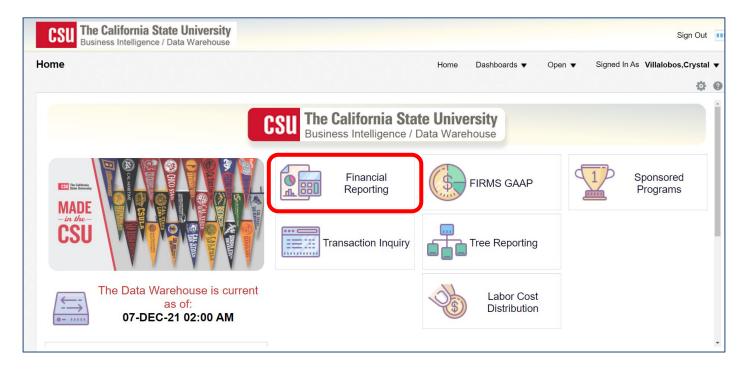**1.) LOG INTO CFS >** *CO Portal/CFS Access* **>** *Finance Data Warehouse Login*. **Select** *Financial Reporting*

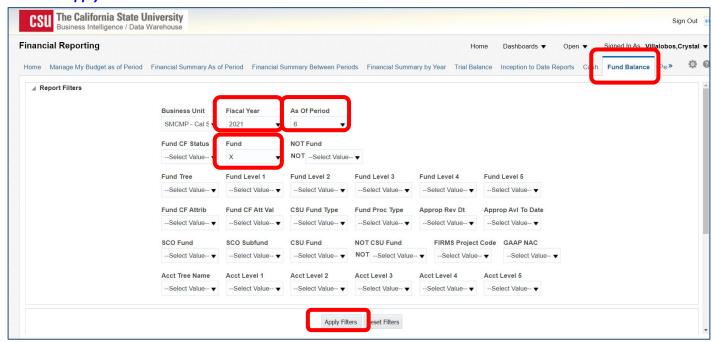**2.) SELECT the** *Fund Balance* **tab at the top right of the screen**

Enter in the following information:

   Fiscal Year = *Enter the Fiscal Year of the data you want to include*

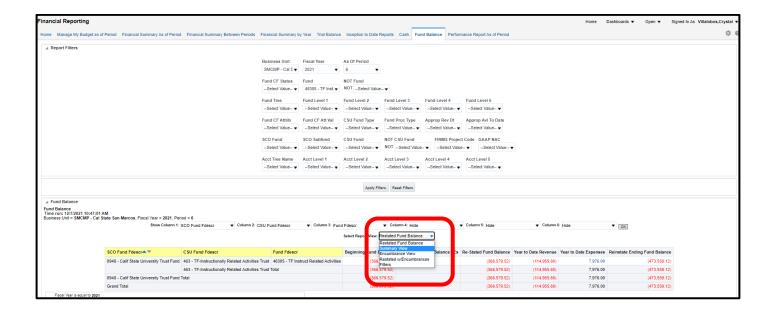 As of Period = *Enter the period number of the data you want to include*

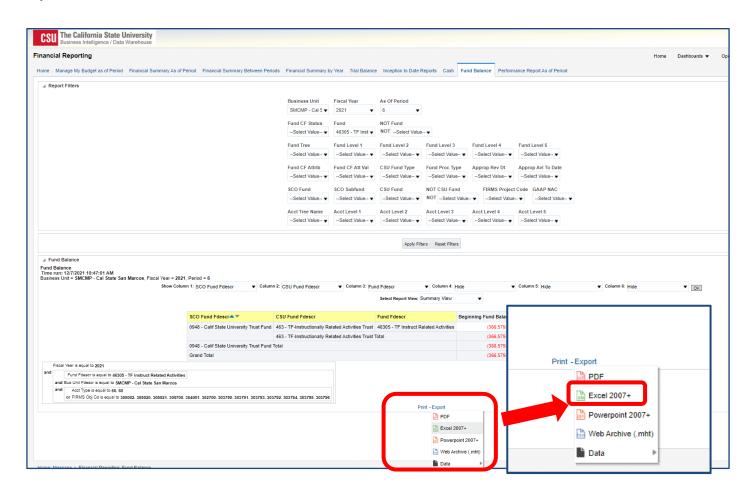 Fund = *Enter the fund number of the data you want to include*

  SELECT *Apply Filters*

3.) You will then want to change the Report view. SELECT SUMMARY VIEW from the drop-down menu. This will then change the layout of the data. You may then download the report to Excel.

To Download Report into Excel

Click Export at the bottom of the screen then Select Excel. The Excel document will then download your report