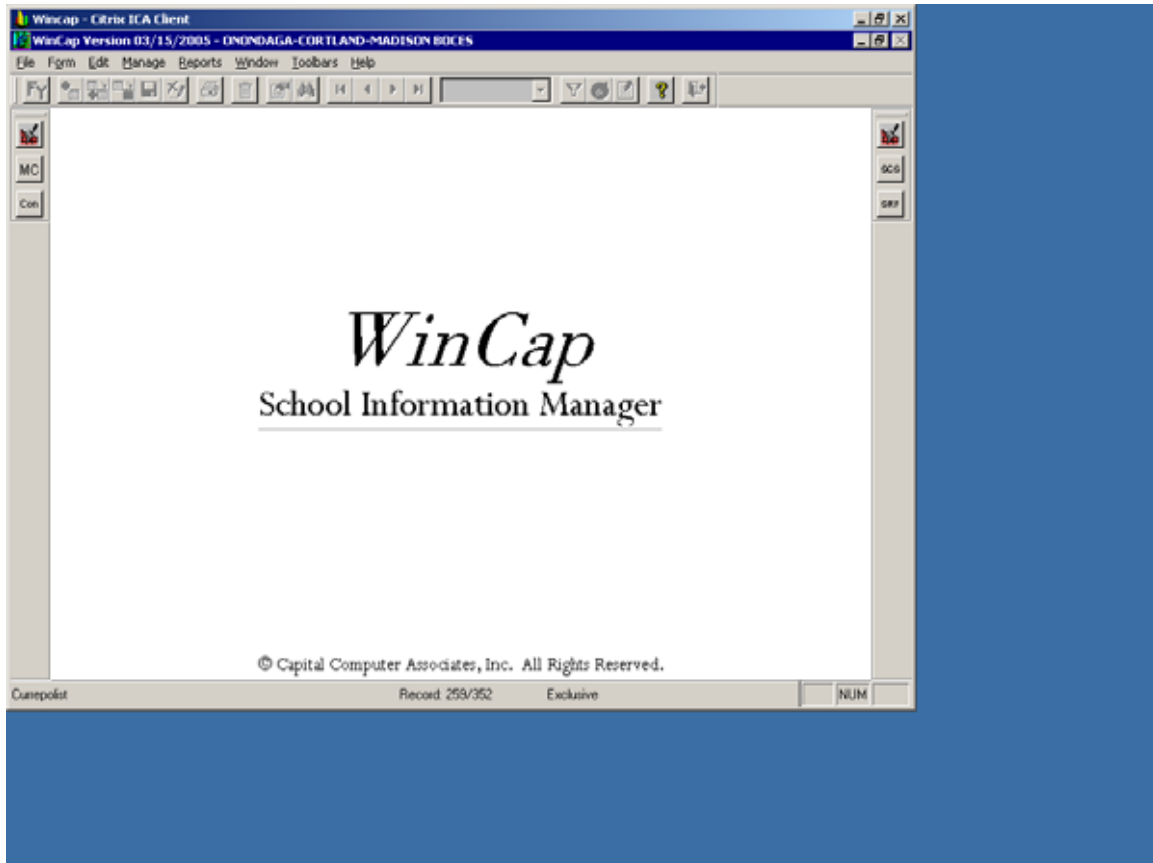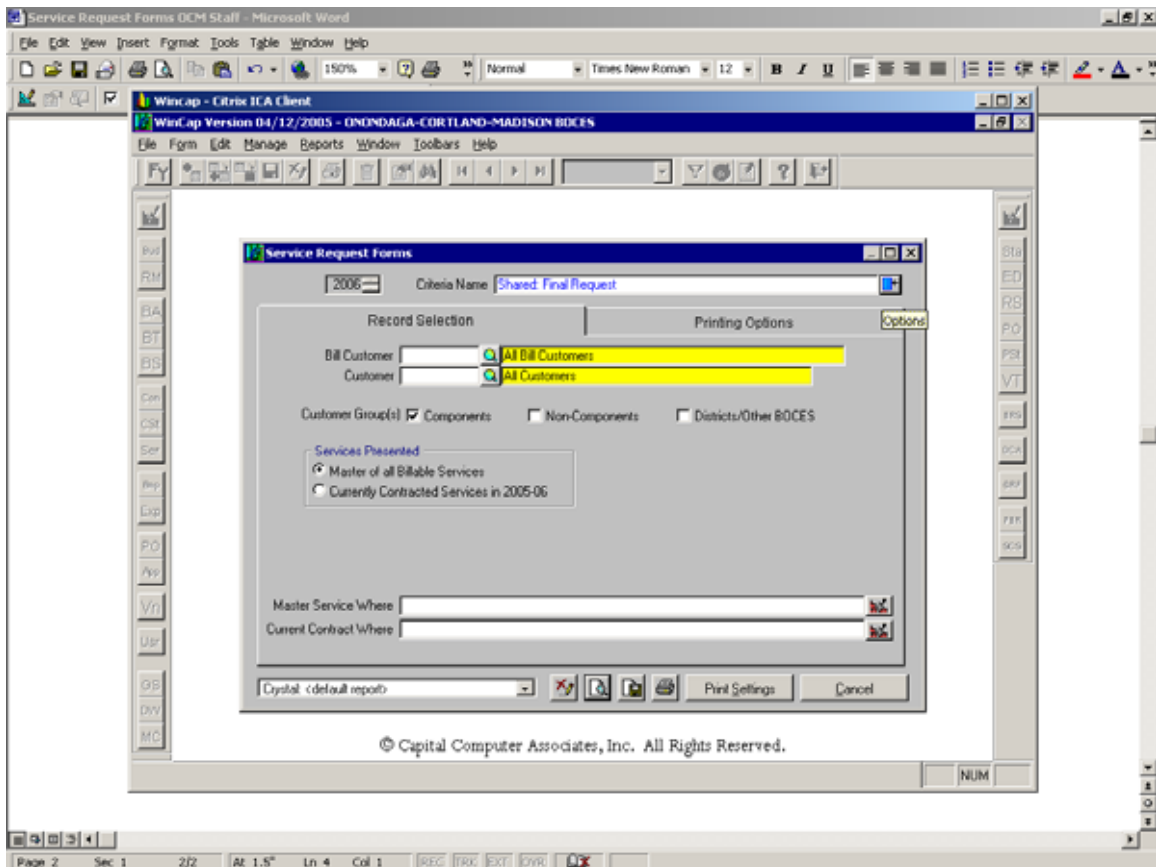# Service Request Forms

To print the Service Request Form, select the "SRF" icon at the right hand side of the screen. If you do not have a shortcut, from the top toolbar select "Reports", "BOCES Service Contracts", "Service Request Forms".

After clicking on the Service Request Form the following report selection screen will appear.

The blue options button has some pre-defined reports that you can choose from. You can also modify the report options yourself if you choose.

Printing the "Shared: Final Request" from the blue options button will give you a listing of all service codes you have access to for the district(s) selected. You will note that the Services Presented box has the "Master of all Billable Services" marked.

Note: The default report only gives you components. If you wish to have non-components and other BOCES, you will need to check the boxes "Non-Components" and "Districts/Other BOCES".

WinCap Version 04/14/2005 - ONONDAGA-CORTLAND-MADISON BOCES

File Form Edit Manage Reports Window Toolbars Help

Service Request Forms

2006   Criteria Name Shared: Final Request

Menu
Last Run
Shared: Final Req Curr Contr
✓ Shared: Final Request
Shared: Initial Request
Save the current criteria
Add/Remove Shared criteria from your list
Delete the Shared criteria named Final Request
Change the Shared criteria named Final Request to Private
Set as your default

Record Selection

Bill Customer [   ] 🔍 All
Customer [   ] 🔍 All

Customer Group(s) ☑ Components

Services Presented
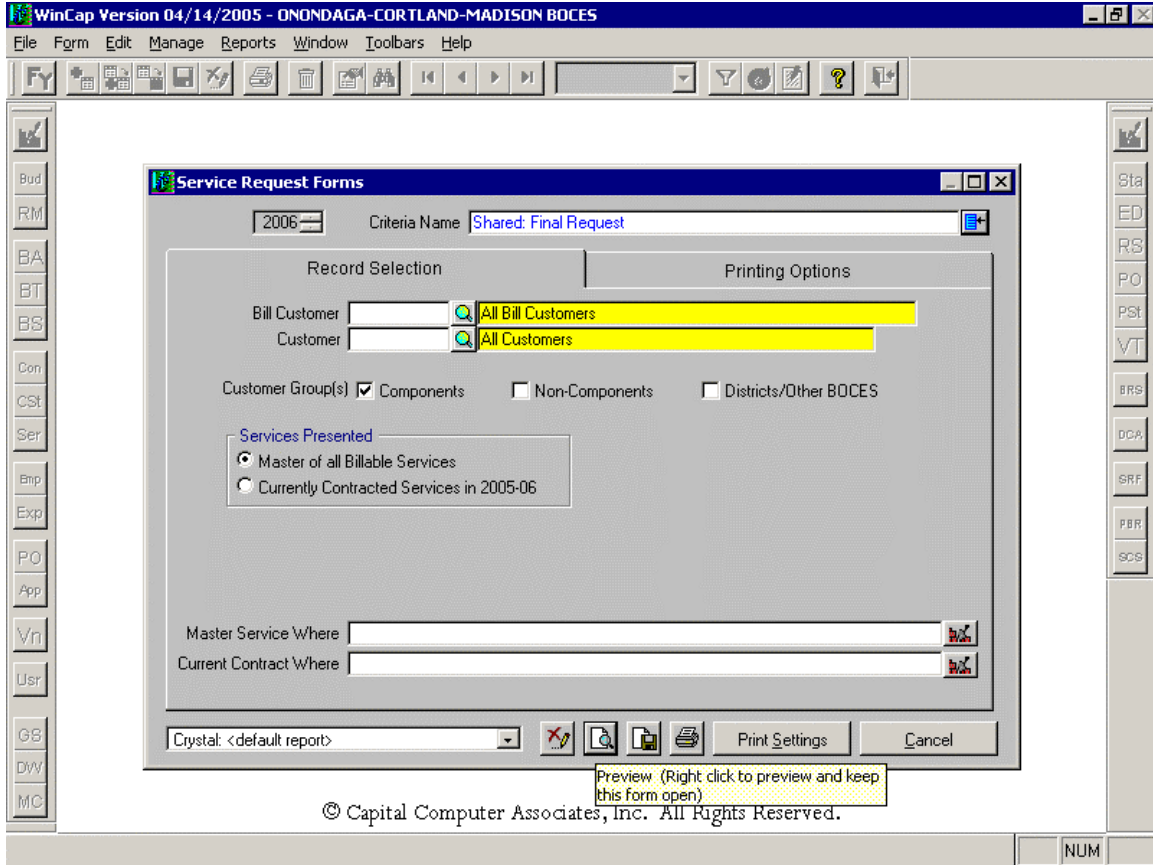◉ Master of all Billable Services
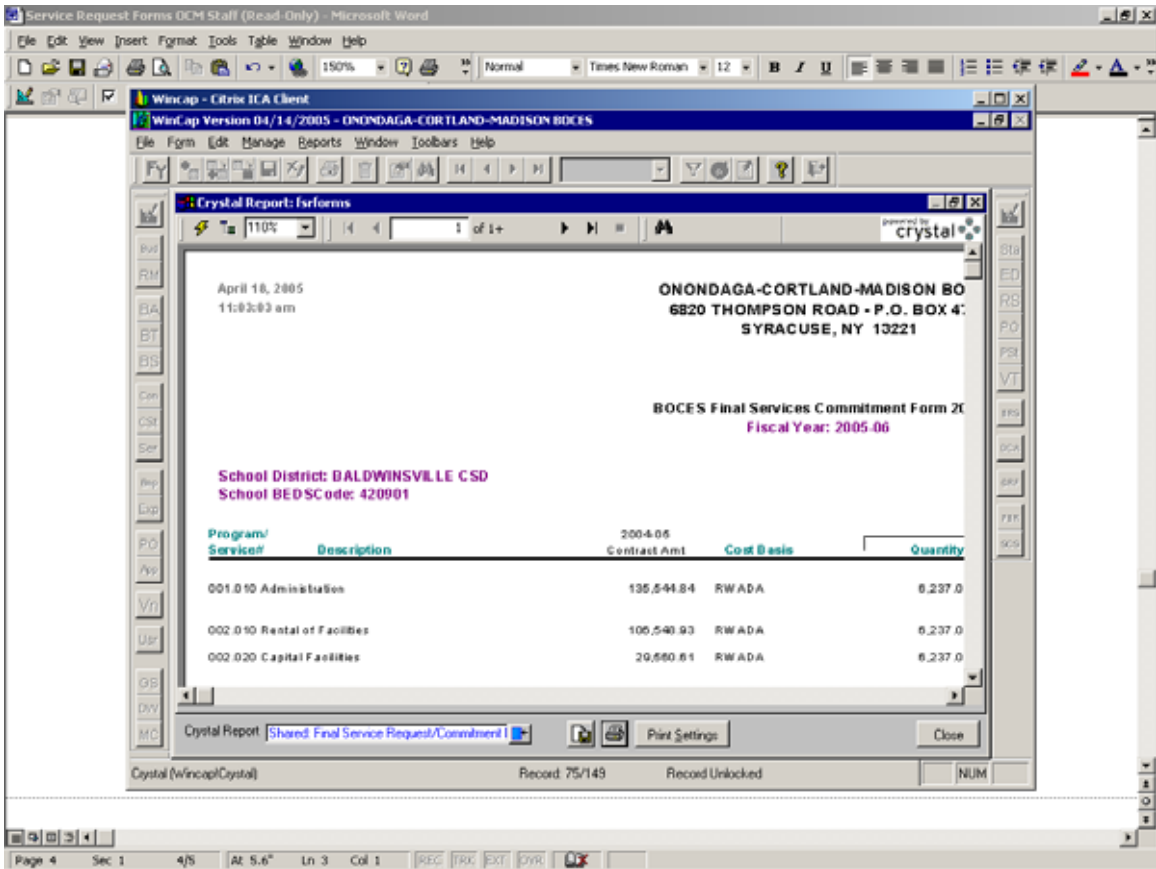○ Currently Contracted Services in 20

Master Service Where [   ]
Current Contract Where [   ]

Crystal: <default report>   Print Settings   Cancel

NUM

Hit the print preview icon to view the report.

Service Request Forms OCM Staff (Read-Only) - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Normal Times New Roman 12 B I U

Wincap - Citrix ICA Client

WinCap Version 04/14/2005 - ONONDAGA-CORTLAND-MADISON BOCES

File Form Edit Manage Reports Window Toolbars Help

Crystal Report: fsrforms

110%   1 of 1+   crystal

April 18, 2005
11:03:03 am

ONONDAGA-CORTLAND-MADISON BO
6820 THOMPSON ROAD - P.O. BOX 4
SYRACUSE, NY 13221

BOCES Final Services Commitment Form 20
Fiscal Year: 2005-06

School District: BALDWINSVILLE CSD
School BEDSCode: 420901

Program/ Service#	Description	2004-05 Contract Amt	Cost Basis	Quantity
001.010	Administration	135,544.84	RWADA	6,237.0
002.010	Rental of Facilities	105,540.93	RWADA	6,237.0
002.020	Capital Facilities	29,560.61	RWADA	6,237.0

Crystal Report Shared: Final Service Request/Commitment I   Print Settings   Close

Crystal (Wincap\Crystal)   Record: 75/149   Record Unlocked   NUM

Page 4   Sec 1   4/5   At 5.6"   Ln 3   Col 1   REC TRK EXT OVR
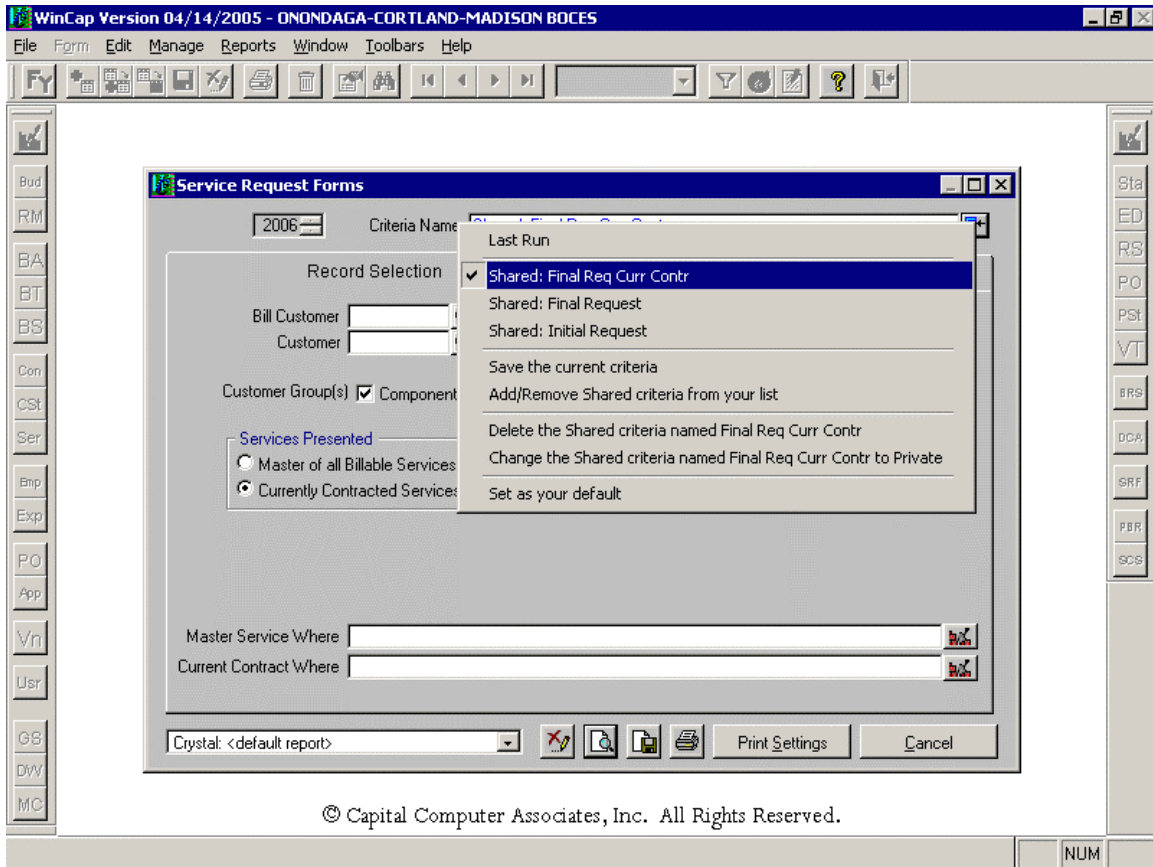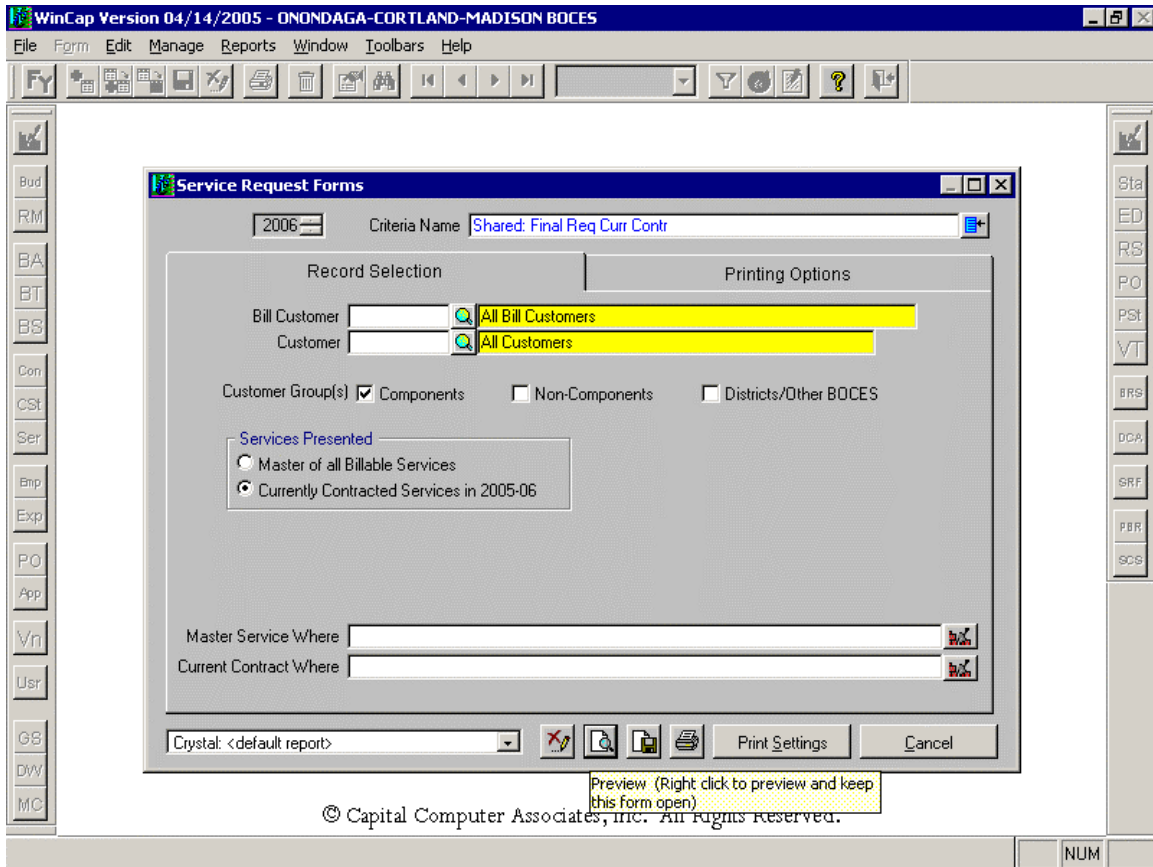
Select close to exit the print preview screen and then hit cancel. To print the report, select the printer icon.

The "Shared: Final Req Curr Contr" report from the blue options button will give you a listing of only the service codes that a district has requested for the new year. You will note that the Services Presented box has the "Currently Contracted Services in 2005-06" marked.

Note: The default report only gives you components. If you wish to have non-components and other BOCES, you will need to check the boxes "Non-Components" and "Districts/Other BOCES".

Hit the print preview icon to view the report.

Select close to exit the print preview screen and then hit cancel. To print the report, select the printer icon.