



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 FUNDING Record – Criteria

Overview

The Property Accountability module Construction in Progress (CIP) Funding process provides the ability to create, update, or delete a funding record associated with an existing CIP PROJECT.

When the CIP PROJECT's Valuation method is "F" (Average Funding), the funding record determines asset values. When the Valuation method is "C" (Average Cost), the Quantity Funded determines the cost averaging.

Note



Multiple funding records can exist for specific project categories, as long as the funding source and fiscal year are not duplicated.


Navigation

Accounting > CIP > Funding > CIP FUNDING Search Criteria page


Procedures

Search for a CIP FUNDING

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting 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

*Prj Nbr 





2. Select . The **CIP Funding Search Results** page appears. Results display in the Search Results grid.

Search Criteria

Prj Nbr
BPG123A

Search Results

Update	Delete	Fiscal Yr	Source	Qty Funded	Dollar Amt	Appn Yr	POC	POC Phone Nbr
Update	Delete	2021	ABC123DEF456GHI	1	15000.00		PIDGE GROCE	(800) 555-1212
Update	Delete	2020	BPG	10	100.00			





Add a CIP FUNDING Record


Navigation

Accounting > CIP > Funding > Search Criteria > > CIP FUNDING Add page

Procedures

Add a CIP FUNDING Record to a CIP PROJECT

Selecting 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 Funding. The **CIP FUNDING Search Criteria** page appears.
2. Enter the PRJ NBR, or use  to browse for the project. This is a 20 alphanumeric character field.
3. Select . The **CIP FUNDING Add** page appears.






- **Personal Property**

Add

UIC	BROOKS
Agency	DFAS
Pjg Nbr	BP0123A
Pjg Type	Personal Property
Pjg Category	Standard Pjg
Pjg Status	Open
*Fiscal Yr	2023
*Source	
Source Desc	
*Qty Funded	1
*Dollar Amt	
Dept Cd	Select an item
Appn Yr	
Basic Symbol	
Subhead Nbr	
Fiscal Acct Sln Nbr	
Pjg Cd	
POC	
POC Phone Nbr	
POC E-Mail Address	
Remarks	
History Remarks	






- A. Use  to select the Fiscal Yr.
 - B. Enter the funding Source in the field provided. *This is a 15 alphanumeric character field.*
 - C. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*
 - D. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*
- **Real Property**





Add

UTC	BROOKS
Agency	DFAS
Pjg Nbr	8P01238
Pjg Type	Real Property
Pjg Category	Standard Pjg
Pjg Status	Open
*Fiscal Yr	2023
*Source	
Source Desc	
*Pjg Org Cd	
*Pjg Fnd Cd	
*Qty Funded	1
*Dollar Amt	
Dept Cd	Select an item
Appn Yr	
Basic Symbol	
Subhead Nbr	
Fiscal Acct Sth Nbr	
Pjg Cd	
POC	
POC Phone Nbr	
POC E-Mail Address	
Remarks	
History Remarks	

- A. Use  to select the Fiscal Yr.
- B. Enter the funding Source in the field provided. *This is a 15 alphanumeric character field.*





Help Reference Guide

- C.** Enter the PRJ ORG CD in the field provided. *This is a 6 alphanumeric character field.*
 - D.** Enter the PRJ FND CD in the field provided. *This is a 4 alphanumeric character field.*
 - E.** Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*
 - F.** Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*
- **Military Equipment**






Add

UIC	BROOKS
Agency	DFAS
Pj Nbr	BPO123C
Pj Type	Military Equip
Pj Category	Standard Pj
Pj Status	Open
Acq Program	AIR STATION SUPPORT EQUIP
Acq Program Type	Managed - Asset Level
*Fiscal Yr	2023
*Source	
Source Desc	
*Qty Funded	1
*Dollar Amt	
Dept Cd	Select an Item
Appn Yr	
Basic Symbol	
Subhead Nbr	
Fiscal Acct Sth Nbr	
Pj Cd	
POC	
POC Phone Nbr	
POC E-Mail Address	
Remarks	
History Remarks	


Cancel Add

- A. Use  to select the Fiscal Yr.
- B. Enter the funding Source in the field provided. *This is a 15 alphanumeric character field.*





Help Reference Guide

- C. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*
 - D. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*
4. Select . The **CIP Funding Transaction Status** page appears.





Update a CIP FUNDING Record

Overview

The CIP FUNDING Update process allows editing of funding records associated with existing CIP PROJECTS.


Navigation

Accounting > CIP > Funding > Search Criteria > > Search Results > Update hyperlink > CIP FUNDING Update page

Procedures

Update a CIP FUNDING Record

Selecting 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 Funding. The **CIP FUNDING Search Criteria** page appears.
2. Enter the PRJ NBR, or use  to browse for the project. This is a 20 alphanumeric character field.
3. Select the Update hyperlink on the desired Personal Property row. The **CIP FUNDING Update** page appears.





- **Personal Property**

Update

USC	BROOKS
Agency	DFAS
Pj Nbr	BPO1234
Pj Type	Personal Property
Pj Category	Standard Pj
Pj Status	Open
*Fiscal Yr	2020
*Source	BPO
Source Desc	BPO TEST
*Qty Funded	10
*Dollar Amt	100.00
Dept Cd	017-Dept of the Navy
Appn Yr	
Basic Symbol	
Subhead Nbr	
Fiscal Acct Stn Nbr	
Pj Cd	
POC	BPO Test
POC Phone Nbr	717-555-1212
POC E-Mail Address	nouser@noemail.com
Attachment	Add Attachment
Attachment(s)	No Attachments Available
Remarks	BPO Test
History Remarks	BPO Test

[Cancel](#) [Update](#)





Help Reference Guide

- A. Update the Fiscal Yr, using to select the desired year.
 - B. Update the funding Source, entering the correct information in the field provided. *This is a 15 alphanumeric character field.*
 - C. Update the QTY FUNDED, entering the correct amount in the field provided. *This is a 3 numeric character field.*
 - D. Update the DOLLAR AMT, entering the correct cost in the field provided. *This is a 15 numeric character field.*
- **Real Property**






Update

UIC: BROOKS
 Agency: DFAS
 Pjg Nbr: BPG123B
 Pjg Type: Real Property
 Pjg Category: Standard Pjg
 Pjg Status: Open
 *Fiscal Yr: 2020
 *Source: BPG 123 B
 Source Desc: BPG TEST
 *Pjg Org Cd: 04 AFR - Air Force Reserve
 *Pjg Fed Cd: 057/3730 - Air Force Reserve, MI C
 *Qty Funded: 10
 *Dollar Amt: 1000000.00
 Dept Cd: 057 Dept of the Air Force
 Appn Yr:
 Basic Symbol:
 Subhead Nbr:
 Fiscal Acct Sln Nbr:
 Pjg Cd:
 POC: BPG Test
 POC Phone Nbr: 717-555-1212
 POC E-Mail Address: houser@noemat.com
 Attachment: [Add Attachment](#)
 Attachment(s): No Attachments Available
 Remarks: BPG Test
 History Remarks: BPG Test





- A. Update the Fiscal Yr, using  to select the desired year.
 - B. Update the funding Source, entering the correct information in the field provided. *This is a 15 alphanumeric character field.*
 - C. Update the PRJ ORG CD, entering the correct code in the field provided. *This is a 6 alphanumeric character field.*
 - D. Update the PRJ FND CD, entering the correct code in the field provided. *This is a 4 alphanumeric character field.*
 - E. Update the QTY FUNDED, entering the correct amount in the field provided. *This is a 3 numeric character field.*
 - F. Update the DOLLAR AMT, entering the correct cost in the field provided. *This is a 15 numeric character field.*
- **Military Equipment**







Update

UNC	BROOKS
Agency	DFAS
Pjg Nbr	SPG123C
Pjg Type	Military Equip
Pjg Category	Standard Pjg
Pjg Status	Open
Acq Program	AIR STATION SUPPORT EQUIP
Acq Program Type	Managed - Asset Level
*Fiscal Yr	2021
*Source	SPG TEST
Source Desc	SPG TEST
*Qty Funded	10
*Dollar Amt	100000.00
Dept Cd	Select an Item
Appl Yr	
Basic Symbol	
Subhead Nbr	
Fiscal Acct Sls Nbr	
Pjg Cd	
POC	SPG Test
POC Phone Nbr	717-555-1212
POC E-Mail Address	nouse@noemail.com
Attachment	Add Attachment
Attachment(s)	No Attachments Available
Remarks	SPG Test
History Remarks	SPG Test

[Cancel](#) [Update](#)





- A. Update the Fiscal Yr, using  to select the desired year.
 - B. Update the funding Source, entering the correct information in the field provided. *This is a 15 alphanumeric character field.*
 - C. Update the QTY FUNDED, entering the correct amount in the field provided. *This is a 3 numeric character field.*
 - D. Update the DOLLAR AMT, entering the correct cost in the field provided. *This is a 15 numeric character field.*
4. Select . The **CIP Funding Transaction Status** page appears.





Delete a CIP FUNDING Record

Overview

The CIP FUNDING Delete process process allows removal of funding records associated with existing CIP PROJECTS.


Navigation

Accounting > CIP > Funding > Search Criteria > > Search Results > Delete hyperlink > CIP FUNDING Delete page

Procedures

Delete a CIP FUNDING Record

Selecting 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 Funding. The **CIP FUNDING Search Criteria** page appears.
2. Enter the PRJ NBR, or use  to browse for the project. This is a 20 alphanumeric character field.
3. Select . The **CIP FUNDING Search Results** page appears.
4. Select the Delete hyperlink on the desired Personal Property row. The **CIP FUNDING Delete** page appears.





- **Personal Property**

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

Delete

UIC	BROOKS
Agency	DFAS
Pj Nbr	SPG123A
Pj Type	Personal Property
Pj Category	Standard Pj
Pj Status	Open
*Fiscal Yr	2021
*Source	ABC123DEF456GH
Source Desc	
*Qty Funded	1
*Dollar Amt	15000.00
Dept Cd	017-Dept of the Navy
Appr Yr	
Basic Symbol	ABCD
Subhead Nbr	12
Fiscal Acct Str Nbr	
Pj Cd	
POC	POGE GROCE
POC Phone Nbr	(800) 555-1212
POC E-Mail Address	NOUSER@USER.COM
Attachment	
Attachment(s)	No Attachments Available
Remarks	SPG Test
History Remarks	<input type="text"/>





Help Reference Guide

- A.** *Verify the FISCAL YR.*
 - B.** *Verify the funding Source.*
 - C.** *Verify the QTY FUNDED.*
 - D.** *Verify the DOLLAR AMT.*
 - E.** *Enter any History Remarks in the field provided. This is a 256 alphanumeric character field.*
- **Real Property**





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

Delete

UNC	BROOKS
Agency	DFAS
Pj Mbr	BPG123B
Pj Type	Real Property
Pj Category	Standard Pj
Pj Status	Open
*Fiscal Yr	2020
*Source	BPG 123 B
Source Desc	BPG TEST
*Pj Org Cd	04AFR - Air Force Reserve
*Pj Fnd Cd	057/3730 - Air Force Reserve, MI Chpt
*Qty Funded	10
*Dollar Amt	100000.00
Dept Cd	057 Dept of the Air Force
Appn Yr	
Basic Symbol	
Subhead Mbr	
Fiscal Acct Elm Mbr	
Pj Cd	
POC	
POC Phone Mbr	
POC E-Mail Address	
Attachment	
Attachment(s)	No Attachments Available
Remarks	
History Remarks	<input type="text"/>

- A. *Verify the FISCAL YR.*
- B. *Verify the funding Source.*





Help Reference Guide

- C. *Verify the PRJ ORG CD.*
 - D. *Verify the PRJ FND CD.*
 - E. *Verify the QTY FUNDED.*
 - F. *Verify the DOLLAR AMT.*
 - G. *Enter any History Remarks in the field provided. This is a 256 alphanumeric character field.*
- **Military Equipment**





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

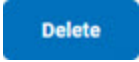
Delete

UIC	BROOKS
Agency	DFAS
Pj Nbr	BPG123C
Pj Type	Military Equip
Pj Category	Standard Pj
Pj Status	Open
Acq Program	AIR STATION SUPPORT EQUIP
Acq Program Type	Managed - Asset Level
*Fiscal Yr	2021
*Source	BPG TEST
Source Desc	BPG TEST
*Qty Funded	10
*Dollar Amt	100000.00
Dept Cd	Select an Item
Appn Yr	
Basic Symbol	
Subhead Nbr	
Fiscal Acct Str Nbr	
Pj Cd	
PDC	
PDC Phone Nbr	
PDC E-Mail Address	
Attachment	
Attachment(s)	No Attachments Available
Remarks	
History Remarks	<input type="text"/>

- A. *Verify the FISCAL YR.*
- B. *Verify the funding Source.*





- C. Verify the QTY FUNDED.
 - D. Verify the DOLLAR AMT.
 - E. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*
5. Select . The **CIP Funding Transaction Status** page appears.

