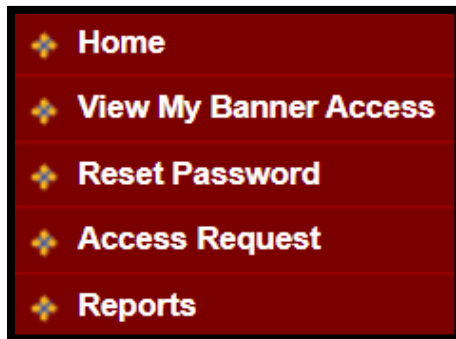


TeamApp Reports

To access TeamApp log onto *Raiderlink > A&F Work Tools Tab > DMFR Channel > Other Links > TeamApp* or you access it directly at <https://banapps.texastech.edu/team/QuickLinks.aspx> .

Click on **Reports** in the left sidebar menu as this will take you to the **Available Reports** list.



Financial Reports

- **Financial Profile Access Report** – provides a Signature Authority list (Financial Manager & Approver) by Organization and/or eRaider.
 - This report also provides a list of TechBuy roles (Approver, Requestor, & Shopper).

ePAF Access Reports

- **ePAF Approvers by Home Department** – provides a list of authorized ePAF Approver by Organization.
- **ePAF Originators by Home Department** – provides an authorize list of ePAF Originators by Organization.

WTE/WLR Reports

- **List of WTE/WLR Approvers (Employee Level)** – provides a list of Approvers for WTE and WTR employees by Organization Code.
- **List of WTE/WLR Approvers (Organization Level)** – provides a list of Approvers for WTE and WLR by Organization Code.
- **List of WTE/WLR Approvers for Employee** – provides a list of Approvers for WTE or WLR by employee (*this is also a great way to look up employee R#'s*).

Cognos Reports

- **List of Cognos Report Users** – provides a list of employees authorized to view CognosHR Reports by Organization.

Budget Prep Reports

- **List of Budget Prep Report Users** – provides a list of employees who can run Budget Prep Reports
- **Budget Prep Access for Selected Users** – provides a list of employees who can work within and complete various Budget Prep applications

Financial Profile Access Report

1. Enter Search Criteria

- Enter the eRaider for information associated with a specific user
 - *If you do not know the eRaider you can search by legal first and last name.*
- Enter the Organization Code to look up a specific Organization

2. Click Search

Profile Maintenance

1. Search by eRaiderID or ORGN

Search Criteria:

eRaiderID COAS FUND ORGN PROG

 Lookup C11000

2

T-C11000

Financial Manager	laakins	Landon Akins
Approver(s):	jilindse	Jill Lindsey
Shopper(s):	lgould	LISA Gould
	jodleon	Jody Leon
	kervin	KAREN L Ervin
	melgross	Melissa Gross

ePAf Access Reports

ePAf Approvers by Home Department

1. Select the **Home Department / Organization** from the dropdown menu.
2. Click **Get Epaf Approvers**.

EPaf Approvers by Home Department Lookup

Please select a home department from the Drop Down List.

Home Department: C11000 T -- Data Mgmt for Financial Resources

Get EPaf Approvers Report Menu

Approvers by Home Department:

Showing 1 - 3 of 3. Page Size: 10 << < 1 > >>

Name	Eraider ID	Oracle ID	Title	COAS	ORGN	Level
Jill Lindsey	jilindse	PLQ946	Section Coordinator	T	C11000	DPTTTU
Jody Leon	jodleon	CNN194	Section Coordinator	T	C11000	DPTTTU
Landon Akins	laakins	MOH627	Managing Director	T	C11000	DPTTTU

ePAf Originators by Home Department

1. Select the **Home Department / Organization** from the drop-down menu.
2. Click **Get EPaf Originators**

EPaf Originators by Home Department Lookup

Please select a home department from the Drop Down List.

Home Department: C11000 T -- Data Mgmt for Financial Resources

Get EPaf Originators Report Menu

Originators by Home Department:

Showing 1 - 4 of 4. Page Size: 10 << < 1 > >>

Name	Eraider ID	Oracle ID	Title	COAS	ORGN
Jill Lindsey	jilindse	PLQ946	Section Coordinator	T	C11000
Jody Leon	jodleon	CNN194	Section Coordinator	T	C11000
Karen Ervin	kervin	RLF769	Admin Assistant	T	C11000
Landon Akins	laakins	MOH627	Managing Director	T	C11000

WTE/WLR Reports

List of WTE/WLR Approvers (Employee Level)

1. Select the **Organization** from the **Home Department** drop down menu
2. Click on **Get HR Emp Approvers**



The screenshot shows the 'HR Employee Level Approvers Lookup' interface. At the top, there is a yellow banner with the text 'Please select a home department from the Drop Down List.' Below this, the 'Home Department:' label is followed by a dropdown menu containing 'C11000 T -- Data Mgmt for Financial Resources'. A red box with the number '1' points to the dropdown arrow. Below the dropdown are two buttons: 'Get HR Emp Approvers' and 'Report Menu'. A red box with the number '2' points to the 'Get HR Emp Approvers' button.

List of WTE/WLR Approvers (Organization Level)

1. Select the **Organization** from the **Home Department** drop down menu
2. Click on **Get HR Org Approvers**



The screenshot shows the 'HR Organization Level Approvers Lookup' interface. At the top, there is a yellow banner with the text 'Please select a home department from the Drop Down List.' Below this, the 'Home Department:' label is followed by a dropdown menu containing 'C11000 T -- Data Mgmt for Financial Resources'. A red box with the number '1' points to the dropdown arrow. Below the dropdown are two buttons: 'Get HR Org Approvers' and 'Report Menu'. A red box with the number '2' points to the 'Get HR Org Approvers' button.

List of WTE/WLR Approvers for Employees

1. Enter the **R# (Spriden ID), Oracle ID** or **eRaider**
 - If you don't know the eRaider, you can click on **Lookup eRaider** and search by legal name.
2. Click **Get Approvers**

HR WTE/WLR Approver Lookup for Employee

1 **Spriden ID (R#):** ? **Get Approvers**

Oracle ID: ? **Get Approvers**

eRaider ID: ? **Get Approvers** **Lookup eRaider**

Report Menu

Cognos Reports

List of Cognos Users Report

1. Select the **Organization** from the **Home Department** drop down menu
2. Click on **Get Cognos Report Users**

Cognos Report Users Lookup

Please select a home department from the Drop Down List.

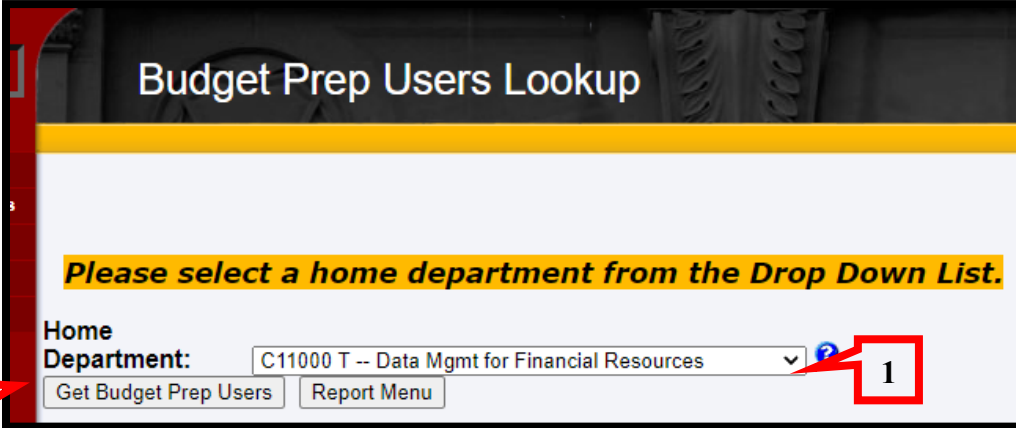
Home Department: ? 1

2 **Get Cognos Report Users** **Report Menu**

Budget Prep Reports

List of Budget Prep Report Users – provides a list of employees who can run Budget Prep Reports

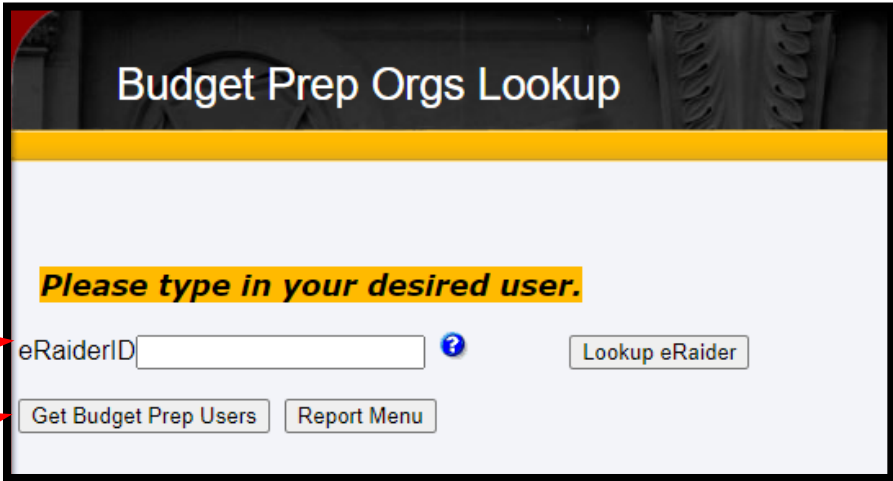
1. Select a home department organization code from drop down list
2. Click Get Budget Prep Users radio button



The screenshot shows the 'Budget Prep Users Lookup' interface. At the top, there is a yellow banner with the text 'Please select a home department from the Drop Down List.' Below this, there is a 'Home Department:' label followed by a dropdown menu. The dropdown menu is currently set to 'C11000 T -- Data Mgmt for Financial Resources'. To the right of the dropdown menu is a blue question mark icon. Below the dropdown menu are two buttons: 'Get Budget Prep Users' and 'Report Menu'. A red box with the number '2' is drawn around the 'Get Budget Prep Users' button, and another red box with the number '1' is drawn around the question mark icon.

Budget Prep Access for Selected Users – provides a list of employees who can work within and complete various Budget Prep applications

1. Enter the eRaider ID for the user you are searching for
2. click Get Budget Prep Users
 - o Note: if you do not know the eRaider ID, you may click the Lookup eRaider radio button.



The screenshot shows the 'Budget Prep Orgs Lookup' interface. At the top, there is a yellow banner with the text 'Please type in your desired user.' Below this, there is an 'eRaiderID' label followed by a text input field. To the right of the input field is a blue question mark icon. Below the input field is a button labeled 'Lookup eRaider'. Below the 'Lookup eRaider' button are two buttons: 'Get Budget Prep Users' and 'Report Menu'. A red box with the number '1' is drawn around the 'eRaiderID' input field, and another red box with the number '2' is drawn around the 'Get Budget Prep Users' button.