## How-To Create a Budget Analytics ServiceNow Ticket

- 1. Visit <a href="https://ithelp.untsystem.edu/">https://ithelp.untsystem.edu/</a>
- 2. Select Business Intelligence and Reporting
  - **IT** Services



## 3. Select Financial Analysis and Planning (Budget Analytics Request)

Business Intelligence & Reporting				
DAIR Change Request DAIR Change Request	Data Request Form Dallas Data Request from Dallas Strategic Analysis and Reporting	Data Warehouse Request Data Warehouse & Insights request		
View Details	View Details	View Details		
Financial Analysis and Plan Budget Analytics Request	Financial Systems Support ( Request for FSS & ACEs	Issue/Error with Financial S FSS or ACE Incident		
View Details	View Details	View Details		
Request for Access or Traini Request for Access or Training for Insights Program				
View Details				

4. Under Information about the Requester, please enter your EUID to autofill your information.

Home   Business Intelligence & Reporting   Financial An	alysis and Planning
Financial Analysis and Plann Budget Analytics Request	ing
Report an issue or submit a request to UNTS Budget Ana	alytics.
Information about the Requester	
*EUID	Position (job title)
First name	Department
	· · ·
Last name	Email address
EMPLID	

5. Under Request Details, please select the *Request Type* and provide us with a short description of the issue that you are having and the name of the report. If you're seeking reporting access, please type "Reporting Access" in the *Details of Request* box.

Request Details *Request type		
None	Ŧ	
* Details of Request		
		Add attachments