

## **EAS2 Reporting Update (October 2010)**

During the initial implementation of the EAS2 reporting tool we published a number of different balance, budget vs actual (BvA) and transaction reports with separate reports allowing you to retrieve data against different segments of the new Aptos account codes. However, in EAS2 we now have the ability to offer one report that allows you to report against any account code segment (or combination of account code segments). Therefore, we intend to remove a number of the existing reports from the 'EAS2 Balance Reports', 'EAS2 BvA Reports' and 'EAS2 Trx Reports' folders to leave you with a more simple suite of EAS2 reports.

Specifically in 'EAS2 Balance Reports' folder you can now use the '**GM Bal by Any Code**' report in place of:-

- 1 GM Bal by ORG
- 2 GM Bal by ORG & ACT2
- 3 GM Bal by BUNIT
- 4 GM Bal by BUNIT & ACT2
- 5 GM Bal by SUBUNIT
- 6 GM Bal by SUBUNIT & ACT2
- 7 GM Bal by PROJ
- 8 GM Bal by TRANS

In the 'EAS2 BvA Reports' folder you can use the '**GM BvA by Any Code**' report in place of:-

- 1 GM BvA by ORG
- 2 GM BvA by ORG & ACT2
- 3 GM BvA by BUNIT
- 4 GM BvA by BUNIT & ACT2
- 5 GM BvA by SUBUNIT
- 6 GM BvA by SUBUNIT & ACT2
- 7 GM BvA by PROJ
- 8 GM BvA by TRANS

In the 'EAS2 Trx Reports' folder you can use the '**GM Trx by Any Code**' report in place of:-

- 1 GM Trx by ORG
- 2 GM Trx by ORG & ACT2
- 3 GM Trx by BUNIT
- 4 GM Trx by BUNIT & ACT2
- 5 GM Trx by SUBUNIT
- 6 GM Trx by SUBUNIT & ACT2
- 7 GM Trx by PROJ
- 8 GM Trx by TRANS

We therefore intend to remove the 24 reports listed above on Monday 15<sup>th</sup> November; if anyone has any reasons why this would cause them a problem can you please contact Dan Isaac ([d.j.isaac@exeter.ac.uk](mailto:d.j.isaac@exeter.ac.uk) or ext. 5788) asap.

In addition, to this we are aware that some users may still be using some of the old EAS1 reports, however, all of the main EAS1 reports should have been replaced with equivalent EAS2 reports so we hope to begin removing access to the old EAS1 reports shortly.

In particular the 'EAS1 New ledger' folder, which is no longer required as all of the reports in this folder now have an equivalent EAS2 report, as shown below. Therefore, if you are still using any of the reports in this folder can you please now use the equivalent new EAS2 report as we intend to remove the 'EAS1 New Ledger' folder on Monday 15<sup>th</sup> November.

<b>EAS1 New ledger Report</b>	<b>EAS2 GM Ledger Equivalent Report</b>	<b>EAS2 GR Ledger Equivalent Report</b>
TransRep_New Ledgers	'GM Trx by Any Code' from the 'EAS2 Trx Reports' folder	'1 GR Trx Rep' from the 'EAS2 Research Report' folder
Acc Code Bals Any Ledger	'GM Bal by Any Code' from the 'EAS2 Balance Reports'	'1 GR Bal Rep' from the 'EAS2 Research Report' folder
Summary PO by Date Range	'PO Summary by Date Range' in 'EAS2 Commitments/PO Reports' folder	
PO Commits by Acct New	'PO Commits by Account' in 'EAS2 Commitments/PO Reports' folder	
Acct Status New	'Account Status Check' in 'EAS2 General' folder	

If you can see any reason why this would cause you a problem or if you are still using any other EAS1 reports that you do not think have an EAS2 equivalent then please contact Dan Isaac ([d.j.isaac@exeter.ac.uk](mailto:d.j.isaac@exeter.ac.uk) or ext. 5788).

A full list of the EAS2 reports that are currently available can be found on the Aptos Reporting website at [http://admin.exeter.ac.uk/finance/aptos/aptos\\_reporting.shtml](http://admin.exeter.ac.uk/finance/aptos/aptos_reporting.shtml)