Aptos Hints & Tips

Dick Leitch
University of Exeter

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?

Contents

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.

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.

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
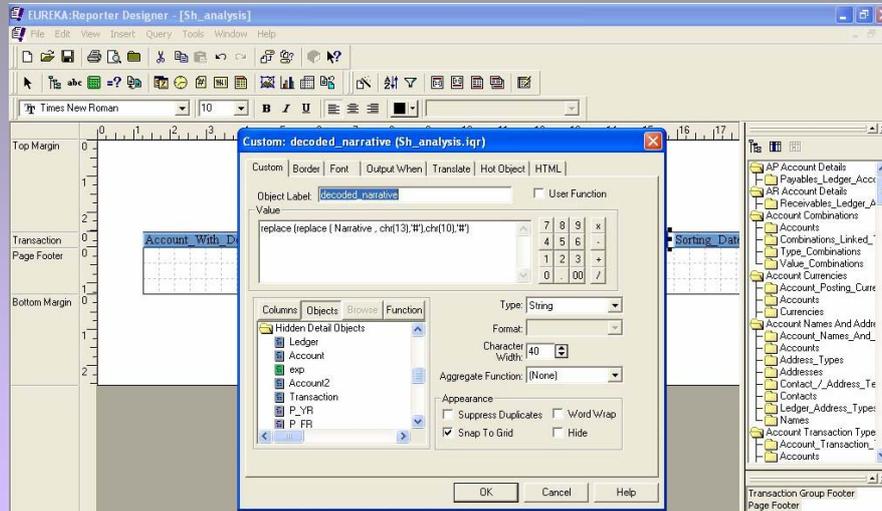
Eureka

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	fx =IF(ISERROR(MID(K58,FIND(CHAR(13),K58,1)+1,LEN(K58)))=TRUE,K58,MID(K58,FIND(CHAR(13),K58,1)+1,LEN(K58)))	
J	K	L
58	5.81	Sharp EL330E calculator Ref: AZ02759□MARTIN LUCK	MARTIN LUCK
59	2.08	Visitors badges box 25 ref. 8106410□CORPORATE EXPRESS LTD	CORPORATE EXPRESS LTD
60	26.00	Key for Hatherly front basement entrance - master key attached□BUILDING AND ESTATE DIVISION	BUILDING AND ESTATE DIVISION
61	13.00	Key for Hatherly Lab C2 - Master key attached□BUILDING AND ESTATE DIVISION	BUILDING AND ESTATE DIVISION
62	13.00	Key for Hatherly Lab B1 - Master key attached□BUILDING AND ESTATE DIVISION	BUILDING AND ESTATE DIVISION
63	13.00	Key for Hatherly Lab B2 - Master key attached□BUILDING AND ESTATE DIVISION	BUILDING AND ESTATE DIVISION
64	5.37	A' Master key for Geoffrey Pope Building - No master key□BUILDING AND ESTATE DIVISION	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:AB2780-1: BSCARH0150: HP DRUM KIT: Issued: ONE 1	Issue: SM Req:AB2780-1: 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	ABLE PRINTERS
70	5.88	Carriage□ABLE PRINTERS	ABLE PRINTERS
71			

A.U.G

7

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,FIN
D(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.

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
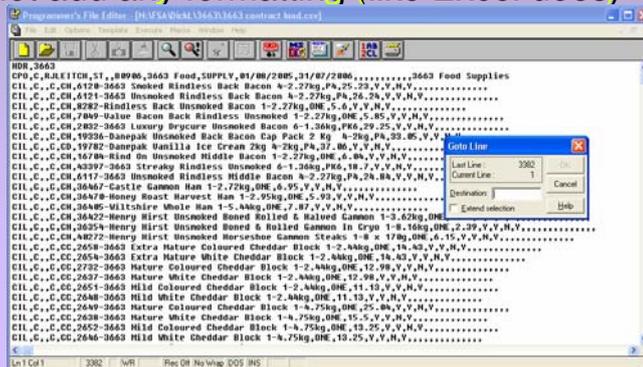
Programmers File Editor – for further details, please see Keith. He says it is far better than Notepad or Wordpad.
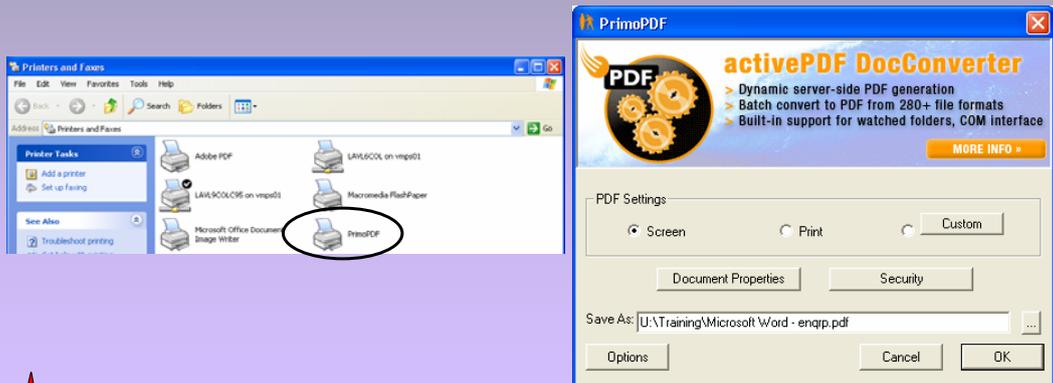
PrimoPDF – a great tool for those not fortunate enough to have Adobe Acrobat on their PCs.

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.

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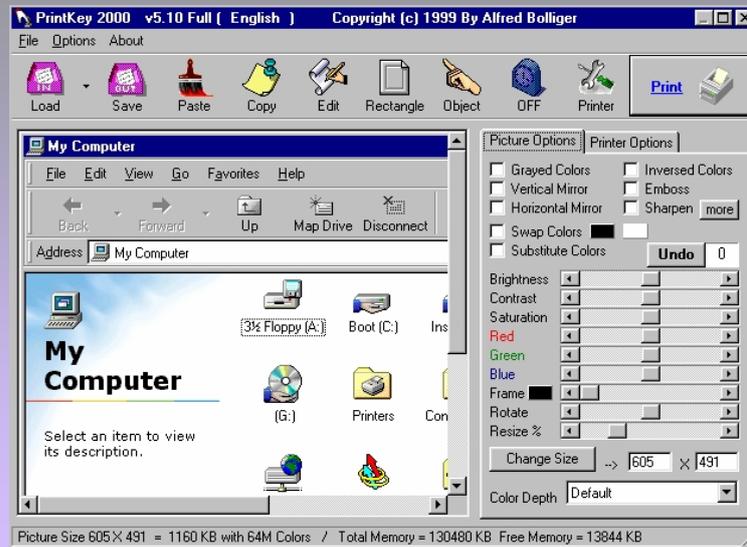
Click the "Rectangle" icon to get the 'crop' tool which lets you select the part of the screen you wish to capture, then either "Copy" to copy to the Windows Clipboard or "Save" to save as one of loads of different graphic file formats.

1. **From the OpMgr pulldown menu, choose System Parameters Maintenance – note the Account Short Code prefix character.**
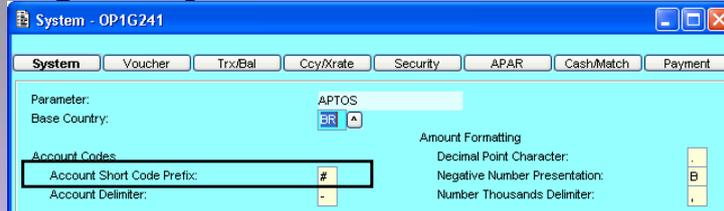
2. **Go to Open Manager → Accounts → Account Update → Account Maintenance. Enter the Ledger code and the Account code (or profile if you intend to change several accounts) and press <F8> to retrieve.**

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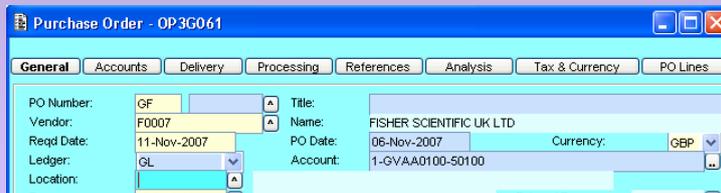
In any form requiring a GL code, enter the prefix character and short code.

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-: Is
6	Consumables (general)	2006/07	1	01-Aug-06	SMISS	ISS	0.53	Issue: SM Req:AB2377-1: BSXBOO0020: 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 YELLO: 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

A.U.G

15

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, <u>every</u> row has truncated notes.

EAS – Extend Trx Notes 2

Edit AptosEAS.ini file – MaxLong=250

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 Amnt	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: BSXBOO0020: 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/8744 ON IDT□IT SERVICES
10	2006/07	1	22-Aug-06	SMISS	ISS	1.12	Issue: SM Req:AB2420-1: BSXSTA0010: 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: BSPLUG0005: 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	12-Sep-06	PEX	PABA011673	20.00	Key to Hatherly Stores Key Cabinet□BUILDING AND ESTATE DIVISION

A.U.G

17

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

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 separaters.**

A.U.G

Self explanatory.

Thank you for your attention

A.U.G