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

Enter the Kuali Dashboard link:

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.

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.

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:

Questions: Please contact your engagement officer.