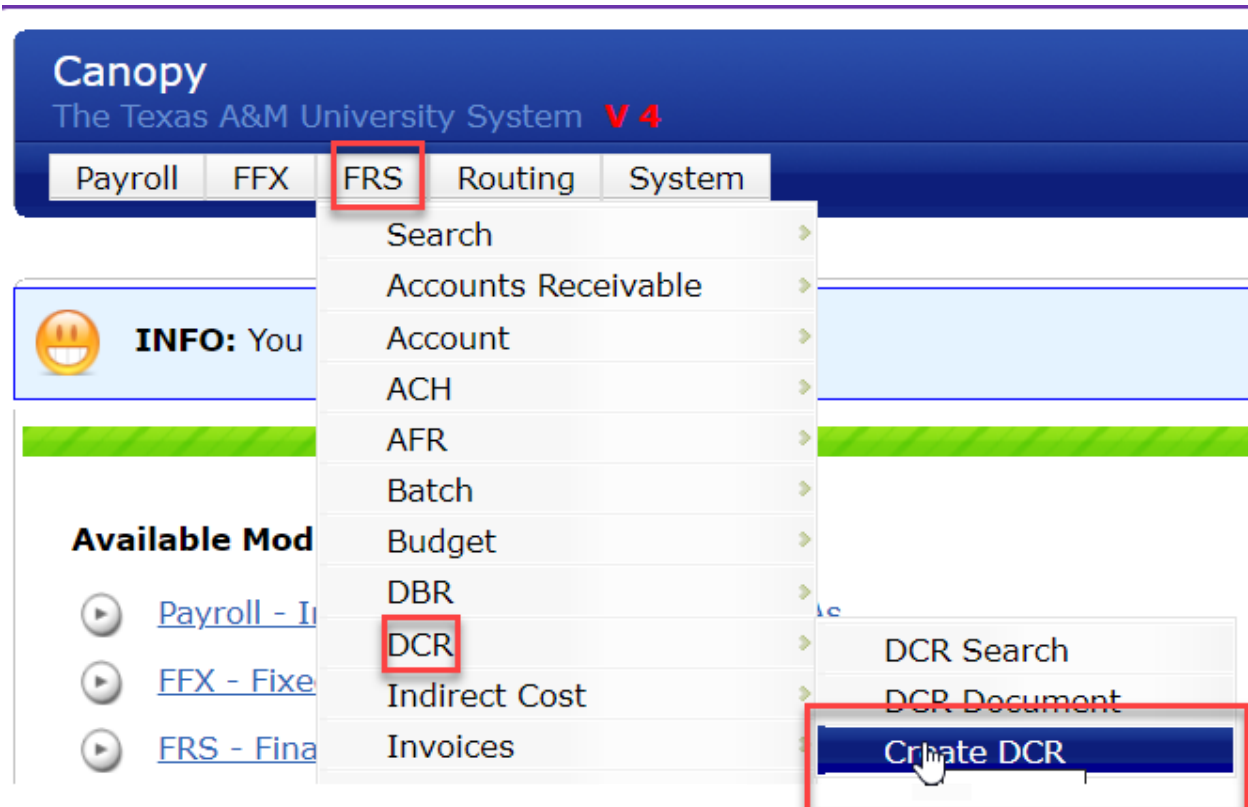


## Instructions for creating FY 24 DCR documents for FY 23 transactions.

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:



This will take me to the following:

DCR Search | DCR Document | **Create DCR**


---

**DCR Create**

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

---

**Document to Correct**

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

Doc Year:  \* Blank = current year

Original Doc ID:  **Show**

I will select "transaction" for the document type:

DCR Search | DCR Document | **Create DCR**


---

**DCR Create**

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

---

**Document to Correct**

Doc Type: Transaction 

Doc Year: 2024 \* Blank = current year

Original Doc ID: Please Select Transaction... **Show**

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.



**ERROR:** Document ID must be 16 characters for type Transaction

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

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: Transaction Type: Direct

Submit Reset

**Close Search**

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

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: Please Select Transaction... **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: Transaction Type: Direct  
 Submit Reset

**(TOTAL ITEMS: 2) (DIRECT)**

	Subcode	TC	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 H25HK2H11 - NOVEMBER 202	\$30.91	12/12/2022	CPCL01
						<b>Grand Total:</b>	\$135.89		

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