Space Inventory Checklist

Accounting Services’ has written scripts to check the accuracy of your space inventory data. The scripts will produce error reports. We have the split the errors into two categories: Fatal Errors and Warnings. We intend to send monthly exception reports to the space coordinators of the FATAL errors. Here are what are scripts will be looking at.

**FATAL ERRORS**

1. Title: tempo4
   a. **Purpose:** If the Assigned Functional % is 100% Organized Research (“OR”), then the assigned Banner indexes should only begin with the prefix E0%, E2%, or E34%.
   b. Search criteria: building, room, prorate, department, dept_title, index

2. Title: als.sql
   a. **Purpose:** FZARMIN with 14% program and (E2%, E0%, or E34% index) having a zero OR% in FZAROOM
   b. Search criteria: building, room, prorate, dept, func, use, index, all percentages

3. Title:
   a. **Purpose:** Create a list of employees paid by A13* indexes, then map the A13* “DR” indexes to the FZARMIN and the phone book room address.
   b. Search criteria:

4. Title: drs.sql
   a. **Purpose:** FZARMIN with E35%, A13%, or D90% index having a zero DR% in FZAROOM
   b. Search criteria: building, room, prorate, dept, func, use, index, all percentages

5. Title: ejj1.sql
   a. **Purpose:** FZAROOMs with OR% > 0, DR% = 0, but no FZARMIN with program 14%, Index E0%, E2%, or E34%
   b. Search criteria: building, room, prorate, department, dept_title

6. Title: ejj2.sql
   a. **Purpose:** FZAROOMs with DR% > 0 no FZARMIN with Index E35%, D90%, or A13%
   b. Search criteria: building, room, prorate, department, dept_title

7. Title: jls.sql
   a. **Purpose:** Startup Indexes without DR%
   b. Search criteria: index, building, room, dr%
Space Inventory Checklist

8. Title: rds.sql
   a. **Purpose:** FZARMIN with E35% index having a positive OR% in FZAROOM
   b. Search criteria: building, room, prorate, or%

9. Title: tempo
   a. **Purpose:** FZARMIN rooms (F% or H%) without positive OIA% in FZAROOM
   b. Search criteria: building, room, prorate, index, organization, orgn_title

10. Title: tempo2
    a. **Purpose:** Mismatch of FZAROOM department and FZARMIN index department
    b. Search criteria: department, dept_title, index, orgn_title, building/room example

11. Title: tempo3
    a. **Purpose:** FZAROOMs with Internal Service Center, but OIA percentage = 0%
    b. Search criteria: building, room, prorate

12. Title: indexes_without_rooms
    a. **Purpose:** Research Indexes not Assigned to a Room
    b. Search criteria: index, fund, organization, space coordinator, e-mail, orgn_title, index_title, financial manager

13. Title:
    a. **Purpose:** A13% (“DR”) indexes not Assigned to a Room
    b. Search criteria: index, fund, organization, space coordinator, e-mail, orgn_title, index_title, financial manager

14. Title:
    a. **Purpose:** D98% indexes not Assigned to a Room
    b. Search criteria: index, fund, organization, space coordinator, e-mail, orgn_title, index_title, financial manager

15. Title:
    a. **Purpose:** Startup Indexes not Assigned to a Room
    b. Search criteria: index, fund, organization, space coordinator, e-mail, orgn_title, index_title, financial manager
Space Inventory Checklist

Title:
Purpose: Find Academic departments with GA and Administrative departments with DA.

Title:
Purpose: Find rooms with supporting indexes that have a Banner program of ‘307’ (Fund Raising).

WARNINGS

1. TBD