

Creating FDs in IRIS

OPPM Job Aid



OPPM
Office of Procurement and
Property Management

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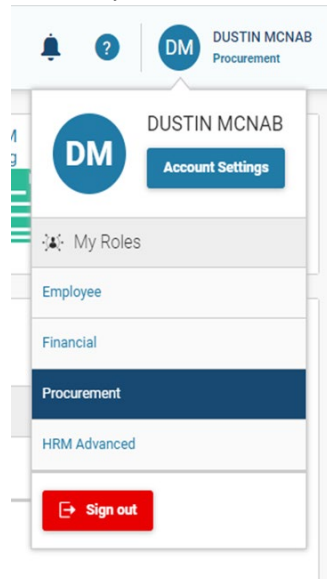
Introduction

An FD is used to remove property from the IRIS active register. An FD can be utilized when approval is given by the Property Management Office (PMO) via an ETARS to discard broken or unserviceable property by Departments. Or in some cases to remove property from the active registry in IRIS that was accidentally entered or no longer needs to be tracked due to regulatory changes.

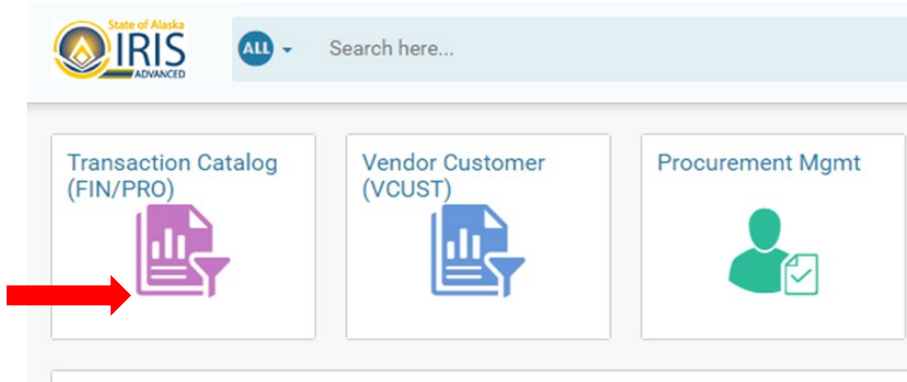
This guide will demonstrate how to an FD,

Creating an FD in IRIS

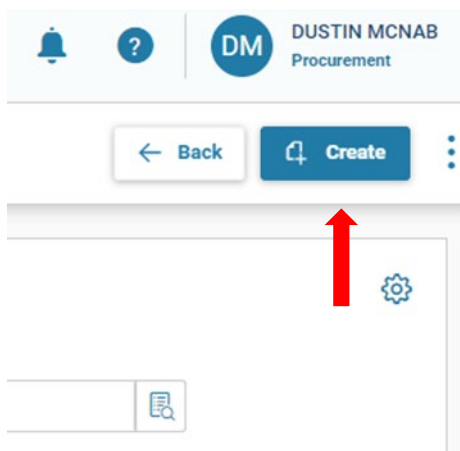
Click on your name and change your Role to “Procurement.”



Select "Transaction Catalog."



Click "create."



Enter the 'FD' transaction code, your department number, unit, and check 'auto numbering'

Create Transaction Continue Cancel

* Required fields

* Transaction Code	* Transaction Dept	Transaction Unit
FD	02	5066
* Transaction ID	<input checked="" type="checkbox"/> Auto Numbering	

Show More


The screenshot shows the "Create Transaction" form. At the top left is the text "Create Transaction" and at the top right are "Continue" and "Cancel" buttons. Below this is a table with three columns: "Transaction Code", "Transaction Dept", and "Transaction Unit". The first row contains the values "FD", "02", and "5066". Below the table is a row with a "Transaction ID" field and a checked "Auto Numbering" checkbox. A "Show More" link is at the bottom left. Red arrows point to the "FD" field, the "02" field, the "5066" field, and the "Auto Numbering" checkbox.

Enter the Fixed asset number and click auto apply


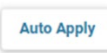

General Information

Transaction Name

Fiscal Year Period


Fixed Asset Number
CNV0070194 


Asset System Description
-

Enter the date, disposition method and disposition code

Disposition

Disposition Date
10/07/2022  

Disposition Method
SOLD 

Disposition Code
Sold 

Selling Price
\$0.00

Depreciation Amount


Disposition Authority

Enter 'Transaction description' I.E. Destruction- Broken ETAR 05224. It is important that you enter the ETAR the property is on. These speeds up the approval process through all levels.

Record Date

MM/DD/YYYY 

Transaction Description


Online Auction - GovDeals - Auction #29554 

Fixed Asset Description

DELL OPTIPLX 9010 PC

Enter any more information you may feel is relevant into the 'Extended transaction description'.

Extended Transaction Description

Extended Transaction Description
Sale Price: \$25.74 

18/1500

Once you've entered all the info you need to click validate and then submit.

