CANOPY

Monthly Statement Reports

1) Open web browser (Internet Explorer or Mozilla Firefox)

2) Enter web address:
   canopy.tamus.edu

3) Enter FAMIS ID and password (same as used for FAMIS)

4) Click the Login button
5) Move your mouse over the **FRS** button in the top left corner (do not click)
6) Move your mouse down over **Account** (do not click)
7) Move your mouse to the right and click on **Reports**
8) Select desired **Report Month**

9) Type in your **Account number** and click the **Search** button

OR

Type in your **Department** and click the **Search** button
10) Click the symbol on the line to the right of your accounts
11) Click the **Open** button

![Image of the Open button dialog box]

12) Print your statement(s) by clicking on the printer symbol in the upper left-hand corner

**OR**

Save it to your computer