

**USAC Web Submissions** - December 12, 2023

**Idea/Question #1:**

Why is the Budget Office stopping the monthly Roads reports?

**Rationale/Reason:**

See above

**Response:**

Please contact OPB (Office of Planning and Budget) with any questions. [opb@richmond.edu](mailto:opb@richmond.edu)

As many of you are aware, we have been experiencing technical difficulties with the monthly ROADS budget reports – sometimes going to the wrong person, not being delivered at all, or being sent blank, as examples. We have attempted to resolve these issues unsuccessfully for the past couple of months.

Because of the considerable confusion being caused by these reporting issues and the time it has taken to troubleshoot both in the system and with users like you, we have decided to stop distributing the monthly reports immediately. We are confident that the fiscal reporting capabilities that will be available to you in Workday beginning in January 2025 will simplify and streamline your budget management. Please hang with us!

In the interim, you can check your budget status in real-time in one of two ways. If you are a licensed ROADS user, there is a My Budgets dashboard available that will display current budget to actual information for each of your indexes. For those without a ROADS license, you can check your budget status by org or index using Banner Forms. If you have just one or only a few orgs to monitor, we encourage you to use Banner as your source of Budget information. Detailed instructions for each option are linked below.

Thank you so much for your patience as we have tried to work through these issues. Ultimately, we believe our end users will be better positioned to make fiscal decisions using real time information rather than the static monthly reports.

OPB offers individual or group training for both ROADS and Banner Forms, as needed. And our team is committed to ensuring you have the fiscal information you need in an easily accessible manner. For questions, or to request a training session, please reach out to [opb@richmond.edu](mailto:opb@richmond.edu).

[Banner Forms Instructions](#)

[ROADS My Budgets/My Grants Instructions](#)