

HCSS IADT Budgetary Accounting System Texas Workforce Commission Report

As of January 02, 2011

This new report creates the magnetic media file (ICESA Format) that is to be transmitted to the TWC via the internet. The report has been Certified to operate with the TWC Quickfile 5 Process.

Location of Report File -

The resulting Report File is located on your Server Data Folder.

The directory location is **T:\CASI\REPORTS**.

(**T**=Server/Network Drive).

The created file can be found in your “**REPORTS**” directory with the title:

“TWC-WAGES-Q-YYYY”,

“Q” is the number of the reporting quarter,

“YYYY” is the year of the reporting quarter.

Quickfile 5 System Must be Installed on your Computer.

Follow the instructions from TWC on installing on your system.

Submitting Report Process :

- A) Run HCSS *Texas Workforce Commission Report*
- B) From your Desktop, Start the Quickfile Program.
- C) LMSC on “**Find & Select File**”
(locate file as outlined above)
- D) LMSC on “**TWC-WAGES-Q-YYYY**” file
- E) LMSC on **OPEN**.
- F) LMSC on **Validate** Option
- G) If no errors, LMSC on **Send**.
If errors, correct and Rerun Report (A)
- H) LMSC on **Exit**, when complete.

LMSC = Left Mouse Single Click.