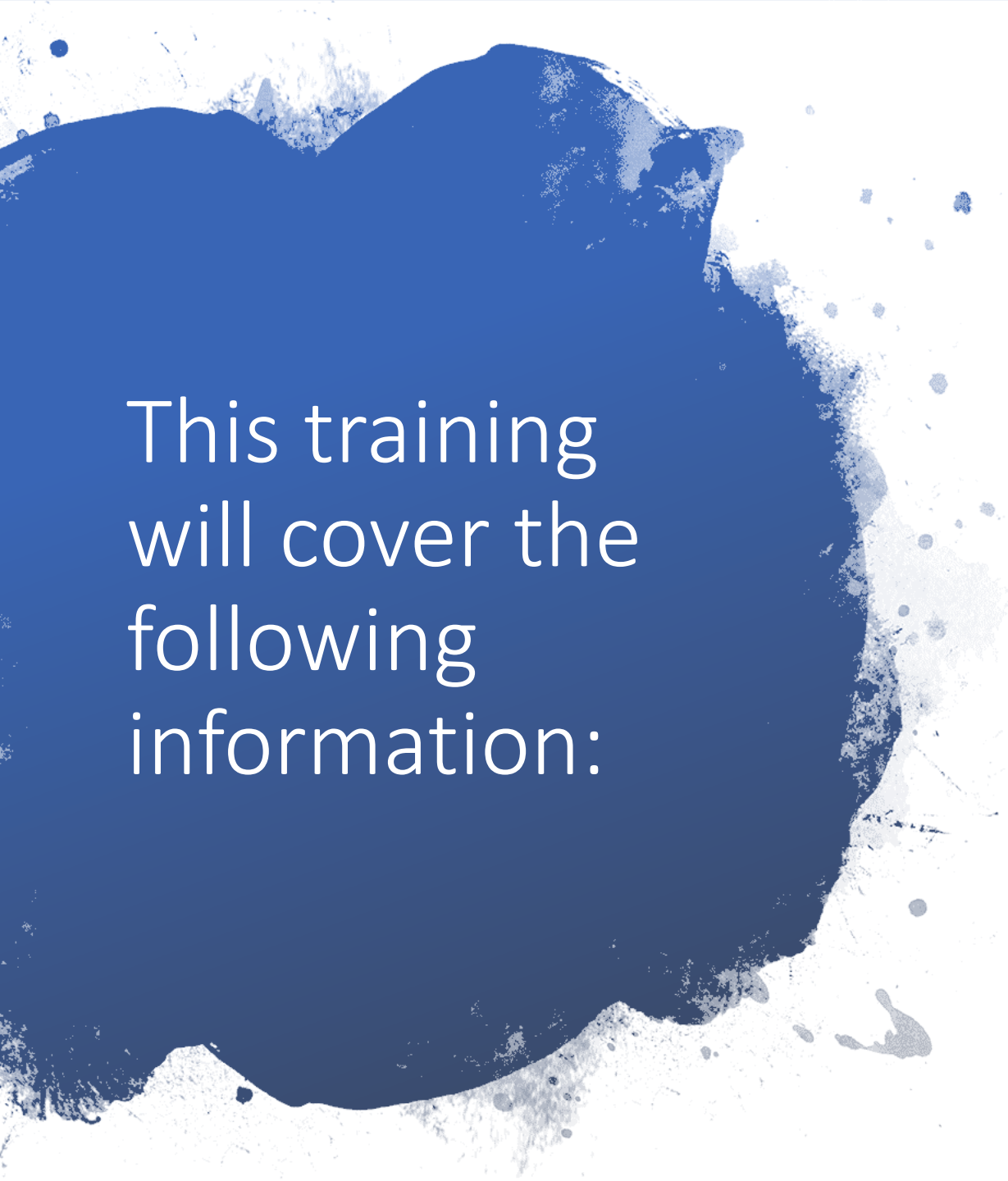# TEXAS A&M UNIVERSITY-TEXARKANA

Departmental Budget Request (DBR)

Ramona Green, Budget Director

This training will cover the following information:

- What is a DBR
- What accounts can be used to transfer funds with a DBR
- When to use a DBR
- Departmental Budget Request Process
- Step-by-Step DBR Creation Instructions
- DBR Justification Codes

What is a DBR?

- DBR = Departmental Budget Request
- Automated budget and fund transfer initiated at the departmental level
- Embedded rules control the creation of most allowed transfers
- Electronic approvals and Automatic posting expedites the transfer process
- A unique number is given, prefaced with DBR

What accounts can I use to transfer funds with a DBR?

DBRs allowed on:

1xxxxx E&G/State Accounts

2xxxxx Designated/Fee Accounts

3xxxxx Auxiliary Accounts

4xxxxx Restricted Accounts

*Some of these accounts may have additional restrictions such as accounts funded by mandatory fees.

When to use a DBR

- To cover deficits
- To correct prior DBRs
- To move funds between expense pools
- To set-up initial budgets
- To transfer funds between different accounts
- To fund start-up accounts
- To make a permanent change
- Do not use a DBR to correct the posting of an expense to the wrong account

Departmental Budget Request Process

- DBRs require the following:
  - A creator
  - Account Manager
  - Accounting review
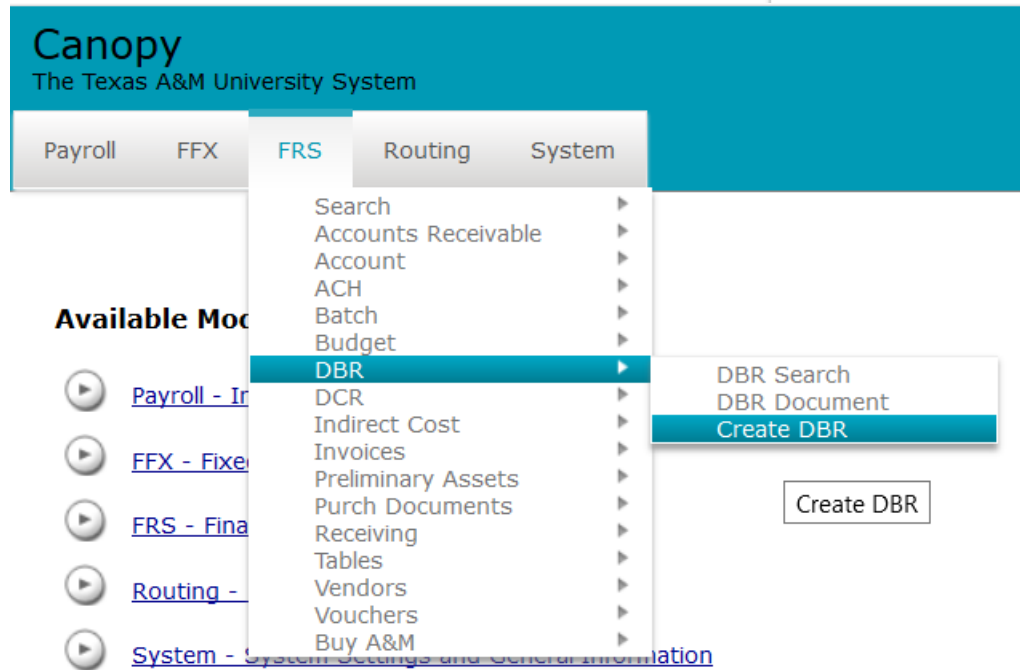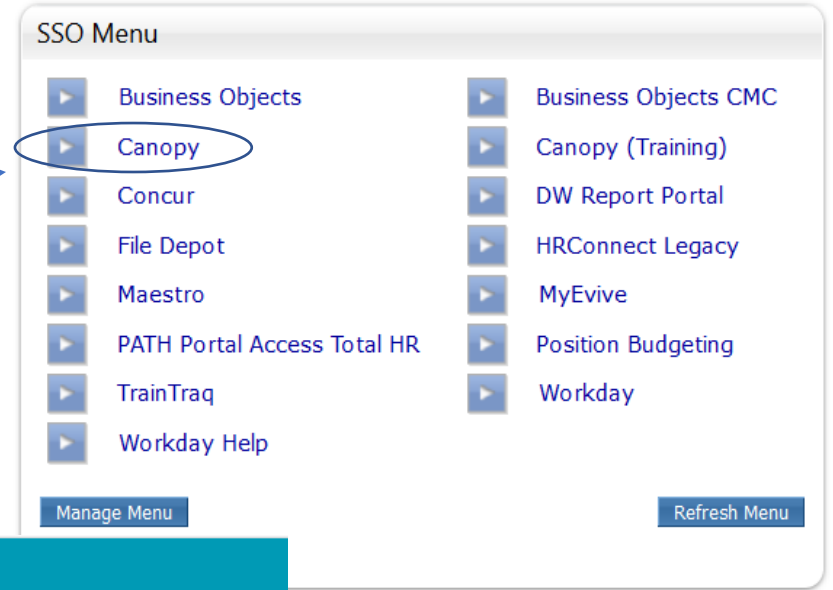 - FINAL approval by Budget Office

The Budget Office will:

- Review DBR for accuracy and/or errors
- Approve or reject DBR to creator
- Examples for Rejection:
  - Insufficient Budget
  - Inappropriate Transfer
  - Errors
  - Incorrect Justification Code

Step-by-Step DBR Process

- Login to SSO

- Select Canopy from SSO Menu

- Follow the following links:
  - FRS-DBR-Create DBR

Create DBR

Add Description

This should be a brief description due to limited characters. Additional information can be added in Notes section (Slide 17)

Please enter a description.

DBR Create

Doc ID:	**NEW**
Description:	
Justification Code:	Select a code...

Source of Funds

Total Amount $	0.00
Account:	Select a Favorite Account Select an account... -- OR --
	type in an account number:
Subcode:	

Destination of Funds

	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

Create Document

Please enter a description.

Choose Justification Code

| DBR Search | DBR Document | Create DBR |

DBR Justification Codes

CODE	DESCRIPTION	PURPOSE	REQUIREMENTS
CD	COVER DEFICIT	Used only to cover a deficit in account.	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 prior DBR which may have had an error, was created in error, or was not 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 account.	Same account in source and destination
FB	TRANSFER BETWEEN ACCOUNTS	Used to move funds between accounts.	This would not be used to cover deficit- only to move budget from one account to another.
IB	INITIAL BUDGET	Setting up or increasing budget in both expense and revenue pools in grant accounts.	This is used to set up initial grant budgets
OI	OVER-REALIZED INCOME	Transfers within the same account from revenue pool to an expense pool.	Used by budget office only. Do not use if account is set up as GEB.
OT	OTHER	Any other transfer that does not fit into another Justification Code.	Notes are required.
PR	BUDGET TO COVER PAYROLL T-ACTION	Any transfer involving payroll/salaries	Notes should contain reason for transfer and PIN.
PS	PAYING FOR SCHOLARSHIP	Funding a scholarship account	Notes are required.
SS	SALARY SAVINGS	Used to move salary savings to a specific salary savings account	Contact Budget Office prior to transfer. Additional approver may be added.
WD	CORRECTION TO WORKDAY ADJUSTMENT	Used to correct deficits due to Workday auto adjustments	Notes should contain reason. If moving from a salary savings account, additional approver may be added.

Source of Funds

Provide the following information:

- Total Amount- this should equal the **total** amount of transfer to **ALL** pools

- Source Account #- may be manually typed in or set up My Account Lists to choose from Select a Favorite Account drop-down menu

- Budget Pool = Subcode
  - Subcode- Budget Pool (1100, 1600, 1700, 1900, 3000…..)

- If you have more than one source account, a separate DBR will need to be routed

Destination of Funds

- Account: Account funds will be transferred to
- Subcode- Budget Pool (1100, 1600, 1700, 1900, 3000.....)
- Amount- The amount to be transferred to that pool
- The Total Destinations Amount must match the Total Amount in Source of Funds field

Destination of Funds

	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

Creating Document

After entering the information into the fields discussed on the previous slides, click on Create Document tab

Adding DBR Attachments

Before Closing and Routing Document- Attachments can be added as a PDF document in the DBR Document tab
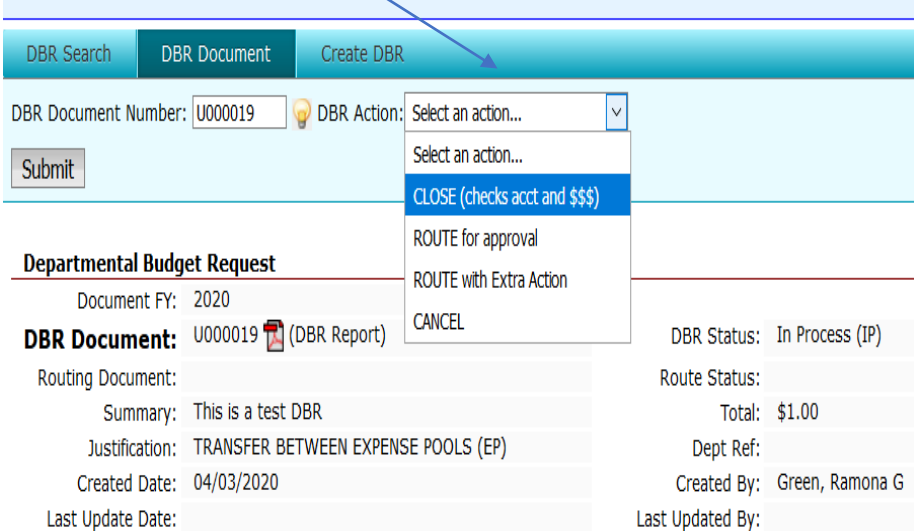
Adding DBR Notes

- To add notes:

- Before Closing and Routing Document after you have created DBR-go to DBR Document tab- Select Add Notes- text may be added in Notes section.

- Add FYI to send copy of DBR to someone outside of routing path which will not require their approval.

Submitting and Routing DBR

Once the DBR is created, the document will look like this:

1. Select from DBR Action:

2. CANCEL if you no longer want to make this transfer

3. CLOSE (this will run a check of valid account numbers and available funding)

4. Submit (no more change can be made at this point)

5. ROUTE FOR APPROVAL
   - ROUTE with Extra Action to add additional approval person

6. Submit

Additional Options

- Recall the Document
  - To make edits to DBR- this will require action remarks providing the reason for recall

- Send Information Copy

- Put the document on hold

Recall a DBR

1. Go to Out Box -Click on document

Document	Status	Action	Action Date
DBR22U000024	In Dept Rt	Submitted	04/07/2020

2. Select "Recall the Document (REC)" and click submit.

3. Will require Action Remarks (Reason for Recall)

Inbox	Enroute	Outbox	Document	Global Queue	User Profile

Document: DBR22U000023   Routing Action: RECALL THE DOCUMENT (REC)

Action Remarks: Edit Description

4. Go to In Box- Click on recalled document

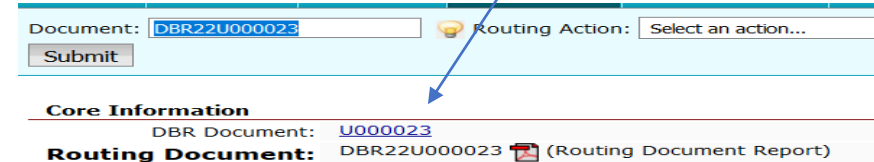| Inbox	Enroute	Outbox	Document	Global Queue	Us

Document: _____   Substitute: My Inbox   Sea

Approval Only: ○ Yes ● No

Submit

!	Document		Action	Status
	DBR22U000023		Revise	Recalled

Recall a DBR

1. Click on DBR Document

2. In DBR Action, choose REOPEN to edit- submit

3. Click on edit to make changes to a section, edit description. add/edit notes, add FYI

4. Remember to save after making changes

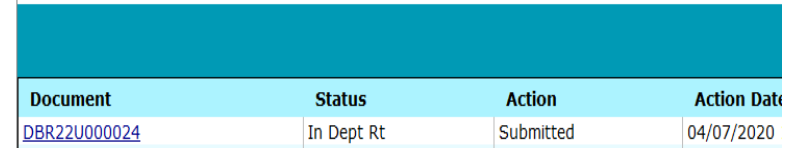5. After revisions, close, submit, route for approval and submit.
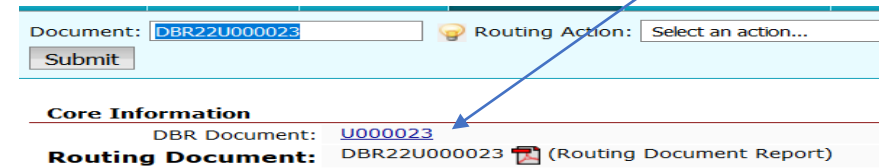
Rejected DBR

1. Click on document

Document	Status	Action	Action Date
DBR22U000024	In Dept Rt	Submitted	04/07/2020

2. Click on DBR document

Document: DBR22U000023   Routing Action: Select an action...

Submit

Core Information
DBR Document: U000023
Routing Document: DBR22U000023 📄 (Routing Document Report)

3. Select "Reopen to Edit" and click submit. After you revised, close, submit, route for approval and submit.

Routing Document Information

- DBRs follow the same routing path as all electronic routing

- Canopy Outbox may be utilized to view the DBR Document Status

- After selecting the document, you may scroll down to view current approval location

- Each department must maintain documentation not attached to DBR for record keeping.

Routing Document Information

Go to Outbox to view status

Questions or Comments

Please contact the Budget Office

- Chat with me in Teams!
- Email budget@tamut.edu
- Call Ext. 3058