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 Project — Criteria

Overview

The Property Accountability module Construction in Progress (CIP) Project process provides the ability to track the development of assets for eventual placement on the property book, or the improvement of assets currently on the property book.
There are three types of CIP Projects:

- **Personal Property**
 — Tangible property, not including building(s) or land. (i.e. Equipment and IT systems).
- **Real Property**
 — Buildings, land, ground improvements and permanently installed fixtures contained by the property. (i.e. Buildings and sidewalks).
- **Military Equipment**
 — As defined by the Property and Equipment Policy Office, assets that can be used directly by the Armed Forces to carry out battle field missions.

The management of an activity performing a construction project is responsible for ensuring that all significant costs (that is, both funded and unfunded costs) are recorded for the project and that all costs subject to capitalization are included in the real property asset accounts, property records, and reports.

Note

The Prj Category Cd selected to Add a CIP Project determines the tabs available.

Navigation

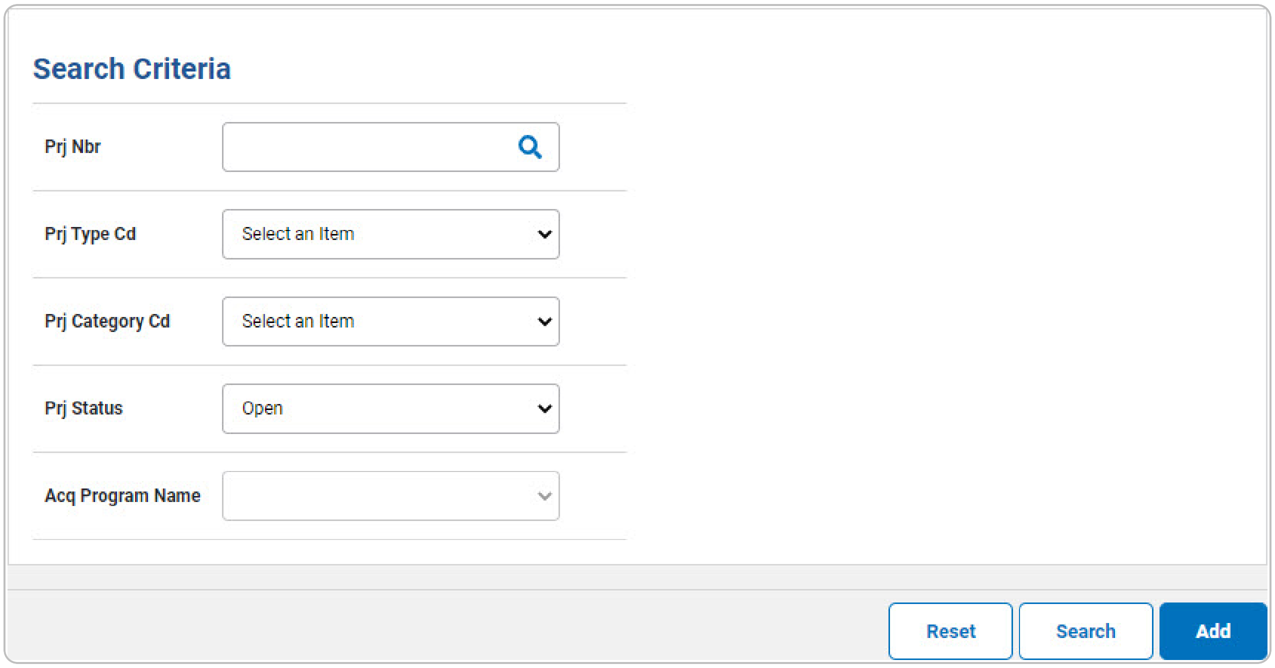
Accounting > CIP > Project > CIP Project Search Criteria page

Procedures

Search for a CIP Project

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.*



2. Select Search. *The **Search for a CIP Project - Results** page appears. Results display in the Search Results grid.*

Search Criteria

Prj Nbr	Prj Status	Prj Category Cd	Acq Program Name
BPG	Open	--	--

Prj Type Cd
--

Search Results

		Prj Nbr	Prj Type	Prj Category	Acq Program Name	Acq Program Type	Prj Status	Prj Desc
Update	Delete	BPG123A	Personal Property	Standard Prj			OPEN	BPG TEST PERSONAL PROPERTY A
Update	Delete	BPG123AA	Personal Property	Standard Impv			OPEN	BPG TEST
Update	Delete	BPG123ABC	Personal Property	Standard Prj			OPEN	TO BE DELETED
Update	Delete	BPG123B	Real Property	Standard Prj			OPEN	BPG TEST
Update	Delete	BPG123BA	Real Property	Standard Impv			OPEN	BPG TEST
Update	Delete	BPG123C	Military Equip	Standard Prj	AIR STATION SUPPORT EQUIP	Managed - Asset Level	OPEN	BPG TEST
Update	Delete	BPG123CC	Military Equip	Standard Impv	AIR STATION SUPPORT EQUIP	Managed - Asset Level	OPEN	BPG TEST

Cancel

Add a CIP Project

Navigation

Accounting > CIP > Project > Search Criteria > Add > CIP Project Add page

Procedures

Add a New CIP Project

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

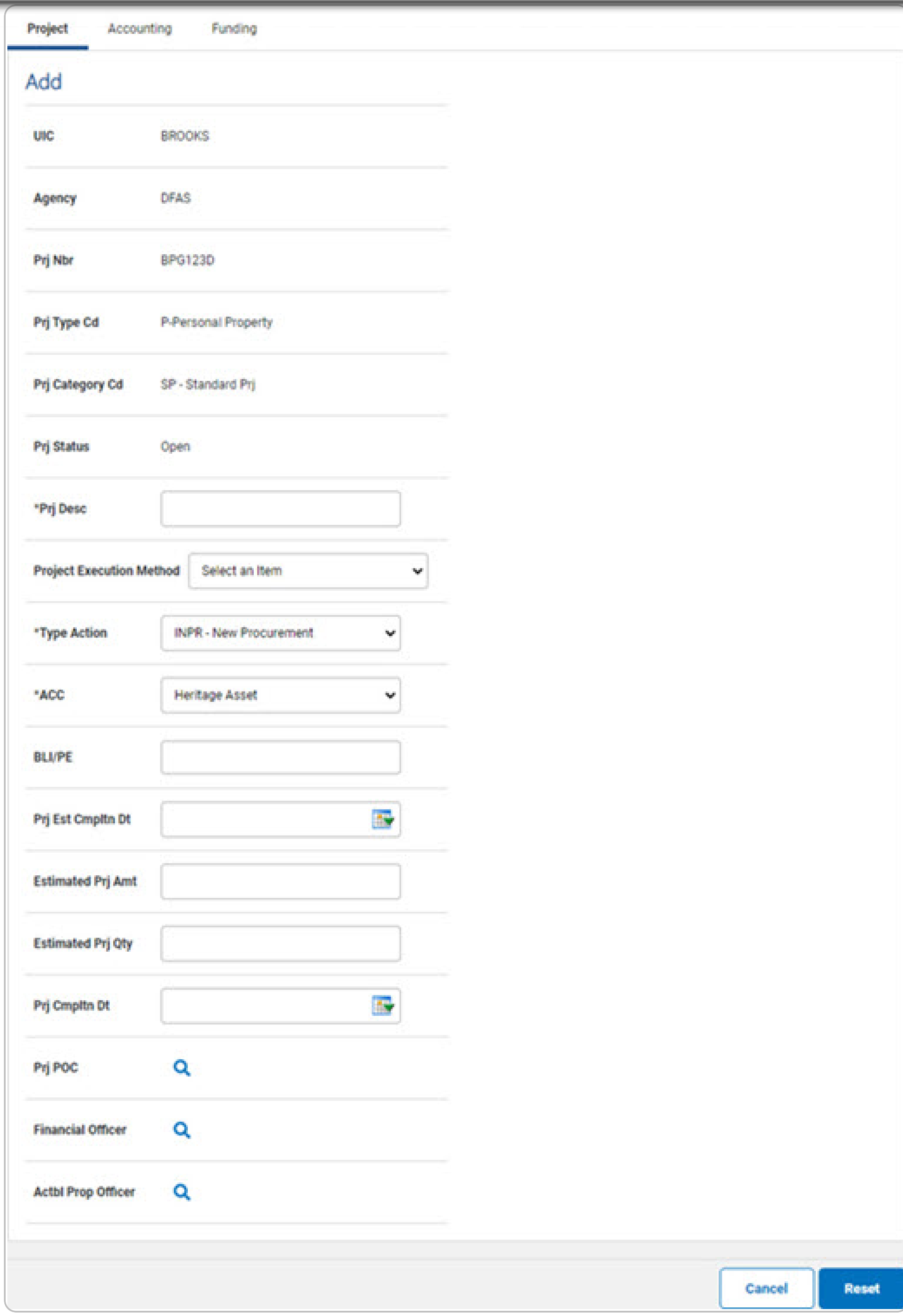
- **Personal Property**

1. In the CIP sub-menu, select Project. *The* ***CIP Project Search Criteria*** *page appears.*
2. **Enter the desired Prj Nbr, or use to browse for the number.**
3. **Use to select the desired Prj Type Cd.**
4. **Use to select the desired Prj Category Cd.**

Attention

When adding a CIP Project for a new Personal or Real Property, the Prj Category Cd must be SP - Standard Prj.

5. **Use to select the desired Prj Status.**
6. Select Add. *The* ***CIP Project Add*** *page appears, open to the Project tab.*
7. Enter the fields on the Project tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123D
Prj Type Cd
P-Personal Property
Prj Category Cd
SP - Standard Prj
Prj Status
Open
*Prj Desc
Project Execution Method
Select an Item
*Type Action
INPR - New Procurement
*ACC
Heritage Asset
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj POC
Financial Officer
Actbl Prop Officer
Cancel
Reset

A. Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field.*

B. Use to select the desired Type Action.

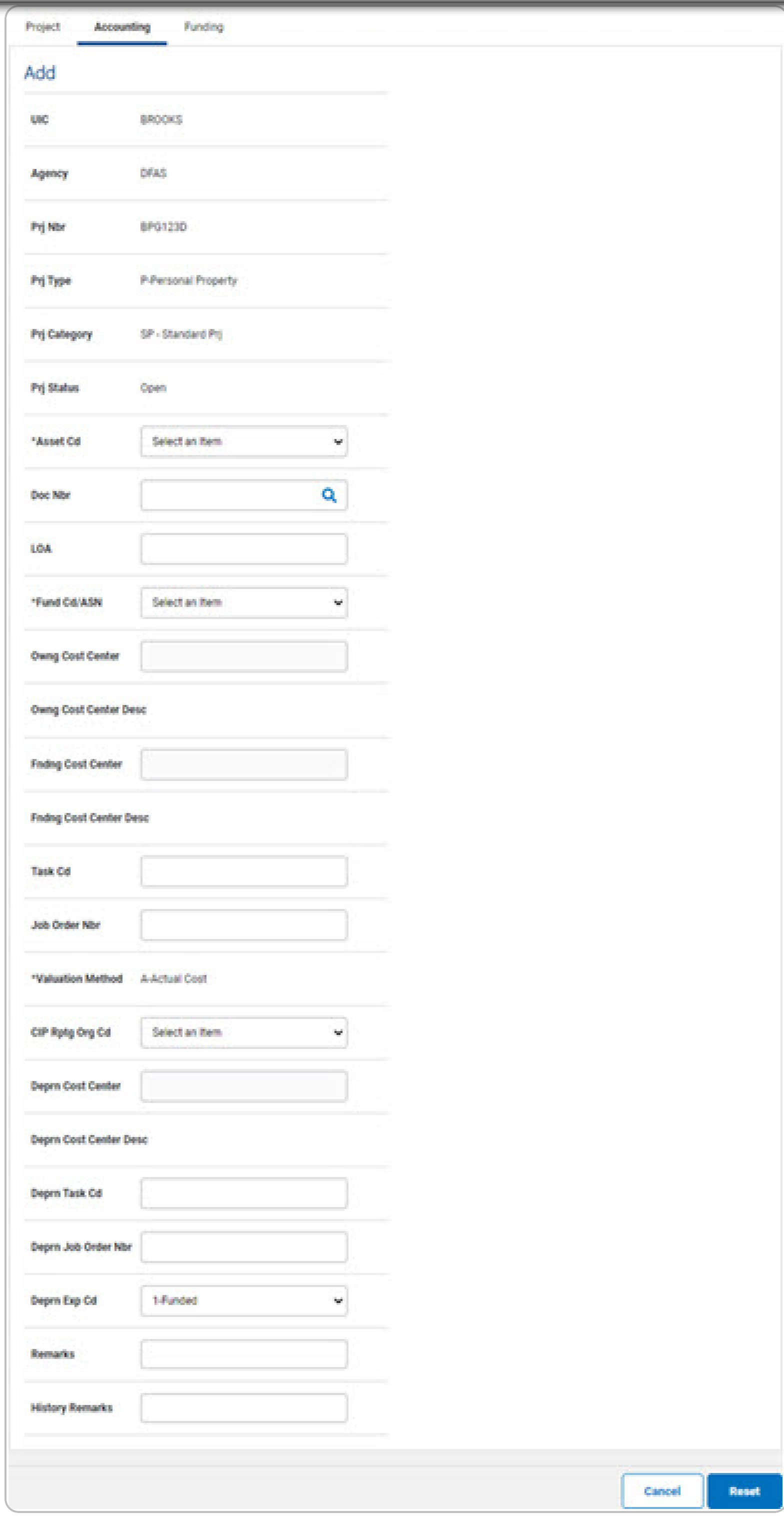
C. Use to select the desired ACC.

D. Update the PRJ POC, using to browse for the correct POC.

E. Update the Financial Officer, using to browse for the correct POC.

F. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

8. Enter the fields on the Accounting tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123D
Prj Type
P-Personal Property
Prj Category
SP - Standard Prj
Prj Status
Open
*Asset Cd
Select an Item
Doc Nbr
LOA
*Fund Cd/ASN
Select an Item
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
*Valuation Method
A-Actual Cost
CIP Rptg Org Cd
Select an Item
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
1-Funded
Remarks
History Remarks
Cancel
Reset

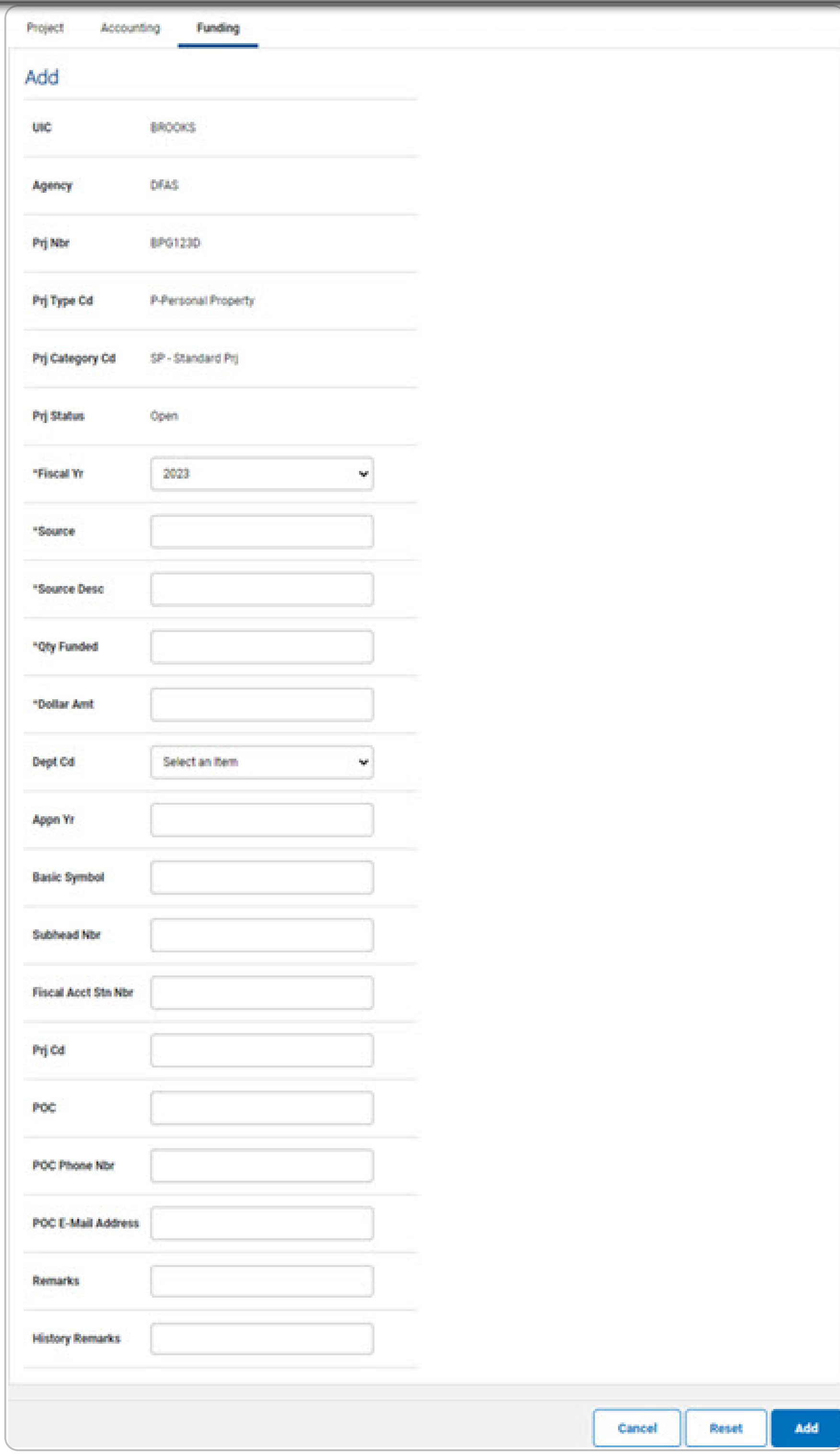
A. Use [dropdown] to select the desired Asset Cd.

B. Enter the DOC NBR, or use [search] to browse for the number. *This is a 14 alphanumeric character field.*

C. Use [dropdown] to select the desired Fund Cd / ASN.

D. *The Valuation Method automatically populates, and is not editable.*

9. Enter the fields on the Funding tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123D
Prj Type Cd
P-Personal Property
Prj Category Cd
SP - Standard Prj
Prj Status
Open
*Fiscal Yr
2023
*Source
*Source Desc
*Qty Funded
*Dollar Amt
Dept Cd
Select an Item
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Remarks
History Remarks
Cancel
Reset
Add

A. Use [dropdown] to select the desired Fiscal Yr.

B. Enter the Source in the field provided. *This is a 15 alphanumeric character field.*

C. Enter the SOURCE DESC in the field provided. *This is a 250 alphanumeric character field.*

D. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

E. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

10. Select Add. *The* ***CIP Project Transaction Status*** *page appears.*

- **Real Property**

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

2. Enter the desired PRJ NBR, or use [search] to browse for the number.

3. Use [dropdown] to select the desired Prj Type Cd.

4. Use [dropdown] to select the desired Prj Category Cd.

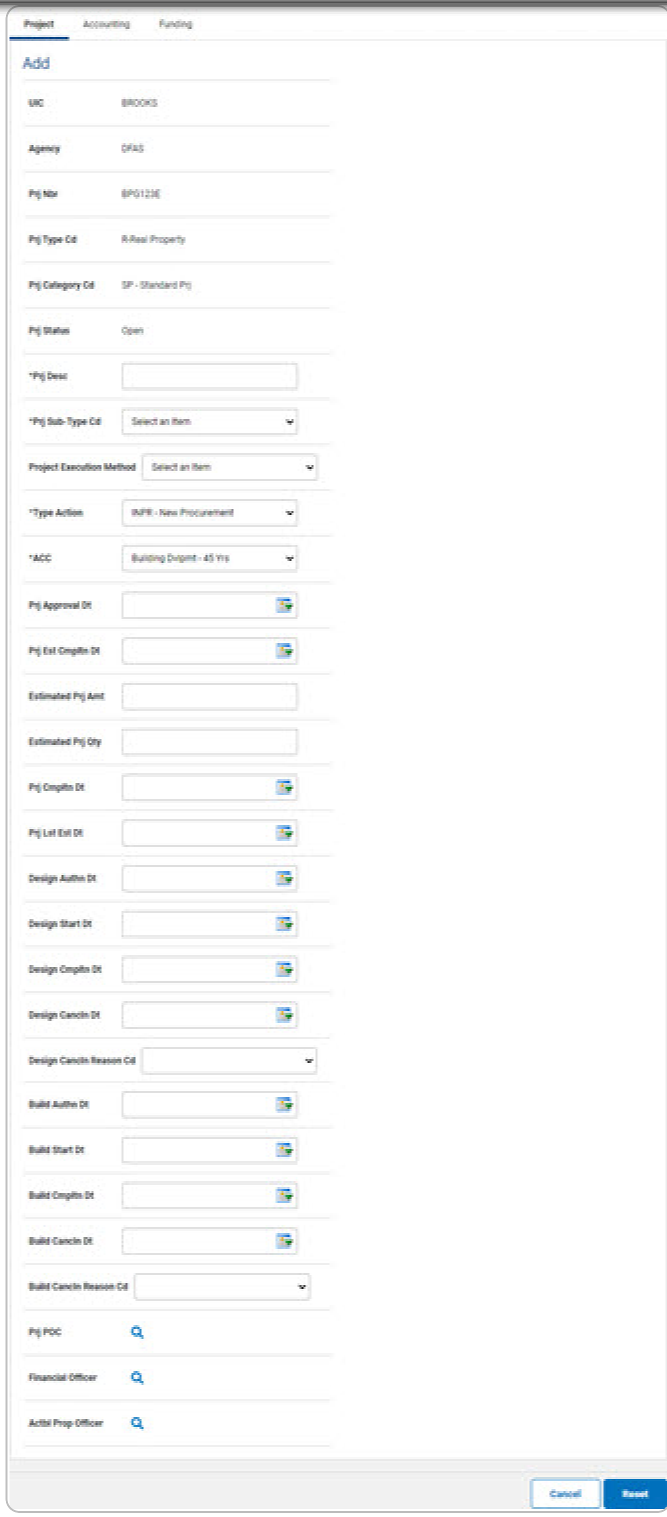
Attention

When adding a CIP PROJECT for a new Personal or Real Property, the PRJ CATEGORY CD must be SP - STANDARD PRJ.

5. Use [dropdown] to select the desired Prj Status.

6. Select Add. *The* ***CIP PROJECT Add*** *page appears, open to the Project tab.*

7. Enter the fields on the Project tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123E
Prj Type Cd
R-Real Property
Prj Category Cd
SP - Standard Prj
Prj Status
Open
*Prj Desc
*Prj Sub-Type Cd
Select an Item
Project Execution Method
Select an Item
*Type Action
INPR - New Procurement
*ACC
Building Dvlpmt - 45 Yrs
Prj Approval Dt
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj Lst Est Dt
Design Authn Dt
Design Start Dt
Design Cmpltn Dt
Design Cancln Dt
Design Cancln Reason Cd
Build Authn Dt
Build Start Dt
Build Cmpltn Dt
Build Cancln Dt
Build Cancln Reason Cd
Prj POC
Financial Officer
Acttbl Prop Officer
Cancel
Reset

A. Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field.*

B. Use to select the desired Prj Sub-Type Cd.

C. Use to select the desired Type Action.

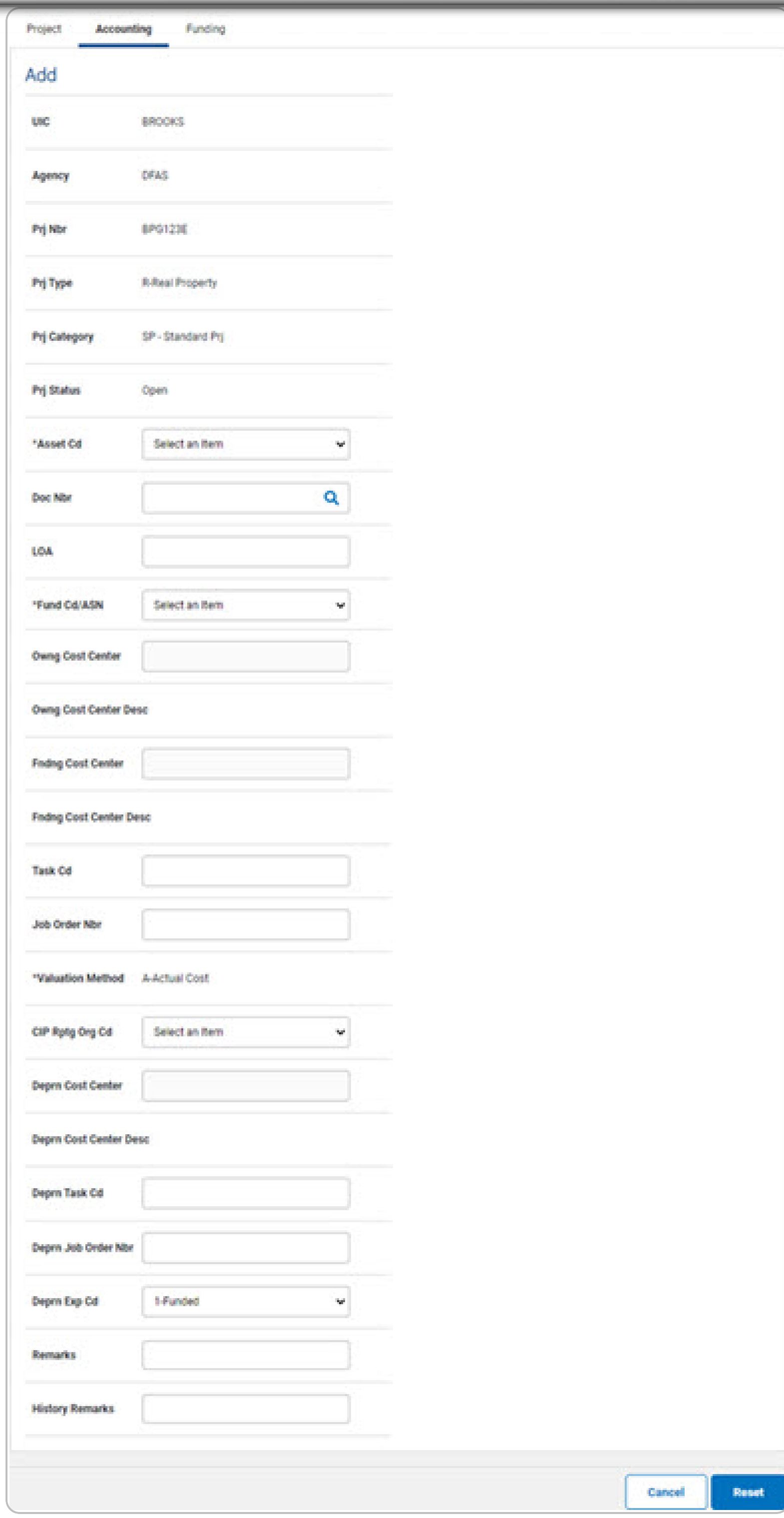
D. Use to select the desired ACC.

E. Update the PRJ POC, using to browse for the correct POC.

F. Update the Financial Officer, using to browse for the correct POC.

G. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

8. Enter the fields on the Accounting tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123E
Prj Type
R-Real Property
Prj Category
SP - Standard Prj
Prj Status
Open
*Asset Cd
Select an Item
Doc Nbr
LOA
*Fund Cd/ASN
Select an Item
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
*Valuation Method
A-Actual Cost
CIP Rptg Org Cd
Select an Item
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
1-Funded
Remarks
History Remarks
Cancel
Reset

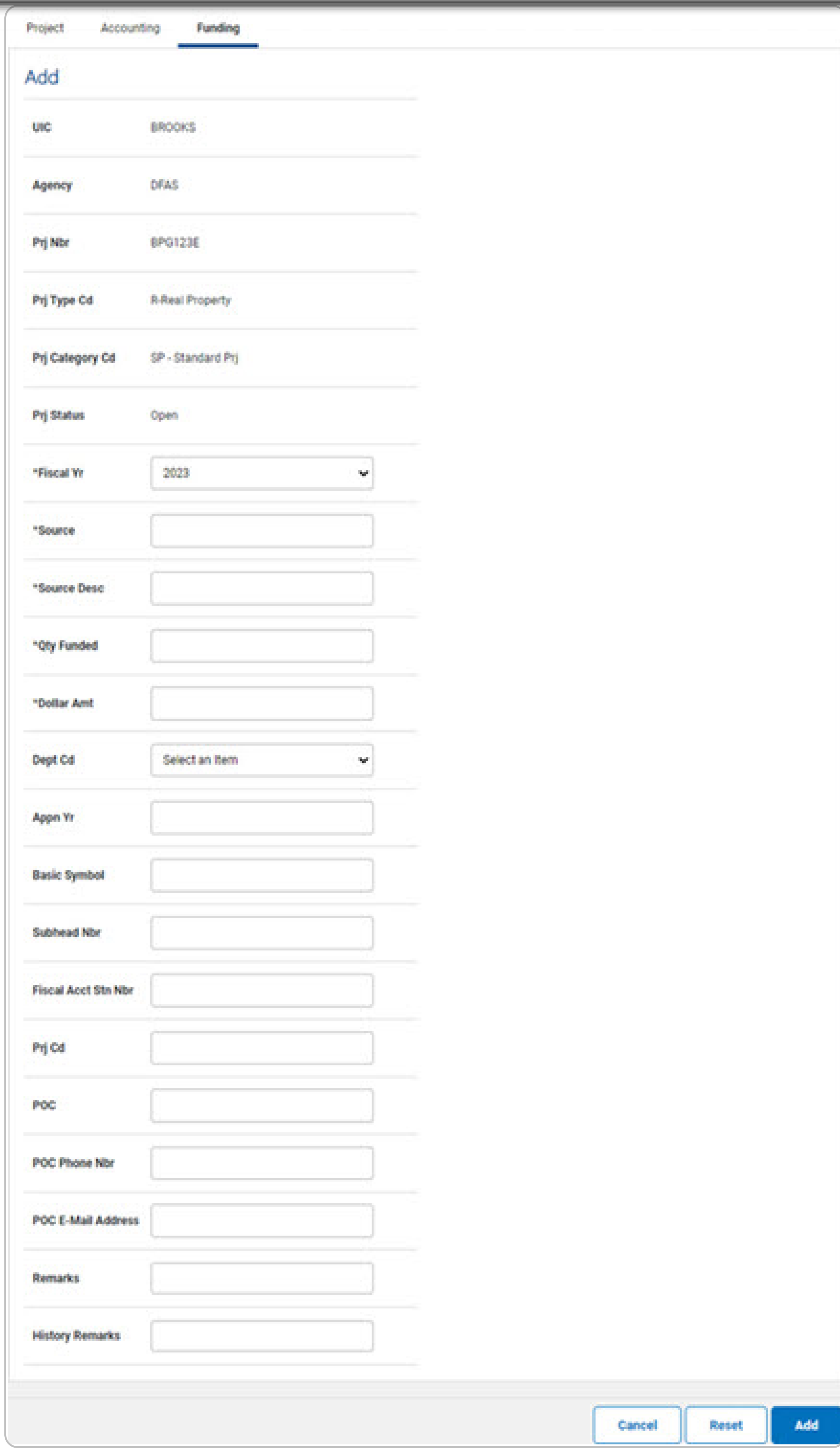
A. Enter the Doc Nbr, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

B. Use ⌄ to select the desired Fund Cd / ASN.

C. *The Valuation Method automatically populates, and is not editable.*

D. Use ⌄ to select the desired CIP Rptg Org Cd.

9. Enter the fields on the Funding tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123E
Prj Type Cd
R-Real Property
Prj Category Cd
SP - Standard Prj
Prj Status
Open
*Fiscal Yr
2023
*Source
*Source Desc
*Qty Funded
*Dollar Amt
Dept Cd
Select an Item
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Remarks
History Remarks
Cancel
Reset
Add

A. Use to select the desired Fiscal Yr.

B. Enter the Source in the field provided. *This is a 15 alphanumeric character field.*

C. Enter the SOURCE DESC in the field provided. *This is a 250 alphanumeric character field.*

D. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

E. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

10. Select Add. *The **CIP Project Transaction Status** page appears.*

- **Military Equipment**

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

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

3. Use to select the desired Prj Type Cd.

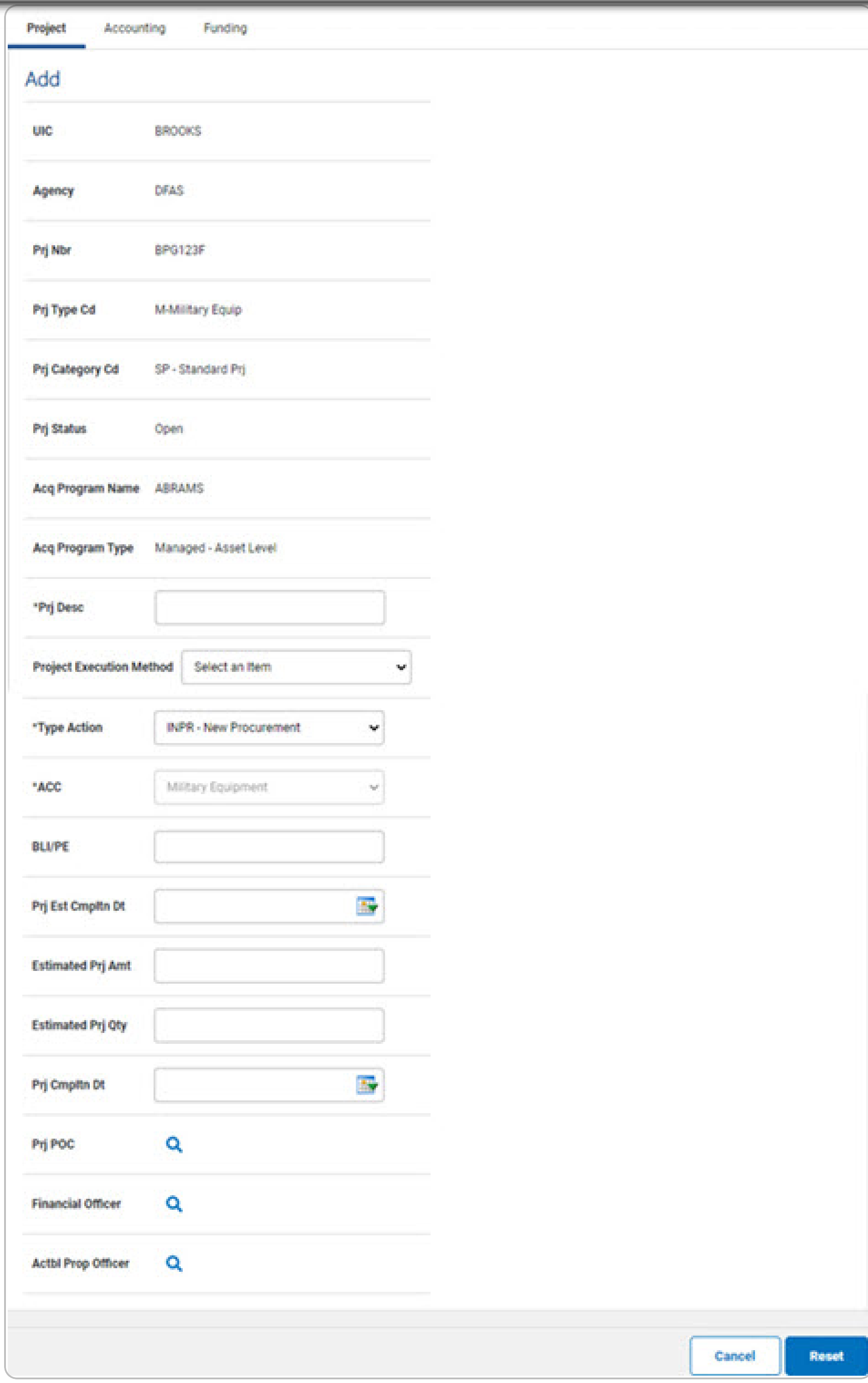
4. Use to select the desired Prj Category Cd.

5. Use to select the desired Prj Status.

6. Use to select the desired Acq Program Name.

7. Select Add. *The **CIP PROJECT Add** page appears, open to the Project tab.*

8. Enter the fields on the Project tab.


Project | Accounting | Funding

Add

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123F
Prj Type Cd	M-Military Equip
Prj Category Cd	SP - Standard Prj
Prj Status	Open
Acq Program Name	ABRAMS
Acq Program Type	Managed - Asset Level
*Prj Desc	
Project Execution Method	Select an Item
*Type Action	INPR - New Procurement
*ACC	Military Equipment
BLI/PE	
Prj Est Cmpltn Dt	
Estimated Prj Amt	
Estimated Prj Qty	
Prj Cmpltn Dt	
Prj POC	
Financial Officer	
Actbl Prop Officer	

Cancel | Reset

A. Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field.*

B. Use to select the desired Type Action.

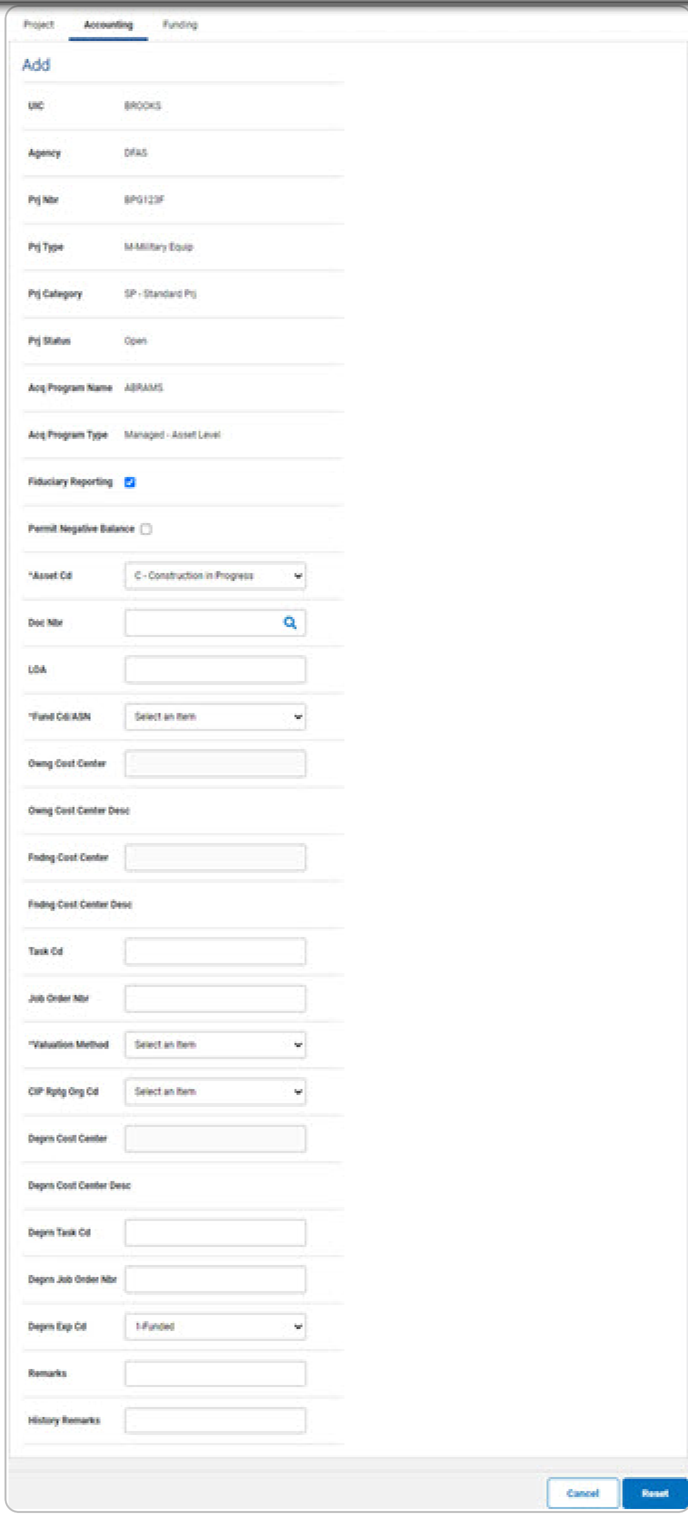
C. Use to select the desired ACC.

D. Update the PRJ POC, using to browse for the correct POC.

E. Update the Financial Officer, using to browse for the correct POC.

F. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

9. Enter the fields on the Accounting tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123F
Prj Type
M-Military Equip
Prj Category
SP - Standard Prj
Prj Status
Open
Acq Program Name
ABRAMS
Acq Program Type
Managed - Asset Level
Fiduciary Reporting
Permit Negative Balance
*Asset Cd
C - Construction in Progress
Doc Nbr
LOA
*Fund Cd/ASN
Select an Item
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
*Valuation Method
Select an Item
CIP Rptg Org Cd
Select an Item
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
1-Funded
Remarks
History Remarks
Cancel
Reset

A. Use to select the desired Asset Cd.

B. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

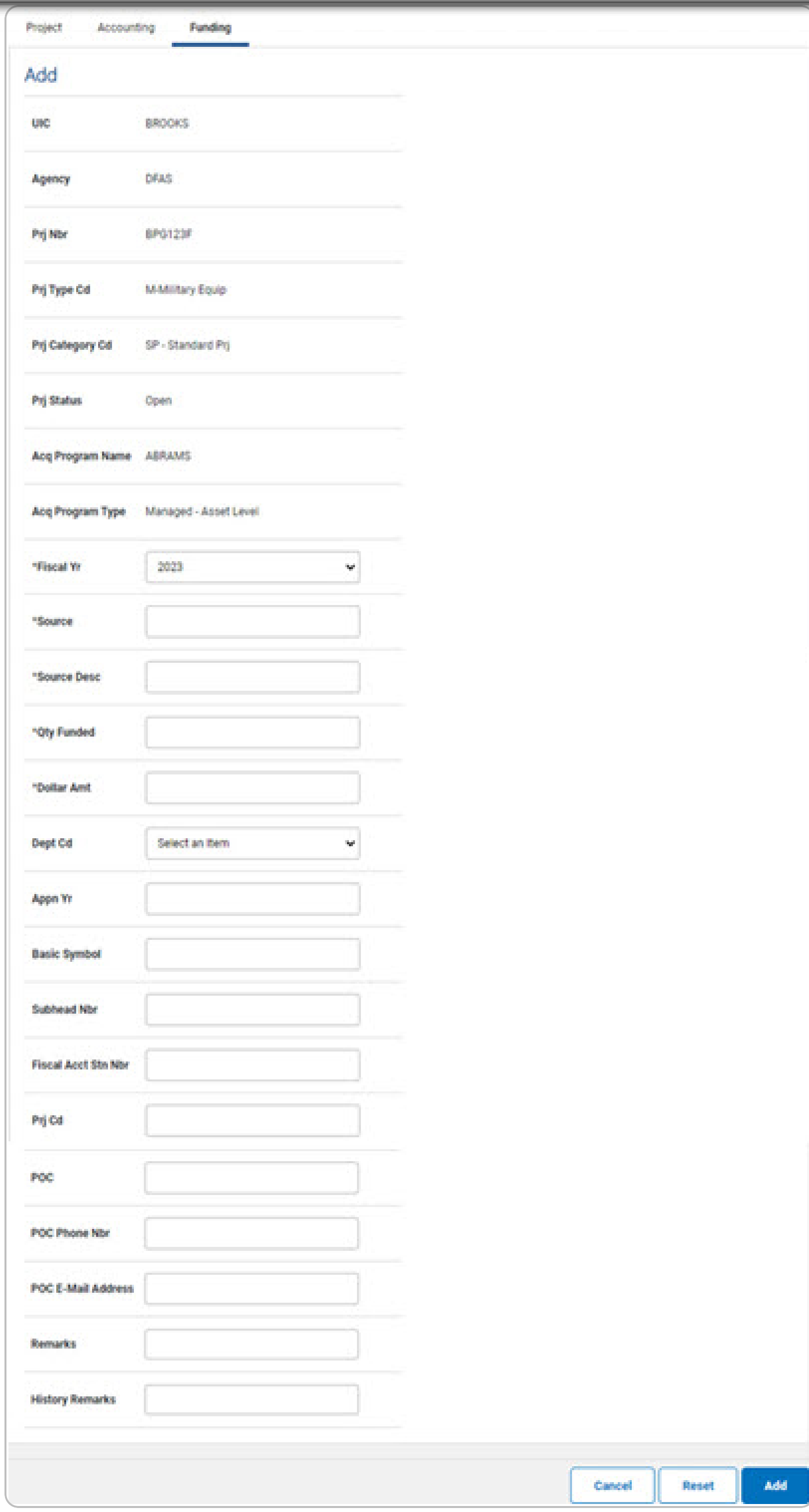
C. Use to select the desired Fund Cd / ASN.

D. Enter the OWNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

E. Use to select the desired Valuation Method.

F. Use to select the desired CIP Rptg Org Cd.

10. Enter the fields on the Funding tab.


Project Accounting Funding

Add

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123F
Prj Type Cd	M-Military Equip
Prj Category Cd	SP - Standard Prj
Prj Status	Open
Acq Program Name	ABRAMS
Acq Program Type	Managed - Asset Level
*Fiscal Yr	2023
*Source	
*Source Desc	
*Qty Funded	
*Dollar Amt	
Dept Cd	Select an item
Appn Yr	
Basic Symbol	
Subhead Nbr	
Fiscal Acct Stn Nbr	
Prj Cd	
POC	
POC Phone Nbr	
POC E-Mail Address	
Remarks	
History Remarks	

Cancel Reset Add

A. Use to select the desired Fiscal Yr.

B. Enter the Source in the field provided. *This is a 15 alphanumeric character field.*

C. Enter the SOURCE DESC in the field provided. *This is a 250 alphanumeric character field.*

D. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

E. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

11. Select Add. *The **CIP Project Transaction Status** page appears.*

Add an Improvement CIP PROJECT

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

- **Personal Property**

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

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

3. Use to select the desired Prj Type Cd.

4. Use to select the desired Prj Category Cd.

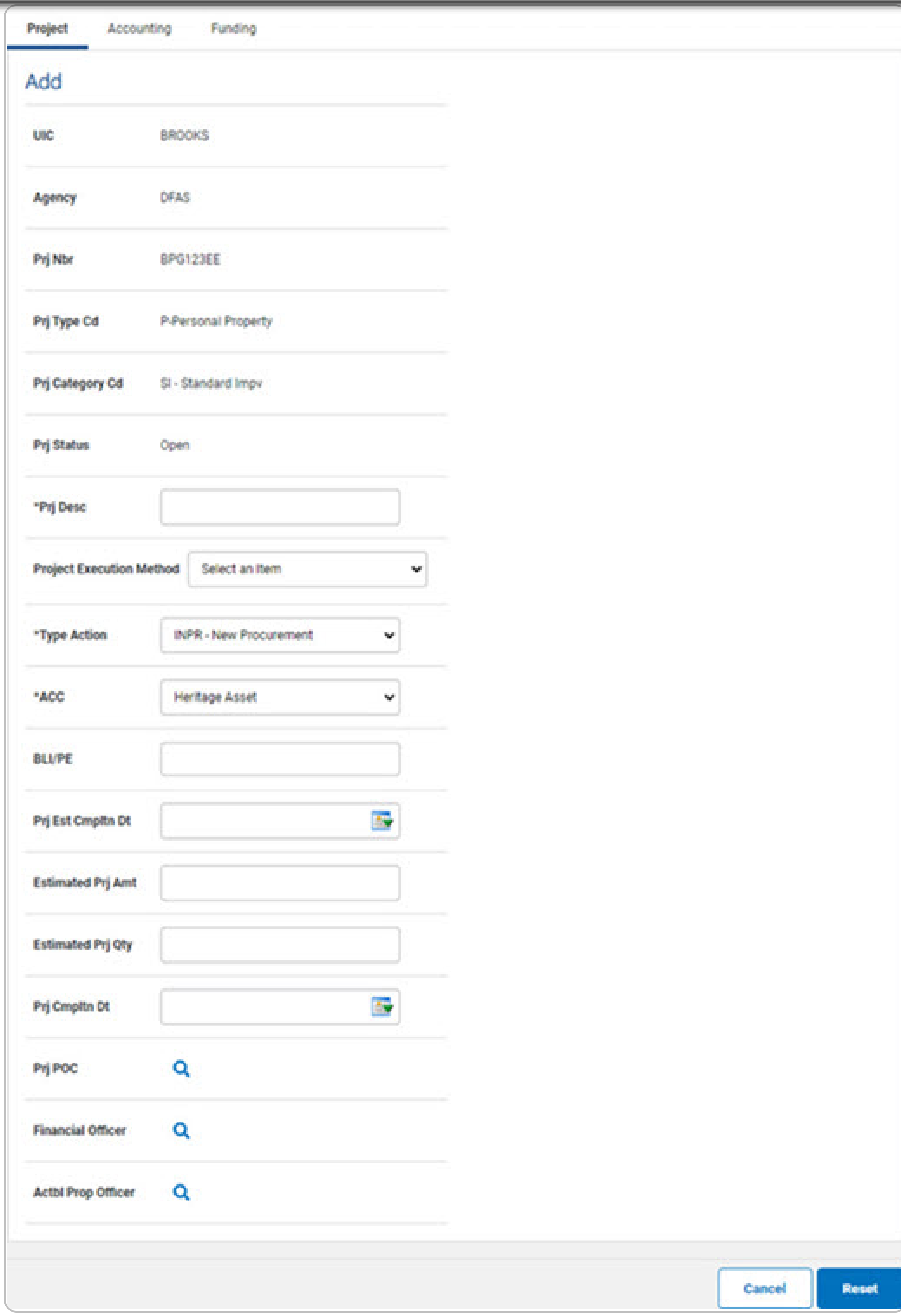
Attention

When adding a CIP Project for a Personal or Real Property Improvement, the PRJ CATEGORY CD must be SI - STANDARD IMPV.

5. Use to select the desired Prj Status.

6. Select Add. *The **CIP Project Add** page appears, open to the Project tab.*

7. Enter the fields on the Project tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123EE
Prj Type Cd
P-Personal Property
Prj Category Cd
SI - Standard Impv
Prj Status
Open
*Prj Desc
Project Execution Method
Select an Item
*Type Action
INPR - New Procurement
*ACC
Heritage Asset
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj POC
Financial Officer
Actbl Prop Officer
Cancel
Reset

A. Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field.*

B. Use to select the desired Type Action.

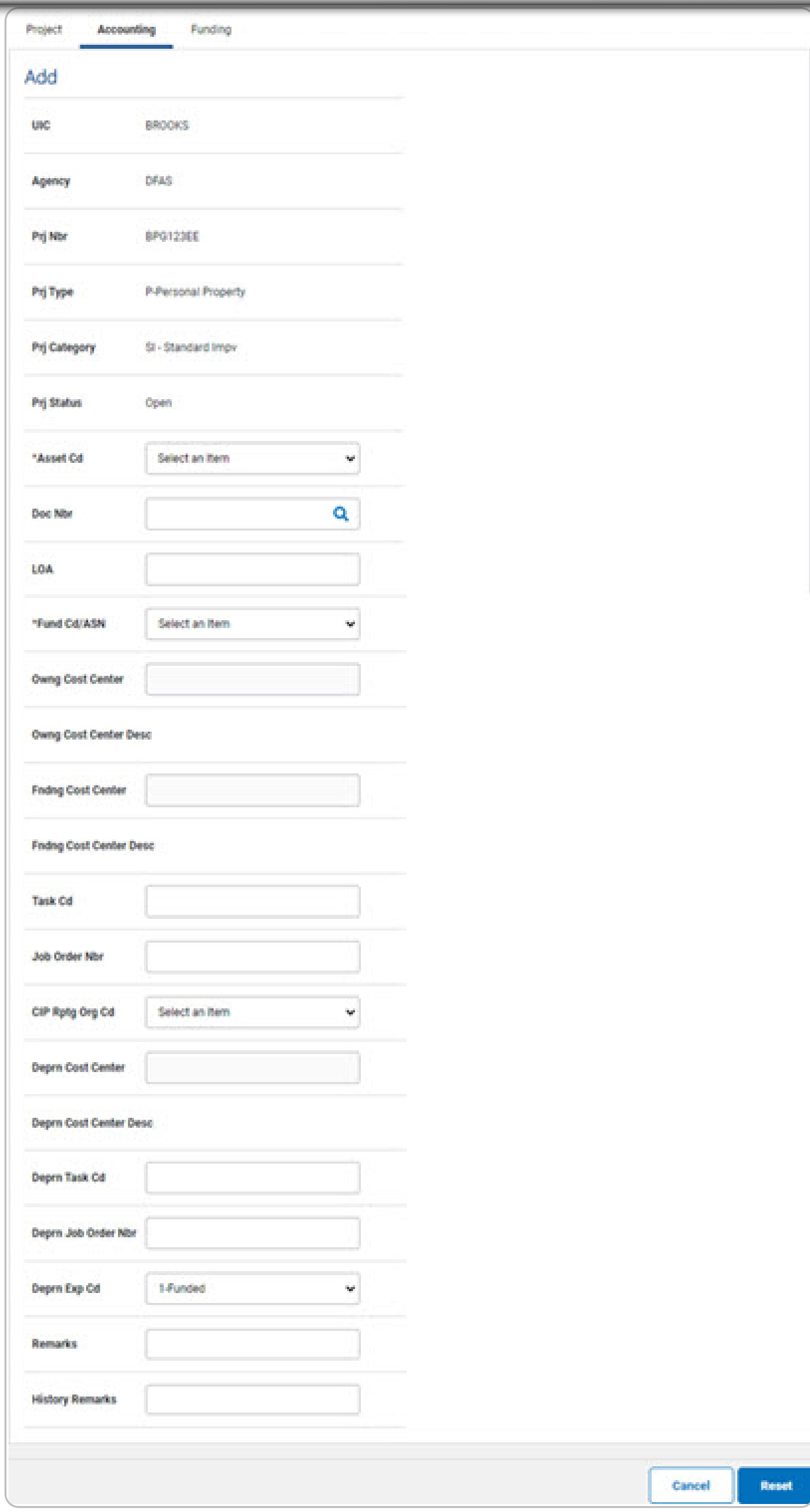
C. Use to select the desired ACC.

D. Update the PRJ POC, using to browse for the correct POC.

E. Update the Financial Officer, using to browse for the correct POC.

F. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

8. Enter the fields on the Accounting tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123EE
Prj Type
P-Personal Property
Prj Category
SI - Standard Impv
Prj Status
Open
*Asset Cd
Select an item
Doc Nbr
LOA
*Fund Cd/ASN
Select an item
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
CIP Rptg Org Cd
Select an item
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
1-Funded
Remarks
History Remarks
Cancel
Reset

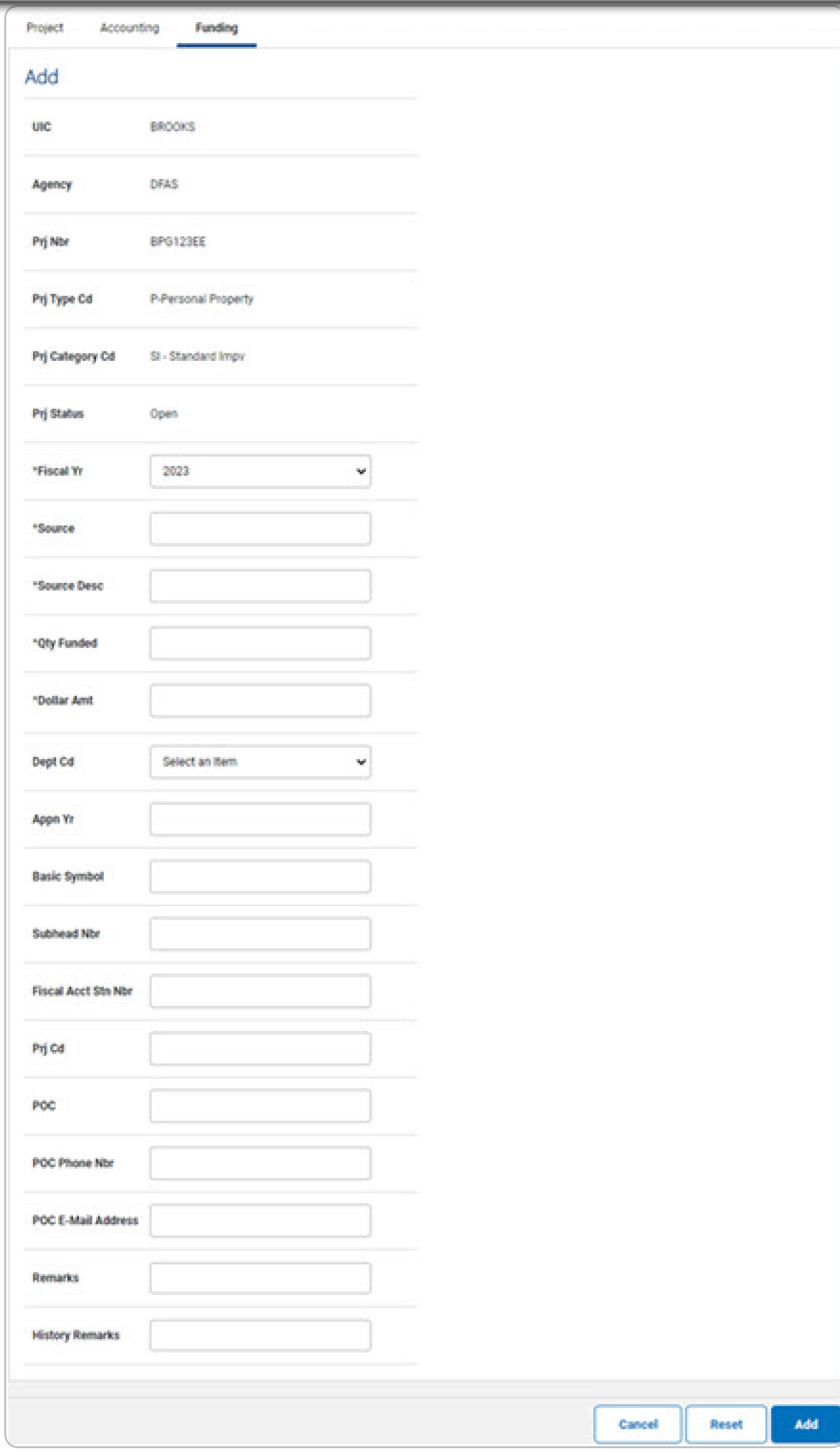
A. Use to select the desired Asset Cd.

B. Enter the Doc Nbr, or use to browse for the number. *This is a 14 alphanumeric character field.*

C. Use to select the desired Fund Cd / ASN.

D. Use to select the desired CIP Rptg Org Cd.

9. Enter the fields on the Funding tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123EE
Prj Type Cd
P-Personal Property
Prj Category Cd
SI - Standard Impv
Prj Status
Open
*Fiscal Yr
2023
*Source
*Source Desc
*Qty Funded
*Dollar Amt
Dept Cd
Select an Item
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Remarks
History Remarks
Cancel
Reset
Add

A. Use to select the desired Fiscal Yr.

B. Enter the Source in the field provided. *This is a 15 alphanumeric character field.*

C. Enter the SOURCE DESC in the field provided. *This is a 250 alphanumeric character field.*

D. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

E. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

10. Select Add. *The **CIP Project Transaction Status** page appears.*

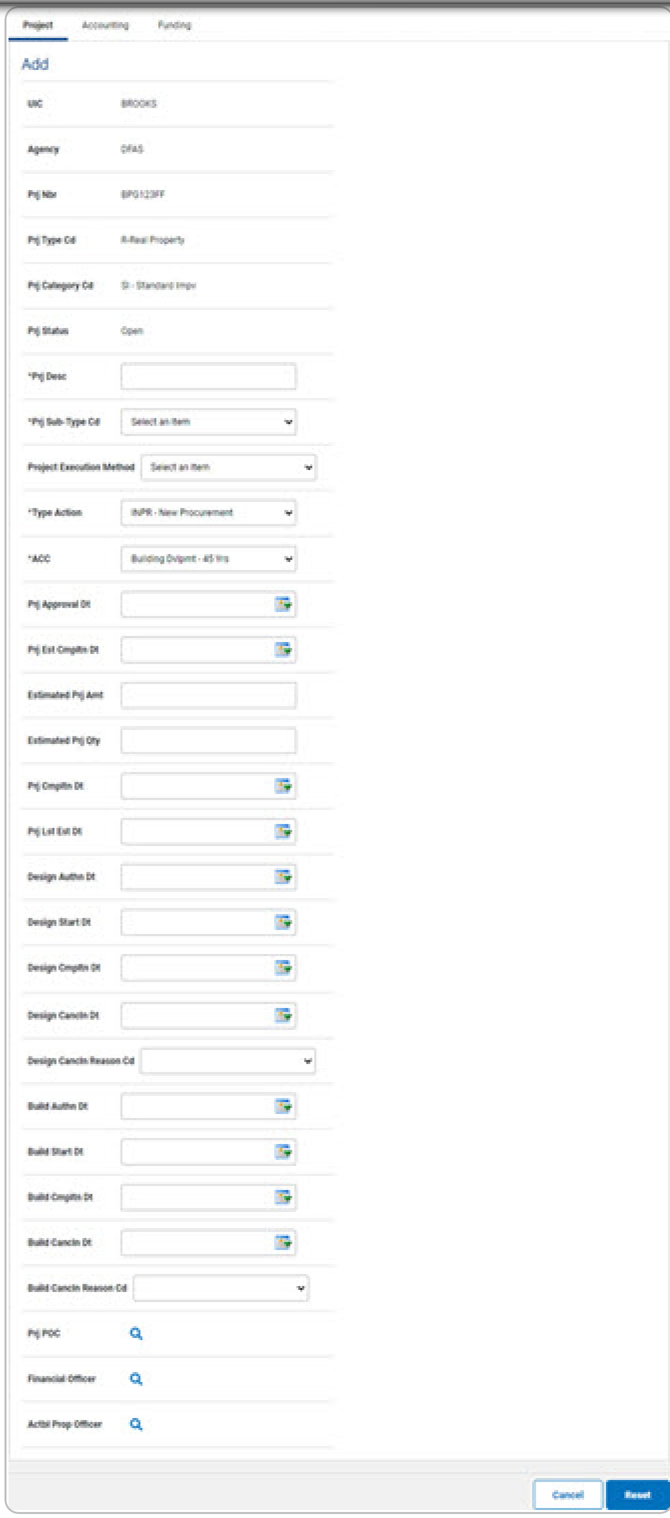
- **Real Property**

1. In the CIP sub-menu, select Project. *The **CIP PROJECT Search Criteria** page appears.*
2. Enter the desired PRJ NBR, or use to browse for the number.
3. Use to select the desired Prj Type Cd.
4. Use to select the desired Prj Category Cd.

Attention

When adding a CIP Project for a Personal or Real Property Improvement, the PRJ CATEGORY CD must be SI - STANDARD IMPV.

5. Use to select the desired Prj Status.
6. Select Add. *The **CIP Project Add** page appears, open to the Project tab.*
7. Enter the fields on the Project tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123FF
Prj Type Cd
R-Real Property
Prj Category Cd
SI - Standard Impv
Prj Status
Open
*Prj Desc
*Prj Sub-Type Cd
Select an Item
Project Execution Method
Select an Item
*Type Action
INPR - New Procurement
*ACC
Building Dvlpmt - 45 Yrs
Prj Approval Dt
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj Lst Est Dt
Design Authn Dt
Design Start Dt
Design Cmpltn Dt
Design Cancln Dt
Design Cancln Reason Cd
Build Authn Dt
Build Start Dt
Build Cmpltn Dt
Build Cancln Dt
Build Cancln Reason Cd
Prj POC
Financial Officer
Actbl Prop Officer
Cancel
Reset

A. Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field.*

B. Use to select the desired Prj Sub-Type Cd.

C. Use to select the desired Type Action.

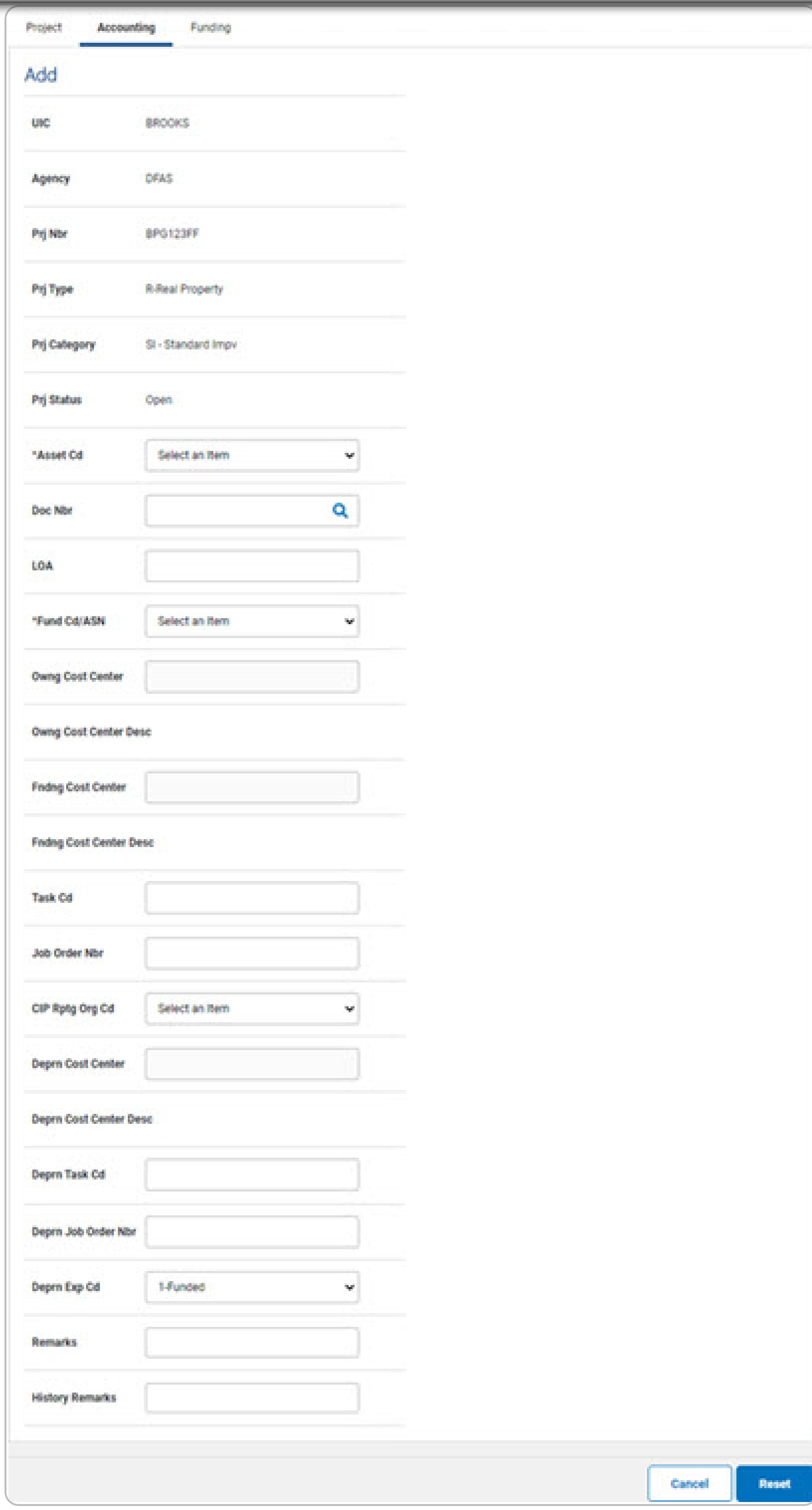
D. Use to select the desired ACC.

E. Update the PRJ POC, using to browse for the correct POC.

F. Update the Financial Officer, using to browse for the correct POC.

G. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

8. Enter the fields on the Accounting tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123FF
Prj Type
R-Real Property
Prj Category
SI - Standard Impv
Prj Status
Open
*Asset Cd
Select an Item
Doc Nbr
LOA
*Fund Cd/ASN
Select an Item
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
CIP Rptg Org Cd
Select an Item
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
1-Funded
Remarks
History Remarks
Cancel
Reset

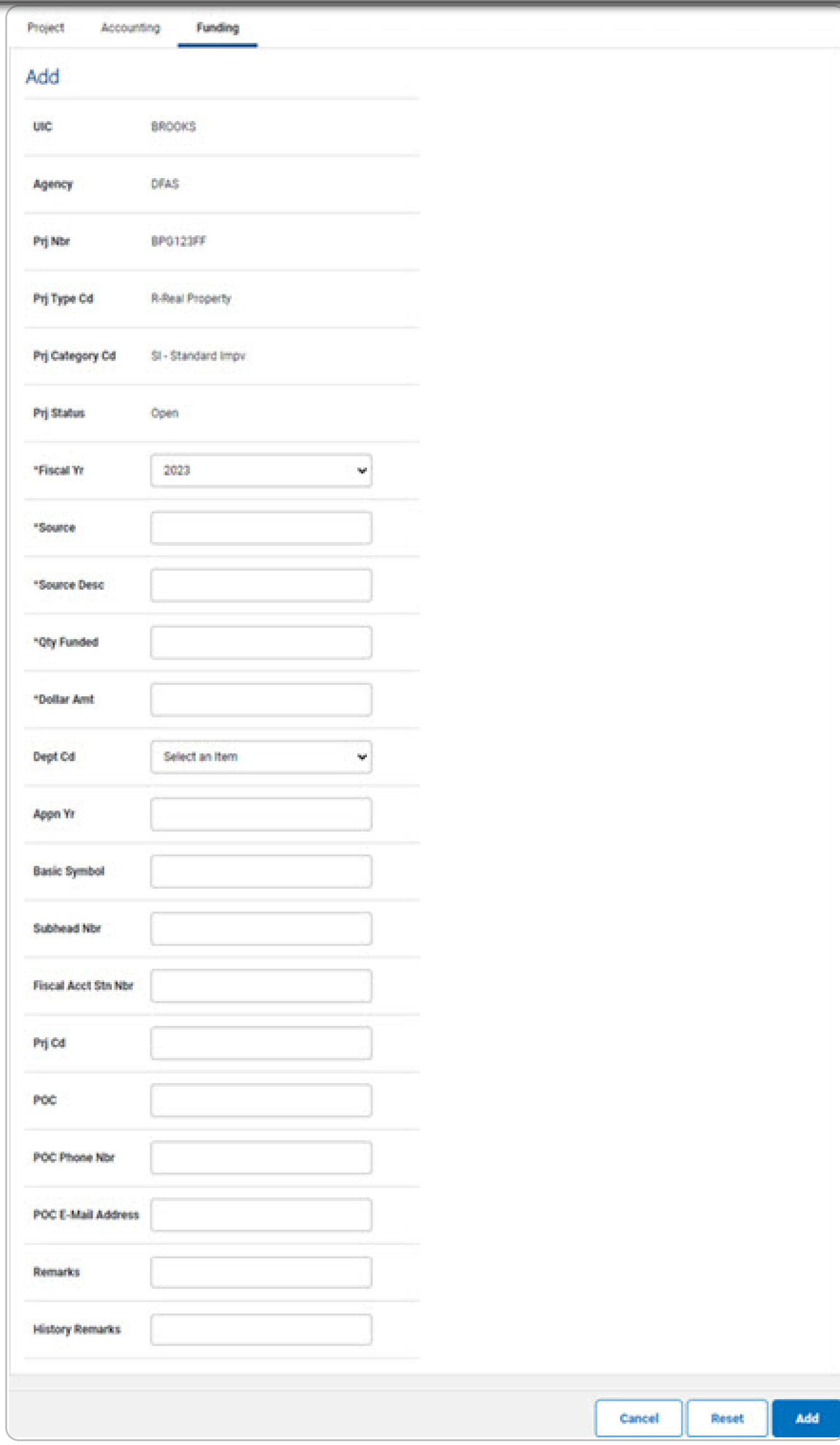
A. Use to select the desired Asset Cd.

B. Enter the Doc Nbr, or use to browse for the number. *This is a 14 alphanumeric character field.*

C. Use to select the desired Fund Cd / ASN.

D. Use to select the desired CIP Rptg Org Cd.

9. Enter the fields on the Funding tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123FF
Prj Type Cd
R-Real Property
Prj Category Cd
SI - Standard Impv
Prj Status
Open
*Fiscal Yr
2023
*Source
*Source Desc
*Qty Funded
*Dollar Amt
Dept Cd
Select an Item
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Remarks
History Remarks
Cancel
Reset
Add

A. Use ⌄ to select the desired Fiscal Yr.

B. Enter the Source in the field provided. *This is a 15 alphanumeric character field.*

C. Enter the SOURCE DESC in the field provided. *This is a 250 alphanumeric character field.*

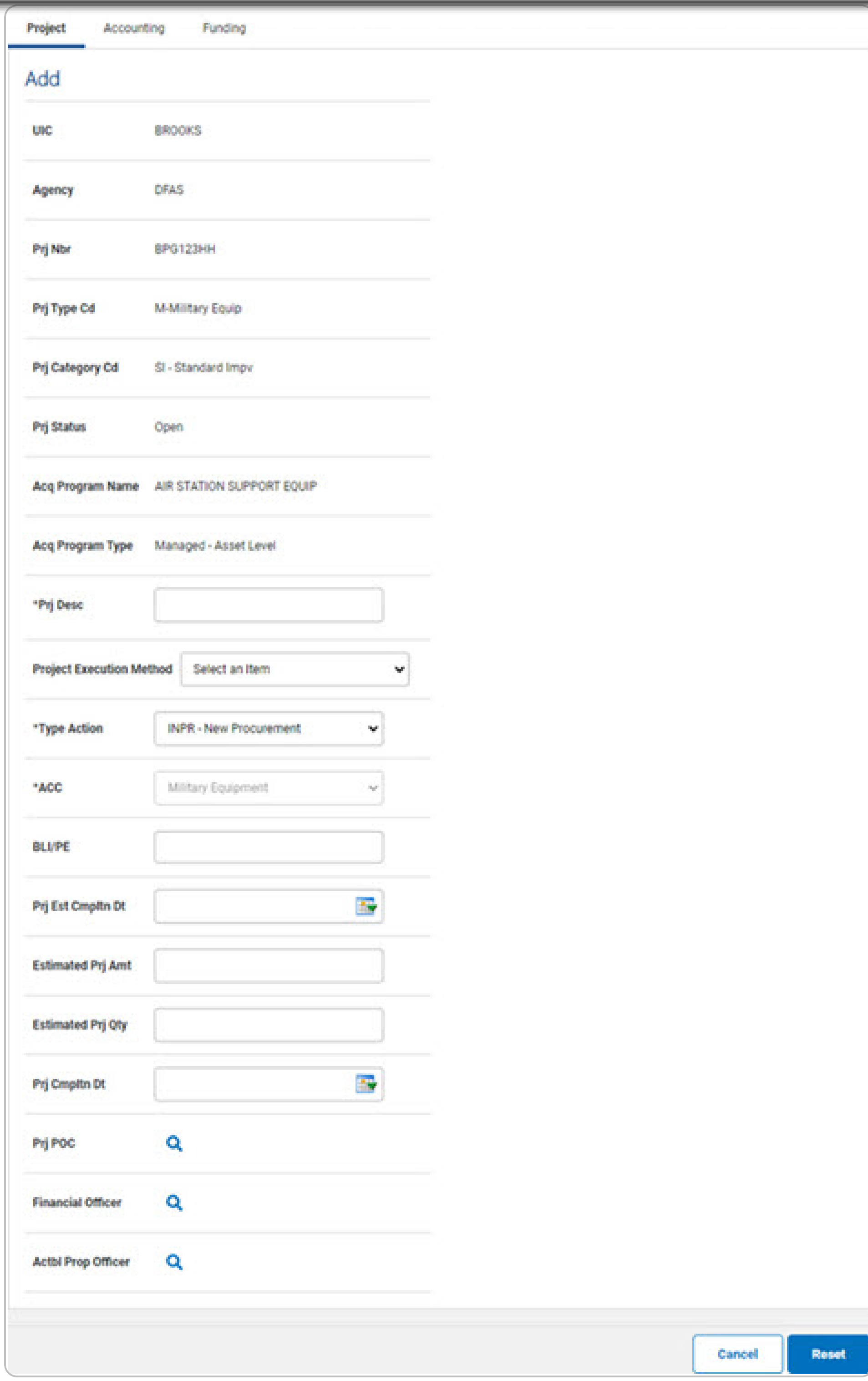
D. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

E. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

10. Select Add. *The **CIP Project Transaction Status** page appears.*

- **Military Equipment**

1. In the CIP sub-menu, select Project. *The **CIP PROJECT Search Criteria** page appears.*
2. Enter the desired PRJ NBR, or use 🔍 to browse for the number.
3. Use ⌄ to select the desired Prj Type Cd. *Depending upon the chosen type, the fields change.*
4. Use ⌄ to select the desired Prj Category Cd.
5. Use ⌄ to select the desired Prj Status.
6. Use ⌄ to select the desired Acq Program Name.
7. Select Add. *The **CIP PROJECT Add** page appears.*
8. Enter the fields on the Project tab.


Project
Accounting
Funding
Add
UIC BROOKS
Agency DFAS
Prj Nbr BPG123HH
Prj Type Cd M-Military Equip
Prj Category Cd SI - Standard Impv
Prj Status Open
Acq Program Name AIR STATION SUPPORT EQUIP
Acq Program Type Managed - Asset Level
*Prj Desc
Project Execution Method Select an Item
*Type Action INPR - New Procurement
*ACC Military Equipment
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj POC
Financial Officer
Actbl Prop Officer
Cancel
Reset

A. Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field.*

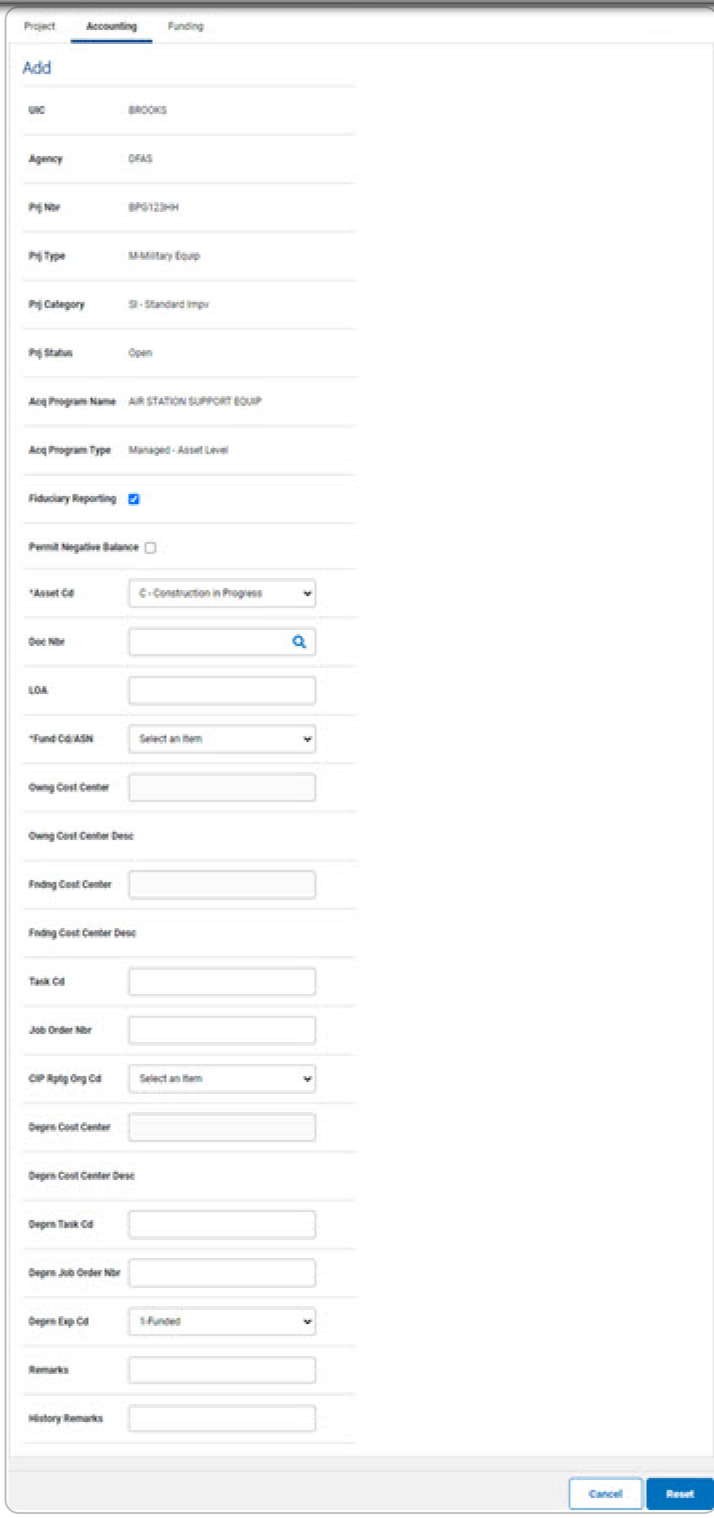
B. Use to select the desired Type Action.

C. Update the PRJ POC, using to browse for the correct POC.

D. Update the Financial Officer, using to browse for the correct POC.

E. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

9. Enter the fields on the Accounting tab.

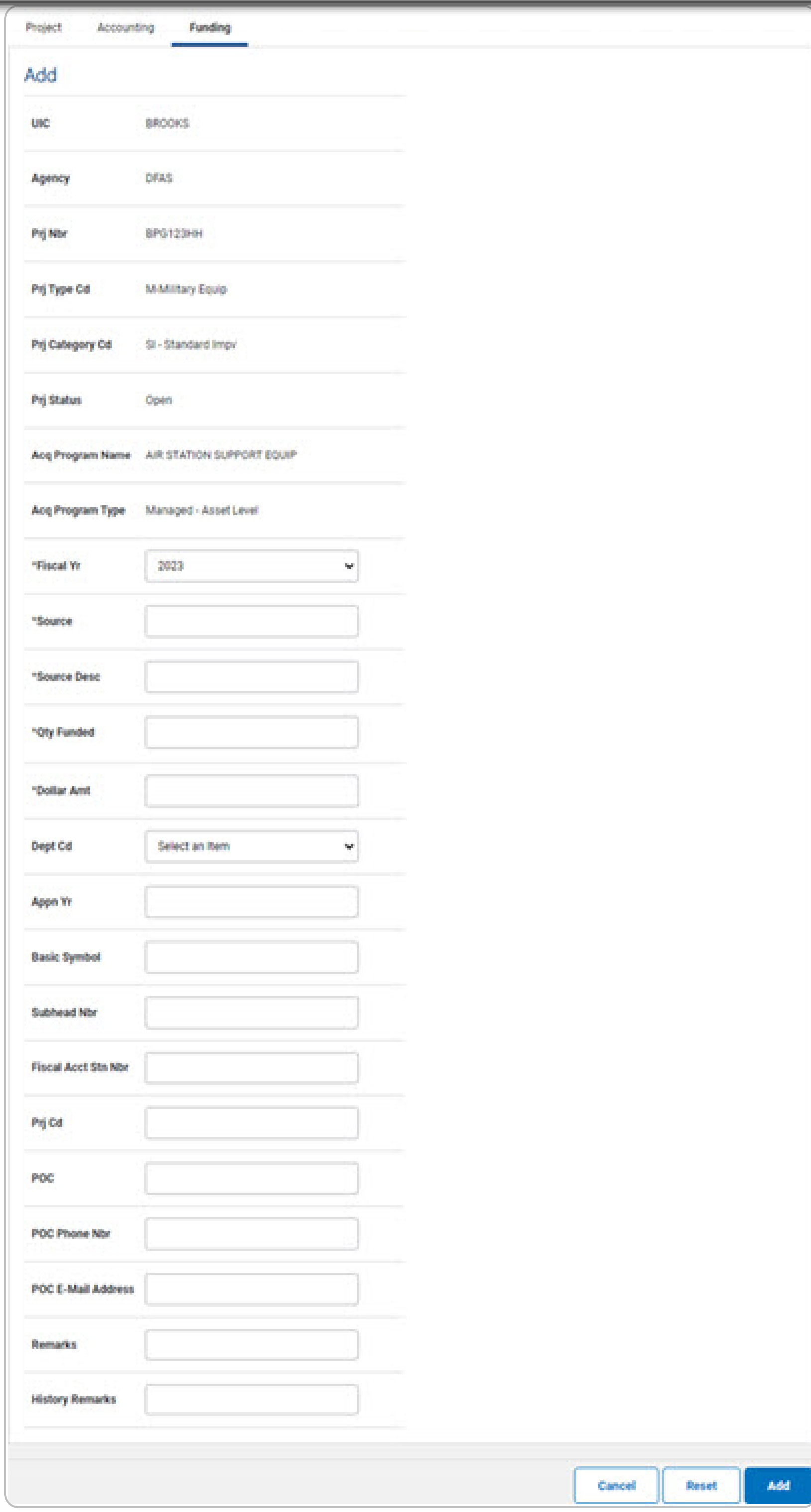

Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123HH
Prj Type
M-Military Equip
Prj Category
SI - Standard Impv
Prj Status
Open
Acq Program Name
AIR STATION SUPPORT EQUIP
Acq Program Type
Managed - Asset Level
Fiduciary Reporting
Permit Negative Balance
*Asset Cd
C - Construction in Progress
Doc Nbr
LOA
*Fund Cd/ASN
Select an Item
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
CIP Rptg Org Cd
Select an Item
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
1-Funded
Remarks
History Remarks
Cancel
Reset

A. Use to select the desired Asset Cd.

B. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

C. Use to select the desired Fund Cd / ASN.

10. Enter the fields on the Funding tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123HH
Prj Type Cd
M-Military Equip
Prj Category Cd
SI - Standard Impv
Prj Status
Open
Acq Program Name
AIR STATION SUPPORT EQUIP
Acq Program Type
Managed - Asset Level
*Fiscal Yr
2023
*Source
*Source Desc
*Qty Funded
*Dollar Amt
Dept Cd
Select an Item
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Remarks
History Remarks
Cancel
Reset
Add

A. Use [dropdown] to select the desired Fiscal Yr.

B. Enter the Source in the field provided. *This is a 15 alphanumeric character field.*

C. Enter the SOURCE DESC in the field provided. *This is a 250 alphanumeric character field.*

D. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

E. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

11. Select Add. *The **CIP Project Transaction Status** page appears.*

Update a CIP Project

Navigation

Accounting > CIP > Project > Search Criteria > Search > Search Results > Update hyper-link > CIP Project Update page

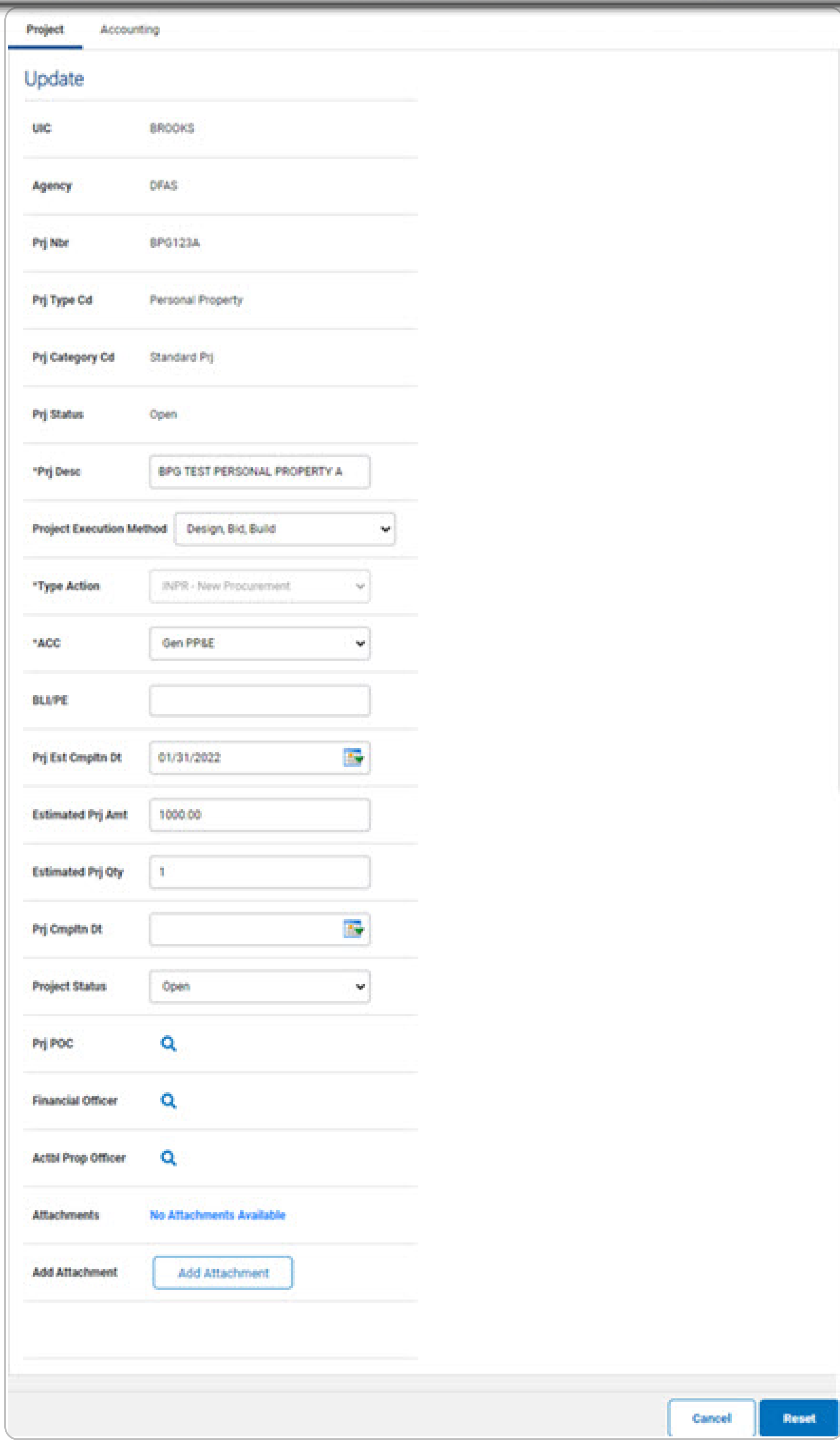
Procedures

Update a New CIP Project

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

- **Personal Property**

1. In the CIP sub-menu, select Project. *The* ***CIP Project Search Criteria*** *page appears.*
2. **Enter the desired Prj Nbr, or use 🔍 to browse for the number.**
3. Select Search. *The* ***CIP Project Search Results*** *page appears.*
4. Select the Update hyperlink on the desired Personal Property row. *The* ***CIP Project Update*** *page appears, open to the Project tab.*
5. Update the fields on the Project tab.


Project
Accounting
Update
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123A
Prj Type Cd
Personal Property
Prj Category Cd
Standard Prj
Prj Status
Open
*Prj Desc
BPG TEST PERSONAL PROPERTY A
Project Execution Method
Design, Bid, Build
*Type Action
INPR - New Procurement
*ACC
Gen PP&E
BLI/PE
Prj Est Cmpltn Dt
01/31/2022
Estimated Prj Amt
1000.00
Estimated Prj Qty
1
Prj Cmpltn Dt
Project Status
Open
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
No Attachments Available
Add Attachment
Add Attachment
Cancel
Reset

A. Update the PRJ DESC, entering the correct description in the field provided. *This is a 512 alphanumeric character field.*

B. *Verify the Type Action.*

C. Update the ACC, using to select the desired code.

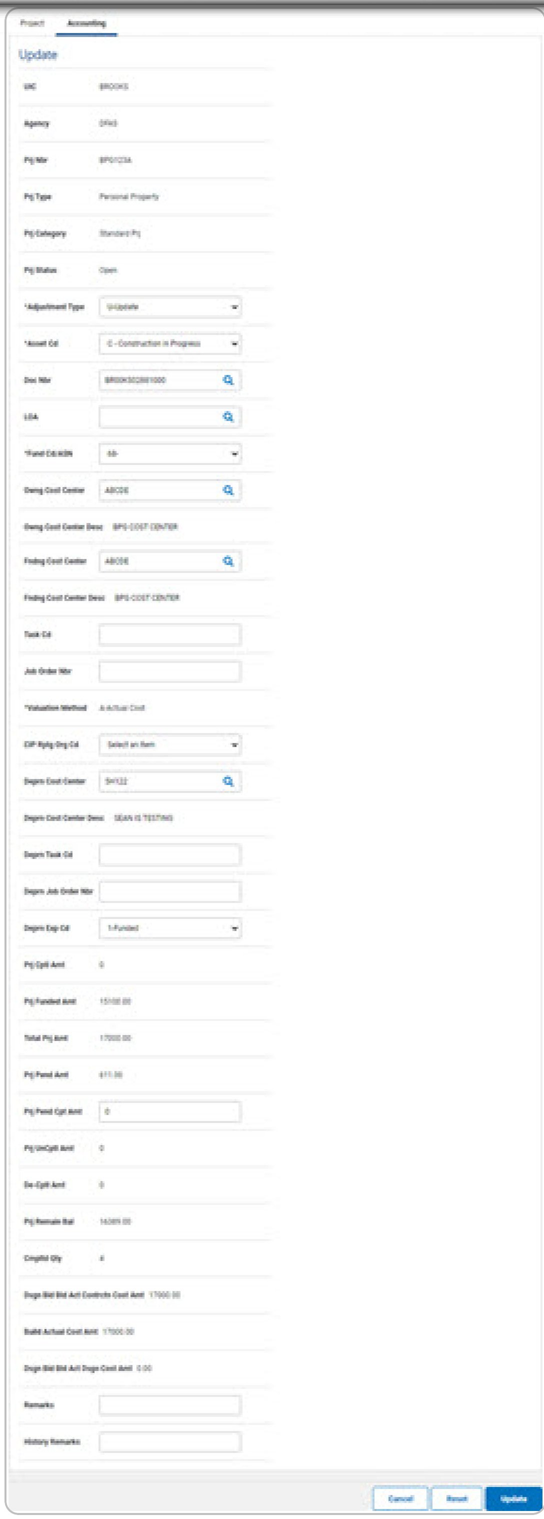
D. Update the PRJ POC, using to browse for the correct POC.

E. Update the Financial Officer, using to browse for the correct POC.

F. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

G. Select Add Attachment to add any new attachments. *The **Attachment Add** page appears.*

6. Update the fields on the Accounting tab.


Project
Accounting
Update
Cancel
Reset
Update

A. Update the Adjustment Type, using to select the desired code.

B. Update the Asset Cd, using to select the desired code.

C. Update the DOC NBR, using to browse for the correct number. *This is a 14 alphanumeric character field.*

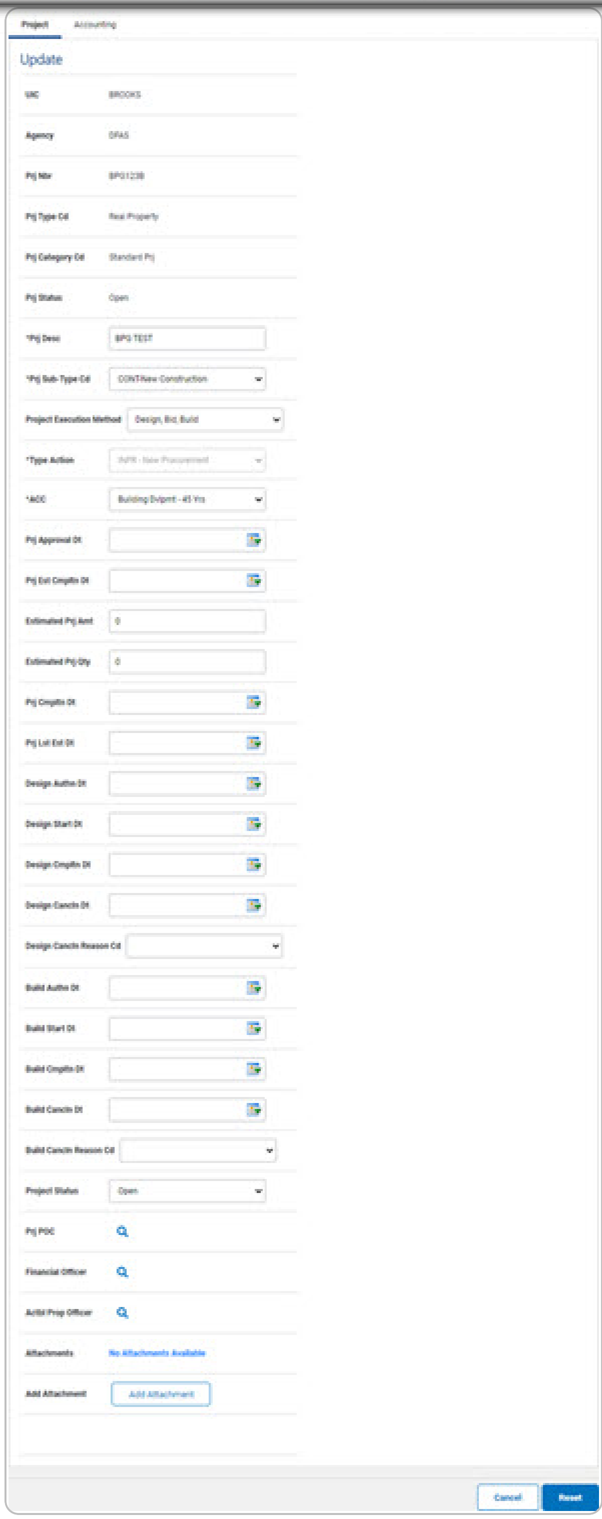
D. Update the Fund Cd / ASN, using to select the desired code.

E. *Verify the Valuation Method.*

7. Select Update . *The* ***CIP Project Transaction Status*** *page appears.*

- **Real Property**

1. In the CIP sub-menu, select Project. *The* ***CIP PROJECT Search Criteria*** *page appears.*
2. Enter the desired PRJ NBR, or use to browse for the number.
3. Select Search . *The* ***CIP PROJECT Search Results*** *page appears.*
4. Select the Update hyperlink on the desired Real Property row. *The* ***CIP PROJECT Update*** *page appears, open to the Project tab.*
5. Update the fields on the Project tab.


Project
Accounting
Update
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123B
Prj Type Cd
Real Property
Prj Category Cd
Standard Prj
Prj Status
Open
*Prj Desc
BPG TEST
*Prj Sub-Type Cd
CONT-New Construction
Project Execution Method
Design, Bid, Build
*Type Action
*ACC
Prj Approval Dt
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj Lst Est Dt
Design Authn Dt
Design Start Dt
Design Cmpltn Dt
Design Cancln Dt
Design Cancln Reason Cd
Build Authn Dt
Build Start Dt
Build Cmpltn Dt
Build Cancln Dt
Build Cancln Reason Cd
Project Status
Open
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
No Attachments Available
Add Attachment
Add Attachment
Cancel
Reset

A. Update the PRJ DESC, entering the correct description in the field provided. *This is a 512 alphanumeric character field.*

B. Update the Prj Sub-Type Cd, using ⌄ to select the desired code.

C. *Verify the Type Action.*

D. Update the ACC, using ⌄ to select the desired code.

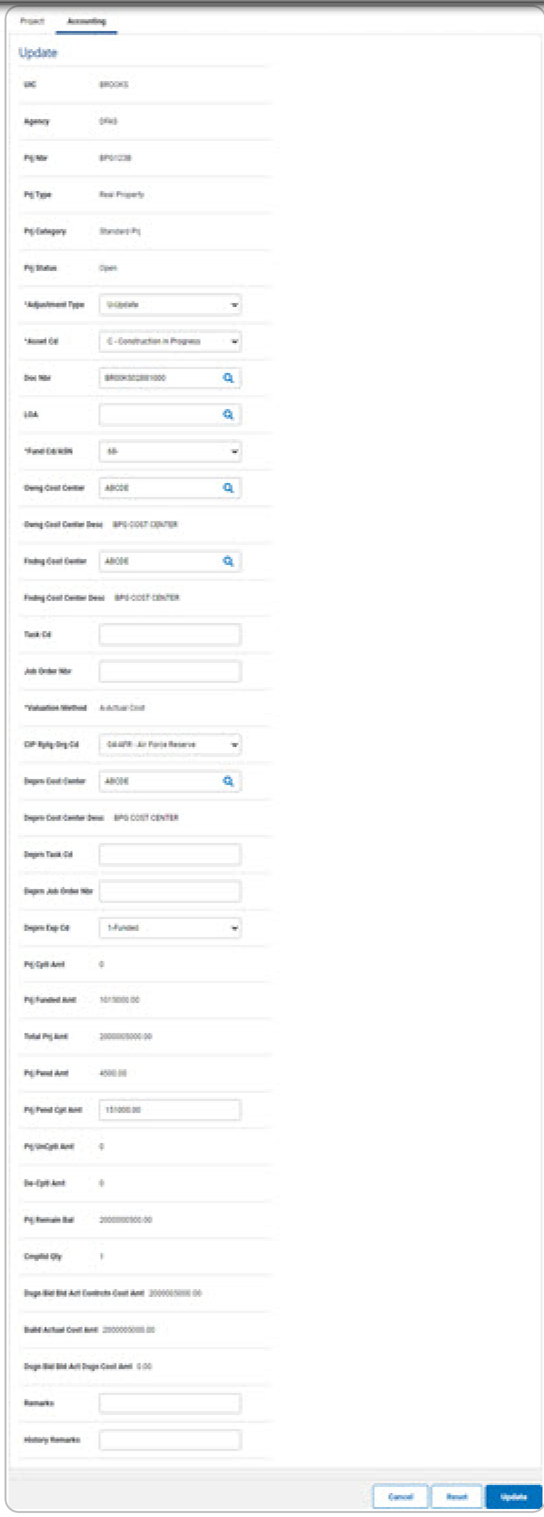
E. Update the PRJ POC, using 🔍 to browse for the correct POC.

F. Update the Financial Officer, using 🔍 to browse for the correct POC.

G. Update the ACTBL PROP OFFICER, using 🔍 to browse for the correct POC.

H. Select Add Attachment to add any new attachments. *The **Attachment Add** page appears.*

6. Update the fields on the Accounting Tab.


Project
Accounting
Update
UIC
Agency
Pj Nbr
Pj Type
Real Property
Pj Category
Pj Status
Open
*Adjustment Type
*Asset Cd
C - Construction in Progress
Doc Nbr
LOA
*Fund Cd/ASN
Owng Cost Center
ABCDE
Owng Cost Center Desc
BPG COST CENTER
Fndng Cost Center
ABCDE
Fndng Cost Center Desc
BPG COST CENTER
Task Cd
Job Order Nbr
*Valuation Method
A-Actual Cost
CIP Rptg Org Cd
Deprn Cost Center
ABCDE
Deprn Cost Center Desc
BPG COST CENTER
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
1-Funded
Pj Cptl Amt
0
Pj Funded Amt
Total Pj Amt
Pj Pend Amt
4500.00
Pj Pend Cpt Amt
Pj UnCptl Amt
0
De-Cptl Amt
0
Pj Remain Bal
Cmpltd Qty
1
Remarks
History Remarks
Cancel
Reset
Update

A. Update the Adjustment Type, using to select the desired code.

B. Update the Asset Cd, using to select the desired code.

C. Update the DOC NBR, using to browse for the correct number. *This is a 14 alphanumeric character field.*

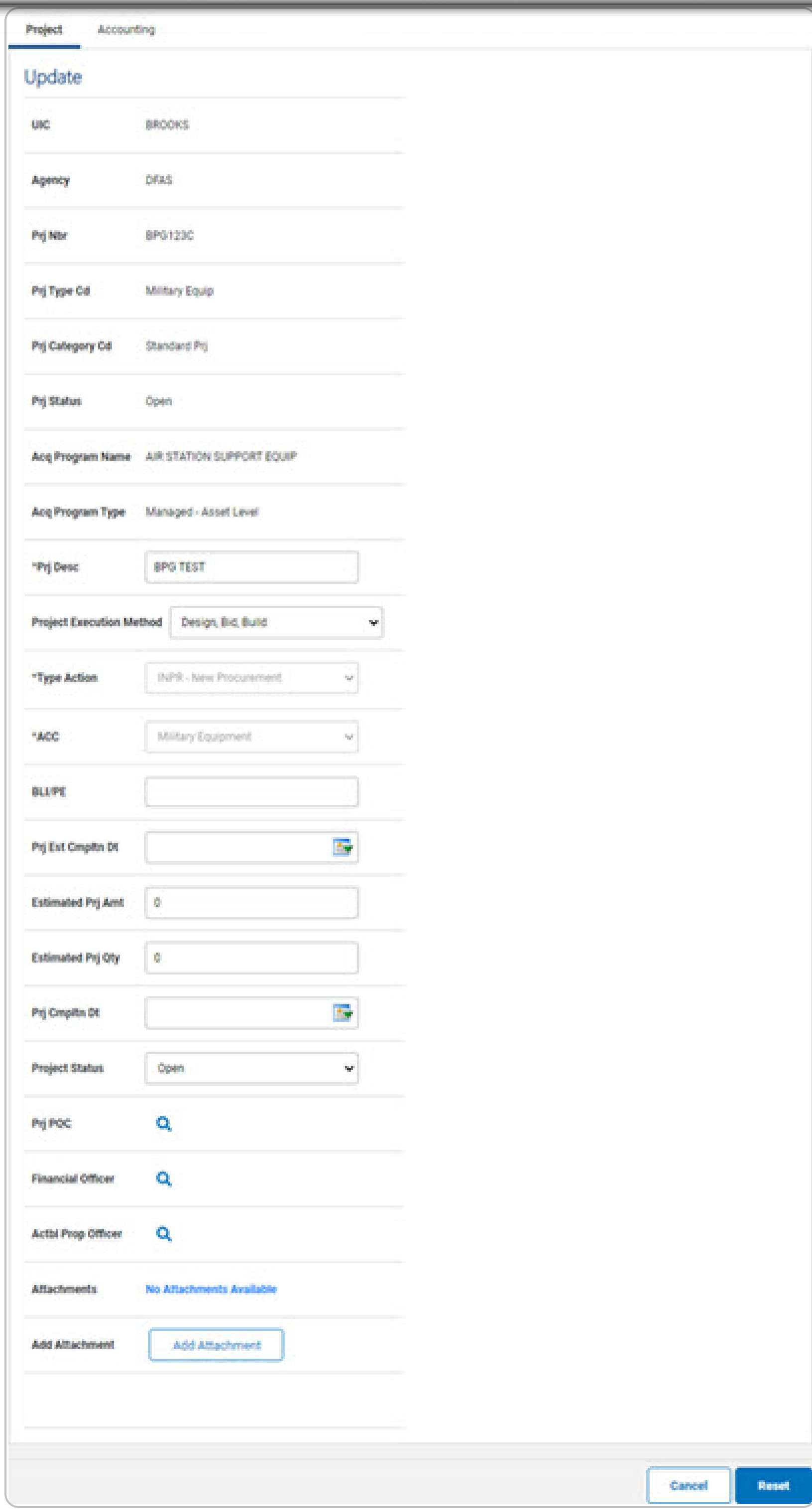
D. Update the Fund Cd / ASN, using to select the desired code.

E. *Verify the Valuation Method.*

7. Select Update. *The **CIP Project Transaction Status** page appears.*

- **Military Equipment**

1. In the CIP sub-menu, select Project. *The **CIP PROJECTSearch Criteria** page appears.*
2. Enter the desired PRJ NBR, or use to browse for the number.
3. Select Search. *The **CIP PROJECT Search Results** page appears.*
4. Select the Update hyperlink on the desired Military Equipment row. *The **CIP PROJECT Update** page appears, open to the Project tab.*
5. Update the fields on the Project tab.


Project
Accounting
Update
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123C
Prj Type Cd
Military Equip
Prj Category Cd
Standard Prj
Prj Status
Open
Acq Program Name
AIR STATION SUPPORT EQUIP
Acq Program Type
Managed - Asset Level
*Prj Desc
BPG TEST
Project Execution Method
Design, Bid, Build
*Type Action
INPR - New Procurement
*ACC
Military Equipment
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
0
Estimated Prj Qty
0
Prj Cmpltn Dt
Project Status
Open
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
No Attachments Available
Add Attachment
Add Attachment
Cancel
Reset

A. Update the PRJ DESC, entering the correct description in the field provided. *This is a 512 alphanumeric character field.*

B. *Verify the Type Action.*

C. *The ACC automatically populates to Military Equipment, and is not editable.*

D. Update the PRJ POC, using 🔍 to browse for the correct POC.

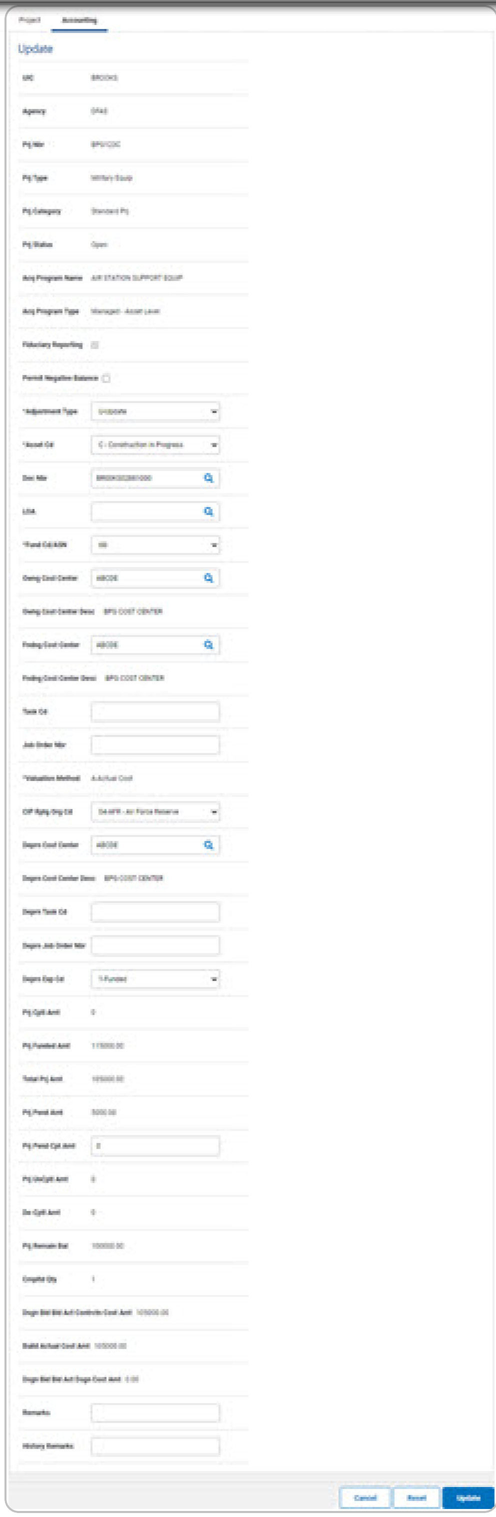
E. Update the Financial Officer, using 🔍 to browse for the correct POC.

F. Update the ACTBL PROP OFFICER, using 🔍 to browse for the correct POC.

G. *View any attachments as thumbnails in the Attachments field.*

H. Select Add Attachment to add any new attachments. *The* ***Attachment Add*** *page appears.*

6. Update the fields on the Accounting tab.


Update
AIR STATION SUPPORT EQUIP
C - Construction in Progress
BPG COST CENTER
Cancel
Reset
Update

A. Update the Adjustment Type, using to select the desired code.

B. Update the Asset Cd, using to select the desired code.

C. Update the Doc Nbr, using to browse for the correct number. *This is a 14 alphanumeric character field.*

D. Update the Fund Cd / ASN, using to select the desired code.

E. Update the Valuation Method, using to select the desired method.

F. *The Deprn Cost Center Desc automatically populates once the Deprn Cost Center is entered, and is not editable.*

G. Update the Deprn Task Cd, entering the correct code in the field provided. *This is a 14 alphanumeric character field.*

H. Update the Deprn Job Order Nbr, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

I. Update the Deprn Exp Cd, using to select the desired code.

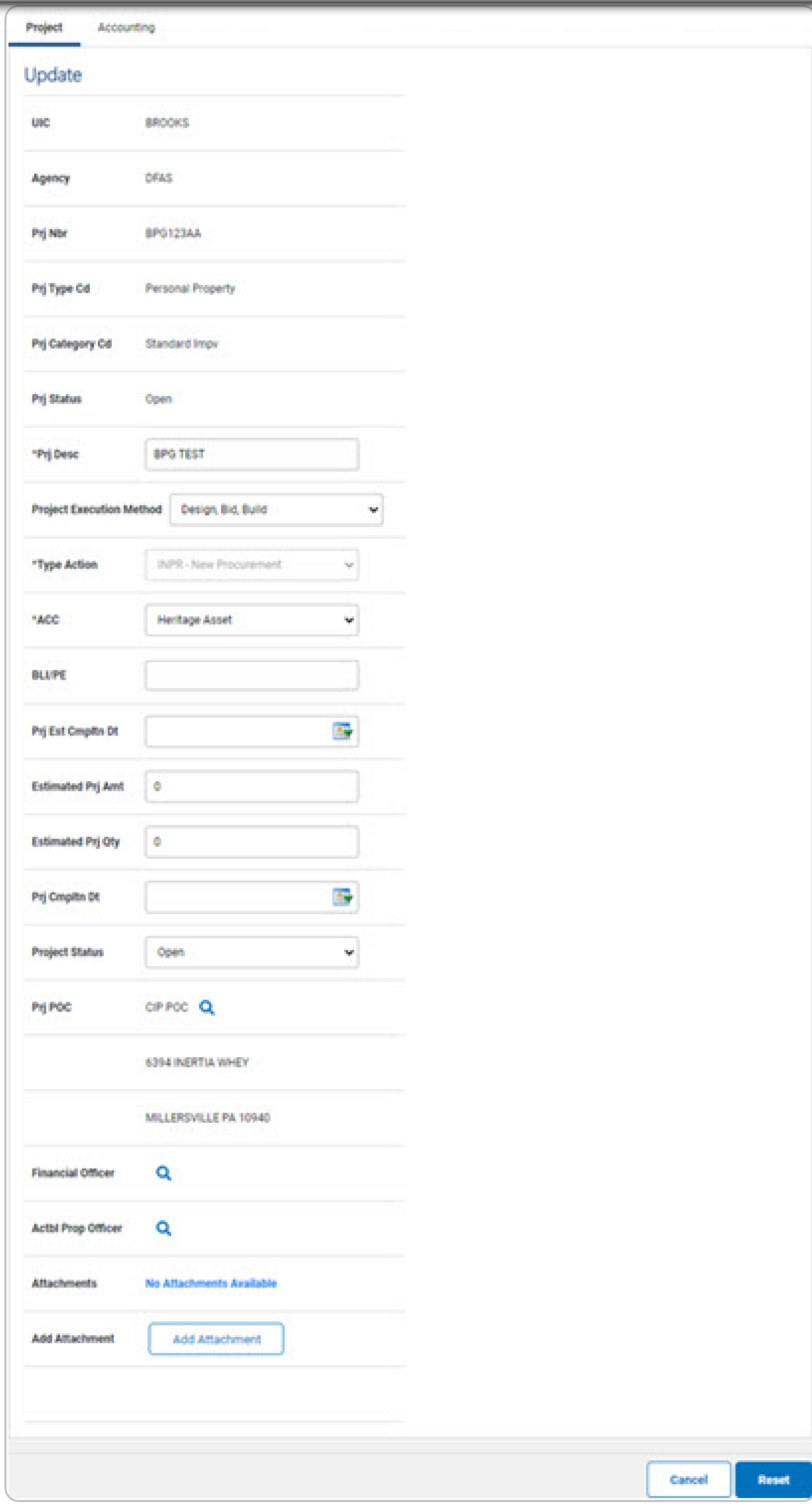
7. Select Update. *The **CIP Project Transaction Status** page appears.*

Update an Improvement CIP Project

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

- **Personal Property**

1. In the CIP sub-menu, select Project. *The **CIP ProjectSearch Criteria** page appears.*
2. **Enter the desired Prj Nbr, or use to browse for the number.**
3. Select Search. *The **CIP Project Search Results** page appears.*
4. Select the Update hyperlink on the desired row. *The **CIP Project Update** page appears, open to the Project tab.*
5. Update the fields on the Project tab.


Project
Accounting
Update
UIC BROOKS
Agency DFAS
Prj Nbr BPG123AA
Prj Type Cd Personal Property
Prj Category Cd Standard Impv
Prj Status Open
*Prj Desc BPG TEST
Project Execution Method Design, Bid, Build
*Type Action INPR - New Procurement
*ACC Heritage Asset
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt 0
Estimated Prj Qty 0
Prj Cmpltn Dt
Project Status Open
Prj POC CIP POC
6394 INERTIA WHEY
MILLERSVILLE PA 10940
Financial Officer
Actbl Prop Officer
Attachments No Attachments Available
Add Attachment Add Attachment
Cancel
Reset

A. Update the PRJ DESC, entering the correct description in the field provided. *This is a 512 alphanumeric character field.*

B. *Verify the Type Action.*

C. Update the ACC, using to select the desired code.

D. Update the PRJ POC, using to browse for the correct POC.

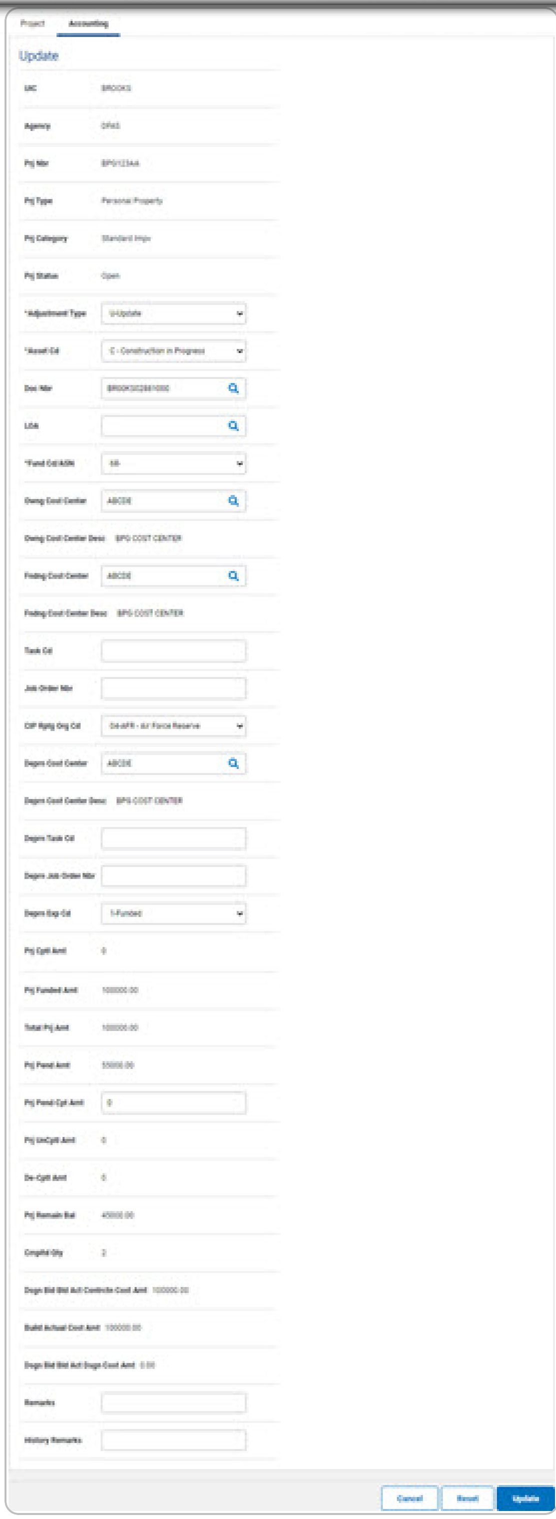
E. Update the Financial Officer, using to browse for the correct POC.

F. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

G. *View any attachments as thumbnails in the Attachments field.*

H. Select Add Attachment to add any new attachments. *The **Attachment Add** page appears.*

6. Update the fields on the Accounting tab.


Project
Accounting
Update
Cancel
Reset
Update

A. Update the Adjustment Type, using to select the desired code.

B. Update the Asset Cd, using to select the desired code.

C. Update the Doc Nbr, using to browse for the correct number. *This is a 14 alphanumeric character field.*

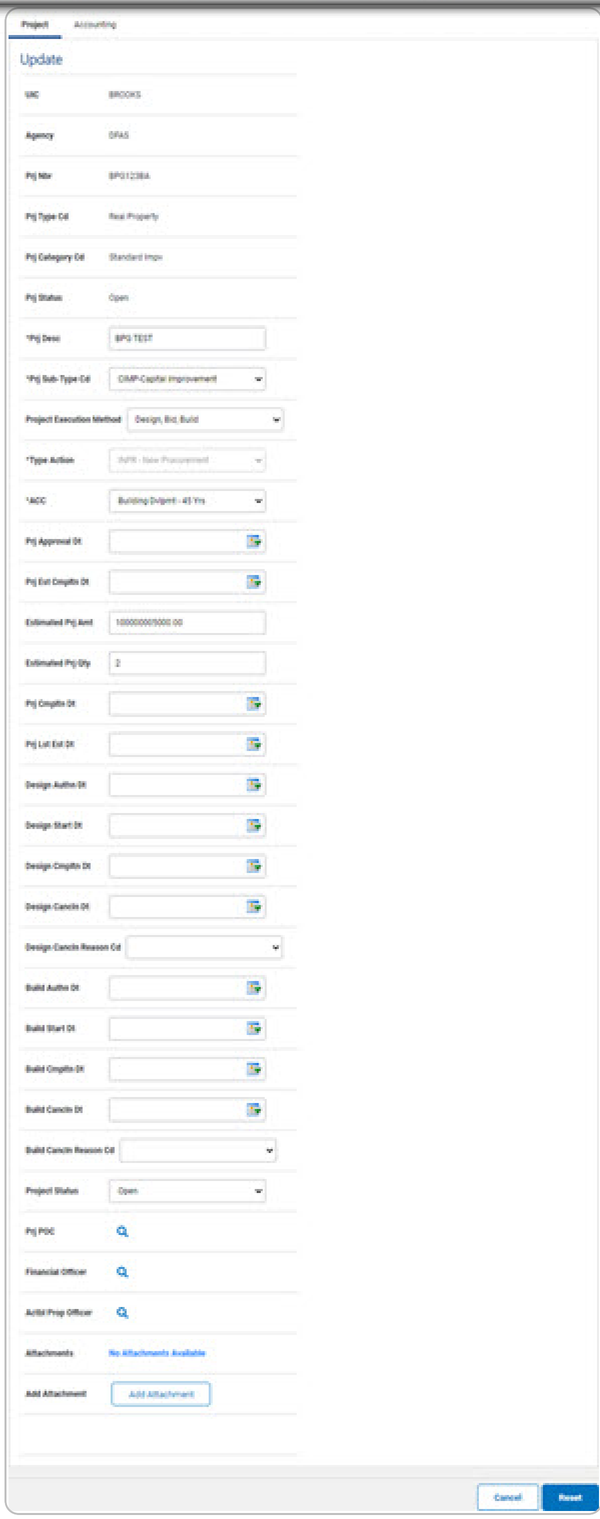
D. Update the Fund Cd / ASN, using to select the desired code.

E. Update the Owng Cost Center, using to browse for the correct number.

7. Select Update. *The **CIP Project Transaction Status** page appears.*

- **Real Property**

1. In the CIP sub-menu, select Project. *The **CIP ProjectSearch Criteria** page appears.*
2. Enter the desired Prj Nbr, or use to browse for the number.
3. Select Search. *The **CIP Project Search Results** page appears.*
4. Select the Update hyperlink on the desired row. *The **CIP Project Update** page appears, open to the Project tab.*
5. Update the fields on the Project tab.


Project
Accounting
Update
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123BA
Prj Type Cd
Real Property
Prj Category Cd
Standard Impv
Prj Status
Open
*Prj Desc
BPG TEST
*Prj Sub-Type Cd
CIMP-Capital Improvement
Project Execution Method
Design, Bid, Build
*Type Action
*ACC
Prj Approval Dt
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
2
Prj Cmpltn Dt
Prj Lst Est Dt
Design Authn Dt
Design Start Dt
Design Cmpltn Dt
Design Cancln Dt
Design Cancln Reason Cd
Build Authn Dt
Build Start Dt
Build Cmpltn Dt
Build Cancln Dt
Build Cancln Reason Cd
Project Status
Open
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
No Attachments Available
Add Attachment
Add Attachment
Cancel
Reset

A. Update the PRJ DESC, entering the correct description in the field provided. *This is a 512 alphanumeric character field.*

B. Update the Prj Sub-Type Cd, using ⌄ to select the desired code.

C. *Verify the Type Action.*

D. Update the ACC, using ⌄ to select the desired code.

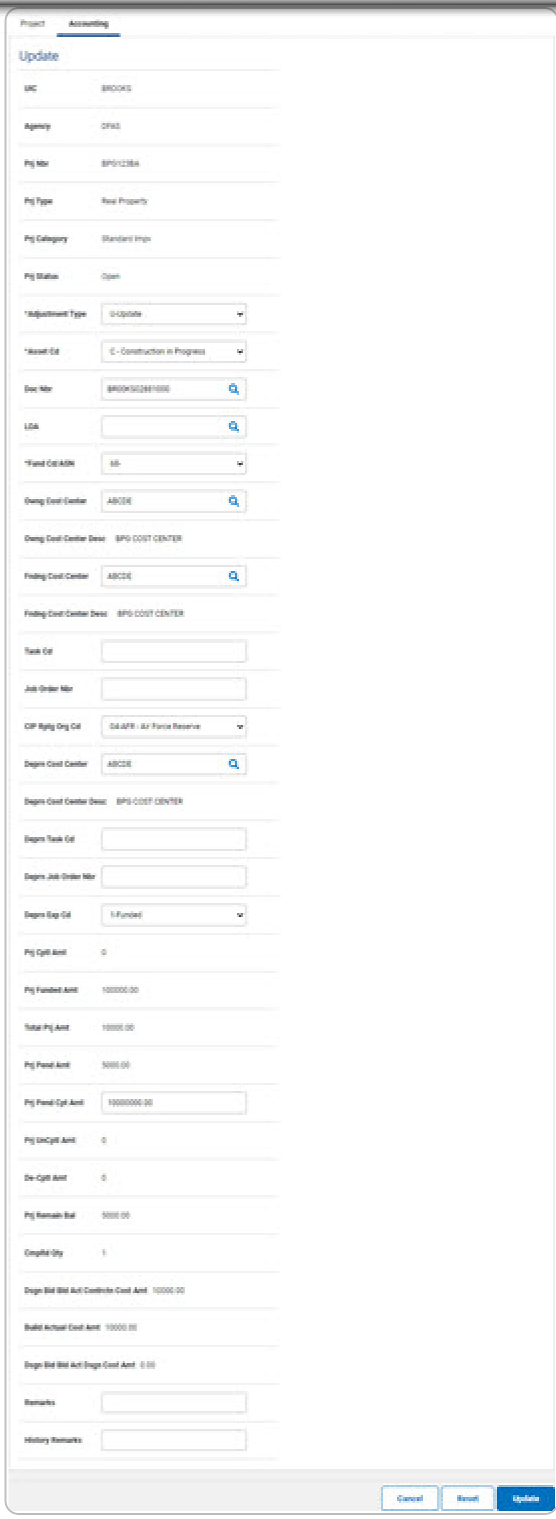
E. Update the PRJ POC, using 🔍 to browse for the correct POC.

F. Update the Financial Officer, using 🔍 to browse for the correct POC.

G. Update the ACTBL PROP OFFICER, using 🔍 to browse for the correct POC.

H. Select Add Attachment to add any new attachments. *The* ***Attachment Add*** *page appears.*

6. Update the fields on the Accounting tab.


Project
Accounting
Update
UIC
BROOKS
Agency
Prj Nbr
Prj Type
Real Property
Prj Category
Standard Impv
Prj Status
Open
*Adjustment Type
U-Update
*Asset Cd
C - Construction in Progress
Doc Nbr
LOA
*Fund Cd/ASN
Owng Cost Center
ABCDE
Owng Cost Center Desc
BPG COST CENTER
Fndng Cost Center
ABCDE
Fndng Cost Center Desc
BPG COST CENTER
Task Cd
Job Order Nbr
CIP Rptg Org Cd
04-AFR - Air Force Reserve
Deprn Cost Center
ABCDE
Deprn Cost Center Desc
BPG COST CENTER
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
1-Funded
Prj Cptl Amt
0
Prj Funded Amt
Total Prj Amt
Prj Pend Amt
5000.00
Prj Pend Cptl Amt
Prj UnCptl Amt
0
De-Cptl Amt
0
Prj Remain Bal
5000.00
Cmpltd Qty
1
Remarks
History Remarks
Cancel
Reset
Update

A. Update the Adjustment Type, using to select the desired code.

B. Update the Asset Cd, using to select the desired code.

C. Update the Doc Nbr, using to browse for the correct number. *This is a 14 alphanumeric character field.*

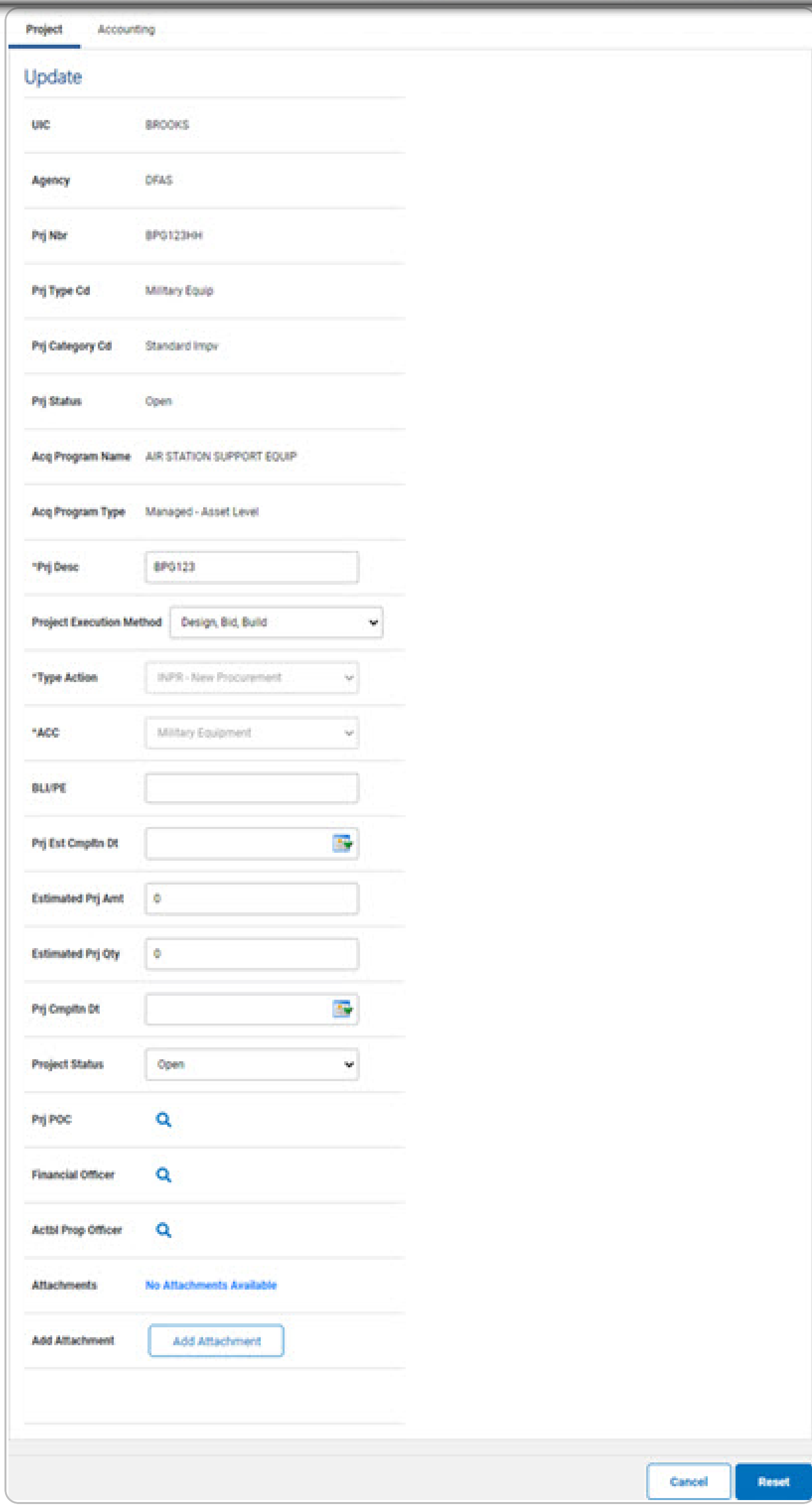
D. Update the Fund Cd / ASN, using to select the desired code.

E. Update the Owng Cost Center, using to browse for the correct number.

7. Select Update. *The **CIP Project Transaction Status** page appears.*

- **Military Equipment**

1. In the CIP sub-menu, select Project. *The **CIP ProjectSearch Criteria** page appears.*
2. Enter the desired Prj Nbr, or use to browse for the number.
3. Select Search. *The **CIP Project Search Results** page appears.*
4. Select the Update hyperlink on the desired row. *The **CIP Project Update** page appears, open to the Project tab.*
5. Update the fields on the Project tab.


Project
Accounting
Update
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123HH
Prj Type Cd
Military Equip
Prj Category Cd
Standard Impv
Prj Status
Open
Acq Program Name
AIR STATION SUPPORT EQUIP
Acq Program Type
Managed - Asset Level
*Prj Desc
BPG123
Project Execution Method
Design, Bid, Build
*Type Action
INPR - New Procurement
*ACC
Military Equipment
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
0
Estimated Prj Qty
0
Prj Cmpltn Dt
Project Status
Open
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
No Attachments Available
Add Attachment
Add Attachment
Cancel
Reset

A. Update the PRJ DESC, entering the correct description in the field provided. *This is a 512 alphanumeric character field.*

B. *Verify the Type Action.*

C. *The ACC automatically populates to Military Equipment, and is not editable.*

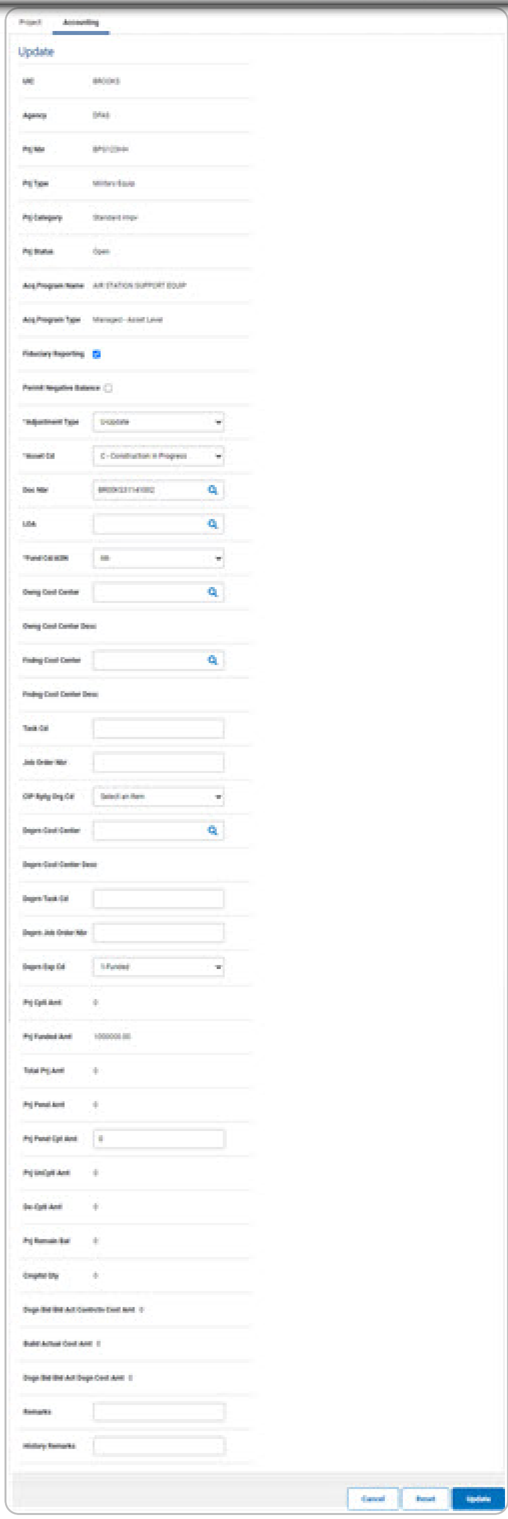
D. Update the PRJ POC, using 🔍 to browse for the correct POC.

E. Update the Financial Officer, using 🔍 to browse for the correct POC.

F. Update the ACTBL PROP OFFICER, using 🔍 to browse for the correct POC.

G. Select Add Attachment to add any new attachments. *The **Attachment Add** page appears.*

6. Update the fields on the Accounting tab.


Project
Accounting
Update
UIC
Agency
Prj Type
Prj Category
Prj Status
Open
Acq Program Name
AIR STATION SUPPORT EQUIP
Acq Program Type
Managed - Asset Level
Fiduciary Reporting
Permit Negative Balance
*Adjustment Type
*Asset Cd
C - Construction in Progress
Doc Nbr
LOA
Owng Cost Center
Owng Cost Center Desc
Task Cd
Job Order Nbr
Select an Item
Remarks
History Remarks
Cancel
Reset
Update

A. Update the Adjustment Type, using to select the desired code.

B. Update the Asset Cd, using to select the desired code.

C. Update the Doc Nbr, using to browse for the correct number. *This is a 14 alphanumeric character field.*

D. Update the Fund Cd / ASN, using to select the desired code.

E. *The Owng Cost Center Desc automatically populates once the Owng Cost Center is entered, and is not editable.*

F. Update the Fndng Cost Center, using to browse for the correct number.

7. Select Update. *The **CIP Project Transaction Status** page appears.*

Delete a CIP Project

Navigation

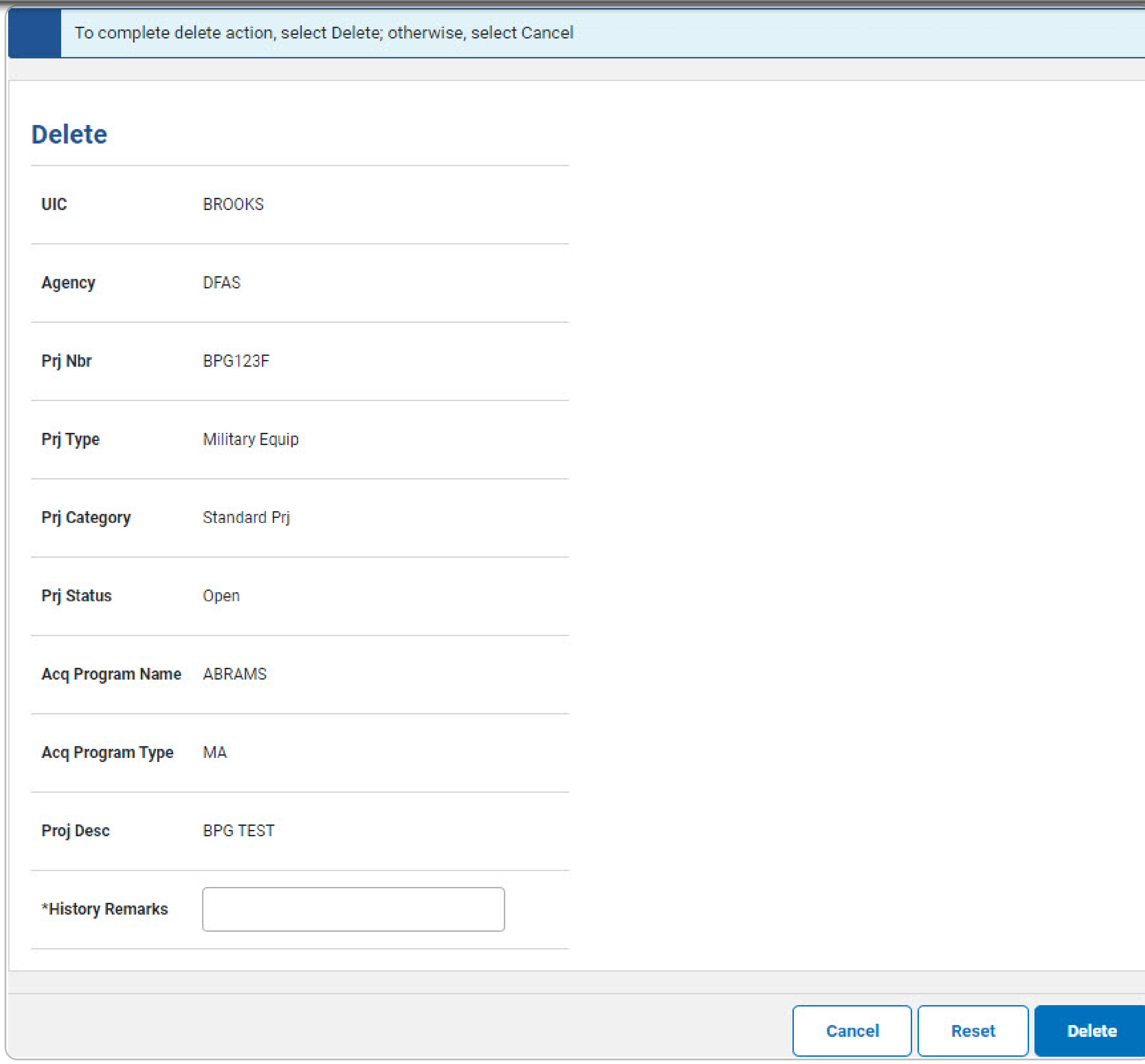
Accounting > CIP > Project > Search Criteria > Search > Search Results > Delete hyper-link > CIP Project Delete page

Procedures

Delete 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 Project. *The* ***CIP Project Search Criteria*** *page appears.*
2. **Enter the desired Prj Nbr, or use the search icon to browse for the number.**
3. Select Search. *The* ***CIP Project Search Results*** *page appears.*
4. Select the Delete hyperlink on the desired row. *The* ***CIP Project Delete*** *page appears.*



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

6. Select Delete. *The **CIP Project Transaction Status** page appears.*