People with Scientist Administration access will be able to set up purchasing reports for the Research Group Heads in their school / centre as per below to assist them monitor purchasing activity for their area.

1. Select “Reports” heading. In the drop-down menu select “Purchasing Reports” → “Purchasing Exception Detail UNSW”

This brings up the report set up window.

- a. Output Type: Select “CSV” file
- b. To: Select who the report will be sent to by pressing “To” button or type in an email
- c. Delivery Location: Select the relevant school

- d. Requester: Press button if you want to just see requests made by a particular requester (if desired)
- e. Requester Organisation: Press button to select the requester organisation (e.g. a research group) if desired

- f. Enter a Start and End date or select an interval such as yesterday, last week, last month or last quarter
- g. Cost Centre Group: Select the required cost-centre group or multiple cost-centre groups. If none is selected then the report will be for all groups that belong to the school selected in
2. Schedule: Click button to reveal scheduling options

3. Set the report up to run at the required frequency (daily at a particular time for example)

4. Press “Submit Report” to complete setting up the report.