



Attestation

The Attestation process in Web DPAS gives you the ability to validate the accuracy of your assets, values and related data inputs prior to the closing of a fiscal quarter and fiscal year.

- To perform attestation in Web DPAS, navigate to the **Accounting > CIP > Attestation** menu path.
- Enter (or browse for) a **Project Nbr.**
- Select **Add**.
- Select **Quarterly** or **Yearly** from the **Attestation Type Cd** drop-down.
- Select an **Attestation Dt.**
- Verify the **First** and **Last Name**.
- The **Quarterly Asset** attestation requires validation of the following tabs:
 - Assets** – This is the recording of the assets created in the project.
 - POC** – All associated points of contact for the project

Basic			
UIC	E10124	Agency	
Prj Nbr	CIP100A	Prj Type	PERSONAL PROPERTY
Prj Category	STANDARD PRJ	Prj Status	ACTIVE
Acq Program		Acq Program Type	
Basic			
Attestation Type Cd	4	First Name	MEGHYN
Attestation Dt		Last Name	CRANE
Cancel			

Basic	Assets	POC	Certification
UIC	E10124	Agency	
Prj Nbr	CIP100A	Prj Type	PERSONAL PROPERTY
Prj Category	STANDARD PRJ	Prj Status	ACTIVE
Acq Program		Acq Program Type	
Basic			
Attestation Type Cd	Q - Quarterly Asset	First Name	MEGHYN
Attestation Dt	06/30/2011	Last Name	CRANE
Cancel			

Yearly Fiduciary attestation requires validation on the following tabs. This attestation is only available at the end of the Fiscal Year and is not dependant on the quarterly review.

- POC** – All associated points of contact
- Funding** – List of all Funding sources
- LOA** – The Lines of Accounting for the funding sources
- Cost** – All recorded costs
- Type Designation** – The designation types for the Acquisition Program

- For both types of attestation, Select **Certification**.
- Review the **Certification** statement.
- Select **Add**.

When you attest to a project in Web DPAS, you have locked the project from further updates. The project cannot be updated until the attestation is deleted, or the system unlocks it at the beginning of the next quarter.





Attestation - Delete

1. To **Delete** an attestation Enter (or browse for) a **Project Nbr**.
2. Select **Search**.
3. The **Search Results** page displays.
4. Select the **Delete** hyperlink.
5. The **Delete** page displays.
6. Enter the **History Remarks**.
7. Select **Delete**.

Search Criteria			
Prj Nbr	TEST0423		
Search Results			
Delete	Attestation Dt	Attested By	Attestation Type
Delete	06/30/2011	MELANIE GRIFFITH	Quarterly Asset
4		Add	Cancel