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...

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

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

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...)
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!