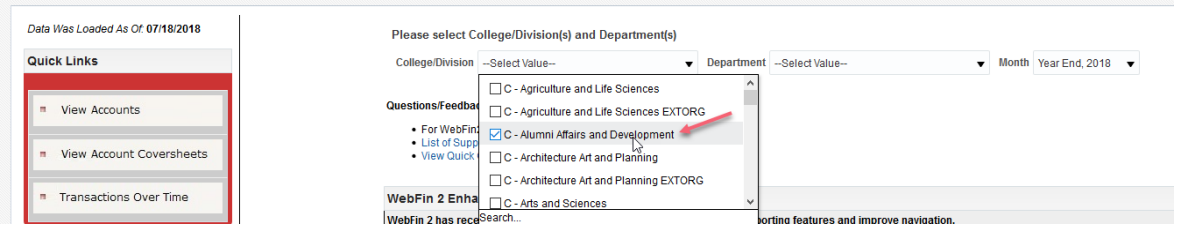
Cornell University

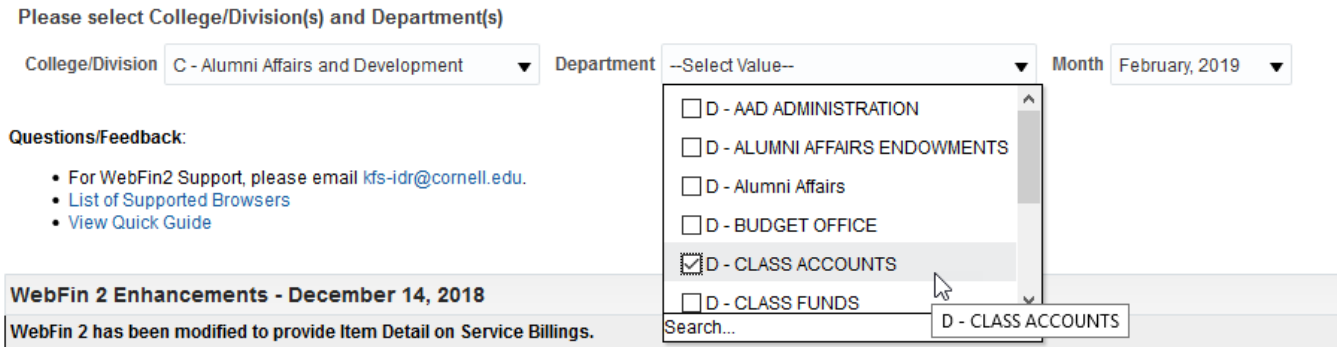
KUALI FINANCIALS – instructions for viewing class accounts on-line.

- Enter the Kuali Dashboard link: https://obieeprod.db.cornell.edu/analytics
- From the home page select your Dashboard. We're now recommending: WebFin2

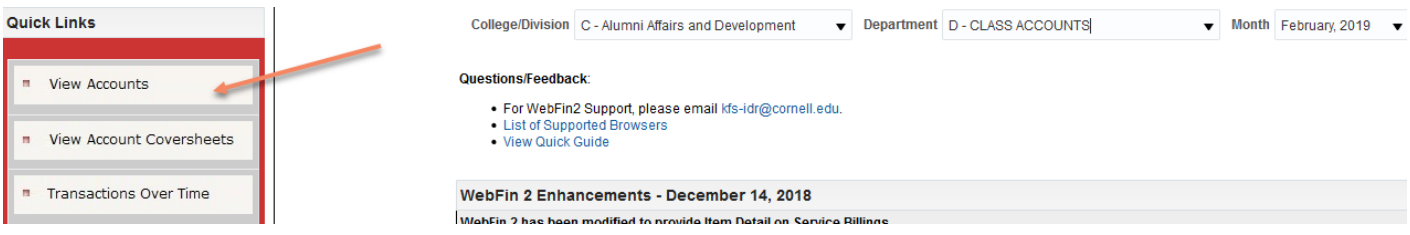
1. Select Alumni Affairs and Development in Drop Down



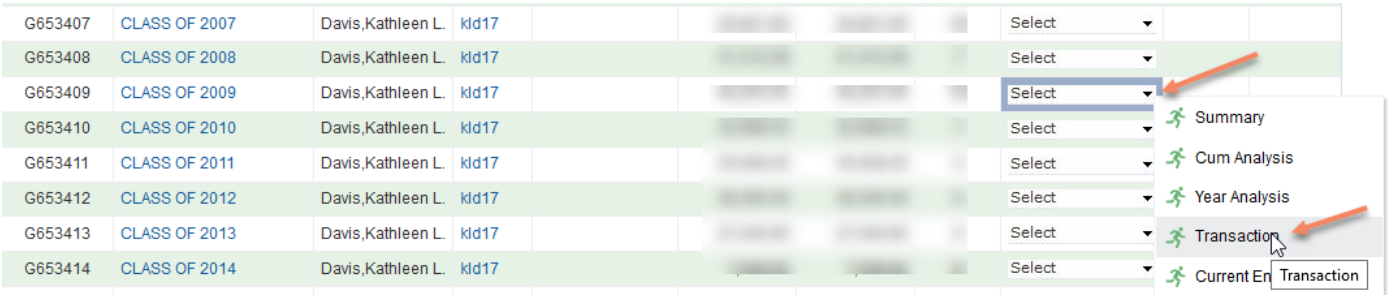
2. Select Reunion Accounts as Department



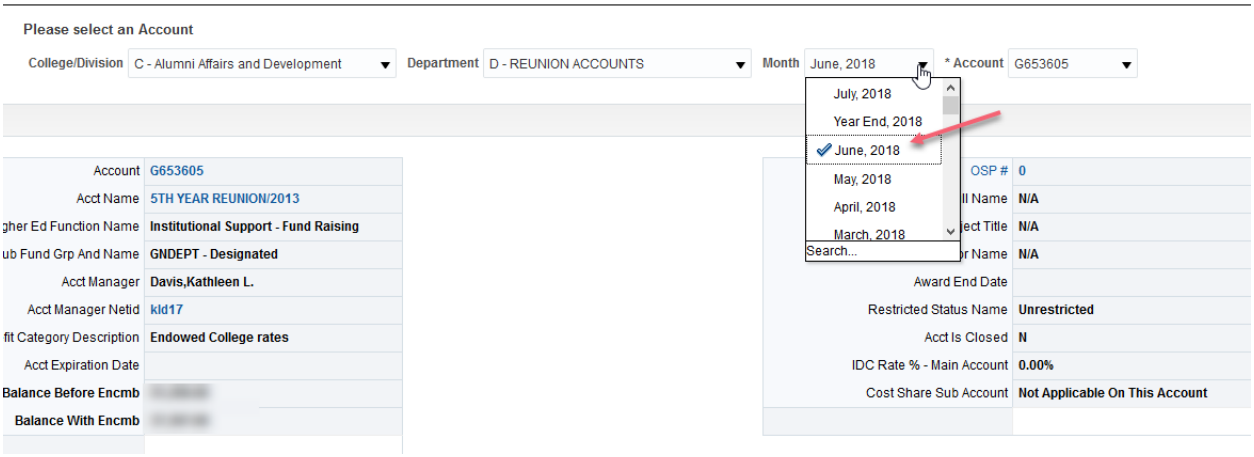
3. On left side of screen – Select "View Accounts".



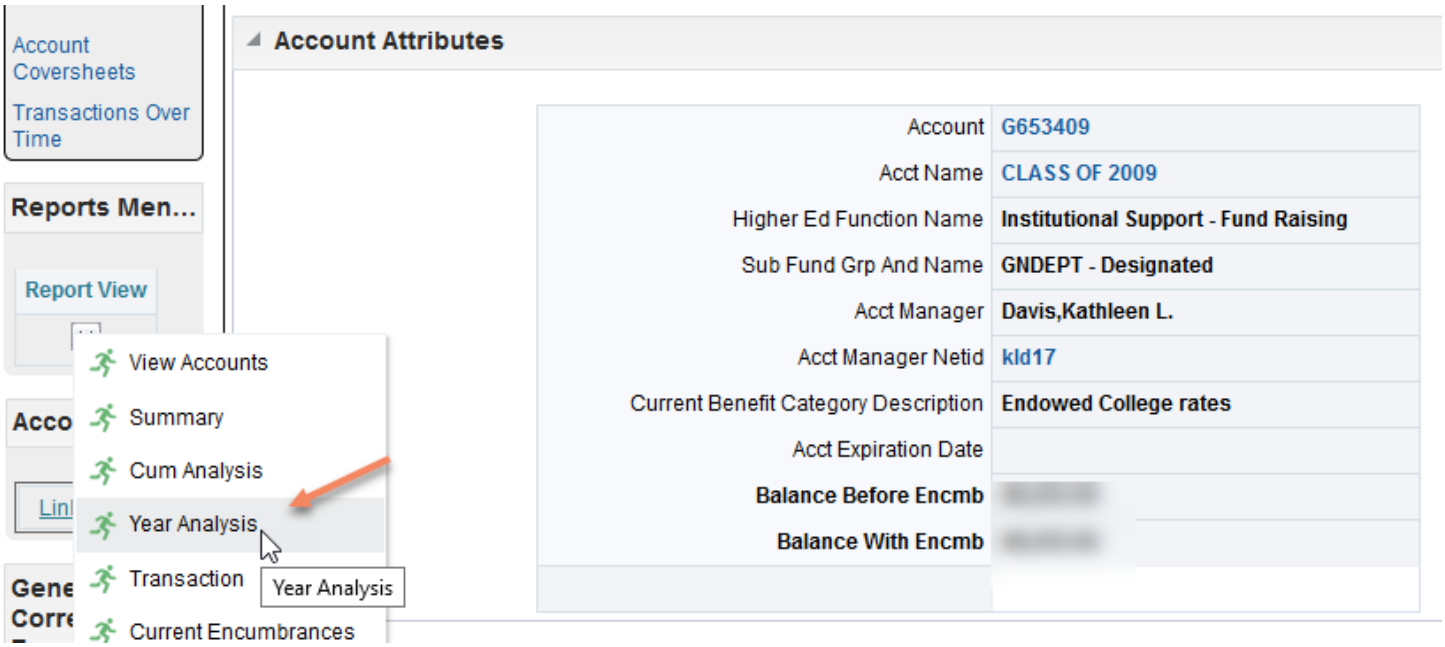
4. **You should see your specific reunion account listed. Under the "Select" drop down on the right hand side – choose either Year Analysis or Transaction.**



5. **Once account with transaction load, you can then change the month for viewing by the selection in the drop down.**



6. Transactions will be listed by date and by expense type.
7. If you would like to view the expenses totaled by their type, select the "Year Analysis" drop down under the reports Menu:



Question: Please call Kathy Davis – 607-254-1218: kld17@cornell.edu