



Log in to your SSO  $\rightarrow$  locate your SSO Menu and select CANOPY

Hover your mouse over the **FRS** menu and select **Search**  $\rightarrow$  **Account Search**.

Can	Canopy The Texas A&M University System V 4										
Payroll	FFX	FRS	Routing	System							
		Sea	arch		•	Account Search					
_	-		Accounts Receivable			Subcode Search					
(?)	INFO:	Account			•	Batch Search					
•		AC	ACH			DBR Search					
		AF	ર		•	DCR Search					
		Batch			•	Invoice Search					
Ava	Available		Budget			PIP Search					
	Payro	DBR			•	Purch Doc Search					
9	Fayto	DC	R		•	Receiving Search					
Þ	FFX -	Ind	rect Cost		•	Vendor Search					
	FDS -	Inv	pices		•	Voucher Search					
9	<u>1 K3 -</u>	Pre	liminary Ass	ets	•						
Þ	<u>Routir</u>	Pur	ch Documen	ts	• <u>dul</u> e	<u>e</u>					
	Syster	Re	eiving		+	aral Information					
9	Syster	Tab	les		•						
		Ver	Vendors								
		Vou	ichers		•						
		Buy	A&M		•						
I											



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 Universit Payroll FFX FRS Rou	y System V 4 Iling System		Campus: 21 (To	exas A&M University-Commer	ce) 🔻 Fiscal Year: 2025 💌	Set CC/FY	
Main Menu = FRS = Ad	count © Search						
Search Crosswalk	Subcode Search My Ac	counts Attributes Summ	ary Open Comm Transactions	Payroll Actual Payroll Enc	Reports Vouchers		_
	Account number:	332108	Department:	<b>a</b>	Sub-department:	<b>\$</b>	Show support accounts; • Yes O No
Resp	onsible person (last, first):	:	Title:				Show deleted accounts: O Yes O No
Search Reset							Show SRS accounts:  Yes O No
9			S	EARCH RESULTS (TOTAL STENSE 3)			
Account	SRS	Description		Dept	Sub Dept		Responsible Person
332108-00000	N	DISABILITY RESOURCE:	& SVCS	DISAB			Williams, Carrie
332108-20300	N	SDRS STUDENT SERVIC	E FEES	DISAB			Williams, Carrie
332108-20301	N	DISABILITY AWARENES	S	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 + Trans	actions						*5	Send Feedback
Search	Crosswalk	Subcode Search	1 My Accounts	Attributes	Summary Open Cor Transactions Pa oll Ac	tual Payroll Enc Reports Vouchers				
A Responsible	ccount: 3: Person: W	321 <mark>0820</mark> 300 SD illiams, Carrie	RS STUDENT SE	RVICE FEES	Dept: DISAB Disabi b-Dept: Delete: No Delete: No	) SRS: N0 9				
Months: Se Submit   Res	p 🗸 Thro	i; Oct 👻 Subco	or type in a ba	nk number: Ref2	Ref4: 🚽 Transaction Type	: Direct v				
10		_			(Totas mass) 70	) (Direct)				
Subcode	TC	Ref1	Ref2	Ref4	Description	Amount Batch Date	Batch Ref	D Or C	Offset	
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	T2464BA	72464BA	1384889	2024-09-05 828001027 01	\$738.75 09/06/2024	ZR0906	D		Details
5670	054	72464BA	72464BA	1384889	2024-09-05 828001027 01	(\$738.75) 09/06/2024	ZP0906	C		Details
5670	055	281087B	2810878	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		Data No.
5915	061		9042024		DISAB-TUITION & FEES	\$2,577.65 09/09/2024	1DT090		005270-00000-1625	Details
1105	051	SAL0001	R52008	WEA9GID	WE - R52008 - BEALL	\$3,465.80 09/10/2024	SENC01	D		Details
101212	1.2		12222222	to react to the last						The second s



#### Then Click Create DCR.

Main Mer	nu ⇔ FRS ⇔ A	ccount © Transac	tions							
Search	Crosswalk	Subcode Search	My Accounts	Attributes	Summary	Open Comm	Transactions			
Account: 33210820300 SDRS STUDENT SERVICE FEES Dept: DISAB Disability Res & Service Sub-Dept:										
Account Months:	Number: 33210 Sep ✔ Thru: Reset	)820300	or type in a banl	k number: Ref	2:	] 🤪 Ref4:	🚽 🖓 Trans	act		
Transa	ction Details	5								
	Date: (	19/09/2024			Amount: \$2	577 65				

Date.	05/05/2021			Amount.	φ2,077.00			
Description:	DISAB-TUITIO	N & FEES		Correctable Amount:	\$2,577.65			
Trans Code:	061 JE - IDT			Dir/Ind:	D			
Account:	332108-20300	-5915		SRS:	No			
	SDRS STUDEN	SDRS STUDENT SERVICE FEES Scholarships - Graduate						
Offset:	<u>005270</u> -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			
			1					
Close Details Viev	w Indirects	create DCR						

#### Select Create FY YYYY Document

Main Menu © FRS © DCR © Create DCR								
DCR Search DCR Docum	ent 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								



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

DCR Search DCR Do	cument Create DCR			
DCR: J500016 🥥 D Submit	CR Action: Select an action	•		
а	DEPARTMENTAL CORRECT	on Request Header - Defa View	ULT	
DCR Document: Transaction:	3500016 Journal Entry (Ref2: 9042024 )	DCR FY: 2025 Transaction FY: 2025	DCR Status: In Process (I Type: Transaction ( bute Status:	P) T)
Description,	Paid on Wrong Account			
Justification Code: Created By: Last Update By: Attachments:	Select a code Select a code AC - NEW ACCOUNT HAS BEE CG - CONTRACTS AND GRANT CI - CAPITAL/INVENTORY GOO	N ESTABLISHED	eleted Date Deleted By	
Justification Code: Created By: Last Update By: Attachments:	Select a code Select a code AC - NEW ACCOUNT HAS BEE CG - CONTRACTS AND GRANT CI - CAPITAL/INVENTORY GOO DF - CLEAR DEFICIT IN THE AC ER - CLERICAL ERROR NE - NO EXPENSE ALLOWED O OC - OBJECT CODE MODIFICA	N ESTABLISHED	eleted Date Deleted By	MS (11

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

Main Menu 🌣 FRS 🌣 D	Main Menu © FRS © DCR © DCR Document										
DCR Search DCR Do	cument Create DCR										
DCR: J500016 🛛 🤿 D	DCR: J500016 🛛 💡 DCR Action: Select an action 👻										
Submit	L										
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	Туре	: Transaction (T)					
Route Document:					Route Status	:					
Description:	Paid on Wrong Account										
Justification Code:	PROCESSED ON THE WRONG AC	COUNT (F	W)								
Created By:	Brown, Dahlia B (10/25/2024)										
Last Update By:	Brown, Dahlia B (10/25/2024)										
Attachments:	Name	Added [	Date Added By	Delet	ed Date De	leted By					
	NO ATTACHMENTS FOUND										
	Add Attachments										
Edit											



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

1	CORRECTED LINE TEEMS (INCLUDES ORIGINAL AND PROPOSED)											
Item	Orig	Account	SRS	Account Des	scription		Subcode	Subcode Description	Dept	SubDept	Dept Name	A ail Amount
	Y	332108-20300	N	SDRS STUDEN	T SERVICE FEE	S	5915	Scholarships - Graduate	DISAB		Disability Res & Services	\$2,577.65 Correct
Orig L	ine Item:	1	Cred	lit	Orig Amt:	2577.65						
		210820300	Orig Subcode	: 5915	Avail Amt:	2577.65	Orig	Bank: 00035				
New	Account:	210820300	New Subcode	5915	Amount:	2577.65	1					
		- represented a	as positive amou	ints. Please re	fer to the Credi	Flag for amou	int sion.					

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

						CORRECTED LI	NE ITEMS (INCLUDES ORIGINAL
Item	Orig	Account	SRS	Account Des	scription	Subcode	Subcode Description
1	Y	<u>332108-20300</u>	N	SDRS STUDE	NT SERVICE FEES	5915	Scholarships - Graduate
Orig	Line Item:	1	Cr	edit	Orig Amt: 2577.65	Orig	1 Bank: 00035
Nev *NOTE	v Account	33210820300	New Subco s positive am	de: 5915 ounts. Please re	Amount: 2577.65	ount sign.	,
Save	ancel					<u> </u>	

DCR Search	DCR Document	Create DCR			
DCR: J500016	DCR Action:	Select an action	]		
Submit		Select an action			
		CLOSE (checks acct and \$\$\$)			
а		CANCEL REOPEN to edit	lequest Header - Default v		
DCR Doce	iment: J500016 nsaction: Journal E	ROUTE for approval ROUTE with Extra Action RECALL from routing	DCR FY: 2025 Transaction FY: 2025		
Route D De Justificati Cro Last U	scription: Paid on V on Code: PROCESS eated By: Brown, D odate By: Brown, D	/rong Account ED ON THE WRONG ACCOUNT ahlia B (10/25/2024) ahlia B (10/25/2024)	(PW)		

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

Main Menu 🖗		Document		
DCR Search	DCR Document	Create DCR		
DCR: J500016	DCR Action:	Select an action	*	
Submit		Select an action CLOSE (checks acct and \$5\$) CANCEL REOPEN to edit		LEQUEST HEADER - DEFAULT
DCR Docu Tra	iment: J500016 nsaction: Journal E	ROUTE for approval ROUTE with Extra Action RECALL from routing		DCR FY: 2025 Transaction FY: 2025
Route Do De Justificati Cre Last Up	ocument: scription: Paid on V on Code: PROCESS ated By: Brown, D odate By: Brown, D	/rong Account ED ON THE WRONG ACCC ahlia B (10/25/2024) ahlia B (10/25/2024)	TNUC	(PW)

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.