

## Aptos CSR – Knowing which report to run

Aptos' Client Side Reporting (CSR) tool provides users with complete and fully formatted financial reports which can be easily printed or exported and saved as a PDF, RTF or Excel file.

There are many different reporting options available which attempt to meet the requirements of a variety of different users and this is a guide to knowing which CSR report should best suit your requirements.

### Types of Report

Reports are organised into folders representing their report type, the main three of which are:-

- Balance Reports
  - Showing balances and commitments held in Aptos against each account code in a specified range at the end of a specified period (the default period '12.03' will give the current balance)
- Budget versus Actual (BvA) Reports
  - Showing budget and actual balances and associated variances against each account code in a specified range at the end of a specified period (the default period '12.03' will give the current budgets and actuals)
- Transaction (Trx) Reports
  - Showing the details of each individual transaction that was made against a specified range of account codes during a defined period (the default range of '1' to '12.03' will give all transactions to date in that year)

In addition to this there are specific reports designed for reporting against research projects and other general reports.

### Report Groupings

Each of the Balance, BvA and Trx reports in CSR are numbered to denote the account code groupings and sub-totalling in each report. In order to get a report which is sorted in a way that best suits you, you therefore need to select the appropriate report number and these are detailed below:-

Reporting by ORG (i.e. School or Service)

- 1a – grouping by Budget Unit (BUNIT) & Sub-Unit (SUBUNIT)
- 1b – grouping by Subjective (SUBJ1) and Activity (ACT2)
- 2a – grouping by Activity (ACT2) and Project (PROJ)
- 2b – grouping by Activity (ACT2) and Transaction Analysis (TRANS)

Reporting by BUNIT (i.e. Budget Unit or department)

- 3a – grouping by Sub-Unit (SUBUNIT) and Activity (ACT2)
- 3b – grouping by Subjective (SUBJ1) and Activity (ACT2)
- 3c – showing all account codes in the Budget Unit without groupings
- 4a (& 4c) – grouping by Activity (ACT2) and Project (PROJ)
- 4b (& 4d) – grouping by Activity (ACT2) and Transaction Analysis (TRANS)

Reporting by SUBUNIT (i.e. Sub-Unit or Sub-Department)

- 5 – grouping by Subjective (SUBJ1) and Activity (ACT2)
- 5c – showing all account codes in the Sub-Unit without groupings
- 6a (& 6c) – grouping by Activity (ACT2) and Project (PROJ)
- 6b (& 6d) – grouping by Activity (ACT2) and Transaction Analysis (TRANS)

Reporting by PROJ (i.e. project, conference, field trip etc.)

- 7 – grouping by Subjective (SUBJ1)

Reporting by TRANS (i.e. staff, student, building etc.)

- 8 – grouping by Subjective (SUBJ1)

#### Please Note

Reports 2a, 2b, 4a, 4b, 6a and 6b will show only data held against codes with an Activity (ACT2) code while all other reports will show all data held within a particular ORG, BUNIT or SUBUNIT, unless you have specifically input other parameters.