CJR4: Enter Disposals Forecast Transaction Guide

This guide shows you how to use this transaction. When a Property Object is created in RE80 SAP automatically creates a Property Disposal Work Breakdown Structure (WBS) element (Accounting Object) which is prefixed with 89. This WBS is used to forecast cash flows for.

The CJR2 transaction is used by NZTA Property Disposal agents to enter forecast information and view actual costs against the Property Disposal WBS elements.

The **Disposals Planner Profile – PROPERT3** is available to set up in either this transaction, or to be set-up as a default in transaction KP04, as follows:

- **Screen Layout**: ZNZTAP003 Property Disposal Actuals/Forecasts.
- **Important Note**: All Property WBS elements in status DISP (Disposal) are prefixed by 89.

This transaction is part of the PM9.3 Annual Plan for Property Disposal process.

Use either the short description quick-step procedure set out below or refer to the more detailed description with screen shots which follows.

Prerequisite: The WBS elements for each property record have been created. External Consultants can only forecast for the WBS element until the WBS element status is changed by the NZTA Property Managers to allow costs and income to be registered against it.

- Access the transaction using either:
- the transaction code **CJR4**, or
- the menu path: **Portfolio and Project Management** > **Project Systems** > **Project Plan Data** > **PS**: **Change plan primary cost element**.

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

Step	Action
1.	Either: • go to step 5 if you have already set the default Planner Profile using transaction KP04, or • select **Menu > Settings > Set Planner Profile** on the **Change Planning Primary Costs: Initial Screen**. **Note**: If the Set Controlling Area dialog box displays when entering this transaction, enter 1000 (for NZTA) in the Controlling Area field and press Enter.
2.	Drop-down to search in the Planner profile field of the **Set Planner Profile** dialog box to change the planner profile.
3.	Select **PROPERT3** (Property Disposals) from the **Planner Profile** dialog box.

4.	Do the following:
	
	 • Enter the Financial year the forecasting applies to (e.g. 2014) in the Fiscal Year field.
	 • Select Form-Based in the **Entry** section.
	 • Either:
	     o enter the WBS Element and go to step 7, or
	     o click on the drop-down search in the WBS Element field to find the Property WBS.

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Step	Action
5.	Enter the following search criteria in the **Work Breakdown Structure Element** dialog box then press Enter: • WBS Element (e.g. 89* to search for all Disposal property WBS elements). • Description (e.g. 'coral*' for property records where owner description includes the word 'coral' e.g. Coral Reef Way).
6.	Select the required option from the **Work Breakdown Structure Element (WBS Element) (1)** dialog box (e.g. 89000252).
7.	Click the **Overview Screen** button. **Result**: The **Change Planning Primary Costs**: **Overview** screen displays. This screen will display default Cost Elements to allocate forecast amounts against (e.g. 6262 SH Property Purchases etc.).
8.	Input forecasts for the disposal proceeds and costs and for the relevant month or months.
9.	Click the **Post** button to post and save the data.

Detailed procedure

Follow the steps below to complete this transaction.

1. Either:

   • go to step 5 if you have already set the default Planner Profile using transaction KP04, or
   • select **Menu > Settings > Set Planner Profile** on the **Change Planning Primary Costs**: **Initial Screen**.
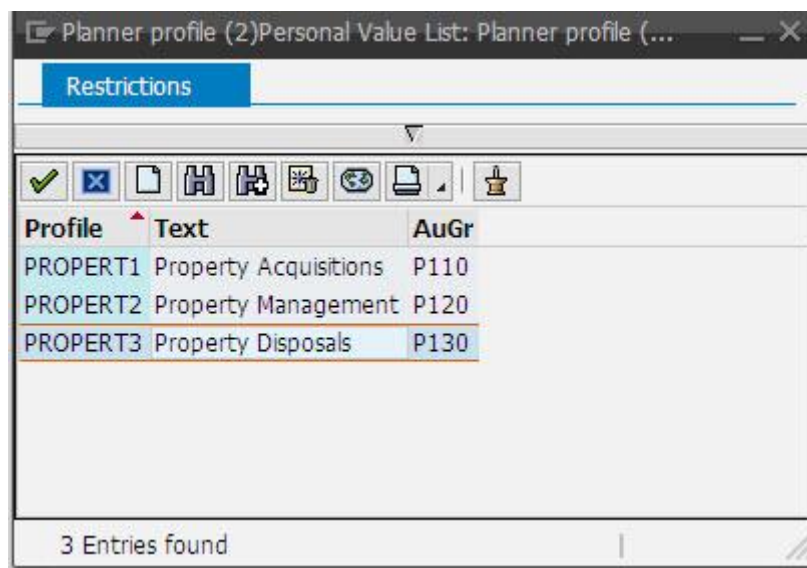
   Note: If the Set Controlling Area dialog box displays when entering this transaction, enter 1000 (for NZTA) in the Controlling Area field and press Enter.
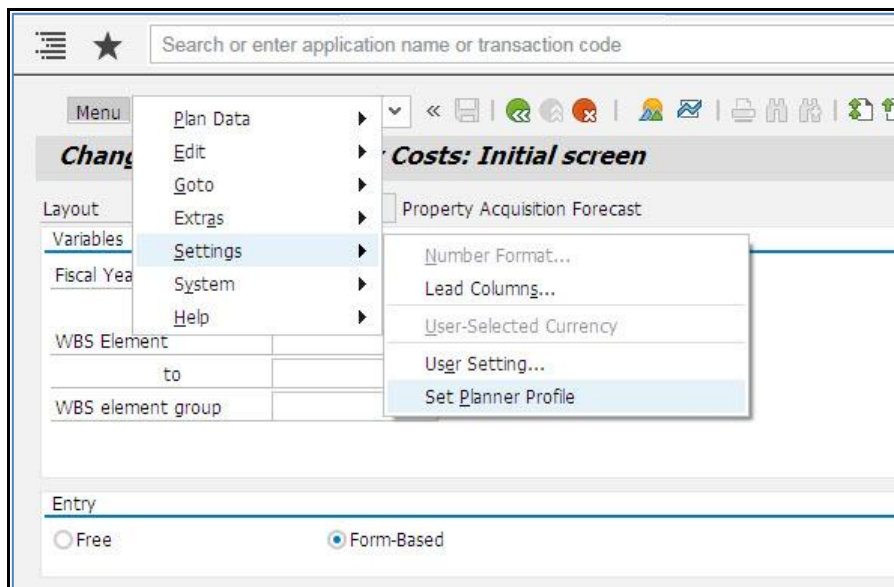
2. Drop-down to search in the Planner profile field of the **Set Planner Profile** dialog box to change the planner profile.
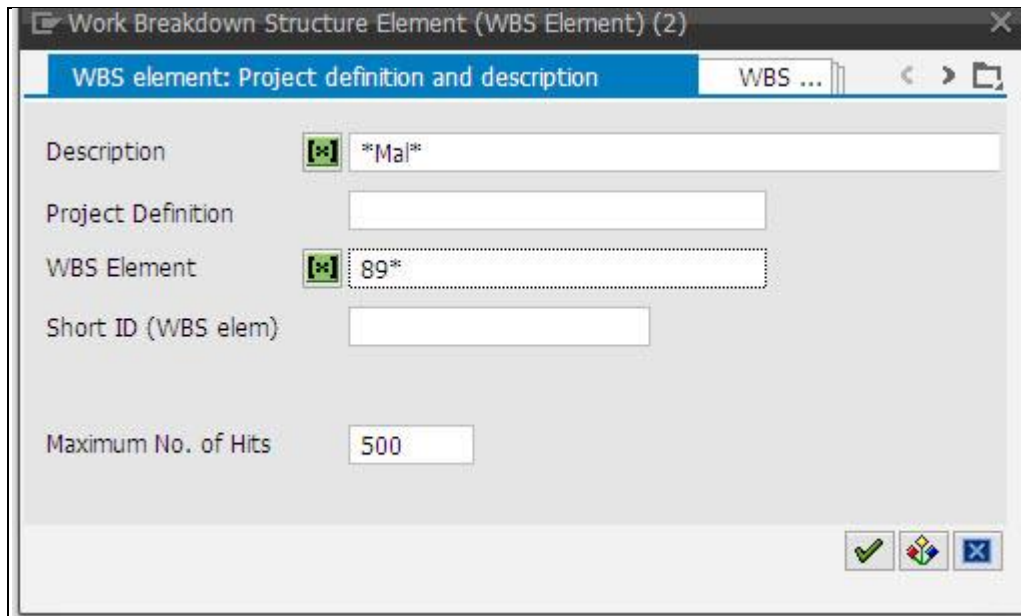
3. Select **PROPERT3** (Property Disposals) from the **Planner Profile** dialog box.

4. Do the following:

   - Enter the Financial year the forecasting applies to (e.g. 2014) in the Fiscal Year field.
   - Select Form-Based in the **Entry** section.
   - Either:
     - enter the WBS Element and go to step 7, or
     - click on the drop-down search in the WBS Element field to find the Property WBS.
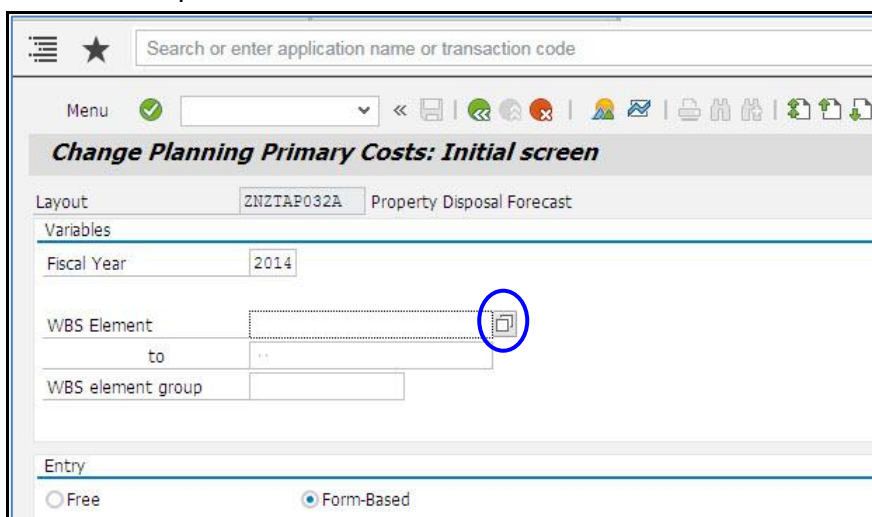
5. Enter the following search criteria in the **Work Breakdown Structure Element** dialog box then press Enter:

- WBS Element (e.g. 89* to search for all Disposal property WBS elements).
- Description (e.g. 'Mal*' for property records where owner description includes the word 'Mal' e.g. Malaghan Road).
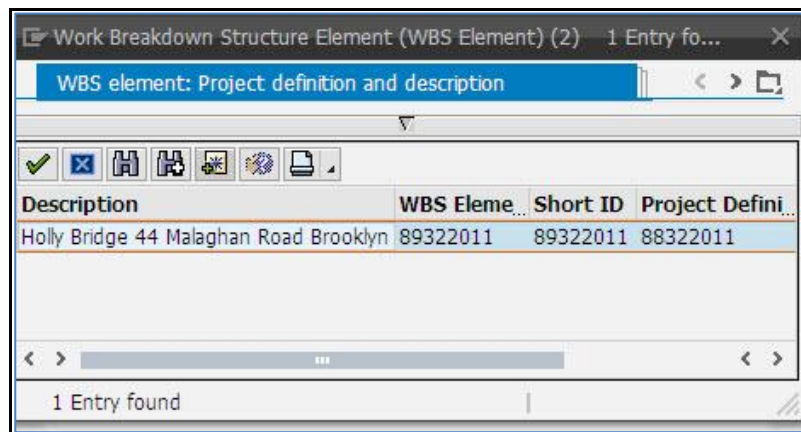
6. Select the required option from the **Work Breakdown Structure Element (WBS Element) (1)** dialog box (e.g. 89322011).
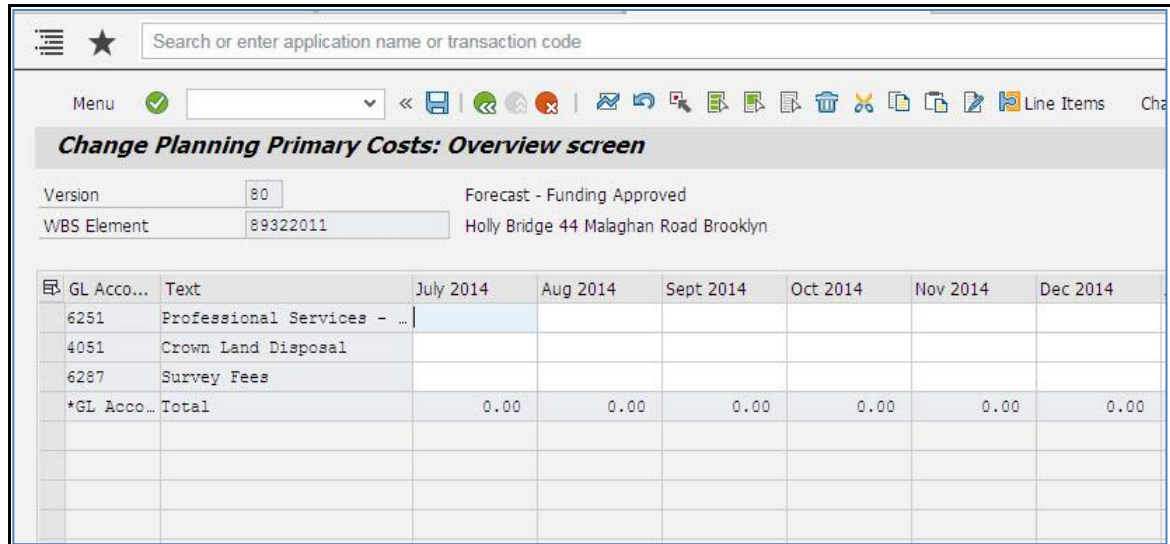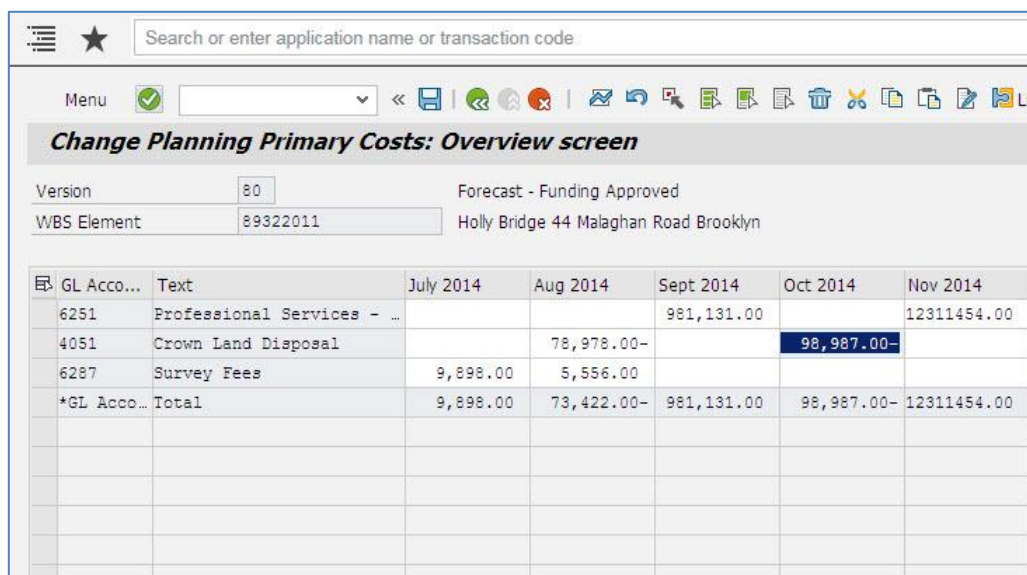
7. Click the **Overview Screen** button.

   Result: The **Planning Cost elements/Activity Inputs Change: Overview screen** displays. This screen will display default Cost Elements to allocate forecast amounts against (e.g. 6262 SH Property Purchases etc.).

8. Input forecasts for the disposal proceeds and costs and for the relevant month or months as displayed here:

   Note: 4051 Crown Land Disposal amounts will be a minus figure for income/revenue.

9. Click the **Save** icon/**Post** button to post and save the data.