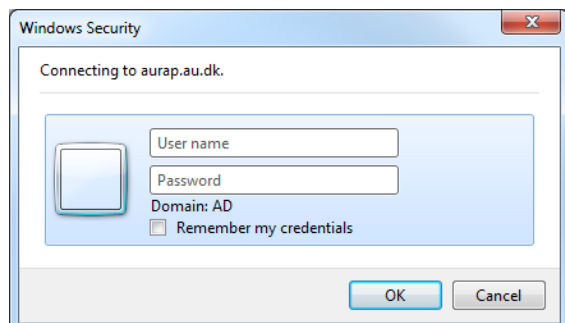


## How to access AURAP and find reports

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:

**ST20**  
Budgetopfølgning  
til projektledere  
1 år

Detaljeret 1 årig oversigt over budget og forbrug på projektleders projekter samt posteringsliste for indeværende år. Se vejledning i rapporter for detaljer

**ST21**  
Budgetopfølgning  
til projektledere  
flerårig

Detaljeret flerårig oversigt over budget og forbrug på projektleders projekter samt posteringsliste for indeværende år. Se vejledning i rapport for detaljer

**ST22**  
Budgetopfølgning  
til projektledere  
med anlæg

Detaljeret flerårig oversigt over budget og forbrug på projektleders projekter med anskaffelsessum på anlæg i stedet for afskrivninger samt posteringsliste for indeværende år. Se vejledning i rapport for detaljer

'Select page' function

Excludes accrued revenue (1400..1490) and "Balance"

Excludes accrued revenue (1400..1490) + overhead (4310..4311) and "Balance"

Salary allocated (Budget)

Budget and hours spent

Is only accessible when the tab 'Budget og forbrug' (budget and spending) is selected.

6. →

1. →
2. →
3. →
4. →

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.

5. →

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

The screenshot displays a web-based reporting tool. At the top, there's a browser window with the URL 'https://aurap.audk/\_layouts/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=...'. Below the browser, the application header shows 'AARHUS UNIVERSITET' and 'Kilde: Navision via EDW'. The main content area is titled 'R-00020: ST20 Budget follow-up for project managers'. It has a tabbed interface with 'Budget og Forbrug' selected. To the right, a 'Parametre' panel is visible with dropdown menus for 'Projektrolle' (set to 'KontaktPerson'), 'Regnskabsår' (set to '2014'), 'Projektstatus' (set to 'Bevilliget'), and 'Projekt nr'. A table below shows columns for 'Budget', 'Forbrug', and 'Rest (Forb - Budg)'. The table lists various projects and overheads with their respective budget and spending values. A '6. →' label points to the left sidebar of the application.