



## CIP Overview

### Overview

Construction in Progress (CIP) is the temporary classification of assets that are not yet completed. It provides the ability to enter cost and other related data for CIP projects, including building construction, vehicle construction, and software development. This data allows tracking of costs prior to an asset (personal property, real property, and military equipment) being placed into service.

Before starting any CIP PROJECT, set up the following items:

- **Stock Number Catalog**
  - all applicable assets, such as components and end item
- **Manufacturer**
  - information for all applicable assets
- **POC Addresses**
  - everyone involved with this project

Before starting a Military Equipment project, set up these additional items:

- **Type Designation**
  - mandatory while setting up the Stock Number Catalog
- **ACQ PROGRAM NAME**
  - for the project and assets

Normally, upon completion, a CIP item is reclassified. The costs accumulated in the CIP account are used to support the initial acquisition cost of the asset and are recorded in the appropriate General Ledger Account Code (GLAC). The reclassified asset is capitalized and depreciated as appropriate.

### Navigation

Accounting > CIP

### Overall Flow

The CIP process has a very specific start and a very specific end. This overview contains all the CIP processes, but not all projects include every process.





### 1. **Project Setup**

#### **CIP PROJECT**

- Select project type and category
- Assign project number
- Enter project data

### 2. **Monetary Setup**

#### **CIP LOA**

Extract cost data from the BEIS Data Warehouse

#### **CIP Cost**

Manually enter project expenditure and quantity

#### **CIP FUNDING**

Manage quantity and appropriation information for the project

### 3. **Pending Asset or Improvement**

#### **CIP ASSET**

Finalize and designate assets for receipt

### 4. **Confirm Data Integrity**

#### **CIP Attestation**

Periodic review and certification of assets and project financial information





## Search for a CIP ATTESTATION — Criteria

### Overview

The Property Accountability module Construction in Progress (CIP) Attestation process provides the ability to review the Asset data and Point of Contact (POC) information for each current CIP PROJECT. It is mandatory for Military Projects, and optional for other CIP PROJECTS. The CIP ATTESTATION process locks the CIP PROJECT from further updates until the attestation is manually deleted, or it is automatically unlocked at the beginning of the following quarter. There are two types of CIP ATTESTATION:

- **Quarterly Asset Attestation**
  - Each Quarter, every Program Management Office (PMO) reviews the asset data and POC information for its current CIP PROJECT. The PMO electronically attests (vouches, swears) that the CIP PROJECT is current and correct as of the end of the quarter.
- **Yearly Fiduciary Attestation**
  - Each year-end close, *in addition to a Quarterly Attestation*, every PMO electronically attests (vouches, swears) that each program (which contains one or more CIP PROJECTS) is complete and accurate for the Fiscal Year. The executive in charge of the PMO then attests to the completeness of all the programs under their jurisdiction to the Property and Equipment Policy Office.


### Navigation

Accounting > CIP > Attestation > CIP ATTESTATION Search Criteria page

### Procedure

#### Search for a CIP ATTESTATION

*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.*

1. Enter the PRJ NBR, or use  to browse for the project. *This is a 20 alphanumeric character field.*



Search Criteria

\*Project Nbr

2. Select  . The **Search for a CIP Attestation – Results** page appears. Results display in the Search Results grid.

Search Criteria

Prj Nbr  
BPG123A

Search Results

Delete	Attestation Dt	Attested By	Attestation Type
<a href="#">Delete</a>	12/31/2021	PIDGE GROCE	Quarterly Asset



## Add a CIP ATTESTATION

### Navigation


Accounting > CIP > Attestation > Search Criteria >  > CIP ATTESTATION Add page

### Procedure

#### Add a CIP ATTESTATION to a CIP PROJECT

Selecting  at any point of this procedure removes all revisions and closes the page.

**Bold** numbered steps are required.

1. In the CIP sub-menu, select Attestation. The **CIP ATTESTATION Search Criteria** page appears.
2. Enter the PROJECT NBR, or use  to browse for the project.



- Select  . The **Add a CIP ATTESTATION** page appears, open to the Basic tab.

**Basic**

<b>UIC</b>	BROOKS
<b>Agency</b>	
<b>Prj Nbr</b>	BPG123AA
<b>Prj Type</b>	PERSONAL PROPERTY
<b>Prj Category</b>	STANDARD IMPV
<b>Prj Status</b>	ACTIVE
<b>Acq Program</b>	
<b>Acq Program Type</b>	

**Basic**

<b>Attestation Type Cd</b>	<input type="text" value=""/>
<b>First Name</b>	<input type="text" value="PIDGE"/>
<b>Attestation Dt</b>	
<b>Last Name</b>	<input type="text" value="GROCE"/>

## Quarterly Asset

A. Select the Assets tab.

Basic **Assets** POC Certification

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UIC: BROOKS

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Agency:

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Prj Nbr: BPG123AA

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Prj Type: PERSONAL PROPERTY

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Prj Category: STANDARD IMPV

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Prj Status: ACTIVE

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Acq Program:

---

Acq Program Type:

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**Assets**

Asset Type	Status	Asset Id/RPUID	Item Desc	Doc Nbr	Stock Nbr	Serial Nbr	Instl Nbr	Facility Nbr	Impv Nbr	Unit Price	Origl In Svc Dt	Ull	Ull Sts	Dpspl Dt	Dpspl Reason
Improvement	Awaiting Capitalization	BROOKS000195	BPG Test	BR00KS10838503	12481632640003					50000.00			Not Determined		
Improvement	Awaiting Capitalization	FFBF50000009	BPG Test	BR00KS10838505	0005000739411					5000.00			Not Determined		

[Cancel](#)

B. Select the POC tab.

Basic   Assets   **POC**   Certification

UIC	BROOKS
Agency	
Prj Nbr	BPG123AA
Prj Type	PERSONAL PROPERTY
Prj Category	STANDARD IMPV
Prj Status	ACTIVE
Acq Program	
Acq Program Type	

**POC**

Prj Officer	PO Phone Nbr	Financial Officer	FO Phone Nbr	Actbl Prop Officer	APO Phone Nbr
FRANCIS BUI					

Cancel

C. Select the Certification tab.



Basic   Assets   POC   **Certification**

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**UIC**                      BROOKS

---

**Agency**

---

**Prj Nbr**                      BPG123AA

---

**Prj Type**                      PERSONAL PROPERTY

---

**Prj Category**                      STANDARD IMPV

---

**Prj Status**                      ACTIVE

---

**Acq Program**

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**Acq Program Type**

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**Certification**

I attest that the POC information & asset status for project BPG TEST is current as of YR23 Q3 end.

D.    Select  to agree and complete the attestation.

**Yearly Fiduciary**

**Attention**



The Yearly attestation option will only display when the date is greater than or equal to 09/01 and less than or equal to 10/15.

- A.    Select the POC tab.
- B.    Select the Funding tab.



## Help Reference Guide

- C. Select the LOA tab.
- D. Select the Cost tab.
- E. Select the Type Designation tab.
- F. Select  to agree and complete the attestation.





## Delete a CIP ATTESTATION

### Navigation

Accounting > CIP > Attestation > Search Criteria >  > Search Results > Delete hyperlink > CIP ATTESTATION Delete page

### Procedures

#### DPAS Navigation Helpful Tips




Click the following link to display PA Navigation Tips.

#### Delete a CIP ATTESTATION

Selecting  at any point of this procedure removes all revisions and closes the page.

**Bold** numbered steps are required.

1. In the CIP sub-menu, select Attestation. The **CIP ATTESTATION Search Criteria** page appears.
2. Enter the desired PRJ NBR, or use  to browse for the number.
3. Select . The **CIP ATTESTATION Search Results** page appears.
4. Select the Delete hyperlink on the desired row. The **CIP ATTESTATION Delete** page





appears.

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

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### Delete

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**UIC**                BROOKS

---

**Agency**

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**Prj Nbr**            BPG123AA

---

**Prj Type**          PERSONAL PROPERTY

---

**Prj Category**     STANDARD IMPV

---

**Prj Status**        ACTIVE

---

**Acq Program**

---

**Acq Program Type**

---

**Attestation Type Cd**   Q - Quarterly Asset

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**First Name**        PIDGE

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**Attestation Dt**     03/31/2023

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**Last Name**         GROCE

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**History Remarks**  


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## Help Reference Guide

5. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
6. Select . The **CIP Attestation Transaction Status** page appears.

