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 entries
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.
From the voucher header tab, enter in the voucher number and hit enter or submit.
Click on any of the 'Create DCR' buttons to begin the DCR Process.
Click on 'Create FY XXXX Document'
You will now see the information box showing the DCR document number assigned to your request.
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.
Add the description
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)
Select the appropriate justification code

### Corrected Line Items (Includes Original and Proposed)

<table>
<thead>
<tr>
<th>Item</th>
<th>Orig</th>
<th>Account</th>
<th>SRS</th>
<th>Account Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Y</td>
<td>210410-21000</td>
<td>N</td>
<td>FMG - A/R &amp; GENERAL ACCOUNTING</td>
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<tr>
<td>2</td>
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<td>219410-22600</td>
<td>N</td>
<td>FMG - ACCOUNTS PAYABLE</td>
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</table>

**Subcode** | **Subcode Description**
5650         | Freight/Delivery Services
At this time if attachments are needed you can add them before you click 'Save'
Attachment has been added; now click 'Save'
You will now see the message 'Header - Record has been successfully modified'.
Scroll down to the lower portion of the screen and you will see the original line item(s) available for corrective actions.

<table>
<thead>
<tr>
<th>Item</th>
<th>Orig</th>
<th>Account</th>
<th>SRS</th>
<th>Account Description</th>
<th>Subcode</th>
<th>Subcode Description</th>
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<th>SubDept</th>
<th>Dept Name</th>
<th>Avail Amount</th>
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<tbody>
<tr>
<td>1</td>
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<td>210410-21000</td>
<td>N</td>
<td>FMO - A/R &amp; GENERAL ACCOUNTING</td>
<td>5650</td>
<td>Freight/Delivery Services</td>
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<td>OPS</td>
<td>Fmo - Accounting Operations</td>
<td>$7.66</td>
<td>Correct</td>
</tr>
<tr>
<td>2</td>
<td>Y</td>
<td>210410-22000</td>
<td>N</td>
<td>FMO - ACCOUNTS PAYABLE</td>
<td>5650</td>
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<td>FISC</td>
<td>OPS</td>
<td>Fmo - Accounting Operations</td>
<td>$31.71</td>
<td>Correct</td>
</tr>
</tbody>
</table>

**Corrective Actions**

No records found to display.

**Completed FYIs Recipient**

There are no FYIs for this document.

**Document Notes**

There are no notes for this document.
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.
A box now appears for that line and you can modify any of the following: account, sub-code and/or amount.
A modification has been done for the account number and the amount. Now click 'Save'.
The 'Account Net Effect' will show the new account being debited and the old account being credited to have a net affect of zero.
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.
In the 'Corrective Actions' you have the option to edit your correction or delete the entry.
You can add 'FYI' notifications to anyone who may need to be aware of the correction.
### Corrected Line Items (Includes Original and Proposed)

<table>
<thead>
<tr>
<th>Item</th>
<th>Orig</th>
<th>Account</th>
<th>SRS</th>
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</thead>
<tbody>
<tr>
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<td>OPS</td>
<td>Fmo - Accounting Operations</td>
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<td>N</td>
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<td>5650</td>
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<tr>
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### Corrective Actions

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<tr>
<th>Orig Item</th>
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<th>SRS</th>
<th>Original Bank</th>
<th>Original Amount</th>
<th>New Account</th>
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</table>

### Completed FYIs Recipient

There are no FYIs for this document.

Name (last, first): [Keller, Linda B (02-FISC-OPS)]

Clear: Found 2 names.

Click 'Save'

### Document Notes

There are no notes for this document.
You will see 'FYI - Record has been successfully modified (Message: 0003)' and a message of 'Automatically sent after the document is COMPLETED'.
Since the justification code 'OT' was used, notes are required. Click 'Add Notes'.
**Corrected Line Items (Includes Original and Proposed)**

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<thead>
<tr>
<th>Item</th>
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<th>Original Amount</th>
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**Completed FYIs Recipient**

<table>
<thead>
<tr>
<th>Item</th>
<th>Name</th>
<th>Home Campus</th>
<th>Home Dept</th>
<th>Home Sub Dept</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Kettler, Linde B</td>
<td>02</td>
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<td>OPS</td>
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</tbody>
</table>

***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 $3.53 of the shipping cost to UAS

*Previous notes from today may be available for editing*

**Save** **Cancel**

---

Once the notes are added, click 'Save'
### Corrected Line Items (Includes Original and Proposed)

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<td>Freight/Delivery Services</td>
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### Completed FYIS Recipient

<table>
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<tr>
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<th>Name</th>
<th>Home Campus</th>
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<th>Home Sub Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Kettler, Linda D</td>
<td>02</td>
<td>FISC</td>
<td>OPS</td>
</tr>
</tbody>
</table>

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

Add FYI

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

Add Notes
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'.
The message 'INFO: Document has been routed' will now show
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.
You can search by the DCR number, a partial of the DCR number or the account number. Then click 'Search'.
This search was using just the 'J'.
All existing DCRs will pull up.
This search was by the account number. Only the DCRs with this account number show up.

<table>
<thead>
<tr>
<th>DCR ID</th>
<th>Type</th>
<th>Status</th>
<th>Orig Doc ID</th>
<th>Route Doc ID</th>
<th>Justification</th>
<th>Description</th>
<th>Created Date</th>
<th>Created by</th>
<th>Last Updated</th>
<th>Last Updated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>V</td>
<td>CL</td>
<td>650019</td>
<td>DCR02130723</td>
<td>OTHER (SEE NOTES) (OT)</td>
<td>Sharing Cost with UAS</td>
<td>07/07/2023 11:00:46</td>
<td>Stiley, Alan A, JR</td>
<td>07/07/2023 13:05:08</td>
<td>Stiley, Alan A, JR</td>
</tr>
<tr>
<td>123456</td>
<td>V</td>
<td>CO</td>
<td>650019</td>
<td>DCR02130723</td>
<td>PROCESSED ON THE WRONG ACCOUNT (PW)</td>
<td>account correction</td>
<td>01/04/2023 09:26:08</td>
<td>Kettler, Linda B</td>
<td>01/05/2023 15:48:09</td>
<td>Frische, Vernia L</td>
</tr>
</tbody>
</table>

prev 1 next Page: 1 of 1 Go Page size: 2 Change (Showing page 1 of 1, items 1-2) Total Items: 2
This icon will allow you to download the search results.
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.
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

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:

...brings up the DCR report

Corrective Line Items
No Records Found to Display

Corrective Actions

<table>
<thead>
<tr>
<th>Itm</th>
<th>Orig Item</th>
<th>Orig Account</th>
<th>Orig Bank</th>
<th>Orig Amt</th>
<th>New Account</th>
<th>New Account Description</th>
<th>Subcode - Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1</td>
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<td>06000</td>
<td>$7.66</td>
<td>271300-00000</td>
<td>FMO</td>
<td>5650-Freight/Delivery Services</td>
<td>$3.83</td>
<td></td>
</tr>
</tbody>
</table>

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
Click on the voucher number 6801498
.... will bring up the new voucher information.
At the bottom of the page, you will see the existing correction requests for this voucher.
Click on 'DCR02J307362'...
... brings up the Routing Document information.
The bottom of the page shows the documents routing.
The Routing Document Report can be viewed in PDF format.
Texas A&M University

DCR Routing Report

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

Corrective Line Items
No Records Found to Display

Corrective Actions

<table>
<thead>
<tr>
<th>Itm</th>
<th>Orig Itm</th>
<th>Orig Account</th>
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<th>Orig Amt</th>
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<th>New Account Description</th>
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</tr>
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</table>

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

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<tr>
<th>Desk</th>
<th>Fwd Name</th>
<th>Office</th>
<th>Datetime</th>
<th>Name</th>
<th>Phone</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREATE DSK</td>
<td></td>
<td></td>
<td>7/7/2023 1:04:46 PM</td>
<td>Stilley, Alan A, JR</td>
<td>979-845-2044</td>
<td>Submitted</td>
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<tr>
<td>SIGNER DSK</td>
<td></td>
<td>02-FISCAL</td>
<td>7/7/2023 2:16:03 PM</td>
<td>Kettler, Linda B</td>
<td>979-845-0978</td>
<td>Signed</td>
</tr>
<tr>
<td>SIGNER DSK</td>
<td></td>
<td>02-FISCAL</td>
<td>7/7/2023 2:17:00 PM</td>
<td>Kettler, Linda B</td>
<td>979-845-0978</td>
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<tr>
<td>DCR DESK</td>
<td></td>
<td>02-DCR OFFICE</td>
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<td>Stilley, Alan A, JR</td>
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<td>Approved</td>
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<tr>
<td>PASS-THRU</td>
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<td>7/7/2023 2:20:59 PM</td>
<td>Famis, Special</td>
<td>Approved</td>
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</tbody>
</table>

**Routing Notes**

No Records Found to Display
Creation of a Transaction
DCR
Change the doc type to 'Transaction'
Click on the magnifying glass.
Enter in the account number and select the month
Click on the 'Submit' button
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
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<th>Notes</th>
<th>Details</th>
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<tbody>
<tr>
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<td>0043DNC</td>
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</table>

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

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

Page Total: ($236,122.75)

Grand Total: ($217,643.86)
When you click the submit button it will take you to the DCR create page. Click on 'Create FY XXXX Document'
Enter in a description of what you wish to do
Select a justification code of why the move is necessary and click 'Save'
You will see the message 'Header - Record has been successfully modified'
## Corrected Line Items (Includes Original and Proposed)

<table>
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<tr>
<th>Item</th>
<th>Orig</th>
<th>Account</th>
<th>SRS</th>
<th>Account Description</th>
<th>Subcode</th>
<th>Subcode Description</th>
<th>Dept</th>
<th>SubDept</th>
<th>Dept Name</th>
<th>Avail Amount</th>
<th>Correct</th>
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<tbody>
<tr>
<td>1</td>
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<td>210410-1000</td>
<td>N</td>
<td>FMO - ACCOUNTING SERVICES</td>
<td>5230</td>
<td>Employee License/Cert &amp; Fees-Other</td>
<td>FISC</td>
<td>FMO</td>
<td>Financial Management Operations</td>
<td>$65.00</td>
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### Corrective Actions

- No records found to display.

### Completed FYIs Recipient

- There are no FYIs for this document.
This will bring up three boxes to allow you to change the account, subcode and amount. Enter your desired changes and then click 'Save'.
Once you have completed your changes, you will now submit the DCR document for approval. Click 'Submit'
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).
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!