



Prairie View A&M University
Financial Management Services
Accounting Forms: DIY Department Correction Request (DCR)
Accounting-Services@pvamu.edu

Steps to Complete Department Correction Request (DCR)

1. Click on **FRS TAB** ==> **DCR** ==> **Create DCR**

The screenshot shows the Canopy system interface. At the top, it says 'Canopy The Texas A&M University System'. The campus is set to 'PVAMU - TRAINING CAMPUS (PV)' and the fiscal year is '2015'. There are navigation tabs for EPA, FFX, FRS, Buy A&M, Routing, and System. The 'Main Menu' includes 'FRS', 'DCR', and 'Create DCR'. Below this, there are buttons for 'DCR Search', 'DCR Document', and 'Create DCR'. The 'DCR Create' section shows 'DCR Doc ID: **NEW**'.

2. Choose the Type of document to correct

The screenshot shows the 'Document to Correct' section of the Canopy system. It includes a 'Doc Type' dropdown menu with options 'Transaction' and 'Voucher'. The 'Doc Year' is set to '2015'. There is a 'Show' button next to the 'Original Doc ID' field. A 'Create FY 2015 Document' button is also visible.

You may choose Transaction or Voucher from the drop down menu.

3. Click magnifying glass icon

The screenshot shows the search results for transactions. The 'Doc Type' is set to 'Transaction' and the 'Doc Year' is '2015'. The 'Original Doc ID' field is empty. Below the search results, there is a 'TRANSACTIONS SEARCH IN FY: 2015' section with various search criteria: Account Number, Months (Sep), Thru (May), Subcode, TC, Ref2, Ref4, and Transaction Type (Direct). There are 'Submit' and 'Reset' buttons, and a 'Close Search' button at the bottom.

4. Type in the Account number for a Transaction or the Voucher and click on Submit

DCR Search | DCR Document | Create DCR

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

Document to Correct
Doc Type: **Voucher**
Doc Year: **2015** * Blank = current year
Original Doc ID:

VOUCHER SEARCH IN FY: 2015

Voucher: Account number: **4139600001** Dept Ref:
PO nbr: Vendor:

VOUCHER SEARCH RESULTS (TOTAL ITEMS: 4)

Select	Voucher	Lines	First Account	First PO/REF1	Dept Ref	Status	Net Amount	Manual Amount	Correctable Amount	Description	Vendor	Vendor Name	Check Nbr	Check Date	B	D
Select	1500029	1	413960-00001		1500029	PAID	\$1,000.00	\$0.00	\$1,000.00	TEST STUFF	00065049	Tight Tight Real Tight	1234567	04/30/2015	04	
Select	1500029	1	413960-00001		1500029	PAID	\$1,000.00	\$0.00	\$1,000.00	TEST STUFF	00065049	Tight Tight Real Tight	1234567	04/30/2015	04	

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

5. Click the Select link to choose the document to be corrected

Canopy The Texas A&M University System Campus: **PVAMU - TRAINING CAMPUS (PV)** Fiscal Year: **2015** [Logout](#)

EPA | FFX | FRS | Buy A&M | Routing | System

Main Menu | **FRS** | **DCR** | Create DCR [Send Feedback](#)

DCR Search | DCR Document | Create DCR

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

Document to Correct
Doc Type: **Voucher**
Doc Year: **2015** * Blank = current year
Original Doc ID: **1500029**

6. Click on Create FY 2015 Document

The Texas A&M University System EPA | FFX | FRS | Buy A&M | Routing | System

Main Menu | **FRS** | **DCR** | DCR Document [Send Feedback](#)

INFO: DCR Document J500008 has been successfully added

DCR Search | DCR Document | Create DCR

DCR: **J500008** DCR Action: **Select an action...**

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

DCR Document: J500008 DCR FY: 2015 DCR Status: In Process (IP)
Voucher: 1500029 Voucher FY: 2015 Type: Voucher (V)
Route Document: Route Status:
Description:
Justification Code: **Select a code...**
Created By: Turner, Cozette M (05/08/2015)
Last Update By:
Attachments:

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

No records found to display.

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)										
Item	Orig	Account	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount	
1	Y	212215-00000	DEPARTMENT OF CHEM.ENGINEERING	4010	Supplies - Office General	CHEN		Chemical Engineering	\$100.00	Correct
2	Y	226651-00000	RECORDS PROCESSING FEE	4085	Furnishings & Equipment (non-inven)	SEMG	SEMGA	Student Enrollment Management	\$500.00	Correct
3	Y	226652-00000	APPLICATION FEE	4085	Furnishings & Equipment (non-inven)	SEMG	SEMGB	Student Enrollment Management	\$3,000.00	Correct
4	Y	413960-00001	RADIO COMMUNITY SERVICE GRANT	4085	Furnishings & Equipment (non-inven)	KPVU	OSP1	Radio Station Kpvu	\$1,000.00	Correct

7. Type your own description

8. Choose Justification Code from the drop down list

DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW

ACCOUNT NET EFFECT: No records found to display.

DCR Document: J500009 DCR FY: 2015 DCR Status: In Process (IP)
 Voucher: 1500029 Voucher FY: 2015 Type: Voucher (V)
 Route Document: Route Status:
 Description:

Justification Code: **Select a code...**

Created By: AC - NEW ACCOUNT HAS BEEN ESTABLISHED
 Last Update By: CG - CONTRACTS AND GRANTS
 Attachments: 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

Save Cancel

9. Add attachments

Last Update By:

Attachments:

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

[Add Attachments](#)

Save Cancel

Attachments:

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

Add new attachment:

Name: (select one or type in your own)

File location: [Select](#)

[Add Attachment](#) [Cancel](#)

Save Cancel

10. Click the Save button

11. Click on Correct link to choose the item to be corrected

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)										
Item	Orig	Account	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount	
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2	Y	226651-00000	RECORDS PROCESSING FEE	4085	Furnishings & Equipment (non-inven)	SEMG	SEMGA	Student Enrollment Management	\$500.00	Correct
3	Y	226652-00000	APPLICATION FEE	4085	Furnishings & Equipment (non-inven)	SEMG	SEMGB	Student Enrollment Management	\$3,000.00	Correct
4	Y	413960-00001	RADIO COMMUNITY SERVICE GRANT	4085	Furnishings & Equipment (non-inven)	KPVU	OSP1	Radio Station Kpvu	\$1,000.00	Correct

Orig Line Item: 1 Credit Orig Amt: 100.00
 Orig Account: 21221500000 Orig Subcode: 4010 Avail Amt: 100.00 Orig Bank: 00033
 New Account: 21221500000 New Subcode: 4010 Amount: 100.00

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

Save Cancel

CORRECTIVE ACTIONS

