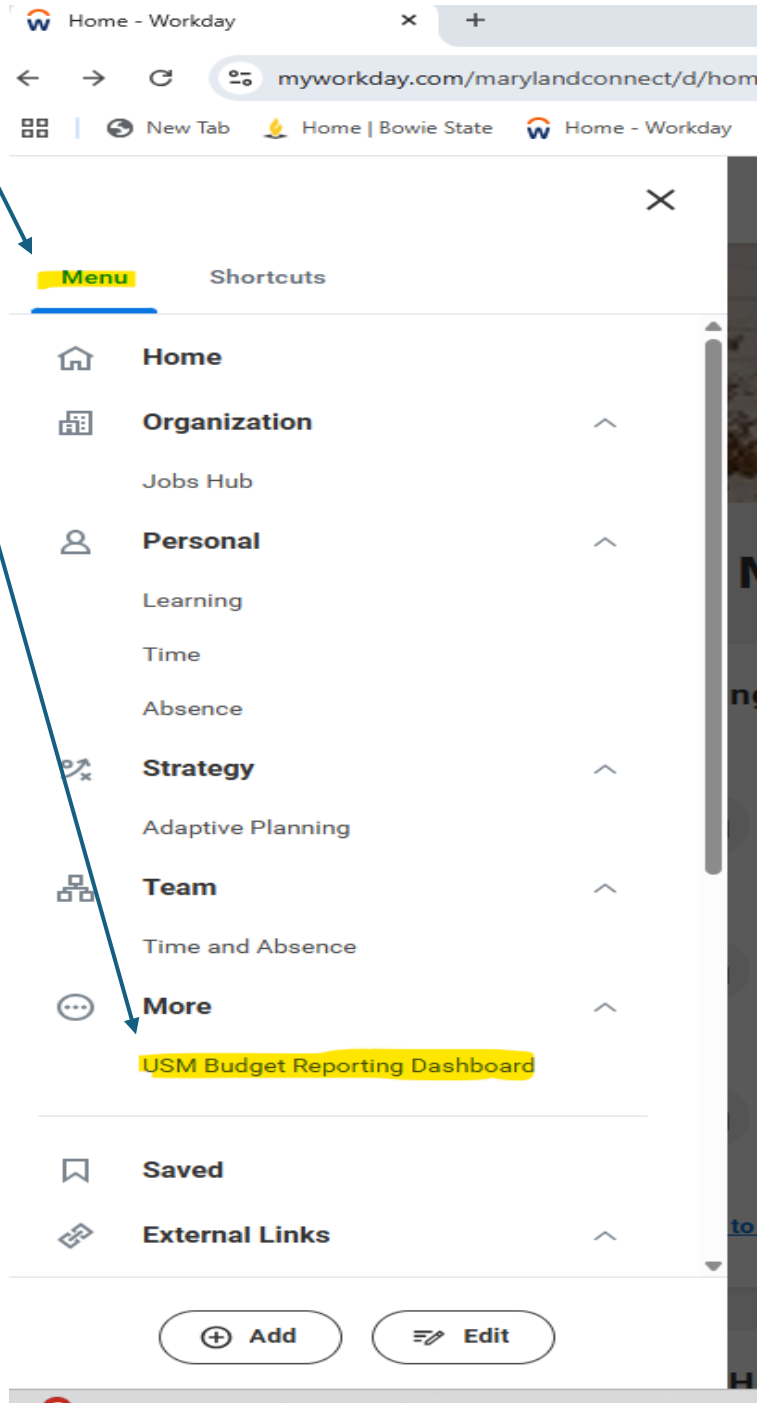


RPT325 is to be used for BUDGET to ACTUALS by MONTH

Click on Menu

**Then click on
USM Budget
Reporting
Dashboard**

**If you don't see
this, please
contact IT
Service Desk –
[Helpdesk@bowie
state.edu](mailto:Helpdesk@bowiestate.edu)**



Click on RPT325

← USM Budget Reporting Dashboard

Delivered and Custom Reports built for the USM MarylandConnect project for Budget Management

Budget Reports

Custom Budget Reporting

RPT325 BUD Budget to Actuals - Monthly Breakout Rollup

RPT361 BUD Variance / Unrestricted Funds All

RPT362 BUD Budget to Actuals Current and Prior Year

More (9)

Step 1: Click on Company

RPT325 BUD Budget to Actuals - Monthly Breakout Rollup



Company



Search



Organization



Company



Company Hierarchy



Plan Structure



Companies or Company Hierarchies
by Hierarchy



Step 2: Click on BSU

RPT325 BUD Budget to Actuals - Monthly Breakout Rollup



Company



Search



Organization



← Company

Plan Structure



UM23 Bowie State University (BSU)



UM26 Frostburg State University



Step 3: Click on Organization and scroll to USource

RPT325 BUD Budget to Actuals - Monthly Breakout Rollup



Company

× UM23 Bowie State University (BSU)



Organization

Search



Plan Structure



Gifts



Plan Name



Gift Hierarchy



Period



All Active Grants



Ledger Account/Summary



Grant Hierarchy



Worktags



Location Hierarchy



Book

Projects



Project Hierarchy



Region



Region Hierarchy



USource



NACUBO Function Code



Institution Specific Worktags



Assignee



Detail Code



Filter Name

Manage Filters

1 Saved Filters

Step 4: Click on USource Hierarchy and Departments you have access to.

RPT325 BUD Budget to Actuals - Monthly Breakout Rollup ×

Company	*	<div>×</div> UM23 Bowie State University (BSU) ... ☰
Organization	*	<div>USource Hierarchy: ×</div> USH000001 All USM USources ... ☰
Plan Structure	*	<div>← USource Hierarchy</div> <div><input checked="" type="checkbox"/> USource Hierarchy: USH000001 All USM USources ...</div>
Plan Name	*	
Period	*	<div></div> ☰

Note: Your USource will look different.

Use the USources you have access to.

Step 5: Click on Plan Structure and All Institutions Child Plan Structure

RPT325 BUD Budget to Actuals - Monthly Breakout Rollup ×

Company	*	<div> × UM23 Bowie State University (BSU) </div>
Organization	*	<div> USource Hierarchy: × USH000001 All USM USources </div>
Plan Structure	*	<div> × All Institutions Child Plan Structure </div>

Step 6: Click on Plan Name and Select FY26

RPT325 BUD Budget to Actuals - Monthly Breakout Rollup

Company	*	<div> × UM23 Bowie State University (BSU) </div>
Organization	*	<div> USource Hierarchy: × USH000001 All USM USources </div>
Plan Structure	*	<div> × All Institutions Child Plan Structure </div>
Plan Name	*	<div> <input type="text"/> Search </div>
Period	*	<div> <input type="checkbox"/> UM23 BSU FY25 Budget <input type="checkbox"/> UM23 BSU FY25 Budget_v2 <input checked="" type="checkbox"/> UM23 BSU FY26 Budget </div>
Ledger Account/Summary		

Step 7: Click on Period, Select Current, and then the most Recent Month

RPT325 BUD Budget to Actuals - Monthly Breakout Rollup ×

Company	*	<input type="text" value="UM23 Bowie State University (BSU)"/> ... ⋮
Organization	*	<input type="text" value="USource Hierarchy: USH000001 All USM USources"/> ... ⋮
Plan Structure	*	<input type="text" value="All Institutions Child Plan Structure"/> ... ⋮
Plan Name	*	<input type="text" value="UM23 BSU FY26 Budget"/> ⌕ ⋮
Period	*	<input type="text" value="Search"/> ⋮
Ledger Account/Summary		<input checked="" type="radio"/> Current and Prior Periods
Worktags		<input type="radio"/> Last Closed Period
		<input type="radio"/> Fiscal Period

Company	*	<input type="text" value="UM23 Bowie State University (BSU)"/> ... ⋮
Organization	*	<input type="text" value="USource Hierarchy: USH000001 All USM USources"/> ... ⋮
Plan Structure	*	<input checked="" type="radio"/> Current and Prior Periods
Plan Name	*	<input checked="" type="radio"/> FY26 - Jul
Period	*	<input type="radio"/> FY25 - Jun
	*	<input type="text" value="Search"/> ⋮

Step 8: Report is ready to run click ok

RPT325 BUD Budget to Actuals - Monthly Breakout Rollup



Company



× UM23 Bowie State University (BSU) ...

Organization



USource Hierarchy:
× USH000001 All USM USources ...

Plan Structure



× All Institutions Child Plan Structure ...

Plan Name



× UM23 BSU FY26 Budget ...

Period



× FY26 - Jul ...

Ledger Account/Summary

...

Worktags

...

Book

...

Filter Name

Manage Filters

Save

1 Saved Filters ▼

Cancel

OK