

DCR Standards & Guidelines

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

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 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 Current	LI_CAP_ALW New
'Y'	Spaces

DCR Standards & Guidelines

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.

GF_TEA_CPS_TRX
CHAR(2)
02

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

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 exists. CR needed for enhancement to system.