



## 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

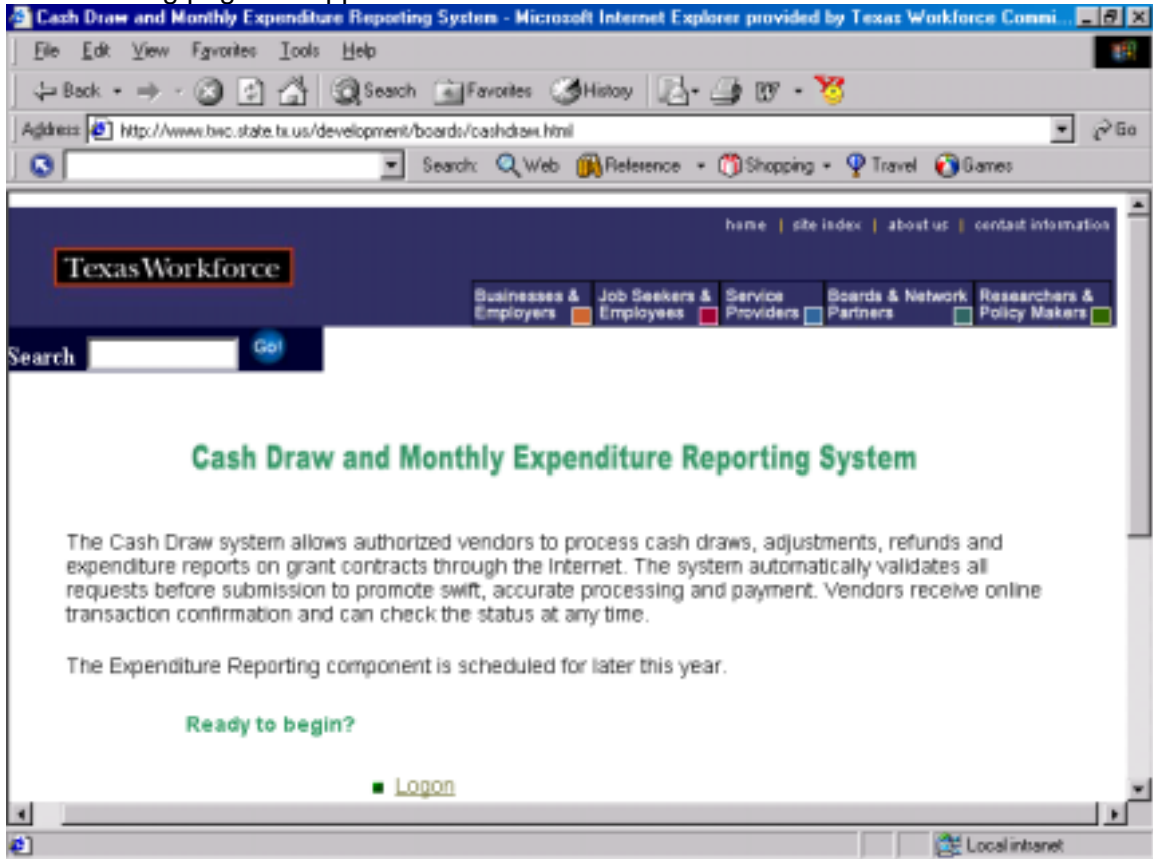
#### **Step 1: Sign into the Cash Draw System.**

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.**

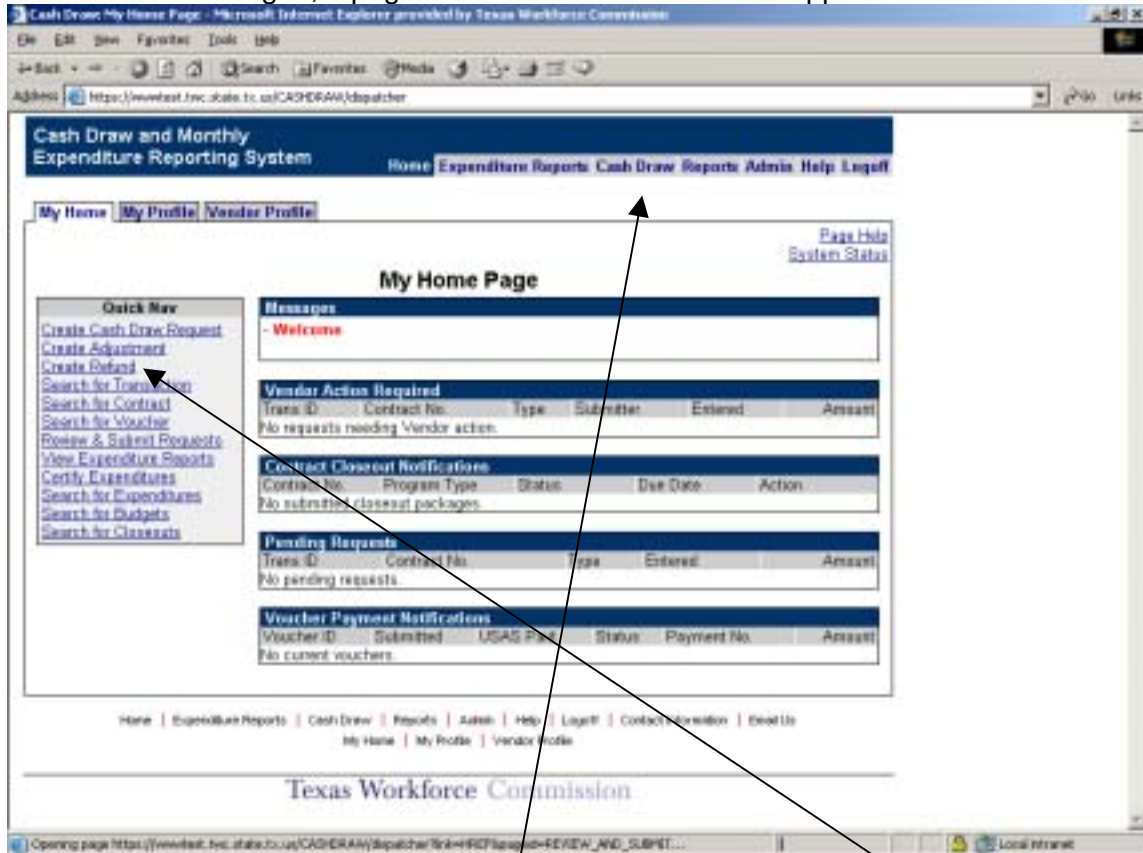
The following page will appear:

The screenshot shows a web 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 for "Request an account". A black arrow points from the "Request an account" link to the text in the instructions below. At the bottom of the page, there is a disclaimer: "Unauthorized use is prohibited and any attempt to circumvent TWC procedures or to enter unauthorized data will be considered a violation of law and abusers are subject to criminal prosecution." and a note: "\* indicates 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.**

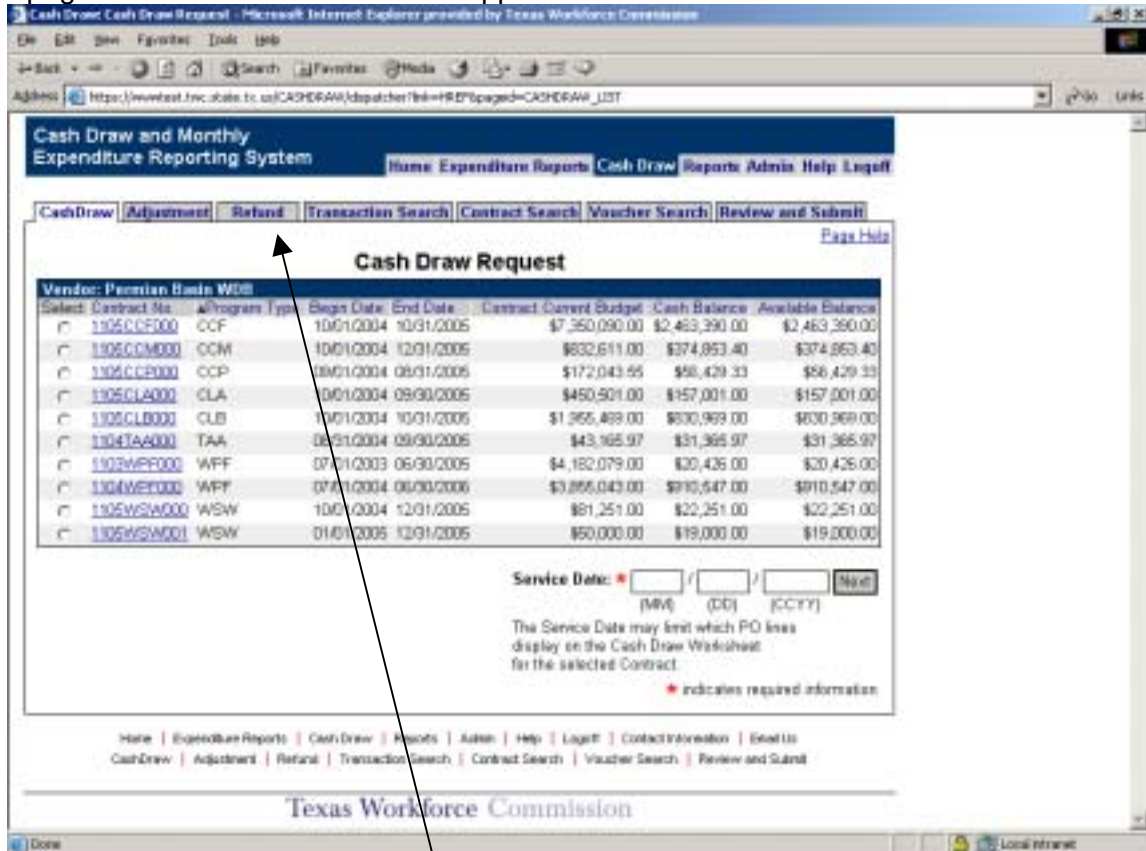


This page can also be accessed by selecting the 'Create Refund' link in the Quick Nav box.



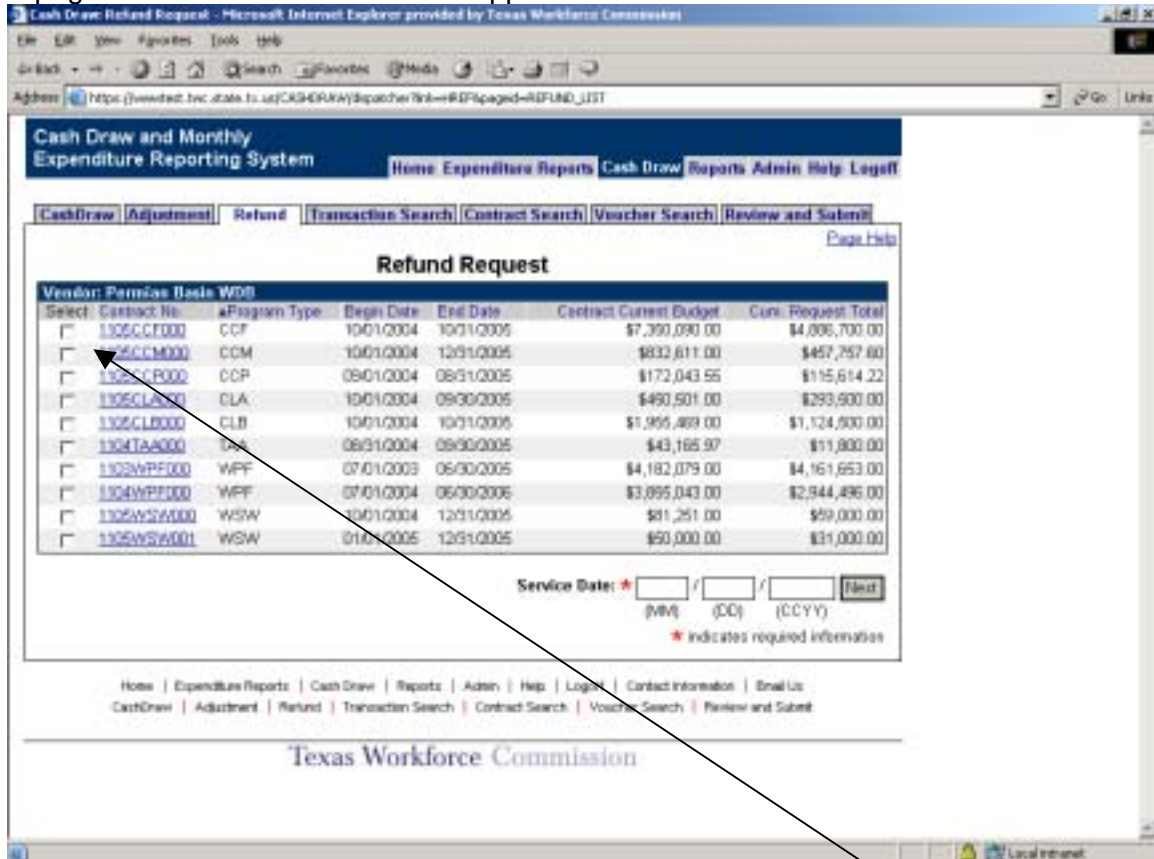
The Quick Nav box is a helpful tool for navigating in the Cash Draw system.

A page similar to the one below will appear.




Step 6: Select the **Refund** tab.


A page similar to the one below will appear.



**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.

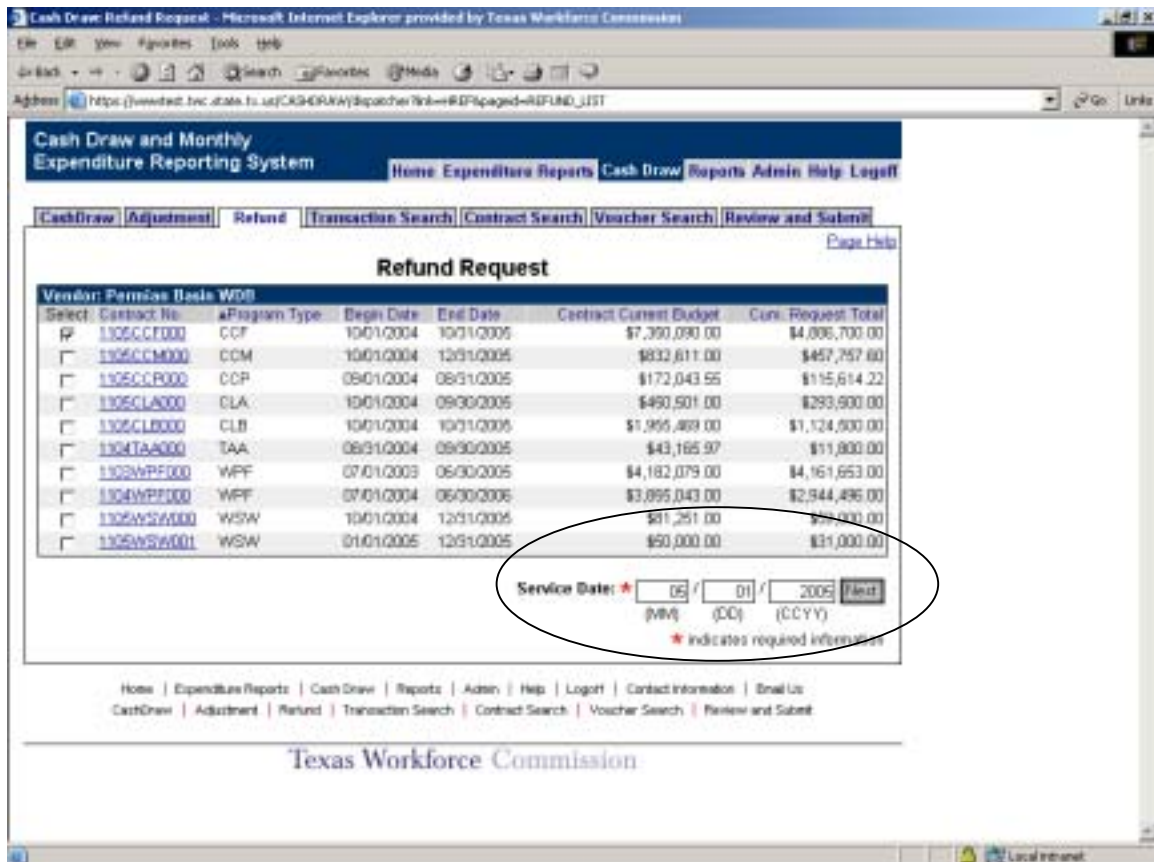
 To view complete details on an individual contract, click on that Contract Number link (in blue). Return to the previous page by clicking on the Previous button located in the bottom right of the page.

**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.

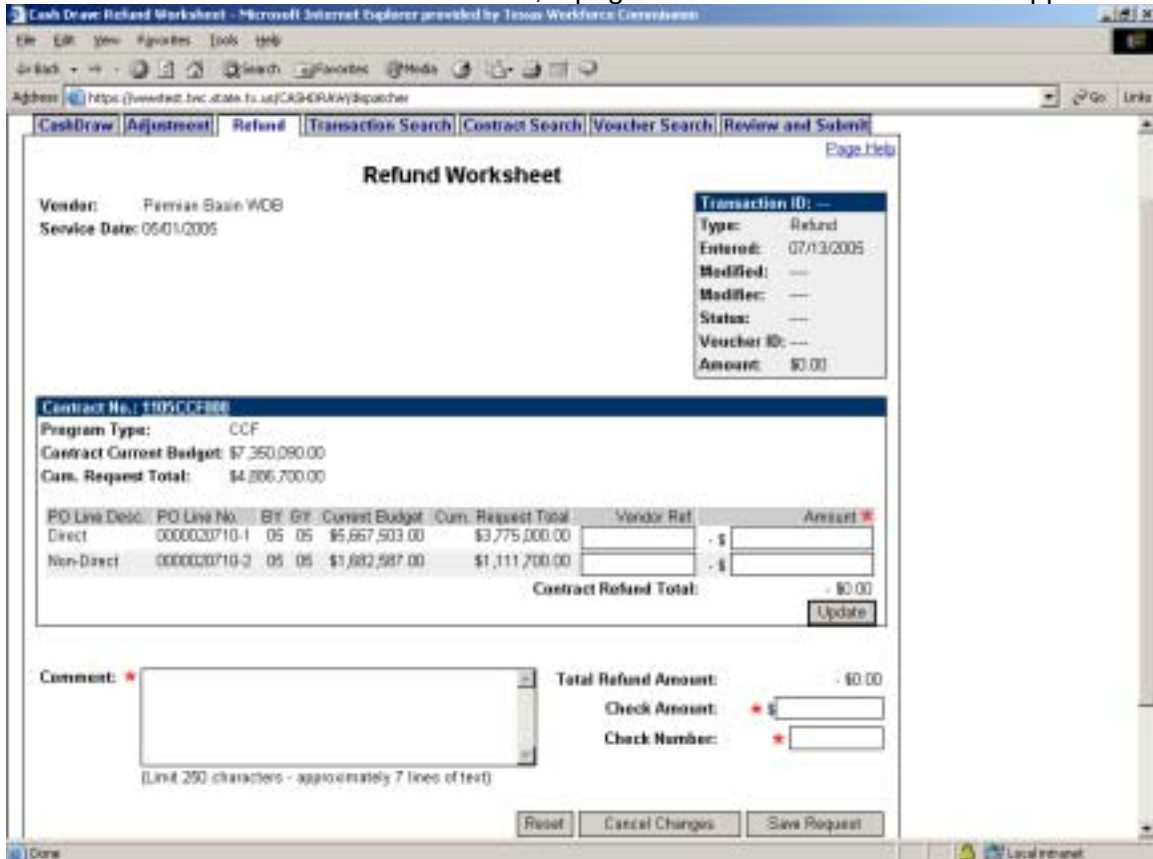


The screenshot shows the 'Refund Request' page in the Texas Workforce Commission's reporting system. A table lists various contracts with columns for Contract No., Program Type, Begin Date, End Date, Contract Current Budget, and Cont. Request Total. The 'Service Date' field at the bottom right is circled and contains the date '05 / 01 / 2005'. Below the date field, there are labels for (MM), (DD), and (CCYY) and a 'Next' button. A red asterisk indicates required information.

Select	Contract No.	Program Type	Begin Date	End Date	Contract Current Budget	Cont. Request Total
<input type="checkbox"/>	1305CC1000	CCF	10/01/2004	10/31/2005	\$7,390,090.00	\$4,006,700.00
<input type="checkbox"/>	1305CCM000	CCM	10/01/2004	12/31/2005	\$832,611.00	\$457,757.60
<input type="checkbox"/>	1305CCP000	CCP	09/01/2004	08/31/2005	\$172,043.55	\$115,614.22
<input type="checkbox"/>	1305CLA000	CLA	10/01/2004	09/30/2005	\$480,501.00	\$293,900.00
<input type="checkbox"/>	1305CLB000	CLB	10/01/2004	10/31/2005	\$1,955,469.00	\$1,124,500.00
<input type="checkbox"/>	1304TAA000	TAA	08/31/2004	08/30/2005	\$43,165.97	\$11,800.00
<input type="checkbox"/>	1305WPF000	WPF	07/01/2003	06/30/2005	\$4,182,079.00	\$4,161,653.00
<input type="checkbox"/>	1304WPF000	WPF	07/01/2004	06/30/2006	\$3,095,043.00	\$2,944,496.00
<input type="checkbox"/>	1305WSA000	WSW	10/01/2004	12/31/2005	\$1,251.00	\$50,000.00
<input type="checkbox"/>	1305WSA001	WSW	01/01/2005	12/31/2005	\$50,000.00	\$31,000.00

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

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



**Refund Worksheet**

Vendor: Furnish Basin WCB  
Service Date: 05/01/2005

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

Contract No.: 1105CCF00  
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	\$5,657,503.00	\$3,775,000.00		- \$	
Non-Direct	0000020710-2	05	05	\$1,682,587.00	\$1,111,700.00		- \$	
<b>Contract Refund Total:</b>								- \$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.**



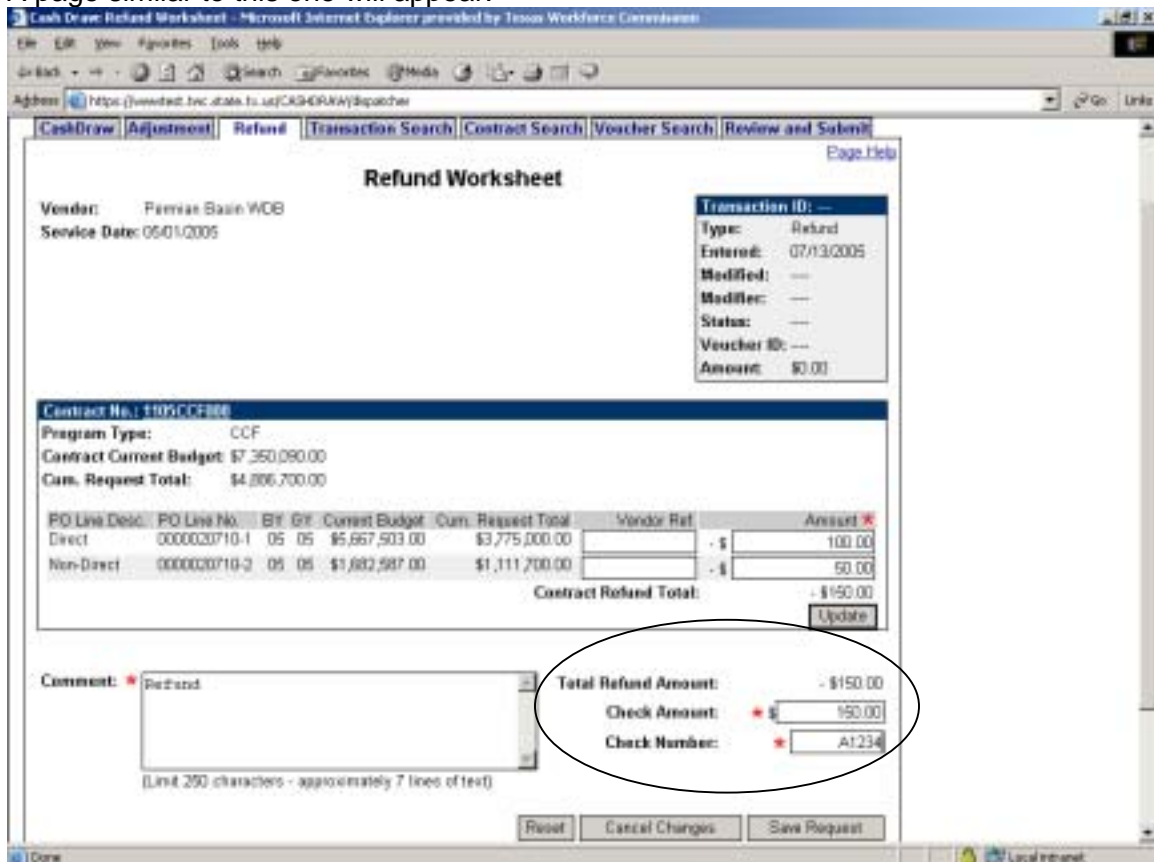
The PO Line Description, PO number and line number, Budget Year, Grant Year, Current Budget and Cumulative RequestTotal can be viewed here.

- 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: Pamias Basin WOB  
Service Date: 06/01/2005

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

Contract No.: 1105CCF00  
Program Type: CCF  
Contract Current Budget: \$7,350,090.00  
Com. Request Total: \$4,806,700.00

PO Line Desc	PO Line No.	B1	B2	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

Contract Refund Total: -\$150.00

Comment: \* Refund

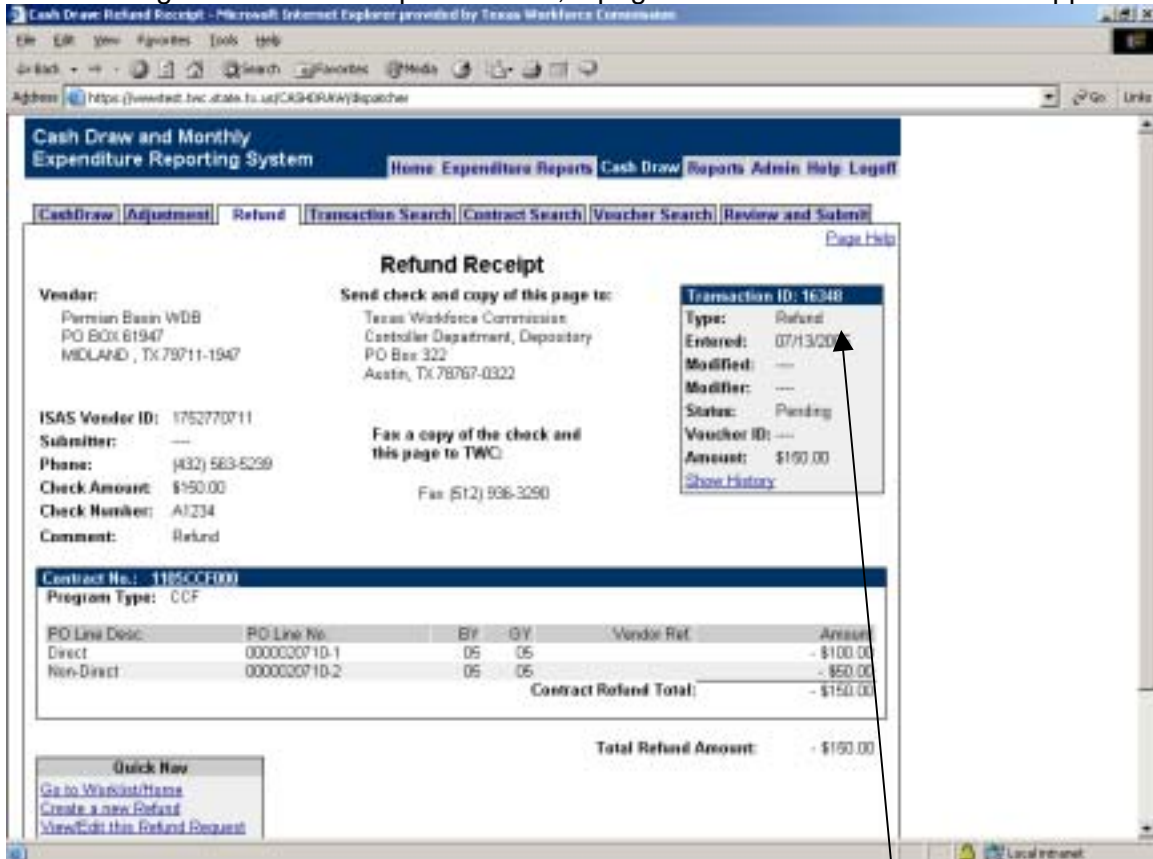
Total Refund Amount: -\$150.00  
Check Amount: \* \$ 150.00  
Check Number: \* A1234

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**

Home Expenditure Reports Cash Draw Reports Admin Help Logout

Cash Draw Adjustment Refund Transaction Search Contract Search Voucher Search Review and Submit

**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: 07/13/05  
Modified: ---  
Modifier: ---  
Status: Pending  
Voucher ID: ---  
Amount: \$150.00  
[Show History](#)

ISAS Vendor ID: 1752770711  
Submitter: ---  
Phone: (432) 563-5299  
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.: 1185CCF00  
Program Type: CCF

PO Line Desc	PO Line No	BY	OY	Vendor Ref	Amount
Direct	0000020710-1	05	05		- \$100.00
Non-Direct	0000020710-2	05	05		- \$50.00
Contract Refund Total:					- \$150.00

Total Refund Amount: - \$150.00

Quick Nav  
[Go to Worklist/Home](#)  
[Create a new Refund](#)  
[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.



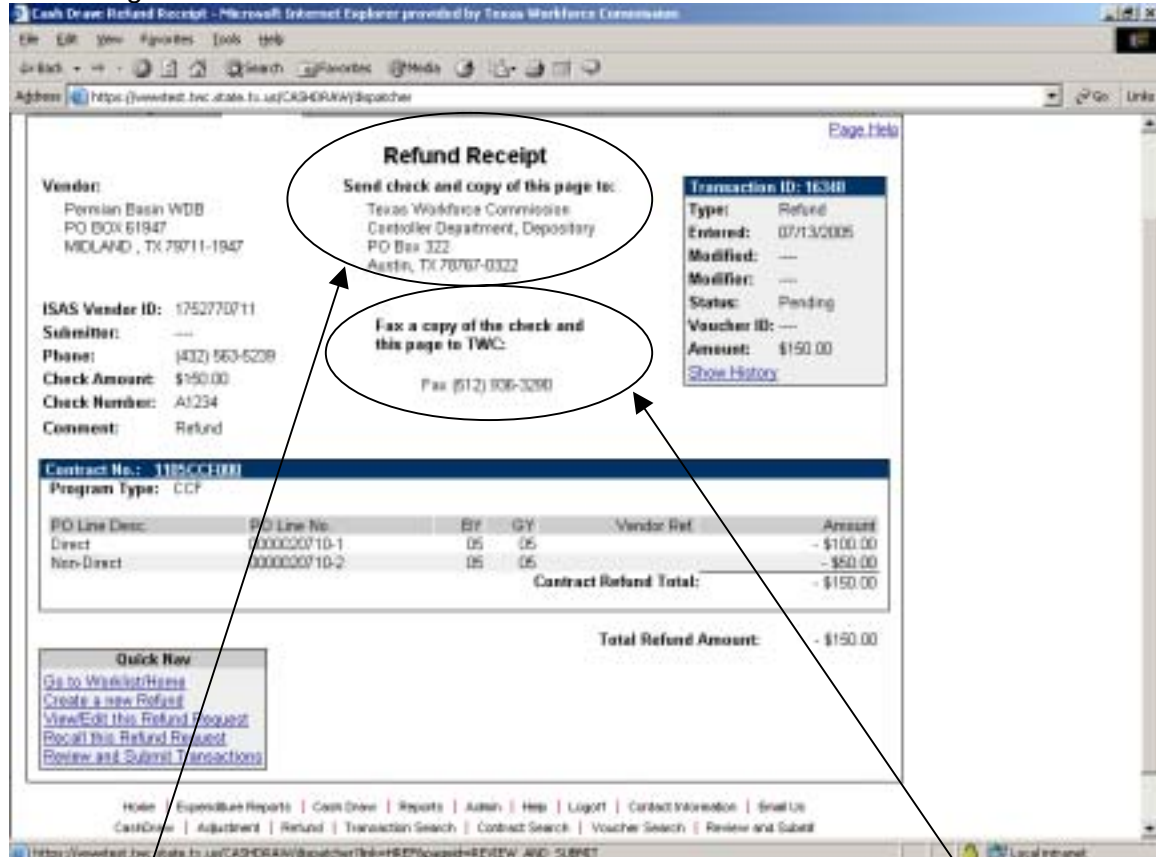
Data that was entered into the 'Comments' field and the 'Vendor Ref' field can be viewed here.



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.



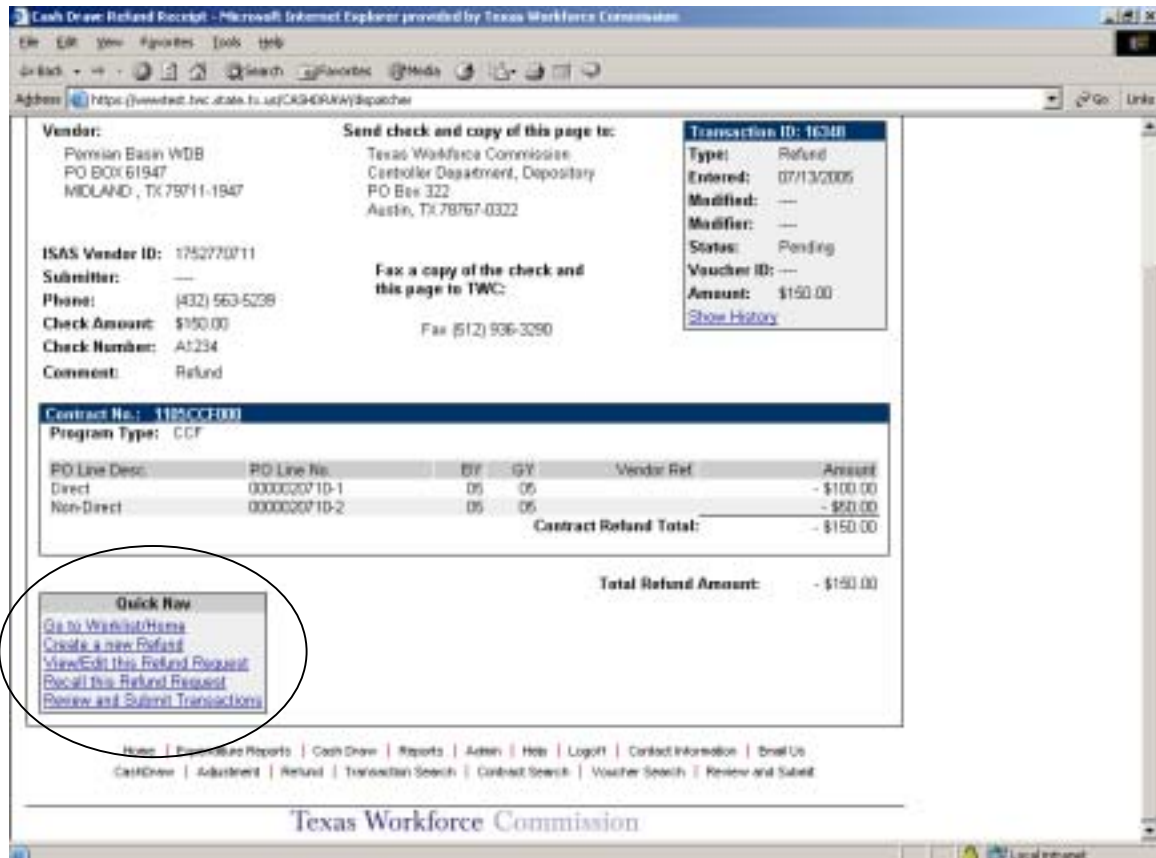
**Send the check and a copy of this page to the above address. Once Contracts Payable has approved the refund and the Controller Department has received the check, the refund will be deposited back to the correct contract.**



**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.



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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