

FY2019-2020 *ESEA*

Final Expenditure Report

User Instructions

Updated August 2020

The federal Coronavirus Aid, Relief, and Economic Security (CARES) Act, provided flexibility to LEAs in the use of their FY2019-2020 *ESEA* funds through waivers of specific grant requirements. As a result, there are several changes in the FY19-20 *ESEA* Final Expenditure Reports (FERs).

- If an LEA does not expend all its FY18-19 *ESEA* carryover funds by September 30, 2020, those funds will not be released automatically in the Final Expenditure Reports as in the past. The LEA may choose to either carry over those funds for one additional year or release them.
- LEAs are permitted to carry over more than 15% of their FY19-20 Title I, Part A allocation even if they had an approved waiver in FY17-18 or FY18-19. The waiver tab has been eliminated from the final report. As in the past, there are no carryover restrictions in the other titles.
- An LEA with a Title IV allocation of \$30,000 or more was permitted to use its funds to best meet its needs without regard to content-area spending requirements or completing a comprehensive needs assessment.
- An LEA with a Title IV allocation of any amount was permitted to use its funds to best meet its needs without regard to spending limits on technology infrastructure or professional development.
- LEAs were permitted to use *ESEA* grant funds to conduct time-sensitive, one-time or stand-alone professional development focused on supporting their educators to provide effective distance learning.
- Amendments were not required for budget changes related to an LEA's COVID-19 response.

More information is available at [Guidance on the Use of Federal Funds During Covid-19](#).

General Instructions

Login to the Electronic Web-Enabled Grant (EWEG) System and follow the steps below to access the FY 2020 *ESEA* Final Expenditure Reports (FER):

1. Click the 'GMS Access Select' link on the EWEG Main Menu.



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

You have been granted access to the forms below by your Security Administrator

Administrative
**LEA Central Contact-REQUIRED
Consortium Administration
GMS Access / Select
Funded Applications
Non-Funded Data Collections

2. At the top left side of the page, Select Fiscal Year **2020** from the drop-down list. On the *ESEA* Consolidated line, click 'Payments.'



GMS Access Select

Select Fiscal Year: 2020

Click for Instructions

Click to view Funding Summary

Application Name	Revision	Status	Date	Actions
IDEA	Original Application	Final Approved	7/9/2019	Open Amend Payments Review Summary
Title I Comparability	Original Application	Final Approved	10/15/2019	Open Amend Review Summary
ESEA Consolidated	Original Application	Final Approved	8/20/2019	Open Amend Payments Review Summary
CARES Emergency Relief Grant	Original Application	Final Approved	5/27/2020	Open Amend Payments Review Summary

3. Then click the '**Payments**' button on the line for *ESEA* Consolidated.

- The Payment Summary screen will open. Click ‘View Reimbursement Requests/Expenditure Reports.’

Payment Summary								
Vendor								
View Reimbursement Requests/Expenditure Reports								
Payment Summary as of 8/13/2020								
	TitleIA	TitleIReallocated	TitleISIA	TitleIIA	TitleIII	TitleIIIImmigrant	TitleIV	TitleVRLIS
Current Grant Year Allocation	\$70,206	\$0	\$0	\$16,208	\$3,849	\$0	\$10,000	\$0
(+/-) Adjustments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(+/-) Consortiums	\$0	\$0	\$0	\$0	(\$3,849)	\$0	\$0	\$0
(+/-) Transfers	\$0	\$0	\$0	\$10,000	\$0	\$0	(\$10,000)	\$0
Total Funds Available	\$70,206	\$0	\$0	\$26,208	\$0	\$0	\$0	\$0

- The Reimbursement Request/Expenditure Report Menu will open. Select an *ESEA* title from the drop-down list.

Reimbursement Request/Expenditure Report Menu	
Program <input type="text" value="Select program..."/> <ul style="list-style-type: none"> TitleIA TitleIReallocated TitleISIA TitleIIA TitleIII TitleIIIImmigrant TitleIV TitleVRLIS 	New Jersey Department of Education Send Questions to: eweghelp@doe.nj.gov

- Once a title is selected, the screen will display Reimbursement Requests for that title at the top of the page and Expenditure Reports for that title at the bottom of the page. Click ‘Create Expense Rep.’

Reimbursement Request/Expenditure Report Menu							
Program <input type="text" value="TitleIA"/>							
Reimbursement Requests:							
Select an Reimbursement Request from the list(s) below and press one of the following buttons:							
<input type="button" value="Open Request"/> <input type="button" value="Create New Request"/> <input type="button" value="Delete Request"/> <input type="button" value="Review Summary"/>							
Select	Reimbursement Request	Date Created	Date Submitted	Final Approval Date	Status	Status Date	
<input type="checkbox"/>	Reimbursement Request 2	6/15/2018	6/15/2018		Submitted to NJDOE	6/15/2018	
<input type="checkbox"/>	Reimbursement Request 1	3/26/2018	4/11/2018	4/23/2018	Approved	4/23/2018	
Expenditure Reports:							
Select an Expenditure Report from the list(s) below and press one of the following buttons:							
<input type="button" value="Open Expense Rep"/> <input type="button" value="Create Expense Rep"/> <input type="button" value="Delete Expense Rep"/> <input type="button" value="Review Summary"/>							
Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date

- The Expenditure Report will open and the Contacts page will appear. This is a read-only screen. To change the Contact information, return to the EWEG Main Menu and select **LEA Central Contacts**. Select the **most current year** and update the contact information. The information will automatically transfer to all current applications and reports.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Reserves	Submit	Application History	Application Print
<p>Contact Information Verify and/or Update LEA Central Contact Information on the Main Menu. Instructions</p> <p>LEA Central Contacts: Note: The contact data on this page are maintained within the LEA Central Contact link. Any changes to the LEA Contact information should be made in the LEA Central Contact link on the Main Menu.</p>							

- Enter information in the final expenditure report by working through the tabs from left to right and top to bottom. An instruction link is available on each page. Click on the link for further directions about completing that page. Enter expenditure amounts in whole dollars, with no cents and no dollar signs or commas.
- Once all required information has been entered in each tab, go to the Submit tab, run the Consistency Check to identify any errors or omissions, and then submit the report.
- Repeat the steps above for each *ESEA* Title in which funds were budgeted for the 2019-2020 project period. A final report is required even if the LEA has requested and received reimbursement for the total allocation in a title.

Review and Approval

The NJDOE will review each FY 2020 *ESEA* FER and contact the LEA if any revisions are required. The reports will be reviewed and approved in the order they are received, so it is best to submit as early as possible and not wait until the deadline.

Final Payments

Timely submission of the FERs is especially important if the LEA has not yet requested reimbursement for all funds expended. A final payment of any funds due will be generated automatically upon approval of an FER. Because FERs serve as final reimbursement requests, amendments to approved FERs are not permitted.

Carryover

Upon final approval of each FY2020 FER, any carryover funds, identified in the FER as either overpayment and/or net carryover, will become available to budget in the LEA's FY2021 *ESEA* grant year application. If the LEA's FY2021 *ESEA* application does not have final NJDOE approval, the LEA will budget the carryover funds as part of the original application. If however, the FY2021 *ESEA* application has received final NJDOE approval, the LEA must submit an amendment to the FY2021 *ESEA* application to budget the carryover funds.

For further assistance, please contact the EWEG Help Desk at eweghelp@doe.nj.gov

Page Specific Instructions

Contacts

This is a read-only screen. Cells are populated with the information entered in the LEA Central Contact link.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Reserves	Submit	Application History	Application Print
Contact Information		Verify and/or Update LEA Central Contact Information on the Main Menu.					Instructions

To change the contact information, return to the EWEG Main Menu and select ****LEA Central Contact-Required**.

You have been granted access to the forms below by your Security Administrator

Administrative

****LEA Central Contact-REQUIRED**

Consortium Administration

GMS Access / Select

Funded Applications

Non-Funded Data Collections

Select the most current year and click the dark blue button above to open it.

Year Selection	
Open	
Select	Year(s)
2020-2021	
<input checked="" type="radio"/>	Opened

Update and save the contact information. This information will transfer automatically to all current applications and reports. Return to the final report to continue entering data

Data Collection:		2020-2021 LEA Central Contacts			
Overview	Central Contacts	ESEA Contact	IDEA Contact	DUNS Number	General Assurances

It is important to keep the contact information up-to-date because the EWEG system sends automated emails to these addresses and because NJDOE staff use the information to contact districts about their applications, reports, and reimbursement requests. Out-of-date information may delay approvals. Update contact information whenever there are changes.

Expenditures

At the top of the page, select the 'End Period Expense' date of 9/30/2020 from the drop-down list and place a checkmark in the 'Final Expenditure' checkbox.

The screenshot shows a navigation bar with buttons for 'Contacts', 'Expenditures', 'Equipment Inventory', 'Expenditure Summary', 'Reserves', 'Submit', 'Application History', and 'Application Print'. The 'Expenditures' button is circled in red. Below the navigation bar, the 'Expenditures' page title is visible. The main form area contains two fields: 'Expenditure Period End Date' with a dropdown menu set to '9/30/2020', and 'Final Expenditure' with a checked checkbox. Red arrows point from the 'Expenditures' button to the dropdown menu and from the 'Reserves' button to the checkbox.

In the middle of the page, the **Budgeted** columns will be prepopulated with the last approved budget. Enter the total expenditures for the project period on the appropriate lines in the **Expended** columns under **Public** and, if applicable, **Nonpublic**. Enter whole numbers with no cents and no dollar signs or commas.

- All lines **except** equipment are enterable. Enter equipment costs on the **Equipment Inventory** page. Once the equipment page is completed and saved, the equipment costs will automatically transfer to the Expenditures page.
- The total Public expenditures entered cannot exceed the total Public Budget and the total Nonpublic expenditures entered cannot exceed the total Nonpublic Budget
- Once expenditures are entered, any differences between the budgets and the expenditures will be displayed in the **Difference** column on the right.
- If funds were expended in an unopened (previously unbudgeted) line and/or if the total transfers exceed 10% of the allocation, enter an explanation in the text box at the bottom of the page.
- Admin Costs may not exceed the specified percentage of **total expenditures**:

ESEA Title	Max Admin
Title I-A, Title I Reallocated, Title II-A, & Title V RLIS	5%
Title III, Title III Immigrant, and Title IV-A	2%
Title I SIA A	zero
- Be sure to click 'Calculate Totals' and 'Save Page' at the bottom of the screen.

Title I-A Only – Nonpublic Carryover

For Title I only, the nonpublic carryover is calculated at the bottom of the page. In most cases, the unexpended funds for any nonpublic students will be carried over and allocated to these students in the subsequent year. If however, a nonpublic school refuses any budgeted services for these students after the budget is approved, the refused amount will go back to the public-school district. Enter the amount of any refused nonpublic services at the bottom of the page.

For all other titles, unexpended nonpublic funds are carried over and redistributed equitably between the public and nonpublic schools.

Equipment Inventory

Equipment is any instrument, machine, furniture, apparatus or set of articles, which meets **all** the following criteria:

1. It retains its original shape, appearance and character with use;
2. It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance;
3. It is nonexpendable, that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit;
4. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year; and
5. The item costs more than \$2,000. If items with lower unit costs were purchased, include them under supplies (100-600 and/or 200-600) on the Expenditures tab.

Instructional Equipment 400-731 is used by students and instructional staff for direct instruction.

Non-Instructional Equipment 400-732 is used for support services, anything other than direct instruction for students.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Expenditure Targets	Submit	Application History	Application Print
400-731 Instructional Equipment			400-732 Non-Instructional Equipment				
Equipment Detail							Instructions
Delivery Date	Description	Manufacturer / Model	Serial / Inventory Number	Public Acquisition Cost	Nonpublic Acquisition Cost	Total Acquisition Cost	Location in LEA
2/1/2020	SmartBoard	Tele-Measurement	KQ13FFW61E0087	3999	0	3999	School Number 12
Total Inventory Expenditures				3999	0	3999	

Enter information in each column for each piece of equipment purchased:

- Delivery date – must be before the end of the project period
- Description
- Manufacturer/Model
- Serial/Inventory Number
- Public Acquisition Cost
- Nonpublic Acquisition Cost
- Location of equipment in LEA

Click ‘Calculate Totals’ and ‘Save Page’ at the bottom of the screen. The total Acquisition Cost will calculate automatically. Once the equipment pages are completed and saved, the total equipment expenditures will automatically transfer to the Expenditures page. Go back to the Expenditures page and save it.

Expenditure Summary

First complete and save the Expenditures and Equipment Inventory pages, if applicable. Then complete and save the Expenditure Summary page. If you make changes to the Expenditures or Equipment pages, come back to the Expenditure Summary page, make revisions if necessary, and then save it again.

The top of the Expenditure Summary page shows the calculation of the Final Payment or Overpayment, if any. None of these fields are enterable.

Total Reported Expenditures – As reported by the LEA on the Expenditures tab.

Paid to Date – Reimbursements requested by and paid to the LEA.

Final Payment (positive difference) – If the expenditures exceed the paid to date amount, a final payment will be sent to the district automatically upon approval of the FER.

Overpayment (negative difference) – If the paid to date amount exceeds the expenditures, the LEA was paid more than they expended, resulting in an overpayment.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Expenditure Targets	Submit	Application History	Application Print
Expenditure Summary							Instructions
Final Payment / Overpayment Calculation							
Function	Description	Total Reported Expenditures	Paid to Date	Difference			
100	Instruction	\$0	\$0	\$0			
200	Support Services	\$119,353	\$107,618	\$11,735			
400	FAC ACQ & CONSTRUCTION SERV	\$0	\$0	\$0			
520	Schoolwide	\$0	\$0	\$0			
Indirect Costs	Approved Rate 0% Derived Rate 0%	\$0	\$0	\$0			
PGM	Program Admin	\$0	\$0	\$0			
Totals		\$119,353	\$107,618	\$11,735			
			Final Payment/(Overpayment)	\$11,735			

The center of the Expenditure Summary page compares the expenditures to the budget and calculates any required refunds or releases. Only lines H and I are enterable.

A. Total Funds Available – Includes the allocation for the year being reported, plus any carryover and/or overpayments from the prior year and any transfers in from other titles.

B. Final Approved Budget – The last approved budget either from the original application or a subsequent amendment. If the final approved budget does not match the funds available, the LEA must submit an amendment before the final report can be submitted.

C. Total Reported Expenditures – As reported by the district on the Expenditures tab.

D. Previous Year Overpayment to be Offset – The amount that was paid in the previous year but not expended is available to offset expenditures in the year being reported.

D1. Expenditures Applied as Offset – The amount of the expenditures being deducted from the overpayment as an offset.

E. Previous Year Overpayment funds not Offset (D - D1) – REFUND to NJDOE – If the expenditures for the year being reported are less than the previous year overpayment then the LEA must refund the amount indicated. This amount was paid in the previous year and not expended in either the previous or subsequent year and must be returned.

Carryover Determination		
		Total
A.	Total Funds Available	\$258,401
B.	Final Approved Budget	\$258,401
Apply expenditures to prior year funds (D and G are included in A)		
C.	Total Reported Expenditures	\$119,353
D.	2018-2019 Overpayment to be offset	\$0
D1.	Expenditures (C) applied as Offset	\$0
E.	2018-2019 Overpayment funds not offset (D - D1) - REFUND to NJDOE	\$0

F. Expenditures remaining to apply to carryover (C - D1) – Reported expenditures minus the overpayment offset.

G. Prior Year Carryover – Unexpended and unpaid funds from the prior year that were carried forward and added to the current year budget.

G1. Transfers into another program – Funds that were transferred out of this title into another title thereby reducing the amount available in this title and increasing the amount available in the other title.

H. Prior Year Carryover (G - F) – If the amount on line H is greater than zero, the LEA has unexpended prior year carryover. For the FY19-20 project period year **only**, LEAs may carry over some or all of this amount for one additional year.

I. Prior Year Carryover Funds to be released – If the LEA has unexpended prior year carryover on line H and does not wish to carry it over, they may release some or all of it on this line. The release amount on this line must be equal to or less the amount on line H.

F.	Expenditures remaining to apply to carryover (C - D1)	\$119,353
G.	2018-2019 Carryover	\$93,895
G1.	Transfer into another program	\$0
H.	2018-2019 Carryover (G - F)	\$0
I.	2018-2019 Carryover funds to be released	0

The bottom of the Expenditure Summary page shows the calculation of any overpayment and/or net carryover. Lines M and N are enterable.

J. Current Year Funds Available – The current year allocation.

K. Expenditures Remaining to apply to current year funds (F – G + H) – These are expenditures remaining after any prior year carryover has been applied and any overpayments have been offset.

L. 2019-2020 Overpayment – Enter the overpayment amount indicated, if any.

M. Other 2019-2020 funds to be released – If the district is not permitted to or chooses not to carry over all or part of the unexpended funds, enter the amount to be released on this line.

N. Net 2019-2020 Carryover to 2021 (J – K – L – M) – This is the total of the unexpended funds minus any overpayments or releases.

Current Year Fund Calculations		
J.	Current Year Funds Available	\$164,506
K.	Expenditures remaining to apply to current year funds (F - G + H)	\$25,458
L.	2019-2020 Overpayment (Enter total of \$0)	0
M.	Other 2019-2020 funds to be released	0
N.	Net 2019-2020 Carryover to 2021 (J - K - L - M)	\$139,048

The total FY 2020 carryover, if any, is identified in the FER as Overpayment and/or Net Carryover:

Overpayment – funds that were budgeted and **paid, but not expended** during the FY 2020 project period. These funds may be budgeted and expended in FY 2021, but will be deducted from the FY 2021 payments until they are completely offset.

Net carryover – funds that were budgeted but **not expended or paid** during the FY 2020 project period. These funds may be budgeted, expended, and paid in FY 2021.

Important: If the LEA does *not* wish to carry over funds, they must indicate this on the FY 2020 FER by entering an amount on the release line. Once an FER is final approved with carryover, the funds can no longer be released and must be added to the FY 2021 budget.

Reserves (Title I, Part A Only)

The budgeted amounts on this page are prepopulated from Title I, Part A, Eligibility Step 4 page in the last approved 2020 *ESEA* application or amendment. Reserves are a subset of the Title I expenditures. Any amounts reported on this page should also be included on the Expenditures page. Only enter expenditures for lines in which there are budgets. Expenditures may not exceed the budgeted amount for any line.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Reserves	Submit	Application History	Application Print
Reserves							Instructions

Parent and Family Engagement is a required reserve for LEAs with allocations greater than \$500,000. It is also a restricted reserve. Any unexpended funds must be carried forward and used for the same purpose. Any FY 2019 or FY 2020 unexpended Parent and Family Engagement required funds will automatically be carried forward to FY 2021. Enter expenditures in this order:

1. Carryover – Unexpended reserves from 2019.
2. Transferability – One percent of 2020 funds transferred into Title I-A from Title II-A or Title IV-A
3. 2020 Requirement – One percent of the 2020 ESEA Allocation

Other Required Reserves – enter expenditures for any budgeted lines:

- Homeless Students
- Neglected

Optional Reserves – enter expenditures for any budgeted lines:

- Administration
- Additional LEA Parent and Family Engagement
- Preschool Programs
- District-wide Instructional Programs
- LEA Professional Development
- Teacher Incentives and Rewards
- School Improvement

Expenditure Targets (Title II, Part A and Title IV, Part A only)

The top of this page shows the total expenditures for FY 2020 as reported by the LEA on the Expenditures tab. If the LEA had expenditures but the amount on the top of the page is zero, go back and complete the Expenditures tab.

The rest of the page lists all the available Allowable Uses for FY 2020 in this *ESEA* title. Refer to your last approved FY 2020 ESEA approved application or amendment to see the allowable uses the LEA selected for this title and how much was budgeted for each Allowable Use. Come back to this page and enter amounts in the boxes next to each Allowable Use, indicating how much was expended in each category.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Expenditure Targets	Submit	Application History	Application Print
Title IIA Expenditure Targets							Instructions
Total Expenditures - (from the Expenditures tab)						103881	

The total of the amounts entered must equal the total expenditures at the top of the page.

Submit

Once all required information has been entered into each tab in the report, go to the Submit tab and run the Consistency Check. Correct any errors or omissions and then run the check again.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Expenditure Targets	Submit	Application History	Application Print
Submit							Instructions
<p>The Consistency Check must be successfully processed before you can submit your application.</p> <p>CERTIFICATION: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).</p> <p><input type="button" value="Consistency Check"/> <input type="button" value="Lock Application"/> <input type="button" value="Unlock Application"/></p>							

Once the Consistency Check has been run successfully, the application will lock and you will be ready to submit. If you wish to make additional changes before submitting, click ‘Unlock Application.’ Make any changes and then run the check again. When you are ready to submit, click ‘Submit to NJDOE.’

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Expenditure Targets	Submit	Application History	Application Print
Submit							Instructions
<p>Warning!</p> <p>You are about to make final submission of the budget information for NJDOE approval. In order to make changes to your institution's budget after clicking the submit button below you must contact NJDOE to change your application's status. The application has been locked by the consistency check process.</p> <p>CERTIFICATION: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).</p> <p><input type="button" value="Lock Application"/> <input type="button" value="Unlock Application"/></p> <p>Consistency Check was run on: 8/14/2020</p> <p>Authorized Representative <input type="button" value="Submit to NJDOE"/></p>							

Application History

This is a read-only screen. It provides information on the current status of the grant application plus a listing of all previous activity and it allows the applicant LEA to track the status of the application through the review and approval process.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Expenditures By Building	Submit	Application History	Application Print
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Application History (Read Only) Instructions

Status Change	UserId	Action Date
Submitted to NJDOE	USER012345	08-07-2020

Status Change – Identifies the type of action step that occurred (e.g., Submitted to NJDOE, Returned for Changes, Final Application Approved).

User ID – Identifies the User ID of the person who performed the action step. Federal regulations require that each user have their own unique User ID.

Action Date – Identifies the date on which the action step was performed.

Application Print

Use this tab to print some or all pages in the report. Click the name of the grant to see the sub-tabs. Click in the white boxes next to the names of the tabs to indicate which pages you wish to print, and then click the “Request Print” button. Under “Requested Print Jobs,” you will see your login and the date of the print request.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Submit	Application History	Application Print
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Selectable Application Print

NOTE: Print requests do not process immediately. The process runs hourly at the top of the hour. If you need an immediate copy of a page, use the Printer Friendly view on the respective page and print using your browser's print function.

Request Print Job

Title III

Contacts

Expenditures

Equipment Inventory

Expenditure Summary

Submit

Application History

Application Print

Request Print

Requested Print Jobs
Requested by johndoe101234 on 8/15/2018 at 10:35:29 AM
Completed Print Jobs
Completed - johndoe101234 on 8/15/2018 at 11:03:17 AM

Print jobs are processed in batches every hour on the hour. Once the hour has lapsed, go back to the print tab and you will see a link under “Completed Print Jobs.” Click the link and it will open a PDF file that you may print and/or save.

You may also print individual pages immediately by using the print function on your computer.