



PRAIRIE VIEW A&M UNIVERSITY

CANOPY TRAINING

OFFICE OF FINANCIAL
ACCOUNTING



OBJECTIVES OF THE TRAINING

To familiarize the user with the tools necessary to navigate FAMIS and Canopy.

Step 1. Brief overview of Canopy

Step 2. Explain the benefits of using Canopy

Step 3. Understanding how Canopy works

Step 4. Hands on training

What is Canopy? The web based version of FAMIS. Canopy provides more functionality and easier access than FAMIS, but it mirrors FAMIS meaning that transaction information is kept only for a two year period similar to FAMIS

Use the link below to proceed to Canopy production or Canopy training:

<https://apps2.sago.tamus.edu/CanopyTwo/Login.aspx>

Canopy Training: is a template of the production information. The training environment allows the user to practice without creating official documents. Thus, this environment is primarily used to train users on canopy.

Canopy Production: The active or live information that is identical to FAMIS. Any electronic document created in production becomes an official document. All information found in production is current as to the date the system was accessed.

Benefits of Using Canopy

- No screen numbers to remember.
- No need to wait for the monthly reports to reconcile your accounts. (Very important because the aim is to suspend the printing and mailing of department monthly reports).
- Canopy gives the option to download information in two different formats (excel spreadsheet or PDF file).

CANOPY
WEB ENABLED BPP/FAMIS

Canopy Login - The Texas A&M University System

<p>FAMIS User Id: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>Change Password</p>	<p>This computer system and data herein are available only for authorized purposes by authorized users. Use for any other purpose may result in administrative/disciplinary actions or criminal prosecution against the user. Usage may be subject to security testing and monitoring. Applicable privacy laws establish the expectations of privacy.</p> <hr/> <p>For additional information please see: http://cis.tamu.edu/security/tos/</p>
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[Click here to go to Training version](#)



Type your Famis userid and password

Canopy: Main Menu - Windows Internet Explorer

https://apps2.sago.tamus.edu/CanopyTwo/Default.aspx

File Edit View Favorites Tools Help

SiteAdvisor

Canopy: Main Menu

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The Texas A&M University System

EPA FFX FRS Routing System

Campus: PRAIRIE VIEW A&M UNIVERSITY (05) Fiscal Year: 2008 Set CC/FY

HELP? Send Feedback

Available Modules

- [EPA - Personnel Action Module](#)
- [FFX - Fixed Assets Module](#)
- [FRS - Financial Reporting Module](#)
- [Routing - Document Routing Module](#)
- [System - System Settings and General Information](#)

Recently Visited

- [Create DBR](#)
- [DBR Document](#)
- [Account - Summary](#)
- [Routing Document](#)
- [Routing Outbox](#)

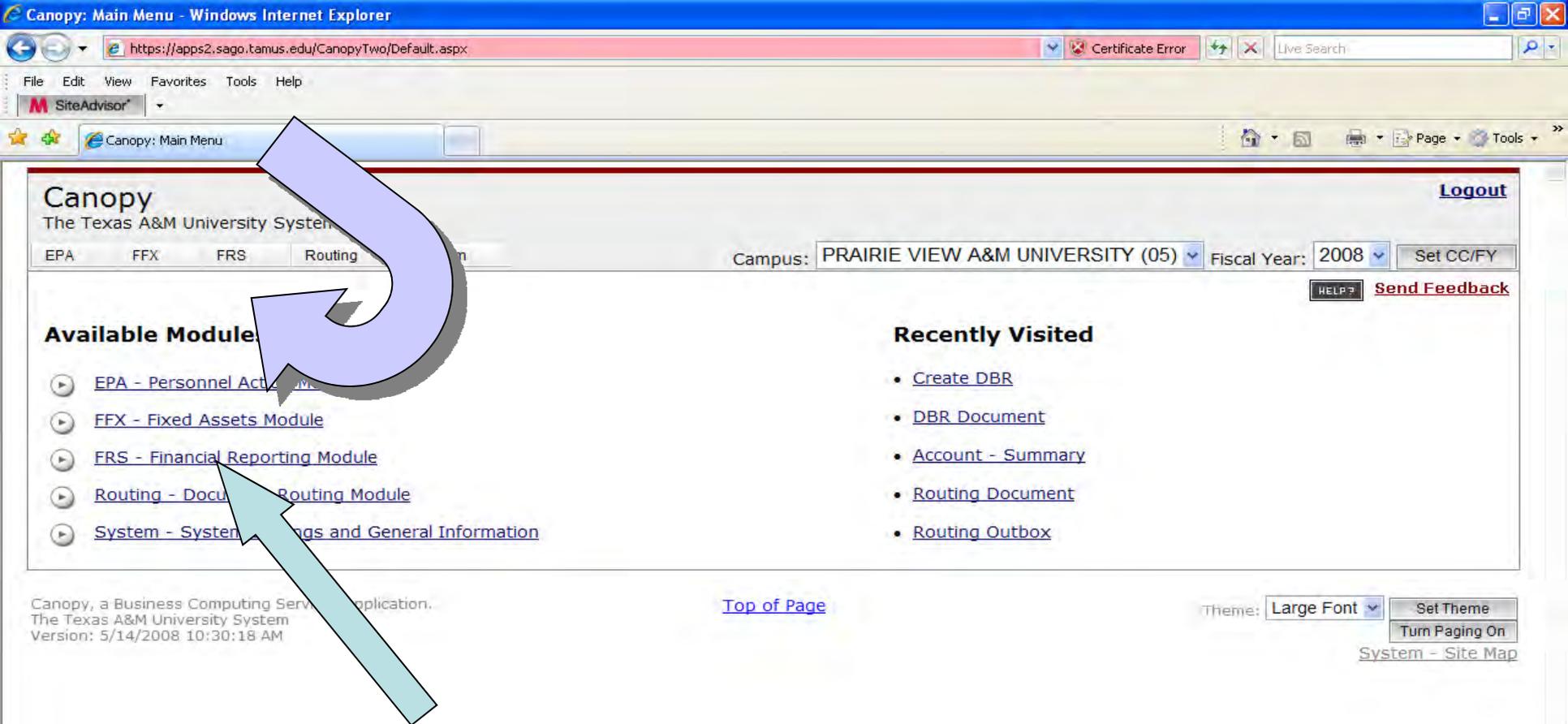
EPA TAB (Electronic payroll Action): Used to create electronic payroll documents.
Contact Person: Dianne Alexander, Ext. 2202

FFX TAB (Fixed Assets): Contact Person: Charles Washington, Ext. 1916

FRS TAB (Financial Reporting System): Used to search financial accounts, search transactions, and create budget transfers.

Contact Person: Theresa Augustin, Ext 1909

PRAIRIE VIEW A&M UNIVERSITY



Click on the FRS link or the drop down tab.

PRAIRIE VIEW A&M UNIVERSITY

Canopy

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EPA FFX **FRS** Routing System

Campus: **PRAIRIE VIEW A&M UNIVERSITY (05)** Fiscal Year: **2008** [Set CC/FY](#)

Main Menu ▾ FRS

[HELP ?](#) [Send Feedback](#)

- ▶ [Search](#) - Account Search, Subcode Search, Batch Search, DBR Search, Invoice Search, PIP Search, Purch Doc Search, Receiving Search, Vendor Search, Voucher Search
- ▶ [Account](#) - Search, Subcode Search, My Accounts, Attributes, Summary, Open Comm, Transactions, Payroll, Reports, Vouchers
- ▶ [Batch](#) - Batch Search, Batch Transactions
- ▶ [DBR](#) - DBR Search, Document, Create DBR
- ▶ [Invoices](#) - Invoice Search, Header, Item Detail, Notes, PIPS, PIP Search
- ▶ [Payroll](#) - Payroll by Account, PIP, PIP Search, PIP Search
- ▶ [Purch Documents](#) - Purch Doc Search, Purch Doc Header, Item Detail, Notes, Preliminary Assets, Good Faith Effort, Tracking
- ▶ [Receiving](#) - Receiving Search, Receiving Search, Item Detail, Notes
- ▶ [Tables](#) - Departments Table, GL Account, Object Codes
- ▶ [Vendors](#) - Vendor Search, Vendor Detail, Document, Vendor, Invoices by Vendor, Vouchers by Vendor
- ▶ [Vouchers](#) - Voucher Search, Voucher Header, Item Detail, Vendor

Canopy, a Business Computing Services application.
The Texas A&M University System
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Click on the search tab

PRAIRIE VIEW A&M UNIVERSITY

Canopy [Logout](#)
The Texas A&M University System

EPA FFX FRS Routing System Campus: PRAIRIE VIEW A&M UNIVERSITY (05) Fiscal Year: 2009 Set CC/FY

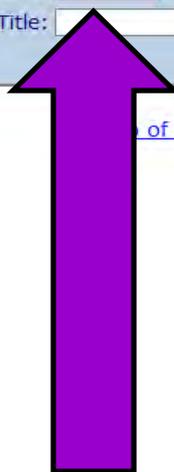
Main Menu > **FRS** > **Account** > Account Search [HELP?](#) [Send Feedback](#)

Account Search Subcode Search My Accounts Attributes Summary Open Comm Transactions Payroll Reports Vouchers

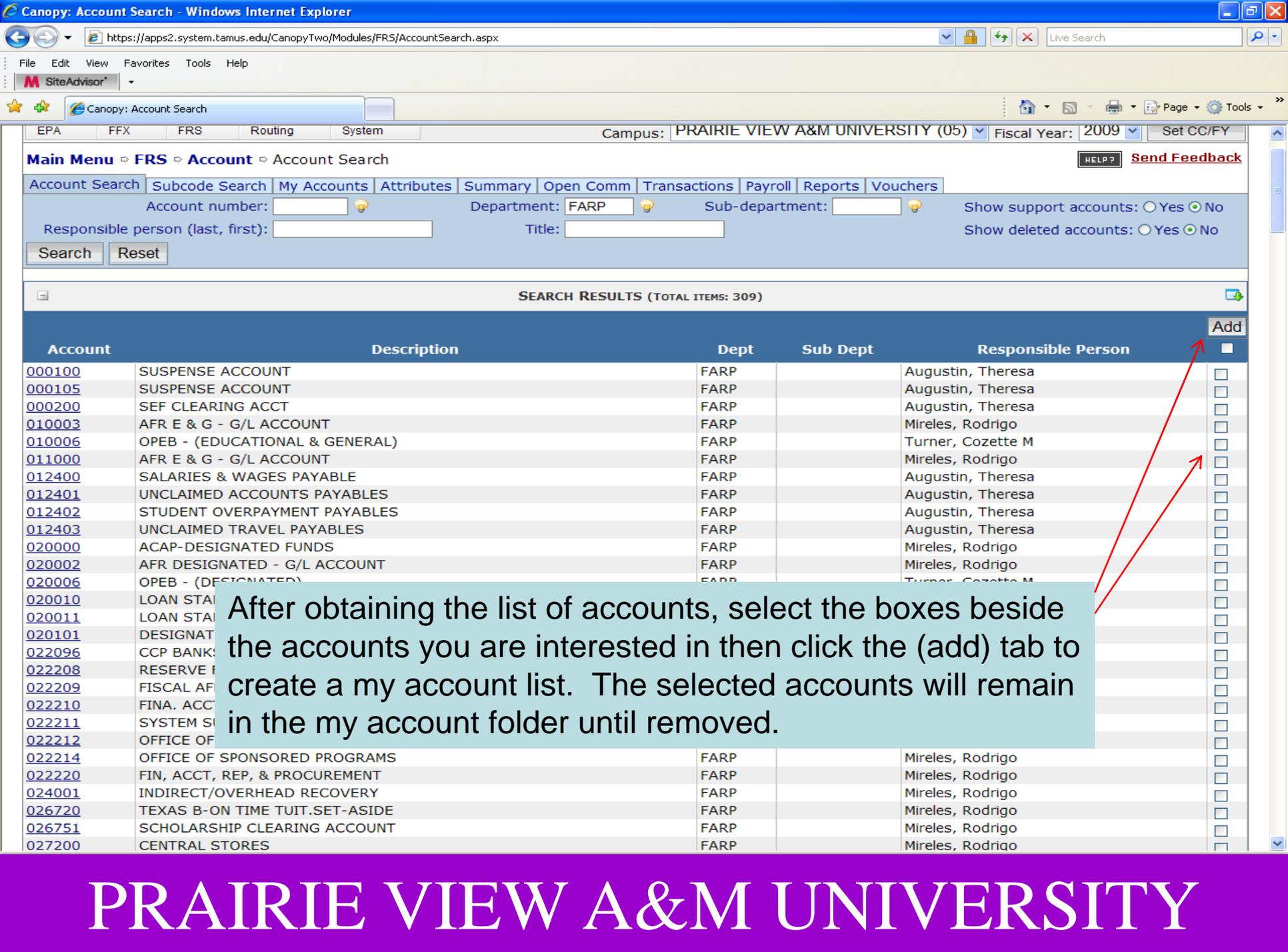
Account number: Department: FARP Sub-department: Show support accounts: Yes No
Responsible person (last, first): Title: Show deleted accounts: Yes No

Canopy, a Business Computing Services application.
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Type in a department code
Example: FARP



Main Menu > FRS > Account > Account Search

HELP? Send Feedback

Account Search Subcode Search My Accounts Attributes Summary Open Comm Transactions Payroll Reports Vouchers

Account number: Department: FARP Sub-department: Show support accounts: Yes No

Responsible person (last, first): Title: Show deleted accounts: Yes No

Search Reset

SEARCH RESULTS (TOTAL ITEMS: 309)

Add

Account	Description	Dept	Sub Dept	Responsible Person	Add
000100	SUSPENSE ACCOUNT	FARP		Augustin, Theresa	<input type="checkbox"/>
000105	SUSPENSE ACCOUNT	FARP		Augustin, Theresa	<input type="checkbox"/>
000200	SEF CLEARING ACCT	FARP		Augustin, Theresa	<input type="checkbox"/>
010003	AFR E & G - G/L ACCOUNT	FARP		Mireles, Rodrigo	<input type="checkbox"/>
010006	OPEB - (EDUCATIONAL & GENERAL)	FARP		Turner, Cozette M	<input type="checkbox"/>
011000	AFR E & G - G/L ACCOUNT	FARP		Mireles, Rodrigo	<input type="checkbox"/>
012400	SALARIES & WAGES PAYABLE	FARP		Augustin, Theresa	<input type="checkbox"/>
012401	UNCLAIMED ACCOUNTS PAYABLES	FARP		Augustin, Theresa	<input type="checkbox"/>
012402	STUDENT OVERPAYMENT PAYABLES	FARP		Augustin, Theresa	<input type="checkbox"/>
012403	UNCLAIMED TRAVEL PAYABLES	FARP		Augustin, Theresa	<input type="checkbox"/>
020000	ACAP-DESIGNATED FUNDS	FARP		Mireles, Rodrigo	<input type="checkbox"/>
020002	AFR DESIGNATED - G/L ACCOUNT	FARP		Mireles, Rodrigo	<input type="checkbox"/>
020006	OPEB - (DESIGNATED)	FARP		Turner, Cozette M	<input type="checkbox"/>
020010	LOAN STAI				<input type="checkbox"/>
020011	LOAN STAI				<input type="checkbox"/>
020101	DESIGNAT				<input type="checkbox"/>
022096	CCP BANK:				<input type="checkbox"/>
022208	RESERVE I				<input type="checkbox"/>
022209	FISCAL AF				<input type="checkbox"/>
022210	FINA. ACC				<input type="checkbox"/>
022211	SYSTEM SI				<input type="checkbox"/>
022212	OFFICE OF				<input type="checkbox"/>
022214	OFFICE OF SPONSORED PROGRAMS	FARP		Mireles, Rodrigo	<input type="checkbox"/>
022220	FIN, ACCT, REP, & PROCUREMENT	FARP		Mireles, Rodrigo	<input type="checkbox"/>
024001	INDIRECT/OVERHEAD RECOVERY	FARP		Mireles, Rodrigo	<input type="checkbox"/>
026720	TEXAS B-ON TIME TUIT.SET-ASIDE	FARP		Mireles, Rodrigo	<input type="checkbox"/>
026751	SCHOLARSHIP CLEARING ACCOUNT	FARP		Mireles, Rodrigo	<input type="checkbox"/>
027200	CENTRAL STORES	FARP		Mireles, Rodrigo	<input type="checkbox"/>

After obtaining the list of accounts, select the boxes beside the accounts you are interested in then click the (add) tab to create a my account list. The selected accounts will remain in the my account folder until removed.

Canopy

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EPA FFX FRS Routing System

Campus: PRAIRIE VIEW A&M UNIVERSITY (05) Fiscal Year: 2009 [Set CC/FY](#)

[Main Menu](#) > [FRS](#) > [Account](#) > My Accounts

[HELP](#) [Send Feedback](#)

[Account Search](#) [Subcode Search](#) [My Accounts](#) [Attributes](#) [Summary](#) [Open Comm](#) [Transactions](#) [Payroll](#) [Reports](#) [Vouchers](#)

DEFAULT ACCOUNT LIST (05)

Account	Dept	Sub Dept	Description	Revenue BBA	Expense Budget	Expense Actual	Expense Encumbrance	Exclude from Bottom Line	Net BBA	Unprotected Available
222002	FARP		AFR DESIGNATED - S/L ACCOUNT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
222214	FARP		OFFICE OF SPONSORED PROGAMS	(\$83,557.94)	\$597,043.00	\$80,734.47	\$516,308.53	\$0.00	\$0.00	\$0.00
226720	FARP		TEXAS B-ON-TIME TUIT SET-ASIDE	\$0.00	\$457,379.00	\$0.00	\$0.00	\$0.00	\$457,379.00	\$457,379.00

* You can change this list from the [AccountSearch](#) page.

ACCOUNT LISTS

List Name	Total Items
Default Account List	3

Add a New Account List (Name):

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Canopy: Account Search

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EPA FFX FRS Routing System Campus: PRAIRIE VIEW A&M UNIVERSITY (05) Fiscal Year: 2009 Set CC/FY

Main Menu > FRS > Account > Account Search HELP? Send Feedback

Account Search Subcode Search My Accounts Attributes Summary Open Comm Transactions Payroll Reports Vouchers

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

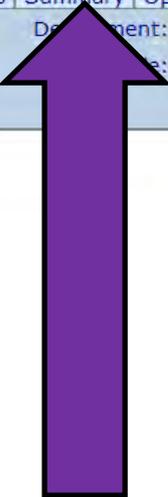
Search Reset

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Click on the summary tab.

PRAIRIE VIEW A&M UNIVERSITY

Open Commitment: similar to screen 21 or 61 in FAMIS, lets you see the encumbrance balances.

Canopy: Account - Open Commitments - 222210 - Windows Internet Explorer

https://apps2.sago.tamus.edu/CanopyTwo/Modules/FRS/OpenCommitments.aspx

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SiteAdvisor

Canopy: Account - Open Commitments - 222210

Select an account: or type in an account number:

Thru Month: Obj: Ref1(PO): Ref4(User): Show Completed: Yes No

ACCOUNT OPEN COMMITMENTS (TOTAL ITEMS: 29)

Obj Cd	Date	Ref1	Ref4	Description	Original	Adjusted	Liquidated	Current
1105	09/01/1993	SAL0001	SAL0001	SALARIES ENCUMBRANCE	\$100,444.00	(\$3,550.12)	\$4,819.88	\$92,074.00
1740	09/02/1993	WAGE001	WAGE001	BRIAN DICKENS	\$2,190.24	\$11,393.96	\$4,549.05	\$9,035.15
1910	09/03/1993	BNFT001	BNFT001	BENEFIT	\$30,133.00	\$2,037.63	\$2,050.45	\$30,120.18
3020	09/01/1993	PO35270	PO35270	MARRIOTT HOTEL	\$110.00	\$0.00	\$0.00	\$110.00
4010	09/01/1993	PO35585	PO35585	NORTHWEST/STC	\$120.25	\$0.00	\$0.00	\$120.25
5210	10/01/1993	PO40608	PO40608	NATIONAL ASSOC OF EDUCATIONAL BUYER	\$240.00	\$0.00	\$0.00	\$240.00
5230	09/01/1993	PO30457	PO30457	TX A&M UNIV SYSTEM	\$5,011.07	\$0.00	\$0.00	\$5,011.07
5230	09/27/1999						\$0.00	\$25,000.00
5230	09/27/1999						\$0.00	\$25,000.00
5420	10/08/1999						\$0.00	\$500.00
5453	09/01/1999						\$0.00	\$6,990.04
5512	09/01/1999						\$0.00	\$31.50
5512	09/17/1999						\$0.00	\$93.80
5521	10/08/1999						\$0.00	\$65.00
5536	09/01/1999						\$0.00	\$355.50
5616	09/01/1999						\$0.00	\$17.14
5616	09/01/1993	PO35376	PO35376	JOHNSON GRAPHICS	\$32.00	\$0.00	\$0.00	\$32.00
5616	09/01/1993	PO35474	PO35474	JOYCO PRINTING	\$896.00	\$0.00	\$0.00	\$896.00
5616	09/01/1993	PO35518	PO35518	JOYCO PRINTING & ADVERTISING	\$2,232.00	\$0.00	\$0.00	\$2,232.00
5616	09/01/1993	PO35669	PO35669	JOHNSON GRAPHICS	\$179.50	\$0.00	\$0.00	\$179.50
5620	09/24/1993	PO40375	PO40375	NR SKILLMASTER	\$3,122.55	\$0.00	\$0.00	\$3,122.55
5620	10/05/1993	PO40686	PO40686	NR SKILLMASTER	\$1,277.28	\$0.00	\$0.00	\$1,277.28
5650	10/05/1993	PO40379	PO40379	FEDERAL EXPRESS	\$5,000.00	\$0.00	\$0.00	\$5,000.00
5710	09/17/1993	PO40264	PO40264	BRENHAM OFFICE SUPPLY SERVICE INC	\$169.60	\$0.00	\$0.00	\$169.60
5720	09/07/1993	PO40185	PO40185	COMPUTER CITY SUPER STORE	\$209.00	\$0.00	\$0.00	\$209.00
5725	09/01/1993	PO34074	PO34074	EXPANSION PLUS	\$390.00	\$0.00	\$0.00	\$390.00
5725	10/05/1993	PO40687	PO40687	CAMPUS TECHNOLOGIES	\$338.00	\$0.00	\$0.00	\$338.00
6230	09/01/1993	PO33849	PO33849	PRODIGY SYSTEMS INC	\$304.64	\$0.00	\$0.00	\$304.64
6230	10/07/1993	PO40777	PO40777	EDUCATIONAL & INSTITUTIONAL COOP	\$116.38	\$0.00	\$0.00	\$116.38
Grand Total:					\$210,568.49	\$9,881.47	\$11,419.38	\$209,030.58

Open commitment is the same as encumbrance (Money set aside for a particular purpose) such as salaries, purchases orders, and inter-departmental orders.

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Transaction: similar to screen 23 or 63 in FAMIS, lets you see all transaction posted to the account.

Canopy: Account - Transactions - 212123 - Windows Internet Explorer

https://apps2.sago.tamus.edu/CanopyTwo/Modules/FRS/Transactions.aspx

Certificate Error Live Search

File Edit View Favorites Tools Help

SiteAdvisor

Canopy: Account - Transactions - 212123

Select an account: or type in an account number: or type in a bank number:

Months: Thru: Subcode: TC: Ref2: Ref4: Transaction Type:

ACCOUNT TRANSACTIONS (TOTAL ITEMS: 112) (DIRECT)

Subcode	TC	Ref2	Ref4	Description	Amount	Batch Date	Batch Ref	D Or C	Offset	
1000	020	BUD0506		TRAVEL	\$8,358.00	09/01/2005	BBUD01	D		Details
1000	020	BUD0506		OPERATIONS AND MAINTENANCE	\$24,993.00	09/01/2005	BBUD01	D		Details
5115	059		I000001	TELEPHONE	\$8,589.00	09/01/2005	EBO002			Details
6230	068	0319235	00000	PROMPT PAY INT - XEROX CORPORATION	\$8.02	09/05/2005	IVP891	N	020099-2100	Details
5825	061	P507023	2121230	XEROX CORPORATION	(\$881.26)	09/01/2005	RYR217	N	020099-2101	Details
5825	051	P507023	2121230	XEROX CORPORATION	\$881.26	09/01/2005	RYR217	D		Details
5825	057	P500380	00000	RISO INC.	\$50.00	09/01/2005	ENCZ05	D		Details
5825	055	P600033	00000	XEROX CORPORATION	\$5,287.56	09/01/2005	PUR001	D		Details
5825	055	P600034	00000	RISO INC.	\$175.00	09/01/2005	PUR001	D		Details
4090	054	R600216	00000	COMPUTER SUPPLIES	\$89.95	09/01/2005	PUR001	D		Details
5650	054	R600216	00000	COMPUTER SUPPLIES	\$8.45	09/01/2005	PUR001	D		Details
4010	054	R600218	00000	OFFICE SUPPLIES	\$472.06	09/01/2005	PUR001	D		Details
4010	054	R600222	00000	OFFICE SUPPLIES	\$275.62	09/01/2005	PUR001	D		Details
1000	027	BBF2005		RESERVE FOR ENCUMBRANCE	\$50.00	09/01/2005	BBFE01	D		Details
1000	027	BBF2005		BUDGET BROUGHT FORWARD	\$2,259.16	09/01/2005	BBF001	D		Details
5530	059		I000048	PHYSICAL PLANT	\$243.00	09/15/2005	EBO020			Details
5825	068	0326418	00000	RISO INC.	\$4.63	09/15/2005	PVP892	N	020099-2100	Details
5825	068	0326449	00000	XEROX CORPORATION	\$440.63	09/15/2005	PVP892	P	020099-2100	Details
3120	059		T600088	MELINDA MCBEE	\$500.00	09/16/2005	EBO021			Details
4010	054	R600218	00000	OFFICE SUPPLIES	(\$472.06)	09/19/2005	9202JN	C		Details
4010	055	P600326	00000	STAR OFFICE PRODUCTS	\$472.06	09/19/2005	9202JN	D		Details
4090	054	R600216	00000	COMPUTER SUPPLIES	(\$89.95)	09/21/2005	6521RM	C		Details
5650	054	R600216	00000	COMPUTER SUPPLIES	(\$8.45)	09/21/2005	6521RM	C		Details
5761	055	P600418	00000	COMPUTER PRODUCTS FOR EDUCATION	\$98.40	09/21/2005	6521RM	D		Details
4010	054	R600809	00000	OFFICE SUPPLIES	\$44.85	09/28/2005	2819HT	D		Details
4090	054	R600941	000000	COMPUTER	\$1,339.82	09/30/2005	2819HT	D		Details
6230	031	206890		XEROX CORPORATION U.S.A.	(\$8.02)	09/21/2005	RCT105	C		Details
4010	068	0327354	00000	STAR OFFICE PRODUCTS	\$472.06	10/03/2005	PVP901	F	020099-2100	Details
4010	054	R600809	00000	OFFICE SUPPLIES	(\$44.85)	10/04/2005	9202JN	C		Details
4010	055	P600713	00000	STAR OFFICE PRODUCTS	\$5.70	10/04/2005	9202JN	D		Details
4085	055	P600713	00000	STAR OFFICE PRODUCTS	\$39.15	10/04/2005	9202JN	D		Details

Vouchers: similar to screen 163 this tab outlines all the vouchers paid on this account.

Canopy: Account - Vouchers - 212123 - Windows Internet Explorer

https://apps2.sago.tamus.edu/CanopyTwo/Modules/FRS/AccountVoucher.aspx

File Edit View Favorites Tools Help

SiteAdvisor

Canopy: Account - Vouchers - 212123

Select an account: or type in an account number:

Dept Ref:

VOUCHER RESULTS (TOTAL ITEMS: 53)

Voucher Lines	Dept Ref	Status	Net Amount	Description	Vendor	Vendor Name	Check Nbr	Check Date	Batch Date
0372647	1	0000	REC	\$2,775.36	XPS710 BLACK INTEL CORE2DUO PROCESS	17423397972 Austin Ribbon & Computer Supplies Incorporated	553719	07/02/2007	06/29/2007
0356909	1	00000	REC	\$43.44	PROFESSIONAL BUSINESS CARDS FOR CHA	12021457740 Custom Printing	536532	11/17/2006	11/16/2006
0361275	1	00000	REC	\$200.00	MEMBERSHIP DUES INVOICE FOR CALEDA	15909770351 Black College Communication Association	538796	01/05/2007	01/04/2007
0375633	1	00000	REC	\$44.50	1 LOT OF 500 BUSINESS CARDS FOR DR.	12021457740 Custom Printing	556180	08/29/2007	08/28/2007
0355541	1	000000	REC	\$415.00	COBRA SR. CARGO HAND TRUCK, CONVERT	17605650243 Globe Office Products/Do Not Use	535687	11/03/2006	11/02/2006
0374389	2	000000	REC	\$185.53	D-SIZE ALKALINE BATTERIES, HP 56 IN	17606878027 Star Office Products	555454	08/07/2007	08/06/2007
0353446	2	00000	REC	\$881.22	COPY PAPER, TONER, AND CHALK	17606878027 Star Office Products	531877	09/18/2006	09/15/2006
0353986	2	00000	REC	\$84.35	BP-2L14 LITHIUM BATTERY PACK 7.4V 1	11327680710 B & H Photo Video	532854	10/03/2006	10/02/2006
0354097	1	00000	REC	\$199.99	SMALL OFFICE LASER FAX	17420835970 Marimon Business Systems	532794	10/02/2006	09/29/2006
0354505	1	00000	REC	\$24.99	GLASS FOR PROJECTOR 3M1720	17606878027 Star Office Products	533835	10/09/2006	10/06/2006
0354615	1	00000	REC	\$440.63	COPIER RENTAL SEPTEMBER 2006	11604680209 Xerox Corporation	534092	10/11/2006	10/10/2006
0354626	3	00000	REC	\$384.00	UNDATED CLASS RECORD BOOK AAG-80150	17606878027 Star Office Products	534068	10/11/2006	10/10/2006
0354763	1	00000	REC	\$374.00	3110CN DELL COLOR LASER PRINTER	17423397972 Austin Ribbon & Computer Supplies Incorporated	534399	10/17/2006	10/16/2006
0356799	1	00000	PAID	\$440.63	COPIER RENTAL OCT.2006	11604680209 Xerox Corporation		11/16/2006	11/15/2006
0359026	1	00000	PAID	\$440.63	COPIER RENTAL NOV.2006	11604680209 Xerox Corporation		12/13/2006	12/11/2006
0363183	1	00000	PAID	\$440.63	COPIER RENTAL JAN.2007	11604680209 Xerox Corporation		02/08/2007	02/06/2007
0370129	1	00000	PAID	\$440.63	COPIER RENTAL FEB 2007	11604680203 Xerox Corporation		05/11/2007	05/10/2007
0370130	1	00000	PAID	\$440.63	COPIER RENTAL MARCH 2007	11604680203 Xerox Corporation		05/11/2007	05/10/2007
0370132	1	00000	PAID	\$440.63	COPIER RENTAL APRIL 2007	11604680203 Xerox Corporation		05/11/2007	05/10/2007
0370134	1	00000	PAID	\$440.63	COPIER RENTAL DEC 2006	11604680203 Xerox Corporation		05/11/2007	05/10/2007
0371969	1	00000	PAID	\$440.63	COPIER RENTAL MAY 2007	11604680209 Xerox Corporation		06/14/2007	06/13/2007
0372389	6	00000	REC	\$2,043.86	COPY PAPER, ORGANIZER, TONER, LCD F	17606878027 Star Office Products	553488	06/26/2007	06/25/2007
0372736	1	00000	PAID	\$440.63	COPIER RENTAL JUNE 2007	11604680209 Xerox Corporation		07/03/2007	07/02/2007
0376114	1	00000	PAID	\$440.63	COPIER RENTAL JULY 2007	11604680209 Xerox Corporation		09/05/2007	08/31/2007

PRAIRIE VIEW A&M UNIVERSITY

DOWNLOADING MONTHLY REPORTS FROM CANOPY

- The University closes the current month on the first business day of the following month (example the month of November closes on the first business day in December).
- When is your report available for download? From the example above, your report would be available the next business day. Normally it takes about (7-10) days to print, ship to the Accounting Department, and then mail to the departments.
- Your monthly reconciliation is due by the 20th of each month this is not sufficient time to complete the reconciliation especially if you have a lot of accounts to reconcile.
- Click on the report tab.

Canopy [Logout](#)
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PRAIRIE VIEW A&M UNIVERSITY (05)

Fiscal Year: 2007

Account Statement for Month: September

Account: 222138 - CANOPY

Expenses

Beginning Balance

\$2,076.20

Budget Activity

Eff Date	TC	Obj Code	Ref1	Ref2	Ref4	Offset Acct	Batch Ref	Description	Amount
9/1/2006	020	1000	3010	BUD0607			BBUD01	TRAVEL	\$1,000.00
9/1/2006	020	1000	3016	BUD0607			BBUD01	OPERATIONS AND MAINTENANCE	\$290.00
9/1/2006	020	1000	5110	BUD0607			BBUD01	TELECOMMUNICATIONS	\$2,903.00
Total:									\$4,193.00

Expense Activity

Eff Date	TC	Obj Code	Ref1	Ref2	Ref4	Offset Acct	Batch Ref	Description	Amount
9/28/2006	061	5115	I000001	JE00012		227710-0624	JRN014	SEPT TELEPHONE	\$229.78
9/13/2006	068	5825	P600103	0353211	00000	020099-2100	PVP124	RISO INC.	\$0.02
9/13/2006	068	5825	P600103	0353211	00000	020099-2100	PVP124	RISO INC.	\$6.29
Total:									\$236.09

Encumbrance Activity

Eff Date	TC	Obj Code	Ref1	Ref2	Ref4	Offset Acct	Batch Ref	Description	Amount
9/1/2006	059	5115	I000001		I000001		EBO001	TELEPHONE	\$2,903.00
9/1/2006	059	5511	I000008		I000008		EBO001	VEHICLE MAINTENANCE	\$220.00
9/28/2006	061	5115	I000001	JE00012		227710-0624	JRN014	SEPT TELEPHONE	(\$229.78)
9/1/2006	055	5825	P700069	P700069	00000	227710-0624	PUR001	RISO INC.	\$20.00
9/13/2006	068	5825	P600103	0353211	00000	020099-2100	PVP124	RISO INC.	(\$6.29)
Total:									\$2,906.93

Ending Balance

\$3,126.18

PRAIRIE VIEW A&M UNIVERSITY (05)

Fiscal Year: 2006

Account Statement for Month: January

Account: 558130 - CONTINUING EDUCATION PROGRAM

Revenue

Beginning Balance **\$0.00**

Budget Activity

Eff Date	TC	Obj Code	Ref1	Ref2	Ref4	Offset Acct	Batch Ref	Description	Amount
1/19/2006	021	0001	GEB0119				GEBZ01	REVENUE BUDGET ALLOCATION	\$1,000.00
1/26/2006	021	0001	GEB0126				GEBZ01	REVENUE BUDGET ALLOCATION	\$1,932.30
Total:									\$2,932.30

Expense Activity

Eff Date	TC	Obj Code	Ref1	Ref2	Ref4	Offset Acct	Batch Ref	Description	Amount
1/5/2006	031	0441		209695			RCT758	ROMANCE WRITERS OF AMERICA, INC.	\$1,000.00
1/13/2006	031	0441		210134			RCT791	PVAMU	\$1,932.30
Total:									\$2,932.30

Ending Balance **\$0.00**

Expenses

Beginning Balance **\$190.32**

Budget Activity

Eff Date	TC	Obj Code	Ref1	Ref2	Ref4	Offset Acct	Batch Ref	Description	Amount
1/19/2006	021	1000	GEB0119				GEBZ01	EXPENSE BUDGET ALLOCATION	\$1,000.00
1/26/2006	021	1000	GEB0126				GEBZ01	EXPENSE BUDGET ALLOCATION	\$1,932.30
Total:									\$2,932.30

Ending Balance **\$3,122.62**

CONTACT

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