Departmental Budget Requests (DBR)

Instructional Training
Revised FY2016

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This presentation will cover the following information:

- **What is a DBR**
- **When to use a DBR**
- **Departmental Budget Request Process**
- **DBR Justification Codes**
- **Step-by-Step DBR Creation Instructions**
- **DBR Question and Answer Section**
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 DBR15U
When to Use a DBR?

- To cover deficits
- To correct prior DBR’s
- To move funds between expense pools
- To transfer from fund balance
- 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, use a DCR instead
1. DBRs require the following:

- A Creator
- Account Manager
- Budget Office Final Approval to Post Transfer
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, Close Document and Route for Approval to Account Manager
3. The Account Manager will:

- Review DBR for accuracy and/or mistakes
- Submit to Budget Department for final approval to post transaction
3. The Budget Office will:

• Review DBR for accuracy and/or mistakes

• Approve or reject DBR to creator

Examples for Rejection:

• Insufficient Budget
• Inappropriate Transfer
• Errors
• Incorrect JC
DBR Justification Codes

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

2. Go to FRS – DBR – Create DBR

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

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

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**
6. Source of Funds: *Where you are pulling funds from*

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

Note: If you have more than once source account, you will have to do separate DBRs

Remember to hit F11 on FAMIS to see cents on screen 34!
6. Destination of Funds: Where the funds are going into

Type In:
- Account/Support Account (12345600000)
- Budget Pool= Subcode/Object Code (4000)
- Amount

Note: The destination of funds must match the total amount in Source of Funds field. If not, you will receive this message.
# Step-By Step DBR Process Instructions

## Common Error Prompts

<table>
<thead>
<tr>
<th>Error</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Dollar amount does not match”</td>
<td>Make sure source and destination totals equal.</td>
</tr>
<tr>
<td>“No record found on access table allowing this transfer”</td>
<td>The Access Table controls the business rules that govern allowed transfers within DBRs. See Screen 528 for list of accounts compatibility.</td>
</tr>
<tr>
<td>“Update not permitted by entity security”</td>
<td>Contact <a href="mailto:FAMIS.security@tamucc.edu">FAMIS.security@tamucc.edu</a> for access to create DBR’s.</td>
</tr>
</tbody>
</table>
## Common Error Prompts cont.

<table>
<thead>
<tr>
<th>Error</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Transactions against the support account not permitted”</td>
<td>SA Flags which can be viewed on Famis Screen 6 are set to not allow transactions to support accounts, a base account will need to be entered.</td>
</tr>
<tr>
<td>“Transactions against the base account not permitted”</td>
<td>SA Flags which can be viewed on Famis Screen 6 are set to not allow transactions to the base account, a support account will need to be entered.</td>
</tr>
<tr>
<td>“Insufficient budget available for transfer”</td>
<td>Check the overall SL account for available BBA. If this is a transfer between expense pools or support accounts, fill out the budget transfer sheet located <a href="#">here</a> and send to <a href="mailto:budget@tamucc.edu">budget@tamucc.edu</a>.</td>
</tr>
</tbody>
</table>
Step-By Step DBR Process Instructions

7. Document will look like this:

8. To send a copy of the document when it is completely approved, go completed FYIs Recipient and type in person’s name.

9. To add notes go to DBR notes and hit save when complete. Here you can also request the DBR to be permanent.
10. Once you’ve saved everything:

- Select CLOSE from DBR Action drop down menu and SUBMIT. No changes can be made to the document at this point.

- 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 you no longer want to make a transfer, you may cancel it by selecting CANCEL in drop down menu in DBR Action.
11. To RECALL a document, go to your outbox:
DEPARTMENTAL BUDGET REQUEST PROCESS

12. If your document has been rejected:

Click on document

<table>
<thead>
<tr>
<th>Document</th>
<th>Action</th>
<th>Status</th>
<th>Arrival Date</th>
<th>Summary</th>
<th>Account</th>
<th>Total</th>
<th>Creator</th>
<th>Create Date</th>
<th>Quick Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBR15U1089555</td>
<td>Revise</td>
<td>Recalled</td>
<td>01/20/2011 3:24 PM</td>
<td>BUDG-Test</td>
<td>$3,000.00</td>
<td>Alaffa, Minerva O</td>
<td>01/20/2011 3:00 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on document again:

Select “Reopen to Edit” and click submit. After you revise, close and submit and then route for approval and submit.
DEPARTMENTAL BUDGET REQUEST PROCESS

Your DBR is now ready for approval in the Budget Office!

We will review your request and you will either receive an approval or reject notification.
Any questions or comments, please contact the Budget Office at

budget@tamucc.edu or x5742