



Search for a CIP Attestation Certification Inquiry — Criteria

Overview

The Property Accountability module CIP Attestation Certification Inquiry process provides the ability to search for CIP Attestation Certification records.

Navigation

Inquiries > Accounting > CIP Attestation CERT > CIP Attestation Certification Inquiry Search Criteria page

Procedures

Search for a CIP Attestation Certification Inquiry — Criteria

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. In the Search Criteria box, choose which available field to use in the search.

My Queries

New Query

Search Criteria

Available Field(s)	Operands	Search Value(s)
*Agency Cd	=	DN - NAVY
*Attestation Type	=	Quarterly
*Prj Status	=	Open
*Attested	=	No
*Attestation Dt From	>=	7/9/2025
*Attestation Dt To	<=	7/9/2025
Select an Item		

Reset

Fields

Show Inquiry

2. Choose which Available Field(s) to use in the search.
 - A. The first Available Field(s) option (AGENCY CD) automatically populates and is not editable.
 - B. The second Available Field(s) option (Attestation Type) automatically populates and is not editable.
 - C. The third Available Field(s) option (PRJ STATUS) automatically populates and is not editable.
 - D. The fourth Available Field(s) option (Attested) automatically populates and is not editable.
 - E. The fifth Available Field(s) option (Attestation DT From) automatically populates and is not editable.
 - F. The sixth Available Field(s) option (Attestation DT To) automatically populates and is not editable.





Note



Adding another Available Field  automatically populates an additional search criteria row.

Note



Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

3. Choose which Operands to use in the search.

- A. Use  to select the first Operands.
- B. Use  to select the second Operands.
- C. Use  to select the third Operands.
- D. Use  to select the fourth Operands.
- E. Use  to select the fifth Operands.
- F. Use  to select the sixth Operands.

4. Choose which Search Value(s) to use in the search.

- A. Use  to select the first Search Value.
- B. Use  to select the second Search Value.
- C. Use  to select the third Search Value.
- D. Use  to select the fourth Search Value.
- E. Use  to select the fifth Search Value or enter the date (MM/DD/YYYY) in the field provided.





- F. Use  to select the sixth Search Value or enter the date (MM/DD/YYYY) in the field provided.

Remove an Available Field Row

- Use  to select desired Available Field.
 - Select . The desired row is removed.
5. Select . The **CIP Attestation Certification Inquiry — Results** page appears.

Add a My Queries Inquiry

- Select . The page refreshes, and My Queries changes from a drop-down field to a text field.

My Queries

Search Criteria

Available Field(s)	Operands	Search Value(s)
*Agency Cd	=	DN - NAVY
*Attestation Type	=	Quarterly
*Prj Status	=	Open
*Attested	=	No
*Attestation Dt From	>=	7/9/2025 
*Attestation Dt To	<=	7/9/2025 
Select an Item		

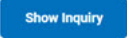
- Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
- Select . The Query and the information entered in the Search Criteria grid are added to My Queries. Select to disregard the Query.





Help Reference Guide

4. Select . The **CIP Attestation Certification Inquiry — Select Fields** page appears.
- OR

Select . The **CIP Attestation Certification Inquiry — Results** page appears.





Select a My Queries Inquiry

1. Use  to select the desired saved query. *The page refreshes, and the selected query information appears in the search criteria grid.*

My Queries

New Query

Search Criteria

Available Field(s)	Operands	Search Value(s)
*Agency Cd	=	DN - NAVY
*Attestation Type	=	Quarterly
*Prj Status	=	Open
*Attested	=	No
*Attestation Dt From	>=	7/9/2025
*Attestation Dt To	<=	7/9/2025
Select an Item		

Reset

Fields

Show Inquiry

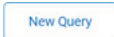
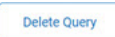
Select . The **CIP Attestation Certification Inquiry — Select Fields** page appears.

2.

OR

Select . The **CIP Attestation Certification Inquiry — Results** page appears.

Update a My Queries Inquiry

1. Use  to select the desired saved query. *The page refreshes, the search criteria fields change, and  is joined by  and .* The selected query





information appears in the search criteria grid.

My Queries

Test 2

▼

Delete Query

New Query

Update Query

Search Criteria

Available Field(s)	Operands	Search Value(s)
*Agency Cd	=	DN - NAVY
*Attestation Type	=	Quarterly
*Prj Status	=	Open
*Attested	=	No
*Attestation Dt From	>=	7/9/2025
*Attestation Dt To	<=	7/9/2025
Select an Item		

Reset

Fields

Show Inquiry

2. Select **Update Query**. The query information is updated.

Select **Fields**. The **CIP Attestation Certification Inquiry — Select Fields** page appears.

3.

OR

Select **Show Inquiry**. The **CIP Attestation Certification Inquiry — Results** page appears.

Delete a My Queries Inquiry

1. Use ▼ to select the desired saved query. The page refreshes, and **New Query** is joined by **Update Query** and **Delete Query**. The selected query information appears in the search criteria grid.





My Queries

Test 2

Delete Query New Query Update Query

Search Criteria

Available Field(s)	Operands	Search Value(s)
*Agency Cd	=	DN - NAVY
*Attestation Type	=	Quarterly
*Prj Status	=	Open
*Attested	=	No
*Attestation Dt From	>=	7/9/2025
*Attestation Dt To	<=	7/9/2025
Select an Item		

Reset Fields Show Inquiry

2. Select [Delete Query](#). The query information is removed.

Revise the Fields for the Inquiry

- Select [Fields](#). The **CIP Attestation Certification Inquiry – Select Fields** page appears.





Search for a CIP Attestation Certification Inquiry — Results

Navigation

Inquiries > Accounting > CIP Attestation CERT > Search Criteria > [Show Inquiry](#) > CIP Attestation Certification Inquiry Search Results page

Procedures

Export the CIP Attestation Certification Inquiry Results

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

1. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.

Rows Retrieved = 200

Atty Pgm Name	Agency Cd	Attestation Dt	Attestation Period	Attestation Type	Attested	Attested By First Name	Attested By Last Name	CIP Pj Phone Nbr	CIP Pj POC	Financial Officer (FO)	FO Phone Nbr	Pj Nbr	Pj Status
DN			FY1575 Q4		No							0325ADOCNBR	Open
DN			FY1576 Q1		No							0325ADOCNBR	Open
DN			FY1576 Q2		No							0325ADOCNBR	Open
DN			FY1576 Q3		No							0325ADOCNBR	Open
DN			FY1576 Q4		No							0325ADOCNBR	Open

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[Cancel](#)

Note



To reach the optional fields, refer to the CIP Attestation Certification Inquiry — Field Selection page.

2. Select [Cancel](#). The **CIP Attestation Certification Inquiry Search Criteria** page appears.





Search the Results

1. Select the empty field Find | Next .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select to search for the entry. *The entry appears highlighted in the file.*
4. Select to find the next matching value. *This feature is available if multiple results are found.*





Select Fields for the CIP Attestation Certification Inquiry

Navigation

Inquiries > Accounting > CIP Attestation CERT > Search Criteria > > CIP Attestation Certification Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

Selecting at any point of this procedure removes all revisions and closes the page, whereas selecting returns all fields to the default "All" setting. **Bold** numbered steps are required.

1. Select . The **CIP Attestation Certification Inquiry Field Selection** page appears.





Help Reference Guide

Field Selection

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type

Private

My Selections

New Selection List

☐	Field	Field Description
☒	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
☒	Agency Cd	Indicates the agency code and name.
☒	Attestation Dt	The As Of date the CIP Project was attested.
☒	Attestation Period	Year (and optionally, quarter) in which the attestation occurred
☒	Attestation Type	Attestation type code
☒	Attested	Whether or not the CIP project was attested within the specified period
☒	Attested By First Name	Identifies the first name of the person attesting.
☒	Attested By Last Name	Identifies the last name of the person attesting.
☒	CIP Prj Phone Nbr	Construction in Progress Phone Number
☒	CIP Prj POC	Construction in Progress Point of Contact
☒	Financial Officer (FO)	Financial Officer (FO) point of contact
☒	FO Phone Nbr	The phone number of the Financial Officer point of contact
☒	Prj Nbr	A number that identifies the project
☒	Prj Status	The project is either open or closed for the accumulation of cost.





Help Reference Guide

☐	Acq Pgm Desc	Free text that provides additional information about an Acq Program.
☐	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
☐	CIP Prj Address 1	CIP Prj first line of address
☐	CIP Prj Address 2	CIP Prj second line of address
☐	CIP Prj City	CIP Prj city of responsible activity
☐	CIP Prj Country Cd	An identifier for the country of the Construction In Progress project
☐	CIP Prj Email	The email address of the Construction In Progress project point of contact
☐	CIP Prj State	The State of the Construction In Progress project
☐	CIP Prj ZIP Cd	Construction In Progress Zip Code
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	FO Address 1	FO first line of address
☐	FO Address 2	FO second line of address
☐	FO City	FO city of responsible activity
☐	FO Country Cd	An identifier for the country of the Financial Officer point of contact
☐	FO Email	The email address of the Financial Officer point of contact
☐	FO State	The state of the Financial Officer point of contact
☐	FO ZIP Cd	An identifier for the zip code of the Financial Officer point of contact
☐	Prj Desc	A description of the project. Should include details of the project.
☐	Site Id	The active Site Id the user has access to.
☐	UIC	The UIC of the maintenance activity assigned to service the asset.

2. Choose the desired file type:

- Click ☐ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

OR

Click ☐ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

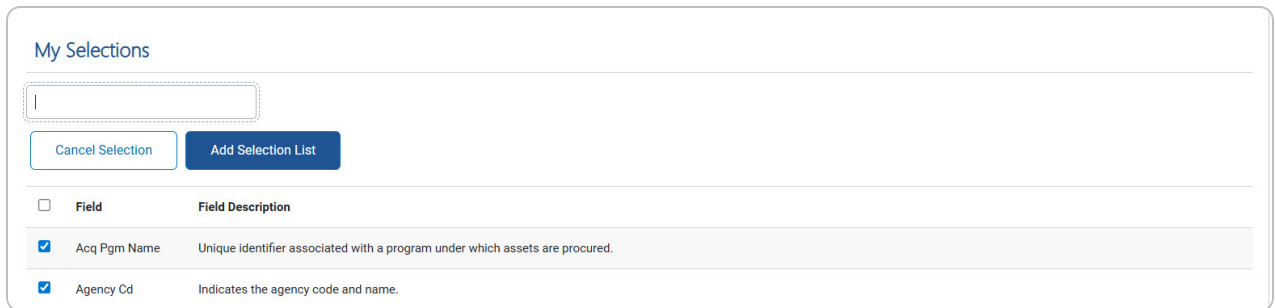
- Enter an unique identifier in the Extract Id field provided. *This adds the identifier to the link on the **View Inquiry Extract** page, and does not change the file name.*
- Use  to select the Privacy Type.





Add a Selection List

1. Select . The page refreshes, and Selections changes from a drop-down field to a text field.

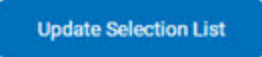


☐	Field	Field Description
☒	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
☒	Agency Cd	Indicates the agency code and name.

Note



Selecting  at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Select . The page refreshes, and the selected list is added.
 is replaced by  and .

Select  for small volumes of data. The **CIP Project POC Inquiry — Results** page appears.

3.

OR

Select  for large volumes of data. The **CIP Project POC Inquiry Transaction Status** page appears.





Use a Predetermined Field Selection List

1. Use  to display the Selection List.

My Selections



New Selection List

☐	Field	Field Description
☒	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
☒	Agency Cd	Indicates the agency code and name.

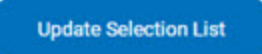
Select  for small volumes of data. *The **CIP Attestation Certification Inquiry – Results** page appears.*

2.

OR

Select  for large volumes of data. *The **CIP Attestation Certification Inquiry Transaction Status** page appears.*

Update a Selection List

1. Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*





Help Reference Guide

My Selections

Test 2 ▼

☐	Field	Field Description
☒	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
☒	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.

2. Select . The page refreshes.

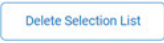
Select  for small volumes of data. The **CIP Attestation Certification Inquiry – Results** page appears.

3.

OR

Select  for large volumes of data. The **CIP Attestation Certification Inquiry Transaction Status** page appears.

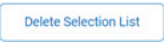
Delete a Selection List

1. Use  to select the desired Selection List. The page refreshes, the search criteria fields change, and  is joined by  and .

My Selections

Test 2 ▼

☐	Field	Field Description
☒	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
☒	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.

2. Select . The page refreshes and the list is immediately deleted.





Modify the Fields Used for the Inquiry

Selecting  at any point of this procedure removes all revisions and closes the page.

Bold numbered steps are required.

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. Select . The **CIP Attestation Certification Inquiry** page appears.

Field Selection

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id

Privacy Type

Private ▼

My Selections

New Selection List

☐	Field	Field Description
☒	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
☒	Agency Cd	Indicates the agency code and name.
☒	Attestation Dt	The As Of date the CIP Project was attested.
☒	Attestation Period	Year (and optionally, quarter) in which the attestation occurred
☒	Attestation Type	Attestation type code
☒	Attested	Whether or not the CIP project was attested within the specified period
☒	Attested By First Name	Identifies the first name of the person attesting.
☒	Attested By Last Name	Identifies the last name of the person attesting.
☒	CIP Prj Phone Nbr	Construction in Progress Phone Number
☒	CIP Prj POC	Construction in Progress Point of Contact
☒	Financial Officer (FO)	Financial Officer (FO) point of contact
☒	FO Phone Nbr	The phone number of the Financial Officer point of contact
☒	Prj Nbr	A number that identifies the project
☒	Prj Status	The project is either open or closed for the accumulation of cost.





Help Reference Guide

☐	Acq Pgm Desc	Free text that provides additional information about an Acq Program.
☐	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
☐	CIP Prj Address 1	CIP Prj first line of address
☐	CIP Prj Address 2	CIP Prj second line of address
☐	CIP Prj City	CIP Prj city of responsible activity
☐	CIP Prj Country Cd	An identifier for the country of the Construction In Progress project
☐	CIP Prj Email	The email address of the Construction In Progress project point of contact
☐	CIP Prj State	The State of the Construction In Progress project
☐	CIP Prj ZIP Cd	Construction In Progress Zip Code
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	FO Address 1	FO first line of address
☐	FO Address 2	FO second line of address
☐	FO City	FO city of responsible activity
☐	FO Country Cd	An identifier for the country of the Financial Officer point of contact
☐	FO Email	The email address of the Financial Officer point of contact
☐	FO State	The state of the Financial Officer point of contact
☐	FO ZIP Cd	An identifier for the zip code of the Financial Officer point of contact
☐	Prj Desc	A description of the project. Should include details of the project.
☐	Site Id	The active Site Id the user has access to.
☐	UIC	The UIC of the maintenance activity assigned to service the asset.

2. Select the fields required for the inquiry. *The first 14 fields are automatically selected.*

Note



The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

Select for small volumes of data. *The **CIP Attestation Certification Inquiry — Results** page appears.*

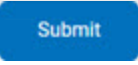
- 3.

OR





Help Reference Guide

Select  for large volumes of data. The ***CIP Attestation Certification Inquiry Transaction Status*** page appears.

