Create NIDC Record - DCMA

Reference Guide

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Roles

The role(s) required to **Create** a NIDC (Form 1) DCMA Record:

- AT-AT Contracting Officer

Creating a AT-AT Record

This guide provides an overview of how a AT-AT Contracting Officer **Creates** a **NIDC Record** in the **Audit Tracking and Action Tool** (AT-AT) application.

Log in to PIEE as an **AT-AT – Contracting Officer** and access the AT-AT module. In the AT-AT module go to **AT-AT > Create Form 1 Notice**

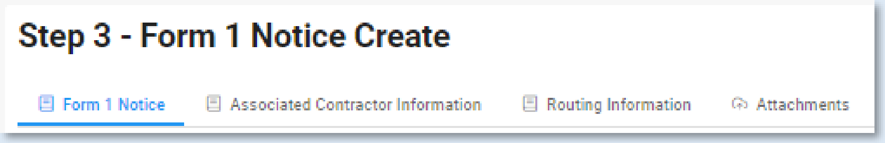
To create a Record or SubRecord refer to the separate Create guides, located in the AT-AT WBT.

Record Header

The AT-AT Form 1 Notice Create Steps display at the top of the to provide a visualization of the NIDC Record Create workflow.
Continue to the first step of the Create process via the **Contractor Search**.

Form 1 Notice Create Header Tabs

- Form 1 Notice
- Associated Contractor Information
- Routing Information
- Attachments



Step 3 - Form 1 Notice Create

Step 1 - Contractor Search

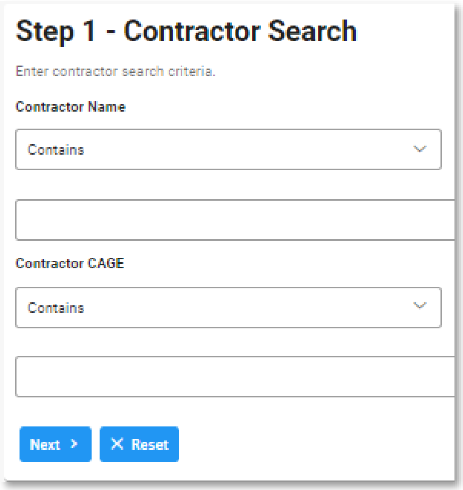
To Create a Form 1 Record, a contractor is selected to create the record against.
Enter the **Contractor** search criteria and click the Next button. The search results display on the following page.

Section Name: 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 *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 Form 1 Notice Create process to Step 3 – Form 1 Notice Create. *Section Name: Select Contractor* • Contractor Name • CAGE • DUNS • UEI
Step 3 - Form 1 Notice Tab	Select the Contractor and the Form 1 Notice page displays and allows for data entry in the fields listed below. All tabs are accessible throughout the Create process and not all fields display; changing the answers may change the displayed fields. This section determines the majority of the Record data. *Section Name: Form 1 Notice Details* • Type of Form 1 * (***options: DCAA / NASA Form 456***) • Kind of Form 1 * (***options: Regular / Blanket***) • Type of Costs * (***options: Direct / Indirect / Both***) • Category for Form 1 * (***options: Notice of Disapproved Costs / Notice of Suspended Costs***) • Supplement to Form 1 Number • Action Type (***Auto populated and read-only “Form 1”***)

Section Name: Form 1 Notice Contract Details

Buttons:

- Add Contract

- Contract Number Type * (***options: DoD Contract (FAR) / Other Agreement***)
- Contract Number
- Delivery Order
- Action (***Displays when contract is added***)
    - Edit Contract Detail
    - Delete Contract Detail

Adding a Form 1 Contract

Enter Contract Search Information

- Contract Number Type * (***options: DoD Contract (FAR) / Other Agreement***)
- Contract Number *
- Delivery Order

Buttons:

- Save
- Cancel

Section Name: DCAA Information

- Disbursing Office

Section Name: Items and Costs

- Item Number
- Disapproved Amount * (***Field displays when "Notice of Disapproved Costs" is selected in the 'Category of Form 1' field***)
- Suspended Amount * (***Field displays when "Notice of Suspended Costs" is selected in the 'Category of Form 1' field***)
- Description of Item and Reason for Action

Remarks

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

	Moving On Click the **Submit** button if all data has been entered. Otherwise, continue on by selecting the appropriate tab located in the record header.
Step 3 - Associated Contractor Information Tab	The Associated Contractor information screen displays and information for the Form 1 Record is entered below. All tabs are accessible throughout the create process. Contractor Profile (***Contractor Profile information is pre-populated***) • Contractor Name • CAGE Code • DUNS • UEI • City • State *Remarks* • Remarks (***One field across all tabs***) **Moving On** Click the **Submit** button if all data has been entered. Otherwise, continue on by selecting the appropriate tab located in the record header.
Step 3 - Routing Information tab	The Routing Information screen displays and information for the Form 1 Record is entered below. All tabs are accessible throughout the create process. All tabs are accessible throughout the Create process and not all fields display; changing the answers may change the displayed fields. **Routing Users Information** *Section Name: DCMA Reviewer* • Lookup DCMA Reviewer ○ User Email * ○ User Name * (***(First Name Last Name): Phone Number***)

Section Name: DCMA Region HQ Monitor

- Is Region/HQ Monitor Review Required? (***options: Off / On***)
- DCMA Region HQ Monitor Organizational Group
    - Find Group
        - DCMA Region HQ Monitor Find Organizational Group by Group Name
        - DCMA Region Monitor PIEE Level 2

Section Name: Current DCMA Contracting Officer

- Lookup DCMA Contracting Officer
    - User Email *
    - User Name * (***(First Name Last Name): Phone Number***)

Remarks

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

Moving On

Click the **Submit** button if all data has been entered. Otherwise, continue on by selecting the appropriate tab located in the record header.

Adding Attachments

Users may attach relevant documents to the record within the **Attachments** tab.
Accepted File Formats

.bmp
.mpp
.tif
.htm
.pdf
.vdx
.docx
.msg
.vsd
.jpg
.rtf
.xlsx
.html
.ppt
.doc
.mppx
.txt

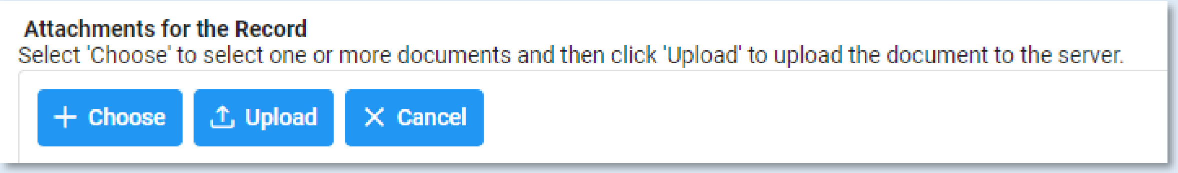
To begin adding attachments, select the Attachments tab and click the **Choose** button. Select all necessary attachments.

All selected attachments display below where they may be removed before upload.

After confirming all attachments are correct click the **Upload** button. After a successful upload, attachments display below on the document.

Uploaded attachments may be deleted.

The **Cancel** button next to the Upload button cancels the uploading of chosen attachments.



Attachments for the Record

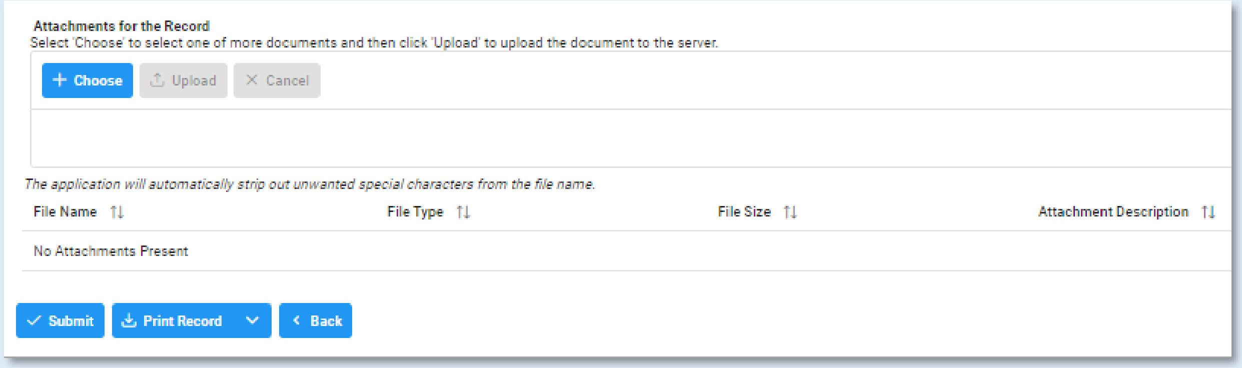
Select 'Choose' to select one or more documents and then click 'Upload' to upload the document to the server.

Button Options:

- Choose
- Upload
- Cancel

Files that have been Uploaded section:

- File Name (*special characters are removed*)
- File Type
- File Size (*MB*)
- Attachment Description
- Upload Date
- Name (*Uploader's First/Last Name*)
- Actions



Attachments for the Record

Select 'Choose' to select one of more documents and then click 'Upload' to upload the document to the server.

The application will automatically strip out unwanted special characters from the file name.

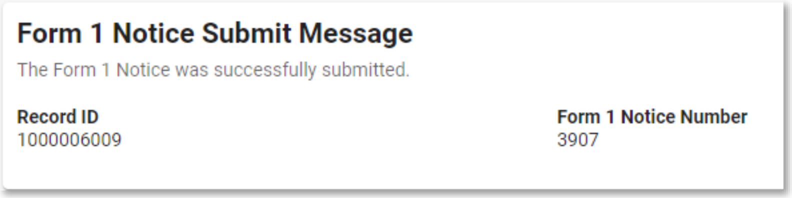
File Name	File Type	File Size	Attachment Description
No Attachments Present			

Once the user is finished uploading attachments within the Attachments tab, they may either submit the record by selecting the "**Submit**" button at the bottom of the page or move on to the next page 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	Successfully **Submitting** a AT-AT NIDC 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 DCMA Reviewer** for review.

Information provided on the Success Screen:

- Record ID
- Form 1 Notice Number



Form 1 Notice Submit Message

The Form 1 Notice was successfully submitted.

Record ID
1000006009

Form 1 Notice Number
3907