

DCR Corrections Module

Departmental Correction Request

Presented By

FMO-General Accounting Services

May 23, 2012

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.
- Currently Accounts Payable voucher documents can only process for local to local transfers. This will include local to local accounts, object code corrections and amounts between accounts and object codes.

What are the benefits of a DCR?

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



When to process a DCR for vouchers



- 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). Please process sub-account corrections through the DCR module, do not use screen 056 (Support account moves). 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.
- Currently you can only correct local to local vouchers which must be in 'Paid' or 'Recon' status. If the voucher is in "out" status you cannot do a DCR move.
- Fields that can be changed are Account Number, Sub-code & Amount.
- Attachments (PDF format) can be added to the DCR document, 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 revenue codes, payroll codes or the interest code 6230.
- Cannot process DCRs for a Future Fiscal Year.

Year End Submittals of DCRs

- Requests are only valid to create/view in the current fiscal year.
- Year end is a critical time to complete, process, or cancel pending requests prior to auto cancellation during 13th month.
- Pending requests 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 a 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 of the one to correct, hit enter. Click the ‘Create DCR Document’ button on the top right of the page. This option 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 FRS Tab → DCR → Create DCR. Choose the type of document to correct – select “Voucher”. Optionally, change the Doc Year- Current Year is the default. Type the Original Document ID (Voucher number). Click on “Create Document” button.**

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009

Set CC/FY

System

[Main Menu](#) [FRS](#) [Vouchers](#) [Voucher Header](#)[to Account](#) [Voucher Search](#) [Voucher Header](#) [Line Item De](#)Voucher

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

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 11/19/2008 7:58:36 PM

[Top of Page](#)

Theme: Default

[System - Site Map](#)

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing

System

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009

[Set CC/FY](#)[Main Menu](#) [FRS](#) [Vouchers](#) [Voucher Header](#)[HELP ?](#) [Send Feedback](#)[to Account](#) [Voucher Search](#) [Voucher Header](#) [Line Item Details](#) [Vendor](#)

Voucher: 1001820

[Submit](#)

You will now see the voucher header detail and the voucher line item(s).

VOUCHER HEADER

Description:	COPY CHARGES		Status:	PAID
Vendor:	3712712712Q Texas Engineering Experiment Station		Hold:	N
Alt. Vendor:			Pending:	
Due Date:	11/14/2008	Customer A/R Nbr:	State Vchr:	N
Invoice Date:	09/01/2008	GSC Order Nbr:	Revolving:	N
Delivery Date:	11/01/2008	Contract Workforce:	Change Source:	N
Original Dist Date:		Dept Ref:	Transaction Code:	141
Total:	\$7,670.56	Check Nbr:	ACH Fg:	
St Req Nbr:		Check Date:	ACH Override:	
Bank Paid Chk Date:		ACH Bank Trace:	Reconcile Fg:	N
Exempt Fg:	R	Wire Transfer Flag:	St Warrant Nbr:	
Exempt Reason:	AD		Warrant Date:	
USAS Doc Type:		Encl Code:	PCC Code:	
Long Description:	COPY CHARGES			

VOUCHER LINE ITEMS

Item	Acct	Net Amount	PO Number	Invoice Nbr	Bank	Drop Fg	Void Fg
1	510092-00000-5616	\$7,670.56	1001820	108747	06000	N	N

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing

System

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009

[Set CC/FY](#)[Main Menu](#) [FRS](#) [Vouchers](#) [Voucher Header](#)[HELP ?](#) [Send Feedback](#)[to Account](#) [Voucher Search](#) [Voucher Header](#) [Line Item Details](#) [Vendor](#)

Voucher: 1001820

[Submit](#)[Create DCR Document](#)

Click on "Create DCR Document to begin the DCR process.

VOUCHER HEADER

Description:	COPY CHARGES		Status:	PAID
Vendor:	3712712712Q Texas Engineering Experiment Station		Hold:	N
Alt. Vendor:			Pending:	
Due Date:	11/14/2008	Customer A/R Nbr:	State Vchr:	N
Invoice Date:	09/01/2008	GSC Order Nbr:	Revolving:	N
Delivery Date:	11/01/2008	Contract Workforce:	Change Source:	N
Original Dist Date:		Dept Ref:	Transaction Code:	141
Total:	\$7,670.56	Check Nbr:	ACH Fg:	
St Req Nbr:		Check Date:	ACH Override:	
Bank Paid Chk Date:		ACH Bank Trace:	Reconcile Fg:	N
Exempt Fg:	R	Wire Transfer Flag:	St Warrant Nbr:	
Exempt Reason:	AD		Warrant Date:	
USAS Doc Type:		Encl Code:	PCC Code:	
Long Description:	COPY CHARGES			

VOUCHER LINE ITEMS

Item	Acct	Net Amount	PO Number	Invoice Nbr	Bank	Drop Fg	Void Fg
1	510092-00000-5616	\$7,670.56	1001820	108747	06000	N	N

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009

Set CC/FY

System

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

HELP ?

[Send Feedback](#)

DCR Search DCR Document Create DCR

DCR Create

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

Document to Correct

Doc Type: Voucher

Doc Year: 2009 * Blank = current year

Original Doc ID: 1001820

Create Document

Click on "Create Document"

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 11/19/2008 7:58:36 PM

[Top of Page](#)

Theme: Default

Set Theme

Turn Paging Off

[System - Site Map](#)

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing

System

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009

Set CC/FY

Main Menu > FRS > DCR > DCR Document

[HELP ?](#) [Send Feedback](#)**INFO:** DCR Document J900013 has been successfully added

DCR Search DCR Document Create DCR

DCR: J900013 DCR Action: Select an action...

Submit

You will now see the information box showing a DCR document number has been assigned to your request.

DEPARTMENTAL CORRECTION REQUEST HEADER

DCR Number: J900013 DCR Fy: 2009 DCR Status: In Process (IP)
Voucher Number: 1001820 Voucher FY: 2009 Type: Voucher (V)
Route Doc: Route Status: ()
Description:
Justification Code: Select a code...
Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
Last Update Date: Last Updated By:
Attachments:

Add new attachment:

Name: (select one or type in your own)

File location: Browse...

Add Attachment

Save Cancel

Creation of a 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 J900013 has been successfully added

DCR Search

DCR Document

Create DCR

DCR: J900013



DCR Action: Select an action...

Submit

DEPARTMENTAL CORRECTION REQUEST HEADER

DCR Number: J900013

DCR Fy: 2009

DCR Status: In Process (IP)

Voucher Number: 1001820

Voucher FY: 2009

Type: Voucher (V)

Route Doc:

Route Status: ()

Description: sharing cost of services with FMO

Justification Code: Select a code...

Created Date: 11/24/2008

Created By: Aldredge, Elizabeth S

Last Update Date:

Last Updated By:

Attachments:

Add in
description

Add new attachment:

Name:

(select one or type in your own)

File location:

Browse...

Add Attachment

Save

Cancel

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept SubDept	Dept Name	Net Amount	
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN	Mechanical Engineering	\$7,670.56	Correct

16

Justification Codes

- Currently there are nine justification codes.
 - AC (New account has been Established)
 - CG (Contracts & 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 J900013 has been successfully added

DCR Search DCR Document Create DCR

DCR: J900013 DCR Action: Select an action...

Submit

DEPARTMENTAL CORRECTION REQUEST HEADER

DCR Number: J900013 DCR Fy: 2009 DCR Status: In Process (IP)
 Voucher Number: 1001820 Voucher FY: 2009 Type: Voucher (V)
 Route Doc: Route Status: ()
 Description: sharing cost of services with FMO

Justification Code: Select a code...

Created Date: Select a code Elizabeth S

Last Update Date: AC - NEW ACCOUNT HAS BEEN ESTABLISHED

Attachments: CI - CAPITOL/INVENTORY GOODS CHANGE

Name: ER - CLERICAL ERROR

File location: NE - NO EXPENSE ALLOWED ON CURRENT ACCT

OC - OBJECT CODE MODIFICATIONS

OT - OTHER (SEE NOTES)

PW - PROCESSED ON THE WRONG ACCOUNT

Add Attachment

Save Cancel

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept SubDept	Dept Name	Net Amount	
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN	Mechanical Engineering	\$7,670.56	Correct

18

Select the appropriate justification code.

INFO: DCR Document J900013 has been successfully added

DCR Search DCR Document Create DCR

DCR: J900013 DCR Action: Select an action...

Submit

DEPARTMENTAL CORRECTION REQUEST HEADER

DCR Number: J900013 DCR Fy: 2009 DCR Status: In Process (IP)
 Voucher Number: 1001820 Voucher FY: 2009 Type: Voucher (V)
 Route Doc: Route Status: ()
 Description: sharing cost of services with FMO
 Justification Code: OT - OTHER (SEE NOTES)
 Created Date: 11/24/2008 Created By: Aldredge, El
 Last Update Date: Last Updated By:
 Attachments:

Add new attachment:

Name: (select)
 File location: Browse...
 Add Attachment

Save Cancel

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

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept SubDept	Dept Name	Net Amount	
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN	Mechanical Engineering	\$7,670.56	Correct

19

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009

[Set CC/FY](#)

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

[HELP?](#) [Send Feedback](#)

[DCR Search](#) [DCR Document](#) [Create DCR](#)

DCR: J900013 DCR Action: Select an action...

[Submit](#)

DEPARTMENTAL CORRECTION REQUEST HEADER

DCR Number: J900013 DCR Fy: 2009 DCR Status: In Process (IP)
 Voucher Number: 1001820 Voucher FY: 2009 Type: Voucher (V)
 Route Doc: Route Status: ()
 Description: sharing cost of services with FMO
 Justification Code: OT - OTHER (SEE NOTES)
 Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
 Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S
 Attachments:

Add new attachment:

Name: J900013 DCR attachment (select one or t

File location: C:\Documents and Settings\esa\Des Browse...

[Add Attachment](#)

[Save](#) [Cancel](#)

Attachment has been added.

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009

Set CC/FY

Main Menu FRS DCR DCR Document

HELP? [Send Feedback](#)

DCR Search DCR Document Create DCR

DCR: J900013 DCR Action: Select an action...

Submit

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

DEPARTMENTAL CORRECTION REQUEST HEAD

DCR Number: [J900013](#) (DCR Report) DCR Fy: 2009
 Voucher Number: [1001820](#) Show Voucher FY: 2009

Route Doc:
 Description: sharing cost of services with FMO
 Justification Code: OTHER (SEE NOTES) (OT)
 Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
 Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S
 Attachments:

Edit

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept SubDept	Dept Name	Net Amount	
1 21	Y 510092-0000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN	Mechanical Engineering	\$7,670.56	Correct

You will now see the message "Header – Record has been successfully modified."

Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
 Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S
 Attachments:

Edit

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept SubDept	Dept Name	Net Amount	
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN	Mechanical Engineering	\$7,670.56	Correct

CORRECTIVE ACTIONS

No records found to display.

ACCOUNT NET EFFECT

No records found to display.

COMPLETED FYIs RECIPIENT

No records found to display.

Add FYI

DCR NOTES

There are no DCR notes for this document.

Add Notes

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

Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
 Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S
 Attachments:

Edit

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept SubDept	Dept Name	Net Amount	
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN	Mechanical Engineering	\$7,670.56	Correct

CORRECTIVE ACTIONS

No records found to display.

ACCOUNT NET EFFECT

No records found to display.

COMPLETED FYIs RECIPIENT

No records found to display.

Add FYI

DCR NOTES

There are no DCR notes for this document.

Add Notes

On the right hand side of the line item you will see the word "correct". Click on the word.

Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
 Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S
 Attachments:

Edit

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept SubDept	Dept Name	Net Amount	
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN	Mechanical Engineering	\$7,670.56	Correct

Orig Line Item: 1
 Orig Account: 51009200000 Orig Subcode: 5616 Orig Amt: 7670.56
 New Account: 51009200000 New Subcode: 5616 Amount: 7670.56

Save Cancel

CORRECTIVE ACTIONS

No records found to display.

ACCOUNT NET EFFECT

No records found to display.

COMPLETED FYIs RECIPIENT

No records found to display.

Add FYI

DCR NOTES

There are no DCR notes for this document.

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

Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
 Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S
 Attachments:

Edit

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept SubDept	Dept Name	Net Amount	
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN	Mechanical Engineering	\$7,670.56	Correct

Orig Line Item: 1
 Orig Account: 51009200000 Orig Subcode: 5616 Orig Amt: 7670.56
 New Account: 21041000000 New Subcode: 5616 Amount: 1500.00

Save

Cancel

CORRECTIVE ACTIONS

No records found to display.

ACCOUNT NET EFFECT

No records found to display.

COMPLETED FYIs RECIPIENT

No records found to display.

Add FYI

DCR NOTES

There are no DCR notes for this document.

A modification has been done for the account number and the amount. Click "Save".

Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
 Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S
 Attachments:

Edit

After clicking "Save" you should get the message "Corrective Actions – Record has been successfully added."

CORRECTED LINE ITEMS (INCLUDES ORIGINAL)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dep
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEE
2	210410-00000	FMO	5616	Reproduction Services	FISC

Corrective Actions - Record has been successfully added (Message: 0002)

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00

ACCOUNT NET EFFECT

Account	Amount
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

The "Account Net Effect" will show the new account being debited the charge and the old account being credited to have a net effect of zero.

COMPLETED FYIS RECIPIENT

No records found to display.

Add FYI

Created Date: 11/24/2008
 Last Update Date: 11/24/2008
 Attachments:

Edit

You will now see two lines, one is the original line item which has been reduced and the new line item under the new account and amount. Below this you will see "Corrective Actions" which shows old and new information on one line.

Item	Orig	Account	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Net Amount	
1	Y	510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN		Mechanical Engineering	\$6,170.56	Correct
2		210410-00000	FMO	5616	Reproduction Services	FISC	FMO	Financial Management Operations	\$1,500.00	

Corrective Actions - Record has been successfully added (Message: 0002)

CORRECTIVE ACTIONS									
Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount		
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00	Edit	Delete

ACCOUNT NET EFFECT	
Account	Amount
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

COMPLETED FYIs RECIPIENT

No records found to display.

Add FYI

Attachments:

Edit

CORRECTED LINE ITEMS (INCLUDES ...)

ItemOrig	Account	Account Description	Subcode	Subcode Description					
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services					
2	210410-00000	FMO	5616	Reproduction Services	FISC	FMO	Financial Management Operations	\$1,500.00	

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

Corrective Actions - Record has been successfully modified (Message: 0003)

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount		
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00	Edit	Delete

ACCOUNT NET EFFECT

Account	Amount
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

COMPLETED FYIs RECIPIENT

No records found to display.

Add FYI

DCR NOTES

There are no DCR notes for this document.

Attachments:

Edit

CORRECTED LINE ITEMS (INCLUDE)

Item	Orig	Account	Account Description	Subcode	Subcode Description
1	Y	510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services
2		210410-00000	FMO	5616	Reproduction Services

Below the "Corrective Actions" area is "Account Net Effect".

Corrective Actions - Record has been successfully modified (Message: 0003)

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00

ACCOUNT NET EFFECT

ACCOUNT	AMOUNT
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

COMPLETED FYIs RECIPIENT

No records found to display.

Add FYI

DCR NOTES

There are no DCR notes for this document.

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Net Amount	
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN		Mechanical Engineering	\$6,170.56	Correct
2	210410-00000	FMO	5616	Reproduction Services	FISC	FMO	Financial Management Operations	\$1,500.00	

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount
1	510092-00000-5616	7670.56	210410-00000				

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

ACCOUNT N

Account	Amount
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

COMPLETED FYIs RECIPIENT

No records found to display.

Add FYI

DCR NOTES

There are no DCR notes for this document.

Add Notes

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Net Amount	
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN		Mechanical Engineering	\$6,170.56	Correct
2	210410-00000	FMO	5616	Reproduction Services	FISC	FMO	Financial Management Operations	\$1,500.00	

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount	
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00	Edit Delete

ACCOUNT NET EFFECT

Account	Amount
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

COMPLETED FYIS RECIPIENT

No records found to display

Click "Save"

Name (last, first): [Fairhurst, Robbie L \(02-VPFN-ADMN\)](#) [Clear](#) Found 3 names.[Save](#) [Cancel](#)

DCR NOTES

There are no DCR notes for this document.

[Add Notes](#)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Net Amount	
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN		Mechanical Engineering	\$6,170.56	Correct
2	210410-00000	FMO	5616	Reproduction Services	FISC	FMO	Financial Management Operations	\$1,500.00	

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount	
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00	Edit Delete

ACCOUNT N

Account	Amount
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

The message "FYI – Record has been successfully modified".

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

COMPLETED FYIs RECIPIENT

Item	Name	Home Campus	Home Dept	Home Sub Dept	
1	Fairhurst, Robbie L	02	VPFN	ADMN	Delete

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

Name (last, first):

DCR NOTES

There are no DCR notes for this document.

Item	Orig	Account	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Net Amount	
1	Y	510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN		Mechanical Engineering	\$6,170.56	Correct
2		210410-00000	FMO	5616	Reproduction Services	FISC	FMO	Financial Management Operations	\$1,500.00	

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount	
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00	Edit Delete

Account	Amount
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

Also there will be a message of
“Automatically sent after the
Document is COMPLETED”

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

COMPLETED FYIs RECIPIENT

Item	Name	Home Campus	Home Dept	Home Sub Dept	
1	Fairhurst, Robbie L	02	VPFN	ADMN	Delete

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

Name (last, first):

Search

Save

Cancel

DCR NOTES

There are no DCR notes for this document.

CORRECTIVE ACTIONS							
Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00
							Edit Delete

ACCOUNT NET EFFECT	
Account	Amount
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

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

COMPLETED FYIs					
Item	Name	Home Campus	Home Dept	Home Sub Dept	
1	Fairhurst, Robbie L	02	VPFN	ADMN	Delete

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

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

Name (last, first):

DCR NOTES	
There are no DCR notes for this document.	
Add Notes	

ACCOUNT NET EFFECT	
Account	Amount
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

COMPLETED FYIs RECIPIENT					
Item	Name	Home Campus	Home Dept	Home Sub Dept	
1	Fairhurst, Robbie L	02	VPFN	ADMN	Delete

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

Name (last, first):

Once the notes are added click "Save"

DCR NOTES

There are no DCR notes for this document.

Per agreement on file, transferring 1500.00 of the costs for reproduction services to FMO.

* Previous notes from today may be available for editing

00000 Services Operations

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount		
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00	Edit	Delete

ACCOUNT NET EFFECT

Account	Amount
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

COMPLETED FYIS RECIPIENT

Item	Name	Home Campus	Home Dept
1	Fairhurst, Robbie L	02	VPFN

*** Automatically sent after the Document is COMPLETED (Document APPROVED and Transi

Add FYI

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

DCR NOTES

Text
>>Note entered 11/24/08 by ALDREDGE, ELIZABETH S Per agreement on file, transferring 1500.00 of the costs for reproduction services to FMO.

Add Notes

You will now get the message
"Notes – Record has been
successfully added".

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009

Set CC/FY

Main Menu FRS DCR DCR Document

HELP? [Send Feedback](#)

DCR Search DCR Document Create DCR

DCR: J900013 DCR Action: Select an action...

Submit

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

Scroll back up to the top of the page. You will need to select an action from the Drop-Down list to either CLOSE, CANCEL, REOPEN to edit, ROUTE for approval, ROUTE with Extra Action or RECALL from routing. Once the selection has been made click "Submit".

DCR Number: J900013 DCR Fy: 2009

Voucher Number: 1001820 Voucher FY: 2009

Show

Route Doc:

Route Status: ()

Description: sharing cost of services with FMO

Justification Code: OTHER (SEE NOTES) (OT)

Created Date: 11/24/2008

Created By: Aldredge, Elizabeth S

Last Update Date: 11/24/2008

Last Updated By: Aldredge, Elizabeth S

Attachments:

Edit

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Net Amount	
1	Y	510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN		Mechanical Engineering	\$6,170.56	Correct
2		210410-00000	FMO	5616	Reproduction Services	FISC	FMO	Financial Management Operations	\$1,500.00	

37

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing

System

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009

[Set CC/FY](#)

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

[HELP?](#) [Send Feedback](#)

INFO: Document has been Routed AM DCRAMJ900013 (Message: 2519)

The message "INFO: Document has been Routed" will now show.

[DCR Search](#) [DCR Document](#) [Create DCR](#)

DCR: J900013 DCR Action: Select an action...

[Submit](#)

DEPARTMENTAL CORRECTION REQUEST HEADER

DCR Number: [J900013](#) (DCR Report) DCR Fy: 2009 DCR Status: Closed (CL)
 Voucher Number: [1001820](#) [Show](#) Voucher FY: 2009 Type: Voucher (V)
 Route Doc: [DCRAMJ900013](#) (Routing Document Report) Route Status: In Dept Rt (DR)
 Description: sharing cost of services with FMO
 Justification Code: OTHER (SEE NOTES) (OT)
 Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
 Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S
 Attachments:

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept SubDept	Dept Name	Net Amount	
38	Y	E10002	FOREVTH PROFESSORSHIP	E616	Reproduction	MEEN	Mechanical Engineering	\$6,170.56

Routing of DCRs

- The routing path of the DCRs follow the same path as with Purchasing. If you have access to create a PO, you will have access to create a DCR. If you find you are unable to create the 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

Canopy

The Texas A&M University System

[Logout](#)

EPAFFXFRSRouting

System

Main Menu

FRS

Voucher Search

to Account

Voucher Search

Voucher:

PO nbr:

Submit

Reset

Campus: TAMU TRAINING CAMPUS (AM)

Fiscal Year: 2009

Set CC/FY

Search

Account

Batch

DCR

Invoices

Payroll

Purch Documents

Receiving

Tables

Vendors

Vouchers

Search

Line Item Details

Vendor

Dept Ref:

DCR Search

DCR Document

Create DCR

HELP?

Send Feedback

Top of Page

Theme: Default

Set Theme

Turn Paging Off

System - Site Map

Canopy: DCR Search - Microsoft Internet Explorer provided by Division of Finance

https://lab1.system.tamus.edu/Training/canopytwo/Modules/FRS/DcrSearch.asp

File Edit View Favorites Tools Help

Canopy
The Texas A&M University System

EPA FFX FRS Routing
System

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009
Set CC/FY

Main Menu ▾ FRS ▾ DCR ▾ DCR Search

DCR Search DCR Document Create DCR Back to **Voucher Search**

Document ID: Status: Select a status.. ▾

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

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

Search Reset

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 11/19/2008 7:58:36 PM

Top of Page

Theme: Default ▾
Set Theme
Turn Paging Off
System - Site Map

You can search by the DCR number, a partial of the DCR number or the account number. Click "Search"

42

Local intranet 100%

Canopy
The Texas A&M University System

EPA FFX FRS Routing

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009

System

Main Menu ▾ FRS ▾ DCR ▾ DCR Search

Document ID: J Status: Select a status..

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

DCR Type: Voucher Original Doc ID:

Search Reset

[Logout](#)

[Send Feedback](#)

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

DCR SEARCH RESULTS (TOTAL ITEMS: 13)

Document ID	Type	Status	Orig Doc ID	Route Doc ID	Justification	Description	Created Date	Created by	Last Updated	Last updated by
J900001	Voucher (V)	Closed (CL)	1001806	DCRAMJ900001	CAPITOL/INVENTORY GOODS CHANGE (CI)	change obj code	11/21/2008 14:05:05	Raines, Andrea L	11/21/2008 14:10:22	Raines, Andrea L
J900002	Voucher (V)	In Process (IP)	1001821		CAPITOL/INVENTORY GOODS CHANGE (CI)	To correct object class code	11/21/2008 14:05:05	Williams, Ketra S	11/21/2008 14:08:05	Williams, Ketra S
J900003	Voucher (V)	In Process (IP)	1001822		PROCESSED ON THE WRONG ACCOUNT (PW)	Correct account amounts	11/21/2008 14:21:23	Williams, Ketra S	11/21/2008 14:23:06	Williams, Ketra S
J900004	Voucher (V)	Re-Opened (RE)	1001822	DCRAMJ900004	CLERICAL ERROR (ER)	switch line items amounts	11/21/2008 14:21:41	Raines, Andrea L	11/21/2008 14:30:25	Raines, Andrea L
J900005	Voucher (V)	Closed (CL)	1001813	DCRAMJ900005	NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	account transfers	11/21/2008 14:33:43	Raines, Andrea L	11/21/2008 14:39:43	Raines, Andrea L
J900006	Voucher (V)	In Process (IP)	1001812		NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	Transfer funds to other	11/21/2008 14:33:46	Williams, Ketra S	11/21/2008 14:36:26	Williams, Ketra S

Canopy: DCR Search - Microsoft Internet Explorer provided by Division of Finance

https://lab1.system.tamus.edu/Training/canopytwo/Modules/FRS/DcrSearch.asp

Google

File Edit View Favorites Tools Help

C... Sign In Login MOB... Trea... IW Imp... Tran...

Page Tools

Canopy

The Texas A&M University System

Logout

EPA FFX FRS Routing

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009

System Set CC/FY

Main Menu FRS DCR DCR Search

HELP? Send Feedback

DCR Search DCR Document Create DCR

Document ID: Status: Select a status..

Select an account: List is empty. or type in an account number: 510092

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

Search Reset

DCR SEARCH RESULTS (TOTAL ITEMS: 1)

Document ID	Type	Status	Orig Doc ID	Route Doc ID	Justification	Description	Created Date	Created by	Last Updated	Last updated by
J900013	Voucher (V)	Closed (CL)	1001820	DCRAMJ900013	OTHER (SEE NOTES) (OT)	sharing cost of services with FMO	11/24/2008 13:09:36	Aldredge, Elizabeth S	11/24/2008 15:36:13	Aldredge, Elizabeth S

prev 1 next (Showing page 1 of 1, items 1-1) Total items: 1

Change page: 1 Go Page size: 25 Ch

Canopy, a Business Computing Services applica
The Texas A&M University System
Version: 11/19/2008 7:58:36 PM

Default Set Theme Turn Paging Off System - Site Map

This Search was by the account number. Only one DCR exists for this account.

44

Local intranet 100%

Canopy
The Texas A&M University System

EPA FFX FRS Routing

Campus: TAMU TRAINING Year: 2009

System

Main Menu ▾ FRS ▾ DCR ▾ DCR Search

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: Voucher Original Doc ID: ****NOTE

Search Reset

This icon will allow you to download the search results

DCR SEARCH RESULTS (TOTAL ITEMS: 13)

Document ID	Type	Status	Orig Doc ID	Route Doc ID	Justification	Description	Created Date	Created by	Last Updated	Last updated by
J900001	Voucher (V)	Closed (CL)	1001806	DCRAMJ900001	CAPITOL/INVENTORY GOODS CHANGE (CI)	change obj code	11/21/2008 14:05:05	Raines, Andrea L	11/21/2008 14:10:22	Raines, Andrea L
J900002	Voucher (V)	In Process (IP)	1001821		CAPITOL/INVENTORY GOODS CHANGE (CI)	To correct object class code	11/21/2008 14:05:05	Williams, Ketra S	11/21/2008 14:08:05	Williams, Ketra S
J900003	Voucher (V)	In Process (IP)	1001822		PROCESSED ON THE WRONG ACCOUNT (PW)	Correct account amounts	11/21/2008 14:21:23	Williams, Ketra S	11/21/2008 14:23:06	Williams, Ketra S
J900004	Voucher (V)	Re-Opened (RE)	1001822	DCRAMJ900004	CLERICAL ERROR (ER)	switch line items amounts	11/21/2008 14:21:41	Raines, Andrea L	11/21/2008 14:30:25	Raines, Andrea L
J900005	Voucher (V)	Closed (CL)	1001813	DCRAMJ900005	NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	account transfers	11/21/2008 14:33:43	Raines, Andrea L	11/21/2008 14:39:43	Raines, Andrea L
J900006	Voucher (V)	In Process (IP)	1001812		NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	Transfer funds to other	11/21/2008 14:33:46	Williams, Ketra S	11/21/2008 14:36:26	Williams, Ketra S

F2321 Make selection to proceed to screen 169
168 Voucher Total Inquiry

CORRECTIONS

Once all the approvals have been obtained you will see the modifications made in FAMIS and Canopy. In FAMIS you will see *CORRECTIONS* added.

Screen: Voucher: 1001820 Fiscal Year: 200

Vendor: 3712712712Q TEXAS ENGINEERING EXPERIMENT S Hold: N
Alt Vndr: Encl:
Due Date: 11/14/2008 Desc: COPY CHARGES St Vch: N
Inv Date: 09/01/2008 Cust AR Nbr: Revolv: N
Dlvry Date: 11/01/2008 GSC Ord: Pending: Chg Src: N
Dept Ref: 00000 Cont Work Force: Conf: ACH: ACH Ovrdr:
Tran Cd: 141 Check Nbr: 000513 St Warrant Nbr:
St Req Nbr: Check Date: 11/17/2008 Warrant Date:
Vchr Total: 7670.56 Check Recon: N USAS Doc Type: PCC:
Bank Trace: IC: R Reason: AD Orig Dist Date:

S	Itm	Account	Net Amount	PO No.	Invoice Number	Bank	Dp	Vd	XRef
-	-	-	-	-	-	-	-	-	-
-	1	510092 00000 5616	6,170.56	1001820	108747	06000	N	N	
-	2	210410 00000 5616	1,500.00	1001820	108747	06000	N	N	1
-	-	-	-	-	-	-	-	-	-

*** End of line items ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Desc Corr Addr Det



F2321 Make selection to proceed to screen 169
168 Voucher Total Inquiry

Pressing "F7" will identify such things as your document number, description and the creator.

S	Voucher Corrections
	STATUS: PAID
	Hold: N
	Encl:
	St Vch: N
	Revolv: N
	Chg Src: N
	ACH Ovrd:
	br:
	te:
	pe: PCC:
	te:
	nk Dp Vd XRef

	000 N N
	000 N N 1
	End of List
	PF4=Exit PF8=Next

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Desc Corr Addr Det

Canopy
The Texas A&M University System

EPA FFX FRS Routing

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009

System [Set CC/FY](#)

Main Menu ▾ FRS ▾ DCR ▾ DCR Document

DCR Search DCR Document Create DCR

DCR: J900013 DCR Action: Select an action...

Submit

Canopy is very user friendly. There are several areas that will allow you to obtain additional information with a simple click of the mouse. Click on the PDF icon next to J900013...

DEPARTMENTAL CORRECTION REQUEST HEADLINE

DCR Number: [J900013](#) (DCR Report) DCR Fy: 2009

Voucher Number: [1001820](#) Show Voucher FY: 2009

Route Doc: [DCRAMJ900013](#) (Routing Document Report) DCR Status: Completed (CC)

Description: sharing cost of services with FMO Type: Voucher (V)

Justification Code: OTHER (SEE NOTES) (OT) Route Status: Final (FN)

Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S

Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S

Attachments:

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

No records found to display.






CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account	Description	New Subcode	New Subcode	Description	Amount
48	1	510092-00000-5616	7670.56	210410-00000	FMO	5616		Reproduction Services	\$1,500.00



DCR Report

FAMIS_DCRReport_J900013[1].pdf - Adobe Reader



File Edit View Document Tools Window Help



1 / 1



104%



Find

TAMU TRAINING CAMPUS

DCR Report

Doc ID: J900013

Departmental Change Request

DCR Number: J900013

Voucher Number: 1001820

Route Doc: DCRAMJ900013

Description: sharing cost of services with FMO

Justification: OTHER (SEE NOTES) (OT)

Create Date: 11/24/2008 1:09:36 PM

Update Date: 11/24/2008 4:14:53 PM

DCR FY: 2009

Voucher FY: 2009

Created By: Aldredge, Elizabeth S

Updated By: Aldredge, Elizabeth S

DCR Status: Completed (CO)

Type: Voucher (V)

Route Status: Final (FN)

... brings up the DCR report .

Corrective Line Items

No Records Found to Display

Corrective Actions

Itm	Orig Itm	Orig Account	Orig Amt	New Account	New Account Description	Subcode	New Subcode Description	Amount
1	1	510092-00000-5616	\$7,670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00

DCR Notes

>>Note entered 11/24/08 by ALDREDGE, ELIZABETH S
Per agreement on file, transferring 1500.00 of the costs for reproduction services to FMO.

49

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009

[Set CC/FY](#)

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

[HELP?](#) [Send Feedback](#)

[DCR Search](#) [DCR Document](#) [Create DCR](#)

DCR: J900013 DCR Action: [Select an action...](#)

[Submit](#)

DEPARTMENTAL CORRECTION REQUEST

Click on the voucher number 1001820 ...

DCR Number: [J900013](#) (DCR Report)

DCR Fy: 2009

Voucher Number: [1001820](#)

Voucher FY: 2009

[Show](#)

Route Doc: [DCRAM900013](#) (Routing Document Report)

Route Status: Final (FN)

Description: sharing cost of services with FMO

Justification Code: OTHER (SEE NOTES) (OT)

Created Date: 11/24/2008

Created By: Aldredge, Elizabeth S

Last Update Date: 11/24/2008

Last Updated By: Aldredge, Elizabeth S

Attachments:

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

No records found to display.

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account	Description	New Subcode	New Subcode	Description	Amount
50	1	510092-00000-5616	7670.56	210410-00000	FMO	5616		Reproduction Services	\$1,500.00

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing System

Campus: TAMU TRAINING CAMPUS (AM) [dropdown] Fiscal Year: 2009 [dropdown] Set CC/FY

Main Menu ⇨ FRS ⇨ Vouchers ⇨ Voucher Header

[HELP?](#) [Send Feedback](#)

to Account Voucher Search Voucher Header Line Item Details Vendor

Voucher: 1001820 [lightbulb icon]

Create DCR Document

Submit

VOUCHER HEADER

Description: COPY CHARGES	Status: PAID
Vendor: 37127127120 Texas Engineering Experiment Station	Hold: N
Alt. Vendor:	Pending:
Due Date: 11/14/2008	State Vchr: N
Invoice Date: 09/01/2008	Revolving: N
Delivery Date: 11/01/2008	Change Source: N
Original Dist Date:	Transaction Code: 141
Customer A/R Nbr:	
GSC Order Nbr:	
Contract Workforce:	
Dept Ref: 00000	
Total: \$7,670.56	Check Nbr: 000513
St Req Nbr:	Check Date: 11/17/2008
Bank Paid Chk Date:	ACH Fg:
Exempt Fg: R	ACH Override:
Exempt Reason: AD	Reconcile Fg: N
USAS Doc Type:	St Warrant Nbr:
Long Description: COPY CHARGES	Warrant Date:
Encl Code:	PCC Code

...will bring up the new voucher information .

VOUCHER LINE ITEMS

Item	Acct	Net Amount	PO Number	Invoice Nbr	Bank	Drop Fg	Void Fg
1	510092-00000-5616	\$6,170.56	1001820	108747	06000	N	N
2	210410-00000-5616	\$1,500.00	1001820	108747	06000	N	N

51

Due Date: 11/14/2008	Customer A/R Nbr:	State Vchr: N
Invoice Date: 09/01/2008	GSC Order Nbr:	Revolving: N
Delivery Date: 11/01/2008	Contract Workforce:	Change Source: N
Original Dist Date:	Dept Ref: 00000	Transaction Code: 141
Total: \$7,670.56	Check Nbr: 000513	ACH Fg:
St Req Nbr:	Check Date: 11/17/2008	ACH Override:
Bank Paid Chk Date:	ACH Bank Trace:	Reconcile Fg: N
Exempt Fg: R	Wire Transfer Flag	St Warrant Nbr:
Exempt Reason: AD		Warrant Date:
USAS Doc Type:	Encl Code:	PCC Code:
Long Description: COPY CHARGES		

Scroll down to the lower portion and you will see the existing correction requests for this voucher.

VOUCHER LINE ITEMS

Item	Acct	Net Amount	PO Number	Invoice Nbr	Bank	Drop Fg	Void Fg
1	510092-00000-5616	\$6,170.56	1001820	108747	06000	N	N
2	210410-00000-5616	\$1,500.00	1001820	108747	06000	N	N

CORRECTION REQUESTS (TOTAL ITEMS: 3)

DCR ID	Status	Route Doc ID	Justification	Description	Created Date	Created by	Last Updated	Last updated by
J900013	Completed (CO)	DCRAMJ900013	OTHER (SEE NOTES) (OT)	sharing cost of services with FMO	11/24/2008 13:09:36	Aldredge, Elizabeth S	11/24/2008 16:14:53	Aldredge, Elizabeth S
J900014	Cancelled (CN)		NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	test	11/24/2008 17:08:59	Johns, Scott M	11/24/2008 17:25:13	Johns, Scott M
J900018	Closed (CL)	DCRAMJ900018	OTHER (SEE NOTES) (OT)	Split cost between accounts	11/25/2008 09:52:19	Mccarty, Peggy L	11/25/2008 10:05:10	Mccarty, Peggy L

prev 1 next (Showing page 1 of 1, items 1-3) Total items: 3

Change page: Go Page size: Change

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing

System

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009

[Set CC/FY](#)

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

[HELP?](#) [Send Feedback](#)

[DCR Search](#) [DCR Document](#) [Create DCR](#)

DCR: J900013 DCR Action: Select an action...

[Submit](#)

DEPARTMENTAL CORRECTION REQUEST

DCR Number: [J900013](#) (DCR Report) DCR Fy: 2009
 Voucher Number: [1001820](#) Show Voucher FY: 2009
 Route Doc: [DCRAMJ900013](#) (Routing Document Report) Route Status: Final (FN)
 Description: sharing cost of services with FMO
 Justification Code: OTHER (SEE NOTES) (OT)
 Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
 Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S
 Attachments:

Click on
'DCRAMJ900013' ...

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

No records found to display.

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account	Description	New Subcode	New Subcode	Description	Amount
53	1	510092-00000-5616	7670.56	210410-00000	FMO	5616		Reproduction Services	\$1,500.00

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing System

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009 [Set CCIFY](#)

[Main Menu](#) [Routing](#) [Document](#)

[HELP?](#) [Send Feedback](#)

Inbox Outbox Document Profile

Document: DCRAMJ900013 Routing Action: Select an action...

[Submit](#)

DEPARTMENTAL CORRECTION REQUEST HEAD

DCR Number: [J900013](#)

DCR FY: 2009

DCR Stat

Voucher Number: [1001820](#)

Voucher FY: 2009

Ty

[Show](#)

Route Doc:

DCRAMJ900013 (Routing Document Report)

Route Status: final (vfy)

Description: sharing cost of services with FMO

Justification Code: OTHER (SEE NOTES) (OT)

Created Date: 11/24/2008

Created By: Aldredge, Elizabeth S

Last Update Date: 11/24/2008

Last Updated By: Aldredge, Elizabeth S

Attachments:

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

No records found to display.

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00

... brings up the Routing Document information .

No records found to display.

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00

ACCOUNT NET EFFECT

Account	Account Description	Amount
210410-00000	FMO	(\$1,500.00)
510092-00000	FORSYTH PROFESSORSHIP *DR*	\$1,500.00
Net Total:		\$0.00

COMPLETED FYIs RECIPIENT

Item	Name	Home Campus	Home Dept	Home Sub Dept
1	Fairhurst, Robbie L	02	VPFN	ADMN

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

Continued...

DCR NOTES

Text

>>Note entered 11/24/08 by ALDREDGE, ELIZABETH S
Per agreement on file, transferring 1500.00 of the costs for reproduction services to FMO.

ROUTING NOTES

There are no Routing notes for this document.

Add Notes

DOCUMENT HISTORY

Desk	Fwd Name	Office	Date	Name	Phone	Action
------	----------	--------	------	------	-------	--------

There are no Routing notes for this document.

Add Notes

DOCUMENT HISTORY

Desk	Fwd Name	Office	Date	Name	Phone	Action
CREATE DSK			11/24/2008 3:36:13 PM	Aldredge, Elizabeth S	000-845-8809	Submitted
SIGNER DSK		AM-FISCAL	11/24/2008 4:00:04 PM	Kettler, Linda B	979-845-0978	Signed
APPROVER		AM-MEENENGR	11/24/2008 4:10:09 PM	Castoria, Mary B	979-458-4340	Approved
SIGNER DSK		AM-MEENENGR	11/24/2008 4:10:10 PM	Castoria, Mary B	979-458-4340	Signed(A)
DCR OFFICE		AM-DCR OFFICE	11/24/2008 4:14:53 PM	Aldredge, Elizabeth S	000-845-8809	Approved
DCR OFFICE		AM-DCR OFFICE	11/24/2008 4:14:53 PM	Batch, Famis		Approved
	Fairhurst, Robbie L		11/24/2008 4:14:53 PM	Aldredge, Elizabeth S	000-845-8809	Forward/FYI
			11/25/2008 10:08:07 AM	Aldredge, Elizabeth S	000-845-8809	Discarded
			11/25/2008 2:59:40 PM	Fairhurst, Robbie L	979-845-6841	Discarded

CURRENT LOCATION

No records found to display.

DEPT ROUTING

Desk	Fwd Name	Office	Date	Name	Dept	Action
		FISCAL		Financial Manag	AM-FISC-FMO	Routing Completed
		MEENENGR		Mechanical Engi	AM-MEEN	Routing Completed

DOCUMENT HELD BY

No records found to display.

FYI COPY

No records found to display.

Bottom of page for Routing Document DCRAMJ900013

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing System

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009 [Set CO/FY](#)[Main Menu](#) [Routing](#) [Document](#)[HELP ?](#) [Send Feedback](#)


Inbox Outbox Document Profile

Document: DCRAMJ900013 Routing Action: Select an action...

[Submit](#)

DEPARTMENTAL CORRECTION REQUEST HEADER

DCR Number: [J900013](#) DCR FY: 2009 DCR Status: Completed (CO)
Voucher Number: [1001820](#) [Show](#) Voucher FY: 2009 Type: Voucher (V)

Route Doc: [DCRAMJ900013](#)  (Routing Document Report) Route Status: Final (FN)

Description: sharing cost of services with FMO
Justification Code: OTHER (SEE NOTES) (OT)
Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S
Attachments:

The Routing Document Report
can be viewed in PDF format.

CORRECTED LINE ITEMS (INCLUDES ORIGINAL)

No records found to display.

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00

DCR Routing Report

FAMIS_DCRRoutingReport_DCRAMJ900013[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

TAMU TRAINING CAMPUS

DCR Routing Report

Doc ID: DCRAMJ900013

Departmental Change Request

DCR Number: J900013

DCR FY: 2009

DCR Status: Completed (CO)

Voucher Number: 1001820

Voucher FY: 2009

Type: Voucher (V)

Route Doc: DCRAMJ900013

Route Status: Final (FN)

Description: sharing cost of services with FMO

Justification: OTHER (SEE NOTES) (OT)

Create Date: 11/24/2008 1:09:36 PM

Created By: Aldredge, Elizabeth S

Update Date: 11/24/2008 4:14:53 PM

Updated By: Aldredge, Elizabeth S

Corrective Line Items

No Records Found to Display

Corrective Actions

Itm	Orig Itm	Orig Account	Orig Amt	New Account	New Account Description	Subcode	New Subcode Description	Amount
1	1	510092-00000-5616	\$7,670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00

DCR Notes

>>Note entered 11/24/08 by ALDREDGE, ELIZABETH S
Per agreement on file, transferring 1500.00 of the costs for reproduction services to FMO.

Approvals

Desk	Fwd Name	Office	Datetime	Name	Phone	Action
58 CREATE DSK			11/24/2008 3:36:13 PM	Aldredge, Elizabeth S	000-845-8809	Submitted

DCR Routing Report (continued)

FAMIS_DCRRoutingReport_DCRAMJ900013[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

DCR Notes

>>Note entered 11/24/08 by ALDREDGE, ELIZABETH S
Per agreement on file, transferring 1500.00 of the costs for reproduction services to FMO.

Approvals

Desk	Fwd Name	Office	Datetime	Name	Phone	Action
CREATE DSK			11/24/2008 3:36:13 PM	Aldredge, Elizabeth S	000-845-8809	Submitted
SIGNER DSK		AM-FISCAL	11/24/2008 4:00:04 PM	Kettler, Linda B	979-845-0978	Signed
APPROVER		AM-MEENENGR	11/24/2008 4:10:09 PM	Castoria, Mary B	979-458-4340	Approved
SIGNER DSK		AM-MEENENGR	11/24/2008 4:10:10 PM	Castoria, Mary B	979-458-4340	Signed(A)
DCR OFFICE		AM-DCR OFFICE	11/24/2008 4:14:53 PM	Aldredge, Elizabeth S	000-845-8809	Approved
DCR OFFICE		AM-DCR OFFICE	11/24/2008 4:14:53 PM	Batch, Famis		Approved

Routing Notes

No Records Found to Display

- Currently Phase II of the DCR Corrections module is open to the departments. This phase will allow departments to make corrections on IDT's, Pro-Card transactions and most other journal entries posted in May 2009 to the current date

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing

Campus: TAMU TRAINING CAMPUS (AM)

Fiscal Year: 2009

Set CC/FY

System

[Main Menu](#) [FRS](#) [DCR](#) [Create DCR](#)[HELP?](#)[Send Feedback](#)[DCR Search](#) [DCR Document](#) [Create DCR](#)

DCR Create

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

Document to Correct

Doc Type: Select a Doc Type.....

Doc Year: 2009 * Blank = current year

Original Doc ID:

 [Show](#)Change the doc type to
"Transaction"[Create Document](#)

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing

System

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009

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

[DCR Search](#) [DCR Document](#) [Create DCR](#)

Click on the
magnifying glass

DCR Create


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

Document to Correct

Doc Type: Transaction

Doc Year: 2009 * Blank = current year

Original Doc ID:

 [Show](#)

[Create Document](#)

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 5/13/2009 5:15:31 PM

[Top of Page](#)

Theme: Default

[Set Theme](#)

[Turn Paging Off](#)

[System - Site Map](#)

https://lab1.system.tamus.edu/Training/canopytw... Google

File Edit View Favorites Tools Help

C... Sign In MOB... Trea... IW Imp... Page Tools

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing

System

Campus: TAMU TRAINING CAMPUS (AM)

Fiscal Year: 2009

Set CC/FY

Main Menu ⇒ FRS ⇒ DCR ⇒ Create DCR

HELP?

[Send Feedback](#)

DCR Search DCR Document Create DCR

DCR Create

DCR Doc ID: **NEW**

Document to Correct

Doc Type: Transaction

Doc Year: 2009 * Blank = current year

Original Doc ID:

Please Select Transaction...

Enter in the account number and select the month the transaction was charged to the account.

Create Document

ACCOUNT TRANSACTIONS SEARCH

Select an account: List is empty.

or type in an account number:

Months: May Thru: May

Subcode: TC: Ref2: Ref4:

Submit Reset

Close Search

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009

System

[Set CC/FY](#)

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

[HELP?](#) [Send Feedback](#)

[DCR Search](#) [DCR Document](#) [Create DCR](#)

DCR Create

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

Document to Correct

Doc Type: Transaction

Doc Year: 2009 * Blank = current year

Original Doc ID:

Please Select Transaction... [Show](#)

Click on the "Submit" button.

[Create Document](#)

ACCOUNT TRANSACTIONS SEARCH

Select an account: List is empty. or type in an account number: 210350

Months: May Thru: May Subcode: TC: Ref2: Ref4:

[Submit](#)

[Reset](#)

[Close Search](#)

ACCOUNT TRANSACTIONS SEARCH

Select an account: or type in an account number:

Months: Thru: Subcode: TC: Ref2:

When you scroll down you will see the available journal entries for the selected month.

ACCOUNT TRANSACTIONS (TOTAL ITEMS: 2) (DIRECT)

	Subcode	TC	Ref1	Ref2	Ref4	Description	Amount	Batch Date	Batch Ref	D Or C	Offset	
Select	5616	061		1231234		BILLING FOR COPIES	(\$200.00)	05/19/2009	IDT101		210360-5616	Details
Select	6250	061		Y000123		PROCUREMENT CARD CHARGE	\$100.00	05/19/2009	IDT101		011160-1610	Details
Grand Total:							(\$100.00)					

prev 1 next (Showing page 1 of 1, items 1-2) **Total items: 2**

Change page: [Go](#) Page size: [Change](#)

ACCOUNT TRANSACTIONS SEARCH

Select an account: or type in an account number:

Months: Thru: Subcode: TC: Ref2: Ref4:

Click on "Select" for the transaction line you wish to move.

ACCOUNT TRANSACTIONS (TOTAL ITEMS: 2) (DIRECT)

	Subcode	TC	Ref1	Ref2	Ref4	Description	Amount	Batch Date	Batch Ref	D Or C	Offset	
Select	516	061		1231234		BILLING FOR COPIES	(\$200.00)	05/19/2009	IDT101		210360-5616	Details
Select	650	061		Y000123		PROCUREMENT CARD CHARGE	\$100.00	05/19/2009	IDT101		011160-1610	Details
Grand Total:							(\$100.00)					

prev 1 next (Showing page 1 of 1, items 1-2) **Total items: 2**

Change page: [Go](#) Page size: [Change](#)

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing

Campus: TAMU TRAINING CAMPUS (AM)

Fiscal Year: 2009

Set CC/FY

System

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

HELP?

[Send Feedback](#)[DCR Search](#) [DCR Document](#) [Create DCR](#)

DCR Create

DCR Doc ID: **NEW**

Document to Correct

Doc Type: Transaction

Doc Year: 2009 * Blank = current year

Original Doc ID:

Transaction Selected



Show

When you click the submit button it will take you to the DCR Create page. Click on "Create Document"

[Create Document](#)

https://lab1.system.tamus.edu/Training/canopytw... Google

File Edit View Favorites Tools Help

System

Main Menu ⇨ FRS ⇨ DCR ⇨ DCR Document HELP? [Send Feedback](#)

INFO: DCR Document J900035 has been successfully added

DCR Search DCR Document Create DCR

DCR: J900035 DCR Action: Select an action...

**DEPARTMENTAL CORRECTION REQUEST
HEADER - DEFAULT VIEW**

**ACCOUNT
NET EFFECT**

DCR Document: J900035 DCR FY: 2009 DCR Status: In Process (IP)
Transaction: Journal Entry (Ref2: Y000123) Transaction FY: 2009 Type: Transaction (T)

Route Document: **No records found to display.**
Description: **Enter in a description of what you wish to do.**

Justification Code: Select a Code...
Created By: Aldredge, Elizabeth S (05/19/2009)
Last Update By:
Attachments:

https://lab1.system.tamus.edu/Training/canopytw... Google

File Edit View Favorites Tools Help

System

Main Menu ▸ FRS ▸ DCR ▸ DCR Document HELP? [Send Feedback](#)

INFO: DCR Document J900035 has been successfully added

DCR Search DCR Document Create DCR

DCR: J900035 DCR Action: Select an action...

**DEPARTMENTAL CORRECTION REQUEST
HEADER - DEFAULT VIEW**

**ACCOUNT
NET EFFECT**

DCR Document: J900035 DCR FY: 2009 DCR Status: In Process (IP)

Transaction: Journal Entry (Ref2: Y000123) Transaction FY: 2009 Type: Transaction (T)

Route Document: Route Status:

Description: to correct account allocation

Justification Code: **PW - PROCESSED ON THE WRONG ACCOUNT**

Created By: Aldredge, Elizabeth S (05/19/2009)

Last Update By:

Attachments:

No records found to display.

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

system
Main Menu ⇨ FRS ⇨ DCR ⇨ DCR DocumentHELP? [Send Feedback](#)

DCR Search DCR Document Create DCR

DCR: J900035 DCR Action: Select an action...

Submit

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

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

DEPARTMENTAL CORRECTION REQUEST
HEADER - DEFAULT VIEW

DCR Document:

J900035

DCR FY: 2009

DCR Status: In Process (IP)

(DCR Report)

Transaction:

Journal Entry (Ref2: Y000123)

Transaction FY: 2009

Type:

Transaction (T)

Show

Route Document:

Route Status:

Description: to correct account allocation

Justification Code: PROCESSED ON THE WRONG ACCOUNT (PW)

Created By: Aldredge, Elizabeth S (05/19/2009)

Last Update By: Aldredge, Elizabeth S (05/19/2009)

Attachments:

Add

Edit

Y000123)

[Show](#)

Route Document: _____ Route Status: _____

Description: to correct account allocation

Justification Code: PROCESSED ON THE WRONG ACCOUNT (PW)

Created By: Aldredge, Elizabeth S (05/19/2009)

Last Update By: Aldredge, Elizabeth S (05/19/2009)

Attachments: [Add](#)

[Edit](#)

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Click on "Correct" to begin your changes.

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept SubDept	Dept Name	
1	Y	210350-20000	FMO -	6250 (FROZEN)Procurement Card Purchases	FISC APS	Fmo - Accounting Processing	Correct

CORRECTIVE ACTIONS

No records found to display.

COMPLETED FYIs RECIPIENT

There are no FYIs for this document.

[Add FYI](#)

DCR NOTES

Y000123)

Show

Route Document: _____ Route Str _____

Description: to correct account allocation

Justification Code: PROCESSED ON THE WRONG ACCOUNT (PW)

Created By: Aldredge, Elizabeth S (05/19/2009)

Last Update By: Aldredge, Elizabeth S (05/19/2009)

Attachments: **Add**

Edit

CORRECTED LINE ITEMS (INCLUDE PROPOSED)

Item	Orig	Account	Account Description	Subcode	Subcode Description
1	Y	<u>210350-20000</u>	FMO -	6250	(FROZEN)Procurement Purchases

Orig Line Item: 1 Credit Orig Amt: 100.00

Orig Account: 21035020000 Orig Subcode: 6250 Avail Amt: 100.00

New Account: 21036020000 New Subcode: 6250 Amount: 100.00

*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.

This will bring up three boxes, one to change your account/support account, the second to change the object code and the last one is to change the amount. Enter in the changes. This request changed the account from 210350-20000 to 210360-20000. Click "Save".

Y000123)

[Show](#)

Route Document: _____ Route Status: _____

Description: to correct account allocation

Justification Code: PROCESSED ON THE WRONG ACCOUNT (PW)

Created By: Aldredge, Elizabeth S (05/19/2009)

Last Update By: Aldredge, Elizabeth S (05/19/2009)

Attachments: [Add](#)

[Edit](#)

You will now see the comment "Corrective Actions – Record has been successfully added."

CORRECTED LINE ITEMS (INCLUDES ORIGIN PROPOSED)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept SubDept	Dept Name
1	Y 210350-20000	FMO -	6250	(FROZEN)Procurement Card Purchases	FISC APS	Fmo - Accounting Processing

Corrective Actions - Record has been successfully added (Message: 0002)

CORRECTIVE ACTIONS

Orig Item	Original Account	New Account	New Account Description	New Subcode	New Subcode Description		
1	210350-20000-6250	210360-20000	FMO - A/R & GENERAL ACCOUNTING SERV	6250	(FROZEN)Procurement Card Purchases	Edit	Delete

COMPLETED FYIs RECIPIENT

There are no FYIs for this document.

DCR: J900035 DCR Action: Select an action...

Submit

Header - Record has been successfully updated.

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

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

DCR Document: J900035 DCR FY: 2009 DCR Status: In Process (IP)

(DCR Report)

Transaction: Journal Entry (Ref2: Y000123) Transaction FY: 2009 Type: Transaction (T)

Show

Route Document: Route Status:

Description: to correct account allocation

Justification Code: PROCESSED ON THE WRONG ACCOUNT (PW)

Created By: Aldredge, Elizabeth S (05/19/2009)

Last Update By: Aldredge, Elizabeth S (05/19/2009)

Attachments: Add

Edit

https://lab1.system.tamus.edu/Training/canopytw... Google

File Edit View Favorites Tools Help

System

Main Menu ⇨ FRS ⇨ DCR ⇨ DCR Document HELP? Send Feedback

INFO: Document has been Routed AM DCRAMJ900035 (Message: 2519)

DCR Search DCR Document Create DCR

DCR: J900035 DCR Action: Select an action... Submit

**DEPARTMENTAL CORRECTION REQUEST
HEADER - DEFAULT VIEW**

DCR Document:	J900035 (DCR Report)	DCR FY:	2009	DCR Status:	
Transaction:	Journal Entry (Ref2: Y000123)	Transaction FY:	2009	Type:	
	Show				
Route Document:	DCRAMJ900035	Route Status:	In Dept Rt (DR)		
Description:	to correct account allocation				
Justification Code:	PROCESSED ON THE WRONG ACCOUNT (PW)				
Created By:	Aldredge, Elizabeth S (05/19/2009)				
Last Update By:	Aldredge, Elizabeth S (05/19/2009)				
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).

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

ACCOUNT NET EFFECT

DCR Document: [J900035](#) DCR FY: 2009 DCR Status: Completed (CO)
 Transaction: Journal Entry (Ref2: Y000123) Type: Transaction (T)
[Show](#)

Account

[210350-20000](#)
[210360-20000](#)

Route Document: DCRAMJ900035 (Routing Document Report) Route Status: Final (FN)
 Description: to correct account allocation
 Justification Code: PROCESSED ON THE WRONG ACCOUNT (PW)
 Created By: Aldredge, Elizabeth S (05/19/2009)
 Last Update By: Aldredge, Elizabeth S (05/19/2009)
 Attachments:

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

No records found to display.

CORRECTIVE ACTIONS

Orig Item	Original Account	New Account	New Account Description	New Subcode	New Subcode Description
76 1	210350-20000-6250	210360-20000	FMO - A/R & GENERAL ACCOUNTING SERV	6250	(FROZEN)Procurement Card Purchases

Desk	Fwd Name	Office	Date	Name	Phone	Action
CREATE DSK			5/19/2009 4:43:31 PM	Aldredge, Elizabeth S	000-845-8809	Submitted
SIGNER DSK		AM-FISCAL	5/19/2009 4:54:57 PM	Kettler, Linda B	979-845-0978	Signed
SIGNER DSK		AM-FISCAL	5/19/2009 4:54:57 PM	Aldredge, Elizabeth S	000-845-8809	Signed(A)
DCR OFFICE		AM-DCR OFFICE	5/19/2009 4:57:16 PM	Aldredge, Elizabeth S	000-845-8809	Approved
DCR OFFICE		AM-DCR OFFICE	5/19/2009 4:57:16 PM	Batch, Famis		Approved

CURRENT LOCATION

No records found to display.

DEPT ROUTING

Desk	Fwd Name	Office	Date	Name	Dept	Action
		FISCAL		Fmo - Accountin	AM-FISC-OPS	Routing Completed
		FISCAL		Fmo - Accountin	AM-FISC-APS	Routing Completed

DOCUMENT HELD BY

No records found to display.

FYI COPY

Desk	Fwd Name	Office	Date	Name	Phone	Action
		Ntfy/Final	5/19/2009 4:57:16 PM	Aldredge, Elizabeth S	000-845-8809	Has Info Copy

TAMU TRAINING CAMPUS

Doc ID: DCRAMJ900035

DCR Routing Report

Departmental Change Request

DCR Number: J900035
Voucher Number: C4355421E513D102
Route Doc: DCRAMJ900035
Description: to correct account allocation
Justification: PROCESSED ON THE WRONG ACCOUNT (PW)
Create Date: 5/19/2009 4:32:03 PM
Update Date: 5/19/2009 4:57:16 PM

DCR FY: 2009
Voucher FY: 2009
Created By: Aldredge, Elizabeth S
Updated By: Aldredge, Elizabeth S

DCR Status: Completed (CO)
Type: Transaction (T)
Route Status: Final (FN)

Corrective Line Items

No Records Found to Display

Corrective Actions

Itm	Orig Itm	Orig Account	Orig Amt	New Account	New Account Description	Subcode	New Subcode Description	Amount
1	1	210350-20000-6250	\$100.00	210360-20000	FMO - A/R & GENERAL ACCOUNTING SERV	6250	(FROZEN)Procurement Card Purchases	\$100.00

DCR Notes

No Records Found to Display

Approvals

Desk	Fwd Name	Office	Datetime	Name	Phone	Action
CREATE DSK			5/19/2009 4:43:31 PM	Aldredge, Elizabeth S	000-845-8809	Submitted
SIGNER DSK		AM-FISCAL	5/19/2009 4:54:57 PM	Kettler, Linda B	979-845-0978	Signed
SIGNER DSK		AM-FISCAL	5/19/2009 4:54:57 PM	Aldredge, Elizabeth S	000-845-8809	Signed(A)
DCR OFFICE		AM-DCR OFFICE	5/19/2009 4:57:16 PM	Aldredge, Elizabeth S	000-845-8809	Approved
DCR OFFICE		AM-DCR OFFICE	5/19/2009 4:57:16 PM	Batch, Famis		Approved

Routing Notes

- **Quick notes for processing “Voucher” type documents (1 of 3):**
- In Canopy:
- Go to FRS-> DCR-> Create DCR
- In Doc Type: Select “voucher”
- It will automatically fill in Doc Year as 2012.
- In Original Doc ID: put in the voucher number (ref 2 in FAMIS) then click on create FY 2012 Document.
- You will now see that a DCR document number has been assigned.

- **Quick notes for processing “Voucher” type documents continued (2 of 3):**
- Fill in Description (what you are doing)
- Select the appropriate Justification code
- Click “Save”.
- Scroll down and you will see the voucher information of the account it is on, the account description, subcode, subcode description, dept, subDept, Dept Name, Avail Amount, CR, and then the word “Correct” in red. Click on “Correct”.
- Put in the account number, support account (no spaces between account and support account), the amount you wish changed, and the appropriate code.

- **Quick notes for processing “Voucher” type documents continued (3 of 3):**
- Click “Save”.
- Click on “add notes” under DCR Notes and explain why you are doing the DCR.
- Click “Save”.
- Go back up to the top and select the DCR Action: Route for Approval
- Click “Submit”

- **Quick notes for processing “Transaction” type documents (1 of 5):**
- Go to FRS->DCR->Create DCR
- In Doc Type: Select “transaction”
- It will automatically fill in Doc Year as 2012.
- Click on the little magnifying glass to the right of the field.
- In the search fields you will put in the account number it is currently on, change the search month to read “Sept” through “current month” (or current month on both if the account is large), and fill in the second reference number.

- **Quick notes for processing “Transaction” type documents (continued-2 of 5):**
- For ONPAR entries the second reference will begin with “O” (letter) and then the six numbers.
- For COMPASS entries the second reference will be COM####.
- For CIS bills the second reference number is the C#, etc.
- NOTE: Use caps when putting in the second reference. We have found that many times when using lower case letters the transaction will not pull up.

- **Quick notes for processing “Transaction” type documents (continued-3 of 5):**
- After your search criteria is entered, click “submit” and it should bring up the transaction.
- On the left side of the transaction information click “submit”.
- You will now see that a DCR document number has been assigned.
- Fill in Description (what you are doing)
- Select the appropriate Justification code (ie. OC-Object Code Modification)
- Click “Save”.

- **Quick notes for processing “Transaction” type documents (continued-4 of 5):**
- Scroll down and you will see the voucher information of the account it is on, the account description, subcode, subcode description, dept, subDept, Dept Name, Avail Amount, CR, and then the word “Correct” in red. Click on “Correct”.
- Put in the account number, support account (no spaces between account and support account), the amount you wish changed, and the appropriate code.
- Click “Save”.
- Click on “add notes” under DCR Notes and explain why you are doing the DCR.
- Click “Save”.

- **Quick notes for processing “Transaction” type documents (continued-5 of 5):**
- Go back up to the top and select the DCR Action: Route for Approval
- Click “Submit”

- **Key things to remember:**
- You cannot do a “transaction” type DCR for vouchers; it will be rejected. This is so screen 168 will be updated once the approvals have processed.
- You cannot use the DCR module to correct Accounts Receivables, Payroll or encumbrances.
- Vouchers in “out” or “cycle” status will not allow DCR moves; only if they are in “paid” or “recn” status.
- You cannot do DCR documents on vouchers involving state accounts.
- You cannot move between revenue and expense codes.

FMO Contact

- Please contact Elizabeth Aldredge with Financial Management Operations, General Accounting should you have any questions, comments or suggestions.
- Phone 979-845-8809
- E-mail e-aldredge@tamu.edu