



CIP - Add

1. To **ADD** a **CIP Project** in Web DPAS, navigate to the **Accounting > CIP > Project** menu path.
2. Enter the **Project Nbr.**
3. Select the **Project Type Cd** from the drop-down list.
4. Select the **Project Catagory Cd** from the drop-down list. **SP - Standard Project** and **SI – Standard Improvement** are the two selections available for all projects. The other selections are Military only.
5. Select **Add**.
6. The **CIP Project Add** page **Project** tab displays.

A CIP Project tracks the development of asset(s) or improvements during construction. This guide addresses Standard Projects for assets or improvements. For Military Projects that are not Standard Projects, refer to the Advanced CIP reference document.

Search Criteria	
Project Nbr	CIP100A ...
Project Type Cd	P-Personal Property ▾
Project Category Cd	SP - Standard Prj ▾
Project Status	Open ▾
Acq Program Name	▾

7. Enter a description for the project in the **Prj Desc** field.
8. Select the method of procurement from the **Type Action** drop-down list.
9. Select the asset control code in the **ACC** drop-down list.
10. The three **POC** browse buttons are available to add optional information for the project. The information for these three contacts is added in **Master Data > Address**.
11. Select the **Accounting** tab to continue.

Project Accounting Funding			
Add			
UIC	UIC002	Agency	DSS
Prj Nbr	CIP100A	Prj Type Cd	P-Personal Property
Prj Category Cd	SP - Standard Prj	Prj Status	Open
*Prj Desc	BLADE - SERVER RACK		
		*Type Action	INPR - New Procurement ▾
*ACC	Gen PP&E ▾	BL/PE	
Estimated Cmpltn Dt	<input type="text"/>	Estimated Prj Amt	<input type="text"/>
Estimated Prj Qty	<input type="text"/>		
Prj POC	PATTY ALVAREZ ...	Financial Officer	FRANK OLIVER ...
	3990 EAST BROAD ST		3990 EAST BROAD ST
	COLUMBUS, OH 43213		COLUMBUS, OH 43213
Actbl Prop Officer	...		





CIP - Add Continued

- 12. The **CIP Project Add** page **Accounting** tab displays.
- 13. Browse for or enter a document number in the **Doc Nbr** field.
- 14. Select an asset code from the **Asset Cd** drop-down.
- 15. Select a fund code from the **Fund Cd/ASN** drop-down.
- 16. Select the **Funding** tab to continue.

Project Accounting Funding			
Add			
UIC	UIC002	Agency	DSS
Prj Nbr	CIP100A	Prj Type	P-Personal Property
Prj Category	SP - Standard Prj	Prj Status	Open
Doc Nbr	CL100211539001 ...	*Asset Cd	C - Construction in Progress
*Fund Cd/ASN	99-	LOA	...
Cost Center		Task Cd	
Job Order Nbr		*Valuation Method	A-Actual Cost
Deprn Cost Center		Deprn Task Cd	
Deprn Job Order Nbr		Deprn Exp Cd	1-Funded
Total Prj Amt			
Remarks			
History Remarks			
		Reset	Cancel

Project Accounting Funding			
Add			
UIC	UIC002	Agency	DSS
Prj Nbr	CIP100A	Prj Type Cd	P-Personal Property
Prj Category Cd	SP - Standard Prj	Prj Status	Open
*Fiscal Yr	2011	*Source	
*Source Desc		*Qty Funded	
*Dollar Amt		Dept Cd	
Appn Yr		Basic Symbol	
Subhead Nbr		Fiscal Acct Stn Nbr	
Prj Cd		POC	
POC Phone Nbr		POC E-Mail Address	
Remarks			
History Remarks			
		Add	Reset
		Cancel	

- 17. Select the **Add** button to create the new project.

The **CIP Project Add** page **Funding** tab displays. The **Add** button is located on the **Funding** tab. Data entry on this page is optional for Standard Projects. This tab is only available in the **Add** process of **CIP Project**. Future updates or additions of funding are completed in the **Accounting > CIP > Funding** menu path.





CIP - Update & Delete

1. To UPDATE or DELETE a **CIP Project** in Web DPAS, navigate to the **Accounting > CIP > Project** menu path.
2. Enter the **Project Nbr.**
3. Select **Search**.

All search criteria fields are optional. Providing search criteria reduces the number of returns.

4. The **CIP Project Search Results** page displays. There are two options:
 - Delete
 - Update
5. To DELETE, select the **Delete** hyperlink.

A project cannot be deleted if there are any costs associated with the project.

6. Enter **History Remarks**.
7. Select **Delete**.

Search Criteria	
Project Nbr	CIP100A <input type="button" value="..."/>
Project Type Cd	P-Personal Property <input type="button" value="v"/>
Project Category Cd	SP - Standard Prj <input type="button" value="v"/>
Project Status	Open <input type="button" value="v"/>
Acq Program Name	<input type="button" value="v"/>

Search Criteria	
Prj Nbr	210R
Prj Status	Open
Acq Program Name	

Search Results							
	Prj Nbr	Prj Type	Prj Category	Acq Program Name	Acq Program Type	Prj Status	Prj Desc
Update	Delete	210R	Personal Property	Standard Prj		OPEN	SERVER RACK





CIP - Update & Delete

1. To UPDATE a project, select the **Update** hyperlink.
2. Enter the updates to the project.
3. Select the **Accounting** tab. The **Update** button is located on this tab.

Project		Accounting	
Update			
UIC	UIC002	Agency	DSS
Prj Nbr	210R	Prj Type Cd	Personal Property
Prj Category Cd	Standard Prj	Prj Status	Open
*Prj Desc	SERVER RACK		
		*Type Action	INPR - New Procurement
*ACC	Gen PP&E	BLI/PE	
Estimated Cmpltn Dt		Estimated Prj Amt	0
Estimated Prj Qty	0	Project Status	Open
Prj POC	ADP	Financial Officer	DFAS-CO
	3990 EAST BROAD ST		3990 EAST BROAD ST
	COLUMBUS OH 43213		COLUMBUS OH 43213
Actbl Prop Officer	ADP		
	3990 EAST BROAD ST	Attachments	No Attachments Available
		Add Attachment	Add Attachment
	COLUMBUS OH 43213		

