Life of a Contract: Step by Step

What to do in MRO Tracker, and where, from award to delivery

November 4, 2026 · MRO Tracker 2.2

PREPARED FOR

Program managers, finance and contracts leads, supervisors and mechanics

The people who set up, run and bill a government program in MRO Tracker

FROM

Leesburg Aviation LLC
1001 Sycolin Rd, Leesburg, VA 20175
703.520.5040 · mrotracker.com

How to use this guide

The companion brief **Life of a Contract** explains why each step matters. This guide is the how-to: one step per section, who does it, where to click and what the screen looks like. It follows one sample program, **PGM-26-014, King Air 350 sensor modification**, with four CLINs and an unexercised option. Steps 1 to 6 happen once at award; steps 7 to 14 repeat every week and month; steps 15 and 16 close the program.

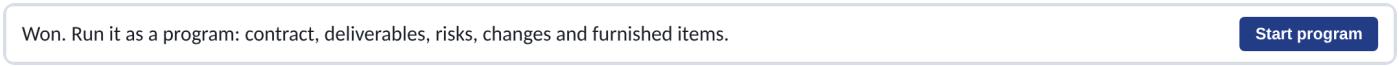
- **One-time setup for the company** (step 9: labor cost rates, indirect pools and rates) is done by finance before the first month-end.
- Screens are from MRO Tracker 2.2 with sample data. Program, people, aircraft and figures are invented.

Award	Contract	Set up	Induct	Work and charge	Watch and bill	Deliver
Steps 1–2: start the program from the won case	Steps 3–4: CLINs and compliance	Steps 5–6: charge codes and work orders	Step 7: aircraft arrives	Steps 8–11: task cards, parts, timesheets, costs	Steps 12–14: funding, vouchers, month-end	Steps 15–16: acceptance and lessons

Who	Steps
Business development	1 (win the case), 16 (after-action review)
Program manager	2, 3, 4, 6, 7, 12, 15 and the reports
Finance	5, 9, 11, 13, 14 and the incurred cost submission
Mechanics and supervisors	8 (task cards and parts), 10 (timesheets and approval)

1 Win the business case BUSINESS DEVELOPMENT

The opportunity in **Business Development** becomes a business case with its pWIN, risks, cost and schedule. When the award comes in, set the case to **Won**. A bar appears on the case: **Won. Run it as a program**, with a **Start program** button.

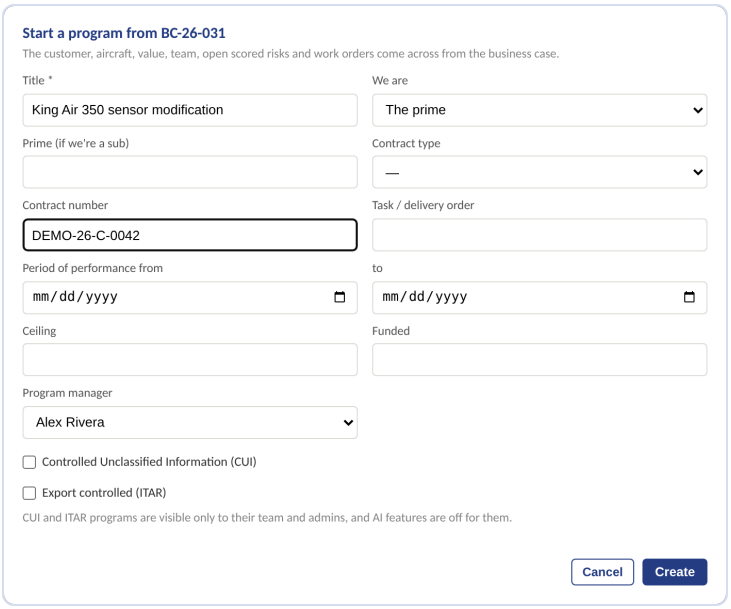


The bar on a won business case.

2 Start the program PROGRAM MANAGER

1. Click **Start program**. The customer, aircraft, value, team, open risks and work orders come across from the case.
2. Fill in the contract number, contract type, period of performance, ceiling and funded amount.
3. Tick **CUI** or **ITAR** if the contract says so: the program is then visible only to its team and administrators, and AI features are off on it.
4. Click **Create**. The program gets its number (here PGM-26-014) and opens.

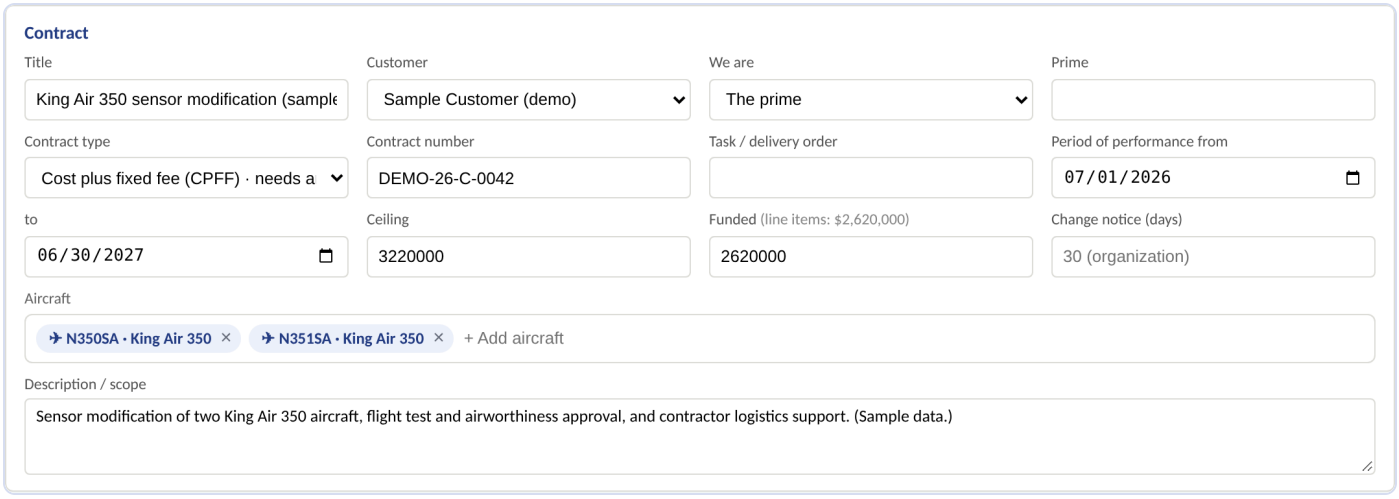
© 2026 Leesburg Aviation LLC. All rights reserved.



Start a program from the business case.

3 Check the contract details PROGRAM MANAGER

Open **Program → Overview**. Check the contract block and fill in what's missing: contracting officer and COR, the people, the aircraft on the program and the change notice days. The colored dots at the top are the program's cost, schedule and overall health.



Program → Overview: the contract.

4 Enter the CLINs PROGRAM MANAGER

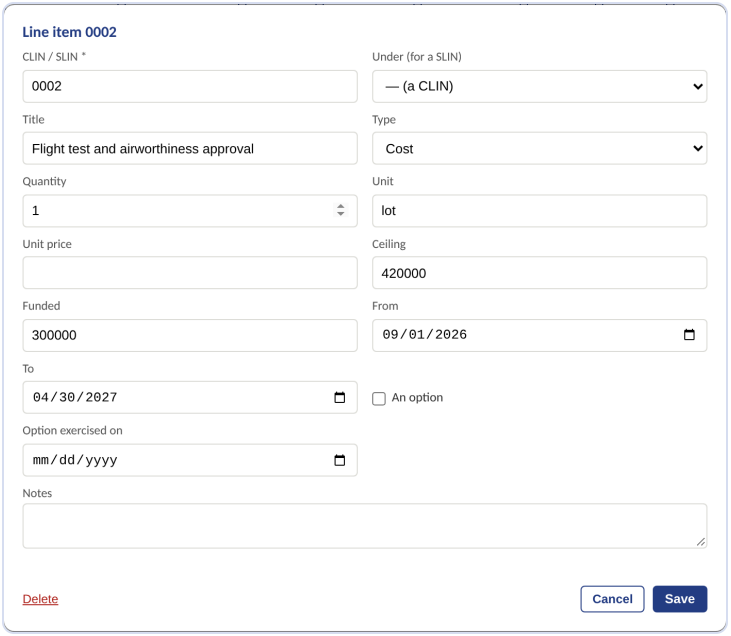
1. Open **Program → Line items** and click **+ Line item**.
2. For each CLIN: the number (0001, 0002…), title, type (FFP, cost, T&M, other), quantity, unit and unit price, ceiling, funded amount and period of performance.
3. A SLIN goes **under** its CLIN. An option year gets **An option** ticked and the date it's exercised when it is: options not yet exercised don't count towards the ceiling.
4. When a modification adds funding, open the line and change **Funded**. The history keeps every change.

© 2026 Leesburg Aviation LLC. All rights reserved.

Line items (CLINs and SLINs) + Line item

CLIN	Title	Type	Qty	Unit price	Ceiling	Funded	Period	Work orders
0001	Sensor modification, two King Air 350 aircraft	FFP	2 each	$920,000	$1,840,000	$1,840,000	Jul 1, 2026 to Mar 31, 2027	2
0002	Flight test and airworthiness approval	Cost	1 lot		$420,000	$300,000	Sep 1, 2026 to Apr 30, 2027	1
0003	Contractor logistics support, base year	T&M	6400 hour	$150	$960,000	$480,000	Jul 1, 2026 to Jun 30, 2027	1
0004	Data and reports (CDRLs)	Other						
1001 Option	Contractor logistics support, option year 1	T&M	6600 hour	$150	$990,000		Jul 1, 2027 to Jun 30, 2028	
				Total (CLINs)	**$3,220,000**	**$2,620,000**		
				Options not exercised (1)	$990,000			

Program → Line items: four CLINs and an option year.



One line item: here the cost-type flight test CLIN, $300,000 of $420,000 funded.

> **ALSO AT AWARD** Fill in **Program → Compliance**: CMMC level, DFARS 7012/7019, the fee for cost-type work and the clauses with their class deviations. The **Government Contract Compliance Guide** covers it.

5 Make charge codes for the CLINs FINANCE

People charge their time to charge codes, so each CLIN needs one. Open **Program Management → Timesheets → Setup**:

1. Click **Make codes for open programs and line items**. MRO Tracker makes one direct code per CLIN (PGM-26-014-0001, -0002, -0003).
2. The first time only: click **Add the standard indirect and leave codes** (overhead, G&A, B&P, training, PTO, holiday, unallowable).
3. Under **Who approves whom**, give every employee their supervisor.

© 2026 Leesburg Aviation LLC. All rights reserved.

Charge codes

Code	Name	Kind	Pool	Program	Who	Active	
PGM-26-014-0001	King Air 350 sensor modification · CLIN 0001	Direct		PGM-26-014	Everyone	☑	Edit
PGM-26-014-0002	King Air 350 sensor modification · CLIN 0002	Direct		PGM-26-014	Everyone	☑	Edit
PGM-26-014-0003	King Air 350 sensor modification · CLIN 0003	Direct		PGM-26-014	Everyone	☑	Edit
OH	Overhead (indirect labor)	Indirect	Overhead		Everyone	☑	Edit
GA	General and administrative	Indirect	G&A		Everyone	☑	Edit
PTO	Paid time off	Leave	Fringe		Everyone	☑	Edit
TRN	Training	Indirect	Overhead		Everyone	☑	Edit
UNALW	Unallowable activity (FAR 31.205)	Unallowable			Everyone	☑	Edit

Add the standard indirect and leave codes | Make codes for open programs and line items | Add a code

Timesheets → Setup → Charge codes: one direct code per CLIN, plus indirect and leave codes.

6 Put the work orders on their CLIN PROGRAM MANAGER

1. Open **Program → Work orders**. Type a work order number and click **Find**, then add it to the program. Work orders from the business case are already there.
2. In the **Line item** column, pick the CLIN each work order belongs to.

From then on, the work order's labor and the parts issued to it are charged to that CLIN.

Work orders on this program

Find a work order by number… | Find

Work order	Description	Status	Opened	Hours worked	Parts cost	Line item	
WO-10421	Sensor modification, N350SA	In work	Aug 4, 2026	2410.5	$96,400	0001	Remove
WO-10422	Sensor modification, N351SA	Closed	Aug 11, 2026	2588.0	$83,600	0001	Remove
WO-10430	Flight test support, N351SA	In work	Sep 2, 2026	1616.0	$0	0002	Remove
WO-10441	Logistics support, base year	Open	Jul 1, 2026	1000.0	$20,000	0003	Remove
			Total	**7614.5**	**$200,000**		

Hours worked are clocked time on the task cards plus labor lines. Earned value from them is on the Earned value tab.

Program → Work orders, each with its CLIN.

7 Induct the aircraft PROGRAM MANAGER · INSPECTOR

Open **Program → Aircraft**. Add each aircraft, then click it to open its window. On the **Induction** side, plan the arrival, record when it arrived, the incoming inspection with findings and photos, loose equipment and customer-furnished items, and the condition agreed with the customer. The list shows where every aircraft is and what still blocks its delivery.

Aircraft

Add an aircraft — | + Add aircraft

Aircraft	Status	Induction	Arrived	Findings	Work orders open	Blocking delivery	Accepted	Warranty from
N350SA Beechcraft King Air 350	In work	Inducted	Aug 3, 2026, 2:00 PM	2	1 of 1	WO-10421 is still open; Flight test not recorded		
N351SA Beechcraft King Air 350	Ready for delivery	Inducted	Aug 10, 2026, 10:00 AM		0 of 2			

Open an aircraft for its induction (arrival, incoming inspection, loose equipment, condition agreed with the customer) and its delivery (redelivery checklist, test flight, walk-around, customer acceptance).

Program → Aircraft: one aircraft in work, one ready for delivery.

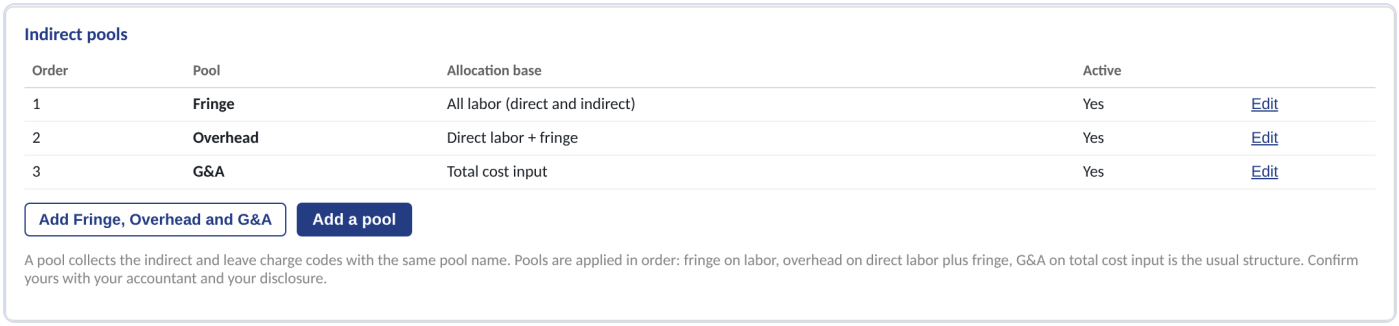
© 2026 Leesburg Aviation LLC. All rights reserved.

8 Do the work: task cards and parts MECHANICS · STORES

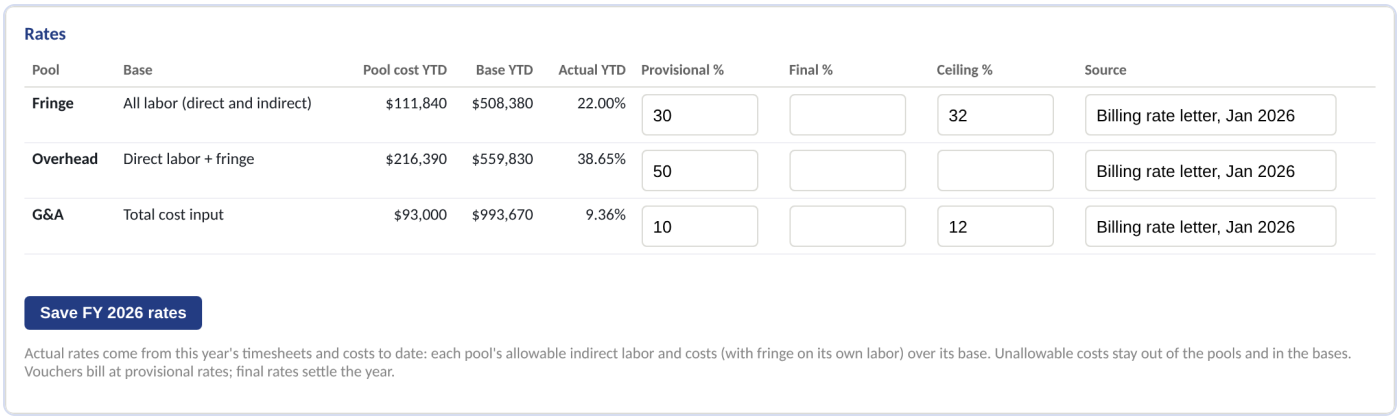
- **Labor.** Mechanics clock in and out on their task cards as usual. Those clock-ins are what fills their timesheet in step 10.
- **Parts.** Issue parts from stores to the task card of a program work order: on the task card's **Parts** section, or in **Stores** from the part's unit, **Actions → Issue to a task card**. The part is charged to that work order's CLIN at its stock value. A return takes it back off.
- **Don't charge parts twice.** Parts bought into stock aren't brought in from the vendor bill again; they're charged when issued.

9 Set labor rates, pools and provisional rates FINANCE · ONCE

1. **Labor cost rates.** **Billing → Settings → Accounting setup**: the labor cost per hour for the organization, or one per person. Without it, hours have no dollar value.
2. **Indirect pools.** **Program Management → Cost accounting → Setup**: set the fiscal year start, then click **Add Fringe, Overhead and G&A**, or add your own pools with their base and order. Mark unallowable expense accounts there too.
3. **Provisional rates.** **Cost accounting → Indirect rates**: enter the year's provisional rate for each pool (and ceilings if your contracts have them) and click **Save**. The actual rate to date is shown next to it.



Cost accounting → Setup → Indirect pools, applied in order.

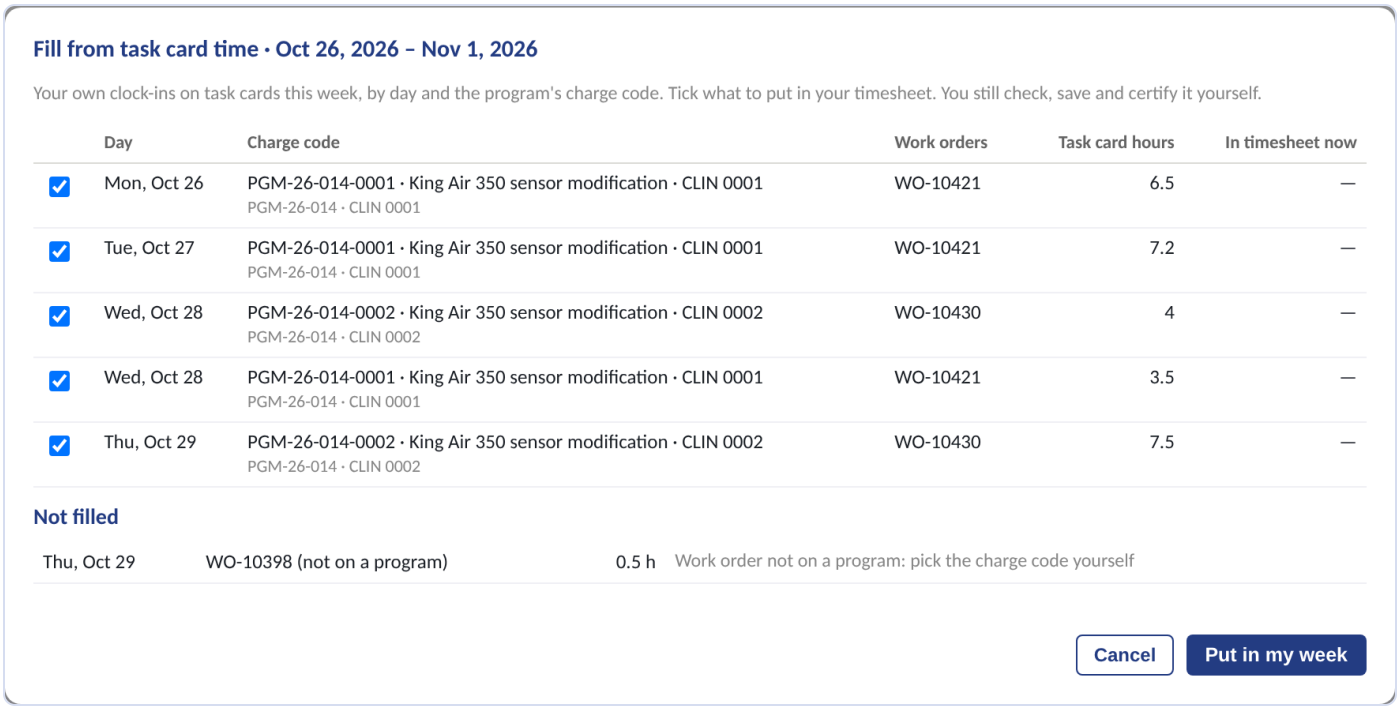


Cost accounting → Indirect rates: provisional and ceiling rates with the actual rate to date. A red rate is more than 5% above provisional.

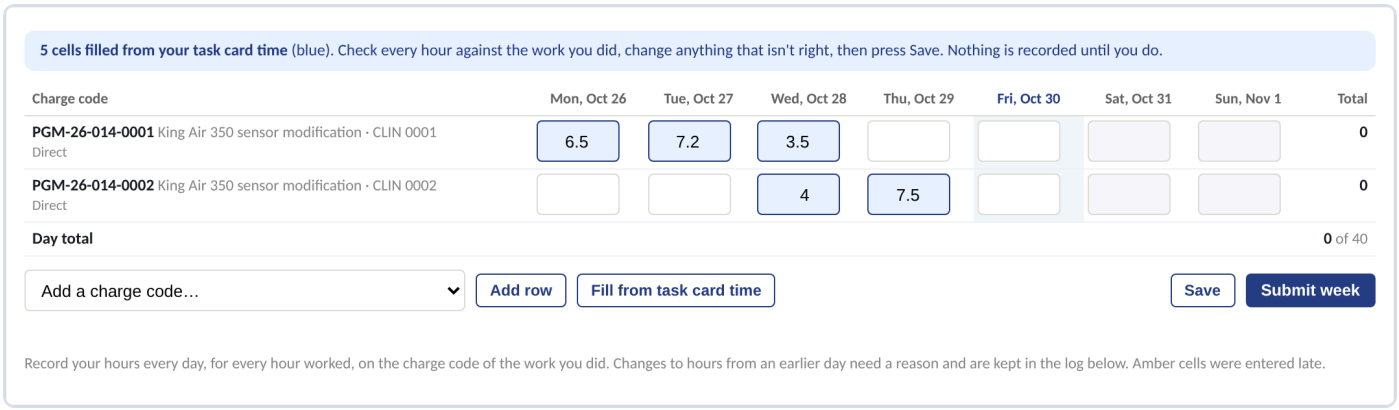
10 Timesheets: fill, certify, approve EVERY EMPLOYEE · SUPERVISORS

1. Open **Program Management → Timesheets → My timesheet** and click **Fill from task card time**.
2. MRO Tracker lists your own task card hours for the week by day and the CLIN's charge code. Untick anything that's wrong and click **Put in my week**. Time on a work order that isn't on a program is listed separately for you to code yourself.
3. The hours appear in blue. Check them, add indirect and leave time, and click **Save**. Save every day.
4. At the end of the week click **Submit week**, tick the certification and type your full name.
5. Your supervisor approves it on **Timesheets → Approvals**, after reading any late entries and change reasons.

© 2026 Leesburg Aviation LLC. All rights reserved.



Fill from task card time: this week's clock-ins by day and CLIN.



The filled week, in blue until saved. Nothing is recorded until the employee saves and certifies it.

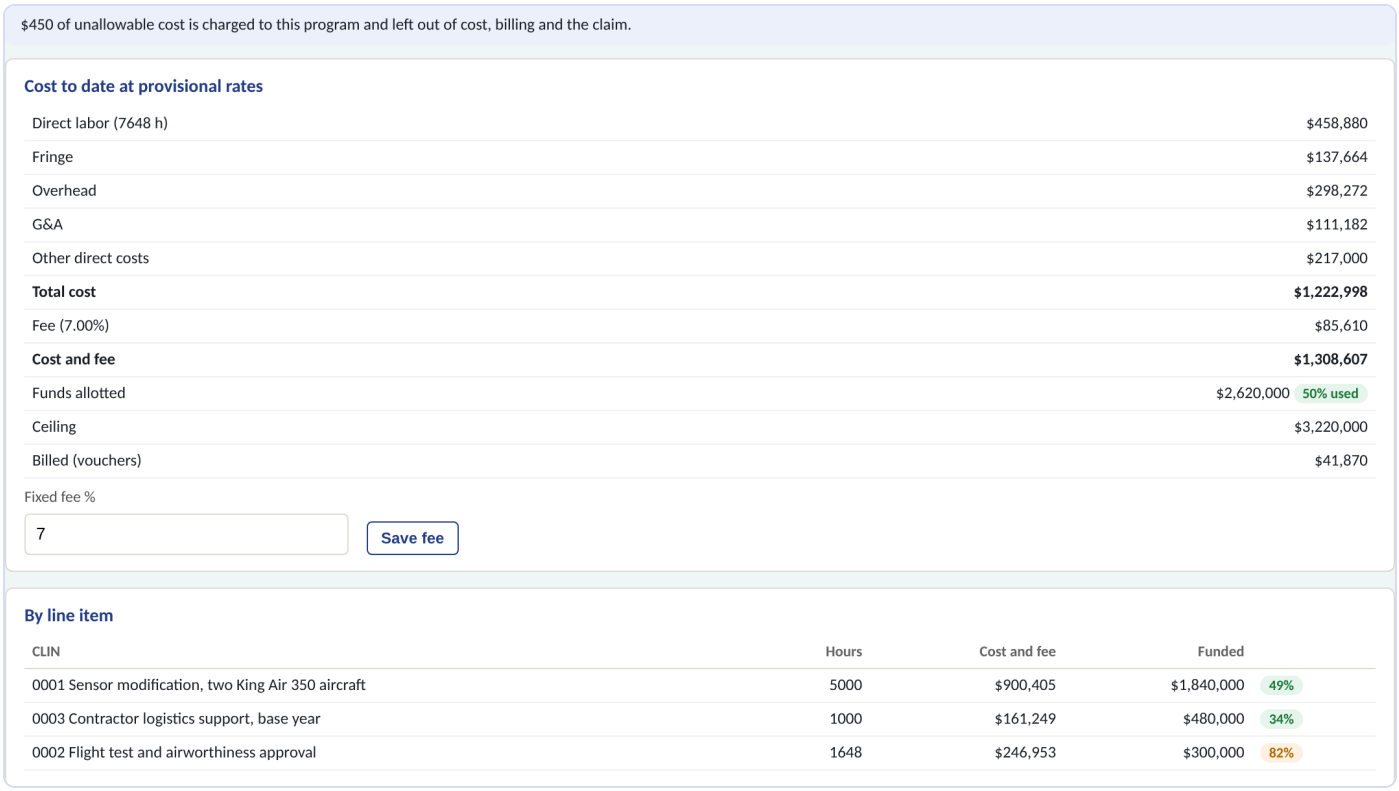
11 Other direct costs FINANCE

Subcontracts, travel, test range fees and direct purchases go on **Cost accounting → Costs**: **Add a cost** with the CLIN's charge code, or **Pull from vendor bills** to bring in approved bill lines and pick a charge code for each. Flag anything unallowable with its FAR 31.205 reference: it stays out of billing, the rates and the claim.

12 Watch funding by CLIN PROGRAM MANAGER · FINANCE

Open **Program → Costs**. Cost to date is labor, parts and other direct costs, with fringe, overhead and G&A at provisional rates and fee on cost-type work. **By line item** compares each CLIN with its funded amount. A gold percentage means the Limitation of Funds notice point (75% by default) is reached: send the contracting officer written notice with an estimate of the funds still needed.

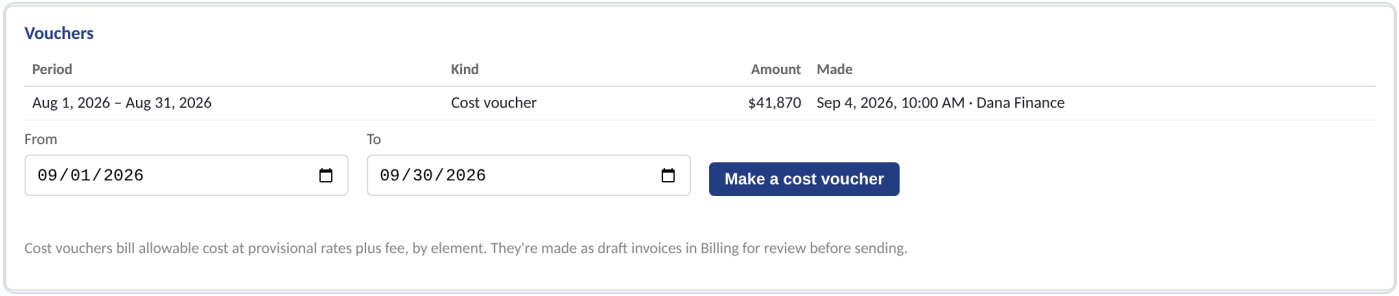
© 2026 Leesburg Aviation LLC. All rights reserved.



Program → Costs. CLIN 0002 is at 82% of its funding: the notice is due.

13 Bill: vouchers and T&M invoices FINANCE

1. On **Program → Costs → Vouchers**, pick the period (it starts the day after the last voucher) and click **Make a cost voucher**, or **Make a T&M invoice** on a T&M contract.
2. Check the lines in the confirmation: direct labor, each pool at its provisional rate, other direct costs and fee, or hours by labor category at their rates plus materials. Unapproved hours and unallowable costs are left out.
3. Confirm. A draft invoice is made in **Billing**: review it there and send it. The voucher is remembered, so billed-to-date is kept.



Program → Costs → Vouchers.

14 Close the month FINANCE

1. Open **Cost accounting → Month-end close** and pick the month.
2. Enter payroll hours and the general ledger's labor and other-cost totals, and click **Save figures**.
3. Work through the checklist until every line is green: timesheets approved, every hour has a cost rate, hours and costs match payroll and the GL.
4. Click **Close**. Timesheets and costs for the month are locked; reopening needs a reason and is logged.

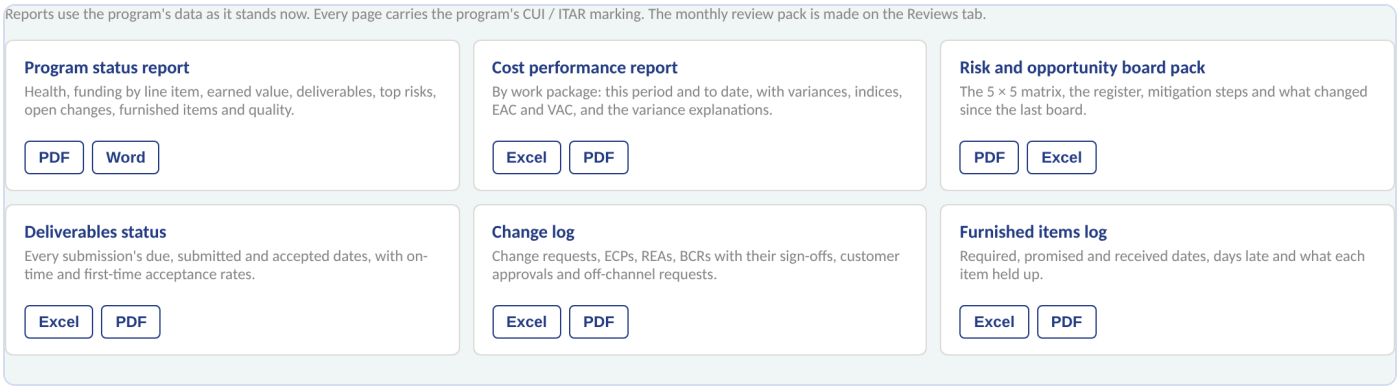
© 2026 Leesburg Aviation LLC. All rights reserved.



Month-end checklist. Two lines still need reconciling before the month is closed.

15 Report and deliver PROGRAM MANAGER

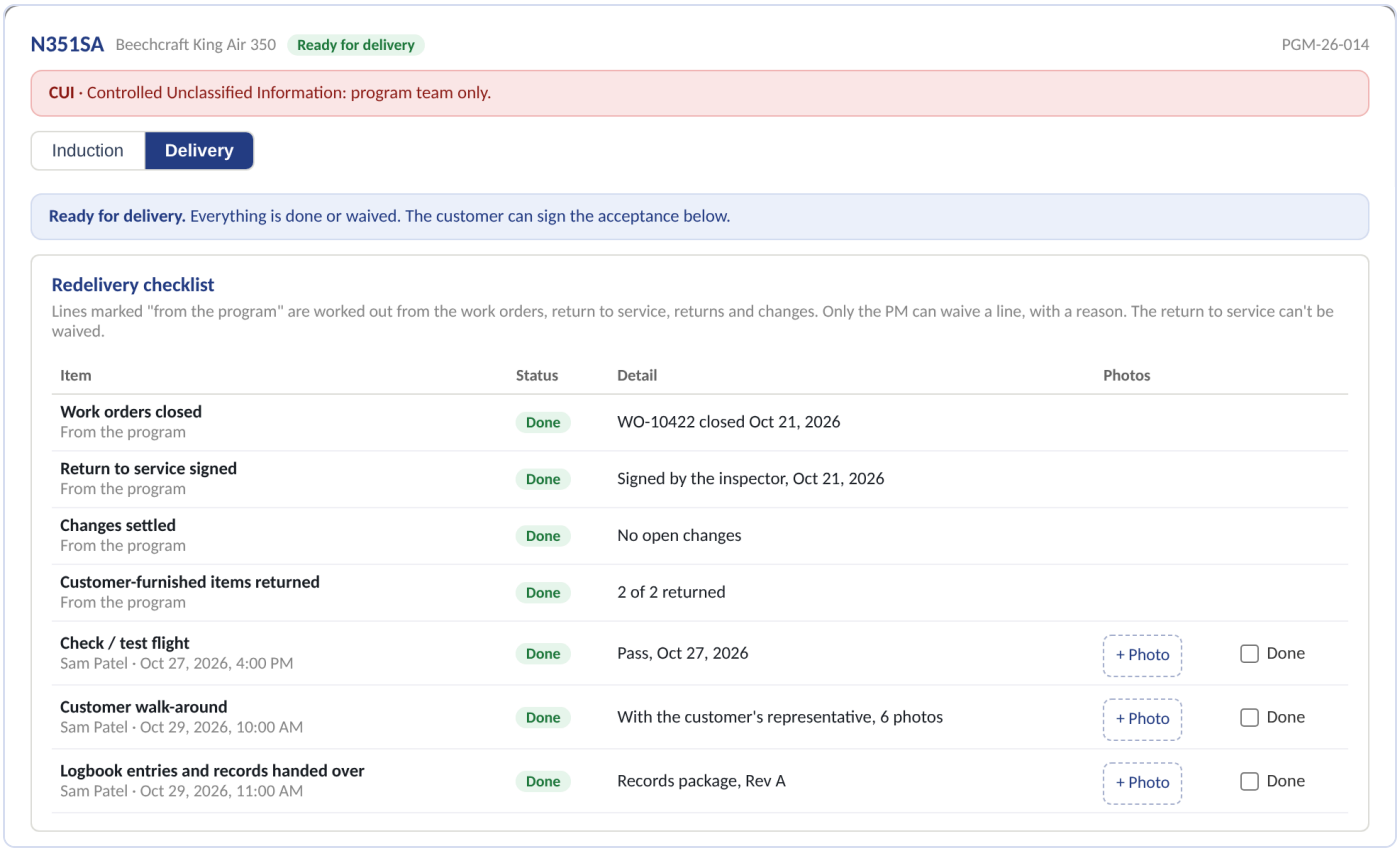
Reports. **Program → Reports** makes the program status report (funding by CLIN, earned value, deliverables, risks), the cost performance report and the logs, as PDF, Word or Excel. Power BI reads the programs, CLINs and cost lines live (see the Power BI setup guide).



Program → Reports.

Delivery. On **Program → Aircraft**, open the aircraft and choose **Delivery**. The redelivery checklist fills itself from the program: work orders closed, return to service signed, changes settled, customer-furnished items returned. Record the check flight and the customer walk-around with photos. When it says **Ready for delivery**, the customer's representative signs the acceptance and the certificate is filed under **Files**.

© 2026 Leesburg Aviation LLC. All rights reserved.



The redelivery checklist for N351SA: ready for the customer's acceptance.

16 Close out and learn PROGRAM MANAGER · BUSINESS DEVELOPMENT

1. When every aircraft is delivered and the last voucher is sent, set the program's status to **Closeout**, then **Closed** (top right of the program).
2. On the business case, start the **After-action review**: the outcome and why, the customer's debrief, what went well and what to change, and lessons as actions. Finalize it. The lessons show on the next business case for the same customer.
3. After the fiscal year, finance enters the final rates and downloads the incurred cost workbook from **Cost accounting → Incurred cost**. It's due within six months of year end.

Good to know. DCAA doesn't certify software. It reviews your accounting system: your policies, people and tools together. Your written timekeeping and cost procedures and your general ledger are part of it. Thresholds, rates and dates in this guide are samples or as of November 4, 2026; the clauses in your contract govern. Not legal or accounting advice.

Setting up your first program?

We'll enter one contract with its CLINs with you and walk your team through the first month-end.

MRO Tracker support
703.520.5040
mrotracker.com

Companion documents: Life of a Contract (brief), Government Contract Compliance Guide, Power BI setup guide, at mrotracker.com/documents. All programs, CLINs, people, aircraft, rates and figures are fictional samples. Screens may differ slightly in your version. © 2026 Leesburg Aviation LLC. All rights reserved.

© 2026 Leesburg Aviation LLC. All rights reserved.