



CIP - Asset Add

1. To ADD an **Asset** to a CIP Project in Web DPAS, navigate to the **Accounting > CIP > Asset** menu path.
2. Enter the **Project Nbr.**
3. Select **Add**.

You must create a CIP asset to relieve the balance of your CIP account. CIP assets in Standard Projects are received through the Web DPAS Pending and Receipt process.

Before adding an Asset in CIP, the Stock Number and Manufacturer must exist on the catalog.

The **CIP Asset Add** page displays.

4. Browse for a valid **Doc Nbr.**
5. Select a **Stock Nbr** using the browse button. The description is automatically entered into **Item Desc.**
6. Enter a serial number in the **Serial Nbr.**
7. Enter the price for an individual unit into **Unit Price**. The **Unit Price** cannot be greater than the remaining balance of the CIP Project costs.
8. Select **Mfr Data** using the browse (...) button.
9. Select the **Save** button to move the data to the lower table.
10. Repeat this process to add multiple assets to the project. Once all assets are added, select the **Add** button to move these assets to the Pending Receipt process.

Add										
UIC	E10124				Agency	NAVY				
Prj Nbr	CIP100A				Prj Type	Personal Property				
Prj Category	Standard Prj				Prj Status	Open				
*Doc Nbr	HQ004911540002									
*Stock Nbr	703501F002523				*Item Desc	SERVER, BLADE				
*Serial Nbr	5Y1145179				*Unit Price					
Mfr Data	...				Mfr Name	SUN MICROSYSTEMS				
Mfr Model Nbr					Mfr Part Nbr	594-4289-01				
CAGE Cd										
<input type="button" value="Save"/>										
		Doc Nbr	Stock Nbr	Serial Nbr	Item Desc	Mfr Name	Mfr Model Nbr	Mfr Part Nbr	CAGE Cd	Unit Price
Edit	Remove	HQ004911540002	703501F002523	T21441	SERVER, BLADE	SUN MICROSYSTEMS		594-4289-01		15000.00
<input type="button" value="Add"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>										





CIP - Asset Update and Delete

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

The **CIP Asset Update** page displays. All fields are available for update.

4. Make the required changes.
5. Select the **Update** button.

Update			
UIC	E10124	Agency	NAVY
Prj Nbr	cip100a	Prj Type	Personal Property
Prj Category	Standard Prj	Prj Status	Open
*Doc Nbr	<input type="text" value="HQ004911540002"/>		
*Stock Nbr	<input type="text" value="703501F002523"/>	*Item Desc	<input type="text" value="SERVER, BLADE"/>
*Serial Nbr	<input type="text" value="T21441"/>	*Unit Price	<input type="text" value="18000.00"/>
Mfr Data	<input type="button" value="..."/>	Mfr Name	SUN MICROSYSTEMS
Mfr Model Nbr		Mfr Part Nbr	594-4289-01
CAGE Cd			
History Remarks	<input type="text" value="CORRECTING UNIT PRICE - ENTERED WRONG WHEN ADDED"/>		
<input type="button" value="5 Update"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>			

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

The **CIP Asset Delete** page displays.

4. Enter **History Remarks**.
5. Select the **Delete** button.

