

Cash Request Handbook Workforce Investment Act Job Training Automation System

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**Cash Request Handbook
Workforce Investment Act
Job Training Automation System**

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PURPOSE

The purpose of the Cash Request Handbook (handbook) is to provide instructions to any subgrantee of WIA funds and other types of funds, who has entered into a binding contract with the Employment Development Department (EDD), and needs cash to meet their expenditures for the programs. This handbook will provide information needed to order cash using the EDD automated Job Training Automation (JTA) system. The handbook will also address the process to follow when entities must manually order cash using a hard copy request form.

DESCRIPTION OF JOB TRAINING AUTOMATION SYSTEM

The JTA is a database that contains the financial data for each Workforce Investment Act grant and other types of funds issued by the Federal Department of Labor (DOL) through the State of California Employment Development Department. The JTA is used by all subgrantees, including staff in each of California's Local Workforce Investment Areas (LWIA's), and the staff in EDD. Subgrantees use the JTA to record expenditures against each grant and to request cash to cover those expenses. The EDD uses it to monitor contract compliance and grant expenditures. The data in the JTA may be used for audit purposes at the federal, state and subrecipient levels.

SETTING UP ACCESS TO JTA

Access to JTA is controlled by the Workforce Services Division (WSD) of EDD. Within the JTA, the cash request screens are protected by an extra layer of security that is controlled by the Fiscal Programs Division (FPD).

- To register new users, complete the JTA User Registration Form (URF). The form is available in Word Format. Complete, print, sign and mail the form to EDD's FPD. Complete instructions and mailing address are on the form.
- EDD will notify you by phone when user IDs are available for use.
- Subgrantees and EDD share the responsibility to maintain the security of the JTA. Each JTA user must have a user ID and personal password. Users must not share user IDs or personal passwords.
- Please request JTA access for new employees as soon as it is known that they will be using the database.
- Please use the User Registration Form (URF) to notify EDD when registered JTA users no longer need JTA access.
- Remember to submit an URF when there are staffing changes in the office.

The JTA User Registration Form (URF) is at the back of this handbook.
Please remember to sign page 2 of the form before mailing it to EDD.

LOGGING INTO JTA

The screen shown below appears when a user connects with JTA for the first time. If it does not appear, call the JTA Help Desk at (916) 653-0202.

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telnet (f10c01)
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WARNING

Any person who, without authorization, accesses or attempts to access, or who tampers, interferes or damages any computer network, computer system, computer program or software or computer data maintained by the Health & Welfare Agency Data Center is subject to civil and/or criminal prosecution under all applicable state and federal laws.

login:

- Type your personal login ID at the “login” prompt. All user IDs are in lower case. Press <Enter>
- The first time you log on to JTA, your user ID is your start-up password. The prompt will request a new password and confirmation of the new password. The next time you log on to JTA, the new password will be accepted.
- JTA passwords must have five to eight characters. They can contain upper and/or lower case letters, and/or numbers.
- JTA passwords do not expire.
- To reset your personal password, call the JTA Help Desk at (916) 653-0202.

SETTING UP ACCESS TO THE CASH REQUEST SCREEN

The JTA user who is designated on the URF as the Cash Password Holder (Code P) must set up a cash password for the office. Unlike the personal user ID and password, this Cash Password is shared by all staff members who are authorized to make cash requests.

This additional password ensures that banking information can be kept secure in EDD.

Each office should have at least two people authorized for cash requests. This will minimize disruption during absences or when there are staffing changes.

To set up a cash password, the Cash Password Holder must log on to JTA and go to the Enter Password (EPWD) screen. Navigate to EPWD by following the path shown in the table below.

To choose a menu item, either arrow to the choice and press <Enter>, or enter the number of the choice at the prompt and press <Enter>.

NAVIGATE TO THE "EPWD" SCREEN:	
At this menu:	Choose:
Main Menu	MFO Fiscal Oversight
MFO	MCM Cash Management
MCM	EPWD Enter New Password
	Press <Enter> to display EPWD

The EPWD screen will display as shown below. Instructions for using EPWD are on the following page.

EPWD	Update
Enter New Password	
Subgrantee Code XXX	Subgrantee Name XXXXXXXXXXXXXXXXX
Old Password: _____	Old Password _____
New Password _____	Enter New Password _____

AT THIS EPWD FIELD:	ENTER THIS INFORMATION:
Subgrantee Code	<p>Enter the 3 character code (may include alpha and/or numeric) for your organization.</p> <p>New users will see a prompt to enter a new password.</p> <p>For existing users, the Old Password field will be highlighted.</p>
Old Password	<p>Enter the old password.</p> <p>If you have forgotten the password, contact the Cash Help Desk to have it reset. (916) 654-7868.</p> <p>The Cash Help Desk can only reset cash passwords, not personal JTA logon passwords. To reset a personal JTA logon password, contact the JTA Help Desk (916) 653-0202.</p>
New Password	<p>Tab to this field if the cursor does not move there automatically.</p> <p>Enter a new password of your choice. Use five to eight characters, letters and numbers. Passwords are case sensitive. Do not use special characters (&, *, /, etc.).</p>
Press <F5>	<p>The message Record/Added Updated will appear at the bottom of the screen when the new password has been accepted.</p>
Press <F3>	<p>To return to the MCM menu</p>

Remember: The cash password is shared by everyone in the office who requests cash. Tell your co-workers if you change the cash password.

CASH DELIVERY METHODS

The EDD offers subgrantees a choice of three methods for receiving cash. Use Page 2 of the User Registration Form (URF) to select the delivery method for your office. Complete only the sections of the form that apply to the delivery method you choose. Complete the form, sign it and mail it to the address provided on the form.

EDD will keep the most recent cash delivery instructions on file for each subrecipient. To change the delivery method for your office, submit a new URF to EDD showing the new preferred method.

Method 1. Direct deposit to a bank account

- The EDD will make a wire transfer to a specified bank account.
- The organization must provide the bank routing number and bank account number.
- Bank account information will be kept secure in FPD.
- Transfers will settle to the specified account on the delivery date shown on JTA, normally the second business day following the request date.
- Notify EDD promptly if your organization changes banks or bank accounts. Please use the URF to submit the change in writing.

Method 2. Deliver a check by U.S. Mail

- The EDD will mail a check to the address specified.
- Please notify EDD promptly if there is a change to your mailing address. Use the URF to submit the change in writing.
- The check will be put in the U.S. Mail on the delivery date for the cash request.

Method 3. Pick up of checks at EDD

- EDD will prepare a check for pick-up by the subgrantee's staff.
- Because of security requirements in the EDD Central Office, we must make special arrangements for each check pick up. Call the Cash Help Desk at (916) 654-7868.

CASH DELIVERY SCHEDULE

The EDD follows a three day schedule for delivery of cash.

- Day 1 is the request date.

This is the day the subgrantee makes the cash request entry to JTA.

The cut off time for requests is 2:00 pm. Requests entered to JTA after 2:00 PM will be processed the following day. If requesting cash via the JTA Contingency Cash Request Form due to unavailability of JTA, the form must be received by the Cash Help Desk by 1:30 pm to allow time for stateside data entry.

- Day 2 is processing day

On Day 2, the business day following Day 1, EDD validates each request, draws cash from the federal Workforce Investment Act grants to cover the requests and initiates wire transfers.

- Day 3 is the delivery date.

Day 3 is the business day following Day 2. This date is shown on JTA when a cash request is entered. Wire transfers will settle to the subgrantee's accounts on this date. If the delivery is to be by check, EDD will put the check in the U.S. mail, or hold it for pick up at EDD.

Example: Cash requested before 2:00 p.m. on Thursday (Day 1) will be delivered on the following Monday (Day 3). The schedule counts only the business days. If a weekend or holiday falls between the request date and the delivery date, those days are not counted in the delivery schedule.

The JTA takes state and federal holidays and furlough days into account when calculating the delivery date for cash. The date shown in JTA is the expected delivery date.

ENTERING CASH REQUEST INFORMATION

Enter cash requests on the JTA screen named Enter Cash Request Information (ECRI).

Navigate to the ECRI screen:	
At this menu:	Choose:
Main Menu	MFO Fiscal Oversight
MFO	MCM Cash Management
MCM	ECRI Enter Cash Request Information

To choose a menu item, either arrow to the choice and press <Enter>, or enter the number of the choice at the prompt and press <Enter>.

When the ECRI screen opens, the message shown below will appear Type the office's Cash Request Password and press <Enter>.

Enter Password [xxxxxxxxx] (<F3> to exit)

When the ECRI screen opens, it will already contain some information. This data in these "auto fill" fields is from tables in the database and the user ID and password that were used to log on. If any of this data is incorrect, notify the JTA Help Desk immediately. Descriptions of the data for each field are on the next page.

ECRI		Enter Cash Request Information					
Subgrantee Code:							
Cash Request Person:							
YOA:		Grant Code:					
Subgrant No.		Request No.		Delivery Date: / /			

Subgrant		0 of 0					
YOA		Subgrant No.		Request No.		Last Req. Date / /	
Grant Code	Beginning Cash Requested	Cash Disbursed	Cash Request	Ending Cash Request			
Request Total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

DATA ON THE ECRI SCREEN

IN THIS ECRI FIELD (* = entry required)	DATA DESCRIPTION
Subgrantee Code	Auto-fill field. Based on the user ID used to logon to JTA
Cash Request Person	Auto-fill field. Based on the user ID used to logon to JTA
Year Of Appropriation (YOA)	<p>Default is auto-fill with the current year. Move cursor to field and press the space bar to leave the field blank.</p> <p>If a YOA is displayed, only the grants for that YOA are available for cash requests. If the YOA is blank, cash can be requested from all open subgrants. Leave the YOA blank to make adjustments between subgrants.</p>
Grant Code	<p>Identifies funding sources within WIA grants. Each subgrant has one or more grant codes. Refer to the Subgrant/Contract Agreement for appropriate codes.</p> <p>Leave the field blank to request cash from multiple grant codes or to make adjustments between grant codes.</p> <p>Move the cursor to the field and press the space bar to leave the field blank.</p>
Subgrant No.*	Type the subgrant number in this field. Press <F1> to view a list of all available subgrants.
Request No	Auto-fill field. This is a tracking number for the cash request
Delivery Date	Auto-fill field. EDD will deliver cash on this date.
Beginning Cash Requested	Auto-fill field. The amount of cash requested to date for each grant code.
Cash Disbursed*	<p>Enter the total amount of cash disbursed. Press <Tab> to move to the next field.</p> <p>If the cash disbursed field is not accurate, JTA may calculate excess cash on hand. Cash requests may be rejected if excess cash is on hand.</p>
Cash Request*	Enter the amount of cash that will be disbursed for this subgrant within three to four working days after receipt. Requests may be entered as positive or negative, but the net total of all the requests for the day must be equal to or greater than zero.
Ending Cash Request	Auto-fill field. The Ending Cash Request field will show the total cash request for the day, by grant code.
Request Total	Auto-fill field. This is the cumulative total of all cash requests.

TIPS FOR USING THE ECRI SCREEN

To order cash from multiple grants, start with the YOA, Grant Code, and Subgrant Code fields on ECRI blank.

- If the YOA field is filled, only the grants for that year will be displayed by pressing <F1>.
- If the Grant Code is filled, only the grants for that code will be displayed.
- If the Subgrant field is filled, only that subgrant will be displayed.
- Any combination of these fields may be filled in or left blank.
- Use the spacebar to remove the default information from these fields and move the cursor to the next field.

Update the Cash Disbursed figures on ECRI before entering a cash request.

- Cash on hand must not be more than is needed for three to four working days of expenses. The JTA uses the cash disbursed figure to calculate the average daily expense for each organization. If the amount of cash being requested is more than four times the daily average, the database will ask for a note of explanation. The Financial Management Unit (FMU) will consider this note as part of the cash request approval process.
- To avoid excess cash warnings, add the amount of the cash request to the current cash disbursed figure. The formula is “Current Cash Disbursed + Today’s Cash Request = Updated Cash Disbursed”. Enter the Updated Cash Disbursed figure in the Cash Disbursed field before attempting to request cash.

The total of all cash requests for a day must be equal to or greater than \$0.00.

- Negative cash requests for one or more grant codes or subgrants within the day’s request are acceptable; however the total of all requests must be equal to or greater than \$0.00.
- To avoid error messages when making negative cash entries, make the positive cash request entries first and then enter the negative requests last. Make sure that the total of all requests never goes below zero.
- If an error message displays as you make cash adjustment entries, review your calculations and make corrections until the total cash request is equal to or greater than \$0.00. Press <F5> to file after all error messages are cleared.

After a cash request is filed, it may be updated if it is shown in “pending” status.

- Type over the existing request to update it. The “pending” flag will be cleared when the FMU approves the cash request and the request will no longer be available for update.

BENCHMARK APPROVALS

Subgrantees who are required to meet benchmarks prior to making cash requests will receive detailed instructions from their assigned Program Manager / Regional Advisor (PM/RA).

RETURNING CASH

It is sometimes necessary to return cash for a grant. This can be done through JTA if there is a valid request for cash through a different funding source. On the ECRI screen, leave the YOA, Grant Code and Subgrant code fields blank as appropriate. Enter the new request first and then enter the cash return as a negative number. The net of the two entries must be equal to or greater than zero.

A second way to return cash is to send a check to EDD. Contact your Financial Management Unit (FMU) analyst for instructions.

When entering a cash return, always enter the new cash request (positive numbers) first. When the new cash request is complete, you can enter the cash return (negative numbers) without receiving an error notice.

The total entry to ECRI for the day must be equal to or greater than zero at all times.

OBLIGATIONAL AUTHORITY

The Obligational Authority (OA) is the limit of cash available for a grant. If the amount of cash requested exceeds the OA, the following message will appear at the bottom of the screen: "Cash request exceeds OA authorized. Maximum cash request = \$\$\$\$\$\$." When this message appears, the request must be modified to an amount that does not exceed the OA.

EXCESS CASH

The Federal (DOL) and the EDD define excess cash as any amount that is not disbursed within three to four working days after receipt. Cash requests may be denied when excess cash is shown in the JTA reports.

The JTA calculates the average daily cash disbursement and compares it to the amount of cash being requested. If the cash request is more than is normally needed for four days, a notice will appear on ECRI. The notice requires a written explanation of the reason for the large request. The FMU analyst will consider the explanation as part of the cash request approval process. If there is no valid reason for the request amount, check the data entry for errors and recalculate the amount of the request. Press <F3> to exit the notification and make the correction.

The sample screen below is an extreme illustration of excess cash. The subrecipient has over \$2.7 million on hand and shows an average daily disbursement of \$275.86. The notification screen shows that, if the current cash request is approved and delivered, this office will have enough cash on hand to last 9,884 days.

WARNING: Subgrant No.	R078910	Title I – Dislocated Worker
Total Cash Deposited	\$ 2,806,625.69	
Cash Disbursements	\$ 80,000.00	
Cash in Bank	\$ 2,726,625.69	
Average Daily Disbursements	\$ 275.86	
Cash Supply = 9884.1 Days		
Comments required or <F3> to correct entry		

CONTINGENCY CASH REQUEST PROCESS

Technical difficulties occasionally prevent a subgrantee from using JTA. If this happens, call the JTA Help Desk for assistance. After the JTA Help Desk confirms that JTA is unavailable, the Cash Help Desk will accept a faxed cash request form. The form must be signed by an authorized cash request person. Staff in FPD will enter the request into JTA, and process it as usual.

- The form for faxed cash requests is on page 14 of this handbook. Send a separate form for each subgrant.
- Please call the Cash Help Desk to let the FPD staff know that you have faxed a cash request.
- Fax the signed cash request form to FPD before 1:30 p.m.
- If there are benchmarks to be met, fax the form to the PM/RA by 12:00 am. Reasonable effort will be made to approve and forward benchmark requests by 12 p.m. on the day they are received.

IN THIS FORM FIELD	ENTER THIS INFORMATION
Program Title	Usually WIA or Wagner-Peyser (WP). Check the subgrant agreement.
Grant Code	Check the subgrant agreement for the appropriate code.
Beginning Cash Requested	Enter the amount of cash that has been requested prior to today, whether it has been received or not.
Total Cash Disbursed	The amount of cash disbursed to date; include checks, wires and cash issued. The form must show the updated disbursement figures for all grant codes in any open subgrants, even if cash is not being ordered. If this information is not included, the JTA may calculate excess cash on hand and the request may be rejected.
Today's Cash Request	The amount of cash being requested. This is the amount that will be disbursed in the next three to four working days

JTA CONTINGENCY CASH REQUEST FORM

To: Cash Control Unit
 Fiscal Programs Division, MIC 70
 Employment Development Department
 P.O. Box 826880
 Sacramento, CA 94280-0001

Facsimile: (916) 654-7537
 Telephone: (916) 654-7868

SUBGRANT RECIPIENT:				
SUBGRANT NUMBER:				
DATE OF REQUEST:				
Program Title	Grant Code	Beginning Cash Requested	Total Cash Disbursed	Today's Cash Request
TOTAL				

In accordance with the fiscal provisions outlined in the subgrant agreement, this request for cash is provided for the amounts indicated above. We understand the funds will be available or deposited into our account on or about three (3) working days from the date of this request.

We understand that all information on this form must be complete and that the EDD Fiscal Programs Division must receive it by 1:30 p.m., with all necessary approvals, to guarantee same day processing.

I hereby certify that I am a duly appointed representative of the above named subgrant recipient and that, to the best of my knowledge, the above request represents our best estimate, is in accordance with the current budget provisions and does not violate the State's policy of not maintaining more cash than is necessary to meet our immediate needs at anytime.

Authorized Subrecipient Representative:

 (PRINT First and Last Name) (Signature) (Date)

Project Manager/Regional Advisor's Approval: (Only if benchmarks are required)

 (PRINT First and Last Name) (Signature) (Date)

[Form in MS Word](#)

PRINT SUMMARY OF CASH REQUEST (PSCR)

The screen named Print Summary of Cash Request (PSCR) is used to view and print reports of previous cash requests, it cannot be used to add, update, or delete any information. The PSCR screen shows all cash requests by subgrant number and grant codes. It also shows the amount of cash ordered to date.

Navigate to the PSCR screen by following the steps below:

AT THIS SCREEN:	CHOOSE:
Main Menu	MFO Fiscal oversight
MFO	MCM Cash Management
MCM	PSCR Print Summary Cash Request

USING THE PSCR SCREEN

PSCR	Print Summary of Cash Request
Retrieve Existing Report, Enter (Y)es or (N)o	
Request Date 03/14/2002	
Subgrantee Code ABC	Name ALLIANCE OF BIG CONSORTIA
Subgrant Number R078910	Year of Appropriation 2000

IN THIS PSCR FIELD:	ENTER THIS DATA:
Retrieve Existing Report, Enter (Y)es or (N)o	Enter "Y" for Yes if the report you are seeking was previously created and saved. Otherwise, enter "N" for No.
Request Date	Enter the date in mm/dd/yyyy format (e.g., 03/14/2002). JTA will return a list of cash requests up to and including the Request Date. The current date is allowable. JTA will display an error message if the Request Date is in the future.
Subgrantee Code	Auto-entry field. This is the three letter identifier assigned to the subrecipient. Tab past this field to display the organization's name as it will appear on the report.
Subgrant Number*	Type the subgrant number. Or press <F1> to select from the list of available subgrants. To select from the list, arrow to the selection, then press <Enter>.
Report Setup window	Press <F5> to file report and display the Setup Window.

USING REPORT SETUP IN PSCR

Report Setup	
Report Description: pscr	Keep 14 Days
Print: N printOpts Run Later: N Start: :	Private: N Owner:

AT THIS FIELD:	ENTER THIS DATA:
Use the space bar to toggle between Y(es) and N(o)	
Report Description	Enter a name for the report. Use letters and numbers, not special characters. Keep the report name simple and easy to remember.
Keep	Enter the number of days to keep the report available. The default setting is 14 days. The entry in this field can be any number from 0 to 365.
Print	To print the report on your office printer, press the down arrow key to select "Print". Follow the prompts on the monitor to choose the desired printer.
Run Later	Use this field to set a time to automatically run the report. Arrow to the "Print" field and press the <Space Bar> once to Y. Arrow to the "Run Later" field and press the <Space Bar> once to toggle to Y. JTA will display a preset "run-time." If this time is not appropriate, enter the exact time for the report run in the Run Later field. If the <F1> window is opened in the Report In/Out Handler (RIOH), JTA will show an "S" next to the date and time of all reports that are set to run at a later time. This means that the report is in a "sleep" mode and will run at the specified time.
Private N/Y	If "Y" is chosen, only the originator of report will be able to view it. This is useful when reports are confidential or may be sensitive.
Press <F5> to file	A "processing" message will appear at the bottom of the screen. When processing is complete, the RIOH screen will display as below.

USING THE REPORT IN/OUT HANDLER (RIOH)



AT THIS RIOH FIELD:	THESE ARE THE OPTIONS:
Report Description	Type the name of the report or press the <F1> key to see a list of all reports.
View	Choose View and press <Enter> to see the report on the monitor. To navigate the screen, use the arrow keys. Use <F3> to return to the RIOH screen.
Print	Choose Print and press <Enter>. While in the print mode, press the <Enter> key again. The message <i>“Report has been sent to the printer”</i> will display.
Printopts (printer options)	If more than one printer is listed, arrow to “printopts”. Press <Enter> and a window will show the printer you have chosen. Press <F1> to see all available printers. To select one, arrow to the selections and press <Enter>. Use <F3> to return to the RIOH.
Copy	Choose this option to duplicate a report to the <i>RIOH</i> . Arrow to “Copy” and press <Enter>. A new setup report screen will appear at the bottom of the screen. In the new screen, name the “copied” report. The name of the new report must be different than the original.
Delete	<p>Reports can be deleted from RIOH at any time. Be careful, deleted reports cannot be retrieved.</p> <p>Call up the report, arrow to Delete and press <Enter>.</p> <p>The default setting for this field is “No.” Type “Y” to delete. A message asking for confirmation will appear, answer “Y” or “N”.</p> <p>The JTA automatically deletes reports in the <i>RIOH</i> based upon the date in the “Keep” field.</p>
<u>Export and ZModem</u>	Export a report to a spreadsheet and send as a report via modem to another computer. To use this option, refer to the JTA Help Desk Manual.

JTA FUNCTION KEY CHART

Function Key	Quick Reference	Function of Key
<F1>	Help	Shows a list of all valid choices for the field in which the cursor is placed. For example, with the cursor on the subgrant/contract field, <F1> will show all valid codes for the subgrantee.
<F2>	Clear	Clears all fields of the current screen. This does not erase data that have already been submitted, only the unsubmitted data on the current screen. A message will appear: "Are you sure you want to clear? (Y/N)". "Y" is the default – press <Enter> to clear the fields. Type "N" to return to the screen.
<F3>	Exit	Exits from the current screen to the previous screen. <F3> cannot be used if changes have been entered on the screen, but are not filed. To exit without saving changes, use <F2> to clear, then <F3> to exit the screen.
<F4>	Go To	Moves the cursor from present field to another field within a form. Press <F4> and enter field number or text to match.
<F5>	File (Enter data)	Writes the record to the database, assuming all edits and other constraints have been met. Always look for the Record Added/Updated message in the lower left corner of the screen to ensure the data has been filed. On option screens, the <F5> key is the accept key. Pressing it indicates that you have finished with your selection and that the program should begin its search. Figures entered on the screen are not accepted into the database until you press <F5>, and see the Record Added/Updated message.
<F6>	Delete	Deletes a record from the database, assuming no data constraints exist.
<F7>	Previous Screen	In a multiple screen process, returns to the previous screen.
<F8>	Next Screen	In a multiple screen process, moves cursor to the next screen.

Function Key	Quick Reference	Function of Key
<F9>	Next	Moves cursor to the upper left corner of the screen and prompts for keyword of the next process user wishes to call. With this function, users may move to various processes without using the menus.
<F10>	Function Key Menu	Displays a list of function keys and allows user to scroll through and select the desired function. Pressing <F10> again closes the window.
<F11> or SHIFT <F1>	Previous Logical Process	Calls the program defined in the menu setup as the most logical previous process, after meeting any filing requirements on the current screen.
<F12> or SHIFT <F2>	Next Logical Process	Calls the program defined in the menu setup as the logical next process, after meeting any filing requirements on the current screen.
<F13> or SHIFT <F3>	Exit to Main	Exits directly to the Main Menu, after meeting any filing requirements.
<F14> or SHIFT <F4>	Conditional Operators Help	Displays a help window for conditional operators, i.e. "<", ">", "%". This is only available on print report screens where choices can be made regarding grant codes, agency codes, etc.
<F15> or SHIFT <F5>	Redraw Screen	Redraws the screen, including any information that was entered on the screen.
<F16> or SHIFT <F6>	Switch	Shows a screen within a programming screen. This is used by EDD staff for subgrant management.
<F17> or SHIFT <F7>	Client History	When used on an entry screen, displays client history for the client whose data is on the screen.
<F18> or SHIFT <F8>	Clear Field	Clears field from which the function was called and in some cases, the related fields. Sometimes it is used as a line clear.
<F19> or SHIFT <F9>	Restore	Restores and displays original data to all fields after data are changed but not filed.
<F20> or SHIFT <F10>	Print Screen	Prints what is displayed on the monitor.

ACRONYMS

DOL	Department of Labor
HHSDC	Health and Human Services Agency Data Center
WSD	Workforce Services Division
FMU	Financial Management Unit
PM	Program Manager
RA	Regional Advisor
FPD	Fiscal Programs Division
JTA	Job Training Automation System
MFO	Fiscal Oversight
MCM	Cash Management
ECRI	Enter Cash Request Information
EPWD	Enter New Password Screen
PSCR	Print Summary of Cash Request
RIOH	Report In/Out Handler
URF	User Request Form
WIA	Workforce Investment Act
LWIA	Local Workforce Investment Area
YOA	Year of Appropriation

HOW TO GET HELP WITH JTA		
<p>The Workforce Services Division maintains JTA software and administers subgrants. Fiscal Programs Division processes cash requests. For faster solutions to your problems, please call the office that seems most appropriate for your question. If your call is not answered, leave a voice mail message. Include your name, the name of the organization you work for, your phone number, and a brief summary of the problem. The EDD staff will return your call promptly.</p>		
IF YOUR QUESTION IS ABOUT:	CALL	HOURS
<p style="text-align: center;">JTA HELP DESK RE-SET JTA PERSONAL PASSWORD</p> <p>Call this line with questions about hardware, software and printers, or if you cannot log on to JTA.</p>	<p style="text-align: center;">Workforce Services Division JTA Help Desk (916) 653-0202</p>	<p style="text-align: center;">Monday – Friday 9 a.m. to 12 Noon</p> <p style="text-align: center;">Monday – Thursday ONLY 1 p.m. to 4 p.m.</p>
<p style="text-align: center;">CASH REQUESTS RE-SET THE CASH PASSWORD (ECRI PASSWORD)</p> <p>Call if your cash request is not delivered on the date you expect it. FPD staff can also answer questions about data entry to the ECRI and PSCR screens</p>	<p style="text-align: center;">Fiscal Programs Division Cash Help Desk (916) 654-7868</p>	<p style="text-align: center;">Monday – Friday 7 a.m. to 3:00 p.m.</p>
<p style="text-align: center;">EXPENDITURE REPORTING OR CONTRACT CLOSEOUT</p>	<p style="text-align: center;">Workforce Services Division FMU</p> <p style="text-align: center;">Roger Gadley-(916) 654-8060 Carol Keane-(916) 657-3545 Julie Martin-(916) 653-5294 Maria McNamara-(916) 653-0521 Wai Tin Wong-(915) 653-8213</p>	<p style="text-align: center;">Monday – Friday 7 a.m. to 4:00 p.m.</p>

JOB TRAINING AUTOMATION (JTA) USER REGISTRATION FORM

Send completed form to:

Employment Development Department Fax: (916) 654-7537
Fiscal Programs Division, MIC 70 Phone (916) 654-7868
Cash Control Unit
P. O. Box 826217
Sacramento, CA 94230-6217

EDD USE ONLY

DATE: _____

CONTACT INFORMATION

Organization name: _____

Subgrantee code (3 characters): _____

Contact name: _____ Phone: _____

Mailing address: _____

Circle or bold the programs for which this office has grants:	WIA	Wagner-Peyser	Other
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JTA USER REGISTRATION

1. Enter an Action Code in the first column to designate the action you want to make.
 A = Add a new user. The user's signature is required.
 C = Change the status of an existing user. The user's signature is required.
 D = Delete a user. No signature is required.
 The status of any registered users who are not included on this form will remain unchanged.
2. Enter a User Type Code to describe the permissions you are giving the user.
 P = Cash password holder. One user in each office must be designated to hold the cash password. This person will be the primary telephone contact person for any communications about cash requests.
 A = User can make cash requests and enter expenditure data.
 C = User can make cash requests only, cannot enter expenditure data.
 E = User can enter expenditure data only, cannot make cash requests.

ACTION CODE A = Add C = Change D = Delete	USER TYPE CODE P=password A=cash & exp C=cash only E=Exp only	NAME	SIGNATURE	PHONE	EDD USE ONLY

JOB TRAINING AUTOMATION (JTA) USER REGISTRATION FORM

CASH DELIVERY INSTRUCTIONS

Complete this section of the form to provide new or updated cash delivery instructions for EDD. Complete this section only if you need to change your delivery option or your bank account information.

Use an X in the box to the left to indicate your choice:

<input type="checkbox"/>	Please mail checks to the address provided in Section 1 of this form. (U.S. Mail Delivery)
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<input type="checkbox"/>	Please contact this office by phone when checks are issued. A staff member will pick up the check at 722 Capitol Mall, Sacramento. (Direct Pick-Up)
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<input type="checkbox"/>	Please transfer cash directly to our bank account, using the information provided below. (Inter-branch & Wire Transfers)
Bank Name:	
Bank Telephone:	
Bank Account Name:	
Account Number:	
ABA Routing Number:	

For EDD use only	Notes:
Wire Transfer Code:	
Date:	

SIGNATURE

The signature of an authorized representative of the subgrantee organization authorizes EDD to make the changes to its records as described above.

Name: _____ Date: _____

Signature: _____

[Form in MS Word](#)