



Estates and Buildings Information System

User Guide

ARCHIBUS/FM V17

Stores Transactions

Foreword

This User Guide document has been designed for the purpose of training relevant members of staff within Estates and Buildings.

System Support

If you require assistance please contact Ebisusers@ed.ac.uk in the first instance. All urgent requests should be directed to the Ebisusers Support Desk on ☎ 50 9683.

More information on the EBIS Project is available at:-

<http://www.ebis.estates.ed.ac.uk>

Logging on to EBIS Online

Login to the following url using user name and password which are supplied by Ebisusers.

<https://www-live.ebis.estates.ed.ac.uk>

This will open menu bar showing what access you have been set up with.

Logging on to Archibus

Double click on the Archibus-FM 17 icon  on desktop to open Core Archibus Program.

In Project double click on  to open up Project

Enter User Name and Password – which are supplied by Ebisusers – then click OK

This will now open up the Archibus/FM Navigator showing all modules/groups you have access to.

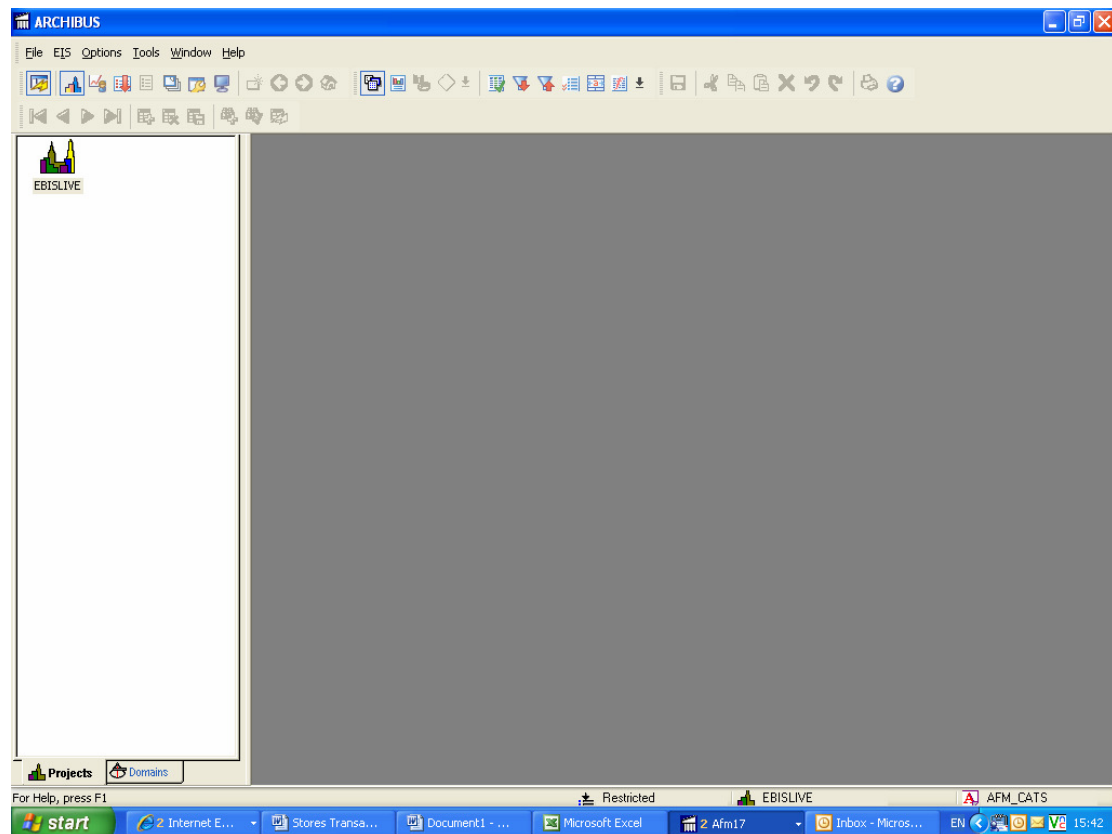
Programs to be used for Stores Transactions

Following url should be used to carry out processes as per menu:

https://www-live.ebis.estates.ed.ac.uk/stores/login/pda_login.cfm

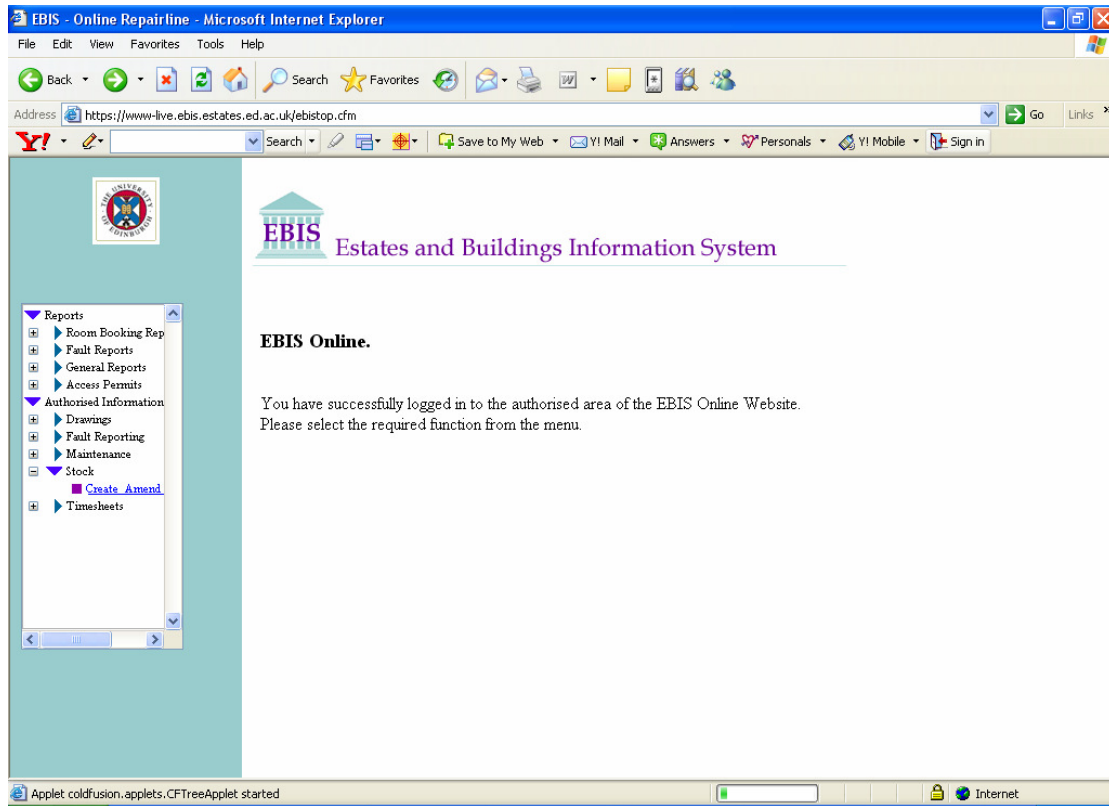


Core Archibus should be used to Order Materials against a Work Order or for Stock



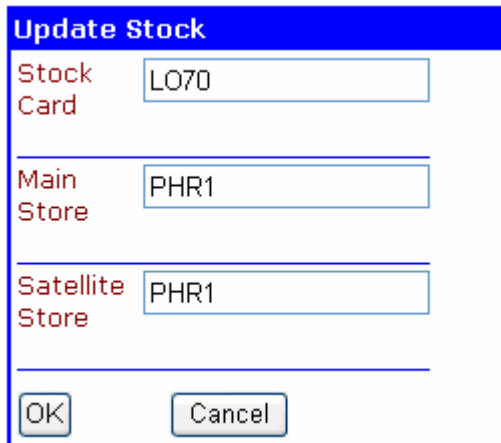
Following url should be used to Create/Amend Stock Cards within EBIS Online:

<https://www-live.ebis.estates.ed.ac.uk/ebistop.cfm>



Update Stock

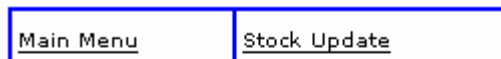
Update Stock selection should be used when carrying out Stock Take. Click on Update Stock and enter Stock Card No, Main Store and Satellite Store which you wish to update.



Click OK



Enter New Qty and any Comment and then Update. This will update your Quantity Available from 1 to 2.



Qty Updated for Stock Card LO70

Another item in same store

You can now either update another item from the same store by clicking on Another item in same store or update another item in a different store by click on Stock Update. If you are finished updating Stock you can click on Main Menu to take you back to menu.

This option should also be used when a Credit Note has been received as this does not adjust stock.

Work Order Issues/Orders

Issue Materials

If you require materials from Stock to carry out a job you should use the Issue Materials selection. Click on Issue Materials:



Issue Materials on 28/06/2006

Work Order: 372101

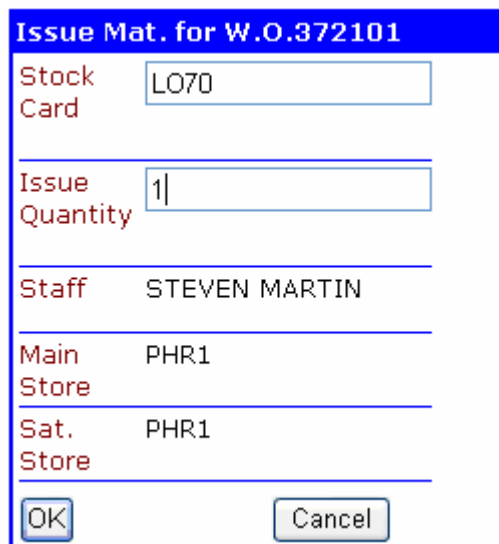
Staff: A20150011752259B

Main Store: PHR1

Sat. Store: PHR1

OK Cancel

Enter Work Order No, Staff No (Library No from Staff Card with an A at beginning and a B at end), Main Store and Sat Store. Click on Ok



Issue Mat. for W.O.372101

Stock Card: L070

Issue Quantity: 1

Staff: STEVEN MARTIN

Main Store: PHR1

Sat. Store: PHR1

OK Cancel

Enter Stock Card No and Issue Quantity then click on OK

This will now issue this item to the Work Order

<u>Main Menu</u>	<u>Issue Another Item</u>
------------------	---------------------------

Stock Card	Issued Qty
LO70	1.00

You can now either Issue another Item to this Work Order by click on Issue Another Item or you can return to the Main Menu.

Return Materials

If you require to return materials to stock which you have not used on the job click on Return Materials from Main Menu.

Return Materials on 29/06/2006	
Work Order	<input type="text" value="372101"/>
<hr/>	
Enter/Scan the Work Order	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

Enter the Work Order No and then click on OK

For Work Order: 372101

St Card	Issued Qty	Returned Qty
<u>LO70</u>	<u>1.00</u>	<u>0</u>

This will show what has been issued against this Work Order. Click on the Stock Card you wish to Return Materials against

Return Materials for 372101	
Stock Card	LO70
Issued Qty	1.00
Return Qty	<input type="text" value="1"/>
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

Enter the Return Quantity and then OK. This will return this item to stock.

For Work Order: **372101**

St Card	Issued Qty	Returned Qty
LO70	0	1.00

Goods/Stores Order

If you require materials which you do not hold in stock in order to carry out a job a Goods/Stores Order should be raised. Within Core Archibus select Purchase Orders | Raise, Assign & Cancel Goods/Stores Orders. A blank Goods/Stores Order will come up on screen. Click on New to enter a new Order:

Staff Name can either be typed directly into field or selected from Look Up

Auth By requires to be filled in if Order exceeds £2,000

Supplier Name should be selected from Look Up

Work Order No can be typed directly into field when this is entered Trade, Project No and Location will automatically fill in. Project No field can be overwritten but should be entered as PPM or if Materials being ordered are for an IT then Project should be MAINTREC
 Cost Centres should be 448BST for Building Trades, 448EST for Electrical Trade and 448MST for Mechanical Trade or 448BIT/448EIT/448MIT for materials being ordered against MAINTREC

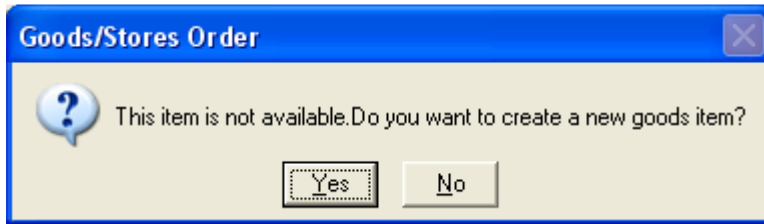
Account Code will then restrict and only allow Account Code which relates to Cost Centre to be entered.

Account Codes for Project PPM are as follows:

4110	Electrical Materials
4111	Mechanical Materials
4112	Joiner Materials
4113	Plumber Materials
4114	Slater Materials
4115	Painter Materials
4345	GL220 Expenditure

Account Code for Project MAINTREC should be:
 Job Activity Code should be G00001

Stock Card No should be either picked up from list if item has a Stock No but has to be ordered in especially for job or else should be entered as 01. Message will come up as follows:



Say Yes to this and enter item Description in Description field
 Select Unit from drop down list
 Enter quantity required, unit price and VAT rate
 Click Update at bottom of Order to generate order. If you only require to order 1 item you can now print order. If you require more than one item after clicking Update enter the Work Order No and enter the item no as 02 and enter Description, Unit, Quantity Required, Unit Price and VAT Rate and click on Add.

You can add up to 20 items to each Order but should where possible restrict to 10 to allow easier Invoice keying for Financial Control

Delivery Note

Once you receive your Goods you will receive a Delivery Note. This requires to be entered to allow Financial Control to process Invoice when this is received. From stores pda_login url select Delivery Note:

Enter Staff No, Order No and Docket No from Delivery Note and click on OK.

Order No 162077 Date 29/06/2006
 Docket No 123 Supplier Phoenix Healthcare Distribution Ltd

St Card	Desc	Ord. Qty	Ost. Qty
01	Test	2.00	<u>2.00</u>

This will bring back Order Details and parts order showing quantity ordered and quantity outstanding. Click on the Ost. Qty field

Order No 162077
Docket No 123
Supplier Phoenix Healthcare Distribution Ltd

Delivery for Test	
St. Card	01
Ord. Qty	2.00
OS. Qty	2.00
Del. Qty	<input type="text" value="2.00"/>
Comments	<input type="text"/>
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

In Del.Qty field enter amount delivered, Comments if any and then OK

Main Menu	Delivery Note
---------------------------	-------------------------------

More Items for Same PO & Docket No.

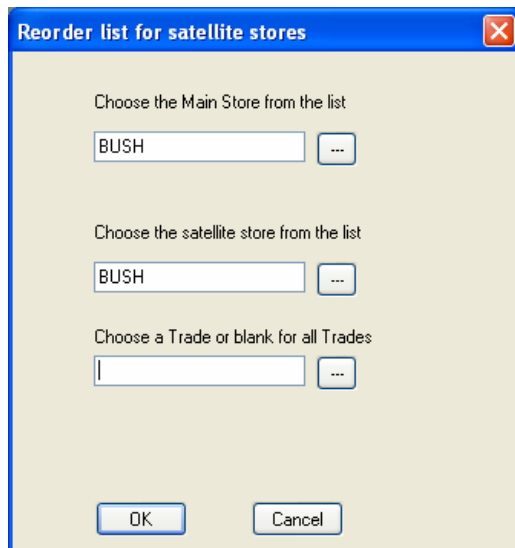
Order No. 162077
Docket No. 123

St Card	Desc	Del. Qty
01	Test	2.00

You can then deliver More Items for Same PO & Docket No, return to Delivery Note front screen or return to Main Menu

Stores Order for Stock Items

From within Core Archibus the following report should be run on a regular basis Stock Control | Reorder List. This should be run on a weekly basis



Reorder list for satellite stores

Choose the Main Store from the list
BUSH ...

Choose the satellite store from the list
BUSH ...

Choose a Trade or blank for all Trades
...

OK Cancel

Select Main Store and Satellite Store and Trade if you require for specific Trade otherwise leave this blank and then OK. This will give a list of parts which require to be ordered as Quantity Available is less than Minimum to Store. Report will give Quantity Under Stocked, Quantity Available, Minimum to Store and show Typical Order value which is the quantity which should be ordered.

A Stores Order should be raised as you would ordering materials against a specific job apart from you do not enter a Work Order No but you require to enter Main Store and Satellite Store. The Stock Card No should be picked from List of Values as this restricts to Stock Items which can be ordered from selected Supplier.

Once items have been received Delivery Note should be entered as before.

Stock List

From within Core Archibus the following report can be run to show what items you currently have within your Store – Stock Control | Parts List

Stock List for satellite stores

Choose the Main Store from the list
 ...

Choose the satellite store from the list
 ...

Choose a Trade or blank for all Trades
 ...

OK Cancel

Select Main Store and Satellite Store and Trade if you require for specific Trade otherwise leave this blank, click OK. This will give you list of Parts held in selected Store.

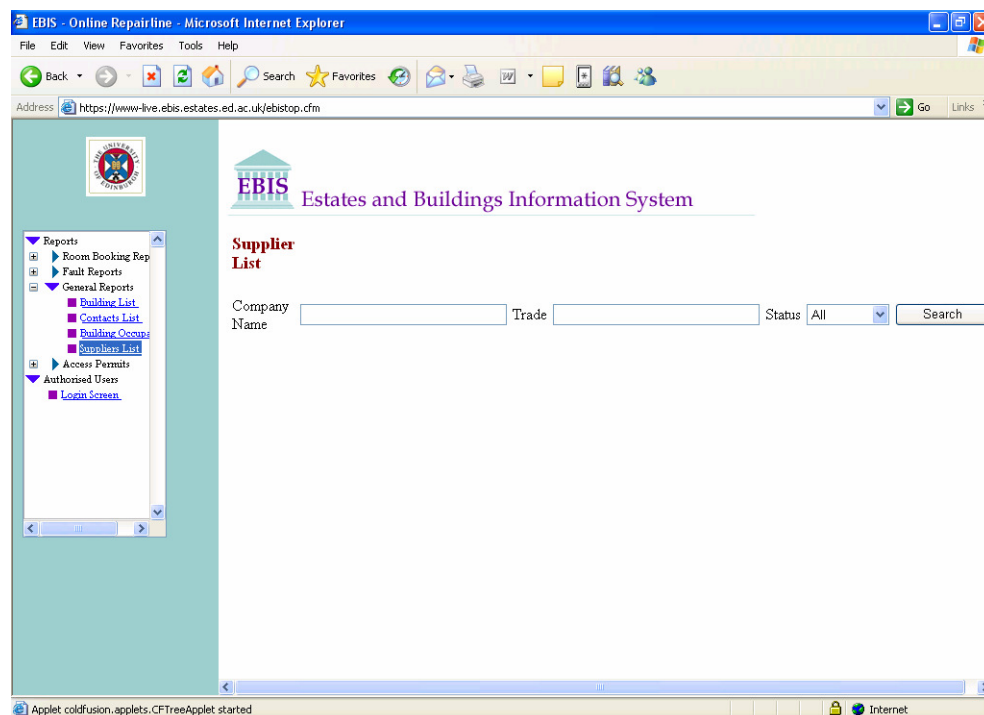


Parts List for Store BUSH (main store id BUSH)
Page 18
22/01/2010

<u>Part Code</u>	<u>Part Description</u>	<u>Unit Cost - set by User</u>	<u>Quantity Available</u>	<u>Quantity On order</u>	<u>Inventory Value</u>	<u>Part Classificatio</u>
P037	Roadline Thinners					PAINTING
P038	Floor Paint Princess Grey Flor-Tred					PAINTING
P039	Floor Paint Tile Red Flor-Tred					PAINTING
PL01	Mira Sport Shower 9kw					PLUMBING
PL013	Rada VR Sprayplate Assy 932.22					PLUMBING
PL014	Rada VR Sprayplate Assy 936.95					PLUMBING
PL017	Sirrus 1500-4 Control Knob (AS 46)					PLUMBING
PL018	Sirrus Thermostat 740012 (15-D)					PLUMBING

Contract Orders

If you are unsure if a Supplier/Contractor/Consultant is set up within Archibus you can check this through EBIS Online:



From this list you can search on Company you wish to add to see if they are available and to check the status of the Company. If they are Inactive you should contact Financial Control to check reason why they have been set to Inactive.

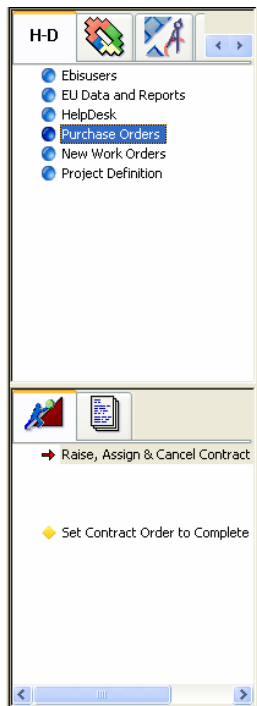
Contract Orders can only be raised to Active Vendors

If Supplier/Contractor/Consultant is not on list and therefore requires to be set up within Archibus a New Supplier/Contractor/Consultant form will require to be completed. This can be found at the following:

<http://www.ebis.estates.ed.ac.uk/admin.html> then click on Approval for New Contractor Form

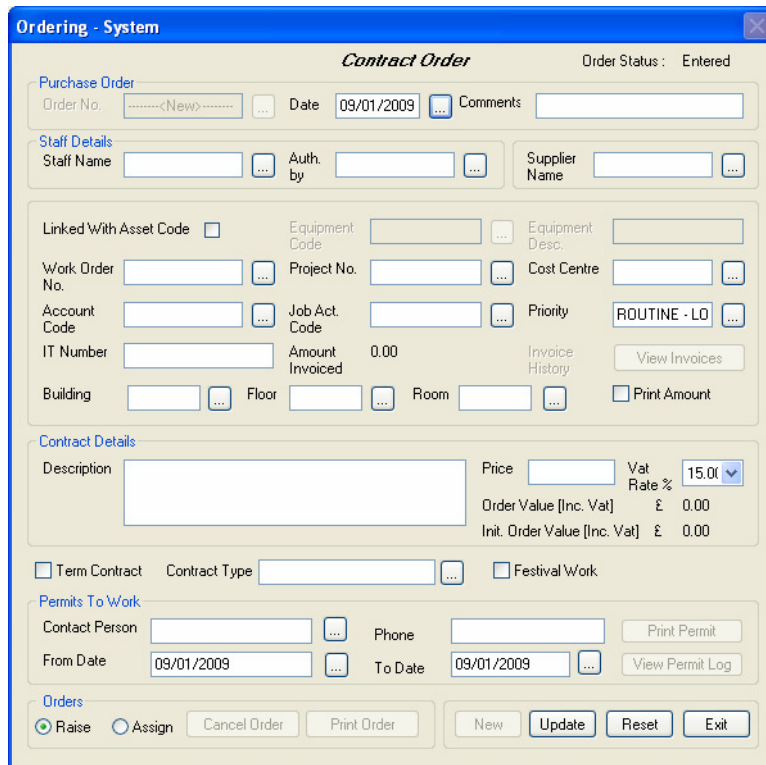
Raising Contract Order


Once you have logged into Archibus select Purchase Orders | Raise, Assign and Cancel Contract Orders



This will open up Contract Order Screen

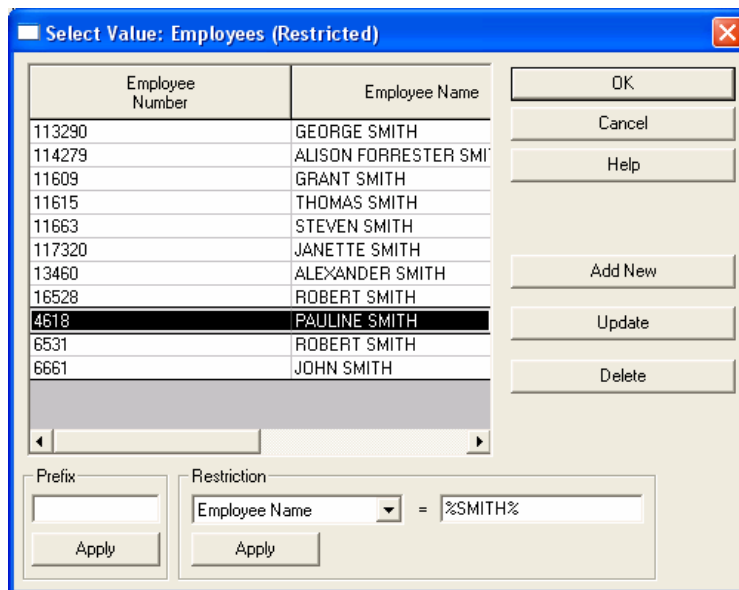
Click on New to generate a new blank Contract Order

A screenshot of the 'Contract Order' screen in the Archibus system. The window title is 'Ordering - System'. The main title is 'Contract Order' and the 'Order Status' is 'Entered'. The screen is divided into several sections: 'Purchase Order' with fields for 'Order No.' (set to '<New>'), 'Date' (09/01/2009), and 'Comments'; 'Staff Details' with fields for 'Staff Name', 'Auth. by', and 'Supplier Name'; a section for 'Linked With Asset Code' and other identifiers like 'Equipment Code', 'Project No.', 'Cost Centre', 'Account Code', 'Job Act. Code', 'Priority' (set to 'ROUTINE - LO'), 'IT Number', 'Amount Invoiced' (0.00), 'Building', 'Floor', and 'Room'; 'Contract Details' with a 'Description' field, 'Price', 'Vat Rate %' (15.0%), 'Order Value [Inc. Vat]' (£ 0.00), and 'Init. Order Value [Inc. Vat]' (£ 0.00); 'Permits To Work' with fields for 'Contract Person', 'Phone', 'From Date' (09/01/2009), and 'To Date' (09/01/2009); and 'Orders' with radio buttons for 'Raise' (selected) and 'Assign', and buttons for 'Cancel Order', 'Print Order', 'New', 'Update', 'Reset', and 'Exit'. There are also checkboxes for 'Term Contract' and 'Festival Work'.

All fields with  beside have a list of values (LOVs). These fields can either be typed directly into or click on list of values for available data.

As with all LOV fields these will bring back look up boxes where you can select the value you require or search for value.

To search you can either search in Prefix field (this will search on first column) or in Restriction select the field you wish to search on and then enter partial search in blank field - % can be used as wild cards on both searches. Click Apply when you have entered your partial search to bring back all rows which match your restriction. Select value you require and click on OK. This will enter into field you are searching on.

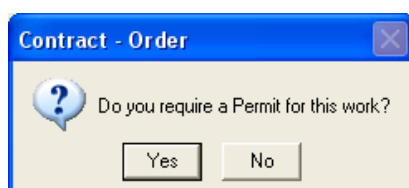


Staff Name can be typed directly into box or selected from LOVs. The LOV for Staff Name restricts to only Employees within Estates & Buildings, School P62

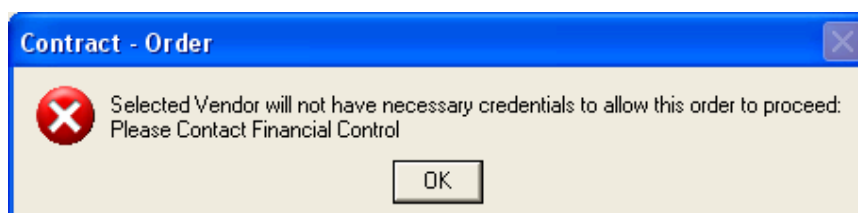
Auth By field requires to be filled in for all work over £2000 inc VAT. This should be authorised by Depute Director, Assistant Director, Building Operations Manager or Engineering Operations Manager

Supplier Name – this field is filled out with the Supplier ID. If you know the Supplier ID of the Company you wish to raise order to then you can type this directly in but if not then you will require to click on LOVs and search for Company Name

If you are raising an order to a vendor set up as a Supplier/Consultant within the vendor table then you will receive the following warning message:



If the works being ordered are Contract related you should say Yes to which you will be given the following message:



This will disallow Order to be raised to selected Supplier and you should contact Financial Control for them to arrange for the necessary Insurance/CIS Documents from the Supplier/Consultant.

In the case of an emergency an authorisation email from Depute Director, Assistant Director, Building Operations Manager or Engineering Operations Manager will require to be sent to Financial Control who will change the vendor type from Supplier/Consultant to Contractor to allow the order to go through and permit to print. Once order has been raised Financial Control should be informed and they will change the vendor type back to Supplier/Consultant and will contact the vendor for necessary paperwork.

Work Order No – this field is only entered if you are raising a Contract Order against a Work Order. If the works being carried out are against an IT then the IT Number will automatically be completed from the Work Order

Project ID – can be typed direct into field or selected from LOVs – Project Code for Trades is TRADES (Central, Bush, KB Teams), TRADESACC (Accom Team) or MAINTREC (If an IT)

Cost Centre – restricts to Cost Centres available against selected Project ID – Cost Centre for Trades Projects are 448TRA (TRADES), 448BBA (TRADESACC) or 448BIT/448EIT/448MIT (MAINTREC)

Account Code – restricts to Account Codes available against selected Project ID and Cost Centre.

For TRADES and	4149	Electrical
TRADESACC Projects:	4172	Drainage and Sewers
	4532	Clothing
	4702	Fuel & Oil
	4704	Vehicle Repairs
	4805	General Equipment Rental
	4806	General Equip Repair and Maint
	4807	Furniture Repair and Maint

For MAINTREC Project: 4345 GL220 Expenditure

Job Act. Code – restricts to Job Activity Codes available against selected Project ID, Cost Centre and Account Code – G00001

Priority – Call Out, Cyclic, Emergency – 2 hours, Routine – Low Priority 21 Days,

Routine – High Priority 7 Days or Urgent – 1 Day

Building Code – can be typed direct into field or selected from LOVs

Print Amount – Check this box if you want the price to print on the order. Generally this is left unchecked as the price on most orders is an estimate therefore should not be printed

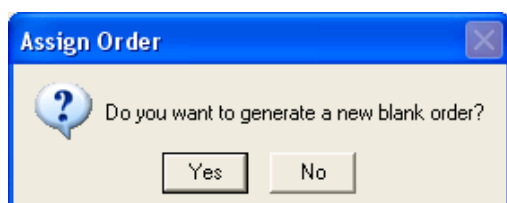
Description – Free text to enter description of works required. No need to press carriage return for a new line as text wraps automatically
Price – Type in amount excluding VAT
Festival Work – Check this box if works requested relate to Festival Works
Contract Type – Select contract type from LOVs
VAT Rate – Can be set to 0%, 5%, 15% or 17.5% default is 15%
Order value (inc VAT) will automatically calculate on screen once Price is entered

Assign a Contract Order

This option is used for emergency work where there is no time to issue a full order or where a Company requests an order number before they undertake any work.

Open Purchase Orders | Raise, Assign and Cancel Contract Orders

Click on Assign at left hand bottom of Order Screen. This will give you following message:



Click on Yes, this will now allow Order to be Assigned.

The following fields can be completed:

Staff Name – should be entered
Authorised By – does not have to be entered
Supplier Name – should be entered
Building – does not have to be entered
Contract Description – does not have to be entered

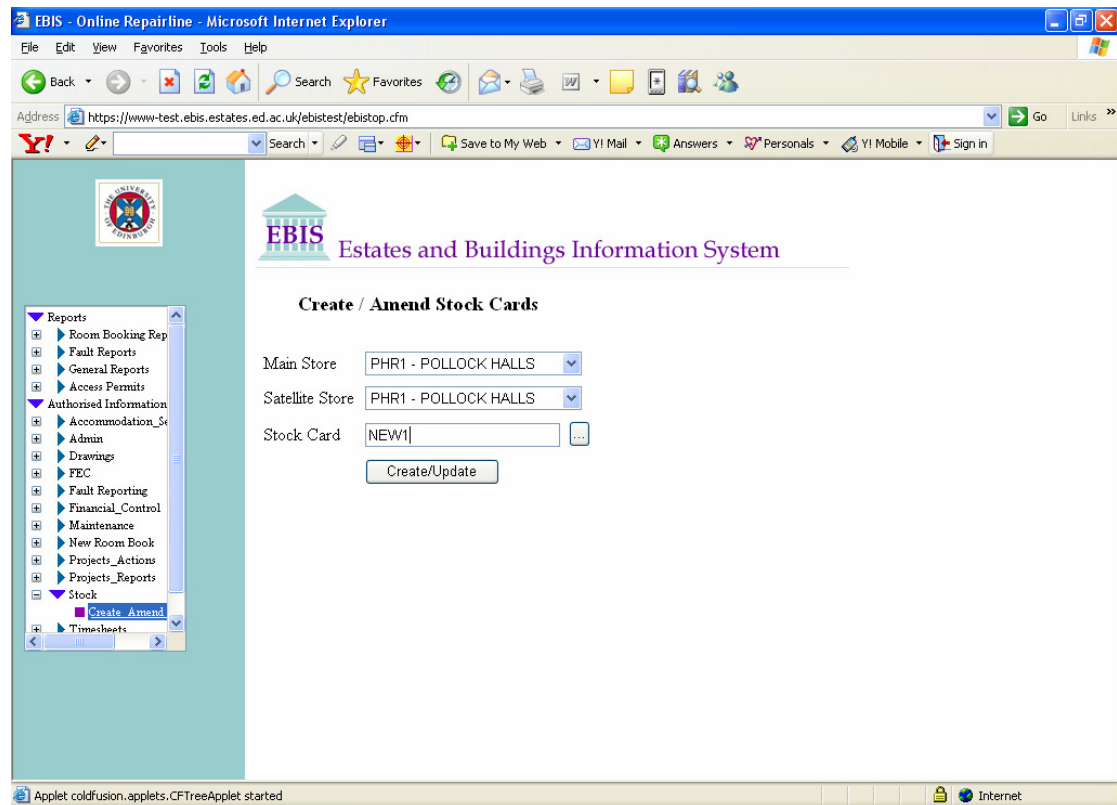
Click Update to generate Order No then Print to print order with calling card and permit if order is being assigned for a Contractor.

When you are ready to enter the rest of the details for the order open Raise, Assign and Cancel Contract Orders and then type Order No in Order Number field and tab. This will bring back details which have been entered and allow other fields to be completed.

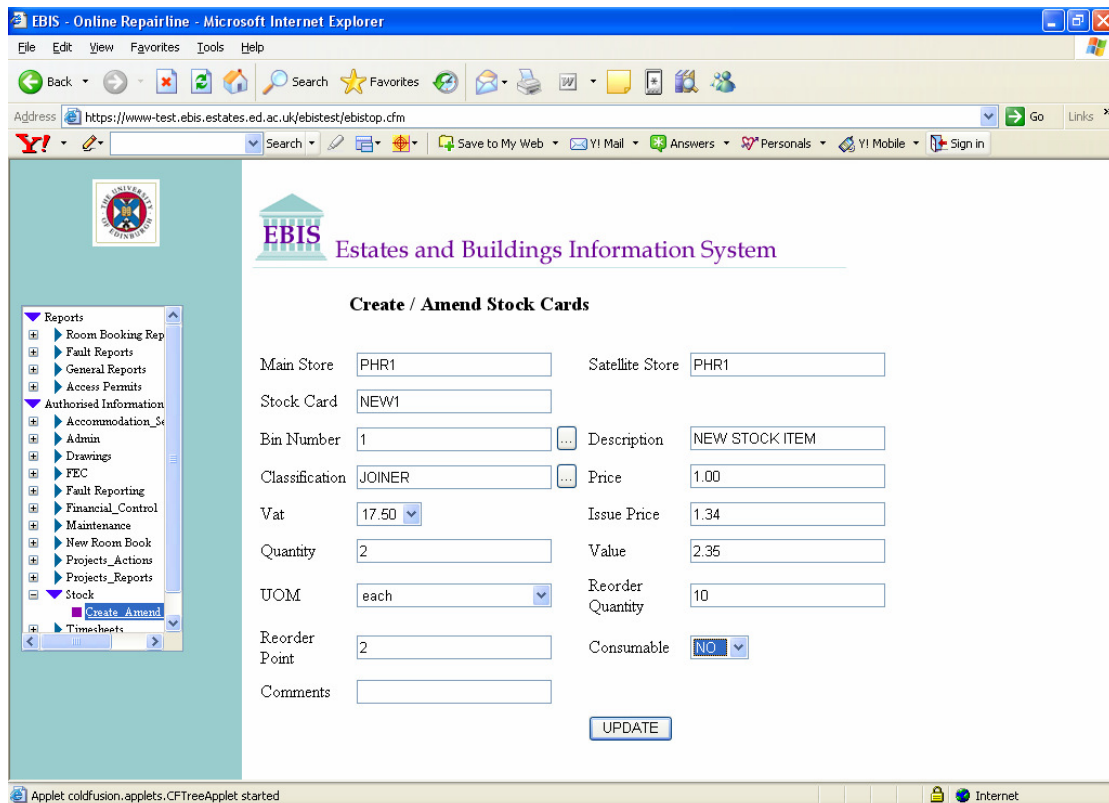
Create/Amend Stock Cards

If you wish to Create a new Stock Cards or Amend an existing Stock Card the Create/Amend Stock Cards functionality on EBIS Online should be used. When you are Creating new or Amend current Stock Item you should other ATLS for the Trade know so that new Stock Item can be created/amended in each Store with same Stock Card No and Description

To Create a new Stock Cards select Main Store and Satellite Store and enter new Stock Card No



Click on Create/Update



Enter Bin Number or select from Look Up.

Enter Description of new Stock Item.

Classification can either be typed directly into field or selected from Look Up.

If you know the exact price of the item then you should enter this but if not an estimated price should be entered – this will automatically update each time an Invoice is received for that item to reflect the latest price charged.

Quantity is how many of the item you currently have in stock

Issue price is automatically calculated – price + VAT + 14%

Unit of Measure should be selected from drop down list

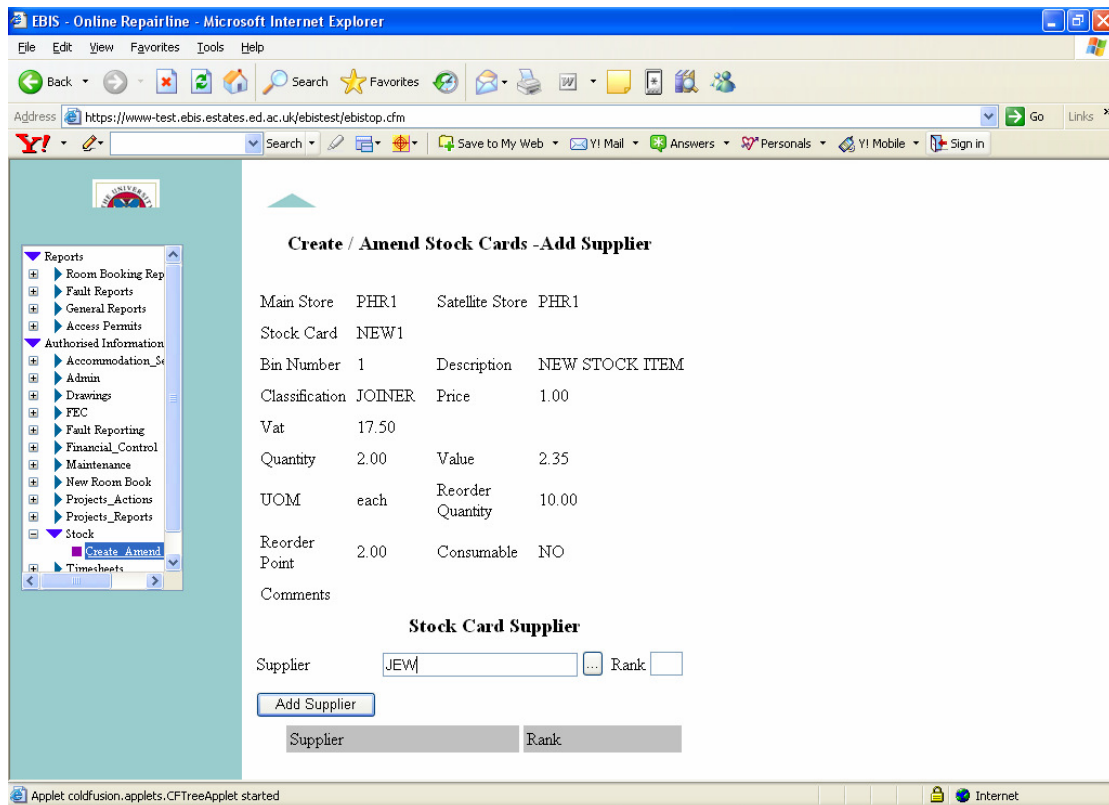
Reorder Quantity is the typical amount which should be ordered when you are ordering this item of stock

Reorder Point is the quantity at which the stock level should be when an order is raised for more of this item

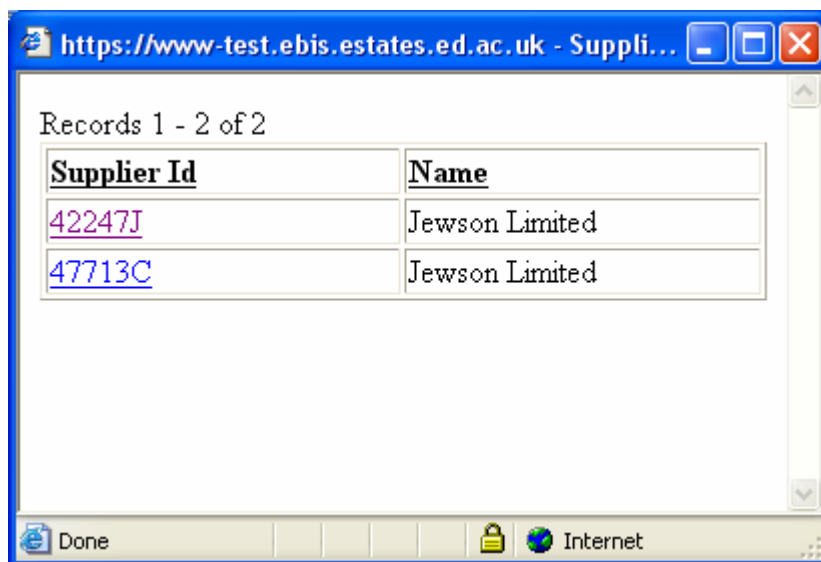
Consumable select YES or No from drop down

If you have any Comments on this part enter them at this field

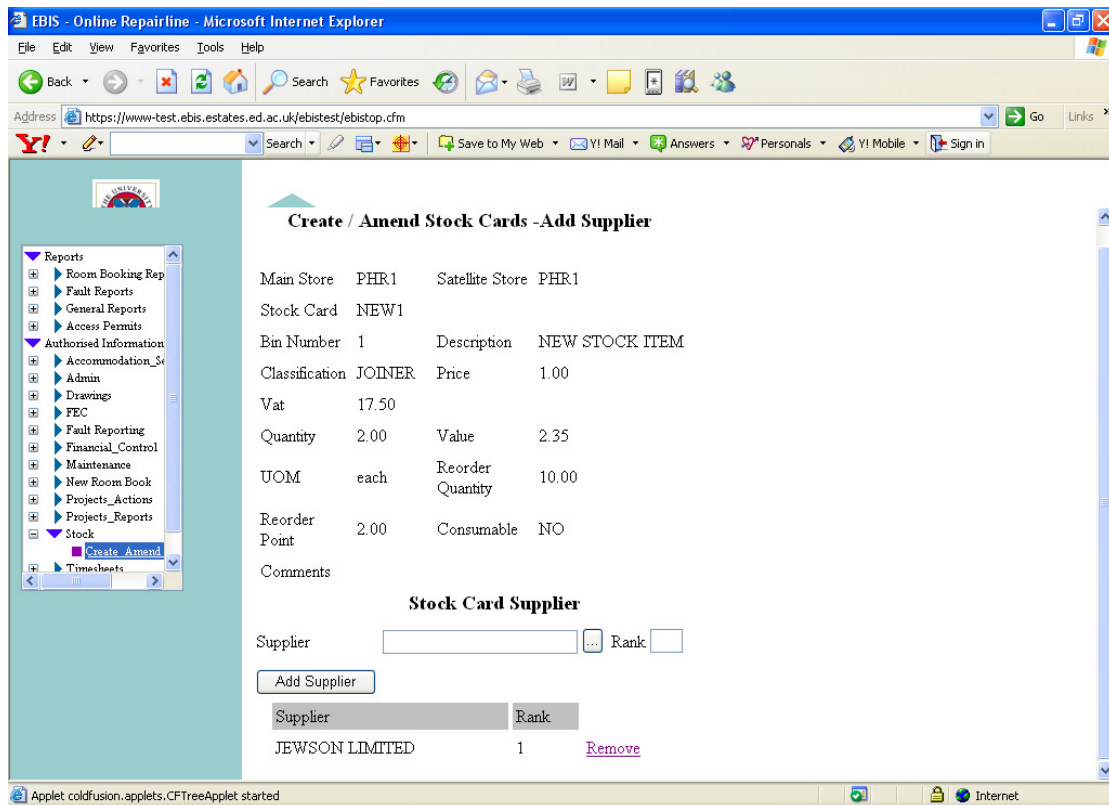
Click on Update



From this screen you should now select the preferred Suppliers for this part and rank them. You can enter part of the Supplier name in the field click on look up to bring back all Suppliers which have those characters in their name or click on the look up to bring back all Suppliers.



Select the Supplier you require, enter the rank no and then Add Supplier.



This Supplier can be removed from list of preferred Suppliers by clicking on remove

To amend an existing Stock Card enter the Stock Card No on front screen and then click on Create/Update. This will bring back details already entered for this Stock Card which can be changed. If you want to change the preferred Supplier click on Update to take you to required screen.

Transfer Stock

If you require to Transfer Stock between Stores click on Stock Transfer.

Transfer Stock on 15/01/2007

Staff

FROM STORES

Main Store

Sat. Store

TO STORES

Main Store

Sat. Store

Enter Staff No then enter Main Store and Satellite Store from which you wish to transfer stock from and enter Main Store and Satellite Store to which you wish to transfer stock to. Click on OK.

Transfer Stock on 15/01/07

Stock Card

Transfer Qty

Staff

From Main Store

From Sat. Store

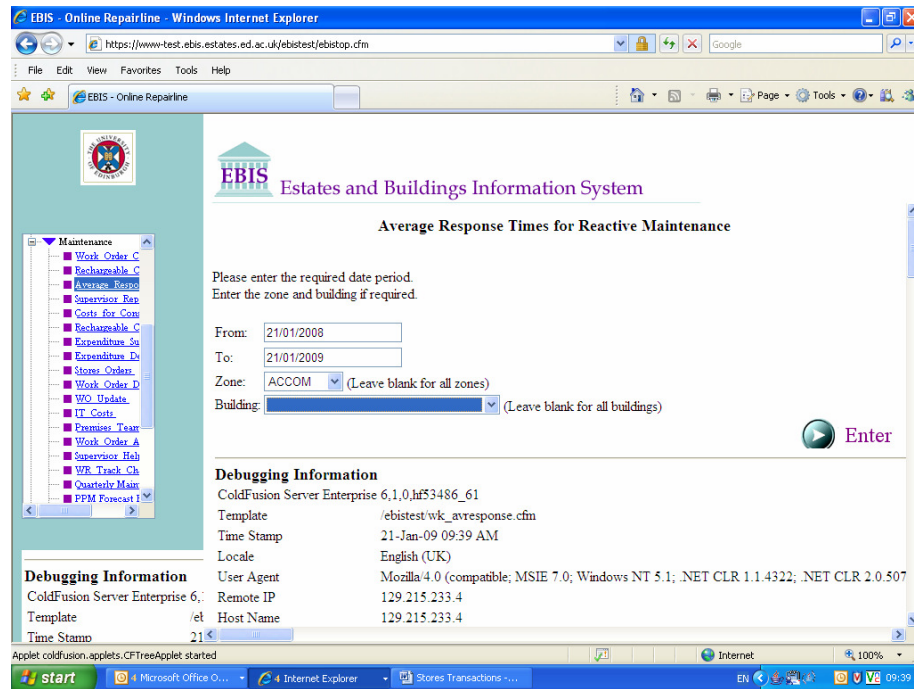
To Main Store

To Sat. Store

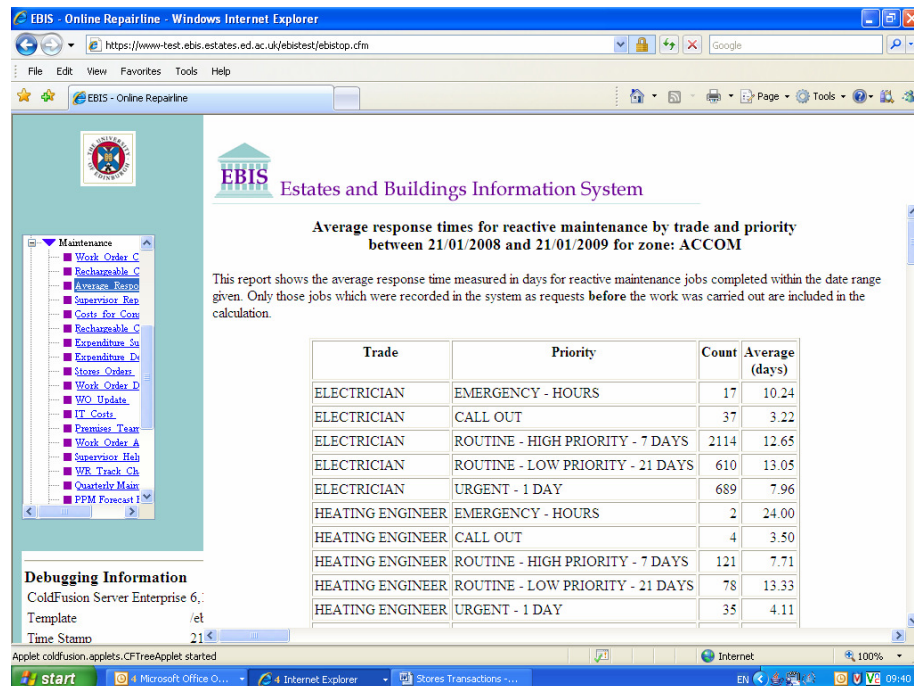
Enter Stock Card No and Transfer Quantity and click OK. This will transfer this item of stock between selected Stores

Average Response Times

The Average Response Times report on EBIS Online should be used to check that Works are being carried out within the required response times. Under Maintenance open up Average Response Times. This will bring back search screen where you should enter date period which you wish to check response times. You can check times for specific Zone or leave blank which will check all zones.



Once you have entered your search criteria click on enter to bring back report



This will bring back Average No of Days taken to carry out work orders between the selected dates per Trade and Priority.