

University  
of  
St Andrews

Finance Department  
Aptos9 User Notes

An Introduction to Aptos



## Contents

1.	Introduction .....	4
1.1.	Getting Access to Aptos .....	4
1.1.1.	Obtaining an Aptos Account.....	4
2.	Accessing Aptos .....	5
2.1.	Aptos Messages .....	6
2.2.	Aptos Navigation and Menus .....	7
2.2.1.	Icons / Panel.....	7
2.2.2.	Aptos Help.....	7
2.2.3.	Aptos Wildcards .....	8
2.2.4.	Detachable Menu .....	8
2.3.	User Defaults .....	10
2.3.1.	Prompting A User On Error .....	10
2.3.2.	Prompting A User On Warning.....	11
2.3.3.	Confirm Save .....	11
2.3.4.	Confirm Remove .....	11
2.4.	Reporting a problem.....	12
2.4.1.	Reporting an AptosPOM problem .....	12
2.4.2.	Reporting any other Aptos problem .....	12
2.5.	Requesting a new password .....	12
3.	The General Ledger .....	13
3.1.	Companies .....	13
3.2.	Cost Centres .....	13
3.3.	Analysis / Project Codes.....	13
3.4.	Detail codes.....	13
4.	Accounts Receivable Ledger .....	14
4.1.	Overview of Customer Coding .....	14
4.2.	Check if Customer Exists .....	14
5.	Accounts Payable Ledger .....	15
5.1.	Overview of Vendor Coding .....	15
5.2.	Check if Vendor Exists .....	15
6.	Accessing EAS.....	16
6.1.	To Run an EAS Report.....	17
6.2.	Saving EAS reports .....	17



## Change History

Version	Date	Author
1	20 December 2004	Karen Porteous
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3	22 December 2005	Mary Woodcock-Kroble
4	09 January 2006	Karen Porteous Mary Woodcock-Kroble
5	8 September 2009	Ian Fowler
6	4 December 2009	Ian Fowler



### 1. Introduction

Aptos is the main Finance system used at the University of St Andrews. This package is written and supported by B-Plan.

Originally implemented in August 1999, the system was upgraded to Aptos9 in June 2004. There are two reporting packages that are part of Aptos - EAS (an excel-based reporting tool) and MyEureka (a more complex database-based report writer). Additionally, we have the 'Management Accounts Report Writer' which is the main reporting tool for departmental users.

All financial transactions are recorded in Aptos either directly or indirectly. Examples of items recorded directly are customer and supplier invoices, the issue of cheques and payment of customer invoices. Things recorded indirectly are transactions from the payroll system, student ledger (SAM) transactions and foreign currency payments.

Aptos is a multi-ledger system with the University of St Andrews operating four ledgers - General Ledger (GL), Account Payable ledger (AP), Accounts Receivable ledger (AR) and a Cash Book ledger (CB). Every financial transaction affects the General Ledger which in turn is where reporting information is obtained - for example Annual Accounts, HESA returns and VAT returns. It is crucial that the data on Aptos is accurate - especially values and coding - and this relies on the quality of the data entered in Aptos or its 'feeder' systems.

#### 1.1. Getting Access to Aptos

Aptos may only be accessed by trained users who have been allocated a password. The system is used by Finance staff and also by nominated users in other departments (mainly for placing 'purchase orders', raising sales invoices and processing journals).

##### 1.1.1. Obtaining an Aptos Account

To obtain an Aptos account an authorised person within your department (usually the Head of School or Director of Unit) should send an email to [aptosadmin@st-andrews.ac.uk](mailto:aptosadmin@st-andrews.ac.uk) containing the name and university userid of the person requiring access along with a note of what permissions should be granted - it is acceptable to say "please grant x the same access as y". If your role changes and your access needs to be amended (or your account closed) your Head of School or Director of Unit should send these details to [aptosadmin@st-andrews.ac.uk](mailto:aptosadmin@st-andrews.ac.uk) as well.

When your account is created you will also be added to the aptos-users mlist which is used to notify users of any planned outages and other important information. You will be removed from this list if your Aptos account is closed.



## 2. Accessing Aptos

Aptos can be accessed via a web-based product called JTI (Java Thin Interface). To access Aptos via JTI:

- enter the following URL into your browser:  
<http://www.st-andrews.ac.uk/staff/money/AptosSystem/>
- select 'Aptos 9 Core system'.

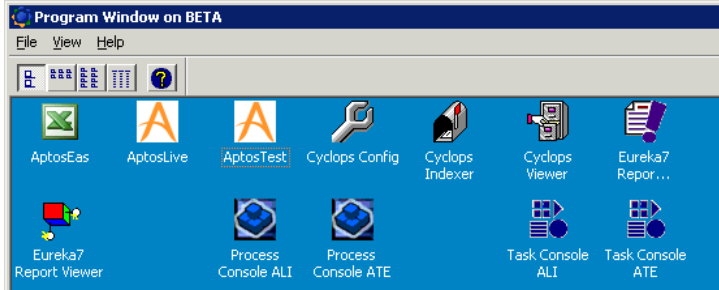
Or

- Follow the links from 'current staff' and 'money matter'

You will be presented with a logon box which says 'logon to alpha' or 'logon to beta'

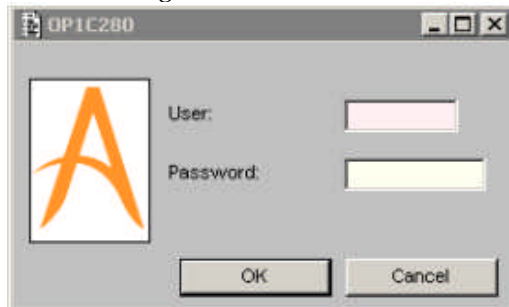
- Enter your university username and your email password.

The following screen (or one very similar) will be returned



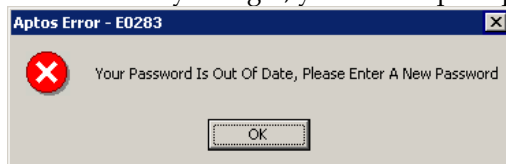
- Now click on the Aptos icon (Live or Test as appropriate)

The following screen will be returned



- Enter your Aptos username and password
- Click OK.

The first time you login, you will be prompted to change your password:



- Enter the new password into the password box (which has cleared itself)
- Click OK.



At the very bottom of the screen, a message will appear in the white message bar:



- Enter the new password again (in the password box)
  - If the Aptos password is forgotten it can be reset by contacting [aptospom@st-andrews.ac.uk](mailto:aptospom@st-andrews.ac.uk) stating clearly it is the Aptos JTI application password which requires to be reset and whether it is for the live or test environment.
- Click OK.

By default, Aptos shows error and warning message in this white message bar but using the user defaults, it is possible to have them presented as a dialogue box (see section 2.3)

You will then be presented with a range of menus. These may differ from other users depending on your particular access to and use of the system.

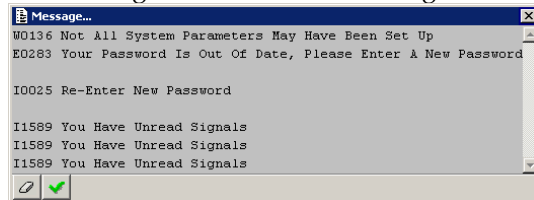
### 2.1. Aptos Messages


As previously mentioned, there is a message bar at the bottom of the screen which will keep you informed of your progress, any errors or any possible actions you can take.

In addition there is a messages screen operating behind the scenes, which records your operations and is useful for retracing your steps if you have a problem.

- View this Messages screen by using:
  - either right mouse click and select Message
  - or select View and Messages.


The message frame looks something like:



- Clear the message screen: by using the .

It is useful to regularly clear your message frame.

The message frame is automatically cleared each time you log out of Aptos

- Close the message frame by using the  icon.

This closes the message frame without clearing it.

- Save the message frame to a filename of your choice by typing the following key strokes:

`<GOLD> <Space> r x`

where `<GOLD>` is the + key on the numeric keypad



## 2.2. Aptos Navigation and Menus

### 2.2.1. Icons / Panel

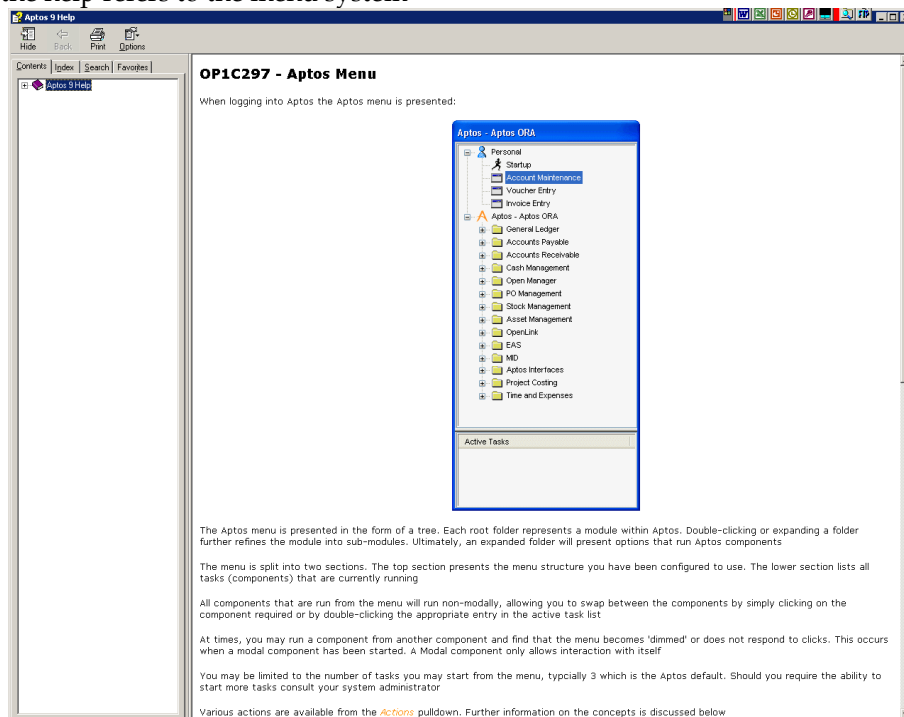
Clear	Retrieve	Detail	First Occurrence	Previous Occurrence	Next Occurrence	Last Occurrence	Remove Occurrence	Insert Occurrence	Add Occurrence	Store	Accept	Quick Zoom	Quit	Print	Help	Invert Selection	Select All	Deselect All
F7	F8	F1					F4	F3		F6	F5	F2	Esc	F9				

Also use F12 to clear the current field

Drop-down Menus and the mouse menu (right-click to activate) may also be used. A keyboard strip for F-key navigation is given at the end of this document.

### 2.2.2. Aptos Help

It is worth noting at this point that the help provided by the button is context-sensitive - it automatically opens at the help page appropriate to the open form. If there is no open form then the help refers to the menu system



These help pages can be printed and it is also possible to search through the pages for other items of interest.

Opening the 'Aptos 9 Help' folder allows the help screens to be browsed - the layout of the 'Aptos 9' folder follows the layout of the Aptos menu structure and the 'how to' section provides step-by-step instructions for various tasks.

The help file is updated regularly with system upgrades.



2.2.3. Aptos Wildcards

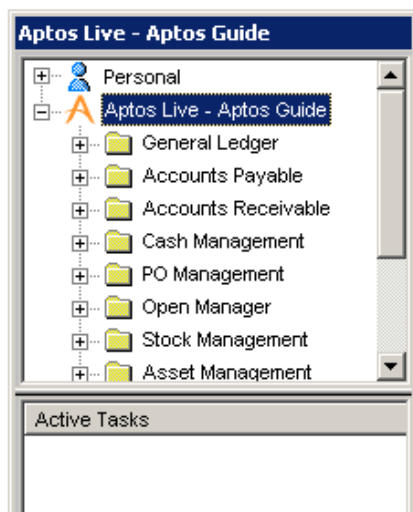
Key Sequence	Aptos Meaning
<GOLD>=	=
<GOLD>>	>
<GOLD><	<
<GOLD>?	?
<GOLD>*	*
<GOLD>&	&
<GOLD>	
<GOLD>!	!
=	Null
>	Greater Than
<	Less Than
?	Single-character wildcard
*	Multi-character wildcard
&	And
	Or
!	Not

2.2.4. Detachable Menu

With users able to start and interact with several processes within the Aptos application workspace, space can become an issue. To allow better use of workspace it is possible to detach the menu and have it presented as a separate window. This window can be moved, minimised and maximised independently of Aptos freeing the space the menu would normally occupy.


- Detach the Aptos menu from the application, using
  - either 'Detach Menu' option from the component 'Actions' pulldown
  - or the context menu (right mouse click).
- Re-attach the Aptos menu, using the context menu action 'Attach Menu'.

The detachable menu utilises a tree control to present the Aptos menu options:






The main menu section has two root menus:

**Personal**  – Users can add menu options they use on a day-to-day basis. The personal menu has a sub-section ‘startup’ – any options added to this startup menu are automatically run whenever Aptos is opened.

- Add options to the personal menu by:
  - highlighting the item to be added to the Personal menu
  - Selecting ‘Add Item To Personal’ on the Actions pulldown menu.
- Remove options from the personal menu by:
  - highlighting the item to be removed from the Personal menu
  - selecting ‘Remove Item from Personal’ on the Actions pulldown menu.

Similarly, items can be added/removed from the ‘startup’ sub-section of the Personal menu, using the appropriate options from the ‘Actions’ pulldown.

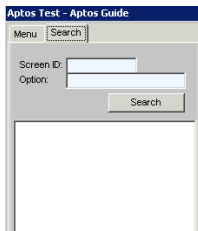
**Users Start Menu**  – Where the users main working menu structure is presented.

If the Aptos installation is using Workflow then the menu will have an additional root menu ‘Workflow Tasks’ which will list all workflow entry point tasks that have been made available to the user

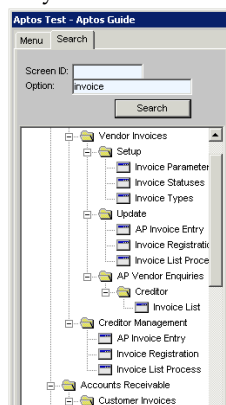
The lower section of the window lists all the active tasks that a user has opened.

There is also a ‘search’ tab which helps you find particular screens  
For example you may need to find the ‘invoice entry screen’.

- Click on the search tab



- Click into the OPTION box
- Enter the word ‘invoice’
- Click search
- Any matches will be shown



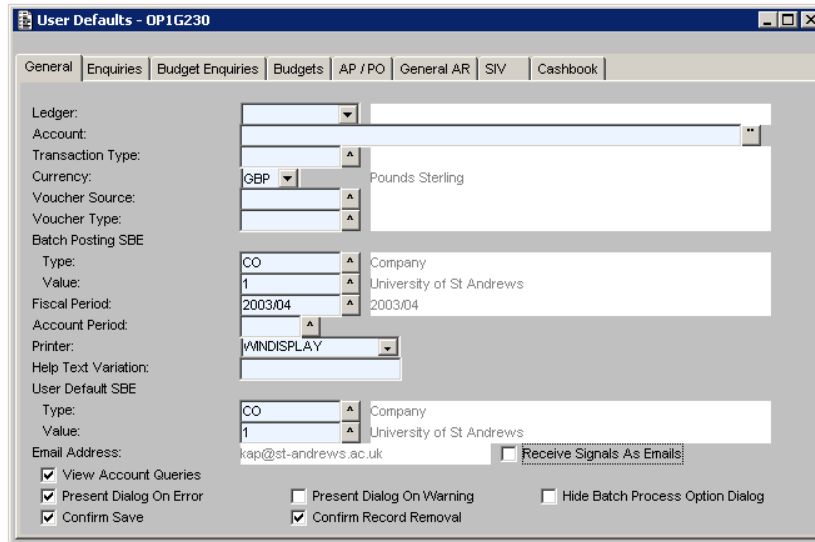
From here the screen can be opened or added to the personal menu



### 2.3. User Defaults

- Select 'User defaults' from the System pulldown menu.

This brings up the User defaults screen.



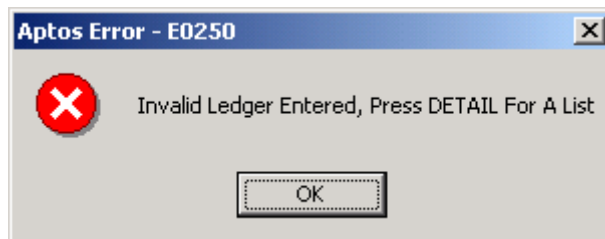
Once you are certain that the defaults are set appropriately for you:

- Accept out of this screen, to save your changes.

Note these settings only need to be set the first time you use Aptos, although you can change them later at your discretion.

Using 'user defaults' carefully can save quite a bit of time. For example if raising lots of GBP orders set the 'currency' on the **general** tab to GBP – this saves selecting this each time; if you are then processing a few USD orders changing the default currency to USD will save you changing it on each order processed. When finished change back to GBP.

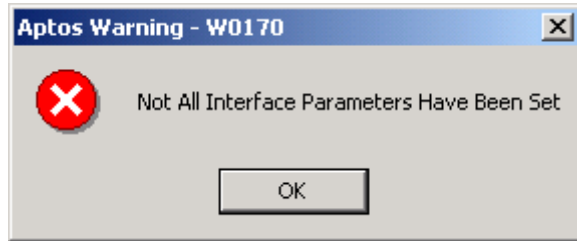
#### 2.3.1. Prompting A User On Error



The 'Present Dialog On Error' user default instructs Aptos how to present an error. If the option is enabled and an error occurs within a form for which a message would normally be sent to the message bar, a dialogue will now be presented. You must acknowledge the error before you are able to continue.

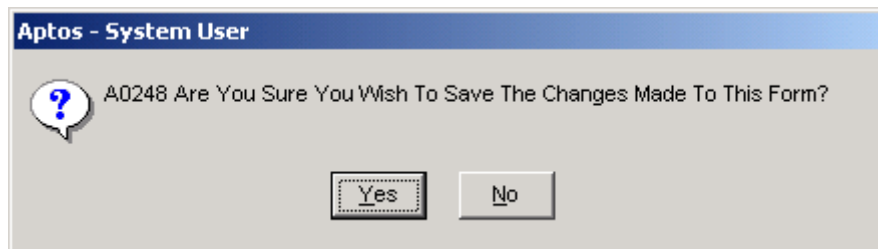


2.3.2. Prompting A User On Warning



The 'Present Dialog On Warning' user default instructs Aptos how to present a warning. If the option is enabled and a warning is raised by Aptos intended for the message bar, a dialogue will now be presented. You must acknowledge the warning before you are able to continue.

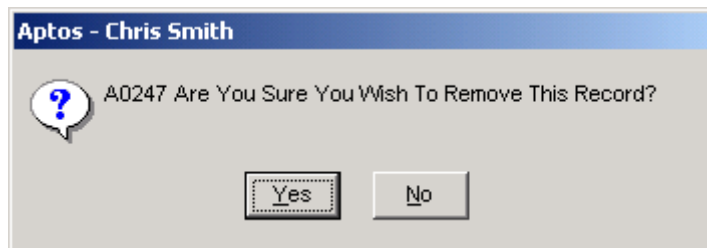
2.3.3. Confirm Save



The 'Confirm Save' option, when enabled, will present a confirmation dialogue you invoke a save.

If you decide to cancel the save action the form will not store the changes to the database. The dialogue is only presented when form changes have been made and you invoke a save. The dialogue is not presented should code require a save e.g. when changing from one tab to another; performing a pulldown action that requires that data be saved or accepting out of a form.

2.3.4. Confirm Remove




The 'Confirm Record Removal' option, when enabled, instructs Aptos to prompt you to confirm that you really wish to remove the record.

The dialogue is only presented when you invoke the removal of a record, not if a record is removed by code.



### 2.4. Reporting a problem

#### 2.4.1. Reporting an AptosPOM problem

- Please contact [aptospom@st-andrews.ac.uk](mailto:aptospom@st-andrews.ac.uk) providing the following:
  - A full description of the problem, including
    - ◆ the steps you worked through to get to the stage where things 'stopped behaving'
    - ◆ the screen number(s) where you noticed the issue, e.g.  

  - A copy of the saved message file

#### 2.4.2. Reporting any other Aptos problem

- Please contact [aptosadmin@st-andrews.ac.uk](mailto:aptosadmin@st-andrews.ac.uk) providing the following:
  - A full description of the problem, including
    - ◆ the steps you worked through to get to the stage where things 'stopped behaving'
    - ◆ the screen number(s) where you noticed the issue
  - A copy of the saved message file

### 2.5. Requesting a new password

- Please contact [aptospom@st-andrews.ac.uk](mailto:aptospom@st-andrews.ac.uk) with any password issues.



### 3. The General Ledger

The primary general ledger (GL) coding structure has a structure of

Company - Cost Centre - Analysis / Project Code - Detail Code

and has the following format for every financial transaction:-

9-XXXX-YYYYYY-ZZZZ

where

9	Company - a single numeric character.
XXXX	Cost Centre - three alpha and one numeric character or four alpha.
YYYYYY	Analysis / Project Code - six alphanumeric characters.
ZZZZ	Detail Code - four numeric characters.

#### 3.1. Companies

There is a single company set up on Aptos. This is:

1	University of St Andrews
---	--------------------------

#### 3.2. Cost Centres

There are eight cost centre groupings in existence - each grouping indicated by a different initial letter. These groupings are:

A	Academic Schools (Profit and Loss accounts)
C	Central Units (P&L accounts)
P	Principal Special Accounts (P&L accounts)
R	Residences (P&L accounts)
S	Research codes (P&L accounts)
U	Endowment accounts and University-wide (P&L accounts)
Z	Balance Sheet accounts

#### 3.3. Analysis / Project Codes

Analysis codes are essentially free-format codes allowing a breakdown of expenditure on a cost centre to a 'sub-level'. Analysis codes are compulsory and the default code is 000000 (six zeros). An analysis code may exist across several non-S cost centres.

Research Project codes are more structured and belong to S cost centres.

#### 3.4. Detail codes

Detail codes are used to indicate the type of transaction (eg travel or conference income).

Like cost centres they are organised into groupings with the first numeric indicating the type:

0 / 1	Income (used with P&L accounts)
2	Salary (used with P&L accounts)
3	Depreciation (used with P&L accounts)
4 / 5 / 6	Expenditure (used with P&L accounts)
7	Taxation (used with P&L accounts)
8	Assets (used with Balance Sheet accounts)
9	Liabilities (used with BS accounts)



## 4. Accounts Receivable Ledger

### 4.1. Overview of Customer Coding

The customer code is of format

ABBBBB999

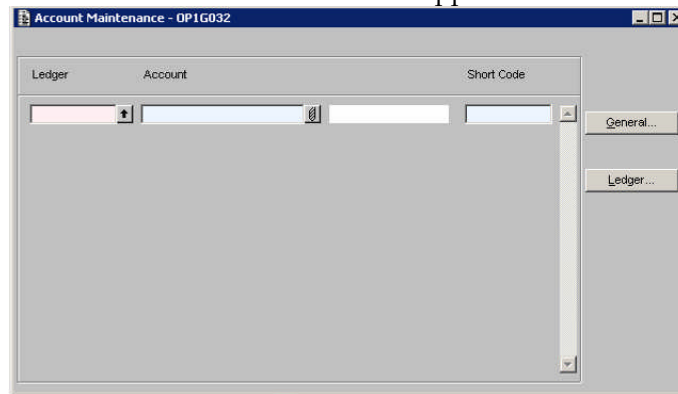
where the code is capitalised and

- A indicates a the customer group (S = Sales Ledger Customer; E = staff member; L = left students still in debt)
- BBBBB is taken from the Customer's name. Where a customer name is less than five letters long, the additional spaces are filled with Z s.
- 999 increments for Customers with the same alpha code

### 4.2. Check if Customer Exists

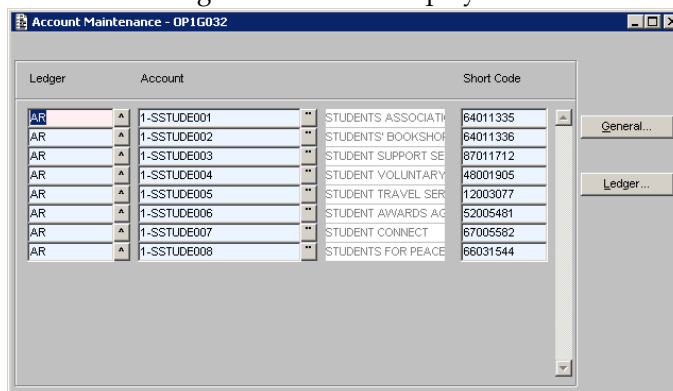
- From the Aptos menu, select menu path:  
**Menu Path: Open Manager - Accounts - Account Update - Account Maintenance**

The 'Account Maintenance' screen appears.



- Enter 'AR' in the Ledger field
- In the Account field, enter the first few letters of the Customer account code followed by a wildcard.
- Click RETRIEVE (🔍).

A list of matching entries will be displayed.



- Click 'ledger...' to check the associated details.



## 5. Accounts Payable Ledger

### 5.1. Overview of Vendor Coding

The customer code is of format

ABBBBB999

where the code is capitalised and

- A indicates a the customer group (P = Purchase Ledger Supplier; L = student - including current students, X = miscellaneous / sundry supplier. There is also an E for staff but their expenses are now processed via Payroll)
- BBBBB is taken from the Vendor's name. Where a vendor name is less than five letters long, the additional spaces are filled with Z s.
- 999 increments for Vendors with the same alpha code

### 5.2. Check if Vendor Exists

- From the Aptos menu, select menu path:  
**Menu Path: Open Manager - Accounts - Account Update - Account Maintenance**
- Enter 'AP' in the Ledger field
- In the Account field, enter the first few letters of the Vendor account code followed by a wildcard.
- Click RETRIEVE (🔍).

A list of matching entries will be displayed.

Ledger	Account	Short Code	Vendor Name	
AR	1-SSTUDE001	**	STUDENTS ASSOCIATI	64011335
AR	1-SSTUDE002	**	STUDENTS' BOOKSHOF	64011336
AR	1-SSTUDE003	**	STUDENT SUPPORT SE	87011712
AR	1-SSTUDE004	**	STUDENT VOLLINTARY	48001905
AR	1-SSTUDE005	**	STUDENT TRAVEL SER	12003077
AR	1-SSTUDE006	**	STUDENT AWARDS AC	52005481
AR	1-SSTUDE007	**	STUDENT CONNECT	67005582
AR	1-SSTUDE008	**	STUDENTS FOR PEACE	66031544

- Click 'ledger...' to check the associated details.



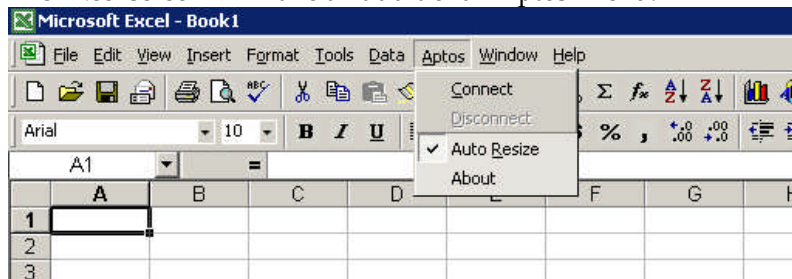
### 6. Accessing EAS

EAS is also run via the JTI interface. A successful 'logon to alpha' or 'logon to beta' (see section 2 – Accessing Aptos) will return in the following screen



- Click on the AptosEas icon.
- Ensure that you choose to enable macro's.

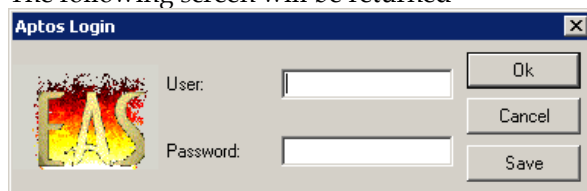
This opens an instance of Excel on the JTI server. The Excel screen will have an additional 'Aptos' menu:



If this menu is not there then:

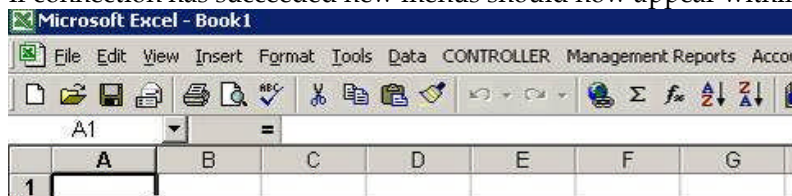
- From the tools menu
  - Select Add-ins
  - TICK the option next to AptosEAS
  - Click OK
- From the 'Aptos' menu, choose Connect
  - Click OK

The following screen will be returned



- Enter your EAS username and password.

If connection has succeeded new menus should now appear within Excel





### 6.1. To Run an EAS Report

- Ensure you have a blank worksheet open
- Select the cell into which the information should begin to be entered (usually leave at the default A1).
- Select an EAS report from one of the new menus

Either the report will run automatically or a prompt will appear.

- If prompted, enter the required information (see table for guidance)

The blank worksheet should be automatically populated.

Prompt Value	Required Format
Fiscal Year	2003/04
Period	1, 2, 3,...,12
Ledger	AP, AR, CB or GL
Account Profile	Enter an account (or account profile - the wildcard is *) compatible with the chosen ledger

Some of the EAS reports have a drill-through icon against each line of the report.

- Click on this icon to either
  - automatically run another (more detailed) EAS report
  - or drill-through to Aptos (if logged in and on an Aptos menu screen) to show the actual voucher.

When looking at this voucher in Aptos:

- choose
  - ACTIONS-ITEMS to see the GL voucher
  - ACTIONS-SOURCE to see the source (AP or AR) voucher

NOTE The EAS report is an Excel spreadsheet and can be manipulated as such.

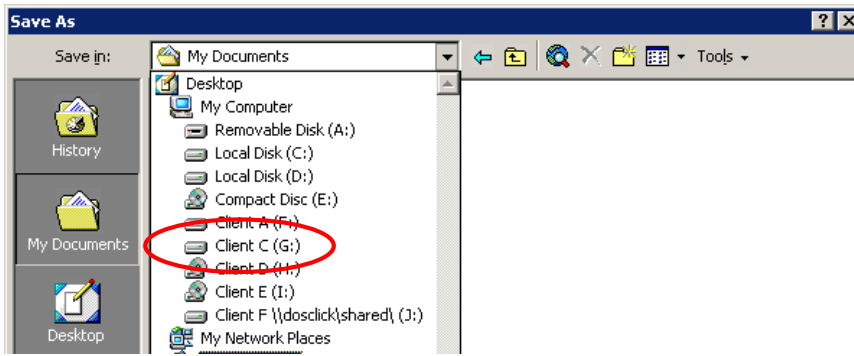
- Select DISCONNECT from the Excel Aptos menu, when you have finished running the EAS reports

### 6.2. Saving EAS reports.

- Click 'Save' if you wish to save an EAS report that you have run

By default, you will be prompted to save it to the 'my documents' folder on the JTI server. To change this default to the 'my documents folder' on your own PC:

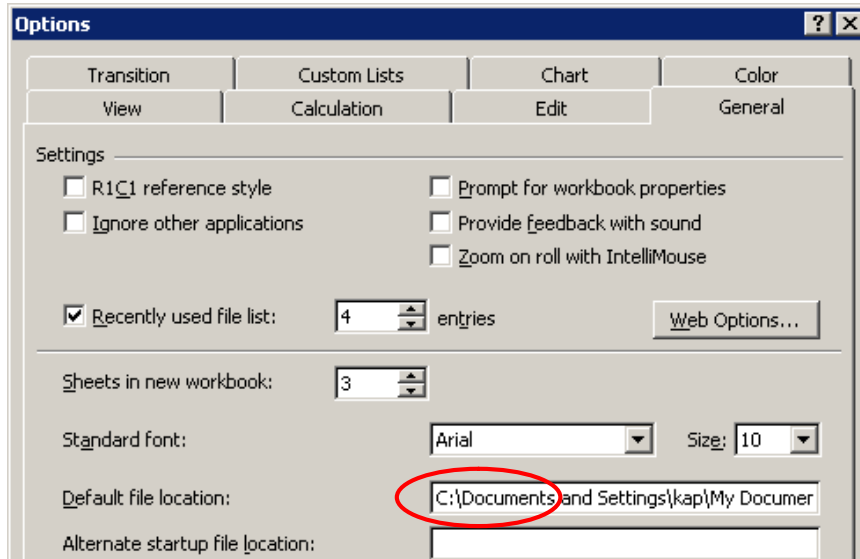
- Select the 'save as' option
- Note which LETTER appears next to the drive called 'Client C' (you will have a different list of drives but there will be one called client c)



Once you have taken a note of the letter representing 'Client C'

- From within Excel, select 'tools - options'.

On the GENERAL tab, there is a 'default file location' box.



- Change this from C:\documents and settings ... to 'appropriate letter':\documents and settings ...

in the example above this was changed to G:\documents and settings ...



Detail	Zoom	Add Occurrence	Remove Occurrence		Accept	Store	Clear	Retrieve		Print			Delete Field Contents
--------	------	----------------	-------------------	--	--------	-------	-------	----------	--	-------	--	--	-----------------------

Detail	Zoom	Add Occurrence	Remove Occurrence		Accept	Store	Clear	Retrieve		Print			Delete Field Contents
--------	------	----------------	-------------------	--	--------	-------	-------	----------	--	-------	--	--	-----------------------

Detail	Zoom	Add Occurrence	Remove Occurrence		Accept	Store	Clear	Retrieve		Print			Delete Field Contents
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Detail	Zoom	Add Occurrence	Remove Occurrence		Accept	Store	Clear	Retrieve		Print			Delete Field Contents
--------	------	----------------	-------------------	--	--------	-------	-------	----------	--	-------	--	--	-----------------------

Detail	Zoom	Add Occurrence	Remove Occurrence		Accept	Store	Clear	Retrieve		Print			Delete Field Contents
--------	------	----------------	-------------------	--	--------	-------	-------	----------	--	-------	--	--	-----------------------

Detail	Zoom	Add Occurrence	Remove Occurrence		Accept	Store	Clear	Retrieve		Print			Delete Field Contents
--------	------	----------------	-------------------	--	--------	-------	-------	----------	--	-------	--	--	-----------------------