

DIVISION OF FINANCE

Committed to Service Excellence



DCR Corrections Module

Departmental Correction Request

Presented By
FMO-General Accounting Services
February 2009

Agenda

- Introduction: What is a DCR?
- Benefits
- When to process a DCR
- Allowable Transactions
- Restrictions
- Year end submittals
- Creation and Inquiry of DCRs in Canopy

What is a DCR?

- This is a CANOPY based module that will provide the ability to initiate a correction transaction for accounting entries in FAMIS.
- Currently this feature is only for corrections to Accounts Payable voucher documents for local to local transfers. This will include local to local accounts, object code corrections and amounts between accounts and object codes.



What are the benefits of a DCR?

- Departmental Data Entry
- Departmental Electronic Approvals
- Automatic posting upon Approval
- FYI Notification to recipients (optional)
- Security and account access controls
- Web creation, routing, and approval through Canopy.
- No paper waste

When to process a DCR

- DCRs should be submitted when an Accounts Payable voucher expenditure needs to be corrected for account changes (partial or whole amount) or for object code corrections (partial or whole amount). Sub-account corrections should still be processed on screen 056 (Support account moves).

Transactions allowed on DCRs

- DCR business rules will prevent submitting requests if the debit account (account being charged) does not allow the expense. This pulls from screen 803 and screen 008 for sub-code edits.
- Currently you can only correct local to local vouchers which must be in 'Paid' or 'Recon' status.
- Fields that can be changed are Account Number, Sub-code & Amount.
- Attachments can be added to the document page. The attachment must be in PDF format, 1-2 MGs maximum.
- Notes can be added to the document page.

Restrictions for DCRs

- You can have up to three open DCRs for each voucher and only one active DCR can be routing at a time.
- Cannot change the Vendor, Bank or Ref. 4 fields.
- Cannot change revenue codes, payroll codes or the interest code 6230.
- Cannot process DCRs for a Future Fiscal Year.

Year End Submittals of DCRs

- Requests are only valid to create/view in the current fiscal year.
- Year end is a critical time to complete, process, or cancel pending requests prior to auto cancellation during 13th month.
- Pending requests include: In Process (IP), Reopened (RE), and Closed (CL) documents.
- Only DCRs to clear deficits for negative balances or necessary corrections for contract and grant accounts should be submitted in the 13th month. All others will be rejected.

Creation of a DCR

- Log into CANOPY
- There are two ways to create a DCR.
 - 1. The first way is to begin with a display of the voucher you want to correct. Click on FRS → Vouchers → Voucher Header. Using the Voucher Header Tab, type in the voucher number of the one to correct, hit enter. Click the ‘Create DCR Document’ button on the top right of the page. This option will automatically fill in some of the fields on the DCR create page (DCR Type, Doc Year and Doc ID). This is the method used in the example.
 - 2. The second way is to go directly to the Create DCR Document . Click on FRS Tab → DCR → Create DCR. Choose the type of document to correct – Voucher is the default. Optionally, change the Doc Year- Current Year is the default. Type the Original Document ID (Voucher number). Click on “Create Document” button.

Canopy

The Texas A&M University System

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EPA FFX FRS Routing

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

Set CC/FY

Main Menu > FRS > Vouchers > Voucher Header

From the voucher header tab enter in voucher number and hit enter or submit.

to Account Voucher Search Voucher Header Line Item De

Voucher

Create DCR Document

Submit

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 11/19/2008 7:58:36 PM

[Top of Page](#)

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

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing
System

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

Main Menu > FRS > Vouchers > Voucher Header

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

to Account Voucher Search Voucher Header Line Item Details Vendor

Voucher: 1001820
[Submit](#)

You will now see the voucher header detail and the voucher line item(s).

VOUCHER HEADER

Description:	COPY CHARGES	Status:	PAID
Vendor:	3712712712Q Texas Engineering Experiment Station	Hold:	N
Alt. Vendor:		Pending:	
Due Date:	11/14/2008	Customer A/R Nbr:	
Invoice Date:	09/01/2008	GSC Order Nbr:	
Delivery Date:	11/01/2008	Contract Workforce:	
Original Dist Date:		Dept Ref:	00000
		Transaction Code:	141
Total:	\$7,670.56	Check Nbr:	000513
St Req Nbr:		Check Date:	11/17/2008
Bank Paid Chk Date:		ACH Bank Trace:	
Exempt Fg:	R	Wire Transfer Flag:	
Exempt Reason:	AD	Encl Code:	
USAS Doc Type:			
Long Description:	COPY CHARGES		

VOUCHER LINE ITEMS

Item	Acct	Net Amount	PO Number	Invoice Nbr	Bank	Drop Fg	Void Fg
1	510092-00000-5616	\$7,670.56	1001820	108747	06000	N	N

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EPA FFX FRS Routing

System

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

[Set CC/FY](#)

Main Menu > FRS > Vouchers > Voucher Header

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

to Account Voucher Search Voucher Header Line Item Details Vendor

Voucher: 1001820

[Submit](#)

Click on "Create DCR Document to begin the DCR process.

[Create DCR Document](#)

VOUCHER HEADER

Description:	COPY CHARGES	Status:	PAID
Vendor:	3712712712Q Texas Engineering Experiment Station	Hold:	N
Alt. Vendor:		Pending:	
Due Date:	11/14/2008	Customer A/R Nbr:	
Invoice Date:	09/01/2008	GSC Order Nbr:	
Delivery Date:	11/01/2008	Contract Workforce:	
Original Dist Date:		Dept Ref:	00000
		Transaction Code:	141
Total:	\$7,670.56	Check Nbr:	000513
St Req Nbr:		Check Date:	11/17/2008
Bank Paid Chk Date:		ACH Bank Trace:	
Exempt Fg:	R	Wire Transfer Flag:	
Exempt Reason:	AD	Encl Code:	
USAS Doc Type:			
Long Description:	COPY CHARGES		

VOUCHER LINE ITEMS

Item	Acct	Net Amount	PO Number	Invoice Nbr	Bank	Drop Fg	Void Fg
1	510092-00000-5616	\$7,670.56	1001820	108747	06000	N	N

Canopy

The Texas A&M University System

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EPA FFX FRS Routing
System

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

Main Menu > FRS > DCR > Create DCR

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

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: **1001820**

Click on "Create Document"

Create Document

Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing
System

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

Main Menu > FRS > DCR > DCR Document

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

INFO: DCR Document J900013 has been successfully added

DCR Search DCR Document Create DCR

DCR: DCR Action:

You will now see the information box showing a DCR document number has been assigned to your request.

DEPARTMENTAL CORRECTION REQUEST HEADER

DCR Number: J900013 DCR Fy: 2009 DCR Status: In Process (IP)
Voucher Number: 1001820 Voucher FY: 2009 Type: Voucher (V)
Route Doc: Route Status: ()
Description:
Justification Code:
Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
Last Update Date: Last Updated By:

Attachments:

Add new attachment:

Name: (select one or type in your own)
File location:

Creation of a DCR

- Once the DCR number has been assigned you can now edit the DCR document.
 - You must enter in a description and choose a Justification Code.
-

INFO: DCR Document J900013 has been successfully added

DCR Search DCR Document **Create DCR**

DCR: J900013 DCR Action: Select an action...

Submit

DEPARTMENTAL CORRECTION REQUEST HEADER

DCR Number: J900013 DCR Fy: 2009 DCR Status: In Process (IP)
Voucher Number: 1001820 Voucher FY: 2009 Type: Voucher (V)
Route Doc: Route Status: ()
Description: sharing cost of services with FMO
Justification Code: Select a code...
Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
Last Update Date: Last Updated By:
Attachments:

Add in description

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)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept SubDept	Dept Name	Net Amount	
1	Y	510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN Mechanical Engineering	\$7,670.56	Correct

Justification Codes

- Currently there are eight justification codes.
 - AC (New account has been Established)
 - CI (Capitol/Inventory Goods Change)
 - DF (Clear Deficit in the Account)
 - ER (Clerical Error)
 - NE (No Expense Allowed on Current Account)
 - OC (Object Code Modifications) **NOTES REQUIRED**
 - OT (Other) **NOTES REQUIRED (change of contract, professor approval, etc)**
 - PW (Processed on Wrong Account)

FAMIS is working on adding “C&G” for Contract and Grant accounts – notes will be required.

INFO: DCR Document J900013 has been successfully added

DCR Search DCR Document Create DCR
DCR: J900013 DCR Action: Select an action...
Submit

DEPARTMENTAL CORRECTION REQUEST HEADER

DCR Number: J900013 DCR Fy: 2009 DCR Status: In Process (IP)
Voucher Number: 1001820 Voucher FY: 2009 Type: Voucher (V)
Route Doc: Route Status: ()
Description: sharing cost of services with FMO
Justification Code: Select a code...
Created Date: Elizabeth S
Last Update Date:
Attachments:
Name: ct one or ty
File location:
AC - NEW ACCOUNT HAS BEEN ESTABLISHED
CI - CAPITOL/INVENTORY GOODS CHANGE
DF - CLEAR DEFICIT IN THE ACCOUNT
ER - CLERICAL ERROR
NE - NO EXPENSE ALLOWED ON CURRENT ACCT
OC - OBJECT CODE MODIFICATIONS
OT - OTHER (SEE NOTES)
PW - PROCESSED ON THE WRONG ACCOUNT

Select the appropriate justification code.

Save Cancel

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Table with 9 columns: ItemOrig, Account, Account Description, Subcode, Subcode Description, Dept SubDept, Dept Name, Net Amount, Correct. Row 1: 1, Y, 510092-0000, FORSYTH PROFESSORSHIP *DR*, 5616, Reproduction Services, MEEN, Mechanical Engineering, \$7,670.56, Correct

INFO: DCR Document J900013 has been successfully added

DCR Search DCR Document Create DCR
DCR: J900013 DCR Action: Select an action...
Submit

DEPARTMENTAL CORRECTION REQUEST HEADER

DCR Number: J900013 DCR Fy: 2009 DCR Status: In Process (IP)
Voucher Number: 1001820 Voucher FY: 2009 Type: Voucher (V)
Route Doc: Route Status: ()
Description: sharing cost of services with FMO
Justification Code: OT - OTHER (SEE NOTES)
Created Date: 11/24/2008 Created By: Aldredge, El
Last Update Date: Last Updated By:
Attachments:

Add new attachment:
Name: (select)
File location: Browse...
Add Attachment

Save Cancel

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Table with 9 columns: ItemOrig, Account, Account Description, Subcode, Subcode Description, Dept SubDept, Dept Name, Net Amount. Row 1: 1, Y, 510092-0000, FORSYTH PROFESSORSHIP *DR*, 5616, Reproduction Services, MEEN, Mechanical Engineering, \$7,670.56 Correct

At this time if attachments are needed you can add them before you click "Save".

Canopy

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EPA FFX FRS Routing

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

[Set CC/FY](#)

System

Main Menu > FRS > DCR > DCR Document

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

DCR Search DCR Document Create DCR

DCR: J900013 DCR Action: Select an action...

DEPARTMENTAL CORRECTION REQUEST HEADER

DCR Number:	J900013	DCR Fy:	2009	DCR Status:	In Process (IP)
Voucher Number:	1001820	Voucher FY:	2009	Type:	Voucher (V)
Route Doc:		Route Status:	()		
Description:	sharing cost of services with FMO				
Justification Code:	OT - OTHER (SEE NOTES)				
Created Date:	11/24/2008	Created By:	Aldredge, Elizabeth S		
Last Update Date:	11/24/2008	Last Updated By:	Aldredge, Elizabeth S		

Attachments:

Add new attachment:

Name: J900013 DCR attachment (select one or t

File location: C:\Documents and Settings\esa\Des

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

Attachment has been added.

Canopy

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EPA FFX FRS Routing

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

[Set CC/FY](#)

Main Menu > FRS > DCR > DCR Document

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

DCR Search DCR Document Create DCR

DCR: J900013 DCR Action: Select an action...

Header - Record has been successfully modified (Message: 0003)

You will now see the message "Header – Record has been successfully modified."

DEPARTMENTAL CORRECTION REQUEST HEAD

DCR Number: [J900013](#) (DCR Report) DCR Fy: 2009
 Voucher Number: [1001820](#) Voucher FY: 2009

Route Doc:
 Description: sharing cost of services with FMO
 Justification Code: OTHER (SEE NOTES) (OT)
 Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
 Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S
 Attachments:

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept SubDept	Dept Name	Net Amount	
1	Y 510092-0000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN	Mechanical Engineering	\$7,670.56	Correct

Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S
Attachments:

Edit

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Net Amount	
1	Y	510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN	Mechanical Engineering	\$7,670.56	Correct

CORRECTIVE ACTIONS

No records found to display.

ACCOUNT NET EFFECT

No records found to display.

COMPLETED FYIS RECIPIENT

No records found to display.

Add FYI

DCR NOTES

There are no DCR notes for this document.

Add Notes

Scroll down to the lower portion of the screen and you will see the original line item (s) available for corrective actions.

Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S
Attachments:

Edit

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept SubDept	Dept Name	Net Amount	
1	Y	510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN Mechanical Engineering	\$7,670.56	Correct

CORRECTIVE ACTIONS

No records found to display.

ACCOUNT NET EFFECT

No records found to display.

COMPLETED FYIS RECIPIENT

No records found to display.

Add FYI

DCR NOTES

There are no DCR notes for this document.

Add Notes

On the right hand side of the line item you will see the word "correct". Click on the word.

Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S
Attachments:

Edit

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Net Amount	
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN		Mechanical Engineering	\$7,670.56	Correct

Orig Line Item:	1
Orig Account:	51009200000
Orig Subcode:	5616
Orig Amt:	7670.56
New Account:	51009200000
New Subcode:	5616
Amount:	7670.56

Save Cancel

CORRECTIVE ACTIONS

No records found to display.

ACCOUNT NET EFFECT

No records found to display.

COMPLETED FYIS RECIPIENT

No records found to display.

Add FYI

DCR NOTES

There are no DCR notes for this document.

A box now appears for that line and you can modify any of the following: account, sub-code and/or amount.

Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S
Attachments:

Edit

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept SubDept	Dept Name	Net Amount
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN	Mechanical Engineering	\$7,670.56 Correct

Orig Line Item:	1
Orig Account:	51009200000
Orig Subcode:	5616
Orig Amt:	7670.56
New Account:	21041000000
New Subcode:	5616
Amount:	1500.00

Save Cancel

CORRECTIVE ACTIONS

No records found to display.

ACCOUNT NET EFFECT

No records found to display.

COMPLETED FYIs RECIPIENT

No records found to display.

Add FYI

DCR NOTES

There are no DCR notes for this document.

A modification has been done for the account number and the amount. Click "Save".

Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S
Attachments:

Edit

After clicking "Save" you should get the message "Corrective Actions – Record has been successfully added."

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

CORRECTED LINE ITEMS (INCLUDES ORIGINAL)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dep
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEE
2	210410-00000	FMO	5616	Reproduction Services	FISC

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount
1	510092-00000-5616	7670.56	210410-00000	FMO	5616		

The "Account Net Effect" will show the new account being debited the charge and the old account being credited to have a net effect of zero.

ACCOUNT NET EFFECT

Account	Amount
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

COMPLETED FYIS RECIPIENT

No records found to display.

Add FYI

Created Date: 11/24/2008
 Last Update Date: 11/24/2008
 Attachments:

Edit

You will now see two lines, one is the original line item which has been reduced and the new line item under the new account and amount. Below this you will see "Corrective Actions" which shows old and new information on one line.

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Net Amount	
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN		Mechanical Engineering	\$6,170.56	Correct
2	210410-00000	FMO	5616	Reproduction Services	FISC	FMO	Financial Management Operations	\$1,500.00	

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

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount	
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00	Edit Delete

ACCOUNT NET EFFECT

Account	Amount
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

COMPLETED FYIS RECIPIENT

No records found to display.

Add FYI

Attachments:

[Edit](#)

In the "Corrective Actions" you have the option to edit your correction or delete the entry.

CORRECTED LINE ITEMS (INCLUDES ...)

ItemOrig	Account	Account Description	Subcode	Subcode Description				
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services				
2	210410-00000	FMO	5616	Reproduction Services	FISC	FMO	Financial Management Operations	\$1,500.00

Corrective Actions - Record has been successfully modified (Message: 0003)

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount		
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00	Edit	Delete

ACCOUNT NET EFFECT

Account	Amount
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

COMPLETED FYIs RECIPIENT

No records found to display.

[Add FYI](#)

DCR NOTES

There are no DCR notes for this document.

Attachments:

[Edit](#)

Below the "Corrective Actions" area is "Account Net Effect".

CORRECTED LINE ITEMS (INCLUDE)

ItemOrig	Account	Account Description	Subcode	Subcode Description
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services
2	210410-00000	FMO	5616	Reproduction Services

Corrective Actions - Record has been successfully modified (Message: 0003)

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount		
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00	Edit	Delete

ACCOUNT NET EFFECT

ACCOUNT	AMOUNT
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

COMPLETED FYIs RECIPIENT

No records found to display.

[Add FYI](#)

DCR NOTES

There are no DCR notes for this document.

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Net Amount	
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN		Mechanical Engineering	\$6,170.56	Correct
2	210410-00000	FMO	5616	Reproduction Services	FISC	FMO	Financial Management Operations	\$1,500.00	

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount
1	510092-00000-5616	7670.56	210410-00000				

ACCOUNT N

Account	Amount
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

You can add "FYI" notifications to anyone who may need to be aware of the correction.

COMPLETED FYIS RECIPIENT

No records found to display.

Add FYI

DCR NOTES

There are no DCR notes for this document.

Add Notes

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Net Amount	
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN		Mechanical Engineering	\$6,170.56	Correct
2	210410-00000	FMO	5616	Reproduction Services	FISC	FMO	Financial Management Operations	\$1,500.00	

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount	
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00	Edit Delete

ACCOUNT NET EFFECT

Account	Amount
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

COMPLETED FYIS RECIPIENT

No records found to display

Click "Save"

Name (last, first): Found 3 names.

DCR NOTES

There are no DCR notes for this document.

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Net Amount	
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN		Mechanical Engineering	\$6,170.56	Correct
2	210410-00000	FMO	5616	Reproduction Services	FISC	FMO	Financial Management Operations	\$1,500.00	

CORRECTIVE ACTIONS

Orig ItemOriginal	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount	
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00	Edit Delete

ACCOUNT N

Account	Amount
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

The message "FYI – Record has been successfully modified".

FYI - Record has been successfully modified (Message: 0003)

COMPLETED FYIS RECIPIENT

Item	Name	Home Campus	Home Dept	Home Sub Dept	
1	Fairhurst, Robbie L	02	VPFN	ADMN	Delete

*** Automatically sent after the Document is COMPLETED (Document APPROVED and Transaction(s) POSTED)

Name (last, first):

DCR NOTES

There are no DCR notes for this document.

Canopy: DCR Document - J900013 - Microsoft Internet Explorer provided by Division of ...

https://lab1.system.tamus.edu/Training/canopytwo/Modules/FRS/DcrDocument.s

File Edit View Favorites Tools Help

Sign In Login MOB... Trea... IW Imp... Tran...

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Net Amount	
1	Y 510092-00000	FORSYTH PROFESSORSHIP **DR*	5616	Reproduction Services	MEEN		Mechanical Engineering	\$6,170.56	Correct
2	210410-00000	FMO	5616	Reproduction Services	FISC	FMO	Financial Management Operations	\$1,500.00	

CORRECTIVE

Orig Item	Original Account	Original Amount	New Account	New Des
1	510092-00000-5616	7670.56	210410-00000	

ACCOUNT N

Account	Amount
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

FYI - Record has been successfully modified (Message: 0003)

COMPLETED FYIS RECIPIENT

Item	Name	Home Campus	Home Dept	Home Sub Dept	Delete
1	Fairhurst, Robbie L	02	VPFN	ADMN	Delete

*** Automatically sent after the Document is COMPLETED (Document APPROVED and Transaction(s) POSTED)

Name (last, first):

DCR NOTES

There are no DCR notes for this document.

Local intranet 100%

Also there will be a message of "Automatically sent after the Document is COMPLETED"

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount		
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00	Edit	Delete

ACCOUNT NET EFFECT

Account	Amount
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

Since the justification code "OT" was used, notes are required. Click "Add Notes".

FYI - Record has been successfully modified (Message: 0003)

COMPLETED FYIS

Item	Name	Home Campus	Home Dept	Home Sub Dept	
1	Fairhurst, Robbie L	02	VPFN	ADMN	Delete

*** Automatically sent after the Document is COMPLETED (Document APPROVED and Transaction(s) POSTED)

Name (last, first):

DCR NOTES

There are no DCR notes for this document.

ACCOUNT NET EFFECT

Account	Amount
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

COMPLETED FYIs RECIPIENT

Item	Name	Home Campus	Home Dept	Home Sub Dept	
1	Fairhurst, Robbie L	02	VPFN	ADMN	Delete

*** Automatically sent after the Document is COMPLETED (Document APPROVED and Transaction(s) POSTED)

Name (last, first):

Once the notes are added click "Save"

DCR NOTES

There are no DCR notes for this document.

Per agreement on file, transferring 1500.00 of the costs for reproduction services to FMO.

* Previous notes from today may be available for editing

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount	
1	510092-0000-5616	7670.56	210410-0000	FMO	5616	Reproduction Services	\$1,500.00	Edit Delete

ACCOUNT NET EFFECT

Account	Amount
210410-00000	(\$1,500.00)
510092-00000	\$1,500.00
Net Total:	\$0.00

COMPLETED FYIS RECIPIENT

Item	Name	Home Campus	Home Dept
1	Fairhurst, Robbie L	02	VPFN

*** Automatically sent after the Document is COMPLETED (Document APPROVED and Transi

[Add FYI](#)

You will now get the message "Notes - Record has been successfully added".

Notes - Record has been successfully added (Message: 0002)

DCR NOTES

Text
>>Note entered 11/24/08 by ALDREDGE, ELIZABETH S
Per agreement on file, transferring 1500.00 of the costs for reproduction services to FMO.

[Add Notes](#)

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EPA FFX FRS Routing

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

System

Set CC/FY

Main Menu > FRS > DCR > DCR Document

HELP? [Send Feedback](#)

DCR Search DCR Document Create DCR

DCR: J900013 DCR Action: Select an action...

Submit

- Select an action...
- CLOSE (checks acct and \$\$\$)
- CANCEL
- REOPEN to edit
- ROUTE for approval
- ROUTE with Extra Action
- RECALL from routing

Scroll back up to the top of the page. You will need to select an action from the Drop-Down list to either CLOSE, CANCEL, REOPEN to edit, ROUTE for approval, ROUTE with Extra Action or RECALL from routing. Once the selection has been made click "Submit".

DCR Number: J900013 Voucher Number: 1001820 Show

Route Doc: Description: sharing cost of services with FMO
 Justification Code: OTHER (SEE NOTES) (OT)
 Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
 Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S

Edit

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept SubDept	Dept Name	Net Amount	
1	Y 510092-00000	FORSYTH PROFESSORSHIP *DR*	5616	Reproduction Services	MEEN	Mechanical Engineering	\$6,170.56	Correct
2	210410-00000	FMO	5616	Reproduction Services	FISC FMO	Financial Management Operations	\$1,500.00	

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Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009
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Main Menu > FRS > DCR > DCR Document

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

INFO: Document has been Routed AM DCRAMJ900013 (Message: 2519)

The message "INFO: Document has been Routed" will now show.

DCR Search DCR Document Create DCR

DCR: J900013 DCR Action: Select an action...

DEPARTMENTAL CORRECTION REQUEST HEADER

DCR Number: [J900013](#) (DCR Report) DCR Fy: 2009 DCR Status: Closed (CL)
 Voucher Number: [1001820](#) Voucher FY: 2009 Type: Voucher (V)
 Route Doc: [DCRAMJ900013](#) (Routing Document Report) Route Status: In Dept Rt (DR)
 Description: sharing cost of services with FMO
 Justification Code: OTHER (SEE NOTES) (OT)
 Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
 Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S
 Attachments:

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

ItemOrig	Account	Account Description	Subcode	Subcode Description	Dept SubDept	Dept Name	Net Amount
1	Y 51000	FORSYTH PROFESSORSHIP	5616	Reproduction	MEEN	Mechanical Engineering	\$6,170.56

Routing of DCRs

- The routing path of the DCRs are expected to follow the same path as with Purchasing. FAMIS Security is developing a form departments will be required to complete for access to the DCR Corrections module.

Inquiry of DCRs

- Click on FRS → DCR → DCR Search
- Enter in a partial DCR Document ID number, Account Number or the complete Document ID number



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EPA FFX **FRS** Routing

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

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System Search

Main Menu > FRS > Voucher Search

to Account Voucher Search

Voucher:

PO nbr:

[Submit](#) [Reset](#)

- Account Search
- Batch
- DCR **DCR Search**
- Invoices
- Payroll
- Payroll Create DCR
- Purch Documents
- Receiving
- Tables
- Vendors
- Vouchers

Line Item Details Vendor

Dept Ref:

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Version: 11/19/2008 7:5

[Top of Page](#)

Theme: **Default** [Set Theme](#)
[Turn Paging Off](#)
[System - Site Map](#)

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System

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

[Main Menu](#) > [FRS](#) > [DCR](#) > DCR Search

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

[DCR Search](#) [DCR Document](#) [Create DCR](#) [Back to Voucher Search](#)

Document ID: Status: [Select a status..](#)

Select an account: [List is empty.](#) or type in an account number:

DCR Type: [Voucher](#) Original Doc ID: ******NOTE: Must be a complete Document ID for a match**

[Search](#) [Reset](#)

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The Texas A&M University System
Version: 11/19/2008 7:58:36 PM

[Top of Page](#)

Theme: [Default](#) [Set Theme](#)
[Turn Paging Off](#)
[System - Site Map](#)

You can search by the DCR number, a partial of the DCR number or the account number. Click "Search"

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EPA FFX FRS Routing

Campus: TAMU TRAINING CAMPUS (AM)

Fiscal Year: 2009

[Set CC/FY](#)

Main Menu > FRS > DCR > DCR Search

[HELP ?](#)

[Send Feedback](#)

Document ID: J

Status: Select a status..

Select an account: List is empty. or type in an account number

DCR Type: Voucher

Original Doc ID:

Complete Document ID for a match

[Search](#) [Reset](#)

This search was using just the "J". All existing DCRs will pull up.

DCR SEARCH RESULTS (TOTAL ITEMS: 13)

Document ID	Type	Status	Orig Doc ID	Route Doc ID	Justification	Description	Created Date	Created by	Last Updated	Last updated by
J900001	Voucher (V)	Closed (CL)	1001806	DCRAMJ900001	CAPITOL/INVENTORY GOODS CHANGE (CI)	change obj code	11/21/2008 14:05:05	Raines, Andrea L	11/21/2008 14:10:22	Raines, Andrea L
J900002	Voucher (V)	In Process (IP)	1001821		CAPITOL/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	Voucher (V)	In Process (IP)	1001822		PROCESSED ON THE WRONG ACCOUNT (PW)	Correct account amounts	11/21/2008 14:21:23	Williams, Ketra S	11/21/2008 14:23:06	Williams, Ketra S
J900004	Voucher (V)	Re-Opened (RE)	1001822	DCRAMJ900004	CLERICAL ERROR (ER)	switch line items amounts	11/21/2008 14:21:41	Raines, Andrea L	11/21/2008 14:30:25	Raines, Andrea L
J900005	Voucher (V)	Closed (CL)	1001813	DCRAMJ900005	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
J900006	Voucher (V)	In Process (IP)	1001812		NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	Transfer funds to other	11/21/2008 14:33:46	Williams, Ketra S	11/21/2008 14:36:26	Williams, Ketra S

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EPA FFX FRS Routing

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

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System

Main Menu > FRS > DCR > DCR Search

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

DCR Search DCR Document Create DCR

Document ID: Status:

Select an account: or type in an account number:

DCR Type: Original Doc ID: ****NOTE: Must be a complete Document ID for a match

DCR SEARCH RESULTS (TOTAL ITEMS: 1)

Document ID	Type	Status	Orig Doc ID	Route Doc ID	Justification	Description	Created Date	Created by	Last Updated	Last updated by
J900013	Voucher (V)	Closed (CL)	1001820	DCRAMJ900013	OTHER (SEE NOTES) (OT)	sharing cost of services with FMO	11/24/2008 13:09:36	Aldredge, Elizabeth S	11/24/2008 15:36:13	Aldredge, Elizabeth S

prev 1 next (Showing page 1 of 1, items 1-1) Total items: 1

Change page: [Go](#) Page size: [Ch](#)

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Version: 11/19/2008 7:58:36 PM

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[System - Site Map](#)

This Search was by the account number. Only one DCR exists for this account.

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EPA FFX FRS Routing

Campus: TAMU TRAINING Year: 2009

System

Main Menu > FRS > DCR > DCR Search

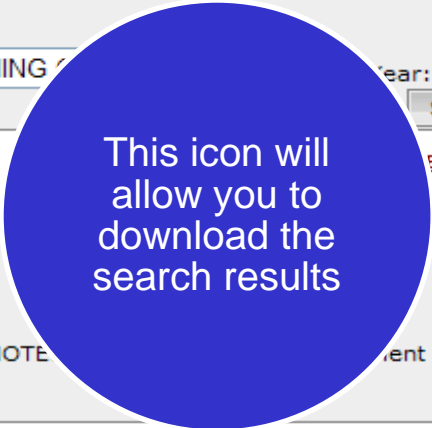
DCR Search DCR Document Create DCR

Document ID: J Status: Select a status..

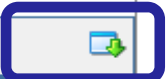
Select an account: List is empty. or type in an account number:

DCR Type: Voucher Original Doc ID: ****NOTE

Search Reset



DCR SEARCH RESULTS (TOTAL ITEMS: 13)



Document ID	Type	Status	Orig Doc ID	Route Doc ID	Justification	Description	Created Date	Created by	Last Updated	Last updated by
J900001	Voucher (V)	Closed (CL)	1001806	DCRAMJ900001	CAPITOL/INVENTORY GOODS CHANGE (CI)	change obj code	11/21/2008 14:05:05	Raines, Andrea L	11/21/2008 14:10:22	Raines, Andrea L
J900002	Voucher (V)	In Process (IP)	1001821		CAPITOL/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	Voucher (V)	In Process (IP)	1001822		PROCESSED ON THE WRONG ACCOUNT (PW)	Correct account amounts	11/21/2008 14:21:23	Williams, Ketra S	11/21/2008 14:23:06	Williams, Ketra S
J900004	Voucher (V)	Re-Opened (RE)	1001822	DCRAMJ900004	CLERICAL ERROR (ER)	switch line items amounts	11/21/2008 14:21:41	Raines, Andrea L	11/21/2008 14:30:25	Raines, Andrea L
J900005	Voucher (V)	Closed (CL)	1001813	DCRAMJ900005	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
J900006	Voucher (V)	In Process (IP)	1001812		NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	Transfer funds to other	11/21/2008 14:33:46	Williams, Ketra S	11/21/2008 14:36:26	Williams, Ketra S



F2321 Make selection to proceed to screen 169
 168 Voucher Total Inquiry

CORRECTIONS

Once all the approvals have been obtained you will see the modifications made in FAMIS and Canopy. In FAMIS you will see *CORRECTIONS* added.

Screen: Voucher: 1001820 Fiscal Year: 200

Vendor: 3712712712Q TEXAS ENGINEERING EXPERIMENT S Hold: N
 Alt Vndr: Encl:
 Due Date: 11/14/2008 Desc: COPY CHARGES St Vch: N
 Inv Date: 09/01/2008 Cust AR Nbr: Revolv: N
 Dlvry Date: 11/01/2008 GSC Ord: Pending: Chg Src: N
 Dept Ref: 00000 Cont Work Force: Conf: ACH: ACH Ovrdr:
 Tran Cd: 141 Check Nbr: 000513 St Warrant Nbr:
 St Req Nbr: Check Date: 11/17/2008 Warrant Date:
 Vchr Total: 7670.56 Check Recon: N USAS Doc Type: PCC:
 Bank Trace: IC: R Reason: AD Orig Dist Date:

S	Itm	Account	Net Amount	PO No.	Invoice Number	Bank	Dp	Vd	XRef
-	1	510092 00000 5616	6,170.56	1001820	108747	06000	N	N	
-	2	210410 00000 5616	1,500.00	1001820	108747	06000	N	N	1

*** End of line items ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Hmenu Help EHelp Desc Corr Addr Det



F2321 Make selection to proceed to screen 169
 168 Voucher Total Inquiry

Pressing "F7" will identify such things as your document number, description and the creator.

```

+-----+
S |
|          Voucher Corrections          |          STATUS: PAID
|                                         |          Hold: N
|          Document: J900013             |          Status: Completed (CO) |          Encl:
|          Desc: sharing cost of services with FMO |          St Vch: N
| Route Doc: DCRAMJ900013  Route Status: Final |          Revolv: N
Dl |          Created: 11/24/2008  ALDREDGE, ELIZABETH S |          Chg Src: N
|          Last Upd: 11/24/2008  ALDREDGE, ELIZABETH S |          ACH Ovr:
|                                         |          br:
|                                         |          te:
St |                                         |          pe:          PCC:
Vc |          Document:                   |          Status:          |          te:
Ba |          Desc:                       |          Route Doc:      |          nk  Dp  Vd  XRef
S |          Route Doc:                   |          Created:        |          ---  --  --  ----
- |          Last Upd:                     |          Last Upd:        |          000  N  N
- |                                         |          End of List     |          000  N  N      1
- |                                         |          PF4=Exit        |          PF8=Next
+-----+
    
```

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Hmenu Help EHelp Desc Corr Addr Det

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EPA FFX FRS Routing

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

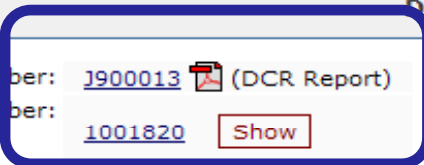
[Set CC/FY](#)

Main Menu > FRS > DCR > DCR Document


DCR Search DCR Document Create DCR

DCR: J900013 DCR Action: Select an action...


Canopy is very user friendly. There are several areas that will allow you to obtain additional information with a simple click of the mouse. Click on the PDF icon next to J900013...



DEPARTMENTAL CORRECTION REQUEST HEADLINE

DCR Number: [J900013](#)  (DCR Report) DCR Fy: 2009 DCR Status: Completed (CC)

Voucher Number: [1001820](#) Voucher FY: 2009 Type: Voucher (V)

Route Doc: [DCRAMJ900013](#)  (Routing Document Report) Route Status: Final (FN)

Description: sharing cost of services with FMO

Justification Code: OTHER (SEE NOTES) (OT)

Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S

Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S

Attachments:

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

No records found to display.

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account	Description	New Subcode	New Subcode	Description	Amount
1	510092-00000-5616	7670.56	210410-00000		FMO	5616		Reproduction Services	\$1,500.00

DCR Report

FAMIS_DCRReport_J900013[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 104% Find

TAMU TRAINING CAMPUS DCR Report

Doc ID: J900013

Departmental Change Request

DCR Number: J900013	DCR FY: 2009	DCR Status: Completed (CO)
Voucher Number: 1001820	Voucher FY: 2009	Type: Voucher (V)
Route Doc: DCRAMJ900013		Route Status: Final (FN)

Description: sharing cost of services with FMO
Justification: OTHER (SEE NOTES) (OT)

Create Date: 11/24/2008 1:09:36 PM
Created By: Aldredge, Elizabeth S

Update Date: 11/24/2008 4:14:53 PM
Updated By: Aldredge, Elizabeth S

Corrective Line Items
No Records Found to Display

Corrective Actions

Itm	Orig Itm	Orig Account	Orig Amt	New Account	New Account Description	Subcode	New Subcode Description	Amount
1	1	510092-00000-5616	\$7,670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00

DCR Notes

>>Note entered 11/24/08 by ALDREDGE, ELIZABETH S
Per agreement on file, transferring 1500.00 of the costs for reproduction services to FMO.

... brings up the DCR report .

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

[Set CC/FY](#)

Main Menu > FRS > DCR > DCR Document

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

DCR Search DCR Document Create DCR

DCR: J900013 DCR Action: Select an action...

DEPARTMENTAL CORRECTION REQUEST

Click on the voucher number 1001820 ...

DCR Number: [J900013](#) (DCR Report) DCR Fy: 2009

Voucher Number: [1001820](#) Voucher FY: 2009

Route Doc: [DCRAM1900013](#) (Routing Document Report) Route Status: Final (FN)

Description: sharing cost of services with FMO

Justification Code: OTHER (SEE NOTES) (OT)

Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S

Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S

Attachments:

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

No records found to display.

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account	Description	New Subcode	New Subcode	Description	Amount
50	1 510092-00000-5616	7670.56	210410-00000		FMO	5616		Reproduction Services	\$1,500.00

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EPA FFX FRS Routing System

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

Main Menu > FRS > Vouchers > Voucher Header

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

to Account Voucher Search Voucher Header Line Item Details Vendor

Voucher: 1001820

Create DCR Document

Submit

VOUCHER HEADER

Description:	COPY CHARGES	Status:	PAID
Vendor:	37127127120 Texas Engineering Experiment Station	Hold:	N
Alt. Vendor:		Pending:	
Due Date:	11/14/2008	Customer A/R Nbr:	
Invoice Date:	09/01/2008	GSC Order Nbr:	
Delivery Date:	11/01/2008	Contract Workforce:	
Original Dist Date:		Dept Ref:	00000
		Transaction Code:	141
Total:	\$7,670.56	Check Nbr:	000513
St Req Nbr:		Check Date:	11/17/2008
Bank Paid Chk Date:		ACH Bank Trace:	
Exempt Fg:	R	Wire Transfer Flag:	
Exempt Reason:	AD	ACH Fg:	
USAS Doc Type:		ACH Override:	
Long Description:	COPY CHARGES	Reconcile Fg:	N
		St Warrant Nbr:	
		Warrant Date:	
		Encl Code:	
		PCC Code:	

...will bring up the new voucher information .

VOUCHER LINE ITEMS

Item	Acct	Net Amount	PO Number	Invoice Nbr	Bank	Drop Fg	Void Fg
<u>1</u>	510092-00000-5616	\$6,170.56	1001820	108747	06000	N	N
<u>2</u>	210410-00000-5616	\$1,500.00	1001820	108747	06000	N	N

Due Date: 11/14/2008	Customer A/R Nbr:	State Vchr: N
Invoice Date: 09/01/2008	GSC Order Nbr:	Revolving: N
Delivery Date: 11/01/2008	Contract Workforce:	Change Source: N
Original Dist Date:	Dept Ref: 00000	Transaction Code: 141
Total: \$7,670.56	Check Nbr: 000513	ACH Fg:
St Req Nbr:	Check Date: 11/17/2008	ACH Override:
Bank Paid Chk Date:	ACH Bank Trace:	Reconcile Fg: N
Exempt Fg: R	Wire Transfer Flag	St Warrant Nbr:
Exempt Reason: AD		Warrant Date:
USAS Doc Type:	Encl Code:	PCC Code
Long Description: COPY CHARGES		

Scroll down to the lower portion and you will see the existing correction requests for this voucher.

VOUCHER LINE ITEMS

Item	Acct	Net Amount	PO Number	Invoice Nbr	Bank	Drop Fg	Void Fg
1	510092-00000-5616	\$6,170.56	1001820	108747	06000	N	N
2	210410-00000-5616	\$1,500.00	1001820	108747	06000	N	N

CORRECTION REQUESTS (TOTAL ITEMS: 3)

DCR ID	Status	Route Doc ID	Justification	Description	Created Date	Created by	Last Updated	Last updated by
J900013	Completed (CO)	DCRAMJ900013	OTHER (SEE NOTES) (OT)	sharing cost of services with FMO	11/24/2008 13:09:36	Aldredge, Elizabeth S	11/24/2008 16:14:53	Aldredge, Elizabeth S
J900014	Cancelled (CN)		NEW ACCOUNT HAS BEEN ESTABLISHED (AC)	test	11/24/2008 17:08:59	Johns, Scott M	11/24/2008 17:25:13	Johns, Scott M
J900018	Closed (CL)	DCRAMJ900018	OTHER (SEE NOTES) (OT)	Split cost between accounts	11/25/2008 09:52:19	Mccarty, Peggy L	11/25/2008 10:05:10	Mccarty, Peggy L

prev 1 next (Showing page 1 of 1, items 1-3) **Total items: 3**

Change page: Go Page size: Change

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EPA FFX FRS Routing

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

[Set CC/FY](#)

Main Menu > FRS > DCR > DCR Document

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

DCR Search DCR Document Create DCR

DCR: J900013 DCR Action: Select an action...

DEPARTMENTAL CORRECTION REQUEST

**Click on
'DCRAMJ900013' ...**

DCR Number: [J900013](#) (DCR Report)

DCR Fy: 2009

Voucher Number: [1001820](#)

Voucher FY: 2009

Route Doc: [DCRAMJ900013](#) (Routing Document Report)

Route Status: Final (FN)

Description: sharing cost of services with FMO

Justification Code: OTHER (SEE NOTES) (OT)

Created Date: 11/24/2008

Created By: Aldredge, Elizabeth S

Last Update Date: 11/24/2008

Last Updated By: Aldredge, Elizabeth S

Attachments:

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

No records found to display.

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account	Description	New Subcode	New Subcode	Description	Amount
53	1 510092-00000-5616	7670.56	210410-00000		FMO	5616		Reproduction Services	\$1,500.00

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EPA FFX FRS Routing System

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

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Document: DCRAMJ900013 Routing Action: Select an action...

DEPARTMENTAL CORRECTION REQUEST HEADERS

DCR Number: [J900013](#) DCR FY: 2009 DCR Status: ...
 Voucher Number: [1001820](#) Voucher FY: 2009
Route Doc: DCRAMJ900013 (Routing Document Report) Route Status: ...
 Description: sharing cost of services with FMO
 Justification Code: OTHER (SEE NOTES) (OT)
 Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
 Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S
 Attachments:

... brings up the Routing Document information .

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)

No records found to display.

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00

No records found to display.

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00

ACCOUNT NET EFFECT

Account	Account Description	Amount
210410-00000	FMO	(\$1,500.00)
510092-00000	FORSYTH PROFESSORSHIP *DR*	\$1,500.00
Net Total:		\$0.00

COMPLETED FYIS RECIPIENT

Item	Name	Home Campus	Home Dept	Home Sub Dept
1	Fairhurst, Robbie L	02	VPFN	ADMN

**** Automatically sent after the Document is COMPLETED (Document APPROVED and Transaction(s) POSTED)

Continued...

DCR NOTES

Text
 >>Note entered 11/24/08 by ALDREDGE, ELIZABETH S
 Per agreement on file, transferring 1500.00 of the costs for reproduction services to FMO.

ROUTING NOTES

There are no Routing notes for this document.

Add Notes

DOCUMENT HISTORY

Desk	Fwd Name	Office	Date	Name	Phone	Action
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There are no Routing notes for this document.

Add Notes

DOCUMENT HISTORY

Desk	Fwd Name	Office	Date	Name	Phone	Action
CREATE DSK			11/24/2008 3:36:13 PM	Aldredge, Elizabeth S	000-845-8809	Submitted
SIGNER DSK		AM-FISCAL	11/24/2008 4:00:04 PM	Kettler, Linda B	979-845-0978	Signed
APPROVER		AM-MEENENGR	11/24/2008 4:10:09 PM	Castoria, Mary B	979-458-4340	Approved
SIGNER DSK		AM-MEENENGR	11/24/2008 4:10:10 PM	Castoria, Mary B	979-458-4340	Signed(A)
DCR OFFICE		AM-DCR OFFICE	11/24/2008 4:14:53 PM	Aldredge, Elizabeth S	000-845-8809	Approved
DCR OFFICE		AM-DCR OFFICE	11/24/2008 4:14:53 PM	Batch, Famis		Approved
	Fairhurst, Robbie L		11/24/2008 4:14:53 PM	Aldredge, Elizabeth S	000-845-8809	Forward/FYI
			11/25/2008 10:08:07 AM	Aldredge, Elizabeth S	000-845-8809	Discarded
			11/25/2008 2:59:40 PM	Fairhurst, Robbie L	979-845-6841	Discarded

CURRENT LOCATION

No records found to display.

DEPT ROUTING

Desk	Fwd Name	Office	Date	Name	Dept	Action
		FISCAL		Financial Manag	AM-FISC-FMO	Routing Completed
		MEENENGR		Mechanical Engi	AM-MEEN	Routing Completed

DOCUMENT HELD BY

No records found to display.

FYI COPY

No records found to display.

Bottom of page for Routing Document DCRAMJ900013

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Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2009 [Set CCIFY](#)

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Document: DCRAMJ900013 Routing Action: Select an action...

DEPARTMENTAL CORRECTION REQUEST HEADER

DCR Number: [J900013](#) DCR FY: 2009 DCR Status: Completed (CO)
Voucher Number: [1001820](#) Voucher FY: 2009 Type: Voucher (V)

Route Doc: [DCRAMJ900013](#) (Routing Document Report)

Description: sharing cost of services with FMO
Justification Code: OTHER (SEE NOTES) (OT)
Created Date: 11/24/2008 Created By: Aldredge, Elizabeth S
Last Update Date: 11/24/2008 Last Updated By: Aldredge, Elizabeth S
Attachments:

The Routing Document Report can be viewed in PDF format.

CORRECTED LINE ITEMS (INCLUDES ORIGINAL)

No records found to display.

CORRECTIVE ACTIONS

Orig Item	Original Account	Original Amount	New Account	New Account Description	New Subcode	New Subcode Description	Amount
1	510092-00000-5616	7670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00

DCR Routing Report

TAMU TRAINING CAMPUS

DCR Routing Report

Doc ID: DCRAMJ900013

Departmental Change Request

DCR Number: J900013

DCR FY: 2009

DCR Status: Completed (CO)

Voucher Number: 1001820

Voucher FY: 2009

Type: Voucher (V)

Route Doc: DCRAMJ900013

Route Status: Final (FN)

Description: sharing cost of services with FMO

Justification: OTHER (SEE NOTES) (OT)

Create Date: 11/24/2008 1:09:36 PM

Created By: Aldredge, Elizabeth S

Update Date: 11/24/2008 4:14:53 PM

Updated By: Aldredge, Elizabeth S

Corrective Line Items

No Records Found to Display

Corrective Actions

Itm	Orig Itm	Orig Account	Orig Amt	New Account	New Account Description	Subcode	New Subcode Description	Amount
1	1	510092-00000-5616	\$7,670.56	210410-00000	FMO	5616	Reproduction Services	\$1,500.00

DCR Notes

>>Note entered 11/24/08 by ALDREDGE, ELIZABETH S
Per agreement on file, transferring 1500.00 of the costs for reproduction services to FMO.

Approvals

Desk	Fwd Name	Office	Datetime	Name	Phone	Action
58 CREATE DSK			11/24/2008 3:36:13 PM	Aldredge, Elizabeth S	000-845-8809	Submitted

DCR Routing Report (continued)

FAMIS_DCRRoutingReport_DCRAMJ900013[1].pdf - Adobe Reader

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DCR Notes

>>Note entered 11/24/08 by ALDREDGE, ELIZABETH S
Per agreement on file, transferring 1500.00 of the costs for reproduction services to FMO.

Approvals

Desk	Fwd Name	Office	Datetime	Name	Phone	Action
CREATE DSK			11/24/2008 3:36:13 PM	Aldredge, Elizabeth S	000-845-8809	Submitted
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DCR OFFICE		AM-DCR OFFICE	11/24/2008 4:14:53 PM	Batch, Famis		Approved

Routing Notes

No Records Found to Display

FMO Contact

- Please contact Elizabeth Aldredge with Financial Management Operations, General Accounting should you have any questions, comments or suggestions.
- Phone 979-845-8809
- E-mail e-aldredge@tamu.edu