How to View Obsolete Reports

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**.
2. In the far-right hand side of the **Administrative Reporting** menu, click on the **Settings icon**.
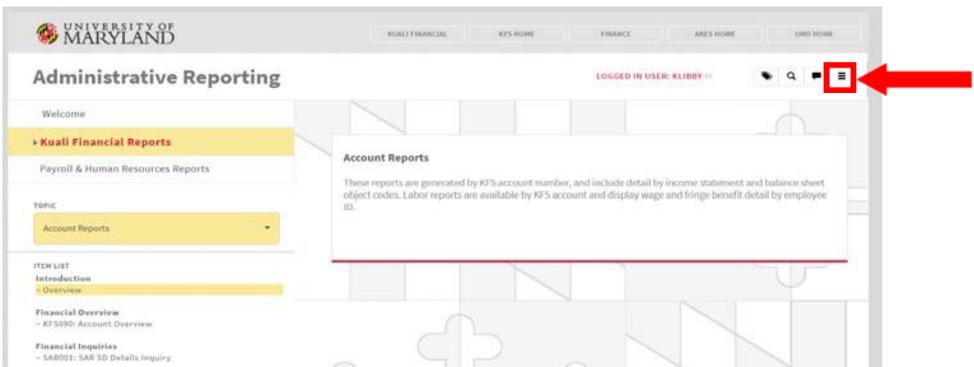
3. Check the **Include Obsolete Reports** box and click **Save and Close**.