New Jersey Labor and Workforce Development

Applicant User Guide
Version 1.0
NJLWD SAGE System

Table of Contents

1. Introduction

This user guide is to assist applicants with the use of the NJLWD SAGE application, including technical requirements, user assignment, application initiation, and application submission. For information on the NJLWD SAGE program itself, including program year funding levels, funding priorities, eligibility requirements, etc. please contact program area as provided in the Notice of Grant Opportunity.

2. System Requirements

NJLWD SAGE was designed so that the vast majority of computer users will be able to use the system with little or no changes to their computer environment. The four requirements that are mentioned below are common computer elements that should be already present on most machines.

NJLWD SAGE system requirements listed below can also be viewed on the system itself by clicking the “review the system requirements” link from the system homepage.

2.a. Operating System

NJLWD SAGE was designed for both of the two most common computer operating systems - Windows and Macintosh. It has not been tested and is not supported on other operating systems such as Linux and Unix. Users accessing the system from a Macintosh environment are required to have MacOS 7.5 or higher running on a PowerPC processor. Windows users are required to have an operating system that is Windows 95 or higher.

2.b. World Wide Web Connection

NJLWD SAGE is an Internet application. It is accessed via the Internet and was specifically designed for Internet usage. The Internet is the more general term that is typically used to refer to the World Wide Web. The World Wide Web consists of a vast array of content that is accessible via a web browser. For the purpose of accessing NJLWD SAGE, the standard Internet connection is via a modem connection. A modem is a piece of hardware that connects to the computer to send data through a phone line to and from the computer. Internet connections that are "faster" than a modem connection, such as cable and DSL, will improve the speed at which the system operates, but are not necessary in order to use the system. If you are in an office environment, you may already have an Internet connection, but if you are unsure, please contact your organization's network administrator.

For those using a dial-up connection over a modem, it is highly recommended that you have a modem connection speed of at least 33.6 kbps (kilobits per second).

2.c. Web Browser

This system was designed to be compatible with common up-to-date web browsers including Internet Explorer, Firefox, Safari, and Opera.

2.d. Adobe Acrobat Reader

Adobe Acrobat Reader is used to view PDF (Portable Document Format) documents. The system will automatically generate grant documents in PDF format using information that has been saved into the various narrative and budget pages. Using Adobe Acrobat Reader you may choose to view, print, or save these documents. If you do not have one you can go to www.Adobe.com and download one for free.

3. NJLWD SAGE System Homepage

To access NJLWD SAGE, type https://njsage.intelligrants.com/ into the address bar of your web browser and hit “Enter”.
The page you see should look like the image shown below.

3.a. Browser Configuration

In order to avoid various browser-related restrictions unnecessarily placed on NJLWD SAGE, please make the following configuration changes for the web-browser that you are using.

3.a.1 Internet Explorer

If you are using Internet Explorer, it is recommended that you add the NJLWD SAGE homepage to your list of trusted sites. To do this, please complete the following steps:

1) Click "Tools"
2) Click "Internet Options"
3) Click the "Security" tab
4) Click "Trusted Sites"
5) Click the "Sites" button
6) In the "Add this Web site to the zone:" textbox type “https://njsage.intelligrants.com/” and then click the "Add" button
7) Click the "OK" button, and then click the "OK" button again

4. Applicant user types

There are three security roles defined for NJLWD SAGE users: Authorized Officials, Agency Administrator, and Agency Staff. These roles have different security access to work on the applications. Once the Authorized Officials are identified and their new user accounts created, the Authorized Officials will select and enter their own organization's staff names to access NJLWD SAGE. The organization's staff entered by the Authorized Officials will be assigned to either the Agency Administrator or Agency Staff security level role. Each security role is summarized below:

NOTE: Authorized Officials will be assigning their staff in NJLWD SAGE and that information will be applicable to NJLWD SAGE. See section 4 for more information.

Authorized Officials and Agency Administrators will be able to:

- Edit and delete user account information for Agency Staff
- Initiate available grants and apply for grant applications
- Enter, update and delete information on applications
- Download and attach files to the applications
- Cancel an entire application before submission
- Submit applications, for the various applications available through NJLWD SAGE, with printable access to agreement to terms and conditions
- Modify applications with status of Modifications Required
- Check on the status of each application

Agency Staff will be able to:

- Edit their own user account information
- Enter, update and delete information on applications where permission is granted
- Download and attach files to the applications
- Modify applications with status of Modifications Required where permission is granted
- Check on the status of applications where permission is granted

Agency Staff may be internal staff or outside consultants, chosen at the discretion of each applicant.

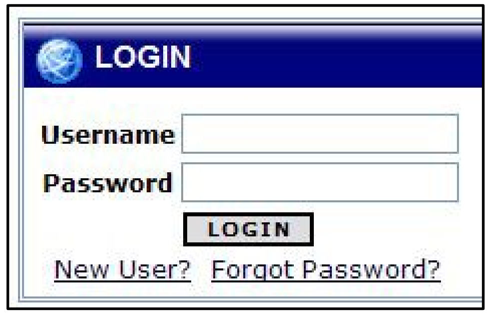
Security Roles	Control Access to Organization	Control Access to Application	Read	Write	Submit Application	Delete Application
Authorized Officials	X	X	X	X	X	X
Agency Administrators	X	X	X	X	X	X
Agency Staff			X	X		

5. Gaining Access to NJLWD SAGE

5.a. Gaining access from a system administrator

The first time that a user comes to NJLWD SAGE, they must create a new user account. Note: The Person who is to be the Authorized Official (Person signing the application) for the Organization completes the page.

To create a new user account:



1) From the NJLWD SAGE homepage click the “New User?” link located in the “Login” section.
2) Complete the user form in its entirety.
    a) Fill in all information as required. All items marked with an ‘*’ are required to create your account.
    b) The 'Username' field must consist of all letters and numbers.
    c) The 'Password' field must consist of all letters and numbers and must be at least 7 characters long.
    d) The fields 'Password' and 'Confirm Password' must be the same.
3) Click “Save” to save the data.

NOTE: Once they have created a user account and gained access to the system, they will never have to request access again. There is no need for multiple accounts within NJ SAGE even if you will be filling out grant application for additional New Jersey Departments.

Having saved your contact information, your account must then be approved by an administrator before you can access the system. If you attempt to access the system prior to getting approved/validated by a system administrator you will receive the following message:

Your account has not been validated yet.

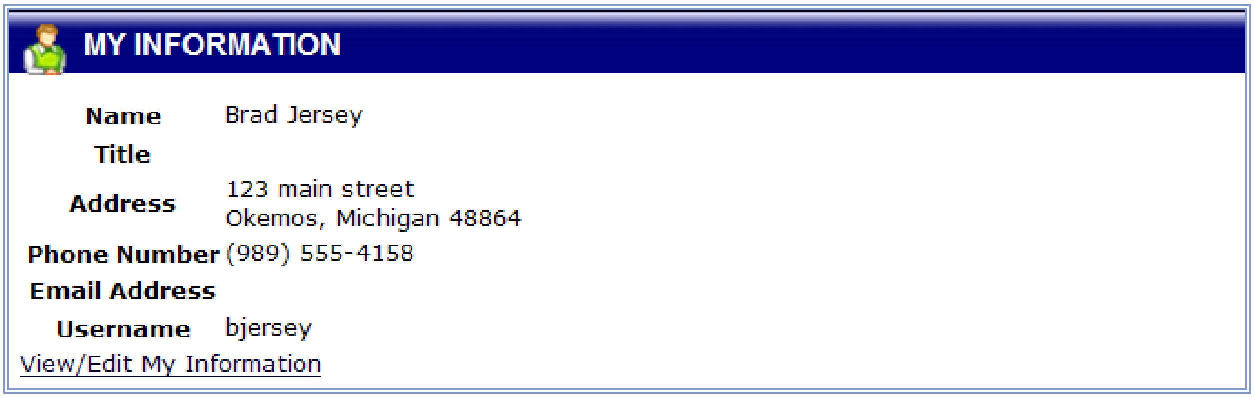
When access has been granted to you by a system administrator you will receive an email message confirming that your account has been validated.

5.b. Keeping Your Profile Information up to Date

In order to receive continued funding or to enter into new grant agreements, it is important that your contact information be as up-to-date as possible. By keeping your user record and organization record current with all of the latest changes, NJLWD SAGE staff will be able to contact you appropriately when the need arises.

If you are a member of a county or municipality then you must update your contact information in the New Jersey Department of Community Affairs (NJDCA) SAGE system. You may access this site here: https://njdcasage.state.nj.us/

Click on the “View/Edit My Information” link on your main menu.



1) You will then be brought to the Edit Your Contact Information page. To change your personal information, click “Edit.”
2) Update the form accordingly and click the “Save” button.

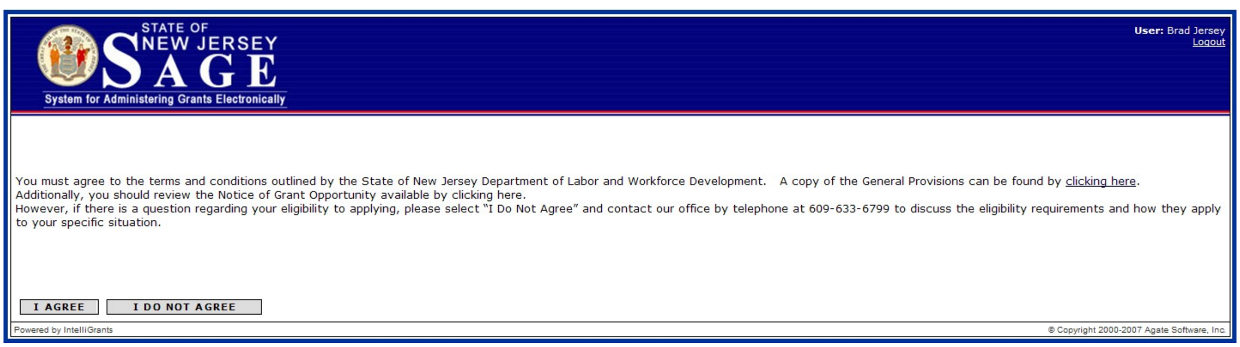
6. Initiate an Application

The Authorized Official and Agency Administrator are the two applicant security roles who may initiate applications. After the application is initiated, the work may be turned over to Agency Staff at the discretion of each applicant. In order to create an application, please follow these steps:

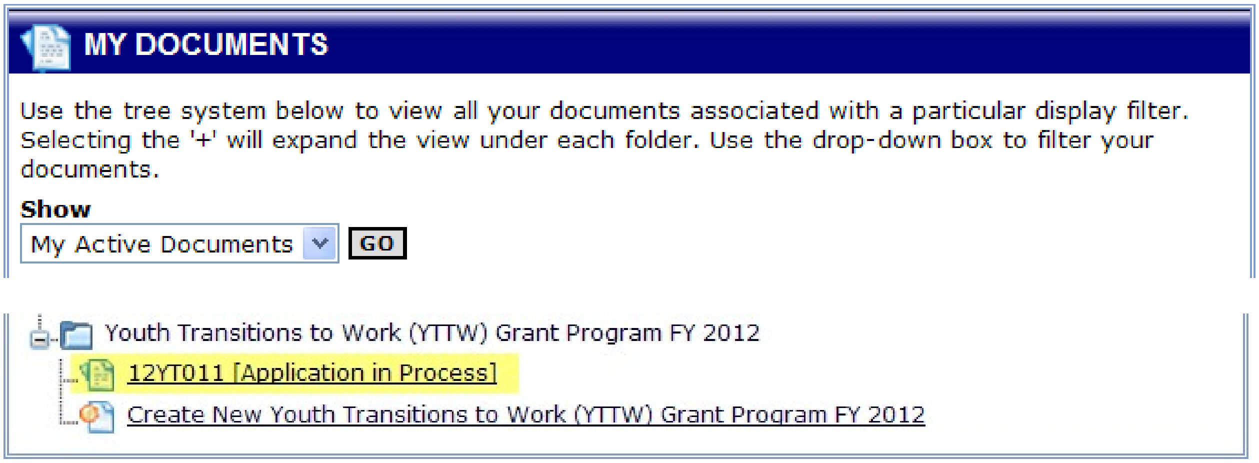
1) From the Main Menu, look at the “My Documents” section. This section will show you all of the applications where you have existing applications in the system, or where you may apply for a new grant application.

For those applications where you can apply for a new application you will see a “Create New” link. Click the “Create New” link.

2) A confirmation page will appear asking for confirmation. You must read the Terms and Conditions and by clicking the “I Agree” button you accept those conditions. An application will be created and you will be taken to the “Application Menu” to initiate the application.



Following the creation of an application, a new link (application in process) for that program will be on the Main Menu along with all of the applications created within the organization. The link to the application will appear in the “My Documents” section under the name of the grant application. When logging back into NJLWD SAGE, click this link to return to the application.

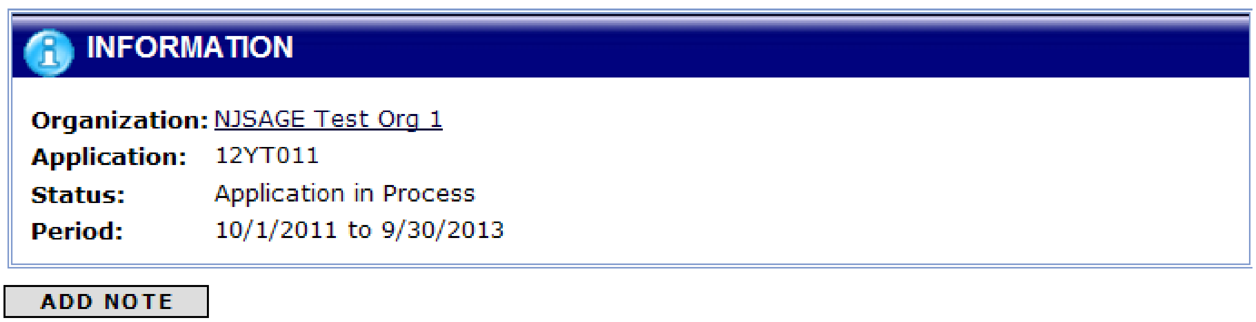


7. The Application Menu

The Application Menu is organized into various sections that help to organize the application tasks and information. These sections are described below.

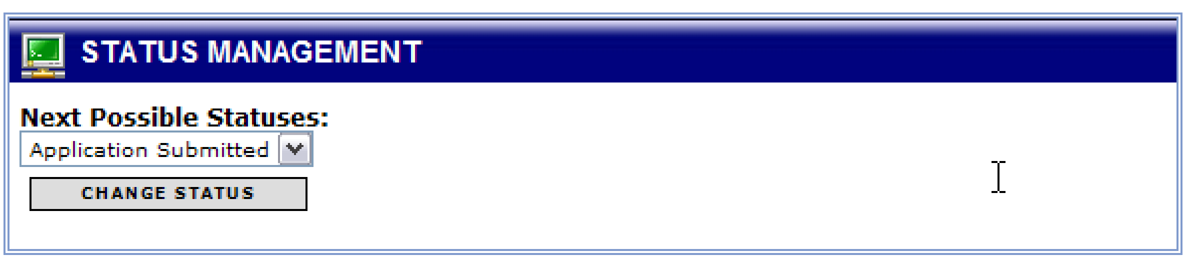
7.a. Information Section

The information in this section contains important information about the application such as the organization that initiated the application, the application identifier, the due date and the current status. This section also includes the “Add Note” button allowing for application notes to be added to the application.



7.b. Status Management Section

The Status Management section allows an Authorized Official/Agency Administrator the ability to push the application to the next status level.



7.c. Management Activities Section

The Management Activities section allows an Authorized Offidai/Agency Administrator certain administrative responsibilities such as the ability to add/edit organization and people from the application and view the status history of the application.

MANAGEMENT ACTIVITIES

- My Reports/Queries
  - **Ad-Hoc Queries**
- **Manual**
- **Training Videos**
- Administrative Links
  - Add/Edit Organizations
  - Add/Edit People
  - Check for Errors
  - Status History
  - Date Modification Request
  - View Modification History
  - Document Availability
  - **Manage Review Process**
  - View Full PDF

7.d. Forms Section

The Forms section is where the vast majority of the work in an application is completed. This section contains all of the forms that are necessary to complete prior to the application being submitted. To edit appiication forms simply click the name of the form.

FORMS

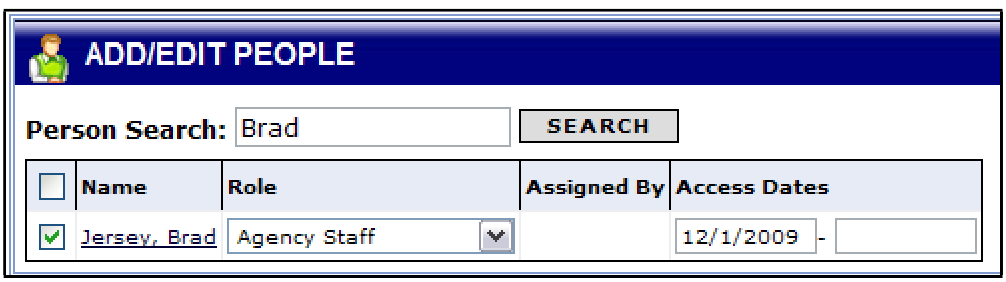
- Employer Account Verification
- Application
  - **Applicant Information**
  - **Previous Funding**
  - **Pro ject Location**
  - **Proaram Narrative**
  - **Consortium Partners**
  - Summary of Expected Outcomes
  - Occupational Area / Statement of Need
  - Organizational Commitment and Capacity
  - Schedule A - Full Time Personnel Costs
  - Schedule A - Part Time Personnel Costs
  - schedule A - Personnel Costs - No Fringe
  - Schedule 8 - Non-Personnel Costs
  - Schedule C - Direct Student Services
  - **Cost Summarv**
  - Reguired Attachments
  - Miscellaneous Attachments

8. Assigning users to an Application

The Authorized Official has administrative rights to add Agency Administrator or Agency Staff to applications. The Agency Administrator can also add Agency Staff. Users with the Agency Staff security role can assist the Authorized Official/Agency Administrator with completing the forms in the application. Any Agency Administrator or Authorized Official that is a member of the organization that is applying for a NJLWD SAGE grant will automatically be added to that application when the application is first created. Any Authorized Official, Agency Administrator or Agency Staff member who is added to the application will also be automatically added to all corresponding child objects when each is created. New users to NJLWD SAGE will not be automatically added to existing applications once created. Any user may be added to the application throughout the entire application completion process.

8.a. Assign User Access to Application

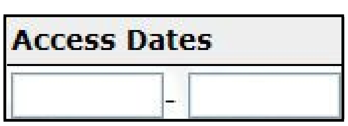
1) To add Agency Staff to an application, the Authorized Official/Agency Administrator clicks on the application of choice in the "My Documents" Section on the Main Menu.
2) Under "Management Activities" choose the Add/Edit People link.
3) Type in the name of the individual in the search criteria box and click the "Search" button.
4) From the search results, select the person, give him/her a security role (Agency Staff) and fill in the access date you would like this individual to access the application.



8.b. Remove User Access to Application

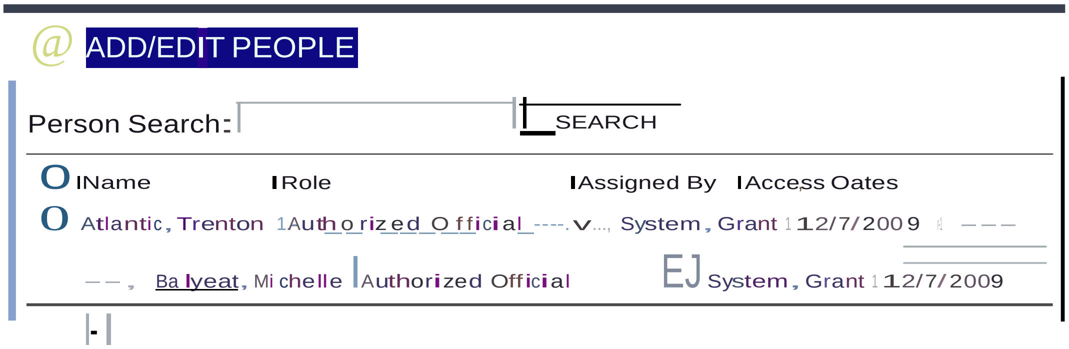
There are two ways to remove a user's access to an application. To remove a user's access to an application, on the application menu choose the "Add/Edit People" link on the Application under Management Activities and:

1) Edit the access start and/or end date for the user.



Or

2) For the desired user, in the "Selected" column, disable (uncheck) and save the page. The user will be removed from the page.



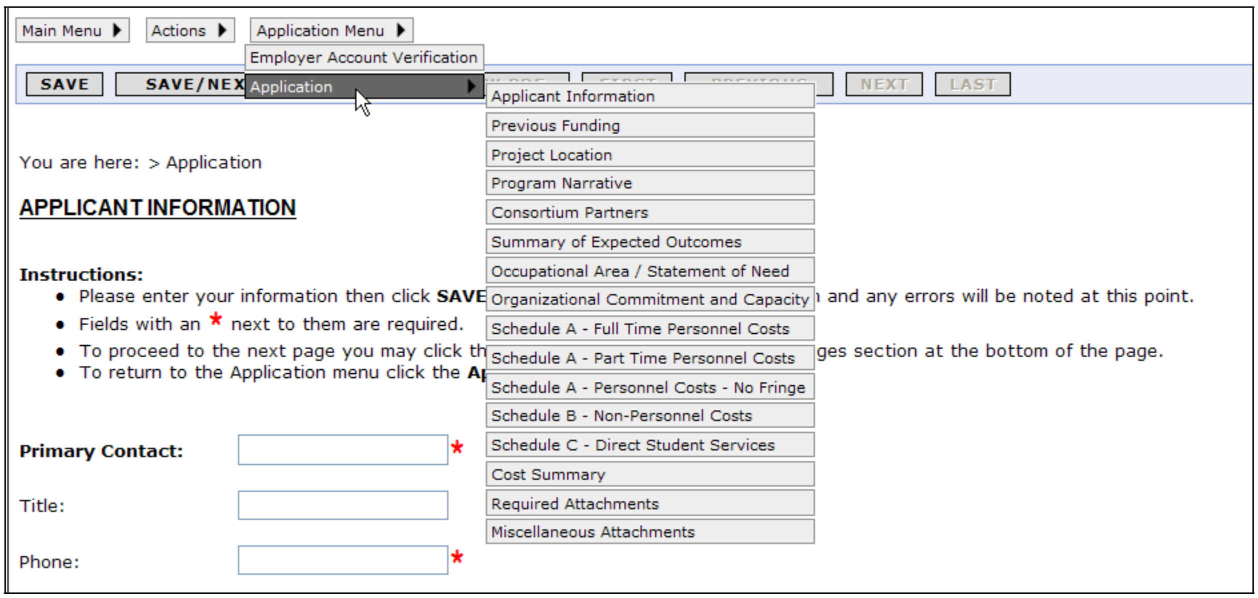
9. Application form completion

The various pages in the forms section of your application must be completed before it can be submitted. The following sections will lead you through the steps necessary for accomplishing that goal.

Forms Navigation

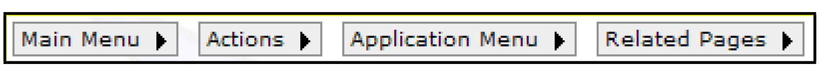
There are three basic methods for navigating through the forms of your application. You may either use the Menu at the top of any page within the application, the treeview on the Application Menu, or you may use the links listed in the Related Pages section.

The image shown below is the Menu bar from within an application page with the "Grant Application Forms" link highlighted by the cursor. To return to the Main Menu from this menu simply click the "Main Menu" link to the far left. To select a particular form in the application, hover over the "Application Menu," then the section of the link you want to access, and then click the link.

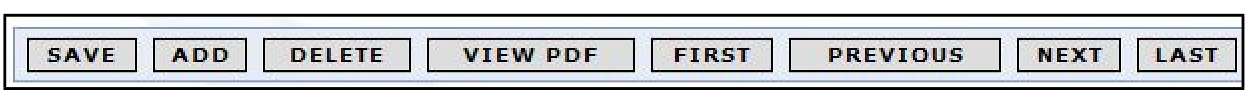


Some pages will have related information. Once you save information from a link located in the “Forms” section, you will receive a treeview of the related pages near the bottom of the page. To access one of these pages, simply click the available link.

You can also access these pages using the Related Pages menu located at the top of the page.



There are also “Next” and “Previous” buttons available on the navigation menu. You may choose to use these buttons to proceed to the next page or retreat to the previous page throughout the application’s pages. There are also “First” and “Last” buttons that will take you to the first and last pages on the application menu.



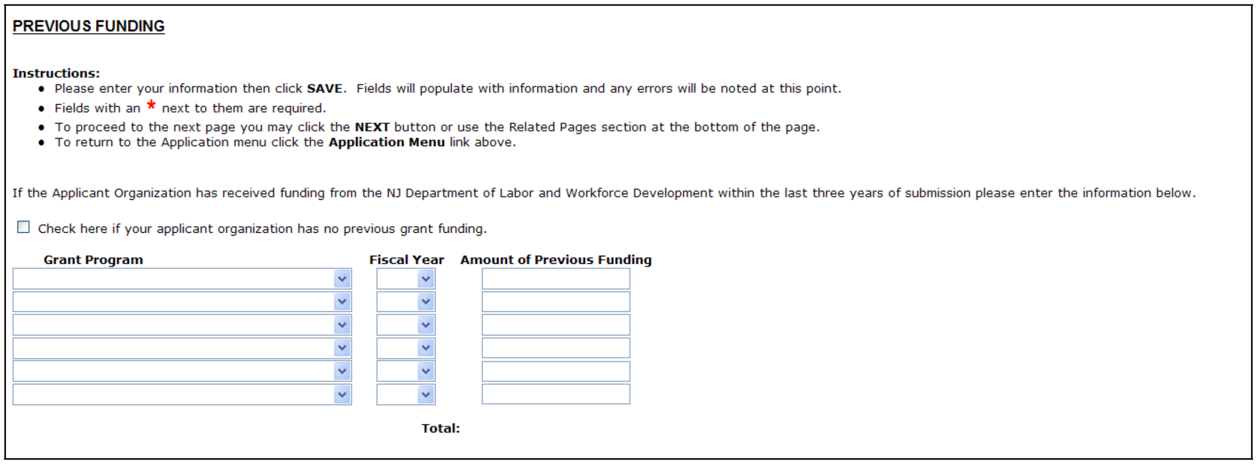
The treeview on the Application menu is another way to navigate to each of the forms in the application. You may return to the application menu after completing each page and then click on the next page.


FORMS

Employer Account Verification
- Application
  - Applicant Information (1)
  - Previous Funding
  - Project Location
  - Program Narrative
  - Consortium Partners
  - Summary of Expected Outcomes
  - Occupational Area / Statement of Need
  - Organizational Commitment and Capacity
  - Schedule A - Full Time Personnel Costs
  - Schedule A - Part Time Personnel Costs
  - Schedule A - Personnel Costs - No Fringe
  - Schedule B - Non-Personnel Costs
  - Schedule C - Direct Student Services
  - Cost Summary
  - Required Attachments
  - Miscellaneous Attachments

9.a. Form Completion

When filling out an application form it is suggested that you first complete all of those fields for which you have information. Not everyone in each organization will have all of the information necessary to complete each form. Complete as much of it as you can and then click the “Save” button. Fields followed by red asterisks are required fields.


PREVIOUS FUNDING

Instructions:
- Please enter your information then click **SAVE**. Fields will populate with information and any errors will be noted at this point.
- Fields with an * next to them are required.
- To proceed to the next page you may click the **NEXT** button or use the Related Pages section at the bottom of the page.
- To return to the Application menu click the **Application Menu** link above.

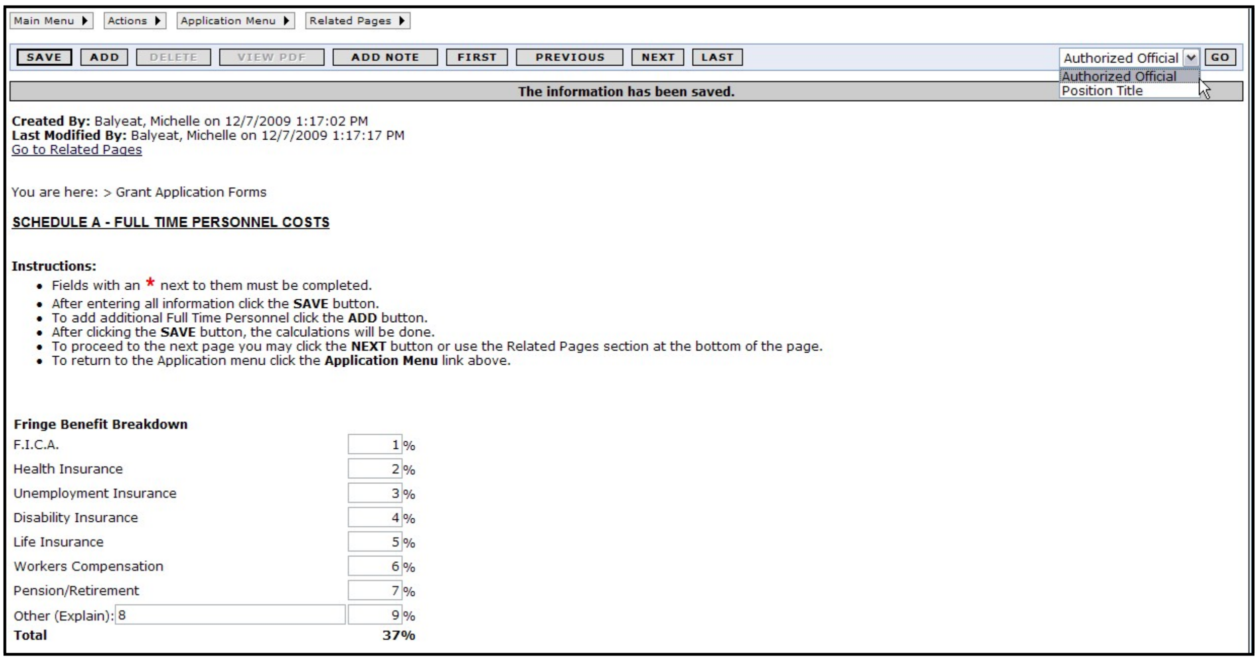
If the Applicant Organization has received funding from the NJ Department of Labor and Workforce Development within the last three years of submission please enter the information below.

☐ Check here if your applicant organization has no previous grant funding.

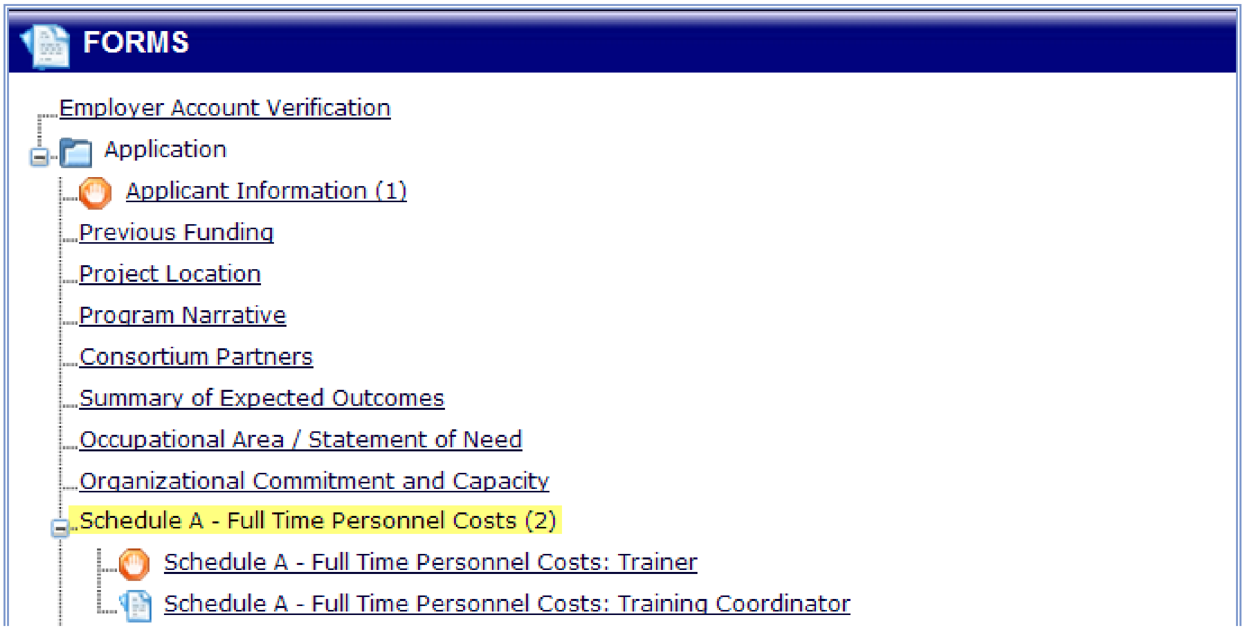
Grant Program	Fiscal Year	Amount of Previous Funding
	Total:	

In the creation of some forms the “Add” button was used to create additional forms. Any form that has an “Add” button allows you to have multiple instances of that form. The following picture shows the available “Add” button on a page that multiple pages can be created.

When multiple pages have been created for this particular form, you can choose between them. A dropdown will appear on the far right of the button toolbar.



When additional pages have been created, a number in parentheses will appear after the link to indicate the number of pages connected with the particular link.



9.b. Automatic Calculations

When possible, NJLWD SAGE will automatically calculate totals for you. The "Cost Summary" page is a good example of this. When the page is saved the system will use the values that you have entered in the text boxes on other pages and pull the values into the Cost Summary and to calculate totals. The system will show you these values and will use them to automatically generate other totals as well. Remember to click the form's "Save" button in order to perform the form calculations.

COST SUMMARY

Instructions:
- Click **SAVE** to perform the calculations. Fields will populate with information and any errors will be noted at this point.
- To proceed to the next page you may click the **NEXT** button or use the Related Pages section at the bottom of the page.
- To return to the Application menu click the **Application Menu** link above.

Cost Category	Grant Funds Requested from State	Funds fom Other Sources	Total Funds Needed
A. Personnel Cost	**$23,203**	**$18,325**	**$41,528**
Salaries/Wages	$23,000	$18,250	$41,250
Fringe Benefits	$203	$75	$278
B. Non-Personnel Costs	**$15,000**	**$1,000**	**$16,000**
Office Rent	$15,000	$1,000	$16,000
Postage	$0	$0	$0
Printing and Copies	$0	$0	$0
Office Supplies and Materials	$0	$0	$0
Promotional Items	$0	$0	$0
Phone Expense	$0	$0	$0
Conference Registration	$0	$0	$0
Mileage and Tolls	$0	$0	$0
Marketing Materials	$0	$0	$0
Promotional Materials	$0	$0	$0
General Liability Insurance	$0	$0	$0
Accounting and Auditing Services	$0	$0	$0
Website Maintenance Costs	$0	$0	$0
Other	$0	$0	$0
C. Direct Student Services Costs	**$25,000**	**$2,000**	**$27,000**
Worksite and Training Center Site Visits	$25,000	$2,000	$27,000
Student Transportation	$0	$0	$0
Tutoring and Academic Remediation	$0	$0	$0
Drivers Education Training	$0	$0	$0
Basic Skills Tests	$0	$0	$0
College Course Tuition	$0	$0	$0
Workforce Readiness Training	$0	$0	$0
Pre-Apprenticeship Occupational Training	$0	$0	$0
Student Books and Training Materials	$0	$0	$0
General Liability Insurance	$0	$0	$0
Classroom Rental Costs for Training	$0	$0	$0
Test of Adult Basic Education (TABE)	$0	$0	$0
Other	$0	$0	$0
Total Direct Cost	**$63,203**	**$21,325**	**$84,528**

9.c. Error Messages

If any information is not completed within an application form in its entirety or there are mistakes, an error message will be displayed in red across the top of the page and the icon will appear next to each page with errors on the document menu. During form completion it is not necessary to correct form errors right away. You may return to the form and fix errors at any time and if for some reason any errors remain when the application is submitted, NJLWD SAGE will require the errors to be fixed before the application is completed. See the examples below.

SAVE | SAVE/NEXT | DELETE | VIEW PDF | ADD NOTE | FIRST | PREVIOUS | NEXT | LAST

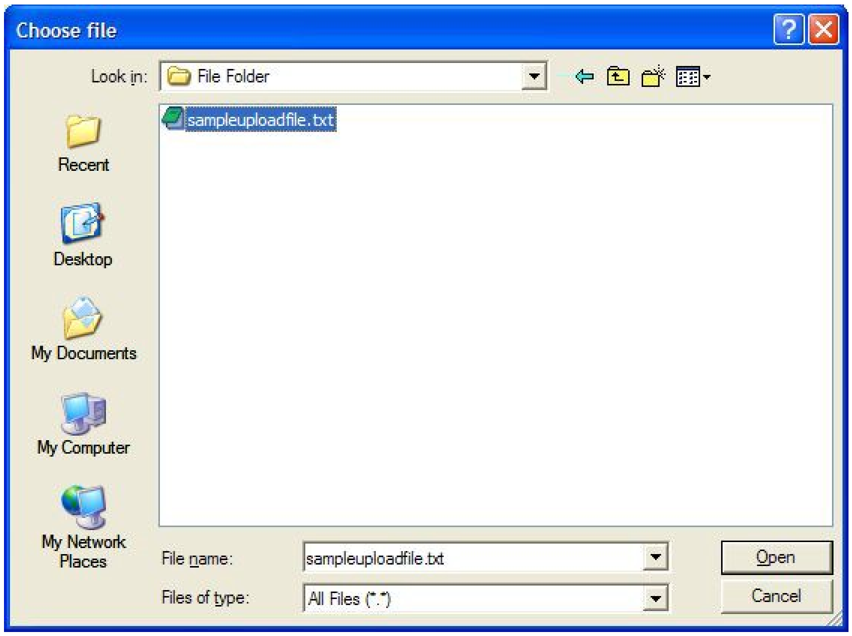
The information has been saved.

Please provide the name of the Business Manager.

9.d. Uploads & Attachments

For some pages, form fields are not enough to capture the type of information that may be required. In those situations, a file upload field may be provided to allow you to upload a file instead. All file uploads are highlighted on each page. Files of the following types are allowed as uploads, bmp, doc, gif, jpg, pdf, png, ppt, tif, txt, wpd, and xls. To upload a file, click the “Browse” button.

Browse to the folder that contains the file you would like to upload and either double-click the file or click the file and then click the “Open” button.

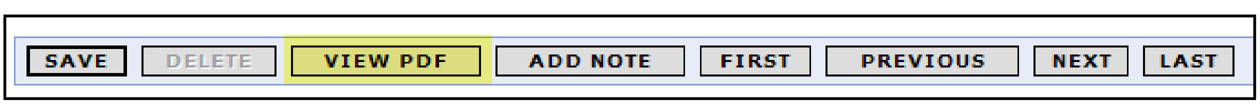


After the page reloads, you must then click the page “Save” button to save the uploaded file.

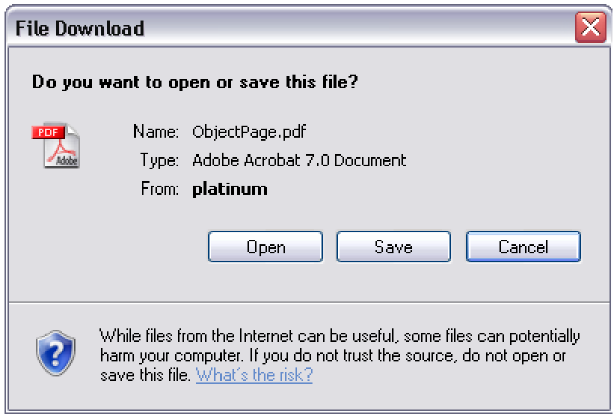
If you require assistance in scanning documents to allow for upload please contact your NJLWD SAGE staff.

9.e. View PDF

In many pages a “View PDF” button will be available that will automatically create a PDF for you with the data that you provided for each form. These dynamic PDF’s can be printed, or saved to your computer for reference. It is a good practice to review the PDF files for accuracy prior to submitting the application electronically.



Click on the "View PDF" button, click the "Open" button and the PDF will become viewable.



9.f. Cut and Paste

Applicants should be cautious while utilizing the cut and paste function of most word processing programs to transfer text into narrative boxes within the NJLWD SAGE application. NJLWD SAGE will <u>not</u> recognize certain formatting, including tables, graphs, photographs, bullets, and certain tabs. Applicants must also be aware of the character limits of each text box, as attempting to cut and paste text that is larger than the allotted amount of space will yield an error. The character limit may be found at the bottom left of each text box. Applicants may want to first cut and paste text into any standard "notepad" (or equivalent) application, which will have similar formatting like NJLWD SAGE.

10. Submitting your Application

The Authorized Official and Agency Administrator security roles are the only roles authorized to submit your Application. When the application is believed to be complete and no more changes are required, the Authorized Official or Agency Administrator can choose to submit.

It is important to note that once an application is submitted it will enter into a read-only status and cannot be changed!

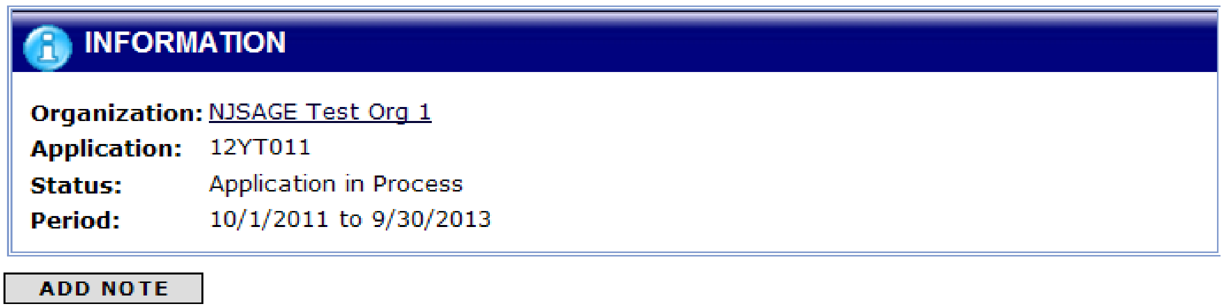
To submit, the Authorized Official/Agency Administrator must choose the 'Application Submitted' status in the Status Management section on the application menu and then click the "Change Status" button. If any errors exist in the application they will appear at that time and must be fixed before it can be submitted. If no errors exist, the Authorized Official/Agency Administrator will be prompted to confirm his or her decision.

11. Notes and Email Notifications

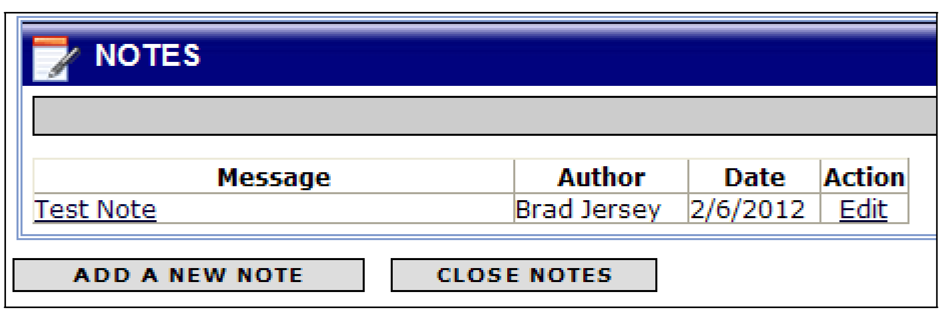
NJLWD SAGE allows for applications to have notes attached to them. These notes may be used to communicate to other organization staff members or to NJLWD SAGE staff who are assigned to the application. Notes may be added on the main menu or on specific forms. The example below displays the Notes feature from the application menu.

11.a. Adding and Editing Notes

1) Click the “Add Note/Show Notes” button.



2) Any existing notes will be shown at the top of the new window.



a) Each note has the following information: message name, author, date, and action.
b) By clicking on the message name, the note will expand showing the entire note’s message.
c) By clicking on either edit or reply under the action column, a note may either be edited (by the user who created the note) or replied (by another user).

3) To add a new note:
a) Click Add a New Note, type in the subject, message, and check the user(s) the note is meant for and click save.

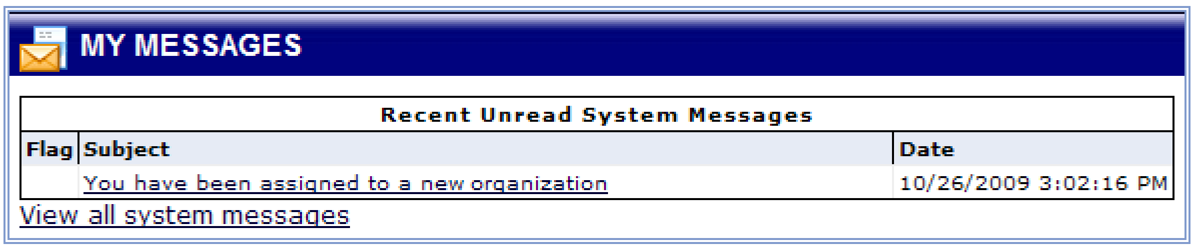
4) Click the “Close Notes” button to close the notes Window.

11.b. Automatic E-mail Notifications

Automatic email notifications may be sent to you periodically throughout the grant year. These messages will be sent via the system according to an automatic process or as the result of a user triggered event. These messages might accompany the creation of an application, the submission of an application, or a pending due-date that is approaching. These messages are intended to help you know what is occurring in the system that pertains to you or your Organization. These messages may also be sent by the State of New Jersey. In order to receive these messages it is important that you include an active, frequently used email address when creating your contact record in the system. If you provide an incorrect email address or an address to an account that is either inactive or full, you will not be able to receive these important messages.

11.c. System Messages

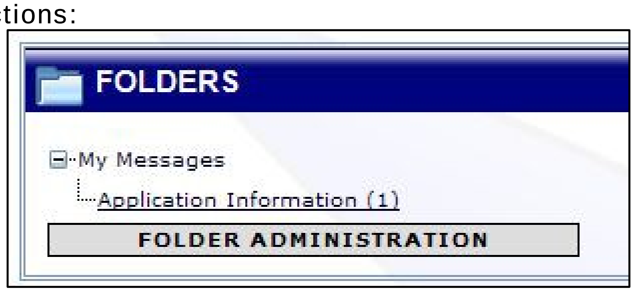
In addition to the automatic email notifications, there is an area referred to as the System Messages that manages messages sent to you either from the system itself or from the State of New Jersey. You can view or edit your System Messages by following these steps:



Click the Subject of a message or click the “View all system messages” link from the My Messages section on the Main Menu.

a) Clicking the Subject of a message will take you to the message itself. You can read the message from that screen and then may perform any of the following actions:
   (1) Click the “List” button to view a full list of your messages in your My Messages folder.
   (2) Click the “Delete” button to delete the message.
   (3) Choose a folder from the dropdown list and click the “Go” button

b) Clicking the “See All” link will bring you to the “My Messages folder” where you may perform any of the following actions:

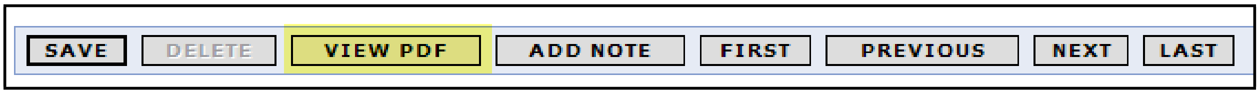


   (1) Click the Subject of a message to read a message in the folder.
   (2) Click the “Folder Administration” button to create a new folder in which to store system messages.
   (3) Click a folder name to see all of the messages in that folder.

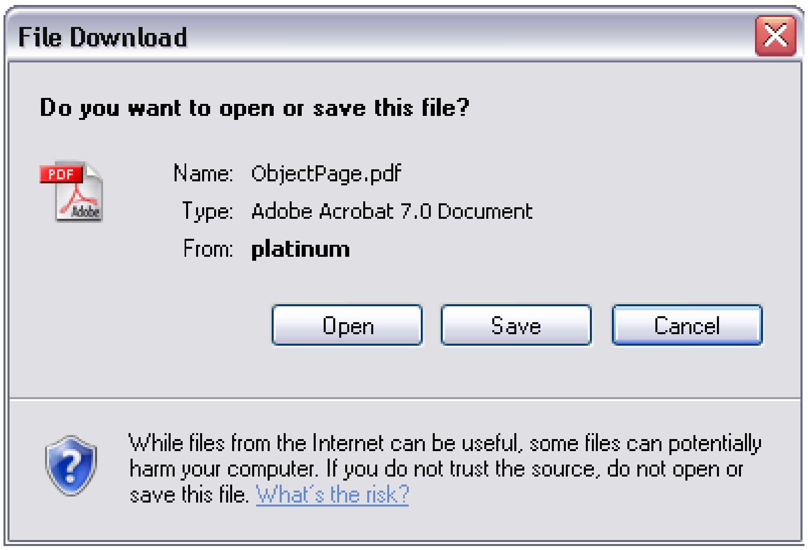
Automatic email notifications and system messages will help you to know the events that are occurring in NJLWD SAGE and will keep you up-to-date on the progress of your application related items.

12. Printable Document Function

Each individual page has the ability to print a paper copy of the page. Once the page has been saved the "View PDF" button is enabled.



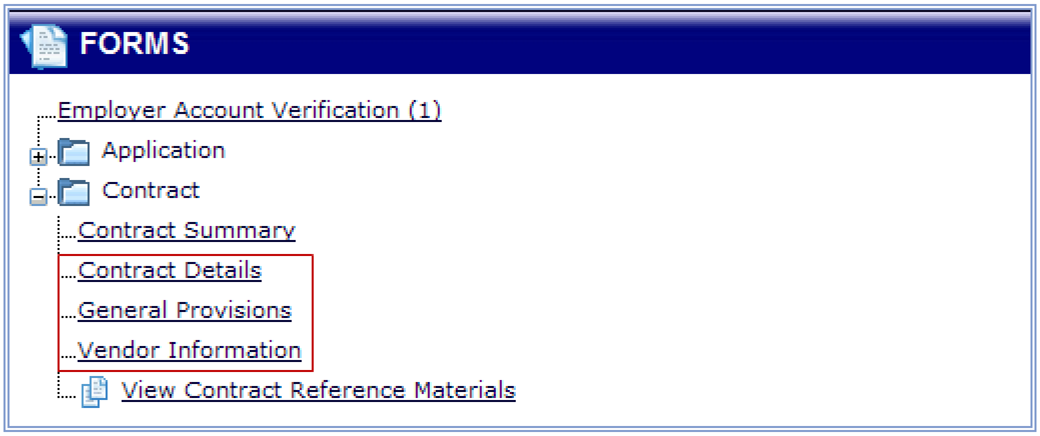
Click on the "View PDF" button, click the "Open" button and the PDF will become viewable.



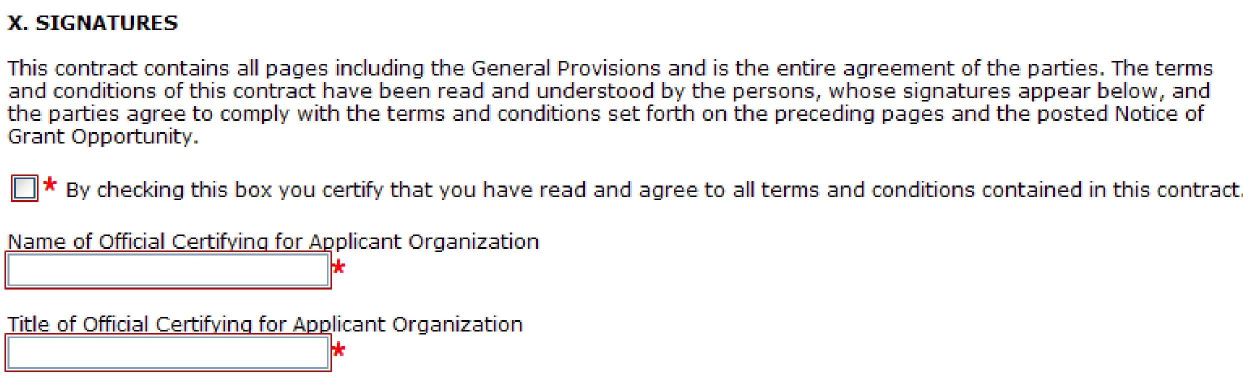
13. Contracts

Once the document reaches "Revisions/Signatures Required" the applicant is notified with a system message.

The Authorized Official/Agency Administrator should log in and complete the Contract Details, General Provisions, and Vendor Information forms under the Contract Section in the Forms Menu.



Complete all fields on the Contract Details form. The following fields constitute your electronic signature.



X. SIGNATURES

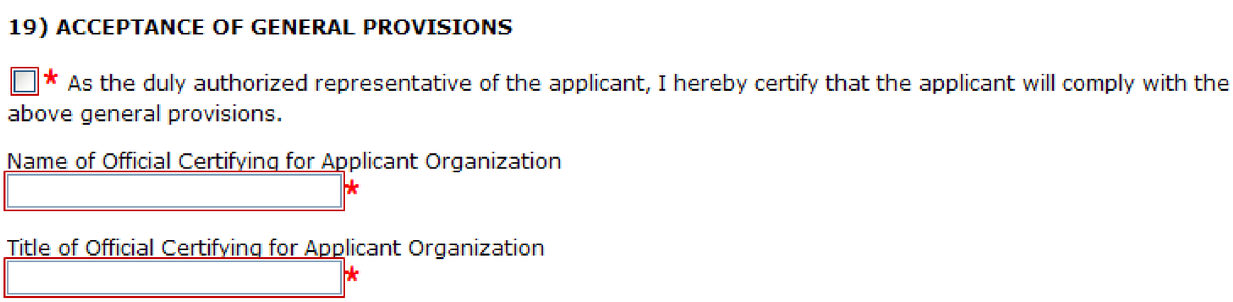
This contract contains all pages including the General Provisions and is the entire agreement of the parties. The terms and conditions of this contract have been read and understood by the persons, whose signatures appear below, and the parties agree to comply with the terms and conditions set forth on the preceding pages and the posted Notice of Grant Opportunity.

* By checking this box you certify that you have read and agree to all terms and conditions contained in this contract.

Name of Official Certifying for Applicant Organization *

Title of Official Certifying for Applicant Organization *

Complete all fields on the General Provisions form. The following fields constitute your electronic signature.



19) ACCEPTANCE OF GENERAL PROVISIONS

* As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above general provisions.

Name of Official Certifying for Applicant Organization *

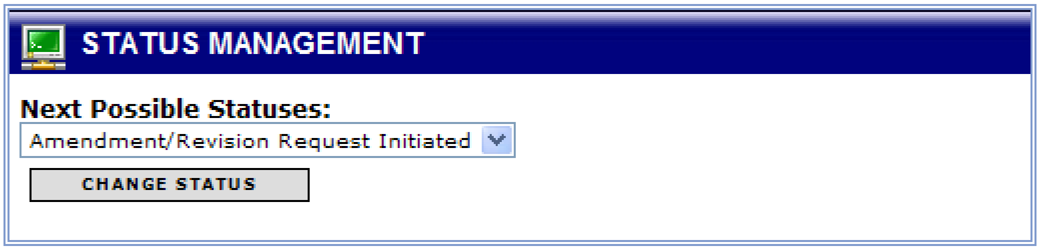
Title of Official Certifying for Applicant Organization *

Once the forms are completed, the Authorized Officia l/Agency Administrator must choose the 'Contract Negotiations' status in the Status Managem ent section on the appiication menu and then dick the "Change Status" button.

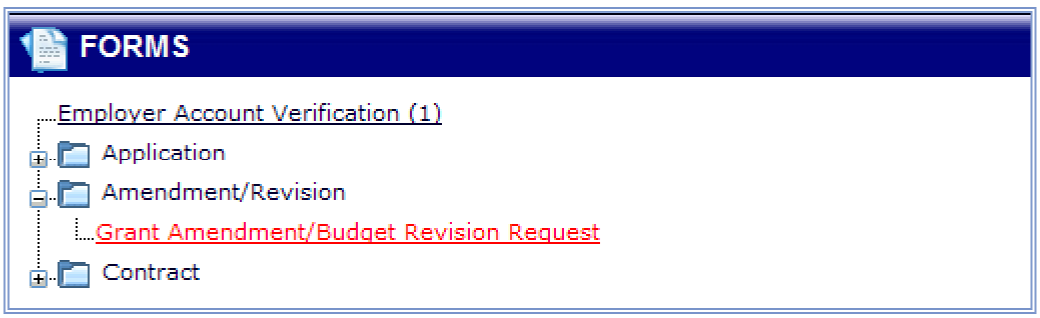
14. Amendments/Revisions

Once the grant has reached the status of “Grant Funds Encumbered” the applicant can initiate an amendment/revision request.

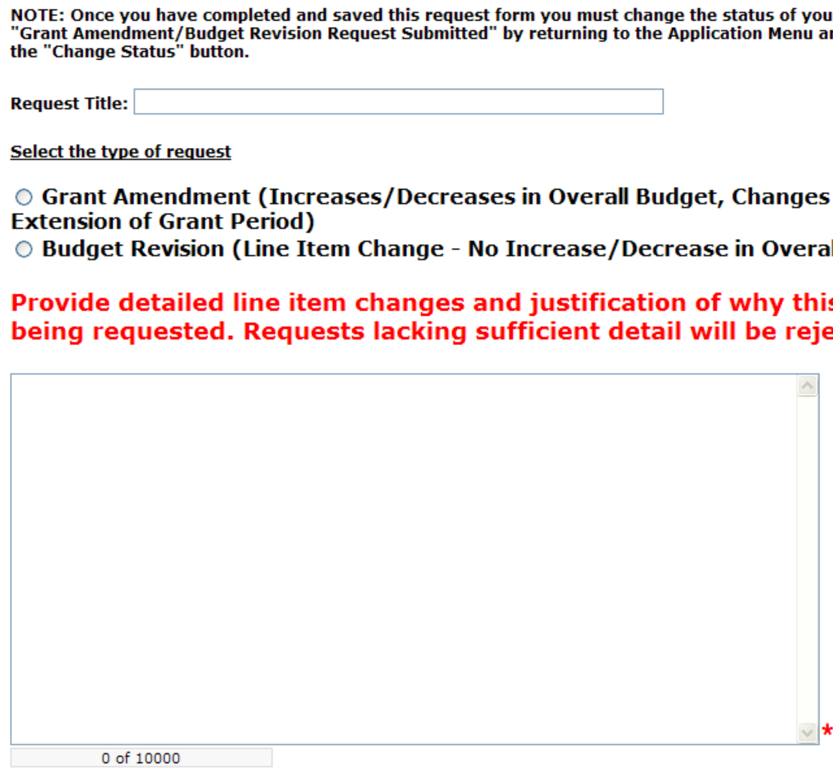
The applicant can choose the ‘Amendment/Revision Request Initiated’ status in the Status Management section on the application menu and then click the “Change Status” button.



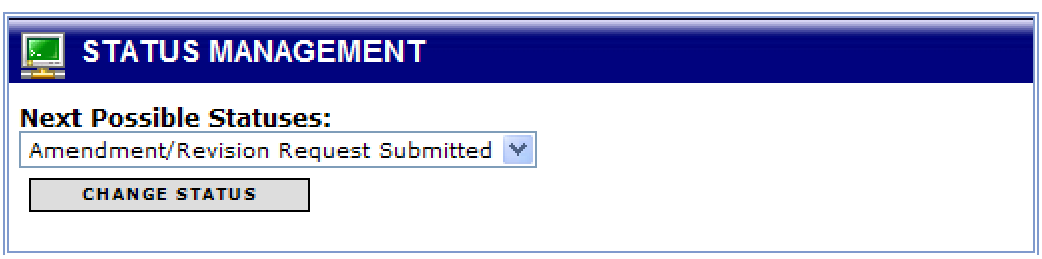
In this status the Grant Amendment/Budget Revision Request form will become available in the Forms Menu.



Complete the fields shown bellow. Additionally you may include updated budget information which will assist NJ LWD with processing your request



The applicant will fill out the form and change the status to "Amendment/Revision Request Submitted"



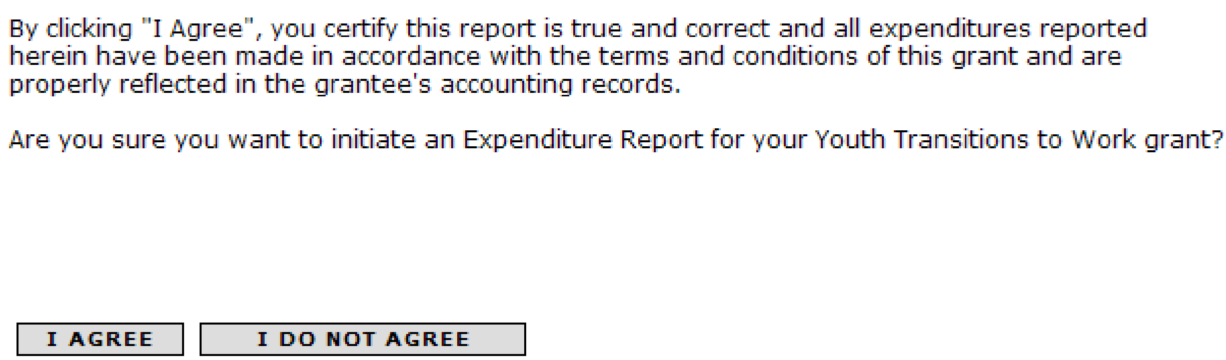
If the request is approved by LWD Staff, the applicant will receive a notification and will be able to log in, update any relevant forms, and change the status to either "Revision in Review" or "Amendment in review" in order to submit their changes.

Note: You will not be able to initiate any post award reporting (example: expenditure report) until the processing of your amendment/revision is complete.

15. Expenditure Report

Under the Related Item menu, located on the bottom right of the main application menu, one Expenditure report may be initiated for each month during the grant period.

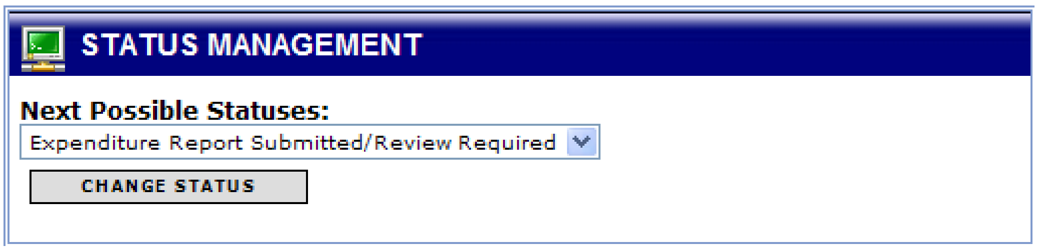
Click the Create New link under the correct month to go to the agreement page for the Expenditure Report. Click the "I AGREE" button to proceed.



In the Forms Menu, click on the Expenditure Report link and complete and save the form.

The Miscellaneous Attachments form is optional.

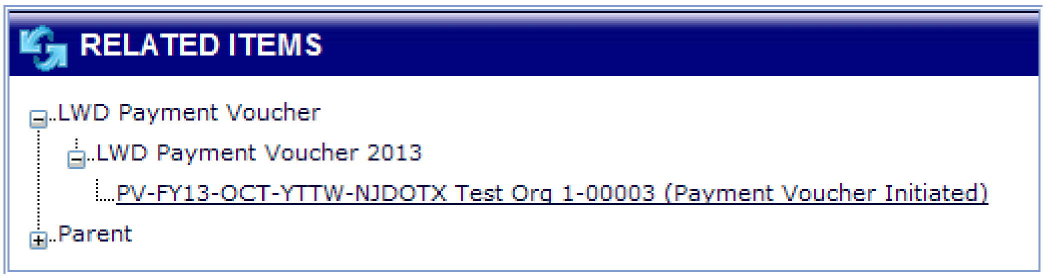
The applicant can choose the 'Expenditure Report Submitted/Review Required' status in the Status Management section on the application menu and then click the "Change Status" button.



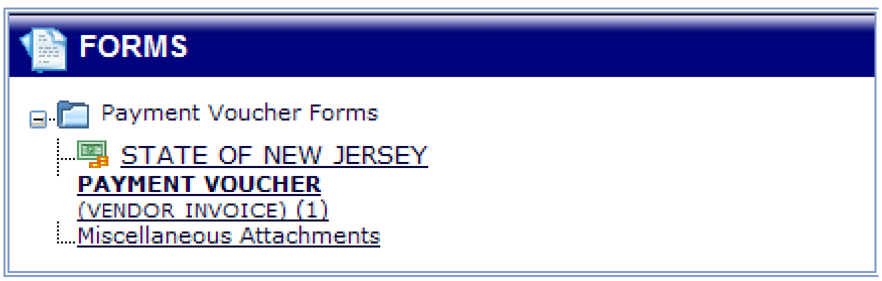
16. Payment Voucher

Once the expenditure report reaches the status of “Expenditure Report Payment/Refund Initiated” a payment voucher will be created and the grantee will receive a notification instructing them to log in and complete the payment voucher information.

A link for the payment voucher can be found under the Related Item menu, located on the bottom right of the main expenditure report menu.



The Payment Voucher form is located in the Forms Menu.
The Miscellaneous Attachments form is optional.



Complete and Save the Payment Voucher Form.

Payee Declarations

☐ By checking this box, you certify that the within Payment Voucher is correct in all its particulars, that the described goods or services have been furnished or rendered and that no bonus has been given or received on account of said document.

REFERENCE			LINE	PAYEE REFERENCE	Payment Period	AMOUNT
CD	AGY	NUMBER				
AO	062	4545PV13002		PV-FY13-OCT-YTTW-NJDOTX Test Org 1-00003		$0
AO	062	4545PV13002		PV-FY13-OCT-YTTW-NJDOTX Test Org 1-00003		$0
AO	062	4545PV13002		PV-FY13-OCT-YTTW-NJDOTX Test Org 1-00003		$0
AO	062	4545PV13002		PV-FY13-OCT-YTTW-NJDOTX Test Org 1-00003		$0
AO	062	4545PV13002		PV-FY13-OCT-YTTW-NJDOTX Test Org 1-00003		$0
AO	062	4545PV13002		PV-FY13-OCT-YTTW-NJDOTX Test Org 1-00003		$0
AO	062	4545PV13002		PV-FY13-OCT-YTTW-NJDOTX Test Org 1-00003		$0
AO	062	4545PV13002		PV-FY13-OCT-YTTW-NJDOTX Test Org 1-00003		$0
AO	062	4545PV13002		PV-FY13-OCT-YTTW-NJDOTX Test Org 1-00003		$0
AO	062	4545PV13002		PV-FY13-OCT-YTTW-NJDOTX Test Org 1-00003		$0
AO	062	4545PV13002		PV-FY13-OCT-YTTW-NJDOTX Test Org 1-00003		$0
AO	062	4545PV13002		PV-FY13-OCT-YTTW-NJDOTX Test Org 1-00003		$0
AO	062	4545PV13002		PV-FY13-OCT-YTTW-NJDOTX Test Org 1-00003		$0
AO	062	4545PV13002		PV-FY13-OCT-YTTW-NJDOTX Test Org 1-00003		$0
AO	062	4545PV13002		PV-FY13-OCT-YTTW-NJDOTX Test Org 1-00003		$0
					TOTAL:	$0

DESCRIPTION OF ITEM	AMOUNT
0 of 200	$0
0 of 200	$0
0 of 200	$0
0 of 200	$0
TOTAL	**$0**

The applicant can choose the 'Payment Voucher sent to LWD' status in the Status Management section on the application menu and then click the "Change Status" button.