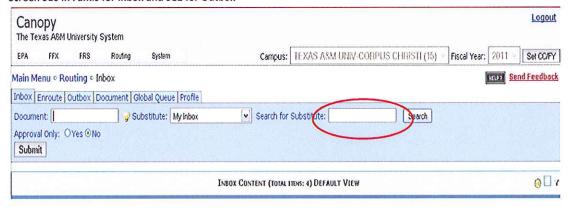
To check for documents that are pending approvals go to "ROUTING" and then select INBOX
You can check other inboxes by typing the person's *last name*, *first name* and clicking 'Search' in the 'Substitute' box
Screen 910 in Famis for Inbox and 912 for Outbox





You can also view:

Enroute

Documents that are pending approval

Outbox

All documents that have been created, approved and sent out or forward for approval

Document

Enter a specific document number

Global Queue

Search by Campus, Days, Form, Exec. Level, Division, School, Dept, Subdept, Curr Office, Curr Desk

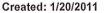
Famis User Profile, Routing Notification Profile, Canopy System Profile Setting (when making any

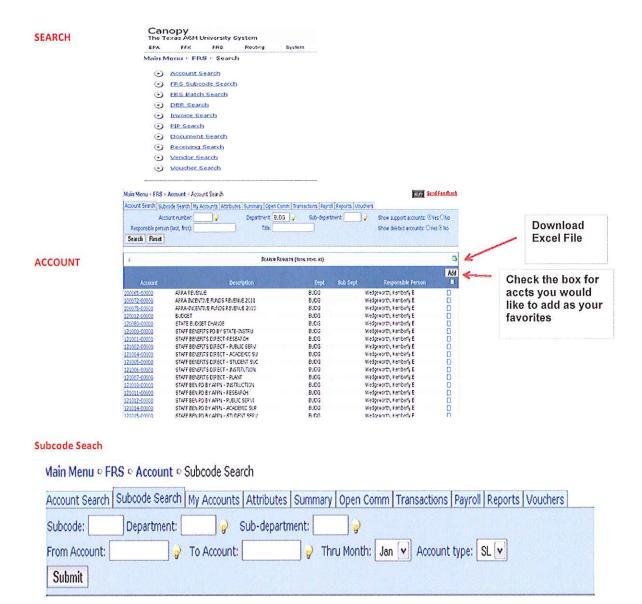
Profile

changes always hit "save")

Reviewing Accounts, Creating and Searching for Documents







My Accounts



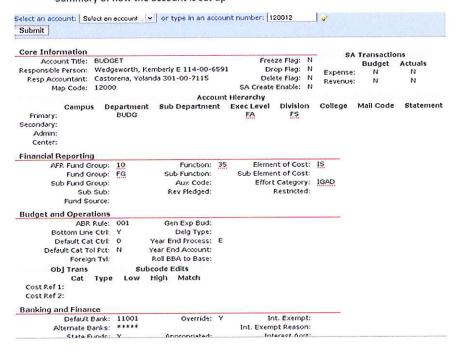
Accounts that you have selected as your "Favorite" Accounts - You will always see a brief snap shot of the account

Created: 1/20/2011

Attributes

Screen 6 in Famis (Base Accounts) and 74 (Support Accounts)

Summary of how the account is set up



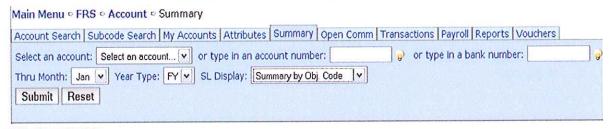
Summary

Screen 34 in Famis (Base Accounts) and 74 (Support Accounts)

Allows for you to view the summary of any account by month.

You have two options to view information:

Summary by Object code (more specific) and by Budget pool (general - ex. 1100,1700,3000,4000 etc)



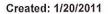
Open Commitments

Screen 21 in Famis (Base Accounts) and 61 (Support Accounts)



Transactions

Screen 46 and 23 in Famis (63 for support accounts)





This screen allows for you to review all the transactions that have posted to your account.

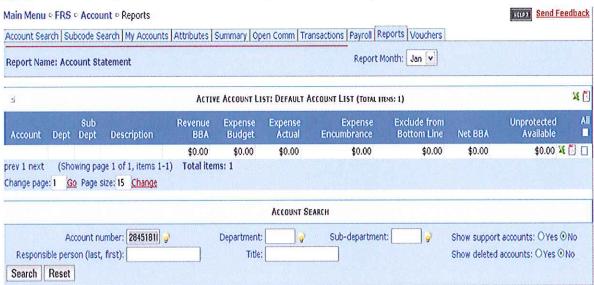
Select a specific month or a range of months. You can also search by Subcode (Pool) and/or other References if you know them.

Payroll Screen 771 in Famis

Name	Seq Pay Nbr Cycle	Cycle Date	Account	S/W Obj	Pct Eft Voucher		S/W/L Amt	Charged Benefit Amt Status	Pay Prd Beg Date	Pay Prd End Date	
	2 B	01/14/2011	284518-10000	1745	25.00% 0004560	3.19	\$23.91	\$0.00 CO	01/06/2011	01/19/2011	Details
	3 B	01/14/2011	284518-10000	1750	25.00% 0004560	3.31	\$24.02	\$0.00 CO	12/23/2010	01/05/2011	Details
	4 B	01/14/2011	284518-10000	1750	25.00% 0004560	3.31	\$24.02	\$0.00 CO	01/06/2011	01/19/2011	Details
	2 B	01/14/2011	284518-10000	1745	25.00% 0004560	2.94	\$22.03	\$0.00 CO	12/23/2010	01/05/2011	Details
	4 B	01/14/2011	284518-10000	1745	25.00% 0004560	1.38	\$11.35	\$0.00 CO	12/23/2010	01/05/2011	Details
	3 B	01/14/2011	284518-10000	1759	25.00% 0004560	4.06	\$29,45	\$0.00 CO	12/23/2010	01/05/2011	Details
	4 B	01/14/2011	284518-10000	1759	25.00% 0004560	5.06	\$36.70	\$0.00 CO	01/06/2011	01/19/2011	Details
		Marrie 4 75	Takal Ikamas 7								

This tab allows for you to view who is getting paid out of what account

Reports Allows you to download PDF and Excel Reports of accounts that you select



Vouchers

Type in account number and you can view any voucher that has been created for that account Select the voucher number you are searching and you can also download a pdf copy of the document

(Voucher Data Form Report)

Select an account	or type in an a	coount number: I	120000000000			
Dept Ref:						
		Voucies I	RESULTS (TOTAL FROM 15)			C)
Voucher Lines Dept Ref Status	Net Amount	Description	Vendor	Vendor Name	Check Nbr	Check Date Batch Date

Common Information Searched:

DCR's

Main Menu ∘ FRS ∘ DCR

- DCR Search
- DCR Document
- Create DCR

Created: 1/20/2011

Searching for Invoices



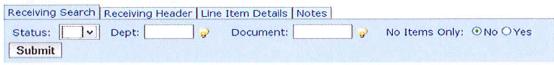
Purchasing, L's, R's and Travel



You can approve and recall documents in Canopy but you cannot make any adjustments to them Any adjustments have to be done in Famis

Receiving

Main Menu · FRS · Receiving · Receiving Search



Vendors

Main Menu PRS Vendors Vendor Search



Changing Fiscal Years



You can select prior years from the drop box and click "Set CC/FFY" to view information