# Frequently Asked Questions

**Cash Draw and Expenditure Reporting System Replacement Project**

**Texas Workforce Commission**

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Audience: All CDER System Users

The Texas Workforce Commission (TWC) is upgrading its Cash Draw and Expenditure Reporting (CDER) system. Explore these Frequently Asked Questions to learn what the upgrade will mean for CDER system users.

Table of Contents

Frequently Asked Questions 1

1. What is the CDER system? 2

2. What is the CDER Replacement Project? 2

3. When will the new system go live? 2

4. Will there be a CDER system outage? 2

5. What will TWC call the new system? 2

6. Can external users participate in User Acceptance Testing? 2

7. How and when will TWC train users? 3

8. What will change under the new system? 3

9. How will users access the new system? 3

10. What minimum technology requirements will apply? 4

11. Will the “old” system still be available? 4

12. What will happen to system data? 4

13. Will reporting due dates change? 4

14. Will cash draw requests be impacted? 5

15. Will closeout submissions be impacted? 5

16. What non-system changes will occur? 5

17. Where can I learn more about the CDER Replacement Project? 5

Appendix A: Summary of System Changes 6

**Questions and Answers**

## What is the CDER system?

Nearly all entities that receive grant awards from TWC use TWC’s CDER system to submit expenditure reports, draw cash, and submit financial closeout packages to TWC for those grant awards.

## What is the CDER Replacement Project?

TWC is upgrading the CDER system from a mainframe-based application to a web-based application to improve system efficiency and security. The project also includes some minor system improvements. For more information refer to [Question 8](#_W__hat) and [Appendix A](#_Appendix_A:_Summary).

## When will the new system go live?

The target deployment date is early September 2025.

## Will there be a CDER system outage?

A short, full CDER system outage will occur at the end of August 2025. That outage will partially overlap an annual CDER system cash draw shutdown. The annual cash draw shutdown occurs from late August through early September, annually. TWC communicates those dates through email and CDER system banner messages. TWC expects to announce those dates in July 2025. This year, that announcement will also identify the dates for a one-time, end of August, full CDER system lockdown. During the full lockdown, TWC will copy data from the current system to the new system. Entities won’t be able to work in the CDER system during the full lockdown.

## What will TWC call the new system?

The name will not change.

## Can external users participate in User Acceptance Testing?

Yes. TWC seeks a total of 10-20 seasoned external CDER system users from a mix of Workforce Boards and other entities that receive grant awards directly from TWC. TWC tentatively expects this phase to span two consecutive weeks starting in early July 2025, with testers joining TWC virtual meetings for 1-2 hours daily during that time. External users that would like to participate in User Acceptance Testing should email TWC’s CDER Upgrade mailbox. Individuals should obtain any supervisor approval that their entity requires before volunteering for User Acceptance Testing.

## How and when will TWC train users?

TWC continues to explore training options to suit timeline and user needs. TWC will provide training materials at least one month before deployment. TWC will notify users directly when training resources are available.

## What will change under the new system?

Some key changes include:

* TWC will directly manage system access and permissions for all users.
* The new system will be available 7AM to 7PM daily, which will affect cut off times for expenditure reporting and financial closeout due dates.
* Users will notice some navigational changes and some minor system improvements.

Overall, the new system’s function will be very similar to the current system. TWC expects a shallow learning curve. The project preserves much of the current system’s functionality, layout, processes, and workflow. Users’ work in the new system should have a familiar feel to the current system.

For more information refer to [Appendix A](#_Appendix_A:_Summary).

## How will users access the new system?

Users will receive TWC-assigned credentials to access the new system through a secure internet login page. Users will not be required to download application software. Users will need to meet minimum technology requirements. Like the current process, users will not receive system access until they complete required training. TWC will directly notify users when the time comes to complete training and receive their login credentials.

## What minimum technology requirements will apply?

Users will need:

* One of the following recommended browsers:
	+ Microsoft Edge, version 89 or higher
	+ Google Chrome, version 89 or higher
	+ Mozilla Firefox, version 87.0 Rapid Release (RR) or 78.9 Extended Support Release (ESR)
	+ Apple Safari, version 14 or higher
* Highspeed and stable Internet

Users may need to work with their organization’s own network administrator to make any needed changes to firewall settings to allow the connection.

Note: Technically, users will be able to access the system from a mobile phone browser with iOS versions 12, 13, 14, 15, or Android versions 9, 10, 11, 12, but it will not be a user-friendly experience. The system is not designed to function as a mobile phone application. For optimal performance, users should login from a desktop.

## Will the “old” system still be available?

User access to perform any work in the old system will end when TWC deploys the new system.

## What will happen to system data?

All existing data will be copied to the new system.

## Will reporting due dates change?

Report due dates will not change, but the cutoff times will change from 11:59PM to 7:00PM to coincide with the 7AM-7PM availability of the new system.

## Will cash draw requests be impacted?

No. To minimize disruption, the target deployment date was chosen to coincide with an annual end of fiscal year cash draw shutdown. Normal end of fiscal year cash draw shutdown procedures will apply.

## Will closeout submissions be impacted?

To avoid late/past due closeouts, entities with August 2025 closeout due dates that fall during the end of August 2025 full system lockdown described in [Question 4](#_Will_there_be), will need to complete and submit those closeouts in the current system before that lockdown occurs. Compared to the total number of awards in the system, relatively few have CDER system financial closeout package due dates during August 2025.

## What non-system changes will occur?

TWC will update or replace related TWC files as needed, including:

* AEL Letter 01-23, issued February 14, 2023, and entitled “Cash Draw and Expenditure Reporting Instructions for AEL Grant Awards”
* WD Letter 13-19, issued June 5, 2019, and entitled “Online Security Verification Procedures for the Cash Draw and Expenditure Reporting System”
* WD Letter 04-15, Change 2, issued December 4, 2015, and entitled “Cash Draw and Expenditure Reporting System Instructions—Update”
* WD Letter 44-05, issued August 5, 2005, and entitled “Texas Workforce Commission Online Contract Closeout Process”

TWC will also make conforming changes to its document templates for Requests for Applications and other application packages, grant awards, and similar files.

## Where can I learn more about the CDER Replacement Project?

At key points in the project, TWC will share information through e-mails, meetings, message banners within the current CDER system, and other communications. At any time, system users may email questions about this project to TWC’s CDER Upgrade mailbox.

## Appendix A: Summary of System Changes

### Platform, Security & Functionality

| Topic | Current System | New System |
| --- | --- | --- |
| Platform | Mainframe-based. | Web-based. |
| Access | Connect via a URL. | URL will change. |
| Security | Some local system coordinators have limited access setup and password reset authority. User permissions are unique to their roles. To receive requested access, new users must complete mandatory system training. | TWC will control all system access. User permissions will still be unique to their roles. To receive requested access to the new system, all users must complete mandatory system training. |
| Security Audits | Annual security verification of user permissions performed within CDER system. | Process will move to new system. Some procedural changes will occur. |
| Functionality | Use for expenditure reporting, cash draw requests, financial closeout packages. | Same modules. Screens will display the same fields and information that they do now. |

### Availability & Due Dates

| Topic | Current System | New System |
| --- | --- | --- |
| Availability | Available 24/7. | Available 7AM to 7PM. |
| Due Dates | Reports and closeouts not submitted by 11:59PM on specified due dates are late. | Cutoff time changes from 11:59PM to 7:00PM. No change to due dates. |
| Late Reports & Closeouts | System emails “late notifications” to designated personnel of both TWC and the entity from which a report or closeout package is late. Cash draw cutoff for all awards occurs on the fifth calendar day that a report or closeout package is late. | No change. |

### Training & Help

| Topic | Current System | New System |
| --- | --- | --- |
| Training Tools | In-system training modules. | In-system training link to desk aids and other resources. |
| Help | Use the system’s Help tab to access the Cash Draw Help feature for general information, a glossary of terms and system calculations, and tips for working in the cash draw and expenditure reporting modules. It also has contact information for additional assistance. | The system will include a link to Training Resources, and a separate link for Support. The latter provides email addresses to TWC’s CDER-related technical support groups. |

### Navigation, Data, & Query Options

| Topic | Current System | New System |
| --- | --- | --- |
| Navigation | Use the system’s navigation buttons to move around the system. Do not use the Internet browser’s “Back” button. | Users will experience some navigation changes. TWC still recommends not using the Internet browser’s “Back” button.  |
| Field Descriptions | No field descriptions. | Uses mouseover text. Hover mouse over text to display field description or instructions. |
| Worklists | System includes a Worklist that lists the reports and closeout packages that are available for completion. | No change. |
| Sorting Data | Click column header to sort data. | No change. |
| Printing Data | Press Ctrl + P to print any page. | No change. |
| Exporting Data | Can copy and paste to Excel. | Can export to Excel. |
| Reports & Query Options | Some pre-built reports, such as Preliminary Single Audit Report, Contract Funding Summary Report, and others. | Adds limited query options for users. Retains existing pre-built reports. |

### Expenditure Reports

| Topic | Current System | New System |
| --- | --- | --- |
| Report by Award | Each grant award has its own report. | No change. |
| Reporting Basis | Accrual basis reporting. | No change. |
| Components | Current month expenditures, financial obligations, program income earned, program income expended. | No change. |
| Cost Categories | TWC prescribed cost categories may include additional “Supplemental” cost categories. | No change. |
| Cost Category Budgets | TWC controls cost category budgets for most system users. Local workforce development boards may edit cost category budgets for most grant awards that they receive. | No change. |
| Zero-Dollar Reports | If an entity has no expenditures to report for a specific grant award it must submit a $0.00 expenditure report for that month. | No change. |
| Errors/Omissions | If an entity discovers an error on a monthly expenditure report after that report has posted, the entity must include that correction on the next month’s report. | No change. |

### Cash Draws

| Topic | Current System | New System |
| --- | --- | --- |
| Turnaround Time | Process requires multiple overnight processes on sequential days. TWC transfers payment 3-5 business days after entity submits request. | Replaces one overnight processes with a same-day data interface. Other subsequent days’ overnight processes remain. For requests submitted before the new daily interface time, TWC transfers payment 2-4 days after entity submits request. |
| Limitations | TWC uses the system’s business “rules” to limit how much cash an entity can draw at any time. | No change. |
| Pop-up Message (Older Funds) | A pop-up message appears if older funding is available. | No change. |
| Cash Refunds | Local workforce development boards can initiate cash refunds from within the system. | Feature will now be available to all entities. |
| Cash Adjustments | Local workforce development boards change the grant identity of a cash draw after the fact. For example, if any entity that has multiple grant awards accidentally drew cash under one award when they intended to draw it under another. Note: This feature does not increase or decrease award amounts and does not authorize an entity to use funds of one grant award to pay for expenditures that are specific to another grant award. | Feature can be available to any entity that needs it. |

### Financial Closeout Package

| Topic | Current System | New System |
| --- | --- | --- |
| Workflow | With limited exceptions, cash due to/due from balance must be $0.00 before user can certify closeout package. Must certify final expenditure report before certifying closeout package. | No change. |
| Components | Schedule of unclaimed liabilities and other claims outstanding, property inventory, certification of use and disposition of non-expendable personal property, “review contract closeout package” page, release agreement. | No change. |
| Property Inventory Listing | Entity may list property inventory within the closeout package or email a property inventory listing to TWC. If emailed, note the filename in the closeout package. | No change. |
| Retention | Once posted, closeout package is available in system for at least five years. | No change. |