CIP Overview

Overview

Construction in Progress (CIP) is the temporary classification of assets that are not yet completed. It provides the ability to enter cost and other related data for CIP projects, including building construction, vehicle construction, and software development. This data allows tracking of costs prior to an asset (personal property, real property, and military equipment) being placed into service.

Before starting any CIP PROJECT, set up the following items:

- **Stock Number Catalog**
  — all applicable assets, such as components and end item
- **Manufacturer**
  — information for all applicable assets
- **POC Addresses**
  — everyone involved with this project

Before starting a Military Equipment project, set up these additional items:

- **Type Designation**
  — mandatory while setting up the Stock Number Catalog
- **ACQ PROGRAM NAME**
  — for the project and assets

Normally, upon completion, a CIP item is reclassified. The costs accumulated in the CIP account are used to support the initial acquisition cost of the asset and are recorded in the appropriate General Ledger Account Code (GLAC). The reclassified asset is capitalized and depreciated as appropriate.

Navigation

> Accounting > CIP

Overall Flow

The CIP process has a very specific start and a very specific end. This overview contains all the CIP processes, but not all projects include every process.

1. **Project Setup**

CIP PROJECT

- Select project type and category
- Assign project number
- Enter project data

2. **Monetary Setup**

CIP COST

Manually enter project expenditure and quantity

CIP FUNDING

Manage quantity and appropriation information for the project

3. **Pending Asset or Improvement**

CIP ASSET

Finalize and designate assets for receipt

4. **Confirm Data Integrity**

CIP Attestation

Periodic review and certification of assets and project financial information

Search for a CIP ATTESTATION — Criteria

Overview

The Property Accountability module Construction in Progress (CIP) Attestation process provides the ability to review the Asset data and Point of Contact (POC) information for each current CIP PROJECT. It is mandatory for Military Projects, and optional for other CIP PROJECTs. The CIP ATTESTATION process locks the CIP PROJECT from further updates until the attestation is manually deleted, or it is automatically unlocked at the beginning of the following quarter.
There are two types of CIP ATTESTATION:

- **Quarterly Asset Attestation**
  — Each Quarter, every Program Management Office (PMO) reviews the asset data and POC information for its current CIP PROJECT. The PMO electronically attests (vouches, swears) that the CIP PROJECT is current and correct as of the end of the quarter.
- **Yearly Fiduciary Attestation**
  — Each year-end close, *in addition to a Quarterly Attestation*, every PMO electronically attests (vouches, swears) that each program (which contains one or more CIP PROJECTs) is complete and accurate for the Fiscal Year. The executive in charge of the PMO then attests to the completeness of all the programs under their jurisdiction to the Property and Equipment Policy Office.

Navigation

Accounting > CIP > Attestation > CIP ATTESTATION Search Criteria page

Procedures

Search for a CIP ATTESTATION

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset] *at any point of this procedure returns all fields to the default "All" setting.*

1. Enter the PRJ NBR, or use 🔍 to browse for the project. *This is a 20 alphanumeric character field.*

Search Criteria

*Project Nbr   [　　　　　　　　　　　 🔍]

Reset   Search   **Add**

2.   Select [Search]. *The **Search for a CIP Attestation — Results** page appears. Results display in the Search Results grid.*

Search Criteria

Prj Nbr
BPG123A

Search Results

Delete	Attestation Dt	Attested By	Attestation Type
Delete	12/31/2021	PIDGE GROCE	Quarterly Asset

Cancel   **Add**

Add a CIP Attestation

Navigation

Accounting > CIP > Attestation > Search Criteria > [Add] > CIP Attestation Add page

Procedures

Add a CIP Attestation to a CIP Project

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. In the CIP sub-menu, select Attestation. *The CIP Attestation Search Criteria page appears.*

2. Enter the Project Nbr, or use 🔍 to browse for the project.

3. Select [Add]. *The **Add a CIP ATTESTATION** page appears, open to the Basic tab.*

Basic

UIC	BROOKS
Agency	
Prj Nbr	BPG123AA
Prj Type	PERSONAL PROPERTY
Prj Category	STANDARD IMPV
Prj Status	ACTIVE
Acq Program	
Acq Program Type	

Basic

Attestation Type Cd	
First Name	PIDGE
Attestation Dt	
Last Name	GROCE

Cancel

Quarterly Asset

A.   Select the Assets tab.

B.   Select the POC tab.

Basic	Assets	**POC**	Certification

UIC	BROOKS
Agency	
Prj Nbr	BPG123AA
Prj Type	PERSONAL PROPERTY
Prj Category	STANDARD IMPV
Prj Status	ACTIVE
Acq Program	
Acq Program Type	

POC

Prj Officer	PO Phone Nbr	Financial Officer	FO Phone Nbr	Actbl Prop Officer	APO Phone Nbr
FRANCIS BUI					

Cancel

C.   Select the Certification tab.

Basic	Assets	POC	Certification

UIC   BROOKS

Agency

Prj Nbr   BPG123AA

Prj Type   PERSONAL PROPERTY

Prj Category   STANDARD IMPV

Prj Status   ACTIVE

Acq Program

Acq Program Type

Certification

I attest that the POC information & asset status for
project BPG TEST is current as of YR23 Q3 end.

Cancel   **Add**

D.   Select [Add] to agree and complete the attestation.

Yearly Fiduciary

Attention

⚠️   The Yearly attestation option will only display when the date is greater than or equal
to 09/01 and less than or equal to 10/15.

A.   Select the POC tab.
B.   Select the Funding tab.

C.   Select the LOA tab.

D.   Select the Cost tab.

E.   Select the Type Designation tab.

F.   Select Add to agree and complete the attestation.

Delete a CIP ATTESTATION

Navigation

Procedures

> **ELMS Navigation Helpful Tips**
>
> 🔆 Click the following link to display PA Navigation Tips.

Delete a CIP ATTESTATION

Selecting [Cancel] at any point of this procedure removes all revisions and closes the page.
Bold *numbered steps are required.*

1. In the CIP sub-menu, select Attestation. *The* **CIP ATTESTATION Search Criteria** *page appears.*

2. **Enter the desired PRJ NBR, or use 🔍 to browse for the number.**

3. Select [Search]. *The* **CIP ATTESTATION Search Results** *page appears.*

4. Select the Delete hyperlink on the desired row. *The* **CIP ATTESTATION Delete** *page*

appears.

To complete delete action, select Delete; otherwise, select Cancel

Delete

UIC	BROOKS
Agency	
Prj Nbr	BPG123AA
Prj Type	PERSONAL PROPERTY
Prj Category	STANDARD IMPV
Prj Status	ACTIVE
Acq Program	
Acq Program Type	

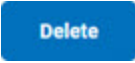|	
Attestation Type Cd	Q - Quarterly Asset
First Name	PIDGE
Attestation Dt	03/31/2023
Last Name	GROCE
History Remarks	

Cancel   Delete

5. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

6. Select [Delete] . *The **CIP Attestation Transaction Status** page appears.*