

RE80: Real Estate Navigator Quick Reference Guide

Overview

This guide shows you how to navigate to a transaction from within the Real Estate Navigator platform in SAP using the transaction code RE80.

The RE Navigator (RE80) is a central platform in SAP for authorised NZTA users and External Property Consultants to create and/or maintain master data for properties in the following categories:

- Acquisitions.
- Property Management (Leasing).
- Disposals.

Transactions

The following Property transactions can be completed from within the RE Navigator screen.

Create/edit/view records for the following types of **Architectural property objects**:

- Easements.
- Property (Land, Buildings etc.).
- Road and Road Reserves.
- Segregation strips.
- Temporary occupation.

Create/edit/view records for the following types of **Lease objects**:

- License Agreements.
- Commercial Leases.
- Residential Leases.
- Security Deposit Lease-out Commercial.
- Security Deposit Lease-out Residential.

In addition to this, the RE Navigator allows you to:

- Set up Reminders.
- Access the Appointment calendar.
- Access the Information system.
- Find a property object.

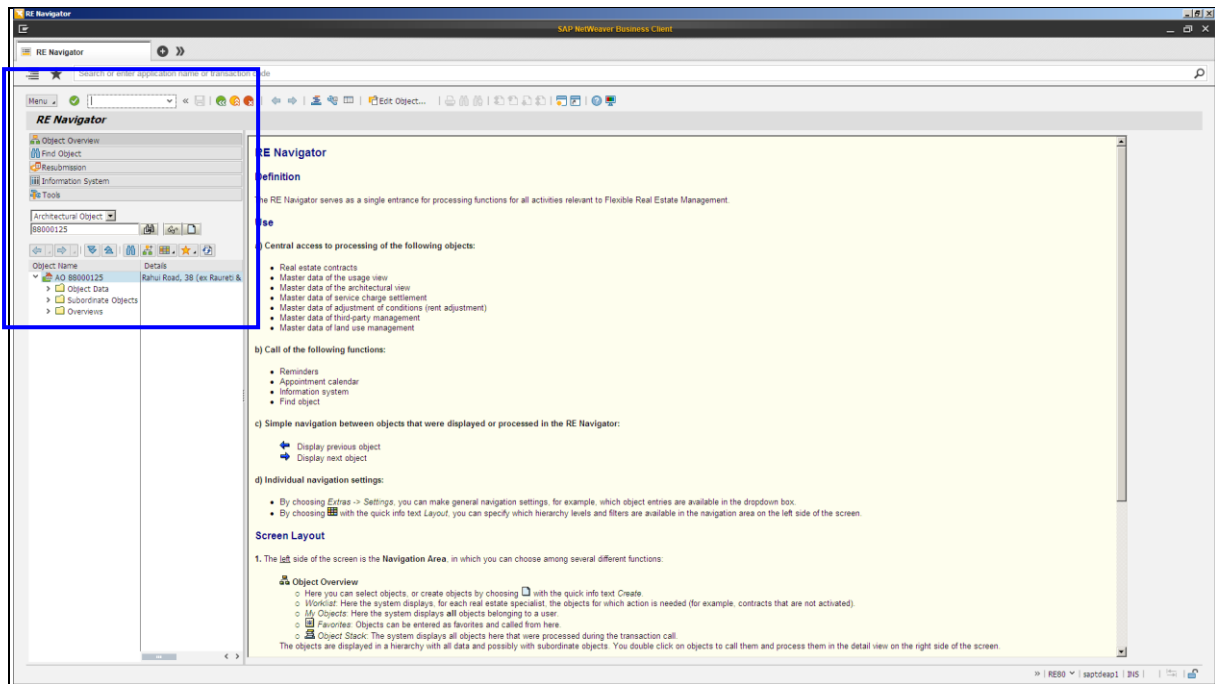
Definitions

Term	Definition
Architectural Objects	Architectural Objects are the place to hold physical information in the property such as address, title, size and value. NZTA property types include Properties (land, buildings etc.), Easements, Segregation strips, Road and Road Reserves.
Lease Objects	Lease objects relate to NZTA lease of property to others such as License agreements, residential leases (etc.).
Property Management	Managing vacant or leased NZTA property, from purchase until disposed of or converted to road.
Real Estate Objects	Real Estate Objects is the overall term used to describe all property records and includes Lease Objects, Architectural Objects and Contract Partners (etc.).

RE Navigator Initial Screen

Access the Real Estate Navigator initial screen through the transaction code RE80.

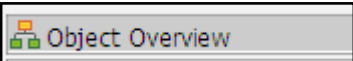
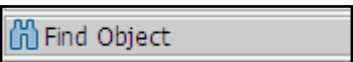
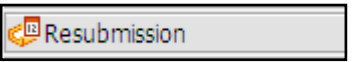
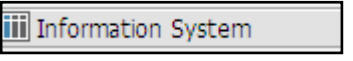

The RE Navigator initial screen displays:



The **Navigation panel** displays on the left hand side of the screen (in blue square). Each of the tabs correspond to the screen functions listed and described in the next section. If you have viewed an object recently, it will appear listed in this panel to enable quick access.




Screen Functions

The following table describes the views available on the RE80 Real Estate Navigator initial screen, Navigation area:

View	Function
	<p>Here you can select an object from the dropdown box to either:</p> <ul style="list-style-type: none"> view an existing object, or create a new object.
	<p>Search function for real estate objects. The objects are displayed in a list. From there you can navigate to display or processing of the object master data.</p>
	<p>This is a central function for generating reminder dates for architectural objects and real estate contracts.</p>
	<p>Allows you to access information relating to individual fields within the Real Estate Management area, and generate reports relating to them.</p>
	<p>Gives access to analysis tools (e.g. mass processing cost efficiency analysis).</p>

Key Features

The following table describes some of the key features of the SAP Index screen:

Fields/Buttons	Name	Function
	Create	Once the object has been selected from the drop-down box in the Object Overview view, press this icon to create a new object (e.g. a new architectural object).
	Navigation Area On/Off	Select this icon to switch the Navigation Panel on and off (e.g. the Object Overview/Find Object options etc.).
	Superordinate object list	Allows you to move through different levels of information for an object.

Create New Objects in RE Navigator

Using the drop down search function box in the Navigation Area you can create new **Architectural Objects** and new **Contract types**.

To create new **Architectural Property Objects**:

1. Select the Object Overview button from the Navigation Panel
2. Select Architectural Object from the drop-down list.
3. Click the **Create** icon to complete the data fields for the selected object. The Property object options are:
 - Easements.
 - Property.
 - Road and Road Reserves.
 - Segregation Strips.
 - Temporary Occupation.
4. Add details on all relevant tabs.

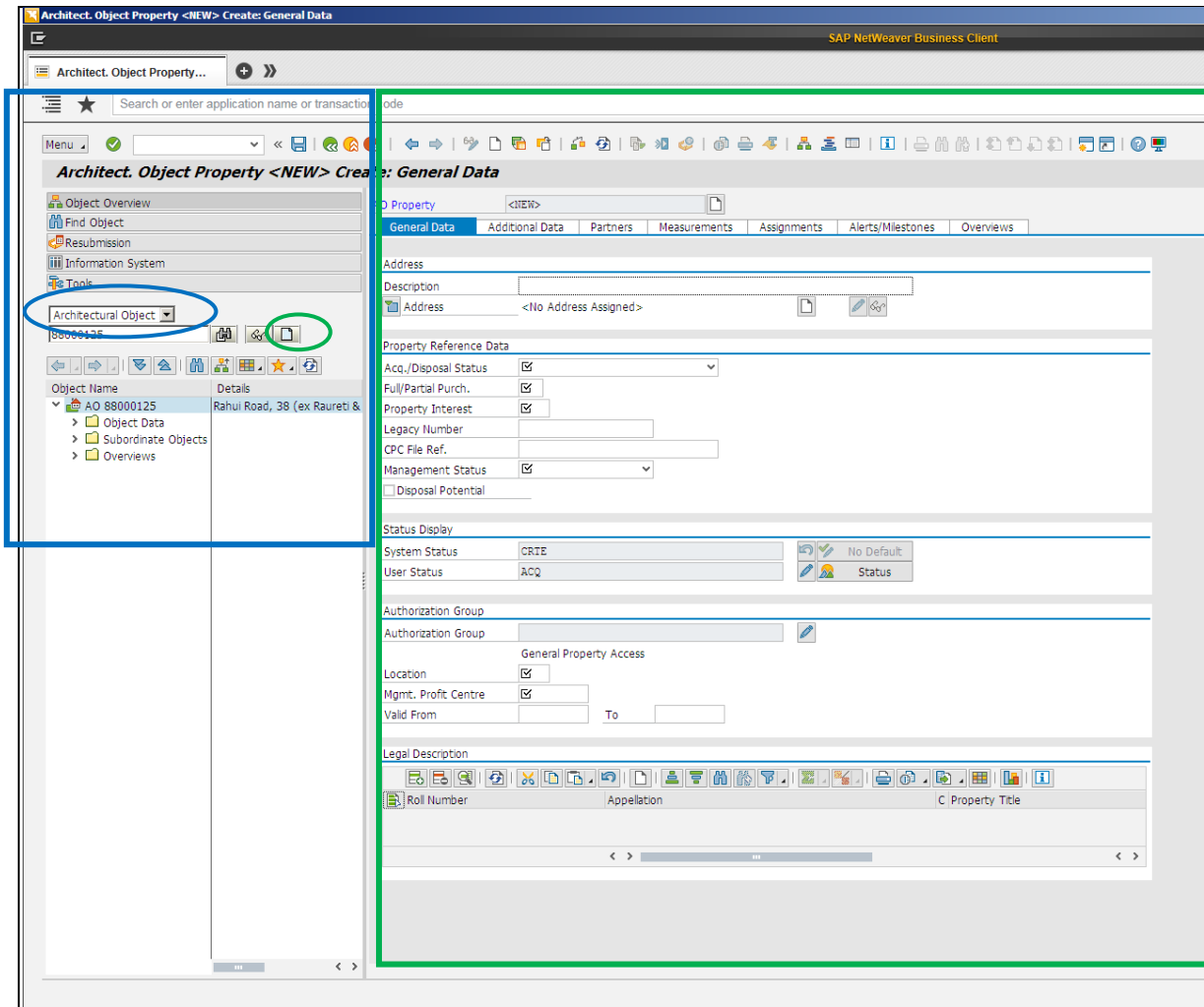
To create new **Contract types**:

1. Select the **Object Overview** from the Navigation Panel.
2. Select **Real Estate Contract** from the drop-down list.
3. Click the **Create** icon to to complete the data fields for the selected contract type. The Contract type options are:
 - Leases
 - Licenses
 - Security deposits
4. Add details on all relevant tabs.

Screen View of Real Estate Navigator

The left side of the **RE Navigator** initial screen is the Navigation area shown in the blue square. On the right side of the screen (detail view shown in green square) the system displays the selected real estate object.

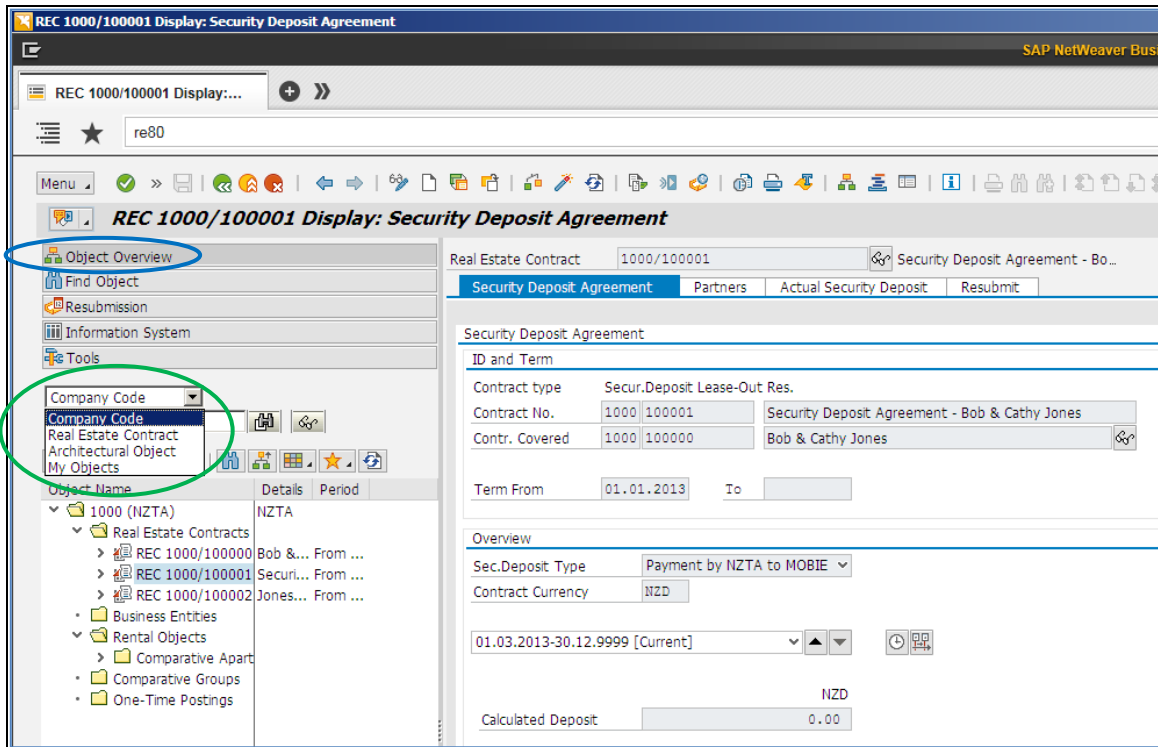
In the following example, in the **Object Overview** view, an Architectural Object is selected from the drop-down list (as shown in blue circle), the **Create** icon has been pressed (circled in green) to display the **Architect. Object Property <NEW> Create: General Data** screen.



Navigation Screen views

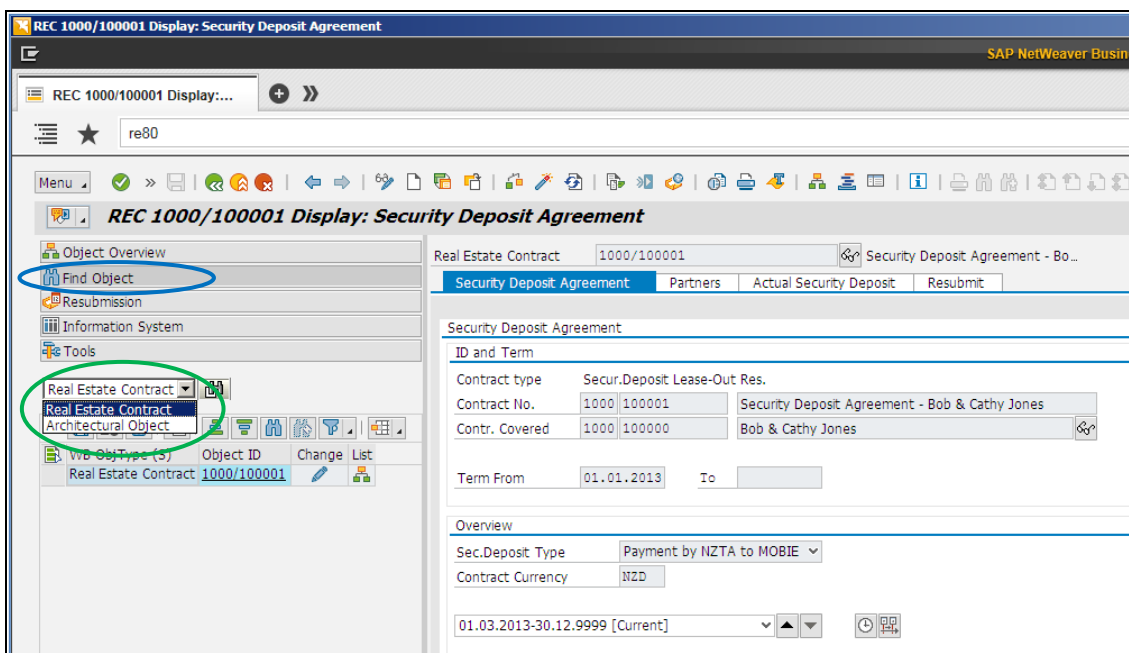
Object Overview

Select the **Object Overview** tab (circled in blue below) and click on the drop-down list to access the object list as shown below. The drop-down list displays the list of options available to select from (circled in green below).



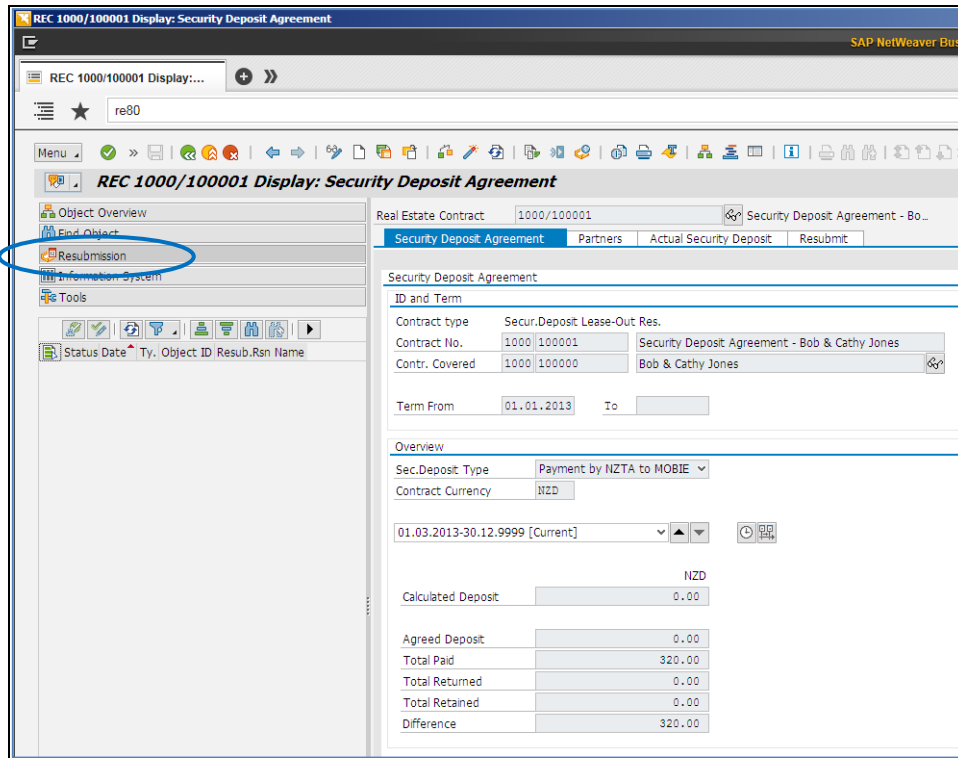
Find Object

This is the Search function for all real estate objects (e.g. Real Estate Contract or Architectural Object). The objects are displayed in a list. From there you can navigate to display or processing of the object master data.



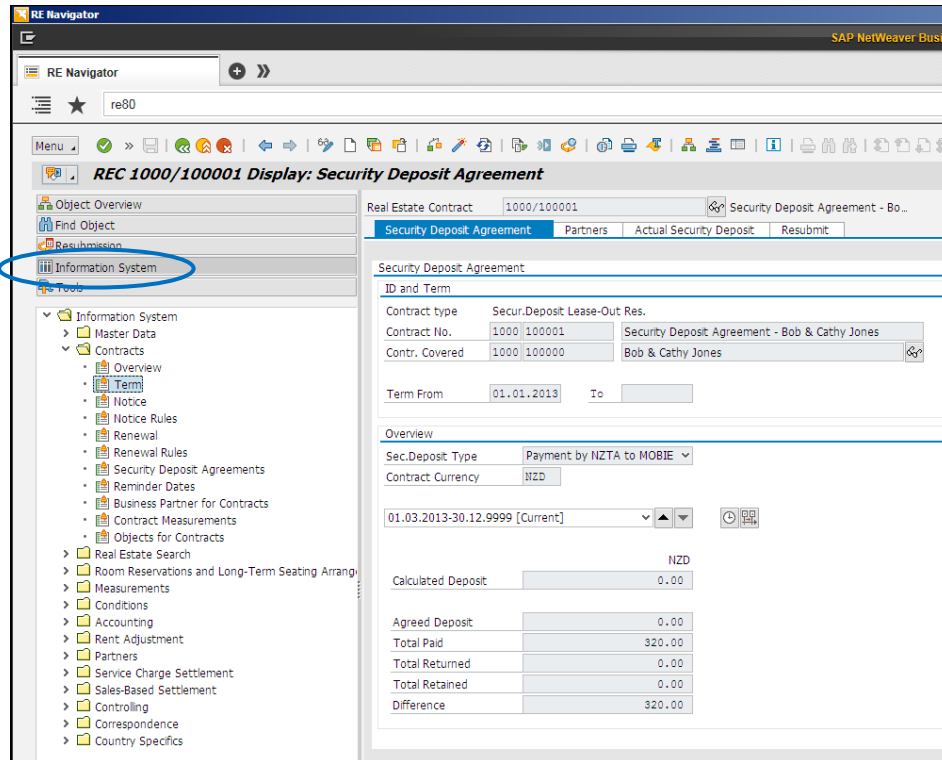
Resubmission

The Resubmission tab allows you to enter the rules that the system uses for calculating reminder dates.



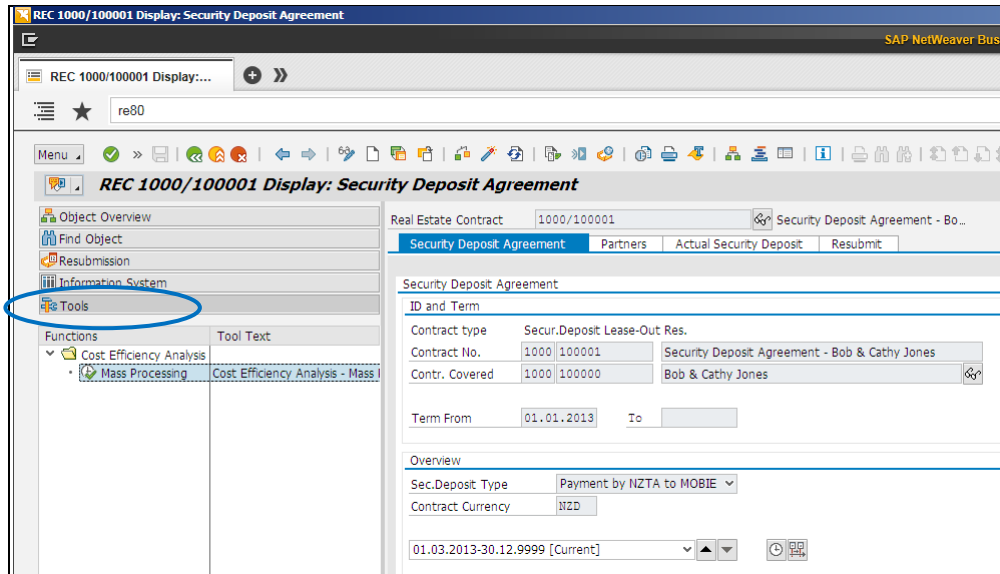
Information System

The information System screen displays the list of possible options as shown below. You can identify various reports for all usage objects, Real Estate contracts, and Partners.



Tools

From here you can view mass changes of current expenses for cost efficiency analysis.



The screenshot displays the SAP NetWeaver Business Client interface for a 'Security Deposit Agreement' (Contract No. 1000/100001). The 'Tools' menu is highlighted with a blue circle. Under the 'Tools' menu, the 'Cost Efficiency Analysis' option is expanded, showing a sub-menu item 'Mass Processing' with the tool text 'Cost Efficiency Analysis - Mass Processing'.

Security Deposit Agreement Details:

- Contract type: Secur.Deposit Lease-Out Res.
- Contract No.: 1000/100001
- Contract Name: Security Deposit Agreement - Bob & Cathy Jones
- Contract Covered: 1000/100000
- Contract Name: Bob & Cathy Jones
- Term From: 01.01.2013
- Overview:
 - Sec.Deposit Type: Payment by NZTA to MOBIE
 - Contract Currency: NZD
 - Period: 01.03.2013-30.12.9999 [Current]