Budget Prep Reports

- Log on to http://team.texastech.edu
- Enter your eRaider ID and Password (Note: not required if accessed through Raiderlink)
- Choose Reports from the menu
- Click on Budget Prep Reports
  - List of Budget Prep Report Users – Provides list by Organization code
    - Select a home department organization code from drop down list
    - Click Get Budget Prep Users radio button
  - Budget Prep Access for Selected User – Provides list by individual
    - Enter the eRaider ID for the user you are searching for, click Get Budget Prep Users radio button. Note: if you do not know the eRaider ID, you may click the Lookup eRaider radio button.