

# Create AT-AT SubRecord

## Reference Guide

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AT-AT

Edit Record

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**Roles**

The role(s) required to **Create** a AT-AT SubRecord:

- AT-AT – Contracting Officer

**Creating a AT-AT SubRecord**

This guide provides an overview of how a AT-AT – Contracting Officer **Creates** a **SubRecord** in order to settle Questioned Direct Costs in the **Audit Tracking and Action Tool (AT-AT)** application.

Log in to PIEE as an **AT-AT – Contracting Officer**, access the AT-AT module, and go to **My Work**. Locate a G – Incurred Costs and Settlement of Final Indirect Cost Rates record that has Questioned Direct Costs that are not being settled by the assigned CO and click the **“Edit Record”** icon in the Record ID column.



*TIP: Sort the My Work table on the dashboard for G – Incurred Costs and Settlement of Final Indirect Cost Rates records using the Action type = FICR or Report Code = G.*

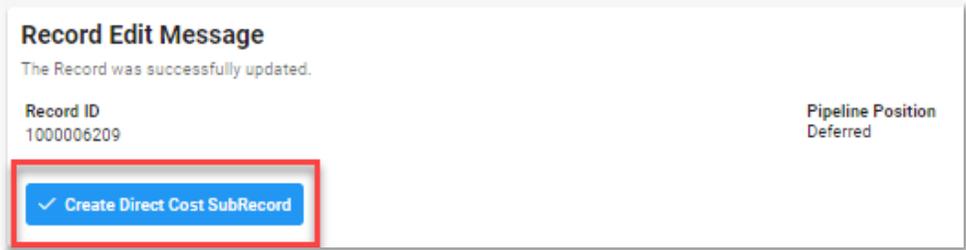
Record ID	Form 1 Notice Number	Report Number	Report Date	Contractor Name	Action Type	Report Code
<a href="#">1000007067</a>		12345678977	2022/09/12	BEST - BULGARIAN ENGLISH SPEECH AND DEBATE TOURNAMENTS FOUND	FICR	G

When editing a G - Incurred Costs and Settlement of Final Indirect Cost Rates (FICR) record, the field **“Is the Assigned CO Responsible for Settling All Questioned Direct Costs?”** displays in the ‘FICR Fields’ section of the Planned tab.

When “No” is selected in the ‘Is the Assigned CO Responsible for Settling All Questioned Direct Costs’ field, then a “ Create Direct Cost SubRecord” button appears upon submitting the record.

A SubRecord must be created in order to settle those **Questioned Direct Costs** and assign the record to a new CO.

G – Incurred Costs and Settlement of Final Indirect Cost Rates (FICR) records may require that several SubRecords be created in order to cover the entirety of the Question Costs.



More than one **SubRecord** can be created from the same FICR record. SubRecords are created until the amount entered in the **SubRecord Questioned Direct Cost Amount** Field matches the **Amount of Questioned Direct Costs** entered on the parent FICR record.

To create additional **SubRecords**, either re-enter the same FICR record and, if there are no additional changes to make to the record, click submit to access the “**Create Additional SubRecords**” button; or once the original **SubRecord** is submitted, the “**Create Additional Direct Costs SubRecord**” button appears on the success screen and allows for the creation of additional **SubRecords**.

**SubRecord  
Create**

Click the **Create Direct Cost SubRecord** Button and the SubRecord Create page displays.

*Section Name: SubRecords Details*

- Action Type (*Auto populated and read-only “SubRecord”*)
- SubRecord Questioned Direct Cost Amount \*
- DCAA Audit Report Number (*Field auto-populates with the parent records DCAA Audit Report Number, if present, and ends with “D” plus a numerical character, added in sequential order if more than one sub-record is created*)
  - Example: 12345678S10110123S4D3 is the third SubRecord indicated by the “D3”

*Section Name: SubRecord Contracting Officer*

- Search SubRecord Contracting Officer \* (*Record Creator must denote the Contracting Officer the record will be assigned to*)
  - User Email \* (Enter the applicable CO’s information)
  - User Name \* (First Name Last Name): Phone Number (Enter the applicable CO’s information)

*Buttons:*

- Save
- Cancel

*Section Name: SubRecord Contract Details*

*(Any number of Contracts may be added)*

- Add Contract(s) \* (*Record Creator must denote the SubRecord Contract relating to the record*)

	<ul style="list-style-type: none"> <li>○ SubRecord Contract Number Type * (<i>options: DoD Contract (FAR) / Other Agreement</i>)</li> <li>○ SubRecord Contract Number *</li> <li>○ SubRecord Delivery Order</li> <li>○ SubRecord Contract Questioned Direct Cost Amount * (<i>Field value must equal the field "SubRecord Questioned Direct Cost Amount"</i>)</li> </ul> <p><i>Buttons:</i></p> <ul style="list-style-type: none"> <li>• Save</li> <li>• Cancel</li> </ul> <p><i>Remarks</i></p> <ul style="list-style-type: none"> <li>• Remarks (<i>One field across all tabs</i>)</li> </ul> <p><i>NOTE: Remarks should frequently be updated.</i></p> <p><i>NOTE: The SubRecord Contract Questioned Direct Cost Amount is the value sum of all contracts added.</i></p> <p><b>Moving On</b></p> <p>Click the <b>Submit</b> button if all data has been entered.</p>
<p><b>Record Submit</b></p>	<p>Successfully <b>Submitting</b> a AT-AT SubRecord via the <b>Submit</b> button directs the user to a Success Screen with the information for the document. The document is assigned to the selected <b>AT-AT Contracting Officer</b>. An email is sent to the selected Contracting Officer, informing them of the record creation.</p> <p>The "<b>Create Additional Direct Cost SubRecord</b>" button is always available, but if the <b>Amount of Questioned Direct Cost</b> has been reached, a pop-up appears and notifies the creator that no additional SubRecords can be created. To create an additional SubRecord once this amount is met, adjust the Amount of Questioned Direct Costs on the parent FICR Record, or adjust the Questioned Direct Costs on the other SubRecords.</p> <p><b>Information provided on the Success Screen:</b></p> <ul style="list-style-type: none"> <li>• Record ID</li> </ul>

### **SubRecord Submit Message**

The SubRecord was successfully submitted and assigned to a Contracting Officer.

**Record ID**

1000006210

[✓ Create Additional Direct Cost SubRecord](#)