Search for a CIP Inquiry — Criteria

Overview

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

Navigation

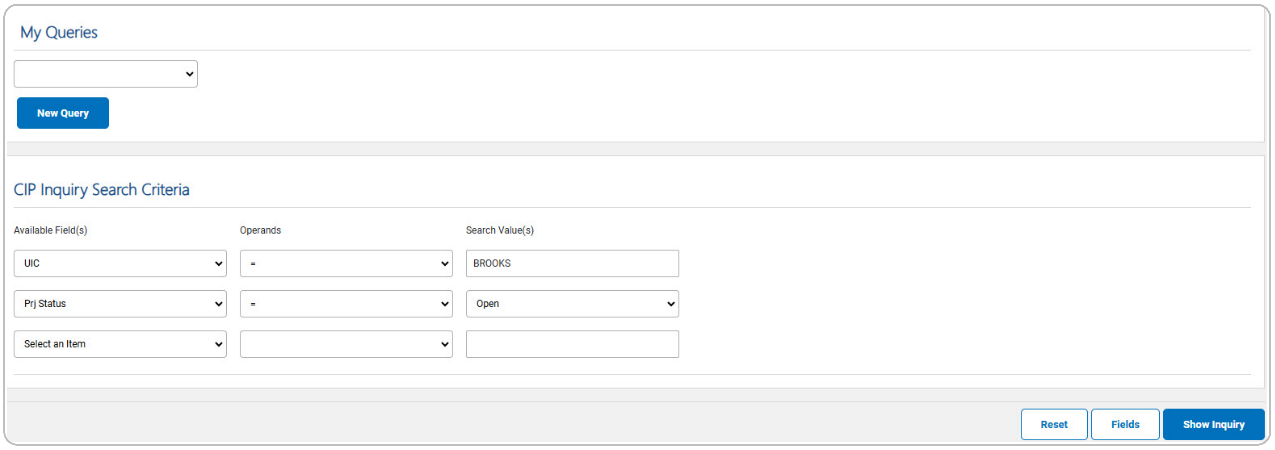
Inquiries > Accounting > CIP > CIP Inquiry Search Criteria page

Procedures

Search for a CIP Inquiry — Criteria

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



My Queries

CIP Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
UIC	=	BROOKS
Prj Status	=	Open
Select an Item		

2. *Choose which Available Field(s) to use in the search.*

   A. *The first Available Field(s) option (UIC) automatically populates and is not editable.*

   B. *The second Available Field(s) option (*Prj Status*) automatically populates and is not editable.*

Note

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

Note

Select Fields 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.

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.

Remove an Available Field Row

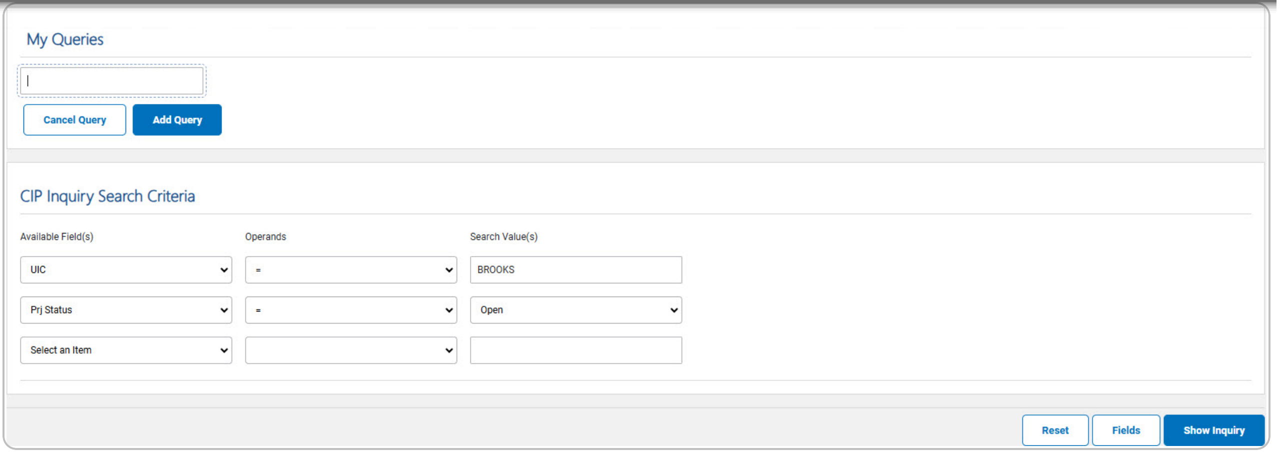
   a. Use ⌄ to select desired Available Field.

   b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **CIP Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



Available Field(s)	Operands	Search Value(s)
UIC	=	BROOKS
Prj Status	=	Open
Select an Item		

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*

3. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

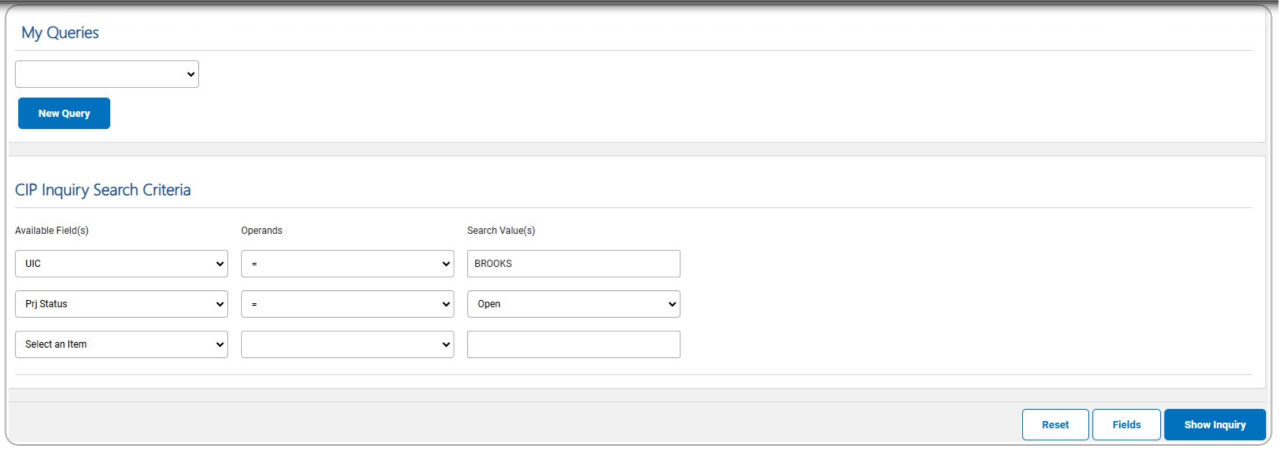
4. Select Fields. *The **CIP Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **CIP 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

CIP Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
UIC	=	BROOKS
Prj Status	=	Open
Select an Item		

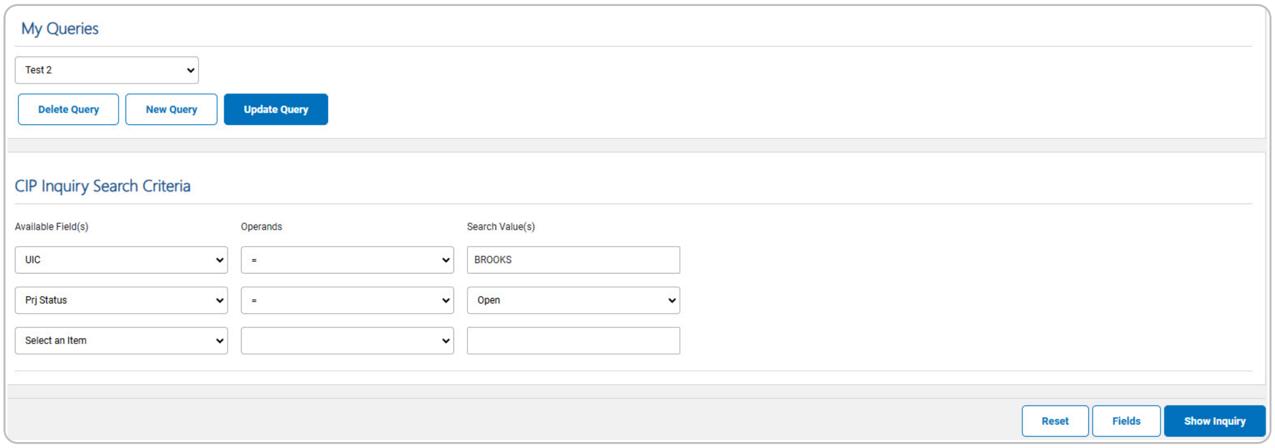
2. Select Fields . *The **CIP Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry . *The **CIP 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* New Query *is joined by* Update Query *and* Delete Query *. The selected query information appears in the search criteria grid.*



My Queries

Test 2

CIP Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
UIC	=	BROOKS
Prj Status	=	Open
Select an Item		

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

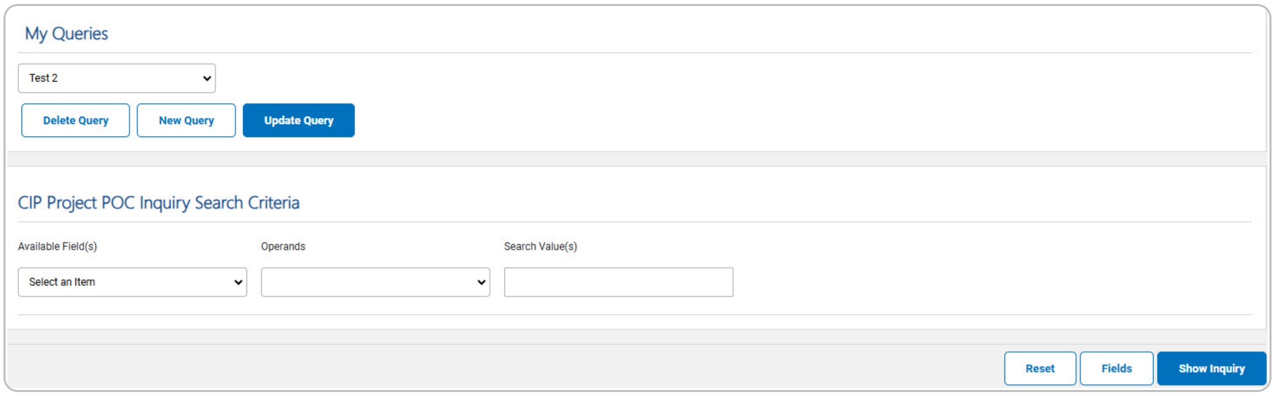
3. Select Fields. *The **CIP Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **CIP 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.*



2. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

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

Search for a CIP Inquiry — Results

Navigation

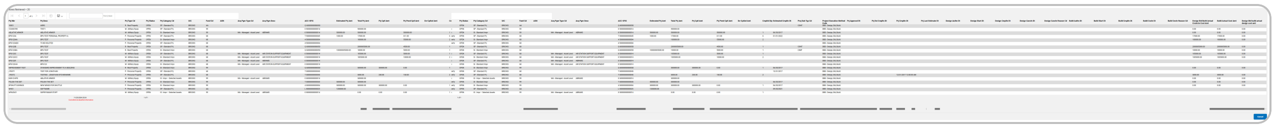
Inquiries > Accounting >CIP > Search Criteria > **Show Inquiry** > CIP Inquiry Search Results page

Procedures

Export the CIP 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.*



Note

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

2. Select **Cancel**. *The* ***CIP 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

View the CIP Inquiry Detail

Select the desired Prj Nbr row. *The **CIP Inquiry Basic Detail** page appears.*

Select Fields for the CIP Inquiry

Navigation

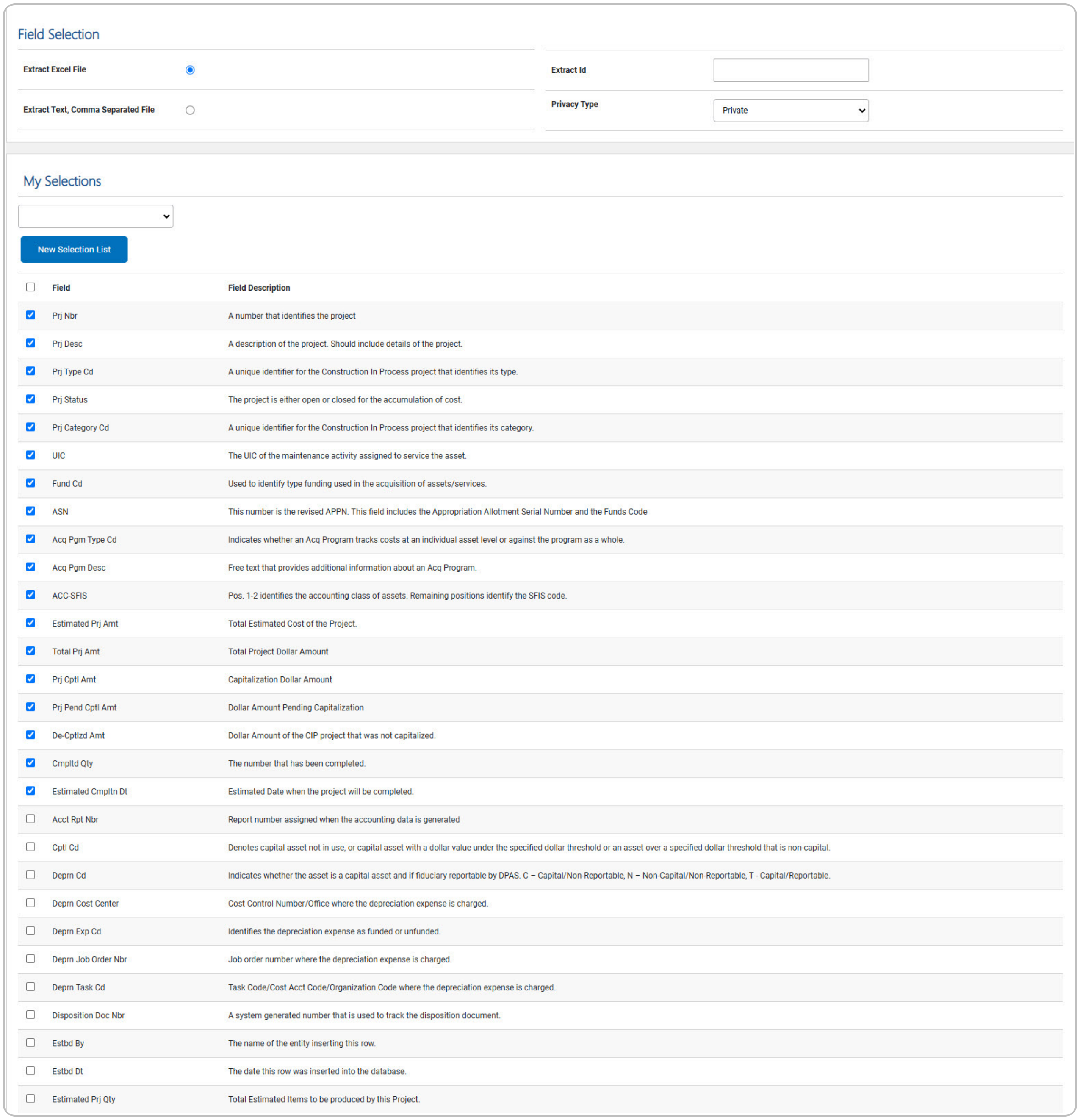
Inquiries > Accounting > CIP > Search Criteria > Fields > CIP Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The* ***CIP Inquiry Field Selection*** *page appears.*

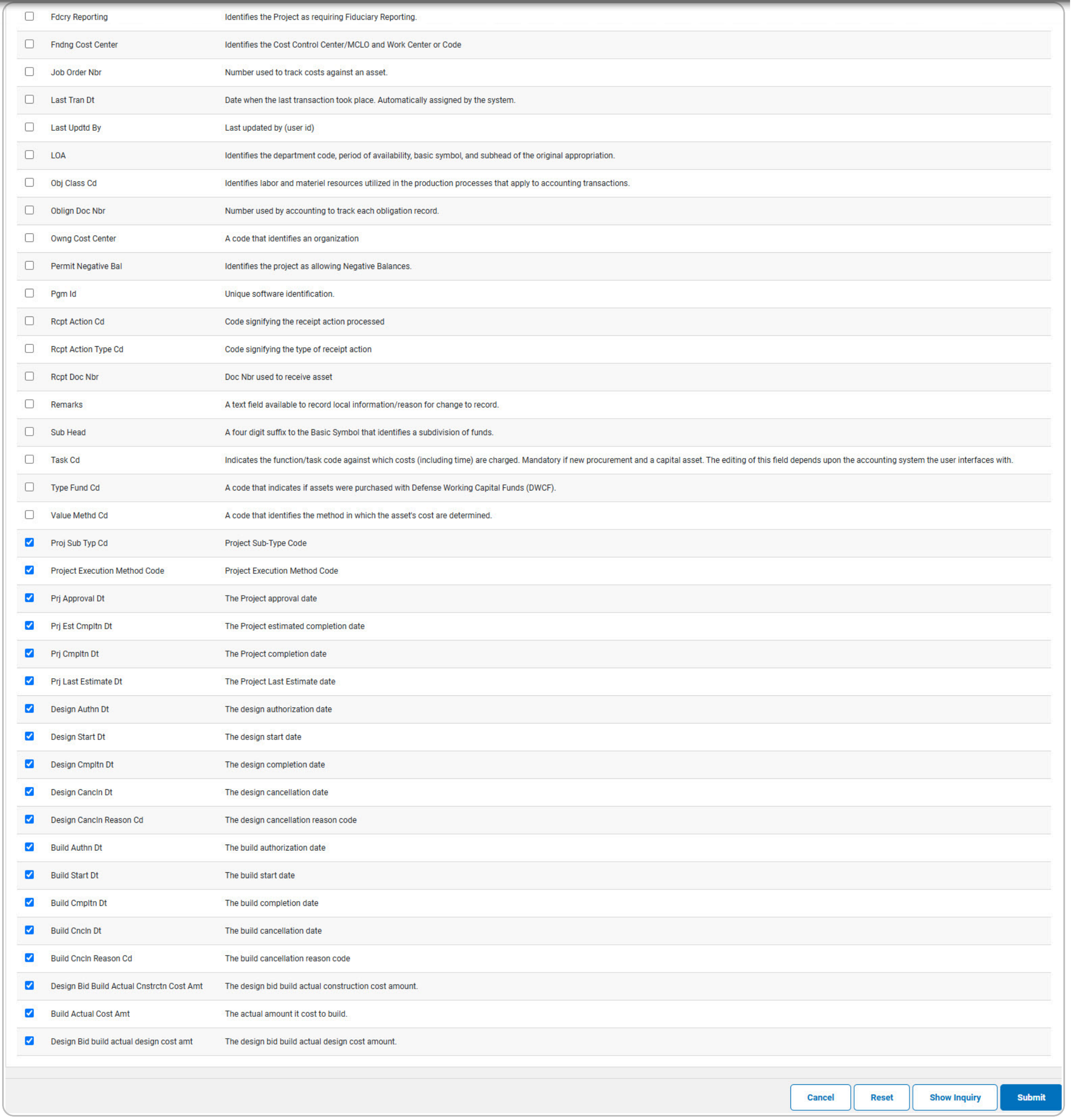


Field Selection

Extract Excel File	●	Extract Id	
Extract Text, Comma Separated File	○	Privacy Type	Private

My Selections

☐	Field	Field Description
☑	Prj Nbr	A number that identifies the project
☑	Prj Desc	A description of the project. Should include details of the project.
☑	Prj Type Cd	A unique identifier for the Construction In Process project that identifies its type.
☑	Prj Status	The project is either open or closed for the accumulation of cost.
☑	Prj Category Cd	A unique identifier for the Construction In Process project that identifies its category.
☑	UIC	The UIC of the maintenance activity assigned to service the asset.
☑	Fund Cd	Used to identify type funding used in the acquisition of assets/services.
☑	ASN	This number is the revised APPN. This field includes the Appropriation Allotment Serial Number and the Funds Code
☑	Acq Pgm Type Cd	Indicates whether an Acq Program tracks costs at an individual asset level or against the program as a whole.
☑	Acq Pgm Desc	Free text that provides additional information about an Acq Program.
☑	ACC-SFIS	Pos. 1-2 identifies the accounting class of assets. Remaining positions identify the SFIS code.
☑	Estimated Prj Amt	Total Estimated Cost of the Project.
☑	Total Prj Amt	Total Project Dollar Amount
☑	Prj Cptl Amt	Capitalization Dollar Amount
☑	Prj Pend Cptl Amt	Dollar Amount Pending Capitalization
☑	De-Cptlzd Amt	Dollar Amount of the CIP project that was not capitalized.
☑	Cmpltd Qty	The number that has been completed.
☑	Estimated Cmpltn Dt	Estimated Date when the project will be completed.
☐	Acct Rpt Nbr	Report number assigned when the accounting data is generated
☐	Cptl Cd	Denotes capital asset not in use, or capital asset with a dollar value under the specified dollar threshold or an asset over a specified dollar threshold that is non-capital.
☐	Deprn Cd	Indicates whether the asset is a capital asset and if fiduciary reportable by DPAS. C – Capital/Non-Reportable, N – Non-Capital/Non-Reportable, T - Capital/Reportable.
☐	Deprn Cost Center	Cost Control Number/Office where the depreciation expense is charged.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn Task Cd	Task Code/Cost Acct Code/Organization Code where the depreciation expense is charged.
☐	Disposition Doc Nbr	A system generated number that is used to track the disposition document.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Estimated Prj Qty	Total Estimated Items to be produced by this Project.



☐	Fdcry Reporting	Identifies the Project as requiring Fiduciary Reporting.
☐	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code
☐	Job Order Nbr	Number used to track costs against an asset.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
☐	Obj Class Cd	Identifies labor and materiel resources utilized in the production processes that apply to accounting transactions.
☐	Oblign Doc Nbr	Number used by accounting to track each obligation record.
☐	Owng Cost Center	A code that identifies an organization
☐	Permit Negative Bal	Identifies the project as allowing Negative Balances.
☐	Pgm Id	Unique software identification.
☐	Rcpt Action Cd	Code signifying the receipt action processed
☐	Rcpt Action Type Cd	Code signifying the type of receipt action
☐	Rcpt Doc Nbr	Doc Nbr used to receive asset
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Sub Head	A four digit suffix to the Basic Symbol that identifies a subdivision of funds.
☐	Task Cd	Indicates the function/task code against which costs (including time) are charged. Mandatory if new procurement and a capital asset. The editing of this field depends upon the accounting system the user interfaces with.
☐	Type Fund Cd	A code that indicates if assets were purchased with Defense Working Capital Funds (DWCF).
☐	Value Methd Cd	A code that identifies the method in which the asset's cost are determined.
☑	Proj Sub Typ Cd	Project Sub-Type Code
☑	Project Execution Method Code	Project Execution Method Code
☑	Prj Approval Dt	The Project approval date
☑	Prj Est Cmpltn Dt	The Project estimated completion date
☑	Prj Cmpltn Dt	The Project completion date
☑	Prj Last Estimate Dt	The Project Last Estimate date
☑	Design Authn Dt	The design authorization date
☑	Design Start Dt	The design start date
☑	Design Cmpltn Dt	The design completion date
☑	Design Canciln Dt	The design cancellation date
☑	Design Canciln Reason Cd	The design cancellation reason code
☑	Build Authn Dt	The build authorization date
☑	Build Start Dt	The build start date
☑	Build Cmpltn Dt	The build completion date
☑	Build Cncln Dt	The build cancellation date
☑	Build Cncln Reason Cd	The build cancellation reason code
☑	Design Bid Build Actual Cnstrctn Cost Amt	The design bid build actual construction cost amount.
☑	Build Actual Cost Amt	The actual amount it cost to build.
☑	Design Bid build actual design cost amt	The design bid build actual design cost amount.

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

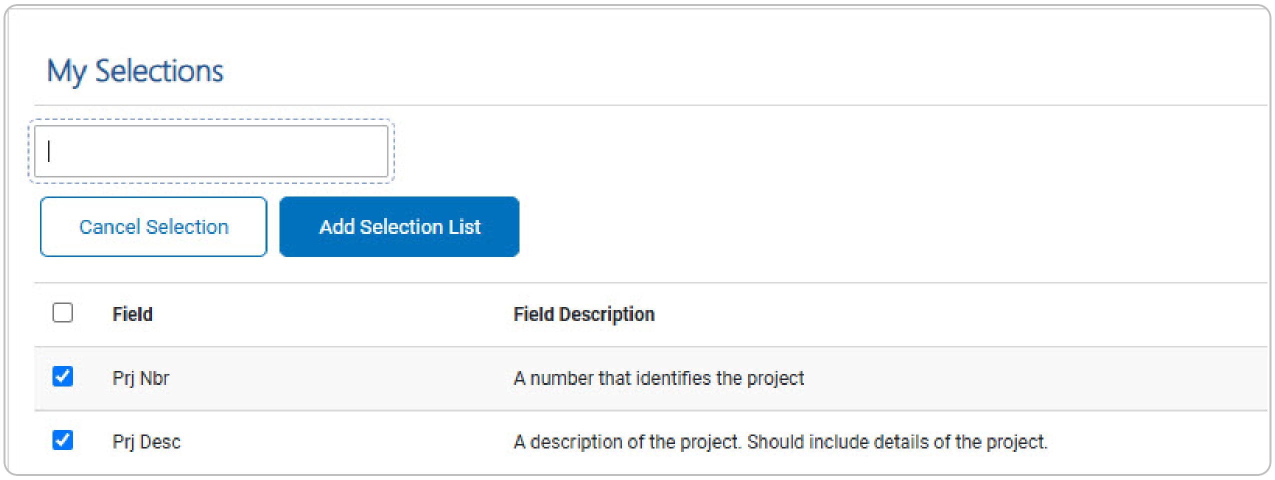
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

3. 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.*

4. Use ⌄ to select the Privacy Type.

Add a Selection List

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



My Selections

Cancel Selection | Add Selection List

☐	Field	Field Description
☑	Prj Nbr	A number that identifies the project
☑	Prj Desc	A description of the project. Should include details of the project.

Note

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

2. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

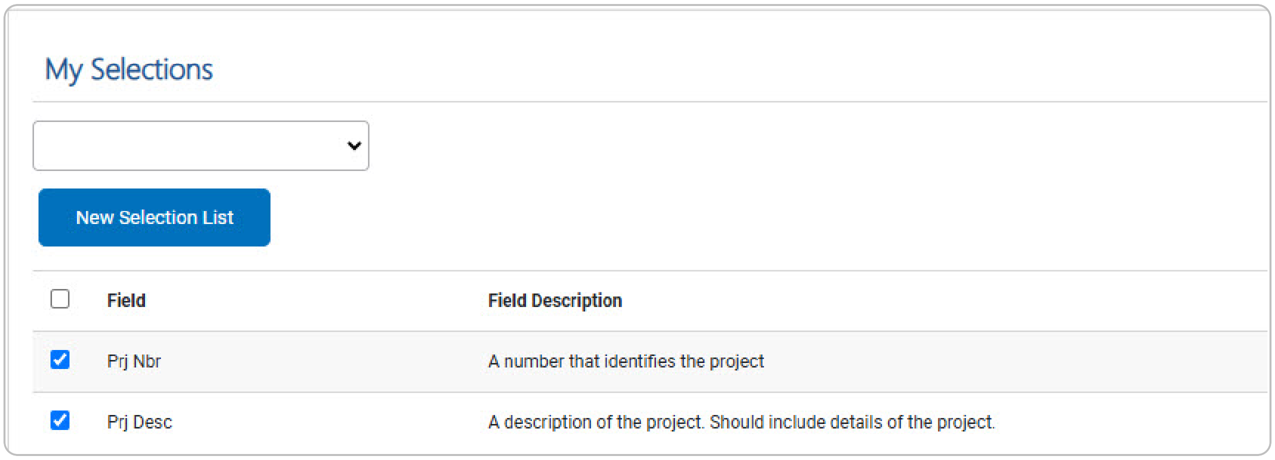
3. Select Show Inquiry for small volumes of data. *The* ***CIP Inquiry — Results*** *page appears.*

   OR

   Select Submit for large volumes of data. *The* ***CIP 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
☑	Prj Nbr	A number that identifies the project
☑	Prj Desc	A description of the project. Should include details of the project.

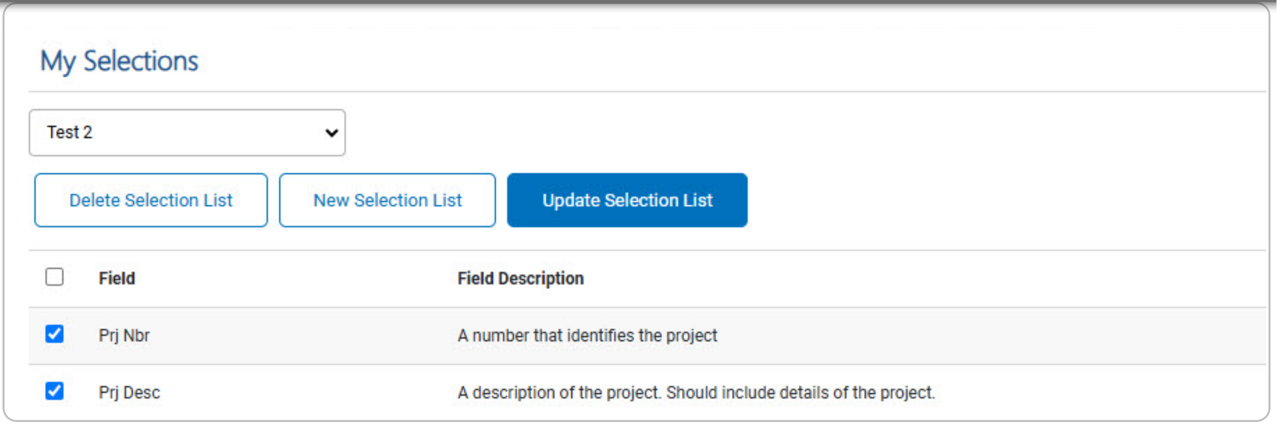
2. Select Show Inquiry for small volumes of data. *The* ***CIP Inquiry — Results*** *page appears.*

   OR

   Select Submit for large volumes of data. *The* ***CIP 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



My Selections

☐	Field	Field Description
☑	Prj Nbr	A number that identifies the project
☑	Prj Desc	A description of the project. Should include details of the project.

2. Select **Update Selection List** . *The page refreshes.*

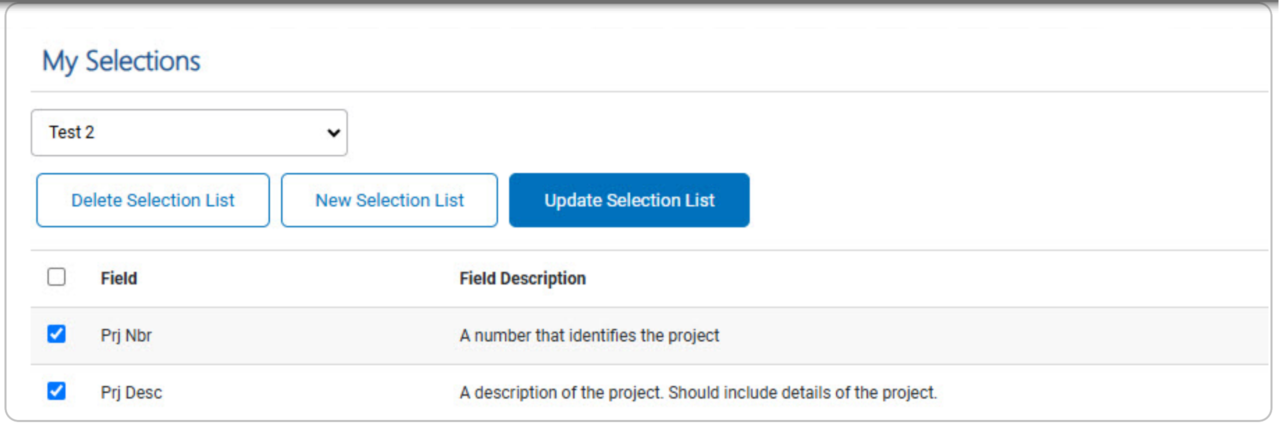
3. Select **Show Inquiry** for small volumes of data. *The **CIP Inquiry — Results** page appears.*

   OR

   Select **Submit** for large volumes of data. *The **CIP 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* **New Selection List** *is joined by* **Update Selection List** *and* **Delete Selection List** .



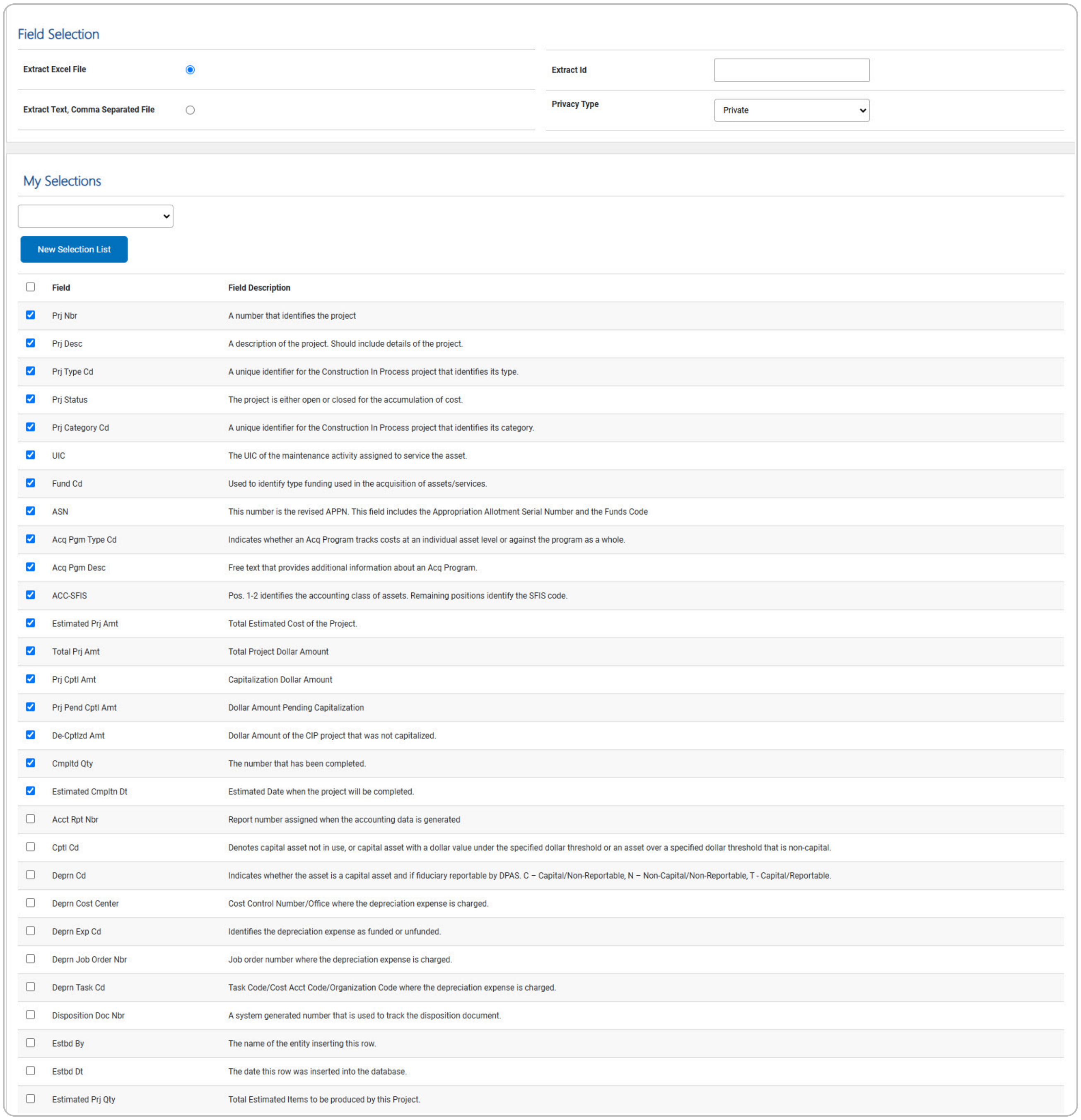
☐	Field	Field Description
☑	Prj Nbr	A number that identifies the project
☑	Prj Desc	A description of the project. Should include details of the project.

2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

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

1. Select **Fields**. *The **CIP Inquiry** page appears.*

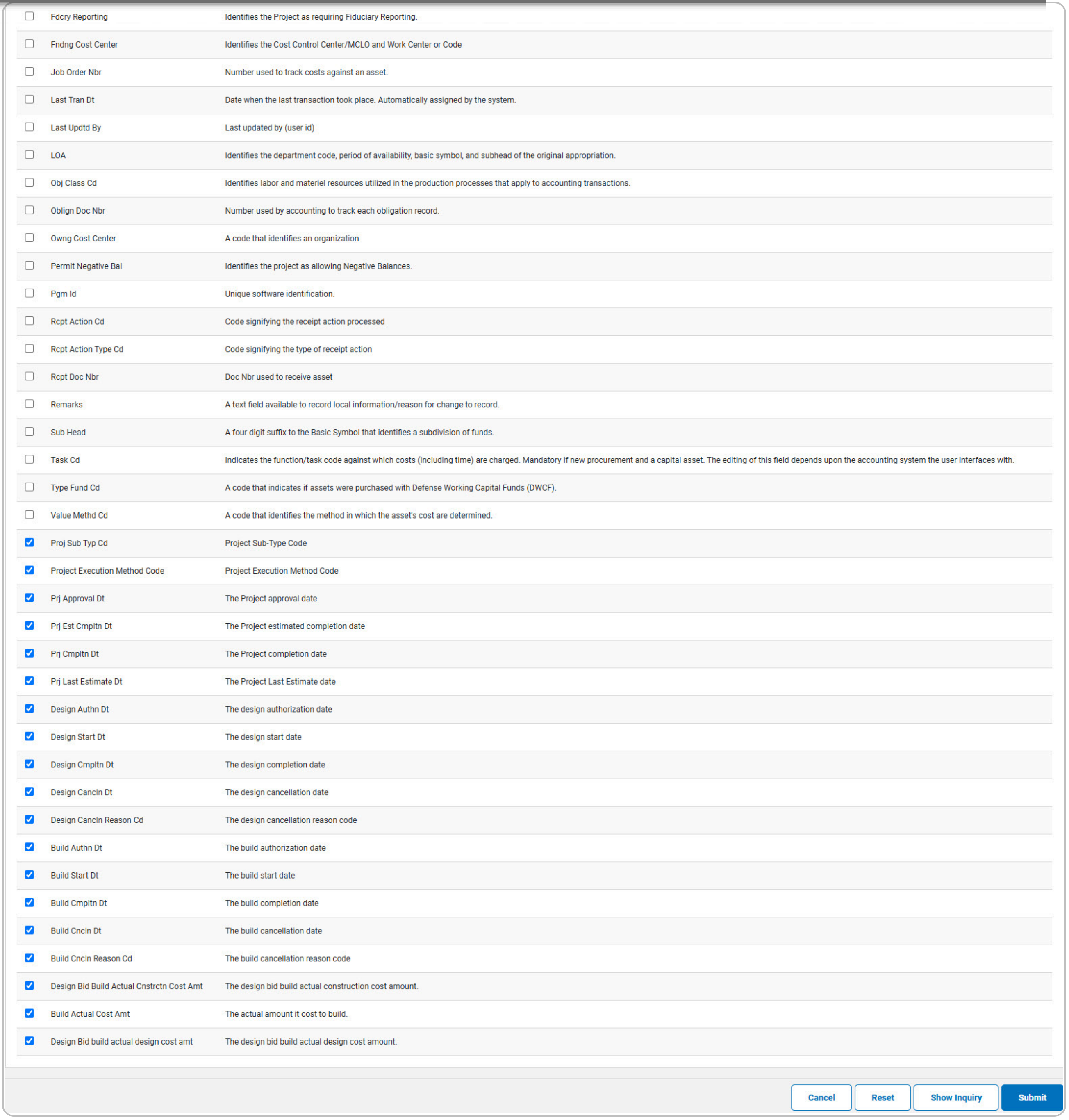


Field Selection

Extract Excel File	●	Extract Id	
Extract Text, Comma Separated File	○	Privacy Type	Private

My Selections

☐	Field	Field Description
☑	Prj Nbr	A number that identifies the project
☑	Prj Desc	A description of the project. Should include details of the project.
☑	Prj Type Cd	A unique identifier for the Construction In Process project that identifies its type.
☑	Prj Status	The project is either open or closed for the accumulation of cost.
☑	Prj Category Cd	A unique identifier for the Construction In Process project that identifies its category.
☑	UIC	The UIC of the maintenance activity assigned to service the asset.
☑	Fund Cd	Used to identify type funding used in the acquisition of assets/services.
☑	ASN	This number is the revised APPN. This field includes the Appropriation Allotment Serial Number and the Funds Code
☑	Acq Pgm Type Cd	Indicates whether an Acq Program tracks costs at an individual asset level or against the program as a whole.
☑	Acq Pgm Desc	Free text that provides additional information about an Acq Program.
☑	ACC-SFIS	Pos. 1-2 identifies the accounting class of assets. Remaining positions identify the SFIS code.
☑	Estimated Prj Amt	Total Estimated Cost of the Project.
☑	Total Prj Amt	Total Project Dollar Amount
☑	Prj Cptl Amt	Capitalization Dollar Amount
☑	Prj Pend Cptl Amt	Dollar Amount Pending Capitalization
☑	De-Cptlzd Amt	Dollar Amount of the CIP project that was not capitalized.
☑	Cmpltd Qty	The number that has been completed.
☑	Estimated Cmpltn Dt	Estimated Date when the project will be completed.
☐	Acct Rpt Nbr	Report number assigned when the accounting data is generated
☐	Cptl Cd	Denotes capital asset not in use, or capital asset with a dollar value under the specified dollar threshold or an asset over a specified dollar threshold that is non-capital.
☐	Deprn Cd	Indicates whether the asset is a capital asset and if fiduciary reportable by DPAS. C – Capital/Non-Reportable, N – Non-Capital/Non-Reportable, T - Capital/Reportable.
☐	Deprn Cost Center	Cost Control Number/Office where the depreciation expense is charged.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn Task Cd	Task Code/Cost Acct Code/Organization Code where the depreciation expense is charged.
☐	Disposition Doc Nbr	A system generated number that is used to track the disposition document.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Estimated Prj Qty	Total Estimated Items to be produced by this Project.



☐	Fdcry Reporting	Identifies the Project as requiring Fiduciary Reporting.
☐	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code
☐	Job Order Nbr	Number used to track costs against an asset.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
☐	Obj Class Cd	Identifies labor and materiel resources utilized in the production processes that apply to accounting transactions.
☐	Oblign Doc Nbr	Number used by accounting to track each obligation record.
☐	Owng Cost Center	A code that identifies an organization
☐	Permit Negative Bal	Identifies the project as allowing Negative Balances.
☐	Pgm Id	Unique software identification.
☐	Rcpt Action Cd	Code signifying the receipt action processed
☐	Rcpt Action Type Cd	Code signifying the type of receipt action
☐	Rcpt Doc Nbr	Doc Nbr used to receive asset
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Sub Head	A four digit suffix to the Basic Symbol that identifies a subdivision of funds.
☐	Task Cd	Indicates the function/task code against which costs (including time) are charged. Mandatory if new procurement and a capital asset. The editing of this field depends upon the accounting system the user interfaces with.
☐	Type Fund Cd	A code that indicates if assets were purchased with Defense Working Capital Funds (DWCF).
☐	Value Methd Cd	A code that identifies the method in which the asset's cost are determined.
☑	Proj Sub Typ Cd	Project Sub-Type Code
☑	Project Execution Method Code	Project Execution Method Code
☑	Prj Approval Dt	The Project approval date
☑	Prj Est Cmpltn Dt	The Project estimated completion date
☑	Prj Cmpltn Dt	The Project completion date
☑	Prj Last Estimate Dt	The Project Last Estimate date
☑	Design Authn Dt	The design authorization date
☑	Design Start Dt	The design start date
☑	Design Cmpltn Dt	The design completion date
☑	Design Cancln Dt	The design cancellation date
☑	Design Cancln Reason Cd	The design cancellation reason code
☑	Build Authn Dt	The build authorization date
☑	Build Start Dt	The build start date
☑	Build Cmpltn Dt	The build completion date
☑	Build Cncln Dt	The build cancellation date
☑	Build Cncln Reason Cd	The build cancellation reason code
☑	Design Bid Build Actual Cnstrctn Cost Amt	The design bid build actual construction cost amount.
☑	Build Actual Cost Amt	The actual amount it cost to build.
☑	Design Bid build actual design cost amt	The design bid build actual design cost amount.

2. Select the fields required for the inquiry. *The first 10 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.

3. Select Show Inquiry for small volumes of data. *The* ***CIP Inquiry — Results*** *page appears.*

   OR

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

View the CIP Inquiry Detail — Basic

Navigation

Inquiries > Accounting > CIP > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > CIP Inquiry Basic Detail page

CIP Inquiry

Procedures

Export the CIP Inquiry Basic Detail

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

1. *Verify the CIP Inquiry Basic Detail grid.*

2. Select 💾 to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select Cancel. *The* ***CIP Inquiry — Criteria*** *page appears*.

   OR

   Select the Cost tab. *The* ***CIP Inquiry Detail — Cost*** *page appears*.

   OR

   Select the Asset tab. *The* ***CIP Inquiry Detail — Asset*** *page appears*.

   OR

Select the POC tab. *The **CIP Inquiry Detail — POC** page appears*.

OR

Select the Funding tab. *The **CIP Inquiry Detail — Funding** page appears*.

OR

Select the LOA tab. *The **CIP Inquiry Detail — LOA** page appears*.

OR

Select the Attestation tab. *The **CIP Inquiry Detail — Attestation** page appears*.

OR

Select the Type Dsg tab. *The **CIP Inquiry Detail — Type Designation** page appears*.

OR

Select Back. *The **CIP Inquiry — Results** 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

View the CIP Inquiry Detail — Cost

Navigation

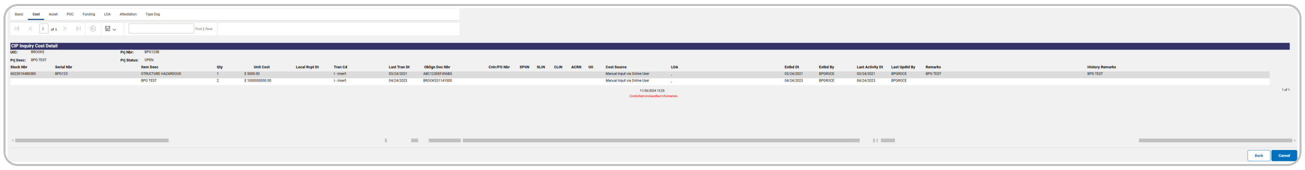
Inquiries > Accounting > CIP > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > CIP Inquiry Cost Detail page

Procedures

Export the CIP Inquiry Detail — Cost

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

1. *Verify the CIP Inquiry Cost Detail grid.*



2. Select 💾 ⌄ to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select Cancel. *The* ***CIP Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***CIP Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Asset tab. *The* ***CIP Inquiry Detail — Asset*** *page appears*.

   OR

Select the POC tab. *The **CIP Inquiry Detail — POC** page appears*.

OR

Select the Funding tab. *The **CIP Inquiry Detail — Funding** page appears*.

OR

Select the LOA tab. *The **CIP Inquiry Detail — LOA** page appears*.

OR

Select the Attestation tab. *The **CIP Inquiry Detail — Attestation** page appears*.

OR

Select the Type Dsg tab. *The **CIP Inquiry Detail — Type Designation** page appears*.

OR

Select Back. *The **CIP Inquiry — Results** 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

View the CIP Inquiry Detail — Asset

Navigation

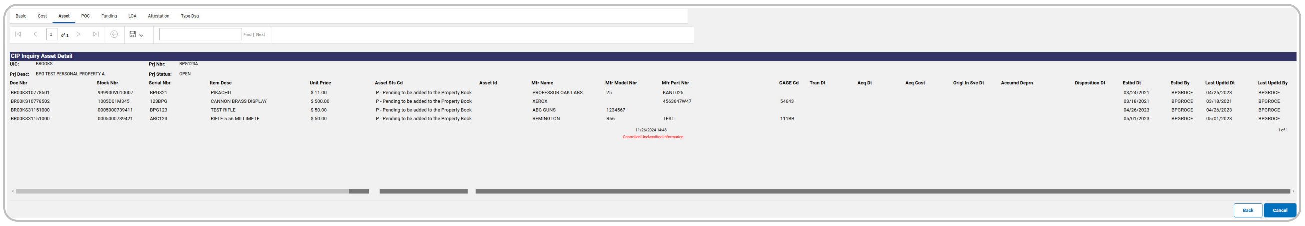
Inquiries > Accounting > CIP > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > CIP Inquiry Asset Detail page

Procedures

Export the CIP Inquiry Asset Detail

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

1. *Verify the CIP Inquiry Asset Detail grid.*



CIP Inquiry Asset Detail

UIC: BROOKS
Prj Nbr: BPG123A
Prj Desc: BPG TEST PERSONAL PROPERTY A
Prj Status: OPEN

Doc Nbr	Stock Nbr	Serial Nbr	Item Desc	Unit Price	Asset Sts Cd	Asset Id	Mfr Name	Mfr Model Nbr	Mfr Part Nbr
BR00KS10778501	999900V010007	BPG321	PIKACHU	$ 11.00	P - Pending to be added to the Property Book		PROFESSOR OAK LABS	25	KANT025
BR00KS10778502	1005D01M345	123BPG	CANNON BRASS DISPLAY	$ 500.00	P - Pending to be added to the Property Book		XEROX		4563647W47
BR00KS31151000	0005000739411	BPG123	TEST RIFLE	$ 50.00	P - Pending to be added to the Property Book		ABC GUNS	1234567	
BR00KS31151000	0005000739421	ABC123	RIFLE 5.56 MILLIMETE	$ 50.00	P - Pending to be added to the Property Book		REMINGTON	R56	TEST

Doc Nbr	CAGE Cd	Tran Dt	Acq Dt	Acq Cost	Origl In Svc Dt	Accumd Deprn	Disposition Dt	Estbd Dt	Estbd By	Last Updtd Dt	Last Updtd By
BR00KS10778501								03/24/2021	BPGROCE	04/25/2023	BPGROCE
BR00KS10778502	54643							03/18/2021	BPGROCE	03/18/2021	BPGROCE
BR00KS31151000								04/26/2023	BPGROCE	04/26/2023	BPGROCE
BR00KS31151000	111BB							05/01/2023	BPGROCE	05/01/2023	BPGROCE

11/26/2024 14:48
Controlled Unclassified Information
1 of 1

2. Select 💾 ⌄ to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select Cancel. *The* ***CIP Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***CIP Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Cost tab. *The* ***CIP Inquiry Detail — Cost*** *page appears*.

OR

Select the POC tab. *The* ***CIP Inquiry Detail — POC*** *page appears*.

OR

Select the Funding tab. *The* ***CIP Inquiry Detail — Funding*** *page appears*.

OR

Select the LOA tab. *The* ***CIP Inquiry Detail — LOA*** *page appears*.

OR

Select the Attestation tab. *The* ***CIP Inquiry Detail — Attestation*** *page appears*.

OR

Select the TYPE DSG tab. *The* ***CIP Inquiry Detail — Type Designation*** *page appears*.

OR

Select Back. *The* ***CIP Inquiry — Results*** *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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

View the CIP Inquiry Detail — POC

Navigation

Inquiries > Accounting > CIP > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > CIP Inquiry POC Detail page

Procedures

Export the CIP Inquiry POC Detail

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

1. *Verify the CIP Inquiry POC Detail grid.*

CIP Inquiry POC Detail

UIC: BROOKS
Prj Nbr: BPG123A
Prj Desc: BPG TEST PERSONAL PROPERTY A
Prj Status: OPEN
Prj Officer:
Financial Officer:
PO Phone Nbr:
FO Phone Nbr:
Actbl Prop Officer:
APO Phone Nbr:

11/26/2024 14:51
1 of 1
Controlled Unclassified Information

2. Select 💾 ⌄ to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select Cancel. *The* ***CIP Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The **CIP Inquiry Detail — Basic** page appears*.

OR

Select the Cost tab. *The **CIP Inquiry Detail — Cost** page appears*.

OR

Select the Asset tab. *The **CIP Inquiry Detail — Asset** page appears*.

OR

Select the Funding tab. *The **CIP Inquiry Detail — Funding** page appears*.

OR

Select the LOA tab. *The **CIP Inquiry Detail — LOA** page appears*.

OR

Select the Attestation tab. *The **CIP Inquiry Detail — Attestation** page appears*.

OR

Select the Type Dsg tab. *The **CIP Inquiry Detail — Type Designation** page appears*.

OR

Select Back. *The **CIP Inquiry — Results** 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 Find to search for the entry. *The entry appears highlighted in the file.*

4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

View the CIP Inquiry Detail — Funding

Navigation

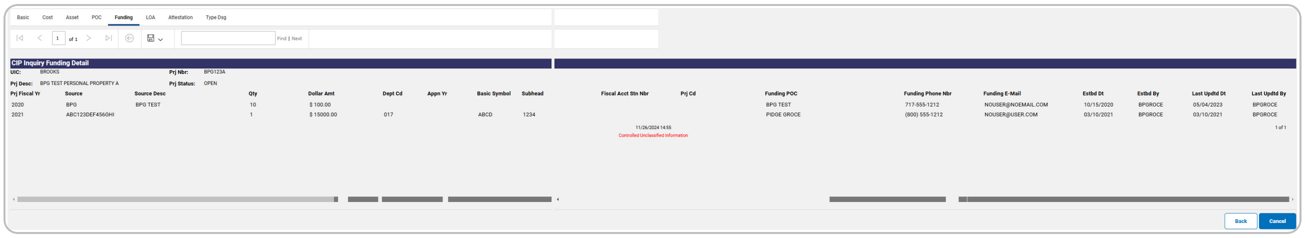
Inquiries > Accounting > CIP > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > CIP Inquiry Funding Detail page

Procedures

Export the CIP Inquiry Funding Detail

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

1. *Verify the CIP Inquiry Funding Detail grid.*



CIP Inquiry Funding Detail

UIC: BROOKS

Prj Nbr: BPG123A

Prj Desc: BPG TEST PERSONAL PROPERTY A

Prj Status: OPEN

Prj Fiscal Yr	Source	Source Desc	Qty	Dollar Amt	Dept Cd	Appn Yr	Basic Symbol	Subhead	Fiscal Acct Stn Nbr	Prj Cd	Funding POC	Funding Phone Nbr	Funding E-Mail	Estbd Dt	Estbd By	Last Updtd Dt	Last Updtd By
2020	BPG	BPG TEST	10	$ 100.00							BPG TEST	717-555-1212	NOUSER@NOEMAIL.COM	10/15/2020	BPGROCE	05/04/2023	BPGROCE
2021	ABC123DEF456GHI		1	$ 15000.00	017		ABCD	1234			PIDGE GROCE	(800) 555-1212	NOUSER@USER.COM	03/10/2021	BPGROCE	03/10/2021	BPGROCE

11/26/2024 14:55

Controlled Unclassified Information

1 of 1

2. Select 🖫 to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select Cancel. *The **CIP Inquiry — Criteria** page appears*.

   OR

   Select the Basic tab. *The **CIP Inquiry Detail — Basic** page appears*.

   OR

   Select the Cost tab. *The **CIP Inquiry Detail — Cost** page appears*.

OR

Select the Asset tab. *The* ***CIP Inquiry Detail — Asset*** *page appears*.

OR

Select the POC tab. *The* ***CIP Inquiry Detail — POC*** *page appears*.

OR

Select the LOA tab. *The* ***CIP Inquiry Detail — LOA*** *page appears*.

OR

Select the Attestation tab. *The* ***CIP Inquiry Detail — Attestation*** *page appears*.

OR

Select the Type Dsg tab. *The* ***CIP Inquiry Detail — Type Designation*** *page appears*.

OR

Select Back. *The* ***CIP Inquiry — Results*** *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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

View the CIP Inquiry Detail — LOA

Navigation

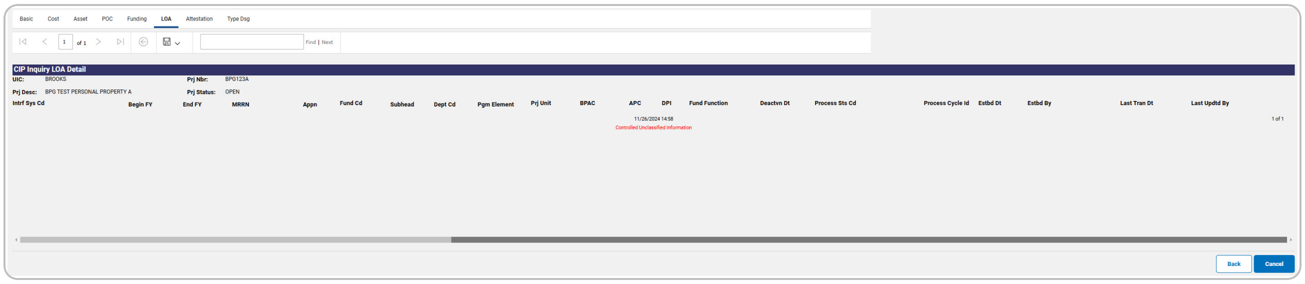
Inquiries > Accounting > CIP > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > CIP Inquiry LOA Detail page

Procedures

Export the CIP Inquiry LOA Detail

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

1. *Verify the CIP Inquiry LOA Detail grid.*



CIP Inquiry LOA Detail

UIC: BROOKS
Prj Nbr: BPG123A
Prj Desc: BPG TEST PERSONAL PROPERTY A
Prj Status: OPEN

Intrf Sys Cd	Begin FY	End FY	MRRN	Appn	Fund Cd	Subhead	Dept Cd	Pgm Element	Prj Unit	BPAC	APC	DPI	Fund Function	Deactvn Dt	Process Sts Cd	Process Cycle Id	Estbd Dt	Estbd By	Last Tran Dt	Last Updtd By

11/26/2024 14:58
Controlled Unclassified Information
1 of 1

2. Select 🖫 ⌄ to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select Cancel. *The* ***CIP Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***CIP Inquiry Detail — Basic*** *page appears*.

   OR

Select the Cost tab. *The* ***CIP Inquiry Detail — Cost*** *page appears*.

OR

Select the Asset tab. *The* ***CIP Inquiry Detail — Asset*** *page appears*.

OR

Select the POC tab. *The* ***CIP Inquiry Detail — POC*** *page appears*.

OR

Select the Funding tab. *The* ***CIP Inquiry Detail — Funding*** *page appears*.

OR

Select the Attestation tab. *The* ***CIP Inquiry Detail — Attestation*** *page appears*.

OR

Select the Type Dsg tab. *The* ***CIP Inquiry Detail — Type Designation*** *page appears*.

OR

Select Back. *The* ***CIP Inquiry — Results*** *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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

View the CIP Inquiry Detail — Attestation

Navigation

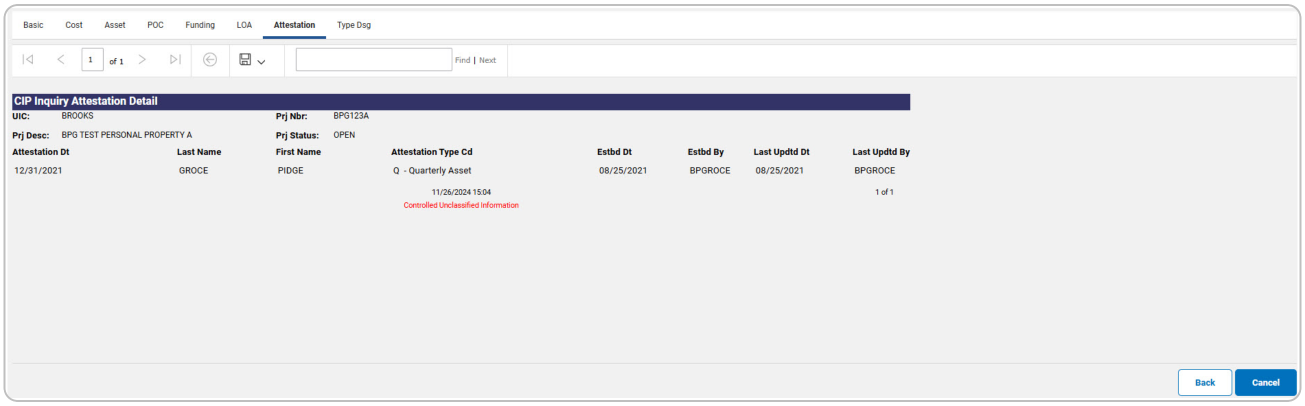
Inquiries > Accounting > CIP > Search Criteria > **Show Inquiry** > Search Results > Inquiry Row hyperlink > CIP Inquiry Attestation Detail page

Procedures

Export the CIP Inquiry Attestation Detail

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

1. *Verify the CIP Inquiry Attestation Detail grid.*



CIP Inquiry Attestation Detail

UIC: BROOKS

Prj Nbr: BPG123A

Prj Desc: BPG TEST PERSONAL PROPERTY A

Prj Status: OPEN

Attestation Dt	Last Name	First Name	Attestation Type Cd	Estbd Dt	Estbd By	Last Updtd Dt	Last Updtd By
12/31/2021	GROCE	PIDGE	Q - Quarterly Asset	08/25/2021	BPGROCE	08/25/2021	BPGROCE

11/26/2024 15:04

Controlled Unclassified Information

1 of 1

2. Select 💾 ⌄ to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select **Cancel**. *The* ***CIP Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***CIP Inquiry Detail — Basic*** *page appears*.

OR

Select the Cost tab. *The **CIP Inquiry Detail — Cost** page appears*.

OR

Select the Asset tab. *The **CIP Inquiry Detail — Asset** page appears*.

OR

Select the POC tab. *The **CIP Inquiry Detail — POC** page appears*.

OR

Select the Funding tab. *The **CIP Inquiry Detail — Funding** page appears*.

OR

Select the LOA tab. *The **CIP Inquiry Detail — LOA** page appears*.

OR

Select the TYPE DSG tab. *The **CIP Inquiry Detail — Type Designation** page appears*.

OR

Select Back. *The **CIP Inquiry — Results** 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

View the CIP Inquiry Detail — Type Dsg

Navigation

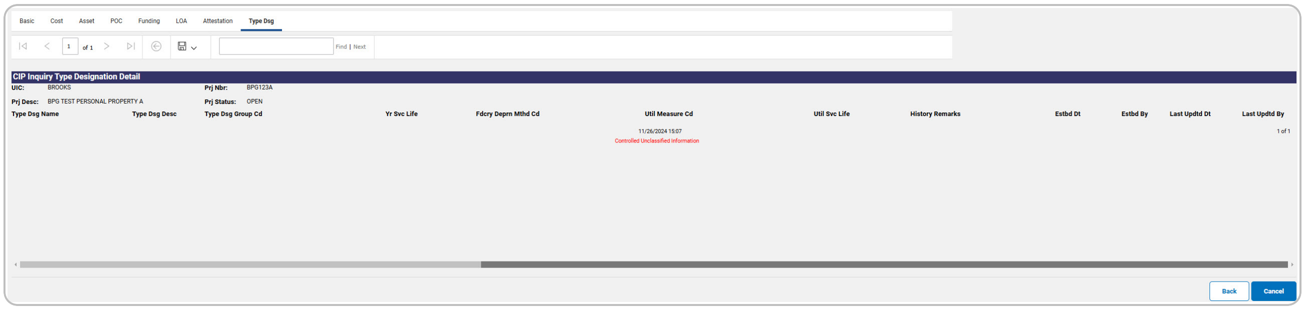
Inquiries > Accounting > CIP > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > CIP Inquiry Type Dsg Detail page

Procedures

Export the CIP Inquiry Type Dsg Detail

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

1. *Verify the CIP Inquiry Type Dsg Inquiry Detail grid.*



CIP Inquiry Type Designation Detail
UIC: BROOKS
Prj Nbr: BPG123A
Prj Desc: BPG TEST PERSONAL PROPERTY A
Prj Status: OPEN

Type Dsg Name	Type Dsg Desc	Type Dsg Group Cd	Yr Svc Life	Fdcry Deprn Mthd Cd	Util Measure Cd	Util Svc Life	History Remarks	Estbd Dt	Estbd By	Last Updtd Dt	Last Updtd By

11/26/2024 15:07
Controlled Unclassified Information
1 of 1

2. Select 🖫 ⌄ to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select Cancel. *The* ***CIP Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***CIP Inquiry Detail — Basic*** *page appears*.

   OR

Select the Cost tab. *The* ***CIP Inquiry Detail — Cost*** *page appears*.

OR

Select the Asset tab. *The* ***CIP Inquiry Detail — Asset*** *page appears*.

OR

Select the POC tab. *The* ***CIP Inquiry Detail — POC*** *page appears*.

OR

Select the Funding tab. *The* ***CIP Inquiry Detail — Funding*** *page appears*.

OR

Select the LOA tab. *The* ***CIP Inquiry Detail — LOA*** *page appears*.

OR

Select the Attestation tab. *The* ***CIP Inquiry Detail — Attestation*** *page appears*.

OR

Select Back. *The* ***CIP Inquiry — Results*** *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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*