

University of St Andrews

Aptos10 User Notes

An Introduction to Aptos for non-Finance Staff

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Revision History

| Version | Date | Author | Comments |
|---------|------------|----------------|---------------------------|
| 1 | 14/04/2015 | Karen Porteous | Created for Aptos10 |
| 2 | 13/07/2020 | Karen Porteous | Updated for Parallels RAS |

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 Aptos10 in May 2015. Aptos Data Extract services (EAS/CSR/MID3) is an integrated reporting package used by Finance; departmental reports are provided via QlikView the main reporting tool in use by the university.

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. Examples of items recorded indirectly are payroll information and student ledger (SAM) transactions.

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.

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).

Obtaining an Aptos Account

Information about obtaining an Aptos account is available from the Aptos web pages <http://www.st-andrews.ac.uk/staff/money/aptossystem/>

Accessing Aptos

- Download and instal Parallels RAS from the software center (ITS managed windows devices) or AppsAnywhere (all other devices)

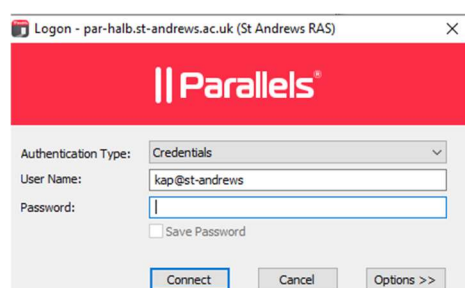
If you need assistance with the installation please contact the IT Service Desk

Access via Parallels RAS

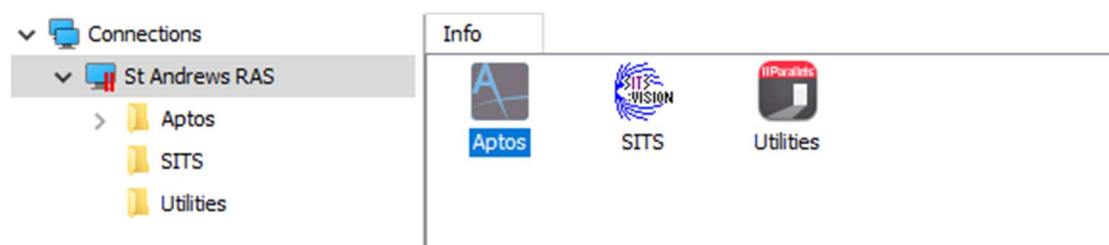
- Simply click on the Parallels RAS client on your desktop.
- Double-click on the St Andrews RAS connection

You will be presented with a logon box for Parallels RAS;

- Enter your university email address and your email password.



You will see the applications allocated to you within Parallels RAS



- Double-click on the Aptos icon
- Double-click on the icon for the application you wish to use

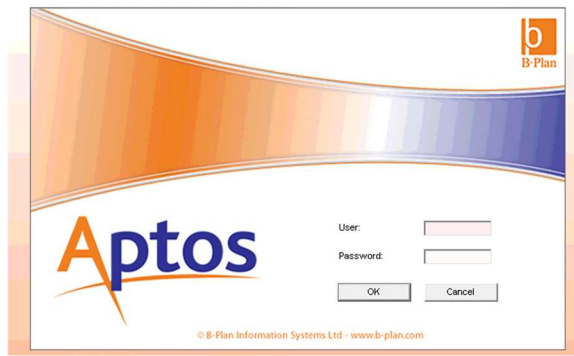
Access via AppsAnywhere

- Click the green LAUNCH button under Aptos10

Logging in

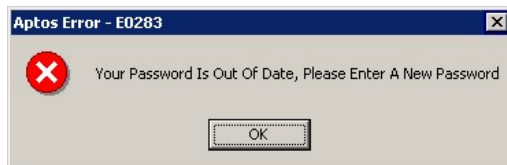
The following screen will be returned

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- 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 stating clearly it is the Aptos 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 on [User Defaults](#))

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.

Aptos Messages

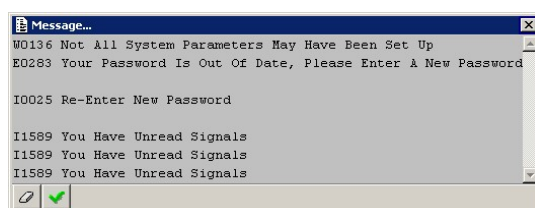
As previously mentioned, there is a message bar at the bottom of the screen which will keep you informed of your progress, any errors or any possible actions you can take.


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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

Aptos Navigation and Menus

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 | | | | |


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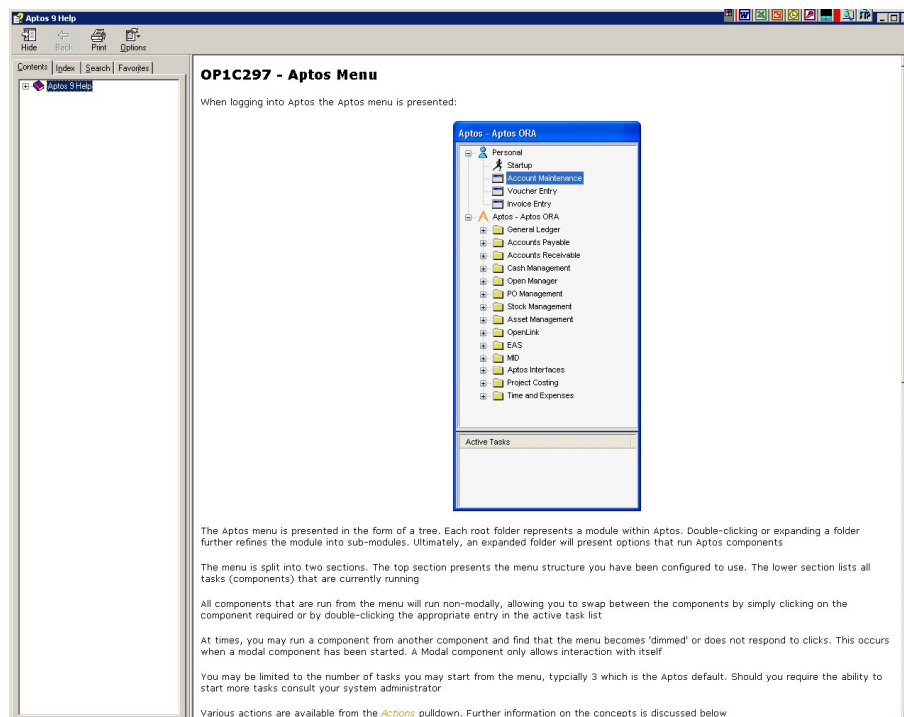
Also use F12 to clear the current field

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.

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 Help' folder allows the help screens to be browsed – the layout of the 'Aptos' 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.

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 |

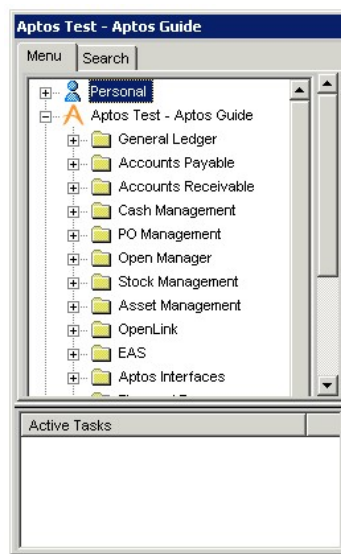
Detachable Menu

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:

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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

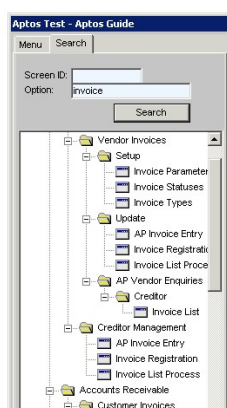
For example you may need to find the ‘invoice entry screen’.

- Click on the search tab



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

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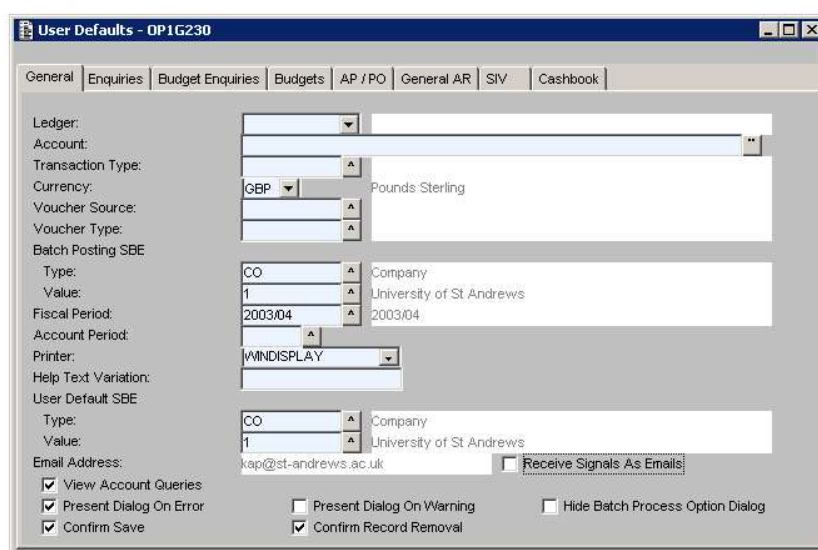


From here the screen can be opened or added to the personal menu

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.

Prompting A User On Error



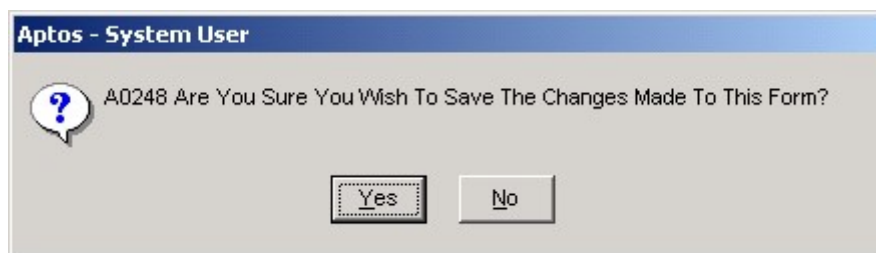
The 'Present Dialog On Error' user default instructs Aptos how to present an error. If the option is enabled and an error occurs within a form for which a message would normally be sent to the message bar, a dialogue will now be presented. You must acknowledge the error before you are able to continue.

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.

Confirm Save

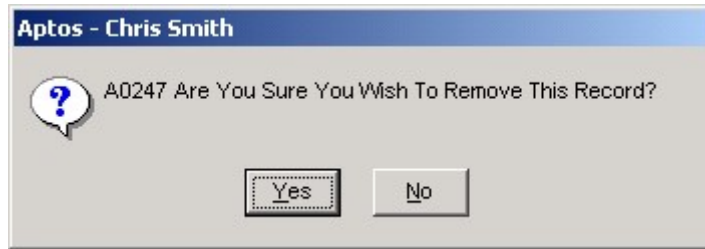


The 'Confirm Save' option, when enabled, will present a confirmation dialogue you invoke a save.

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.

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.

Reporting a problem

Reporting an AptosPOM problem

- Please contact 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

Reporting any other Aptos problem

- Please contact 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

Requesting a new password

- Please contact aptospom@st-andrews.ac.uk with any password issues.

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. |

Companies

There are several companies set up on Aptos although non-finance staff will always use company 1. The companies are:

| | |
|---|--------------------------|
| 0 | Consol |
| 1 | University of St Andrews |
| 2 | Gateway |
| 3 | Services |
| 4 | Photosynergy |
| 5 | SOI Group |
| 6 | StAAR |
| 7 | The Shop |
| 8 | Holdings |
| 9 | Saint Sports |

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 (BS)accounts |

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.

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 BalanceSheet accounts) |

Detail code information is also available via Qlikview

Accounts Receivable Ledger

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.

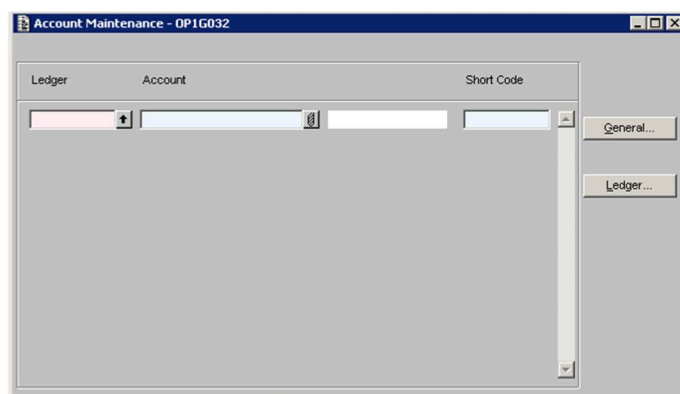
999 increments for Customers with the same alpha code


Check if Customer Exists

- From the Aptos menu, select menu path:

Menu Path: Open Manager – Accounts – Account Update – Account Maintenance

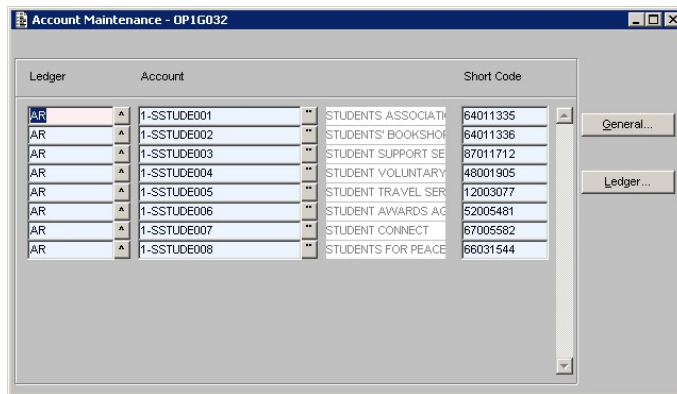
The 'Account Maintenance' screen appears.



- 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.

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

Customer details can also be checked by logging into Qlikview.

Accounts Payable Ledger

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

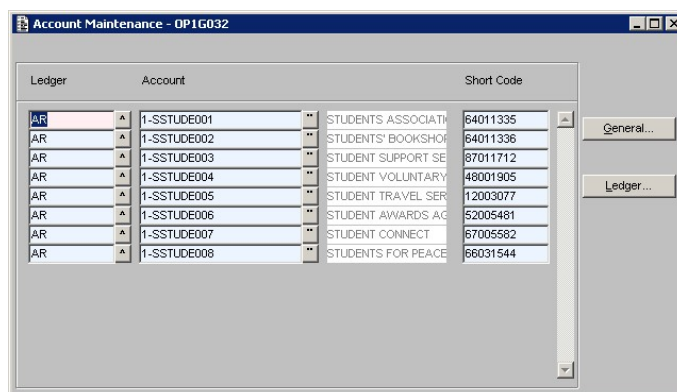
Check if Vendor Exists

- 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.



The screenshot shows a window titled "Account Maintenance - OP1G032". It contains a table with columns: Ledger, Account, Short Code, and a description. The first column (Ledger) has a dropdown menu with "AR" selected. The second column (Account) lists account codes from 1-SSTUDE001 to 1-SSTUDE008. The third column (Short Code) lists corresponding codes from 64011335 to 66031544. The fourth column contains the vendor names. To the right of the table are two buttons: "General..." and "Ledger...".

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

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

| | | | | | | | | | | | | | |
|--------|------|----------------|-------------------|--|--------|-------|-------|----------|--|-------|--|--|-----------------------|
| 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 |
|--------|------|----------------|-------------------|--|--------|-------|-------|----------|--|-------|--|--|-----------------------|

| | | | | | | | | | | | | | |
|--------|------|----------------|-------------------|--|--------|-------|-------|----------|--|-------|--|--|-----------------------|
| 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 |
|--------|------|----------------|-------------------|--|--------|-------|-------|----------|--|-------|--|--|-----------------------|