

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.

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- 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?

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- 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).

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- 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.

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- 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.

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- 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 <u>Local to State</u> <u>Credit Card Transaction Correction instructions</u>

Year End Submittals of DCRs

• Request are only valid to create/view in the current fiscal year.

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- 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.

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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.



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Creation of a Voucher DCR

 Once the DCR number has been assigned you can now edit the DCR document.

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• You must enter in a description and choose a Justification Code..



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1 Y	210410-21000	N	FMO - A/R & GENERAL A	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**

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- OT (Other) Notes Required (Change of contract, professor approval, etc)
- PW (Processed on wrong account)



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2 Y	210410-22000	N	FMO - ACCOUNTS PA	YABLE		5650	Freight/Delivery Services



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2	Y	210410-22000	N	FMO - ACCOUNTS PAYABLE	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$81.71 Correct	
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ACCOUNT NET EFFECT

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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

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-	Corrective Actions													
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271300-00000	FMO	\$3.83
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2	Y	210410-22000	N	FMO - ACCOUNTS PAYABLE	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$81.71	Correc
3	. · ·	271300-00000	N	FMO	5650	Freight/Delivery Services	FISC	FMO	Financial Management Operations	\$3.83	_

shows the old and new

-	Corrective Actions												
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DCR Document: Voucher: Route Document: Description: Justification Code:	J307362 ☐ (DCR Re <u>6801498</u> Show Sharing Cost with UA OTHER (SEE NOTES) OTHER (SEE NOTES)	port) S (OT)	DCR FY: Voucher FY:	2023 2023	DCR Status: Type: Route Status:	In Process (IP) Voucher (V)		Account 210410-21000 271300-00000	Account Description FMO - A/R & GENERAL A	CCOUNTING FMO Net Total:	Amount (\$3.83) \$3.83 \$0.00
Created By: Last Update By: Attachments:	Stilley, Alan A, JR (07 Stilley, Alan A, JR (07 Name Approval	/07/2023) /07/2023) Added Date 7/7/2023 11:37:01 A nents	Addec M Stilley, Ala	i By In A, JR	Deleted Date Dele	ted By Delete	у	ou ha your o	ve the opt correction the enti	ion to or de ry	o edit elete

	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	

-							Correctiv	E 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

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E DEPARTMENT/	L CORRECTION REQUEST HEADER - DEFAI	ilt View		Account Net Effect					
DCR Document: J307362 (DCR Report) Voucher: 6801498 Route Document: Show 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 Approval 7/7/2023 Add Attachments Add Attachments	ment: J307362 DCR Report) DCR FY; 2023 DCR Status: In Process (IP) /oucher: 6801498 Show Voucher FY; 2023 Type: Voucher (V) cument: Route Status: Route Status: Route Status: Route Status: Z10410-21000 FMO - A/R & GEN cument: Shring Cost with UAS Route Status: Route Status: You can a in Code: OTHER (SEE NOTES) (OT) Type: You can a ated By: Stilley, Alan A, JR (07/07/2023) Added By Deleted Date Delete Notifications to may need to be correct Add Attachments Added Attachments Correct Correct Correct								
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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	
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FYI - Record has been successfully modified (Message: 0003)

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





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1	Y	210410-21000	Ň	FMO - A/R & GENERAL ACCOUNTING	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$3.83	Correct
2	Y	210410-22000	Ň	FMO - ACCOUNTS PAYABLE	5650	Freight/Delivery Services	FISC	OPS	Fmo - Accounting Operations	\$81.71	Correct
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FYI - Record has been successfully modified (Message: 0003)

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1	Kettler, Linda B	02	FISC
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2	Y	210410-22000	N	FMO - ACCOUNTS PAYABLE	5650	Freight/Deliv	very Services	FISC	OPS	Fmo - Accounting Operations
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2	Y	210410-22000	N	FMO - ACCOU	NTS PAYABLE		5650	Freight/Deliv	ery Services	FISC	OPS	Fmo -	Accounting Operations
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Payroll FFX FRS Routing System

Main Menu

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DCR Document



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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
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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.

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 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

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• Enter in a partial DCR Document ID number, account number or the complete document ID number.



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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



Canopy The Texas A&M University System ABX Test Version Payroll FFX FRS Routing System	ampus: 02 (Texas A&M University) V Fiscal Year: 2023 Set CC/FY
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<u>J300001</u>	ï	<u>co</u>	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, Elizabet
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<u> 1300006</u>	I	CN	DBB038B9F048D111		PROCESSED ON THE WRONG ACCOUNT	Charged on wrong ac	count 09/08/2022 09:47:03	Richards, Robyn J	09/08/2022	Richards, Robyn J
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Canopy The Texas A&M University System A&X Texat Vanemon Payroll FFX FRS Routing System	Campus: 02 (Texas A&M University)	♥ Fiscal Year: 2023	Set CC/FY		SSO Menu SSO
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1303142 V CO 6804194 DCR02J303142 PROCESSED ON THE WRO	NG ACCOUNT (PW) account correct	ion 01/04/2023 09:1	26:08 Kettler, Linda B	01/05/2023 16:48:09	Fritsche, Verna L
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prev 1 next Page: 1 of 1 Go Page size: 2 Change (Showing page 1 of	1, items 1-2) Total items: 2				

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<u> J300001</u>	Ι	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
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<u> 1300007</u>	Ţ	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
1300008	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
1300009	Ţ	co	DAB28785D49D8311	DCR02J300009	PROCESSED ON THE WRONG ACCOUNT	Charged on wrong account	09/08/2022 10:07:21	Richards, Robyn J	09/08/2022 10:13:35	Harris, Carla D
<u>J300010</u>	Ţ	co	DADD2E5953867A11	DCR02J300010	PROCESSED ON THE WRONG ACCOUNT (PW)	Charged on wrong account	09/08/2022	Richards, Robyn J	09/08/2022 10:13:38	Harris, Carla D
<u> J300011</u>	Ţ	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
<u>J300012</u>	ï	co	DB4A89ADCF90FB12	DCR02J300012	PROCESSED ON THE WRONG ACCOUNT (PW)	Charged on wrong account	09/08/2022	Richards, Robyn J	09/08/2022	Harris, Carla D
<u>J300013</u>	I	CN	Transaction		PROCESSED ON THE WRONG ACCOUNT	To correct account	09/08/2022	Ramirez, Leah C	09/08/2022	Ramirez, Leah C



DCR: J397362 DCR Action: Select an action. Submit	DCR Search DCR	Document C	reate DCR									
Submit P DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW DCR Document: D007362 CORRECTION REQUEST HEADER - DEFAULT VIEW Wouther: Submit Vouther: Solution in the second provided (CO) Vouther: Solution in the second provided (CO) Vouther: Solution in the second provided (CO) Description: Status: Completed (CO) Description: Status: Final (FN) Description: Status: Final (FN) Distriction Code: Offer (COV/7/2023) Last Update By: Stilley, Alan A, JR (07/07/2023) Concected Date Added Date Added By Deleted Date Deleted By Matrix Approval 7/7/2023 11:37:01 AM (Stilley, Alan A, JR) Concected Inte Items (Includes Original More account SRS Original Account SRS New Account Description New Subcode Description Amount information Original Account SRS Original Amount New Account SRS New Bank New Account Description New Subcode Description Amount information Original Account SRS Original Amount <th>DCR: J307362</th> <th>DCR Action: Select</th> <th>an action</th> <th>~</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	DCR: J307362	DCR Action: Select	an action	~								
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Texas A&M University

DCR Report

Departmental Chan	ge Request			
DCR Number: J	307362	DCR FY: 2023	DCR Status:	Completed (CO)
Voucher Number: 6	801498	Voucher FY: 2023	Type:	Voucher (V)
Route Doc: D	OCR02J307362		Route Status:	Final (FN)
Description: S	Sharing Cost with UAS			
Justification: C	OTHER (SEE NOTES) (OT)			
Create Date:	7/7/2023 11:00:46 AM	Created By: Stilley, Alan A, JR		
Update Date:	7/7/2023 2:20:59 PM	Updated By: Stilley, Alan A, JR	Manual Items:	
Corrective Line Item	ıs		for the second second	
No Records Found	to Display		Drings up t	ne DCK report

No Records Found to Display

Doc ID: J307362

Cor	rectiv	e Actions							
ltm	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 DC	CR						
DCR: J307362	DCR Action: Select an action	n 🗸						
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DCR Document:	J307362 📆 (DCR Repor	t) DCR FY:	2023 DCR Status:	Completed (CO)	A	ccount Account	Description /	Amount
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to Account Vou oucher: <mark>(5801496)</mark> Submit	cher Search Voucher Header Line	Item Details Vend	or			
1			Vou	cher Header		
Voucher:	6801498 📆 (Voucher Data Form Report)					
Description:	SERVICE TYPE: FEDEX PRIORITY OVERNI			Status:	PAID	
Vendor:	01938057 Federal Express Corporation			Hold:	N	
Alt. Vendor:				Pending:		will bring up the new
Due Date:	09/25/2022	Customer A/R Nbr:		State Vchr:	N	will bring up the new
Invoice Date:	08/26/2022	GSC Order Nbr:		Revolving:		second and a family of the
Delivery Date:	08/25/2022	Contract Workforce:	N	Change Source:	N	voucher information.
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Total:	\$89.37	FAMIS Trace:	C005521	ACH Fg:	Y	
St Reg Nbr:		ACH Date:	09/23/2022	ACH Override:		
ank Paid Chk Date:		ACH Bank Trace:	091000014869884	Reconcile Fg:		
Exempt Fg:		Wire Transfer Flag:	N	St Warrant Nbr:		
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I and Description	SERVICE TYPE, FEDEX PRIORITY OVERNI	ERVICE TYPE: FEDEX	FIRST OVERNIGHT			

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

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Delivery Date:	08/25/2022	Contract Workforce:	N	Change Source:	N	you will see the existing
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ank Paid Chk Date:		ACH Bank Trace:	091000014869884	Reconcile Fg:		voucher
Exempt Fg:		Wire Transfer Flag:	N	St Warrant Nbr:		
Exempt Reason:				Warrant Date:		
USAS Doc Type:		Encl Code:		PCC Code:		

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

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Created By:	Stilley, Alan A,	JR (07/07/2023)					Clic	k on	'DCRO	2 1307362'	
Last Update By:	Stilley, Alan A,	, JR (07/07/2023)					Chie	N OII	Deno	20301302	•••
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Add Notes								
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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, S	Special		Approved
	Kettler, I	Linda B		7/7/2023 2:21:20 PM	Stilley,	Alan A, JR	979-845-2044	Forward/FYI
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H				Dept R	OUTING			
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		Ntfy/Final	7/7/2023 2:20:59 PM		Stilley, Alan A, JR	979-845	5-2044	Has Info Copy
		FYI	7/7/2023 2:21:20 PM		Kettler, Linda B	979-845	5-0978	
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•			CORRECTED LINE	ITEMS ()	INCLUDES ORIGI	nal and Proposed)			
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	Texas A&M University	
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Departmental Change Request		
DCR Number: J307362	DCR FY: 2023	DCR Status: Completed (CO)
Voucher Number: 6801498	Voucher FY: 2023	Type: Voucher (V)
Route Doc: DCR02J307362		Route Status: Final (FN)
Description: Sharing Cost with UAS		
Justification: OTHER (SEE NOTES) (O	T)	
Create Date: 7/7/2023 11:00:46 AM	Created By: Stilley, Alan A, JR	
Update Date: 7/7/2023 2:20:59 PM	Updated By: Stilley, Alan A, JR	Manual Items:
Compating Line House		

Corrective Line Items

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Corrective Actions

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1	1	210410- 21000-5650	06000	\$7.66 2	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			



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Routing Notes

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Texas A&M University System

Page 1 of 1



Creation of a Transaction DCR



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Select	5230	06A	1	1024847	1024847	TSBPA IND LIC RENEW - DECEMBER 2022		\$85.00	01/05/2023	CPCL01
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Corrective Actions

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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

A M

- Phone: 979-845-8809
- E-mail: <u>corrections@tamu.edu</u>



Thank you!