

Access MyReports

Access MyReports on desktop. Log in using ASURITE User ID and Password.

1. Click Explore
2. Drill down through the following folders: Sponsored, OKED, Research Operations, Operations – AMT, Letter of Credit Draw by Sponsor
3. While in the information section, click Process.
4. Double click fiscal year. If fiscal year is not there, enter fiscal year in box and click the green check mark. Now you can double click the fiscal year and click OK.
5. Using the Agency Listing reference document, select all of the Sponsor Names for the agency. Then click OK.

CBAL Download

Download and save the CBAL report (Daily Cash Balance).

1. Go to the R – Daily Balance section.
2. Click File, Export, Section...
3. Find appropriate agency draw folder through \\itfs1.asu.edu\ovprea\ORSPA\ACCTG\CASHMGT--CMT\CMT Current\LOC--CMT\LOC AGENCIES. Drill down into the draw folder to the current FY and create a new folder for current date.
4. Name the file “Agency Date” and save as .xls.
5. Click File then Print. Make sure printer is Adobe PDF.
6. Change Properties... settings. Under Layout tab, change Orientation to Landscape. Click Advanced... and change scaling to 50%. Now print page. Save to same draw folder with .xls version. Name file “ Agency Date CBAL”

At Risk Download

Download and save the At Risk report.

1. Go to the R – At Risk section.
2. Click File then Print. Make sure printer is Adobe PDF.
3. Change Properties... settings. Under Layout tab, change Orientation to Landscape. Click Advanced... and change scaling to 50%. Now print page. Save to same draw folder with CBAL. Name file “At Risk Accounts Agency Date” if there are any or “No At Risk Accounts Agency Date” if there are no accounts.