



## Create A Cash Draw Refund

### Overview

Workforce Board vendors will use this procedure to create a refund transaction against one or multiple contracts. Once the refund transaction is created, the refund receipt page will need to be faxed to TWC. Funds will not be returned to the contract(s) until the check has been received by TWC.

### Steps

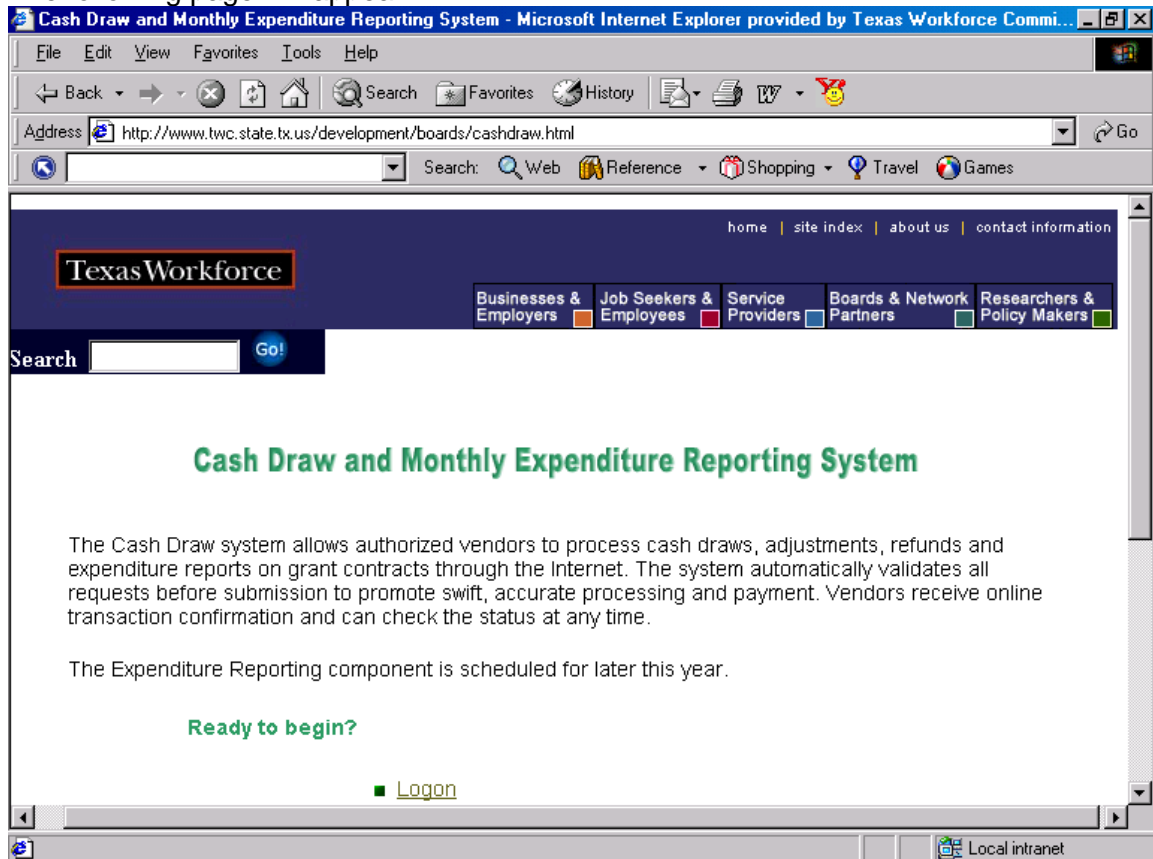
#### Step 1: Sign into the Cash Draw System.

Log into the Internet. Put in either of the following web addresses:

<http://www.twc.state.tx.us/boards/cashdraw.html>

<http://www.texasworkforce.org/boards/cashdraw.html>

The following page will appear:



**Step 2: Select the Logon link.**



It is also possible to access the [Request an Account](#) link from this page too.

**Step 3: Click OK.**

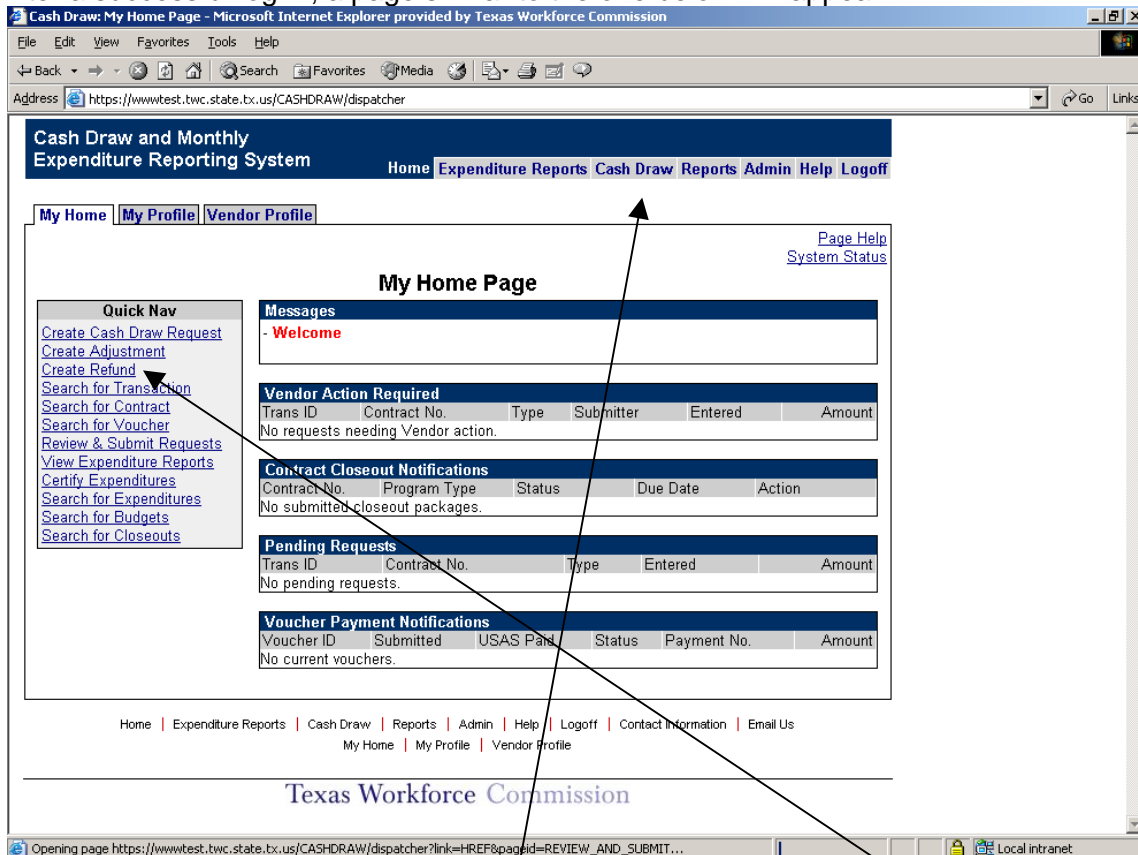
The following page will appear:

The screenshot shows a Microsoft Internet Explorer browser window titled "Cash Draw - Microsoft Internet Explorer provided by Texas Workforce Commission". The address bar shows "http://wwwtest.twc.state.tx.us/CASHDRAW/dispatcher". The page content includes a blue header with the text "Cash Draw and Monthly Expenditure Reporting System". Below the header is a "Logon" section. On the left, under "Already a User?", there are input fields for "User ID:" and "Password:", both marked with a red asterisk. A "Logon" button is below these fields. On the right, under "New User?", there is a link "Request an account" with an arrow pointing to it. At the bottom of the page, a red asterisk indicates that the asterisk in the labels denotes required information.

**Step 4: Log into the system with a User ID and Password.**

-  User ID and Password are case sensitive.
-  If an account has not been established, select the "Request an account" link and follow the directions.

After a successful log-in, a page similar to the one below will appear:



**Step 5: Click on the Cash Draw tab.**

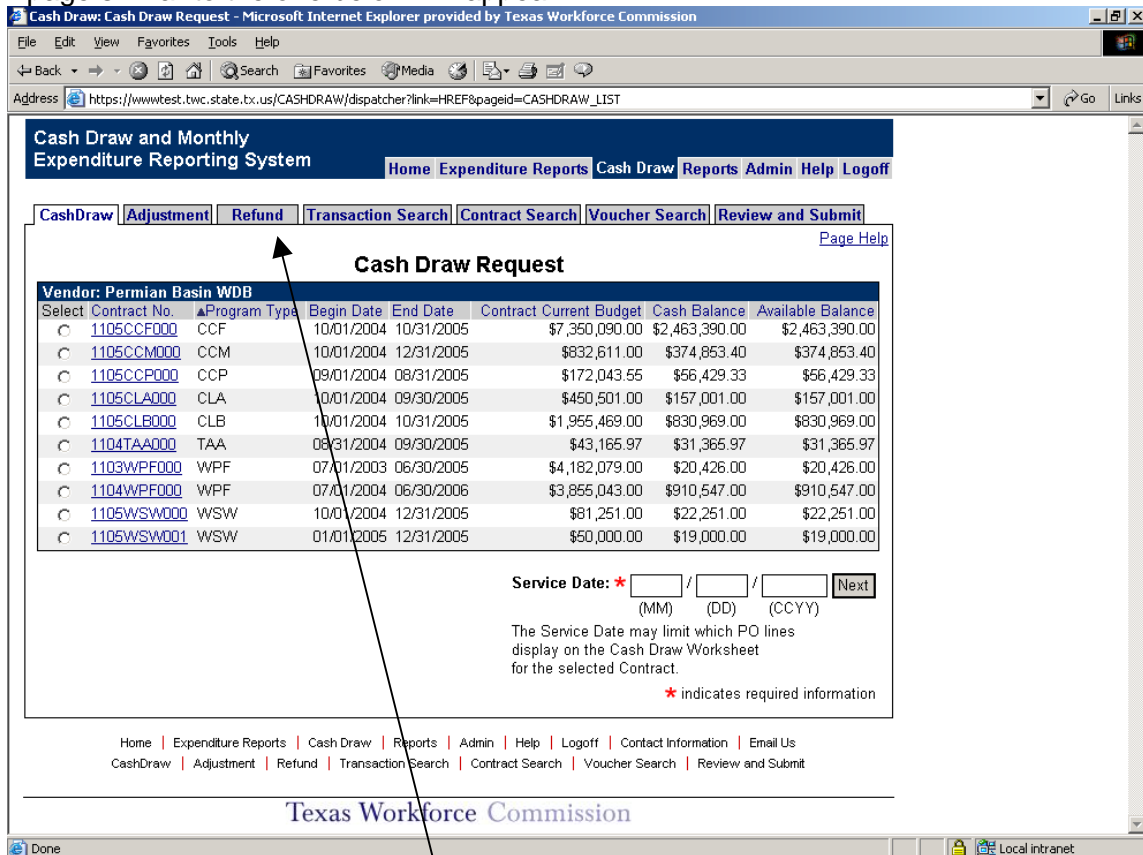


This page can also be accessed by selecting the 'Create Refund' link in the Quick Nav box.



The Quick Nav box is a helpful tool for navigating in the Cash Draw system.

A page similar to the one below will appear.



Cash Draw and Monthly Expenditure Reporting System

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### Cash Draw Request

Vendor: Permian Basin WDB

Select	Contract No.	Program Type	Begin Date	End Date	Contract Current Budget	Cash Balance	Available Balance
<input type="radio"/>	1105CCF000	CCF	10/01/2004	10/31/2005	\$7,350,090.00	\$2,463,390.00	\$2,463,390.00
<input type="radio"/>	1105CCM000	CCM	10/01/2004	12/31/2005	\$632,611.00	\$374,853.40	\$374,853.40
<input type="radio"/>	1105CCP000	CCP	09/01/2004	08/31/2005	\$172,043.55	\$56,429.33	\$56,429.33
<input type="radio"/>	1105CLA000	CLA	10/01/2004	09/30/2005	\$450,501.00	\$157,001.00	\$157,001.00
<input type="radio"/>	1105CLB000	CLB	10/01/2004	10/31/2005	\$1,955,469.00	\$830,969.00	\$830,969.00
<input type="radio"/>	1104TAA000	TAA	06/31/2004	09/30/2005	\$43,165.97	\$31,365.97	\$31,365.97
<input type="radio"/>	1103WPF000	WPF	07/01/2003	06/30/2005	\$4,182,079.00	\$20,426.00	\$20,426.00
<input type="radio"/>	1104WPF000	WPF	07/01/2004	06/30/2006	\$3,855,043.00	\$910,547.00	\$910,547.00
<input type="radio"/>	1105WSW000	WSW	10/01/2004	12/31/2005	\$81,251.00	\$22,251.00	\$22,251.00
<input type="radio"/>	1105WSW001	WSW	01/01/2005	12/31/2005	\$50,000.00	\$19,000.00	\$19,000.00

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

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

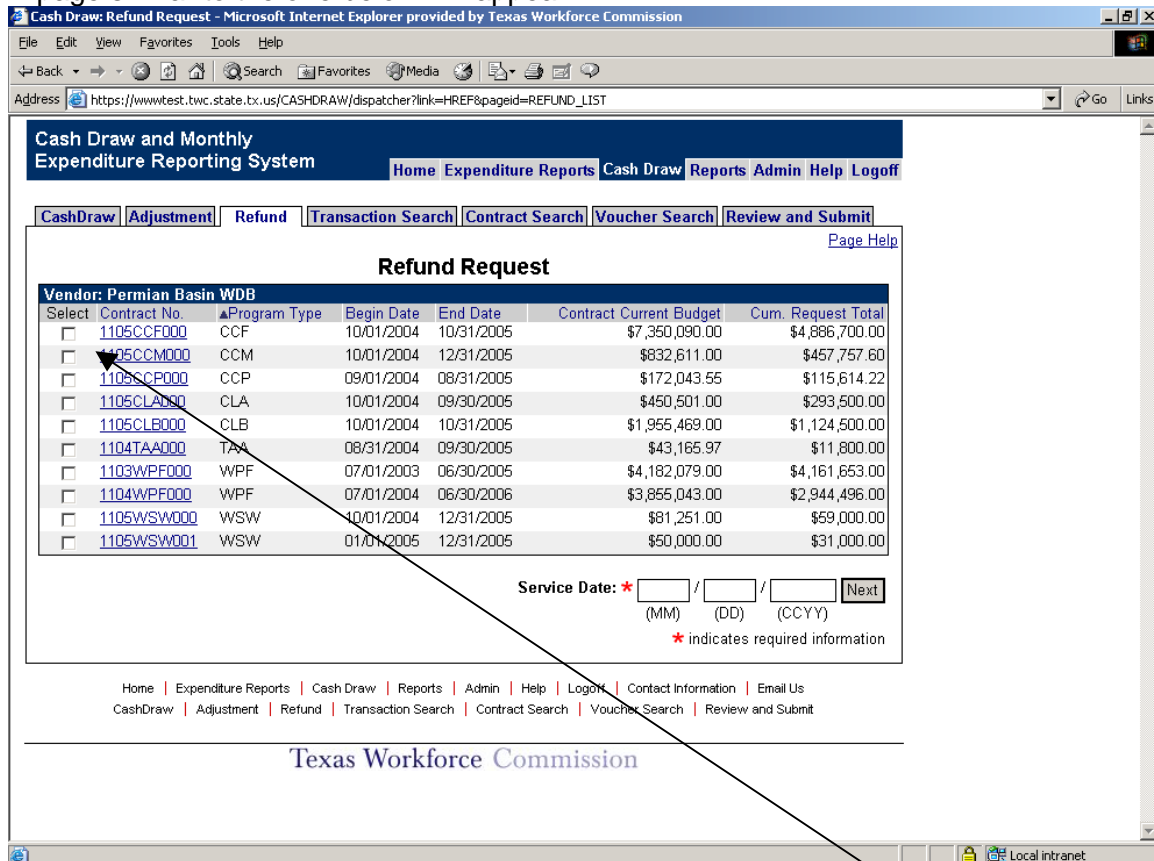
\* indicates required information

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Step 6: Select the Refund tab.

A page similar to the one below will appear.



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Refund Request [Page Help](#)

Vendor: Permian Basin WDB

Select	Contract No.	Program Type	Begin Date	End Date	Contract Current Budget	Cum. Request Total
<input type="checkbox"/>	<a href="#">1105CCF000</a>	CCF	10/01/2004	10/31/2005	\$7,350,090.00	\$4,886,700.00
<input type="checkbox"/>	<a href="#">1105CCM000</a>	CCM	10/01/2004	12/31/2005	\$832,611.00	\$457,757.60
<input type="checkbox"/>	<a href="#">1105CCP000</a>	CCP	09/01/2004	08/31/2005	\$172,043.55	\$115,614.22
<input type="checkbox"/>	<a href="#">1105CLA000</a>	CLA	10/01/2004	09/30/2005	\$450,501.00	\$293,500.00
<input type="checkbox"/>	<a href="#">1105CLB000</a>	CLB	10/01/2004	10/31/2005	\$1,955,469.00	\$1,124,500.00
<input type="checkbox"/>	<a href="#">1104TAA000</a>	TAA	08/31/2004	09/30/2005	\$43,165.97	\$11,800.00
<input type="checkbox"/>	<a href="#">1103WPF000</a>	WPF	07/01/2003	06/30/2005	\$4,182,079.00	\$4,161,653.00
<input type="checkbox"/>	<a href="#">1104WPF000</a>	WPF	07/01/2004	06/30/2006	\$3,855,043.00	\$2,944,496.00
<input type="checkbox"/>	<a href="#">1105WSW000</a>	WSW	10/01/2004	12/31/2005	\$81,251.00	\$59,000.00
<input type="checkbox"/>	<a href="#">1105WSW001</a>	WSW	01/01/2005	12/31/2005	\$50,000.00	\$31,000.00

Service Date: \*  /  /    
(MM) (DD) (CCYY)  
\* indicates required information

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### Step 7: Select appropriate contract(s).

Select one or more contracts to make a Refund to by clicking on one of the radio buttons.




This page will display the available contracts for a specific Board along with the Program Type, Begin Date and End Date of the contract, the Current Budget and Cumulative Request Total.




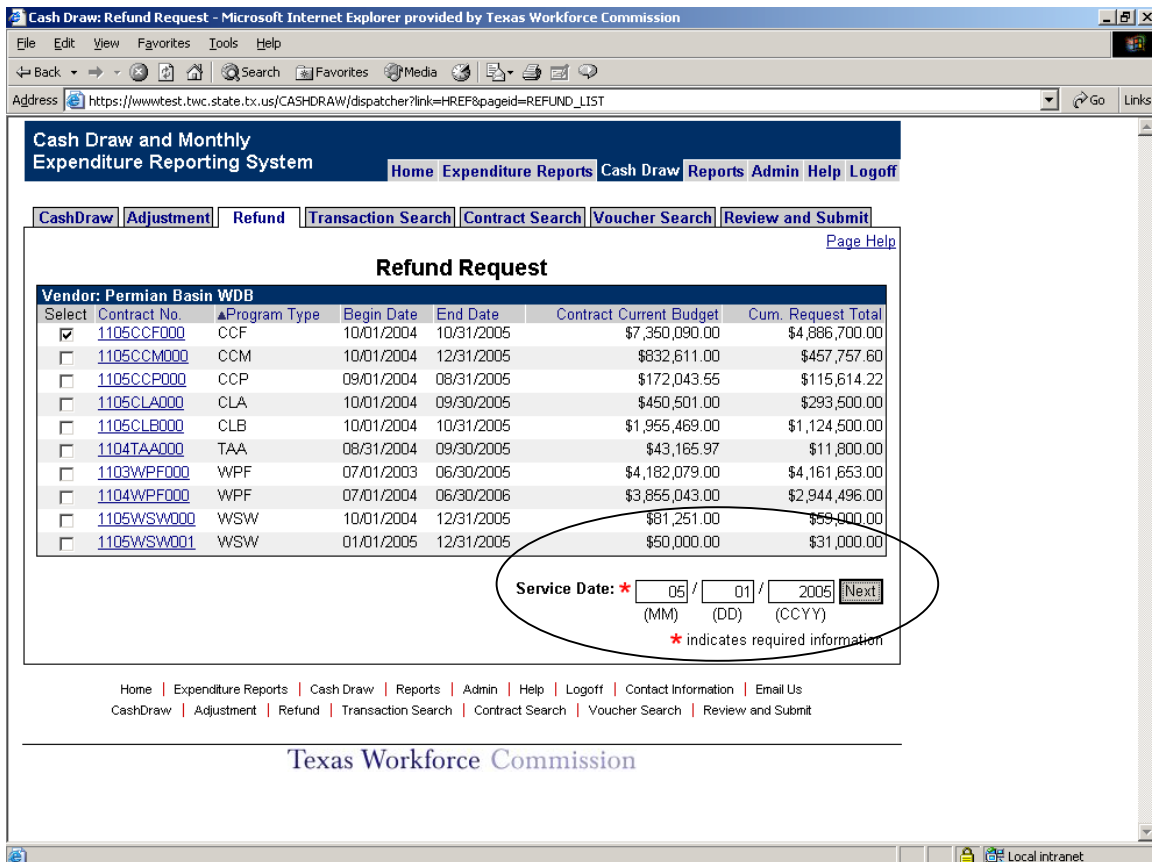
To view complete details on an individual contract, click on that Contract Number link (in blue). Return to the previous page by clicking on the Previous button located in the bottom right of the page.

**Step 8: Enter the Service Date.**

This date is at the bottom right of the Refund page. Click on the 'Next' button after the date has been entered.

 The service date must be a date within the Contract period. This will be a date between the beginning and the ending date of the Contract.

 This date is in (MM)(DD)(CCYY) format. For example, if the date is May 22, 2003, it should be entered as 05 22 2003.



**Cash Draw and Monthly Expenditure Reporting System**

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**Refund Request**

Vendor: Permian Basin WDB

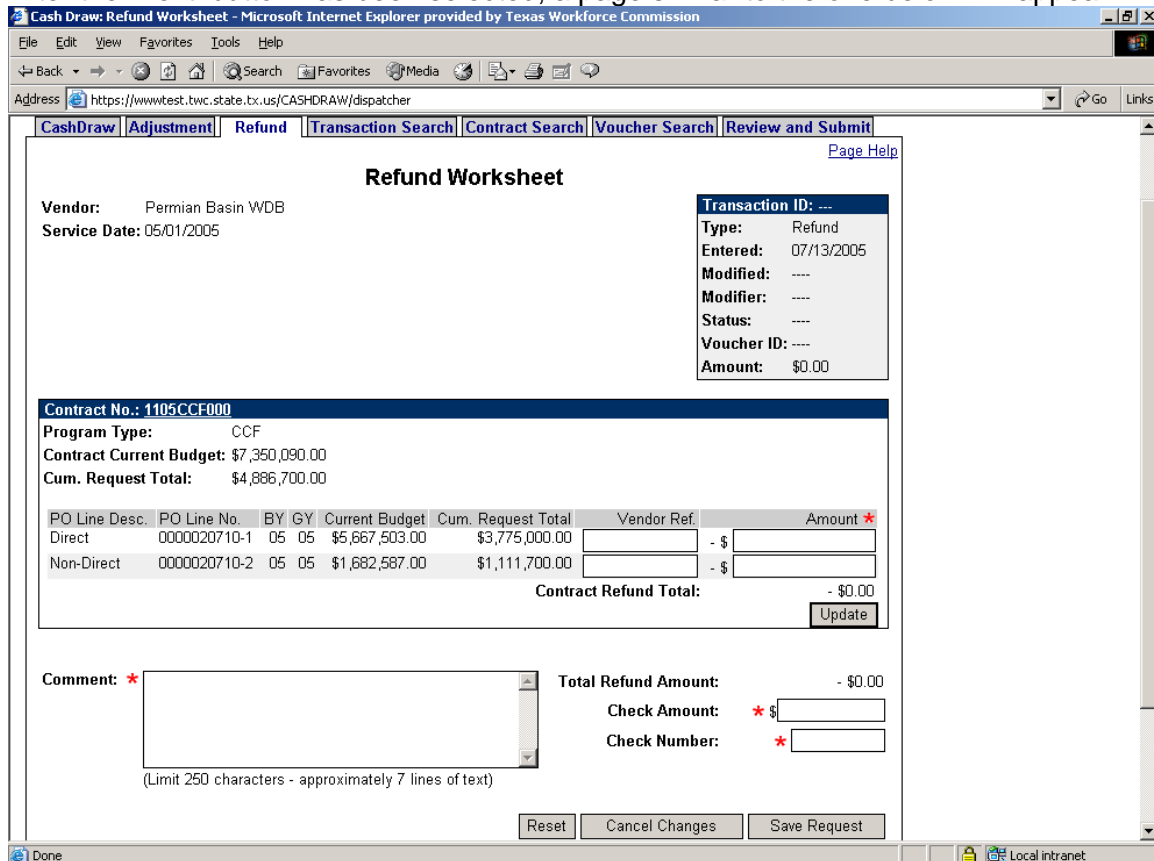
Select	Contract No.	Program Type	Begin Date	End Date	Contract Current Budget	Cum. Request Total
<input checked="" type="checkbox"/>	1105CCF000	CCF	10/01/2004	10/31/2005	\$7,350,090.00	\$4,886,700.00
<input type="checkbox"/>	1105CCM000	CCM	10/01/2004	12/31/2005	\$832,611.00	\$457,757.60
<input type="checkbox"/>	1105CCP000	CCP	09/01/2004	08/31/2005	\$172,043.55	\$115,614.22
<input type="checkbox"/>	1105CLA000	CLA	10/01/2004	09/30/2005	\$450,501.00	\$293,500.00
<input type="checkbox"/>	1105CLB000	CLB	10/01/2004	10/31/2005	\$1,955,469.00	\$1,124,500.00
<input type="checkbox"/>	1104TAA000	TAA	08/31/2004	09/30/2005	\$43,165.97	\$11,800.00
<input type="checkbox"/>	1103WPF000	WPF	07/01/2003	06/30/2005	\$4,182,079.00	\$4,161,653.00
<input type="checkbox"/>	1104WPF000	WPF	07/01/2004	06/30/2006	\$3,855,043.00	\$2,944,496.00
<input type="checkbox"/>	1105WSW000	WSW	10/01/2004	12/31/2005	\$81,251.00	\$59,000.00
<input type="checkbox"/>	1105WSW001	WSW	01/01/2005	12/31/2005	\$50,000.00	\$31,000.00

Service Date: \* 05 / 01 / 2005 Next  
(MM) (DD) (CCYY)  
\* indicates required information

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After the 'Next' button has been selected, a page similar to the one below will appear.



**Refund Worksheet**

Vendor: Permian Basin WDB  
Service Date: 05/01/2005

Transaction ID: ---  
Type: Refund  
Entered: 07/13/2005  
Modified: ---  
Modifier: ---  
Status: ---  
Voucher ID: ---  
Amount: \$0.00

Contract No.: 1105CCF000  
Program Type: CCF  
Contract Current Budget: \$7,350,090.00  
Cum. Request Total: \$4,886,700.00

PO Line Desc.	PO Line No.	BY	GY	Current Budget	Cum. Request Total	Vendor Ref.	Amount *
Direct	0000020710-1	05	05	\$5,667,503.00	\$3,775,000.00		- \$
Non-Direct	0000020710-2	05	05	\$1,682,587.00	\$1,111,700.00		- \$

Contract Refund Total: - \$0.00  
Update

Comment: \*  
(Limit 250 characters - approximately 7 lines of text)

Total Refund Amount: - \$0.00  
Check Amount: \* \$  
Check Number: \*

Reset Cancel Changes Save Request

**Step 9: Enter the dollar amount to be refunded.**



The PO Line Description, PO number and line number, Budget Year, Grant Year, Current Budget and Cumulative RequestTotal can be viewed here.

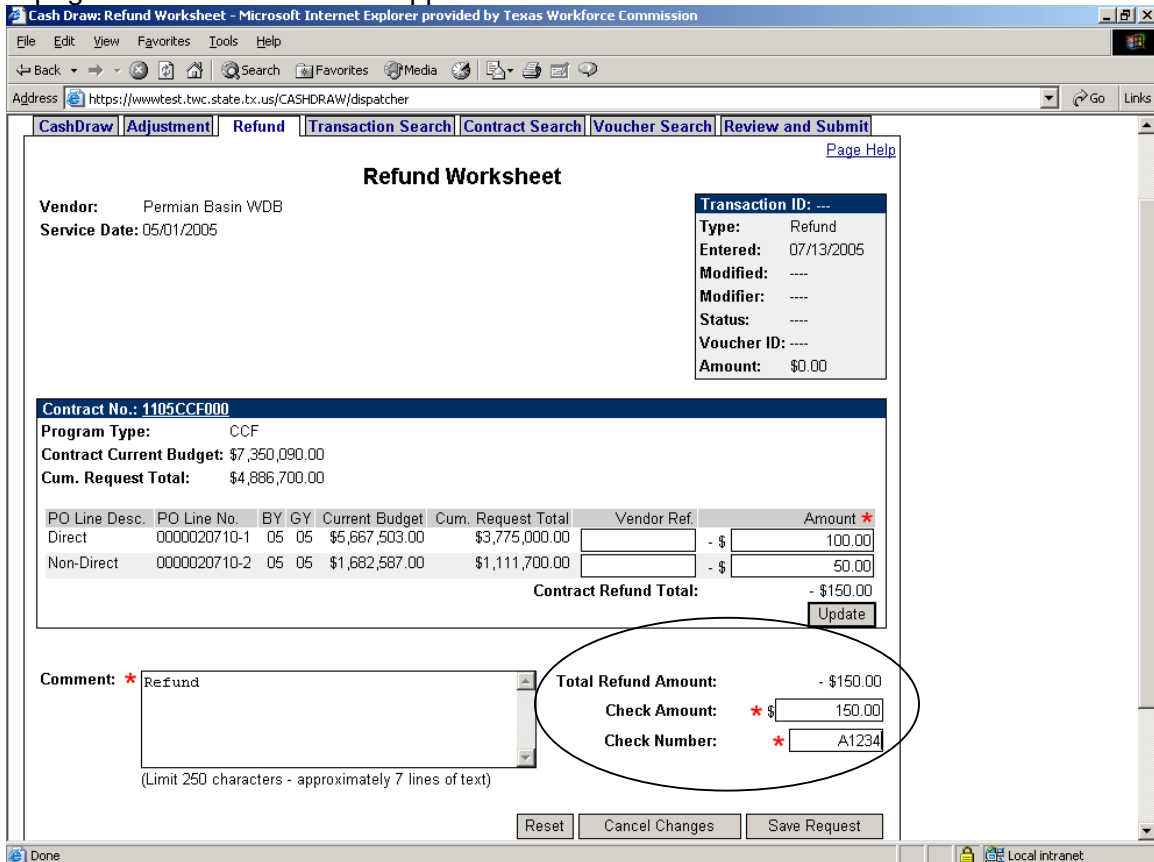
- Enter the amount to refund to each PO line. The amount entered must be within the PO Line's Cumulative Request Total as funds may not be refunded that have not been drawn.
- Add a Vendor Ref if desired.
- The Comments field is required for refund transactions and available at the bottom left of this page. This field will accept 250 characters.



**Step 10: Enter the Check Amount and the Check number.**

- Enter the actual check amount in the Check Amount box. The Check Amount entered must match the system-calculated Total Refund Amount in order to save the refund transaction.
- Enter the check number in the Check Number field.

A page similar to this one will appear.



**Refund Worksheet**

Vendor: Permian Basin WDB  
Service Date: 05/01/2005

Transaction ID: ---  
Type: Refund  
Entered: 07/13/2005  
Modified: ---  
Modifier: ---  
Status: ---  
Voucher ID: ---  
Amount: \$0.00

Contract No.: 1105CCF000  
Program Type: CCF  
Contract Current Budget: \$7,350,090.00  
Cum. Request Total: \$4,886,700.00

PO Line Desc.	PO Line No.	BY	GY	Current Budget	Cum. Request Total	Vendor Ref.	Amount *
Direct	0000020710-1	05	05	\$5,667,503.00	\$3,775,000.00	- \$	100.00
Non-Direct	0000020710-2	05	05	\$1,682,587.00	\$1,111,700.00	- \$	50.00
<b>Contract Refund Total:</b>							<b>- \$150.00</b>

Update

Comment: \* Refund  
(Limit 250 characters - approximately 7 lines of text)

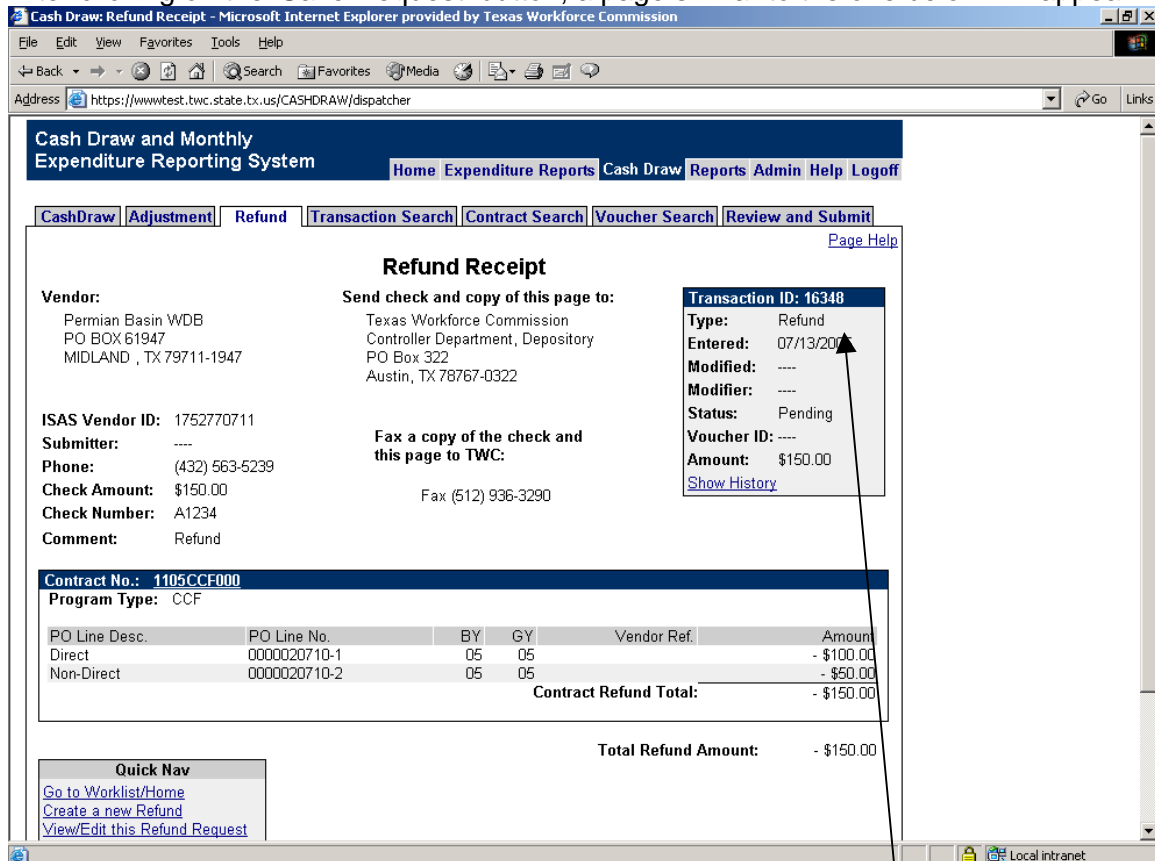
Total Refund Amount: - \$150.00  
Check Amount: \* \$ 150.00  
Check Number: \* A1234

Reset Cancel Changes Save Request

**Step 11: Click on the Save Request button.**

The 'Save Request' button is located under the 'Check Number' field. Other options available are the Reset (erases what was entered and stays on page), Cancel Changes (cancels what was entered and returns to previous page) or Update (updates the dollar amounts, if needed.)

After clicking on the 'Save Request' button, a page similar to the one below will appear:



**Cash Draw and Monthly Expenditure Reporting System**

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**Refund Receipt**

Vendor: Permian Basin WDB  
PO BOX 61947  
MIDLAND , TX 79711-1947

Send check and copy of this page to:  
Texas Workforce Commission  
Controller Department, Depository  
PO Box 322  
Austin, TX 78767-0322

Transaction ID: 16348  
Type: Refund  
Entered: 07/13/2007  
Modified: ---  
Modifier: ---  
Status: Pending  
Voucher ID: ---  
Amount: \$150.00  
[Show History](#)

ISAS Vendor ID: 1752770711  
Submitter: ---  
Phone: (432) 563-5239  
Check Amount: \$150.00  
Check Number: A1234  
Comment: Refund

Fax a copy of the check and this page to TWC:  
Fax (512) 936-3290

Contract No.: 1105CCF000  
Program Type: CCF

PO Line Desc.	PO Line No.	BY	GY	Vendor Ref.	Amount
Direct	0000020710-1	05	05		- \$100.00
Non-Direct	0000020710-2	05	05		- \$50.00
<b>Contract Refund Total:</b>					<b>- \$150.00</b>

Total Refund Amount: - \$150.00

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[View/Edit this Refund Request](#)



Note of the Transaction ID assigned to this request.



This Transaction ID box will also display the entered date, modified date, Status, Voucher ID and monetary amount. Select the 'Show History' link to view the history of this transaction.



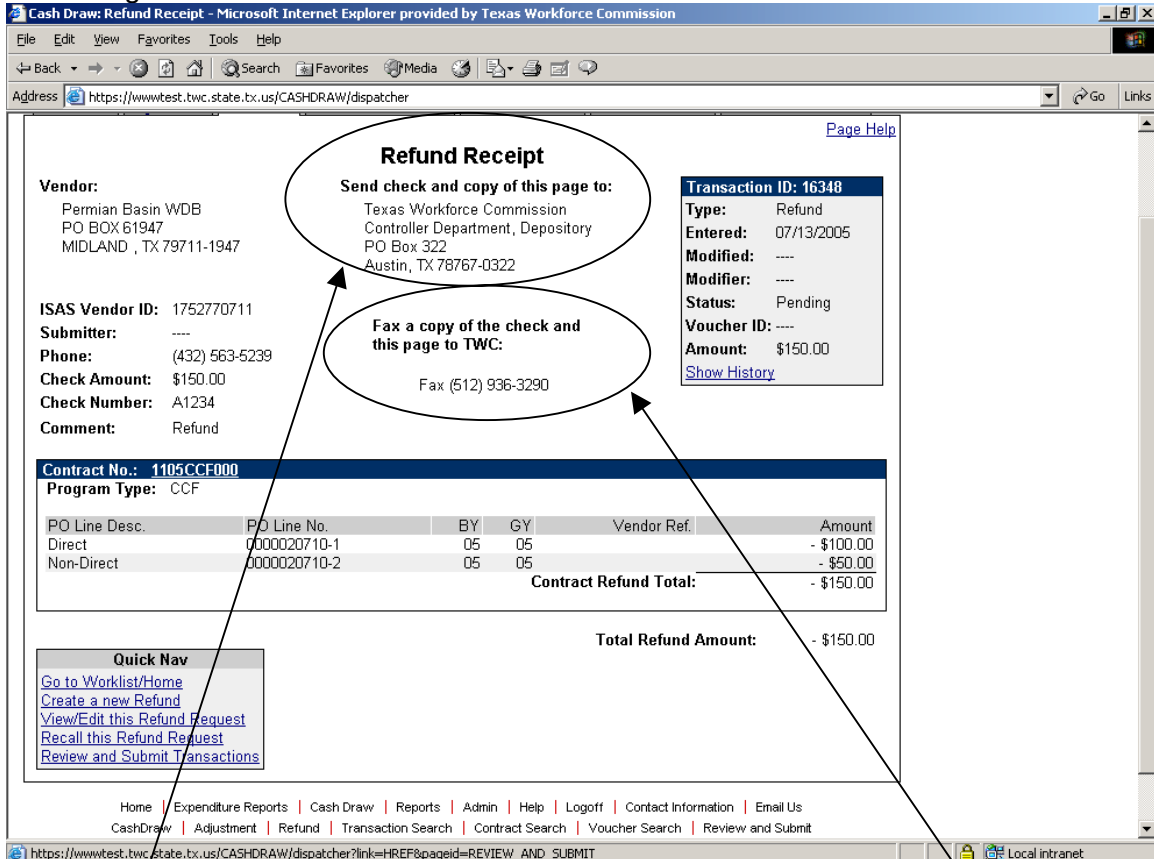
Data that was entered into the 'Comments' field and the 'Vendor Ref' field can be viewed here.



Once a Refund request has been saved, it is ready to be [Reviewed and Submitted](#).

**Step 12: Make two copies of this Refund Receipt.**

Review the screenshot and notes below for some important procedures to follow in submitting a refund.



**Cash Draw: Refund Receipt - Microsoft Internet Explorer provided by Texas Workforce Commission**

Address: <https://wwwtest.twc.state.tx.us/CASHDRAW/dispatcher>

**Refund Receipt**

**Send check and copy of this page to:**  
Texas Workforce Commission  
Controller Department, Depository  
PO Box 322  
Austin, TX 78767-0322

**Fax a copy of the check and this page to TWC:**  
Fax (512) 936-3290

**Transaction ID: 16348**

**Type:** Refund  
**Entered:** 07/13/2005  
**Modified:** ----  
**Modifier:** ----  
**Status:** Pending  
**Voucher ID:** ----  
**Amount:** \$150.00  
[Show History](#)

**Vendor:**  
Permian Basin WDB  
PO BOX 61947  
MIDLAND , TX 79711-1947

**ISAS Vendor ID:** 1752770711  
**Submitter:** ----  
**Phone:** (432) 563-5239  
**Check Amount:** \$150.00  
**Check Number:** A1234  
**Comment:** Refund

**Contract No.:** 1105CCF000  
**Program Type:** CCF

PO Line Desc.	PO Line No.	BY	GY	Vendor Ref.	Amount
Direct	0000020710-1	05	05		- \$100.00
Non-Direct	0000020710-2	05	05		- \$50.00
<b>Contract Refund Total:</b>					- \$150.00

**Total Refund Amount:** - \$150.00

**Quick Nav**

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Address: [https://wwwtest.twc.state.tx.us/CASHDRAW/dispatcher?link=HREF&pageid=REVIEW\\_AND\\_SUBMIT](https://wwwtest.twc.state.tx.us/CASHDRAW/dispatcher?link=HREF&pageid=REVIEW_AND_SUBMIT)



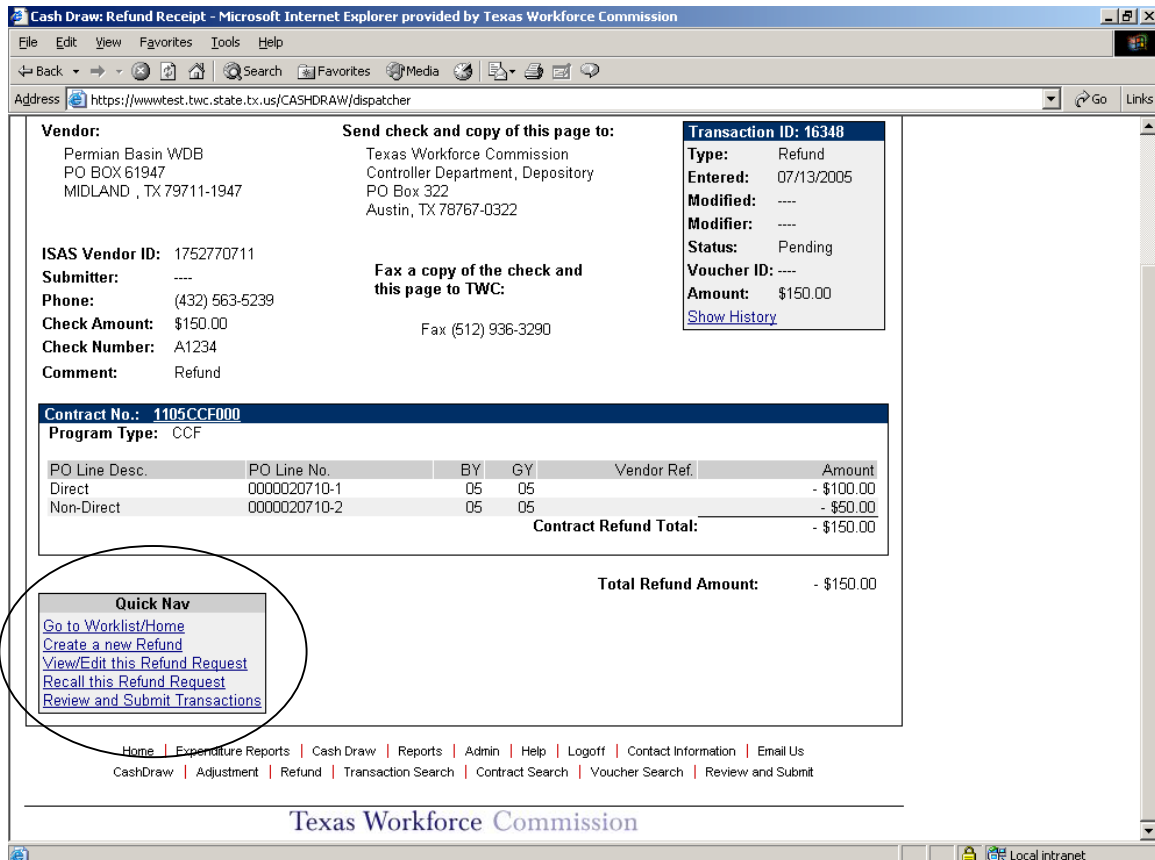
**Send the check and a copy of this page to the above address. Once Contracts Payable has approved the refund and the Controller Department has received the check, the refund will be deposited back to the correct contract.**



**Fax a copy of the check and the Refund receipt to the above Fax number. The Contracts Payable unit will use this data to approve the refund.**

**Step 13: Use Quick Nav to navigate to another area of the Cash Draw system.**

See the screenshot below for the Quick Nav options available.



**Vendor:**  
Permian Basin WDB  
PO BOX 61947  
MIDLAND , TX 79711-1947

**ISAS Vendor ID:** 1752770711  
**Submitter:** ----  
**Phone:** (432) 563-5239  
**Check Amount:** \$150.00  
**Check Number:** A1234  
**Comment:** Refund

**Send check and copy of this page to:**  
Texas Workforce Commission  
Controller Department, Depository  
PO Box 322  
Austin, TX 78767-0322

**Fax a copy of the check and this page to TWC:**  
Fax (512) 936-3290

**Transaction ID:** 16348  
**Type:** Refund  
**Entered:** 07/13/2005  
**Modified:** ----  
**Modifier:** ----  
**Status:** Pending  
**Voucher ID:** ----  
**Amount:** \$150.00  
[Show History](#)

**Contract No.:** 1105CCF000  
**Program Type:** CCF

PO Line Desc.	PO Line No.	BY	GY	Vendor Ref.	Amount
Direct	0000020710-1	05	05		- \$100.00
Non-Direct	0000020710-2	05	05		- \$50.00
<b>Contract Refund Total:</b>					<b>- \$150.00</b>

**Total Refund Amount:** - \$150.00

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Transactions may be recalled after they are saved, but before they are submitted to TWC for further processing. Recalling a transaction is very much like deleting a transaction except the receipt page of the transaction may still be viewed. To recall a transaction use the "Recall this Refund Request" link in the Quick Nav section displayed on the receipt page.



**Related procedures**

[Request a Cash Draw Account](#)

[Search for Contracts](#)

[Search for Transactions](#)

[Search for Vouchers](#)

[Create a Cash Draw](#)

[Create a Cash Draw Adjustment](#)

[Review and Submit in Cash Draw](#)

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