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:

I will select "transaction" for the document type:

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.
Unless I know for sure when the transaction hit, I will put my search from Sept through 13th month.
Hit submit and here is the transaction(s). You can now select and create the DCR.

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