

# How to Access Your Departmental Tuition Remission Reports

The tuition remission report is available through the UMD Administrative Reporting Website. Step by step instructions are provided below.

1. Navigate to the UMD Administrative Reporting Website: [adminreports.umd.edu](http://adminreports.umd.edu).
  - a. Select 'Kuali Financial Reports' at the top if not already selected.
  - b. On the Topic pull down menu, select 'Department Reports', 'Division Reports' or 'Account Reports.'
  - c. Look for the 'Tuition Remission' heading in the item list and click on 'TRS200: Department Tuition Remission Report', 'TRS400: Division Tuition Remission Report', or 'TRS001: Tuition Remission Account Report.'

The screenshot shows the 'Administrative Reporting' website interface. At the top, there is a navigation bar with the University of Maryland logo and several menu items: 'KUALI FINANCIAL', 'KFS HOME', 'FINANCE', 'ARES HOME', and 'UMD HOME'. Below this is a header area with 'Administrative Reporting' and a 'LOGGED IN USER:' field. The main content area is divided into sections. On the left, there is a 'Welcome' message and a 'Kuali Financial Reports' section. Below this is a 'TOPIC' dropdown menu currently set to 'Department Reports'. Further down is an 'ITEM LIST' section with various report categories: 'Introduction', 'Financial Overview', 'Financial Inquiries', 'Financial Reports', 'Labor', and 'Tuition Remission'. The 'Tuition Remission' section lists 'TRS200: Department Tuition Remission Report'. On the right side, there is a 'Department Reports' section with a description: 'These reports are generated by KFS department, and include both summary and detail by income statement and balance sheet object codes. The reports can be filtered by subfund, and displayed in different sorting options for summary and detail by department and sub-department, federal function, and object code. Labor reports are available by KFS department and display wage and fringe benefit summary by department and account, and detail by employee ID.' Three red arrows point to specific elements: arrow 'a' points to the 'Kuali Financial Reports' section, arrow 'b' points to the 'Department Reports' dropdown menu, and arrow 'c' points to the 'TRS200: Department Tuition Remission Report' link. The footer contains the text: 'Division of Administration & Finance, University of Maryland, College Park, MD 20742, USA, Copyright ©2020 University of Maryland. All Rights Reserved.'

2. Click on the red box to open the report.

UNIVERSITY OF MARYLAND

KUALI FINANCIAL KFS HOME FINANCE ARES HOME UMD HOME

## Administrative Reporting

LOGGED IN USER:

Messages

Welcome

► **Kuali Financial Reports**

Payroll & Human Resources Reports

TOPIC

Department Reports

**ITEM LIST**

**Introduction**

- Overview

**Financial Overview**

- KFS290: Department Overview

**Financial Inquiries**

- AGNR001P: Department AGNR Financial Report
- FPP411: Department Fund/Budget Balance

**Financial Reports**

- BUR091: Bursar Department Report of Transactions
- FBD043: Department by Subfund
- FBM090: Department Account Statement of Whole Dollars
- FBM091: Department Report of Transactions
- FBM092: Department Month-End Report
- FBM094: Balance Sheet Object Codes by Department
- FBM095: Income Statement Object Codes by Department
- FBM096: Department Object Level Summary

**Labor**

- LDP280: Department Statement of Payroll Charges
- LDP281: Department Statement of Payroll Charges Download

**Tuition Remission**

- TRS200: Department Tuition Remission Report

**TRS200: Department Tuition Remission Report**

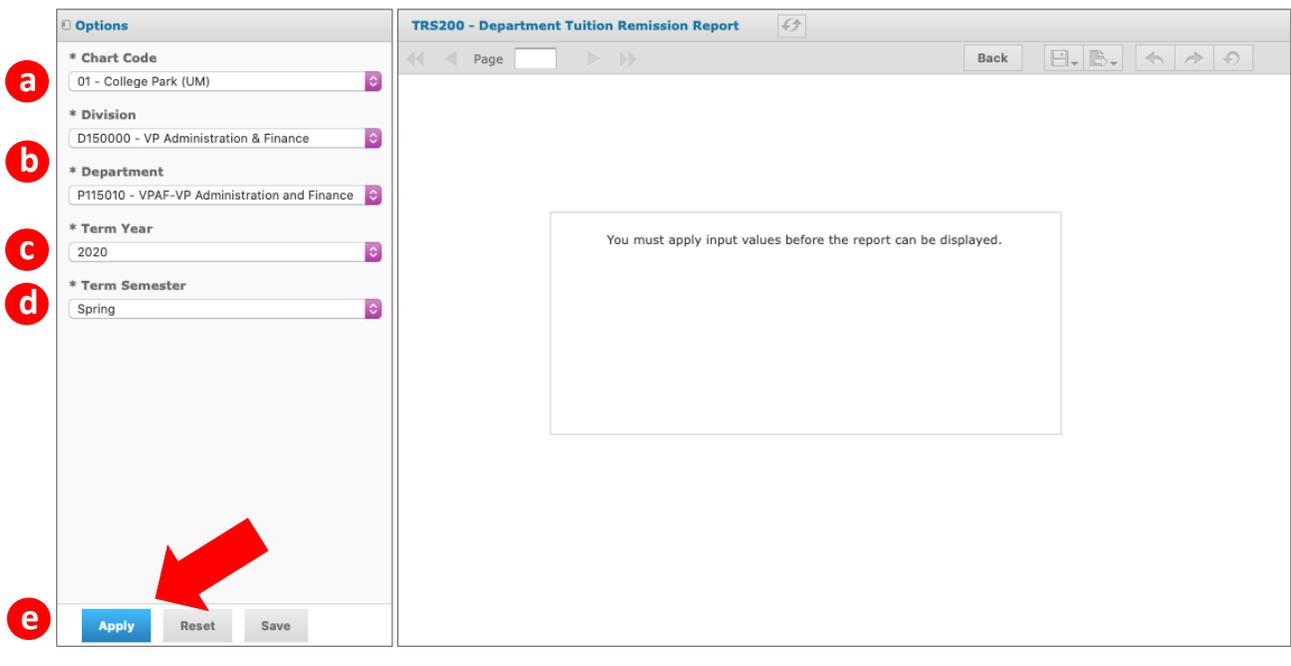
Department level Tuition remission report.

**OPEN TRS200: DEPARTMENT TUITION REMISSION REPORT**

Report/Link ID	Created by	<input type="checkbox"/> Add to favorites
trs200	02-06-2020 by sflaming	

Division of Administration & Finance  
University of Maryland, College Park, MD 20742, USA  
Copyright ©2020 University of Maryland. All Rights Reserved.

2. Once the report is open, select the desired options on the left-hand side.
  - a. Select the appropriate Chart Code as College Park (UM).
  - b. Select the appropriate division and/or department (not required for the account report).
  - c. Select the term year (for the 2019/2020 academic year, the fall and winter terms are term year 2019 and the spring term is term year 2020).
  - d. Select the term semester desired and if you are running an account report, the KFS number for the account.
  - e. After all options are selected, click “Apply” at the bottom and the report will be shown.  
Only accounts for which the user is authorized will be included in the report.



## Need Help?

If you have technical difficulties or questions about the report, contact [trs-tech-support@umd.edu](mailto:trs-tech-support@umd.edu).

If you have questions about tuition remission benefits, contact University Human Resources at [tuitionremission@umd.edu](mailto:tuitionremission@umd.edu).