TRADE ACT PARTICIPANT REPORT INSTRUCTIONS

Click on the **Reporting Menu** on the **IWDS Main Menu Screen**.

Scroll until you see the TAA Training Costs Menu. Click on TAA Cost Export.
Click **TAA Cost Export** on the **Reporting Menu.**

- Rollup Event by Name
- Rollup Event Summary
- Rollup Event Target Pop Summary - WIOA
- Rollup Event Target Pop Summary - TAA
- Rollup Event Performance Outcomes
- Rollup Event Participants with No Dets

Grants
- WIOA Plan vs Actual Summary
- Plan vs Actual Summary - 1N
- CIS Budget
- Plan vs Actual Summary - 1G
- Incumbent Worker Employer Report
- CSSI - Training Grant Registrant Summary
- Grant Transfer Exception Report
- 1S Carry-Over Participant Detail Report
- Grant Transfer History
- TAA Carry-Over Participant Detail Report
- 1E Carry-Over Participant Detail Report
- 1E Carry-Over Statewide Detail Report
- ARRA Youth 1YS/1GS Participants Report
- NEG Disaster Customers Report

Data Extracts
- Customer Info Extract
- Customer Employer Extract
- Customer Service Extract
- Customer Address Extract
- Customer Contact Info by Career Planner

Participant Periods
- Participant Periods Batch Exception

TAA Monitoring
- TAA Waiver Review
- TAA Application Only
- TAA Monitoring
- Open TAA Status Records
- 30 Day Review Entry Lag
- TAA Waiver Status Record Count by Reason
- 30 Day Waiver Review
- Quarterly TAA Participant Summary
- TAA Plan vs Actual Summary
- TAA DETS Trade Event Information
- TAA Co-Enrolled
- TAA Customers for Cost Export
- TAA Imported Costs Summary
- 60 Day Review Entry Lag
- 60 Day Training Review

Data Lag
- Application Data Lag Summary
- Enrollment Data Lag Summary
- Services Data Lag Summary
- Termination Data Lag Summary
- Application Data Lag Detail
- Enrollment Data Lag Detail
- Service Data Lag Detail
- Termination Data Lag Detail

TAA
- TAA Status Update
- Trade Agent/Liable
- TAA Approval Status Summary
- TAA Approval Status Detail

TAA Training Costs
- TAA Cost Export
- TAA Cost Import
- TAA Imported Costs Summary
- TAA Imported Costs Detail

IWDS TAA Cost Export Report - Reporting Criteria Screen

At the Reporting Criteria Screen, select your LWIA, the Year and quarter for the timeframe of the report that is being prepared to submit. The reporting timeframes are:

20XX Quarter 1	January 1, 20XX – March 31, 20XX	Report due in IWDS by April 25
20XX Quarter 2	April 1, 20XX – June 30, 20XX	Report due in IWDS by July 25
20XX Quarter 3	July 1, 20XX – September 30, 20XX	Report due in IWDS by October 25
20XX Quarter 4	October 1, 20XX – December 31, 20XX	Report due in IWDS by January 25

For the report format, select Excel Extended. When the system prompts you to, Open or Save the file. The Excel file will open with the following column headings:

Swipecard ID	Customer ID	SSN	Last Name	First Name	Year	Qtr	Cost Type	LWA	Cost Amount Quarter

Under the headings will be a list of customers in IWDS for your LWIA with their information filled in for Swipecard ID, Customer ID, SSN, Last Name, and First Name. The system will enter the LWIA, Year and Quarter you selected on the reporting criteria screen. The Cost Type will be Training, Job Search, or Relocation depending on the type of costs you are reporting. The system will enter this information on the report when it is generated. The LWIA will enter the Cost Amount Quarter information to make the report complete before it is uploaded to IWDS.

To obtain the Cost Amount Quarter data, you must first review the costs reported for the quarter in GRS for the LWIA's active Trade grant(s) on the Sub Grantee Cost Ledger Summary Screen (#362).

SUB GRANTEE COST LEDGER SUMMARY GRS SCREEN #362

To obtain the correct information on the GRS screen, enter the grant number in the fields provided Grant Number and enter the quarter (month and year) in the fields provided. Then click the <Enter> button on the left. This will narrow the costs down for the quarter being reported.

Review the training subtotal showing on the GRS screen and determine the costs by customer that are included in the training subtotal amount. Once you determine the costs by customer, enter the costs for each customer in the Cost Amount Quarter column for those customers who had costs during the quarter. If a customer did not have any costs reported in GRS for the quarter, leave the column blank.

The training subtotal on the sub grantee cost ledger summary screen #362 **MUST** match the total of all costs reported for the customers on the TAA cost export document from IWDS. If these two amounts do not match exactly, then the LWIA must reconcile the numbers until they match exactly prior to uploading to IWDS.

If the totals match, then it is time to upload the file to IWDS to report the costs. First save the file as a ".csv" file type on your computer.

Select **TAA Cost Import** on the **Reporting Menu** in IWDS.

Click **Browse** and locate the ".csv" file you saved and double click on the file. This should populate the CSV Path box in IWDS.
Click **Next** and follow the prompts on the screen.

This should complete the process of reporting the TAPR costs in IWDS.