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# Departmental Correction Request - DCR

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January 2012

FAMIS Services



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# Departmental Correction Request - DCR

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## Introduction

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

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

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

<b>Voucher Corrections</b>	<b>Local to Local Voucher Corrections</b>
<b>Transaction Corrections</b>	<b>Deposits, Journal Entries, IDTs (Interdepartmental Transfers)</b>

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

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: 1 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		09/02/2008	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
Select 1001786 1	300210-00000	1235	PAID	\$5,285.00	SPECTROMETER		Vale Apparatus Co., Inc	1005002	09/03/2008	10/30/2008
Select 1001787 1	300210-00000	1237	PAID	\$75.00	COFFEE		Twin City Coffee Service	000510	11/05/2008	10/30/2008
Select 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			11/13/2008
1001791 3	225150-00000	00000	PAID	\$5,108.00	COMPUTER, PAPER, INK, CABLES		Dell Higher Education	000516	11/17/2008	11/25/2008
Select 1001792 2	241405-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/13/2008
Select 1001793 2	241490-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/13/2008
Select 1001794 3	241102-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/25/2008
Select 1001795 4	214530-00000	00000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/18/2008
Select 1001796 2	246206-00000	00000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/13/2008
1797 3	300090-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/25/2008
1798 2	241408-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/13/2008
1799 2	246206-00000	0000	DROP	\$0.00	COMPUTER APPLE MACBOOK		Dell Higher Education			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**

# Departmental Correction Request - DCR

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## 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.

# Departmental Correction Request - DCR

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## 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 against 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



# Departmental Correction Request - DCR

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## Routing

### Departmental

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

### Executive Level

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

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

### Processing Office

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

#### *Routing Paths for Fixed Assets and Contracts & Grants*

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

#### *Routing Path for Auto Approvals*

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

The 'Auto Approval' rules are:

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

# Departmental Correction Request - DCR

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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 13<sup>th</sup> 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.

# Departmental Correction Request - DCR

## 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.

The screenshot shows the Canopy system interface. At the top, there are navigation tabs for ERA, FFX, FRS, Routing, and System. The main menu is set to FRS > DCR > Create DCR. The 'Document to Correct' section shows 'Doc Type: Voucher' and 'Doc Year: 2009'. A magnifying glass icon is circled next to the 'Original Doc ID' field, which has a 'Show' button next to it. Below this, there is a 'VOUCHER SEARCH IN FY: 2009' section with search criteria for Voucher, Account numbers, Dept Ref, PO nbr, and Vendor. The search results table is titled 'VOUCHER SEARCH RESULTS (TOTAL ITEMS: 52)'. The table has columns for Voucher Lines, First Account, Dept Ref, Status, Net Amount, Description, Vendor, Vendor Name, Check Nbr, Check Date, and Batch Date. A 'Select' link is visible next to the first row of the table.

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	Digi-Keo Corporation	STVCHR	09/01/2008	09/01/2008
1001784 3	300210-00000	00000	PAID	\$2,000.00	PRINTING SERVICES	A&M Printing Center	A&M Printing Center	1005000	09/16/2008	11/18/2008
1001785 2	300210-00000	1234	PAID	\$2,000.00	PRINTING SERVICES	A&M Printing Center	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	Vale Apparatus Co., Inc	1005002	09/03/2008	10/30/2008
1001787 1	300210-00000	1237	PAID	\$75.00	COFFEE	Twin City Coffee Service	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	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	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	Barnes & Noble College Bookstore	000516	11/17/2008	11/13/2008
1001791 3	225150-00000	00000	PAID	\$5,108.00	COMPUTER, PAPER, INK, CABLES	Dell Higher Education	Dell Higher Education	000519	11/17/2008	11/25/2008
1001792 2	241405-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK	Apple Computer	Apple Computer	000519	11/17/2008	11/13/2008
1001793 2	241490-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK	Apple Computer	Apple Computer	000519	11/17/2008	11/13/2008
1001794 3	241102-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK	Apple Computer	Apple Computer	000519	11/17/2008	11/25/2008
1001795 4	214530-00000	00000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK	Apple Computer	Apple Computer	000519	11/17/2008	11/18/2008
1001796 2	246206-00000	00000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK	Apple Computer	Apple Computer	000519	11/17/2008	11/13/2008
1001797 3	300090-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK	Apple Computer	Apple Computer	000519	11/17/2008	11/25/2008
1001798 2	241408-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK	Apple Computer	Apple Computer	000519	11/17/2008	11/13/2008
1001799 2	246206-00000	0000	DROP	\$0.00	COMPUTER APPLE MACBOOK	Dell Higher Education	Dell Higher Education	000519	11/17/2008	11/14/2008

# Departmental Correction Request - DCR

## ❖ 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 CCIFY

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:  
Line 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:  
Encl Code:  
ACH Fg:  
ACH Override:  
Reconcile Fg:  
St Warrant Nbr:  
Warrant Date:  
PCC Code:

Create DCR

---

**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

Create DCR  
Create DCR

---

**CORRECTION RESULTS (TOTAL ITEMS: 35)**

DCR ID	Status	Route	Doc ID	Justification	Description	Created Date	Created by	Last Updated	Last updated by
1900001	CO	DCRAM	1900001	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
1900002	IP			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
1900003	IP			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
1900004	CL	DCRAM	1900004	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
1900005	CL	DCRAM	1900005	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
1900006	IP			NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	Transfer funds to other accounts	11/21/2008 14:33:43	Williams, Ketra S	11/21/2008 14:36:05	Williams, Ketra S

# Departmental Correction Request - DCR

**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 CC/FY

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	Details
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 CC/FY

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 - IOT 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: Processed: 10/16/2009 10:20 AM  
Liquidation Amt: \$0.00 User Id: K702FA  
Oper Id: BATCH  
Indirect Base Code: Term Id: STEP01  
Base Amount: \$0.00 Internal Tracking Nbr: 1222339

Close Details View Indirect **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	Details
Grand Total:						(\$700.00)					

# Departmental Correction Request - DCR

## 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.

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

INFO: DCR Document Y900001 has been successfully added

DCR Search DCR Document Create DCR

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

DEPARTMENTAL CORRECTION REQUEST HEADER

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

Add new attachment:  
Name:  (select one or type in your own)  
File location:  Browse...  
Add Attachment

Save

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

- 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.

# Departmental Correction Request - DCR

## 3. Make the Corrections

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

The screenshot shows the Canopy system interface for a Departmental Correction Request (DCR). The top navigation bar includes 'Canopy The Texas A&M University System', 'EPA', 'FFX', 'FRS', 'Routing', 'System', 'Campus: TAMU TRAINING CAMPUS (AM)', and 'Fiscal Year: 2010'. A message bar indicates 'INFO: DCR Document J000003 has been successfully added'. The main content area shows the 'DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW' with details for DCR Document J000003, DCR FY 2010, and Description 'Supplies'. Below this is a table of 'CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)'. The table has columns for Item, Orig, Account, Account Description, Subcode, Subcode Description, Dept, SubDept, and Dept Name. Three items are listed, with 'Correct' links in the right margin. A detailed view of 'Orig Line Item: 2' is shown below, with fields for 'New Account: 24119000000', 'New Subcode: 5616', and 'Amount: 1500.00'. A 'Save' button is highlighted with a red box.

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

- 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 screenshot shows a detailed view of a correction for 'Orig Line Item: 2'. The 'Orig Account' is 110123000004011 and the 'Orig Amt' is 80.00. The 'New Account' is 11012300000, the 'New Subcode' is 4020, and the 'Amount' is 40.00. A 'Save' button is highlighted with a red box.

# Departmental Correction Request - DCR

This is a display of the entire page.

Canopy  
The Texas A&M University System [Logout](#)

EPA FFX FRS Routing Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009  
System

Main Menu ▾ FRS ▾ DCR ▾ DCR Document

DCR Search

DCR: Y900001 DCR Action:

---

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:

---

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:   
Orig Account: 271300000004010 Orig Amt: 1500.00  
New Account:  New Subcode:  Amount:

---

COMPLETED FYIS RECIPIENT

**No records found to display.**

---

DCR NOTES

**There are no DCR notes for this document.**

---

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

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



# Departmental Correction Request - DCR

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:  DCR Action:

Campus:  Fiscal Year:

[Send Feedback](#)

[Logout](#)

---

**DEPARTMENTAL CORRECTION REQUEST HEADER**

DCR Number: <a href="#">Y900001</a> (DCR Report)	DCR Fy: 2009	DCR Status: In Process (IP)
Voucher Number: 0000025 <input type="button" value="Show"/>	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:		

---

**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		271300-00000-4010	1500.00	271300-00000	FMO	4011	Supplies - Paper Goods & Janitorial	\$1,500.00

---

**COMPLETED FYIS RECIPIENT**

No records found to display.

---

**DCR NOTES**

There are no DCR notes for this document.

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:     
[System - Site Map](#)

K:\FA\DOC\WRKNPRCS\DCR\DCRcurr.docx

Page 13

# Departmental Correction Request - DCR

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) Show 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

# Departmental Correction Request - DCR

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

**Main Menu** => FRS => DCR => DCR Document

DCR Search DCR Comments Create DCR

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

[Logout](#)

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009

---

**DEPARTMENTAL CORRECTION REQUEST HEADER**

DCR Number: Y900001 (DCR Report)	DCR Fy: 2009	DCR Status: In Process (IP)
Voucher Number: 0000025 <input type="button" value="Show"/>	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:		

---

**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	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

---

**COMPLETED FYIS RECEIPT**

No records found to display.

---

**DCR NOTES**

There are no DCR notes for this document.

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   
  
[System - Site Map](#)

# Departmental Correction Request - DCR

## 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.

The screenshot shows the Canopy DCR Search interface. A red box highlights the search criteria fields: Document ID, Status, Select an account, and Doc Type. Below the search fields is a table of search results. The table has the following columns: Document ID, Type, Status, Orig Doc ID, Route Doc ID, Justification, Description, Created Date, Created by, Last Updated, and Last updated by. The table contains 20 rows of data.

Document ID	Type	Status	Orig Doc ID	Route Doc ID	Justification	Description	Created Date	Created by	Last Updated	Last updated by
C800087	Voucher (V)	Completed (CO)	0800016	DCRABC800087	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
C800090	Voucher (V)	Closed (CL)	0800016	DCRABC800090	CLERICAL ERROR (ER)	Pay up sucker	08/28/2008 13:48:07	Young, Henry C	08/28/2008 14:39:34	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 10:07:05	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	Young, Henry C
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 11:49:04	Young, Henry C	09/02/2008 11:30:31	Johns, Scott M
C800100	Voucher (V)	Cancelled (CN)	0800016	DCRABC800100	NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	test post line 6	08/01/2008 16:20:23	Johns, Scott M	08/01/2008 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 10:39:05	Petrov, Svetlozar Y
C800103	Voucher (V)	Completed (CO)	0800021	DCRABC800103	NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	test clean processed flag 2nd	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 test	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)	more flag 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)	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 14:58:28	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

# Departmental Correction Request - 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](mailto: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](mailto:famishelp@tamus.edu), if desired. XXDCRTRN

# Departmental Correction Request - DCR

## 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		
DCR Allowed Types	Oldest Doc. FY 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 _____

# Departmental Correction Request - DCR

## 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 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                                           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
```

# Departmental Correction Request - DCR

## 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                                     |
| - - - - - - - - - - - - - - - - - - - - - - - - - - |
| - 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.



# Departmental Correction Request - DCR

## 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

933 DCR Settings Maintenance				06/04/09 15:18 FY 2009 CC 02							
F	Start	End	Allow	NOTE							
-	0001	1920	N	All subcodes are allowed by default							
-	3000	3000	N								
-	3100	3100	N	Entries with allow flag 'Y'							
-	3200	3200	N	override 'N' entries.							
-	4000	4000	N								
-	5001	5001	N								
-	5471	5471	N								
-	5900	5900	N								
-	6401	6401	N								
-	8000	8000	N								
** 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								

# Departmental Correction Request - DCR

## 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
-----
* *
  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

# Departmental Correction Request - DCR

## 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>>	
Func	Form	Description	Review by Proc Unit	Processing Unit View	Required Approvals	Route Cat	Level	Exp	Dt		
DBR	DEPT BUD REQ		Y	DBR OFFICE	SIGNER	AM	D				
DCR	DEPT CORRECT		Y	DCR OFFICE	SIGNER	AM	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

# Departmental Correction Request - DCR

## 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	
Screen: ___ Campus Cd: **		CC AM	
		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”

- a. Add ZNSPXCRA to allow ‘P’ poster desk approvals.

853 Generic Table		06/04/09 15:13	
Screen: ___ Campus Cd: **		CC 01	
		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			

# Departmental Correction Request - DCR

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

Func Code	Key	Maint. on 853	Data
-	TBYU851	-	TDP YEAR END AUTO-REJECT AND CANCEL
-	<b>VBYU275</b>	-	<b>DCR YEND AUTO-REJECT AND CANCEL</b>
-	ZNSPXBRA	-	POST DBR ON A 'P' DESK
-	ZNSPCRA	-	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

**3. On Screen 899:**

Under “IAZSS-ZC-ENTITY”, for all campus codes “\*\*”

- a. Add FRSDCR Dept Correction Requests

F	Field Value	Field Translation
-	FFXASSET	Fixed Assets
-	FRSACCT	Account
-	FRSBUDGET	Budget
-	FRSD*****	All Departmental Entities
-	FRSDBR	Dept Budget Requests
-	<b>FRSDCR</b>	<b>Dept Correction Requests</b>
-	FRSE*****	All EPA Entities
-	FRSEPDOD	Web EPA
-	FRSEPDENC	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

# Departmental Correction Request - DCR

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