Departmental Budget Request (DBR)
Instructional Training
Revised FY2021

Budget@tamucc.edu

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Departmental Budget Request (DBR) Instructional Training

This presentation will cover the following information:

- What is a DBR and What Does it Do?

- When to Use a DBR

- How to Get Access to Complete a DBR

- Departmental Budget Request Process

- DBR Justification Codes (JC)

- Step-By-Step DBR Process Instructions

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What is a DBR and What does it do?

- DBR = Departmental Budget Request

- A DBR transfers Budget and/or funds within one or more accounts. This is initiated at the departmental level.

- FAMIS Embedded account attributes control the creation of most allowed transfers. This means that an account must be set up to allow for transfer of budget and/or funds.

- DBR's allow for Electronic approvals and automatic posting which expedites the transfer process.

- Canopy assigns a unique number to the DBR, prefaced with DBR15U.

When to Use a DBR?

- To cover deficits

- To correct prior DBR's

- To move funds between expense pools

- To set-up initial budgets

- To transfer funds

- To fund start-up accounts

- To make a permanent change

- Reminder - Do not use a DBR to correct the posting of an expense to the wrong account, use a Departmental Correction Request (DCR) instead.

How to Get Access to Complete a DBR

An email should be sent to famis.security@tamucc.edu by your supervisor requesting access to create a DBR. In addition, you will need to show proof of completing this course by emailing your transcript of course completion to FAMIS Security.

Departmental Budget Request (DBR) Process

1. DBRs require the following:
   - Creator
   - Account Manager
   - Budget Office Final Approval to Post Transfer

Departmental Budget Request (DBR) Process

2. The Creator will:
- Initiate DBR in Canopy through the FRS Menu/DBR Tab
- Fill out DBR document with Justification Code, Source Account, Amount, and Destination Account
- Add notes and Close Document
- Route for Approval to Account Manager

Departmental Budget Request (DBR) Process

3. The Account Manager will:
   - Review DBR for accuracy and allowability
   - Approve DBR (routes to budget office for approval) or reject DBR (routes back to creator)

Departmental Budget Request (DBR) Process

4. The Budget Office will:
- Review DBR for accuracy, allowability, appropriateness, and prior approvals.
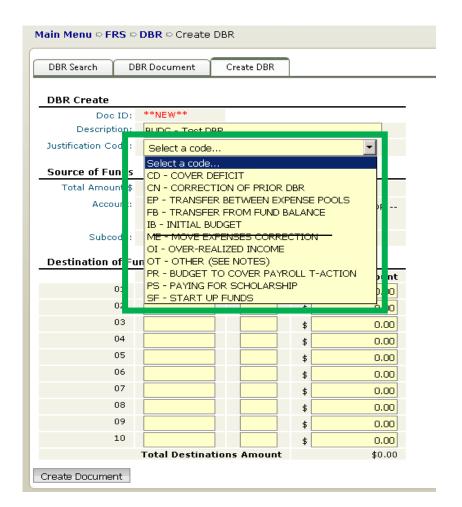- Approve or reject DBR

Examples for Rejection:
- Insufficient Budget
- Inappropriate Transfer
- Errors
- Incorrect Justification Code (JC)

DBR Justification Codes (JC)

- CD - Cover Deficit
- CN - Correction of prior DBR
- EP - Transfer between expense pools
- FB - Transfer from fund balance
- IB - Initial Budget
- OI - Over-realized Income
- OT - Other (see notes)
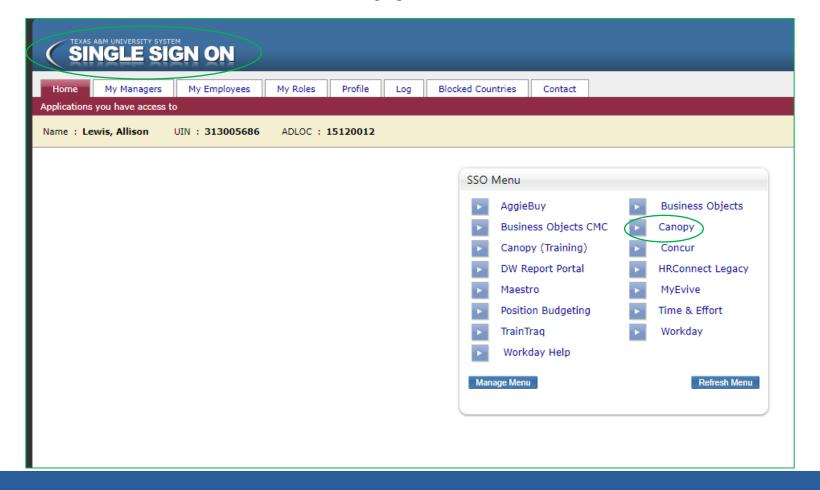- PR - Budget to cover Payroll T-Action
- PS - Paying for scholarship
- SF - Start-Up Funds

DBR Justification Codes (JC)

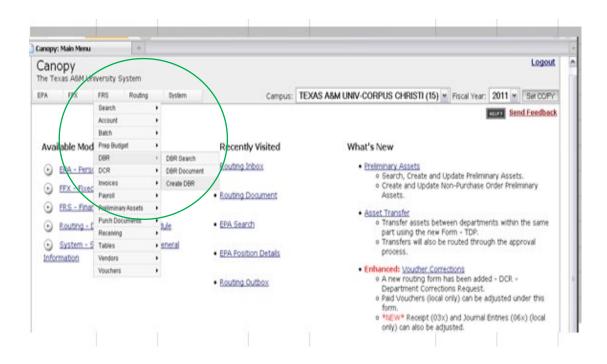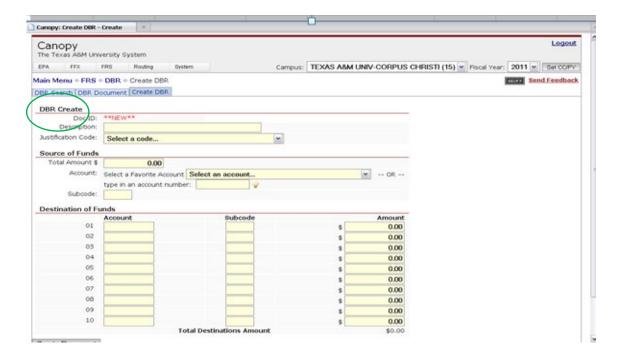| CODE	Translation	Purpose	Requirements
CD	Cover Deficit	Used only to cover a deficit in the overall BBA for an SL account. Does not apply to support accounts (SA) whom are negative.	Destination account must be in the deficit. Amount should be the full amount of the deficit; otherwise, notes should be added indicating other documents that will be covering the remainder.
CN	Correction of Prior DBR	Reversal of a prior DBR which may have had an error, was created in error, or was un-allowed.	Prior DBR U# and explanation of reversal in notes section.
EP	Transfer Between Expense Pools	Used to transfer budget between expense pools within the same SL or SA.	Same account in source and destination; only for expense pools.
FB	Transfer from Fund Balance	Moving funds from General Ledger (GL) account fund balance to its own mapped Subsidiary Ledger (SL) account expense pool.	Source is GL with no pool. Must add notes explaining the transfer.
IB	Initial Budget	Setting up or increasing budget in both expense and revenue pools.	Notes are required explaining how funds will be recouped. Source is GL, destination is SL revenue and SL expense pools (2 destination lines)
ME	**Move Expenses Correction**	**Unused; Use Department Correction Request (DCR) module**	**Unused; Use Department Correction Request (DCR) module**
OI	Over-Realized Income	Transfers within the same account from revenue pool (0001) to an expense pool.	Notes are required explaining reason for transfer.
OT	Other (See Notes)	Any other transfer that does not fit into another Justification code. Most common are transfers to support accounts and transfers to other accounts.	Notes are essential and required for this justification code. DBR using this code, but with no notes will be rejected back to creator.
PR	Budget to Cover Payroll T-Action	Any transfers involving payroll/salaries.	Notes are required and must have reason for transfer as well as documentation and PIN #'s.
PS	Paying for Scholarship	Funding a scholarship account regardless whether the scholarship payment has already happened. Destination account may be in the deficit.	Notes are required. Recipient names are preferred.
SF	Start-Up Funds	Transferring Start-Up funds.	Recipient names are required.

Step-By-Step DBR Process Instructions

1. Login to SSO and click Canopy

Step-By Step DBR Process Instructions

2. Select FRS – DBR – Create DBR

3. "DBR Create" screen will appear
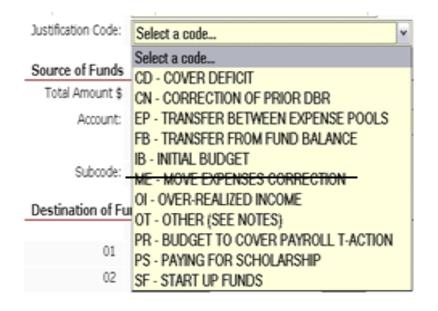
Step-By Step DBR Process Instructions

4. Description: Always begin description with your 4-digit department code (ex: Budget-BUDG) along with anything you need to title the document.

DBR Create

Doc ID: **NEW**

Description: [   ]

5. Select a "Justification" from the drop-down menu. If you are transferring from one account to another, select OT and indicate what you are doing in the notes section.

Justification Code: Select a code...

Source of Funds
Total Amount $
Account:

Subcode:

Destination of Fu

01
02

Select a code...
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

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Step-By Step DBR Process Instructions

6. Source of Funds: Where you are moving funds from

- Type In:
- Total Amount
- Source Account #
- Budget Pool = 4-digit Subcode/Object Code

Notes:

- If you have more than one source account, you will have to do separate DBRs.
- Remember that certain accounts have restrictions. For example, transfers from State accounts to local accounts are not allowed.
- If source is GL leave subcode/object code empty

Source of Funds

Total Amount $ `0.00`

Account: Select a Favorite Account `List is empty.` -- OR --

type in an account number: `[          ]`

Subcode: `[     ]`

ERROR: Dollar amount does not match

Step-By Step DBR Process Instructions

Common Error Prompts :

Error	Solution
"Dollar amount does not match"	Make sure source and destination totals equal.
"No record found on access table allowing this transfer"	The Access Table controls the business rules that govern allowed transfers within DBRs. See FAMIS Screen 528 for list of accounts compatibility.
"Update not permitted by entity security"	Contact FAMIS.security@tamucc.edu for access to create DBR's.

Step-By Step DBR Process Instructions

Common Error Prompts :

Error	Solution
"Transactions against the support account(SA) not permitted"	SA Flags which can be viewed on FAMIS Screen 6 and on Canopy's Attributes tab. If the flags do not allow transactions to support accounts, a base account will need to be entered.
"Transactions against the base account not permitted"	SA Flags which can be viewed on FAMIS Screen 6 and on Canopy's Attributes tab. If the flags are set to not allow transactions to the base account, a support account will need to be entered.
"Insufficient budget available for transfer"	Check the overall SL account for available BBA. If this is a transfer between expense pools or support accounts, fill out the Budget Transfer request located http://budget.tamucc.edu/forms.html and send to budget@tamucc.edu.

Step-By Step DBR Process Instructions

7. When a DBR relates to a personnel/salary change, please select "EDIT" at the bottom left of the screen to open the Dept. Ref. field. Enter the relevant Personnel Identification Number (PIN) for the DBR in this field.

Step-By Step DBR Process Instructions

8. Attach supporting documents or approvals by clicking Add Attachments and selecting file.

Step-By Step DBR Process Instructions

9. To send a copy of the document when it is completely approved, click on Add FYI and type in person's name.

10. To add notes or request that the budget entry is made permanent, go to DBR notes and click Add Notes. An example of a permanent DBR request would be moving funds from 4000 M&O to 3000 Travel to cover a new conference that your department is attending that will be held yearly.

Step-By Step DBR Process Instructions
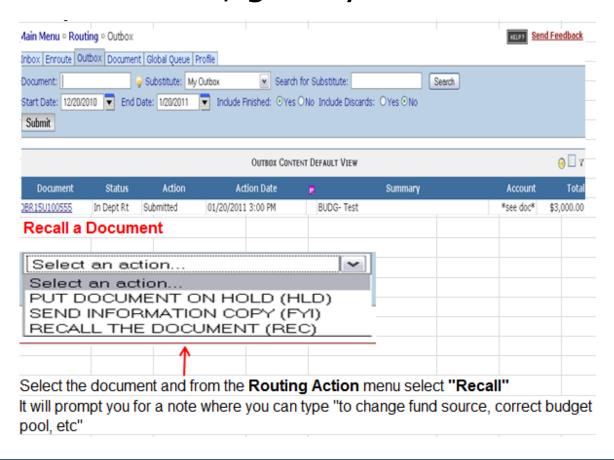
11. Once you've saved everything:

- First step is to Select CLOSE from DBR Action drop down menu and SUBMIT. No changes can be made to the document at this point. This action only checks the accounts and the budget.

- The next step will be to Select ROUTE FOR APPROVAL and submit. If you do not route for approval, document will stay in your box.

- If you created the DBR by mistake or if you want to cancel the transfer, you may cancel it by selecting CANCEL in drop down menu in DBR Action. There is a check-box warning to avoid cancelling by mistake.
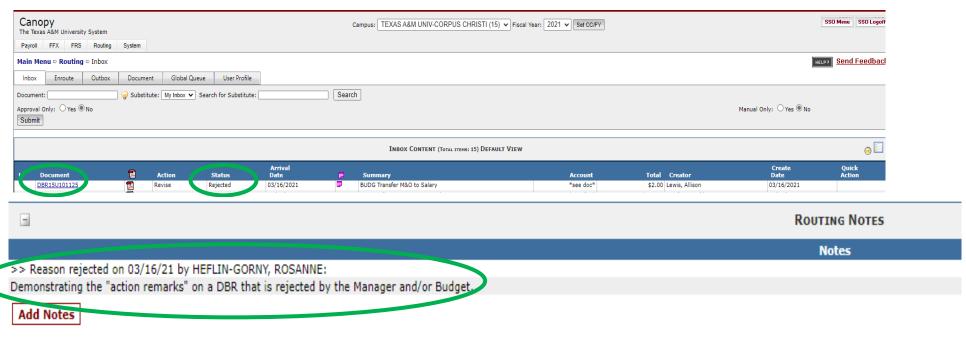
Step-By Step DBR Process Instructions

12. To RECALL a document, go to your outbox:
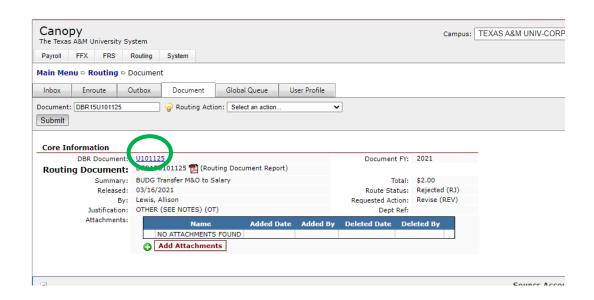
Step-By Step DBR Process Instructions

13. If your document has been rejected:

Click on the document DBR link and then check for Routing Notes to see the reason why it was rejected.
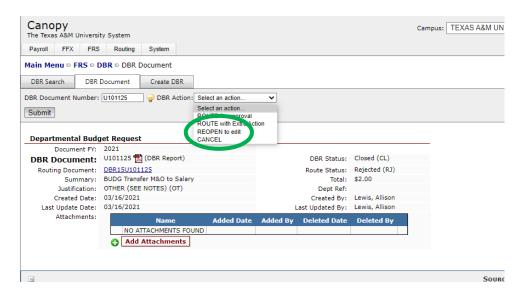
Step-By Step DBR Process Instructions

Click on the DBR document link

Select "Reopen to Edit" and click submit. Then you can revise, close and submit and then route for approval and submit.

If you have any additional questions, please reach out to your analyst.