FAMIS Departmental Correction Request (DCR) User Manual

FAMIS Services
The Texas A&M University System
Introduction

The purpose of this manual is to assist in understanding departmental budget requests procedures in the Financial Accounting Management Information System (FAMIS). FAMIS is an accounting system that responds to financial regulations applicable to educational institutions. All applications access a common database that allows different users to access identical information. Other applications include Financial Accounting, Accounts Payable, Purchasing, Receiving, Fixed Assets, and Sponsored Research. Manuals for these applications are either currently available or in the process of being developed.

The materials are grouped according to functions. All associated screens and processing information are included, along with field descriptions. The required fields are designated by a diamond symbol (◆). Data entry information (Help) can be accessed on some screen fields by using the PF2 key or by typing an asterisk (*) or question mark (?) in the field.

By utilizing the information and guidelines contained in this manual, a user should be able to process reports and programs required at the end of the fiscal year and prepare for closing procedures.

The FAMIS User Manuals are in a constant state of revision due to screen updates, changes in procedures, and a multitude of other reasons. If you would like to make suggestions or call attention to errors, please contact us at (979) 458-6464, or copy the page with the error, note the correction or suggestion, and send it to one of the following addresses:

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FAMIS Services  
The Texas A&M University System  
1144 TAMU  
College Station, TX 77843-1144

Non-College Station based:  
FAMIS Services  
The Texas A&M University System  
301 Tarrow Street  
College Station, TX 77840-7896
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Introduction

Department Correction Request (DCR) is a process that provides the ability to initiate a correction voucher or transaction for an accounting event that has previously posted. The total process involves creating a DCR (Department Correction Request) document, routing it for approvals, and posting the resulting voucher or transaction in FAMIS.

Within CANOPY, you access the process under the FRS Tab: Create DCR, DCR Document, and DCR Search.

Existing FAMIS Security and FAMIS Routing & Approvals structures are used. Be aware that different routing paths can be established for the DCR documents. While creating and editing DCR documents is only available through CANOPY, the approval actions and inquiry to the routing documents can be done either in CANOPY or by using the FAMIS screens.

Security access for use of the DCR process is based on FAMIS security. You must have security access to the account/transaction you wish to correct. More specifically, the ability to edit a DCR document is based on your access to one or more departments or sub-departments assigned to a line item account. An exception exists for Transaction Corrections and Service Departments: Service Center personnel are able to correct both sides of a transaction.

The Fiscal Office of the Member is the point of contact for departments. They work in conjunction with FAMIS Services to set up the required tables, including those in Routing & Approvals. If a campus would like to take advantage of this process, please contact famishelp@tamus.edu, and they will guide you through the setup and answer all questions.

Basic Concepts

The DCR Process can handle different types of accounting corrections:

- **Voucher Corrections**
- **Transaction Corrections**
- **Local to Local Voucher Corrections**
- **Deposits, Journal Entries, IDTs**
  - (Interdepartmental Transfers)

DCR documents are included in HUB reporting when they meet the HUB criteria.

**Prior Year Documents (both Vouchers and Transactions)**

DCR documents can be created to make corrections to prior year vouchers or transaction up to the year that is designated on Screen 933.
To make Prior Year Corrections:

- Go to **Create DCR** tab; search for the voucher or transaction. (See Method One below in the DCR Documents section)
- Set or leave the **Fiscal Year** as current (example, 2010) at top of the page
- Enter **Doc Year** as the year of the document (ex. 2009) to correct
- Click the magnifying glass icon to search
- Select the document (ex. 2009 document)
- Click **Create FY 2010 Document**
Voucher Corrections

Generally, any local funds voucher can be used to create a DCR document. The status of the line items on the voucher determines whether the corrective action can be applied. The line items on the voucher must be in “Paid” or “Recon” status. The edit to make this determination is made when you close the document. The DCR correction is made to the existing voucher by posting a new line item. The overall net amount of the voucher cannot be changed.

**General Rules for Voucher Corrections**

- DCR documents can only correct Local to Local expenses
- Only voucher line items in Paid or Recon status can be corrected
- Only the Account Number, Subcode, and Amount fields can be corrected
- Encumbrances are NOT adjusted; the Partial/Final Indicator on the new line items is “N”
- New line item(s) are posted to the existing voucher as an 068 journal entry transaction
- A reason is required for each DCR document
- Attachments can be added to the document page
- Notes can be added to the document page

**Restrictions on Voucher Corrections**

- Only three active DCR documents are allowed for each voucher
- Only one DCR document per voucher can be routing at a time
- Fields that cannot be changed include Vendor, Bank, and Reference 4 (User Ref)
- The following subcodes cannot be changed:
  - Revenue Object Codes
  - Subcodes on interest line items (501, 502, …)
  - All subcodes listed on the Global Subcode Edit Table (Screen 803)
  - All subcodes listed on the account Subcode Edit Table (Screen 8)
  - All subcodes restricted on the DCR Subcode Control Table (PF7 on Screen 933)

- Interest line items (items 501, 502, etc.) can be corrected to split the amount or correct the account; the subcode on these items cannot be changed
- DCR documents cannot post to a Fiscal Year prior to the Voucher Fiscal Year
- Cannot process DCR documents for a Future Year

**Voucher Correction Postings**

For each voucher correction, a Journal Entry with transaction code 068 is posted. When the DCR document posts a new voucher correction, the DCR document number is displayed in the REF3 field. The voucher number displays in REF2 field and any information in REF1 field and REF4 field remain in the new transaction.


Transaction Corrections
Deposits, Journal Entries, IDTs (Interdepartmental Transfers)

Corrections can be made for Journal Entries and Deposits. Interdepartmental Transfers (IDTs) are journal entry accounting transactions and follow the rules for journal entries. Both correction types create a new journal entry transaction (060). The original transaction is not changed but the amount available is updated for each correction.

Transactions that can be corrected include:

- Transaction codes of 06x and 03x only
- Transactions created after May 1, 2009
- Transactions must be on a local bank

All transaction corrections post as 060.

General Rules for Transaction Corrections

- DCR documents can only correct Local to Local expenses
- DCR documents do not adjust encumbrances
- Partial/Final Indicator on the new line item is set to “N”
- A Reason is required for each DCR document
- Attachments can be added to the document page
- Notes can be added to the document page

Restrictions on Transaction Corrections

- Corrections can only be made for Revenue codes to Revenue codes and Expense codes to Expense codes
- Transactions can only be corrected again local banks.
- Transactions cannot be corrected against subcodes that are pool codes (See Screen 806)
- Only three (3) active DCR documents are allowed for each transaction
- Only one DCR document per voucher can be routing at a time
- DCR documents cannot post to a Fiscal Year prior to the transaction Fiscal Year
- DCR documents cannot be created for or try to affect a Future Year
DCR and EPA Features for Research

The CROI committee requested multiple enhancements to improve the routing and approvals features, attachment capabilities and notes capabilities of DCR and EPA documents as related to research accounts on these documents.

FAMIS Services has completed preliminary work to achieve these improvements affecting many screens in FAMIS and DCR and EPA forms in Canopy. This document explores the improvements and includes many of the step-by-step instructions required to implement these improvements in FAMIS and Canopy.

Enhancement Items Summary

- DCR Notes by DCR line item
- Research Over 90 day routing on EPAs and DCRs
- Attachment improvements:
  - Add/Delete Attachments throughout the routing lifespan
  - Add/Delete Attachments in the Processing Office
- Manual DCRs: Routing and Approvals of DCRs requiring manual steps
  - Creator acknowledgement of manual steps required
  - Acknowledgement capability of manual step completion

EPA Research and/or Research Over 90

Enable all research related EPAs and DCRs that are over the “90 day” rule to route to additional approvers, such as the college Dean or System Member review/auditors.

This has been accomplished by adding a *NEW* document category to the routing path setup and will require each System Member, or each college’s E-Office Managers, to maintain additional routing paths on Screen 925 and Screen 926 in FAMIS. Documents meeting the requirements of the over 90 routing will automatically route for approvals on the new path.

EPA Research rule: EPA documents meeting any of the following conditions qualify as research for routing purposes:

1. Documents with SRS accounts on either old or new iteration source lines.
2. Documents with Cost Share accounts on old or new iteration source lines.
3. Documents where the EPA Header has RF cost share checked.
4. Documents where the SL or SA accounts used have Sponsored Project data in fields on Screen 9, such as THECB, NSF Category, and CFDA.
5. Documents where the SL has an associated sponsor and at least one Sponsored Project data field on Screen 9, refer to Line 4 above.
6. SA has a sponsor associated with the account, and at least one of the Sponsored Project data fields on Screen 59.
DCR and EPA Features for Research (cont’d)

**EPA 90 Day rule:** EPA must have a Net Funding prior period adjustment to qualify for this rule.
- Net Funding that includes prior period adjustments will appear highlighted as “Manual correction required.”
- The Source Line(s) responsible for the Net Funding will be validated for the Effective Begin Date. The date the EPA is CLOSED will be compared to the source line effective date.
- The prior period adjustment falls under the 90 day rule.

If both EPA rules apply, the system will automatically mark the EPA with the new routing category - *Research90*.

The “RSFN” department will be automatically added to the routing path when:
- RF Cost Share is checked
- Net Funding is on SRS accounts SRS-flag=Y
- Net Funding account is in HSC department 9000
- Net Funding account is in TEES project 32526

**DCR Research Over 90**

**Departmental level routing units will see the following:**
- New and Original Departments of changed accounts
- RSFN departmental approvers will review the documents when Screen 933 SRS rules apply to the document.

**Processing office routing**
- Path selection based on Screen 933 FFX rules, C&G rules, or “BOTH”
- 90 day category already exists

**DCR Research rule:**
A voucher correction is currently only available to local accounts. If the old or new local account is one of the following:

1. SRS accounts on either old or new adjusted local account(s)
2. Cost share accounts on old or new
3. SL has Sponsoring Project data (Screen 9)
4. SL has sponsor and at least one of the CFDA, NSF, or THECB data (Screen 9)
5. SA has sponsor and at least one of the CFDA, NSF, or THECB data (Screen 59)

**DCR 90 day rule:**
The date the DCR is closed and routed for approval is compared to the original items posting date.

If both DCR rules apply, the system will automatically mark the DCR with the new category. *Research90*
Research90 is a combination category representing SRS administered Research or NON-SRS administered research and over 90 days. A single routing document could have combinations of the following elements:
- SRS Research Only
- Non-SRS research System Member administered projects – all sponsors
- Over 90 day rule

Manual DCR

To standardize the voucher correction process, DCR documents may now be used to document all types of voucher corrections. For transactions the DCRs can already automatically post, they will continue to post automatically. For all others, the DCR will be used to provide documentation via attachments, notes, and routing approvals. Voucher corrections using the change source of funds screens will require manual entry by the processing office during the DCR final approval.

- The manual DCR will be marked to highlight the manual posting requirement.
- Automatic and Manual DCR corrections may exist on a single DCR document.
- A hard stop in ROUTING to force the manual step is required.

DCR documents requiring manual entry for completion may now be submitted via the DCR function in Canopy.
The system will automatically detect entries requiring Manual entry. Several indicators will appear on the entry page indicating the requirement for Manual entry and requesting acknowledgment of that requirement prior to routing submission.

**DCR Features**

DCR documents may contain a mixture of manual and automatic DCR corrections in one document.

DCR line items will automatically switch from Manual to Automatic and vice versa, depending on the corrections being requested.

DCR documents requiring Manual changes will not be posted immediately in FAMIS. These will require manual entry by the Processing Office personnel, who will then acknowledge that the Manual entry has been completed as part of the Final Approval process.
A warning will be provided and require acknowledgement by the creator that Manual entry will be required. This must be acknowledged prior to submission into routing.

**Manual DCR - Correction will not be reflected in accounting until manual entry has been completed by the processing office.**

Original and new bank information will be displayed for each line item. The default bank for the new account may not be modified by the DCR Submitter. This is a function of the Processing Office.

Corrections will have notes related to them, which are designated as follows:

- **Plus Icon (+)** lets user add a note to a line.
- **Note Icon (•)** shows a note is attached to the correction line.
Improved Attachments Capability

Allow document approvers and the processing office a method to efficiently manage attachments on EPA and DCR documents.

- Attachments can be added by approvers while the document is awaiting their approval.
- Approvers may only delete documents they added themselves.
- Upon Reject to Creator, the creator can add additional attachments or remove any attachments present.
- Processing office approvers have full access to attachments prior to Final Approval.
- Upon Final Approval, attachments cannot be removed.

Enriched attachment tracking including the addition of Added By, Added Date, Deleted By and Deleted Date allow users to easily track the attachment history of a DCR or EPA document.

Enhanced availability of the “Delete” option for documents, approvers at any stage in the DCR or EPA routing process may Add or Delete documents, deletion options will be limited to only the user who originally added the document. The processing office will have the ability to add or delete any documents giving that function the final review of attachments.

Once the DCR or EPA has received Final approval, the attachments may not be modified on the document.
Voucher Changes for Manual DCR

For vouchers affected by the new process, new fields will be visible on the Voucher Data Form:

- Voucher lines display prior DCR corrections.
- Manual Warning Indicator \( \Delta \) on voucher corrections which are completed manually.
- Remaining Correctable Amount - this is only viewable in Canopy.

![Image of Voucher Data Form]

**New Manual Indicators**
- Warning Icon
- Manual Amount ≠ Correctable
  * ONLY IN CANOPY*
New Routing Features

FAMIS Screen 933 – DCR Settings Maintenance

Pressing **PF6** on Screen 933 will display the options for Research Routing Maintenance.

The flags will be used to determine whether the RSFN Department is added to the document routing and whether the DCR Office Path is required.

- **When Screen 933 DCR Settings has a PATH Setup and the criteria specified for the Research Routing Maintenance for Processing Office “DCR Office,” then the defined path will be returned.**
- **When Screen 933 DCR Settings Dept Routing “RSFN” SRS Routing criteria is met, the CC-UNIT “02-RSFN” will be added to the array for the DCR routing.**
Routing

**Departmental**
Departmental routing paths are followed in the routing of DCR documents. When expenses are corrected from one department to another, both departments are required to sign the document. The DCR document will route to the department who is accepting the new expense first. The default department routing path will be used unless a separate DCR path is setup and maintained by your Electronic Office Manager.

**Executive Level**
An executive level of approvals can be established to route DCR documents.

Optionally, for vouchers only, the DCR form has a built in “DAYS Over” check. The “DAYS Over” value is based on the Voucher Check Date and the Initial Route Date. Screen 950 must be set to “DA” for the DCR form and a new path created with the number of days in the Category field on Screen 921 Dept Level or Screen 925 Exec Level. If the original voucher is older than the number of days defining the path (60, 90, etc.), the new path will be used.

**Processing Office**
A DCR Processing Office is established and all departmental documents route to the DCR Processing Office for final review and approval.

*Routing Paths for Fixed Assets and Contracts & Grants*
Specific paths within the processing office can be established for documents related to Fixed Assets (FFX) and/or Contract and Grants (C&G). The setup to use this functionality is on Screen 933, DCR Settings Maintenance.

*Routing Path for Auto Approvals*
There is also the capability of “fast tracking” it through the processing office. Certain conditions must be met to go to the “Auto-Approval” path in the Processing Office. Basically, only the account is wrong and both the new and old accounts are in the same department.

The “Auto Approval” rules are:

- DCR may not be C&G or FFX related
- Amount must be the same
- Object code must be the same
- Original SL account and destination SL account must be within the same Department
  - The Department on all accounts must be the same
- Fiscal year of DCR must be the same as the current fiscal year
- “AUTO-APP” path must be defined on Screen 926. The only required desk on this path is “P Pass-Thru” desk to facilitate the posting.

Technically, even the Auto Approval documents pass through the Processing Office. Any errors that occur during posting are available for the people who are on the special “P” posting desk in the DCR Processing Office.
**FYI - For Your Information Routing**

In addition to the established routing paths, information copies (FYI Routing) can be added dynamically on the document page. This gives you extra flexibility to notify others of the correction.

The creator of the DCR document automatically receives an FYI notification when the document is completed and the transfer has posted.
I. Quick Setup Guide - Research

A. Screen 921 – TAMRF Office
Add “DCR” to your SRS departmental routing office, TAMRF. (dept RSFN or HSC’s 9000) This will separate DCR approvers out from the EPAs approvers. On this routing office “SIGNER DSK” has payroll folks; a new “SIGNER DCR” desk can hold AP folks.

- **Screen 923** – ADD appropriate approvers to “SIGNER DCR” (Melissa G., +, ??)  
  <Insert example>

- **Screen 921** – Add new entry with “DCR” form. (if “SIGNER DCR” set up first, it should be automatically set). If more than the SIGNER approval needed, add additional desks.  
  <Insert example>

B. Screen 926 – DCR Office
Your DCR Office will get all DCRs, the docs that contain Research can be routed down a new “+R” path. You will need to duplicate all existing paths and create “+R” entries. An extra approver desk should be added as the FIRST desk on each of these new paths. The new approval desk will hold your campuses research admin/oversight department (HSC’s VPR folks). Since there are only 4 desks allowed, it is very possible that you have already used all 4 desk slots. Existing Desks may have to be combined, for example, you might be able to collapse multiple FYI-only desks into a single FYI-deks to free up a slot for the audit team).

- **Screen 922** – add your new research admin approval desk  
  <Insert HSC VPR example that contain Pamela Knight>

- **Screen 926** – Update your “C+G” path by adding your new research admin approval desk

- Add new path “MANUAL” to route DCRs that contain manual processing to folks who can use the changes source screens.  
  <insert HSC example with Deborah Elbrich>
II. Quick Setup Guide - EPA

A. Screen 926 – PF9 - EPA flags

Controls whether or not an EPA will route down the “+R” path, based on CROI recommendations.

B. Set Up 926 PATHS

Your DCR Office will get all DCRs, the docs that contain Research can be routed down a new “+R” path. You will need to duplicate all existing paths and create “+R” entries. An extra approver desk should be added as the FIRST desk on each of these new paths. The new approval desk will hold your campuses research admin/oversight department (HSC’s VPR folks). Since there are only 4 desks allowed, it is very possible that you have already used all 4 desk slots. Existing Desks may have to be combined, for example, you might be able to collapse multiple FYI-only desks into a single FYI-desk to free up a slot for the audit team).

- Screen 922 – add your new research admin approval desk
- Screen 926 – add duplicate paths for each adding “+R” or for “*” paths making “RESEARCH” paths
**Screen 926 – EPA Processing Office Flag Maintenance**

Only processing offices with EPA forms on Screen 950 will display the [PF9] Flags on Screen 926.

<table>
<thead>
<tr>
<th>Processing Office</th>
<th>NOTE</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Share Link</td>
<td>N</td>
<td>Setting the flags to Yes</td>
</tr>
<tr>
<td>SRS Accounts</td>
<td>Y</td>
<td>will enable existing paths</td>
</tr>
<tr>
<td>NON SRS Research</td>
<td>Y</td>
<td>to be appended with +R.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RESEARCH will be used for 'x'</td>
</tr>
</tbody>
</table>

**FILTER**

| Over 90 Day Rule  | N    | The path will be modified    |
|                  |      | EBR BIWEEKLY+R              |

Enter: PF1→PF2→PF3→PF4→PF5→PF6→PF7→PF8→PF9→PF10→PF11→PF12→PF4=Exit

Names, Flags
EXAMPLE: Processing office currently without the optional +R/RESEARCH

926 Processing Paths Create/Modify 10/21/14 08:07

Screen: ___ Office: PAYROLL___ View: PAYROLL

Description: PAYROLL PROCESSING OFFICE______________
Office Mgr : CORN, JOSEPH R

<table>
<thead>
<tr>
<th>F</th>
<th>Form</th>
<th>Path</th>
<th>Category</th>
<th>Status and Desks</th>
</tr>
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<tbody>
<tr>
<td>N</td>
<td>*___</td>
<td>*________</td>
<td>CENTRALPAY</td>
<td>BUDGET APP _ COUNTY APP I INQUIRY____</td>
</tr>
<tr>
<td></td>
<td>EBR</td>
<td>AGPR</td>
<td>B____</td>
<td>CENTRALPAY</td>
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<td>CENTRALPAY</td>
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</table>

*** End of list ***
EXAMPLE: Processing office with the optional +R/RESEARCH paths added for the EGR forms

FAMIS Screen 926 – EPA Processing Office Flag Maintenance (cont’d)

926 Processing Paths Create/Modify 10/21/14 08:07

Screen: ___ Office: PAYROLL___ View: PAYROLL

Description: PAYROLL PROCESSING OFFICE________________
Office Mgr : CORN, JOSEPH R

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<th>Form</th>
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<th>Status and Desks</th>
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<tr>
<td>*</td>
<td>*</td>
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<td>BUDGET APP</td>
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<td>AGPR-B</td>
<td></td>
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<td>AGPR-B</td>
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<td>AGPR-B</td>
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<td>AGPR-B+R</td>
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<tr>
<td>EGR</td>
<td>AGPR-M+R</td>
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Departmental Correction Request (DCR) User Manual Page 24
**EXAMPLE:** Processing office with the optional +R/RESEARCH paths added for all existing paths

<table>
<thead>
<tr>
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<th>Path</th>
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<td></td>
</tr>
<tr>
<td>_</td>
<td>*</td>
<td>RESEARCH</td>
<td>CENTRALDSK</td>
</tr>
<tr>
<td>*</td>
<td>PALS</td>
<td>CENTRALDSK</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>*</td>
<td>RESEARCH</td>
<td>CENTRALDSK</td>
</tr>
<tr>
<td>_</td>
<td>*</td>
<td>CEO</td>
<td></td>
</tr>
<tr>
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<td>_</td>
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<td>_</td>
<td>PALS</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>_</td>
<td>SWAT</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>_</td>
<td>SWAT+R</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>_</td>
<td>PHD</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>_</td>
<td>PHD+R</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>_</td>
<td>AUDIT</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>_</td>
<td>AUDIT</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>_</td>
<td>AUDIT</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>_</td>
<td>AUDIT</td>
<td></td>
</tr>
</tbody>
</table>

***End of list***
EXAMPLE: Processing office with the optional +R/RESEARCH paths added for all existing paths

926 Processing Paths Create/Modify  

Screen: ___  Office: BUDGET___  View: BUDGET

Description: Processing office view_____________________
Office Mgr : AUGUSTIN, THERESA

<table>
<thead>
<tr>
<th>F</th>
<th>Form</th>
<th>Path</th>
<th>Category</th>
<th>Status and Desks</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>__</td>
<td>*</td>
<td>_____________</td>
<td>BUDGET____ I PAYROLL___ I LEAVEDESK_</td>
</tr>
<tr>
<td>_</td>
<td>__</td>
<td>*</td>
<td>RESEARCH______</td>
<td>HR_________ BUDGET____ I PAYROLL___ I LEAVEDESK_</td>
</tr>
<tr>
<td>_</td>
<td>__</td>
<td>EGR</td>
<td>_____________</td>
<td>HR_________ EGBUDGET__ I PAYROLL___ I LEAVEDESK_</td>
</tr>
<tr>
<td>_</td>
<td>__</td>
<td>EGR</td>
<td>RESEARCH______</td>
<td>HR_________ EGBUDGET__ I PAY&amp;LEAVE_</td>
</tr>
<tr>
<td>_</td>
<td>__</td>
<td>EGR</td>
<td>___</td>
<td>AUDIT______ HR_________ EGBUDGET__ I PAY&amp;LEAVE_</td>
</tr>
<tr>
<td>_</td>
<td>__</td>
<td>EGR</td>
<td>RESEARCH______</td>
<td>AUDIT______ HR_________ EGBUDGET__ I PAY&amp;LEAVE_</td>
</tr>
<tr>
<td>_</td>
<td>__</td>
<td>EGR</td>
<td>___</td>
<td>EWPAYROLL__ EWSTUDEMP__ EWBUDGET___ ___________</td>
</tr>
<tr>
<td>_</td>
<td>__</td>
<td>EGR</td>
<td>___</td>
<td>AUDIT______ EWPAYROLL__ EWSTUDEMP__ EWBUDGET___</td>
</tr>
<tr>
<td>_</td>
<td>__</td>
<td>EGR</td>
<td>___</td>
<td>HR_________ EWBUDGET__ I LEAVEDESK_ ___________</td>
</tr>
<tr>
<td>_</td>
<td>__</td>
<td>EGR</td>
<td>___</td>
<td>AUDIT______ HR_________ EWBUDGET__ I LEAVEDESK_</td>
</tr>
</tbody>
</table>

*** End of list ***
**EXAMPLE: Processing office with the optional +R/RESEARCH paths added for all existing paths**

926 Processing Paths Create/Modify 10/21/14 08:23

Screen: ___ Office: PAYROLL WS View: PAYROLL

Description: Processing office view_____________________
Office Mgr : QUARLES, CYNTHIA M

<table>
<thead>
<tr>
<th>Form</th>
<th>Path</th>
<th>Category</th>
<th>Status and Desks</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td></td>
<td>PAYROLL WS</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>RESEARCH</td>
<td>AUDIT</td>
<td>PAYROLL WS</td>
</tr>
<tr>
<td>-</td>
<td>COMRPH</td>
<td>COMRPH</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>COMRPH+R</td>
<td>AUDIT</td>
<td>COMRPH</td>
</tr>
<tr>
<td>-</td>
<td>COPFUSS</td>
<td>COPFUSS</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>COPFUSS+R</td>
<td>AUDIT</td>
<td>COPFUSS</td>
</tr>
</tbody>
</table>

*** End of list ***
DCR Documents

1. **Create** the DCR Document
   There are various ways to begin the process

   ❖ **Method One**

   **Go directly to Create DCR Document**

   - Click on FRS TAB ==》 DCR ==》 Create DCR
   - Choose the **Type** of document to correct
   - Optionally, change the Doc Year (document year - default is the Fiscal Year)
   - For a **Voucher**:
     i. Type the Original Document ID (Voucher number); optionally, click the Show button to display the voucher.
     -OR-
     ii. Search for the voucher using the magnifying glass icon.
   - For a **Transaction**:
     i. Search for the transaction by clicking on the magnifying glass icon.

   - Click **Select** to choose the item to be corrected.
   **NOTE:** The Select link only displays when the minimum DCR requirements are met.
 **Method Two**

**Voucher** : Begin with a display of the voucher you want to correct
- Using the **Voucher Header** tab, type in the Voucher number to be corrected.
- The ability to create a DCR document displays if the voucher meets the minimum requirements for correction.
**Transaction:** Begin with a display of the Transaction you want to correct

- Using the Transaction search, display the transaction and click on **Details** to see the detail.

- The transaction detail displays, and if the transaction meets minimum requirements, the **Create DCR** button will display.
2. **Edit** the DCR Document

You are redirected to the DCR Document page, where the original document information is pulled so the actual corrections can be made.

- Enter data for the mandatory fields
  - *Description* – type in your own description
  - *Justification Code* – choose from the drop down list

- Optionally, you can **Add Attachment** by typing in the name or type of attachment or choose a name from the drop down list. Then you can browse your computer to attach the file. Click the **Add Attachment** button to attach.

- Save the DCR Document Header by clicking on the **Save** button.

- Optionally, you can add an **FYI** copy to route to persons not normally in the routing paths. Click the **Add FYI** button to add the information required.
3. **Make the Corrections**

- To open the section and make your correction, click on the *Correct* link next to the line item.

- Enter the new information: **Account**, **Subcode**, and **Amount** are the fields that can be changed. Below is another sample.

- Once the correction is entered, click on the *Save* button.
All DCR amounts entered are positive – the posting handles the credits and debits.
You will then see the “correction” lines displayed in two sections of the document: under the heading **Corrected Line Item** and under the heading **Corrective Actions**.
When the DCR document is displayed, there is a section on the right side of the page that shows the Account Net Effect.

In the example below, since this is a double sided entry, the columns of **Debit** and **Credit** are displayed.
1. Choose a **DCR Action** from the drop-down list near the top of the page.

   - CLOSE (without routing)
   - ROUTE the document
   - or CANCEL the document
4. **Route** the DCR Document

DCR documents route through Department Routing for the accounts on the voucher. A special path can be set up at the department level to route the DCR form to a separate path. After department routing, the document may route to an **Executive Level** and then on the DCR Processing Office.

Within the Processing Office, which path the document takes is determined by the particular setup of the Routing. The options are detailed in the Routing section of this document. With final approval in the DCR Processing Office, the document is complete and the appropriate transaction is posted to FAMIS. The transaction can be seen in CANOPY or on **Screen 23** in FRS.

While you can create up to three active corrections on the same document type, only one can be routing at a time.

The document can be changed throughout the routing process, but only in the Processing Office.

Routing Approvals can be done using CANOPY or by using **Screen 910** in FAMIS.

5. **Search** DCR Documents

Click on FRS -> DCR -> DCR Search; enter a partial DCR Document ID, Account Number, or the complete original Document ID.
Year End

DCR Documents are, for the most part, only created in the Current Fiscal Year. Future Year documents cannot be created.

However, at the end a fiscal year when the New Year has become the Current Fiscal Year, DCR documents can still be created and posted in the old Fiscal Year until either 13th month close or the roll forward of the budgets.

At that time, all pending DCR documents are canceled. Therefore, it is imperative that DCR documents are completed or manually canceled at this critical time. Pending documents include all IP (in process), RE (reopened), and CL (closed) documents whether they are routed or not. At the time of the 13th month close or the roll forward of the budgets jobs, all old year documents are cancelled. (VBYU275 is the program for the year end auto-cancel.)

This cancellation sweeps all (old year) requests and cancels both the routing documents, if they exist, and the DCR documents. Canopy FRS > DCR Search can be used to review all pending transactions.
Implementation Task List
Implementation for a Member to use the DCR process is a joint effort between the appropriate personnel at the Member and the FAMIS Services staff. The following items are necessary to begin using the DCR process. In the list below, the steps that must be completed by FAMIS are noted. Contact famishelp@tamus.edu to discuss implementation.

**Member Requirements**

1. **Security Requirements**
   a. **Entity Security**
      i. Users must have Update Access to either “DCR” or “D***********” Entity in FRS to create DCR documents
      ii. Users must have Inquiry Access to either “DCR” or “D***********” Entity in FRS to review DCR documents
      iii. Existing “D***********” security allows for the creation or reviewing of DCR documents (Update or Inquiry)
      iv. Transactions Corrections:
         Service Centers (SC) personnel can correct either side of the transaction
   b. **Screen Access for Screen 933, DCR Settings Maintenance**
      i. Give Update Access to create the Processing Office Paths, set up the Restricted Subcodes, and set the allowable fiscal years for corrections
      ii. Give Inquiry Access to view the DCR controls

2. **DCR Processing Office**
   Create the DCR Office on Screen 940 as follows:
   
   - **DCR OFFICE’** Name of the office
   - **“Y”** in the Processing View
   - **‘DCR Office’** Processing View Name

3. **Tables Set Up**
   a. **On Screen 860**
      i. Set the DCR Allow flag to “Y”
      ii. In training, the flags can be set in batch – send instructions to famishelp@tamus.edu, if desired. XXDCRTRN
b. Control Fields and Flags on Screen 933 (DCR Settings Maintenance)

<table>
<thead>
<tr>
<th>933 DCR Settings Maintenance</th>
<th>08/04/09 09:26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Fiscal Year: 2009</td>
<td></td>
</tr>
</tbody>
</table>

DCR Create: Y

DCR Allowed Types | Oldest Doc. FY | Proc Office PATHs |
------------------|---------------|-------------------|
Vouchers: Y       | FY: 2008      | FFX: FFX          |
Transactions: N   | FY: ____      | C&G: C&G_________|
Both: BOTH______   |               | Both: BOTH______  |

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp FFX C&G Sbod rAcct

i. **DCR CREATE**: “Y” is default
   This flag is set to “Y” to allow the DCR process for the campus

ii. **DCR ALLOWED TYPE**:
   Set each type to “Y” to allow the DCR process for Vouchers and/or Transactions.

iii. **FY (Fiscal Year)**:
   There are separate flags for Voucher Corrections and Transactions Corrections.
   These flags set the oldest year that is allowed on a DCR document for prior year corrections. These fields increment each new fiscal year as part of the roll forward processes. A blank means that any year may be corrected

iv. **PROCESSING OFFICE PATHS OPTIONS**
   There are three options for setting up **Processing Office Paths** that vary from the normal. These are special paths to route special needs documents to the appropriate people:
   - Fixed Assets
   - Contracts & Grants
   - Both FFX and C&G
   By setting up the values as shown below for these three options, you can construct a path that includes desks for special approvals.

<table>
<thead>
<tr>
<th>Proc Office PATHs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>FFX: FFX</td>
</tr>
<tr>
<td>C&amp;G: C&amp;G_________</td>
</tr>
<tr>
<td>Both: BOTH______</td>
</tr>
</tbody>
</table>

Departmental Correction Request - DCR (cont’d)
Control Fields and Flags on Screen 933 - Continued

1) **FFX - Fixed Assets**
   
   Name your Fixed Assets path on Screen 933, and create the routing path using this name on Screen 926 in the DCR Processing Office.

   The FFX capitalization object codes are set by default using the values from FFX Screen 582. These FFX codes cannot be changed, but you may include additional object codes if you choose. Documents that include these object codes route through the path named on Screen 933.

   When a DCR document contains one of these Fixed Asset related codes or any additional codes that you input, the document routes to the FFX path specified.

   Use the PF5 key to enter additional codes and to view all codes.

**PF5 Key – FFX Window to add additional FFX Subcodes**

<table>
<thead>
<tr>
<th>FFX Capitalization Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
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</tr>
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<tr>
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<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>End of data</strong></td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
2) **C&G - Contracts & Grants Accounts**

Name your C&G path on Screen 933, and create the routing path using this name on Screen 926 in the DCR Processing Office.

When a DCR document contains one of the C&G related accounts, the document routes to the C&G path specified.

Using *PF6*, enter the valid account ranges to send documents using these accounts through a C&G routing path for approvals.

**PF6 Key – C&G Window to add Accounts related to Contracts & Grants**

<table>
<thead>
<tr>
<th>Contract/Grants Accounts</th>
<th>F</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>_</td>
<td>4005XX</td>
<td>599999</td>
</tr>
</tbody>
</table>

**NOTE**

Accounts Listed will follow the C&G Processing Office Path

---

3) **Both - Contracts & Grants and Fixed Assets**

This path accommodates documents that qualify for both the C&G and FFX paths. There are no special codes or accounts to set up for this option.

Name the “Both” path in the DCR Processing Office and create the path using the name on Screen 926.
Control Fields and Flags on Screen 933 – Continued

v. SUBCODE RESTRICTION Using **PF7**

PF7 presents a table that allows you to enter subcodes or ranges of subcodes that you want to eliminate from participating in the DCR process. By default, all subcodes are allowed, so you do not have to enter a “Y” for most subcodes.

By using combinations of “Y” and “N” entries, you can allow large groupings and not allow subsets of the main group.

Enter subcodes or ranges of subcodes that are not allowed for the DCR process. Use **PF7** to enter/view these subcodes.

**PF7 Key - Subcode Restrictions**

<table>
<thead>
<tr>
<th>Subcodes</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>F Start</td>
<td>End</td>
</tr>
<tr>
<td>_ 0001</td>
<td>1920</td>
</tr>
<tr>
<td>_ 3000</td>
<td>3000</td>
</tr>
<tr>
<td>_ 3100</td>
<td>3100</td>
</tr>
<tr>
<td>_ 3200</td>
<td>3200</td>
</tr>
<tr>
<td>_ 4000</td>
<td>4000</td>
</tr>
<tr>
<td>_ 5001</td>
<td>5001</td>
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<td>5471</td>
</tr>
<tr>
<td>_ 5900</td>
<td>5900</td>
</tr>
<tr>
<td>_ 6401</td>
<td>6401</td>
</tr>
<tr>
<td>_ 8000</td>
<td>8000</td>
</tr>
</tbody>
</table>

**End of data **

`PF4=Exit`
4. **Routing and Approval Paths**  
   
a. **Set up Department Routing Desks and Paths**  
   Department Routing always follows the most specific path for the document. A specific 
   DCR path can be created to route these documents through individual desks. If there is 
   a D** path, the DCR document will follow that path.

b. **Set up DCR Processing Office Desks/Paths**  
   Within the DCR Processing Office, the DCR documents follow the default path unless a 
   specific path is established.

   Each DCR Processing Office path must include a “P Pass-Thru” desk as the last desk. See 
   Screen 933 for required setup.

```
<table>
<thead>
<tr>
<th>Form</th>
<th>Path</th>
<th>Category</th>
<th>Status and Desks</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>DCR DESK</td>
<td>P PASS-THRU</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>BOTH</td>
<td>C&amp;G DESK</td>
<td>FFX DESK DCR DESK P PASS-THRU</td>
</tr>
<tr>
<td>*</td>
<td>C&amp;G</td>
<td>I C&amp;G FYI</td>
<td>C&amp;G DESK DCR DESK P PASS-THRU</td>
</tr>
<tr>
<td>*</td>
<td>FFX</td>
<td>FFX DESK</td>
<td>DCR DESK P PASS-THRU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>*** End of list ***</td>
</tr>
</tbody>
</table>
```

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Names
### FAMIS Services Requirements

#### 1. Tables Set Up

##### a. On Screen 854

i. Setup “DEPT CORRECT” with a document prefix of “J.” Fill in required fields, leaving the **Prefix Class** field blank.

ii. Run the FBDU258 to create new numbers for the prefix

##### b. On Screen 950

i. Set up for new Form DCR

<table>
<thead>
<tr>
<th>Screen:</th>
<th>Form:</th>
</tr>
</thead>
<tbody>
<tr>
<td>950 Electronic Documents Profile</td>
<td>09/30/11 09:27</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Func</th>
<th>Form</th>
<th>Description</th>
<th>Review by</th>
<th>Processing</th>
<th>Unit View</th>
<th>Approvals</th>
<th>Cat Level</th>
<th>Exp Dt</th>
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<tbody>
<tr>
<td>DBR</td>
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<td>DBR OFFICE</td>
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<td>AM</td>
<td>D</td>
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<td></td>
</tr>
<tr>
<td>DCR</td>
<td>DEPT CORRECT</td>
<td>Y</td>
<td>DCR OFFICE</td>
<td>SIGNER</td>
<td>D</td>
<td></td>
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<td></td>
</tr>
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<td>EPA-BUDGET</td>
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<td>SIGNER</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>PAYROLL</td>
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<td></td>
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</tbody>
</table>

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

ii. Optionally, **Category** can be set to “DA” for Days Over Routing. For vouchers only, the DCR form has a built-in “DAYS Over” check. The “DAYS Over” value is based on the Check Date and the initial route date. **Screen 950** must be set to “DA” for the DCR form, and a new path must be created with the number of days in the **Category** field on **Screen 921 Department Level** or **Screen 925 Executive Level**. Then, if the original voucher is older than the number of days defining the path (60, 90, etc.), the new path will be used.

##### c. On Screen 899

i. Set up DCR justification codes; IAFRS-DCR-JUSTIFICATION-CD

ii. Business/Fiscal Office to submit a Change/Enhancement Request with specific values for your campus
FAMIS Services Control Screens

Each of these actions is done only once on "***" campus for each region (Production, Training, Test).

1. On Screen 853:
   Under “ASSIGN CONTROL”
   a. Enter “DEPT-CORRECT” to initialize the DCR functionality

<table>
<thead>
<tr>
<th>853 Generic Table</th>
<th>06/04/09 15:15</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Func Code       Maint. on 853     Data</td>
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<tr>
<td>ASSET TRANSFER   N DEPT ASSET TRANSFERS</td>
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<tr>
<td>BID              N BID DOC</td>
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<tr>
<td>DEPT BUDGET      N DEPARTMENTAL BUDGET REQUESTS SCREEN 520</td>
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<tr>
<td>DEPT CORRECT     N DCR DOCUMENTS</td>
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<tr>
<td>EXEMPT PURCH     N EXEMPT PURCHASE SCREEN 236</td>
<td></td>
</tr>
<tr>
<td>INVOICE PROBLEM  N</td>
<td></td>
</tr>
<tr>
<td>MASTER ORDER     N</td>
<td></td>
</tr>
<tr>
<td>PURCHASE ORDER   N</td>
<td></td>
</tr>
<tr>
<td>REQUISITION      N</td>
<td></td>
</tr>
<tr>
<td>ZNSPXRMA        N</td>
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<tr>
<td>ZNSXPXMA        N</td>
<td></td>
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***************  End of data  ***************
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp

2. On Screen 853:
   Under “ROUTE-BATCH-APP”
   a. Add ZNSPXCRA to allow “P” poster desk approvals.

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<tr>
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<th>06/04/09 15:13</th>
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</thead>
<tbody>
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<tr>
<td>----------------- ----------------- ----------------</td>
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<tr>
<td>TBYD51</td>
<td>TDP YEAR END AUTO-REJECT AND CANCEL</td>
</tr>
<tr>
<td>ZNSPXRMA</td>
<td>POST DCR ON A 'P' DESK</td>
</tr>
<tr>
<td>ZNSPXCRA</td>
<td>POST DCR ON A 'P' DESK</td>
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<tr>
<td>ZNSXPXMA</td>
<td>POST TDP ON A 'P' DESK</td>
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***************  End of data  ***************
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
b. Add VBYU275 - Year-end autocancel of outstanding departmental corrections request (DCR) documents.

853 Generic Table 06/04/09 15:13
Screen: ___ Campus Cd: ** Table Type: ROUTE-BATCH-APP
Start From: ROUTE_________

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<td>VBYU275</td>
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<td>DCR YEND AUTO-REJECT AND CANCEL</td>
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*************** End of data ***************
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp

3. On Screen 899:
Under “IAZSS-ZC-ENTITY,” for all campus codes “***”
a. Add FRSDCR Dept Correction Requests

899 Maintain Dictionary Values 09/30/11 09:11
Screen: ___ Campus Code: ** Field Name: IAZSS-ZC-ENTITY

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<td>FRSACT</td>
<td>Account</td>
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<tr>
<td>FRSBUDGET</td>
<td>Budget</td>
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<tr>
<td>FRSD******</td>
<td>All Departmental Entities</td>
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<tr>
<td>FRSDVR</td>
<td>Dept Budget Requests</td>
</tr>
<tr>
<td>FRSDCR</td>
<td>Dept Correction Requests</td>
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<td>FRSLEVEL1</td>
<td>Budget Level 1</td>
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<td>FRSLEVEL3</td>
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Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
FAMIS Reporting

There are two reports available for the DCR Process. As part of implementation, Member Fiscal Offices need to contact FAMIS Production to schedule these jobs.

The first is the **VBAR272** which reprints any vouchers that now contain corrected items. This only picks up vouchers corrected since the last run of the report.

The second is the **VBAR274** which reports produces statistics in both summary and details about the DCR documents for the period between the chosen start and end dates.

**Reports**

a. Request and schedule the **VBAR272** report which reprints any voucher data sheets with corrected items (only since last run of the report).
   i. Can be set to run multiple times during the day
   ii. Can be set to run without printing the data forms

b. Request and schedule the **VBAR274** report which produces statistics in both summary and detail about the DCRs for a given period.

   *NEW* option added show only documents that have manual items.

**Batch Programs**

a. **VBYU275**
   Year-end autocancel of outstanding departmental corrections request (DCR) documents.

b. **FBAR710**
   Purge job for Deleted/purges DCRs older than 9 years.

c. **VBAR272**
d. **VBAR274**

**Canopy – Routing – Global Document Queue**

- *NEW* option added show only documents that have manual items.