

University of Alaska
Building Number Request Instructions
(Updated: February 2023)

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.

Systemwide¹-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 local²-level (see local university instructions).

BEFORE SUBMITTING A REQUEST

- Review your respective university's instructions for proposing new Building Numbers to determine if a Building Number requires systemwide-level data entry. Contact your Facilities Director (<https://www.alaska.edu/facilities/index.php>) for additional clarification about Building Numbers (also known as Property Numbers in AiM)³.
 - a. UAA Instructions (not currently available)
 - b. [UAF Instructions](#)
 - c. UAS Instructions (not currently available)

PREFERRED REQUEST PROCESS

1. Request New Building Numbers requiring systemwide-level data entry through the online AiM integrated form:

[UA AiM 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.
2. 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.
3. Verify the system populated (based on the requestor's employment location) MAU and Campus.

¹ Systemwide - 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 Systemwide assigned Building Numbers.

4. Enter the data described as required in the Facilities Attributes workbook (<https://www.alaska.edu/swbudget/instructions-and-references/>).
 - 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.
5. 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.
6. After the request has been approved, a new record will be created in AiM, and the requestor will be sent a notification by the system with a link to save or make edits to the newly created record.
 - a. It is the responsibility of the MAU to keep AiM updated. If the record is not saved right away, it will remain suspended until the next time the requestor logs into AiM.
 - b. If the record does not have an address, see [local instructions](#) to determine the appropriate process to obtain and update the record's address.
7. Completed new building records will be sent to UASO Financial Systems for Banner (FTMLOCN) data entry. The requestor will be notified once the new building record has been added to Banner.

ALTERNATE REQUEST PROCESS

1. Request New Building Numbers requiring systemwide-level data entry through the online google form:
 - a. [Building Number Request Form](#)
 - a. To access the form, the requestor must be using a University email
2. Complete the form and provide data as required in the Facilities Attributes workbook (<https://www.alaska.edu/swbudget/instructions-and-references/>).
 - a. In the event that it is necessary to request a Building Number assignment before some of the information is available, enter estimated/intended responses as needed; include notes about the specific circumstances and when the data is expected to be made available.
3. Once the form has been submitted, an email notification will automatically be sent to both the requestor (if that selection is made) and the approver (ua-swspb@alaska.edu). The approver will contact the requestor with any concerns/issues/questions.
4. After review/edits with the requestor, SPB will submit to the Facilities Director or designee for final review.
5. Fully approved new building records will be sent to UASO Financial Systems for data entry in Banner (FTMLOCN). The requestor will be notified once the new building record has been added to Banner.

Note: AiM data entry is still required if your MAU uses this system.

Preferred Building Number Request Process



