University of Alaska
New Building Number Request Instructions
(Updated: May 2020)

OVERVIEW

UA Building Numbers are assigned to facilities utilized by the university system to associate non-facilities, financial data to UA’s physical structures for the functional purpose of, but not limited to:

- Accounting;
- Insurance, F&A, and other rate calculations;
- Asset tracking and inventorying;
- Capital budget development;
- Various reporting of general attributes in relation to student and employee data.

In order to create this relationship between UA’s associated, but independently generated, facilities; student; and employee data, the newly assigned building number must be added to multiple data systems. Global\(^1\) (system)-level data entry of newly assigned Building Numbers is required in Banner and AiM before one or more of the above functions can commence; additional data entry may also be required at the local\(^2\)-level (see local university instructions).

PROCESS

1. Review your respective university’s instructions for proposing new Building Numbers. Not all Building Numbers (Property Numbers in AiM) require global data entry\(^3\).
   a. UAA Instructions (not currently available)
   b. UAF Instructions
   c. UAS Instructions (not currently available)

2. Request New Building Numbers requiring global data entry through the online UA Building Assignment Request Form.
   a. To access the form, the requestor must be an AiM user, have the appropriate privileges to edit property records, as well as the authority to request Building Numbers. In the event that the requestor meets the requirements, but has not yet been given permission to access the form, contact UAF Facilities Services IT (uaf-fsit@alaska.edu); otherwise, they should review their local instructions to determine the proper process.

3. The proposed Building Number should be entered into the form’s search field for validation.
   a. If the Building Number already exists (whether or not it is active), an error message will appear, and the request will not be initiated; otherwise, the form will load with the proposed Building Number and remaining AiM Primary Keys (MAU and Campus) populated.

4. Verify the system populated (based on the requestor’s employment location) MAU and Campus.
5. Enter the data described as required in the Facilities Attributes workbook (https://www.alaska.edu/swbudget/instructions-and-references/).

\(^1\)Global - Processes/criteria that are standardizing/standards for aggregating system-level data in a comparable format.

\(^2\) Local - Processes/criteria that only affect university-level data (may not be comparable at system-level).

\(^3\) Locally assigned “Building Numbers” (Property Number in AiM) should be independently identifiable from globally assigned Building Numbers.
a. In the event that it is necessary to request a Building Number assignment before any of the information below is available, enter TBD in the field and include in the notes what the specific circumstances are and when the data is expected to be made available.

6. Once the request has been submitted, an email notification will automatically be sent to both the requestor and approver (ua-swspb@alaska.edu). The approver will either approve or deny the request by selecting the respective link in the auto-generated email notification.
   a. If the request is denied, the approver should provide a valid reason for denying the proposed Building Number and suggest an alternative.
   b. When a new Building Number has been determined, the request should be submitted again.

7. After the request has been approved, a new record will be created in AiM, and the requestor will be sent a notification with a link to save or make edits to the newly created record.
   a. If the record is not saved right away, it will remain suspended until the next time the requestor logs into AiM. If the record does not have an address, see local instructions to determine the appropriate process to obtain and update the record’s address.
   b. SW Strategy, Planning, and Budget will conduct a data extract from AiM, and compare it to the most current facilities inventory data to check for newly added buildings and updates. If a newly identified building record is not completed by the next data extract, a notification to complete the record will be sent to the requestor.

8. Completed new building records will be sent to SW Financial Systems for data entry in Banner (FTMLOCN). The requestor will be notified once the new building record has been added to Banner.
Figure A1: Building Number Request Process Flowchart