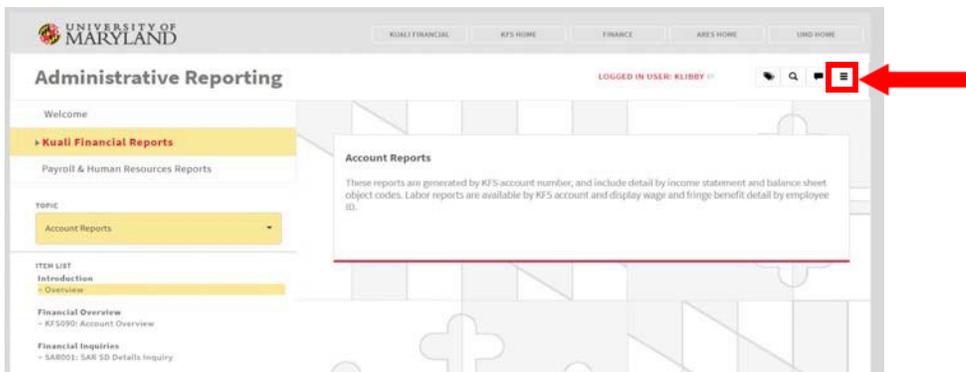




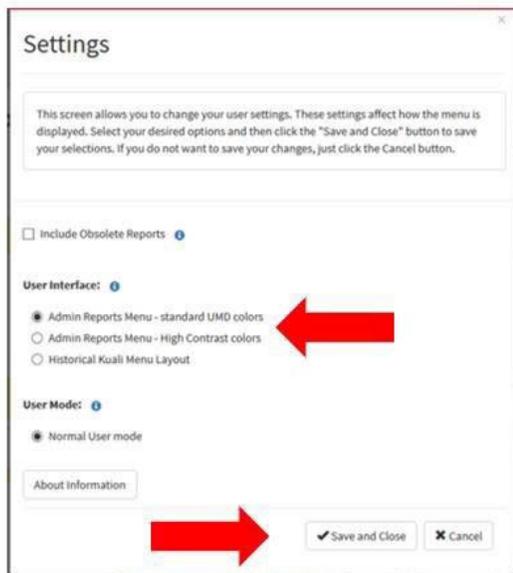
How to Get to the Administrative Reporting Menu

If currently seeing the Historical Kuali Reports Menu and prefer the Administrative Reporting Menu, please do the following:

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.)



Click **Save and Close**.

4. The new reporting menu will be populated.

The screenshot displays the 'Administrative Reporting' web application. At the top, the user is logged in as 'KLIBBY'. The interface is divided into a left sidebar and a main content area. The sidebar contains a 'Welcome' message, a 'Kuali Financial Reports' section (highlighted in yellow), and a 'Payroll & Human Resources Reports' section. Below this is a 'TOPIC' dropdown menu currently set to 'Account Reports'. An 'ITEM LIST' section follows, with 'Introduction' and 'Overview' (highlighted in yellow) listed under it. Further down, there are sections for 'Financial Overview' (with sub-item '- KFS090: Account Overview'), 'Financial Inquiries' (with sub-item '- SAR001: SAR SD Details Inquiry'), 'Financial Reports' (with sub-items '- BUR091: Bursar Report of Transactions', '- FBM090: Account Statement of Whole Dollars', '- FBM091: Report of Transactions', and '- FBM092: Month-End Report'), and 'Labor' (with sub-item '- LOA080: Statement of Payroll Charges'). The main content area features a 'Account Reports' section with a red border, containing 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.'