

Standards & Guidelines for Submitting DCRs

Use the following standards and guidelines when submitting a DCR request.

General Standards & Guidelines

Use the following general standards and guidelines for formatting and submitting DCRs.

- The **DCR Requestor** and **Divisional Approver** cannot be the same person.
- The spreadsheet should contain only the Primary Key fields and the current and correct values for columns to be changed.
- Do not include formulas in the spreadsheet(s).
- Do not include hidden columns in spreadsheet(s).
- Ensure that numeric values, such as **Disb Seq**, are in columns formatted for numeric information, not for characters.
- Ensure that character values, such as "SSN," are in columns formatted for characters.
- Reference dates in **MM/DD/YYYY** format.

Standards in the DCR Database

Use the following standards for specific fields or formats used in the DCR Database when submitting a DCR.

Dollar Amounts

- Dollar amounts must include two digits after the decimal space.
- Dollar amounts should not include leading dollar signs or commas.

LA_DSB_FEE
42.00
42.00

Timestamps

Timestamps need to include all 26 digits and characters.

GF_CRT_DTS_GT51
2015-05-13-14.46.57.796876

DCR Standards & Guidelines

Primary Key Fields

• All DCRs must have the **Primary Key** fields to uniquely identify a row.

NOTE: Please refer to the COMPASS Data Model to determine a table's **Primary Key**. If the column is labeled "Primary" and if it is "True," then it is part of the **Primary Key**.

Name	GT57_TEA_INT_RPT
Comment	The Federal Teach Grant Interest
Comment	Reported Table

Name	Data Type	Mandatory	With Default	Primary	Foreign Key	Comment
BF_SSN	CHAR(9)	TRUE	FALSE	TRUE	TRUE	Recipient SSN
GC_TEA_GRT_PGM_TYP	CHAR(1)	TRUE	FALSE	TRUE	TRUE	Grant program code (undergrad, grad)
GF_TEA_PGM_TYP_SEQ	SMALLINT	TRUE	FALSE	TRUE	TRUE	Grant program code sequence
LN_SEQ	SMALLINT	TRUE	FALSE	TRUE	TRUE	Loan sequence from LN10
GF_TEA_INT_RPT_SEQ	SMALLINT	TRUE	FALSE	TRUE	FALSE	Grant program quarterly interest sequence
GF_CRT_DTS_GT57	TIMESTAMP	TRUE	TRUE	FALSE	FALSE	Create timestamp
GC_TEA_INT_RPT_TYP	CHAR(1)	TRUE	TRUE	FALSE	FALSE	Period of interest reported code

Social Security Numbers

• SSNs must be nine-digit numbers. Include the leading zero, if applicable, and do not include hyphens.

BF_SSN
012345678

Remove Information from a Field

 Enter SPACES or NULL in the Correct/New Value field.

NOTE: **Null** is appropriate in fields where dates, amounts and sequence numbers are entered, or if they start with **LN**_, **LA**_ or **LD**_.

LD_RPS_1_PAY_DU Current	LD_RPS_1_PAY_DU Correct
7/21/2015	Null

OR

LI_CAP_ALW	LI_CAP_ALW
Current	New
'Y'	Spaces

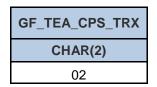


No Data Changes in a Field

• If the data in a field is not being changed, enter **N/A** in the column field.

Character Fields Populated with Numeric Values

• If the field values being updated are character values, but they require that numbers are entered, specify the leading zero(s), if applicable.



Example

The field **GT51.GF_TEA_CPS_TRX** is a character field

 Specify whether the value to update in the field is "01" (zero-one), "1 "(one-space) or "1" (space-one).

NOTE: These are all unique values and may not yield the requestor's intended result if not specified correctly.

Reason for Change Field

- If the Reason for Change field is populated with one of the reasons listed below, the previous DCR number needs to be included in the DCR Description.
 - Previous DCR was Incorrect User error
 - Previous DCR was Incorrect IT error

DCR Priority Status

- Priority-Rush: No longer a valid priority status.
 Do not use.
- Urgent: DCRs that must be completed ASAP in order for production or online capabilities to proceed. Urgent DCRs should include the word ABEND in the Description, the word ABEND and/or the Name/Description of the batch or online process impacted. IT VPs are automatically notified by e-mail of all Urgent DCRs.
- Priority: DCRs that will adversely affect business if not processed before the production night on or before the Requested Completion Date. Priority

DCR Standards & Guidelines

- requests should include in the **Description** field what the result will be if the DCR is not processed by that date to justify the validity of the priority.
- Routine: DCRs that will *not* impact business if they cannot be completed by the Requested Completion Date. Urgent and Priority DCRs take precedence, which could result in a Routine DCR request to not be completed by the date requested. A minimum of three business days from the date submitted should be given when assigning dates for Routine DCRs.

Associated CR Numbers

- If the DCR requires programming changes, a CR number *must* be listed in the **Associated CR #** field no matter what the **Reason for Change** code is selected.
- If any of the following codes are selected a CR number *must* be listed in the **Associated CR #** field:
 - Program problem (caused by CR incorrectly implemented)
 - Residual clean up needed after CR moved to Prod
 - Preparation for new CR: not an error
 - No system capability exits. CR needed for enhancement to system.