

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.



Help Reference Guide





^{1.} **Project Setup**

CIP PROJECT

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

^{2.} Monetary Setup

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 Cost — Criteria

Overview

The Property Accountability module Construction in Progress (CIP) Costs process provides the ability to enter costs and other financial information for CIP PROJECTS. CIP COSTS tracks the costs prior to an asset (Personal Property, Real Property, or Military Equipment) being placed into service. The costs enter the system:

- Automatically, based on feeds like Business Enterprise Information Services (BEIS).
- Manually, supported by the appropriate documentation for audit purposes.

Navigation

Accounting > CIP > Cost> CIP Cost Search Criteria page

Procedures

Search for a CIP COST

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 ^Q to browse for the project. *This is a 20 alphanumeric character field.*

Search Criteria		
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2. Select search for a CIP Cost— Results page appears. Results display in







the Search Results grid.

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Add a CIP Cost Navigation Accounting > CIP > Cost > Search Criteria > Add Procedures Add a CIP Cost 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 Cost. *The CIP Cost Search Criteria* page appears.
- 2. Enter the PRJ NBR, or use ^Q to browse for the project. *This is a 20 alphanumeric character field.*
- 3. Select . The **CIP Cost Add** page appears.







• Personal or Real Property

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- A. Use 🚩 to select the Cost Type Cd.
- **B.** Enter the QTY in the field provided. *Default set at '1'. This is a 6 numeric character field.*
- **C.** Enter the Unit Cost in the field provided. *This is a 15 numeric character field.*
- **D.** Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*
- **E.** Enter the OBLIGN DOC NBR in the field provided. *This is a 15 alphanumeric character field.*
- Military Equipment







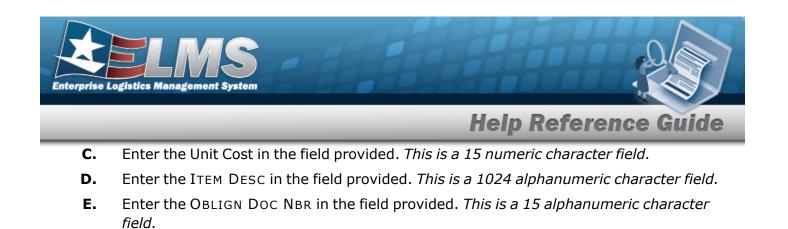
Help Reference (Guide
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- A. Use 🗹 to select the Cost Type Cd.
- **B.** Enter the QTY in the field provided. *Default set at '1'. This is a 6 numeric character field.*







4. Select

. The **CIP Cost Transaction Status** page appears.







Update a CIP COST

Navigation

Accounting > CIP > Cost > Search Criteria > Search Results > Update hyperlink > CIP Cost Update page

Procedures

Update a CIP COST 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 Cost. *The CIP Cost Search Criteria* page appears.
- 2. Enter the PRJ NBR, or use ^Q to browse for the project. *This is a 20 alphanumeric character field.*
- 3. Select search . The **CIP Cost Search Results** page appears.
- 4. Select the Update hyperlink on the desired row. *The CIP Cost Update page appears.*







• Personal or Real Property

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11 Unclassified







- A. Update the Cost Type Cd, using 🗹 to select the desired code.
- **B.** Update the QTY, entering the correct amount in the field provided. *Default set at '1'. This is a 6 numeric character field.*
- **C.** Update the Unit Cost, entering the correct amount in the field provided. *This is a 15 numeric character field.*
- **D.** Update the ITEM DESC, entering the correct explanation in the field provided. *This is a 1024 alphanumeric character field.*
- **E.** Update the OBLIGN DOC NBR, entering the correct identifier in the field provided. *This is a 15 alphanumeric character field.*
- Military Equipment





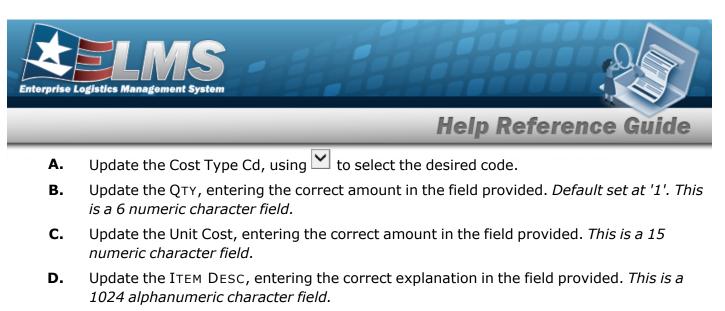


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- **E.** Update the OBLIGN DOC NBR, entering the correct identifier in the field provided. *This is a 15 alphanumeric character field.*
- 5. Select Update . The CIP Cost Transaction Status page appears.







Delete a CIP Cost

Navigation

Accounting > CIP > Cost > Search Criteria > Search Results > Delete hyperlink > CIP Cost Delete page

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a CIP COST from 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 Cost. *The CIP Cost Search Criteria* page appears.
- 2. Enter the PRJ NBR, or use ^Q to browse for the project. *This is a 20 alphanumeric character field.*
- 3. Select search . The **CIP Cost Search Results** page appears.
- 4. Select the Delete hyperlink on the desired row. *The CIP Cost Delete page appears.*







Personal or Real Property

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16 Unclassified







- **A.** Verify the Cost Type CD.
- **B.** Verify the QTY.
- **C.** Verify the Unit Cost.
- **D.** Verify the ITEM DESC.
- E. Verify the OBLIGN DOC NBR.
- **F.** Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Military Equipment







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- **A.** Verify the Cost Type CD.
- **B.** Verify the QTY.







- **C.** Verify the Unit Cost.
- **D.** Verify the ITEM DESC.
- E. Verify the OBLIGN DOC NBR.
- **F.** Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select

5.

. The **CIP Cost Transaction Status** page appears.





