

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

**TIMELINE**

<b>Item</b>	<b>Action Date</b>	<b>Action/Event</b>	<b>Dependent Processes</b>	<b>Audience</b>
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 ([m Spencer@ahfc.us](mailto:m Spencer@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](mailto: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 < <a href="mailto:kmahone1@alaska.edu">kmahone1@alaska.edu</a> >, Micah Chelimo < <a href="mailto:mchelimo@alaska.edu">mchelimo@alaska.edu</a> > cc Chris McConnell < <a href="mailto:ccmccconnell@alaska.edu">ccmccconnell@alaska.edu</a> >	Assoc VC Facilities & Campus Svc. Facility Engineer Director Facilities, Planning & Construction	Notice
UAF	Karen Mallette < <a href="mailto:kamallette@alaska.edu">kamallette@alaska.edu</a> > Ciara Villalobos < <a href="mailto:cdvillalobos@alaska.edu">cdvillalobos@alaska.edu</a> > cc Cameron Wohlford < <a href="mailto:cmwohlford@alaska.edu">cmwohlford@alaska.edu</a> > Kellie Fritze < <a href="mailto:kfritze@alaska.edu">kfritze@alaska.edu</a> >	Facilities Executive Officer (primary) Fiscal Tech Director, Design & Construction  Assoc VC Facilities Svc.	Notice; Request (Karen - Butrovitch)
UAS	Nathan Leigh < <a href="mailto:nleigh1@alaska.edu">nleigh1@alaska.edu</a> >, Andie Scharen < <a href="mailto:amkihlmire@alaska.edu">amkihlmire@alaska.edu</a> >, Jill Hanson < <a href="mailto:jmhanson@alaska.edu">jmhanson@alaska.edu</a> >, Christopher Hoyt < <a href="mailto:cphoyt@alaska.edu">cphoyt@alaska.edu</a> >	Director, Facilities Svc. Facilities Admin Assist Assist. Dir. Bus. Svc. Sitka Dir Ofc Business Mgr, Ketchikan Dir Ofc	Notice
UASO	Michelle Schmidt < <a href="mailto:mschmid6@alaska.edu">mschmid6@alaska.edu</a> > cc Controller when appointed (Temporary) Debbie & Vickie cc UA System Office Strategy, Planning, and Budget < <a href="mailto:ua-swspsb@alaska.edu">ua-swspsb@alaska.edu</a> >	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

Commercial REAL Form

Building:

Name/Identifier:

Building Usage:

Facility is owned by:

Originally Created by:

Last Updated by:

ANCSA:

Region:

Community:

Owner	Building Name	Community	Building Usage	Owner Type	Can Edit Building
University of Alaska Statewide	SW910 - Butrovich Building	FAIRBANKS	Education - University	University of Alaska	YES

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

Building Information **Enter/Edit Energy Usage** View Energy Usage

Enter and Edit Building Energy Usage Data

Select a fuel type and a year below to view or edit Building Energy Usage records. Use the **Add** button to add a new Meter or Tank/Storage for the selected fuel type and year. To add records for different years and/or fuel types, simply change the filters and then click the **Load Energy Usage Data** button. Energy Notes are saved for the building as a whole, they are not specific to fuel types or years. Be sure to save your changes using the **Save** button before leaving this page.

Fuel Type:

Year:

2019 ELECTRIC USAGE FOR SW910 - BUTROVICH BUILDING

Meter	2019 Electric Usage									
	Utility Provider					Account/Meter Number				
	None									
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT
Electric Consumption (kWh)	289001	264601	308777	303648	333498	350744	370443	320610	299356	284933
Cost (\$)	58667.20	53714.00	62681.73	61640.54	67700.09	71201.03	79274.80	68610.54	64062.18	60975.66
Maximum Use (kW)	0	0	0	0	0	0	0	0	0	0
Maximum Cost (\$)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Meter Read Date	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
Previous Meter Read Date	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy

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

Building Information | Enter/Edit Energy Usage | View Energy Usage

Save

### Enter and Edit Building Energy Usage Data

Select a fuel type and a year below to view or edit Building Energy Usage records. Use the **Add** button to add a new Meter or Tank/Storage for the selected fuel type and year. To add records for different years and/or fuel types, simply change the filters and then click the **Load Energy Usage Data** button. Energy Notes are saved for the building as a whole, they are not specific to fuel types or years. Be sure to save your changes using the **Save** button before leaving this page.

Fuel Type:

Year:

Load Energy Usage Data

2020 ELECTRIC USAGE FOR SW910 - BUTROVICH BUILDING

No records.

Add Electric Meter

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

COMMERCIAL HOME REAL FORM UPLOAD **REPORTS** ADMIN ABOUT CHANGE PASSWORD LOGOUT

BUILDING DETAILS REPORT

ENERGY USE GRAPH

COMPARE MY BUILDING

ENERGY USE REPORT

PORTFOLIO ENERGY USE GRAPH

RESIDENTIAL ENERGY SUMMARY REPORT

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

**Report Filters**

**-Building List Filters**

Report Type: Building Benchmark (dropdown menu open: All Reports, Village Energy Efficiency Program - As Is, Village Energy Efficiency Program - Post, Public Housing - As Is, Public Housing - Post, Commercial - Actual Detail, Commercial - Actual Summary, Commercial - Modeled Detail, Commercial - Modeled Summary, Building Benchmark - Detail, Building Benchmark - Summary)

Building Usage: All (dropdown)

Community: All (dropdown)

Building Name: All (dropdown)

Facility is owned by: University of Alaska (dropdown)

Borough: Please select... (dropdown)

**-Customize Report**

Buildings: All (dropdown)

Rank By: All (dropdown)

Created By: All (dropdown)

Usage Year: (dropdown)

**-Region Filters**

WxRegion: All (dropdown)

Energy Region: All (dropdown)

Climate Zone: All (dropdown)

View Report | **Export CSV** | Export to Excel (slow)

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.