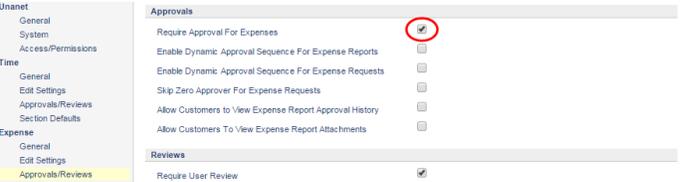


DCAA

Introduction: If you need to be DCAA compliant, you can set features and functions that directly support DCAA requirements in addition to your policies and procedures. Review the links in the Additional Information section below.

The following 7 properties are considered required in order to maintain DCAA compliance:

<p>Enable Require Approvers to view details</p>	
<p>Disable Users to Self-Approve timesheets</p>	
<p>Disable Allow Managers to Edit Timesheets</p>	
<p>Disable End Users ability to delete timesheets</p>	
<p>Enable Time Sheet Audit Trail</p>	
<p>Enable Require Timesheet Approval</p>	
<p>Enable Require Approval for Expenses</p>	

If you intend to allow managers to edit their user's time and expenses and/or allow alternates to perform work on behalf of other users (e.g. alternate approvers), you will need to consider the various [review required](#) properties below in order to remain DCAA compliant. Enabling the following properties allows for the ability to have users do work on one another's behalf (so long as the original user *reviews* the work).

Profile | Budget | Accounting | Access | **Time** | Expense | Alerts | Other

Project does not require Tasks for time reporting

Designate as Leave Project:

Allow Time Reporting:

Allow Future Charges:

Require Comments:

Location Required:

Profile | Budget | Accounting | Access | **Time** | Expense | Alerts | Other

Project does not require Tasks for time reporting

Designate as Leave Project:

Allow Time Reporting:

Allow Future Charges:

Require Comments:

Location Required:

Alternately, you can leave the [review required](#) feature disabled and instead control which users can act on behalf of other users by limiting who can become an alternate, and remove the manager's ability to edit their user's time and expenses by considering the properties below.

Profile | Budget | Accounting | Access | **Time** | Expense | Alerts | Other

Project does not require Tasks for time reporting

Designate as Leave Project:

Allow Time Reporting:

Allow Future Charges:

Require Comments:

Location Required:

Profile | Budget | Accounting | Access | **Time** | Expense | Alerts | Other

Project does not require Tasks for time reporting

Designate as Leave Project:

Allow Time Reporting:

Allow Future Charges:

Require Comments:

Location Required:

For each project, settings to **not** allow future charges and to optionally require comments for each timesheet cell are located on the TIME tab for the Project. Note that LEAVE projects can be designated to allow future charges and are not required to be DCAA compliant.

Profile | Budget | Accounting | Access | **Time** | Expense | Alerts | Other

Project does not require Tasks for time reporting

Designate as Leave Project:

Allow Time Reporting:

Allow Future Charges:

Require Comments:

Location Required:

Additional settings:

- 1) Under Admin => Setup, an email reminder can be created to send to users who have reported less than the specified number of hours for a day. The link to the user's timesheet can be included in the message as seen below:

Send e-mail notifications (* for all new changes only)

- Notify the user(s) assigned to the project
- Notify the Project Manager
- Notify the Project Lead

2) Change Reasons can be added under ADMIN >> SETUP to give possible reasons that a timesheet cell was modified since previous save. These reasons can be tailored for your organization's requirements and displayed as a pull-down pick list of choices the user can select when the modification occurs.

Send e-mail notifications (* for all new changes only)

- Notify the user(s) assigned to the project
- Notify the Project Manager
- Notify the Project Lead

3) View the real-time assignment to your projects or your authorization to charge to a project in the User Schedule Details Report. Upon assignment to the project, the user can receive an email to be notified that he/she is authorized to start charging time to the project.

Send e-mail notifications (* for all new changes only)

- Notify the user(s) assigned to the project
- Notify the Project Manager
- Notify the Project Lead

Send e-mail notifications (* for all new changes only)

- Notify the user(s) assigned to the project
- Notify the Project Manager
- Notify the Project Lead

Additional Information:

Help Docs - Support for DCAA

KC - Webinar - Are You Ready for a DCAA Audit?