

# Utilizing FARCOMP

OPPM Job Aid



OPPM  
Office of Procurement and  
Property Management

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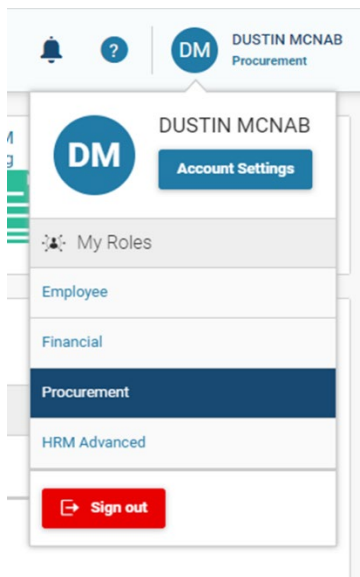
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## Introduction

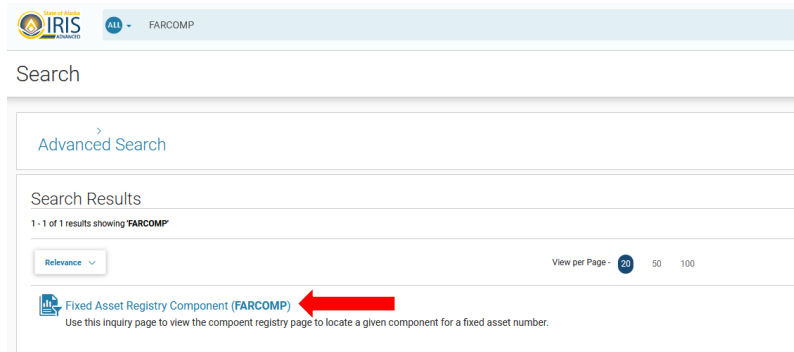
FARCOMP is a very useful tool in IRIS, it allows you to search for assets in several ways. You can search for assets by Fixed Asset Number, Tag Number, Serial Number, and more.

## Utilizing FARCOMP

Click on your name and change your Role to “Procurement.”



In the search bar simply type FARCOMP and click enter. A new screen will open. Click on the FARCOMP hyper link.



With the FARCOMP search open, you can now search for the asset via several filters.

Fixed Asset Registry Component ← Back

Filters

Fixed Asset Number <input type="text"/>	Fixed Asset Component Number <input type="text"/>	Asset System Number <input type="text"/>
Asset System Description <input type="text"/>	Fixed Asset Type <input type="text"/>	Asset Group <input type="text"/>
Commodity Code <input type="text"/>	Location <input type="text"/>	Tag Number <input type="text"/>
Serial Number <input type="text"/>	Asset Status <input type="text"/>	Component Value <input type="text"/>
Acquisition Date MM/DD/YYYY <input type="text"/>	Disposition Date MM/DD/YYYY <input type="text"/>	Last Depreciation Date MM/DD/YYYY <input type="text"/>
Internal Sale Code <input type="text"/>	Internal Sale Department <input type="text"/>	Internal Sale ID <input type="text"/>
Internal Sale Component Line <input type="text"/>		

[Apply](#) [Reset](#)

Enter the information you have on the asset and click apply. Scroll down and utilize the dropdown arrow to view the assets information.

Grid Actions

1 - 1 of 1 Records View per Page: 20 50 100

Fixed Asset Number	Fixed Asset Component Number	Commodity Code	Component Value
CNV0016768	1	CNV	\$1,139.00

General Information | Classifications | Location | Descriptive Details | Specifications | Acquisition | Depreciation | Valuation and Reorganization | Disposition | Internal Sale | Insurance

Accumulated Depreciation \$1,139.00	Net Book Value \$0.00	Historic Asset Cost \$1,139.00	Closing Costs \$0.00
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Don't forget, there may be hidden information, always use the "Show More" arrow if available.

