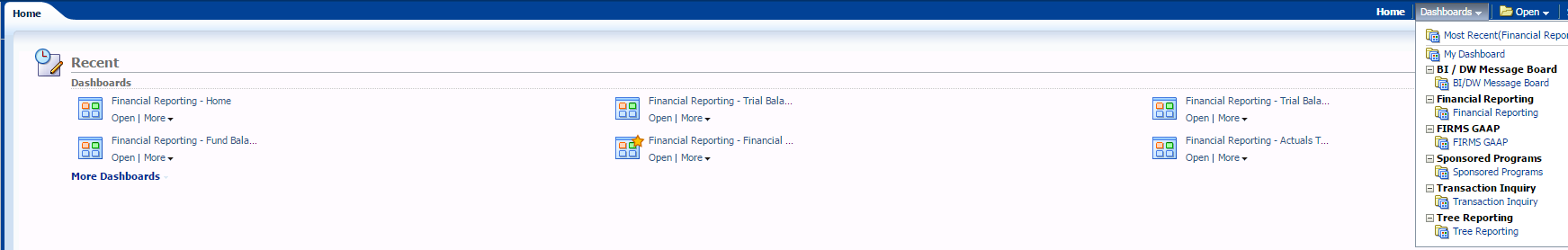
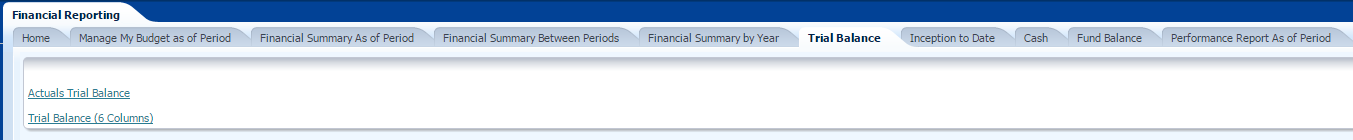
**1.) LOG INTO CFS > *my.csusm.edu* > *CSYou & CSU CFS Login* > *Finance Data Warehouse Login > Dashboards > Financial Reporting***

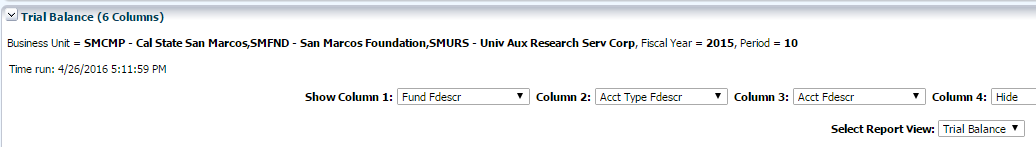


**2.) SELECT *Trial Balance* tab > SELECT *Trial Balance (6 Columns)***



**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**

