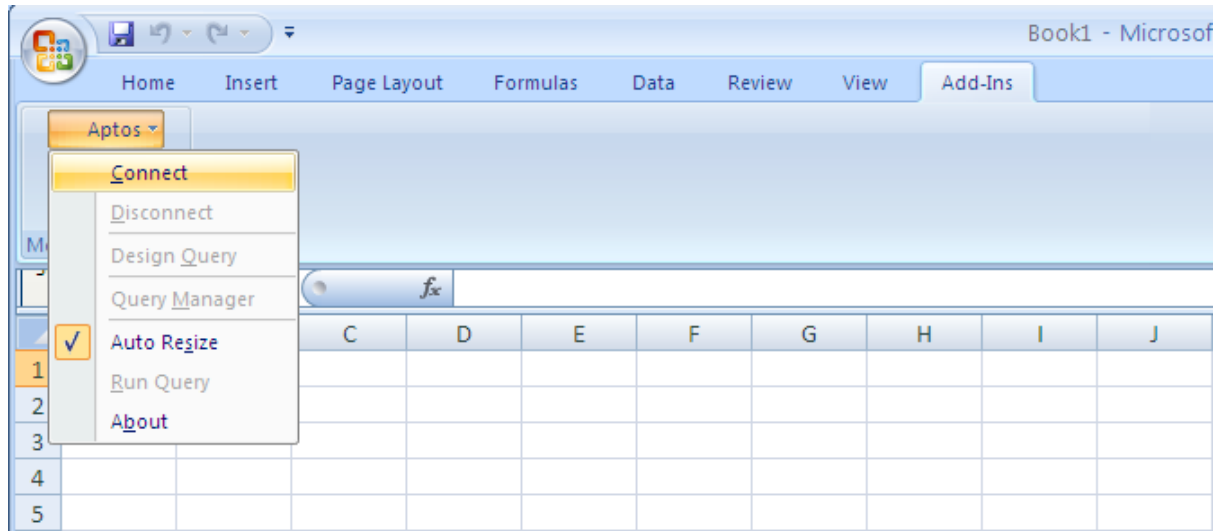


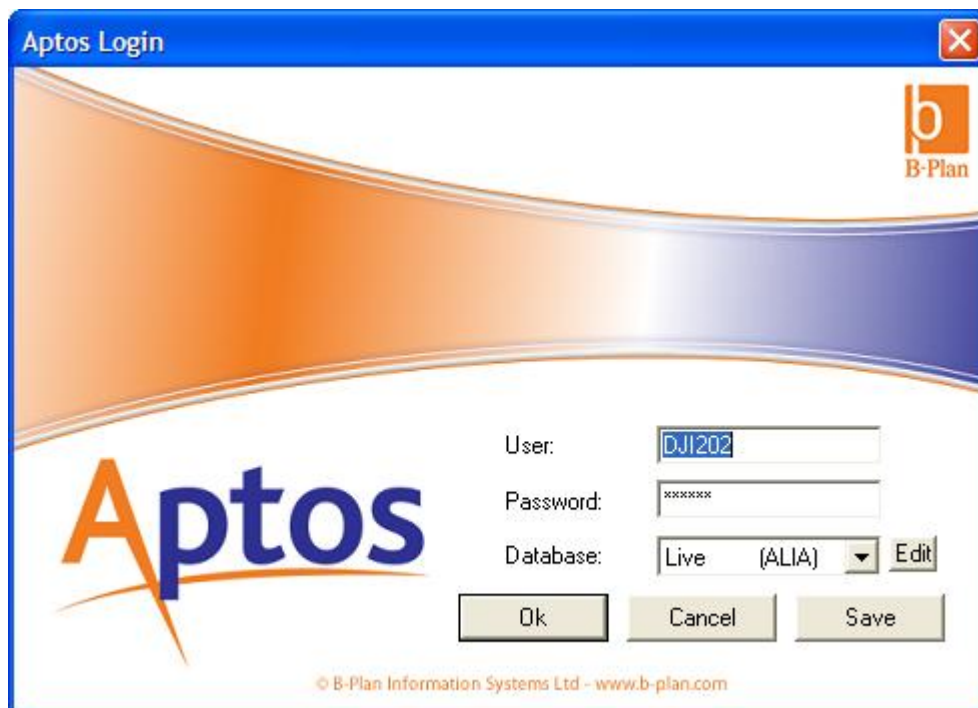
Running an EAS2 Report - Guidance Notes

Please note that the new EAS2 reports are not designed to be concisely structured or formatted, but instead aim to output a complete dataset to allow you to analyse further in whatever way you wish. Please use Client Side Reporting (CSR) to obtain more clearly formatted and structured financial reports.

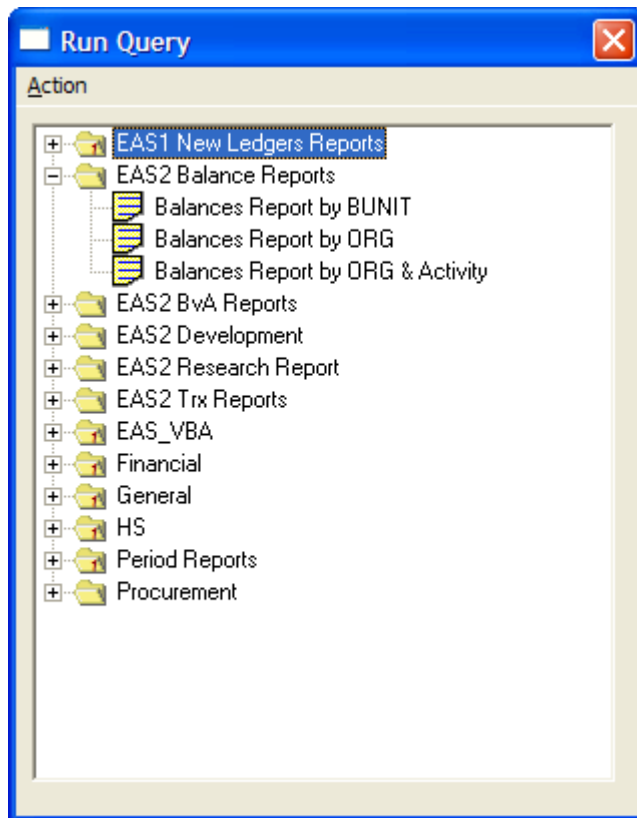
Once you have installed EAS2 you can access it by selecting 'Connect' from the 'Aptos' menu within 'Add-Ins' in Excel:-



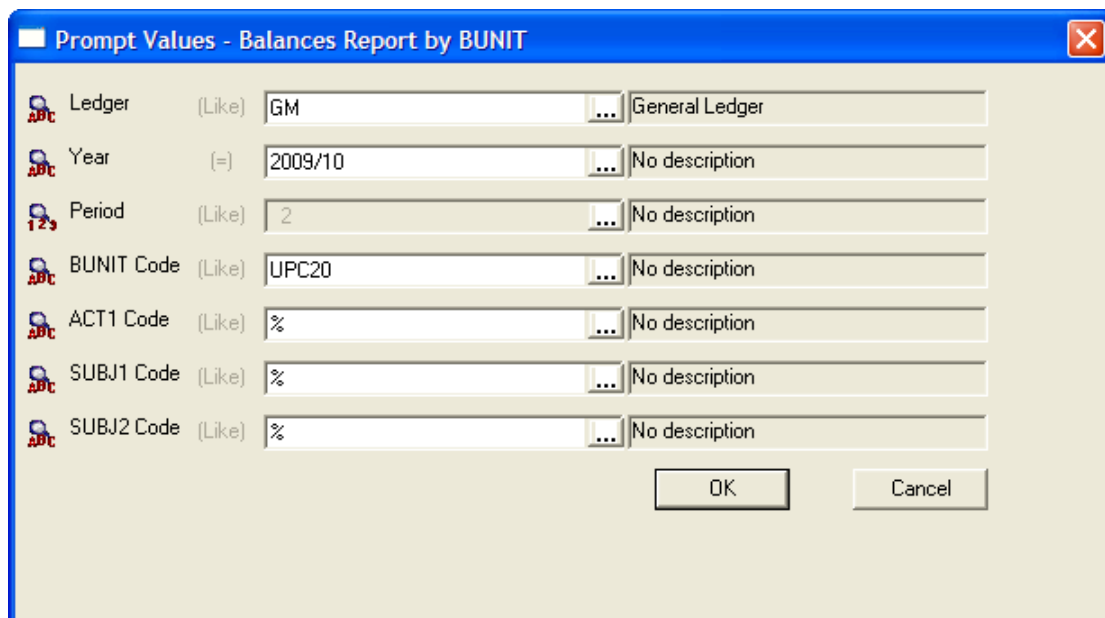
You should then log into the Live EAS2 database using your main Aptos username and password, then click OK:-



Once logged in you can then run an EAS2 query by selecting 'Run query' from the Aptos menu. You should then select the query you wish to run by double clicking on the appropriate icon from the menu:-



You will then be given the option to select the parameters required for your report, then click OK. Please note that the symbol % should be used as a wildcard.



Your EAS2 report will then be generated in your open Excel worksheet.