**CANOPY Account and Subcode Search**

FRS is the Financial Records System under CANOPY and we are looking at the Search capabilities available to you. We begin by clicking on “FRS”, click on “Search”, then “Account Search”. As you can see you can search by account number, department and sub-department, responsible person and title. You can search by entries in any one of these boxes or by making combinations.

To the right you see you can also choose whether or not to show Support Accounts if you want to look at Support Account detail or whether to show those accounts that have been deleted.

When you are ready to search, it’s wise to take a moment and consider what information you are truly searching for and what information you already know. For example, if you know the account number, then that box is the fastest way to get your information. If you want to see all the accounts under a particular person, then you choose the Responsible Person and so on.

When you are searching by these attributes, you can put in partials, so if I want to put in “271” and press enter or click the Search button, I will get a list of the accounts that begin with ‘271’.

(Remove ‘271’ Add ‘FISC’)

To search by Department, I can enter ‘fisc’ and display a list of all the accounts under that department. If you want to search for a particular sub-department (put in ‘fmo’) you can narrow your results to a smaller set.

**Column Sort**

(Take off the sub-department)

Each column heading can be used to sort the contents of the column. So in this case, I click on the Sub-Dept heading and the column displays in alphabetical order. This sort by column heading is available throughout CANOPY pages.

**Toggle Pages**

(enter 271300)

With searches, you can use Turn Paging off to display a long column of the results. With paging turned on, the searches are faster, but you need to advance page to page to see the data. With paging turned off, the search can be slower, but you can scroll down through the data.

**Support Accounts**

Suppose you want to display the support accounts, you will click on the ‘yes’ next to Show support accounts and the display changes to include the support accounts. Now you see that the display includes the support accounts.
**Account Lists**

(Enter 271300 & SA on)

You have the ability to create sets of accounts that will be readily available to you eliminating the need to search each time. Begin by displaying a list of accounts that includes the set that you want. For example, I am displaying the list of support accounts that roll up to the SL 271300.

Use the box under the ‘Add’ button on the right to choose ALL the visible accounts or choose individual accounts by checking the box to the right. When I have the check marks where I want, I then click on the ‘Add’ Button to put them in the list. They are saved in the Default List and visible at the bottom of your page.

To add more lists, go to My Accounts Tab. At the bottom you see the ‘Account Lists’. To add a New List, enter the name of the list and click ‘Add New List’. Activate the list by using the drop down box and selecting your new list. Now you will click to the Account Search page to populate the new list. Using the My Accounts Tab, you can now toggle among your lists of accounts.

I hope this has given you some new information about searching accounts and creating your own unique account lists within CANOPY

**Light Bulbs**

If you hover over the light bulbs next to each search box, you will see a list of the last ten items you used for that selection box. For example, if I hover over the light bulb next the account, I can now choose from a list of account I most recently used. Whenever you see the light bulb, you have this option for choosing most recently used items.

**Subcode Search**

Subcode is a generic term your accounting system. Account Controls is one type of subcode and is used with General Ledger Accounts. These are codes that indicate posting to Accounts Receivable 1300, or Accounts Payable at 2100. For example, if I put in 2100 (Accounts Payable), the GL account range of 012000 to account 015000 and change the Account Type to GL, the results show 9 accounts.

The second type of subcode is an Object Code. The object code is used with Subsidiary Ledger (SL) accounts and Support Accounts. To illustrate this, I enter the Supplies object code of 4010, the account range of 271300 to 271300 and the type of SL. The display shows summary dollars for that subcode and that account. To illustrate the Support Account level, I enter the account range of 27130010000 to 27130099999 and change the account type to SA. Now we see the breakdown at the support account level.

To the right is a highlighted word, Transactions. To see the detail transactions that make up the dollar amount in the Actuals column. When looking at the Transaction, you can further drill down to see the details of a particular transaction. This is done by clicking on the word “Details” on the right side of the page. The transaction details appear above the account transactions list.

To leave our search, I can click on any of the tabs, on any of the words in the Line Main Menu, FRS or the word CANOPY at the top to go back to the menu.

This concludes our session on Account and Subcode searches. We hope this video has been helpful to your understanding of using CANOPY.

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