DEPARTMENTAL BUDGET REQUEST (DBR) TRAINING
Objectives

- Introduction: What is it?
- When to use a DBR
- Business rules for DBRs
- What information do you need for a DBR
- Creation and Search of DBRs in Canopy
What is a DBR?

• Automated budget and fund transfer initiated at the departmental level
• Created/ modified within FAMIS (Screen 520) or Canopy
• Embedded rules control the creation of most allowed transfers
What are the benefits of a DBR?

• Departmental Data Entry
• One source account to multiple destination accounts (up to 10)
• Departmental Electronic Approvals
• Automatic posting upon Approval
• FYI Notification to recipients (destination)
• Security and account access controls
• Creation, routing, and approval through Canopy or FAMIS
Year End Clean-up

• Requests are only valid to create/view in the current fiscal year.

• Year end is a critical time to complete, process, or cancel pending requests prior to auto-cancelation during 13th Month.

• Pending requests include: In Process (IP), Reopened (RE), and Closed (CL) documents.

• Only DBR to clear deficits should be created in Month 13. All others will be rejected.
When to use a DBR

• To increase or set up the overall budget of the University
• To transfer funds between different accounts
• To move funds between expense pools
Transactions Not Allowed

• Be aware that you may not be able to move funds from some accounts to others due to imbedded business rules.
• Ex: You cannot move funds from an account that does not allow the purchase of alcohol, to one that allows the purchase of alcohol.
• For a complete list of Acceptable Transfers, please visit:

http://fmo.tamu.edu/media/65826/transfers.pdf
DBR Cycle

Creation - Department Level

Routing and Approval - Department Path

Completion - Auto Approval

Completion - Processing Office

Notification - Creator and Specified FYI Recipients
DBR Module in FAMIS and Canopy

• FAMIS Screens:
  – Screen 520- DBR Create / Modify
  – Screen 521- DBR Inquiry

• Canopy:
  – FRS Module/DBR Menu
    • Create New DBR tab
    • Document tab
    • Search tab
Screen 520: DBR Create/Modify

Type in “New” at the field Doc: FAMIS will assign your document number after entering the DBR Data.
DBR Field Relationships

• Summary
  – Reason for the transfer, not the mechanics
  – Specific and meaningful

• Justification Code
  – Transaction type

• Notes
  – Additional space for specific reasons, names, reference numbers, or circumstances which may not fit in the Summary field
The Justification Codes

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<thead>
<tr>
<th>Code</th>
<th>Translation</th>
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<tbody>
<tr>
<td>CD</td>
<td>Cover Deficit</td>
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<tr>
<td>CN</td>
<td>Correction of Prior DBR</td>
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<tr>
<td>EP</td>
<td>Transfer Between Expense Pools (Same account number- different sub-codes example following)</td>
</tr>
<tr>
<td>FB</td>
<td>Transfer from Fund Balance (example following)</td>
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<tr>
<td>IB</td>
<td>Initial Budget</td>
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<tr>
<td>OI</td>
<td>Over-Realized Income (Same account -revenue pool to expense pool example following)</td>
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<tr>
<td>OT</td>
<td>Other (Notes Required)</td>
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<td>PR</td>
<td>Budget to Cover Payroll</td>
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<tr>
<td>PS</td>
<td>Paying for Scholarship</td>
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<td>SF</td>
<td>Start Up Funds</td>
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Example: EP-Transfer Between Expense Pools
Example: OI-Over-realized Income
Example: FB-Fund Balance Transfer
Example: IB-Initial Budget

Justification IB
GL source to mapped SL
Revenue & Expense pools

Notes on where funds will come from
Example: OT-Other

Notes are Required
Screen 521: Inquiring on a DBR by account number or department

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<th>S</th>
<th>Doc</th>
<th>St</th>
<th>Src of Funds</th>
<th>Dept</th>
<th>SD</th>
<th>Destination</th>
<th>Dept</th>
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*** Press ENTER to view more ***

Enter: PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu  Help  EHelp  Left  Right
Rejected DBRs

• Anyone along the routing path may reject a DBR for revision.
• DBRs return to the Creator
• Steps for Revision:
  – Reopen (Canopy FRS/DBR/Document), correct, and close/reroute.
  – Add additional notes to Document Notes
How To Access Canopy Site

• Go to: http://www.tamus.edu/offices/famis/bcs\ncanopy/

• Select: FAMIS

• Next select Canopy

• Then Canopy Production

• Enter FAMIS User ID and password

• See sample screen shot next slide
Canopy Screen for Sign-In

Training Version

Canopy Login - The Texas A&M University System

FAMIS User Id: 
Password:  

Login  

This computer system and data herein are available only for authorized purposes by authorized users. Use for any other purpose may result in administrative/disciplinary actions or criminal prosecution against the user. Usage may be subject to security testing and monitoring. Applicable privacy laws establish the expectations of privacy.

For additional information please see:  
http://cs.tamu.edu/security/tos/

Click here to go to Production version
Canopy Menus

Select the FRS Tab
Canopy Menu Selections

A dropdown box will appear
Select DBR, then
Select Create DBR
Canopy DBR entry Screen

Enter your data on this screen
1) justification code
2) description
3) account numbers and sub-codes
4) amounts
“Creation” Differences in Canopy

- Drop down Menus
- Description (Summary)
- Account and support account in one field
- Create on New tab; edit on Document tab
- Links to Routing (like Screen 914) from Document tab.
- Add Notes, FYI, additional Accounts on Document tab
- Attach PDF files
- Add Ref 4 in Dept Ref: field on Document tab
- “Help” steps on Document tab
- Cancel is like PF4
Recommendations

• Do not use the word “Transfer” as the sole Summary/Description.
• Make the Summary explicit and specific.
• Add revision notes to the DBR / Document notes instead of the Routing notes.
• Don’t assume anything is obvious.
• In Canopy, remember to “Submit” actions and Save edits.
Summary

• A DBR is an automated Fiscal Request
• Be aware of Transactions Not Allowed
• Don’t forget to Close and Route the document
• You can inquire on a DBR on FAMIS screen 521 or the Search tab within Canopy, FRS/DBR tab.
• FAMIS Screen 914 or Canopy routing Document ID will show the desk location of the DBR.

  (see examples on following pages)
Example of FAMIS Screen 914
for location of document in routing path
Example of Canopy Screen

locating the DBR along the routing path
Resource Information

• Website Information:
  – http://fmo.tamu.edu/general-accounting/dbr/

• General Accounting:
  – Alan Stilley – 845-2044 or astilley@tamu.edu
  – Linda Kettler- 845-0978 or l-kettler@tamu.edu

• FAMIS Training/ Security
  – accesshelp@tamu.edu or 458-5555