

Cash Draw and Expenditure Reporting Overview

Presented by TWC Finance

September 12, 2013

Agenda

- Welcome (Anson Green)
- Overview (Kimberly Emmerich)
- Cash Draw and Expenditure Reporting (CDER) System Security (Kimberly Emmerich)
- Cash Draw Functionality and Requirements (Thomas Manning)
- Financial Reporting Functionality and Requirements (Tim Urbanovksy)
- Contract Closeout Functionality and Requirements (Thomas Manning)
- Questions and Answers

OVERVIEW

Presented by:
Kimberly Emmerich
Budget Management Director
(512) 936-3054

Transition of Adult Ed to TWC

- The effective date of the Adult Education and Family Literacy Act program from the Texas Education Agency (TEA) to the Texas Workforce Commission (TWC) is September 1, 2013.
- 2012-2013 Local Provider Contracts were extended to September 15, 2013, with TEA.
- 2013-2014 Local Provider Contracts have an effective date of September 1, 2013, with TWC.

Transition of Adult Ed to TWC

(continued)

- Utilize funding in the 2012-2013 Local Provider Contracts through September 15, 2013.
- If funding is exhausted in the 2012-2013 Local Provider Contracts prior to September 3, 2013, Local Providers must use State General Revenue funds for expenditures incurred on September 1 & 2, 2013.

CDER SYSTEM SECURITY

Presented by:
Kimberly Emmerich
Budget Management Director
(512) 936-3054

Logging In

- Go to the TWC Web site at <http://www.twc.state.tx.us>
- Click on the “Community & Workforce Partners” link
- Click on “TWC Financial & Grant Information” link at the bottom of the webpage
- Click on the “Cash Draw & Expenditure Reporting (CDER) System” link located in the right column
- Click ‘Logon’ or ‘Request an Account’

Security

- Security will be administered by TWC staff.
- Each Grantee will designate a Security Coordinator. The Security Coordinator determines who needs access and the level of security.
- Each user must request an account before security will be granted.
- A Cash Draw Operator Security Request form must be completed prior to any user having access. The Grantee's Security Coordinator will submit the form to CashDraw.TA@twc.state.tx.us.
- Grantees should have at least two individuals with security access.

Security (continued)

- Depending on vendor requirements, separation of duties can be accomplished by security.
- TWC limits some security permissions to Grantee Finance staff only, as follows:
 - “Submit” and “Certify” – Finance staff only
 - “View” and “Edit” – any Grantee staff

Home Page

Cash Draw: My Home Page - Microsoft Internet Explorer provided by Texas Workforce Commission

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Address <http://wwwtest.twc.state.tx.us/CASHDRAW/dispatcher> Go Links

Google Go Bookmarks 1610 blocked Check AutoLink AutoFill Send to Settings

Cash Draw and Monthly Expenditure Reporting System

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My Home Page

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Messages

- You have new account request(s) pending.

Vendor Action Required

Trans ID	Contract No.	Type	Submitter	Entered	Amount
No requests needing Vendor action.					

Contract Closeout Notifications

Contract No.	Program Type	Status	Due Date	Action
No submitted closeout packages.				

Pending Requests

Trans ID	Contract No.	Type	Entered	Amount
No pending requests.				

Voucher Payment Notifications

Voucher ID	Submitted	USAS Paid	Status	Payment No.	Amount
No current vouchers.					

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Vendor Profile Page

The screenshot shows a Microsoft Internet Explorer browser window with the following details:

- Address Bar:** http://wwwtest.twc.state.tx.us/CASHDRAW/dispatcher?link=HREF&pageid=VENDOR_PROFILE
- Page Title:** Cash Draw: State of Texas Profile - Microsoft Internet Explorer provided by Texas Workforce Commission
- Navigation:** Home | Expenditure Reports | Cash Draw | Reports | Admin | Help | Logoff
- Profile Section:** My Home | My Profile | Vendor Profile
- State of Texas Profile:**
 - ID:** 111111111
 - Vendor:** State of Texas
 - Phone:** (512) 462-2222
 - Address:** 101 E. 15th St. Austin, Texas 78744
 - Users with Submit (Signature) Authority:** CURLES, TRACY
- Bond Liability Limit History:**

Updated Date	Begin Date	End Date	Amount
03/20/2007	09/01/2007	08/31/2008	\$707,660.00
03/20/2007	09/01/2007	08/31/2008	\$500,000.00
- Lockout History:**

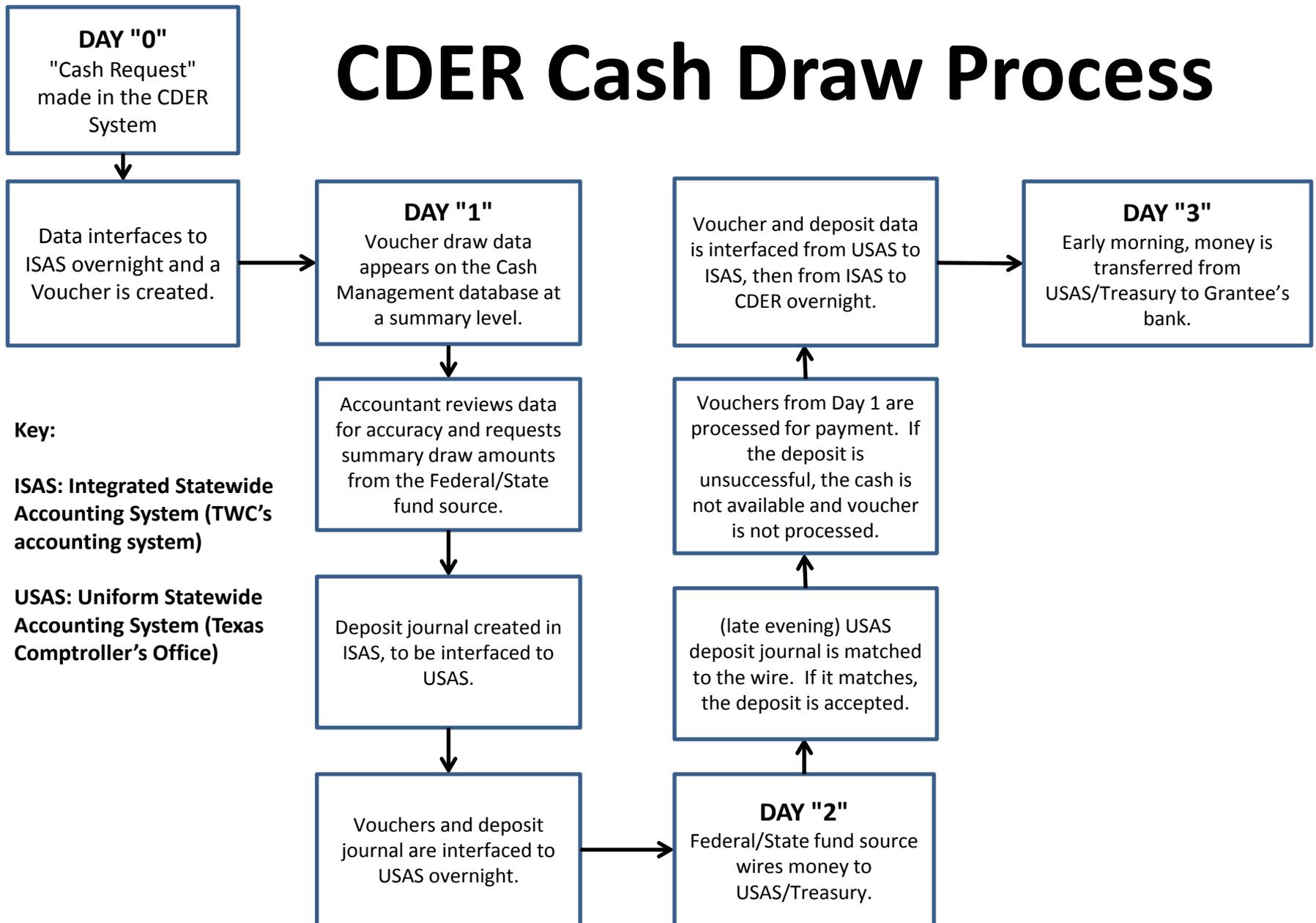
Date/Time	Action	Function	Reason
No results.			
- Email Notification History:**

Date/Time	Sent To	Message Id	Email Name
No results.			
- Footer:** Home | Expenditure Reports | Cash Draw | Reports | Admin | Help | Logoff | Contact Information | Email Us
My Home | My Profile | Vendor Profile
Texas Workforce Commission

CASH DRAW FUNCTIONALITY AND REQUIREMENTS

Presented by:
Thomas Manning
Payables Manager
(512) 463-1671

CDER Cash Draw Process



Cash Draw Request

Cash Draw: Cash Draw Request - Microsoft Internet Explorer provided by Texas Workforce Commission

File Edit View Favorites Tools Help

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Address http://wwwtest.twc.state.tx.us/CASHDRAW/dispatcher?link=HREF&pageid=CASHDRAW_LIST Go

Google Go Bookmarks 1894 blocked Check AutoLink AutoFill Send to Settings

Cash Draw and Monthly Expenditure Reporting System

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Cash Draw Request

Vendor: State of Texas

Select	Contract No.	Program Type	Begin Date	End Date	Contract Current Budget	Cash Balance	Available Balance
<input type="radio"/>	2907SDF000	ATP	09/01/2006	08/31/2007	\$110,889.00	\$71,278.19	\$71,278.19
<input type="radio"/>	2907SDF001	SDF	11/20/2006	11/19/2007	\$1,175,285.00	\$940,228.00	\$940,228.00
<input type="radio"/>	2907WPB001	WPB	12/16/2006	12/15/2007	\$202,256.00	\$192,688.68	\$192,688.68

Service Date: * / /
(MM) (DD) (CCYY)

The Service Date may limit which PO lines display on the Cash Draw Worksheet for the selected Contract.

* indicates required information

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Cash Draw Requests

- After selecting the appropriate contract, the Cash Draw Worksheet will appear.
 - Next slide shows a sample Cash Draw Worksheet.
- Grantees will enter the appropriate amount on each contract line and save the request.
- Each cash draw request can only be for one contract at a time. However, multiple cash draw requests can be entered on any given day.

Cash Draw Worksheet

Cash Draw: Cash Draw Worksheet - Microsoft Internet Explorer provided by Texas Workforce Commission

File Edit View Favorites Tools Help

Address http://wwwtest.twc.state.tx.us/CASHDRAW/dispatcher

Google Go Bookmarks 1894 blocked Check AutoLink AutoFill Send to Settings

Cash Draw and Monthly Expenditure Reporting System Home Expenditure Reports **Cash Draw** Reports Admin Help Logoff

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Cash Draw Worksheet

Vendor: State of Texas Contract Current Budget: \$110,889.00
 Contract No.: 2907SDF000 Cum. Request Total: \$39,610.81
 Contract Total: \$110,889.00 Cash Balance: \$71,278.19
 Begin Date: 09/01/2006 Requests in Process: \$0.00
 End Date: 08/31/2007 Available Balance: \$71,278.19
 Cum. Expenditures: \$0.00
 Due To/From: -\$39,610.81

Transaction ID: ---
 Type: Cash Draw
 Entered: 05/11/2007
 Modified: ---
 Modifier: ---
 Status: ---
 Voucher ID: ---
 Amount: \$0.00

PO Line Detail (Service Date Eligible only) Service Date: 05/11/2007

PO Line Desc.	PO Line No.	BY	GY	Current Budget	Cash Balance	Available Balance	Vendor Ref.	Amount *
FY07 Apprenticeship-Adm	0000022161-1	07	07	\$13,162.00	\$7,469.51	\$7,469.51		\$
FY07 Apprenticeship-Pgm	0000022161-2	07	07	\$74,518.00	\$42,258.64	\$42,258.64		\$
FY07 FSE&T-Adm	0000022161-5	07	07	\$3,484.00	\$3,151.80	\$3,151.80		\$
FY07 FSE&T-Pgm	0000022161-6	07	07	\$19,725.00	\$18,398.24	\$18,398.24		\$
Total:								\$0.00

Update

Comment:

Reset Cancel Changes Save Request

Cash Draw Requests

(continued)

- Only contracts with an Available Balance and prior to 90 days after contract end date will be available for Cash Draw Requests.
- Grantees will select a contract from the list and enter a service date. The service date cannot be a future date.

Cash Draw Edits

- The Service Date entered must be between the contract begin and end dates.
- The Service Date entered and the current date determine which contract lines are available for draw requests.

Cash Draw Edits (continued)

- The system will not allow cash draw requests for more than the available balance.
- The system will not allow more than 20% of the total contract amount to be drawn on any given day.
- The system will not allow the total of all draws submitted during three consecutive calendar days to exceed the Grantee's fidelity bond.

Fidelity Bond

- Grantees must have fidelity bonds
- Exceptions:
 - Public colleges
 - Public universities
 - Consolidated school districts
 - Independent school districts

Fidelity Bond Amount

- Greater of:
 - largest cumulative amount of all cash requests submitted on a given day, or
 - cumulative amount of funds on hand at any given point.
- Establishes a CDER cash draw limit.

Submit a Copy of the Bond to:

- TWC Payables at payables.cder@twc.state.tx.us or (512) 936-3299 (fax)
 - No cash will be disbursed until TWC receives the bond.
- Immediately notify if:
 - Surety loses authority to do business in Texas
 - Bond is cancelled, reduced or otherwise amended

Review and Submit

- Each cash draw request is assigned a sequential transaction number.
- The Grantee will review and submit each transaction by checking the submit box and entering a submit date.
- The submit date can be a future date.

Help System

Cash Draw Help - Microsoft Internet Explorer provided by Texas Workforce... Powered By RoboHelp®

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 - 7.4. Recall Request
 - 7.5. Certify Request
 - 7.6. Enter Submit Date
 - 7.7. Save Request
 - 8. Search for Transactions
 - 9. Search for Vouchers
 - 10. Search for Contracts
- General

4.5 *Submit cash draw request for processing*

On the *Review and Submit Transactions* page, you can take six actions:

- Approve your cash draw request transaction
- Recall your cash draw transaction
- Not take any action on your cash draw request transaction
- You will be required to enter a Submit Date and certify the transaction

Contract Detail

- The Contract Detail page gives detailed contract information.
- Displays PO line detail information.
- Displays Cash Draw transactions that have been created against the contract.

Contract Detail (continued)

Cash Draw: Contract Detail - Microsoft Internet Explorer provided by Texas Workforce Commission

Address: http://wwwtest.twc.state.tx.us/CASHDRAW/dispatcher?link=HREF&pageid=CONTRACT_DETAIL&contractId=2407ATP000&previousPage=jsp/cashdraw/cashDrawWorksheet.jsp

Cash Draw and Monthly Expenditure Reporting System

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Contract Detail

Vendor: State of Texas
Contract No.: 2907SDF000
Contract Total: \$110,889.00
Status: ACTIVE
Begin Date: 09/01/2006
End Date: 08/31/2007

Contract Current Budget: \$110,889.00
Cum. Request Total: \$39,610.81
Cash Balance: \$71,278.19
Requests in Process: \$0.00
Available Balance: \$71,278.19
Cum. Expenditures: \$0.00
Due To/From: -\$39,610.81

PO Line Detail									
PO Line No.	PO Line Desc. / PO	BY	GY	Grant Begin / Grant End	Current Budget	Cum. Request Total	Requests in Process	Cash Balance	Available Balance
FY07	Apprenticeship-Adm	07	07	09/01/2006	\$13,162.00	\$5,692.49	\$0.00	\$7,469.51	\$7,469.51
	0000022161-1			08/31/2009					
FY07	Apprenticeship-Pgm	07	07	09/01/2006	\$74,518.00	\$32,259.36	\$0.00	\$42,258.64	\$42,258.64
	0000022161-2			08/31/2009					
FY07	FSE&T-Adm	07	07	10/01/2006	\$3,484.00	\$332.20	\$0.00	\$3,151.80	\$3,151.80
	0000022161-5			11/30/2007					
FY07	FSE&T-Pgm	07	07	10/01/2006	\$19,725.00	\$1,326.76	\$0.00	\$18,398.24	\$18,398.24
	0000022161-6			11/30/2007					

Cash Draw Transaction History									
Transaction ID	PO Line Desc.	PO Line No.	Type	Status	Submitted	BY	GY	Amount	
No history.									

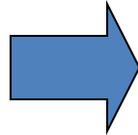
FINANCIAL REPORTING FUNCTIONALITY AND REQUIREMENTS

Presented by:
Tim Urbanovsky
Financial Reporting Supervisor
(512) 463-2480

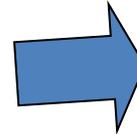
Expenditure Reporting Overview



Grantee personnel enter reported expenditures



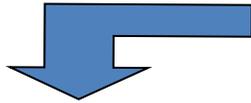
System compares to budget and performs basic edits



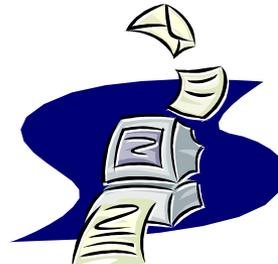
Expenditure Report is certified by Grantee



Expenditure Report Posted



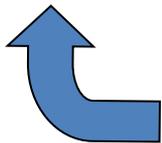
Expenditure Report sent to TWC's internal accounting system (ISAS)



Email sent to Grantee and TWC staff



Is the Expenditure Report LATE?



What to Report

- Accrued Expenditures
- Obligations
- Program Income

Monthly reporting is mandatory.

Types of Expenditure Reports

- Monthly Reports
- Final Reports
- Revised Final Reports

Monthly Expenditure Reports

- On the 1st of every month, new Expenditure Reports are created for the previous month.
- The previous month's Expenditure Reports are due on the 20th of every month.
- Creation and due dates are irrespective of weekends and holidays



Monthly Expenditure Reports

(continued)

- If a report has not been submitted by the 20th, TWC can initiate a 'zero report' for the month.
- Grantees use an Expenditure Report Worklist that lets them know what reports are due and which kind they are: Monthly, Final, and Revised Final.
- Grantees can continue to modify reports until the report is posted.
- A sample Expenditure Report Worklist, Worksheet, and Certification are provided in later slides.

Final Expenditure Reports

- Final Expenditure Reports are due 60 days after the contract end date.
- Grantees may create a Final Expenditure Report from a Monthly Expenditure Report for a contract that has not expired.
- They are uploaded nightly into ISAS after certification.
- Must have a zero (\$0) Due to/Due from.

Revised Expenditure Reports

- Only TWC personnel can create Revised Final Expenditure reports.
- These reports can have a Due to/Due from amount, if authorized by TWC.
- The due dates for these reports are determined by TWC staff.
- They are uploaded nightly into ISAS.

Expenditure Report Worklist

Cash Draw: Expenditure Report Worklist - Microsoft Internet Explorer provided by Texas Workforce Commission

Address: http://wwwtest.twc.state.tx.us/CASHDRAW/dispatcher?link=HREF&pageid=EXPENDITURES_AND_BUDGET

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Expenditure Report Worklist

Reporting Month: April 2007
 Vendor: State of Texas

Program Group: All
 Program Type: All
 Report Status: All

Search

Contracts With Revised Final Expenditure Reports Due

Report ID	Contract Program	Contract No.	Due Date	Current Budget	Cum. Expenditures	Budget Balance	Report Status
No revised final expenditure reports are due this month for the selected criteria.							

Contracts With Final Expenditure Reports Due

Report ID	Contract Program	Contract No.	Due Date	Current Budget	Cum. Expenditures	Budget Balance	Report Status
No final expenditure reports are due this month for the selected criteria.							

Contracts With Monthly Expenditure Reports Due 05/20/2007

Report ID	Contract Program	Contract No.	Begin Date	End Date	Current Budget	Cum. Expenditures	Budget Balance	Report Status
24043	Wagner Peyser 7b 2007	2907SDF000	12/16/2006	12/15/2007	\$202,256.00	\$0.00	\$202,256.00	No Report
24044	Apprenticeship Contracts 2007	2907SDF001	09/01/2006	08/31/2007	\$0.00	\$0.00	\$0.00	No Report
24045	Skills Development Funds 2007	2907WPB001	11/20/2006	11/19/2007	\$1,175,285.00	\$0.00	\$1,175,285.00	No Report

New contracts with reports not currently due

Contract Program	Contract No.	Begin Date	End Date	Current Budget
There are no upcoming contracts currently in the system for the selected criteria.				

Expenditure Report Worksheet

Cash Draw and Monthly Expenditure Reporting System

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Step 1 → **Step 2** → **Step 3**
 Enter Expenditures → Enter Program Income → Review Expenditures

Enter Expenditures

Reporting Month:	September 2013	Report Type:	Monthly
Vendor:	Townville ISD	Report Status:	No Report
Report ID:	99987	PY:	2014
Creation Date:	10/01/2013	BY:	2014
Due Date:	10/20/2013	Contract Current Budget:	\$7,384,956.00
Contract Program:	Adult Basic Education	Contract Program Budget:	\$7,384,956.00
Program Group:	ABE	Cum. Expenditures:	\$0.00
Program Type:	ABE	Due To/From:	\$0.00
Contract No.:	0914ABE000	(Must equal zero)	
Begin Date:	09/01/2013		
End Date:	08/31/2013		

Cost Category Lines (Cum. Expenditures and Reported Obligations as of 8/31/2013)								
Description	Cost Category	Line Budget Amt.	Cum. Expenditures	Expended	Budget Balance	Reported Obligations	Committed	
ABE - Administration	3931-100	\$142,000.00	\$0.00	0.00%	\$142,000.00	\$0.00	0.00%	
ABE - Program Costs	3931-899	\$5,388,313.00	\$0.00	0.00%	\$5,388,313.00	\$0.00	0.00%	
ABE - Corrections Institutions	3931-894	\$161,167.00	\$0.00	0.00%	\$161,167.00	\$0.00	0.00%	
ABE - Professional Development	3931-895	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	
Sub Total:		\$5,691,480.00	\$0.00	0.00%	\$5,691,480.00	\$0.00	0.00%	
GR - Administration	3940-100	\$103,344.00	\$0.00	0.00%	\$103,344.00	\$0.00	0.00%	
GR - Program Costs	3940-899	\$1,194,012.00	\$0.00	0.00%	\$1,194,012.00	\$0.00	0.00%	
Sub Total:		\$1,297,356.00	\$0.00	0.00%	\$1,297,356.00	\$0.00	0.00%	
TAN - Administration	3933-100	\$28,376.00	\$0.00	0.00%	\$28,376.00	\$0.00	0.00%	
TAN - Program Costs	3933-899	\$367,744.00	\$0.00	0.00%	\$367,744.00	\$0.00	0.00%	
Sub Total:		\$396,120.00	\$0.00	0.00%	\$396,120.00	\$0.00	0.00%	
Total:		\$7,384,956.00	\$0.00	0.00%	\$7,384,956.00	\$0.00	0.00%	

Expenditure Report Worksheet

Cost Category Lines (Cim. Expenditures and Reported Obligations as of 8/31/2013)			
Description	Cost Category	Expenditures	Obligations
ABE - Administration	3931-100	\$ <input type="text"/>	\$ <input type="text"/>
ABE - Program Costs	3931-899	\$ <input type="text"/>	\$ <input type="text"/>
ABE - Corrections Institutions	3931-894	\$ <input type="text"/>	\$ <input type="text"/>
ABE - Professional Development	3931-895	\$ <input type="text"/>	\$ <input type="text"/>
Sub Total:		\$0.00	\$0.00
GR - Administration	3940-100	\$ <input type="text"/>	\$ <input type="text"/>
GR - Program Costs	3940-899	\$ <input type="text"/>	\$ <input type="text"/>
Sub Total:		\$0.00	\$0.00
TAN - Administration	3933-100	\$ <input type="text"/>	\$ <input type="text"/>
TAN - Program Costs	3933-899	\$ <input type="text"/>	\$ <input type="text"/>
Sub Total:		\$0.00	\$0.00
Total:		\$0.00	\$0.00

Cost Category Lines (Supplemental as of 8/31/2013)		
Description	Cost Category	Cum. Supplemental Data
ABE - Payroll Costs	3931-XXX	\$0.00
ABE - Professional and Contracted	3931-XXX	\$0.00
ABE - Supplies and Materials	3931-XXX	\$0.00
ABE - Other Operating Costs	3931-XXX	\$0.00
ABE - Capital Outlay	3931-XXX	\$0.00
ABE - Indirect Costs	3931-XXX	\$0.00
Sub Total:		\$0.00
GR - Payroll Costs	3940-XXX	\$0.00
GR - Professional and Contracted Services	3940-XXX	\$0.00
GR - Supplies and Materials	3940-XXX	\$0.00
GR - Other Operating Costs	3940-XXX	\$0.00
GR - Capital Outlay	3940-XXX	\$0.00
GR - Indirect Costs	3940-XXX	\$0.00
Sub Total:		\$0.00
TAN - Payroll Costs	3933-XXX	\$0.00
TAN - Professional and Contracted	3933-XXX	\$0.00
TAN - Supplies and Materials	3933-XXX	\$0.00
TAN - Other Operating Costs	3933-XXX	\$0.00
TAN - Capital Outlay	3933-XXX	\$0.00
TAN - Indirect Costs	3933-XXX	\$0.00
Sub Total:		\$0.00
Supplemental Budget Total:		\$0.00

Expenditure Report Worksheet

Cost Category Lines (Supplemental as of 8/31/2013)		
Description	Cost Category	Cum. Supplemental Data
ABE - Payroll Costs	3931-XXX	\$ <input type="text"/>
ABE - Professional and Contracted	3931-XXX	\$ <input type="text"/>
ABE - Supplies and Materials	3931-XXX	\$ <input type="text"/>
ABE - Other Operating Costs	3931-XXX	\$ <input type="text"/>
ABE - Capital Outlay	3931-XXX	\$ <input type="text"/>
ABE - Indirect Costs	3931-XXX	\$ <input type="text"/>
Sub Total:		\$0.00
GR - Payroll Costs	3940-XXX	\$ <input type="text"/>
GR - Professional and Contracted Services	3940-XXX	\$ <input type="text"/>
GR - Supplies and Materials	3940-XXX	\$ <input type="text"/>
GR - Other Operating Costs	3940-XXX	\$ <input type="text"/>
GR - Capital Outlay	3940-XXX	\$ <input type="text"/>
GR - Indirect Costs	3940-XXX	\$ <input type="text"/>
Sub Total:		\$0.00
TAN - Payroll Costs	3933-XXX	\$ <input type="text"/>
TAN - Professional and Contracted	3933-XXX	\$ <input type="text"/>
TAN - Supplies and Materials	3933-XXX	\$ <input type="text"/>
TAN - Other Operating Costs	3933-XXX	\$ <input type="text"/>
TAN - Capital Outlay	3933-XXX	\$ <input type="text"/>
TAN - Indirect Costs	3933-XXX	\$ <input type="text"/>
Sub Total:		\$0.00
Supplemental Budget Total:		\$0.00

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[Cancel Changes](#)

[Save Draft and View Budget](#)

[Save Draft](#)

Expenditure Report Certification

Cash Draw: Expenditure Report Certification Summary - Microsoft Internet Explorer provided by Texas Workforce Commission

Address: http://wwwtest.twc.state.tx.us/CASHDRAW/dispatcher?link=HREF&pageid=CERTIFY

Expenditure Report Certification Summary

Reporting month: April 2007

Contracts Without a Report						
Contract No.	Contract Program	Current Expenditures	Pgm. Income Earned	Pgm. Income Expended	Cum. Expenditures	Reported Obligations
2907SDF001	Apprenticeship Contracts 2007	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2907WPB001	Skills Development Funds 2007	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Monthly Reports							Due Date:05/20/2007	
Select	Contract No.	Contract Program	Current Expenditures	Pgm. Income Earned	Pgm. Income Expended	Cum. Expenditures	Reported Obligations	Report Status
<input type="checkbox"/>	2907SDF000	Wagner Peyser 7b 2007	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Ready for Review
Total			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Final Reports							
Select	Contract No.	Contract Program	Due Date	Cum. Expenditures	Budget Balance	Due To/From	Report Status
No results.							

Revised Final Reports							
Select	Contract No.	Contract Program	Due Date	Cum. Expenditures	Budget Balance	Due To/From	Report Status
No results.							

By selecting the Certify button, I certify that the financial information transmitted herein is true and correct to the best of my knowledge. I further certify that all disbursements and obligations are for the purposes outlined in the contract agreement and that all costs reported herein have been assigned to the appropriate cost category. *

CDER System Edits

- Requires explanation if expenditures for any given month are less than 5% of the grant contract.
- Expenditures + Obligations \leq Budget
- Administrative Expenditures \leq Administrative Cost Cap

Monthly Expenditure Report

- Report obligations and expenditures.
 - Also include any adjustments for prior periods' errors or omissions.
- Enter \$0.00 if no activity during month.
- Due on 20th calendar day by 11:59 p.m.

Late Notifications

- Issued by e-mail to personnel designated by the reporting entity.
 - TWC Finance staff receive a copy of notice.
- Email does not specify late report(s).
 - Use “Expenditure Report Worklist” in CDER system to identify late reports.

Cash Draw Cutoff

- Cash draw access turned off at 12 a.m. on the 5th calendar day that a report is past due.
 - Affects all active grant award contracts (not just the one with the late report).
- No notice when cash access is restored.
 - Can e-mail CashDraw.TA@twc.state.tx.us to verify cash draw access.

CONTRACT CLOSEOUT FUNCTIONALITY AND REQUIREMENTS

Presented by:
Thomas Manning
Payables Manager
(512) 463-1671

Contract Closeout Overview

- Contract Closeout Package (CCP) due within 60 days following the end of the contract period.
- CCP accessed from Home page.
- In order to submit the CCP:
 - Must certify final expenditure report
 - Must complete all CCP components
 - CCP components shown on next slide
 - Amounts Due to/Due from TWC must be zero (\$0)

CCP Components

**Schedule of Unpaid
Liabilities and Other
Claims Outstanding**

**Property
Inventory**

**Contract Release
Agreement**

**Certification of Use and
Disposition of Non-
Expendable Personal
Property**

Review CCP

Review Contract Closeout Package

Vendor: State of Texas
101 E. 15th Street
Austin, Texas 78744

Contract No.: [2907WPB000](#)

End Date: 03/31/2005

Program: WIA Statewide Alternative Funding

Closeout Package		
Status:	Draft (Returned)	
Due Date:	07/02/2005	
Expenditure Report(s)		
10502	Revised Final	Posted

Contract Release Agreement

Certified By: --- **Accepted By:** ---

Certification Date: --- **Accepted Date:** ---

Certification of Use and Disposition of Non-Expendable Personal Property

Certified By: DUFF, LORI

Certification Date: 07/01/2005 12:15 PM

Schedule of Unpaid Liabilities and Outstanding Claims

Are there any unpaid liabilities or outstanding claims associated with this contract? Yes

Schedule Complete: * Yes No

Property Inventory

CDER System CCP Edits

- Grantees must complete all CCP components and certify final expenditure report (or revised final expenditure report) to certify the Contract Release Agreement.
- Late CCPs will be displayed on the Home Page
- If Contract Release Agreement is not certified by the CCP due date, late notifications are e-mailed
- If not certified by the 5th day after the CCP due date, Grantee's ability to draw cash is turned off for all active TWC grant contracts.

FINAL WORDS

TIPS

- All pages can be printed to a local printer, but margins must be set at $\frac{1}{4}$ inch.
- Any item that is in blue and underlined is a link that will take you to another page.
- Tables and grids can be copied and pasted into an Excel spreadsheet. This is useful for search results and summing amounts.

TIPS (continued)

- All column headers that are in blue can be sorted by clicking on the column header.
- Every page has a Page Help link which provides useful information and instructions for that page.
- Do not use the 'Back' button on your Internet browser; it will not work.

Contact Information

- CDER Setup and Password Reset
 - CashDraw.TA@twc.state.tx.us
 - Dolph Lesak, (512) 463-8114 or Tracy Curles, (512) 463-8554
- Cash Draw and Closeout
 - Payables.CDER@twc.state.tx.us
 - Thomas Manning, (512) 463-1671 or Monica Jimenez, (512) 936-3571
- Financial Reporting
 - CAGER@twc.state.tx.us
 - Tim Urbanovsky, (512) 463-2480 or Tim Alvarez, (512) 475-4024

Questions?