

SUCF Information Services

BCI and PSI Web Application Guide

October 2010

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Scope

This document will provide campus users with specific instructions for the State University Construction Fund's (SUCF) web application for updating the Building Characteristics Inventory (BCI) and Physical Space Inventory (PSI) via the SUNY portal. Campus staff, with appropriate transaction security authorization, will be able to maintain their respective BCI and PSI information using the web application.

This document is **not** meant to replace the Physical Space Inventory Manual. The Physical Space Inventory Manual provides procedures, rules, definitions, valid codes, and FAQ's relating to the data that is input into the BCI and PSI. The manual will be accessible through the SUCF Web portal, both from "Procedures, Forms and Presentations" and the "Building Inventory/Space Inventory Menu" in the main menu list.

The web application will be the standard method for updating both the BCI and PSI. For campuses that wish to provide an entire PSI replacement file (where the existing PSI data will be deleted and replaced with the campus submission), SUCF will only accept the standard "bulk load" extract format (Appendix B) or the card1 and card2 format (Appendix C) which have been previously transmitted to all campuses. For partial replacements, SUCF will only accept the card1 and card2 format. SUCF will no longer accept hard copy transaction forms or EXCEL files for the PSI. Please see the section on Bulk Uploads to review how this information will be sent and received.

Adding and deleting buildings or changing the abbreviation in the BCI will still need to be sent to through SUCF for processing. See Appendix A for this form.

Overview

With the new web application, campuses will be able to access and update their BCI and PSI information more conveniently. Updates will also be possible throughout the year. Previously, the BCI and PSI were updated in the fall of each year. An annual "call letter" from SUCF initiates the annual process. In future, however, campuses can and should update the PSI and BCI on an on-going basis.

SUCF will still issue the call letter in the fall to ask campuses to review and if necessary, update their BCI and PSI. Once all the campuses have indicated that their information is complete, SUCF will "freeze" the updated BCI and PSI files. This frozen file is retained for reporting purposes and the ongoing file becomes the "current" file. Only the current file can be updated. The current and/or prior year frozen file can be downloaded by the campus in an EXCEL format for campus review, reporting and analysis. The EXCEL file cannot be used to bulk load update data, however.

In addition to making BCI and PSI updates for a specific building or room, campuses will also be able to download PSI reports, make mass updates to the PSI, add a dummy account (which enables space to be assigned to an account not existing in SUNY's official department listing), and indicate to SUCF that their updates are complete.

General Features

The following items are used frequently throughout the document. Refer to this list if you need a refresher on what a specific item means.

Display and Filters

Department/Account

Each room space is assigned to a ten digit department or chart of account. These terms are used interchangeably. Each campus has its own unique listing of "official" chart of account codes which are maintained by SUNY System Administration's finance office. Additionally, campuses may create additional department codes, unique to PSI space assignment, called dummy accounts. Together these serve as the basis for all PSI space department assignments.

Horizontal Line

Both the BCI and PSI data pages are split into two parts, above the horizontal line and below the horizontal line. Above the horizontal line on the page are the fields that are used to filter the data that is provided below the line. Below the horizontal line is the detailed data that makes up the BCI or PSI.

State University Construction Fund
Building Characteristics Inventory

Campus: Canton Bldg No./Abbrev. Select file: Current file

Splits:

Note: Any fields entered above will be used to select BCI records.

Building Listing for Canton sorted by BUILDING ABR ascending using the Current file (2010)

<u>BLDGABR</u> ▲	<u>BLDGNAME</u>	<u>BLDGNO</u>	<u>GSF</u>	<u>MAJORUSE</u>	<u>COND. CODE</u>	<u>OWNER CODE</u>	<u>STATUS</u>	
23167	CONVOCATION ATHL RECR CTR	F108	100,021	06 - HPE	06 - Future	01 - Owned	NO PSI	<input type="button" value="View"/>
23200	CARC	F109	108,094	06 - HPE	07 - Future	01 - Owned	NO PSI	<input type="button" value="View"/>
ALUMHS	ALUMNI HOUSE	0013	4,838	19 - Residence	01 - Existing	01 - Owned		<input type="button" value="View"/>

Hover

Hovering is when you use your mouse over a specific area. In the example below, the mouse is being hovered over the row containing the information for the "Alumni House" in the PSI web application.

State University Construction Fund
Physical Space Inventory

Campus: Canton Bldg No./Abbrev. Room No. get info Campus Excel
 Department: select a department Note: (O) -- Official; (S) -- Special Select file: Current file
 Splits: Note: Any fields entered above will be used to select PSI records

Building Listing for Canton sorted by BUILDING #BR ascending using the Current file (2010)

get Excel

BLDGABR	BLDGNAME	BLDGNO	GSF	MAJORUSE	COND. CODE	OWNER CODE	STATUS
23187	CONVOCAATION ATHL RECR CTR	F108	100,021	06 - HPE	09 - Future	01 - Owned	NO PSI
23200	CARC	F109	108,094	06 - HPE	07 - Future	01 - Owned	NO PSI
ALUMHS	ALUMNI HOUSE	0013	4,838	19 - Residence	01 - Existing	01 - Owned	
CAMNST	CA & MAINT. STOR	0017	3,380	11 - Campus Service	01 - Existing	01 - Owned	
CAMPCT	CAMPUS CENTER	0005	43,886	07 - Stud Activity	01 - Existing	01 - Owned	
CDNGHL	CHANNEY DINING CENTER	0009	32,401	13 - Dining	01 - Existing	01 - Owned	
CMPTCA	CAMPUS CTR ADD.	0005A	54,400	07 - Stud Activity	01 - Existing	01 - Owned	

Splits

A campus can be split into multiple geographic locations called “splits”. Not all campuses have splits.

Buttons

Campus Excel

The “Campus Excel” button will create an EXCEL spreadsheet of all available data for every building on the entire campus for the respective module (BCI or PSI). It can be for the current or a previous year. This is more detailed than the “get Excel” file.

Edit/Update Mode

The “Edit” button takes the user to an update page for a specific building (BCI). In the PSI, the “Update Mode” button takes the user to an update page for a specific room.

Get Excel

The “get Excel” button will create an EXCEL spreadsheet of what is currently displayed on the screen as a list. This file is not as detailed as the “Campus Excel” file.

Get Info

The “get info” button is used to retrieve the information for the campus after one of the filter fields has changed. If you change a filter field, the information displayed will not reflect this filter until after the “get info” button is clicked.

Save/Apply Changes

The “Save” button saves any user updates in the BCI. The “Apply Changes” button saves any user updates in the PSI.

View

The “View” button on the BCI takes the user to the building’s detail page. The information on the building is not editable from this screen.

Access

You must contact and be given security clearance by the local campus security administrator in order to sign on to the SUNY portal (<https://www2.sysadm.suny.edu/EmployeeServices/Login/Login.cfm>). Any number of employees may be given permission to browse and/or update their campuses BCI/PSI databases. The authorities (permissions) that can be requested are as follows:

Type of Access	Required Authority
BCI Inquiry	CF_BCI_INQ
BCI Update	CF_BCI_UPD
PSI Inquiry	CF_PSI_INQ
PSI Update	CF_PSI_UPD

Sign On

To log on to the BCI/PSI Web application:

1. Go to the SUNY home page (<http://www.suny.edu/>)
2. Click, "Faculty, Staff and Employment".
3. Select the "SUNY Secure Sign On" link.

SUNY System Administration: Secure Sign-on

 **SUNY**
THE STATE UNIVERSITY of NEW YORK

[SUNY Login](#)
[Do you need help?](#)

UNAUTHORIZED ACCESS PROHIBITED

* Required fields

Choose your SUNY Campus or Institution

Campus: Adirondack

* **Account:**

* **Password:**

Remember me:
Select this option if you want us to remember your campus and user.

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4. Choose your campus from the drop down menu on the SUNY Login page
5. Please enter your LAN ID and password then click login to continue.
6. Select the "E-Business Services" tab.

The screenshot shows the SUNY Employee Services website. At the top, there is a navigation bar with the SUNY logo and the text "SUNY THE STATE UNIVERSITY of NEW YORK". Below this, there are several menu tabs: "Academic Services", "Business Systems Applications", "E-Business Services", "Enrollment Management", and "More >>". A prominent white box contains the text "SUCF Application Menu". Below this, there are two main content areas. The left area is titled "Training/Presentation Materials" and lists various resources such as "Data Transfer System - SUNY Emergency Alert", "University Systems Strategic Business Plan", "Finance and Management", "Institutional Research", and "Security". The right area is titled "Employee Directory" and includes a search form with fields for "Last Name" and "First Name", radio buttons for "Begins with" and "Contains", and "Search" and "Clear Form" buttons. A note below the form states "*Results open in a new window".

7. Select "SUCF Application Menu" (at the top of the page).
8. Select "Building Inventory/Space Inventory Menu" from the menu list.

The screenshot shows the State University Construction Fund website. At the top, there is a navigation bar with the text "Portal Menu". Below this, there is a blue header with the SUNY logo and the text "State University Construction Fund". The main content area is titled "Portal Application Menu" and contains a list of application options: "Project Menu", "Capital Plan Funding Menu", "Campus Facility Assessment Menu", "Procedures, Forms and Presentations", "Building Inventory/Space Inventory Menu", and "Purchase Order Request Menu". On the left side, there is a vertical menu with the following items: "PORTAL Application", "SUCF Portal Home", "SUNY Portal Home", "Project Menu", "Capital Plan Funding Menu", "Facilities Assessment Menu", "Purchase Order Request", and "Help".

Menu Options

Depending on the authorities you have been given, you will be given a list of application options. Possible menu items include:

- [Building Characteristics Inventory \(BCI\) Data](#)
- [Physical Space Inventory \(PSI\) Data](#)
- [PSI Annual Reports](#)
- [PSI Mass Update](#)
- [PSI Dummy Accounts](#)
- [PSI Complete](#)

Each item is described in detail below.

Building Characteristics Inventory (BCI) Data

BCI Inquiry Authority Only

If you have Inquiry Authority to the BCI Data, when you click on the “Building Characteristics Inventory (BCI) Data” link, a new window or tab will open with a list of all of your campus buildings from the current file in building abbreviation sequence. Please note that page may take some time to load, depending on the number of buildings for your campus. You should see a “loading” message while the information is being gathered.

State University Construction Fund
Building Characteristics Inventory

Campus: Bldg No./Abbrev. Select file:

Splits:

Note: Any fields entered above will be used to select BCI records.

Building Listing for Canton sorted by BUILDING ABR ascending using the Current file (2010)

BLDGABR ▲	BLDGNAME	BLDGNO	GSF	MAJORUSE	COND_CODE	OWNER CODE	STATUS	
23167	CONVOCAION ATHL RECR CTR	F108	100,021	06 - HPE	09 - Future	01 - Owned	NO PSI	<input type="button" value="View"/>
23200	CARC	F109	108,094	06 - HPE	07 - Future	01 - Owned	NO PSI	<input type="button" value="View"/>
ALUMHS	ALUMNI HOUSE	0013	4,638	19 - Residence	01 - Existing	01 - Owned		<input type="button" value="View"/>
CAMNST	CA & MAINT. STOR	0017	3,380	11 - Campus Service	01 - Existing	01 - Owned		<input type="button" value="View"/>
CAMPCT	CAMPUS CENTER	0005	43,965	07 - Stud Activity	01 - Existing	01 - Owned		<input type="button" value="View"/>
CDNGHL	CHANEY DINING CENTER	0009	32,401	13 - Dining	01 - Existing	01 - Owned		<input type="button" value="View"/>
CMPCTA	CAMPUS CTR.ADD.	0005A	54,400	07 - Stud Activity	01 - Existing	01 - Owned		<input type="button" value="View"/>
COOKHL	COOK HALL	0002	39,098	01 - Instruction	01 - Existing	01 - Owned		<input type="button" value="View"/>

The screen is split into two parts, above the horizontal line and below the horizontal line. Above the horizontal line on the page are the fields that are used to filter the data that is provided below the line. Below the horizontal line is either a list of the campus buildings or the building’s detailed information.

Two important items above the line are the “get info” button and the “Campus Excel” button. The “get info” button is used to retrieve the information for the campus after one of the filter fields has changed.

The “Campus Excel” button will create an excel spreadsheet of all available BCI data for every building on the entire campus.

Filter Fields

The fields above the line that are used to filter the information below the line include:

- Bldg No./Abbrev.
- Select file
- Splits

The first filter field above the horizontal line is “Bldg No./Abbrev”. If you enter the building number or abbreviation in this field and then select the “get info” button, the detailed information for that building will appear. This is the same view that you would see if you clicked the view button next to the building information in the table.

The next field is the “Select file” field. This determines whether the information displayed is for the current file or a previous year. The last field is the “Splits” field, which will limit the building list based on specific campus breakdowns. Not all campuses have multiple geographic locations resulting in split information, so your screen may not show this field.

Detailed Information

Below the horizontal line, when the BCI information is first loaded, the list of campus building is displayed sorted by the building abbreviation. At the stop of the page is a description of the information displayed. For this example, the description will display “**Building Listing for Canton sorted by BUILDING ABR ascending using the Current file (2010)**”. Information can also be sorted by building name, building number, gross square feet, major use, condition code, and status by clicking on the table header. Clicking on the header a second time will reverse the sort. For example, clicking the “BLDGABR” header would resort the buildings in reverse alphabetical order. The red arrow next to the header indicates the column the data is sorted on and the sort direction.

There is also a “get Excel” button on the campus building list page. This will created an excel spreadsheet containing the information displayed in the building list.

After you have either entered the building number or abbreviation or clicked on the “View” button next to the building information in the list, you will go to the building detail page. This page has a detailed description of the building’s characteristics. Hovering over some fields in the page with your mouse will provide you with more information about what the field means. These fields include the owner code, the condition code, and the location code. You will also see a “Return to Building List” button above the horizontal line. Clicking on this will take you back to the building list.

Building Inventory/Space Inv... Building Characteristics In... X

State University Construction Fund

Building Characteristics Inventory BCIInquiry.cfm

Campus: Bldg No./Abbrev. Select file:

Spills:

Note: Any fields entered above will be used to select BCI records.

Required Information

Campus No.	28300	Campus Name	Canton	Bldg. No.	0013	GSF	4838
Bldg. Abbr.	ALUMHS	Bldg. Name	ALUMNI HOUSE	Construction Date (mm/yyyy)	091989		
Occupancy Date (mm/yyyy)	061970	Owner Code	01 - Owned	Cond. Code	01 - Existing	Location	01
Major Use	19 - Residence						

Campus Information

Construction Type	01	Style	E - WOOD METAL				
Design Cost (\$000)	0	Construction Cost (\$000)	50				
Floors Above Grade	1	Floors Below Grade	1	Number of Elevators	0		
Heating from Central Plant	Y	Air Conditioning From Central Chiller Plant	Y	Standby Generation	Y	Roof Area	4300
Lease Number		Building Type	P - Presidents Residence				

Central Office Information

Map Sequence		Read. Adj. Factors		Prev. Bldg. Abbr.	
SFAAS Category	1330 - House	Hist. Bldg.		SUCF Project 3	
SUCF Project 1		SUCF Project 2		Facility Condition Index Update	
Hospital Function		PCI		Bldg. Addition Number	
Complexity	-	Bldg. Const. Agency	-		
Tunnel/Deleted Flag					

New York Building Occupancy Codes

A1	A2	B1	B2	B3	B4	C1	C2	C3.1	C3.2	C3.3	C4.1	C4.2	C4.3	C5.1	C5.2	C5.3	C5.4	C5.5	C6.1	C6.2	
X																					

Construction Classification

Fire Resistant	Non Combustible	Heavy Timber	Ordinary	Framed
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Created Updated 2010-09-30

Building Addition Number

A new field has been added to the BCI called building addition number. The field is used by SUCF, but displayed as reference information. If a building addition totaling more than 5,000 NSF or more than 25% of the existing structure is added to a building, the addition should be added to the BCI as an additional building. The square footage of any connecting structure between a new and existing building should be included with the new building. The original building number should be recorded as the building addition number, which can be up to 6 characters.

BCI Update Authority

If you have BCI Update Authority, you will have all the rights that the BCI Inquiry Authority has and be able to edit some of the BCI information. The main difference that you will see is the appearance of edit buttons for the current file. An "Edit" button will now appear next to the "View" button on the building list. There is also an "Edit Building" button on the building detail page. Pages showing previous years BCI information are not editable – so if the "Select file" displays anything other than "Current year", the edit buttons will not appear.

ALUMHS	ALUMNI HOUSE	0013	4,838	19 - Residence	01 - Existing	01 - Owned	<input type="button" value="View"/> <input type="button" value="Edit"/>
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←

State University Construction Fund
Building Characteristics Inventory

Campus: Canton Bldg No./Abbrev. 0013 Select file: Current file

Splits: [dropdown] [get info] [Campus Excel] [Return to Building List]

Note: Any fields entered above will be used to select BCI records.

[Edit Building] ←

Required Information
Campus No. 28360 Campus Name Canton

Clicking either of these buttons will take you to the “Edit Building Characteristics” page. All of the information in the area called “Campus Information” can be edited by the campus/local user. Refer to the BCI user guide for definitions and valid entries. The user guide will be accessible through the SUCF Web portal, both from “Procedures, Forms and Presentations” and the “Building Inventory/Space Inventory Menu” in the main menu list. The user may save the building information by clicking the “Save Building Data” button or cancel and return to the previous screen without saving changes by clicking the “Cancel” button. **Please note:** Unless you click on the “Save Building Data” button, any changes you make to the page will NOT be saved. If any of the updated entries are invalid, such as a letter is used instead of a number in the “Number of Elevators” field, a message box with the error will appear. You will be prompted to correct the entered data or cancel the changes.

State University Construction Fund
Edit Building Characteristic Data for Campus: Canton (28360)

[Save Building Data] [Cancel]

Required Information
Building Abbreviation ALU1H3 Building Name ALUMNI HOUSE Building Number 0013 GSR 4030
Occupancy Date (mm/yyyy) 08-1970 Construction Date (mm/yyyy) 09-1969
Major Use 19 - Residence
Owner Code 01 - Owned outright. This includes buildings for which bonds have been completely amortized.
Condition Code 01 - Satisfactory - Suitable for continued use with normal maintenance.
Location 01 - Located on the main campus, or in the same general community as the main campus. If main buildings are not within reasonable commuting distance, the Code should read "11".

Campus Information
Construction Type D1 - Wood-frame construction Style E - WOOD METAL
Construction Cost (\$000) 50 Design Cost (\$000) 0
Floors Above Grade 1 Floors Below Grade 1
Heating from Central Plant Air Conditioning from Central Chiller Plant Number of Elevators 0
Lease Number Building Type P - Presidents Residence Standby/By Generation Roof Area 4300

Central Office Information
Map Sequence Number Resid. Adj. Factor Prev. Building Abbreviation
SFAAS Category 1330 - House SUCF Project 2 Historical Building
Hospital function SUCF Project 3 SUCF Project 3
Complexity FCI Update
Tunnel/Deleted Flag Building Construction Agency Building Addition No.

New York Building Occupancy Codes
A1 A2 B1 B2 B3 B4 C1 C2 C3.1 C3.2 C3.3 C4.1 C4.2 C4.3 C5.1 C5.2 C5.3 C5.4 C5.5 C6.1 C6.2
X

Construction Classification
Fire Resistant Non Combustible Heavy Timber Ordinary Framed

Created Updated 09/30/2010

If you wish to add/delete a building or change the abbreviation of an existing building, please forward the appropriate documentation to SUCF (See Appendix A for this form). Changing a building abbreviation will automatically update the corresponding space on the PSI file with the new abbreviation.

Physical Space Inventory (PSI) Data

PSI Inquiry Authority Only

If you have Inquiry Authority to the PSI Data, when you click on the “Physical Space Inventory (PSI) Data” link, a new window or tab will open with a list of all of your campus buildings from the current file in building abbreviation sequence. Please note that page may take some time to load, depending on the number of buildings for your campus. You should see a “loading” message while the information is being gathered.

State University Construction Fund
Physical Space Inventory

Campus: Canton Bldg No./Abbrev. Room No.

Department sort: [name] [dept no.] select a department Note: (O) -- Official; (S) -- Special Select file: Current file

Spits: Note: Any fields entered above will be used to select PSI records

Building Listing for Canton sorted by BUILDING ABR ascending using the Current file (2010)

BLDGABR	BLDGNAME	BLDGNO	GSF	MAJORUSE	COND. CODE	OWNER CODE	STATUS
23167	CONVOGATION ATHL RECR CTR	F108	100,021	08 - HPE	09 - Future	01 - Owned	NO PSI
23200	CARC	F109	108,094	08 - HPE	07 - Future	01 - Owned	NO PSI
ALUMHS	ALUMNI HOUSE	0013	4,636	16 - Residence	01 - Existing	01 - Owned	
CAMNST	CA & MAINT. STOR	0017	3,360	11 - Campus Service	01 - Existing	01 - Owned	
CAMPCT	CAMPUS CENTER	0005	43,965	07 - Stud Activity	01 - Existing	01 - Owned	
CDNGHL	CHANNEY DINING CENTER	0009	32,401	13 - Dining	01 - Existing	01 - Owned	
CMRFTA	CAMPUS CTR ADD.	0005A	54,400	07 - Stud Activity	01 - Existing	01 - Owned	
COOKHL	COOK HALL	0002	39,098	01 - Instruction	01 - Existing	01 - Owned	
COSRCM	COOPER SERVICE COMPLEX	0007	22,890	11 - Campus Service	01 - Existing	01 - Owned	
DANAHL	DANA HALL	0004	39,268	08 - HPE	01 - Existing	01 - Owned	
FAOFBD	FACULTY OFC BUILD.	0015	36,442	01 - Instruction	01 - Existing	01 - Owned	
FROCHL	FRENCH HALL	0001	20,700	10 - Genl Admin	01 - Existing	01 - Owned	
HERSHL	HERITAGE RES HALL-STAGE V	0010	59,718	12 - Dorm	01 - Existing	01 - Owned	
MORSHL	MOHAWK RES HALL-STAGE X	0012	59,718	12 - Dorm	01 - Existing	01 - Owned	
NEHLND	NEVALDINE HALL NORTH	005A	29,013	01 - Instruction	01 - Existing	01 - Owned	
NEHLSO	NEVALDINE HALL SOUTH	005B	54,800	01 - Instruction	01 - Existing	01 - Owned	

The screen is split into two parts, above the horizontal line and below the horizontal line. Above the horizontal line on the page are the fields that are used to filter the data that is provided below the line. Below the horizontal line is either a list of the campus buildings, a room list for a specific building, or a room’s detailed information.

Two important items above the line are the “get info” button and the “Campus Excel” button. The “get info” button is used to retrieve the information for the campus after one of the other filter fields has changed. The “Campus Excel” button will create an excel spreadsheet of all available PSI data for every building on the entire campus.

Filter Fields

The fields above the line that are used to filter the information below the line include:

- Bldg No./Abbrev
- Room No.
- Department
- Select file

- Splits

The first filter field above the horizontal line is “Bldg No./ Abbrev”. If you enter the building number or abbreviation in this field and then select the “get info” button, the room list for that building will appear. This is the same view that you would see if you clicked the specific building information in the building list.

The next field you can filter on is “Room No”. If you have entered a building number in the “Bldg No./Abbrev.” field and a room number in this field and then select the “get info” button, the page will display the detailed information for that room. This is the same view you would see if you clicked a specific room in the room list.

The next field is the “Department” field, which displays departments currently in use on the campus. This list may be sorted by name or department number. Selecting a specific department and clicking the “get info” button will display a list of all rooms assigned to a specific account across the entire campus. To display a list of rooms for a specific department and building, select the department, enter the building number or abbreviation, and then click the “get info” button.

The next field is the “Select file” field. This determines whether the information displayed is for the current file or a previous year. The last field is the “Splits” field, which will limit the building list based on specific campus breakdowns. Not all campuses have split information, so your screen may not show this field.

Detailed Information

Below the horizontal line, when the PSI information is first loaded, the list of campus building is displayed sorted by the building abbreviation. At the stop of the page is a description of the information displayed. For this example, the description displays “**Building Listing for Canton sorted by BUILDING ABR ascending using the Current file (2010)**”. Information can also be sorted by building name, building number, gross square feet, major use, condition code, and status by clicking on the table header. Clicking on the header a second time will reverse the sort. For example, clicking the “BLDGABR” header would resort the buildings in reverse alphabetical order. The red arrow next to the header indicates the column the data is sorted on and the sort direction.

There is also a “get Excel” button on the campus building list page. This will create an excel spreadsheet containing the information displayed in the building list.

Buildings that have been added to the BCI with a future condition code (such as under design or under construction) will be displayed in the PSI, but will have a status of “NO PSI” if no spaces have been added.

The PSI information is listed in rows. Hovering over a row will change the color of the row to indicate the row is active. If you click on an active row, you will go to a room list for that building sorted by room number. For example, from the building list you would drill into the room list for a specific building. You

can also enter the building number or abbreviation in the “Bldg No./Abbrev.” Field and select the “get info” button.

Room Listing for Canton - Building ALUMHS - 0013 sorted by Room No. ascending using the Current file (2010)

BUILDING	ROOM	ROOM NO.	LINE NO.	DEPT.	DEPT. NAME	SPACE TYPE	SPACE DESC	PRORATED NSF	STATUS
ALUMNI HOUSE - ALUMHS - 0013	PORCH	0001	1	8808080000	ALUMNI RELATIONS	9033	HOUSE	290	C
ALUMNI HOUSE - ALUMHS - 0013	FAMILY ROOM	0002	1	8808080000	ALUMNI RELATIONS	9033	HOUSE	322	C
ALUMNI HOUSE - ALUMHS - 0013	OFFICE	0003	1	8808080000	ALUMNI RELATIONS	9033	HOUSE	104	C
ALUMNI HOUSE - ALUMHS - 0013	GUEST BDRM	0004	1	8808080000	ALUMNI RELATIONS	9033	HOUSE	154	C
ALUMNI HOUSE - ALUMHS - 0013	KITCHEN/BREAKFAST	0100	1	8808080000	ALUMNI RELATIONS	9033	HOUSE	318	C
ALUMNI HOUSE - ALUMHS - 0013	FOYER	0101	1	8808080000	ALUMNI RELATIONS	9033	HOUSE	86	C
ALUMNI HOUSE - ALUMHS - 0013	LIVING ROOM	0102	1	8808080000	ALUMNI RELATIONS	9033	HOUSE	352	C
ALUMNI HOUSE - ALUMHS - 0013	DINING ROOM	0103	1	8808080000	ALUMNI RELATIONS	9033	HOUSE	189	C
ALUMNI HOUSE - ALUMHS - 0013	GARAGE	0104	1	8808080000	ALUMNI RELATIONS	9033	HOUSE	765	C
ALUMNI HOUSE - ALUMHS - 0013	BEDROOM	0200	1	8808080000	ALUMNI RELATIONS	9033	HOUSE	138	C
ALUMNI HOUSE - ALUMHS - 0013	BEDROOM	0201	1	8808080000	ALUMNI RELATIONS	9033	HOUSE	178	C
ALUMNI HOUSE - ALUMHS - 0013	MASTER BDRM	0202	1	8808080000	ALUMNI RELATIONS	9033	HOUSE	233	C
ALUMNI HOUSE - ALUMHS - 0013	MASTER BATH	0203	1	8808080000	ALUMNI RELATIONS	9033	HOUSE	84	C
ALUMNI HOUSE - ALUMHS - 0013	BATH	0204	1	8808080000	ALUMNI RELATIONS	9033	HOUSE	56	C
ALUMNI HOUSE - ALUMHS - 0013	BASEMENT	B001	1	8808080000	ALUMNI RELATIONS	9033	HOUSE	1,050	C

At the top of the page is a description of the information displayed. For this example, the description displays “Room Listing for Canton - Building ALUMHS - 0013 sorted by Room No. ascending using the Current file (2010)”. Information can also be sorted by room, line number, department, department name, space type, space description, prorated nominal square footage, or building status by clicking on the table header. Clicking on the header a second time will reverse the sort. For example, clicking the “ROOM NO” header would resort the buildings in reverse alphabetical order. The red arrow next to the header indicates the column the data is sorted on and the sort direction.

There is also a “get Excel” button on the room list page. This will create an excel spreadsheet containing the information displayed in the room list. You will also see a “Return to Building List” button above the horizontal line. Clicking on this will take you back to the building list.

The room list displays all rooms in the selected building, including multiple lines for rooms that have been split into multiple uses. Just as at the building level, hovering over a room row will change the color of the row to indicate it is active. Selecting any active line in a room will send the user to the detail page for the room, which will display information for all lines. Data elements that are only reported on line 1, but are relevant for the entire room (such as room height), are displayed at the bottom of the page.

Building Inventory/Space Inv... Physical Space Inventory X

State University Construction Fund

Physical Space Inventory PSIInquiry.cfm

Campus: Canton Bldg No./Abbrev. 0002 Room No. 0107

Department aourt: [name] [dept. no.] select a department Note: (O) -- Official; (S) -- Special Select file: Current file

Spits: Note: Any fields entered above will be used to select PSI records

Campus No.	Campus Name	Bldg. Abr.	Bldg Name	Bldg. No.	GSF	Majoruse
2890	Canton	COOKHL	COOK HALL	0002	39,098	01 - Instruction

Room No.	Line No.	Status	Room Name	No. of Stations	NSF	Space Type	Space Type Name	User code	Dept. No.	Dept. Name	% Space	% Time	Prorated NSF	Parking Sq. Ft.	Parking Lighted	Campus Flags
0107	1	C	SCIENCE FAC OFC	1	144	3001	FACULTY OFC		6300400200	BIOLOGY	50	100	72	0		0 0 0 0 0 0 0 0
0107	2	C	SCIENCE FAC OFC	1	144	3001	FACULTY OFC		6300400200	BIOLOGY	50	100	72	0		0 0 0 0 0 0 0 0

Data Elements that are reported on Line 1

Room Height	PC Workstation Support	Isolation Rooms	Incubator Labs	Radiation Imaging	Ice Rink(s)	Environmental Chamber	Swimming Pool(s)	Walk-in Cooler(s)	Air Conditioned Space
9.00					0	0	0	0	

You will now also see a “Return to Room List” button above the horizontal line. Clicking on this will take you back to the room list for the current building.

PSI Update Authority

If you have PSI Update Authority, you will have all the rights that the PSI Inquiry Authority has and be able to edit some of the PSI information. The main difference that you will see is the appearance of add and edit buttons throughout the application for the current file. Pages showing previous years PSI information are not editable – so if the “Select file” displays anything other than “Current year”, the edit buttons will not appear.

Adding a Room

You may add space to an existing building on the current file. There will be an “Add Room” button at the top of the room list page.

Building Inventory/Space Inv... Physical Space Inventory X

State University Construction Fund

Physical Space Inventory PSIInquiry.cfm

Campus: Canton Bldg No./Abbrev. 0013 Room No.

Department aourt: [name] [dept. no.] select a department Note: (O) -- Official; (S) -- Special Select file: Current file

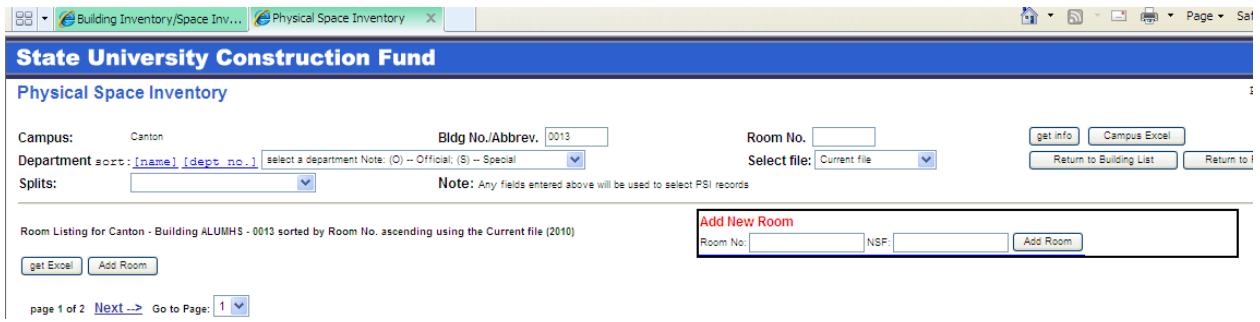
Spits: Note: Any fields entered above will be used to select PSI records

Room Listing for Canton - Building ALUMHS - 0013 sorted by Room No. ascending using the Current file (2010)

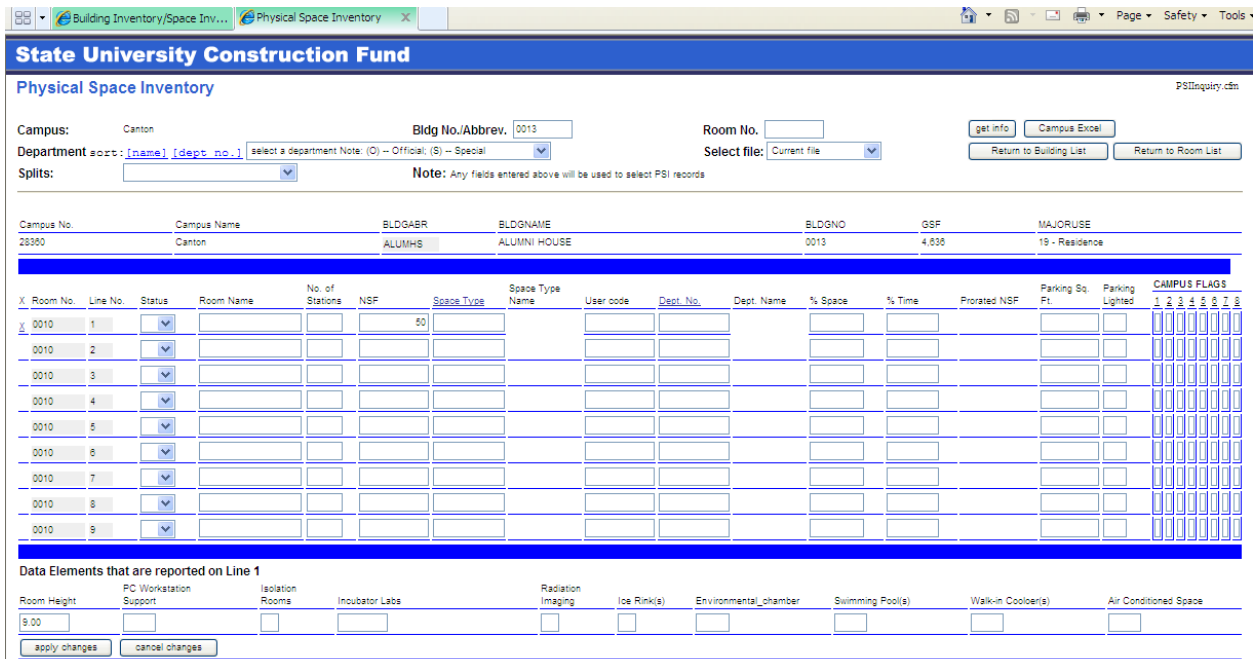
page 1 of 2 Go to Page:

BUILDING	ROOM	ROOM NO.	LINE NO.	DEPT.	DEPT. NAME	SPACE TYPE	SPACE DESC	PRORATED NSF	STATUS
ALUMNI HOUSE - ALUMHS - 0013	PORCH	0001	1	8608080000	ALUMNI RELATIONS	9033	HOUSE	290	C
ALUMNI HOUSE - ALUMHS - 0013	FAMILY ROOM	0002	1	8608080000	ALUMNI RELATIONS	9033	HOUSE	322	C
ALUMNI HOUSE - ALUMHS - 0013	OFFICE	0003	1	8608080000	ALUMNI RELATIONS	9033	HOUSE	104	C
ALUMNI HOUSE - ALUMHS - 0013	GUEST BDRM	0004	1	8608080000	ALUMNI RELATIONS	9033	HOUSE	154	C
ALUMNI HOUSE - ALUMHS - 0013	KITCHEN/BREAKFAST	0100	1	8608080000	ALUMNI RELATIONS	9033	HOUSE	318	C
ALUMNI HOUSE - ALUMHS - 0013	FOYER	0101	1	8608080000	ALUMNI RELATIONS	9033	HOUSE	88	C

Clicking on the “add room” button will display an area to the right of the room listing information, prompting the user for a room number and total net square footage of the room. The room number must not be previously in use.



When you click on the *add room* displayed in the boxed in area, an add screen will appear. The user may create from 1 to 9 different lines (splits) for each space. Multiple lines are used when a room has multiple departments or multiple space types in the same physical room. At least one line must be used.



You can add the room information and then click the “apply changes” button to save the room information or the “cancel changes” if you want to return to the room list without adding the room. **Please note:** Unless you click on the “Apply Changes” button, any changes you make to the page will NOT be saved and room will not be added. If any of the added entries are invalid, such as the space time percentages do not add up to 100%, a message box with the error will appear. You will be prompted to correct the entered data or cancel the changes.

Each line in a room will have the same room number and NSF, but may have different space names, number of stations, space types, user codes, department numbers, percent space, percent time, parking square footage, and campus flags. A detailed description of these fields is provided in the PSI Manual.

There are a few field options particular to the PSI web application regarding these fields that are described below.

- Number of Stations:** Certain space codes require an entry of number of stations, as described in the PSI Manual. In addition, space type codes for parking (7100, 7110, 7115, and 7125) should include the number of parking spaces available as the number of stations.
- Space Type Code:** The space type code has a link on the column header that will open up a new window with a list of space type codes. The space type code field will also generate a list of options as information is typed into the field. For example, typing in “1” in the field would generate a list of “1001”, “1050”, “1100”, “1250”, etc. Typing in “10” would generate a list of only “1001” and “1050”. Please note the Space Type Name only appears after the space type code has been entered and the room update has been saved.

Campus No.	Campus Name	BLDGABR	BLDGNAME	BLDGNO
28380	Canton	ALUMHS	ALUMNI HOUSE	0013

X	Room No.	Line No.	Status	Room Name	No. of Stations	NSF	Space Type	Space Type Name	User code	Dept. No.	Dept. Name	%
X	0010	1	▼			50	1	1001				
	0010	2	▼					1050				
	0010	3	▼					1100				
	0010	4	▼					1250				
								1300				
								1301				

- Department Number:** The department number has a link on the column header that will open up a new window with a list of department numbers. The department number field will also generate a list of options as information is typed into the field. This field requires two characters to be entered before the list is generated. Please note the department name only appears after department number has been entered and the room update has been saved.

Campus No.	Campus Name	BLDGABR	BLDGNAME	BLDGNO
28380	Canton	ALUMHS	ALUMNI HOUSE	0013

X	Room No.	Line No.	Status	Room Name	No. of Stations	NSF	Space Type	Space Type Name	User code	Dept. No.	Dept. Name	% Space	% Time
X	0010	1	▼			50	1			88	8800070000		
	0010	2	▼								8800080000		
	0010	3	▼								8800090000		
	0010	4	▼								8800100000		
											8800110000		

- Percent Space and Time:** If these fields are left blank, the web update will assign a value of 100% to both. Values from 1 to 100 are acceptable. For rooms with multiple lines, the sum total of each percent space multiplied by the percent time must equal 100%. For example:

Line	% Space	% Time	Total % (Space * Time)
1	50	50	25
2	50	50	25

3	50	100	50
Total			100

- **Prorated NSF:** The prorated NSF is calculated based on the NSF and the percent space and time and is calculated based on these entries. No direct entry is allowed. The total prorated NSF for the room's lines will add up to the NSF.
- **Parking Square Footage and Parking Lighted:** These fields are only applicable to space type codes for parking (7100, 7110, 7115, and 7125).

Updating a Room

You can edit existing room information by going into the room detail page and then clicking the “update mode” button at the bottom of the screen.

Data Elements that are reported on Line 1

Room Height	PC Workstation Support	Isolation Rooms	Incubator Labs	Radiation Imaging	Ice Rin
9.00					0

update mode delete room

The update screen looks exactly like the screen used to add rooms and the same data requirements apply.

State University Construction Fund
Physical Space Inventory

Campus: Canton Bldg No./Abbrev.: 0002 Room No.: 0107 Department: SCIENCE FAC OPC Select file: Current file

Campus No.	Campus Name	BLDGABR	BLDGNAME	BLDGN0	GSF	MAJORUSE
28380	Canton	COOKHL	COOK HALL	0002	39,098	01 - Instruction

X	Room No.	Line No.	Status	Room Name	No. of Stations	NSF	Space Types	Space Type Name	User code	Dept. No.	Dept. Name	% Space	% Time	Prorated NSF	Parking Sq. Ft.	Parking Lighted	CAMPUS FLAGS
X	0107	1	C	SCIENCE FAC OPC	1	144	3001	FACULTY OPC		8300400200	BIOLOGY	50	100	72	0		0 0 0 0 0 0 0 0 0 0
X	0107	2	C	SCIENCE FAC OPC	1	144	3001	FACULTY OPC		8300400200	BIOLOGY	50	100	72	0		0 0 0 0 0 0 0 0 0 0
	0107	3															
	0107	4															
	0107	5															
	0107	6															
	0107	7															
	0107	8															
	0107	9															

Data Elements that are reported on Line 1

Room Height	PC Workstation Support	Isolation Rooms	Incubator Labs	Radiation Imaging	Ice Rin(s)	Environmental Chamber	Swimming Pool(s)	Walk-in Cooler(s)	Air Conditioned Space
9.00					0	0	0	0	

apply changes cancel changes

You can update the room information and then click the “apply changes” button to save the room information or the “cancel changes” if you want to return to the room list without updating the room.

Please note: Unless you click on the “Apply Changes” button, any changes you make to the page will NOT be saved. If any of the updated entries are invalid, such as the space time percentages do not add up to 100%, a message box with the error will appear. You will be prompted to correct the entered data or cancel the changes.

To add additional lines, you can enter the status, space name, and other fields as needed, along with the percent space and percent time. The percent space and time for existing lines must also be adjusted so that the sum total of each percent space multiplied by the percent time is still 100%. Once the “apply changes” button has been clicked, the new line will be added.

To delete lines, adjust the remaining lines percent space and time to add to the 100% mark. Then click on the “X” next to the line to be deleted.

X	Room No.	Line No.	Status	Room Name	No. of Stations	NSF	Spac
X	0107	1	C	SCIENCE FAC OFC	1	144	300
X	107	2	C	SCIENCE FAC OFC	1	144	300
	0107	3					

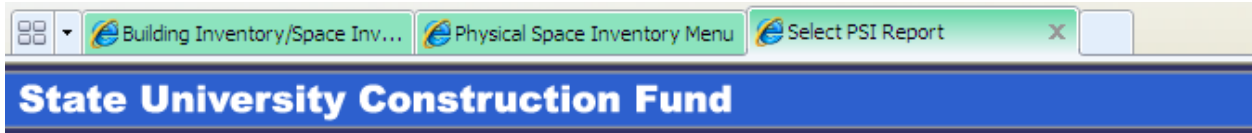
Deleting a Room

To delete entire room, go to the room detail page and click on the “delete room” button at the bottom of the page. This will delete the entire room and all of its respective lines.

Data Elements that are reported on Line 1					
Room Height	PC Workstation Support	Isolation Rooms	Incubator Labs	Radiation Imaging	Ice Rin
9.00					0
<input type="button" value="update mode"/> <input type="button" value="delete room"/>					

PSI Annual Reports

The PSI Annual Reports menu item takes you to a list of available reports for your campus. To see a specific report, select the report term and year. This will populate a pull down with all the reports that are available for that time period. Select the report and click the “Get Report” button.



Physical Space Inventory Annual Reports

Please select from the options below:

Fall2009 PSFUNCTB.PDF

More detail on what is displayed in each report is available in the PSI Manual.

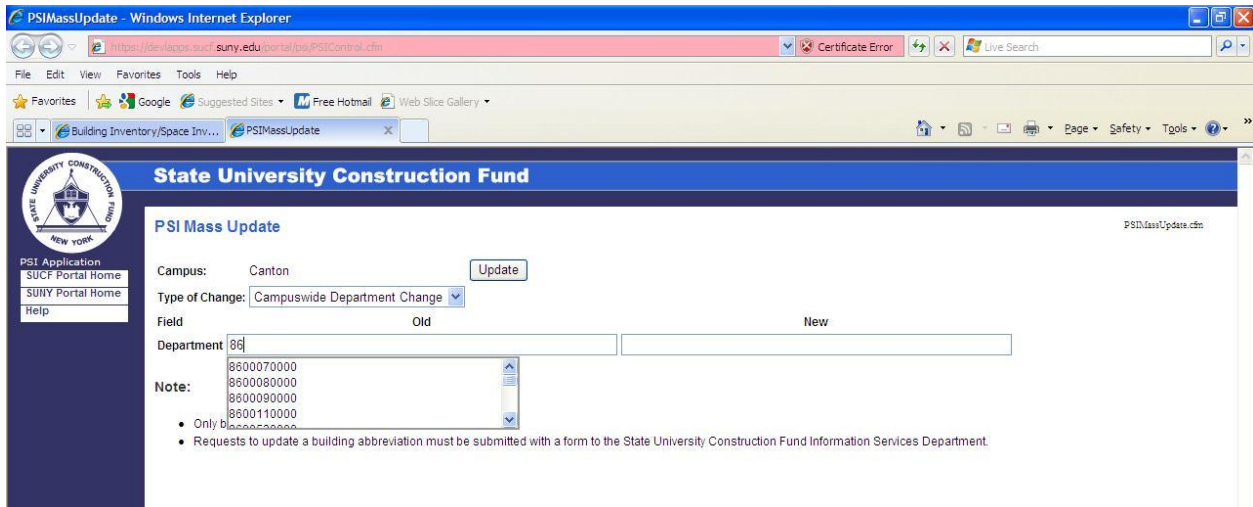
PSI Mass Update

If you have PSI Update Authority, you will be able to make mass updates to the PSI information for your campus. There are four options for mass updates of PSI Data:

- Campus wide department change
- Building department change
- Building status change
- Building room change

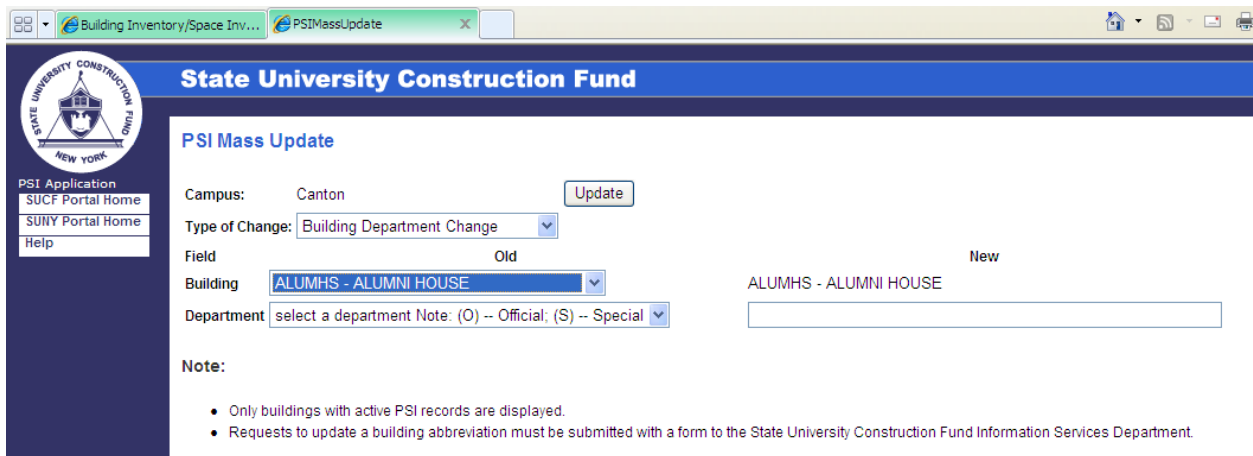
Campus Wide Department Change

This type of mass update will change the number for a department for the entire campus. Type the old department number in the first text box. A list of existing departments used on campus will be generated as information is typed into the old department field. You can select the department number from this list if you wish. The old department number must be currently in use in a space on the campus. Type the new department number into the second text box. A list of possible department numbers will be generated as information is typed into the field. You can select the department number from this list if you wish. The new department must be an available department number for the campus. Once both fields are complete, click the "Update" button.



Building Department Change

This type of mass update will change the number for a department within a specific building. Select a building from the building pull down list. Then select a department number from the old department pull down list, which will only contain departments used for the specific building. Type the new department number into the text box. A list of possible department numbers will be generated as information is typed into the field. You can select the department number from this list if you wish. The new department must be an available department number for the campus. Once both sets of fields are complete, click the “Update” button.



Building Status Change

This type of mass update will change the status for all spaces within a specific building. Select a building from the building pull down list. Select the status from the old status pull down list, which will only list statuses currently in use in the building. Then select the new status from the new status pull down list. Once both sets of fields are complete, click the “Update” button.

The screenshot shows a web browser window with two tabs: "Building Inventory/Space Inv..." and "PSIMassUpdate". The page header is "State University Construction Fund" with the SUNY logo on the left. The main content area is titled "PSI Mass Update".

Form fields include:

- Campus: Canton (with an "Update" button)
- Type of Change: Building Status Change (dropdown)
- Field: Old (dropdown)
- Building: ALUMHS - ALUMNI HOUSE (dropdown)
- Status: select a status (dropdown)
- Field: New (dropdown)
- Building: ALUMHS - ALUMNI HOUSE (dropdown)
- Status: select a Status (dropdown)

Note:

- Only buildings with active PSI records are displayed.
- Requests to update a building abbreviation must be submitted with a form to the State University Construction Fund Information Services Department.

Building Room Change

This type of mass update will change the room number for all lines associated with the current room within a specific building. Select a building from the building pull down list. Type the old room number into the first text field. A list of existing room numbers will be generated as information is typed into the field. You can select the room number from this list if you wish. The old room must be an existing room number for the building. Then enter the new room number in the second text box. The new room number cannot already exist in the system. Once both sets of fields are complete, click the "Update" button.

The screenshot shows the same web browser window as above, but the "Type of Change" is now "Building Room Change".

Form fields include:

- Campus: Canton (with an "Update" button)
- Type of Change: Building Room Change (dropdown)
- Field: Old (dropdown)
- Building: ALUMHS - ALUMNI HOUSE (dropdown)
- Room No. (text input field)
- Field: New (dropdown)
- Building: ALUMHS - ALUMNI HOUSE (dropdown)
- Room No. (text input field)

Note:

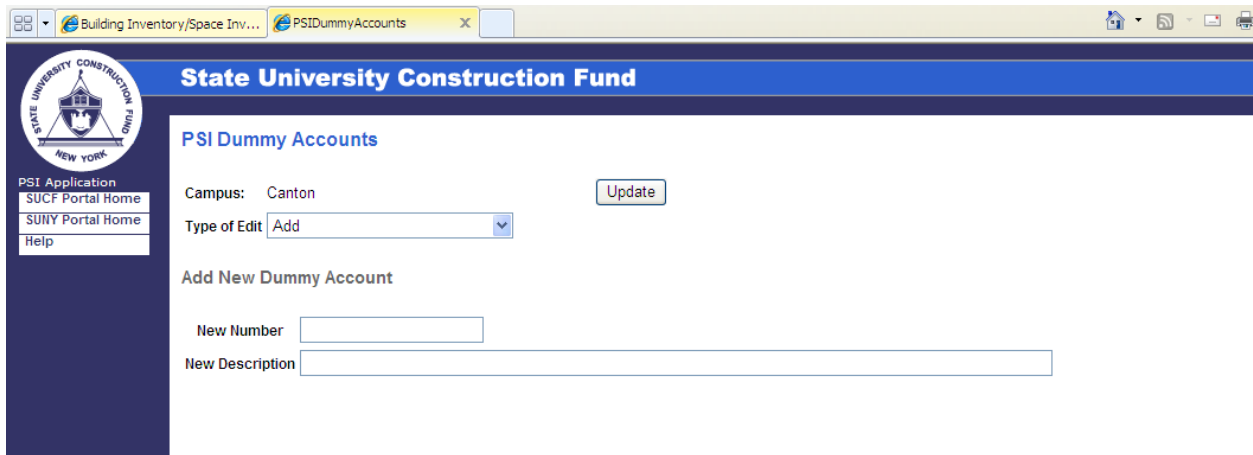
- Only buildings with active PSI records are displayed.
- Requests to update a building abbreviation must be submitted with a form to the State University Construction Fund Information Services Department.

PSI Dummy Accounts

A dummy account allows campuses to assign space to a non-state entity (employee union, student association, private enterprise, etc.) that has no official SUNY chart of account. Each campus business office is responsible for maintaining the official SUNY chart of accounts.

Adding a Dummy Account

Select "Add" as the type of edit. Enter the new 10 digit department number and its description (up to 32 characters). Select the "Update" button. Please note that account numbers that are currently in use or that have been deleted cannot be re-added.

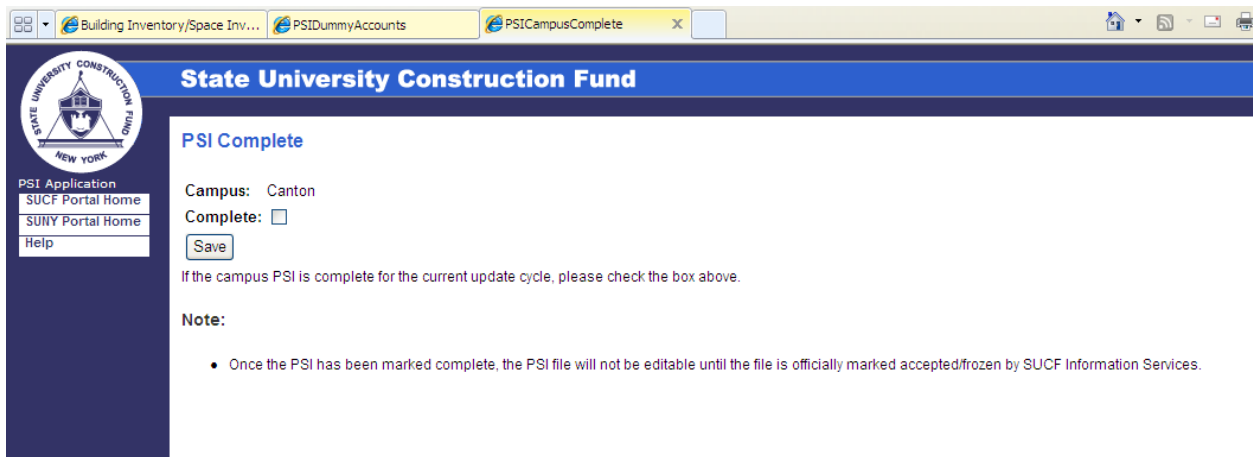


Deleting a Dummy Account

Select “Delete” as the type of edit. A list of active dummy accounts will be displayed. Place checks next to those accounts you wish to remove and select the “Update” button. You cannot delete an account that currently has spaces assigned to it in the PSI. **Please note:** Deleted dummy accounts cannot be reused or reassigned. These accounts are kept on the file for future reporting purposes, but they are flagged as being deleted.

PSI Complete

Once you have completed your BCI and PSI updates, check the “Complete” box and select the “Save” button. This will indicate that your PSI campus updates are complete for the current reporting cycle.



This will **lock** the campus file and prevent further updating until SUCF has frozen all of the campuses and begun the annual reporting process. Please contact SUCF Information Services if the file is locked in error. Once SUCF has frozen the campus files, a new “current” file is created and campuses can resume updating the current file.

PSI Bulk Uploads

Campuses will still be able to bulk load PSI data, provided that the files are in the correct file format.

Acceptable File Formats

For campuses that wish to provide an entire PSI replacement file (where the existing PSI data will be deleted and replaced with the campus submission), SUCF will accept the standard “bulk load” extract format (Appendix B) or the card1 and card2 format (Appendix C). These have also previously been transmitted to all campuses. For partial replacements, SUCF will only accept the card1 and card2 format. SUCF will no longer accept hard copy transaction forms or EXCEL files.

To assist campuses with extracting their data from their existing systems, a guide for creating a flat file from ACCESS is available in Appendix D. A guide for using ACCESS to convert an EXCEL file into a flat file is available in Appendix E. Please note that the columns in ACCESS must be in the expected order of the flat file format you are trying to generate.

Sending SUCF IS Bulk Load Files

To send bulk load files to SUCF IS, you need access to the SUCF secure FTP site. Please contact SUCF IS for a username and password for the site. You will also need an FTP client, such as Filezilla. SUCF IS will provide specific FTP instructions once you have access to the site. After the bulk load file has been moved to the SUCF FTP site, please email SUCF to notify us that an update is ready for processing.

Campus Notification

After SUCF IS uploads the bulk load file, one of three things will happen:

1. If there are no errors in the file, the data will be uploaded into the PSI system and the campus notified.
2. If there are a few errors in the file (less than 15%), the campus will be given the option to either accept the errors and adjust the rooms with these errors via the web application or resubmit the entire file.
3. If there are more than 15% errors, the campus will be required to resubmit the entire file.

If there are any errors in the file, regardless of the number of errors, the campus will be provided with a text field indicating the line number in the original file received from the campus, the building, room number, and the error.

```
PSI2817ErrorList.txt - Notepad
File Edit Format View Help
Line BuildingRoom No Error
6430 2T-DM A1001 Number of Stations must be greater than 0 for space type (9001)
6438 2T-DM A1009 Number of Stations must be greater than 0 for space type (9001)
6445 2T-DM A1016 Number of Stations must be greater than 0 for space type (9001)
6449 2T-DM A1020 Number of Stations must be greater than 0 for space type (9001)
6454 2T-DM A1025 Number of Stations must be greater than 0 for space type (9001)
7174 2T-DM 0220A Number of Stations must be greater than 0 for space type (5000)
7175 2T-DM 0220B Number of Stations must be greater than 0 for space type (5000)
```

Conclusion

The BCI/PSI web application will make it easier for campuses to both access their information and update it. Continuous updating of the information as changes occur is encouraged. Please contact SUCF IS if you have any questions or need assistance.

Appendix A: Add Delete Building from BCI Form

Appendix B: Bulk Load Master File Format

System Name Physical Space Inventory

Record Name PSI Standard Extract

Record Format F

Record Size 158

Field Name	Size	Dec	Type	From	Thru	Remarks
Campus	5	0	ALPHA	1	5	
Building Abbreviation	6	0	ALPHA	6	11	
Room No.	6	0	ALPHA	12	17	
Line No.	1	0	ALPHA	18	18	
Status	1	0	ALPHA	19	19	
No. of Stations	4	0	NUMBER	20	23	
Total NSF	5	0	NUMBER	24	28	
Space Type Code	4	0	ALPHA	29	32	
User Code	4	0	ALPHA	33	36	
Future User Code	6	0	ALPHA	37	42	
Space Name	17	0	ALPHA	43	59	
Workstations	1	0	ALPHA	60	60	
Isolation Room	1	0	ALPHA	61	61	
Incubator Lab	1	0	ALPHA	62	62	
Raidation Imaging	1	0	ALPHA	63	63	
Ice Rinks	1	0	NUMBER	64	64	
Enviromental Chamber	2	0	NUMBER	65	66	
Swimming Pools	1	0	NUMBER	67	67	
Cooler/Freezer	2	0	NUMBER	68	69	
Functional Split	1	0	ALPHA	70	70	
Physical split	1	0	ALPHA	71	71	
Filler1	5	0	ALPHA	72	76	
Chart of Accounts	10	0	ALPHA	77	86	
% Space	3	0	NUMBER	87	89	
% Time	3	0	NUMBER	90	92	
Proration Factor	5	3	NUMBER	93	97	
Calculated NSF	5	0	NUMBER	98	102	
Parking Lighted	1	0	NUMBER	103	103	
Parking Sq. Footage	7	0	NUMBER	104	110	
Filler2	1	0	ALPHA	111	111	
Room Height	5	2	NUMBER	112	116	
Campus Flag 1	1	0	ALPHA	117	117	
Campus Flag 2	1	0	ALPHA	118	118	
Campus Flag 3	1	0	ALPHA	119	119	
Campus Flag 4	1	0	ALPHA	120	120	
Campus Flag 5	1	0	ALPHA	121	121	
Campus Flag 6	1	0	ALPHA	122	122	
Campus Flag 7	1	0	ALPHA	123	123	
Campus Flag 8	2	0	ALPHA	124	125	
Filler 3	3	0	ALPHA	126	128	

System Name Physical Space Inventory

Record Name PSI Standard Extract

Record Format F

Record Size 158

Field Name	Size	Dec	Type	From	Thru	Remarks
RF Flag	1	0	ALPHA	129	129	
Filler 4	1	0	ALPHA	130	130	
Air Cond. Space	1	0	ALPHA	131	131	
Filler 5	13	0	ALPHA	132	144	
Old Space No.	6	0	ALPHA	145	150	
Old Bldg. Abbrev.	6	0	ALPHA	151	156	
Filler 6	2	0	ALPHA	157	158	

Appendix C: Bulk Load Card1 and Card2 Format

**STATE
UNIVERSITY
CONSTRUCTION FUND
State University Plaza**

**DATA PROCESSING
RECORD LAYOUT**

Page 2 of 3

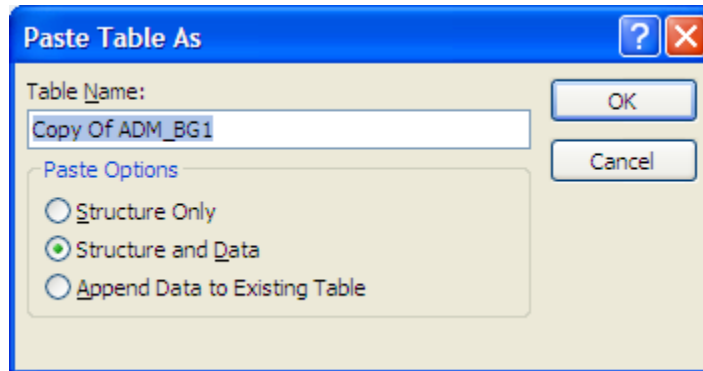
Date 5/31/94

System Name	PHYSICAL SPACE INVENTORY					File Name					
Source Program						Record Name	PSI TRANSACTION #2				
File Sequence						Record Format	F	Record Size	80	Block Size	
Field Name	Size	Dec	Class	From	Thru	Remarks					
Action Code	1		A	1	1	A-Add; C-Change; D-Delete					
Campus Number	4		A	2	5	Standard 4 Digit Campus No.					
Building Abbreviation	6		A	6	11	Standard BCI Abbreviation					
New Building Abbreviation	6		A	12	17	For Changes Only					
Space Number	6		A	18	23						
New Space Number	6		A	24	29	For Changes Only					
Line Number	1		A	30	30						
<u>Campus Flags:</u>						These flags are set to 0 initially. Any other value May be entered by the campus.					
Flag 1	1		A	31	31						
Flag 2	1		A	32	32						
Flag 3	1		A	33	33						
Flag 4	1		A	34	34						
Flag 5	1		A	35	35						
Flag 6	1		A	36	36						
Flag 7	1		A	37	37						
Flag 8	2		A	38	39						
Room Height	4	2	N	40	43	Right-Justified, 0-Filled [I.E. 0900, Default]					
Reserved	5		A	44	48						
Computer Supported Work Stations	1		A	49	49	'Y' or 'blank'					
Hospital Patient Isolation Rooms	1		A	50	50	'Y' or 'blank'					
Incubator Labs	1		A	51	51	'Y' or 'blank'					
Radiation Imaging Equipment	1		A	52	52	'Y' or 'blank'					

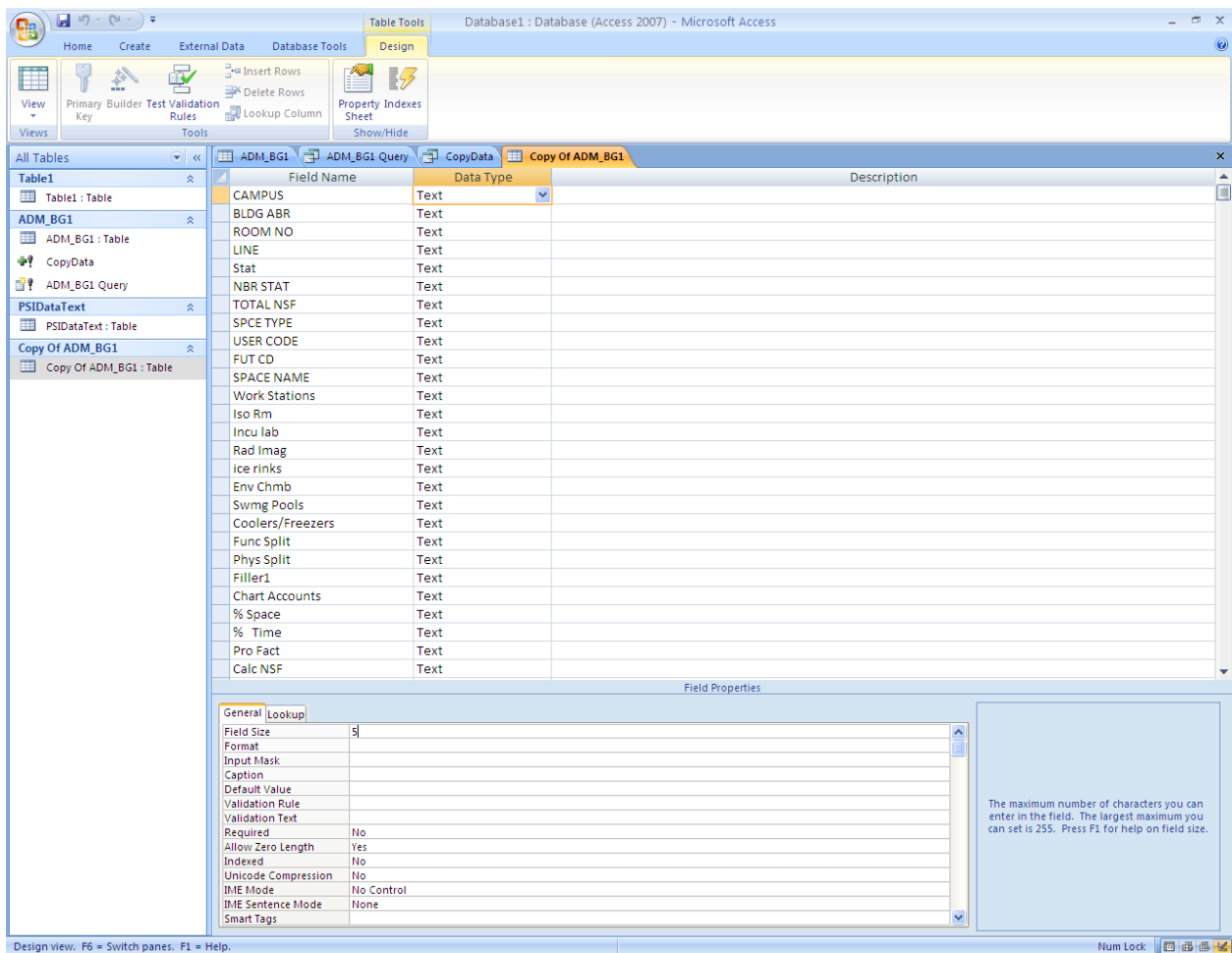
Appendix D: How to Create a Flat File from Access for PSI

How to Create a Flat File from Access for PSI

1. Make a copy of your table structure (just the structure, not the data).



2. Modify the format of the NEW table to have all text fields with the appropriate length (i.e., Campus would be a text field with 5 characters). Save the table and close it.



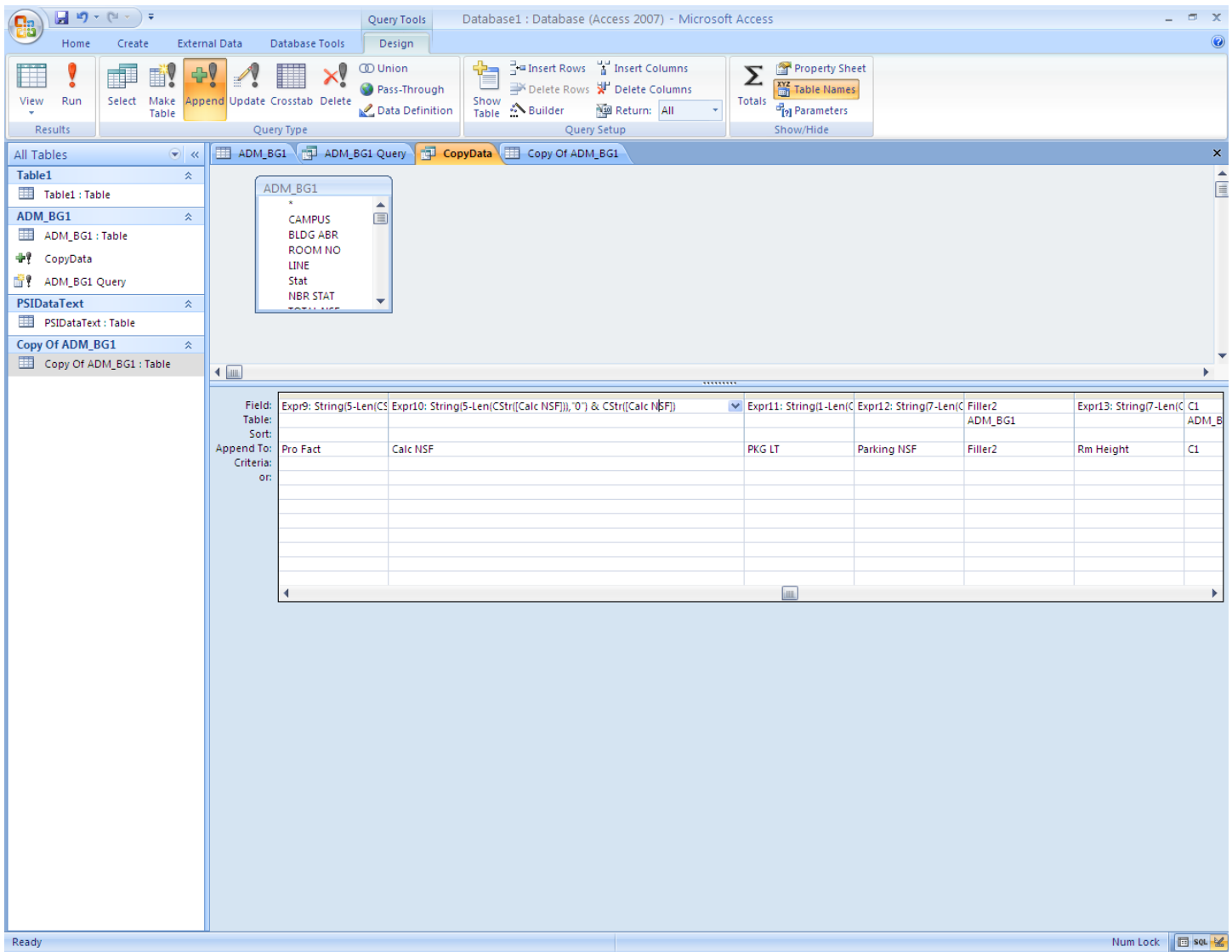
3. Create a new query with the following SQL. You will need to update the table names (highlighted in yellow) and make sure the column names are correct. You can do this with find replace in word and then copying in the SQL part of the query. Essentially, this step pads the values that need extra zeros.

```
INSERT INTO [Copy Of ADM_BG1] ( CAMPUS, [BLDG ABR], [ROOM NO], LINE, Stat, [NBR STAT], [TOTAL NSF], [SPCE TYPE], [USER CODE], [FUT CD], [SPACE NAME], [Work Stations], [Iso Rm], [Incu lab], [Rad Imag], [ice rinks], [Env Chmb], [Swmg Pools], [Coolers/Freezers], [Func Split], [Phys Split], Filler1, [Chart Accounts], [% Space], [% Time], [Pro Fact], [Calc NSF], [PKG LT], [Parking NSF], Filler2, [Rm Height], C1, C2, C3, C4, C5, C6, C7, C8, Filler3, [RF Flag], Filler4, [Air cond], Filler5, [old space no], [old Bld Abbr], Filler6 )
```

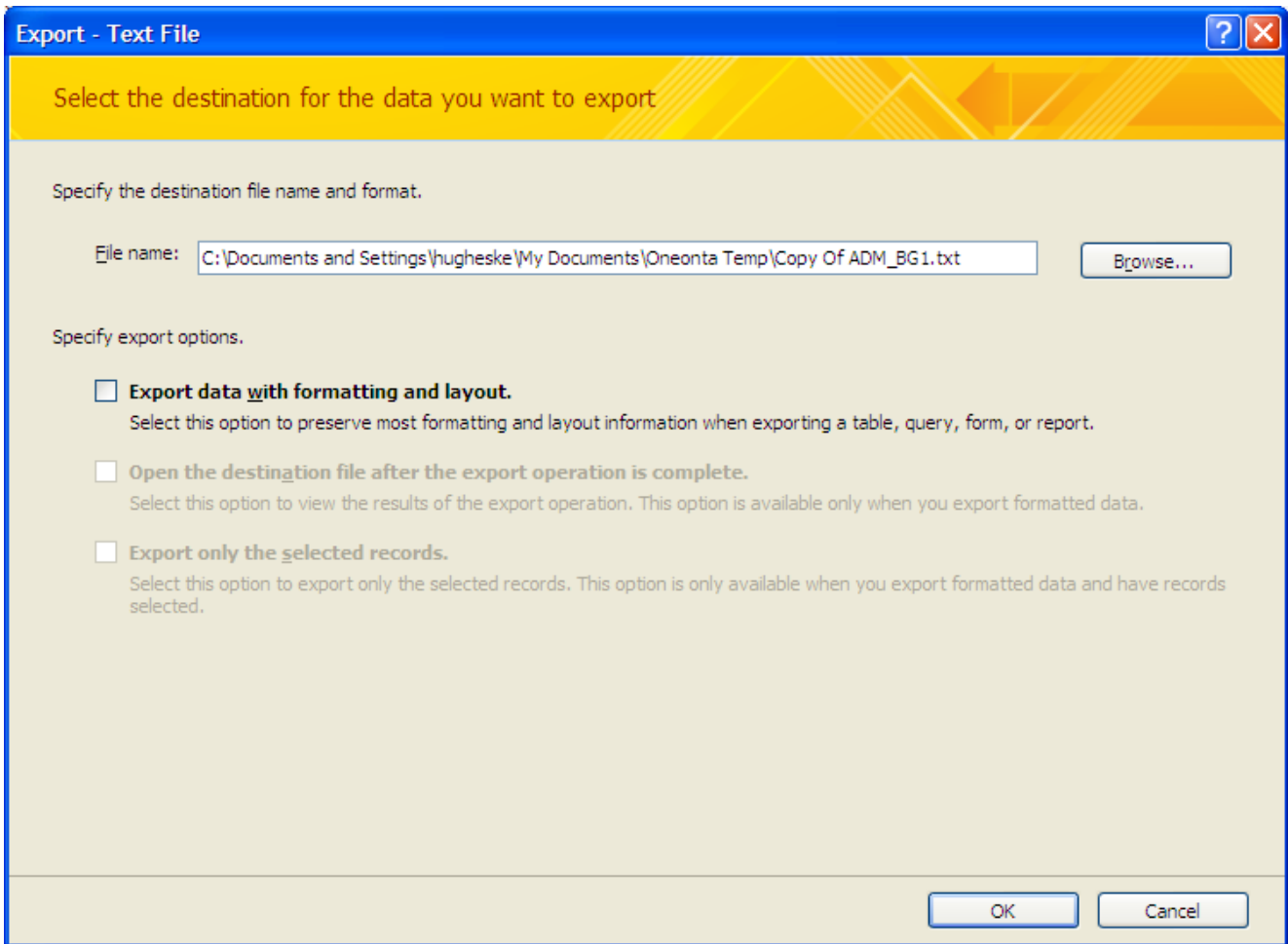
```
SELECT ADM_BG1.CAMPUS, ADM_BG1.[BLDG ABR], ADM_BG1.[ROOM NO], ADM_BG1.LINE, ADM_BG1.Stat, String(4-Len(CStr([NBR STAT])), "0") & CStr([NBR STAT]) AS Expr1, String(5-Len(CStr([TOTAL NSF])), "0") & CStr([TOTAL NSF]) AS Expr2, ADM_BG1.[SPCE TYPE], ADM_BG1.[USER CODE], ADM_BG1.[FUT CD], ADM_BG1.[SPACE NAME], ADM_BG1.[Work Stations], ADM_BG1.[Iso Rm], ADM_BG1.[Incu lab], ADM_BG1.[Rad Imag], String(1-Len(CStr([ice rinks])), "0") & CStr([ice rinks]) AS Expr3, String(2-Len(CStr([Env Chmb])), "0") & CStr([Env Chmb]) AS Expr4, String(1-Len(CStr([Swmg Pools])), "0") & CStr([Swmg Pools]) AS Expr5, String(2-Len(CStr([Coolers/Freezers])), "0") & CStr([Coolers/Freezers]) AS Expr6, ADM_BG1.[Func Split], ADM_BG1.[Phys Split], ADM_BG1.Filler1, ADM_BG1.[Chart Accounts], String(3-Len(CStr([% Space])), "0") & CStr([% Space]) AS Expr7, String(3-Len(CStr([% Time ])), "0") & CStr([% Time ]) AS Expr8, CStr(Format([Pro Fact], "0.000")) AS Expr11, String(5-Len(CStr([Calc NSF])), "0") & CStr([Calc NSF]) AS Expr10, ADM_BG1.[PKG LT], String(7-Len(CStr([Parking NSF])), "0") & CStr([Parking NSF]) AS Expr12, ADM_BG1.Filler2, CStr(Format([Rm Height], "00.00")) AS Expr9, ADM_BG1.C1, ADM_BG1.C2, ADM_BG1.C3, ADM_BG1.C4, ADM_BG1.C5, ADM_BG1.C6, ADM_BG1.C7, String(2-Len(CStr([C8])), "0") & CStr([C8]) AS Expr14, ADM_BG1.Filler3, ADM_BG1.[RF Flag], ADM_BG1.Filler4, ADM_BG1.[Air cond], ADM_BG1.Filler5, ADM_BG1.[old space no], ADM_BG1.[old Bld Abbr], ADM_BG1.Filler6

FROM ADM_BG1;
```

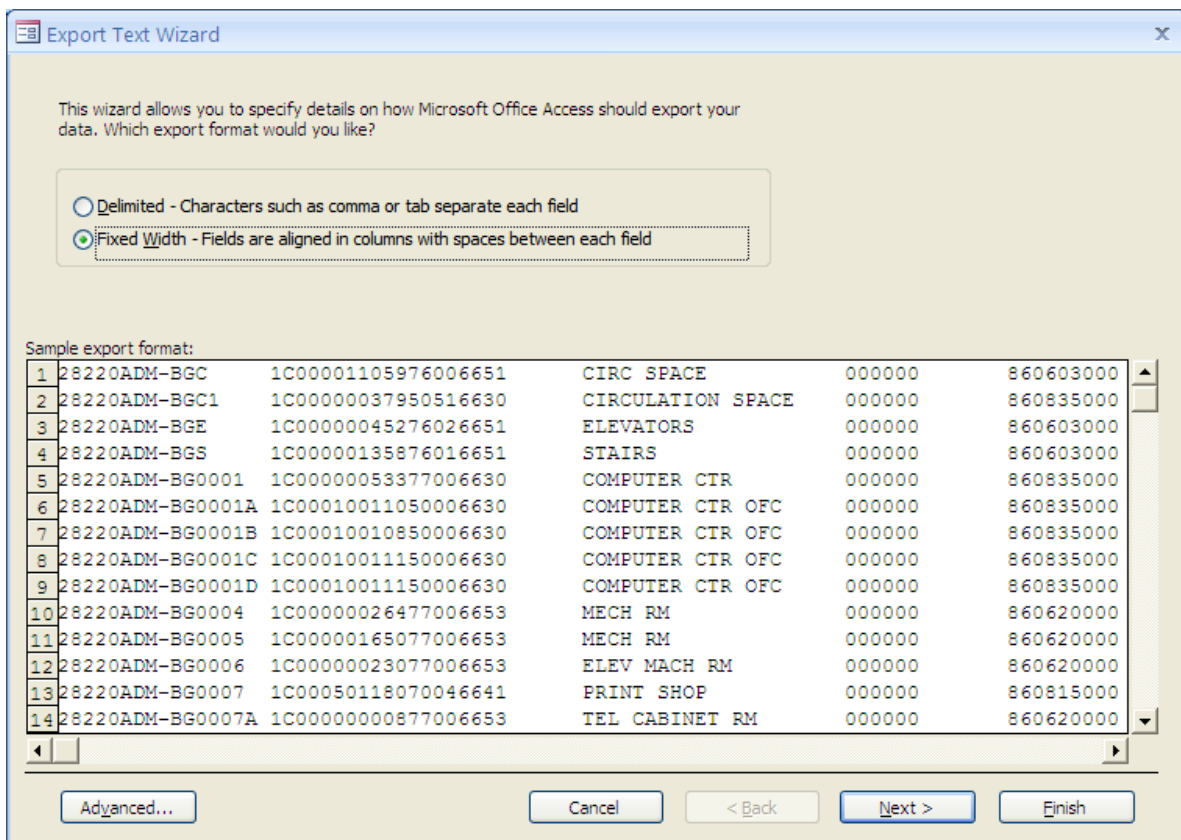
Alternately, you can use the query design feature below with the padding function - String(2-Len(CStr([Field])), "0") & CStr([Field]) where 2 is the length the field needs to be. Just make sure you update the information for all the values that are supposed to be numbers in the extract file (i.e., no of stations, total nsf, etc.).



4. Save the query and then run the query. You may get some errors if there are null values in columns.
5. Export the new table to a flat file as follows:
 - a. Select Export to Text.
 - b. Make sure the "Export Data with formatting" box is unchecked and browse to where you want to put the export file.



c. Pick fixed width as the export type. Then click advanced.



- d. Confirm the field information spec is correct (i.e., campus is set to run from characters 1 to 5 as listed on the extract data processing record layout). Then select OK.

File Format: Delimited Fixed Width

Field Delimiter: [,] Text Qualifier: [{none}]

Language: [English] Code Page: [Western European (Windows)]

Dates, Times, and Numbers

Date Order: [MDY] Four Digit Years

Date Delimiter: [/] Leading Zeros in Dates

Time Delimiter: [:] Decimal Symbol: [.]

Field Name	Start	Width
CAMPUS	1	5
BLDG ABR	6	6
ROOM NO	12	6
LINE	18	1
Stat	19	1
NBR STAT	20	4
TOTAL NSF	24	5
SPCE TYPE	29	4
USER CODE	33	4

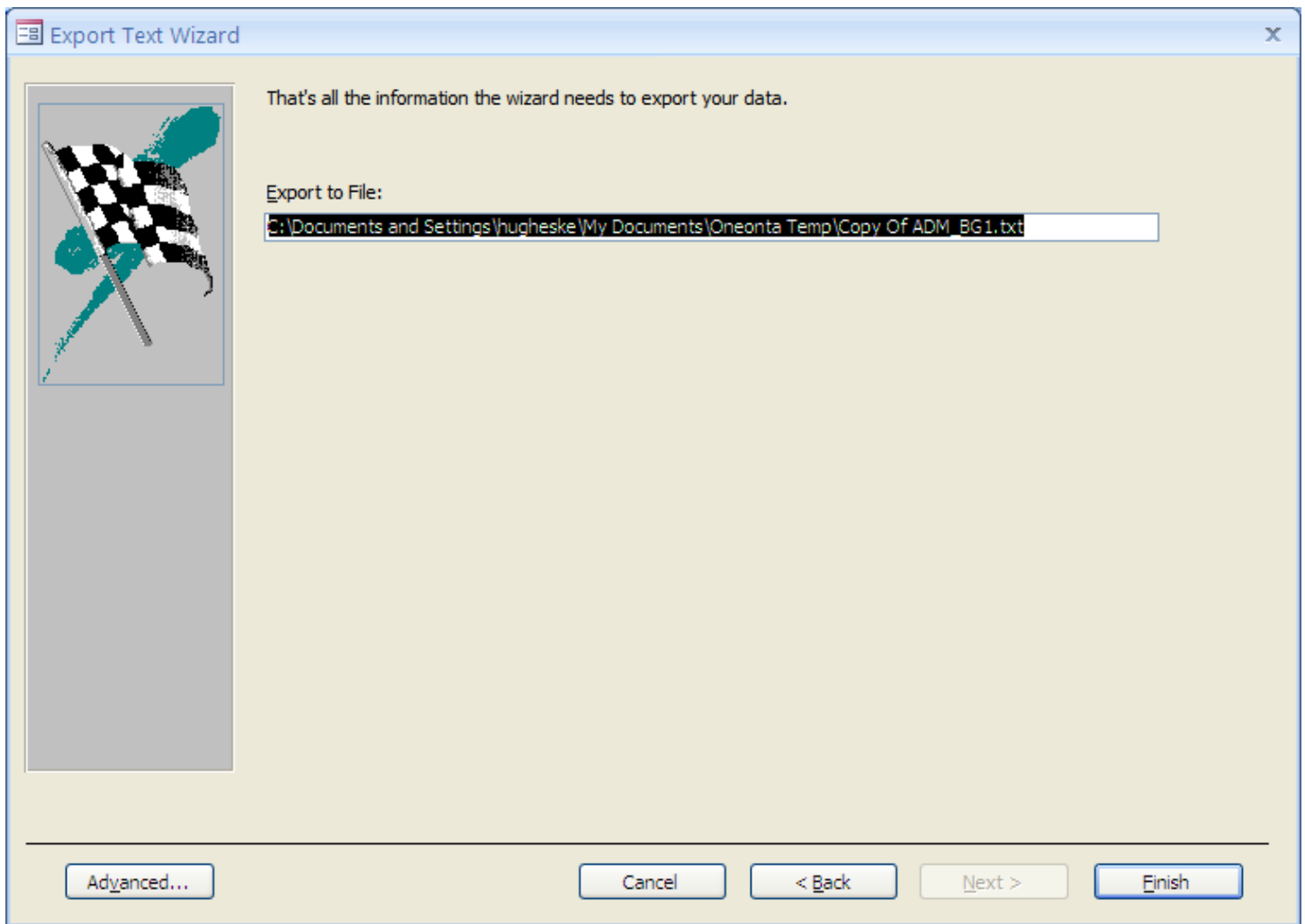
- e. Select "Next" on the remaining screens and then "Finish".

The wizard has made some guesses about where your field breaks occur. Are they correct? If not, you can make adjustments now.

Lines with arrows signify field breaks.
To MOVE a line, click and drag it.

Line	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	
28220	ADM-BGC	1C0000	11059	7600	6651		CIRC SPACE		000000	8606030000	10
28220	ADM-BGC1	1C0000	00379	5051	6630		CIRCULATION SPACE		000000	8608350000	10
28220	ADM-BGE	1C0000	00452	7602	6651		ELEVATORS		000000	8606030000	10
28220	ADM-BGS	1C0000	01358	7601	6651		STAIRS		000000	8606030000	10
28220	ADM-BG0001	1C0000	00533	7700	6630		COMPUTER CTR		000000	8608350000	10
28220	ADM-BG0001A	1C0001	00110	5000	6630		COMPUTER CTR OFC		000000	8608350000	10
28220	ADM-BG0001B	1C0001	00108	5000	6630		COMPUTER CTR OFC		000000	8608350000	10
28220	ADM-BG0001C	1C0001	00111	5000	6630		COMPUTER CTR OFC		000000	8608350000	10
28220	ADM-BG0001D	1C0001	00111	5000	6630		COMPUTER CTR OFC		000000	8608350000	10
28220	ADM-BG0004	1C0000	00264	7700	6653		MECH RM		000000	8606200000	10
28220	ADM-BG0005	1C0000	01650	7700	6653		MECH RM		000000	8606200000	10
28220	ADM-BG0006	1C0000	00230	7700	6653		ELEV MACH RM		000000	8606200000	10
28220	ADM-BG0007	1C0005	01180	7004	6641		PRINT SHOP		000000	8608150000	10
28220	ADM-BG0007A	1C0000	00008	7700	6653		TEL CABINET RM		000000	8606200000	10

Advanced... Cancel < Back Next > Finish



6. The file should now be in the correct format.

Please note, once you have completed this the first time, you should have an easier time creating follow up updates. All you will need to do is delete the data out of the "new" table, run the query, and then export the file.

Appendix E: How to Convert an Excel File to a Fixed Width Format File Using Access

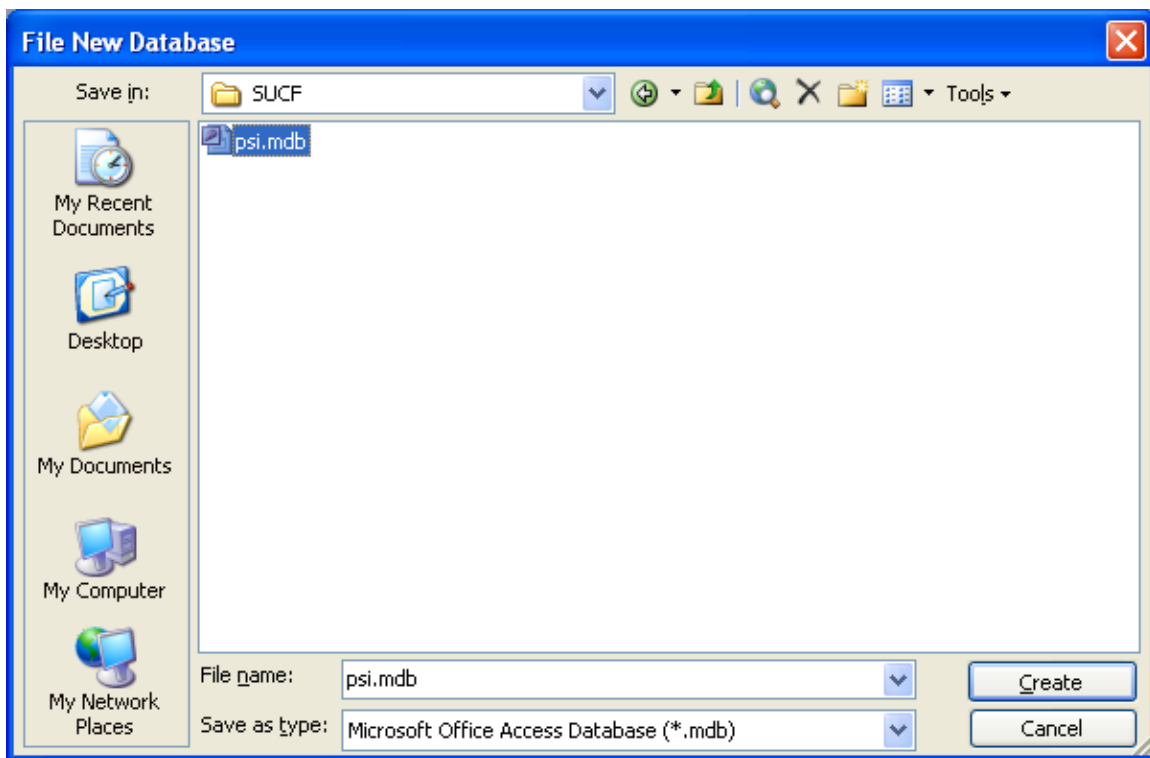
Convert an Excel File into a Fixed Width Text File Using Access

You can convert a file from Excel into a fixed width text file using Access. This can be broken down into two steps:

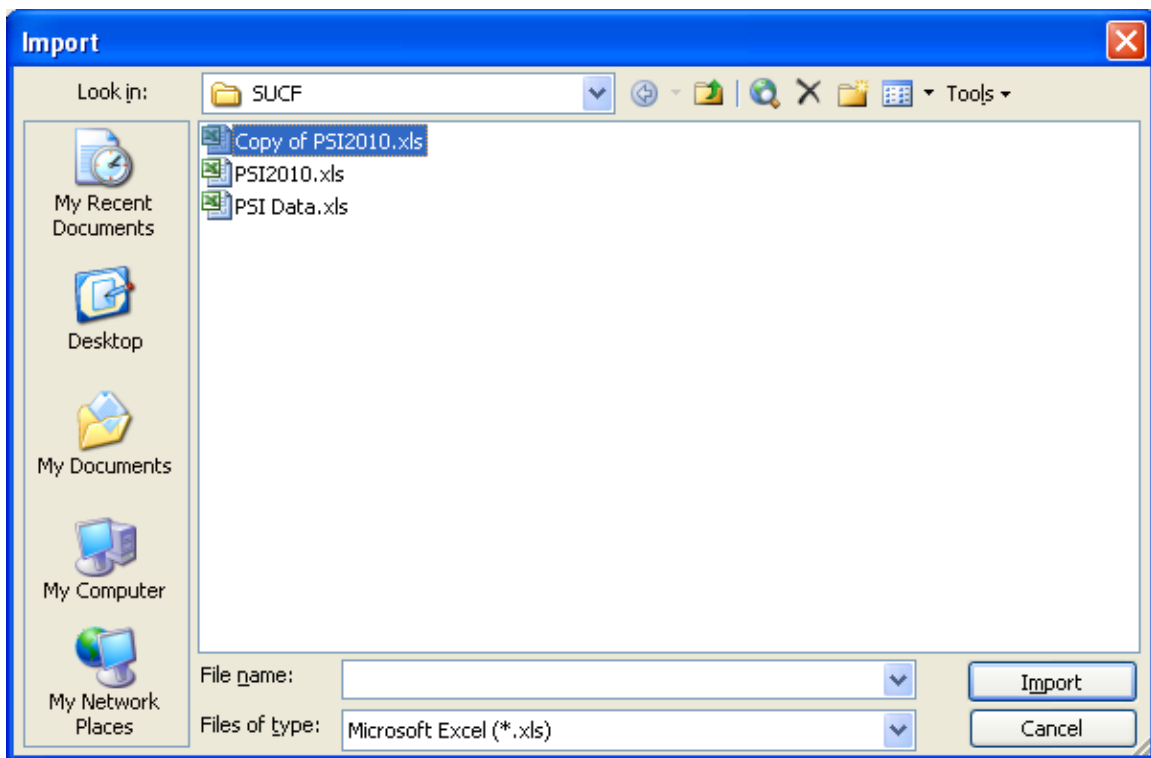
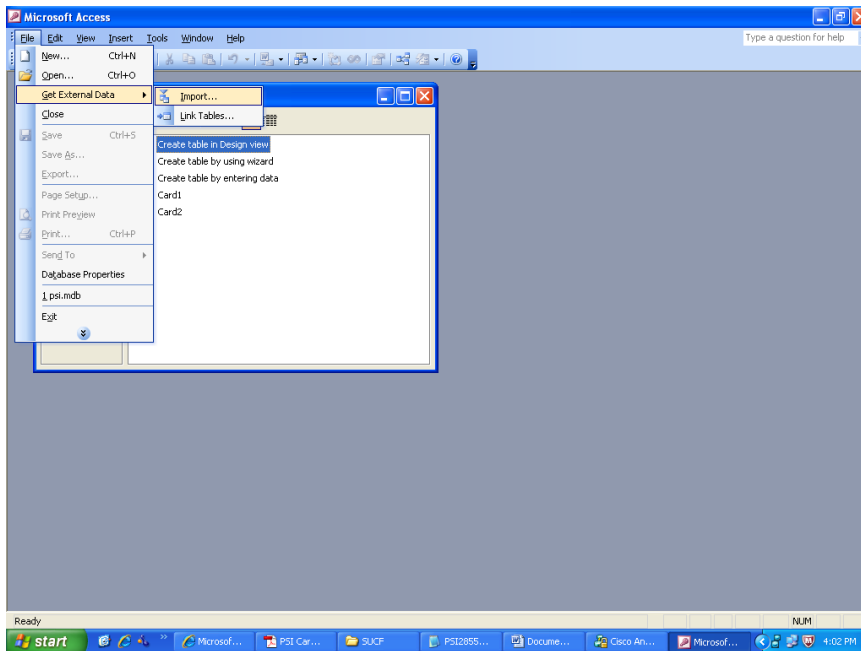
1. Importing the data from Excel into Access
2. Exporting the data from Access into the fixed width text file

Importing the data from Excel into Access

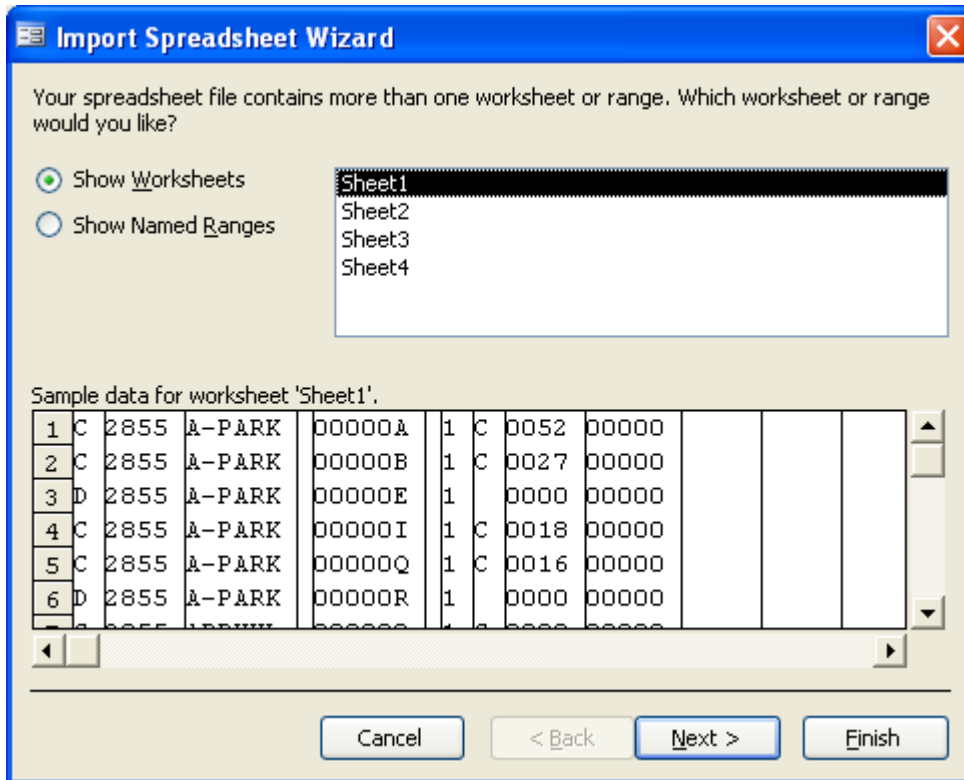
1. Open a new blank database in access.



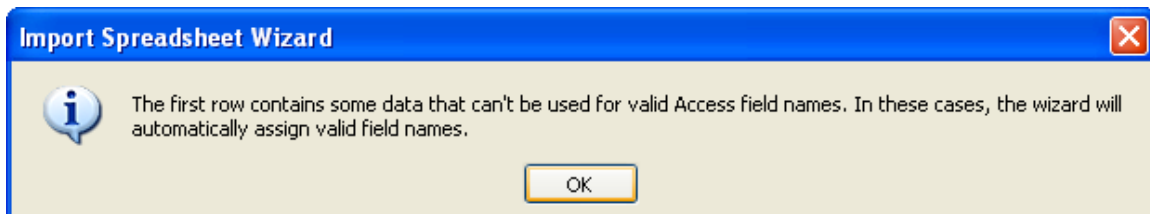
2. Before importing the data, every different data definition will need a separate Excel worksheet. For example, if you have one data definition with widths 30, 40, and 10, and one data definition with widths 20, 20, 20, and 20, you will need two Excel worksheets. This is to allow the text fields to be the right size in the final fixed width text file.
3. Import the excel data by going to "File", "Get External Data" and then "Import". Browse to the excel file location.



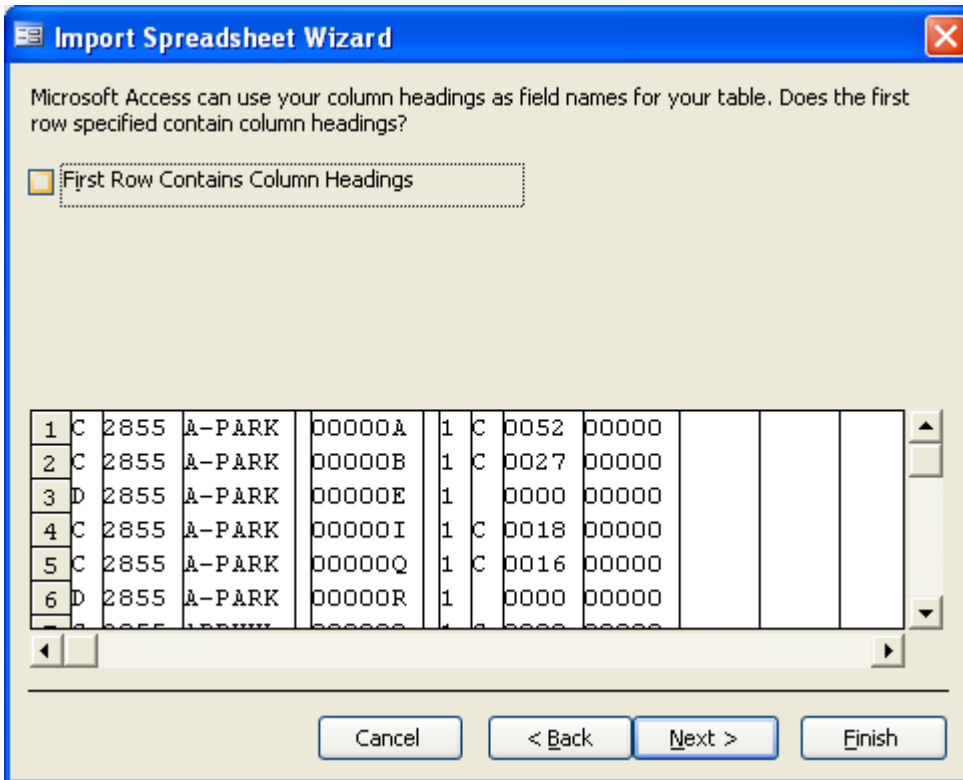
4. Select the Excel worksheet with the first set of data on it and select Next.



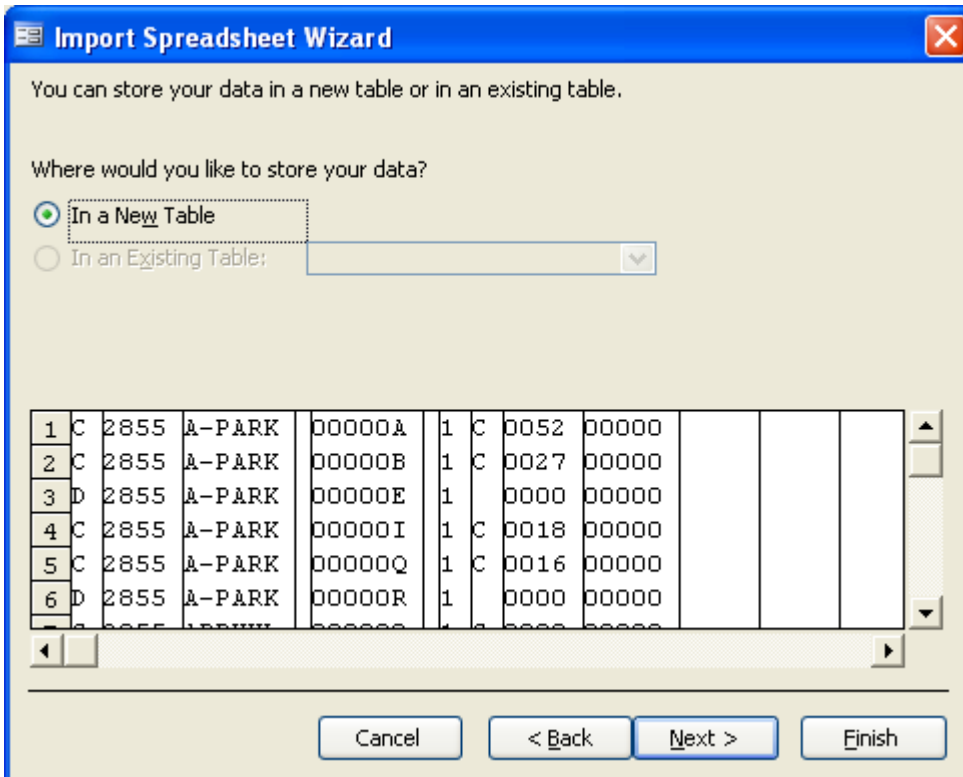
5. You may get an alert message. Click Ok.



6. If the excel spreadsheet does not have column headings, uncheck the "First Row Contains Column Headings" box. The example in the image below does not. Select Next.



7. Select Next.



8. You can enter more information about the data if you will be using this database for other functions. Otherwise, select Next.

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

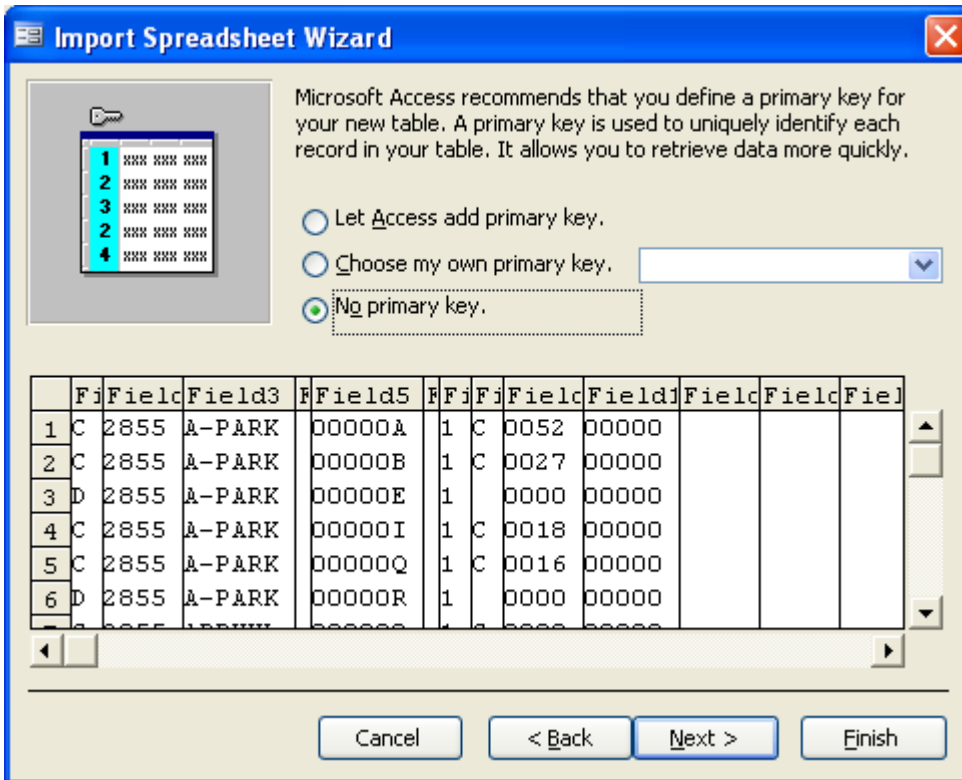
Field Name: Data Type:

Indexed: Do not import field (Skip)

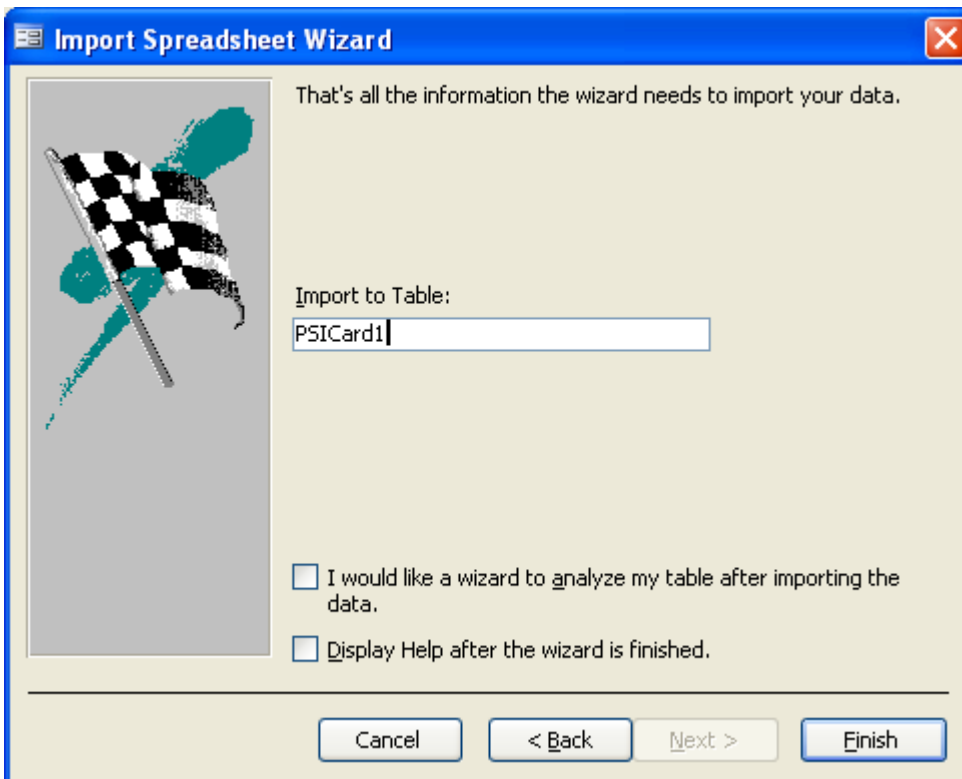
	Field1	Field2	Field3	Field4	Field5	Field6	Field7	Field8	Field9	Field10	Field11
1	C	2855	A-PARK	00000A	1	C	0052	00000			
2	C	2855	A-PARK	00000B	1	C	0027	00000			
3	D	2855	A-PARK	00000E	1		0000	00000			
4	C	2855	A-PARK	00000I	1	C	0018	00000			
5	C	2855	A-PARK	00000Q	1	C	0016	00000			
6	D	2855	A-PARK	00000R	1		0000	00000			

Cancel < Back Next > Finish

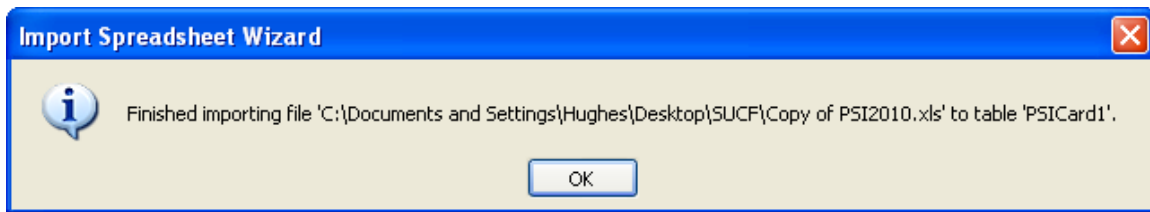
9. If you are only importing the data to export it to text, select "No Primary Key" and then select Next.



10. Enter a table name for the new table and select Finish.



11. You should receive the message below and see a new table in your table list.

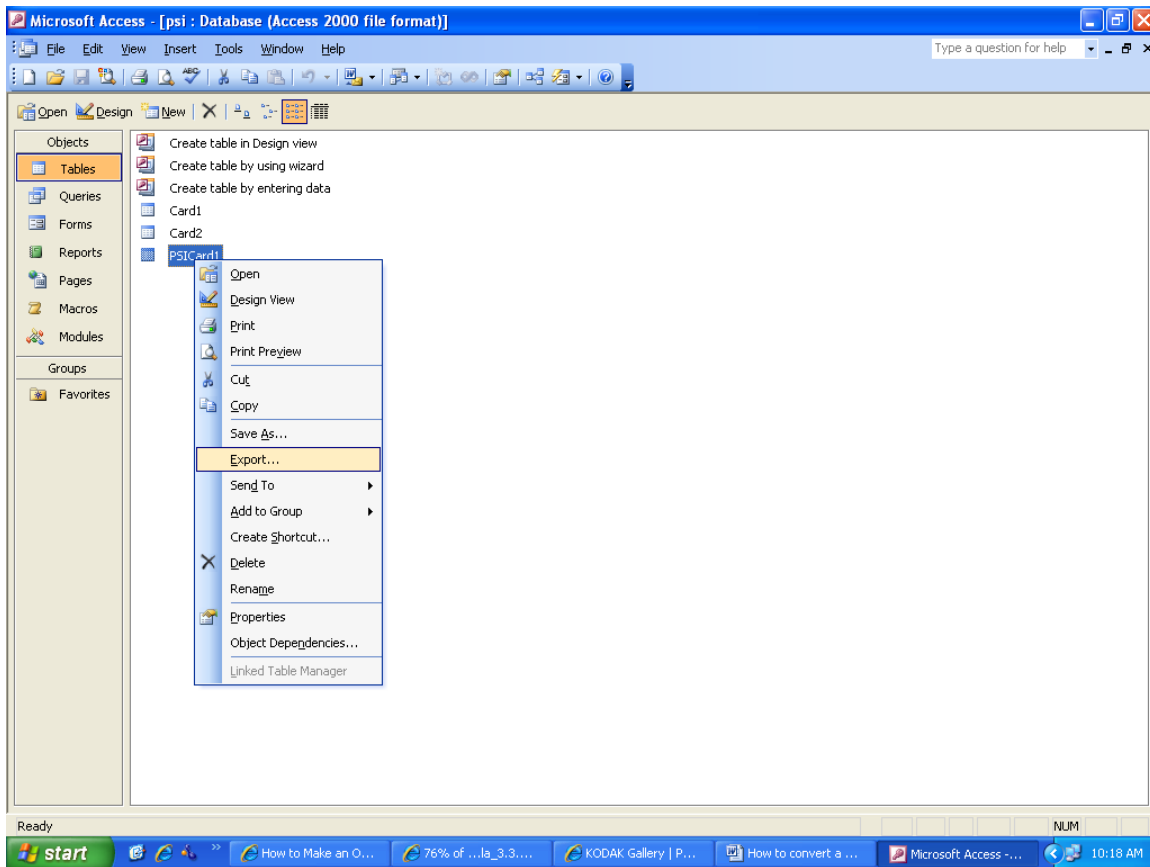


12. Repeat steps 3 through 11 for each Excel worksheet you need to import.

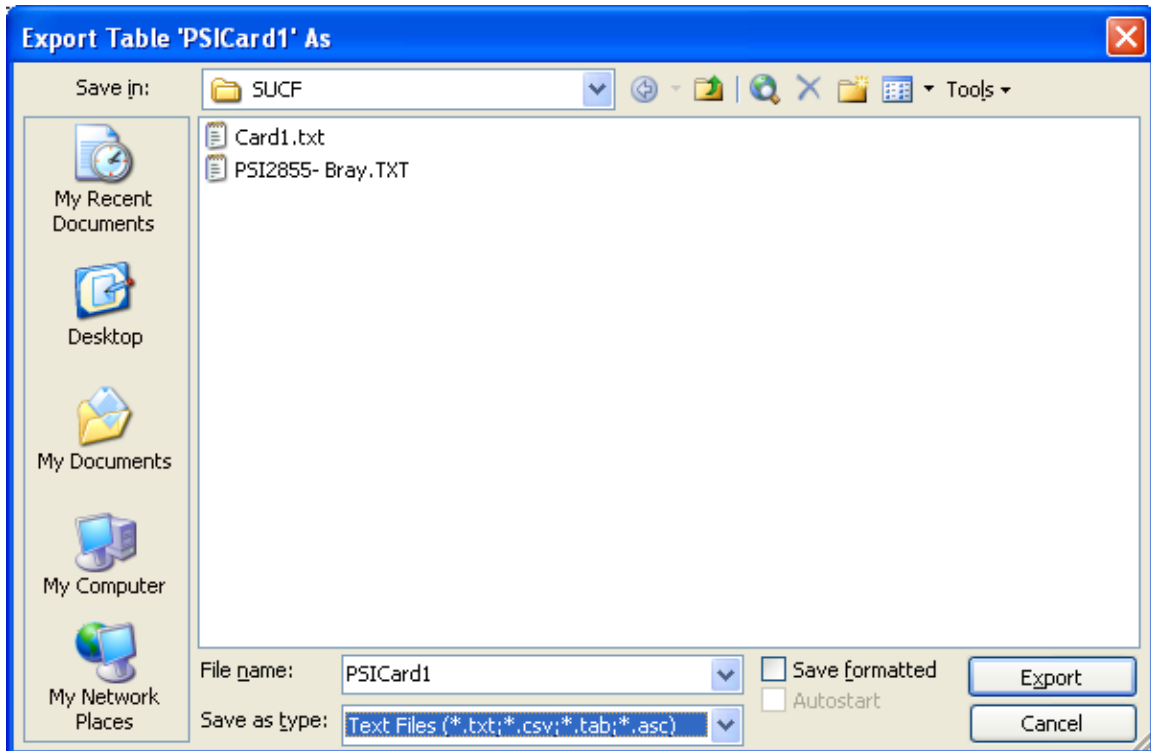
Exporting the data from Access into the fixed width text file

Once you have the data in Access you can export it to the correct fixed width text file.

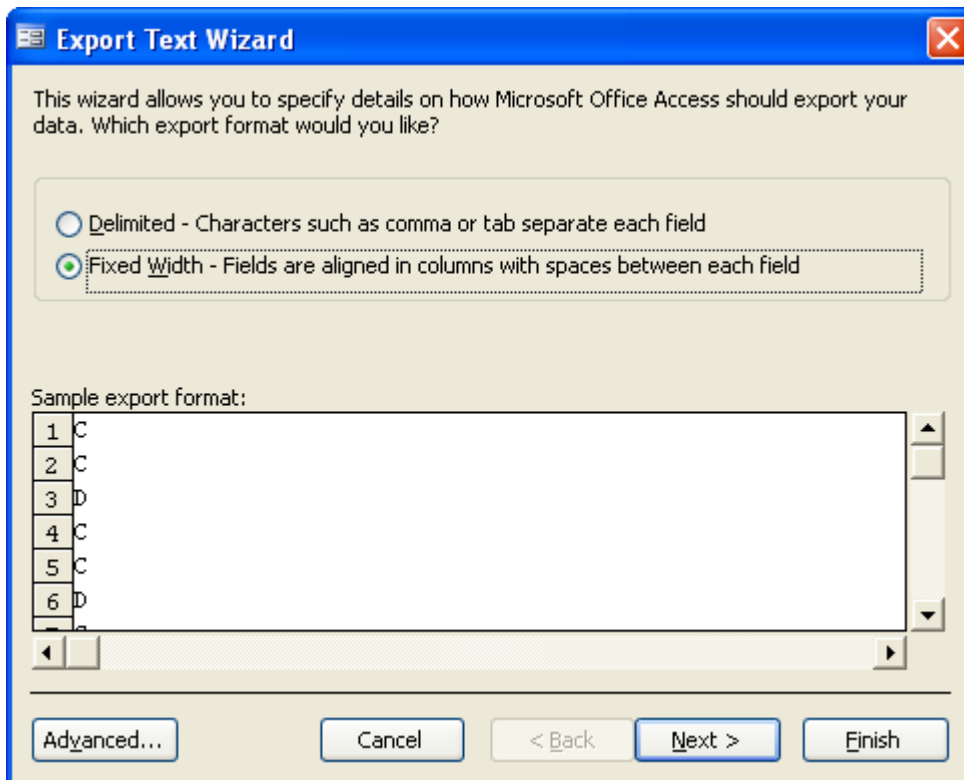
1. Right click on the table you want to export and select Export.



2. Select "Text Files" in the "Save as Type" dropdown. By default, the file name is the name of the table you are exporting, but you can change it here if needed. Make sure the "Save Formatted" box is unchecked. Select Export.



3. The Export File Wizard should now appear. Make sure you select "Fixed Width" as the export format. Then select Advanced.



4. The Advanced window allows you to set each field starting position and length (both are editable). You can also save the specification for use later by clicking the Save As button. The specification can then be recalled by clicking the Specs button. After you have set the field widths, click OK. You will need to make sure that the fields are continuous. For example, if the field starts at 1 for a width of 1, the next field will start at 2.

Card1 Export Specification

File Format: Delimited Fixed Width

Field Delimiter: ,

Text Qualifier: {none}

Language: English

Code Page: Western European (Windows)

Dates, Times, and Numbers

Date Order: MDY

Date Delimiter: /

Time Delimiter: :

Four Digit Years

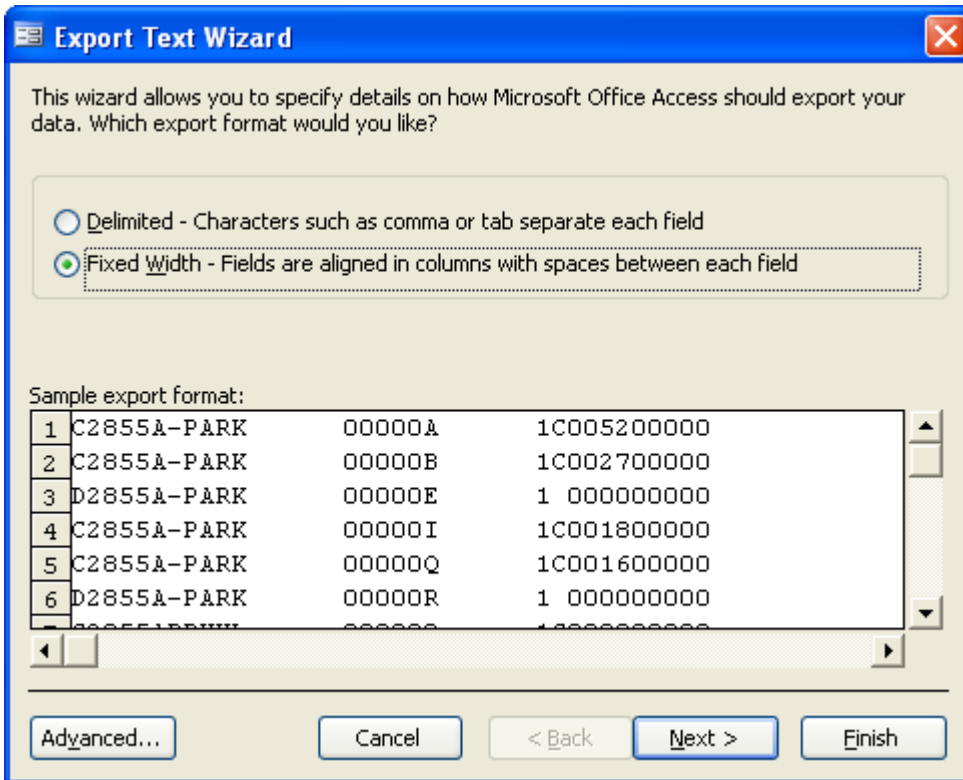
Leading Zeros in Dates

Decimal Symbol: .

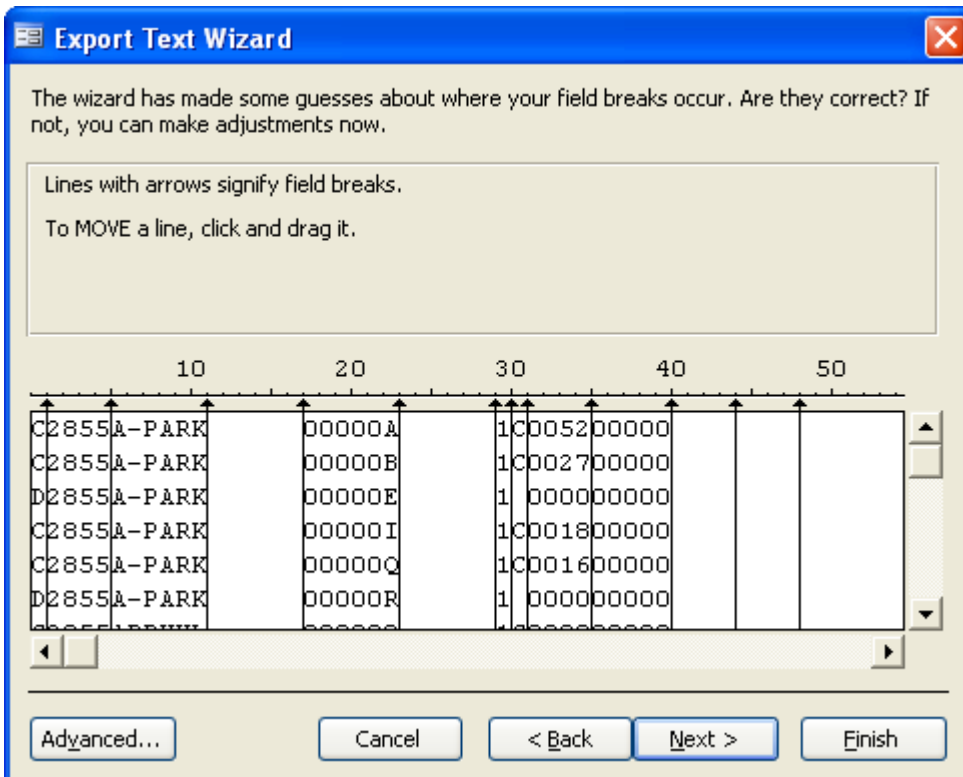
Field Information:

Field Name	Start	Width
Field1	1	1
Field2	2	4
Field3	6	6
Field4	12	6
Field5	18	6
Field6	24	6
Field7	30	1
Field8	31	1

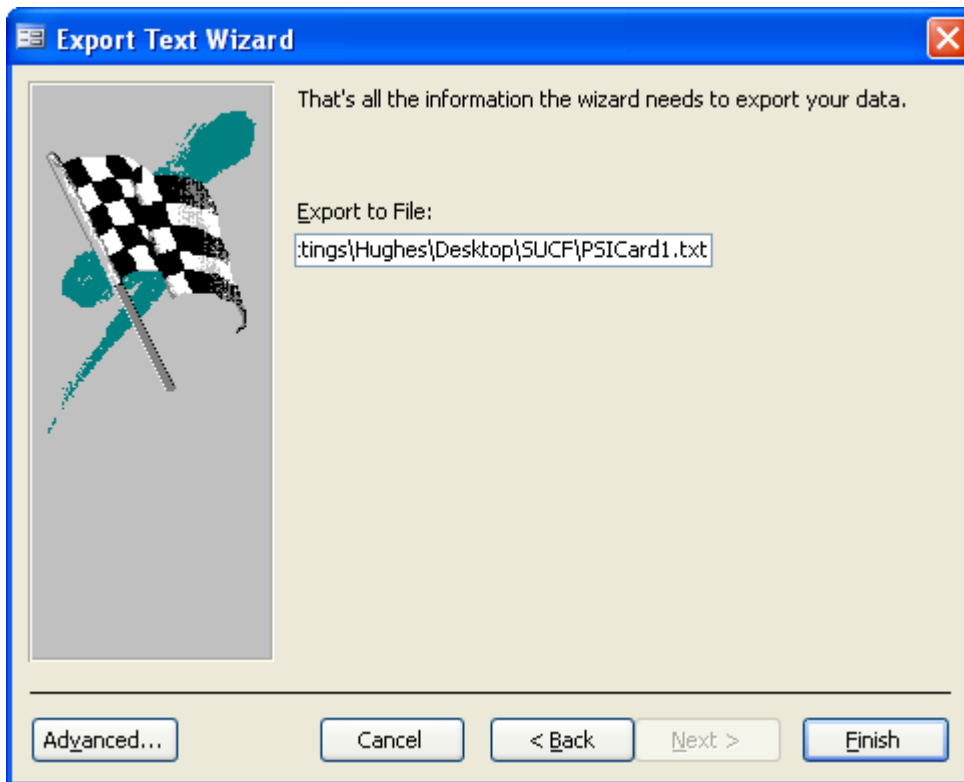
5. Select Next.



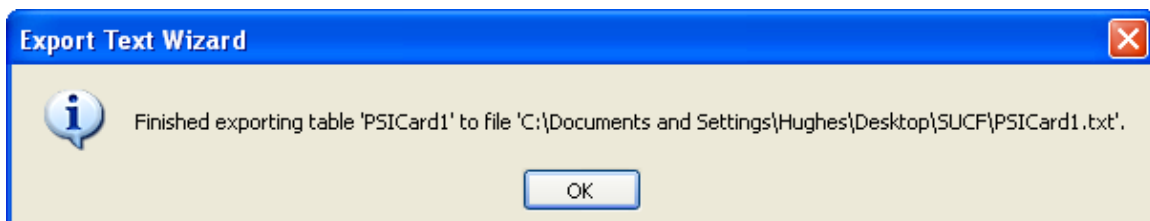
6. You can edit the column breakpoints graphically. If you entered the specifications in the Advanced window correctly, you should not need to do this. Once you have reviewed the data preview, select Next.



7. Select Finish.



8. You should receive the message below.



9. Repeat steps 1 through 8 for each table you want to export. Use saved specifications as available to speed the process.