

DEPARTMENTAL BUDGET REQUEST (DBR) TRAINING

**Presented By
Charles Hamblin
FMO – General Accounting Services**

AGENDA

- Introduction: What is it?
- When to use a DBR
- Business rules for DBRs
- What information do you need for a DBR
- Creation and Inquiry of DBRs in FAMIS
- 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
- Exceptions, approved by the VP's Office, should still use a paper Fiscal Request



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
 - Web creation, routing, and approval through Canopy
-

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 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

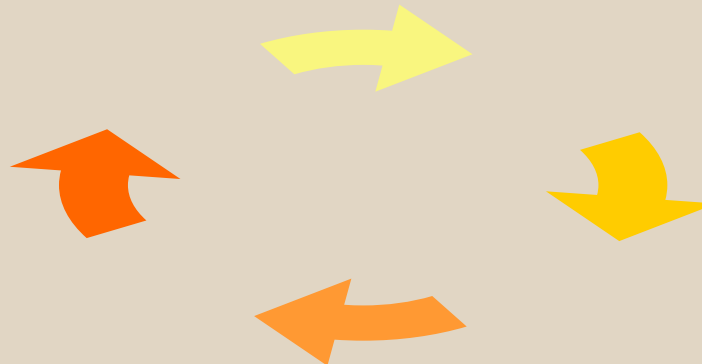
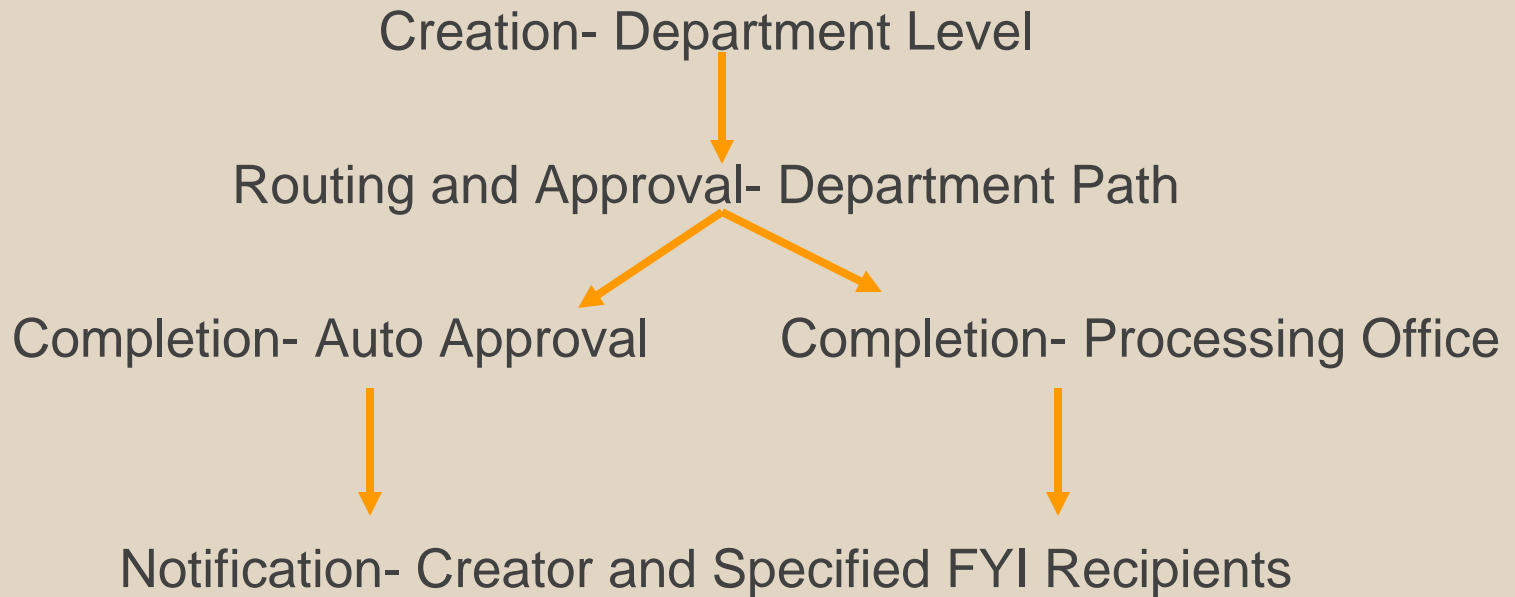
- To increase the overall budget of the University
 - To transfer funds between different accounts
 - To move funds between expense pools
-

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://finance.tamu.edu/fmo/dbr/docs/transfers.pdf>

DBR Cycle



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

DBR Field Relationships

- Summary
 - Reason for the transfer, not the mechanics
 - Specific and meaningful
- Justification Code
 - Transaction type
 - Mechanics of the transfer, not reason
- Notes
 - Additional space for specific reasons, names, reference numbers, or circumstances which may not fit in the Summary field

The Justification Codes

Justification Codes

Cd Translation

CD	COVER DEFICIT
CN	CORRECTION OF PRIOR DBR
EP	TRANSFER BETWEEN EXPENSE POOLS
FB	TRANSFER FROM FUND BALANCE
IB	INITIAL BUDGET
ME	MOVE EXPENSES CORRECTION
OI	OVER-REALIZED INCOME
OT	OTHER (SEE NOTES)
PR	BUDGET TO COVER PAYROLL T-ACTION
PS	PAYING FOR SCHOLARSHIP
SF	START UP FUNDS

Codes for Budget Increases

- **IB:** Initial or Increase Budget
 - To set up budget for a new fiscal year or for a special purpose such as a study abroad trip.
 - Source account is the GL with twice the \$ amount.
 - Destination account is the SL 1000 (or other) expense pool and an additional destination SL 0001 revenue pool.
 - Should have notes indicating how the funds will be recouped. (ex. 20 students @ \$400 each)



Example of IB Justification Code

Core Information

DBR Document Id:	U800258	Document FY:	2008
Route Document Id:	DBRAMU800258		
Summary:	Set up Budget for Italy Fall 08	Total:	\$300,000.00
Released:	08/18/2008	Route Status:	Recalled (RC)
By:	Foster, Robbin J	Requested Action:	Revise (REV)
Justification:	INITIAL BUDGET (IB)		
Attachments:			

SOURCE ACCOUNT INFORMATION

Source Account	Object Code	Dept	Sub Dept	Description	Amount
021314		DBRD		ITALY FALL STUDY ABROAD	\$300,000.00

DESTINATION ACCOUNT INFORMATION

Item	Destination Account	Object Code	Dept	Sub Dept	Description	Amount	Mandatory
1	213140-00000	1000	DBRD		ITALY FALL STUDY ABROAD	\$150,000.00	<input type="checkbox"/>
2	213140-00000	0001	DBRD		ITALY FALL STUDY ABROAD	\$150,000.00	<input type="checkbox"/>

FYIS TO DESTINATION RECIPIENTS

No records found to display.

DBR NOTES

Text

>>Note entered 08/20/08 by FOSTER, ROBBIN J
 Set up Study Abroad Trip budget for Fall 08.
 25 students @ \$6000

Budget Increases (cont.)

- **OI: Over-Realized Income**
 - Within the same account, to move revenue taken in excess of projected budget to gain budget authority.
 - Source account is the SL 0001 revenue pool.
 - Destination account is the SL 1000 (or other) expense pool.
 - The Summary or Notes should give a reason for the transfer. (i.e. to cover current year expenses)



Example of OI Justification Code

Core Information

DBR Document Id:	U700015	Document FY:	2007
Summary:	FOR CURRENT YEAR OPERATING EXP	Total:	\$2,000.00
Released:	01/10/2007	Route Status:	In Dept Rt (DR)
By:	FOSTER, ROBBIN J	Requested Action:	Sign (SIG)
Justification:	OVER-REALIZED INCOME (OI)		

Source Account Information

Source Account	Object Code	Dept	Sub Dept	Description	Amount
210090-00000	0001	DBRD		ABSTRACTS & THESIS	\$2,000.00

Destination Account Information

Item	Destination Account	Object Code	Dept	Sub Dept	Description	Amount	Mandatory
1	210090-00000	1000	DBRD		ABSTRACTS & THESIS	\$2,000.00	<input type="checkbox"/>

Budget Increases (cont.)

- **FB:** Transfer from Fund Balance
 - Moving funds from the GL account fund balance to its mapped SL account expense pool.
 - Source account is the GL account (0xxxxx) with no pool.
 - Destination account is the mapped SL account (xxxxxx-1000) with 1000 (or other) expense pool.
 - Must have a reason why the funds are being moved. (i.e. for current year expenses)



Example of FB Justification Code

Core Information

DBR Document Id:	U700496	Document FY:	2007
Summary:	FUND UTILITY EXPENDITURES-BOOKSTORE	Total:	\$18,025.00
Released:	10/02/2006	Route Status:	Final (FN)
By:	HERZOG, MARK L	Requested Action:	()
Justification:	TRANSFER FROM FUND BALANCE (FB)		

Source Account Information

Source Account	Object Code	Dept	Sub Dept	Description	Amount
030117		VPFN	ADMN	TAMU BOOKSTORE CONTRACT OPERATIONS	\$18,025.00

Destination Account Information

Item	Destination Account	Object Code	Dept	Sub Dept	Description	Amount	Mandatory
1	301170-00000	1000	VPFN	ADMN	TAMU BOOKSTORE CONTRACT OPERATIONS	\$18,025.00	<input type="checkbox"/>

DBR Notes

Title	NoteText
DBR notes:	>>Note entered 10/02/06 BY HERZOG, MARK L
	CREATE ADDITIONAL EXPENDITURE BUDGET FOR TAMU
	BOOKSTORE OPERATIONS TO FUND FY07 PROJECTED
	UTILITY EXPENDITURES

Codes for Transfers Between Different Accounts



- **PS:** Paying for Scholarship
 - Funding a scholarship (function code 60) account.
 - The actual payment being funded may have already happened, causing the destination account to be in the deficit.
 - Scholarship recipient name preferred in the Notes.
 - Required for transfers from 13xxxx to 163xxx.



Example of PS Justification Code

Core Information

DBR Document Id:	U702359	Document FY:	2007
Summary:	TUITION FOR KIM RASH 07A	Total:	\$880.65
Released:	01/05/2007	Route Status:	Final (FN)
By:	LUZA, REBEKAH K	Requested Action:	()
Justification:	PAYING FOR SCHOLARSHIP (PS)		

Source Account Information

Source Account	Object Code	Dept	Sub Dept	Description	Amount
510088-00000	1000	ANTH		NAUTICAL ARCHEOLOGY FACULTY FEL	\$880.65

Destination Account Information

Item	Destination Account	Object Code	Dept	Sub Dept	Description	Amount	Mandatory
1	650954-00000	1000	ANTH		ANTHROPOLOGY SCHOLARSHIP ACCOUNT	\$880.65	<input type="checkbox"/>

DBR Notes

Title	NoteText
DBR notes:	>>Note entered 01/05/07 BY LUZA, REBEKAH K THIS IS TO PAY KIM RASH'S TUITION FOR 07A AS PART OF HER ASSISTANSHIP WITH THE DEPT OF ANTHROPOLOGY WORKING WITH DR CASTRO AND DR CRISMAN- DR CASTRO PAYS 1/2 AND DR CRISMAN PAYS 1/2 OF HER TUITION AS SHE WORKS FOR BOTH OF THESE PROFESSORS IN THEIR LABS

Between Accounts (cont.)

- **CD: Cover Deficit**
 - Primary reason for transfer is to alleviate a deficit balance.
 - May be reversed at a later date, within DBR rules.
 - Destination account must be in the deficit.
 - Amount should be the full deficit amount. Provide Notes with additional document numbers and an explanation if multiple accounts are covering the deficit.



Example of CD Justification Code

Core Information

DBR Document Id:	U601440	Document FY:	2006
Summary:	COVER SPRING FIELD TRIP EXPENSES	Total:	\$392.46
Released:	08/10/2006	Route Status:	Final (FN)
By:	BUCKBEE, VICKI L	Requested Action:	()
Justification:	COVER DEFICIT (CD)		

Source Account Information

Source Account	Object Code	Dept	Sub Dept	Description	Amount
216530-00000	1000	WFSC		WFSC 407 FIELD TRIP	\$392.46

Destination Account Information

Item	Destination Account	Object Code	Dept	Sub Dept	Description	Amount	Mandatory
1	<u>216470-00000</u>	1000	WFSC		WFSC 315 FIELD TRIP	\$378.57
2	<u>216510-00000</u>	1000	WFSC		WFSC 402 FIELD TRIP	\$13.89	

Between Accounts (cont.)

- **PR: Budget to Cover Payroll T-Action**
 - Transfers moving payroll / salaries including payroll corrections within the DBR transfer rules.
 - Notes should include:
 - Reason for the transfer
 - PIN # and/or
 - Location of the documentation which supports the transfer request.



Example of PR Justification Code

Core Information

DBR Document Id:	U702015	Document FY:	2007
Summary:	SALARY SAVINGS-OCT-HLKN	Total:	\$61,645.01
Released:	11/30/2006	Route Status:	Final (FN)
By:	MCCLAIN, BEVERLY J	Requested Action:	()
Justification:	BUDGET TO COVER PAYROLL T-ACTION (PR)		

Source Account Information

Source Account	Object Code	Dept	Sub Dept	Description	Amount
131507-00000	1000	CLED		FAC SAV-EDUCATION	\$61,645.01

Destination Account Information

Item	Destination Account	Object Code	Dept	Sub Dept	Description	Amount	Mandatory
1	131505-00000	1000	HLKN		HEALTH & KINESIOLOGY	\$61,645.01

DBR Notes

Title	NoteText
DBR notes:	>>Note entered 11/30/06 BY MCCLAIN, BEVERLY J THIS IS SALARY SAVINGS FROM OCT. RETURNED TO THE DEPARTMENT TO BE USED TO SUPPORT DEPART- MENT OPERATIONS. ALL DOCUMENTATION ON THIS TRANSFER IS RETAINED IN THE DEAN'S OFFICE OF THE COLLEGE OF EDUCATION AND HUMAN DEVELOP- MENT



Example of PR Justification Code

Core Information

DBR Document Id:	U702065	Document FY:	2007
Summary:	CORRECT M31459 FOR SALARY SAVINGS	Total:	\$159,448.92
Released:	12/05/2006	Route Status:	Final (FN)
By:	MCCLAIN, BEVERLY J	Requested Action:	()
Justification:	BUDGET TO COVER PAYROLL T-ACTION (PR)		

Source Account Information

Source Account	Object Code	Dept	Sub Dept	Description	Amount
136300-00000	1000	CLED		NEW FACULTY AND RETENTION-ED	\$159,448.92

Destination Account Information

Item	Destination Account	Object Code	Dept	Sub Dept	Description	Amount	Mandatory
1	136301-00000	1000	EAHR		NEW FACULTY AND RETENTION-EAHR	\$159,448.92	<input type="checkbox"/>

DBR Notes

Title	NoteText
DBR notes:	>>Note entered 12/05/06 BY MCCLAIN, BEVERLY J
	THIS ACTION IS TO CORRECT AN EPA ON DR.
	SCHEURICH THAT SHOULD NOT HAVE BEEN DONE. WE
	ARE RETURNING ALL FUNDS TO THE DEPARTMENT.

Between Accounts (cont.)

- **SF: Start Up Funds**
 - Transferring start up funds
 - Recipient names in the Notes or Summary preferred.
- **OT: Other**
 - From one SL/GL to another unrelated SL/GL for which another code will not suffice.
 - Notes required as to the circumstances for the transfer.
 - Most transfers of “support” are OT.



Example of SF Justification Code

Core Information

DBR Document Id:	U701130	Document FY:	2007
Summary:	REINVESTMENT STARTUP - RAO/STAT	Total:	\$15,000.00
Released:	10/18/2006	Route Status:	Final (FN)
By:	CHOVANEK, CRYSTAL A	Requested Action:	()
Justification:	START UP FUNDS (SF)		

Source Account Information

Source Account	Object Code	Dept	Sub Dept	Description	Amount
245014-00000	1000	CLSC		REINV FACULTY-NEW FACULTY STARTUP	\$15,000.00

Destination Account Information

Item	Destination Account	Object Code	Dept	Sub Dept	Description	Amount	Mandatory
1	<u>246240-10051</u>	1000	STAT		ENHANCING EXCELL IN RSCH-STATISTICS	\$15,000.00	<input type="checkbox"/>

DBR Notes

Title	NoteText
DBR notes:	>>Note entered 10/18/06 BY CHOVA NEK, CRYSTAL TO PROVIDE FY2007 REINVESTMENT STARTUP FUNDS TO DR. SUHASINI SUBBA RAO IN THE STATISTICS DEPARTMENT. COMMITMENT #070012.

Code for Transfer Between Expense Pools



- **EP:** Transfer Between Expense Pools
 - Transfer of funds within the **same** account, from one *Expense* pool to another. (i.e. xxxxxx-1005 to xxxxxx-1000)
 - Source and Destination account are the same. The pools are different.
 - Expense pools include:
 - 1000 All expense pool
 - 1005 Lump Sum Salaries
 - 1100 Salaries – Pool
 - 1700 Wages, etc – Pool
 - 1900 Other Expenses – Pool
 - 8000 Capital Outlay – Pool
 - 9459-9499 Range: Reserve Pools
 - **0001 Revenue Pool is not an Expense pool.**



Example of EP Justification Code

Core Information

DBR Document Id:	U701698	Document FY:	2007
Summary:	MOVE FOR SALARY TO ALL EXP. POOL	Total:	\$55,962.00
Released:	11/08/2006	Route Status:	Final (FN)
By:	YEAGER, CHERYL L	Requested Action:	()
Justification:	TRANSFER BETWEEN EXPENSE POOLS (EP)		

Source Account Information

Source Account	Object Code	Dept	Sub Dept	Description	Amount
130012-00000	1005	RLEM		RANGELAND, ECOLOGY, & MANAGEMENT	\$55,962.00

Destination Account Information

Item	Destination Account	Object Code	Dept	Sub Dept	Description	Amount	Mandatory
1	130012-00000	1000	RLEM		RANGELAND, ECOLOGY, & MANAGEMENT	\$55,962.00

DBR Notes

Title	NoteText
DBR notes:	>>Note entered 11/07/06 BY YEAGER, CHERYL L. MOVE FUNDS FROM LUMP SUM SALARIE POOL 1005 TO ALL EXPENSE POOL 1000 SO EXPENSES FOR SUPPLIES, EQUIPMENT, SERVICES, ETC. CAN BE MADE TO ACCOUNT 130012

Correction Codes (cont.)

- **CN: Correction of Prior DBR**
 - To correct a completed (posted) DBR:
 - Create a new DBR with Justification Code CN.
 - The accounts, support accounts, budget pools, and amounts must be the same as the original DBR being reversed.
 - In the new DBR, add the original DBR document U#
 - FAMIS: Ref #4 field (PF7 on Screen 520)
 - Canopy: Dept Ref field (Document tab)
 - Reference the prior U# in the notes or summary



Example of CN Justification Code

Core Information

DBR Document Id:	U701769	Document FY:	2007
Summary:	REVERSE U601980 8/31/2006	Total:	\$11,880.66
Released:	11/10/2006	Route Status:	Final (FN)
By:	DUDLEY, DEANIE D	Requested Action:	()
Justification:	CORRECTION OF PRIOR DBR (CN)		

Source Account Information

Source Account	Object Code	Dept	Sub Dept	Description	Amount
248202-00000	1000	FRSC		FRSC GRAD TUITION	\$11,880.66

Destination Account Information

Item	Destination Account	Object Code	Dept	Sub Dept	Description	Amount	Mandatory
1	245012-00000	1000	CLAG		NEW FACULTY STARTUP - CLAG	\$11,880.66

DBR Notes

Title	NoteText
DBR notes:	>>Note entered 11/10/06 BY DUDLEY, DEANIE D CLAG TRANSFERRED \$11,880.66 TO COVER THE DEFICIT BALANCE AS OF 08/31/2006 SINCE A DEPOSIT HAD NOT BEEN POSTED CORRECTLY BY THE CASHIERS. THIS ENTRY REVERTS THE FUNDS BACK TO THE DEAN'S START UP ACCOUNT U601980



Screen 521: Inquiring on a DBR

F2321 Make selection to proceed to screen 520

521 DBR Inquiry

01/18/07 09:52

FY 2007 CC AM

Screen: Account: As Src/Dest: D Destination
 Dept/SDept: DBRD_ Show Pending Only: MORE >>

S	Doc	St	Src of Funds	Dept	SDept	Destination	Dept	SDept	Amount
_	U700001	IP	136150-00000	DBRD		136151-00000	DBRD		100.00
_	U700002	CN	136150-00000	DBRD		136151-00000	DBRD		100.00
_	U700003	IP	136150-00000	DBRD		136151-00000	DBRD		100.00
_	U700004	IP	136150-00000	DBRD		136151-00000	DBRD		100.00
_	U700006	CL	210090-00000	DBRD		210090-00000	DBRD		500.00
_	U700007	CL	136150-00000	DBRD		136151-00000	DBRD		100.00
_	U700012	CL	136150-00000	DBRD		136151-00000	DBRD		100.00
_	U700013	CN	136150-48049	DBRD		136151-00000	DBRD		100.00
_	U700014	CL	136150-00000	DBRD		136151-00000	DBRD		18000.00
_	U700015	CN	210090-00000	DBRD		210090-00000	DBRD		2000.00

*** End of List ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Hmenu Help EHelp Left Right



F2321 Make selection to proceed to screen 520
521 DBR Inquiry

01/18/07 09:48
FY 2007 CC AM

Screen: _____ Account: _____ As Src/Dest: D Destination
<< MORE Dept/SDept: DBRD_ _____ Show Pending Only: _

S	JC	Description	Route	Doc	Rte	Status	Created by
_	SF	FUND FACULTY SA					09/19/2006 DICKY, PATRICIA M
_	SF	FUND FACULTY SA					10/17/2006 RAY, MELISSA A
_	SF	FUND FACULTY SA					10/17/2006 CUMMINGS, DEBRA A
_	SF	FUND FACULTY SA					10/17/2006 ALEXANDER, DONNA D
_	OI	TO TEST SYSTEM	DBRAMU700006		In Proc	Rt	11/06/2006 FOSTER, ROBBIN J
_	PR	TEST SYSTEM	DBRAMU700007		In Proc	Rt	11/06/2006 FOSTER, ROBBIN J
_	CD	PRACTICE ROUTIN	DBRAMU700012		In Proc	Rt	11/14/2006 FOSTER, ROBBIN J
_	CD	SUPPORT ACCOUNT	DBRAMU700013		Cancelled		11/14/2006 FOSTER, ROBBIN J
_	OT	REGISTRATION FE	DBRAMU700014		Rejected		01/10/2007 BELL, ASHLEY E
_	OI	FOR CURRENT YEA	DBRAMU700015		Cancelled		01/10/2007 FOSTER, ROBBIN J

*** End of List ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Left Right

Let's set one up...

Follow along while I set up a DBR in
FAMIS, then see if you can set one
up...



Rejected DBRs



- Anyone along the routing path may reject a DBR for revision.
- DBRs return to the Creator
- Steps for Revision:
 - Reopen (Screen 520 or Canopy FRS/DBR/Document), correct, and close/reroute.
 - Add additional notes to Document Notes (Screen 520, etc) instead of Routing notes.

Enhancements Since Implementation

- Auto-approval
 - DBR < \$100K
 - Within the same Department, College, or Executive Level
 - Between like accounts within certain account ranges
- New justification codes: PR, CN, ME (ME is no longer used since the DCR module has been implemented.)
- Canopy
 - Web based creation
 - Allows PDF attachments
- Month 13 Creation – allows DBR creation to cover deficits
- Unit Financial Obligations (UFO)/ Budget Reserve Pools

How To Access Canopy Training Site

- Go to:
<http://www.tamus.edu/offices/famis/bcscanopy/>
- Select

Training

CANOPY - TRAINING

- Enter FAMIS Training UserID and password



Address https://lab1.sago.tamus.edu/Training/canopytwo/Login.aspx



Go

Links

CANOPY

WEB ENABLED BPP/FAMIS

Training Version

Canopy Login - The Texas A&M University System

FAMIS User Id:

Password:

Login

[Change Password](#)

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://cis.tamu.edu/security/tos/>

[Click here to go to Production version](#)



Canopy Menus

[Logout](#)

Canopy

The Texas A&M University System

EPA

FFX

FRS

Routing

System

Campus: TAMU TRAINING CAMPUS (AM) ▼

Fiscal Year: 2008 ▼

[Set CC/FY](#)

[HELP ?](#)

[>>> FEEDBACK](#)



INFO: You have **6** items in your Inbox.

Available Modules

- [▶ EPA - Personnel Action Module](#)
- [▶ FFX - Fixed Assets Module](#)
- [▶ FRS - Financial Reporting Module](#)
- [▶ Routing - Document Routing Module](#)
- [▶ System - System Settings and General Information](#)



Canopy

The Texas A&M University System

[Logout](#)

EPA FFX FRS Routing

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2008

System

[Set CC/FY](#)

Main Menu [FRS](#) [S](#)

[HELP ?](#) [>>>> FEEDBACK](#)

Account Search Subc

Vendor Search Vouch

Account Search

Account r

Responsible person (las

[Search](#)

[Reset](#)

Search

Account

Batch

DBR

Invoices

Purch Documents

Receiving

Tables

Vendors

Vouchers

DBR Search

DBR Document

Create DBR

oice Search

PIP Search

Purch Doc Search

Receiving Search

Department:



Sub-department:



Show support accounts:

Title:

Show deleted accounts:

Favorite Accounts

No records found to display.

* You can download your Favorite Account list from the [MyAccount](#) page.



Search Document **Create New DBR**

DBR Create

Doc ID: ****NEW****

Description:

Justification Code:

Source of Funds

Total Amount \$

Account: Select a Favorite Account -- OR --

type in an account number:

Subcode:

Destination of Funds

	Account	Subcode	Amount
01	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>
02	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>
03	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>
04	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>
05	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>
06	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>
07	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>
08	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>
09	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>
10	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>
Total Destinations Amount			\$0.00

Create Document

**Create New
DBR Tab**



Document Tab

To add a PDF file
or revise the
Header
information

Canopy
The Texas A&M University System

EPA FFX FRS Routing System Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2008 Set CC/FY

Main Menu > FRS > DBR > DBR Document

Search Document Create New DBR

Select DBR

DBR Document Number: U800077 DBR Action: Select an action... Submit

Steps to update/complete an DBR document (your current step is highlighted)

Departmental Budget Request

Document FY:	2008	DBR Status:	Re-Opened (RE)
DBR Document Id:	U800077	Route Status:	()
Route Document Id:		Total:	\$1.00
Summary:	to attach a PDF	Dept Ref:	
Justification:	PAYING FOR SCHOLARSHIP (PS)	Created By:	FOSTER, ROBBIN J
Created Date:	01/14/2008	Last Updated By:	FOSTER, ROBBIN J
Last Update Date:	01/14/2008		
Attachments:	Sample.doc		

Edit

Source Account Information

Source Account	Object Code	Dept	Sub Dept	Description	Amount
136150-00000	1000	DBRD		NEW FACULTY AND RETENTION-AR	\$1.00 Edit

Destination Account Information

Item	Destination Account	Object Code	Dept	Sub Dept	Description	Amount
1	136151-00000	1000	DBRD		PARTNER PLACEMENT	\$1.00 Edit Delete
Destination Total:						1.00

Add Destination

FYIs to Destination Recipients

Item	Name (last, first)	Home Campus	Home Dept	Home Sub Dept
1	Kettler, Linda B	02	FISC	

*** Automatically sent after the Document is COMPLETED (Document APPROVED and Transaction(s) POSTED)

Add FYI

DBR Notes

Text
>>Note entered 01/14/08 by FOSTER, ROBBIN J Sample notes

Add Notes

Canopy, a Business Computing Services application. The Texas A&M University System Version: 1/4/2008 11:43:38 AM

Top of Page

Theme: Forest Set Theme System - Site Map

“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



DBR: Search Tab

Canopy

The Texas A&M University System

Logout

EPA FFX FRS Routing System

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2008 Set CC/FY

Main Menu > FRS > DBR > DBR Search

HELP? >>>> FEEDBACK

Search Document Create New DBR

DBR Search

Select an account: List is empty. or type in an account number: 136150

Show As Src/Dest: Source Destination

Department: DBRD Sub-department:

Show Pending Only: No Yes

Search Reset Download

Search Results (Total items: 5) Turn Paging Off

DocId	Status	JustCd	Description	Source Account	Src Dept	Src Sub-dept	Amt	Route Doc	Dest Acct	Dest Dept	Dest Sub-Dept
U800038	IP	CD	MOVE SUPPLY EXPENSES	136150-00000-1000	DBRD		\$100.00		136151-00000-1000	DBRD	
U800044	IP	OT	PAY SALARIES	136150-00000-0001	DBRD		\$7,000.00		136151-00000-1000	DBRD	
U800065	IP	OT	CURRENT YEAR EXPENSES	136150-00000-1000	DBRD		\$500.00		136151-00000-1000	DBRD	
U800066	CL	OT	CURRENT YEAR EXPENSE	136150-00000-1000	DBRD		\$600.00	DBRAMU800066 Rejected (RJ)	136151-00000-1000	DBRD	
U800067	CL	OT	FUNDS TO SUPPORT ENGLISH CONFERENCE	136150-00000-1000	DBRD		\$1,000.00	DBRAMU800067 In Proc Rt (PR)	136151-00000-1000	DBRD	

prev 1 next (Showing page 1 of 1, items 1-5) Total items: 5

Change page: 1 Go Page size: 25 Change

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 screen 521 or the Search tab within Canopy, FRS/DBR tab.
- Screen 914 or Canopy routing Document ID will show the desk location of the DBR.

Resource Information

- Website Information:
 - <http://finance.tamu.edu/fmo/dbr/default.asp>
- General Accounting:
 - Charles Hamblin-845-2044 or chamblin@vpfn.tamu.edu
 - Linda Kettler- 845-0978 or l-kettler@tamu.edu
- FAMIS Training/ Security
 - Catherine Gibson – 847-8833 or cag@vpfn.tamu.edu
 - famis-aid@tamu.edu



TEXAS A&M
UNIVERSITY

Questions?
