## SECTION 08.03.02.07 DOWNLOADING MONTHLY ACCOUNT STATEMENTS IN EXCEL OR ADOBE

Go to the Canopy Website at <a href="https://apps2.system.tamus.edu/CanopyTwo/Login.aspx">https://apps2.system.tamus.edu/CanopyTwo/Login.aspx</a>

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System Availability:	
FAMIS (and CANOPY) will be unavailable the weeke due to system maintenance. More details will be poste	nd of February 28th, ed as they are known.
The system will become operational as soon as possible after t	the maintenance is completed.
CANOPY	
PARts User Te:e only for authors Password:e Login	sity System system and data herein are available trad purpotes by authorced users. her purpose may result in disciplinary actions or criminal ajainst the user, Usage may be arity testing and monitoring. arity nesting and monitoring. information please see:edu/security.tos/
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1. Without clicking, hold the cursor over the **FRS** tab, a drop down box will appear. Move the cursor over **ACCOUNT** to **ACCOUNT SEARCH**, and then click.

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INFO: You have     Batch     Batch Search       DR     DR     DR       Available     DR     DR       ····································			Search	Account Search			HELP?
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OCA Invoices     Invoice Sarch FIF Search     Cently Visited       •     EA_Person First - Exact Are First - Exact Are Vendors Search First - Exact Are Vendors     Cently Visited       •     EA_Person First - Exact Are Vendors     Receiving Search A Bourmant Details Vendors     Minut - Search A Bourmant Details       •     First - Financia Vendors     Vendor Search Vendors     A Bourmant Details       •     First - Financia Vendors     Vendor Search Vendors     A Document Vendors       •     First - Financia Vendors     Vendor Search Vendors     A Document Vendors       •     First - Financia Vendors     Vendors Search Vendors     A Document Vendors       •     First - Financia Vendors     Vendors     Vendors       •     Exstem - System Settings and General Information     EFA Position Datails       •     First - Financia Vendors     Vendors     Vendors       •     Exstem - System Settings and General Information     EFA Position Datails	🦻 I	NFO: You have	Batch	Batch Search			
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<ul> <li>PRA - Personal Purch Documents Receiving Search A Sea</li></ul>	AV	allable	Invoices	PIP Search	cently visited	wna	SNew
<ul> <li>Beach Descention</li> <li>Prace Descention</li></ul>	$\sim$		Payroll	Purch Doc Search	uting Inbox	• N	EW Asset Transfer
•••••••••••••••••••••••••••••	Ð	EPA - Personns	Purch Documents	Receiving Search			O Transfer assets between departments within the same
● EBS - Financial Tables       Voucher Search       LiA Create Document         ● Routing - Docu       Vendors       ● EPA Position Details         ● System - Byzer       Butting - Docu       ● EPA Position Details         ● System - Byzer       Butting - Docu       ● EPA Position Details         ● In Power Powers       ● EPA Position Details       ● A new routing form has been added - DCR - Poil Vouchers (Doci only) can be edjusted under this form.         ● Details       ● EPA Position Details       ● EPA Position Details         ● New Powers       ● End Powers       ● End Powers         ● Details       ● End Powers       ● End Powers         ● Details       ● End Powers       ● End Powers         ● Details       ● End Powers       ● End Powers         ● End Powers       ● End Powers       ● End Powers         ● Details       ● End Powers       ● End Powers         ● Details       ● End Powers       ● End Powers         ● Details       ● End Powers       ● End Powers         ● End Powers       ● End Powers       ● End Powers         ● End Powers       ● End Powers       ● End Powers         ● End Powers       ● End Powers       ● End Powers         ● End Powers       ● End Powers       ● End Powers	Ð	FFX - Fixed Ass	Receiving	Vendor Search			<ul> <li>Transfers will also be routed through the approval</li> </ul>
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<ul> <li><u>Summary</u> Page - Using 'Arrows' on left - show/hide a display of detail transactions</li> <li>Multiple <u>Favorice Account</u> Lists - Add as many lists as you want : Use Account Search to add to the new list.</li> </ul>						• E	<ul> <li>New 'Purchasing' View added to both.</li> <li>Outbox gets time toggle, view (field) selector, and filter row.</li> </ul>
						• 0	<ul> <li>Summary Page - Using 'Arrows' on left - show/hide a display of detail transactions</li> <li>Multiple <u>Favorite Account</u> Lists - Add as many lists as you want - Use Account Search to add to the new list.</li> </ul>

2. (The following example is by department code, but the search can be performed various ways with similar results.) A new screen will come up with options to search for accounts. Type in the department code in the box titled **Department**. An added feature is the **Show Support Accounts** located in the top right hand corner: Select **YES** to include the support accounts if needed. Click on the **SEARCH** box.

\*\* **NOTE**: If you have added any accounts to **My Account** tab then the drop down box for selecting an account will be available. Otherwise, it will not be until you have created your list. \*\*

Canopy The Texas AM University System EPA FFX FRS Routing Syste	campusi TEXAS A&M UNIV-CO	Logout RPUS CHRISTI (15) 🗸 Fiscal Year: 2009 🗸 Set CC/FY
Main Menu © FRS © Account © Account Search		HELP?
Account Search Subcode Search My Accounts	Attributes Summary Open Comm Transactions Payroll F	Reports Vouchers
Account number: version (last, first):	Department: COMP @ Sub-department:	
Canopy, a Business Computing Services application. The Texas ASM University System Version: 3/31/2009 9:53:56 PM	Top of Page	Theme: Forest V Set Theme Turn Paging Off System - Site Mag

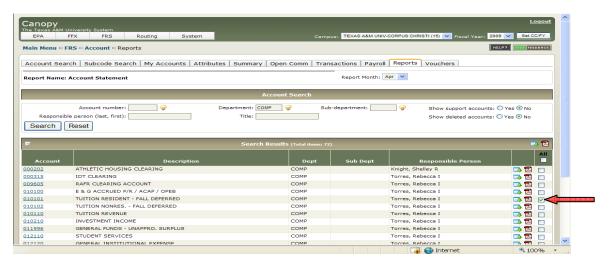
*3.* In the new screen, you can either click on the box below **ADD** to select all the accounts found with the search; or you can individually select the accounts needed. Click on **ADD**.

	Account   Account Search		HELEP	INCOMENTARY AND INCOMENTARY
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ccount Search   s	Subcode Search   My Accounts   Attributes   Summary   Op	pen Comm   Transactions   Payroll	Reports   Vouchers	
Ac	count number: 000P	Sub-departmenti	Show support accounts: (9) Ye	IS ONO
Responsible pers	on (last, first): Title:		Show deleted accounts: O Ye	IN CO NO
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	Search Res	cults (Tetal Home 23)		
				Add
Account	Description	Dept Sub I	Dept Responsible Person	2
0010-00000	STATE APPN E & G STATE SUPPORT	COMP	Torres, Rebecca I	
0012-00000	TUITION REVENUE BOND RETIREMENT	COMP	Torres, Rebecca I	2
0014-00000	REVENUE BOND RETIREMENT DEBT SVC	COMP	Torres, Rebecca I	1
0020-00000	STATE APPN TX COORDINATING BOARD	COMP	Torres, Rebecca 1	
	TEXAS GRANTS REVENUE	COMP	Torres, Rebecca 1	2
0021-00000			Torres, Bebecca I	100
	FIFTH YEAR ACCOUNTING REVENUE LICENSE PLATE SCHOLARSHIP REVENUE	COMP	Torres, Rebecce 1 Torres, Rebecce 1	2
0021-00000	FIFTH YEAR ACCOUNTING REVENUE	COMP		
0021-00000 0022-00000 0023-00000	FIFTH YEAR ACCOUNTING REVENUE LICENSE PLATE SCHOLARSHIP REVENUE	COMP	Torres, Rebecca 1	1
0021-00000 0022-00000 0023-00000 0025-00000	FIFTH YEAR ACCOUNTING REVENUE LICENSE PLATE SCHOLARSHIP REVENUE TEXAS COLLEGE WORKSTUDY REVENUE	COMP COMP COMP	Torres, Rebecce I Torres, Rebecce I	2
0021-00000 0022-00000 0022-00000 0023-00000 0025-00000	FIFTH YEAR ACCOUNTING REVENUE LICENSE PLATE SCHOLARSHIP REVENUE TEXAS COLLEGE WORKSTUDY REVENUE HIGHER EDUC PERF INCENTIVE FUNDING	COMP COMP COMP COMP	Torres, Rebecce 1 Torres, Rebecce 1 Torres, Rebecce 1	
0021-00000 0022-00000 0023-00000 0025-00000 0023-00000	FIFTH YEAR ACCOUNTING REVENUE LICENSE PLATE SCHOLARSHIP REVENUE TEXAS COLLEGE WORKSTUDY REVENUE HIGHER EDUC PERF INCENTIVE FUNDING STAFF BENFITS PAID OILECTLY BY STA	COMP COMP COMP COMP	Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I	SSS
0021-90000 0022-00000 0022-00000 0023-00000 0030-00000 0040-00000	FITTH YEAR ACCOUNTING REVENUE LICENSE TALTE SCHOLASHIP REVENUE TEXAS COLLEGE WORKSTUDY REVENUE HIGHER EDUC FREF INCENTIVE FUNDING STAFF DEMENTS FAID DIRECTLY BY STA HIGHER EDUC FREF INCENTIVE FUNDING	COMP COMP COMP COMP COMP COMP	Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I	C C C C
0021-90000 0022-00000 0022-00000 0023-00000 0030-00000 0040-00000 0080-00000	FITTH YEAR ACCOUNTING REVENUE LICENSE FARTE SCHOLANSHIP REVENUE TEXAS COLLEGE WORKSTUDY REVENUE HOHRE BOUC PERF INCENTIVE FUNDING STAPE SENETTS PAID DIRECTIVE FUNDING INFERETO FUND SSS HOHRE BOUC PERF INCENTIVE FUNDING	COMP COMP COMP COMP COMP COMP	Torres, Rebecce I Torres, Rebecce I Torres, Rebecce I Torres, Rebecce I Torres, Rebecce I Torres, Rebecce I	
0021-0000 0022-0000 0023-0000 0020-0000 0020-0000 0000-0000 0000-0000 1000-0000	FITTH YEAR ACCOUNTION REVENUE LICENSE PLATE SCHOLANSHIP REVENUE TEXAS COLLEGE WORKSTUDY REVENUE HIGHER BEOLE FREI INCENTIVE FUNDING STAFF SENETTS FAID DIRECTLY BY STA HIGHER BEOLE FREI INCENTIVE FUNDING INTEREST ON FUND 230 SALES AND SERVICES	COMP COMP COMP COMP COMP COMP COMP COMP	Torres, Rebecce I Torres, Rebecce I Torres, Rebecce I Torres, Rebecce I Torres, Rebecce I Torres, Rebecce I Torres, Rebecce I	C C C C

4. Next, open the REPORTS tab. Click on the box below ALL, (located in the right hand corner) this will select all the accounts listed. The two icons located above ALL represent Excel and PDF. If you select ALL, every account chosen will download into Excel/PDF file. Click on the preferred icon. \*\* NOTE: If you choose Excel, each account will be on a separate tab; but If you select PDF, each account will be on a separate page. \*\*

4ain Menu 🕫	FFX     FRS     Routing     System       > FRS $\diamond$ Account $\diamond$ Reports	Camp		CORPUS CHRISTI (15) 💌 Fiscal Year: 24	HELP? Set CC/FY
Account Se	earch Subcode Search My Accounts Attributes Sum	imary Open Comm Tran	sactions Payrol	Reports Vouchers	
Report Name	e: Account Statement		Report Month:	Apr 🗸	
		Account Search			
	Account number:	nt: COMP 🤿 Sul	b-department:	Show support accounts	: O Yes 💿 No
Respons	sible person (last, first):	le:	·	Show deleted accounts	•
Search	Reset				
-		earch Results (Total items: 72			े 🗔 🔁
Account	Description	Dept	Sub Dept	Responsible Person	
Account	Description	Dept	Sub Dept	Responsible Person Knight, Shelley R	
	-	·	Sub Dept		
000202	ATHLETIC HOUSING CLEARING	COMP	Sub Dept	Knight, Shelley R	
000202 000315	ATHLETIC HOUSING CLEARING IDT CLEARING	COMP COMP	Sub Dept	Knight, Shelley R Torres, Rebecca I	
000202 000315 009605	ATHLETIC HOUSING CLEARING IDT CLEARING RAFR CLEARING ACCOUNT	COMP COMP COMP	Sub Dept	Knight, Shelley R Torres, Rebecca I Torres, Rebecca I	
000202 000315 009605 010100	ATHLETIC HOUSING CLEARING IDT CLEARING RAFR CLEARING ACCOUNT E & G ACCRUED P/R / ACAP / OPEB	COMP COMP COMP COMP	Sub Dept	Knight, Shelley R Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I	
000202 000315 009605 010100 010101	ATHLETIC HOUSING CLEARING IDT CLEARING RAFR CLEARING ACCOUNT E & G ACCRUED P/R / ACAP / OPEB TUITION RESIDENT - FALL DEFERRED	COMP COMP COMP COMP COMP	Sub Dept	Knight, Shelley R Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I	
000202 000315 009605 010100 010101 010102	ATHLETIC HOUSING CLEARING IDT CLEARING RAFR CLEARING ACCOUNT E & G ACCRUED P/R / ACAP / OPEB TUITION RESIDENT - FALL DEFERRED TUITION NONRES FALL DEFERRED	COMP COMP COMP COMP COMP	Sub Dept	Knight, Shelley R Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I	
000202 000315 009605 010100 010101 010102 010110	ATHLETIC HOUSING CLEARING IDT CLEARING ACCOUNT E & G ACCRUED P/R / ACAP / OPEB TUITION RESIDENT - FALL DEFERRED TUITION NONRES FALL DEFERRED TUITION NEVENUE	COMP COMP COMP COMP COMP COMP	Sub Dept	Knight, Shelley R Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I	
000202 000315 009605 010100 010101 010102 010110 010210	ATHLETIC HOUSING CLEARING IDT CLEARING RAFR CLEARING ACCOUNT E & G ACCRUED P/R / ACAP / OPEB TUITION RESIDENT - FALL DEFERRED TUITION NONRES FALL DEFERRED TUITION REVENUE INVESTMENT INCOME	COMP COMP COMP COMP COMP COMP COMP	Sub Dept	Knight, Shelley R Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I	
000202 000315 009605 010100 010101 010102 010110 010210 010210	ATHLETIC HOUSING CLEARING IDT CLEARING RAFR CLEARING ACCOUNT E & G ACCRUED P/R / ACAP / OPEB TUITION RESIDENT - FALL DEFERRED TUITION NORES FALL DEFERRED TUITION NORES FALL DEFERRED INVESTMENT INCOME GENERAL FUNDS - UNAPPRO. SURPLUS	COMP COMP COMP COMP COMP COMP COMP COMP	Sub Dept	Knight, Shelley R Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I	
000202 000315 009605 010100 010101 010102 010110 010210 010210 0111996 012110	ATHLETIC HOUSING CLEARING IDT CLEARING ACCOUNT E & G ACCUED P/A / ACAP / OPEB TUITION RESIDENT - FALL DEFERRED TUITION NONRES FALL DEFERRED TUITION REVENUE INVESTMENT INCOME GENERAL FUNDS - UNAPPRO. SURPLUS STUDENT SERVICES	COMP COMP COMP COMP COMP COMP COMP COMP	Sub Dept	Knight, Shelley R Torres, Rebecca I Torres, Rebecca I	
000202 000315 009605 010100 010101 010102 010110 010210 011996 012110 012220	ATHLETIC HOUSING CLEARING IDT CLEARING ACCOUNT E & G ACCRUED P/R / ACAP / OPEB TUITION RESIDENT - FALL DEFERRED TUITION NONRES FALL DEFERRED TUITION NEVENUE INVESTMENT INCOME GENERAL FUNDS - UNAPPRO, SURPLUS STUDENT SERVICES GENERAL INSTITUTIONAL EXPENSE	COMP COMP COMP COMP COMP COMP COMP COMP	Sub Dept	Knight, Shelley R Torres, Rebecca I Torres, Rebecca I	

**5.** The other option would be to click on the icon next to the individual account you want to view in Excel/PDF. Then click on the preferred file to download.



6. A box will pop up asking to **OPEN** or **SAVE** this file. Chose your preference and the file will download or open.

File Dow	nload 🔀
Do you	want to open or save this file?
	Name: FAMIS_AccountStatement_4_2009_010101.xls Type: Microsoft Office Excel 97-2003 Worksheet, 9.50KB From: apps2.system.tamus.edu Open Save Cancel
2	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

**7.** Steps 4 thru 6 will have to be repeated if there are multiple pages of accounts. There are 15 accounts per each page.

Search	Reset				
		arch Results (Total items: 72)			
Account	Description	Dept	) Sub Dept	Responsible Person	
000202	ATHLETIC HOUSING CLEARING	COMP		Knight, Shelley R	🗔 🛱
000315	IDT CLEARING	COMP		Torres, Rebecca I	🗔 🔁
009605	RAFR CLEARING ACCOUNT	COMP		Torres, Rebecca I	🗔 🗖
010100	E & G ACCRUED P/R / ACAP / OPEB	COMP		Torres, Rebecca I	
010101	TUITION RESIDENT - FALL DEFERRED	COMP		Torres, Rebecca I	🗔 🔁
010102	TUITION NONRES FALL DEFERRED	COMP		Torres, Rebecca I	🗔 🔁
010110	TUITION REVENUE	COMP		Torres, Rebecca I	🗔 🔂
010210	INVESTMENT INCOME	COMP		Torres, Rebecca I	🗔 🔁
011996	GENERAL FUNDS - UNAPPRO. SURPLUS	COMP		Torres, Rebecca I	🗔 🔂
012110	STUDENT SERVICES	COMP		Torres, Rebecca I	🗔 🔁
012120	GENERAL INSTITUTIONAL EXPENSE	COMP		Torres, Rebecca I	🗔 🔁
012130	PUBLIC SERVICES	COMP		Torres, Rebecca I	🗔 🔁
013000	RESIDENT INSTRUCTION & DOE	COMP		Torres, Rebecca I	🗔 🔂
013800	INSTRUCTIONAL ADMINISTRATION	COMP		Torres, Rebecca I	📑 🔁
01205	EXCELLENCE FUND	COMP		Torres, Rebecca I	🗔 🔁

8. In the top right corner of the screen there is an option to change "Fiscal Year", enter year and hit "Set CC/FY" button. Also, there is an option to change fiscal month located under the **Reports** tab.

	Iniversity System FFX FRS Routing System	Campi	TEXAS A&M UNIV-C	ORPUS CHRIS I (15) 💌 Fiscal Year: 20	09 🗸 Set CC/FY
4ain Menu ⇔Fl	RS ⇔ Account ⇔ Reports				ELP? >>>> FEEDBACK
Account Sear	ch Subcode Search My Accounts Attributes	Summary Open Comm Trans	sactions Payroll	Reports	
Report Name: J	Account Statement		Report Month: A	or ¥	
		Account Search			
	Account number: g Depa e person (last, first): Reset	artment: COMP 🤤 Sub Title:	-department:	Show support accounts: Show deleted accounts:	
) (_ _		Search Results (Total items: 72)			<b>.</b>
					🔜 🗠
Account	Description	Dept	Sub Dept	Responsible Person	
	Description ATHLETIC HOUSING CLEARING	Dept	-	Responsible Person Knight, Shelley R	
00202		· ·			
100202 100315 109605	ATHLETIC HOUSING CLEARING IDT CLEARING RAFR CLEARING ACCOUNT	COMP		Knight, Shelley R Torres, Rebecca I Torres, Rebecca I	
000202 000315 009605 010100	ATHLETIC HOUSING CLEARING IDT CLEARING RAFR CLEARING ACCOUNT E & G ACCRUED P/R / ACAP / OPEB	COMP COMP COMP COMP		Knight, Shelley R Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I	
000202 000315 009605 010100 010101	ATHLETIC HOUSING CLEARING IDT CLEARING RAFR CLEARING ACCOUNT E & G ACCRUED P/R / ACAP / OPEB TUITION RESIDENT - FALL DEFERRED	COMP COMP COMP COMP COMP		Knight, Shelley R Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I	
000202 000315 009605 010100 010101 010102	ATHLETIC HOUSING CLEARING IDT CLEARING RAFR CLEARING ACCOUNT E & G ACCRUED P/R / ACAP / OPEB TUITION RESIDENT - FALL DEFERRED TUITION NONRES FALL DEFERRED	СОМР СОМР СОМР СОМР СОМР		Knight, Shelley R Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I	
000202 000315 009605 010100 010101 010102 010110	ATHLETIC HOUSING CLEARING IDT CLEARING RAFR CLEARING ACCOUNT E & G ACCRUED P/R / ACAP / OPEB TUITION RESIDENT - FALL DEFERRED TUITION NONRES FALL DEFERRED TUITION NONRES FALL DEFERRED	СОМР СОМР СОМР СОМР СОМР СОМР		Knight, Shelley R Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I	
000202 000315 009605 010100 010101 010102 010110 010210	ATHLETIC HOUSING CLEARING IDT CLEARING RAFR CLEARING ACCOUNT E & G ACCRUED P/R / ACAP / OPEB TUITION RESIDENT - FALL DEFERRED TUITION NONRES FALL DEFERRED TUITION NONRES FALL DEFERRED TUITION NEVENUE INVESTMENT INCOME	СОМР СОМР СОМР СОМР СОМР СОМР СОМР		Knight, Shelley R Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I	
Account 000202 000315 009605 010100 010101 010102 010102 010100 01000 01000 01000 000	ATHLETIC HOUSING CLEARING IDT CLEARING RAFR CLEARING ACCOUNT E & G ACCRUED P/R / ACAP / OPEB TUITION RESIDENT - FALL DEFERRED TUITION NONRES FALL DEFERRED TUITION NONRES FALL DEFERRED	СОМР СОМР СОМР СОМР СОМР СОМР		Knight, Shelley R Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I Torres, Rebecca I	