Valparaiso University Procurement Office

Works System

The Month-End Supervisor Report

Per the University's Procurement Card Policy, **Proxy-Approvers** are required to run a Month-End report for their supervisor listing all of the transactions approved on behalf of the supervisor. **This should be done approximately on the 8th** of the month which is the last day to approve transactions for the prior month.

What you should know:

- If the Proxy-Approver only has one group, the report can be run as formatted with no need to modify the template.
- Proxy-Approvers can create their own version of the report template filtered by a specific group (e.g. Month-End Supervisor Report – Administration).
- Note: A group filter is not necessary if the Proxy-Approver only has one group (since the report will naturally return scoped results).
- Proxy-Approvers can run reports on an adhoc basis as well as schedule the report to run on a recurring basis automatically. (e.g. every billing cycle plus 1 day or every Tuesday at 1PM CST)

Basic Month-End Supervisor Report

1. Under Reports, select Template Library. Two sections Personal and Shared with a list of reports displays.
2. Under Shared, select the Template named **Month End Supervisor Report.** Hint: To find it easily, type Month in the box below Template Name column header.
3. Hover over report name until you see the drop down arrow.
4. Click on it and select **Modify/Run**.
5. Change nothing about this report.
6. To Run, slide all the way to the bottom and to the far right, click on **Submit Report button**.
7. **Send** Month-End Report to Supervisor.

   See steps below to schedule this report to run automatically on a reoccurring basis.

Adding a Group Filter (optional)

Under Reports, select Template Library. Two sections Personal and Shared with a list of reports displays.

1. Under Shared, select the Template named **Month End Supervisor Report**. Hint: To find it easily, type Month in the box below Template Name column header.
2. Hover over report name until you see the drop down arrow.
3. Click on it and select **Modify/Run**.
4. To add a filter, under Filters section, click on the **magnifying glass icon** next to **Grp** filter.
5. A list of Groups will appear. You can find your group by starting to type the name in the filter box below the Group column header or scroll down until you find your group.
6. **Click on OK.**

<u>To remove a filter:</u>

*Click the **red X** to delete a filter all together or re-click on magnifying glass and uncheck your group.*

7. To Run, slide all the way to the bottom and to the far right, click on **Submit Report** button.
8. **Send** the report to the Department/Group Supervisor.

See steps below to schedule this report to run automatically on a reoccurring basis.

To Save a Template with Filter for Future Use (optional)

1. Under Save Template section, check **Save Template to Template Library** box.
2. Modify **Template Name** and a **Template Description.**
3. Under Sharing: **Only select Personal**…do not select Shared or Both.
4. Modify the **Job Name** to be descriptive (e.g. Report – Group Name).
5. To Run, slide all the way to the bottom and to the far right, click on **Submit Report** button.

See steps below to schedule this report to run automatically on a reoccurring basis.

Scheduling a Reoccurring Report (optional)

To Schedule a Report to Automatically Generate:

1. Under Scheduling and Expiration, click the **Recurring radio** button. The options available will appear.
2. Select the desired frequency. Note daily should be scheduled after 1PM CST.
3. Enter the number of days for **Report Expiration after ___ day(s).**
4. Run to save by sliding all the way to the bottom and to the far right, click on **Submit Report** button.

Removing Scheduled Reports

Only report owners can delete report templates.

To delete a report template, complete the following:

1. Click **Reports --> Template Library.** The Template Library screen displays.
2. Select the **Template Name**. A menu displays.
3. Select **Delete**. The Delete Template window displays.
4. Click **OK.** The Template Library screen displays a confirmation message, and the report template is deleted.

Note: If the template was shared, deleting the template deletes it for all users.