



Departmental Budget Request (DBR) Instructional Training Revised FY2021

Budget@tamucc.edu

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

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

Main Menu > FRS > DBR > Create DBR

DBR Search DBR Document Create DBR

DBR Create

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

Description: BUDG - Test DBR

Justification Code:

Source of Funds

Total Amount \$

Account:

Subcode:

Destination of Funds

01					
02					
03				\$	0.00
04				\$	0.00
05				\$	0.00
06				\$	0.00
07				\$	0.00
08				\$	0.00
09				\$	0.00
10				\$	0.00
Total Destinations Amount					\$0.00

Create Document

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 <u>mapped</u> 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

TEXAS A&M UNIVERSITY SYSTEM
SINGLE SIGN ON

Home My Managers My Employees My Roles Profile Log Blocked Countries Contact

Applications you have access to

Name : Lewis, Allison UIN : 313005686 ADLOC : 15120012

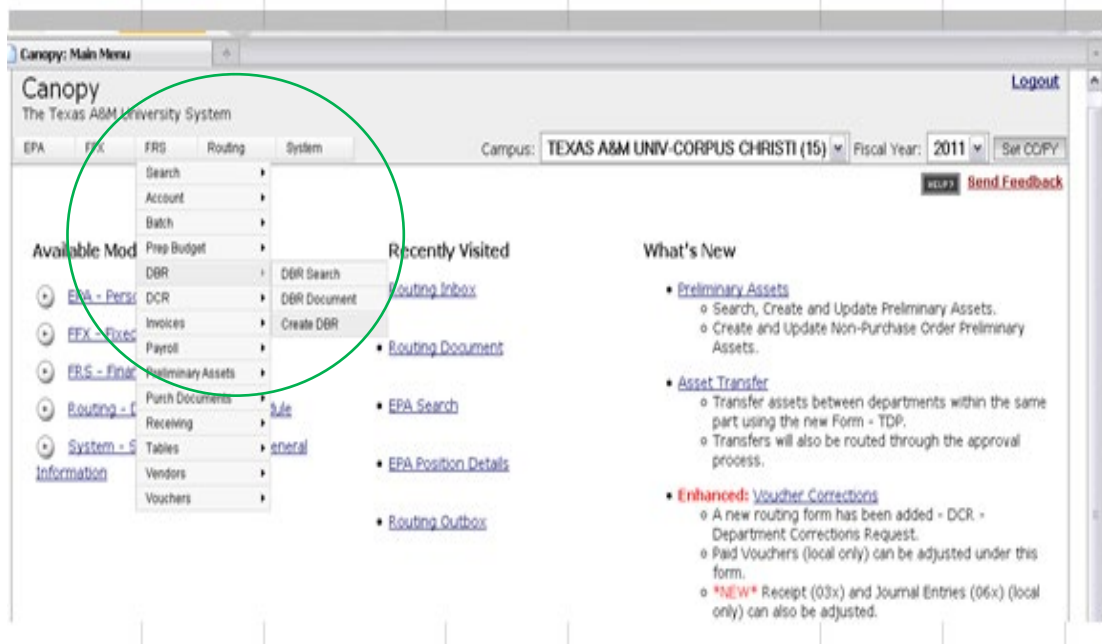
SSO Menu

- ▶ AggieBuy
- ▶ Business Objects CMC
- ▶ Canopy (Training)
- ▶ DW Report Portal
- ▶ Maestro
- ▶ Position Budgeting
- ▶ TrainTraq
- ▶ Workday Help
- ▶ Business Objects
- ▶ **Canopy**
- ▶ Concur
- ▶ HRConnect Legacy
- ▶ MyEvide
- ▶ Time & Effort
- ▶ Workday

Manage Menu Refresh Menu

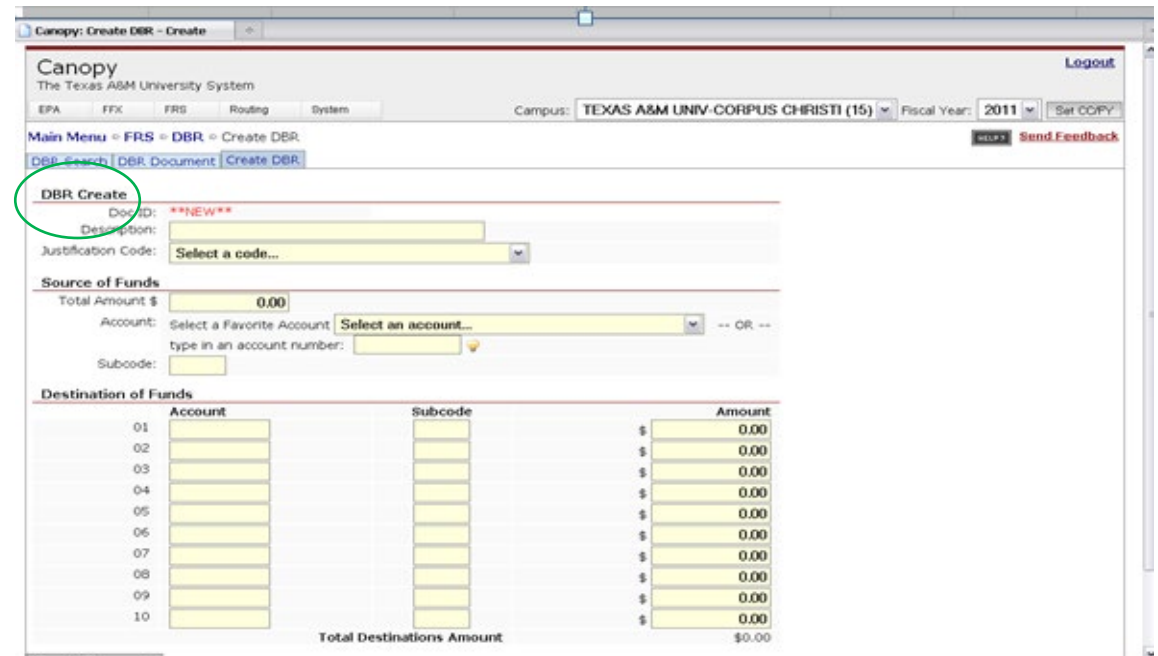
Step-By Step DBR Process Instructions

2. Select FRS – DBR – Create DBR



The screenshot shows the Canopy Main Menu for The Texas A&M University System. The navigation path is: EPA -> FRS -> DBR -> Create DBR. A green circle highlights this path. The page also displays 'Recently Visited' items like Routing Inbox, Routing Document, EPA Search, EPA Position Details, and Routing Outbox, and a 'What's New' section with updates on Preliminary Assets, Asset Transfer, and Voucher Corrections.

3. "DBR Create" screen will appear



The screenshot shows the 'DBR Create' screen in the Canopy system. The page title is 'Canopy: Create DBR - Create'. The navigation path is: Main Menu -> FRS -> DBR -> Create DBR. A green circle highlights the 'DBR Create' header. The form includes fields for Doc ID (***NEW**), Description, Justification Code (Select a code...), Source of Funds (Total Amount \$ 0.00, Account: Select a Favorite Account, Subcode), and Destination of Funds (a table with columns for Account, Subcode, and Amount).

Account	Subcode	Amount
01		\$ 0.00
02		\$ 0.00
03		\$ 0.00
04		\$ 0.00
05		\$ 0.00
06		\$ 0.00
07		\$ 0.00
08		\$ 0.00
09		\$ 0.00
10		\$ 0.00
Total Destinations Amount		\$0.00

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:

Source of Funds

Total Amount \$

Account:

Subcode:

Destination of Funds

01	CD - COVER DEFICIT
02	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

Step-By Step DBR Process Instructions

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

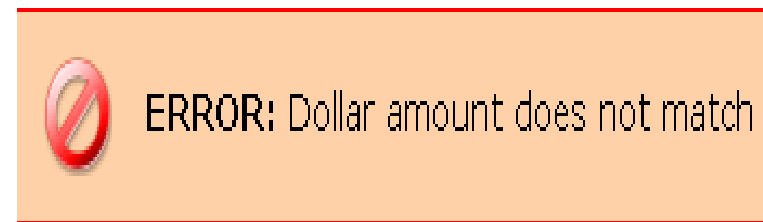
- Type In:
- Total Amount
- Source Account #
- Budget Pool = 4-digit Subcode/Object Code

Source of Funds

Total Amount \$	<input type="text" value="0.00"/>
Account:	Select a Favorite Account <input type="text" value="List is empty."/> -- OR --
	type in an account number: <input type="text"/>
Subcode:	<input type="text"/>

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



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.

Canopy
The Texas A&M University System
Campus: TEXAS A&M UNIV-CORPUS CHRISTI

Payroll FFX FRS Routing System

Main Menu > FRS > DBR > DBR Document

INFO: DBR Document U101120 has been successfully added

DBR Search DBR Document Create DBR

DBR Document Number: U101120 DBR Action: Select an action...
Submit

Departmental Budget Request

Document FY: 2021
DBR Document: U101120 (DBR Report) DBR Status: In Process (IP)
Routing Document: Route Status:
Summary: BUDG Transfer M&O to Salary Total: \$2.00
Justification: OTHER (SEE NOTES) (OT) Dept Ref:
Created Date: 03/15/2021 Created By: Lewis, Allison
Last Update Date: Last Updated By:
Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
NO ATTACHMENTS FOUND				
+ Add Attachments				

Edit

Departmental Budget Request

Document FY: 2021
DBR Document: U101120
Routing Document:
Summary: BUDG Transfer M&O to Salary
Justification: OT - OTHER (SEE NOTES)
Created Date: 03/15/2021
Last Update Date:
Attachments:

DBR Status: In Process (IP)
Route Status:
Total: \$2.00
Dept Ref: 199999
Created By: Lewis, Allison
Last Updated By:

Name	Added Date	Added By	Deleted Date	Deleted By
NO ATTACHMENTS FOUND				
+ Add Attachments				

Save Cancel

Step-By Step DBR Process Instructions

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

Departmental Budget Request

Document FY: 2016

DBR Document: U601133 (DBR Report) DBR Status: In Process (IP)

Routing Document: Route Status:

Summary: BUDG - Test DBR Total: \$20.00

Justification: TRANSFER BETWEEN EXPENSE POOLS (EP) Dept Ref:

Created Date: 05/13/2016 Created By: Fonseca, Jorge A

Last Update Date: Last Updated By:

Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
NO ATTACHMENTS FOUND				
Add Attachments				

Attach approvals and/or back up.

[Edit](#)

SOURCE ACCOUNT INFORMATION							
Source Account	SRS	Object Code	Dept	Sub Dept	Description	Amount	
284520-00000	N	4000	BUDG		BUDGET	\$20.00	Edit

DESTINATION ACCOUNT INFORMATION							
Item	Destination Account	SRS	Object Code	Dept	Sub Dept	Description	Amount
1	284520-00000	N	1740	BUDG		BUDGET	\$20.00
						20.00	Edit Delete

[Add Destination](#)

COMPLETED FYIS RECIPIENT

There are no FYIs for this document.

[Add FYI](#)

DBR NOTES

There are no DBR notes for this document.

[Add Notes](#)

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.

Departmental Budget Request

Document FY: 2016
DBR Document: U601133 (DBR Report) DBR Status: In Process (IP)
Routing Document: Route Status:
Summary: BUDG - Test DBR Total: \$20.00
Justification: TRANSFER BETWEEN EXPENSE POOLS (EP) Dept Ref:
Created Date: 05/13/2016 Created By: Fonseca, Jorge A
Last Update Date: Last Updated By:

Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
NO ATTACHMENTS FOUND				

[Add Attachments](#)

[Edit](#)

SOURCE ACCOUNT INFORMATION

Source Account	SRS	Object Code	Dept	Sub Dept	Description	Amount
284520-00000	N	4000	BUDG		BUDGET	\$20.00 Edit

DESTINATION ACCOUNT INFORMATION

Item	Destination Account	SRS	Object Code	Dept	Sub Dept	Description	Amount
1	284520-00000	N	1740	BUDG		BUDGET	\$20.00 Edit Delete

[Add Destination](#)

COMPLETED FYIS RECEIPT

There are no FYIs for this document.

[Add FYI](#)

DBR NOTES

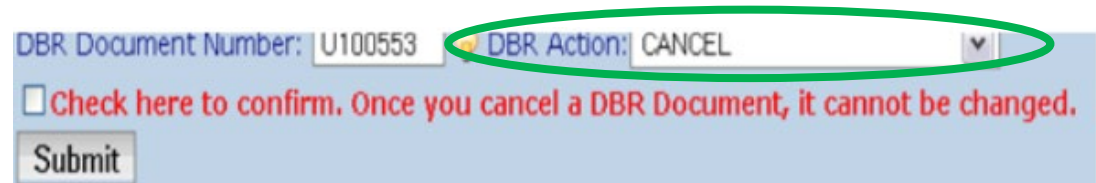
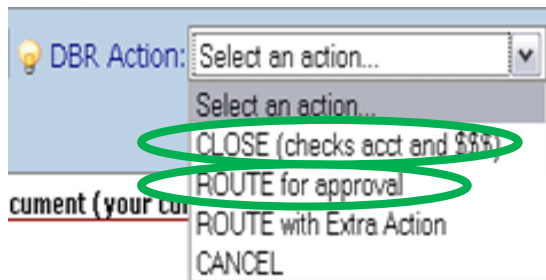
There are no DBR notes for this document.

[Add Notes](#)

Step-By Step DBR Process Instructions

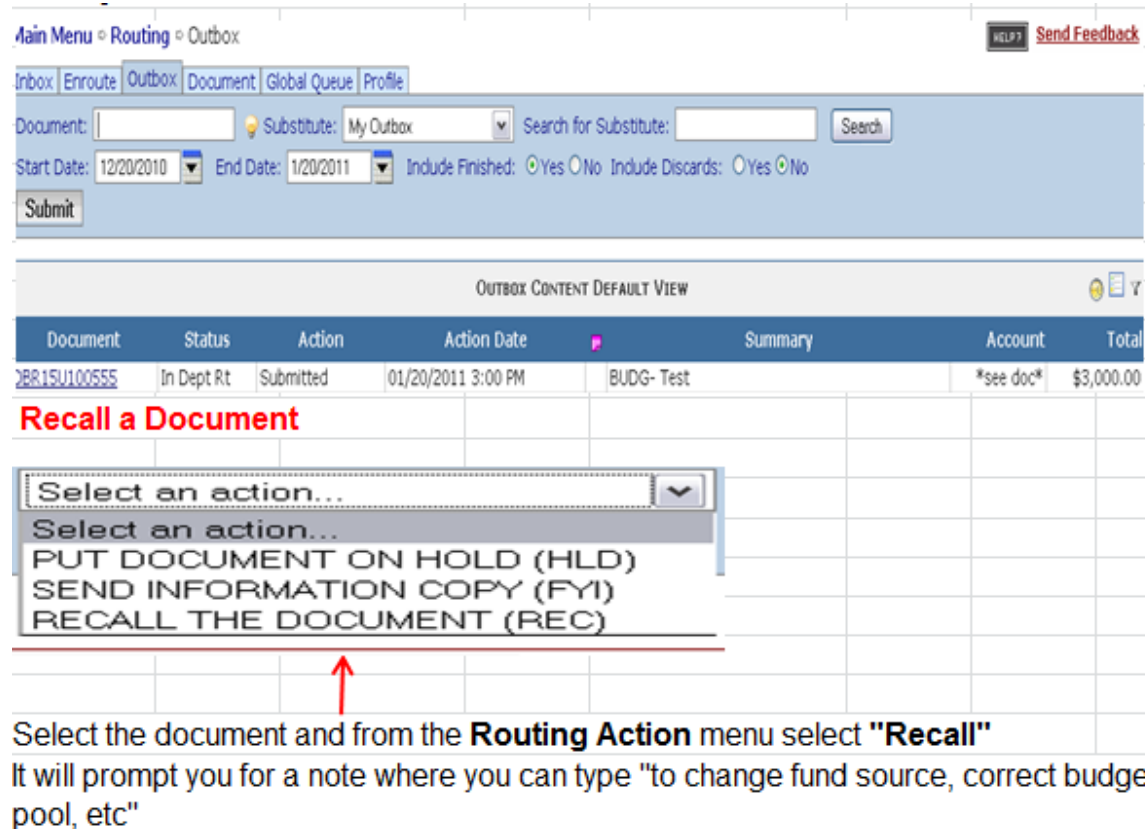
11. Once you've saved everything:

- 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:



The screenshot shows the 'Outbox' section of a web application. At the top, there are navigation tabs for 'Inbox', 'Enroute', 'Outbox', 'Document', 'Global Queue', and 'Profile'. Below these are search and filter options, including a 'Document' field, a 'Substitute' dropdown set to 'My Outbox', a 'Search for Substitute' field, and a 'Search' button. There are also date pickers for 'Start Date' (12/20/2010) and 'End Date' (1/20/2011), and radio buttons for 'Include Finished' and 'Include Discards'. A 'Submit' button is located below the filters.

The main content area is titled 'OUTBOX CONTENT DEFAULT VIEW' and contains a table with the following data:

Document	Status	Action	Action Date	Summary	Account	Total
DBR15U100555	In Dept Rt	Submitted	01/20/2011 3:00 PM	BUDG- Test	*see doc*	\$3,000.00

Below the table, the text 'Recall a Document' is displayed in red. A dropdown menu is open, showing the following options:

- Select an action...
- Select an action...
- PUT DOCUMENT ON HOLD (HLD)
- SEND INFORMATION COPY (FYI)
- RECALL THE DOCUMENT (REC)

A red arrow points to the 'RECALL THE DOCUMENT (REC)' option in the dropdown menu.

Select the document and from the **Routing Action** menu select "**Recall**"
It will prompt you for a note where you can type "to change fund source, correct budget pool, etc"

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.

The screenshot shows the Canopy system interface. At the top, it displays 'Canopy The Texas A&M University System' and navigation options like 'Payroll', 'FFX', 'FRS', 'Routing', and 'System'. Below this, there are search and filter options for documents. A table titled 'INBOX CONTENT (TOTAL ITEMS: 15) DEFAULT VIEW' lists documents. One document, 'DBR15U101125', is highlighted with a green circle. Its status is 'Rejected', also circled in green. Below the table, a section titled 'ROUTING NOTES' is visible. A note is circled in green, stating: '>> Reason rejected on 03/16/21 by HEFLIN-GORNY, ROSANNE: Demonstrating the "action remarks" on a DBR that is rejected by the Manager and/or Budget.' Below the note is an 'Add Notes' button.

Document	Action	Status	Arrival Date	Summary	Account	Total	Creator	Create Date	Quick Action
DBR15U101125	Revise	Rejected	03/16/2021	BUDG Transfer M&O to Salary	"see doc"	\$2.00	Lewis, Allison	03/16/2021	

ROUTING NOTES

Notes

>> Reason rejected on 03/16/21 by HEFLIN-GORNY, ROSANNE:
Demonstrating the "action remarks" on a DBR that is rejected by the Manager and/or Budget.

Add Notes

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.

Canopy
The Texas A&M University System
Campus: TEXAS A&M UNIV-CORP

Payroll FFX FRS Routing System

Main Menu > Routing > Document

Inbox Enroute Outbox Document Global Queue User Profile

Document: DBR15U101125 Routing Action: Select an action...

Submit

Core Information

DBR Document: U101125 Document FY: 2021

Routing Document: DBR15U101125 (Routing Document Report)

Summary: BUDG Transfer M&O to Salary Total: \$2.00
Released: 03/16/2021 Route Status: Rejected (RJ)
By: Lewis, Allison Requested Action: Revise (REV)
Justification: OTHER (SEE NOTES) (OT) Dept Ref:

Name	Added Date	Added By	Deleted Date	Deleted By
NO ATTACHMENTS FOUND				

+ Add Attachments

Canopy
The Texas A&M University System
Campus: TEXAS A&M UN

Payroll FFX FRS Routing System

Main Menu > FRS > DBR > DBR Document

DBR Search DBR Document Create DBR

DBR Document Number: U101125 DBR Action: Select an action...

Submit

Select an action...
ROUTE for approval
ROUTE with Extra Action
REOPEN to edit
CANCEL

Departmental Budget Request

Document FY: 2021

DBR Document: U101125 (DBR Report) DBR Status: Closed (CL)

Routing Document: DBR15U101125 Route Status: Rejected (RJ)

Summary: BUDG Transfer M&O to Salary Total: \$2.00
Justification: OTHER (SEE NOTES) (OT) Dept Ref:
Created Date: 03/16/2021 Created By: Lewis, Allison
Last Update Date: 03/16/2021 Last Updated By: Lewis, Allison

Name	Added Date	Added By	Deleted Date	Deleted By
NO ATTACHMENTS FOUND				

+ Add Attachments

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

budget.tamucc.edu/budgetorg.html

exas... Synclicity Capital Plan Key FA Rates All Other T... Accounting Service... Financial Aid Set As... Accounting Service... Object Codes Search Training Library: US... Fiscal Policies

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Texas A&M University Corpus Christi

Budget Office / budgetorg

Budget

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- Useful Resources
- Budget 101
- Historical Budget Info
- Budget Updates

Finance and Administration

- Administrative Services
- Budget Office
- Comptroller

Budget Team Contacts:

Rosanne Gorny Chief Budget Officer Texas A&M University-Corpus Christi Budget Department Phone: 361-825-2615	Allison Lewis Financial Analyst Texas A&M University-Corpus Christi Budget Department Phone: 361-825-2189
Patti Silguero-Hart Budget Specialist Texas A&M University-Corpus Christi Budget Department E-mail: patti.silguero-hart@tamucc.edu	Sergey Nyrkov Financial Analyst Texas A&M University-Corpus Christi Budget Department Phone: 361-825-3290

Budget Team Contacts By Department Code:

[List of Departments](#)