Departmental Correction Request - DCR

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FAMIS Services

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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 DCR documents is only available through CANOPY, the approval actions and inquiry to the routing documents can be done either in CANOPY or 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	**Local to Local Voucher Corrections**
Transaction Corrections	**Deposits, Journal Entries, IDTs (Interdepartmental Transfers)**

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

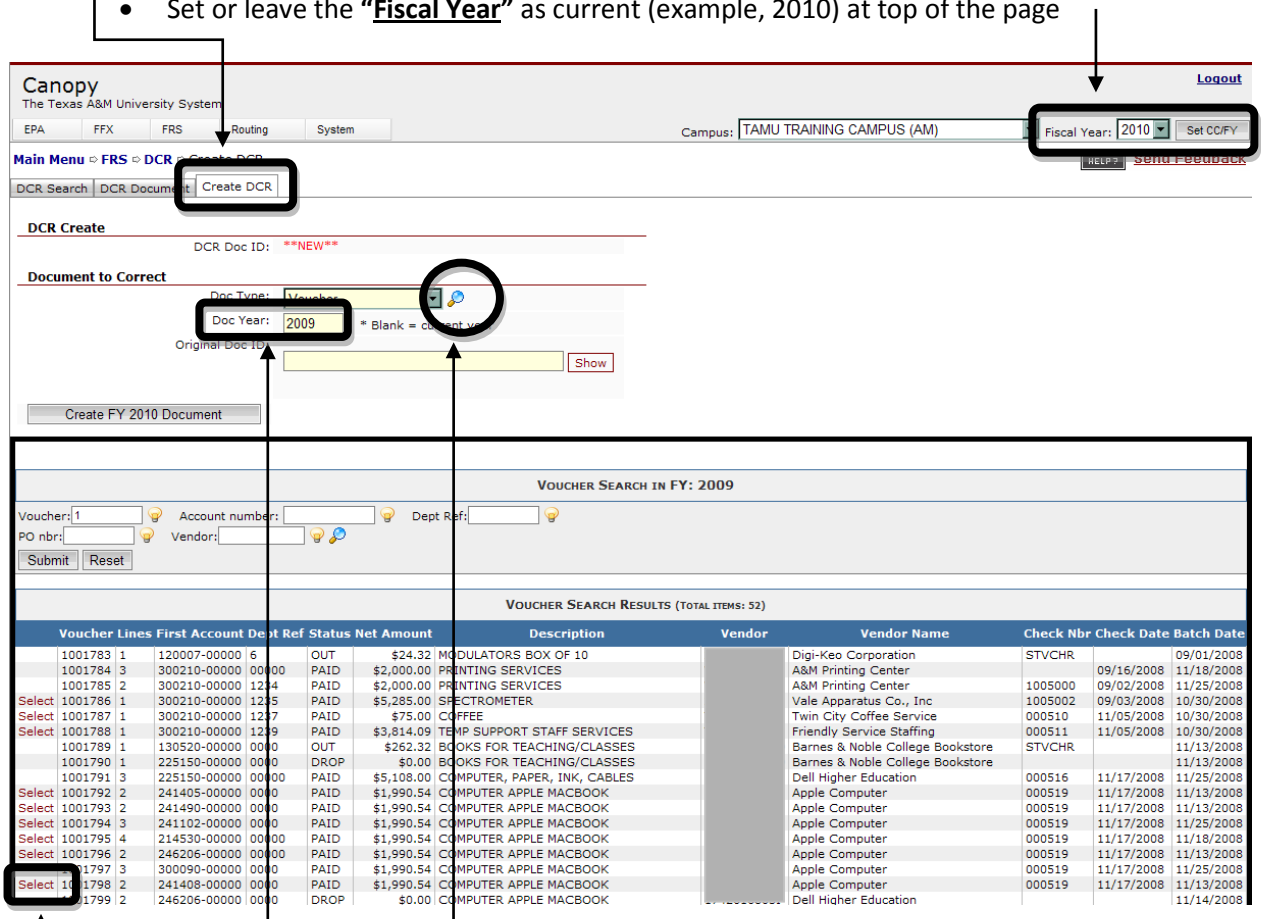
Prior Year Documents (both Vouchers and Transactions)

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

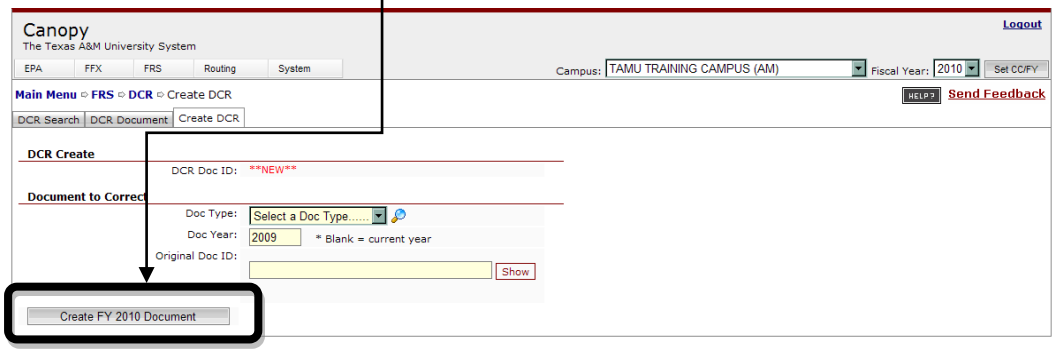
Departmental Correction Request - DCR

To make Prior Year Corrections:

- Go to **"Create DCR"** tab; search for the voucher or transaction. (See Method One below in the DCR Documents section)
- Set or leave the **"Fiscal Year"** as current (example, 2010) at top of the page



- Enter **"Doc Year"** as the year of the document (ex. 2009) to correct
- Click the **"magnifying glass icon"** to search
- **"Select"** the document (ex. 2009 document)
- Click **"Create FY 2010 Document"**



Voucher Corrections

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

General Rules for Voucher Corrections

- DCR documents can only correct **Local to Local** expenses
- Only voucher line items in **'Paid'** or '**Recon'** status can be corrected
- Only the fields of **Account Number**, **Subcode** & **Amount** 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 time
- Fields that **cannot be changed** include Vendor, Bank, and Reference 4 (User Ref)
- The following subcodes **cannot be changed**:

  Revenue Object Codes
  Subcodes on interest line items (501, 502, …)
  All subcodes listed on the Global Subcode Edit Table (Screen 803)
  All subcodes listed on the account Subcode Edit Table (Screen 8)
  All subcodes restricted on the DCR Subcode Control Table (PF7 on Screen 933)

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

Voucher Correction Postings

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

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

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

Transactions that can be corrected include:

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

All transaction corrections post as 060.

General Rules for Transaction Corrections

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

Restrictions on Transaction Corrections

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

Routing

Departmental

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

Executive Level

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

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

Processing Office

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

Routing Paths for Fixed Assets and Contracts & Grants

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

Routing Path for Auto Approvals

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

The 'Auto Approval' rules are:

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

Technically, even the Auto Approval documents pass through the Processing Office. Any errors that occur during posting are available for the people who are on the special 'P' posting desk in the DCR Processing Office.

FYI - For Your Information Routing

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

The creator of the DCR document automatically receives an FYI notification when the document is completed and the transfer has posted.

Reporting

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

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

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

Year End

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

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

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

This cancellation sweeps all (old year) requests and cancels both the routing documents, if they exist, and the DCR documents. Canopy FRS > DCR Search can be used to review all pending transactions.

DCR Documents

1. **Create** the DCR Document

   There are various ways to begin the process

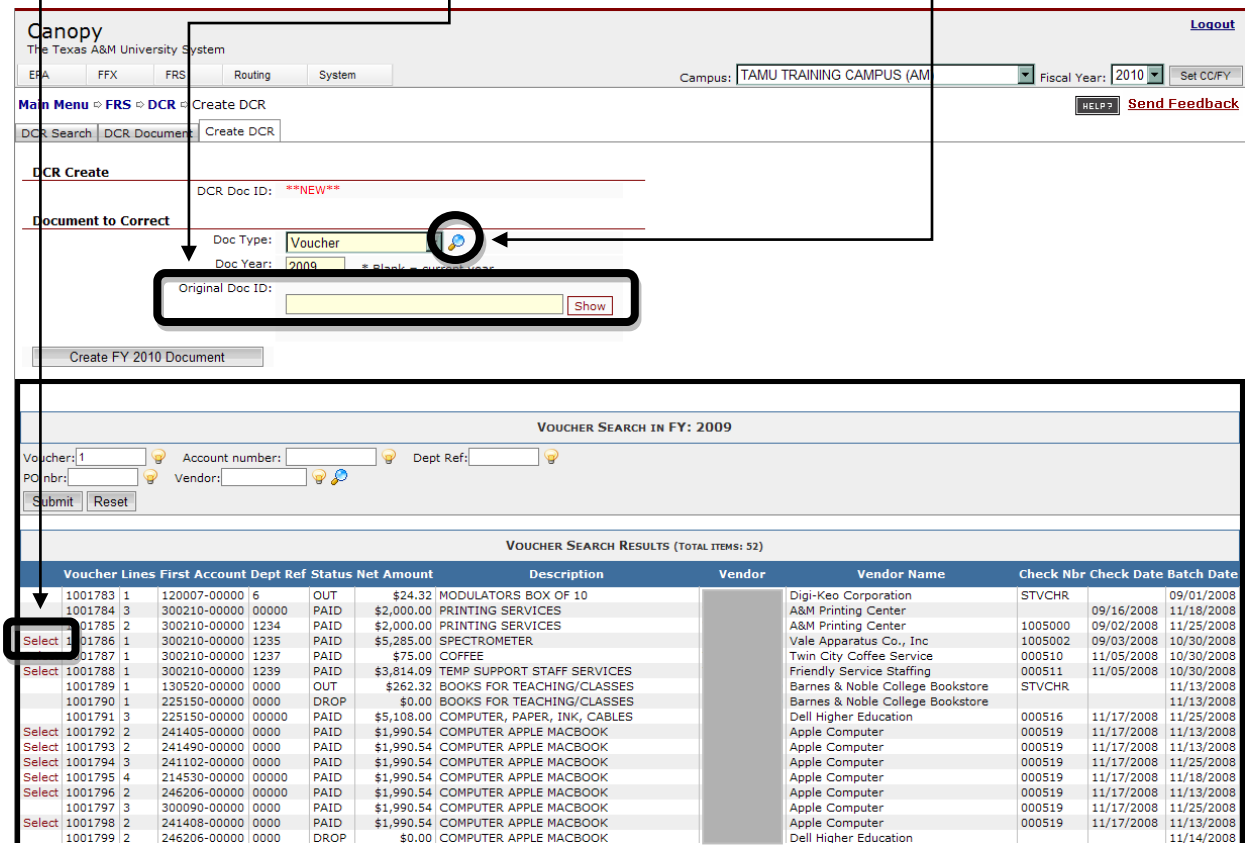
   ❖ **Method One**

   Go directly to Create DCR Document

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

     For a **Transaction**:
     i. Search for the transaction by clicking on the **"magnifying glass icon"**.

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

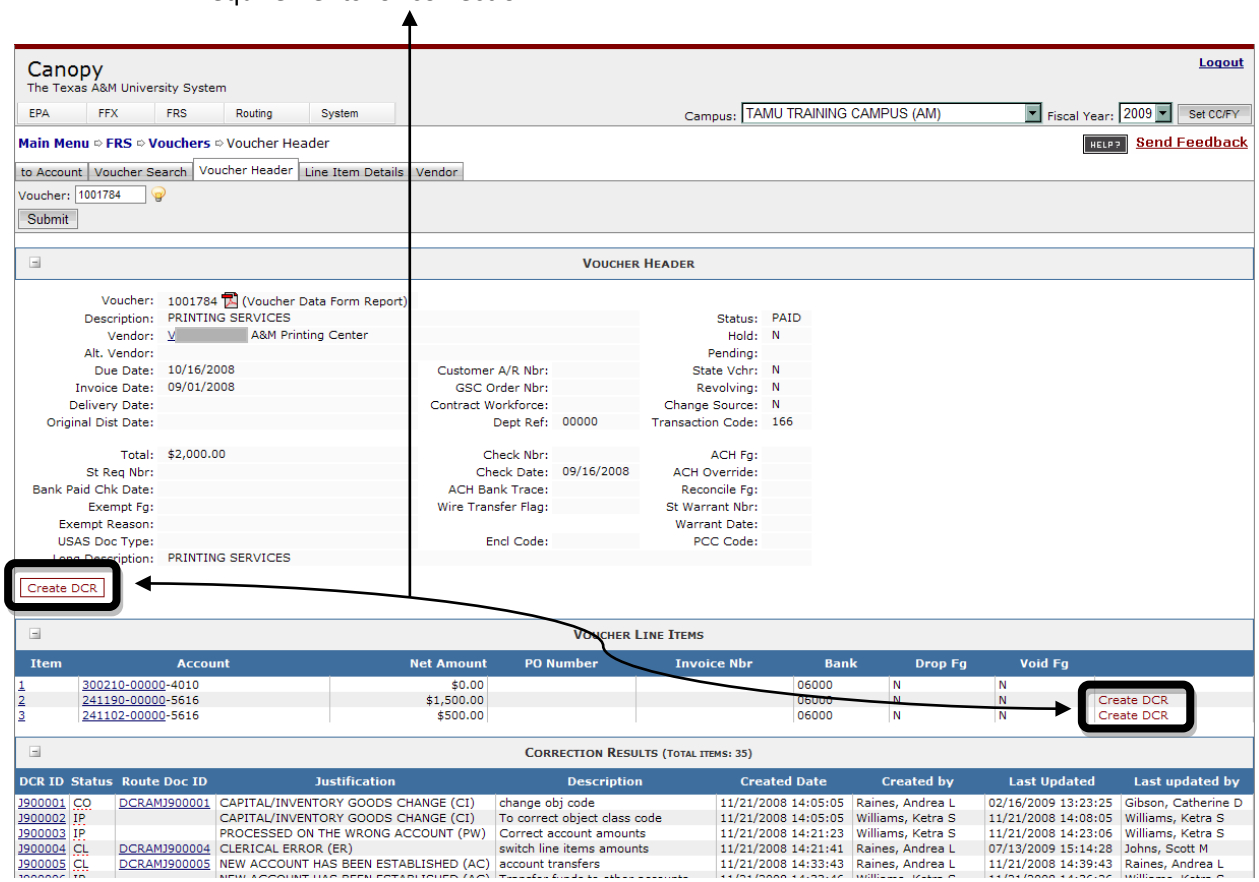


❖ Method Two

Voucher : Begin with a display of the Voucher you want to correct

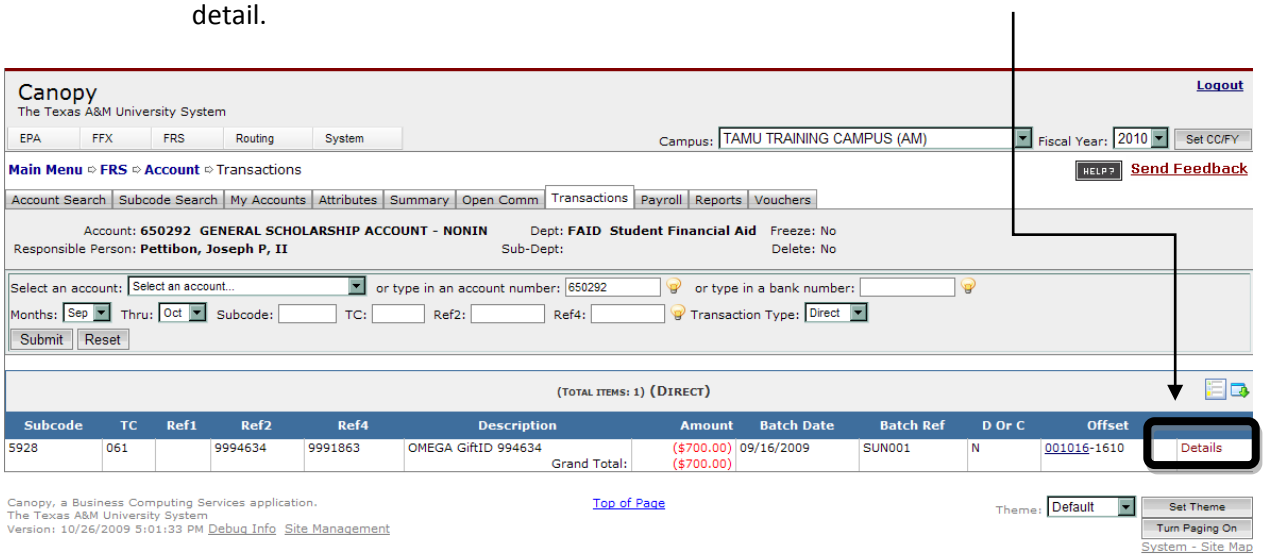
- Using the Voucher Header Tab, type in the Voucher number to be corrected.

- The ability to create a DCR document displays if the voucher meets the minimum requirements for correction.

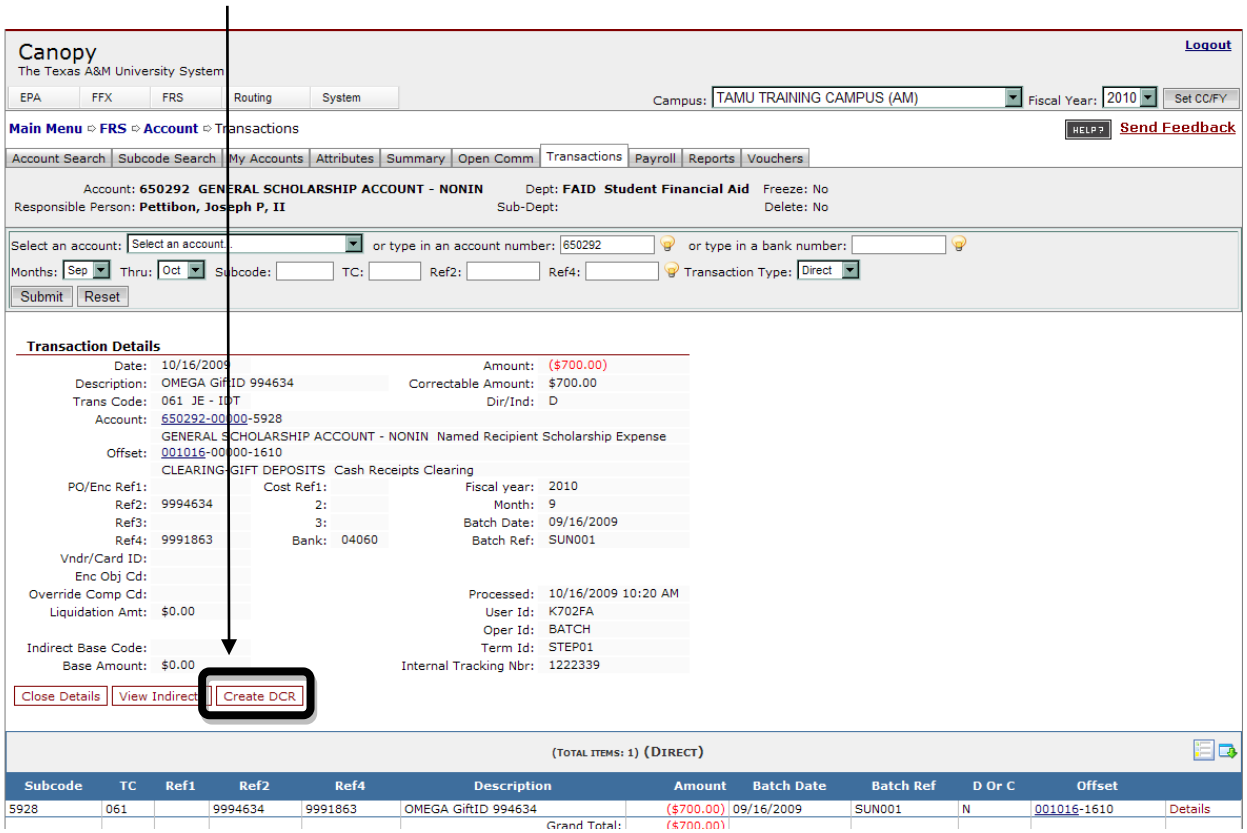


Transaction: Begin with a display of the Transaction you want to correct

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



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

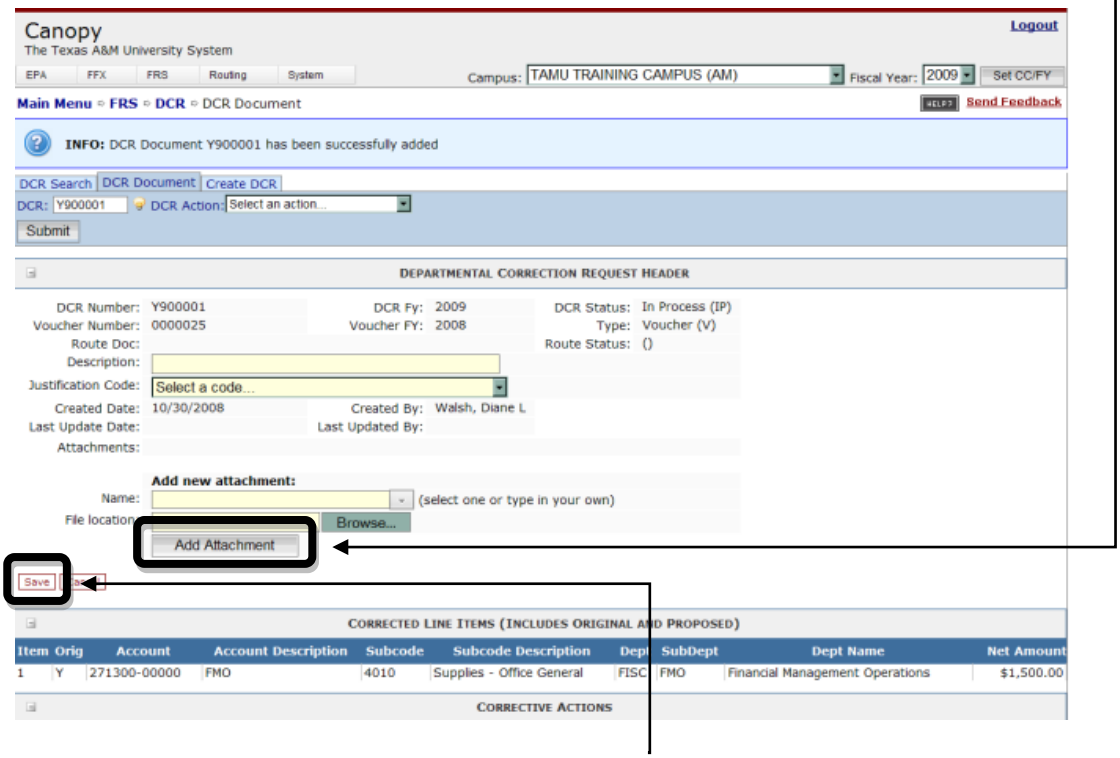


2. **Edit** the DCR Document

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

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

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

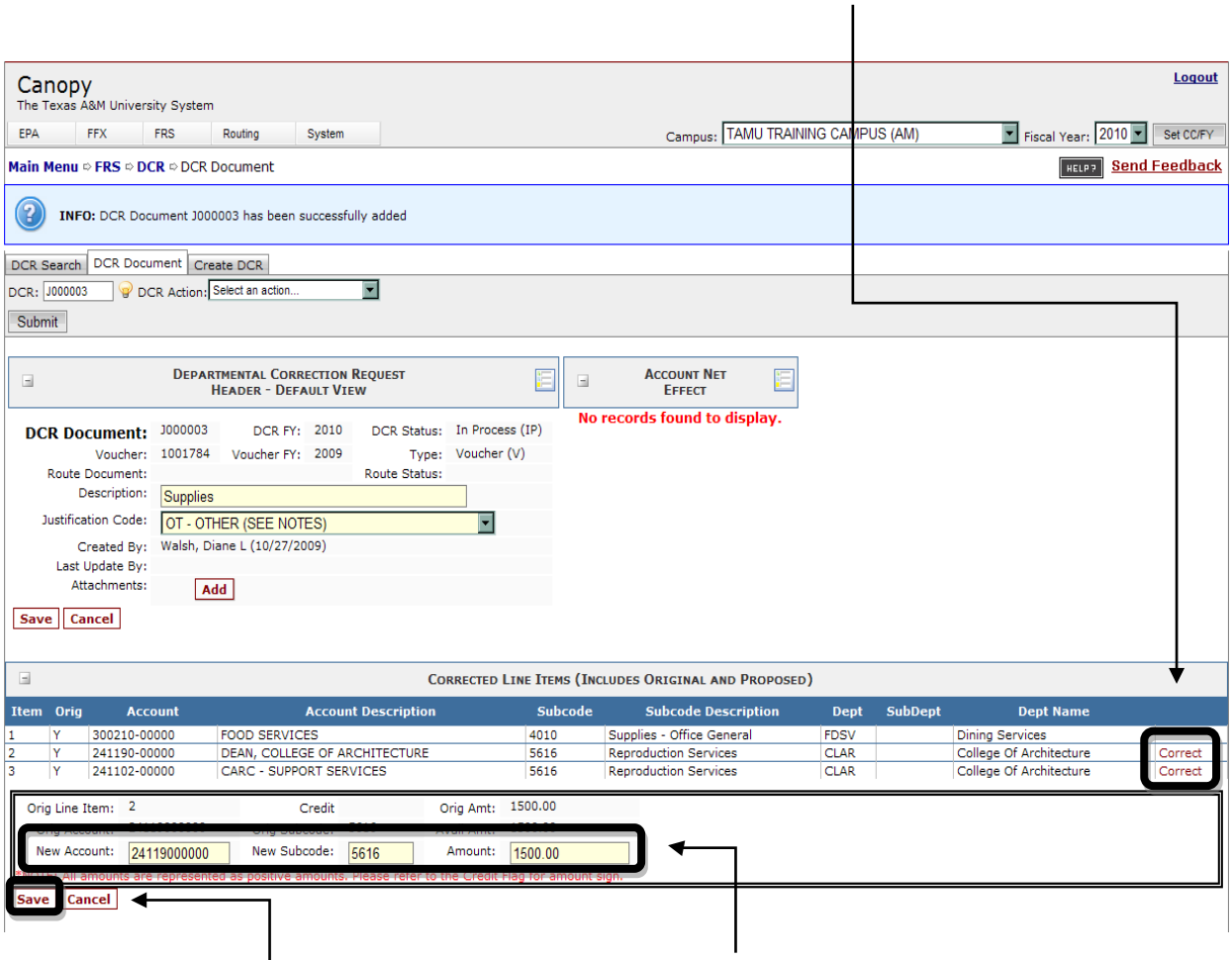


- Save the DCR Document Header by clicking on the **"Save"** button.

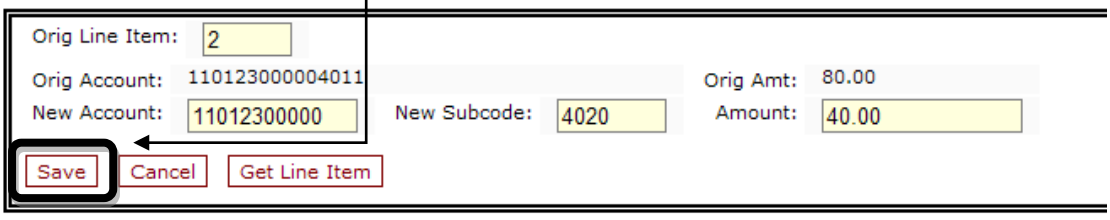
- Optionally, you can add an **FYI** copy to route to persons not normally in the routing paths. Click the **"Add FYI"** button to add the information required.

3. **Make** the Corrections

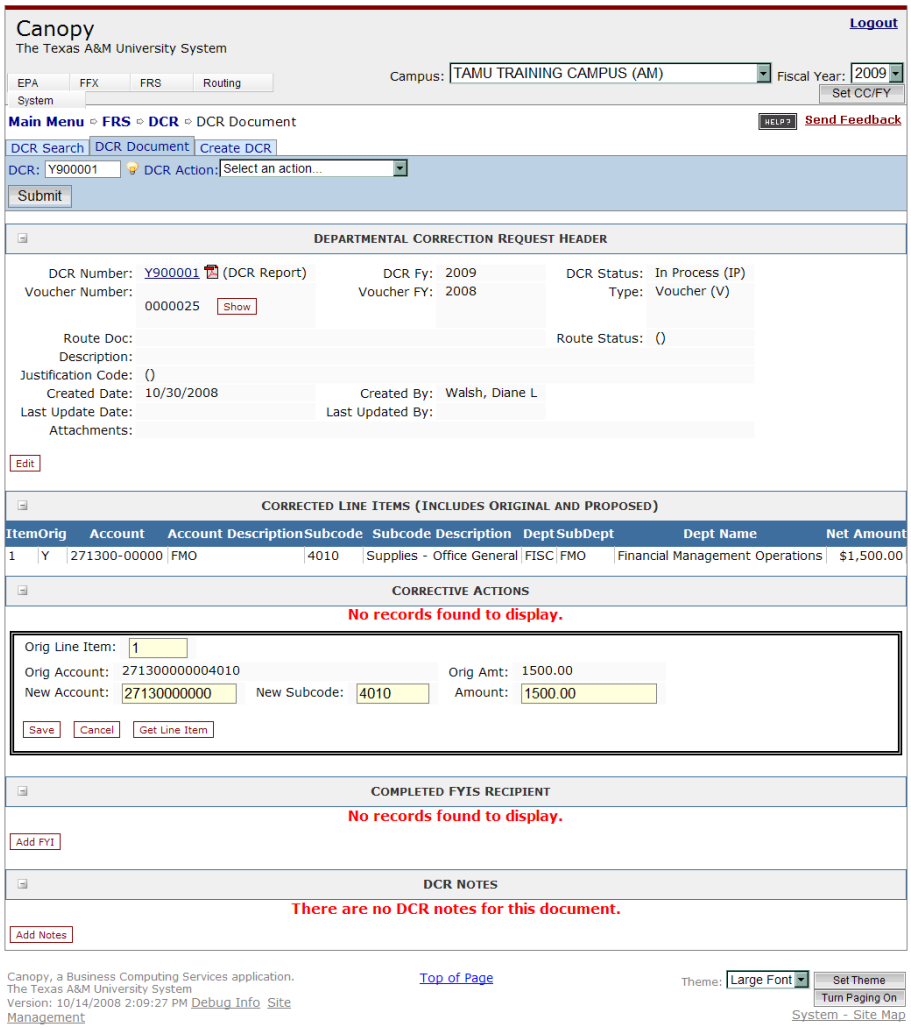
- To open the section and make your correction, click on the **"Correct"** link next to the line item.



- Enter the new information: **Account**, **Subcode** and **Amount** are the fields that can be changed. Below is another sample.
- Once the correction is entered, click on the **"Save"** button.

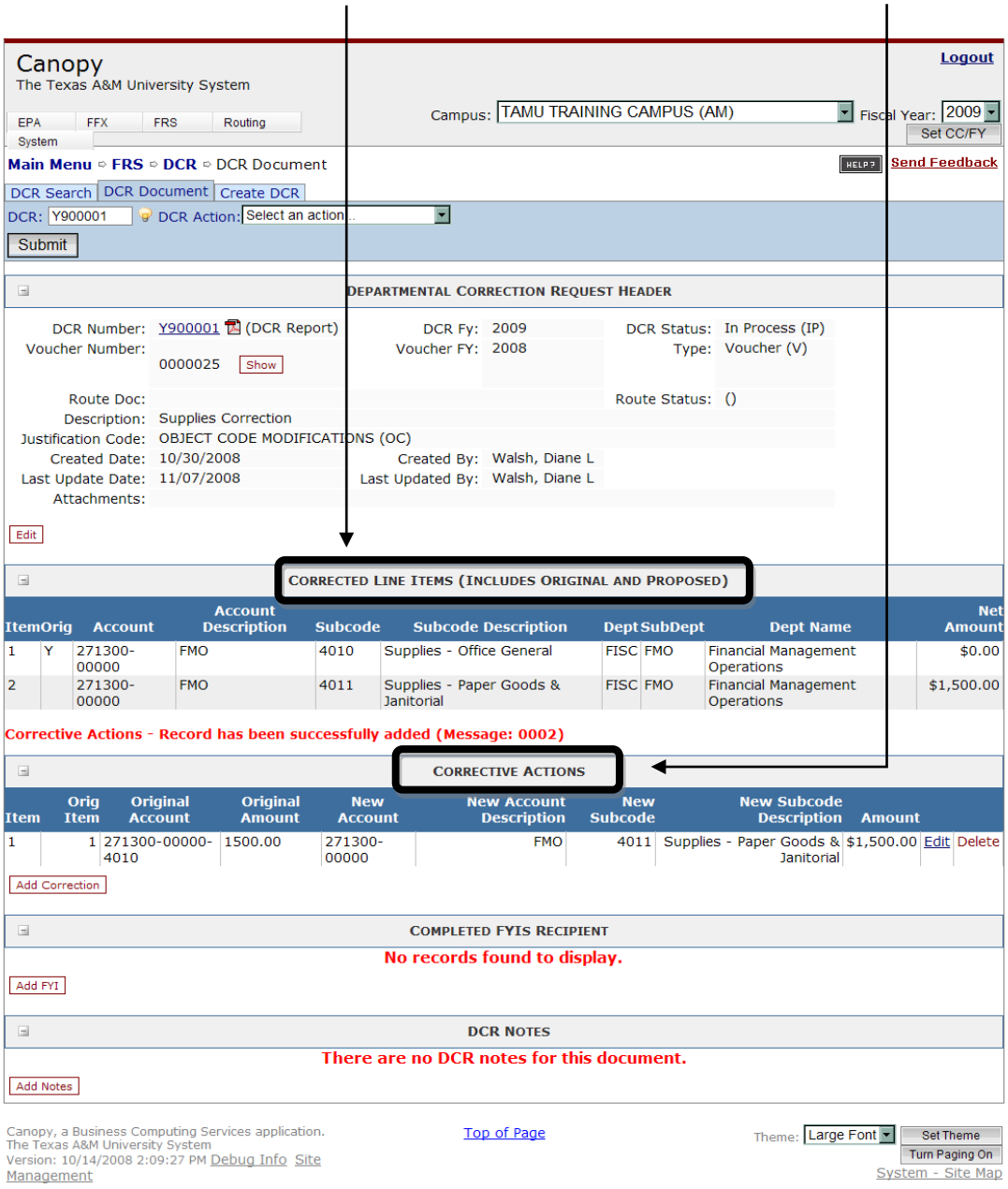


This is a display of the entire page.



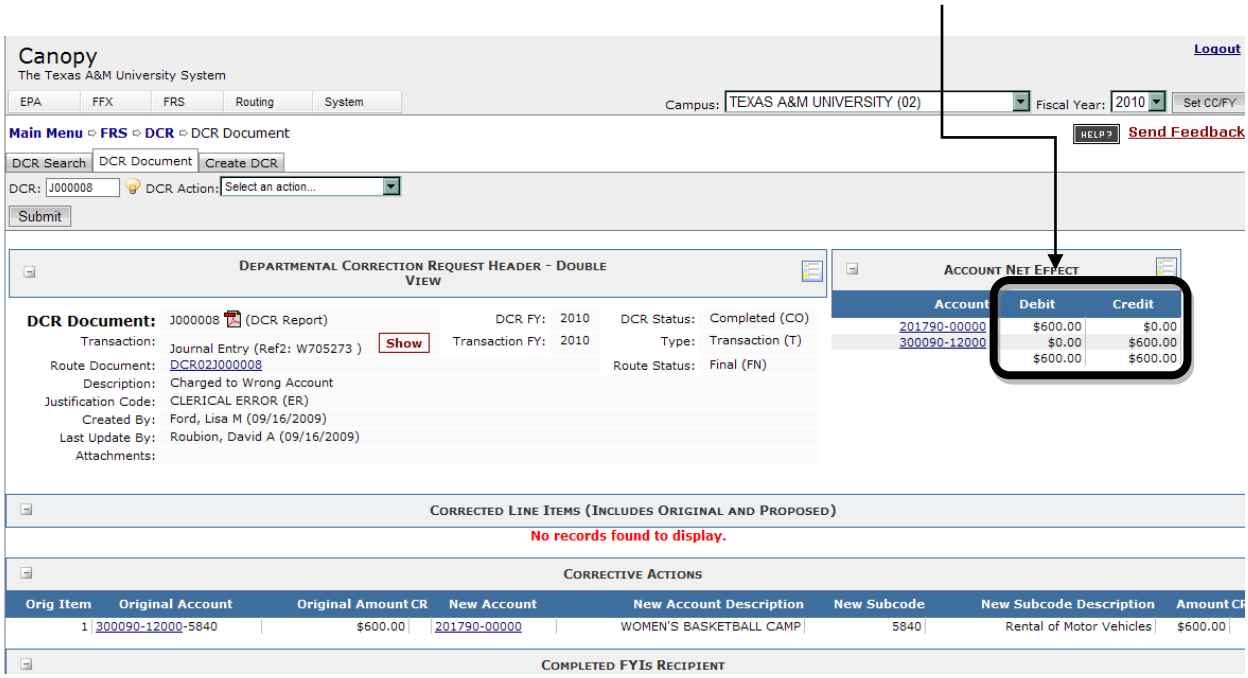
NOTE: All DCR amounts entered are positive – the posting handles the credits and debits.

You will then see the 'correction' lines displayed in two sections of the document: under the heading **Corrected Line Item** and under the heading **Corrective Actions**.



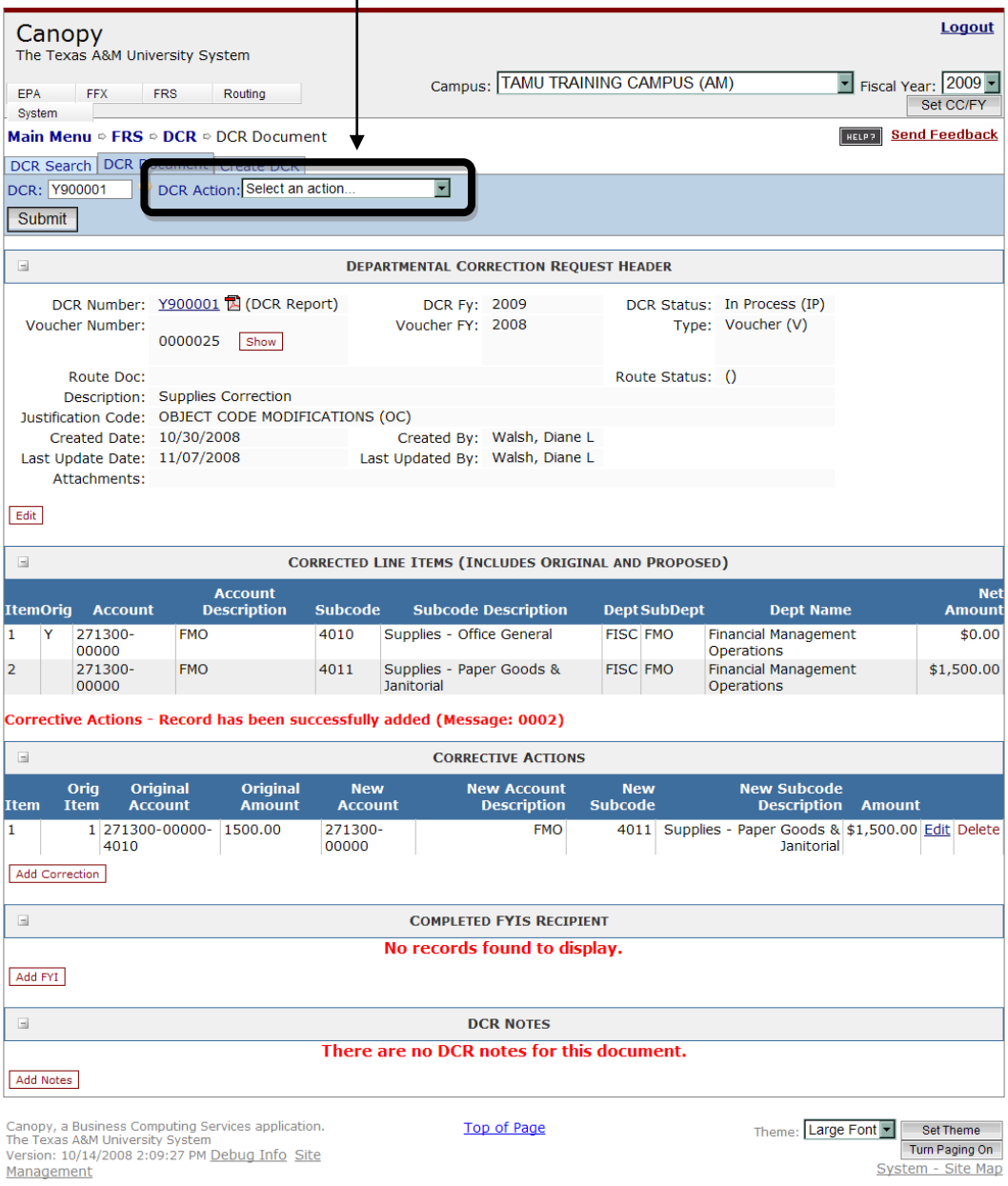
When the DCR document is displayed, there is a section on the right side of the page that shows the Account Net Effect.

In the example below, since this is a double sided entry, the columns of **Debit** and **Credit** are displayed.



1. Choose a **"DCR Action"** from the Drop-down List near the top of the page

   - o CLOSE (without routing)
   - o ROUTE the document
   - o or CANCEL the document



4. **Route** the DCR Document

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

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

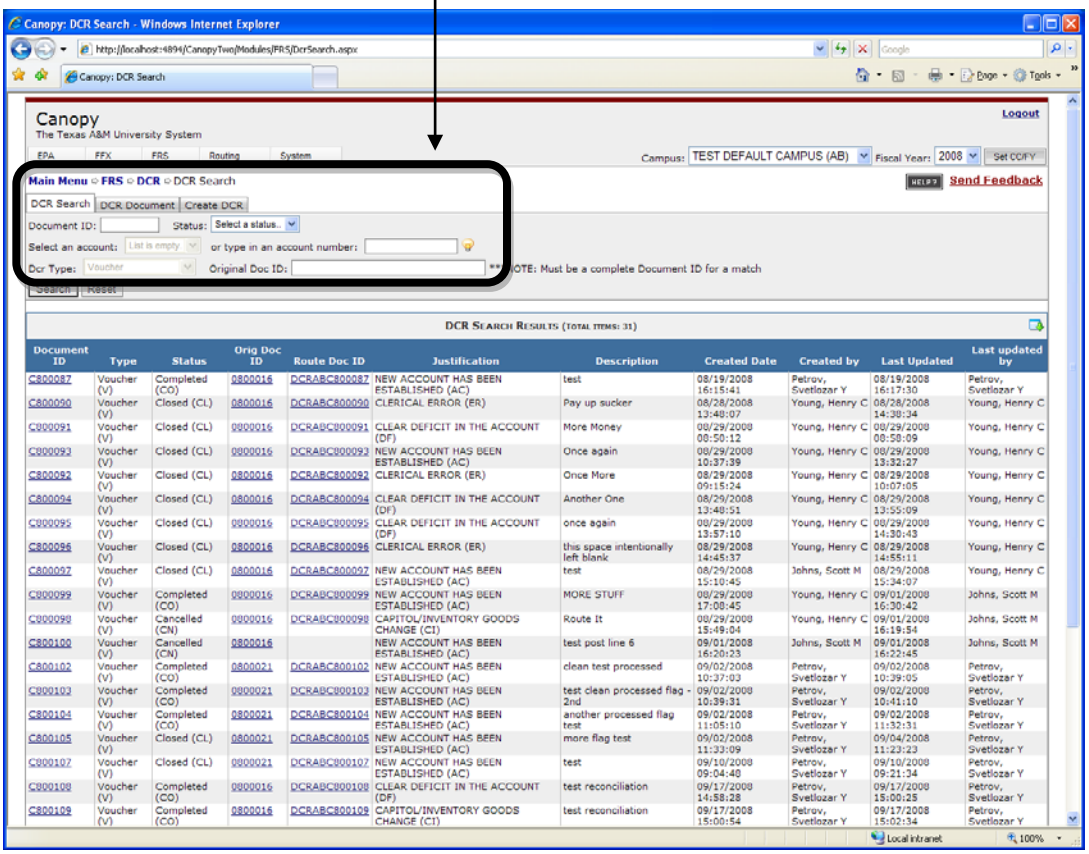
   While you can create up to three active corrections on the same document type, only one can be routing at a time.

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

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

5. **Search** DCR Documents

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



Implementation Task List

Implementation for a Member to use the DCR process is a joint effort between the appropriate personnel at the Member and the FAMIS Services staff. The following items are necessary to begin using the DCR process. In the list below, the steps that must be completed by FAMIS are noted. Contact famishelp@tamus.edu to discuss implementation.

Member Requirements

1. Security Requirements

a. Entity Security

i. Users must have Update Access to either 'DCR' or 'D********* Entity in FRS to create DCR documents

ii. Users must have Inquiry Access to either 'DCR' or 'D********* Entity in FRS to review DCR documents

iii. Existing D******** security allows for the creation or reviewing of DCR documents (Update or Inquiry)

iv. Transactions Corrections:
Service Centers (SC) personnel can correct either side of the transaction

b. Screen Access for Screen 933, DCR Settings Maintenance

i. Give Update Access to create the Processing Office Paths, set up the Restricted Subcodes and set the allowable fiscal years for corrections

ii. Give Inquiry Access to view the DCR controls

2. DCR Processing Office

Create the DCR Office on Screen 940 as follows:

DCR OFFICE'	Name of the office
'**Y**'	in the Processing View
'**DCR Office'**	Processing View Name

3. Tables Set Up

a. On Screen 860

i. Set the **DCR Allow** flag to "Y"

ii. In training, the flags can be set in batch – send instructions to famishelp@tamus.edu, if desired. XXDCRTRN

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

```
933 DCR Settings Maintenance                                  08/04/09 09:26
                                                               FY 2009 CC 02
Screen: ___   Fiscal Year: 2009


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 type to 'Y' to allow the DCR process for Vouchers and/or Transactions.

iii. FY (Fiscal Year):
There are separate flag for Voucher Corrections and Transactions Corrections. These flag 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 PATH OPTIONS
There are three options for setting up Processing Office Paths that vary from the normal.

These are special paths to route special needs documents to the appropriate people:

- Fixed Assets
- Contracts & Grants
- Both FFX and C&G

By setting up the values as shown below for these three options, you can construct a path that includes desks for special approvals

```
Proc Office PATHs
-----------------
          FFX: FFX_______
          C&G: C&G_______
         Both: BOTH______
```

Control Fields and Flags on Screen 933 - Continued

1) FFX - Fixed Assets

Name your Fixed Assets path on Screen 933 and, then 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 thePF5 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                NOTE                                   |
 |  -  ------ ------                 ------------------------------------   |
 |       5775   5799                 Subcodes Listed will follow the        |
 |       8000   8999                 FFX Processing Office Path             |
 |  _    ____   ____                                                       |
 |  _    ____   ____                                                       |
 |  _    ____   ____                                                       |
 |  _    ____   ____                                                       |
 |  _    ____   ____                                                       |
 |  _    ____   ____                                                       |
 |  _    ____   ____                                                       |
 |  _    ____   ____                                                       |
 |                                                                         |
 |  ** 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, then 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                  NOTE                                       |
|  -  ------ ------                  ------------------------------------       |
|  _  4005XX 599999                  Accounts Listed will follow the            |
|  _  ______ ______                  C&G Processing Office Path                 |
|  _  ______ ______                                                             |
|  _  ______ ______                                                             |
|  _  ______ ______                                                             |
|  _  ______ ______                                                             |
|  _  ______ ______                                                             |
|  _  ______ ______                                                             |
|  _  ______ ______                                                             |
|  _  ______ ______                                                             |
|                                                                               |
|  ** 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
```

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

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

Name the 'Both' path in the DCR Processing Office and create the path using the name on Screen 926.

Control Fields and Flags on Screen 933 - Continued

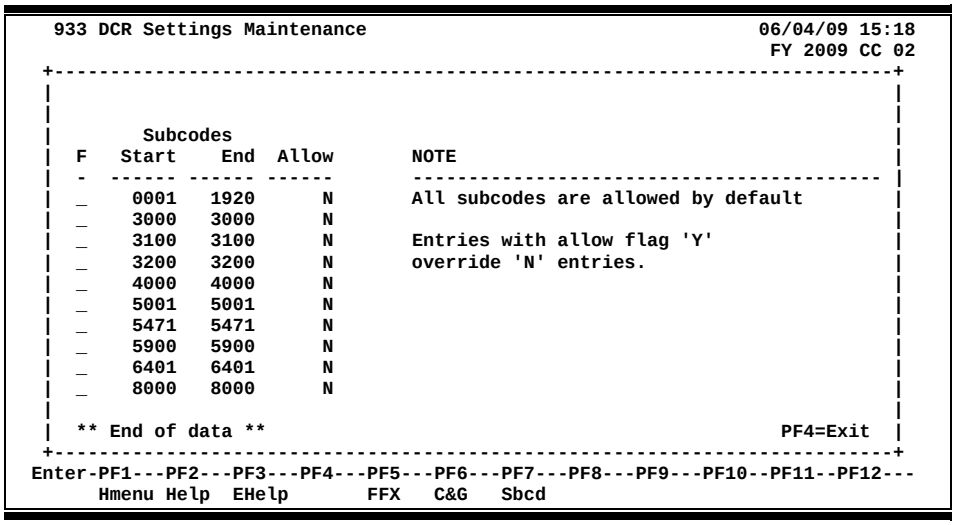
v. SUBCODE RESTRICTION Using PF7

The PF7 key 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' entry 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



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
N                                  Status and Desks
-  ---- ---------- --------------------------------------------------
_  *__  *_________ __________
                   _ 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
```

5. 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

FAMIS Services Requirements

1. Tables Set Up

a. On Screen 854

i. Setup "DEPT CORRECT" with a document prefix "J" Fill in required fields leaving Prefix Class blank

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

b. **On Screen 950**

i. Set up for new Form DCR

```
950 Electronic Documents Profile                                09/30/11 09:27

Screen:       Form: ___
                                                                PANEL: 01MORE>>
                          Review by  Processing  Required         Route
Func Form Description     Proc Unit  Unit View   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
```

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

c. On Screen 899

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

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

2. 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

FAMIS Services Control Screens

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

1. On Screen 853:

Under "ASSIGN CONTROL"

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

```
853 Generic Table                                              06/04/09 15:15
                                                                       CC AM

Screen: ___   Campus Cd: **   Table Type: ASSIGN CONTROL_
                              Start From: _____________________

Func                        Maint.
Code          Key           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"

a. 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                        Maint.
Code          Key           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__________________
 _     ___________________    _    _________________________________________
 _     ___________________    _    _________________________________________
 _     ___________________    _    _________________________________________
 _     ___________________    _    _________________________________________
 _     ___________________    _    _________________________________________
 _     ___________________    _    _________________________________________
 _     ___________________    _    _________________________________________
 _     ___________________    _    _________________________________________

                 *****************  End of data  *****************
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

b. Add VBYU275 - Year-end autocancel of outstanding departmental corrections request (DCR) documents

```
  853 Generic Table                                          06/04/09 15:13
                                                                   CC 01
  Screen: ___   Campus Cd: **   Table Type: ROUTE-BATCH-APP
                                Start From: ROUTE_______________

  Func                        Maint.
  Code          Key           on 853              Data
   _     TBYU851_____________    _     TDP YEAR END AUTO-REJECT AND CANCEL_____
   _     VBYU275_____________    _     DCR YEND 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__________________
   _     ____________________    _     ________________________________________
   _     ____________________    _     ________________________________________
   _     ____________________    _     ________________________________________
   _     ____________________    _     ________________________________________
   _     ____________________    _     ________________________________________
   _     ____________________    _     ________________________________________
   _     ____________________    _     ________________________________________
   _     ____________________    _     ________________________________________

                  *****************  End of data  *****************
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

3. On Screen 899:

Under " IAZSS-ZC-ENTITY", for all campus codes "**"

a. Add FRSDCR Dept Correction Requests

```
  899 Maintain Dictionary Values                             09/30/11 09:11

  Screen: ___  Campus Code: **  Field Name: IAZSS-ZC-ENTITY________________
                                Field Value: ____________________________
  F    Field Value                          Field Translation
  _ FFXASSET_____________________________ Fixed Assets_____________________
  _ FRSACCT______________________________ Account_________________________
  _ FRSBUDGET____________________________ Budget__________________________
  _ FRSD*********________________________ All Departmental Entities_______
  _ FRSDBR_______________________________ Dept Budget Requests____________
  _ FRSDCR_______________________________ Dept Correction Requests________
  _ FRSE*********________________________ All EPA Entities_________________
  _ FRSEPDOC_____________________________ Web EPA___________________________
  _ FRSEPENC_____________________________ EPA Encumbrances_________________
  _ FRSEPHIST____________________________ EPA Enc. and P/R History_________
  _ FRSLEVEL1____________________________ Budget Lock Level 1_____________
  _ FRSLEVEL2____________________________ Budget Lock Level 2_____________
  _ FRSLEVEL3____________________________ Budget Lock Level 3_____________
  _ FRSLEVEL4____________________________ Budget Lock Level 4_____________
  _ FRSLEVEL5____________________________ Budget Lock Level 5_____________
       **** No Records Found ****
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                              CCopy Left  Right
```

Revised: 1/30/2012 3:40 PM