

FAMIS Departmental Correction Request (DCR) User Manual

Version 1.3
July 2026

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.

With 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:

College Station based:	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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Departmental Correction Request (DCR)

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 of 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	State to Local Voucher Corrections with manual steps
Transaction Corrections	Local to State Voucher Corrections with manual steps
Deposits, Journal Entries, IDTs	Local to Local Voucher Corrections
(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.

DCR Features

DCR documents may contain a mixture of manual and automatic DCR corrections in one document. Documents moving transactions from State to Local or Local to State will require manual entry steps.

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 the creator to acknowledge 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.

Banks may now be modified on DCR documents. New banks will be selected as follows:

- When the original bank is a valid bank on the new 11 digit account (SL / SA), the bank from the original transaction will be supplied as the bank on the new transaction.
- When the original bank is not valid on the new 11 digit account (SL / SA), the default bank for the new account will be supplied.

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

- Plus Icon  lets user add a note to a line.
- Note Icon  shows a note is attached to the correction line.

DCRs track how much has been moved from the original line item and will not allow over-correction of line items.

Account, Object and amount can be modified on the DCR.

DCRs allow a mixture of Local to State, State to Local and Local to Local on one DCR. The Local to Local portion will post automatically on approval. Other transactions requiring manual entry will not affect accounting until posted manually.

Departmental Correction Request - DCR (cont'd)

Canopy
The Texas A&M University System

Campus: TEST DEFAULT CAMPUS2 (AB) Fiscal Year: 2014 Set CCIFY Logout

EPA FFX FRS Buy A&M Routing System

Main Menu Routing Document

Inbox Enroute Outbox Document Global Queue Profile

Document: DCRABJ431054 Routing Action: Select an action... Submit

Departmental Correction Request Header - Single View

DCR Document: J431054 DCR FY: 2014 DCR Status: Closed (CL)
Voucher: 0001294 Show Voucher FY: 2014 Type: Voucher (V)
Route Document: DCRABJ431054 (Routing Document Report) Route Status: In Proc Rt (PR)
Description: Manual DCR Test
Justification Code: CLERICAL ERROR (ER)
Created By: Young, Henry C (08/20/2014)
Last Update By: Young, Henry C (08/20/2014)
Attachments: Add Attachments

Account Net Effect

Account	Account Description	Amount
231901-00000	HENRY'S TEST ACCOUNT	(\$2.00)
610000-00000	JANNA'S TEST SL - GATEWAY	\$2.00
Net Total:		\$0.00

Corrected Line Items (Includes Original and Proposed)

Item	Orig	Account	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount
1	Y	231901-00000	HENRY'S TEST ACCOUNT	4020	Computer Consumables	INRE	FAMIS	Famis Services - Nov	\$120.56
2		231901-00000	HENRY'S TEST ACCOUNT	4010	Supplies - Office General	INRE	FAMIS	Famis Services - Nov	\$1.00
3		610000-00000	JANNA'S TEST SL - GATEWAY	4020	Computer Consumables	FISC	FAMIS	Fiscal Office	\$2.00

Corrective Actions

Orig Item	Original Account	Original Bank	Original Amount	New Account	New Bank	New Account Description	New Subcode	New Subcode Description	Amount				
1	231901-00000-4020	00001	\$123.56	231901-00000	00001	HENRY'S TEST ACCOUNT	4010	Supplies - Office General	\$1.00				
1	231901-00000-4020	00001	\$123.56	610000-00000	00004	JANNA'S TEST SL - GATEWAY	4020	Computer Consumables	\$2.00				

Completed FYIs Recipient

Document Notes

Text

>>Note entered 08/20/14 by Poster at 16:22:01
F8476 Manual items have not been acknowledged. APP

Attachments

Attachments allow document approvers and the processing office a method to efficiently manage attachments on 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.

Attachment tracking, including the addition of Added By, Added Date, Deleted By, and Deleted Date, allows users to easily track the attachment history of a DCR document.

Enhanced availability of the "Delete" option for documents: approvers at any stage in the DCR routing process may Add or Delete documents, but 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.

Departmental Correction Request - DCR (cont'd)

Once the DCR has received Final approval, the attachments may not be modified on the document.

Canopy
The Texas A&M University System

Campus: TEST DEFAULT CAMPUS2 (AB) Fiscal Year: 2014 Set COFY Logout

EPA FFX FRS Buy A&M Routing System

Main Menu FRS DCR DCR Document

DCR Search DCR Document Create DCR

DCR: J431053 DCR Action: Select an action... Submit

Departmental Correction Request Header - Single View Account Net Effect

DCR Document: J431053 (DCR Report) DCR FY: 2014 DCR Status: In Process (IP) No records found to display.
Voucher: 0000043 Show Voucher FY: 2014 Type: Voucher (V)
Route Document: Attachment Demo Route Status:
Justification Code: OTHER (SEE NOTES) (OT)
Created By: Young, Henry C (08/20/2014)
Last Update By: Young, Henry C (08/20/2014)
Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
Document 1	8/20/2014 11:41:35 AM	Young, Henry C		
Document 2	8/20/2014 11:42:15 AM	Dwarf, Grumpy		
Document 3	8/20/2014 11:42:37 AM	Young, Henry C	8/20/2014 11:43:04 AM	Young, Henry C

Add Attachments Edit

New Fields
- Added By/Date
- Deleted By/Date

More Availability
- Routing
- Owner

Corrected Line Items (Includes Original and Proposed)

Item	Orig	Account	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount
1	Y	261010-00000	WORKER'S COMPENSTATION INSURANCE	6462	Worker's Comp - Medical Services	MISP		Mis Project	\$46.17 Correct

Corrective Actions
No records found to display.

Completed FYIs Recipient
There are no FYIs for this document.

Add FYI

Voucher Corrections

Generally, any voucher can be used to create a DCR document. Voucher corrections moving from State to Local or Local to State will require manual entry steps. These entries are not created and posted automatically. Vouchers moving from Local to Local will process automatically after the approval process. 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

- 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 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 remains in the new transaction.

NOTE: DCRs requiring manual entry on Screen 148 for the Local to State and State to Local changes will need to be processed manually.

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**

All transaction corrections post as Journal Entries (06x transactions).

General Rules for Transaction Corrections

- 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 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

Creating DCR Documents

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

Canopy
The Texas A&M University System

EPA FFX FRS Routing System

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2010 Set CC/FY

Main Menu > FRS > DCR > Create DCR

DCR Search DCR Document **Create DCR**

DCR Create

DCR Doc ID: **NEW**

Document to Correct

Doc Type: **Voucher**

Doc Year: **2009** * Blank = current year

Original Doc ID: Show

Create FY 2010 Document

VOUCHER SEARCH IN FY: 2009

Voucher: Account number: Dept Ref:

PO nbr: Vendor:

Submit Reset

VOUCHER SEARCH RESULTS (TOTAL ITEMS: 52)

Voucher Lines	First Account	Dept Ref	Status	Net Amount	Description	Vendor	Vendor Name	Check Nbr	Check Date	Batch Date
1001783 1	120007-00000	6	OUT	\$24.32	MODULATORS BOX OF 10		Digi-Keo Corporation	STVCHR	09/16/2008	09/01/2008
1001784 3	300210-00000	00000	PAID	\$2,000.00	PRINTING SERVICES		A&M Printing Center		09/16/2008	11/18/2008
1001785 2	300210-00000	1234	PAID	\$2,000.00	PRINTING SERVICES		A&M Printing Center	1005000	09/02/2008	11/25/2008
1001786 1	300210-00000	1235	PAID	\$5,285.00	SPECTROMETER		Vale Apparatus Co., Inc	1005002	09/03/2008	10/30/2008
1001787 1	300210-00000	1237	PAID	\$75.00	COFFEE		Twin City Coffee Service	000510	11/05/2008	10/30/2008
1001788 1	300210-00000	1239	PAID	\$3,814.09	TEMP SUPPORT STAFF SERVICES		Friendly Service Staffing	000511	11/05/2008	10/30/2008
1001789 1	130520-00000	0000	OUT	\$262.32	BOOKS FOR TEACHING/CLASSES		Barnes & Noble College Bookstore	STVCHR	11/13/2008	11/13/2008
1001790 1	225150-00000	0000	DROP	\$0.00	BOOKS FOR TEACHING/CLASSES		Barnes & Noble College Bookstore		11/13/2008	11/13/2008
1001791 3	225150-00000	00000	PAID	\$5,108.00	COMPUTER, PAPER, INK, CABLES		Dell Higher Education	000516	11/17/2008	11/25/2008
1001792 2	241405-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/13/2008
1001793 2	241490-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/13/2008
1001794 3	241102-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/25/2008
1001795 4	214530-00000	00000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/18/2008
1001796 2	246206-00000	00000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/13/2008
1001797 3	300090-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/25/2008
1001798 2	241408-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/13/2008
1001799 2	246206-00000	0000	DROP	\$0.00	COMPUTER APPLE MACBOOK		Dell Higher Education		11/17/2008	11/14/2008

- 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**

Canopy
The Texas A&M University System

EPA FFX FRS Routing System

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2010 Set CC/FY

Main Menu > FRS > DCR > Create DCR

DCR Search DCR Document **Create DCR**

DCR Create

DCR Doc ID: **NEW**

Document to Correct

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

Doc Year: **2009** * Blank = current year

Original Doc ID: Show

Create FY 2010 Document

Creating DCR Documents (cont'd)

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**:
 - Type the **Original Document ID** (Voucher number); optionally, click the **Show** button to display the voucher.
 - OR-
 - Search for the voucher using the magnifying glass icon.
- For a **Transaction**:
 - 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.

The screenshot shows the Canopy system interface. At the top, there's a navigation bar with tabs: EPA, FFX, FRS, Routing, System. The 'FRS' tab is selected. Below the navigation bar, there's a 'Main Menu' section with links: FRS, DCR, Create DCR. The 'DCR' link is highlighted. Below this, there's a 'DCR Create' section with a 'Document to Correct' form. The form has fields for 'Doc Type' (set to 'Voucher'), 'Doc Year' (set to '2009'), and 'Original Doc ID'. A magnifying glass icon is next to the 'Original Doc ID' field. Below the form, there's a 'Create FY 2010 Document' button. Below the form, there's a 'Voucher Search' section with a table of search results. The table has columns: Voucher Lines, First Account, Dept Ref, Status, Net Amount, Description, Vendor, Vendor Name, Check Nbr, Check Date, Batch Date. The table contains 22 rows of data. The first row is highlighted. Below the table, there's a 'Select' link next to the first row.

Canopy
The Texas A&M University System

EPA FFX FRS Routing System Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2010 Set COFY

Main Menu > FRS > DCR > Create DCR

DCR Search | DCR Document | Create DCR

DCR Create

Document to Correct

DCR Doc ID: **NEW**

Doc Type: Voucher

Doc Year: 2009

Original Doc ID: Show

Create FY 2010 Document

VOUCHER SEARCH IN FY: 2009

Vouchers: 1 Account number: Dept Ref:

PC nbr: Vendor: Submit Reset

VOUCHER SEARCH RESULTS (TOTAL ITEMS: 52)

Voucher Lines	First Account	Dept Ref	Status	Net Amount	Description	Vendor	Vendor Name	Check Nbr	Check Date	Batch Date
1001783 1	120007-00000	6	OUT	\$24.32	MODULATORS BOX OF 10	Digi-Keo Corporation	STVCHR		09/01/2008	
1001784 3	300210-00000	00000	PAID	\$2,000.00	PRINTING SERVICES	A&M Printing Center		09/16/2008	11/18/2008	
1001785 2	300210-00000	1234	PAID	\$2,000.00	PRINTING SERVICES	A&M Printing Center	1005000	09/02/2008	11/25/2008	
1001786 1	300210-00000	1235	PAID	\$5,285.00	SPECTROMETER	Vale Apparatus Co., Inc	1005002	09/03/2008	10/30/2008	
1001787 1	300210-00000	1237	PAID	\$75.00	COFFEE	Twin City Coffee Service	000510	11/05/2008	10/30/2008	
1001788 1	300210-00000	1239	PAID	\$3,814.09	TEMP SUPPORT STAFF SERVICES	Friendly Service Staffing	000511	11/05/2008	10/30/2008	
1001789 1	130520-00000	0000	OUT	\$262.32	BOOKS FOR TEACHING/CLASSES	Barnes & Noble College Bookstore	STVCHR		11/13/2008	
1001790 1	225150-00000	0000	DROP	\$0.00	BOOKS FOR TEACHING/CLASSES	Barnes & Noble College Bookstore			11/25/2008	
1001791 3	225150-00000	00000	PAID	\$5,108.00	COMPUTER, PAPER, INK, CABLES	Dell Higher Education	000516	11/17/2008	11/25/2008	
1001792 2	241405-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK	Apple Computer	000519	11/17/2008	11/13/2008	
1001793 2	241490-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK	Apple Computer	000519	11/17/2008	11/13/2008	
1001794 3	241102-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK	Apple Computer	000519	11/17/2008	11/25/2008	
1001795 4	214530-00000	00000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK	Apple Computer	000519	11/17/2008	11/18/2008	
1001796 2	246206-00000	00000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK	Apple Computer	000519	11/17/2008	11/13/2008	
1001797 3	300090-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK	Apple Computer	000519	11/17/2008	11/25/2008	
1001798 2	241408-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK	Apple Computer	000519	11/17/2008	11/13/2008	
1001799 2	246206-00000	0000	DROP	\$0.00	COMPUTER APPLE MACBOOK	Dell Higher Education			11/14/2008	

Creating DCR Documents (cont'd)

❖ 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.

Canopy
The Texas A&M University System

EPA FFX FRS Routing System

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009 Set C/FY

Main Menu > FRS > Vouchers > Voucher Header

to Account Voucher Search Voucher Header Line Item Details Vendor

Voucher: 1001784 Submit

VOUCHER HEADER

Voucher: 1001784 (Voucher Data Form Report)
Description: PRINTING SERVICES
Vendor: A&M Printing Center
Alt. Vendor:
Due Date: 10/16/2008
Invoice Date: 09/01/2008
Delivery Date:
Original Dist Date:
Total: \$2,000.00
St Req Nbr:
Bank Paid Chk Date:
Exempt Fg:
Exempt Reason:
USAS Doc Type:
Long Description: PRINTING SERVICES

Status: PAID
Hold: N
Pending:
State Vchr: N
Revolving: N
Change Source: N
Transaction Code: 166
Customer A/R Nbr:
GSC Order Nbr:
Contract Workforce:
Dept Ref: 00000
Check Nbr:
Check Date: 09/16/2008
ACH Bank Trace:
Wire Transfer Flag:
End Code:
ACH Fg:
ACH Override:
Reconcile Fg:
St Warrant Nbr:
Warrant Date:
PCC Code:

VOUCHER LINE ITEMS

Item	Account	Net Amount	PO Number	Invoice Nbr	Bank	Drop Fg	Void Fg
1	300210-00000-4010	\$0.00			06000	N	N
2	241190-00000-5616	\$1,500.00			06000	N	N
3	241102-00000-5616	\$500.00			06000	N	N

CORRECTION RESULTS (TOTAL ITEMS: 35)

DCR ID	Status	Route	Doc ID	Justification	Description	Created Date	Created by	Last Updated	Last updated by
J900001	CO	DCRAM900001		CAPITAL/INVENTORY GOODS CHANGE (CI)	change obj code	11/21/2008 14:05:05	Raines, Andrea L	02/16/2009 13:23:25	Gibson, Catherine D
J900002	JP			CAPITAL/INVENTORY GOODS CHANGE (CI)	To correct object class code	11/21/2008 14:05:05	Williams, Ketra S	11/21/2008 14:08:05	Williams, Ketra S
J900003	JP			PROCESSED ON THE WRONG ACCOUNT (PW)	Correct account amounts	11/21/2008 14:21:23	Williams, Ketra S	11/21/2008 14:23:06	Williams, Ketra S
J900004	CL	DCRAM900004		CLERICAL ERROR (ER)	switch line items amounts	11/21/2008 14:21:41	Raines, Andrea L	07/13/2009 15:14:28	Johns, Scott M
J900005	CL	DCRAM900005		NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	account transfers	11/21/2008 14:33:43	Raines, Andrea L	11/21/2008 14:39:43	Raines, Andrea L

Creating DCR Documents (cont'd)

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.

Canopy
The Texas A&M University System

EPA FFX FRS Routing System Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2010 Set CCIFY

Main Menu > FRS > Account > Transactions

Account Search Subcode Search My Accounts Attributes Summary Open Comm Transactions Payroll Reports Vouchers

Account: 650292 GENERAL SCHOLARSHIP ACCOUNT - NONIN Dept: FAID Student Financial Aid Freeze: No
Responsible Person: Pettibon, Joseph P, II Sub-Dept: Delete: No

Select an account: Select an account... or type in an account number: 650292 or type in a bank number:
Months: Sep Thru: Oct Subcode: TC: Ref2: Ref4: Transaction Type: Direct

Submit Reset

(TOTAL ITEMS: 1) (DIRECT)

Subcode	TC	Ref1	Ref2	Ref4	Description	Amount	Batch Date	Batch Ref	D Or C	Offset
5928	061		9994634	9991863	OMEGA GiftID 994634	(\$700.00)	09/16/2009	SUN001	N	001016-1610
Grand Total:						(\$700.00)				

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 10/26/2009 5:01:33 PM Debug Info Site Management

Top of Page

Theme: Default Set Theme
Turn Paging On
System - Site Map

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

Canopy
The Texas A&M University System

EPA FFX FRS Routing System Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2010 Set CCIFY

Main Menu > FRS > Account > Transactions

Account Search Subcode Search My Accounts Attributes Summary Open Comm Transactions Payroll Reports Vouchers

Account: 650292 GENERAL SCHOLARSHIP ACCOUNT - NONIN Dept: FAID Student Financial Aid Freeze: No
Responsible Person: Pettibon, Joseph P, II Sub-Dept: Delete: No

Select an account: Select an account... or type in an account number: 650292 or type in a bank number:
Months: Sep Thru: Oct Subcode: TC: Ref2: Ref4: Transaction Type: Direct

Submit Reset

Transaction Details

Date: 10/16/2009 Amount: (\$700.00)
Description: OMEGA GiftID 994634 Correctable Amount: \$700.00
Trans Code: 061 JE - IDT Dir/Ind: D
Account: 650292-0000-5928
GENERAL SCHOLARSHIP ACCOUNT - NONIN Named Recipient Scholarship Expense
Offset: 001016-0000-1610
CLEARING-GIFT DEPOSITS Cash Receipts Clearing

PO/Enc Ref1: Cost Ref1: Fiscal year: 2010
Ref2: 9994634 2: Month: 9
Ref3: 3: Batch Date: 09/16/2009
Ref4: 9991863 Bank: 04060 Batch Ref: SUN001

Vndr/Card ID:
Enc Obj Cd:
Override Comp Cd:
Liquidation Amt: \$0.00

Processed: 10/16/2009 10:20 AM
User Id: K702FA
Oper Id: BATCH
Term Id: STEP01
Internal Tracking Nbr: 1222339

Indirect Base Code:
Base Amount: \$0.00

Close Details View Indirects **Create DCR**

(TOTAL ITEMS: 1) (DIRECT)

Subcode	TC	Ref1	Ref2	Ref4	Description	Amount	Batch Date	Batch Ref	D Or C	Offset
5928	061		9994634	9991863	OMEGA GiftID 994634	(\$700.00)	09/16/2009	SUN001	N	001016-1610
Grand Total:						(\$700.00)				

Creating DCR Documents (cont'd)

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.

The screenshot shows the Canopy system interface for editing a DCR Document. The top navigation bar includes 'EPA', 'FFX', 'FRS', 'Routing', and 'System'. The 'Main Menu' is set to 'FRS' > 'DCR' > 'DCR Document'. A message states: 'INFO: DCR Document Y900001 has been successfully added'. Below this, there is a 'DCR Search' section with a dropdown for 'DCR: Y900001' and a 'DCR Action' dropdown set to 'Select an action'. A 'Submit' button is present.

The 'DEPARTMENTAL CORRECTION REQUEST HEADER' section displays the following information:

- DCR Number: Y900001
- Voucher Number: 0000025
- Route Doc: [empty]
- Description: [empty]
- Justification Code: [Select a code...]
- Created Date: 10/30/2008
- Last Update Date: [empty]
- Attachments: [empty]
- DCR Fy: 2009
- Voucher FY: 2008
- DCR Status: In Process (IP)
- Type: Voucher (V)
- Route Status: ()
- Created By: Walsh, Diane L.
- Last Updated By: [empty]

The 'Add new attachment:' section includes a 'Name' dropdown (with a hint '(select one or type in your own)'), a 'File location' text input, and a 'Browse...' button. Below this is the 'Add Attachment' button, which is highlighted with a red box. An arrow points from this button to the 'Save' button in the 'CORRECTED LINE ITEMS' section, which is also highlighted with a red box.

The 'CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)' section contains a table with the following data:

Item	Orig	Account	Account Description	Subcode	Subcode Description	Dept	Sub Dept	Dept Name	Net Amount
1	Y	271300-00000	FMO	4010	Supplies - Office General	FISC	FMO	Financial Management Operations	\$1,500.00

Below the table is a section for 'CORRECTIVE ACTIONS'.

- 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.

Creating DCR Documents (cont'd)

3. Make the Corrections.

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

Canopy
The Texas A&M University System

EPA FFX FRS Routing System Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2010 Set CC/FY

Main Menu > FRS > DCR > DCR Document

INFO: DCR Document J000003 has been successfully added

DCR Search DCR Document Create DCR

DCR: J000003 DCR Action: Select an action...

Submit

DEPARTMENTAL CORRECTION REQUEST
HEADER - DEFAULT VIEW

ACCOUNT NET
EFFECT

DCR Document: J000003 DCR FY: 2010 DCR Status: In Process (IP)
Voucher: 1001784 Voucher FY: 2009 Type: Voucher (V)
Route Document: Route Status:
Description: Supplies
Justification Code: OT - OTHER (SEE NOTES)
Created By: Walsh, Diane L (10/27/2009)
Last Update By:
Attachments: Add

Save Cancel

NO records found to display.

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name
1	Y	300210-00000	FOOD SERVICES	4010	Supplies - Office General	FDSV		Dining Services
2	Y	241190-00000	DEAN, COLLEGE OF ARCHITECTURE	5616	Reproduction Services	CLAR		College Of Architecture
3	Y	241102-00000	CARC - SUPPORT SERVICES	5616	Reproduction Services	CLAR		College Of Architecture

Orig Line Item: 2 Credit Orig Amt: 1500.00

New Account: 24119000000 New Subcode: 5616 Amount: 1500.00

Save Cancel

- 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.

Orig Line Item: 2

Orig Account: 110123000004011

New Account: 11012300000 New Subcode: 4020

Orig Amt: 80.00

Amount: 40.00

Save Cancel Get Line Item

Creating DCR Documents (cont'd)

This is a display of the entire page.

Canopy

The Texas A&M University System

Logout

EPAFFXFRSRouting

Campus: TAMU TRAINING CAMPUS (AM)

Fiscal Year: 2009

System

Set CC/FY

Main Menu

FRS

DCR

DCR Document

DCR Search

DCR Document

Create DCR

DCR: Y900001

DCR Action: Select an action...

Submit

HELP

Send Feedback

DEPARTMENTAL CORRECTION REQUEST HEADER

DCR Number: Y900001 (DCR Report)

DCR Fy: 2009

DCR Status: In Process (IP)

Voucher Number: 0000025

Voucher FY: 2008

Type: Voucher (V)

Route Doc:

Route Status: ()

Description:

Justification Code: ()

Created Date: 10/30/2008

Created By: Walsh, Diane L.

Last Update Date:

Last Updated By:

Attachments:

Edit

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	Account Description	Subcode	Subcode Description	Dept SubDept	Dept Name	Net Amount
1	Y	271300-00000	FMO	4010	Supplies - Office General	FISC FMO	Financial Management Operations	\$1,500.00

CORRECTIVE ACTIONS

No records found to display.

Orig Line Item: 1

Orig Account: 271300000004010

Orig Amt: 1500.00

New Account: 271300000000

New Subcode: 4010

Amount: 1500.00

Save

Cancel

Get Line Item

COMPLETED FYIS RECIPIENT

No records found to display.

Add FYI

DCR NOTES

There are no DCR notes for this document.

Add Notes

Canopy, a Business Computing Services application.

The Texas A&M University System

Version: 10/14/2008 2:09:27 PM

Debug Info

Site Management

Top of Page

Theme: Large Font

Set Theme

Turn Paging On

System - Site Map

All DCR amounts entered are positive; the posting handles the credits and debits.

Creating DCR Documents (cont'd)

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**.

Canopy
The Texas A&M University System

EPA FFX FRS Routing
System

Main Menu » FRS » DCR » DCR Document

DCR Search DCR Document Create DCR

DCR: Y900001 DCR Action: Select an action...

Submit

Logout

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009
Set CC/FY

HELP? Send Feedback

DEPARTMENTAL CORRECTION REQUEST HEADER

DCR Number: Y900001 (DCR Report)
Voucher Number: 0000025 Show

Route Doc:
Description: Supplies Correction
Justification Code: OBJECT CODE MODIFICATIONS (OC)
Created Date: 10/30/2008
Last Update Date: 11/07/2008
Attachments:

DCR Fy: 2009
Voucher FY: 2008
DCR Status: In Process (IP)
Type: Voucher (V)
Route Status: ()

Created By: Walsh, Diane L
Last Updated By: Walsh, Diane L

Edit

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept SubDept	Dept Name	Net Amount
1	Y 271300-00000	FMO	4010	Supplies - Office General	FISC FMO	Financial Management Operations	\$0.00
2	271300-00000	FMO	4011	Supplies - Paper Goods & Janitorial	FISC FMO	Financial Management Operations	\$1,500.00

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

CORRECTIVE ACTIONS

Item	Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount
1	1	271300-00000-4010	1500.00	271300-00000	FMO	4011	Supplies - Paper Goods & Janitorial	\$1,500.00

Add Correction

COMPLETED FYIS RECIPIENT

No records found to display.

Add FYI

DCR NOTES

There are no DCR notes for this document.

Add Notes

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 10/14/2008 2:09:27 PM [Debug Info](#) [Site Management](#)

[Top of Page](#)

Theme: Large Font Set Theme
Turn Paging On
System - Site Map

Creating DCR Documents (cont'd)

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.

Canopy
The Texas A&M University System

EPA FFX FRS Routing System Campus: TEXAS A&M UNIVERSITY (02) Fiscal Year: 2010 Set CC/FY

Main Menu > FRS > DCR > DCR Document

DCR Search DCR Document Create DCR

DCR: J000008 DCR Action: Select an action...

Submit

DEPARTMENTAL CORRECTION REQUEST HEADER - DOUBLE VIEW

DCR Document: J000008 (DCR Report) DCR FY: 2010 DCR Status: Completed (CO)
Transaction: Journal Entry (Ref2: W705273) Transaction FY: 2010 Type: Transaction (T)
Route Document: DCR02J000008 Route Status: Final (FN)
Description: Charged to Wrong Account
Justification Code: CLERICAL ERROR (ER)
Created By: Ford, Lisa M (09/16/2009)
Last Update By: Roubion, David A (09/16/2009)
Attachments:

ACCOUNT NET EFFECT

Account	Debit	Credit
201790-00000	\$600.00	\$0.00
300090-12000	\$0.00	\$600.00
	\$600.00	\$600.00

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

No records found to display.

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount CR	New Account	New Account Description	New Subcode	New Subcode Description	Amount CR
1	300090-12000-5840	\$600.00	201790-00000	WOMEN'S BASKETBALL CAMP	5840	Rental of Motor Vehicles	\$600.00

COMPLETED FYIS RECIPIENT

Creating DCR Documents (cont'd)

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

Canopy
The Texas A&M University System

EPA FFX FRS Routing
System

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009
Set CC/FY

Main Menu » FRS » DCR » DCR Document

DCR Search DCR Document Create DCR

DCR: Y900001 DCR Action: Select an action...

Submit

DEPARTMENTAL CORRECTION REQUEST HEADER

DCR Number: Y900001 (DCR Report) DCR Fy: 2009 DCR Status: In Process (IP)
Voucher Number: 0000025 Voucher FY: 2008 Type: Voucher (V)
Route Doc: Route Status: ()
Description: Supplies Correction
Justification Code: OBJECT CODE MODIFICATIONS (OC)
Created Date: 10/30/2008 Created By: Walsh, Diane L
Last Update Date: 11/07/2008 Last Updated By: Walsh, Diane L
Attachments:

Edit

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Item	Orig	Account	Account Description	Subcode	Subcode Description	Dept SubDept	Dept Name	Net Amount
1	Y	271300-00000	FMO	4010	Supplies - Office General	FISC FMO	Financial Management Operations	\$0.00
2		271300-00000	FMO	4011	Supplies - Paper Goods & Janitorial	FISC FMO	Financial Management Operations	\$1,500.00

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

CORRECTIVE ACTIONS

Item	Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount
1	1	271300-00000-4010	1500.00	271300-00000	FMO	4011	Supplies - Paper Goods & Janitorial	\$1,500.00

Add Correction

COMPLETED FYIS RECIPIENT

No records found to display.

Add FYI

DCR NOTES

There are no DCR notes for this document.

Add Notes

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 10/14/2008 2:09:27 PM [Debug Info](#) [Site Management](#)

[Top of Page](#)

Theme: Large Font Set Theme
Turn Paging On
System - Site Map

Creating DCR Documents (cont'd)

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**. When proper settings are established and the DCR meets the criteria on Screen 933 – optional **Research** routing may occur, and then the document will flow to 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 automatic transactions are posted to FAMIS. Manual transactions will have to be posted as a separate manual step by the AP staff. All posted transactions 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.

Documents Approvals not requiring Manual steps may be processed in CANOPY or on Screen 910 in FAMIS. Documents requiring Manual steps may only be processed in CANOPY.

5. Search DCR Documents

Click on **FRS => DCR => DCR Search**; enter a partial DCR Document ID, an Account Number, or the complete original Document ID.

The screenshot shows the Canopy DCR Search interface. At the top, there's a navigation bar with 'Main Menu', 'FRS', 'DCR', and 'DCR Search'. Below this, there's a search form with fields for 'Document ID', 'Status', 'Select an account', 'Dcr Type', and 'Original Doc ID'. A red box highlights the 'Document ID' field. Below the search form, there's a table titled 'DCR SEARCH RESULTS (Total Items: 31)'. The table has columns for ID, Type, Status, ID, Route Doc ID, Justification, Description, Created Date, Created by, Last Updated, and Last updated by. The table contains 31 rows of data, each representing a DCR document.

ID	Type	Status	ID	Route Doc ID	Justification	Description	Created Date	Created by	Last Updated	Last updated by
C800082	Voucher (V)	Completed (CO)	0800016	DCRABC800082	NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	test	08/19/2008 16:15:41	Petrov, Svetlozar Y	08/19/2008 16:17:30	Petrov, Svetlozar Y
C800092	Voucher (V)	Closed (CL)	0800016	DCRABC800092	CLERICAL ERROR (ER)	Pay up sucker	08/28/2008 13:48:07	Young, Henry C	08/28/2008 14:38:34	Young, Henry C
C800091	Voucher (V)	Closed (CL)	0800016	DCRABC800091	CLEAR DEFICIT IN THE ACCOUNT (DF)	More Money	08/29/2008 08:50:12	Young, Henry C	08/29/2008 08:58:09	Young, Henry C
C800093	Voucher (V)	Closed (CL)	0800016	DCRABC800093	NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	Once again	08/29/2008 10:37:39	Young, Henry C	08/29/2008 13:32:27	Young, Henry C
C800092	Voucher (V)	Closed (CL)	0800016	DCRABC800092	CLERICAL ERROR (ER)	Once More	08/29/2008 09:15:24	Young, Henry C	08/29/2008 10:07:55	Young, Henry C
C800094	Voucher (V)	Closed (CL)	0800016	DCRABC800094	CLEAR DEFICIT IN THE ACCOUNT (DF)	Another One	08/29/2008 13:48:51	Young, Henry C	08/29/2008 13:55:09	Young, Henry C
C800095	Voucher (V)	Closed (CL)	0800016	DCRABC800095	CLEAR DEFICIT IN THE ACCOUNT (DF)	once again	08/29/2008 13:57:10	Young, Henry C	08/29/2008 14:30:43	Young, Henry C
C800096	Voucher (V)	Closed (CL)	0800016	DCRABC800096	CLERICAL ERROR (ER)	this space intentionally left blank	08/29/2008 14:45:37	Young, Henry C	08/29/2008 14:55:11	Young, Henry C
C800097	Voucher (V)	Closed (CL)	0800016	DCRABC800097	NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	test	08/29/2008 15:10:45	Johns, Scott M	08/29/2008 15:34:07	Johns, Scott M
C800099	Voucher (V)	Completed (CO)	0800016	DCRABC800099	NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	MORE STUFF	08/29/2008 17:08:45	Young, Henry C	09/01/2008 16:30:42	Johns, Scott M
C800098	Voucher (V)	Cancelled (CN)	0800016	DCRABC800098	CAPITOL/INVENTORY GOODS CHANGE (CI)	Route It	08/29/2008 15:49:04	Young, Henry C	09/01/2008 16:19:54	Johns, Scott M
C800100	Voucher (V)	Cancelled (CN)	0800016	DCRABC800100	NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	test post line 6	09/01/2008 16:20:23	Johns, Scott M	09/01/2008 16:22:45	Johns, Scott M
C800102	Voucher (V)	Completed (CO)	0800021	DCRABC800102	NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	clean test processed	09/02/2008 10:37:03	Petrov, Svetlozar Y	09/02/2008 10:39:55	Petrov, Svetlozar Y
C800103	Voucher (V)	Completed (CO)	0800021	DCRABC800103	NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	test clean processed flag	09/02/2008 10:39:31	Petrov, Svetlozar Y	09/02/2008 10:41:10	Petrov, Svetlozar Y
C800104	Voucher (V)	Completed (CO)	0800021	DCRABC800104	NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	another processed flag	09/02/2008 11:05:10	Petrov, Svetlozar Y	09/02/2008 11:32:31	Petrov, Svetlozar Y
C800105	Voucher (V)	Closed (CL)	0800021	DCRABC800105	NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	test	09/02/2008 11:33:09	Petrov, Svetlozar Y	09/04/2008 11:23:23	Petrov, Svetlozar Y
C800107	Voucher (V)	Closed (CL)	0800021	DCRABC800107	NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	more flag test	09/10/2008 09:04:48	Petrov, Svetlozar Y	09/10/2008 09:21:34	Petrov, Svetlozar Y
C800108	Voucher (V)	Completed (CO)	0800016	DCRABC800108	CLEAR DEFICIT IN THE ACCOUNT (DF)	test reconciliation	09/17/2008 14:59:28	Petrov, Svetlozar Y	09/17/2008 15:00:25	Petrov, Svetlozar Y
C800109	Voucher (V)	Completed (CO)	0800016	DCRABC800109	CAPITOL/INVENTORY GOODS CHANGE (CI)	test reconciliation	09/17/2008 15:00:54	Petrov, Svetlozar Y	09/17/2008 15:02:34	Petrov, Svetlozar Y

Manual DCR

To standardize the voucher correction process, DCR documents may now be used to document all types of voucher corrections. Transactions the DCRs can already automatically post 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 work-flow step 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.

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** ⚠ on voucher correction line items which are completed manually.
- **Remaining Correctable Amount**; only viewable in Canopy.

Canopy
The Texas A&M University System

Campus: TEST DEFAULT CAMPUS2 (AB) Fiscal Year: 2014 Set CCIFY Logout

EPA FFX FRS Buy A&M Routing System

Main Menu > FRS > Vouchers > Voucher Header

to Account Voucher Search Voucher Header Line Item Details Vendor

Voucher: 0001294 Submit

Voucher Header

Voucher: 0001294 (Voucher Data Form Report)

Description: Vendor: 00002210 Cabela's Status: PAID Hold: N Pending: N State Vchr: N Revolving: Y Change Source: Y Transaction Code: 160

Alt. Vendor: Due Date: 08/20/2014 Invoice Date: 08/06/2014 Delivery Date: Original Dist Date:

Customer A/R Nbr: GSC Order Nbr: Contract Workforce: N Dept Ref: 123

Check Nbr: 000110 ACH Fg: ACH Date: 07/01/2014 ACH Override:

Wire Trans: Net: \$123.56

Bank Paid Chk Date: Exempt Fg: USAS Doc Type: Long Description:

New Manual Amount
Net - Manual = Correctable
*** ONLY IN CANOPY**

Voucher Line Items

Item	Account	Net Amount	Manual Amount	Correctable Amount	PO Number	Invoice Nbr	Bank	Drop Flag	Void Flag	
1	231901-00000-4020	\$122.56	\$2.00	\$120.56			00001	N	N	Create DCR
2	231901-00000-4010	\$1.00	\$0.00	\$0.00			00001	N	N	Create DCR

Correction

DCR ID	Status	Route Doc ID	Justification	Description	Created by	Last Updated	Last updated by
4431054	CO	DCRABJ431054	CLERICAL ERROR (ER)	Manual DCR Test	Henry C	08/20/2014 16:30:54	Young, Henry C

New Manual Indicators - Warning Icon

Canopy, a Business Computing Services application. Top of Page Theme: Neon Blue Set Theme

Creating DCR Documents (cont'd)

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.

Canopy
The Texas A&M University System

Campus: TEST DEFAULT CAMPUS2 (AB) Fiscal Year: 2014 Set COFY Logout

EPA FFX FRS Buy A&M Routing System

Main Menu FRS DCR DCR Document

DCR Search DCR Document Create DCR

DCR: J431054 DCR Action: Select an action... Submit

Departmental Correction Request Header - Single View

DCR Document: J431054 (DCR Report) DCR FY: 2014
Voucher: 0001294 Show Voucher FY: 2014
Route Document: DCRABJ431054
Description: Manual DCR Test
Justification Code: CLERICAL ERROR (ER)
Created By: Young, Henry C (08/20/2014)
Last Update By: Young, Henry C (08/20/2014)
Attachments:

Account Net E

Account	Account Description	Amount
231901-00000	HENRY'S TEST ACCOUNT	\$2.00
610000-00000	JANNA'S TEST SL - GATEWAY	\$2.00
Net Total:		\$0.00

New Manual Indicators
- Warning Icon
- Confirm Message

New Fields
- Original Bank
- New Bank
- Item Notes

⚠ DCR contains manual processing items.
Check to confirm manual processing. ☐

Corrected Line Items (Includes Original and Proposed)
No records found to display.

Corrective Actions

Orig Item	Original Account	Original Bank	Original Amount	New Account	New Bank	New Account Description	New Subcode	New Subcode Description	Amount
1	231901-00000-4020	00001	\$123.56	231901-00000	00001	HENRY'S TEST ACCOUNT	4010	Supplies - Office General	\$1.00
1	231901-00000-4020	00001	\$123.56	610000-00000	00004	JANNA'S TEST SL - GATEWAY	4020	Computer Consumables	\$2.00

Completed FYIs Recipient
There are no FYIs for this document.

Document Notes

DCR Year-End Processing

At the end of 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.

DCR Routing and Approval Features

Following are the routing possibilities 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
 - 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
- SRS Research Routing (TAMRF)
- NON SRS Research Routing
- Processing Desk

DCR Acknowledgement can't be done on the 910 coversheet at this time, only in Canopy.

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.

DCR Routing Maintenance (Screen 933) PF9 Settings

Pressing **PF9** on Screen 933 will display the options for 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.

The Dept Routing settings should be configured for how the departmental approvals should flow. This setting works independently of the Processing Office settings.

```

933 DCR Settings Maintenance                                01/07/15 08:16
                                                            FY 2015 CC 02
+-----+
| C&G Flag Maintenance                                     |
|-----+
| Dept Routing      Processing Office                     |
| 'RSFN' SRS Routing 'DCR Office'                         |
|-----+
| Cost Share Link : N Cost Share Link : N                 |
| SRS Accounts      : N SRS Accounts      : N             |
| NON SRS Research: N NON SRS Research: N                 |
|-----+
| FILTER            FILTER                                |
|-----+
| Over 90 Day Rule: N Over 90 Day Rule: N                 |
|-----+
| Setting the flags to yes                                |
| will follow the C&G                                     |
| Processing Office Path and/                             |
| or will add 02-RSFN CC-UNIT                             |
|-----+
| NOTE                                                     |
| The path and unit will only                             |
| set when rule met for each                             |
|-----+
| PF4=Exit                                                 |
+-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp      FFX   C&GA  Sbcd  rAcct C&GF

```

These flags are evaluated in the following order:

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

DCR Routing and Approval Features (cont'd)

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 conversion chart for the Over 90 rule, see below:

Month Expense Originally Posted	Over 90 Days
May	September
June	October
July	November
August	December
September	January
October	February
November	March
December	April
January	May
February	June
March	July
April	August

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 Accounts

When the old or new account on a DCR is flagged as SRS, the Research 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:

CFDA Nbr: _____	NSF Category: _____
Activity: _____	
Science/Engineering Field: _____	----- Special Areas of Interest -----
Character of Work: _____	_____
Selection Process: _____	_____

DCR Routing and Approval Features (cont'd)

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 (PF9 key).

The DCR Office (Processing Office) settings should be configured for how the DCR Office approvals should flow. These settings work independently of the Departmental Routing settings.

933 DCR Settings Maintenance 01/07/15 08:16
FY 2015 CC 02

C&G Flag Maintenance		
Dept Routing	Processing Office	NOTE
'RSFN' SRS Routing	'DCR Office'	
Cost Share Link : N	Cost Share Link : N	Setting the flags to yes will follow the C&G Processing Office Path and/or will add 02-RSFN CC-UNIT
SRS Accounts : N	SRS Accounts : N	
NON SRS Research: N	NON SRS Research: N	
FILTER	FILTER	NOTE
Over 90 Day Rule: N	Over 90 Day Rule: N	The path and unit will only set when rule met for each

PF4=Exit

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

The DCR Office flags are evaluated in the following order:

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

DCR Routing and Approval Features (cont'd)

90 Day Rule controls:

Month Expense Originally Posted	Over 90 Days
May	September
June	October
July	November
August	December
September	January
October	February
November	March
December	April
January	May
February	June
March	July
April	August

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.

CFDA Nbr: _____	NSF Category: _____
Activity: _____	
Science/Engineering Field: _____	----- Special Areas of Interest -----
Character of Work: _____	_____
Selection Process: _____	_____

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 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](#))

DCR 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.

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

Recommended Action:

- Set Flags on 922
- Move SRS to DCR Signer desk for RSFN

Research Routing Quick Setup Guide

Screen 933 DCR Settings – Setup

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.

Determine settings for DCR C&G flags and maintain on Screen 933.

933 DCR Settings Maintenance		01/06/15 17:08 FY 2014 CC AB
C&G Flag Maintenance		
Dept Routing 'RSFN' SRS Routing	Processing Office 'DCR Office'	NOTE
Cost Share Link : Y	Cost Share Link : N	Setting the flags to yes
SRS Accounts : Y	SRS Accounts : N	will follow the C&G
NON SRS Research: N	NON SRS Research: Y	Processing Office Path and/ or will add 02-RSFN CC-UNIT
FILTER	FILTER	NOTE
Over 90 Day Rule: Y	Over 90 Day Rule: Y	The path and unit will only set when rule met for each
		PF4=Exit
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp FFX C&GA Sbcd rAcct C&GF		

The flags and are described in the DCR Routing and Approvals Features section of this manual.

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.

921 Dept Paths Create/Modify				01/06/15 16:57	
				CC 05	
Screen: ____		Office: TAMRF ____		View: TAMRFVW ____	
Description: OFFICE TO APPROVE EPA DOCUMENTS ____					
Office Mgr : OSPRY, OLIVIA O					
F	Form	Dept/Sub	Category	Status and Desks	
N	-----				
-	*	*	-----	-----	
-	DT*	*	-----	SIGNER DSK	
-			CTE APPRVR	SIGNER DSK	
-	-----	-----	-----	-----	
-	-----	-----	-----	-----	
-	-----	-----	-----	-----	
*** End of list ***					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help		EHelp Names			

DCR 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 requests to famishelp@tamus.edu, if desired. XXDCRTRN

DCR Implementation Task List (cont'd)

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

933 DCR Settings Maintenance		08/04/09 09:26
Screen: ____ Fiscal Year: 2009		FY 2009 CC 02
DCR Create: Y		
Oldest Doc. FY		
DCR Allowed Types	allowed on a new DCR	Proc Office PATHs

Vouchers: Y	FY: 2008	FFX: FFX
Transactions: N	FY: ____	C&G: C&G
		Both: BOTH

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp FFX C&G Sbcd 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 desired type to "Y" to allow the DCR process for Vouchers and/or Transactions.
- iii. **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
- 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&GBy 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.

Proc Office PATHs

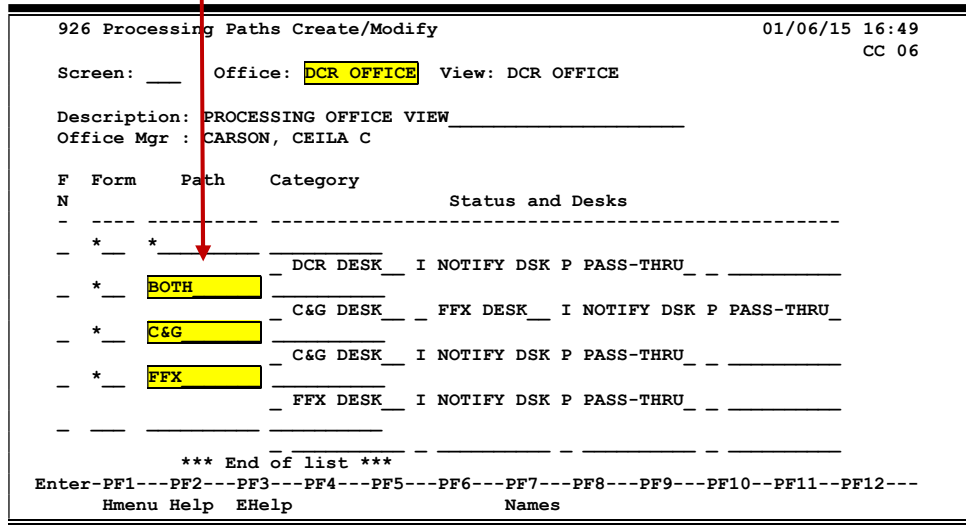
FFX: FFX
C&G: C&G
Both: BOTH

DCR Implementation Task List (cont'd)

Control Fields and Flags on Screen 933 – Continued

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

The Processing Office Paths designated on Screen 933 must be configured on Screen 926 (Processing Paths) prior to the entry on Screen 933.



926 Processing Paths Create/Modify 01/06/15 16:49
CC 06

Screen: ____ Office: **DCR OFFICE** View: DCR OFFICE

Description: PROCESSING OFFICE VIEW
Office Mgr : CARSON, CEILA C

F	Form	Path	Category	Status and Desks
N				
-	*	*	DCR DESK	I NOTIFY DSK P PASS-THRU
-	*	BOTH	C&G DESK	FFX DESK I NOTIFY DSK P PASS-THRU
-	*	C&G	C&G DESK	I NOTIFY DSK P PASS-THRU
-	*	FFX	FFX DESK	I NOTIFY DSK P PASS-THRU

*** End of list ***

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

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.

Control Fields and Flags on Screen 933 – Continued

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

933 DCR Settings Maintenance			07/06/09 11:19
			FY 2009 CC 06
+-----+-----+			
FFX Capitalization Rules			
F	Start	End	
-	5775	5799	
-	8000	8999	
-	_____	_____	
-	_____	_____	
-	_____	_____	
-	_____	_____	
-	_____	_____	
-	_____	_____	
** End of data **			PF4=Exit
+-----+-----+			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp FFX C&G Sbcd			

Control Fields and Flags on Screen 933 – Continued

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

933 DCR Settings Maintenance 07/06/09 11:24
FY 2009 CC 06

Contract/Grants Accounts		
F	Start	End
-	4005XX	599999
-		
-		
-		
-		
-		
-		
-		
-		
** End of data **		

NOTE
Accounts Listed will follow the
C&G Processing Office Path

PF4=Exit

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

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.

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.

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

933 DCR Settings Maintenance				06/04/09 15:18 FY 2009 CC 02	
+-----+-----+-----+-----+-----+-----+					
	Subcodes				
F	Start	End	Allow		
-	0001	1920	N		
-	3000	3000	N		
-	3100	3100	N		
-	3200	3200	N		
-	4000	4000	N		
-	5001	5001	N		
-	5471	5471	N		
-	5900	5900	N		
-	6401	6401	N		
-	8000	8000	N		
** End of data **					
+-----+-----+-----+-----+-----+-----+					
				NOTE	

				All subcodes are allowed by default	
				Entries with allow flag 'Y'	
				override 'N' entries.	
				PF4=Exit	
+-----+-----+-----+-----+-----+-----+					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHelp FFX C&G Sbcd					

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.

926 Processing Paths Create/Modify				06/04/09 15:18	
				CC 02	
Screen: ____ Office: DCR OFFICE View: DCR OFFICE					
Description: Processing office view _____					
Office Mgr : GARNER, GLENDA G					
F	Form	Path	Category	Status and Desks	
N					
-	-----				
-	*	*		-----	
-			DCR DESK	P	PASS-THRU
-	*	BOTH	C&G DESK	FFX DESK	DCR DESK P PASS-THRU
-	*	C&G	I C&G FYI	C&G DESK	DCR DESK P PASS-THRU
-	*	FFX	FFX DESK	DCR DESK	P PASS-THRU
-	-----				
*** End of list ***					
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

- Setup "DEPT CORRECT" with a document prefix of "J." Fill in required fields, leaving the **Prefix Class** field blank.
- Run the FBDU258 to create new numbers for the prefix

b. On Screen 950

- Set up for new Form DCR

950 Electronic Documents Profile									
09/30/11 09:27									
Screen: Form: _____		PANEL: 01MORE>>							
Func	Form	Description	Review by Proc Unit	Processing Unit View	Required Approvals	Cat	Level	Exp	Dt
DBR	DEPT BUD REQ		Y	DBR OFFICE	SIGNER	AM	D		
DCR	DEPT CORRECT		Y	DCR OFFICE	SIGNER		D		
DTV	DEPT TRAVEL		N		SIGNER		D		
EBR	EPA-BUDGET		Y	PAYROLL	SIGNER		D		
EGR	EPA-GRAD		Y	PAYROLL	SIGNER		D		
EWR	EPA-WAGE		Y	PAYROLL	SIGNER		D		
PBD	BID		Y	PURC	NONE		P		
PEP	EXEMPT PURC		N		SIGNER	AM	D		
PIP	INVOICE PROB		N		SIGNER	AM	D		
PLP	LIMITED PURC		N		SIGNER	AM	D		
PPO	PURCH ORDER		Y	PURC	NONE		P		
PRQ	REQUISITION		Y	PURC	SIGNER	AM	D		
TDP	ASSET TRNSFR		Y	PROPERTY	SIGNER		D		
*** End of list ***									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
Hmenu Help EHelp							Left	Right	

- 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

- Set up DCR justification codes; IAFRS-DCR-JUSTIFICATION-CD
- Business/Fiscal Office to submit a Change/Enhancement Request with specific values for your campus

2. Notify Production

- Add VBAR272 to new campus.
 - See Page 47 for more details.

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"

- Enter "DEPT-CORRECT" to initialize the DCR functionality

853 Generic Table			06/04/09 15:15
			CC AM
Screen: ____	Campus Cd: **	Table Type: ASSIGN CONTROL_	
Start From: _____			
Func Code	Key	Maint. on 853	Data
-	ASSET TRANSFER	N	DEPT ASSET TRANSFERS
-	BID	N	BID DOC
-	DEPT BUDGET	N	DEPARTMENTAL BUDGET REQUESTS SCREEN 520
-	DEPT CORRECT	N	DCR DOCUMENTS
-	EXEMPT PURCH	N	EXEMPT PURCHASE SCRENN 236
-	INVOICE PROBLEM	N	
-	LIMITED PURCH	N	LIMITED PURCHASES FOR SCREEN 240
-	MASTER ORDER	N	
-	PURCHASE ORDER	N	
-	REQUISITION	N	
-		-	
***** 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"

- Add ZNSPXCRA to allow "P" poster desk approvals.

853 Generic Table			06/04/09 15:13
			CC 01
Screen: ____	Campus Cd: **	Table Type: ROUTE-BATCH-APP	
Start From: ROUTE			
Func Code	Key	Maint. on 853	Data
-	TBYU851	-	TDP YEAR END AUTO-REJECT AND CANCEL
-	ZNSPXBRA	-	POST DBR ON A 'P' DESK
-	ZNSPXCRA	-	POST DCR ON A 'P' DESK
-	ZNSPXTXA	-	POST TDP ON A 'P' DESK
-		-	
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***** End of data *****			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp			

11. "SALES TO FAMILY" 5 11. "33"

A L L E D G S D O R

DCR Reports and Batches

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 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.

Year End

At the end of 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 cancels 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.