

Departmental Budget Request (DBR)

TEXAS A&M UNIVERSITY-TEXARKANA

THIS TRAINING
WILL COVER
THE
FOLLOWING
INFORMATION:

- WHAT IS A DBR
- WHEN IS A DBR NEEDED
- WHAT ACCOUNTS CAN BE USED TO TRANSFER FUNDS WITH A DBR
- DBR PROCESS
- STEP-BY-STEP 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

WHEN IS A DBR NEEDED?

- TO COVER DEFICITS
- TO CORRECT PRIOR DBRS
- TO MOVE FUNDS BETWEEN EXPENSE POOLS
- TO SET-UP INITIAL BUDGETS IN GRANTS
- 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

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

5XXXXX SCHOLARSHIP ACCOUNTS

8XXXXX PROJECT ACCOUNTS

*SOME OF THESE ACCOUNTS MAY HAVE ADDITIONAL
RESTRICTIONS

DBR PROCESS

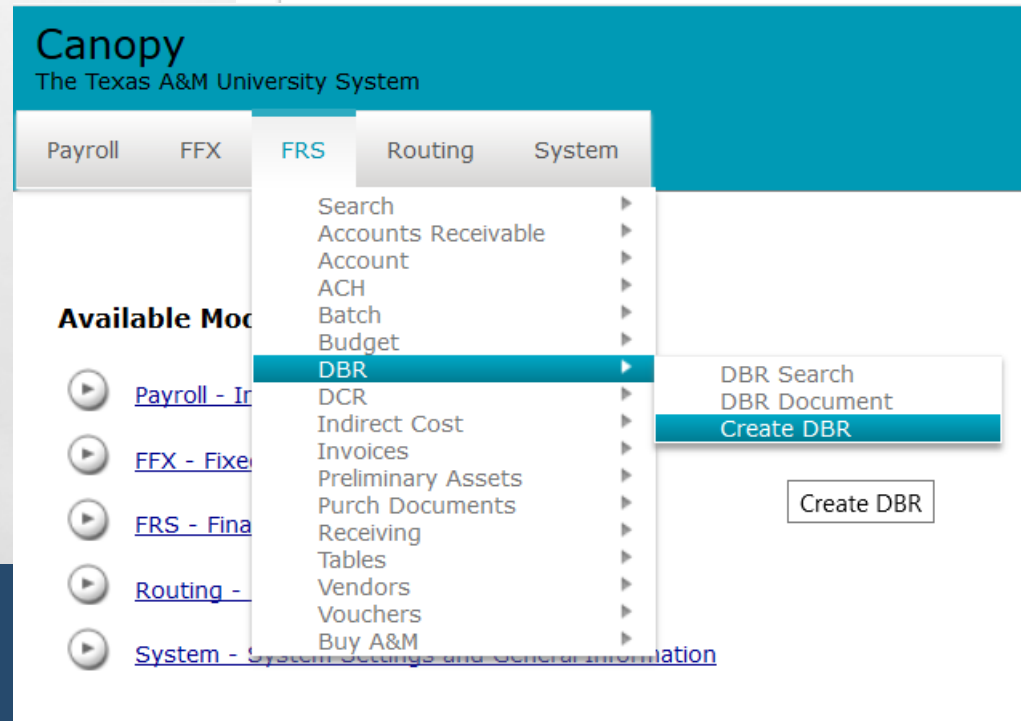
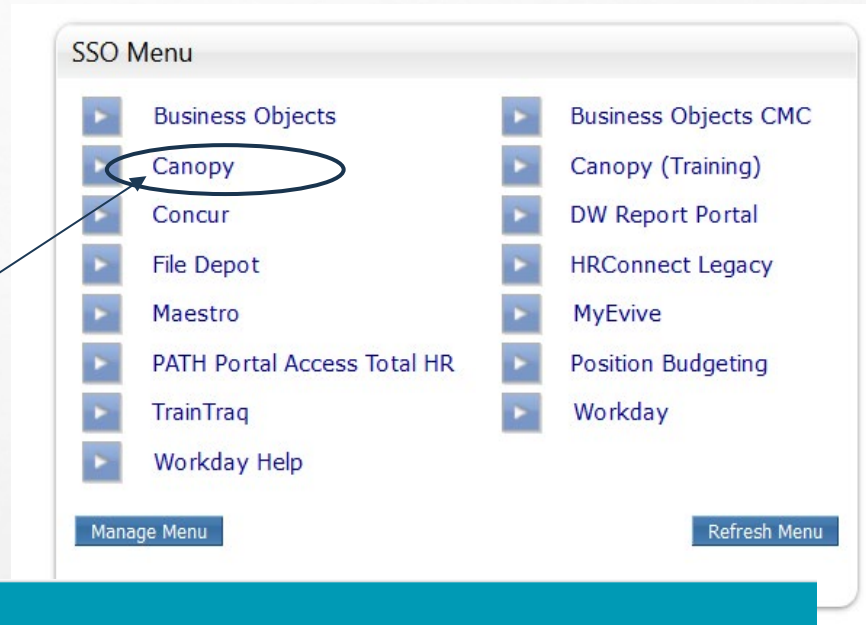
- DBRS REQUIRE THE FOLLOWING:
 - A CREATOR
 - ACCOUNT MANAGER
 - ACCOUNTING REVIEW
 - FINAL APPROVAL BY BUDGET OFFICE

BUDGET OFFICE REVIEW

- 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

Canopy
The Texas A&M University System

Payroll FFX **FRS** Routing System

Main Menu » FRS » DBR » Create DBR

DBR Search DBR Document **Create 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"/>	\$ 0.00
02	<input type="text"/>	<input type="text"/>	\$ 0.00
03	<input type="text"/>	<input type="text"/>	\$ 0.00
04	<input type="text"/>	<input type="text"/>	\$ 0.00
05	<input type="text"/>	<input type="text"/>	\$ 0.00
06	<input type="text"/>	<input type="text"/>	\$ 0.00
07	<input type="text"/>	<input type="text"/>	\$ 0.00
08	<input type="text"/>	<input type="text"/>	\$ 0.00
09	<input type="text"/>	<input type="text"/>	\$ 0.00
10	<input type="text"/>	<input type="text"/>	\$ 0.00
Total Destinations Amount			\$0.00

ADD DESCRIPTION

Use words that **identify** what is being accomplished:
This should be brief (35-character limitation)

ase enter a description.

DBR Create

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

Description:

Justification Code:

Source of Funds

Total Amount \$

Account:

type in an account number:

Subcode:

Destination of Funds

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

Create Document

ase enter a description.

Additional information can be added in Notes section (Slide 17)

CHOOSE JUSTIFICATION CODE

DBR Search		DBR Document		Create DBR	
DBR Create					
Doc ID:	**NEW**				
Description:	<input type="text"/>				
Justification Code:	Select a code...				
Source of Funds	Select a code...				
Total Amount \$	CD - COVER DEFICIT				
Account:	CN - CORRECTION OF PRIOR DBR				
	EP - TRANSFER BETWEEN EXPENSE POOLS				
Subcode:	FB - TRANSFER BETWEEN ACCOUNTS				
Destination of Funds	IB - INITIAL BUDGET				
	OI - OVER-REALIZED INCOME				
01	OT - OTHER (SEE NOTES)				
02	PR - BUDGET TO COVER PAYROLL T-ACTION				
03	PS - PAYING FOR SCHOLARSHIP				
04	SS - SALARY SAVINGS				
05	WD - CORRECTION TO WORKDAY ADJUSTM				
06	<input type="text"/>				
07	<input type="text"/>				

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

Account: Select a Favorite Account -- OR --
type in an account number: 

- BUDGET POOL = SUBCODE BUDGET POOL (1100, 1600, 1700, 1900, 3000)

USE SUMMARY TAB – SL DISPLAY “SUMMARY BY BUDGET POOL”

Subcode:

- 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)

USE SUMMARY TAB – SL DISPLAY “SUMMARY BY BUDGET POOL”
- 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	<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

AFTER ENTERING THE INFORMATION INTO THE FIELDS DISCUSSED ON THE PREVIOUS SLIDES, CLICK ON CREATE DOCUMENT

LAST STEP

CREATING THE
DBR

09				\$	0.00
10				\$	0.00
Total Destinations Amount					\$22900.00

Create Document

BEFORE CLOSING AND ROUTING DOCUMENT- ATTACHMENTS CAN BE ADDED AS A PDF DOCUMENT IN THE DBR DOCUMENT

ADD ATTACHMENTS FOR APPROVAL VIA EMAIL, ADDITIONAL INFORMATION FOR APPROVERS, INFORMATION NEEDED IF AUDITED

ADDING DBR ATTACHMENTS

The screenshot shows a web interface for creating a DBR document. At the top, there are tabs for 'Document' and 'Create DBR'. Below the tabs, there is a text input field containing '000017' and a dropdown menu for 'DBR Action:' with the option 'Select an action...'. The main content area is titled 'Request' and contains the following text: '020', '000017 (DBR Report)', 'This is a test DBR', 'TRANSFER BETWEEN EXPENSE POOLS (EP)', and '4/02/2020'. At the bottom, there is a table with three columns: 'Name', 'Added Date', and 'Added'. The table currently shows 'NO ATTACHMENTS FOUND' and a red-bordered button with a green plus icon labeled 'Add Attachments'.

Name	Added Date	Added
NO ATTACHMENTS FOUND		
+ Add Attachments		

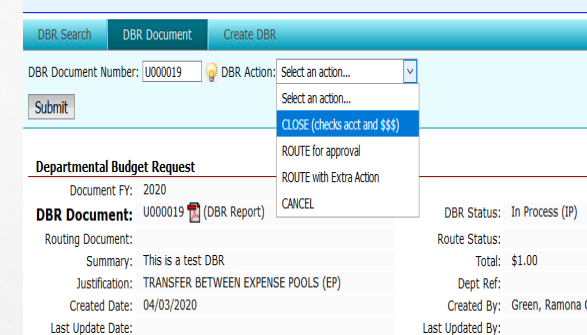
ADDING DBR NOTES OR SEND FYI

- TO ADD NOTES OR SEND FYI:
- AFTER CREATING DBR
- BEFORE CLOSING AND ROUTING DOCUMENT
- 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.

The screenshot displays two sections of a document interface. The top section is titled 'COMPLETED FYIs RECIPIENT' and contains the text 'There are no FYIs for this document.' Below this is a button labeled 'Add FYI'. The bottom section is titled 'DBR NOTES' and contains the text 'There are no DBR notes for this document.' Below this is a button labeled 'Add Notes'.

ONCE THE DBR IS CREATED, THE DOCUMENT WILL LOOK LIKE THIS:

1. SELECT FROM DBR ACTION:



The screenshot shows a web application interface for a Departmental Budget Request (DBR). At the top, there are three tabs: 'DBR Search', 'DBR Document', and 'Create DBR'. Below the tabs, the 'DBR Document' tab is active, showing a 'DBR Document Number' field with the value 'U000019' and a 'Submit' button. To the right, there is a 'DBR Action' dropdown menu with the following options: 'Select an action...', 'CLOSE (checks acct and \$\$\$)', 'ROUTE for approval', 'ROUTE with Extra Action', and 'CANCEL'. The 'CLOSE (checks acct and \$\$\$)' option is currently selected. Below the dropdown, the document details are displayed, including 'Document FY: 2020', 'DBR Document: U000019 (DBR Report)', 'Routing Document: Summary: This is a test DBR', 'Justification: TRANSFER BETWEEN EXPENSE POOLS (EP)', 'Created Date: 04/03/2020', 'Last Update Date:', 'DBR Status: In Process (IP)', 'Route Status:', 'Total: \$1.00', 'Dept Ref:', 'Created By: Green, Ramona G', and 'Last Updated By:'.

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

6. SUBMIT

SUBMITTING AND ROUTING DBR

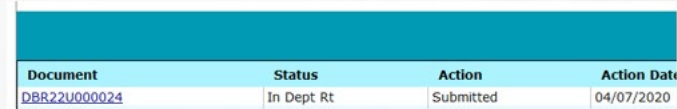
OPTIONAL DBR ACTIONS

- 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 DBR

Part 1

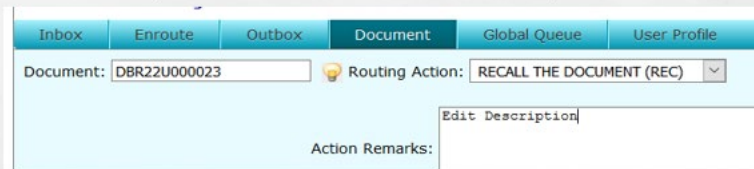
1. Go to Out Box -Click on document



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)



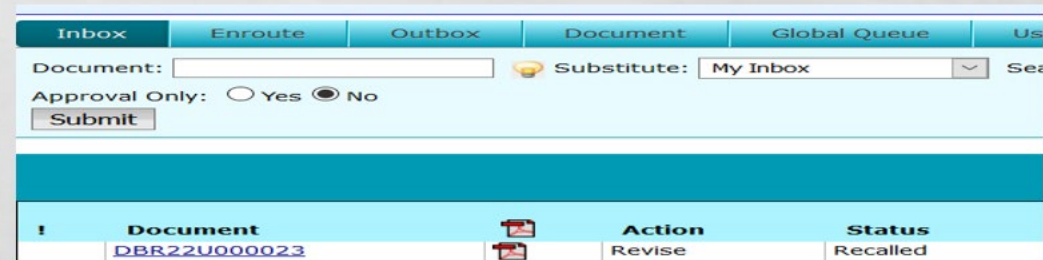
Inbox Enroute Outbox Document Global Queue User Profile

Document: Routing Action:

[Edit Description](#)

Action Remarks:

4. Go to In Box- Click on recalled document



Inbox Enroute Outbox Document Global Queue Us

Document: Substitute: See

Approval Only: Yes No

!	Document	Action	Status
	DBR22U000023	Revise	Recalled

RECALL A DBR

Part 2

1. Click on DBR Document

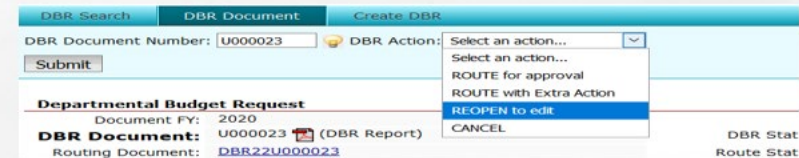


Document: Routing Action:

Core Information

DBR Document: [U000023](#)
Routing Document: [DBR22U000023](#) (Routing Document Report)

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



DBR Search | DBR Document | Create DBR

DBR Document Number: DBR Action:

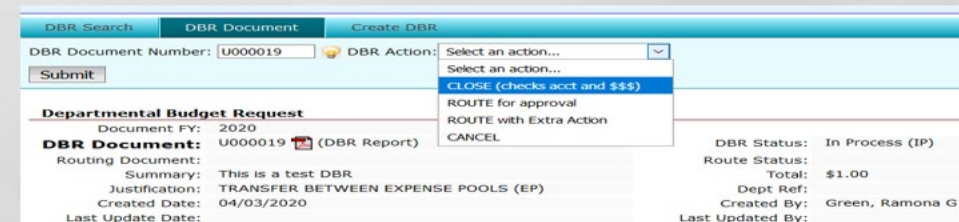
Departmental Budget Request

Document FY: 2020
DBR Document: [U000023](#) (DBR Report)
Routing Document: [DBR22U000023](#)

DBR Stat
Route Stat

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

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.



DBR Search | DBR Document | Create DBR

DBR Document Number: DBR Action:

Departmental Budget Request

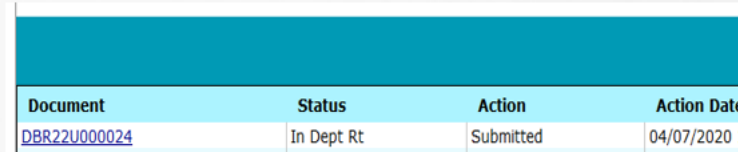
Document FY: 2020
DBR Document: [U000019](#) (DBR Report)
Routing Document:
Summary: This is a test DBR
Justification: TRANSFER BETWEEN EXPENSE POOLS (EP)
Created Date: 04/03/2020
Last Update Date:

DBR Status: In Process (IP)
Route Status:
Total: \$1.00
Dept Ref:
Created By: Green, Ramona G
Last Updated By:

- Select an action...
- Select an action...
- CLOSE (checks acct and \$\$\$)**
- ROUTE for approval
- ROUTE with Extra Action
- CANCEL

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: Routing Action:

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 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 INFORMATION

GO TO OUTBOX TO VIEW STATUS

Main Menu Routing Outbox

Inbox Enroute **Outbox** Document Global Queue User Profile

Document: Substitute: My Outbox Search for Substitute:

Start Date: End Date: Include Finished: Yes No Include Discards: Yes No

OUTBOX CONTENT DE

Document	Status	Action	Action Date		Summary
DBR22U000025	Final	Approved	04/08/2020 3:35 PM		Salary Transfer
DBR22U000024	Final	Approved	04/08/2020 3:02 PM		Cover Deficit- March
DBR22U000023	Final	Approved	04/08/2020 3:01 PM		Cover deficit- March
DBR22U000021	Final	Approved	04/08/2020 11:47 AM		To cover deficit in pool for wages

QUESTIONS?

Contact the Budget Office Team

budget@tamut.edu

aabudget@tamut.edu