

Reports to Monitor Contracts and Billing In WinCap

These reports should be used by program administrators to:

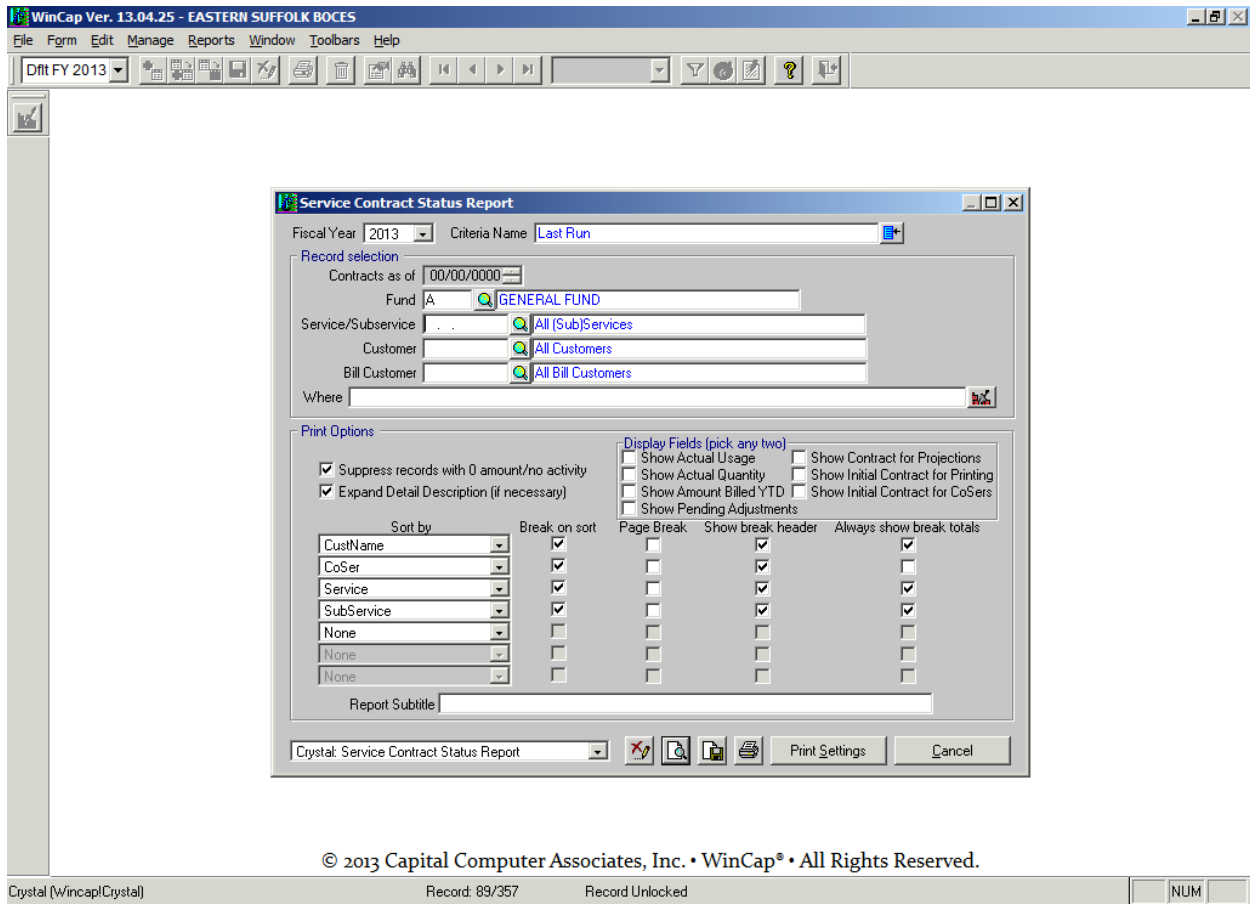
- Monitor the contract amount districts have signed up for their program
- Review the status and accuracy of contract adjustments for your program
- Monitor the amount billed to each district for your program's service

Report #1: Service Contract Status Report

Select the following menu items to run a Service Contract Status Report:

- **Reports**
- **BOCES Service Contracts**
- **Service Contract Status Report**

A window will appear like the one pictured below.



In the area labeled "Record Selection" you can filter your report using CoSer(Service/Subservice), Customer, or both by typing it in or clicking on the magnifying glass next to that field.

In the area labeled “Print Options” you can choose how your report is displayed. (The recommended settings are pictured above.)

Once you have all your desired settings in place click the preview button (paper with magnifying glass) to run the report.

A window will appear like the one pictured below.

May 16, 2012
03:08:17 pm

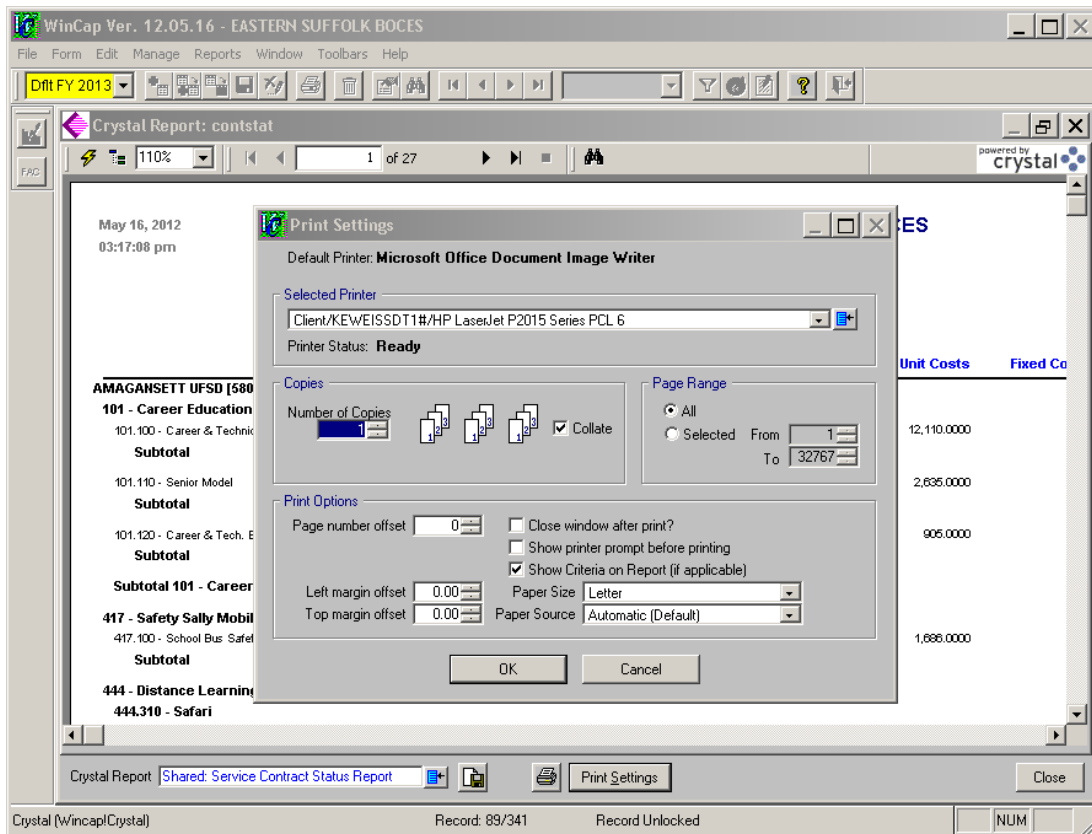
EASTERN SUFFOLK BOCES
Service Contract Status
Fiscal Year: 2013

	Initial Contract	Adjustments	Quantity	Unit Costs	Fixed C
AMAGANSETT UFSD [580303]					
101 - Career Education					
101.100 - Career & Technical Education	121,100.00	0.00	10.0000	12,110.0000	
Subtotal	121,100.00	0.00	10.0000		
101.110 - Senior Model	26,350.00	0.00	10.0000	2,635.0000	
Subtotal	26,350.00	0.00	10.0000		
101.120 - Career & Tech. Ed./Transportation	9,050.00	0.00	10.0000	905.0000	
Subtotal	9,050.00	0.00	10.0000		
Subtotal 101 - Career Education	156,500.00	0.00	30.0000		
417 - Safety Sally Mobile Classroom					
417.100 - School Bus Safety Program	0.00	0.00	0.0000	1,886.0000	
Subtotal	0.00	0.00	0.0000		
444 - Distance Learning					
444.110 - Safari					

Crystal Report: Shared: Service Contract Status Report

Crystal (WincapCrystal) Record: 89/341 Record Unlocked NUM

Before printing, select “Print Settings” to select printer; when printer is selected click OK as pictured below.



Finally, select the print button to process.

Report #2: Service Contract Status Report sorted by CoSer by District

Reports>BOCES Service Contracts>Service Contract Status Report

- Make sure the correct Fiscal year is selected
- Use the Blue Bob Button to select the report called “Svc Sort w/Billing”

WinCap Ver. 13.04.25 - EASTERN SUFFOLK BOCES

File Form Edit Manage Reports Window Toolbars Help

Dflt FY 2013

Service Contract Status Report

Fiscal Year: 2013 Criteria Name: Last Run

Record selection

Contracts as of: 00/00/0000

Fund: A GENERAL FUND

Service/Subservice: [All (Sub)Services]

Customer: [All Customers]

Bill Customer: [All Bill Customers]

Where:

Print Options

Suppress records with 0 amount/no activity
 Expand Detail Description (if necessary)

Display Fields (pick any two)

Show Actual Usage Show Contract
 Show Actual Quantity Show Initial C
 Show Amount Billed YTD Show Initial C
 Show Pending Adjustments

Sort by	Break on sort	Page Break	Show break header	Always st
CoSer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CustName	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

Report Subtitle:

Crystal: Service Contract Status Report

Print Settings Cancel

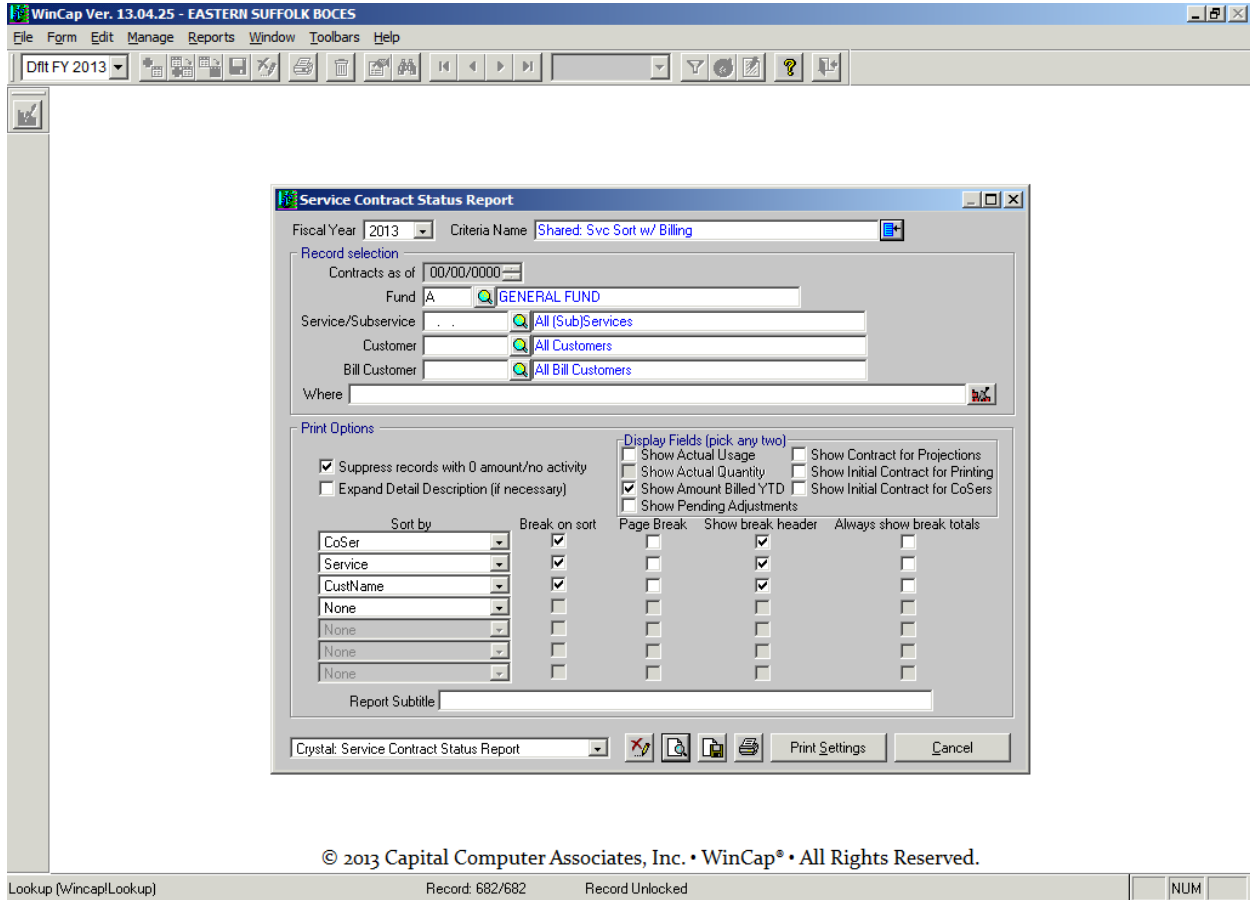
Criteria List:

- Last Run
- Private: X Cont Svcs
- Shared: Contract Detail
- Shared: Service Sort
- Shared: Svc Sort w/ Billing**
- Shared: Template 1
- Shared: Template 2
- Shared: Template 3
- Shared: Template 4
- Shared: Template 5
- Shared: Template 6
- Shared: Test for MK
- Pick From List...
- Save the current criteria
- Add/Remove Shared criteria from your list
- Manage Criteria...
- Criteria Options...
- Set as your default

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NUM

The file name will show up in the criteria name field:



In the area labeled “Record Selection” you can filter your report using CoSer/Service, Customer, or both by typing it in or clicking on the magnifying glass next to that field.

In the area labeled “Print Options” you can choose how your report is displayed. (The recommended settings are pictured above.)

The software will ask you if want to save changes. Select “OK”

Once you have all your desired settings in place click the preview button (paper with magnifying glass) to run the report.

A window will appear like the one pictured below.

Crystal Report: constat

April 05, 2013
08:26:07 am

EASTERN SUFFOLK BOCES
Service Contract Status
Fiscal Year: 2013

	Initial Contract	Adjustments	Quantity	Unit Costs	Fixed Costs	Current Amount
001 - Administration						
001.100 - Administration						
AMAGANSETT UFSD [580303]	62,436.00	0.00	0.0000	0.0000	62,436.00	62,436.00
BAY SHORE UFSD [580501]	336,844.00	0.00	0.0000	0.0000	336,844.00	336,844.00
BAYPORT-BLUE POINT UFSD [580505]	161,473.00	0.00	0.0000	0.0000	161,473.00	161,473.00
BRENTWOOD UFSD [580512]	863,425.00	0.00	0.0000	0.0000	863,425.00	863,425.00
BRIDGEHAMPTON UFSD [580909]	53,194.00	0.00	0.0000	0.0000	53,194.00	53,194.00
CENTER MORICHES UFSD [580233]	78,828.00	0.00	0.0000	0.0000	78,828.00	78,828.00
CENTRAL ISLIP UFSD [580513]	360,043.00	0.00	0.0000	0.0000	360,043.00	360,043.00
COMSEWOGUE UFSD [580203]	243,873.00	0.00	0.0000	0.0000	243,873.00	243,873.00
CONNETQUOT CSD [580507]	497,841.00	0.00	0.0000	0.0000	497,841.00	497,841.00
EAST HAMPTON UFSD [580301]	202,973.00	0.00	0.0000	0.0000	202,973.00	202,973.00
EAST ISLIP UFSD [580503]	313,366.00	0.00	0.0000	0.0000	313,366.00	313,366.00
EAST MORICHES UFSD [580234]	64,113.00	0.00	0.0000	0.0000	64,113.00	64,113.00
EAST QUOGUE UFSD [580917]	42,528.00	0.00	0.0000	0.0000	42,528.00	42,528.00
EASTPORT-SOUTH MANOR CSD [580912]	120,403.00	0.00	0.0000	0.0000	120,403.00	120,403.00
FIRE ISLAND UFSD [580514]	4,622.00	0.00	0.0000	0.0000	4,622.00	4,622.00
FISHERS ISLAND UFSD [581004]	21,364.00	0.00	0.0000	0.0000	21,364.00	21,364.00
GREENPORT UFSD [581010]	43,095.00	0.00	0.0000	0.0000	43,095.00	43,095.00
HAMPTON BAYS UFSD [580905]	89,428.00	0.00	0.0000	0.0000	89,428.00	89,428.00
HAUPPAUGE UFSD [580606]	261,148.00	0.00	0.0000	0.0000	261,148.00	261,148.00
ISLIP UFSD [580502]	199,167.00	0.00	0.0000	0.0000	199,167.00	199,167.00

Crystal Report: Shared: Service Contract Status Report

Print Settings

Close

Crystal (WincaplCrystal) Record: 89/355 Record Unlocked NUM

Before printing, select “Print Settings” to select printer; when printer is selected click “OK” as pictured below.

WinCap Ver. 13.04.03 - EASTERN SUFFOLK BOCES

File Form Edit Manage Reports Window Toolbars Help

Dflt FY 2013

Crystal Report: constat

110% 1 of 4

powered by crystal

April 05, 2013
08:34:48 am

EASTERN SUFFOLK BOCES

Service Contract Status

001 - Administration

001.100 - Administration

- AMAGANSETT UFSD [580303]
- BAY SHORE UFSD [580501]
- BAYPORT-BLUE POINT UFSD [580505]
- BRENTWOOD UFSD [580512]
- BRIDGEHAMPTON UFSD [580909]
- CENTER MORICHES UFSD [580233]
- CENTRAL ISLIP UFSD [580513]
- COMSEWOGUE UFSD [580203]
- CONNETQUOT CSD [580507]
- EAST HAMPTON UFSD [580301]
- EAST ISLIP UFSD [580503]
- EAST MORICHES UFSD [580234]
- EAST QUOGUE UFSD [580917]
- EASTPORT-SOUTH MANOR CSD [580911]
- FIRE ISLAND UFSD [580514]
- FISHERS ISLAND UFSD [581004]
- GREENPORT UFSD [581010]
- HAMPTON BAYS UFSD [580905]
- HAUPPAUGE UFSD [580506]
- ISLIP UFSD [580502]
- ISLIP UFSD [580502]

	Fixed Costs	Current Amount
	62,436.00	62,436.00
	336,844.00	336,844.00
	161,473.00	161,473.00
	863,425.00	863,425.00
	53,194.00	53,194.00
	78,828.00	78,828.00
	360,043.00	360,043.00
	243,873.00	243,873.00
	497,841.00	497,841.00
	202,973.00	202,973.00
	313,356.00	313,356.00
	64,113.00	64,113.00
	42,528.00	42,528.00
	120,403.00	120,403.00
	4,622.00	4,622.00
	21,364.00	21,364.00
	43,065.00	43,065.00
	89,428.00	89,428.00
	261,148.00	261,148.00
	198,167.00	198,167.00
	4,622.00	4,622.00

Print Settings

Default Printer: Client/CLIPPONEDTR#/HP LaserJet P2050 Series PCL6

Selected Printer: Client/CLIPPONEDTR#/HP LaserJet P2050 Series PCL6

Printer Status: Ready

Copies

Number of Copies: 1 Collate

Page Range

All Selected From: 1 To: 32767

Print Options

Page number offset: 0 Close window after print?

Show printer prompt before printing

Show Criteria on Report (if applicable)

Left margin offset: 0.00 Paper Size: Letter

Top margin offset: 0.00 Paper Source: Automatic (Default)

OK Cancel

Crystal Report Shared: Service Contract Status Report

Print Settings Close

Crystal [WincapCrystal] Record: 89/355 Record Unlocked NUM

Finally, select the print button to process.