Texas Workforce Commission
Operator Classes for CashDraw Security Request Form

Operator Classes for Vendors

Operator Classes	Examples of work performed by this Operator Class
Edit Cash Draws	Add, edit and recall requests.
Submit Cash Draws	Submit and recall requests.
View Cash Draws	View requests with no ability to save changes.
Edit Adjustments	Add, edit and recall requests.
Submit Adjustments	Submit and recall requests.
View Adjustments	View requests with no ability to save changes.
Edit Refunds	Add, edit and recall requests.
Submit Refunds	Submit and recall requests.
View Refunds	View requests with no ability to save changes.
Certify Expenditure Reports	Certify reports in preparation for posting.
Edit Expenditure Reports	Edit reports.
View Expenditure Reports	View reports with no ability to save changes.
Edit Budgets	Edit budgets.
View Budgets	View budgets with no ability to save changes.
Security Administrator	Administer the permissions of other users and reset passwords.
Certify Contract Closeout Packages	Certify contract closeout packages in preparation for posting.
Edit Contract Closeout Packages	Edit contract closeout packages.
View Contract Closeout Packages	View contract closeout packages without ability to update or save.

Operator Classes for TWC

Operator Classes	Examples of work performed by this Operator Class
Cancel Draws	Cancel requests.
View Draws	View requests with no ability to save changes.
Approve Adjustments	Approve, cancel or require vendor action for adjustments.
Edit Adjustments	Edit adjustments.
View Adjustments	View requests with no ability to save changes.
Approve Refunds	Approve, cancel or require vendor action for refunds.
Edit Refunds	Edit refunds.
View Refunds	View requests with no ability to save changes.
Administer Codes	Establish and maintain system codes.
Establish Parent Programs	Establish parent program and distribute to vendors.
Change Budget Rules	Edit budget rules and cost category information.
View Budgets	View budgets with no ability to save changes.
Export Final Expenditures	Export final and revised final vendor expenditure data to ISAS.
Export Monthly Expenditures	Export monthly vendor expenditure data to ISAS.
Initiate Revised Reports	Authorizes vendor to submit a revised final expenditure report.
View Expenditure Reports	View reports with no ability to save changes.
Supplemental Data	Enter vendor bond liability and total contract supplemental amount.
Lock Vendor Account	Lock/Unlock vendor for draws, adjustments, refunds.
Administer Application	Add or update system messages.
Administer Email Notification	Establish email notification rules and recipients.
Administer Users	Administer the permissions of other users and reset passwords.
Accept Contract Closeout Packages	Accept, Return or Cancel contract closeout packages.
View Contract Closeout Packages	View contract closeout packages without ability to update or save.