



Departmental Correction Request (DCR)

Presented by:
FMO-General Accounting Services

| Agenda

- Introduction: What is a DCR?
 - Benefits
 - When to process a DCR
 - Allowable Transactions
 - Restrictions
 - Year end submittals
 - Creation and Inquiry of DCRs in Canopy
-

What is a DCR?

- This is a CANOPY based module that will provide the ability to initiate a correction transaction for accounting entries in FAMIS.
 - Correct Accounts Payable vouchers for local to local, local to state, state to local and state to state transfers. This will include account, object code and amount corrections.
 - Correct IDT's, Concur transactions (travel and pro-card) and most other journal enties
-

What are the benefits of a DCR?

- Departmental Data Entry
- Departmental Electronic Approvals
- Automatic posting upon approval
- FYI notifications to recipients (optional)
- Security and account access controls
- Web creation, routing, and approval through Canopy
- No paper waste



When to process a DCR

- DCRs should be submitted when an Accounts Payable voucher expenditure needs to be corrected for account changes (partial or whole amount) or for object code corrections (partial or whole amount).
 - DCRs should be submitted when an IDT, Concur Transaction (travel and pro-card) and most other journal entries need to be corrected for account changes or for object code corrections.
 - Please process sub-account corrections through the DCR module. DO NOT use screen 056. This will prevent problems when the voucher needs to be moved at a future date.
-

Transactions allowed on DCRs

- DCR business rules will prevent submitting requests if the debit account (account being charged) does not allow the expense. This pulls from screen 803 and screen 008 for sub-code edits.
 - Only vouchers in 'Paid' or 'Recon' status can be corrected. If the voucher is in 'Out' status, you cannot process a DCR.
 - Fields that can be changed are Account, Support Account, Sub-code & Amount.
 - Attachments can be added to the document page. The attachment must be in PDF format, 1-2 MGs maximum
 - Notes can be added to the document page.
-

Restrictions for DCRs

- You can have up to three open DCRs for each voucher and only one active DCR can be routing at a time.
 - Cannot change the Vendor, Bank or Ref 4 fields.
 - Cannot change object codes from revenue to expense or expense to revenue, payroll codes or interest code 6230
 - Cannot process DCRs for future Fiscal Year.
 - Local Concur transactions **CANNOT** be moved to a state account. Please see the [Local to State Credit Card Transaction Correction](#) instructions
-

Year End Submittals of DCRs

- Request are only valid to create/view in the current fiscal year.
 - Year end is a critical time to complete, process, or cancel requests prior to auto cancellation during the 13th month.
 - Pending request include: In Process (IP), Reopened (RE), and Closed (CL) documents.
 - Only DCRs to clear deficits for negative balances or necessary corrections for contract and grant accounts should be submitted in the 13th month. All others will be rejected.
-



Creation of an Accounts Payable Voucher DCR

Creation of a Voucher DCR

- Log into CANOPY
 - There are two ways to create a DCR.
 1. The first way is to begin with a display of the voucher you want to correct. Click on FRS > Vouchers > Voucher Header. Using the Voucher Header Tab, type in the voucher number you want to correct and hit enter. Click the 'Create DCR' button. This will automatically fill in some of the fields on the DCR create page (DCR type, Doc Year and Doc ID). This is the method used in the example.
 2. The second way is to go directly to the Create DCR Document. Click on the FRS Tab > DCR > Create DCR. Choose the type of document to correct – Voucher is the default. Optionally, change the Doc Year - Current Year is the default. Type the Original Document ID (Voucher number). Click on the 'Create Document' button.
-



Canopy

The Texas A&M University System **ABX Test Version**

Payroll FFX FRS Routing System

Main Menu ⇨ FRS ⇨ Vouchers ⇨ Voucher Header

to Account

Voucher Search

Voucher Header

Line Item Details

Vendor

Voucher



Submit

From the voucher header tab,
enter in the voucher number and
hit enter or submit.

Canopy, a Business Computing Services application.

The Texas A&M University System

Server: SEA-FA-WEBTST

Version: 4.0.0.20304 - 06/30/2023 11:16:50 **ABX Test Version**



Canopy

The Texas A&M University System **ADX Test Version**

Campus: 02 (Texas A&M University)

Fiscal Year: 2023

Set CC/FY

SSO Menu

SSO Logoff

Payroll FFX FRS Routing System

Main Menu > FRS > Vouchers > Voucher Header

HELP? >>> FEEDBACK

to Account

Voucher Search

Voucher Header

Line Item Details

Vendor

Voucher: 6801498



Submit

Click on any of the 'Create DCR' buttons to begin the DCR Process

VOUCHER HEADER

Voucher: 6801498 (Voucher Data Form Report)
Description: SERVICE TYPE: FEDEX PRIORITY OVERNI
Vendor: 01938057 Federal Express Corporation
Alt. Vendor:
Due Date: 09/25/2022
Invoice Date: 08/26/2022
Delivery Date: 08/25/2022
Original Dist Date:
Total: \$89.37
St Req Nbr:
Bank Paid Chk Date:
Exempt Fg:
Exempt Reason:
USAS Doc Type:
Long Description: SERVICE TYPE: FEDEX PRIORITY OVERNI SERVICE TYPE: FEDEX FIRST OVERNIGHT

Customer A/R Nbr:
GSC Order Nbr:
Contract Workforce: N
Dept Ref: 9000389
FAMIS Trace: C005521
ACH Date: 09/23/2022
ACH Bank Trace: 091000014869884
Wire Transfer Flag: N
End Code:

Status: PAID
Hold: N
Pending:
State Vchr: N
Revolving:
Change Source: N
Transaction Code: 140
ACH Fg: Y
ACH Override:
Reconcile Fg:
St Warrant Nbr:
Warrant Date:
PCC Code:

Create DCR

VOUCHER LINE ITEMS

Creation of a Voucher DCR

Item	Account	SRS	Net Amount	Manual Amount	Correctable Amount	PO Number	Invoice Nbr	Bank	Drop Flag	Void Flag	
1	210410-21000-5650	N	\$7.66	\$0.00	\$0.00		786414195	06000	N	N	Create DCR
2	210410-22000-5650	N	\$81.71	\$0.00	\$0.00		786414195	06000	N	N	Create DCR



Canopy

The Texas A&M University System **ABX Test Version**

Payroll FFX FRS Routing System

Main Menu ⇨ FRS ⇨ DCR ⇨ Create DCR

DCR Search

DCR Document

Create DCR

DCR Create

DCR Doc ID: ****NEW****

Document to Correct

Doc Type: Voucher

Doc Year: 2023 * Blank = current year

Original Doc ID:

6801498

Show

Create FY 2023 Document

Click on 'Create
FY XXXX
Document'



Canopy

The Texas A&M University System **ABX Test Version**

Campus: 02 (Texas A&M University)

Payroll FFX FRS Routing System

Main Menu > FRS > DCR > DCR Document



INFO: DCR Document J307362 has been successfully added

You will now see the information box showing the DCR document number assigned to your request

DCR Search

DCR Document

Create DCR

DCR: J307362



DCR Action: Select an action...

Submit

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

DCR Document: J307362 **DCR FY:** 2023 **DCR Status:** In Process (IP)
Voucher: 6801498 **Voucher FY:** 2023 **Type:** Voucher (V)
Route Document: **Route Status:**
Description:
Justification Code: Select a code...
Created By: Stilley, Alan A, JR (07/07/2023)
Last Update By:
Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
NO ATTACHMENTS FOUND				

Add Attachments

Save

Cancel

ACCOUNT NET EFFECT

No records found to display.

Creation of a Voucher DCR

- Once the DCR number has been assigned you can now edit the DCR document.
 - You must enter in a description and choose a Justification Code..
-



INFO: DCR Document J307362 has been successfully added

DCR Search

DCR Document

Create DCR

DCR: J307362



DCR Action: Select an action...



Submit

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT
VIEW



ACCOUNT NET EFFECT



No records found to display.

DCR Document: J307362 DCR FY: 2023 DCR Status: In Process (IP)
Voucher: 6801498 Voucher FY: 2023 Type: Voucher (V)
Route Document: Route Status:
Description: Sharing Cost with UAS
Justification Code: Select a code...
Created By: Stilley, Alan A, JR (07/07/2023)
Last Update By:
Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
NO ATTACHMENTS FOUND				

Add Attachments

Save Cancel

Add the
description

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PRO

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description
1	Y	210410-21000	N	FMO - A/R & GENERAL ACCOUNTING	5650	Freight/Delivery Services

Justification Codes

- There are nine justification codes.
 - AC (New account has been established)
 - CG (Contract & Grants) **Notes Required**
 - CI (Capitol/Inventory Goods change)
 - DF (Clear deficit in the account)
 - ER (Clerical error)
 - NE (No expense allowed on current account)
 - OC (Object code modifications) **Notes Required**
 - OT (Other) **Notes Required (Change of contract, professor approval, etc)**
 - PW (Processed on wrong account)
-



INFO: DCR Document J307362 has been successfully added

DCR Search

DCR Document

Create DCR

DCR: J307362



DCR Action: Select an action...

Submit

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT
VIEW

DCR Document: J307362 DCR FY: 2023 DCR Status: In Process (IP)
Voucher: 6801498 Voucher FY: 2023 Type: Voucher (V)
Route Document: Route Status:
Description: Sharing Cost with UAS

Justification Code: Select a code...
Select a code
AC - NEW ACCOUNT HAS BEEN ESTABLISHED
CG - CONTRACTS AND GRANTS
CI - CAPITAL/INVENTORY GOODS CHANGE
DF - CLEAR DEFICIT IN THE ACCOUNT
ER - CLERICAL ERROR
NE - NO EXPENSE ALLOWED ON CURRENT ACCT
OC - OBJECT CODE MODIFICATIONS
OT - OTHER (SEE NOTES)
PW - PROCESSED ON THE WRONG ACCOUNT

Deleted Date Deleted By

Save Cancel

ACCOUNT NET EFFECT

No records found to display.

Select the
appropriate
justification code

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description
1	Y	210410-21000	N	FMO - A/R & GENERAL ACCOUNTING	5650	Freight/Delivery Services
2	Y	210410-22000	N	FMO - ACCOUNTS PAYABLE	5650	Freight/Delivery Services



Canopy

The Texas A&M University System **ASK Test Version**

Campus: 02 (Texas A&M University)

Payroll FFX FRS Routing System

Main Menu > FRS > DCR > DCR Document

DCR Search DCR Document Create DCR

DCR: J307362 DCR Action: Select an action...

Submit

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

DCR Document: J307362 DCR FY: 2023 DCR Status: In Process (IP)
Voucher: 6801498 Voucher FY: 2023 Type: Voucher (V)
Route Document: Route Status:
Description: Sharing Cost with UAS
Justification Code: OT - OTHER (SEE NOTES)
Created By: Stilley, Alan A, JR (07/07/2023)
Last Update By:
Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
NO ATTACHMENTS FOUND				

+ Add Attachments

Save Cancel

ACCOUNT NET EFFECT

No records found to display.

At this time if
attachments are
needed you can add
them before you
click 'Save'

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PRO

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description
1	Y	210410-21000	N	FMO - A/R & GENERAL ACCOUNTING	5650	Freight/Delivery Services



Canopy

The Texas A&M University System **AGX Fast Version**

Campus: 02 (Texas A&M University) Fiscal Year:

Payroll FFX FRS Routing System

Main Menu > FRS > DCR > DCR Document



INFO: New attachment(s) added successfully.

DCR Search

DCR Document

Create DCR

DCR: J307362



DCR Action:

Select an action...

Submit

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

DCR Document: J307362 DCR FY: 2023 DCR Status: In Process (IP)
Voucher: 6801498 Voucher FY: 2023 Type: Voucher (V)
Route Document: Route Status:
Description: Sharing Cost with UAS
Justification Code: OT - OTHER (SEE NOTES)
Created By: Stilley, Alan A, JR (07/07/2023)
Last Update By:
Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
Approval	7/7/2023 11:37:01 AM	Stilley, Alan A, JR		Delete

Add Attachments

Save

Cancel

ACCOUNT NET EFFECT

No records found to display.

Attachment has been
added; now click
'Save'

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)



Canopy

The Texas A&M University System **ABX Test Version**

Payroll FFX FRS Routing System

Campus: 02 (Texas A&M University) ▼ Fiscal

Main Menu ▸ FRS ▸ DCR ▸ DCR Document

DCR Search

DCR Document

Create DCR

DCR: J307362 ⓘ DCR Action: Select an action... ▼

Submit

Header - Record has been successfully modified (Message: 0003)

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

DCR Document: J307362 ⓘ (DCR Report) DCR FY: 2023 DCR Status: In Process (IP)
Voucher: 6801498 ⓘ Show Voucher FY: 2023 Type: Voucher (V)
Route Document: Route Status:
Description: Sharing Cost with UAS
Justification Code: OTHER (SEE NOTES) (OT)
Created By: Stilley, Alan A, JR (07/07/2023)
Last Update By: Stilley, Alan A, JR (07/07/2023)
Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
Approval	7/7/2023 11:37:01 AM	Stilley, Alan A, JR		

+ Add Attachments

Edit

ACCOUNT NET EFFECT

No records found to display.

You will now see the message 'Header - Record has been successfully modified'.

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description
1	Y	210410-21000	N	FMO - A/R & GENERAL ACCOUNTING	5650	Freight/Delivery Services
2	Y	210410-22000	N	FMO - ACCOUNTS PAYABLE	5650	Freight/Delivery Services



Header - Record has been successfully modified (Message: 0003)

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW																
DCR Document:	J307362	(DCR Report)	DCR FY:	2023	DCR Status:	In Process (IP)										
Voucher:	6801498	Show	Voucher FY:	2023	Type:	Voucher (V)										
Route Document:						Route Status:										
Description:	Sharing Cost with UAS															
Justification Code:	OTHER (SEE NOTES) (OT)															
Created By:	Stilley, Alan A, JR (07/07/2023)															
Last Update By:	Stilley, Alan A, JR (07/07/2023)															
Attachments:	<table><thead><tr><th>Name</th><th>Added Date</th><th>Added By</th><th>Deleted Date</th><th>Deleted By</th></tr></thead><tbody><tr><td> Approval</td><td>7/7/2023 11:37:01 AM</td><td>Stilley, Alan A, JR</td><td></td><td></td></tr></tbody></table>						Name	Added Date	Added By	Deleted Date	Deleted By	Approval	7/7/2023 11:37:01 AM	Stilley, Alan A, JR		
Name	Added Date	Added By	Deleted Date	Deleted By												
Approval	7/7/2023 11:37:01 AM	Stilley, Alan A, JR														
Add Attachments																

[Edit](#)

Scroll down to the lower portion of the screen and you will see the original line item(s) available for corrective actions

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)											
Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount	
1	Y	210410-21000	N	FMO - A/R & GENERAL ACCOUNTING	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$7.66	Correct
2	Y	210410-22000	N	FMO - ACCOUNTS PAYABLE	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$81.71	Correct

CORRECTIVE ACTIONS											
No records found to display.											

COMPLETED FYIs RECIPIENT											
There are no FYIs for this document.											

[Add FYI](#)

DOCUMENT NOTES											
There are no notes for this document.											



Header - Record has been successfully modified (Message: 0003)

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW															
DCR Document:	J307362 (DCR Report)	DCR FY:	2023	DCR Status:	In Process (IP)										
Voucher:	6801498 Show	Voucher FY:	2023	Type:	Voucher (V)										
Route Document:			Route Status:												
Description:	Sharing Cost with UAS														
Justification Code:	OTHER (SEE NOTES) (OT)														
Created By:	Stilley, Alan A, JR (07/07/2023)														
Last Update By:	Stilley, Alan A, JR (07/07/2023)														
Attachments:	<table><thead><tr><th>Name</th><th>Added Date</th><th>Added By</th><th>Deleted Date</th><th>Deleted By</th></tr></thead><tbody><tr><td> Approval</td><td>7/7/2023 11:37:01 AM</td><td>Stilley, Alan A, JR</td><td></td><td></td></tr></tbody></table>					Name	Added Date	Added By	Deleted Date	Deleted By	Approval	7/7/2023 11:37:01 AM	Stilley, Alan A, JR		
Name	Added Date	Added By	Deleted Date	Deleted By											
Approval	7/7/2023 11:37:01 AM	Stilley, Alan A, JR													
Add Attachments															

[Edit](#)

ACCOUNT NET EFFECT
No records found to display.

On the right hand side of the line items, you will see the word 'Correct'. Click on the word for the line you want to correct

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)											
Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount	
1	Y	210410-21000	N	FMO - A/R & GENERAL ACCOUNTING	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$7.66	Correct
2	Y	210410-22000	N	FMO - ACCOUNTS PAYABLE	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$81.71	Correct

CORRECTIVE ACTIONS
No records found to display.

COMPLETED FYIS RECIPIENT
There are no FYIs for this document.

[Add FYI](#)

DOCUMENT NOTES
There are no notes for this document.



DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT
VIEW

DCR Document: J307362 (DCR Report) DCR FY: 2023 DCR Status: In Process (IP)
Voucher: 6801498 Show Voucher FY: 2023 Type: Voucher (V)
Route Document: Route Status:
Description: Sharing Cost with UAS
Justification Code: OTHER (SEE NOTES) (OT)
Created By: Stilley, Alan A, JR (07/07/2023)
Last Update By: Stilley, Alan A, JR (07/07/2023)
Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
Approval	7/7/2023 11:37:01 AM	Stilley, Alan A, JR		
Delete				

Add Attachments

Edit

ACCOUNT NET EFFECT

No records found to display.

A box now appears
for that line and you
can modify any of
the following:
account, sub-code
and/or amount

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount
1	Y	210410-21000	N	FMO - A/R & GENERAL ACCOUNTING	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$7.66 Correct
2	Y	210410-22000	N	FMO - ACCOUNTS PAYABLE	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$81.71 Correct

Orig Line Item: 1 Credit Orig Amt: 7.66
Orig Account: 21041021000 Orig Subcode: 5650 Avail Amt: 7.66 Orig Bank: 06000
New Account: 21041021000 New Subcode: 5650 Amount: 7.66

*NOTE: All amounts are represented as positive amounts. Please refer to the Credit Flag for amount sign.

Save Cancel

CORRECTIVE ACTIONS

No records found to display.

COMPLETED FYIs RECIPIENT

There are no FYIs for this document.

Add FYI



DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT
VIEW

DCR Document: J307362 (DCR Report) DCR FY: 2023 DCR Status: In Process (IP)
Voucher: 6801498 Show Voucher FY: 2023 Type: Voucher (V)
Route Document: Route Status:
Description: Sharing Cost with UAS
Justification Code: OTHER (SEE NOTES) (OT)
Created By: Stilley, Alan A, JR (07/07/2023)
Last Update By: Stilley, Alan A, JR (07/07/2023)

Name	Added Date	Added By	Deleted Date	Deleted By
Approval	7/7/2023 11:37:01 AM	Stilley, Alan A, JR		

Add Attachments

Edit

ACCOUNT NET EFFECT

No records found to display.

A modification has
been done for the
account number and
the amount. Now
click 'Save'.

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount
1	Y	210410-21000	N	FMO - A/R & GENERAL ACCOUNTING	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$7.66 Correct
2	Y	210410-22000	N	FMO - ACCOUNTS PAYABLE	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$81.71 Correct

Orig Line Item: 1 Credit Orig Amt: 7.66
Orig Account: 21041021000 Orig Subcode: 5650 Avail Amt: 7.66 Orig Bank: 06000
New Account: 27130000000 New Subcode: 5650 Amount: 3.83

*NOTE: All amounts are represented as positive amounts. Please refer to the Credit Flag for amount sign.

Save Cancel

CORRECTIVE ACTIONS

No records found to display.



DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

DCR Document: J307362 (DCR Report) DCR FY: 2023 DCR Status: In Process (IP)
Voucher: 6801498 Show Voucher FY: 2023 Type: Voucher (V)
Route Document: Route Status:
Description: Sharing Cost with UAS
Justification Code: OTHER (SEE NOTES) (OT)
Created By: Stilley, Alan A, JR (07/07/2023)
Last Update By: Stilley, Alan A, JR (07/07/2023)
Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
Approval	7/7/2023 11:37:01 AM	Stilley, Alan A, JR		

Add Attachments

Edit

ACCOUNT NET EFFECT

Account	Account Description	Amount
210410-21000	FMO - A/R & GENERAL ACCOUNTING	(\$3.83)
271300-00000	FMO	\$3.83
Net Total:		\$0.00

The 'Account Net Effect' will show the new account being debited and the old account being credited to have a net affect of zero

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

									affect of zero			
Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept					
1	Y	210410-21000	N	FMO - A/R & GENERAL ACCOUNTING	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations		\$3.83	Correct
2	Y	210410-22000	N	FMO - ACCOUNTS PAYABLE	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations		\$81.71	Correct
3		271300-00000	N	FMO	5650	Freight/Delivery Services	FISC	FMO	Financial Management Operations		\$3.83	

CORRECTIVE ACTIONS

Orig Item	Original Account	SRS	Original Bank	Original Amount	New Account	SRS	New Bank	New Account Description	New Subcode	New Subcode Description	Amount				
1	210410-21000-5650	N	06000	\$7.66	271300-00000	N	06000	FMO	5650	Freight/Delivery Services	\$3.83	+		Edit	Delete

COMPLETED FYIS RECIPIENT

There are no FYIs for this document.

Add FYI

DOCUMENT NOTES

There are no notes for this document.

Add Notes



You will now see an additional line. The original line has been reduced and new line item is under the new account and amount. Below this you will see 'Corrective Actions' which shows the old and new information on one line.

DEPARTMENTAL C

DCR Document: J307362 (DCR Report)

Voucher: 6801498 **Show**

Route Document:

Description: Sharing Cost with UAS

Justification Code: OTHER (SEE NOTES) (OT)

Created By: Stilley, Alan A, JR (07/07/2023)

Last Update By: Stilley, Alan A, JR (07/07/2023)

Attachments:

Name	Added D
Approval	7/7/2023 11:3

Add Attachments

Edit

Item	Orig	Account	SRS	Account Descr
1	Y	210410-21000	N	FMO - A/R & GENERAL ACCOUNTING
2	Y	210410-22000	N	FMO - ACCOUNTS PAYABLE
3		271300-00000	N	FMO

CORRECTIVE ACTIONS												
Orig Item	Original Account	SRS	Original Bank	Original Amount	New Account	SRS	New Bank	New Account Description	New Subcode	New Subcode Description	Amount	
1	210410-21000-5650	N	06000	\$7.66	271300-00000	N	06000	FMO	5650	Freight/Delivery Services	\$3.83	Edit Delet

COMPLETED FYIS RECIPIENT												
There are no FYIs for this document.												

Add FYI

DOCUMENT NOTES												
There are no notes for this document.												

Add Notes

ACCOUNT NET EFFECT		
Account	Account Description	Amount
210410-21000	FMO - A/R & GENERAL ACCOUNTING	(\$3.83)
271300-00000	FMO	\$3.83
Net Total:		\$0.00

Dept	Dept Name	Avail Amount
Fmo - Accounting Operations		\$3.83 Correct
Fmo - Accounting Operations		\$81.71 Correct
Financial Management Operations		\$3.83



DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

DCR Document: J307362 (DCR Report) DCR FY: 2023 DCR Status: In Process (IP)
Voucher: 6801498 Show Voucher FY: 2023 Type: Voucher (V)
Route Document: Route Status:
Description: Sharing Cost with UAS
Justification Code: OTHER (SEE NOTES) (OT)
Created By: Stilley, Alan A, JR (07/07/2023)
Last Update By: Stilley, Alan A, JR (07/07/2023)
Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
Approval	7/7/2023 11:37:01 AM	Stilley, Alan A, JR		Delete
Add Attachments				

Edit

ACCOUNT NET EFFECT

Account	Account Description	Amount
210410-21000	FMO - A/R & GENERAL ACCOUNTING	(\$3.83)
271300-00000	FMO	\$3.83
Net Total:		\$0.00

In the 'Corrective Actions'
you have the option to edit
your correction or delete
the entry

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount	
1	Y	210410-21000	N	FMO - A/R & GENERAL ACCOUNTING	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$3.83	Correct
2	Y	210410-22000	N	FMO - ACCOUNTS PAYABLE	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$81.71	Correct
3		271300-00000	N	FMO	5650	Freight/Delivery Services	FISC	FMO	Financial Management Operations	\$3.83	

CORRECTIVE ACTIONS

Orig Item	Original Account	SRS	Original Bank	Original Amount	New Account	SRS	New Bank	New Account Description	New Subcode	New Subcode Description	Amount			
1	210410-21000-5650	N	06000	\$7.66	271300-00000	N	06000	FMO	5650	Freight/Delivery Services	\$3.83			Edit Delete

COMPLETED FYIS RECIPIENT



DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

DCR Document: J307362 (DCR Report) DCR FY: 2023 DCR Status: In Process (IP)
Voucher: 6801498 Show Voucher FY: 2023 Type: Voucher (V)
Route Document: Route Status:
Description: Sharing Cost with UAS
Justification Code: OTHER (SEE NOTES) (OT)
Created By: Stilley, Alan A, JR (07/07/2023)
Last Update By: Stilley, Alan A, JR (07/07/2023)
Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
Approval	7/7/2023 11:37:01 AM	Stilley, Alan A, JR		
Delete				

Add Attachments

Edit

ACCOUNT NET EFFECT

Account	Account Description	Amount
210410-21000	FMO - A/R & GENERAL ACCOUNTING	(\$3.83)
271300-00000	FMO	\$3.83
	Net Total:	\$0.00

You can add 'FYI'
notifications to anyone who
may need to be aware of the
correction

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount	
1	Y	210410-21000	N	FMO - A/R & GENERAL ACCOUNTING	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$3.83	Correct
2	Y	210410-22000	N	FMO - ACCOUNTS PAYABLE	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$81.71	Correct
3		271300-00000	N	FMO	5650	Freight/Delivery Services	FISC	FMO	Financial Management Operations	\$3.83	

CORRECTIVE ACTIONS

Orig Item	Original Account	SRS	Original Bank	Original Amount	New Account	SRS	New Bank	New Account Description	New Subcode	New Subcode Description	Amount			
1	210410-21000-5650	N	06000	\$7.66	271300-00000	N	06000	FMO	5650	Freight/Delivery Services	\$3.83			Edit Delete

COMPLETED FYIs RECIPIENT

There are no FYIs for this document.

Add FYI

DOCUMENT NOTES

There are no notes for this document.

Add Notes



CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount	
1	Y	210410-21000	N	FMO - A/R & GENERAL ACCOUNTING	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$3.83	Correct
2	Y	210410-22000	N	FMO - ACCOUNTS PAYABLE	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$81.71	Correct
3		271300-00000	N	FMO	5650	Freight/Delivery Services	FISC	FMO	Financial Management Operations	\$3.83	

CORRECTIVE ACTIONS

Orig Item	Original Account	SRS	Original Bank	Original Amount	New Account	SRS	New Bank	New Account Description	New Subcode	New Subcode Description	Amount			
1	210410-21000-5650	N	06000	\$7.66	271300-00000	N	06000	FMO	5650	Freight/Delivery Services	\$3.83			Edit Delete

COMPLETED FYIS RECIPIENT

There are no FYIs for this document.

Name (last, first): Found 2 names.

Save

Cancel

Click 'Save'

DOCUMENT NOTES

There are no notes for this document.

Add Notes



Add Attachments

Edit

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount	
1	Y	210410-21000	N	FMO - A/R & GENERAL ACCOUNTING	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$3.83	Correct
2	Y	210410-22000	N	FMO - ACCOUNTS PAYABLE	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$81.71	Correct
3		271300-00000	N	FMO	5650	Freight/Delivery Services	FISC	FMO	Financial Management Operations	\$3.83	

CORRECTIVE ACTIONS

Orig Item	Original Account	SRS	Original Bank	Original Amount	New Account	SRS	New Bank	New Account Description	New Subcode	New Subcode Description	Amount			
1	210410-21000-5650	N	06000	\$7.66	271300-00000	N	06000	FMO	5650	Freight/Delivery Services	\$3.83		Edit	Delete

FYI - Record has been successfully modified (Message: 0003)

COMPLETED FYIs RECIPIENT

Item	Name	Home Campus	Home Dept
1	Kettler, Linda B	02	FISC

*** Automatically sent after the Document is COMPLETED (Document APPROVED and Transaction(s) POSTED)

Add FYI

DOCUMENT NOTES

There are no notes for this doc

Add Notes

You will see 'FYI - Record has been successfully modified' and a message of 'Automatically sent after the document is COMPLETED'



Add Attachments

Edit

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount	
1	Y	210410-21000	N	FMO - A/R & GENERAL ACCOUNTING	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$3.83	Correct
2	Y	210410-22000	N	FMO - ACCOUNTS PAYABLE	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$81.71	Correct
3		271300-00000	N	FMO	5650	Freight/Delivery Services	FISC	FMO	Financial Management Operations	\$3.83	

CORRECTIVE ACTIONS

Orig Item	Original Account	SRS	Original Bank	Original Amount	New Account	SRS	New Bank	New Account Description	New Subcode	New Subcode Description	Amount				
1	210410-21000-5650	N	06000	\$7.66	271300-00000	N	06000	FMO	5650	Freight/Delivery Services	\$3.83			Edit	Delete

FYI - Record has been successfully modified (Message: 0003)

COMPLETED FYIs RECIPIENT

Item	Name	Home Campus	Home Dept
1	Kettler, Linda B	02	FISC

*** Automatically sent after the Document is COMPLETED (Document APPROVED and Transaction(s) POSTED)

Add FYI

DOCUMENT NOTES

There are no notes for this document

Add Notes

Since the justification code
'OT' was used, notes are
required. Click 'Add Notes'.



CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name
1	Y	210410-21000	N	FMO - A/R & GENERAL ACCOUNTING	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations
2	Y	210410-22000	N	FMO - ACCOUNTS PAYABLE	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations
3		271300-00000	N	FMO	5650	Freight/Delivery Services	FISC	FMO	Financial Management Operations

CORRECTIVE ACTIONS

Orig Item	Original Account	SRS	Original Bank	Original Amount	New Account	SRS	New Bank	New Account Description	New Subcode	New Subcode Description
1	210410-21000 -5650	N	06000	\$7.66	271300-00000	N	06000	FMO	5650	Freight/Delivery Services

COMPLETED FYIS RECIPIENT

Item	Name	Home Campus	Home Dept	Home Sub Dept
1	Kettler, Linda B	02	FISC	OPS

*** Automatically sent after the Document is COMPLETED (Document APPROVED and Transaction(s) POSTED)

Add FYI

DOCUMENT NOTES

There are no notes for this document.

Per agreement on file, transfer \$3.83 of the shipping cost to UAS

Once the notes are added,
click 'Save'

* Previous notes from today may be available for editing

Save Cancel



CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name
1	Y	210410-21000	N	FMO - A/R & GENERAL ACCOUNTING	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations
2	Y	210410-22000	N	FMO - ACCOUNTS PAYABLE	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations
3		271300-00000	N	FMO	5650	Freight/Delivery Services	FISC	FMO	Financial Management Operations

CORRECTIVE ACTIONS

Orig Item	Original Account	SRS	Original Bank	Original Amount	New Account	SRS	New Bank	New Account Description	New Subcode	New Subcode Description
1	210410-21000-5650	N	06000	\$7.66	271300-00000	N	06000	FMO	5650	Freight/Delivery Service

COMPLETED FYIs RECIPIENT

Item	Name	Home Campus	Home Dept	Home Sub Dept
1	Kettler, Linda B	02	FISC	OPS

*** Automatically sent after the Document is COMPLETED (Document APPROVED and Transaction(s) POSTED)

Add FYI

Notes - Record has been successfully added (Message: 0002)

DOCUMENT

>>Note entered 07/07/23 by STILLEY, WILLIAM A
Per agreement on file, transferring \$3.83 of cost to UAS

Add Notes

You will see the message
'Notes - Record has been
successfully added'.



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The Texas A&M University System **ARX Text Version**

Campus: 02 (Texas A&M University)

Fiscal Year: 2023

Set CO/FY

SSO Menu

Payroll FFX FRS Routing System

Main Menu > FRS > DCR > DCR Document

HELP? >>>

DCR Search DCR Document Create DCR

DCR: J307362



DCR Action:

- Select an action...
- Select an action...
- CLOSE (checks acct and \$\$\$)
- CANCEL
- REOPEN to edit
- ROUTE for approval
- ROUTE with Extra Action
- RECALL from routing

Submit

DCR REQUEST HEADER - DEFAULT VIEW

DCR Document: J307362

(DCR Report)

DCR FY: 2023

DCR Status: In F

Voucher:

6801498

Show

Voucher FY: 2023

Type: Vou

Route Document:

Route Status:

Description: Sharing Cost with UAS

Justification Code: OTHER (SEE NOTES) (OT)

Created By: Stilley, Alan A, JR (07/07/2023)

Last Update By: Stilley, Alan A, JR (07/07/2023)

Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
Approval	7/7/2023 11:37:01 AM	Stilley, Alan A, JR		Delete

Add Attachments

Edit

Scroll back up to the top of the page. You will need to select an action from drop down menu. Once the section has been made, click 'Submit'.

Amount	
ING	(\$3.83)
FMO	\$3.83
total:	\$0.00

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount
1	Y	210410-21000	N	FMO - A/R & GENERAL ACCOUNTING	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$3.83
2	Y	210410-22000	N	FMO - ACCOUNTS PAYABLE	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$81.71
3		271300-00000	N	FMO	5650	Freight/Delivery Services	FISC	FMO	Financial Management Operations	\$3.83

CORRECTIVE ACTIONS

Orig Item	Original Account	SRS	Original Bank	Original Amount	New Account	SRS	New Bank	New Account Description	New Subcode	New Subcode Description	Amount
1	210410-21000-5650	N	06000	\$7.66	271300-00000	N	06000	FMO	5650	Freight/Delivery Services	\$3.83

COMPLETED FYIS RECIPIENT

Item	Name	Home Campus	Home Dept	Home Sub Dept	
1	Kettler, Linda B	02	FISC	OPS	Delete



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The Texas A&M University System **APX Test Version**

Payroll FFX FRS Routing System

Campus: 02 (Texas A&M University)

Fiscal Year: 2023

Set CO/FY

SSO Menu

SSO Login

Main Menu > FRS > DCR > DCR Document

HELP? >>> FEEDBACK



INFO: Document has been Routed 02 DCR02J307362 (Message: 2519)

DCR Search

DCR Document

Create DCR

DCR: J307362 DCR Action: Select an action...

Submit

The message 'INFO: Document has been routed' will now show

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

DCR Document: J307362 (DCR Report) DCR FY: 2023 DCR Status: Closed (CL)
Voucher: 6801498 **Show** Voucher FY: 2023 Type: Voucher (V)
Route Document: DCR02J307362 Route Status: In Dept Rt (DR)
Description: Sharing Cost with UAS
Justification Code: OTHER (SEE NOTES) (OT)
Created By: Stilley, Alan A, JR (07/07/2023)
Last Update By: Stilley, Alan A, JR (07/07/2023)
Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
Approval	7/7/2023 11:37:01 AM	Stilley, Alan A, JR		

ACCOUNT NET EFFECT

Account	Account Description	Amount
210410-21000	FMO - A/R & GENERAL ACCOUNTING	(\$3.83)
271300-00000	FMO	\$3.83
	Net Total:	\$0.00

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount
1	Y	210410-21000	N	FMO - A/R & GENERAL ACCOUNTING	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$3.8
2	Y	210410-22000	N	FMO - ACCOUNTS PAYABLE	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$81.7
3		271300-00000	N	FMO	5650	Freight/Delivery Services	FISC	FMO	Financial Management Operations	\$3.8

| Routing of DCRs

- DCR documents route based upon your departmental routing.
 - If you find you do not have access to create a DCR, please contact your FAMIS Security Officer.
-

| Inquiry of DCRs

- Click on FRS > DCR > DCR Search
 - Enter in a partial DCR Document ID number, account number or the complete document ID number.
-



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The Texas A&M University System - **ABX Test Version**

Campus: 02 (Texas A

Payroll FFX **FRS** Routing System



INFO: You

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- [FRS - Fi](#)
- [Routing](#)
- [System](#)

- Search
- Accounts Receivable
- Account
- ACH
- AFR
- Batch
- Budget
- DBR
- DCR**
- Indirect Cost
- Invoices
- Preliminary Assets
- Purch Documents
- Receiving
- Tables
- Vendors
- Vouchers
- Buy A&M

- DCR Search**
- DCR Document
- Create DCR

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The Texas A&M University System **ABX Test Version**

Payroll FFX FRS Routing System

Campus: 02 (Texas A&M University) Fiscal Year: 2023 Set CC/FY

Main Menu ▾ FRS ▾ DCR ▾ DCR Search

DCR Search

DCR Document

Create DCR

Document ID: Status:

Select an account: or type in an account number:

DCR Type: Original Doc ID:

Search

My Documents

Reset

You can search by the DCR number, a partial of the DCR number or the account number. Then click 'Search'.



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The Texas A&M University System [ABX Text Version](#)

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Campus: 02 (Texas A&M University)

Fiscal Year: 2023

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WARNING: Display maximum of 1000 records has been reached. Modify search to view other records or edit your [profile](#) to increase maximum record count.

[DCR Search](#)

[DCR Document](#)

[Create DCR](#)

Document ID: J

Status: [Select a status..](#)

Select an account: [List is empty.](#)

or type in an account number:

DCR Type: [Select a Doc Type.....](#)

Original Doc ID:

***NOTE: Must be a complete Document ID for a match

[Search](#)

[My Documents](#)

[Reset](#)

This search was using just the 'J'.
All existing DCRs will pull up

DCR SEARCH RESULTS (TOTAL ITEMS: 1001)

DCR ID	Type	Status	Orig Doc ID	Route Doc ID	Justification	Description	Created Date	Created by	Last Updated	Last updated by
J300001	T	CO	DB2C4253CD03EA12	DCR02J300001	CLEAR DEFICIT IN THE ACCOUNT (DF)	correct deficit	09/07/2022 04:24:16	Oltz, Regina M	09/07/2022 08:10:42	Aldredge, Elizabeth S
J300002	V	CN	6625283		PROCESSED ON THE WRONG ACCOUNT (PW)	processed on wrong account	09/07/2022 11:52:25	Wall, Sarah J	09/07/2022 11:53:42	Wall, Sarah J
J300003	T	CO	DC0FC6CBB4ACBF11	DCR02J300003	PROCESSED ON THE WRONG ACCOUNT (PW)	JN Sales Tax Correction	09/07/2022 12:24:46	Perry, Caylyn	09/07/2022 12:57:43	McMillen, Drew M
J300004	T	CO	DA5D4AC2EFBCF412	DCR02J300004	PROCESSED ON THE WRONG ACCOUNT (PW)	Processed on wrong account	09/07/2022 12:53:25	Margo, Sarah C	09/08/2022 10:36:46	Aldredge, Elizabeth S
J300005	T	CO	DBB038BA175B7A11	DCR02J300005	PROCESSED ON THE WRONG ACCOUNT (PW)	Charged on wrong account	09/08/2022 09:44:12	Richards, Robyn J	09/08/2022 09:52:05	Harris, Carla D
J300006	T	CN	DBB038B9F048D111		PROCESSED ON THE WRONG ACCOUNT (PW)	Charged on wrong account	09/08/2022 09:47:03	Richards, Robyn J	09/08/2022 09:47:31	Richards, Robyn J
J300007	T	CO	DA75E60C406BA212	DCR02J300007	PROCESSED ON THE WRONG ACCOUNT (PW)	Charged on wrong account	09/08/2022 10:13:25	Richards, Robyn J	09/08/2022 10:13:25	Harris, Carla D



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The Texas A&M University System **ABN Test Version**

Payroll FFX FRS Routing System

Campus: 02 (Texas A&M University)

Fiscal Year: 2023

Set CC/FY

SSO Menu

SSO L

Main Menu > FRS > DCR > DCR Search

DCR Search DCR Document Create DCR

Document ID: Status:

Select an account: or type in an account number:

DCR Type: Original Doc ID: ***NOTE: Must be a complete Document ID for a match

Search My Documents Reset

This search was by the account number. Only the DCRs with this account number show up

DCR SEARCH RESULTS (TOTAL ITEMS: 2)

DCR ID	Type	Status	Orig Doc ID	Route Doc ID	Justification	Description	Created Date	Created by	Last Updated	Last updated by
1303142	V	CO	6804194	DCR021303142	PROCESSED ON THE WRONG ACCOUNT (PW)	account correction	01/04/2023 09:26:08	Kettler, Linda B	01/05/2023 16:48:09	Fritsche, Verna L
1307362	V	CL	6801498	DCR021307362	OTHER (SEE NOTES) (OT)	Sharing Cost with UAS	07/07/2023 11:00:46	Stilley, Alan A, JR	07/07/2023 13:05:08	Stilley, Alan A, JR

prev 1 next Page: 1 of 1 Go Page size: 2 Change (Showing page 1 of 1, items 1-2) Total items: 2



DCR Search DCR Document Create DCR

Document ID: J Status: Select a status...

Select an account: List is empty or type in an account number:

DCR Type: Select a Doc Type... Original Doc ID: ***NOTE: Must be a complete Document ID

Search My Documents Reset

This icon will allow you to
download the search results

DCR SEARCH RESULTS (TOTAL ITEMS: 1001)

DCR ID	Type	Status	Orig Doc ID	Route Doc ID	Justification	Description	Created Date	Created by	Last Updated	Last updated by
J300001	T	CO	DB2C4253CD03EA12	DCR02J300001	CLEAR DEFICIT IN THE ACCOUNT (DF)	correct deficit	09/07/2022 04:24:16	Oltz, Regina M	09/07/2022 08:10:42	Aldredge, Elizabeth S
J300002	V	CN	6625283		PROCESSED ON THE WRONG ACCOUNT (PW)	processed on wrong account	09/07/2022 11:52:25	Wall, Sarah J	09/07/2022 11:53:42	Wall, Sarah J
J300003	T	CO	DC0FC6CBB4ACBF11	DCR02J300003	PROCESSED ON THE WRONG ACCOUNT (PW)	JN Sales Tax Correction	09/07/2022 12:24:46	Perry, Caylyn	09/07/2022 12:57:43	McMillen, Drew M
J300004	T	CO	DA5D4AC2EFBCF412	DCR02J300004	PROCESSED ON THE WRONG ACCOUNT (PW)	Processed on wrong account	09/07/2022 12:53:25	Margo, Sarah C	09/08/2022 10:36:46	Aldredge, Elizabeth S
J300005	T	CO	DBB038BA175B7A11	DCR02J300005	PROCESSED ON THE WRONG ACCOUNT (PW)	Charged on wrong account	09/08/2022 09:44:12	Richards, Robyn J	09/08/2022 09:52:05	Harris, Carla D
J300006	T	CN	DBB038B9F048D111		PROCESSED ON THE WRONG ACCOUNT (PW)	Charged on wrong account	09/08/2022 09:47:03	Richards, Robyn J	09/08/2022 09:47:31	Richards, Robyn J
J300007	T	CO	DA75E60C406BA212	DCR02J300007	PROCESSED ON THE WRONG ACCOUNT (PW)	Charged on wrong account	09/08/2022 10:04:26	Richards, Robyn J	09/08/2022 10:13:26	Harris, Carla D
J300008	T	CO	DA8CDCE373E79311	DCR02J300008	PROCESSED ON THE WRONG ACCOUNT (PW)	Charged on wrong account	09/08/2022 10:06:30	Richards, Robyn J	09/08/2022 10:13:31	Harris, Carla D
J300009	T	CO	DAB28785D49D8311	DCR02J300009	PROCESSED ON THE WRONG ACCOUNT (PW)	Charged on wrong account	09/08/2022 10:07:21	Richards, Robyn J	09/08/2022 10:13:35	Harris, Carla D
J300010	T	CO	DADD2E5953867A11	DCR02J300010	PROCESSED ON THE WRONG ACCOUNT (PW)	Charged on wrong account	09/08/2022 10:08:39	Richards, Robyn J	09/08/2022 10:13:38	Harris, Carla D
J300011	T	CO	DAFF8F0978470F12	DCR02J300011	PROCESSED ON THE WRONG ACCOUNT (PW)	Charged on wrong account	09/08/2022 10:09:43	Richards, Robyn J	09/08/2022 10:13:43	Harris, Carla D
J300012	T	CO	DB4A89ADC90FB12	DCR02J300012	PROCESSED ON THE WRONG ACCOUNT (PW)	Charged on wrong account	09/08/2022 10:10:49	Richards, Robyn J	09/08/2022 10:13:47	Harris, Carla D
J300013	T	CN	Transaction		PROCESSED ON THE WRONG ACCOUNT	To correct account	09/08/2022	Ramirez, Leah C	09/08/2022	Ramirez, Leah C



DCR Search DCR Document Create DCR

DCR: J307362 DCR Action: Select an action...

Submit

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

DCR Document: J307362 (DCR Report)

Voucher: 6801498 Show

Route Document: DCR02J307362

Description: Sharing Cost with UAS

Justification Code: OTHER (SEE NOTES) (OT)

Created By: Stilley, Alan A, JR (07/07/2023)

Last Update By: Stilley, Alan A, JR (07/07/2023)

Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
Approval	7/7/2023 11:37:01 AM	Stilley, Alan A, JR		

DCR FY: 2023

DCR Status: Completed (CO)

Voucher FY: 2023

Type: Voucher (V)

Route Status: Final (FN)

ACCOUNT NET EFFECT

Account	Account Description	Amount
210410-21000	FMO - A/R & GENERAL ACCOUNTING	(\$3.83)
271300-00000	FMO	\$3.83
Net Total:		\$0.00

Canopy is very user friendly.
There are several areas that will
allow you to obtain additional
information. Click on the PDF
icon next to J307362

CORRECTED LINE ITEMS (INCLUDES ORIGINAL)

No records found to display

CORRECTIVE ACTIONS

Orig Item	Original Account	SRS	Original Bank	Original Amount	New Account	SRS	New Bank	New Account Description	New Subcode	New Subcode Description	Amount
1	210410-21000-5650	N	06000	\$7.66	271300-00000	N	06000	FMO	5650	Freight/Delivery Services	\$3.83

COMPLETED FYIS RECIPIENT



Texas A&M University

DCR Report

Doc ID: J307362

Departmental Change Request

DCR Number: J307362

Voucher Number: 6801498

Route Doc: DCR02J307362

Description: Sharing Cost with UAS

Justification: OTHER (SEE NOTES) (OT)

Create Date: 7/7/2023 11:00:46 AM

Update Date: 7/7/2023 2:20:59 PM

DCR FY: 2023

Voucher FY: 2023

DCR Status: Completed (CO)

Type: Voucher (V)

Route Status: Final (FN)

Created By: Stilley, Alan A, JR

Updated By: Stilley, Alan A, JR

Manual Items:

Corrective Line Items

No Records Found to Display

....brings up the DCR report

Corrective Actions

Itm	Orig Itm	Orig Account	Orig Bank	Orig Amt	New Account	New Account Description	Subcode - Description	Amount	Manual
1	1	210410-21000-5650	06000	\$7.66	271300-00000	FMO	5650-Freight/Delivery Services	\$3.83	

DCR Notes

>>Note entered 07/07/23 by STILLEY, WILLIAM A
Per agreement on file, transferring \$3.83 of cost to UAS

Manual Item Information



DCR Search DCR Document Create DCR

DCR: J307362 DCR Action: Select an action...

Submit

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

DCR Document: J307362 (DCR Report) DCR FY: 2023 DCR Status: Completed (CO)
Voucher: 6801498 Show Voucher FY: 2023 Type: Voucher (V)
Route Document: DCR022307362 Route Status: Final (FN)
Description: Sharing Cost with UAS
Justification Code: OTHER (SEE NOTES) (OT)
Created By: Stilley, Alan A, JR (07/07/2023)
Last Update By: Stilley, Alan A, JR (07/07/2023)

Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
Approval	7/7/2023 11:37:01 AM	Stilley, Alan A, JR		

ACCOUNT NET EFFECT

Account	Account Description	Amount
210410-21000	FMO - A/R & GENERAL ACCOUNTING	(\$3.83)
271300-00000	FMO	\$3.83
Net Total:		\$0.00

Click on the voucher number
6801498

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

No records found to display.

CORRECTIVE ACTIONS

Orig Item	Original Account	SRS	Original Bank	Original Amount	New Account	SRS	New Bank	New Account Description	New Subcode	New Subcode Description	Amount
1	210410-21000-5650	N	06000	\$7.66	271300-00000	N	06000	FMO	5650	Freight/Delivery Services	\$3.83

COMPLETED FYIS RECIPIENT



to Account Voucher Search Voucher Header Line Item Details Vendor

Voucher: 6801498

Submit

VOUCHER HEADER

Voucher: 6801498 (Voucher Data Form Report)
Description: SERVICE TYPE: FEDEX PRIORITY OVERNI
Vendor: 01938057 Federal Express Corporation
Alt. Vendor:
Due Date: 09/25/2022 Customer A/R Nbr:
Invoice Date: 08/26/2022 GSC Order Nbr:
Delivery Date: 08/25/2022 Contract Workforce: N
Original Dist Date: Dept Ref: 9000389
Status: PAID
Hold: N
Pending:
State Vchr: N
Revolving:
Change Source: N
Transaction Code: 140
Total: \$89.37
St Req Nbr:
Bank Paid Chk Date:
Exempt Fg:
Exempt Reason:
USAS Doc Type:
Long Description: SERVICE TYPE: FEDEX PRIORITY OVERNI SERVICE TYPE: FEDEX FIRST OVERNIGHT
FAMIS Trace: C005521
ACH Date: 09/23/2022
ACH Bank Trace: 091000014869884
Wire Transfer Flag: N
ACH Fg: Y
ACH Override:
Reconcile Fg:
St Warrant Nbr:
Warrant Date:
PCC Code:

.... will bring up the new
voucher information.

Create DCR

VOUCHER LINE ITEMS

Item	Account	SRS	Net Amount	Manual Amount	Correctable Amount	PO Number	Invoice Nbr	Bank	Drop Flag	Void Flag	
1	210410-21000-5650	N	\$3.83	\$0.00	\$0.00		786414195	06000	N	N	Create DCR
2	210410-22000-5650	N	\$81.71	\$0.00	\$0.00		786414195	06000	N	N	Create DCR
3	271300-00000-5650	N	\$3.83	\$0.00	\$0.00		786414195	06000	N	N	Create DCR

CORRECTION RESULTS (TOTAL ITEMS: 1)

DCR ID	Status	Route Doc ID	Justification	Description	Created Date	Created by	Last Updated	Last updated by
J307362	CO	DCR02J307362	OTHER (SEE NOTES) (OT)	Sharing Cost with UAS	07/07/2023 11:00:46	Stilley, Alan A, JR	07/07/2023 14:20:59	Stilley, Alan A, JR



to Account Voucher Search Voucher Header Line Item Details Vendor

Voucher: 6801498

Submit

VOUCHER HEADER

Voucher: 6801498 (Voucher Data Form Report)
Description: SERVICE TYPE: FEDEX PRIORITY OVERNI
Vendor: 01938057 Federal Express Corporation
Alt. Vendor:
Due Date: 09/25/2022 Customer A/R Nbr:
Invoice Date: 08/26/2022 GSC Order Nbr:
Delivery Date: 08/25/2022 Contract Workforce: N
Original Dist Date: Dept Ref: 9000389
Status: PAID
Hold: N
Pending: N
State Vchr: N
Revolving: N
Change Source: N
Transaction Code: 140
Total: \$89.37
FAMIS Trace: C005521
ACH Fg: Y
St Req Nbr: ACH Date: 09/23/2022
Bank Paid Chk Date: ACH Bank Trace: 091000014869884
Exempt Fg: Wire Transfer Flag: N
Exempt Reason: St Warrant Nbr:
USAS Doc Type: Warrant Date:
Long Description: SERVICE TYPE: FEDEX PRIORITY OVERNI SERVICE TYPE: FEDEX FIRST OVERNIGHT
PCC Code:

At the bottom of the page,
you will see the existing
correction requests for this
voucher

Create DCR

VOUCHER LINE ITEMS

Item	Account	SRS	Net Amount	Manual Amount	Correctable Amount	PO Number	Invoice Nbr	Bank	Drop Flag	Void Flag	
1	210410-21000-5650	N	\$3.83	\$0.00	\$0.00		786414195	06000	N	N	Create DCR
2	210410-22000-5650	N	\$81.71	\$0.00	\$0.00		786414195	06000	N	N	Create DCR
3	271300-00000-5650	N	\$3.83	\$0.00	\$0.00		786414195	06000	N	N	Create DCR

CORRECTION RESULTS (TOTAL ITEMS: 1)

DCR ID	Status	Route Doc ID	Justification	Description	Created Date	Created by	Last Updated	Last updated by
J307362	CO	DCR02J307362	OTHER (SEE NOTES) (OT)	Sharing Cost with UAS	07/07/2023 11:00:46	Stilley, Alan A, JR	07/07/2023 14:20:59	Stilley, Alan A, JR



DCR Search DCR Document Create DCR

DCR: J307362 DCR Action: Select an action...

Submit

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

DCR Document: J307362 (DCR Report) DCR FY: 2023 DCR Status: Completed (CO)
Voucher: 0001490 Show Voucher FY: 2023 Type: Voucher (V)
Route Document: DCR02J307362 Route Status: Final (FN)
Description: Sharing Cost with UAS
Justification Code: OTHER (SEE NOTES) (OT)
Created By: Stilley, Alan A, JR (07/07/2023)
Last Update By: Stilley, Alan A, JR (07/07/2023)
Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
Approval	7/7/2023 11:37:01 AM	Stilley, Alan A, JR		

ACCOUNT NET EFFECT

Account	Account Description	Amount
210410-21000	FMO - A/R & GENERAL ACCOUNTING	(\$3.83)
271300-00000	FMO	\$3.83
Net Total:		\$0.00

Click on 'DCR02J307362'...

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

No records found to display.

CORRECTIVE ACTIONS

Orig Item	Original Account	SRS	Original Bank	Original Amount	New Account	SRS	New Bank	New Account Description	New Subcode	New Subcode Description	Amount
1	210410-21000-5650	N	06000	\$7.66	271300-00000	N	06000	FMO	5650	Freight/Delivery Services	\$3.83

COMPLETED FYIS RECIPIENT



Inbox Enroute Outbox Document Global Queue User Profile

Document: DCR02J307362 Routing Action: Select an action...

Submit

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

DCR Document: J307362 DCR FY: 2023 DCR Status: Completed (CO)
Voucher: 6801498 [Show](#) Voucher FY: 2023 Type: Voucher (V)
Route Document: DCR02J307362 (Routing Document Report) Route Status: Final (FN)

Description: Sharing Cost with UAS
Justification Code: OTHER (SEE NOTES) (OT)
Created By: Stilley, Alan A, JR (07/07/2023)
Last Update By: Stilley, Alan A, JR (07/07/2023)
Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
Approval	7/7/2023 11:37:01 AM	Stilley, Alan A, JR		

ACCOUNT NET EFFECT

Account	Account Description	Amount
<u>210410-21000</u>	FMO - A/R & GENERAL ACCOUNTING	(\$3.83)
<u>271300-00000</u>	FMO	\$3.83
	Net Total:	\$0.00

... brings up the Routing Document information.

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

No records found to display.

CORRECTIVE ACTIONS

Orig Item	Original Account	SRS	Original Bank	Original Amount	New Account	SRS	New Bank	New Account Description	New Subcode	New Subcode Description	Amount
1	<u>210410-21000-5650</u>	N	06000	\$7.66	<u>271300-00000</u>	N	06000	FMO	5650	Freight/Delivery Services	\$3.83

COMPLETED FYIS RECIPIENT

Item	Name	Home Campus	Home Dept	Home Sub Dept
1	Kettler, Linda B	02	FISC	OPS

*** Automatically sent after the Document is COMPLETED (Document APPROVED and Transaction(s) POSTED)



DOCUMENT NOTES

Text

>>Note entered 07/07/23 by STILLEY, WILLIAM A
Per agreement on file, transferring \$3.83 of cost to UAS

The bottom of the page
shows the documents
routing

ROUTING NOTES

There are no Routing notes for this document.

Add Notes

DOCUMENT HISTORY

Desk	Fwd Name	Office	Date	Name	Phone	Action
CREATE DSK			7/7/2023 1:04:46 PM	Stilley, Alan A, JR	979-845-2044	Submitted
SIGNER DSK		02-FISCAL	7/7/2023 2:16:03 PM	Kettler, Linda B	979-845-0978	Signed
SIGNER DSK		02-FISCAL	7/7/2023 2:17:00 PM	Kettler, Linda B	979-845-0978	Signed
DCR DESK		02-DCR OFFICE	7/7/2023 2:20:37 PM	Stilley, Alan A, JR	979-845-2044	Approved
PASS-THRU		02-DCR OFFICE	7/7/2023 2:20:59 PM	Famis, Special		Approved
	Kettler, Linda B		7/7/2023 2:21:20 PM	Stilley, Alan A, JR	979-845-2044	Forward/FYI

CURRENT LOCATION

No records found to display.

DOCUMENT PATH (PENDING)

No records found to display.

DEPT ROUTING

Desk	Fwd Name	Office	Date	Name	Dept	Action
		FISCAL		Financial Management Operations	02-FISC-FMO	Routing Completed
		FISCAL		Fmo - Accounting Operations	02-FISC-OPS	Routing Completed

DOCUMENT HELD BY

No records found to display.

FYI COPY

Desk	Fwd Name	Office	Date	Name	Phone	Action
		Ntfy/Final	7/7/2023 2:20:59 PM	Stilley, Alan A, JR	979-845-2044	Has Info Copy
		FYI	7/7/2023 2:21:20 PM	Kettler, Linda B	979-845-0978	



Inbox Enroute Outbox Document Global Queue User Profile

Document: DCR02J307362 Routing Action: Select an action...

Submit

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

DCR Document: 1307362 DCR FY: 2023 DCR Status: Completed (CO)
Voucher: 0001450 [Show](#) Voucher FY: 2023 Type: Voucher (V)
Route Document: DCR02J307362 [\(Routing Document Report\)](#) Route Status: Final (FN)

Description: Sharing Cost with UAS
Justification Code: OTHER (SEE NOTES) (OT)
Created By: Stilley, Alan A, JR (07/07/2023)
Last Update By: Stilley, Alan A, JR (07/07/2023)
Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
Approval	7/7/2023 11:37:01 AM	Stilley, Alan A, JR		

ACCOUNT NET EFFECT

Account	Account Description	Amount
<u>210410-21000</u>	FMO - A/R & GENERAL ACCOUNTING	(\$3.83)
<u>271300-00000</u>	FMO	\$3.83
Net Total:		\$0.00

The Routing Document
Report can be viewed in
PDF format.

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

No records found to display.

CORRECTIVE ACTIONS

Orig Item	Original Account	SRS	Original Bank	Original Amount	New Account	SRS	New Bank	New Account Description	New Subcode	New Subcode Description	Amount
1	<u>210410-21000-5650</u>	N	06000	\$7.66	<u>271300-00000</u>	N	06000	FMO	5650	Freight/Delivery Services	\$3.83

COMPLETED FYIS RECIPIENT



Texas A&M University DCR Routing Report

Doc ID: DCR02J307362

Departmental Change Request

DCR Number: J307362
Voucher Number: 6801498
Route Doc: DCR02J307362
Description: Sharing Cost with UAS
Justification: OTHER (SEE NOTES) (OT)
Create Date: 7/7/2023 11:00:46 AM
Update Date: 7/7/2023 2:20:59 PM

DCR FY: 2023
Voucher FY: 2023
Created By: Stilley, Alan A, JR
Updated By: Stilley, Alan A, JR

DCR Status: Completed (CO)
Type: Voucher (V)
Route Status: Final (FN)

Manual Items:

Corrective Line Items

No Records Found to Display

Corrective Actions

Itm	Orig Itm	Orig Account	Orig Bank	Orig Amt	New Account	New Account Description	Subcode - Description	Amount	Manual
1	1	210410-21000-5650	06000	\$7.66	271300-00000	FMO	5650-Freight/Delivery Services	\$3.83	

DCR Notes

>>Note entered 07/07/23 by STILLEY, WILLIAM A
Per agreement on file, transferring \$3.83 of cost to UAS

Manual Item Information

Approvals

Desk	Fwd Name	Office	Datetime	Name	Phone	Action
CREATE DSK			7/7/2023 1:04:46 PM	Stilley, Alan A, JR	979-845-2044	Submitted
SIGNER DSK		02-FISCAL	7/7/2023 2:16:03 PM	Kettler, Linda B	979-845-0978	Signed
SIGNER DSK		02-FISCAL	7/7/2023 2:17:00 PM	Kettler, Linda B	979-845-0978	Signed
DCR DESK		02-DCR OFFICE	7/7/2023 2:20:37 PM	Stilley, Alan A, JR	979-845-2044	Approved

PASS-THRU		02-DCR OFFICE	7/7/2023 2:20:59 PM	Famis, Special		Approved
-----------	--	------------------	---------------------	----------------	--	----------

Routing Notes

No Records Found to Display





Creation of a Transaction DCR



DCR Search

DCR Document

Create DCR

DCR Create

DCR Doc ID: **NEW**

Document to Correct

Doc Type: Voucher

Doc Year: Select a Doc Type.....ent year

Original Doc ID: Transaction

voucher

Show

Create FY 2023 Document

Change the doc type
to 'Transaction'



Main Menu ▸ FRS ▸ DCR ▸ Create DCR

DCR Search

DCR Document

Create DCR

DCR Create

DCR Doc ID: ****NEW****

Document to Correct

Doc Type: Transaction

Doc Year: 2023 * Blank = current year

Original Doc ID:

Please Select Transaction...

Show

Create FY 2023 Document

Click on the
magnifying glass

Canopy, a Business Computing Services application.

The Texas A&M University System

Server: SEA-FA-WEBTST

Version: 4.0.0.20304 - 06/30/2023 11:16:50 **ABX Test Version**

[Top of Page](#)



Canopy

The Texas A&M University System [ABX Test Version](#)

[Payroll](#) [FFX](#) [FRS](#) [Routing](#) [System](#)

Campus: 02 (Texas A&M University)

Fiscal Year: 2023

[Set CO/FY](#)

[SSO Menu](#)

[SSO Logoff](#)

[Main Menu](#) [FRS](#) [DCR](#) [Create DCR](#)

[HELP ?](#)

[FEEDBACK](#)

[DCR Search](#)

[DCR Document](#)

[Create DCR](#)

DCR Create

DCR Doc ID: ****NEW****

Document to Correct

Doc Type: Transaction

Doc Year: 2023 * Blank = current year

Original Doc ID:

Please Select Transaction...

[Show](#)

[Create FY 2023 Document](#)

Enter in the account number and
select the month

TRANSACTIONS SEARCH IN FY: 2023

Account Number: or type in a bank number:

Months: Apr Thru: Apr Subcode: TC: Ref2: Ref4: Transaction Type: Direct

[Submit](#) [Reset](#)

[Close Search](#)



DCR Search

DCR Document

Create DCR

DCR Create

DCR Doc ID: **NEW**

Document to Correct

Doc Type: Transaction

Doc Year: 2023 * Blank = current year

Original Doc ID: Please Select Transaction...

Show

Create FY 2023 Document

Click on the 'Submit'
button

TRANSACTIONS SEARCH IN FY: 2023

Account Number: 210410 or type in a bank number:

Months: Jan Thru: Apr Subcode: TC: Ref2: Ref4: Transaction Type: Direct

Submit Reset

Close Search



	3130	058	0043DNC	0043DNC	0043DNC	FRITSCH/SACUBO WOMEN'S LEADERSHIP	\$960.00	01/05/2023	CTEC01	D		Details
Select	5215	06A		1024847	1024847	SEQUOIA CPE - DECEMBER 2022	\$149.00	01/05/2023	CPCL01	N	011187-1615	Details
Select	5230	06A		1024847	1024847	TSBPA IND LIC RENEW - DECEMBER 2022	\$85.00	01/05/2023	CPCL01	N	011187-1615	Details
Select	6340	06A		1024847	1024847	PAPPASITO'S CANTINA - DECEMBER 2022	\$227.50	01/05/2023	CPCL01	N		
	5761	054	77046AV	77046AV	4120749	Invoice Encumbrance for 134120749	(\$8,085.90)	01/05/2023	ZR0105			
	5830	068	973246A	6804194	7326883	TRINTECH INC	(\$166,693.14)	01/05/2023	6055VF			
	6315	048		6849456	3772084	INTERNAL REVENUE SERVICE	\$2.80	01/05/2023	PVP088			
	5825	068	079135B	6849884	6849884	XEROX CORPORATION	\$216.21	01/05/2023	PVP089			
	1105	051	SAL0001	M23783	WEAZ3ZU	WE - M23783						
	1105	051	SAL0001	M25536	WEAZ3ZX	WE - M25536						
	1906	051	BENB001	M25536	WEAZ3ZX	WE - M25536						
	1605	051	LNGB001	M25536	WEAZ3ZX	WE - M25536						
	5752	068	103228B	6850213	6372637	THE PERSONAL COMPUTER STORE INC DBA						
	5752	055	105046B	105046B	6450390	TAURUS TECHNOLOGIES INC						
Select	3025	06C		1025745	1025745	GLOVER - KINGSVILLE	(\$14.28)	01/09/2023	CTRL01	N	011170-1615	Details
Select	3025	06C		1025745	1025745	GLOVER - KINGSVILLE	\$30.94	01/09/2023	CTRL01	N	011170-1615	Details

When you scroll down you will see the available journal entries for the selected month(s)

	3130	058	0043DNC	0043DNC	0043DNC	FRITSCH/SACUBO WOMEN'S LEADERSHIP	\$960.00	01/05/2023	CTEC01			
Select	5215	06A		1024847	1024847	SEQUOIA CPE - DECEMBER 2022	\$149.00	01/05/2023	CPCL01			
Select	5230	06A		1024847	1024847	TSBPA IND LIC RENEW - DECEMBER 2022	\$85.00	01/05/2023	CPCL01			
Select	6340	06A		1024847	1024847	PAPPASITO'S CANTINA - DECEMBER 2022	\$227.50	01/05/2023	CPCL01			
	5761	054	77046AV	77046AV	4120749	Invoice Encumbrance for 134120749	(\$8,085.90)	01/05/2023	ZR0105			
	5830	068	973246A	6804194	7326883	TRINTECH INC	(\$166,693.14)	01/05/2023	6055VF			
	6315	048		6849456	3772084	INTERNAL REVENUE SERVICE	\$2.80	01/05/2023	PVP088			
	5825	068	079135B	6849884	6849884	XEROX CORPORATION	\$216.21	01/05/2023	PVP089			
	1105	051	SAL0001	M23783	WEAZ3ZU	WE - M23783						
	1105	051	SAL0001	M25536	WEAZ3ZX	WE - M25536						
	1906	051	BENB001	M25536	WEAZ3ZX	WE - M25536						
	1605	051	LNGB001	M25536	WEAZ3ZX	WE - M25536						
	5752	068	103228B	6850213	6372637	THE PERSONAL COMPUTER STORE INC DBA						
	5752	055	105046B	105046B	6450390	TAURUS TECHNOLOGIES INC						
Select	3025	06C		1025745	1025745	GLOVER - KINGSVILLE						
Select	3025	06C		1025745	1025745	GLOVER - KINGSVILLE						
Select	3025	06C		991303	991303	GLOVER - SAN ANTONIO, TX	\$92.25	01/09/2023	CTRL01			
Select	3030	06C		1025745	1025745	GLOVER - KINGSVILLE	\$9.84	01/09/2023	CTRL01			
Select	3030	06C		1025745	1025745	GLOVER - KINGSVILLE	\$8.54	01/09/2023	CTRL01			
Select	3030	06C		1025745	1025745	GLOVER - KINGSVILLE	\$10.80	01/09/2023	CTRL01			
Select	3030	06C		1025745	1025745	GLOVER - KINGSVILLE	\$40.76	01/09/2023	CTRL01			
							Page Total:	(\$236,122.78)				
							Grand Total:	(\$117,652.86)				

Click on 'Select' for the transaction line you wish to move



TEXAS A&M
UNIVERSITY®

Canopy

The Texas A&M University System **ABX Test Version**

Payroll FFX FRS Routing System

Campus: 02 (Texas A&M University)

Fiscal Year: 2023

Set CC/FY

Main Menu > FRS > DCR > Create DCR

DCR Search DCR Document Create DCR

DCR Create

DCR Doc ID: ***NEW**

Document to Correct

Doc Type: Transaction

Doc Year: 2023 * Blank = current year

Original Doc ID: Transaction Selected

Show

Create FY 2023 Document

When you click the submit button it will take you to the DCR create page. Click on 'Create FY XXXX Document'



Canopy

The Texas A&M University System **ARX Test Version**

Campus: 02 (Texas A&M University)

Fiscal Year: 2023

Set CO/FY

SSO Menu

SSC

Payroll FFX FRS Routing System

Main Menu > FRS > DCR > DCR Document

HELP ?

>>>>



INFO: DCR Document J307363 has been successfully added

DCR Search

DCR Document

Create DCR

DCR: J307363



DCR Action: Select an action...

Submit

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

DCR Document: J307363 **DCR FY:** 2023 **DCR Status:** In Process (IP)
Transaction: Journal Entry (Ref2: 1024847) **Transaction FY:** 2023 **Type:** Transaction (T)
Route Document:
Description:
Justification Code: Select a code...
Created By: Stilley, Alan A, JR (07/07/2023)
Last Update By:
Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
NO ATTACHMENTS FOUND				

+ Add Attachments

Save

Cancel

ACCOUNT NET EFFECT

No records found to display.

Enter in a description of
what you wish to do

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount
1	Y	210410-10000	N	FMO - ACCOUNTING SERVICES	5230	Employee License/Cert & Fees-Other	FISC	FMO	Financial Management Operations	\$85.00



Canopy

The Texas A&M University System **ABK Test Version**

Payroll FFX FRS Routing System

Campus: 02 (Texas A&M University)

Fiscal Year: 2023

Set CO/FY

SSO Menu

SSO Logout

Main Menu > FRS > DCR > DCR Document

HELP ?

>>>> FEEDBACK



INFO: DCR Document J307363 has been successfully added

DCR Search

DCR Document

Create DCR

DCR: J307363



DCR Action: Select an action...

Submit

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

DCR Document: J307363 DCR FY: 2023 DCR Status: In Process (IP)
Transaction: Journal Entry (Ref2: 1024847) Transaction FY: 2023 Type: Transaction (T)
Route Document: Route Status:
Description: To correct account allocation
Justification Code: **PW - PROCESSED ON THE WRONG ACCOUNT**
Created By: Stilley, Alan A, JR (07/07/2023)
Last Update By:
Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
NO ATTACHMENTS FOUND				

+ Add Attachments

Save Cancel

ACCOUNT NET EFFECT

No records found to display.

Select a justification code of why the move is necessary and click 'Save'

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount	
1	Y	210410-10000	N	FMO - ACCOUNTING SERVICES	5230	Employee License/Cert & Fees-Other	FISC	FMO	Financial Management Operations	\$85.00	Correct



Canopy

The Texas A&M University System **APX Test Version**

[Payroll](#) [FFX](#) [FRS](#) [Routing](#) [System](#)

Campus: 02 (Texas A&M University)

Fiscal Year: 2023

Set CO/FY

[SSO Menu](#)

[SSO Logoff](#)

[Main Menu](#) > [FRS](#) > [DCR](#) > DCR Document

[HELP?](#)

[FEEDBACK](#)

[DCR Search](#)

[DCR Document](#)

[Create DCR](#)

DCR: J307363



DCR Action: Select an action...

[Submit](#)

Header - Record has been successfully modified (Message: 0003)

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

DCR Document: J307363 (DCR Report)

DCR FY: 2023

DCR Status: In Process (IP)

Transaction: Journal Entry (Ref2: 1024847)

[Show](#)

Transaction FY: 2023

Type: Transaction (T)

Route Document:

Route Status:

Description: To correct account allocation

Justification Code: PROCESSED ON THE WRONG ACCOUNT (PW)

Created By: Stilley, Alan A, JR (07/07/2023)

Last Update By: Stilley, Alan A, JR (07/07/2023)

Attachments:

Name

Added Date

Added By

Deleted Date

Deleted By

NO ATTACHMENTS FOUND



[Add Attachments](#)

[Edit](#)

ACCOUNT NET EFFECT

No records found to display.

You will see the message
'Header - Record has been
successfully modified'

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount	
1	Y	210410-10000	N	FMO - ACCOUNTING SERVICES	5230	Employee License/Cert & Fees-Other	FISC	FMO	Financial Management Operations	\$85.00	Correct



DCR Document: J307363 (DCR Report) **DCR FY:** 2023 **DCR Status:** In Process (IP)

Transaction: Journal Entry (Ref2: 1024847) **Show** **Transaction FY:** 2023 **Type:** Transaction (T)

Route Document: **Route Status:**

Description: To correct account allocation

Justification Code: PROCESSED ON THE WRONG ACCOUNT (PW)

Created By: Stilley, Alan A, JR (07/07/2023)

Last Update By: Stilley, Alan A, JR (07/07/2023)

Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
NO ATTACHMENTS FOUND				

Add Attachments

Click on 'Correct' to
begin your changes

Edit

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount	Correct
1	Y	210410-10000	N	FMO - ACCOUNTING SERVICES	5230	Employee License/Cert & Fees-Other	FISC	FMO	Financial Management Operations	\$85.00	

CORRECTIVE ACTIONS

No records found to display.

COMPLETED FYIS RECIPIENT

There are no FYIs for this document.



Canopy

The Texas A&M University System *ABX Test Version*

Campus: 02 (Texas A&M University)

Fiscal Year: 2023

Set CC/FY

SSO Menu

SSO Logoff

Payroll FFX FRS Routing System

Main Menu > FRS > DCR > DCR Document

HELP? >>>> FEEDBACK

DCR Search DCR Document Create DCR

DCR: J307363 DCR Action: Select an action...

Submit

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

DCR Document: J307363 (DCR Report) DCR FY: 2023 DCR Status: In Process (IP)
Transaction: Journal Entry (Ref2: 1024847) Transaction FY: 2023 Type: Transaction (T)
Route Document: Route Status:
Description: To correct account allocation
Justification Code: PROCESSED ON THE WRONG ACCOUNT (PW)
Created By: Stilley, Alan A, JR (07/07/2023)
Last Update By: Stilley, Alan A, JR (07/07/2023)
Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
NO ATTACHMENTS FOUND				

+ Add Attachments

Edit

ACCOUNT NET EFFECT

No records found to display.

This will bring up three boxes to allow you to change the account, subcode and amount. Enter your desired changes and then click 'Save'

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount
1	Y	210410-10000	N	FMO - ACCOUNTING SERVICES	5230	Employee License/Cert & Fees-Other	FISC	FMO	Financial Management Operations	\$85.00 Correct

Orig Line Item: 1 Credit
Orig Account: 21041010000 Orig Subcode: 5230 Avail Amt: 85.00 Orig Bank: 06000
New Account: 27130000000 New Subcode: 5230 Amount: 85.00

*NOTE: All amounts are represented as positive amounts. Please refer to the Credit Flag for amount sign.

Save Cancel

CORRECTIVE ACTIONS

No records found to display.



Canopy

The Texas A&M University System **ABX Test Version**

Payroll FFX FRS Routing System

Campus: 02 (Texas A&M University)

Fiscal Year: 2023

Set CO/FY

SSO Menu

SSO Logoff

Main Menu > FRS > DCR > DCR Document

HELP?

>>> FEEDBACK

DCR Search DCR Document Create DCR

DCR: J307363

DCR Action:

- Select an action...
- Select an action...
- CLOSE (checks acct and \$\$\$)
- CANCEL
- REOPEN to edit
- ROUTE for approval
- ROUTE with Extra Action
- RECALL from routing

Submit

DCR Document: J307363 (DCR Report) DCR FY: 2023 DCR Status: In Process (IP)

Transaction: Journal Entry (Ref2: 1024847)

Show

Transaction FY: 2023

Type: Transaction (T)

Route Document:

Route Status:

Description: To correct account allocation

Justification Code: PROCESSED ON THE WRONG ACCOUNT (PW)

Created By: Stilley, Alan A, JR (07/07/2023)

Last Update By: Stilley, Alan A, JR (07/07/2023)

Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
NO ATTACHMENTS FOUND				

Add Attachments

Edit

ACCOUNT NET EFFECT		
Account	Account Description	Amount
210410-10000	FMO - ACCOUNTING SERVICES	(\$85.00)
271300-00000	FMO	\$85.00
Net Total:		\$0.00

Once you have completed your changes, you will now submit the DCR document for approval. Click 'Submit'

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount
1	Y	210410-10000	N	FMO - ACCOUNTING SERVICES	5230	Employee License/Cert & Fees-Other	FISC	FMO	Financial Management Operations	\$0.00

CORRECTIVE ACTIONS

Orig Item	Original Account	SRS	Original Bank	Original Amount	New Account	SRS	New Bank	New Account Description	New Subcode	New Subcode Description	Amount			
1	210410-10000-5230	N	06000	\$85.00	271300-00000	N	06000	FMO	5230	Employee License/Cert & Fees-Other	\$85.00			Edit Delete

COMPLETED FYIS RECIPIENT

There are no FYIs for this document.



INFO: Document has been Routed 02 DCR02J307363 (Message: 2519)

DCR Search

DCR Document

Create DCR

DCR: J307363



DCR Action: Select an action...



Submit

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT
VIEW

DCR Document: J307363 (DCR Report) DCR FY: 2023 DCR Status: Closed (CL)
Transaction: Journal Entry (Ref2: 1024847) **Show** Transaction FY: 2023 Type: Transaction (T)
Route Document: DCR02J307363 Route Status: In Dept Rt (DR)
Description: To correct account allocation
Justification Code: PROCESSED ON THE WRONG ACCOUNT (PW)
Created By: Stilley, Alan A, JR (07/07/2023)
Last Update By: Stilley, Alan A, JR (07/07/2023)
Attachments: **Add Attachments**

If the document is error-free,
you will see the message
'Document has been routed'
and will go to the person(s)
with signature authority on
the account(s)

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount
1	Y	210410-10000	N	FMO - ACCOUNTING SERVICES	5230	Employee License/Cert & Fees-Other	FISC	FMO	Financial Management Operations	\$0.00

CORRECTIVE ACTIONS

Orig Item	Original Account	SRS	Original Bank	Original Amount	New Account	SRS	New Bank	New Account Description	New Subcode	New Subcode Description	Amount
1	210410-10000-5230	N	06000	\$85.00	271300-00000	N	06000	FMO	5230	Employee License/Cert & Fees-Other	\$85.00

COMPLETED FYIS RECIPIENT

There are no FYIs for this document.



FMO Contact

- Please contact FMO Accounting Operations should you have any questions, comments or suggestions
 - Phone: 979-845-8809
 - E-mail: corrections@tamu.edu
-



Thank you!