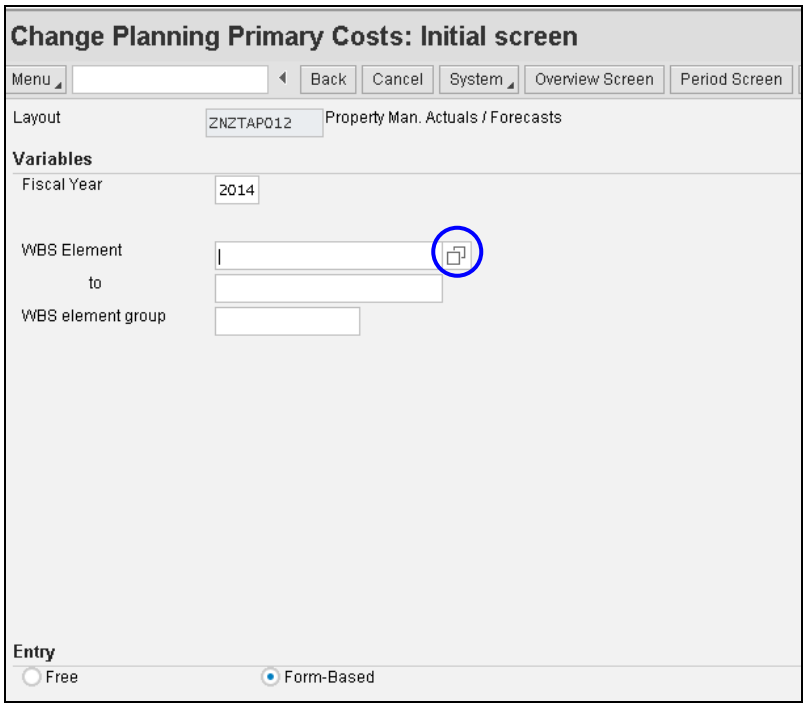


3. Select **PROPERT2** (Property Management) from the **Personal Value List**: **Planner Profile** dialog box.

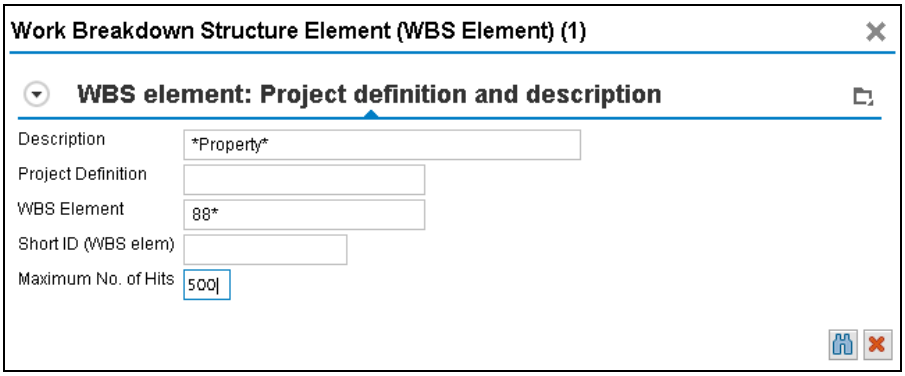


4. Do the following:

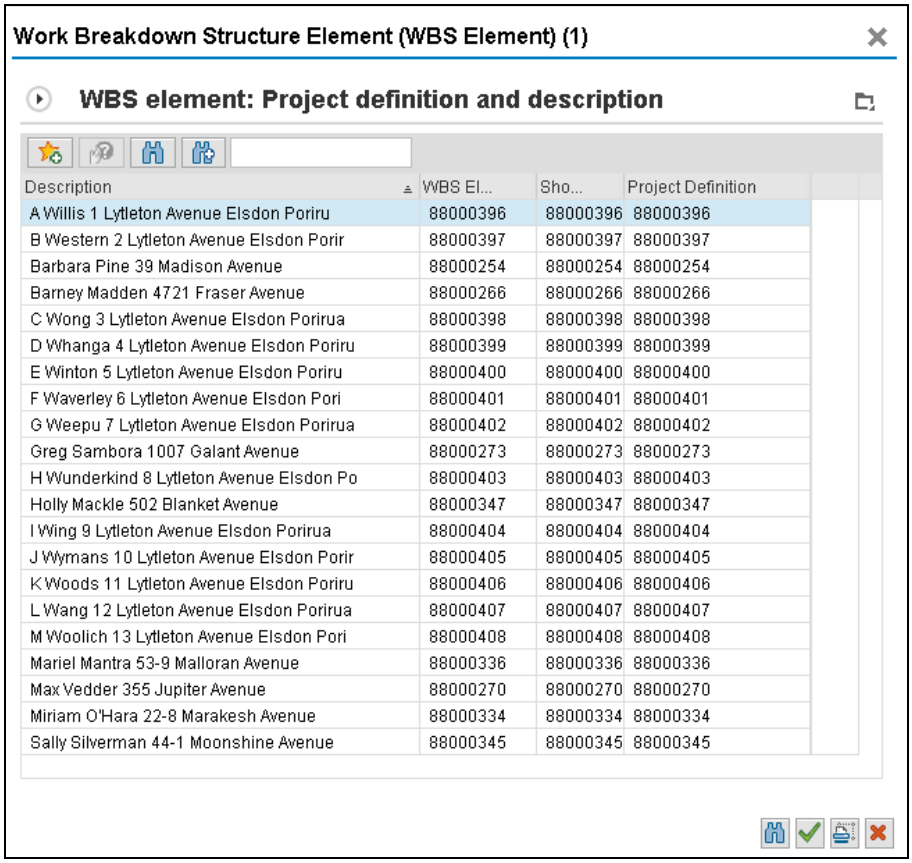
- Enter the Financial year the forecasting applies to (e.g. 2014) in the Fiscal Year field.
- Select Form-Based in the Entry section.
- Either:
  - enter the WBS Element and go to step 7, or
  - click on the drop-down search in the WBS Element field to find the Property WBS.



5. Enter the following search criteria in the **Work Breakdown Structure Element (WBS Element)** dialog box then press Enter:
   - WBS Element (e.g. 88* to search for all Management property WBS elements).
   - Description (e.g. '*property*' for property records where owner description includes the word 'property' e.g. Property Avenue).

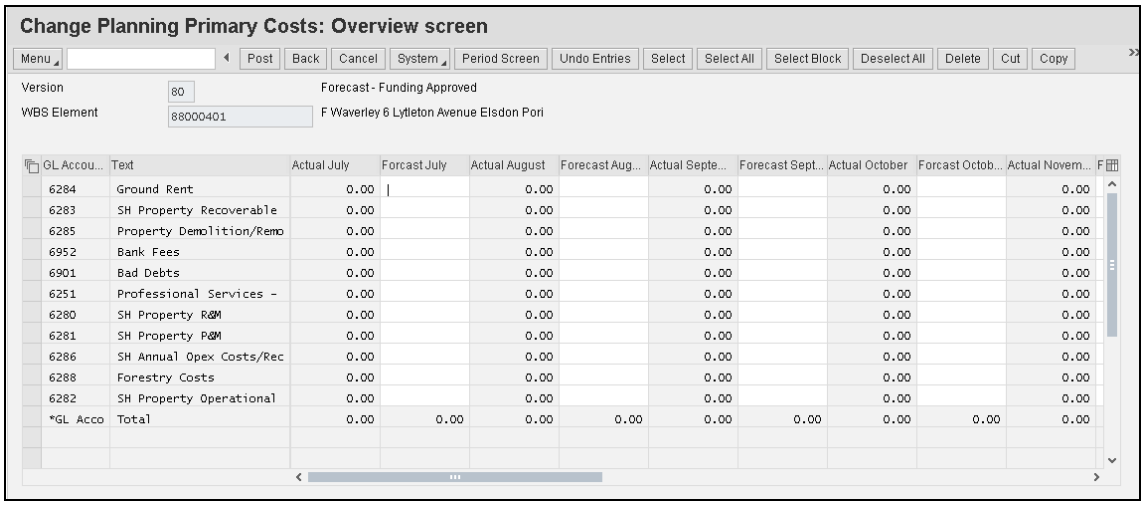


6. Select the required option from the **Work Breakdown Structure Element (WBS Element) (1)** dialog box (e.g. 88300033).



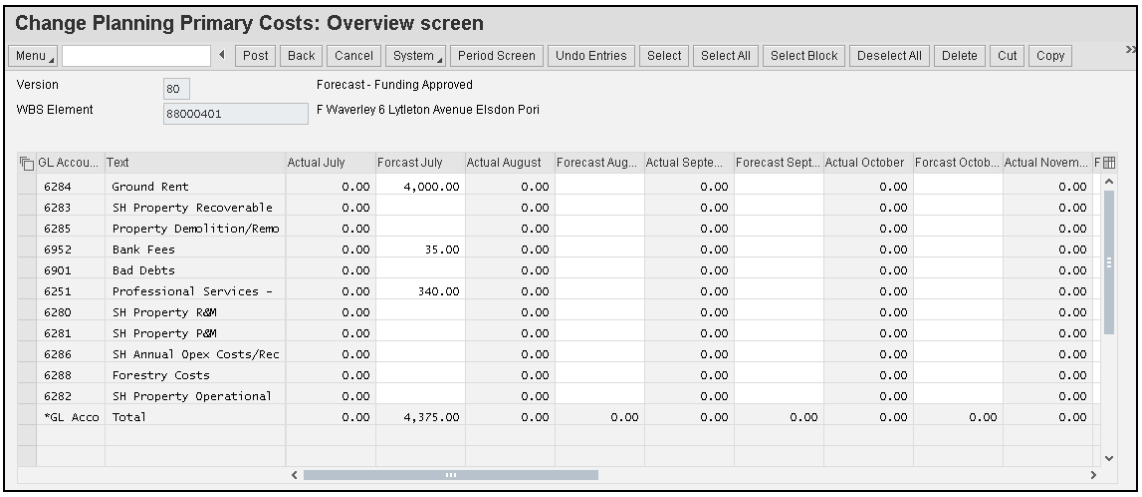
7. Click the **Overview Screen** button.

   Result: The **Change Planning Primary Costs**: **Overview screen** displays. This screen displays the default Cost Elements to allocate forecast amounts against (e.g. 6284 Ground Rent etc.).



GL Accou...	Text	Actual July	Forcast July	Actual August	Forecast Aug...	Actual Septe...	Forecast Sept...	Actual October	Forcast Octob...	Actual Novem...	F
6284	Ground Rent	0.00		0.00		0.00		0.00		0.00	
6283	SH Property Recoverable	0.00		0.00		0.00		0.00		0.00	
6285	Property Demolition/Remo	0.00		0.00		0.00		0.00		0.00	
6952	Bank Fees	0.00		0.00		0.00		0.00		0.00	
6901	Bad Debts	0.00		0.00		0.00		0.00		0.00	
6251	Professional Services -	0.00		0.00		0.00		0.00		0.00	
6280	SH Property R&M	0.00		0.00		0.00		0.00		0.00	
6281	SH Property P&M	0.00		0.00		0.00		0.00		0.00	
6286	SH Annual Opex Costs/Rec	0.00		0.00		0.00		0.00		0.00	
6288	Forestry Costs	0.00		0.00		0.00		0.00		0.00	
6282	SH Property Operational	0.00		0.00		0.00		0.00		0.00	
*GL Acco	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

8. Input monthly forecasts for a month or months as displayed here:



GL Accou...	Text	Actual July	Forcast July	Actual August	Forecast Aug...	Actual Septe...	Forecast Sept...	Actual October	Forcast Octob...	Actual Novem...	F
6284	Ground Rent	0.00	4,000.00	0.00		0.00		0.00		0.00	
6283	SH Property Recoverable	0.00		0.00		0.00		0.00		0.00	
6285	Property Demolition/Remo	0.00		0.00		0.00		0.00		0.00	
6952	Bank Fees	0.00	35.00	0.00		0.00		0.00		0.00	
6901	Bad Debts	0.00		0.00		0.00		0.00		0.00	
6251	Professional Services -	0.00	340.00	0.00		0.00		0.00		0.00	
6280	SH Property R&M	0.00		0.00		0.00		0.00		0.00	
6281	SH Property P&M	0.00		0.00		0.00		0.00		0.00	
6286	SH Annual Opex Costs/Rec	0.00		0.00		0.00		0.00		0.00	
6288	Forestry Costs	0.00		0.00		0.00		0.00		0.00	
6282	SH Property Operational	0.00		0.00		0.00		0.00		0.00	
*GL Acco	Total	0.00	4,375.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

   Note: The G/L account for the Cost Element dictates whether the forecast input is credit or debit.

9. Click the **Post** button to post and save the data.