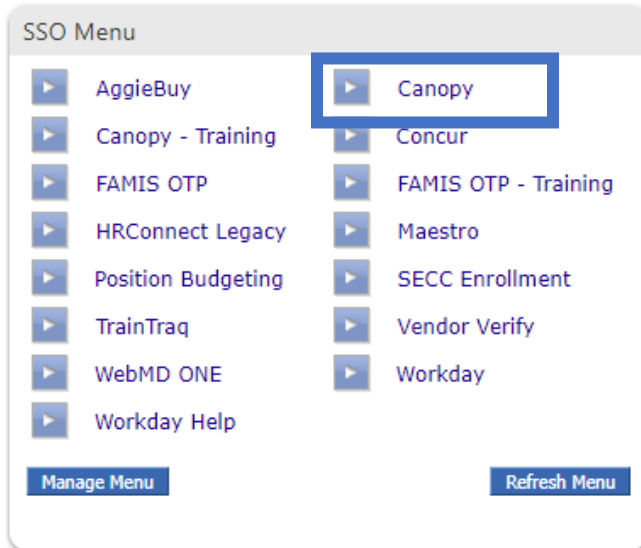
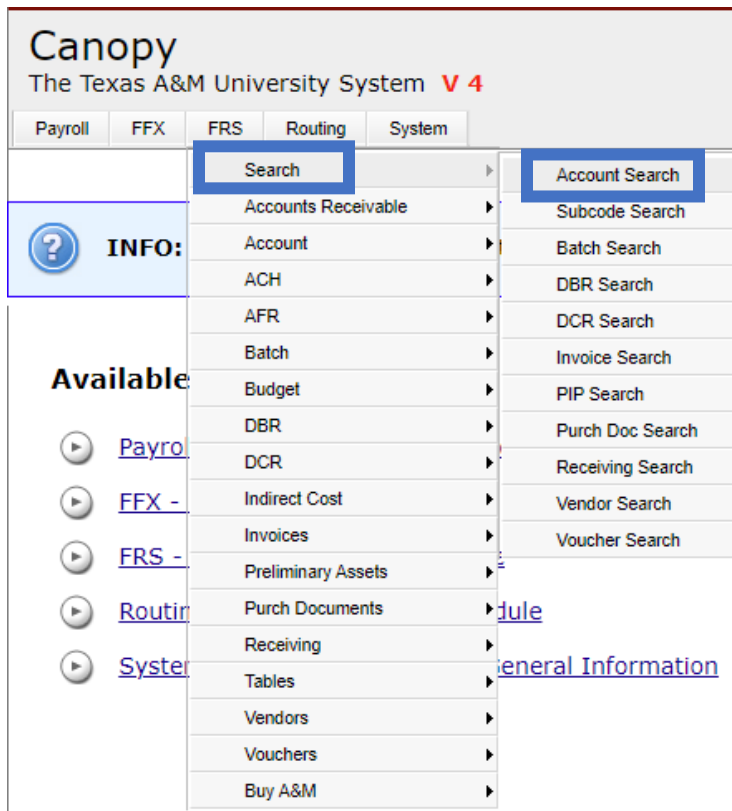


## How to Submit a Departmental Correction Request (DCR)

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 v 4  
Campus: 21 (Texas A&M University-Commerce) Fiscal Year: 2025 Set CC/FY

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: 332108 Department: Sub-department: Show support accounts:  Yes  No  
 Responsible person (last, first): Title: Show deleted accounts:  Yes  No  
Show SRS accounts:  Yes  No

SEARCH RESULTS (TOTAL ITEMS: 3)

Account	SRS	Description	Dept	Sub Dept	Responsible Person
332108-00000	N	DISABILITY RESOURCES & SVCS	DISAB		Williams, Carrie
332108-20300	N	SDRS STUDENT SERVICE FEES	DISAB		Williams, Carrie
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: 33210820300 SDRS STUDENT SERVICE FEES Dept: DISAB Disab... No SRS: No  
 Responsible Person: Williams, Carrie Sub-Dept: Delete: No

Months: Sep Thru: Oct Subcode: TC: Ref2: Ref4: Transaction Type: Direct

(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		GRANT	\$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	Z24648A	Z24648A	1384889	2024-09-05 828001027 01	\$738.75	09/06/2024	ZR0906	D		Details
5670	054	Z24648A	Z24648A	1384889	2024-09-05 828001027 01	(\$738.75)	09/06/2024	ZP0906	C		Details
5670	055	Z81087B	Z81087B	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	EPAD01	D		Details
1906	051	BENB001	WDE0901	A096845	WDE SUMMARY ADJUSTMENT	\$20,136.43	09/01/2024	EPAD01	D		Details
1805	051	LNGB001	WDE0901	A096845	WDE SUMMARY ADJUSTMENT	\$1,440.00	09/01/2024	EPAD01	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	R52008	WEA9GID	WE - R52008 - 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: <b>33210820300 SDRS STUDENT SERVICE FEES</b>				Dept: <b>DISAB Disability Res &amp; Services</b>			
Responsible Person: <b>Williams, Carrie</b>				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
Indirect Base Code:		User Id:	NORA21P
Base Amount:	\$0.00	Oper Id:	NORA21P
		Term Id:	STEP01
		Internal Tracking Nbr:	198714039

Select **Create FY YYYY Document**

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

DCR Search	DCR Document	Create DCR
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### 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...  
 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)

Deleted Date | Deleted By

Save | Cancel

Item	Orig	Acc	Subcode	Subcod
1	Y	832	PW - PROCESSED ON THE WRONG ACCOUNT	5915   Scholars

CORRECTED LINE ITEMS (IN...)

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:

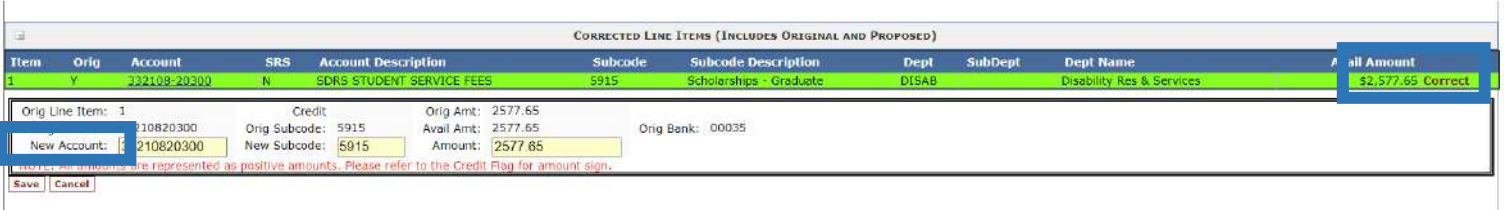
Name	Added Date	Added By	Deleted Date	Deleted By
NO ATTACHMENTS FOUND				

**Add Attachments**

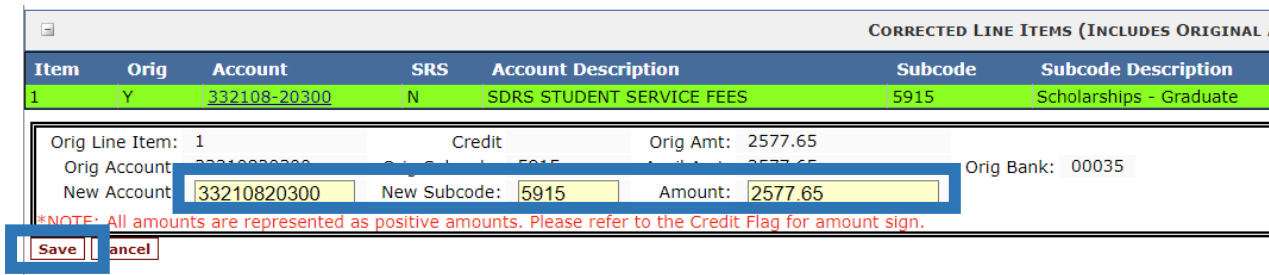
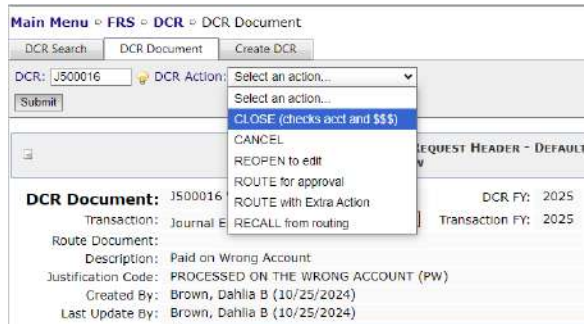
Edit

## How to Submit a Departmental Correction Request (DCR)

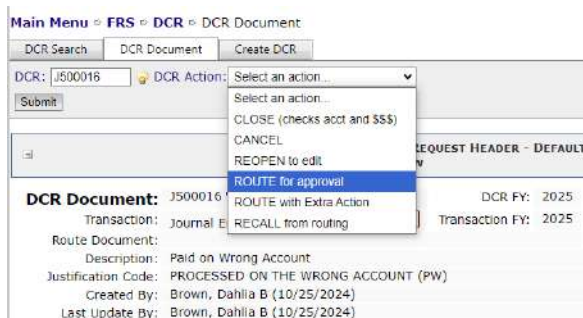
On the far-right side, select **Correct**. It will populate a second line named **New Account**.



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.