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.
From the voucher header tab enter in voucher number and hit enter or submit.
You will now see the voucher header detail and the voucher line item(s).

**Voucher Header**

- **Description:** COPY CHARGES
- **Vendor:** 3712712712Q Texas Engineering Experiment Station
- **Due Date:** 11/14/2008
- **Invoice Date:** 09/01/2008
- **Total:** $7,670.56
- **Status:** PAID
- **Status:** Hold: N
- **State Vchr:** N
- **Contract Workforce:**
- **Dept Ref:** 00000
- **Change Source:** N
- **Transaction Code:** 141
- **Check Nbr:** 000513
- **Check Date:** 11/17/2008
- **ACH Bank Trace:**
- **ACH Fg:**
- **ACH Override:**
- **Reconcile Fg:** N
- **St Warrant Nbr:**
- **Warrant Date:**
- **Exempt Fg:**
- **Exempt Reason:** AD
- **USAS Doc Type:**
- **Encl Code:**

**Voucher Line Items**

<table>
<thead>
<tr>
<th>Item</th>
<th>Acct</th>
<th>Net Amount</th>
<th>PO Number</th>
<th>Invoice Nbr</th>
<th>Bank</th>
<th>Drop Fg</th>
<th>Void Fg</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>510092-00000-5616</td>
<td>$7,670.56</td>
<td>1001820</td>
<td>108747</td>
<td>06000</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>
Click on “Create DCR Document” to begin the DCR process.
Click on “Create Document”
You will now see the information box showing a DCR document number has been assigned to your request.
• 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:  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 new attachment:
Name:  (select one or type in your own)
File location:  Browse...
Add Attachment

Save  Cancel

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

<table>
<thead>
<tr>
<th>Item Orig</th>
<th>Account</th>
<th>Account Description</th>
<th>Subcode</th>
<th>Subcode Description</th>
<th>Dept SubDept</th>
<th>Dept Name</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>S10092-00000</td>
<td>FORSYTH PROFESSORSHIP &quot;DR&quot;</td>
<td>5616</td>
<td>Reproduction Services</td>
<td>MEEN</td>
<td>Mechanical Engineering</td>
<td>$7,670.56 Correct</td>
</tr>
</tbody>
</table>
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)
Select the appropriate justification code.
At this time if attachments are needed you can add them before you click “Save”.

INFO: DCR Document J900013 has been successfully added

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

Add new attachment:
Name: 
File location: 
Browse...

Add Attachment

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

<table>
<thead>
<tr>
<th>Item</th>
<th>Account</th>
<th>Account Description</th>
<th>Subcode</th>
<th>Subcode Description</th>
<th>Dept SubDept</th>
<th>Dept Name</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0510092-00000</td>
<td>FORSYTH PROFESSORSHIP &quot;DR&quot;</td>
<td>5616</td>
<td>Reproduction Services</td>
<td>MEEN</td>
<td>Mechanical Engineering</td>
<td>$7,670.56</td>
</tr>
</tbody>
</table>
Attachment has been added.
You will now see the message “Header – Record has been successfully modified.”
Scroll down to the lower portion of the screen and you will see the original line item(s) available for corrective actions.
On the right hand side of the line item you will see the word "correct". Click on the word.
A box now appears for that line and you can modify any of the following: account, sub-code and/or amount.
A modification has been done for the account number and the amount. Click “Save”.
After clicking “Save” you should get the message “Corrective Actions – Record has been successfully added.”

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.
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.

<table>
<thead>
<tr>
<th>ItemOrig</th>
<th>Account</th>
<th>Account Description</th>
<th>Subcode</th>
<th>Subcode Description</th>
<th>Dept SubDept</th>
<th>Dept Name</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>510092-00000</td>
<td>FORSYTH PROFESSORSHIP <em>DR</em></td>
<td>5616</td>
<td>Reproduction Services</td>
<td>MEEN</td>
<td>Mechanical Engineering</td>
<td>$6,170.56</td>
</tr>
<tr>
<td></td>
<td>210410-00000</td>
<td>FMO</td>
<td>5616</td>
<td>Reproduction Services</td>
<td>FISC</td>
<td>FMO Financial Management Operations</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Orig Item</th>
<th>Original Account</th>
<th>Original Amount</th>
<th>New Account</th>
<th>New Account Description</th>
<th>New Subcode</th>
<th>New Subcode Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>510092-00000-5616</td>
<td>7670.56</td>
<td>210410-00000</td>
<td>FMO</td>
<td>5616</td>
<td>Reproduction Services</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

ACCOUNT NET EFFECT

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>210410-00000</td>
<td>($1,500.00)</td>
</tr>
<tr>
<td>510092-00000</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

Net Total: $0.00

COMPLETED FYIs RECIPIENT

No records found to display.
In the “Corrective Actions” you have the option to edit your correction or delete the entry.
Below the “Corrective Actions” area is “Account Net Effect”.

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>210410-00000</td>
<td>($1,500.00)</td>
</tr>
<tr>
<td>510092-00000</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

Net Total: $0.00

Completed FYIs Recipient

No records found to display.

Add FYI

There are no DCR notes for this document.
You can add “FYI” notifications to anyone who may need to be aware of the correction.
Click “Save”
The message “FYI – Record has been successfully modified”.

FYI - Record has been successfully modified (Message: 0003)
Since the justification code “OT” was used, notes are required. Click “Add Notes”.

**ACCOUNT NET EFFECT**

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>210410-00000</td>
<td>($1,500.00)</td>
</tr>
<tr>
<td>510092-00000</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

Net Total: $0.00.

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

**COMPLETED FYIs**

1

Fairhurst, Robbie L

02

VPFN

ADMIN

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

**DCR NOTES**

There are no DCR notes for this document.
Once the notes are added click “Save”
You will now get the message “Notes – Record has been successfully added”.

Notes - Record has been successfully added (Message: 0002)
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”.
The message "INFO: Document has been Routed" will now show.
• 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
You can search by the DCR number, a partial of the DCR number or the account number. Click “Search”
This search was using just the “J”. All existing DCRs will pull up.
This Search was by the account number. Only one DCR exists for this account.
This icon will allow you to download the search results.
Once all the approvals have been obtained you will see the modifications made in FAMIS and Canopy. In FAMIS you will see *CORRECTIONS* added.
Pressing “F7” will identify such things as your document number, description and the creator.
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…
DCR Report

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)

Corrective Line Items
No Records Found to Display

Corrective Actions

<table>
<thead>
<tr>
<th>Itm</th>
<th>Orig Itm</th>
<th>Orig Account</th>
<th>Orig Amt</th>
<th>New Account</th>
<th>New Account Description</th>
<th>Subcode</th>
<th>New Subcode Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>510092-00000-5616</td>
<td>$7,670.56</td>
<td>210410-00000</td>
<td>FMO</td>
<td>5616</td>
<td>Reproduction Services</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

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.

... brings up the DCR report.
Click on the voucher number 1001820 ...
...will bring up the new voucher information.
Scroll down to the lower portion and you will see the existing correction requests for this voucher.
Click on ‘DCRAMJ900013’...
... brings up the Routing Document information.

### Departmental Correction Request Headers

<table>
<thead>
<tr>
<th>DCR Number:</th>
<th>DCR FY:</th>
<th>DCR Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>900013</td>
<td>2009</td>
<td>Final (FN)</td>
</tr>
</tbody>
</table>

### Route Doc:

<table>
<thead>
<tr>
<th>Description:</th>
<th>Justification Code:</th>
<th>Created By:</th>
<th>Last Updated By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>sharing cost of services with FMO</td>
<td>OTHER (SEE NOTES) (OT)</td>
<td>Aldredge, Elizabeth S</td>
<td>Aldredge, Elizabeth S</td>
</tr>
</tbody>
</table>

### Corrected Line Items (Includes Original and Proposed)

**No records found to display.**

### Corrective Actions

<table>
<thead>
<tr>
<th>Orig Item</th>
<th>Original Account</th>
<th>Original Amount</th>
<th>New Account</th>
<th>New Account Description</th>
<th>New Subcode</th>
<th>New Subcode Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>510092-00000</td>
<td>7670.56</td>
<td>210410-00000</td>
<td>FMO</td>
<td>5616</td>
<td>Reproduction Services</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>
No records found to display.

**CORRECTIVE ACTIONS**

<table>
<thead>
<tr>
<th>Orig Item</th>
<th>Original Account</th>
<th>Original Amount</th>
<th>New Account</th>
<th>New Account Description</th>
<th>New Subcode</th>
<th>New Subcode Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>510092-00000</td>
<td>7670.56</td>
<td>210410-00000</td>
<td>FMO</td>
<td>5616</td>
<td>Reproduction Services</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

**ACCOUNT NET EFFECT**

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>210410-00000</td>
<td>FMO</td>
<td>($1,500.00)</td>
</tr>
<tr>
<td>510092-00000</td>
<td>FORSYTH PROFESSORSHIP “DR”</td>
<td>$1,500.00</td>
</tr>
<tr>
<td></td>
<td>Net Total:</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**COMPLETED FYIs RECIPIENT**

<table>
<thead>
<tr>
<th>Item</th>
<th>Name</th>
<th>Home Campus</th>
<th>Home Dept</th>
<th>Home Sub Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fairhurst, Robbie L</td>
<td>02</td>
<td>VPFN</td>
<td>ADMN</td>
</tr>
</tbody>
</table>

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

**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.

**ROUTING NOTES**

There are no Routing notes for this document.

**DOCUMENT HISTORY**

<table>
<thead>
<tr>
<th>Desk</th>
<th>Fwd Name</th>
<th>Office</th>
<th>Date</th>
<th>Name</th>
<th>Phone</th>
<th>Action</th>
</tr>
</thead>
</table>

Add Notes
There are no Routing notes for this document.

### DOCUMENT HISTORY

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

### CURRENT LOCATION

No records found to display.

### DEPT ROUTING

<table>
<thead>
<tr>
<th>Desk</th>
<th>Fwd Name</th>
<th>Office</th>
<th>Date</th>
<th>Name</th>
<th>Dept</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>FISCAL</td>
<td></td>
<td></td>
<td></td>
<td>Financial Manag</td>
<td>AM-FISC-FMO</td>
<td>Routing Completed</td>
</tr>
<tr>
<td>MEENENGR</td>
<td></td>
<td></td>
<td></td>
<td>Mechanical Engi</td>
<td>AM-MEEN</td>
<td>Routing Completed</td>
</tr>
</tbody>
</table>

### DOCUMENT HELD BY

No records found to display.

### FYI COPY

No records found to display.
The Routing Document Report can be viewed in PDF format.
TAMU TRAINING CAMPUS

DCR Routing Report

Doc ID: DCRAMJ900013

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
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Type: Voucher (V)
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Corrective Line Items
No Records Found to Display

Corrective Actions

<table>
<thead>
<tr>
<th>Itm</th>
<th>Orig Itm</th>
<th>Orig Account</th>
<th>Orig Amt</th>
<th>New Account</th>
<th>New Account Description</th>
<th>Subcode</th>
<th>New Subcode Description</th>
<th>Amount</th>
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<td>1</td>
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<td>$7,670.56</td>
<td>210410-00000</td>
<td>FMO</td>
<td>5616</td>
<td>Reproduction Services</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Desk</th>
<th>Fwd Name</th>
<th>Office</th>
<th>Datetime</th>
<th>Name</th>
<th>Phone</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREATE DSK</td>
<td></td>
<td></td>
<td>11/24/2008 3:36:13 PM</td>
<td>Aldredge, Elizabeth S</td>
<td>000-845-8809</td>
<td>Submitted</td>
</tr>
</tbody>
</table>
DCR Routing Report (continued)

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

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

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.
Change the doc type to “Transaction”
Click on the magnifying glass.
Enter in the account number and select the month the transaction was charged to the account.
Click on the “Submit” button.
When you scroll down you will see the available journal entries for the selected month.
Click on “Select” for the transaction line you wish to move.

<table>
<thead>
<tr>
<th>Subcode</th>
<th>TC</th>
<th>Ref1</th>
<th>Ref2</th>
<th>Ref4</th>
<th>Description</th>
<th>Amount</th>
<th>Batch Date</th>
<th>Batch Ref</th>
<th>D Or C</th>
<th>Offset</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>516</td>
<td>061</td>
<td>1231234</td>
<td></td>
<td>BILLING FOR COPIES</td>
<td>($200.00)</td>
<td>05/19/2009</td>
<td>IDT101</td>
<td></td>
<td>210360-5616</td>
</tr>
<tr>
<td>Select</td>
<td>650</td>
<td>061</td>
<td>Y000123</td>
<td></td>
<td>PROCUREMENT CARD</td>
<td>$100.00</td>
<td>05/19/2009</td>
<td>IDT101</td>
<td></td>
<td>011160-1610</td>
</tr>
</tbody>
</table>

Grand Total: ($100.00)

Total items: 2
When you click the submit button it will take you to the DCR Create page. Click on “Create Document”
Enter in a description of what you wish to do.
Select a justification code of why the move is necessary and click “Save”.
You will now see the message “Header-Record has been successfully modified”
Click on “Correct” to begin your changes.

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

<table>
<thead>
<tr>
<th>ItemOrig</th>
<th>Account</th>
<th>Account Description</th>
<th>Subcode</th>
<th>Subcode Description</th>
<th>Dept SubDept</th>
<th>Dept Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Y 210350-20000</td>
<td>FMO -</td>
<td>6250</td>
<td>(FROZEN)Procurement Card Purchases</td>
<td>FISC</td>
<td>Fmo - Accounting Processing</td>
</tr>
</tbody>
</table>

CORRECTIVE ACTIONS

No records found to display.

COMPLETED FYIs RECIPIENT

There are no FYIs for this document.

Add FYI
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”.

*NOTE: All amounts are represented as positive amounts. Please refer to the Credit Flag for amount sign.
Corrective Actions – Record has been successfully added (Message: 0002)

<table>
<thead>
<tr>
<th>Orig Item</th>
<th>Original Account</th>
<th>New Account</th>
<th>New Account Description</th>
<th>New Subcode</th>
<th>New Subcode Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>210350-20000</td>
<td>210360-20000</td>
<td>FMO - A/R &amp; GENERAL ACCOUNTING SERV</td>
<td>6250</td>
<td>(FROZEN)Procurement Card Purchases</td>
</tr>
</tbody>
</table>

There are no FYIs for this document.
Once you have completed your changes, you will now submit the DCR document for approval. Click “Submit”.

Select an action:
- ROUTE for approval
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**

- **DCR Document**: 1900035
- **DCR FY**: 2009
- **Type**: Transaction (T)
- **DCR Status**: Completed (CO)
- **Transaction**: Journal Entry (Ref 2: Y000123)
- **Transaction FY**: 2009
- **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)

### Account Net Effect

<table>
<thead>
<tr>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>210350-20000</td>
</tr>
<tr>
<td>210360-20000</td>
</tr>
</tbody>
</table>

### Corrected Line Items

**No records found to display.**

### Corrective Actions

<table>
<thead>
<tr>
<th>Original Account</th>
<th>New Account</th>
<th>New Account Description</th>
<th>New Subcode</th>
<th>New Subcode Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>210350-20000-6250</td>
<td>210360-20000</td>
<td>FMO - A/R &amp; GENERAL ACCOUNTING SERV</td>
<td>6250</td>
<td>(FROZEN)Procurement Card Purchases</td>
</tr>
</tbody>
</table>
### Document History

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

### Current Location

No records found to display.

### Dept Routing

<table>
<thead>
<tr>
<th>Desk</th>
<th>Fwd Name</th>
<th>Office</th>
<th>Date</th>
<th>Name</th>
<th>Dept</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>FISCAL</td>
<td></td>
<td>Fmo - Accountin</td>
<td>5/19/2009 4:57:16 PM</td>
<td>AM-FISC-OPS</td>
<td>Routing Completed</td>
<td></td>
</tr>
<tr>
<td>FISCAL</td>
<td></td>
<td>Fmo - Accountin</td>
<td>5/19/2009 4:57:16 PM</td>
<td>AM-FISC-APS</td>
<td>Routing Completed</td>
<td></td>
</tr>
</tbody>
</table>

### Document Held By

No records found to display.

### FYI Copy

<table>
<thead>
<tr>
<th>Desk</th>
<th>Fwd Name</th>
<th>Office</th>
<th>Date</th>
<th>Name</th>
<th>Phone</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ntfy/Final</td>
<td></td>
<td></td>
<td>5/19/2009 4:57:16 PM</td>
<td>Aldredge, Elizabeth S</td>
<td>000-845-8809</td>
<td>Has Info Copy</td>
</tr>
</tbody>
</table>
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

Created By: Aldredge, Elizabeth S
Updated By: Aldredge, Elizabeth S

Corrective Line Items
No Records Found to Display

Corrective Actions

<table>
<thead>
<tr>
<th>Itm</th>
<th>Orig Itm</th>
<th>Orig Account</th>
<th>Orig Amt</th>
<th>New Account</th>
<th>New Account Description</th>
<th>Subcode</th>
<th>New Subcode Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>210350-20000-6250</td>
<td>$100.00</td>
<td>210360-20000</td>
<td>FMO - A/R &amp; GENERAL ACCOUNTING SERV</td>
<td>6250</td>
<td>(FROZEN)Procurement Card Purchases</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

DCR Notes
No Records Found to Display

Approvals

<table>
<thead>
<tr>
<th>Desk</th>
<th>Fwd Name</th>
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<td></td>
<td>AM-DCR OFFICE</td>
<td>5/19/2009 4:57:16 PM</td>
<td>Batch, Famis</td>
<td></td>
<td>Approved</td>
</tr>
</tbody>
</table>

Routing Notes

No Records Found to Display
• **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”.

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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