**1.) LOG INTO CFS > *my.csusm.edu* > *CSYou & CSU CFS Login* > *Finance Data Warehouse Login > Dashboards > Financial Reporting***



**2.) SELECT *Trial Balance* tab > SELECT *Trial Balance (6 Columns)***



**Report Criteria & Format
*Fiscal Year* = 2015
*Period* = 10
*Fund* = remove “x” enter fund number XXXXX
*Apply Filters*
*Column 1* = Fund Fdescr
*Column 2* = Acct Type Fdescr
*Column 3* = Acct Fdescr
*GO***

***Report View* = Trial Balance**



**To Download to Excel**
**Click Export then Select Excel**

