

# **Aptos Hints & Tips**

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**A.U.G**

**Thank you to those who provided input for this session.**

**There are so many little tricks you can use in Aptos to make life easier or to manage the system more efficiently – here are some of them.**

**As usual, I apologise to any Grannies who already know how to suck eggs.**

**We may not have time to get through all of them but they're all contained on the handouts.**

**Can I encourage everyone to post any clever little tricks they discover on the Forum?**

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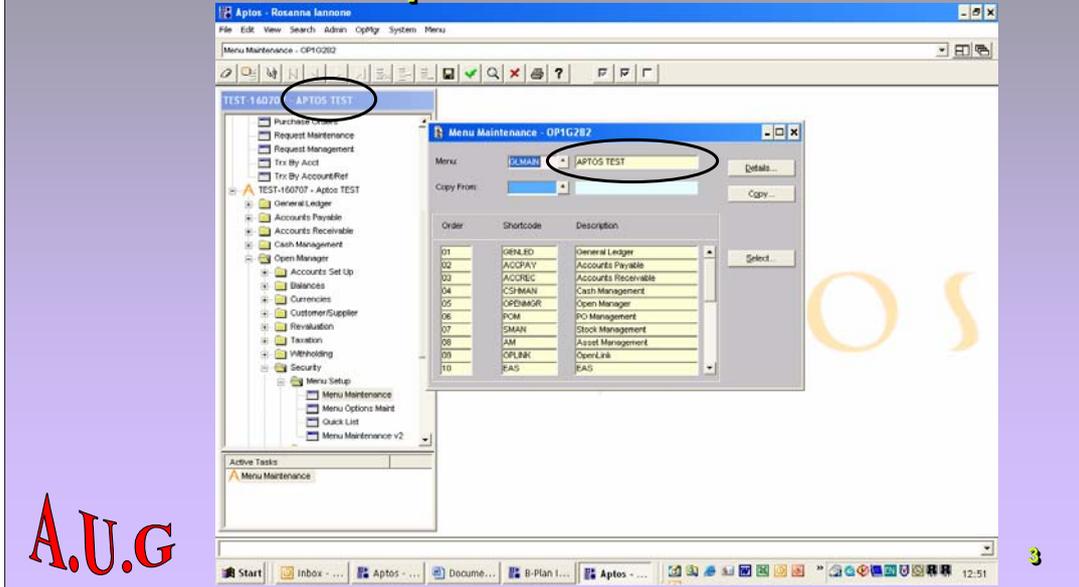
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**Contents**

# Aptos Menu Title Bar 1

Title - Open Manager > Security > Menu Setup > Menu Maintenance



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Most of us have multiple instances of Aptos – at Exeter we have four:-

- Live
- Training
- General Test – available to all users
- Development Test – used by System Administrators

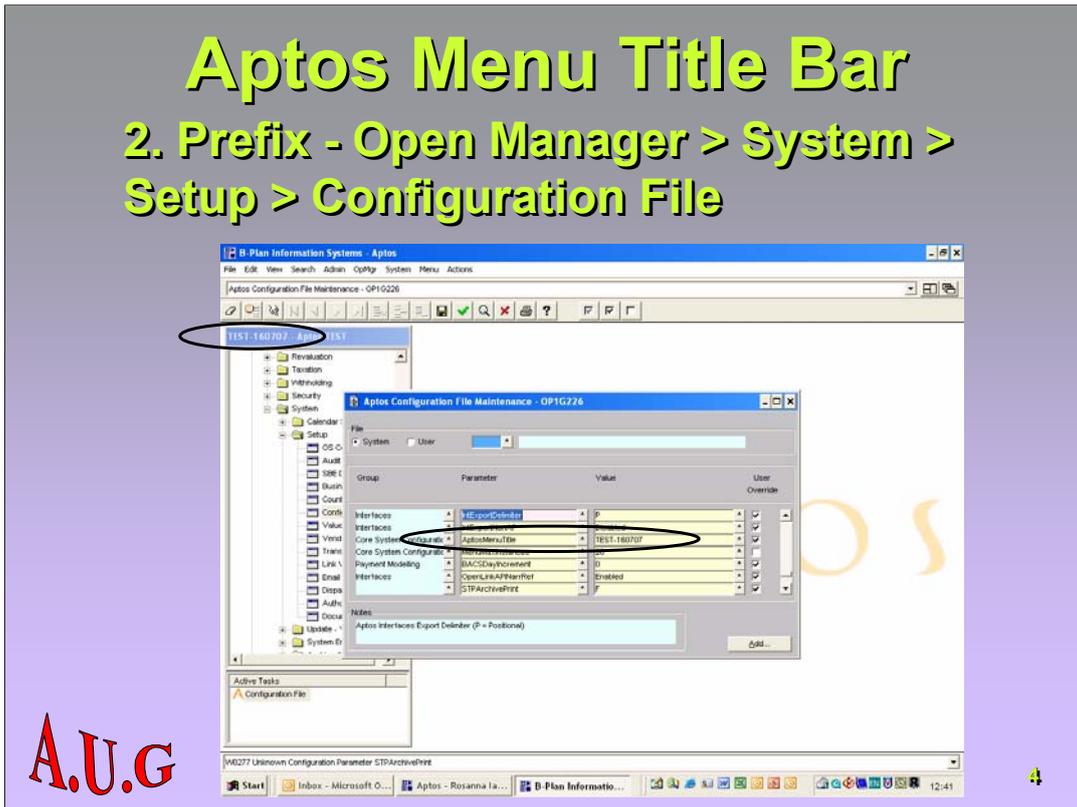
It's helpful to identify them when you log on by amending the Menu title bar. You can do this in two ways:-

Firstly, the Menu description – go to Open Manager → Security → Menu Setup → Menu Maintenance.

Enter the code of the Menu (eg. GLMAIN) and <F8> to retrieve. Enter your description and <F5> to save.

# Aptos Menu Title Bar

## 2. Prefix - Open Manager > System > Setup > Configuration File



Secondly, you can add a prefix.

Go to Open Manager → System → Setup → Configuration File. Press <F8> to retrieve the System Parameters and scroll down until you find the Parameter 'AptosMenuTitle' – it's close to the bottom.

Enter your value – in this example we've entered the date the system was refreshed.

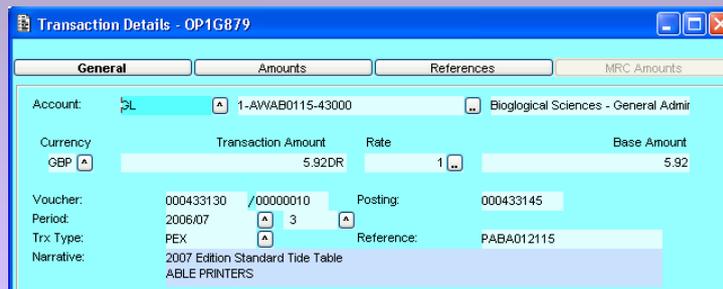
Save your changes – you will have to log out and then back in again to see them.

At Exeter, we also have different colour schemes for the different systems.

# Split Supplier Name from trx narrative

 Trx narrative includes Supplier name separated from notes by CR

77	43000	Consumables (general)	2006/07	3	23-Oct-06 PEX	PABA012115	5.92	2007 Edition Standard Tide Table	ABLE PRINTERS
76	43000	Consumables (general)	2006/07	3	23-Oct-06 PEX	PABA012115	5.88	Carriage	ABLE PRINTERS



Transaction Details - OP1G879

General | Amounts | References | MRC Amounts

Account: 1-AWAB0115-43000 Biological Sciences - General Admin

Currency: GBP Transaction Amount: 5.92DR Rate: 1 Base Amount: 5.92

Voucher: 000433130 / 00000010 Posting: 000433145

Period: 2006/07 3

Trx Type: PEX Reference: PABA012115

Narrative: 2007 Edition Standard Tide Table  
ABLE PRINTERS

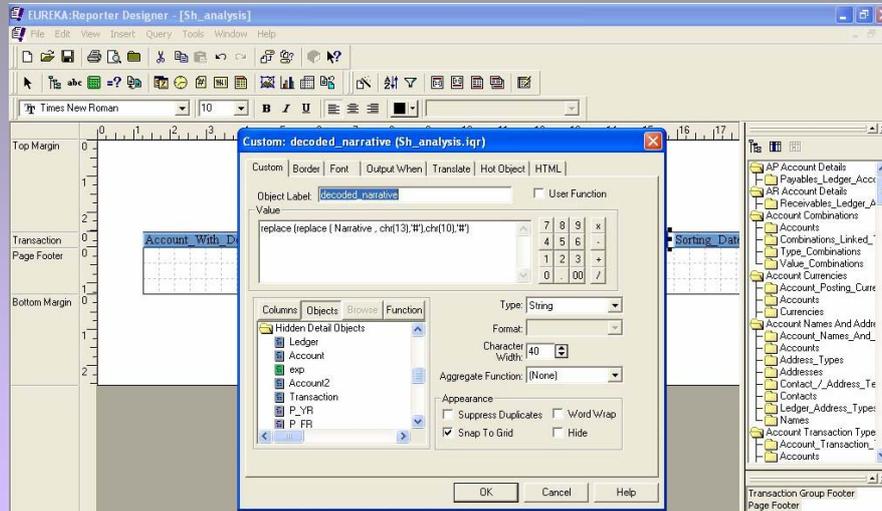
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There is a parameter (either in the config file or the .asn) which adds the Supplier name to the transaction notes. The problem is, the two are separated by a carriage return. This is shown as a  in reports and EAS extracts but you can see the carriage return in the transaction details screen.

You often need to separate them.

# Split Supplier Name from trx narrative - Eureka



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## Eureka

If you remove the narrative field from your Eureka report and replace it with a custom field as in the screenshot below, you overcome this problem.

Replace(replace ( Narrative , chr(13), '#'),chr(10), '#')

ie. Replace any carriage return or line feed characters with #.

# Split Supplier Name from trx narrative – VBA/Excel

## VBA

ActiveSheet.Cells.Replace What:=Chr(13), \_  
Replacement:="" - "", LookAt:=xlPart, \_  
SearchOrder:=xlByRows, MatchCase:=False

## Excel

=IF(ISERROR(MID(K58,FIND(CHAR(13),K58,1)+1,LEN(K58)))=TRUE,K58,MID(K58,FIND(CHAR(13),K58,1)+1,LEN(K58)))

L58	J	K	L
58	5.81	Sharp EL330E calculator Ref. AZ02759	MARTIN LUCK
59	2.08	Visitors badges box 25 ref. 8106410	CORPORATE EXPRESS LTD
60	26.00	Key for Hatherly front basement entrance - master key attached	BUILDING AND ESTATE DIVISION
61	13.00	Key for Hatherly Lab C2 - Master key attached	BUILDING AND ESTATE DIVISION
62	13.00	Key for Hatherly Lab B1 - Master key attached	BUILDING AND ESTATE DIVISION
63	13.00	Key for Hatherly Lab B2 - Master key attached	BUILDING AND ESTATE DIVISION
64	5.37	A1 Master key for Geoffrey Pope Building - No master key	BUILDING AND ESTATE DIVISION
65	0.55	Issue: SM Req AB2766-1: BSXPAP0040: XPAPER RULED PAD WID: Issued: ONE 1	Issue: SM Req AB2766-1: BSXPAP0040: XPAPER RULED PAD WID: Issued: ONE 1
66	0.55	Issue: SM Req AB2776-1: BSXTAP0010: XTAPE ADHESIVE /SELL: Issued: ONE 2	Issue: SM Req AB2776-1: BSXTAP0010: XTAPE ADHESIVE /SELL: Issued: ONE 2
67	120.10	Issue: SM Req AB2760-1: BSCARH0150: HP DRUM KIT: Issued: ONE 1	Issue: SM Req AB2760-1: BSCARH0150: HP DRUM KIT: Issued: ONE 1
68	0.58	Issue: SM Req AB2777-1: BSPLUG0005: PLUG 13A 240V 3-PIN: Issued: ONE 1	Issue: SM Req AB2777-1: BSPLUG0005: PLUG 13A 240V 3-PIN: Issued: ONE 1
69	5.92	2007 Edition Standard Tide Table	ABLE PRINTERS
70	5.88	Carriage	ABLE PRINTERS
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## VBA

In VBA you can insert the following expressions:

ActiveSheet.Cells.Replace What:=Chr(13), \_  
Replacement:="" - "", LookAt:=xlPart, \_  
SearchOrder:=xlByRows, MatchCase:=False

## EAS

=IF(ISERROR(MID(K5,FIND(CHAR(13),K5,1)+1,LEN(K5)))=TRUE,K5,MID(K5,FIND(CHAR(13),K5,1)+1,LEN(K5)))

**NB:** Cell K5 is used in this formulae because EAS data always starts at row 5 and, for this query, the 'Trx Notes' field is in column K. Adjust the formula to suit your data.

If the formula finds no carriage return (CHAR(13)) it will replicate the narrative; if it does, it will split out all contents after the CHAR(13) character.

# Excel – Go To

 Demo – duplicate values

 Demo – copying sub-totals

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## Duplicate values demo – PO\_buyer\_prefix\_delivery\_info.htm – 14028 rows

Select the range – A2:A14028

Press F5 to get the “Go To” dialogue box.

Click the ‘Special’ button

Select the “Blanks” option and click OK

Enter = followed by the address of the first cell with an entry (A2 in the example) and then press <CTRL><Enter>

## Copying Sub-totals – Sub-total copy.xls – 17523 rows

Sort by Vendor Name

Apply sub-totals (on Vendor Name) of ‘Total Order Amount’

Collapse to Level 2

<Ctrl>C to copy; <Ctrl>N for new workbook; <Ctrl>V to paste – note: all rows still present

Select sub-totals

<F5> or <Ctrl>G – click the ‘Special’ button

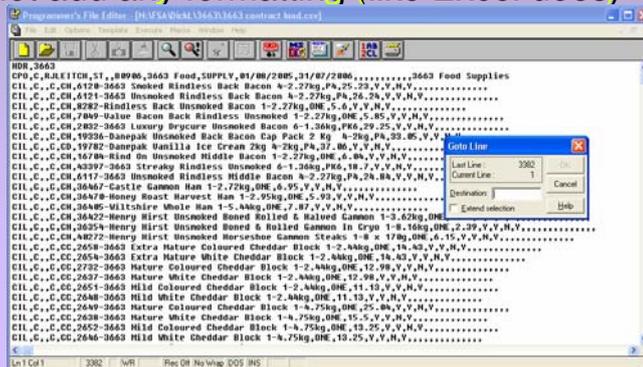
Select the “Visible cells only” option and click OK

<Ctrl>C to copy ; <Ctrl>N for new workbook; <Ctrl>V to paste – note: only sub-totals are copied

# Freeware 1

 **PFE32** - <http://2dos.homepage.dk/batutil/download.htm>

- Handles enormous files
- Easy “view” and “go to” line numbers
- Very powerful “find & replace”
- Can record & store macros
- Does not add any formatting (like Excel does)



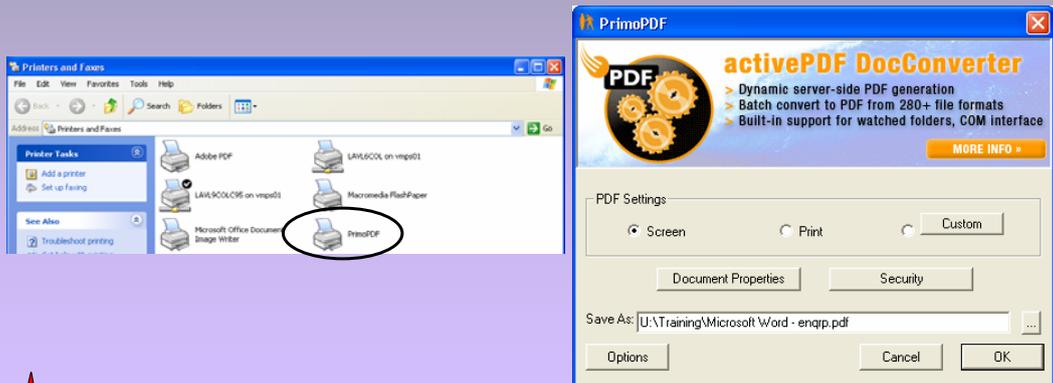
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**Programmers File Editor – for further details, please see Keith. He says it is far better than Notepad or Wordpad.**

# Freeware 2

 **PrimoPDF** - <http://www.primopdf.com/>

- Installs as a printer
- Writes PDFs from almost any file type



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**PrimoPDF – a great tool for those not fortunate enough to have Adobe Acrobat on their PCs.**

**When you print the file, simply select PrimoPDF from the printer dialogue box.**

**When the Primo dialogue appears, select a name and location and click OK.**

**I normally have the output set to Screen – it will then open the document in Acrobat Reader.**

## Freeware 3



**Printkey2000** - <http://www.freeware.com/>

- Type prinkey in the search field
- Screen capture utility
- Save as graphic file type or save to clipboard
- Loads in System Tray



- Activates the "PrntScrn" key
- Allows you to "crop" image to be captured – capture tiny images



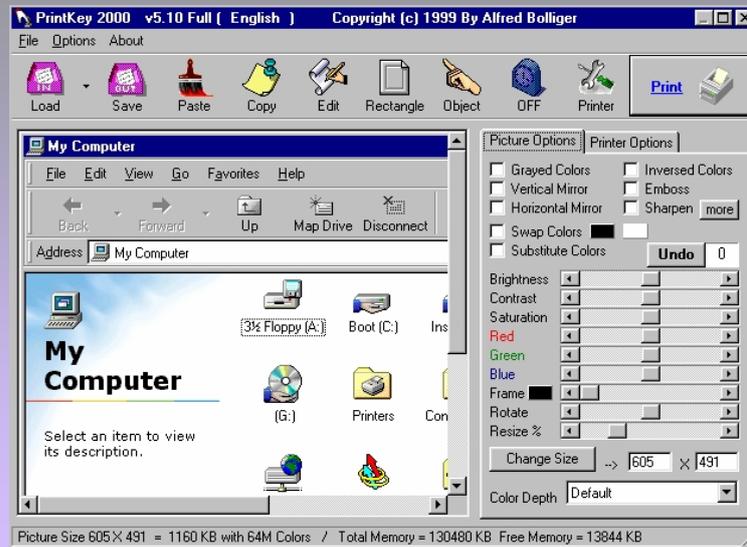
- Ideal for creating training guides

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**Printkey – I have created all the Aptos training materials used at Exeter with this tool. Double click on the Desktop shortcut and it will load into the System Tray. Thereafter, until you next shut down, pressing the <PrntScrn> key opens the Printkey dialogue (accompanied by a camera shutter sound).**

# Printkey2000



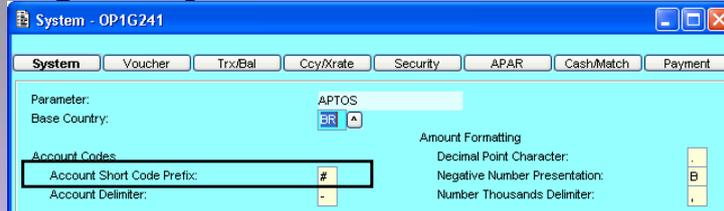
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Click the “Rectangle” icon to get the ‘crop’ tool which lets you select the part of the screen you wish to capture, then either “Copy” to copy to the Windows Clipboard or “Save” to save as one of loads of different graphic file formats.

# GL Account short codes -1

## OpMgr > System Parameters Maintenance



System - OP1G241

System Voucher Trx/Bal Ccy/Rate Security APAR Cash/Match Payment

Parameter: APTOS

Base Country: BR A

Account Codes

Account Short Code Prefix: #

Account Delimiter: -

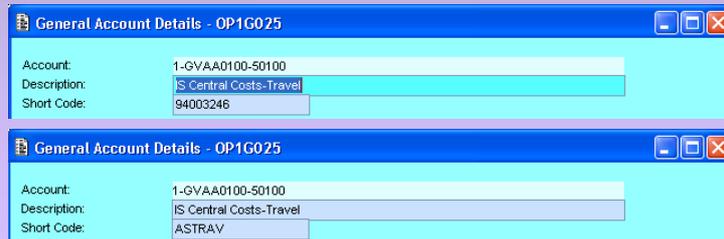
Amount Formatting

Decimal Point Character: .

Negative Number Presentation: B

Number Thousands Delimiter: ,

## Account Maintenance – ‘General’ button



General Account Details - OP1G025

Account: 1-GVAA0100-50100

Description: IS Central Costs-Travel

Short Code: 94003246

General Account Details - OP1G025

Account: 1-GVAA0100-50100

Description: IS Central Costs-Travel

Short Code: ASTRAV

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1. From the OpMgr pulldown menu, choose System Parameters Maintenance – note the Account Short Code prefix character.
2. Go to Open Manager → Accounts → Account Update → Account Maintenance. Enter the Ledger code and the Account code (or profile if you intend to change several accounts) and press <F8> to retrieve.
3. Change the system-generated short code to one of your choice and save. You can also click on the ‘General’ button and change it there.
4. The Short Code, like the Account Code, must be unique.

## GL Account short codes -2

 Enter prefix & short name in any GL field

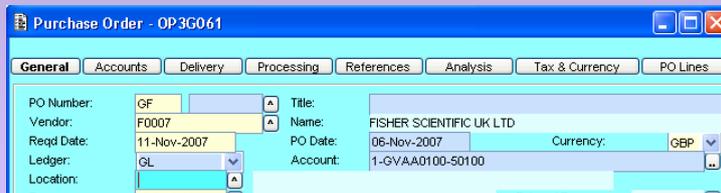


Purchase Order - OP3G061

General Accounts Delivery Processing References Analysis Tax & Currency PO Lines

PO Number: GF Vendor: F0007 Reqd Date: 11-Nov-2007 Ledger: GL Location: Title: FISHER SCIENTIFIC UK LTD PO Date: 06-Nov-2007 Currency: GBP Account: #ASTRAV

 Code appears as soon as you tab off the field



Purchase Order - OP3G061

General Accounts Delivery Processing References Analysis Tax & Currency PO Lines

PO Number: GF Vendor: F0007 Reqd Date: 11-Nov-2007 Ledger: GL Location: Title: FISHER SCIENTIFIC UK LTD PO Date: 06-Nov-2007 Currency: GBP Account: 1-GVAA0100-50100

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In any form requiring a GL code, enter the prefix character and short code.

As soon as you tab off this field, the full GL account code will appear.

# EAS – Extend Trx Notes 1



## Trx Notes limited to 60 characters

	D	E	F	G	H	I	J	K
1	From Period	To Period						
2	1	3						
3								
4	Detail Code Description	Fiscal Year	Period	Trx Date	Trx Type	Trx Ref	Trx Amnt	Trx Notes
5	Consumables (general)	2006/07	1	01-Aug-06	SMISS	ISS	9.87	Issue: SM Req:AB2376-1: BSCOAT0050: COAT LAB, MEDIUM 38-: Iss
6	Consumables (general)	2006/07	1	01-Aug-06	SMISS	ISS	0.53	Issue: SM Req:AB2377-1: BSXB000020: XBOOK EXERCISE A4: Issue
7	Consumables (general)	2006/07	1	02-Aug-06	SMISS	ISS	7.64	Issue: SM Req:AB2390-1: BSZETH0230: ZETHANOL 'ABSOLUTE': Iss
8	Consumables (general)	2006/07	1	07-Aug-06	SMISS	ISS	74.46	Issue: SM Req:AB2396-1: BSCARH0110: CARTRIDGE BLACK LASE: Is
9	Consumables (general)	2006/07	1	15-Aug-06	PEX	PABA011482	25.00	Telephone HAndset for Anna Davey - PLEASE CHARGE AWAB0115 43
10	Consumables (general)	2006/07	1	22-Aug-06	SMISS	ISS	1.12	Issue: SM Req:AB2420-1: BSXSTA0010: XSTAPLER STRIP: Issued:
11	Consumables (general)	2006/07	1	22-Aug-06	SMISS	ISS	25.83	Issue: SM Req:AB2406-1: BSCARC0005: CARTRIDGE CANON INKJ: Is
12	Consumables (general)	2006/07	1	22-Aug-06	SMISS	ISS	0.16	Issue: SM Req:AB2415-1: BSXTAP0005: XTAPE ADHESIVE / SEL: Is
13	Consumables (general)	2006/07	1	22-Aug-06	SMISS	ISS	0.41	Issue: SM Req:AB2415-4: BSBEAP0045: BEAKER PLASTIC 1000M: Is
14	Consumables (general)	2006/07	1	22-Aug-06	SMISS	ISS	0.37	Issue: SM Req:AB2415-3: BSXPAD0025: XPAD RULED A4: Issued: O
15	Consumables (general)	2006/07	1	22-Aug-06	SMISS	ISS	0.22	Issue: SM Req:AB2415-2: BSXPAD0015: XPAD PLAIN A5 (TOP S: Is
16	Consumables (general)	2006/07	1	22-Aug-06	SMISS	ISS	57.63	Issue: SM Req:AB2400-1: BSCARH0050: CARTRIDGE HP 2300 LA: Is
17	Consumables (general)	2006/07	1	22-Aug-06	SMISS	ISS	0.51	Issue: SM Req:AB2421-1: BSPLUG0005: PLUG 13A 240V 3-PIN: Iss
18	Consumables (general)	2006/07	1	24-Aug-06	SMISS	ISS	2.40	Issue: SM Req:AB2441-1: BSXFIL0005: XFILE LEVER ARCH A4: Iss
19	Consumables (general)	2006/07	1	25-Aug-06	SMISS	ISS	0.25	Issue: SM Req:AB2451-1: BSXPEN0025: XPEN MARKER PERMANEN: Is
20	Consumables (general)	2006/07	1	25-Aug-06	SMISS	ISS	0.55	Issue: SM Req:AB2458-1: BSXFIL0005: XFILE LEVER ARCH A4: Iss
21	Consumables (general)	2006/07	1	25-Aug-06	SMISS	ISS	1.52	Issue: SM Req:AB2458-2: BSXDIV0005: XDIVIDERS A4 A-Z PUN: Is
22	Consumables (general)	2006/07	2	08-Aug-06	PEX	PABA011564	4.95	6mm rawl bolts - GOODS ALREADY COLLECTED BY ALAN HALEY@BUILD
23	Consumables (general)	2006/07	2	04-Sep-06	SMISS	ISS	0.43	Issue: SM Req:AB2487-1: BSXTAP0005: XTAPE ADHESIVE / SEL: Is
24	Consumables (general)	2006/07	2	04-Sep-06	SMISS	ISS	1.51	Issue: SM Req:AB2487-4: BSXPOS0005: XPOST-IT NOTES YELLOW: Is
25	Consumables (general)	2006/07	2	04-Sep-06	SMISS	ISS	2.71	Issue: SM Req:AB2487-3: BSXFIL0005: XFILE LEVER ARCH A4: Iss
26	Consumables (general)	2006/07	2	04-Sep-06	SMISS	ISS	1.17	Issue: SM Req:AB2487-2: BSXTAP0015: XTAPE DISPENSER REF.: Is
27	Consumables (general)	2006/07	2	08-Sep-06	SMISS	ISS	0.14	Issue: SM Req:AB2489-1: BSXPEN0005: XPEN HIGHLIGHTER BL: Is
28	Consumables (general)	2006/07	2	08-Sep-06	SMISS	ISS	0.09	Issue: SM Req:AB2491-1: BSXPEN0020: XPEN HIGHLIGHTER YEL: Is
29	Consumables (general)	2006/07	2	08-Sep-06	SMISS	ISS	86.51	Issue: SM Req:AB2514-1: BSCARH0165: CARTRIDGE HP1320: Issued
30	Consumables (general)	2006/07	2	12-Sep-06	PEX	PABA011673	20.90	Key to Hatherly Stores Key Cabinet@BUILDING AND ESTATE DIVIS

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As standard, EAS retrieves only 60 characters of transaction notes. Since these may have originated as a PO line description which has a maximum of 255 characters, you often get truncated results.

In this example, every row has truncated notes.

# EAS – Extend Trx Notes 2



## Edit AptosEAS.ini file – MaxLong=250

```
File Edit Format View Help
[AptosEAS.ini - Notepad]
[Database]
UserName=aliaread
Password=FEIOIBJGHKMABHBC
Connect=EAS-alia
AlwaysPrompt=1
NeverPrompt=0
Truncate=1

[Aptos]
UserName=RJLEITCH
Password=MFALHICBM@OBLHBC
AlwaysPrompt=1
NeverPrompt=0

[Eas]
MaxLong=250
ReSize=1
DBLib=EasOdb.Dll
AmountFormat=#,##0.00 _);[Red](#,##0.00)
Application=aptos
LogFile=c:\eas.log
```

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You can extend that to 250 characters by amending the AptosEAS.ini file. There are two versions of the file:-

- C:\Windows (or WINNT for Windows 2000) and
- C:\Program Files\Microsoft Office\Office11\Library (note: for Windows 2000, the Office11 folder is simply called Office).

I've never bothered to find out which one is used by EAS, so I always amend both.

Position the cursor at the end of the [EAS] line and press <Enter> to insert a new line.

Type MaxLong=250 (no spaces) and save the file.

# EAS – Extend Trx Notes 3



## Trx Notes extended to 250 characters

	E	F	G	H	I	J	K
1	To Period						
2	3						
3							
4	Fiscal Year	Period	Trx Date	Trx Type	Trx Ref	Trx Amt	Trx Notes
5	2006/07	1	01-Aug-06	SMISS	ISS	9.87	Issue: SM Req:AB2376-1: BSCOAT0050: COAT LAB. MEDIUM 38-: Issued: ONE 1
6	2006/07	1	01-Aug-06	SMISS	ISS	0.53	Issue: SM Req:AB2377-1: BSXBO00020: XBOOK EXERCISE A4: Issued: ONE 1
7	2006/07	1	02-Aug-06	SMISS	ISS	7.64	Issue: SM Req:AB2390-1: BSZETH0230: ZETHANOL 'ABSOLUTE': Issued: ONE 1
8	2006/07	1	07-Aug-06	SMISS	ISS	74.46	Issue: SM Req:AB2396-1: BSCARH0110: CARTRIDGE BLACK LASE: Issued: ONE 2
9	2006/07	1	15-Aug-06	PEX	PABA011482	25.00	Telephone HAndset for Anna Davey - PLEASE CHARGE AWAB0115 43000 AND QUOTE AB/6744 ON IDTOIT SERVICES
10	2006/07	1	22-Aug-06	SMISS	ISS	1.12	Issue: SM Req:AB2420-1: BSXSTAD010: XSTAPLER STRIP: Issued: ONE 1
11	2006/07	1	22-Aug-06	SMISS	ISS	25.83	Issue: SM Req:AB2406-1: BSCARC0005: CARTRIDGE CANON INKJ: Issued: ONE 1
12	2006/07	1	22-Aug-06	SMISS	ISS	0.16	Issue: SM Req:AB2415-1: BSXTAP0005: XTAPE ADHESIVE / SEL: Issued: ONE 1
13	2006/07	1	22-Aug-06	SMISS	ISS	0.41	Issue: SM Req:AB2415-4: BSBEAP0045: BEAKER PLASTIC 1000M: Issued: ONE 1
14	2006/07	1	22-Aug-06	SMISS	ISS	0.37	Issue: SM Req:AB2415-3: BSXPAD0025: XPAD RULED A4: Issued: ONE 1
15	2006/07	1	22-Aug-06	SMISS	ISS	0.22	Issue: SM Req:AB2415-2: BSXPAD0015: XPAD PLAIN A5 (TOP S: Issued: ONE 1
16	2006/07	1	22-Aug-06	SMISS	ISS	57.63	Issue: SM Req:AB2400-1: BSCARH0050: CARTRIDGE HP 2300 LA: Issued: ONE 1
17	2006/07	1	22-Aug-06	SMISS	ISS	0.51	Issue: SM Req:AB2421-1: BSFLUG0005: PLUG 13A 240V 3-PIN: Issued: ONE 1
18	2006/07	1	24-Aug-06	SMISS	ISS	2.40	Issue: SM Req:AB2441-1: BSXFIL0005: XFILE LEVER ARCH A4: Issued: ONE 6
19	2006/07	1	25-Aug-06	SMISS	ISS	0.25	Issue: SM Req:AB2451-1: BSXPEN0025: XPEN MARKER PERMANEN: Issued: ONE 2
20	2006/07	1	25-Aug-06	SMISS	ISS	0.55	Issue: SM Req:AB2458-1: BSXFIL0005: XFILE LEVER ARCH A4: Issued: ONE 1
21	2006/07	1	25-Aug-06	SMISS	ISS	1.52	Issue: SM Req:AB2458-2: BSXDIV0005: XDIVIDERS A4 A-Z PUN: Issued: ONE 1
22	2006/07	2	08-Aug-06	PEX	PABA011564	4.95	6mm rawl bolts - GOODS ALREADY COLLECTED BY ALAN HALEY @BUILDING AND ESTATE DIVISION
23	2006/07	2	04-Sep-06	SMISS	ISS	0.43	Issue: SM Req:AB2487-1: BSXTAP0005: XTAPE ADHESIVE / SEL: Issued: ONE 1
24	2006/07	2	04-Sep-06	SMISS	ISS	1.51	Issue: SM Req:AB2487-4: BSXPOS0005: XPOST-IT NOTES YELLO: Issued: ONE 4
25	2006/07	2	04-Sep-06	SMISS	ISS	2.71	Issue: SM Req:AB2487-3: BSXFIL0005: XFILE LEVER ARCH A4: Issued: ONE 5
26	2006/07	2	04-Sep-06	SMISS	ISS	1.17	Issue: SM Req:AB2487-2: BSXTAP0015: XTAPE DISPENSER REF: Issued: ONE 1
27	2006/07	2	08-Sep-06	SMISS	ISS	0.14	Issue: SM Req:AB2489-1: BSXPEN0005: XPEN HIGHLIGHTER BL: Issued: ONE 1
28	2006/07	2	08-Sep-06	SMISS	ISS	0.09	Issue: SM Req:AB2491-1: BSXPEN0020: XPEN HIGHLIGHTER YEL: Issued: ONE 1
29	2006/07	2	08-Sep-06	SMISS	ISS	86.51	Issue: SM Req:AB2514-1: BSCARH0165: CARTRIDGE HP1320: Issued: ONE 1
30	2006/07	2	13-Sep-06	PEX	PABA011573	20.00	Keats Method: Storage Key Cabinet @BUILDING AND ESTATE DIVISION

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The transaction notes field will now show up to 250 characters.

# Excel – sorting lists by colour

 Demo

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**GET.CELL** is a Visual Basic command that can reference a cell's properties – 63 is the code for fill (background) colour and 24 is the command for font colour.

VBA functions can be entered directly into Excel as formulae.

There are lots of codes, so you can use the same logic to sort data by lots of different cell properties.

## Two quickies – if we have time

 In Aptos, for dates in the current month, just enter the day and tab off the field. For dates in the current year, just enter the day and month – eg. 07/12

 You can enter an account code as a single string – when you tab off the field, Aptos will insert the separators.

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Self explanatory.

**Thank you for your attention**

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