

# FAMIS Departmental Correction Request (DCR) User Manual

Version 1.2  
October 2014

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FAMIS Services  
The Texas A&M University System

DRAFT



# Introduction

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

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

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

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

College Station based:	FAMIS Services The Texas A&M University System 1144 TAMU College Station, TX 77843-1144
Non-College Station based:	FAMIS Services The Texas A&M University System 301 Tarrow Street College Station, TX 77840-7896

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# Departmental Correction Request (DCR)

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## Introduction

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

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

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

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

The Fiscal Office of the Member is the point of contact for departments. They work in conjunction with FAMIS Services to set up the required tables, including those in Routing & Approvals. If a campus would like to take advantage of this process, please contact [famishelp@tamus.edu](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:

**Voucher Corrections  
Transaction Corrections**

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

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

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

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

# Departmental Correction Request - DCR (cont'd)

## 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 CCFY

Main Menu > FRS > DCR > Create DCR

DCR Search DCR Documents 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

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		09/01/2008
1001784 3	300210-00000	00000	PAID	\$2,000.00	PRINTING SERVICES		A&M Printing Center		09/16/2008	11/18/2008
1001785 2	300210-00000	1234	PAID	\$2,000.00	PRINTING SERVICES		A&M Printing Center	1005000	09/02/2008	11/25/2008
1001786 1	300210-00000	1235	PAID	\$5,285.00	SPECTROMETER		Vale Apparatus Co., Inc	1005002	09/03/2008	10/30/2008
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			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
1001797 3	300090-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/25/2008
Select 1001798 2	241408-00000	0000	PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/13/2008
1001799 2	246206-00000	0000	DROP	\$0.00	COMPUTER APPLE MACBOOK		Dell Higher Education			11/14/2008

- 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 CCFY

Main Menu > FRS > DCR > Create DCR

DCR Search DCR Documents 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

### Voucher Corrections

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

#### General Rules for Voucher Corrections

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

#### Restrictions on Voucher Corrections

- Only **three active** DCR documents are allowed for each voucher
- Only **one** DCR document per voucher can be **routing** at a time
- Fields that **cannot be changed** include Vendor, Bank, and Reference 4 (User Ref)
- The following subcodes **cannot be changed**:

Revenue Object Codes

Subcodes on interest line items (501, 502, ...)

All subcodes listed on the Global Subcode Edit Table (Screen 803)

All subcodes listed on the account Subcode Edit Table (Screen 8)

All subcodes restricted on the DCR Subcode Control Table (**PF7** on Screen 933)

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

#### Voucher Correction Postings

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



### Transaction Corrections

#### Deposits, Journal Entries, IDTs (Interdepartmental Transfers)

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

Transactions that can be corrected include:

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

All transaction corrections post as 060.

#### General Rules for Transaction Corrections

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

#### Restrictions on Transaction Corrections

- Corrections can only be made for **Revenue** codes to **Revenue** codes and **Expense** codes to **Expense** codes
- Transactions can only be corrected 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

# DCR and EPA Features for Research

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

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

## Enhancement Items Summary

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

## EPA Research and/or Research Over 90

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

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

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

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

## DCR and EPA Features for Research (cont'd)

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**EPA 90 Day rule:** EPA must have a Net Funding prior period adjustment to qualify for this rule.

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

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

The “RSFN” department will be automatically added to the routing path when:

- RF Cost Share is checked
- Net Funding is on SRS accounts SRS-flag=Y
- Net Funding account is in HSC department 9000
- Net Funding account is in TEES project 32526

## DCR Research Over 90

**Departmental level routing units will see the following:**

- New and Original Departments of changed accounts
- RSFN departmental approvers will review the documents when Screen 933 SRS rules apply to the document.

**Processing office routing**

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

**DCR Research rule:**

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

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

**DCR 90 day rule:**

The date the DCR is closed and routed for approval is compared to the original items posting date.

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

**Research90** is a combination category representing SRS administered Research or NON-SRS administered research and over 90 days. A single routing document could have combinations of the following elements:

- SRS Research Only
- Non-SRS research System Member administered projects – all sponsors
- Over 90 day rule

## Manual DCR

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

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

DCR documents requiring manual entry for completion may now be submitted via the DCR function in Canopy.

## DCR and EPA Features for Research (cont'd)

The system will automatically detect entries requiring Manual entry. Several indicators will appear on the entry page indicating the requirement for Manual entry and requesting acknowledgment of that requirement prior to routing submission.

**Canopy**  
The Texas A&M University System

Campus: TEST DEFAULT CAMPUS2 (AB) Fiscal Year: 2014 Set CC/FY Logout

EPA FFX FRS Buy A&M Routing System

Main Menu > FRS > DCR > DCR Document

DCR Search DCR Document Create DCR

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

**Departmental Correction Request Header - Single View**

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

**Account Net E**

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

**New Manual Indicators - Warning Icon - Confirm Message**

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

**New Fields - Original Bank - New Bank - Item Notes**

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

**Corrective Actions**

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

**Completed FYIs Recipient**  
There are no FYIs for this document.

Document Notes

## DCR Features

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

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

DCR documents requiring Manual changes will not be posted immediately in FAMIS. These will require manual entry by the Processing Office personnel, who will then acknowledge that the mManual entry has been completed as part of the Final Approval process.



## DCR and EPA Features for Research (cont'd)

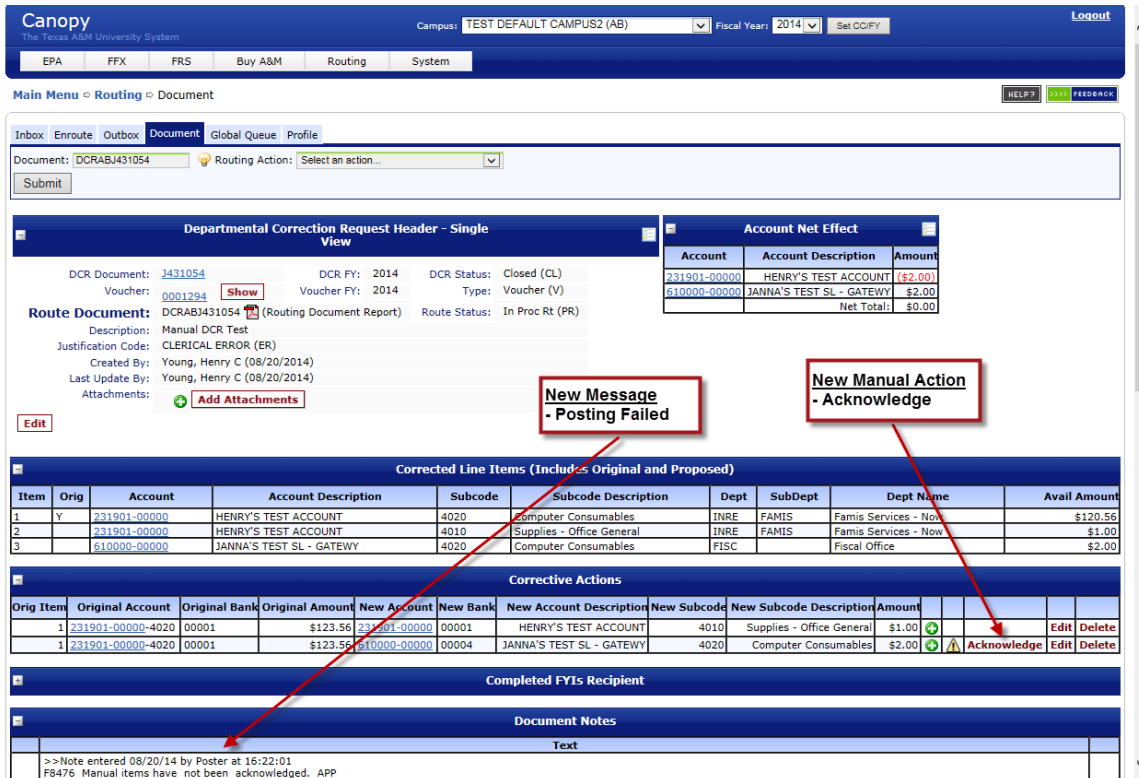
A warning will be provided and require acknowledgement by the creator that Manual entry will be required. This must be acknowledged prior to submission into routing.

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


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

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

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



**Departmental Correction Request Header - Single View**

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




**Account Net Effect**

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

**Corrected Line Items (Includes Original and Proposed)**

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

**Corrective Actions**

Orig Item	Original Account	Original Bank	Original Amount	New Account	New Bank	New Account Description	New Subcode	New Subcode Description	Amount					
1	231901-00000-4020	00001	\$123.56	231901-00000	00001	HENRY'S TEST ACCOUNT	4010	Supplies - Office General	\$1.00			<a href="#">Edit</a>		
1	231901-00000-4020	00001	\$123.56	610000-00000	00004	JANNA'S TEST SL - GATEWAY	4020	Computer Consumables	\$2.00			<a href="#">Acknowledge</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

**Completed FYIs Recipient**

**Document Notes**

Text

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

## Improved Attachments Capability

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

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

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

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

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

The screenshot displays the Canopy system interface for a Departmental Correction Request (DCR) document. The document ID is J431053. The interface includes a navigation menu, a search bar, and a main content area with several sections:

- DCR Document Header:** Shows document details such as Voucher (0000043), DCR FY (2014), DCR Status (In Process (IP)), and Type (Voucher (V)).
- Attachments Table:** A table listing document attachments with columns for Name, Added Date, Added By, Deleted Date, Deleted By, and a Delete button.
 


Name	Added Date	Added By	Deleted Date	Deleted By	Delete
Document 1	8/20/2014 11:41:35 AM	Young, Henry C			
Document 2	8/20/2014 11:42:15 AM	Dwarf, Grumpy			
Document 3	8/20/2014 11:42:37 AM	Young, Henry C	8/20/2014 11:43:04 AM	Young, Henry C	
- Corrected Line Items:** A table showing the original and proposed line items, including account descriptions like 'WORKER'S COMPENSTATION INSURANCE' and 'Worker's Comp - Medical Services'.
- Corrective Actions:** A section indicating 'No records found to display.'
- Completed FYIs Recipient:** A section indicating 'There are no FYIs for this document.'

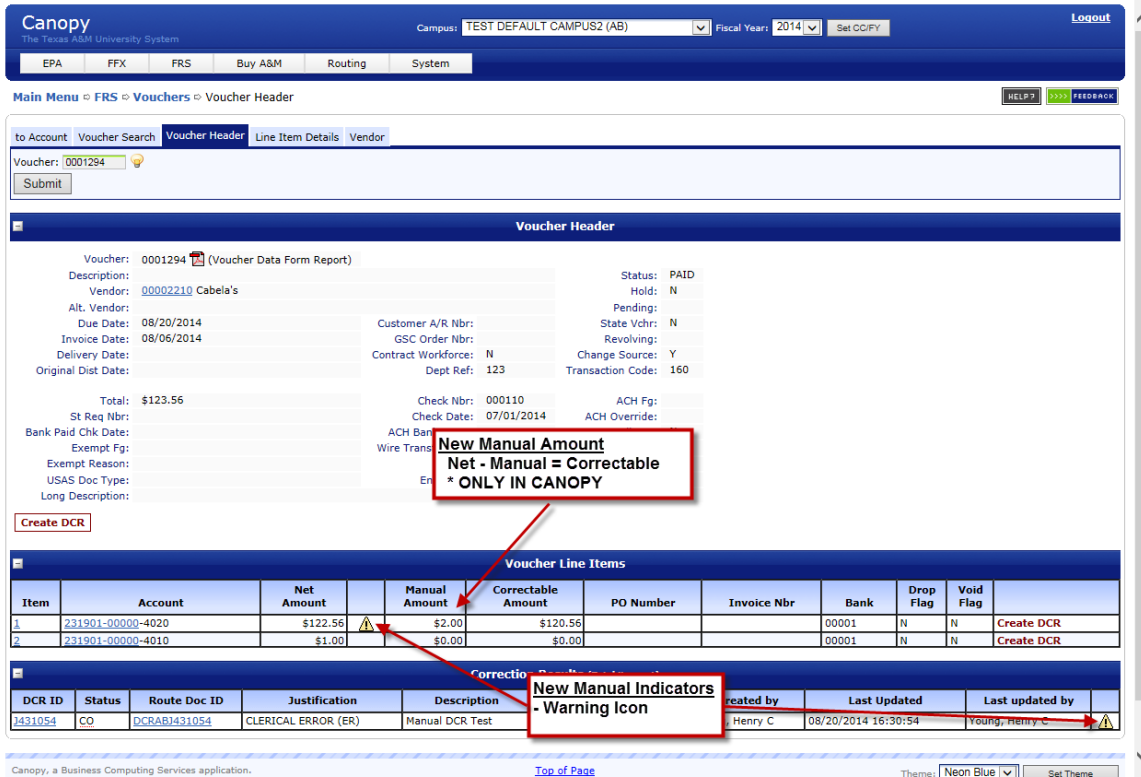
Red callouts highlight specific features:

- New Fields:** Added By/Date and Deleted By/Date columns in the attachments table.
- More Availability:** Routing and Owner information for the attachments.

## Voucher Changes for Manual DCR

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

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



**Canopy**  
The Texas A&M University System

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

EPA FFX FRS Buy A&M Routing System

Main Menu > FRS > Vouchers > Voucher Header

Voucher: 0001294

**Voucher Header**

Voucher: 0001294 (Voucher Data Form Report)  
 Description: Status: PAID  
 Vendor: 00002210 Cabela's Hold: N  
 Alt. Vendor: Pending:  
 Due Date: 08/20/2014 Customer A/R Nbr: State Vchr: N  
 Invoice Date: 08/06/2014 GSC Order Nbr: Revolving:  
 Delivery Date: Contract Workforce: N Change Source: Y  
 Original Dist Date: Dept Ref: 123 Transaction Code: 160

Total: \$123.56 Check Nbr: 000110 ACH Fg:  
 St Req Nbr: Check Date: 07/01/2014 ACH Override:  
 Bank Paid Chk Date: ACH Bar:  
 Exempt Fg: Wire Trans:  
 Exempt Reason: Er:  
 USAS Doc Type:  
 Long Description:

**Create DCR**

**Voucher Line Items**

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

**Corrections**

DCR ID	Status	Route Doc ID	Justification	Description	Created by	Last Updated	Last updated by
1431054	CO	DCRAB1431054	CLERICAL ERROR (ER)	Manual DCR Test	Henry C	08/20/2014 16:30:54	Young, Henry C

Canopy, a Business Computing Services application. [Top of Page](#) Theme: Neon Blue | Set Theme



## New Routing Features

### FAMIS Screen 933 – DCR Settings Maintenance

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

```

933 DCR Settings Maintenance                                08/22/14 10:17
                                                           FY 2014 CC AB
+-----+-----+-----+-----+-----+-----+-----+-----+
|                                     |                                     |                                     |
| Research Routing Maintenance         | Processing Office                                     |                                     |
| Dept Routing 'RSFN' SRS Routing     | 'DCR Office'                                         | NOTE                                     | | | | |
|---|---|---|---|---|---|---|
| Cost Share Link :  | Cost Share Link : Y | Setting the flags to yes               |
| SRS Accounts   : Y | SRS Accounts   : Y | will follow the C&G                     |
| NON SRS Research: Y | NON SRS Research: Y | Processing Office Path and/           |
|                                     |                                     | or will add 02-RSFN CC-UNIT           |
|                                     |                                     |                                     |
| FILTER                                                 | FILTER                                                 | NOTE                                     |
|-----|-----|-----|-----|-----|-----|-----|
| Over 90 Day Rule: Y | Over 90 Day Rule: Y | The path and unit will only           |
|                                     |                                     | set when rule met for each            |
|                                     |                                     |                                     |
+-----+-----+-----+-----+-----+-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp          FFX  C&G  Sbcd  rAcct
    
```

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

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

### Routing

#### **Departmental**

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

#### **Executive Level**

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

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

#### **Processing Office**

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

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

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

#### ***Routing Path for Auto Approvals***

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

The "Auto Approval" rules are:

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

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

### **FYI - For Your Information Routing**

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

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

# Routing Quick Setup Guide for Research

---

## I. Quick Setup Guide - Research

### A. Screen 921 – TAMRF Office

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

- **Screen 923** – ADD appropriate approvers to “SIGNER DCR” (Melissa G. , +, ??)  
<Insert example>
- **Screen 921** – Add new entry with “DCR” form. (if “SIGNER DCR” set up first, it should be automatically set). If more than the SIGNER approval needed, add additional desks.  
<Insert example>

### B. Screen 926 – DCR Office

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

- **Screen 922** – add your new *research admin* approval desk  
<Insert HSC VPR example that contain Pamela Knight>
- **Screen 926** – Update your “C+G” path by adding your new research admin approval desk
- Add new path “MANUAL” to route DCRs that contain manual processing to folks who can use the changes source screens.  
<insert HSC example with Deborah Elbrich>

## II. Quick Setup Guide - EPA

### A. Screen 926 – PF9 - EPA flags

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

### B. Set Up 926 PATHS

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

- **Screen 922** – add your new *research admin* approval desk
- **Screen 926** – add duplicate paths for each adding “+R” or for ‘\*’ paths making “RESEARCH” paths

# Screen 926 – EPA Processing Office Flag Maintenance

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

```

F0013 Please enter desired modifications
926 Processing Paths Create/Modify                                     10/21/14 08:00
                                                                    CC AB
+-----+
| EPA Flag Maintenance                                             |
|                                                                    |
| Processing Office                                            EXAMPLES                    |
| SET +R PATH          NOTE                                     Form   Path                  |
|-----|-----|-----|-----|-----|-----|-----|-----|
| Cost Share Link : N  Setting the flags to Yes                *__   *_____                |
| SRS Accounts   : Y  will enable existing paths              *__   RESEARCH__                |
| NON SRS Research: Y  to be appended with +R.               *__   CEO_____                |
|                                                           RESEARCH will be used for '*'          *__   CEO+R_____                |
|                                                           paths.                                                         |
|                                                                    |
| FILTER                                                         EBR   BIWEEKLY__                |
|-----|-----|-----|-----|-----|-----|-----|-----|
| Over 90 Day Rule: N  The path will be modified               EBR   BIWEEKLY+R                |
| Any Prior Period: Y  when rule met for each.                |
|                                                                    |
|                                                                    PF4=Exit                    |
+-----+

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

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

**EXAMPLE: Processing office currently without the optional +R/RESEARCH**

926 Processing Paths Create/Modify

10/21/14 08:07  
CC 07

Screen: \_\_\_ Office: PAYROLL\_\_\_ View: PAYROLL

Description: PAYROLL PROCESSING OFFICE\_\_\_\_\_

Office Mgr : CORN, JOSEPH R

F	Form	Path	Category	Status and Desks
N				
-	*	*		
-	EBR	AGPR-B	CENTRALPAY	BUDGET APP COUNTY APP I INQUIRY
-	EBR	AGPR-M	AGPR-B	BUDGET OFF BUDGET APP I INQUIRY+PR
-	EBR	CPHS-B	AGPR-M	BUDGET OFF BUDGET APP I INQUIRY
-	EBR	CPHS-M	CPPR-B	HUMAN SCI COUNTY APP I INQ+CP+PR
-	EBR	CPPR-B	CPPR-M	HUMAN SCI COUNTY APP I INQUIRY+CP
-	EBR	CPPR-M	CPPR-B	CP FISCAL COUNTY APP I INQ+CP+PR
-	EGR	AGPR-B	CPPR-M	CP FISCAL COUNTY APP I INQUIRY+CP
			*** End of list ***	

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

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

926 Processing Paths Create/Modify

10/21/14 08:07

CC 07

Screen: \_\_\_ Office: PAYROLL\_\_\_ View: PAYROLL

Description: PAYROLL PROCESSING OFFICE\_\_\_\_\_

Office Mgr : CORN, JOSEPH R

F	Form	Path	Category	Status and Desks
N				
-	*	*		
-			_ CENTRALPAY _	BUDGET APP _ COUNTY APP I INQUIRY__
-	EGR	AGPR-B	_ AGPR-B	_ BUDGET OFF _ BUDGET APP I INQUIRY+PR
-	EGR	CPFR-M	_ CPFR-M	_ CP FISCAL _ COUNTY APP I INQUIRY+CP

-	EGR	AGPR-B	_ AGPR-B	_ BUDGET OFF _ SABA APP _
-	EGR	AGPR-B+R	_ AGPR-B	_ BUDGET OFF _ SABA APP _
-	EGR	AGPR-M	_ AGPR-M	_ BUDGET OFF _ SABA APP _
-	EGR	AGPR-M+R	_ AGPR-M	_ BUDGET OFF _ SABA APP _

+R Path w/ new or modified desk

+R Path w/ new or modified desk



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

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

926 Processing Paths Create/Modify


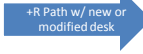
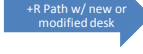
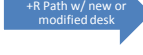
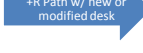
10/21/14 08:02

CC 02

Screen: \_\_\_ Office: PAYROLLWS\_ View: PAYROLL

Description: Processing office view\_\_\_\_\_

Office Mgr : DERRICK, MARYJO

F	Form	Path	Category	Status and Desks
-	---	---	---	-----
-	*	*		
			CENTRALDSK	
	*	RESEARCH		
			AUDIT	CENTRALDSK
	*	CEO		
			CEO	
	*	CEO+R		
			AUDIT	CEO
	*	PALS		
			PALS	
	*	PALS+R		
			AUDIT	PALS
	*	PHD		
			PHD	
	*	PHD+R		
			AUDIT	PHD
	*	SWAT		
			SWAT	
	*	SWAT+R		
			AUDIT	SWAT
			*** End of list ***	

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

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

926 Processing Paths Create/Modify

10/21/14 08:05

CC 05

Screen: \_\_\_\_ Office: BUDGET\_\_\_\_ View: BUDGET

Description: Processing office view\_\_\_\_\_

Office Mgr : AUGUSTIN, THERESA

F	Form	Path	Category	Status and Desks
N				
-	----	-----	-----	-----
-	*	*		
-			_ HR_____	_ BUDGET____ I PAYROLL____ I LEAVEDESK_
-		RESEARCH_		
-			_ AUDIT_____	_ HR_____ _ BUDGET____ I PAY&LEAVE_
-	EGR	*		
-			_ HR_____	_ EGBUDGET__ I PAYROLL____ I LEAVEDESK_
-	EGR	RESEARCH_		
-			_ AUDIT_____	_ HR_____ _ EGBUDGET__ I PAY&LEAVE_
-	EWR	*		
-			_ EWPAYROLL_	_ EWSTUDEMP_ _ EWBUDGET_ _
-	EWR	RESEARCH_		
-			_ AUDIT_____	_ EWPAYROLL_ _ EWSTUDEMP_ _ EWBUDGET_
-	EWR	NOST_____		
-			_ HR_____	_ EWBUDGET__ I LEAVEDESK_ _
-	EWR	NOST+R_____		
-			_ AUDIT_____	_ HR_____ _ EWBUDGET__ I LEAVEDESK
			*** End of list ***	

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

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

926 Processing Paths Create/Modify

10/21/14 08:23

CC 23

Screen: \_\_\_\_ Office: PAYROLL WS View: PAYROLL

Description: Processing office view\_\_\_\_\_

Office Mgr : QUARLES, CYNTHIA M

F	Form	Path	Category	Status and Desks
N				
-	----	-----	-----	-----
-	*	*		
-			PAYROLL WS	
-	* RESEARCH			
-			AUDIT	PAYROLL WS
-	* COMRPH			
-			COMRPH	
-	* COMRPH+R			
-			AUDIT	COMRPH
-	* COPFUSS			
-			COPFUSS	
-	* COPFUSS+R			
-			AUDIT	COPFUSS
-				
-				
-				
			*** End of list ***	

RESEARCH Path w/  
new or modified desk

+R Path w/ new or  
modified desk

+R Path w/ new or  
modified desk

## DCR Documents

### 1. Create the DCR Document

There are various ways to begin the process

#### ❖ Method One

##### Go directly to Create DCR Document

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

For a **Transaction**:

- i. Search for the transaction by clicking on the magnifying glass icon.

- Click **Select** to choose the item to be corrected.

**NOTE:** The **Select** link only displays when the minimum DCR requirements are met.

The screenshot shows the 'Canopy' system interface. At the top, there are navigation tabs for 'ERA', 'FFX', 'FRS', 'Routing', and 'System'. The 'FRS' tab is active. Below the tabs, there are fields for 'Campus' (TAMU TRAINING CAMPUS (AM)) and 'Fiscal Year' (2010). A 'Send Feedback' button is visible on the right.

The main content area is titled 'DCR Create'. It includes a 'DCR Doc ID' field with the value '\*\*NEW\*\*'. Below this is the 'Document to Correct' section, which has a 'Doc Type' dropdown menu set to 'Voucher' and a 'Doc Year' dropdown set to '2009'. There is a magnifying glass icon next to the 'Doc Year' dropdown. Below these is an 'Original Doc ID' field with a 'Show' button next to it.

At the bottom of the screenshot is a table 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'. The first few rows of the table are visible, and the 'Select' link is highlighted in 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	STVCHR		09/01/2008
1001784 3	300210-00000 00000		PAID	\$2,000.00	PRINTING SERVICES		A&M Printing Center		09/16/2008	11/18/2008
1001785 2	300210-00000 1234		PAID	\$2,000.00	PRINTING SERVICES		A&M Printing Center	1005000	09/02/2008	11/25/2008
1001786 1	300210-00000 1235		PAID	\$5,285.00	SPECTROMETER		Vale Apparatus Co., Inc	1005002	09/03/2008	10/30/2008
1001787 1	300210-00000 1237		PAID	\$75.00	COFFEE		Twin City Coffee Service	000510	11/05/2008	10/30/2008
1001788 1	300210-00000 1239		PAID	\$3,814.09	TEMP SUPPORT STAFF SERVICES		Friendly Service Staffing	000511	11/05/2008	10/30/2008
1001789 1	130520-00000 0000		OUT	\$262.32	BOOKS FOR TEACHING/CLASSES		Barnes & Noble College Bookstore	STVCHR		11/13/2008
1001790 1	225150-00000 0000		DROP	\$0.00	BOOKS FOR TEACHING/CLASSES		Barnes & Noble College Bookstore			11/13/2008
1001791 3	225150-00000 00000		PAID	\$5,108.00	COMPUTER, PAPER, INK, CABLES		Dell Higher Education	000516	11/17/2008	11/25/2008
1001792 2	241405-00000 0000		PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/13/2008
1001793 2	241490-00000 0000		PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/13/2008
1001794 3	241102-00000 0000		PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/25/2008
1001795 4	214530-00000 00000		PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/18/2008
1001796 2	246206-00000 00000		PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/13/2008
1001797 3	300090-00000 0000		PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/25/2008
1001798 2	241408-00000 0000		PAID	\$1,990.54	COMPUTER APPLE MACBOOK		Apple Computer	000519	11/17/2008	11/13/2008
1001799 2	246206-00000 0000		DROP	\$0.00	COMPUTER APPLE MACBOOK		Dell Higher Education			11/14/2008

## Departmental Correction Request - DCR (cont'd)

### ❖ Method Two

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

- Using the **Voucher Header** tab, type in the Voucher number to be corrected.
- The ability to create a DCR document displays if the voucher meets the minimum requirements for correction.

**Canopy**  
The Texas A&M University System

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

Main Menu ▾ FRS ▾ Vouchers ▾ Voucher Header

to Account: Voucher Search Voucher Header Line Item Details Vendor

Voucher: 1001784

Submit

---

**VOUCHER HEADER**

Voucher: 1001784 (Voucher Data Form Report)  
Description: PRINTING SERVICES  
Vendor: A&M Printing Center  
Status: PAID  
Hold: N  
Pending: N  
State Vchr: N  
Revolving: N  
Change Source: N  
Transaction Code: 166  
Contract Workforce: Dept Ref: 00000  
Check Nbr: ACH Fg:  
Check Date: 09/16/2008 ACH Override:  
ACH Bank Trace: Reconcile Fg:  
Wire Transfer Flag: St Warrant Nbr:  
Warrant Date:  
Encl Code: PCC Code:

Total: \$2,000.00  
St Req Nbr:  
Bank Paid Chk Date:  
Exempt Fg:  
Exempt Reason:  
USAS Doc Type:  
Line Description: PRINTING SERVICES

**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
J900001	CO	DCRAM	J900001	CAPITAL/INVENTORY GOODS CHANGE (CI)	change obj code	11/21/2008 14:05:05	Raines, Andrea L	02/16/2009 13:23:25	Gibson, Catherine D
J900002	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
J900003	IP			PROCESSED ON THE WRONG ACCOUNT (PW)	Correct account amounts	11/21/2008 14:21:23	Williams, Ketra S	11/21/2008 14:23:05	Williams, Ketra S
J900004	CL	DCRAM	J900004	CLERICAL ERROR (ER)	switch line items amounts	11/21/2008 14:21:41	Raines, Andrea L	07/13/2009 15:14:28	Johns, Scott M
J900005	CL	DCRAM	J900005	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

## Departmental Correction Request - DCR (cont'd)

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

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

Canopy  
The Texas A&M University System

EPA FFX FRS Routing System Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2010 Set 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  
Term Id: STEP01  
Indirect Base Code: Internal Tracking Nbr: 1222339  
Base Amount: \$0.00

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 (cont'd)

### 2. **Edit** the DCR Document

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

- Enter data for the mandatory fields  
**Description** – type in your own description  
**Justification Code** – choose from the drop down list
- Optionally, you can **Add Attachment** by typing in the name or type of attachment or choose a name from the drop down list. Then you can browse your computer to attach the file. Click the **Add Attachment** button to attach.

Canopy  
The Texas A&M University System

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

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

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

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 (cont'd)

### 3. Make the Corrections

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

Canopy  
The Texas A&M University System

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

Main Menu > FRS > DCR > DCR Document

INFO: DCR Document J000003 has been successfully added

DCR Search DCR Document Create DCR

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

Submit

DEPARTMENTAL CORRECTION REQUEST  
HEADER - DEFAULT VIEW

ACCOUNT NET EFFECT

No records found to display.

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

Save Cancel

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

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

Orig Line Item: 2 Credit Orig Amt: 1500.00

New Account: 24119000000 New Subcode: 5616 Amount: 1500.00

Save Cancel

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

Orig Line Item: 2

Orig Account: 110123000004011 Orig Amt: 80.00

New Account: 11012300000 New Subcode: 4020 Amount: 40.00

Save Cancel Get Line Item



## Departmental Correction Request - DCR (cont'd)

This is a display of the entire page.

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

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

**Main Menu** [FRS](#) [DCR](#) [DCR Document](#)

[DCR Search](#) [DCR Document](#) [Create DCR](#)

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](#)

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

## Departmental Correction Request - DCR (cont'd)

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

**Canopy**  
The Texas A&M University System

EPA FFX FRS Routing System

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

DCR Search DCR Document Create DCR

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

Submit

[Logout](#)

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

[Set CC/FY](#)

[HELP?](#) [Send Feedback](#)

---

**DEPARTMENTAL CORRECTION REQUEST HEADER**

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

[Edit](#)

---

**CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)**

ItemOrig	Account	Account Description	Subcode	Subcode Description	DeptSubDept	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	<a href="#">Edit</a> <a href="#">Delete</a>

[Add Correction](#)

---

**COMPLETED FYIS RECIPIENT**

No records found to display.

[Add FYI](#)

---

**DCR NOTES**

There are no DCR notes for this document.

[Add Notes](#)

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

[Top of Page](#)

Theme: **Large Font** [Set Theme](#)  
[Turn Paging On](#)  
[System - Site Map](#)

## Departmental Correction Request - DCR (cont'd)

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

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

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

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

Main Menu » FRS » DCR » DCR Document [HELP?](#) [Send Feedback](#)

DCR Search DCR Document Create DCR

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

---

**DEPARTMENTAL CORRECTION REQUEST HEADER - DOUBLE VIEW**

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

**ACCOUNT NET EFFECT**

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

---

**CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)**

No records found to display.

---

**CORRECTIVE ACTIONS**

Orig Item	Original Account	Original Amount CR	New Account	New Account Description	New Subcode	New Subcode Description	Amount CR
1	<a href="#">300090-12000-5840</a>	\$600.00	<a href="#">201790-00000</a>	WOMEN'S BASKETBALL CAMP	5840	Rental of Motor Vehicles	\$600.00

---

**COMPLETED FYIS RECIPIENT**

# Departmental Correction Request - DCR (cont'd)

1. Choose a **DCR Action** from the drop-down list near the top of the page.

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

Canopy  
The Texas A&M University System

EPA FFX FRS Routing  
System

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

Main Menu ▾ FRS ▾ DCR ▾ DCR Document

DCR Search DCR Documents Create DCR

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

**DEPARTMENTAL CORRECTION REQUEST HEADER**

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

Edit

**CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)**

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

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

**CORRECTIVE ACTIONS**

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

Add Correction

**COMPLETED FYIS RECIPIENT**

No records found to display.

Add FYI

**DCR NOTES**

There are no DCR notes for this document.

Add Notes

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

[Top of Page](#)

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

## Departmental Correction Request - DCR (cont'd)

### 4. Route the DCR Document

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

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

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

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

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

### 5. Search DCR Documents

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

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 DCR Search Results (Total Items: 31).

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	DCRARC800087	NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	test	08/19/2008 16:15:41	Petrov, Svetlozar Y	08/19/2008 16:17:30	Petrov, Svetlozar Y
C800092	Voucher (V)	Closed (CL)	0800016	DCRARC800092	CLERICAL ERROR (ER)	Pay up sucker	08/28/2008 13:48:07	Young, Henry C	08/28/2008 14:38:24	Young, Henry C
C800091	Voucher (V)	Closed (CL)	0800016	DCRARC800091	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
C800092	Voucher (V)	Closed (CL)	0800016	DCRARC800092	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	DCRARC800092	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	DCRARC800094	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	DCRARC800095	CLEAR DEFICIT IN THE ACCOUNT (DF)	once again	08/29/2008 13:37:10	Young, Henry C	08/29/2008 14:30:43	Young, Henry C
C800096	Voucher (V)	Closed (CL)	0800016	DCRARC800096	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	DCRARC800097	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	DCRARC800099	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	DCRARC800098	CAPITOL/INVENTORY GOODS CHANGE (CI)	Route II	08/29/2008 15:49:04	Young, Henry C	09/01/2008 16:19:54	Johns, Scott M
C800100	Voucher (V)	Cancelled (CN)	0800016	DCRARC800100	NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	test post line 6	09/01/2008 16:20:23	Johns, Scott M	09/01/2008 16:22:45	Johns, Scott M
C800102	Voucher (V)	Completed (CO)	0800021	DCRARC800102	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	DCRARC800103	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	DCRARC800104	NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	another processed flag test	09/02/2008 11:58:10	Petrov, Svetlozar Y	09/02/2008 11:32:31	Petrov, Svetlozar Y
C800105	Voucher (V)	Closed (CL)	0800021	DCRARC800105	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	DCRARC800107	NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	test	09/10/2008 08:04:48	Petrov, Svetlozar Y	09/10/2008 08:21:34	Petrov, Svetlozar Y
C800108	Voucher (V)	Completed (CO)	0800016	DCRARC800108	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	DCRARC800109	CAPITOL/INVENTORY GOODS CHANGE (CI)	test reconciliation	09/17/2008 15:00:34	Petrov, Svetlozar Y	09/17/2008 15:02:34	Petrov, Svetlozar Y

### 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.

## 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:

<b>DCR OFFICE'</b>	Name of the office
"Y"	in the Processing View
<b>'DCR Office'</b>	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

**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                    Proc Office PATHs
-----
Vouchers: Y           FY: 2008
Transactions: N       FY: _____
                                                                FFX: FFX_____
                                                                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 flags for Voucher Corrections and Transactions Corrections. These flags set the oldest year that is allowed on a DCR document for prior year corrections. These fields increment each new fiscal year as part of the roll forward processes. A blank means that any year may be corrected
- iv. **PROCESSING OFFICE PATHS OPTIONS**  
There are three options for setting up *Processing Office Paths* that vary from the normal. These are special paths to route special needs documents to the appropriate people:
  - Fixed Assets
  - Contracts & Grants
  - Both FFX and C&G

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

```

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 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                                  |
| -      - - - - - - - - - -                            |
|      5775      5799                                    |
|      8000      8999                                    |
|      _ _ _ _ _ _ _ _ _ _                              |
|      _ _ _ _ _ _ _ _ _ _                              |
|      _ _ _ _ _ _ _ _ _ _                              |
|      _ _ _ _ _ _ _ _ _ _                              |
|      _ _ _ _ _ _ _ _ _ _                              |
|      _ _ _ _ _ _ _ _ _ _                              |
|      _ _ _ _ _ _ _ _ _ _                              |
|      _ _ _ _ _ _ _ _ _ _                              |
|      _ _ _ _ _ _ _ _ _ _                              |
|      _ _ _ _ _ _ _ _ _ _                              |
| ** End of data **                                     |
|                                                         |
| PF4=Exit                                              |
+-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help  EHelp          FFX   C&G   Sbcd
```

**Control Fields and Flags on Screen 933 – Continued**

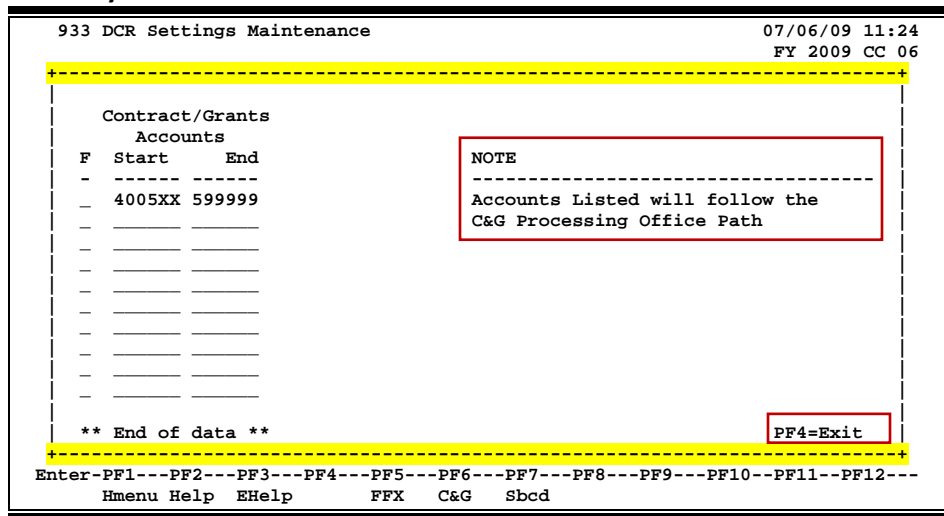
**2) C&G - Contracts & Grants Accounts**

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

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

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

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



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

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

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

**Control Fields and Flags on Screen 933 – Continued**

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

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

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

**PF7 Key - Subcode Restrictions**

```

933 DCR Settings Maintenance                                06/04/09 15:18
                                                           FY 2009 CC 02
+-----+
| Subcodes                                             |
| F   Start   End   Allow                             |
|-----|-----|-----|-----|
| -   0001   1920   N                                 |
| -   3000   3000   N                                 |
| -   3100   3100   N                                 |
| -   3200   3200   N                                 |
| -   4000   4000   N                                 |
| -   5001   5001   N                                 |
| -   5471   5471   N                                 |
| -   5900   5900   N                                 |
| -   6401   6401   N                                 |
| -   8000   8000   N                                 |
|** End of data **                                     |
+-----+
| NOTE                                                |
|-----|
| All subcodes are allowed by default                 |
| Entries with allow flag 'Y'                         |
| override 'N' entries.                               |
+-----+
| PF4=Exit
+-----+
Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--
Hmenu Help  EHelp      FFX  C&G  Sbcd
    
```

**4. Routing and Approval Paths**

**a. Set up Department Routing Desks and Paths**

Department Routing always follows the most specific path for the document. A specific DCR path can be created to route these documents through individual desks. If there is a D\*\* path, the DCR document will follow that path

**b. Set up DCR Processing Office Desks/Paths**

Within the DCR Processing Office, the DCR documents follow the default path unless a specific path is established.

Each DCR Processing Office path must include a "P Pass-Thru" desk as the last desk. See [Screen 933](#) for required setup.

```

926 Processing Paths Create/Modify                                06/04/09 15:18
                                                                CC 02
Screen: ___ Office: DCR OFFICE View: DCR OFFICE
Description: Processing office view_____
Office Mgr : GARNER, GLENDA G

F Form Path Category
N                                     Status and Desks
- - - - -
- * * _____
- * BOTH _____ DCR DESK P PASS-THRU
- * C&G _____ C&G DESK FFX DESK DCR DESK P PASS-THRU
- * FFX _____ I C&G FYI C&G DESK DCR DESK P PASS-THRU
- * _____ FFX DESK DCR DESK P PASS-THRU
- - - - -
*** End of list ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Names
    
```

**FAMIS Services Requirements**

**1. Tables Set Up**

**a. On Screen 854**

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

**b. On Screen 950**

- i. Set up for new Form DCR

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		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 must be created with the number of days in the **Category** field on Screen 921 Department Level or Screen 925 Executive Level. Then, if the original voucher is older than the number of days defining the path (60, 90, etc.), the new path will be used.

**c. On Screen 899**

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

**FAMIS Services Control Screens**

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

**1. On Screen 853:**

Under "ASSIGN CONTROL"

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

```

853 Generic Table                                06/04/09 15:15
                                                CC AM
Screen: ___ Campus Cd: ** Table Type: ASSIGN CONTROL_
Start From: _____

Func      Key      Maint.      Data
Code      Key      on 853
- 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      Key      Maint.      Data
Code      Key      on 853
- 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
    
```

## Departmental Correction Request - DCR (cont'd)

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

853 Generic Table		06/04/09 15:13
Screen:	Campus Cd: **	Table Type: ROUTE-BATCH-APP
		Start From: ROUTE
Func Code	Key	Maint. 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
-	FRSEPDOD	Web EPA
-	FRSEPCNC	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

### **FAMIS Reporting**

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

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

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

#### **Reports**

- a. Request and schedule the **VBAR272** report which reprints any voucher data sheets with corrected items (only since last run of the report).
  - i. Can be set to run multiple times during the day
  - ii. Can be set to run without printing the data forms
- b. Request and schedule the **VBAR274** report which produces statistics in both summary and detail about the DCRs for a given period.

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

#### **Batch Programs**

- a. VBYU275  
Year-end autocancel of outstanding departmental corrections request (DCR) documents.
- b. FBAR710  
Purge job for Deleted/purges DCRs older than 9 years.
- c. VBAR272
- d. VBAR274

#### **Canopy – Routing – Global Document Queue**

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