How to Get to the Historical Kuali Reports Menu

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**. ≡
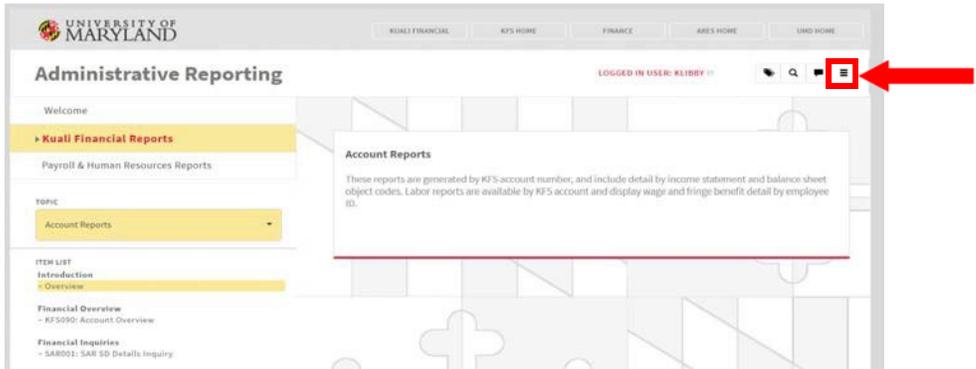
3. Under the User Interface section, select **Historical Kuali Menu Layout** and click **Save and Close**.
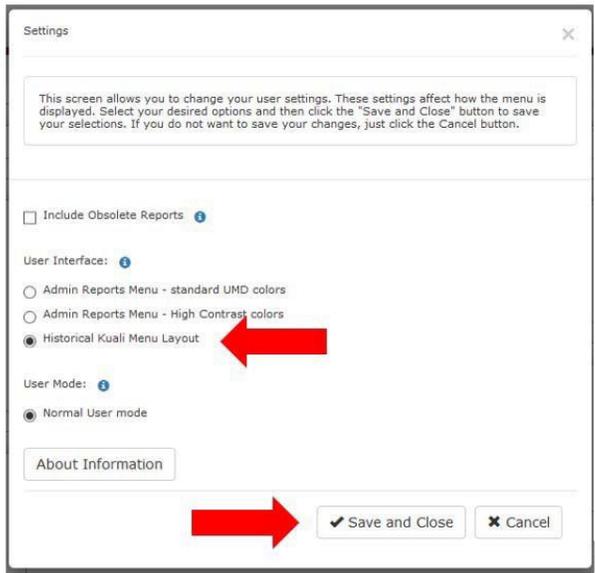
4. The Historical Kuali Menu Layout will populate.