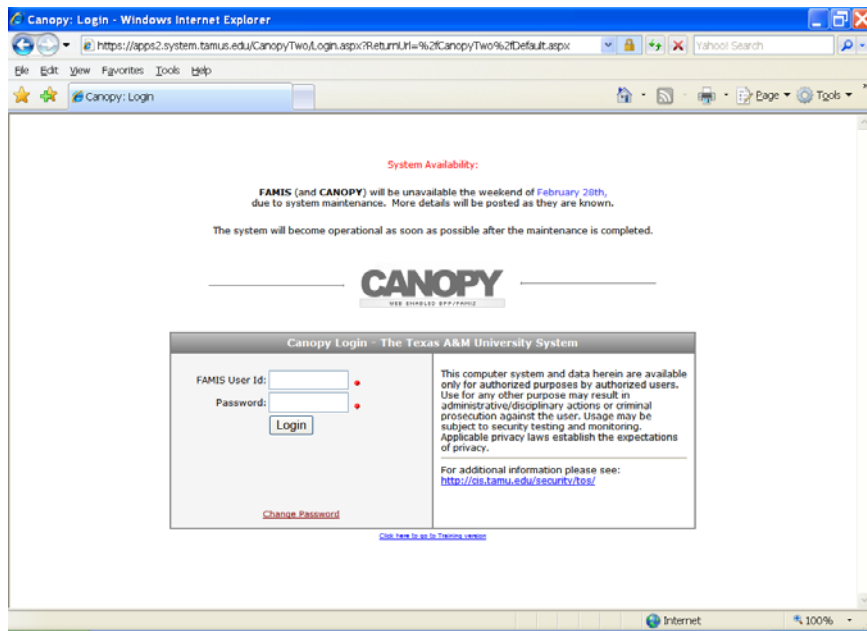


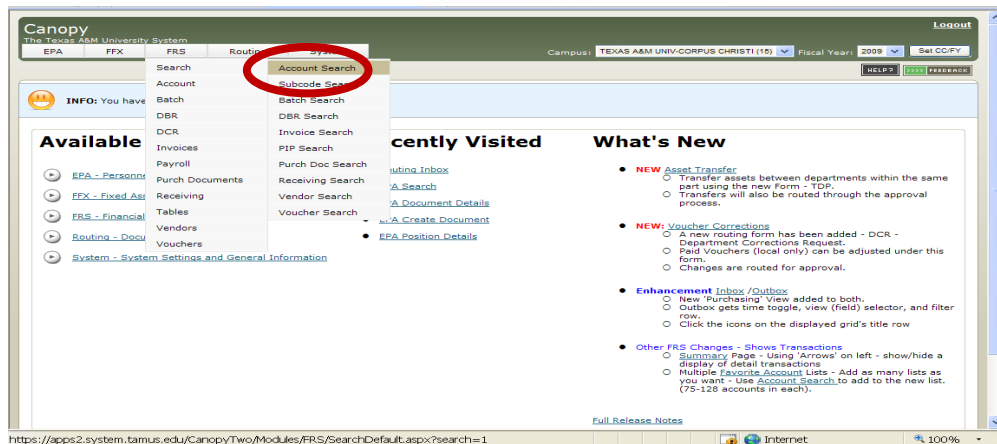
SECTION 08.03.02.07

DOWNLOADING MONTHLY ACCOUNT STATEMENTS IN EXCEL OR ADOBE

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



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.



- (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. **

The screenshot shows the Canopy Account Search interface. At the top, there are navigation tabs: EPA, FFX, FRS, Routing, System. The user is logged in as 'TEXAS A&M UNIV.CORPUS CHRISTI (15)' for the fiscal year '2009'. The 'Main Menu' is set to 'FRS > Account > Account Search'. Below this, there are several tabs: Account Search, Subcode Search, My Accounts, Attributes, Summary, Open Comm, Transactions, Payroll, Reports, Vouchers. The 'Account Search' tab is active. The search criteria are: Account number (empty), Department: COMP, Sub-department (empty), Responsible person (last, first) (empty), Title (empty). The 'Show support accounts' option is set to 'Yes' and 'Show deleted accounts' is set to 'No'. The 'Search' button is highlighted with a red box.

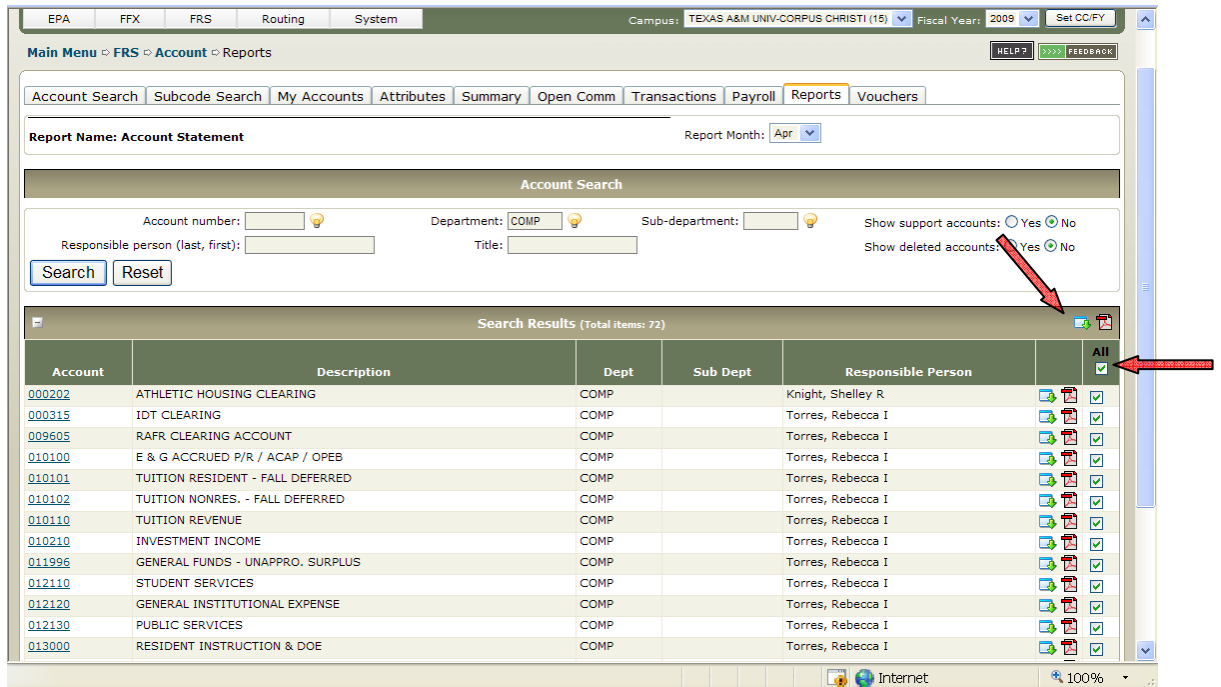
- In the new screen, you can either click on the box below **ADD** to select all the accounts found with the search; or you can individually select the accounts needed. Click on **ADD**.

The screenshot shows the search results page. The 'Search Results (Total Rows: 33)' table is displayed. The table has the following columns: Account, Description, Dept, Sub Dept, Responsible Person, and an 'Add' column with checkboxes. A red arrow points to the 'Add' button in the top right corner of the table.

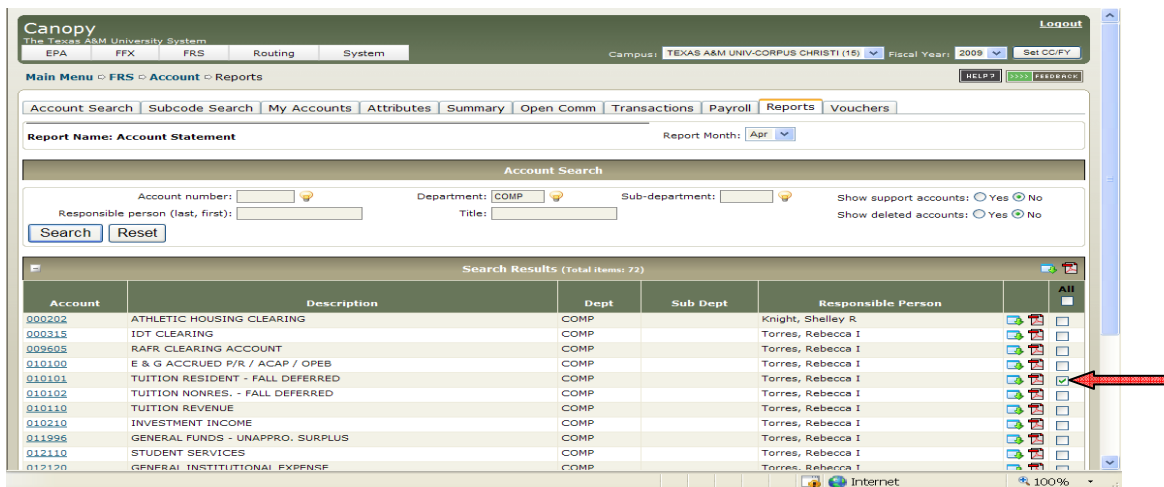
Account	Description	Dept	Sub Dept	Responsible Person	Add
160010-00000	STATE APFN E & G STATE SUPPORT	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
160012-00000	TUITION REVENUE BOND RETIREMENT	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
160014-00000	REVENUE BOND RETIREMENT DEBT SVC	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
160020-00000	STATE APFN TX COORDINATING BOARD	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
160021-00000	TEXAS GRANTS REVENUE	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
160022-00000	FIFTH YEAR ACCOUNTING REVENUE	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
160023-00000	LICENSE PLATE SCHOLARSHIP REVENUE	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
160025-00000	TEXAS COLLEGE WORKSTUDY REVENUE	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
160026-00000	HIGHER EDUC PERF INCENTIVE FUNDING	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
160040-00000	INTEREST ON FUND 230	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
160080-00000	STAFF BENEFITS PAID DIRECTLY BY STA	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
160085-00000	HIGHER EDUC PERF INCENTIVE FUNDING	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
160300-00000	SALES AND SERVICES	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
167000-00000	OTHER INCOME	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
168000-00000	ACCOUNTS PAYABLE	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
168030-00000	HIGHER EDUC PERF INCENTIVE FUNDING	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>

Downloading Monthly Account Statements in Excel or Adobe

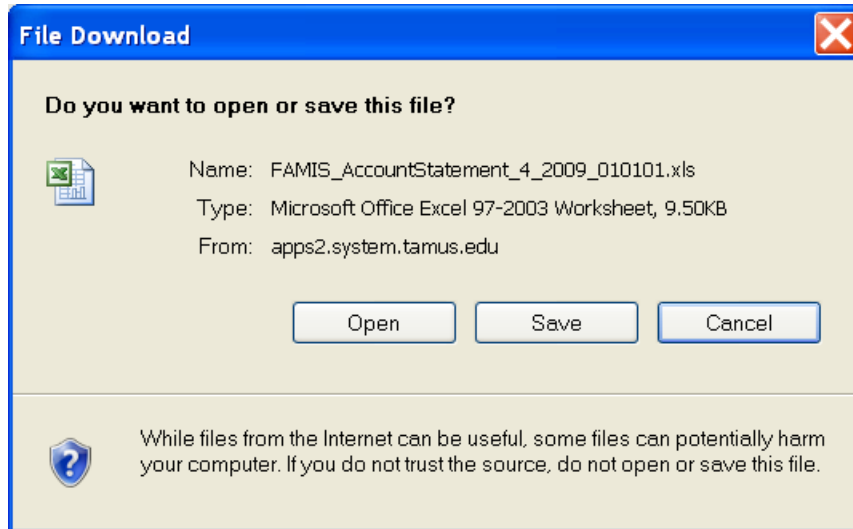
- Next, open the **REPORTS** tab. Click on the box below **ALL**, (located in the right hand corner) this will select all the accounts listed. The two icons located above **ALL** represent Excel and PDF. If you select **ALL**, every account chosen will download into Excel/PDF file. Click on the preferred 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. ****



- 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.



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



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

Account number: Department: Sub-department: Show support accounts: Yes No
 Responsible person (last, first): Title: Show deleted accounts: Yes No

Search Results (Total items: 72)

Account	Description	Dept	Sub Dept	Responsible Person	All
000202	ATHLETIC HOUSING CLEARING	COMP		Knight, Shelley R.	<input type="checkbox"/>
000315	IDT CLEARING	COMP		Torres, Rebecca I	<input type="checkbox"/>
009605	RAFR CLEARING ACCOUNT	COMP		Torres, Rebecca I	<input type="checkbox"/>
010100	E & G ACCRUED P/R / ACAP / OPEB	COMP		Torres, Rebecca I	<input type="checkbox"/>
010101	TUITION RESIDENT - FALL DEFERRED	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
010102	TUITION NONRES. - FALL DEFERRED	COMP		Torres, Rebecca I	<input type="checkbox"/>
010110	TUITION REVENUE	COMP		Torres, Rebecca I	<input type="checkbox"/>
010210	INVESTMENT INCOME	COMP		Torres, Rebecca I	<input type="checkbox"/>
011996	GENERAL FUNDS - UNAPPRO. SURPLUS	COMP		Torres, Rebecca I	<input type="checkbox"/>
012110	STUDENT SERVICES	COMP		Torres, Rebecca I	<input type="checkbox"/>
012120	GENERAL INSTITUTIONAL EXPENSE	COMP		Torres, Rebecca I	<input type="checkbox"/>
012130	PUBLIC SERVICES	COMP		Torres, Rebecca I	<input type="checkbox"/>
013000	RESIDENT INSTRUCTION & DOE	COMP		Torres, Rebecca I	<input type="checkbox"/>
013800	INSTRUCTIONAL ADMINISTRATION	COMP		Torres, Rebecca I	<input type="checkbox"/>
013900	EXCELLENCE FUND	COMP		Torres, Rebecca I	<input type="checkbox"/>

prev 1 2 3 4 5 next (Showing page 1 of 5, items 1-15) Total items: 72
 Change page: Go Page size: Change

- 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.

The screenshot shows the Canopy financial system interface. At the top right, there is a 'Fiscal Year' dropdown menu set to '2009' and a 'Set CC/FY' button. Below this, the 'Reports' tab is selected in the main navigation bar. The 'Report Name' is set to 'Account Statement' and the 'Report Month' is set to 'Apr'. The 'Account Search' section includes fields for 'Account number', 'Department' (set to 'COMP'), 'Sub-department', 'Responsible person (last, first)', and 'Title'. There are 'Search' and 'Reset' buttons. Below the search section, the 'Search Results (Total items: 72)' are displayed in a table.

Account	Description	Dept	Sub Dept	Responsible Person	All
000202	ATHLETIC HOUSING CLEARING	COMP		Knight, Shelley R.	<input type="checkbox"/>
000315	IDT CLEARING	COMP		Torres, Rebecca I.	<input type="checkbox"/>
009605	RAFR CLEARING ACCOUNT	COMP		Torres, Rebecca I.	<input type="checkbox"/>
010100	E & G ACCRUED P/R / ACAP / OPEB	COMP		Torres, Rebecca I.	<input type="checkbox"/>
010101	TUITION RESIDENT - FALL DEFERRED	COMP		Torres, Rebecca I.	<input checked="" type="checkbox"/>
010102	TUITION NONRES. - FALL DEFERRED	COMP		Torres, Rebecca I.	<input type="checkbox"/>
010110	TUITION REVENUE	COMP		Torres, Rebecca I.	<input type="checkbox"/>
010210	INVESTMENT INCOME	COMP		Torres, Rebecca I.	<input type="checkbox"/>
011996	GENERAL FUNDS - UNAPPRO. SURPLUS	COMP		Torres, Rebecca I.	<input type="checkbox"/>
012110	STUDENT SERVICES	COMP		Torres, Rebecca I.	<input type="checkbox"/>
012120	GENFRAI INSTITUTIONAL EXPENSE	COMP		Torres, Rebecca I.	<input type="checkbox"/>