

Obsolete reports are defined as reports that are generally no longer accessed by campus users.

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 Administrative Reporting menu, click on the Settings icon. ■

Administrative Reporting	LOGGED IN USER: KLIDBY 11 🗣 🔍 🖛 🔳
Welcome	
Kuali Financial Reports	
Payroll & Human Resources Reports	Account Reports These reports are generated by KPS account number, and include detail by income statement and balance sheet
	object codes. Labor reports are available by RF5 account and display wage and fringe benefit detail by employee
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3. Check the Include Obsolete Reports box and click Save and Close.

