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 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.
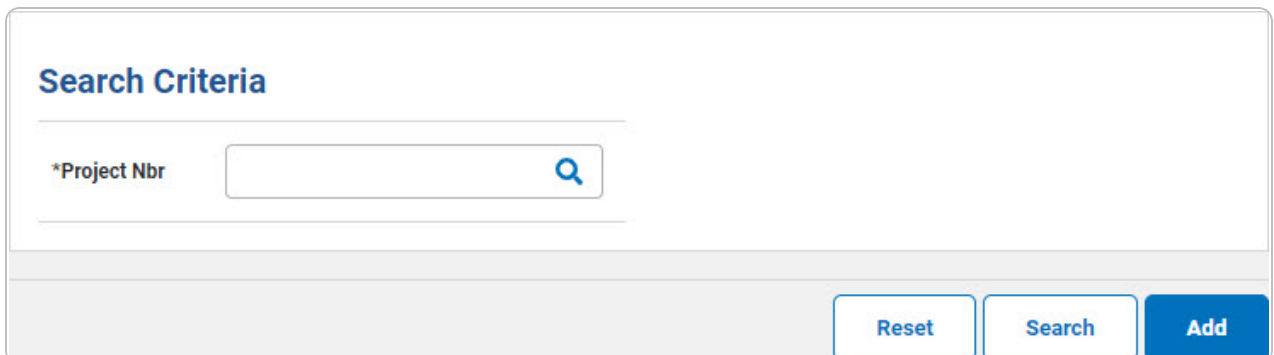
Navigation

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 [Reset] *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 char-acter field.*

Search Criteria

Project Nbr [🔍]

[Reset] [Search] [Add]

2. Select [Search]. *The **Search for a CIP Cost— Results** page appears. Results display in*

the Search Results grid.

Search Criteria

Proj Nbr
BPG123A

Update	Delete	Oblgn Doc Nbr	Qty	Unit Cost	Cst Type	Stock Nbr	Serial Nbr	Item Desc	Cost Src	LOA Deactv Dt	LOA Status
Update	Delete	123ABC456DEF78	1	5000.00	BD	TEAH00000000013		ACTBL STOCK NBR	OUSER		NONE
Update	Delete	BPG123ABC456DE	1	12000.00	BD	999900J010001		COMPUTER LAPTOP SEC	OUSER		NONE

Cancel   Add

Add a CIP Cost

Navigation

Accounting > CIP > Cost > Search Criteria > [Add] > CIP Cost Add page

Procedures

Add a CIP Cost to a CIP Project

*Selecting [Cancel] 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 🔍 to browse for the project. *This is a 20 alphanumeric character field.*

3. Select [Add]. *The **CIP Cost Add** page appears.*

- **Personal or Real Property**

Add

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123A
Prj Type	P-Personal Property
Prj Category	SP-Standard Prj
Prj Status	OPEN
*Cost Type Cd	BD-Build
*Qty	1
*Unit Cost	
Stock Nbr	
Serial Nbr	
*Item Desc	
UII	
Recpt Dt	
Acq Dt	
*Oblign Doc Nbr	
Cntr/PO Nbr	
SPIIN	
CLIN	
SLIN	
ACRN	
Remarks	
History Remarks	

Cancel   Add

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**

Add

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123C
Prj Type	M-Military Equip
Prj Category	SP-Standard Prj
Prj Status	OPEN
Acq Program	AIR STATION SUPPORT EQUIP
Acq Program Type	MA-Managed - Asset Level
*Cost Type Cd	BD-Build
*Qty	1
*Unit Cost	
Stock Nbr	
Serial Nbr	
*Item Desc	
UII	
Recpt Dt	
Acq Dt	
*Oblign Doc Nbr	
Cntr/PO Nbr	
SPIIN	
CLIN	
SLIN	
ACRN	
Remarks	
History Remarks	

Cancel   Add

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.*

4. Select <kbd>Add</kbd>. *The **CIP Cost Transaction Status** page appears.*

Update a CIP COST

Navigation

Accounting > CIP > Cost > Search Criteria > [Search] > Search Results > Update hyperlink > CIP COST Update page

Procedures

Update a CIP COST to a CIP PROJECT

Selecting [Cancel] *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 🔍 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**

Update

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123A
Prj Type	P-Personal Property
Prj Category	SP-Standard Prj
Prj Status	OPEN
*Cost Type Cd	BD-Build
*Qty	1
*Unit Cost	5000.00
Stock Nbr	TEAH00000000013
Serial Nbr	
*Item Desc	ACTBL STOCK NBR
UII	
Recpt Dt	
Acq Dt	
*Oblign Doc Nbr	123ABC456DEF78
Cntr/PO Nbr	
SPIIN	
CLIN	
SLIN	
ACRN	
Remarks	
History Remarks	

Cancel   Update

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**

Update

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123C
Prj Type	M-Military Equip
Prj Category	SP-Standard Prj
Prj Status	OPEN
Acq Program	AIR STATION SUPPORT EQUIP
Acq Program Type	MA-Managed - Asset Level
*Cost Type Cd	BD-Build
*Qty	1
*Unit Cost	100000.00
Stock Nbr	22222
Serial Nbr	BPG TEST
*Item Desc	MACHINE GUN
UII	
Recpt Dt	
Acq Dt	
*Obligin Doc Nbr	123BPG456BPGBG
Cntc/PO Nbr	
SPIIN	
CLIN	
SLIN	
ACRN	
Remarks	
History Remarks	

Cancel   Update

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.*

5. Select Update . *The CIP Cost Transaction Status page appears.*

Delete a CIP Cost

Navigation

Accounting > CIP > Cost > Search Criteria > [Search] > 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 [Cancel] *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 🔍 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**

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

Delete

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123A
Prj Type	P-Personal Property
Prj Category	SP-Standard Prj
Prj Status	OPEN
*Cost Type Cd	BD-Build
*Qty	1
*Unit Cost	5000.00
Stock Nbr	TEAH0000000013
Serial Nbr	
*Item Desc	ACTBL STOCK NBR
UII	
Recpt Dt	
Acq Dt	
*Oblign Doc Nbr	123ABC456DEF78
Cntr/PO Nbr	
SPIIN	
CLIN	
SLIN	
ACRN	
Remarks	
History Remarks	

Cancel   Delete

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**

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

Delete

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123C
Prj Type	M-Military Equip
Prj Category	SP-Standard Prj
Prj Status	OPEN
Acq Program	AIR STATION SUPPORT EQUIP
Acq Program Type	MA-Managed - Asset Level
*Cost Type Cd	BD-Build
*Qty	1
*Unit Cost	100000.00
Stock Nbr	22222
Serial Nbr	BPG TEST
*Item Desc	MACHINE GUN
UII	
Recpt Dt	
Acq Dt	
*Oblign Doc Nbr	123BPG456BPGBG
Cntr/PO Nbr	
SPIIN	
CLIN	
SLIN	
ACRN	
Remarks	
History Remarks	

Cancel Delete

A. *Verify the Cost Type Cᴅ.*

B. *Verify the Qᴛʏ.*

C. *Verify the Unit Cost.*

D. *Verify the I TEM DESC.*

E. *Verify the OBLIGN DOC NBR.*

F. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select [Delete]. *The* **CIP Cost Transaction Status** *page appears.*