Create and Edit Non-Audit CAS Records

Training Document

Homepage > AT-AT > Create CAS Record > OR > Dashboard / Search for CAS Record

Table of Contents

Overview of Creating/Editing a CAS Record **1**

Creating a CAS Record **1**

Navigation Menu Option **1**

Create 1

Contractor Search **2**

Page Name: Contractor Search 2

Fields: *2*

Page Name: Select Contractor 3

Columns: *3*

Create Tab / Record Details **4**

Page Name: CAS Record – Create 4

Header Info: *4*

Section Name: Contractor Profile: *4*

Edit Contractor 5

Pop-up Name: Record Edit – Contractor Search *5*

Fields: *5*

Pop-up Name: Record Edit – Select Contractor *6*

Lookup Contracting Officer 7

Section Name: Contracting Officer: *7*

Pop-up Name: Select a Contracting Officer *7*

Fields: *8*

Section Name: Record Details: *8*

Post Create **11**

Editing a CAS Record **11**

Dashboard **11**

Locate a CAS Record 11

Table Name: My Work (CAS) 11

Columns: *12*

OR **12**

Navigation Menu Option **12**

Locate a CAS Record 12

Search 12

Page Name: Search CAS Record 13

Search Criteria: *13*

Table Name: Search Results: *14*

Exporting Search Results 15

Exported Columns: *15*

Enable Editing a Record **16**

Initial Disclosure Statement Tab **17**

Section Name: Initial DS Adequacy: *18*

Section Name: Initial DS Compliance: *19*

Revised Disclosure Statement Tab **20**

Number of Changes Table *20*

Fields: *20*

Columns: *20*

CAS Noncompliance Tab **23**

Cost Impact Tab **25**

Fields: *26*

Desirable Change Tab **30**

Litigation Tab **32**

Fields: *32*

CAS Record Closure Tab **32**

Fields: *32*

History Tab **33**

History Tab: 33

Submit **34**

Closed **35**

Fields: *35*

How to Reopen a Record **35**

Page Name: Confirm Reopen *35*

How to Delete a Record **36**

Page Name: Confirm Delete *36*

Page Name: Success *37*

Record Information: *37*

Additional Field Information **38**

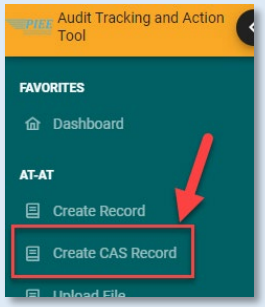
Create / Record Details tab fields: *38*

Multi tab fields: *39*

Initial Disclosure Statement tab fields: *39*

Revised Disclosure Statement tab fields: *39*

Overview of Creating/Editing a CAS Record	This training document provides an overview of how to create and edit a Non-audit CAS (Cost Accounting Standard) Record within AT-AT. The Non-audit CAS Record may be Created by: • AT-AT – Monitor • AT-AT – Contracting Officer • AT-AT – Region/HQ Monitor The CAS Record is assigned to an AT-AT – Contracting Officer during the create process. The CAS Record may be reassigned to another AT-AT – CO after creating the record. The roles that may Edit the CAS Record and is managed by span of control: • AT-AT – Monitor • AT-AT – Contracting Officer • AT-AT – Region/HQ Monitor *NOTE: "Span of Control" - is the ability to view or create/edit content inside the PIEE Suite. The span of control is evaluated based on the user's role's registered Location Code/Group following the hierarchy.*
Creating a CAS Record	
Navigation Menu Option	**Create** Click the **Create CAS Record** option in the AT-AT navigation menu to begin.



Contractor Search

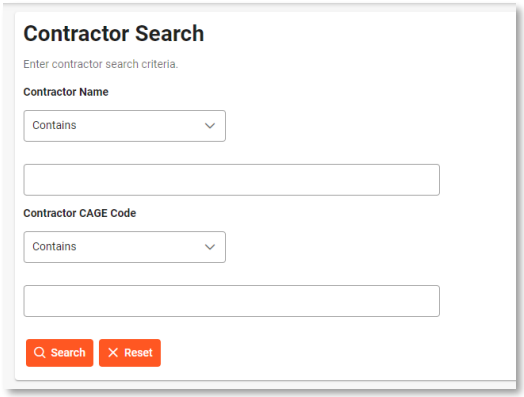
Search for the Contractor being evaluated for cost accounting standards.

Page Name: Contractor Search

Enter Contractor search criteria.

Fields:

- Contractor Name (***parameters: Contains / Equal To / Starts With***)
- Contractor CAGE Code (***parameters: Contains / Equal To / Starts With***)



Buttons:

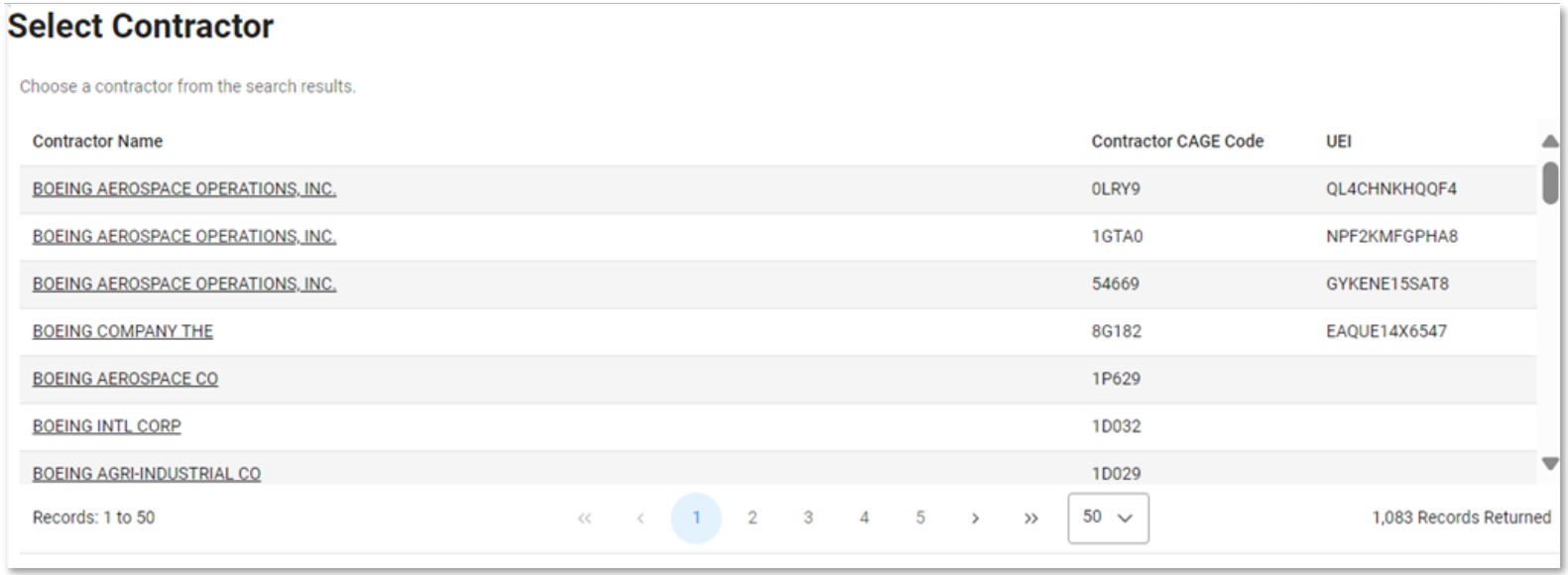
- Search
- Reset

Page Name: Select Contractor

Choose a contractor from the search results.

Columns:

- Contractor Name (***hyperlink – click to begin the create process***)
- Contractor CAGE Code
- UEI



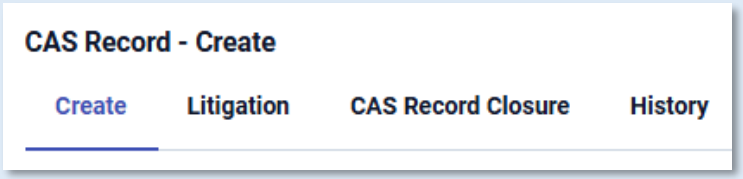
Click the Contractor Name hyperlink to begin the Create CAS Record process.

Create Tab / Record Details

Page Name: CAS Record – Create

The CAS Record Create screen displays with three tabs that are always visible:

- Create
- Litigation
- CAS Record Closure
- History



Depending on user's response in the 'Type of CAS Record' field located on the Create tab, one of the following new tabs will display:

- Initial Disclosure Statement
- Revised Disclosure Statement
- CAS Noncompliance

Two additional tabs may display depending on responses in the CAS Noncompliance or Revised Disclosure Statement tabs (see Revised Disclosure Statement and CAS Noncompliance sections below). Those tabs are:

- Cost Impact
- Desirable Changes

Header Info:

- CAS Record ID

NOTE: CAS Record ID will be populated once Contractor is selected

Section Name: Contractor Profile:

- Contractor Name
- CAGE Code

- UEI

Edit Contractor

To change the contractor, click the **Edit Contractor** button.

Buttons:

- Edit Contractor (***When clicked, a pop-up displays: 'Record Edit – Contractor Search'***)



Pop-up Name: Record Edit – Contractor Search

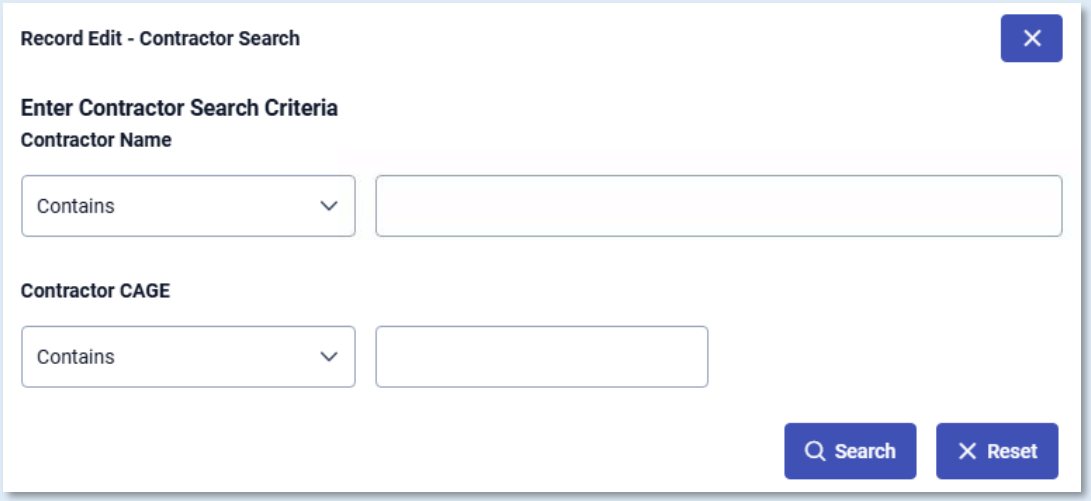
After clicking the **Edit Contractor** button, enter the search criteria:

Fields:

- Contractor Name (***parameters: Contains / Equal To / Starts With***)
- Contractor CAGE (***parameters: Contains / Equal To / Starts With***)

Buttons:

- X (***cancels action and closes pop-up***)
- Search (***queries contractors based on entry and displays 'Record Edit – Select Contractor' pop-up***)
- Reset (***clears the fields***)

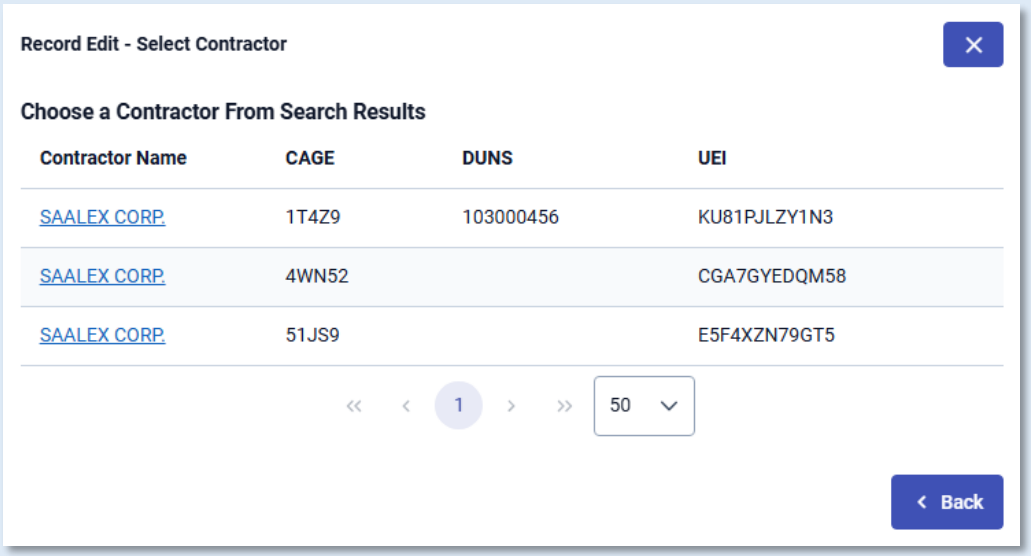


Pop-up Name: Record Edit – Select Contractor

After clicking the **Search** button, a list based on the entered search criteria displays. Select the new contractor.

Buttons:

- X (*cancels action and closes pop-up*)
- Back (*returns to the 'Record Edit – Contractor Search' pop-up*)



The new Contractor information now displays.



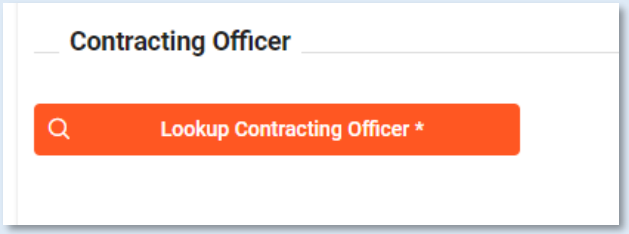
NOTE: Contractor information is editable during the creation and editing of a CAS Record.

Lookup Contracting Officer

Section Name: Contracting Officer:

Buttons:

- Lookup Contracting Officer



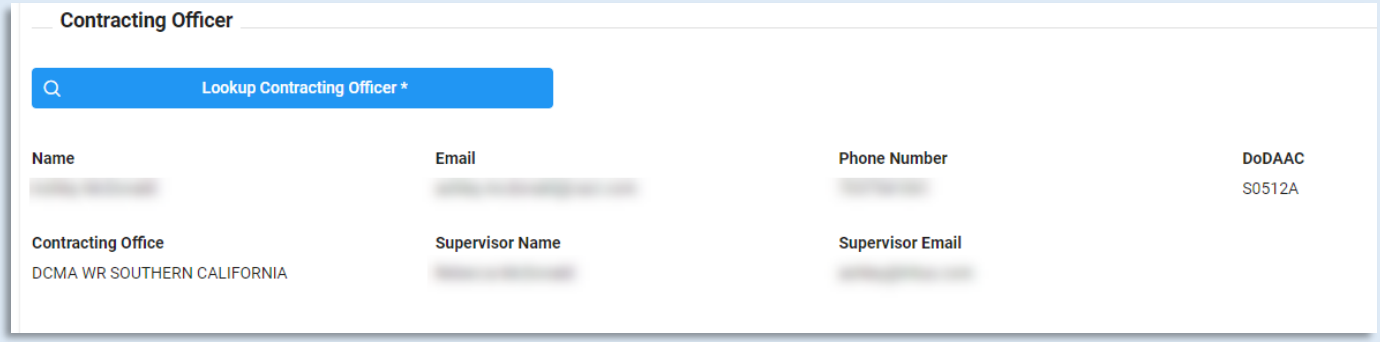
Pop-up Name: Select a Contracting Officer

A pop-up displays after clicking the Lookup Contracting officer button.
Contracting Officer Name (First Name Last Name): Email (***NOTE: The field uses the "Contains" parameter for searching***)

Select a Contracting Officer from the drop-down and click the Save button.

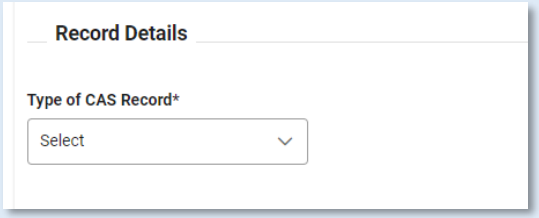
Fields:

- Name
- Email
- Phone Number
- DoDAAC
- Contracting Office
- Supervisor Name
- Supervisor Email



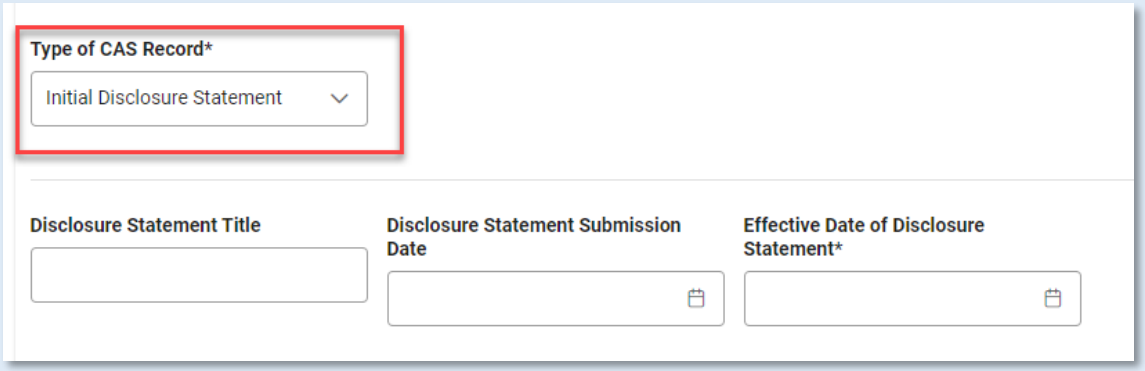
Section Name: Record Details:

- Type of CAS Record

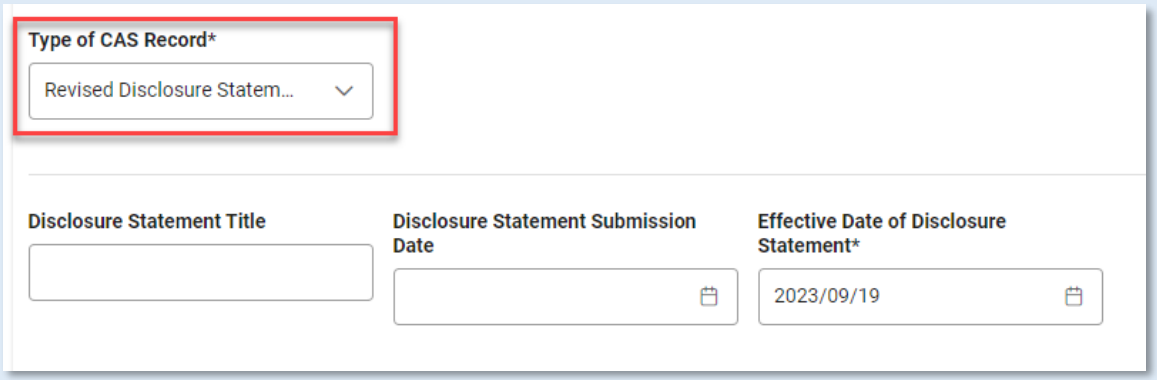


(***Displays if the Type of CAS Record is "Initial Disclosure Statement" or "Revised Disclosure Statement".***)

- Disclosure Statement Title (***NOTE: Mouseover hover hint if Revised Disclosure Statement: "Contractor Name DS Revision No X"***)
- Disclosure Statement Submission Date
- Effective Date of Disclosure Statement

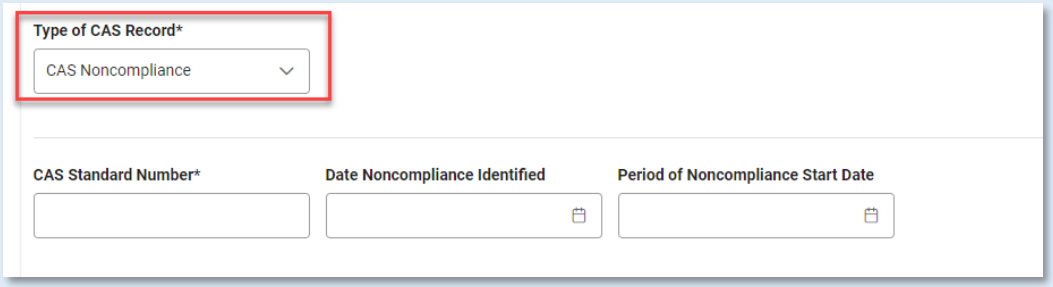


OR



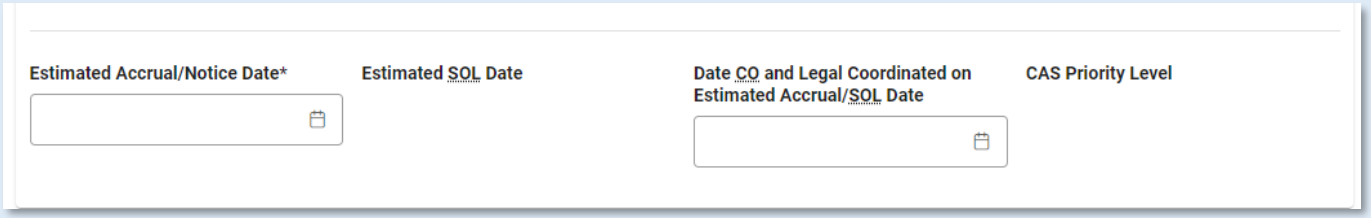
(***Displays if the Type of CAS Record is "CAS Noncompliance".***)

- CAS Standard Number
- Date Noncompliance Identified
- Period of Noncompliance Start Date



(***Section always displays***)

- Estimated Accrual/Notice Date (***Cannot be a Future Date***)
- Estimated SOL Date (***Auto-calculated 6 years from the Estimated Accrual/Notice Date. More information is available at the end of this guide***)
- Date CO and Legal Coordinated on Estimated Accrual/SOL Date
- CAS Priority Level (***Auto-calculated based upon the Estimated SOL Date compared to the current system date. More information is available at the end of this guide***) (***When records are closed, the 'CAS Priority Level' stops updating. If the record is reopened, the 'CAS Priority Level' continues to update***)

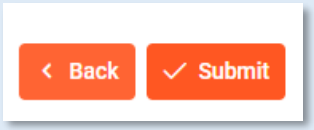


Remarks field allows users to enter comments.

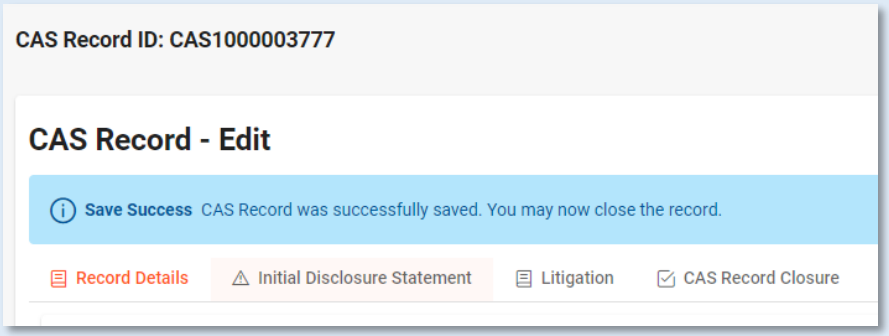


Buttons:

- Submit
- Back



After – Create tab becomes CAS Record Details upon successful saved/submission.



The record remains open and Create tab is renamed to Record Details. The CAS Record is now in Edit.

Post Create	Users creating a record may stop here or continue to the next sections for edit training.

Editing a CAS Record

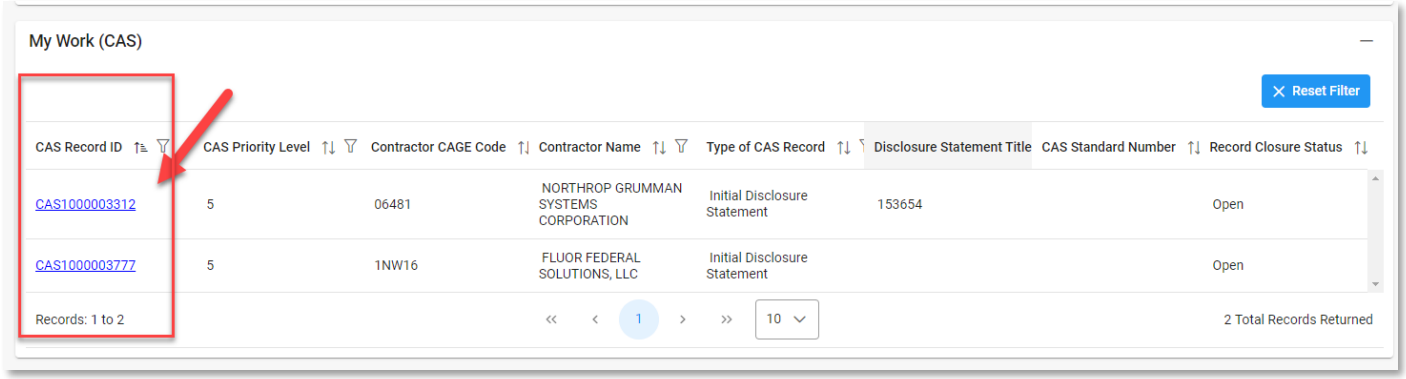
Dashboard	**Locate a CAS Record** **Table Name: My Work (CAS)** The **Dashboard** is the default landing page for AT-AT users. The AT-AT Dashboard gives users access to their saved work. Users can access different records available for reviewing, editing, or viewing. The CAS Record Dashboard displays records assigned to the **AT-AT - Contracting Officers**.

Open CAS Records on the Dashboard by clicking the **CAS Record** ID hyperlink. The CAS Record will be read-only by default; click the Edit button to make changes.

Columns:

- CAS Record ID
- CAS Priority Level
- Contractor CAGE Code
- Contractor Name
- Type of CAS Record
- Disclosure Statement Title
- CAS Standard Number
- Record Status (***options: Open/Closed***)

NOTE: The columns are sortable and filterable.



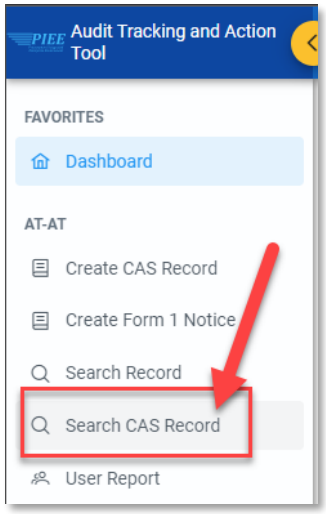
OR

Navigation Menu Option

Locate a CAS Record

Search

Click the Search CAS Record option in the navigation menu.



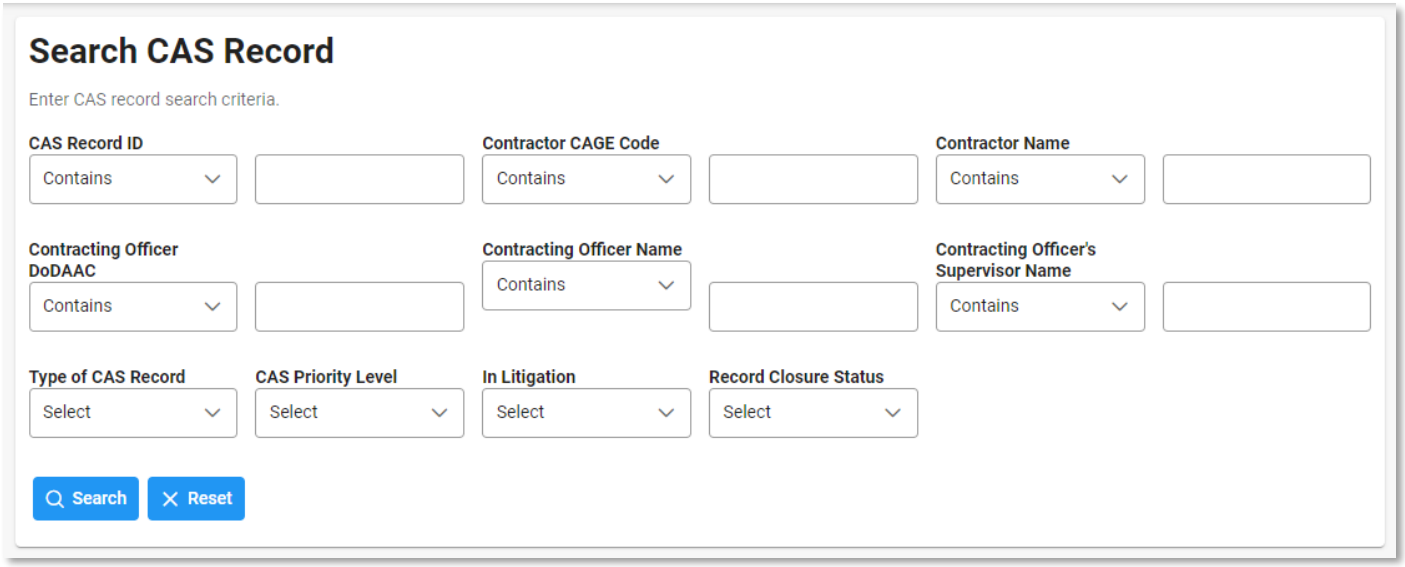
Page Name: Search CAS Record

Search Criteria:

- CAS Record ID (***parameters: Contains / Starts With / Equal To***)
- Contractor CAGE Code (***parameters: Contains / Starts With / Equal To***)
- Contractor Name (***parameters: Contains / Starts With / Equal To***)
- Contracting Officer DoDAAC (***parameters: Contains / Starts With / Equal To***)
- Contracting Officer Name (***parameters: Contains / Starts With / Equal To***)
- Contracting Officer's Supervisor Name (***parameters: Contains / Starts With / Equal To***)
- Type of CAS Record (***options: Initial Disclosure Statement / Revised Disclosure Statement / and CAS Noncompliance***)
- CAS Priority Level (***options: Select / 1 / 2 / 3 / 4 / 5 - "Select" will return all records***)
- In Litigation (***options: Yes or No***)
- Record Closure Status (***options: Open or Closed***)

Buttons:

- Search
- Reset



NOTE: At least one search criterion is required to perform a search.

After entering the search criteria, click the Search button.

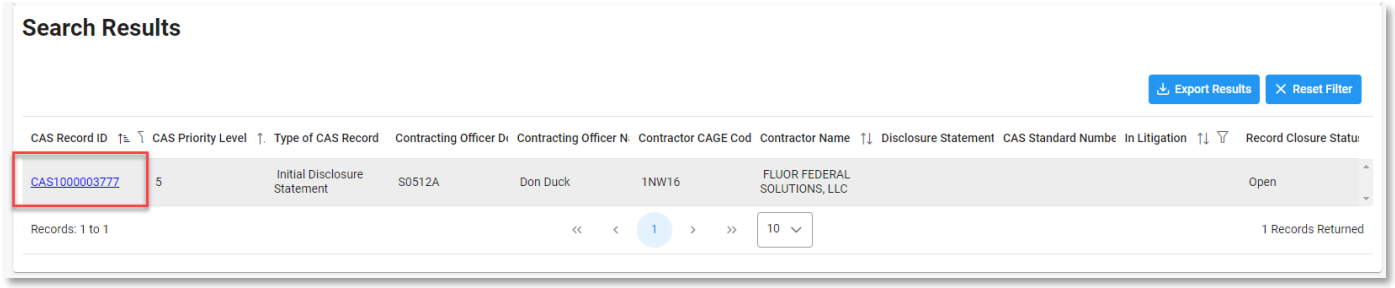
Search Results display below the Search Criteria and allow new searches without leaving the page. Users can find the records quickly and easily.

Locate the record and click the CAS Record ID hyperlink to open the record.

Table Name: Search Results:

- CAS Record ID (***Hyperlink to open the record as read-only by default; click the edit button to make changes.***)
- CAS Priority Level
- Type of CAS Record
- Contracting Officer DoDAAC
- Contracting Officer Name
- Contractor CAGE Code
- Contractor Name
- Disclosure Statement
- CAS Standard Number
- In litigation

- Record Closure Status



Buttons:

- Export Results
- Reset Filter

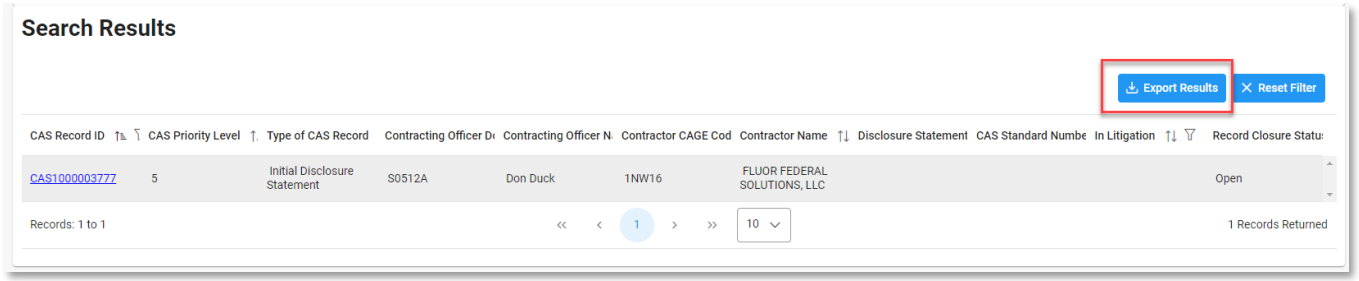
Exporting Search Results

Click the **Export Results** button to save an excel copy of the current search results.

Sample File Name: AT-AT_CasRecords_SearchResult_20230919_100432.xlsx

Exported Columns:

- CAS Record ID
- CAS Priority Level
- Type of CAS Record
- Contracting Officer DoDAAC
- Contracting Officer Name
- Contractor CAGE Code
- Contractor Name
- Disclosure Statement Title
- CAS Standard Number
- In Litigation
- Record Closure Status

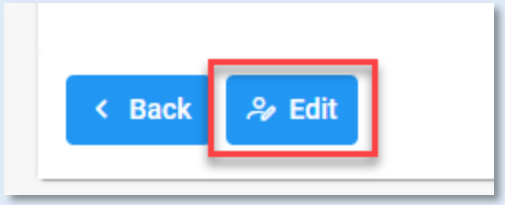


Enable Editing a Record

After the record opens click the Edit button and begin inserting information.

Buttons:

- Back
- Edit

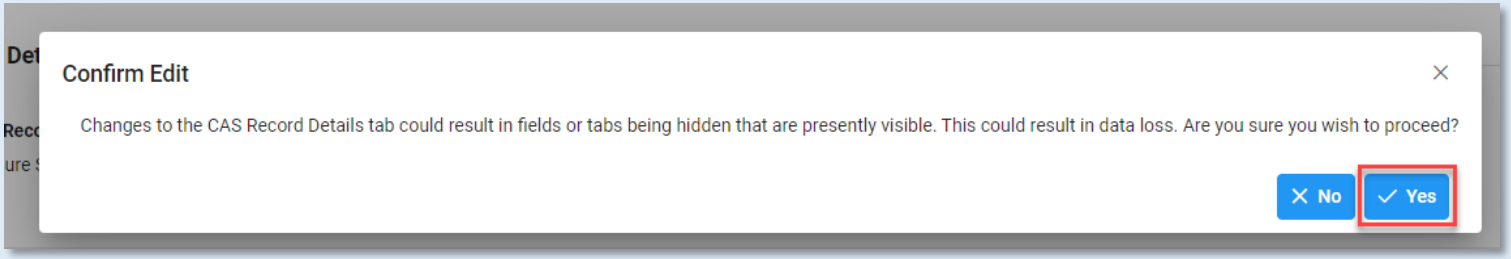


Page Name: Confirm Edit

Changes to the CAS Record Details tab could result in fields or tabs being hidden that are presently visible. This could result in data loss. Are you sure you wish to proceed?

Buttons:

- No
- Yes



Proceed to the appropriate tab's training.

The Record Details tab may still be edited by users, and changes to the Record Details tab may hide fields or tabs and that data will be lost.

Depending on user's response in the 'Type of CAS Record' field located on the Create tab, one of the following new tabs will display:

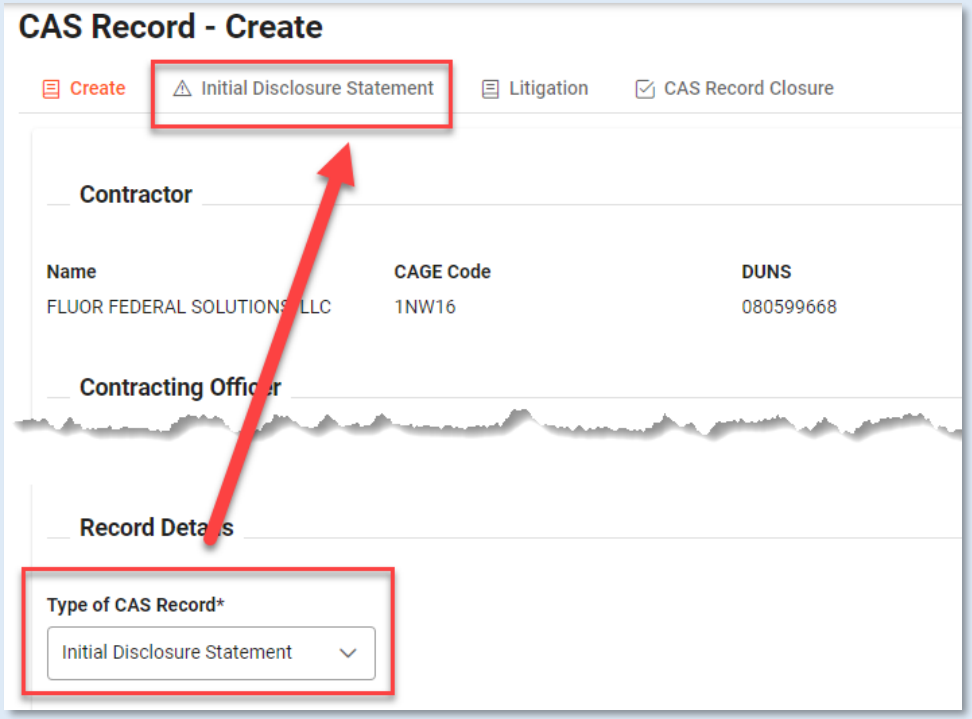
- Initial Disclosure Statement
- Revised Disclosure Statement
- CAS Noncompliance

Two additional tabs may display depending on responses in the CAS Noncompliance or Revised Disclosure Statement tabs (see Revised Disclosure Statement and CAS Noncompliance sections below). Those tabs are:

- Cost Impact
- Desirable Changes

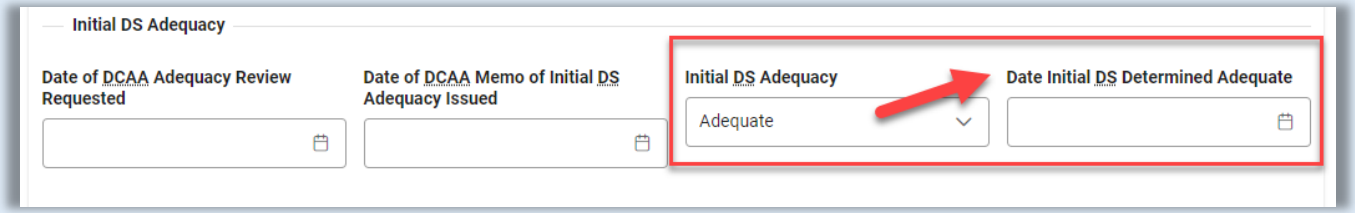
Type of CAS Record and their Tabs

Initial Disclosure Statement Tab	Initial Disclosure Statement tab displays if 'Type of CAS Record' is "Initial Disclosure Statement" on the Create / Record Details tab. If this tab is not displayed continue to the following steps or update the 'Type of CAS Record' field.

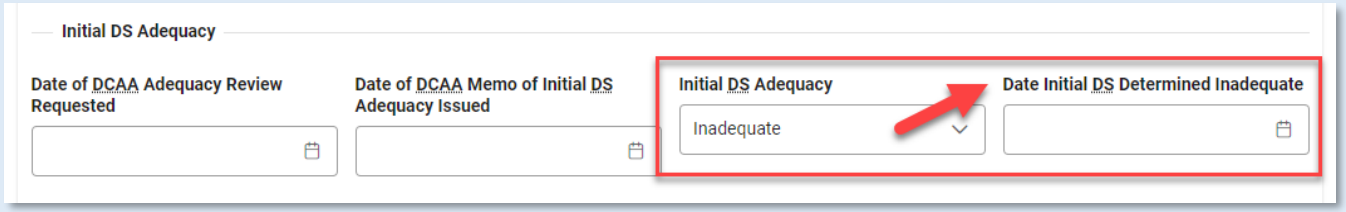


Section Name: Initial DS Adequacy:

- Date of DCAA Adequacy Review Requested
- Date of DCAA Memo on Initial DS Adequacy Issued
- Initial DS Adequacy
- Date Initial DS Determined Adequate (***Displays if Initial DS Adequacy is "Adequate".***)
- Date Initial DS Determined Inadequate (***Displays if Initial DS Adequacy is "Inadequate".***)

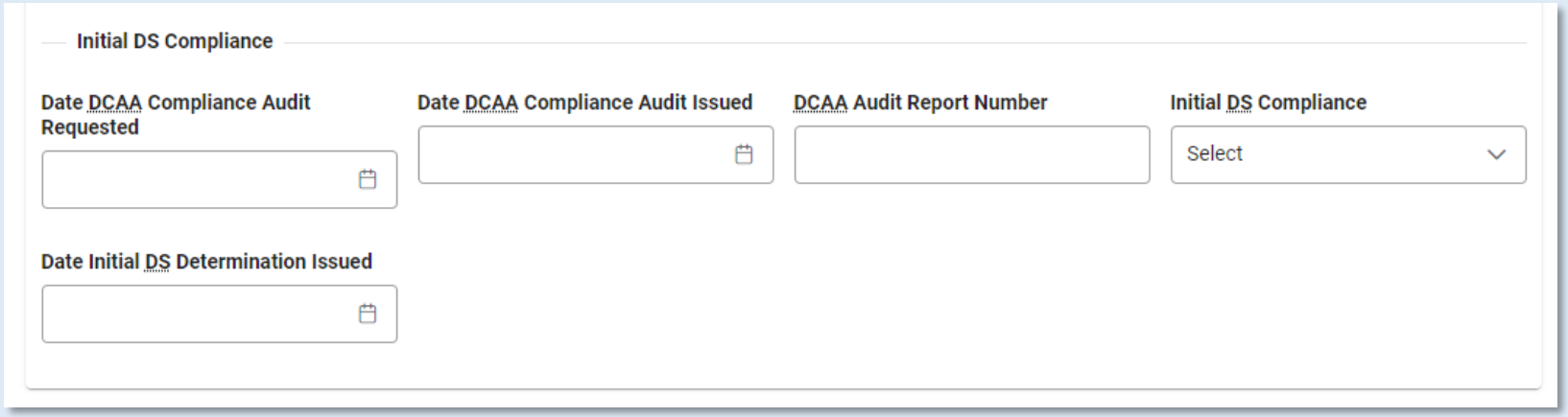


OR



Section Name: Initial DS Compliance:

- Date DCAA Compliance Audit Requested
- Date DCAA Compliance Audit Issued
- DCAA Audit Report Number
- Initial DS Compliance (*options: Select / Compliant / Noncompliant*) (***NOTE: When Noncompliant is selected - System will prompt the user to create a new record to track the Noncompliance - starting with the NPNC date OR Audit Report Date if DCAA audit was issued.***)
- Date Initial DS Determination Issued



Remarks

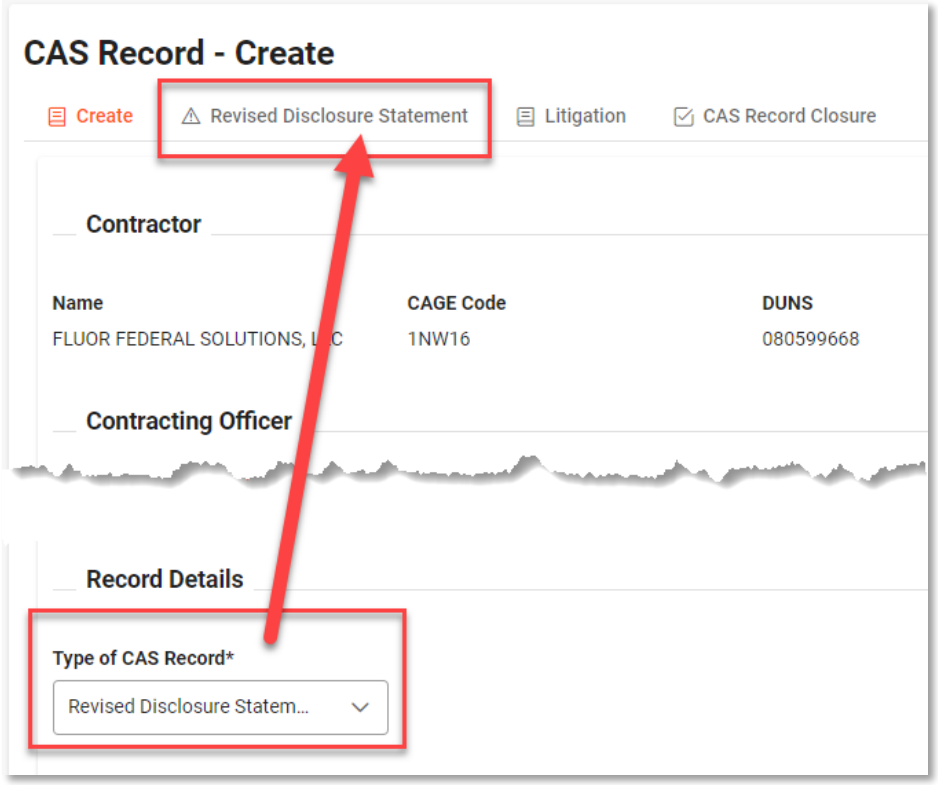
NOTE: The remarks field is the same field on every tab. Data entered on any tab will be visible in all tabs.

Buttons:

- Submit
- Back

Revised Disclosure Statement Tab

Revised Disclosure Statement tab displays if ‘Type of CAS Record’ is "Revised Disclosure Statement" on the Create / Record Details tab. If this tab is not displayed continue to the following steps or update the ‘Type of CAS Record’ field.



Number of Changes Table
Fields:

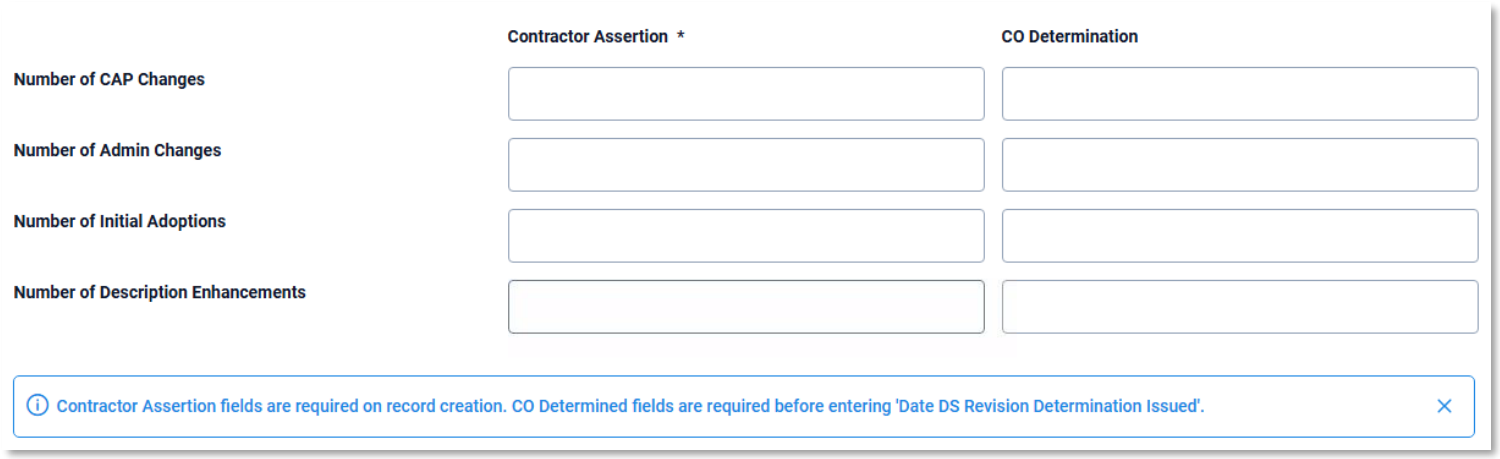
- Number of CAP Changes
- Number of Admin Changes
- Number of Initial Adoptions
- Number of Description Enhancements

Columns:

- Contractor Assertion * (***0-999 digits, no special characters or dashes***) (***required for each field to create a record. Can be edited but cannot be left blank after record is created***)

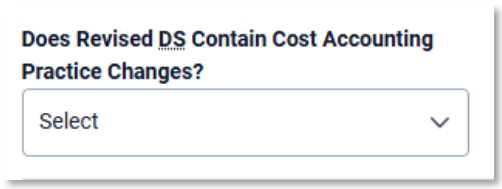
- CO Determined (*0-999 digits, no special characters or dashes*) (*required for each field if the 'DS Revision Determination Issued' field is entered. If left blank when required, error message "Enter a Value" displays below each field*)

NOTE: An informational message displays below the table stating: "Contractor Assertion fields are required on record creation. CO Determined fields are required before entering 'Date DS Revision Determination Issued'."



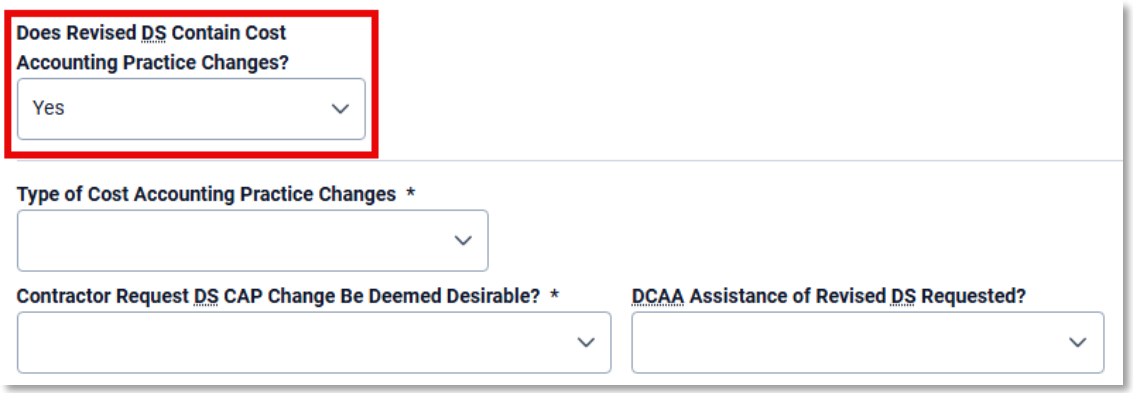
- Does Revised DS Contain Cost Accounting Practice Changes? (*options: Select / Yes / No*) (*NOTE: When "Yes" is selected the '**Cost Impact Tab**' populates*)

(*When "No" is selected, system will display a message: "Non-CAP changes (formerly known as Admin Changes) do not require adequacy or compliance. Proceed issuing acknowledgment letter to contractor and input the letter date into field 'Date DS Revision Determination Issued."*)



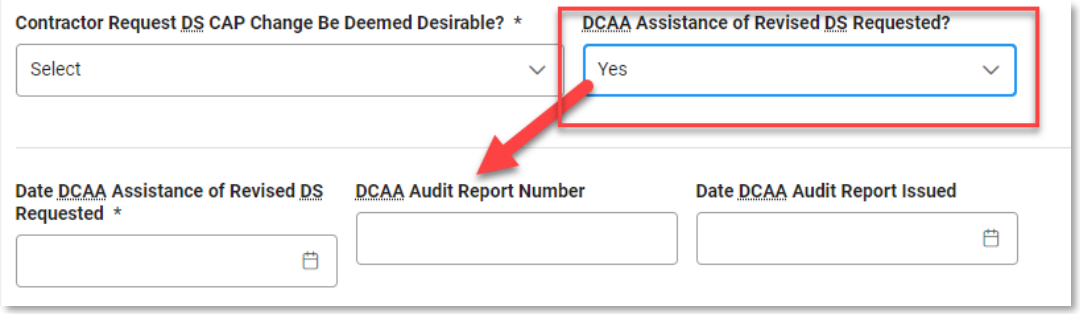
(*Display if "Yes" is selected for Does Revised DS Contain Cost Accounting Practice Change?*)

- Type of Cost Accounting Practice Changes (*options: Select / Required / Unilateral*)
- Contractor Request DS CAP Change Be Deemed Desirable? (*options: Select / Yes / No*) (*NOTE: When "Yes" is selected the '**Desirable Changes Tab**' populates*)
- DCAA Assistance of Revised DS Requested? (*options: Select / Yes / No*) (*NOTE: When "Yes" is selected more fields display*)



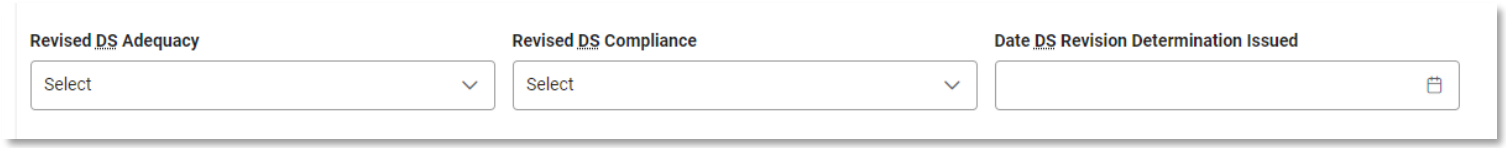
(*Displays if "Yes" is selected for DCAA Assistance of Revised DS Requested?*)

- Date DCAA Assistance of Revised DS Requested
- Date DCAA Audit Report Issued (*shows if "Audit Report" is selected for Type of DCAA Assistance Provided*)
- DCAA Audit Report Number



(*Section always displays*)

- Revised DS Adequacy (*options: Select / Adequate / Inadequate / (Not Applicable (NA)*) (*"Not Applicable (NA)" option displays only when "No" is selected in the 'Does Revised DS Contain Cost Accounting Practice Changes' field*)
- Revised DS Compliance (*options: Select / Compliant / Noncompliant / Not Applicable (NA)*) (*NOTE: When "Noncompliant" is selected for Revised DS Compliance, system will display a message: "User to create a new record to track the Noncompliance - starting with the NPNC date OR Audit Report Date if DCAA audit was issued."*)
- Date DS Revision Determination Issued



Remarks

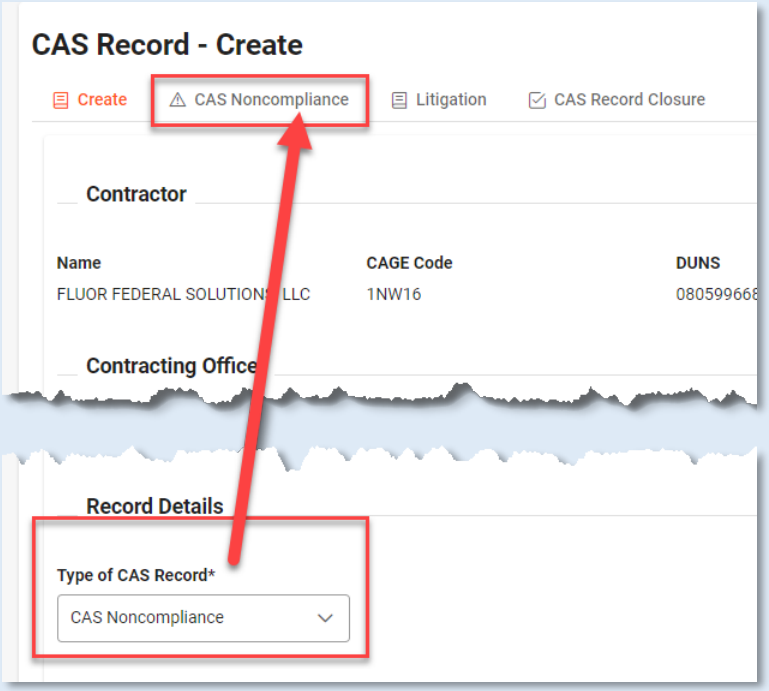
NOTE: The remarks field is the same field on every tab. Data entered on any tab will be visible in all tabs.

Buttons:

- Back
- Submit

CAS Noncompliance Tab

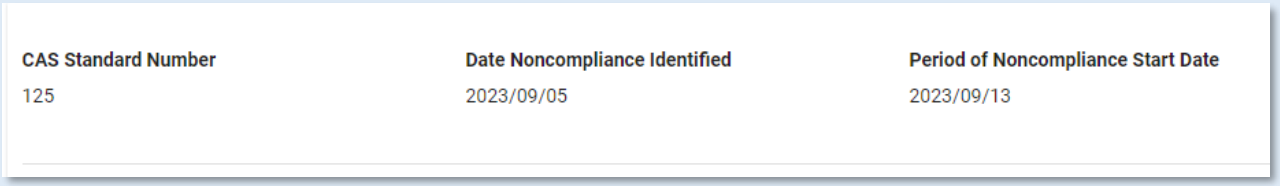
CAS Noncompliance tab displays if 'Type of CAS Record' is "CAS Noncompliance" on the Create / Record Details tab. If this tab is not displayed continue to the following steps or update the 'Type of CAS Record' field.



(***Section auto-populates with information keyed in on Create tab.***)

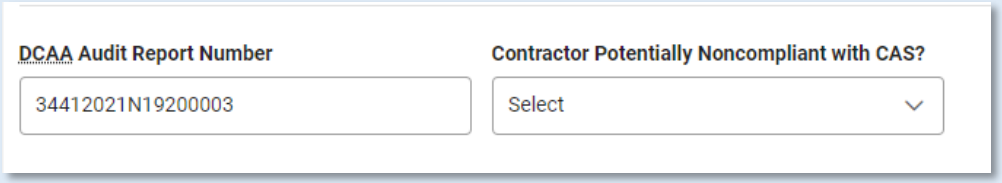
- CAS Standard Number (***shows what was entered in the same field on Create / Record Details tab***)

- Date Noncompliance Identified (*shows what was entered in the same field on Create / Record Details tab*)
- Period of Noncompliance Start Date (*shows what was entered in the same field on Create / Record Details tab*)

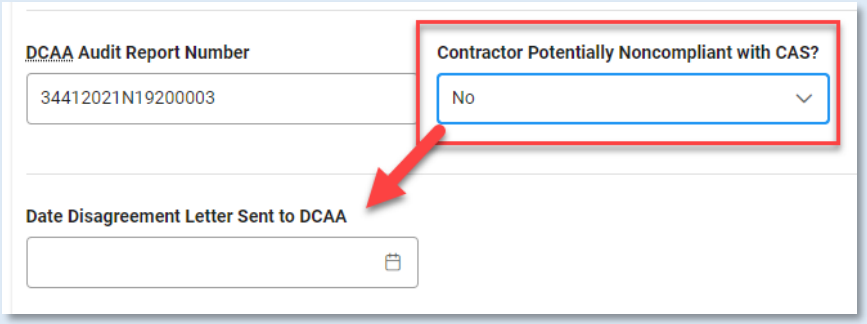


(*Section always displays*)

- DCAA Audit Report Number
- Contractor Potentially Noncompliant with CAS? (*options: Select / Yes / No*)

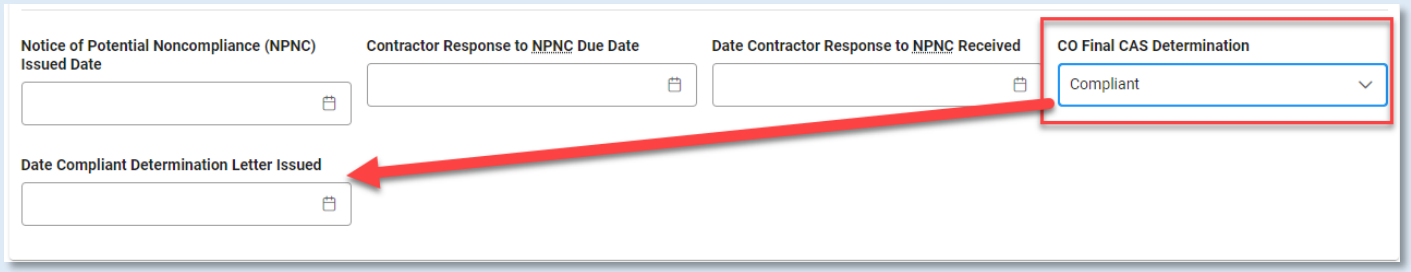
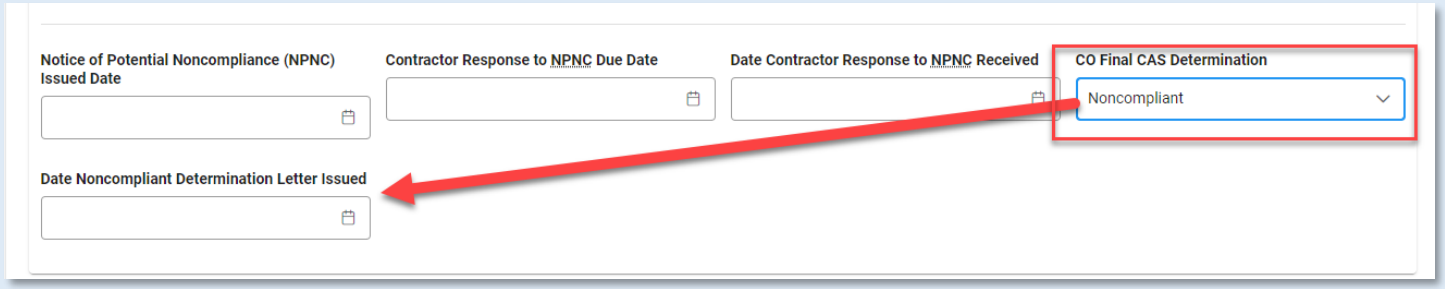


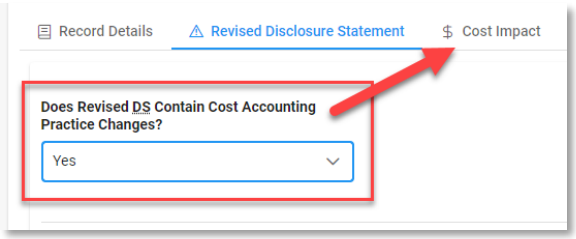
- Date Disagreement Letter Sent to DCMA (*Displays if "No" is selected for Contractor Potentially Noncompliant with CAS.*)



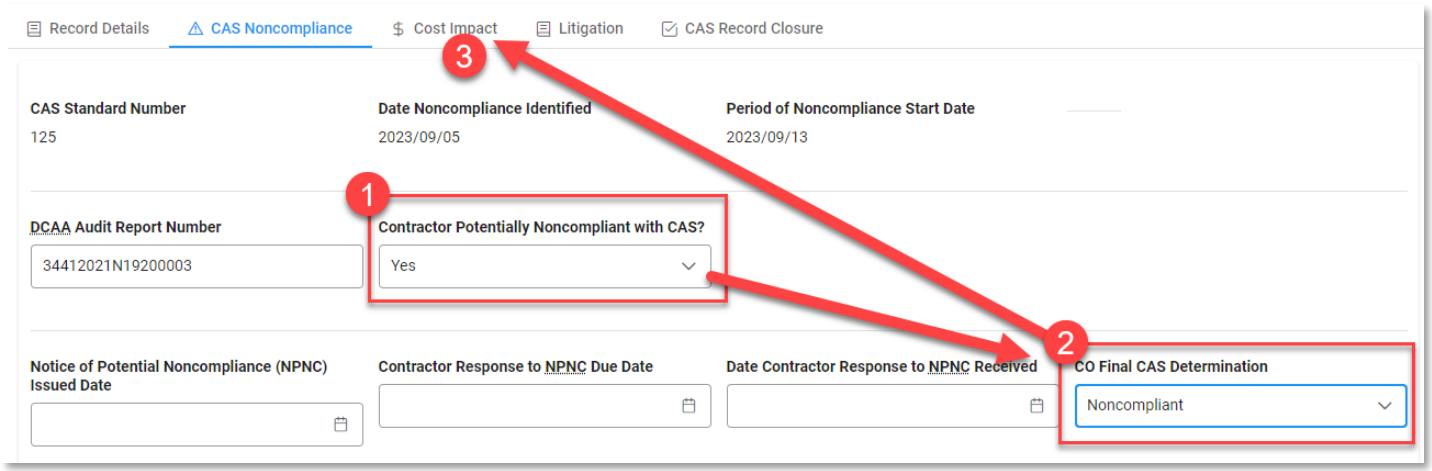
(*Section displays if "Yes" is selected for Contractor Potentially Noncompliant with CAS.*)

- Notice of Potential Noncompliance (NPNC) Issued Date
- Contractor Response to NPNC Due Date
- Date Contractor Response to NPNC Received
- CO Final CAS Determination (*NOTE: When 'Noncompliant' is selected the 'Cost Impact Tab' populates*)
- Date Compliant Determination Letter Issued (*Displays if "Compliant" is selected for CO Final CAS Determination.*)

	• Date Noncompliant Determination Letter Issued (***Displays if "Noncompliant" is selected for CO Final CAS Determination.***)  **OR**  *Remarks* *NOTE: The remarks field is the same field on every tab. Data entered on any tab will be visible in all tabs.* *Buttons:* • Submit • Back
Cost Impact Tab	Cost Impact tab displays if: "Yes" is selected for "Does Revised DS Contain Cost Accounting Practice Changes?" on the Revised Disclosure Statement tab.

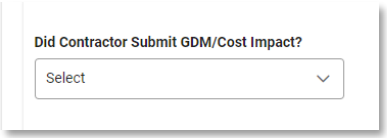


"Noncompliant" is selected for "CO Final CAS Determination" on the CAS Noncompliant tab.



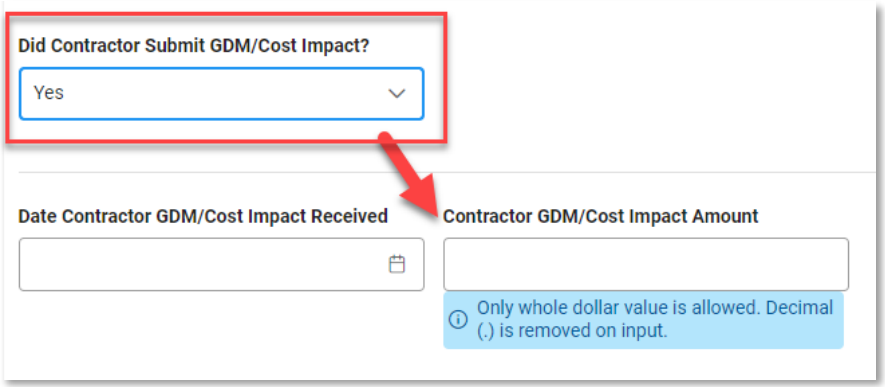
Fields:

- Did Contractor Submit GDM/Cost Impact? (***options: Select / Yes / No***)



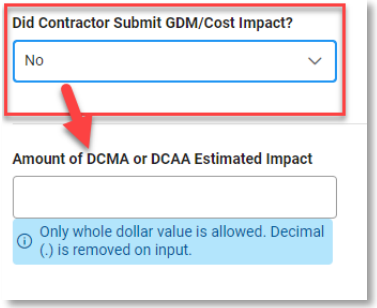
(***Section displays if "Yes" is selected for Did Contractor Submit GDM/Cost Impact?***)

- Date Contractor GDM/Cost Impact Received
- Contractor GDM/Cost Impact Amount

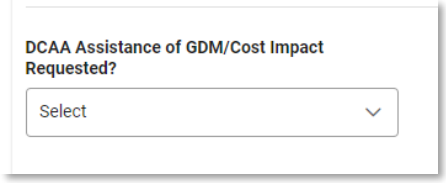


(***Section displays if "No" is selected for Did Contractor Submit GDM/Cost Impact?***)

- Amount of DCMA or DCAA Estimated Impact

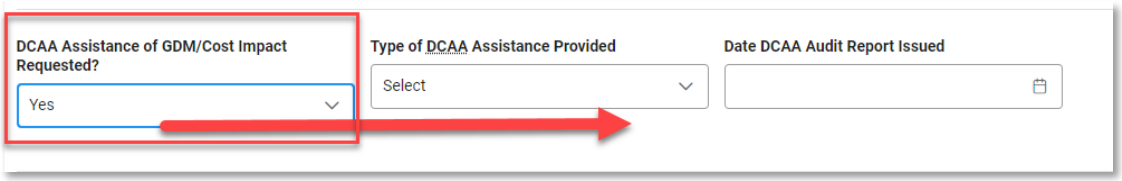


- DCAA Assistance of GDM/Cost Impact Requested? (***options: Select / Yes / No***)



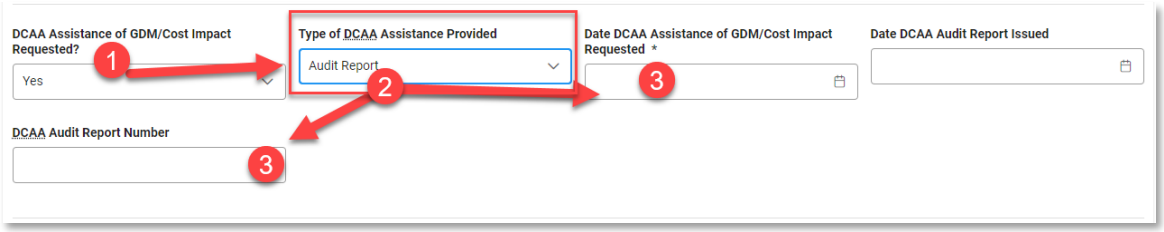
(***Section displays if "Yes" is selected for DCAA Assistance of GDM/Cost Impact Requested?***)

- Type of DCAA Assistance Provided (***options: Select / Audit Report / Other***)
- Date of DCAA Audit Report Issued

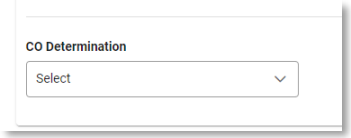


(***Section displays if "Audit Report" is selected for Type of DCAA Assistance Provided.***)

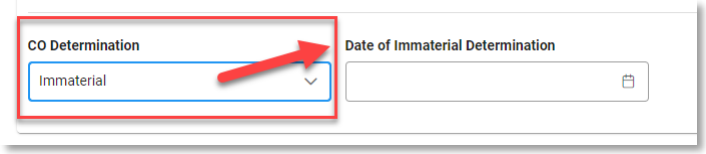
- Date DCAA Assistance of GDM/Cost Impact Requested
- DCAA Audit Report Number



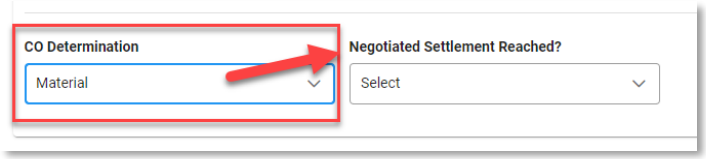
- CO Determination (***options: Select / Material / Immaterial***)



- Date of Immaterial Determination (***Displays if CO Determination is "Immaterial".***)

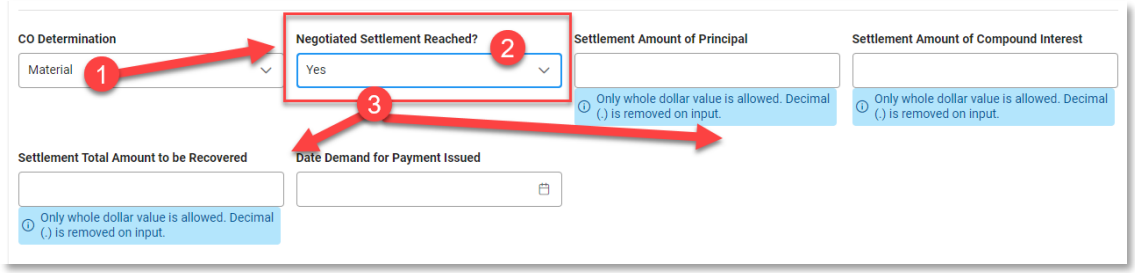


- Negotiated Settlement Reached (***options: Select / Yes / No***) (***Displays if CO Determination is "Material".***)



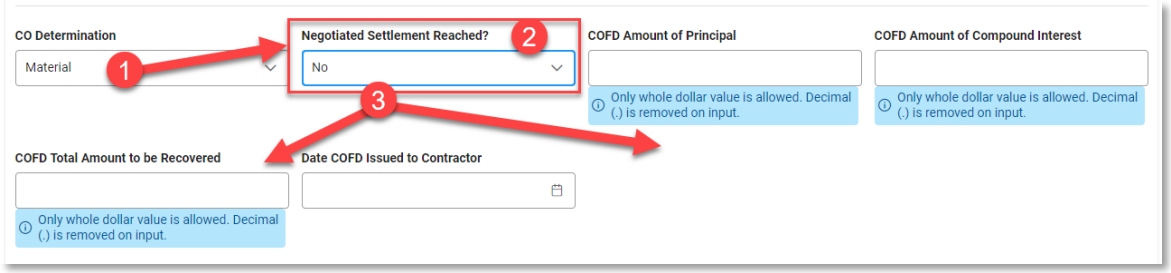
(***Section displays if "Yes" is selected for Negotiated Settlement Reached.***)

- Settlement Amount of Principal
- Settlement Amount of Compound Interest
- Settlement Total Amount to be Recovered
- Date Demand for Payment Issued



(***Section displays if "No" is selected for Negotiated Settlement Reached.***)

- COFD Amount of Principal
- COFD Amount of Compound Interest
- COFD Total Amount to be Recovered
- Date COFD Issued to Contractor



Remarks

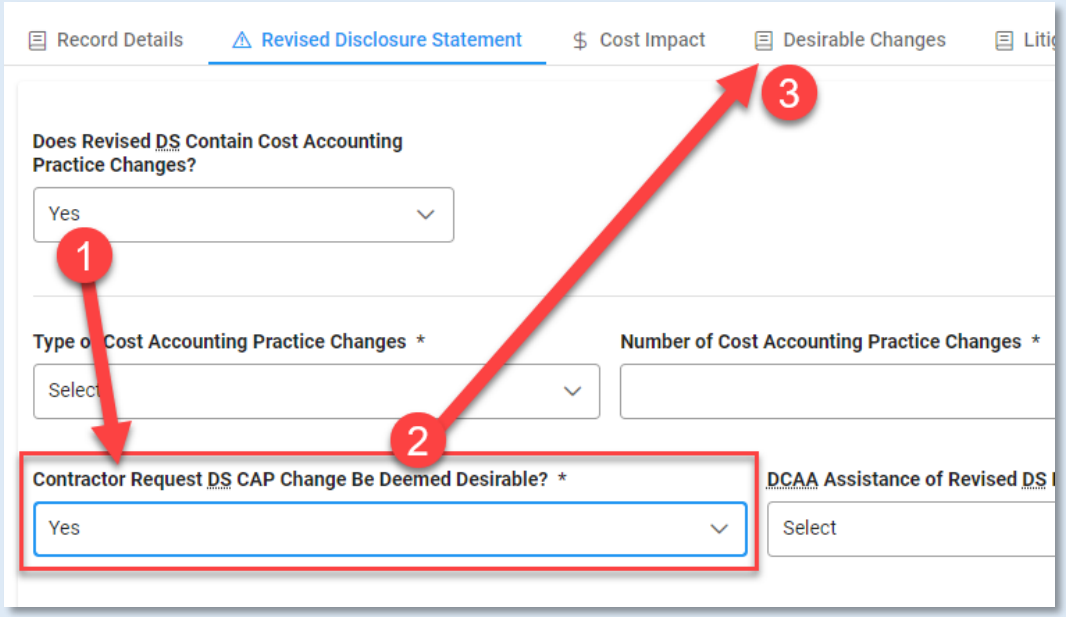
NOTE: The remarks field is the same field on every tab. Data entered on any tab will be visible in all tabs.

Buttons:

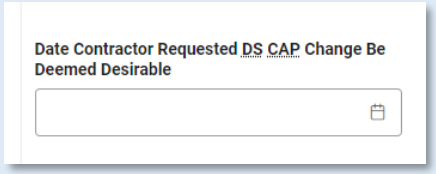
- Submit
- Back

Desirable Change Tab

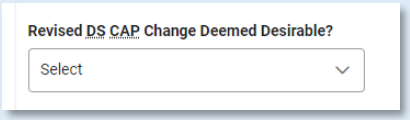
Desirable Change tab displays if "Yes" is selected for 'Contractor Request DS CAP Change Be Deemed Desirable?' on the Revised Disclosure Statement tab.



- Date Contractor Requested DS CAP Change Be Deemed Desirable

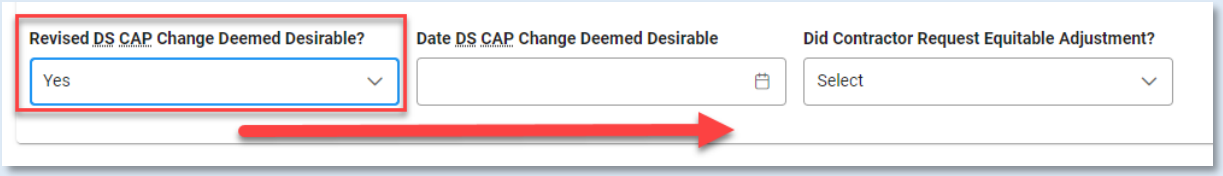


- Revised DS CAP Change Deemed Desirable? (*options: Select / Yes / No*) (*NOTE: When "No" is selected to "Revised DS CAP change Deemed Desirable" - System will prompt the user to process CAP changes as unilateral*)



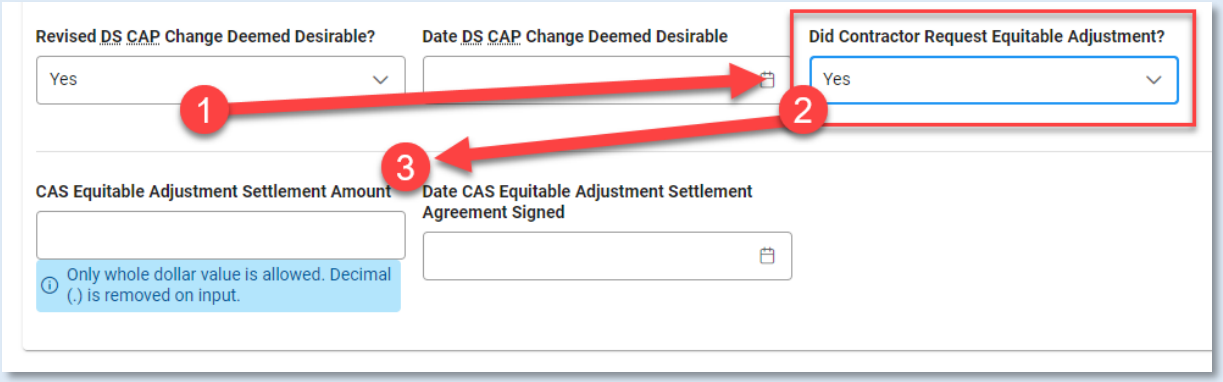
(***Section displays if "Yes" is selected for Revised DS CAP Change Deemed Desirable?***)

- Date DS CAP Change Deemed Desirable
- Did Contractor Request Equitable Adjustment? (***options: Select / Yes / No***)



(***Section displays if "Yes" is selected for Did Contractor Request Equitable Adjustment?***)

- CAS Equitable Adjustment Settlement Amount
- Date CAS Equitable Adjustment Settlement Agreement Signed

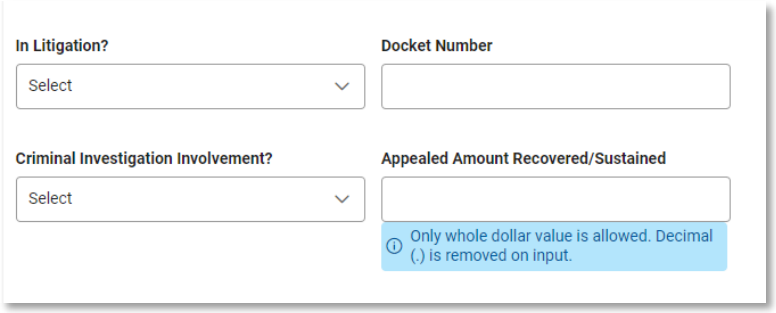
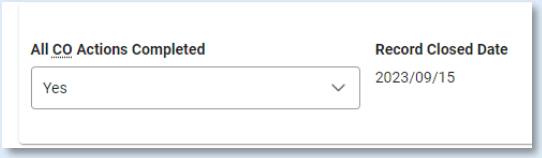


Remarks

NOTE: The remarks field is the same field on every tab. Data entered on any tab will be visible in all tabs.

Buttons:

- Submit
- Back

Litigation Tab	Litigation tab always displays. *Fields:* • In Litigation? (***options: Select / Yes / No / Not Applicable (NA)***) • Docket Number • Criminal Investigation Involvement? (***options: Select / Yes / No***) • Appealed Amount Recovered/Sustained (***NOTE: Field only allows for whole dollar value. Decimal is removed on input***)  *Remarks* *NOTE: The remarks field is the same field on every tab. Data entered on any tab will be visible in all tabs.* *Buttons:* • Submit • Back
CAS Record Closure Tab	CAS Record Closure tab always displays. *Fields:* • All CO Actions Complete? (***options: Select / Yes / No***) • Record Closed Date (***NOTE: Auto populates with current system date when All CO Actions Complete is set to "Yes"***) 

NOTE: Fields are required for record closure.

Remarks

NOTE: The remarks field is the same field on every tab. Data entered on any tab will be visible in all tabs.

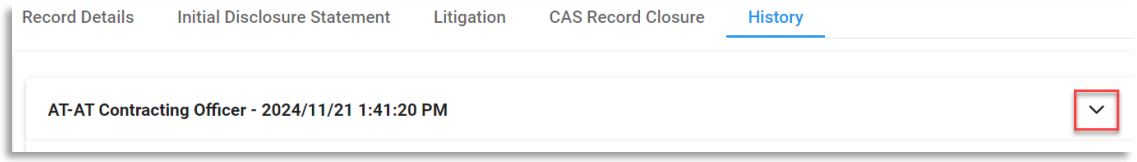
Buttons:

- Submit
- Back

NOTE: If 'All CO Actions Complete?' is set to "Yes" and a Record Closed Date is populated, clicking "Submit" will lock the document and it will become read-only. The record status will change from Open to Closed.

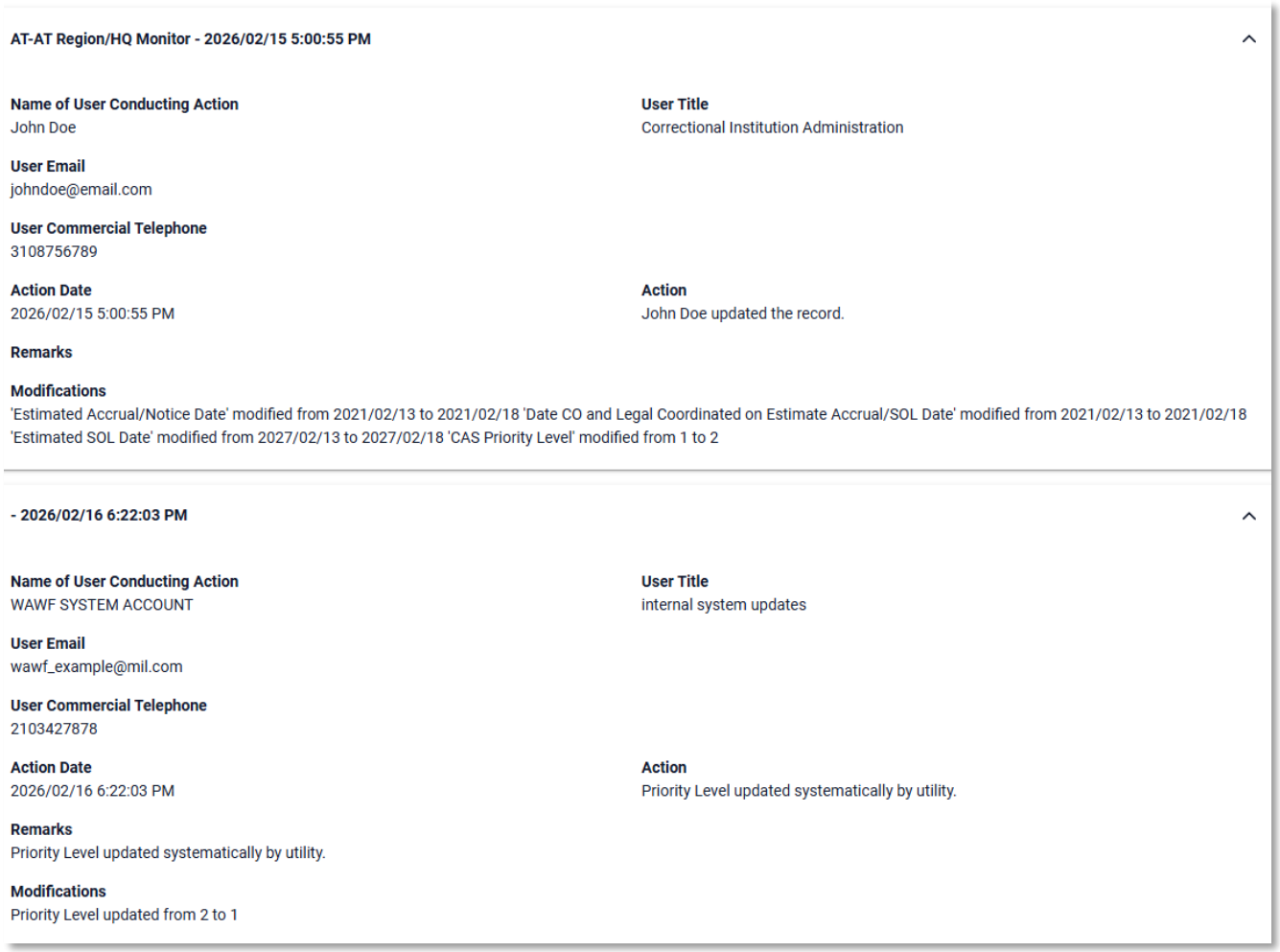
History Tab

The History tab displays all actions taken on the CAS record. Each action includes the date, timestamp, and the user role that performed the action. Expand each action to see more details.



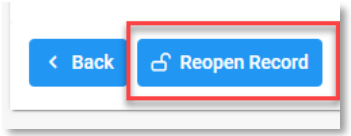
History Tab:

- Name of User Conducting Action
- User Title
- User Email
- User Commercial Telephone
- Action Date
- Action
- Remarks
- Modifications

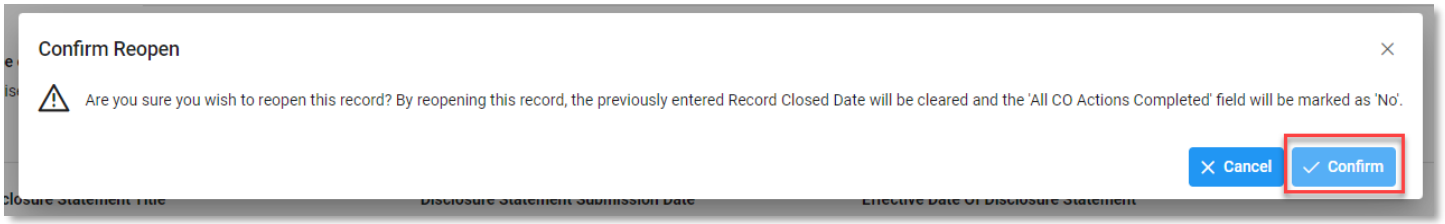


NOTE: The system automatically updates the CAS Priority Level over time and displays as a separate entry in the History Tab. Changing the 'Estimated Accrual/Notice Date' can trigger an immediate update to the CAS Priority Level. The system records this CAS Priority Level change as part of the user-driven action, which displays with other user-driven entries in the History Tab.

Submit	Submit the record to save all changes. Document validation runs displaying soft warnings/errors; make necessary corrections before submitting. The document will remain open on the same tab. Click the Back button or use the navigation menu to work on other records.

	Otherwise, successfully submitting a record directs the user to a Success screen if the CAS Record Closure tab fields are entered with information. *Buttons:* • Submit • Back
Closed	The CAS Record is considered Closed when the Record Closed Date is populated, and the record is Submitted. *Fields:* • All CO Actions Complete? (*Yes*) • Record Closed Date A success screen displays the CAS Record ID. Use the navigation menus to continue work on another record.
Additional Information	
How to Reopen a Record	The roles that may Reopen the CAS Record and is managed by span of control: • AT-AT – Monitor • AT-AT – Contracting Officer • AT-AT – Region/HQ Monitor Search for a record via the Search CAS Record navigation menu option. Select "**Closed**" for the 'Record Closure Status' field. Open a closed record by clicking the **CAS Record ID** hyperlink. Click the **Reopen Record** button.  *Page Name: Confirm Reopen* Are you sure you wish to reopen this record? By reopening this record, the previously entered Record Closed Date will be cleared and the 'All CO Actions Completed' field will be marked as 'No'.

Click the **Confirm** button.



Buttons:

- Cancel
- Confirm

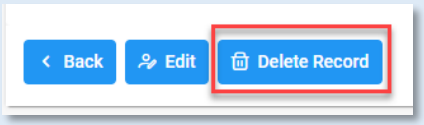
The record is now reopened, and the fields are editable again. The field '**All CO Actions Complete?**' is automatically set to "No" on the Record Closure tab.

How to Delete a Record

The roles that may Delete the CAS Record and is managed by span of control:

- AT-AT – Region/HQ Monitor

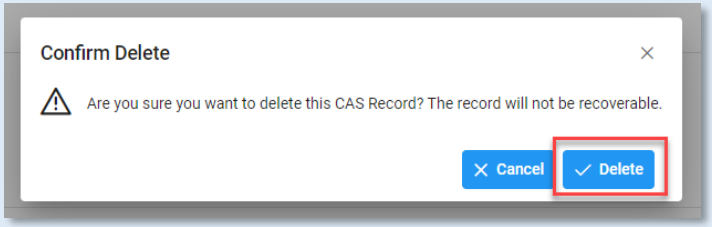
Search for a record via the Search CAS Record navigation menu option. Open a record by clicking the **CAS Record ID** hyperlink. Click the **Delete Record** button.



Page Name: Confirm Delete

Are you sure you want to delete this CAS Record? The record will not be recoverable.

Click the **Delete** button.



Buttons:

- Cancel
- Delete

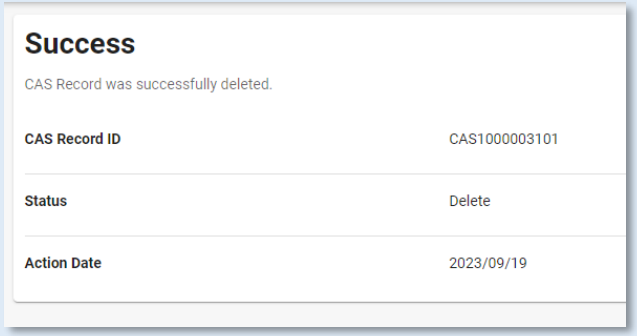
A success screen displays.

Page Name: Success

CAS Record was successfully deleted.

Record Information:

- CAS Record ID
- Status
- Action Date



Additional Field Information	*Create / Record Details tab fields:* *Estimated SOL Date* Field is automatically calculated 6 years from the Estimated Accrual/Notice Date and accounts for leap years. Ex. if Estimated Accrual/Notice Date is 2019/01/01, then calculated Estimated SOL Date should be 2024/12/31. *CAS Priority Level* Auto-calculated based upon the Estimated SOL Date compared to the current system date. The 'CAS Priority Level' stops updating when a record is closed and resumes updating if the record is reopened. For the purpose of this calculation a "year" is calculated as full year no matter if it's a leap year - we need to account for the additional day for the leap year (e.g., if January 1, then year ends December 31) The values for CAS Priority Level will be 1, 2, 3, 4, or 5 and will be calculated as follows: The CAS Priority Level will be set to "5" (Priority Level 5) when the calculated difference between the Estimated SOL Date and the current system date is more than four (4) years. The CAS Priority Level will be set to "4" (Priority Level 4) when the calculated difference between the Estimated SOL Date and the current system date is more than three (3) years, but less than or equal to four (4) years. The CAS Priority Level will be set to "3" (Priority Level 3) when the calculated difference between the Estimated SOL Date and the current system date is more than two (2) years, but less than or equal to three (3) years. The CAS Priority Level will be set to "2" (Priority Level 2) when the calculated difference between the Estimated SOL Date and the current system date is more than one (1) year, but less than or equal to two (2) years. The CAS Priority Level will be set to "1" (Priority Level 1) when the calculated difference between the Estimated SOL Date and the current system date is one (1) year or less than one (1) year.

If Estimated SOL Date has past based on the user's system date, CAS Priority Level should remain at "1".

Multi tab fields:

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”

Initial Disclosure Statement tab fields:

Initial DS Compliance

Selection – Noncompliant
INFO MESSAGE: Create a new CAS record to track the Noncompliance via the 'Create CAS Record' option - starting with the NPNC date OR Audit Report Date if DCAA audit was issued.

Revised Disclosure Statement tab fields:

Does Revised DS Contain Cost Accounting Practice Changes?

Selection: No
INFO MESSAGE: Non-CAP changes (formerly known as Admin Changes) do not require adequacy or compliance. Proceed with issuing acknowledgement letter to contractor. Input the acknowledgement letter date into field 'Date DS Revision Determination Issued.'

Revised DS Compliance

Selection – Noncompliant

	INFO MESSAGE: Create a new CAS record to track the Noncompliance via the 'Create CAS Record' option - starting with the NPNC date OR Audit Report Date if DCAA audit was issued.