

SAP – How to Flag a SAP Entry for Deletion

1. Search in RE for the duplicate AO numbers.
Check the *Overviews Tab* of each duplicate entry for tenancy contracts. Flag for deletion the entry that **DOES NOT** has tenancy contracts recorded.

Architect. Object Property 88320075 Display: Overviews

AO Property: 88320075, Finnerty & Fell - 170 Collins Road

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

Overview | **Contracts**

Contracts	Info.	Name	Valid from	Valid to	Cont.type
Architect. Object 88320075					
Contracts (Not Informational)					
Other Contracts					
Residential Lease					
1000/10214	✓	Fell, D - 170 Collins Road	25.06.2013	31.07.2013	Residential Lease
1000/11002	✓	Howard - 170 Collins Road	03.09.2013	31.12.9999	Residential Lease

2. General Data Tab

- a. *Description* – add “Delete”
- b. *Notes* – write a note about the reason for the deletion.

197 Display: General Data

AO Property: 88321197, Delete - Keeley JR & MC and Calv...

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

Address

Description: Delete - Keeley JR & MC and Calvert GJ@SH 1 Cambridge

Address: 88321197 / Sh 1 Cambridge / Cambridge

Notes: Deleted due to duplication

- c. Management Status – Change to ‘Inactive or Removal’
- d. Valid to – Change to ‘today’s’ date

Property Interest	10	Freehold
Legacy Number	A: 41620	
CPC File Ref.	2008/12660	
Management Status	Inactive or Removed	▼
<input type="checkbox"/> Disposal Potential		

Status Display		
System Status	CRIE DFL	No Default
User Status	HELD	Status

Control		
Location	111	Waikato
Mgmt. Profit Centre	7003	Waikato
Valid From	01.01.1900	24.10.2013

Legal Description			
Curr Title LINZ Ref.	Roll Number	Title Ref	Appellation
4488236	04660-06200	SA 273/53	Section 2 BLK X Cambridge SD

3. Partners Tab

- a. *End of relat* – Change to ‘today’s’ date by highlighting each business partner and changing the date in the white box below the table.

The screenshot shows a software interface with a table of business partners. The table has columns for 'Det Name of BP Role', 'Partner', 'Name/address', 'Start reltnship', and 'End of relat.'. The 'Owner' row is highlighted with a red circle. Below the table, a details pop-up window is open for the selected 'Owner' partner. The 'End of relat.' field in this pop-up is also highlighted with a red circle and contains the date '24.10.2013'.

Det Name of BP Role	Partner	Name/address	Start reltnship	End of relat.
NZTA Acquisition Manager	101007868	Amanda Hampton // Hamilton 0000	01.01.1900	24.10.2013
NZTA Property Manager	101007868	Amanda Hampton // Hamilton 0000	19.09.2013	24.10.2013
Property Acq. Company	101008014	The Property Group Limited (Hamilton) / 150 Grantham St / Hamilton 0000	01.01.1900	24.10.2013
Property Acq. Consultant	101007937	Graeme Bates // Hamilton 0000	01.01.1900	24.10.2013
Owner	101015155	Keeley JR & MC and Calvert GJ Keeley / SH 1 Cambridge? / Cambridge 0000	01.01.1900	24.10.2013

Details	
BP Role	TR0800 Owner
BusinessPartner	101015155 Keeley JR & MC and Calvert GJ Keeley / SH 1 Cambridge? / ...
Start reltnship	01.01.1900
End of relat.	24.10.2013
Address Type	
Frac. share	0.000
Co-ownership	0.000
Share	0.00
Factor 1 /	0

4. Assignments Tab

- a. *Relnshp Valid to* – Change 87, 88 and 89 relationship valid dates to ‘today’s’ date by highlighting the WBSs in the top box and changing the date in the bottom box. This terminates the assignments.

The screenshot displays the 'Assignments' tab for an Architectural Object (AO) with ID 88321197. The interface is divided into several sections:

- Left Panel:** Contains navigation options like 'Object Overview', 'Resubmission', 'Information System', and 'Tools'. It also shows the 'Architectural Object' dropdown set to '88321197' and a tree view under 'Object Name' with 'AO 88321197' selected.
- Top Panel:** Shows 'AO Property' for '88321197' and a title bar 'Delete - Keeley JR & MC and Calv...'. It includes tabs for 'General Data', 'Additional Data', 'Partners', 'Measurements', 'Assignments', 'Alerts/Milestones', and 'Overviews'.
- Object Hierarchy Table:** A table with columns 'Object Hierarchy', 'Name', 'From', and 'To'. It lists three 'PS Assignment' entries, each with a yellow triangle icon and a date range of '29.07.2013' to '24.10.2013'. A red circle highlights this table.
- WBS Element Details:** A window titled 'WBS Element Details' showing 'WBS Element' as '89321197' and 'Relnshp Valid From' as '29.07.2013' and 'Relnshp Valid To' as '24.10.2013'. A red circle highlights these date fields.

- To Flag the entry for deletion – this must be the final step as you will not be able to edit this record once the entry has been flagged for deletion.

Menu (top left hand corner of screen)

