



Departmental Budget Requests - DBR

- Transfer Budget from one account (Source) to another (Destination)
- Routing and Approval
- Automatic Postings
- Email notifications
- Entity Security

Screen M52 – DBR Menu

M52 Departmental Budget Request Menu

08/08/06 08:35
FY 2006 CC 01

Screen: █

* ----- Departmental Budget Requests (DBR) ----- *

520 Create/Modify a DBR

521 List Requests

527 DBR Budget Pool Table

528 DBR Account Access Maintenance Table

529 DBR Processing Office Routing Path Table

* ----- Other Menus ----- *

M90 Routing and Approval Menu

M91 Electronic Office Management Menu

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp

Screen 521 – List Request

- Inquiry screen
- Show requests by account (GL, SL, or SL-SA) or dept/sub-dept
- Allows a source or destination account point of view

```

F2321 Make selection to proceed to screen 520
521 DBR Inquiry
                                08/08/06 09:29
                                FY 2006 CC AM
Screen:  _ Account:  _ As Src/Dest: S Source
Dept/SDept: CLAR_ LOCL_ Show Pending Only: _ MORE >>

```

S	Doc	St	Src of Funds	Dept	SDept	Destination	Dept	SDept	Amount
-	U600019	IP	500018-00000	CLAR	LOCL	500019-00000	CLED		1000.00
-	U600041	CO	500147-00000	CLAR	LOCL	510116-00000	CLAR	LOCL	15000.00
-	U600045	CO	510116-00000	CLAR	LOCL	651930-00000	CLAR	LOCL	2000.00
-	U600045	CO	510116-00000	CLAR	LOCL	652942-00000	CLAR	LOCL	2250.00

```

*** End of List ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                                Left  Right

```

Maintenance Tables

The following slides illustrate initial setup and generally low maintenance tables.

1. Budget Pools Restrictions (527)
2. Account to Account permissions (528)
3. Approval paths (529)
4. DBR Processing Office (926)

Screen 527 – Budget Pool Table

- Optional table to control specific Budget Pool usage
- Restrict / Allow the pool as source or destination of funds
- Restrict / Allow by Account Range

```

527 DBR Budget Pool Table                                08/08/06 08:56
                                                         FY 2006 CC AB
Screen:  ___ Fiscal Year: 2006

      Used as
      Source
      or Dest
F Pool  Account Range  Allowed
- 1200  100000 239999  D      N
- 1300  100000 239999  B      N
- 1400  100000 239999  D      N
- 1500  100000 239999  D      N
- - - - - - - - - - - - - - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - - - - - - - - - - - - - -
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- - - - - - - - - - - - - - - - - - - - - - - - - - - - -
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- - - - - - - - - - - - - - - - - - - - - - - - - - - - -

** End of Data **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
    
```

Screen 528 – Account Access Table

- Required at initial setup
- Defines what budget/funds transfers are allowed between specific account and ranges

528 DBR Account Access Maintenance				08/08/06 09:01
Screen: <u> </u> Fiscal Year: 2006 Access Type: <u> </u> Src/Dest Order: S				FY 2006 CC AB
				Start From: <u> </u>
F	Source of Funds/Budget	Destination Range	Access	
-	000000 thru 999999	000000 thru 999999	Y	
-	100000 thru 199999	100000 thru 199999	Y	
-	100000 thru 199999	200000 thru 299999	N	
-	120005 thru 120006	000000 thru 999999	Y	
-	121000 thru 121000	120000 thru 120000	Y	
-	121001 thru 121001	550101 thru 550101	Y	
-	121001 thru 121002	120001 thru 120001	Y	
-	121233 thru 122333	100000 thru 100000	Y	
-	130000 thru 139999	130000 thru 139999	Y	
-	136000 thru 136999	136000 thru 136999	Y	
-	136000 thru 136999	137000 thru 137999	Y	
-	200000 thru 209999	200000 thru 209999	Y	
-	210000 thru 219999	210000 thru 219999	Y	
-	250000 thru 259999	250000 thru 259999	Y	
-	300000 thru 399999	300000 thru 399999	Y	

*** Press ENTER for More Entries ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help EHelp -

Screen 529

Processing Office Routing Path Table

- Optional Processing Office Routing Table
- Processing path automatically assigned
- Links a source account and or justification code to a processing path

```

529 DBR Processing Office Routing Path Table                                08/08/06 09:11
                                                                              FY 2006 CC AM
Screen:  ___ Fiscal Year: 2006

      Source      Exp      Source      Exp
      Account Range or      Account Range or
      F Start      End JC Rev DBR Path      F Start      End JC Rev DBR Path
-----
-      020000 039999  ___  _  GL ACCOUNT      -      461000 461999  ___  E  CONTRACTS_
-      120000 149999  ___  E  FA1_____      -      500000 559999  ___  E  GIFTS_____
-      150000 151999  ___  E  UPFINANCE_      -      800000 899999  ___  E  PLANT_____
-      152000 169999  ___  E  FA1_____      -      940000 959999  ___  E  FA1_____
-      179000 179999  ___  E  UPFINANCE_
-      200000 230000  ___  E  UPFINANCE_
-      200000 399999  ___  R  REVENUE_____
-      240000 259999  ___  E  FA1_____
-      260000 269999  ___  E  ACCTDIR_____
-      270000 289999  ___  E  ACCTDIR_____
-      290000 299999  ___  E  FA1_____
-      300000 399999  ___  E  ACCTDIR_____
***** End of data *****
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
  
```

Screen 926 - Processing Office Paths

- Required at initial setup
- Sets up default approval path and any DBR paths created on screen 529

```

926 Processing Paths Create/Modify                                08/08/06 09:17
                                                                CC AM
Screen:  ___ Office: DBR OFFICE View: DBR OFFICE
Description: Processing office view _____
Office Mgr : GUSTAVUS, KEVIN D

F  Form   Path   Category
N
-----
-  *  *  _____  _____  _____
-  DBR  ACCTDIR  _____  PASS-THRU_ P PASS-THRU_  _____
-  DBR  ACCTDIR  _____  ACCTDIR_   P PASS-THRU_  _____
-  DBR  ACCTDIR  _____  100000    _____
-  DBR  CONTRACTS  _____  2ND LEVEL_ P PASS-THRU_  _____
-  DBR  CONTRACTS  _____  CONT DESK_ P PASS-THRU_  _____
-  DBR  CONTRACTS  _____  100000    _____
-  DBR  CONTRACTS  _____  CONT DESK_ 2ND LEVEL_ P PASS-THRU_  _____

*** Press <ENTER> to view more entries ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                               Names
  
```

Canopy – Routing and Approval

- Approve and forward the document electronically

Canopy
The Texas A&M University System

Logout Theme: Dark Red

EPA FFX FRS Routing Campus: TEST DEFAULT CAMPUS (AB) Fiscal Year: 2006 Change

Modules Routing Inbox >>>> FEEDBACK

Routing Inbox

Document: Substitute: Bodiford, Edward (AB-MISP) Search for Substitute: Search

Approval Only: Yes No
Select Reset

Document Number	Requested Action	Current Status	Arrival Date	Notes	Summary	Quick Action
EBRAB0000253	FYI	In Dept Rt	06/01/2006 4:25 PM	*	EBR: William Sleeper PIN: S23731	
PPOABP570016	Ntfy/Signed	In Proc Rt	07/08/2005 11:14 AM	*	TEST FOR DBR	
DBRABU660002	Ntfy/Final	Final	09/20/2005 2:59 PM		TEST FOR NEW CHANGES 2	
DBRABU660003	Ntfy/Final	Final	12/15/2005 9:01 AM		MOVE MONEY TO ANOTHER ACCT	
DBRABU500144	FYI	Final	11/03/2005 9:46 AM	*	SYSTEM TEST	

Canopy, a FAMIS Services application.
The Texas A&M University System
Version: 8/1/2006 2:23:00 PM



Departmental Budget Requests - DBR

- Data entry by the Department users
- Electronic Routing and Approvals
- Upon Final Approval, automatically post the budget 02x (and cash 06x) transactions

Departmental Budget Requests - DBR

Getting Help:

- User's Guide available on <http://tamus.edu/offices/famis>
- Contact famishelp@tamu.edu for assistance with implementation