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 Cognos HR 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**

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**Profile Maintenance**

**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  

**Search Criteria**

- **eRaiderID**
- **COAS**
- **FUND**
- **ORGN** C11000
- **PROG**

1. Search by eRaiderID or ORGN

2. **Search**  
   **Report Menu**
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](image1)

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](image2)
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

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
List of WTE/WLR Approvers for Employees
1. Enter the R# (Spriden ID), Oracle ID or eRaider
   o If you don’t know the eRaider, you can click on Lookup eRaider and search by legal name.
2. Click Get Approvers

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
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

![Budget Prep Users Lookup]

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**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**
   - Note: if you do not know the eRaider ID, you may click the **Lookup eRaider** radio button.

![Budget Prep Orgs Lookup]