Training Topics

• By the end of the session you will know how to:
  – Access Canopy
  – Log into Canopy
  – Create a Departmental Budget Request (DBR)
    • Budget Transfer
    • Budget Increase/Decrease
Training Topics

– Close a Departmental Budget Request (DBR)
– Route a Departmental Budget Request (DBR) for approval
– Review and Approve a Departmental Budget Request (DBR)
– Locating a Departmental Budget Request (DBR)
CANOPY ACCESS

• HOW TO ACCESS CANOPY
  – Approved Account Profile
  – Canopy Internet Address
  • Production: https://apps2.system.tamus.edu/CanopyTwo/Login.aspx
  • Training: https://apps2.sago.tamus.edu/CanopyTwo/Login.aspx?ReturnUrl=%2fCanopyTwo%2fDefault.aspx
CANOPY LOG-IN

• HOW TO LOG-IN

@ Canopy Login Homepage - The Texas A&M University System:
  • Enter your FAMIS User Id
  • Enter your Password
  • Click “Login”
Canopy Login - The Texas A&M University System

<table>
<thead>
<tr>
<th>FAMIS User id:</th>
<th>Password:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Login

This computer system and data herein are available only for authorized purposes by authorized users. Use for any other purpose may result in administrative/disciplinary actions or criminal prosecution against the user. Usage may be subject to security testing and monitoring. Applicable privacy laws establish the expectations of privacy.

For additional information please see:
http://cis.tamu.edu/security/tps/

Click here to go to Training version
What is A Departmental Budget Request (DBR)?

• A Departmental Budget Request (DBR) is an electronic request to move budget (or funds) from one account (source) pool to another account (destination) pool.
• The DBR replaces the paper Budget Request Form.
Identifying the Budget Pool

• A Budget Pool is a specified object code/category where available budget is summarized.
  – FAMIS Screen 19
  – Canopy
    • Account Summary Screen
INFO: You have 5 items in your Inbox.

Available Modules:
- EPA - Personnel Action Module
- FFX - Fixed Assets Module
- FRS - Financial Reporting Module
- Routing - Document Routing Module
- System - System Settings and General Information
<table>
<thead>
<tr>
<th>Budget Pool</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 All Expense Pool</td>
<td>$45,726.00</td>
</tr>
<tr>
<td>1101 Salary Encumbrance</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help   EHelp   DLoad Left   Right
## Budget Pools

- **1000** - $45,726.00
- **1511** - $2,000.00

### SL Account Summary

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>C</th>
<th>P</th>
<th>Budget</th>
<th>CM Actual</th>
<th>Actual</th>
<th>Encumbrance</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>All Expense Pool</td>
<td></td>
<td></td>
<td>$45,726.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$45,726.00</td>
</tr>
<tr>
<td>1105</td>
<td>Salary Encumbrance</td>
<td></td>
<td></td>
<td>$20,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$20,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>1511</td>
<td>Unallctd Salaries Pool-Non-Teachg</td>
<td></td>
<td></td>
<td>$2,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>****</td>
<td>Total All Expense Pool</td>
<td></td>
<td></td>
<td>$67,726.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$20,000.00</td>
<td>$47,726.00</td>
</tr>
<tr>
<td>****</td>
<td>Total Expenses</td>
<td></td>
<td></td>
<td>$67,726.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$20,000.00</td>
<td>$47,726.00</td>
</tr>
</tbody>
</table>

Total items: 5
Create: Budget Transfer

• Place cursor on
  – FRS – Financial Reporting Module
    • Click DBR
    • Click Create New DBR
Place Cursor on DBR
### DBR Create

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

**Description:**

**Justification Code:**

---

### Source of Funds

**Total Amount $:** 0.00

**Account:**

- Select a Favorite Account
- List is empty.
- OR --
- type in an account number:

**Subcode:**

---

### Destination of Funds

<table>
<thead>
<tr>
<th>Account</th>
<th>Subcode</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>02</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>03</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>04</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>05</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>06</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>07</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>08</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>09</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total Destinations Amount:** $0.00

---

**Create Document**
Edit the Header

• Header Includes the following sections
  – DBR Create
    • Description
      – information entered here will show as the DBR summary for the DBR
    • Justification Code
      – Click on the drop down list
        » All justification codes require additional comments except codes 20 & 21.
Edit the Header (Continue)

– Source of Funds
  • The account that is “giving” the funds
    – Total Amount
    – Account Number
    – Sub code

– Destination of Funds
  • The account that is “receiving” the funds
    – Account
    – Sub code
    – Amount
**NEW**

**Description:** See Notes

**Justification Code:** 13: UNALL SAL: NONTEACH PERMANENT

**Source of Funds**

<table>
<thead>
<tr>
<th>Total Amount</th>
<th>36725.00</th>
</tr>
</thead>
</table>

**Account:** Select a Favorite Account
- List is empty
- OR
- type in an account number: 110240

**Subcode:** 1511

**Destination of Funds**

<table>
<thead>
<tr>
<th>Account</th>
<th>Subcode</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>110240</td>
<td>$36725.00</td>
</tr>
<tr>
<td>02</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>03</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>04</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>05</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>06</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>07</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>08</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>09</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Total Destinations Amount:** $0.00
Edit the Header (Continue)

• Click on Create Document
Click Create Document
INFO: DBR Document U800001 has been successfully added

Steps to update/complete an DBR document (your current step is highlighted)

1. Edit the DBR document (optional).
   1.1 Edit the header information and save any changes.
   1.2 Add attachments.
   1.3 Edit the source information and save any changes.
   1.4 Add/Edit the destination information and save any changes.
   1.5 Add/Delete FYI information.
   1.6 Add Notes about the DBR.
2. Close the document.
3. Route for approval.

Departmental Budget Request

Document FY: 2006
DBR Document Id: U800001
DBR Status: In Process (IP)
Adding Attachments

• Under the Departmental Budget Request Section
  – Click on Edit
  – Select Name
    • Can be selected from drop down list or you can type in your file name
  – Click on Browse
    • To locate the file on your PC
Adding Attachments (Continue)

– Select your file
– Double Click on File or Click Open
– Click on Add Attachment

**If attachments can not be added. You must submit supporting documents to the Budget Office. Write the DBR Number in the top left hand corner on the 1st page of support.
* Your attachment has been added successfully when the name of the attachment is reflected in the “Attachments” field of the DBR.
Click on Add Notes
  – Note box will open for editing
  – Type in notes
  – Click Save
* Notes have been added successfully when your comment appears in the DBR Notes Section of the DBR.
• **DBR Routing Action**
  – Select “Close” (checks acct and $$ $ $)
  – Click on Submit
INFO: Document has been closed successfully (Message: 3140)

Steps to update/completing an DBR document (your current step is highlighted)

- 1 Edit the DBR document (optional).
  - 1.1 Edit the header information and save any changes.
  - 1.2 Add attachments.
  - 1.3 Edit the source information and save any changes.
  - 1.4 Add/Edit the destination information and save any changes.
  - 1.5 Add/Delete FYI information.
  - 1.6 Add Notes about the DBR.
- 2 Close the document.
- 3 Route for approval.
- NOTES

Departmental Budget Request

<table>
<thead>
<tr>
<th>Document FY:</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBR Document Id:</td>
<td>U800001</td>
</tr>
<tr>
<td>DBR Status:</td>
<td>Closed (CL)</td>
</tr>
</tbody>
</table>
Route the Document

- DBR Routing Action
  - Select “Route for Approval”
  - Click on Submit
Steps to update/complete an DBR document (your current step is highlighted)

1. Edit the DBR document (optional).
   - 1.1 Edit the header information and save any changes.
   - 1.2 Add attachments.
   - 1.3 Edit the source information and save any changes.
   - 1.4 Add/Edit the destination information and save any changes.
   - 1.5 Add/Delete FYI information.
   - 1.6 Add Notes about the DBR.
2. Close the document.
3. Route for approval.

Departmental Budget Request
Document FY: 2008
### Departmental Budget Request

<table>
<thead>
<tr>
<th>Document FY</th>
<th>DBR Document Id</th>
<th>Route Document Id</th>
<th>Summary</th>
<th>Justification</th>
<th>Created Date</th>
<th>Last Update Date</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>U800001</td>
<td>DBRPVU800001</td>
<td>Permanent Hire - Chestnut</td>
<td>UNALL SAL- NONTEACH PERMANENT (13)</td>
<td>02/03/2008</td>
<td>02/03/2008</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DBR Status</th>
<th>Route Status</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed (CL)</td>
<td>In Dept Rt (DR)</td>
<td>$36,726.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Created By</th>
<th>Last Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALEXANDER, DIANNE T</td>
<td>ALEXANDER, DIANNE T</td>
</tr>
</tbody>
</table>

### Source Account Information

<table>
<thead>
<tr>
<th>Source Account</th>
<th>Object Code</th>
<th>Dept</th>
<th>Sub Dept</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0240-00000</td>
<td>1511</td>
<td>OBAR</td>
<td></td>
<td>OFFICE OF BUDGETS &amp; RECONCILIATIONS</td>
<td>$36,726.00</td>
</tr>
</tbody>
</table>

### Destination Account Information

<table>
<thead>
<tr>
<th>Destination Account</th>
<th>Object Code</th>
<th>Dept</th>
<th>Sub Dept</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>110240-00000</td>
<td>1000</td>
<td>OBAR</td>
<td></td>
<td>OFFICE OF BUDGETS &amp; RECONCILIATIONS</td>
<td>$36,726.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Destination Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination Total:</td>
<td>36726.00</td>
</tr>
</tbody>
</table>

### FYIs to Destination Recipients

No records found to display.
Create: Budget Increase/Decrease

- Budget Increase/Decrease (Code 21) is defined as any DBR:
  - Where the Source or Destination Account has it’s on General Ledger (GL) (Map Code) – Fund Balance Reserve
Locating the GL (Map Code)

- Using FAMIS
  - FAMIS Screen 019 – SL 6 Digit List with Category Totals (SL Account Summary Detail)
  - FAMIS Screen 006 – SL 6 Digit Account (FRS) (SL Account Attributes)
FAMIS SCREEN - 019

GL (Map Code)

019 SL 6 Digit List with Category Totals

MSU ACTIVITIES

Screen: ___ Account: 332005 ____ Fiscal Year: 2008

Thru Month: ___ February FY/PY/IN to Date: FY ___ Zero Balance: N

Resp Person: RANSOM, STEVEN A

Department: SAMT Flags: D F B C Z G ABR

Map Code: 32005 ___ N N Y R N 001 Unprotected Available:

Obj Description Budget Actual Encumbrances Available

---- ------------------- --------------- ------------------ ---------------
Locating the GL (Map Code)

• Using Canopy
  – Place cursor on FRS
  – Scroll to Account
  – Click on Attributes
  – Under Core Information Section
    • GL (Map Code)
INFO: You have 6 items in your Inbox.

Available Modules

- EPA - Personnel Action Module
- FFX - Fixed Assets Module
- FRS - Financial Reporting Module
- Routing - Document Routing Module
- System - System Settings and General Information
Scroll to Account Tab
Click on Attributes Tab
Enter Account Number Here
The Texas A&M University System

Main Menu ▶ FRS ▶ Account ▶ Attributes

<table>
<thead>
<tr>
<th>Account</th>
<th>Dept</th>
<th>Freeze</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSU ACTIVITIES</td>
<td>SACT Student Activities</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Responsible Person</td>
<td>Responsable Person</td>
<td>Ransom, Steven A</td>
<td>SACTA Student Activities</td>
</tr>
</tbody>
</table>

Select an account: List is empty or type in an account number: 332005

Submit

Core Information

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Freeze Flag</th>
<th>Responsible Person</th>
<th>Drop Flag</th>
<th>Resp Accountant</th>
<th>Delete Flag</th>
<th>Map Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSU ACTIVITIES</td>
<td>N</td>
<td>Ransom, Steven A 516-00-0259</td>
<td>N</td>
<td></td>
<td>N</td>
<td>32005</td>
</tr>
</tbody>
</table>

GL (Map Code)

Account Hierarchy

<table>
<thead>
<tr>
<th>Department</th>
<th>Sub Department</th>
<th>Sec Level</th>
<th>Division</th>
<th>College</th>
<th>Mail Code</th>
<th>Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>SACT</td>
<td>Shov</td>
<td>AA</td>
<td>SA</td>
<td>BA</td>
<td>PFISC</td>
<td>Y</td>
</tr>
</tbody>
</table>

SA Transactions

<table>
<thead>
<tr>
<th>Budget</th>
<th>Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

Financial Reporting

<table>
<thead>
<tr>
<th>AFR Fund Group</th>
<th>F Fund Group</th>
<th>Sub Fund Group</th>
<th>Function</th>
<th>Sub Function</th>
<th>Element of Cost</th>
<th>Sub Element of Cost</th>
<th>Effort Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>AX</td>
<td>AX</td>
<td>70</td>
<td>OST</td>
<td>ISTA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DBR – Using Fund Balance (GL)

– DBR Create
  • Description
    – information entered here will show as the DBR summary for the DBR
  • Justification Code
    – Click on the drop down list
      » All justification codes require additional comments except codes 20 & 21.
DBR – Using Fund Balance (GL)

– Source of Funds
  • GL (Map Code) 32005
    – Total Amount
    – Account Number
      » 032005 (add the number “0” to the beginning of map code)
    – Sub code
      » Not required for this DBR
DBR – Using Fund Balance (GL)

- Destination of Funds
  - Account
    - 332005
  - Sub code
    - 1000
  - Amount
- Click on Create Document
**DBR Create**

Doc ID: **NEW**

**Description:** Homecoming Expenses

**Justification Code:** 23 - TRANSFER - NON-SALARY SUPPORT

**Source of Funds**

<table>
<thead>
<tr>
<th>Total Amount $</th>
<th>3000.00</th>
</tr>
</thead>
</table>

**Account:** Select a Favorite Account - List is empty. -- OR -- type in an account number: 032005

**Subcode:**

**Destination of Funds**

<table>
<thead>
<tr>
<th></th>
<th>Account</th>
<th>Subcode</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>332005</td>
<td>1000</td>
<td>$3000.00</td>
</tr>
<tr>
<td>02</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>03</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>04</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>05</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>06</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>07</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>08</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>09</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Total Destinations Amount** $3000.00

Create Document
Steps to Complete a DBR

• Click on Create Document
• Add Attachments
• Add Additional Notes (If applicable)
• Close
• Route
DBR - Primary Approver

- Canopy Main Menu
  - Place Cursor on Routing Tab
  - Click on Inbox
  - Click on the DBR Document number
Click on Document Number
DBR – Substitute Approver

• Following previous instructions to access your Inbox
• In the Search Field
  – Type the name of the primary approver
  – Click on search
  – Click on drop down arrow
  – Select the primary approver name
DBR – Substitute Approver

– Select the primary approver name
– System will auto-fill your selection in the Substitute field
– Click Submit
– Click on the DBR Document Number
– Review
– Select Appropriate Routing Action
– Click Submit
For more Information on Creating DBRs, please contact:

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E-Mail: alshillingford@pvamu.edu

**Raina McMillon**
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Phone: 936-261-2204
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