## Instructions for creating FY 24 DCR documents for FY 23 transactions.

When you go into the DCR module do **NOT** change the default fiscal year.

Let's say I wanted to change a transaction from FY 23 I will go to the DCR module=>FRS tab=>DCR=>create DCR:

Payroll FFX FRS R Search Accourt INFO: You Accourt ACH	outing Sys n nts Receivab	stem
INFO: You Account ACCH	n nts Receivab	> ble
Accourt     Accourt     Accourt     Accourt     Accourt     ACH	nts Receivab	le >
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DBR Davroll - L		*
DCR		DCR Search
FFX - Fixe Indired	ct Cost	DCR Document
FRS - Fina Invoid	es	Crimate DCR

This will take me to the following:

DCR Search	DCR Document	Create DCR						
DCR Create								
C	OCR Doc ID: **NEW	V**						
Document to Correct								
Document to	concet							
	Doc Type: Select a	🕻 a Doc Type 🗙 🔎						
	Doc Year:	* Blank = current year						
Origi	inal Doc ID:							
		Show						
Create FY 2024	Document							

I will select "transaction" for the document type:

DCR Search	DCR Docu	ment	Create DCR				
DCR Create							
DCR Doc ID: **NEW**							
Document to Correct							
	Doc Type:	Transac	tion 🗸	<i>&amp;</i>			
	Doc Year:	2024	* Blank = c	current year			
Origi	nal Doc ID:	Please S	Show				
Create FY 2024	Document						

You will see it automatically puts "2024" in for the Doc Year. This is where you would change the year to "2023" so it knows to go look in the previous fiscal year. If you hit enter you will get the error message of "Document ID must be 16 characters for type Transaction". Don't worry about that. Click on the magnifying glass to start your search. If you just change the year and hit the magnifying glass it will still do the search in FY 23.

<b>ERROR:</b> Document ID must be 16 characters for type Transaction								
DCR Search DC	CR Document Create DCR							
DCR Create								
DCR Doc ID: **NEW**								
Document to Correct								
Doc	Type: Transaction 🗸 🔊							
Doc	Year: 2023 * Blank = current year							
Original D	Show							
Create FY 2024 Docu	ment							

Unless I know for sure when the transaction hit, I will put my search from Sept through 13th month.

DCR Search DCR Document Create DCR	
DCR Create	_
DCR Doc ID: **NEW**	
Document to Correct	
Doc Type: Transaction 🗸 🔎	
Doc Year: 2023 * Blank = current year	
Original Doc ID:	
Show	
Create FY 2024 Document	
	TRANSACTIONS SEARCH IN FY: 2023
Account Number: 21041022000 💡 😭 or type in a bank number:	
Months: Sep  Thru: 13th  Subcode: TC: Ref2: 1013120	Ref4:
Submit Reset	
Close Search	
close Search	

Hit submit and here is the transaction(s). You can now select and create the DCR.

DCR S	earch DCR I	Docun	nent	Create DCF	2						
DCR Create	earch DCR D reate DCR Doc DCR Doc Ty Doc Ty Doc Ye Original Doc	ID: *	rent **NEW** Transacti 2023 Please Se	Create DCf m * Blank = lect Transaction	current yea	r Show	-			L <sub>3</sub>	
							Transacti	IONS SEARCH IN FY:	2023		
Account Months: Submit	Number: 21041 Sep  Thru: Reset	02200 13th •	0 🤪	🔺 or type de: 📃	in a bank nu	Imber:	 Ref4:	🚽 🖓 Transactior	Type: Direc	t 🗸	
	(Total items: 2) (Direct)										
	Subcode	тс	Ref1	Ref2	Ref4	Description			Amount	Batch Date	Batch Re
Select	4090	06A		1013120	1013120	BEST BUY 000033 -	NOVEMBER 202		\$104.98	12/12/2022	CPCL01
Select	4010	06A		1013120	1013120	AMAZON.COM H25H	IK2H11 - NOVEME	3ER 202	\$30.91	12/12/2022	CPCL01

Note: The same concept for processing FY 24 DCR documents for FY 23 vouchers.