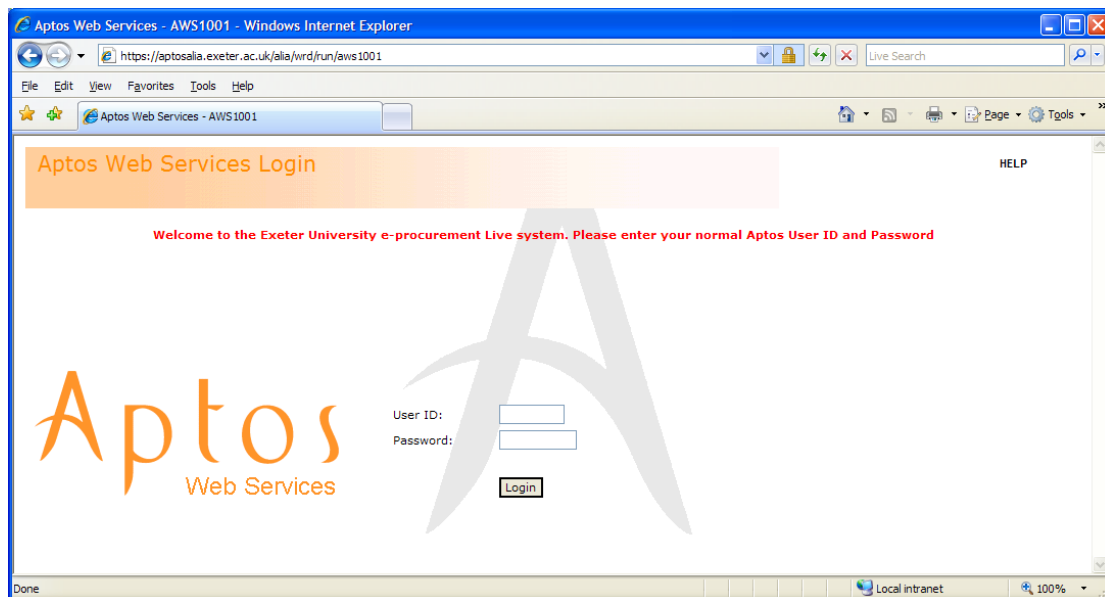
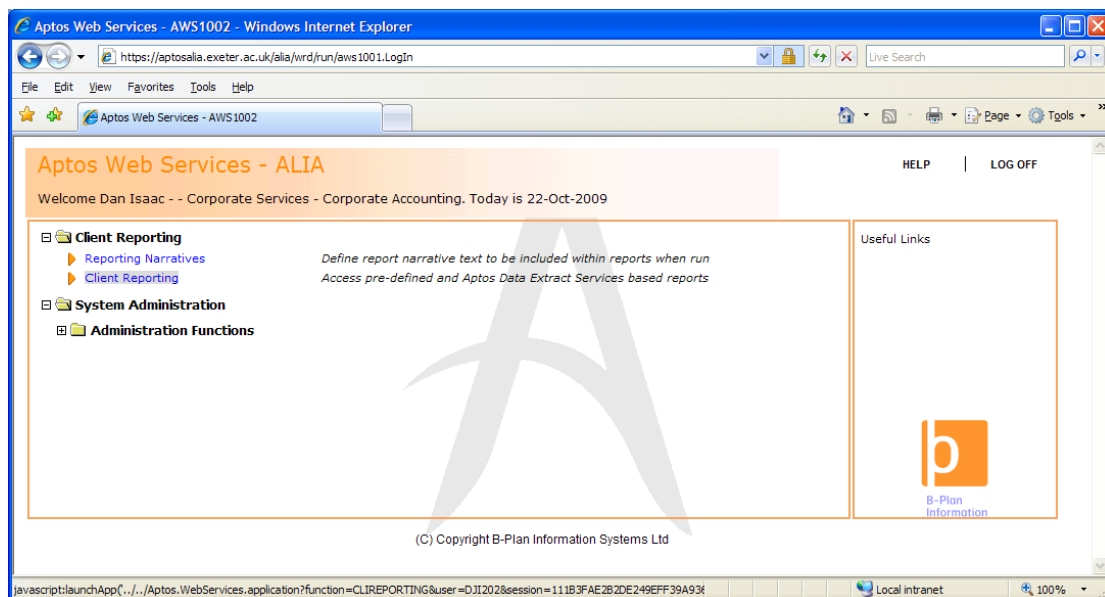


Running CSR - Guidance Notes

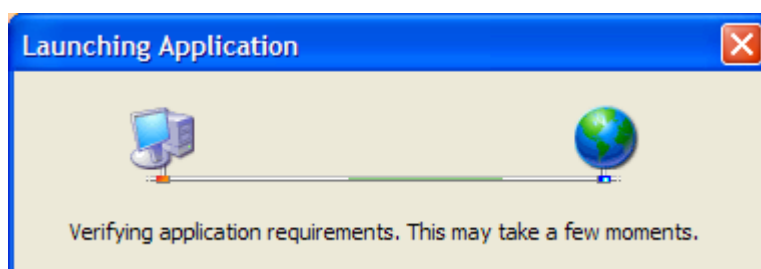
You can access CSR by logging in from the website <http://aptosalia.ex.ac.uk> using your main Aptos username and password:-



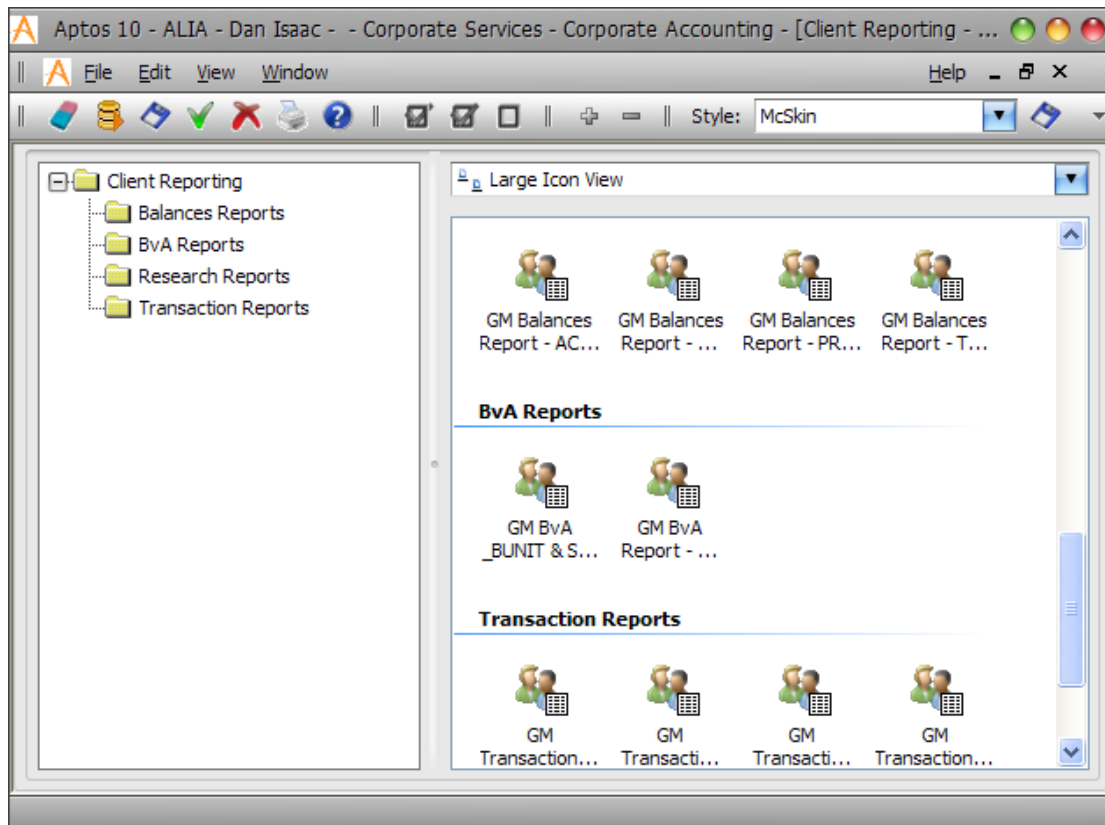
You should then select 'Client Reporting' from the Aptos Web Services menu:-



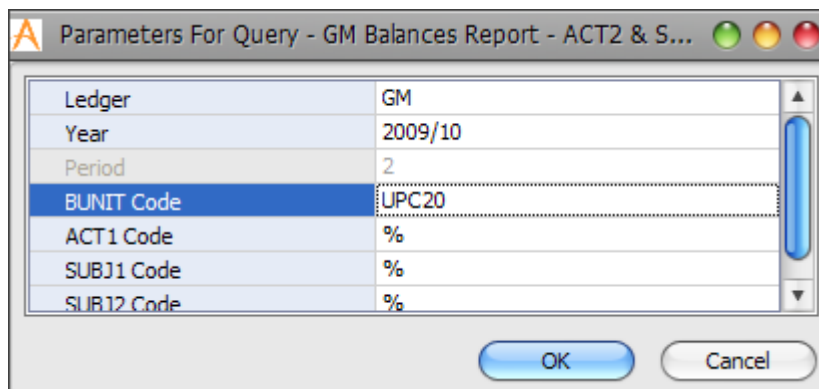
Please note that you will see the box below after you have clicked the 'Client Reporting' link and it may take several seconds after this to load the CSR application so please be patient:-



Once the main CSR interface has been opened you simply need to double click on the required icon to run that report:-



You can then specify the parameters that you require and click OK to run the report:-



A preview of your CSR report will then be generated.

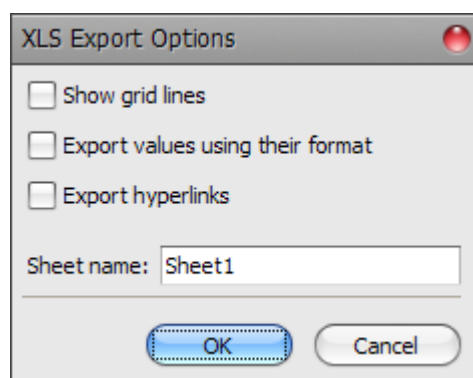
Exporting or printing your Report

To print your report, simply select the 'Print' option from the file menu of your report preview.

From this preview screen you are also able to export your report into a number of other formats including an Excel spreadsheet or a PDF. To do this, simply select 'Export Document' from the file menu and then select the format that you require.

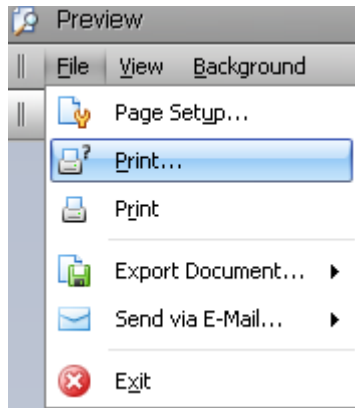
Aptos CSR – Frequently Asked Questions

- **If I use a wildcard when running a CSR report the data within the report is not clear?**
 - You are strongly advised not to use wildcards to retrieve data against a particular account code segment when running an EAS2 report. For example, reports numbered 3 and 4 are formatted to run against a particular Budget Unit, therefore, if you run the report against a wildcard budget unit (e.g. 'USC%') the data in the report will not be appropriately formatted and so may be very misleading.
- **I have exported a CSR report into Excel. How can I now improve the formatting of this report?**
 - CSR is designed to create complete, fully formatted reports. Therefore, while you are able to export a CSR reports as an Excel file (etc.), hence allowing you to amend some of the data or formatting in these reports, you are advised not to. If you need to extract data from Aptos and apply further analysis to that data then please use the EAS2 or MID reporting tools.
- **When I export a CSR report into Excel, the amounts in my CSR report are not recognised as numbers in Excel?**
 - Again you are advised not to export a CSR report into Excel but if you still wish to do so then you will see the following box when you attempt to do this:-



By default the 'Export values using their format' option is unticked as this ensures that amounts are formatted the same way in the Excel export as they are in the CSR report. However, if you wish for Excel to recognise these figures as numbers then you will need to tick this 'Export values using their format' tickbox, before clicking 'OK' to generate your Excel export.

- **Which is the best CSR report for me to use?**
 - With a number of CSR reports available it may not always be clear which is the best report for you to run. For further guidance on this please refer to the 'Aptos CSR – Knowing which report to run' document which can be found at http://admin.exeter.ac.uk/finance/aptos/aptos_reporting.shtml. If you are still not sure what report is best for you then please contact Dan Isaac (D.J.Isaac@exeter.ac.uk)
- **When printing a CSR report I am not given the option of which printer to use?**
 - In the CSR report preview screen, if you click the print icon (the icon without a '?' sign) your report will automatically begin printing from your default printer. You therefore need to select the printer icon with the '?' sign to be given the option to print to another printer, as shown below:-



- **I can't run reports against periods 12.01, 12.02 or 12.03?**
 - This is a bug in the system. If you enter any of the periods 12.01, 12.02 or 12.03 as a parameter to run a CSR report against it will default to 12.1, 12.2 and 12.3 respectively. Therefore, as these numbers are all higher than 12.03, they will always show data from this period. This bug will hopefully be fixed over the next few weeks.
- **Can I run CSR reports against the GT ledger?**
 - You can run any of the main general ledger (GM) CSR reports against the general trading (GT) ledger by simply entering 'GT' as the ledger parameter when you run the report and using 'BUNIT' to denote the 'PREMISES' and 'SUBUNIT' to denote the 'LOCATION'. For example, to run a report for shops (PREMISES code – 'E') you can simply enter the following parameters against any of the BUNIT report (3a, 3b, 4a or 4b):-

