



Susan Maddi
Director
Department of Administrative Services
201 Sunrise Highway
Patchogue, NY 11772
Phone: 631/687-3038
Fax: 631/240-8970
Email: smaddi@esboces.org

Certifying 2024-25 Shared Service Request

WinCapWEB Instructions

Before having your District Superintendent certify, please do the following steps:

1. In the **Filter Data** section, click “**Clear**” to remove any filters and show all services.

A screenshot of the WinCapWEB 'Filter Data' section. The section is titled 'Filter Data' and contains several search criteria: 'Search For:' with an empty text box and 'in:' with a dropdown menu showing '[All fields listed in dropdown]'; 'Purchase Status:' with a dropdown menu showing '[Any]'; 'Contract Status:' with a dropdown menu showing '[Any]'; 'Service Status:' with a dropdown menu showing '[Any]'; and 'Provider:' with a dropdown menu showing '(all)'. Below these are two checkboxes: 'Unread Notes from District (0)' and 'Records Preventing Certification'. At the bottom of the section are two buttons: 'Filter' and 'Clear'. A red arrow points to the 'Clear' button.

DISTRICT VIEW

2. Filter Data by Purchase Status “Unspecified.”

Service Request

Filter Data

Search For: in:

Purchase Status: [Any] (dropdown menu open)

- [Any]
- Yes
- No
- Unspecified** (highlighted)
- Yes or Unspecified
- No or Unspecified

Contract Status: [Any] (dropdown menu)

Service Status: [Yes/No] (dropdown menu)

Provider: (all) Yes or No

Unread Notes Yes or Unspecified

Records Previous No or Unspecified

This will list all services that have **NOT** been marked “Yes or No.”

3. If you want to say “No” to all of the “Unspecified” services listed, go to the bottom of the page and **click “Do Not Purchase Services.”**

* - Requested Totals may not reflect your most recent screen selections. [[update totals](#)]

** - The Current Contract Total may differ from your most recent BOCES Contract Invoice since some services may have been discontinued or offered under new services

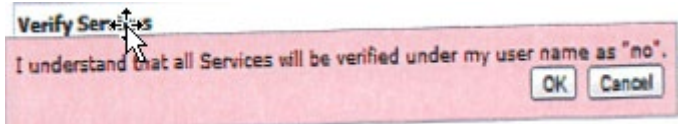
Final Preparation for Certification
Clicking Finalize will set the Purchase Service field to no for current screen selections, including any Cross-Contract Services that have been loaded, where no Purchase Service selection has been made.

Verify Services
Purchase / Do Not Purchase currently selected and not verified Services.

Validate and Update Data
After making updates to Services/Subservices above, use the Update button to validate and save data.

DISTRICT VIEW

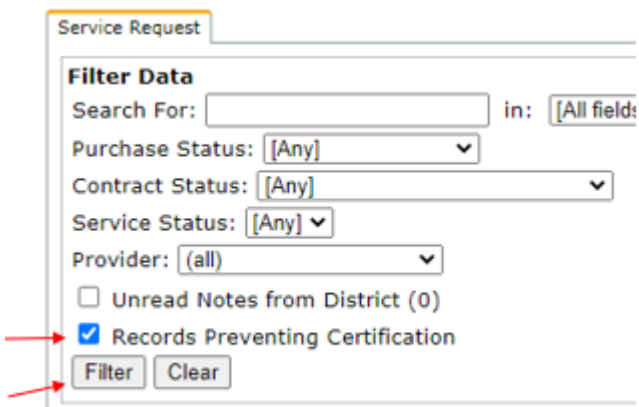
- You will get a popup box that states “I understand that all Services will be verified under my username as “no.” **Click “OK.”**



After the system has processed the “No’s,” a **green box** will appear on the screen confirming the number of records that were updated as “No.”



- Clear** all filters and **Filter Data** by **checking** the “**Records Preventing Certification**” box. Address any services that appear after running this filter. Please refer to the “Cert Reason” column on your Service Request page which will note the issue that is preventing certification.



DISTRICT VIEW

- At the bottom of the Service Request page **click “Finalize.”** This will check that all services have been marked “Yes or No” and will recalculate the contract.

** - The Current Contract Total may differ from your most recent BOCES Contract Invoice since some services may have been discontinued or offered under new services

Final Preparation for Certification
Clicking Finalize will set the Purchase Service field to no for current screen selections, including any Cross-Contract Services that have been loaded, where no Purchase Service selection has been made.

Finalize

Verify Services
Purchase / Do Not Purchase currently selected and not verified Services.

Purchase Services **Do Not Purchase Services**

Validate and Update Data
After making updates to Services/Subservices above, use the Update button to validate and save data.

Update **Cancel**

- Your District Superintendent or appointed “designee” is now ready to certify your district’s 2024-25 Service Request. Your District Superintendent or appointed “designee” will need to log in to WinCapWEB with their Username and Password.
- To certify, go to **BOCES Services > My District Profile > Service Request Certification.** Click “Load Service Request for Certification.”

myWinCap Employee Self-Service Payroll Vouchers Timesheets **BOCES Services - Support Center**

<< WinCapWeb > BOCES Services > My District Profile > Service Request Certification

Select Data

Fiscal Year 2025

Customer Your District Name Will Appear Here

Provider Eastern Suffolk BOCES

Load Service Request for Certification

DISTRICT VIEW

9. Go to the bottom of the Service Request page and **click “Certify.”**

Filter Data
Search For: in:
Purchase Status:
Contract Status:
Service Status:
 Unread Notes from BOCES (0)
 Records Preventing Certification

Service Request -2023-2024 AS-7 Contracts
Fiscal Year: 2023 | Customer:

Service Code	Service Name	2021-22 Current Contract	2022-23 Fixed Cost	2022-23 Quantity
[no records]				

Final Preparation for Certification
Clicking Finalize will set the Purchase Service field to no for current screen selections, including a been made.

Validate and Certify Data
After making updates to Services/Subservices above, use the Update button to validate and save

10. Enter your password (the same one that you use to log in to WinCapWEB) and **click “OK.”**

Service Request Certification

ESBOCES INTERNAL NOTE: District Superintendent must certify unless an email is provided of designee to sign in his place.

I have read the above terms associated with certifying these service requests for my district and do hereby accept those terms on behalf of this district.

Please enter your password as your electronic signature:

You should see a popup message box that states “Successfully Certified....”

DISTRICT VIEW

- Please note that our ESBOCES programs will review your service request selections and will contact you if they have any questions. In the event changes need to be made to your service request, Stacey Iaccarino will reach out to you to schedule a time to walk through the changes together. Typically, this should take less than 10 minutes.
- As a reminder, after the service request period has closed and your initial AS-7 has been executed, any changes to your district's ESBOCES service contracts must be done via a Contract Modification Request form. Any services purchased through another BOCES requires a signed Cross Contract form.
- **All contracts are required to be signed by your District Superintendent or a board approved "designee."** If a board approved "designee" is signing on behalf of your District Superintendent, please print their name below the signature line and indicate "as designee."
- All Contract Modification Request and Cross Contract forms should be sent to our group email at contractadjustments@esboces.org. Please do not mail the originals after emailing them to us as this may cause a duplication of the contract.

For questions or support, please contact:

Stacey Iaccarino
siaccari@esboces.org
631-687-3042