



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





Help Reference Guide

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

Search Criteria

Prj Nbr		
Prj Type Cd	Select an Item	
Prj Category Cd	Select an Item	
Prj Status	Open	
Acq Program Name		

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





Help Reference Guide

Search Criteria

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

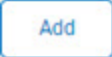
Cancel





Add a CIP PROJECT

Navigation

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

Procedures

Add a New CIP PROJECT

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

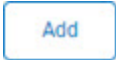
• Personal Property

1. In the CIP sub-menu, select Project. The **CIP PROJECT Search Criteria** page appears.
2. Enter the desired PRJ NBR, or use  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 . The **CIP PROJECT Add** page appears, open to the Project tab.
7. Enter the fields on the Project tab.





Help Reference Guide

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





Help Reference Guide

- 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.





Help Reference Guide

Project
Accounting
Funding

Add

UNC BROOKS

Agency DFAS

Pj Nbr BPG1230

Pj Type P-Personal Property

Pj Category SP - Standard Pj

Pj Status Open

*Asset Cd

Doc Nbr

LOA

*Fund Cd/ASN

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

Deprn Cost Center

Deprn Cost Center Desc

Deprn Task Cd

Deprn Job Order Nbr

Deprn Exp Cd

Remarks

History Remarks

Cancel
Reset





Help Reference Guide

- 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.** *The Valuation Method automatically populates, and is not editable.*
9. Enter the fields on the Funding tab.





Help Reference Guide

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





Help Reference Guide

Project Accounting Funding

Add

URC BROOKS

Agency OFAS

Pjg Nbr BPO123E

Pjg Type Cd R-Real Property

Pjg Category Cd SP - Standard Pjg

Pjg Status Open

*Pjg Desc

*Pjg Sub-Type Cd

Project Execution Method

*Type Action

*ACC

Pjg Approval Dt

Pjg Est Cmpltn Dt

Estimated Pjg Amt

Estimated Pjg Qty

Pjg Cmpltn Dt

Pjg Let Est Dt

Design Authn Dt

Design Start Dt

Design Cmpltn Dt

Design Cancn Dt

Design Cancn Reason Cd

Build Authn Dt

Build Start Dt

Build Cmpltn Dt

Build Cancn Dt

Build Cancn Reason Cd

Pjg POC

Financial Officer

Actl Prop Officer





Help Reference Guide

- 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.





Help Reference Guide

Project
Accounting
Funding

Add

UNC	BROOKS
Agency	OFAS
Pj Nbr	BP0123E
Pj Type	R-Real Property
Pj Category	SP - Standard Pj
Pj 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
Depm Cost Center	
Depm Cost Center Desc	
Depm Task Cd	
Depm Job Order Nbr	
Depm Exp Cd	1-Funded
Remarks	
History Remarks	

Cancel
Reset





Help Reference Guide

- 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.





Help Reference Guide

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





Help Reference Guide

- 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  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 . The **CIP PROJECT Add** page appears, open to the Project tab.
- 8. Enter the fields on the Project tab.





Help Reference Guide

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
BLU/PE	
Prj Est Cmpltn Dt	
Estimated Prj Amt	
Estimated Prj Qty	
Prj Cmpltn Dt	
Prj POC	
Financial Officer	
Actbl Prop Officer	

Cancel
Reset





Help Reference Guide

- 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.





Help Reference Guide

Project **Accounting** Funding

Add

UNC: BROOKS

Agency: DFAS

Pjg Nbr: BPG123F

Pjg Type: M-Military Equip

Pjg Category: SP - Standard Pj

Pjg 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: 

LDA:

*Fund Cd/ADN: 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

OP Rptg Org Cd: Select an Item

Degrn Cost Center:

Degrn Cost Center Desc:

Degrn Task Cd:

Degrn Job Order Nbr:

Degrn Exp Cd: 1-Funded

Remarks:

History Remarks:





Help Reference Guide

- 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.





Help Reference Guide

Project
Accounting
Funding

Add

UNC	BROOKS
Agency	DFAS
Pjg Nbr	BPQ123F
Pjg Type Cd	M-Military Equip
Pjg Category Cd	SP - Standard Pjg
Pjg 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	
Pjg 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 . The **CIP Project Transaction Status** page appears.

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





Help Reference Guide

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





Help Reference Guide

- 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.





Help Reference Guide

Project
Accounting
Funding

Add

URC	BROOKS
Agency	DFAS
Proj Nbr	BPG123EE
Proj Type	P-Personal Property
Proj Category	SI - Standard Impr
Proj 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
Depn Cost Center	
Depn Cost Center Desc	
Depn Task Cd	
Depn Job Order Nbr	
Depn Exp Cd	1-Funded
Remarks	
History Remarks	

Cancel
Reset





Help Reference Guide

- 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.





Help Reference Guide

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





Help Reference Guide

Project Accounting Funding

Add

UNC BROOKS

Agency OFAS

Pj Nbr BPG123FF

Pj Type Cd B-Real Property

Pj Category Cd SI - Standard Impr

Pj Status Open

*Pj Desc

*Pj Sub-Type Cd

Project Execution Method

*Type Action INPR - New Procurement

*ACC Building Output - 45 Yrs

Pj Approval Dt

Pj Est Cmpltn Dt

Estimated Pj Amt

Estimated Pj Qty

Pj Cmpltn Dt

Pj Lst Est Dt

Design Authn Dt

Design Start Dt

Design Cmpltn Dt

Design Cancn Dt

Design Cancn Reason Cd

Build Authn Dt

Build Start Dt

Build Cmpltn Dt

Build Cancn Dt

Build Cancn Reason Cd

Pj POC

Financial Officer

Actl Prop Officer





Help Reference Guide

- 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.





Help Reference Guide

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Add

URC	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
Depn Cost Center	
Depn Cost Center Desc	
Depn Task Cd	
Depn Job Order Nbr	
Depn Exp Cd	1-Funded
Remarks	
History Remarks	

Cancel
Reset





Help Reference Guide

- 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.





Help Reference Guide

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 . 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 . The **CIP PROJECT Add** page appears.
8. Enter the fields on the Project tab.





Help Reference Guide

Project
Accounting
Funding

Add

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123HH
Prj Type Cd	M-Military Equip
Prj Category Cd	SI - Standard Impr
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





Help Reference Guide

- 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.





Help Reference Guide

Project **Accounting** Funding

Add

URC BROOKS

Agency DFAS

Pjg Nbr BPG123HH

Pjg Type M-Military Equip

Pjg Category SI - Standard Impr

Pjg 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

Degrn Cost Center

Degrn Cost Center Desc

Degrn Task Cd

Degrn Job Order Nbr

Degrn Exp Cd 1-Funded

Remarks

History Remarks





Help Reference Guide

- 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.





Help Reference Guide

Project
Accounting
Funding

Add

UIC	BROOKS
Agency	DFAS
Pjg Nbr	BPG123HH
Pjg Type Cd	M-Military Equip
Pjg Category Cd	SI - Standard Impv
Pjg 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 Sbs Nbr	
Pjg Cd	
POC	
POC Phone Nbr	
POC E-Mail Address	
Remarks	
History Remarks	

Cancel
Reset
Add





Help Reference Guide

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





Update a CIP PROJECT

Navigation

Accounting > CIP > Project > Search Criteria > > Search Results > Update hyper-link > 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  to browse for the number.
3. Select . 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.





Help Reference Guide

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





Help Reference Guide

- 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  to add any new attachments. *The **Attachment Add** page appears.*
6. Update the fields on the Accounting tab.





Help Reference Guide

Project: Accounting

Update

WIC: BROOKS

Agency: DARS

Pg. No: 8901234

Pg. Type: Personal Property

Pg. Category: Standard Pg.

Pg. Status: Open

*Adjustment Type:

*Asset Cat:

Doc. No:

ISA:

*Fund Cat:

Doing Cost Center:

Doing Cost Center Desc: BPS-COOP CENTER

Finishing Cost Center:

Finishing Cost Center Desc: BPS-COOP CENTER

Task Cat:

Job Order No:

*Valuation Method: Actual Cost

DP Rptg Org Cat:

Degrn Cost Center:

Degrn Cost Center Desc: DEAN IS TESTING

Degrn Task Cat:

Degrn Job Order No:

Degrn Exp Cat:

Pg. Cpt Amt: 0

Pg. Funded Amt: 15100.00

Total Pg. Amt: 17000.00

Pg. Fund Amt: 811.00

Pg. Fund Cpt Amt:

Pg. UnCpt Amt: 0

De. Cpt Amt: 0

Pg. Remains Bal: 16189.00

Congrty Qty: 6

Degrn Bal Bid Amt Constrctd Cost Amt: 17000.00

Bid Bid Actual Cost Amt: 17000.00

Degrn Bal Bid Amt Degrn Cost Amt: 0.00

Remarks:

History Remarks:





Help Reference Guide

- 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 . 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 . 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.





Help Reference Guide

Project Accounting

Update

SAC: BROOKS

Agency: DFAS

Pjg Nbr: SP01228

Pjg Type Cd: Real Property

Pjg Category Cd: Standard Pjg

Pjg Status: Open

*Pjg Desc: SP0 TEST

*Pjg Sub-Type Cd: CONTNew Construction

Project Execution Method: Design, Bld, Build

*Type Action: JPR - New Procurement

*ADC: Building Engrpt - 45 Yrs

Pjg Approval Dt:

Pjg Est Cmpltn Dt:

Estimated Pjg Amt:

Estimated Pjg Qty:

Pjg Cmpltn Dt:

Pjg Lst Est Dt:

Design Authn Dt:

Design Start Dt:

Design Cmpltn Dt:

Design Cancn Dt:

Design Cancn Reason Cd:

Build Authn Dt:

Build Start Dt:

Build Cmpltn Dt:

Build Cancn Dt:

Build Cancn Reason Cd:

Project Status: Open

Pjg PIC:

Financial Officer:

Acctg Prep Officer:

Attachments: [No Attachments Available](#)

Add Attachment:





Help Reference Guide

- 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  to add any new attachments. *The **Attachment Add** page appears.*
6. Update the fields on the Accounting Tab.





Help Reference Guide

Project: Accounting

Update

INC: BROOKS
 Agency: OASD
 Proj No: BPO1238
 Proj Type: Real Property
 Proj Category: Standard Proj
 Proj Status: Open
 Adjustment Type: Unchangeable
 Asset Ctl: C - Construction in Progress
 Doc No: BPOX-SC200-1000
 LSA:
 Fund Ctl: 00
 Using Cost Center: ABCDE
 Using Cost Center Desc: BPO-COST CENTER
 Finding Cost Center: ABCDE
 Finding Cost Center Desc: BPO-COST CENTER
 Task Ctl:
 Job Order No:
 Valuation Method: Actual Cost
 CIP Rptg Org Ctl: 00-470 - Air Force Reserve
 Design Cost Center: ABCDE
 Design Cost Center Desc: BPO-COST CENTER
 Design Task Ctl:
 Design Job Order No:
 Design Exp Ctl: 1-Funded
 Proj Cylt Amt: 0
 Proj Funded Amt: 1010000.00
 Total Proj Amt: 2000000000.00
 Proj Fund Amt: 4000.00
 Proj Fund Cylt Amt: 1010000.00
 Proj UnCylt Amt: 0
 De Cylt Amt: 0
 Proj Remains Bal: 2000000000.00
 Cngldt Qty: 1
 Design Bid Bid Amt Constrctd Cost Amt: 2000000000.00
 Build Actual Cost Amt: 2000000000.00
 Design Bid Bid Amt Design Cost Amt: 0.00
 Remarks:
 History Remarks:





Help Reference Guide

- 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 . 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. Select . 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.





Help Reference Guide

Project
Accounting

Update

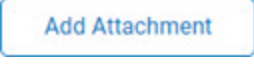
UNC	BROOKS
Agency	DFAS
Pj Nbr	BPG123C
Pj Type Cd	Military Equip
Pj Category Cd	Standard Pj
Pj Status	Open
Acq Program Name	AIR STATION SUPPORT EQUIP
Acq Program Type	Managed - Asset Level
*Pj Desc	BPG TEST
Project Execution Method	Design, Bld, Build
*Type Action	INPS - New Procurement
*ACC	Military Equipment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

Cancel
Reset





Help Reference Guide

- 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  to add any new attachments. The **Attachment Add** page appears.
6. Update the fields on the Accounting tab.





Help Reference Guide

Project Accounting

Update

WFO: BPC0001

Agency: DPA0

Pg. No: BPC0001

Pg. Type: Military Equip

Pg. Category: Standard Pg

Pg. Status: Open

Any Program Name: AIR STATION SUPPORT EQUIP

Any Program Type: Management Asset Level

Inventory Reporting: ☐

Period Negative Balance: ☐

Adjustment Type:

Account CO:

Doc. No: BPC0001000

LIN:

Fund Cat. CO:

Doing Cost Center: ABCDE

Doing Cost Center Desc: BPC0001 CENTER

Ending Cost Center: ABCDE

Ending Cost Center Desc: BPC0001 CENTER

Task CO:

Job Order No:

Validation Method: A Actual Cost

OP. Rptg. Rpt. CO:

Engns Cost Center: ABCDE

Engns Cost Center Desc: BPC0001 CENTER

Engns Task CO:

Engns Job Order No:

Engns Exp. Cat:

Pg. Cpt. Amt: 0

Pg. Funded Amt: 110000.00

Total Pg. Amt: 100000.00

Pg. Fund Amt: 0000.00

Pg. Fund Cpt. Amt: 0

Pg. Cpt. Amt: 0

Doc. Cpt. Amt: 0

Pg. Remaind. Bal: 100000.00

Original Qty: 1

Engns Bldg Bld Aut. Cost Center Amt: 100000.00

Bldg Aut. Cost Amt: 100000.00

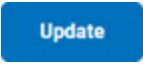
Engns Bldg Bld Aut. Engns Cost Amt: 0.00

Remarks:

History Remarks:





- 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 . 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 PROJECT Search Criteria** page appears.
- 2. Enter the desired PRJ NBR, or use  to browse for the number.
- 3. Select . 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.





Help Reference Guide

Project

Accounting

Update

UNC	BROOKS
Agency	DFAS
Prj Nbr	SPG123AA
Prj Type Cd	Personal Property
Prj Category Cd	Standard Impv
Prj Status	Open
*Prj Desc	SPG TEST
Project Execution Method	Design, Bid, Build
*Type Action	BL/PE - New Procurement
*ACC	Heritage Asset
BL/PE	
Prj Est Cmpltn Dt	
Estimated Prj Amt	0
Estimated Prj Qty	0
Prj Cmpltn St	
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





Help Reference Guide

- 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  to add any new attachments. *The **Attachment Add** page appears.*
6. Update the fields on the Accounting tab.





Help Reference Guide

Project Accounting

Update

UNC: BPOCKS

Agency: DPA5

Pjg Nbr: BPO1234A

Pjg Type: Personal Property

Pjg Category: Standard Ingr

Pjg Status: Open

*Adjustment Type:

*Asset Cl:

Doc Nbr: BPOCK2341000

LOC:

*Fund Ctr ACN:

Orig Cost Center: ABCDE

Orig Cost Center Desc: BPO COST CENTER

Fndng Cost Center: ABCDE

Fndng Cost Center Desc: BPO COST CENTER

Task Cl:

Job Order Nbr:

OP Rptg Org Cl:

Degrn Cost Center: ABCDE

Degrn Cost Center Desc: BPO COST CENTER

Degrn Task Cl:

Degrn Job Order Nbr:

Degrn Org Cl:

Pjg Cpt Amt: 0

Pjg Funded Amt: 100000.00

Total Pjg Amt: 100000.00

Pjg Pendl Amt: 50000.00

Pjg Pendl Cpt Amt:

Pjg UNCpt Amt: 0

Dr Cpt Amt: 0

Pjg Remain Bal: 40000.00

Comptd Qty: 2

Degrn Std Std Act Contrbto Cost Amt: 100000.00

Build Actual Cost Amt: 100000.00

Degrn Std Std Act Degrn Cost Amt: 0.00

Remarks:

History Remarks:





Help Reference Guide

- 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 . 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 . 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.





Help Reference Guide

Project Accounting

Update

WAC: BROOKS

Agency: DFAS

Pjg Nbr: SP01228A

Pjg Type Cd: Real Property

Pjg Category Cd: Standard Imp

Pjg Status: Open

*Pjg Desc: SP0 TEST

*Pjg Sub-Type Cd: OAMP-Capital Improvement

Project Execution Method: Design, Bld, Build

*Type Action: JPR - New Procurement

*ACC: Building Project - 43 Yrs

Pjg Approval Dt:

Pjg Est Complet Dt:

Estimated Pjg Amt: 10000001000.00

Estimated Pjg Qty: 2

Pjg Complet Dt:

Pjg Lot Est Dt:

Design Author Dt:

Design Start Dt:

Design Complet Dt:

Design Cancels Dt:

Design Cancels Reason Cd:

Build Author Dt:

Build Start Dt:

Build Complet Dt:

Build Cancels Dt:

Build Cancels Reason Cd:

Project Status: Open

Pjg PIC:

Financial Officer:

Acct Prep Officer:

Attachments: [No Attachments Available](#)

Add Attachment:





Help Reference Guide

- 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  to add any new attachments. *The **Attachment Add** page appears.*
6. Update the fields on the Accounting tab.





Help Reference Guide

Project Accounting

Update

UNC: BROOKS

Agency: DFAS

Pjg Mbr: BPO123BA

Pjg Type: Real Property

Pjg Category: Standard Inpg

Pjg Status: Open

*Adjustment Type: U-Update

*Account: C - Construction in Progress

Doc Mbr: BPO123BA1000

LCA:

*Fund Ctr Acct: 55

Orig Cost Center: ABCDE

Orig Cost Center Desc: BPO COST CENTER

Fndng Cost Center: ABCDE

Fndng Cost Center Desc: BPO COST CENTER

Task Ctl:

Job Order Mbr:

OP Rptg Org Ctl: DA-APR - Air Force Reserve

Depts Cost Center: ABCDE

Depts Cost Center Desc: BPO COST CENTER

Depts Task Ctl:

Depts Job Order Mbr:

Depts Org Ctl: 1-Funded

Pjg Cptl Amt: 0

Pjg Funded Amt: 100000.00

Total Pjg Amt: 100000.00

Pjg Period Amt: 5000.00

Pjg Period Cptl Amt: 10000000.00

Pjg UNCapl Amt: 0

De-Cptl Amt: 0

Pjg Remain Bal: 5000.00

Complete Yr: 1

Depts Bal Bal Act Contrbto Cost Amt: 10000.00

Built Actual Cost Amt: 10000.00

Depts Bal Bal Act Depts Cost Amt: 0.00

Remarks:

History Remarks:

Cancel Reset Update





Help Reference Guide

- 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 . 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. Select . 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.





Help Reference Guide

Project
Accounting

Update

UNC	BROOKS
Agency	DFAS
Proj Nbr	BPG123H91
Proj Type Cd	Military Equip
Proj Category Cd	Standard Impv
Proj Status	Open
Acq Program Name	AIR STATION SUPPORT EQUIP
Acq Program Type	Managed - Asset Level
*Proj Desc	BPG123
Project Execution Method	Design, Bid, Build
*Type Action	BUPR - New Procurement
*ACC	Military Equipment
BLI/PE	
Proj Est Cmpltn Dt	
Estimated Proj Amt	0
Estimated Proj Qty	0
Proj Cmpltn Dt	
Project Status	Open
Proj POC	
Financial Officer	
Actbl Prop Officer	
Attachments	No Attachments Available
Add Attachment	Add Attachment

Cancel
Reset





Help Reference Guide

- 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  to add any new attachments. The **Attachment Add** page appears.
6. Update the fields on the Accounting tab.





Help Reference Guide

Project: Accounting

Update

WIC: BRCHS

Agency: DPA

Proj No: 0010000

Proj Type: Military Equip

Proj Category: Standard Equip

Proj Status: Open

Acq Program Name: JLT STATION SUPPORT EQUIP

Acq Program Type: Manager - Asset Level

Fiduciary Reporting: ☒

Period Negative Balance: ☐

Adjustment Type:

Account ID:

Doc No: 

LOA: 

Transit Code: 

Doing Cost Center: 

Doing Cost Center Desc:

Finding Cost Center: 

Finding Cost Center Desc:

Task ID:

Job Order No:

OP Rptg Org ID:

Degree Cost Center: 

Degree Cost Center Desc:

Degree Task ID:

Degree Job Order No:

Degree Org ID:

Proj Cpld Amt:

Proj Funded Amt:

Total Proj Amt:

Proj Period Amt:

Proj Period Cpld Amt:

Proj UnCpld Amt:

Do Cpld Amt:

Proj Remain Bal:

Original Qty:

Degr Std Std Act Construct Cost Amt:

Built Actual Cost Amt:

Degr Std Std Act Degr Cost Amt:

Remarks:

History Remarks:





Help Reference Guide

- 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 . 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  to browse for the number.
3. Select . The **CIP PROJECT Search Results** page appears.
4. Select the Delete hyperlink on the desired row. The **CIP PROJECT Delete** page appears.





Help Reference Guide

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

Delete

UIC BROOKS

Agency DFAS

Prj Nbr BPG123F

Prj Type 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

Delete

5. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
6. Select . *The **CIP Project Transaction Status** page appears.*

