

**Finding out what new account codes exist**

1. **Menu Path: *General Ledger > Accounts > Enquiries > Account > Account Bals By Per*** (I have this on my personal menu – select the option (single click) and then choose *Actions > Add Item To Personal*)

**Enter: Relevant Ledger = GM, GT or GR; Account Profile = 1-ORG-\* (ie. <Gold>\*)** where ORG is your two letter code; Period = 2009/10 & 1 then press <F8> to retrieve.



2. Right click on the column headings and select 'Hide' – in this case hide all the columns except Account and Description.

Aptos - Dick Leitch - Academic Services - Projects - [Account Balances By Period - OP1G329]

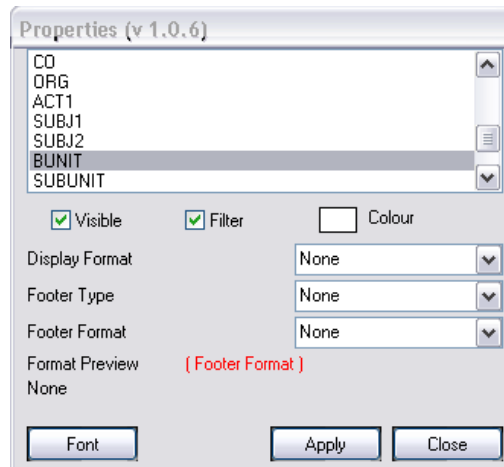
File Edit View Search Admin OpMgr System Menu Actions

Ledger: GM General Ledger  
 Account Profile: 1-PA-\*  
 Account Type:   
 SBE Type: CO University/Company  
 SBE Value: 1 University of Exeter  
 Period: 2009/10 1  
 Currency / Unit: GBP GB Sterling  
 Grid Definition: Dick's View  
 Actual Movements

Drag a column header here to group by that column

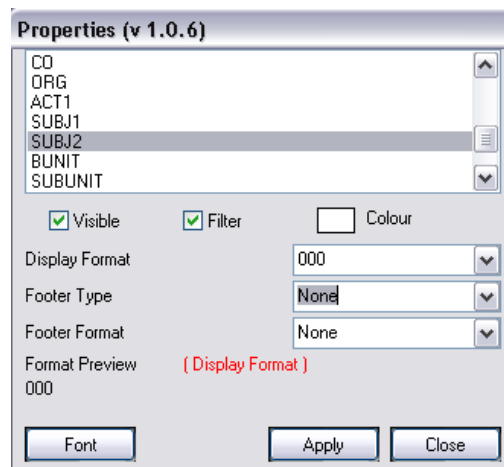
Account	Description
1-PA-G-F21-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-ESF GRANT INC--ASU-ASU
1-PA-G-H21-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-INT PSC ALLOC--ASU-ASU
1-PA-G-H21-000-UPA08-SPA31	ACADEMIC SERV-ADMINISTRATION-INT PSC ALLOC--ASU-PROVOST
1-PA-G-J5A-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-SUPP STAFF SAL--ASU-ASU
1-PA-G-J5B-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-SUPP STAFF NIC--ASU-ASU
1-PA-G-J5C-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-SUPP STAFF USS--ASU-ASU
1-PA-G-J5D-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-SUPP STAFF ERBS--ASU-ASU
1-PA-G-J91-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-MAT/PAT PROV--ASU-ASU
1-PA-G-L30-000-UPA08-SPA30-A101	ACADEMIC SERV-ADMINISTRATION-ADVERTISING - S--ASU-ASU-STAFF RECRUIT
1-PA-G-L31-000-UPA08-SPA30-A101	ACADEMIC SERV-ADMINISTRATION-INTERVIEW EXP--ASU-ASU-STAFF RECRUIT
1-PA-G-L32-000-UPA08-SPA30-A101	ACADEMIC SERV-ADMINISTRATION-RELOCATION EXP--ASU-ASU-STAFF RECRUIT
1-PA-G-L33-000-UPA08-SPA30-A101	ACADEMIC SERV-ADMINISTRATION-RECRUIT AGENCY--ASU-ASU-STAFF RECRUIT
1-PA-G-N06-000-UPA08-SPA30-A103	ACADEMIC SERV-ADMINISTRATION-ROOM HIRE--ASU-ASU-STAFF LEARNING
1-PA-G-N20-097-UPA08-SPA30-A180	ACADEMIC SERV-ADMINISTRATION-EQUIPMENT-PURCHASE <£25K-ASU-ASU-OFFICE/ADMIN
1-PA-G-N21-000-UPA08-SPA30-A180	ACADEMIC SERV-ADMINISTRATION-CONSUMABLES--ASU-ASU-OFFICE/ADMIN
1-PA-G-N40-217-UPA08-SPA30-A180	ACADEMIC SERV-ADMINISTRATION-TELEPHONES/FAX-CALL CHARGES-ASU-ASU-OFFICE/ADMIN
1-PA-G-N41-000-UPA08-SPA30-A180	ACADEMIC SERV-ADMINISTRATION-POSTAGE AND CAR--ASU-ASU-OFFICE/ADMIN
1-PA-G-N42-000-UPA08-SPA30-A180	ACADEMIC SERV-ADMINISTRATION-PHOTOCOPYING--ASU-ASU-OFFICE/ADMIN
1-PA-G-N44-000-UPA08-SPA30-A180	ACADEMIC SERV-ADMINISTRATION-STATIONERY--ASU-ASU-OFFICE/ADMIN
1-PA-G-N54-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-PROF/CONSU FEES--ASU-ASU
1-PA-G-N54-000-UPA08-SPA30-A103	ACADEMIC SERV-ADMINISTRATION-PROF/CONSU FEES--ASU-ASU-STAFF LEARNING
1-PA-G-N60-502-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-TRAVEL-UK-ASU-ASU
1-PA-G-N60-502-UPA08-SPA30-A103	ACADEMIC SERV-ADMINISTRATION-TRAVEL-UK-ASU-ASU-STAFF LEARNING
1-PA-G-N60-502-UPA08-SPA31	ACADEMIC SERV-ADMINISTRATION-TRAVEL-UK-ASU-PROVOST
1-PA-G-N61-235-UPA08-SPA30-A103	ACADEMIC SERV-ADMINISTRATION-VEHICLES-HIRE-ASU-ASU-STAFF LEARNING
1-PA-G-N63-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-ACCOM/SUBSIST--ASU-ASU
1-PA-G-N63-000-UPA08-SPA30-A103	ACADEMIC SERV-ADMINISTRATION-ACCOM/SUBSIST--ASU-ASU-STAFF LEARNING
1-PA-G-N64-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-REFRESH/HOSPIT--ASU-ASU
1-PA-G-N64-HC0-UPA08-SPA31	ACADEMIC SERV-ADMINISTRATION-REFRESH/HOSPIT-CATERING-ASU-PROVOST
1-PA-G-N69-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-OTHER COSTS--ASU-ASU

3. **Right** click anywhere in the middle of the grid and select 'Properties'. Scroll down until you see all the account code segments – select the first segment (eg. ACT1) and check the 'Visible' box. Repeat for all the other segments.



4. Click 'Apply' The account segments will now be visible on the right hand side – you may have to drag the Description column to the left to make the segments fully visible.

**NB:** If the SUBJ2 codes 000 appear as a single 0, **right** click in the grid and select 'Properties' again. Scroll down, select SUBJ2 and click the drop-down list for 'Display Format'. Select the three zeroes format and click 'Apply'.





Ledger: GM General Ledger

Account Profile: 1-PA-.\*

Account Type: [ ]

SBE Type: CO University/Company

SBE Value: 1 University of Exeter

Period: 2009/10 1

Currency / Unit: GBP GB Sterling

Grid Definition: Dick's View

Actual Movements

Drag a column header here to group by that column

Account	Description	ACT1	SUBJ1	SUBJ2	BUNIT	SUBUNIT	ACT2	PROJ	TRANS
1-PA-G-F21-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-ESF GRANT INC	G	F21	000	UPA08	SPA30			
1-PA-G-H21-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-INT PSC ALLOC-	G	H21	000	UPA08	SPA30			
1-PA-G-H21-000-UPA08-SPA31	ACADEMIC SERV-ADMINISTRATION-INT PSC ALLOC-	G	H21	000	UPA08	SPA31			
1-PA-G-J5A-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-SUPP STAFF SA	G	J5A	000	UPA08	SPA30			
1-PA-G-J5B-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-SUPP STAFF NIC	G	J5B	000	UPA08	SPA30			
1-PA-G-J5C-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-SUPP STAFF US	G	J5C	000	UPA08	SPA30			
1-PA-G-J5D-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-SUPP STAFF ER	G	J5D	000	UPA08	SPA30			
1-PA-G-J91-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-MAT/PAT PROV	G	J91	000	UPA08	SPA30			
1-PA-G-L30-000-UPA08-SPA30-A101	ACADEMIC SERV-ADMINISTRATION-ADVERTISING -	G	L30	000	UPA08	SPA30	A101		
1-PA-G-L31-000-UPA08-SPA30-A101	ACADEMIC SERV-ADMINISTRATION-INTERVIEW EXF	G	L31	000	UPA08	SPA30	A101		
1-PA-G-L32-000-UPA08-SPA30-A101	ACADEMIC SERV-ADMINISTRATION-RELOCATION E>	G	L32	000	UPA08	SPA30	A101		
1-PA-G-L33-000-UPA08-SPA30-A101	ACADEMIC SERV-ADMINISTRATION-RECRUIT AGENI	G	L33	000	UPA08	SPA30	A101		
1-PA-G-N06-000-UPA08-SPA30-A103	ACADEMIC SERV-ADMINISTRATION-ROOM HIRE--AS	G	N06	000	UPA08	SPA30	A103		
1-PA-G-N20-097-UPA08-SPA30-A180	ACADEMIC SERV-ADMINISTRATION-EQUIPMENT-PU	G	N20	097	UPA08	SPA30	A180		
1-PA-G-N21-000-UPA08-SPA30-A180	ACADEMIC SERV-ADMINISTRATION-CONSUMABLES-	G	N21	000	UPA08	SPA30	A180		
1-PA-G-N40-217-UPA08-SPA30-A180	ACADEMIC SERV-ADMINISTRATION-TELEPHONES/F	G	N40	217	UPA08	SPA30	A180		
1-PA-G-N41-000-UPA08-SPA30-A180	ACADEMIC SERV-ADMINISTRATION-POSTAGE AND (	G	N41	000	UPA08	SPA30	A180		
1-PA-G-N42-000-UPA08-SPA30-A180	ACADEMIC SERV-ADMINISTRATION-PHOTOCOPIYNG	G	N42	000	UPA08	SPA30	A180		
1-PA-G-N44-000-UPA08-SPA30-A180	ACADEMIC SERV-ADMINISTRATION-STATIONERY--A	G	N44	000	UPA08	SPA30	A180		
1-PA-G-N54-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-PROF/CONSU FI	G	N54	000	UPA08	SPA30			
1-PA-G-N54-000-UPA08-SPA30-A103	ACADEMIC SERV-ADMINISTRATION-PROF/CONSU FI	G	N54	000	UPA08	SPA30	A103		
1-PA-G-N60-502-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-TRAVEL-UK-ASL	G	N60	502	UPA08	SPA30			
1-PA-G-N60-502-UPA08-SPA30-A103	ACADEMIC SERV-ADMINISTRATION-TRAVEL-UK-ASL	G	N60	502	UPA08	SPA30	A103		
1-PA-G-N60-502-UPA08-SPA31	ACADEMIC SERV-ADMINISTRATION-TRAVEL-UK-ASL	G	N60	502	UPA08	SPA31			
1-PA-G-N61-235-UPA08-SPA30-A103	ACADEMIC SERV-ADMINISTRATION-VEHICLES-HIRE-	G	N61	235	UPA08	SPA30	A103		
1-PA-G-N63-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-ACCOM/SUBSIS	G	N63	000	UPA08	SPA30			
1-PA-G-N63-000-UPA08-SPA30-A103	ACADEMIC SERV-ADMINISTRATION-ACCOM/SUBSIS	G	N63	000	UPA08	SPA30	A103		
1-PA-G-N64-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-REFRESH/HOSF	G	N64	000	UPA08	SPA30			

5. You can drag any of the segment column headings box onto the 'Group' band – in the example below I have selected the BUNIT segment. All the rows are now grouped by Budget Unit.

The screenshot shows the Aptos software interface for 'Academic Services - Projects - [Account Balances By Period - OP1G329]'. The interface includes a menu bar (File, Edit, View, Search, Admin, OpMgr, System, Menu, Actions) and a toolbar with various icons. The main area is divided into a configuration section and a data table.

**Configuration Section:**

- Ledger: GM (General Ledger)
- Account Profile: 1-PA--\*
- Account Type: [dropdown]
- SBE Type: CO (University/Company)
- SBE Value: 1 (University of Exeter)
- Period: 2009/10 (1)
- Currency / Unit: GBP (GB Sterling)
- Grid Definition: Dick's View
- Actual Movements

**Data Table:**

Account	Description	ACT1	SUBJ1	SUBJ2	SUBUNIT	ACT2	PROJ	TRANS
+  BUNIT : UPA00								
+  BUNIT : UPA02								
+  BUNIT : UPA03								
+  BUNIT : UPA04								
+  BUNIT : UPA05								
+  BUNIT : UPA06								
+  BUNIT : UPA07								
▶  BUNIT : UPA08								
+  BUNIT : UPA09								
+  BUNIT : UPA10								
+  BUNIT : UPA11								
+  BUNIT : UPA12								

6. You can now expand the Budget Unit to which you belong – eg. UPA05 (Education Enhancement)

Aptos - Dick Leitch - Academic Services - Projects - [Account Balances By Period - OP1G329]

File Edit View Search Admin OpMgr System Menu Actions

Ledger: GM General Ledger  
 Account Profile: 1-PA-.\*  
 Account Type:  
 SBE Type: CO University/Company  
 SBE Value: 1 University of Exeter  
 Period: 2009/10 1  
 Currency / Unit: GBP GB Sterling  
 Grid Definition: Dick's View  
 Actual Movements

Account	Description	ACT1	SUBJ1	SUBJ2	SUBUNIT	ACT2	PROJ	TRANS
+ BUNIT : UPA00								
+ BUNIT : UPA02								
+ BUNIT : UPA03								
+ BUNIT : UPA04								
- BUNIT : UPA05								
1-PA-L-A12-000-UPA05-SPA37-A500	ACADEMIC SERV-ACADEMIC SERV-HEFCE T GRT TA--E	L	A12	000	SPA37	A500		
1-PA-L-F20-000-UPA05-SPA36-A500	ACADEMIC SERV-ACADEMIC SERV-EXTERNAL GRANTS	L	F20	000	SPA36	A500		
1-PA-L-F99-000-UPA05-SPA37-A500	ACADEMIC SERV-ACADEMIC SERV-SUNDRY INCOME--E	L	F99	000	SPA37	A500		
1-PA-L-H20-000-UPA05-SPA35	ACADEMIC SERV-ACADEMIC SERV-INT ALLOC FUND--E	L	H20	000	SPA35			
1-PA-L-H20-000-UPA05-SPA37-A500	ACADEMIC SERV-ACADEMIC SERV-INT ALLOC FUND--E	L	H20	000	SPA37	A500		
1-PA-L-H21-000-UPA05-SPA35	ACADEMIC SERV-ACADEMIC SERV-INT PSC ALLOC--ED	L	H21	000	SPA35			
1-PA-L-H21-000-UPA05-SPA36-A500	ACADEMIC SERV-ACADEMIC SERV-INT PSC ALLOC--ED	L	H21	000	SPA36	A500		
1-PA-L-H30-SC0-UPA05-SPA35	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-BL	L	H30	SC0	SPA35			
1-PA-L-H30-SC0-UPA05-SPA37-A500	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-BL	L	H30	SC0	SPA37	A500		
1-PA-L-H30-SG0-UPA05-SPA35	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-SE	L	H30	SG0	SPA35			
1-PA-L-H30-SG0-UPA05-SPA37-A500	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-SE	L	H30	SG0	SPA37	A500		
1-PA-L-H30-SK0-UPA05-SPA35	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-SC	L	H30	SK0	SPA35			
1-PA-L-H30-SK0-UPA05-SPA37-A500	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-SC	L	H30	SK0	SPA37	A500		
1-PA-L-H30-SL0-UPA05-SPA35	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-HL	L	H30	SL0	SPA35			
1-PA-L-H30-SL0-UPA05-SPA37-A500	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-HL	L	H30	SL0	SPA37	A500		
1-PA-L-H30-SS0-UPA05-SPA35	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-SC	L	H30	SS0	SPA35			
1-PA-L-H30-SS0-UPA05-SPA37-A500	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-SC	L	H30	SS0	SPA37	A500		
1-PA-L-H30-ST0-UPA05-SPA35	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-SC	L	H30	ST0	SPA35			

7. You can now select the rows for Education Enhancement by selecting the top row and then holding down the shift key while pressing the down arrow. Then press <Ctrl> C to copy the data to the clipboard, open a new worksheet in Microsoft Excel and press <Ctrl> V to paste the data.

Book5 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins Get Started Acrobat

Clipboard Font Alignment Number Styles Cells Editing

Ledger : GM

	A	B	C	D	E	F	G	H	I	J	K
1	Ledger : GM										
2	Account : 1-PA*										
3	Account Type :										
4	SBE : CO 1										
5	Fiscal Period: 2009/10										
6	Period : 1										
7	Currency/Unit: GBP GB Sterling										
8											
9	Account	Description	ACT1	SUBJ1	SUBJ2	SUBUNIT	ACT2	PROJ	TRANS		
10											
11	1-PA-L-A12-000-UPA05-SPA37-A500	ACADEMIC SERV-ACADEMIC SERV-HEFCE T GRT TA—ED ENHANCE-EE - TESS-EXTERNAL GRANT	L	A12	0	SPA37	A500				
12	1-PA-L-F20-000-UPA05-SPA36-A500	ACADEMIC SERV-ACADEMIC SERV-EXTERNAL GRANTS—ED ENHANCE-EE - ROBERTS-EXTERNAL GRANT	L	F20	0	SPA36	A500				
13	1-PA-L-F99-000-UPA05-SPA37-A500	ACADEMIC SERV-ACADEMIC SERV-SUNDRY INCOME—ED ENHANCE-EE - TESS-EXTERNAL GRANT	L	F99	0	SPA37	A500				
14	1-PA-L-H20-000-UPA05-SPA35	ACADEMIC SERV-ACADEMIC SERV-INT ALLOC FUND—ED ENHANCE-ED ENHANCE	L	H20	0	SPA35					
15	1-PA-L-H20-000-UPA05-SPA37-A500	ACADEMIC SERV-ACADEMIC SERV-INT ALLOC FUND—ED ENHANCE-EE - TESS-EXTERNAL GRANT	L	H20	0	SPA37	A500				
16	1-PA-L-H21-000-UPA05-SPA35	ACADEMIC SERV-ACADEMIC SERV-INT PSC ALLOC—ED ENHANCE-ED ENHANCE	L	H21	0	SPA35					
17	1-PA-L-H21-000-UPA05-SPA36-A500	ACADEMIC SERV-ACADEMIC SERV-INT PSC ALLOC—ED ENHANCE-EE - ROBERTS-EXTERNAL GRANT	L	H21	0	SPA36	A500				
18	1-PA-L-H30-SCD-UPA05-SPA35	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-BUSINESS SCHOOL-ED ENHANCE-ED ENHANCE	L	H30	SCD	SPA35					
19	1-PA-L-H30-SCD-UPA05-SPA37-A500	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-BUSINESS SCHOOL-ED ENHANCE-EE - TESS-EXTERNAL GRANT	L	H30	SCD	SPA37	A500				
20	1-PA-L-H30-SGD-UPA05-SPA35	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-SELL-ED ENHANCE-ED ENHANCE	L	H30	SGD	SPA35					
21	1-PA-L-H30-SGD-UPA05-SPA37-A500	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-SELL-ED ENHANCE-EE - TESS-EXTERNAL GRANT	L	H30	SGD	SPA37	A500				
22	1-PA-L-H30-SKD-UPA05-SPA35	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-SCHOOL OF GEOG-ED ENHANCE-ED ENHANCE	L	H30	SKD	SPA35					
23	1-PA-L-H30-SKD-UPA05-SPA37-A500	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-SCHOOL OF GEOG-ED ENHANCE-EE - TESS-EXTERNAL GRANT	L	H30	SKD	SPA37	A500				
24	1-PA-L-H30-SLD-UPA05-SPA35	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-HUSS-ED ENHANCE-ED ENHANCE	L	H30	SLD	SPA35					
25	1-PA-L-H30-SLD-UPA05-SPA37-A500	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-HUSS-ED ENHANCE-EE - TESS-EXTERNAL GRANT	L	H30	SLD	SPA37	A500				
26	1-PA-L-H30-SSD-UPA05-SPA35	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-SCHOOL OF PSYCH-ED ENHANCE-ED ENHANCE	L	H30	SSD	SPA35					
27	1-PA-L-H30-SSD-UPA05-SPA37-A500	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-SCHOOL OF PSYCH-ED ENHANCE-EE - TESS-EXTERNAL GRANT	L	H30	SSD	SPA37	A500				
28	1-PA-L-H30-STO-UPA05-SPA35	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-SCHOOL OF S&HS-ED ENHANCE-ED ENHANCE	L	H30	STO	SPA35					
29	1-PA-L-H30-STO-UPA05-SPA37-A500	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-SCHOOL OF S&HS-ED ENHANCE-EE - TESS-EXTERNAL GRANT	L	H30	STO	SPA37	A500				
30	1-PA-L-H30-SWD-UPA05-SPA35	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-SCHOOL OF BIO-ED ENHANCE-ED ENHANCE	L	H30	SWD	SPA35					
31	1-PA-L-H30-SWD-UPA05-SPA37-A500	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-SCHOOL OF BIO-ED ENHANCE-EE - TESS-EXTERNAL GRANT	L	H30	SWD	SPA37	A500				
32	1-PA-L-H30-SXD-UPA05-SPA35	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-SALL-ED ENHANCE-ED ENHANCE	L	H30	SXD	SPA35					
33	1-PA-L-H30-SXD-UPA05-SPA37-A500	ACADEMIC SERV-ACADEMIC SERV-INT TRANS FUND-SALL-ED ENHANCE-EE - TESS-EXTERNAL GRANT	L	H30	SXD	SPA37	A500				

8. You now have a list of account codes and descriptions for your Budget Unit



**FOR CENTRAL/FINANCE STAFF** – rather than drag a segment heading to the 'Group' bar, double click the 'Select all' square, press <Ctrl> C and paste into an Excel spreadsheet.

The screenshot shows the 'Aptos - Dick Leitch - Academic Services - Projects - [Account Balances By Period - OP1G329]' window. The interface includes a menu bar (File, Edit, View, Search, Admin, OpMgr, System, Menu, Actions) and a toolbar with various icons. The main area is divided into a configuration section on the left and a data table on the right.

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**Data Table:**

Drag a column header here to group by that column

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1-PA-G-H21-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-INT PSC ALLOC-	G	H21	000	UPA08	SPA30			
1-PA-G-H21-000-UPA08-SPA31	ACADEMIC SERV-ADMINISTRATION-INT PSC ALLOC-	G	H21	000	UPA08	SPA31			
1-PA-G-J5A-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-SUPP STAFF SA	G	J5A	000	UPA08	SPA30			
1-PA-G-J5B-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-SUPP STAFF NIC	G	J5B	000	UPA08	SPA30			
1-PA-G-J5C-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-SUPP STAFF US	G	J5C	000	UPA08	SPA30			
1-PA-G-J5D-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-SUPP STAFF ER	G	J5D	000	UPA08	SPA30			
1-PA-G-J91-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-MAT/PAT PROV	G	J91	000	UPA08	SPA30			
1-PA-G-L30-000-UPA08-SPA30-A101	ACADEMIC SERV-ADMINISTRATION-ADVERTISING -	G	L30	000	UPA08	SPA30	A101		
1-PA-G-L31-000-UPA08-SPA30-A101	ACADEMIC SERV-ADMINISTRATION-INTERVIEW EXF	G	L31	000	UPA08	SPA30	A101		
1-PA-G-L32-000-UPA08-SPA30-A101	ACADEMIC SERV-ADMINISTRATION-RELOCATION E>	G	L32	000	UPA08	SPA30	A101		
1-PA-G-L33-000-UPA08-SPA30-A101	ACADEMIC SERV-ADMINISTRATION-RECRUIT AGENI	G	L33	000	UPA08	SPA30	A101		
1-PA-G-N06-000-UPA08-SPA30-A103	ACADEMIC SERV-ADMINISTRATION-ROOM HIRE--A>	G	N06	000	UPA08	SPA30	A103		
1-PA-G-N20-097-UPA08-SPA30-A180	ACADEMIC SERV-ADMINISTRATION-EQUIPMENT-PU	G	N20	097	UPA08	SPA30	A180		
1-PA-G-N21-000-UPA08-SPA30-A180	ACADEMIC SERV-ADMINISTRATION-CONSUMABLES-	G	N21	000	UPA08	SPA30	A180		
1-PA-G-N40-217-UPA08-SPA30-A180	ACADEMIC SERV-ADMINISTRATION-TELEPHONES/F	G	N40	217	UPA08	SPA30	A180		
1-PA-G-N41-000-UPA08-SPA30-A180	ACADEMIC SERV-ADMINISTRATION-POSTAGE AND (	G	N41	000	UPA08	SPA30	A180		
1-PA-G-N42-000-UPA08-SPA30-A180	ACADEMIC SERV-ADMINISTRATION-PHOTOCOPIYING	G	N42	000	UPA08	SPA30	A180		
1-PA-G-N44-000-UPA08-SPA30-A180	ACADEMIC SERV-ADMINISTRATION-STATIONERY--A	G	N44	000	UPA08	SPA30	A180		
1-PA-G-N54-000-UPA08-SPA30	ACADEMIC SERV-ADMINISTRATION-PROF/CONSU FI	G	N54	000	UPA08	SPA30			

Delete row 10, apply a filter to row 9 and you can now select whichever segment for which you wish to see the accounts.

Book3 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins Get Started Acrobat

Cut Copy Paste Format Painter Clipboard

Calibri 10 Font

Wrap Text Alignment

General Number

Conditional Formatting Styles

Format as Table

Cell Styles

Insert Delete Format Cells

AutoSum Fill Clear Sort & Filter Find & Select Editing

	A	B	C	D	E	F	G	H	I	J	K
1	Ledger	: GM									
2	Account	: 1-PA*									
3	Account Type	:									
4	SBE	: CO 1									
5	Fiscal Period	: 2009/10									
6	Period	: 1									
7	Currency/Unit	: GBP GB Sterling									
8											
9	Account	ORG	ACT1	SUBJ1	SUBJ2	BUNIT	SUBUNIT	ACT2	PROJ	TRANS	Description
125	1-PA-K-F99-000-UPA09-SPA55	PA	K	F99		0 UPA09	SPA55				ACADEMIC SERV-STAFF/STU FAC-SUNDRY INCOME---CAREERS-CAREER/EMPLOY---
126	1-PA-K-F99-000-UPA09-SPA56	PA	K	F99		0 UPA09	SPA56				ACADEMIC SERV-STAFF/STU FAC-SUNDRY INCOME---CAREERS-CES EMPLOY---
135	1-PA-K-H21-000-UPA09	PA	K	H21		0 UPA09					ACADEMIC SERV-STAFF/STU FAC-INT PSC ALLOC---CAREERS----
136	1-PA-K-H21-000-UPA09-SPA55	PA	K	H21		0 UPA09	SPA55				ACADEMIC SERV-STAFF/STU FAC-INT PSC ALLOC---CAREERS-CAREER/EMPLOY---
137	1-PA-K-H21-000-UPA09-SPA56	PA	K	H21		0 UPA09	SPA56				ACADEMIC SERV-STAFF/STU FAC-INT PSC ALLOC---CAREERS-CES EMPLOY---
138	1-PA-K-H30-452-UPA09-SPA56	PA	K	H30	452	UPA09	SPA56				ACADEMIC SERV-STAFF/STU FAC-INT TRANS FUND-HEIF-CAREERS-CES EMPLOY---
160	1-PA-K-J58-077-UPA09-SPA55	PA	K	J58	77	UPA09	SPA55				ACADEMIC SERV-STAFF/STU FAC-SUPP STAFF RECH-STAFF BANK-CAREERS-CAREER/EMPLOY---
168	1-PA-K-J5A-000-UPA09-SPA55	PA	K	J5A		0 UPA09	SPA55				ACADEMIC SERV-STAFF/STU FAC-SUPP STAFF SAL---CAREERS-CAREER/EMPLOY---
178	1-PA-K-J5B-000-UPA09-SPA55	PA	K	J5B		0 UPA09	SPA55				ACADEMIC SERV-STAFF/STU FAC-SUPP STAFF NIC---CAREERS-CAREER/EMPLOY---
187	1-PA-K-J5C-000-UPA09-SPA55	PA	K	J5C		0 UPA09	SPA55				ACADEMIC SERV-STAFF/STU FAC-SUPP STAFF USS---CAREERS-CAREER/EMPLOY---
195	1-PA-K-J5D-000-UPA09-SPA55	PA	K	J5D		0 UPA09	SPA55				ACADEMIC SERV-STAFF/STU FAC-SUPP STAFF ERBS---CAREERS-CAREER/EMPLOY---
203	1-PA-K-J5E-000-UPA09-SPA55	PA	K	J5E		0 UPA09	SPA55				ACADEMIC SERV-STAFF/STU FAC-SUPP STAFF OVER---CAREERS-CAREER/EMPLOY---
260	1-PA-K-J7A-074-UPA09-SPA55	PA	K	J7A	74	UPA09	SPA55				ACADEMIC SERV-STAFF/STU FAC-STUD SUPP SALAR-DEMONSTRATORS-CAREERS-CAREER/EMPLOY---
261	1-PA-K-J7B-074-UPA09-SPA55	PA	K	J7B	74	UPA09	SPA55				ACADEMIC SERV-STAFF/STU FAC-STUD SUPP NIC-DEMONSTRATORS-CAREERS-CAREER/EMPLOY---
262	1-PA-K-J99-000-UPA09-SPA56	PA	K	J99		0 UPA09	SPA56				ACADEMIC SERV-STAFF/STU FAC-GEN STAFF PROV---CAREERS-CES EMPLOY---