

TRADE ACT PARTICIPANT REPORT INSTRUCTIONS

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

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FAQs
I'm Done: Log Off

Staff Menu

Case Management

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- [My Registrants](#)
- [My Exitors](#)
- [My Customers](#)
- [Search Applications](#)
- [Search Customers](#)
- [Search TAA Pending Approvals](#)

Performance Management

- [View Your LWA Goals](#)
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- [Outcomes-Preliminary\(PostQtrWages_not_complete\)](#)
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Grant Information

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- [My Grants](#)
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Entity Information

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My Information

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TAA Voucher Information

- [Search TAA Services/Vouchers](#)
- [Payment Approver Search](#)
- [Training Provider Search](#)

DETS Information

- [My Events](#)
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Training Provider Information

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- [Add Training Program](#)
- [Add Training Provider](#)
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Reporting

- [Reporting Menu](#)

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

The screenshot shows a web browser window with the following URL: http://iwds.dceo.illinois.gov/iwds/CIS2028?command=SELECT|Reporting&ISM_JSP_TS_RQST=20201030144324740&footerIdUser=2426593&footerScreenViewId=0

The browser's address bar shows the page title "Reporting Menu". The browser's menu bar includes "File", "View", "Favorites", "Tools", and "Help". The browser's toolbar shows several icons, including "Home", "IBIS", "Illinois.Gov File Transfer", "Layoff Recovery Tools for ...", "Per Diem Rates", "TradeAct, Employment & ...", and "State O".

The main content area of the browser displays a list of links organized into several categories:

- Rollup Event**
 - [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**
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 - [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](#)
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- TAA Monitoring**
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 - [TAA Plan vs Actual Summary](#)
 - [TAA DETS Trade Event Information](#)
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- TAA**
 - [TAA Status Update](#)
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 - [TAA Approval Status Summary](#)
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- TAA Training Costs**
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IWDS TAA Cost Export Report - Reporting Criteria Screen

Reporting Criteria
TAA Cost Export

LWIA: [Dropdown]

Illinois workNet(TM) Center: [Dropdown]

Year: 2021 [Dropdown]

Quarter: 1 [Dropdown]

Report Format: PDF [Dropdown]

Description: *** LEAVE THE CENTER DROPDOWN BLANK UNLESS YOU ARE LWIA 91 (STATE MERIT STAFF), THE DROPDOWN WAS ADDED FOR LWIA 91 USE ONLY ***. Purpose: To list TAA customers by Swipecard ID, Name, SSN (last 4 digits), Cost Type and Cost Quarter, and to provide for entry of TAA Costs for the Calendar Quarter. Please remember to override the default report format from PDF to Excel Extended to make the report usable for entering reporting quarter participant TAA costs by type. After you have entered the participant costs (without commas), remember to save the spreadsheet as a .csv file before exiting Excel. The .csv file format is required when importing this TAA quarter cost file.

[View Report] [Cancel]

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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
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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

ENTER	DCEO	GRANTEE REPORTING SYSTEM	10/29/20
CLEAR	HD07GPA2	SUB GRANTEE COST LEDGER SUMMARY (#362)	09:01:02
PF01	MSG 014--THERE ARE NO MORE ENTRIES TO BE VIEWED FOR THIS REQUEST		
PF02	TRANSFER TO SCREEN	PRINTER	
PF03	FFY	PROGRAM	
PF04	GRANT	GRANTEE LAKE COUNTY	
PF05	COSTS REPORTED FROM	THRU	VIEW MATCH) CASH INKIND BOTH
PF06	EXP	BUDGET	COSTS
PF07	CODE DESCRIPTION		BALANCE
PF08	1010 PAYMENT PROCESSING	26,298.00	25,588.81
PF09	ADMIN SUBTOTAL	26,298.00	25,588.81
PF10	2000 TRAINING	120,718.88	.00
PF11	2020 OCCUPATIONAL & CLASSROOM T	.00	77,680.88
PF12	2050 TRANSPORTATION ASSISTANCE	.00	4,170.23
PF13	TRAINING SUBTOTAL	120,718.88	81,851.11
PF14	GRAND TOTAL	147,016.88	107,439.92
PF15			39,576.96

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.

Reporting Menu

File Edit View Favorites Tools Help

Illinois IT Training on Cou... Home IBIS Illinois.Gov File Transfer Layoff Recovery Tools for ... Per Diem Rates TradeAct, Employment & ... State Offices, TAA

- [WIOA Plan vs Actual Summary](#)
- [Plan vs Actual Summary - 1N](#)
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- [1E Carry-Over Statewide Detail Report](#)
- [ARRA Youth 1YS/1GS Participants Report](#)
- [NEG Disaster Customers Report](#)

Grants

- [Application Data Lag Summary](#)
- [Enrollment Data Lag Summary](#)
- [Services Data Lag Summary](#)
- [Termination Data Lag Summary](#)
- [Application Data Lag Detail](#)
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- [Service Data Lag Detail](#)
- [Termination Data Lag Detail](#)

Data Lag

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

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TAA

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- [Trade Agent/Liable](#)
- [TAA Approval Status Summary](#)
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TAA Training Costs

- [TAA Cost Export](#)
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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.

The screenshot shows a web browser window with the URL https://iwds.dceo.illinois.gov/iwds/CIS2154?command=SHOW|286~RpCriteria~RpTAACostImport&!ISM_JSP_TS_RQST=20201030152429872&footerIdUser=2426593&footerScre. The browser tab is titled "Import TAA Training Costs". The page header is red and contains the IWDS logo, "Illinois Workforce Development System", and "Local Customization". A blue sidebar on the left contains a "Staff Menu" with links for "FAQs" and "I'm Done: Log Off". The main content area is titled "Import TAA Training Costs" and features a "CSV Path:" label followed by a text input field and a "Browse..." button. Below the input field is a "Next >" button. At the bottom of the main area is a "Cancel" button. A footer at the bottom of the page reads: "Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of [DCEO User Agreement](#) and [IWDS Privacy Notice](#)."