

# Create AT-AT SubRecord

## Training Document

Homepage

AT-AT Module

AT-AT

Edit Record

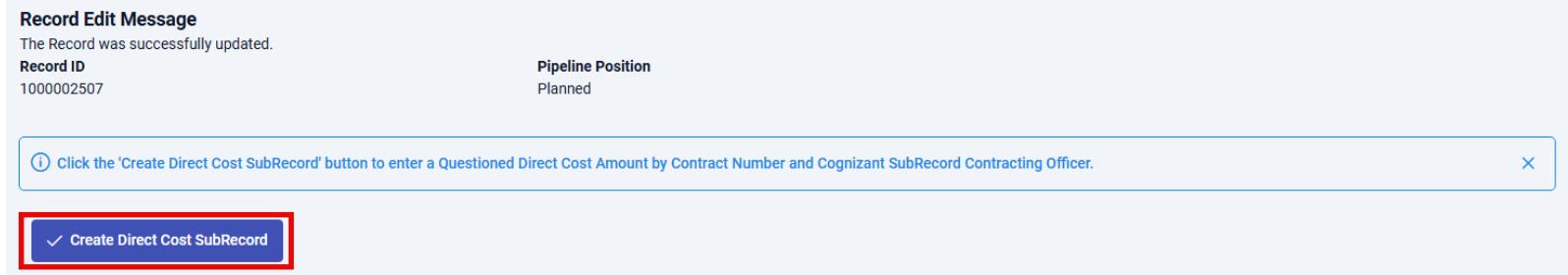
## Table of Contents

<b>Roles</b> .....	1
<b>Creating a AT-AT SubRecord</b> .....	1
Navigating to Create a Direct Cost SubRecord .....	2
<b>SubRecord Create</b> .....	2
SubRecord Create Page .....	2
<i>Section Name: SubRecords Details</i> .....	2
<i>Section Name: SubRecord Contracting Officer</i> .....	2
<i>Section Name: SubRecord Contract Details</i> .....	3
Moving On .....	4
<b>Record Submit</b> .....	4
Information provided on the Success Screen .....	4
<b>Additional Information</b> .....	4

	<p>The role(s) required to <b>Create</b> a AT-AT SubRecord:</p> <ul style="list-style-type: none"> <li>• AT-AT – Monitor</li> <li>• AT-AT – Contracting Officer</li> <li>• AT-AT – Region/HQ Monitor</li> </ul>													
<p><b>Creating a AT-AT SubRecord</b></p> <p><i>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.</i></p>	<p>This training document provides an overview of how to <b>Create a SubRecord</b> to settle Questioned Direct Costs in the <b>Audit Tracking and Action Tool (AT-AT)</b> application.</p> <p>Log in to PIEE and access the AT-AT module. In the AT-AT application go to the AT-AT Dashboard and locate the <b>My Work</b> section. 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 <b>Edit Record</b> icon in the Record ID column.</p>  <p><b>Record ID</b>  </p> <p> <a href="#">1000004324</a></p> <p><b>Creating a AT-AT SubRecord</b></p> <p><i>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.</i></p>  <table border="1"> <thead> <tr> <th>Record ID</th> <th>Form 1 Notice Number</th> <th>Report Number</th> <th>Report Date</th> <th>Contractor Name</th> <th>Action Type</th> <th>Report Code</th> </tr> </thead> <tbody> <tr> <td> <a href="#">1000007067</a></td> <td>12345678977</td> <td>2022/09/12</td> <td>BEST - BULGARIAN ENGLISH SPEECH AND DEBATE TOURNAMENTS FOUND</td> <td>FICR</td> <td>G</td> </tr> </tbody> </table> <p>A SubRecord must be created to settle those <b>Questioned Direct Costs</b> and assign the record to a new CO, Monitor, or Region/HQ Monitor.</p> <p>G – Incurred Costs and Settlement of Final Indirect Cost Rates (FICR) records may require that several SubRecords be created to cover the entirety of the Question Costs.</p>	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
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									

## Navigating to Create a Direct Cost SubRecord

After successfully submitting or editing an AT-AT Record, the **Create Direct Cost SubRecord** button displays on the success screen with an informational message stating: "Click the 'Create Direct Cost SubRecord' button to enter a Questioned Direct Cost Amount by Contract Number and Cognizant SubRecord Contracting Officer."



Click the **Create Direct Cost SubRecord** button and the **SubRecord Create Page** displays.

## SubRecord Create Page

### *Section Name: SubRecords Details*

- Action Type (*Auto populated and read-only "SubRecord"*) (*Region/HQ Monitors are able to edit this field*)
- 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 Office, Monitor, or Region/HQ Monitor 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*)
  - SubRecord Contract Number Type \* (*options: DoD Contract (FAR) / Other Agreement*)
  - SubRecord Contract Number \*
  - SubRecord Delivery Order
- SubRecord Contract Questioned Direct Cost Amount \* (*Field value must equal the field "SubRecord Questioned Direct Cost Amount*)

*Buttons:*

- Save
- Cancel

*Remarks*

- Remarks (*One field across all tabs*)

*NOTE: Remarks should frequently be updated.*

*NOTE: The SubRecord Contract Questioned Direct Cost Amount is the value sum of all contracts added.*

## Moving On

Click the **Submit** button if all data has been entered.

Successfully **Submitting** a AT-AT SubRecord 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, Monitor, or Region/HQ Monitor**. An email is sent to the selected Contracting Officer, informing them of the record creation.

The **Create Additional Direct Cost SubRecord** button is always available, but if the **Amount of Questioned Direct Cost** 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.

### Information provided on the Success Screen:

- Record ID

#### SubRecord Submit Message

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

Record ID

1000006210

 [Create Additional Direct Cost SubRecord](#)

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**.