Creating FTs in IRIS

OPPM Job Aid



Table of Contents

Introduction	1
Creating an FT in IRIS	1

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.

Create Transaction					Continue Cancel
					* Required fields
 * Transaction Code FT * Transaction ID	民	* Transaction Dept 02	R	Transaction Unit 5066	R
Show More		Auto Numbering			

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

	·			
	Add Bookmark		×	
	Default Name FT-02-230000298-1			
	Personalized Name			
	FTs			
	Folder			
09/2	Default	~		
	Category Transactions			
MM		Save	Cancel	
Trans	saction Description			

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.

Header	Component	Accounting	Posting S	ummary		_
	Fixed Asset Component	Line Amount		^		\rightarrow
						Attachments
Created By: 339025 Created	On: 10/09/2022 Modified By: 3390	025 Modified On: 10/09/2022				
 General Information 						1
Transaction Name		Record Dat	le		Budget FY	
DOA to DPS Computer		05/15/20:	22 🔛			
Fiscal Year Per	riod	Transactio	n Description			
		DOA to DF	PS Computer			
Fixed Asset Number		Fixed Asse	t Description		Depreciation Amount	
CNV0016768	民					
Transaction Total		Transactio	n Depreciation		Final Accumulated Depre	ciation
Transaction Total \$0.00		Transactio \$0.00	n Depreciation		Final Accumulated Depre \$0.00	ciation

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

Attachments	×
Upload Attachments History	
I View the uploaded attachments on Attachments tab	
Drop	Browse
	Upload

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.

Attachmen	ts			×
Upload (1)	Attachments History			
I View t	he uploaded attachments on Attachments tab			
	RE_ DOA FT Approval Request RE_ DPS Inter	Dept Firearm Transfer Request.m	gai	
	180 KB		Click Upload to continue	
	Туре	Comment		
	Standard	<u> </u>		
			li.	
Browse)r Drop files above			
				Upload 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.

New Accounting Template	
	民
New Fund	
	R
New Sub Fund	
	R
New Department	
12	B
New Appr Unit	
	R
New Unit	
6301	R
	New Accounting Template New Fund New Sub Fund 12 New Appr Unit New Unit

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



Extended Transaction Description

Transfer to (reu	utilization):		
Month:			
Year:			

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

Header	Component (1) Fixed Asset Compo	onent	Accounting (1) Line Amount \$0.00	Posting		Summary	^
Fixed Asset Number: Cl	NV0016812 Fixed Asset Desc	cription: DELL I	ATITUDE E7440, QUINN	SMITH			
+ 1 0 1	C ~€						
1 - 1 of 1 Records			Vie	ew per Page - 20 50	100		
Fixed As	sset Component Number		Commodity			Units	
■ - 1		R	CNV			1.00000	
General Ir	nformation Location						
					New Location		
Location				· · · · · · · · · · · · · · · · · · ·			
Location IJNR							R
Location IJNR Sub Location					New Sub Location		R

Now you can Validate and then Submit.

