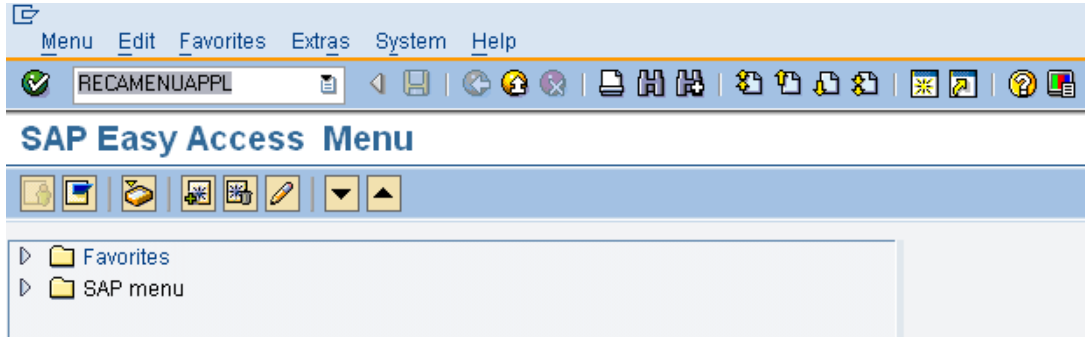


Step by Step Instructions to Access Room Records

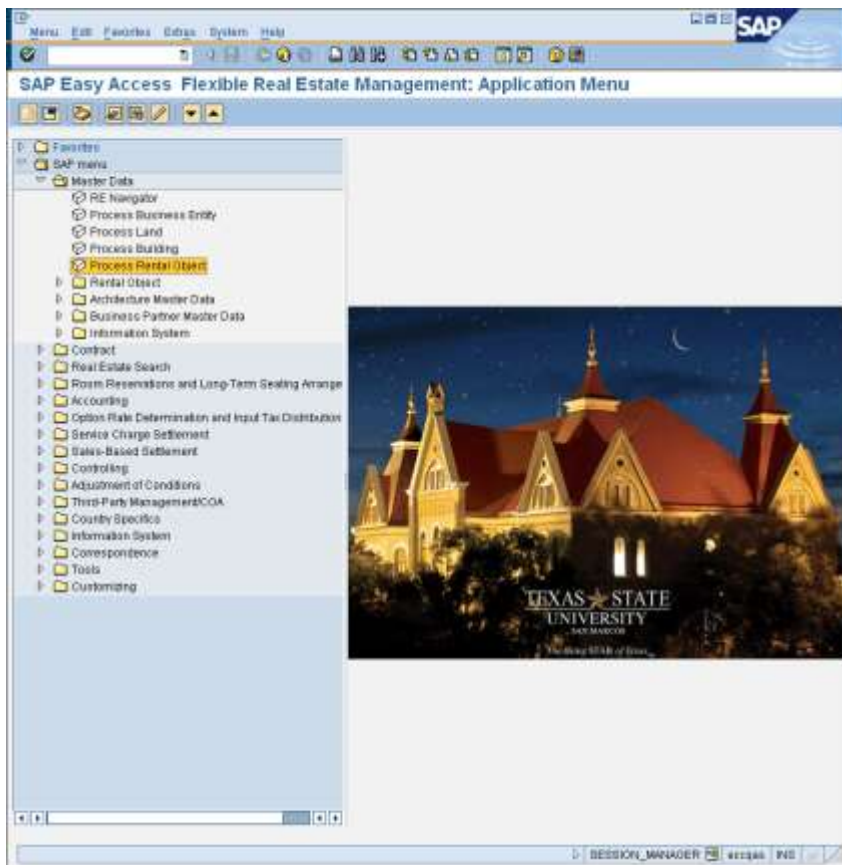
Step 1: Open SAP Logon and go to RP1 [ECC Production]

Step 2: Run transaction **RECAMENUAPPL**

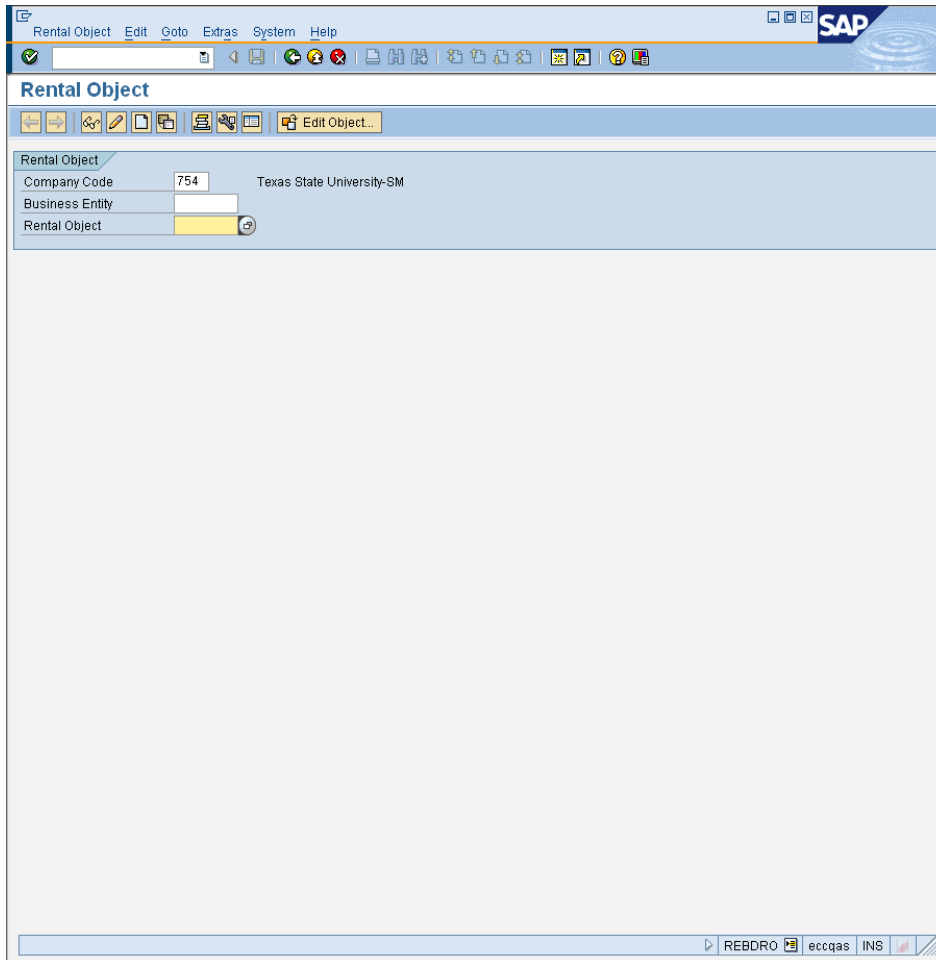


Step 3: On the SAP Menu: Open the Master Data folder and double-click

Process Rental Object



After you double click Process Rental Object the following screen allows you to find a room using “pick lists” or you can type the “business entity” and “rental object” numbers in order to call up a specific room



Company Code is always 754

“Business Entity” is a “Building Number” and “Rental Object” is a “Room”

“Pick Lists” which can be sorted and searched are available for both “Business Entity” and “Rental Object.” Choose the Business Entity first to filter out the rooms for that specific building. Alternatively, you can type the business entity number and rental object numbers.

Note about typing room numbers: Room numbers require leading zeros. For example room 100 needs to be entered as 00100; room 4218 is 04218. Room numbers with a suffix such as 100A need to be entered as 00100-A; However, room numbers with a prefix (Jowers Center and mezzanines in Flowers Hall and Derrick Hall) do not require leading zeros. For example, Business Entity = 506 and Rental Object= M23 will call up Flowers Hall, Room M23.

Step 4: Call up a room record (use pick lists or type the following values and hit enter)

Business Entity = 694

Room Number = 00928

(make sure the "General Data" tab is selected)

Sample Room Record

Rental Object Edit Goto Extras System Help

Rental Space 754/694/00928 Chris Reynolds Facilities Inventory

General Data Additional Data Occupancy Measurements Fixtures/Fittings Posting Parameters Conditions Adj...

Identification

Rental Object Type: Rental Space
Company Code: 754 Texas State University-SM
Business Entity: 694 J.C. Kellam Administration
Rental Object: 00928
Pooled Space: 694FL9 JCK 9th Floor

Rental Object

Building: 00000694 J.C. Kellam Administration
Usage Type: 1 THECB Reportable
Name of RO: Chris Reynolds Facilities Inventory Coordinator
RU no. old:
Currency: USD

THECB Required

Space Use: 310 Office
Primary CIP: 81650000 Space Management Remaining CIP:
Prim Func Cat.: 62 Financial Management and Operations Rem Func Cat.:
Primary %: 70 Remaining %: 0
Secondary CIP: 81400000 Office of VP Bus./Fisc Affairs
Sec Func Cat.: 62 Financial Management and Operations
Secondary %: 30

Validity Period

Valid From: To:
Sup.Obj. Valid From: To(Sup): Business entity 754/694
Cash Flow From:
First Posting From:

Address

Address: Rental Space / 601 University DR / San Marcos TX

REBDRO eccqas INS

General Data Tab\Rental Object Section\Name of RO

Name of RO-This value appears next to the room number on the pick list. You are encouraged to change the name to make rooms easier to identify in the database in the future

General Data Tab\THECB Required\Space Use

Space Use - refers to the type of room and indicates the primary activity (or service activity)

- **11 major categories of Space Use Codes**
 - Examples: Classroom Facilities, Laboratory Facilities, Office Facilities, Special Use Facilities.
 - A complete list of Space Use codes and definitions are available online at
<http://www.fss.txstate.edu/space-use.html>
- **Only one space use code** can be used on a room record (best and highest use)
- Best determined by visual inspection; evaluated in terms of time, human activity that focuses on use
- Special Notes
 - 110-Classrooms are “shared rooms.” This means that when the first call scheduling sessions have expired, the room is available for “open scheduling” by the Registrar’s Office. In addition, the Texas Higher Education Coordinating Board requires that the University averages 38 hours a week of scheduled/non-stacked instruction (as published in the Schedule of Classes). Final note about classrooms; ITS multi-media budgets are directly tied to the 110-Classroom designation.
 - There are 4 primary types of labs
 - 210- Class Lab (regularly 25 hours a week of scheduled/non-stacked instruction as published in the Schedule of Classes)
 - 220- Special Class Lab (highly specialized labs with scheduled instruction)
 - 230- Individual Study Lab
 - 250- Research / Non-Class Lab (need to be associated with an official Sponsored Project)
- 110-Classrooms and 210-Class Labs are analyzed annually by the Texas Higher Education Coordinating Board to calculate a Space Use Efficiency Score. Details are available on line at <http://www.fss.txstate.edu/planning/spmgt/utilization.html> (Fall 2009)

Classification of Instructional Program (CIP)- CIP codes are intended to establish standard terminology of education programs or administrative tasks

- CIPs are also used to identify degrees, declared majors, courses/semester credit hours
- In Texas, CIP Codes are also used to identify administrative and support functions
- If an exact code cannot be determined, assign the most accurate
- **CIP codes can be prorated up to 3 times based on percent of use to precisely identify space used by a particular discipline (percentages must total 100)**
- For 110-Classrooms the CIP Code is always 000000
- Academic CIP codes, specific to Texas State, are maintained by the Office of Curriculum Services (Provost) and are available online at <http://www.txstate.edu/curriculumservices/programs/degree-program-inventory.html>
- A list of all Academic CIP codes is available at <http://www.txhighereddata.org/Interactive/CIP/>
- Administrative CIP codes are available online at <http://www.fss.txstate.edu/planning/spmgt/facinv/admin-cip.html>

General Data\THECB Required

Functional Category

- Program-oriented code that profiles actual function of a room and helps determine its space use
- Often determined by funding (state, auxiliary, federal, or private)
- Often determined by whom the program serves
- Examples: General Academic Instructional, **Institutes and Research Centers or Individual or Project Research**, Academic Administration, Executive Management
 - The Functional Category Code identifies rooms that are used for research activities
- Prorated up to 3 times (percentage of time)
- A complete list of available functional category codes is available online at <http://www.fss.txstate.edu/functional-cate.html>

Measurements Tab

Rental Space 754/694/00928 Chris Reynolds Facilities Inventory

General Data Additional Data Occupancy Measurements Fixtures/Fittings Posting Parameters Conditions Adj...

[Unlimited]

Validity of Measurement Object: [Unlimited]

MeasTp	Med. Name of Meas. Type	Size	Unit	MeasFrom	MeasTo	Total	Outside	Manually
AAUX	Auxiliary Square Footage	0	FT2			Σ		<input checked="" type="checkbox"/>
AEGF	Edu & General Area	215	FT2			Σ		<input checked="" type="checkbox"/>
AGSF	Gross Square Feet	215	FT2			Σ		<input checked="" type="checkbox"/>
ANSF	Net Assignable Square Feet	215	FT2			Σ		<input checked="" type="checkbox"/>
M001	Room Capacity in Persons	2	PRS			Σ		<input checked="" type="checkbox"/>
MSSC	Student Station Capacity	0	PRS			Σ		<input checked="" type="checkbox"/>

REBDRO eccqas INS

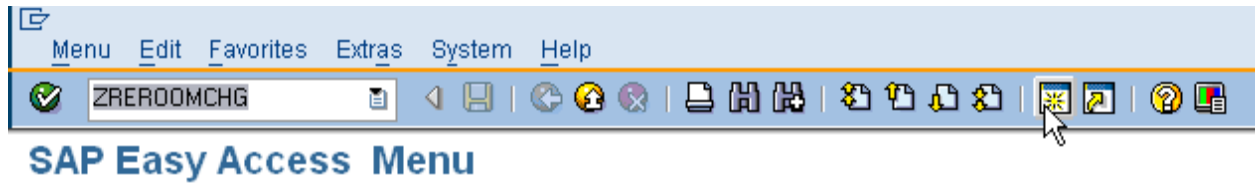
Net Assignable Square Feet - Net assignable square feet (NASF) is the sum of floor space within interior walls of rooms that is assigned to a specific occupant. Building service areas such as circulation, mechanical, and structural areas are Un-Assignable. NASF can be Education and General (E&G) or Auxiliary (determined by CIP, Space Use Codes, and Functional Category Codes).

Room Capacity in Persons – Used to identify the number of occupants in rooms when the capacity is not required to be submitted to the Texas Higher Education Coordinating Board (mainly used for Group Offices)

Student Station Capacity- This is the number of occupants the space is designed to accommodate (desks, table spaces with chairs, etc.) in a room by actual count

Initiate a Room Data Change Workflow

Step 1: Create a new session and run transaction **ZREROOMCHG**



Step 2: Type in the Business Entity (Building Number) and Room Number (Rental Object) or use the pick list option to find a room to change

Business Entity = 694 (J.C. Kellam Administration)

Room Number = 00928

Click Detail Request (just above Rental Object) or F6 to navigate to the Room Change Request-Detail screen (next page)

System Help SAP

Room Change Request - Detail

Submit Request

Identification:

Business Entity: 694 J.C. Kellam Administration
 Rental Object: 00928

Rental Object:

Name of RO: Chris Reynolds Facilities Inventory Coordinat

THECB Required:

Attribute	Value	Remove Value
Space Use	310 Office	<input type="checkbox"/>
Prim Func Cat.	62 Financial Management and Operations	<input type="checkbox"/>
Primary CIP	81650000 Space Management	<input type="checkbox"/>
Primary %	70	<input type="checkbox"/>
Sec Func Cat.	62 Financial Management and Operations	<input type="checkbox"/>
Secondary CIP	81400000 Office of VP Bus./Fisc Affairs	<input type="checkbox"/>
Secondary %	30	<input type="checkbox"/>
Rem Func Cat.		<input type="checkbox"/>
Remaining CIP		<input type="checkbox"/>
Remaining %	0	<input type="checkbox"/>

Validity of Measurement Object:

Meas Type	Med. Name of Meas. Type	Size	Unit	
A6SF	Gross Square Feet	215	FT2	<input type="checkbox"/>
M001	Room Capacity in Persons	2	PRS	<input type="checkbox"/>

Organizational Assignment:

Funds Center: 1400000000 VPFSS
 Functional Area:
 Grant:
 Funded Program:

ZRRROOMCHG eccqas INS

The attribute values currently applied to the room are displayed

Click the blank text box to change an attribute value (use the pick list option or type the code you want to apply to this room)

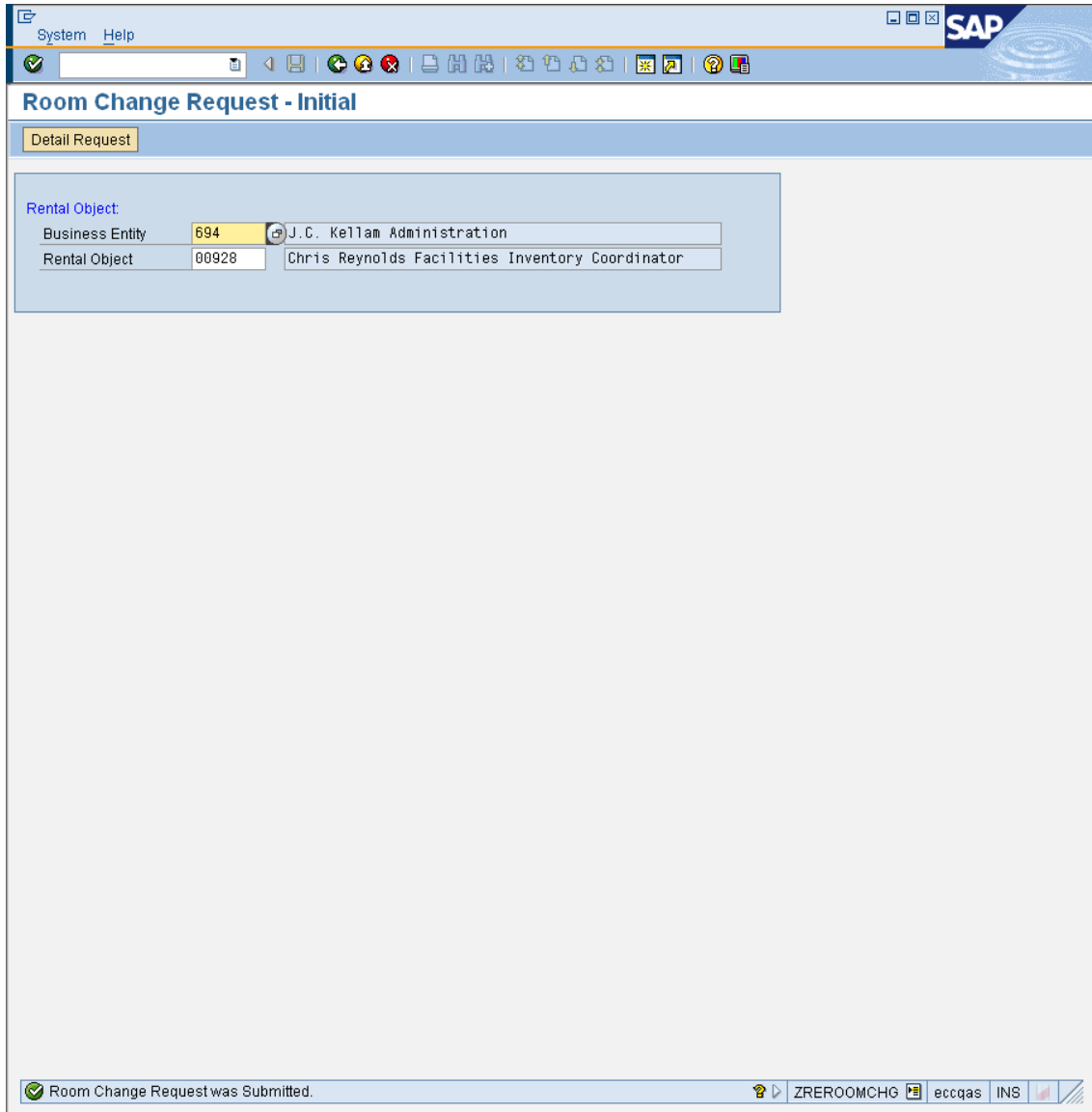
If necessary, remove values that are no longer valid by checking the remove value box

If requesting a change that involves multiple CIPs or Functional Categories please make sure the percentages add up to 100

If using Functional Category 21-Institutes and Research Centers or 22-Individual or Project Research please provide Grant (internal order) number

Click the Submit Request or F6 to start the workflow (an email will be sent to spacemgt@txstate.edu)

Room Change Request was Submitted



The screenshot shows the SAP 'Room Change Request - Initial' screen. At the top, there is a menu bar with 'System' and 'Help'. Below it is a toolbar with various icons. The main title is 'Room Change Request - Initial'. Underneath, there is a 'Detail Request' button. The central area contains a 'Rental Object' section with two rows of data:

Rental Object	
Business Entity	694 J.C. Kellam Administration
Rental Object	00928 Chris Reynolds Facilities Inventory Coordinator

At the bottom of the screen, there is a status bar with a green checkmark icon and the text 'Room Change Request was Submitted.' To the right of the status bar, there are several icons and text: a magnifying glass, 'ZREROOMCHG', 'eccqas', and 'INS'.

Sample Email

Please review the following room master data change request awaiting your approval:

Building: 694 Room: 00928

Primary %: 080

Sec Func Cat.: 22 Individual or Project Research

Secondary CIP: 81650000 Space Management

Secondary %: 020

Remaining % Remove Current Value.

Each request will be evaluated on an individual basis for coding accuracy and if necessary the request will be taken to the facilities committee for approval (Classrooms cannot be added or taken out of service)

Your request for the following room master data change has been denied:

Building: 694 Room: 00928

Primary %: 080

Sec Func Cat.: 22 Individual or Project Research

Secondary CIP: 81650000 Space Management

Secondary %: 020

Remaining % Remove Current Value.

The Coordinator of the Facilities Inventory will be contacting you to discuss your request.

