RECARS: Process Resubmission Dates for Properties Transaction Guide

This guide shows you how to use transaction RECARS to report on reminders and alerts (Resubmissions) for an architectural property object/record.

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

Access the transaction using either:

- transaction code **RECARS**, or
- The menu path: **Real Estate Management > Master Data > Process Dates for all Objects**.

Quick-step procedure
Follow the steps below to complete this transaction.

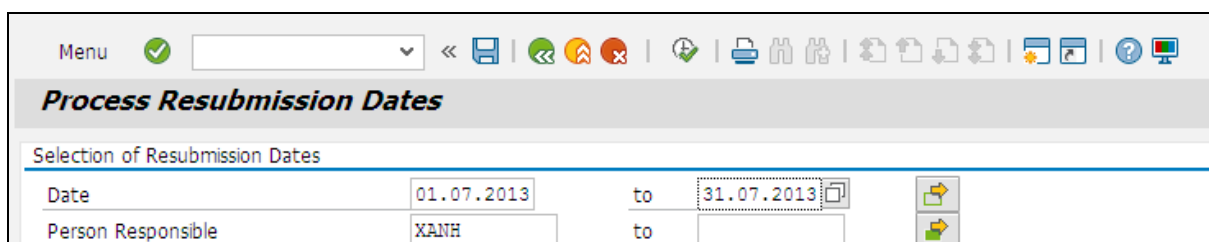| Step	Action
1.	In the **Process Resubmission Dates** screen that displays complete the following fields if required: • Date (e.g. start of the current month 01.07.2013), if required. • To (e.g. end of current week 01.07.2013 to 31.07.2013).
2.	By default the user id in the **Person Responsible** field is set to your own. This can be either removed and/or left and other individuals or a range of individuals selected. To select either a range of people or include different individuals, click on the **Multiple Selection** icon to the left of the **Person Responsible** fields.
3.	In the **Multiple Selection for Person Responsible** dialog box that displays, select from the tabs to either: • Select single values • Select ranges • Exclude single values • Exclude Ranges.
4.	Then use the standard search options (including wildcards) to select the users required.
5.	When all individuals/ranges are set, and then click the **Copy** icon to go back to the **Process Resubmission Dates** screen.
6.	Select one or both of the following Resubmission Rules available for Property Management in the **Resubmission Rule** field (if required): • A01 One-Time Occurrence • Or C01 as of … every … months

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Step	Action
7.	Select one or a range of the following Resubmission Reasons available for Property Management in the **Resubmission Reason** field (if required): • M100 Purchase • M110 Initial Asset Management Plan • M120 Review of Management Status • M130 Property Inspection • M135 21 Day Notice Served • M140 42 Day Notice Served • M143 90 Day Notice Served • M146 6 Month Notice Served • M147 Other Notice Served • M149 Tenancy End Date • M150 Disposal Inspection & Handover.
8.	In the **Status of Resubmission** section, select one of the following fields: • Open only • Completed only, or • Open and completed.
9.	In the **Selection of Real Estate Objects** section, select a field (e.g. Architectural Object),
10.	Once all the options are selected, and then click the **Execute** icon (circled above). Results: The Process Resubmission Dates screen is displayed. • Green has a due date 1 week(+) into the future • Amber has a due date in the current week • Red is overdue. **Notes**: From this screen you can do the following: • Designate as complete • Or go back to the search criteria

Detailed procedure

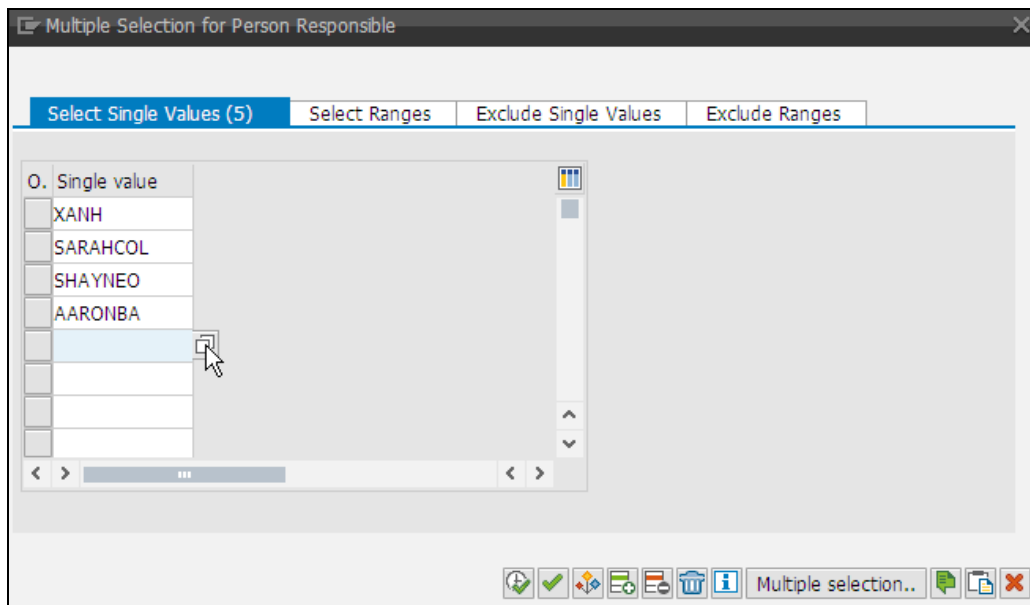Follow the steps below to complete this transaction.

1. In the **Process Resubmission Dates** screen that displays complete the following fields if required:

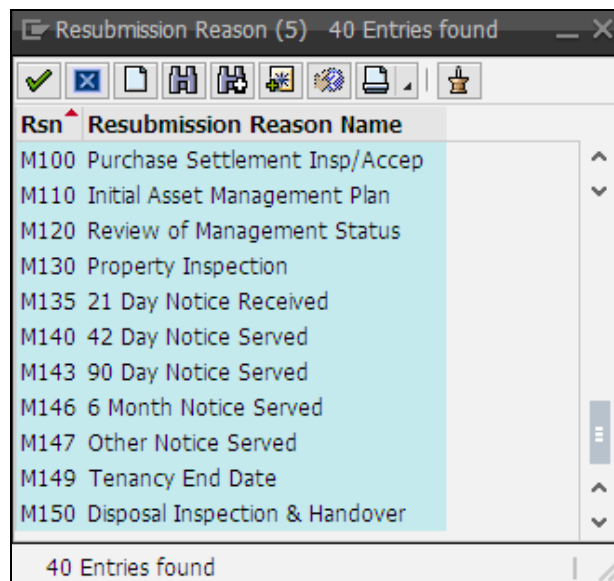| Field	Description
Date	Period start searching from, (e.g. start of the current month 01.07.2013) if required.
To	Period finish searching to (e.g. end of current week 01.07.2013 to 31.07.2013).

2. By default the user id in the **Person Responsible** field is set to your own. This can be either removed and/or left and other individuals or a range of individuals selected.

- to select either a range of people or include different individuals, click on the **Multiple Selection** icon ![icon] to the left of the **Person Responsible** fields.

3. In the **Multiple Selection for Person Responsible** dialog box that displays, select from the tabs to either:
-
- Select single values
- Select ranges
- Exclude single values
- Exclude Ranges.

4. Then use the standard search options (including wildcards) to select the users required.

5. When all individuals/ranges are set, and then click the **Copy** icon ![icon] to go back to the **Process Resubmission Dates** screen.

6. Select one or both of the following Resubmission Rules available for Property Management in the **Resubmission Rule** field (if required):

- A01 One-Time Occurrence
- Or C01 as of ... every ... months

7. Select one or a range of the following Resubmission Reasons available for Property Management in the **Resubmission Reason** field (if required):

- M100 Purchase
- M110 Initial Asset Management Plan
- M120 Review of Management Status
- M130 Property Inspection
- M135 21 Day Notice Served
- M140 42 Day Notice Served
- M143 90 Day Notice Served
- M146 6 Month Notice Served
- M147 Other Notice Served
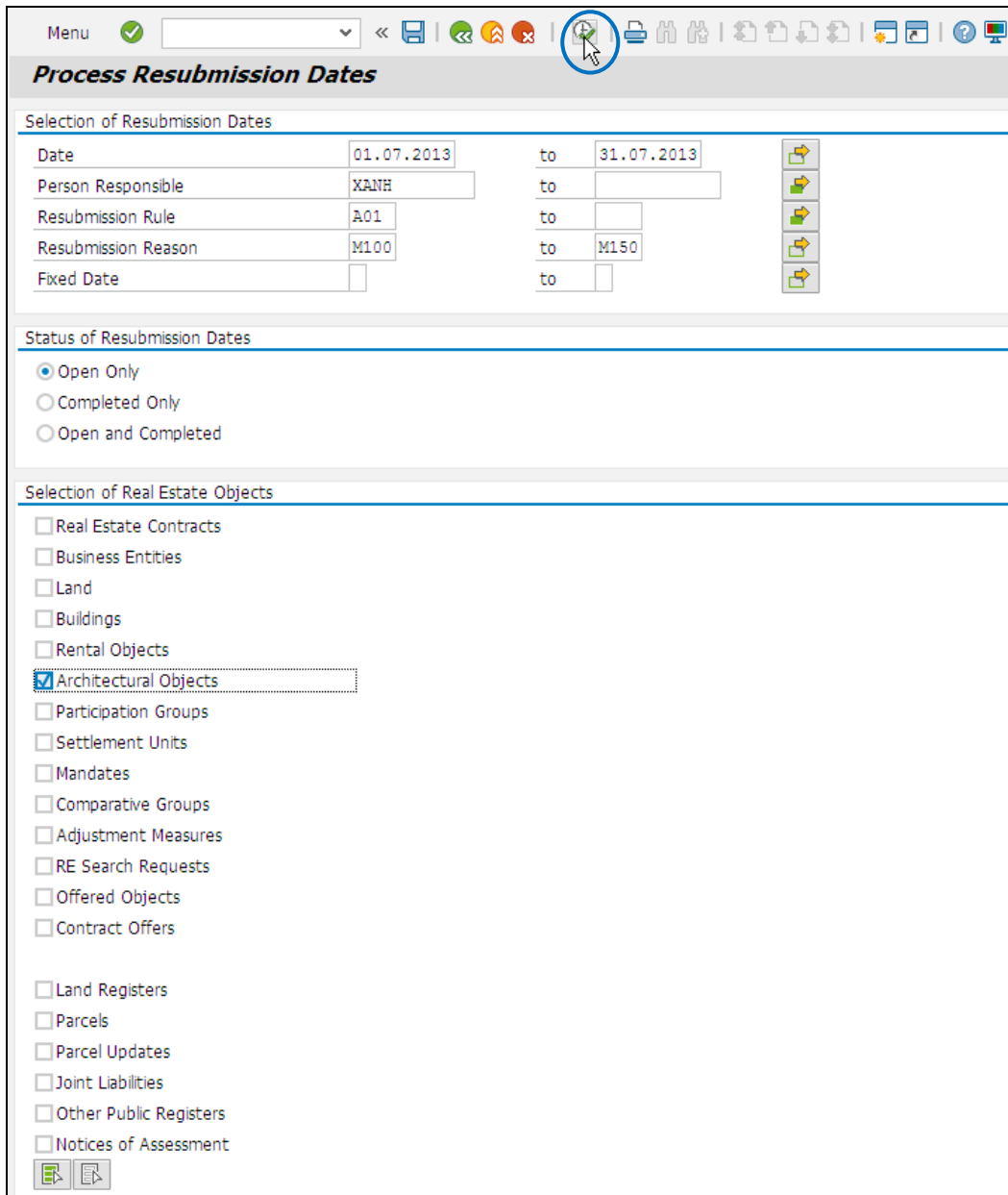- M149 Tenancy End Date
- M150 Disposal Inspection & Handover

8. In the **Status of Resubmission** section, select one of the following fields:

- Open only
- Completed only, or
- Open and completed.

9. In the **Selection of Real Estate Objects** section, select a field (e.g. Architectural Object),

10. Once all the options are selected, and then click the **Execute** icon (circled above).

    Results: The **Process Resubmission Dates** screen is displayed.

    - Green has a due date 1 week(+) into the future
    - Amber has a due date in the current week
    - Red is overdue.

Notes: From this screen you can do the following:

- Designate as complete
- Or go back to the search criteria