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

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

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

- Equals
- Does not equal
- Greater than
- Greater than or equal to
- Less than
- Less than or equal to
- Contains nothing
- Contains anything

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

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:

- 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.

- Click on the ‘+’ beside the group header to show the details.
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 reformating automatically when copying to Excel.
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)