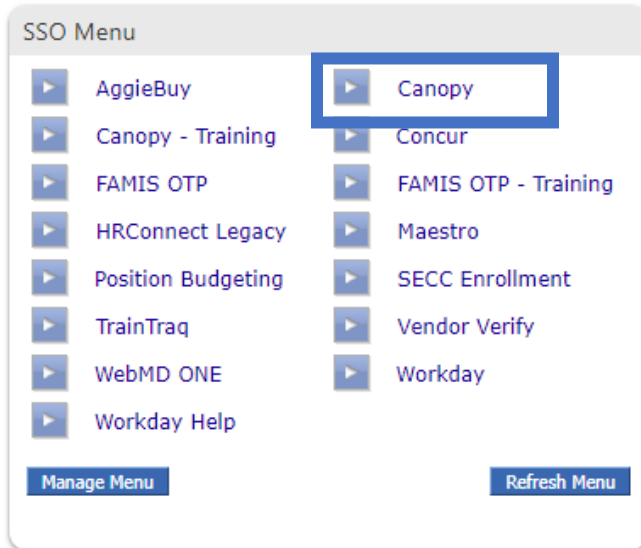
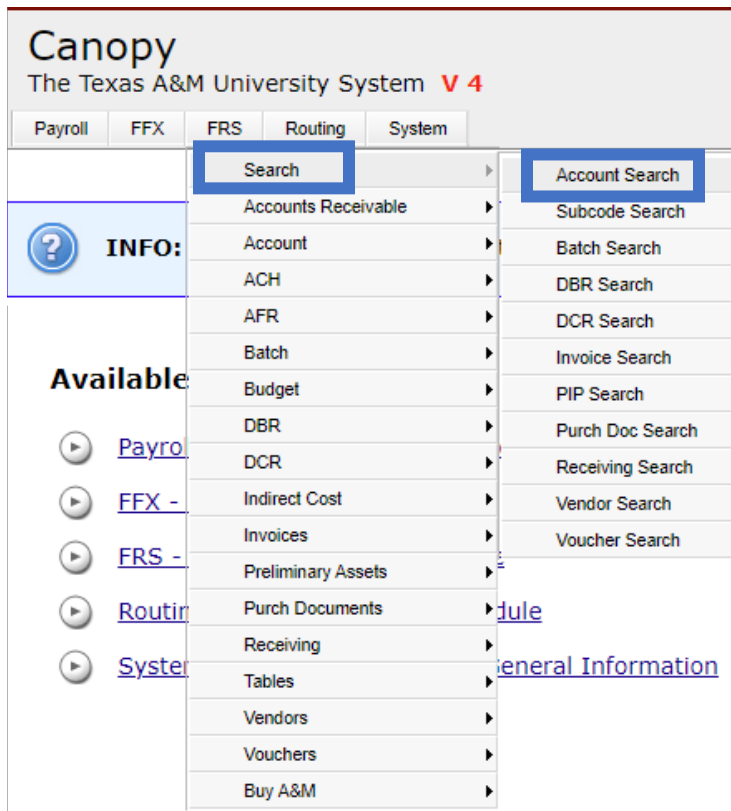


How to Submit a Departmental Correction Request (DCR)

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.

Canopy
The Texas A&M University System ▼ 4

Campus: Fiscal Year:

Payroll FFX FRS Routing System

Main Menu ▾ FRS ▾ Account ▾ Search

Search Crosswalk Subcode Search My Accounts Attributes Summary Open Comm Transactions Payroll Actual Payroll Enc Reports Vouchers

Account number: Department: Sub-department:

Responsible person (last, first): Title:

Show support accounts: Yes No
Show deleted accounts: Yes No
Show SRS accounts: Yes No

SEARCH RESULTS (TOTAL ITEMS: 3)

Account	SRS	Description	Dept	Sub Dept	Responsible Person
<input type="text" value="332108-00000"/>	N	DISABILITY RESOURCES & SVCS	DISAB		Williams, Carrie
<input type="text" value="332108-20300"/>	N	SDRS STUDENT SERVICE FEES	DISAB		Williams, Carrie
<input type="text" value="332108-20301"/>	N	DISABILITY AWARENESS	DISAB		Williams, Carrie

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

Main Menu ▾ FRS ▾ Account ▾ Transactions

Search Crosswalk Subcode Search My Accounts Attributes Summary Open Comm Transactions Payroll Actual Payroll Enc Reports Vouchers

Account: SDRS STUDENT SERVICE FEES Dept: Disabi... No SRS: No
Responsible Person: Sub-Dept: Delete: No

or type in a bank number:

Months: Thru: Subco: TC: Ref2: Ref4: Transaction Type:

(TOTAL ITEMS: 76) (DIRECT)

Subcode	TC	Ref1	Ref2	Ref4	Description	Amount	Batch Date	Batch Ref	D Or C	Offset	Details
1100	020	1510	BUD2425		SALARIES - NON-FACULTY	\$48,000.00	09/01/2024	BBUD01	D		Details
1100	020	1510	BUD2425		UNALLOCATED NON-FAC SALARIES	\$1,431.00	09/01/2024	BBUD01	D		Details
1300	020	1300	BUD2425		GANT	\$21,859.00	09/01/2024	BBUD01	D		Details
1900	020	1910	BUD2425		BENEFITS	\$32,793.00	09/01/2024	BBUD01	D		Details
3000	020	5110	BUD2425		OPERATIONS AND MAINTENANCE	\$8,322.00	09/01/2024	BBUD01	D		Details
1100	027		BBF2024		BUDGET BROUGHT FORWARD	\$5,865.20	09/01/2024	BBF001	D		Details
1300	027		BBF2024		BUDGET BROUGHT FORWARD	(\$253.27)	09/01/2024	BBF001	C		Details
1900	027		BBF2024		BUDGET BROUGHT FORWARD	\$5,838.80	09/01/2024	BBF001	D		Details
3000	027		BBF2024		BUDGET BROUGHT FORWARD	\$5,295.20	09/01/2024	BBF001	D		Details
5670	054	<input type="text" value="72464BA"/>	<input type="text" value="72464BA"/>	1384889	2024-09-05 828001027 01	\$738.75	09/06/2024	ZP0906	D		Details
5670	054	<input type="text" value="72464BA"/>	<input type="text" value="72464BA"/>	1384889	2024-09-05 828001027 01	(\$738.75)	09/06/2024	ZP0906	C		Details
5670	055	<input type="text" value="281087B"/>	<input type="text" value="281087B"/>	1384889	TEXAS CLOSED CAPTIONING LLC	\$738.75	09/06/2024	ZP0906	D		Details
1105	051	SAL0001	WDE0901	A096845	WDE SUMMARY ADJUSTMENT	\$58,397.52	09/01/2024	EPA001	D		Details
1906	051	BENB001	WDE0901	A096845	WDE SUMMARY ADJUSTMENT	\$20,136.43	09/01/2024	EPA001	D		Details
1605	051	LNGB001	WDE0901	A096845	WDE SUMMARY ADJUSTMENT	\$1,440.00	09/01/2024	EPA001	D		Details
1525	064		0025091		BEALL, MEGAN N	\$266.60	09/06/2024	PAYB04		005000-00000-2400	Details
1740	064		0025091		BEALL, MEGAN N	\$285.00	09/06/2024	PAYB04		005000-00000-2400	Details
1945	049		0025091		BIWEEKLY PAYROLL - WCI	\$1.32	09/06/2024	PAYB10	D		Details
1950	049		0025091		BIWEEKLY PAYROLL - UCI	\$1.66	09/06/2024	PAYB10	D		Details
5915	061		9042024		DISAB-TUITION & FEES	\$2,577.65	09/09/2024	IDT090		005270-00000-1625	Details
1105	051	SAL0001	RS2008	WEA9GID	WE - RS2008 - BEALL	\$3,465.80	09/10/2024	SENC01	D		Details



How to Submit a Departmental Correction Request (DCR)

Then Click **Create DCR**.

Main Menu \diamond FRS \diamond Account \diamond Transactions

Search	Crosswalk	Subcode Search	My Accounts	Attributes	Summary	Open Comm	Transactions
Account: 33210820300 SDRS STUDENT SERVICE FEES				Dept: DISAB Disability Res & Services			
Responsible Person: Williams, Carrie				Sub-Dept:			
Account Number: <input type="text" value="33210820300"/>		or type in a bank number: <input type="text"/>					
Months: <input type="text" value="Sep"/>	Thru: <input type="text" value="Oct"/>	Subcode: <input type="text"/>	TC: <input type="text"/>	Ref2: <input type="text"/>	Ref4: <input type="text"/>	Transact	
<input type="button" value="Submit"/>		<input type="button" value="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:	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:			
Liquidation Amt:	\$0.00	Processed:	09/09/2024 1:00 PM
		User Id:	NORA21P
		Oper Id:	NORA21P
Indirect Base Code:		Term Id:	STEP01
Base Amount:	\$0.00	Internal Tracking Nbr:	198714039

Select **Create FY YYYY Document**

Main Menu \diamond FRS \diamond DCR \diamond Create DCR

DCR Search	DCR Document	Create DCR
------------	--------------	------------

DCR Create

DCR Doc ID: ****NEW****

Document to Correct

Doc Type:

Doc Year: * Blank = current year

Original Doc ID:

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...**

Created By:
Last Update By:
Attachments:

Deleted Date Deleted By

Save **Cancel**

CORRECTED LINE ITEMS (IN

Item	Orin	Acc	Subcode	Subcod
1	Y	8322	PW - PROCESSED ON THE WRONG ACCOUNT	5915

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**.

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)										
Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Amount
1	Y	332108-20300	N	SDRS STUDENT SERVICE FEES	5915	Scholarships - Graduate	DISAB		Disability Res & Services	\$2,577.65 Correct

Orig Line Item: 1	Credit	Orig Amt: 2577.65
210820300	Orig Subcode: 5915	Avail Amt: 2577.65
New Account: 33210820300	New Subcode: 5915	Amount: 2577.65

*NOTE: All amounts are represented as positive amounts. Please refer to the Credit Flag for amount sign.

Save Cancel

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

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)						
Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description
1	Y	332108-20300	N	SDRS STUDENT SERVICE FEES	5915	Scholarships - Graduate

Orig Line Item: 1	Credit	Orig Amt: 2577.65
210820300	Orig Subcode: 5915	Avail Amt: 2577.65
New Account: 33210820300	New Subcode: 5915	Amount: 2577.65

*NOTE: All amounts are represented as positive amounts. Please refer to the Credit Flag for amount sign.

Save Cancel

Main Menu ▾ FRS ▾ DCR ▾ DCR Document

DCR Search DCR Document Create DCR

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

DCR Document: J500016
 Transaction: Journal Entry
 Route Document:
 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)

REQUEST HEADER - DEFAULT

DCR FY: 2025
 Transaction FY: 2025

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

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

Main Menu ▾ FRS ▾ DCR ▾ DCR Document

DCR Search DCR Document Create DCR

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

DCR Document: J500016
 Transaction: Journal Entry
 Route Document:
 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)

REQUEST HEADER - DEFAULT

DCR FY: 2025
 Transaction FY: 2025

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

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.