



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 (LEOPORD, CASH, MITCHELL, BAILEY) LE	2,443.75-
06-22-2015	2100109194	436900 (M)ZONE MAINT (LEOPORD, CASH, MITCHELL, BAILEY) WA	161.35-
06-24-2015	2100109198	436900 (M)ZONE MAINT (ZONE 7) (SUTCHERS) EQUIPMENT REPAIR	4,149.39-
06-22-2015	2100109199	436900 (M)ZONE MAINT (LEOPORD, CASH, MITCHELL, BAILEY) LE	84.00-
06-22-2015	2100109210	436900 (M)ZONE MAINT (LEOPORD, CASH, MITCHELL, BAILEY) EF	324.75-
06-22-2015	2100109210	436900 (L)ZONE MAINT (LEOPORD, CASH, MITCHELL, BAILEY) EF	72.50-
06-22-2015	2100109232	436900 (M)ZONE MAINT (ZONE 7) (SUTCHERS) WATER OTHER: DR	2,235.87-
06-24-2015	2100109663	436900 (L)ZONE MAINT (ZONE 7) (SUTCHERS) EQUIPMENT REPAIR	68.07-
06-23-2015	2100110240	436900 (M)ZONE MAINT (LEOPORD, CASH, MITCHELL, BAILEY) WA	79.79-

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

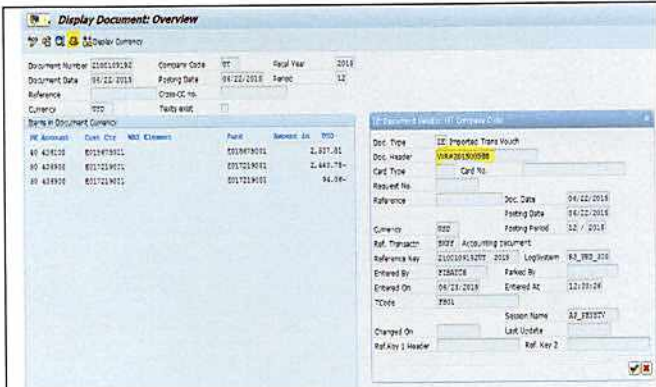
Display Currency

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).

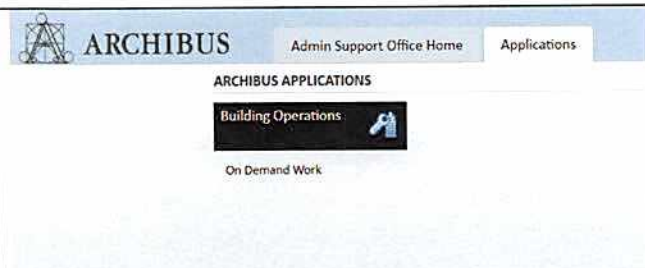
Great! You have the information that you need to get your Work Request Summary from Archibus.



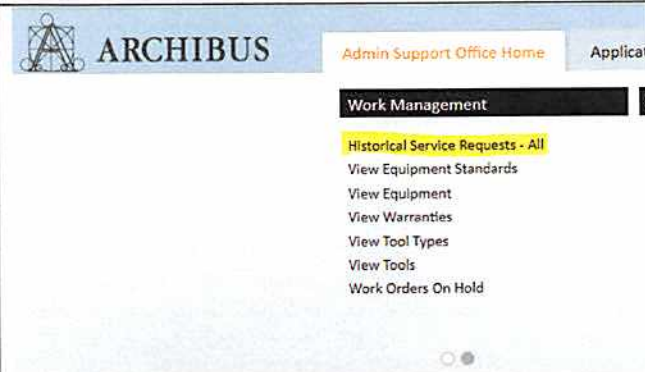
Let's go to Archibus. From your Internet Explorer connection...use this URL: www.archibus.tennessee.edu

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 "Work Management".



Go to the "Historical Service Requests-All" View and click. (You may have to toggle between pages...)

Work Request ID	Description	Date of Issue	Amount
10000000000000000000	Work Request	10/10/2010	\$1.00
10000000000000000000	Work Request	10/10/2010	\$1.00
10000000000000000000	Work Request	10/10/2010	\$1.00
10000000000000000000	Work Request	10/10/2010	\$1.00
10000000000000000000	Work Request	10/10/2010	\$1.00
10000000000000000000	Work Request	10/10/2010	\$1.00
10000000000000000000	Work Request	10/10/2010	\$1.00
10000000000000000000	Work Request	10/10/2010	\$1.00
10000000000000000000	Work Request	10/10/2010	\$1.00
10000000000000000000	Work Request	10/10/2010	\$1.00

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.



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. We hope this helps you out!