

District Directions for Updating Contract Data for BOCES Aid Projections


Districts should follow the steps below to update their Contract Data for BOCES Aid Projections. If you have any questions or difficulties, please contact Julia Whitney at 607-335-1269, whitneyj@dcmoboces.com.

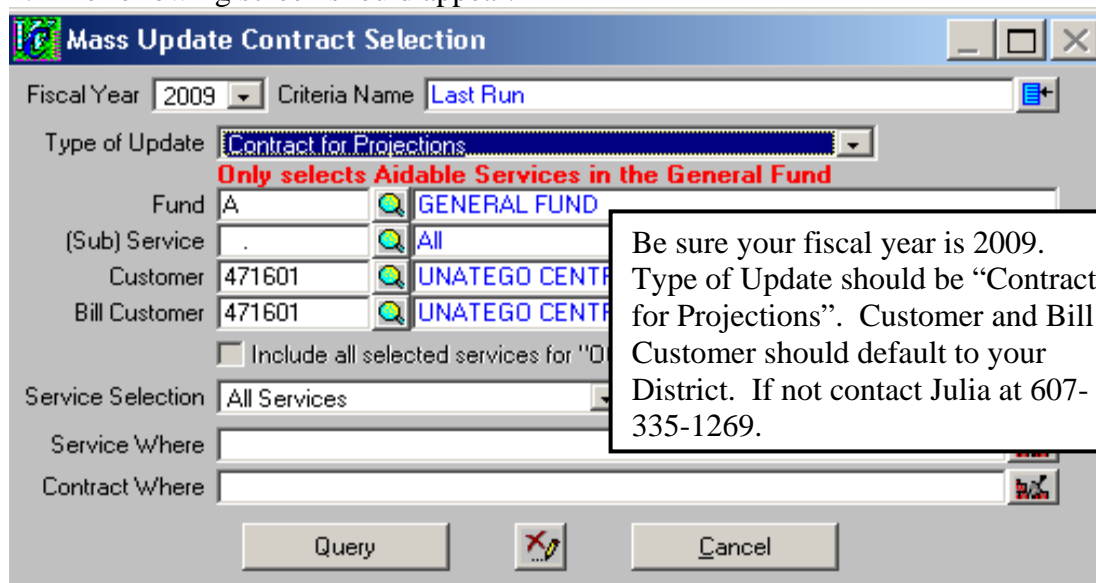
Logging Into WinCap



1. Double click your WinCap icon on your desktop to open WinCap.
2. A window will appear with your user ID (which should be your first initial followed by your entire last name) and a place for your password. Enter your password (it IS case sensitive), then press enter or click OK.

Update Contract Data for Aid Projections

1. Click the MC icon  on the left toolbar or go to Manage, BOCES Service Contracts, Mass Update Contract data.
2. The following screen should appear.



The screenshot shows a dialog box titled "Mass Update Contract Selection". It contains several fields and a list of services. A callout box is overlaid on the dialog, providing instructions.

Mass Update Contract Selection

Fiscal Year: 2009 Criteria Name: Last Run

Type of Update: Contract for Projections
Only selects Aidable Services in the General Fund


Fund	A	GENERAL FUND
(Sub) Service	.	All
Customer	471601	UNATEGO CENTR
Bill Customer	471601	UNATEGO CENTR

Include all selected services for "D"

Service Selection: All Services

Service Where: _____

Contract Where: _____

Buttons: Query, , Cancel

Callout Box: Be sure your fiscal year is 2009. Type of Update should be "Contract for Projections". Customer and Bill Customer should default to your District. If not contact Julia at 607-335-1269.

3. Click on Query.

The Contract Data will sort by School Code for your school district. Below is an example of the screen you should see.


Customer Name	School Sort	Service	Service Description	Current Amt	for Projection	Actual Amount	Actl Amt
AFTON CSD	1981.49	001.000	ADMINISTRATION	78,278.73	78,278.73	0.00	0.00
AFTON CSD	1981.49	001.001	ADMIN O&M	1,780.11	1,780.11	0.00	0.00
AFTON CSD	1983.49	002.000	RENTAL OF FACILITIES	17,908.00	17,908.00	0.00	0.00
AFTON CSD	1983.49	002.010	CAPITAL	17,600.00	17,600.00	0.00	0.00
AFTON CSD	1983.49	002.030	CAPITAL Building Project	164,688.61	164,688.61	0.00	0.00
AFTON CSD	2280.49	101.685	BROOME OCCUPATIONA	0.00	0.00	0.00	0.00
AFTON CSD	2280.49	101.691	ONC BOCES SECONDAR	0.00	0.00	0.00	0.00
AFTON CSD	2280.49	101.694	MADISON-ONEIDA-VOCA	0.00	0.00	0.00	0.00
AFTON CSD	2280.49	103.000	OCCUPATIONAL EDUCA	163,204.49	163,204.49	0.00	0.00
AFTON CSD	2280.49	103.001	OCCUPATIONAL EDUCA	48,805.24	48,805.24	0.00	0.00
AFTON CSD	2110.49	302.000	SPEECH-GENERAL	0.00	0.00	0.00	0.00

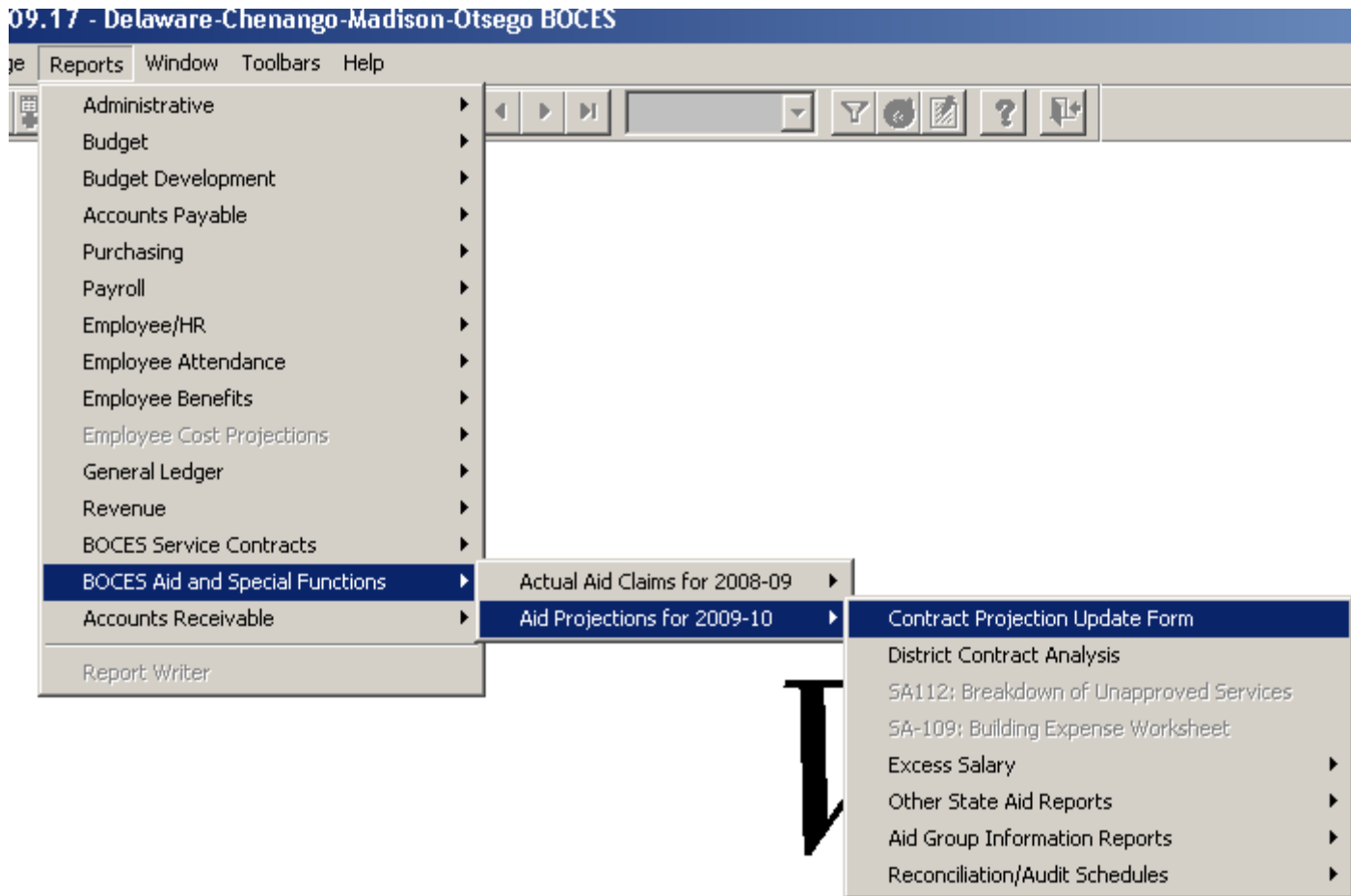
- Enter any changes you anticipate making to the 2008-2009 BOCES contract in the Projection column. Click the Save button on the tool bar. You will be taken back to the Mass update Contract Selection screen and if you click on Query again, you can go back into the contract data and review your changes that are now highlighted in yellow.


Customer Name	School Sort	Service	Service Description	Current Amt	for Projection	Actual Amount	Actl Amt
AFTON CSD	1981.49	001.000	ADMINISTRATION	78,278.73	78,278.73	0.00	0.00
AFTON CSD	1981.49	001.001	ADMIN O&M	1,780.11	2,500.00	0.00	0.00
AFTON CSD	1983.49	002.000	RENTAL OF FACILITIES	17,908.00	17,908.00	0.00	0.00
AFTON CSD	1983.49	002.010	CAPITAL	17,600.00	18,000.00	0.00	0.00
AFTON CSD	1983.49	002.030	CAPITAL Building Project	164,688.61	164,688.61	0.00	0.00
AFTON CSD	2280.49	101.685	BROOME OCCUPATIONA	0.00	0.00	0.00	0.00
AFTON CSD	2280.49	101.691	ONC BOCES SECONDAR	0.00	0.00	0.00	0.00
AFTON CSD	2280.49	101.694	MADISON-ONEIDA-VOCA	0.00	0.00	0.00	0.00
AFTON CSD	2280.49	103.000	OCCUPATIONAL EDUCA	163,204.49	163,204.49	0.00	0.00
AFTON CSD	2280.49	103.001	OCCUPATIONAL EDUCA	48,805.24	48,805.24	0.00	0.00

Click the “X” when done reviewing.

Print Completed Contract Update Forms

1. Click the  button on the right toolbar or go to Reports, BOCES Aid and Special Functions, Aid Projections for 2009-2010, Contract Projection Update form. (2008-09 figures generate aid in 2009-10)



2. Verify that the screen looks like the one shown below. If it does not, click the blue options  button to the right of the Criteria Name field and select the Shared: DCMO Aid Cap Estimate criteria. Your school should default in as the customer.

Contract Update Forms

Aid Projections for 2009-10

Criteria Name:

Header Address:

Customer:

Sort By:


Services to Print: Show SubServices

Service Where:

Footer Text:

Crystal: <default report>

Print Settings Cancel

3. Click the printer icon to print the report 

Crystal Report: safrmny

2855.49 - Interscholastic Athletic-Regular School						
524.000	SPORTS COORDINATION	BASE+SPORT FEE				2,462.00
524.010	SPORTS COORDINATION-FINGERPRINTING	BASE+SPORT FEE				741.00
C2860.49 - School Lunch						
618.681	ST BOCES-COOP BID-DISTRICTS	PER DISTRICT	1.00	73.0000		73.00
632.000	SCHOOL FOOD MANAGEMENT	BASE + % MEALS				32,363.00
Other: _____						

Total: 941,573.60						

Signature - Superintendent _____ Date _____

WinCap Ver. 07.09.31.142

Crystal Report: Shared: Contract Update Forms

Print Settings Close

****Have your Superintendent sign/date the Contract Update for BOCES Aid Projections form and return to the BOCES Treasurer's Office by September 26th. Please keep a copy for your records.****