

Annual Security Verification of User Permissions in the Cash Draw and Expenditure Reporting System

A Training Module for Workforce Development Boards and Other
Texas Workforce Commission Grantees and Subrecipients

Overview

The Texas Workforce Commission (TWC) conducts an annual security verification of user access permissions for the TWC Cash Draw and Expenditure Reporting (CDER) system.

During the event, each entity that receives a grant award from TWC will:

- Review the CDER system access permissions for each of its users,
- Make needed permission changes (if any), and
- Certify to TWC that all of the entity's CDER system user access permissions are necessary and appropriate for the users' roles.

Security Administrator's Role

Each entity that uses the CDER system has designated a member of that entity's personnel to function as the entity's CDER system Security Administrator. TWC will conduct the annual security verification in coordination with each entity's designated CDER system Security Administrator.

Due Date

TWC will notify each entity's CDER system Security Administrator when TWC begins its annual security verification.

From that date, the entity will have 15 calendar days to complete any permission changes and submit its certification to TWC.

An entity that has not submitted its certification to TWC by 11:59 PM of the 15th day will temporarily lose cash draw (payment request) permissions for all grant awards that the entity has with TWC. TWC will restore the permissions after TWC receives the entity's certification.

Starting the Verification Process

First Steps

The process begins and ends in the CDER system.

TWC will create a unique Security Report for each entity.

TWC will notify each entity's CDER system Security Administrator when that entity's Security Report is available for review.

Important:

The notice from TWC to an entity's Security Administrator starts the 15-day clock for purposes of determining the due date for that entity.

Accessing the Security Report (1/3)

When the Security Administrator receives TWC notice that the Security Report is available, the Security Administrator will login to the CDER system as they normally would for any other purpose.

Cash Draw and Monthly Expenditure Reporting System

[Page Help](#)

Logon

Already a User ?

Logon with your Texas Workforce User ID:

User ID: *

Password: *

[Forgot your password?](#)

Under [Texas state rule](#), usage may be subject to security testing and monitoring, applicable [privacy provisions](#), and criminal prosecution for misuse or unauthorized use.

* indicates required information

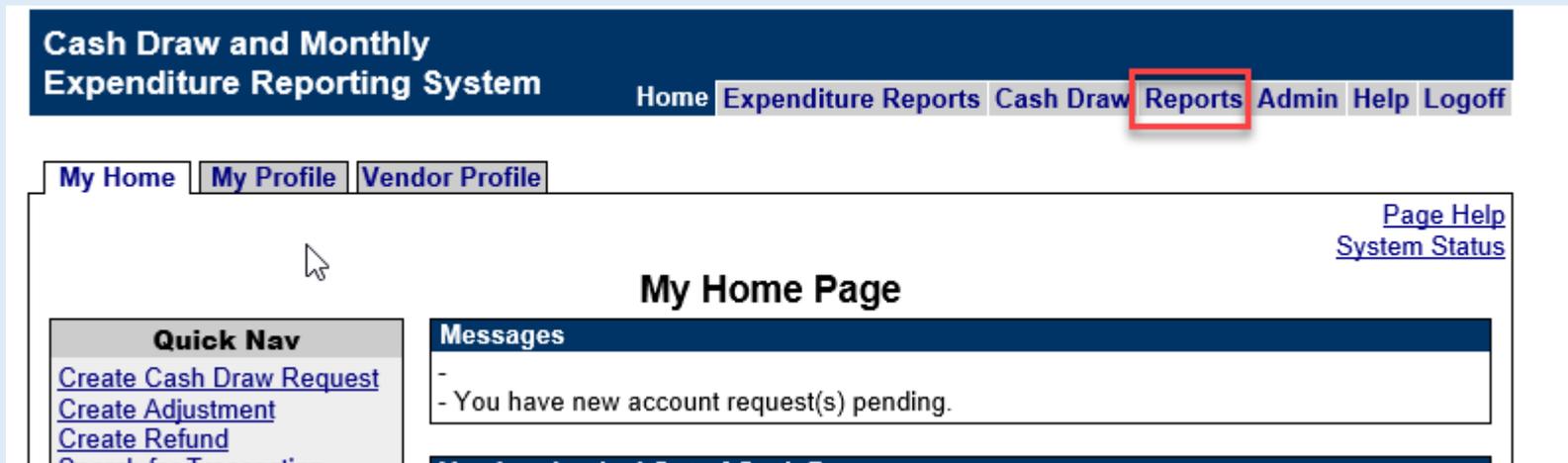
<small>PRIVACY INFORMATION: Texas Workforce Commission collects personal information entered into electronic forms on this Internet site. For more information on your rights to request, review and correct information submitted on this electronic form, please see TWC's Privacy & Security Information.</small>	<small>TECHNOLOGY REQUIREMENTS: Recommended browsers are Internet Explorer 5.0 and higher and Netscape Navigator 6.0 and higher. Click on Internet Explorer or Netscape to download a free upgrade.</small>	<small>Accessibility Equal Opportunity is the Law.</small>
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Contact Information | Email Us

Texas Workforce Commission

Accessing the Security Report (2/3)

At the Home Page, find and open the Reports tab.



Accessing the Security Report (3/3)

A Reports List will open, grouped by function. Locate the Administration heading. Select Security Report from the list.

Cash Draw and Monthly Expenditure Reporting System

Home Expenditure Reports Cash Draw Reports Admin Help Logoff

Reports List

Page Help

Reports List

Please select a report by clicking the name of the report:

Expenditure Reporting
[Comprehensive Monthly Expenditure Report](#)
[Contract Funding Summary Report](#)

Contract Management
[Contract Aging Report](#)
[Contract Summary Report](#)
[Contract Monitoring Report](#)
[Funding Expiration Report](#)
[Missing Budgets Report](#)
[Preliminary Single Audit Report](#)
[Program Business Rules Report](#)

Cash Draw Transactions
[System Exceptions Report](#)
[Vendor Transaction Statistics History Report](#)
[Vendor Transaction Statistics Report](#)

Administration
[Bond Liability Expiration Report](#)
[Processing Statistics Report](#)
[Security Report](#)

You may return to this list at any time by clicking the 'Reports List' tab.

Home | Expenditure Reports | Cash Draw | Reports | Admin | Help | Logoff | Contact Information | Email Us
Reports List

Set the Security Report Filter

After selecting the Security Report from the Reports List, a Security Report filter opens. Select “All” from the dropdown list. This sets the filter to show permissions for all of the entity’s CDER system users.

The screenshot shows the 'Security Report Filter' interface. At the top, there is a dark blue header with the text 'Cash Draw and Monthly Expenditure Reporting System' and a navigation menu with links: Home, Expenditure Reports, Cash Draw, Reports, Admin, Help, and Logoff. Below this, there are two tabs: 'Reports List' and 'Report Filter', with 'Report Filter' being the active tab. The main content area is titled 'Security Report Filter' and contains the text 'This report lists authority permission levels.' Below this text is a 'Permission' dropdown menu with 'All' selected. In the bottom right corner of the main content area, there are two buttons: 'Next' and 'Cancel'. The 'Next' button is highlighted with a red rectangular box. At the bottom of the page, there is a footer with a navigation menu: Home | Expenditure Reports | Cash Draw | Reports | Admin | Help | Logoff | Contact Information | Email Us, and the text 'Reports List | Report Filter'. At the very bottom, the 'Texas Workforce Commission' logo is displayed.

Near the bottom right corner of the screen, click Next to proceed to the report.

Review the Security Report (1/2)

Review each user's access permissions. Determine whether each listed permission is necessary and appropriate to the respective user.

Cash Draw and Monthly Expenditure Reporting System [Home](#) [Expenditure Reports](#) [Cash Draw](#) [Reports](#) [Admin](#) [Help](#) [Logoff](#)

[Reports List](#) [Report Filter](#) [Report](#) [Page Help](#)

Security Report

As of April 25, 2019

This report lists authority permission levels.

Filter Criteria:
Account Type: Vendor
Vendor: Austin Community College
Permission: All

I have reviewed the Security Report and certify that it reflects necessary and appropriate roles.
 I have changes and I will email changes to cashdraw.ta@twc.state.tx.us.

User Security Profile Information					
▲Permission	User ID	User Name	Status	Last Modified By	Date/Time
Administer Users	dolph9505	LESAK, DOLPH	Active	LESAK, DOLPH	10/20/2009 10:40 AM
Administer Users	austintc	CURLES, TRACY	Active	CURLES, TRACY	10/20/2009 01:17 PM
Certify Contract Closeout Packages	dolph9505	LESAK, DOLPH	Active	LESAK, DOLPH	10/20/2009 10:40 AM
Certify Contract Closeout Packages	32duffxlot	DUFF, LORI	Active	DUFF, LORI	11/08/2010 01:43 PM
Certify Contract Closeout Packages	accurles	CURLES, TRACY	Active	CURLES, TRACY	02/24/2017 01:16 PM

Review the Security Report (2/2)

Notice the two buttons near the top of the Security Report:

- The first is used to certify that the report reflects necessary and appropriate roles.
- The second is used to indicate that one or more permission requires a change.

The following slides walk through these options.

The screenshot shows the 'Cash Draw and Monthly Expenditure Reporting System' interface. At the top, there is a navigation bar with links for 'Home', 'Expenditure Reports', 'Cash Draw', 'Reports', 'Admin', 'Help', and 'Logoff'. Below this, there are tabs for 'Reports List', 'Report Filter', and 'Report'. The main content area is titled 'Security Report' and is dated 'As of April 25, 2019'. It includes a 'Page Help' link in the top right corner. The report text states: 'This report lists authority permission levels. Filter Criteria: Account Type: Vendor Vendor: Austin Community College Permission: All'. Below this, there are two radio button options: 'I have reviewed the Security Report and certify that it reflects necessary and appropriate roles.' and 'I have changes and I will email changes to cashdraw.ta@twc.state.tx.us.'. At the bottom right of the report section are 'Submit' and 'Cancel' buttons. Below the report section is a table titled 'User Security Profile Information' with columns for 'Permission', 'User ID', 'User Name', 'Status', 'Last Modified By', and 'Date/Time'. The table contains five rows of user data.

Permission	User ID	User Name	Status	Last Modified By	Date/Time
Administer Users	dolph9505	LESAK, DOLPH	Active	LESAK, DOLPH	10/20/2009 10:40 AM
Administer Users	austintc	CURLES, TRACY	Active	CURLES, TRACY	10/20/2009 01:17 PM
Certify Contract Closeout Packages	dolph9505	LESAK, DOLPH	Active	LESAK, DOLPH	10/20/2009 10:40 AM
Certify Contract Closeout Packages	32duffxlot	DUFF, LORI	Active	DUFF, LORI	11/08/2010 01:43 PM
Certify Contract Closeout Packages	accurles	CURLES, TRACY	Active	CURLES, TRACY	02/24/2017 01:16 PM

Option 1: Certifying the Security Report

Instructions that Apply when all Permissions Shown on the Security Report are Necessary and Appropriate to the Respective Users' Roles

Option 1: Certifying the Report (1/5)

If all of the permissions listed on the Security Report are necessary and appropriate to the respective users' roles, select the option to certify the Security Report. Then click Submit.

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

Reports List | Report Filter | Report | Page Help

Security Report

As of April 25, 2019

This report lists authority permission levels.
Filter Criteria:
Account Type: Vendor
Vendor: Austin Community College
Permission: All

I have reviewed the Security Report and certify that it reflects necessary and appropriate roles.
 I have changes and I will email changes to cashdraw.ta@twc.state.tx.us.

Permission	User ID	User Name	Status	Last Modified By	Date/Time
Administer Users	dolph9505	LESAK, DOLPH	Active	LESAK, DOLPH	10/20/2009 10:40 AM
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Certify Expenditure Reports	32duffxlot	DUFF, LORI	Active	DUFF, LORI	11/08/2010 01:43 PM

Note: If one or more of the permissions requires a change, do not certify the report. Refer instead to “Option 2: Making Permission Changes,” in this slideshow.

Option 1: Certifying the Report (2/5)

After you click the “Submit” button to certify the Security Report, the CDER system should display a message screen that reads: “Security Info saved successfully.”



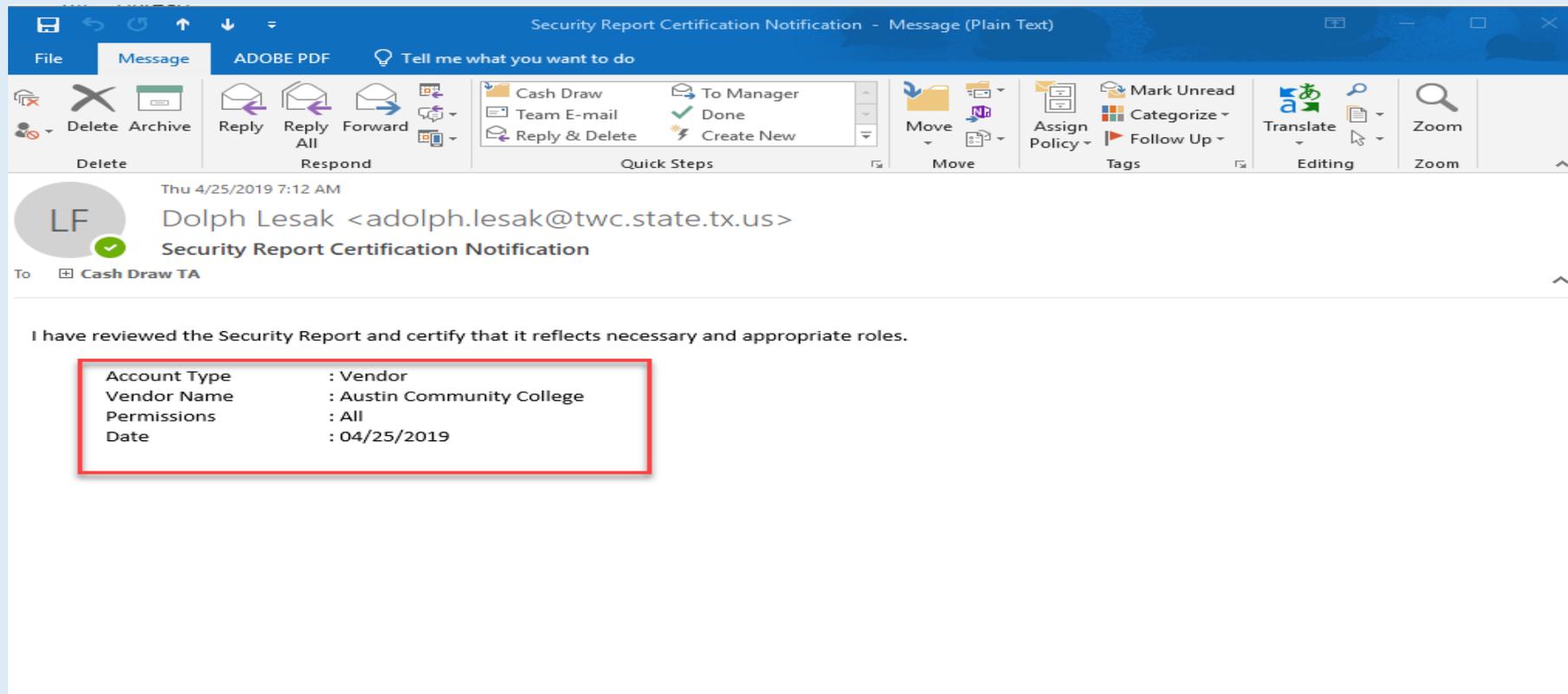
The screenshot displays the CDER system interface. At the top, a dark blue header contains the text "Cash Draw and Monthly Expenditure Reporting System" and a navigation menu with links for "Home", "Expenditure Reports", "Cash Draw", "Reports", "Help", and "Logoff". Below the header, a red-bordered box highlights a blue message that reads "Security Info save successfully". To the right of this message is a "Reports List" link. Below the message, the text "Reports List" is centered, followed by a "Page Help" link. A prompt states "Please select a report by clicking the name of the report:". Below this, a dark blue bar contains the text "Expenditure Reporting", and two links are listed: "Comprehensive Monthly Expenditure Report" and "Contract Funding Summary Report".

Important:

This is the step that TWC requires each entity to complete by 11:59 PM on the 15th calendar day of the verification process.

Option 1: Certifying the Report (3/5)

The CDER system then e-mails TWC's Cash Draw TA staff, notifying TWC that a Security Report has been certified.



Option 1: Certifying the Report (4/5)

TWC staff accept the entity's submission to complete the process.

Cash Draw and Monthly Expenditure Reporting System | [Home](#) | [Expenditure Reports](#) | [Cash Draw](#) | [Reports](#) | [Admin](#) | [Help](#) | [Logoff](#)

[Reports List](#) | [Report Filter](#) | [Report](#) | [Page Help](#)

Security Report

As of April 25, 2019

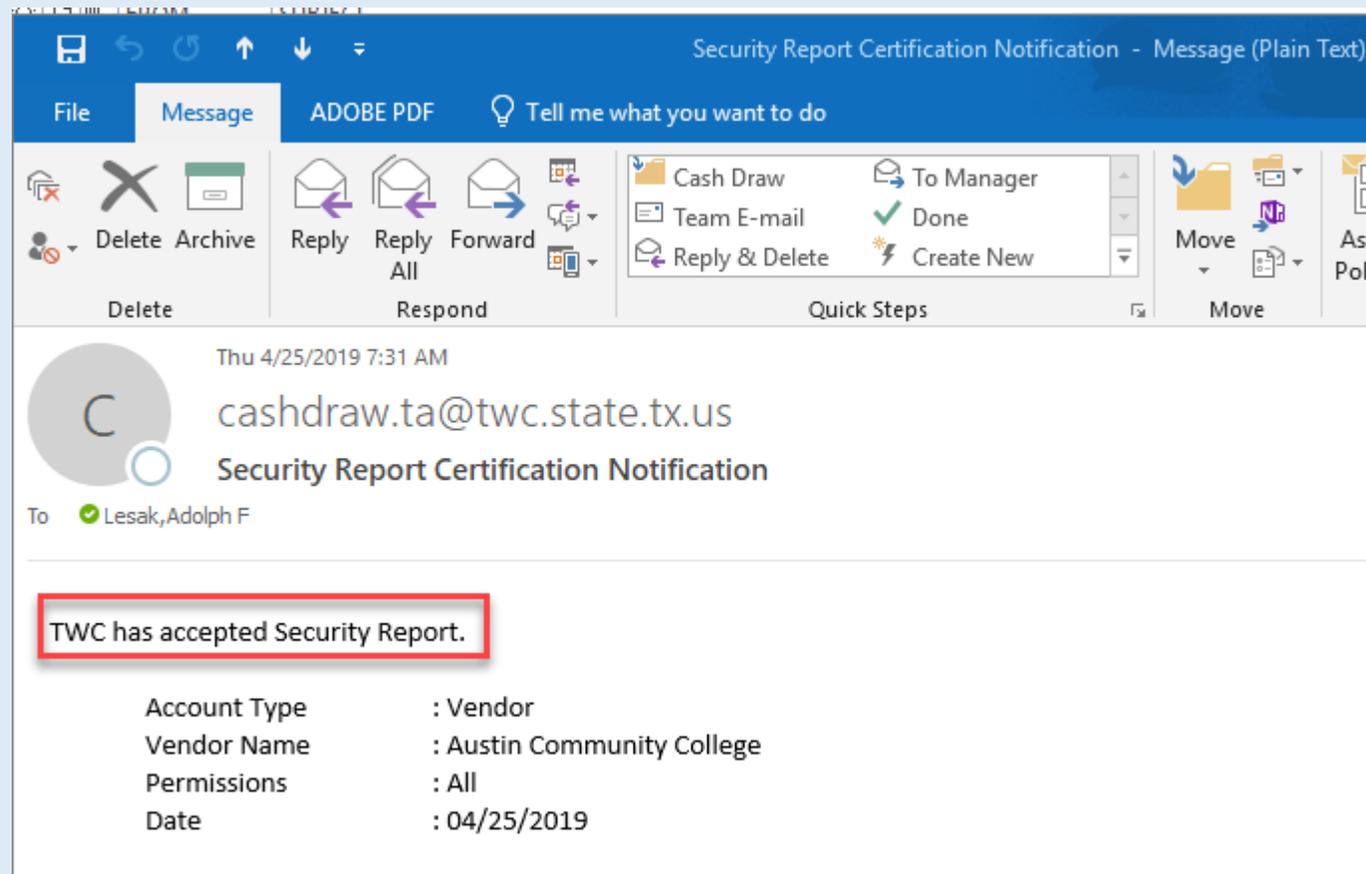
This report lists authority permission levels.
Filter Criteria:
Account Type: Vendor
Vendor: Austin Community College
Permission: All

TWC has accepted Security Report.

User Security Profile Information					
▲Permission	User ID	User Name	Status	Last Modified By	Date/Time
Administer Users	dolph9505	LESAK, DOLPH	Active	LESAK, DOLPH	10/20/2009 10:40 AM
Administer Users		GURLEY, TRACY	Active	GURLEY, TRACY	10/20/2009 04:17 PM

Option 1: Certifying the Report (5/5)

After TWC accepts an entity's certification submission, the entity will receive an e-mail from TWC, giving notice that TWC has accepted the report.



Option 2: Making Permission Changes

Instructions that Apply if the Security Report Contains One or More Permissions that is not Necessary or Appropriate to a User's Role

Option 2: Make Permission Changes (1/5)

If one or more of the permissions listed on the Security Report is not necessary and appropriate to a user's role, locate the radio button near the top of the Security Report that indicates that you have changes. Select it and click Submit.

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

Reports List | Report Filter | Report | Page Help

Security Report

As of April 25, 2019

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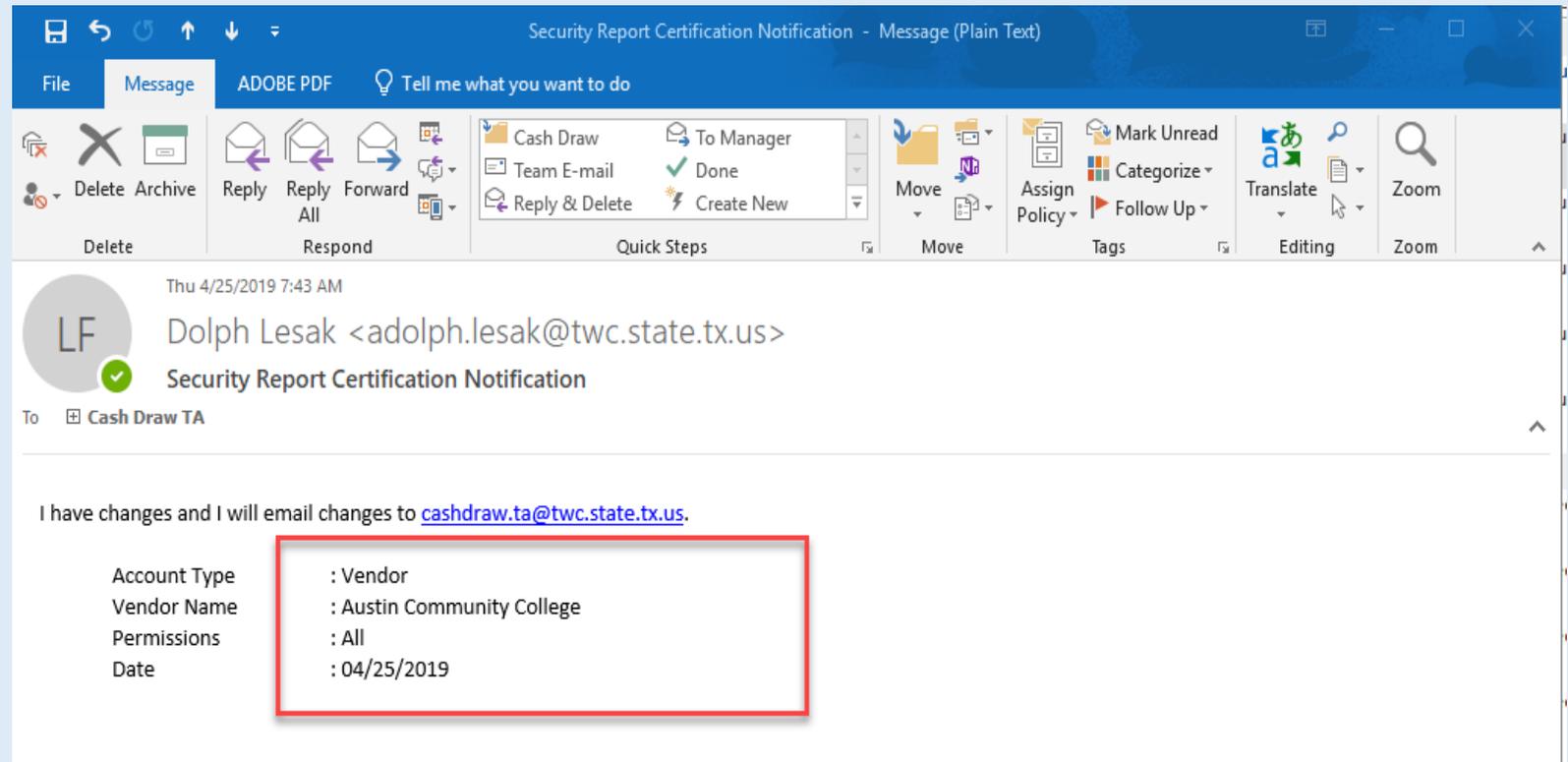
Filter Criteria:
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Vendor: Austin Community College
Permission: All

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Option 2: Make Permission Changes (2/5)

TWC's Cash Draw TA staff receives a system generated e-mail informing them to watch for an e-mail from the entity with details about the changes that need to be made.



Option 2: Make Permission Changes (3/5)

Important:

After you select the radio button that indicates that you need to make changes to one or more user permissions, you must e-mail the details about the changes to TWC Cash Draw TA staff at cashdraw.ta@twc.state.tx.us.

Option 2: Make Permission Changes (4/5)

Upon receiving an e-mail from the entity that details needed changes, TWC will:

- Make the specified user permission changes,
- Notify the entity that the changes have been made, and
- Instruct the entity to again login to the CDER system and review the Security Report (which will now have been updated to reflect the changes).

The entity should allow up to two business days for TWC staff to complete the changes. The 15-day clock continues to tick during this time.

Option 2: Make Permission Changes (5/5)

Upon receiving notice from TWC that TWC completed the submitted changes, the entity will again navigate to and review the Security Report in the CDER system.

- If all of the permissions listed on the report are now necessary and appropriate to the respective users' roles, certify the Security Report. (Refer to "Option 1: Certifying the Report" in this slideshow for instructions for certifying the report.)
- If additional changes are needed, repeat the steps in "Option 2: Make Permission Changes" of this slideshow.

Record Retention

Verification Records

TWC will retain a record of the verification and entity's certification within the CDER system.

If you have questions:

Please e-mail the Cash Draw TA staff at cashdraw.ta@twc.state.tx.us.