

ONC BOCES Business Office Training

August 23, 2016 @ OAOC

August 25, 2016 @ NCOC



Agenda

- Review along with some new procedures:
 - Purchasing
 - Receiving
 - Conference Request
 - P-Card
 - Wincap Budget Monitoring

Look for this
symbol for new
procedures:



Purchasing

Purchasing

**Best
Price
or
Value**

Where do
I start?

1st Question

2nd

3rd

Is item or service
\$20,000 or more?

Must be
purchased
on a bid

Bids:
DCMO bids, NYS
contract, ONC
BOCES bid,
cooperative bid
(to be part of -
must allow
piggybacking)

If Professional Services
(architect, accountant,
attorney) – need to do RFP

Is item or service
“LIKE” other items
or services
purchased by other
ONC Programs?

Does the BOCES
purchase \$20,000
or more of these
like items or
services?

Examples: office
supplies,
welding
supplies,
technology,
culinary (food)

Remember:
Threshold is
not per
vendor

Is item or service
less than
\$20,000?

Not required to buy from bid, but should always
look to get best price or value!

Follow quote guidelines:

Cost less
than
\$500

No
additional
quote
needed

Need vendor
name, person
who gave
quote, date
and price

Cost
\$500 to
\$2,500

2 verbal
quotes (one
using plus
another)

Quotes on
vendor
letterhead or
internet price
sheet with
price circled.

Cost
\$2,501
to
\$5,000

2 written
quotes

Cost
\$5,001 to
\$19,999

3 formal
quotes

Quotes on
vendor
letterhead or
internet price
sheet with
price circled.

Purchase Order Entry

PO Entry

- Purchasing process is electronic
- Requisitions are entered in Wincap or MyWinCap
- Approvals are done electronically
- A purchase order is NOT a purchase order until Purchasing Agent (Lynn Chase) approves it
- Need prior approval to purchase – must have approved PO.
- Departments are responsible for tracking their purchase orders.

MyWinCap

Requisition | WinCapWeb x

https://wincapweb.com/ordering/myprofile/myrequisition.aspx?mode=insert

WinCapWEB™
FINANCIAL & HR MANAGEMENT
REQUISITIONS

Home myWinCap **Requisitions** Professional Development Employee Self-Service Payroll Vouchers Timesheets BOCES Services

>>

My Requisition Form

Fiscal Year 2017
Purchase Order# Other Reference
PO Description

Information Line Items History Instructions Attachments User Activity Request

Requisition Information

Requisitioner	LCHASE	Chase\Lynn [select][clear]
Requestor	LCHA	LYNN CHASE
Department	HRBU	BUSINESS OFFICE
Bid/Request Type		[select][clear]
Vendor		[search] [select][clear] [add pending]
Order Address		
Order Contact		
Instructions/Notes to Vendor		
Instructions/Notes for Internal Processing		

Submit Save for Later Cancel

WinCap

WinCap Ver. 16.08.17 - Otsego-Northern Catskills BOCES

Form Edit Manage Reports Window Toolbars Help

FY 2017 Other Ref

Purchase Requisition [Add ToBeAssgnd]

Entry In Progress

P.O. # 2017 ToBeAssgnd Other Reference Description P.O. Date 08/18/2016

Information	Line Items	P.O. Text	Budget Distr.	Fixed Assets	Vendor Addr	Vendor Notes	Attachment
Vendor	Blank					<input type="checkbox"/> Blanket <input type="checkbox"/> Confirming <input checked="" type="checkbox"/> Print Original <input type="checkbox"/> External Attachment <input type="checkbox"/> Recurring <input type="checkbox"/> Issue & Pay <input type="checkbox"/> Manual	
Fund	Multiple Funds						
Requisitioner	Blank						
Requestor	LCHA	LYNN CHASE					
Department	HRBU	BUSINESS OFFICE					
Bid/Ctlg.	Blank						
Order Address	Address ID		Shipping Address				
Address ID		Address ID		ONC		<input type="checkbox"/> No Delivery	
				OTSEGO NORTHERN CATSKILLS BOCES ATTN: ACCOUNTS PAYABLE PO BOX 382 GRAND GORGE, NY 12434			
Contact		Contact					

PO Entry – WinCap vs MyWinCap

Wincap

- Must have account to access
- Info Tab (do not use boxes)
- Separate tab for text boxes
- Item Tab
- History Icon
- Attachment

MyWincap

- Access on-line
- Info Tab
 - Notes to vendor (print on PO)
- Item Tab
- History Tab
- Attachment
- PD Activity

PO Entry - Helpful Reminders

- Follow ONC BOCES purchasing policy
- PO Description box – does not print on PO- but important when searching
- Since we do not print shipping on the PO unless requested, please add estimated shipping if not sure or check with company.
- What should print on the PO? Will the vendor understand the PO?
- Do not attach invoice to PO – need original or electronic invoice sent to (accountspayable@oncboces.org)
- Do not click blanket order box or issue and pay (WinCap)
 - If check is needed, contact us!
- Be careful about itemizing – use line description instead
 - \$500 Lunch (Quantity 500 @ \$1 = \$500 ..then in description... 8/22/16 Lunch for 100 attendees @ \$5 – Business Office Training, OAOC)

PO Entry - Helpful Reminders

- Attachments – *DO NOT click print unless necessary*
 - Do not attach additional service requests
 - Quotes should only be for items on POs with price comparison highlighted
- When copying purchase orders
 - Change PO description at top
 - Delete any old attachments
 - Change dates if necessary
- PNDs are NOT Purchase Orders until after Purchasing Agent approval
 - Common finding – “Service or Invoice Prior to PO” (Claims Auditor Report)
 - It is YOUR responsibility to know the status of your PO

PO Entry - Helpful Reminders

- Invoices should be mailed to Grand Gorge address to the attention of Accounts Payable.
- Electronic invoices should be sent to accountspayable@oncboces.org
- If you are receiving invoices, please contact vendor or let us know and we will contact them.

Purchase Order Status

PO Status



- All purchase orders will be returned to departments to disburse
 - Business Office will send POs as PDF via email
 - POs will be sent in one file for that day
 - If you need a copy of PO – you will have it
 - Department is responsible to send PO to vendor
 - No longer need to say to return to department
 - Revised Purchase Orders are not printed unless requested to
- How to track purchase orders?
 - Run Purchase Order Status Report (real time) at least weekly
 - Open POs should be reviewed; PNDs in process
 - Business Office does NOT track status of purchase orders

PO Status

Purchase Order Status Report

Current year

Don't normally
need to change
dates – first of year
to current date or
put last day of year

WinCap Ver. 16.08.17 - Otsego-Northern Catskills BOCES

File Form Edit Manage Reports Window Toolbars Help

Dflt FY 2017

Purchase Order Status Report Selection

Record selection

Fiscal Year: 2017

Criteria Name: Last Run

Document ID

From: [] To: []

Pending Orders: None

Issued Orders: All

Orders w/ Recvng Pndg Only: [] Requests Only: []

Vendor: [Blank]

Requester: [Blank]

Requestor: [Blank]

Department: [Blank]

Order/Issue Date

From: 07/01/2016 To: 08/18/2016

Catalog/Bid ID: [Blank]

Where: []

Sort options: Primary: Requestor Secondary: None

Document Detail

Fund: [] Budget Code: [] Budget Type: []

Checkboxes: Show Budget Codes, Break/Total, Vendor Summary, Show Status, Include Moved Items

Buttons: Print Settings, Cancel

Crystal: <default report>

Windows Taskbar: 2:52 PM 8/18/2016

Select:
None
All
Open
Closed &
Cancelled
Open & Closed

Select:
None
All
Entry In Progress
Approved
Entry In Progress & Approved
Disapproved

** No need to change
other options – will
print PNDs and POs
for all budget codes
you have access to

Purchase Order Status Report

Fiscal Year: 2017

Date	Order No. Status Other Ref.	Vendor Name Order Description Budget Code	Amount	Encumbrance	Liquidated	Expended	Enc. Balance
DEMARS RYAN DEMARS							
	PND-00583	004145 - GRAINGER Disapproved by Principals, Program Leaders, Coordinator (Ryan M. DeMars, Principal)					
	PND-00583	Grainger NYS Contract Pricing 701-8010-301-103 R	317.18	317.18	0.00	0.00	317.18
07/07/2016	PND-00575 A5	004855 - STAHL SALES & SERVICE Plow Service & Repair for 2016-2017 Scho					
	PND-00575	701-8010-400-103 R	300.00	300.00	0.00	0.00	300.00
08/03/2016	PND-00748 A5	008319 - ABM FIRE EQUIPMENT, INC. 65 - Fire extinguisher inspections @ \$6.					
	PND-00748	701-8010-400-103 R	560.00	560.00	0.00	0.00	560.00
08/10/2016	PND-00775	002115 - TOWNE CARPET & FLOORING Approved by Itin Secretary, PN Coord & SP Acct Clerk (Joan C. Kinch, Account Clerk)					
	PND-00775	Install new ceramic tile in NRO bathroom 701-8010-415-103 R	1,115.75	1,115.75	0.00	0.00	1,115.75
08/12/2016	17-00430 Open Order PND-00794	006338 - EASTERN ANALYTICAL SERVICES Testing to be performed on 5 samples of					
		701-8010-400-103 R	225.00	225.00	0.00	0.00	225.00
08/15/2016	17-00509 Open Order PND-00566	004145 - GRAINGER Grainger NYS Contract Pricing					
		701-8010-301-103 R	430.20	430.20	0.00	0.00	430.20
08/15/2016	17-00510 Open Order PND-00570	001752 - NYRWA NY Rural Water Association membership fo					
		701-8010-400-103 R	146.00	146.00	0.00	0.00	146.00
08/15/2016	17-00519 Open Order PND-00655	008319 - ABM FIRE EQUIPMENT, INC. Open end Po for fire extinguisher rechar					
		701-8010-400-103 R	200.00	200.00	0.00	0.00	200.00
08/19/2016	PND-00831	001744 - NYS DEPARTMENT OF ENVIRONMENTAL Approved by the Employee					
	PND-00831	Fuel tank registration, 5 year 701-8010-400-103 R	500.00	500.00	0.00	0.00	500.00
Category Subtotal			3,794.13	3,794.13	0.00	0.00	3,794.13
DEMARS Requestor Subtotal			3,794.13	3,794.13	0.00	0.00	3,794.13

Disapproved and Withdrawn PNDs will be deleted

PND has been referred back – check NOTES for reason

Will be a pending encumbrance until approved

This is the level the PND is at in approval process

PO number,
Status of PO and the
amount

Expended = paid

Is more expected on this PO? If not,
contact Business Office to close

Purchase Order Approval

PO Approval



- Revised Approval Process (Handout)
 - Added a new level due to change in Student Program structure (Aug 2016)
- Adding requisitioner or approver is not automatic – need to know budget codes and requestor
 - Send information to Lynn Chase (use Wincap User Access Form)

PO Approval

- Can approve on WinCap or MyWincap
- Link to instructions how to approve POs on MyWincap
 - http://www.oncboces.org/UserFiles/Servers/Server_524527/File/Migration/Business/Business%20Office%20Info%20&%20Forms/Requisition%20Approval%20Process%20Using%20MyWincap.pdf
 - No instructions for WinCap approvals – click in Sel box or refer back using BOB button
- As approver – review PND carefully
 - Does the purchase make sense? Are there quotes? Or was a bid or NYS contract used (should be cited on PO)? Is the correct budget code being used? Is there \$\$\$?
 - If not complete, PND will be returned and will have to go through approval process again

Conference Request

Conference Request Process

- Use MyWincap – no hard copies of conference requests 
 - Will speed up process
 - No need to scan and attach to POs
- Enter Requisitions from Conference Request 
 - Status of conference request will show on the requisitions in MyWincap – User Activity Request Tab
 - Approved Status will be copied to PO at “Review before Deputy Superintendent and Purchasing Agent” (Cathy Jacob)
 - Event Name, Beginning Date and status will print on purchase orders

Conference Request Process

- Use MyWinCap

The screenshot shows a web browser window with the URL <https://wincapweb.com/profdev/default.aspx>. The page features a purple navigation bar with links: Home, myWinCap, Requisitions, Professional Development (active), Employee Self-Service, Payroll Vouchers, Timesheets, and BOCES Services. Below the navigation bar, a sidebar on the left lists links: My Profile, Catalogs, Activity Request Forms, ONC BOCES Conference Request (Out-of-District), Required Continuing Teacher/Leader/LTA Education, TEST, and Admin Menu. The main content area displays a 'Registration' section with a heading 'ONC BOCES Conference Request (Out-of-District)' and a list of bullet points: 'Employees register on TEST' and 'Earned PD credits become part of employee H/R records in WinCap and generate appropriate payroll transactions, stipends, or salary schedule placement'. A 'Professional Development Support:' box is visible at the bottom left.

Home | WinCapWeb Profe x

← → ↻ <https://wincapweb.com/profdev/default.aspx> ☆ ≡

WinCapWEB
FINANCIAL & HR MANAGEMENT
PROFESSIONAL DEVELOPMENT

Otsego-Northern Catskills BOCES
lc Chase@mail.oncboces.org
Change Site | myAccount Logout

Home myWinCap Requisitions **Professional Development** Employee Self-Service Payroll Vouchers Timesheets BOCES Services

My Profile Catalogs Activity Request Forms Admin Menu

My Profile (+) Catalogs (+) Activity Request Forms (-) ONC BOCES Conference Request (Out-of-District) Required Continuing Teacher/Leader/LTA Education TEST Admin Menu (+)

Registration

ONC BOCES Conference Request (Out-of-District)

- Employees register on TEST
- Earned PD credits become part of employee H/R records in WinCap and generate appropriate payroll transactions, stipends, or salary schedule placement

Professional Development Support:

Conference Request Process

- Go MyWinCap- and then to

The screenshot shows a web browser window with the address bar displaying <https://wincapweb.com/profdev/useractivityrequest.aspx?activityrequesttyp>. The website header includes the WinCapWEB logo and the text "PROFESSIONAL DEVELOPMENT". A navigation menu contains links: Home, myWinCap, Requisitions, Professional Development (highlighted), Employee Self-Service, Payroll Vouchers, Timesheets, and BOCES Services. Below the menu, a breadcrumb trail reads: WinCapWeb > Professional Development > Activity Request Forms > ONC BOCES Conference Request (Out-of-District). On the left sidebar, a list of links includes My Profile, Catalogs, Activity Request Forms, ONC BOCES Conference Request (Out-of-District) (highlighted with a red arrow), and Required Continuing Teacher/Leader/LTA Education. The main content area is titled "ONC BOCES Conference Request (Out-of-District)" with a "[view/hide description]" link. Below this, a yellow box contains the heading "Conference Request: Electronic Approval Instructions" and the text: "All Activity Requests including applicable Requisitions and Leave Requests must be submitted 30 days prior to Activity date or 30 days prior to discount date if applicable." Below the yellow box, it states: "Activity Request and Leave Requests must be completed in full prior to being processed." and "This entire Activity Request (online form) MUST be completed and submitted even if there is no cost."

Conference Request Process

Instructions

Home

myWinCap

Requisitions

Professional Development

Employee Self-Service

Payroll Vouchers

Timesheets

BOCES Services

<<

WinCapWeb > Professional Development > Activity Request Forms > ONC BOCES Conference Request (Out-of-District)

My Profile (4)

Catalogs (4)

Activity Request Forms (1)

▶

ONC BOCES Conference Request (Out-of-District)

Required Continuing Teacher/Leader/LTA Education

TEST

Admin Menu (4)

Professional Development Support:

ONC BOCES Conference Request (Out-of-District)

[view/hide description]

Conference Request: Electronic Approval Instructions

All Activity Requests including applicable Requisitions and Leave Requests must be submitted 30 days prior to Activity date or 30 days prior to discount date if applicable.

Activity Request and Leave Requests must be completed in full prior to being processed.

This entire Activity Request (online form) MUST be completed and submitted even if there is no cost.

INSTRUCTIONS:

1. Complete the conference request on-line form:

- Activity Name - enter the name of the Activity exactly as it appears in the advertisement.
- Description - enter the description of the Activity.
- URL for description - you can attach information about the Activity in one of the two available forms: URL or attach file containing scanned document (found on Pre-Activity Attached Files tab). If you do not have a URL then you may enter "N/A" in the URL field or leave it blank.
- Provider - enter entity hosting the Activity.
- Location Details - enter the exact location of the Activity (name of building and address of building).
- Reason for Attending - describe how this pertains to your job responsibilities and professional goals.
- Objective or Goal - describe how you intend to benefit from this Activity.

2. Dates, Times and Hours.

Time Begin

- Enter the first date of the Activity.
- Enter the beginning and ending time of the Activity.
- Click "Sub" box if a substitute is required.
- List all the days and the activity times you will be attending by clicking the plus sign.

Date/Time Details - enter any additional information you feel may be relevant.

Professional Development Clock Hours - PD Clock Hours - enter total hours attending Activity *less lunch and other break time*. **Do not include travel time.**

Conference Request Process

Instructions (cont'd)

Activity Request Form | Wi x

← → ↻ <https://wincapweb.com/profdev/useractivityrequest.aspx?activityrequesttypeid=a1c2fa88-8202-49ba-9d8a-3eb3>

- Enter the first date of the Activity.
- Enter the beginning and ending time of the Activity.
- Click "Sub" box if a substitute is required.
- List all the days and the activity times you will be attending by clicking the plus sign.

Date/Time Details - enter any additional information you feel may be relevant.

Professional Development Clock Hours - PD Clock Hours - enter total hours attending Activity *less lunch and other break time*. **Do not include travel time.**

3. Certifications - pre-filled information only. You do not add any information here. Any corrections should be sent to the HR Office.

4. Activity, Out-of-District Estimated Costs.

- enter estimated costs for each of the categories listed that are applicable.
- enter budget code information, if known.
- enter any specific instructions or details about any of the costs above including whether pre-payment is required in the Cost Notes field.

5. Pre-Activity Attached Files - this is where you would attach any files that include scanned documents about the activity.

6. Post-Activity Attached Files - this is where you would attach any documentation you received after completing the Activity. Example: certificate or letter indicating attendance. The "Attach Files" button appears after the activity has occurred.

Once you complete this electronic Conference Request Form and click "Submit" the request is routed to your first approver, either your Supervisor or Building Principal. Once your immediate Supervisor/Building Principal approves, it will be sent to each subsequent approver. After final approval by the Deputy Superintendent or Superintendent, your "My Activities" status for Activity Requests changes from "Pending" to "Approved" or "Disapproved."

Prior approval must be obtained before attending an Activity and before any expenses will be reimbursed.

Post Activity

1. Submit itemized receipts with the PO number and your signature to the Business Office. Claims will not be approved without itemized receipts.

- Tax exemptions must be used where applicable.

The receipts are reconciled to the purchase orders by the Business Office and any out-of-pocket expenses will be reimbursed to you.

REQUESTS THAT DO NOT COMPLY WITH THE TIME FRAME STATED ABOVE WILL NOT BE APPROVED WITHOUT AN ACCEPTABLE REASON FOR BEING UNTIMELY.

Conference Request Process

Activity Detail – must complete all boxes with *

Enter Dates and Times

Important – complete PD (will be used in tracking PD hours)

Certifications will fill in automatically if certified

Activity Request Form | W x

https://wincapweb.com/profdev/useractivityrequest.aspx?activityrequesttypeid=a1c2fa88-8202-49ba-9d8a

Activity Detail

Activity Number

Activity Name *

Description *

Url for description:




Provider * (other)


Location Details *

Reason for Attending *

Objective/Goal

Dates, Times and Subs

[+ Add Date](#)   

Date	Time Begin ▲	Time End	Sub	Action
<input type="text"/>	12 am ▼ :00 ▼	12 am ▼ :00 ▼	<input type="checkbox"/>	




1-1 of 1 First | Previous | Next | Last

1-1 of 1 First | Previous | Next | Last

Date/Time Details

Professional Development Clock Hours
(Exclude lunch and other breaks when entering the total PD Clock Hours.)

Certifications

Certification Area ▲	Certification Type	Begin	End	Job Required
[no records]				

0-0 of 0 First | Previous | Next | Last

0-0 of 0 First | Previous | Next | Last

Conference Request Process

Enter estimated costs and budget code (if known)

Add Requisitions – will go to Requisition entry screen

Activity Request Form | W x

https://wincapweb.com/profdev/useractivityrequest.aspx?activityrequestt

U-0 of 0 First Previous Next Last

Costs

Please estimate the expenses as close to actual expenses as possible.

Note that maximum meal reimbursement is based on the Federal Joint Travel Regulation rate. **Itemized meal receipts are required.**

If you are requesting an advancement, you understand that you are financially responsible for any missing receipts.

Original detailed receipts are needed for reimbursement or payment of any p-card charges.

You may request Purchase Orders by clicking on the "Save for Later" button at the bottom of the form then coming back to "Add Requisitions." Any requisition for a conference request expense must include the status of the PD activity

Once you complete the entire form, click "Submit" at the bottom of the form. If you wish to exit the form and save your work in draft status, click "Save for Later."

Conference, Out-of-District Estimated Costs

Registration Fee	0.00
Lodging	0.00
Meals	0.00
Private Auto	0.00
Commercial Travel: Train, Rental Car, Bus	0.00
Commercial Travel: Airfare	0.00
Tolls	0.00
Other Expenses	0.00
Total Costs --	(calculate total)

Budgeting	Fund	Budget Code	Amount

Cost Notes

Requisitions

Fiscal Year For New Requisitions: 2017

Associated Requisitions [+ Add Requisition](#)

0-0 of 0 First Previous Next Last

FY	P.O. #	Description	Requisitioner	Requestor	Vendor	Issued Date	Status	Sub Status	Action
[no records]									

0-0 of 0 First Previous Next Last

Conference Request Process

Pre-Activity – attach items as described

Post Activity – attach items as described

Submit or Save for Later

The screenshot shows a web browser window with the URL <https://wincapweb.com/profdev/useractivityrequest.aspx?activityrequesttypeid=a1c2fa88-8202-49ba>. The page is divided into three main sections: Pre-Activity, Post-Activity, and Plan Items. Each section has a table for attached files or plan items. The Pre-Activity section includes a yellow box with instructions to attach supporting documentation. The Post-Activity section includes a yellow box with instructions to attach post supporting documentation. The Plan Items section includes a yellow box with instructions to attach plan items. At the bottom of the form are buttons for Submit, Save for Later, and Cancel. The footer of the page includes links for Home and Contact Support, and a copyright notice for Harris School Solutions.

Pre-Activity
Please attach any supporting documentation here: electronic brochures, flyers or pertinent documents.

Attached Files [+ Attach File](#)

File Name ▲	File Content Type	File Uploaded	File Size	Action
[no records]				
0-0 of 0 First Previous Next Last				

Post-Activity
Please attach any post supporting documentation here: you may attach certificates of attendance or other supporting documentation.

Attached Files [+ Attach File](#)

File Name ▲	File Content Type	File Uploaded	File Size	Action
[no records]				
0-0 of 0 First Previous Next Last				


Plan Items [+ Add Plan Item](#)

Plan Item ▲	Action
[no records]	
0-0 of 0 First Previous Next Last	

Home | [Contact Support](#)

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Requisitions for Conference Requests

- Three types of requisitions 
(according to how paying for expense)

- 1) Direct bill from vendor
- 2) Using P-card
- 3) Pay and then be reimbursed

Requisitions for Conference Requests

1) Direct bill from vendor (PO is to vendor)

Examples:


Workshop Registration

Hotel

** on purchase order - include event name, event or hotel dates, place of event and who is attending in the line description

Requisitions for Conference Requests

1) Direct bill from vendor
(PO is to vendor)

PO Date	DRAFT ORDER		Purchase Order No.
/ /	THIS IS NOT AN AUTHORIZED PURCHASE ORDER		PND-00844
		A3 Purchaser is a governmental sub-division and is tax exempt. Tax ID number 15-6011692.	
Order To: THE DESMOND 660 ALBANY SHAKER ROAD ALBANY, NY 12211 Contact: 800-448-3500 Fax:518-640-6069 000916		Ship To: OTSEGO NORTHERN CATSKILLS BOCES ATTN: ACCOUNTS PAYABLE PO BOX 382 GRAND GORGE, NY 12434 Contact: 607-588-6291 Ext. 143; FAX: 607-588-7007	
Requestor	Department	Requisitioner	
JENNIFER BOLTON-CARLS, EdD	BUSINESS OFFICE	Jacob/Cathy	
Order Quantity	Item Description	Unit Cost	Extended Cost
3.00 EA	2016 School Business Management Workshop Activity Request Type ONC BOCES Conference Request (Out-of-District) First Date/Time 11/01/2016 08:00 AM Status Submitted Approval Approved PD Clock Hours Credit Granted No 11/1 - 11/4/2016 - Reservations for Cathy Jacob to attend the SBMW at the Desmond Hotel, Albany, NY Send Electronic Invoices to: accountspayable@mail.oncbores.org Invoice To: OTSEGO NORTHERN CATSKILLS BOCES ATTN: ACCOUNTS PAYABLE PO BOX 382 GRAND GORGE, NY 12434	100.0000	300.00
Total			300.00
<small>CONDITIONS OF PURCHASE-READ CAREFULLY 1. Purchase Order number must appear on all invoices, claims, shipping papers, packages and correspondence. ORIGINAL INVOICES ONLY - FAXES OR COPIES NOT ACCEPTABLE. 2. Acceptance of this order includes acceptance of all terms, prices, delivery instruction, specifications, and conditions stated. 3. All shipping charges must be prepaid. 4. If shipment cannot be made as requested, NOTIFY at once or order may be subject to automatic cancellation. 5. If price is stated in order, billing must not bear a higher price without prior authorization. 6. Payment contingent upon receipt of MSDS with invoice for all hazardous substances on this order Section 87(4) New York Labor-Health Law. 7. This order is void unless signed by Purchasing Agent. 8. The right is reserved to cancel this order if it is not fulfilled within contract or 90 days, and to reject any material which does not conform to specifications.</small>			
Page # 1		Approved by: _____	
8/22/2016 1:38:19PM		ORIGINAL	

Requisitions for Conference Requests

2) Using P-card

PO is to “BMO – your name”

Use for meals & hotel (if not being direct billed)

Include dates and location

For hotel, include name of hotel and city

** Itemize meals with separate line for each breakfast, lunch and dinner – enter the per diem rate under the quantity with \$1 cost

8/22/16 Breakfast..... 13 (quantity) @ \$1 (cost)

8/22/15 Lunch..... 15(quantity) @ \$1 (cost)


Add event name and dates in Notes to Vendor (MyWinCap) or text box in WinCap

Remember – detailed receipts are required

Requisitions
for
Conference
Requests

2) Using
p-card

PO Date
/ /


OTSEGO-NORTHERN CATSKILLS
BOARD OF EDUCATION ASSOCIATED SCHOOLS

DRAFT ORDER

THIS IS NOT AN
AUTHORIZED PURCHASE ORDER

Purchaser is a governmental
sub-division and is tax exempt.
Tax ID number 15-6011692.

Purchase Order No.
PND-00843

FP

Order To:
BMO - LYNN CHASE
CORPORATE CARD - PAYMENT
PO BOX 71878
CHICAGO, IL 60694-1878

Contact: E-Mail:accounts payable@oncboces.org

Ship To:
OTSEGO NORTHERN CATSKILLS BOCES
ATTN: ACCOUNTS PAYABLE
PO BOX 382
GRAND GORGE, NY 12434

Contact: 607-588-6291 Ext. 143; FAX: 607-588-7007

007944


CJACOB

Requestor		Department	Requisitioner	
JENNIFER BOLTON-CARLS, EdD		BUSINESS OFFICE	Jacob/Cathy	
Order Quantity	Item Description	Unit Cost	Extended Cost	
	Peard - Lynn Chase			
	Meals - Albany, NY			
	2016 School Business Management Workshop Activity Request Type ONC BOCES Conference Request (Out-of-District) First Date/Time 11/01/2016 08:00 AM Status Submitted Approval Approved PD Clock Hours			
26.00 EA	11/1/16 - Dinner	1.0000	26.00	
13.00 EA	11/2/16 - Breakfast	1.0000	13.00	
15.00 EA	11/2/16 - Lunch	1.0000	15.00	
13.00 EA	11/3/16 - Breakfast	1.0000	13.00	
15.00 EA	11/4/16 - Lunch	1.0000	15.00	
3.00 EA	11/1 - 11/4/2016 - Reservations for Lynn Chase to attend SBMW Desmond Hotel, Albany, NY	100.0000	300.00	
			Continued	

CONDITIONS OF PURCHASE-READ CAREFULLY
1. Purchase Order number must appear on all invoices, claims, shipping papers, packages and correspondence. ORIGINAL.
INVOICES ONLY - FAXES OR COPIES NOT ACCEPTABLE.
2. Acceptance of this order includes acceptance of all terms, prices, delivery instruction, specifications, and conditions stated.
3. All shipping charges must be prepaid.
4. If shipment cannot be made as requested, NOTIFY at once or order may be subject to automatic cancellation.
5. If price is stated in order, billing must not bear a higher price without prior authorization.
6. Payment contingent upon receipt of MSDS with invoice for all hazardous substances on this order-Section 87(4) New York Labor-Health Law.
7. This order is void unless signed by Purchasing Agent.
8. The right is reserved to cancel this order if it is not fulfilled within contract or 90 days, and to reject any material which does not conform to specifications.

Approved by: _____

PO Date
/ /


OTSEGO-NORTHERN CATSKILLS
BOARD OF EDUCATION ASSOCIATED SCHOOLS

DRAFT ORDER

THIS IS NOT AN
AUTHORIZED PURCHASE ORDER

Purchaser is a governmental
sub-division and is tax exempt.
Tax ID number 15-6011692.

Purchase Order No.
PND-00843

FP

Order To:
BMO - LYNN CHASE
CORPORATE CARD - PAYMENT
PO BOX 71878
CHICAGO, IL 60694-1878

Contact: E-Mail:accounts payable@oncboces.org

Ship To:
OTSEGO NORTHERN CATSKILLS BOCES
ATTN: ACCOUNTS PAYABLE
PO BOX 382
GRAND GORGE, NY 12434

Contact: 607-588-6291 Ext. 143; FAX: 607-588-7007

007944

CJACOB

Requestor		Department	Requisitioner	
JENNIFER BOLTON-CARLS, EdD		BUSINESS OFFICE	Jacob/Cathy	
Order Quantity	Item Description	Unit Cost	Extended Cost	
	Send Electronic Invoices to: accounts payable@mail.oncboces.org			
	Invoice To: OTSEGO NORTHERN CATSKILLS BOCES ATTN: ACCOUNTS PAYABLE PO BOX 382 GRAND GORGE, NY 12434			
			Total	382.00

CONDITIONS OF PURCHASE-READ CAREFULLY
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INVOICES ONLY - FAXES OR COPIES NOT ACCEPTABLE.
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8. The right is reserved to cancel this order if it is not fulfilled within contract or 90 days, and to reject any material which does not conform to specifications.

Approved by: _____

Requisitions for Conference Requests

3) Reimbursement

PO is to “you”

Use for expenses if not using p-card

Use same breakdown for meals as #2 using p-card

** Itemize meals with separate line for each breakfast, lunch and dinner – enter the per diem rate under the quantity with \$1 cost

8/22/16 Breakfast..... 13 (quantity) @ \$1 (cost)

8/22/15 Lunch..... 15(quantity) @ \$1 (cost)

Add event name and dates in Notes to Vendor (MyWinCap) or text box in WinCap

For mileage, include total miles at IRS rate – attach Mapquest (directions only)


Tolls


Use PO to submit for reimbursement, reimbursement text box should be added to PO

Remember – detailed receipts are required

Requisitions for Conference Requests

3) Reimbursement

PO Date / /	DRAFT ORDER	Purchase Order No. PND-00842																										
 <p>THIS IS NOT AN AUTHORIZED PURCHASE ORDER</p> <p>EP</p> <p>Purchaser is a governmental sub-division and is tax exempt. Tax ID number 15-6011692.</p>																												
Order To: Lynn A. Chase PO Box 599 9 Fairlawn Avenue Worcester, NY 12197 Contact: (607) 397-7744 or Admin Non-Unit E-Mail: lchase@mail.oncboces.org		Ship To: OTSEGO NORTHERN CATSKILLS BOCES ATTN: ACCOUNTS PAYABLE PO BOX 382 GRAND GORGE, NY 12434 Contact: 607-588-6291 Ext. 143; FAX: 607-588-7007																										
001482 CIACOB																												
<table><tr><th colspan="2">Requestor</th><th>Department</th><th colspan="2">Requisitioner</th></tr><tr><td colspan="2">JENNIFER BOLTON-CARLS, EdD</td><td>BUSINESS OFFICE</td><td colspan="2">Jacob/Cathy</td></tr><tr><th>Order Quantity</th><th>Item Description</th><th>Unit Cost</th><th colspan="2">Extended Cost</th></tr><tr><td>121.00 EA</td><td>2016 School Business Management Workshop Activity Request Type ONC BOCES Conference Request (Out-of-District) First Date/Time 11/01/2016 08:00 AM Status Submitted Approval Approved PD Clock Hours 11/1 - 11/4/2016 Mileage for Lynn Chase to attend the SBMW in Albany, NY at the Desmond Hotel</td><td>0.5400</td><td colspan="2">65.34</td></tr><tr><td colspan="3"></td><td colspan="2">Continued</td></tr></table>				Requestor		Department	Requisitioner		JENNIFER BOLTON-CARLS, EdD		BUSINESS OFFICE	Jacob/Cathy		Order Quantity	Item Description	Unit Cost	Extended Cost		121.00 EA	2016 School Business Management Workshop Activity Request Type ONC BOCES Conference Request (Out-of-District) First Date/Time 11/01/2016 08:00 AM Status Submitted Approval Approved PD Clock Hours 11/1 - 11/4/2016 Mileage for Lynn Chase to attend the SBMW in Albany, NY at the Desmond Hotel	0.5400	65.34					Continued	
Requestor		Department	Requisitioner																									
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			Continued																									
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Page # 1		Approved by: _____																										
8/22/2016 2:13:43PM		ORIGINAL																										

PO Date / /	DRAFT ORDER	Purchase Order No. PND-00842																										
 <p>THIS IS NOT AN AUTHORIZED PURCHASE ORDER</p> <p>EP</p> <p>Purchaser is a governmental sub-division and is tax exempt. Tax ID number 15-6011692.</p>																												
Order To: Lynn A. Chase PO Box 599 9 Fairlawn Avenue Worcester, NY 12197 Contact: (607) 397-7744 or Admin Non-Unit E-Mail: lchase@mail.oncboces.org		Ship To: OTSEGO NORTHERN CATSKILLS BOCES ATTN: ACCOUNTS PAYABLE PO BOX 382 GRAND GORGE, NY 12434 Contact: 607-588-6291 Ext. 143; FAX: 607-588-7007																										
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Page # 2		Approved by: _____																										
8/22/2016 2:13:43PM		ORIGINAL																										

Conference Request Approval (Supervisors/Principals/Deputy Superintendent)

- Approvals for conference request only (requisitions go through PO approval process)
- Go MyWincap- and then to

The screenshot displays the WinCapWEB Professional Development interface. The browser address bar shows the URL: <https://wincapweb.com/profdev/admin/enrollment/myuseractivityrequestapprovals.aspx>. The top navigation bar includes links for Home, myWinCap, Requisitions, Professional Development, Employee Self-Service, Payroll Vouchers, Timesheets, and BOCES Services. The left sidebar menu lists: My Profile, Catalogs, Activity Request Forms, Admin Menu, Activities, Enrollment, User Activity Approvals, User Activity Management, User Activity Request Approvals, and User Activity Request Management. The main content area is titled "User Activity Request Approvals" and includes a checkbox for "Only show approvals that require my attention". Below this is a table with the following data:

	Name	Employee Number	Activity Request	Title	First Meeting Date	Last Approval	Next Approval	My Approval Level	Summary	Action
<input type="checkbox"/>	Cathy Jacob	01654	ONC BOCES Conference Request (Out-of-District)	SBMW Albany NY - Desmond Hotel	11/01/2016 08:00 AM		Principal/Supervisor	Principal/Supervisor		

At the bottom of the table, there is a "1-1 of 1" pagination indicator and a "First | Previous | Next | Last" navigation bar. Below the table, there is a button labeled "Approve Selected".

P-Card

P-Card

- Processing about \$100,000 per month
- When indicating use of p-card on PO – DO NOT tell us to increase credit limit.. “P-card: Lynn Chase” is all that is needed!
- With volume of receipts – need more assistance from cardholders
 - Do NOT hold onto your receipts waiting for us to ask for them
 - Send receipts directly to Business Office in the special envelopes:
 - Put PO number on all receipts
 - Sign them
 - Do not staple receipts together
 - With your signature, it is approving the purchase was received so we will receive it in Wincap for you!

A blue starburst graphic with the word "NEW" in white capital letters.

NEW

A blue starburst graphic with the word "NEW" in white capital letters.

NEW

P-Card

- Invoicing back to cardholders is growing each month!
 - Please remember:
 - Do not tip on amount including sales tax (gratuity is only on food).
 - Do not think ..."Oh I will just get invoiced back for that amount" .. It is creating more work (invoice creation and then monitoring for payment)!
 - More to enter because each invoice must be entered as non-PO payment and then another entry for any credit.

Receiving

Receiving Pending Report

August 17, 2016
12:46:02 pm

Otsego-Northern Catskills BOCES

Page 1

Receiving Pending Report

Fiscal Year: 2017

All Funds

Request #	Catalog Number	Quantity	Unit Cost	UM	Request/ Item Amount	Budget Account	From Request	Item ID	Quantity Received
AOLIVE DISTRICT SUPERINTENDENT Requestor									
17-00170	Purchase Order								
	Vendor: 004584 POSTMASTER - ONEONTA								
	Postage for Board and District Superintendent's materials	100.00	1.00	EA	100.00	001-1010-301-000			25.88
	17-00170 Subtotal				100.00				
17-00172	Purchase Order								
	Vendor: 005449 TURF SUITES ALBANY, LLC DBA								
	Rooms for Nicholas Savin for Monthly DS Meetings (OPEN)	2,750.00	1.00	EA	2,750.00	001-1240-454-000			0.00
	Rooms held with PCARD August 1, Sept 18 and 19, October 23 and 24, November 20 and 21, December 18 and 19. 2017 dates tbd								
	17-00172 Subtotal				2,750.00				
17-00239	Purchase Order								
	Vendor: 008423 SARATOGA PAINT AND SIP								
	Paint and Sip event for Superintendents attending the 2016 Superintendents' Retreat	700.00	1.00	EA	700.00	001-1480-301-000			0.00
	17-00239 Subtotal				700.00				
17-00248	Purchase Order								
	Vendor: 004461 NEW YORK STATE SCHOOL BOARD								
	ONC BOCES ON-LINE POLICY MANUAL UPDATE FOR AUGUST 2016 - JULY 2017	1.00	850.00	EA	850.00	001-1010-400-000			0.00
	17-00248 Subtotal				850.00				
17-00287	Purchase Order								
	Vendor: 006762 SavinNicholas J.								
	MISCELLANEOUS EXPENSES FOR MEALS, PARKING, AND TOLLS FOR NICHOLAS SAVIN, DISTRICT SUPERINTENDENT	450.00	1.00	EA	450.00	001-1240-454-000			0.00
	17-00287 Subtotal				450.00				
17-00302	Purchase Order								
	Vendor: 005244 CDW- G, INC.								
	HP 80X Black High Yield Toner Cartridge for DS Secretary. Contract 281779	1.00	144.31	EA	144.31	001-1240-399-000			0.00
	17-00302 Subtotal				144.31				
17-00305	Purchase Order								
	Vendor: 005244 CDW- G, INC.								
	HP 80X Black High Yield Toner Cartridge for Jennifer Bolton Carls. Contract 281779	1.00	144.31	EA	144.31	001-1250-399-000			0.00
	17-00305 Subtotal				144.31				
17-00359	Purchase Order								
	Vendor: 003076 VILLAGE PRINTER\THE								
	Engraving for CTE Hall of Fame perpetual plaques	95.00	1.00	EA	95.00	001-1010-301-000			0.00
	17-00359 Subtotal				95.00				

"" - Quantity indicated is total ordered. This item has been distributed to multiple budgetary accounts and quantity shown has not been prorated accordingly.'

"" - Quantity received not recorded by budgetcode, therefore total quantity received is shown for each account

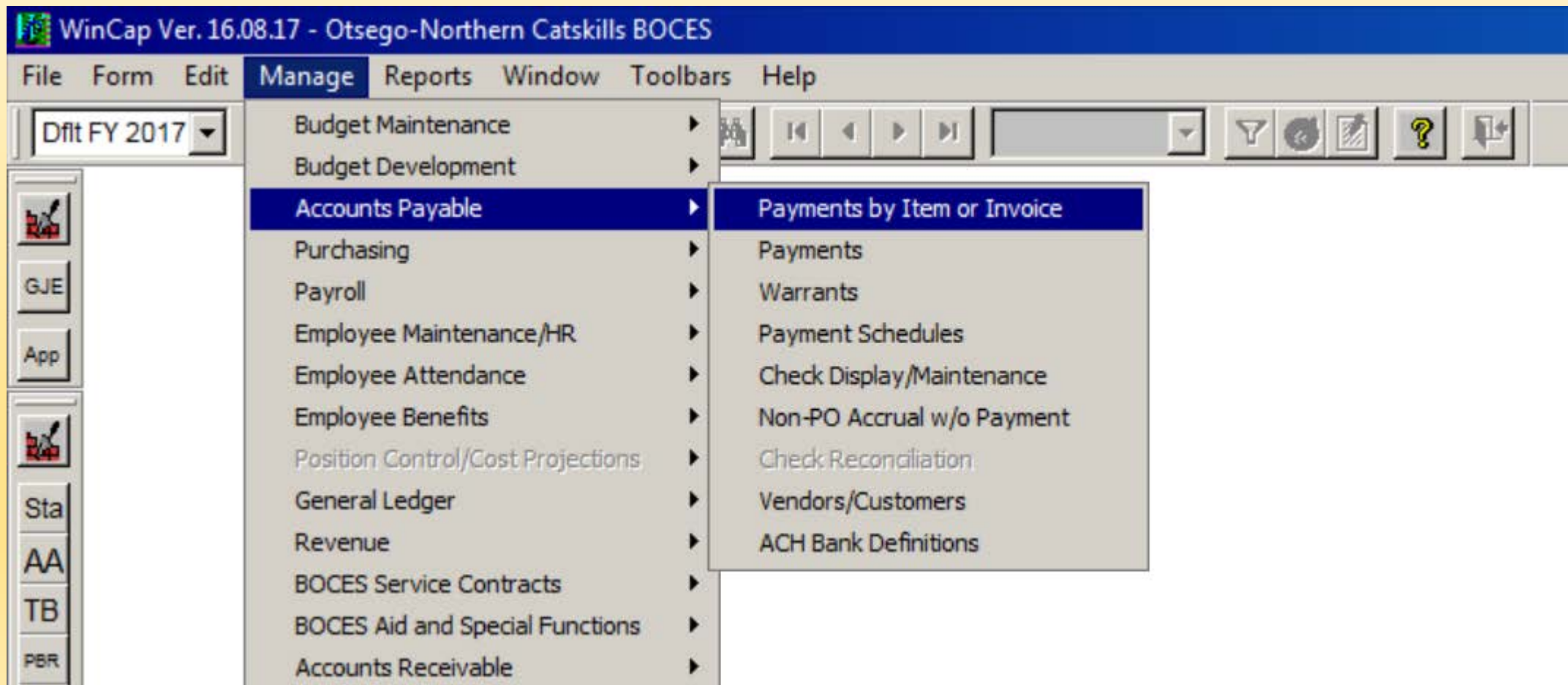
Receiving

- Why do we send out the Receiving Pending report each week?
 - To show the purchase orders that we have invoices for but have not been received.
 - Please do not wait for this report - receive items in Wincap as soon as you get the item(s)/service.
 - For purchase orders that are for amounts and not actual items, DO NOT RECEIVE THE ENTIRE PO AMOUNT UNLESS YOU ARE SURE WE SHOULD PAY THE ENTIRE AMOUNT.
 - View invoice if unsure



Receiving

- To view invoices:



Receiving

Enter PO from
Pending
Receiving
Report

WinCap Ver. 16.08.17 - Otsego-Northern Catskills BOCES

File Form Edit Manage Reports Window Toolbars Help

Dflt FY 2017

Payment by Item or Invoice [000694] (unnamed filter)

Payments By Item or Invoice Fixed Assets Attachment Receiving

2017 Trans

PO # 17-00270

Non-PO/Alt

Invoice # 301594

Included in Inv Ap

Item Totals: Ext

Pa

Vendor 00694

Remit To

Vendor Ref. COF

PrintSeq

Payment by Item or Invoice Filter

Fiscal Year 2017

Criteria Name Last Run

PO Number

Invoice

Vendor Blank

Fund

G/L Acct

Budget Code

Warrant

Schedule

Bank Account

Check Number

Check Amount

Check Date

From To

Invoice Amount

From To

Transaction Date

From To

Check

0000

Extended

833.66

833.66

Where

OK Cancel

Receiving

If arrows are in black, there is more than one invoice for this PO – need to find the one that needs to be received in – go to the ones that have “Apprvl Pndg”

[illegible]

Receiving

[illegible]

To view or print invoices, go to Attachment tab and click on items under Description

Receiving

WinCap Ver. 16.08.17 - Otsego-Northern Catskills BOCES

File Form Edit Manage Reports Window Toolbars Help

Dflt FY 2017

Items Received

Items Received

Fixed Assets

PO #

Criteria Name

Fiscal Year 2017

Last Run

New Items Received

Correction

PO #

Blank

Vendor

Blank

Order Addr

Date Received

08/22/2016

Received By

LYNN CHASE

Where

Show Items Already Fully Received

OK

Cancel

Select To End

Deselect To End

Select All

Deselect All

PO #

AA

TB

PBR

SCS

AGS

SRD

red

Total Recvd

Go to Items
Receive and
receive in

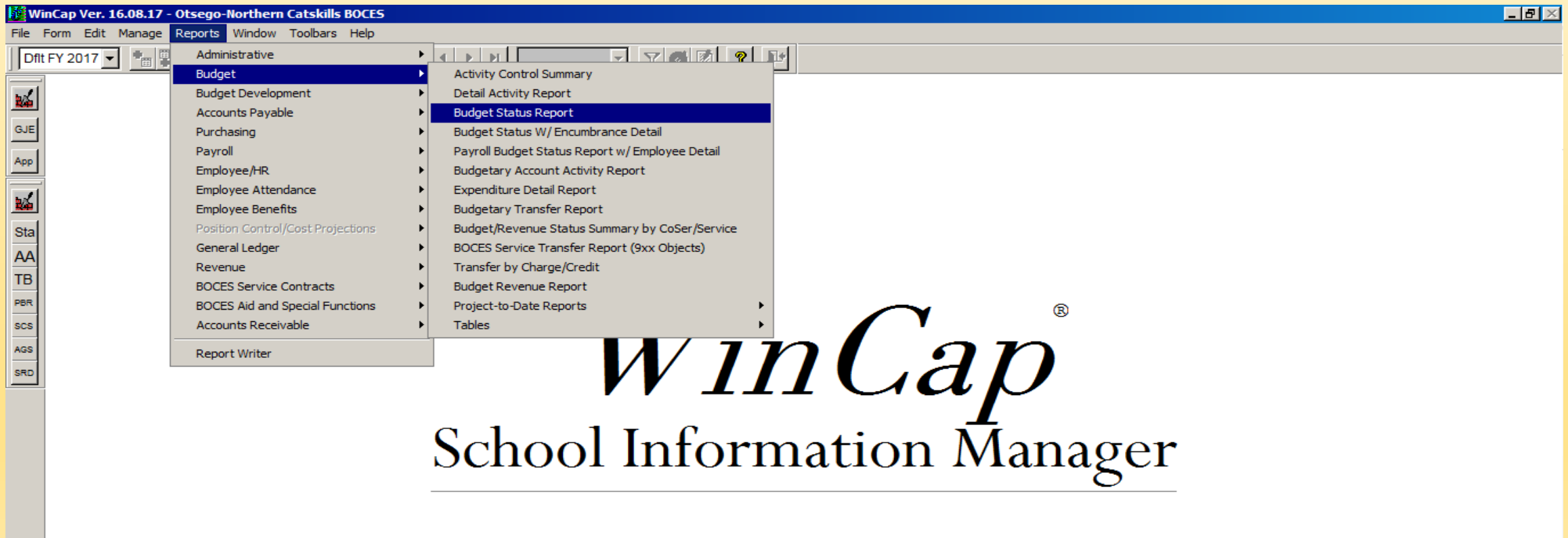
Budget Monitoring

Budget Monitoring

- Need to review budget and revenue
 - Need to make sure you have revenue to support your budget!
- Reports:
 - 1) Budget Status Report
 - 2) Service Contract Status Report
 - 3) Revenue Status Report

Budget Monitoring

- 1) Budget Status Report



WinCap Ver. 16.08.17 - Otsego-Northern Catskills BOCES

File Form Edit Manage Reports Window Toolbars Help

Dft FY 2017

Budget Status Report Selection

Record selection

Fiscal Year: 2017
Criteria Name: Last Run
Fund: A
Budget Account: 332-????-???-??
Budget Type: R
Payroll: N
Exclude like this Budget Code: ☐
As of date: 06/30/2017
Where:

Print options

☒ Suppress Budgetcodes with no activity
☐ Suppress actual budget codes/print summary only
☐ Suppress Financial Data
☒ Show Pending Encumbrance
☐ Show available balance, not service
☐ Show projected expense not unenc balance

Sort by: Service
Activity
None
None
None

Subtotal break: ☒
Show break header: ☒
New page after break: ☐

Crystal: <default report>

Print Settings Cancel

Choose current year

Use last day of year 6/30/17

Enter F (A for General Fund or F for Federal Fund)

Enter Coser #

Use "N"

Use R for current year expenses

Only show budget codes with activity

Pending encumbrances are PNDs in the approval process

Format report to show headers and totals and sort by these options

Print or view with magnifying glass

Original budget
approved by
Board in May

Otsego-Northern Catskills BOCES

Budget Status Report As Of: 06/30/2017

Fiscal Year: 2017

Fund: A GENERAL FUND

Paid invoices
and payroll

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Pending Encumbrance
332.010 SHARED FACILITIES DIRECTOR								
332-7411-150-000	CERTIFIED SALARIES	2,835.00	0.00	2,835.00	0.00	0.00	2,835.00	0.00
332-7411-160-000	NON-CERTIFIED SALARIES	82,631.00	0.00	82,631.00	11,123.18	71,506.22	1.60	0.00
332-7411-165-000	HEALTH BUY-OUT	3,200.00	0.00	3,200.00	0.00	0.00	3,200.00	0.00
332-7411-299-000	TECHNOLOGY EQUIPMENT	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
332-7411-301-000	GENERAL SUPPLIES	504.00	0.00	504.00	0.00	0.00	504.00	0.00
332-7411-399-000	TECHNOLOGY SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00	0.00
332-7411-400-000	GENERAL SERVICES	230.00	0.00	230.00	0.00	600.00	-370.00	0.00
332-7411-401-000	TELEPHONE	1,200.00	0.00	1,200.00	0.00	600.00	600.00	0.00
332-7411-454-000	TRAVEL	4,300.00	0.00	4,300.00	0.00	0.00	4,300.00	0.00
332-7411-811-000	TEACHER RETIREMENT	124.00	0.00	124.00	0.00	0.00	124.00	0.00
332-7411-812-000	WORKER'S COMPENSATION	651.00	0.00	651.00	83.43	536.29	31.28	0.00
332-7411-813-000	EMPLOYEE RETIREMENT	13,056.00	0.00	13,056.00	1,757.46	11,297.98	0.56	0.00
332-7411-814-000	MEDICARE TAX	1,260.00	0.00	1,260.00	161.31	1,036.83	61.86	0.00
332-7411-815-000	SOCIAL SECURITY	5,386.00	0.00	5,386.00	689.64	4,433.39	262.97	0.00
332-7411-816-000	HEALTH INSURANCE	29,788.00	0.00	29,788.00	0.00	29,888.90	-100.90	0.00
332-7411-817-000	DENTAL INSURANCE	3,679.00	0.00	3,679.00	0.00	1,981.44	1,697.56	0.00
332-7411-820-000	UNEMPLOYMENT INSURANCE	608.00	0.00	608.00	77.86	500.55	29.59	0.00
332-7411-821-000	EDUCATIONAL IMPROVEMENT	174.00	0.00	174.00	22.25	143.02	8.73	0.00
332-7411-822-000	PERB	6,081.00	0.00	6,081.00	778.62	5,005.44	296.94	0.00
332-7411-825-000	EMPLOYEE ASSISTANCE PROGR	61.00	0.00	61.00	7.79	50.05	3.16	0.00
332-9500-960-640	TRANSFER COST	275.00	0.00	275.00	0.00	0.00	275.00	0.00
332-9500-960-650	TRANSFER COST	166.00	0.00	166.00	0.00	0.00	166.00	0.00
332-9500-960-707	TRANSFER COST	2,437.00	0.00	2,437.00	0.00	0.00	2,437.00	0.00
332.010 SHARED FACILITIES DIRECTOR - Service Subtotal		160,146.00	0.00	160,146.00	14,701.54	127,580.11	17,864.35	0.00
Total GENERAL FUND		160,146.00	0.00	160,146.00	14,701.54	127,580.11	17,864.35	0.00

Use
Budget
Key

Use Budget
Code
classification
listing

Budget Transfers
or adjustments
from changes in
revenue or
transfers

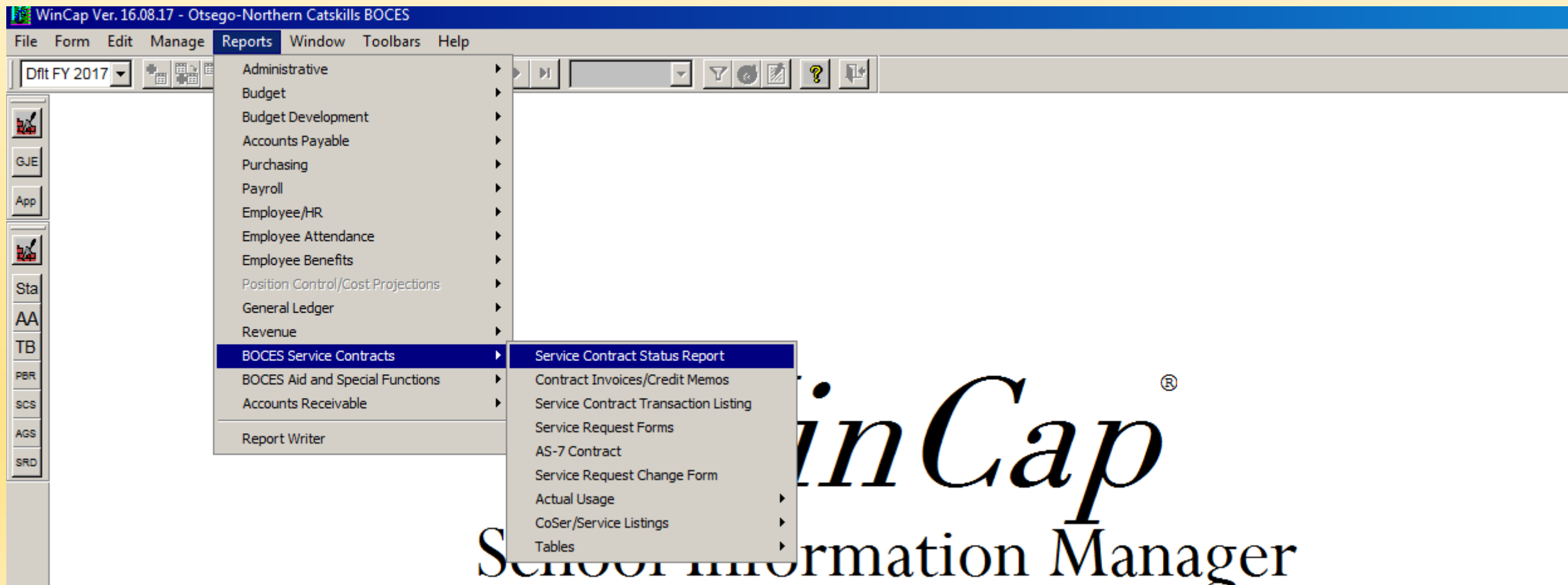
Open purchase
orders and unpaid
salary & benefits

Unused monies
(available but
check revenue)

PNDs -
pending
POs

Budget Monitoring

- 2) Service Contract Status Report



WinCap Ver. 16.08.17 - Otsego-Northern Catskills BOCES

File Form Edit Manage Reports Window Toolbars Help

Dflt FY 2017

Choose current year

Enter A for General Fund

Enter Coser #

Use these setting – will show by service

Print or view with magnifying glass

The screenshot shows the 'Service Contract Status Report' dialog box. The 'Fiscal Year' is set to 2017. The 'Criteria Name' is 'Last Run'. The 'Record selection' section has 'Fund' set to 'A' (GENERAL FUND), 'Service/Subservice' set to '332.' (All Services like 332.???), 'Customer' set to 'All Customers', and 'Bill Customer' set to 'All Bill Customers'. The 'Print Options' section has 'Suppress records with 0 amount/no activity' and 'Expand Detail Description (if necessary)' checked. The 'Display Fields (pick any two)' section has 'Show Actual Usage', 'Show Actual Quantity', 'Show Amount Billed YTD', and 'Show Pending Adjustments' checked. The 'Sort by' section has 'CoSer', 'Service - Cost/Basis', and 'BillSort' selected. The 'Break on sort', 'Page Break', 'Show break header', and 'Always show break totals' sections have checkboxes for each option. The 'Report Subtitle' is 'Contract Detail by Service'. The 'Print Settings' button is highlighted with a magnifying glass icon.

Sort by	Break on sort	Page Break	Show break header	Always show break totals
CoSer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Service - Cost/Basis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BillSort	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CustName	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**** Verify all districts are being billed correctly –
quantity, price and or fixed cost**

August 21, 2016
08:21:39 pm

Otsego-Northern Catskills BOCES

Page 1

Service Contract Status

Contract Detail by Service

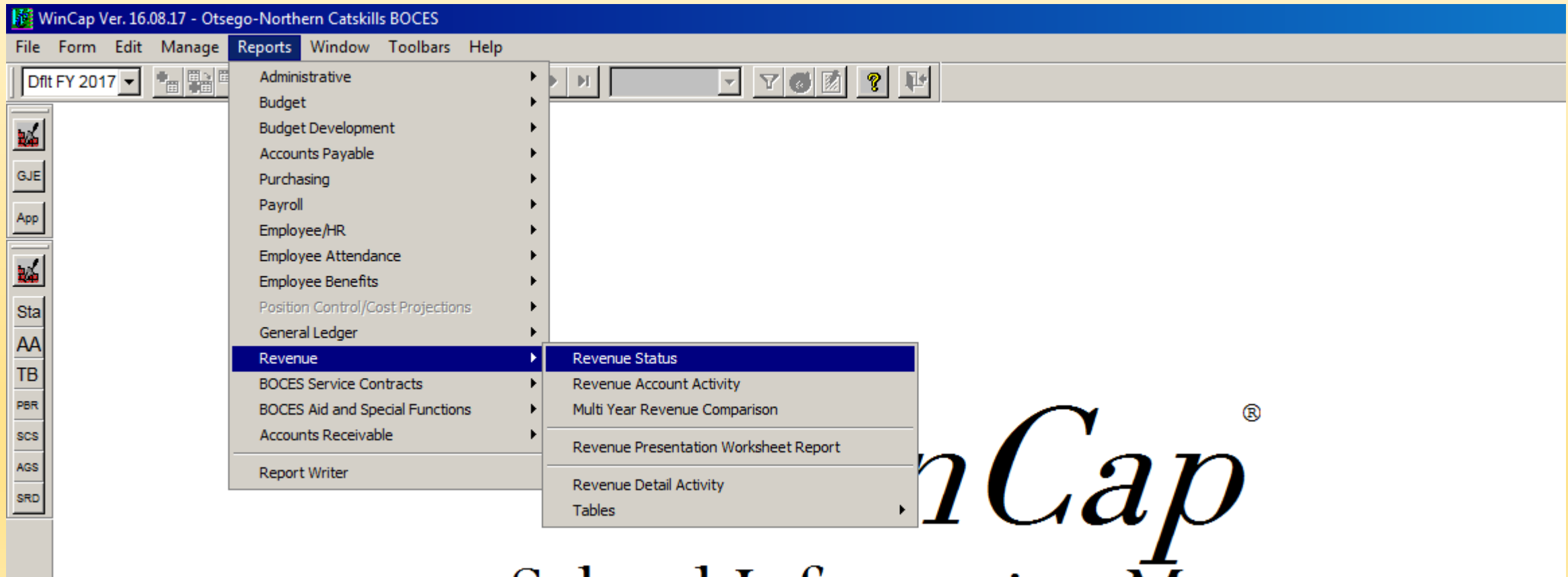
Fiscal Year: 2017

332 - SHARED FACILITIES DIRECTOR

	Initial Contract	Adjustments	Quantity	Unit Costs	Fixed Costs	Current Amount	
332 - SHARED FACILITIES DIRECTOR							
332.010 - SHARED FACILITIES DIRECTOR [Cost: 8897.0000, Basis: FTE]							
JEFFERSON CSD [540901]	44,485.00	0.00	5.0000	8,897.0000	0.00	44,485.00	2252 revenue on Revenue Status Report or 2254 for invoicing for districts in Other BOCES
ONEONTA CITY SD [471400]	71,176.00	0.00	8.0000	8,897.0000	0.00	71,176.00	
STAMFORD CSD [121701]	44,485.00	0.00	5.0000	8,897.0000	0.00	44,485.00	
Subtotal Components	160,146.00	0.00	18.0000			160,146.00	
Subtotal 332.010 - SHARED FACILITIES DIRECTOR [Co	160,146.00	0.00	18.0000			160,146.00	
Subtotal 332 - SHARED FACILITIES DIRECTOR	160,146.00	0.00	18.0000			160,146.00	

Budget Monitoring

- 3) Revenue Status Report



Dflt FY 2017



Choose current year

Use last day of year 6/30/17

Use these setting – will show by service

Enter A for General Fund or F for Federal Fund

Enter Coser #

Revenue Status Report Selection

Record Selection

☐ Fiscal Year: 2017 Criteria Name: Last Run Fund: A ☐ Exclude like this Revenue Account Revenue Account: 332.???-????-??? Service:
☐ As of date: 06/30/2017 ☐ Show actual revenue in "As Of" Cycle Where:
☐ Print options:
☐ Suppress Revenue accounts with no activity ☐ Suppress actual revenue accounts/print summary only
☐ Include estimated revenue for carryover encumbrances (225X-9XX) in YTD Amount
☐ Show projected revenue
Sort by: Service Revenue Account None
Subtotal break: ☒ ☐ ☐
Show break header: ☒ ☐ ☐
New page after break: ☐ ☐ ☐
Crystal: <default report> Print Settings Cancel

Print or view with magnifying glass

Use Budget Key for coser #

Revenue accounts 2252 and 2254 will match Service Contract Status Report

Matches original budget approved by Board in May

Revenue that has been invoiced – Monthly billing on 15th of month (Aug – Jun)

Balance to be invoiced

August 21, 2016
08:17:50 pm

Page 1

Otsego-Northern Catskills BOCES
Revenue Status Report As Of: 06/30/2017
Fiscal Year: 2017
Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
332.010 SHARED FACILITIES DIRECTOR								
332.010-2252-000	332.010	CHRGs TO COMPONENTS--SERV	160,146.00	0.00	160,146.00	16,014.60	144,131.40	
332.010-2770-000	332.010	UNCLASSIFIED REVENUES	0.00	0.00	0.00	0.00		
332.010 Service Subtotal			160,146.00	0.00	160,146.00	16,014.60	144,131.40	0.00
332.020 SHARED FAC DIR PUBLIC SCHOOL WOR								
332.020-2252-000	332.020	CHRGs TO COMPONENTS--SERV	0.00	0.00	0.00	0.00		
332.020 Service Subtotal			0.00	0.00	0.00	0.00	0.00	0.00
Total GENERAL FUND			160,146.00	0.00	160,146.00	16,014.60	144,131.40	0.00

Selection Criteria

Criteria Name: Last Run
As Of Date: 06/30/2017
Sort by: Fund/Service/Revenue Account
Printed by LYNN CHASE

** Any Unclassified Revenue in the 2770 account under Current Estimate should be verified – make sure it is not a “plug”**

Should match budget status report- current budget

Questions?

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