

Creating FTs in IRIS

OPPM Job Aid



OPPM
Office of Procurement and
Property Management

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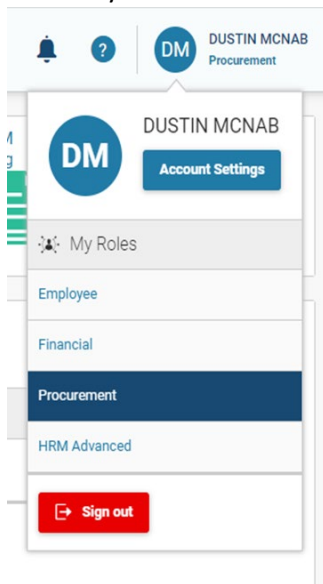
Introduction

An FT is used to transfer property from one Custodian, section, location, division, or department to another entity within the State of Alaska in IRIS. An FT can be utilized when approval is given by the Property Management Office (PMO) via an ETAR.

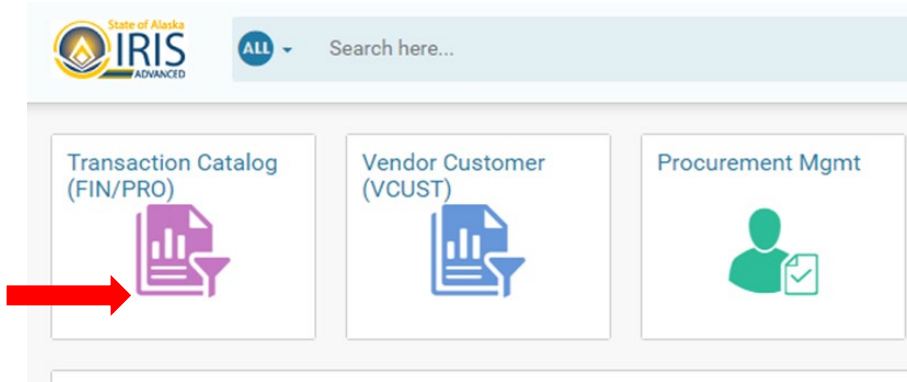
This guide will demonstrate how to create an FT,

Creating an FT in IRIS

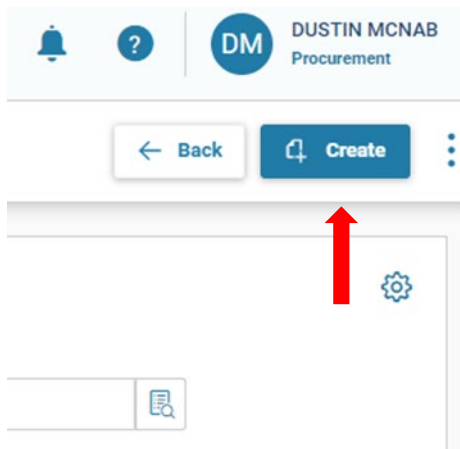
Click on your name and change your Role to “Procurement.”



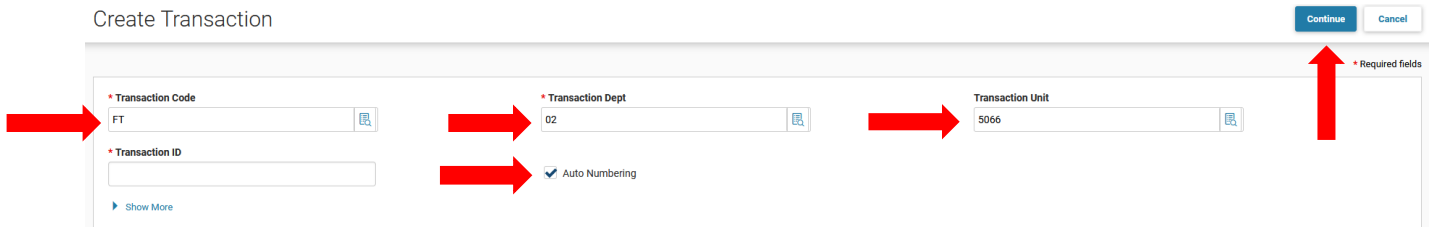
Select "Transaction Catalog."



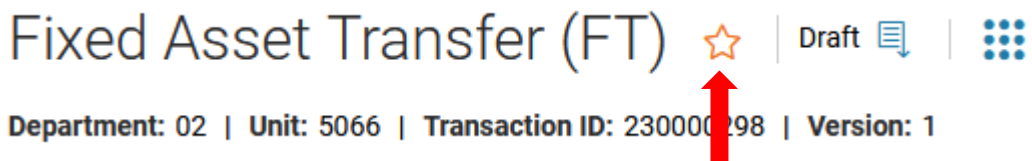
Click "create."



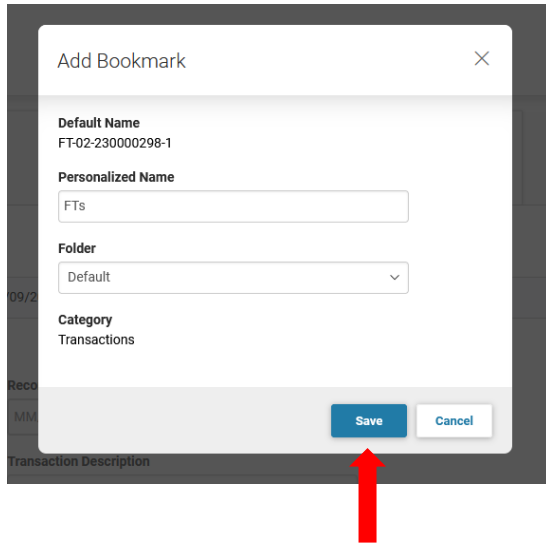
Enter the 'FT' transaction code, your department number, unit, and check 'auto numbering', AND THEN CLICK THE Continue button.



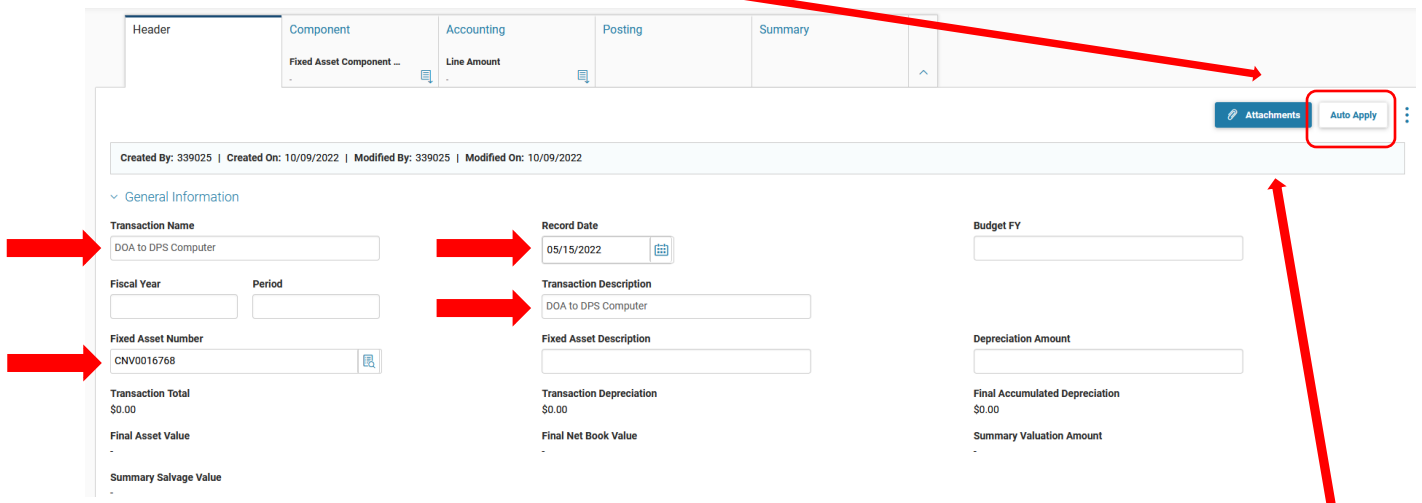
At this point you can save this page to your personal favorites or bookmarks by clicking on the gold star.



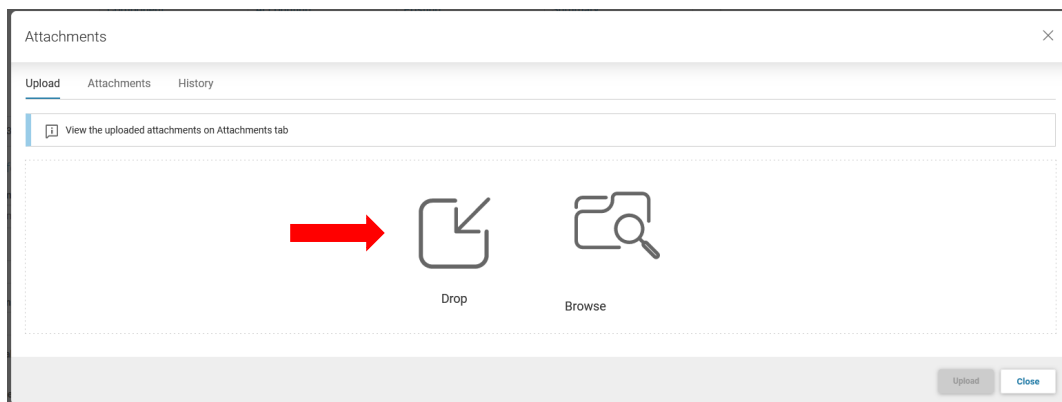
A new window will open. Add a personalized name to the bookmark and click save



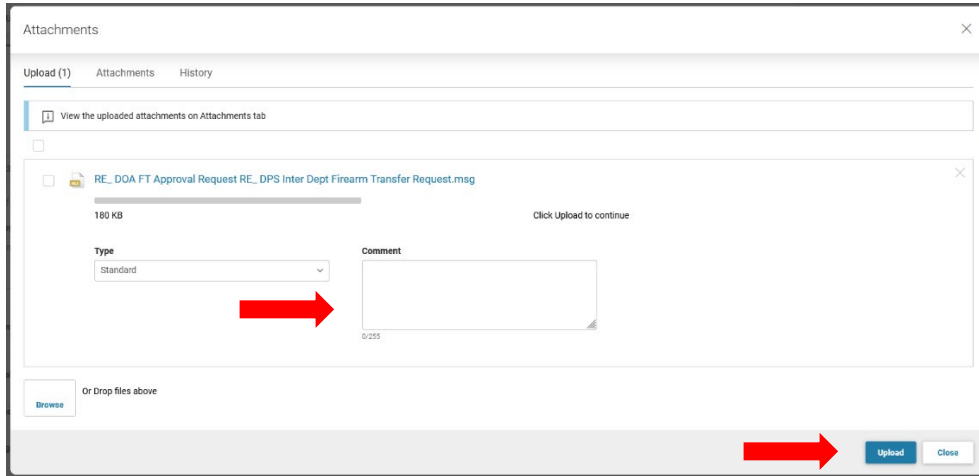
Once you click save, IRIS will bring you back to the FT you just created. Enter a transaction name, today's date, transaction description, the fixed asset number you need to transfer. Once this information is entered, users need to "click" the AUTO APPLY button.



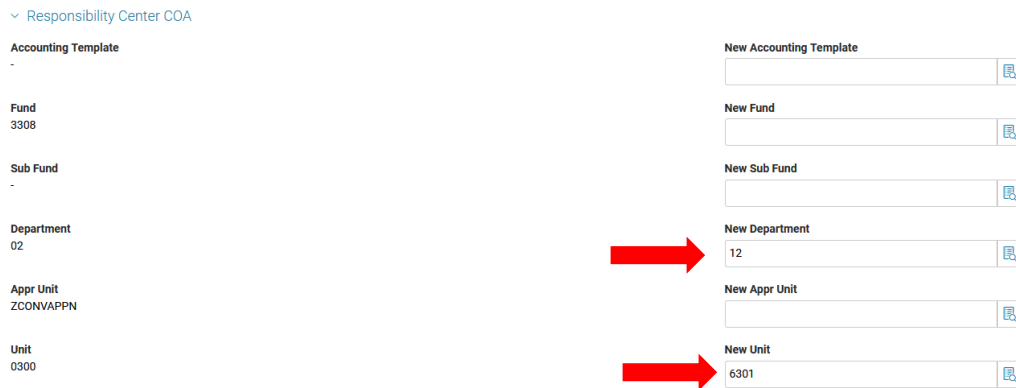
At this point you can add any supporting documentation as an attachment by clicking on the Attachments button.



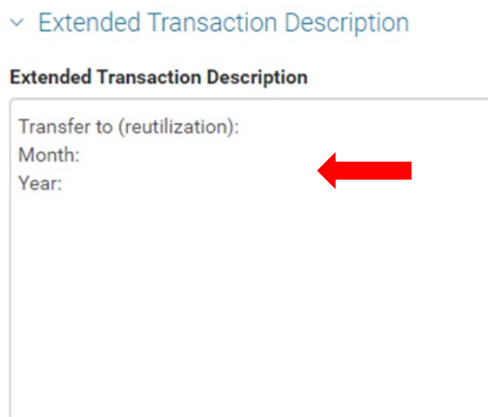
A new window will open in which you can drag and drop needed attachments. Once you have dropped your attachment a new window will appear in which you can add any need comments. Then click upload and close.



This will bring you back to you FT. Scroll down to the "Responsibility Center" and enter the new department the item will be transferred to and the new unit.



Continue to scroll down to the Extended Transaction Description and enter information as needed. Note: the more information the better.



Switch to the Component Tab at the top, click the drop-down arrow, and enter the location code again.

The screenshot displays the IRIS software interface. At the top, there are tabs: Header, Component (1), Accounting (1), Posting, and Summary. A red arrow points to the Component (1) tab. Below the tabs, there is a table with columns: Fixed Asset Component Number, Line Amount, and Units. The first row shows '1' in the first column and '\$0.00' in the second. Below this, there is a header for 'Fixed Asset Number: CNV0016812 | Fixed Asset Description: DELL LATITUDE E7440, QUINN SMITH'. A table below shows 'Fixed Asset Component Number', 'Commodity', and 'Units'. The first row has '1', 'CNV', and '1.00000'. Below the table, there are two tabs: 'General Information' and 'Location'. The 'Location' tab is active. It contains fields for 'Location' (with value 'IJNR'), 'Sub Location', 'New Location', and 'New Sub Location'. A red arrow points to the 'New Location' field.

Now you can Validate and then Submit.

The screenshot shows four buttons: 'Validate', 'Submit', 'Save', and 'Save & Close'. The 'Validate' and 'Submit' buttons are highlighted with red arrows pointing upwards.