How to access AURAP and find reports

Open your browser and enter: https://aurap.au.dk

Log on using the same user name and password as when you log on to your computer. Enter domain name\user name (eg.: ad\hgj) in the field ‘User name’

On the front page, select ‘Standardrapporter’ (standard reports):

The three reports ST20 (one-year overview of budget and spending), ST21 (multi-year overview of budget and spending) and ST22 (multi-year overview including acquisition costs for fixed assets) are displayed at the bottom of the page. Open the relevant report by clicking the link:

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST20</td>
<td>Budgetopfølgning til projektledere 1 år</td>
</tr>
<tr>
<td>ST21</td>
<td>Budgetopfølgning til projektledere flerår</td>
</tr>
<tr>
<td>ST22</td>
<td>Budgetopfølgning til projektledere med anlæg</td>
</tr>
</tbody>
</table>
ST20 Budget follow-up for project managers

1. Select project role (‘Projektleder’ (project manager), ‘Gruppeleder’ (group/team leader) etc.)
2. Select financial year
3. Select project status (‘Bevilliget’ (granted), ‘Afsluttet’ (completed)). ‘Bevilliget’ (granted) is pre-selected.
4. Select project - add/remove. Please note that when ‘Gruppeleder’ (group/team leader) is selected under ‘Projektrolle’ (project role), all projects must be selected.
5. Remember to click ‘Anvend’ (apply) after making changes to your selections under ‘Parametre’ (Parameters).
6. Find the project on the selected tab by using the ‘Select page’ function. When a new tab is selected, it will start on page 1.

Must match spending when sorted according to 1: ‘Aktivitet’ (activity) 2: ‘Finanskonto’ (account).