

## Enter Property Forecast Transaction Guide

This guide shows you how to enter forecasts for Acquisition, Management or Disposal cash flows. 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 Acquisition Work Breakdown Structure (WBS) element (Accounting Object) which is prefixed with 87. NZTA Property Acquisition agents enter forecast information and view actual costs against the 87 Property Acquisition WBS element. Property Management cash flows are forecast against the 88 prefix WBS and Disposal cash flows are forecast against the 89 prefix WBS.

This transaction is part of the PM6.1 Property Acquisition Finance and Planning process.

Access the Forecasting Tool by using:

- The menu path: **Real Estate Management > Master Data > Accruals and Forecasts.**

### Quick-step procedure

Follow the steps below to complete this transaction.

Step	Action
1.	Select the Forecast Type: Acquisition, Management or Disposal. <b>Note:</b> This is mandatory as it controls the format of the forecast screens.
2.	Select the Search criteria, for example selecting Property Consultant. The other will have the same process: <ul style="list-style-type: none"> <li>• Use the drop down to confirm Property Consultancy</li> <li>• Click on the pages symbol on the right hand box</li> </ul> <b>NOTE:</b> 'Property Consultancy' = Acquisition or Disposal company, or Property Management company. 'Property Consultant' = Acquisition or Disposal consultant, or Property Manager. 'Property Manager' = The NZTA Property Manager or Acquisition/Disposal Manager
3.	In the search screen that opens, select the search for 'Partners by BP Role' in the drop down at the bottom of the screen. <ul style="list-style-type: none"> <li>• Click the pages symbol on the BP Role box. Property business partner roles all start with 'REFX'</li> <li>• Select the preferred business partner type</li> <li>• Click on the Start Search button on the left.</li> <li>• Select the preferred business partner type</li> <li>• Click OK to return to the search screen with the Business Partner number in the relevant box.</li> </ul> NOTE: This search can be saved and used later, type a name into the Save Search As box and click the disk symbol. NOTE: It is possible to input a WBS number or search by an individual WBS number.

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Step	Action
4.	<p>Click the Search button on the bottom left.</p> <p>Note: The most common reason for a 'No data available' error is a mismatch between partners such as selecting disposal stage, but picking an acquisition company. It is also easy to put a consultant BP number into the Company criteria box.</p>
5.	<p>The forecasting screen opens with the selected properties at the top. Select the property to forecast against by clicking the left hand side of the listing. The property is set out in the lower half of the screen ready for forecasting against.</p> <p>The lower screen shows the actual cash flow for the earlier months of the current financial year. Any existing forecasts will be shown in the months that they were input to.</p>
6.	<p>Input the forecast by typing or pasting the relevant figures into the appropriate month.</p> <p>NOTE: There are two buttons on the band at the top of the lower screen. Both of them toggle (swap) from showing or hiding the months on the current or the next year.</p> <ul style="list-style-type: none"> <li>• Click 'Hide Current Year Periods' to hide all of this financial year's months.</li> <li>• Click 'Show Next Year Periods' to show the next year as twelve month periods.</li> </ul> <p>If a number is input into a future year SAP automatically allocates that amount evenly into the 12 months. By using 'Show Next Year Periods' it is possible to put the amount into the month that is expected.</p>
7.	<p>Click Save to ensure that the figures are posted before moving to another property.</p> <ul style="list-style-type: none"> <li>• Select another property from the list by clicking on the left hand side.</li> <li>• <b>Click the Edit button to open up the WBSE for editing.</b></li> <li>• Enter the figures</li> <li>• Click Save and select another property.</li> </ul>

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## Detailed procedure

Follow the steps below to complete this transaction.

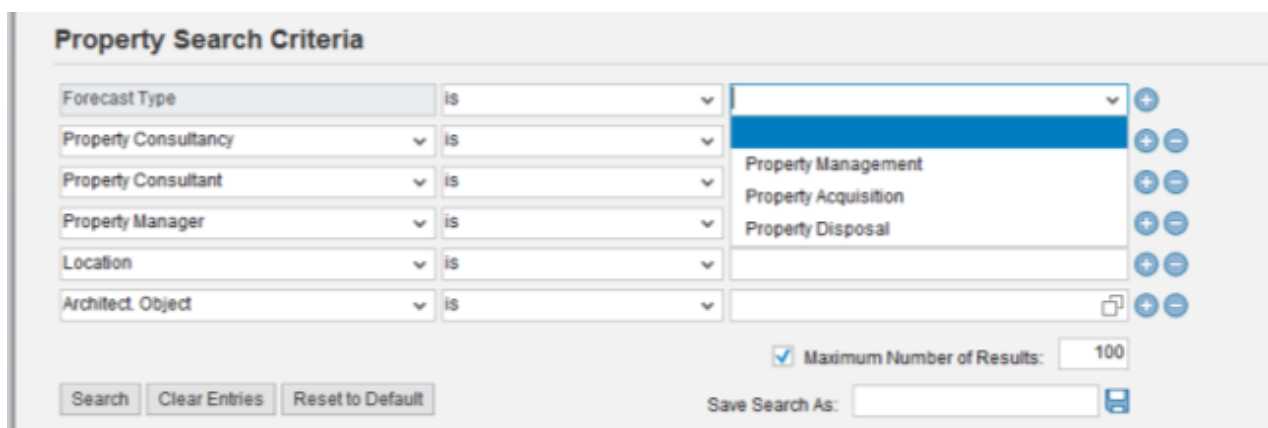
1. Select **Menu > Real Estate Management > Master Data > Accruals and Forecasts**

**Real Estate Management**

Here you can access Real Estate Management related functions. Depending on your access, you are able to access master data, contract information, room reservations and long term seating arrangement, real estate accounting and controlling, service charge

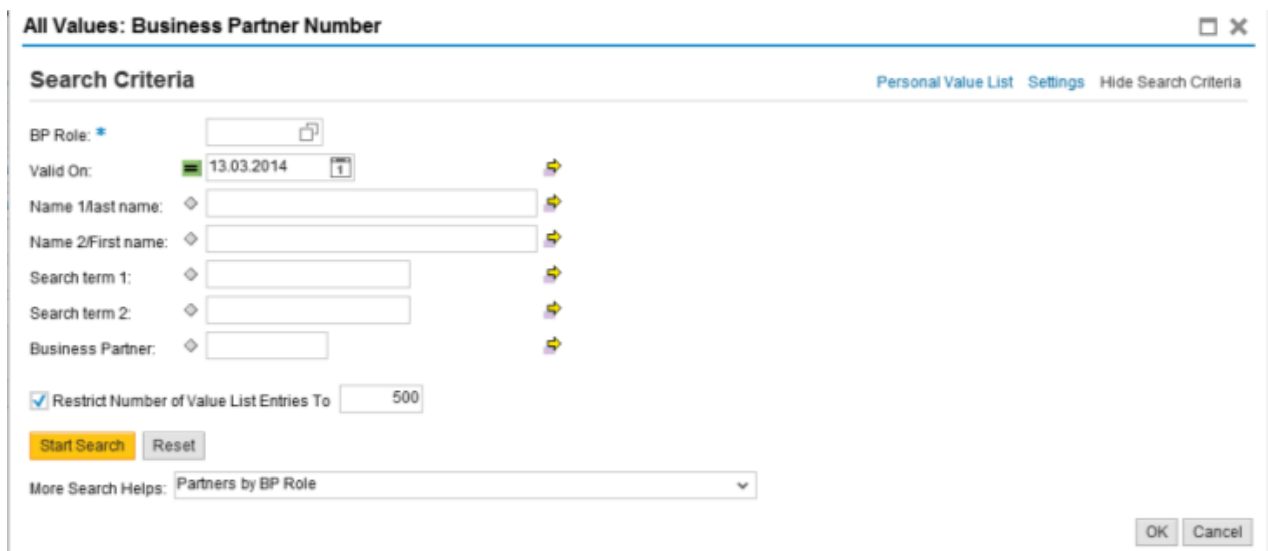
<p><b>Overview</b></p> <ul style="list-style-type: none"> <li>Overview Work Center</li> <li style="background-color: #0070c0; color: white; padding: 2px;">Master Data &gt;</li> <li>Posting &gt;</li> <li>Reporting &gt;</li> </ul>	<p><b>Master Data</b></p> <p>You can access Real Estate master data functions here, including displaying, maintaining master data, rental objects, architecture, and business partners.</p> <ul style="list-style-type: none"> <li>Worklist: Update Objects</li> <li>RE Navigator</li> <li>Process Dates for All Objects</li> <li>Process Dates for Contracts</li> <li style="background-color: yellow;">Accruals and Forecasts</li> </ul>
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The Accrual and Forecasting Search Screen looks like:



The screenshot shows the 'Property Search Criteria' interface. It features several dropdown menus for selection: Forecast Type, Property Consultancy, Property Consultant, Property Manager, Location, and Architect. Object. Each dropdown is followed by an 'is' relationship selector and a search icon. A search results list is visible on the right, showing 'Property Management', 'Property Acquisition', and 'Property Disposal'. At the bottom, there are buttons for 'Search', 'Clear Entries', and 'Reset to Default', along with a 'Maximum Number of Results' field set to 100 and a 'Save Search As' field.

2. Select the Forecast type: Acquisition, Management or Disposal. This is mandatory as it drives the selection of the cost types to forecast against.
3. Select the Business Partner.




The screenshot shows the 'All Values: Business Partner Number' search screen. It includes a 'Search Criteria' section with fields for BP Role, Valid On (13.03.2014), Name 1/last name, Name 2/First name, Search term 1, Search term 2, and Business Partner. There is a 'Restrict Number of Value List Entries To' field set to 500. At the bottom, there are 'Start Search' and 'Reset' buttons, and a 'More Search Helps' dropdown menu currently showing 'Partners by BP Role'. 'OK' and 'Cancel' buttons are located at the bottom right.


4. Click the 'More Search Helps' drop down to select Partners by BP Role.
5. Click the pages symbol on the BP role to select the appropriate partner type. Note that all the Property business partners start with REFX.
6. Once the BP role is selected, click start Search.


**All Values: Business Partner Number** □ ×


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**Search Criteria** Personal Value List Settings Hide Search Criteria


BP Role:  


Valid On:  

Name 1/last name:  

Name 2/first name:  

Search term 1:  

Search term 2:  


Business Partner:  

Restrict Number of Value List Entries To


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**Results List: 9 results found for Property Consultancy**

BP ...	Title	Valid On	Name 1/last nm	Name 2/first nme	Search term 1	Search term 2	BusinessP...
REFX22	Property Acq. Company	13.03.2...	DARROCH LIMITED (CHRI...				101008008
REFX22	Property Acq. Company	13.03.2...	OPUS INTERNATIONAL C...		OPUS CHRISTCH...		101008009
REFX22	Property Acq. Company	13.03.2...	OPUS HAMILTON INTERN...				101008010
REFX22	Property Acq. Company	13.03.2...	OPUS WGTN INTERNATIO...				101008011
REFX22	Property Acq. Company	13.03.2...	THE PROPERTY GROUP ...				101008012
REFX22	Property Acq. Company	13.03.2...	THE PROPERTY GROUP ...				101008013
REFX22	Property Acq. Company	13.03.2...	THE PROPERTY GROUP ...				101008014
REFX22	Property Acq. Company	13.03.2...	THE PROPERTY GROUP ...				101008015
REFX22	Property Acq. Company	13.03.2...	OPUS CONSULTANTS AU...				101059196













More Search Helps:  

7. Click the appropriate business partner and click OK.


aved Searches:  

**Search Criteria**

**Property Search Criteria**

Forecast Type	is	Property Acquisition		
Property Consultancy	is	101008013		
Property Consultant	is			
Property Manager	is			
Location	is			
Architect. Object	is			

Maximum Number of Results:

Save Search As:  

8. This search can be saved by typing a name in the Save Search As: field and clicking the save icon.

9. Click Search to open the Accrual and Forecasting Screen.

**Property Forecast**

Save Cancel Edit Back

**Project List**

Project	Project Name	Project Type	Item Type	Region	Project Manager	Projects Team Leader	Work category
87321114	Otago Truck Wreckers LI...			00000000			
87321118	William & Fay Fletcher@...			00000000			
87321121	Estate of J S Webb@Per...			00000000			
87321122	Noel and Colleen Welbe...			00000000			
87321123	Emma Joy and Michael ...			00000000			

Property Forecast Values

Hide Current Year Periods Show Next Year Periods

Name	WBS EL...	Cost Ele...	Cost Element Descr...	Total Fc...	Total Alloc	PY Actua...	OCT	NOV	DEC	DEC	JAN	FEB	MAR	A
Estate of J S Web...	87321121	6262	SH Property Purchases	0	0	0	0	0	0	0	0	0	0	0
Estate of J S Web...	87321121	6263	SH Compensation: D...	0	0	0	0	0	0	0	0	0	0	0
Estate of J S Web...	87321121	6251	Professional Service...	0	0	0	0	0	0	0	0	0	0	0
Total				0	0	0	0	0	0	0	0	0	0	0

10. The Hide Current Year Periods will hide the months of the current financial year, see below:

Property Forecast Values

Show Current Year Periods Show Next Year Periods

Name	WBS EL...	Cost Ele...	Cost Element Descr...	Total Fc...	Total Alloc	PY Actua...	CY Fcast	CY Alloc	Y1 Fcast	Y1 Alloc	Y2 Fcast	Y2 Alloc	Y3 Fcast	Y3 A
Estate of J S Web...	87321121	6262	SH Property Purchases	0	0	0	0	0	0	0	0	0	0	0
Estate of J S Web...	87321121	6263	SH Compensation: D...	0	0	0	0	0	0	0	0	0	0	0
Estate of J S Web...	87321121	6251	Professional Service...	0	0	0	0	0	0	0	0	0	0	0
Total				0	0	0	0	0	0	0	0	0	0	0

This prevents forecast being made for the current year, and shows the total of any forecasts already input.

11. The 'Show Next Year Periods' changes the single Y1 Forecast column into the 12 months of the year:

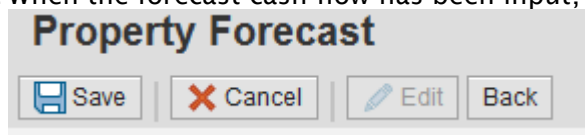
Property Forecast Values

Show Current Year Periods Hide Next Year Periods

Name	WBS EL...	Cost Ele...	Cost Element Descr...	Total Fc...	Total Alloc	PY Actua...	CY Fcast	CY Alloc	JUL	AUG	SEP	OCT	NOV	DEC
Estate of J S Web...	87321121	6262	SH Property Purchases	0	0	0	0	0	0	0	0	0	0	0
Estate of J S Web...	87321121	6263	SH Compensation: D...	0	0	0	0	0	0	0	0	0	0	0
Estate of J S Web...	87321121	6251	Professional Service...	0	0	0	0	0	0	0	0	0	0	0
Total				0	0	0	0	0	0	0	0	0	0	0

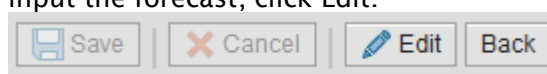
12. These can be clicked to revert to the original view.

13. When the forecast cash flow has been input, click Save:



14. Then move to the next WBS to forecast and click the left hand side of the number to have that property display in the bottom half.

15. The display changes to be white and this is a sign that nothing can be changed. To input the forecast, click Edit.



16. Repeat the process until finished, and then click Back to close the screen.