## Setting Up A DBR In FAMIS

## Creating: Screen 520

- **1.** Enter a "0" (zero), a "U0 (zero)", or the word "NEW" in the Document field to begin entering the document.
- **2.** Enter a brief summary and the "Justification" for the DBR. To see all possible values enter a (?). If "Other" is chosen, you must enter notes.
- **3.** Enter the six digit source account. If you are using an SL account, enter a valid pool as well. If you are using a GL account, no control is required; the system will generate it at the time of posting. If you will be using multiple source accounts, you will have to create multiple documents.
- **4.** Enter a positive amount in the source account amount field. This field will match the total amount field and cannot be negative.
- **5.** Enter at least one (maximum 10) destination accounts to the request in the appropriate fields. The destination account can be the same as the SL as the source account, but the pools must be different.
- **6.** Once you have succesfully added a destination account, the system will assign the document a Document ID number. The status of this document will now change to "In Process".

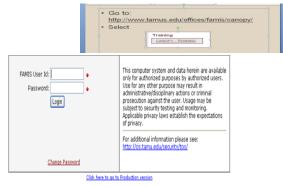
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Doc FY: 2013 Status: CL Total Amount: 8,00   Summary: TRANSFER OF FUNDS Route Doc: DBR02U303463   Justify: OT OTHER (SEE NOTES) Rource Account Title Dept S   Source Account Amount Title Dept S   510551 00000 8000.00 GLASSCOCK CENTER FOR HUMA GCHR	In Proc Rt SDept
- Destinations 512002 00000 1000 8000.00 FACULTY DEVELOPMENT - HIS HIST	Del 
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## **Closing and Routing: Screen 520**

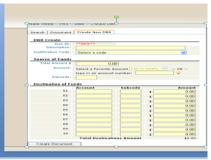
- 1. Close the document by pressing "F8". You will then have the option of routing the document. Closing the document will check it for accuracy. The transaction will not post at this time, but any errors should be caught here. Once you have succesfully closed the document, the status will change to "Closed".
- **2.** Route the document by pressing "F9". Routing a closed document will send it into the routing path. You can also insert an FYI or FYA recipient at this time.
- **3.** Closing and Routing are two actions that can be taken together or seperately. If you choose "F8" to close the document, you will be given a choice to also route the document. You can route the document now or later.

## 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.