

# DMI CHANGE REQUEST FORM

(Disbursement Method Indicator)

Requesting agency must complete the following information before a DMI Change Request can be performed by the Comptroller's office.

Requesting Agency Name \_\_\_\_\_

Requestor (name of individual) \_\_\_\_\_

Date \_\_\_\_\_ Phone Number \_\_\_\_\_

Agency # \_\_\_\_\_ Document # \_\_\_\_\_ FY \_\_\_\_\_

Reason For Request _____
_____

## USER MUST PERFORM THIS DOCUMENT SELF-ASSESSMENT

**Step 1:** Log on to the Uniform Statewide Accounting System (USAS), and go to the Document Tracking (37) screen. Use the screen to recall your document. Look at the status in the top, right hand corner of the screen.

Is the document status a Y?    Y \_\_\_\_\_    N \_\_\_\_\_

**Note:** If document status is not Y, then a DMI change will not be effective.

**Step 2:** Press F5 to view the document on the Document Transaction Inquiry (86) screen. Look at the PDDT fileds (payment due date) listed in the document. Check to see if each PDDT is correct. if any of the payment due dates are not correct, please identify and provide the correct due dates below (use F8 to scroll forward on the screen if necessary):

*(Trans ID Sequence is the five-digit number at the end of the TRANS ID field)*

Trans ID sequence _____	Correct Payment Due Date _____ / _____ / _____
Trans ID sequence _____	Correct Payment Due Date _____ / _____ / _____
Trans ID sequence _____	Correct Payment Due Date _____ / _____ / _____
Trans ID sequence _____	Correct Payment Due Date _____ / _____ / _____
Trans ID sequence _____	Correct Payment Due Date _____ / _____ / _____
Trans ID sequence _____	Correct Payment Due Date _____ / _____ / _____

\*Click here for additional Trans ID Sequence lines

Step 3: Press F11 to return to the 37 screen and then press F11 again to view the batch's details.  
 What is batch status? (P, H, D or A) \_\_\_\_\_

**Note:** If batch is on hold, you should be able to correct the date and this form is not necessary.

**Note:** DMI change requests should be sent to the Expenditure Assistance & Audit section of Claims Division via email at [dmi.override@cpa.state.tx.us](mailto:dmi.override@cpa.state.tx.us), by 4 p.m. or fax to 512-475-0588. A DMI can only be changed for an expenditure that is posted, as a payment due date error, and is a Document Type 1, 2, 3, or 9.

If you have any questions concerning this form, contact the Expenditures Assistance & Audit section of the Claims Division at [dmi.override@cpa.state.tx.us](mailto:dmi.override@cpa.state.tx.us) or 512-475-0966.