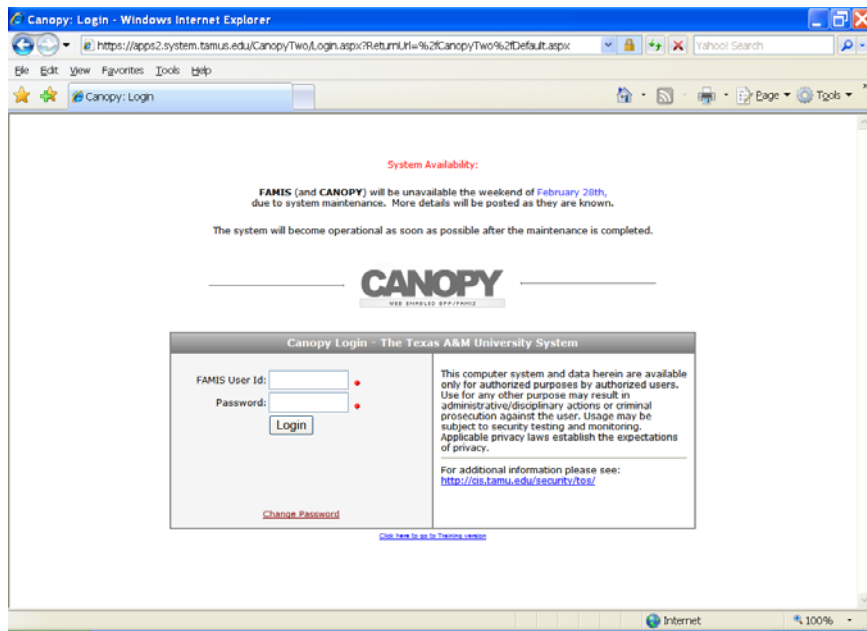


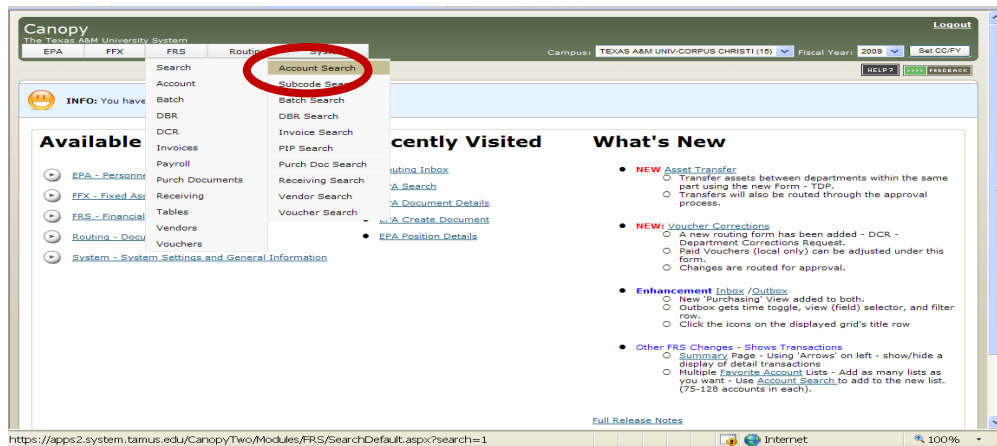
SECTION 08.03.02.07

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 Accounting System interface. At the top, it displays 'Canopy The Texas A&M University System' and navigation tabs for EPA, FFX, FRS, Routing, and System. The current campus is 'TEXAS A&M UNIV.CORPUS CHRISTI (15)' and the fiscal year is '2009'. The main menu is set to 'FRS > Account > Account Search'. Below this, there are tabs for 'Account Search', 'Subcode Search', 'My Accounts', 'Attributes', 'Summary', 'Open Comm', 'Transactions', 'Payroll', 'Reports', and 'Vouchers'. The search form includes fields for 'Account number', 'Department' (set to 'COMP'), 'Sub-department', 'Responsible person (last, first)', and 'Title'. There are also radio buttons for 'Show support accounts: Yes No' and 'Show deleted accounts: Yes No'. A red box highlights the 'Search' button. At the bottom, there are links for 'Top of Page', 'Set Theme', 'Turn Paging Off', and 'System - Site Map'.

- 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 in the Canopy Accounting System. The table displays the following data:

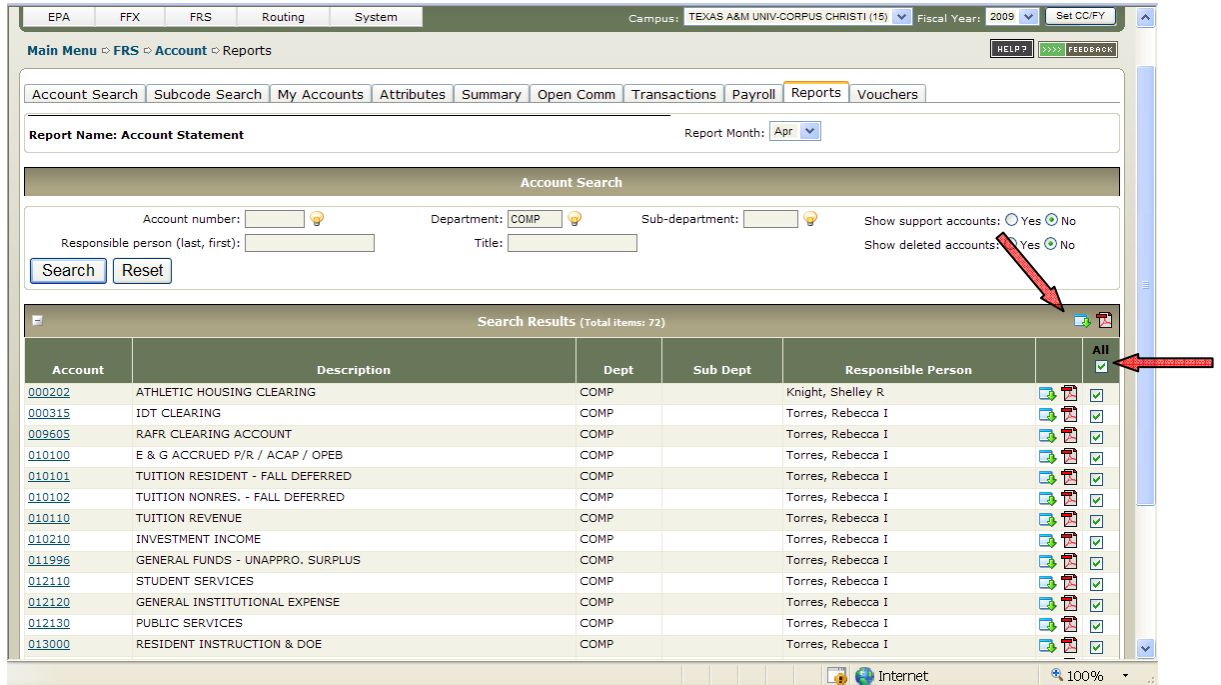
Account	Description	Dept	Sub Dept	Responsible Person	Add
100010-00000	STATE APFN E & G STATE SUPPORT	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
100012-00000	TUITION REVENUE BOND RETIREMENT	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
100014-00000	REVENUE BOND RETIREMENT DEBT SVC	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
100020-00000	STATE APFN TX COORDINATING BOARD	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
100021-00000	TEXAS GRANTS REVENUE	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
100022-00000	FIFTH YEAR ACCOUNTING REVENUE	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
100023-00000	LICENSE PLATE SCHOLARSHIP REVENUE	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
100025-00000	TEXAS COLLEGE WORKSTUDY REVENUE	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
100026-00000	HIGHER EDUC PERF INCENTIVE FUNDING	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
100040-00000	INTEREST ON FUND 230	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
100080-00000	STAFF BENEFITS PAID DIRECTLY BY STA	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
100085-00000	HIGHER EDUC PERF INCENTIVE FUNDING	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
100300-00000	INTEREST ON FUND 230	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
100400-00000	SALES AND SERVICES	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
100500-00000	OTHER INCOME	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
100600-00000	ACCOUNTS PAYABLE	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>
100650-00000	HIGHER EDUC PERF INCENTIVE FUNDING	COMP		Torres, Rebecca I	<input checked="" type="checkbox"/>

A red arrow points to the 'Add' button in the top right corner of the table.

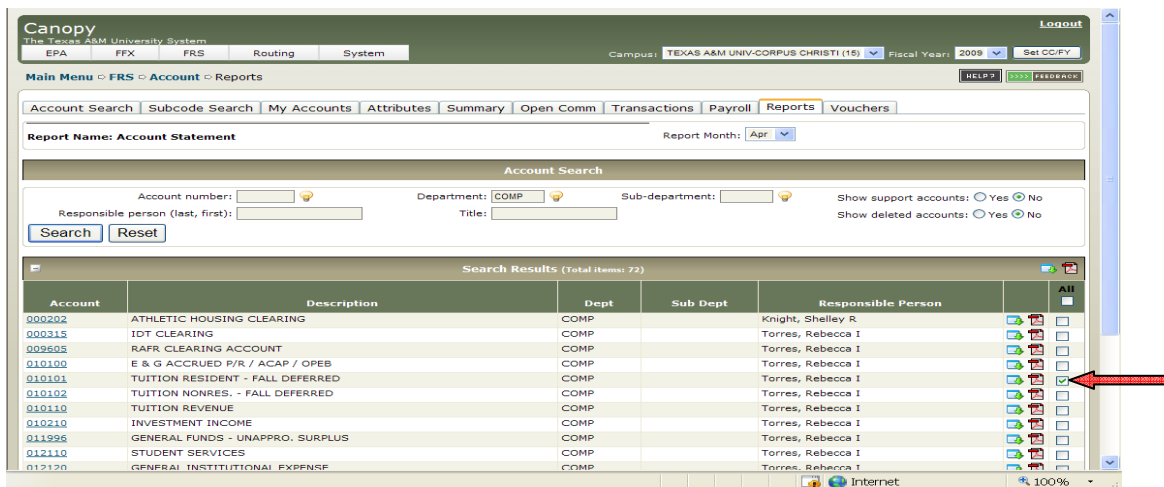
Accounting Services Handbook

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. ****



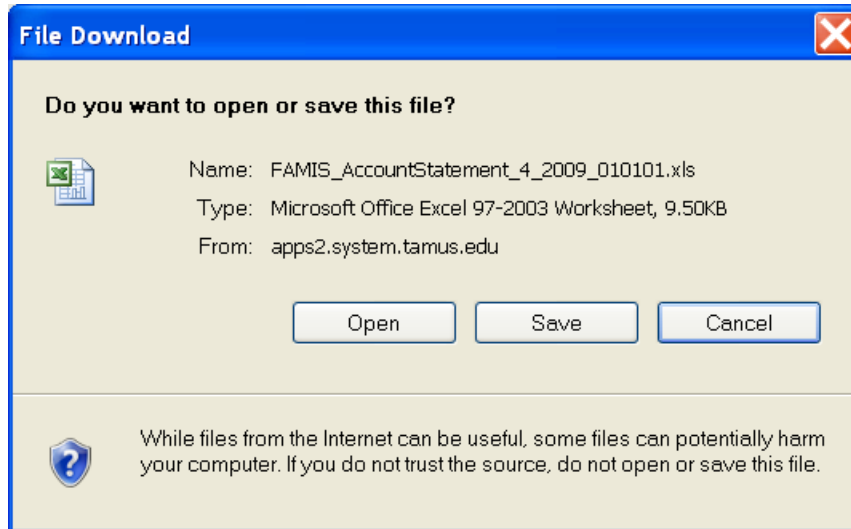
- The other option would be to click on the icon next to the individual account you want to view in Excel/PDF. Then click on the preferred file to download.



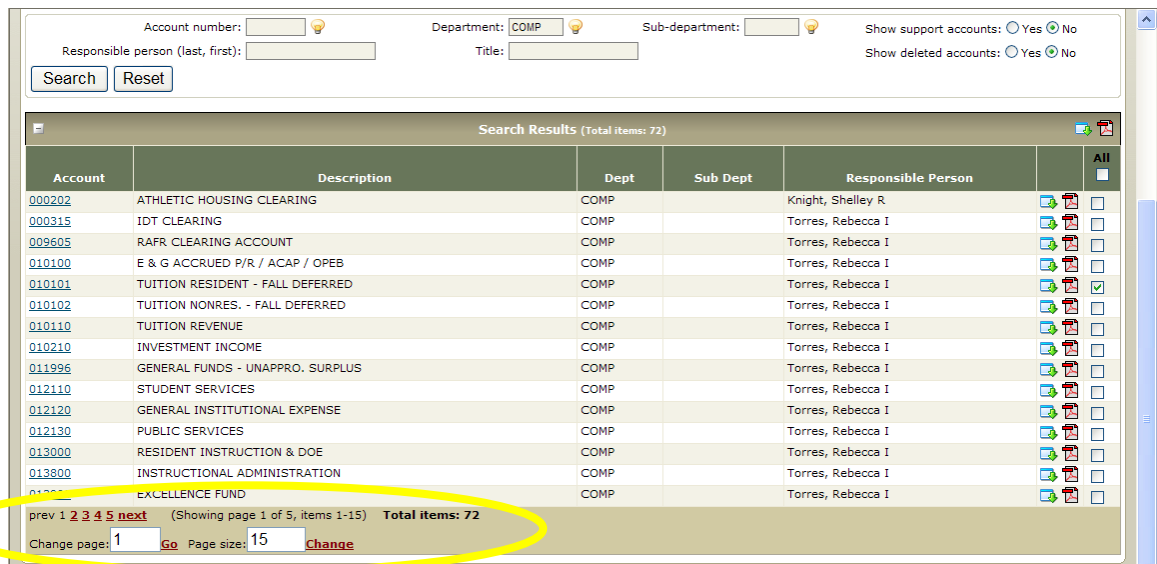
Accounting Services Handbook

Downloading Monthly Account Statements in Excel or Adobe

- 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.



Accounting Services Handbook

Downloading Monthly Account Statements in Excel or Adobe

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.

The screenshot displays the Canopy accounting system interface. At the top, the header includes the Canopy logo and navigation tabs for EPA, FFX, FRS, Routing, and System. The user is logged in as 'TEXAS A&M UNIV-CORPUS CHRIS (15)' with a fiscal year of '2008'. A 'Set CC/FY' button is visible in the top right corner. The 'Reports' tab is selected in the main menu, and the 'Report Name' is set to 'Account Statement' with a 'Report Month' of 'Apr'. Below this is an 'Account Search' section with fields for Account number, Department (set to 'COMP'), Sub-department, Responsible person (last, first), and Title. There are also checkboxes for 'Show support accounts' and 'Show deleted accounts'. A 'Search' button and a 'Reset' button are present. The search results are displayed in a table with columns for Account, Description, Dept, Sub Dept, Responsible Person, and an 'All' column. The table lists 12 accounts, all with 'COMP' as the department and 'Torres, Rebecca I' as the responsible person.

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"/>
009608	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"/>