The purpose of this quick guide is to provide instructions for establishing Research based routing for DCR and EPA documents in the FAMIS accounting system. Further information concerning DCR and EPA documents may be found in the User Manuals for those FAMIS topics.

**DCR Routing Summary**

The document forms for Departmental Correction Request is **DCR**.

Following are the potential routing paths for DCR Documents.

**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 that 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.

**Research**

Based on Screen 933 C&G PF6 and PF9 flags and settings, a **Research** path utilizing the TAMRF department may be activated for SRS based research routing. Member specific, Non SRS based research routing will occur by use of the C&G path on the **DCR Office** in conjunction with Screen 933 PF6 and PF9 settings.

**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 ability to “fast track” 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 can be in need of correction and both the new and old accounts must be 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
  o 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.

**Days Over**

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.

The Auto Approval documents also pass through the Processing Office. Any errors that occur during posting are available for the approvers who are on the special “P” posting desk in the DCR Processing Office.

**Potential Route Path creation:**

- Departmental
- Executive Level
- Days Over and Research Over 90
- SRS Research Routing (TAMRF)
- NON SRS Research Routing
- Processing Desk

**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.
Pressing **PF9** on **Screen 933** will display the options for DCR Research Routing Maintenance.

**Dept Routing “RSFN” SRS Routing**

Flags are set to control when the RSFN department should be added to the routing path. When added, this will follow the regular departmental routing, then advance to the DCR Research Path on the TAMRF Department. RSFN has only been used for EPA Routing prior to the new features added recently.

These flags are evaluated in the following order:

- Over 90 Day Rule
- Cost Share Link
- SRS Accounts
- NON SRS Research

**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 Sponsored 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)

**Over 90 Day Rule**

The date the DCR is closed and routed for approval is compared to the original items posting date. Items posted 90 or more days ago are considered Over 90. SRS has devised a control table for the Over 90 rule, see below:

<table>
<thead>
<tr>
<th>Month Expense Originally Posted</th>
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<td>July</td>
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<tr>
<td>April</td>
<td>August</td>
</tr>
</tbody>
</table>

**Cost Share Link**

When Cost Share Accounts exist on the old or new account on a DCR and the Cost Share Link is set to “Y”, the Research routing will be added to the document.

**SRS Research Flag**

When the old or new account on a DCR is flagged as SRS, the Research (RSFN) routing will be added to the document.

**NON SRS Research**

When Screen 9 fields pertaining to research are populated OR there is a Sponsor on the account and the NON SRS Research flag is set to “Y,” the NON SRS Research routing via DCR Office C&G path will be added to the DCR.

Screen 9 fields:

<table>
<thead>
<tr>
<th>CFDA Nbr:</th>
<th>NSF Category:</th>
<th>Activity:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science/Engineering Field:</td>
<td>-----</td>
<td>Special Areas of Interest ------</td>
</tr>
<tr>
<td>Character of Work:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selection Process:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Processing Office “DCR Office” Routing

The Processing Office “DCR Office” flags control when the Processing Office will receive SRS and NON SRS research related documents.

Flags are set to control when the DCR Office should be added to the routing path. When added, this will follow the regular departmental and executive routing, then optionally advance to the DCR Research Path on the TAMRF Department and finally flow through to the DCR Office. A C&G (or similar) path should be defined on the DCR Office. This path name corresponds with the path defined on Screen 933 for C&G Proc Office Paths.

The DCR Office flags are evaluated in the following order:

- Over 90 Day Rule
- Cost Share Link
- SRS Accounts
- NON SRS Research

![Diagram of DCR Office Settings Maintenance]

The DCR Office flags are evaluated in the following order:

- Over 90 Day Rule
- Cost Share Link
- SRS Accounts
- NON SRS Research

![Diagram of DCR Office Settings Maintenance]
90 Day Rule control table:

<table>
<thead>
<tr>
<th>Month Expense Originally Posted</th>
<th>Over 90 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>September</td>
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<td>June</td>
<td>October</td>
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<tr>
<td>July</td>
<td>November</td>
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<td>May</td>
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<tr>
<td>February</td>
<td>June</td>
</tr>
<tr>
<td>March</td>
<td>July</td>
</tr>
<tr>
<td>April</td>
<td>August</td>
</tr>
</tbody>
</table>

When Screen 9 fields pertaining to research are populated OR there is a Sponsor on the account, the NON SRS Research routing can be added (C&G Path on the department/member) IF the NON SRS Research flag is set to “Y” in the Dept Routing column.

<table>
<thead>
<tr>
<th>CFDA Nbr: _______</th>
<th>NSF Category: _______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity: _______</td>
<td></td>
</tr>
<tr>
<td>Science/Engineering Field: ______</td>
<td>Special Areas of Interest: ______</td>
</tr>
<tr>
<td>Character of Work: ______</td>
<td>______</td>
</tr>
<tr>
<td>Selection Process: ______</td>
<td>______</td>
</tr>
</tbody>
</table>
DCR Routing Setup Steps:

1) Screen 926 DCR Processing Office Paths

Prior to entering the Processing Office Paths on Screen 933, you must establish these paths on Screen 926 for the DCR Office.

![926 Processing Paths Create/Modify](image)

2) Screen 933 DCR Settings

Determine the proper values for your Departmental RSFN Routing and your Processing Office DCR Routing. Below are the recommended settings. However, some members prefer to see more of the Research (SRS) related routing than others. In those cases, you would place a “Y” on the Processing Office Cost Share Link and SRS Account settings in the middle column.
3) Create a DCR Signer Desk for Research

Using Screen 923/943, set up the DCR Signer desk in the TAMRF Office and View, and add the SRS Research signers for DCR documents to this desk.

This will allow you to separate the DCR approvers from those approving EPA documents. The Office and View for TAMRF can be found on Screen 860, Department Table Maintenance.

4) Add a DCR Path for Research

Using Screen 921, add the DCR Form to the TAMRF Office and View. This will activate the DCR signer desk on the TAMRF Office.
5) **Remove Research Approvers from the Departmental C&G path on the DCR Office**

Using **Screen 922**, remove the Research approvers from the Departmental C&G path listed on **Screen 926** for the DCR Office.

![Screen Shot](image-url)

**F3803 Security – You may not update on this screen**

<table>
<thead>
<tr>
<th>Form</th>
<th>Dept/Sub</th>
<th>Category</th>
<th>Status and Desks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

***End of list***

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

Hmenu Help EHelp Names
Additional DCR Routing Controls:

Control Fields and Flags on Screen 933 (DCR Settings Maintenance)

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

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

FY (Fiscal Year):
There are separate year allow settings 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

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 establish a path in the work-flow that includes desks for special approvals.
**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>F</th>
<th>Start</th>
<th>End</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5775</td>
<td>5799</td>
<td>Subcodes Listed will follow the FFX Processing Office Path</td>
<td></td>
</tr>
<tr>
<td>8000</td>
<td>8999</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**End of data**

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

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.

NOTE: These ranges would be removed when the PF9 flags are set. These account ranges should not be used in conjunction with the Screen 933 C&G DCR settings.
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  End  Allow</td>
<td>All subcodes are allowed by default</td>
</tr>
<tr>
<td>_ 0001   1920  N</td>
<td>Entries with allow flag ‘Y’ override ‘N’ entries.</td>
</tr>
<tr>
<td>_ 3000   3000  N</td>
<td></td>
</tr>
<tr>
<td>_ 3100   3100  N</td>
<td></td>
</tr>
<tr>
<td>_ 3200   3200  N</td>
<td></td>
</tr>
<tr>
<td>_ 4000   4000  N</td>
<td></td>
</tr>
<tr>
<td>_ 5001   5001  N</td>
<td></td>
</tr>
<tr>
<td>_ 5471   5471  N</td>
<td></td>
</tr>
<tr>
<td>_ 5900   5900  N</td>
<td></td>
</tr>
<tr>
<td>_ 6401   6401  N</td>
<td></td>
</tr>
<tr>
<td>_ 8000   8000  N</td>
<td></td>
</tr>
</tbody>
</table>

**End of data**
Routing and Approval Paths

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.

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>F</th>
<th>Form</th>
<th>Path</th>
<th>Category</th>
<th>Status and Desks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>DCR DESK</td>
<td>P PASS-THRU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>C&amp;G DESK</td>
<td>FFX DESK</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>I C&amp;G FYI</td>
<td>C&amp;G DESK</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>FFX DESK</td>
<td>DCR DESK</td>
</tr>
</tbody>
</table>

*** End of list ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Names
EPA Routing Summary

EPA documents route through FAMIS Routing & Approvals. EPA documents route through the Routing & Approvals of any TAMUS Member using FAMIS who is impacted by the funding entered on the document. The electronic office associated with a department both determines the routing paths and controls who gets the document at each approval desk. Departments will only be added once.

Discarded notification and FYI actions will not appear by default in your outbox. You may see the discarded items by checking the **Include Discards** box.

The document forms for Employee Payroll Action are as follows:

- **EBR** Employee Budget Request
- **EWR** Employee Wage Request
- **EGR** Employee Graduate Assistant Request
- **E** All EPA Forms route via a shared path

These forms are important for the correct routing of the documents. The CANOPY Routing & Approvals uses the existing structures built in the FAMIS 3270 screens to route documents.

General Routing Rules for EPA documents

**ADLOC**

- Always routes to the department associated with the ADLOC. The BPP table “UI” will list this connection. This can be seen (displayed only) on Screen 861 in FAMIS (go to BPP for changes).
- When the EPA includes an ADLOC change, the recommended ADLOC department is also added.

**Budget PINS**

- Budget pins route to departments on the accounts from the “Net Funding” lines.
- When it is an “08” line, the department listed on the TEES project is used (BPP “UP” table).

**Wage PINS**

- Wage pins route to departments associated with each Funding Source line. However, if a source line on the new document was on a prior iteration AND the hourly rate is the same, this is skipped. The account or amount must be different from previous iteration (because there is no net funding.)
- ‘Optional Routing’ section on the EPA Document allows you to add “Additional Accounts Routing;” the document will route through the department path for department tied to those accounts.
- Other departments may be added for TEES projects and Research Foundation:
TEES – when TEES Cost Sharing on EPA form is checked, the departments of the funding source accounts are included in routing. When it is TEES (CC 08) the department listed on the TEES project is used (Screen 861 “UP” table).

Research Foundation – When a source line has dept “RSFN” (or the Health Science Center department “9000”), that department is added to the routing.

- If the TEES project is “32526”, document routes to department “RSFN”.
- If RF Cost Sharing is checked on the document, department “RSFN” is included in the routing.

Research

Based on Screen 926 PF9 flags and settings, routing will attempt to locate a route path containing “+R” for EPAs which meet the research criteria based on these flags. Member routing will occur by use of the existing route paths defined on Screen 926 for the Payroll Processing Office.
EPA Research and/or Research Over 90

Enable all research related EPAs 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.
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 route path containing the +R.

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

Research over 90 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
EPA Routing Setup Steps:

1) Screen 926 – EPA Office
Your EPA Office will get all EPAs, 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 – Update your “C+G” path by adding your new research admin approval desk

Screen 926 – PF9 - EPA flags
These flags control whether or not an EPA will route down the “+R” path, based on CROI recommendations.

Cost Share Link
When Cost Share Accounts exist on the old or new account on a DCR and the Cost Share Link is set to “Y”, the Research routing will be added to the document.
SRS Research Flag
When the old or new account on an EPA is flagged as SRS, the Research (+R) routing will be added to the document.

NON SRS Research

Over 90 Day Rule

The date the DCR is closed and routed for approval is compared to the original items posting date. Items posted 90 or more days ago are considered Over 90. SRS has devised a control table for the Over 90 rule, see below:

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<td>July</td>
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<td>April</td>
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</tr>
</tbody>
</table>

2) Set Up 926 PATHS

Your EPA Office will receive all EPAs as they have in the past. The documents that contain research related funding may now be routed down a new “+R” path. You will need to create the new paths on the processing office (Screen 926) and populate with the appropriate approvers.

An additional 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 group).

You may need to combine functions on desks if this causes your path to exceed the 4 desk limit.

- **Screen 922** – add your new research admin approval desk
- **Screen 926** – add duplicate paths for each adding “+R” or for ‘*’ paths making “RESEARCH” paths
EXAMPLE: Processing office currently **without** the optional +R paths

EXAMPLE: Processing office with the optional +R paths added for the EGR forms
EXAMPLE: Processing office with the optional +R/RESEARCH paths added for all existing paths

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<table>
<thead>
<tr>
<th>Form</th>
<th>Path</th>
<th>Status and Desks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CEO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CEO+R</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PALS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PALS+R</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHD</td>
<td></td>
</tr>
</tbody>
</table>
```

Screen: ___ Office: PAYROLLWS View: PAYROLL

Description: Processing office view
Office Mgr: DERRICK, MARYJO

Date: 10/21/14 08:02 CC 02