

## RE80: Maintain Unmanaged Property Transaction Guide

This guide shows you how to use transaction RE80 (Real Estate Navigator) to update the details for an existing architectural property object/record that NZTA has acquired and is held but not under Property Management. This is part of the PM7.4 – Termination Lease process.

This action will be taken by the NZTA Property Manager or the Acquisition Consultant, as the Property Manager has not been instructed to deal with the property.

Use either the quick-step procedure below or the detailed procedure including screen shots which follows.

Access the transaction using either:

- transaction code **RE80**, or
- The menu path: **Real Estate Management > Master Data > RE Navigator > Find Object**.

### Quick-step procedure

Follow the steps below to complete this transaction.

Step	Action
1.	Select <b>Object Overview</b> in the Navigation area.
2.	Select <b>Architectural Object</b> from the drop-down list, and then click the <b>Find</b> icon (Binoculars). <b>Result:</b> The <b>Restrict Value Range</b> dialog box displays.
3.	Select a suitable search (e.g. Architectural Object by ID): <ul style="list-style-type: none"> <li>• enter search criteria (e.g. a description, or the person responsible), and</li> <li>• click the <b>Search</b> icon.</li> </ul>
4.	Select an architectural object (property) from the displayed list so that it is highlighted and press Enter. <b>Result:</b> The <b>Architect. Object Property &lt;88*****&gt; Display: General Data</b> screen displays. <b>Note:</b> If a search list does not display, review your selection criteria, make any changes and press Enter to search again.
5.	Click the <b>Changes between Display &lt;-&gt; Change</b> icon in the Navigation pane. <b>Result:</b> The <b>Architect. Object Property &lt;88*****&gt; Change: General Data</b> screen displays.
6.	Update the following fields on the <b>General Data</b> tab: <ul style="list-style-type: none"> <li>• Acq. Disposal Status (e.g. Purchased).</li> <li>• Management Status (e.g. Unlsble Vac for Cons).</li> </ul>
7.	Update the following fields on the <b>Additional Data</b> tab (if required): <ul style="list-style-type: none"> <li>• Maintenance Level (e.g. 00015 Clearance or Demolition).</li> <li>• Vac for Constr (e.g. 09.07.2013).</li> </ul>

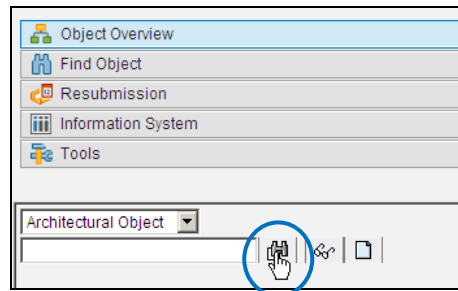
*Continued on next page...*

Step	Action
8.	<p>On the <b>Partners</b> tab:</p> <ul style="list-style-type: none"> <li>select the <b>Owner</b> in the Partners list, and</li> <li>add a date in the <b>End of relat.</b> field (e.g. 30.05.2013).</li> </ul>
9.	<p>Add the new owner (NZTA) by:</p> <ul style="list-style-type: none"> <li>clicking the <b>Assign New Partner</b> icon</li> <li>selecting <b>Owner</b> from the drop-down list</li> <li>in the <b>Business Partner Search</b> dialog box that displays use the search terms to find an existing partner (e.g. HMQ Vested in NZTA), and</li> <li>complete the <b>Start reltnship</b> field (e.g. 30.05.2013) and the <b>End of relat.</b> field (if known) (e.g. 31.12.2016).</li> </ul> <p><b>Note:</b> The date difference between the <b>End of relat.</b> field (e.g. 30.05.2013) for the “old” Owner and the <b>Start reltnship.</b> field (e.g. 30.05.2013) for the “new” owner should either be the same date or the following date (e.g. 30.05.2013 to 31.05.2013) otherwise error messages are displayed when saved.</p>
10.	<p>Select the Partners that may require an end date (e.g. NZTA Acquisition Manager, Property Acq. Company and or Property Acq. Consultant) and complete the <b>End of relat.</b> field (e.g. 30.05.2013).</p>
11.	<p>Add new partners by doing the following:</p> <ul style="list-style-type: none"> <li>Click the <b>Assign New Partner</b> icon.</li> <li>Select an option from the drop-down list (e.g. a new NZTA Property Manager). In the Business Partner Search dialog box that displays, either: <ul style="list-style-type: none"> <li>use search terms to find an existing partner (e.g. David Apthorp for NZTA Property Manager), or</li> <li>select <b>Create in Role</b> and enter the new details for the person/organisation (for more detail, refer to the <a href="#">RE80 (Create Business Partner)</a> transaction guide).</li> </ul> </li> <li>Complete the <b>Start reltnship</b> field (e.g. 30.05.2013) and if required <b>End of relat.</b> field (e.g. 31.12.2016).</li> <li>Repeat the steps above for each additional role to be added.</li> </ul> <p><b>Note:</b> If you click the <b>Save</b> icon without selecting the required 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 <b>User Status</b> selected in step 6 (e.g. 03 HELD).</p>
12.	<p>Add a Rateable valuation measurement type (e.g. V030) on the <b>Measurements</b> tab.</p>
13.	<p>Click the <b>Check</b> icon on the top toolbar to verify the data and correct any errors.</p>
14.	<p>Once there are no errors, click the <b>Save</b> icon.</p> <p><b>Result:</b> At the bottom left-hand side of the screen, the message <i>‘Architectural object ID no &lt;88*****&gt; was changed’</i> is displayed.</p>

## Detailed procedure

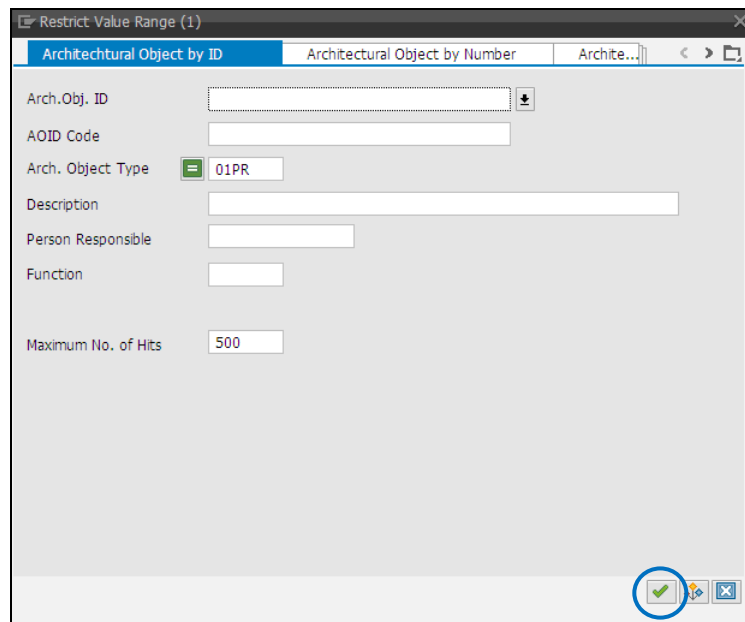
Follow the steps below to complete this transaction.

1. Select **Object Overview** in the Navigation area.

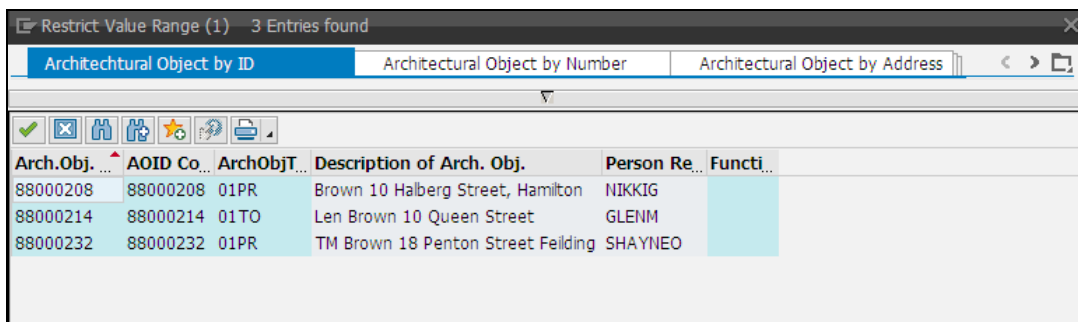


2. Select Architectural Object from the drop-down list, and then click the **Find** icon (Binoculars).

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



3. Select a suitable search from the different tabs (e.g. Architectural Object by ID):
  - enter search criteria (e.g. a description, or the person responsible), and
  - click the **Find** icon.
4. Select an architectural object (property) from the displayed list so that it is highlighted and press Enter.



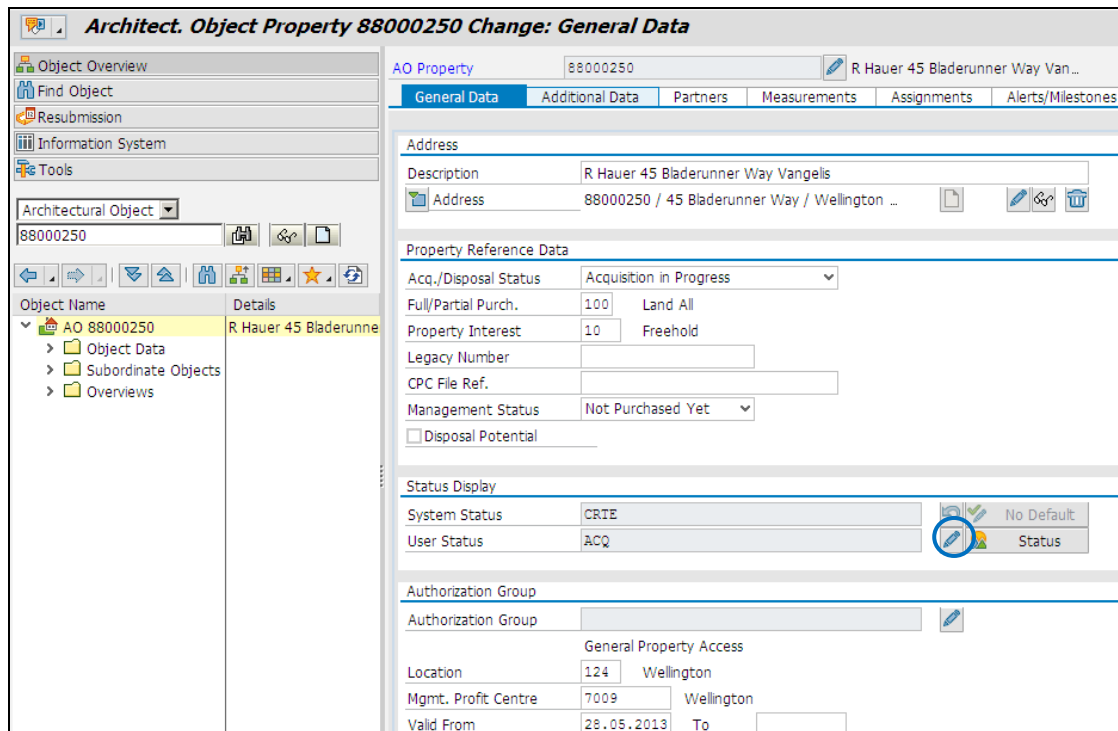
Arch.Obj. ...	AOID Co...	ArchObjT...	Description of Arch. Obj.	Person Re...	Functi...
88000208	88000208	01PR	Brown 10 Halberg Street, Hamilton	NIKKIG	
88000214	88000214	01TO	Len Brown 10 Queen Street	GLENM	
88000232	88000232	01PR	TM Brown 18 Penton Street Feilding	SHAYNEO	

**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.

- Click the **Changes between Display <-> Change** icon in the Navigation pane.

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



- Update the following fields on the **General Data** tab:

Field	Description
Acq. Disposal Status	Describes the general type of building usage options according to the land use map (e.g. Purchased).
Management Status	Description of the overall condition of the property and what it may be used for (e.g. Unlsble Vac for Cons).

AO Property 88000250 R Hauer 45 Bladerunner Way Van...

General Data Additional Data Partners Measurements Assignments Alerts/Milestones Overviews

Address

Description R Hauer 45 Bladerunner Way Vangels

Address 88000250 / 45 Bladerunner Way / Wellington ...

Property Reference Data

Acq./Disposal Status Purchased

Full/Partial Purch. 100 Land All

Property Interest 10 Freehold

Legacy Number

CPC File Ref.

Management Status Unble Vac for Cons

Disposal Potential

Status Display

System Status CRTE No Default

User Status HELD Status

Control Change User Status

Location 124 Wellington

Mgmt. Profit Centre 7009 Wellington

Valid From 28.05.2013 To

Legal Description

C LINZ Parcel ID Roll Number Title Reference Appellation

7. Update the following fields on the **Additional Data** tab (if required):

Field	Description
Maintenance Level	Indicates the required maintenance level of the property object (e.g.00015 Clearance or Demolition).
Vac for Constr	Date that the property became vacant for construction (e.g. 09.07.2013).

General Data Additional Data Partners Measurements Assignments Alerts/Milestones Overviews

Maintenance Planning

Initiative

Construction Start Date

Maintenance Level 15 Clearance or Demolition

Building condition

Valuation Information

Main usage type 30 Residential Improved

Rural Use

Heritage Status

Floors

Impr.Built Date

Dates

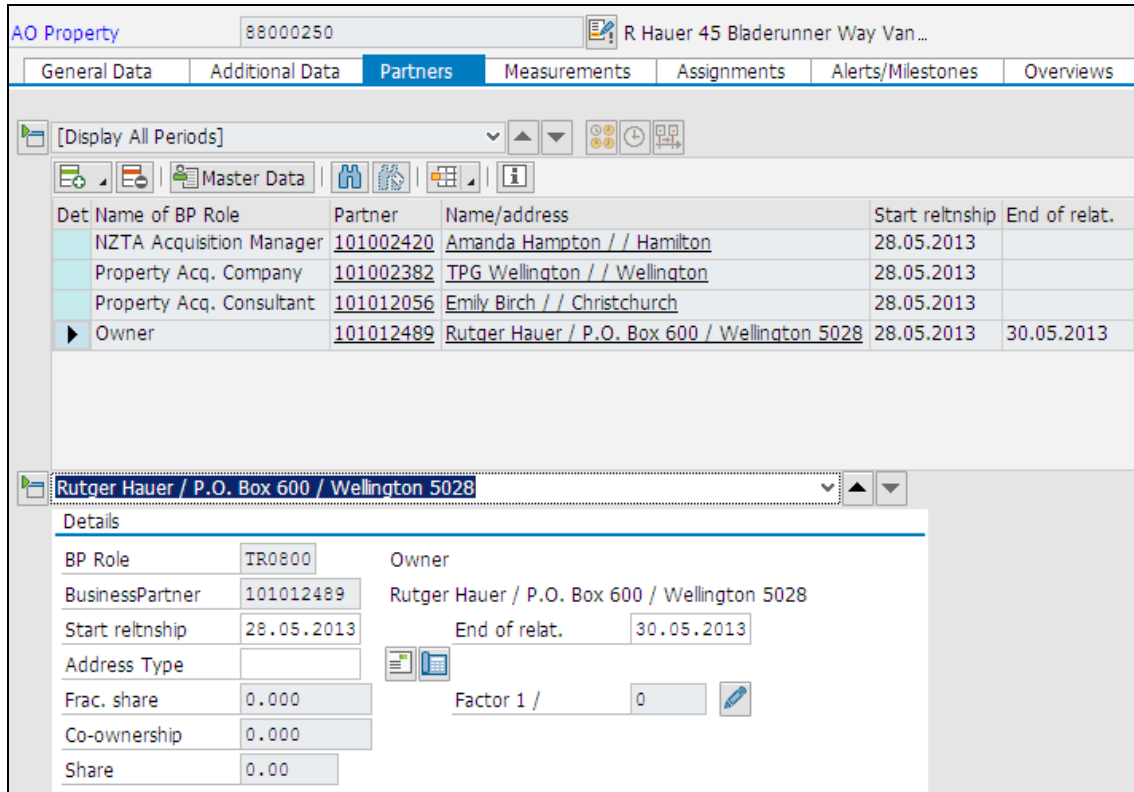
Vac for Constr 09.07.2013

Declared Surplus

Date Sold

8. On the **Partners** tab:

- select the **Owner** in the Partners list, and
- add a date in the **End of relat.** field (e.g. 30.05.2013).



AO Property 88000250 R Hauer 45 Bladerunner Way Van...

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

[Display All Periods]

Det Name of BP Role	Partner	Name/address	Start reltnship	End of relat.
NZTA Acquisition Manager	101002420	Amanda Hampton // Hamilton	28.05.2013	
Property Acq. Company	101002382	TPG Wellington // Wellington	28.05.2013	
Property Acq. Consultant	101012056	Emily Birch // Christchurch	28.05.2013	
Owner	101012489	Rutger Hauer / P.O. Box 600 / Wellington 5028	28.05.2013	30.05.2013

Rutger Hauer / P.O. Box 600 / Wellington 5028

Details

BP Role	TR0800	Owner	
BusinessPartner	101012489	Rutger Hauer / P.O. Box 600 / Wellington 5028	
Start reltnship	28.05.2013	End of relat.	30.05.2013
Address Type			
Frac. share	0.000	Factor 1 /	0
Co-ownership	0.000		
Share	0.00		

9. Add the new owner (NZTA) by:

- clicking the **Assign New Partner** icon
- selecting **Owner** from the drop-down list
- in the **Business Partner Search** dialog box that displays use the search terms to find an existing partner (e.g. HMQ Vested in NZTA), and
- complete the **Start relationship** field (e.g. 30.05.2013) and the **End of relat.** field (if known) (e.g. 31.12.2016).

**Note:** The date difference between the **End of relat.** field (e.g. 30.05.2013) for the “old” Owner and the **Start relationship** field (e.g. 30.05.2013) for the “new” owner should either be the same date or the following date (e.g. 30.05.2013 to 31.05.2013) otherwise error messages are displayed when saved.

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

[Display All Periods]

Master Data

Det	Name of BP Role	Partner	Name/address	Start reltnship	End of relat
	NZTA Acquisition Manager	101002420	Amanda Hampton // Hamilton	28.05.2013	
	Property Acq. Company	101002382	TPG Wellington // Wellington	28.05.2013	
	Property Acq. Consultant	101012056	Emily Birch // Christchurch	28.05.2013	
	Owner	101012489	Rutger Hauer / P.O. Box 600 / Wellington 5028	28.05.2013	30.05.2013
▶	Owner	10004080	HMQ Vested in NZTA / Chews Lane / Wellington 1234	30.05.2013	

HMQ Vested in NZTA / Chews Lane / Wellington 1234

Details

BP Role	IR0800	Owner
BusinessPartner	10004080	HMQ Vested in NZTA / Chews Lane / Wellington 1234
Start reltnship	30.05.2013	End of relat.

10. Select the Partners that may require an end date (e.g. NZTA Acquisition Manager, Property Acq. Company and or Property Acq. Consultant) and complete the **End of relat.** field (e.g. 30.05.2013).

AO Property 88000250 R Hauer 45 Bladerunner Way Van...

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

[Display All Periods]

Master Data

Det	Name of BP Role	Partner	Name/address	Start reltnship	End of relat.
	NZTA Acquisition Manager	101002420	Amanda Hampton // Hamilton	28.05.2013	30.05.2013
▶	Property Acq. Company	101002382	TPG Wellington // Wellington	28.05.2013	30.05.2013
	Property Acq. Consultant	101012056	Emily Birch // Christchurch	28.05.2013	30.05.2013
	Owner	101012489	Rutger Hauer / P.O. Box 600 / Wellington 5028	28.05.2013	30.05.2013
	Owner	10004080	HMQ Vested in NZTA / Chews Lane / Wellington 1234	30.05.2013	

11. Add new partners by doing the following:

- Click the **Assign New Partner** icon.
- Select an option from the drop-down list (e.g. a new NZTA Property Manager).
- In the **Business Partner Search** dialog box that displays, either:
  - use search terms to find an existing partner (e.g. David Apthorp for NZTA Property Manager), or
  - 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.** field (e.g. 30.05.2013) and if required **End of relat.** field (e.g. 31.12.2016).
- Repeat the steps above for each additional role to be added.

AO Property 88000250 R Hauer 45 Bladerunner Way Van...

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

[Display All Periods]

Master Data

Det	Name of BP Role	Partner	Name/address	Start reltnship	End of r
	NZTA Property Manager	101002386	David Apthorp // Wellington	30.05.2013	
	Property Mgmt. Company	101002387	Darroch - Wellington // Wellington	30.05.2013	
▶	Property Manager	101002440	Christine Brunton // Hamilton	30.05.2013	
	Property Acq. Company	101002382	TPG Wellington // Wellington	28.05.2013	30.05.2013
	Property Acq. Consultant	101012056	Emily Birch // Christchurch	28.05.2013	30.05.2013
	Owner	101012489	Rutger Hauer / P.O. Box 600 / Wellington 5028	28.05.2013	30.05.2013
	Owner	10004080	HMQ Vested in NZTA / Chews Lane / Wellington 1234	30.05.2013	

**Note:** If you click the **Save** icon without selecting the required 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 6 (e.g. 03 HELD).

12. Add a Rateable valuation measurement type (e.g. V030) on the **Measurements** tab.

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

[Unlimited]

09.07.2013

Validity of Measurement Object: From 01.01.1900

MeasTp	Med. Name of Meas. Type	Amount	Sub. Objects	Unit	Hierarchy	MeasFrom	MeasTo	Total	Outside	Manually
PLAR	Required Land Area	0.0000	0.0000	HA	<input type="checkbox"/>				<input type="checkbox"/>	
PTGA	Total Ground Area (Hectares)	0.0000	0.0000	HA	<input type="checkbox"/>				<input type="checkbox"/>	
V030	Rateable Valuation	125,000	125,000	NZD	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>

13. Click the **Check** icon on the top toolbar to verify the data and correct any errors.

14. Once there are no errors, click the **Save** icon.

**Result:** At the bottom left-hand side of the screen, the message *'Architectural object ID no <88\*\*\*\*\*> was changed'* displays.