

- 1. On the Administrative Reporting main menu page, click on Kuali Financial Reports.
- 2. In the far-right hand side of the Administrative Reporting menu, click on the Settings icon.

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Administrative Reporting	LOGGED IN USER: KLIBBY 19 🗨 🔍 🗮 🔳
Welcome	
Kuali Financial Reports	
Payroll & Human Resources Reports	Account Reports
	These reports are precated by KES account number, and include detail by income statement and balance sheet.
TOPIC	These reports are presented by KFS account number, and include detail by income statement and balance sheet object codes. Labor reports are available by KFS account and display wage and fringe benefit detail by employee 10.
Tohic Account Reports •	These reports are generated by R35 account number, and include detail by income statement and balance sheet object codes. Labor reports are available by R35 account and display wage and kinge benefit detail by employee ID.
tonic	These reports are generated by R3's account number, and include detail by income statement and balance sheet object codes. Labor reports are available by R5's account and display wage and single benefit detail by employee 10.
TOPIC Account Reports • TEM LIST Introduction Oversion	These reports are generated by R3's account number, and include detail by income statement and balance sheet object codes. Labor reports are available by R5's account and dioplay wage and single benefit detail by employee 10.
TOHIC Account Reports • Interduction Overview Financial Generiew - X55999: Account Overview	These reports are generated by R3's account number, and include detail by income statement and balance sheet object codes. Labor reports are available by R5's account and display wage and binge benefit detail by employee ID.

3. Under the User Interface section, select **Historical Kuali Menu Layout** and click **Save and Close**.

Settings	5
This screen allows you to change your user settings. These settings affect how the menu is displayed. Select your desired options and then click the "Save and Close" button to save your selections. If you do not want to save your changes, just click the Cancel button.	
_ Include Obsolete Reports 0	
User Interface: 🚯	
Admin Reports Menu - standard UMD colors	
Admin Reports Menu - High Contrast colors	
Historical Kuali Menu Layout	
Jser Mode: 🚯	
Normal User mode	
About Information	
Save and Close X Cancel	

4. The Historical Kuali Menu Layout will populate.

