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 FUNDING Record — Criteria

Overview

The Property Accountability module Construction in Progress (CIP) Funding process provides the ability to create, update, or delete a funding record associated with an existing CIP PROJECT.

When the CIP PROJECT's Valuation method is "F" (Average Funding), the funding record determines asset values. When the Valuation method is "C" (Average Cost), the Quantity Funded determines the cost averaging.

> **Note**
>
> Multiple funding records can exist for specific project categories, as long as the funding source and fiscal year are not duplicated.

Navigation

Accounting > CIP > Funding > CIP FUNDING Search Criteria

Procedure

Search for a CIP FUNDING

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 character field.*

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

Search Criteria

Prj Nbr
BPG123A

Search Results

Update	Delete	Fiscal Yr	Source	Qty Funded	Dollar Amt	Appn Yr	POC	POC Phone Nbr
Update	Delete	2021	ABC123DEF456GHI	1	15000.00		PIDGE GROCE	(800) 555-1212
Update	Delete	2020	BPG	10	100.00			

Cancel   Add

Add a CIP FUNDING Record

Navigation

Accounting > CIP > Funding > Search Criteria > [Add] > CIP FUNDING Add page

Procedure

Add a CIP FUNDING Record 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 Funding. *The **CIP FUNDING 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 FUNDING Add** page appears.*

- **Personal Property**

Add

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123A
Prj Type	Personal Property
Prj Category	Standard Prj
Prj Status	Open
*Fiscal Yr	2023
*Source	
Source Desc	
*Qty Funded	1
*Dollar Amt	
Dept Cd	Select an Item
Appn Yr	
Basic Symbol	
Subhead Nbr	
Fiscal Acct Stn Nbr	
Prj Cd	
POC	
POC Phone Nbr	
POC E-Mail Address	
Remarks	
History Remarks	

Cancel   Add

A. Use ⌄ to select the Fiscal Yr.

B. Enter the funding Source in the field provided. *This is a 15 alphanumeric character field.*

C. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

D. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

- **Real Property**

Add

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG1238
Prj Type	Real Property
Prj Category	Standard Prj
Prj Status	Open
*Fiscal Yr	2023
*Source	
Source Desc	
*Prj Org Cd	
*Prj Fnd Cd	
*Qty Funded	1
*Dollar Amt	
Dept Cd	Select an Item
Appn Yr	
Basic Symbol	
Subhead Nbr	
Fiscal Acct Stn Nbr	
Prj Cd	
POC	
POC Phone Nbr	
POC E-Mail Address	
Remarks	
History Remarks	

Cancel   Add

A. Use ☑ to select the Fiscal Yr.

B. Enter the funding Source in the field provided. *This is a 15 alphanumeric character field.*

C. Enter the PRJ ORG CD in the field provided. *This is a 6 alphanumeric character field.*

D. Enter the PRJ FND CD in the field provided. *This is a 4 alphanumeric character field.*

E. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

F. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

- **Military Equipment**

Add

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123C
Prj Type	Military Equip
Prj Category	Standard Prj
Prj Status	Open
Acq Program	AIR STATION SUPPORT EQUIP
Acq Program Type	Managed - Asset Level
*Fiscal Yr	2023
*Source	
Source Desc	
*Qty Funded	1
*Dollar Amt	
Dept Cd	Select an item
Appn Yr	
Basic Symbol	
Subhead Nbr	
Fiscal Acct Stn Nbr	
Prj Cd	
POC	
POC Phone Nbr	
POC E-Mail Address	
Remarks	
History Remarks	

Cancel   Add

A. Use ☑ to select the Fiscal Yr.

B. Enter the funding Source in the field provided. *This is a 15 alphanumeric character field.*

C. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

D. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

4. Select $\boxed{\text{Add}}$. *The **CIP Funding Transaction Status** page appears.*

Update a CIP FUNDING Record

Overview

The CIP FUNDING Update page process allows editing of funding records associated with existing CIP PROJECTs.

Navigation

Accounting > CIP > Funding > Search Criteria > [Search] > Search Results > Update hyperlink > CIP FUNDING Update page

Procedure

Update a CIP FUNDING Record

*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 Funding. *The **CIP FUNDING 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 the Update hyperlink on the desired Personal Property row. *The **CIP FUNDING Update** page appears.*

- **Personal Property**

Update

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123A
Prj Type	Personal Property
Prj Category	Standard Prj
Prj Status	Open
*Fiscal Yr	2020
*Source	BPG
Source Desc	BPG TEST
*Qty Funded	10
*Dollar Amt	100.00
Dept Cd	017-Dept of the Navy
Appn Yr	
Basic Symbol	
Subhead Nbr	
Fiscal Acct Stn Nbr	
Prj Cd	
POC	BPG Test
POC Phone Nbr	717-555-1212
POC E-Mail Address	nouser@noemail.com
Attachment	Add Attachment
Attachment(s)	No Attachments Available
Remarks	BPG Test
History Remarks	BPG Test

Cancel   Update

A. Update the Fiscal Yr, using ⌄ to select the desired year.

B. Update the funding Source, entering the correct information in the field provided. *This is a 15 alphanumeric character field.*

C. Update the QTY FUNDED, entering the correct amount in the field provided. *This is a 3 numeric character field.*

D. Update the DOLLAR AMT, entering the correct cost in the field provided. *This is a 15 numeric character field.*

- **Real Property**

Update

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123B
Prj Type	Real Property
Prj Category	Standard Prj
Prj Status	Open
*Fiscal Yr	2020
*Source	BPG 123 B
Source Desc	BPG TEST
*Prj Org Cd	04-AFR - Air Force Reserve
*Prj Fnd Cd	057/3730 - Air Force Reserve, Mil C
*Qty Funded	10
*Dollar Amt	1000000.00
Dept Cd	057-Dept of the Air Force
Appn Yr	
Basic Symbol	
Subhead Nbr	
Fiscal Acct Stn Nbr	
Prj Cd	
POC	BPG Test
POC Phone Nbr	717-555-1212
POC E-Mail Address	nouser@noemail.com
Attachment	Add Attachment
Attachment(s)	No Attachments Available
Remarks	BPG Test
History Remarks	BPG Test

Cancel   Update

A. Update the Fiscal Yr, using ☑ to select the desired year.

B. Update the funding Source, entering the correct information in the field provided. *This is a 15 alphanumeric character field.*

C. Update the PRJ ORG CD, entering the correct code in the field provided. *This is a 6 alphanumeric character field.*

D. Update the PRJ FND CD, entering the correct code in the field provided. *This is a 4 alphanumeric character field.*

E. Update the QTY FUNDED, entering the correct amount in the field provided. *This is a 3 numeric character field.*

F. Update the DOLLAR AMT, entering the correct cost in the field provided. *This is a 15 numeric character field.*

- **Military Equipment**

Update

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123C
Prj Type	Military Equip
Prj Category	Standard Prj
Prj Status	Open
Acq Program	AIR STATION SUPPORT EQUIP
Acq Program Type	Managed - Asset Level
*Fiscal Yr	2021
*Source	BPG TEST
Source Desc	BPG TEST
*Qty Funded	10
*Dollar Amt	100000.00
Dept Cd	Select an Item
Appn Yr	
Basic Symbol	
Subhead Nbr	
Fiscal Acct Stn Nbr	
Prj Cd	
POC	BPG Test
POC Phone Nbr	717-555-1212
POC E-Mail Address	nouser@noemail.com
Attachment	Add Attachment
Attachment(s)	No Attachments Available
Remarks	BPG Test
History Remarks	BPG Test

Cancel   Update

A. Update the Fiscal Yr, using ☑ to select the desired year.

B. Update the funding Source, entering the correct information in the field provided. *This is a 15 alphanumeric character field.*

C. Update the QTY FUNDED, entering the correct amount in the field provided. *This is a 3 numeric character field.*

D. Update the DOLLAR AMT, entering the correct cost in the field provided. *This is a 15 numeric character field.*

4. Select **Update** . *The **CIP Funding Transaction Status** page appears.*

Delete a CIP Funding Record

Overview

The CIP FUNDING Delete page process allows removal of funding records associated with existing CIP PROJECTs.

Navigation

Accounting > CIP > Funding > Search Criteria > [Search] > Search Results > Delete hyperlink > CIP FUNDING Delete page

Procedure

Delete a CIP FUNDING Record

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 Funding. *The **CIP FUNDING 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 FUNDING Search Results** page appears.*

4. Select the Delete hyperlink on the desired Personal Property row. *The **CIP FUNDING Delete** page appears.*

- **Personal Property**

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

Delete

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123A
Prj Type	Personal Property
Prj Category	Standard Prj
Prj Status	Open
*Fiscal Yr	2021
*Source	ABC123DEF456GHI
Source Desc	
*Qty Funded	1
*Dollar Amt	15000.00
Dept Cd	017-Dept of the Navy
Appn Yr	
Basic Symbol	ABCD
Subhead Nbr	12
Fiscal Acct Stn Nbr	
Prj Cd	
POC	PIDGE GROCE
POC Phone Nbr	(800) 555-1212
POC E-Mail Address	NOUSER@USER.COM
Attachment	
Attachment(s)	No Attachments Available
Remarks	BPG Test
History Remarks	

Cancel   Delete

A. *Verify the FISCAL YR.*

B. *Verify the funding Source.*

C. *Verify the QTY FUNDED.*

D. *Verify the DOLLAR AMT.*

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

- **Real Property**

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

Delete

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG1238
Prj Type	Real Property
Prj Category	Standard Prj
Prj Status	Open
*Fiscal Yr	2020
*Source	BPG 123 B
Source Desc	BPG TEST
*Prj Org Cd	04-AFR - Air Force Reserve
*Prj Fnd Cd	057/3730 - Air Force Reserve, Mil Cnstr
*Qty Funded	10
*Dollar Amt	1000000.00
Dept Cd	057-Dept of the Air Force
Appn Yr	
Basic Symbol	
Subhead Nbr	
Fiscal Acct Stn Nbr	
Prj Cd	
POC	
POC Phone Nbr	
POC E-Mail Address	
Attachment	
Attachment(s)	No Attachments Available
Remarks	
History Remarks	

Cancel   Delete

A. *Verify the FISCAL YR.*

B. *Verify the funding Source.*

C. *Verify the PRJ ORG CD.*

D. *Verify the PRJ FND CD.*

E. *Verify the QTY FUNDED.*

F. *Verify the DOLLAR AMT.*

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

- **Military Equipment**

ODASD (Logistics)
under A&S Sustainment

DPAS Helpdesk
1-844-843-3727

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

Delete

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123C
Prj Type	Military Equip
Prj Category	Standard Prj
Prj Status	Open
Acq Program	AIR STATION SUPPORT EQUIP
Acq Program Type	Managed - Asset Level
*Fiscal Yr	2021
*Source	BPG TEST
Source Desc	BPG TEST
*Qty Funded	10
*Dollar Amt	100000.00
Dept Cd	Select an Item
Appn Yr	
Basic Symbol	
Subhead Nbr	
Fiscal Acct Stn Nbr	
Prj Cd	
POC	
POC Phone Nbr	
POC E-Mail Address	
Attachment	
Attachment(s)	No Attachments Available
Remarks	
History Remarks	

Cancel   Delete

A.   *Verify the FISCAL YR.*

B.   *Verify the funding Source.*

C. *Verify the QTY FUNDED.*

D. *Verify the DOLLAR AMT.*

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

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