

### **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.







#### <sup>1.</sup> **Project Setup**

#### CIP PROJECT

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

#### <sup>2.</sup> Monetary Setup

#### CIP Cost

Manually enter project expenditure and quantity

#### CIP FUNDING

Manage quantity and appropriation information for the project

#### <sup>3.</sup> Pending Asset or Improvement

#### CIP ASSET

Finalize and designate assets for receipt

#### <sup>4.</sup> **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.



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 at any point of this procedure returns all fields to the default "All" setting.







**1.** Enter the PRJ NBR, or use <sup>Q</sup> to browse for the project. *This is a 20 alphanumeric character field.* 

rj Nbr		Q	
Type Cd	Select an Item	~	
rj Category Cd	Select an Item	~	
rj Status	Open	~	
cq Program Name		~	

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







j Nbr °G j Type Cd			Prj Status Open		Prj Category Cd 		Acq Prog 	ram Name
earch	Resul	ts						
		Prj Nbr	Ргј Туре	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







Add	Add a CIP PROJECT					
Navig	gation					
Proce	Accounting > CIP > Project > Search Criteria > Add > CIP PROJECT Add page					
Add a	New CIP Project					
Sele Bold	cting cancel at any point of this procedure removes all revisions and closes the page. I numbered steps are required.					
• Per	rsonal Property					
1.	In the CIP sub-menu, select Project. <i>The <b>CIP Project Search Criteria</b> page appears.</i>					
2.	Enter the desired PRJ NBR, or use ${}^{Q}$ 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 <b>CIP PROJECT Add</b> page appears, open to the Project tab.					
7.	Enter the fields on the Project tab.					







dd			
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 M	ethod Select an Item		•
*Type Action	INPR - New Procurement	~	
*ACC	Heritage Asset	~	
BLI/PE			
Prj Est Cmpltn Dt		<b>.</b>	
Estimated Prj Amt			
Estimated Prj Qty			
Prj Cmpltn Dt		5	
Prj POC	۹		
Financial Officer	٩		
Actbl Prop Officer	٩		







- **A.** Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field*.
- **B.** Use  $\bowtie$  to select the desired Type Action.
- **C.** Use  $\checkmark$  to select the desired ACC.
- D. Update the PRJ POC, using  $\bigcirc$  to browse for the correct POC.
- E. Update the Financial Officer, using  $\bigcirc$  to browse for the correct POC.
- F. Update the ACTBL PROP OFFICER, using  $\bigcirc$  to browse for the correct POC.
- 8. Enter the fields on the Accounting tab.







dd				
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		Q		
LOA				
Fund Cd/ASN	Select an item	•		
Owng Cost Center				
Dwng Cost Center De	sc			
Finding Cost Center				
Finding Cost Center De	ыс			
Task Cd				
Job Order Nbr				
Valuation Method	A-Actual Cost			
CIP Rptg Org Cd	Select an item	•		
Deprn Cost Center				
Deprn Cost Center De	50			
Depro Task Cd				
Deprn Job-Order Nbr				
Deprn Exp Cd	1-Funded	•		
Remarks				
History Remarks				









- A. Use 🗹 to select the desired Asset Cd.
- **B.** Enter the Doc NBR, or use <sup>Q</sup> to browse for the number. *This is a 14 alphanumeric character field.*
- **C.** Use  $\checkmark$  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.







Help	Reference	Guide

bb					
uic	BROOKS				
Agency	DFAS				
Prj Nbr	8PG123D				
Prj Type Cd	P-Personal Property				
Prj Category Cd	SP - Standard Prj				
Prj Status	Open				
Fiscal W	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					











- 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 . 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 <sup>Q</sup> to browse for the number.
- **3.** Use 🗹 to select the desired Prj Type Cd.
- **4.** Use  $\bowtie$  to select the desired Prj Category Cd.

Attentio	n
	W

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

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

7. Enter the fields on the Project tab.







	BROOKS				
200					
Agency	DFAS				
ng Nor	8PG123E				
hj Type Od	R-Real Property				
hj Calegory Cd	SP - Standard Ptj				
ng Status	Open				
Prij Desc					
Prij Sub-Type Cd	Select an item	¥			
hoject Execution Me	thed Select an Item		*		
Type Action	INPR - New Procurement				
ACC	Building Dutpmt - 45 Yrs	*			
hiji Approval Dt					
nj Est Creptio Di		15			
stimulad Prij Amt					
utimated Prj Oty					
tij Coopita Dt					
No. of the De					
vesign Authin DL					
lesign Start Df					
weign Cmpits Dt					
Vesign Cancin Df		5			
besign Cancin Reaso	n Ce		*		
uid Autho Dt		39			
wild Start Dt					
ulid Crepits DI					
wild Cancin Dt.		15			
uild Cancin Reason	Cal		•		
ng POC	٩				
inancial Officer	٩				
athi Prop Officer	٩				



13 Unclassified







- **A.** Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field.*
- **B.** Use **Y** to select the desired Prj Sub-Type Cd.
- **C.** Use  $\bowtie$  to select the desired Type Action.
- **D.** Use  $\checkmark$  to select the desired ACC.
- E. Update the PRJ POC, using  $\bigcirc$  to browse for the correct POC.
- F. Update the Financial Officer, using  $\bigcirc$  to browse for the correct POC.
- G. Update the ACTBL PROP OFFICER, using  $\bigcirc$  to browse for the correct POC.
- 8. Enter the fields on the Accounting tab.







10		
uic	BROOKS	
Agency	OFAS	
Prj Nbr	8PG123E	
Prj Type	R-Real Property	
Prj Category	SP - Standard Prj	
Prj Status	Open	
"Asset Cd	Select an item	•
Doc Nbr		۹
LOA		
Fund Cd/ASN	Select an item	•
Owng Cost Center	ĺ.	
Owng Cost Center De	90	
Finding Cost Center		
Finding Cost Center De	80	
Task Cd		
Job Order Nbr		
Valuation Method	A-Actual Cost	
the first of the first		
CIP RULE ON CE	Select an Rem	•
Deprn Cost Center		
Deprn Cost Center De	56	
Deprn Task Cd		
Deprn Job Order Nbr		
Deprn Exp Cd	1-Funded	•
Remarks		
History Remarks		



15 Unclassified







- Enter the DOC NBR, or use <a> to browse for the number. This is a 14 alphanumeric</a> Α. character field.
- Use  $\checkmark$  to select the desired Fund Cd / ASN. Β.
- The Valuation Method automatically populates, and is not editable. C.
- Use  $\checkmark$  to select the desired CIP Rptg Org Cd. D.
- Enter the fields on the Funding tab. 9.







	PRANKS .			
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		- D		











- 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 . 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 <sup>Q</sup> to browse for the number.
- **3.** Use 🗹 to select the desired Prj Type Cd.
- **4.** Use **M** 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 . The **CIP Project Add** page appears, open to the Project tab.
- 8. Enter the fields on the Project tab.







dd		
UIC	BROCKS	
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 M	ethod Select an item	•
Type Action	INPR - New Procurement	•
ACC	Military Equipment	-
BLI/PE	[	]
Prj Est Cmpltn Dt		ŀ
Estimated Prj Amt		
Estimated Prj Qty		
Prj Cmpltn Dt		ŀ
Ртј РОС	۹	
Financial Officer	۹	







- **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  $\checkmark$  to select the desired ACC.
- D. Update the PRJ POC, using  $\bigcirc$  to browse for the correct POC.
- E. Update the Financial Officer, using  $\bigcirc$  to browse for the correct POC.
- F. Update the ACTBL PROP OFFICER, using  $\bigcirc$  to browse for the correct POC.
- 9. Enter the fields on the Accounting tab.







400				
uic	BROOKS			
Agency	DIAS			
Prj Nbr	8PG123F			
Prij Type	M-Military Doulp			
Prj Category	SP - Standard Prj			
Prj Status	Open			
Acq Program Name	APRAMS			
Acq Program Type	Managed - Asset Level			
Fiduciary Reporting	8			
Permit Negative Bala	nce 🗆			
'Asset Cd	C - Construction in Progress	•		
Doc NBr		۹		
A0.				
Fund Cit ASN	Select an item	~		
Owng Cost Center				
Owng Cost Center De	м			
Finding Cost Center				
Finding Cest Center D	ы			
Tank Od				
Job Order Nor				
Valuation Method	Select an Item	•		
CIP Rptg Org Cd	Select an Item	~		
Depris Cost Center				
Deprn Cost Center De	96			
Deprn Task Cd				
Depris Job Order Nbr				
Deprin Exp Cill	1-Funded	-		
Remarks				
History Remarks				











- A. Use 🗹 to select the desired Asset Cd.
- **B.** Enter the Doc NBR, or use <sup>Q</sup> to browse for the number. *This is a 14 alphanumeric character field.*
- **C.** Use  $\checkmark$  to select the desired Fund Cd / ASN.
- D. Enter the OWNG COST CENTER, or use  $\bigcirc$  to browse for the number. This is an 11 alphanumeric character field.
- **E.** Use 🗹 to select the desired Valuation Method.
- **F.** Use  $\checkmark$  to select the desired CIP Rptg Org Cd.
- 10. Enter the fields on the Funding tab.









dd					
uic	BROOKS				
Agency	DFAS				
Prj Nbr	8PG123#				
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					
Doiltar 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					











- 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.*

Select

11.

. The **CIP Project Transaction Status** page appears.

#### Add an Improvement CIP PROJECT

Add

Selecting 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 <sup>Q</sup> 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  $\bowtie$  to select the desired Prj Status.
  - Select \_\_\_\_\_. The **CIP Project Add** page appears, open to the Project tab.
- 7. Enter the fields on the Project tab.



6.





dd			
uic	BROOKS		
Agency	DFAS		
Prj Nbr	8PG123EE		
Prj Type Cd	P-Personal Property		
Prj Category Cd	SI - Standard Impv		
Prj Status	Open		
*Prj Desc	[		
Project Execution Me	thod Select an Item		•
*Type Action	INPR - New Procurement	•	
ACC	Heritage Asset	*	
BLI/PE	<u> </u>		
Prj Est Cmpitn Dt	[	5	
Estimated Prj Amt			
Estimated Prj Qty			
Prj Cmpitn Dt	[	5	
Prj POC	۹		
Financial Officer	۹		
Actbl Prop Officer	٩		











- **A.** Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field*.
- **B.** Use  $\checkmark$  to select the desired Type Action.
- **C.** Use  $\checkmark$  to select the desired ACC.
- D. Update the PRJ POC, using <sup>Q</sup> to browse for the correct POC.
- E. Update the Financial Officer, using <sup>Q</sup> to browse for the correct POC.
- F. Update the ACTBL PROP OFFICER, using  $\bigcirc$  to browse for the correct POC.
- 8. Enter the fields on the Accounting tab.







	RECOUR			
UNC	BRUOKS			
Agency	DFAS			
Prj Nbr	BPG123EE			
тј Туре	P-Personal Property			
hj Category	SI - Standard Impv			
rj Status	Open			
Asset Cd	Select an item	•		
loc Nbr		٩		
.0A				
Fund Cd/ASN	Select an Item	~		
owng Cost Center				
owng Cost Center De	90			
inding Cost Center				
inding Cost Center De	rsc			
fask Cd				
lob Order Nbr				
CIP Rptg Org Cd	Select an item	~		
Deprn Cost Center				
Deprn Cost Center De	96			
Deprn Task Cd				
Deprn Job Order Nbr				
Deprn Exp Cd	1-Funded	~		
lemarks				
listory Remarks				









- A. Use 🗹 to select the desired Asset Cd.
- **B.** Enter the Doc NBR, or use <sup>Q</sup> to browse for the number. *This is a 14 alphanumeric character field.*
- **C.** Use  $\checkmark$  to select the desired Fund Cd / ASN.
- **D.** Use  $\checkmark$  to select the desired CIP Rptg Org Cd.
- 9. Enter the fields on the Funding tab.







	Help	Reference	Guide
--	------	-----------	-------

лс	BROOKS			
Agency	DFAS			
Prj Nbr	BPG123EE			
rj Type Cd	P-Personal Property			
rj Category Cd	SI - Standard Impv			
Prj Status	Open			
Fiscal W	2023	•		
Source				
Source Desc				
Qty Funded				
Dollar Amt				
Dept Cd	Select an item	•		
Appn Yr				
lasic Symbol				
Subhead Nbr				
fiscal Acct Stn Nbr				
hij Ca				
POC				
POC Phone Nbr				
POC E-Mail Address				
Remarks				
listory Remarks				









- Add 6. . The **CIP Project Add** page appears, open to the Project tab. Select
- 7. Enter the fields on the Project tab.







1250					
AC	BROOKS				
lgency	OfAS				
ng Nor	8PG123FF				
hj Type Gd	R-Real Property				
hj Calagory Ca	St - Standard Impv				
nj Status	Cpen				
Prj Desc					
Prij Suit-Type Cal	Select an item	¥			
roject Execution M	ethod Select an item		*		
Type Action	INPR - New Procurement	÷			
ACC	Building Dvgmt - 45 Yrs	÷			
ng Approval Dt					
hij Est Crepite Di					
stimated Prij Ant					
utimated Prj Oty					
nj Cmpilin Di		5			
NEL AL EM DA					
weige Authon Dd					
anim Berl M					
Versegen Compilten DR					
vesign Canolin DI					
vesign Cancin Reas	en Cd		-		
luild Author DE		-			
wild Start DI		5			
wild Couplins D1		5			
wild Cancin Dt					
uild Cancin Reason	Ca		•		
NG POC	٩				
inancial Officer	٩				
Ictbl Prop Officer	Q				









- **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 **Y** to select the desired Type Action.
- **D.** Use  $\checkmark$  to select the desired ACC.
- E. Update the PRJ POC, using  $\bigcirc$  to browse for the correct POC.
- F. Update the Financial Officer, using <sup>Q</sup> to browse for the correct POC.
- G. Update the ACTBL PROP OFFICER, using  $\bigcirc$  to browse for the correct POC.
- 8. Enter the fields on the Accounting tab.







ww.				
ж	BROOKS			
lgency	OFAS			
hij Nbr	BPG123FF			
hj Type	R-Real Property			
hj Category	SI - Standard Impv			
nj Status	Open			
Asset Cd	Select an item	~		
loc Nbr		۹		
0A				
Fund Cd/ASN	Select an item	~		
wing Cost Center				
Dwng Cost Center De	nc			
inding Cost Center				
inding Cost Center De	esc			
lask Cd				
lab Order Nbr				
CIP Rptg Org Cd	Select an item	~		
eprn Cost Center				
eprn Cost Center De	190			
Deprn Task Cd				
Deprn Job Order Nbr				
leprn Exp Cd	1-Funded	~		
lemarks				
listory Remarks				



33 Unclassified





- A. Use 🗹 to select the desired Asset Cd.
- **B.** Enter the Doc NBR, or use <sup>Q</sup> to browse for the number. *This is a 14 alphanumeric character field.*
- **C.** Use  $\checkmark$  to select the desired Fund Cd / ASN.
- **D.** Use  $\checkmark$  to select the desired CIP Rptg Org Cd.
- 9. Enter the fields on the Funding tab.







Help Reference G	ui	d	e
------------------	----	---	---

dd					
uic	BROOKS				
Agency	DFAS				
Prj Nbr	BP0123FF				
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	ĺ				
Basic Symbol					
Subhead Nbr					
Fiscal Acct Stn Nbr					
Prj Cd	[				
POC	[				
POC Phone Nbr					
POC E-Mail Address					
Remarks					









- 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.* 
  - Select

. The **CIP Project Transaction Status** page appears.

#### • Military Equipment

10.

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







OOKS	
AS	
G123HH	
Military Equip	
Standard Impv	
en	
R STATION SUPPORT EQUIP	
inaged - Asset Level	
s Select an item	
INPR - New Procurement	
Military Equipment 🗸	
<b>1</b>	
<b>B</b>	
٩	
٩	
۹	









- **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  $\bigcirc$  to browse for the correct POC.
- D. Update the Financial Officer, using  $\bigcirc$  to browse for the correct POC.
- E. Update the ACTBL PROP OFFICER, using  $\bigcirc$  to browse for the correct POC.
- 9. Enter the fields on the Accounting tab.







uic .	BROOKS				
horney					
	DEAS				
Prý Nor	8PG123HH				
hij Type	M-Miltary Equip				
Prj Category	SI - Standard Impv				
Prý Status	Open				
Acq Program Name	AIR STATION SUPPORT BOUP				
Acq Program Type	Managed - Asset Level				
Fiduciary Reporting	0				
Permit Negative Bala	ance 🗆				
Asset Cd	C - Construction in Progress	*			
Doc Nite		۹			
.04					
Fund Cit ASN	Select an Item	*			
Dwng Cost Center					
Dwng Cost Center Dv	esc				
Finding Cost Center					
Finding Cost Center D	454				
Task Od					
Job Order Nbr					
CIP Rptg Org Cd	Select an Item	¥			
Jepro Cost Center					
Depris Cost Center De	esc				
Deprn Task Cd					
Deprn Job Order Nbr	[				
Deprn Exp Cd	1-Funded	•			
Remarks					
History Remarks					



39 Unclassified





- **B.** Enter the Doc NBR, or use <sup>Q</sup> to browse for the number. *This is a 14 alphanumeric character field.*
- **C.** Use  $\checkmark$  to select the desired Fund Cd / ASN.
- 10. Enter the fields on the Funding tab.









JIC	BROOKS			
Agency	DFAS			
Prj Nbr	BPG123HH			
hij Type Cd	M-Military Equip			
hij Category Cd	SI - Standard Impv			
hij Status	Open			
Acq Program Name	AIR STATION SUPPORT EQUI			
Acq Program Type	Managed - Asset Level			
Fiscal Yr	2023	-		
Source				
Source Desc				
Qty Funded				
Dollar Amt	[			
Dept Cd	Select an item	~		
lapn Yr				
lasic Symbol				
Subhead Nbr				
iscal Acct Stn Nbr				
hij Ca				
NOC				
OC Phone Nbr				
OC E-Mail Addres				
lemarks				
listory Remarks				







- **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 Results > Update hyperlink > CIP PROJECT Update page

#### **Procedures**

#### Update a New CIP PROJECT

Selecting \_\_\_\_\_\_ 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 <sup>Q</sup> 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.







ate			
	BROOKS		
icy.	DFAS		
br	BPG123A		
ype Cd	Personal Property		
ategory Cd	Standard Prj		
tatus	Open		
Desc	BPG TEST PERSONAL PROPER	TYA	
ct Execution Me	thed Design, Bid, Build		•
e Action	INPR - New Procurement	*	
2(	Gen PP&E	•	
re	[		
st Cmpltn Dt	01/31/2022	<b></b>	
nated Prj Amt	1000.00		
nated Prj Qty	1		
mpitn Dt		<b>.</b>	
ect Status	Open	~	
oc	٩		
icial Officer	٩		
Prop Officer	٩		
hments	No Attachments Available		
Attachment	Add Attachment		









- **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  $\checkmark$  to select the desired code.
- D. Update the PRJ POC, using <sup>Q</sup> to browse for the correct POC.
- E. Update the Financial Officer, using  $\bigcirc$  to browse for the correct POC.
- F. Update the ACTBL PROP OFFICER, using  $\bigcirc$  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.







pdate		
	80003	
pany	090	
rente	BPD/Q3A	
PETRM	Personal Property	
PECategory	Standard Pri	
Politika	Care	
	Canada	
with some site	A-Desa	
*Accell Cd	C-Contraction in Progress	•
Dec Mar	\$400K302881000	٩
104		۹
Twelcowin .	48-	٣
Dwng Cast Center	ABCOE	۹
Owng Cost Center D	MI 840-0027-00-708	
Fraing Cost Center	48036	٩
Finding Cost Cantar D	NHE BPS-COST CONTOR	
Testa Cal		
Add Grader Mar		
Transfer Martine	Annuality	
Ch shifted or	Select an Item	*
Depro Cost Center	94012	٩
Depris Cost Cantar D	NEK 554515780	
Depen Task Gd		
Depro Job Order Nor		
Depre Dep-Cd	1-Funded	*
PEQUAN		
PC Funded And	15 cm m	
Total Pij Ark	17000.00	
PC Pend Act	411.00	
Pig Panel Cyc. Arre	0	
PEUKORAHE	1	
De-OptiAnt		
Pç famain Bal	14285.00	
Cright Dy		
from that that And Con	which first had \$7000.00	
	and the second second	
Bulle Actual Cost Ar	HE 17000-00	
Dogs Biel Biel Art Dog	pe Cavit Avril 0.00	
Remarks		
History Remarks		









- **D.** Update the Fund Cd / ASN, using  $\checkmark$  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 <sup>Q</sup> to browse for the number.
- 3. Select \_\_\_\_\_. *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.







report Accover			
Ipdate			
ĸ	BROOKS		
hearda	OFAS		
ý Nibe	8401238		
ng Type Cd	Real Property		
Prij Calagory Cel	Standard Ptj		
nj Status	Open		
Thij Deski	849 1011		
Prij Sult-Type Cd	CONTiNew Construction	*	
Project Execution Me	thed Design, Bit, Build		¥
Type Action	3478 - New Procurpter		
906	Building Dripmt - 45 Yrs	~	
Prij Approval DI.		35	
Prij Eul Carpito Di		39	
Extinuted Prj.Amt			
Extended P(city	0		
Prij Creyelles Dit			
PILLEDADE			
Design Author Dt			
Design Start Dt			
Design Creptto DI			
Design Canche Dt			
Design Canche Research	e Ce		*
bert and a	í.		
and Autor of			
munit triant Dil			
Build Cryptin DK			
Build Cancille DI			
Build Cancin Reason	Ce		*
Project Status	Coren.	*	
Pig POC	٩		
Financial Officer	٩		
Actal Prop Officer	٩		
Attachments	No Attachments Available		
Add Attachment	AllAtachment		











- **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  $\checkmark$  to select the desired code.
- **C.** Verify the Type Action.
- **D.** Update the ACC, using  $\bowtie$  to select the desired code.
- E. Update the PRJ POC, using  $\bigcirc$  to browse for the correct POC.
- F. Update the Financial Officer, using  $\bigcirc$  to browse for the correct POC.
- G. Update the ACTBL PROP OFFICER, using  $\bigcirc$  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.







pdate		
ĸ	\$800KS	
Apricy	0940	
ngatur	8991238	
PETge	Rei Promb	
Prj. Calegory	Bedet P(	
Petitatus	Open.	
Adjustment Type	0.000	
Name of	C-Construction in Programs	
Dec Mar	BRIDK STORE 1000	0
		-
10A		w.
Twee Calkins	55	*
Deng Cost Cetter	ABCOR	٩
Dang Cost Center De	N BPG-COLT CENTER	
Finding Cost Dentise	ABOR	٩
Finding Cost Dentar De	IN BROCKET CENTER	
Tech Col		
Anto Order Mar		
Valuation Method	Antarios	
CP 8/4 01 Cd	GANTE AN Party Reserve	*
begen Cost Canter	ABORE	Q
have fast faster by	BAS COST CENTER	
Deprin Tasik Cd		
Depro Job Ordes Nile		
Depre Depr De	1-Funded	٣
PEQRAN	0	
PE/funded Ant	107 10000 00	
Total Pig Anti	2000000000000	
Pg Pand Art	4580.00	
PE Pent Cat Art	151005.00	
NUMBER OF STREET		
De-CUT ANT		
Pij famain Bal	2000000000.00	
Creptile Ofy	1	
Ingo Biel Biel Act Con	Inde-Geel Ant 2000005000.00	
Build Aritual Cost Ant	a zerosoostoon an	
Dogo Boll Bill Art Dog	Cout And 0.00	
hamaika		
Hotory Remarks		









- **A.** Update the Adjustment Type, using  $\mathbf{Y}$  to select the desired code.
- **B.** Update the Asset Cd, using  $\checkmark$  to select the desired code.
- **C.** Update the DOC NBR, using <sup>Q</sup> to browse for the correct number. *This is a 14 alphanumeric character field.*
- **D.** Update the Fund Cd / ASN, using  $\checkmark$  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 <sup>**Q**</sup> to browse for the number.
- 3. Select 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.







reject Account	ing					
Jpdate						
uic	BROOKS					
Agency	DFAS					
Prij Nbr	8PG123C					
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 Me	thed Design, Bic, Build		*			
*Type Action	INPR - New Procurement	Ŷ				
ACC	Miltary Equipment	~				
BLIPE						
Prj Est Ompitn Dt		-				
Estimated Prj Amt	0					
Estimated Prj Qty	0					
Prj Cmpitn Dt		5				
Project Status	Open	~				
Prj POC	٩					
Financial Officer	٩					
Actbl Prop Officer	٩					
Attachments	No Attachments Available					
Add Attachment	Add Attachment					
					Cancel	



52 Unclassified







- **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  $\bigcirc$  to browse for the correct POC.
- E. Update the Financial Officer, using  $\bigcirc$  to browse for the correct POC.
- F. Update the ACTBL PROP OFFICER, using  $\bigcirc$  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.







date				
	BROOKS			
and a	044			
-	encod			
for the	sensity face			
(angers	Dancent Pg			
Take	line -			
og Program Name	AR STATION SUPPORT SOUP			
a Proper Type	Managart Asset Laws			
Acting Reporting				
and September				
derment "ges	Distante .			
unel Car	C-Desthuctor in Propess			
. Nor	8400+00361000	٩		
		Q		
NO GENER	-			
ing Cost Center	HRCOR	٩		
ing then taken the	HE BPS COST CENTER			
they list latter	NOCE	Q		
te Cell Celle De	eni año cost centes			
inter Mr.				
	Abballed			
	Land a real face of	-		
a first of	a second data			
mane Cé				
re Jag Driger Mar				
m Dap-Lat	Sfarter			
(and	<ul> <li></li></ul>			
Punket And	11586.00			
arity and	VESSOR NE			
Pend Ant	1010 M			
Pana Car and	1			
(ind)stant	•			
Cyllant	<u>*</u>			
Barriale Bar	10000.00			
uni la				
wite Op yn Der Die Ant Coe	Both-Goal And 100000.00			
unter Ory ge Ster Ster Auf Cont Mit Nathaum Cont Auf	even Guar Aure 10000000			
wite Dy ge Die Die Art Cart M Anhar Cart Art ge Die Die Art Day	4446-5647.Acti: 10000.00 #: 105000.00			
unter Oy ge Ber Ber Act Con Alt Actuar Cont Ant ge Ber Ber Act Dog marks	evis-Seal Arti: 105000.00			
optie Dy ge Die Die Act Con die Actual Cont Act ge Die Die Act Dry marks Dry Tamarks	* # 10000.00 # 10000.00 # 0000.00 			









- **A.** Update the Adjustment Type, using  $\checkmark$  to select the desired code.
- **B.** Update the Asset Cd, using  $\bowtie$  to select the desired code.
- **C.** Update the DOC NBR, using <sup>Q</sup> to browse for the correct number. *This is a 14 alphanumeric character field.*
- **D.** Update the Fund Cd / ASN, using  $\checkmark$  to select the desired code.
- **E.** Update the Valuation Method, using  $\checkmark$  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  $\checkmark$  to select the desired code.
- Update
- 7. Select . The **CIP Project Transaction Status** page appears.

#### Update an Improvement CIP PROJECT

Selecting 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 <sup>**Q**</sup> to browse for the number.
  - 3. Select <u>Search</u>. 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.









data	1 10 July 4		
pdate			
IC	BROOKS		
gency	OFAS		
nj Nbr	BP0123AA		
rj Type Cd	Personal Property		
rj Category Cd	Standard Impv		
rj Status	Open		
Prj Desc	BPO TEST		
roject Execution M	ethod Design, Bid, Build		•
Type Action	INPR - New Procurement	Ŷ	
ACC	Heritage Asset	~	
LIPE			
rj Est Crepite Dt		<b>.</b>	
stimated Prj Amt	0		
stimated Prj Qty	0		
rj Cmpilin Dil			
roject Status	Open	~	
ij POC	CIP POC Q		
	6394 INERTIA WHEY		
	MILLERSVILLE PA 10940		
nancial Officer	۹		
ctbl Prop Officer	۹		
Itachments	No Attachments Available		
dd Altachment	Add Attachment		



56 Unclassified







- **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  $\checkmark$  to select the desired code.
- D. Update the PRJ POC, using  $\bigcirc$  to browse for the correct POC.
- E. Update the Financial Officer, using  $\bigcirc$  to browse for the correct POC.
- F. Update the ACTBL PROP OFFICER, using  $\bigcirc$  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.







Point Account	ing	
Update		
uc	BROOKS	
Agency	ories	
Prij Nor	BP0123A6	
PigTape	Personal Property	
Pri Callegory	Standard Impr	
PijSabe	dpen .	
*Adjustment Type	U-Update	
'Acut Gd	C-Construction in Progress	
Day Mar	BROWDING STORE	0
	Provide the	-
LOA		a
Fund Cel ASN	88	٣
Owng Cost Center	ABCER	۹
Dwng Cost Center De	HE BRO COST CENTER	
Finding Cost-Center	ARCEE	۹
Padag Cost Center De	BPG-COST-CENTER	
Tank Cel		
Just Drater Mar		
CHE REAL COLOR	Anall, in family leads	
co del od ca	and a real date	-
Degra Cost Centur	ARCH	q
Deges Gast Center De	NE BPS COST OBVIER	
Degra Task Cd		
Degra Jali Doller Mar		
Degra Exp. Cal	Hunded	*
Pri Call And		
Pc Funded And	1000000.00	
hashire	100004.00	
Star PLANE		
Pij Pené Anti	55896.00	
Pij Pend Cpt Anti	0	
PERCHEAM	4	
De-Cyll Ant	4	
Prij Ramain Bal	45000.00	
Criphs Day	2	
Dage Bid Bid All Car	Public Court Arest 100000-00	
-	-	
sume nonale Cost And		
Dogo Biel Biel Act Dog	e Gust Amt. 0.10	
Remarks		
Holory Remarks		











- **A.** Update the Adjustment Type, using  $\checkmark$  to select the desired code.
- **B.** Update the Asset Cd, using  $\checkmark$  to select the desired code.
- **C.** Update the DOC NBR, using <sup>Q</sup> to browse for the correct number. *This is a 14 alphanumeric character field.*
- **D.** Update the Fund Cd / ASN, using  $\checkmark$  to select the desired code.
- E. Update the OWNG COST CENTER, using  $\bigcirc$  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 <sup>Q</sup> 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.







with with a	and .		
lpdate			
UNC .	BROOKS		
Agency	DFAS		
PrijNer	8P01238A		
Pg Type Cd	Real Property		
Prj Calegory Cd	Bardard Ings		
Prj Status	Open		
This Denie	BPG TEST		
Prij Sub-Type Cd	CMP-Capital Improvement		
Project Execution M	wheel Decigs, Bid, Build		
	Care and a second		
"Type Addon	The second	-	
460	Building Dulpmet - 45 Yrs		
Prij Approval Dt.		5	
Prij Eut Couples DI		15	
Estimated Prj. Ant	100000005000.00		
Extended Pip Dip	2		
Prj Coupita Dr		15	
PILLEBER			
Design Author Dt			
Design Start Dt			
Design Creatty Dr		-	
and a second			
and a second			
Design Cancin Reas	en Ce		۲
Build Autho Dt			
Build Start DI			
Build Couplin Dr.		3	
Build Cancille DI		39	
Build Cancin Reason	Ce		•
Project Status	Open	*	
PEPOC	٩		
Financial Officer	٩		
Activity Officer	Q		
Attachments	No Albachmento Available		
Add Attachment	All Allachment		
			-











- **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  $\checkmark$  to select the desired code.
- **C.** Verify the Type Action.
- **D.** Update the ACC, using  $\bowtie$  to select the desired code.
- E. Update the PRJ POC, using  $\bigcirc$  to browse for the correct POC.
- F. Update the Financial Officer, using  $\bigcirc$  to browse for the correct POC.
- G. Update the ACTBL PROP OFFICER, using  $\bigcirc$  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.





BROOKS	
OFM2	
89512384	
Real Property	
Randard Impr	
dgen.	
U-Optorle	
E - Construction in Progress	
anowith an international	•
Providence	-
	٩
88	*
ABCOR	۹
M BPO COST CENTER	
ABCDE	۹
BPG COST CENTER	
CALVE - Ar Force Reserve	
APLIA .	4
NE BPS COST OBVIER	
Munded	v
s .	
100000.00	
10000.00	
Nem of	
100000000.00	
9. S.	
4	
5000.00	
3	
Juda Casil And 10000.00	
e 10000.00	
n Good Amt. (111)	











- **A.** Update the Adjustment Type, using  $\checkmark$  to select the desired code.
- **B.** Update the Asset Cd, using  $\checkmark$  to select the desired code.
- **C.** Update the DOC NBR, using <sup>Q</sup> to browse for the correct number. *This is a 14 alphanumeric character field.*
- **D.** Update the Fund Cd / ASN, using  $\checkmark$  to select the desired code.
- E. Update the OWNG COST CENTER, using  $\mathbf{q}$  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 <sup>Q</sup> 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.





pdate					
ic	BROOKS				
igency	DFAS				
nj Nbr	8P0123HH				
nj Type Od	Miltary Equip				
nj Calegory Cd	Standard Impv				
nj Status	Open				
icq Program Name	AIR STATION SUPPORT EQUIP				
icq Program Type	Managed - Asset Level				
Prj Desc	8P0123				
roject Execution M	ethod Design, Bid, Build		•		
Type Action	INPR - New Procurement	٣			
ACC	Military Equipment	۷			
LLIPE					
nj Est Cmpitn Dt		5			
stimated Prj Amt	0				
stimated Prj Qty	0				
rj Crepitn Dt		<b>.</b>			
voject Status	Open	*			
nj POC	٩				
inancial Officer	۹				
ictbl Prop Officer	۹				
Machments	No Attachments Available				
Ad All schement	Add Attachment				











- **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  $\bigcirc$  to browse for the correct POC.
- E. Update the Financial Officer, using  $\bigcirc$  to browse for the correct POC.
- F. Update the ACTBL PROP OFFICER, using  $\bigcirc$  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.







pdate						
e .	ancors.					
Apricy	0448					
ng Nor	and the second					
na tan	with the					
repart of	the start may					
ng Balan	law.					
kog/hogram.Name	AR TRATION SUPPORT BOUP					
Nog-Program Types	Managed-Asset Level					
idealizy they related	•					
wint heptics base	• C					
Industries Type	Dispara	*				
Name of Col	C-Donathurton & Propress					
tes Mar	even same and	٩				
		Q				
Tunicality	-	*				
During Cost Cardian		٩				
Dwing Good Contar Dec						
Trading Crist Camber		Q				
hadreg Carol Carolar De	-					
twa ca						
Into Grater Mar						
or syng Dag Car	Select as fees					
Ingen Card Cardier		Q				
high Cod Carter De						
ingen Tank Gal						
leges Job Order Mar						
ingen ling for	Silventer					
Py Cyll And						
Ty Funded And	1000000.00					
Intel Pig Anti	•					
hij Panal Aust						
Por Part Opt And	*					
P) SHOP AN						
in Opt And						
try Remain Ball						
Longiture Day						
top be be at the	vito-Date and it					
Nate Actual Cost Are						
top be the Art Dop	Coll Are I					
tanya ta						
nistery formarks						
				Ganal	Benet	











- **A.** Update the Adjustment Type, using  $\checkmark$  to select the desired code.
- **B.** Update the Asset Cd, using  $\checkmark$  to select the desired code.
- **C.** Update the DOC NBR, using <sup>Q</sup> to browse for the correct number. *This is a 14 alphanumeric character field.*
- **D.** Update the Fund Cd / ASN, using **v** 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 <sup>Q</sup> 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 Results > Delete hyperlink > CIP PROJECT Delete page

#### **Procedures**

**Delete 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 Project. *The CIP PROJECT Search Criteria* page appears.
- **2.** Enter the desired PRJ NBR, or use <sup>Q</sup> 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.*







To complete de	elete action, select Delete; otherwise, select Cance			
Delete				
UIC	BROOKS			
Agency	DFAS			
Prj Nbr	BPG123F			
Ргј Туре	Military Equip			
Prj Category	Standard Prj			
Prj Status	Open			
Acq Program Name	ABRAMS			
Acq Program Type	MA			
Proj Desc	BPG TEST			
*History Remarks				
		Cancel	Reset	Del

- **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.



