

# READ ME FIRST!

- This training module **must** be viewed in "Slide Show," or the navigation and interactive features embedded in this training module will not function, nor will you be able to hear the recorded narration on each slide.
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- Turn on your speakers and click the arrow to begin.



# Cash Draw and Expenditure Reporting Training

## Module Three Reports

Presented by  
Finance - Functional Support  
and

Texas  
Workforce  
Commission



*Training  
and  
Development*



January 20, 2016



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# Reports List

- From the Home Page, click the Reports tab at the top of the page to produce a list of reports.
- All reports are conveniently listed in the Reports List, and you can access them by clicking the report link.

Cash Draw and Monthly Expenditure Reporting System

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Reports List

Page Help

## Reports List

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

**Expenditure Reporting**

- [Comprehensive Monthly Expenditure Report](#)

**Contract Management**

- [Contract Aging Report](#)
- [Contract Summary Report](#)
- [Contract Monitoring Report](#)
- [Funding Expiration Report](#)
- [Missing Budgets Report](#)
- [Preliminary Single Audit Report](#)

**Cash Draw Transactions**

- [Vendor Transaction Statistics History Report](#)
- [Vendor Transaction Statistics Report](#)

**Administration**

- [Security Report](#)

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

# Comprehensive Monthly Expenditure Report

- All search pages have filters to help narrow your search.
- For this report you can:
  - Choose criteria from Vendor, Program Group and Program Type pull down menus
  - Enter Report Month Date
- For all Report Searches, the Vendor pull down menu is available to TWC staff only.



## Cash Draw and Monthly Expenditure Reporting System

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### Comprehensive Monthly Expenditure Report Filter

This report consolidates available funds and expenditure data for a common contract: 

Vendor:	<input type="text" value="All"/>
Program Group:	<input type="text" value="All"/>
Program Type:	<input type="text" value="All"/>
Report Month: *	<input type="text" value=""/> / <input type="text" value=""/>
	(MM) (CCYY)

Next

Cancel

\* indicates required information

# Comprehensive Monthly Expenditure Report

- This report consolidates available funds and expenditure data for a common contract.

## Cash Draw and Monthly Expenditure Reporting System

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## Comprehensive Monthly Expenditure Report

As of January 9, 2004

This report consolidates available funds and expenditure data for a common contract.

### Filter Criteria:

Vendor: All  
Program Group: All  
Program Type: All  
Report Month: November 2003

### Any Vendor WDB

November 2003 Reported Current							
Contract Program	Contract No.	Report Type	Current Expenditures	Cur. Obligations	Pgm. Income Earned	Pgm. Income Expended	Stand-In Costs
CCF - Child Care MiH	2904CCF000	Monthly	\$2,844,757.88	-\$538,815.69	\$0.00	\$0.00	\$0.00
CCM - Child Care Local Initiatives	2904CCM000	Monthly	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CCM - Child Care Local Initiatives	2903CCM000	Monthly	\$76,381.87	\$0.00	\$0.00	\$0.00	\$0.00
Employment Services Prior Year 2003	2903V/PA001	Monthly	-\$9,684.88	\$0.00	\$0.00	\$0.00	\$0.00

# Reports List

## Cash Draw and Monthly Expenditure Reporting System

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### Reports List

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

#### Expenditure Reporting

[Comprehensive Monthly Expenditure Report](#)

#### Contract Management

[Contract Aging Report](#)

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#### Cash Draw Transactions

[Vendor Transaction Statistics History Report](#)

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#### Administration

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



# Contract Aging Report

- The common Vendor and Program Type filters are available for this report.

## Cash Draw and Monthly Expenditure Reporting System

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### Contract Aging Report Filter

This report shows contracts with an end date in the next 90 days.

Vendor:

All



Program Type:

All



Cancel

Next

# Contract Aging Report

- Shows contracts with an end date in the next 90 days.

Cash Draw and Monthly  
Expenditure Reporting System

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## Contract Aging Report

As of January 9, 2004

This report shows contracts with an end date in the next 90 days.

Filter Criteria:

Vendor: Any Vendor WDB-HGAC

Program Type: ALL

### Any Vendor WDB-HGAC

Contract No.: 2903CCM000

Contract Total: \$4,522,466.00

End Date 02/29/2004

PO Line Desc.	PO Line No.	Current Budget	Cash Balance	Cum. Request Total	Requests in Process	Available Balance
2903CCM000 Certified GY03	0000019730-3	\$217,785.40	\$0.80	\$217,784.60	\$0.00	\$0.80
2903CCM000 Donated GY02	0000019730-1	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00
2903CCM000 Donated GY03	0000019730-2	\$1,275,694.00	\$480,274.94	\$795,419.06	\$0.00	\$480,274.94
LI Certified-Federal GY 02	290M002003-2	\$115,000.00	\$94,196.54	\$20,803.46	\$0.00	\$94,196.54
LI Certified-Federal GY 03	290M002003-1	\$2,486,585.60	\$235,121.77	\$2,251,463.83	\$0.00	\$235,121.77
LI Donated-Local/Fed GY 02	290M002003-4	\$425.00	\$32.79	\$392.21	\$0.00	\$32.79

# Contract Summary Report

- Only an entry box for the Contract number is available for Contract Summary Report search.



## Cash Draw and Monthly Expenditure Reporting System

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### Contract Summary Report Filter

This report shows all expenditure and supplemental cost category information for the selected contract.

Contract No. \*

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[Cancel](#)

\* indicates required information

# Contract Summary Report

- The report shows all expenditure and supplemental cost category information for a selected contract.

## Cash Draw and Monthly Expenditure Reporting System

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### Contract Summary Report

As of January 9, 2004

This report shows all expenditure and supplemental cost category information for the selected contract.

Filter Criteria:

Contract No.: 2904CCF000

Vendor: Any Vendor WDB-HGAC

Report Status: Monthly Posted

Program Group: CCDF

Contract Total: \$87,967,668.00

Program Type: CCF

Total Expenditures: \$21,260,579.16

Contract Status: ACTIVE

Cum. Request Total: \$26,731,952.47

Begin Date: 09/01/2003

Due To/From: -\$7,471,373.31

End Date: 08/31/2004

#### Cost Category Summary

Cost Category	Function Code	Current Budget	Cum. Expended Expenditures		Cum. Pgm. Income Earned	Cum. Pgm. Income Expended	Cum. Stand-in Costs
Administration	100	\$12,677,217.00	\$569,742.11	4%	\$0.00	\$0.00	\$0.00
CC Title XX (N8)	869	\$1,340,106.00	\$139,184.86	10%	\$0.00	\$0.00	\$0.00
CCDF Direct Care At-Risk (D6 & D7)	869	\$96,176,043.00	\$7,825,661.78	8%	\$0.00	\$0.00	\$0.00
CCDF Direct Care Choices (D3)	869	\$86,104,467.00	\$6,741,020.96	8%	\$0.00	\$0.00	\$0.00
CCDF Direct Care Transitional (D4)	869	\$31,500,000.00	\$2,555,041.88	8%	\$0.00	\$0.00	\$0.00

# Contract Monitoring Report

- Two new filters are available for this search:

- Status
- End Date

## Cash Draw and Monthly Expenditure Reporting System

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Reports List Report Filter

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### Contract Monitoring Report Filter

This report will aggregate financial information at the contract level.

Vendor:

Contract No.:

Status:

End Date:  /  /  to  /  /

Cancel Next

# Contract Monitoring Report

- This report aggregates financial information at the contract level.

## Cash Draw and Monthly Expenditure Reporting System

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### Contract Monitoring Report

22 Results found

Contract No.	Vendor	End Date	Contract Total	Cum. Expenditures (Posted)	Cum. Requests (Posted)	Due To/From
<a href="#">2901WPF001</a>	Any Vendor	06/30/2003	\$4,624,249.29	\$0.00	\$4,624,249.29	- \$4,624,249.29
<a href="#">2903CCF000</a>	Any Vendor	08/31/2003	\$7,444,134.24	\$7,444,134.24	\$7,444,134.24	\$0.00
<a href="#">2904CCF000</a>	Any Vendor	12/31/2004	\$8,153,452.36	\$8,153,452.36	\$8,153,452.36	\$0.00
<a href="#">2904CCM000</a>	Any Vendor	11/30/2004	\$672,138.76	\$672,138.76	\$672,138.76	\$0.00

# Funding Expiration Report

- The common Vendor and Program Type filters are available for this search.

## Cash Draw and Monthly Expenditure Reporting System

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Reports List Report Filter

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### Funding Expiration Report Filter

This report shows contracts with PO lines for which funds will expire in next 90 days.

Vendor:

All



Program Type:

All



Cancel

Next

# Funding Expiration Report

- Displays contracts with PO lines expiring within 90 days.

## Cash Draw and Monthly Expenditure Reporting System

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### Funding Expiration Report

As of January 9, 2004

This report shows contracts with PO lines for which funds will expire in next 90 days.

Filter Criteria:

Vendor: Any Vendor WDB-HGAC

Program Type: All

#### Any Vendor WDB-HGAC

Contract No.: 2904DOT000

Contract Total: \$324,456.00

End Date: 02/29/2004

End Date	PO Line Desc.	PO Line No.	Current Budget	Cash Balance	Cum. Request Total	Requests in Process	Available Balance
03/31/2004	04DOT000	0000020367-1	\$324,456.00	\$324,456.00	\$0.00	\$0.00	\$324,456.00

Contract No.: 2903NEG000

Contract Total: \$500,000.00

End Date: 03/30/2004

End Date	PO Line Desc.	PO Line No.	Current Budget	Cash Balance	Cum. Request Total	Requests in Process	Available Balance
03/31/2004	2903NEG000 Nat'l Reserve Grant	0000019742-1	\$500,000.00	\$225,617.87	\$274,382.13	\$0.00	\$225,617.87

# Missing Budgets Report

- A new filter option is available for this search – the Budget Year

Cash Draw and Monthly Expenditure Reporting System

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### Missing Budgets Report Filter

This report shows contract program records where cost category budgets have not been established. In order to report expenditures against these contract programs, you must first establish your cost category budgets on the Contract Program Budget Worksheet.

Vendor:

Program Group:

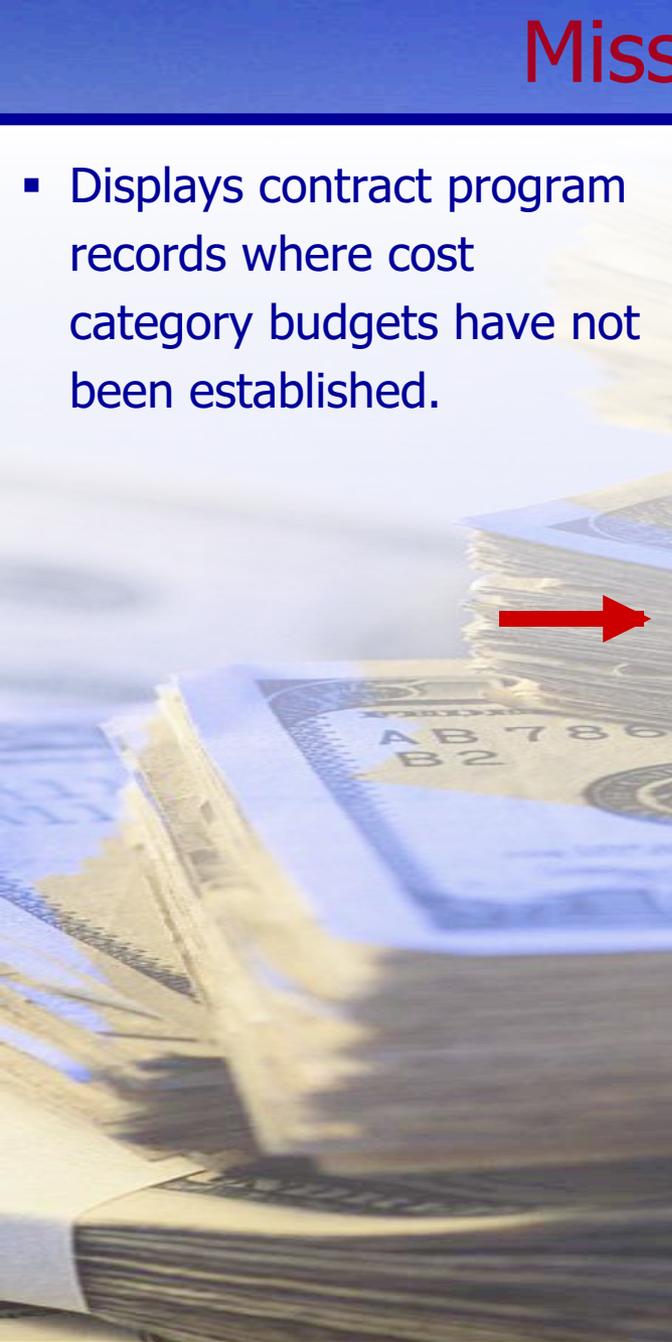
Program Type:

BY:   
(CCYY)

Next  
Cancel

# Missing Budgets Report

- Displays contract program records where cost category budgets have not been established.



Cash Draw and Monthly Expenditure Reporting System

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Reports List Report Filter Report

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## Missing Budgets Report

As of January 9, 2004

This report shows contract program records where cost category budgets have not been established. In order to report expenditures against these contract programs, you must first establish your cost category budgets on the Contract Program Budget Worksheet.

Filter Criteria:

Vendor: All  
Program Group: All  
Program Type: All  
BY: 2004

Contracts without Expenditure Report Budgets				
Vendor	Contract No.	ContractProgram	Contract Total	Contract Current Budget
Any Vendor WDB	<a href="#">2904DOT000</a>	<a href="#">TANF/FSET Transportation 2004</a>	\$26,435.00	\$26,435.00
Any Vendor WDB	<a href="#">2904RAG000</a>	<a href="#">Resource Administration Grants 2004</a>	\$5,137.00	\$5,137.00
Any Vendor WDB	<a href="#">2904VET000</a>	<a href="#">VET Operating Grant 2004</a>	\$3,889.00	\$3,889.00
Any Vendor WDB	<a href="#">2904RAG000</a>	<a href="#">Resource Administration Grants 2004</a>	\$28,701.00	\$28,701.00

# Preliminary Single Audit Report

- The typical Vendor, Program Group, and Program Type filters are available for this search.
- Date range boxes for Report Months are added.

## Cash Draw and Monthly Expenditure Reporting System

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### Preliminary Single Audit Report Filter

This report displays contract expenditure information by CFDA No.

Vendor:

Program Group:

Program Type:

Report Months \*  /  to  /   
(MM) (CCYY) (MM) (CCYY)

Next

Cancel

\* indicates required information

# Preliminary Single Audit Report

- This report displays contract expenditures by CFDA (Catalog of Federal Domestic Assistance) number.

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### Preliminary Single Audit Report

As of January 9, 2004

This report displays contract expenditure information by CFDA No.

Filter Criteria:

Vendor: All

Program Group: All

Program Type: All

Report Months: October 2003 to November 2003

#### Alamo WDB

Program Group	Contract No.	CFDA No.	Contract Amount	Total Expenditures
CCDF	<a href="#">2904CCF000</a>	93.558		\$25,415.77
	<a href="#">2904CCF000</a>	93.575		\$4,554,090.72
	<a href="#">2904CCF000</a>	93.596		\$1,315,899.83
		<b>Contract Total:</b>	\$34,097,941.00	\$5,895,406.32
		<b>Program Total:</b>	\$34,097,941.00	\$5,895,406.32

# Vendor Transaction Statistics History Report

- The date range entry boxes for Processed Date are added to this report search.

## Cash Draw and Monthly Expenditure Reporting System

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### Vendor Transaction Statistics History Report Filter

This report shows transaction status history statistics by vendor and transaction type.

Vendor:

Processed Date: \*  /  /  to \*  /  /   
(MM) (DD) (CCYY) (MM) (DD) (CCYY)

Cancel Next

\* indicates required information

# Vendor Transaction Statistics History Report

- This report shows transaction history by vendor and transaction type.
- Transactions on this report can be counted multiple times.

## Cash Draw and Monthly Expenditure Reporting System

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### Vendor Transaction Statistics History Report

As of May 30, 2007

This report shows transaction history statistics by vendor and transaction type. Transactions may be counted multiple times.

Statistics for transaction history: 03/31/2004 to 03/31/2006



Filter Criteria:

Vendor: |Any Vendor|WDB

Any Vendor WDB			
Status	Cash Draw	Adjustment	Refund
Pending	648	6	2
Submitted	645	6	2
Approved	0	6	2
Action Required	0	0	0
Error	24	0	0
PROCESSING	1311	6	4
Recalled	2	0	0
Cancelled	3	0	0
Complete	674	10	2
<b>Total:</b>	<b>3307</b>	<b>34</b>	<b>12</b>
<b>Total Vendor Transactions:</b>			<b>3353</b>

# Vendor Transaction Statistics Report

- Just like the previous history report for vendor transactions, the filters are Vendor and the Processed Date range.

## Cash Draw and Monthly Expenditure Reporting System

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### Vendor Transaction Statistics Report Filter

This report shows transaction status statistics by vendor and transaction type.

Vendor:

Processed Date: \*  /  /  to \*  /  /   
(MM) (DD) (CCYY) (MM) (DD) (CCYY)

\* indicates required information

# Vendor Transaction Statistics Report

- This report shows transaction statistics by vendor and transaction status and type.
- Transactions on this report can be counted multiple times.

Cash Draw and Monthly Expenditure Reporting System

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## Vendor Transaction Statistics Report

As of May 31, 2007

Filter Criteria:  
Transactions Processed: 05/31/2006 to 05/31/2007  
Vendor: Any Vendor

Any Vendor WDB			
Status	Cash Draw	Adjustment	Refund
Pending	1	0	0
Submitted	0	0	0
Approved	0	0	0
Action Required	0	0	0
Error	0	0	0
PROCESSING	0	0	0
Recalled	0	0	0
Cancelled	0	0	0
Complete	344	9	0
<b>Total:</b>	<b>345</b>	<b>9</b>	<b>0</b>

Total Vendor Transactions: 354

# Security Report

- For this report, Vendors can only search by the type of permission they have.

## Cash Draw and Monthly Expenditure Reporting System

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	All
Reports	Administer Users Certify Contract Closeout Packages Certify Expenditure Reports Edit Adj Edit Budgets Edit Contract Closeout Packages Edit Draws Edit Expenditure Reports Edit Refunds
This rep	Submit Adj Submit Draws Submit Refunds
Perm	View Adj View Budgets View Contract Closeout Packages View Draws View Expenditure Reports View Refunds

Report Filter

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Cancel

# Security Report

- The report shows authority permission levels.

- User ID
- User Name
- Status
- Last Modified By
- Date/Time stamp

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### Security Report

As of January 9, 2004

This report lists authority permission levels.

Filter Criteria:

Account Type: Vendor

Vendor: Any Vendor

Permission: All

#### User Security Profile Information

▲Permission	User ID	User Name	Status	Last Modified By	Date/Time
Administer Users	jadoe	Doe, Jane	Active	DUFF, LORI	08/11/2003 10:06 AM
Administer Users	jedoe	Doe, Jessica	Active	DUFF, LORI	07/03/2003 02:44 PM
Certify Expenditure Reports	padoe	Doe, Paul	Active	Duff, Lori	10/30/2003 10:02 AM
Certify Expenditure Reports	jodoe	Doe, John	Active	Duff, Lori	11/20/2003 02:27 PM

# Cash Draw and Expenditure Reporting Training

## *Review Questions*



Click to begin



# Review Questions

1. All reports are listed in the Reports List. How do you access the list?

A

Quick Nav

B

Home Page section entitled Vendor Report List

C

Home Page Expenditure Report tab

D

Home Page Report tab



# Review Questions

2. Which report displays the CFDA number?

A

Missing Budgets Report

B

Preliminary Single Audit Report

C

Security Report

D

Funding Expiration Report



# Review Questions

3. The Contract Aging Report displays contracts that will end within the next 90 days.

True

False



# Review Questions

4. Which report shows all expenditure and supplemental cost category information for a selected contract?

A

Preliminary Single Audit Report

B

Vendor Transaction Statistics Report

C

Contract Summary Report

D

All of the above



# Review Questions

5. The Contract Monitoring Report aggregates financial information at the contract level.

True

False



# End of Module Three

Click the  to repeat Module Three, or click the TOC button to go to the Table of Contents and select the section you would like to view again.

Click the  to print a Module Completion Certificate. **This is a management requirement.** When the certificate opens, type your name in the center frame, and the date in the frame in the lower right corner. When you click the date frame, a small arrow will appear on the right side of the frame. Click it to open a calendar. Clicking the highlighted date will automatically enter the current date in the frame. Print two copies – one for your records, and one for your manager. After printing, close the document **without saving it.**

TWC employees must enter their training in CHAPS. Click [here](#) for instructions on entering training in CHAPS.

Click the  in the top right corner of the screen to exit this presentation, or, if the "Red X" button is not on your screen, hit the "Esc" key on your keyboard.

