

Utilizing FAHIST

OPPM Job Aid



OPPM
Office of Procurement and
Property Management

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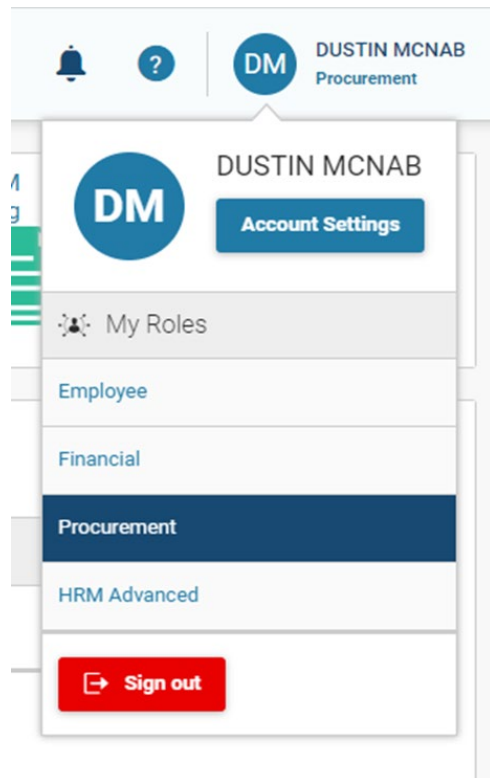
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Introduction

Some Fixed Assets have a long history with the SOA and knowing that history can be useful for many reasons, and the FAHIST command in IRIS can be helpful in learning that history. FAHIST allows you to locate a Fixed Assets serial number, tag number, location, the department, and unit it belongs to and much more.

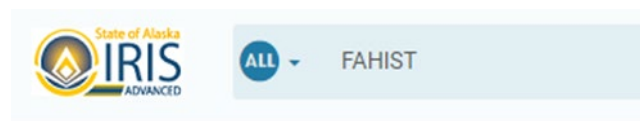
How to get to FAHIST

Once in IRIS, you will need to click your name and select the Procurement Role.



Search

Once in the Procurement Role, enter FAHIST in the search bar and hit Enter on your keyboard



The search will come back with a result.

Search

[Advanced Search](#)

Search Results

1 - 1 of 1 results showing 'FAHIST'

Relevance ▾



Fixed Asset History (FAHIST)

Use this inquiry page to view a listing of transactions related to a fixed asset.

Click on the blue link (Fixed Asset History (FAHIST)).

FAHIST Filters

Once the FAHIST page is open, there will be five (5) search “filters” with several more accessible by clicking on the “Show More” button.

Fixed Asset History ☆

▾ Filters

FA Number	FA Component Number	Transaction Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Transaction Dept	Transaction ID	
<input type="text"/>	<input type="text"/>	

▶ Show More

There will now be eleven (11) search “filters”.

1. FA Number
2. FA Component Number
3. Transaction Code
4. Transaction Dept
5. Transaction ID
6. Asset System Number

7. Asset System Description
8. Asset Status
9. FN Transaction Code
10. FN Transaction Dept
11. FN Transaction ID

Once the “filters” are entered, click on the “Apply” button.

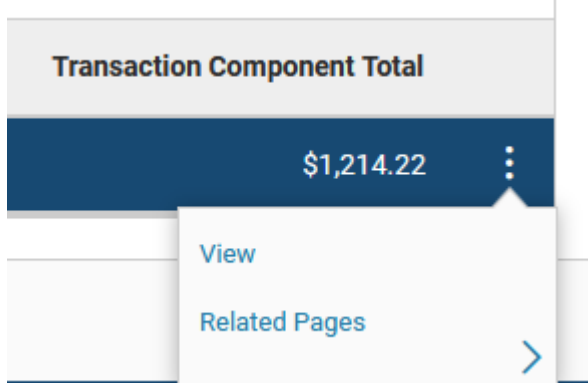
(Note: you can narrow your search by entering multiple criteria.)

Filter Return

Your search results will appear below the “filters”.

FA Number	FA Component Number	Transaction Code	Transaction Dept	Transaction ID	Transaction Component Total
FA0020309	001	FA	18	200004982	\$1,214.22

Once you locate the FA you need to view, you’ll need to click on the three dots to the far bottom right.



And click on view.

Information within FAHIST

A lot of information about each asset can be gleaned within FAHIST. You can find the time and date the asset was added in IRIS, the full serial number, the original price...

In the component tab, you can expand each header to view all the information IRIS has about an asset.

Fixed Asset History

- > General Information

- > Responsibility Center COA

- > Responsibility Center Staff

- > Location

- > Classifications

- > Component Information

- > Specifications

- > Cost, Valuation and Depreciation

- > Disposition Information

- > Warranty

- > Repair & Maintenance

- > Insurance