

**Access CBAL**

Access CBAL through appropriate draw folder.

1. Find appropriate draw folder via \\itfs1.asu.edu\ovprea\ORSPA\ACCTG\CASHMGT--CMT\CMT Current\LOC--CMT\LOC AGENCIES.
2. Drill down through the folders to current date.
3. Open Excel spreadsheet.

**Format CBAL**

Format CBAL to analyze accounts, generate total draw amount and make it easier for second review.

1. Copy all cells over to new tab. Rename tab "Worksheet".
2. Delete columns Sponsor Name, Fund and Special Program. This information is not needed.
3. Bold and center header row and adjust columns so that the information can be read.
4. Change number format for all amounts to Accounting.
5. Insert 3 rows above the header row. In the first cell, enter current date. Tab over a couple cells and create legend. If no At Risk accounts, type No At Risk Accounts and no color code is needed. If there are At Risk accounts, type At Risk Account and color code those lines. If there are termed accounts, indicated under the Status column, then enter Termed > 90 days under At Risk status. Color code those lines a different color.
6. Change Status header to say "Draw Amt". This column should be a formula to equal the negative amount of the Adjusted Cash Balance cell.
7. Create totals at bottom of rows from Budget column over to Draw Amt.
8. Make sure total Draw Amount is clear.

**Notes**

1. For ASAP accounts, cannot usually do a negative draw. Research options before including in total draw amount.
2. For DOJ accounts, some accounts will have hold amounts in the DOJ system. Check DOJ website for status before including all accounts in total draw amount.
3. For PMS accounts, the system allows negative draw amounts.
4. For agencies that have a lot of accounts (i.e. NASA Goddard), a pivot table may be helpful. Create new tab in the Excel spreadsheet for Pivot Table and create two separate tables on that tab. One with Account and Draw Amt and one with Agreement # and Draw Amt.