University of Alaska
SPBMGR Facilities Data Import Process
(Updated: December 2023)

TIMELINE

Item	Action Date	Action/Event	Dependent Processes	Audience
Email Notification	Late September	Email: MAUs to enter utility data into ARIS; contacts at UAF and SW to get utility information.	ARIS Data Entry; Export/Import and Validation	Various, internal
SW ARIS Data Entry	Early October	Enter SW utility data	ARIS Data Export/Import and Validation	External
ARIS Data Export/Import and Validation	Late October	Export building benchmark detail report from ARIS and import into SPBMGR for validation.		Various, internal

EXECUTIVE SUMMARY

If you do not have access to ARIS or have issues logging in, contact Michael Spencer (mspencer@ahfc.us) from Alaska Housing Finance Corporation. If other UA users need a log in or help with their account, act as liaison and communicate with AHFC on their behalf. For more details on each step, see Instructions section below.

1. Confirm with State of Alaska DOT an estimate of when ARIS data will be compiled.
2. Edit the ARIS Email Template document, paste into new email, and send to "Notification" contact types listed in Table 1.
3. Email "Request" contact types in Table 1 to request utility data for SW buildings.
4. Log into ARIS and enter UASO utility data for respective buildings.
5. After allotted data entry period, export Energy Use Report, Building Benchmark – Summary as CSV.
6. Save file over existing **aris_smry_export.csv** in the ARIS Exports folder and close.
7. Open Import_Tmplt.xlsm and click the 'Update Headers' button; close file.
8. In **Facilities Data Maintenance (SPBMGR).tpf** go to Processes→ARIS and execute **aris_processing_validation.tas**.
9. Open export file **ARIS_missing_buildingsYYYY-MM-DD.xlsx** from Output window (or go to Export folder) and review.
10. Notify respective MAUs to add missing buildings in ARIS.
11. Repeat starting at step 4 until all buildings have been entered.
12. Clean up by deleting the *Z_ARIS_DATA* table in SPBMGR.

INSTRUCTIONS

Overview

Every year, UA is required to enter energy data for buildings having 10,000 gross square feet or greater into the ARIS database, per the requirements of the Alaska Sustainable Energy Act (SB220 Chapter 83 SLA10). ARIS is maintained by the Alaska Housing Finance Corporation (AHFC); their most recent instructions for using the site can be found here, with relevant information starting on page 79. If you have issues logging in or need credentials set up, email the AHFC Public Facilities Loan Energy Program Manager (see Executive Summary for current contact).

Data collection efforts should be initiated in late September to provide ample time for data entry. Validation and final data entry must be finished by early December. The final Energy Usage Report will be submitted to the state legislature by the Department of Transportation and Public Facilities in early January.

Preparation

Contact the State of Alaska DOT (current contact Stephen Hodgin stephen.hodgin@alaska.gov) to confirm an estimated date of when data will be c

Notification

Edit the ARIS Email Template document to reflect the new due date for data entry and to add any other relevant documents or information. Confirm the individuals in the request section of the email. Paste updated text into a new email and send it to the contacts listed below in Table 1. Save the obtained data in Energy Use Data Folder. In the case that the contacts listed in Table 1 have changed, update the table.
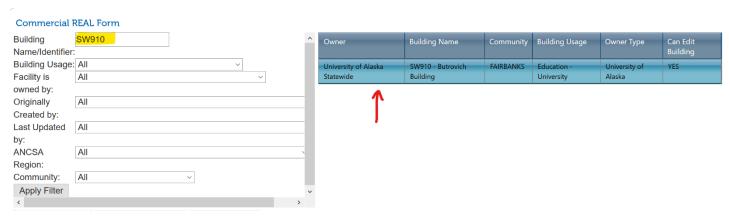
Table 1: ARIS Data Entry Notification Contacts

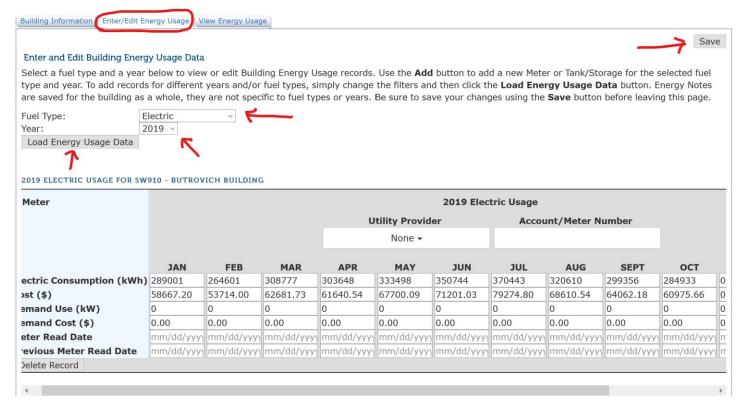| MAU	Contact	Title	Contact Type
UAA	Kim Mahoney <kmahone1@alaska.edu>, Micah Chelimo <mchelimo@alaska.edu> cc Chris McConnell <ccmcconnell@alaska.edu>	Assoc VC Facilities & Campus Svc. Facility Engineer Director Facilities, Planning & Construction	Notice
UAF	Karen Mallette <kamallette@alaka.edu> Ciara Villalobos <cdvillalobos@alaska.edu> cc Cameron Wohlford <cmwohlford@alaska.edu> Kellie Fritze <kfritze@alaska.edu>	Facilities Executive Officer (primary) Fiscal Tech Director, Design & Construction Assoc VC Facilities Svc.	Notice; Request (Karen - Butrovitch)
UAS	Nathan Leigh <nleigh1@alaska.edu>, Andie Scharen <amkihlmire@alaska.edu, Jill Hanson <jmhanson@alaska.edu>, Christopher Hoyt <cphoyt@alaska.edu>	Director, Facilities Svc. Facilities Admin Assist Assist. Dir. Bus. Svc. Sitka Dir Ofc Business Mgr, Ketchikan Dir Ofc	Notice
UASO	Michelle Schmidt <mschmid6@alaska.edu> cc Controller when appointed (Temporary) Debbie& Vickie cc UA System Office Strategy, Planning, and Budget <ua-swspb@alaska.edu>	System Ofc Property Manager Chief Finance Officer (interim)/Controller SPB Office Email	Request (Michelle - Bragaw)

Data Entry

Log into ARIS and click 'REAL FORM' from the menu bar. Enter the building number for data entry in the 'Building' field and then click on the filtered record (see Fig. 1).
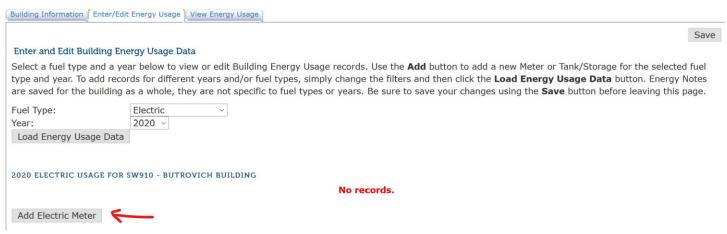
Figure 1: REAL Form Filter

Below the REAL Form filter area, select the 'Enter/Edit Energy Usage' tab. The default data shown is for the current calendar year, which should not have a record yet. The first data that should be entered is the remaining months of the prior year. Select the appropriate 'Fuel Type' and change 'Year' to the prior calendar year; then click 'Load Energy Usage Data' (see Fig. 2). Scroll to the last months of the record and enter the consumption and cost data for the missing months. Make sure to click 'Save' before moving on.

Figure 2: Prior Year Data Entry

After completing the prior year, energy usage data entry, change 'Year' to the current calendar year and click 'Add *fuel type* Meter'. A new, blank record will appear; enter the energy consumption and cost data for the available months (typically January through September). Make sure to click 'Save' before moving on.
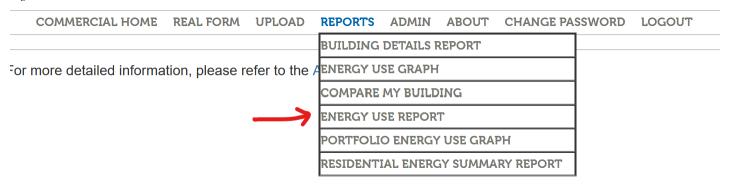
Figure 3: Current Year Data Entry

If another energy type needs to be entered, change 'Fuel Type' to the appropriate input and repeat the aforementioned data entry steps.
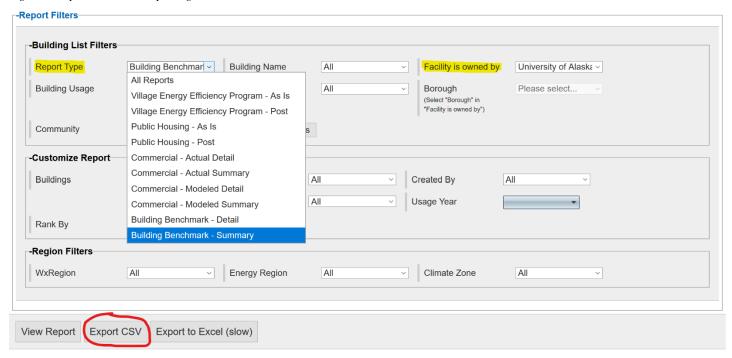
Exporting/Importing and Validation

After the data entry period has concluded, log back into ARIS, click the 'ADVANCED REPORTS' dropdown in the toolbar menu, and select 'ENERGY USE REPORT'.

Figure 4: REPORTS menu

In the 'Building List Filters' section, select *Building Benchmark – Summary* from the 'Report Type' dropdown and *University of Alaska* from the 'Facility is owned by' dropdown; then click 'Export CSV' and save the file over the existing one in the ARIS Export folder.

Figure 5: Report Filter and Exporting

Navigate one level up in the directory to the Tables\ARIS folder, open **Import_Tmplt.xlsm**, and click the 'Update Headers' button. Once the macro has finished running, close the file and open Toad. From the Toad project file, **Facilities Data Maintenance (SPBMGR).tpf**, go to Processes→ARIS and execute **aris_processing_validation.tas**. This process will create a table (*Z_ARIS_DATA*) in SPBMGR and output an Excel pivot table of missing buildings to the Exports\ARIS folder. Open the newly created file and review.

If there are buildings listed as missing from ARIS for the current year, email the respective MAU contact from Table 1. Continue to run the Export/Import and Validation process periodically (every week or so) until all buildings have been added. Once all the data has been entered into ARIS, delete the *Z_ARIS_DATA* table.