

## 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 Report Users:**

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Name	Job Title	Eraider ID	Oracle ID	Tech ID	COAS Code	ORGN Code	ORGN Title
Mary Wall	Assistant Director	marwall	BCL201	R00533868	T	C11	AF Information Systems Management
Sandra Martinez	Asst VP-Fin Planning/Analysis	smartine	BY1120	R00898002	T	C	Administration and Finance
Shahnewaz Ahmad	Asst Vice President	maxahmad	EJG791	R00378344	T	C11	AF Information

- **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.

**Budget Prep Report Orgs:**

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Name	Job Title	Eraider ID	Oracle ID	Tech ID	COAS Code	ORGN Code	ORGN Title
Marty Adcock	Admin Assistant	maadcock	GXR946	R00526182	S	C1300	TTU Procurement Services
Marty Adcock	Admin Assistant	maadcock	GXR946	R00526182	T	C1300	Procurement Services
Marty Adcock	Admin Assistant	maadcock	GXR946	R00526182	S	C13000	TTU Procurement Services
Marty Adcock	Admin Assistant	maadcock	GXR946	R00526182	T	C13000	Procurement Services
Marty Adcock	Admin Assistant	maadcock	GXR946	R00526182	S	C13001	TTU Sale of Capital Assets