



Cornell University

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

Enter the Kuali Dashboard link:

https://oasprod.db.cornell.edu/analytics/saw.dll?dashboard&PortalPath=%2Fshared%2FWebFin2%2F_portal%2FWebFin2

1. Select Alumni Affairs and Development in Drop Down

Data Was Loaded As Of: 07/18/2018

Quick Links

- View Accounts
- View Account Coversheets
- Transactions Over Time

Please select College/Division(s) and Department(s)

College/Division: --Select Value-- Department: --Select Value-- Month: Year End, 2018

Questions/Feedback:

- For WebFin2 Support, please email kfs-idr@cornell.edu.
- List of Supported Browsers
- View Quick Guide

WebFin 2 Enhancements - December 14, 2018

WebFin 2 has been modified to provide Item Detail on Service Billings.

Department dropdown menu options:

- ☐ C - Agriculture and Life Sciences
- ☐ C - Agriculture and Life Sciences EXTORG
- ☒ C - Alumni Affairs and Development
- ☐ C - Architecture Art and Planning
- ☐ C - Architecture Art and Planning EXTORG
- ☐ C - Arts and Sciences

2. Select Class Accounts as Department

Please select College/Division(s) and Department(s)

College/Division: C - Alumni Affairs and Development Department: --Select Value-- Month: February, 2019

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Department dropdown menu options:

- ☐ D - AAD ADMINISTRATION
- ☐ D - ALUMNI AFFAIRS ENDOWMENTS
- ☐ D - Alumni Affairs
- ☐ D - BUDGET OFFICE
- ☒ D - CLASS ACCOUNTS
- ☐ D - CLASS FUNDS

3. On left side of screen, select "View Accounts".

Quick Links

- View Accounts
- View Account Coversheets
- Transactions Over Time

College/Division: C - Alumni Affairs and Development Department: D - CLASS ACCOUNTS Month: February, 2019

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4. You should see your specific class account listed. Under the “Select” drop down on the right hand side, choose Transaction.

G653407	CLASS OF 2007	Davis,Kathleen L.	kld17				Select	
G653408	CLASS OF 2008	Davis,Kathleen L.	kld17				Select	
G653409	CLASS OF 2009	Davis,Kathleen L.	kld17				Select	
G653410	CLASS OF 2010	Davis,Kathleen L.	kld17				Select	Summary
G653411	CLASS OF 2011	Davis,Kathleen L.	kld17				Select	Cum Analysis
G653412	CLASS OF 2012	Davis,Kathleen L.	kld17				Select	Year Analysis
G653413	CLASS OF 2013	Davis,Kathleen L.	kld17				Select	Transaction
G653414	CLASS OF 2014	Davis,Kathleen L.	kld17				Select	Current En Transaction

5. Once the account transactions load, you can then change the month for viewing at the top of the screen by using the month drop down.

Please select an Account

College/Division: C - Alumni Affairs and Development Department: D - CLASS ACCOUNTS * Month: October, 2020 * Account: G653409

Account: G653409	OSP # 0
Acct Name: CLASS OF 2009	Agency Full Name: N/A
Higher Ed Function Name: Institutional Support - Fund Raising	Project Title: N/A
Sub Fund Grp And Name: GNDEPT - Designated	Project Director Name: N/A
Acct Manager: Bushlow,Lisa Allison	Award Start Date:
Acct Manager Netid: lab244	Award End Date: 00/00/0
Current Benefit Category Description: Endowed College rates	Restricted Status Name: Unrestricted
Acct Expiration Date:	Acct Is Closed: N
Balance Before Encmb: 33,855.42	IDC Rate % - Main Account: 0.00%
Balance With Encmb: 33,855.42	Cost Share Sub Account: Not Applicable On This Account

Month dropdown menu: July, 2020; Year End, 2020; June, 2020; May, 2020; April, 2020; March, 2020; Search...

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 on the left side of the screen:

Account Coversheets
Transactions Over Time

Reports Men...

Report View

View Accounts

Summary

Cum Analysis

Year Analysis

Transaction

Current Encumbrances

Account Attributes

Account	G653409
Acct Name	CLASS OF 2009
Higher Ed Function Name	Institutional Support - Fund Raising
Sub Fund Grp And Name	GNDEPT - Designated
Acct Manager	Davis,Kathleen L.
Acct Manager Netid	kld17
Current Benefit Category Description	Endowed College rates
Acct Expiration Date	
Balance Before Encmb	
Balance With Encmb	

Questions: Please contact your engagement officer.