


IRIS TRANSACTIONS TO ASSIST WITH THE ANNUAL FACILITIES SPACE SURVEY

In addition to the three transactions listed in the “Getting Started” document found on this website, below are some additional transactions and layout suggestions that you may find useful as you work on your survey.

- Print/download your cost center’s assigned space before you start making changes to your space survey by using IRIS transaction ZRE_INVENTORY_LIST. Enter your cost center(s), execute, and once your report appears, you can add additional columns using the Change Layout icon , such as “Principal Investigator” or “Note for Room” field. We recommend saving as an excel file.
- If your department has sponsored projects, we recommend you run a transaction that will generate a list of your projects that were active during the survey period, July 1 - June 30. To obtain this list, go to IRIS transaction ZPS_WBS_ATTRIBUTES (you may want to add this to your favorites). Select the “Get Variant” icon at top of screen and a “Find Variant” screen will pop up. In the Variant field, type “/SPACE”. Make sure all other fields are blank, and execute. A data selection screen will appear. Enter your funds center and execute. The list appearing on your screen identifies project WBS’s that may have been using research space during the survey fiscal year. You can download this report and sort by PI. This list can be a valuable tool to you and your PI’s in identifying research space usage in labs and other departmental spaces. You should review your survey for inclusion of these WBS’s in the “Fund Using” column of the ZRE_INVENTORY_LIST when completed. You should save this file as well as any emails from PI’s and other staff as support for your space survey entries in case of audits or questions in the future.
- When you have completed your survey, you should verify you have marked all spaces as Finished. To verify, run ZRE_INVENTORY_LIST for all of your cost centers and choose a custom layout in the Output Format section at bottom of screen, “/SPACEREVIEW”. A “Completed” column has been added to this Layout.
- Download and save a final copy of your survey after completion following the instructions in first bullet above. Please retain this file for five years, as we may be asked to provide this documentation if your research space is reviewed by federal auditors at a later date.