SECTION 08.03.02.07 DOWNLOADING MONTHLY ACCOUNT STATEMENTS IN EXCEL OR ADOBE

Go to the Canopy Website at https://apps2.system.tamus.edu/CanopyTwo/Login.aspx

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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.
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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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						• 0	 Summary Page - Using 'Arrows' on left - show/hide a display of detail transactions Multiple <u>Favorite Account</u> Lists - Add as many lists as you want - Use Account Search to add to the new list.

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. **

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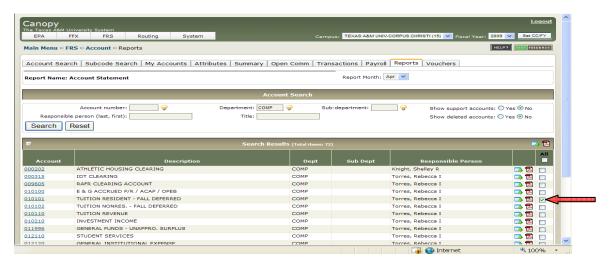
3. In the new screen, you can either click on the box below **ADD** to select all the accounts found with the search; or you can individually select the accounts needed. Click on **ADD**.

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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. **

Main Menu ¤	• FRS ▷ Account ▷ Reports				HELP? >>>> FEEDBAC	
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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
0	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.

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010101	TUITION RESIDENT - FALL DEFERRED	COMP		Torres, Rebecca I	🗔 🔁 🔽
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010110	TUITION REVENUE	COMP		Torres, Rebecca I	🗔 🔁 🛛
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012110	STUDENT SERVICES	COMP		Torres, Rebecca I	🗔 🔁 🛛
012120	GENERAL INSTITUTIONAL EXPENSE	COMP		Torres, Rebecca I	🗔 🔁 🛛
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prev 1 2 3 4 5	next (Showing page 1 of 5, items 1-15) Total items: 72				

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
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