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-cancellation during 13\textsuperscript{th} 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:  
  https://fmo.tamu.edu/operational-accounting/_media/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

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

A screenshot of a document from the Canopy system showing a routing document titled "TRANSFER BETWEEN EXPENSE POOLS (EP)". The document is dated 02/20/2012 and the total amount is $62,100.00. It is marked as Final (FN) and is related to a LaserFiche project.

The source account is 241590-00001, with an object code of 1000 and a description of FY11 YEAR END OPS RECOVERY. The destination account is also 241590-00001, with an object code of 9465 and a description of FY11 YEAR END OPS RECOVERY. The mandatory field is checked with an amount of $62,100.00.

Completed FYIs include:
1. Beal, Michele S.

DBR Notes:
- Note entered 02/20/12 by BEAL, MICHELE S.
- Reserve funds for LaserFiche implementation project for the College of Geosciences Dean's Office.

Routing Notes:
- There are no routing notes for this document.
Example: OI-Over-realized Income
Example: FB-Fund Balance Transfer

![Canopy screenshot showing fund balance transfer document with details and account information]
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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<table>
<thead>
<tr>
<th>S</th>
<th>Doc</th>
<th>St</th>
<th>Src of Funds</th>
<th>Dept</th>
<th>SDept</th>
<th>Destination</th>
<th>Dept</th>
<th>SDept</th>
<th>Amount</th>
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<td>131507-00000</td>
<td>CLED</td>
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<td>EAHR</td>
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<tr>
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</table>

*** Press ENTER to view more ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
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/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://og.tamu.edu/security/tcs/

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

<table>
<thead>
<tr>
<th>Ln</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The following people have seen this document:</td>
</tr>
<tr>
<td>2</td>
<td>Submitted 02/21/12 15:18 CURTIS, KARI A (979-458-3621)</td>
</tr>
<tr>
<td>3</td>
<td>Approved 02/21/12 15:21 WEERS, EMILY F (979-458-3621)</td>
</tr>
<tr>
<td>4</td>
<td>Signed(A) 02/21/12 15:21 WEERS, EMILY F (979-458-3621)</td>
</tr>
<tr>
<td>5</td>
<td>This document is currently in CC 02 office DBR OFFICE</td>
</tr>
<tr>
<td>6</td>
<td>on desk FAL-DESK - Arrival Date: 02/21/2012 15:21</td>
</tr>
<tr>
<td>7</td>
<td>Desk workers are:</td>
</tr>
<tr>
<td>8</td>
<td>HAMBLIN, CHARLES R (979-845-2844)</td>
</tr>
<tr>
<td>9</td>
<td>KETTLER, LINDA B (sub) (979-845-8978)</td>
</tr>
<tr>
<td>10</td>
<td>The following people have an Info/Notify copy of this document:</td>
</tr>
<tr>
<td>11</td>
<td>Info 02/21/12 15:21 CURTIS, KARI A (979-458-3621)</td>
</tr>
<tr>
<td>12</td>
<td>******************************************** POTENTIAL ROUTING PATH ********************************************</td>
</tr>
<tr>
<td>13</td>
<td>OFFICE: DEPT/SUB DEPT:</td>
</tr>
<tr>
<td>14</td>
<td>02-DBR OFFICE 1ST LEVEL</td>
</tr>
<tr>
<td>15</td>
<td>02-DBR OFFICE PROBLEM</td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help Names Bck Fwd
Example of Canopy Screen

locating the DBR along the routing path
Resource Information

• Website Information:

• Operational 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