



## New Portal for Quali Financial Reports Quick Tips





## Table of Contents

Brief Overview .....	4
How to Access the System .....	5
How to Access the Bulletin Board.....	6
How to Use the Favorites Function .....	7
How to Use the Search Function .....	10
How to Access Kualo Financial Reports .....	11
How to View Obsolete Reports .....	14
How to Get to the Historical Kualo Menu .....	15
How to Get to the Administrative Reporting Menu .....	17



### Revision Log

Version	Date Issued	Update information
V1.0	01-08-2020	First published version.



## **Brief Overview**

A new portal has been developed by Administration and Finance for accessing administrative reports many of you rely on to do your work, including PHR reports. This document serves as a quick tip guide for navigating within the new portal.

The portal provides access to current KFS and PHR reports from a single site:

<https://adminreports.umd.edu>

It will also provide access to other administrative reports for VPAF systems in the future. Here are some of the great features the portal provides:

- easier navigation, with reports grouped by topics
- report descriptions that include a link to the report
- ability to tag reports as Favorites --- now you can quickly get to the reports you use all the time
- keyword search to find reports
- a Bulletin Board for announcements about report changes, system maintenance, etc.
- links to additional resources

We hope you find the portal's various features to be helpful.

## How to Access the System

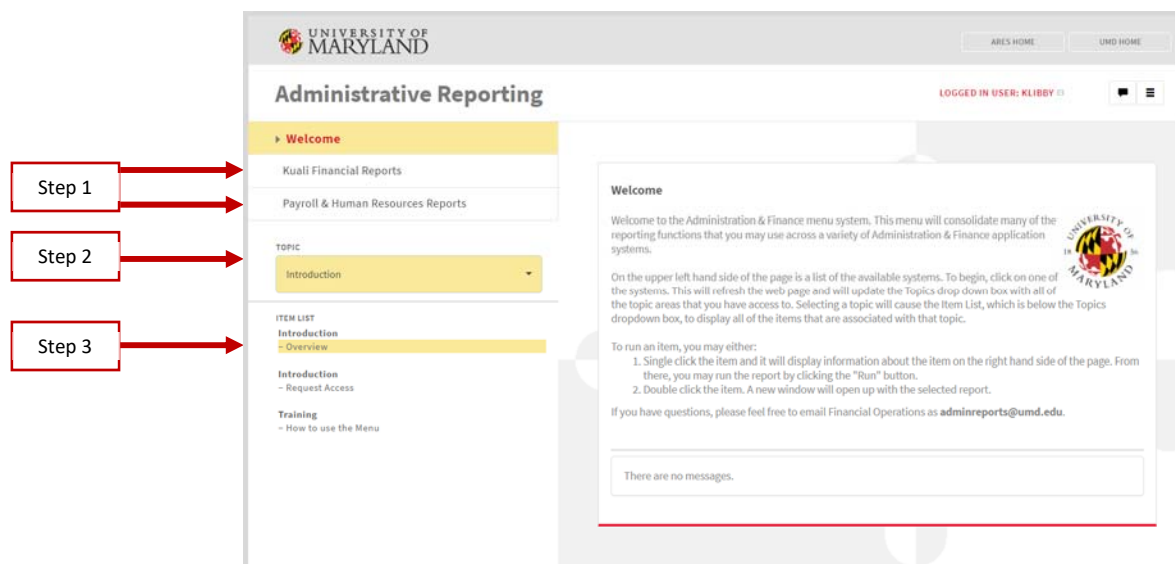
The link to the Administrative Reporting portal is <https://adminreports.umd.edu>. The **UMD CAS Login is required to access the Portal.**

To navigate on the **Administrative Reporting** main menu page, follow the steps below:

**Step 1:** Select **Kuali Financial Reports** or **Payroll & Human Resources Reports**.

**Step 2:** Select a **Topic**.

**Step 3:** Select from the **Item List**.



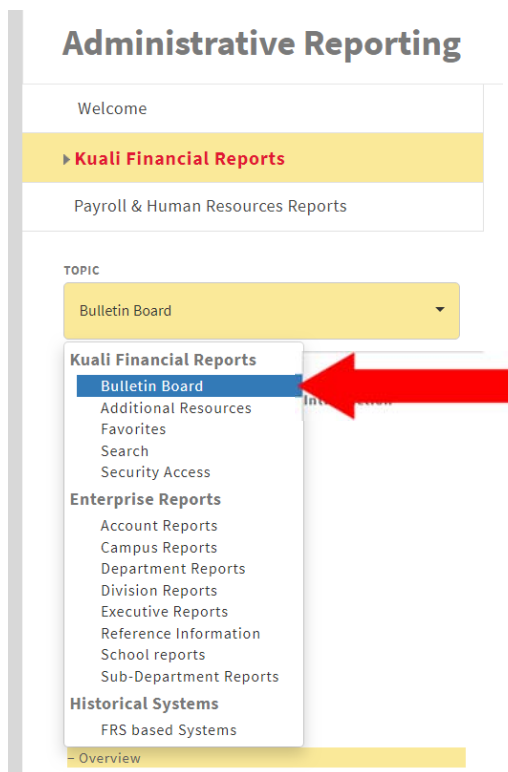
The screenshot shows the 'Administrative Reporting' portal interface. On the left side, there is a navigation menu with three main sections: 'Welcome', 'TOPIC', and 'ITEM LIST'. The 'Welcome' section contains 'Kuali Financial Reports' and 'Payroll & Human Resources Reports'. The 'TOPIC' section has a dropdown menu with 'Introduction' selected. The 'ITEM LIST' section has 'Introduction' selected, showing sub-items like 'Request Access' and 'How to use the Menu'. On the right side, there is a 'Welcome' message box with instructions on how to use the system. Three red arrows point from boxes labeled 'Step 1', 'Step 2', and 'Step 3' to the 'Kuali Financial Reports', 'Introduction' dropdown, and 'Introduction' item list respectively.

## How to Access the Bulletin Board

The **Bulletin Board** topic displays important information and announcements to users of financial reports.

To access the **Bulletin Board** follow the steps below:

1. On the **Administrative Reporting** main menu page, click on **Kuali Financial Reports**.
2. Click on the **Topic** drop-down menu.
3. Under **Kuali Financial Reports** click on **Bulletin Board**.

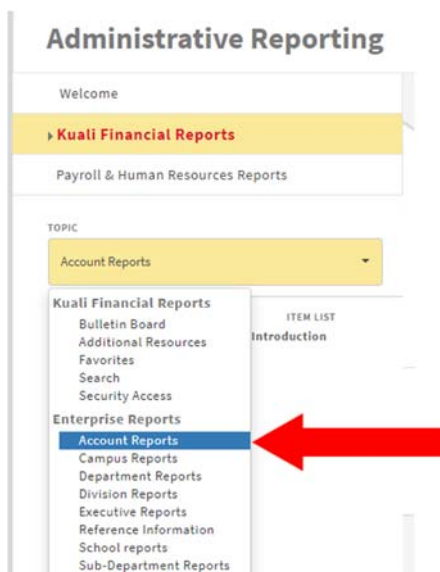


## How to Use the Favorites Function

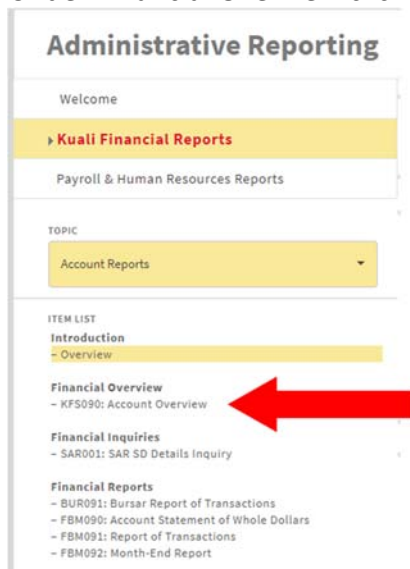
The **Favorites** are for reports that are frequently used. The **Favorites** function allows users to customize a report list. Users can set up as many favorites as needed.

For example, to set up **KFS090: Account Overview** report in **Favorites** follow the steps below:

1. On the **Administrative Reporting** main menu page, click on **Kuali Financial Reports**.
2. Click on the **Topic** drop-down menu.
3. Click on **Account Reports**.

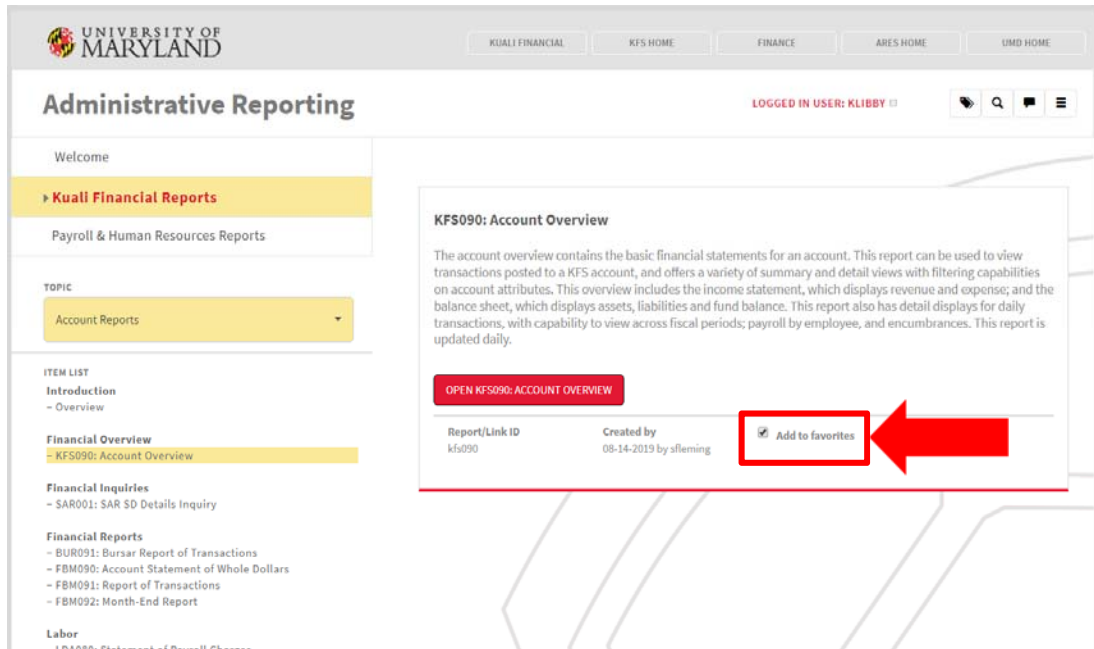



4. Under Financial Overview click on **KFS090: Account Overview**.

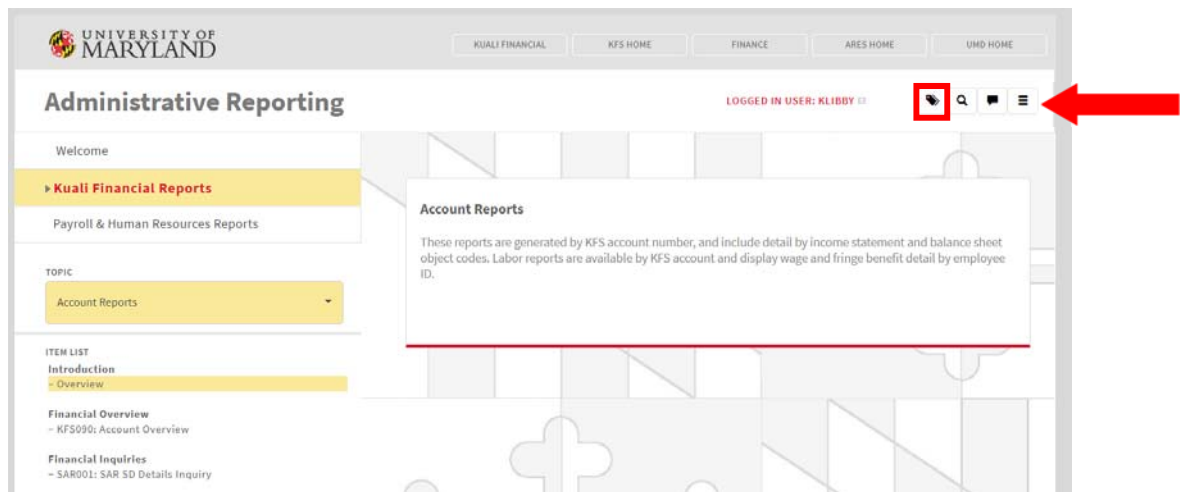




5. Check the **Add to favorites** box.



6. To view **Favorites**, click the **Favorites** icon in the far-right hand side of the **Administrative Reporting** menu. 







7. A running list of the reports marked as a favorite will be displayed. In this example, the **KFS090: Account Overview** is displayed as a favorite.

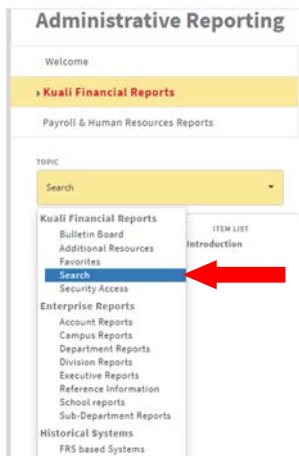
The screenshot shows the 'Administrative Reporting' dashboard. At the top right, it indicates 'LOGGED IN USER: KLIBBY'. The left sidebar contains a navigation menu with 'Welcome', 'Kuali Financial Reports' (highlighted in yellow), and 'Payroll & Human Resources Reports'. Below this is a 'TOPIC' dropdown menu set to 'Favorites'. The 'ITEM LIST' section contains several report categories: 'Introduction - Overview' (highlighted in yellow), 'Financial Overview' (with a red arrow pointing to 'KFS090: Account Overview'), 'Chart of Accounts Reports' (including 'COA001: Organization Hierarchy Report'), 'Financial Inquiries' (including 'FPP411: Department Fund/Budget Balance'), and 'User Tools' (including 'FPA008: Public Account Lookup'). The main content area on the right is titled 'Favorites' and contains the text 'These are the items that you have marked as favorites.' Below this text is a large, faint watermark of the University of Maryland logo.

## How to Use the Search Function

There are two locations to find the search function on the site.

Option 1:

1. On the **Administrative Reporting** main menu page, click on **Kuali Financial Reports**.
2. Click on the **Topic** drop-down menu.
3. Choose **Search** from the **Kuali Financial Reports** section on the drop-down menu.

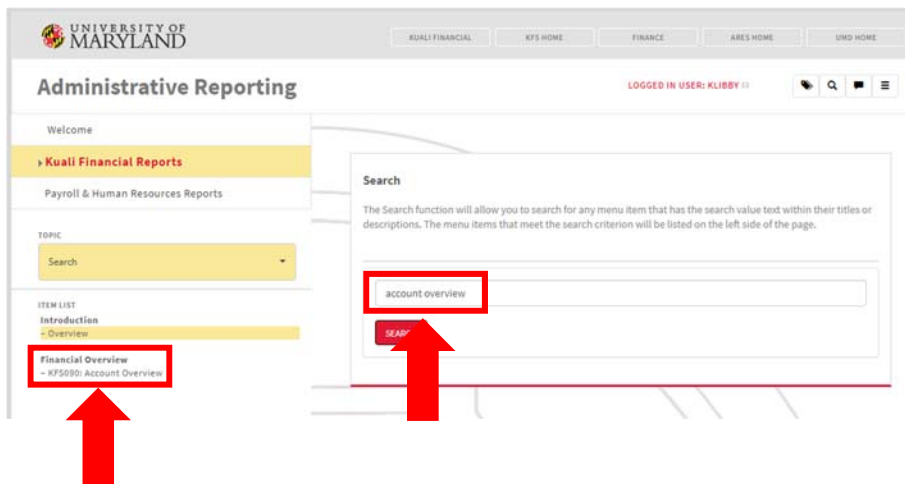


Option 2:

1. On the **Administrative Reporting** main menu page, click on the tool bar search icon.



Once the Search box, type in any word in the title of the requested report. For example, the report “KFS090: Account Overview” type in Account Overview and the link for the report will display.



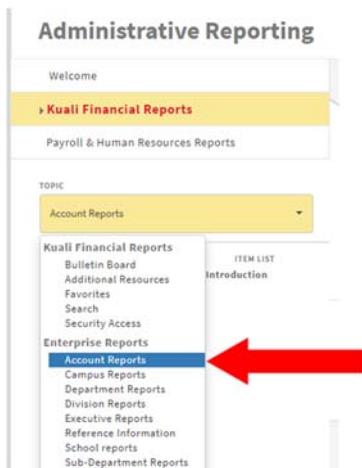
## How to Access Kualii Financial Reports

The **Enterprise Reports** are displayed under the **Topic** drop-down menu. The **Overview Reports** can be found under the appropriate levels:

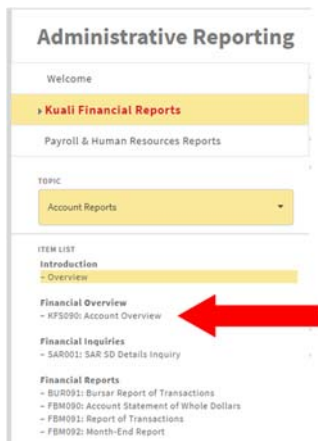
Account  
Sub-Department  
Department  
Division  
Executive  
School  
Campus

For example, to see the **KFS090: Account Overview** report follow the steps below:

1. On the **Administrative Reporting** main menu page, click on **Kualii Financial Reports**.
2. Click on the **Topic** drop-down menu.
3. Click on **Account Reports**.

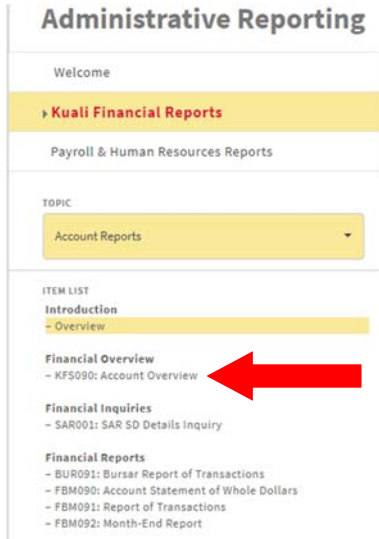


4. Under Financial Overview, click on **KFS090: Account Overview**.

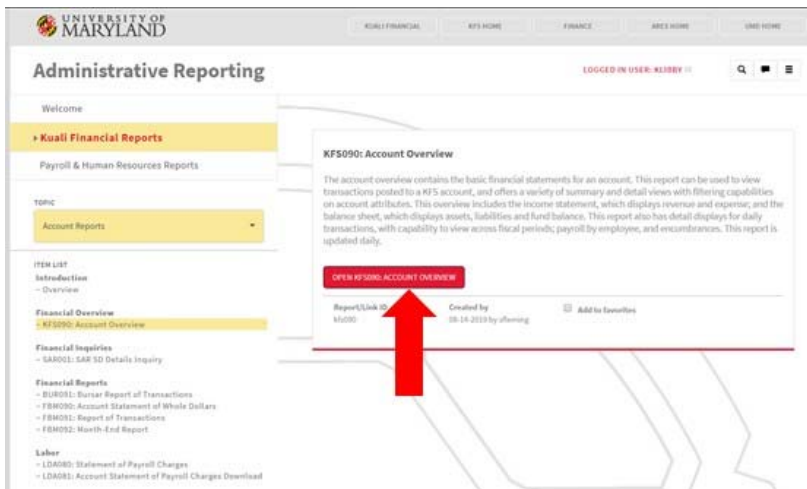




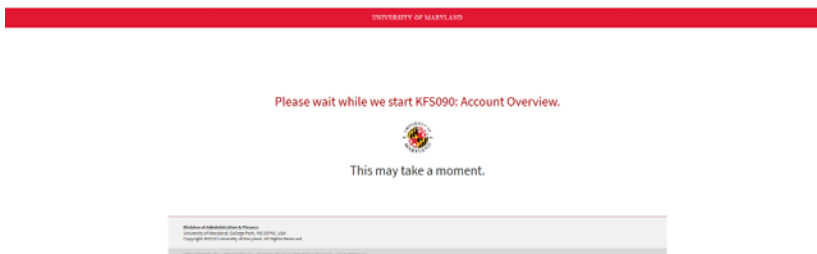
- Under Financial Overview click on **KFS090: Account Overview**.



- Click on **Open KFS090: Account Overview**.

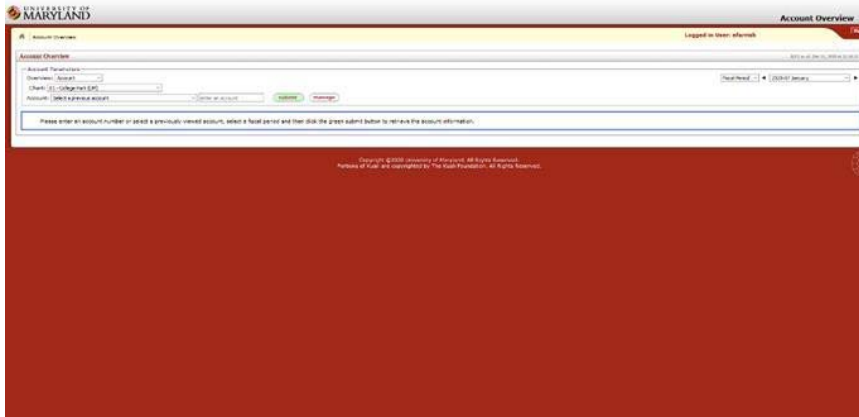


- The screen below displays while the report is populating.





8. The Account Overview report will be displayed as below.




## How to View Obsolete Reports

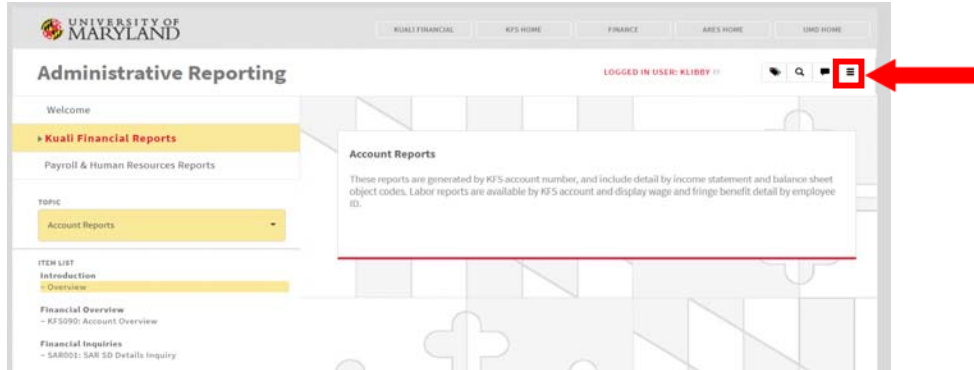
Obsolete reports are no longer generally utilized by campus users.

Any report that is **not** listed below is an obsolete report.

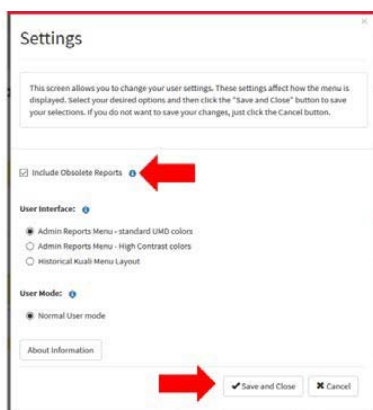
- KFS X90
- FBM 090/91/92
- SAR
- LDA X081
- FBM X95
- FPP 411
- BOR

To view obsolete reports, follow the steps below:


1. On the **Administrative Reporting** main menu page, click on **Kuali Financial Reports**.
2. In the far-right hand side of the **Administrative Reporting** menu, click on the **Settings icon**. 

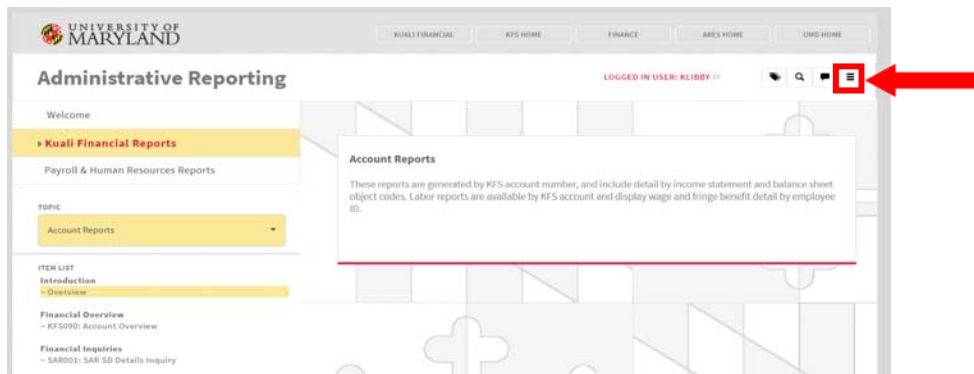


3. Check the **Include Obsolete Reports** box, and click **Save and Close**.

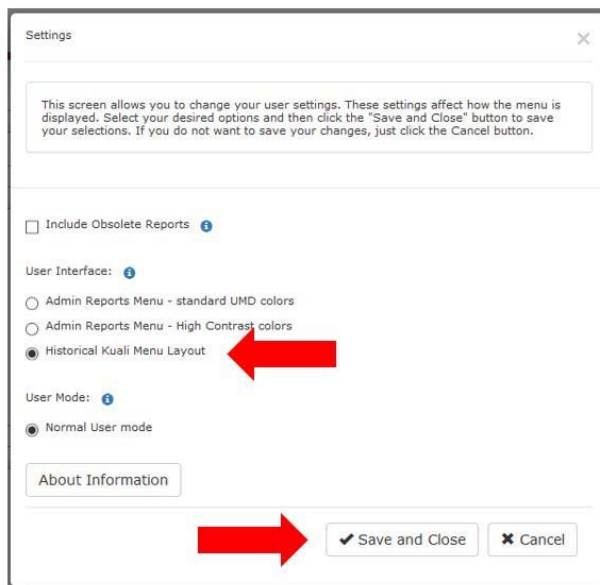


## How to Get to the Historical Kuali Menu

1. On the **Administrative Reporting** main menu page, click on **Kuali Financial Reports**.
2. In the far-right hand side of the **Administrative Reporting** menu, click on the **Settings icon**. 



3. Under the User Interface section, select **Historical Kuali Menu Layout** and click **Save and Close**.





### 4. The Historical Kualii Menu Layout will populate.


The screenshot displays the Kualii Financial System interface. At the top, there is a navigation bar with the Kualii logo and the text "Kualii financial system". Below this, there are several menu items: "Kualii Financial Reports", "Kualii Home", "Finance", "Area Home", and "Tool Home". The main content area is divided into several sections, each containing a list of reports:

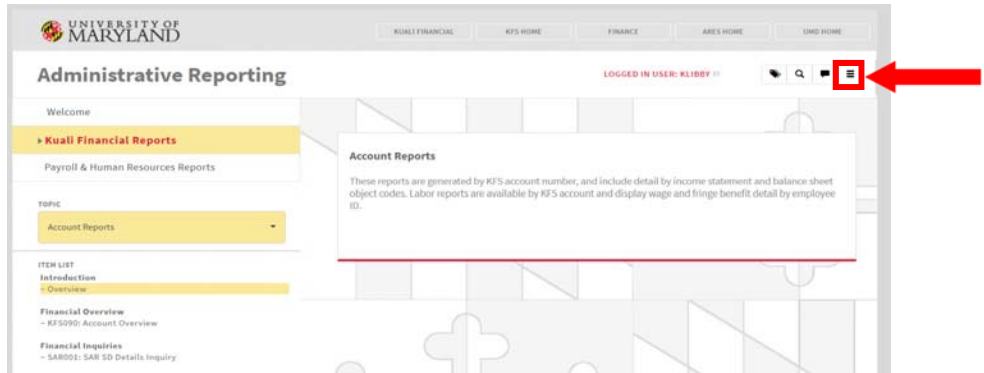
- Kualii Financial Reports:** Financial reports used by the campus business community and the central financial units.
- Access Reports:**
  - Financial Overview: KFS090: Account Overview
  - Financial Inquiries: SAR001: SAR SD Details Inquiry
  - Financial Reports: FBR090: Account Statement of Whole Dollars
  - Labor Ledger Reports: LD4081: Account Statement of Payroll Charges Download
- Campus Reports:**
  - Financial Inquiries: FRC305: Campus Federal Accounts, FRC306: Campus State Accounts, FRC411: Campus Fund/Budget Balance
  - Labor Ledger Reports: LDC380: Campus Statement of Payroll Charges, LDC381: Campus Statement of Payroll Charges Download
- Executive Reports:**
  - Financial Overview: KFS590: Executive Overview
  - Financial Inquiries: FRES00: Executive Summary by Divisions, FRES01: Executive Funding Agencies, FRES02: Executive Sponsored Accounts, FRES03: Executive Year To Date Expenses, FRES04: Executive Federal Accounts, FRES05: Executive CSIF Accounts, FRES07: Executive MFS Accounts, FRES08: Executive State Accounts, FRES10: Executive Account List
- Division Reports:**
  - Financial Overview: KFS400: Division Overview
  - Financial Inquiries: FFD400: Division Summary by Departments, FFD401: Division General Ledger Accounts, FFD402: Division Funding Agencies, FFD403: Division Sponsored Accounts, FFD404: Division Year To Date Expenses, FFD405: Division Federal Accounts, FFD406: Division DRIF Accounts, FFD407: Division MFS Accounts, FFD408: Division State Accounts, FFD410: Division Account List, FFD411: Division Fund/Budget Balance
  - Financial Reports: FRD041: Division by SubFund, FRD061: Division General Ledger Summary, FRD060: Division Account Statement of Whole Dollars, FRD091: Division Report of Transactions, FRD092: Division Month-End Report, FRD096: Division Object Level Summary
  - Labor Ledger Reports: LDC400: Division Statement of Payroll Charges, LDC481: Division Statement of Payroll Charges Download
- Department Reports:**
  - Financial Overview: KFS200: Department Overview
  - Financial Inquiries: FPD001: Department Account Ledger Entries, FPD020: Department Summary by Ledger, FPD201: Department General Ledger Accounts, FPD202: Department Funding Agencies, FPD203: Department Sponsored Accounts, FPD204: Department Year To Date Expenses, FPD205: Department Federal Accounts, FPD206: Department CSIF Accounts, FPD207: Department MFS Accounts, FPD208: Department State Accounts, FPD210: Department Account List, FPD211: Department Expense Budget Balance Available, FPD411: Department Fund/Budget Balance
  - Financial Reports: FRD043: Department by SubFund, FRD061: Department General Ledger Summary, FRD060: Department Account Statement of Whole Dollars, FRD091: Department Report of Transactions, FRD092: Department Month-End Report, FRD096: Department Object Level Summary
  - Labor Ledger Reports: LDP280: Department Statement of Payroll Charges, LDP281: Department Statement of Payroll Charges Download
- School reports:**
  - Financial Overview: KFS600: School Overview
  - Financial Inquiries: FSS600: School All Accounts, FSS605: School Federal Accounts
  - Financial Reports: FBR600: School Account Statement of Whole Dollars, FBR601: School Report of Transactions, FBR602: School Month-End Report



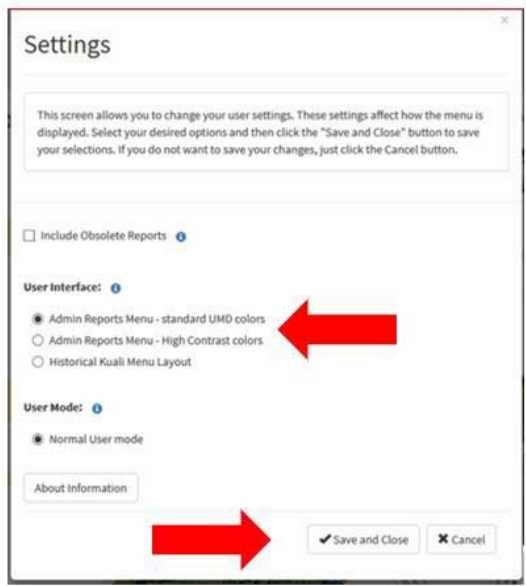


### How to Get to the Administrative Reporting Menu

1. On the **Administrative Reporting** main menu page, click on **Kuali Financial Reports**.
2. In the far-right hand side of the **Administrative Reporting** menu, click on the **Settings icon**. 



3. Under the User Interface section, select **Admin Reports Menu - standard UMD colors** or **Admin Reports Menu - High Contrast colors**. (This option allows you display the standard UMD color set or choose a high contrast color set. The High Contrast Color set will provide better readability for people who have low contrast sensitivity or color blindness. For more information, please see UMD's IT Accessibility page <https://itaccessibility.umd.edu/>).



4. Click **Save and Close**.



5. The new reporting menu will be populated.

The screenshot shows the 'Administrative Reporting' web application interface. At the top right, it indicates the user is logged in as 'KLIBBY'. The main navigation menu on the left includes 'Welcome', 'Kuali Financial Reports' (highlighted), and 'Payroll & Human Resources Reports'. Below this is a 'TOPIC' dropdown menu currently set to 'Account Reports'. An 'ITEM LIST' section on the left contains the following items:

- Introduction**
  - Overview
- Financial Overview**
  - KFS090: Account Overview
- Financial Inquiries**
  - SAR001: SAR SD Details Inquiry
- Financial Reports**
  - BUR091: Bursar Report of Transactions
  - FBM090: Account Statement of Whole Dollars
  - FBM091: Report of Transactions
  - FBM092: Month-End Report
- Labor**
  - LDA080: Statement of Payroll Charges

The main content area on the right features a section titled 'Account Reports' with a descriptive paragraph: 'These reports are generated by KFS account number, and include detail by income statement and balance sheet object codes. Labor reports are available by KFS account and display wage and fringe benefit detail by employee ID.'