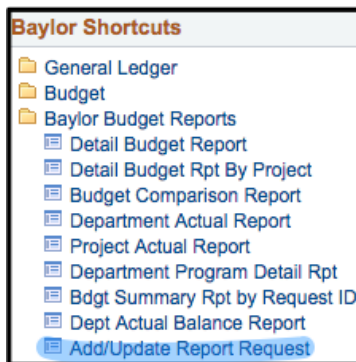


Creating a Report Request

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:



- Baylor Budget Reports
 - Add / Update Report Request



- Click Add New Value

Report Request

Find an Existing Value **Add a New Value**

Request ID

User ID

Request ID

- Enter the Request ID

- Click Add

➤ Enter a *Department* number.



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

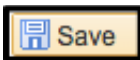
Press the **Tab** key to see the description.



➤ 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

****Note: This document does not contain information about running a Detail Report, only the creation of a Report Request or Request ID. For more information about running Budget reports, visit www.baylor.edu/traxhelp and click on the “Documentation” link.**