

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.



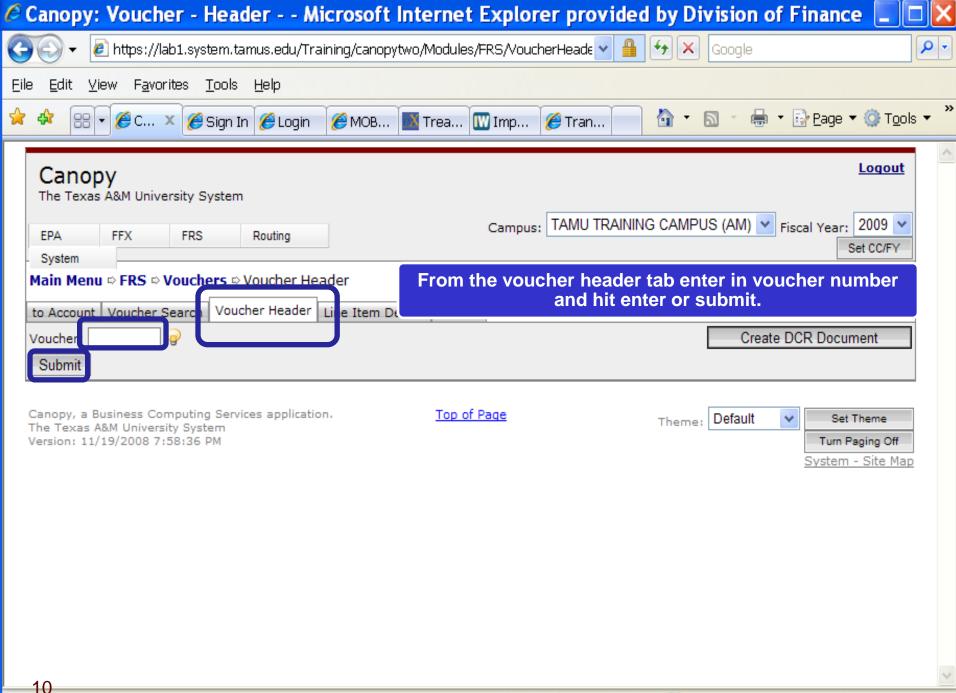
Year End Submittals of DCRs

- 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.



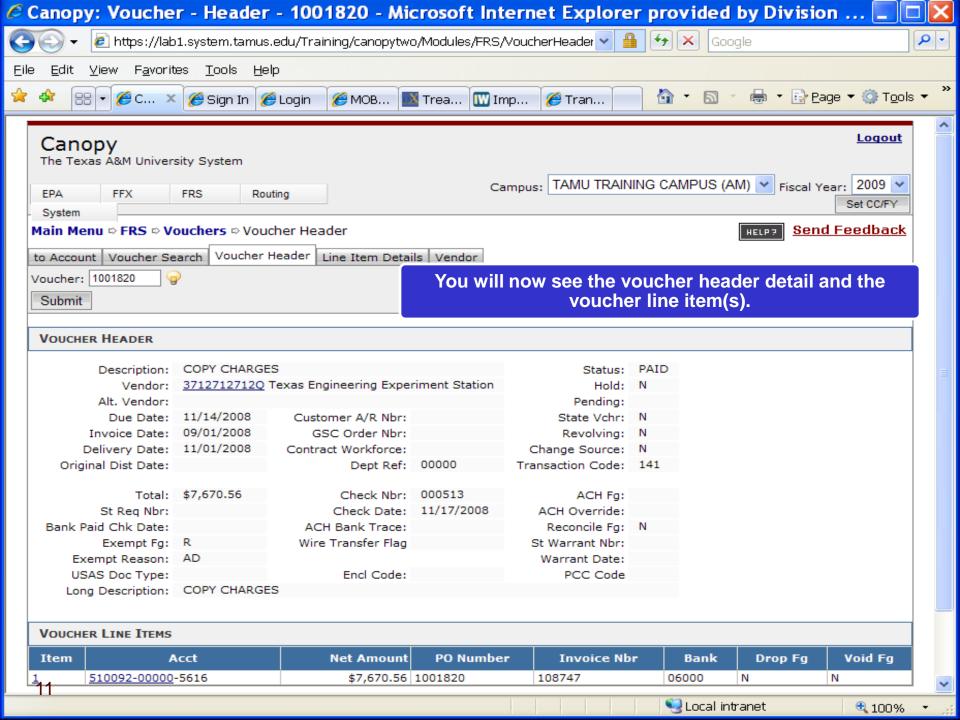
Creation of a DCR

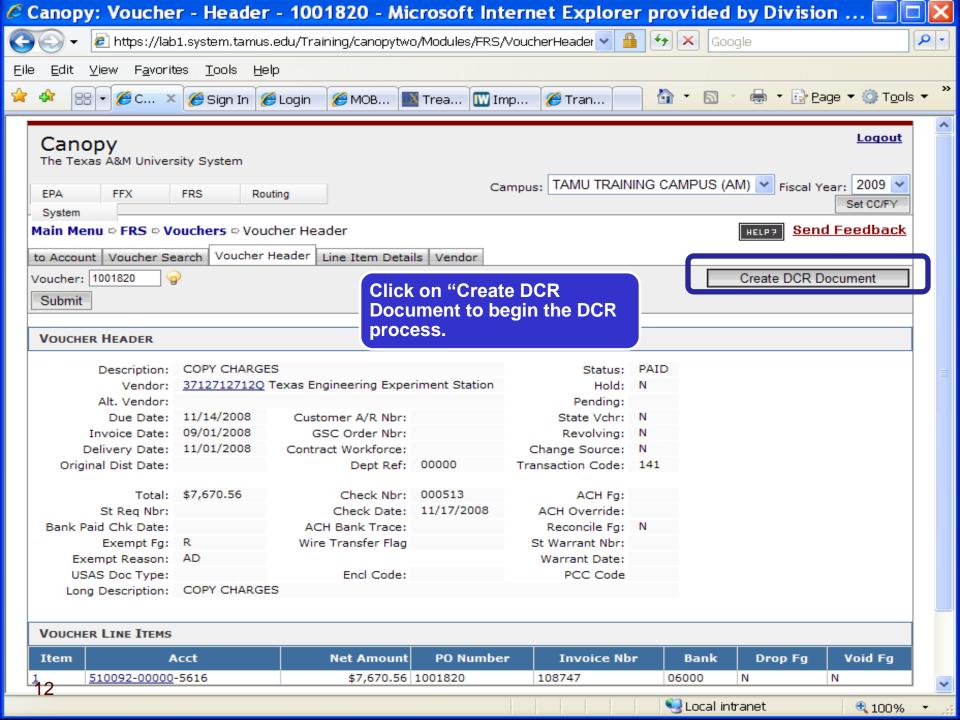
- Log into CANOPY
- There are two ways to create a DCR.
 - 1. The first way is to begin with a display of the voucher you want to correct. Click on FRS→ Vouchers→ Voucher Header. Using the Voucher Header Tab, type in the voucher number of the one to correct, hit enter. Click the 'Create DCR Document' 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.

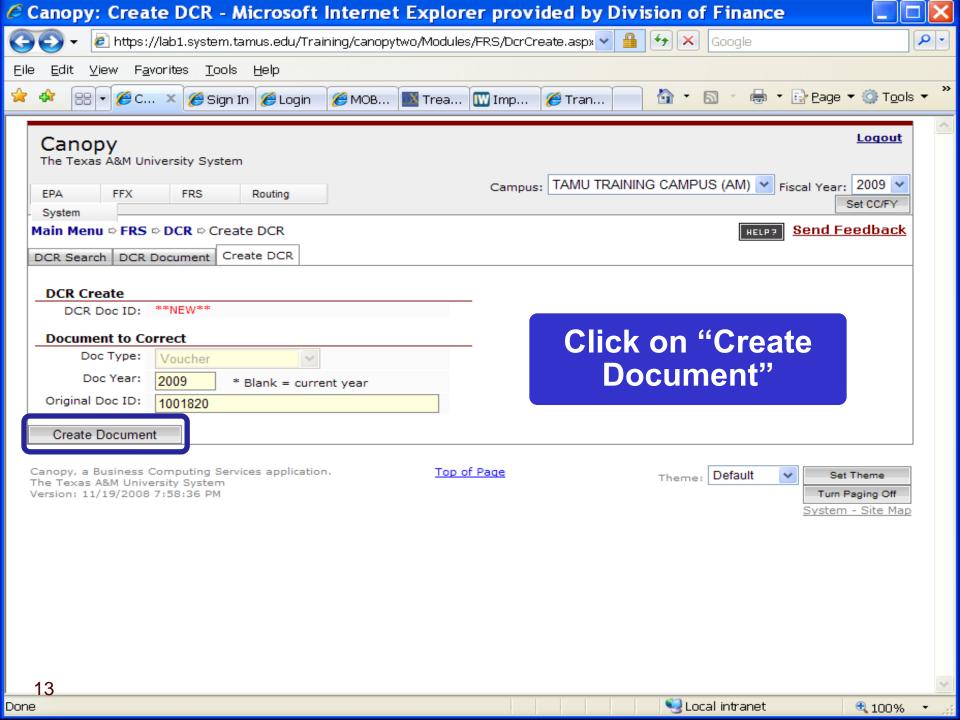


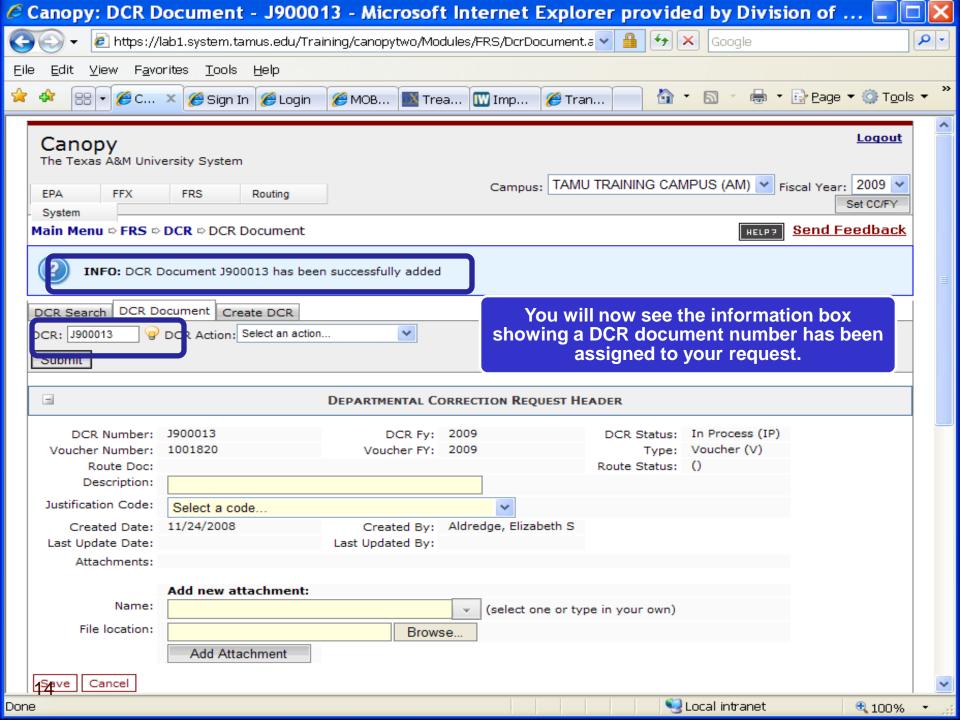
🐫 Local intranet

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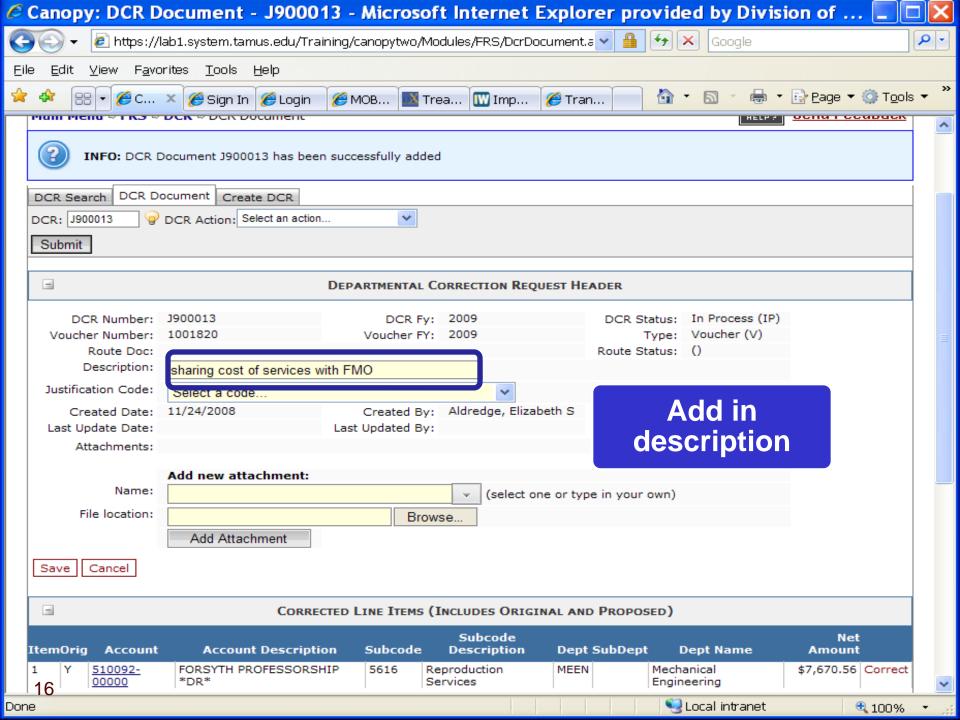






Creation of a DCR

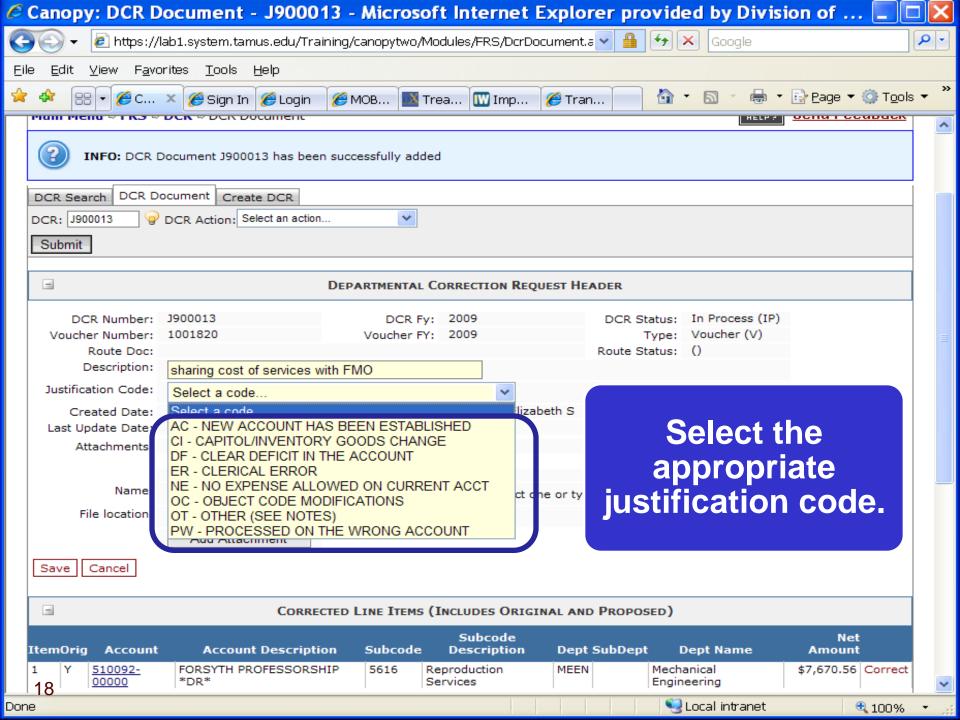
- Once the DCR number has been assigned you can now edit the DCR document.
- You must enter in a description and choose a Justification Code.

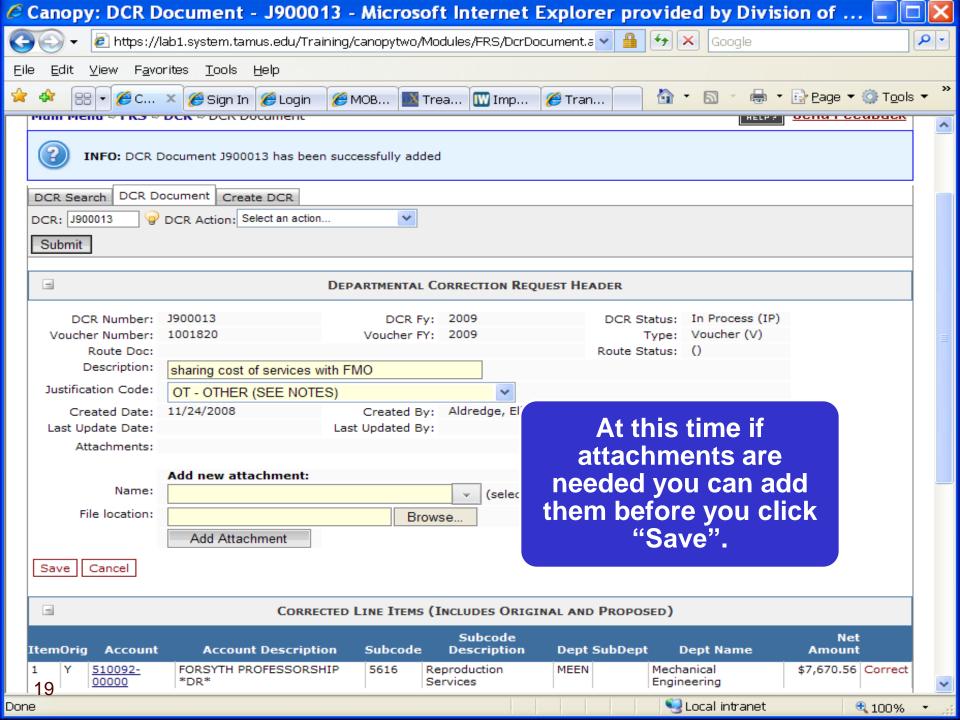


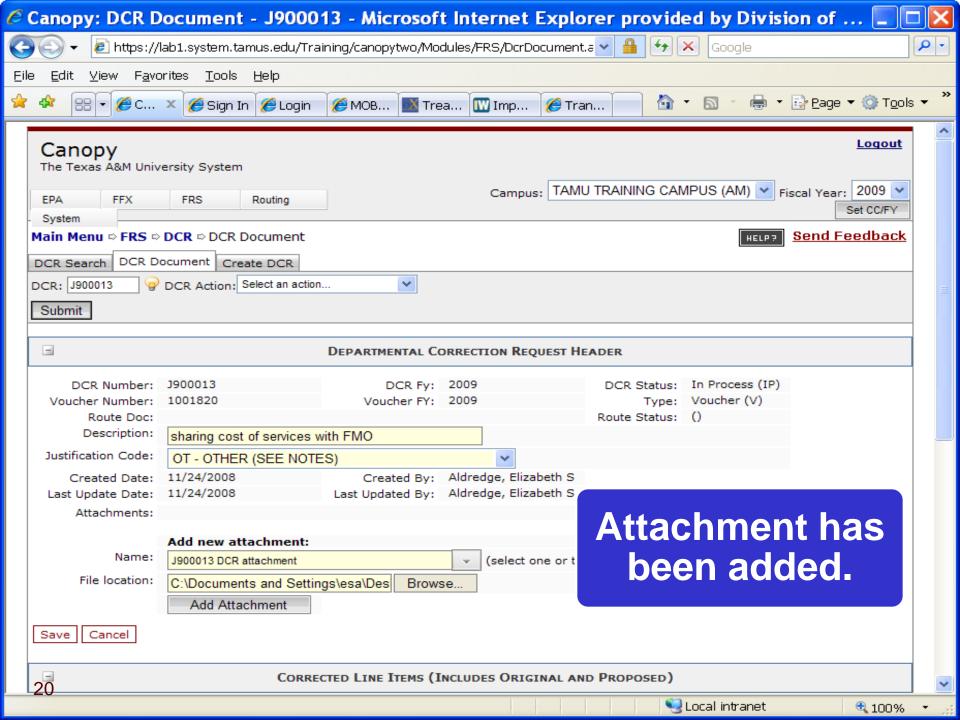


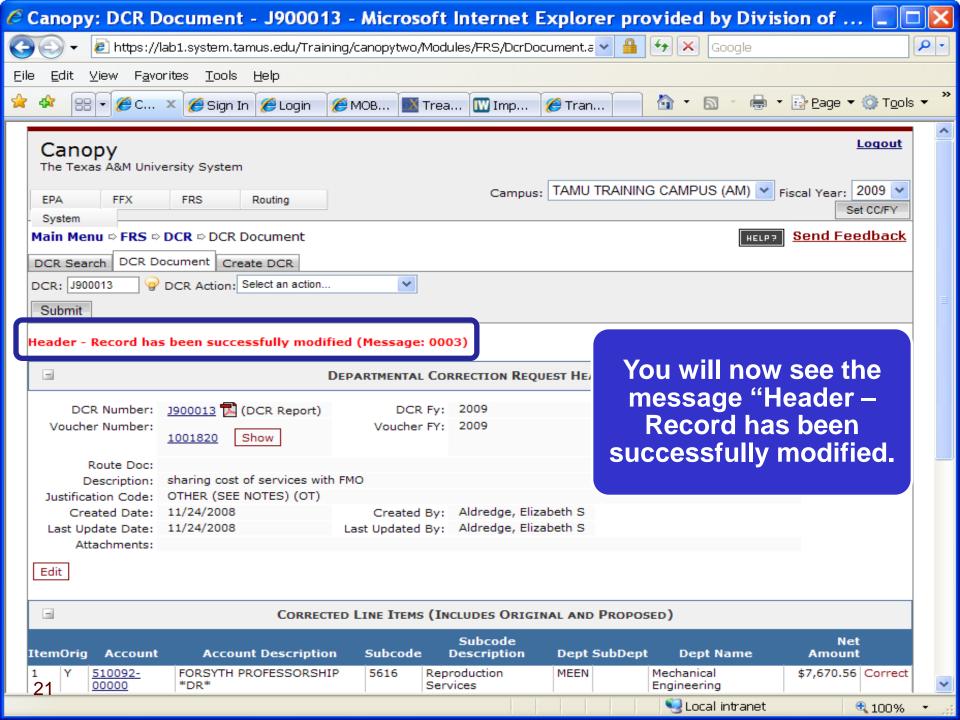
Justification Codes

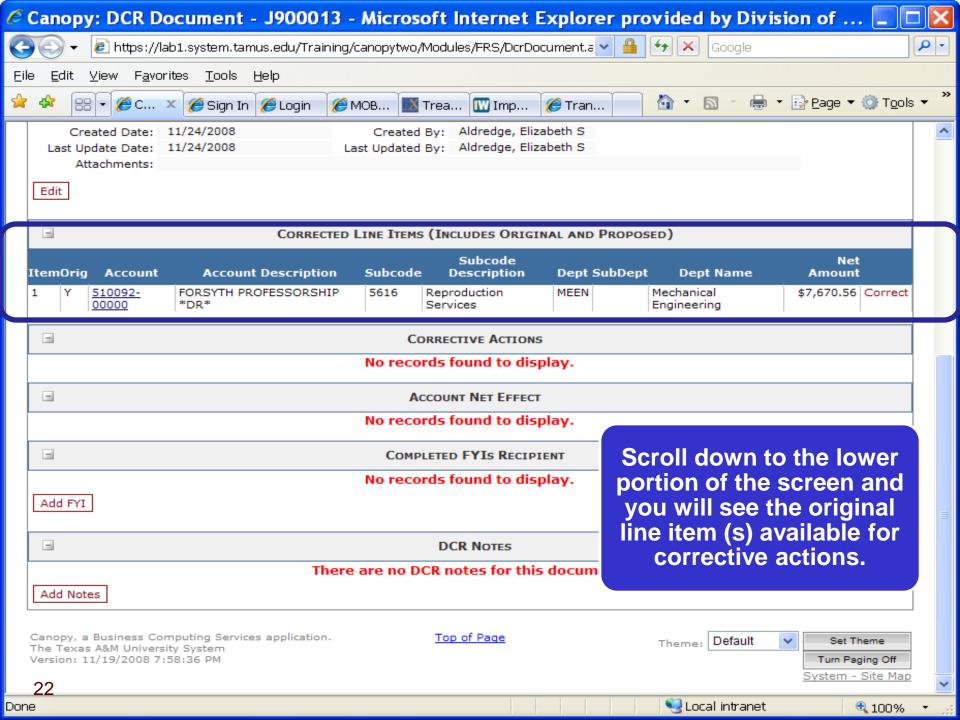
- Currently there are nine justification codes.
 - AC (New account has been Established)
 - CG (Contracts & Grants) NOTES REQUIRED
 - CI (Capitol/Inventory Goods Change)
 - DF (Clear Deficit in the Account)
 - ER (Clerical Error)
 - NE (No Expense Allowed on Current Account)
 - OC (Object Code Modifications) NOTES REQUIRED
 - OT (Other) NOTES REQUIRED (change of contract, professor approval, etc)
 - PW (Processed on Wrong Account)

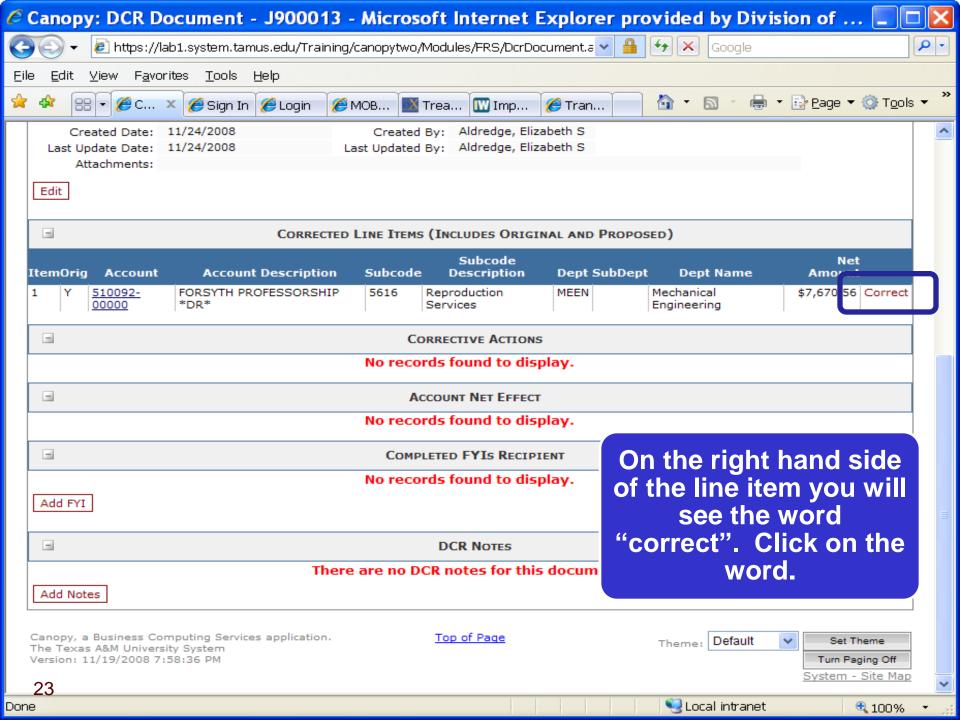


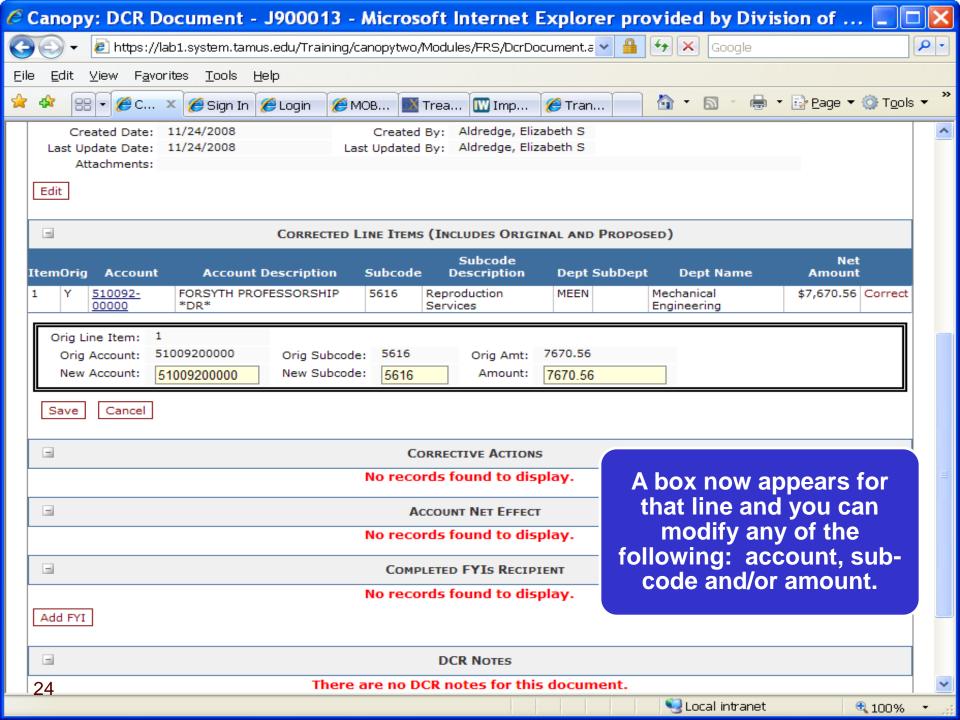


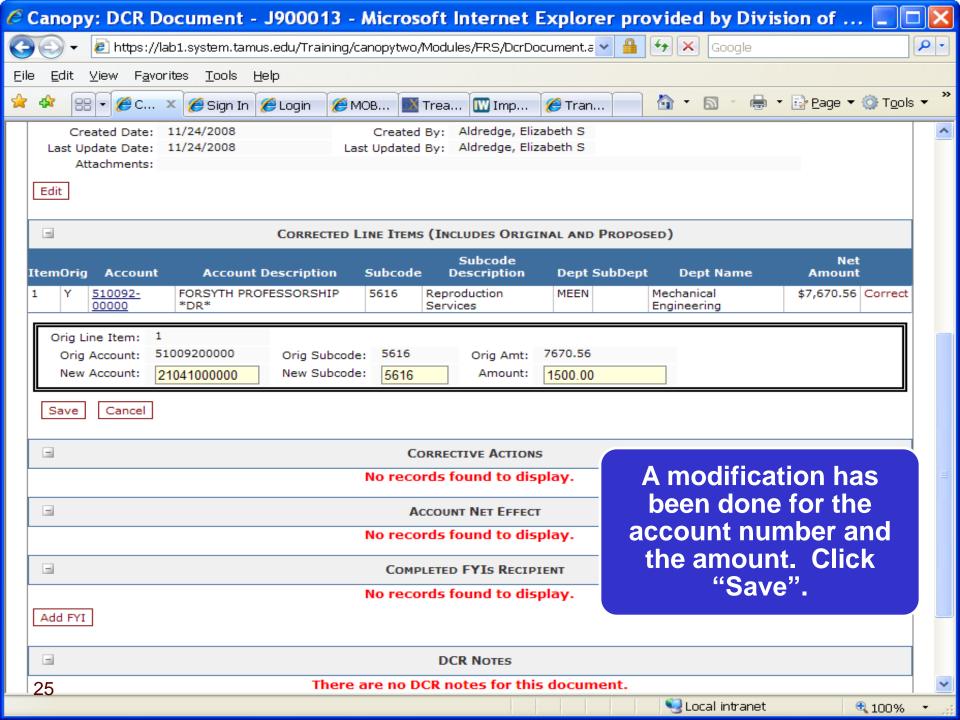


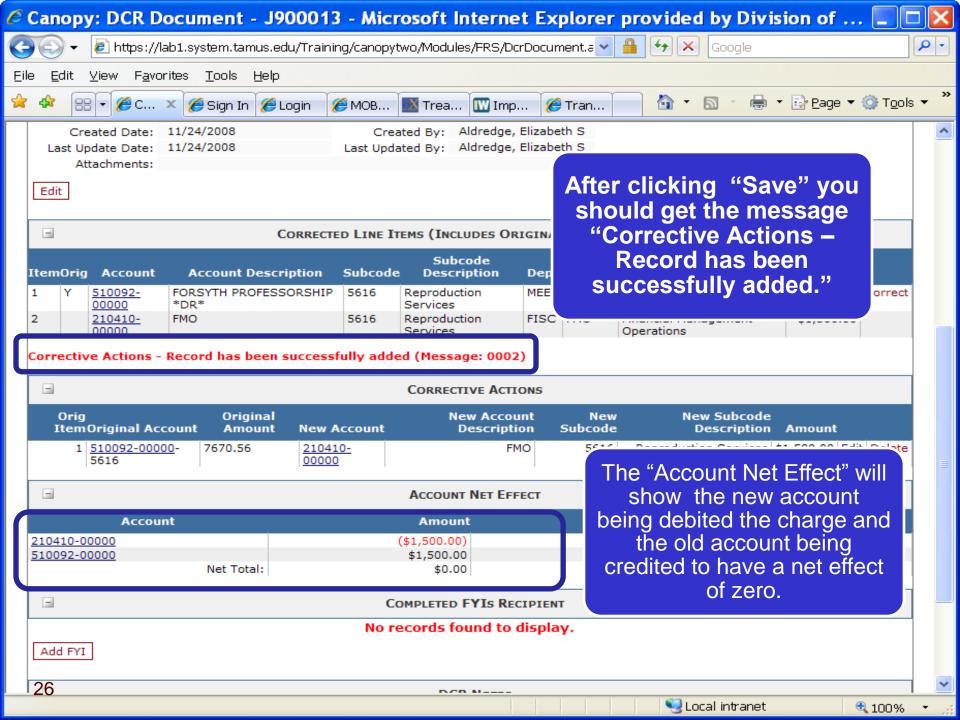


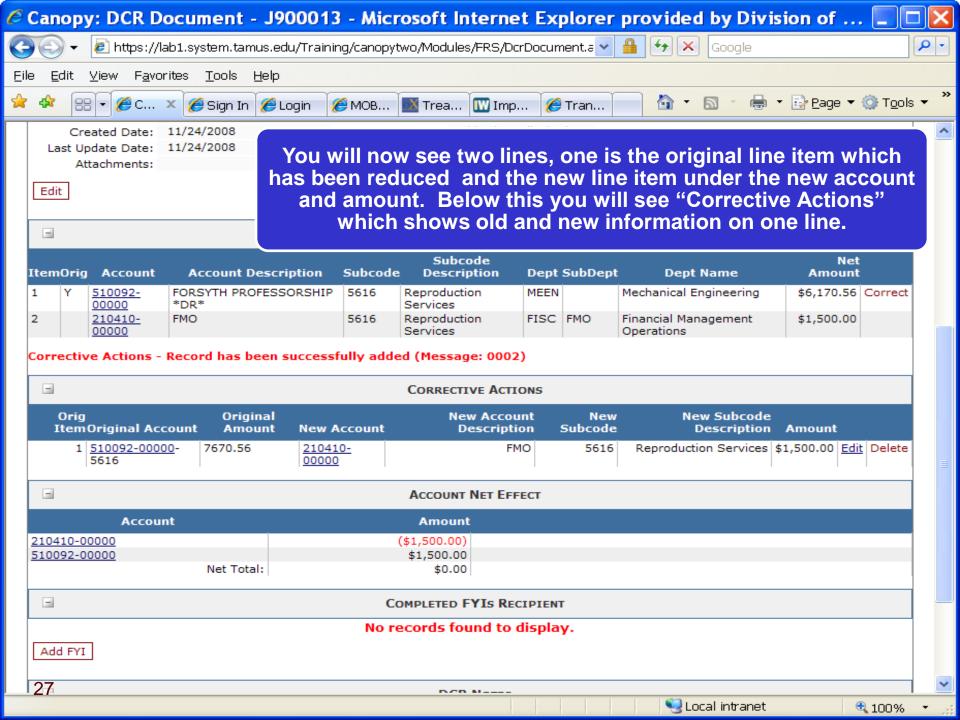


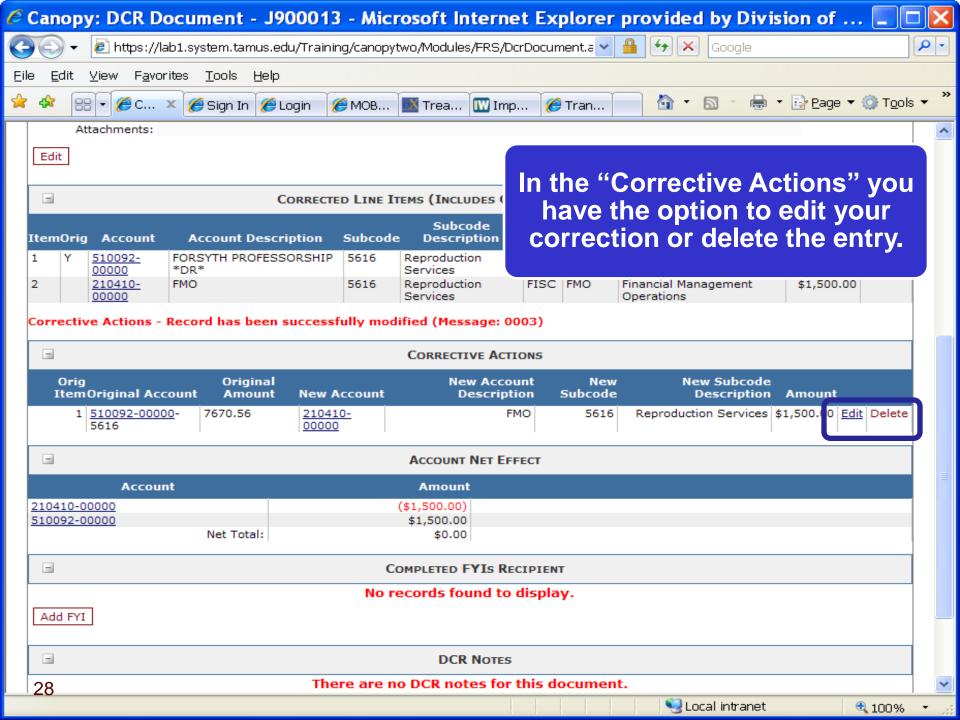


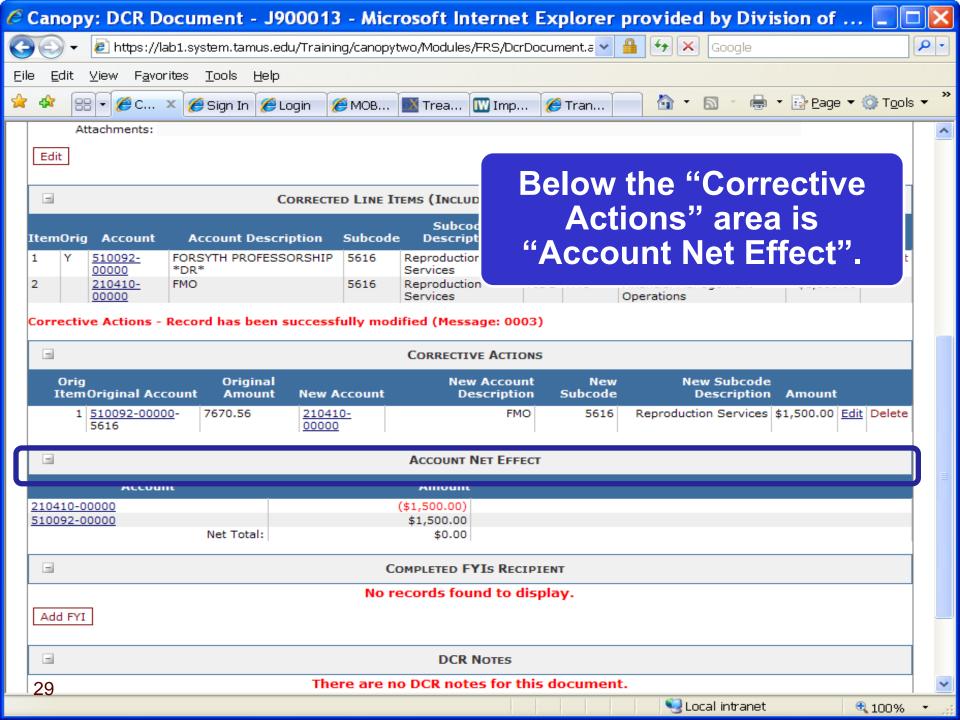


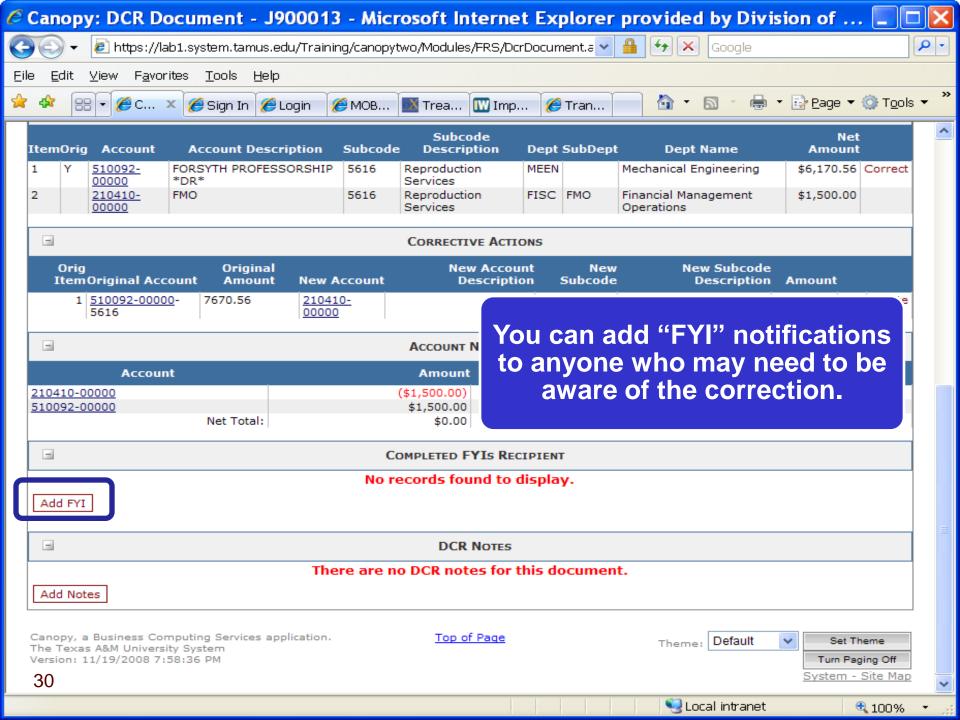


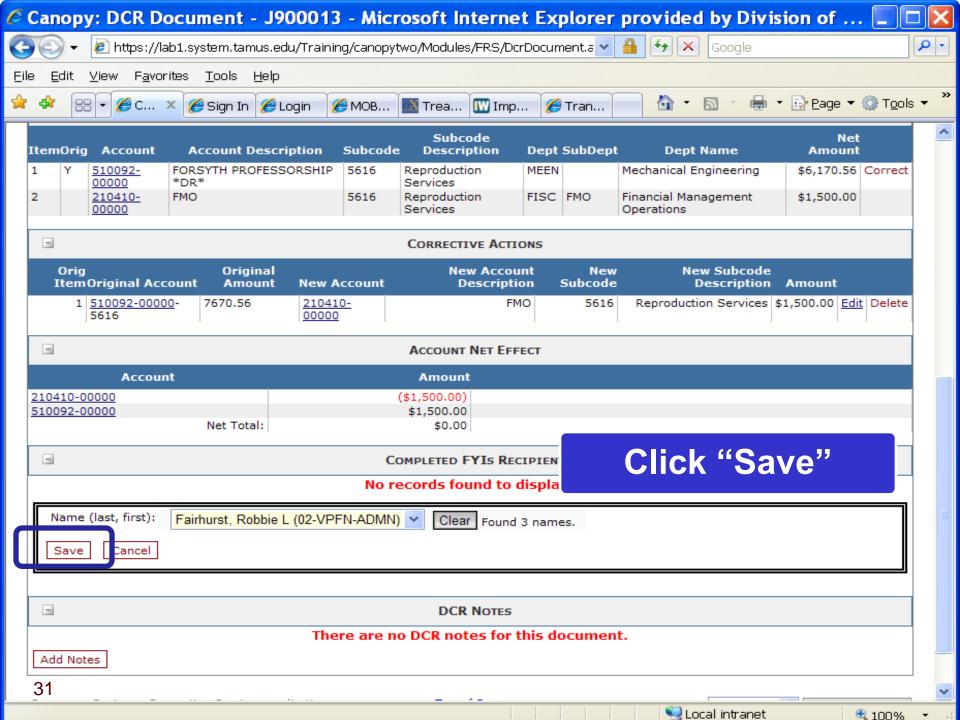


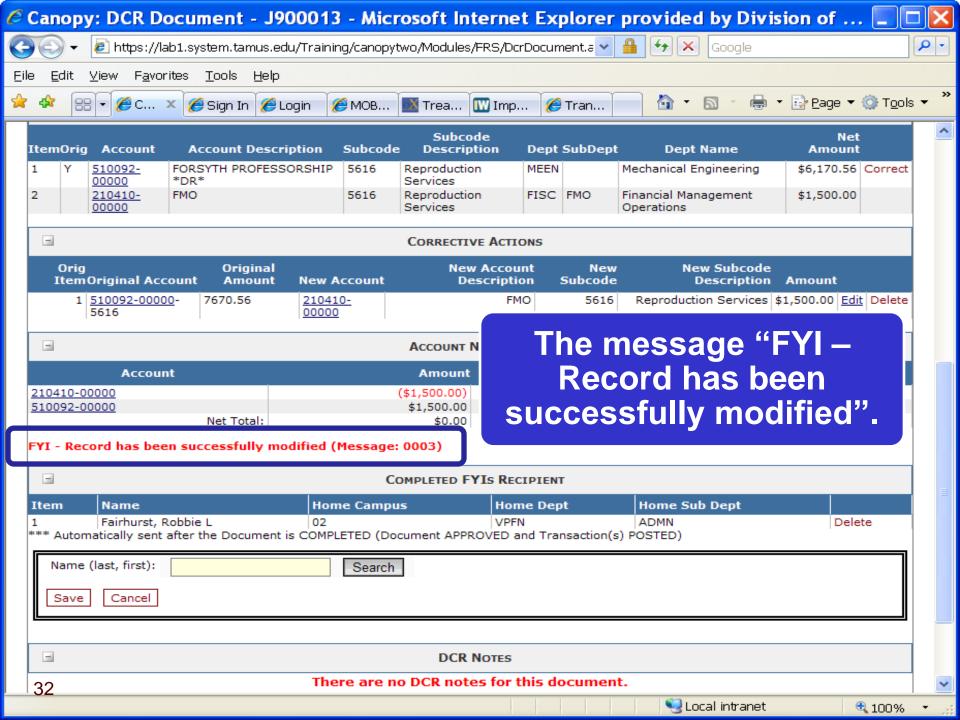


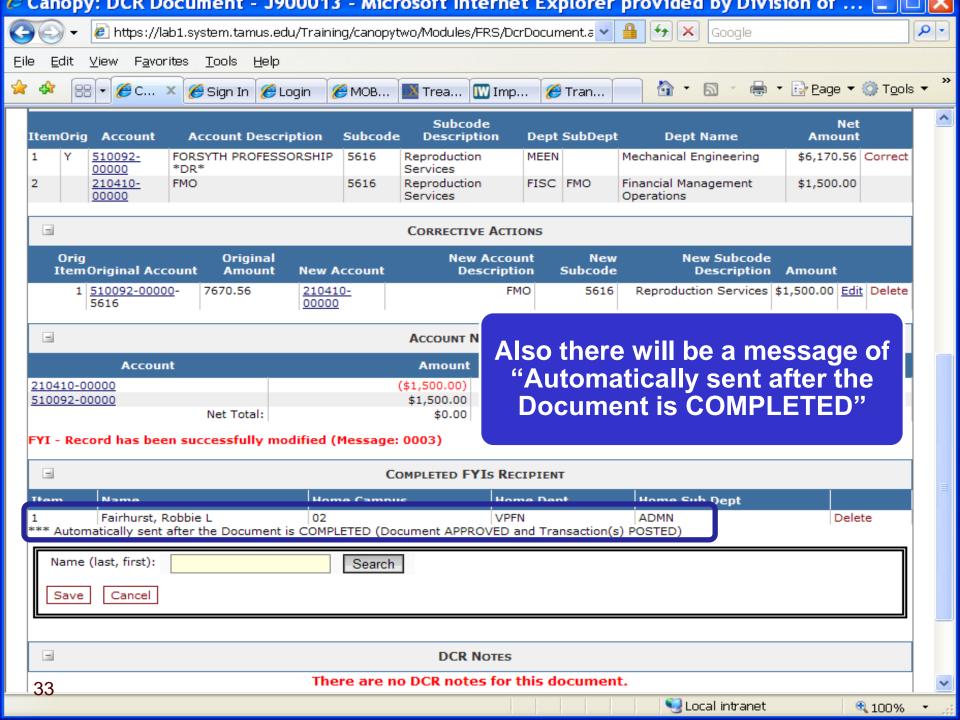


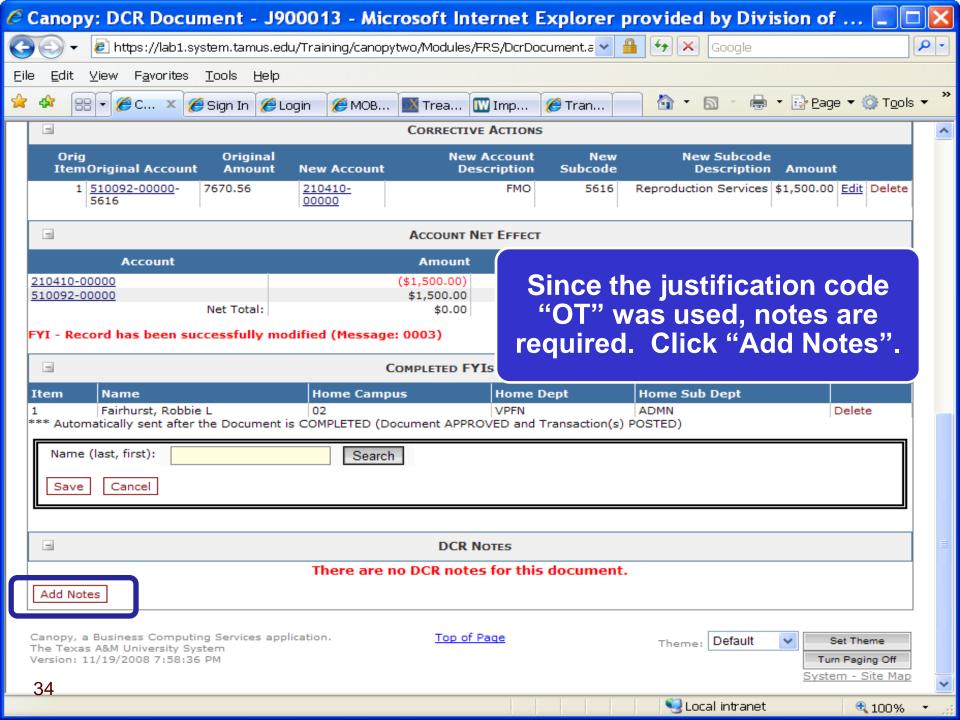


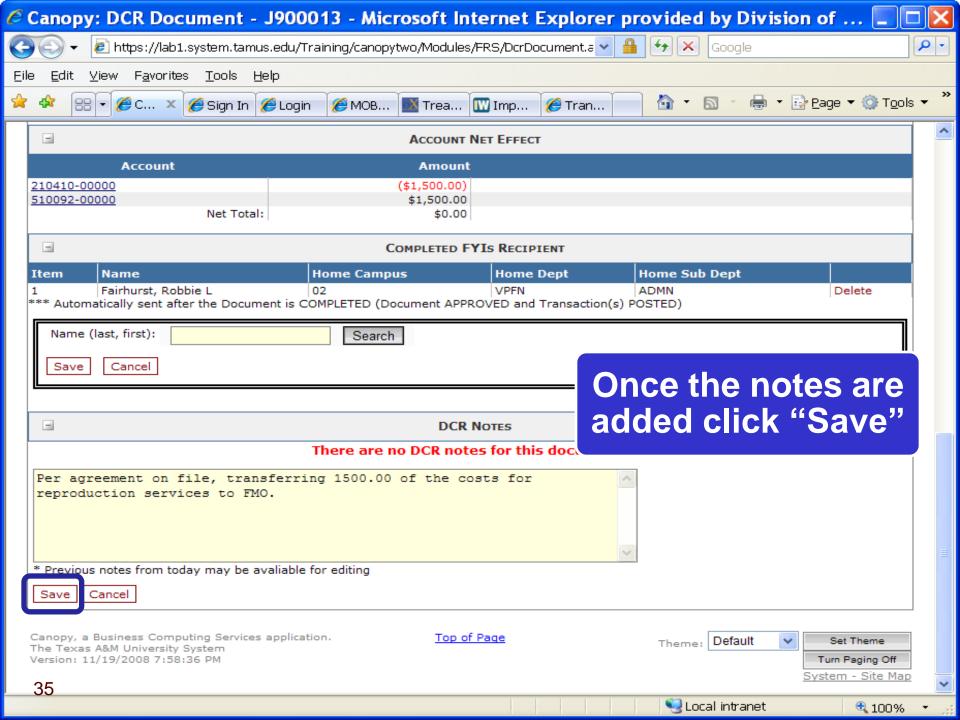


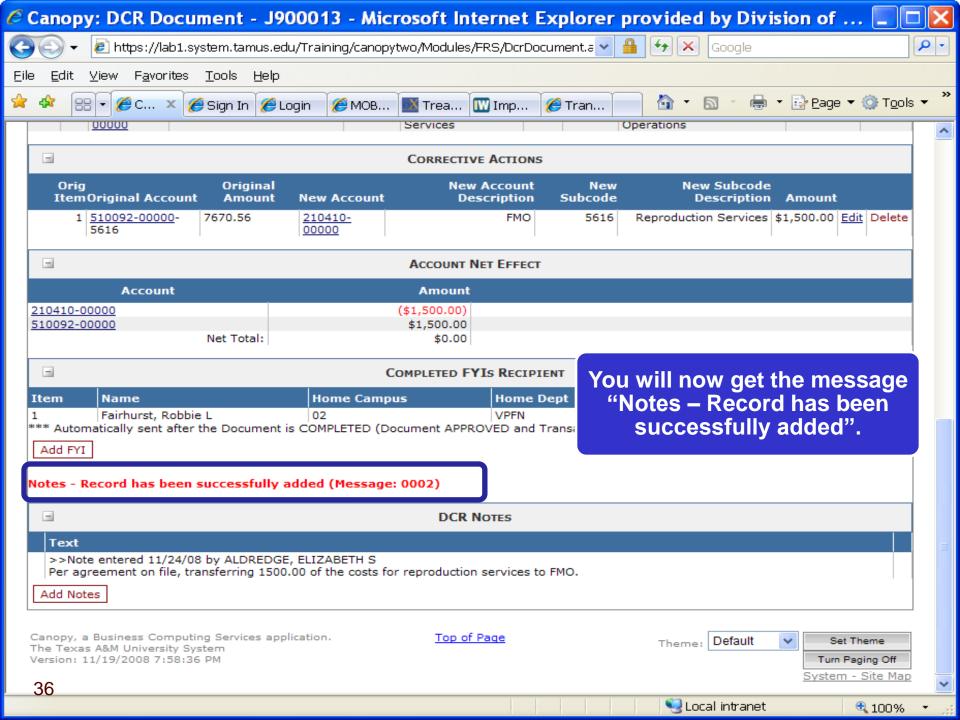


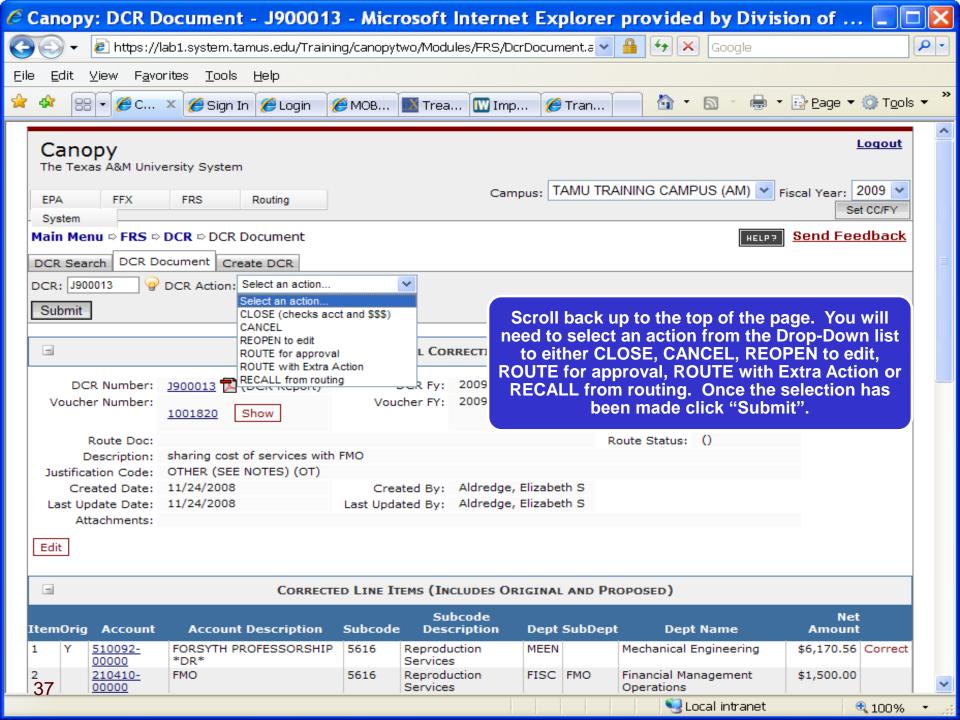


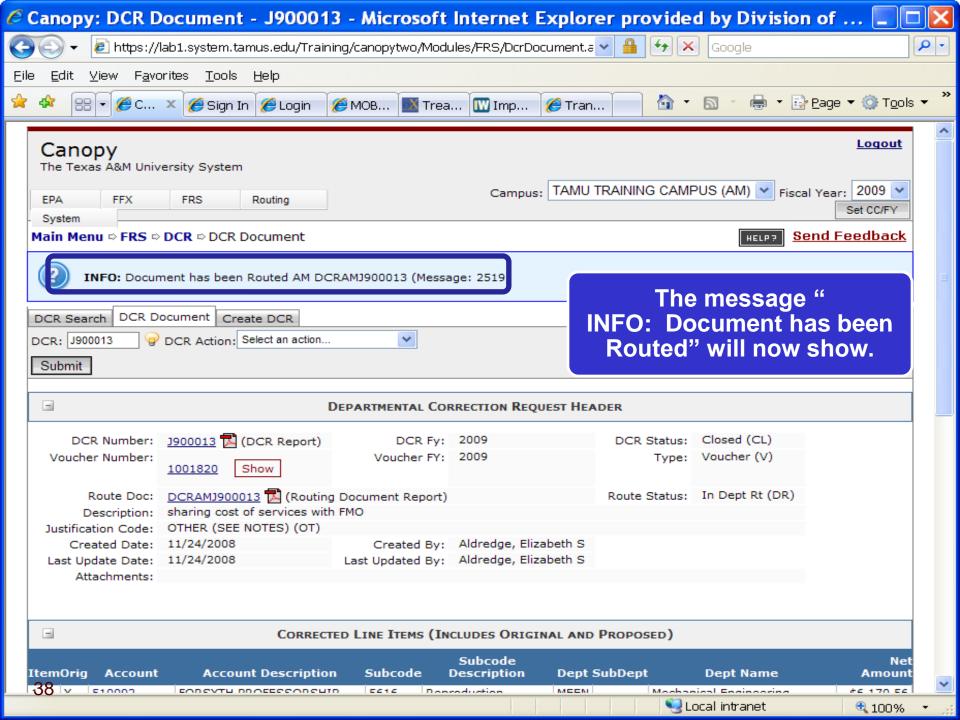














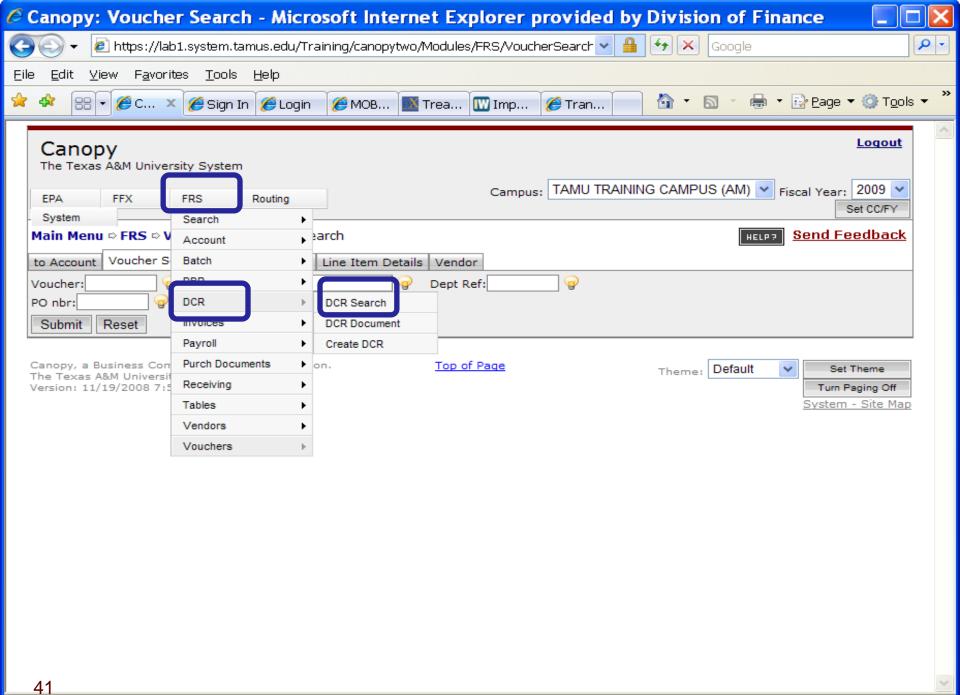
Routing of DCRs

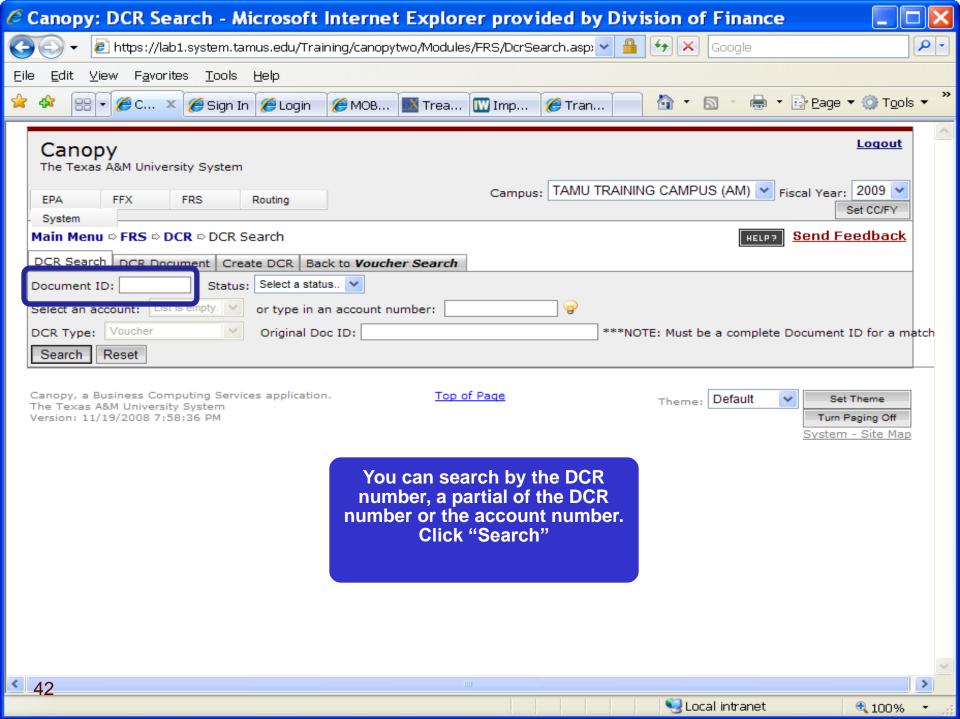
 The routing path of the DCRs follow the same path as with Purchasing. If you have access to create a PO, you will have access to create a DCR. If you find you are unable to create the DCR please contact your FAMIS Security Officer.

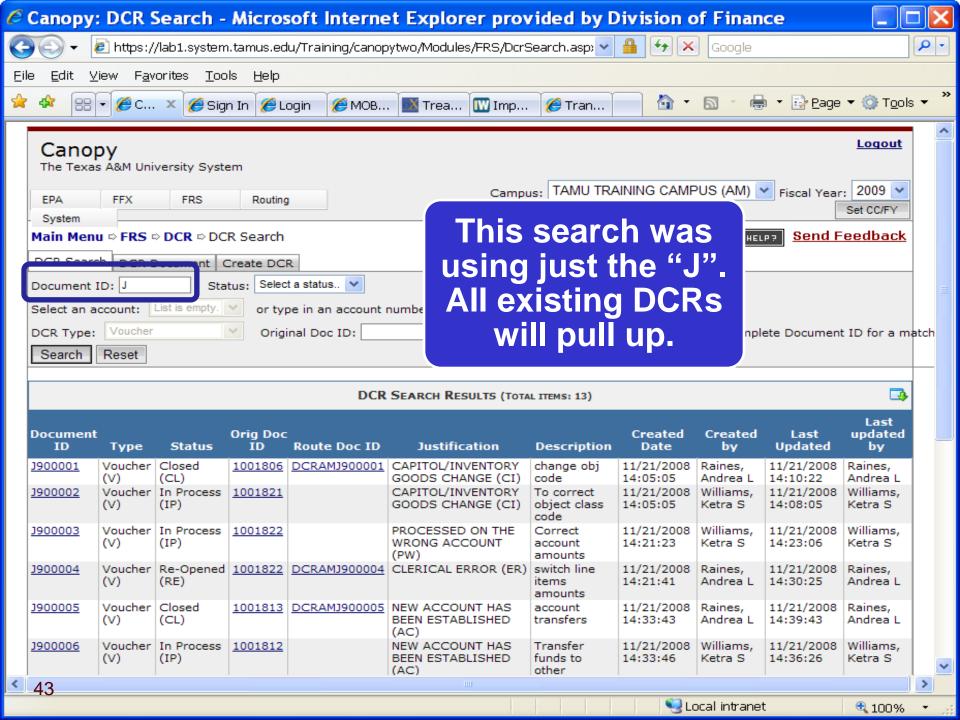


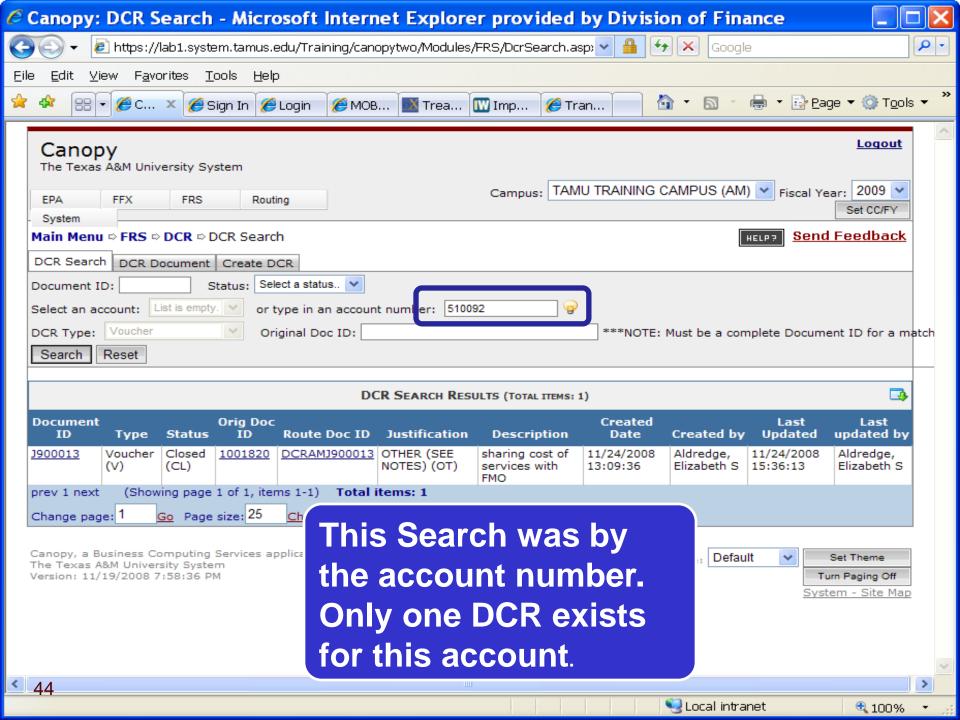
Inquiry of DCRs

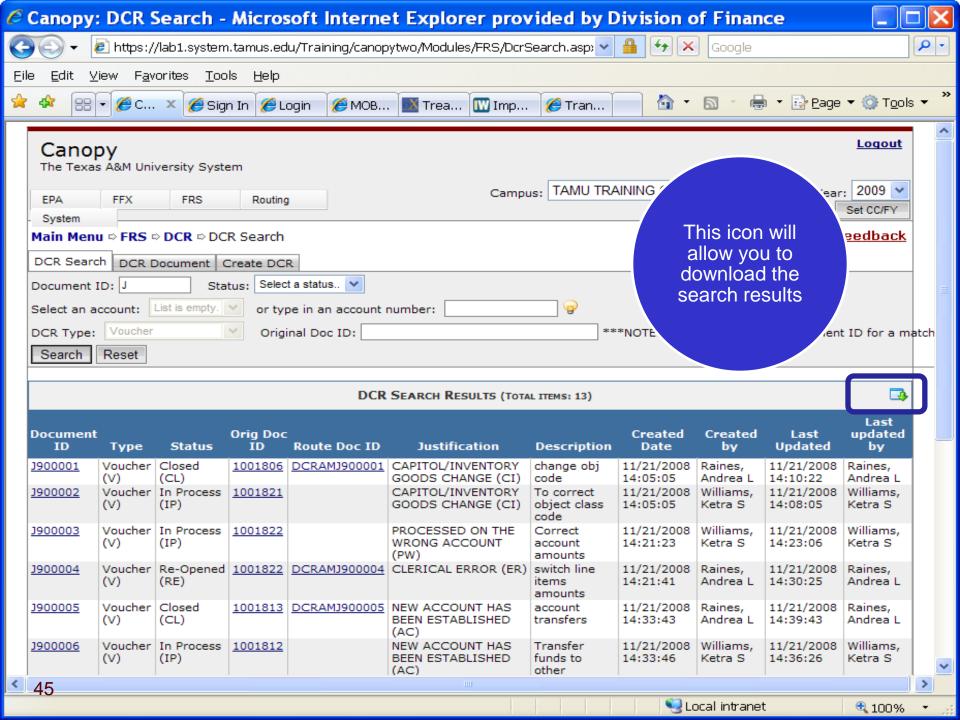
- Click on FRS→DCR→DCR Search
- Enter in a partial DCR Document ID number, Account Number or the complete Document ID number



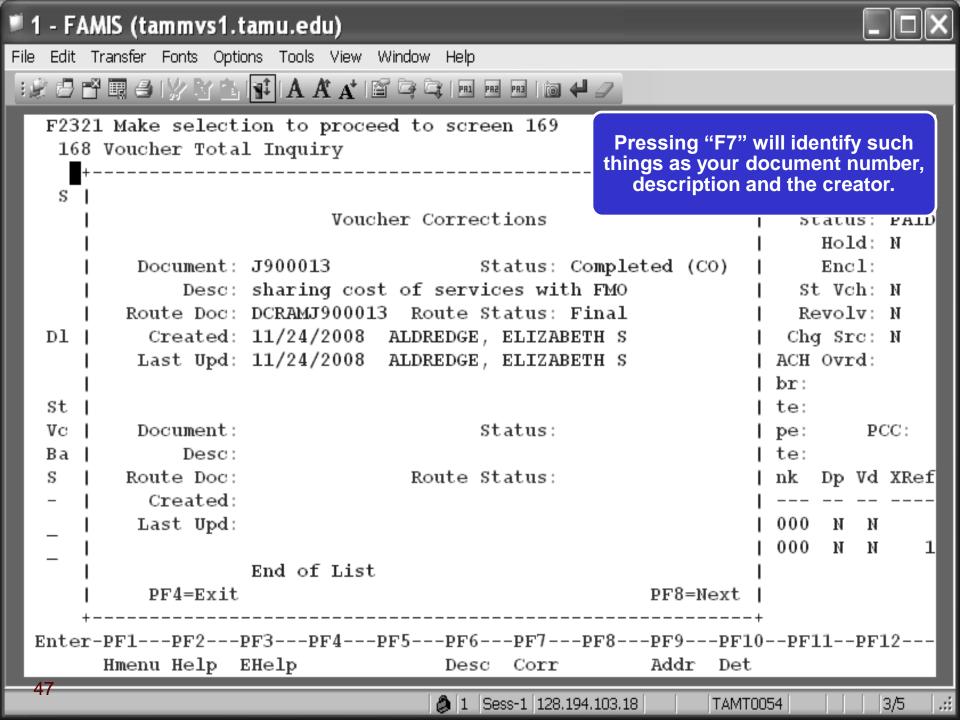


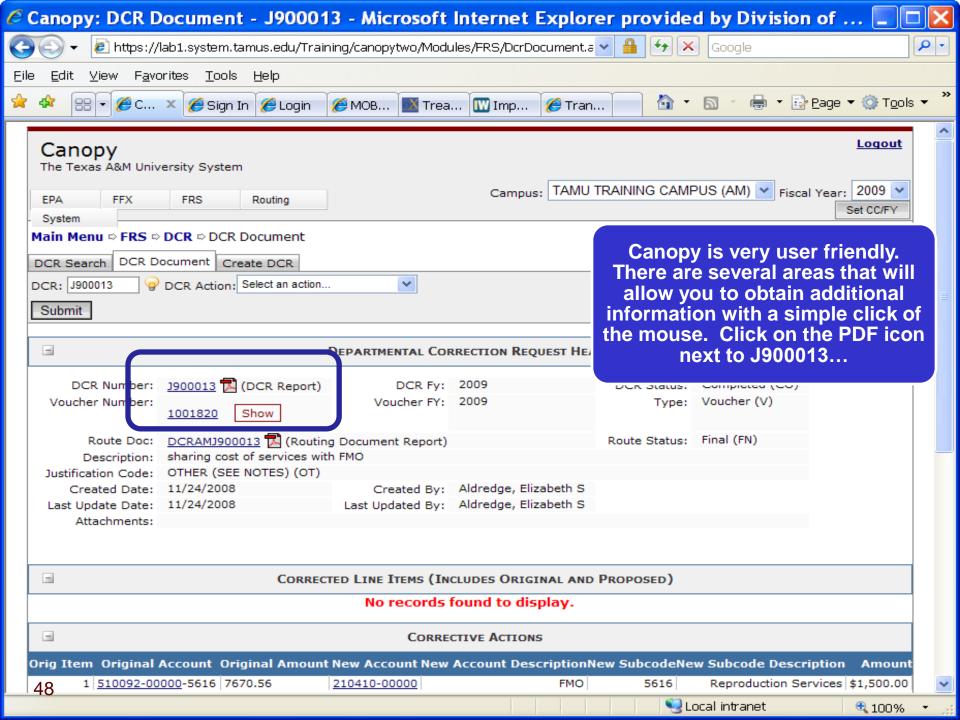




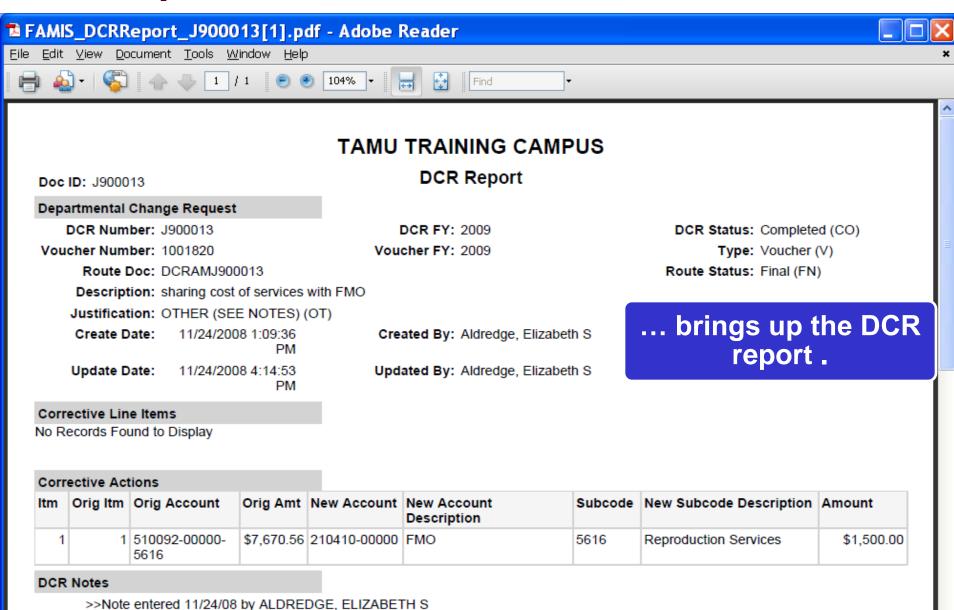


📕 1 - FAMIS (tammvs1.tamu.edu) File Edit Transfer Fonts Options Tools View Window Help F2321 Make selection to proceed to screen 169 Once all the approvals have been 168 Voucher Total Inquiry obtained you will see the modifications *CORRECTIONS* made in FAMIS and Canopy. In FAMIS Screen: Voucher: 1001820 Fiscal Year: 200 you will see *CORRECTIONS* added. Vendor: 37127127120 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 Ovrd: Check Nbr: 000513 St Warrant Nbr: Tran Cd: 141 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 6,170.56 1001820 108747 06000 1 510092 00000 5616 500.00 1001820 108747 06000 N 2 210410 00000 5616 *** End of line items *** Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---Hmenu Help EHelp Desc Corr Addr Det

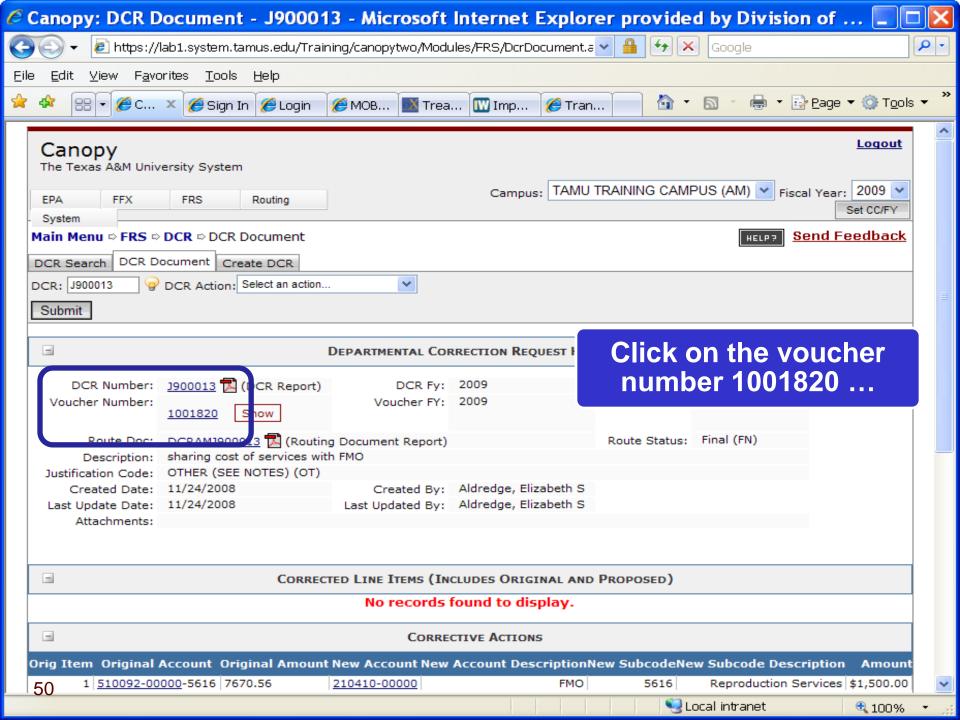


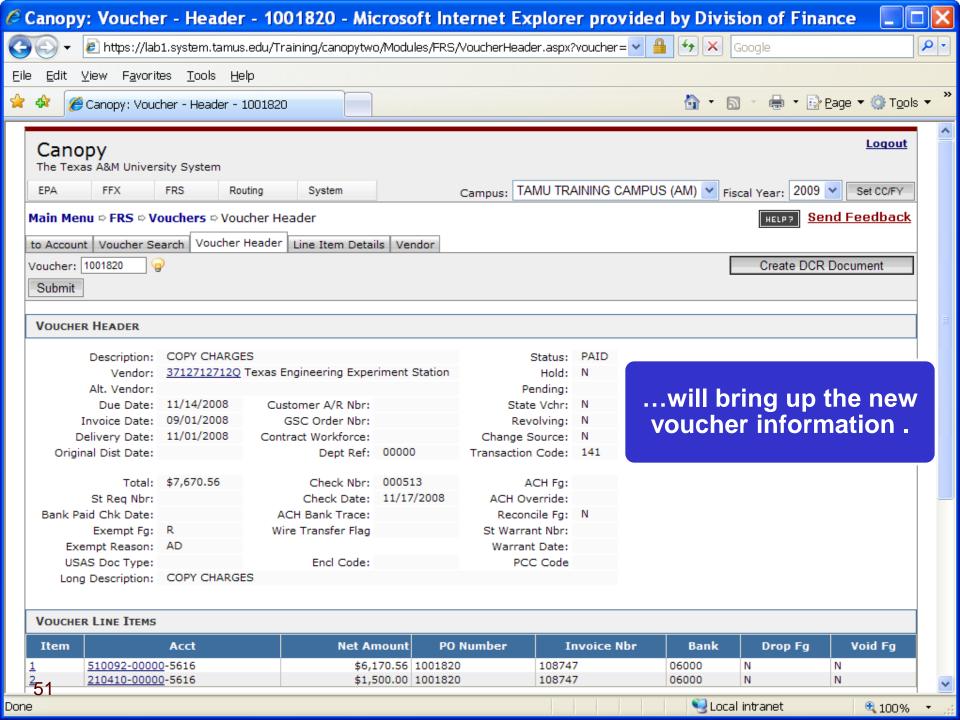


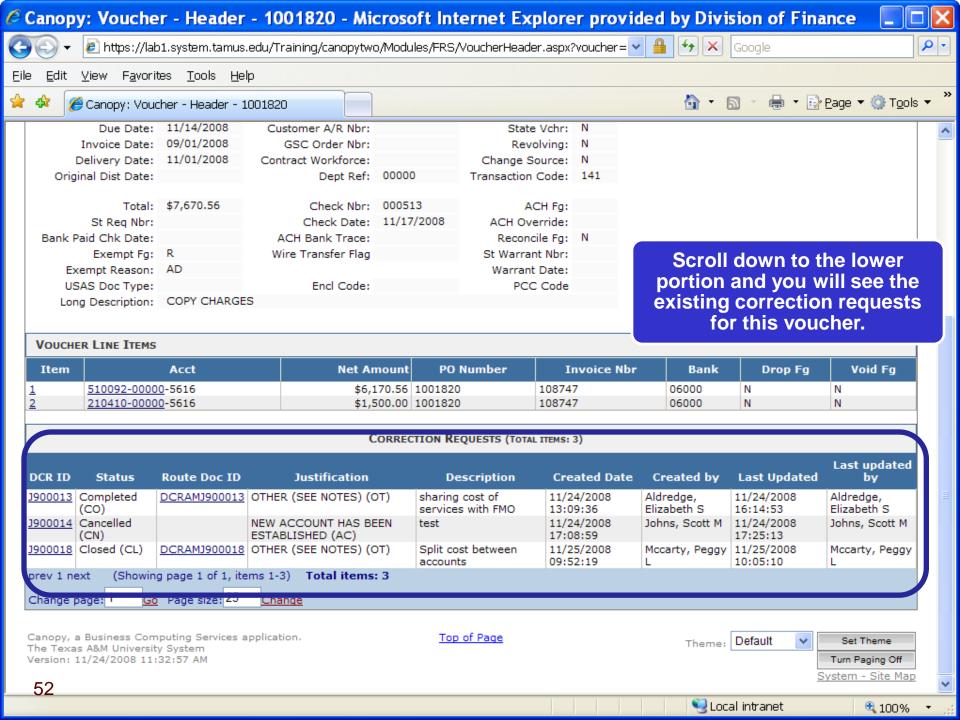
DCR Report

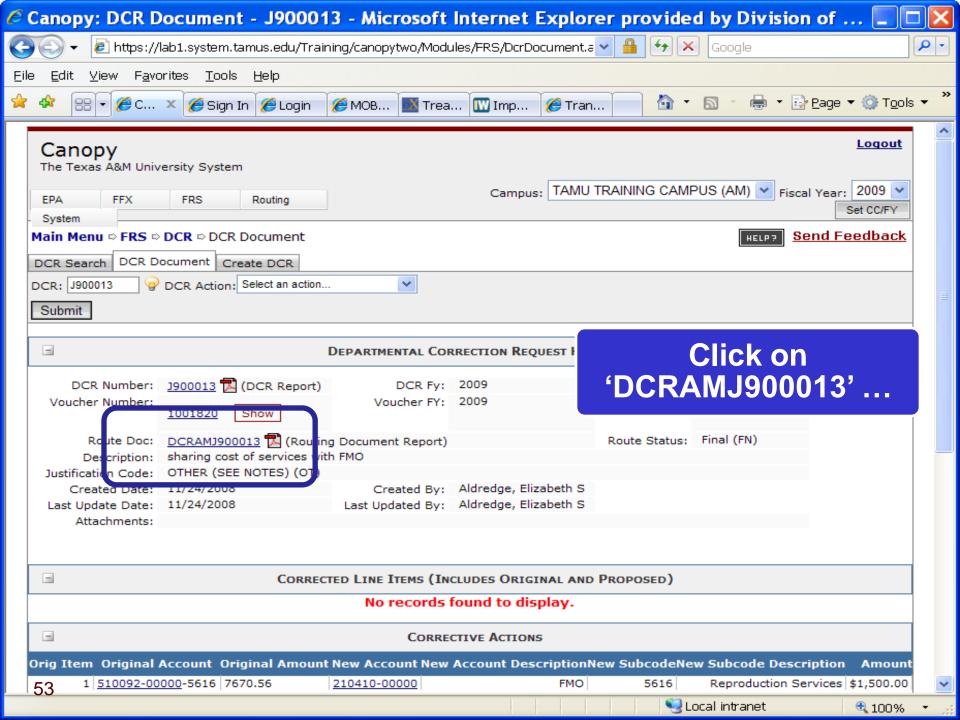


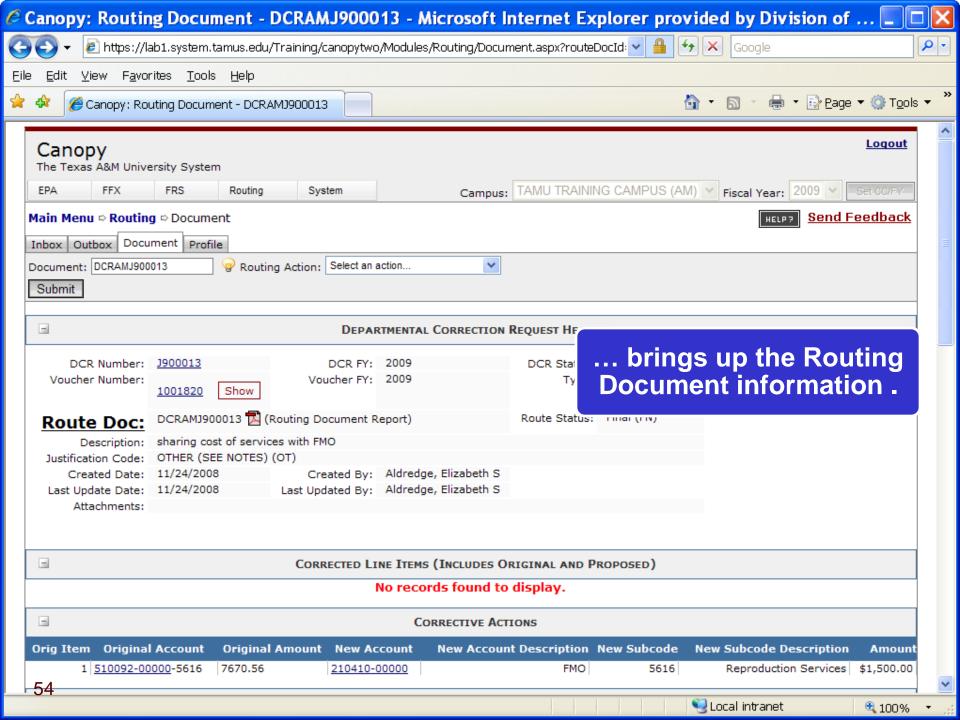
Per agreement on file, transferring 1500.00 of the costs for reproduction services to FMO.

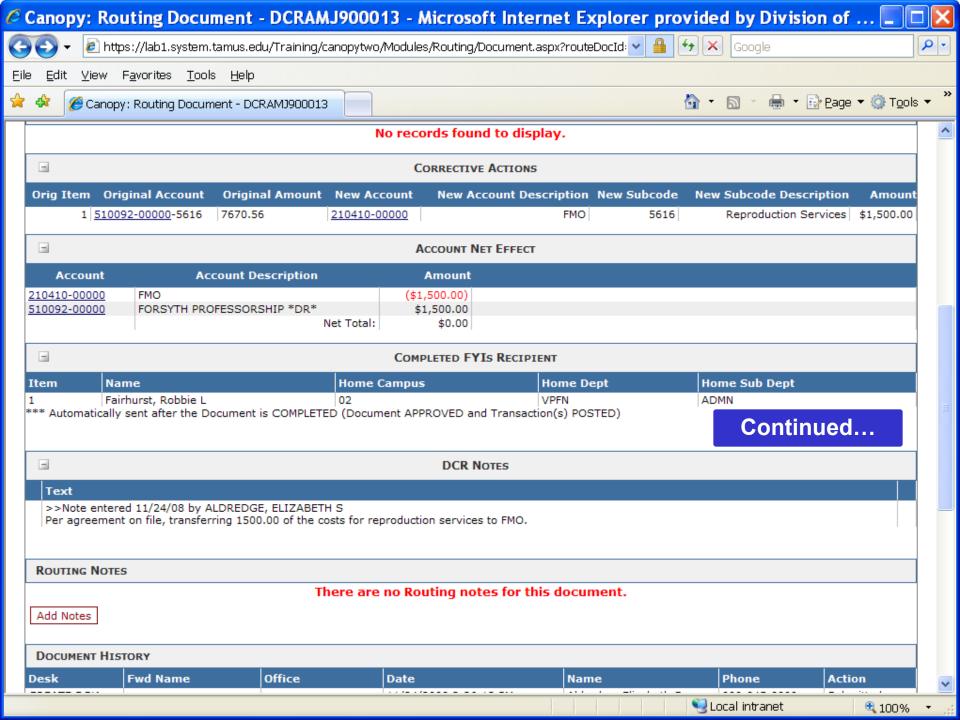


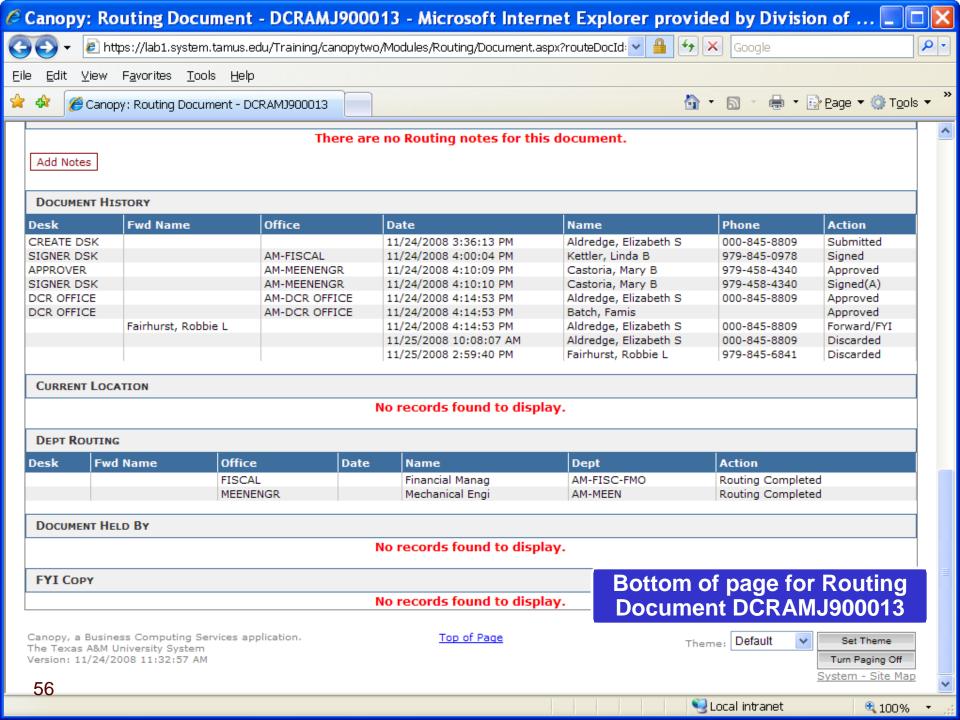


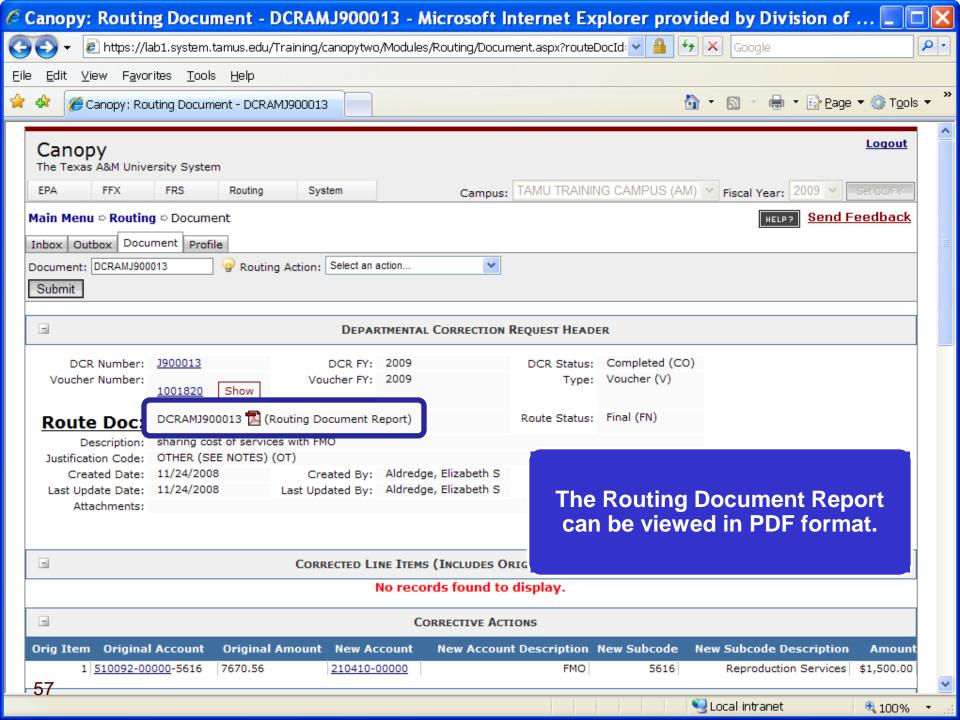












DCR Routing Report

Document Tools Window Help

™ FAMIS_DCRRoutingReport_DCRAMJ900013[1].pdf - Adobe Reader



TAMU TRAINING CAMPUS

Doc ID: DCRAMJ900013 DCR Routing Report

Departmental Change Request

<u>E</u>dit <u>V</u>iew

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 Created By: Aldredge, Elizabeth S

PM

Update Date: 11/24/2008 4:14:53 Updated By: Aldredge, Elizabeth S

PM

Corrective Line Items

No Records Found to Display

000	 A	-41-	

COII	ective Ac	lions						
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.

Α	p	p	r	0	۷	a	ls	
•	۲	۲	٠	•	•	•		

Дesk	Fwd Name	Office	Datetime	Name	Phone	Action
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



DCR Notes

Document Tools Window Help

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

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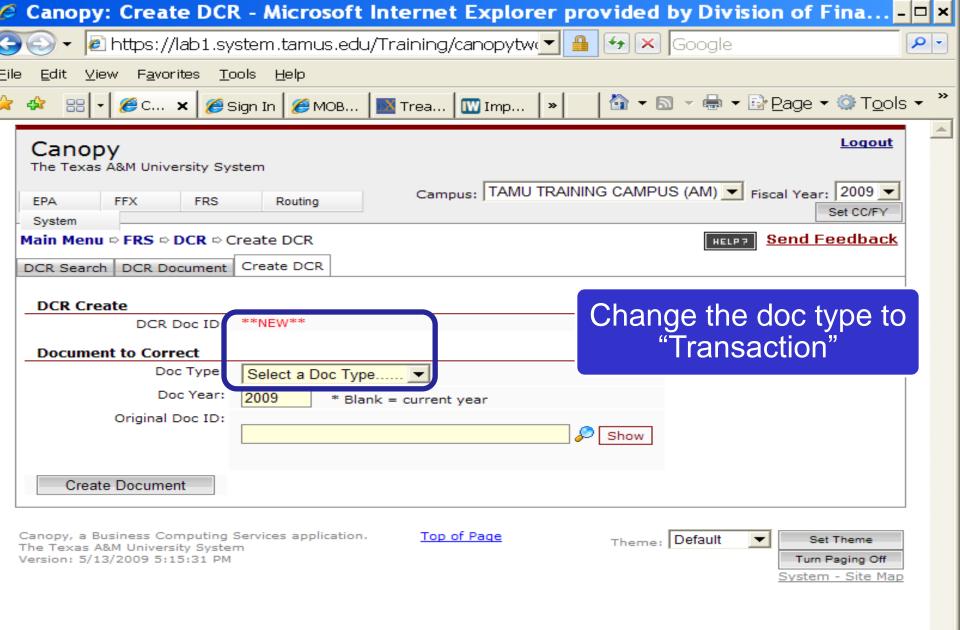
Approvais						
Desk	Fwd Name	Office	Datetime	Name	Phone	Action
CREATE DSK			11/24/2008 3:36:13 PM	Aldredge, Elizabeth S	000-845-8809	Submitted
SIGNER DSK		AM-FISCAL	11/24/2008 4:00:04 PM	Kettler, Linda B	979-845-0978	Signed
APPROVER		AM- MEENENGR	11/24/2008 4:10:09 PM	Castoria, Mary B	979-458-4340	Approved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

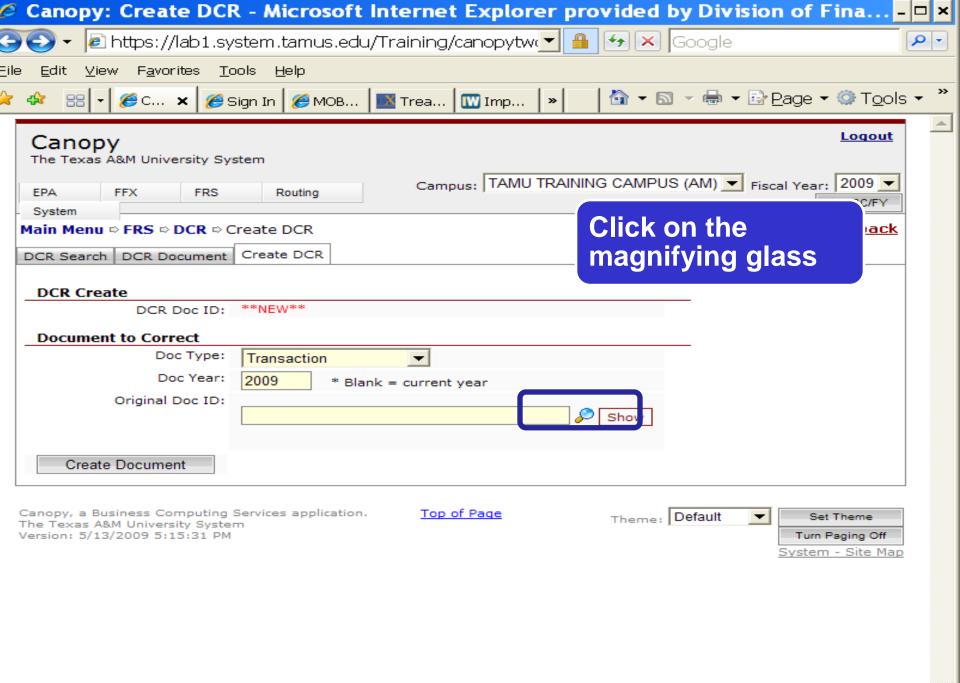
Routing Notes

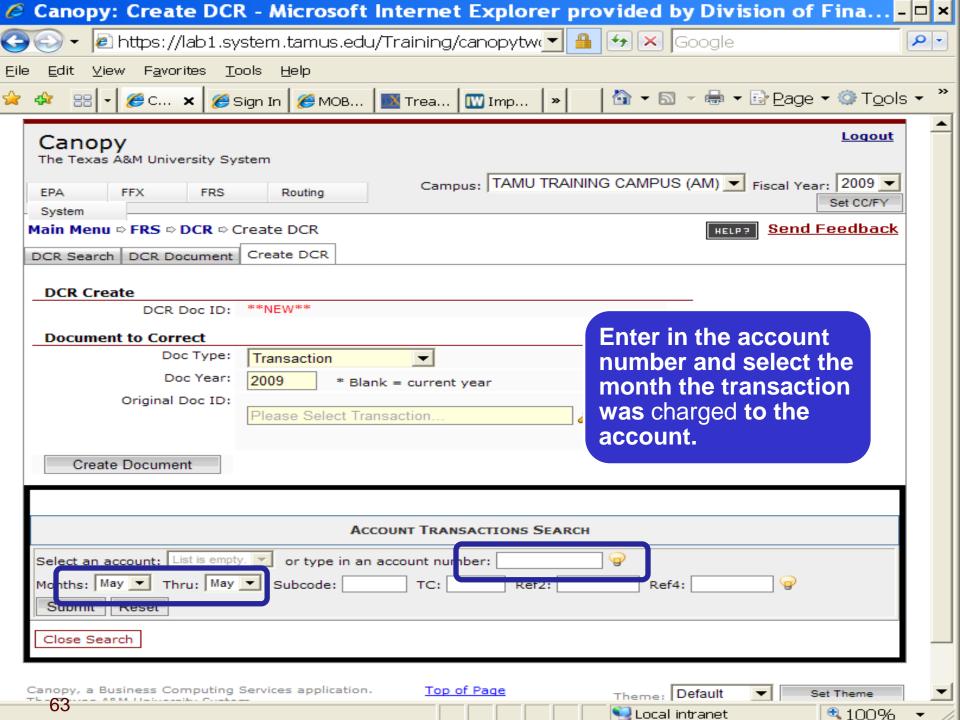
No Records Found to Display

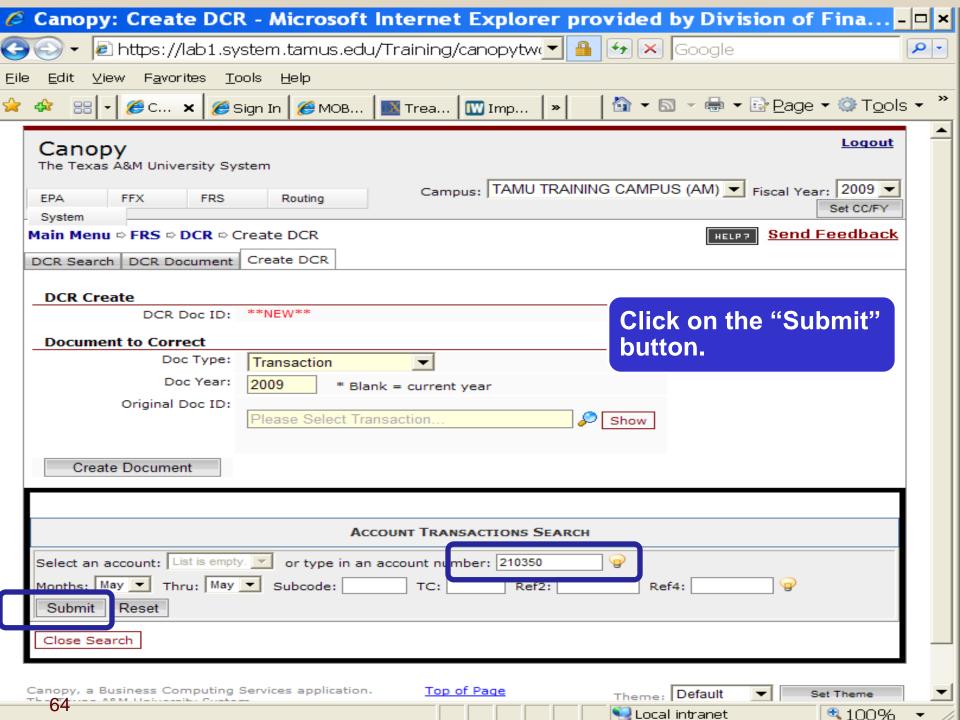


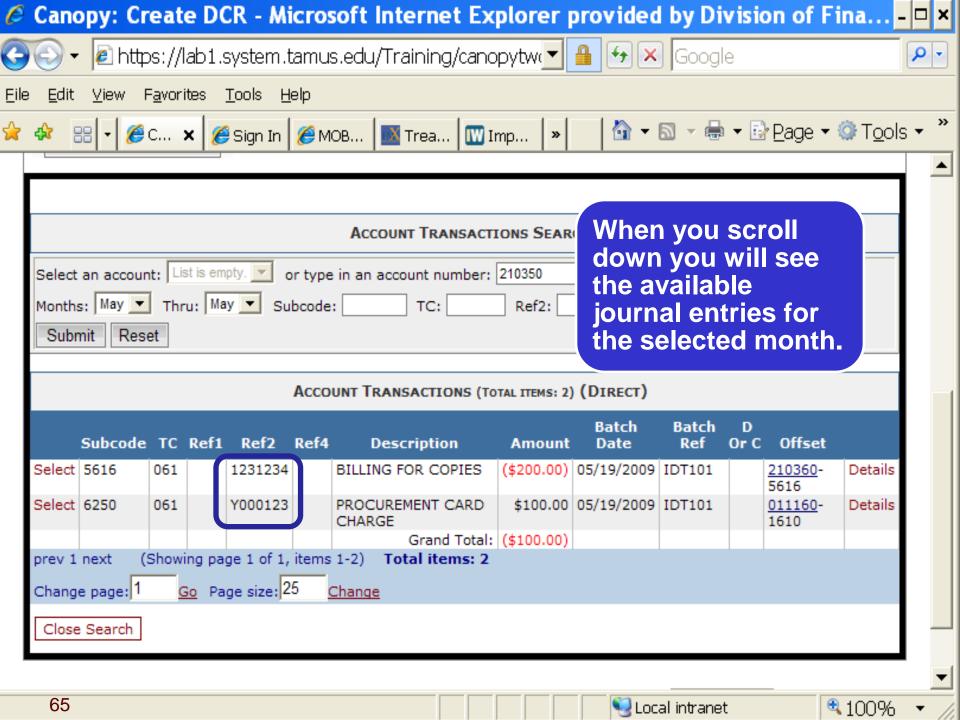
 Currently Phase II of the DCR Corrections module is open to the departments. This phase will allow departments to make corrections on IDT's, Pro-Card transactions and most other journal entries posted in May 2009 to the current date

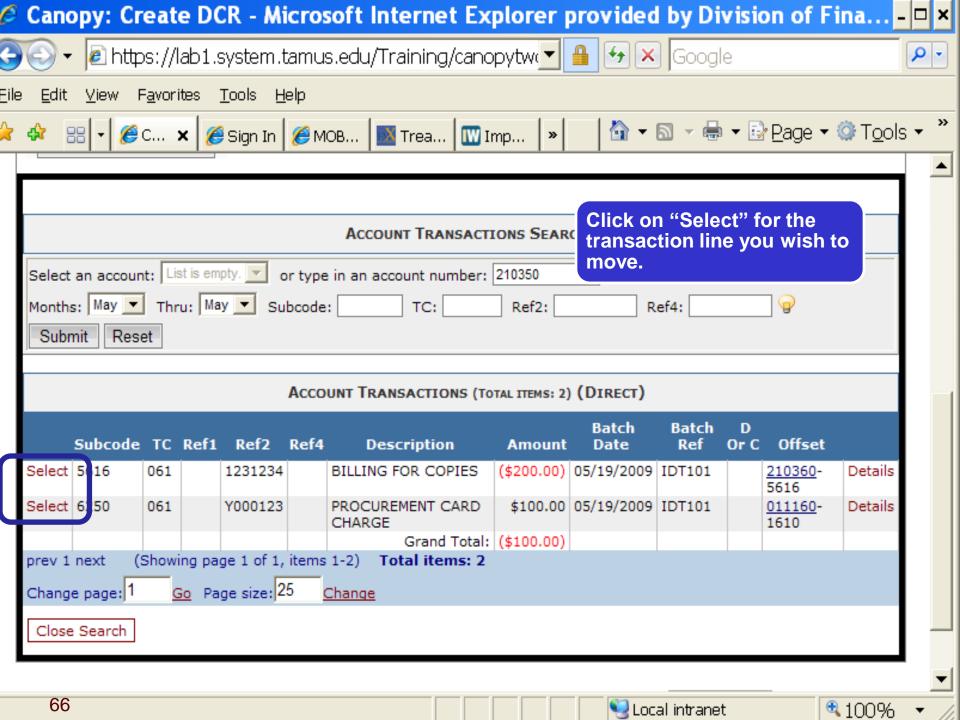


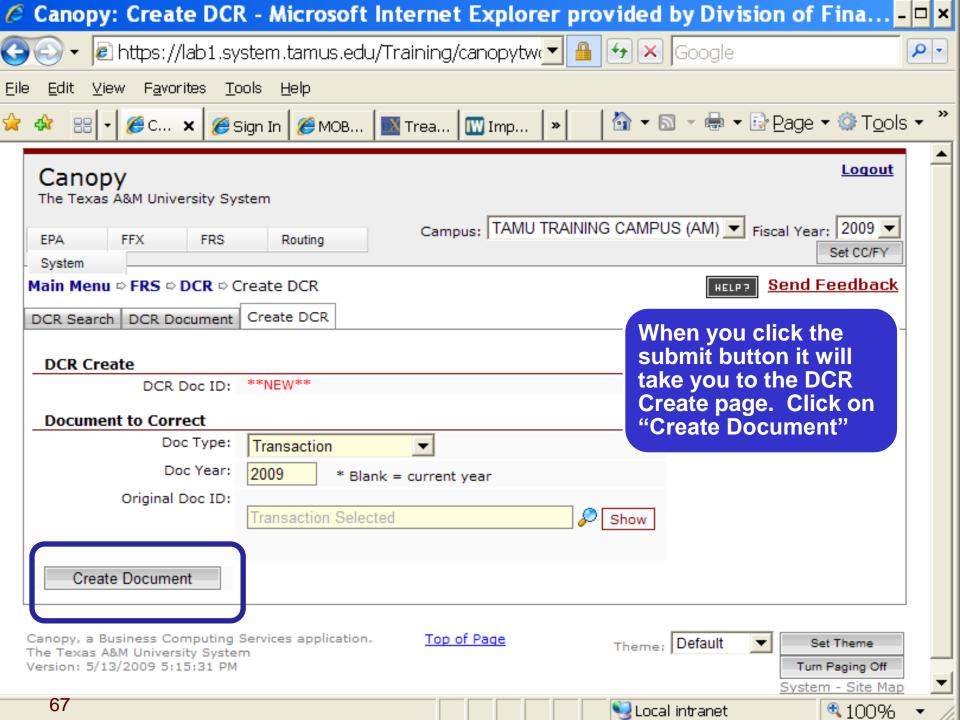


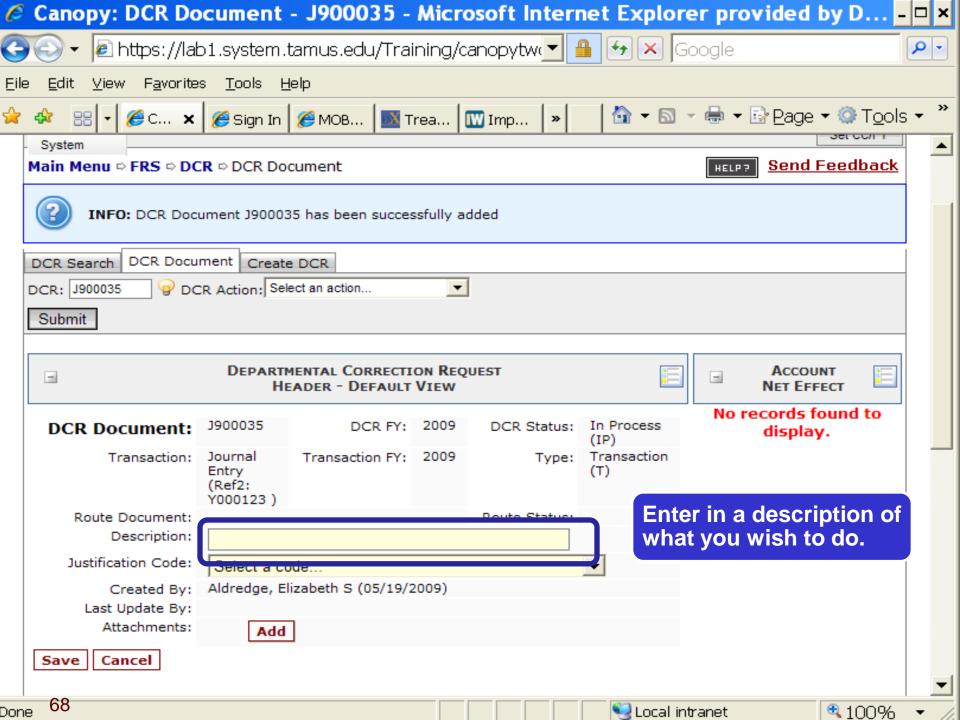


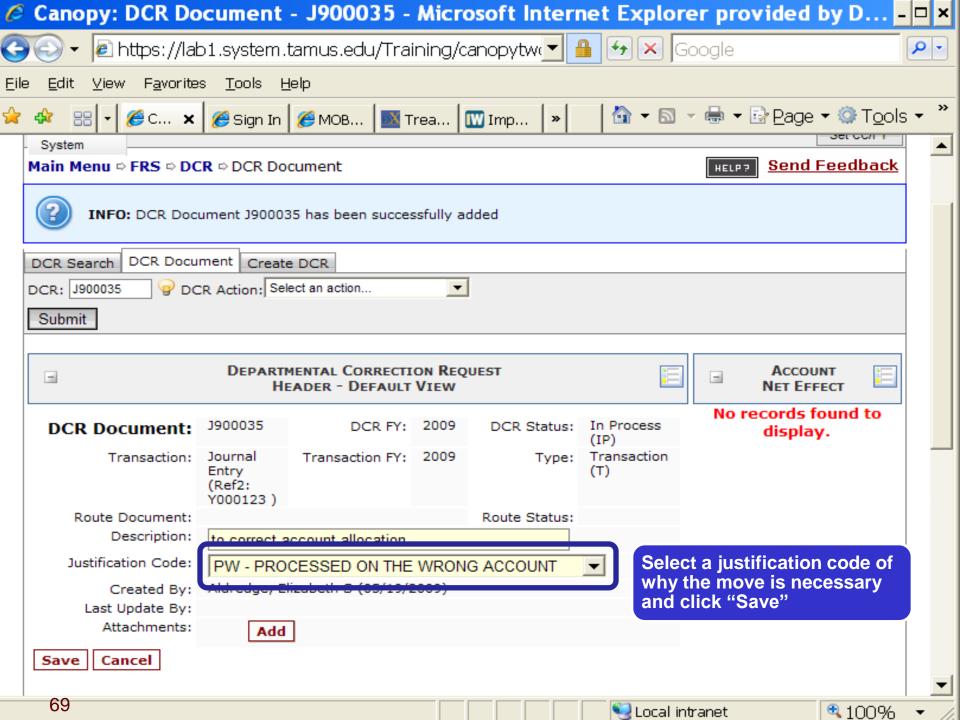


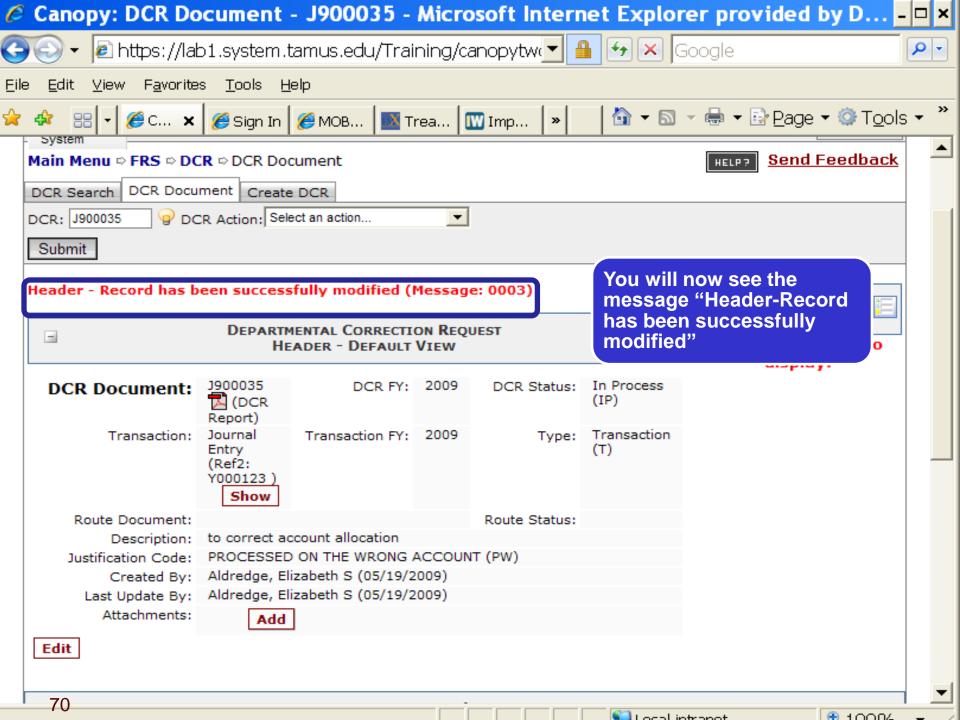


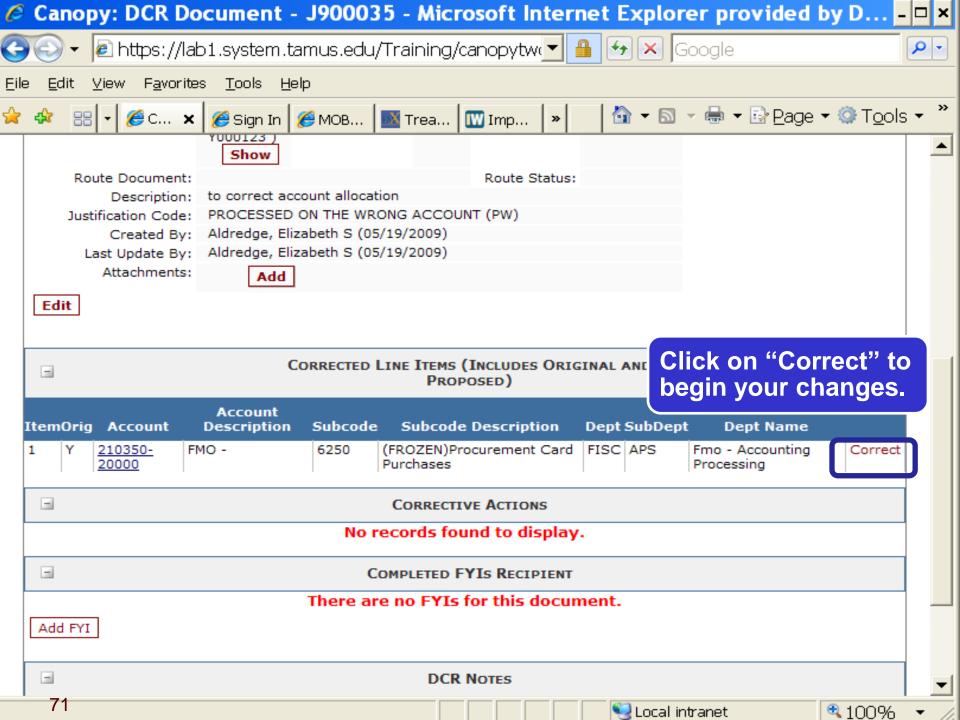


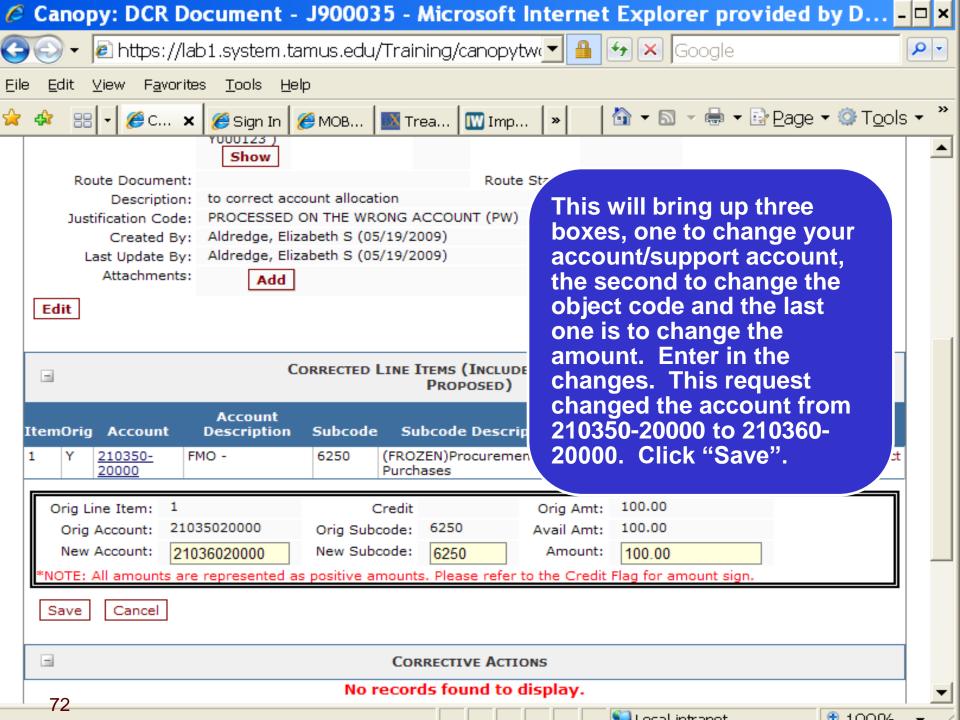


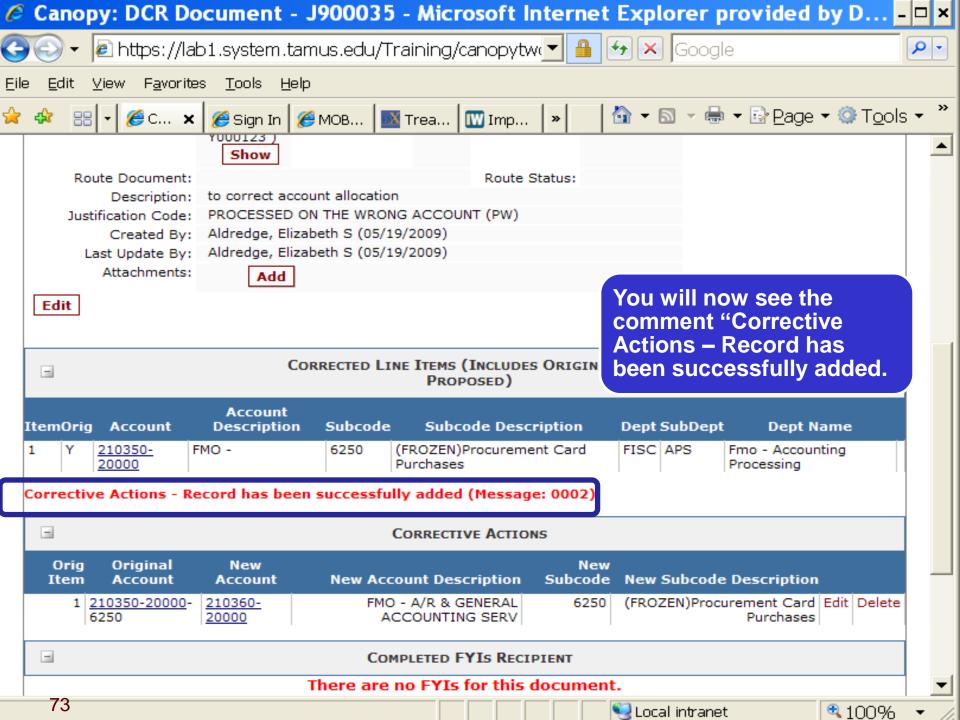


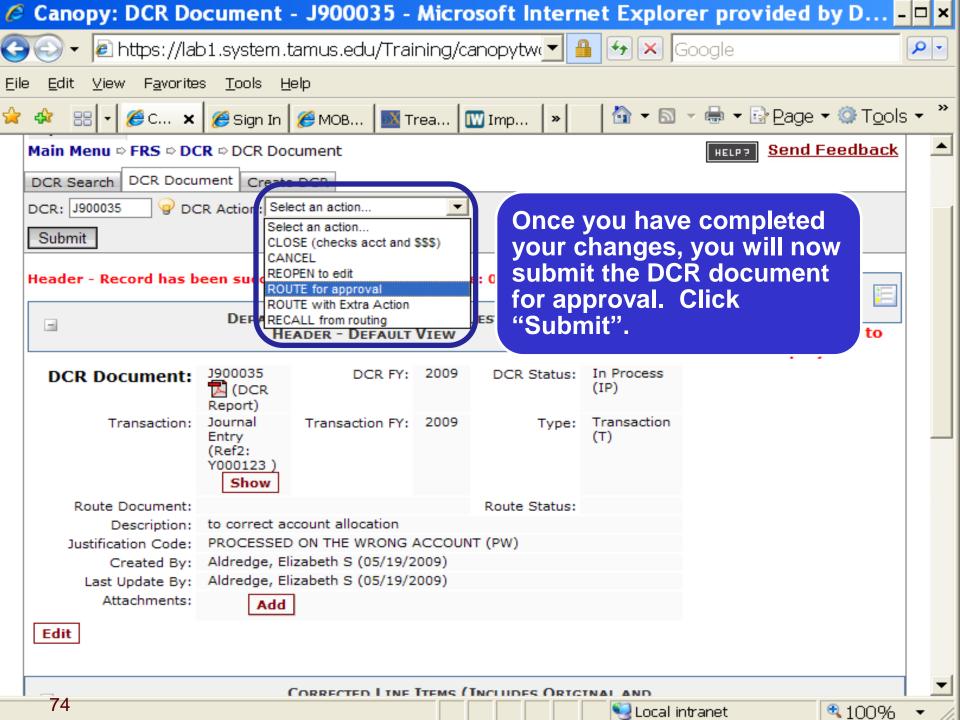


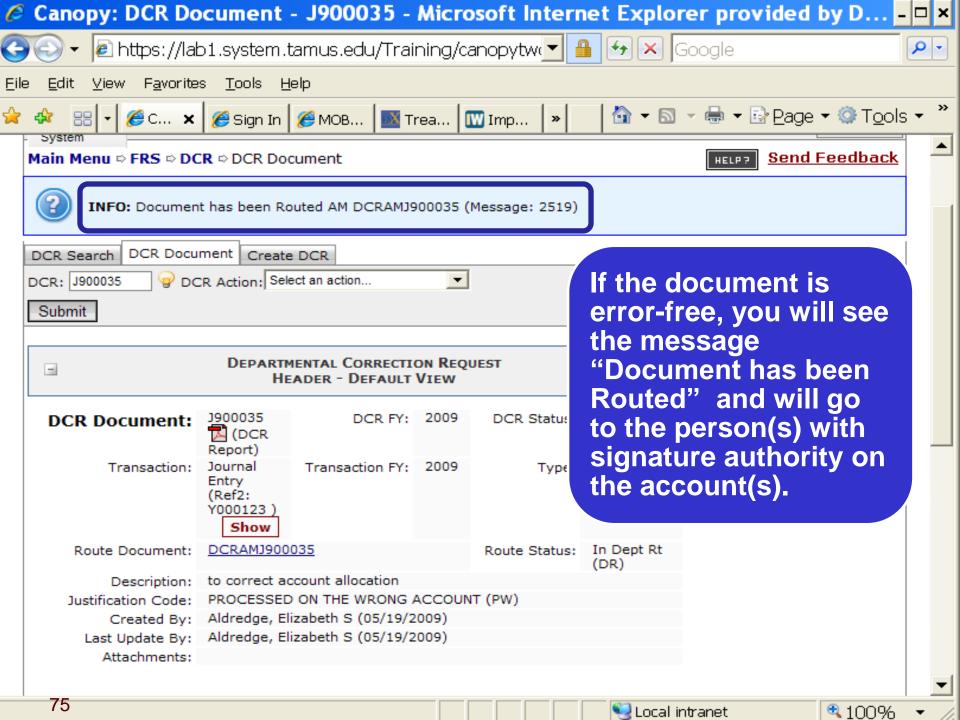


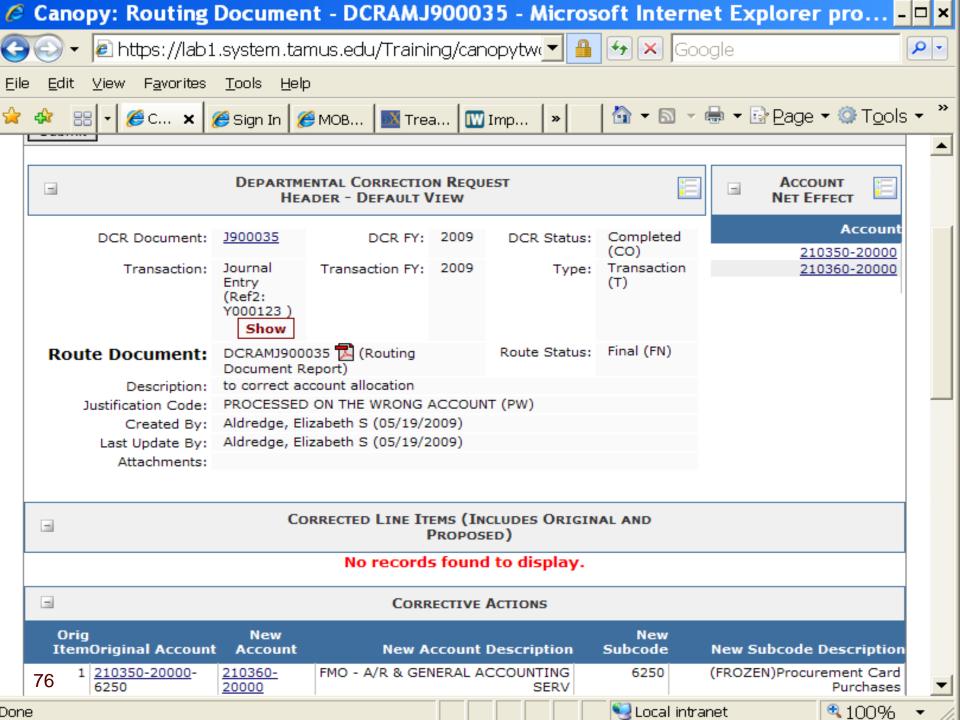


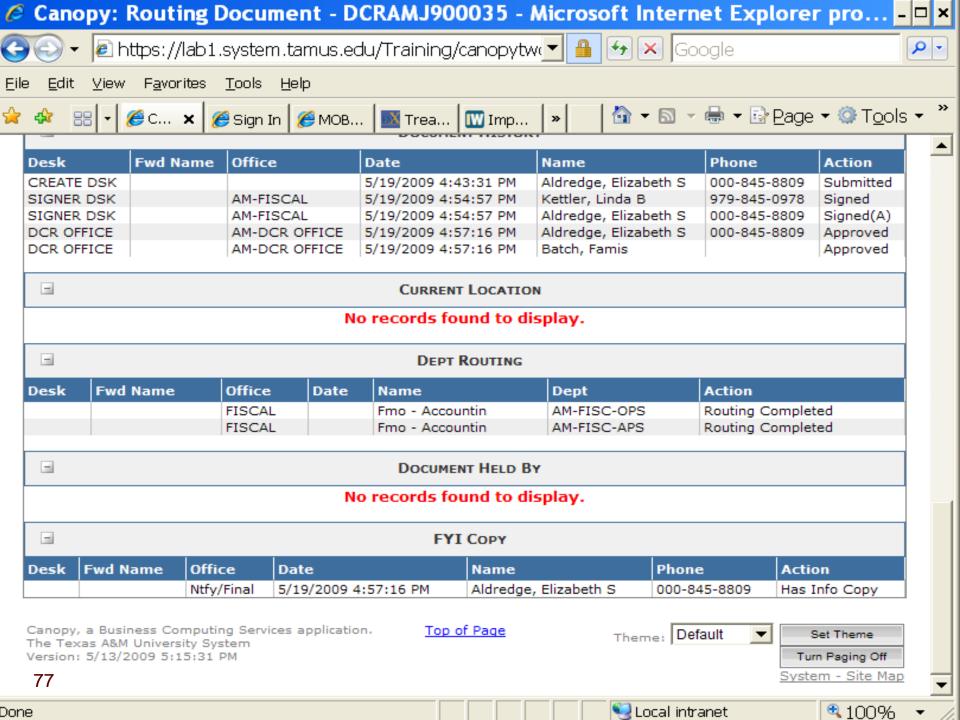


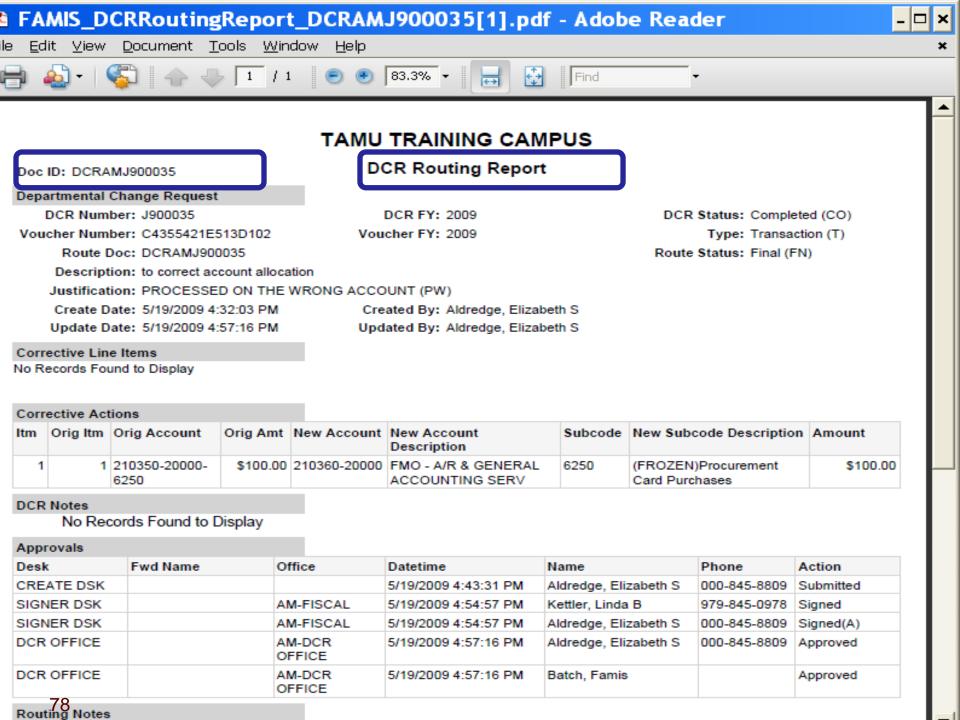














- Quick notes for processing "Voucher" type documents (1 of 3):
- In Canopy:
- Go to FRS-> DCR-> Create DCR
- In Doc Type: Select "voucher"
- It will automatically fill in Doc Year as 2012.
- In Original Doc ID: put in the voucher number (ref 2 in FAMIS) then click on create FY 2012 Document.
- You will 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 <u>e-aldredge@tamu.edu</u>