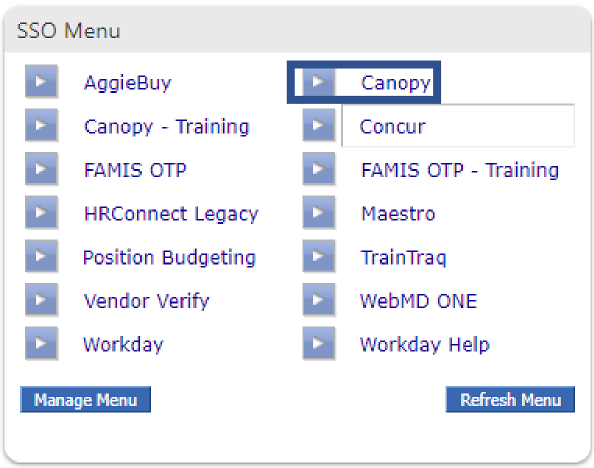
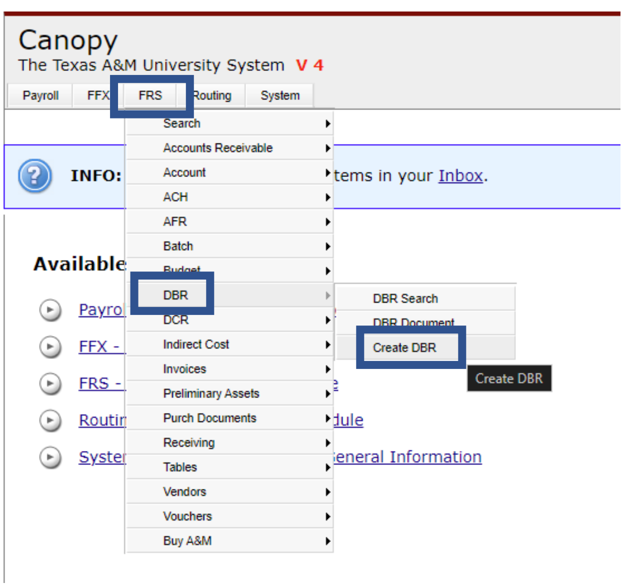
How to Submit a Document Budget Request (DBR)

Log in to **Canopy** from your SSO Menu.



Locate the **FRS** drop-down option. Select **DBR** and hover over to **Create DBR.**



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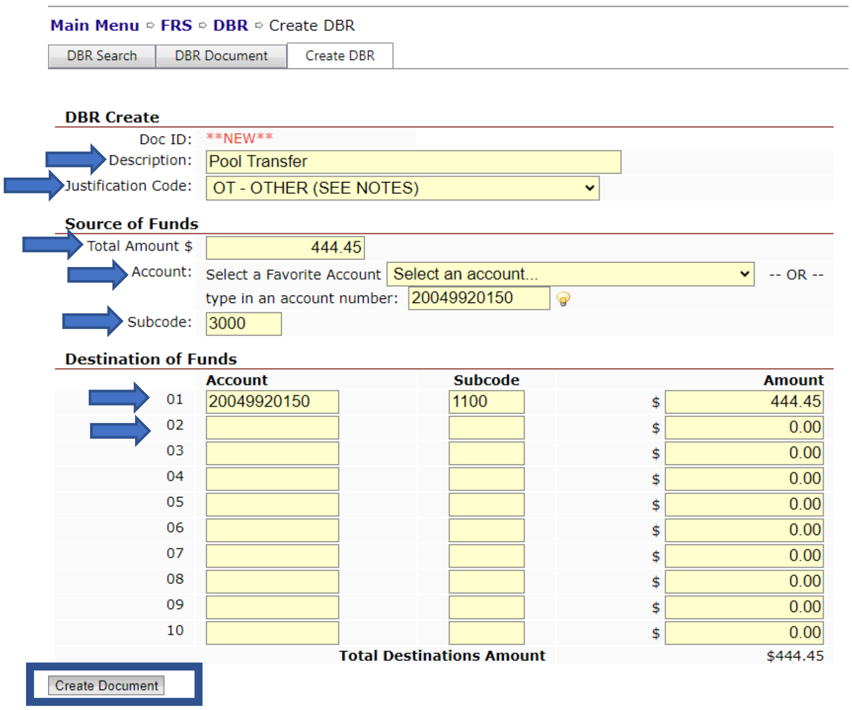
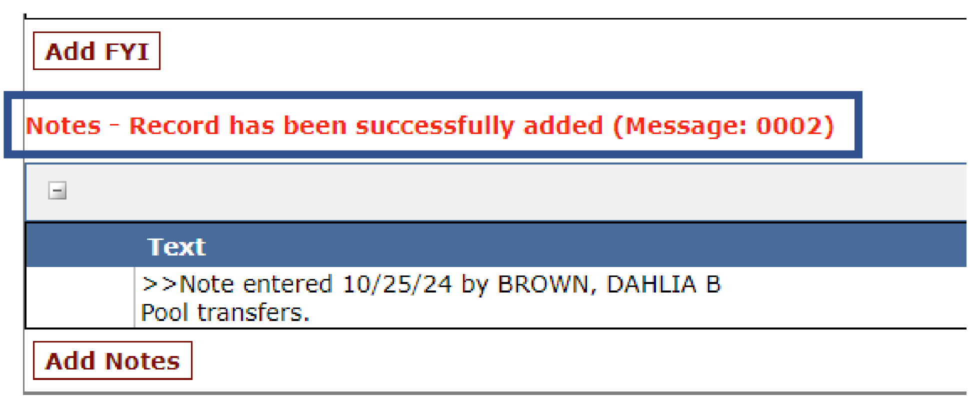
Fill in the blank yellow areas. You will need to put the **Description** of the DBR and the **Justification Code** along with the **Total Amount**, **Account Number, and Subcode**. Under **Destination of Funds,** you will enter the **Account Number** you would like to your funds to transfer to. Enter **Subcode** and the **Amount.** Click **Create Document.**



If you need to fund several accounts from the same source of funds, you may enter the account information under the second line.



Budget Office
A&M-COMMERCE

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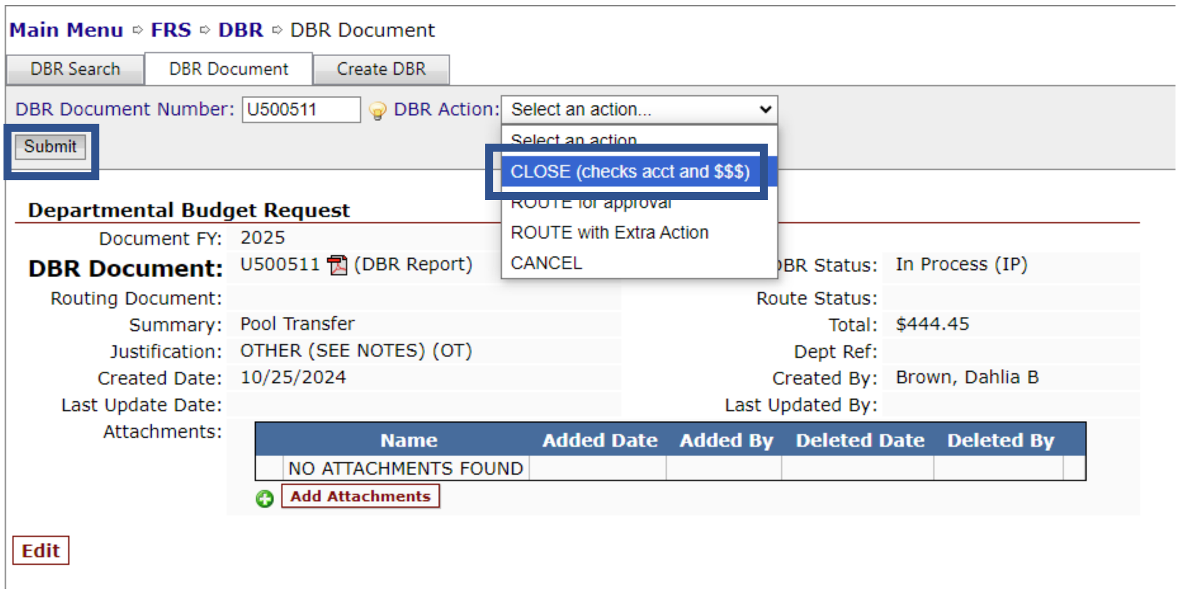
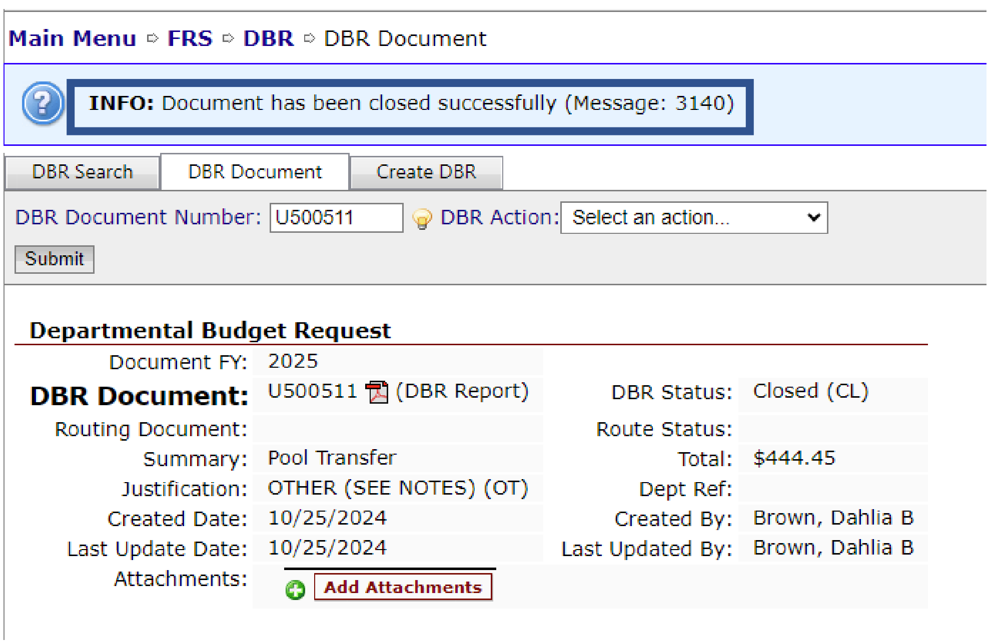
Under the **DBR Action** drop down menu**,** select **CLOSE (checks acct and $$$),** then hit **Submit.**



Once you hit submit, you will see a **notification** as shown below.



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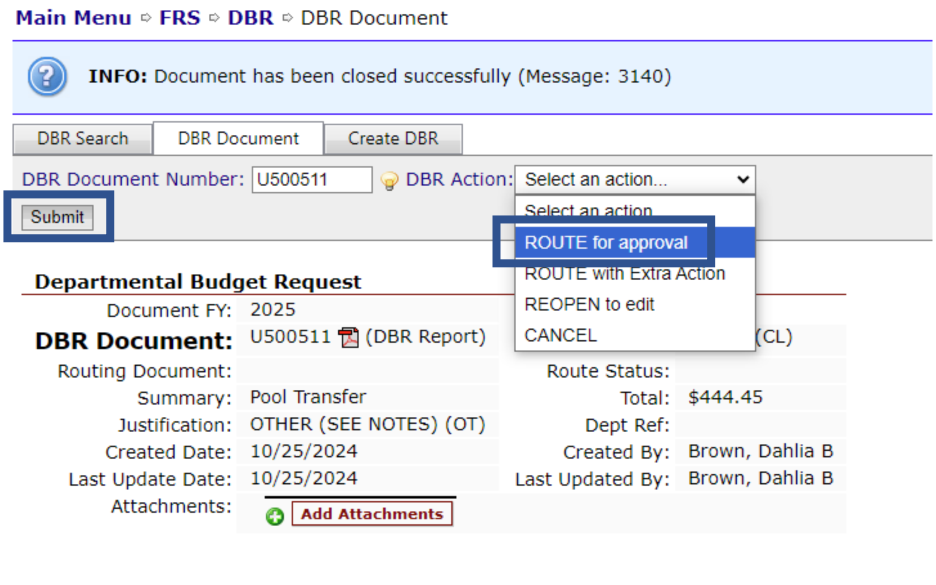
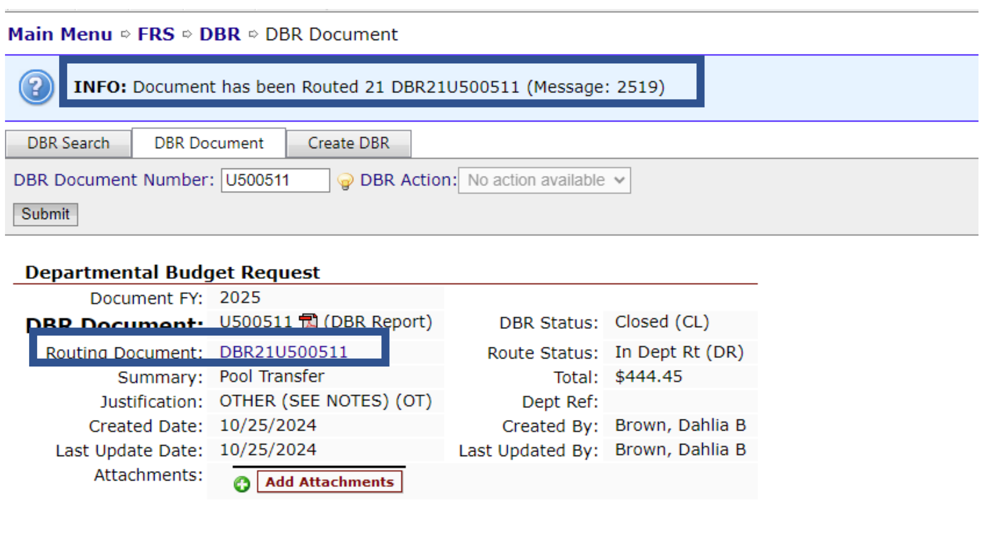
You will need to do the same, under the **DBR Action** drop down menu, select **ROUTE for approval** then hit **Submit.**



Once you hit submit, you will see a **notification** as shown below. This time, under **Routing Document,** select the DBR link to show below the routing process.



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Once you click on the **DBR Routing number,** you can see the **document history and routing path.** This is helpful to notify those individuals who are responsible in the approval process.

Routing Notes

There are no Routing notes for this document.

Add Notes

Document History

Desk	Fwd Name	Office	Date	Name	Phone	Action
CREATE DSK			10/25/2024 3:29:30 PM	Brown, Dahlia B	903-886-5075	Submitted

Current Location

Desk	Fwd Name	Office	Date	Name	Phone	Action
SIGNER DSK		21-BUSI	10/25/2024 3:29:30 PM	Atinc, Mahmut G	903-886-5703	Approval Pending
				(Sub) Wheeler, Ronald S	903-886-5677	
				(Sub) Rhodes, Cynthia W	903-886-5514	
				(Sub) Ogunc, Asli K	903-886-5191	

Document Path (Pending)

Office	Desk	Name	Phone	Department	Action
21-DBR OFFICE	APPROVER	(Sub) Livingston, Tina W	903-886-5667		ENROUTE
		(Sub) Baker, Sarah E	903-886-5045		
		Benson, Belinda A	903-468-3034		
		(Sub) Martin, Arlana C	903-886-5041		
21-DBR OFFICE	PASS-THRU	(Sub) Baker, Sarah E	903-886-5045		POST
		(Sub) Livingston, Tina W	903-886-5667		
		Martin, Arlana C	903-886-5041		
		(Sub) Benson, Belinda A	903-468-3034		

Dept Routing

Desk	Fwd Name	Office	Date	Name	Dept	Action
		BUSI		College Of Business	21-BUSI	Currently Routing