DCR Module – Frequently Asked Questions

When should I process a DCR?

- Departmental Correction Requests should be submitted when expenditures need to be corrected for account or sub accounts.

What transactions are allowed on a DCR?

- Journal Entries and IDT expenditure transactions posted September 1, 2013 to current date.
- Voucher corrections paid with either local or state funds and are in a ‘paid’ or ‘recon’ status. Accounts, object codes and changes can be partial amount of transaction

How do I log in to the DCR Module?

- The DCR Module is accessed through Canopy.

How do I get access?

- Access to create DCR documents will need to be obtained by completing a FAMIS Access Request Form.

Are there any restrictions?

- Revenue codes and payroll codes cannot be changed through the DCR module.
- DCRs cannot be processed for future fiscal years.
- Vendor, Bank, and Reference 4 field cannot be changed.
- Only allowed to have 3 open DCRs for each voucher.
- Only allowed to route 1 active DCR at a time.

Who can initiate a DCR?

- Anyone who has access to create an on-line document has the ability to create a DCR. Usually the department that is carrying the expense for voucher transactions will initiate the correcting document.

How can I tell if a DCR has been created?

- If you have successfully created a DCR document the system will give you a message that the document has been created and will give you a “J” reference number.
Can a DCR be cancelled?

- If the DCR document has not been approved by F&A, the department can recall the document, click on the document number and select to cancel the document. Once the document has been cancelled the process cannot be reversed.

How do I do an inquiry on a DCR?

- In Canopy – click on FRS>DCR>DCR Search. In the box for ‘Document ID’ enter in the ‘J’ number showing on the left hand side of the results information. This will take you to the ‘Departmental Correction Request Header’. Click on the ‘Route Document’ number which should look like ‘DCR23Jxxxxx’. This will show you the document history and current location.

Why is a transaction that took place last month not showing when I do a search to create a DCR?

- Change your search criteria to be “September through current month”. Depending upon when the transaction fed to FAMIS it is possible it was between the end of the following month and the beginning of the next month.

I need to change the account on a local voucher to a state account. Can this be done?

- Departments can do corrections involving state or local funds for voucher expenses through the DCR module.

Can an IDT expense be changed from a local account to a state account?

- In most cases, yes, you can do a DCR to change expenses between local and state accounts.