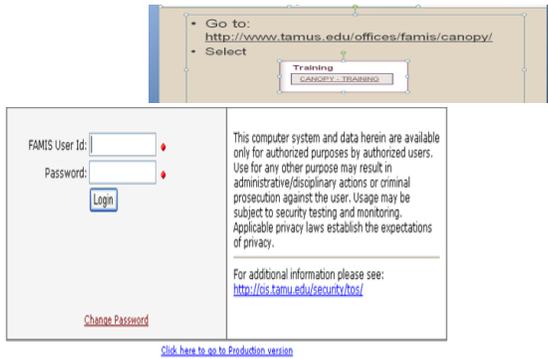
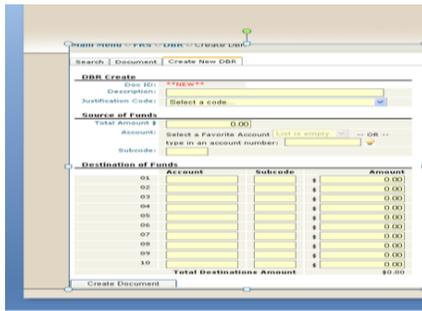


Setting Up A DBR In Canopy

1. To set up a DBR in Canopy, access the Canopy module and enter the ID and password that you use for FAMIS.



2. Select the FRS tab.
3. Then select DBR and "Create DBR".
4. Document ID enter "new".



5. In the Description field enter the reason for the transfer not the mechanics. An acceptable description is For Year 2012 expenses.
6. Enter your justification code from the drop-down menu.
7. Enter the amount.
8. Review the acceptable transfers on FAMIS screen 528.
9. Enter your Source account number with sub-codes if any.
10. Enter the Destination account with sub-codes if any. You can have up to 10 destination accounts.
11. Enter your Notes describing the expense and FYI's if any.
12. Review it for errors,
13. Close and route.