



You have just downloaded your departmental ledger from IRIS. After reviewing your charges, you discover that there are Maintenance & Repair charges! How are you going to get the information that you need from Archibus (the new software used by Facilities Services) to do ledger reconciliation?

Here's how...

06-22-2015	2100109192	436900 (L)ZONE MAINT (LEDFORD, CASH, MITCHELL, BAILEY) LE	2,443.75-
06-22-2015	2100109194	436900 (M)ZONE MAINT (LEDFORD, CASH, MITCHELL, BAILEY) WA	161.35-
06-22-2015	2100109198	436900 (M)ZONE MAINT (ZONE 7) (MUTCHINS) EQUIPMENT REPAIR	4,169.95-
06-22-2015	2100109199	436900 (M)ZONE MAINT (LEDFORD, CASH, MITCHELL, BAILEY) LE	94.00-
06-22-2015	2100109210	436900 (M)ZONE MAINT (LEDFORD, CASH, MITCHELL, BAILEY) ZF	524.75-
06-22-2015	2100109210	436900 (L)ZONE MAINT (LEDFORD, CASH, MITCHELL, BAILEY) ZF	72.80-
06-22-2015	2100109232	436900 (M)ZONE MAINT (ZONE 7) (MUTCHINS) WATER OTHER: FD	2,215.97-
06-24-2015	2100109665	436900 (L)ZONE MAINT (ZONE 7) (MUTCHINS) EQUIPMENT REPAIR	68.07-
06-25-2015	2100110240	436900 (M)ZONE MAINT (LEDFORD, CASH, MITCHELL, BAILEY) WA	78.70-

Find the IRIS Document Number (See the highlighted number at left.).

### Display Document: Initial Screen

Document List First Item Editing Options

#### Keys for Entry View

Document Number 2100109192  
 Company Code UT  
 Fiscal Year 2015

Display the document using IRIS Transaction (FB03). (Your screen will look like this...)

### Display Document: Overview

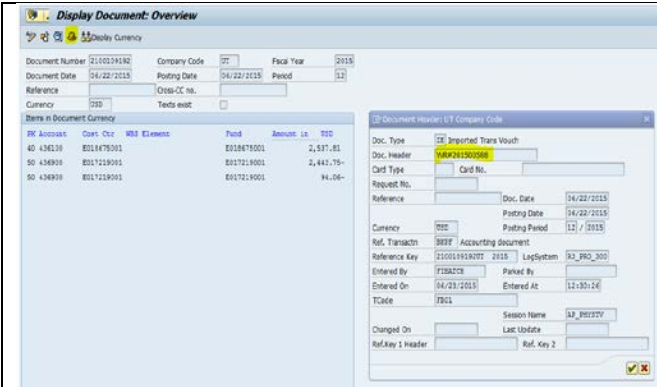
Display Currency

Document Number 2100109192 Company Code UT Fiscal Year 2015  
 Document Date 06/22/2015 Posting Date 06/22/2015 Period 12  
 Reference Cross-CC no.  
 Currency USD Texts exist

#### Items in Document Currency

PK Account	Cost Ctr	WBS Element	Fund	Amount in USD
40 436100	E018675001		E018675001	2,537.81
50 436900	E017219001		E017219001	2,443.75-
50 436900	E017219001		E017219001	94.06-

Once you have entered the IRIS Document Number, hit ENTER. You should see more detailed information, but HOW do you find the Work Request number? Relax...you've got this!



Hit the 'Top Hat' Icon (see the red button highlighted just under Display at the top of the page). Another dialog box will appear. In the Doc. Header field, you will find your Work Request number (here it is WR# 201500588).

Great! You have the information that you need to get your Work Request Summary from Archibus.



Let's go to Archibus. From your Internet Explorer connection...use this URL: [www.archibus.tennessee.edu](http://www.archibus.tennessee.edu)

You should see this page. If you do not see this page, you might have to clear your cache in your browser.

Using your UT login username and password, login to Archibus.



Your Archibus console should look something like this. Open this up by clicking on it. You should have a console that says "Business Manager Home".



Go to the "Review All Billed Work" View and click. (You may have to toggle between pages...)

Work Order #	Building Code	Primary Work Description	Est. Cost	Est. Labor	Est. Parts	Est. Other	Est. Total	Est. Date
30130000	001700	James E. Hubert Library	000000	000000	000000	000000	000000	000000
30130000	001700	Sherrill Miller Law Library	00000000	00000000	00000000	00000000	00000000	00000000
30130000	001700	College of Nursing	00000000	00000000	00000000	00000000	00000000	00000000
30130000	001700	Signal Hill Faculty House	00000000	00000000	00000000	00000000	00000000	00000000
30130000	001700	McKee Hall Faculty Engineering & Computer...	00000000	00000000	00000000	00000000	00000000	00000000
30130000	001700	Smith and Star Stadium	00000000	00000000	00000000	00000000	00000000	00000000
30130000	001700	Center	00000000	00000000	00000000	00000000	00000000	00000000
30130000	001700	Faculty Services and Operations Building	00000000	00000000	00000000	00000000	00000000	00000000
30130000	001700	Henry Hall	00000000	00000000	00000000	00000000	00000000	00000000
30130000	001700	Quincy Student Building	00000000	00000000	00000000	00000000	00000000	00000000
30130000	001700	Levinson Student Stadium	00000000	00000000	00000000	00000000	00000000	00000000
30130000	001700	Hanger Hall	00000000	00000000	00000000	00000000	00000000	00000000

The Work Request search screen should pop up for you. Enter your Work Request number into the box immediately under Work Request. You should be able to click on “Details” and open the information about your Work Request.

**Work Order # 301308054**      Number of Open Requests: 0

Primary Work Description: Provide one (1) table for refreshments only, Friday, March 27th @ 11am. Pick table up by 4pm on the same afternoon.

Lock Work Order: **Locked**      Work Order is Chargeable? **Yes**

Work Order Ready for Bill? **Yes**      Building Code: 30118200

Primary Trade Required:      GL Account:      Fund ID: 0170157

College ID: 71701

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**Progress**

Date Work Order Created:	01/23/2015	Time Work Order Created:	2:04 PM
Date to Perform:		Time to Perform Work:	
Date Work Order Issued:	01/23/2015	Time Work Order Issued:	4:53 PM
Date Work Order Completed:	04/2/2015	Time Work Order Completed:	8:21 AM

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**Costs**

Cost of Labor:	22.50	Cost of Parts:	0.00
Cost of Trade:	0.00	Other Costs:	0.00
<b>Total Cost:</b>	<b>22.50</b>		

In the upper right hand corner are three buttons that will allow you to print out a Summary Report of the Work Request, a Labor Report and a Material Report.



If you have any questions, please feel free to contact Amy Miller @ 974-7790 or [aemiller@utk.edu](mailto:aemiller@utk.edu). We hope this helps you out!