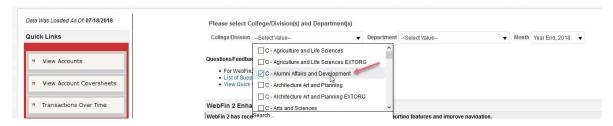# KUALI FINANCIALS – instructions for viewing class accounts on-line.
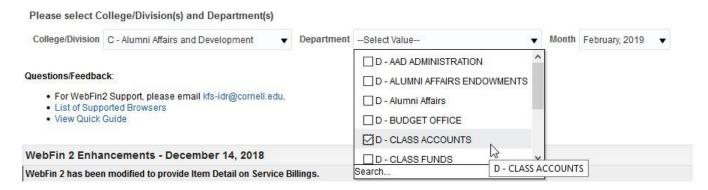
**Enter the Kuali Dashboard link:**
https://oasprod.db.cornell.edu/analytics/saw.dll?dashboard&PortalPath=%2Fshared%2FWebFin2%2F_portal%2FWebFin2
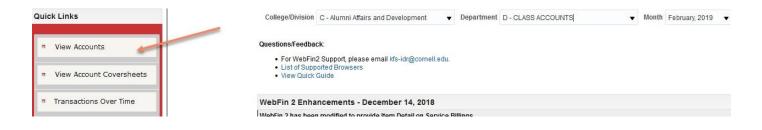
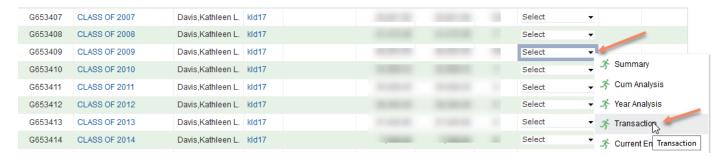1. **Select Alumni Affairs and Development in Drop Down**



2. **Select Class Accounts as Department**
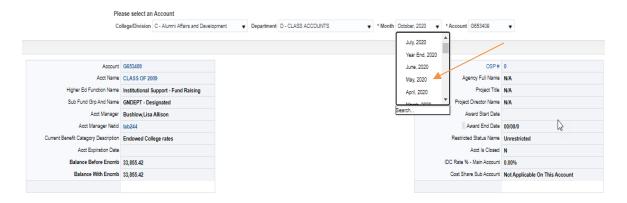


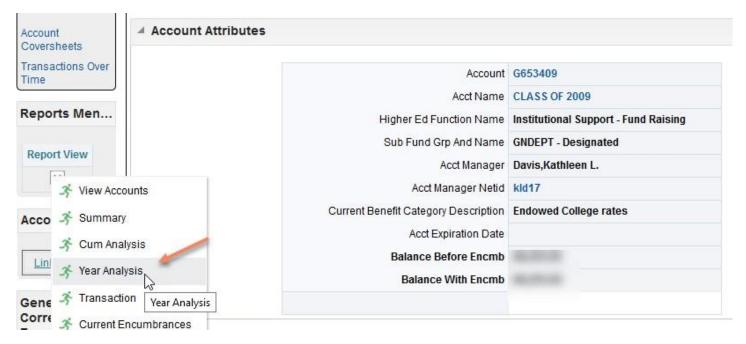3. **On left side of screen, select "View Accounts".**

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 ▼

July, 2020
Year End, 2020
June, 2020
May, 2020
April, 2020
March, 2020
Search...

| 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 Enomb | 33,855.42 | | IDC Rate % - Main Account | 0.00% |
| Balance With Enomb | 33,855.42 | | Cost Share Sub Account | Not Applicable On This Account |

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 [Year Analysis]
Transaction
Current Encumbrances

Acco

Link

Gene

Corre

◄ **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.**