

University of St Andrews

Finance Department
Aptos9 User Notes

Understanding Aptos Grid Enquiries

(using the Vendor/Invoice Search screen
as an example)



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1. Overview

This document explains the new AP vendor/invoice search screen but the principles can be applied to all Aptos grid enquiries.



2. The vendor/invoice search screen

Menu path: PO management – Vendors – Enquiries – Vend/Inv Search

- Enter a vendor code.
- Click **retrieve**.
- Click on the **transactions** tab
- Click **refresh** again to view the transactions

Date	Reference	C	TRX Amt	Q/S TRX Amt	P	Q	M	M
23-Jun-2005	API 11330	GBP	710.75 CR	710.75 CR				
01-Aug-2005	API GRANT 05/06	GBP	159,000.00 CR	79,200.00 CR	P			
07-Nov-2005	API 12350	GBP	50.00 CR	50.00 CR				
17-Nov-2005	API 12433	GBP	105.93 CR	105.93 CR				
17-Nov-2005	API 12443	GBP	245.30 CR	245.30 CR				
21-Nov-2005	API 12470	GBP	71.55 CR	71.55 CR				
24-Nov-2005	API 12508	GBP	96.20 CR	96.20 CR				
24-Nov-2005	API 12505	GBP	14.50 CR	14.50 CR				
25-Nov-2005	API 12515	GBP	94.10 CR	94.10 CR				
29-Nov-2005	API 12534	GBP	50.00 CR	50.00 CR				
29-Nov-2005	APC 12531	GBP	23.10 DR	23.10 DR				
30-Nov-2005	API 12545	GBP	160.50 CR	160.50 CR				
30-Nov-2005	API 12545	GBP	55.52 CR	55.52 CR				


A simple filter can be applied using the options next to the **find** tick-box and the '**view all**', '**view paid**', '**view outstanding**' options are available from within the **view** menu.

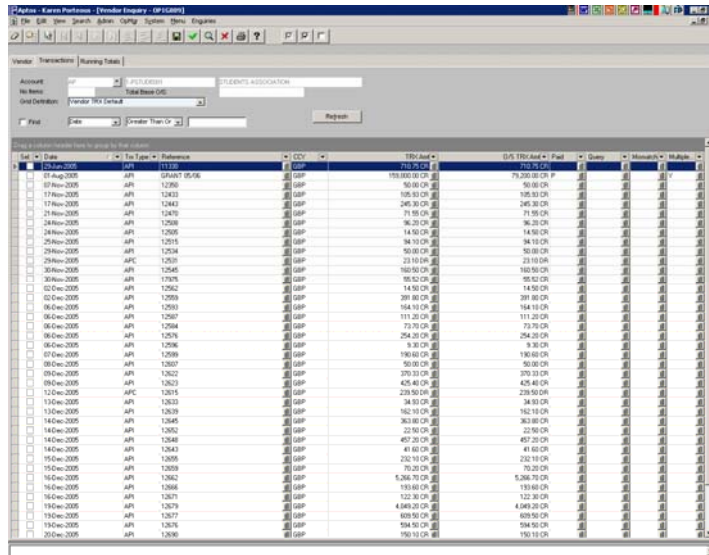
Note there are new columns in this grid:

- '**Query**' shows if the particular invoice is in query – previously the query was shown at vendor level.
- '**Mismatch**' shows if the particular invoice is in the mismatch list – previously the query was shown at vendor level – this will be especially useful with the increased use of POM.
- '**Multiple payments**' – indicates if the invoice has a single payment date or multiple payment points.



Understanding Aptos Grid Enquiries

- Click the maximize icon () in the top-right corner of the form - the screen will 'expand to fit' to make viewing easier.



The screenshot shows the 'Aptos - Karen Parkinson - Vendor Enquiry - 01/01/2005' window. The window is maximized. The main area displays a table of transactions with columns for Date, Description, Debit, Credit, and Balance. The table lists transactions from 15-Aug-2005 to 20-Dec-2005. The window has a standard Windows XP interface with a menu bar (File, Edit, View, Search, Global, Copy, System, Help, Enquiries) and a toolbar with various icons. The window title bar includes the text 'Aptos - Karen Parkinson - Vendor Enquiry - 01/01/2005'.

Date	Description	Debit	Credit	Balance
15-Aug-2005	APR 12345	100.00		100.00
16-Aug-2005	APR 12345		50.00	50.00
17-Aug-2005	APR 12345		50.00	100.00
18-Aug-2005	APR 12345	200.00		100.00
19-Aug-2005	APR 12345		100.00	200.00
20-Aug-2005	APR 12345		100.00	300.00
21-Aug-2005	APR 12345		100.00	400.00
22-Aug-2005	APR 12345		100.00	500.00
23-Aug-2005	APR 12345		100.00	600.00
24-Aug-2005	APR 12345		100.00	700.00
25-Aug-2005	APR 12345		100.00	800.00
26-Aug-2005	APR 12345		100.00	900.00
27-Aug-2005	APR 12345		100.00	1000.00
28-Aug-2005	APR 12345		100.00	1100.00
29-Aug-2005	APR 12345		100.00	1200.00
30-Aug-2005	APR 12345		100.00	1300.00
31-Aug-2005	APR 12345		100.00	1400.00
01-Sep-2005	APR 12345		100.00	1500.00
02-Sep-2005	APR 12345		100.00	1600.00
03-Sep-2005	APR 12345		100.00	1700.00
04-Sep-2005	APR 12345		100.00	1800.00
05-Sep-2005	APR 12345		100.00	1900.00
06-Sep-2005	APR 12345		100.00	2000.00
07-Sep-2005	APR 12345		100.00	2100.00
08-Sep-2005	APR 12345		100.00	2200.00
09-Sep-2005	APR 12345		100.00	2300.00
10-Sep-2005	APR 12345		100.00	2400.00
11-Sep-2005	APR 12345		100.00	2500.00
12-Sep-2005	APR 12345		100.00	2600.00
13-Sep-2005	APR 12345		100.00	2700.00
14-Sep-2005	APR 12345		100.00	2800.00
15-Sep-2005	APR 12345		100.00	2900.00
16-Sep-2005	APR 12345		100.00	3000.00
17-Sep-2005	APR 12345		100.00	3100.00
18-Sep-2005	APR 12345		100.00	3200.00
19-Sep-2005	APR 12345		100.00	3300.00
20-Sep-2005	APR 12345		100.00	3400.00
21-Sep-2005	APR 12345		100.00	3500.00
22-Sep-2005	APR 12345		100.00	3600.00
23-Sep-2005	APR 12345		100.00	3700.00
24-Sep-2005	APR 12345		100.00	3800.00
25-Sep-2005	APR 12345		100.00	3900.00
26-Sep-2005	APR 12345		100.00	4000.00
27-Sep-2005	APR 12345		100.00	4100.00
28-Sep-2005	APR 12345		100.00	4200.00
29-Sep-2005	APR 12345		100.00	4300.00
30-Sep-2005	APR 12345		100.00	4400.00
01-Oct-2005	APR 12345		100.00	4500.00
02-Oct-2005	APR 12345		100.00	4600.00
03-Oct-2005	APR 12345		100.00	4700.00
04-Oct-2005	APR 12345		100.00	4800.00
05-Oct-2005	APR 12345		100.00	4900.00
06-Oct-2005	APR 12345		100.00	5000.00
07-Oct-2005	APR 12345		100.00	5100.00
08-Oct-2005	APR 12345		100.00	5200.00
09-Oct-2005	APR 12345		100.00	5300.00
10-Oct-2005	APR 12345		100.00	5400.00
11-Oct-2005	APR 12345		100.00	5500.00
12-Oct-2005	APR 12345		100.00	5600.00
13-Oct-2005	APR 12345		100.00	5700.00
14-Oct-2005	APR 12345		100.00	5800.00
15-Oct-2005	APR 12345		100.00	5900.00
16-Oct-2005	APR 12345		100.00	6000.00
17-Oct-2005	APR 12345		100.00	6100.00
18-Oct-2005	APR 12345		100.00	6200.00
19-Oct-2005	APR 12345		100.00	6300.00
20-Oct-2005	APR 12345		100.00	6400.00
21-Oct-2005	APR 12345		100.00	6500.00
22-Oct-2005	APR 12345		100.00	6600.00
23-Oct-2005	APR 12345		100.00	6700.00
24-Oct-2005	APR 12345		100.00	6800.00
25-Oct-2005	APR 12345		100.00	6900.00
26-Oct-2005	APR 12345		100.00	7000.00
27-Oct-2005	APR 12345		100.00	7100.00
28-Oct-2005	APR 12345		100.00	7200.00
29-Oct-2005	APR 12345		100.00	7300.00
30-Oct-2005	APR 12345		100.00	7400.00
31-Oct-2005	APR 12345		100.00	7500.00
01-Nov-2005	APR 12345		100.00	7600.00
02-Nov-2005	APR 12345		100.00	7700.00
03-Nov-2005	APR 12345		100.00	7800.00
04-Nov-2005	APR 12345		100.00	7900.00
05-Nov-2005	APR 12345		100.00	8000.00
06-Nov-2005	APR 12345		100.00	8100.00
07-Nov-2005	APR 12345		100.00	8200.00
08-Nov-2005	APR 12345		100.00	8300.00
09-Nov-2005	APR 12345		100.00	8400.00
10-Nov-2005	APR 12345		100.00	8500.00
11-Nov-2005	APR 12345		100.00	8600.00
12-Nov-2005	APR 12345		100.00	8700.00
13-Nov-2005	APR 12345		100.00	8800.00
14-Nov-2005	APR 12345		100.00	8900.00
15-Nov-2005	APR 12345		100.00	9000.00
16-Nov-2005	APR 12345		100.00	9100.00
17-Nov-2005	APR 12345		100.00	9200.00
18-Nov-2005	APR 12345		100.00	9300.00
19-Nov-2005	APR 12345		100.00	9400.00
20-Nov-2005	APR 12345		100.00	9500.00
21-Nov-2005	APR 12345		100.00	9600.00
22-Nov-2005	APR 12345		100.00	9700.00
23-Nov-2005	APR 12345		100.00	9800.00
24-Nov-2005	APR 12345		100.00	9900.00
25-Nov-2005	APR 12345		100.00	10000.00
26-Nov-2005	APR 12345		100.00	10100.00
27-Nov-2005	APR 12345		100.00	10200.00
28-Nov-2005	APR 12345		100.00	10300.00
29-Nov-2005	APR 12345		100.00	10400.00
30-Nov-2005	APR 12345		100.00	10500.00
01-Dec-2005	APR 12345		100.00	10600.00
02-Dec-2005	APR 12345		100.00	10700.00
03-Dec-2005	APR 12345		100.00	10800.00
04-Dec-2005	APR 12345		100.00	10900.00
05-Dec-2005	APR 12345		100.00	11000.00
06-Dec-2005	APR 12345		100.00	11100.00
07-Dec-2005	APR 12345		100.00	11200.00
08-Dec-2005	APR 12345		100.00	11300.00
09-Dec-2005	APR 12345		100.00	11400.00
10-Dec-2005	APR 12345		100.00	11500.00
11-Dec-2005	APR 12345		100.00	11600.00
12-Dec-2005	APR 12345		100.00	11700.00
13-Dec-2005	APR 12345		100.00	11800.00
14-Dec-2005	APR 12345		100.00	11900.00
15-Dec-2005	APR 12345		100.00	12000.00
16-Dec-2005	APR 12345		100.00	12100.00
17-Dec-2005	APR 12345		100.00	12200.00
18-Dec-2005	APR 12345		100.00	12300.00
19-Dec-2005	APR 12345		100.00	12400.00
20-Dec-2005	APR 12345		100.00	12500.00

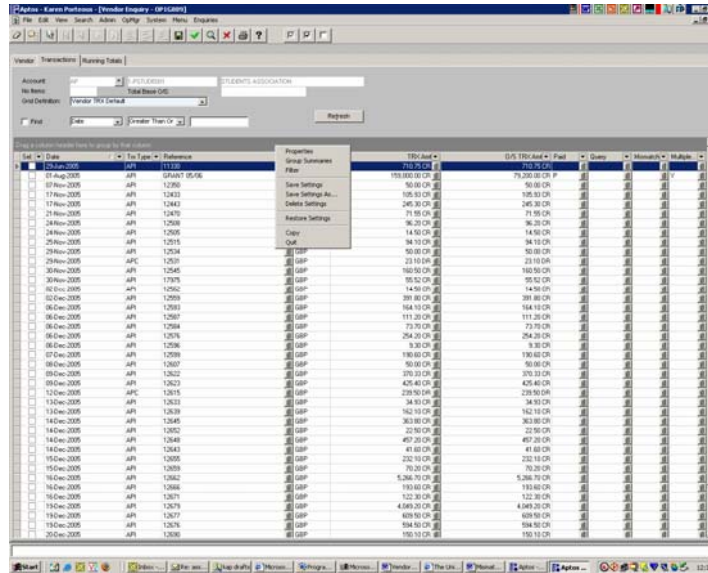
If this screen is left maximized when closed, it will re-open maximized.



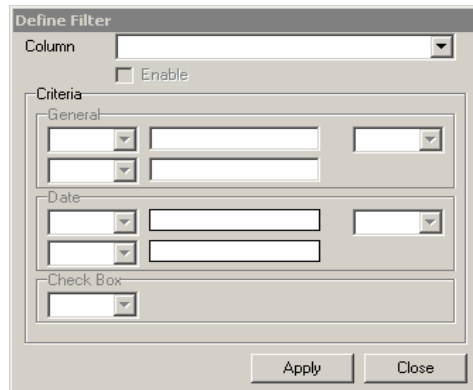
3. Filters

Filters can be applied to any of the columns (multiple filters can be in use at the same time).

- Right click on the 'darker grey' bar at the top (where it says 'drag a column header here to group by that column')



- Select **filter** to give a pop-up dialogue box



- Select the column you wish to filter on from the drop-down list
- Tick the **enable** box.



The appropriate **criteria** section will then activate.



The 'Define Filter' dialog box shows the 'Column' set to 'Date'. The 'Criteria' section has 'General' selected. The 'Date' section shows the operator '>=' selected. The 'Check Box' section is empty. 'Apply' and 'Close' buttons are at the bottom.

- Select the desired filter-type from the drop-down menu:

A vertical list of filter operators: =, <>, >, >=, <, <=, Is Null, and Not Null.

=	=	Equals
<>	<>	Does not equal
>	>	Greater than
>=	>=	Greater than or equal to
<	<	Less than
<=	<=	Less than or equal to
Is Null	Is null	Contains nothing
Not Null	Not null	Contains anything

- Use the date-picker for a filter on the date column.

The 'Define Filter' dialog box is shown with the 'Date' column selected. A date picker calendar for January 2006 is overlaid, showing the date 13 (Today) selected. The 'Date' section shows the operator '>=' selected. 'Apply' and 'Close' buttons are at the bottom.

- Click **apply**



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The filter is then applied to the screen and recorded in the grey bar at the bottom of the screen:

The screenshot shows the 'Vendor Enquiry - OP1G889' window. It has tabs for 'Vendor', 'Transactions', and 'Running Totals'. The 'Transactions' tab is active. The 'Account' is set to 'AP' and '1-PTUDE001' with the description 'STUDENTS ASSOCIATION'. The 'Grid Definition' is 'Vendor TRX Default'. A filter is applied: 'Date' is '01-Jan-2006' and 'Greater Than Or' is selected. The 'Refresh' button is visible. Below the filter, there is a table with columns: Date, T, Reference, C, TRX Amt, O/S TRX Amt, P, Q, M, M. The table shows two rows of data:

Date	T	Reference	C	TRX Amt	O/S TRX Amt	P	Q	M	M
06-Jan-2006	API	12708	GBP	91.30 CR	91.30 CR				
31-May-2005	API	11047	GBP	69.00 CR	69.00 CR				

At the bottom of the window, a grey bar contains the filter description: 'X (Date >= 01-Jan-2006)'.

- Remove the filter by clicking the cross next to it's description.
- Apply further filters as necessary to narrow the criteria further.



4. Groups

The 'grouping level' is the darker grey bar where it says 'drag a column header here to group by that column'. Columns can be dragged to this grouping level to create groups. For example:

- Drag 'trx type' up to allow all invoices to be grouped and all credits to be grouped.

Vendor Enquiry - OP1G889

Vendor Transactions Running Totals

Account: AP 1-PTUDE001 STUDENTS ASSOCIATION

No Items: Total Base O/S:

Grid Definition: Vendor TRX Default

☐ Find Date Greater Than Or

Refresh

Trx Type

S... Date / Reference C... TRX Amt O/S TRX Amt P... Q... M... M...

+ Trx Type : APC

+ Trx Type : API

- Click on the '+' beside the group header to show the details.

Vendor Enquiry - OP1G889

Vendor Transactions Running Totals

Account: AP 1-PTUDE001 STUDENTS ASSOCIATION

No Items: Total Base O/S:

Grid Definition: Vendor TRX Default

☐ Find Date Greater Than Or

Refresh

Trx Type

S... Date / Reference C... TRX Amt O/S TRX Amt P... Q... M... M...

+ Trx Type : APC

+ Trx Type : API

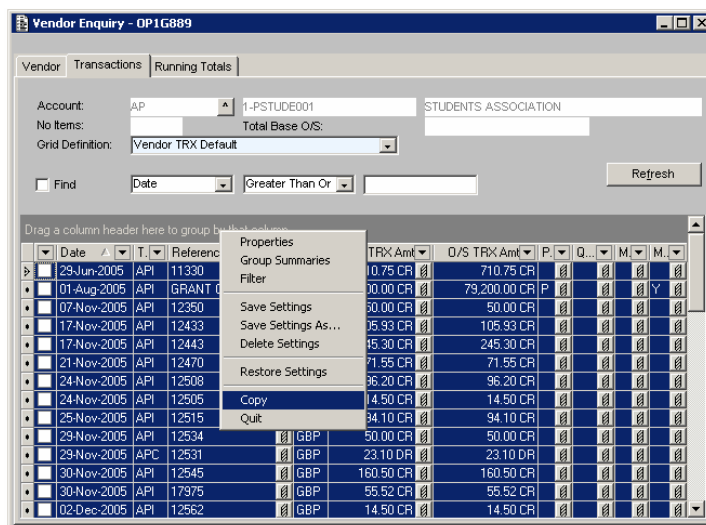
S...	Date	Reference	C...	TRX Amt	O/S TRX Amt	P...	Q...	M...	M...
	29-Jun-2005	11330	GBP	710.75 CR	710.75 CR				
	01-Aug-2005	GRANT 05/06	GBP	159,000.00 CR	79,200.00 CR	P			Y
	07-Nov-2005	12350	GBP	50.00 CR	50.00 CR				
	17-Nov-2005	12433	GBP	105.93 CR	105.93 CR				
	17-Nov-2005	12443	GBP	245.30 CR	245.30 CR				
	21-Nov-2005	12470	GBP	71.55 CR	71.55 CR				
	24-Nov-2005	12508	GBP	96.20 CR	96.20 CR				
	24-Nov-2005	12505	GBP	14.50 CR	14.50 CR				
	25-Nov-2005	12515	GBP	94.10 CR	94.10 CR				
	29-Nov-2005	12534	GBP	50.00 CR	50.00 CR				
	30-Nov-2005	12545	GBP	160.50 CR	160.50 CR				



5. Copying data into Excel

To copy the screen contents into Excel:

- Highlight the rows to be copied
- Right-click on the grouping level bar
- Select **Copy**

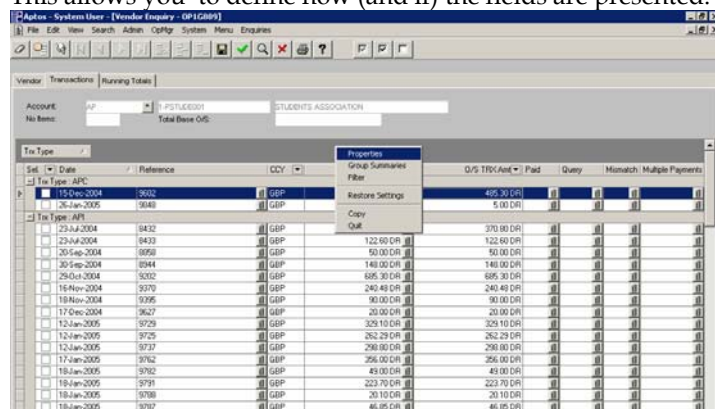


- Then **paste** into an open excel worksheet.

5.1. Defining columns to appear in Excel

- Right click in the darker grey 'grouping' area and select **properties**.

This allows you to define how (and if) the fields are presented.



- Tick the 'visible' box to see the field, un-tick to hide it.
- With amounts, change the display format to show negatives in brackets rather than with DR (ie (10.00) rather than 10.00DR)

Note that Aptos does this reformatting automatically when copying to Excel.



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Alternatively,

- Right click on any column heading and select **hide column** or **show all columns** as required.

If required:

- Add column totals
- Assign a colour to column(s)

The 'Properties (v 1.0.3)' dialog box is shown. It has a list of columns on the left: Sel, Date, Trx Type, Reference, CCY, TRX Amt, and O/S TRX Amt. The 'TRX Amt' column is selected. Below the list, there are checkboxes for 'Visible' (checked), 'Filter' (checked), and 'Colour' (unchecked). The 'Display Format' is set to '#,##0.00## DR;#,#0.'. The 'Footer Type' is set to 'Sum'. The 'Footer Format' is set to '#,##0.00## DR;#,#0.'. A 'Format Preview' section shows '(Footer Format)' and the preview text '#,##0.00## DR;#,#0.00## CR;#,#0.00## DR'. At the bottom are 'Font', 'Apply', and 'Close' buttons.

The screenshot shows a grid enquiry table with columns: Trx Type, Sel, Date, Reference, CCY, TRX Amt, O/S TRX Amt, Paid, Query, Monarch, and Multiple Payments. The 'TRX Amt' column is highlighted in red. The data rows show transactions for January 2005.

Trx Type	Sel	Date	Reference	CCY	TRX Amt	O/S TRX Amt	Paid	Query	Monarch	Multiple Payments
D		19-Jan-2005	9804	GBP	60.00 DR	60.00 DR				
		19-Jan-2005	9797	GBP	10.00 DR	10.00 DR				
		19-Jan-2005	9799	GBP	9.30 DR	9.30 DR				
		20-Jan-2005	9811	GBP	200.00 DR	200.00 DR				
		20-Jan-2005	9812	GBP	142.00 DR	142.00 DR				
		21-Jan-2005	9824	GBP	220.70 DR	220.70 DR				
		21-Jan-2005	9817	GBP	50.00 DR	50.00 DR				
		21-Jan-2005	9818	GBP	45.00 DR	45.00 DR				
		24-Jan-2005	9833	GBP	362.40 DR	362.40 DR				
		24-Jan-2005	9826	GBP	100.00 DR	100.00 DR				
		24-Jan-2005	9827	GBP	50.00 DR	50.00 DR				
		24-Jan-2005	9829	GBP	14.50 DR	14.50 DR				
		25-Jan-2005	9841	GBP	416.10 DR	416.10 DR				
		25-Jan-2005	9837	GBP	238.90 DR	238.90 DR				
		26-Jan-2005	9842	GBP	779.30 DR	779.30 DR				
		26-Jan-2005	9843	GBP	402.10 DR	402.10 DR				