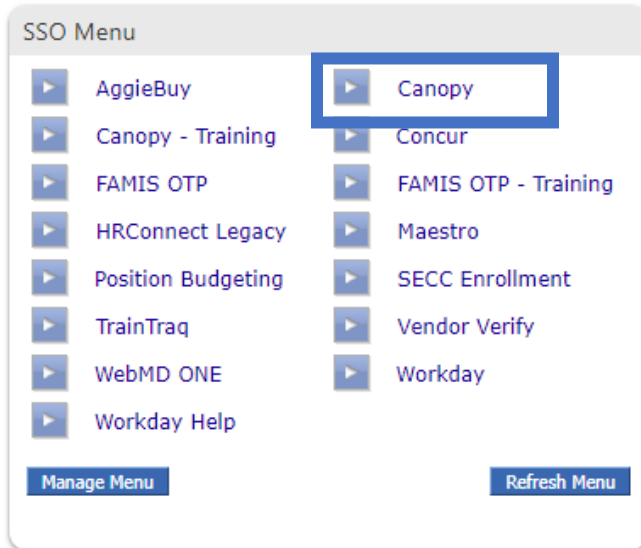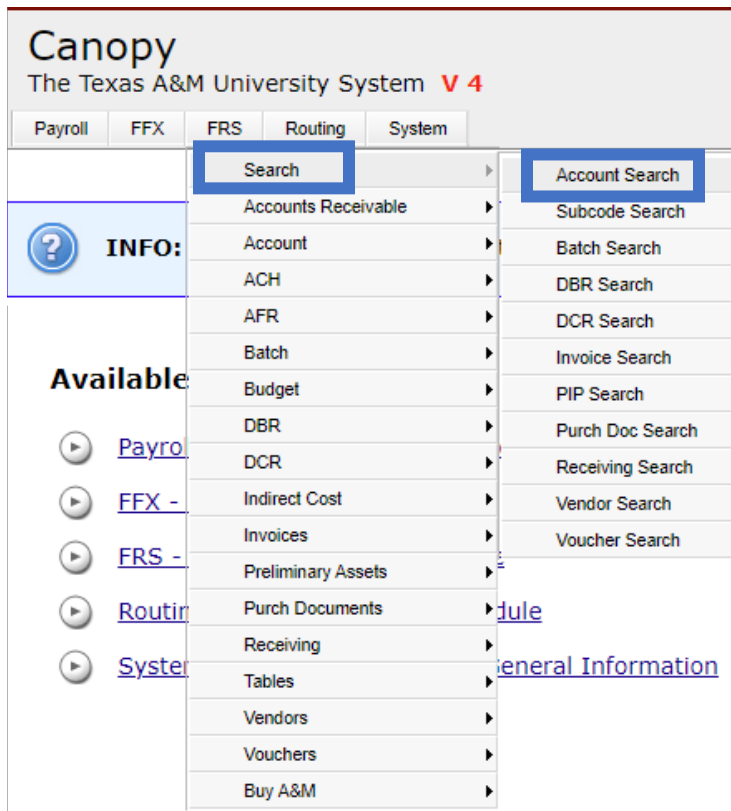# How to Submit a Departmental Correction Request (DCR)

Log in to your SSO → locate your SSO Menu and select CANOPY

Hover your mouse over the **FRS** menu and select **Search** → **Account Search.**

How to Submit a Departmental Correction Request (DCR)

Once you are on the **Search** window, enter the SL of the account under **Account Number** or you may select the **Summary** Tab. Make sure that the **Yes** option is selected. **Select** the account you are wanting to make corrections.

Click on the **Transaction** tab. **Find** the transaction/expense you would like to make corrections and click on **Details.**

How to Submit a Departmental Correction Request (DCR)

Then Click **Create DCR.**

Main Menu ▷ **FRS** ▷ **Account** ▷ Transactions

Search	Crosswalk	Subcode Search	My Accounts	Attributes	Summary	Open Comm	Transactions

Account: **33210820300 SDRS STUDENT SERVICE FEES**   Dept: **DISAB Disability Res & Services**   F
Responsible Person: **Williams, Carrie**   Sub-Dept: D

Account Number: 33210820300   💡 📁   or type in a bank number: [   ] 💡
Months: Sep ▾ Thru: Oct ▾ Subcode: [   ] TC: [   ] Ref2: [   ] Ref4: [   ] 💡 Transact
Submit   Reset

Transaction Details

Date:	09/09/2024	Amount:	$2,577.65
Description:	DISAB-TUITION & FEES	Correctable Amount:	$2,577.65
Trans Code:	061 JE - IDT	Dir/Ind:	D
Account:	332108-20300-5915	SRS:	No
	SDRS STUDENT SERVICE FEES Scholarships - Graduate		
Offset:	005270-00000-1625		
	DEPARTMENT PAYMENT CLEARING Student Feed Clearing		
PO/Enc Ref1:	Cost Ref1:	Fiscal year:	2025
Ref2: 9042024	2:	Month:	9
Ref3:	3:	Batch Date:	09/09/2024
Ref4: 090424	Bank: 00035	Batch Ref:	IDT090
Acq Ref Nbr:			
Vndr/Card ID:			
Enc Obj Cd:			
Override Comp Cd:		Processed:	09/09/2024 1:00 PM
Liquidation Amt: $0.00		User Id:	NORA21P
		Oper Id:	NORA21P
Indirect Base Code:		Term Id:	STEP01
Base Amount: $0.00		Internal Tracking Nbr:	198714039

Close Details | View Indirects | **Create DCR**

Select **Create FY YYYY Document**

Main Menu ▷ **FRS** ▷ **DCR** ▷ Create DCR

DCR Search	DCR Document	Create DCR

DCR Create

DCR Doc ID: **NEW**

Document to Correct

Doc Type: Transaction ▾ 🔍
Doc Year: 2025   * Blank = current year
Original Doc ID:
Transaction Selected   **Show**

Create FY 2025 Document

How to Submit a Departmental Correction Request (DCR)

Fill in the **highlighted sections** and click **Save**.

Main Menu ▫ FRS ▫ DCR ▫ DCR Document

INFO: DCR Document J500016 has been successfully added

| DCR Search | DCR Document | Create DCR |

DCR: J500016   DCR Action: Select an action...
Submit

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

DCR Document: J500016   DCR FY: 2025   DCR Status: In Process (IP)
Transaction: Journal Entry (Ref2: 9042024)   Transaction FY: 2025   Type: Transaction (T)
Route Status:

Description: Paid on Wrong Account

Justification Code: Select a code...

Select a code...
AC - NEW ACCOUNT HAS BEEN ESTABLISHED
CG - CONTRACTS AND GRANTS
CI - CAPITAL/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

Created By:
Last Update By:
Attachments: Deleted Date   Deleted By

Save | Cancel

| Item | Orig | Acc | | | Subcode | Subcod |
| 1 | Y | 3321 | | | 5915 | Scholars |

CORRE

Make sure it says **Header – Record has been successfully modified (Message: 0003)**

Main Menu ▫ FRS ▫ DCR ▫ DCR Document

| DCR Search | DCR Document | Create DCR |

DCR: J500016   DCR Action: Select an action...
Submit

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

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

DCR Document: J500016 📄 (DCR Report)   DCR FY: 2025   DCR Status: In Process (IP)
Transaction: Journal Entry (Ref2: 9042024) [Show]   Transaction FY: 2025   Type: Transaction (T)
Route Document: Route Status:
Description: Paid on Wrong Account
Justification Code: PROCESSED ON THE WRONG ACCOUNT (PW)
Created By: Brown, Dahlia B (10/25/2024)
Last Update By: Brown, Dahlia B (10/25/2024)
Attachments:

| Name | Added Date | Added By | Deleted Date | Deleted By |
| NO ATTACHMENTS FOUND | | | | |

➕ Add Attachments

Edit

How to Submit a Departmental Correction Request (DCR)

On the far-right side, select **Correct.** It will populate a second line named **New Account.**

Update the **highlighted area** with the correct account information. Click **Save.**

Then at the top of the screen under **DCR Action**, select **CLOSE (checks acct and $$$)** and then **Submit.**

We need to do the same action again. This time select **ROUTE for approval** and then **Submit.**

If you scroll down, you should be able to see the routing process.