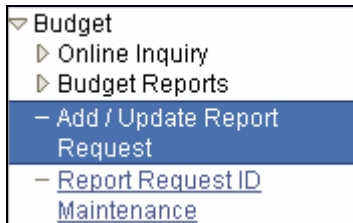


Creating a Report Request

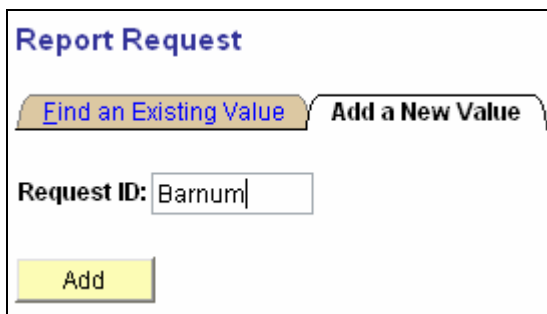
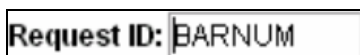
The Report Request pages determine which the Department ID(s) will show up on the report or in the *Combined Budget Pages*. A user can have as many report requests as needed. Add or update a report request one of the following ways:



- Budget
 - Add / Update Report Request

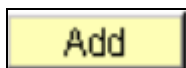


- Click Add New Value

A screenshot of the "Report Request" form. The title "Report Request" is at the top. There are two tabs: "Find an Existing Value" and "Add a New Value" (which is selected). Below the tabs is a text input field labeled "Request ID:" containing the text "Barnum". At the bottom is a yellow "Add" button.A screenshot of the "Request ID:" input field with the text "BARNUM" entered.

- Enter the Request ID

Note: The Request ID should be something that is meaningful to you. People often use the name of the department or the department ID. If multiple departments are in one report request, then one might use something that will help to remind you what is contained in the report request. For example, if the department of History wanted one report showing all of their Restricted Funds, they might use a name like "History-Restr".



- Click Add


Report Request

Request ID: BARNUM

Scroll Area Find | View All First 1-6 of 6 Last

Department:		
0281175	Barnum Institute	+ -
0281176	Barnum Institute - Lions	+ -
0281180	Barnum Institute - Tigers	+ -
0281181	Barnum Institute - Bears	+ -
0281177	Barnum Institute - Oh My!	+ -

Save Notify Add Update/Display



➤ Enter a *Department* number.



➤ (Optional) Click *Look up Department* to see a list of available departments.

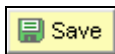
Press the **Tab** key to see the description.



➤ To add additional *Department ID* numbers click the *Add New Row* button



➤ To delete *Department ID* numbers click the *Delete Row* button



➤ Once all the *Department IDs* have been added, click on the *Save* button to save the Request