



## CIP - Cost Add

1. To **ADD** a **Cost** to a CIP Project in Web DPAS, navigate to the **Accounting > CIP > Cost** menu path.
2. Enter the **Project Nbr.** This project must exist before the **Cost** process can be used.
3. Select **Add**.

The **CIP Cost Add** page displays.

4. Enter the number of units purchased in **Qty**.
5. Enter the cost for each individual unit in **Unit Cost**.
6. Browse for a stock number. This populates the required **Item Desc** field.
7. Enter an obligation document number in **Oblign Doc Nbr**.
8. Select the **Add** button.

CIP costs are added to the project to allow tracking of costs before an asset is placed into service. This guide describes the manual process for CIP Cost.

Add			
UIC	E10124	Agency	NAVY
Prj Nbr	CIP100A	Prj Type	P-Personal Property
Prj Category	SP-Standard Prj	Prj Status	OPEN
*Qty	2	*Unit Cost	18000
Stock Nbr	703501F002523	Serial Nbr	
*Item Desc	SERVER, BLADE	Ull	
Recpt Dt		Acq Dt	
*Oblign Doc Nbr	CBL12223	Cntr/PO Nbr	
SPIIN		CLIN	
SLIN		ACRN	
Remarks			
History Remarks			
<input type="button" value="Add"/> <input type="button" value="Cancel"/>			

## CIP - Cost Update

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

The **CIP Cost 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	P-Personal Property
Prj Category	SP-Standard Prj	Prj Status	OPEN
*Qty	2	*Unit Cost	18000.00
Stock Nbr	703501F002523	Serial Nbr	
*Item Desc	SERVER, BLADE	Ull	
Recpt Dt		Acq Dt	
*Oblign Doc Nbr	CBL12223	Cntr/PO Nbr	
SPIIN		CLIN	
SLIN		ACRN	
Remarks	ALL BLADES RECEIVED		
History Remarks			
<input type="button" value="Update"/> <input type="button" value="Cancel"/>			





# CIP - Cost Delete

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

The **CIP Cost Delete** page displays.

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

**To complete delete action, select Delete; otherwise, select Cancel**

Delete			
UIC	E10124	Agency	NAVY
Prj Nbr	42233	Prj Type	P-Personal Property
Prj Category	SP-Standard Prj	Prj Status	OPEN
*Qty	1	*Unit Cost	25000.00
Stock Nbr	...	Serial Nbr	
*Item Desc	ford truck	Ull	
Recpt Dt	<input type="text"/>	Acq Dt	<input type="text"/>
*Oblign Doc Nbr	20080421103605	Cntr/PO Nbr	
SPIIN		CLIN	
SLIN		ACRN	
Remarks			
History Remarks	<input type="text"/>		

