

# CPAIS OVERVIEW AND USER ACCESS

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## CPAIS Overview and User Access

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### 1.1 Overview

The Corporate Property Automated Information System (CPAIS) is the United States Department of Agriculture's (USDA) Real Property Management (RPM) application. CPAIS is responsible for:

- Inventory tracking and portfolio management for all real property.
- Maintaining data elements necessary for tracking and managing owned and leased realproperty.
- Maintaining General Services Administration (GSA) Occupancy Agreements (OA) and GSAmanged asset and agreement data.
- USDA's subsidiary ledger for capitalized real property.
- Recording acquisition costs, depreciation, and write-off of capitalized assets.
- Tracking data elements necessary to meet external, mandatory reporting requirements andagency reporting needs.
- Interfacing with the GSA Real Estate Across the United States (REXUS) Web site.
- Submitting USDA's annual real property inventory data to GSA's Federal Real PropertyProfile (FRPP) system.
- Storing data pertaining to all of USDA's real property assets.

The data housed in CPAIS creates an accurate statement of USDA's real property inventoryand supports the full life cycle of real property management from acquisition to disposal.

CPAIS records:

- Owned Real Property
- Leases and Leased Real Property
- GSA Assignments and Related Property
- Other Real Property Assets used or occupied by USDA per an approved agreement
- Collocation Agreements between agencies
- Utilization and Occupancy
- Facility Master Planning
- Disposition Planning
- Real Property Accounting

## 1.2 Supporting USDA's Property Management Responsibilities

CPAIS is the centralized source of information for USDA's Federal real property holdings. It tracks what (type of asset), who (responsible agency), where (location), why (predominant usage), how much (space and costs) and other important attributes to describe our real property inventory in detail.

The information contained in CPAIS is the source for answering inquiries from the White House Office of Management and Budget (OMB), Congress, the press, trade associations, educational institutions, Federal, State and local government agencies, the general public, and other entities. The information contained in CPAIS is public information and under constant review and analysis.

## 1.3 Statutes and Regulations

### Federal Policy

- A. **Executive Order (EO) 13327**, "Federal Real Property Asset Management," (February 4, 2004) establishes that USDA is mandated to provide information for the annual Real Property Inventory, also known as the FRPP.

### USDA Policy

- A. **AGPMR 110-84.30**, "Annual Real Property Inventories Supplementing 102-84," states that each USDA agency must annually certify its real property inventory and data contained in CPAIS.
- B. **AGPMR 110-84.50**, "Annual Real Property Inventories Supplementing 102-84," appoints CPAIS as the centralized real property system which reports electronically to GSA.

## 1.4 Components of CPAIS

- **Real Property Management:** Module designed to support real property inventory tracking, management decisions, FRPP reporting, and Exhibit 54 (Capital Investment) requirements.
- **Real Property Accounting:** Module that provides functionality to establish sub-ledgers for real property assets and to record their associated accounting. This includes the tracking of work-in-progress (WIP), capitalization, and depreciation of real property assets.
- **Owned Assets:** Real property assets for which the Federal Government (USDA) holds the title or has simple interest fees.
- **Leased Property:** Real property assets for which the rights to use the asset have been assigned to the Federal Government (USDA) by a private entity or a non-Federal Government entity, for a defined term in return for rental payments.
- **GSA Assignments:** Real property acquired by GSA, under their control, whereby USDA is a tenant/occupant agency.
- **Collocation Agreements:** Real property shared by USDA agencies where one agency is the lead.

## 1.5 CPAIS Security Requirements

- All users access the Corporate Property Automated Information System (CPAIS) via USDA's eAuthorization (eAuth) system. eAuth creates user profiles that allow customers to access USDA web applications and services via the Internet.
- Users are also provided a CPAIS user profile, which assigns user-specific access, to create and maintain the records stored in CPAIS. Access is granted based on two factors:
  - **Function** or "role-based" security - a user's job responsibilities determine their security access for entering/manipulating data or viewing data.
  - **Location** or "fine-grain" security - a user's access is granted to data only within their organizational jurisdiction.

## 1.6 Requesting Access to CPAIS

- You must request access to CPAIS by submitting an FMS-1143 to your agency's Real Property Management (RPM) Point of Contact (POC).

<https://www.nfc.usda.gov/FSS/Publications/FMS/Forms/FMS-1143.pdf>

<b>FMS-1143</b>		<b>U. S. D. A.</b>		<b>1. SYSTEM/APPLICATION NAME</b>	
		<b>Financial Management Services</b>		Select all applicable systems.	
<b>CORPORATE SYSTEMS ACCESS REQUEST FORM</b>				<input type="checkbox"/> Automated Cash Reconciliation Worksheet System (ACRWS) <input type="checkbox"/> Corporate Property Automated Information System – Personal Property <input type="checkbox"/> Corporate Property Automated Information System – Real Property <input type="checkbox"/> Financial Statements Data Warehouse (FSDW) <input type="checkbox"/> Miscellaneous Income (MINC) <input type="checkbox"/> Reporting of IPAC Transactions for Agriculture (RITA)	
<b>USER INFORMATION</b>					
<b>2. USER'S NAME</b> (Last, first, middle initial)				<b>3. USER'S TITLE OR CONTRACTOR</b>	
<b>4. USER'S MAILING ADDRESS WITH ZIP CODE</b>				<b>5. AGENCY</b>	<b>6. OFFICE</b>
<b>7. USER'S E-MAIL ADDRESS</b>		<b>8. USER'S PHONE NUMBER</b>		<b>9. MANAGER'S PHONE NUMBER</b>	
<b>ACTION REQUESTED</b>					
<b>NAME CHANGE</b>	<b>10. OLD NAME</b> (Last, first, middle initial)		<b>11. NEW NAME</b> (Last, first, middle initial)		
<b>ACCESS</b>	<b>12. REQUEST TYPE</b> <input type="checkbox"/> Add User <input type="checkbox"/> Modify User Profile <input type="checkbox"/> Delete User		<b>13. USER ID'S</b> (Include AD or eAuth User ID, if applicable. Use spreadsheet if more space is needed)		
<b>CORPORATE PROPERTY AUTOMATED INFORMATION SYSTEM - REAL PROPERTY ACCESS</b>					
<b>19. USER'S CPAIS-RP ROLE</b>					
<b>UMA ROLES</b> <input type="checkbox"/> UMA Manager Real <input type="checkbox"/> UMA User Real		<b>RPA ROLES</b> <input type="checkbox"/> RPA Stream Manager <input type="checkbox"/> RPA Disposal Manager <input type="checkbox"/> RPA Local Manager		<b>RPM ROLES</b> <input type="checkbox"/> RPM Lease Manager <input type="checkbox"/> RPM Property Manager <input type="checkbox"/> RPM Work Item Manager <input type="checkbox"/> RPM Occupancy Manager <input type="checkbox"/> RPM Colocation Manager <input type="checkbox"/> FRPP Administrative Manager <input type="checkbox"/> GSA Bill Manager <input type="checkbox"/> RPM HUD Manager	
<b>SUPER USER ROLES</b> <input type="checkbox"/> CPAIS Headquarters Manager <input type="checkbox"/> CPAIS RPA Headquarters Manager		<b>GENERAL ROLE</b> <input type="checkbox"/> CPAIS Read Only			
<b>20. ROLE(S) BEING REMOVED</b>				<b>21. SIGNATURE OF UMA MANAGER FOR ALL USERS</b> (Sign and date)	

- All signatures must be completed before the form is sent by the CPAIS

Agency POC to FMS Security for provisioning approval.

- After your access is approved, you can log into CPAIS using your eAuth username and password.

### CPAIS User Profile

#### Request access within CPAIS:

- When accessing CPAIS for the first time, users will be redirected to the User Management Application (UMA).
- Request user roles and organizational access through the UMA.
- After submitting your request, an authorized UMA Manager reviews your request and can approve, reject, or modify it.

#### Request a new CPAIS user profile:

- These instructions are for users who have never had a CPAIS user profile.

1. Open a web browser window and navigate to:

[https://cms.fms.usda.gov/prd\\_rp/index.jsp](https://cms.fms.usda.gov/prd_rp/index.jsp)



#### WARNING!

Access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030. This statute states that: Whoever knowingly or intentionally accesses a computer system without authorization or exceeds authorized access and by means of such conduct, obtains, alters, damages, destroys, or discloses information or prevents authorized use of data or a computer owned by or for the Government of the United States shall be punished by a fine under this title or imprisonment for not more than 10 years, or both.

This system and network may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of a crime(s) found on USDA computer systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.


REPORT UNAUTHORIZED USE TO AN INFORMATION SYSTEMS SECURITY OFFICER.

Welcome, MARTHA to prd\_rp Version 12c



[Logout from eAuth](#)

☐ Enable debug on redirect

2. Click **Continue** (  ) to agree to the terms of the Warning message to access the eAuthentication web page.

3. When you arrive at the eAuth Log In prompt, you will have three options for Log In:

- If you are entering the system on a USDA desktop, the eAuth Login will automatically sign you in using the Desktop Single Sign-On feature.



- If you are remotely signed-in and do not have your LincPass connected, enter your User ID and Password, then click LOGIN.
4. As a new user, you will be redirected to the UMA so that you can request a user profile.
  5. Enter personal information on the Personal Info page. Some of the fields may already be populated based on your eAuth profile information.
    - **User Name:** Enter a user name. It can be your eAuth username or it can be different. Your username will be visible to other users and permanently linked to CPAIS records so choose wisely. **Do not** include punctuation, symbols, or non-standard characters, including "@". The only special character allowed is an underscore "\_".
    - **Phone Number:** Please enter your office phone number in the following format XXX-XXX-XXXX.
    - **Agency:** Select your agency from the list.
      - If your agency auto-populated from your LincPass, verify that the information is current.
    - **Home Org:** You do not have to populate this field but doing so will assist UMA Managers and Help Desk personnel should there ever be a problem with your user profile. Your Home Org is your primary organizational unit.
    - **Supervisor Name:** Please type your supervisor's first and last name in the field.

- **Remarks:** You do not have to populate this field. If you would like to include special instructions or information you can do so here.

Click **Save Changes**.



6. Click **View and Request Changes**.
7. Select **CPAIS\_RP** from the Application Name list.
8. Select your agency from the Agency list.
9. Click on the dropdown arrow beside the Filter Field/Available Orgs box to display all the selected Agency's Organization codes.
10. Select your role (s) from the Role Name list. For more information, see CPAIS User Roles.
11. Select the organization, or multiple organizations, you want to assign and click **Move** or **Move All** to pass them to the Requested Orgs box.
12. Click the **Add Selected Orgs** button to add the role/organization combination to your user profile request. The request is displayed in the My Roles and Orgs table. (To cancel a request in the My Roles and Orgs table, select it and click **Cancel**. You can cancel requests that have not been acted upon by an UMA Manager.)
13. Click the **Save Changes** button to commit changes to the database. Your



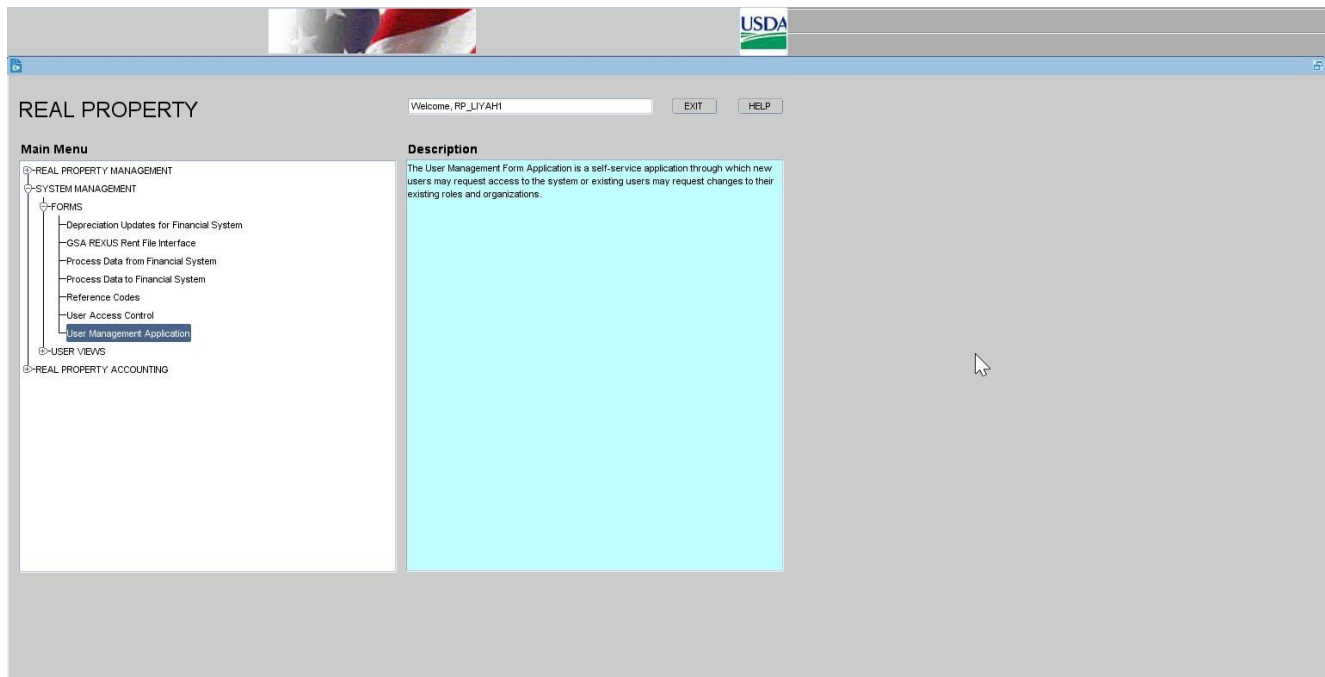
request is sent to an UMA Manager for review and approval. You cannot log on to CPAIS and edit data until your request is reviewed and approved.

14. Repeat Steps 8 through 14 for other roles, if necessary.

### Archived Users

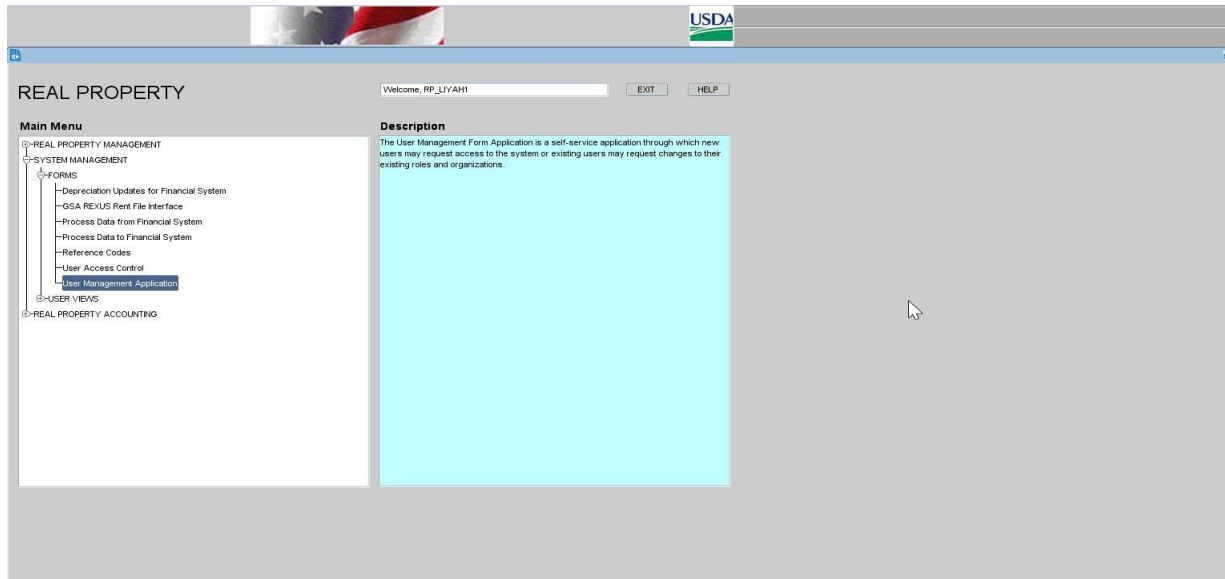
When a user access is lost it is because of inactive use in the system. This action can be reversed. Sign into the system, select System Management


1. Select **Forms**
2. Select (Double Click) User Management Application

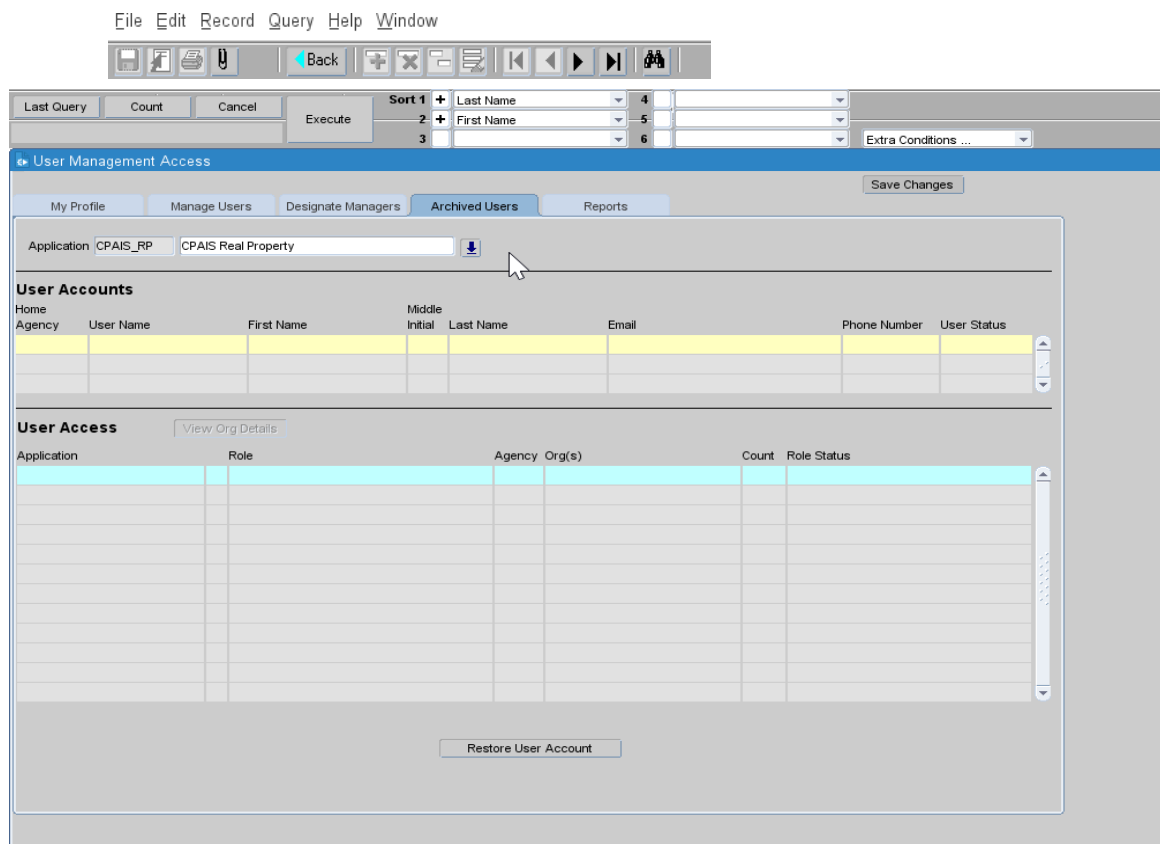


3. You will see the following screen

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1. Select the Archived Users Tab
2. Select the Query Icon  from the menu bar to allow you to search for the employee profile that needs to be restored.



3. Enter the selection information, username, first name, last name, email, phone number, etc. Please note, not all fields are required to query records. Enter the data you have, i.e. user's first and last name or the username.
4. Select Execute. The query will then populate the screen with the user(s) that meet the search criteria.
5. Once the user's record is populated, select the Restore User Account button near the bottom of the screen.
6. The system will automatically redirect you to the Pending Action tab to then approve the user's role

## 1.7 User Roles

### Real Property Management Roles

Role	Description
RPM Lease Manager	Allows the user to create, update, and delete lease and leased property records. It also allows the user to create, update, and delete GSA Assignment and GSA Assigned property records. This role inherits the RPM Property Manager and the Read Only roles which are described below.
RPM Property Manager	Allows the user to create, update, and delete assets. It also allows the user to create, update and delete Installation and Installation Site records. This role inherits the Read Only role which is described below.
RPM Work Item Manager	Allows user to enter and update deferred maintenance costs and facility master plan information.
RPM Occupancy Manager	Allows the user to enter occupancy information for assigned properties or the collocation property managed by other agencies.
RPM Collocation Manager	Allows the user to create, update and delete collocation agreement records.
GSA Bill Manager	For FS Users Only - Allows user to perform GSA Assignment bill reconciliation.
HUD Manager	For FS Users Only - Allows user to update HUD specific data.
FRPP Manager	Allows an agency user to certify agency FRPP data. This user can run the recalculation script which updates the FRPP Explorer form with the most current FRPP qualified data.
Read Only	Allows the user to view data and/or run reports only. Users with this role cannot create, update, or delete any data.

## 1.8 Help Desk


### User Support


**Online help is available from the CPAIS Main Page.**


1. Online help is available via the web [https://cms.fms.usda.gov/prd\\_rp/online\\_help/index.htm](https://cms.fms.usda.gov/prd_rp/online_help/index.htm)
2. Each USDA agency has one or two subject matter experts (SME) designated to help you resolve your Real Property Management (RPM) and Real Property Accounting questions.
3. Each USDA agency has one or two subject matter experts (SME) designated to help you resolve your Real Property Management (RPM) and Real Property Accounting questions.
4. If the POC is unable to help you immediately, he/she will contact the CPAIS Help Desk for further assistance.


### Contact Information:


If the POC is unable to help you immediately, he/she will contact the CPAIS Help Desk for further assistance.

 Financial Assistance

 Toll Free Number: 1-877-243-3072

 Email: [FMSC.help@usda.gov](mailto:FMSC.help@usda.gov)

 Fax: 303-205-3478

 Hours of Operation: 7:30 AM to 4:00 PM Central Time, Monday through Friday (except for Federal holidays)

[Log into Console](#)