

SAPenable

Real Estate Property Managers
Course Workbook

NZTA – SAPenable

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Course Overview

This course will cover the SAP transactions for the following Real Estate modules:

- Creating a property record for a Road Reserve (RE80).
- Creating a commercial property lease for a Road Reserve (RE80).
- Creating a new Business Partner (Contract Partner) (RE80).
- Creating a Contract Account for the Business Partner (Contract Partner) (CAA1).
- Updating a property record from Acquisition to Management status (RE80).
- Creating a residential property lease for a Non-Road or Road Reserve (RE80).
- Updating a property lease (RE80)
- Generate and view the Authority for Automatic Payments form and letter (SP02).
- Terminating of property lease (RE80).
- Entering financial forecasts for NZTA properties under management (CJR2).

This course is scheduled for two days.

SAP Navigation

This module reviews how to navigate your way around SAP.

Refer to the following documents when completing this module:

- Real Estate Overview Quick Reference Guide.
- Getting Started with SAP Quick Reference Guide.
- RE Navigator Quick Reference Guide.
- SAP Icons SAP Quick Reference Guide.
- Searching in SAP Quick Reference Guide.
- SAP System Messages Quick Reference Guide.

SAP practice

Complete the following exercises with the assistance of your instructor.



Real Estate Overview exercise

Review the Real Estate Overview Quick Reference Guide with your trainer, then answer the questions below.

1. What is a WBS element?

.....

2. Is the following statement true or false? Owners, tenants and Acquisition Agents can all be set-up in SAP as Business Partners.

.....

.....



Getting Started with SAP exercise

Complete the steps below, using the Getting Started with SAP Quick Reference Guide to assist you:

1. Log on to SAP using the Training logon provided by your trainer.
2. Click on the **Real Estate Management** tab. (Your trainer will review the screen features with you.)
3. Click on the link for **RE Navigator** under the Master Data heading.

1. Is the following statement true or false? The **Process Resubmission Dates** screen is now displaying on your screen.

.....



RE Navigator exercise

Your trainer will review the RE Navigator Quick Reference Guide with you. Once this is completed, answer the following questions.

1. What are the different kinds of Architectural property objects that can be created?

.....

2. Is the following statement true or false? The **Object Overview** allows you to view an existing object, or create a new object.

.....



Searching in SAP exercise

Complete the steps below, using the Searching in SAP Quick Reference Guide to assist you:

1. Click **Object Overview**.
2. Select **Architectural Object**.
3. Click the **Choose/Find** icon (binoculars).
4. Select the **Architectural Object by Business Partner** search option. (This is a complex search.)
5. Enter **01PR** in the Arch. Object Type field.
6. Enter ***Smith*** as the Name 1/Last name.
7. Press Enter.
8. Select an object that displays by double-clicking on the object.
9. View the details that display.
10. Click on the drop-down icon on the right-hand side of the **Acq./Disposal Status** field. (This is a simple search.)
11. Click on the drop-down icon on the right-hand side of the **Valid From** field. (This is a date search.)
12. Click the **Back** button.

1. What happened when you completed step 12 above?

.....



SAP Icons exercise

Your trainer will review the SAP Icons Quick Reference Guide with you. Once this is completed, answer the following questions.

1. What is the name of this icon?



.....

2. What does the  icon do?

.....



System messages exercise

Review the SAP System Messages Quick Reference Guide with your trainer and answer the questions below.

1. What are the three kinds of message?

.....

.....

2. What kind of message do you always have to take corrective action in order to continue?

.....

.....

Licensing/Leasing Utilisation of Road Reserve Property Process

This module reviews the business process and SAP transactions for Licensing/Leasing Utilisation of Road Reserve Property.

Refer to the following documents when completing this module:

- PM7.2 Licensing/Leasing Utilisation of Road Reserve Property process guide.
- RE80 Create Property for Road Reserve transaction guide.
- RE80 Create Lease Contract for Road Reserve transaction guide.
- RE80 Create Business Partner transaction guide.
- CAA1 Create Contract Account transaction guide.

Business Process review

Answer the following questions relating to this business process:

1. Is the following statement true or false? The “License to Occupy” is recorded in SAP.

.....

2. What WBS code is used for a managed property?

.....

.....

SAP practice

Complete the following exercises with the assistance of your instructor.



Create Property for Road Reserve exercise

Transaction code: RE80 Create an Architectural Object

A property record must be created for a Road Reserve. Use the following data to create the property record and assigned Business Partners and WBS elements.

Arch. Object Type: 01RR

Field	Data
General tab	
Description	NZTA RR <Your Street Address>
Acq./Disposal Status	Purchased

Continued on next page...

Field	Data
General tab	
Management Status	Leasable
Main usage type	30 Residential Improved
Location	Region that is managing the property (e.g. 00124 Wellington).
Mgmt. Profit Centre	Profit Centre for the region
Valid from	Today's date
Address	Your Street address
User Status	MNGD - Managed
Partners tab	
Owner	101009592 HMQ Vested in NZTA
Start reltnship (for all)	Today's date
NZTA Network Manager	For your region
NZTA Property Manager	For your region
Property Management Company	For your region
Property Manager	For your region

Note the Property Object ID:



Create Commercial Lease Contract for Road Reserve exercise

Transaction codes: RE80 Create a Real Estate Object / New Business Partner

A company wants to lease a Road Reserve from NZTA. Use the following data to create both the new Real Estate object (Lease Contract) and new Contract Partner (Business Partner).

Contract Type: Commercial Lease.

Company Code: 1000.

Field	Data
General tab	
Contract name	<Your Name> Limited RR <Your Property address>
Authorization Group	For your region
Partner tab	
Contract Partner	<p>Add the <Your Name Limited> company as a new Business Partner – Type: Organization</p> <p>Address tab:</p> <ul style="list-style-type: none"> • Street/House number <Your office Address> • Postal Code/City • Country <p>Control tab:</p> <ul style="list-style-type: none"> • Authorization Group – 8800 Property General <p>Payment Transactions tab, Bank Details section:</p> <ul style="list-style-type: none"> • ID <001> • Ctry < NZ> • Bank key < 030584 > • Bank acct < 000776600 > • Account Holder < Your Name Ltd> • Account Name <Rental Account>
Start reltnship (for all)	Today's date
Property Management Company	For your region
Property Manager	For your region
Term tab	
Contract start date	Today's date
Notice	1100 - For Both Parties: 3 Months for end of Quarter (3 rd Bus. Day)

Continued on next page...

Field	Data
Term tab	
Renewal	Renewal Type - Standard Renewal Rule Renewal Rule - 1300 (2 Options for 5 years; 1 year Notice period)
Objects tab	
Architectural Object	<88*****> (Property you created)
WBS	<88*****> (Property you created)
Relnship Valid From (for both)	Today's date
Posting Parameters tab - Postings	
Bank Det. Inc	001
Posting Parameters tab - Frequency	
Number	Monthly
Frequency	1 in Months
FrequencyStart	Start of Condition
Prorated	Contract or Rental Object Start and End, Pro Rata
Amt. Reference	Cyclical Amount
Posting Parameters tab - Frequency	
Calc. Method	Exact Days
Payment form	In Advance
Due date (+/-)	Standard
Start/end	Move Due Dates at Start and at End
Conditions tab	
New Condition	WBS element
Valid From	Today's Date
Unit Price	9500

Note the following:

Real Estate Object ID:

New Contract (Business) Partner ID:



Create Contract Account for Commercial Lease of Road Reserve exercise

Transaction code: CAA1 Create an Real Estate Object

A commercial property lease has been set-up for a Road Reserve. Use the following data to link the lease with Financial Accounts.

Business Partner: <1010##### your new Contract Partner>.

Cont. Acct Cat.: 50 NZTA - Rental Contracts

Field	Data
General Data tab	
Cont. Acct name	<Your Name> Limited RR <Your Property address> (same as lease name)
Acct.Relation	Account Holder
Tolerance Group	Tolerance Group for Under / Over Payment
Clearing Cat.	NZTA & Crown Clearing
Planning Group	Rent received
Payment/Taxes tab	
Company code	1000
Standard code	1000
Dunning/Correspondences tab	
Invoice Type	NZTA - Property Invoices
Grouping	Dunning by document
Dunning Proc.	Standard Dunning Procedure

Check the following:

- Your Real Estate Contract <1000/10#####> has the Contract Number on the **Partners** tab.
- The Contract is activated.

Lease Non-Road Reserves Property Process

This module reviews the business process and SAP transactions relating to Leasing Non-Road Reserves Property.

Refer to the following documents when completing this module:

- PM7.1 Lease Non-Road Reserves Property process guide.
- RE80 Maintain Management Property transaction guide.
- RE80 Create Lease Contract for Non-Road Reserve Property transaction guide.
- RE80 Create Business Partner transaction guide.

Business Process review

Answer the following questions relating to this business process:

1. Is the following statement true or false? A Property (Architectural Object) status must be updated to Management before a Lease Contract (Real Estate Object) may be linked to it and activated.

.....

.....

2. What transaction links the Lease to Financial Accounting?

.....

.....

SAP practice

Complete the following exercises with the assistance of your instructor.



Update Non-Road Reserve Property record exercise

Transaction code: RE80 Maintain Management Property

NZTA has now acquired a property, so the Architectural Object must have its status updated. Use the following data to update the property from the acquisition phase into property management.

Use RE80 to search and find the following Architectural Objects:

Trainee	Data		
	Hamilton	Auckland	Wellington
Trainee 1	88000293	88000263	88000308
Trainee 2	88000294	88000264	88000309

Continued on next page...

Trainee	Data		
	Hamilton	Auckland	Wellington
Trainee 3	88000295	88000267	88000310
Trainee 4	88000296	88000269	88000311
Trainee 5	88000297	88000284	88000312
Trainee 6	88000298	88000285	88000313
Trainee 7	88000299	88000286	88000314
Trainee 8	88000300	88000287	88000315
Trainee 9	88000301	88000288	88000316
Trainee 10	88000302	88000289	88000317
Trainee 11	88000303	88000290	88000318
Trainee 12	88000305	88000291	88000319
Trainer	88000307	88000292	88000320

Field	Data
General tab	
Management Status	Leasable
Acq./Disposal Status	Purchased
User Status	MNGD - Managed
Additional Information tab	
Maintenance Level	12 Maintain at current level
Partners tab	
End date (all old partners)	Today's date
Owner (New)	101009592 HMQ Vested in NZTA
Start reltnship (for all)	Today's date
NZTA Property Manager	For your region
Property Management Company	For your region
Property Manager	For your region
Measurements tab	
Add a Rateable valuation measurement type (e.g. V030)	5,000.00

Note the following:

Property Address:



Create Residential Lease Contract for Non-Road and Road Reserve exercise

Transaction codes: RE80 Create a Real Estate Object / New Business Partner

A new tenant has been found for the above residential property. Use the following data to create both the new Real Estate object (Residential Lease Contract) and new Contract Partner (Business Partner).

Contract Type: Residential Lease.

Company code: 1000.

Field	Data
General tab	
Contract name	<Your Name> <Residential Property address from previous exercise>
Authorization Group	Either: <ul style="list-style-type: none"> • Auckland • Christchurch • Hamilton • Wellington
Partner tab	
Contract Partner	Add the <Your Name> as a new Business Partner - Type: Person Address tab: <ul style="list-style-type: none"> • Street/House number <Your Address> • Postal Code/City • Country Control tab: <ul style="list-style-type: none"> • Authorization Group - 8800 Property General Payment Transactions tab, Bank Details section: <ul style="list-style-type: none"> • ID <001>. • Ctry < NZ>. • Bank key < 010367 >. • Bank acct < 005385400 >. • Account Holder < Your Name >). • Account Name <Rental Account>.
Start reltnship	Today's date (for all)
Property Management Company	For your region
Property Manager	For your region

Continued on next page...

Field	Data
Term tab	
Contract start date	Today's date
Cash Flow From	Today's date
Objects tab	
Architectural Object	Your Property Record <88#####>
Object Valid from (for both)	Today's date
WBS Element	Your Property WBS <88#####>
Posting Parameters tab - Frequency	
Number	Fortnightly
Frequency	14 in Days
FrequencyStart	Start of Condition
Prorated	Contract or Rental Object Start and End, Pro Rata
Amt. Reference	Cyclical Amount
Calc. Method	Exact Days
Payment form	In Advance
Due date (+/-)	Standard
Start/end	Move Due Dates at Start and at End
Conditions tab	
New Condition	WBS element
Valid From	Today's Date
Unit Price	1100

Note the following:

Real Estate Object ID:

New Contract (Business) Partner ID:



Create Contract Account for Residential Lease of Non-Road Reserve exercise

Transaction code: CAA1 Create an Real Estate Object

A residential property lease has been set-up. Use the following data to link the lease with Financial Accounts.

Business Partner: <1010##### your new Contract Partner>.

Cont. Acct Cat.: 50 NZTA - Rental Contracts

Field	Data
General Data tab	
Acct.Relation	Account Holder
Tolerance Group	Tolerance Group for Under / Over Payment
Clearing Cat.	NZTA & Crown Clearing
Planning Group	Rent received
Payment/Taxes tab	
Company code	1000
Standard code	1000
Dunning/Correspondences tab	
Invoice Type	NZTA - Property Invoices

Check the following:

Your Real Estate Contract <1000/10#####> has the Contract Number on the Partners tab.

Maintain Lease Information Process

This module reviews the business process and SAP transactions relating to maintaining property leases.

Refer to the following documents when completing this module:

- PM7.3 Maintain Lease Information process guide.
- RE80 Maintain Lease Information transaction guide.

Business Process review

Answer the following questions relating to this business process:

1. Is the following statement true or false? The Tenant is informed of any changes to lease conditions.

.....

2. Where are the lease conditions updated?

.....

SAP practice

Complete the following exercises with the assistance of your instructor.



Maintain Lease Information exercise

Transaction code: RE80 Maintain a Real Estate Object

A residential property lease has a rental review and the following things need to be done:

- Changes to details and Authorization Groups.
- Changes to Business Partners.
- Changes to cash flow and end dates.
- A rental increase.
- Change to the notice period.
- Renewal period added.
- A file attached to the property lease.
- A new Authority for Automatic Payments form and letter generated for the tenant.

Update the following leases with the following data:

Trainee	Data		
	Hamilton	Auckland	Wellington
Trainee 1	1000/10013	1000/10026	1000/10039

Continued on next page...

Trainee	Data		
	Hamilton	Auckland	Wellington
Trainee 2	1000/10014	1000/10027	1000/10040
Trainee 3	1000/10015	1000/10028	1000/10041
Trainee 4	1000/10016	1000/10029	1000/10042
Trainee 5	1000/10017	1000/10030	1000/10043
Trainee 6	1000/10018	1000/10031	1000/10044
Trainee 7	1000/10019	1000/10032	1000/10045
Trainee 8	1000/10020	1000/10033	1000/10046
Trainee 9	1000/10021	1000/10034	1000/10047
Trainee 10	1000/10022	1000/10035	1000/10048
Trainee 11	1000/10023	1000/10036	1000/10049
Trainee 12	1000/10024	1000/10037	1000/10050
Trainer	1000/10025	1000/10038	1000/10051

Field(s)	Data	
General tab		
Authorization Group	For your region	
Partners tab		
Property Manager	End of relat.	Today's date
Add new Property Manager	Name	(For your region)
	Start relnship	Today's date
Terms tab		
1 st Contract end	30.11.2014	
Notice	2000 Standard Residential (DE)	
Add Renewal	Renewal Rule	1000
Posting Parameters tab - Frequency		
Calc. Method	Exact Days	
Conditions tab		
Condition	To	Date week from today
New Condition	Unit Price	1300
	Valid from	Date week from today



Maintain Lease Information exercise (continued)

Transaction code: RE80 Maintain a Real Estate Object

Do the following for the above changed lease:

- Check
- Run simulation.
- Save.

In the saved lease, go back into Change mode and do the following:

- Import a file (Test.doc) from the Desktop.
- Use the following data to send the Authority for Automatic Payments form and letter to spool for later printing.

Field	Data
Correspondence data tab	
Corresp. Activity	Direct Credit Form
Tolerance Group	Tolerance Group for Under / Over Payment
Output Control tab	
Output Device	Mail

Note the following:

Spool Request ID:

Use transaction **SP02** to view the output.

Termination Lease/License Process

This module reviews the business process and SAP transactions relating to the cessation of a license or lease. This covers leases ending naturally (end of term or tenant gives notice).

Refer to the following documents when completing this module:

- PM7.4 Termination Lease/License process guide.
- RE80 Termination Lease transaction guide.

Business Process review

Answer the following questions relating to this business process:

1. What is the standard notice period that is given for termination of a lease?

.....

2. Is the following statement true or false? All leases are ended by NZTA and not the tenant.

.....

SAP practice

Complete the following exercises with the assistance of your instructor.



Give Notice Lease Information exercise

Transaction code: RE80 Maintain a Lease

Notification has been given by the tenant of a residential property lease and the following must be done:

- Completion of notice details.
- Addition of end-date.
- Display of payments.

Update the following leases with the following data:

Trainee	Data		
	Hamilton	Auckland	Wellington
Trainee 1	1000/10052	1000/10065	1000/10078
Trainee 2	1000/10053	1000/10066	1000/10079
Trainee 3	1000/10054	1000/10067	1000/10080

Continued on next page...

Trainee	Data		
	Hamilton	Auckland	Wellington
Trainee 4	1000/10055	1000/10068	1000/10081
Trainee 5	1000/10056	1000/10069	1000/10082
Trainee 6	1000/10057	1000/10070	1000/10083
Trainee 7	1000/10058	1000/10071	1000/10084
Trainee 8	1000/10059	1000/10072	1000/10085
Trainee 9	1000/10060	1000/10073	1000/10086
Trainee 10	1000/10061	1000/10074	1000/10087
Trainee 11	1000/10062	1000/10075	1000/10088
Trainee 12	1000/10063	1000/10076	1000/10089
Trainer	1000/10064	1000/10077	1000/10090

Field(s)	Data	
Terms tab		
Give Notice	Entry Date	Today's date
	Reason for Notice	13 Delinquent Rent
	Notice Per	Today's date
	Follow-up post due	Week from today
	Approved on	Today's date
1 st Contract End		Month from today



Give Notice Lease Information exercise (continued)
Transaction code: RE80 Maintain a Real Estate Object

Do the following for the above changed lease:

- Check.
- Run simulation.
- Save.

Annual Managed Property Budget

This module reviews the business process and SAP transactions to forecast the expected costs of managing a property.

Refer to the following documents when completing this module:

- PM8.1 Annual Managed Property Budget business process
- CJR2 Enter Managed Property Forecast transaction guide

Business Process review

Answer the following questions relating to this business process:

1. Is the following statement true or false? The NZTA Property Manager will access this information.

.....

2. What is the name of the transaction that Property Managers use?

.....

SAP practice

Complete the following exercises with the assistance of your instructor.



Create Property Record exercise

Transaction code: CJR2 (Enter Managed Property Forecast)

Create a forecast for the Managed Property WBS element using the data below:

Field	Data
Layout	ZNZTAP012 – Property Man. Actuals/Forecasts
Fiscal Year	2013
Form Based	Select
WBS Element	88* <select from the Property WBS you created in Road Reserve Property>
6251 Professional Services (August)	\$125.00
6288 Forestry Costs (September)	\$487.00