AT-AT Record Create Guide

Reference Guide

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Roles	The role(s) required to **Create** a AT-AT Record: • AT-AT – Monitor • AT-AT – Region/HQ Monitor
Creating a AT-AT Record	AT-AT has two processes to create records in the system: • Flat File Upload • Manual Record Create This guide provides an overview of how an AT-AT – Monitor or AT-AT Region/HQ Monitor **Creates** a **Record** in the **Audit Tracking and Action Tool (AT-AT)** application. Log in to PIEE as an **AT-AT – Monitor** or **AT-AT Region/HQ Monitor** and access the AT-AT module. *Flat File Upload* In the AT-AT module go to **AT-AT > Flat File Upload.** *Manual Record Create* In the AT-AT module go to **AT-AT > Create Record.** To create a Form 1/NIDC or SubRecord, refer to the separate Create guides, located in the AT-AT WBT.
**Flat File Upload Record Create**
Flat File Upload Process	The Flat File Upload process uses a .dat or .csv file to upload one to many records at once. The file contains the information for each record on individual rows. **Create Records via the Flat File Upload Process** 1. Log in to Procurement Integrated Enterprise Environment (PIEE) Application (**https://piee.eb.mil/**) as either an **AT-AT Monitor** or **AT-AT Region/HQ Monitor**. 2. Open the Audit Tracking and Action Tool (AT-AT) by clicking the **'AT-AT'** icon.

	3. Select **Upload File** under the AT-AT navigation section 4. Click "**Upload**" the button. 5. Select a **.dat** or **.csv** file to be uploaded. 6. A list of successfully created records will be present in the "**Successful Upload Items**" table. 7. Successfully created records will be auto-assigned to the appropriate AT-AT Contracting Officer. 8. Any failures will be listed in the "**Failed Upload Items**" table which contains an error message explaining why the record could not be created. 9. If another file needs to be uploaded, click the "**Upload**" button and repeat steps 3-7.
Flat File Auto-Assignment	Records created via the AT-AT Upload Flat File functionality .dat or .csv file are assigned to a user based on **AMT Mapping** assignments. This information provides an understanding of how the system automatically assigns the records. *Scenario 1:* The Disposition Office DoDAAC is within DCMA and the Disposition Office DoDAAC is not S5113A. The system will search AMT mappings via the CAGE Code search and assign the record to the first ACO with an active AT-AT Contracting Officer role found (i.e., if a CAGE Code happens to have two or more ACOs assigned, the records will be assigned to the first ACO located) (checking every mapping level that comes back on the CAGE Code search from the lowest level to the highest). If there is no ACO with an active AT-AT Contracting Officer role on the AMT Mappings, then **assign the record to** the first active AT-AT Monitor registered in PIEE under that DoDAAC. If there is no active AT-AT Monitor registered in PIEE under that DoDAAC, then **assign the record to** assign the record to the first active DCMA AT-AT Region/HQ Monitor registered at Level 3 in PIEE. If there is no active DCMA AT-AT Region/HQ Monitor registered at Level 3, then **assign the record to** assign the record to the active DCMA AT-AT Region/HQ Monitor registered at Level 2 in PIEE. *Scenario 2:* The Disposition Office DoDAAC = S5113A.

	The system will search for AMT mappings via the CAGE Code search and assign the record to the first CACO/DACO listed with an active AT-AT Contracting Officer role (checking every mapping level that comes back on the CAGE Code search from the lowest level to the highest).
	If there is no CACO/DACO with an active AT-AT Contracting Officer role, then **assign the record to** the first active AT-AT Monitor registered in PIEE under that DoDAAC.
	If there is no active AT-AT Monitor registered in PIEE under that DoDAAC, then **assign the record to** the first active DCMA AT-AT Region/HQ Monitor registered at Level 3 in PIEE.
	If there is no active DCMA AT-AT Region/HQ Monitor registered at Level 3, then **assign the record to** the first active DCMA AT-AT Region/HQ Monitor registered at Level 2 in PIEE.
	Scenario 3:
	The Disposition Office DoDAAC is not DCMA.
	The system will assign the record to the first active AT-AT Monitor registered in PIEE under that DoDAAC.
	If there is no active AT-AT Monitor registered in PIEE under that DoDAAC, then **assign the record to** the first non-DCMA AT-AT Region/HQ Monitor registered in PIEE at Level 3 at that agency.
	If there is no active non-DCMA AT-AT Region/HQ Monitor registered in PIEE at Level 3 at that agency, then **assign the record to** the first active non-DCMA AT-AT Region/HQ Monitor registered in PIEE at Level 2 at that agency.
	If there is no active non-DCMA AT-AT Region/HQ Monitor Registered in PIEE at Level 2 at that agency, then **assign the record to** the first active DCMA AT-AT Region/HQ Monitor registered in PIEE at Level 2.
Auto Disposition Utility	An AT-AT Auto-Disposition Utility runs every 5 minutes. New records created via the Upload Flat File functionality and has a DCAA Audit Report Number containing an S# (indicating it's a supplemental record).

	The utility will query all AT-AT standard records (not CAS Workflow or Form 1) to identify the original record in AT-AT by matching the DCAA Audit Report Number (excluding the "S#") or any previous supplemental records by matching the DCAA Audit Report Number (including the S#). The records located will automatically be closed and the system will update the records fields: - The 'All CO Actions Completed' field with "Yes". - The 'Actual Resolution Date' (if not already populated), 'Actual Disposition Date' (if not already populated), 'Document Forward Date' (if not already populated), and 'Record Closed Date' will be populated with the same date the supplemental record was created. - The 'Questioned Costs Sustained' field will automatically be $0. - The 'Direct Cost SubRecord Sustained Amount' field will automatically be $0 (SubRecords). - Any related SubRecords will be Closed (if not already). - A remark will be added to the original record and any related SubRecords at the beginning of the Remarks Section stating, "Automatically Dispositioned due to Supplemental Audit being issued". - The History tab on the original record and any related SubRecords will have a new entry to indicate the record was automatically closed. - If the record is already Closed, no change will be made.
	Manual Record Create
Record Header	The AT-AT Create Steps display at the top of the page that provide a visualization of the Record Create workflow. Continue to the first step of the Create process via the **Contractor Search**. **Create Header Tabs** - Step 1 – Contractor Search - Step 2 – Select Contractor - Step 3 – Record Type Selection - Step 4 – Record Details - BusSys (Displays when "B - Business Systems" is selected in the 'Report Code' field) - CAS and DS Records (Displays when "E - CAS and DS" is selected in the 'Report Code' field) - FICR (Displays when "G - Incurred Costs and Settlement of Final Indirect Cost Rates" is selected in the 'Report Code' field) - Step 5 – Record to Contracting Officer - Step 6 – Record Submit ① Step 1 —— ② Step 2 —— ③ Step 3 —— **④ Step 4 - Record Details** —— ⑤ Step 5 —— ⑥ Step 6 —— ⑦ Step 7

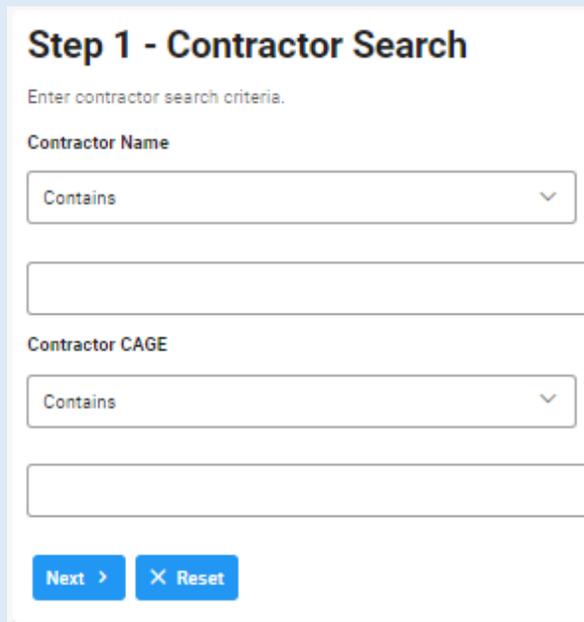|	
Step 1 - Contractor Search	When creating a record, a contractor is selected to create the record against. Enter the **Contractor** search criteria and click the **Next** button. The search results display on the following page. **Contractor Search** - Contractor Name (*parameters: Contains / Equal to / Starts With*) - Contractor CAGE (*parameters: Contains / Equal to / Starts With*) *Buttons:* - Next - Reset **Step 1 - Contractor Search** Enter contractor search criteria. Contractor Name Contains ⌄ Contractor CAGE Contains ⌄ Next › ✕ Reset *NOTE: At least one search criterion is required to perform a search.*
Step 2 – Select Contractor	A list of contractors that match the entered search criteria is returned. From the results, select the applicable contractor for the record by clicking their hyperlinked name. If the applicable contractor is not returned in the search results, select the back button to return to the search screen. Selecting the Record Contractor moves the Create process to Step 3 – Record Type Selection.

	Select Contractor • Contractor Name • CAGE • DUNS • UEI • Cognizant CMO DoDAAC • Cognizant CMO

Step 3 – Record Type Selection	Select the Contractor and the Record Type Selection page displays and allows for data entry in the fields listed below. Not all fields display; changing the answers may change the displayed fields.
	
	This section determines the majority of the Record data and changes the displayed steps, depending on the selected answers.
	
	Fill out the applicable fields and select the **Next** button to continue to Step 4 – Record Details.
	
	Record Type
	
	• Agency/Organization Issuing Report *
	• Report Type *
	• Report Code *
	    (*Field displays when "E - CAS and DS" is selected in the 'Report Code' field*)
	      ○ Type of CAS Record *
	• Action Type * (*options: CAS / CBS / FICR / SubRecord / Form 1 / Terminations / Other (i.e., Defective Pricing, External Restructuring, etc.)*)
	• Reason Code
	    (*Fields display when "DCAA" or "Third Party" is selected in the 'Agency/Organization Issuing Report' field*)
	      ○ DCAA Audit Report Number * (*NOTE: When entering a 'DCAA Audit Report Number' with an S# (indicating it's a supplemental record) then the original record, proceeding supplemental records, and their subrecords will be automatically closed when this record is created.*)
	• Audit Opinion *

Step 4 – Record Details	Complete the fields in the Record Type Selection page and select the "**Next**" button. The Record Details page displays and allows for data entry in the fields below. Not all fields display; changing the answers may change the displayed fields. Fill out the applicable fields and select the **Next** button to contiue to Step 5 – Record to Contracting Officer, B - Business System Audits/Reports, E - CAS and DS Records, or G - Incurred Costs and Settlement of Final Indirect Cost Rates. **Record Issuer Point of Contact Information** (*Field answers are based on the person and agency issuing the report*) • Issuer First Name * • Issuer Last Name * • Issuer Email * • Issuer Phone * • Issuer Address *

- DCAA FAO Code * (*Field displays when "DCAA" or "Third Party" is selected in the 'Agency/Organization Issuing Report' field in the Record Type section*)

Record Details

- Action/Report Title
  (*Field displays when the DCAA Audit Report Number entered in the Record Type section ends in 'S#' (# can be any number from 1-9)*)
  - Original Audit Report Date *
  (*Field displays when "DCAA Audit Report Number" is not displayed*)
  - Report Number *
- Date Report Received (* *Mandatory when "E – CAS and DS", "B – Business Systems", "H – Pre-Award Contract", or "K – Earned VM System" is selected for 'Report Code'*)
- Report Date *
  (*Fields display when 'Report Date' is entered, unless the Report Code is B, K, or H in which case the field displays when the 'Date Report Received' is entered*) (*Answer auto populates based off the Report Date entered*)
  - Target Resolution Date (*Calculated 6-months from the Report Date entered*)
  - Target Disposition Date (*Calculated one year from the Report Date entered*)
  (*Field displays when 'Report Date' is entered, unless the Report Code is B, K, or H in which case the field displays when the 'Date Report Received' is entered*)
  - Actual Resolution Date
  (*Field displays when "DCAA" or "Third Party" is selected in the 'Agency/Organization Issuing Report' field in the Record Type section*) (*Field auto-calculates based off of the "Date Report Received" field*)
  - Status
- Questioned Costs (*options: Yes / No*)
  (*Field displays when "Yes" is selected in the 'Questioned Costs' field*)
  - Total Questioned Costs
- Updated Total Questioned Costs
  (*Field displays when "G – Incurred Costs and Settlement of Final Indirect Cost Rates" is selected in the 'Report Code' field in the Record Type section*)
  - Questioned Costs Subject to Penalty? (*options: Yes / No*)
    (*Field displays when "Yes" is selected in the 'Questioned Costs Subject to Penalty?' field*)
    - Questioned Costs Subject to Penalty Amount
- Unresolved Costs (*options: Yes / No*)
  (*Field displays when "Yes" is selected in the 'Unresolved Costs' field*)
  - Amount of Unresolved Costs
- Qualifications * (*options: Yes / No*)
- Remarks

NOTE: Additional information on the Record Details is available at the end of the guide.

Report Codes: Unique Fields	If you select Report Code B, E, or G, additional sections will be added in between Step - 4 and Step - 5. Otherwise, continue to Step - 5. During the Create process, only one of these additional sections are relevant. Otherwise, if a different report code is selected, none of those sections are relevant.

	Fill out the applicable fields and select the **Next** button to move to the following step. The following sections in the guide are not relevant, continue to Step 5. **Report Codes that Populate Additional Fields** • B – Business System Audits/Reports • E – CAS and DS Audits • G - Incurred Costs and Settlement of Final Indirect Cost Rates
Business System Audits/Reports	If "B - Business Systems Audits/Reports" is selected in the 'Report Code' field, the BusSys Record Details screen displays and allows for data entry for the fields below. **Type of CBS** (Contractor Business System) • Type of CBS * (*options: Accounting System / Estimating System / Material Management Account System / Property System / Purchasing System*)
CAS and DS Records	If "E – CAS and DS Records" is selected in the 'Report Code' field, the CAS Record Details screen displays and allows for data entry for the fields below. Fill out the applicable fields and select the **Next** button to move to the following step. The following section in the guide are not relevant, continue to Step 5. **CAS Record Details** (*Fields display when "Revised Disclosure Statement" is selected in the 'Type of CAS Record' field*) • Disclosure Statement Revision Number *
Incurred Costs and Settlement of Final Indirect Cost Rates	If "G – Incurred Costs and Settlement of Final Indirect Cost Rates" is selected in the 'Report Code' field, the FICR Record Details screen displays and allows for data entry for the fields below. Fill out the applicable fields and select the **Next** button to move to the following step. **FICR Record Details** • Amount of Questioned Direct Costs • Amount of Questioned Indirect Costs • Memo Type
Step 5 – Record to Contracting Officer	The Record Details page displays and allows for the data entry of the fields below. Not all fields display; changing the answers may change the displayed fields. Fill out the applicable fields and select the **Next** button to move to the following step.

	Record to Contracting Officer
	
	(*Field answers are based on the Record Creator's information*)
	• Assigner Name
	• Assigner Email
	
	Contracting Officer Search
	
	• Lookup Contracting Officer * (*Record Creator must denote the Contracting Officer the record will be assigned to*)
	    ○ Contracting Officer Name (First Name Last Name): Email (*Enter the applicable CO's information*) (*NOTE: The field uses the "Contains" parameter for searching*)
	    ○ Buttons
	        ▪ Save
	        ▪ Cancel
	
	Contracting Officer Information
	
	(*Field answers display based on the Contracting Officer selected*)
	• Contracting Officer Name
	• Contracting Officer Email
	• Contracting Officer Phone
	• Contracting Officer DoDAAC
	• Cognizant DCMA/Other Contracting Officer
	
	Additional Fields
	
	• Assignment Comments *

Step 6 - Record Submit	Successfully **Submitting** a AT-AT Record via the **Submit** button directs the user to a Success Screen with the information for the document. The document is assigned to the selected **AT-AT Contracting Officer**. An email is sent to the selected Contracting Officer, informing them of the record creation. **Information provided on the Success Screen** • Record ID • DCAA Audit Report Number (*Field displays when "DCAA" or "Third Party" is selected in the 'Agency/Organization Issuing Report' field*) • Report Number (*Field displays when DCAA Audit Number does not*) • Contracting Officer • Pipeline Position

Record Submit Message

The Record was successfully submitted and assigned to a Contracting Officer.
An email was sent to the assigned Contracting Officer.

Record ID
1000007046

Contracting Officer

Pipeline Position ⓘ
Assigned

	Additional Information

Dropdown Fields/Lists	**Record Type**
	
	• Agency/Organization Issuing Report
	   o DCMA
	   o DCAA
	   o Host Nation
	   o Third Party
	   o Other
	• Report Type
	   o Audit
	   o Report
	   o Memo
	   o DCMA Other (*Option is only available if "DCMA" is selected in the 'Agency/Organization Issuing Report' field*)
	   o Other
	• Report Class
	   o Reportable
	   o Non-Reportable
	• Report Code
	   o B - Business System Reports
	   o C - Claims and Equitable Adjustments
	   o D - Post Award Audits
	   o E - CAS and DS Audits
	   o F - Operation Audits and Operations Audits Follow-Up
	   o G - Incurred Costs and Settlement of Final Indirect Cost Rates
	   o H - Pre-Award Contract Audits
	   o I – Other
	   o J – Terminations
	   o K - Earned VM System Audits
	• Type of CAS Record (*Section displays when "E – CAS and DS Audits" is selected in the 'Report Code' field*)
	   o Initial Disclosure Statement
	   o Revised Disclosure Statement
	   o CAS Noncompliance

- o CAS Standard
- o Cost Impact
- Action Type
  - o CAS (*Option should only be selected if "E – CAS and DS Audits" is selected in the 'Report Code' field*)
  - o CBS (*Option should only be selected if "B – Business System Reports" is selected in the 'Report Code' field*)
  - o FICR (*Option should only be selected if "G – Incurred Costs and Settlement of Final Indirect Cost Rates" is selected in the 'Report Code' field*)
  - o SubRecord
  - o Form 1
  - o Terminations (*Option should only be selected if "J – Terminations" is selected in the 'Report Code' field*)
  - o Other (*i.e., Defective Pricing, External Restructuring, etc.*)
- Audit Opinion
  - o Qualified
  - o Unqualified
  - o Disclaimed
  - o Adverse
  - o Not Applicable
  - o Acceptable (*Option only displays when "B – Business System Reports" or "K – Earned VM System Audits" are selected in the 'Report Code' field*)
  - o Not Acceptable (*Option only displays when "B – Business System Reports" or "K – Earned VM System Audits" are selected in the 'Report Code' field*)
  - o Other

Record Details

- The "Status" will reflect "OA" (Over Age) when:
  - o The "Target Resolution Date" has been missed (>-24:00 hours than today's 00:00 GMT); until the "Actual Resolution Date" is populated, OR
  - o 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.
- The "Status" will reflect "OA 6" (Over Age Six Months) when the "Target Disposition Date" is missed by more than six months, until
  - o "Disposition Date" is populated, OR
  - o "Yes" is selected in the "All CO Actions Complete" data field.
- The "Status" will reflect "OA 12" (Over Age Twelve Months) when the "Target Disposition Date" is missed by more than twelve months, until
  - o "Disposition Date" is populated, OR
  - o "Yes" is selected in the "All CO Actions Complete" data field.
- The "Status" will reflect "OA 18" (Over Age Eighteen Months) when the "Target Disposition Date" is missed by more than eighteen months, until
  - o "Disposition Date" is populated, OR
  - o "Yes" is selected in the "All CO Actions Complete" data field.
- 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
  - o "Disposition Date" is populated, OR
  - o "Yes" is selected in the "All CO Actions Complete" data field.

Additional Field Information	*DCAA Audit Report Number* The following 5-digit activity codes located in the "DCAA Audit Report Number" after the letter (Positions 10-14; ex. 12345678S*11010*123) CAS and DS activity codes: "19100," "19200," "19403," "19404," "19407," "19408," "19409," "19410," "19411," "19412," "19413," "19414," "19415," "19416," "19417," "19418," "19420," and "19500" The field allows for two formats: Format 1 (Old): Characters 1-4 (numeric) - DCAA FAO Code (e.g., 6311) Characters 5-8 (numeric) - Year (e.g., 2023) Character 9 (letter) - DCAA Office Team Code (e.g., K) Characters 10-14 (numeric) - Activity Code (e.g., 19500) Characters 15-17 (numeric) - Sequence (e.g., 005) Characters 18-19 (S#) - Supplemental Audit Indicator (e.g., S1) Characters 18-21 or Characters 20-23 (D#) - SubRecord Indicator (e.g., D999) *NOTE: the DCAA Audit Report Number must meet this format; however, the Supplemental Audit Indicator (S#) and the SubRecord Indicator (D#) are not always necessary and are therefore optional when we run validation.* Format 2 (New): Characters 1-4 (numeric) - Year (e.g., 2023) Characters 5-9 (numeric) - Activity Code (e.g., 19500) Characters 10-14 (numeric) - Sequence (e.g., 00005) Characters 15-16 (S#) - Supplemental Audit Indicator (e.g., S1) Characters 15-18 or Characters 17-20 (D#) - SubRecord Indicator (e.g., D999) *NOTE: the DCAA Audit Report Number must meet this format; however, the Supplemental Audit Indicator (S#) and the SubRecord Indicator (D#) are not always necessary and are therefore optional when we run validation.* Supplemental Record Info When entering a 'DCAA Audit Report Number' with an S# (indicating it's a supplemental record) then the original record, proceeding supplemental records, and their subrecords will be automatically closed when this record is created.

AND the Actual Resolution Date (if not already populated), Actual Disposition Date (if not already populated), Document Forward Date (if not already populated), and Record Closed Date will be populated with the same date the supplemental record was created.

AND the Questioned Costs Sustained field will automatically be $0 (if there's an amount in this field prior to closing, overwrite it with $0).

AND the Direct Cost SubRecord Sustained Amount will automatically be $0 (SubRecords) (if there's an amount in this field prior to closing, overwrite it with $0).

AND any related SubRecords will be Closed (if not already).

AND a remark will be added to the original record (and any related SubRecords) at the beginning of the Remarks Section stating, "Automatically Dispositioned due to Supplemental Audit being issued" (if we cannot pin the remark to the top of the section, the alternative requested is that we overwrite the remarks and add the aforementioned statement).

AND the history tab on the original record (and any related SubRecords) needs to indicate record was automatically closed.

AND if the record is already Closed, no change will be made.