

# New Portal for Kuali Financial Reports Quick Tips





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#### **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 <u>https://adminreports.umd.edu</u>. **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 <u>Kuali Financial Reports</u> or <u>Payroll & Human Resources Reports</u>. Step 2: Select a <u>Topic</u>.
- Step 3: Select from the Item List.

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	Administrative Reporting	LOGGED IN USER: KLIBBY D
	▶ Welcome	
Stop 1	Kuali Financial Reports	
Step 1	Payroll & Human Resources Reports	Welcome
Step 2	торіс	Welcome to the Administration & Finance menu system. This menu will consolidate many of the reporting functions that you may use across a variety of Administration & Finance application systems.
	Introduction	On the upper left hand side of the page is a list of the available systems. To begin, click on one of the systems. This will refresh the web page and will update the Topics drop down box with all of
	ITEM LIST	the topic areas that you have access to. Selecting a topic will cause the Item List, which is below the Topics dropdown box, to display all of the items that are associated with that topic.
Step 3	- Overview Introduction - Request Access	To run an item, you may either: 1. Single click the item and it will display information about the item on the right hand side of the page. From there, you may run the report by clicking the "Run" button. 2. Double click the item. A new window will open up with the selected report.
	Training - How to use the Menu	If you have questions, please feel free to email Financial Operations as adminreports@umd.edu.
		There are no messages.



### 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.

Welcome  ► Kuali Financial Reports  Payroll & Human Resources Reports  TOPIC  Bulletin Board  Kuali Financial Reports Bulletin Board  Additional Resources Favorites Search Security Access Enterprise Reports Account Reports Department Reports Department Reports Reference Information School reports Bub-Department Reports Historical Systems FRS based Systems - Overview	Administrative	Reporting
<ul> <li>Kuali Financial Reports</li> <li>Payroll &amp; Human Resources Reports</li> <li>TOPIC</li> <li>Bulletin Board</li> <li>Kuali Financial Reports</li> <li>Bulletin Board</li> <li>Additional Resources</li> <li>Favorites</li> <li>Search</li> <li>Security Access</li> <li>Enterprise Reports</li> <li>Account Reports</li> <li>Department Reports</li> <li>Division Reports</li> <li>Reference Information</li> <li>School reports</li> <li>Sub-Department Reports</li> <li>Historical Systems</li> <li>Overview</li> </ul>	Welcome	
Payroll & Human Resources Reports TOPIC Bulletin Board Kuali Financial Reports Bulletin Board Additional Resources Favorites Search Security Access Enterprise Reports Account Reports Campus Reports Department Reports Division Reports Reference Information School reports Sub-Department Reports Historical Systems FRS based Systems - Overview	• Kuali Financial Reports	
TOPIC         Bulletin Board         Kuali Financial Reports         Bulletin Board         Additional Resources         Favorites         Search         Security Access         Enterprise Reports         Account Reports         Department Reports         Division Reports         Division Reports         Reference Information         School reports         Sub-Department Reports         Historical Systems         FRS based Systems         - Overview	Payroll & Human Resources	Reports
Bulletin Board         Kuali Financial Reports         Bulletin Board         Additional Resources         Favorites         Search         Security Access         Enterprise Reports         Account Reports         Department Reports         Division Reports         Executive Reports         Reference Information         School reports         Sub-Department Reports         Historical Systems         FRS based Systems         - Overview	торіс	
Kuali Financial Reports Bulletin Board Additional Resources Favorites Search Security Access Enterprise Reports Account Reports Campus Reports Division Reports Division Reports Executive Reports Reference Information School reports Sub-Department Reports Historical Systems FRS based Systems - Overview	Bulletin Board	-
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Historical Systems FRS based Systems - Overview	Enterprise Reports Account Reports Campus Reports Department Reports Division Reports Executive Reports Reference Information School reports Sub-Department Reports	
- Overview	Historical Systems	
	- Overview	

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### How to Use the Favorites Function

The <u>Favorites</u> are for reports that are frequently used. The <u>Favorites</u> 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.

Welcome	
Kuali Financial Report	s
Payroll & Human Resource	s Reports
OPIC	
Account Reports	•
Kuali Financial Reports Bulletin Board Additional Resources Favorites Search Security Access	ITEM LIST Introduction
Enterprise Reports	
Account Reports Campus Reports Department Reports Division Reports Executive Reports Reference Information School reports	

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

Welcome	
Kuali Financial Reports	
Payroll & Human Resources Reports	
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Account Reports	÷
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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	
<ul> <li>FBM091: Report of Transactions</li> </ul>	



5. Check the <u>Add to favorites</u> box.

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Administrative Reporting		LOGGED IN USER: KLIBBY II
Welcome		
• Kuali Financial Reports		
Payroll & Human Resources Reports	KFS090: Account Overview	month for an account. This senant can be used to view
TOPIC Account Reports	The account over view commains the basic mice and a store transactions posted to a KFS account, and offers a vari- on account attributes. This overview includes the incor balance sheet, which displays assets, liabilities and fun transactions, with capability to view across fiscal perior updated daily.	sherins for an account, rins report can be used over yof summary and detail views with filtering capabilities ne statement, which displays revenue and expense; and the d balance. This report also has detail displays for daily ds; payroll by employee, and encumbrances. This report is
ITEM LIST Introduction – Overview	OPEN KF5090: ACCOUNT OVERVIEW	
Financial Overview – KFS090: Account Overview	Report/Link ID         Created by           kfs090         08-14-2019 by sfleming	Add to favorites
Financial Inquiries - SAR001: SAR SD Details Inquiry Financial Reports - BUR091: Bursar Report of Transactions - FBM092: Account Statement of Whole Dollars - FBM092: Month-End Report - FBM092: Month-End Report Labor - I DADBD: Statement of Pavroll Charges		

6. To view <u>Favorites</u>, click the <u>Favorites</u> icon in the far-right hand side of the <u>Administrative Reporting</u> menu.

MARYLAND	KUALI FINANCIAL KFS HOME FINANCE ARES HOME UND HOME
Administrative Reporting	LOGGED IN USER: KLIBBY D
Welcome	
• Kuali Financial Reports	
Payroll & Human Resources Reports	Account Reports
TOPIC	I ness reports are generated by N-5 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.
Account Reports	
ITEM LIST	
Introduction - Overview	
Financial Overview - KFS090: Account Overview	
Financial Inquiries	



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.

Administrative Reporting	LOGGED IN USER: KLIBBY 🛛 🌑 🔍 🖛 🚍
Welcome	
• Kuali Financial Reports	
Payroll & Human Resources Reports	Favorites
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Favorites 💌	
ITEM LIST	
- Overview	
Financial Overview - KFS090: Account Overview	
Chart of Accounts Reports - COA001: Organization Hierarchy Report	
Financial Inquiries - FPP411: Department Fund/Budget Balance	
<b>User Tools</b> – FPA008: Public Account Lookup	



### 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 <u>Search</u> from the <u>Kuali Financial Reports</u> section on the drop-down menu.



Option 2:

On the <u>Administrative Reporting</u> 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 Kuali Financial Reports**

The <u>Enterprise Reports</u> are displayed under the <u>Topic</u> drop-down menu. The <u>Overview Reports</u> 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 Kuali Financial Reports.
- 2. Click on the **Topic** drop-down menu.
- 3. Click on Account Reports.

Welcome	
Kuali Financial Reports	( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )
Payroll & Human Resources	i Reports
DPsc	
Account Reports	
Guali Financial Reports Bulletin Board Additional Resources Favorites Search Security Access	ITEM LIST
Enterprise Reports	
Account Reports Campus Reports Department Reports Division Reports Executive Reports Reference Information School reports	

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





#### 5. Under Financial Overview click on KFS090: Account Overview.

Administrative Repor	ting
Welcome	
• Kuali Financial Reports	
Payroll & Human Resources Reports	
торіс	
Account Reports	•
ITEM LIST	
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	

#### 6. Click on Open KFS090: Account Overview.



7. The screen below displays while the report is populating.

UNIVERSITY OF MARVLAND			
Please wait while we start KF5090: Account Overview.			
Notice of Advanced Technologies (Internet Section 2014) internet of technologies (Internet Section 2014) Depyed (INTECTORE and (Internet Section 2014)			
Mill and sections in a canonic processing of a development of section and a section of the secti			



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.
- In the far-right hand side of the <u>Administrative Reporting</u> menu, click on the <u>Settings</u> icon. ■

Administrative Reporting	LOGGED IN USER	: KLIBBY ::
Welcome		
Kuali Financial Reports		
Payroll & Human Resources Reports	Account Reports These exports are reported by VES account number, and include detail by	forema statement and balance sheet
TOPIC	object codes. Labor reports are available by NFS account and display wage ID.	and fringe benefit detail by employee
Account Reports	object codes. Labor reports are available by KFS account and display wage ID.	and fringe benefit detail by employee
Torric  Account Reports TEM LIST	object codes. Labor reports are available by KFS account and display wage ID.	and fringe benefit detail by employee
Toric Account Reports • TEM UNIT Introduction Operation Operation	object codes. Labor reports are available by NFS account and display wage ID.	and fringe benefit detail by employee
tons Account Reports - Inter List Interduction - Orenoiew Finantial Conview - K55900: Account Overview	object codes. Labor reports are available by KFS account and display wage ID.	and fringe benefit detail by employee

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**.
- In the far-right hand side of the <u>Administrative Reporting</u> menu, click on the <u>Settings</u> icon. ■

MARYLAND	KUALI FINANCIAL KES HOME FINANCE ARES HOME UMO HOME
Administrative Reporting	LOGGED IN USER: KLIBBY III 🔍 🔍 💌 🔳
Welcome	
Kuali Financial Reports	
Payroll & Human Resources Reports	Account Reports
TOPIC	These reports are generated by KPS account number, and include detail by income statement and balance sheet object codes. Labor reports are available by KPS account and display wage and fringe benefit detail by employee 00.
Torus Account Reports	These reports are generated by KFS account number, and include detail by income statement and balance sheet clipict codes. Labor reports are available by KFS account and display wage and finge benefit detail by employee ID.
Torisc	These reports are generated by KFS account number, and include detail by income statement and balance sheet colject codes. Labor reports are available by KFS account and display wage and fringe benefit detail by employee (D).
Tons Account Reports TON LIST Interduction Company	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 finge benefit detail by employee ID.
Torist Account Reports  TTEN USF Introduction  Development  TEN USF Interduction  Development  TEN USF Interduction  Development  TEN USF Interduction  Development  TEN USF Interduction  TEN USF Int	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 finge benefit detail by employee ID.
Tohic Account Reports Interduction Overview Financial Goverview - 055909. Account Overview - 055909. Account Overview -	These reports are generated by XF3 account number, and include detail by income statement and balance showt object codes. Labor reports are available by XF5 account and display wage and finge benefit detail by employee to.

3. Under the User Interface section, select <u>Historical Kuali Menu Layout</u> and click <u>Save and</u> <u>Close</u>.

settings	3
This screen allows you to change your user settings. These displayed. Select your desired options and then click the "S your selections. If you do not want to save your changes, j	settings affect how the menu is ave and Close" button to save ust click the Cancel button.
] Include Obsolete Reports	
Jser Interface: 🚯	
) Admin Reports Menu - standard UMD colors	
) Admin Reports Menu - High Contrast colors	
Historical Kuali Menu Layout	
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Normal User mode	
About Information	
	a and Close



4. The Historical Kuali Menu Layout will populate.

ileu 🕅		Provide Feedback
financial system Enterprise Reports AP Reports		Kuali Financial Reports +
kuali financial kfs home Finance ares home umd home		Logged in User: efarrish 🛛 📃 🔳
Kuali Financial Reports		
Financial reports used by the campus business community and the central financial units.		
Account Reports	Campus Reports	Department Reports
Financial Overview V55005. Account Overview Financial Enquiries & Askiloti. SA D Detestis Enquiry Financial Reports & FBH051: Account Statement of While Dollars Labor Ledger Reports & LDADEI: Account Statement of Payroll Charges Dounload	Pranactal Ingrative PTC238: Compare Medical Accounts PTC238: Compare State Accounts PTC238: Compare State Accounts Labor Endger Reparest Labor Endger Reparest LIDC238: Compare Statement of Psyroll Charges	Planatical Overview  # 2020: Department Overview  Planatical Enguines
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Sub-Department Reports		



### How to Get to the Administrative Reporting Menu

- 1. On the Administrative Reporting main menu page, click on Kuali Financial Reports.
- In the far-right hand side of the <u>Administrative Reporting</u> menu, click on the <u>Settings</u> icon. ■

Administrative Reporting	LOGGED IN USER: RLIBBY III 🗣 🔍 💻 🔳
Welcome	
Kuali Financial Reports	
Payroll & Human Resources Reports	Account Reports
	These reports are generated by RES-account number, and include detail by income statement and balance sheet.
onc	object codes. Labor reports are available by KFS account number, and include detail by income statement and bialance sheet object codes. Labor reports are available by KFS account and display wage and fringe benefit detail by employee ID.
Account Reports	There imports are generated by AS account manage, and include denait by income satement and balance sheet object codes. Labor reports are available by RIS account and display wage and finge benefit detail by employee ID.
Account Reports	There imports are generated by AS 3 account number, and include denait by income statement and balance sheet object codes. Labor reports are available by RSS account and display wage and finge benefit denail by employee to.
tehic	object codes. Labor reports are available by RFS account and display wage and finge benefit detail by employee it.
Account Reports - Tel Ust Instanta Classical Overview Financial Overview Fis3000 Account Overview	object codes. Labor reports an enablable by KPS account namoe, and include detail by recome statement and basined sheet object codes. Labor reports are available by KPS account and display waps and fingle benefit detail by employee to.

 Under the User Interface section, select <u>Admin Reports Menu - standard UMD colors</u> or <u>Admin Reports Menu - High Contrast colors</u>. (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 <u>https://itaccessibility.umd.edu/</u>).

Settings	
This screen allows you to change your user settings. These settings affect displayed. Select your desired options and then click the "Save and Clos your selections. If you do not want to save your changes, just click the Cu	t how the menu is e" button to save incel button.
Include Obsolete Reports 🗿	
User Interface: 0	
Admin Reports Menu - standard UMD colors	
Admin Reports Menu - High Contrast colors	
<ul> <li>Historical Kuali Menu Layout</li> </ul>	
User Mode: 0	
Normal User mode	
About information	
About information	

4. Click Save and Close.



#### 5. The new reporting menu will be populated.

