



# CIP - Funding Add

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

Supporting documentation for all funding additions, updates, deletions and other changes must be maintained to support future reviews by auditors. If you have funding when you first add the project, you can enter this funding information in the Project - Add process. Funding information added or updated after the project is established is completed in this process.

The **CIP Funding Add** page displays.

4. Select the **Fiscal Yr** drop-down value.
5. Enter the **Source** of the funding.
6. Enter the **Qty** funded. This is the number of end items expected to be produced in the project.
7. Enter **Dollar Amt**. This is the total amount of funding from this source for the project. A project can have multiple funding records.
8. Add any other optional information for more complete documentation.
9. Select the **Add** button.

Add			
UIC	E10124	Agency	NAVY
Prj Nbr	CIP100A	Prj Type	Personal Property
Prj Category	Standard Prj	Prj Status	Open
*Fiscal Yr	2011	*Source	DFAS
Source Desc			
*Qty Funded	5	*Dollar Amt	75000
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			
<input type="button" value="Add"/> <input type="button" value="Cancel"/>			





# CIP - Funding Update and Delete

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

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

4. Make the required changes
5. Attachments can be added to document the funding. They must be under one megabit in size, and jpg, gif or pdf format.
6. Select the **Update** button.

Update			
UIC	E10124	Agency	NAVY
Prj Nbr	CIP100A	Prj Type	Personal Property
Prj Category	Standard Prj	Prj Status	Open
*Fiscal Yr	2012	*Source	DFAS
Source Desc			
*Qty Funded	5	*Dollar Amt	75000.00
Dept Cd		Appn Yr	
Basic Symbol		Subhead Nbr	
Fiscal Acct Stn Nbr		Prj Cd	
POC		POC Phone Nbr	
POC E-Mail Address			
Attachment	<input type="button" value="Add Attachment"/> <span style="border: 1px solid blue; border-radius: 50%; padding: 2px 5px; font-weight: bold; color: white;">5</span>		Attachment(s) No Attachments Available
Remarks			
History Remarks			
<input type="button" value="Update"/> <input type="button" value="Cancel"/>			

To **DELETE Funding** for a CIP Project in Web DPAS, navigate to the **Accounting > CIP > Funding** menu path.

1. Enter Project **Nbr.**
2. Select **Search**.

The **CIP Cost Delete** page displays.

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

