Data Entry – Incurred Costs and Settlement of Final Indirect Cost Rates – SubRecords

Reference Guide

Homepage > AT-AT Module > AT-AT > My Work > Edit Record

Table of Contents

Roles

The role(s) required to **Edit** an Incurred Costs and Settlement of Final Indirect Cost Rates Sub-Record Record:

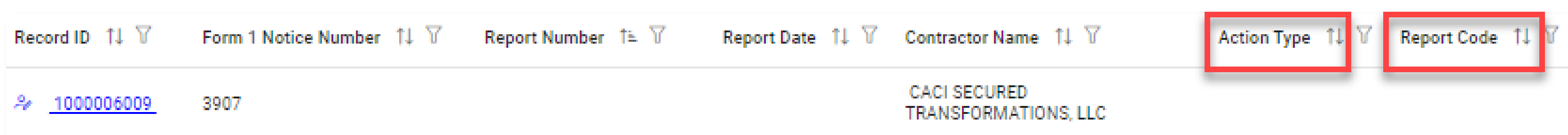
- AT-AT – Monitor
- AT-AT – Contracting Officer
- AT-AT – Region/HQ Monitor

Editing a AT-AT Incurred Cost and Settlement of Final Indirect Cost Rates Sub-Record

This guide provides an overview of how AT-AT users can **Edit** a **Sub-Record** in the **Audit Tracking and Action Tool (AT-AT)** application that was created and assigned to them by the AT-AT Monitor.

Log in to PIEE and access the AT-AT application. In the AT-AT application go to the AT-AT Dashboard and locate the '**My Work**' section. Only records assigned to the user may be edited by that user. To edit a Record, locate the '**Edit Record**' icon directly next to the Record ID number. Click the icon to enter the record.

AT-AT – Contracting Officers have access to the "My Work" table on the dashboard; sort the columns Action Type by "SubRecord" or Report Code by "G" to help filter the assigned records.



For **AT-AT - Monitors** or **AT-AT - Region HQ Monitors** looking for a G – Incurred Costs and Settlement of Incurred Costs Sub-Record use the Search Functionality.

To edit as a **AT-AT Monitor** or **Region/HQ Monitor**, search for a record within your DoDAAC (as a Region/HQ Monitor it will be within span of control of the registered Group/DoDAAC).

Click the Record ID Hyperlink to open the record in view only from Search Results

<table>
<tr><td></td><td>The record displays; click the “Assigned to Self’ button at the bottom of the page. The record is available to be opened from the My Work Dashboard.</td></tr>
<tr><td>Record Header</td><td>The AT-AT Record Header information is available at the top of the Edit screen.

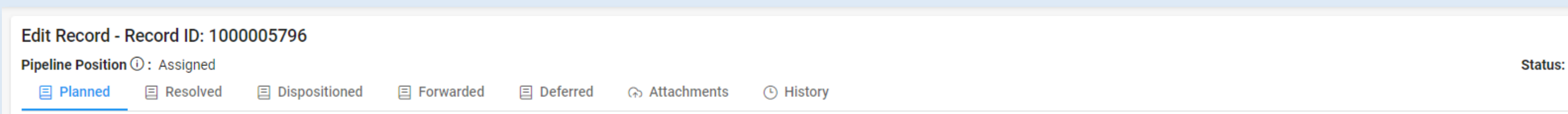
Records open on the tab associated with its current pipeline position. All tabs are accessible during the data entry process. Continue with the training or select a tab link below to skip ahead.

EXAMPLE: A Record in the Resolved pipeline will open to the Resolved tab.

Data Entry Header Tabs

• Planned
• Deferred
• Resolved
• Dispositioned
• Post Closed Re-Open
• History

Record Information:

• Record ID
• Pipeline Position
• Status
• Overage Status


NOTE: “Overage Status” information tracks the records’ age and displays when the record has a DCAA Audit Report Number.
NOTE: “Status” tracks the records status for reporting purposes. For more information refer to the “Additional Field Information” section below.</td></tr>
<tr><td>Planned Tab</td><td>The Planned tab displays when the record is in the Planned Pipeline and the Target Resolution Date and Target Disposition Date fields have values. The SubRecord Edit Record screen displays and information for the SubRecord is entered below. All tabs are accessible throughout the data entry process and not all fields display; changing the answers may change the displayed fields.</td></tr>
</table>

*NOTE: To save current work click the "**Submit**" button. The record **does not** progress through the workflow until certain fields have been entered. For more information see the sections "Moving On' below.*

Record Return

If a Record requires changes from the AT-AT - Monitor, return it by moving it back to the **Assigned** pipeline position.

To return the record, under the **Record Details** section remove the date(s) from the **Target Resolution Date**, **Target Disposition Date**, and **Actual Resolution Date** fields if entered and click the Submit button.

NOTE: A user may need to search for another record to assist with data entry

Section Name: Sub-Record Contracting Officer

- Sub-Record Contracting Officer
- Sub-Record Contracting Officer Agency
- Sub-Record Contracting Officer Email

Buttons:

- Search Sub-Record Contracting Officer

Editing the Assigned Contracting Officer

Review the information for the currently assigned Contractor and update, if necessary.

Sub-Pop-up Page Name: Record Edit – Sub-Record Contracting Officer Search

Enter Contracting Officer Search Criteria

- User Email

Search Results

Sub-Pop-up Page Name: Record Edit – Select a Sub-Record Contracting Officer

Table Name: Choose a Contractor from Search Results

- User Name (***First Name Last Name***): Phone Number

Buttons:

- Save
- Cancel

Click the **Contractor Name** hyperlink to choose a new contractor.

Data Entry Fields

Section Name: Parent Record Contracting Officer

(***Section is auto populated with information entered on the parent FICR record and is not editable***)

- Contracting Officer Name
- Contracting Officer Email
- Contracting Officer Phone
- Contracting Officer DoDAAC

Section Name: Parent Contractor Profile

(***Section is auto populated with information entered on the parent FICR record and is not editable***)

- Contractor Name
- CAGE Code
- Cognizant CMO DoDAAC
- DUNS
- UEI
- Agency/Organization Issuing Report

Section Name: Parent Record Issuer Point of Contact Information

(***Section is auto populated with information entered on the parent FICR record and is not editable***)

- Issuer First Name
- Issuer Last Name
- Issuer Email
- Issuer Address

- Issuer Phone
- DCAA FAO code

Section Name: Sub-Record Details

- Report Code (***Answer is auto populated based off the information entered on the parent FICR record***)
- Action Type (***Answer is auto populated based off the information entered on the parent FICR record***)
- Report Type * (***options: Audit / Report / Memo / DCMA Other / Other***)
- Original Audit Report Date (***Answer is auto populated based off the information entered on the parent FICR record***)
- Report Date (***Answer is auto populated based off the information entered on the parent FICR record***)
- Date Report Received (***Answer is auto populated based off the information entered on the parent FICR record***)
- DCAA Audit Report Number (***Field displays when "DCAA" or "Third Party" is selected in the 'Agency/Organization Issuing the Report' field***)
- Audit Opinion (***options: Qualified / Unqualified / Disclaimed / Adverse / Not Applicable / Other***)
- FICR SOL Date
- FICR Priority Level (***Answer is auto populated by the FICR SOL Date entered***)
- Direct Questioned Cost Sub-Record Amount
- Updated Direct Questioned Cost Sub-Record Amount
- Target Resolution Date (***Fields display when a date is entered in the 'Report Date' field***)
- Revised Target Resolution Date (***Field displays when a past date is entered in the 'Target Resolution Date' field***)
- Target Disposition Date
- Revised Target Disposition Date Sub-Record Contract Details (***Field displays when a past date is entered in the 'Target Disposition Date' field***)

Section Name: Sub-Record Contract Details

- Contract Number Type
- Contract Number
- Delivery Order
- Contract Questioned Direct Cost Amount ($)
- Total Contract Questioned Direct Cost Amount (***Answer is auto populated by information entered on the parent record***)
- Action
    - Edit
    - Delete

Fields are auto populated with the contract(s) added during the Form 1 creation. Additional contracts may be added, but it is an optional step.

Editing the Sub-Record Contract

Section Name: Record Edit – Add Contract Detail

Section Name: Enter Contract Detail

- Sub-Record Contract Number Type (***options: DoD Contract (FAR) / Other***)
- Sub-Record Contract Number *

	• Sub-Record Delivery Order
	• Sub-Record Contract Questioned Direct Cost Amount *
	
	Buttons:
	• Save
	• Cancel
	
	Click the **Save** button to upload a new Sub-Record Contract.
	
	Section Name: Additional Sub-Record Details
	
	• Management Review and Concurrence of Resolution and Disposition Documents Required? (***Auto populates and read-only "Yes"***)
	    (***Fields display when "Yes" is selected in the 'Management Review and Concurrence of Resolution and Disposition Documents Required? field***)
	    ○ Date Resolution Documents Submitted for Management Review and Concurrence
	    ○ Date Resolution Management Review and Concurrence Completed
	• Legal Review of Resolution Documents Required/Requested (***options: Yes / No***)
	    (***Fields display when "Yes" is selected in the 'Legal Review of Resolution Documents Required/Requested' field***)
	    ○ Resolution Documents Submitted for Legal Review Date
	    ○ Date legal Review of Resolution Documents Completed
	• Tolling Agreement in Place (***options: Yes / No***)
	    (***Field displays when "Yes" is selected in the 'Tolling Agreement in Place' field***)
	    ○ Tolling Agreement Expiration Date
	• Board of Review Required/Requested (***options: Yes / No / Not Applicable***)
	    (***Field displays when "Yes" is selected in the 'Board of Review Required/Requested' field***)
	    ○ Board of Review Waiver? (***options: Yes / No / Not Applicable***)
	        (***Field displays when "Yes" is selected in the 'Board of Review Waiver?' field***)
	    ○ Board of Review Waiver Date
	• Board of Review Held? (***options: Yes / No / Not Applicable***)
	    (***Fields display when "Yes" is selected in the 'Board of Review Held?' field***)
	    ○ Board of Review Request Date
	    ○ Board of Review Date
	
	Section Name: Actual Resolution Fields
	
	• Actual Resolution Date
	
	Remarks
	
	• Remarks (***One field across all tabs***)

	Moving On Click the **Submit** button to save/submit all edits made on the record. Otherwise, continue on by selecting the appropriate tab located in the record header. Moving the record through the pipeline positions requires specific fields to be entered; for more information refer to the "**How to Move from Planned to**" section below. **How to Move from Planned to** *Resolved Pipeline Position* Under the **Tolling Agreement Fields** section enter the date into the **Actual Resolution Date** field and click the **Submit** button. *Back to Assigned Pipeline Position* Under the **Record Details** section remove the date(s) from the **Target Resolution Date**, **Target Disposition Date**, and **Actual Resolution Date** fields if entered and click the Submit button. *Deferred Pipeline Position* Under the **Record Details** section in the **Deferred** tab enter the response into the **In Litigation/Criminal Investigation Involvement** field and click the **Submit** button.

Deferred Tab	The Deferred tab displays when the record is in the **Deferred Pipeline** and the **In Litigation/Criminal Investigation Involvement** field has a value. The SubRecord Edit Record screen displays and information for the record is entered below. All tabs are accessible throughout the data entry process and not all fields display; changing the answers may change the displayed fields.
	
	*NOTE: To save current work click the "**Submit**" button. The record **does not** progress through the workflow until certain fields have been entered. For more information see the sections "Moving On' below.*
	
	Section Name: Sub-Record Details
	
	• In Litigation * (***options: Yes / No***)
	    (***Field displays when "Yes" is selected in the 'In Litigation' field***)
	    ○ Deferred Status Date *
	        (***Field displays when a date is entered in the "Deferred Status Date' field***)

- Deferred Status Removed Date

- Criminal Investigation Involvement? * (***options: Yes / No***)

Section Name: Reopen Details

(***Section displays when the record is reopened***)

- Record Reopened Due to Appeal (***options: Yes / No***)
    (***Field displays when "Yes" is selected in the 'Record Reopened Due to Appeal' field***)
    - Appealed Amount Recovered/Sustained
    (***Field displays when "No" is selected in the 'Record Reopened Due to Appeal' field***)
    - Other Reason Record Reopened *

Remarks

- Remarks (***One field across all tabs***)

Moving On

Click the **Submit** button to save/submit all edits made on the record. Otherwise, continue on by selecting the appropriate tab located in the record header. Moving the record through the pipeline positions requires specific fields to be entered; for more information refer to the **"How to Move from Deferred Back to"** section below.

How to Move from Deferred Back to

Planned Pipeline Position

Under the **Record Details** section enter the date into the **Deferred Status Removed Date** field and click the **Submit** button.

Resolved Pipeline Position

Under the **Record Details** section enter the date into the **Deferred Status Removed Date** field and click the **Submit** button.

Dispositioned Pipeline Position

Under the **Record Details** section enter the date into the **Deferred Status Removed Date** field and click the **Submit** button.

Resolved Tab	The Resolved tab displays when the record is in the **Resolved Pipeline** and the **Actual Resolution Date** field has a value. The SubRecord Edit Record screen displays and information for the record is entered below. All tabs are accessible throughout the data entry process and not all fields display; changing the answers may change the displayed fields.
	
	*NOTE: To save current work, click the "**Submit**" button. The record **does not** progress through the workflow until certain fields have been entered. For more information see the section "Moving On" below.*
	
	Section Name: Sub-Record Details
	
	• Negotiation Held? * (***options: Yes / No / Not Applicable***)
	    (***Fields display when "Yes" is selected in the 'Negotiation Held?' field***)
	    ○ Negotiation Commenced Date *
	    ○ Negotiation Completed Date *
	• CO Reached an Agreement * (***options: Yes / No / Not Applicable***)
	• Legal Review Required/Requested * (***options: Yes / No***)
	• CLG Review Required? * (***options: Yes / No***)
	    (***Fields display when "Yes" is selected in the 'CLG Review Required' field***)
	    ○ Date Documents Submitted for CLG Review
	    ○ Date CLG Review Completed
	• Board of Review Required/Requested * (***options: Yes / No / Not Applicable***)
	    (***Field displays when "Yes" is selected in the 'Board of Review Required/Requested' field***)
	    ○ Board of Review Waiver? * (***options: Yes / No / Not Applicable***)
	        (***Field displays when "Yes" is selected in the 'Board of Review Waiver?' field***)
	        ▪ Board of Review Waiver Date *
	• Board of Review Held? * (***options: Yes / No / Not Applicable***)
	    (***Fields display when "Yes" is selected in the 'Board of Review Held?' field***)
	    ○ Board of Review Request Date *
	    ○ Board of Review Date *
	• Direct Cost Sub-Record Sustained Amount
	• All Questioned Sub-Record Direct Costs Settled? (***options: Yes / No***)
	
	Section Name: Actual Disposition Fields
	
	(***Field displays when a past or present date is entered in the 'Actual Resolution Date' field***)
	• Actual Disposition Date
	
	Remarks
	
	• Remarks (***One field across all tabs***)

	Moving On Click the **Submit** button to save/submit all edits made on the record. Otherwise, continue on by selecting the appropriate tab located in the record header. Moving the record through the pipeline positions requires specific fields to be entered; for more information refer to the **“How to Move from Resolved to”** section below. **How to Move from Resolved to** *Dispositioned Pipeline Position* Under the **Disposition Document Fields** section enter the date into the **Disposition Date** field and click the **Submit** button. *Back to Planned Pipeline Position* Under the **Tolling Agreement Fields** section remove the date from the **Actual Resolution Date** field and click the **Submit** button. *Deferred Pipeline Position* Under the **Record Details** section in the **Deferred** tab enter the response into the **In Litigation/Criminal Investigation Involvement** field and click the **Submit** button.
Dispositioned Tab	The Dispositioned tab displays when the record is in the **Dispositioned Pipeline** and the **Disposition Date** field has values. The SubRecord Edit Record screen displays and information for the SubRecord record is entered below. All tabs are accessible throughout the data entry process and not all fields display; changing the answers may change the displayed fields. *NOTE: To save current work click the “**Submit**” button. The record **does not** progress through the workflow until certain fields have been entered. For more information see the sections “Moving On’ below.* *Section Name: Sub-Record Details* • CO Issued Demand for Payment? * (***options: Yes / No***) (***Field displays when “Yes” is selected in the ‘CO Issued Demand for Payment’ field***) ○ Demand for Payment Letter Amount • All CO Actions Completed (***options: Yes / No***) (***Field displays when “Yes” is selected in the ‘All CO Actions Completed’ field***)

	◦ Sub-Record Closed Date (***Answer auto populates with today's date***) *Remarks* • Remarks (***One field across all tabs***) **Moving On** Click the **Submit** button to save/submit all edits made on the record. Otherwise, continue on by selecting the appropriate tab located in the record header. Moving the record through the pipeline positions requires specific fields to be entered; for more information refer to the **"How to Move from Dispositioned to"** section below. **How to Move from Dispositioned to** *Forwarded Pipeline Position* Under the **Record Details** section enter the date into the **Document Forward Date** field and click the **Submit** button. *Back to Resolved Pipeline Position* Under the **Disposition Document Fields** section remove the date from the **Disposition Date** field and click the **Submit** button. *Deferred Pipeline Position* Under the **Record Details** section in the **Deferred** tab enter the response into the **In Litigation/Criminal Investigation Involvement** field and click the **Submit** button.
Post Closed Re-Open Tab	The Sub-Record Post Closed Re-Open Edit Record screen displays and information for the record is entered below. All tabs are accessible throughout the data entry process and not all fields display; changing the answers may change the displayed fields. *NOTE: To save current work click the "**Submit**" button. The record **does not** progress through the workflow until certain fields have been entered. For more information see the sections "Moving On' below.*

Remarks

- Remarks (***One field across all tabs***)

Moving On

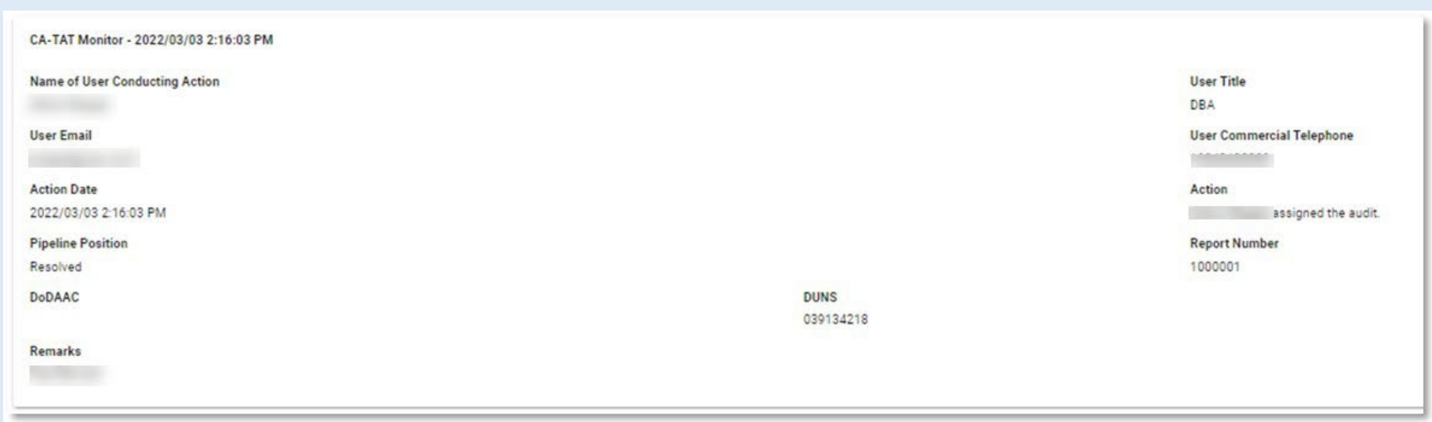
Click the **Submit** button to save/submit all edits made on the record. Otherwise, continue on by selecting the appropriate tab located in the record header. Moving the record through the pipeline positions requires specific fields to be entered; for more information refer to the **"How to Move from Dispositioned to"** section below.

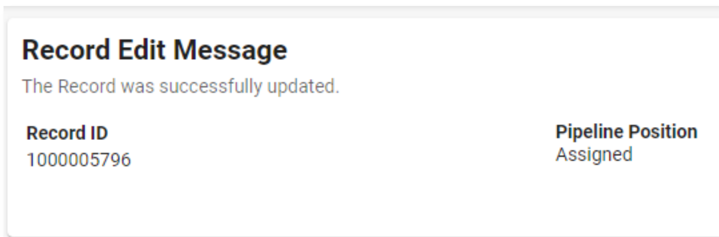
History Tab

The History tab displays all actions taken on the record, separated by role and action. Select the History tab to view previous actions on the record. The History tab updates on submit.

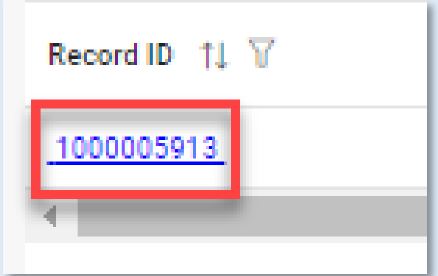
History tab entries:

- Name of User Conducting Action
- User Title
- User Email
- User Commercial Telephone
- User DSN Telephone
- Action Date
- Action
- Pipeline Position
- Report Number
- DUNS
- UEI
- Remarks
- Modifications



	Once the user is finished within the History tab, they may either submit the record by selecting the “Submit” button at the bottom of the page or move back to any of the previous pages by selecting the tab; refer to the records pipeline position located within the header for a reference on which tab should be selected.
Record Submit	Selecting the **“Submit”** button, successfully, displays a success screen with the record information, useful for locating the record later for additional data entry. Submitting the document saves all edits. When the appropriate fields are filled out, the record is progressed to the next pipeline position. \Refer to the **Moving On** sections for each pipeline tab for more information on the specific fields. The record is editable prior to **Closed**, if the record is closed it will need to be reopened for any additional edits to be made; refer to the **Closed** section for more information. **Information provided on the Success screen:** • Record ID • Pipeline Position 
Closed	Once a record has been completed and all the necessary actions have been taken, the record must be closed. **Closing a Record** To close a record, return to the **Forwarded pipeline** and indicate **“Yes”** in the **All CO Actions Completed?** Field and click the Submit button. The **Record Closed Date** will auto populate with the current date, and the record will **Close**. **Closed** Records may be searched for and reopened within the next four years of the **“Record Closed Date”** value; otherwise, the record is moved to **“Archived”** and cannot be reopened. **Reopening a Record** For **AT-AT – Monitors**, **Regions/HQ Monitors**, and **Contracting Officers** looking to reopen a record, use the search functionality to find the closed record. Click the Record ID number hyperlink to open the record.

<table>
<tr>
<td></td>
<td>



Click the **Reopen and Assign to Self** button and a pop-up confirmation displays with the message, “Are you sure you want to reopen this record”? Select “Confirm” to proceed with the process. The record will be **Reopened,** and the **Edit Record** screen displays. The record status will update to “**Reopened**”.

Reclose a Record

To close a reopened record, return to the **Forwarded pipeline** and indicate “**Yes**” in the **All CO Actions Completed?** field and click the **Submit** button. The **Record Closed Date** will auto populate with the current date, and the record will reclose. Reclosing a record restarts the four-year **Archive** timer.

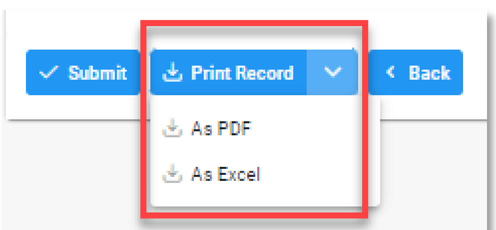
</td>
</tr>
<tr>
<td>Archived</td>
<td>

Four years after the **Record Closed Date** has passed the record will automatically be archived by the system and the pipeline position updated to **Archived** from **Forwarded.**

After being archived, the record is accessible to users as a “read-only” document and is no longer able to be reopened.

</td>
</tr>
<tr>
<td colspan="2">Additional Information</td>
</tr>
<tr>
<td>Print Record</td>
<td>

The Print Records button allows the user to export a record in Excel or PDF format.



For additional information on Print, check the AT-AT WBT General Function page

</td>
</tr>
</table>

Record Header	The **Status** field only displays for records that have a DCAA Audit Report Number. The **Status** reflects the age of the record and is auto calculated based on the scenarios outlined below.
	
	1. The "Status" will reflect "OA" (Over Age) when:
	    a. The "Target Resolution Date" has been missed (>-24:00 hours than today's 00:00 GMT); until the "Actual Resolution Date" is populated, OR
	    b. The "Target Disposition Date" has been missed (>-24:00 hours than today's 00:00 GMT); until the "Disposition Date" is populated or the action hits the six months and one day mark.
	2. The "Status" will reflect "OA 6" (Over Age Six Months) when the "Target Disposition Date" is missed by more than six months, until
	    a. "Disposition Date" is populated, OR
	    b. "Yes" is selected in the "All CO Actions Complete" data field.
	3. The "Status" will reflect "OA 12" (Over Age Twelve Months) when the "Target Disposition Date" is missed by more than twelve months, until
	    a. "Disposition Date" is populated, OR
	    b. "Yes" is selected in the "All CO Actions Complete" data field.
	4. The "Status" will reflect "OA 18" (Over Age Eighteen Months) when the "Target Disposition Date" is missed by more than eighteen months, until
	    a. "Disposition Date" is populated, OR
	    b. "Yes" is selected in the "All CO Actions Complete" data field.
	5. The “Status” will continue to track the "Target Disposition Date" at 6-month intervals (e.g., OA 24, OA 30, OA 36, etc.) until the
	    a. "Disposition Date" is populated, OR
	    b. "Yes" is selected in the "All CO Actions Complete" data field.

Additional Field Information	*Status* A record created manually or via the flat file upload the read-only "Status" field will be auto-populated on all standard Records and SubRecords. The "Status" values will be: “Less than 6 months”, “6 to 12 months”, “Over 12 months”, “Closed”, “Deferred Litigation”, or “Deferred Investigation” (designation depends on the following statements). Scenario 1: The record is not in a "Deferred Investigation", "Deferred Litigation”, or "Closed" pipeline position. Then the read-only "Status" field will be auto-populated with an age category status and the age category status is calculated based on the "Report Date" field (“Less than 6 months”, “6 to 12 months”, “Over 12 months”) in comparison to the user's system date (current date).

	For example, Report Date is 09/1/2023 and today is 3/11/2024, the difference between the dates is 6 months and 11 days, so the status would show "6 to 12 months". Scenario 2: The record is in the Deferred pipeline position (designated by a date in the “Deferred Status Date” field, but not one in the “Deferred Status Removed Date” field). “Yes” is selected in the “In Litigation” field. Then the read-only "Status" field will be auto-populated with “Deferred Litigation” status. Scenario 3: The record is in the Deferred pipeline position (designated by a date in the “Deferred Status Date” field, but not one in the “Deferred Status Removed Date” field). “Yes” is selected in the “Criminal Investigation Involvement” field. Then the read-only "Status" field will be auto-populated with “Deferred Investigation” status. Scenario 4: "Record Closed Date" has been populated. Then the read-only "Status" field will be auto-populated with “Closed" status. *Target Resolution Date* When ‘Type of CAS’ has "CAS Standard”, or "Noncompliance" selected then the Target Resolution Date will auto-calculate on record creation 15 calendar days from the date entered into the "Date Report Received" field. OR When Type of CAS has "Initial DS", "Revised DS", or "Cost Impact" selected then the Target Resolution Date will auto-calculate on record creation six months from the date entered into the "Date Report Received" data field.

	Target Disposition Date The Target Disposition Date will auto-calculate on record creation 12 months from the date entered in the "Date Report Received" field.